

2023 CITY OF MUKILTEO PRELIMINARY ANNUAL BUDGET



11930 Cyrus Way, Mukilteo, WA 98275



PRINCIPAL CITY OFFICIALS

ELECTED OFFICIALS 2022



Joe Marine
Mayor



Steve Schmalz
Council President



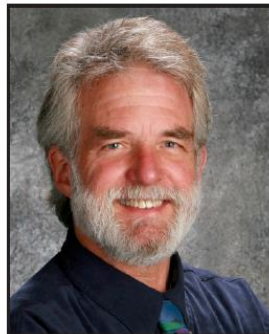
Elisabeth Crawford
Council Vice President



Louis Harris
Councilmember



Tom Jordal
Councilmember



Richard Emery
Councilmember



Riaz Khan
Councilmember



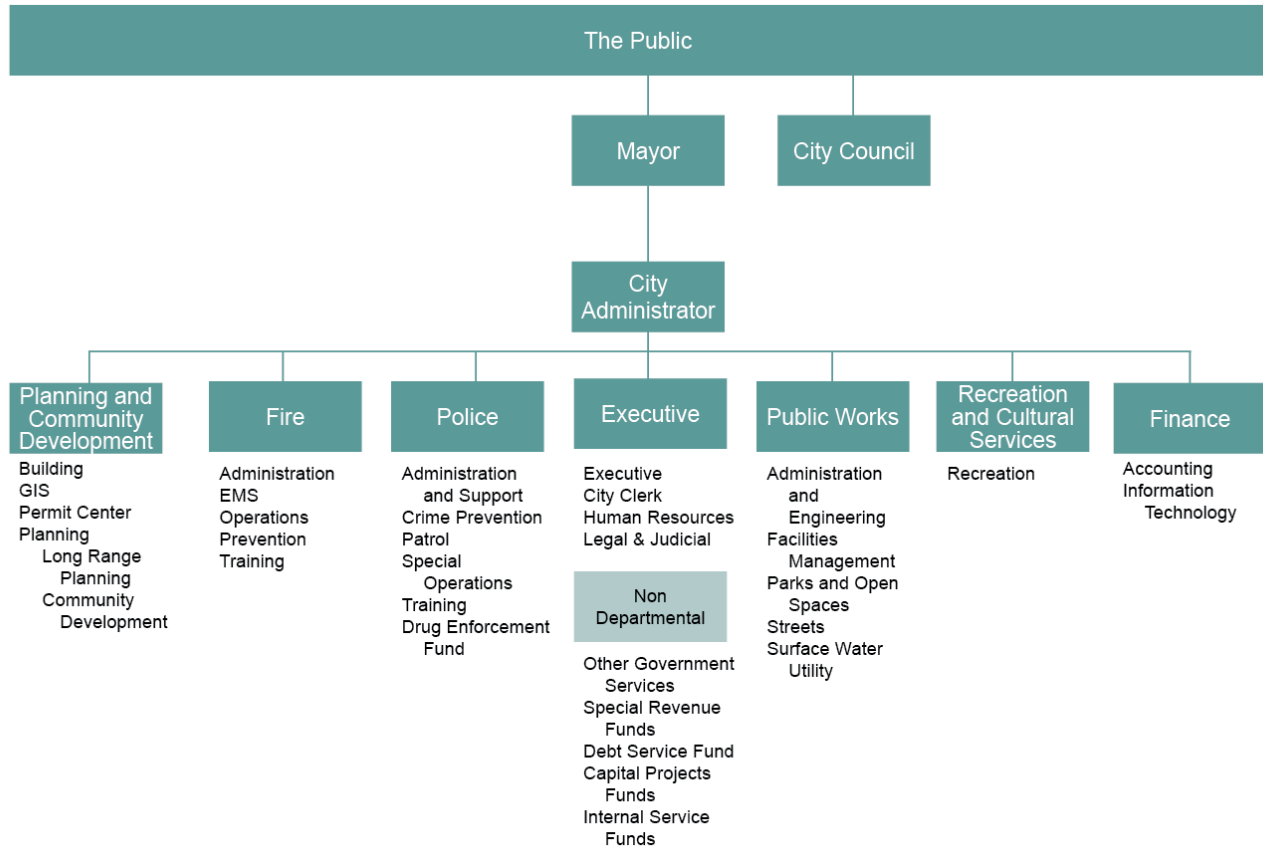
Jason Moon
Councilmember

EXECUTIVE STAFF

City Administrator Steve Powers
Acting Finance Director Sherri Gordon
Fire Chief Glen Albright
Police Chief Cheol Kang
Public Works Director Matt Nienhuis
Acting Recreation and Cultural Services Director Dale Dahl
Community Development and Planning Director

2023 Budget

Organization Structure for City Budget



City Staffing			
Department	2020	2021	2022
City Council	7.0	7.0	7.0
Executive	5.0	5.0	6.0
Finance & IT	8.0	8.0	9.0
Police	36.0	36.0	38.0
Fire	30.0	30.0	30.0
Public Works (includes seasonals)	29.8	29.8	30.0
Planning	11.0	11.0	11.0
Recreation (Full Time Equivalents)	8.3	8.3	7
Total	135.1	135.1	138

Table of Contents (Revised November 7, 2022)

MAYOR'S BUDGET MESSAGE	vii
BUDGET BUILDING PROCESS	viii
BUDGET AND FINANCIAL POLICIES	x
Budget Policy	xi
Gap Closing Policy	xv
Fund Balance Reserve Policy	xviii
EXPLANATION OF BUDGET EXHIBITS	xx
EXHIBIT 1 – BUDGET SUMMARY BY FUND	1
EXHIBIT 2 – REVENUE SUMMARY BY ALL FUND	2
EXHIBIT 2 – EXPENDITURE SUMMARY BY FUND	3
EXHIBIT 3 – TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS	4
EXHIBIT 4 – GENERAL FUND REVENUES AND EXPENDITURES	6
EXHIBIT 5 – GENERAL FUND EXPENDITURES	8
EXHIBIT 6 – OPERATING EXPENDITURES FOR ALL FUNDS (EXCLUDING TRANSFERS)	9
EXHIBIT 7 – GENERAL FUND REVENUE SUMMARY	10
EXHIBIT 8 – TOP 10 GENERAL FUND REVENUES	11
EXHIBIT 9 – TRANSFERS BETWEEN FUNDS	12
EXHIBIT 10 – 2023 NEW BUDGET ITEMS	13
GENERAL FUND	15
CITY COUNCIL	16
EXECUTIVE DEPARTMENT	18
Executive	20
Legal & Judicial	24
FINANCE	26
Accounting Division	28
Information Technology Division	30
NON-DEPARTMENTAL	33
Transfers to Other Funds	37
POLICE DEPARTMENT	38
Administration and Support Services Division	40
Crime Prevention Division	42
Patrol Division	45
Special Operations Division	48
Training Division	51
FIRE DEPARTMENT	54
Administration	56
Operations	58
Training	61
Prevention	63
PUBLIC WORKS	65
Administration and Engineering Division	68
Parks and Open Space Division	72
PLANNING & COMMUNITY DEVELOPMENT	74
Planning Division	77
Permit Center Division	80
Building Division	82

2022 Budget

GEOGRAPHIC INFORMATION SYSTEM (Gis) Division	84
RECREATION & CULTURAL SERVICES	86
RECREATION & CULTURAL SERVICES	88
RESERVE FUNDS	94
City Reserve Fund	95
SPECIAL REVENUE FUNDS	97
Transportation Benefit District	98
Waterfront Parking	100
Street Fund	106
Hotel/Motel Lodging Tax Fund	110
Emergency Medical Services	112
Drug Enforcement	115
<u>ARPA</u>	<u>116</u>
DEBT SERVICE FUND	117
Limited Tax General Obligation Bond Fund	118
CAPITAL PROJECTS FUNDS	120
Capital Projects Fund	121
Park Acquisition & Development Fund	130
Transportation Impact Fee Fund	132
Real Estate Excise (REET) I & II Funds	134
ENTERPRISE FUNDS	138
Surface Water Utility	139
INTERNAL SERVICE FUNDS	151
Technology Replacement Fund	152
Equipment Replacement Reserve Fund	154
Facility Maintenance Fund	161
Facility Renewal Fund	166
SUPPLEMENTAL INFORMATION	173
ANNUAL SALARY POSITION MATRIX	TBD
CITY COUNCIL CHANGES PRELIMINARY TO FINAL BUDGET	TBD
BUDGET ORDINANCE	TBD

Mayor's Message



Mayor Joe Marine

2023

MAYOR'S MESSAGE



Transmittal of 2023 Preliminary Budget

Dear Council and Mukilteo Community,

I respectfully submit for your review and action the 2023 budget. This budget is lean, and yet through the continuing hard work and dedication of our city employees and a commitment to public safety, this budget will finance quality services to residents. Mukilteo has been selected several times as one of the best places to live in America. I am very proud of our special recognition. We are recognized for the natural beauty of our surroundings, our good schools, our beautiful Rosehill Community Center, and in part for the efforts of our City government.

In this budget we have a net projected increase of \$768,000 in the General Fund and related subsidized funds (Street & Emergency Medical Services). However, our expenses are projected to outpace that amount, largely due to increased investment in our workforce as we stay competitive with other jurisdictions. We were able to decrease the budget shortfall amount by relying on Council to fund certain one-time capital expenses using American Rescue Plan Act (ARPA) funding, but we are still left with a shortfall of just over \$500,000 (depicted in a graph below). For this reason, I am recommending the City collect the 1% property tax increase allowed by state law.

Despite challenging economic times, we have protected our environment, maintained our streets and public spaces, beautified our community, and used our funds wisely to keep Mukilteo safe and sound. Today, I present a balanced budget that carefully and thoughtfully dedicates our scarce funds to protect our homes and citizens, maintain the valuable infrastructure we have invested in; protect our unique and special waterfront, gulches, and open spaces, and create an environment that will encourage and facilitate family wage paying businesses.

MAYOR'S MESSAGE

Thank you, Councilmembers, for committing so much of your time to exploring and articulating the community's priorities thus far in the budget process. This budget is truly a team effort. I want to give a special thanks to Tara Dunford, City Administrator Steve Powers, and all our department heads for their work in putting this budget together. My top priority continues to be keeping our community safe and attractive to businesses and residents and making living in our community one of the best investments in the region. I want to thank all of our City staff for their continued hard work through difficult times. Thank you, citizens and businesses, for your trust in the Council, Mayor and employees. Together, we will keep Mukilteo as a top city in the country. My staff and I look forward to working with the Council over the next several weeks and responding to any budget-related questions that may arise from you or interested citizens.

Thank you,

Joe Marino



BUDGET PRIORITIES

01

Fiscal Responsibility

One of my top priorities in drafting the 2023 budget was ensuring fiscal responsibility. As you likely know, we are in a time of economic uncertainty. I want to ensure we are being responsible stewards of your taxpayer dollars.

02

Public Safety

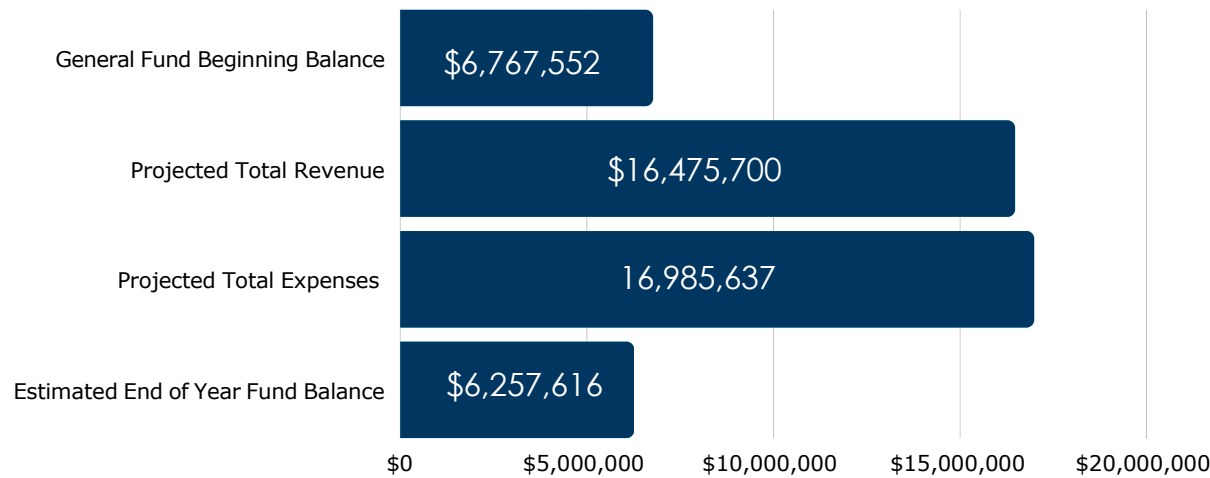
Without a safe community, nothing else truly matters. It is of utmost importance that we prioritize public safety year in and year out. Among other things, this budget includes continued funding for the Police Body Camera Program, annual traffic calming, and four new public safety vehicles.

03

Maintenance & Preservation

We need to maintain and preserve our existing infrastructure here in Mukilteo. This budget preserves community gems like the Rosehill Community Center and invests in keeping our City one to be proud of.

BUDGET IN BRIEF



BUDGET BUILDING PROCESS

This section is intended to briefly discuss the process behind the creation of the 2023 Final Budget.

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

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

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

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

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

In addition to NBIs for operating expenditures, the budget process also utilizes NBIs for capital purposes such as capital projects or the purchase of equipment. In addition to the information provided for NBIs related to operating expenditures noted above, capital NBIs identify the impact on operating expenditures, whether previous approval has been received from the City Council, the amount previously approved, dollar amount requested for 2023, and estimates of the cost of future related requests. For example, a new capital project may require a multi-year process to complete. The initial amount needed will be budgeted in 2023 and additional amounts needed to complete the project will be budgeted in future fiscal years. The NBI identifies the total estimated cost of a project together with alternatives and additional related revenue, if any.

In regard to capital projects approved by the City Council in prior fiscal years, the 2023 Preliminary Budget no longer includes NBIs requesting the City Council to reapprove the unspent balances for these capital projects. Unspent budgets for specific capital projects will be "carried forward" to subsequent fiscal years until the projects are completed. At that time,

2023 Budget

the remaining budget for any completed projects will be cancelled. This simplifies the budget process for capital projects.

The City implemented an updated Internal Cost Allocation Plan (CAP) in the 2017 budget to identify the costs of indirect services provided by the City's central service departments. The CAP was reviewed for the 2023 budget based on actual expenditures for 2022. A CAP establishes a fair and equitable methodology for identifying and allocating indirect costs to benefiting activities. It can be a valuable tool in establishing fees designed to recover total costs of a program; recovering indirect costs associated with local, state, and federal grants; reimbursing costs associated with providing support services to restricted funds such as enterprise and other special revenue funds; and many other financial analyses. This plan will be updated annually.

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

BUDGET AND FINANCIAL POLICIES

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

BALANCED BUDGET

A balanced budget is one where operating revenues and sources equal or exceed operating expenditures and uses. In compliance with state law, the City's 2023 budget is a balanced budget.

BUDGET RESOURCES

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

REVENUE ESTIMATION

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

LEGAL COMPLIANCE AND FINANCIAL MANAGEMENT – FUND ACCOUNTING

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

BUDGET POLICY

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

Operating Budgets¹ – Overall

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

Fiscal Integrity

- Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets to finance these costs. New program request costs will have to identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
- In years when City Council approves operating budgets with ongoing costs exceeding ongoing revenues, the City's "Gap Closing" Policy must be invoked.
- Any available carryover balance will only be used to offset one-time or non-recurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or non-recurring costs.²

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

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

2023 Budget

- The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- Mitigation fees shall be used only for the project or purpose for which they are intended.
- The City will maintain a balanced budget which is defined as planned funds available equal planned expenditures and ending fund balance.

Revenues

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

Internal Services Charges

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

Reporting

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

Citizen Involvement

- Citizen involvement during the budget process shall be encouraged through the Council's public hearings. In some years the City may engage its residents through the website and surveys.
- Involvement shall also be facilitated through Council appointed boards, commissions and committees that serve in an advisory capacity to the Council and staff.

Fees

- Fees shall be to cover 100% of the costs of service delivery, unless such amount prevents an individual from obtaining essential services. Fees or service charges should not be established to generate money in excess of the cost of providing service.

- Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

Capital Budget – Fiscal Policies

- Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. (Project cost estimates included in the City's Capital Facilities Six Year Plan should be as reliable as possible, recognizing that Year 1 or 2 project cost estimates will be more reliable than cost estimates in the later years.)
- Proposals should include a comprehensive resource plan. This plan should include the amount and type of resources required, a timeline and financing strategies to be employed. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, sales taxes, contingency, etc.
- Capital project proposals should include a discussion on level of service (LOS). At a minimum, the discussion should include current LOS level associated with the proposal and level of LOS after completion of proposal. Proposals with low level LOS will receive higher priority than those with higher levels of LOS. Capital project proposals that either have a current LOS level of 100% or higher or will have a LOS level of 100% or higher after completion of the proposal must include a discussion on impacts to other services that have a LOS level below 100%.
- All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget. Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration:
 - Impacts to other projects
 - Funding sources
- Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
- Major changes in project cost must be presented to the City Council for review and approval. Major changes are defined per City's Procurement Policies & Procedures as amounts greater than \$30,000 for single craft or trade and greater than \$50,000 for two or more crafts or trades.
- At the time of project award, each project shall have reasonable contingencies also budgeted:
 - The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of contract as otherwise determined by the City Council.
 - Project contingencies may, unless otherwise determined by the City Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.

- For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
- If a proposed capital project will have a direct negative effect on other publicly owned facilities and/or property or reduce property taxes revenues (for property purchases within the City), mitigation of the negative impact will become part of the proposed capital project costs.
- A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

Debt Policies

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

Gap Closing Policy

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

A. Purpose

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

The intent of the Gap Closing Policy is to:

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

B. Implementation

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

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

C. Gap Reporting

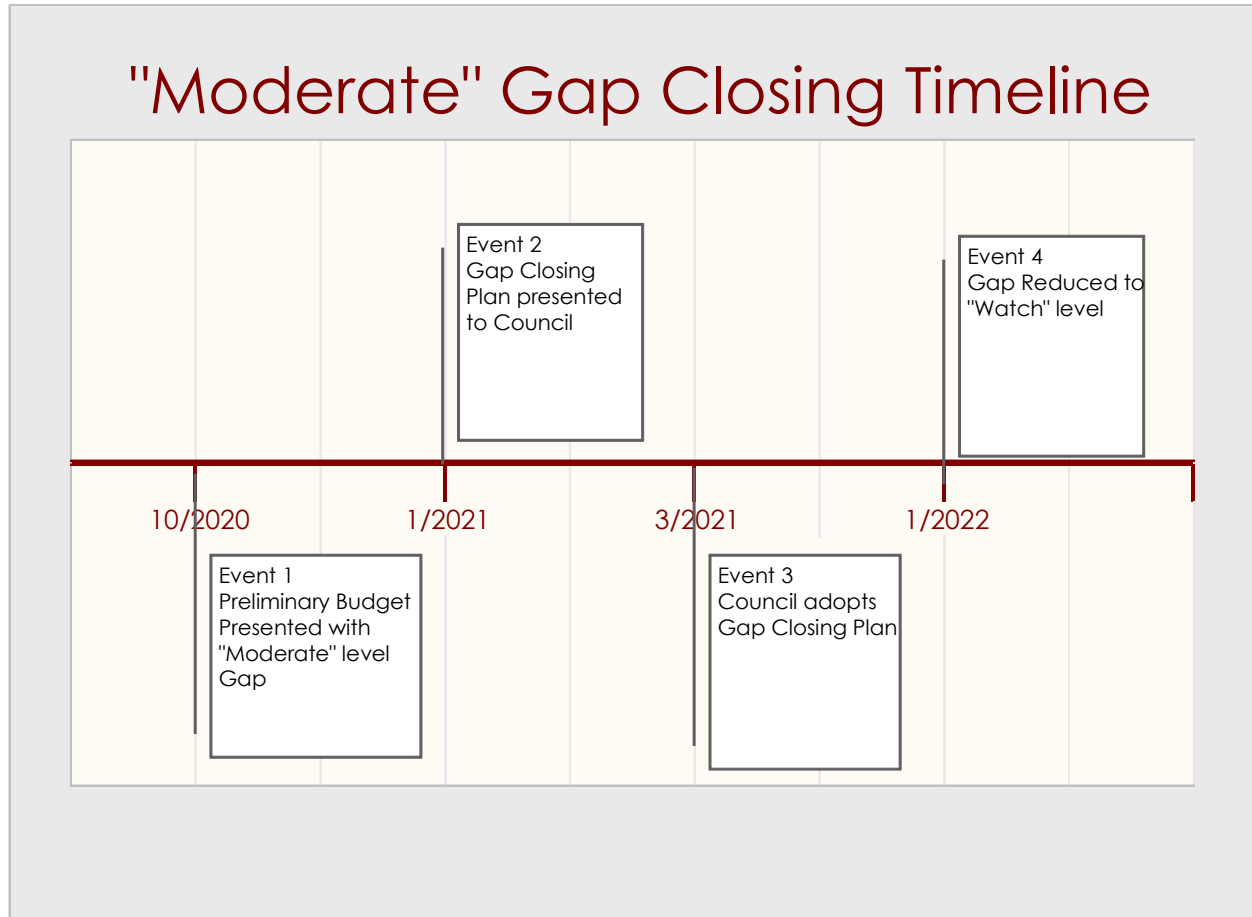
If a Gap has been reported, Mayor and City Council must receive a quarterly report on the status of the Gap. The report must identify the severity of the Gap and whether the Gap is growing, stable or declining.

D. Gap Closing Strategy

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

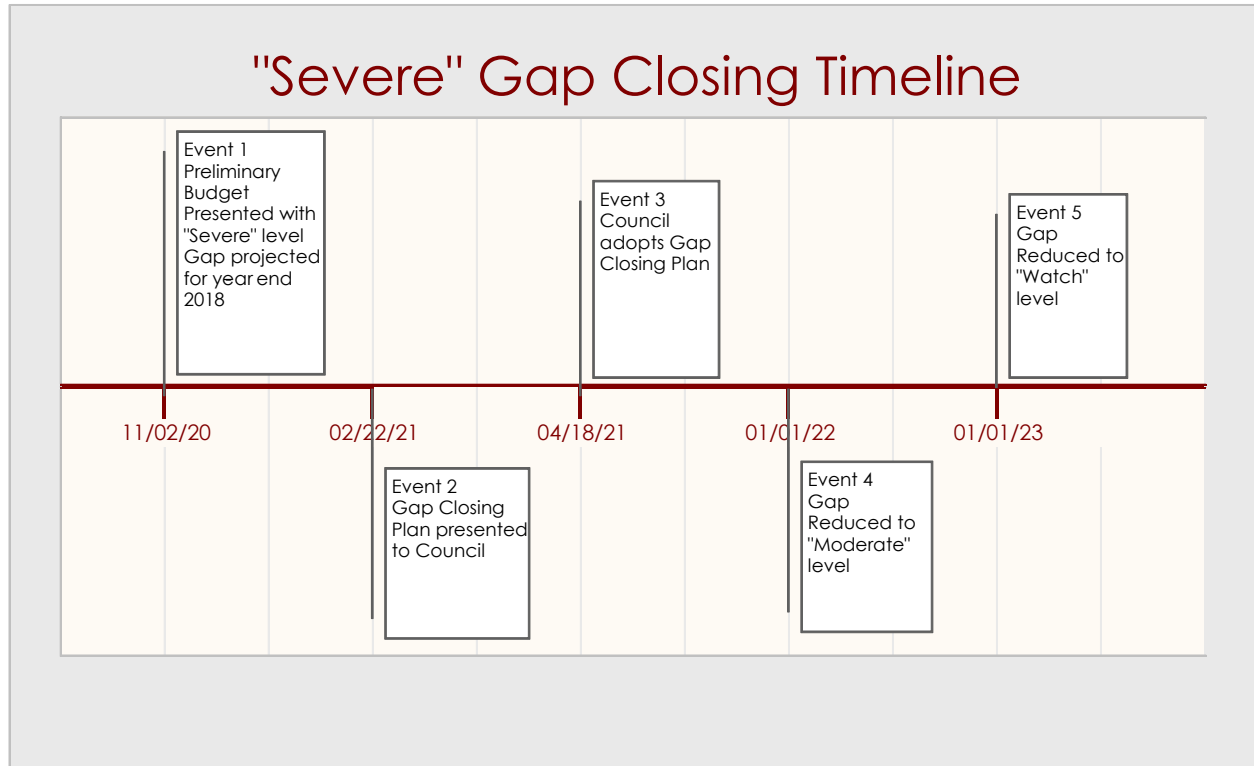
- Watch –If the Gap stays less than 3%, nothing more than an acknowledgement that a Gap exists has to be included in the Quarterly Financial Update.
- Moderate – The Mayor or Mayor’s designee has to present a Gap Closing Plan to Council within three months of Finance Director’s initial Gap report indicating that a “Moderate” Gap is anticipated within one of the next three years. The plan must include details explaining how the City will move the Gap from a “Moderate” level into a “Watch” level within the next twelve months. Council must adopt a Gap Closing Plan within two months after receipt of the Plan.

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



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

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



E. Mayor's Recommended Gap Closing Plan

Gap Closing Plan must include:

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

Fund Balance Reserve Policy

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

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

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

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

- **Contingency Fund Reserves:** The City maintains a Contingency Fund reserve equal to \$1,000,000 to provide a financial cushion to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods or to provide funds in the event of major unplanned expenditures the City could face as a result of landslides, earthquake or other natural disaster.
- **General Fund Operating Reserves:** The City maintains a General Fund Operating Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The cash flow reserve within the General Fund is an amount equal to two months of budgeted operating expenditures.
- **Hotel/Motel Lodging Tax Reserves:** The City maintains a Hotel/Motel Lodging Tax Reserve in an amount equal to six months' revenues in ending fund balance. (For example, the 2023 budgeted expenditures cannot exceed half of the 2020 actual revenues receipted into the fund.)
- **Technology Replacement Reserves:** The City maintains a Technology Replacement Reserve for replacement of entity-wide computer hardware, software, or telephone equipment identified in the City's Technology Replacement listing. The required level of reserve will equal each year's scheduled replacement costs. For example, if the 2023 equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000.

2023 Budget

- **Equipment and Vehicle Replacement Reserves:** The City maintains fully funded reserve for the replacement of vehicles and equipment identified on the City's equipment replacement listing. The required level of reserve equals each year's scheduled replacement costs. For example, if the 2023 equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000. Contributions are made through assessments to the using funds and are maintained on a per asset basis.
- **Surface Water Utility Fund Reserves:** The City maintains an operating reserve within the Surface Water Utility Fund of an amount equal to no less than 20% of budgeted operating revenues.

EXPLANATION OF BUDGET EXHIBITS

The following pages present a variety of budgetary information for the 2023 Budget that is intended to assist the reader in understanding the ten exhibits that follow:

- BUDGET SUMMARY BY FUND (Exhibit 1)
Provides a recap for each of the City's twenty-one budgeted Funds of estimated beginning fund balance, revenues and transfers in which constitute total sources, expenditures and transfers out which constitute total uses, and projected ending fund balance as of the end of 2023.
- REVENUE AND EXPENDITURE SUMMARY ALL FUNDS (Exhibit 2)
Provides the following revenue and expenditure information for each Fund: 2021 actual amounts, 2022 Adopted Budget, 2022 estimates, 2023 Budget, and two columns reflecting the dollar and percentage changes comparing the 2022 Adopted Budget to the 2023 Budget. Transfers in and out are included with revenues and expenditures.
- TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS (Exhibit 3)
Provides 2023 revenue and expenditure information for all Funds by categories of revenues and expenditures together with actual amounts for 2020, Adopted Budget for 2021 and 2021 estimates, and two columns reflecting the dollar and percentage changes comparing the 2021 Adopted Budget to the 2023 Budget.
- GENERAL FUND REVENUES AND EXPENDITURES (Exhibit 4)
Provides similar information as Exhibit 3 for the General Fund only.
- GENERAL FUND EXPENDITURES (Exhibit 5)
Provides additional 2023 General Fund expenditure information by Division and Department.
- OPERATING EXPENDITURES FOR ALL FUNDS (Exhibit 6)
Provides a breakdown of operating expenditures for the General Fund, EMS Fund, Street Fund, Surface Water Management Fund, Facilities Maintenance Fund, and the Waterfront Parking Fund.
- GENERAL FUND REVENUE SUMMARY (Exhibit 7)
Provides a further breakdown of the General Fund's various revenue categories.
- 2023 TOP 10 GENERAL FUND REVENUES (Exhibit 8)
Provides information on the most significant General Fund revenue sources
- TRANSFERS BETWEEN FUNDS (Exhibit 9)
Provides detailed information on transfers between Funds. Transfers in and out are not considered revenues and expenditures for budget and accounting purposes.
- 2023 NEW BUDGET ITEMS (Exhibit 10)
Provides a list of NBIs included in budget.

2023 Budget

EXHIBIT 1 – BUDGET SUMMARY BY FUND (Revised November 3, 2022)

	BEGINNING FUND BALANCE	REVENUE	INCOMING TRANSFERS	TOTAL FUND SOURCES	EXPENDITURES	OUTGOING TRANSFERS	TOTAL FUND USES	ENDING FUND BALANCE
GENERAL & SPECIAL REVENUE FUNDS								
General	\$ 6,767,552	\$ 16,465,700	\$ -	\$ 16,465,700	\$ 15,051,794	\$ 1,732,043	\$ 16,783,837	\$ 6,449,416
City Reserve	1,000,000	-	-	-	-	-	-	1,000,000
LEOFF I Reserve	-	-	-	-	-	-	-	-
ARPA	5,449,798	-	-	-	2,241,970	-	2,241,970	3,207,828
Transportation Benefit District	1,011,263	396,000	-	396,000	-	521,000	521,000	886,263
Streets	-	513,500	439,750	953,250	953,250	-	953,250	-
Waterfront Parking	134,710	656,600	-	656,600	757,842	-	757,842	33,468
Hotel/Motel Lodging Tax	152,671	168,400	-	168,400	235,000	-	235,000	86,071
Emergency Medical Services	-	3,194,500	1,151,080	4,345,580	4,345,580	-	4,345,580	-
Drug Enforcement	27,843	10,000	-	10,000	10,000	-	10,000	27,843
DEBT SERVICE FUND	(2,280)	-	882,580	882,580	880,300	-	880,300	-
CAPITAL PROJECT FUNDS								
Capital Projects	438,788	798,000	1,772,000	2,570,000	2,982,400	-	2,982,400	26,388
Park Acquisition & Development	276,450	10,000	-	10,000	-	-	-	286,450
Transportation Impact Fee	110,819	20,000	-	20,000	-	-	-	130,819
Real Estate Excise Tax I	2,747,269	990,000	-	990,000	-	882,580	882,580	2,854,689
Real Estate Excise Tax II	2,299,826	990,000	-	990,000	-	1,251,000	1,251,000	2,038,826
PROPRIETARY FUNDS								
Surface Water Management	6,881,255	4,410,000	-	4,410,000	10,273,518	-	10,273,518	1,017,737
Surface Water Reserve	300,000	-	-	-	-	-	-	300,000
INTERNAL SERVICE FUNDS								
Technology Replacement Reserve	121,183	18,500	141,213	159,713	155,713	-	155,713	125,183
Equipment Replacement Reserve	1,902,602	-	-	-	700,000	-	700,000	1,202,602
Facilities Maintenance	93,648	709,452	-	709,452	803,100	-	803,100	-
Facility Renewal	648,032	30,000	-	30,000	407,300	-	407,300	270,732
	\$ 30,361,429	\$ 29,380,652	\$ 4,386,623	\$ 33,767,275	\$ 39,797,767	\$ 4,386,623	\$ 44,184,390	\$ 19,944,315

2023 Budget

EXHIBIT 2 – REVENUE SUMMARY BY ALL FUND (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
General	\$ 16,007,447	\$ 15,808,926	\$ 16,450,657	\$ 16,465,700	\$ 656,774	4.2%
City Reserve	-	-	-	-	-	-
LEOFF I Reserve	55	-	-	-	-	-
ARPA	2,998,314	992,573	2,995,529	-	(992,573)	-100.0%
Transportation Benefit District	371,684	353,000	364,485	396,000	43,000	12.2%
Streets	767,561	875,400	883,613	953,250	77,850	8.9%
Waterfront Parking	681,425	769,700	653,096	656,600	(113,100)	-14.7%
Hotel/Motel Lodging Tax	160,478	243,000	283,378	168,400	(74,600)	-30.7%
Emergency Medical Services	4,356,882	3,622,390	4,185,271	4,345,580	723,190	20.0%
Drug Enforcement	23,758	10,000	10,000	10,000	-	0.0%
Debt Service	870,337	883,000	883,000	882,580	(420)	0.0%
Capital Projects	6,740,786	7,162,486	2,423,556	2,570,000	(4,592,486)	-64.1%
Park Acquisition & Development	62,575	10,000	10,600	10,000	-	0.0%
Transportation Impact Fee	7,874	20,000	20,000	20,000	-	0.0%
Real Estate Excise Tax I	1,025,106	820,000	1,288,124	990,000	170,000	20.7%
Real Estate Excise Tax II	1,024,520	815,000	1,288,124	990,000	175,000	21.5%
Surface Water Management	5,268,313	4,391,174	4,393,324	4,410,000	18,826	0.4%
Surface Water Reserve	-	-	-	-	-	-
Technology Replacement Reserve	117,864	121,500	121,500	159,713	38,213	31.5%
Equipment Replacement Reserve	297,574	599,000	650,435	-	(599,000)	-100.0%
Facilities Maintenance	809,010	751,788	751,788	709,452	(42,336)	-5.6%
Facility Renewal	96,553	320,750	320,750	30,000	(290,750)	-90.6%
	\$ 41,688,116	\$ 38,569,687	\$ 37,977,230	\$ 33,767,275	\$ (4,802,412)	(12.5%)

2023 Budget

EXHIBIT 2 (CONTINUED) – EXPENDITURE SUMMARY BY FUND (Revised November 3, 2022)

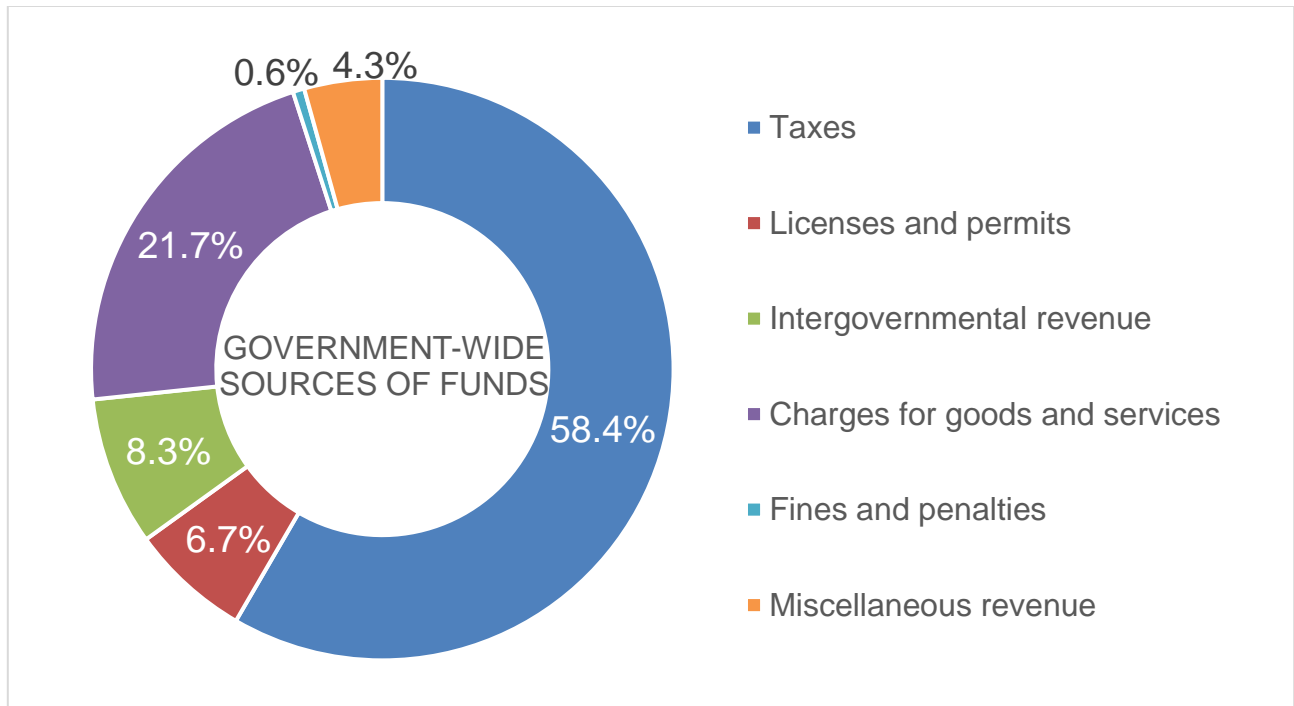
	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
General	\$ 15,008,281	\$ 15,961,950	\$ 15,326,504	\$ 16,783,837	\$ 821,887	5.1%
LEOFF I Reserve	9,243	12,864	12,448	-	(12,864)	-100.0%
ARPA	78,709	992,573	465,336	2,241,970	1,249,397	125.9%
Transportation Benefit District	20,579	1,010,273	565,000	521,000	(489,273)	-48.4%
Streets	831,262	923,250	887,164	953,250	30,000	3.2%
Waterfront Parking	674,693	747,750	620,744	757,842	10,092	1.3%
Recreation & Cultural Services	94,412	-	-	-	-	-
Hotel/Motel Lodging Tax	206,901	246,000	261,000	235,000	(11,000)	-4.5%
Emergency Medical Services	4,369,655	4,356,280	4,593,328	4,345,580	(10,700)	-0.2%
Drug Enforcement	6,054	10,000	-	10,000	-	0.0%
Debt Service	878,834	882,100	881,604	880,300	(1,800)	-0.2%
Capital Projects	6,761,096	7,159,286	1,964,458	2,982,400	(4,176,886)	-58.3%
Park Acquisition & Development	62,631	-	-	-	-	-
Transportation Impact Fee	92,400	-	-	-	-	-
Real Estate Excise Tax I	878,977	883,000	883,000	882,580	(420)	0.0%
Real Estate Excise Tax II	253,341	2,132,010	1,480,000	1,251,000	(881,010)	-41.3%
Surface Water Management	5,197,230	5,615,136	3,072,510	10,273,518	4,658,382	83.0%
Technology Replacement Reserve	136,927	125,000	140,428	155,713	30,713	24.6%
Equipment Replacement Reserve	252,329	599,000	378,618	700,000	101,000	16.9%
Facilities Maintenance	771,714	794,200	813,536	803,100	8,900	1.1%
Facility Renewal	23,713	332,300	6,905	407,300	75,000	22.6%
	\$ 36,608,981	\$ 42,782,972	\$ 32,352,583	\$ 44,184,390	\$ 1,401,418	3.3%

2023 Budget

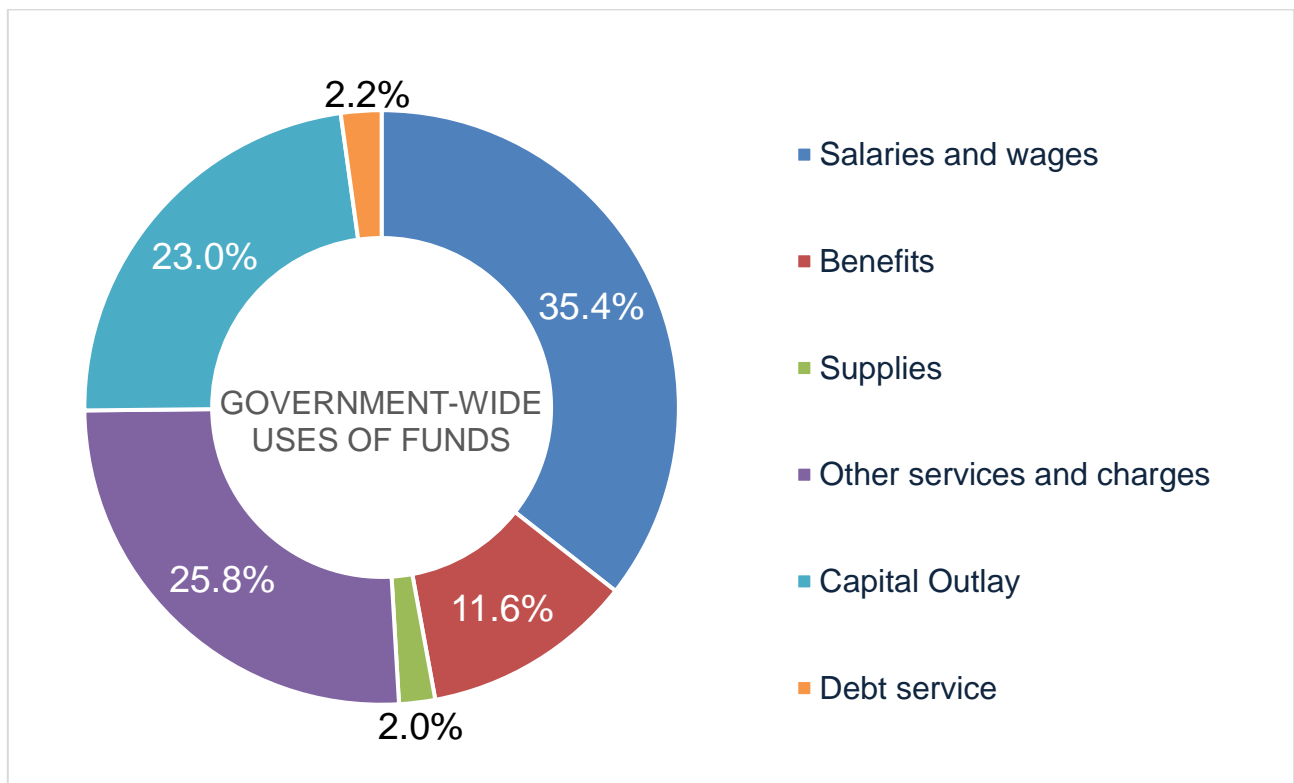
EXHIBIT 3 – TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
REVENUE SOURCE:						
Taxes	\$ 16,671,343	\$ 16,286,101	\$ 17,630,692	\$ 17,159,600	\$ 873,499	5.4%
Licenses and permits	1,874,854	1,814,300	1,962,051	1,962,000	147,700	8.1%
Intergovernmental revenue	11,878,197	6,523,651	5,111,362	2,432,300	(4,091,351)	-62.7%
Charges for goods and services	6,674,912	6,917,576	6,995,853	6,377,352	(540,224)	-7.8%
Fines and penalties	174,378	158,850	139,422	177,400	18,550	11.7%
Miscellaneous revenue	1,261,563	1,384,366	1,399,015	1,272,000	(112,366)	-8.1%
TOTAL REVENUES	\$ 38,535,247	\$ 33,084,844	\$ 33,238,395	\$ 29,380,652	\$ (3,704,192)	(11.2%)
EXPENDITURE TYPE:						
Salaries and wages	\$ 11,754,779	\$ 12,693,750	\$ 11,965,594	\$ 14,069,350	\$ 1,375,600	10.8%
Benefits	4,330,740	4,455,350	4,285,622	4,626,120	170,770	3.8%
Supplies	797,136	768,638	838,926	781,752	13,114	1.7%
Other services and charges	6,074,194	15,009,149	8,743,241	10,273,695	(4,735,454)	-31.6%
Capital Outlay	9,620,429	3,489,142	898,760	9,166,550	5,677,408	162.7%
Debt service	878,834	882,100	881,604	880,300	(1,800)	-0.2%
TOTAL EXPENDITURES	\$ 33,456,112	\$ 37,298,129	\$ 27,613,748	\$ 39,797,767	\$ 2,499,638	6.7%

2023 Budget



(Revised November 3, 2022)

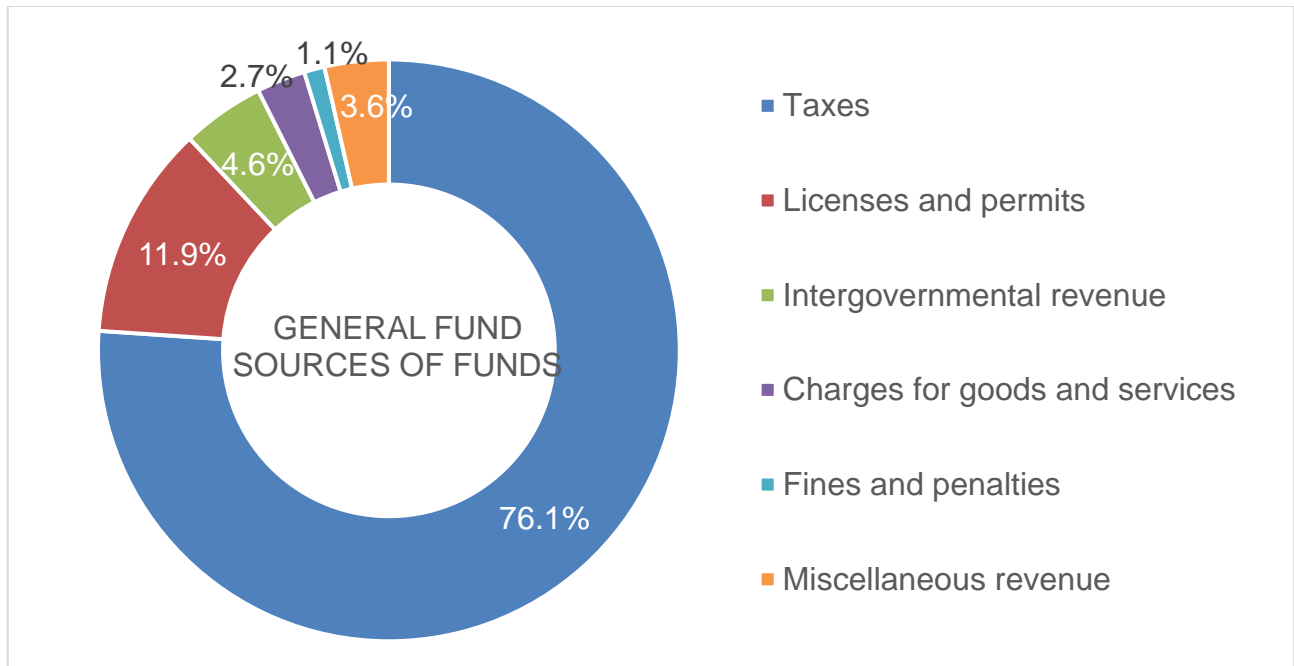


2023 Budget

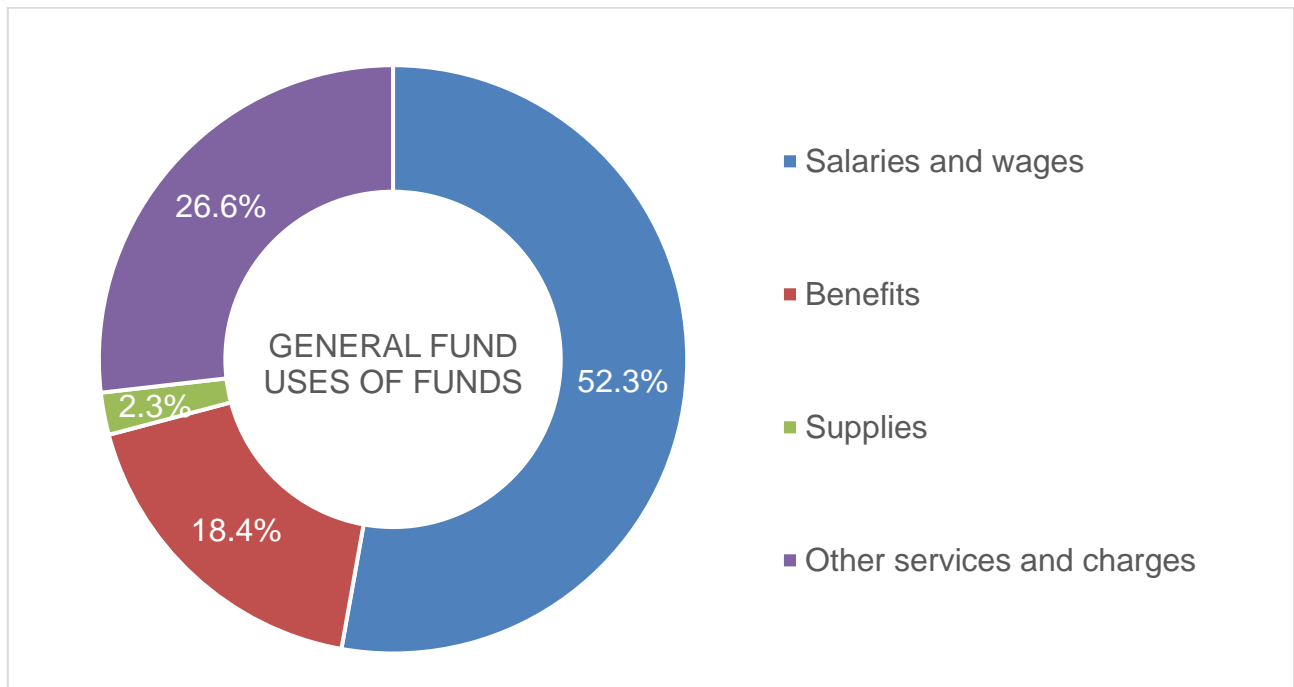
EXHIBIT 4 – GENERAL FUND REVENUES AND EXPENDITURES (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
REVENUE SOURCE:						
Taxes	\$ 12,107,360	\$ 12,126,625	\$ 12,470,149	\$ 12,533,400	\$ 406,775	3.4%
Licenses and permits	1,874,854	1,814,300	1,962,051	1,962,000	147,700	8.1%
Intergovernmental revenue	761,224	715,071	753,953	758,700	43,629	6.1%
Charges for goods and services	341,392	400,050	447,322	447,300	47,250	11.8%
Fines and penalties	174,378	158,850	139,422	177,400	18,550	11.7%
Miscellaneous revenue	499,827	581,166	664,896	586,900	5,734	1.0%
TOTAL REVENUES	\$ 15,759,035	\$ 15,796,062	\$ 16,437,793	\$ 16,465,700	\$ 669,638	4.2%
EXPENDITURE TYPE:						
Salaries and wages	\$ 6,763,600	\$ 7,277,150	\$ 6,768,100	\$ 7,879,400	\$ 602,250	8.3%
Benefits	2,619,202	2,698,800	2,551,616	2,767,850	69,050	2.6%
Supplies	273,517	350,451	353,486	352,451	2,000	0.6%
Other services and charges	3,650,636	4,454,303	4,120,780	4,052,093	(402,210)	-9.0%
TOTAL EXPENDITURES	\$ 13,306,955	\$ 14,780,704	\$ 13,793,983	\$ 15,051,794	\$ 271,090	1.8%

2023 Budget



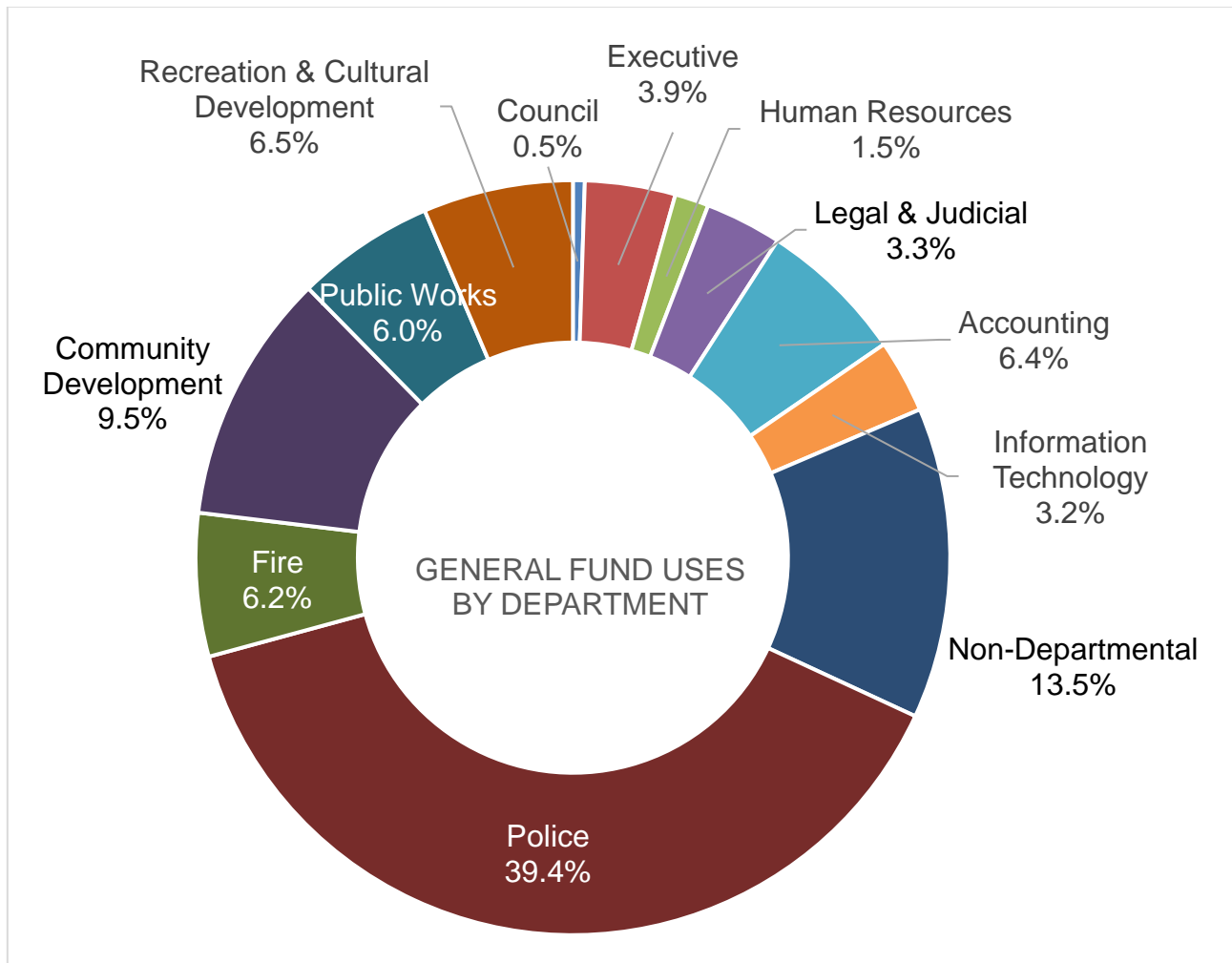
(Revised November 3, 2022)



2023 Budget

EXHIBIT 5 – GENERAL FUND EXPENDITURES (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 53,392	\$ 77,100	\$ 67,108	\$ 77,100	\$ -	0.0%
Executive	541,864	595,725	583,687	591,425	(4,300)	-0.7%
Human Resources	225,150	209,750	242,248	222,050	12,300	5.9%
Legal & Judicial	308,283	448,200	452,656	501,445	53,245	11.9%
Accounting	822,773	904,239	802,666	962,189	57,950	6.4%
Information Technology	489,316	480,200	558,915	479,400	(800)	-0.2%
Non-Departmental	2,298,184	2,554,714	2,499,304	2,032,459	(522,255)	-20.4%
Police	5,204,355	5,494,600	5,262,180	5,929,300	434,700	7.9%
Fire	729,824	785,350	776,715	935,300	149,950	19.1%
Community Development	1,057,315	1,354,900	1,122,654	1,435,900	81,000	6.0%
Public Works	973,956	931,200	755,124	905,300	(25,900)	-2.8%
Recreation & Cultural Development	602,543	944,726	670,726	979,926	35,200	3.7%
	\$ 13,306,955	\$ 14,780,704	\$ 13,793,983	\$ 15,051,794	\$ 271,090	1.8%



2023 Budget

EXHIBIT 6 – OPERATING EXPENDITURES FOR ALL FUNDS (EXCLUDING TRANSFERS)
(Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 53,392	\$ 77,100	\$ 67,108	\$ 77,100	\$ -	0.0%
Legal & Judicial	308,283	448,200	452,656	501,445	53,245	11.9%
Executive	541,864	595,725	583,687	591,425	(4,300)	-0.7%
Human Resources	225,150	209,750	242,248	222,050	12,300	5.9%
Accounting	822,773	904,239	802,666	962,189	57,950	6.4%
Information Technology	593,075	605,200	699,343	615,113	9,913	1.6%
Non-Departmental	2,298,184	2,554,714	2,499,304	2,032,459	(522,255)	-20.4%
Police	5,452,259	5,756,900	5,487,182	6,226,112	469,212	8.2%
Fire & Emergency Medical Services	5,099,479	5,141,630	5,370,043	5,280,880	139,250	2.7%
Community Development	1,154,024	1,487,650	1,252,450	1,579,750	92,100	6.2%
Public Works	5,130,925	6,069,368	5,339,574	6,426,998	357,630	5.9%
Recreation & Cultural Services	-	944,726	670,726	979,926	35,200	3.7%
	\$ 21,679,408	\$ 24,795,202	\$ 23,466,987	\$ 25,495,447	\$ 700,245	2.8%

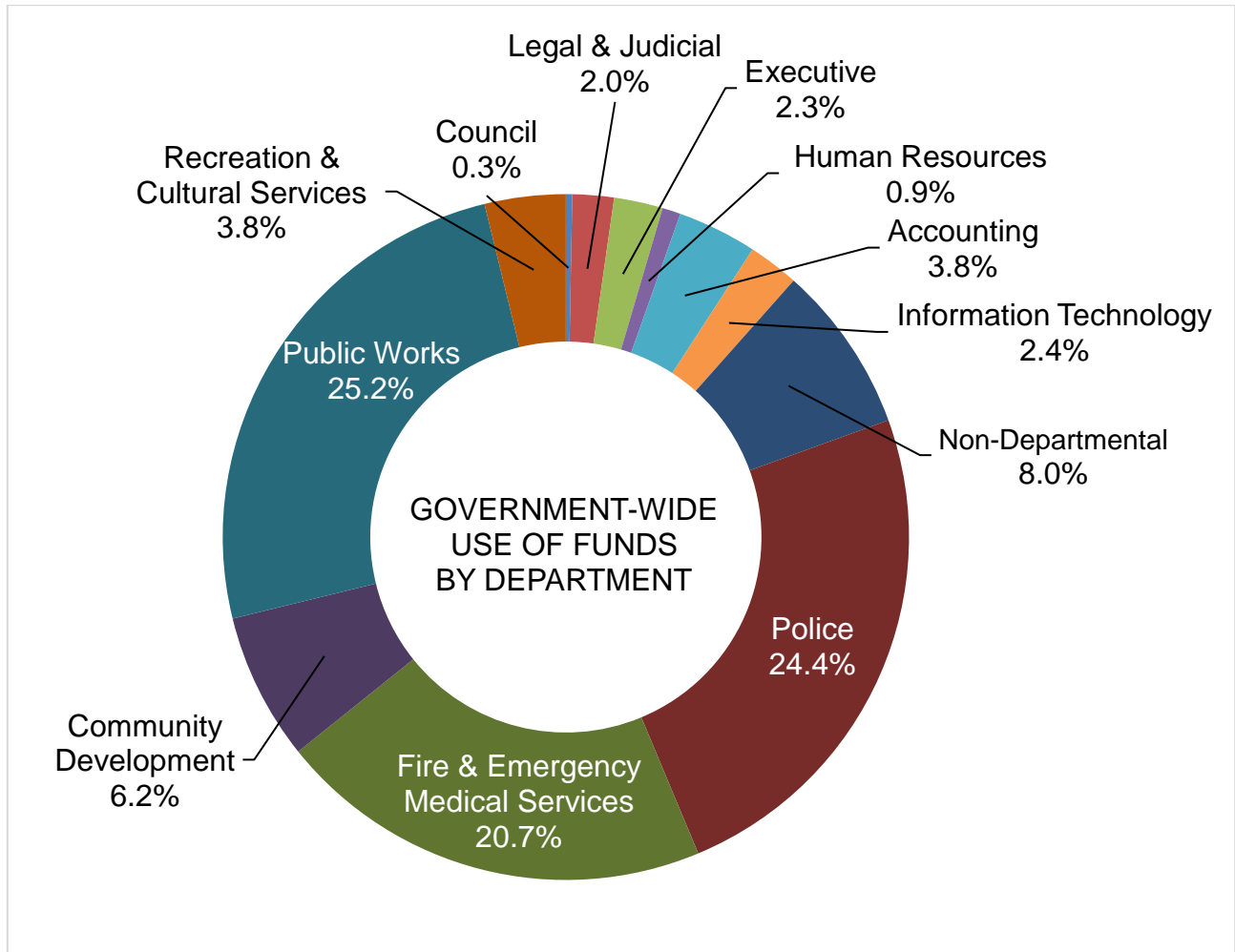
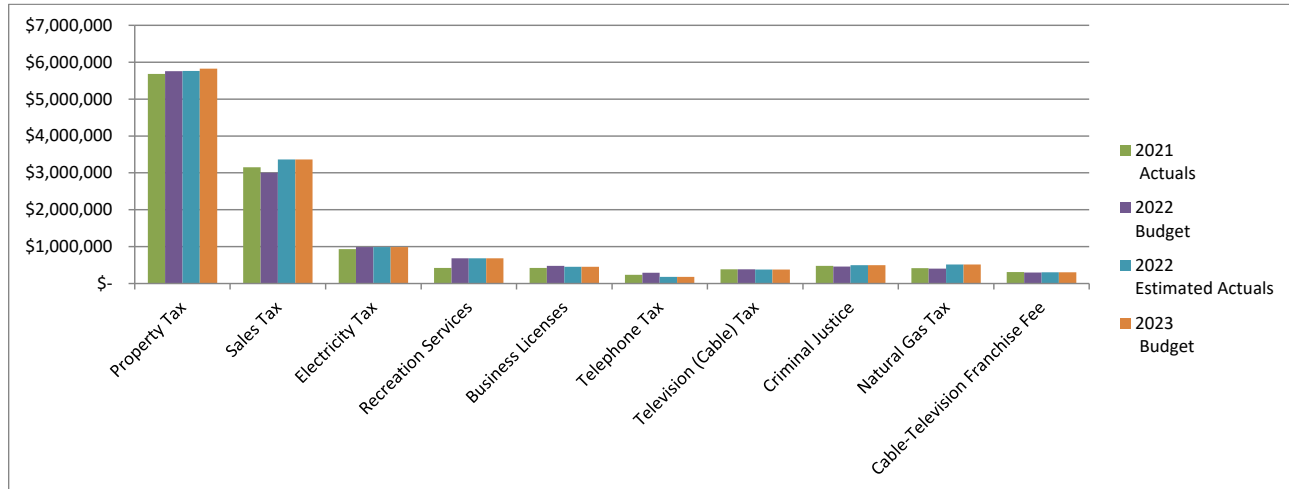


EXHIBIT 7 – GENERAL FUND REVENUE SUMMARY
(Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
TAXES						
Property Taxes	\$ 5,684,929	\$ 5,757,525	\$ 5,763,000	\$ 5,826,300	\$ 68,775	1.2%
Sales Tax	3,154,079	3,000,000	3,365,274	3,365,300	365,300	12.2%
Utility Taxes	2,492,052	2,602,100	2,614,836	2,614,800	12,700	0.5%
Other Taxes	776,300	767,000	727,039	727,000	(40,000)	-5.2%
TOTAL TAXES	12,107,360	12,126,625	12,470,149	12,533,400	406,775	3.4%
LICENSES & PERMITS						
Business Licenses	420,635	480,500	453,354	453,400	(27,100)	-5.6%
Franchise Fees	1,210,646	1,131,000	1,285,295	1,285,300	154,300	13.6%
Building & Other Permits	243,573	202,800	223,402	223,300	20,500	10.1%
TOTAL LICENSES & PERMITS	1,874,854	1,814,300	1,962,051	1,962,000	147,700	8.1%
INTERGOVERNMENTAL REVENUES						
Liquor Board Profits	209,204	167,251	167,232	165,000	(2,251)	-1.3%
Liquor Excise Tax	108,985	138,482	150,524	148,100	9,618	6.9%
PUD Privilege Tax	116,958	128,000	128,000	128,000	-	-
Other Intergovernmental Revenue	326,077	281,338	308,197	317,600	36,262	12.9%
TOTAL INTERGOVERNMENTAL	761,224	715,071	753,953	758,700	43,629	6.1%
CHARGES FOR SERVICE						
Development Revenues	130,679	142,500	182,795	182,800	40,300	28.3%
Overhead Cost Recovery	142,400	150,000	150,000	150,000	-	-
Recreation	55,901	100,800	101,770	101,800	1,000	1.0%
Miscellaneous Services	12,412	6,750	12,757	12,700	5,950	88.1%
TOTAL CHARGES FOR SERVICE	341,392	400,050	447,322	447,300	47,250	11.8%
FINES & FORFEITURES						
Traffic Violations	71,485	60,000	99,489	109,500	49,500	82.5%
Parking Fines	90,304	75,500	33,134	61,000	(14,500)	-19.2%
Other Fines	12,589	23,350	6,799	6,900	(16,450)	-70.4%
TOTAL FINES & FORFEITURES	174,378	158,850	139,422	177,400	18,550	11.7%
MISCELLANEOUS REVENUES						
Rental Income	-	-	-	-	-	-
Interest Income	32,769	20,000	24,176	24,100	4,100	20.5%
Recreation	-	514,900	519,138	519,100	4,200	0.8%
Other Miscellaneous Revenue	467,058	46,266	121,582	43,700	(2,566)	-5.5%
TOTAL MISCELLANEOUS REVENUE	499,827	581,166	664,896	586,900	5,734	1.0%
TOTAL GENERAL FUND REVENUE	\$ 15,759,035	\$ 15,796,062	\$ 16,437,793	\$ 16,465,700	\$ 669,638	4.2%

2023 Budget

EXHIBIT 8 –TOP 10 GENERAL FUND REVENUES (Revised November 3, 2022)



	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Change in Budget (\$)	Change in Budget (%)
Property Tax	\$ 5,684,929	\$ 5,757,525	\$ 5,763,000	\$ 5,826,300	\$ 68,775	1.2%
Sales Tax	3,154,079	3,000,000	3,365,274	3,365,300	365,300	12.2%
Electricity Tax	933,761	985,000	986,658	986,700	1,700	0.2%
Recreation Services	422,662	680,200	685,708	685,700	5,500	0.8%
Business Licenses	420,635	480,000	453,354	453,400	(26,600)	-5.5%
Telephone Tax	232,135	290,000	178,585	178,600	(111,400)	-38.4%
Television (Cable) Tax	385,788	385,000	379,210	379,200	(5,800)	-1.5%
Criminal Justice	480,766	456,000	498,424	498,400	42,400	9.3%
Natural Gas Tax	417,986	400,000	513,917	513,900	113,900	28.5%
Cable-Television Franchise Fee	307,377	300,000	305,266	305,300	5,300	1.8%
	\$ 12,440,118 78.9%	\$ 12,733,725 80.6%	\$ 13,129,396 79.9%	\$ 13,192,800 80.1%	\$ 459,075	3.6%
Remaining General Fund Revenue	3,318,917	3,062,337	3,308,397	3,272,900		
Total General Fund Revenue	\$ 15,759,035	\$ 15,796,062	\$ 16,437,793	\$ 16,465,700		

EXHIBIT 9 – TRANSFERS BETWEEN FUNDS

	Transferring Fund				TOTAL INCOMING TRANSFERS
	General	Transportation Benefit District	Real Estate Excise Tax I	Real Estate Excise Tax II	
Recipient Fund					
Streets	439,750				439,750
Emergency Medical Services	1,151,080				1,151,080
Debt Service			882,580		882,580
Capital Projects	-	521,000	-	1,251,000	1,772,000
Technology Replacement	141,213				141,213
TOTAL OUTGOING TRANSFERS	\$ 1,732,043	\$ 521,000	\$ 882,580	\$ 1,251,000	\$ 4,386,623

EXHIBIT 10 – 2023 NEW BUDGET ITEMS
(Revised November 3, 2022)

GENERAL FUND

PAGE	DEPARTMENT	PROJECT	IN 2023 PRELIMINARY	IN 2023 ADOPTED
35	Executive	DEI Commission - Collateral Materials	\$ 750	\$ -
36	Executive	DEI Commission - Book Reading Events	5,000	-
TOTAL			\$ 5,750	\$ -

WATERFRONT PARKING FUND

PAGE	DEPARTMENT	PROJECT	IN 202 22 ²³ PRELIMINARY	IN 202 22 ²³ ADOPTED
104	Police	Law Enforcement Park Rangers	\$ 34,700	
TOTAL			\$ 34,700	\$ -

ARPA

PAGE	DEPARTMENT	PROJECT	IN 202 22 ²³ PRELIMINARY	IN 202 22 ²³ ADOPTED
168		Rosehill Staining/Painting	\$ 115,000	
170		Waterfront Park Gates	45,000	
105		Digital Parking Permits	18,000	
91	Recreation	Rosehill Point Elliott Room - Media System	39,050	
92	Recreation	Rosehill Point Elliott Room Kitchen	13,500	
93	Recreation	Rosehill Point Elliott Room Tables	14,000	
169	Recreation	Rosehill - Replace Carpet	20,000	
TOTAL			\$ 264,550	\$ -

FACILITY RENEWAL FUND

PAGE	FACILITY	PROJECT	IN 2023 PRELIMINARY	IN 2023 ADOPTED
171	Lighthouse	Lighthouse Quarters A&B	\$ 75,000	\$ -
TOTAL			\$ 75,000	\$ -

EQUIPMENT REPLACEMENT RESERVE FUND

PAGE	DEPARTMENT	EQUIPMENT TO BE REPLACED	IN 2023 PRELIMINARY	IN 2023 ADOPTED
172	Public Works	Lighthouse Park Trash Cans	\$ 20,000	\$ -
159	Fire	Ambulance Replacement	395,000	-
60	Fire	Fire Station Alerting System Replacement	55,000	-
158	Police	Police Patrol Vehicle Car 61	80,000	-
156	Police	Police Special Operations Vehicle	70,000	-
157	Police	Animal Control Truck	80,000	-
TOTAL			\$ 700,000	\$ -

2022 Budget

CAPITAL PROJECTS

PAGE	DEPARTMENT	PROJECT	IN 2023 PRELIMINARY	IN 2023 ADOPTED
124	Public Works	Annual ADA Upgrades Program	\$ 25,000	\$ -
125	Public Works	Annual Bike Transit Walk Program	184,000	-
126	Public Works	Annual Pavement Preservation Program	900,000	-
127	Public Works	Annual Pedestrian Crosswalk Enhancement Program	35,000	-
128	Public Works	Annual Sidewalk Repair Program	185,000	-
129	Public Works	Annual Traffic Calming Program	25,000	-
TOTAL			\$ 1,354,000	\$ -

SURFACE WATER FUND

PAGE	DEPARTMENT	PROJECT	IN 2023 PRELIMINARY	IN 2023 ADOPTED
147	Public Works	Software Upgrades	\$ 24,000	\$ -
148	Public Works	Big Gulch Erosion Repair	60,000	-
149	Public Works	Chennault Beach Road Drainage Design	3,900,000	-
150	Public Works	Waste Water Treatment Plan Erosion Repair	500,000	-
TOTAL			\$ 4,484,000	\$ -

2022 Budget

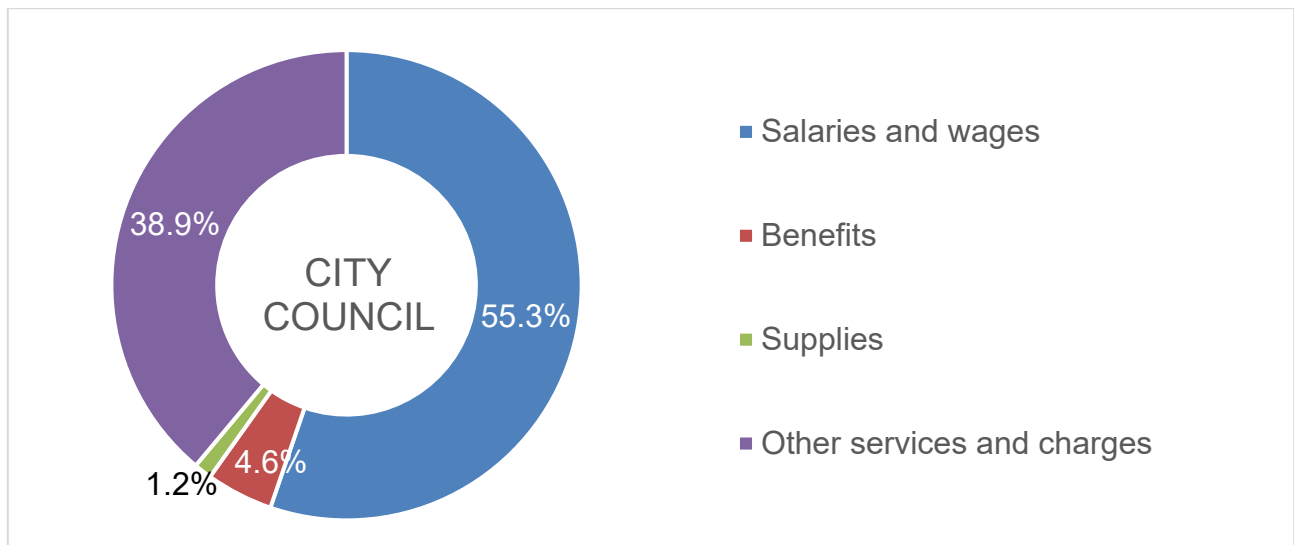
GENERAL FUND (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 4,644,233	\$ 4,962,128	\$ 5,643,399	\$ 6,767,552	\$ 1,805,424
Revenue and transfers-in					
Taxes	12,107,360	12,126,625	12,470,149	12,533,400	406,775
BUSINESS LICENSES	420,635	480,000	-	-	(480,000)
BUSINESS LICENSES	-	-	453,354	453,400	453,400
BUSINESS LICENSE PENALTY	-	500	-	-	(500)
SPECIAL EVENT PERMITS	-	-	-	-	-
CABLEVISION FRANCHISE FEES	307,377	300,000	305,266	305,300	5,300
TELECOMMUNICATIONS FRANCHISE FEE	10,242	-	-	-	-
GARBAGE ADMIN/FRANCHISE FEE	281,412	291,000	304,579	304,600	13,600
WATER UTILITY FRANCHISE FEE	393,295	290,000	354,226	354,200	64,200
SEWER UTILITY FRANCHISE FEE	218,320	250,000	321,224	321,200	71,200
FIRE PERMIT	7,849	10,000	17,616	17,600	7,600
BUILDING PERMITS	133,205	110,000	95,319	95,300	(14,700)
PLUMBING PERMIT	14,712	12,500	9,789	9,800	(2,700)
MECHANICAL PERMIT	54,435	40,000	63,339	63,300	23,300
SIGN PERMITS	-	2,500	-	-	(2,500)
RIGHT OF WAY PERMITS	26,654	20,000	32,111	32,100	12,100
DOG LICENSES	2,560	3,000	1,035	1,000	(2,000)
GUN PERMITS (CITY)	3,583	4,000	3,093	3,100	(900)
GUN PERMITS (STATE)	-	-	-	-	-
Licenses and permits	1,874,279	1,813,500	1,960,951	1,960,900	147,400
Intergovernmental revenue	715,261	651,371	690,253	695,000	43,629
Charges for goods and services	285,491	299,250	345,552	345,500	46,250
IMPOUNDMENT FEES	60	200	360	400	-
PROOF OF MOTOR VEHICLE INSURANCE	-	150	-	-	-
TRAFFIC VIOLATIONS	33,533	20,000	60,000	70,000	-
TRAFFIC INFRCTN PENALTY REFUND	37,952	40,000	39,489	39,500	-
NON-TRAFFIC INFRACTION PENALTY	130	500	-	-	-
CIVIL PARKING INFRACTION PENALTIES	1,820	5,500	1,046	1,000	-
PARKING FINES	88,484	70,000	32,088	60,000	-
DRIVING UNDER INFLUENCE (DUI) FINES	3,020	5,000	1,067	1,100	-
OTHER CRIMINAL TRAFFIC MISDEMEANOR	3,324	5,000	3,695	3,700	-
OTHER CRIMINAL NON-TRAFFIC FINES	2,577	5,000	486	500	-
WITNESS COST	-	-	-	-	-
PUBLIC DEFENSE COST	946	1,000	361	400	-
DISTRICT/MUNICIPAL COST RECOUPMENT:	2,532	6,500	830	800	-
Fines and penalties	174,378	158,850	139,422	177,400	18,550
Miscellaneous revenue	179,604	66,266	145,758	67,800	1,534
Recreation and cultural services	422,662	680,200	685,708	685,700	5,500
Transfers-in	248,412	12,864	12,864	-	(12,864)
Total revenue and transfers-in	<u>\$ 16,007,447</u>	<u>\$ 15,808,926</u>	<u>\$ 16,450,657</u>	<u>\$ 16,465,700</u>	<u>\$ 656,774</u>
Total resources	<u>\$ 20,651,680</u>	<u>\$ 20,771,054</u>	<u>\$ 22,094,056</u>	<u>\$ 23,233,252</u>	<u>\$ 2,462,198</u>
Expenditures and transfers-out					
Council	\$ 53,392	\$ 77,100	\$ 67,108	\$ 77,100	-
Executive					
Legal and Judicial	308,283	448,200	452,656	501,445	53,245
Executive	541,864	595,725	583,687	591,425	(4,300)
Human Resources	225,150	209,750	242,248	222,050	12,300
Finance					
Accounting	822,773	904,239	802,666	962,189	57,950
Information Technology	489,316	480,200	558,915	479,400	(800)
Community Development					
Permit Center	258,171	317,100	201,860	319,500	2,400
Planning	587,603	794,200	663,476	867,900	73,700
Building	139,126	158,450	176,700	150,650	(7,800)
GIS	72,415	85,150	80,618	97,850	12,700
Police					
Administration	1,299,860	1,428,000	1,328,143	1,507,600	79,600
Patrol	2,623,079	2,853,200	2,771,415	3,249,100	395,900
Special Operations	1,040,059	902,350	873,582	855,850	(46,500)
Crime Prevention	119,116	181,050	154,834	184,150	3,100
Training	122,241	130,000	134,206	132,600	2,600
Fire					
Administration	181,227	194,600	191,599	208,400	13,800
Operations	507,937	535,900	534,782	672,050	136,150
Prevention	16,646	12,250	10,214	12,250	-
Training	24,014	42,600	40,120	42,600	-
Public Works					
Administration	468,071	403,200	329,556	424,200	21,000
Parks	505,885	528,000	425,568	481,100	(46,900)
Recreation and Cultural Services	602,543	944,726	670,726	979,926	35,200
Other governmental	2,298,184	2,554,714	2,499,304	2,032,459	(522,255)
Capital Outlay	116	-	-	-	-
Transfers-out	1,701,210	1,181,246	1,532,521	1,732,043	550,797
Total expenditures and transfers-out	<u>\$ 15,008,281</u>	<u>\$ 15,961,950</u>	<u>\$ 15,326,504</u>	<u>\$ 16,783,837</u>	<u>\$ 821,887</u>
Ending fund balance	<u>\$ 5,643,399</u>	<u>\$ 4,809,104</u>	<u>\$ 6,767,552</u>	<u>\$ 6,449,416</u>	<u>\$ 1,640,312</u>
Revenue less expenditures	<u>\$ 999,166</u>	<u>\$ (153,024)</u>	<u>\$ 1,124,153</u>	<u>\$ (318,137)</u>	

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

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



Budget Highlights

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

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 42,600	\$ 42,600	\$ 41,600	\$ 42,600	\$ -
Benefits	3,494	3,550	3,416	3,550	-
OFFICE SUPPLIES	124	500	1,406	500	-
ANCILLARY MEETING COSTS	-	250	-	250	-
COUNCIL RETREAT	-	200	-	200	-
SMALL ITEMS OF EQUIPMENT	202	-	-	-	-
Supplies	326	950	1,406	950	-
CONCIL ATTY. OTHER SVCS	-	-	-	-	-
LEGAL PUBLICATIONS	707	2,000	600	2,000	-
PUBLICATION OF AGENDAS	-	3,000	-	3,000	-
CELL PHONES	2,743	2,150	4,540	2,150	-
TRAVEL & SUBSISTENCE	-	11,000	11,458	11,000	-
MEALS	-	-	-	-	-
LICENSES & SUBSCRIPTIONS	550	3,450	1,100	3,450	-
PRINTING AND BINDING	-	-	218	-	-
TRAINING & REGISTRATION	408	5,400	2,770	5,400	-
CITY CODE REVISION	2,564	3,000	-	3,000	-
Other services and charges	6,972	30,000	20,686	30,000	-
 Total Council expenditures	<u>\$ 53,392</u>	<u>\$ 77,100</u>	<u>\$ 67,108</u>	<u>\$ 77,100</u>	<u>\$ -</u>

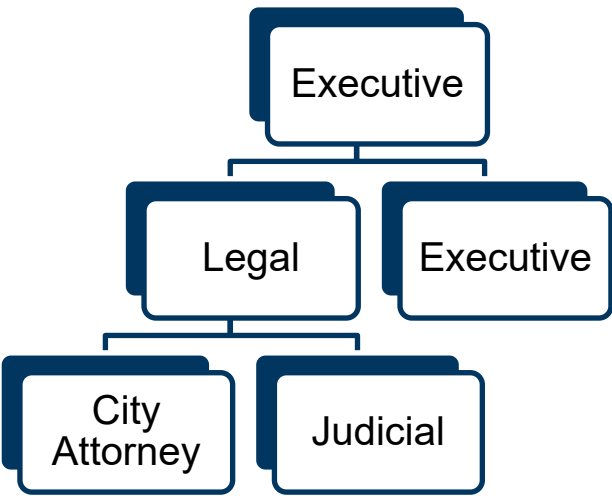
EXECUTIVE



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

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

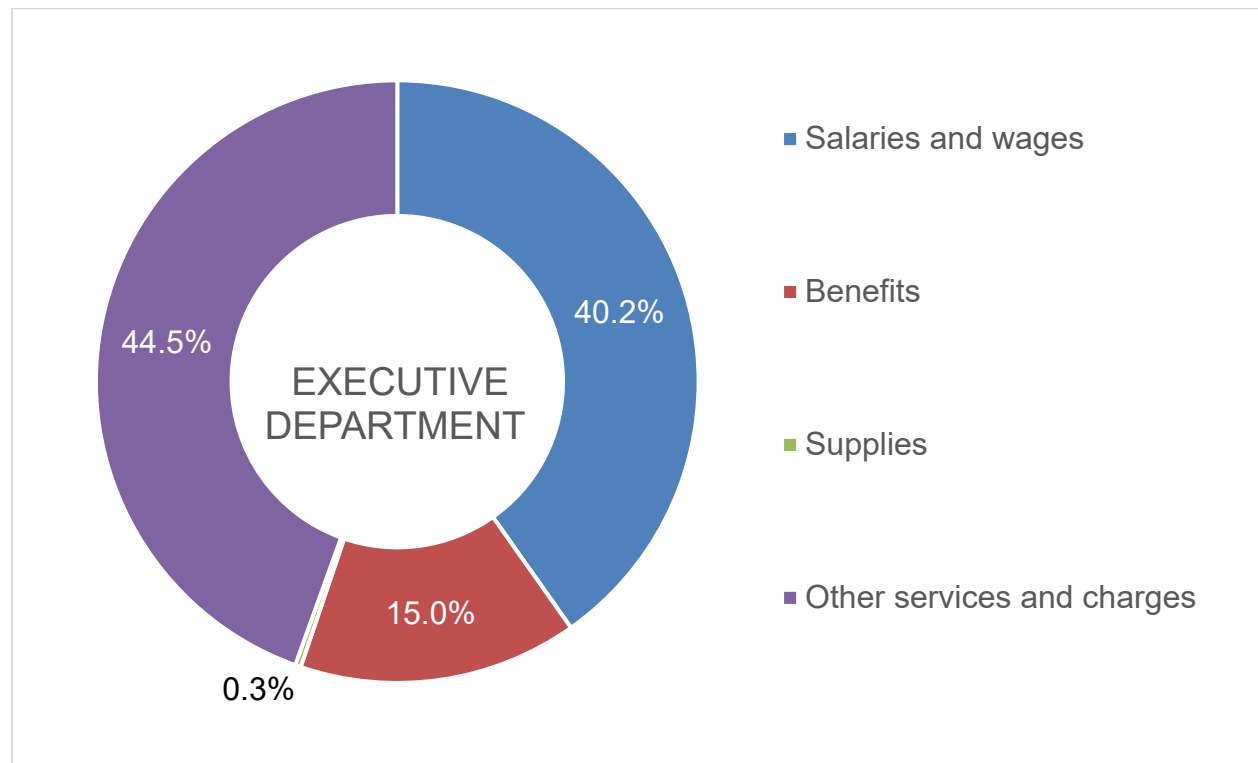
The Executive Department consists of the Executive and Legal Divisions, which are described within this section.



Expenditure Summary:

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Legal & Judicial	\$ 308,283	\$ 448,200	\$ 452,656	\$ 501,445	\$ 53,245
Executive	541,864	595,725	583,687	591,425	(4,300)
Human Resources	225,150	209,750	242,248	222,050	12,300
Total Executive expenditures	<u>\$ 1,075,297</u>	<u>\$ 1,253,675</u>	<u>\$ 1,278,591</u>	<u>\$ 1,314,920</u>	<u>\$ 61,245</u>

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 490,017	\$ 509,100	\$ 488,580	\$ 528,800	\$ 19,700
Benefits	197,225	220,650	257,394	197,000	(23,650)
Supplies	1,715	4,000	5,557	4,000	-
Other services and charges	386,340	519,925	527,060	585,120	65,195
Total Executive expenditures	<u>\$ 1,075,297</u>	<u>\$ 1,253,675</u>	<u>\$ 1,278,591</u>	<u>\$ 1,314,920</u>	<u>\$ 61,245</u>



Executive

The Mayor serves as Chief Executive Officer and manages and directs the operations of the City. Mayor Joe Marine was elected to a four-year term beginning January 1, 2022. The Mayor oversees the long-term vision of the City directly and manages day-to-day operations with the support of the City Administrator.

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

2022 Accomplishments

- Began a partnership with the Port of Everett focused on redeveloping the community's waterfront.
- Assisted the City Council determine how to best utilize the City's American Recovery Plan Act funding to benefit the community.
- Negotiated with the Police and Teamsters labor groups for a new Collective Bargaining Agreements.
- Released an employee survey to gain insight on employee concerns.
- Held a business summit, with over 80 businesses attending, to learn how the City can assist businesses stay and grow in Mukilteo.

2023 Goals & Objectives

- Continue supporting the City Council in setting policy direction for the City.
- Continue to empower city employees to be professional, trusted, and respectful.
- Continue transparency by providing open access to public records.
- Continue recruiting and hiring qualified candidates and looking for innovative ways to retain them.
- Update the City's Personnel Handbook.
- Implement the City Council's decisions on use of the City's American Recovery Plan Act funding to benefit the community.
- Support requests for state funding and other sources for grants for SR 525 Bridge Replacement project, Japanese Gulch Daylighting project, and other transportation and street projects.
- Provide city messaging in the Recreation Guide.
- Using the results of the 2022 employee survey, support and seek to improve organizational morale and retention of employees.
- Hold a non-profit summit, similar to 2022's business summit, to learn how the City may support our non-profit community.
- Build upon the information gathered at the 2022 business summit, with the goal of strengthening our business community.

- For example, examine ways in which the municipal code and the permit process may be streamlined to make the process easier for businesses and staff alike.

Budget Highlights

- Various line items (e.g., travel and subsistence) were returned to prior levels of funding.

EXECUTIVE DEPARTMENT – EXECUTIVE DIVISION

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 373,474	\$ 397,700	\$ 382,552	\$ 402,500	\$ 4,800
Benefits	159,614	170,050	175,676	151,450	(18,600)
OFFICE SUPPLIES	740	1,500	2,850	1,500	-
OPERATING SUPPLIES	-	1,000	775	1,000	-
ANCILLARY MEETING COSTS	302	500	500	500	-
SMALL ITEMS OF EQUIPMENT	268	1,000	600	1,000	-
Supplies	1,310	4,000	4,725	4,000	-
CONSULTING SERVICES	-	3,000	-	3,000	-
OTHER PROFESSIONAL SVCS.	233	10,000	5,078	10,000	-
TELEPHONE	798	1,150	220	1,150	-
POSTAGE	152	300	590	300	-
CELL PHONE	2,129	425	2,296	425	-
TRAVEL & SUBSISTENCE	638	2,000	5,047	9,000	7,000
MEALS	-	1,020	1,020	1,020	-
ASSOC. DUES & MEMBERSHIPS	1,543	2,000	1,768	2,500	500
PRINTING AND BINDING	109	-	132		
TRAINING & REGISTRATION	1,864	4,080	4,583	6,080	2,000
Other services and charges	7,466	23,975	20,734	33,475	9,500
Total Executive expenditures	\$ 541,864	\$ 595,725	\$ 583,687	\$ 591,425	\$ (4,300)

EXECUTIVE DEPARTMENT - HUMAN RESOURCES DIVISION

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 116,543	\$ 111,400	\$ 106,028	\$ 126,300	\$ 14,900
Benefits	37,611	50,600	81,718	45,550	(5,050)
OFFICE SUPPLIES	198	-	832	-	-
SMALL ITEMS OF EQUIPMENT	207	-	-	-	-
Supplies	405	-	832	-	-
ADMIN FEE FSA	797	1,250	1,006	1,250	-
ADMIN FEE - OLD AGE SURVIVOR INSURANCE	45	-	86	-	-
OTHER PROFESSIONAL SVCS.	59,715	28,500	32,400	26,000	(2,500)
CLASSIFIED ADVERTISING	2,192	2,500	12,292	5,000	2,500
TELEPHONE	250	100	16	100	-
POSTAGE	-	100	50	100	-
CELL PHONES	413	400	240	400	-
TRAVEL & SUBSISTENCE	-	250	1,020	1,000	750
ASSOC. DUES & MEMBERSHIPS	805	500	1,940	2,000	1,500
LICENSES & SUBSCRIPTIONS	2,810	1,500	826	1,500	-
TUITION REIMBURSEMENT	3,525	12,000	2,820	12,000	-
TRAINING & REGISTRATION	39	650	850	850	200
Other services and charges	70,591	47,750	53,670	50,200	2,450
Total Human Resources expenditures	\$ 225,150	\$ 209,750	\$ 242,248	\$ 222,050	\$ 12,300

Legal & Judicial

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

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

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

2022 Accomplishments

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

2023 Goals & Objectives

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

Budget Highlights

- No new budget items are included in the requested expenditure.
- The City Prosecutor line item was increased by \$3,245 to reflect the fee structure per the contract for 2023.
- The Everett District Court line item was increased by \$40,000 to reflect the cost of increased enforcement activities.
- The Indigent Defense Attorney line item was increased by \$35,000 to reflect anticipated costs for 2023.

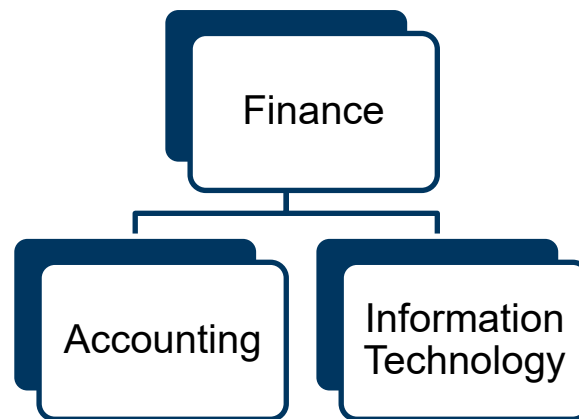
EXECUTIVE DEPARTMENT – LEGAL & JUDICIAL DIVISION

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
CITY ATTORNEY - CONSULTATIONS	54,477	120,000	79,724	120,000	-
OUTSIDE ATTORNEY - CONSULTATIONS	6,500	-	-	-	-
CITY PROSECUTING ATTORNEY - CONSULTATION	105,000	108,200	108,150	111,445	3,245
INDIGENT DEFENSE ATTORNEY	123,042	115,000	128,876	150,000	35,000
CITY ATTORNEY LABOR NEGOTIATIONS	19,264	45,000	22,500	20,000	(25,000)
EVERETT DISTRICT COURT	-	60,000	113,406	100,000	40,000
Other services and charges	308,283	448,200	452,656	501,445	53,245
Total Legal & Judicial expenditures	\$ 308,283	\$ 448,200	\$ 452,656	\$ 501,445	\$ 53,245

FINANCE

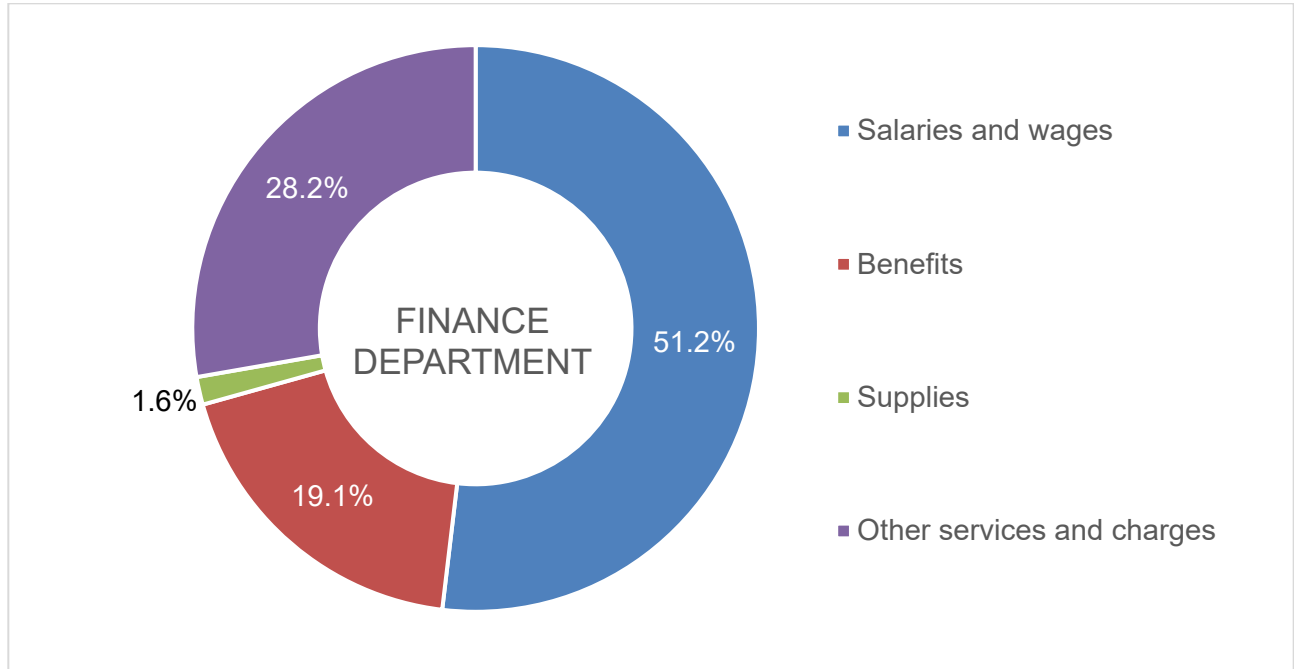


The Finance Department consists of the Accounting and Information Technology Divisions. Narratives for these two Divisions follow on subsequent pages.



Expenditure Summary:

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Accounting	\$ 822,773	\$ 904,239	\$ 802,666	\$ 962,189	\$ 57,950
Information Technology	489,316	480,200	558,915	479,400	(800)
Total Finance expenditures	<u>\$ 1,312,089</u>	<u>\$ 1,384,439</u>	<u>\$ 1,361,581</u>	<u>\$ 1,441,589</u>	<u>\$ 57,150</u>



	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 681,086	\$ 726,400	\$ 714,960	\$ 737,400	\$ 11,000
Benefits	253,909	278,300	254,392	274,900	(3,400)
Supplies	11,723	22,900	29,533	23,200	300
Other services and charges	365,371	356,839	362,695	406,089	49,250
Total Finance expenditures	<u>\$ 1,312,089</u>	<u>\$ 1,384,439</u>	<u>\$ 1,361,581</u>	<u>\$ 1,441,589</u>	<u>\$ 57,150</u>

Budget Highlights

- There are no new budget items for Finance included in the 2023 budget.

Accounting Division

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

2022 Accomplishments

- Prepared the 2021 Annual Financial Statements and submitted them to the State Auditor's Office on time.
- Completed 2021 Washington State Financial and Accountability Audits.
- Fulfilled continuing disclosure requirements.
- Maintained Finance Department functions despite being understaffed for the majority of the year.

2023 Goals & Objectives

- Prepare and submit the 2022 Annual Financial Statements on time.
- Continue to look for ways to utilize existing resources to streamline processes to save time and reduce paper usage.
- Evaluate and update financial policies, as needed.
- Develop Long Range Financial Plan.
- Identify and implement ways to improve internal efficiency within the department.
- Identify ways to leverage technology to improve Finance practices and procedures.

Budget Highlights

- The 2023 budget for the Accounting Division reflects no change in staffing levels.
- No new budget items are included in the requested expenditure.
- There is a modest increase in Other Professional Services (\$5,000) to allow for specialized assistance with financial reports and a significant increase in Banking Fees (\$45,000) to account for additional costs in this category.

FINANCE DEPARTMENT - ACCOUNTING DIVISION

	2021	2022	2022	2023	Increase/ (Decrease)
	Actuals	Budget	Estimated Actuals	Budget	
FULL TIME EMPLOYEES	494,871	532,700	479,174	534,100	1,400
SPECIAL ASSIGNMENT PAY	-	500	2,350	500	-
ACTING SUPERVISOR PAY	-	-	226	-	-
OVERTIME	940	2,000	2,464	2,500	500
Salaries and wages	\$ 495,811	\$ 535,200	\$ 484,214	\$ 537,100	\$ 1,900
Benefits	194,472	210,850	172,338	214,450	3,600
OFFICE SUPPLIES	1,210	1,500	1,746	1,500	-
PURCHASE OF FORMS	999	350	336	350	-
REFERENCE MATERIAL	-	100	-	100	-
MOTOR FUEL	-	150	-	150	-
SMALL ITEMS OF EQUIPMENT	3,096	300	1,490	600	300
Supplies	5,305	2,400	3,572	2,700	300
OTHER PROFESSIONAL SVCS.	1,755	15,700	45,466	20,700	5,000
STATE AUDITOR AUDIT	73,006	122,489	35,992	122,489	-
TELEPHONE	1,219	950	132	950	-
POSTAGE	1,075	1,500	2,016	2,000	500
PAYFLOW PROCESSING FEES	-	-	-	-	-
CELL PHONES	800	500	749	1,000	500
TRAVEL & SUBSISTENCE	-	200	-	200	-
MEALS	-	200	160	200	-
OFFICE EQUIPMENT R&M	24	-	-	-	-
ACCOUNTING SYSTEM MAINT	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	622	750	935	1,100	350
PRINTING AND BINDING	128	-	-	-	-
TRAINING & REGISTRATION	1,074	3,500	1,140	4,300	800
BANKING FEES	47,482	10,000	55,952	55,000	45,000
Other services and charges	127,185	155,789	142,542	207,939	52,150
Intergovernmental services	-	-	-	-	-
Total Accounting expenditures	\$ 822,773	\$ 904,239	\$ 802,666	\$ 962,189	\$ 57,950

Information Technology Division

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

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

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

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

The IT Division continues to focus upon business continuity and disaster recovery as a primary goal for the City and its infrastructure. Over the course of 2021, the City has continued to explore options area of business continuity and the continuation of services in the face of a catastrophic event. The City has successfully deployed and maintained a disaster recovery site in Eastern Washington and has continued to take steps to harden the internal infrastructure and its ability to stay viable during a catastrophic event.

2022 Accomplishments:

- Assisted the City's consultant with significant upgrades to the Council Chambers sound, video, and workstation infrastructure.
- Continued to support hybrid work model, with employees working on-site and at home.
- Continued focus on network security, data integrity and training of staff and end users.
- Evaluated departmental and City-wide future IT needs and developed replacement schedule using updated information as devices are returned from teleworkers.

2023 Goals & Objectives

- Complete work to fully implement recommendations from the IT Assessment done in 2020.
- Implement Council priorities for technology infrastructure improvements identified in the American Recovery Plan (ARP) implementation.

- Continue focus on network security, data integrity and training of staff and end users.

Budget Highlights

- No new budget items are included in the requested expenditure.
- An additional \$3,000 in Training & Registration was added to provide for adequate staff training and professional development opportunities for the Network Engineers.
- Services levels in 2022 are expected to essentially be consistent with 2021 service levels other than work needed for additional ARP funded Council priorities.

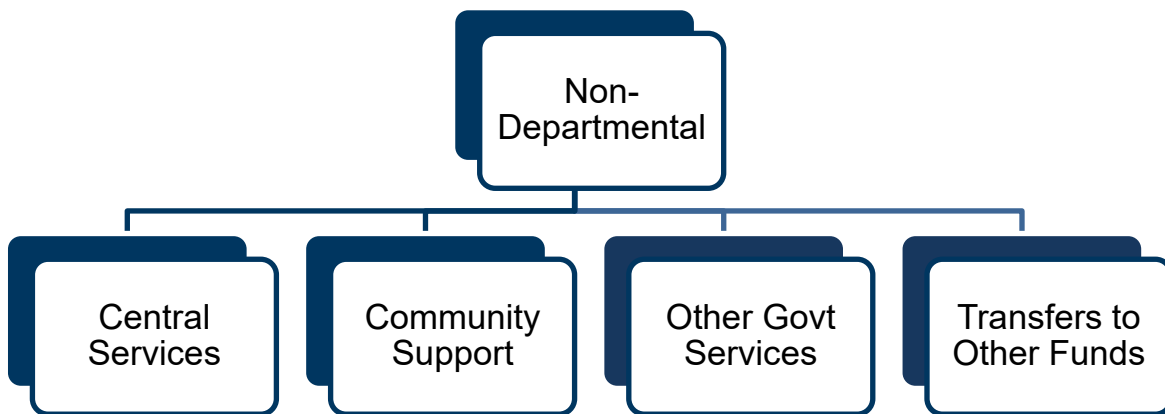
FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	175,268	190,700	222,762	197,800	7,100
SPECIAL ASSIGNMENT PAY	1,245	-	-	-	-
ACTING SUPERVISOR PAY	14	-	-	-	-
OVERTIME	8,748	500	7,984	2,500	2,000
Salaries and wages	\$ 185,275	\$ 191,200	\$ 230,746	\$ 200,300	\$ 9,100
Benefits	59,437	67,450	82,054	60,450	(7,000)
COMPUTER SUPPLIES	2,580	4,000	16,302	4,000	-
REFERENCE MATERIAL	-	-	-	-	-
OPERATING SUPPLIES	71	500	314	500	-
SMALL ITEMS OF EQUIPMENT	3,767	16,000	9,346	16,000	-
Supplies	6,418	20,500	25,961	20,500	-
CONSULTING SERVICES	21,186	15,000	-	7,500	(7,500)
OTHER PROFESSIONAL SVCS.	-	-	-	-	-
TELEPHONE	1,572	1,050	14,630	1,050	-
POSTAGE	64	100	64	100	-
ON-LINE CHARGES	2,097	8,500	3,350	8,500	-
CELL PHONE	8,705	1,200	1,714	1,600	400
TRAVEL & SUBSISTENCE	-	500	-	500	-
MEALS	-	200	-	200	-
FIBER LEASE	14,815	15,000	14,815	15,000	-
COMMUNICATIONS EQUIP R & M	114	10,000	3,942	10,000	-
COMPUTER SYSTEM MAINT	30,207	50,000	20,000	50,000	-
SOFTWARE MAINTENANCE	36,348	40,000	37,438	40,000	-
ASSOC. DUES & MEMBERSHIPS	237	500	-	500	-
LICENSES AND SUBSCRIPTIONS	119,902	55,000	120,000	55,000	-
TRAINING & REGISTRATION	157	2,000	1,000	5,000	3,000
OFFSITE DATA STORAGE	2,782	2,000	3,200	3,200	1,200
Other services and charges	238,186	201,050	220,153	198,150	(2,900)
Intergovernmental services	-	-	-	-	-
Total Information Technology e)	\$ 489,316	\$ 480,200	\$ 558,915	\$ 479,400	\$ (800)

NON-DEPARTMENTAL

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

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



Budget Highlights

- The City's liability assessment with the Washington Cities Insurance Authority was increased by \$18,695 for 2023 (a reflection of the challenging municipal government insurance market); the Insurance line item was increased by that same amount.
- The DEI Commission line item was increased by \$5,750 to provide for collateral materials (\$750) and book reading events (\$5,000).
- The Equipment Replacement Charges line item was reduced to \$0; equipment replacement purchases will be funded solely with the ERR fund balance.

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Baseline	2023 Department Requests	2023 Executive Requests	2023 Council Requests	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	46,998	49,000	4,216	49,000	-	-	-	49,000	-
PAPER STOCK	1,295	2,000	628	2,000				2,000	-
OPERATING SUPPLIES	3,993	8,851	6,110	8,851				8,851	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	3,925	-	5,158	-				-	-
Supplies	9,213	10,851	11,896	10,851	-	-	-	10,851	-
PUGET SOUND REGION COUNCIL	13,198	8,850	8,898	8,850				8,850	-
ALLIANCE FOR HOUSING AFFORDABILITY	2,250	2,150	6,690	2,150				2,150	-
ASSOC. DUES & MEMBERSHIP	6,208	6,450	16,234	6,450				6,450	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	10,389	10,000	11,750	10,000				10,000	-
YOUTH ADVISORY COUNCIL	330	1,000	1,000	1,000				1,000	-
DEI COMMISSION	-	1,000	-	1,000	5,750			6,750	5,750
DEI TRAINING	-	20,000	-	20,000		-20000		-	(20,000)
SUICIDE PREVENTION	-	5,000	-	5,000				5,000	-
PUGET SOUND CLEAN AIR AGENCY	18,798	18,994	18,994	18,994				18,994	-
ELECTION SERVICES	22,695	20,000	-	20,000				20,000	-
VOTER REGISTRATION	24,150	30,000	-	30,000				30,000	-
WELLNESS SUPPLIES	2,554	-	370	-				-	-
AWC WELLNESS PROGRAM	2,193	3,700	2,000	3,700				3,700	-
WATER COOLER RENTAL	954	500	812	500				500	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	720,385	672,846	672,846	672,846				672,846	-
MUKILTEO SCHOOL DISTRICT REMITTANCE	8,514	-	10,096	-	-			-	-
JUDGEMENTS AND SETTLEMENTS	-	-	-	-				-	-
OTHER PROFESSIONAL SERVICES	20,305	-	-	-				-	-
RECORDS SERVICES	-	1,500	-	1,500				1,500	-
POSTAGE	22	300	300	300				300	-
WEBSITE HOSTING - ARCHIVE	3,879	1,500	3,398	1,500				1,500	-
EQUIPMENT REPLACEMENT CHARGES	231,000	531,000	531,000	-				-	(531,000)
EMERGENCY SERVICES	27,392	28,450	29,546	28,450				28,450	-
OFFICE EQUIPMENT RENTAL	14,641	14,000	17,844	14,000				14,000	-
INSURANCE	308,511	323,305	347,660	342,000				342,000	18,695
OFFICE EQUIPMENT R&M	188	6,000	-	6,000				6,000	-
VEHICLE R&M	212,376	100,000	102,190	100,000				100,000	-
ASSOC WASH CITIES	15,928	15,800	32,608	18,100				18,100	2,300
LICENSES & SUBSCRIPTIONS	3,155	500	48,010	500				500	-
PRINTING AND BINDING	17,415	10,500	3,504	10,500				10,500	-
TRAINING & REGISTRATION	239	2,000	-	2,000				2,000	-
EMERGENCY MGMT MISC	3,271	1,000	2,864	1,000	2000			3,000	2,000
SNO911 - DISPATCH SERVICES	522,564	608,290	608,290	608,290	-			608,290	-
LARGE ITEM PICKUP	-	-	-	-				-	-
CARES GRANT PASS TO LOCAL BUSINESSES	-	-	-	-				-	-
COMMUNITY ORGANIZATIONAL SUPPORT	585	10,000	3,000	10,000				10,000	-
PARKS SPECIAL PROJECTS	-	10,000	-	10,000				10,000	-
PUBLIC HEALTH SERVICES	21,478	21,478	-	21,478				21,478	-
STATE ALCOHOL PROGRAM FEES PASS THROUGH	6,406	6,000	3,288	6,000				6,000	-
LEASEHOLD EXCISE TAX FOR CHAMBER OF COMM	-	2,750	-	2,750				2,750	-
Other services and charges	2,241,973	2,494,863	2,483,192	1,984,858	7,750	(20,000)	-	1,972,608	(522,255)
Intergovernmental services	-	-	-	-	-	-	-	-	-
TRANSFER TO PARK ACQUISITION & DEV.	330	-	-	-				-	-
TRANSFER TO TECH REP FUND	103,000	103,000	103,000	110,500	30,713			141,213	38,213
TRANS TO EMS FUND	1,304,380	512,016	856,958	1,151,080	-	-	-	1,151,080	639,064
TRANSFER TO STREET FUND	271,500	366,374	372,707	439,750	-	-	-	439,750	73,376
TRANSFER TO FACILITY RENEWAL FUND	22,000	194,300	194,300	-				-	(194,300)
TRANSFER TO MUNI SVCS	-	5,556	5,556	-				-	(5,556)
Transfers-out	1,701,210	1,181,246	1,532,521	1,701,330	30,713	-	-	1,732,043	550,797
Total Other Government Services expenditures	\$ 3,999,394	\$ 3,735,960	\$ 4,031,825	\$ 3,746,039	\$ 38,463	\$ (20,000)	\$ -	\$ 3,764,502	\$ 28,542



2023 Draft Budget

DEI Comm. - Collateral Materials

Previous Review:

T-shirts and literature/pamphlets to distribute at community events.

Council Priority

Fund Name

General Fund

Amount Requested

\$750

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

Donations

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

To help further the Diversity, Equity, and Inclusion (DEI) Commission's Vision & Mission ("Mukilteo is a community where diversity is respected, valued, and celebrated. The Diversity, Equity, and Inclusion Commission advocates for recognition, acceptance, and honoring of all people, and strives to be a voice for the underrepresented") the following item is proposed:

Collateral

This proposed budget item provides for t-shirts and literature/pamphlets to distribute at community events (e.g., the Lighthouse Festival). The distribution of these materials will assist in promoting the Commission's work by increasing the community's knowledge of the Commission.

Funding History	Budget	Est. Carry Forward
		\$ -
Total		\$ -

Alternatives and Potential Costs

Assuming a similar budget amount as was in the 2022 Budget (\$1,000), the Commission could prioritize the funding of these materials with those funds. The Commission could also seek community donations to cover the cost of these materials.

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

Donations for DEI events.

Department:	Executive
Division:	Non-Departmental: Other Governmental Services
Prepared by:	Steve Powers, City Administrator

Expenditure Account # & Title	Amount
011.19.513.100.4144 (DEI Commission)	\$ 750

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



2023 Draft Budget

DEI Comm. - Book Reading Events

Previous Review:

Book reading events involving the authors of books related to diversity, equity, and/or inclusion topics.

Council Priority

Fund Name

General Fund

Amount Requested

\$5,000

Nature of the expenditure?

One-Time

Any Additional Revenue? If Yes, Identify Below

Donations

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

To help further the Diversity, Equity, and Inclusion (DEI) Commission's Vision & Mission ("Mukilteo is a community where diversity is respected, valued, and celebrated. The Diversity, Equity, and Inclusion Commission advocates for recognition, acceptance, and honoring of all people, and strives to be a voice for the underrepresented") the following item is proposed:

Book Reading Events

The DEI Commission is hosting a book reading event in October of this year. The Commission hopes to build from this first public event and host a minimum of two such events in 2023. These events are inspirational, encouraging, and engaging to the community. They also are a cost-effective way of engaging members of the public on important topics related to diversity, equity, and/or inclusion.

Funding History	Budget	Est. Carry Forward
		\$ -
Total		\$ -

Alternatives and Potential Costs

The Commission could attempt holding such an event solely with donated resources.

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

Donations for DEI events.

Department:	Executive
Division:	Non-Departmental: Other Governmental Services
Prepared by:	Steve Powers, City Administrator

Expenditure Account # & Title	Amount
011.19.513.100.4144 (DEI Commission)	\$ 5,000

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

Transfers to Other Funds

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

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

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

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

The transfer to the Emergency Medical Services Fund is intended to subsidize the operations of the fund not covered by the EMS Levy revenue and GEMT revenue.

The transfer to the Capital Projects Fund is based on the six-year Capital Improvements Program.

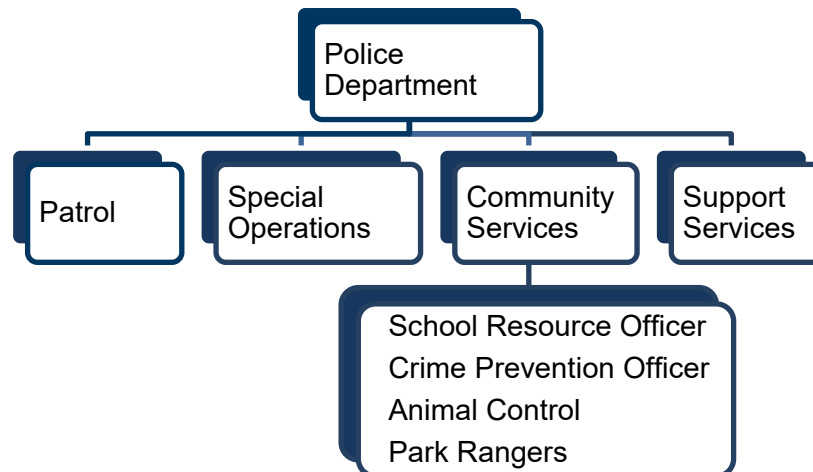
		Transferring Fund				TOTAL INCOMING TRANSFERS
		General	Transportation Benefit District	Real Estate Excise Tax I	Real Estate Excise Tax II	
Recipient Fund	Streets	439,750				439,750
	Emergency Medical Services	1,151,080				1,151,080
	Debt Service			882,580		882,580
	Capital Projects	-	521,000	-	1,251,000	1,772,000
	Technology Replacement	141,213				141,213
TOTAL OUTGOING TRANSFERS		\$ 1,732,043	\$ 521,000	\$ 882,580	\$ 1,251,000	\$ 4,386,623

POLICE



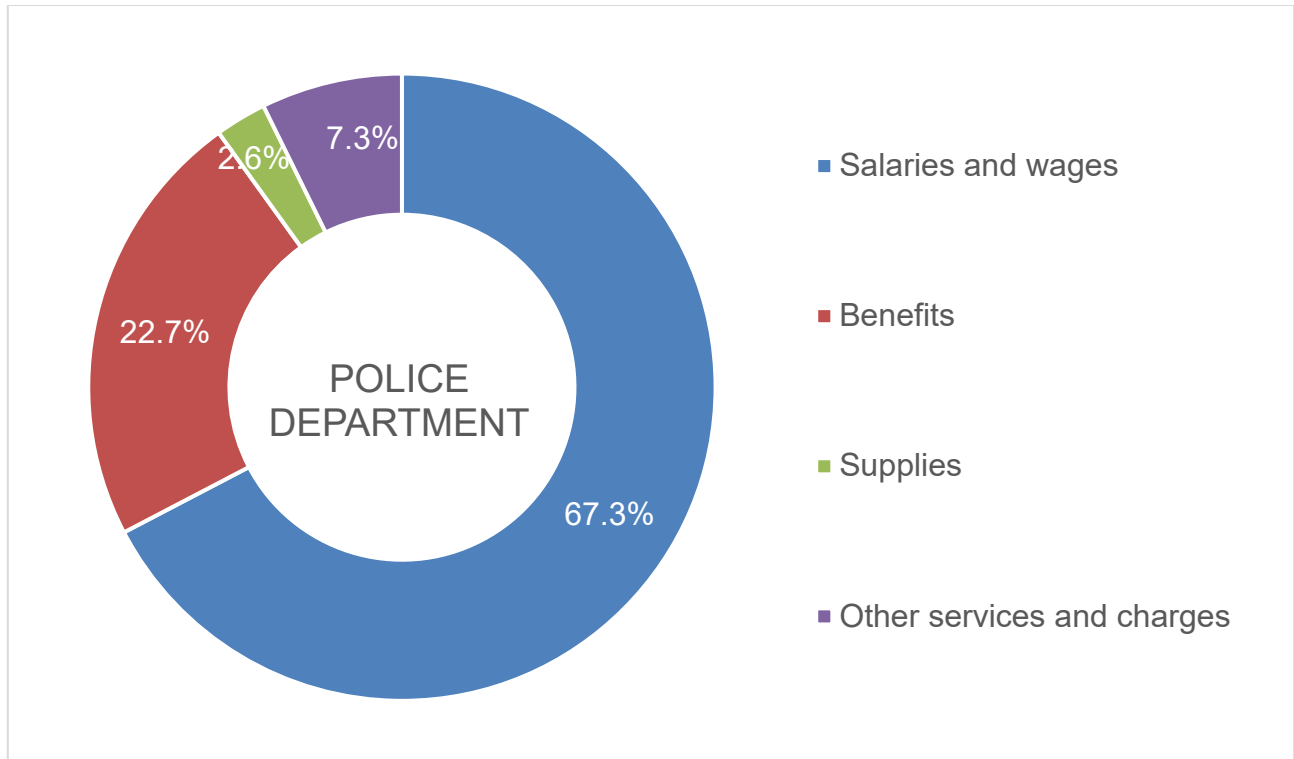
The Police Department provides services for the protection of persons and property. These activities include general law and traffic enforcement, criminal investigations, animal control, and emergency service coordination and support.

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



Expenditure Summary:

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Administration	\$ 1,299,860	\$ 1,428,000	\$ 1,328,143	\$ 1,507,600	\$ 79,600
Patrol	2,623,079	2,853,200	2,771,415	3,142,700	289,500
Special Operations	1,040,059	902,350	873,582	855,850	(46,500)
Crime Prevention	119,116	181,050	154,834	184,150	3,100
Rangers	241,850	252,300	225,002	286,812	34,512
Training	122,241	130,000	134,206	132,600	2,600
Total Police expenditures	<u>\$ 5,446,205</u>	<u>\$ 5,746,900</u>	<u>\$ 5,487,182</u>	<u>\$ 6,109,712</u>	<u>\$ 362,812</u>



	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 3,611,867	\$ 3,797,400	\$ 3,586,192	\$ 4,114,300	\$ 316,900
Benefits	1,340,981	1,329,650	1,355,024	1,388,550	58,900
Supplies	140,650	169,750	179,118	161,898	(7,852)
Other services and charges	352,707	450,100	366,848	444,964	(5,136)
✓ Total Police expenditures	<u>\$ 5,446,205</u>	<u>\$ 5,746,900</u>	<u>\$ 5,487,182</u>	<u>\$ 6,109,712</u>	<u>\$ 362,812</u>

Budget Highlights

- The 2023 budget for the Police Department maintains current staffing levels.
- Using American Rescue Plan Act (ARPA) funds, the 2023 budget includes funding for the police body camera program, salary costs associated with a (1.0 FTE) Public Safety Network Engineer position to administer all facets of this program, including processing audio/visual evidence for case dissemination and public disclosure requests, and continue the Embedded Social Worker program.

Administration and Support Services Division

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

The division includes costs for interlocal services agreements for Victim Coordinator services, jail fees, animal control, Narcotics Task Force, and SWAT.

The Support Services Division serves as the primary customer service contact for the police station. Staff in this division manages and performs clerical and record-keeping duties; updates computerized criminal justice databases; conducts background checks for firearm purchases and concealed weapon permits, and other licenses; provides fingerprinting services; maintains evidence and property room security, provides information and assistance to the public regarding law enforcement matters and provides services for victims of Domestic Violence crimes.

2022 Accomplishments

- Continued to build upon a wellness and resiliency program for all police staff.
 - Identified and implemented ways to improve employee health and morale. Studies have shown that happy and healthy employees miss five fewer workdays annually.
- Recruited and trained three new police officers.
- Conducted a complete internal audit of the evidence and records division.
- Continued purging records that are beyond retention requirements.
- Processed three times as many new firearm purchase background checks.
- Promoted an internal staff member to fill the Assistant Police Chief position.
- Formed a hiring committee to evaluate and change how we recruit and interview candidates.
- Continued our leadership development training for first-line supervisors and command staff.

2023 Goals & Objectives

- Enhance the departmental wellness and resiliency program for police staff.
- Continue purging records that are beyond retention requirements.
- Increase staff training on records and case management.
- Continue cross-training all support services staff in records management, evidence handling/processing, and public disclosure.
- Hold a sergeant assessment center to create a promotional eligibility list.
- Continue leadership development and training for all department supervisors.

Budget Highlights

- No new budget items are proposed.

POLICE DEPARTMENT – ADMINISTRATION & SUPPORT DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	730,486	742,800	709,270	796,300	53,500
SPECIAL ASSIGNMENT PAY	2,866	-	-	6,000	6,000
EDUCATION PREMIUM PAY	4,295	4,700	4,404	4,800	100
ACTING SUPERVISOR PAY	1,277	100	1,902	100	-
MERIT/LONGEVITY PAY	4,295	7,000	5,320	9,600	2,600
PD 457	1,044	1,100	6,294	1,100	-
OVERTIME	-	10,000	-	10,000	-
OVERTIME HOLIDAY	184	-	144	-	-
OVERTIME - SHIFT COVER	5,906	-	2,076	-	-
OT - STAFF MEETINGS	1,349	-	1,586	-	-
OVERTIME - COURT APPEARANCE	511	-	528	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	-	-	520	-	-
OT - SHIFT EXTENSION	4,252	-	2,736	-	-
OVERTIME - SPECIAL EVENTS	694	-	2,076	-	-
Salaries and wages	\$ 757,159	\$ 765,700	\$ 736,856	\$ 827,900	\$ 62,200
Benefits	310,936	312,150	319,984	330,550	18,400
OFFICE SUPPLIES	6,807	10,000	9,000	9,000	(1,000)
REFERENCE MATERIAL	41	-	-	-	-
CLOTHING/BOOTS	950	1,750	1,600	1,750	-
MOTOR FUEL	1,170	2,300	1,964	2,300	-
SMALL ITEMS OF EQUIPMENT	12,614	19,200	21,236	19,200	-
Supplies	21,582	33,250	33,800	32,250	(1,000)
OTHER PROFESSIONAL SVCS.	24,997	17,200	17,200	17,200	-
WELLNESS PROGRAM	897	-	-	-	-
TELEPHONE	18,443	23,000	18,443	23,000	-
POSTAGE	1,210	2,000	3,118	2,000	-
NEW WORLD PROJECT CONNECTIVITY	8,865	8,000	8,000	8,000	-
CELL PHONES	7,560	1,000	2,298	1,000	-
TRAVEL & SUBSISTENCE	456	500	500	500	-
MEALS	426	500	500	500	-
JAIL CONTRACT	86,747	195,000	125,000	195,000	-
ANIMAL SHELTER FEES	8,733	14,000	7,500	14,000	-
NARCOTICS TASK FORCE	4,126	4,500	4,126	4,500	-
OFFICE EQUIPMENT RENTAL	-	400	214	400	-
EQUIPMENT R&M	136	1,000	618	1,000	-
COMPUTER SYSTEM MAINTENANCE	695	800	985	800	-
ASSOC. DUES & MEMBERSHIPS	685	2,000	2,250	2,000	-
LICENSES & SUBSCRIPTIONS	11,075	9,000	10,701	9,000	-
PRINTING AND BINDING	2,450	1,000	1,238	1,000	-
VICTIM SERVICES	29,124	35,000	32,000	35,000	-
BANKING FEES	3,558	2,000	2,812	2,000	-
Other services and charges	210,183	316,900	237,503	316,900	-
Total Administration expenditures	\$ 1,299,860	\$ 1,428,000	\$ 1,328,143	\$ 1,507,600	\$ 79,600

Crime Prevention Division

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

Activities include media releases, managing the department's social media pages, conducting Community Police Academies, and 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 performs Crime Trend Analysis and coordinates extra patrol/speed emphasis efforts with the patrol division staff. The Crime Prevention officer works with Block Watch groups and supervises the Volunteer Program.

2022 Accomplishments

- The department returned to holding in-person outreach events this year.
 - Held our first “Cookout with Cops” pop-up BBQ event at Lighthouse Park.
 - Hosted Police Activities League (PAL’S) “Race the Cops” event at local business – TRAXX.
- Coordinated food and supply drives. The first ever “Cram the Cruiser” event raised 2,000 lbs. of food and nearly \$800 for the Mukilteo Food Bank.
- Youth and schools outreach:
 - Continued partnerships with local schools and parent-teacher organizations.
 - Hosted an easter egg hunt for kids with special prizes for finding eggs hidden throughout the city.
 - Strengthened relationships with YMCA and Boys and Girls Club and attended several after-school / summer activities at each program.
 - Conducted our third Youth Academy with 15 teens graduating from this program.
 - Continued annual “Shop with a Cop” tradition during the holiday season taking deserving children holiday shopping.
 - Hosted a local Mukilteo PD “Chief for a Day” program, separate from the State’s program.
 - Highlighted a child with Autism who has overcome great challenges in his life and has grown into a leader in his community.
 - Child was sworn in as chief at a City Council meeting and was highlighted at several other city events.
- Held an in-person Community Police Academy.
- Coordinated the annual National Night Out Against Crime event, where outreach teams visited 12 different neighborhood block parties throughout the city.

2023 Goals & Objectives

- Continue building a solid Police Volunteer Program and promote an active role from volunteers through assigned responsibilities.
- Hold National Night-Out Against Crime Event, at least one Community Police Academy, community outreach events involving Gun Safety, Drug Awareness, Teen Issues, Identity Theft, and other community concerns, and conduct a fourth Mukilteo Youth Police Academy.
- Host at least two “Coffee with a Cop” outreach events.

- Conduct two elementary school level youth-specific events.
- Expand the Block Watch program throughout the city; continue to meet with and support the Block Watch groups to address crime trends and neighborhood safety.

Budget Highlights

- No new budget items are proposed.

POLICE DEPARTMENT – CRIME PREVENTION DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	74,675	93,300	87,040	99,400	6,100
SPECIAL ASSIGNMENT PAY	-	4,700	4,018	5,000	300
EDUCATION PREMIUM PAY	2,425	3,800	-	-	(3,800)
MERIT/LONGEVITY PAY	1,212	7,500	-	2,000	(5,500)
PD 457	696	1,100	958	1,100	-
OVERTIME	-	6,500	-	6,500	-
OT - CRIME PREVENTION VOLUNTEER TRAINING	8,208	-	846	-	-
OT - SHIFT EXTENSION	176	-	1,746	-	-
OVERTIME - SPECIAL EVENTS	-	-	-	-	-
Salaries and wages	\$ 87,392	\$ 116,900	\$ 95,950	\$ 114,000	\$ (2,900)
Benefits	21,070	40,150	42,332	46,150	6,000
OFFICE SUPPLIES	1,185	4,000	3,000	3,000	(1,000)
PUBLIC OUTREACH SUPPLIES	554	-	-	-	-
CLOTHING/BOOTS	41	1,500	1,000	1,500	-
MOTOR FUEL	285	2,500	1,324	5,000	2,500
SMALL ITEMS OF EQUIPMENT	4,897	-	1,128	-	-
Supplies	6,962	8,000	6,452	9,500	1,500
PUBLIC AFFAIRS & COMMUNITY OUTREACH	2,998	7,000	5,600	6,000	(1,000)
TRAVEL & SUBSISTENCE	-	1,000	500	500	(500)
MEALS	64	500	500	1,000	500
PRINTING AND BINDING	630	500	-	-	(500)
GUN SAFETY INITIATIVES	-	7,000	3,500	7,000	-
Other services and charges	3,692	16,000	10,100	14,500	(1,500)
Total Crime Prevention expenditures	\$ 119,116	\$ 181,050	\$ 154,834	\$ 184,150	\$ 3,100

Patrol Division

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

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

The Division works with neighborhoods, residents, businesses, and community groups to identify and resolve community problems. The patrol division is the visible face of the department and a critical piece in building and maintaining trust with our community.

2022 Accomplishments

- One Detective was promoted to Sgt. and transferred to the patrol division.
- Two officers were selected for Corporal Assignments.
- The division will have field-trained three new police officers.
- Officers contributed over 120 hours to regional task forces (40 drug task force, 80 fugitive task force).
- Conducted two separate “controlled stress” dynamic training scenarios that integrate de-escalation techniques and refreshed perishable skills.
- Department has transitioned to the Taser 7, which enhances officers’ ability to use less lethal force in dynamic environments.
- City Council approved hiring an additional traffic officer to better respond to increasing traffic issues and complaints throughout the city.
- Conducted targeted patrols and special operations on traffic problems, nuisance homes, graffiti, and fugitive operations.
- Implemented a new body-worn camera program to increase transparency and accountability with the public.
- Started an embedded social worker program that teams up a patrol officer with our contract social worker to help individuals experiencing behavioral health and substance abuse concerns and connect them with needs-based services and support.
- Each patrol squad planned and organized a community outreach event. This is in addition to the yearly programs they have already participated in.

2023 Goals & Objectives

- Continue the “over hire” process to stay ahead of the annual officer attrition rate to maintain appropriate patrol staffing levels and a high level of service for the community.
- Identify ways to retain well-trained and experienced officers.
- Conduct traffic emphasis patrols in school zones and areas with higher traffic collisions and traffic complaints.
- Expand critical incident management skill sets by conducting tabletop exercises and Incident Command training for patrol supervisors.
- Cross-train supervisors in different positions to establish redundancy in skill sets.
- Conduct targeted patrols to prevent burglaries, vehicle prowls traffic complaints, package thefts, and address other community issues.

Budget Highlights

- No new budget items are proposed.

POLICE DEPARTMENT – PATROL DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	1,630,339	1,790,800	1,703,212	2,067,500	276,700
SPECIAL ASSIGNMENT PAY	35,652	32,000	49,236	31,000	(1,000)
EDUCATION INCENTIVE	41,391	46,000	49,162	57,700	11,700
MERIT/LONGEVITY PAY	39,565	31,000	35,930	50,400	19,400
PD 457	18,662	19,900	19,836	20,900	1,000
BILINGUAL PAY (LANGUAGE PREMIUM 1% FOR 3	2,733	1,500	3,300	1,500	-
OVERTIME	714	165,000	2,938	165,000	-
OFF DUTY OVERTIME	-	-	-	-	-
STANDBY/ON-CALL PAY	100	-	2,440	-	-
OVERTIME HOLIDAY	3,253	-	3,050	-	-
OVERTIME - SHIFT COVER	59,221	-	48,388	-	-
OT - CALL BACK	595	-	344	-	-
OT - STAFF MEETINGS	3,467	-	3,918	-	-
OVERTIME - COURT APPEARANCE	200	-	1,230	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	6,757	-	7,096	-	-
OT - SHIFT EXTENSION	18,443	-	18,568	-	-
OVERTIME - SPECIAL EVENTS	8,053	-	11,840	-	-
Salaries and wages	\$ 1,869,145	\$ 2,086,200	\$ 1,960,488	\$ 2,394,000	\$ 307,800
Benefits	680,134	690,500	714,618	778,600	88,100
OPERATING SUPPLIES	3,511	5,000	5,000	5,000	-
VEHICLE REPAIR TOOLS & EQ	220	-	1,680	-	-
CLOTHING/BOOTS	1,131	3,000	3,000	3,000	-
MOTOR FUEL	41,149	35,000	49,590	35,000	-
SMALL ITEMS OF EQUIPMENT	15,609	27,000	27,000	27,000	-
Supplies	61,620	70,000	86,270	70,000	-
TRAVEL & SUBSISTENCE	58	750	-	750	-
MEALS	1,023	750	1,754	750	-
EQUIPMENT R&M	9,046	3,000	6,321	3,000	-
LAUNDRY SERVICES	2,023	2,000	1,964	2,000	-
Other services and charges	12,180	6,500	10,039	6,500	-
Total Patrol expenditures	\$ 2,623,079	\$ 2,853,200	\$ 2,771,415	\$ 3,249,100	\$ 395,900

Special Operations Division

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

Follow-up investigations of numerous felony and certain misdemeanor crimes incorporate 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 montages; gathering and processing evidence; recovering stolen property; collecting and processing digital evidence; arresting and transporting suspects, and preparing cases for presentation in court.

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

2022 Accomplishments

- In 2022, there were several personnel changes with a new Detective Sergeant and two new detectives.
- A new department member was added to the Snohomish Multi-Agency Response Team (SMART). The members assisted with the investigation of the death of the Everett Police Officer in March.
- Two department members continue participating in the Interagency Child Abduction Response Team (ICART).
- Conducted several proactive operations targeting commercial burglary, graffiti, and other criminal investigations.
- UAS program was established and has been utilized on several occasions throughout the county for criminal, and search and rescue operations.
- Increased training and awareness on Active Shooter Response, Sexual Assault Investigations, Homicide Investigations, and Crime Scene Analysis.
- Completed nine pre-employment background investigations for police officer applicants and a park ranger.
- Presented training to the patrol division for firearms, less lethal, new tasers, officer-involved shooting protocols, report writing, and interviewing and interrogation techniques.
- Presented training to the Youth and Citizen's Academy for crime scenes, fingerprinting, and operation of the UAS.
- Detectives responded to numerous callouts for investigative assistance to the patrol division.

2023 Goals & Objectives

- Continue participation in SMART and ICART Teams.
- Continue to develop patrol with specialized training.
- Increased participation with other regional task forces targeting criminal activity.
- Conduct in-house monthly training for investigators and case reviews.

- Attend advanced training to enhance investigation skills.
- Increase special operations targeting current crime trends.

Budget Highlights

- Motor fuel line decreased by \$1,000 by adding another electric vehicle to the fleet.

POLICE DEPARTMENT – SPECIAL OPERATIONS DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	611,877	538,700	521,330	520,400	(18,300)
SPECIAL ASSIGNMENT PAY	26,075	23,100	11,526	26,100	3,000
EDUCATION INCENTIVE	16,535	14,900	12,968	14,800	(100)
MERIT/LONGEVITY PAY	22,074	19,000	22,078	21,300	2,300
PD 457	6,612	6,300	5,482	5,300	(1,000)
OVERTIME	1,535	42,500	624	42,500	-
STANDBY/ON-CALL PAY	6,980	7,300	4,200	7,300	-
OVERTIME HOLIDAY	617	-	3,200	-	-
OVERTIME - SHIFT COVER	19,284	-	18,600	-	-
OT - CALL BACK	953	-	500	-	-
OT - STAFF MEETINGS	1,126	-	2,166	-	-
OT - COURT APPEARANCE	225	-	-	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	16,096	-	6,850	-	-
OT - SHIFT EXTENSION	4,318	-	6,402	-	-
OVERTIME - SPECIAL EVENTS	8,132	-	6,500	-	-
Salaries and wages	\$ 742,439	\$ 651,800	\$ 622,426	\$ 637,700	\$ (14,100)
Benefits	278,238	234,550	233,772	203,150	(31,400)
OPERATING SUPPLIES	289	-	18	-	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	242	-	90	-	-
CLOTHING/BOOTS	-	-	258	-	-
MOTOR FUEL	2,181	3,000	2,000	2,000	(1,000)
SMALL ITEMS OF EQUIPMENT	7,710	-	3,000	2,000	2,000
Supplies	10,422	3,000	5,366	4,000	1,000
TRAVEL & SUBSISTENCE	84	1,500	1,578	1,500	-
MEALS	457	500	638	500	-
LICENSES & SUBSCRIPTIONS	4,785	4,000	4,368	4,000	-
INVESTIGATION COSTS	3,634	7,000	5,434	5,000	(2,000)
Other services and charges	8,960	13,000	12,018	11,000	(2,000)
Total Special Operations expenditures	\$ 1,040,059	\$ 902,350	\$ 873,582	\$ 855,850	\$ (46,500)

Training Division

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

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

With the retirement of our previous training officer and only certified Unmanned Aircraft System (UAS) pilot, the department continued training two staff members to become certified pilots for our (UAS) program.

Many legislative changes for law enforcement were enacted in 2021 and 2022. The department must ensure that these changes are processed and engrained into our patrol tactics, training, and procedures, in addition to our department policy manual.

2022 Accomplishments

- Successfully met all RCW training hour requirements for commissioned staff per Criminal Justice Training Commission standards.
- Fully transitioned to a new online training management software system that integrates with other digitized administrative processes. Training records for the past two years have been successfully entered and transferred into the new system.
- Successfully trained and deployed new Body Worn Cameras for all commissioned police officers.
- Conducted scenario-based “controlled stress” training for all commissioned personnel, including de-escalation techniques, active shooter response, and patrol tactics.
- Facilitated policy review on critical policies.
- Reviewed the training plan for each officer for individual career progression and development.
- Assisted with the onboarding and training of three new police officers.
- Continued the supervisor leadership training series focusing this year on emotional intelligence.
- Recertified our agency’s UAS certificate of authorization.
- Added five additional members to our training cadre, including one firearm, two defensive tactics, Taser, and an emergency driving instructor.
- Establish a quarterly four-hour training block for our training cadre to continue to enhance their skills.
- Hosted a regional social media and open-source investigations course.

2023 Goals & Objectives

- Assure all training required by law and policy is achieved.

- Continue training all staff on new protocols and procedures that meet the legislative intent of new criminal justice legislation.
- Continue to provide training on crisis intervention and other de-escalation concepts, so officers are better prepared to deal with an increasing number of mental health contacts.
- Continue developing staff members for their respective roles in the organization and prepare them for future roles and potential promotions.
- Develop a series of tabletop exercises to enhance critical incident management skills for supervisors.
- Develop the Defensive Tactics instructor cadre through a formalized training program.
- Train an emergency vehicle operations EVOC instructor, two additional Range Safety Officers, and one additional firearms instructor.
- Enhance existing skillsets by conducting squad and division-level training. Hold one additional dynamic, scenario-based training session for all patrol officers.
- Conduct training sessions on de-escalation, control, and less-lethal techniques and tactics.

Budget Highlights

- Budget includes the basic law enforcement academy tuition cost increase for new officer hires.

POLICE DEPARTMENT – TRAINING DIVISION

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 37,229	\$ 50,600	\$ 50,000	\$ 50,600	\$ -
Benefits	-	-	-	-	-
AMMUNITION	31,234	30,400	30,400	30,400	-
REFERENCE MATERIAL	87	-	-	-	-
SMALL ITEMS OF EQUIPMENT	29	2,000	3,082	2,000	-
Supplies	31,350	32,400	33,482	32,400	-
OTHER PROFESSIONAL SVCS.	19,684	20,500	20,500	20,500	-
TRAVEL & SUBSISTENCE	728	3,500	3,592	3,500	-
MEALS	1,033	2,000	1,200	2,000	-
LICENSES & SUBSCRIPTIONS	6,758	1,500	6,374	1,500	-
TRAINING & REGISTRATION	25,459	19,500	19,058	22,100	2,600
Other services and charges	53,662	47,000	50,724	49,600	2,600
Total Training expenditures	\$ 122,241	\$ 130,000	\$ 134,206	\$ 132,600	\$ 2,600

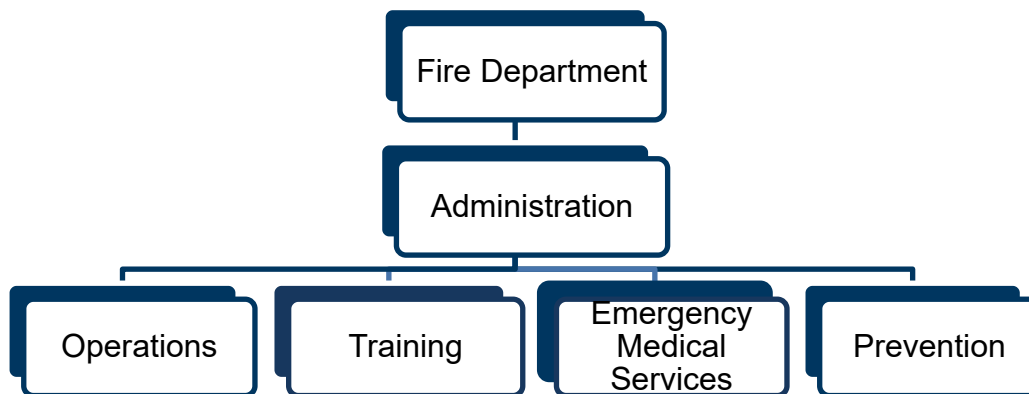
FIRE



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

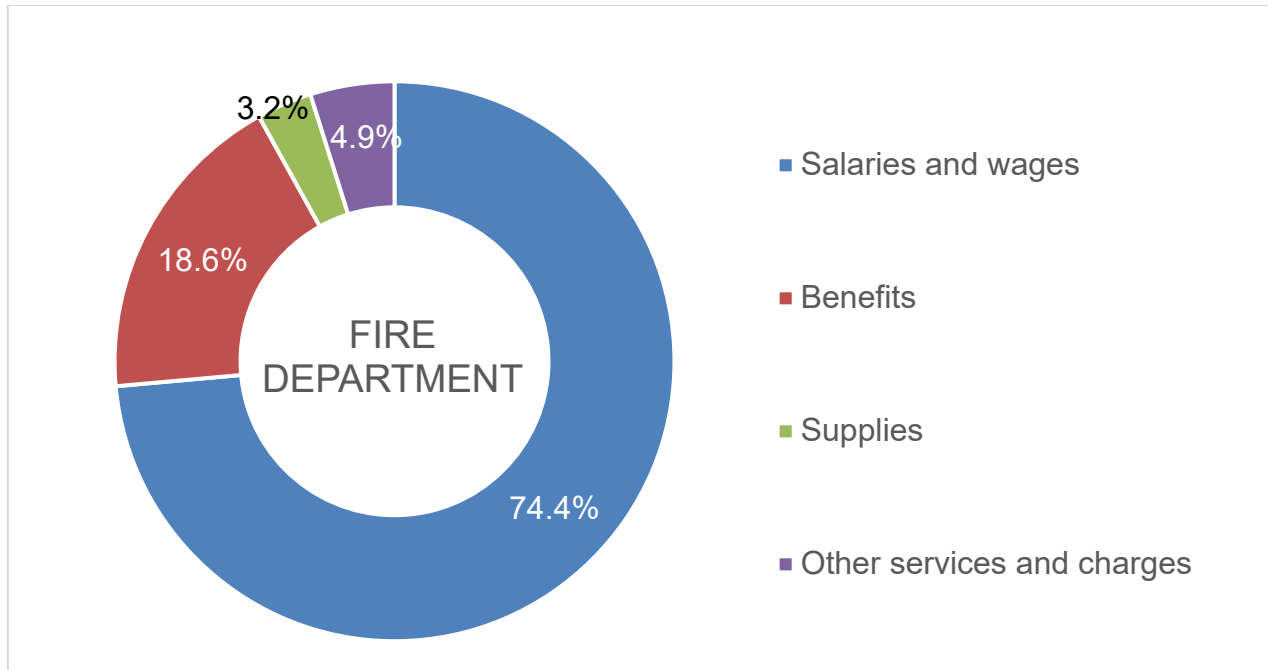
The Fire Chief is the administrative head of the department. The department has an authorized strength of thirty. The department operates two fire stations. Each fire station is staffed with three personnel on duty around the clock. Fire Station 25 also houses the Battalion Chief. In addition to the Fire Chief, 2023 administrative staff positions include a Fire Marshal and a Senior Administrative Assistant.

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



Expenditure Summary:

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Administration	\$ 181,227	\$ 194,600	\$ 191,599	\$ 208,400	\$ 13,800
Operations	507,937	535,900	534,782	672,050	136,150
Prevention	16,646	12,250	10,214	12,250	-
Training	24,014	42,600	40,120	42,600	-
EMS	4,369,655	4,356,280	4,593,328	4,345,580	(10,700)
Total Fire and EMS expenditures	<u>\$ 5,099,479</u>	<u>\$ 5,141,630</u>	<u>\$ 5,370,043</u>	<u>\$ 5,280,880</u>	<u>\$ 139,250</u>



	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 3,634,214	\$ 3,655,550	\$ 3,819,196	\$ 3,885,600	\$ 230,050
Benefits	1,013,396	930,000	1,029,528	970,200	40,200
Supplies	156,180	168,350	169,772	168,350	-
Other services and charges	232,689	324,730	288,547	256,730	(68,000)
Transfers Out	63,000	63,000	63,000	-	(63,000)
✓ Total Fire and EMS expenditures	<u>\$ 5,099,479</u>	<u>\$ 5,141,630</u>	<u>\$ 5,370,043</u>	<u>\$ 5,280,880</u>	<u>\$ 139,250</u>

Budget Highlights

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

Administration

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

2022 Accomplishments

- Continued work begun in 2020 with City staff, county fire departments, Snohomish County Department of Emergency Management, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Managed the impact of mandatory vaccinations for fire department personnel.
- Continued the multi-year accreditation process through the Center for Public Safety Excellence.
- Continued WAC 296-305 Safety Standards for Firefighters compliance efforts by adoption of updated policies and procedures.
- Continued to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
- Renewed inter-local agreement (ILA) to ensure quality mechanic service for the city's fire department vehicles.
- Honored the department's history while making changes in the physical environment, ourselves, and operations to prepare the department for the future.
- Replacement of water heater, expansion tank, circulation pump and piping at Station 25.
- Replacement of emergency generators at Station 24 and Station 25.
- Address station and vehicle repair issues.
- Continued to support training opportunities for all personnel.

2023 Goals & Objectives

- Work towards recovery from the COVID-19 Public Health Emergency.
- Continue the accreditation process through the community risk assessment and strategic plan development.
- Honor the department's history while making changes in the physical environment, ourselves, and operations to prepare the department for the future.
- Work with City Council on strategic matters for the department.
- Continue WAC 296-305 Safety Standards for Firefighters compliance efforts by adoption of updated policies and procedures.
- Continue to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
- Monitor inter-local agreements (ILAs) to ensure service to the city.

Budget Highlights

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

FIRE DEPARTMENT – ADMINISTRATION DIVISION (Revised November 3, 2022)

	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2022 Estimated Actuals</u>	<u>2023 Budget</u>	<u>Increase/ (Decrease)</u>
FULL TIME EMPLOYEES	106,870	119,000	117,444	133,300	14,300
OVERTIME	28	500	-	500	-
Salaries and wages	\$ 106,898	\$ 119,500	\$ 117,444	\$ 133,800	\$ 14,300
Benefits	38,398	45,400	37,638	44,900	(500)
OFFICE SUPPLIES	923	2,650	2,650	2,650	-
PURCHASE OF FORMS	541	550	688	550	-
SUPPLIES - ADMINISTRATION	931	1,000	808	1,000	-
CLOTHING/BOOTS	1,574	500	500	500	-
MOTOR FUEL	2,402	2,000	2,152	2,000	-
SMALL ITEMS OF EQUIPMENT	3,046	500	500	500	-
Supplies	9,417	7,200	7,298	7,200	-
OTHER PROFESSIONAL SVCS.	1,900	10,000	1,180	10,000	-
TELEPHONE	2,494	2,000	1,720	2,000	-
POSTAGE	209	200	340	200	-
CELL PHONE	2,464	3,000	4,554	3,000	-
ASSOC. DUES & MEMBERSHIPS	12,765	2,000	14,542	2,000	-
LICENSES AND SUBSCRIPTIONS	6,568	5,000	6,883	5,000	-
LAUNDRY SERVICES	-	100	-	100	-
PRINTING & BINDING	114	200	-	200	-
Other services and charges	26,514	22,500	29,219	22,500	-
Total Administration expenditures	\$ 181,227	\$ 194,600	\$ 191,599	\$ 208,400	\$ 13,800

Operations

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

2022 Accomplishments

- Continued work begun in 2020 with City staff, county fire departments, Snohomish County Department of Emergency Management, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Replaced mobile data terminals in three apparatus that were unable to accommodate increasing technology demands.
- Supported opportunities to work with regional teams.
 - Facilitate operational and response opportunities for personnel participating in regional technical rescue, hazardous materials, and incident management teams.
- Replacement of the battalion chief vehicle. New vehicle will increase safety by moving carcinogens outside the passenger compartment and safely secure all equipment.
- Reduced preventable injury rates.
 - Supported development of the city and department accident prevention programs.

2023 Goals & Objectives

- Work towards recovery from the COVID-19 Public Health Emergency.
- Improve the department's ability to respond to fire and medical emergencies safely and effectively.
 - Implement the regional fire pre-incident planning software.
- Support opportunities to work with regional teams.
 - Facilitate operational and response opportunities for personnel participating in regional technical rescue, hazardous materials, and incident management teams.

Budget Highlights

- Budget included for two new hires including equipment and fire academy.
- Budget lines adjusted to reflect anticipated expenditures for outside services, memberships, and phones.
- The replacement of the current alerting systems at the fire stations is proposed (\$55,000).



Fire Station Alerting System Replacement

Previous Review: (list dates if relevant, otherwise leave blank)

Replace current alerting systems at Fire Station 25 and Fire Station 24.

Council Priority

Fund Name
Equipment
Replacement

Amount Requested

\$55,000

Any Additional Revenue?

Nature of the expenditure? one-time

Expenditure Purpose and Justification

The current fire station alerting systems were installed in 2005 and use radio transmissions from the regional dispatch center to alert individual fire stations. Due to the age of the current fire station alerting systems, replacement equipment and installing contractors are becoming more difficult to find. Our system is one of the last remaining systems not using current technology within Snohomish County and the region.

Technology has advanced since the installation of the current systems to utilize high speed internet connections to alert multiple fire stations simultaneously. The reduction in time from initiation by the public safety dispatcher to activation of the alerting system allows firefighters to arrive at emergency incidents day or night in a quicker fashion. The reduction in time between a 911 call and firefighters/paramedics arriving scene exponentially reduces the size of a fire and increases the survivability during a critical medical condition. The Washington Surveying and Rating Bureau (WSRB) utilizes time from initial 911 call to emergency units on scene as a factor when establishing a jurisdiction's rating. A decrease in this time will assist the City in reducing our WSRB rating and in turn potentially reduce insurance premiums for our citizens and business owners.

Emergency response has many factors that can cause physical stress to firefighters. The current system activates lights throughout the fire stations to fully light the area immediately upon receiving a signal. Additionally, the tones that notify/wake firefighters of an incident are at a set volume. Multiple studies have shown that these actions cause cardiac stress on the firefighters. Fire station alerting systems with new technology include ramped night vision lighting and ramped tones. Both reduce the cardiac stress of being woken multiple times in a night.

Alternatives and Potential Costs

Delay replacement which will continue increased time duration between 911 call and firefighter notification of incidents. Additionally, cardiac stress on firefighters will not be reduced.

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

Department:	Public Works
Division:	Facilities
Prepared by:	Glen Albright

Expenditure Account # & Title	Amount
Other Machinery & Equipment - Fire 510.90.594.220.640	\$ 55,000
	\$ -
	\$ -
	\$ -

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

FIRE DEPARTMENT – OPERATIONS DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 AMENDED Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	255,401	268,700	263,424	378,800	110,100
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
EDUCATION INCENTIVE	5,706	6,600	5,480	10,200	3,600
ACTING SUPERVISOR PAY	1,045	2,500	904	2,500	-
PARAMEDIC INCENTIVE	7,858	8,500	7,546	8,700	200
MERIT/LONGEVITY PAY	4,771	5,200	4,632	8,500	3,300
FIRE - HOLIDAY BUY BACK	6,566	7,550	5,398	7,550	-
LEOFF II DISABILITY SUPPLEMENT	(2,225)	-	-	7,550	7,550
OVERTIME	53,510	37,600	64,252	35,000	(2,600)
OT - DISASTER SUPPORT/SEVERE WEATH	-	-	-	-	-
Salaries and wages	\$ 332,632	\$ 336,650	\$ 351,636	\$ 458,800	\$ 122,150
Benefits	91,988	83,800	95,644	97,800	14,000
OFFICE SUPPLIES	-	-	-	-	-
SUPPLIES - FIRE SUPPRESSION	10,907	11,000	12,000	11,000	-
CLOTHING/BOOTS	411	1,350	1,350	1,350	-
MOTOR FUEL	4,520	5,500	5,500	5,500	-
SMALL ITEMS OF EQUIPMENT	30,720	42,500	40,000	42,500	-
Supplies	46,558	60,350	58,850	60,350	-
PROFESSIONAL SERVICES	4,600	22,300	-	22,300	-
TELEPHONE	2,073	2,900	534	2,900	-
POSTAGE	182	-	-	-	-
NEW WORLD PROJECT CONNECTMITY	2,596	2,400	1,840	2,400	-
CELL PHONES & PAGERS	2,069	3,000	1,370	3,000	-
MEALS	-	-	-	-	-
FIRE DISTRICT 1 ILA FOR LADDER TRUCK S	-	-	-	-	-
EQUIPMENT R&M	17,337	10,000	10,408	10,000	-
LICENSES AND SUBSCRIPTIONS	7,902	14,500	14,500	14,500	-
Other services and charges	36,759	55,100	28,652	55,100	-
Total Operations expenditures	\$ 507,937	\$ 535,900	\$ 534,782	\$ 672,050	\$ 136,150

Training

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

2022 Accomplishments

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

2023 Goals & Objectives

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

Budget Highlights

- Two entry level firefighters participated in the regional 12-week fire academy.

FIRE DEPARTMENT – TRAINING DIVISION

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
OFFICE SUPPLIES	-	-	-	-	-
REFERENCE MATERIAL	1,165	1,500	1,310	1,500	-
SUPPLIES - TRAINING	-	1,300	-	1,300	-
CLOTHING/BOOTS	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	1,000	-	1,000	-
Supplies	1,165	3,800	1,310	3,800	-
OTHER PROFESSIONAL SVCS.	1,523	1,650	1,424	1,650	-
TELEPHONE	364	400	72	400	-
TRAVEL & SUBSISTENCE	3,405	6,500	6,500	6,500	-
MEALS	1,786	4,000	4,000	4,000	-
ASSOC. DUES & MEMBERSHIPS	-	2,750	3,038	2,750	-
LICENSES AND SUBSCRIPTIONS	3,231	3,200	3,476	3,200	-
TRAINING & REGISTRATION	12,540	20,300	20,300	20,300	-
Other services and charges	22,849	38,800	38,810	38,800	-
Total Training expenditures	\$ 24,014	\$ 42,600	\$ 40,120	\$ 42,600	\$ -

Prevention

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

2022 Accomplishments

- Continued adaptation of prevention to the restrictions imposed by the public health emergency, emphasizing permit approval inspections and complaint investigation only.
- Implemented new inspection software to track violations, code compliance, and fire risk analysis.
- Adapted the business inspection program to incorporate self-inspections, fire company inspections and fire marshal inspections of high-hazard properties.

2023 Goals & Objectives

- Lead the department-wide accreditation process.
- Reduce the risk of fire in commercial structures.
 - Continue Pre-Plan development of high-risk structures and occupancies.
 - Utilization of inspection software to track violations, code compliance, and fire risk analysis.
- Resume the public education program including fire safety, injury prevention, and disaster resilience.
 - Provide fire safety education and rig tours to all 2nd Grade Elementary School classes in Mukilteo.
 - Continue outreach efforts with daycares and other community groups.
 - Continue participation in Touch-a-Truck, National Night Out, and Boo Bash.

Budget Highlights

- Budget lines adjusted to reflect anticipated expenditures for public education, outside services, memberships, and phones.

FIRE DEPARTMENT – PREVENTION DIVISION

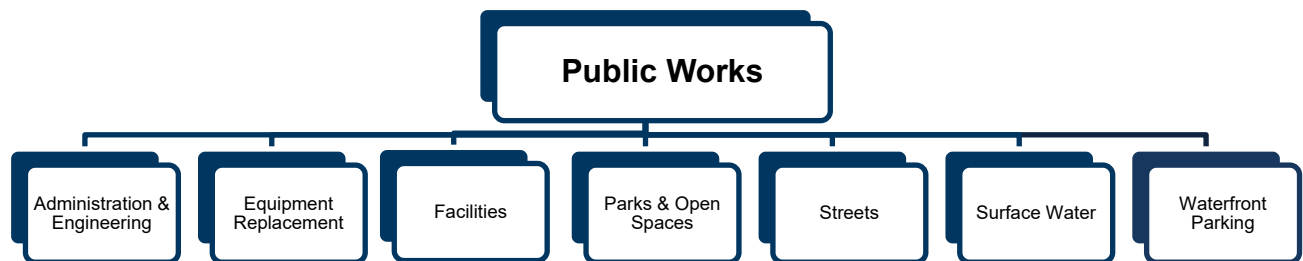
	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
OFFICE SUPPLIES	-	-	-	-	-
REFERENCE MATERIAL	220	400	350	400	-
SUPPLIES - FIRE PREVENTION	464	3,000	3,000	3,000	-
CLOTHING/BOOTS	1,195	600	600	600	-
MOTOR FUEL	2,583	1,500	2,932	1,500	-
SMALL ITEMS OF EQUIPMENT	-	400	400	400	-
Supplies	4,462	5,900	7,282	5,900	-
OTHER PROFESSIONAL SVCS.	7,325	2,800	-	2,800	-
TELEPHONE	229	300	72	300	-
EQUIPMENT REPLACEMENT CHARGES	42	-	-	-	-
CELL PHONE	513	700	410	700	-
ASSOC. DUES & MEMBERSHIPS	1,726	750	750	750	-
LICENSES AND SUBSCRIPTIONS	2,067	1,600	1,700	1,600	-
PRINTING & BINDING	282	200	-	200	-
Other services and charges	12,184	6,350	2,932	6,350	-
Total Prevention expenditures	\$ 16,646	\$ 12,250	\$ 10,214	\$ 12,250	\$ -

PUBLIC WORKS



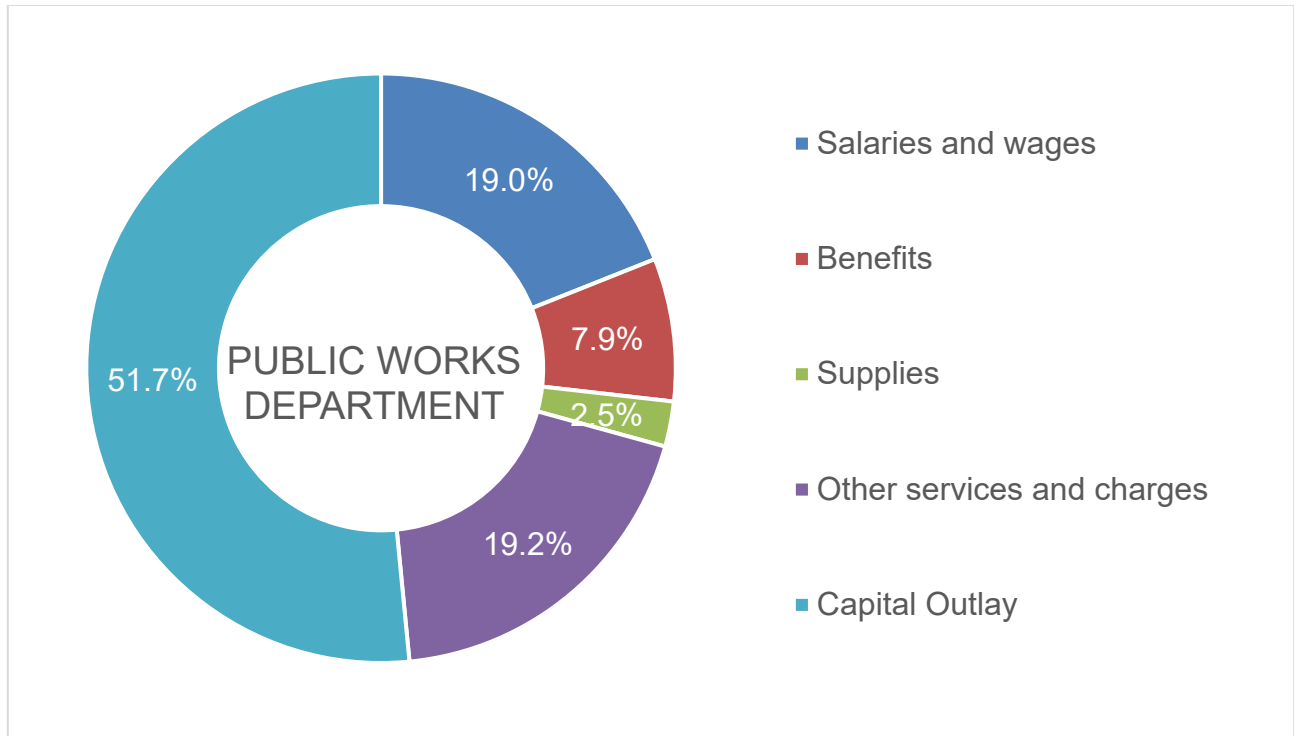
The Public Works Department is responsible for the planning, design, construction and maintenance of City-owned infrastructure facilities and buildings as well as approval of all engineering aspects of development – public and private within the City of Mukilteo. This work takes place on or involves:

- 72 centerline miles of City streets and State highways, 72 miles of sidewalks, 6.8 miles of bike lanes
- Three traffic signals and 28 school zone flashers and 15 crosswalks with rectangular rapid flashing beacons (RRFB's), and 12 radar speed signs, and 6 temporary radar speed signs.
- 75 miles of storm drains, 7.1 miles of ditches, 4470 catch basins and 174 public detention and water quality facilities
- 611 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire
- 21 municipal buildings
- 1,584 Street lights (City owned: 292; PUD owned: 1,292) The City monitors the operation of all streetlights, regardless of ownership (PUD or City)



Expenditure Summary:

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Administration and Engineering - General Fund	\$ 468,071	\$ 403,200	\$ 329,556	\$ 424,200	\$ 21,000
Parks	505,885	528,000	425,568	481,100	(46,900)
Streets	831,262	923,250	887,164	953,250	30,000
Waterfront Parking	432,843	495,450	395,742	470,680	(24,770)
Surface Water	5,051,571	5,394,936	2,855,264	10,129,668	4,734,732
Facilities Maintenance	771,714	794,200	813,536	803,100	8,900
Total Public Works expenditures	\$ 8,061,346	\$ 8,539,036	\$ 5,706,830	\$13,261,998	\$ 4,722,962



	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 2,166,646	\$ 2,291,200	\$ 1,843,488	\$ 2,515,300	\$ 224,100
Benefits	967,824	1,011,550	864,464	1,039,750	28,200
Supplies	386,249	307,900	357,950	328,366	20,466
Other services and charges	1,659,156	2,546,168	2,361,122	2,543,582	(2,586)
Intergovernmental services	-	-	-	-	-
Capital Outlay	2,881,471	2,382,218	279,806	6,835,000	4,452,782
Total Public Works expenditures	<u>\$ 8,061,346</u>	<u>\$ 8,539,036</u>	<u>\$ 5,706,830</u>	<u>\$13,261,998</u>	<u>\$ 4,722,962</u>

Budget Highlights

Transportation Projects	
Annual ADA Upgrades Program	Upgrade public right-of-way infrastructure as prioritized in the City's ADA Transition Plan to be in compliance with the Americans with Disabilities Act standards.
Annual Pavement Preservation Program	This sets aside annual funding for the City's Pavement Preservation Program to address streets that have been identified for a variety of resurfacing options. The 2023 program will focus on the design of the partially grant funded 47 th Place West pavement preservation project and partnering with MWWD on overlays.
Annual Pedestrian Crosswalk Enhancement Program	Continued program to evaluate, design and install pedestrian crosswalk improvements.
Annual Sidewalk Repair Program	Dedicated funding program to repair sections of existing sidewalk to fix broken, offset and/or damaged areas. The 2023 Program will focus on repairing damaged shared use path along Harbour Pointe Boulevard.
Annual Bike Transit Walk (By the Way) Program	This will continue implementation of the adopted Bike Transit Walk (BTW) Plan. It is an annually accruing program which includes the design and construction of new bike path and sidewalk amenities for the improvement of the City's non-motorized system.
Traffic Calming Program	Continued program to respond to resident requests regarding neighborhood traffic issues related to speeding and cut-through traffic via the City's Traffic Calming program adopted by Council Resolution 2015-07.
Facility Renewal	
2023 Facility Renewal	Completion of the priority projects identified in the Facility Renewal Plan.
Surface Water Projects	
Big Gulch Trail Erosion Repairs	Project responds to erosion on the trail near the library created by high water flows. Repair options will be evaluated to help minimize expenses.
Wastewater Treatment Plant Erosion Repair	Erosion created by high flows from a City stormwater pipe in a tributary of Big Gulch Creek needs repair. Repair options and design will be completed in 2022 and now needs construction funding
Software Upgrades	Acquire Enterprise GIS software to increase efficiency of work and replace outdated software.
Chennault Beach Road Drainage Improvements - Construction	This project will improve the drainage along Chennault Beach Drive between 60th Avenue W and Marine View Drive. The design will be completed in 2022 with construction anticipated in 2023. This is Stormwater CIP project #1 from the previous Surface Water Comprehensive Plan.

Administration and Engineering Division

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

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

2022 Accomplishments

- Project Completions
 - Completed the construction and closeout of the Harbour Reach Corridor project
 - Completed construction and closeout of the 76th Street SW & SR525 Pedestrian Improvements project
 - Completed the construction and closeout of the Harbour Reach Drive North Improvements (pavement preservation) project
 - Completed full street resurfacing of several streets through an interlocal agreement with Mukilteo Water & Wastewater District
 - Completed construction of the SR-526 Shared Use Path Improvements
 - Completed design and construction of surface water maintenance projects
 - Completed design of WWTP erosion repairs
 - Completed design of 5th Street Bicycle and Pedestrian Improvements project and applied for a grant for the project
 - Conducted a City-wide update of pavement ratings
 - Designed and constructed the slurry seal program
 - Completed the construction of Rosehill Solar Panels project
 - Completed the self-evaluation of the public right of way for the ADA Transition Plan

- Planning for the Future
 - Updated the 6-year Transportation Improvement Program
 - Cross functional team consisting of members from several City departments to plan and develop the City's ADA Transition Plan met monthly to advance the plan
 - Executed an amendment to the solid waste contract with Waste Management
 - Executed extensions to all on-call consultant contract agreements
 - Adopted Snohomish County Solid Waste Comprehensive Plan
 - Began work on updating the Transportation Element of the Comprehensive Plan
- Support of Outside Development
 - Reviewed 134 private development proposals for compliance with clearing and grading, right-of-way, and/or traffic impacts as of September 20, 2022
 - Provided support to WSDOT/WSF in completing construction of the WSF Multimodal Terminal Project and continued work on the maintenance agreement.
 - Worked with City of Everett staff to review and provide feedback on the Edgewater Bridge Replacement project
- Project Development
 - Completed the design of the 5th Street Pedestrian and Bicycle Improvements project
 - Completed the design and permitting and construction award for the 61st Place Culvert Improvements
 - Completed design, permitting, and construction of the surface water maintenance projects
 - Began design on wastewater treatment plant erosion repair project
 - Began design and public outreach on Chennault Beach Drive Drainage Improvements
 - Began the design of the 47th Place West Pavement Preservations Project
- Grant Applications and Awards
 - Applied for a \$2,992,000 Transportation Improvement Board for the 5th Street Bicycle and Pedestrian Improvement Project.
 - Received a Department of Ecology Stormwater Capacity Grant for \$80,000 for implementing the municipal stormwater program.
 - Received a \$40,000 grant from Snohomish County for the construction of the Paine Field Path Repairs project.
 - Received \$200,000 grant from the Transportation Improvement Board (TIB) for the Paine Field Path repairs project.
 - Received an increased grant amount of \$122,000 from the Department of Ecology for the Decant Station, bringing the total grant amount to \$1,090,929.67.
- Traffic Calming Improvements
 - Eliminated backlog of open traffic calming requests
 - Updated the Traffic Calming webpage with additional resources, access to Traffic Action Plans and an interactive map showing all traffic calming requests
 - Worked with the City Council to update the program document to better define processes.

2023 Goals & Objectives

- Staff and support the City's Pavement Preservation Program
- Implement the Bike Transit Walk Program by continuing to seek and apply for grants to support the project list
- Complete the self-evaluation of the public right of way and continue development of the City-wide ADA Transition plan
- Complete the construction of Chennault Beach Drive Drainage Improvements
- Complete the construction of Wastewater treatment Plant Erosion Repairs
- Complete an evaluation of the east end of Mukilteo Lane in cooperation with City of Everett
- Complete the design of the Chennault Beach
- Complete the update of the Transportation Element of the Comprehensive Plan

Budget Highlights

- The most significant highlight is the Chennault Beach Drive Drainage Improvements project. This is Stormwater CIP project #1 from the previous Surface Water Comprehensive Plan.
- Please see Budget Highlights on page 67 for other highlights.

PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND ENGINEERING DIVISION

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	326,566	214,600	166,726	231,300	16,700
PART TIME EMPLOYEES	-	-	-	-	-
OVERTIME	-	1,000	-	1,000	-
Salaries and wages	\$ 326,566	\$ 215,600	\$ 166,726	\$ 232,300	\$ 16,700
FICA	23,940	16,500	12,696	17,700	1,200
PERS	34,771	22,000	17,090	24,100	2,100
L&I	1,788	2,000	1,904	2,000	-
MEDICAL BENEFITS	52,732	43,800	35,764	45,100	1,300
VEHICLE ALLOWANCE	720	700	720	700	-
DENTAL BENEFITS	4,105	3,600	3,012	3,300	(300)
VISION BENEFITS	622	600	410	500	(100)
LIFE INSURANCE	825	850	466	850	-
PAID FAMILY LEAVE	465	500	270	600	100
LONG TERM DISABILITY INSURANCE	1,828	1,850	1,032	1,850	-
UNIFORMS BENEFITS	-	-	174	-	-
Benefits	121,796	92,400	73,538	96,700	4,300
OFFICE SUPPLIES	527	650	650	650	-
REFERENCE MATERIAL	-	550	200	550	-
OPERATING SUPPLIES	631	500	500	500	-
CLOTHING/BOOTS	12	300	400	300	-
MOTOR FUEL	394	650	450	650	-
SMALL ITEMS OF EQUIPMENT	1,855	1,300	1,400	1,300	-
Supplies	3,419	3,950	3,600	3,950	-
ENGINEERING & ARCHITECT SVCS	5,605	70,000	70,000	70,000	-
OTHER PROFESSIONAL SVCS.	2,119	5,000	5,000	5,000	-
LEGAL PUBLICATIONS	365	400	150	400	-
TELEPHONE	1,672	1,800	132	1,800	-
POSTAGE	441	600	300	600	-
CELL PHONE	3,482	4,300	2,090	4,300	-
TRAVEL & SUBSISTENCE	-	500	300	500	-
MEALS	-	100	100	100	-
COMPUTER SYSTEM MAINT	294	4,000	4,000	4,000	-
ASSOC. DUES & MEMBERSHIPS	1,315	1,950	2,220	1,950	-
FILE, RECORDING FEES	-	400	100	400	-
PRINTING AND BINDING	497	500	300	500	-
TRAINING & REGISTRATION COSTS	500	1,700	1,000	1,700	-
Other services and charges	16,290	91,250	85,692	91,250	-
Total Administration and Engineering expenditures	\$ 468,071	\$ 403,200	\$ 329,556	\$ 424,200	\$ 21,000

Parks and Open Space Division

The Parks and Open Space Division maintains all City-owned parklands, landscaped areas and building grounds. Maintenance and improvement activities take place on 611 acres of parks and open space, including seven municipal facilities with grounds (Police Station, Fire Stations 24 & 25, City Hall, Rosehill Community Center and the Public Works Shop). In addition, the Parks and Open Space Division maintains landscaped sections of right-of-way that the City is responsible for.

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

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

2022 Accomplishments

- Performed major landscape cleanup at Edgewater Beach Park, Police Department, Rosehill Community Center and City Hall
- Inspected and repaired all playground equipment to comply with safety codes
- Incorporated the addition of Byers Family Peace Park, the Waterfront Promenade, and Harbour Pointe SW Widening project landscaping into regular maintenance schedules.
- Installed recycled wood chips and Dog Park
- Installed new play chips at Lighthouse Park and 92nd
- Paved the entrance to the dark park to reduce the number of potholes as you enter the park
- Restored the story pole at Totem Park

2023 Goals & Objectives

- Maintain a fully staffed division and work to maintain current levels of service to all areas maintained by Parks Staff
- Preserve existing park assets with an emphasis on Lighthouse Park, Rosehill Community Center, and 92nd St Park
- Complete a major landscape cleanup at Fire Station 24 & 25 and 92nd
- Incorporate new landscaping installed as part of the ferry terminal in summer of 2023

Budget Highlights

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

PUBLIC WORKS DEPARTMENT – PARKS DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	209,440	239,200	196,830	209,500	(29,700)
PART TIME EMPLOYEES	-	-	-	-	-
ACTING SUPERVISOR PAY	526	2,500	236	2,500	-
OVERTIME	11,336	7,500	14,110	7,500	-
STANDBY PAY	5,756	7,000	5,282	7,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	5,219	500	-	500	-
Salaries and wages	\$ 232,277	\$ 256,700	\$ 216,458	\$ 227,000	\$ (29,700)
Benefits	103,925	116,050	97,608	98,850	(17,200)
OFFICE SUPPLIES	47	250	200	250	-
REFERENCE MATERIAL	-	-	-	-	-
OPERATING SUPPLIES	14,617	15,250	15,250	15,250	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	477	-	220	-	-
CLOTHING/BOOTS	789	1,000	2,000	1,000	-
BUILDING MAINTENANCE SUPPLIES	3,340	1,000	1,000	1,000	-
SIGNS	-	500	500	500	-
LANDSCAPE MATERIALS	2,053	12,000	12,000	12,000	-
FLOWER BASKET PROGRAM	1,247	17,750	6,000	17,750	-
MOTOR FUEL	8,050	7,500	7,500	7,500	-
SMALL ITEMS OF EQUIPMENT	9,572	5,000	5,000	5,000	-
Supplies	40,192	60,250	49,670	60,250	-
OTHER PROFESSIONAL SVCS.	90,641	40,000	20,000	40,000	-
TELEPHONE	1,115	1,100	600	1,100	-
CELL PHONE	2,483	3,000	2,000	3,000	-
TRAVEL & SUBSISTENCE	-	800	800	800	-
MEALS	131	500	500	500	-
LAND RENTAL	-	500	-	500	-
WORK EQUIP & MACHINE RENTAL	4,513	4,500	4,500	4,500	-
ELECTRICITY	2,596	3,500	2,496	3,500	-
SEWER SERVICE	4,600	5,000	4,600	5,000	-
GARBAGE SERVICES	-	-	-	-	-
WATER SERVICE	7,742	10,500	6,350	10,500	-
STORM DRAINAGE CHGS.	3,725	4,500	3,104	4,500	-
BRUSH DISPOSAL	371	-	400	-	-
IRRIGATION SYSTEM MAINTENANCE & REPAIR	265	2,000	2,000	2,000	-
EQUIPMENT R&M	2,468	3,000	3,000	3,000	-
OTHER R&M	3,708	1,000	1,000	1,000	-
PLAYGROUND EQUIPMENT R&M	-	4,000	4,000	4,000	-
DOG PARK MAINTENANCE	-	500	500	500	-
HP MAINTENANCE ASSOCIATION DUES	3,800	3,800	3,800	3,800	-
LAUNDRY SERVICES	-	1,800	-	1,800	-
PRINTING AND BINDING	5	-	-	-	-
TRAINING & REGISTRATION COSTS	1,328	5,000	2,182	5,000	-
Other services and charges	129,491	95,000	61,832	95,000	-
Total Parks expenditures	\$ 505,885	\$ 528,000	\$ 425,568	\$ 481,100	\$ (46,900)

PLANNING & COMMUNITY DEVELOPMENT



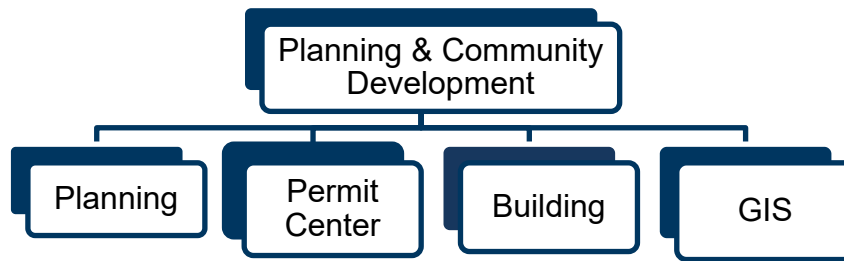
The Community Development Department (“Department”) consists of four divisions that provide leadership in managing the natural and built environment. The Department does this by preparing and implementing the City’s adopted Comprehensive Plan, codes and regulations, coordinating with external agencies, communicating GIS information to the public, reviewing permit applications for compliance with City regulations and providing information to the public.

In doing this work, the Community Development Department places a high premium on customer service.

The Department’s four divisions are:

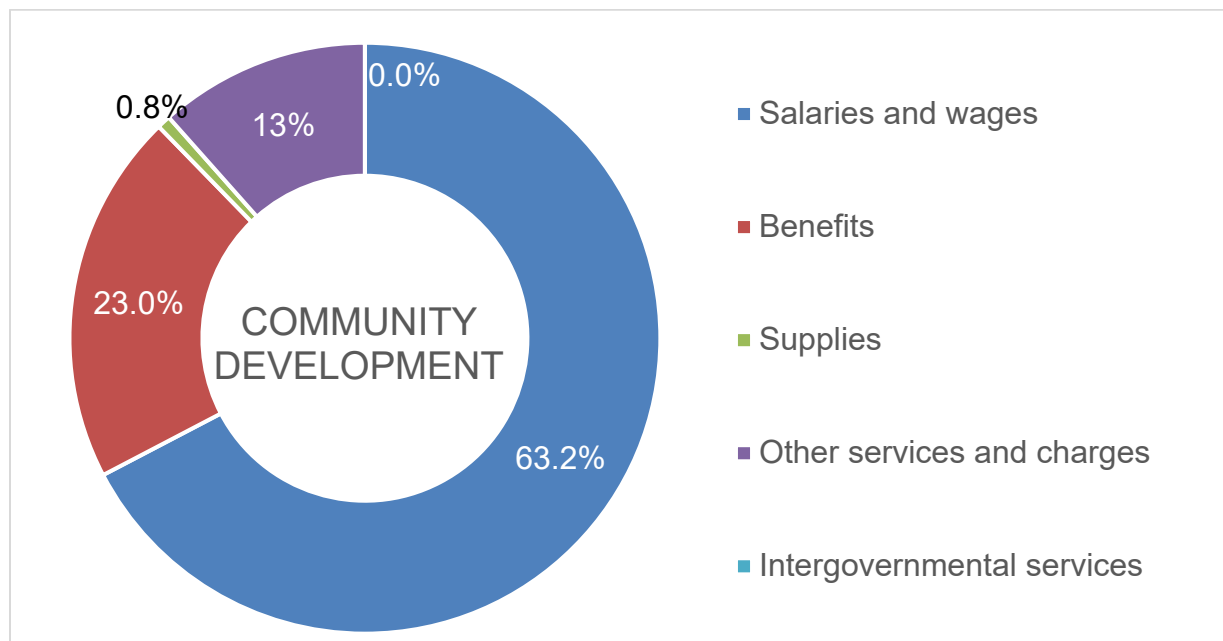
- **Planning Division** - Processes and reviews permits (current planning) and works on policies, codes and special projects (long range planning). Responds to public inquiries on development requirements and conducts public outreach. The Planning Division is also actively engaged in enforcing code related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

The Community Development Department’s work is highly interdepartmental, frequently supporting the Police, Fire, Public Works, Executive and Recreation and Cultural Services departments.



Expenditure Summary: [\(Revised November 3, 2022\)](#)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Permit Center	\$ 258,171	\$ 317,100	\$ 201,860	\$ 319,500	\$ 2,400
Planning	587,603	794,200	663,476	867,900	73,700
Building	139,126	158,450	176,700	150,650	(7,800)
GIS - General Fund	72,415	85,150	80,618	97,850	12,700
GIS - Surface Water Fund	96,709	132,750	129,796	143,850	11,100
Total Community Development expenditures	<u>\$ 1,154,024</u>	<u>\$ 1,487,650</u>	<u>\$ 1,252,450</u>	<u>\$ 1,579,750</u>	<u>\$ 92,100</u>



	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 778,645	\$ 937,800	\$ 880,526	\$ 997,800	\$ 60,000
Benefits	321,797	337,350	292,278	362,950	25,600
Supplies	6,947	13,100	4,798	13,100	-
Other services and charges	46,635	199,400	74,848	205,900	6,500
Intergovernmental services	-	-	-	-	-
Total Community Development expenditures	<u>\$ 1,154,024</u>	<u>\$ 1,487,650</u>	<u>\$ 1,252,450</u>	<u>\$ 1,579,750</u>	<u>\$ 92,100</u>

Budget Highlights

- Major Projects for 2023 Include:
 - Restoring the Department's level of service brought about by reduced staffing associated with vacancies and leave
 - Sign Code update adoption
 - Snohomish County Master Annexation ILA
 - Initiate 2024 GMA Update Public Outreach
 - Waterfront Redevelopment
 - GIS Stormwater Utility Support

Planning Division

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

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

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

2022 Accomplishments

- On-going primary staff support for Planning Commission and Historic Preservation Commission.
- Initiated the 2022 annual docket process.
- Worked on update to Buildable Lands, Countywide Planning Policies and 2044 growth targets.
- Continued work on City's sign code update to address US Supreme Court ruling requiring codes to be "content neutral".
- Continued work and discussions on annexation Interlocal Agreement with Snohomish County.
- Continued work on Public Use Agreement with Boys and Girls Clubs of Snohomish County.

2023 Goals & Objectives

- Complete Sign Code update.
- Complete 2018 final docket item related to an industrial zone design standards code amendment; make substantial progress on 2020 docket. Initiate the 2023 docket process.
- Initiate 2024 GMA update.
- Coordination of waterfront development projects, including but not limited to actions related to the former NOAA property.
- Manage State and other funding on the Japanese Gulch Creek daylighting project and on the waterfront promenade. Continue to pursue funding for these projects.
- Continue the evaluation of the City's permit processing process to improve customer service and timeliness.

- Complete work on Snohomish County annexation inter-local agreement.
- Continue staff support for Planning Commission, Historic Preservation Commission, Hearing Examiner and Council Committees.

Budget Highlights

- No new expenditures are proposed.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION
(Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	404,678	479,700	477,334	525,800	46,100
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	9,714	10,000	1,368	10,000	-
Salaries and wages	\$ 414,392	\$ 489,700	\$ 478,702	\$ 535,800	\$ 46,100
Benefits	141,866	150,150	156,764	177,750	27,600
OFFICE SUPPLIES	1,665	1,500	-	1,500	-
REFERENCE MATERIAL	35	50	-	50	-
CLOTHING/BOOTS	109	400	-	400	-
MOTOR FUEL	30	400	84	400	-
SMALL ITEMS OF EQUIPMENT	889	150	-	150	-
Supplies	2,728	2,500	84	2,500	-
CONSULTING SERVICES	7,081	-	-	-	-
OTHER PROFESSIONAL SVCS.	9,833	120,000	17,348	120,000	-
REIMBURSABLE CONSULTING	-	-	-	-	-
REIMBURSABLE COPIES	-	-	-	-	-
LEGAL PUBLICATIONS	3,129	4,000	2,760	4,000	-
TELEPHONE	1,237	1,050	150	1,050	-
POSTAGE	1,728	5,250	1,166	5,250	-
CELL PHONES	1,799	1,750	1,542	1,750	-
TRAVEL & SUBSISTENCE EXPENSE	193	3,000	-	3,000	-
MEALS	58	500	-	500	-
ASSOC. DUES & MEMBERSHIPS	1,749	2,500	4,526	2,500	-
FILE, RECORDING FEES	-	200	-	200	-
PRINTING AND BINDING	1,015	600	224	600	-
TRAINING & REGISTRATION COSTS	795	3,000	210	3,000	-
HEARING EXAMINER	-	10,000	-	10,000	-
Other services and charges	28,617	151,850	27,926	151,850	-
Total Planning expenditures	\$ 587,603	\$ 794,200	\$ 663,476	\$ 867,900	\$ 73,700

Permit Center Division

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

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

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

2022 Accomplishments

- Maintained service to the public despite unprecedented staff turnover and vacancies.
- Assisted in updating and revising adopted City Resolution establishing Citywide parking programs.
- Continued to manage parking pass programs.
- Continue to provide administrative support to Boards and Commissions, including continuing to support meeting packet preparation and remote meetings.

2023 Goals & Objectives

- Return to full staffing and levels of service.
- Assist in tracking, evaluating, and improving permit processing times that have been affected by staff vacancies.
- As time permits, update public information brochures, handouts and application packets.
- Develop an improved method to survey customers about their permit experience.

Budget Highlights

- No new expenditures are proposed.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – PERMIT CENTER DIVISION (Revised November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	138,597	196,400	112,822	201,800	5,400
PART TIME EMPLOYEES	7,872	-	-	-	-
ACTING SUPERVISOR PAY	1,917	-	2,810	-	-
OVERTIME	3,906	10,000	6,826	10,000	-
Salaries and wages	\$ 152,292	\$ 206,400	\$ 122,458	\$ 211,800	\$ 5,400
Benefits	90,825	92,150	47,098	86,150	(6,000)
OFFICE SUPPLIES	1,880	4,000	1,494	4,000	-
REFERENCE MATERIAL	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	528	-	-	-	-
Supplies	2,408	4,000	1,494	4,000	-
TELEPHONE	915	800	100	800	-
POSTAGE	136	-	-	-	-
PAYFLOW PROCESSING FEES	9,835	8,000	6,926	8,000	-
CELL PHONE	455	750	732	750	-
TRAVEL & SUBSISTENCE	-	450	-	450	-
MEALS	-	150	-	150	-
EQUIPMENT R&M	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	169	200	454	200	-
PRINTING AND BINDING	90	-	-	-	-
TRAINING & REGISTRATION	202	1,200	250	1,200	-
BANKING FEES	844	3,000	2,568	3,000	-
OTHER PROFESSIONAL SERVICES	-	-	19,780	3,000	3,000
Other services and charges	12,646	14,550	30,810	17,550	3,000
Total Permit Center expenditures	\$ 258,171	\$ 317,100	\$ 201,860	\$ 319,500	\$ 2,400

Building Division

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

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

2022 Accomplishments

- Maintained efficient permit review turn-around times and inspections.
- Maintained pro-active oversight of development in general, but especially on sites that present unique development challenges (e.g., steep slopes).
- Maintained level of service that resulted from a Division vacancy.

2023 Goals & Objectives

- Maintain efficient permit review turn-around times and inspections.
- Maintain pro-active oversight of development in general, but especially on sites that present unique development challenges (e.g., steep slopes).
- Maintain level of service.

Budget Highlights

- No new expenditures are proposed.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING DIVISION (Revised November 3, 2022)

	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2022 Estimated Actuals</u>	<u>2023 Budget</u>	<u>Increase/ (Decrease)</u>
FULL TIME EMPLOYEES	78,287	80,100	123,378	84,600	4,500
SPECIAL ASSIGNMENT PAY	11,743	12,100	10,108	-	(12,100)
Salaries and wages	\$ 90,030	\$ 92,200	\$ 133,486	\$ 84,600	\$ (7,600)
Benefits	43,511	44,650	39,180	44,450	(200)
REFERENCE MATERIAL	-	1,700	-	1,700	-
OPERATING SUPPLIES	19	500	-	500	-
CLOTHING/BOOTS	323	600	-	600	-
MOTOR FUEL	357	600	610	600	-
SMALL ITEMS OF EQUIPMENT	-	200	-	200	-
Supplies	699	3,600	610	3,600	-
CONTRACT SERVICES	3,612	14,000	1,806	14,000	-
TELEPHONE	188	500	50	500	-
POSTAGE	418	800	518	800	-
CELLULAR PHONES	228	400	120	400	-
TRAVEL & SUBSISTENCE	-	500	-	500	-
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	440	800	930	800	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION COSTS	-	1,000	-	1,000	-
Other services and charges	4,886	18,000	3,424	18,000	-
Total Building expenditures	\$ 139,126	\$ 158,450	\$ 176,700	\$ 150,650	\$ (7,800)

GEOGRAPHIC INFORMATION SYSTEM (GIS) Division

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

The GIS Division is responsible for:

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

2022 Accomplishments

- Restored level of service which experienced a reduction due to an extended vacancy.
- Maintained and expanded the map offerings on the City's MukMaps page and add functionality to existing maps.
- Assisted in implementation and provided support for new Close Circuit Television (CCTV) GIS inspection application and third-party software.

2023 Goals & Objectives

- Continue to meet level of service expectations.
- Support Planning Division staff with mapping necessary to undertake the 2024 GMA Comprehensive Plan update.
- Continue to support Surface Water staff with their NPDES permit, maintenance, and development review activities.
- Acquiring an Enterprise Geodatabase to improve GIS data management, including maintenance and data security and ability to support many asset management software.

Budget Highlights

- There are no significant changes in the 2023 budget.

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – GIS DIVISION (Revised November 3, 2022)

	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2022 Estimated Actuals</u>	<u>2023 Budget</u>	<u>Increase/ (Decrease)</u>
FULL TIME EMPLOYEES	52,781	60,800	58,916	68,200	7,400
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	94	800	482	800	-
Salaries and wages	\$ 52,875	\$ 61,600	\$ 59,398	\$ 69,000	\$ 7,400
Benefits	19,016	20,650	19,902	22,450	1,800
OPERATING SUPPLIES	283	500	110	500	-
MOTOR FUEL	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	88	-	-	-	-
Supplies	371	500	110	500	-
OTHER PROFESSIONAL SERVICES	-	-	-	-	-
TELEPHONE	-	-	-	-	-
TRAVEL & SUBSISTENCE	-	1,500	-	5,000	3,500
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	20	300	-	300	-
LICENSES & SUBSCRIPTIONS	23	-	1,058	-	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	110	600	150	600	-
Other services and charges	153	2,400	1,208	5,900	3,500
Total GIS - General Fund expenditures	\$ 72,415	\$ 85,150	\$ 80,618	\$ 97,850	\$ 12,700

RECREATION

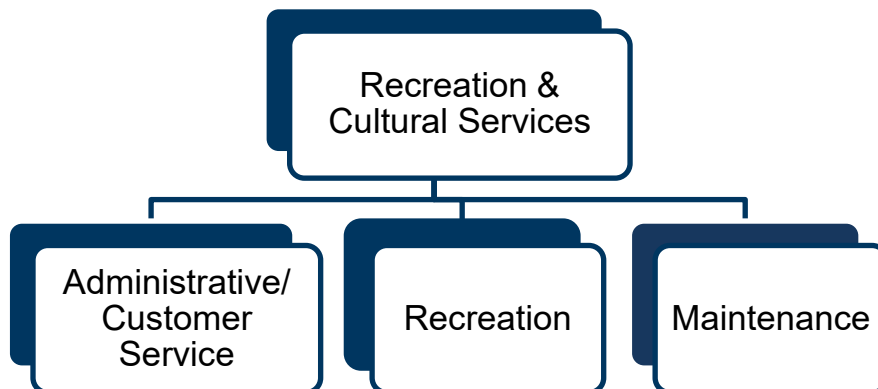


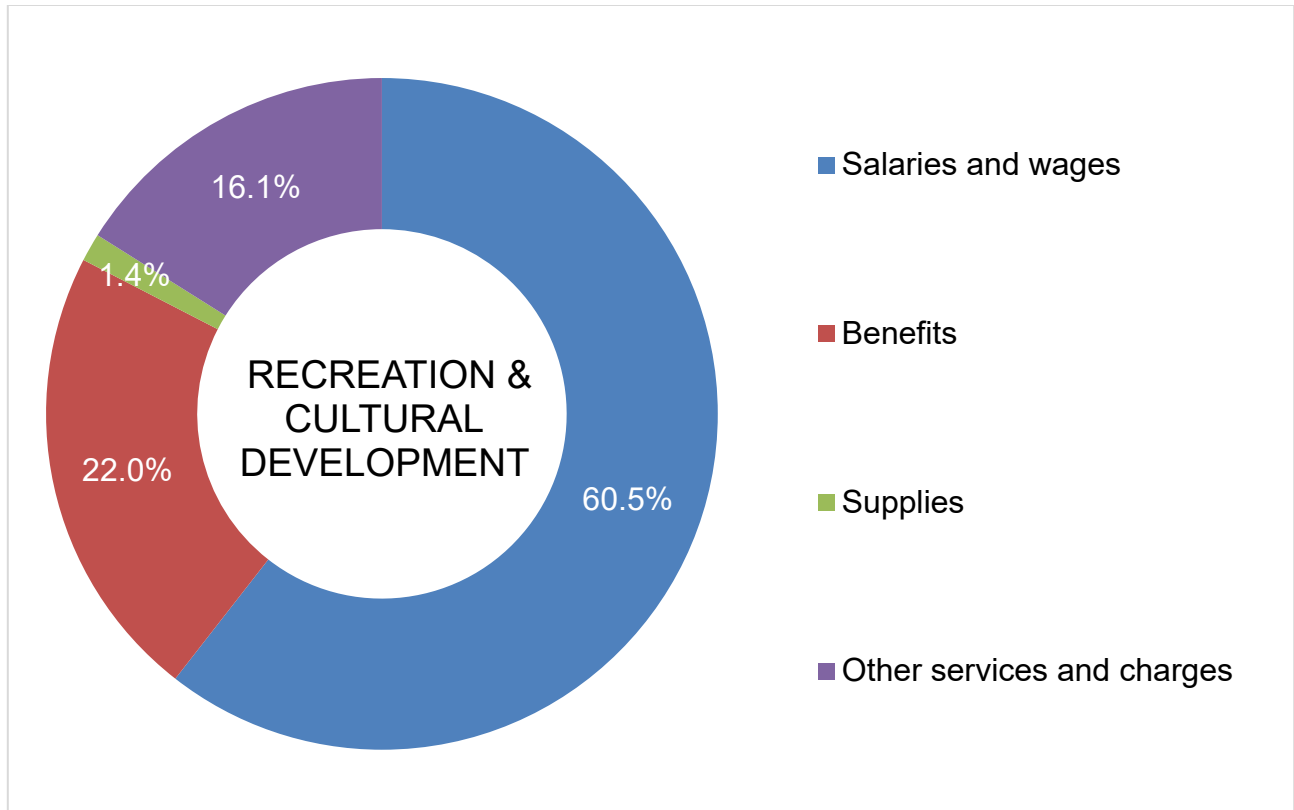
The Recreation and Cultural Services Department provides a wide assortment of recreational and facility rental opportunities to the Mukilteo community. From preschool to seniors, we have something for everyone!

The Department offers a variety of special events each year, too, which include traditional favorites such as “Spooktacular”, “Tree Lighting” and “Touch a Truck”.

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

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





	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	\$ 348,571	\$ 549,500	\$ 410,932	\$ 593,300	\$ 43,800
Benefits	175,873	224,700	154,120	215,900	(8,800)
Supplies	7,185	13,050	9,416	13,250	200
Other services and charges	70,914	157,476	96,258	157,476	-
Total Recreation & Cultural Development expenditures	<u>\$ 602,543</u>	<u>\$ 944,726</u>	<u>\$ 670,726</u>	<u>\$ 979,926</u>	<u>\$ 35,200</u>

RECREATION & CULTURAL SERVICES

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

2022 Accomplishments

- Operated the Community Center in a fully reopened status.
- Provided an assortment of recreational opportunities for youth and adults.
- Implemented Picnic Shelter rentals on-line.
- Reinstated service contracts with Earth Corps and Beach Watchers.
- Spring/Summer and Fall/Winter Recreation guides mailed to Mukilteo residents.
- Partner with Mukilteo Senior Association and Snohomish County on a grant to offer expanded senior program offerings to the Mukilteo senior community.
- Continued to implement the Department's business plan.

2023 Goals & Objectives

- Continue examining and implementing recreation program offerings, in consultation with the Rosehill Board, as well as other community and non-profit organizations.
- Increase participation in programs and recreation opportunities.
- Increase focus on marketing classroom use.
- Continue to develop and expand overnight hotel stays via Rosehill-related rentals.
- Dirt Jump Bike Course opens in Japanese Gulch at the 76th Street trailhead.

Budget Highlights

- The 2023 budget continues to reflect a focus on providing a wide assortment of recreation and facility rental opportunities year-round.
- Rentals continue to remain strong and continue to increase to pre-pandemic numbers.
- Includes increased picnic shelter revenue by offering ½ day rentals or full day rentals.
- The budget includes a continuing grant request for Hotel/Motel Lodging Tax funding to provide for staff time and marketing to continue to support and build the rental market for Rosehill Community Center.

RECREATION & CULTURAL SERVICES DEPARTMENT

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Revenue and transfers-in					
SPECIAL EVENT PERMITS	\$ 575	\$ 800	1,100	\$ 1,100	\$ 300
Licenses and permits	575	800	1,100	1,100	300
INTERLOCAL AGREEMENT - SNOHOMISH CO	-	15,000	15,000	15,000	-
HOTEL/MOTEL LODGING TAX GRANT	45,963	48,700	48,700	48,700	-
Intergovernmental revenue	45,963	63,700	63,700	63,700	-
RECREATION PROGRAM FEES	39,191	85,000	85,000	85,000	-
ALCOHOL USE FEE	16,438	14,000	16,000	16,000	2,000
THEATER TECHNICIAN FEES	-	1,200	770	800	(400)
ARTWORK ADMINISTRATIVE FEE	272	600	-	-	(600)
Charges for goods and services	55,901	100,800	101,770	101,800	1,000
COMMUNITY CENTER RENTAL FEES	285,738	460,000	470,000	470,000	10,000
UPPER LAWN & OUTDOOR PLAZA RENTAL	7,000	8,500	10,000	10,000	1,500
WEIGHT ROOM FEES	2,668	13,000	5,944	5,900	(7,100)
COMMUTER PARKING FEES	3,954	13,000	6,094	6,100	(6,900)
PICNIC SHELTER RENTAL FEES	17,755	14,000	22,000	22,000	8,000
LIGHT STATION WEDDING RENTAL FEES	1,350	1,300	2,100	2,100	800
CONTRIBUTIONS PRIVATE SOURCE	1,758	1,000	3,000	3,000	2,000
SPONSORSHIPS	-	4,100	-	-	(4,100)
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
Miscellaneous revenue	320,223	514,900	519,138	519,100	4,200
OPERATING TRANSFERS IN	-	-	-	-	-
Transfers-in	-	-	-	-	-
Total Recreation revenue	\$ 422,662	\$ 680,200	\$ 685,708	\$ 685,700	\$ 5,500

RECREATION & CULTURAL SERVICES DEPARTMENT CONTINUED (Revised
November 3, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Expenditures and transfers-out					
FULL TIME EMPLOYEES	313,504	466,800	292,856	500,700	33,900
PART TIME EMPLOYEES	34,858	82,200	112,506	92,100	9,900
SPECIAL ASSIGNMENT PAY	-	-	3,896	-	-
ACTING SUPERVISOR PAY	-	-	1,674	-	-
OVERTIME	209	500	-	500	-
Salaries and wages	\$ 348,571	\$ 549,500	\$ 410,932	\$ 593,300	\$ 43,800
Benefits	175,873	224,700	154,120	215,900	(8,800)
OFFICE SUPPLIES	1,185	2,500	950	2,500	-
OPERATING SUPPLIES	2,279	6,000	2,438	6,000	-
CLOTHING/BOOTS	-	-	-	200	200
MOTOR FUEL	500	50	-	50	-
SMALL ITEMS OF EQUIPMENT	1,591	4,500	-	4,500	-
PARK BENCH	1,630	-	6,028	-	-
Supplies	7,185	13,050	9,416	13,250	200
SENIOR CENTER SUBRECIPIENT GRANTS	-	1,000	-	1,000	-
CONSULTING SERVICES	-	-	-	-	-
OTHER PROFESSIONAL SVCS.	420	6,750	1,028	6,750	-
INSTRUCTORS PROFESSIONAL SERVICES	10,218	43,000	15,998	43,000	-
WSU BEACH WATCHERS - OTHER PROF SERVICES	-	10,000	-	10,000	-
ADVERTISING	8,793	6,000	294	6,000	-
COMMUNITY ADVERTISING - RECREATION GUIDE	3,489	18,000	17,458	18,000	-
TELEPHONE	4,984	4,000	2,918	4,000	-
POSTAGE	23	100	42	100	-
CELL PHONE	932	750	942	750	-
COMCAST	3,140	8,300	3,848	8,300	-
TRAVEL & SUBSISTENCE	-	-	-	-	-
MEALS	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL	563	100	-	100	-
SHORT-TERM FACILITY/FIELD RENTAL	1,017	2,300	3,090	2,300	-
OFFICE EQUIPMENT R&M	-	1,000	-	1,000	-
OTHER R&M	2,689	3,000	2,240	3,000	-
VEHICLE R&M	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	172	500	-	500	-
LICENSES & SUBSCRIPTIONS	903	-	490	-	-
PRINTING AND BINDING	52	500	-	500	-
CONTRACTUAL SERVICES	21,932	40,000	-	40,000	-
TRAINING & REGISTRATION	95	1,200	-	1,200	-
BANKING FEES	11,492	300	47,910	300	-
PUBLIC ART FUNDING (PER CAPITA)	-	10,676	-	10,676	-
Other services and charges	70,914	157,476	96,258	157,476	-
Total Recreation expenditures	\$ 602,543	\$ 944,726	\$ 670,726	\$ 979,926	\$ 35,200

**Rosehill Point Elliott Room - Media System**

Previous Review: (list dates if relevant, otherwise leave blank)

Request to upgrade media system in Point Elliott Room

Council Priority

Fund Name

General Fund

Amount Requested

\$39,050

Nature of the expenditure?

One-Time

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

The A/V technology in the Point Elliott room was originally installed in 2011. Since then, the technology has become dated. We're experiencing difficulty interfacing with current devices. The current system is unreliable and fails consistently. This requires more time from our staff to manage and reduces our ability to offer seamless experiences for our customers.

We're seeking an upgraded media system that is uniformly useful for staff and customers, including a new projector with a display that performs well during daylight hours.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

Create replacement fund. Alternately, consider ARPA funding.

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

One-time

Department:	Recreation
Division:	Recreation and Cultural Services
Prepared by:	Dale Dahl, Acting Recreation and Cultural Services Director

Expenditure Account # & Title	Amount
Title to Assist Council	\$ -
	\$ -
	\$ -
	\$ -

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



2023 Draft Budget

Rosehill Point Elliott Room Kitchen

Previous Review: (list dates if relevant, otherwise leave blank)

Request to replace Refrigerator/Freezers in Catering Kitchen

Council Priority

Fund Name

General Fund

Amount Requested

\$13,500

Nature of the expenditure? One-Time

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding No

Expenditure Purpose and Justification

The refrigerator and freezer in the catering kitchen were purchased in 2011. So far in 2022, we have spent \$5799.15 in repairs to keep them functional. The refrigerator and freezers are used during virtually every rental, up to four times a week.

Issues experienced so far include: 3 broken compressors, broken evaporators and drainage problems.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

Continue to repair the existing refrigerator/freezer, incurring ongoing costs.

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

One-Time

Department:	Recreation and Cultural Services
Division:	Recreation and Cultural Services
Prepared by:	Dale Dahl, Acting Recreation and Cultural Services Director

Expenditure Account # & Title	Amount
Title to Assist Council	\$ -
	\$ -
	\$ -
	\$ -

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



2023 Draft Budget

Rosehill Point Elliott Room Tables

Previous Review: (list dates if relevant, otherwise leave blank)

Request to replace tables used in Point Elliott Room

Council Priority

Fund Name

General Fund

Amount Requested

\$14,000

Nature of the expenditure? One-Time

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

The 60" round tables that were purchased in 2010 have started to fail. The tops of the tables are damaged and the plastic trim around the edges are falling off. The frames that hold them up are loose so the tables are unstable. The plastic covers for the feet of the tables have come loose, making the legs scratch the floors when moved. The tables need to be replaced for safety and to keep our level of service high. The round table costs about \$350.00 each and rectangle tables are \$200.00. There are 27 rounds tables and 20 rectangle tables in the Point Elliott room.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

Replace a few tables each year.

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

One-time

Department:	Recreation
Division:	Recreation and Cultural Services
Prepared by:	Dale Dahl, Acting Recreation and Cultural Services Director

Expenditure Account # & Title	Amount
Title to Assist Council	\$ -
	\$ -
	\$ -
	\$ -

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

RESERVE FUNDS

• CITY RESERVE



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

City Reserve Fund

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

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

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

Budget Highlights

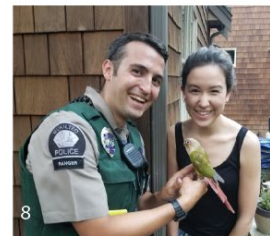
- This budget continues to fully fund the City Reserve Fund at \$1 million in accordance with policy.

City Reserve Fund (012)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total resources	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending fund balance	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>

SPECIAL REVENUE FUNDS

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



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

Transportation Benefit District

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

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

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

2022 Accomplishments

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

2023 Goals & Objectives

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

Budget Highlights

- The 2023 Budget includes a transfer to the Capital Projects Fund for Pavement Preservation.

Transportation Benefit District Fund (101)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 860,673	\$ 1,053,748	\$ 1,211,778	\$ 1,011,263	\$ (42,485)
Revenue and transfers-in					
PUBLIC TRANSP SYSTEMS SALES & USE	369,193	353,000	364,485	396,000	43,000
Taxes	369,193	353,000	364,485	396,000	43,000
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	2,491	-	-	-	-
Miscellaneous revenue	2,491	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 371,684	\$ 353,000	\$ 364,485	\$ 396,000	\$ -
Total resources	\$ 1,232,357	\$ 1,406,748	\$ 1,576,263	\$ 1,407,263	\$ (42,485)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfer out to Capital Projects: HPBW	-	-	-	-	-
Transfer out to Capital Projects: Cap. Proj. Manager	-	-	-	-	-
Transfer out to Capital Projects: Pavement	20,579	1,010,273	565,000	521,000	(489,273)
Transfer out to Capital Projects: 2nd Street Improvements	-	-	-	-	-
Transfers-out	20,579	1,010,273	565,000	521,000	(489,273)
Total expenditures and transfers-out	\$ 20,579	\$ 1,010,273	\$ 565,000	\$ 521,000	\$ (489,273)
Ending fund balance	\$ 1,211,778	\$ 396,475	\$ 1,011,263	\$ 886,263	\$ 446,788

Waterfront Parking

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

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

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

2022 Accomplishments

- Maintained a high level of service for visitors of Lighthouse Park.

2023 Goals & Objectives

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

Budget Highlights

- This budget maintains the high level of service provided by our Park Rangers and Public Works-Parks employees in addition to maintaining the grounds and facilities of Lighthouse Park.
- The budget includes a NBI to convert the current “Community Service Officer – Park Ranger” positions to “Law Enforcement Park Ranger” positions with the full authority to enforce laws related to park rules, fish & wildlife codes, etc. to increase the level of service to the broader community.

Waterfront Parking Fund (105)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 95,626	\$ 24,431	\$ 102,358	\$ 134,710	\$ 110,279
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	647	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	-	-	-	-	-
STATE GRANT - DEPT OF NATURAL RESOURCES	-	-	-	-	-
Intergovernmental revenue	647	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT EARNINGS	331	-	-	-	-
LH PARK PARKING FEES	457,328	555,000	416,000	416,000	(139,000)
BOAT LAUNCH REVENUE	60,338	47,500	55,576	55,600	8,100
ANNUAL BOAT LAUNCH PERMITS	8,670	7,200	11,020	11,000	3,800
COMMUTER PARKING FEES	154,111	160,000	170,500	174,000	14,000
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
Miscellaneous revenue	680,778	769,700	653,096	656,600	(113,100)
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 681,425	\$ 769,700	\$ 653,096	\$ 656,600	\$ (113,100)
Total resources	\$ 777,051	\$ 794,131	\$ 755,454	\$ 791,310	\$ (2,821)
Expenditures and transfers-out					
Salaries and wages	\$ 284,853	\$ 344,200	\$ 259,320	\$ 379,100	\$ 34,900
Benefits	109,622	120,850	97,782	115,450	(5,400)
Supplies	50,488	45,600	46,714	46,714	1,114
Other services and charges	229,730	237,100	216,928	216,928	(20,172)
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 674,693	\$ 747,750	\$ 620,744	\$ 758,192	\$ 10,442
Ending fund balance	\$ 102,358	\$ 46,381	\$ 134,710	\$ 33,118	\$ (13,263)

WATERFRONT PARKING FUND – PUBLIC WORKS DEPARTMENT – PARKS DIVISION (Revised November 7, 2022)

	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2022 Estimated Actuals</u>	<u>2023 Budget</u>	<u>Increase/ (Decrease)</u>
FULL TIME EMPLOYEES	107,196	121,700	101,836	105,500	(16,200)
PART TIME EMPLOYEES	46,075	86,300	26,344	90,900	4,600
ACTING SUPERVISOR PAY	267	500	124	500	-
OVERTIME	6,969	5,000	7,700	5,000	-
STANDBY PAY	3,089	4,000	2,844	4,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	2,754	500	-	500	-
Salaries and wages	\$ 166,350	\$ 218,000	\$ 138,848	\$ 206,400	\$ (11,600)
Benefits	59,019	68,550	53,464	60,850	(7,700)
OPERATING SUPPLIES	5,217	12,000	17,818	17,818	5,818
CLOTHING/BOOTS	1,147	1,000	1,930	1,930	930
BUILDING MAINTENANCE SUPPLIES	25,159	4,000	9,946	9,946	5,946
PLAYGROUND EQUIPMENT REPLACEMENT PARTS	1,498	-	-	-	-
SIGNS	913	1,500	158	158	(1,342)
LANDSCAPE MATERIALS	469	500	242	242	(258)
MOTOR FUEL	2,910	3,000	1,804	1,804	(1,196)
SMALL ITEMS OF EQUIPMENT	3,908	500	1,068	1,068	568
PARK BENCH	553	-	-	-	-
Supplies	41,774	22,500	32,966	32,966	10,466
OTHER PROFESSIONAL SVCS.	56	2,000	25,598	25,598	23,598
ON-LINE CHARGES	840	-	2,462	2,462	2,462
FACILITIES MAINTENANCE CHARGES FOR SVCS.	43,450	43,450	43,450	43,450	-
TRAVEL & SUBSISTENCE	-	-	48	48	48
MEALS	70	250	10	10	(240)
LAND RENTAL	1,069	2,550	3,176	3,176	626
WORK EQUIP & MACHINE RENTAL	17,483	7,350	19,582	19,582	12,232
ELECTRICITY	2,627	2,400	2,842	2,842	442
SEWER SERVICE	11,488	7,200	3,426	3,426	(3,774)
WATER SERVICE	5,129	4,000	1,714	1,714	(2,286)
STORM DRAINAGE CHGS.	35,624	35,500	29,686	29,686	(5,814)
EQUIPMENT R&M	8,819	6,000	18,600	18,600	12,600
OTHER R&M	6,838	2,500	1,926	1,926	(574)
PLAYGROUND EQUIPMENT R&M	-	-	-	-	-
TRAINING & REGISTRATION	74	-	528	528	528
BANKING FEES	32,053	73,200	17,416	17,416	(55,784)
Other services and charges	165,700	186,400	170,464	170,464	(15,936)
Total Parks expenditures	\$ 432,843	\$ 495,450	\$ 395,742	\$ 470,680	\$ (24,770)

WATERFRONT PARKING FUND – POLICE DEPARTMENT – RANGERS DIVISION (Revised November 7, 2022)

	<u>2021 Actuals</u>	<u>2022 Budget</u>	<u>2022 Estimated Actuals</u>	<u>2023 Budget</u>	<u>Increase/ (Decrease)</u>
FULL TIME EMPLOYEES	117,412	124,700	119,386	170,500	45,800
OVERTIME	1,091	1,500	1,086	1,500	-
Salaries and wages	\$ 118,503	\$ 126,200	\$ 120,472	\$ 172,000	\$ 45,800
Benefits	50,603	52,300	44,318	54,600	2,300
OFFICE SUPPLIES	17	1,000	-	-	(1,000)
OPERATING SUPPLIES	6,560	14,550	11,372	11,372	(3,178)
VEHICLE REPAIR SUPPLIES, TOOL & EQ	25	-	88	88	88
CLOTHING/BOOTS	-	350	-	-	(350)
MOTOR FUEL	2,090	3,200	2,288	2,288	(912)
SMALL ITEMS OF EQUIPMENT	22	4,000	-	-	(4,000)
Supplies	8,714	23,100	13,748	13,748	(9,352)
OTHER PROFESSIONAL SERVICES	18,937	20,000	5,314	5,314	(14,686)
POSTAGE	58	3,200	18,182	18,182	14,982
ON-LINE CHARGES	18,830	13,000	11,632	11,632	(1,368)
EQUIPMENT REPLACEMENT CHARGES	25,000	-	-	-	-
CELL PHONE	1,182	1,500	336	336	(1,164)
TRAVEL & SUBSISTENCE	-	1,000	-	-	(1,000)
LICENSES & SUBSCRIPTIONS	-	11,000	11,000	11,000	-
PRINTING AND BINDING	23	-	-	-	-
TRAINING & REGISTRATION	-	1,000	-	-	(1,000)
Other services and charges	64,030	50,700	46,464	46,464	(4,236)
Total Rangers expenditures	\$ 241,850	\$ 252,300	\$ 225,002	\$ 286,812	\$ 34,512



Law Enforcement Park Rangers

Convert the "Community Service Officer - Park Ranger" job description to a "Law Enforcement Park Ranger" with the full authority to enforce laws and ordinances related to park rules, fish & wildlife codes, environmental conservation, and other laws and ordinances of the City of Mukilteo and the State of Washington.

Council Priority

Waterfront Development

Fund Name

Waterfront
Parking

Amount Requested

\$34,700

Any Additional Revenue?

No

Nature of the expenditure?

Ongoing

Expenditure Purpose and Justification

CSO-Park Rangers in the City of Mukilteo were previously classified as "Limited Commission Officers" with the ability to enforce ordinances within the limits of their local jurisdiction providing their limited peace officer commission. Senate Bill 5051 changed the requirements and standards for limited commission officers, requiring a full peace officer certification and annual training requirements equal to those of a fully commissioned peace officer. As such, our CSO-Park Rangers no longer have the authority to conduct criminal investigations, nor are they able to lawfully detain an individual for park rules or municipal code violations. The extent of their enforcement capability is to write parking tickets. Changing the job description to a LE (Law Enforcement) Park Ranger with a commensurate salary increase will allow the Park Rangers to obtain a peace officer certification through the Washington State Criminal Justice Training Commission and be vested with the authority to properly enforce code violations, nuisance complaints, park rules, fish and game violations, and other violations that may occur in or around our many city parks. The regular peace officer commission will also allow the LE Park Rangers to enforce neighboring jurisdiction ordinances as seen in Japanese Gulch and Edgewater Park, where the city owns the property but the land is within the City of Everett's jurisdiction. The total amount requested includes the salary and benefits cost difference for two Law Enforcement Park Rangers, above their current pay grades, and the associated uniforms and equipment needed to properly outfit the commissioned rangers.

Alternatives and Potential Costs

Rely on delayed responses from existing patrol officers to respond to investigate crimes and ordinance violations at our city parks.

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

On-going

Department:	Waterfront Parking
Division:	Rangers
Prepared by:	Cheol Kang

Expenditure Account # & Title	Amount
Salaries, Wages, & Benefits 105.21.521.700.XXXX	\$ 26,700
Clothing 105.21.521.700.3124	\$ 3,000
Small Items of Equipment 105.21.521.700.3501	\$ 5,000

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



2023 Draft Budget

Digital Parking Permits

Previous Review: (list dates if relevant, otherwise leave blank)

Move to an all digital license plate-based parking permit program for all city-managed parking programs.

Council Priority

Fund Name:
Waterfront
Parking
Add Fund

Amount Requested

\$18,000

Nature of the expenditure? Ongoing

Any Additional Revenue? If Yes, Identify Below No

Project eligible for REET II Funding No

Expenditure Purpose and Justification

The city currently manages eight separate parking programs; all tracked manually. Passport Inc. currently serves as our parking enforcement/ticketing system and pay-by-app for visitors parking in the waterfront district. Passport has a digital permit module allowing residents, businesses, commuters, and boat launch patrons to register their authorized vehicle(s) by their license plate. This would eliminate the need for hard placards/passes allowing the permit holder to manage their authorized vehicles. Digital registration increases accuracy for enforcement by utilizing our license plate reader system for enforcement. This system decreases potential fraud/abuse of physical placards and maximizes time for residents/businesses/commuters when vehicles change (no more placard swaps or missing placards). There is a \$2 annual administrative fee for each household. Program costs can be offset by the physical cost of purchasing placards, mailing, and staff time. Approximately 1000 staff hours a year are devoted to manually managing all city parking programs. Roughly \$18,000 is spent every other year for materials and postage for the resident pass program.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

The City can absorb the administrative fee for all resident waterfront parking permits. This would increase the total program cost to \$31,720.

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

Postage and supply costs, which are expected to continue to rise, will be eliminated by moving to a digital system. Over 1000 hours of staff time a year can be diverted back to priority programs within the Recreation and Cultural Services Department.

Department:	Waterfront Parking
Division:	Rangers
Prepared by:	Cheol Kang, Police Chief

Expenditure Account # & Title	Amount
Licenses & Subscriptions	\$ 18,000
105.21.521.700.4903	\$ -
	\$ -
	\$ -

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

Street Fund

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

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

There are 14 traffic signals within the City of Mukilteo, 3 are owned by the City. Washington State Department of Transportation owns the remaining 11 traffic signals, as well as the traffic signage on SR 525 and SR 526.

2022 Accomplishments

- Continued to implement the City's retro-reflectivity monitoring program and continue street sign replacement and repair program.
- Managed contracts/agreements for vegetation control, de-icing, and paint striping.
- Repaired concrete sidewalks in several locations.
- Installed 7 new ADA ramps and crosswalks in the city.
- Achieved full staffing in Fall 2022.
- Responded to winter snow and ice event and kept roadways salted, sanded and plowed.

2023 Goals & Objectives

- Execute interlocal agreement with Island County for restriping of all City streets.
- Expand Streets crew knowledge and expertise on ADA compliant curb ramp installation and sidewalk repairs.
- Develop and implement vegetation sight distance inspection program.
- Perform in-house concrete sidewalk repairs where trip hazards exist.
- Restripe crosswalks at various locations throughout the City.
- Be stocked and prepared to respond to snow and ice events this winter.

Budget Highlights

- No new budget expenditures are proposed; the proposed budget seeks to maintain the current level of service.

Street Fund (111)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 67,252	\$ 67,249	\$ 3,551	\$ -	\$ (67,249)
Revenue and transfers-in					
COMMERCIAL PARKING TAX	50,853	58,000	59,920	59,900	1,900
Taxes	50,853	58,000	59,920	59,900	1,900
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	1,953				
FEDERAL INDIRECT GRANT FROM DOC	-				
MULTIMODAL TRANSPORTATION - CITIES	28,654	28,340	28,400	28,100	(240)
STREET FUEL TAX	406,685	414,586	414,586	417,500	2,914
Intergovernmental revenue	437,292	442,926	442,986	445,600	2,674
MT. BAKER AVENUE QUIET ZONE MAINT	8,060	8,100	8,000	8,000	(100)
PAVEMENT REPAIRS	-	-	-	-	-
Charges for goods and services	8,060	8,100	8,000	8,000	(100)
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	(144)	-	-	-	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
Miscellaneous Revenue	(144)	-	-	-	-
OPERATING TRANSFERS IN	-	-	-	-	-
OPERATING TRANSFERS IN - GF	271,500	366,374	372,707	439,750	73,376
Transfers-in	271,500	366,374	372,707	439,750	73,376
Total revenue and transfers-in	\$ 767,561	\$ 875,400	\$ 883,613	\$ 953,250	\$ 77,850
Total resources	\$ 834,813	\$ 942,649	\$ 887,164	\$ 953,250	\$ 10,601
Expenditures and transfers-out					
Salaries and wages	\$ 325,642	\$ 361,200	\$ 351,808	\$ 375,600	\$ 14,400
Benefits	177,220	173,900	185,790	189,500	15,600
Supplies	137,418	120,500	120,992	120,500	-
Other services and charges	190,982	267,650	228,574	267,650	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 831,262	\$ 923,250	\$ 887,164	\$ 953,250	\$ 30,000
Ending fund balance	\$ 3,551	\$ 19,399	\$ -	\$ -	\$ (19,399)

STREET FUND – PUBLIC WORKS DEPARTMENT – STREETS DIVISION (Revised
November 7, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	248,564	293,900	281,126	305,200	11,300
ACTING SUPERVISOR PAY	3,903	1,500	12,524	1,500	-
LEAVE BUY BACK	(6,042)	-	-	-	-
OVERTIME	6,840	12,000	15,484	12,000	-
STANDBY PAY	6,966	5,000	9,426	5,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	8,379	-	-	-	-
Salaries and wages	\$ 268,610	\$ 312,400	\$ 318,560	\$ 323,700	\$ 11,300
Benefits	160,672	156,350	172,582	170,950	14,600
TRAFFIC CONTROL DEVICE SUPPLY	9,131	30,000	30,000	30,000	-
OPERATING SUPPLIES	27,379	24,000	24,000	24,000	-
VEHICLE REPAIR TOOLS & EQ	12,016	-	1,500	-	-
CLOTHING/BOOTS	781	1,500	3,000	1,500	-
SNOW & ICE REMOVAL MATERIALS	30,120	22,000	30,000	22,000	-
AGGREGATE	11,751	10,000	10,000	10,000	-
SIGNS	26,045	-	532	-	-
MOTOR FUEL	8,216	12,000	8,960	12,000	-
SMALL ITEMS OF EQUIPMENT	8,484	18,000	10,000	18,000	-
STREET LIGHTING EQUIPMENT	3,470	3,000	3,000	3,000	-
Supplies	137,393	120,500	120,992	120,500	-
CONTRACT SERVICES	24,107	60,550	60,550	60,550	-
OTHER PROFESSIONAL SVCS.	107	-	-	-	-
TELEPHONE	967	1,000	604	1,000	-
POSTAGE	26	-	-	-	-
CELL PHONE	1,992	2,600	1,500	2,600	-
TRAVEL & SUBSISTENCE	-	2,250	2,250	2,250	-
MEALS	125	750	750	750	-
WORK EQUIP & MACHINE RENTAL	4,517	2,000	2,000	2,000	-
HAZARDOUS WASTE DISPOSAL	12	-	-	-	-
ELECTRICITY STREET LIGHTS	108,803	117,500	95,420	117,500	-
BRUSH DISPOSAL	1,371	-	-	-	-
CONSTRUCTION DEBRIS DISPOSAL	1,905	3,500	2,000	3,500	-
EQUIPMENT R&M	13,708	18,000	5,000	18,000	-
VEHICLE R&M	20,479	12,000	5,000	12,000	-
STREET LIGHT MAINTENANCE	11,198	14,000	15,000	14,000	-
ROW VEG MAINTENANCE	206	500	500	500	-
ROW MAINTENANCE & REPAIR	32	500	500	500	-
LAUNDRY SERVICES	-	-	-	-	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	1,427	4,500	4,500	4,500	-
LANE STRIPING & MARKING	-	28,000	33,000	28,000	-
Other services and charges	190,982	267,650	228,574	267,650	-
Total Street expenditures	\$ 757,657	\$ 856,900	\$ 840,708	\$ 882,800	\$ 25,900

STREET FUND – PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND ENGINEERING DIVISION

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Salaries and wages	57,032	48,800	33,248	51,900	3,100
Benefits	16,548	17,550	13,208	18,550	1,000
SMALL ITEMS OF EQUIPMENT	25	-		-	-
Supplies	25	-	-	-	-
Total expenditures and transfers-out	\$ 73,605	\$ 66,350	\$ 46,456	\$ 70,450	\$ 4,100

Hotel/Motel Lodging Tax Fund

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

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

Budget Highlights

- Hotel/Motel tax revenue is projected to be \$168,400 in 2023.
- All expenditures from this fund are dependent on recommendations from the Lodging Tax Committee.
- On November 7, 2022, the Lodging Tax Advisory Committee's recommendations for 2023 grants will be presented to Council.

Hotel/Motel Lodging Tax Fund (116)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 176,716	\$ 62,245	\$ 130,293	\$ 152,671	\$ 90,426
Revenue and transfers-in					
HOTEL/MOTEL TRANSIENT TAX	159,995	128,000	168,378	168,400	40,400
Taxes	159,995	128,000	168,378	168,400	40,400
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	483	-	-	-	-
Miscellaneous revenue	483	-	-	-	-
TRANSFERS IN - ARP FUND	-	115,000	115,000	-	(115,000)
Transfers-in	-	115,000	115,000	-	(115,000)
Total revenue and transfers-in	\$ 160,478	\$ 243,000	\$ 283,378	\$ 168,400	\$ (74,600)
Total resources	\$ 337,194	\$ 305,245	\$ 413,671	\$ 321,071	\$ 15,826
TOURISM GRANTS	83,890	115,000	115,000	90,000	(25,000)
COMMUNITY ORGANIZATIONAL SUPPORT	6,630	-	1,000	-	-
TOURISM GRANTS	-	-	-	-	-
MAJOR EVENT SUPPORT	55,000	41,000	55,000	55,000	14,000
CITY LODGING TAX GRANTS	61,381	90,000	90,000	90,000	-
Other services and charges	206,901	246,000	261,000	235,000	(11,000)
Transfers-out	-	-	-	-	-
Total Hotel/Motel Tax Fund expenditures	\$ 206,901	\$ 246,000	\$ 261,000	\$ 235,000	\$ (11,000)
Ending fund balance	\$ 130,293	\$ 59,245	\$ 152,671	\$ 86,071	\$ 26,826

Emergency Medical Services

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

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

2022 Accomplishments

- Continued work begun in 2020 with City staff, county fire departments, Snohomish County Department of Emergency Management, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Replaced one cardiac monitor/defibrillator that had reached manufacturer's end-of-life and three thermal imaging cameras.
- Replaced gurneys in all three ambulances that provide a safer means to transport patients.
- Renewed DEA license to continue the purchase of medications to be administered during medical incidents.
- Continued the department's quality improvement program through chart review, medical director run reviews, and online training.

2023 Goals & Objectives

- Work with regional dispatch center Sno911 and Snohomish County EMS to expand determination codes for more efficient medical response. Continue improvements to the quality improvement program.

Budget Highlights

- Capital replacement budget includes a new ambulance to replace an ambulance that is difficult to keep in service due to maintenance issues.

Emergency Medical Services Fund (126) (Revised November 7, 2022 for Formatting)

	2021 Actuals	2022 AMENDED Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 420,830	\$ 733,890	\$ 408,057	\$ -	\$ -
Revenue and transfers-in					
EMS LEVY	1,946,104	1,990,476	1,992,000	2,021,900	31,424
Taxes	1,946,104	1,990,476	1,992,000	2,021,900	31,424
Licenses and permits	-	-	-	-	-
FEDERAL INDIRECT GRANT FROM DHS/FEMA PA	2,645	-	187,595	-	-
COVID-19 NON-GRANT ASSISTANCE	-	-	1,125	-	(1,260)
DEPT OF HEALTH	1,260	1,260	188,720	-	(1,260)
Intergovernmental revenue	3,905	1,260	188,720	-	(1,260)
AMBULANCE TRANSPORTS	649,035	718,638	672,593	672,600	(46,038)
GEMT PAYMENT PROGRAM	454,000	400,000	475,000	500,000	100,000
Charges for goods and services	1,103,035	1,118,638	1,147,593	1,172,600	53,962
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	(542)	-	-	-	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
Miscellaneous revenue	(542)	-	-	-	-
OPERATING TRANSFERS IN	1,304,380	512,016	856,958	1,151,080	639,064
OPERATING TRANSFERS IN	-	-	-	-	-
Transfers-in	1,304,380	512,016	856,958	1,151,080	639,064
Total revenue and transfers-in	\$ 4,356,882	\$ 3,622,390	\$ 4,185,271	\$ 4,345,580	\$ 723,190
Total resources	\$ 4,777,712	\$ 4,356,280	\$ 4,593,328	\$ 4,345,580	\$ 723,190

Emergency Medical Services Fund (126) Continued (Revised November 7, 2022)

	2021 Actuals	2022 AMENDED Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Expenditures and transfers-out					
FULL TIME EMPLOYEES (Chief, Etc.)	200,730	198,700	185,384	211,300	12,600
FULL TIME EMPLOYEES (Operations Staff)	2,298,620	2,418,000	2,370,816	2,371,300	(46,700)
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
EDUCATION PREMIUM PAY	51,368	59,000	49,328	50,000	(9,000)
ACTING SUPERVISOR PAY	9,404	8,000	8,130	8,000	-
PARAMEDIC INCENTIVE	70,714	76,300	67,920	77,800	1,500
MERIT/LONGEVITY PAY	42,942	46,400	41,692	35,000	(11,400)
FIRE - HOLIDAY BUY BACK	59,094	54,600	48,584	54,600	-
LEOFF II DISABILITY SUPPLEMENT	(20,028)	-	-	-	-
OVERTIME	252	-	-	-	-
OVERTIME	481,588	338,400	578,262	485,000	146,600
Salaries and wages	\$ 3,194,684	\$ 3,199,400	\$ 3,350,116	\$ 3,293,000	\$ 93,600
Benefits	883,010	800,800	896,246	827,500	26,700
OFFICE SUPPLIES	-	450	-	450	-
REFERENCE MATERIAL	625	600	600	600	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	1,069	-	-	-	-
SUPPLIES - TRAINING	554	750	750	750	-
SUPPLIES - EMG MEDICAL SVC	49,226	47,500	47,500	47,500	-
CLOTHING/BOOTS	40	-	-	-	-
CLOTHING/BOOTS	949	800	1,400	800	-
MOTOR FUEL	10,980	11,000	14,782	11,000	-
SMALL ITEMS OF EQUIPMENT	31,135	30,000	30,000	30,000	-
Supplies	94,578	91,100	95,032	91,100	-
BILLING SERVICES	43,073	50,000	40,000	50,000	-
PROFESSIONAL SERVICES	21,448	40,000	46,888	40,000	-
LYNNWOOD EMS CONTRACT	-	-	-	-	-
TELEPHONE	380	480	316	480	-
POSTAGE	704	1,000	982	1,000	-
NEW WORLD PROJECT CONNECTIVITY	393	400	240	400	-
EQUIPMENT REPLACEMENT CHARGES	21,000	68,000	60,000	-	(68,000)
CELL PHONE	4,725	6,000	3,758	6,000	-
MEALS	-	-	-	-	-
HAZARDOUS WASTE DISPOSAL	746	1,000	750	1,000	-
EQUIPMENT R&M	2,285	3,500	3,000	3,500	-
VEHICLE R&M	32,674	25,000	25,000	25,000	-
LICENSES AND SUBSCRIPTIONS	6,955	6,600	8,000	6,600	-
BANKING FEES	-	-	-	-	-
Other services and charges	134,383	201,980	188,934	133,980	(68,000)
TRANSFER TO FACILITY RENEWAL FUND	63,000	63,000	63,000	-	(63,000)
Transfers-out	63,000	63,000	63,000	-	(63,000)
Total expenditures and transfers-out	\$ 4,369,655	\$ 4,356,280	\$ 4,593,328	\$ 4,345,580	\$ (10,700)
Ending fund balance	\$ 408,057	\$ -	\$ -	\$ -	\$ 733,890

Drug Enforcement

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

2022 Accomplishments

- MPD personnel worked with the Snohomish County Regional Drug Task Force on several ongoing narcotics operations. This provided new staff with experience on complex criminal investigations.
- Mukilteo PD contracted with Compass Health for an embedded social worker to continue complying with state law, providing documented drug deferrals for individuals who were found in possession of controlled substances, and offering jail alternative resources and services.

2023 Goals & Objectives

- Continue our partnership with Compass Health and our embedded social worker program providing outreach, resources, and services as jail alternatives.
- Participate in Drug Marketing Interdiction events and special operations working in conjunction with the Snohomish County Regional Narcotics Task Force.
- Continue to comply with RCW 69.50 as the law relates to seizures and forfeitures.
- Conduct a community outreach program that meets the RCW requirements, to support the prevention of youth substance abuse.

Budget Highlights

- There are no significant changes in the 2023 budget.

Drug Enforcement Fund (104)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 139	\$ 138	\$ 17,843	\$ 27,843	\$ 27,705
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	41	-	-	-	-
GAIN/LOSS ON SALE OF SURPLUS ASSETS	3,984	-	-	-	-
PROCEEDS FROM FORFEITED PROPERTY	19,733	10,000	10,000	10,000	-
Miscellaneous revenue	23,758	10,000	10,000	10,000	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 23,758	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Total resources	\$ 23,897	\$ 10,138	\$ 27,843	\$ 37,843	\$ 27,705
Expenditures and transfers-out					
OVERTIME - DRUG ENFORCEMENT	1,133	4,000	-	4,000	-
Salaries and wages	\$ 1,133	\$ 4,000	\$ -	4,000	-
Benefits	-	-	-	-	-
OPERATING SUPPLIES	2,775	6,000	-	6,000	-
SMALL ITEMS OF EQUIPMENT	2,146	-	-	-	-
Supplies	4,921	6,000	-	6,000	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	-	-	-	-	-
NARCOTICS TASK FORCE	-	-	-	-	-
SPECIAL OPERATIONS	-	-	-	-	-
SEIZED PROPERTY	-	-	-	-	-
TRAINING & REGISTRATION	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 6,054	\$ 10,000	\$ -	\$ 10,000	\$ -
Ending fund balance	\$ 17,843	\$ 138	\$ 27,843	\$ 27,843	\$ 27,705

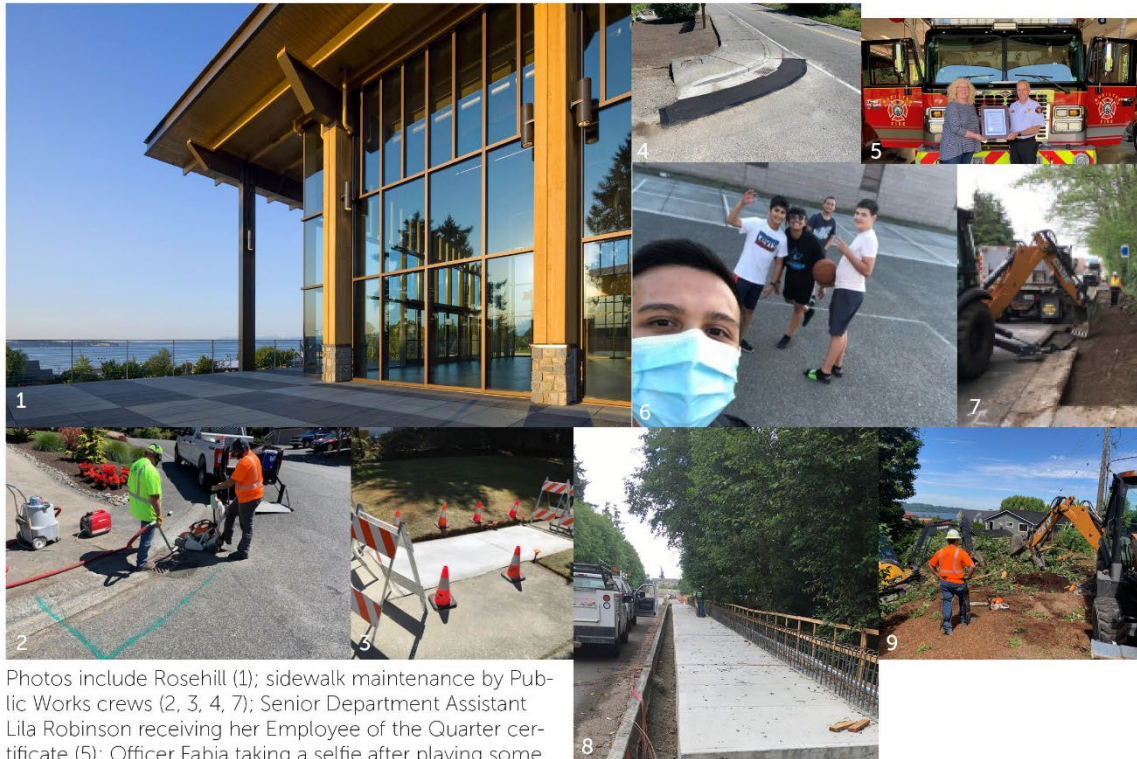
2023 Budget

ARPA Fund (021)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ -	\$ -	\$ 2,919,605	\$ 5,449,798	\$ 5,449,798
Revenue and transfers-in					
ARPA NON-GRANT ASSISTANCE	2,995,530	992,573	2,995,529	-	(992,573)
SNO COUNTY - EMBEDDED SOCIAL WORKER	-	-	-	32,500	32,500
Intergovernmental Revenue	2,995,530	992,573	2,995,529	-	(992,573)
INVESTMENT EARNINGS	2,784	-	-	-	-
Miscellaneous revenue	2,784	-	-	-	-
Total revenue and transfers-in	\$ 2,998,314	\$ 992,573	\$ 2,995,529	\$ -	\$ (992,573)
Total resources	\$ 2,998,314	\$ 992,573	\$ 5,915,134	\$ 5,449,798	\$ 4,457,225
Expenditures and transfers-out					
FULL TIME EMPLOYEES	-	70,000	70,000	182,800	112,800
EMPLOYEE RETENTION BONUSES	-	-	-	210,000	210,000
EMPLOYEE HIRING INCENTIVES	-	-	-	65,000	65,000
Salaries and wages	\$ -	\$ 70,000	\$ 70,000	\$ 457,800	\$ 387,800
FICA	-	30,000	30,000	13,990	(16,010)
PERS	-	-	-	19,000	19,000
L&I	-	-	-	540	540
MEDICAL BENEFITS	-	-	-	20,520	20,520
DENTAL BENEFITS	-	-	-	1,880	1,880
VISION BENEFITS	-	-	-	280	280
LIFE INSURANCE	-	-	-	-	-
PAID FAMILY LEAVE	-	-	-	410	410
LONG TERM DISABILITY INSURANCE	-	-	-	-	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
Benefits	-	30,000	30,000	56,620	26,620
SMALL ITEMS OF EQUIPMENT	16,031	-	-	-	-
Supplies	16,031	-	-	-	-
CONSULTING SERVICES	445	-	-	-	-
EMBEDDED SOCIAL WORKER PROGRAM	-	65,000	-	65,000	-
BUSINESS AND NON PROFIT GRANTS	-	-	-	350,000	350,000
ARPA UTILITY ASSISTANCE	-	498,649	10,000	-	(498,649)
Other services and charges	445	563,649	10,000	415,000	(148,649)
COUNCIL CHAMBER AV UPGRADE	-	148,924	175,336	-	(148,924)
ROSEHILL STAINING/PAINTING	-	-	-	115,000	115,000
ROSEHILL POINT ELLIOTT ROOM - MEDIA SYSTEM	-	-	-	39,050	39,050
ROSEHILL POINT ELLIOTT ROOM - KITCHEN	-	-	-	13,500	13,500
ROSEHILL POINT ELLIOTT ROOM - TABLES	-	-	-	14,000	14,000
ROSEHILL - REPLACE CARPET	-	-	-	20,000	20,000
HARDWARE SOFTWARE PER 6 YEAR IT PLAN	-	-	-	234,600	234,600
WEBSITE REVAMP	-	-	-	100,000	100,000
TRANSLATION SERVICES	-	-	-	50,000	50,000
REPLACE EDEN FINANCIAL SOFTWARE	-	-	-	550,000	550,000
INTERIM WATERFRONT IMPROVEMENTS	-	-	-	48,400	48,400
WATERFRONT PARK GATES	-	-	-	45,000	45,000
DIGITAL PARKING PERMITS	-	-	-	18,000	18,000
PD BODYCAM PROGRAM	62,233	65,000	65,000	65,000	-
Capital Outlay	62,233	213,924	240,336	1,312,550	1,098,626
TRANSFER TO LODGING TAX FUND	-	115,000	115,000	-	(115,000)
Transfers-out	-	115,000	115,000	-	(115,000)
Total expenditures and transfers-out	\$ 78,709	\$ 992,573	\$ 465,336	\$ 2,241,970	\$ 1,249,397
Ending fund balance	\$ 2,919,605	\$ -	\$ 5,449,798	\$ 3,207,828	\$ 3,207,828

DEBT SERVICE FUND

- LIMITED TAX GENERAL OBLIGATION BOND



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

Limited Tax General Obligation Bond Fund

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

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

Budget Highlights

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

Limited Tax General Obligation Bond Fund (275)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 4,821	\$ 81	\$ (3,676)	\$ (2,280)	\$ (2,361)
Revenue and transfers-in					
INVESTMENT INTEREST	337	-	-	-	-
Miscellaneous revenue	337	-	-	-	-
OPERATING TRANSFERS IN	-	-	-	-	-
OPERATING TRANSFERS IN - REET I	870,000	883,000	883,000	882,580	(420)
Transfers-in	870,000	883,000	883,000	882,580	(420)
Total revenue and transfers-in	\$ 870,337	\$ 883,000	\$ 883,000	\$ 882,580	\$ (420)
Total resources	\$ 875,158	\$ 883,081	\$ 879,324	\$ 880,300	\$ (2,781)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
BOND PRINCIPAL	710,000	730,000	730,000	745,000	15,000
DEBT ISSUANCE COSTS	-	-	-	-	-
BOND INTEREST	168,834	151,800	151,604	135,000	(16,800)
SERVICE FEE	-	-	-	-	-
ADMINISTRATION FEE	-	300	-	300	-
Debt service	878,834	882,100	881,604	880,300	(1,800)
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 878,834	\$ 882,100	\$ 881,604	\$ 880,300	\$ (1,800)
Ending fund balance	\$ (3,676)	\$ 981	\$ (2,280)	\$ -	\$ (981)

CAPITAL PROJECTS FUNDS

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



Photos include Harbour Reach Corridor Project culvert number one, allowing wildlife passage and Picnic Point Stream (1); 61st Place West retaining wall construction (2); Harbour Reach Corridor Project stormwater vault (3, 7) and Public Works crews in action (4, 5, 6, 8, 9).

Capital Projects Fund

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

The 2023 budget includes transfers-in from other funds (primarily REET II) for projects, including some carry forward amounts from 2022 multi-year projects.

Budget Highlights

- Surface Water capital projects will continue to be budgeted through the Surface Water Fund.
- Projects budgeted for 2023 (not including carryovers from 2022) with individual New Budget Item requests.
 - Annual Programs
 - Annual ADA Upgrades Program
 - Annual Bike Transit Walk (By The Way) Program
 - Annual Pavement Preservation
 - Annual Pedestrian Crosswalk Enhancement Program
 - Annual Sidewalk Repair Program
 - Annual Traffic Calming Program
 - Other Projects
 - Big Gulch Trail Erosion Repair
 - Chennault Beach Rd Drainage Improvements Construction
 - Wastewater Treatment Plant Erosion Repairs
- Project carryovers from 2022 include the following:
 - Annual Programs
 - Mukilteo Lane Geo
 - 61st Place Culvert Improvements
 - 5th Street Pedestrian & Bicycle Project (Design)
 - Japanese Gulch Daylighting



Annual ADA Upgrades Program

Previous Review: This is an ongoing, sustaining program begun in 2014.

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

Council Priority

Fund Name

Capital Projects

Amount Requested

\$25,000

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

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

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

Funding History	Total
2022 Estimated Carry Forward	\$ 85,138
2023 Budget	\$ 25,000
Total	\$ 110,138

Alternatives and Potential Costs

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

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

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

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

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

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



Annual Bike Transit Walk (By the Way) Program

Previous Review: This is an ongoing, sustaining program begun in 2014 as separate bike and pedestrian programs, and consolidated into the BTW program in 2018

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

Council Priority

Fund Name

Capital Projects

Amount Requested

\$435,000

Nature of the expenditure?

Ongoing

Any Additional

No

Revenue? If Yes, Identify Below

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

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

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

Funding History	Total
2022 Estimated Carry Forward	\$ 208,216
2023 Budget	\$ 435,000
Total	\$ 643,216

Alternatives and Potential Costs

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

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

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

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: BTW	\$ 435,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 435,000
	\$ -
	\$ -
	\$ -



Annual Pavement Preservation Program

Previous Review: This is an ongoing, sustaining program begun in 2016.

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

Council Priority

Fund Name
Capital Projects

Amount Requested

\$900,000

Nature of the expenditure? Ongoing

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding Yes

Expenditure Purpose and Justification

Based on the 2016 Wise Investments in Transportation Taskforce recommendations and City Council policy, the Pavement Preservation Program proposes funding of the preservation need at \$900,000 annually. The 2023 Budget includes funding from Transportation Benefit District funds and REET II funds. In previous years the Council has not fund program fully due to other competing priorities. The City continues to face a challenge of identifying a sustainable funding source annually for this program.

Future years will fund other streets, based on the Pavement Preservation Program, along with project management and outreach support from contracting consultants. In 2023-24, \$1.02M is committed as matching fund for an STP Preservation grant that will repave 47th Place West.

Funding History	Total
2022 Estimated Carry Forward	\$ 1,873,511
2023 Budget	\$ 900,000
Total	\$ 2,773,511

Alternatives and Potential Costs

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

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

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

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: Pavement Preservation	\$ 900,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
REET II (based on current estimates)	\$ 546,000
0.1% Sales Tax (based on current est.)	\$ 354,000
	\$ -
	\$ -



Annual Pedestrian Crosswalk Enhancement Program

Previous Review: This is an ongoing, sustaining program begun in 2016.

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

Council Priority

Fund Name

Capital Projects

Amount Requested

\$35,000

Nature of the expenditure?

Ongoing

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

This annual program focuses on improving pedestrian safety at crosswalks. The City periodically receives requests for new or improved crosswalks from residents throughout the City.

Funding History	Total
2022 Estimated Carry Forward	\$ 86,873
2023 Budget	\$ 35,000
Total	\$ 121,873

Alternatives and Potential Costs

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

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

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

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

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

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



Annual Sidewalk Repair Program

Previous Review: This is an ongoing, sustaining program, begun in 2020.

Repairs to the existing sidewalk network to fix broken, offset and/or damaged areas. The 2023 Program will focus on repairing damaged shared use path along Harbour Pointe Boulevard.

Council Priority

Fund Name

Capital Projects

Amount Requested

\$185,000

Nature of the expenditure? Ongoing

Any Additional Revenue? If Yes,

No

Project eligible for REET II Funding Yes

Identify Below

Expenditure Purpose and Justification

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

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

The 2023 Program will focus on repairing damaged shared use path along Harbour Pointe Boulevard. The project will involve removing and replacing several trees that align the existing path and repairing the pathway that has been severely damaged due to root intrusion. Preliminary design began in early 2023 with an anticipated construction date of Spring-Summer 2023. It is estimated that \$35,000 will be spent in for the design of the project, leaving \$305,000 of the total project costs to be spent in 2022.

Funding History	Total
2022 Estimated Carry Forward	\$ 134,426
2023 Budget	\$ 185,000
Total	\$ 319,426

Alternatives and Potential Costs

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

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

This is an ongoing program.

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: Sidewalk Repairs	\$ 185,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 185,000
	\$ -
	\$ -
	\$ -



2023 Draft Budget

Annual Traffic Calming Program

Previous Review: This is an ongoing, sustaining program, begun in 2015.

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

Council Priority

Traffic Calming

Fund Name

Capital Projects

Amount Requested

\$25,000

Nature of the expenditure? Ongoing

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

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

Funding History	Total
2022 Estimated Carry Forward	\$ 23,003
2023 Budget	\$ 25,000
Total	\$ 48,003

Alternatives and Potential Costs

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

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

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

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

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

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

Capital Projects Fund (301)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ -	\$ 1,894,986	\$ (20,310)	\$ 438,788	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
DOT FHWA GRANT	247,853	570,217	-	-	(570,217)
FEDERAL DIRECT FROM DOT	-	145,161	-	-	(145,161)
RECREATION&CONSERVATION OFFICE ST. GRANT	-	4,444	-	-	(4,444)
WA STATE DEPT OF TRANS GRANT	3,574,069	1,669,013	25,000	-	(1,669,013)
GRANT FOR 5TH STREET BICYCLE & PED	-	-	-	-	-
STATE GRANT FOR WATERFRONT PROMENADE	-	-	-	-	-
SRTS GRANT 76TH & 525	-	-	-	-	-
WA STATE TIB GRANT	1,921,855	544,242	215,000	-	(544,242)
STATE GRANT FOR 2ND STREET IMPROVEMENTS	-	-	-	-	-
STATE INFRASTRUCTURE GRANT	-	-	-	-	-
STATE GRANT DEPT OF COMMERCE	382,996	591,273	-	-	(591,273)
SOUND TRANSIT SYSTEM ILA	220,634	407,309	26,000	-	(407,309)
MWWD INTERLOCAL AGREEMENT	-	1,996	-	-	(1,996)
INTERLOCAL AGMT SNOHOMISH COUNTY	-	3,992	30,000	-	(3,992)
COUNTY GRANT FOR WATERFRONT PROMENADE	-	-	-	-	-
47TH PLACE WEST	-	-	-	-	-
JAPANESE GULCH	-	-	-	-	-
OTHER GRANT FOR WATERFRONT PROMENADE	-	-	-	475,000	475,000
Intergovernmental revenue	6,347,407	3,937,647	296,000	798,000	(3,139,647)
STREET MAINTENANCE/REPAIRS SERVICES	136,872	-	-	-	-
Charges for goods and services	136,872	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	(3,290)	-	-	-	-
Miscellaneous revenue	(3,290)	-	-	-	-
OPERATING TRANSFERS IN	-	-	-	-	-
OPERATING TRANSFERS IN - General Fund	-	5,556	5,556	-	(5,556)
OPERATING TRANSFERS IN - TBD PAVE PRES	20,579	1,010,273	565,000	521,000	(489,273)
OPERATING TRANSFERS IN - TBD 2ND STREET IMPROVEMENTS	-	-	-	-	-
OPERATING TRANSFERS IN - CAPITAL PROJECT MGR (TBD)	-	-	-	-	-
OPERATING TRANSFERS IN - CAPITAL PROJECT MGR (REET II)	-	-	-	-	-
OPERATING TRANSFERS IN - CAPITAL PROJECT MGR (SWM)	-	-	-	-	-
OPERATING TRANSFERS IN - TBD HPBW	-	-	-	-	-
OPERATING TRANSFERS IN - Park Mitigation Fund	51,404	-	-	-	-
OPERATING TRANSFERS IN - Transportation Mitigation Fund	-	-	-	-	-
OPERATING TRANSFERS IN - REET I PAVE PRES	8,977	-	-	-	-
OPERATING TRANSFERS IN - REET II PAVE PRES	178,837	2,132,010	1,480,000	1,251,000	(881,010)
OPERATING TRANSFERS IN - REET II: HPBW	-	-	-	-	-
OPERATING TRANSFERS IN - REET II TRAFFIC CALM	-	-	-	-	-
OPERATING TRANSFERS IN - REET II ADA	-	-	-	-	-
OPERATING TRANSFERS IN - REET II 76TH & SR 525	-	-	-	-	-
OPERATING TRANSFERS IN - REET II SR 525 SIDEWALK	-	-	-	-	-
OPERATING TRANSFERS IN - REET II BTW	-	-	-	-	-
OPERATING TRANSFERS IN - REET II SIDEWALK	-	-	-	-	-
OPERATING TRANSFERS IN - MUKILTEO LANE REPAIR EVALUATION	-	-	-	-	-
OPERATING TRANSFERS IN - REET II PED XWALK	-	-	-	-	-
OPERATING TRANSFERS IN - 2ND STREET IMPROVEMENTS	-	-	-	-	-
OPERATING TRANSFERS IN - SW HPBW	-	77,000	77,000	-	(77,000)
Transfers-in	259,797	3,224,839	2,127,556	1,772,000	(1,452,839)
Total revenue and transfers-in	\$ 6,740,786	\$ 7,162,486	\$ 2,423,556	\$ 2,570,000	\$ (4,592,486)
Total resources	\$ 6,740,786	\$ 9,057,472	\$ 2,403,246	\$ 3,008,788	\$ (4,592,486)

Capital Projects Fund (301) Continued

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Expenditures and transfers-out					
FULL TIME EMPLOYEES	-	110,200	110,120	110,200	-
Salaries and wages	\$ -	\$ 110,200	\$ 110,120	\$ 110,200	\$ -
Benefits	-	40,600	41,206	43,200	2,600
BLDG. MATERIALS & SUPPLIES	8,887	-	10,908	-	-
BLDG. MATERIALS & SUPPLIES	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	1,690	-	8,572	-	-
Supplies	10,577	-	19,480	-	-
TO BE ALLOCATED	-	6,958,486	1,793,652	2,829,000	(4,129,486)
ROADS MAINTENANCE-LICENSES&SUBSCRIPTIONS	-	-	-	-	-
PAVEMENT CONDITION INDEX RATING UPDATE	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL	586	-	-	-	-
CONSTRUCTION DEBRIS DISPOSAL	912	-	-	-	-
CONSTRUCTION DEBRIS DISPOSAL	-	-	-	-	-
ROADS PRESERVATION - CONSULTING	187,188	-	-	-	-
ROADS PRESERVATION - ADVERTISING	1,191	-	-	-	-
ROADS PRESERVATION - SUBSCRIPTIONS	1,500	-	-	-	-
ROADS PRESERVATION - CONTRACTUAL SERVICES	203,369	-	-	-	-
ROADS PRESERVATION - PERMIT FEES	185	-	-	-	-
SIDEWALK REPAIR - CONSULTING SERVICES	18,755	-	-	-	-
WORK EQUIP & MACHINE RENTAL	-	-	-	-	-
ROADS MAINTENANCE - CONSULTING SERVICES	-	-	-	-	-
ROADS MAINTENANCE - ADVERTISING	-	-	-	-	-
ROADS MAINTENANCE - CONTRACTUAL SERVICES	8,352	-	-	-	-
ROADS MAINTENANCE - PERMIT FEES	-	-	-	-	-
INFRASTRUCTURE - CONSULTING SERVICES	-	-	-	-	-
INFRASTRUCTURE - ADVERTISING	-	-	-	-	-
INFRASTRUCTURE - POSTAGE	-	-	-	-	-
INFRASTRUCTURE - TRAVEL & SUBSISTENCE	-	-	-	-	-
INFRASTRUCTURE - MEALS	-	-	-	-	-
INFRASTRUCTURE - PRINTING AND BINDING	-	-	-	-	-
INFRASTRUCTURE - PERMIT FEES	-	-	-	-	-
INFRASTRUCTURE-WORK EQUIP&MACHINE RENTAL	-	-	-	-	-
Other services and charges	422,038	6,958,486	1,793,652	2,829,000	(4,129,486)
Intergovernmental services	-	-	-	-	-
PRELIMINARY DESIGN	250,097	50,000	-	-	(50,000)
INFRASTRUCTURE DESIGN	-	-	-	-	-
PROJECT ADVERTISING	622	-	-	-	-
PERMIT FEES	6,833	-	-	-	-
INFRASTRUCTURE - RIGHT OF WAYS	444	-	-	-	-
DESIGN	382,996	-	-	-	-
ROADWAY - CONSTRUCTION	4,969,690	-	-	-	-
ROADWAY - INSPECTION	544,540	-	-	-	-
STRUCTURES - CONSTRUCTION	-	-	-	-	-
STRUCTURES - INSPECTION	-	-	-	-	-
SIDEWALKS - DESIGN	4,560	-	-	-	-
SIDEWALKS - CONSTRUCTION	114,962	-	-	-	-
SIDEWALKS - INSPECTION	22,763	-	-	-	-
SIDEWALKS - PROJECT ADVERTISING	1,008	-	-	-	-
SIDEWALKS - PERMIT FEES	185	-	-	-	-
MUKILTEO LANE REPAIR EVALUATION	-	-	-	-	-
LIGHTING SYSTEMS	-	-	-	-	-
TRAFFIC CONTROL EQUIPMENT	29,781	-	-	-	-
TRAFFIC CALMING PROJECT	-	-	-	-	-
ADA UPGRADES PROJECT	-	-	-	-	-
SRTS 76TH & SR 525 PROJECT	-	-	-	-	-
BTW PROJECT INCLUDING 525 SIDEWALK	-	-	-	-	-
SIDEWALK REPAIR PROJECT	-	-	-	-	-
PEDESTRIAN CROSSWALK ENHANCEMENTS	-	-	-	-	-
5TH STREET BICYCLE & PED IMPROVEMENTS	-	-	-	-	-
STREET PRESERVATION PROJECT	-	-	-	-	-
HARBOUR REACH CORRIDOR PROJECT	-	-	-	-	-
DIRT JUMP BICYCLE COURSE	-	-	-	-	-
JAPANESE GULCH DAYLIGHTING PROJECT	-	-	-	-	-
2022 ANNUAL PAVEMENT PRESERVATION	-	-	-	-	-
2022 ANNUAL SIDEWALK REPAIR	-	-	-	-	-
2ND STREET IMPROVEMENTS	-	-	-	-	-
WATERFRONT PROMENADE	-	-	-	-	-
HARBOUR POINTE WIDENING PROJECT	-	-	-	-	-
Capital Outlay	6,328,481	50,000	-	-	(50,000)
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 6,761,096	\$ 7,159,286	\$ 1,964,458	\$ 2,982,400	\$ (4,176,886)
Ending fund balance	\$ (20,310)	\$ 1,898,186	\$ 438,788	\$ 26,388	\$ (415,600)

Park Acquisition & Development Fund

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

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

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

The estimated revenue from Park Mitigation Fees for 2023 is budgeted at \$10,000.

Budget Highlights

- There are no budgeted expenditures from this fund in 2023.

Park Acquisition & Development Fund (322)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 265,906	\$ 269,153	\$ 265,850	\$ 276,450	\$ 7,297
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	55,817	-	-	-	-
PARK MITIGATION FEES	4,876	10,000	10,000	10,000	-
Charges for goods and services	4,876	10,000	10,000	10,000	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	682	-	-	-	-
CONTRIBUTIONS FROM PRIVATE SOURCES	1,200	-	600	-	-
Miscellaneous revenue	1,882	-	600	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 62,575	\$ 10,000	\$ 10,600	\$ 10,000	\$ -
Total resources	\$ 328,481	\$ 279,153	\$ 276,450	\$ 286,450	\$ 7,297
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
PRELIMINARY DESIGN	-	-	-	-	-
PARK CONSTRUCTION	56,946	-	-	-	-
PERMIT FEES	5,685	-	-	-	-
Capital Outlay	62,631	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ 62,631	\$ -	\$ -	\$ -	\$ -
Ending fund balance	\$ 265,850	\$ 279,153	\$ 276,450	\$ 286,450	\$ 7,297

Transportation Impact Fee Fund

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

Budget Highlights

- The primary revenue for this fund is street mitigation fees which are projected to be \$20,000.

Transportation Impact Fee Fund (323)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 175,345	\$ 102,945	\$ 90,819	\$ 110,819	\$ 7,874
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
STREET MITIGATION FEES	7,436	20,000	20,000	20,000	-
Charges for goods and services	7,436	20,000	20,000	20,000	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	438	-	-	20,000	20,000
Miscellaneous revenue	438	-	-	20,000	20,000
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 7,874	\$ 20,000	\$ 20,000	\$ 40,000	\$ 20,000
Total resources	\$ 183,219	\$ 122,945	\$ 110,819	\$ 150,819	\$ 27,874
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	92,400	-	-	-	-
Total expenditures and transfers-out	\$ 92,400	\$ -	\$ -	\$ -	\$ -
Ending fund balance	\$ 90,819	\$ 122,945	\$ 110,819	\$ 150,819	\$ 27,874

Real Estate Excise (REET) I & II Funds

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

Budget Highlights for Both Funds

- REET I & II revenue for 2023 is estimated to total \$1,980,000 and is allocated equally between both Funds.
- The REET I Fund will transfer the amount needed to fund the annual debt service payments for the bond issues used to construct the Rosehill Community Center to the LTGO Debt Service Fund (\$882,580).
- REET II includes \$1,251,000 in transfers to the Capital Projects fund.

Real Estate Excise (REET) I Fund (331)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 2,196,016	\$ 2,128,366	\$ 2,342,145	\$ 2,747,269	\$ 618,903
Revenue and transfers-in					
Taxes	1,018,919	815,000	1,287,880	990,000	175,000
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	6,187	5,000	244	-	(5,000)
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 1,025,106	\$ 820,000	\$ 1,288,124	\$ 990,000	\$ 170,000
Total resources	\$ 3,221,122	\$ 2,948,366	\$ 3,630,269	\$ 3,737,269	\$ 788,903
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TRANSFER TO LTGO BOND FUND	870,000	883,000	883,000	882,580	(420)
TRANSFER TO REET II	-	-	-	-	-
TRANSFER TO TRANSP BENEFIT DISTRICT	-	-	-	-	-
TRANSFER TO CAPITAL PROJECTS FUND	8,977	-	-	-	-
Transfers-out	878,977	883,000	883,000	882,580	(420)
Total expenditures and transfers-out	\$ 878,977	\$ 883,000	\$ 883,000	\$ 882,580	\$ (420)
Ending fund balance	\$ 2,342,145	\$ 2,065,366	\$ 2,747,269	\$ 2,854,689	\$ 789,323

Real Estate Excise (REET) II Fund (332)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 1,720,523	\$ 2,075,280	\$ 2,491,702	\$ 2,299,826	\$ 224,546
Revenue and transfers-in					
Taxes	1,018,919	815,000	1,287,880	990,000	175,000
Intergovernmental revenue	-	-	-	-	-
STREET MAINTENANCE/REPAIRS SERVICE	-	-	-	-	-
Miscellaneous revenue	5,271	-	244	-	-
Transfers-in	330	-	-	-	-
Total revenue and transfers-in	<u>\$ 1,024,520</u>	<u>\$ 815,000</u>	<u>\$ 1,288,124</u>	<u>\$ 990,000</u>	<u>\$ 175,000</u>
Total resources	<u>\$ 2,745,043</u>	<u>\$ 2,890,280</u>	<u>\$ 3,779,826</u>	<u>\$ 3,289,826</u>	<u>\$ 399,546</u>
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
STREET PRESERVATION	-	-	-	-	-
TRAFFIC CONTROL IMPROVEMENTS (84th Guardrail)	-	-	-	-	-
COMMUNITY SUPPORT	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
PAVEMENT PRESERVATION	-	-	-	-	-
TANK FARM SITE REMEDIATION	-	-	-	-	-
MUKILTEO BALLFIELDS	-	-	-	-	-
MUKILTEO BALLFIELDS	-	-	-	-	-
JAPANESE GULCH WAYFINDING	-	-	-	-	-
SR 526 SHARED USE PATH	-	-	-	-	-
RIGHT-OF-WAYS	-	-	-	-	-
PRINTING AND BINDING	-	-	-	-	-
HARBOUR POINTE BLVD WIDENING (HPBW)	-	-	-	-	-
TRAFFIC CALMING	-	-	-	-	-
ADA TRANSITION PLAN/ADA UGRADES	-	-	-	-	-
SIDEWALKS AND BTW	-	-	-	-	-
PEDESTRIAN ACTIVATED CROSSWALK LIGHTING	-	-	-	-	-
LEGAL PUBLICATIONS	-	-	-	-	-
HARBOUR REACH EXTENSION	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TRANS TO LTGO BOND FUND	-	-	-	-	-
TRANS TO TRANSPORTATION BENEFIT DIST.	-	-	-	-	-
TRANS TO GENERAL FUND	23,100	-	-	-	-
TRANS TO CAP PROJ: PAVEMENT PRES.	230,241	2,132,010	1,480,000	1,251,000	(881,010)
TRANS TO LTGO BOND FUND	-	-	-	-	-
TRANS TO CAP PROJ: CAP PROJ MGR POSITION	-	-	-	-	-
TRANS TO CAP PROJ: MUKILTEO LANE REPAIR EV/	-	-	-	-	-
TRANS TO CAP PROJ: Annual Traffic Calming Progar	-	-	-	-	-
TRANS TO CAP PROJ: Annual ADA Upgrades	-	-	-	-	-
TRANS TO CAP PROJ: SRTS 76TH & 525	-	-	-	-	-
TRANS TO CAP PROJ: SR 525 SIDEWALK	-	-	-	-	-
TRANS TO CAP PROJ: BTW	-	-	-	-	-
TRANS TO CAP PROJ: Annual Sidewalk Repair Progra	-	-	-	-	-
TRANS TO CAP PROJ: PED ACTIVATED XWALK	-	-	-	-	-
TRANS TO CAP PROJ: 2ND STREET IMPROVEMENT	-	-	-	-	-
Transfers-out	253,341	2,132,010	1,480,000	1,251,000	(881,010)
Total expenditures and transfers-out	<u>\$ 253,341</u>	<u>\$ 2,132,010</u>	<u>\$ 1,480,000</u>	<u>\$ 1,251,000</u>	<u>\$ (881,010)</u>
Ending fund balance	<u>\$ 2,491,702</u>	<u>\$ 758,270</u>	<u>\$ 2,299,826</u>	<u>\$ 2,038,826</u>	<u>\$ 1,280,556</u>

Real Estate Excise Tax Reporting Requirements

REET I

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	2024 Projected
Beginning fund balance	\$ 2,196,016	\$ 2,128,366	\$ 2,342,145	\$ 2,747,269	\$ 2,854,689
Revenue and transfers-in					
Real Estate Excise Tax	\$ 1,018,919	\$ 815,000	\$ 1,287,880	\$ 990,000	\$ 990,000
Grants	-	-	-	-	-
Investment Interest	6,187	5,000	244	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 1,025,106	\$ 820,000	\$ 1,288,124	\$ 990,000	\$ 990,000
Total resources	\$ 3,221,122	\$ 2,948,366	\$ 3,630,269	\$ 3,737,269	\$ 3,844,689
Expenditures and transfers-out					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers-Out	878,977	883,000	883,000	882,580	883,000
Total Expenditures	\$ 878,977	\$ 883,000	\$ 883,000	\$ 882,580	\$ 883,000
Ending Fund Balance	\$ 2,342,145	\$ 2,065,366	\$ 2,747,269	\$ 2,854,689	\$ 2,961,689

REET II

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	2024 Projected
Beginning fund balance	\$ 1,720,523	\$ 2,075,280	\$ 2,491,702	\$ 2,299,826	\$ 2,038,826
Revenue and transfers-in					
Real Estate Excise Tax	\$ 1,018,919	\$ 815,000	\$ 1,287,880	\$ 990,000	\$ 650,000
RCO Grant	-	-	-	-	-
DOT Grant	-	-	-	-	-
TIB Grant	-	-	-	-	-
Snohomish County	-	-	-	-	-
Miscellaneous Revenues	5,271	-	244	-	-
Transfers In	330	-	-	-	-
Total revenue and transfers-in	\$ 1,024,520	\$ 815,000	\$ 1,288,124	\$ 990,000	\$ 650,000
Total resources	\$ 2,745,043	\$ 2,890,280	\$ 3,779,826	\$ 3,289,826	\$ 2,688,826

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	2024 Projected
Expenditures and transfers-out					
Small Items of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Control Improvements	-	-	-	-	-
Mukilteo B&G Club Ballfields	-	-	-	-	-
Mukilteo B&G Club Construction	-	-	-	-	-
Right of Ways	-	-	-	-	-
Harbour Point Blvd Widening	-	-	-	-	-
Harbour Reach Drive Extension	-	-	-	-	-
Bike Transit Walk	-	-	-	-	-
Pedestrian Activated Crosswalk Lighting Program	-	-	-	-	-
Transfer Out to TBD	-	-	-	-	-
Transfer Out to General	23,100	-	-	-	-
Transfer Out to Capital Projects	230,241	2,132,010	1,480,000	1,251,000	*SEE PROJECTS
Total Expenditures	\$ 253,341	\$ 2,132,010	\$ 1,480,000	\$ 1,251,000	\$ -
Ending Fund Balance	\$ 2,491,702	\$ 758,270	\$ 2,299,826	\$ 2,038,826	\$ 2,688,826

ENTERPRISE FUNDS

- **SURFACE WATER MANAGEMENT**
- **SURFACE WATER RESERVE**



Surface Water Utility

The Surface Water Utility operates under Public Works, with Engineering/Administration functions and Operations functions. The Surface Water Utility's goals are outlined in the 2015 Comprehensive Surface Water Management Plan adopted by Council in 2015, as Key Performance Indicators (KPI) and Implementation Measures (IM). These performance measures address maintaining the City's stormwater system, meeting NPDES permit requirements, providing engineering services for development projects, providing technical assistance to City residents, and implementing stormwater related outreach programs. The Utility maintains 75 miles of storm drains, 7.1 miles of ditches, 4470 catch basins and 174 public detention and water quality facilities. The Key Performance Indicators and Implementation Measures set forth in the Comprehensive Surface Water Management Plan were met in 2022 and are more specifically described below.

2022 Accomplishments

Engineering & Administration

- Coordinated NPDES Phase II requirements across City departments.
- Completed the construction and grant closeout of the Decant Facility Project and 61st Place Retaining Wall project.
- Completed design and grant closeout on Mukilteo Stormwater LID Retrofit project.
- Completed design and construction contract approval for the 61st Place Culvert project with construction in summer 2023.
- Final design and construction of the 2021 Surface Water Maintenance Projects.
- Constructed the 60th Avenue West Drainage Repair project.
- Completed 9 miles of video pipe inspection under the Stormwater Pipe Inspection and Assessment Program.
- Began the NPDES Permit required Source Control program.
- Finished the work on the Stormwater Management Action Plan as required under the City's NPDES permit.
- Reviewed 27 private development proposals for compliance with stormwater requirements as of August 24, 2022.
- Responded to 5 spill reports as of October 2022.
- Completed required annual inspections of privately owned stormwater facilities.
- Continued the Behavior Change Program, as required by the 2019 NPDES Permit.
- Began work on the Surface Water Comprehensive plan.
- Began design on the CIP #1 the Chennault Beach Drainage Improvements.
- Began design on WWTP erosion repair design.

Operations

- Inspected 50% of City owned catch basins for year 1 of the current 2-year cycle putting the division on track to meet the City's NPDES permit requirement.
- Inspected 100% of all City owned stormwater facilities meeting the City's NPDES permit requirement.
- Cleaned 9 miles of stormwater pipe in preparation of the Stormwater Pipe Inspection and Assessment video contractor. This cleaning effort removed 43 tons of pollutants from the City's stormwater system.

- Performed “Hot Spot” inspections after every storm event.
- Cleaned sediment out of the Travis pond.
- Installed 2 tide gates at Lighthouse Park to help prevent flooding.
- Documented operations practices that protect water quality.
- Develop ditch inspection program in coordination with GIS team.

2023 Goals & Objectives

Engineering & Administration

- Continue coordination and implementation of the NPDES Phase II permit requirements.
- Adopt the Surface Water Comprehensive Plan.
- Complete the construction of the 61st Place Culvert.
- Complete the design and construction of the Chennault Road Drainage Improvements.
- Complete design and construction for the WWTP Erosion Repairs.
- Develop and implement repairs for the Big Gulch Erosion Repairs project.
- Continue to clarify and delineate responsibility for public and private stormwater systems through mapping of easements and continued field verification of stormwater network.
- Continue to adopt regional outreach messaging into stormwater programs.
- Implement the Source Control Program.
- Complete 10 miles of CCTV pipe inspection under the Stormwater Pipe Inspection and Assessment Program.
- Begin design on Surface Water Pond Maintenance Projects.
- Apply for grants as they become available, specifically to continue the CCTV pipe inspection program.

Operations

- Continue to update and develop Stormwater Standard Operating Procedures as required under the NPDES Permit.
- Continue inspection and maintenance programs required under the NPDES Permit.
- Implement ditch inspection program.
- Respond to rain events and inspect “Hot Spots” after rain events.
- Clean 10 miles of pipes in preparation for the CCTV inspections.

Budget Highlights

Operations/Engineering

- The budget includes New Budget Items for Big Gulch Trail Erosion Repairs, Waste Water treatment Plant Erosion Repairs, and Chennault Beach Road Drainage Improvements construction.



2023 Draft Budget

Software Upgrades

Previous Review: (list dates if relevant, otherwise leave blank)

Engineering and GIS are in need of software to increase efficiency of work and replace outdated software.

Council Priority

Fund Name

Surface Water

Amount Requested

\$24,000

Nature of the expenditure?

One-Time

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

Yes

Expenditure Purpose and Justification

Enterprise GIS - \$18,000 - GIS has been working towards an upgrade to the GIS system for several years, and has reached a point where this needs to be done to fully support requirements under the City's NPDES permit and growing GIS demand from other departments. This upgrade to Enterprise would allow for greatly improved system stability, data quality and data management, simultaneous editing by staff (such as field and office edits), better system security, enhanced online mapping, and ensures ongoing support by ESRI for the GIS server.

Plan Review Software - \$6000 - We currently do not have the ability to view plans within a software program where all users can be sharing and making notes in the plans at the same time. The review team was working towards going fully electronic a few years from now. COVID-19 forced that change more rapidly than expected, however staff are still in limbo and managing both paper and electronic plans for most applications. Electronic plan review allows for easy comparison of submittals, review from anywhere (whether staff are in a separate building or working from home), and allows storage in the cloud instead of expensive physical storage.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

Fund one software system or none.

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

Increase permit fees to recover the full cost of processing and review of plans.

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title	Amount
Title to Assist Council	\$ 24,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
	\$ 24,000
	\$ -
	\$ -
	\$ -



2023 Draft Budget

Big Gulch Trail Erosion Repair

Previous Review:

Erosion on the trail near the library created by high flows from a City stormwater pipe and a tributary of Big Gulch Creek is in need of repair. Repair options will be evaluated to help minimize expenses.

Council Priority

Fund Name

Surface Water Management

Amount Requested

\$60,000

Nature of the expenditure?

One-Time

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

A section of trail along the Big Gulch Trail near the library has experienced erosion from the adjacent Big Gulch Creek and additional erosion may threaten the stability of the trail.

Repairs are necessary to stabilize the areas and prevent further erosion from occurring. Consultant assistance will be obtained to evaluate repair options and to obtain appropriate permits to complete the repairs. The repair options evaluation will focus minimizing design costs while meeting requirements from permitting agencies, with the intent of completing the repairs in-house with this funding.

Should repairs require more complex design and construction, Council will be updated and additional funding will be requested at that time.

Design and Permitting - \$45,000

In house construction costs for materials and equipment - \$15,000

Funding History	Total
New project, no prior funding	\$ -
2023 Budget	\$ 60,000
Total	\$ 60,000

Alternatives and Potential Costs

Council could choose not to fund the project and defer repairs.

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

Repair options, including using in-house labor, will be evaluated in order to minimize design and repair costs. Should repairs require more complex design and construction, Council will be updated and additional funding will be requested at that time.

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title	Amount
SW Capital Outlay: Big Gulch Erosion	\$ 60,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Surface Water Management	\$ 60,000
	\$ -
	\$ -
	\$ -



Chennault Beach Road Drainage Improvements - Design

Previous Review:

This project will improve the drainage along Chennault Beach Drive between 60th Avenue W and Marine View Drive. The design will be completed in 2022 with construction anticipated in 2023.

Council Priority

Fund Name

Surface Water Management

Amount Requested

\$3,900,000

Nature of the expenditure?

One-Time

Any Additional
Revenue? If Yes,
Identify Below

No

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

The 2015 Surface Water Management Plan ranked and established a 15 year funding plan for eight stormwater capital projects. The Chennault Beach Road Drainage Improvements project is the highest ranking capital project in the 2015 Plan, and the Plan identified enough funding available for this project beginning in 2020. The project did not begin in 2020 due to project delays from the 61st Place Retaining Wall, 61st Place Culvert and Decant Facility project in addition to work necessary on unanticipated projects such as the 60th Ave W Drainage Improvements, Mukilteo LID Retrofit, and 61st Place West Catchment Wall and managing workload during staff turnover.

The existing drainage along Chennault Beach Drive is conveyed through an under-developed ditch and culvert system in addition to intermittent piping. This system tends to exceed capacity during periods of high flows causing roadway flooding, debris blocking culverts and inlets, and misplaced inlets.

Design is underway and will be completed in 2022 for 2023 construction.

This project will provide a new drainage system along Chennault Beach Drive between 60th Avenue W and Marine View Drive by constructing piped drainage systems, asphalt curbing and shoulder improvements to channel water into existing inlets.

Funding Commitment	Total	
2022 Budget - Design	\$ 889,000	\$352,054 Actual
2023 Budget - Construction (est.)	\$ 3,900,000	
Total	\$ 4,789,000	

Alternatives and Potential Costs

The Council could choose not to fund and defer this project.

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

The design phase of the project came in \$356,946 under budget.

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title	Amount
SW Capital Outlay: CBR Drainage Imp	\$ 3,900,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Surface Water Management	\$ 3,900,000
	\$ -
	\$ -
	\$ -



2023 Draft Budget

Waste Water Treatment Plant Erosion Repair - Construction

Previous Review:

Erosion created by high flows from a City stormwater pipe and a tributary of Big Gulch Creek is in need of repair. Repairs options and design was included in the 2022 budget and now needs construction funding

Council Priority

Fund Name

Surface Water Management

Amount Requested

\$500,000

Nature of the expenditure?

One-Time

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

An existing outfall that conveys City stormwater and tributary waters of Big Gulch Creek is eroding and threatening a critical Mukilteo Water and Wastewater District sewer main that carries the majority of Mukilteo's wastewater to their treatment plant.

Repairs are necessary to stabilize the areas and prevent further erosion from occurring. A consultant has evaluated repair options and the best and most cost efficient plan is to pipe in the outfall with two drop structures to facilitate the drop the in elevation and reduce the velocity of the water exiting the pipe . The intent is to finish the design in 2022 and construct in 2023.

Funding History**Total**

New CN project, no prior funding	\$ -
2023 Budget	\$ 500,000
Total	\$ 500,000

Alternatives and Potential Costs

Council could choose not to fund the project and defer repairs.

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

Department:	Public Works
Division:	Engineering
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title**Amount**

SW Capital Outlay: Big Gulch Erosion	\$ 500,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title**Amount**

Surface Water Management	\$ 500,000
	\$ -
	\$ -
	\$ -

Surface Water Management Fund (440)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 5,489,358	\$ 12,626,701	\$ 5,560,441	\$ 6,881,255	\$ (5,745,446)
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	1,810	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	-	-	-	-	-
FEMA GRANT - 61ST PL W SOLDIER PILE WALL	120,297	-	-	-	-
WA MIL DPT - 61ST PL W SOLDIER PILE WALL	20,050	-	-	-	-
DEPARTMENT OF ECOLOGY STATE GRANT-PIPE INSPECTION	1,117,847	381,174	381,174	400,000	18,826
DEPARTMENT OF ECOLOGY CAPACITY GRANT	-	-	-	-	-
STATE GRANT DOT	-	-	-	-	-
DOE BIENNIAL STORMWATER CAPACITY GRANT	-	-	-	-	-
MWWD INTERLOCAL AGREEMENT	-	-	-	-	-
Intergovernmental revenue	1,260,004	381,174	381,174	400,000	18,826
STORM DRAINAGE FEES & CHARGES	3,980,546	4,000,000	4,000,000	4,000,000	-
ENGINEERING SERVICES - INSPECTION	3,455	-	2,150	-	-
ENGINEERING SERVICES - PLAN REVIEW	10,490	10,000	10,000	10,000	-
STORM DRAINAGE FEES & CHARGES REFUND	-	-	-	-	-
Charges for goods and services	3,994,491	4,010,000	4,012,150	4,010,000	-
Fines and penalties	-	-	-	-	-
GAIN/LOSS ON SALE OF SURPLUS ASSETS	-	-	-	-	-
INVESTMENT INTEREST	13,818	-	-	-	-
MISCELLANEOUS REVENUES	-	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENT	-	-	-	-	-
PRIOR PERIOD ADJUSTMENT	-	-	-	-	-
Miscellaneous revenue	13,818	-	-	-	-
OPERATING TRANSFERS IN	-	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 5,268,313	\$ 4,391,174	\$ 4,393,324	\$ 4,410,000	\$ 18,826
Total resources	\$ 10,757,671	\$ 17,017,875	\$ 9,953,765	\$ 11,291,255	\$ (5,726,620)

Surface Water Management Fund (440) Continued

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Expenditures and transfers-out					
Salaries and wages	\$ 985,432	\$ 1,104,500	\$ 845,992	\$ 1,328,900	\$ 224,400
Benefits	421,981	473,800	370,040	512,100	38,300
Supplies	104,337	73,250	104,476	83,250	10,000
Other services and charges	755,059	1,493,918	1,384,746	1,514,268	20,350
Intergovernmental services	-	-	-	-	-
RESERVE FOR LATER DISTRIBUTION	-	2,382,218	-	6,835,000	4,452,782
CONSULTING SERVICES	-	-	3,800	-	-
RIGHT-OF-WAYS	231	-	-	-	-
INSPECTION	91,898	-	-	-	-
CHENNAULT BEACH ROAD DRAINAGE DESIGN	528,365	-	49,454	-	-
BIG GULCH EROSION REPAIR	-	-	-	-	-
PROJECT ADVERTISING	1,119	-	-	-	-
COMPUTER HARDWARE	-	-	-	-	-
COMPUTER SOFTWARE	-	-	-	-	-
OTHER MACHINERY & EQUIPMENT	-	-	-	-	-
VEHICULAR EQUIPMENT	262,419	-	-	-	-
60TH AVE WEST DRAINAGE REPAIRS	-	-	-	-	-
61ST ST CULVERT REPLACEMENT	1,992,991	-	215,742	-	-
POND M, CLEARVIEW, 6 CONTROL	-	-	-	-	-
DECANT FACILITY DESIGN	-	-	-	-	-
DECANT FACILITY CONSTRUCTION	-	-	-	-	-
RIGHT-OF-WAYS	-	-	-	-	-
61ST PLACE RETAINING WALL REPAIRS	-	-	-	-	-
PERMIT FEES	4,448	-	690	-	-
PERMIT FEES	-	-	10,120	-	-
LID RETROFIT	-	-	-	-	-
Capital Outlay	2,881,471	2,382,218	279,806	6,835,000	4,452,782
TRANSFER TO GENERAL FUND	38,500	-	-	-	-
TRANSFER TO CAP PROJ: CAP PROJ MGR POSITION	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	10,450	10,450	10,450	-	(10,450)
TRANSFER TO CAP PROJ: HPBW	-	77,000	77,000	-	(77,000)
Transfers-out	48,950	87,450	87,450	-	(87,450)
Total expenditures and transfers-out	<u>\$ 5,197,230</u>	<u>\$ 5,615,136</u>	<u>\$ 3,072,510</u>	<u>\$ 10,273,518</u>	<u>\$ 4,658,382</u>
Ending fund balance	<u>\$ 5,560,441</u>	<u>\$ 11,402,739</u>	<u>\$ 6,881,255</u>	<u>\$ 1,017,737</u>	<u>\$ (10,385,002)</u>

**SURFACE WATER FUND – PUBLIC WORKS DEPARTMENT – SURFACE WATER
MAINTENANCE DIVISION (Revised November 7, 2022)**

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	463,592	546,100	414,944	673,400	127,300
PART TIME EMPLOYEES	49,537	51,800	19,524	54,900	3,100
ACTING SUPERVISOR PAY	4,150	500	5,346	500	-
OVERTIME	9,353	6,000	7,962	6,000	-
STANDBY PAY	6,516	6,000	4,746	6,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	12,324	2,000	760	2,000	-
Salaries and wages	\$ 545,472	\$ 612,400	\$ 453,282	\$ 742,800	\$ 130,400
Benefits	260,260	284,600	221,356	297,900	13,300
OFFICE SUPPLIES	765	750	408	750	-
REFERENCE MATERIAL	-	150	100	150	-
OPERATING SUPPLIES	31,309	25,000	40,000	35,000	10,000
VEHICLE R&M TOOLS/EQ	16,533	1,250	1,250	1,250	-
CLOTHING/BOOTS	1,325	1,500	3,000	1,500	-
AGGREGATE	6,663	6,000	6,000	6,000	-
MOTOR FUEL	32,317	18,000	32,000	18,000	-
SMALL ITEMS OF EQUIPMENT	14,053	15,000	15,000	15,000	-
Supplies	102,965	67,650	97,758	77,650	10,000
OVERHEAD COSTS	142,400	150,000	150,000	150,000	-
OTHER PROFESSIONAL SVCS.	325	-	1,000	-	-
HAZARDOUS MATERIALS TESTING	1,334	1,000	1,000	1,750	750
CONTRACT SERVICES	90,462	10,000	40,244	10,000	-
WRIA ILA	-	-	-	-	-
TELEPHONE	1,115	1,000	544	1,000	-
EQUIPMENT REPLACEMENT CHARGES	-	-	-	-	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	37,915	35,492	-	35,492	-
CELL PHONES	3,794	4,800	3,146	5,400	600
TRAVEL & SUBSISTENCE	-	1,500	1,500	1,500	-
MEALS	302	500	500	500	-
TAXES AND ASSESSMENTS	59,708	51,000	42,752	51,000	-
SNOHOMISH COUNTY - ILA	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL	3,399	19,000	19,000	28,000	9,000
HAZARDOUS WASTE DISPOSAL	55,602	40,000	40,000	40,000	-
MUKILTEO WATER DISTRICT	-	-	-	-	-
BRUSH DISPOSAL	12,690	12,500	10,000	17,500	5,000
CONSTRUCTION DEBRIS DISPOSAL	2,727	-	108	5,000	5,000
EQUIPMENT R&M	4,342	11,250	10,504	11,250	-
VEHICLE R&M	20,433	27,000	5,000	27,000	-
DEPT OF ECOLOGY	-	-	-	-	-
LAUNDRY SERVICES	-	2,000	-	2,000	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	3,005	5,000	5,888	5,000	-
PERMIT/NPDES OUTREACH	-	-	-	-	-
VACTOR SERVICE	-	5,000	-	5,000	-
Other services and charges	439,553	377,042	331,186	397,392	20,350
Total Stormwater expenses	<u>\$ 1,348,250</u>	<u>\$ 1,341,692</u>	<u>\$ 1,103,582</u>	<u>\$ 1,515,742</u>	<u>\$ 174,050</u>

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

(Revised November 7, 2022)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	370,904	402,700	306,228	488,000	85,300
PART TIME EMPLOYEES	-	-	-	-	-
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
ACTING SUPERVISOR PAY	-	-	-	-	-
OVERTIME	-	1,500	-	1,500	-
STANDBY PAY	-	-	-	-	-
OT - DISASTER SUPPORT/SEVERE WEATHER	-	-	-	-	-
Salaries and wages	\$ 370,904	\$ 404,200	\$ 306,228	\$ 489,500	\$ 85,300
Benefits	135,142	159,450	119,350	182,050	22,600
OFFICE SUPPLIES	254	1,300	1,300	1,300	-
REFERENCE MATERIAL	-	400	-	400	-
OPERATING SUPPLIES	28	800	2,318	800	-
CLOTHING/BOOTS	184	600	600	600	-
SMALL ITEMS OF EQUIPMENT	165	-	-	-	-
Supplies	631	3,100	4,218	3,100	-
CONSULTING SERVICES	139,171	766,346	766,346	766,346	-
OTHER PROFESSIONAL SVCS.	19,804	50,000	50,000	50,000	-
OUTSIDE ATTORNEY	8,760	15,000	7,334	15,000	-
CONTRACT SERVICES	-	90,000	90,000	90,000	-
WRIA ILA	7,658	7,650	7,650	7,650	-
LEGAL PUBLICATIONS	469	300	250	300	-
POSTAGE	38	350	794	350	-
TRAVEL & SUBSISTENCE	-	2,800	2,800	2,800	-
MEALS	-	-	154	-	-
STORM BILLING SERVICE MWWD ILA	107,077	116,450	86,552	116,450	-
COMPUTER SYSTEM MAINT	-	2,500	2,500	2,500	-
NPDES PERMIT FEES	9,934	29,000	10,000	29,000	-
ASSOC. DUES & MEMBERSHIPS	17,541	1,180	10,000	1,180	-
PRINTING AND BINDING	52	-	-	-	-
TRAINING & REGISTRATION	1,010	2,700	2,700	2,700	-
PERMIT/NPDES OUTREACH	3,659	20,000	5,000	20,000	-
Other services and charges	315,173	1,104,276	1,042,080	1,104,276	-
Total Administration & Engineering expenses	<u>\$ 821,850</u>	<u>\$ 1,671,026</u>	<u>\$ 1,471,876</u>	<u>\$ 1,778,926</u>	<u>\$ 107,900</u>

SURFACE WATER FUND – PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – GIS DIVISION (Revised November 7, 2022)

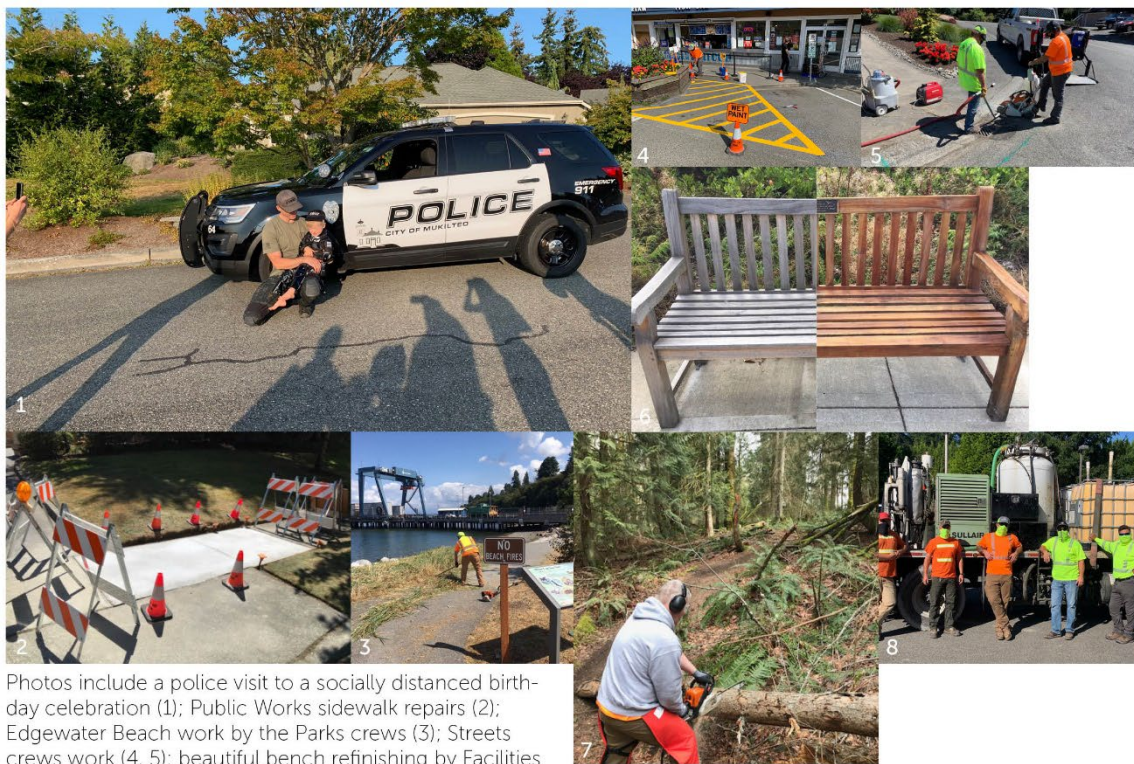
	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	68,993	87,400	86,160	96,100	8,700
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	63	500	322	500	-
Salaries and wages	\$ 69,056	\$ 87,900	\$ 86,482	\$ 96,600	\$ 8,700
Benefits	26,579	29,750	29,334	32,150	2,400
REFERENCE MATERIAL	183	500	500	500	-
OPERATING SUPPLIES	-	1,000	1,000	1,000	-
SMALL ITEMS OF EQUIPMENT	558	1,000	1,000	1,000	-
Supplies	741	2,500	2,500	2,500	-
CONSULTING SERVICES	-	2,500	2,500	2,500	-
POSTAGE	-	100	50	100	-
CELL PHONE	333	800	480	800	-
TRAVEL & SUBSISTENCE	-	1,500	1,500	1,500	-
GIS SYSTEM MAINT & LICENSES	-	5,800	5,800	5,800	-
ASSOC. DUES & MEMBERSHIPS	-	300	300	300	-
PRINTING & BINDING	-	1,000	250	1,000	-
TRAINING & REGISTRATION	-	600	600	600	-
Other services and charges	333	12,600	11,480	12,600	-
Total GIS expenses	<u>\$ 96,709</u>	<u>\$ 132,750</u>	<u>\$ 129,796</u>	<u>\$ 143,850</u>	<u>\$ 11,100</u>

Surface Water Capital Reserve Fund (445)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ -	\$ -	\$ -	\$ -	\$ -
Total resources	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
Expenditures and transfers-out					
Salaries and wages	-	-	-	-	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ -	\$ -	\$ -	\$ -	\$ -
Ending fund balance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -

INTERNAL SERVICE FUNDS

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



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

Technology Replacement Fund

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

Budget Highlights

- This Fund's financing is derived from two sources: 5% of General Fund revenues derived from building permits, zoning & subdivision fees, plan checking fees, and similar revenues is annually allocated to this Fund; and an additional operating transfer from the General Fund is made each year.
- The Six-Year Technology Plan identifies needs but has not yet been linked to expenses. In 2023, the IT Division plans to tie the plan to an expenditure plan and better align this fund with that planning document and for inclusion in the 2024-2029 Capital Improvement Plan.

Technology Replacement Fund (120)

	2021 Actuals	2022 AMENDED Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 159,174	\$ 155,675	\$ 140,111	\$ 121,183	\$ (34,492)
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	252	-	-	-	-
5% ADMIN FEE	14,612	18,500	18,500	18,500	-
Miscellaneous revenue	14,864	18,500	18,500	18,500	-
OPERATING TRANSFERS IN - GF	103,000	103,000	103,000	141,213	38,213
OPERATING TRANSFERS IN - GF	-	-	-	-	-
Transfers-in	103,000	103,000	103,000	141,213	38,213
Total revenue and transfers-in	\$ 117,864	\$ 121,500	\$ 121,500	\$ 159,713	\$ 38,213
Total resources	\$ 277,038	\$ 277,175	\$ 261,611	\$ 280,896	\$ 3,721
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	45,419	51,787	50,000	51,787	-
Supplies	45,419	51,787	50,000	51,787	-
LICENSES & SUBSCRIPTIONS	58,340	53,213	90,428	83,926	30,713
Other services and charges	58,340	53,213	90,428	83,926	30,713
Intergovernmental services	-	-	-	-	-
COMPUTER HARDWARE	33,168	20,000	-	20,000	-
Capital Outlay	33,168	20,000	-	20,000	-
Transfers-out	-	-	-	-	-
Total expenses and transfers-out	\$ 136,927	\$ 125,000	\$ 140,428	\$ 155,713	\$ 30,713
Ending fund balance	\$ 140,111	\$ 152,175	\$ 121,183	\$ 125,183	\$ (26,992)

Equipment Replacement Reserve Fund

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

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

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

2022 Accomplishments

- Ordered and received the following vehicles:
 - Police
 - Dodge Avenger – Special Ops
 - Ford Sedan – Traffic
 - Ford SUV – Patrol
 - Fire
 - Ford Lightning with charging station – delivery in 2023
 - Public Works
 - 2 Ford Lightnings with charging station – delivery in 2023
- Surplussed vehicles to receive the maximum value possible of \$35,000 in 2022

2023 Goals & Objectives

- Update the 6-year equipment and fleet replacement plan and present to Council.
- Continue to research cost efficient ways of maintaining the City's vehicles and equipment using regional partnerships.
- Maintain all City owned equipment and vehicles such that reliability and life cycles are maximized.
- Research alternative fuel vehicles and equipment.

Budget Highlights

- The following vehicles are recommended for replacement in 2023:
 - 3 Police Department vehicles
 - 1 Fire Ambulance



Police Special Operations Vehicle

Previous Review: (list dates if relevant, otherwise leave blank)

Authorize purchase of all-electric replacement for Chevy Trailblazer for Police Special Operations, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2023 from the Equipment Reserve Fund

Council Priority

Fund Name
Equipment

Amount Requested

\$70,000

Any Additional Revenue? No

Nature of the expenditure? one-time

Expenditure Purpose and Justification

Special Operations Car 41, 2009 Chevy Trailblazer SVU: If replaced in 2023, this vehicle will have been in service for almost 15 years, 5 years beyond its expected service life. Non-patrol vehicles are normally replaced every 10 years.

Acquired in 2009.

*Mileage: approx. 122,000 miles.

*Engine hours: vehicle too old to provide engine hours.

*Maintenance costs beyond routine service: Approx. \$7,000 (Axle repairs, electrical issues, emissions system, multiple transmission repairs)

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

The total amount requested includes the vehicle purchase, equipment, and installation of equipment to produce a fully functional Special Operations vehicle.

Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs, and additional out of service time.

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

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

Department:	Police
Division:	Special Operations
Prepared by:	Cheol Kang

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

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



Animal Control Truck

Previous Review: (list dates if relevant, otherwise leave blank)

Authorize purchase of a hybrid truck or SUV for Animal Control, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2023 from the Equipment Reserve Fund

Council Priority

Fund Name
Equipment

Amount Requested

\$80,000

Any Additional Revenue?

No

Nature of the expenditure? one-time

Expenditure Purpose and Justification

Non-patrol Police Vehicles are normally replaced every 10 years. The total wear on an operational vehicle goes beyond basic mileage. Engine hours and time spent idling causes considerable wear on the engine and components. Animal Control truck 47, Chevy Colorado: Acquired in 2012. If replaced in 2023, it will have been in service for over 11 years.

*Mileage: Approx. 72,000 miles.

*Engine hours: Due to age of vehicle, total engine hours are not tracked. However, based on regular use, it is estimated to have over 10,000 engine hours (per Ford, one engine hour equals 25 miles driven for engine wear; $10,000 \times 25 = 250,000$ equivalent miles).

*Maintenance costs beyond routine service: Approx. \$10,000 (Major exhaust/cooling/fuel system repairs, multiple HVAC issues, and electrical issues)

*Out of Service time: 2 months unavailable for use during major repairs.

The total amount requested includes the vehicle purchase, equipment, decaling, and installation of equipment to produce a fully marked, properly equipped vehicle for animal control operations. This specific vehicle will have a separate compartment with a dedicated HVAC system for heating and cooling to safely transport animals in any weather condition.

Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs, and additional out of service time.

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

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

Department:	Police
Division:	Community Services
Prepared by:	Cheol Kang

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 80,000
	\$ -
	\$ -
	\$ -

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

2023 Draft Budget



Police Patrol Vehicle Car 61

Previous Review: (list dates if relevant, otherwise leave blank)

Authorize purchase of a replacement Ford SUV with a Hybrid SUV for Police Patrol, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2023 from the Equipment Reserve Fund

Council Priority

Fund Name
Equipment

Amount Requested

\$80,000

Any Additional Revenue? No

Nature of the expenditure? one-time

Expenditure Purpose and Justification

Police Patrol Vehicles are normally replaced every 3-4 years. The total wear on a city patrol vehicle goes beyond basic mileage. Engine hours and time spent idling causes considerable wear on the engine and components.

Patrol car 61, Ford Interceptor SUV: Acquired in June 2017. If replaced in 2023, it will have been in service for 6 years.

*Mileage: approx. 50,000.

*Engine Hours: approx. 6,300 (per Ford, one engine hour equals 25 miles driven for engine wear; $6,300 \times 25 = 157,500$ equivalent miles). Bringing total engine wear to an equivalent of over 200,000 miles.

*Maintenance costs beyond routine service: Approx \$4,000 (Electrical, charging, & battery issues, exhaust repair)

*Out of Service time: Approximately one month unavailable for patrol use while awaiting and during major repairs.

The total amount requested includes the vehicle purchase, equipment, decaling, and installation of equipment to produce a fully marked, road ready, patrol SUV.

Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs, and additional out of service time.

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

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

Department:	Police
Division:	Patrol
Prepared by:	Cheol Kang

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 80,000
	\$ -
	\$ -
	\$ -

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



2023 Draft Budget

Ambulance Replacement

Previous Review: (list dates if relevant, otherwise leave blank)

Replace 2010 functionally obsolete ambulance

Council Priority

Fund Name

Equipment

Amount Requested

\$395,000

Nature of the expenditure?

One-Time

Any Additional Revenue? If Yes, Identify Below

?

Project eligible for REET II Funding

?

Expenditure Purpose and Justification

The current ambulance has experienced multiple mechanical problems and is difficult due to age to have serviced. The ambulance being replaced will be thirteen years old in 2023, does not meet these safety standards, and cannot be retrofitted cost effectively to meet the standards. It is currently the department's third out unit, responding as an Aid unit from Station 25 when staffing allows, as well as filling in for a primary unit when the primary unit is down for maintenance. Tentative delivery is 18 to 24 months from the date the contract is signed. The ambulance will be purchased through a cooperative bid and be similar in configuration to the unit purchased in 2016 for maximum operational effectiveness.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

Delay purchase. Continue to operate the older vehicle increases the City's risk and maintenance expenses.

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

Annual preventative maintenance costs managed within the fire department budget. Expected ten year life cycle.

Department:	Fire Department
Division:	EMS
Prepared by:	Glen Albright, Acting Fire Chief

Expenditure Account # & Title	Amount
Equipment Replacement Fund	\$ 395,000
	\$ -
	\$ -
	\$ -

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



Lighthouse Park Trash Cans

Previous Review: (list dates if relevant, otherwise leave blank)

Replace trash cans at Lighthouse Park/add new cans to parking area and shelters

Council Priority

Fund Name
Equipment

Amount Requested

\$20,000

Any Additional Revenue?

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

Expenditure Purpose and Justification

Due to the harsh marine environment and constant use of the trash cans at Lighthouse Park they are currently in very poor condition and need to be replaced. The style of can used at Lighthouse Park is no longer available and no replacement parts are available.

New cans include a plastic insert with recycled plastic surround and black plastic lid. Price includes 20 cans and shipping.

Alternatives and Potential Costs

Replace them in segments based on function and condition.

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

Department:	Public Works
Division:	Parks
Prepared by:	Ken Owings

Expenditure Account # & Title	Amount
Title to Assist Council	\$ 25,000
	\$ -
	\$ -
	\$ -

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

Equipment Replacement Reserve Fund (510)

	2021 Actuals	2022 AMENDED Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 1,585,540	\$ 4,156,623	\$ 1,630,785	\$ 1,902,602	\$ (2,254,021)
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
STATE GRANT - DEPT OF ECOLOGY	-	-	-	-	-
INTERLOCAL AGREEMENT - SNOHOMISH COUNTY	11,808	-	-	-	-
Intergovernmental revenue	11,808	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE	-	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - GENERAL FUND	231,000	531,000	531,000	-	(531,000)
EQUIPMENT REPLACEMENT CHARGE - WATERFRONT	25,000	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - EMS FUND	21,000	68,000	68,000	-	(68,000)
Charges for goods and services	277,000	599,000	599,000	-	(599,000)
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	4,006	-	-	-	-
SALES TAX INTEREST	-	-	-	-	-
GAIN/LOSS ON SALE OF SURPLUS PROPERTY	4,760	-	-	-	-
GAINS (LOSSES) ON DISPOSITION OF ASSETS	-	-	51,435	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
Miscellaneous revenue	8,766	-	51,435	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 297,574	\$ 599,000	\$ 650,435	\$ -	\$ (599,000)
Total resources	\$ 1,883,114	\$ 4,755,623	\$ 2,281,220	\$ 1,902,602	\$ (2,853,021)
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
OTHER MACHINERY & EQUIPMENT (License Plate Reader)	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	7,889	-	-	-	-
POLICE VEHICLE REPLACEMENT	-	-	-	230,000	230,000
VEHICLE REPLACEMENT	207,860	220,000	307,592	-	(220,000)
OTHER MACHINERY & EQUIPMENT	21,386	68,000	-	20,000	(48,000)
FIRE OTHER MACHINERY & EQUIPMENT	-	-	68,000	55,000	55,000
FIRE VEHICLE REPLACEMENT	-	-	-	395,000	395,000
VEHICLE REPLACEMENT	-	171,000	-	-	(171,000)
PW VEHICLE REPLACEMENT	-	-	-	-	-
VEHICLE REPLACEMENT	15,194	140,000	3,026	-	(140,000)
Capital Outlay	252,329	599,000	378,618	700,000	101,000
Transfers-out	-	-	-	-	-
Total expenses and transfers-out	\$ 252,329	\$ 599,000	\$ 378,618	\$ 700,000	\$ 101,000
Ending fund balance	\$ 1,630,785	\$ 4,156,623	\$ 1,902,602	\$ 1,202,602	\$ (2,954,021)

Facility Maintenance Fund

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

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

The 21 City buildings include:

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

2022 Accomplishments

- Cleaned the carpets and windows in various City facilities with City staff.
- Responded to "Fix It Public Works!" service requests in a timely manner.

2023 Goals & Objectives

- Continue to respond to "Fix It Public Works!" Service Requests.

Budget Highlights

- No new expenditures are included in this budget.

Facilities Maintenance Fund (518) (Revised November 7, 2022)

	2021 Actuals	2022 AMENDED Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 118,100	\$ 42,412	\$ 155,396	\$ 93,648	\$ 51,236
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	4,143	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	-	-	-	-	-
Intergovernmental Revenue	4,143	-	-	-	-
BUILDING & MAINTENANCE CHARGES - GF	720,385	672,846	672,846	632,702	(40,144)
BUILDING & MAINTENANCE CHARGES - WATERFRONT	43,450	43,450	43,450	43,450	-
BUILDING & MAINTENANCE CHARGES - SW	37,915	35,492	35,492	33,300	(2,192)
Charges for goods and services	801,750	751,788	751,788	709,452	(42,336)
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	3,117	-	-	-	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	\$ 809,010	\$ 751,788	\$ 751,788	\$ 709,452	\$ (42,336)
Total resources	\$ 927,110	\$ 794,200	\$ 907,184	\$ 803,100	\$ 8,900
Expenditures and transfers-out					
FULL TIME EMPLOYEES	185,096	194,800	196,056	210,400	15,600
PART TIME EMPLOYEES	10,946	22,300	19,228	25,300	3,000
ACTING SUPERVISOR PAY	3,813	500	2,172	500	-
LEAVE BUY BACK	(4,187)	-	(11,666)	-	-
OVERTIME	751	3,000	2,918	3,000	-
STANDBY PAY	1,235	2,500	1,430	2,500	-
OT - DISASTER SUPPORT/SEVERE WEATHER	1,781	-	-	-	-
Salaries and wages	\$ 199,435	\$ 223,100	\$ 210,138	\$ 241,700	\$ 18,600
Benefits	110,462	116,600	113,358	113,900	(2,700)
OFFICE SUPPLIES	60	350	800	350	-
OPERATING SUPPLIES	4,451	1,000	4,600	1,000	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	877	-	176	-	-
CLOTHING/BOOTS	188	2,400	2,400	2,400	-
MOTOR FUEL	2,780	2,800	2,800	2,800	-
SMALL ITEMS OF EQUIPMENT	9,829	2,500	2,500	2,500	-
Supplies	59,850	29,950	48,746	29,950	-
OTHER PROFESSIONAL SVCS.	107	-	734	-	-
CELL PHONE	833	1,400	650	1,400	-
TRAVEL & SUBSISTENCE	38	650	350	650	-
MEALS	87	350	-	350	-
WATER SERVICE	-	-	300	-	-
STORM DRAINAGE CHGS.	298	-	-	-	-
ALARM SYSTEM	-	-	500	-	-
VEHICLE R&M	209	500	1,000	500	-
TRAINING & REGISTRATION	689	1,500	104	1,500	-
Other services and charges	401,967	424,550	441,294	417,550	(7,000)
Intergovernmental services	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenses and transfers-out	\$ 771,714	\$ 794,200	\$ 813,536	\$ 803,100	\$ 8,900
Ending fund balance	\$ 155,396	\$ -	\$ 93,648	\$ -	\$ -

FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING
(Revised November 7, 2022 for Formatting)

	2021	2022	2022	2023	Increase/
	Actuals	Budget	Estimated Actuals	Budget	(Decrease)
OPERATING SUPPLIES - CITY HALL	3,146	3,200	5,000	3,200	-
BUILDING MAINTENANCE SUPPLIES - CITY HALL	2,080	-	-	-	-
Supplies - City Hall	\$ 5,226	\$ 3,200	\$ 5,000	\$ 3,200	\$ -
CONTRACT SERVICES - CITY HALL	747	6,000	5,186	6,000	-
WORK EQUIP & MACHINE RENTAL - CITY HALL	-	-	-	-	-
ELECTRICITY - CITY HALL	22,829	27,500	18,562	27,500	-
SEWER SERVICE - CITY HALL	284	600	600	600	-
GARBAGE SERVICES - CITY HALL	-	-	-	-	-
WATER SERVICE - CITY HALL	4,248	2,750	2,030	2,750	-
STORM DRAINAGE CHGS. - CITY HALL	1,669	1,500	1,390	1,500	-
ALARM SYSTEM - CITY HALL	-	-	15,000	-	-
BLDG & FIXTURE M&R - CITY HALL	9,147	21,000	21,000	21,000	-
Other services and charges - City Hall	38,924	59,350	63,768	59,350	-
City Hall expenditures	\$ 44,150	\$ 62,550	\$ 68,768	\$ 62,550	\$ -
OPERATING SUPPLIES - POLICE DEPT	1,515	3,500	3,500	3,500	-
BUILDING MAINTENANCE SUPPLIES - POLICE DEPT	326	-	38	-	-
Supplies - Police Station	1,841	3,500	3,538	3,500	-
CONTRACT SERVICES - POLICE DEPT	1,284	-	2,000	-	-
WORK EQUIP & MACHINE RENTAL - POLICE DEPT	-	-	-	-	-
NATURAL GAS - POLICE DEPT	1,614	2,000	8,880	2,000	-
ELECTRICITY - POLICE DEPT	39,763	50,000	26,174	50,000	-
SEWER SERVICE - POLICE DEPT	4,654	5,000	4,050	5,000	-
WATER SERVICE - POLICE DEPT	2,890	3,000	2,512	3,000	-
STORM DRAINAGE CHGS. - POLICE DEPT	15,080	13,500	12,566	13,500	-
ALARM SYSTEM - POLICE DEPT	5,119	4,250	14,550	4,250	-
BLDG & FIXTURE M&R - POLICE DEPT	11,522	29,000	25,000	29,000	-
Other services and charges - Police Station	81,926	106,750	95,732	106,750	-
Police Station expenditures	83,767	110,250	99,270	110,250	-
OPERATING SUPPLIES - FIRE DEPT	5,187	3,300	5,000	3,300	-
BUILDING MAINTENANCE SUPPLIES - FIRE DEPT	2,056	-	-	-	-
Supplies - Fire Stations	7,243	3,300	5,000	3,300	-
CONTRACT SERVICES - FIRE DEPT	2,671	2,500	3,000	2,500	-
WORK EQUIP & MACHINE RENTAL - FIRE DEPT	-	-	-	-	-
NATURAL GAS - FIRE DEPT	8,599	7,500	8,490	7,500	-
ELECTRICITY - FIRE DEPT	11,305	13,500	7,854	13,500	-
SEWER SERVICE - FIRE DEPT	10,320	9,500	9,040	9,500	-
WATER SERVICE - FIRE DEPT	6,475	5,500	5,594	5,500	-
STORM DRAINAGE CHGS. - FIRE DEPT	9,522	8,550	7,934	8,550	-
ALARM SYSTEM - FIRE DEPT	-	-	4,558	-	-
BLDG & FIXTURE M&R - FIRE DEPT	41,699	26,000	18,958	19,000	(7,000)
WATER SERVICE - EMS	-	-	-	-	-
Other services and charges - Fire Stations	90,591	73,050	65,428	66,050	(7,000)
Fire Stations expenditures	97,834	76,350	70,428	69,350	(7,000)

FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING
(Continued) (Revised November 7, 2022 for Formatting)

	2021	2022	2022		
	Actuals	Budget	Estimated	2023	Increase/
			Actuals	Budget	(Decrease)
OPERATING SUPPLIES - PW SHOPS	10,214	3,800	7,500	3,800	-
BUILDING MAINTENANCE SUPPLIES - PW SHOPS	3,236	-	-	-	-
Supplies - Public Works Shop	13,450	3,800	7,500	3,800	-
COMCAST	316	400	246	400	-
WORK EQUIP & MACHINE RENTAL - PW SHOPS	688	1,500	1,500	1,500	-
NATURAL GAS - PW SHOPS	8,035	6,200	6,200	6,200	-
ELECTRICITY - PW SHOPS	7,888	5,400	8,990	5,400	-
SEWER SERVICE - PW SHOPS	9,127	7,500	5,346	7,500	-
WATER SERVICE - PW SHOPS	4,967	3,750	5,000	3,750	-
STORM DRAINAGE CHGS. - PW SHOPS	721	1,150	600	1,150	-
ALARM SYSTEM - PW SHOPS	1,416	100	2,000	100	-
BLDG & FIXTURE M&R - PW SHOPS	29,200	15,000	26,000	15,000	-
Other services and charges - Public Works Shop	62,358	41,000	55,882	41,000	-
Public Works Shop expenditures	75,808	44,800	63,382	44,800	-
OPERATING SUPPLIES - ROSEHILL	7,925	7,000	12,000	7,000	-
BUILDING MAINTENANCE SUPPLIES - ROSEHILL	5,388	-	506	-	-
Supplies - Rosehill Community Center	13,313	7,000	12,506	7,000	-
CONTRACT SERVICES - ROSEHILL	1,948	-	3,000	-	-
WORK EQUIP & MACHINE RENTAL	326	-	-	-	-
NATURAL GAS - ROSEHILL	3,062	2,300	3,000	2,300	-
ELECTRICITY - ROSEHILL	26,347	32,000	23,170	32,000	-
SEWER SERVICE - ROSEHILL	4,929	5,400	4,914	5,400	-
WATER SERVICE - ROSEHILL	5,901	5,400	2,968	5,400	-
STORM DRAINAGE CHGS. - ROSEHILL	10,573	10,350	7,690	10,350	-
ALARM SYSTEM - ROSEHILL	380	3,000	8,000	3,000	-
BLDG & FIXTURE M&R - ROSEHILL	42,296	30,000	45,000	30,000	-
Other services and charges - Rosehill Community Center	95,762	88,450	97,742	88,450	-
Rosehill Community Center expenditures	109,075	95,450	110,248	95,450	-
OPERATING SUPPLIES - HAWTHORNE HALL	-	-	26	-	-
Supplies - Hawthorne Hall	-	-	26	-	-
CONTRACT SERVICES - HAWTHORNE HALL	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL - HAWTHORNE HALL	-	-	-	-	-
NATURAL GAS - HAWTHORNE HALL	600	500	412	500	-
ELECTRICITY - HAWTHORNE HALL	2,789	3,000	3,000	3,000	-
SEWER SERVICE - HAWTHORNE HALL	546	1,000	450	1,000	-
WATER SERVICE - HAWTHORNE HALL	249	500	206	500	-
STORM DRAINAGE CHGS. - HAWTHORNE HALL	2,498	2,100	2,082	2,100	-
ALARM SYSTEM - HAWTHORNE HALL	-	-	-	-	-
BLDG & FIXTURE M&R - HAWTHORNE HALL	-	-	-	-	-
Other services and charges - Hawthorne Hall	6,682	7,100	6,150	7,100	-
Hawthorne Hall Building expenditures	6,682	7,100	6,176	7,100	-

FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING
(Continued) (Revised November 7, 2022 for Formatting)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Budget	Increase/ (Decrease)
OPERATING SUPPLIES - LIGHTHOUSE	301	-	1,500	-	-
BUILDING MAINTENANCE SUPPLIES - LIGHTHOUSE	97	-	-	-	-
Supplies - Lighthouse	398	-	1,500	-	-
CONTRACT SERVICES - LIGHTHOUSE	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL - LIGHTHOUSE	2,092	300	-	300	-
NATURAL GAS - LIGHTHOUSE	1,578	1,550	1,398	1,550	-
ELECTRICITY - LIGHTHOUSE	990	1,000	2,792	1,000	-
SEWER SERVICE - LIGHTHOUSE	-	700	-	700	-
GARBAGE SERVICES	-	-	-	-	-
WATER SERVICE - LIGHTHOUSE	7,377	6,800	4,000	6,800	-
STORM DRAINAGE CHGS. - LIGHTHOUSE	834	1,000	696	1,000	-
ALARM SYSTEM - LIGHTHOUSE	264	2,600	2,302	2,600	-
BLDG & FIXTURE M&R - LIGHTHOUSE	7,150	29,500	19,118	29,500	-
Other services and charges - Lighthouse	20,285	43,450	30,306	43,450	-
Lighthouse expenditures	20,683	43,450	31,806	43,450	-
OPERATING SUPPLIES - CHAMBER OF COMMERCE	25	100	400	100	-
BUILDING MAINTENANCE SUPPLIES - CHAMBER OF COM	169	-	-	-	-
Supplies - Chamber of Commerce	194	100	400	100	-
GARBAGE SERVICES - CHAMBER OF COMMERCE	-	-	-	-	-
BLDG & FIXTURE R&M - CHAMBER OF COMMERCE	3,178	1,000	22,648	1,000	-
Other services and charges - Chamber of Commerce	3,178	1,000	22,648	1,000	-
Chamber of Commerce expenditures	3,372	1,100	23,048	1,100	-
CONTRACT SERVICES - HAWTHORNE HALL	-	-	-	-	-
Total expenses related directly to buildings	\$ 441,371	\$ 441,050	\$ 473,126	\$ 434,050	\$ (7,000)

Facility Renewal Fund

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

2022 Accomplishments

- Completed 2022 Facility renewal projects on time and within budget.
- City Hall Battery Backup – Completed.
- Police Station Fire Control Panels – In process.
- Fire Station 24 & 25 Generator Replacement – 02/2023 delivery.
- Fire Station 25 Water Heater Replacement – Completed.

2023 Goals & Objectives

- Complete 2023 facility renewal projects on time and within budget:
 - Waterfront Park Gates (proposed revenue source is ARPA funds)
 - Lighthouse Quarters Painting and Foundation Repairs
 - Rosehill Painting and Staining (proposed revenue source is ARPA funds)
 - Rosehill Carpet Replacement (proposed revenue source is ARPA funds).

Budget Highlights

- The budget highlights are noted above in the 2023 Goals & Objectives.

Facility Renewal Fund (520)

	2021 Actuals	2022 Budget	2022 Estimated Actuals	2023 Baseline	2023 Department Requests	2023 Executive Requests	2023 Council Requests	2023 Budget	Increase/ (Decrease)
Beginning fund balance	\$ 261,347	\$ 704,528	\$ 334,187	648,032				\$ 648,032	\$ (56,496)
Revenue and transfers-in									
Taxes	-	-	-	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	420	15,000	15,000	15,000				15,000	-
DEPT OF COMMERCE GRANT	-	38,000	38,000	15,000				15,000	(23,000)
Intergovernmental revenue	420	53,000	53,000	30,000	-	-	-	30,000	(23,000)
Charges for goods and services	-	-	-	-	-	-	-	-	-
Fines and penalties	-	-	-	-	-	-	-	-	-
INVESTMENT EARNINGS	683	-	-	-				-	-
FEMA DISASTER ASSISTANCE GRANT	-	-	-	-				-	-
Miscellaneous revenue	683	-	-	-	-	-	-	-	-
OPERATING TRANSFERS IN	-	-	-	-				-	-
OPERATING TRANSFERS IN - GF	22,000	194,300	194,300	-	-	-	-	-	(194,300)
OPERATING TRANSFERS IN - EMS	63,000	63,000	63,000	-	-	-	-	-	(63,000)
OPERATING TRANSFERS IN - SW	10,450	10,450	10,450	-	-	-	-	-	(10,450)
Transfers-in	95,450	267,750	267,750	-	-	-	-	-	(267,750)
Total revenue and transfers-in	\$ 96,553	\$ 320,750	\$ 320,750	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ (290,750)
Total resources	\$ 357,900	\$ 1,025,278	\$ 654,937	\$ 678,032	\$ -	\$ -	\$ -	\$ 678,032	\$ -
Expenditures and transfers-out									
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-
BLDG & FIXTURE R&M - CITY HALL	1,638	-	-	-				-	-
BLDG & FIXTURE R&M - POLICE DEPT	-	-	-	-				-	-
BLDG & FIXTURE R&M - FIRE DEPT	20,017	78,300	6,905	78,300	-			78,300	-
BLDG & FIXTURE R&M - PW SHOPS	-	15,000	-	15,000				15,000	-
BLDG & FIXTURE R&M - ROSEHILL	1,638	-	-	-				-	-
BLDG & FIXTURE R&M - HAWTHORNE HALL	-	-	-	-				-	-
BLDG & FIXTURE R&M - LIGHTHOUSE	420	15,000	-	15,000				15,000	-
BLDG & FIXTURE R&M - CHAMBER OF COMMERCE	-	-	-	-				-	-
Other services and charges	23,713	108,300	6,905	108,300	-	-	-	108,300	-
Intergovernmental services	-	-	-	-	-	-	-	-	-
BUILDING IMPROVEMENTS - CITY HALL	-	43,000	-	43,000				43,000	-
BUILDING IMPROVEMENTS - PD	-	55,000	-	55,000				55,000	-
BUILDING IMPROVEMENTS - FIRE	-	73,000	-	73,000				73,000	-
BUILDING IMPROVEMENTS - PW	-	-	-	-				-	-
BUILDING IMPROVEMENTS - ROSEHILL	-	38,000	-	38,000	-			38,000	-
BUILDING IMPROVEMENTS - LIGHTHOUSE	-	-	-	-				-	-
BUILDING IMPROVEMENTS - LIGHTHOUSE	-	15,000	-	15,000	75,000			90,000	75,000
OTHER MACHINERY & EQUIPMENT	-	-	-	-				-	-
OFFICE FURN. AND EQUIPMENT	-	-	-	-				-	-
Capital Outlay	-	224,000	-	224,000	75,000	-	-	299,000	75,000
Transfers-out	-	-	-	-	-	-	-	-	-
Total expenses and transfers-out	\$ 23,713	\$ 332,300	\$ 6,905	\$ 332,300	\$ 75,000	\$ -	\$ -	\$ 407,300	\$ 75,000
Ending fund balance	\$ 334,187	\$ 692,978	\$ 648,032	\$ 345,732	\$ (75,000)	\$ -	\$ -	\$ 270,732	\$ (422,246)



2023 Draft Budget

Rosehill Staining/Painting

Previous Review: (list dates if relevant, otherwise leave blank)

Stain and paint Rosehill upper and lower sections that were not previously competed in 2018

Council Priority

Fund Name

Facilities

Amount Requested

\$115,00.00

Nature of the expenditure? **one or more**

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

Project eligible for REET II Funding

Expenditure Purpose and Justification

The red stain on the exterior of Rosehill has failed. The upper horizontal section is dried out and faded due to sun exposure.

Vertical siding on the upper and lower sections are faded and need to re-stained.

Exterior front door is faded and needs to be refinished. Lightly sand and apply man-n-war sealer

Beige-stained plywood soffits are also stained and have mold growing on them. These will require cleaning and either two coats of stain applied, or two coats of paint applied.

Funding History	Budget	Est. Carry Forward
Facility Renewal		
Total	\$115,00.00	

Alternatives and Potential Costs

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

Department:	Public Works
Division:	Facilities
Prepared by:	Matt Nienhuis, Public Works Director

Expenditure Account # & Title	Amount
Title to Assist Council	\$ -
	\$ -
	\$ -
	\$ -

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

**Rosehill - Replace Carpet**

Previous Review: (list dates if relevant, otherwise leave blank)

Replace Carpet in Vancouver and Frost room with multi-purpose floor

Council Priority

Fund Name

Amount Requested

??

Nature of the expenditure? ☐ one or on

Any Additional Revenue? If Yes, Identify Below

Project eligible for REET II Funding ☐

Expenditure Purpose and Justification

Carpets are stained, burned and becoming worn. Replace with long last multi purpose floor.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

created replacement fund

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

One-time

Department:	Recreation
Division:	Recreation and Cultural Services
Prepared by:	Dale Dahl, Acting Recreation and Cultural Services Director

Expenditure Account # & Title	Amount
Title to Assist Council	\$ -
	\$ -
	\$ -
	\$ -

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



2023 Draft Budget

Waterfront Park Gates

Previous Review: (list dates if relevant, otherwise leave blank)

Purchase and install automatic gates at the vehicle entrances for Lighthouse and Edgewater Parks.

Council Priority

Fund Name

Waterfront

Amount Requested

\$45,000

Nature of the expenditure?

One-Time

Any Additional

No

Revenue? If Yes, Identify Below

Project eligible for REET II Funding

No

Expenditure Purpose and Justification

Purchase and install automatic vehicle gates at the entrances to Lighthouse Park and Edgewater Park. Mechanical gates would automate this process on a programmed timer. The gates would be held open during park hours. Once closed, sensors would open the gate arm to allow for vehicles still inside the park to exit, without the need for staff to manually unlock the gate. Additional sensors would open the gate to allow emergency vehicles to enter the park. The gates would be battery-operated and equipped with solar panels, which would remove the need to do any digging for the installation. Police and Public Works staff currently open and close the gate at Edgewater Park during the hours that each park is closed. Lighthouse Park does not have a gate, and several times throughout the night, officers remove individuals from the park after it is closed. This work is performed in between responding to priority calls for service, which at times will result in a significant delay in closing the parks.

Funding History	Budget	Est. Carry Forward
Total		

Alternatives and Potential Costs

None. Continue having staff manually open and close gates and remove individuals who remain after parks are closed. These actions occur when available and in between priority calls for service.

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

One time

Department:	Waterfront Parking
Division:	Rangers
Prepared by:	Cheol Kang, Police Chief

Expenditure Account # & Title	Amount
Waterfront Equipment Replacement	\$ 45,000
105.21.521.700.4206	\$ -
	\$ -
	\$ -

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



Lighthouse Quarters A&B

Previous Review: (list dates if relevant, otherwise leave blank)

Repair and paint the exterior of the Mukilteo Lighthouse quarters A&B.
Repair crack in foundation quarters A&B

Council Priority

Fund Name

Facilities
Maintenance

Amount Requested

\$75,000

Any Additional Revenue?

Nature of the expenditure? one-time

Expenditure Purpose and Justification

Due to the harsh marine environment and the age of quarters A&B it is time to paint again. New paint will keep the light station from experiencing additional weather damage and incurring increased costs for repairs.

The scope of work will include:

1. Surface preparation, cleaning, removal of loosened, flaking and repair of any unsound substrate material on the exterior surfaces of the lighthouse
2. Priming all bare wood and other surfaces with primer colored to match the final coat on the exterior surfaces of the lighthouse
3. Caulking and filling areas as necessary
4. Areas of damaged and soft wood will be replaced
5. Paint colors will match the existing buildings
6. Repair the foundation

Alternatives and Potential Costs

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

Department:	Public Works
Division:	Facilities
Prepared by:	Ken Owings

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

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

2022 Draft Budget



Lighthouse Park Trash Cans

Previous Review: (list dates if relevant, otherwise leave blank)

Replace trash cans at Lighthouse Park/add new cans to parking area and shelters

Council Priority

Fund Name
Equipment

Amount Requested

\$20,000

Any Additional Revenue?

Nature of the expenditure? one-time

Expenditure Purpose and Justification

Due to the harsh marine environment and constant use of the trash cans at Lighthouse Park they are currently in very poor condition and need to be replaced. The style of can used at Lighthouse Park is no longer available and no replacement parts are available.

New cans include a plastic insert with recycled plastic surround and black plastic lid. Price includes 20 cans and shipping.

Alternatives and Potential Costs

Replace them in segments based on function and condition.

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

Department:	Public Works
Division:	Parks
Prepared by:	Ken Owings

Expenditure Account # & Title	Amount
Title to Assist Council	\$ 25,000
	\$ -
	\$ -
	\$ -

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

SUPPLEMENTAL INFORMATION

**(ANNUAL SALARY POSITION MATRIX; CITY COUNCIL CHANGES PRELIMINARY TO
FINAL BUDGET; AND BUDGET ORDINANCE)**

This information will be updated after the 2023 Budget is adopted.