

# 2024 CITY OF MUKILTEO PRELIMINARY ANNUAL BUDGET

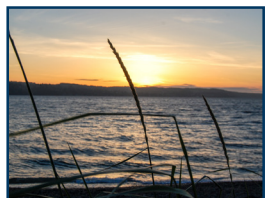


CITY OF  
**MUKILTEO**

11930 Cyrus Way, Mukilteo, WA 98275

MAYOR JOE MARINE

CITY ADMINISTRATOR STEVE POWERS



## PRINCIPAL CITY OFFICIALS

### ELECTED OFFICIALS 2023



Joe Marine  
Mayor



Elisabeth Crawford  
Council President



Louis Harris  
Council Vice President



Tom Jordal  
Councilmember



Steve Schmalz  
Councilmember



Richard Emery  
Councilmember



Riaz Khan  
Councilmember



Jason Moon  
Councilmember

### EXECUTIVE STAFF

City Administrator Steve Powers

Finance Director Ana María Núñez

Fire Chief Glen Albright

Interim Police Chief Andy Illyn

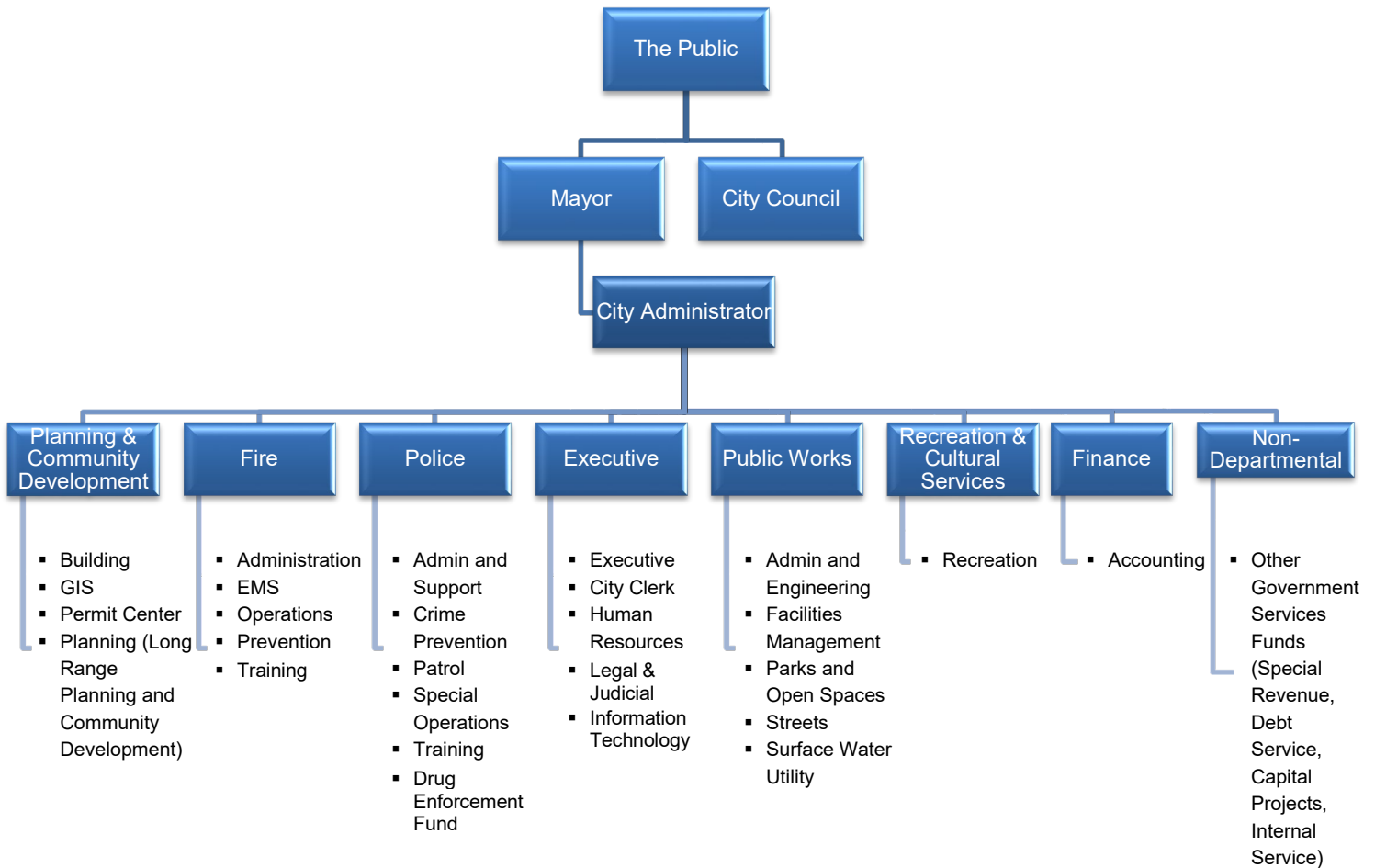
Public Works Director Matt Nienhuis

Planning and Community Development Director Andy Galuska

Recreation and Cultural Services Director Tony Trofimczuk



## Organization Structure for City Budget



City Staffing				
Department	2020	2021	2022	2023
City Council	7.0	7.0	7.0	7.0
Executive	5.0	5.0	6.0	6.0
Finance & IT	8.0	8.0	9.0	9.0
Police	36.0	36.0	38.0	38.0
Fire	30.0	30.0	30.0	30.0
Public Works (Includes Seasonals)	29.8	29.8	30.0	30.0
Planning	11.0	11.0	11.0	11.0
Recreation (Full Time Equivalents)	8.3	8.3	78.3	78.3
<b>Total</b>	<b>135.1</b>	<b>135.1</b>	<b>138139.3</b>	<b>138139.3</b>

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# Mayor's Message



*Mayor Joe Marine*

# 2024

# Mayor's Message

## Transmittal of 2024 Preliminary Budget

Dear Council and Mukilteo Community,

I respectfully submit for your review and action the 2024 budget. This budget is lean and yet through the continued hard work and dedication of our city employees and a commitment to public safety, this budget will finance quality services to Mukilteo residents.

Our Real Estate Excise Tax (REET) came in significantly lower than last year, likely due to a somewhat tempered housing market as interest rates continue to rise. This affects the amount of funds we can allocate towards capital projects. Consequently, this budget strikes a balance between fiscal responsibility and investment in our community by leveraging grant opportunities and stretching our City funds as far as possible. A number of exciting projects, including the State Route 525 Bridge Sidewalk replacement, South Mukilteo Park, Harbour Pointe Path Repairs, 47th Place West Pavement Preservation, three new ADA ramps, two new crosswalks, and more, are anticipated to take place in 2024.

My focus on public safety and traffic enforcement has not waived which is why this budget fully funds our Police and Fire Departments. The City will have two officers dedicated to traffic enforcement paired with additional speed reduction methods. We were also able to fund three new Police vehicles and one new Fire vehicle. Upgrades to both the Police Station and Fire Station 25 are included in this budget.

We are lucky to have such a passionate and devoted workforce at the City of Mukilteo. It is crucial that we invest in our staff to limit employee turnover and ensure that our community's needs are being met. I am proud to say that this budget represents a strong investment in our workforce. I am also committed to continuing to find innovative ways to increase employee morale and foster a positive work environment that people want to work in.



# Mayor's Message

I am optimistic that we will be able to annex a portion of the East side of the Mukilteo Speedway which would bring in roughly half a million dollars in annual revenue. In addition, we are continuing our work with the Port of Everett to develop the Mukilteo Waterfront into a community gathering place for generations to come. A combination of public open space, retail, and mixed-use will help spark economic growth in Mukilteo.

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.

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 Finance Director Núñez and City Administrator Powers for their work on the budget. 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 our City staff for their continued hard work and dedication. Thank you, citizens and businesses, for your trust in the Council, Mayor and employees. 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 and interested citizens.

Thank you,



Mayor Joe Marine

# Budget Priorities

01

## Fiscal Responsibility

Most importantly, **this is a balanced budget** that represents responsible stewardship of taxpayer funds.

02

## Public Safety

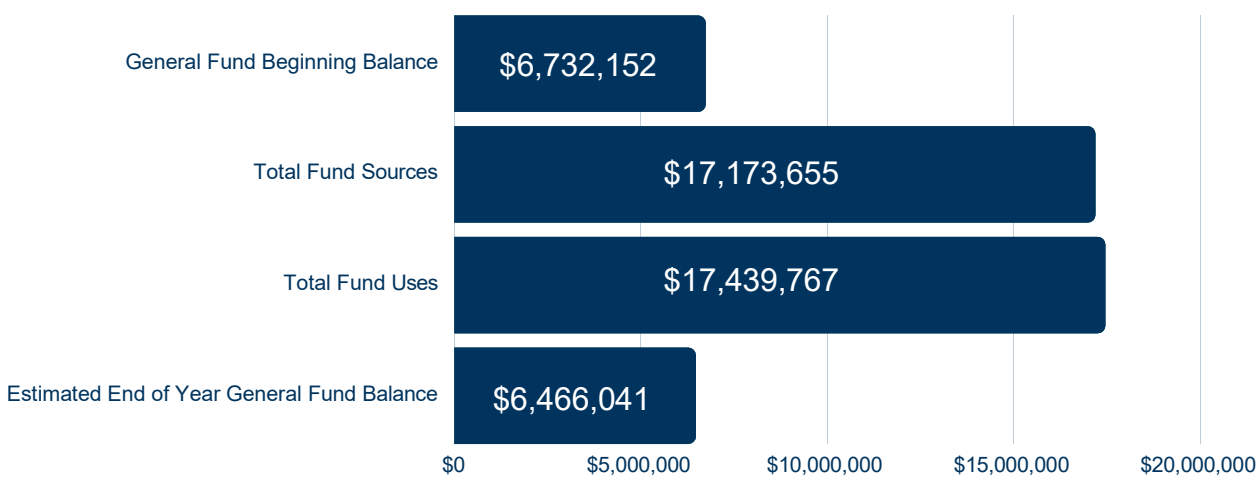
Public Safety continues to be a top priority of mine. In this budget, we **fully funded our Police and Fire Departments.**

03

## Infrastructure & Parks

It is an exciting time for Mukilteo. We have the opportunity to reimagine our waterfront as a place for people to gather for generations to come. This budget also **funds \$500,000 for the construction of the new South Mukilteo Park.**

## BUDGET IN BRIEF



## **BUDGET BUILDING PROCESS**

This section is intended to briefly discuss the process behind the creation of the 2024 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 31<sup>st</sup> for the subsequent year beginning January 1<sup>st</sup>.

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 2024, 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 2024 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 2024 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,



## *2024 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 2024 Budget based on actual expenditures for 2023. 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-two 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 2024 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 Budgets<sup>1</sup> – 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.
- The 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.<sup>2</sup>

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

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



## *2024 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 and 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.

## *2024 Budget*

- 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.

### 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.

### 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.

### 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.

### 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 must be included in the Quarterly Financial Update.
- Moderate – The Mayor or Mayor’s designee must 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:

“Moderate” Gap Closing Timeline	
Event 1: Preliminary Budget Presented with "Moderate" Level Gap	October 2023
Event 2: Gap Closing Plan Presented to Council	January 2024
Event 3: Council Adopts Gap Closing Plan	March 2024
Event 4: Gap Reduced to "Watch" Level	January 2025

- Severe – The Mayor or Mayor’s designee must 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:

“Severe” Gap Closing Timeline	
Event 1: Preliminary Budget Presented with "Severe" Level Gap Projected for Year End 2024	November 2023
Event 2: Gap Closing Plan Presented to Council	February 2024
Event 3: Council Adopts Gap Closing Plan	April 2024
Event 4: Gap Reduced to "Moderate" Level	January 2025
Event 5: Gap Reduced to "Watch" Level	January 2026

#### 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; and
- 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 2024 budgeted expenditures cannot exceed half of the 2022 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 2024 equipment replacement

## *2024 Budget*

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

- Equipment and Vehicle Replacement Reserves

The City maintains fully funded reserve for the replacement of vehicles and equipment identified on the City's equipment replacement listing. The required level of reserve equals each year's scheduled replacement costs. For example, if the 2024 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 2024 Budget that is intended to assist the reader in understanding the ten exhibits that follow:

- Exhibit 1: BUDGET SUMMARY BY FUND  
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 2024.
- Exhibit 2: REVENUE AND EXPENDITURE SUMMARY ALL FUNDS  
Provides the following revenue and expenditure information for each Fund: 2022 actual amounts, 2023 Adopted Budget, 2023 estimates, 2024 Budget, and two columns reflecting the dollar and percentage changes comparing the 2023 Adopted Budget to the 2024 Budget. Transfers in and out are included with revenues and expenditures.
- Exhibit 3: TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS  
Provides 2024 revenue and expenditure information for all Funds by categories of revenues and expenditures together with actual amounts for 2022, Adopted Budget for 2023, 2023 estimates, and two columns reflecting the dollar and percentage changes comparing the 2023 Adopted Budget to the 2024 Budget.
- Exhibit 4: GENERAL FUND REVENUES AND EXPENDITURES  
Provides similar information as Exhibit 3 for the General Fund only.
- Exhibit 5: GENERAL FUND EXPENDITURES  
Provides additional 2024 General Fund expenditure information by Division and Department.
- Exhibit 6: OPERATING EXPENDITURES FOR ALL FUNDS  
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.
- Exhibit 7: GENERAL FUND REVENUE SUMMARY  
Provides a further breakdown of the General Fund's various revenue categories.
- Exhibit 8: 2024 TOP 10 GENERAL FUND REVENUES  
Provides information on the most significant General Fund revenue sources.
- Exhibit 9: TRANSFERS BETWEEN FUNDS  
Provides detailed information on transfers between Funds. Transfers in and out are not considered revenues and expenditures for budget and accounting purposes.
- Exhibit 10: 2024 NEW BUDGET ITEMS  
Provides a list of New Budget Items (NBIs) included in budget.

## EXHIBIT 1 – BUDGET SUMMARY BY FUND

	BEGINNING FUND BALANCE	2024 REVENUE	INCOMING TRANSFERS	TOTAL FUND SOURCES	2024 EXPENDITURES	OUTGOING TRANSFERS	TOTAL FUND USES	ENDING FUND BALANCE
<b>GENERAL &amp; SPECIAL REVENUE FUNDS</b>								
General	\$ 6,690,402	\$ 17,192,155	\$ -	\$ 17,192,155	\$ 16,325,088	\$ 1,361,690	\$ 17,686,778	\$ 6,195,780
City Reserve	1,010,918	24,688	-	24,688	-	-	-	1,035,606
LEOFF I Reserve	-	-	-	-	-	-	-	-
ARPA	4,022,523	90,000	-	90,000	3,107,525	520,000	3,627,525	484,998
Transportation Benefit District	501,408	449,800	-	449,800	-	400,000	400,000	551,208
Drug Enforcement	18,291	5,340	-	5,340	16,000	-	16,000	7,631
Waterfront Parking	370,792	719,900	-	719,900	852,998	-	852,998	237,694
Streets	12,308	430,500	557,455	987,955	996,902	-	996,902	3,361
Hotel/Motel Lodging Tax	177,300	203,040	-	203,040	270,000	-	270,000	110,340
Emergency Medical Services	878,867	3,212,606	496,948	3,709,555	4,588,422	-	4,588,422	-
<b>DEBT SERVICE FUND</b>	755,610	4,930	876,400	881,330	880,300	-	880,300	756,640
<b>CAPITAL PROJECT FUNDS</b>								
Capital Projects	1,791,745	1,190,019	985,000	2,175,019	1,365,911	-	1,365,911	2,600,853
Park Acquisition & Development	284,831	14,930	-	14,930	-	-	-	299,761
Transportation Impact Fee	425,295	129,250	-	129,250	-	-	-	554,545
Real Estate Excise Tax I	2,329,176	563,500	-	563,500	-	880,300	880,300	2,012,376
Real Estate Excise Tax II	817,798	459,850	-	459,850	-	460,000	460,000	817,648
<b>PROPRIETARY FUNDS</b>								
Surface Water Management	8,236,124	4,531,234	-	4,531,234	5,349,490	194,000	5,543,490	7,223,868
Surface Water Reserve	300,000	6,000	-	6,000	-	-	-	306,000
<b>INTERNAL SERVICE FUNDS</b>								
Technology Replacement Reserve	13,380	18,900	37,287	56,187	50,000	-	50,000	19,567
Equipment Replacement Reserve	1,545,582	52,120	464,000	516,120	1,171,500	-	1,171,500	890,202
Facilities Maintenance	(169,575)	1,026,855	-	1,026,855	816,187	-	816,187	41,093
Facility Renewal	301,659	267,500	520,000	787,500	673,000	-	673,000	416,159
<b>TOTAL</b>	<b>\$ 30,314,435</b>	<b>\$ 30,593,117</b>	<b>\$ 3,937,090</b>	<b>\$ 34,530,208</b>	<b>\$ 36,463,323</b>	<b>\$ 3,815,990</b>	<b>\$ 40,279,313</b>	<b>\$ 24,565,329</b>

2024 Budget

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EXHIBIT 2 – REVENUE SUMMARY BY ALL FUND

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Change in Budget (\$)	Change in Budget (%)
General	\$ 16,027,806	\$ 16,685,500	\$ 16,553,379	\$ 17,192,155	\$ 506,655	3.0%
City Reserve	2,688	-	8,230	24,688	24,688	-
LEOFF I Reserve	-	-	-	-	-	-
ARPA	3,006,844	111,000	125,000	90,000	(21,000)	-18.9%
Transportation Benefit District	336,747	396,000	403,160	449,800	53,800	13.6%
Drug Enforcement	49	10,000	250	5,340	(4,660)	-46.6%
Waterfront Parking	661,815	732,720	719,750	719,900	(12,820)	-1.7%
Streets	856,781	953,250	873,581	987,955	34,705	3.6%
Hotel/Motel Lodging Tax	317,352	168,400	203,690	203,040	34,640	20.6%
Emergency Medical Services	4,216,585	4,345,580	4,426,726	3,709,555	(636,025)	-14.6%
Debt Service	883,789	882,580	888,380	881,330	(1,250)	-0.1%
Capital Projects	3,742,559	2,570,000	1,933,881	2,175,019	(394,981)	-15.4%
Park Acquisition & Development	12,381	10,000	6,600	14,930	4,930	49.3%
Transportation Impact Fee	118,866	20,000	215,610	129,250	109,250	546.3%
Real Estate Excise Tax I	1,171,630	435,000	586,000	563,500	128,500	29.5%
Real Estate Excise Tax II	1,169,260	417,000	487,060	459,850	42,850	10.3%
Surface Water Management	4,130,019	4,568,000	4,125,580	4,531,234	(36,766)	-0.8%
Surface Water Reserve	-	-	-	6,000	6,000	-
Technology Replacement Reserve	103,237	159,713	141,943	56,187	(103,526)	-64.8%
Equipment Replacement Reserve	689,792	51,000	45,000	516,120	465,120	912.0%
Facilities Maintenance	747,989	709,452	710,842	1,026,855	317,403	44.7%
Facility Renewal	269,073	-	11,000	787,500	787,500	-
<b>TOTAL</b>	<b>\$ 38,465,262</b>	<b>\$ 33,225,195</b>	<b>\$ 32,465,662</b>	<b>\$ 34,530,208</b>	<b>\$ 1,305,013</b>	<b>3.9%</b>



**2024 Budget**

**EXHIBIT 2 (CONTINUED) – EXPENDITURE SUMMARY BY FUND**

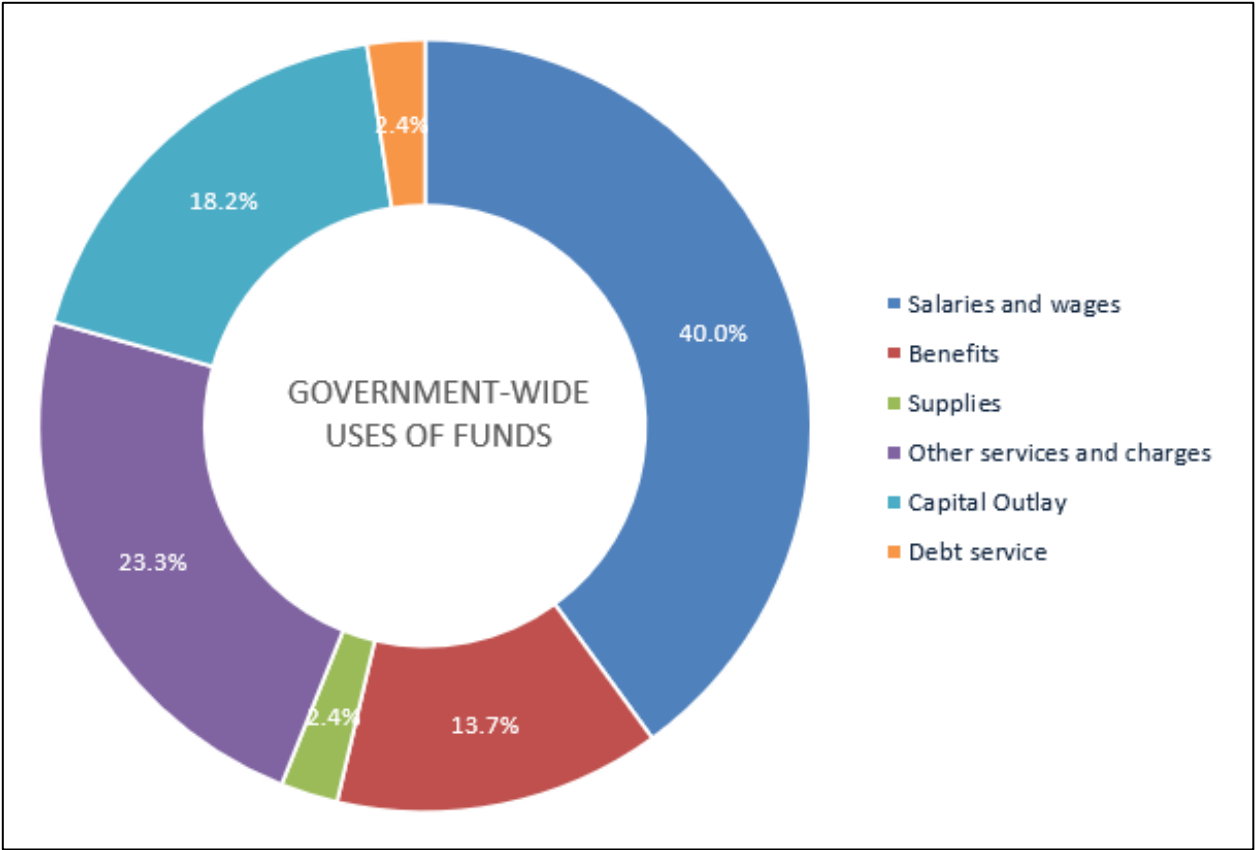
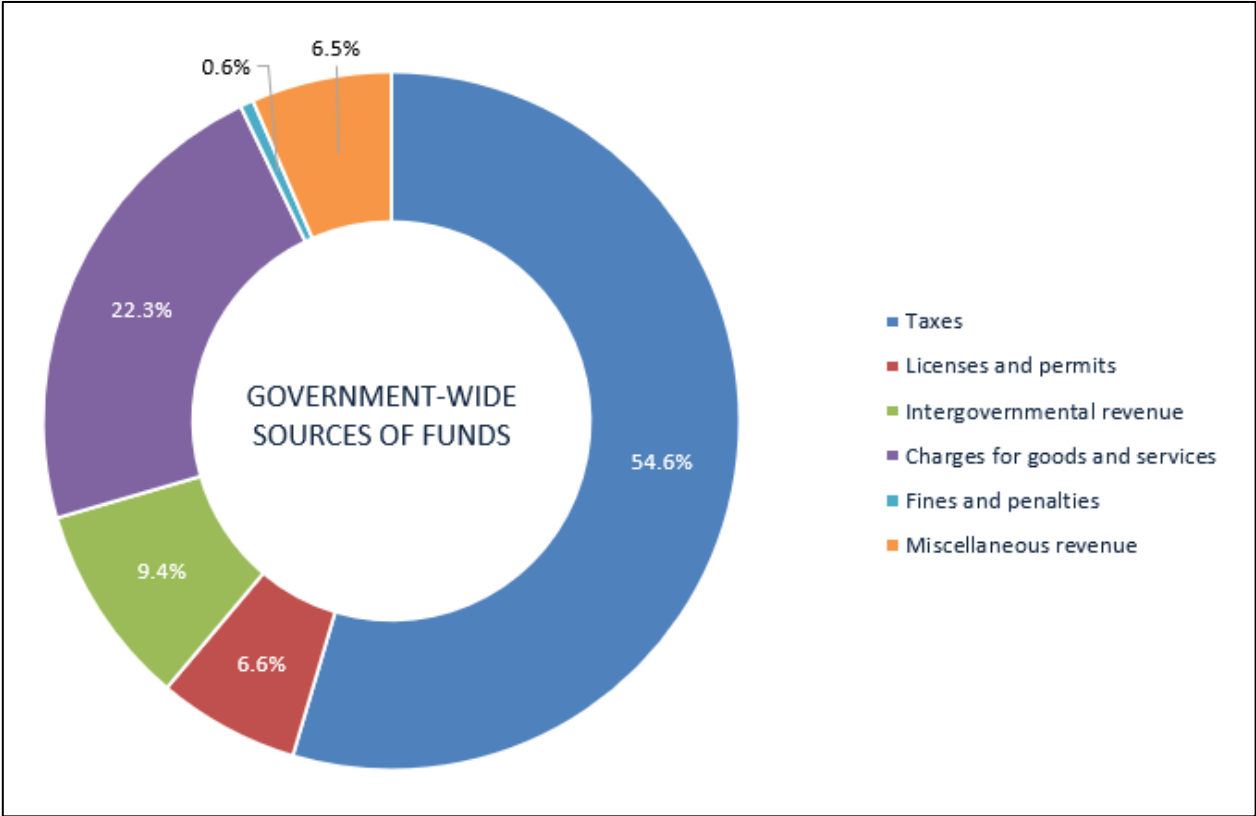
**Revised  
November 20, 2023**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>Change in Budget (\$)</b>	<b>Change in Budget (%)</b>
General	\$ 15,751,253	\$ 17,158,823	\$ 15,525,316	\$ 17,686,778	\$ 527,955	3.1%
LEOFF I Reserve	14,822	-	-	-	-	-
ARPA	427,077	3,018,175	1,601,850	3,627,525	609,350	20.2%
Transportation Benefit District	931,145	521,000	521,000	400,000	(121,000)	-23.2%
Streets	964,255	918,025	953,630	996,902	78,877	8.6%
Waterfront Parking	656,425	787,842	462,880	852,998	65,156	8.3%
Hotel/Motel Lodging Tax	249,519	235,000	235,000	270,000	35,000	14.9%
Emergency Medical Services	4,602,951	4,345,580	3,992,630	4,588,422	242,842	5.6%
Drug Enforcement	-	10,000	-	16,000	6,000	60.0%
Debt Service	881,699	880,300	134,860	880,300	-	0.0%
Capital Projects	2,948,354	2,962,800	609,820	1,365,911	(1,596,889)	-53.9%
Park Acquisition & Development	-	-	-	-	-	-
Transportation Impact Fee	-	-	-	-	-	-
Real Estate Excise Tax I	883,000	882,580	882,580	880,300	(2,280)	-0.3%
Real Estate Excise Tax II	2,052,882	1,276,000	1,276,000	460,000	(816,000)	-63.9%
Surface Water Management	2,864,284	10,273,518	2,476,100	5,543,490	(4,730,028)	-46.0%
Technology Replacement Reserve	205,906	155,713	184,174	50,000	(105,713)	-67.9%
Equipment Replacement Reserve	360,127	871,000	459,868	1,171,500	300,500	34.5%
Facilities Maintenance	924,774	803,100	934,614	816,187	13,087	1.6%
Facility Renewal	109,129	271,300	203,472	673,000	401,700	148.1%
<b>TOTAL</b>	<b>\$ 34,827,601</b>	<b>\$ 45,370,756</b>	<b>\$ 30,453,794</b>	<b>\$ 40,279,313</b>	<b>\$ (5,091,443)</b>	<b>(11.2%)</b>

## EXHIBIT 3 – TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS

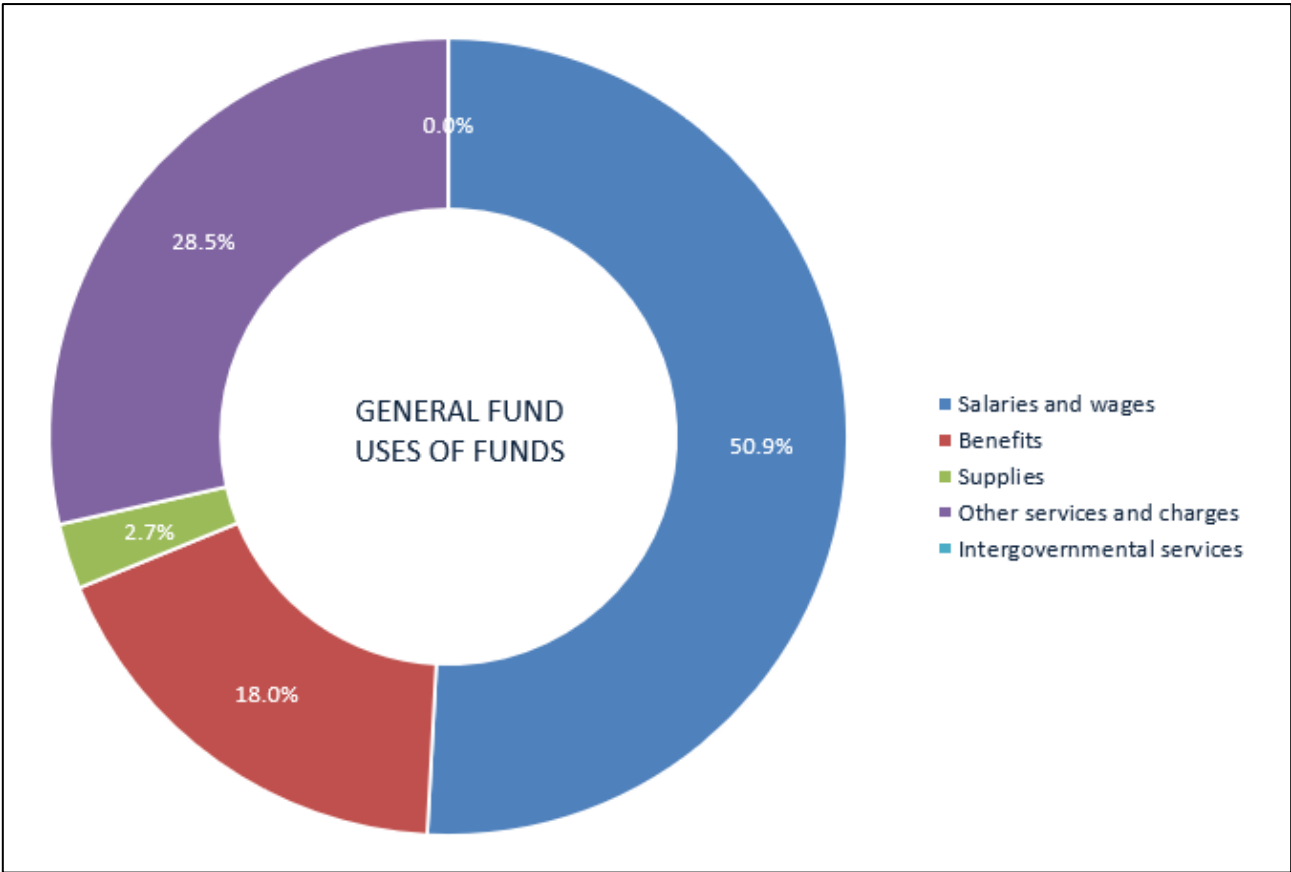
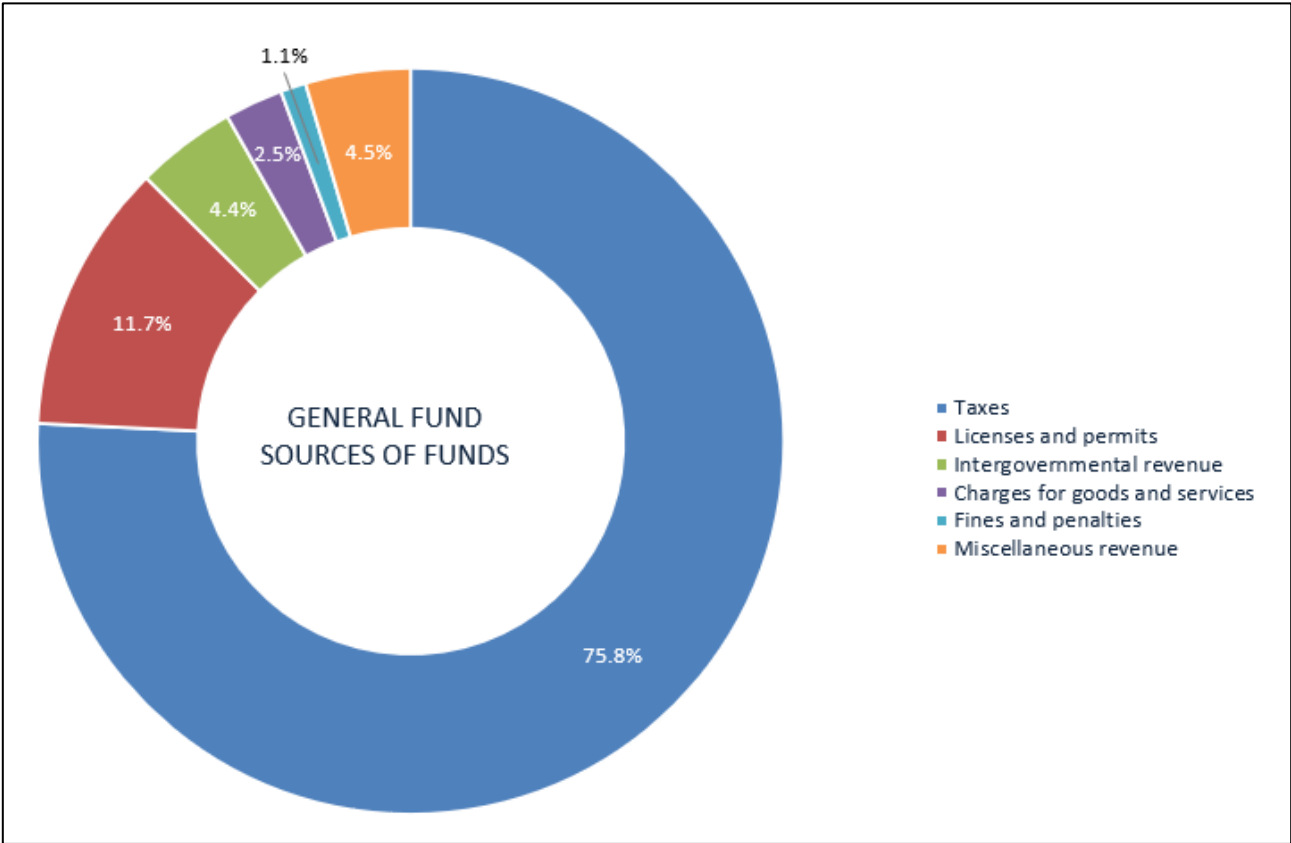
Revised  
November 20, 2023

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Change in Budget (\$)	Change in Budget (%)
<b>REVENUE SOURCE:</b>						
Taxes	\$ 16,790,543	\$ 15,899,600	\$ 15,851,655	\$ 16,695,657	\$ 796,057	5.0%
Licenses and permits	1,993,663	1,962,000	1,984,290	2,013,800	51,800	2.6%
Intergovernmental revenue	5,113,073	2,402,300	1,306,381	2,864,269	461,969	19.2%
Charges for goods and services	7,231,426	6,377,352	6,493,960	6,837,230	459,878	7.2%
Fines and penalties	184,952	199,400	184,820	189,700	(9,700)	-4.9%
Miscellaneous revenue	1,627,882	1,997,920	2,182,600	1,992,462	(5,458)	-0.3%
<b>TOTAL REVENUES</b>	<b>\$ 32,941,539</b>	<b>\$ 28,838,572</b>	<b>\$ 28,003,706</b>	<b>\$ 30,593,117</b>	<b>\$ 1,754,545</b>	<b>6.1%</b>
<b>EXPENDITURE TYPE:</b>						
Salaries and wages	\$ 12,173,248	\$ 13,856,656	\$ 12,329,560	\$ 14,580,858	\$ 724,202	5.2%
Benefits	4,269,376	4,588,175	4,473,114	4,987,069	398,894	8.7%
Supplies	1,009,287	1,030,352	1,135,550	874,703	(155,649)	-15.1%
Other services and charges	8,112,238	10,959,995	5,829,725	8,487,087	(2,472,908)	-22.6%
Capital Outlay	2,768,378	9,643,655	2,139,362	6,653,306	(2,990,349)	-31.0%
Debt service	881,699	880,300	134,860	880,300	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,214,225</b>	<b>\$ 40,959,133</b>	<b>\$ 26,042,171</b>	<b>\$ 36,463,323</b>	<b>\$ (4,495,810)</b>	<b>(11.0%)</b>



## EXHIBIT 4 – GENERAL FUND REVENUES AND EXPENDITURES

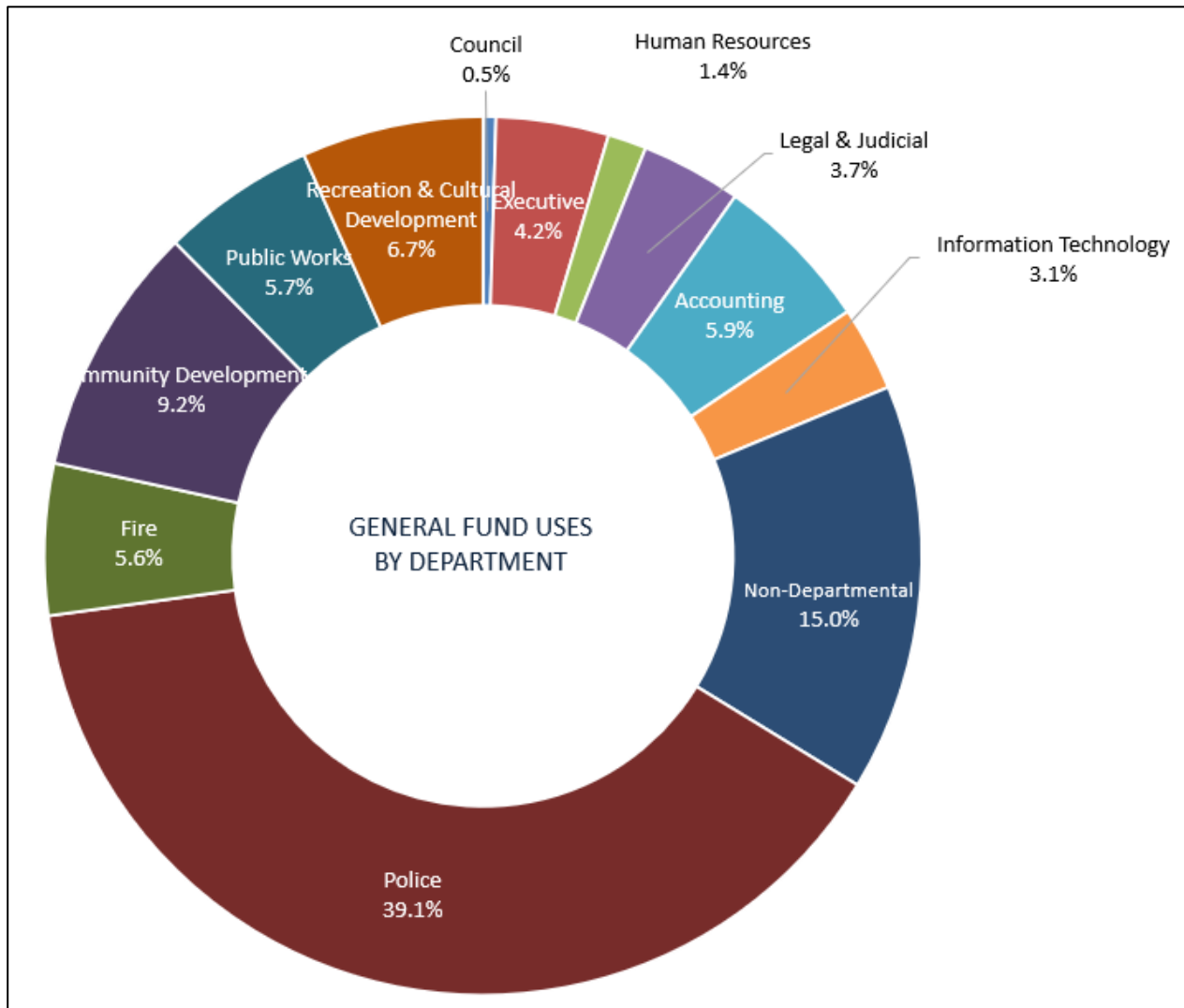
	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Change in Budget (\$)	Change in Budget (%)
<b>REVENUE SOURCE:</b>						
Taxes	\$ 11,874,008	\$ 12,533,400	\$ 12,230,639	\$ 13,025,450	\$ 492,050	3.9%
Licenses and permits	1,993,663	1,962,000	1,984,290	2,013,800	51,800	2.6%
Intergovernmental revenue	690,452	758,700	804,360	748,150	(10,550)	-1.4%
Charges for goods and services	460,929	447,300	403,640	433,955	(13,345)	-3.0%
Fines and penalties	184,952	199,400	184,820	189,700	(9,700)	-4.9%
Miscellaneous revenue	823,802	784,700	906,330	781,100	(3,600)	-0.5%
<b>TOTAL REVENUES</b>	<b>\$ 16,027,806</b>	<b>\$ 16,685,500</b>	<b>\$ 16,514,079</b>	<b>\$ 17,192,155</b>	<b>\$ 506,655</b>	<b>3.0%</b>
<b>EXPENDITURE TYPE:</b>						
Salaries and wages	\$ 6,799,675	\$ 7,723,156	\$ 6,887,230	\$ 8,301,484	\$ 578,328	7.5%
Benefits	2,509,699	2,753,280	2,636,750	2,932,326	179,046	6.5%
Supplies	426,487	352,451	413,770	433,776	81,325	23.1%
Other services and charges	4,624,030	4,597,893	3,855,523	4,657,501	59,608	1.3%
Intergovernmental services	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,359,891</b>	<b>\$ 15,426,780</b>	<b>\$ 13,793,273</b>	<b>\$ 16,325,088</b>	<b>\$ 898,308</b>	<b>5.8%</b>



## EXHIBIT 5 – GENERAL FUND EXPENDITURES

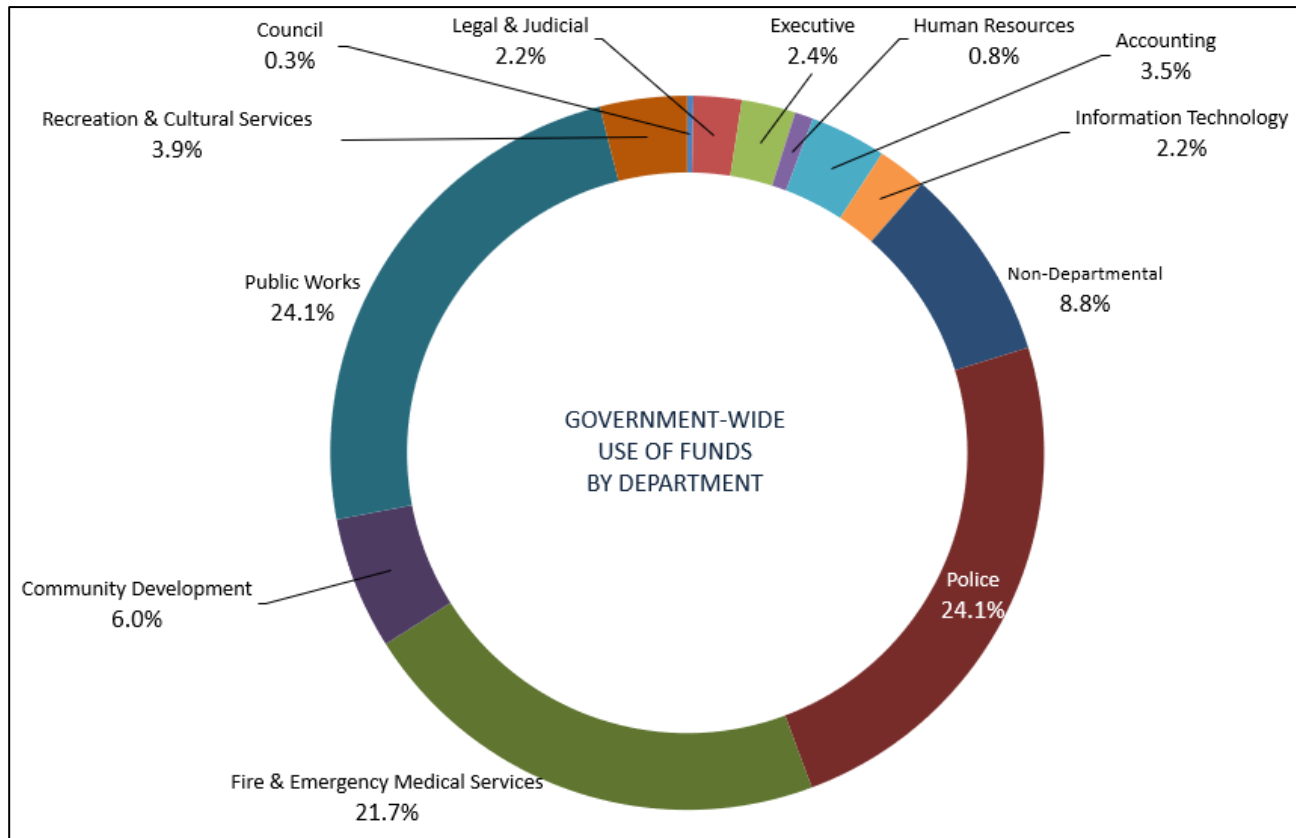
Revised  
November 20, 2023

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 68,652	\$ 77,100	\$ 71,550	\$ 77,190	\$ 90	0.1%
Executive	635,782	591,425	546,210	675,124	83,699	14.2%
Human Resources	248,080	222,050	230,180	231,150	9,100	4.1%
Legal & Judicial	511,929	501,445	388,750	601,660	100,215	20.0%
Accounting	853,092	1,189,489	1,004,850	955,136	(234,353)	-19.7%
Information Technology	568,135	479,400	406,350	506,632	27,232	5.7%
Non-Departmental	2,523,620	2,202,459	1,987,563	2,439,891	237,432	10.8%
Police	5,460,789	5,964,056	5,533,380	6,357,510	393,454	6.6%
Fire	837,729	928,800	732,810	906,178	(22,622)	-2.4%
Community Development	1,090,905	1,383,330	1,043,410	1,503,729	120,399	8.7%
Public Works	839,926	905,300	993,020	922,455	17,155	1.9%
Recreation & Cultural Development	721,252	981,926	855,200	1,089,010	107,084	10.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,359,891</b>	<b>\$ 15,426,780</b>	<b>\$ 13,793,273</b>	<b>\$ 16,265,666</b>	<b>\$ 838,886</b>	<b>5.4%</b>



**EXHIBIT 6 – OPERATING EXPENDITURES FOR ALL FUNDS  
(EXCLUDING TRANSFERS)**

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 68,652	\$ 77,100	\$ 71,550	\$ 77,190	\$ 90	0.1%
Legal & Judicial	511,929	501,445	388,750	601,660	100,215	20.0%
Executive	635,782	591,425	546,210	675,124	83,699	14.2%
Human Resources	248,080	222,050	230,180	231,150	9,100	4.1%
Accounting	853,092	1,189,489	1,004,850	955,136	(234,353)	-19.7%
Information Technology	774,041	635,113	752,309	614,054	(21,059)	-3.3%
Non-Departmental	2,523,620	2,202,459	1,987,563	2,439,891	237,432	10.8%
Police	5,682,465	6,291,218	5,667,840	6,654,470	363,252	5.8%
Fire & Emergency Medical Services	5,440,680	5,774,380	5,285,440	5,994,600	220,220	3.8%
Community Development	1,211,108	1,527,180	1,180,030	1,657,504	130,324	8.5%
Public Works	5,295,504	6,356,548	5,242,564	6,646,935	290,387	4.6%
Recreation & Cultural Services	721,252	981,926	855,200	1,089,010	107,084	10.9%
<b>TOTAL</b>	<b>\$ 23,966,205</b>	<b>\$ 26,350,333</b>	<b>\$ 23,212,486</b>	<b>\$ 27,636,724</b>	<b>\$ 1,286,391</b>	<b>4.9%</b>

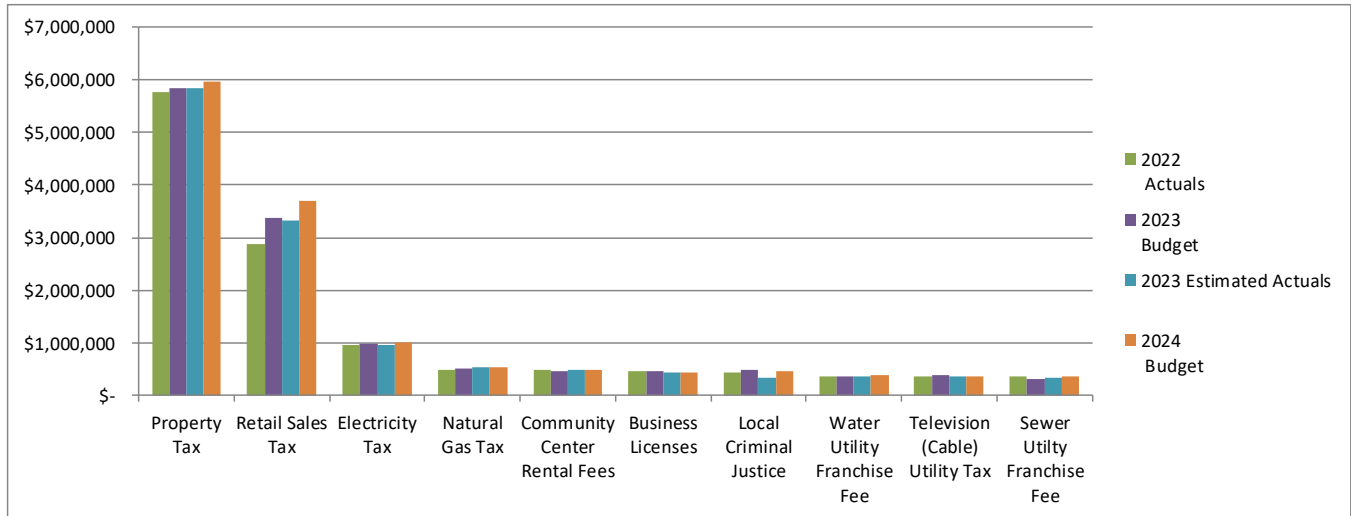




## EXHIBIT 7 – GENERAL FUND REVENUE SUMMARY

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Change in Budget (\$)	Change in Budget (%)
<b>TAXES</b>						
Property Taxes	\$ 5,758,768	\$ 5,826,300	\$ 5,826,969	\$ 5,960,050	\$ 133,750	2.3%
Sales Tax	2,870,868	3,365,300	3,322,010	3,700,000	334,700	9.9%
Utility Taxes	2,552,328	2,614,800	2,635,280	2,668,400	53,600	2.0%
Other Taxes	692,044	727,000	446,380	697,000	(30,000)	-4.1%
<b>TOTAL TAXES</b>	<b>11,874,008</b>	<b>12,533,400</b>	<b>12,230,639</b>	<b>13,025,450</b>	<b>492,050</b>	<b>3.9%</b>
<b>LICENSES &amp; PERMITS</b>						
Business Licenses	453,985	453,400	436,660	448,000	(5,400)	-1.2%
Franchise Fees	1,311,912	1,285,300	1,315,620	1,328,000	42,700	3.3%
Building & Other Permits	227,766	223,300	232,010	237,800	14,500	6.5%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,993,663</b>	<b>1,962,000</b>	<b>1,984,290</b>	<b>2,013,800</b>	<b>51,800</b>	<b>2.6%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
Liquor Board Profits	167,213	165,000	165,060	165,000	-	-
Liquor Excise Tax	116,134	148,100	151,340	141,000	(7,100)	-4.8%
PUD Privilege Tax	119,374	128,000	123,300	127,000	(1,000)	-0.8%
Other Intergovernmental Revenue	287,731	317,600	364,660	315,150	(2,450)	-0.8%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>690,452</b>	<b>758,700</b>	<b>804,360</b>	<b>748,150</b>	<b>(10,550)</b>	<b>(1.4%)</b>
<b>CHARGES FOR SERVICE</b>						
Development Revenues	189,417	182,800	162,470	180,100	(2,700)	-1.5%
Overhead Cost Recovery	150,000	150,000	150,000	155,000	5,000	3.3%
Recreation	107,803	101,800	81,650	87,400	(14,400)	-14.1%
Miscellaneous Services	13,618	12,700	9,280	11,455	(1,245)	-9.8%
<b>TOTAL CHARGES FOR SERVICE</b>	<b>460,838</b>	<b>447,300</b>	<b>403,400</b>	<b>433,955</b>	<b>(13,345)</b>	<b>(3.0%)</b>
<b>FINES &amp; FORFEITURES</b>						
Traffic Violations	123,632	109,500	129,550	120,900	11,400	10.4%
Parking Fines	48,377	83,000	53,050	61,500	(21,500)	-25.9%
Other Fines	12,943	6,900	2,220	7,300	400	5.8%
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>184,952</b>	<b>199,400</b>	<b>184,820</b>	<b>189,700</b>	<b>(9,700)</b>	<b>(4.9%)</b>
<b>MISCELLANEOUS REVENUES</b>						
Rental Income	-	-	-	-	-	-
Interest Income	56,389	221,900	218,410	202,700	(19,200)	-8.7%
Recreation	-	519,100	522,930	525,900	6,800	1.3%
Other Miscellaneous Revenue	767,413	43,700	164,990	52,500	8,800	20.1%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>823,802</b>	<b>784,700</b>	<b>906,330</b>	<b>781,100</b>	<b>(3,600)</b>	<b>(0.5%)</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 16,027,715</b>	<b>\$ 16,685,500</b>	<b>\$ 16,513,839</b>	<b>\$ 17,192,155</b>	<b>\$ 506,655</b>	<b>3.0%</b>

## EXHIBIT 8 –TOP 10 GENERAL FUND REVENUES



	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Change in Budget (\$)	Change in Budget (%)
Property Tax	\$ 5,758,768	\$ 5,826,300	\$ 5,826,969	\$ 5,960,050	\$ 133,750	2.3%
Retail Sales Tax	2,870,868	3,365,300	3,322,010	3,700,000	334,700	9.9%
Electricity Tax	966,361	986,700	964,300	1,002,000	15,300	1.6%
Natural Gas Tax	488,925	513,900	542,300	548,000	34,100	6.6%
Community Center Rental Fees	486,952	470,000	482,000	485,000	15,000	3.2%
Business Licenses	453,985	453,400	436,660	448,000	(5,400)	-1.2%
Local Criminal Justice	431,679	498,400	337,640	470,000	(28,400)	-5.7%
Water Utility Franchise Fee	375,680	354,200	371,720	378,000	23,800	6.7%
Television (Cable) Utility Tax	373,927	379,200	362,880	370,000	(9,200)	-2.4%
Sewer Utility Franchise Fee	352,861	321,200	342,920	360,000	38,800	12.1%
<b>TOTAL</b>	<b>\$ 12,560,006</b>	<b>\$ 13,168,600</b>	<b>\$ 12,989,399</b>	<b>\$ 13,721,050</b>	<b>\$ 552,450</b>	<b>4.2%</b>

## EXHIBIT 9 – TRANSFERS BETWEEN FUNDS

	<i>Transferring Fund</i>				<b>TOTAL INCOMING TRANSFERS</b>
	<b>General</b>	<b>Transportation Benefit District</b>	<b>Real Estate Excise Tax I</b>	<b>Real Estate Excise Tax II</b>	
	<i>011</i>	<i>101</i>	<i>331</i>	<i>332</i>	
General	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	557,455				557,455
Emergency Medical Services	496,948				496,948
Debt Service			880,300		880,300
Capital Projects	-	400,000	-	460,000	860,000
Technology Replacement	37,287				37,287
Equipment Replacement Reserve	270,000				270,000
Facilities Maintenance					-
Facility Renewal	-				-
<b>TOTAL OUTGOING TRANSFERS</b>	<b>\$ 1,361,690</b>	<b>\$ 400,000</b>	<b>\$ 880,300</b>	<b>\$ 460,000</b>	<b>\$ 3,101,990</b>

## EXHIBIT 10 – NEW BUDGET ITEMS

EQUIPMENT REPLACEMENT					
Page	Department	Fund	Project	Preliminary	Adopted
159	Police	ARPA	Electric SUV	\$ 90,000	
160	Police	ARPA	Hybrid SUV	\$ 90,000	
161	Police	ARPA	Hybrid SUV	\$ 90,000	
162	Fire	ERR	SUV/Ford Lightning	\$ 75,000	
163	Public Works-Parks	ERR	F150/Lightning and Charging Station	\$ 65,000	
164	Public Works-Parks	ERR	Ram 3500 Dump	\$ 120,000	
165	Finance/IT/Clerk	ERR	Ford Transit Connect	\$ 45,000	
145	<del>Public Works-Storm Ops</del>	<del>SW</del>	<del>RC Slope Mower</del>	<del>\$ 26,000</del>	
146	Public Works-Storm Eng	SW	Electric SUV - Volkswagen ID. 4	\$ 60,000	
147	Public Works-Storm Ops	SW	Compact Track Loader	\$ 108,000	
			<b>TOTAL</b>	<b><del>\$ 769,000</del> <u>\$ 743,000</u></b>	<b>\$</b>

FACILITY RENEWAL					
Page	Facility		Project	Preliminary	Adopted
178	City Hall	FR	HVAC	\$ 60,000	
178	Fire Station 25	FR	Remodel - Gutters	\$ 30,000	
178	Police Station	FR	HVAC	\$ 75,000	
178	Police	ARPA	Police Station Wellness Center (Grant \$258,000)	\$ 250,000	
			<b>TOTAL</b>	<b>\$ 415,000</b>	<b>\$</b>

CAPITAL PROJECTS					
Page	Department		Project	Preliminary	Adopted
124	Public Works	REET II	Annual ADA Upgrades	\$ 25,000	
125	Public Works	Tran. Benefit Dist.	Annual Pavement Preservation	\$ 400,000	
126	Public Works	REET II	Annual Pedestrian Crosswalk Enhancement	\$ 25,000	
127	Public Works	REET II	Annual Sidewalk Repair	\$ 185,000	
128	Public Works	REET II	Annual Traffic Calming	\$ 100,000	
140 129	Public Works	REET II	Boat Launch Floats (Grant \$750,000)	\$ 250,000	
141	Public Works	SW	80th Street Outfall	\$ 400,000	
142	Public Works	SW	Annual Catch Basin Restoration Program	\$ 100,000	
143	Public Works	SW	Pacific Place Pond	\$ 400,000	
144	Public Works	SW	Stormwater Pipe Inspection/Assessment (Grant \$518,622)	\$ 77,793	
			<b>TOTAL</b>	<b>\$ 1,962,793</b>	<b>\$</b>
			<b>Grand Total</b>	<b>\$3,146,793</b>	<b>\$</b>

2023 Budget

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November 20, 2023

GENERAL FUND

	2022 Actuals	2023 Amended Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 5,385,786	\$ 4,962,128	\$ 5,662,339	\$ 6,690,402	\$ 1,728,274
<b>Revenue and transfers-in</b>					
REAL & PERSONAL PROPERTY	5,758,768	5,826,300	5,826,969	5,960,050	133,750
RETAIL SALES & USE TAX	2,870,868	3,365,300	3,322,010	3,700,000	334,700
AFFORDABLE & SUPPORTIVE HOUSING SALES TAX	24,584	28,200	14,190	25,000	(3,200)
LOCAL CRIMINAL JUSTICE	431,679	498,400	337,640	470,000	(28,400)
NATURAL GAS UTILITY TAX	488,925	513,900	542,300	548,000	34,100
ELECTRICITY	966,361	986,700	964,300	1,002,000	15,300
GARBAGE UTILITY TAX	293,841	311,500	313,770	315,000	3,500
TELEVISION CABLE	373,927	379,200	362,880	370,000	(9,200)
TELEPHONE UTILITY TAX	191,503	178,600	213,370	185,000	6,400
STORM DRAINAGE	237,771	244,900	238,660	248,400	3,500
LEASEHOLD EXCISE TAX	120,826	113,200	22,210	117,000	3,800
ADMISSIONS TAX	114,955	87,200	72,340	85,000	(2,200)
<b>Taxes</b>	<u>11,874,008</u>	<u>12,533,400</u>	<u>12,230,639</u>	<u>13,025,450</u>	<u>492,050</u>
<b>BUSINESS LICENSES</b>	-	-	-	-	-
BUSINESS LICENSES	453,985	453,400	436,660	448,000	(5,400)
BUSINESS LICENSE PENALTY	-	-	-	-	-
SPECIAL EVENT PERMITS	-	-	-	-	-
CABLEVISION FRANCHISE FEES	297,298	305,300	291,300	284,000	(21,300)
TELECOMMUNICATIONS FRANCHISE FEE	-	-	-	-	-
GARBAGE ADMIN/FRANCHISE FEE	286,073	304,600	309,680	306,000	1,400
WATER UTILITY FRANCHISE FEE	375,680	354,200	371,720	378,000	23,800
SEWER UTILITY FRANCHISE FEE	352,861	321,200	342,920	360,000	38,800
FIRE PERMIT	11,294	17,600	10,070	12,000	(5,600)
BUILDING PERMITS	112,508	95,300	131,370	120,000	24,700
PLUMBING PERMIT	9,826	9,800	11,180	12,000	2,200
MECHANICAL PERMIT	58,954	63,300	53,170	60,200	(3,100)
SIGN PERMITS	-	-	-	-	-
RIGHT OF WAY PERMITS	29,755	32,100	22,070	28,800	(3,300)
DOG LICENSES	1,410	1,000	1,200	1,200	200
GUN PERMITS (CITY)	3,294	3,100	2,350	3,000	(100)
GUN PERMITS (STATE)	-	-	-	-	-
<b>Licenses and permits</b>	<u>1,992,938</u>	<u>1,960,900</u>	<u>1,983,690</u>	<u>2,013,200</u>	<u>52,300</u>

2023 Budget

GENERAL FUND CONTINUED

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	2022 Actuals	2023 Amended Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
DEPT OF JUSTICE - BULLETPROOF VEST PROGRAM	8,337	-	-	-	
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	-	-	-	-	
COVID-19 NON-GRANT ASSISTANCE	-	-	-	-	
FEDERAL INDIRECT GRANT FROM DOC	-	-	-	-	
DEPT OF JUSTICE	45,198	-	40,100	15,000	15,000
DEPT. OF JUSTICE - NCHIP	-	-	-	-	
DEPT. OF JUSTICE - OVW	-	-	-	-	
DEPT OF TRANS - STATE & COMM HWY SAFETY	1,197	-	-	-	
FED INDIRECT GRANT FROM DEPT OF TREAS	26,246	-	17,940	5,000	5,000
FEMA DISASTER ASSISTANCE GRANT	-	-	-	-	
HOMELAND SECURITY - CCTA DRILLS	-	-	-	-	
STATE MILITARY DEPARTMENT GRANT	-	-	-	-	
ST GRANT CRIMINAL JUSTICE TRAINING	-	-	4,350	-	
DEPARTMENT OF ECOLOGY STATE GRANT	-	-	-	-	
TRAFFIC SAFETY COMMISSION GRANT	3,900	-	-	-	
DEPARTMENT OF COMMERCE GRANT	-	-	-	-	
PRE-HOSPITAL GRANT	-	-	-	-	
PUD PRIVILEGE TAX	119,374	128,000	123,300	127,000	(1,000)
CITY ASSISTANCE FUND (CRIM JUSTICE)	-	-	-	-	-
CRIMINAL JUSTICE - POPULATION	5,615	7,800	7,550	7,000	(800)
CJ - SPECIAL PROGRAMS	19,894	27,400	26,720	25,400	(2,000)
MARIJUANA EXCISE TAX	43,283	45,100	41,320	45,000	(100)
DUI CITIES	1,568	1,700	210	1,200	(500)
LIQUOR EXCISE TAX	116,134	148,100	151,340	141,000	(7,100)
LIQUOR BOARD PROFITS	167,213	165,000	165,060	165,000	-
PORT OF EVERETT INTERLOCAL AGMT	-	-	-	-	-
INTERLOCAL AGREEMENT - SNOHOMISH COUNTY	13,395	22,900	14,350	17,200	(5,700)
INTERLOCAL AGREEMENT - SNOHOMISH COUNTY	-	-	-	-	-
GRANT REVENUE - UNASSIGNED	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	-	29,000	-	-	(29,000)
HOTEL/MOTEL LODGING TAX GRANT	-	-	-	-	-
AWC WELLNESS MINI-GRANT	765	-	-	-	-
Mukilteo School District ILA	-	120,000	148,420	132,000	12,000
MUKILTEO SCHOOL DISTRICT ILA	118,190	-	-	-	-
FERRY FIRE SERVICES	143	-	-	-	-
SNOHOMISH HEALTH DISTRICT ILA	-	-	-	-	-
PARKING FEASIBILITY STUDY	-	-	-	-	-
<b>Intergovernmental revenue</b>	<b>690,452</b>	<b>695,000</b>	<b>740,660</b>	<b>680,800</b>	<b>(14,200)</b>

## GENERAL FUND CONTINUED

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	2022 Actuals	2023 Amended Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
ADMIN AND LEGAL FEES	-	-	-	-	-
ACCOUNTING FEES & SERVICES	-	-	-	-	-
DIST/MUN COURT FILING SVCS	91	-	180	-	-
SCHOOL MITIGATION ADMIN FEE	289	200	-	-	(200)
OVERHEAD COST RECOVERY	150,000	150,000	150,000	155,000	5,000
COURT SERVICES	-	-	-	-	-
COPY / TAPE FEES	-	-	60	30	30
SALES OF MERCHANDISE	-	-	-	-	-
PRINTING AND DUPLICATING SERVICES	16	-	-	25	25
ENGINEERING SERVICES - PERMITS	5,920	7,500	6,850	6,800	(700)
ENGINEERING SERVICES - INSPECTION	460	400	560	500	100
ENGINEERING SERVICES - PLAN REVIEW	31,265	27,800	12,180	23,700	(4,100)
ENGINEERING SERVICES - STREET VACATION	-	-	2,950	-	-
FEES FOR LEGAL SERVICES	-	-	-	-	-
FEES FOR PERSONNEL SERVICES	-	-	-	-	-
LAW ENFORCEMENT SERVICES	3,523	4,600	3,220	3,800	(800)
FIRE PROTECTION AND EMS SERVICES	-	-	-	-	-
DETENTION AND CORRECTION SERVICES	109	-	60	-	-
COURT FILING FEES	150	200	-	-	(200)
FINGERPRINTING FEES	13	-	-	-	-
PROTECTIVE INSP. FEES	35	-	-	-	-
EMERGENCY SERVICE COST RECOVERY	160	100	-	-	(100)
DERELICT BOAT DISPOSAL	-	-	-	-	-
ZONING AND SUBDIVISION FEES	53,310	54,400	31,400	46,400	(8,000)
HEARING EXAMINER FEES	8,250	8,300	-	8,300	-
PLAN CHECKING FEES	82,747	79,600	103,770	88,700	9,100
FIRE PLAN CHECKING FEES	7,465	4,800	4,760	5,700	900
REIMBURSABLE DEVELOPMENT	-	-	-	-	-
FARMERS MKT BOOTH FEES	-	-	-	-	-
RECREATION PROGRAM FEES	-	-	-	-	-
SCHOOL IMPACT FEE COLLECTIONS	9,323	7,600	6,000	7,600	-
ALCOHOL USE FEE	-	-	-	-	-
THEATER TECHNICIAN FEES	-	-	-	-	-
ARTWORK ADMINISTRATIVE FEE	-	-	-	-	-
<b>Charges for goods and services</b>	<b>353,126</b>	<b>345,500</b>	<b>321,990</b>	<b>346,555</b>	<b>1,055</b>
IMPOUNDMENT FEES	360	400	460	400	-
PROOF OF MOTOR VEHICLE INSURANCE	-	-	-	-	-
TRAFFIC VIOLATIONS	72,455	70,000	79,440	74,000	4,000
TRAFFIC INFRCTN PENALTY REFUND	51,177	39,500	50,110	46,900	7,400
NON-TRAFFIC INFRACTION PENALTY	-	-	-	-	-
CIVIL PARKING INFRACTION PENALTIES	1,862	1,000	170	1,000	-
PARKING FINES	46,515	82,000	52,880	60,500	(21,500)
DRIVING UNDER INFLUENCE (DUI) FINES	1,362	1,100	40	800	(300)
OTHER CRIMINAL TRAFFIC MISDEMEANOR FINES	4,042	3,700	1,160	3,000	(700)
OTHER CRIMINAL NON-TRAFFIC FINES	5,799	500	-	2,100	1,600
WITNESS COST	-	-	-	-	-
PUBLIC DEFENSE COST	280	400	-	200	(200)
DISTRICT/MUNICIPAL COST RECOUPMENTS	1,100	800	560	800	-
<b>Fines and penalties</b>	<b>184,952</b>	<b>199,400</b>	<b>184,820</b>	<b>189,700</b>	<b>(9,700)</b>

## GENERAL FUND CONTINUED

	2022 Actuals	2023 Amended Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
INVESTMENT INTEREST	18,716	198,000	200,000	175,000	(23,000)
SALES TAX INTEREST	3,606	1,800	6,360	5,000	3,200
OTHER INTEREST	34,067	22,100	12,050	22,700	600
COMMUNITY CENTER RENTAL FEES					
UPPER LAWN & OUTDOOR PLAZA RENTAL					
WEIGHT ROOM FEES					
COMMUTER PARKING FEES					
LEASE - CELL TOWER LAND	24,347	24,300	49,620	32,800	8,500
LIGHT STATION WEDDING RENTAL FEES					
PICNIC SHELTER RENTAL FEES					
SCHOLARSHIP CONTRIBUTIONS			-		
CONTRIBUTIONS - PRIVATE SOURCE	-	-	-	-	-
CONTRIBUTIONS PRIVATE SOURCE					
WCIA CONTRIBUTIONS	1,214	1,200	4,000	2,100	900
SPONSORSHIPS					
GAIN/LOSS ON SALE OF SURPLUS PROPERTY	-	-	-	-	-
SALE OF UNCLAIMED PROPERTY	783	800	-	-	(800)
FORFEITED FSA DEPOSITS	-	-	-	-	-
JUDGEMENTS AND SETTLEMENTS	-	-	82,080	-	-
CASH ADJUSTMENTS	-	-	-	-	-
OTHER MISCELLANEOUS REVENUE	172,713	5,000	80	-	(5,000)
BANK P-CARD REBATES	14,984	10,000	10,410	11,800	1,800
IMMATERIAL PRIOR PERIOD ADJUSTMENT	35	-	16,800	-	-
JIS/TRAUMA	-	-	-	-	-
VACATION OF RIGHT OF WAY	-	-	-	-	-
INSURANCE RECOVERIES	13,085	2,400	2,000	5,800	3,400
<b>Miscellaneous revenue</b>	<b>283,550</b>	<b>265,600</b>	<b>383,400</b>	<b>255,200</b>	<b>(10,400)</b>
<b>Recreation</b>	<b>648,780</b>	<b>685,700</b>	<b>668,880</b>	<b>681,250</b>	<b>(4,450)</b>
			-		
OPERATING TRANSFERS IN	74,623	-	-		-
OPERATING TRANSFERS IN - ARPA FUND	-	-	39,300	-	-
OPERATING TRANSFERS IN - REC	-	-	-	-	-
OPERATING TRANSFERS IN - LEOFF I RESERVE	15,030	-	-	-	-
OPERATING TRANSFERS IN - TRANSP.IMP.	-	-	-	-	-
OPERATING TRANSFERS IN - REET II	-	-	-	-	-
OPERATING TRANSFERS IN - SW	-	-	-	-	-
<b>Transfers-in</b>			<b>39,300</b>	<b>-</b>	<b>-</b>
<b>Total revenue and transfers-in</b>	<b>\$ 16,027,806</b>	<b>\$ 16,685,500</b>	<b>\$ 16,553,379</b>	<b>\$ 17,192,155</b>	<b>\$ 506,655</b>
<b>Total resources</b>	<b>\$ 21,413,592</b>	<b>\$ 21,647,628</b>	<b>\$ 22,215,718</b>	<b>\$ 23,882,558</b>	<b>\$ 2,234,930</b>



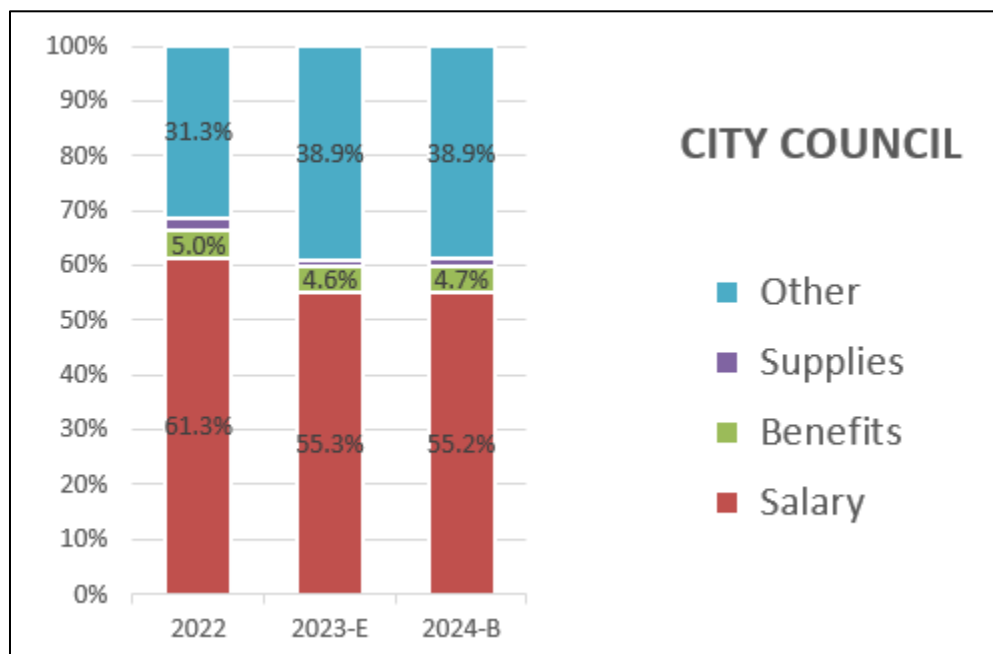
## GENERAL FUND CONTINUED

	2022 Actuals	2023 Amended Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Expenditures and transfers-out</b>					
Council	\$ 68,652	\$ 77,100	\$ 71,550	\$ 77,190	90
Executive					
Legal and Judicial	511,929	501,445	388,750	601,660	100,215
Executive	635,782	591,425	546,210	675,124	83,699
Human Resources	248,080	222,050	230,180	231,150	9,100
Finance	853,092	1,189,489	1,004,850	955,136	(234,353)
Information Technology	568,135	479,400	406,350	564,054	84,654
Community Development					
Permit Center	273,942	319,500	239,630	352,725	33,225
Planning	623,344	815,330	585,930	879,326	63,996
Building	109,428	150,650	126,450	165,028	14,378
GIS	84,191	97,850	91,400	106,650	8,800
Police					
Administration	1,361,495	1,540,100	1,462,980	1,577,566	37,466
Patrol	2,941,113	3,251,356	2,991,910	3,581,810	330,454
Special Operations	866,418	855,850	772,440	880,026	24,176
Crime Prevention	166,414	184,150	154,570	187,207	3,057
Rangers	-	-	-	-	-
Training	125,349	132,600	151,480	130,903	(1,697)
Fire					
Administration	178,124	201,900	190,360	224,500	22,600
Operations	560,516	672,050	484,060	618,648	(53,402)
Prevention	54,110	12,250	12,920	17,440	5,190
Training	44,979	42,600	45,470	45,590	2,990
Public Works					
Administration	310,492	424,200	324,850	444,655	20,455
Parks	529,434	481,100	668,170	477,800	(3,300)
Recreation and Cultural Services	721,252	981,926	855,200	1,089,010	107,084
Other governmental	2,523,620	2,202,459	1,987,563	2,439,891	237,432
Capital Outlay	116	-	-	-	-
Transfers-out	1,391,246	1,732,043	1,732,043	1,361,690	(370,353)
<b>Total expenditures and transfers-out</b>	<b>\$ 15,751,253</b>	<b>\$ 17,158,823</b>	<b>\$ 15,525,316</b>	<b>\$ 17,684,778</b>	<b>\$ 525,955</b>
<b>Ending fund balance</b>	<b>\$ 5,662,339</b>	<b>\$ 4,488,805</b>	<b>\$ 6,690,402</b>	<b>\$ 6,197,780</b>	<b>\$ 1,708,975</b>

## 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.

2024 Budget

Revised  
November 20, 2023

CITY COUNCIL

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
PART TIME EMPLOYEES	42,100	42,600	35,500	42,600	-
<b>Salaries and wages</b>	<b>42,100</b>	<b>\$ 42,600</b>	<b>\$ 35,500</b>	<b>\$ 42,600</b>	<b>\$ -</b>
FICA	3,221	3,260	2,720	3,260	-
L&I	173	190	160	190	-
PAID FAMILY LEAVE	69	100	80	190	90
<b>Benefits</b>	<b>3,463</b>	<b>3,550</b>	<b>2,960</b>	<b>3,640</b>	<b>90</b>
OFFICE SUPPLIES	1,511	500	1,630	500	-
ANCILLARY MEETING COSTS	117	250	270	250	-
COUNCIL RETREAT	-	200	40	200	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	<b>1,628</b>	<b>950</b>	<b>1,940</b>	<b>950</b>	<b>-</b>
OTHER PROFESSIONAL SERVICES	38	-	-	-	-
CONCIL ATTY. OTHER SVCS	-	-	-	-	-
LEGAL PUBLICATIONS	1,669	2,000	2,640	2,000	-
PUBLICATION OF AGENDAS	-	3,000	-	3,000	-
CELL PHONES	6,685	2,150	3,230	2,150	-
TRAVEL & SUBSISTENCE	9,380	11,000	17,600	11,000	-
MEALS	-	-	-	-	-
LICENSES & SUBSCRIPTIONS	865	3,450	1,660	3,450	-
PRINTING AND BINDING	274	-	-	-	-
TRAINING & REGISTRATION	2,550	5,400	6,020	5,400	-
CITY CODE REVISION	-	3,000	-	3,000	-
<b>Other services and charges</b>	<b>21,461</b>	<b>30,000</b>	<b>31,150</b>	<b>30,000</b>	<b>-</b>
<b>Total Council expenditures</b>	<b>68,652</b>	<b>\$ 77,100</b>	<b>\$ 71,550</b>	<b>\$ 77,190</b>	<b>\$ 90</b>

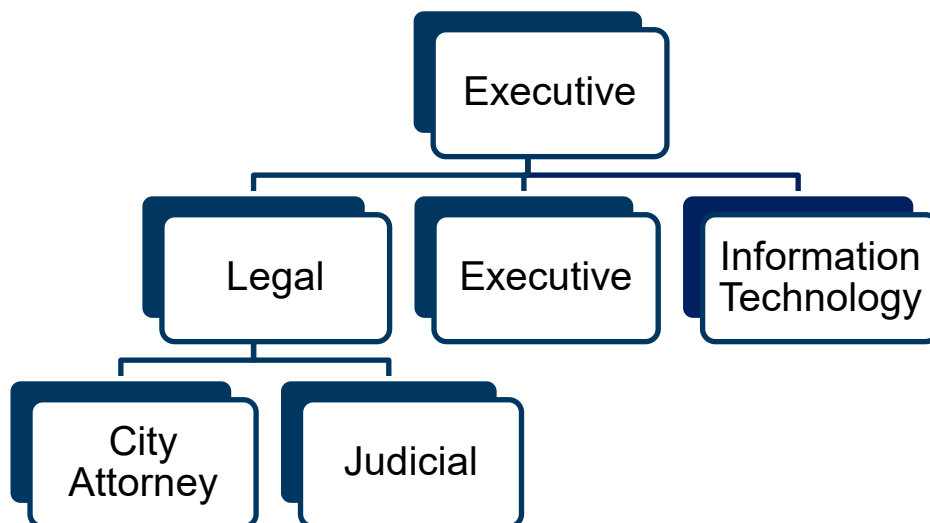
# EXECUTIVE



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, manages the City's Information Technology function, 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, Legal, and Information Technology Divisions, which are described within this section.



## 2024 Budget

### Expenditure Summary:

Executive Exp by Dept	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Legal & Judicial	\$ 511,929	\$ 501,445	\$ 388,750	\$ 601,660	\$ 100,215
Executive	635,782	591,425	546,210	675,124	83,699
Information Technology	568,135	479,400	406,350	564,054	84,654
Human Resources	248,080	222,050	230,180	231,150	9,100
Total Executive expenditures	\$ 1,963,926	\$ 1,794,320	\$ 1,571,490	\$ 2,071,988	\$ 277,668



### Executive Exp by Function

Salaries and wages	\$ 752,490	\$ 729,100	\$ 657,950	\$ 804,902	\$ 75,802
Benefits	316,571	257,450	248,980	275,517	18,067
Supplies	40,705	24,500	11,260	23,650	(850)
Other services and charges	854,160	783,270	653,300	967,919	184,649
Intergovernmental services	-	-	-	-	-
Total Executive expenditures	\$ 1,963,926	\$ 1,794,320	\$ 1,571,490	\$ 2,071,988	\$ 277,668

## Executive Division

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.

### 2023 Accomplishments

- Successfully held a Non-profit Summit, Fentanyl Awareness Event, and Earth Day Community Cleanup.
- Successfully implemented 2023 legislative priorities and received multiple grants.
- Continued making progress with the Port of Everett on the Waterfront Development project.
- Launched a community engagement webpage to ensure we are meeting the needs of our residents.
- Continued 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 new Collective Bargaining Agreements.
- Implemented hiring and retention incentives provided through ARPA funds to help attract and retain employees as one response to the Employee Survey results.
- Updated the City's Employee Handbook and Safety Manual.
- Earned the WellCity designation from Association of Washington Cities gaining the City a discount on health care premiums.

### 2024 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.
- Create a training program to provide management the tools and skills to help lead and empower their staff in their service to the community.
- Negotiate with the Fire union group for a new collective bargaining agreement.

- 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 Japanese Gulch Daylighting project, other waterfront development projects and other transportation and street projects.
- Provide city messaging in the Recreation Guide.
- Implement a new Financial/Human Resources Information System replacing an older system.
- Oversee the City website redesign process and the implementation of a Public Records Request/Records Management software. Both will improve how information is provided to the public.

### Budget Highlights

- The budget maintains current staffing levels.
- No new budget items are proposed in the requested expenditures.
- The Information Technology Division was moved to the Executive Department.

**2024 Budget**

**EXECUTIVE DEPARTMENT – EXECUTIVE DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	426,214	402,500	363,000	459,629	57,129
PART TIME EMPLOYEES	-	-	-	-	-
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	-	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 426,214</b>	<b>\$ 402,500</b>	<b>\$ 363,000</b>	<b>\$ 459,629</b>	<b>\$ 57,129</b>
FICA	31,941	30,800	27,820	33,800	3,000
PERS	42,927	41,900	36,670	45,900	4,000
L&I	1,075	1,100	880	1,100	-
MEDICAL BENEFITS	84,659	63,300	60,330	68,100	4,800
MSD VEHICLE ALLOWANCE	6,000	6,000	5,500	6,000	-
DENTAL BENEFITS	6,531	4,600	4,630	4,100	(500)
VISION BENEFITS	919	800	650	700	(100)
LIFE INSURANCE	976	750	780	750	-
PAID FAMILY LEAVE	686	900	800	1,000	100
LONG TERM DISABILITY INSURANCE	2,162	1,300	1,720	1,300	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>177,876</b>	<b>151,450</b>	<b>139,780</b>	<b>162,750</b>	<b>11,300</b>
OFFICE SUPPLIES	5,311	1,500	780	1,500	-
OPERATING SUPPLIES	1,263	1,000	150	1,000	-
ANCILLARY MEETING COSTS	528	500	650	650	150
SMALL ITEMS OF EQUIPMENT	395	1,000	-	1,000	-
<b>Supplies</b>	<b>7,497</b>	<b>4,000</b>	<b>1,580</b>	<b>4,150</b>	<b>150</b>
CONSULTING SERVICES	-	3,000	-	3,000	-
OTHER PROFESSIONAL SVCS.	8,426	10,000	13,880	10,000	-
TELEPHONE	168	1,150	290	1,150	-
POSTAGE	458	300	20	300	-
CELL PHONE	2,670	425	2,070	2,625	2,200
TRAVEL & SUBSISTENCE	4,958	9,000	9,990	19,000	10,000
MEALS	-	1,020	330	1,020	-
ASSOC. DUES & MEMBERSHIPS	1,824	2,500	1,590	2,500	-
PRINTING AND BINDING	693	-	-	-	-
TRAINING & REGISTRATION	4,998	6,080	13,680	9,000	2,920
<b>Other services and charges</b>	<b>24,195</b>	<b>33,475</b>	<b>41,850</b>	<b>48,595</b>	<b>15,120</b>
<b>Total Executive expenditures</b>	<b>\$ 635,782</b>	<b>\$ 591,425</b>	<b>\$ 546,210</b>	<b>\$ 675,124</b>	<b>\$ 83,699</b>



**2024 Budget**

**EXECUTIVE DEPARTMENT – HUMAN RESOURCES DIVISION**

	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>24-B v 23-B Incr</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Estimated Actuals</b>	<b>Budget</b>	<b>/ (Decr)</b>
FULL TIME EMPLOYEES	108,679	126,300	110,180	128,900	2,600
<b>Salaries and wages</b>	<b>\$ 108,679</b>	<b>\$ 126,300</b>	<b>\$ 110,180</b>	<b>\$ 128,900</b>	<b>\$ 2,600</b>
FICA	8,051	9,700	8,170	9,900	200
PERS	11,192	13,200	11,450	13,400	200
L&I	240	300	250	300	-
MEDICAL BENEFITS	26,835	18,700	27,940	19,800	1,100
DENTAL BENEFITS	2,056	2,100	2,060	2,100	-
VISION BENEFITS	278	300	280	300	-
MT UNEMPLOYMENT COMP. INSURANCE	-	-	-	-	-
WORKERS COMPENSATION RETRO PROGRAM	16,278	-	-	-	-
LIFE INSURANCE	304	300	300	300	-
PAID FAMILY LEAVE	177	300	240	300	-
LONG TERM DISABILITY INSURANCE	674	650	670	650	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>66,085</b>	<b>45,550</b>	<b>51,360</b>	<b>47,050</b>	<b>1,500</b>
OFFICE SUPPLIES	663	-	290	-	-
011.16.518.100.3112 OPERATING SUPPLIES	239	-	-	-	-
011.16.518.100.3124 CLOTHING/BOOTS	116	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	<b>1,018</b>	<b>-</b>	<b>290</b>	<b>-</b>	<b>-</b>
ADMIN FEE FSA	1,113	1,250	3,260	1,250	-
ADMIN FEE - OLD AGE SURVIVOR INSURANCE	43	-	90	-	-
OTHER PROFESSIONAL SVCS.	38,915	26,000	50,420	27,500	1,500
CLASSIFIED ADVERTISING	14,465	5,000	3,150	10,000	5,000
TELEPHONE	17	100	290	100	-
POSTAGE	26	100	60	100	-
CELL PHONES	520	400	390	400	-
TRAVEL & SUBSISTENCE	1,152	1,000	990	1,500	500
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	1,045	2,000	450	500	(1,500)
LICENSES & SUBSCRIPTIONS	746	1,500	-	500	(1,000)
PRINTING AND BINDING	62	-	-	-	-
TUITION REIMBURSEMENT	13,729	12,000	7,300	12,000	-
TRAINING & REGISTRATION	465	850	1,950	1,350	500
<b>Other services and charges</b>	<b>72,298</b>	<b>50,200</b>	<b>68,350</b>	<b>55,200</b>	<b>5,000</b>
<b>Total Human Resources expenditures</b>	<b>\$ 248,080</b>	<b>\$ 222,050</b>	<b>\$ 230,180</b>	<b>\$ 231,150</b>	<b>\$ 9,100</b>

## Legal & Judicial Division

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 Interlocal 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.

### 2023 Accomplishments

- City Attorney provided sound legal advice on a variety of topics that significantly reduced the City's exposure to claims or arbitration.
- Executed a contract for a new indigent defense conflict counsel.

### 2024 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 \$26,555 to reflect the fee structure per the contract for 2024.
- The Everett District Court line item was increased by \$50,000 to reflect the cost of increased enforcement activities.
- The Indigent Defense Attorney line item was increased by \$23,610 to reflect anticipated costs for 2024.

**2024 Budget**

**EXECUTIVE DEPARTMENT – LEGAL & JUDICIAL DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
CITY ATTORNY PAINE FIELD DEFENSE	-	-	-	-	-
CLASSIFIED ADVERTISING	-	-		500	500
CITY ATTY. PAINE FIELD LEGAL DEFENSE - LITIGATIONS	-	-	-	-	-
CITY ATTORNEY - CONSULTATIONS	73,977	120,000	39,260	120,000	-
CITY ATTORNEY - LITIGATIONS	-	-	-	-	-
OUTSIDE ATTORNEY - CONSULTATIONS	-	-	-	-	-
OUTSIDE ATTORNEY - LITIGATIONS	151	-	-	-	-
CITY PROSECUTING ATTORNEY - CONSULTATION	109,650	111,445	92,830	138,000	26,555
CITY PROSECUTING ATTORNEY - LITIGATIONS	-	-	-	-	-
INDIGENT DEFENSE ATTORNEY	140,452	150,000	134,500	173,160	23,160
CITY ATTORNEY LABOR NEGOTIATIONS	45,024	20,000	29,330	20,000	-
EVERETT DISTRICT COURT	142,675	100,000	92,830	150,000	50,000
INTERLOCAL EXTRADITION	-	-	-	-	-
<b>Other services and charges</b>	<b>511,929</b>	<b>501,445</b>	<b>388,750</b>	<b>601,660</b>	<b>100,215</b>
<b>Total Legal &amp; Judicial expenditures</b>	<b>\$ 511,929</b>	<b>\$ 501,445</b>	<b>\$ 388,750</b>	<b>\$ 601,660</b>	<b>\$ 100,215</b>

## Information Technology Division

The Information Technology (IT) Division manages all aspects of the City's technology infrastructure.

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 can 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.

### 2023 Accomplishments:

- 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.

### 2024 Goals & Objectives

- Implement Council priorities for technology infrastructure improvements identified in the American Recovery Plan Act (ARPA) implementation.

### Budget Highlights

- Changes reflect a deep review of all services and accounting methods to more accurately reflect spending, rather than using trend information from previous budget cycles.
- Changes are also impacted by changes from Technology Replacement Fund.

**2024 Budget**

**EXECUTIVE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	213,167	197,800	183,270	213,873	16,073
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
ACTING SUPERVISOR PAY	-	-	-	-	-
OVERTIME	4,430	2,500	1,500	2,500	-
<b>Salaries and wages</b>	<b>\$ 217,597</b>	<b>\$ 200,300</b>	<b>\$ 184,770</b>	<b>\$ 216,373</b>	<b>\$ 16,073</b>
FICA	16,609	15,200	14,140	15,900	700
PERS	21,989	20,600	19,200	21,600	1,000
L&I	589	600	500	600	-
MEDICAL BENEFITS	28,986	20,600	20,510	21,800	1,200
DENTAL BENEFITS	1,901	1,300	1,290	1,400	100
VISION BENEFITS	278	200	190	200	-
LIFE INSURANCE	592	450	500	2,717	2,267
PAID FAMILY LEAVE	354	500	400	500	-
LONG TERM DISABILITY INSURANCE	1,312	1,000	1,110	1,000	-
<b>Benefits</b>	<b>72,610</b>	<b>60,450</b>	<b>57,840</b>	<b>65,717</b>	<b>5,267</b>
COMPUTER SUPPLIES	19,842	4,000	2,000	4,000	-
REFERENCE MATERIAL	-	-	-	-	-
OPERATING SUPPLIES	1,375	500	80	500	-
SMALL ITEMS OF EQUIPMENT	10,973	16,000	7,310	15,000	(1,000)
<b>Supplies</b>	<b>32,190</b>	<b>20,500</b>	<b>9,390</b>	<b>19,500</b>	<b>(1,000)</b>
CONSULTING SERVICES	1,225	7,500	-	7,500	-
OTHER PROFESSIONAL SVCS.	1,220	-	-	-	-
TELEPHONE	587	1,050	920	1,072	22
POSTAGE	522	100	-	100	-
ON-LINE CHARGES	5,455	8,500	-	4,000	(4,500)
CELL PHONE	5,406	1,600	2,830	2,000	400
TRAVEL & SUBSISTENCE	81	500	-	3,400	2,900
MEALS	-	200	-	1,042	842
FIBER LEASE	12,315	15,000	4,420	7,500	(7,500)
COMMUNICATIONS EQUIP R & M	3,500	10,000	10,000	-	(10,000)
COMPUTER SYSTEM MAINT	8,374	50,000	50,000	15,000	(35,000)
SOFTWARE MAINTENANCE	76,035	40,000	40,000	40,000	-
ASSOC. DUES & MEMBERSHIPS	-	500	500	2,050	1,550
LICENSES AND SUBSCRIPTIONS	127,941	55,000	42,520	170,000	115,000
TRAINING & REGISTRATION	146	5,000	-	5,600	600
OFFSITE DATA STORAGE	2,931	3,200	3,160	3,200	-
<b>Other services and charges</b>	<b>245,738</b>	<b>198,150</b>	<b>154,350</b>	<b>262,464</b>	<b>64,314</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Information Technology expenditures</b>	<b>\$ 568,135</b>	<b>\$ 479,400</b>	<b>\$ 406,350</b>	<b>\$ 564,054</b>	<b>\$ 84,654</b>

# FINANCE

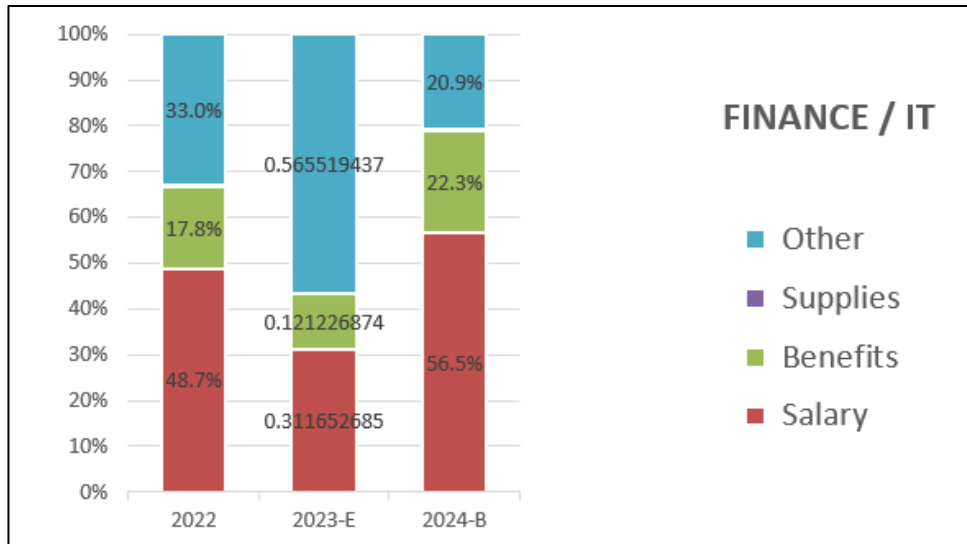


The Finance Department consists of the Accounting Division, to include Payroll, which is described within this section.

Expenditure Summary:



	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Finance &amp; IT</b>					
Accounting	\$ 853,092	\$ 962,189	\$ 1,068,080	\$ 955,136	\$ (7,053)
<b>Total Finance expenditures</b>	<u>\$ 853,092</u>	<u>\$ 962,189</u>	<u>\$ 1,068,080</u>	<u>\$ 955,136</u>	<u>\$ (7,053)</u>



	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / Decr
Salaries and wages	\$ 415,687	\$ 537,100	\$ 332,870	\$ 540,032	\$ 2,932
Benefits	152,094	214,450	129,480	213,370	(1,080)
Supplies	3,633	2,700	1,710	2,400	(300)
Other services and charges	281,678	207,939	604,020	199,335	(8,604)
Intergovernmental services	-	-	-	-	-
Total expenditures	\$ 853,092	\$ 962,189	\$ 1,068,080	\$ 955,136	\$ (7,053)

### Budget Highlights

- There are no new budget items for Finance included in the 2024 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.

### 2023 Accomplishments

- Prepared the 2022 Annual Financial Statements and submitted them to the State Auditor's Office on time.
- Completed 2022 Washington State Financial and Accountability Audits.
- Fulfilled continuing disclosure requirements.
- Maintained Finance Department functions despite being understaffed for the majority of the year.
- Issued a Request For Proposal (RFP) for new Enterprise Resource Planning (ERP) system (financial database), selected vendor and began implementation tasks.

### 2024 Goals & Objectives

- Prepare and submit the 2023 Annual Financial Statements on time.
- Successfully implement the new financial database.
- Seek additional Federal and State funding to maximize financial resources.
- Explore the benefits of a transition to biennial budget cycle.
- 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 2024 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 Training and related expenditures (\$5,825) as the Accounting Division is now fully staffed and a significant increase in Banking Fees (\$63,000 total) to account for additional costs in this category.



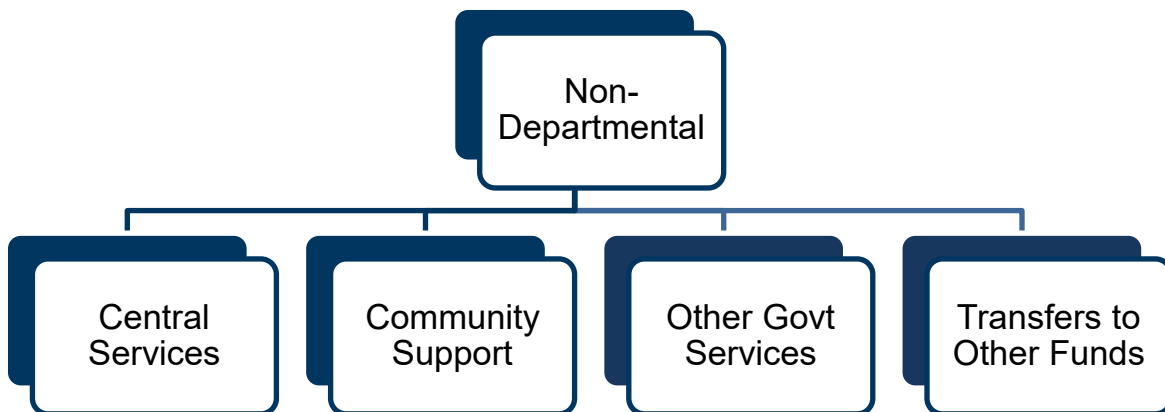
## FINANCE DEPARTMENT - ACCOUNTING DIVISION

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	401,862	534,100	330,220	536,532	2,432
SPECIAL ASSIGNMENT PAY	3,870	500	-	500	-
ACTING SUPERVISOR PAY	939	-	-	-	-
OVERTIME	9,016	2,500	2,650	3,000	500
<b>Salaries and wages</b>	<b>\$ 415,687</b>	<b>\$ 537,100</b>	<b>\$ 332,870</b>	<b>\$ 540,032</b>	<b>\$ 2,932</b>
FICA	31,349	42,600	25,210	42,000	(600)
PERS	37,415	57,800	29,550	57,100	(700)
L&I	1,179	1,600	920	1,600	-
MEDICAL BENEFITS	72,301	96,000	65,140	93,700	(2,300)
VEHICLE ALLOWANCE	600	2,400	-	2,400	-
DENTAL BENEFITS	4,691	7,300	4,830	8,100	800
VISION BENEFITS	618	1,000	660	1,200	200
LIFE INSURANCE	995	1,250	760	2,770	1,520
PAID FAMILY LEAVE	675	1,300	730	1,300	-
LONG TERM DISABILITY INSURANCE	2,271	3,200	1,680	3,200	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>152,094</b>	<b>214,450</b>	<b>129,480</b>	<b>213,370</b>	<b>(1,080)</b>
OFFICE SUPPLIES	1,020	1,500	170	1,500	-
PURCHASE OF FORMS	431	350	940	350	-
REFERENCE MATERIAL	-	100	-	100	-
CLOTHING/BOOTS	408	-	-	-	-
MOTOR FUEL	67	150	-	150	-
SMALL ITEMS OF EQUIPMENT	1,707	600	600	300	(300)
<b>Supplies</b>	<b>3,633</b>	<b>2,700</b>	<b>1,710</b>	<b>2,400</b>	<b>(300)</b>
OTHER PROFESSIONAL SVCS.	179,254	20,700	508,010	20,700	-
STATE AUDITOR AUDIT	34,830	122,489	66,100	100,000	(22,489)
TELEPHONE	134	950	290	950	-
POSTAGE	1,961	2,000	590	2,000	-
PAYFLOW PROCESSING FEES	-	-	-	-	-
CELL PHONES	1,348	1,000	820	1,000	-
TRAVEL & SUBSISTENCE	627	200	-	4,200	4,000
MEALS	40	200	-	200	-
OFFICE EQUIPMENT R&M	-	-	-	-	-
ACCOUNTING SYSTEM MAINT	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	850	1,100	600	1,760	660
PRINTING AND BINDING	348	-	-	-	-
PENALTY FEES	6	-	-	-	-
TRAINING & REGISTRATION	1,595	4,300	350	5,525	1,225
BANKING FEES	60,685	55,000	27,260	63,000	8,000
<b>Other services and charges</b>	<b>281,678</b>	<b>207,939</b>	<b>604,020</b>	<b>199,335</b>	<b>(8,604)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Finance expenditures</b>	<b>\$ 853,092</b>	<b>\$ 962,189</b>	<b>\$ 1,068,080</b>	<b>\$ 955,136</b>	<b>\$ (7,053)</b>

## 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 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 \$185,354 for 2024 (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 decreased to \$~~6~~4,000 from \$6,750.
- No General Fund transfer to the Equipment Replacement Charges line item is proposed for 2024; equipment replacement purchases will be funded with the ERR fund balance and ARPA funds.

## Non-Departmental Services

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES (VACANCY SAVINGS)	-	-	-	-	-
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
L&I	(1)	-	-	-	-
UNEMPLOYMENT COMP.	923	20,000	13,040	20,000	-
INCURRED BUT NOT REPORTED DENTAL CLAIMS	-	-	-	-	-
INCURRED BUT NOT REPORTED VISION CLAIMS	-	-	-	-	-
WORKERS COMPENSATION RETRO PROGRAM	-	22,000	34,160	22,000	-
GENERAL EMPLOYEE BENEFITS	-	-	-	-	-
INNOVATION PROGRAM	6,755	5,000	6,200	6,000	1,000
COMMUTE TRIP REDUCTION	-	2,000	-	2,000	-
<b>Benefits</b>	7,677	49,000	53,400	50,000	1,000
PAPER STOCK	561	2,000	790	2,000	-
ANCILLARY MEETING COSTS	121	-	-	-	-
MOTOR FUEL	93	-	-	-	-
OPERATING SUPPLIES	6,152	8,851	4,810	8,851	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	4,278	-	150	-	-
<b>Supplies</b>	11,205	10,851	5,750	10,851	-
PUGET SOUND REGION COUNCIL	8,945	8,850	-	9,000	150
ALLIANCE FOR HOUSING AFFORDABILITY	3,345	2,150	5,640	2,250	100
ASSOC. DUES & MEMBERSHIP	8,117	6,450	19,770	13,950	7,500
SNOHOMISH COUNTY CITIES	-	-	-	-	-
CONSULTING SERVICES	-	-	-	-	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	7,893	10,000	1,570	10,000	-
YOUTH ADVISORY COUNCIL	777	1,000	970	1,000	-
DEI COMMISSION	2,312	6,750	-	6,000	(750)
DEI TRAINING	-	-	-	-	-
SUICIDE PREVENTION	-	5,000	-	5,000	-
PUGET SOUND CLEAN AIR AGENCY	18,994	18,994	-	18,994	-
ELECTION SERVICES	(3,772)	20,000	-	20,000	-
VOTER REGISTRATION	27,712	30,000	-	30,000	-
GRANT WRITER	-	-	-	-	-
CITY BRANDING	-	-	-	-	-
WELLNESS SUPPLIES	2,506	-	840	-	-
AWC WELLNESS PROGRAM	3,676	3,700	1,120	3,700	-
WATER COOLER RENTAL	1,005	500	700	1,000	500
FACILITIES MAINTENANCE CHARGES FOR SVCS.	672,846	672,846	672,846	672,846	-
MUKILTEO SCHOOL DISTRICT REMITTANCE	5,048	-	-	-	-
JUDGEMENTS AND SETTLEMENTS	-	-	-	-	-
OTHER PROFESSIONAL SERVICES	-	-	-	-	-

## Non-Departmental Services Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
RECORDS SERVICES	-	1,500	-	1,500	-
POSTAGE	-	300	20	300	-
WEBSITE HOSTING - ARCHIVE	2,524	1,500	120	2,500	1,000
EQUIPMENT REPLACEMENT CHARGES	531,000	-	5,710	-	-
EMERGENCY SERVICES	33,619	28,450	29,890	28,450	-
OFFICE EQUIPMENT RENTAL	15,438	14,000	10,480	14,000	-
INSURANCE	347,660	512,000	511,870	697,224	185,224
OFFICE EQUIPMENT R&M	100	6,000	-	6,000	-
VEHICLE R&M	111,326	100,000	81,370	100,000	-
ASSOC WASH CITIES	16,304	18,100	17,117	18,100	-
LICENSES & SUBSCRIPTIONS	33,934	500	15,600	31,500	31,000
PRINTING AND BINDING	10,360	10,500	31,040	10,500	-
TRAINING & REGISTRATION	10,359	2,000	1,400	2,000	-
EMERGENCY MGMNT MISC	3,143	3,000	2,370	7,000	4,000
COBRA DENTAL/VISION CLAIMS	-	-	-	-	-
SNO911 - DISPATCH SERVICES	608,290	608,290	513,390	615,998	7,708
SERS OPERATING ASSESSMENT	-	-	-	-	-
NEW WORLD	-	-	-	-	-
LARGE ITEM PICKUP	-	-	-	-	-
CARES GRANT PASS TO LOCAL BUSINESSES	-	-	-	-	-
COMMUNITY ORGANIZATIONAL SUPPORT	8,145	10,000	1,000	10,000	-
PARKS SPECIAL PROJECTS	6,750	10,000	330	10,000	-
PUBLIC HEALTH SERVICES	-	21,478	-	21,478	-
STATE ALCOHOL PROGRAM FEES PASS THROUGH	6,382	6,000	3,250	6,000	-
LEASEHOLD EXCISE TAX FOR CHAMBER OF COMM	-	2,750	-	2,750	-
<b>Other services and charges</b>	<b>2,504,738</b>	<b>2,142,608</b>	<b>1,928,413</b>	<b>2,379,040</b>	<b>236,432</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER TO PARK ACQUISITION & DEV.	5,556	-	-	-	-
TRANSFER TO TECH REP FUND	103,000	141,213	141,213	37,287	(103,926)
TRANS TO EMS FUND	722,016	1,151,080	1,151,080	496,948	(654,132)
TRANSFER TO STREET FUND	366,374	439,750	439,750	557,455	117,705
TRANSFER TO REET II FUND	-	-	-	-	-
TRANSFER TO LEOFF I RESERVE FUND	-	-	-	-	-
TRANSFER TO COMMUNITY CENTER FUND	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	194,300	-	-	-	-
TRANSFER TO MUNI SVCS	-	-	-	-	-
TRANSFER TO LEOFF I RESERVE FUND	-	-	-	-	-
TRANSFER TO EQUIPMENT REPLACEMENT FUND	-	-	-	270,000	270,000
TRANSFER TO TRANSP BENEFIT DISTRICT	-	-	-	-	-
<b>Transfers-out</b>	<b>1,391,246</b>	<b>1,732,043</b>	<b>1,732,043</b>	<b>1,361,690</b>	<b>(370,353)</b>
<b>Total Other Government Services expenditures</b>	<b>\$ 3,914,866</b>	<b>\$ 3,934,502</b>	<b>\$ 3,719,606</b>	<b>\$ 3,801,581</b>	<b>\$ (132,921)</b>

## 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.

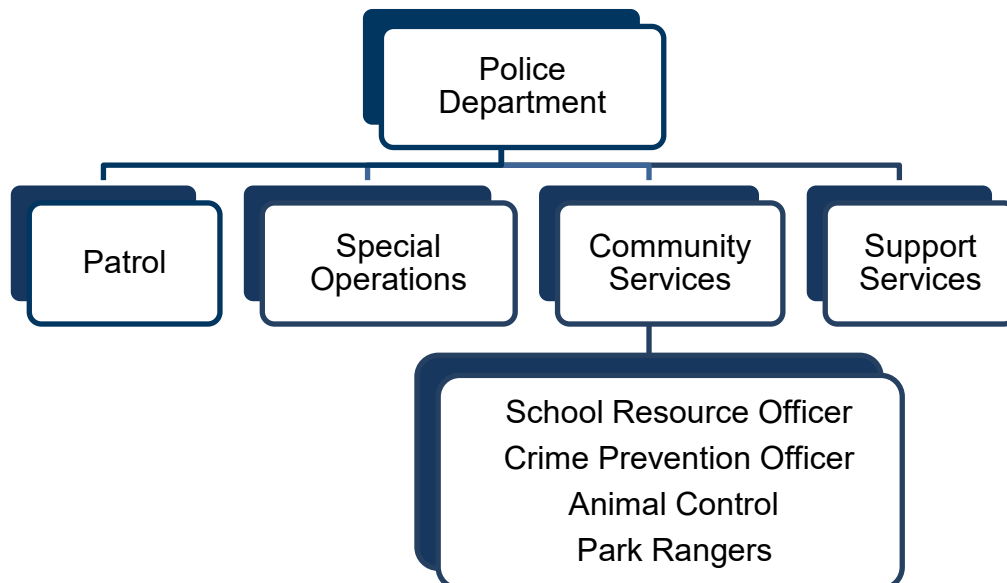
	<i>Transferring Fund</i>				<b>TOTAL INCOMING TRANSFERS</b>
	General	Transportation Benefit District	Real Estate Excise Tax I	Real Estate Excise Tax II	
	011	101	331	332	
<b>Recipient Fund</b>	General	\$ -	\$ -	\$ -	\$ -
	Streets	557,455			557,455
	Emergency Medical Services	496,948			496,948
	Debt Service		880,300		880,300
	Capital Projects	-	400,000	460,000	860,000
	Technology Replacement	37,287			37,287
	Equipment Replacement Reserve	270,000			270,000
	Facilities Maintenance				-
	Facility Renewal	-			-
	<b>TOTAL OUTGOING TRANSFERS</b>	<b>\$ 1,361,690</b>	<b>\$ 400,000</b>	<b>\$ 880,300</b>	<b>\$ 460,000</b>
					<b>\$ 3,101,990</b>

# POLICE



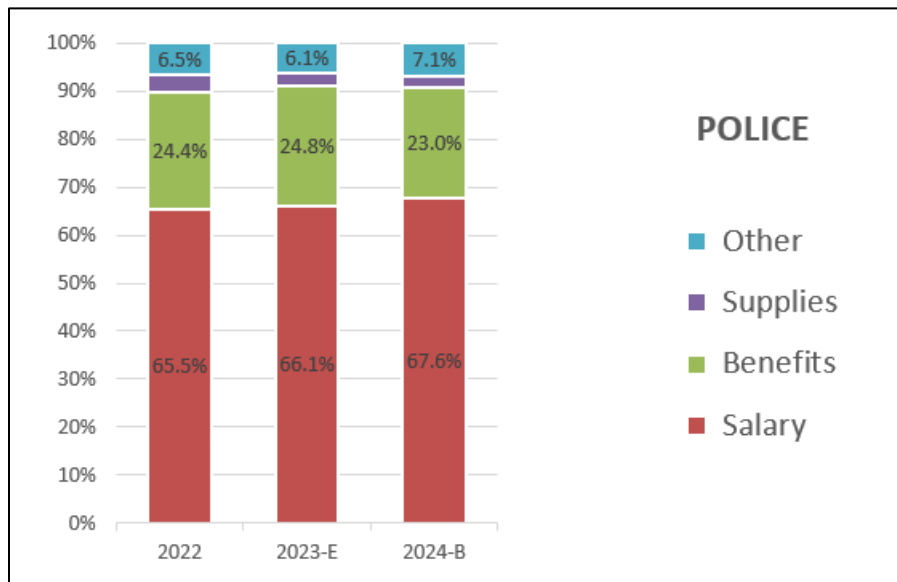
The Police Department provides services for the protection of persons and property. These activities include general law and traffic enforcement, criminal investigations, animal control, and emergency service coordination and support.

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



## Expenditure Summary:

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Administration	\$ 1,361,495	\$ 1,507,600	\$ 1,462,980	\$ 1,577,566	\$ 69,966
Patrol	2,941,113	3,251,356	2,991,910	3,581,810	330,454
Special Operations	866,418	855,850	772,440	880,026	24,176
Crime Prevention	166,414	184,150	154,570	187,207	3,057
Training	125,349	132,600	151,480	130,903	(1,697)
Police charged to General Fund	5,460,789	5,931,556	5,533,380	6,357,510	425,954
Rangers, charged to Parking Fund	221,676	287,162	130,750	280,960	(6,202)
Total Police expenditures	\$ 5,682,465	\$ 6,218,718	\$ 5,664,130	\$ 6,638,470	\$ 419,752



	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Salaries and wages	\$ 3,721,709	\$ 4,198,806	\$ 3,744,720	\$ 4,490,710	\$ 291,904
Benefits	1,385,396	1,413,050	1,406,760	1,529,550	116,500
Supplies	204,080	161,898	165,150	148,820	(13,078)
Other services and charges	371,280	444,964	347,500	469,390	24,426
Total Police expenditures	\$ 5,682,465	\$ 6,218,718	\$ 5,664,130	\$ 6,638,470	\$ 419,752

## Budget Highlights

- The 2024 budget for the Police Department maintains current staffing levels.
- Using American Rescue Plan Act (ARPA) funds, the 2024 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 inter-local services agreements for Victim Coordinator services, jail fees, animal shelter, 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; issues concealed weapon permits and other licenses; handles public records requests, provides fingerprinting services; maintains evidence and property room security; and provides information and assistance to the public regarding law enforcement matters; and provides services for victims of Domestic Violence crimes.

### 2023 Accomplishments

- Continued to build upon a wellness and resiliency program for all police staff.
- Hired one new police officer and one park ranger.
- Continued purging records that are beyond retention requirements.
- Issued **166** concealed pistol licenses, merged **1247** case reports, handled over **3724** tickets, processed **700** pieces of evidence, destroyed **189** firearms, handled **1172** cash or card transactions, processed **561** public records requests, not including requests from other LE agencies, DSHS or prosecutors, answered **2661** phone calls and handled **1420** front counter contacts.
- Implemented a self-paced leadership program.
- Received over **\$42,500** in grants. This provided for traffic safety equipment, two full days of de-escalation scenario training, paid for eight members to attend a couples counseling retreat, paid for six visits by department psychiatrist on ride-along (24 hours total), and paid for 13 members to have a physical mobility assessment.

### 2024 Goals & Objectives

- Enhance the departmental wellness and resiliency program for police staff.
- Create a culture of transparency where failure and mistakes are a learning opportunity.
- Focus on efficiency in processes while not compromising our community-based approach.
- Focus on recruiting and increasing our social media presence.
- Create a new-business outreach program.
- Continue leadership development and training for all department supervisors.

### Budget Highlights

- Combining several licenses and subscriptions into one budget line item to simplify tracking and reducing total budget by eliminating un-used or under-used subscriptions.



**2024 Budget**

**POLICE DEPARTMENT – ADMINISTRATION & SUPPORT DIVISION**

	<b>2022</b>	<b>2023</b>	<b>2023 Estimated</b>	<b>2024</b>	<b>24-B v 23-B Incr</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>/ (Decr)</b>
FULL TIME EMPLOYEES	730,896	796,300	848,180	844,916	48,616
SPECIAL ASSIGNMENT PAY	32	6,000	920	6,200	200
EDUCATION PREMIUM PAY	4,404	4,800	4,040	5,000	200
ACTING SUPERVISOR PAY	951	100	-	100	-
MERIT/LONGEVITY PAY	5,963	9,600	6,830	9,900	300
PD 457	7,169	1,100	7,370	1,100	-
OVERTIME	-	10,000	-	10,050	50
OVERTIME HOLIDAY	806	-	150	-	-
OVERTIME - SHIFT COVER	2,976	-	6,340	-	-
OT - STAFF MEETINGS	1,365	-	480	-	-
OVERTIME - COURT APPEARANCE	529	-	530	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	260	-	-	-	-
OT - ADMINISTRATIVE/OPERATIONAL SUPPORT	-	-	-	-	-
OT - SHIFT EXTENSION	4,190	-	2,290	-	-
OVERTIME - SPECIAL EVENTS	1,038	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 760,579</b>	<b>\$ 827,900</b>	<b>\$ 877,130</b>	<b>\$ 877,266</b>	<b>\$ 49,366</b>
FICA	58,777	62,600	68,300	64,600	2,000
LAW ENF. RETIREMENT SYSTEM	22,437	23,900	21,970	24,500	600
PERS	34,691	38,300	36,760	39,600	1,300
L&I	9,845	12,500	11,280	12,500	-
MEDICAL BENEFITS	150,634	145,100	155,330	145,000	(100)
DENTAL BENEFITS	15,673	15,300	15,220	10,800	(4,500)
VISION BENEFITS	-	-	-	-	-
LIFE INSURANCE	2,018	1,900	1,970	1,900	-
PAID FAMILY LEAVE	2,224	1,800	3,380	1,900	100
LONG TERM DISABILITY INSURANCE	3,820	3,600	3,730	3,600	-
UNIFORM BENEFITS	2,535	1,750	510	1,750	-
CLOTHING ALLOWANCE	-	-	-	-	-
MEDICAL OPT-OUT INCENTIVE	22,921	23,800	23,600	22,700	(1,100)
<b>Benefits</b>	<b>325,575</b>	<b>330,550</b>	<b>342,050</b>	<b>328,850</b>	<b>(1,700)</b>
OFFICE SUPPLIES	11,868	9,000	5,500	8,000	(1,000)
REFERENCE MATERIAL	456	-	-	-	-
ANCILLARY MEETING COSTS	232	-	-	-	-
CLOTHING/BOOTS	2,041	1,750	-	1,750	-
MOTOR FUEL	2,337	2,300	2,920	1,500	(800)
SMALL ITEMS OF EQUIPMENT	19,773	19,200	1,820	17,000	(2,200)
<b>Supplies</b>	<b>36,707</b>	<b>32,250</b>	<b>10,240</b>	<b>28,250</b>	<b>(4,000)</b>
OTHER PROFESSIONAL SVCS.	18,733	17,200	5,240	15,000	(2,200)
WELLNESS PROGRAM	-	-	-	-	-
TELEPHONE	14,543	23,000	18,720	23,000	-
POSTAGE	2,911	2,000	3,290	3,000	1,000
NEW WORLD PROJECT CONNECTIVITY	10,985	8,000	12,340	10,000	2,000
CELL PHONES	1,871	1,000	370	1,000	-
TRAVEL & SUBSISTENCE	36	500	20	500	-
MEALS	244	500	70	500	-
JAIL CONTRACT	121,251	195,000	132,190	200,850	5,850
ANIMAL SHELTER FEES	6,579	14,000	2,270	10,000	(4,000)
NARCOTICS TASK FORCE	4,126	4,500	-	4,500	-
OFFICE EQUIPMENT RENTAL	252	400	510	400	-
EQUIPMENT R&M	369	1,000	-	500	(500)
COMPUTER SYSTEM MAINTENANCE	985	800	1,390	800	-
ASSOC. DUES & MEMBERSHIPS	1,125	2,000	1,970	2,000	-
LICENSES & SUBSCRIPTIONS	13,577	9,000	29,340	29,000	20,000
PRINTING AND BINDING	1,121	1,000	610	1,000	-
TRAINING & REGISTRATION	345	-	3,400	-	-
VICTIM SERVICES	35,221	35,000	19,630	38,150	3,150
BANKING FEES	4,360	2,000	2,200	3,000	1,000
CONCEALED PISTOL LICENSE	-	-	-	-	-
<b>Other services and charges</b>	<b>238,634</b>	<b>316,900</b>	<b>233,560</b>	<b>343,200</b>	<b>26,300</b>
HOME DETENTION	-	-	-	-	-
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Police Administration expenditures</b>	<b>\$ 1,361,495</b>	<b>\$ 1,507,600</b>	<b>\$ 1,462,980</b>	<b>\$ 1,577,566</b>	<b>\$ 69,966</b>

## Community Services Division

The Community Services Division facilitates Police – Community partnerships through community education and outreach programs. The Community Services Division contains the Community Services Sergeant, School Resource Officer, Crime Prevention Officer, Animal Control Officer, and Park Rangers.

Activities include media releases, conducting Citizen Police Academies, coordinating the City's National Night Out Against Crime Event, and managing the Police Volunteers. The Community Services Division also presents to schools, civic clubs, and homeowner associations.

This Division performs fleet and equipment maintenance and ordering, Crime Trend Analysis, and coordinates extra patrol/speed emphasis efforts with the patrol division staff.

### 2023 Accomplishments

- Participated in Gun Buyback which resulted in 32 guns turned in.
- Hosted an easter egg hunt for kids with special prizes for finding eggs hidden throughout the city.
- Coordinated supply drives which resulted in over 4,000 pounds of food being donated over two days.
- Continued youth and schools outreach.
- Continued partnerships with local schools and parent-teacher organizations.
- Coordinated the annual National Night Out Against Crime event where outreach teams visited different neighborhood block parties throughout the city.
- Continued annual tradition of "Shop with a Cop" during the holiday season.
- Held weeklong Youth Academy, which included 13 youth being involved.
- Hosted a nine-week citizen academy.
- Chief for a Day-We took this over after CJTC stopped doing the event. Every year we pick a child who is dealing with a life-threatening illness or chronic disease and make them the Chief for the Day. The child participates in police and city events all year long.
- We have a robust volunteer program, perhaps the largest in the city. Recently held training for them on the Volunteer Speed Watch program and working on Flagger Certification and possible additional driving training. Volunteer hours for 2023 so far is 132.75 hours.

### 2024 Goals & Objectives

- Reinvigorate the Police Volunteer Program
- Hold National Night-Out Against Crime Event, at least one Citizens' Police Academy, community outreach events involving Gun Safety, Drug Awareness, Teen Issues, Identity Theft, and other community concerns, and conduct a fourth Mukilteo Youth Police Academy.
- Host at least four pop-up community events, such as community BBQ.
- 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

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	89,904	99,400	86,900	105,324	5,924
SPECIAL ASSIGNMENT PAY	4,293	5,000	4,270	5,300	300
EDUCATION PREMIUM PAY	-	-	-	-	-
MERIT/LONGEVITY PAY	-	2,000	-	2,100	100
PD 457	1,001	1,100	960	1,100	-
OVERTIME	-	6,500	-	6,533	32
OVERTIME - SHIFT COVER	671	-	-	-	-
OT - CALL BACK	-	-	-	-	-
OT _STAFF MEETINGS	107	-	-	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	-	-	360	-	-
OT - PUBLIC EDUCATION ACTIVITIES	-	-	-	-	-
OT - CRIME PREVENTION VOLUNTEER TRAINING	5,674	-	2,930	-	-
OT - SHIFT EXTENSION	1,007	-	290	-	-
OVERTIME - SPECIAL EVENTS	2,551	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 105,208</b>	<b>\$ 114,000</b>	<b>\$ 95,710</b>	<b>\$ 120,357</b>	<b>\$ 6,356</b>
FICA	7,678	8,300	7,270	8,700	400
LAW ENF. RETIREMENT SYSTEM	5,409	5,700	5,070	6,000	300
L&I	2,482	2,900	2,870	2,900	-
MEDICAL BENEFITS	25,255	26,100	26,070	27,400	1,300
DENTAL BENEFITS	2,053	2,100	2,000	1,800	(300)
LIFE INSURANCE	257	250	240	250	-
PAID FAMILY LEAVE	363	300	530	300	-
UNIFORM BENEFITS	-	500	-	500	-
CLOTHING ALLOWANCE	-	-	1,000	500	500
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>43,497</b>	<b>46,150</b>	<b>45,050</b>	<b>48,350</b>	<b>2,200</b>
OFFICE SUPPLIES	2,660	3,000	160	1,500	(1,500)
PUBLIC OUTREACH SUPPLIES	4,319	-	1,480	-	-
CLOTHING/BOOTS	91	1,500	-	1,500	-
MOTOR FUEL	1,765	5,000	1,540	3,000	(2,000)
SMALL ITEMS OF EQUIPMENT	64	-	60	-	-
<b>Supplies</b>	<b>8,899</b>	<b>9,500</b>	<b>3,240</b>	<b>6,000</b>	<b>(3,500)</b>
PUBLIC AFFAIRS & COMMUNITY OUTREACH	3,164	6,000	920	5,000	(1,000)
CELL PHONES	303	-	820	-	-
TRAVEL & SUBSISTENCE	53	500	-	-	(500)
MEALS	271	1,000	40	500	(500)
PRINTING AND BINDING	-	-	-	-	-
GUN SAFETY INITIATIVES	5,019	7,000	8,790	7,000	-
<b>Other services and charges</b>	<b>8,810</b>	<b>14,500</b>	<b>10,570</b>	<b>12,500</b>	<b>(2,000)</b>
<b>Total Police Crime Prevention expenditures</b>	<b>\$ 166,414</b>	<b>\$ 184,150</b>	<b>\$ 154,570</b>	<b>\$ 187,207</b>	<b>\$ 3,056</b>

## 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.

### 2023 Accomplishments

- Implemented body-worn camera for increased community transparency.
- Hired one new officer
- Conducted over 6133 traffic stops, and 22,000 calls for services
- Implemented a decoy vehicle
- Conducted over 250 Area Emphasis Patrols
- Implemented bolo-wrap pilot program as a new long-distance, low-impact control device.
- One new member on the Violent Offender Task Force (VOTF), one new member on the regional SWAT team.
- Continued participation in the civil disturbance team.
- Promoted one new Sergeant.
- Each patrol squad planned and organized a community outreach event. This is in addition to the yearly programs they have already participated in.

### 2024 Goals & Objectives

- Continue the “over hire” process to stay ahead of the annual officer attrition rate to maintain appropriate patrol staffing levels and maintain a high level of service for the community.
- Conduct traffic emphasis patrols in school zones and areas with higher levels of traffic collisions and traffic complaints.
- Enhance existing skillsets by conducting squad and division-level active shooter response training. Hold one additional dynamic, scenario-based training session for all patrol officers.
- Expand critical incident management skill sets by conducting tabletop exercises and Incident Command training for patrol supervisors.
- Conduct multiple training sessions on de-escalation, scene control, and less-lethal techniques and tactics.
- Continue participation in the VOTF, SWAT and ALERT.
- Conduct targeted patrols to prevent burglaries, vehicle prowls, package thefts and address other community issues.

### Budget Highlights

- Decrease budgeted amount for operating supplies and small items of equipment.

**2024 Budget**

**POLICE DEPARTMENT – PATROL DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	1,795,637	2,067,500	1,870,220	2,297,129	229,629
SPECIAL ASSIGNMENT PAY	54,172	31,000	50,200	31,900	900
EDUCATION INCENTIVE	50,779	57,700	51,070	61,100	3,400
MERIT/LONGEVITY PAY	36,095	50,400	34,820	51,700	1,300
PD 457	20,619	20,900	20,010	20,900	-
BILINGUAL PAY (LANGUAGE PREMIUM 1% FOR 4)	3,348	3,756	3,350	3,756	-
OVERTIME	1,469	165,000	-	165,825	825
OFF DUTY OVERTIME	-	-	-	-	-
STANDBY/ON-CALL PAY	3,920	-	4,560	-	-
OVERTIME HOLIDAY	5,782	-	430	-	-
OVERTIME-OFF DUTY SECURITY	-	-	-	-	-
OVERTIME - SHIFT COVER	59,524	-	55,970	-	-
OT - DISASTER SUPPORT/SEVERE WEATHER	-	-	-	-	-
OT - CALL BACK	172	-	-	-	-
OT - STAFF MEETINGS	2,975	-	480	-	-
OVERTIME - COURT APPEARANCE	1,265	-	770	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	4,445	-	10,330	-	-
OT - ADMINISTRATIVE/OPERATIONAL SUPPORT	-	-	-	-	-
OT - SHIFT EXTENSION	22,590	-	21,620	-	-
OVERTIME - SPECIAL EVENTS	25,175	-	6,740	-	-
<b>Salaries and wages</b>	<b>\$ 2,087,967</b>	<b>\$ 2,396,256</b>	<b>\$ 2,130,570</b>	<b>\$ 2,632,310</b>	<b>\$ 236,054</b>
FICA	162,117	170,400	166,160	180,100	9,700
LAW ENF. RETIREMENT SYSTEM	111,337	118,100	108,600	130,000	11,900
L&I	47,225	59,700	58,460	62,500	2,800
MEDICAL BENEFITS	337,042	343,700	349,050	406,700	63,000
TEAMSTERS PENSION	-	-	-	-	-
DENTAL BENEFITS	27,381	26,600	27,550	28,100	1,500
LIFE INSURANCE	4,944	4,700	4,850	4,700	-
PAID FAMILY LEAVE	7,597	4,600	11,990	4,900	300
UNIFORM BENEFITS	19,336	27,000	12,620	27,000	-
CLOTHING ALLOWANCE	2,354	-	5,000	-	-
MEDICAL OPT-OUT INCENTIVE	22,200	23,800	28,330	28,500	4,700
<b>Benefits</b>	<b>741,533</b>	<b>778,600</b>	<b>772,610</b>	<b>872,500</b>	<b>93,900</b>
OPERATING SUPPLIES	2,711	5,000	1,060	3,000	(2,000)
REFERENCE MATERIAL	-	-	-	-	-
VEHICLE REPAIR TOOLS & EQ	2,512	-	-	-	-
CLOTHING/BOOTS	5,090	3,000	2,130	3,000	-
MOTOR FUEL	52,971	35,000	57,790	40,000	5,000
SMALL ITEMS OF EQUIPMENT	37,945	27,000	23,800	25,000	(2,000)
<b>Supplies</b>	<b>101,229</b>	<b>70,000</b>	<b>84,780</b>	<b>71,000</b>	<b>1,000</b>
OTHER PROFESSIONAL SVCS.	-	-	-	-	-
PATROL COMMUNITY SUPPORT	-	-	-	-	-
TRAVEL & SUBSISTENCE	-	750	-	-	(750)
MEALS	1,566	750	2,030	1,000	250
EQUIPMENT R&M	6,752	3,000	230	3,000	-
ASSOC. DUES & MEMBERSHIPS	-	-	-	-	-
LICENSES & SUBSCRIPTIONS	-	-	-	-	-
LAUNDRY SERVICES	2,066	2,000	1,690	2,000	-
<b>Other services and charges</b>	<b>10,384</b>	<b>6,500</b>	<b>3,950</b>	<b>6,000</b>	<b>(500)</b>
<b>Total Police Patrol expenditures</b>	<b>\$ 2,941,113</b>	<b>\$ 3,251,356</b>	<b>\$ 2,991,910</b>	<b>\$ 3,581,810</b>	<b>\$ 330,454</b>

## 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.

### 2023 Accomplishments

- Continued participation in Regional Police Intelligence (RIG) Group.
- Two department members continue to participate on the Snohomish Multi Agency Response Team (SMART).
- Conducted six proactive operations targeting human trafficking, narcotics, arrest warrant apprehension, and property crimes investigations.
- Increased training and awareness on Major Event Operational Planning, De-escalation, Active Shooter Response, Child Investigations, Homicide Investigations and Crime Scene Analysis.
- Completed six pre-employment background investigations on new police officer applicants.
- Presented training to the youth and citizen academies in Search and Seizure, Search Warrant Training, Vehicle Assaults, Undercover Operations, and Latent Prints.
- Detectives responded to approximately 20 call-outs and 80 phone calls for investigative assistance to the patrol division.

### 2024 Goals & Objectives

- Build more proficiency in special operation planning.
- Continue to develop patrol with specialized training.
- Increased participation with other regional task forces targeting criminal activity.
- Conduct in-house monthly training for investigators.
- Enhance intelligence gathering and threat assessment capabilities.
- Coordinate crime analysis with Crime Prevention Officer to direct resources for directed patrols and special operations.

### Budget Highlights

- Motor fuel line decreased by \$1,500 by adding another electric vehicle to the fleet.

**2024 Budget**

**POLICE DEPARTMENT – SPECIAL OPERATIONS DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	516,140	520,400	469,260	545,313	24,913
SPECIAL ASSIGNMENT PAY	10,425	26,100	10,550	27,200	1,100
EDUCATION INCENTIVE	12,405	14,800	11,090	15,500	700
MERIT/LONGEVITY PAY	21,777	21,300	19,900	27,400	6,100
PD 457	5,307	5,300	4,790	5,300	-
LEOFF II DISABILITY SUPPORT	(2,436)	-	-	-	-
OVERTIME	508	42,500	-	42,713	212
OFF DUTY OVERTIME	-	-	-	-	-
STANDBY/ON-CALL PAY	2,960	7,300	2,040	7,300	-
OVERTIME HOLIDAY	1,666	-	1,460	-	-
OVERTIME - SHIFT COVER	21,742	-	18,750	-	-
OT - CALL BACK	485	-	-	-	-
OT - STAFF MEETINGS	2,118	-	1,030	-	-
OT - COURT APPEARANCE	-	-	500	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	4,156	-	2,630	-	-
OT - SHIFT EXTENSION	5,395	-	2,920	-	-
OVERTIME - SPECIAL EVENTS	6,164	-	470	-	-
<b>Salaries and wages</b>	<b>\$ 608,812</b>	<b>\$ 637,700</b>	<b>\$ 545,390</b>	<b>\$ 670,726</b>	<b>\$ 33,026</b>
FICA	46,912	45,000	42,590	47,300	2,300
LAW ENF. RETIREMENT SYSTEM	34,729	31,200	31,460	32,800	1,600
L&I	12,224	14,300	14,450	14,300	-
MEDICAL BENEFITS	116,964	98,800	114,700	89,800	(9,000)
DENTAL BENEFITS	9,449	7,300	8,590	6,600	(700)
LIFE INSURANCE	1,409	1,200	1,280	1,200	-
PAID FAMILY LEAVE	2,209	1,200	3,100	1,200	-
UNIFORM BENEFITS	61	1,150	-	1,150	-
CLOTHING ALLOWANCE	1,500	3,000	1,000	2,000	(1,000)
MEDICAL OPT-OUT INCENTIVE	845	-	-	5,200	5,200
<b>Benefits</b>	<b>226,302</b>	<b>203,150</b>	<b>217,170</b>	<b>201,550</b>	<b>(1,600)</b>
OPERATING SUPPLIES	201	-	-	-	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	2,915	-	-	-	-
CLOTHING/BOOTS	129	-	-	-	-
MOTOR FUEL	1,688	2,000	620	-	(2,000)
ELECTRIC VEHICLE CHARGE	120	-	-	500	500
SMALL ITEMS OF EQUIPMENT	7,169	2,000	140	2,000	-
<b>Supplies</b>	<b>12,222</b>	<b>4,000</b>	<b>760</b>	<b>2,500</b>	<b>(1,500)</b>
OTHER PROFESSIONAL SVCS	195	-	-	-	-
TRAVEL & SUBSISTENCE	1,143	1,500	880	1,500	-
MEALS	438	500	1,050	750	250
EQUIPMENT R&M	-	-	-	-	-
LICENSES & SUBSCRIPTIONS	13,988	4,000	7,170	-	(4,000)
INVESTIGATION COSTS	3,318	5,000	20	3,000	(2,000)
<b>Other services and charges</b>	<b>19,082</b>	<b>11,000</b>	<b>9,120</b>	<b>5,250</b>	<b>(5,750)</b>
<b>Total Police Special Operations expenditu</b>	<b>\$ 866,418</b>	<b>\$ 855,850</b>	<b>\$ 772,440</b>	<b>\$ 880,026</b>	<b>\$ 24,176</b>



## 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. It also ensures there are an adequate number of trained officers for the Department's Unmanned Aircraft System (UAS) program.

The training division continues to develop and incorporate training that ensures our officers are the best trained and manages the training records for the department.

### 2023 Accomplishments

- Successfully met all RCW training hour requirements for commissioned staff per Criminal Justice Training Commission standards. The department completed approximately 3400 hours of training during the year.
- Conducted two scenario-based trainings for all commissioned personnel including duty to intervene, de-escalation, use of force, and scene management.
- Deployed the Bola wrap less lethal tool, and one operator per patrol squad is equipped and trained on the system.
- Facilitated policy review on critical policies.
- Coordinated dynamic and "controlled stress" scenario-based training using outside actors for officers to utilize their patrol tactics and de-escalation skills.
- Reviewed the training plan for each officer for individual career progression and development.
- Hosted three trainings, which allowed us to send seven officers through training for free.
- Coordinated training three new patrol tactics instructors, one firearms instructor, one EVOC (emergency driving) instructor, one less lethal instructor, and one new defensive tactics instructor.
- Trained two new UAS pilot.
- Trained all officers on marine law enforcement operations.

### 2024 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 increasing mental health contacts.
- Continue developing staff members for their respective roles and prepare them for future roles and promotions.
- Develop a series of tabletop exercises to enhance critical incident management skills for supervisors.

- Develop high-stress squad training, including water rescue operations.

#### Budget Highlights

- No material changes to the budget.
- Money was moved from other divisions travel and subsistence and meals into the Training Division to allow easier tracking.

**2024 Budget**

**POLICE DEPARTMENT – TRAINING DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
OVERTIME	36,317	50,600	46,130	50,853	253
<b>Salaries and wages</b>	<b>\$ 36,317</b>	<b>\$ 50,600</b>	<b>\$ 46,130</b>	<b>\$ 50,853</b>	<b>\$ 253</b>
FICA	-	-	-	-	-
LAW ENF. RETIREMENT SYSTEM	-	-	-	-	-
<b>Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
AMMUNITION	29,857	30,400	56,670	30,400	-
REFERENCE MATERIAL	-	-	170	-	-
SMALL ITEMS OF EQUIPMENT	3,423	2,000	4,230	2,000	-
<b>Supplies</b>	<b>33,280</b>	<b>32,400</b>	<b>61,070</b>	<b>32,400</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	17,315	20,500	21,310	15,500	(5,000)
TRAVEL & SUBSISTENCE	8,058	3,500	9,720	4,750	1,250
MEALS	4,747	2,000	2,160	2,700	700
LICENSES & SUBSCRIPTIONS	6,589	1,500	1,040	-	(1,500)
TRAINING & REGISTRATION	19,043	22,100	10,050	24,700	2,600
<b>Other services and charges</b>	<b>55,752</b>	<b>49,600</b>	<b>44,280</b>	<b>47,650</b>	<b>(1,950)</b>
<b>Total Police Training expenditures</b>	<b>\$ 125,349</b>	<b>\$ 132,600</b>	<b>\$ 151,480</b>	<b>\$ 130,903</b>	<b>\$ (1,697)</b>

# 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, 2024 administrative staff positions include a Fire Marshal and a Senior Administrative Assistant.

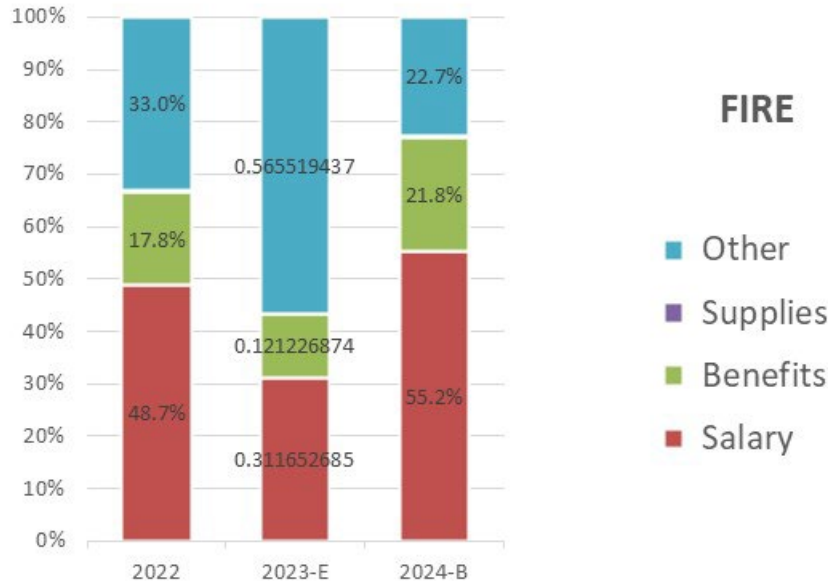
The department receives funds from the General Fund, Emergency Medical Services levy, and billing for ambulance transports.



## Expenditure Summary:

<i>Fire Dept Summary by Dept</i>	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Administration	\$ 178,124	\$ 208,400	\$ 190,360	\$ 224,500	\$ 16,100
Operations	560,516	672,050	484,060	618,648	(53,402)
Prevention	54,110	12,250	12,920	17,440	5,190
Training	44,979	42,600	45,470	45,590	2,990
Total Fire Department expend charged to GF	\$ 837,729	\$ 935,300	\$ 732,810	\$ 906,178	\$ (29,122)
EMS	4,602,951	4,345,580	3,992,630	4,588,422	242,842
EMS GEMT		500,000	560,000	500,000	-
Total Fire Department and EMS expenditures	\$ 5,440,680	\$ 5,780,880	\$ 5,285,440	\$ 5,994,600	\$ 213,720

## 2024 Budget



<i>Fire Dept Summary by Functional Exp</i>	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Salaries and wages	\$ 3,840,070	\$ 3,885,600	\$ 3,442,520	\$ 3,981,450	\$ 95,850
Benefits	1,024,571	970,200	977,910	1,005,342	35,142
Supplies	162,971	168,350	154,590	230,975	63,125
Other services and charges	350,068	256,730	150,420	278,833	16,728
Intergovernmental services	-	-	-	-	-
Transfers Out	63,000	-	-	-	-
Total Fire Department and EMS expenditures	<u>\$ 5,440,680</u>	<u>\$ 5,280,880</u>	<u>\$ 4,725,440</u>	<u>\$ 5,496,600</u>	<u>\$ 210,845</u>

### Budget Highlights

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

## Administration Division

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.

### 2023 Accomplishments

- 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.
- 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.
- Addressed station and vehicle repair issues.
- Continued to support training opportunities for all personnel.
- Facilitated City's participation in Ready Rebound program to assist all City employees to return to work quicker after an injury.

### 2024 Goals & Objectives

- 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 interlocal agreements (ILAs) to ensure service to the City.
- Implementation of additional wellness programs for the betterment of firefighter physical and mental health.

### Budget Highlights

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

**2024 Budget**

**FIRE DEPARTMENT – ADMINISTRATION DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	98,522	133,300	110,600	141,900	8,600
SPECIAL ASSIGNMENT PAY	2,888	-	-	500	500
OVERTIME	184	500	-	500	-
<b>Salaries and wages</b>	<b>\$ 101,594</b>	<b>\$ 133,800</b>	<b>\$ 110,600</b>	<b>\$ 142,900</b>	<b>\$ 9,100</b>
FICA	2,000	2,600	1,960	2,300	(300)
LAW ENF. RETIREMENT SYSTEM	4,701	7,300	5,520	7,800	500
PERS	640	800	660	800	-
L&I	2,446	4,100	3,260	4,100	-
MEDICAL BENEFITS	19,009	26,100	31,650	32,600	6,500
DENTAL BENEFITS	1,847	2,400	2,470	2,600	200
VISION BENEFITS	250	400	330	400	-
LIFE INSURANCE	246	150	330	150	-
PAID FAMILY LEAVE	164	300	240	400	100
LONG TERM DISABILITY INSURANCE	544	750	740	750	-
<b>Benefits</b>	<b>31,847</b>	<b>44,900</b>	<b>47,160</b>	<b>51,900</b>	<b>7,000</b>
OFFICE SUPPLIES	851	2,650	2,200	2,650	-
PURCHASE OF FORMS	670	550	130	550	-
SUPPLIES - ADMINISTRATION	1,689	1,000	670	1,000	-
CLOTHING/BOOTS	271	500	(20)	500	-
MOTOR FUEL	3,382	2,000	3,740	4,000	2,000
SMALL ITEMS OF EQUIPMENT	177	500	850	500	-
<b>Supplies</b>	<b>7,040</b>	<b>7,200</b>	<b>7,570</b>	<b>9,200</b>	<b>2,000</b>
OTHER PROFESSIONAL SVCS.	14,242	10,000	18,310	10,000	-
TELEPHONE	1,895	2,000	1,900	2,000	-
POSTAGE	252	200	170	200	-
CELL PHONE	5,842	3,000	3,510	3,000	-
TRAVEL & SUBSISTENCE	-	-	-	-	-
MEALS	55	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	8,383	2,000	-	2,000	-
LICENSES AND SUBSCRIPTIONS	6,916	5,000	910	5,000	-
LAUNDRY SERVICES	-	100	-	100	-
PRINTING & BINDING	58	200	230	200	-
<b>Other services and charges</b>	<b>37,643</b>	<b>22,500</b>	<b>25,030</b>	<b>22,500</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration expenditures</b>	<b>\$ 178,124</b>	<b>\$ 208,400</b>	<b>\$ 190,360</b>	<b>\$ 226,500</b>	<b>\$ 18,100</b>

## Operations Division

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.

### 2023 Accomplishments

- 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.
- Replacement of the fire station alerting systems at both fire stations. The new alerting system will substantially decrease the time for firefighters to be dispatched.
- Reduced preventable injury rates.
  - Supported development of the city and department accident prevention programs.

### 2024 Goals & Objectives

- 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 lines adjusted to reflect anticipated expenditures for testing equipment for firefighter safety, memberships, and increased fuel costs.



**2024 Budget**

**FIRE DEPARTMENT – OPERATIONS DIVISION**

	2022	2023	2023 Estimated	2024	24-B v 23-B Incr
	Actuals	AMENDED Budget	Actuals	Budget	/ (Decr)
FULL TIME EMPLOYEES	257,516	378,800	247,110	283,400	(95,400)
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
EDUCATION INCENTIVE	5,657	10,200	5,640	6,300	(3,900)
ACTING SUPERVISOR PAY	860	2,500	770	2,500	-
PARAMEDIC INCENTIVE	7,449	8,700	6,880	8,900	200
MERIT/LONGEVITY PAY	4,658	8,500	4,380	4,500	(4,000)
FIRE - HOLIDAY BUY BACK	6,483	7,550	60	7,550	-
LEAVE BUY BACK	-	-	(5,030)	7,550	7,550
LEOFF II DISABILITY SUPPLEMENT	-	7,550	-	7,550	-
OVERTIME	74,587	35,000	55,560	35,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	-	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 357,210</b>	<b>\$ 458,800</b>	<b>\$ 315,370</b>	<b>\$ 363,250</b>	<b>\$ (95,550)</b>
FICA	5,160	5,900	4,580	4,400	(1,500)
LAW ENF. RETIREMENT SYSTEM	18,188	21,600	16,490	16,100	(5,500)
L&I	10,149	10,000	11,060	10,000	-
MEDICAL BENEFITS	38,590	34,100	32,820	35,200	1,100
FF MED SAVINGS ACCT	2,289	2,500	2,120	2,500	-
DEFERRED COMP	11,011	10,500	10,150	10,500	-
DENTAL BENEFITS	4,451	4,900	4,250	4,600	(300)
VISION BENEFITS	694	800	650	800	-
LIFE INSURANCE	698	750	660	750	-
PAID FAMILY LEAVE	579	900	1,150	700	(200)
UNIFORM BENEFITS	1,931	1,650	1,400	2,650	1,000
MEDICAL OPT-OUT INCENTIVE	2,100	4,200	1,860	1,900	(2,300)
<b>Benefits</b>	<b>95,840</b>	<b>97,800</b>	<b>87,190</b>	<b>90,100</b>	<b>(7,700)</b>
OFFICE SUPPLIES	41	-	-	-	-
SUPPLIES - FIRE SUPPRESSION	20,054	11,000	8,860	11,000	-
CLOTHING/BOOTS	338	1,350	-	10,000	8,650
MOTOR FUEL	7,465	5,500	6,780	8,500	3,000
SMALL ITEMS OF EQUIPMENT	41,803	42,500	44,850	70,285	27,785
<b>Supplies</b>	<b>69,701</b>	<b>60,350</b>	<b>60,490</b>	<b>99,785</b>	<b>39,435</b>
PROFESSIONAL SERVICES	6,399	22,300	40	22,300	-
TELEPHONE	742	2,900	610	2,900	-
POSTAGE	-	-	-	-	-
NEW WORLD PROJECT CONNECTIVITY	2,321	2,400	2,400	2,400	-
CELL PHONES & PAGERS	2,735	3,000	3,900	3,000	-
MEALS	-	-	-	-	-
FIRE DISTRICT 1 ILA FOR LADDER TRUCK SVC	-	-	-	-	-
HAZARDOUS WASTE DISPOSAL	-	-	-	-	-
EQUIPMENT R&M	13,931	10,000	6,340	15,375	-
LICENSES AND SUBSCRIPTIONS	11,637	14,500	7,720	19,538	5,038
<b>Other services and charges</b>	<b>37,765</b>	<b>55,100</b>	<b>21,010</b>	<b>65,513</b>	<b>5,038</b>
FIRE DISTRICT 1 ILA FOR LADDER TRUCK SVC	-	-	-	-	-
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operations expenditures</b>	<b>\$ 560,516</b>	<b>\$ 672,050</b>	<b>\$ 484,060</b>	<b>\$ 618,648</b>	<b>\$ (58,777)</b>

## Training Division

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.

### 2023 Accomplishments

- Worked on integration of Washington Survey and Ratings Bureau and Washington Administrative Code training requirements with Target Solutions.
- Hosted required live fire training for our firefighters and neighboring fire departments.
- Hosted multiple classes in fire service leadership in coordination with the National Fire Academy.

### 2024 Goals & Objectives

- Update internal training programs.
  - Continue development of programs to reduce firefighter exposure to carcinogens. 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

- Budget lines adjusted to reflect anticipated increased external training costs.

## FIRE DEPARTMENT – TRAINING DIVISION

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	-	-	-	-	-
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
EDUCATION PREMIUM PAY	-	-	-	-	-
MERIT/LONGEVITY PAY	-	-	-	-	-
FIRE-HOLIDAY BUY BACK	-	-	-	-	-
OVERTIME	-	-	-	-	-
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FICA	-	-	-	-	-
LAW ENF. RETIREMENT SYSTEM	-	-	-	-	-
L&I	-	-	-	-	-
MEDICAL BENEFITS	-	-	-	-	-
MEDICAL SAVINGS ACCOUNT	-	-	-	-	-
DEFERRED COMP	-	-	-	-	-
DENTAL BENEFITS	-	-	-	-	-
VISION BENEFITS	-	-	-	-	-
LIFE INSURANCE	-	-	-	-	-
PAID FAMILY LEAVE	-	-	-	-	-
<b>Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
OFFICE SUPPLIES	-	-	-	-	-
REFERENCE MATERIAL	1,975	1,500	580	1,500	-
SUPPLIES - TRAINING	53	1,300	1,250	1,300	-
CLOTHING/BOOTS	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	66	1,000	-	1,000	-
<b>Supplies</b>	<b>2,094</b>	<b>3,800</b>	<b>1,830</b>	<b>3,800</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	712	1,650	7,890	1,650	-
TELEPHONE	99	400	180	400	-
CELL PHONE	-	-	-	-	-
TRAVEL & SUBSISTENCE	2,613	6,500	4,560	7,100	600
MEALS	2,041	4,000	980	4,390	390
ASSOC. DUES & MEMBERSHIPS	2,069	2,750	5,210	2,750	-
LICENSES AND SUBSCRIPTIONS	7,653	3,200	3,200	3,200	-
TRAINING & REGISTRATION	27,698	20,300	21,620	22,300	2,000
<b>Other services and charges</b>	<b>42,885</b>	<b>38,800</b>	<b>43,640</b>	<b>41,790</b>	<b>2,990</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Training expenditures</b>	<b>\$ 44,979</b>	<b>\$ 42,600</b>	<b>\$ 45,470</b>	<b>\$ 45,590</b>	<b>\$ 2,990</b>

## Prevention Division

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.

### 2023 Accomplishments

- Continued implementation of digital plan review and permitting processes.

### 2024 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.
- Public education programs including fire safety, injury prevention, and disaster resilience.
  - Provide fire safety education and rig tours to all 2<sup>nd</sup> 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, and memberships.

**2024 Budget**

**FIRE DEPARTMENT – PREVENTION DIVISION**

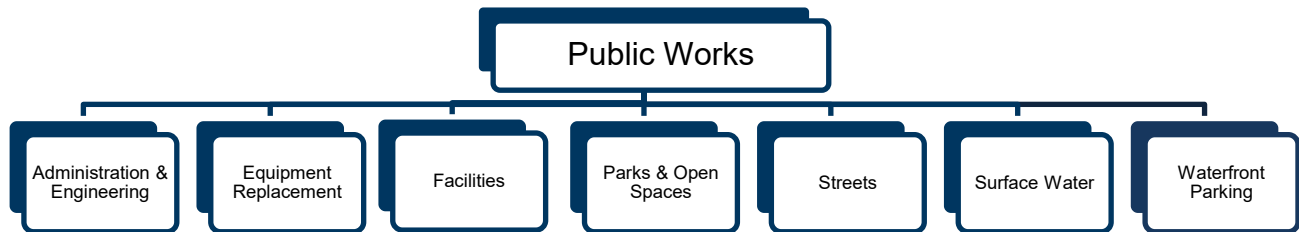
	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
OFFICE SUPPLIES	-	-	-	-	-
REFERENCE MATERIAL	-	400	-	2,125	1,725
SUPPLIES - FIRE PREVENTION	144	3,000	4,660	4,000	1,000
CLOTHING/BOOTS	493	600	-	1,565	965
MOTOR FUEL	2,215	1,500	5,160	3,000	2,000
SMALL ITEMS OF EQUIPMENT	-	400	-	400	-
<b>Supplies</b>	<b>2,852</b>	<b>5,900</b>	<b>9,820</b>	<b>11,090</b>	<b>5,690</b>
OTHER PROFESSIONAL SVCS.	44,026	2,800	1,930	2,800	-
TELEPHONE	99	300	180	300	-
EQUIPMENT REPLACEMENT CHARGES	-	-	-	-	-
CELL PHONE	828	700	990	700	-
EQUIPMENT R&M	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	-	750	-	750	-
LICENSES AND SUBSCRIPTIONS	6,305	1,600	-	1,600	-
PRINTING & BINDING	-	200	-	200	-
<b>Other services and charges</b>	<b>51,258</b>	<b>6,350</b>	<b>3,100</b>	<b>6,350</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Prevention expenditures</b>	<b>\$ 54,110</b>	<b>\$ 12,250</b>	<b>\$ 12,920</b>	<b>\$ 17,440</b>	<b>\$ 5,690</b>

# 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:

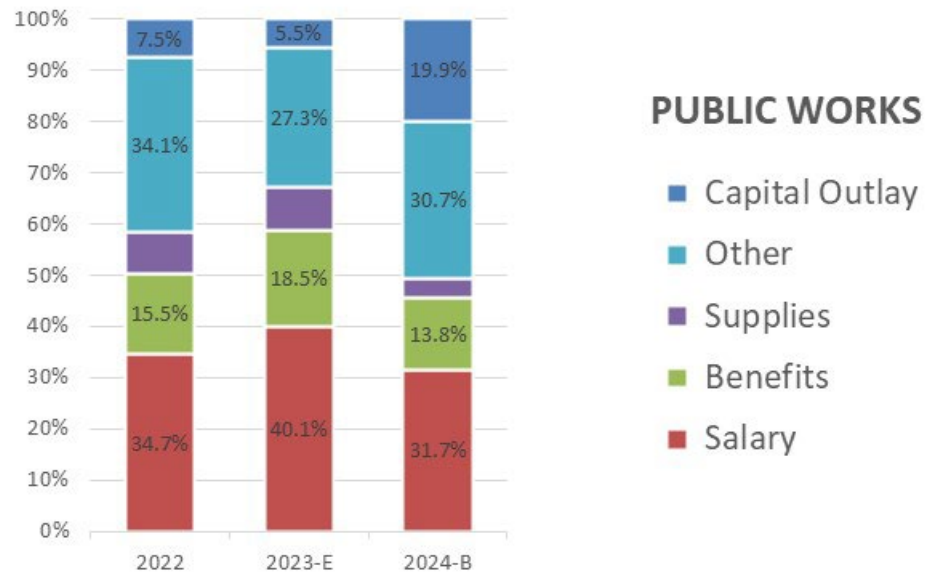
- 72 centerline miles of City streets and State highways, 72 miles of sidewalks, 6.8 miles of bike lanes.
- Three traffic signals and 28 school zone flashers and 15 crosswalks with rectangular rapid flashing beacons (RRFB's), and 12 radar speed signs, and 6 temporary radar speed signs.
- 75 miles of 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).



## 2024 Budget

### Expenditure Summary:

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Admin and Engineering - General Fund	\$ 310,492	\$ 424,200	\$ 324,850	\$ 444,655	\$ 20,455
Parks	529,434	481,100	668,170	477,800	(3,300)
PW Charged to GF	839,926	905,300	993,020	922,455	17,155
Streets	1,029,716	882,800	1,035,340	997,455	114,655
Facilities Maintenance	919,114	803,100	932,930	816,187	13,087
Waterfront Parking	434,749	470,680	328,420	446,554	(24,126)
Surface Water	2,591,170	10,129,668	2,257,770	5,197,699	(4,931,969)
Total Public Works expenditures	\$ 5,814,675	\$ 13,191,548	\$ 5,547,480	\$ 8,380,350	\$ (4,794,043)



	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Salaries and wages	\$ 2,017,159	\$ 2,463,400	\$ 2,222,450	\$ 2,654,418	\$ 191,018
Benefits	901,717	1,021,200	1,028,590	1,158,227	137,027
Supplies	474,122	328,366	475,300	330,107	1,741
Other services and charges	1,984,296	2,543,582	1,514,540	2,572,514	28,932
Intergovernmental services	-	-	-	-	-
Capital Outlay	437,381	6,835,000	306,600	1,664,415	(5,170,585)
Total Public Works expenditures	\$ 5,814,675	\$ 13,191,548	\$ 5,547,480	\$ 8,379,681	\$ (4,811,867)

## 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 2024 program will focus on the design and construction of the partially grant funded 47 <sup>th</sup> 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 2024 program will focus on repairing the 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. 2024 program will focus on grant funding projects so we can leverage the money in the fund.
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.
Parks	
Boat Launch Floats	The boat launch floats need replacement. An updated design was completed in 2022 and matching funds are needed for grant funding.
Facility Renewal	
2024 Facility Renewal	Completion of the priority projects identified in the Facility Renewal Plan.
Surface Water Projects	
80 <sup>th</sup> Street SW Stormwater Outfall	Move an existing outfall that has failed and route it down the slope to the stream.
Pacific Place Pond Liner Repairs	The pond liner has failed and needs replacement or alternative options such as a vault installed. Staff will review options and grant funding available.
Surface Water Pipe Inspection Program	Continue with the CCTV pipe inspection program that is primarily DOE grant funded. This is phase 2 of the program and will cover the next three years.
2024 Catch Basin Restoration	Restore or replace failing catch basins that have been



**2024 Budget**

Program	identified through the City's inspection program.
Wastewater Treatment Plant Erosion Repair	Erosion created by high flows from a City stormwater pipe in a tributary of Big Gulch Creek needs repair. Design is underway and permitting and construction is expected in 2024.
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 2023 with construction anticipated in 2024. 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.

### 2023 Accomplishments

- Project Completions
  - Completed construction of the 61<sup>st</sup> Culvert project.
  - Completed the construction and closeout of the Harbour Reach Corridor project.
  - Completed construction and closeout of the 76<sup>th</sup> 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 and closeout 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 5<sup>th</sup> Street Bicycle and Pedestrian Improvements project and applied for a grant for the project.
  - Conducted a City-wide update of pavement ratings.
  - 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 extensions to all on-call consultant contract agreements.
  - Adopted Snohomish County Solid Waste Comprehensive Plan.
- Support of Outside Development
  - Issued 101 right-of-way and engineering permits as of August 21, 2023.
  - 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 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.
  - Completed WSDOT funding obligation and began the design of the 47<sup>th</sup> Place West Pavement Preservations Project.
  - Designed and received permits for the Japanese Gulch Bridge repairs.
  - Designed Harbour Pointe Path Repairs project.
- Grant Applications and Awards
  - Applied for a \$2,992,000 Transportation Improvement Board for the 5<sup>th</sup> Street Bicycle and Pedestrian Improvement Project.
  - Received a Department of Ecology Stormwater Capacity Grant for \$130,000 for implementing the municipal stormwater program.
  - Applied for multiple REET grants from Snohomish County.
  - Received a legislative grant for \$250,000 for Harbour Pointe Path Repairs.
  - Applied for two TIB grants for 47<sup>th</sup> Place and Chennault Beach overlays.
- 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.

## 2024 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 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 construction of the Harbour Pointe pathway repairs.
- 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 above for other highlights.

**2024 Budget**

**PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND ENGINEERING DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	170,662	231,300	189,180	254,755	23,455
PART TIME EMPLOYEES	-	-	-	-	-
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	-	1,000	3,840	1,000	-
<b>Salaries and wages</b>	<b>\$ 170,662</b>	<b>\$ 232,300</b>	<b>\$ 193,020</b>	<b>\$ 255,755</b>	<b>\$ 23,455</b>
FICA	13,005	17,700	14,770	19,100	1,400
PERS	17,280	24,100	20,190	25,900	1,800
L&I	1,817	2,000	1,980	2,000	-
MEDICAL BENEFITS	35,696	45,100	35,680	38,900	(6,200)
VEHICLE ALLOWANCE	720	700	660	700	-
DENTAL BENEFITS	2,998	3,300	2,530	3,300	-
VISION BENEFITS	408	500	400	500	-
LIFE INSURANCE	476	850	520	850	-
PAID FAMILY LEAVE	279	600	430	600	-
LONG TERM DISABILITY INSURANCE	1,054	1,850	1,150	1,850	-
UNIFORMS BENEFITS	87	-	-	-	-
<b>Benefits</b>	<b>73,820</b>	<b>96,700</b>	<b>78,310</b>	<b>93,700</b>	<b>(3,000)</b>
OFFICE SUPPLIES	1,409	650	1,700	650	-
REFERENCE MATERIAL	198	550	2,880	550	-
OPERATING SUPPLIES	405	500	4,030	500	-
CLOTHING/BOOTS	648	300	3,670	300	-
MOTOR FUEL	405	650	300	650	-
SMALL ITEMS OF EQUIPMENT	2,172	1,300	4,080	1,300	-
<b>Supplies</b>	<b>5,237</b>	<b>3,950</b>	<b>16,660</b>	<b>3,950</b>	<b>-</b>
ENGINEERING & ARCHITECT SVCS	54,365	70,000	13,300	70,000	-
OTHER PROFESSIONAL SVCS.	17	5,000	3,230	5,000	-
LEGAL PUBLICATIONS	-	400	-	400	-
TELEPHONE	134	1,800	290	1,800	-
POSTAGE	290	600	-	600	-
CELL PHONE	4,002	4,300	2,820	4,300	-
TRAVEL & SUBSISTENCE	72	500	650	500	-
MEALS	15	100	-	100	-
COMPUTER SYSTEM MAINT	310	4,000	670	4,000	-
ASSOC. DUES & MEMBERSHIPS	1,110	1,950	2,710	1,950	-
LICENSES & MEMBERSHIPS	-	-	6,550	-	-
FILE, RECORDING FEES	-	400	-	400	-
PRINTING AND BINDING	110	500	-	500	-
TRAINING & REGISTRATION COSTS	348	1,700	6,640	1,700	-
<b>Other services and charges</b>	<b>60,773</b>	<b>91,250</b>	<b>36,860</b>	<b>91,250</b>	<b>-</b>
<b>Total Administration and Engineering expe</b>	<b>\$ 310,492</b>	<b>\$ 424,200</b>	<b>\$ 324,850</b>	<b>\$ 444,655</b>	<b>\$ 20,455</b>

## 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 92<sup>nd</sup> Street 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.

### 2023 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.
- Installed recycled wood chips at Dog Park.
- Installed new play chips at Lighthouse Park and 92<sup>nd</sup> Street Park.
- Restored the story pole at Totem Park.

### 2024 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 92<sup>nd</sup> Street Park.
- Complete a major landscape cleanup at Fire Station 24 & 25 and 92<sup>nd</sup>.
- 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.

**2024 Budget**

**PUBLIC WORKS DEPARTMENT – PARKS DIVISION**

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr /(Decr)
FULL TIME EMPLOYEES	208,661	209,500	226,170	214,500	5,000
PART TIME EMPLOYEES	-	-	-	-	-
ACTING SUPERVISOR PAY	675	2,500	930	2,500	-
OVERTIME	18,156	7,500	24,210	7,500	-
STANDBY PAY	5,397	7,000	8,440	7,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	6,099	500	870	500	-
<b>Salaries and wages</b>	<b>\$ 238,988</b>	<b>\$ 227,000</b>	<b>\$ 260,620</b>	<b>\$ 232,000</b>	<b>\$ 5,000</b>
FICA	18,220	16,100	19,980	16,500	400
PERS	24,420	21,800	27,120	22,400	600
L&I	4,166	4,200	5,120	4,200	-
MEDICAL BENEFITS	38,203	42,800	38,350	34,500	(8,300)
TEAMSTERS PENSION	4,380	3,500	4,570	3,500	-
DENTAL BENEFITS	3,112	3,300	2,730	2,400	(900)
VISION BENEFITS	466	500	1,320	400	(100)
LIFE INSURANCE	592	500	600	500	-
PAID FAMILY LEAVE	392	500	570	500	-
LONG TERM DISABILITY INSURANCE	1,311	1,150	1,340	1,150	-
UNIFORMS BENEFITS	3,326	4,500	11,720	4,500	-
<b>Benefits</b>	<b>98,588</b>	<b>98,850</b>	<b>113,420</b>	<b>90,550</b>	<b>(8,300)</b>
OFFICE SUPPLIES	441	250	160	250	-
REFERENCE MATERIAL	10	-	-	-	-
OPERATING SUPPLIES	18,557	15,250	33,430	15,250	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	4,707	-	3,470	-	-
CLOTHING/BOOTS	2,579	1,000	2,350	1,000	-
BUILDING MAINTENANCE SUPPLIES	225	1,000	5,630	1,000	-
SIGNS	801	500	1,090	500	-
LANDSCAPE MATERIALS	23,374	12,000	24,730	12,000	-
FLOWER BASKET PROGRAM	2,909	17,750	10,320	17,750	-
MOTOR FUEL	11,451	7,500	9,440	7,500	-
SMALL ITEMS OF EQUIPMENT	6,703	5,000	18,490	5,000	-
PARK BENCH	1,548	-	10,830	-	-
<b>Supplies</b>	<b>73,305</b>	<b>60,250</b>	<b>119,940</b>	<b>60,250</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	64,086	40,000	83,000	40,000	-
TELEPHONE	854	1,100	700	1,100	-
CELL PHONE	3,648	3,000	3,120	3,000	-
TRAVEL & SUBSISTENCE	73	800	-	800	-
MEALS	106	500	160	500	-
LAND RENTAL	-	500	5,610	500	-
WORK EQUIP & MACHINE RENTAL	7,958	4,500	17,750	4,500	-
ELECTRICITY	2,607	3,500	2,580	3,500	-
SEWER SERVICE	9,470	5,000	4,510	5,000	-
GARBAGE SERVICES	-	-	-	-	-
WATER SERVICE	8,335	10,500	7,490	10,500	-
STORM DRAINAGE CHGS.	3,415	4,500	3,730	4,500	-
BRUSH DISPOSAL	4,329	-	7,250	-	-
IRRIGATION SYSTEM MAINTENANCE & REPAIR	1,716	2,000	1,190	2,000	-
EQUIPMENT R&M	4,764	3,000	11,400	3,000	-
OTHER R&M	1,211	1,000	9,640	1,000	-
PLAYGROUND EQUIPMENT R&M	-	4,000	-	4,000	-
DOG PARK MAINTENANCE	159	500	50	500	-
HP MAINTENANCE ASSOCIATION DUES	3,800	3,800	7,600	3,800	-
ASSOC DUES & MEMBERSHIPS	33	-	-	-	-
LICENSES & SUBSCRIPTIONS	2	-	330	-	-
LAUNDRY SERVICES	-	1,800	-	1,800	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION COSTS	1,987	5,000	8,080	5,000	-
<b>Other services and charges</b>	<b>118,553</b>	<b>95,000</b>	<b>174,190</b>	<b>95,000</b>	<b>-</b>
<b>Total Parks expenditures</b>	<b>\$ 529,434</b>	<b>\$ 481,100</b>	<b>\$ 668,170</b>	<b>\$ 477,800</b>	<b>\$ (3,300)</b>

## PLANNING & COMMUNITY DEVELOPMENT



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

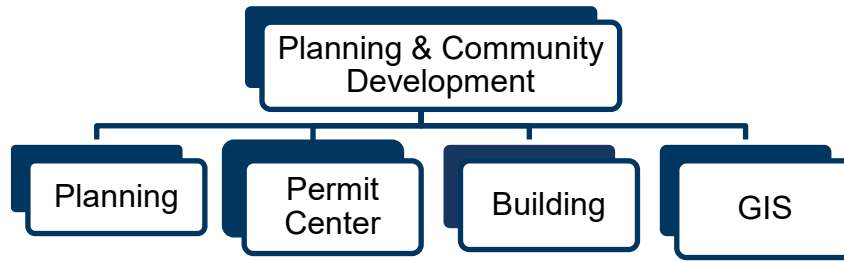
In doing this work, the Community Development Department places a high premium on customer service.

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

- **Planning Division** - Processes and reviews permits (current planning) and works on policies, codes and special projects (long range planning). Responds to public inquiries on development requirements and conducts public outreach. The Planning Division is also actively engaged in enforcing code related complaints.
- **Permit Services Division** - Delivers front counter reception services for City Hall, 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 utility, and also produces mapping services available to the public on the City website that can be accessed 24/7.

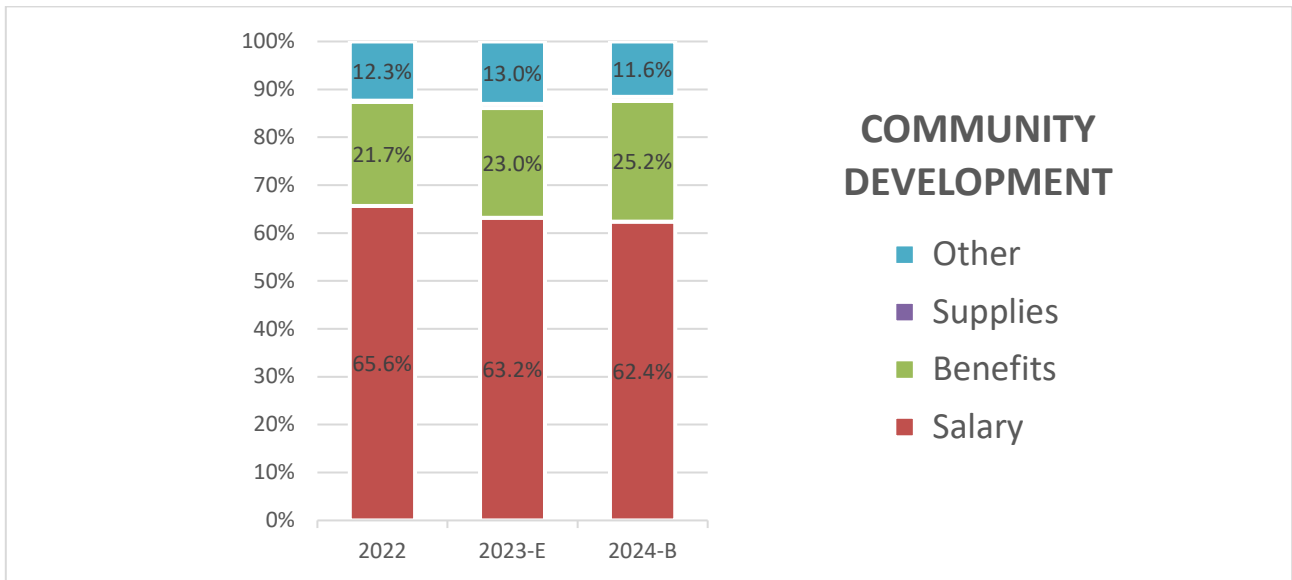


## 2024 Budget



### Expenditure Summary:

<i>Comm Dev Exp by Dept</i>	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Permit Center	\$ 273,942	\$ 319,500	\$ 239,630	\$ 352,725	\$ 33,225
Planning	623,344	867,900	430,610	879,326	11,426
Building	109,428	150,650	126,450	165,028	14,378
GIS - General Fund	84,191	97,850	91,400	106,650	8,800
GIS - Surface Water Fund	120,203	143,850	136,620	153,775	9,925
Total Community Development expenditures	\$ 1,211,108	\$ 1,579,750	\$ 1,024,710	\$ 1,657,504	\$ 77,754



<i>Comm Dev Exp by Function</i>	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Salaries and wages	\$ 794,948	\$ 997,800	\$ 653,400	\$ 1,034,111	\$ 36,311
Benefits	262,970	362,950	298,360	418,063	55,113
Supplies	3,625	13,100	7,700	13,750	650
Other services and charges	149,565	205,900	65,250	191,980	(13,920)
Intergovernmental services	-	-	-	-	-
Total Community Development expenditures	\$ 1,211,108	\$ 1,579,750	\$ 1,024,710	\$ 1,657,904	\$ 78,154

## Budget Highlights

- Major projects for 2024 include:
  - Implementing a fully digital permitting system to reduce processing time and improve customer service.
  - Sign Code update adoption.
  - Complete 2024 Comprehensive Plan Update
  - 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.

### 2023 Accomplishments

- On-going primary staff support for Planning Commission and Historic Preservation Commission.
- Initiated the 2023 annual docket process and began outreach for the 2024 Programmatic Update.
- Developed regulations for food trucks to allow them to operate in the City.
- Continued process to rezone the Japanese Gulch Trailhead Property to allow additional uses including a senior center.
- 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.
- Began effort to improve permit system to be more efficient and provide better customer service.

### 2024 Goals & Objectives

- Complete the 2024 Comprehensive Plan update and related long range docket items.
- Complete Sign Code update.
- Onboard and train new staff.
- Coordinating with the Port of Everett and Tulalip Tribe with revitalizing the Mukilteo Waterfront.
- Beginning the permitting process for the Japanese Gulch Creek daylighting project and continuing design of 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 Interlocal Agreement.
- Continue staff support for Planning Commission, Historic Preservation Commission, Hearing Examiner and City Council.

#### Budget Highlights

- No new expenditures are proposed.

## PLANNING &amp; COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	441,189	525,800	267,510	519,901	(5,899)
SPECIAL ASSIGNMENT PAY	-	-	3,340	-	-
OVERTIME	3,177	10,000	3,060	10,000	-
<b>Salaries and wages</b>	<b>\$ 444,366</b>	<b>\$ 535,800</b>	<b>\$ 273,910</b>	<b>\$ 529,901</b>	<b>\$ (5,899)</b>
FICA	33,956	40,300	20,650	39,900	(400)
PERS	35,355	54,700	28,520	54,200	(500)
L&I	757	1,300	660	1,300	-
MEDICAL BENEFITS	57,509	68,300	72,520	98,500	30,200
VEHICLE ALLOWANCE	1,791	2,400	2,200	2,400	-
DENTAL BENEFITS	4,239	5,400	5,590	7,300	1,900
VISION BENEFITS	598	700	760	1,100	400
LIFE INSURANCE	848	1,050	750	1,050	-
PAID FAMILY LEAVE	746	1,200	600	1,000	(200)
LONG TERM DISABILITY INSURANCE	1,878	2,400	1,670	2,400	-
UNIFORMS BENEFITS	-	-	-	-	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>137,677</b>	<b>177,750</b>	<b>133,920</b>	<b>209,150</b>	<b>31,400</b>
OFFICE SUPPLIES	402	1,500	3,020	2,500	1,000
REFERENCE MATERIAL	164	50	-	50	-
CLOTHING/BOOTS	-	400	200	750	350
MOTOR FUEL	258	400	100	400	-
SMALL ITEMS OF EQUIPMENT	-	150	-	150	-
<b>Supplies</b>	<b>824</b>	<b>2,500</b>	<b>3,320</b>	<b>3,850</b>	<b>1,350</b>
CONSULTING SERVICES	-	-	-	-	-
OTHER PROFESSIONAL SVCS.	29,960	120,000	9,710	100,000	(20,000)
REIMBURSABLE CONSULTING	-	-	-	-	-
REIMBURSABLE COPIES	-	-	-	-	-
LEGAL PUBLICATIONS	3,426	4,000	2,180	4,000	-
TELEPHONE	151	1,050	290	1,305	255
POSTAGE	734	5,250	270	5,250	-
CELL PHONES	2,659	1,750	3,240	3,370	1,620
TRAVEL & SUBSISTENCE EXPENSE	-	3,000	1,900	4,500	1,500
MEALS	-	500	120	500	-
ASSOC. DUES & MEMBERSHIPS	2,358	2,500	350	2,500	-
FILE, RECORDING FEES	-	200	-	200	-
PRINTING AND BINDING	835	600	-	600	-
TRAINING & REGISTRATION COSTS	354	3,000	1,400	4,200	1,200
HEARING EXAMINER	-	10,000	-	10,000	-
<b>Other services and charges</b>	<b>40,477</b>	<b>151,850</b>	<b>19,460</b>	<b>136,425</b>	<b>(15,425)</b>
<b>Total Planning expenditures</b>	<b>\$ 623,344</b>	<b>\$ 867,900</b>	<b>\$ 430,610</b>	<b>\$ 879,326</b>	<b>\$ 11,426</b>

## 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.

### 2023 Accomplishments

- Onboarded and trained new staff and worked to tackle backlogs created by understaffing.
- Updated processes and procedures to improve customer service with updated permitting system.
- Implemented new digital parking pass system.
- Continue to provide administrative support to Boards and Commissions, including continuing to support meeting packet preparation and remote meetings.

### 2024 Goals & Objectives

- Continue to improve levels of service.
- Work to improve the availability of information to the public and streamline public records requests.
- Continue to track, evaluate, and improve permit processing times.
- As time permits, continue to update and develop new materials to improve customer experience.
- Process old records and update our management system as we move to digital process.
- Optimize work area to meet current needs and improve office functions.
- Develop an improved method to survey customers about their permit experience.
- Work to digitize department records and make them available to the public.

### Budget Highlights

- No new expenditures are proposed.

**2024 Budget**

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – PERMIT CENTER  
DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	117,641	201,800	112,690	210,600	8,800
PART TIME EMPLOYEES	-	-	-	-	-
ACTING SUPERVISOR PAY	2,138	-	30	-	-
OVERTIME	16,108	10,000	14,230	10,000	-
<b>Salaries and wages</b>	<b>\$ 135,887</b>	<b>\$ 211,800</b>	<b>\$ 126,950</b>	<b>\$ 220,600</b>	<b>\$ 8,800</b>
FICA	10,124	15,500	8,890	16,200	700
PERS	13,563	21,000	12,230	21,900	900
L&I	878	800	460	800	-
MEDICAL BENEFITS	26,670	42,800	46,540	60,000	17,200
DENTAL BENEFITS	1,902	3,400	3,550	5,400	2,000
VISION BENEFITS	363	700	480	800	100
LIFE INSURANCE	332	450	290	450	-
PAID FAMILY LEAVE	218	500	260	500	-
LONG TERM DISABILITY INSURANCE	736	1,000	650	1,000	-
<b>Benefits</b>	<b>54,786</b>	<b>86,150</b>	<b>73,350</b>	<b>107,050</b>	<b>20,900</b>
OFFICE SUPPLIES	2,415	4,000	2,890	4,000	-
REFERENCE MATERIAL	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	<b>2,415</b>	<b>4,000</b>	<b>2,890</b>	<b>4,000</b>	<b>-</b>
TELEPHONE	101	800	290	1,305	505
POSTAGE	-	-	-	-	-
PAYFLOW PROCESSING FEES	8,424	8,000	9,700	8,000	-
CELL PHONE	1,420	750	760	1,720	970
TRAVEL & SUBSISTENCE	452	450	-	1,600	1,150
MEALS	-	150	-	300	150
EQUIPMENT R&M	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	272	200	-	200	-
LICENSES & SUBSCRIPTIONS	-	-	1,330	200	200
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	445	1,200	-	1,750	550
BANKING FEES	4,401	3,000	3,070	3,000	-
OTHER PROFESSIONAL SERVICES	65,339	3,000	21,290	3,000	-
<b>Other services and charges</b>	<b>80,854</b>	<b>17,550</b>	<b>36,440</b>	<b>21,075</b>	<b>3,525</b>
<b>Total Permit Center expenditures</b>	<b>\$ 273,942</b>	<b>\$ 319,500</b>	<b>\$ 239,630</b>	<b>\$ 352,725</b>	<b>\$ 33,225</b>

## 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.

### 2023 Accomplishments

- Overhauled processes and procedures to streamline permit review and inspections with an emphasis on improving customer service.
- Maintained efficient permit review turn-around times and inspections.
- Maintained proactive oversight of development in general, but especially on sites that present unique development challenges (e.g., steep slopes).
- Improved level of service that resulted from a division vacancy.

### 2024 Goals & Objectives

- Maintain efficient permit review turn-around times and inspections.
- Maintain proactive 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

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	61,689	84,600	87,650	111,400	26,800
SPECIAL ASSIGNMENT PAY	5,054	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 66,743</b>	<b>\$ 84,600</b>	<b>\$ 87,650</b>	<b>\$ 111,400</b>	<b>\$ 26,800</b>
FICA	4,976	6,500	6,540	8,600	2,100
PERS	3,971	8,800	9,110	11,600	2,800
L&I	520	1,700	1,480	1,700	-
MEDICAL BENEFITS	8,897	24,200	10,260	10,900	(13,300)
DENTAL BENEFITS	719	2,100	650	700	(1,400)
VISION BENEFITS	100	300	90	100	(200)
LIFE INSURANCE	93	200	270	200	-
PAID FAMILY LEAVE	107	200	190	-	(200)
LONG TERM DISABILITY INSURANCE	207	450	600	450	-
<b>Benefits</b>	<b>19,590</b>	<b>44,450</b>	<b>29,190</b>	<b>34,250</b>	<b>(10,200)</b>
REFERENCE MATERIAL	-	1,700	-	1,000	(700)
OPERATING SUPPLIES	-	500	150	750	250
CLOTHING/BOOTS	-	600	520	300	(300)
MOTOR FUEL	305	600	250	600	-
SMALL ITEMS OF EQUIPMENT	-	200	140	200	-
<b>Supplies</b>	<b>305</b>	<b>3,600</b>	<b>1,060</b>	<b>2,850</b>	<b>(750)</b>
CONTRACT SERVICES	21,594	14,000	7,520	10,000	(4,000)
TELEPHONE	50	500	290	1,804	1,304
POSTAGE	430	800	-	800	-
CELLULAR PHONES	251	400	550	1,124	724
TRAVEL & SUBSISTENCE	-	500	-	500	-
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	465	800	190	800	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION COSTS	-	1,000	-	1,500	500
<b>Other services and charges</b>	<b>22,790</b>	<b>18,000</b>	<b>8,550</b>	<b>16,528</b>	<b>(1,472)</b>
<b>Total Building expenditures</b>	<b>\$ 109,428</b>	<b>\$ 150,650</b>	<b>\$ 126,450</b>	<b>\$ 165,028</b>	<b>\$ 14,378</b>

## Geographic Information System (GIS) Division

GIS is a software-driven tool which allows the City to analyze spatial data, 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 Planning and Permit Center departments with spatial analysis and mapping.
- 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.
- Producing and maintaining public GIS maps through the City's website available to the public 24/7.

### 2023 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 added functionality to existing maps.
- Assisted in implementation and provided support for new Close Circuit Television (CCTV) GIS inspection application and third-party software.
- Completed analysis for a plan to address ADA infrastructure gaps.
- Shifted GIS system to an Enterprise Geodatabase to improve security and functionality of the City's spatial data.

### 2024 Goals & Objectives

- Continue to meet level of service expectations.
- Support Planning Division staff with mapping necessary to undertake the 2024 GMA Comprehensive Plan update.
- Develop new tools to encourage economic development.
- Continue to support Surface Water staff with their NPDES permit, maintenance, and development review activities.
- Continue to implement and improve the Enterprise Geodatabase to improve GIS data management.
- Partner with additional departments to identify opportunities to assist and provide additional tools or services.

### Budget Highlights

- There are no significant changes in the budget.

**2024 Budget**

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – GIS DIVISION**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
FULL TIME EMPLOYEES	59,844	68,200	68,980	70,900	2,700
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	696	800	520	800	-
<b>Salaries and wages</b>	<b>\$ 60,540</b>	<b>\$ 69,000</b>	<b>\$ 69,500</b>	<b>\$ 71,700</b>	<b>\$ 2,700</b>
FICA	4,631	5,300	5,300	5,500	200
PERS	6,234	7,100	6,020	7,400	300
L&I	191	300	190	300	-
MEDICAL BENEFITS	8,112	8,300	8,930	14,700	6,400
DENTAL BENEFITS	517	600	390	900	300
VISION BENEFITS	76	100	70	200	100
LIFE INSURANCE	168	150	130	150	-
PAID FAMILY LEAVE	99	200	150	200	-
LONG TERM DISABILITY INSURANCE	371	400	290	400	-
<b>Benefits</b>	<b>20,399</b>	<b>22,450</b>	<b>21,470</b>	<b>29,750</b>	<b>7,300</b>
OPERATING SUPPLIES	55	500	430	500	-
MOTOR FUEL	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	<b>55</b>	<b>500</b>	<b>430</b>	<b>500</b>	<b>-</b>
OTHER PROFESSIONAL SERVICES	-	-	-	-	-
TELEPHONE	-	-	-	-	-
TRAVEL & SUBSISTENCE	1,583	5,000	-	3,500	(1,500)
MEALS	-	-	-	400	400
ASSOC. DUES & MEMBERSHIPS	10	300	-	300	-
LICENSES & SUBSCRIPTIONS	529	-	-	-	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	1,075	600	-	900	300
<b>Other services and charges</b>	<b>3,197</b>	<b>5,900</b>	<b>-</b>	<b>5,100</b>	<b>(800)</b>
<b>Total GIS - General Fund expenditures</b>	<b>\$ 84,191</b>	<b>\$ 97,850</b>	<b>\$ 91,400</b>	<b>\$ 107,050</b>	<b>\$ 9,200</b>

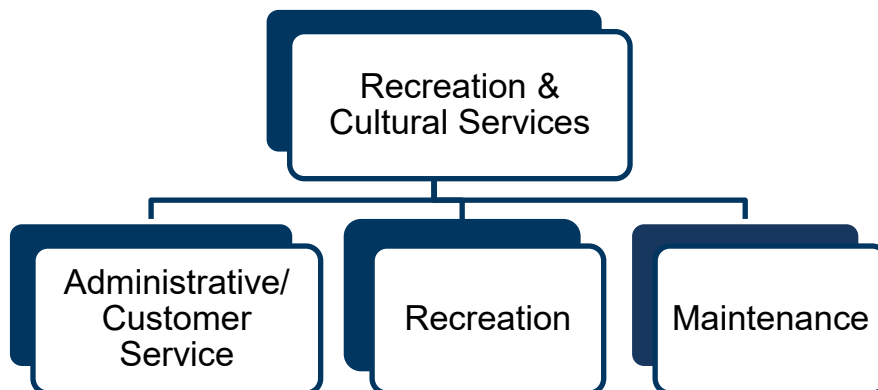
# RECREATION



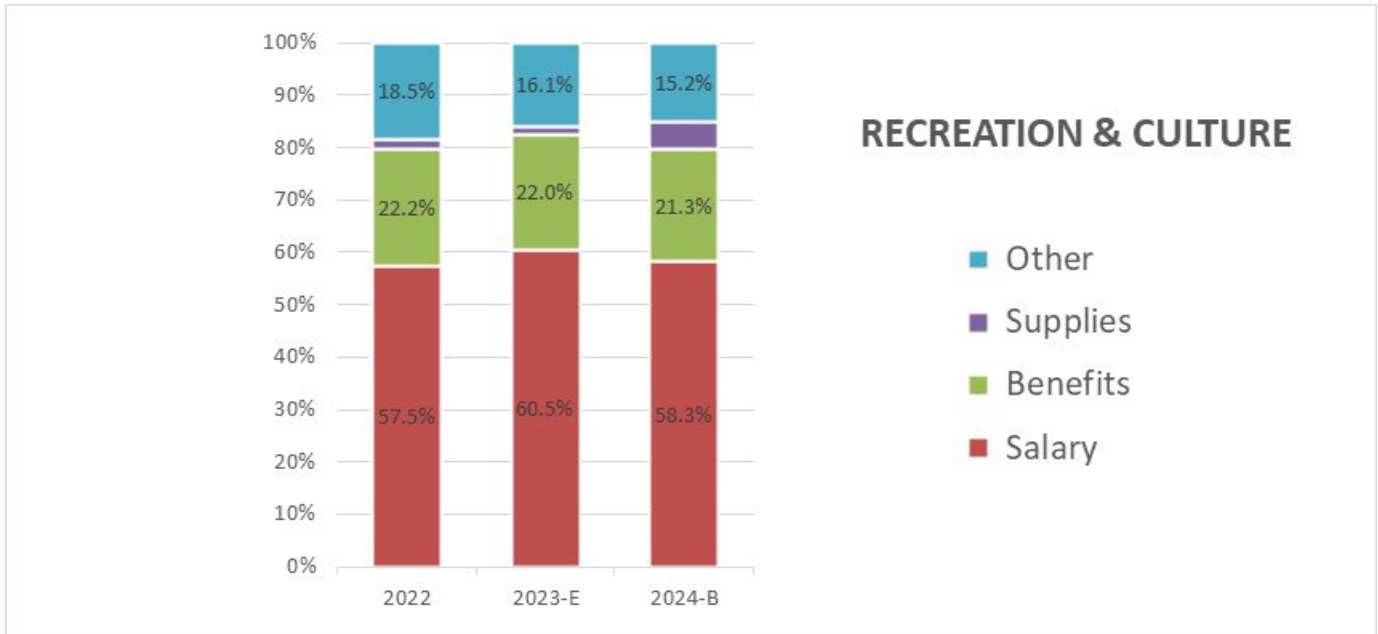
The mission of the Recreation and Cultural Services Department is “to provide and facilitate safe, quality leisure services, programs, and facilities while preserving and enhancing natural resources and stimulating the economic vitality of the community.” The Recreation Department also manages and operates the Rosehill Community Center for all ages and abilities. This major facility serves as a Recreation Center, Senior Center, Teen Center, Community Center, Nonprofit Center and as a primary Emergency Shelter.

The Department offers a variety of special events each year which includes traditional favorites such a “Boo Bash”, Movies in the Park, “Merry Mukilteo Tree Lighting” and “Touch a Truck”.

The Rosehill Community Center hosts events, celebrations, public meetings and workshops, which spurs economic development in Mukilteo and inspires community involvement in the arts through a variety of mediums including dance, music, visual arts and performing arts.



## 2024 Budget



	2022	2023	2023 Estimated	2024	24-B v 23-B Incr
	Actuals	Budget	Actuals	Budget	/ (Decr)
<b>Recreation by Functional Exp</b>					
Salaries and wages	\$ 414,525	\$ 593,300	\$ 511,090	\$ 634,934	\$ 41,634
Benefits	160,440	215,900	218,210	232,100	16,200
Supplies	13,151	13,250	9,010	56,500	43,250
Other services and charges	133,136	157,476	116,890	165,476	8,000
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Total Recreation & Cultural Development expenditures	\$ 721,252	\$ 979,926	\$ 855,200	\$ 1,089,010	\$ 109,084

## RECREATION & CULTURAL SERVICES

The Recreation and Cultural Services Department sets the standard in meeting the recreation and leisure needs of the Mukilteo community. Expectations are met through extraordinary customer service, strong community partnerships, top notch facilities and trails, authentic local programming, and attractive large-scale special events.

### 2023 Accomplishments

- Operated the Community Center in a fully reopened pre-pandemic status.
- Provided an assortment of recreational opportunities for youth and adults.
- Moved Picnic Shelter rentals to fully online.
- Spring/Summer and Fall/Winter Recreation guides mailed to Mukilteo residents and included City News.
- Partnered with Mukilteo Senior Association and Snohomish County on a grant to offer expanded senior program offerings to the Mukilteo senior community.
- Organized a “grass roots” volunteer base of local biking enthusiasts to design and construct the Japanese Gulch Dirt Jump Park with a “soft opening” Fall 2023.
- Initiated the PROSA survey to update the current 2016 plan to reflect desires and priorities of the community for the next five years [2024-2029].
- Completed the final three park elements originally envisioned for Byers Family Park, which included: Fencing, Illustrative/Interactive Sign and Viewing Scope.
- Doubled use of Social Media messaging and tripled the frequency of strategic marketing utilizing city owned banner display structures.
- Expanded collaboration to increase participation and attendance in City Wide Special Events such as Boo Bash, Merry Mukilteo, Touch a Truck, Valentines Dance and Movies in the Park.
- Facility Rentals at Rosehill Community Center continued to increase returning to pre-pandemic numbers.

### 2024 Goals and Objectives

- Continue examining and implementing recreation program offerings, in consultation with the Parks and Arts Commission, as well as other community and non-profit organizations.
- Increase participation in programs and recreation opportunities.
- Increase focus on marketing classroom use and continue to move booking processes from “paper/pencil” processes to streamlined and more user friendly online / self-serve.
- Continue to market and facilitate conferences and workshops at Rosehill Community Center.
- With a continuous improvement perspective, identify and implement process efficiencies related to volunteer opportunities and administration within parks and recreation such as Environmental Stewardship, Special Events, and Administrative/Customer Service.

## Budget Highlights

- The 2024 budget continues to reflect a focus on providing a wide assortment of recreation and facility rental opportunities year-round.
- The budget includes a continuing grant request for Hotel/Motel Lodging Tax funding to provide for staff time and marketing. This grant supports and builds the rental market for Rosehill Community Center. In addition, a grant from the Snohomish County Human Services Department supports staff time for Senior Services and associated programming.

## RECREATION &amp; CULTURAL SERVICES DEPARTMENT

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Revenue and transfers-in</b>					
SPECIAL EVENT PERMITS	\$ 725	\$ 1,100	600	\$ 600	\$ (500)
<b>Licenses and permits</b>	<b>725</b>	<b>1,100</b>	<b>600</b>	<b>600</b>	<b>(500)</b>
INTERLOCAL AGREEMENT - SNOHOMISH CO	-	15,000	15,000	15,000	-
HOTEL/MOTEL LODGING TAX GRANT	-	48,700	48,700	52,350	3,650
<b>Intergovernmental revenue</b>	<b>-</b>	<b>63,700</b>	<b>63,700</b>	<b>67,350</b>	<b>3,650</b>
FARMERS MKT BOOTH FEES	-	-	-	-	-
RECREATION PROGRAM FEES	84,270	85,000	65,000	68,300	(16,700)
ALCOHOL USE FEE	23,054	16,000	17,000	17,900	1,900
THEATER TECHNICIAN FEES	455	800	(700)	800	-
ARTWORK ADMINISTRATIVE FEE	24	-	350	400	400
<b>Charges for goods and services</b>	<b>107,803</b>	<b>101,800</b>	<b>81,650</b>	<b>87,400</b>	<b>(14,400)</b>
COMMUNITY CENTER RENTAL FEES	486,952	470,000	482,000	485,000	15,000
UPPER LAWN & OUTDOOR PLAZA RENTAL	11,500	10,000	9,000	9,000	(1,000)
WEIGHT ROOM FEES	5,944	5,900	4,410	4,400	(1,500)
COMMUTER PARKING FEES	5,061	6,100	3,920	3,900	(2,200)
PICNIC SHELTER RENTAL FEES	20,595	22,000	22,000	22,000	-
LIGHT STATION WEDDING RENTAL FEES	1,200	2,100	1,600	1,600	(500)
SCHOLARSHIP CONTRIBUTIONS	-	-	-	-	-
CONTRIBUTIONS PRIVATE SOURCE	9,000	3,000	-	-	(3,000)
SPONSORSHIPS	-	-	-	-	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
<b>Miscellaneous revenue</b>	<b>540,252</b>	<b>519,100</b>	<b>522,930</b>	<b>525,900</b>	<b>6,800</b>
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Recreation revenue</b>	<b>\$ 648,780</b>	<b>\$ 685,700</b>	<b>\$ 668,880</b>	<b>\$ 681,250</b>	<b>\$ (4,450)</b>



**2024 Budget**

**RECREATION & CULTURAL SERVICES DEPARTMENT CONTINUED**

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	299,839	500,700	419,530	525,834	25,134
PART TIME EMPLOYEES	109,833	92,100	90,070	105,600	13,500
SPECIAL ASSIGNMENT PAY	3,383	-	-	-	-
ACTING SUPERVISOR PAY	1,035	-	-	-	-
OVERTIME	435	500	1,490	3,500	3,000
<b>Salaries and wages</b>	<b>\$ 414,525</b>	<b>\$ 593,300</b>	<b>\$ 511,090</b>	<b>\$ 634,934</b>	<b>\$ 41,634</b>
FICA	31,407	45,500	39,050	45,500	-
PERS	38,009	61,700	51,630	61,900	200
L&I	1,556	2,300	1,940	2,200	(100)
MEDICAL BENEFITS	77,886	90,200	109,220	106,000	15,800
VEHICLE ALLOWANCE	479	2,400	2,200	2,400	-
DENTAL BENEFITS	6,669	7,700	8,120	8,000	300
VISION BENEFITS	950	1,100	1,160	1,200	100
LIFE INSURANCE	873	1,100	1,170	1,100	-
PAID FAMILY LEAVE	678	1,500	1,120	1,400	(100)
LONG TERM DISABILITY INSURANCE	1,933	2,400	2,600	2,400	-
<b>Benefits</b>	<b>160,440</b>	<b>215,900</b>	<b>218,210</b>	<b>232,100</b>	<b>16,200</b>
OFFICE SUPPLIES	2,662	2,500	4,400	3,000	500
OPERATING SUPPLIES	6,217	6,000	1,310	42,000	36,000
CLOTHING/BOOTS	-	200	-	1,000	800
MOTOR FUEL	-	50	-	500	450
SMALL ITEMS OF EQUIPMENT	847	4,500	2,550	10,000	5,500
PARK BENCH	3,425	-	750	-	-
<b>Supplies</b>	<b>13,151</b>	<b>13,250</b>	<b>9,010</b>	<b>56,500</b>	<b>43,250</b>
SENIOR CENTER SUBRECIPIENT GRANTS	1,730	1,000	500	1,000	-
CONSULTING SERVICES	-	-	600	-	-
OTHER PROFESSIONAL SVCS.	3,886	6,750	6,750	9,000	2,250
INSTRUCTORS PROFESSIONAL SERVICES	35,329	43,000	43,000	43,000	-
WSU BEACH WATCHERS - OTHER PROF SERVICES	9,982	10,000	-	5,000	(5,000)
ADVERTISING	958	6,000	6,000	6,000	-
COMMUNITY ADVERTISING - RECREATION GUIDE	17,655	18,000	19,000	22,000	4,000
TELEPHONE	3,424	4,000	4,360	4,000	-
POSTAGE	34	100	-	100	-
CELL PHONE	1,325	750	1,050	1,200	450
COMCAST	4,703	8,300	3,590	8,300	-
TRAVEL & SUBSISTENCE	-	-	-	-	-
MEALS	-	-	-	600	600
WORK EQUIP & MACHINE RENTAL	-	100	-	100	-
SHORT-TERM FACILITY/FIELD RENTAL	2,991	2,300	-	2,300	-
ALARM SYSTEM	-	-	-	-	-
ELECTRICITY	-	-	-	-	-
SEWER SERVICE	-	-	-	-	-
WATER SERVICE	-	-	-	-	-
STORM DRAINAGE CHGS.	-	-	-	-	-
OFFICE EQUIPMENT R&M	-	1,000	-	1,000	-
OTHER R&M	1,245	3,000	8,430	4,000	1,000
VEHICLE R&M	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	889	500	-	1,600	1,100
LICENSES & SUBSCRIPTIONS	245	-	-	-	-
PRINTING AND BINDING	30	500	190	500	-
CONTRACTUAL SERVICES (Activenet)	-	40,000	23,260	40,000	-
TRAINING & REGISTRATION	-	1,200	140	4,800	3,600
BANKING FEES	48,710	300	20	300	-
PUBLIC ART FUNDING (PER CAPITA)	-	10,676	-	10,676	-
<b>Other services and charges</b>	<b>133,136</b>	<b>157,476</b>	<b>116,890</b>	<b>165,476</b>	<b>8,000</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Capital Outlay</b>	-	-	-	-	-
<b>Transfers-out</b>	-	-	-	-	-
<b>Total Recreation expenditures</b>	<b>\$ 721,252</b>	<b>\$ 979,926</b>	<b>\$ 855,200</b>	<b>\$ 1,089,010</b>	<b>\$ 109,084</b>

# RESERVE FUND

- **City Reserve Fund**

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## 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.

**2024 Budget**

City Reserve Fund (012)

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Beginning fund balance</b>	\$ 1,000,000	\$ 1,000,000	\$ 1,002,688	\$ 1,010,918	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Invest Income	2,688	-	8,230	24,688	24,688
Miscellaneous revenue	2,688	-	8,230	24,688	24,688
OPERATING TRANSFERS IN				-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ 2,688</u>	<u>\$ -</u>	<u>\$ 8,230</u>	<u>\$ 24,688</u>	<u>\$ 24,688</u>
<b>Total resources</b>	<u>\$ 1,002,688</u>	<u>\$ 1,000,000</u>	<u>\$ 1,010,918</u>	<u>\$ 1,035,606</u>	<u>\$ 24,688</u>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Ending fund balance</b>	<u>\$ 1,002,688</u>	<u>\$ 1,000,000</u>	<u>\$ 1,010,918</u>	<u>\$ 1,035,606</u>	<u>\$ 24,688</u>



# SPECIAL REVENUE FUNDS

- **Transportation Benefit District Fund**
  - **Waterfront Parking Fund**
  - **Street Fund**
  - **Hotel/Motel Lodging Tax Fund**
  - **Emergency Medical Services Fund**
  - **Drug Enforcement Fund**
  - **American Rescue Plan Act (ARPA) Fund**
- 



## Transportation Benefit District Fund

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.

### 2023 Accomplishments

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

### 2024 Goals & Objectives

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

### Budget Highlights

- The 2024 Budget includes a transfer to the Capital Projects Fund for Pavement Preservation.

**2024 Budget**

**Transportation Benefit District Fund (101)**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Beginning fund balance</b>	\$ 1,213,646	\$ 1,053,748	\$ 619,248	\$ 501,408	\$ (552,340)
<b>Revenue and transfers-in</b>					
PUBLIC TRANSP SYSTEMS SALES & USE	334,572	396,000	386,160	435,300	39,300
Taxes	334,572	396,000	386,160	435,300	39,300
Licenses and permits	-	-	-	-	-
DOT FHWA GRANT	-	-	-	-	-
CITY OF EDMONDS ILA	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
STREET MAINTENANCE/REPAIRS SER	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	2,175	-	17,000	14,500	14,500
Miscellaneous revenue	2,175	-	17,000	14,500	14,500
OPERATING TRANSFERS IN	-	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 336,747</b>	<b>\$ 396,000</b>	<b>\$ 403,160</b>	<b>\$ 449,800</b>	<b>\$ 53,800</b>
<b>Total resources</b>	<b>\$ 1,550,393</b>	<b>\$ 1,449,748</b>	<b>\$ 1,022,408</b>	<b>\$ 951,208</b>	<b>\$ (498,540)</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
STREET MAINTENANCE AND REPAIR	-	-	-	-	-
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	931,145	521,000	521,000	400,000	(121,000)
Transfer out to Capital Projects: 2nd Street Improvements	-	-	-	-	-
Transfers-out	931,145	521,000	521,000	400,000	(121,000)
<b>Total expenditures and transfers-out</b>	<b>\$ 931,145</b>	<b>\$ 521,000</b>	<b>\$ 521,000</b>	<b>\$ 400,000</b>	<b>\$ (121,000)</b>
<b>Ending fund balance</b>	<b>\$ 619,248</b>	<b>\$ 928,748</b>	<b>\$ 501,408</b>	<b>\$ 551,208</b>	<b>\$ (377,540)</b>

## Waterfront Parking Fund

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.

### 2023 Accomplishments

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

### 2024 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.



## Waterfront Parking Fund (105)

	2022 Actuals	2023 Amended Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 108,532	\$ 24,431	\$ 113,922	\$ 370,792	\$ 346,361
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	-	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	-	-	-	-	-
STATE GRANT - DEPT OF NATURAL RESOURCES	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT EARNINGS	364	1,120	3,400	2,890	1,770
LH PARK PARKING FEES	449,372	491,000	480,000	480,000	(11,000)
BOAT LAUNCH REVENUE	41,580	55,600	47,000	47,900	(7,700)
ANNUAL BOAT LAUNCH PERMITS	7,105	11,000	11,300	11,300	300
COMMUTER PARKING FEES	163,378	174,000	177,810	177,810	3,810
OTHER MISCELLANEOUS REVENUE	16	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
<b>Miscellaneous revenue</b>	661,815	732,720	719,510	719,900	(12,820)
TRANSFER IN FROM ARPA	-	-	240	-	-
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	-	-	240	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 661,815</b>	<b>\$ 732,720</b>	<b>\$ 719,750</b>	<b>\$ 719,900</b>	<b>\$ (12,820)</b>
<b>Total resources</b>	<b>\$ 770,347</b>	<b>\$ 757,151</b>	<b>\$ 833,672</b>	<b>\$ 1,090,692</b>	<b>\$ 333,541</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ 288,104	\$ 378,750	\$ 238,640	\$ 345,400	\$ (33,350)
Benefits	105,236	115,450	92,930	135,419	19,969
Supplies	39,351	46,714	8,650	41,762	(4,952)
Other services and charges	223,734	246,928	122,660	330,902	83,974
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 656,425</b>	<b>\$ 787,842</b>	<b>\$ 462,880</b>	<b>\$ 853,483</b>	<b>\$ 65,641</b>
<b>Ending fund balance</b>	<b>\$ 113,922</b>	<b>\$ (30,691)</b>	<b>\$ 370,792</b>	<b>\$ 237,209</b>	<b>\$ 267,900</b>

## WATERFRONT PARKING FUND – PUBLIC WORKS DEPARTMENT – PARKS DIVISION

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	107,372	105,500	116,320	107,900	2,400
PART TIME EMPLOYEES	40,909	90,900	49,370	88,300	(2,600)
ACTING SUPERVISOR PAY	355	500	500	500	-
OVERTIME	10,492	5,000	13,780	5,000	-
MERIT/LONGEVITY PAY	-	-	160	-	-
STANDBY PAY	2,896	4,000	4,540	4,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	3,254	500	470	500	-
<b>Salaries and wages</b>	<b>\$ 165,278</b>	<b>\$ 206,400</b>	<b>\$ 185,140</b>	<b>\$ 206,200</b>	<b>\$ (200)</b>
FICA	12,612	15,100	14,170	15,100	-
PERS	14,484	11,000	19,230	11,300	300
L&I	3,792	5,800	4,940	5,800	-
MEDICAL BENEFITS	19,455	21,600	19,330	17,200	(4,400)
TEAMSTERS PENSION	2,311	1,800	2,400	1,800	-
DENTAL BENEFITS	1,594	1,700	1,380	1,200	(500)
VISION BENEFITS	236	300	210	200	(100)
LIFE INSURANCE	301	350	310	350	-
PAID FAMILY LEAVE	271	500	400	500	-
LONG TERM DISABILITY INSURANCE	667	700	680	700	-
UNIFORMS BENEFITS	1,024	2,000	-	2,000	-
<b>Benefits</b>	<b>56,747</b>	<b>60,850</b>	<b>63,050</b>	<b>56,150</b>	<b>(4,700)</b>
OPERATING SUPPLIES	18,971	17,818	2,100	15,000	(2,818)
CLOTHING/BOOTS	967	1,930	-	2,000	70
BUILDING MAINTENANCE SUPPLIES	5,178	9,946	130	9,870	(76)
PLAYGROUND EQUIPMENT REPLACEMENT PARTS	-	-	-	1,000	1,000
SIGNS	79	158	-	200	42
LANDSCAPE MATERIALS	208	242	230	2,000	1,758
MOTOR FUEL	1,532	1,804	-	1,804	-
SMALL ITEMS OF EQUIPMENT	622	1,068	980	1,068	-
PARK BENCH	51	-	150	150	150
<b>Supplies</b>	<b>27,608</b>	<b>32,966</b>	<b>3,590</b>	<b>33,092</b>	<b>126</b>
OTHER PROFESSIONAL SVCS.	19,742	25,598	5,970	5,970	(19,628)
ON-LINE CHARGES	1,231	2,462	1,920	1,920	(542)
EQUIPMENT REPLACEMENT CHARGES	395	-	12,660	28,660	28,660
FACILITIES MAINTENANCE CHARGES FOR SVCS.	43,450	43,450	1,190	1,190	(42,260)
CELL PHONE	160	-	120	120	120
TRAVEL & SUBSISTENCE	24	48	-	-	(48)
MEALS	55	10	80	80	70
LAND RENTAL	1,588	3,176	-	-	(3,176)
WORK EQUIP & MACHINE RENTAL	16,558	19,582	(2,290)	19,582	-
ELECTRICITY	2,393	2,842	3,900	3,900	1,058
SEWER SERVICE	10,463	3,426	3,110	3,110	(316)
WATER SERVICE	5,188	1,714	1,640	1,640	(74)
STORM DRAINAGE CHGS.	32,655	29,686	35,620	35,620	5,934
EQUIPMENT R&M	13,088	18,600	-	18,600	-
OTHER R&M	4,282	1,926	730	730	(1,196)
PLAYGROUND EQUIPMENT R&M	-	-	-	-	-
DIGITAL PARKING PERMITS	-	-	-	18,000	18,000
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	303	528	-	-	(528)
BANKING FEES	33,541	17,416	11,990	11,990	(5,426)
25% MATCH FOR BOAT LAUNCH	-	-	-	125,000	125,000
<b>Other services and charges</b>	<b>185,116</b>	<b>170,464</b>	<b>76,640</b>	<b>276,112</b>	<b>105,648</b>
<b>Total Parks expenditures</b>	<b>\$ 434,749</b>	<b>\$ 470,680</b>	<b>\$ 328,420</b>	<b>\$ 571,554</b>	<b>\$ 100,874</b>

## WATERFRONT PARKING FUND – POLICE DEPARTMENT – RANGERS DIVISION

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	121,500	170,850	52,000	136,700	(34,150)
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	1,326	1,500	1,500	2,500	1,000
<b>Salaries and wages</b>	<b>\$ 122,826</b>	<b>\$ 172,350</b>	<b>\$ 53,500</b>	<b>\$ 139,200</b>	<b>\$ (33,150)</b>
FICA	9,364	10,500	3,720	10,500	-
PERS	10,663	14,200	4,650	14,200	-
L&I	3,804	5,700	2,170	5,700	-
MEDICAL BENEFITS	20,217	20,300	17,380	42,900	22,600
DENTAL BENEFITS	1,541	1,400	1,330	2,000	600
VISION BENEFITS	-	-	-	-	-
LIFE INSURANCE	260	300	110	300	-
PAID FAMILY LEAVE	431	400	270	400	-
LONG TERM DISABILITY INSURANCE	575	650	250	650	-
UNIFORM BENEFITS	1,634	1,150	-	1,650	500
<b>Benefits</b>	<b>48,489</b>	<b>54,600</b>	<b>29,880</b>	<b>78,300</b>	<b>23,700</b>
OFFICE SUPPLIES	113	-	-	-	-
OPERATING SUPPLIES	7,703	11,372	2,490	5,000	(6,372)
VEHICLE REPAIR SUPPLIES, TOOL & EQ	137	88	-	-	(88)
CLOTHING/BOOTS	2,016	-	-	-	-
MOTOR FUEL	1,774	2,288	900	2,000	(288)
SMALL ITEMS OF EQUIPMENT	-	-	1,670	1,670	1,670
<b>Supplies</b>	<b>11,743</b>	<b>13,748</b>	<b>5,060</b>	<b>8,670</b>	<b>(5,078)</b>
OTHER PROFESSIONAL SERVICES	7,961	5,314	550	5,050	(264)
LEGAL PUBLICATIONS	-	-	-	-	-
POSTAGE	18,005	18,182	18,100	18,100	(82)
ON-LINE CHARGES	6,237	11,632	840	6,040	(5,592)
EQUIPMENT REPLACEMENT CHARGES	-	-	14,120	14,120	14,120
CELL PHONE	448	336	480	480	144
TRAVEL & SUBSISTENCE	-	-	-	-	-
MEALS	-	-	-	-	-
LICENSES & SUBSCRIPTIONS	5,967	41,000	11,930	11,000	(30,000)
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	-	-	-	-	-
<b>Other services and charges</b>	<b>38,618</b>	<b>76,464</b>	<b>46,020</b>	<b>54,790</b>	<b>(21,674)</b>
<b>Total Rangers expenditures</b>	<b>\$ 221,676</b>	<b>\$ 317,162</b>	<b>\$ 134,460</b>	<b>\$ 280,960</b>	<b>\$ (36,202)</b>

## 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.

### 2023 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 4 new ADA ramps and crosswalks in the city.
- Responded to winter snow and ice event and kept roadways salted, sanded and plowed.
- Worked with Island County to stripe all the City streets.

### 2024 Goals & Objectives

- Find another agency to stripe 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)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 52,662	\$ 10,648	\$ 10,648	\$ 12,308	\$ 1,660
<b>Revenue and transfers-in</b>					
COMMERCIAL PARKING TAX	53,780	59,900	44,500	44,500	(15,400)
<b>Taxes</b>	<b>53,780</b>	<b>59,900</b>	<b>44,500</b>	<b>44,500</b>	<b>(15,400)</b>
<b>Licenses and permits</b>	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	2,016				
FEDERAL INDIRECT GRANT FROM DOC	-				
MULTIMODAL TRANSPORTATION - CITIES	28,397	28,100	28,030	28,000	(100)
STREET FUEL TAX	398,177	417,500	350,000	350,000	(67,500)
<b>Intergovernmental revenue</b>	<b>428,590</b>	<b>445,600</b>	<b>378,030</b>	<b>378,000</b>	<b>(67,600)</b>
MT. BAKER AVENUE QUIET ZONE MAINT	8,142	8,000	8,348	8,000	-
PAVEMENT REPAIRS	-	-	-	-	-
<b>Charges for goods and services</b>	<b>8,142</b>	<b>8,000</b>	<b>8,348</b>	<b>8,000</b>	<b>-</b>
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST		-	-	-	-
OTHER MISCELLANEOUS REVENUE	35	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
<b>Miscellaneous Revenue</b>	<b>(105)</b>	-	-	-	-
OPERATING TRANSFERS IN	-	-	-	-	-
TRANSFERS IN FROM ARPA	-	-	1,660	-	-
OPERATING TRANSFERS IN - GF	366,374	439,750	441,043	557,455	117,705
<b>Transfers-in</b>	<b>366,374</b>	<b>439,750</b>	<b>442,703</b>	<b>557,455</b>	<b>117,705</b>
<b>Total revenue and transfers-in</b>	<b>\$ 856,781</b>	<b>\$ 953,250</b>	<b>\$ 873,581</b>	<b>\$ 987,955</b>	<b>\$ 34,705</b>
<b>Total resources</b>	<b>\$ 909,443</b>	<b>\$ 963,898</b>	<b>\$ 884,229</b>	<b>\$ 1,000,263</b>	<b>\$ 36,365</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ 328,623	\$ 323,700	\$ 326,965	\$ 392,000	\$ 68,300
Benefits	177,841	170,950	194,525	207,805	36,855
Supplies	164,099	120,500	114,150	120,500	-
Other services and charges	228,232	267,650	236,280	277,150	9,500
Intergovernmental services	-	-	-	-	-
Capital Outlay					-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 898,795</b>	<b>\$ 882,800</b>	<b>\$ 871,921</b>	<b>\$ 997,455</b>	<b>\$ 114,655</b>
<b>Ending fund balance</b>	<b>\$ 10,648</b>	<b>\$ 81,098</b>	<b>\$ 12,308</b>	<b>\$ 2,808</b>	<b>\$ (78,290)</b>

## STREET FUND – PUBLIC WORKS DEPARTMENT – STREETS DIVISION

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / Decr
FULL TIME EMPLOYEES	325,482	305,200	353,810	316,700	11,500
ACTING SUPERVISOR PAY	7,638	1,500	1,370	1,500	-
LEAVE BUY BACK	(3,217)	-	(5,800)	-	-
OVERTIME	16,149	12,000	4,070	12,000	-
STANDBY PAY	7,974	5,000	5,610	5,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	6,264	-	1,300	-	-
<b>Salaries and wages</b>	<b>\$ 360,290</b>	<b>\$ 323,700</b>	<b>\$ 360,360</b>	<b>\$ 335,200</b>	<b>\$ 11,500</b>
FICA	27,051	23,400	27,120	24,400	1,000
PERS	37,121	31,800	37,680	33,200	1,400
L&I	6,325	7,300	7,110	5,600	(1,700)
MEDICAL BENEFITS	107,655	87,400	126,060	101,800	14,400
TEAMSTERS PENSION	7,301	5,000	6,900	5,000	-
DENTAL BENEFITS	8,541	7,200	9,860	7,900	700
VISION BENEFITS	1,174	1,000	1,370	1,100	100
LIFE INSURANCE	937	650	1,020	650	-
PAID FAMILY LEAVE	588	700	790	700	-
LONG TERM DISABILITY INSURANCE	2,075	1,500	2,260	1,500	-
UNIFORMS BENEFITS	6,995	5,000	7,480	5,000	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>205,763</b>	<b>170,950</b>	<b>227,650</b>	<b>186,850</b>	<b>15,900</b>
TRAFFIC CONTROL DEVICE SUPPLY	22,266	30,000	1,220	30,000	-
OPERATING SUPPLIES	14,621	24,000	29,900	24,000	-
VEHICLE REPAIR TOOLS & EQ	5,881	-	1,230	-	-
CLOTHING/BOOTS	2,197	1,500	560	1,500	-
SNOW & ICE REMOVAL MATERIALS	85,518	22,000	25,900	22,000	-
AGGREGATE	11,581	10,000	11,040	10,000	-
SIGNS	6,847	-	21,220	-	-
MOTOR FUEL	11,651	12,000	16,800	12,000	-
SMALL ITEMS OF EQUIPMENT	3,310	18,000	6,280	18,000	-
STREET LIGHTING EQUIPMENT	227	3,000	-	3,000	-
<b>Supplies</b>	<b>164,099</b>	<b>120,500</b>	<b>114,150</b>	<b>120,500</b>	<b>-</b>
CONTRACT SERVICES	40,065	60,550	1,470	60,550	-
OTHER PROFESSIONAL SVCS.	253	-	-	-	-
TELEPHONE	885	1,000	700	1,000	-
POSTAGE	-	-	-	-	-
CELL PHONE	2,408	2,600	1,170	2,600	-
TRAVEL & SUBSISTENCE	939	2,250	-	2,250	-
MEALS	160	750	80	750	-
WORK EQUIP & MACHINE RENTAL	1,780	2,000	5,980	2,000	-
HAZARDOUS WASTE DISPOSAL	-	-	-	-	-
ELECTRICITY STREET LIGHTS	105,259	117,500	112,370	117,500	-
BRUSH DISPOSAL	497	-	-	-	-
CONSTRUCTION DEBRIS DISPOSAL	4,902	3,500	10,650	3,500	-
EQUIPMENT R&M	8,820	18,000	25,460	18,000	-
VEHICLE R&M	7,097	12,000	22,490	12,000	-
STREET LIGHT MAINTENANCE	20,917	14,000	20,260	14,000	-
ROW VEG MAINTENANCE	-	500	-	500	-
ROW MAINTENANCE & REPAIR	124	500	12,240	500	-
LAUNDRY SERVICES	-	-	-	-	-
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	3,211	4,500	310	3,500	(1,000)
LANE STRIPING & MARKING	30,915	28,000	23,100	38,500	10,500
<b>Other services and charges</b>	<b>228,232</b>	<b>267,650</b>	<b>236,280</b>	<b>277,150</b>	<b>9,500</b>
<b>Total Street expenditures</b>	<b>\$ 958,384</b>	<b>\$ 882,800</b>	<b>\$ 938,440</b>	<b>\$ 919,700</b>	<b>\$ 36,900</b>

STREET FUND – PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND  
ENGINEERING DIVISION

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	\$ 52,809	\$ 51,900	72,540	\$ 56,800	\$ 4,900
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	-	-	-	-	-
Salaries and wages	52,809	51,900	72,540	56,800	4,900
FICA	4,064	4,000	5,550	4,400	400
PERS	5,447	5,400	7,540	5,900	500
L&I	314	100	360	100	-
MEDICAL BENEFITS	7,049	7,200	8,940	7,600	400
VEHICLE ALLOWANCE	480	500	440	500	-
DENTAL BENEFITS	543	600	640	600	-
VISION BENEFITS	74	100	90	100	-
LIFE INSURANCE	145	150	200	150	-
PAID FAMILY LEAVE	87	200	160	200	-
LONG TERM DISABILITY INSURANCE	320	300	440	300	-
Benefits	18,523	18,550	24,360	19,850	1,300
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Total expenditures and transfers-out	\$ 71,332	\$ 70,450	\$ 96,900	\$ 76,650	\$ 6,200

## 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 \$199,000 in 2023.
- All expenditures from this fund are dependent on recommendations from the Lodging Tax Advisory Committee.
- On October 16, 2023, the Lodging Tax Advisory Committee's recommendations for 2024 grants will be presented to Council.



**2024 Budget**

**Hotel/Motel Lodging Tax Fund (116)**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Beginning fund balance</b>	\$ 140,777	\$ 152,671	\$ 208,610	\$ 177,300	\$ 24,629
<b>Revenue and transfers-in</b>					
HOTEL/MOTEL TRANSIENT TAX	202,030	168,400	199,290	199,300	30,900
<b>Taxes</b>	<b>202,030</b>	<b>168,400</b>	<b>199,290</b>	<b>199,300</b>	<b>30,900</b>
<b>Licenses and permits</b>	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	322	-	4,400	3,740	3,740
<b>Miscellaneous revenue</b>	<b>322</b>	<b>-</b>	<b>4,400</b>	<b>3,740</b>	<b>3,740</b>
TRANSFERS IN - ARP FUND	115,000	-	-	-	-
<b>Transfers-in</b>	<b>115,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total revenue and transfers-in</b>	<b>\$ 317,352</b>	<b>\$ 168,400</b>	<b>\$ 203,690</b>	<b>\$ 203,040</b>	<b>\$ 34,640</b>
<b>Total resources</b>	<b>\$ 458,129</b>	<b>\$ 321,071</b>	<b>\$ 412,300</b>	<b>\$ 380,340</b>	<b>\$ 59,269</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	-
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
INSURANCE	-	-	-	-	-
TOURISM GRANTS	109,956	90,000	90,000	120,000	30,000
COMMUNITY ORGANIZATIONAL SUPPORT	2,500	-	-	-	-
TOURISM GRANTS	-	-	-	-	-
MAJOR EVENT SUPPORT	55,000	55,000	55,000	60,000	5,000
CITY LODGING TAX GRANTS	7,440	90,000	90,000	90,000	-
<b>Other services and charges</b>	<b>174,896</b>	<b>235,000</b>	<b>235,000</b>	<b>270,000</b>	<b>35,000</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Transfers-out</b>	74,623	-	-	-	-
<b>Total Hotel/Motel Tax Fund expenditures</b>	<b>\$ 249,519</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 270,000</b>	<b>\$ 35,000</b>
<b>Ending fund balance</b>	<b>\$ 208,610</b>	<b>\$ 86,071</b>	<b>\$ 177,300</b>	<b>\$ 110,340</b>	<b>\$ 24,269</b>

## Emergency Medical Services Fund

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.

### 2023 Accomplishments

- 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.

### 2024 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

- Budget lines adjustments to reflect EMS training aids and increased fuel costs.

Revised  
November 6, 2023

# Emergency Medical Services Fund (126)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 831,137	\$ 733,890	\$ 444,771	\$ 878,867	\$ -
<b>Revenue and transfers-in</b>					
EMS LEVY	1,998,320	2,021,900	2,040,006	2,040,006	18,106
<b>Taxes</b>	<b>1,998,320</b>	<b>2,021,900</b>	<b>2,040,006</b>	<b>2,040,006</b>	<b>18,106</b>
<b>Licenses and permits</b>	-	-	-	-	-
FEDERAL INDIRECT GRANT FROM DHS/FEMA PA	7,511				
COVID-19 NON-GRANT ASSISTANCE	187,595	-	-	-	-
DEPT OF HEALTH	-	-	1,110	-	-
<b>Intergovernmental revenue</b>	<b>195,106</b>	<b>-</b>	<b>1,110</b>	<b>-</b>	<b>-</b>
AMBULANCE TRANSPORTS	823,599	672,600	672,600	672,600	-
GEMT PAYMENT PROGRAM	477,224	500,000	560,000	500,000	-
<b>Charges for goods and services</b>	<b>1,300,823</b>	<b>1,172,600</b>	<b>1,232,600</b>	<b>1,172,600</b>	<b>-</b>
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	319	-	-	-	-
CONTRIBUTIONS - PRIVATE SOURCE	-	-	-	-	-
GAIN/LOSS ON SALE OF SURPLUS PROPERTY	-	-	-	-	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
<b>Miscellaneous revenue</b>	<b>319</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
OPERATING TRANSFERS IN	722,016	1,151,080	1,151,080	496,948	(654,132)
OPERATING TRANSFERS IN	-	-	1,930	0	0
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	<b>722,016</b>	<b>1,151,080</b>	<b>1,153,010</b>	<b>496,948</b>	<b>(654,132)</b>
<b>Total revenue and transfers-in</b>	<b>\$ 4,216,585</b>	<b>\$ 4,345,580</b>	<b>\$ 4,426,726</b>	<b>\$ 3,709,555</b>	<b>\$ (636,025)</b>
<b>Total resources</b>	<b>\$ 5,047,722</b>	<b>\$ 5,079,470</b>	<b>\$ 4,871,497</b>	<b>\$ 4,588,422</b>	<b>\$ (636,025)</b>

## Emergency Medical Services Fund (126) Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	164,705	211,300	178,180	205,600	(5,700)
FULL TIME EMPLOYEES	2,317,646	2,371,300	2,223,960	2,545,500	174,200
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
EDUCATION PREMIUM PAY	50,920	50,000	50,730	56,200	6,200
ACTING SUPERVISOR PAY	7,736	8,000	6,930	8,000	-
PARAMEDIC INCENTIVE	67,047	77,800	61,940	80,100	2,300
MERIT/LONGEVITY PAY	41,920	35,000	39,460	40,300	5,300
FIRE - HOLIDAY BUY BACK	58,349	54,600	580	54,600	-
LEOFF II DISABILITY SUPPLEMENT	-	-	-	-	-
OVERTIME	1,658	-	-	-	-
OVERTIME	671,285	485,000	500,050	485,000	-
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
FULL TIME EMPLOYEES	-	-	-	-	-
LEAVE BUY BACK	-	-	(45,280)	-	-
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
EDUCATION PREMIUM PAY	-	-	-	-	-
MERIT/LONGEVITY PAY	-	-	-	-	-
FIRE - HOLIDAY BUY BACK	-	-	-	-	-
OVERTIME	-	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 3,381,266</b>	<b>\$ 3,293,000</b>	<b>\$ 3,016,550</b>	<b>\$ 3,475,300</b>	<b>\$ 182,300</b>
FICA	7,142	7,100	6,010	3,000	(4,100)
LAW ENF. RETIREMENT SYSTEM	2,668	7,800	6,400	7,600	(200)
PERS	5,756	6,700	5,960	6,700	-
L&I	1,146	3,600	3,010	3,600	-
MEDICAL BENEFITS	14,979	34,400	33,400	37,200	2,800
DENTAL BENEFITS	1,207	2,500	3,700	3,700	1,200
VISION BENEFITS	167	400	500	600	200
LIFE INSURANCE	273	450	480	8,192	7,742
PAID FAMILY LEAVE	273	500	390	500	-
LONG TERM DISABILITY INSURANCE	604	900	1,070	900	-
FICA	-	-	-	-	-
LAW ENF. RETIREMENT SYSTEM	-	-	-	-	-
L&I	-	-	-	-	-
MEDICAL BENEFITS	-	-	-	-	-
MEDICAL SAVINGS ACCOUNT	-	-	-	-	-
DEFERRED COMP	-	-	-	-	-
DENTAL BENEFITS	-	-	-	-	-
VISION BENEFITS	-	-	-	-	-
LIFE INSURANCE	-	-	-	-	-
PAID FAMILY LEAVE	-	-	-	-	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
FICA	46,428	36,800	41,200	39,500	2,700
LAW ENF. RETIREMENT SYSTEM	163,682	134,300	148,410	144,300	10,000
L&I	91,331	89,400	99,550	89,400	-
MEDICAL BENEFITS	347,299	306,200	295,420	316,500	10,300
MEDICAL SAVINGS ACCOUNT	20,586	21,900	19,030	21,900	-
DEFERRED COMP	99,081	85,000	91,330	85,000	-
DENTAL BENEFITS	40,048	44,600	38,280	40,900	(3,700)
VISION BENEFITS	6,242	6,900	5,880	6,400	(500)
LIFE INSURANCE	6,264	5,500	5,950	5,500	-
PAID FAMILY LEAVE	5,203	5,300	10,300	5,600	300
UNIFORMS BENEFITS	17,607	14,550	10,530	19,550	5,000
MEDICAL OPT-OUT INCENTIVE	18,898	12,700	16,760	16,800	4,100
<b>Benefits</b>	<b>896,884</b>	<b>827,500</b>	<b>843,560</b>	<b>863,342</b>	<b>35,842</b>

Revised  
November 6, 2023

## Emergency Medical Services Fund (126) Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
OFFICE SUPPLIES	306	450	200	450	-
REFERENCE MATERIAL	-	600	-	600	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	150	-	770	-	-
SUPPLIES - TRAINING	-	750	140	8,750	8,000
SUPPLIES - EMG MEDICAL SVC	60,021	47,500	57,170	50,500	3,000
CLOTHING/BOOTS	3,045	800	(40)	800	-
MOTOR FUEL	17,104	11,000	15,960	16,000	5,000
SMALL ITEMS OF EQUIPMENT	658	30,000	680	30,000	-
<b>Supplies</b>	<b>81,284</b>	<b>91,100</b>	<b>74,880</b>	<b>107,100</b>	<b>16,000</b>
BILLING SERVICES	44,725	50,000	17,750	50,000	-
PROFESSIONAL SERVICES	32,582	40,000	7,560	40,000	-
LYNNWOOD EMS CONTRACT	-	-	-	-	-
TELEPHONE	412	480	270	480	-
POSTAGE	715	1,000	290	1,000	-
NEW WORLD PROJECT CONNECTIVITY	-	400	-	400	-
EQUIPMENT REPLACEMENT CHARGES	68,000	-	-	-	-
CELL PHONE	7,124	6,000	6,680	6,000	-
MEALS	-	-	-	-	-
HAZARDOUS WASTE DISPOSAL	509	1,000	510	600	(400)
EQUIPMENT R&M	2,207	3,500	1,660	3,500	-
VEHICLE R&M	16,981	25,000	22,920	25,000	-
LICENSES AND SUBSCRIPTIONS	7,262	6,600	-	15,700	9,100
BANKING FEES	-	-	-	-	-
<b>Other services and charges</b>	<b>180,517</b>	<b>133,980</b>	<b>57,640</b>	<b>142,680</b>	<b>8,700</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Capital Outlay</b>	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	63,000	-	-	-	-
<b>Transfers-out</b>	<b>63,000</b>	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 4,602,951</b>	<b>\$ 4,345,580</b>	<b>\$ 3,992,630</b>	<b>\$ 4,588,422</b>	<b>\$ 242,842</b>
<b>Ending fund balance</b>	<b>\$ 444,771</b>	<b>\$ 733,890</b>	<b>\$ 878,867</b>	<b>\$ -</b>	<b>\$ (878,867)</b>

## Drug Enforcement Fund

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.

### 2023 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.

### 2024 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 2024 Budget.

**2024 Budget**

**Drug Enforcement Fund (104)**

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 17,842	\$ 138	\$ 17,891	\$ 18,291	\$ 18,153
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	49	-	400	340	340
GAIN/LOSS ON SALE OF SURPLUS ASSETS	-	-	-	-	-
PROCEEDS FROM FORFEITED PROPERTY	-	10,000	-	5,000	(5,000)
<b>Miscellaneous revenue</b>	<b>49</b>	<b>10,000</b>	<b>400</b>	<b>5,340</b>	<b>(4,660)</b>
<b>Transfers-in</b>	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 49</b>	<b>\$ 10,000</b>	<b>\$ 400</b>	<b>\$ 5,340</b>	<b>\$ (4,660)</b>
<b>Total resources</b>	<b>\$ 17,891</b>	<b>\$ 10,138</b>	<b>\$ 18,291</b>	<b>\$ 23,631</b>	<b>\$ 13,493</b>
<b>Expenditures and transfers-out</b>					
OVERTIME - DRUG ENFORCEMENT	-	4,000	-	6,000	2,000
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>6,000</b>	<b>2,000</b>
<b>Benefits</b>	-	-	-	-	-
OPERATING SUPPLIES	-	6,000	-	6,000	-
SMALL ITEMS OF EQUIPMENT	-	-	-	4,000	4,000
<b>Supplies</b>	<b>-</b>	<b>6,000</b>	<b>-</b>	<b>10,000</b>	<b>4,000</b>
PUBLIC AFFAIRS & COMMUNITY OUTREACH	-	-	-	-	-
NARCOTICS TASK FORCE	-	-	-	-	-
SPECIAL OPERATIONS	-	-	-	-	-
SEIZED PROPERTY	-	-	-	-	-
TRAINING & REGISTRATION	-	-	-	-	-
<b>Other services and charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenditures and transfers-out</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 16,000</b>	<b>\$ 6,000</b>
<b>Ending fund balance</b>	<b>\$ 17,891</b>	<b>\$ 138</b>	<b>\$ 18,291</b>	<b>\$ 7,631</b>	<b>\$ 7,493</b>

## American Rescue Plan Act (ARPA) Fund

The American Rescue Plan Act (commonly known as “ARPA”) was signed into law on March 11, 2021, to provide additional financial relief in the wake of the COVID-19 pandemic. ARPA includes a significant amount of “Coronavirus State and Local Fiscal Recovery Funds” (SLFRF) for state and local governments to use over a period of several years. The local portion of these federal funds is referred to as the Coronavirus Local Fiscal Recovery Fund (LFRF). The City was awarded \$5,985,212 in ARPA funds.

Beginning in May 2021, the City started the process of determining how best to utilize the funds for the benefit of the community.

### 2023 Accomplishments

- Began implementing projects and programs approved in 2023 Budget, which include City IT Infrastructure, Website Revamp, City Branding, and South Mukilteo Park Design and Permitting.

### 2024 Goals & Objectives

- Continue implementing projects identified for funding including the City IT Infrastructure (continuation), Finance Software Replacement, and Non-profit Grants projects.

### Budget Highlights

- ARPA funds (\$270,000) are allocated to the Equipment Replacement Fund to replace three vehicles in the Police Department. They are also allocated to the Facility Renewal Fund to match state funding for the construction of a wellness center in the Police Department (\$250,000).



**2024 Budget**

**Revised  
November 20, 2023**

**ARPA Fund (021)**

	<b>2022 Actuals</b>	<b>2023 AMENDED Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Beginning fund balance</b>	\$ 2,919,605	\$ 5,499,373	\$ 5,499,373	\$ 4,022,523	\$ (1,476,850)
<b>Revenue and transfers-in</b>					
ARPA NON-GRANT ASSISTANCE	2,995,529	-	-	-	-
SNO COUNTY - EMBEDDED SOCIAL WORKER	-	-	-	-	-
Intergovernmental Revenue	2,995,529	-	-	-	-
INVESTMENT EARNINGS	11,315	111,000	125,000	90,000	(21,000)
Miscellaneous revenue	11,315	111,000	125,000	90,000	(21,000)
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 3,006,844</b>	<b>\$ 111,000</b>	<b>\$ 125,000</b>	<b>\$ 90,000</b>	<b>\$ (21,000)</b>
<b>Total resources</b>	<b>\$ 5,926,449</b>	<b>\$ 5,610,373</b>	<b>\$ 5,624,373</b>	<b>\$ 4,112,523</b>	<b>\$ (1,497,850)</b>
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	34,758	-	90,010	94,000	94,000
SPECIAL ASSIGNMENT PAY	-	-	1,110	-	-
FULL TIME EMPLOYEES	22,395	182,800	70,630	85,000	(97,800)
FULL TIME EMPLOYEES	-	-	3,000	-	-
FULL TIME EMPLOYEES	-	-	330	-	-
EMPLOYEE RETENTION BONUSES	-	210,000	242,000	125,000	(85,000)
EMPLOYEE HIRING INCENTIVES	-	65,000	26,000	8,000	(57,000)
<b>Salaries and wages</b>	<b>\$ 57,153</b>	<b>\$ 457,800</b>	<b>\$ 433,080</b>	<b>\$ 312,000</b>	<b>\$ (145,800)</b>
FICA	2,660	-	6,970	6,970	6,970
PERS	3,597	-	9,470	9,470	9,470
L&I	107	-	270	270	270
			220		-
			310		-
			10		-
			10		-
			10		-
MEDICAL BENEFITS	4,944	-	10,260	10,260	10,260
DENTAL BENEFITS	323	-	650	650	650
VISION BENEFITS	46	-	90	90	90
LIFE INSURANCE	107	-	704	704	704
PAID FAMILY LEAVE	56	-	200	200	200
LONG TERM DISABILITY INSURANCE	237	-	550	550	550
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
FICA	1,714	13,990	5,430	5,430	(8,560)
PERS	2,327	19,000	7,370	7,370	(11,630)
L&I	84	540	240	240	(300)
MEDICAL BENEFITS	3,308	20,520	10,260	10,260	(10,260)
DENTAL BENEFITS	685	1,880	2,060	2,060	180
VISION BENEFITS	93	280	280	280	-
LIFE INSURANCE	63	-	190	190	190
PAID FAMILY LEAVE	38	410	150	150	(260)
LONG TERM DISABILITY INSURANCE	139	-	430	430	430
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>20,528</b>	<b>56,620</b>	<b>56,134</b>	<b>55,574</b>	<b>(1,046)</b>

## ARPA Fund (021) Continued

	2022 Actuals	2023 AMENDED Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
SMALL ITEMS OF EQUIPMENT	-	234,600	234,600	-	(234,600)
SMALL ITEMS OF EQUIPMENT	173	-	-	-	-
ROSEHILL POINT ELLIOTT ROOM - TABLES	-	14,000	14,000	-	(14,000)
<b>Supplies</b>	<b>173</b>	<b>248,600</b>	<b>248,600</b>	<b>-</b>	<b>(248,600)</b>
GRANT WRITER	-	50,000	50,000	-	(50,000)
CONSULTING SERVICES	-	-	-	-	-
NON PROFIT GRANTS	-	350,000	-	100,000	(250,000)
EMBEDDED SOCIAL WORKER PROGRAM	26,890	32,500	65,000	65,000	32,500
ARPA UTILITY ASSISTANCE	1,049	-	-	-	-
DIGITAL PARKING PERMITS	-	18,000	19,908	-	(18,000)
TRANSLATION SERVICES	-	50,000	50,000	-	(50,000)
<b>Other services and charges</b>	<b>27,939</b>	<b>500,500</b>	<b>184,908</b>	<b>165,000</b>	<b>(335,500)</b>
COUNCIL CHAMBER AV UPGRADE	139,521	-	-	-	-
PD BODYCAM PROGRAM	66,763	65,000	65,000	65,000	-
SIDEWALK DESIGN	-	-	8,550	-	-
REPLACE EDEN FINANCIAL SOFTWARE	-	550,000	-	550,000	-
CITY BRANDING & CONSTRUCTION	-	50,000	50,000	33,404	(16,596)
WEBSITE REVAMP	-	100,000	34,704	25,937	(74,063)
OTHER MACHINERY & EQUIPMENT-ROSEHILL	-	52,550	13,500	39,050	(13,500)
ROSEHILL STAINING/PAINTING/CARPET	-	175,000	165,000	-	(175,000)
ROSEHILL MEDIA SYSTEM	-	100,705	100,705	-	(100,705)
INTERIM WATERFRONT IMPROVEMENTS	-	48,400	52,457	-	(48,400)
WATERFRONT PARK GATES	-	45,000	39,012	-	(45,000)
92ND STREET PARK PLAYGROUND EQUIPMENT	-	190,000	-	190,000	-
DIRT JUMP BIKE COURSE PER JAPANESE GULCH MASTER PLAN	-	-	24,000	-	-
HARBOUR POINTE PATH REPAIR	-	-	-	500,000	500,000
FIRE STATION # 25 REMODEL (BATHROOMS/KITCHEN)	-	-	-	260,000	-
FIRE STATION ALERTING SYSTEM	-	-	84,200	-	-
SOUTH MUKILTEO PARK CONSTRUCTION	-	-	-	500,000	500,000
SOUTH MUKILTEO DESIGN & PERMIT & CONSTRUCTION	-	252,000	42,000	210,000	-
WATERFRONT PARKING STUDY	-	-	-	75,000	-
CENTRAL WATERFRONT PARK	-	126,000	-	126,000	-
<b>Capital Outlay</b>	<b>206,284</b>	<b>1,754,655</b>	<b>679,128</b>	<b>2,574,391</b>	<b>(94,264)</b>
TRANSFER TO LODGING TAX FUND	115,000	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-	-
TRANSFER TO EMS FUND	-	-	-	-	-
TRANSFER TO STREET FUND	-	-	-	-	-
TRANSFER TO WATERFRONT PARKING	-	-	-	-	-
TRANSFER TO SURFACE WATER MANAGEMENT	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL	-	-	-	250,000	250,000
TRANSFER TO ERR	-	-	-	-	-
<b>Transfers-out</b>	<b>115,000</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 427,077</b>	<b>\$ 3,018,175</b>	<b>\$ 1,601,850</b>	<b>\$ 3,356,965</b>	<b>\$ (575,210)</b>
<b>Ending fund balance</b>	<b>\$ 5,499,373</b>	<b>\$ 2,592,198</b>	<b>\$ 4,022,523</b>	<b>\$ 755,558</b>	<b>\$ (922,640)</b>

# DEBT SERVICE FUND

- **Limited Tax General Obligation Bond Fund**
- 



## 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.

**2024 Budget**

Limited Tax General Obligation Bond Fund (275)

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Beginning fund balance</b>	\$ -	\$ 81	\$ 2,090	\$ 755,610	\$ 755,529
<b>Revenue and transfers-in</b>					
INVESTMENT INTEREST	789	-	5,800	4,930	4,930
<b>Miscellaneous revenue</b>	789	-	5,800	4,930	4,930
OPERATING TRANSFERS IN	-	-	-	-	-
OPERATING TRANSFERS IN - REET I	883,000	882,580	882,580	876,400	(6,180)
Transfers-in	883,000	882,580	882,580	876,400	(6,180)
<b>Total revenue and transfers-in</b>	<b>\$ 883,789</b>	<b>\$ 882,580</b>	<b>\$ 888,380</b>	<b>\$ 881,330</b>	<b>\$ (1,250)</b>
<b>Total resources</b>	<b>\$ 883,789</b>	<b>\$ 882,661</b>	<b>\$ 890,470</b>	<b>\$ 1,636,940</b>	<b>\$ 754,279</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
BOND PRINCIPAL	730,000	745,000		745,000	-
DEBT ISSUANCE COSTS	-	-	-	-	-
BOND INTEREST	151,699	135,000	134,860	135,000	-
PAYMENTS TO REFUNDED DEBT ESCROW	-	-	-	-	-
SERVICE FEE	-	-	-	-	-
ADMINISTRATION FEE	-	300	-	300	-
<b>Debt service</b>	881,699	880,300	134,860	880,300	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 881,699</b>	<b>\$ 880,300</b>	<b>\$ 134,860</b>	<b>\$ 880,300</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 2,090</b>	<b>\$ 2,361</b>	<b>\$ 755,610</b>	<b>\$ 756,640</b>	<b>\$ 754,279</b>



# CAPITAL PROJECTS FUNDS

- **Capital Projects Fund**
  - **Park Acquisition & Development Fund**
  - **Transportation Impact Fee Fund**
  - **Real Estate Excise Tax (REET) I & II Funds**
- 



## 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 2024 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 2024 (not including carryovers from 2023) with individual New Budget Item requests.
  - Annual Programs
    - Annual ADA Upgrades Program
    - Annual Pavement Preservation
    - Annual Pedestrian Crosswalk Enhancement Program
    - Annual Sidewalk Repair Program
    - Annual Traffic Calming Program.
  - Other Projects
    - 80<sup>th</sup> Street Outfall
    - Boat Launch Floats
- Project carryovers from 2023 include the following:
  - Annual Programs
  - Mukilteo Lane Geotechnical Analysis
  - 61<sup>st</sup> Place Culvert Improvements
  - Big Gulch Trail Erosion Repairs
  - Chennault Beach Drainage Improvements
  - Wastewater Treatment Plant Erosion Repairs

## Capital Projects Fund (301)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Beginning fund balance	\$ (326,521)	\$ 1,894,986	\$ 467,684	\$ 1,845,725	\$ -
Revenue and transfers-in		1,276,000			
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
DOT FHWA GRANT	-	200,000	-	-	(200,000)
FEDERAL DIRECT FROM DOT	-	-	-	-	-
RECREATION&CONSERVATION OFFICE ST. GRANT	-	475,000	-	-	(475,000)
WA STATE DEPT OF TRANS GRANT	24,896	-	-	-	-
GRANT FOR 5TH STREET BICYCLE & PED	-	-	-	-	-
STATE GRANT FOR WATERFRONT PROMENADE	-	-	-	-	-
SRTS GRANT 76TH & 525	-	-	-	-	-
WA STATE TIB GRANT	213,685	-	-	-	-
STATE GRANT FOR 2ND STREET IMPROVEMENTS	-	-	-	-	-
STATE INFRASTRUCTURE GRANT	-	-	-	-	-
STATE GRANT DEPT OF COMMERCE	-	-	-	258,000	258,000
SOUND TRANSIT SYSTEM ILA	441,582	-	-	-	-
MWWD INTERLOCAL AGREEMENT	-	-	-	-	-
INTERLOCAL AGMT SNOHOMISH COUNTY	-	123,000	-	-	(123,000)
COUNTY GRANT FOR WATERFRONT PROMENADE	-	-	-	-	-
47TH PLACE WEST	-	-	122,881	627,119	627,119
JAPANESE GULCH	-	-	-	293,000	293,000
OTHER GRANT FOR WATERFRONT PROMENADE	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	-	-	-	-	-
Intergovernmental revenue	680,163	798,000	122,881	1,178,119	380,119
STREET MAINTENANCE/REPAIRS SERVICES	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	1,369	-	14,000	11,900	11,900
Miscellaneous revenue	1,369	-	14,000	11,900	11,900
OPERATING TRANSFERS IN	-	-	-	-	-
OPERATING TRANSFERS IN - General Fund	-	-	-	-	-
OPERATING TRANSFERS IN - TBD PAVE PRES	931,145	521,000	521,000	400,000	(121,000)
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	325,376	-	-	-	-
OPERATING TRANSFERS IN - Transportation Mitigation Fund	-	-	-	-	-
OPERATING TRANSFERS IN - REET I PAVE PRES	-	-	-	-	-
OPERATING TRANSFERS IN - REET II PAVE PRES-ANNUAL	1,766,006	546,000	546,000	-	(546,000)
OPERATING TRANSFERS IN - REET II: HPBW	-	-	-	-	-
OPERATING TRANSFERS IN - REET II TRAFFIC CALM-ANNUAL	-	25,000	25,000	100,000	75,000
OPERATING TRANSFERS IN - REET II ADA-ANNUAL	-	25,000	25,000	25,000	-
OPERATING TRANSFERS IN - REET II 76TH & SR 525	-	-	-	-	-
OPERATING TRANSFERS IN - REET II SR 525 SIDEWALK	-	-	-	-	-
OPERATING TRANSFERS IN - REET II BOAT LAUNCH FLOATS	-	-	-	250,000	250,000
OPERATING TRANSFERS IN - REET II BTW-ANNUAL	-	435,000	435,000	-	(435,000)
OPERATING TRANSFERS IN - REET II SIDEWALK-ANNUAL	-	185,000	185,000	185,000	-
OPERATING TRANSFERS IN - REET II-TRAIL MAINTENANCE	-	-	25,000	-	-
OPERATING TRANSFERS IN - MUKILTEO LANE REPAIR EVALUATI	-	-	-	-	-
OPERATING TRANSFERS IN - REET II PED XWALK-ANNUAL	-	35,000	35,000	25,000	(10,000)
OPERATING TRANSFERS IN - 2ND STREET IMPROVEMENTS	-	-	-	-	-
OPERATING TRANSFERS IN - SW HPBW	38,500	-	-	-	-
Transfers-in	3,061,027	1,772,000	1,797,000	985,000	(787,000)
Total revenue and transfers-in	\$ 3,742,559	\$ 2,570,000	\$ 1,933,881	\$ 2,175,019	\$ (394,981)
Total resources	\$ 3,416,038	\$ 4,464,986	\$ 2,401,565	\$ 4,020,744	\$ (394,981)



## Capital Projects Fund (301) Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	111,556	110,200	33,610	110,200	-
<b>Salaries and wages</b>	<b>\$ 111,556</b>	<b>\$ 110,200</b>	<b>\$ 33,610</b>	<b>\$ 110,200</b>	<b>\$ -</b>
FICA	8,508	9,100	2,490	8,500	(600)
PERS	9,432	12,400	3,490	11,500	(900)
L&I	195	300	100	300	-
MEDICAL BENEFITS	14,040	19,600	9,780	20,800	1,200
TEAMSTERS PENSION	-	-	-	-	-
DENTAL BENEFITS	921	1,300	610	1,300	-
VISION BENEFITS	139	200	90	200	-
LIFE INSURANCE	231	-	90	311	311
PAID FAMILY LEAVE	179	300	70	300	-
LONG TERM DISABILITY INSURANCE	512	-	190	-	-
UNIFORMS BENEFITS	-	-	-	-	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>34,157</b>	<b>43,200</b>	<b>16,910</b>	<b>43,211</b>	<b>11</b>
BLDG. MATERIALS & SUPPLIES	25,578	-	-	-	-
BLDG. MATERIALS & SUPPLIES	1,850	-	560	-	-
SMALL ITEMS OF EQUIPMENT	7,876	-	-	-	-
<b>Supplies</b>	<b>35,304</b>	<b>-</b>	<b>560</b>	<b>-</b>	<b>-</b>
TO BE ALLOCATED	-	2,854,000	-	-	(2,854,000)
ROADS MAINTENANCE-LICENSES&SUBSCRIPTIONS	-	-	-	-	-
PAVEMENT CONDITION INDEX RATING UPDATE	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL	124	-	-	-	-
CONSTRUCTION DEBRIS DISPOSAL	-	-	-	-	-
CONSTRUCTION DEBRIS DISPOSAL	734	-	-	-	-
ROADS PRESERVATION - CONSULTING	429,826	-	19,590	-	-
ROADS PRESERVATION - ADVERTISING	2,338	-	-	-	-
ROADS PRESERVATION - SUBSCRIPTIONS	2,125	-	4,000	-	-
ROADS PRESERVATION - CONTRACTUAL SERVICES	671,707	-	-	-	-
ROADS PRESERVATION - PERMIT FEES	-	-	-	-	-
SIDEWALK REPAIR - CONSULTING SERVICES	12,982	-	-	-	-
WORK EQUIP & MACHINE RENTAL	-	-	-	-	-
ROADS MAINTENANCE - CONSULTING SERVICES	-	-	-	-	-
ROADS MAINTENANCE - ADVERTISING	-	-	-	-	-
ROADS MAINTENANCE - CONTRACTUAL SERVICES	-	-	-	-	-
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	-	-	-	-	-
<b>Other services and charges</b>	<b>1,119,836</b>	<b>2,854,000</b>	<b>23,590</b>	<b>-</b>	<b>(2,854,000)</b>

## Capital Projects Fund (301) Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Intergovernmental services</b>	-	-	-	-	-
PRELIMINARY DESIGN	462,513	-	127,730	-	-
INFRASTRUCTURE DESIGN	1,180	-	-	-	-
ENG & MGMT CONSULTING SERVICES	581	-	-	-	-
PROJECT ADVERTISING	-	-	-	-	-
PERMIT FEES	4,200	-	-	-	-
INFRASTRUCTURE - RIGHT OF WAYS DESIGN	-	-	-	-	-
ROADWAY - DESIGN	9,266	-	-	-	-
ROADWAY - CONSTRUCTION	719,379	-	54,420	-	-
ROADWAY - INSPECTION	68,307	-	7,040	-	-
STRUCTURES - CONSTRUCTION	-	-	-	-	-
STRUCTURES - INSPECTION	2,620	-	-	-	-
SIDEWALKS - DESIGN	-	-	-	-	-
SIDEWALKS - CONSTRUCTION	281,495	-	-	-	-
SIDEWALKS - INSPECTION	35,872	-	1,640	-	-
SIDEWALKS - PROJECT ADVERTISING	1,283	-	-	-	-
SIDEWALKS - PERMIT FEES	415	-	-	-	-
ROADWAY - CONSULTING SVCS	-	-	14,590	-	-
MUKILTEO LANE REPAIR EVALUATION	-	-	-	-	-
LIGHTING SYSTEMS	-	-	-	-	-
TRAFFIC CONTROL EQUIPMENT	60,390	-	-	-	-
TRAFFIC CALMING PROJECT	-	-	-	100,000	100,000
ADA UPGRADES PROJECT	-	-	-	25,000	25,000
SRTS 76TH & SR 525 PROJECT	-	-	-	-	-
BTW PROJECT INCLUDING 525 SIDEWALK	-	-	-	-	-
SIDEWALK REPAIR PROJECT	-	-	-	443,000	443,000
PEDESTRIAN CROSSWALK ENHANCEMENTS	-	-	-	25,000	25,000
5TH STREET BICYCLE & PED IMPROVEMENTS	-	-	-	-	-
STREET PRESERVATION PROJECT	-	-	275,750	400,000	400,000
HARBOUR REACH CORRIDOR PROJECT	-	-	-	-	-
DIRT JUMP BICYCLE COURSE	-	-	-	-	-
JAPANESE GULCH DAYLIGHTING PROJECT	-	-	-	-	-
2022 ANNUAL PAVEMENT PRESERVATION	-	-	-	-	-
2022 ANNUAL SIDEWALK REPAIR	-	-	-	-	-
2ND STREET IMPROVEMENTS	-	-	-	-	-
BOAT LAUNCH FLOATS	-	-	-	250,000	250,000
WATERFRONT PROMENADE	-	-	-	-	-
HARBOUR POINTE WIDENING PROJECT	-	-	-	-	-
<b>Capital Outlay</b>	<b>1,647,501</b>	<b>-</b>	<b>481,170</b>	<b>1,243,000</b>	<b>1,243,000</b>
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 2,948,354</b>	<b>\$ 3,007,400</b>	<b>\$ 555,840</b>	<b>\$ 1,396,411</b>	<b>\$ (1,610,989)</b>
<b>Ending fund balance</b>	<b>\$ 467,684</b>	<b>\$ 1,457,586</b>	<b>\$ 1,845,725</b>	<b>\$ 2,624,333</b>	<b>\$ 1,216,008</b>

## 2024 Budget



## 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

No

Revenue? If  
Yes, Identify  
Below

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 was adopted in 2023.

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
2023 Estimated Carry Forward	\$ -
2024 Budget	\$ 25,000
<b>Total</b>	<b>\$ 25,000</b>

### 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
	\$ -
	\$ -
	\$ -

## 2024 Budget



## 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

\$400,000

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 (TBD) funds and REET II funds. It is recommended to yearly transfer the entire amount in the TBD fund to the pavement preservation program. 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

2023 Estimated Carry Forward	\$ 2,773,511
2024 Budget	\$ 400,000
<b>Total</b>	<b>\$ 3,173,511</b>

## 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 # &amp; Title

## Amount

Capital Projects: Pavement Preservation	\$ 400,000
	\$ -
	\$ -
	\$ -

## Revenue Account # &amp; Title

## Amount

	\$ -
	\$ -

## 2024 Budget



## 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

\$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

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.

2024 budget will be used to design and construct the sidewalk between the Boys & Girls Club and the YMCA.

## Funding History

## Total

2023 Estimated Carry Forward	\$ -
2024 Budget	\$ 25,000
<b>Total</b>	<b>\$ 25,000</b>

## 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 # &amp; Title

## Amount

Capital Projects: Crosswalk Enhancement	\$ 25,000
	\$ -
	\$ -
	\$ -

## Revenue Account # &amp; Title

## Amount

Transfer in from REET II	\$ 25,000
	\$ -
	\$ -
	\$ -

## 2024 Budget



## 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 2023-2024 Program will focus on repairing damaged shared use path along Harbour Pointe Boulevard.

Council Priority

Fund Name  
Capital Projects

Amount Requested

**\$435,000**

Nature of the expenditure? Ongoing

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

Yes

### Expenditure Purpose and Justification

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

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

The 2024 Program will focus on repairing damaged shared use path along Harbour Pointe Boulevard. The project will involve removing and replacing trees that line the existing path and repairing the pathway that has been severely damaged due to root intrusion. Design has begun in 2023 with an anticipated construction date of summer 2024.

Funding History	Total
2023 Estimated Carry Forward	\$ 319,426
2024 Budget	\$ 435,000
<b>Total</b>	<b>\$ 754,426</b>

### 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	\$ 435,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 185,000
Legislative Grant 2023	\$ 250,000
	\$ -
	\$ -



## 2024 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

\$100,000

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.

The 2024 amount includes funding to replace the temporary speed humps with a permanent solution.

Funding History	Total
2023 Estimated Carry Forward	\$ -
2024 Budget	\$ 100,000
<b>Total</b>	<b>\$ 100,000</b>

## 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	\$ 100,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 100,000
	\$ -
	\$ -
	\$ -

## 2024 Budget



## Boat Launch Floats

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

Matching funds to apply for RCO grant to replace boat Launch Floats

Council Priority

Fund Name

General Fund

Amount Requested

\$1,000,000

Nature of the expenditure?

One-Time

Any Additional

No

Revenue? If

Yes, Identify

Below

Project eligible for REET II Funding

Yes

## Expenditure Purpose and Justification

The boat launch floats are in need of replacement and an updated design was completed in 2022. The new design improved on the existing by providing a more robust connection point and lower maintenance decking. The RCO Boating Facilities Program grant will open in 2024 and matching funds will be required for the project.

Funding:

City Matching Funds - \$250,000

RCO Grant - \$750,000

Funding History	Budget	Est. Carry Forward
Total		

## Alternatives and Potential Costs

Do not apply for RCO grant and fund the construction with City funds

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

Increase launch fees to offset costs of new boat launch floats

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

Expenditure Account # & Title	Amount
Title to Assist Council	\$ 1,000,000
	\$ -
	\$ -

Revenue Account # & Title	Amount
REET II	\$ 250,000
RCO Grant	\$ 750,000
	\$ -
	\$ -



## 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 2024 is budgeted at \$10,000.

### Budget Highlights

- There are no budgeted expenditures from this fund in 2024.

**2024 Budget**

**Park Acquisition & Development Fund (322)**

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Beginning fund balance</b>	\$ 265,850	\$ 269,153	\$ 278,231	\$ 284,831	\$ 15,678
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
GRANT REVENUE	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
PARK MITIGATION FEES	4,876	10,000	-	10,000	-
<b>Charges for goods and services</b>	<b>4,876</b>	<b>10,000</b>	-	<b>10,000</b>	-
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	749	-	5,800	4,930	4,930
CONTRIBUTIONS FROM PRIVATE SOURCES	1,200	-	800	-	-
<b>Miscellaneous revenue</b>	<b>1,949</b>	-	<b>6,600</b>	<b>4,930</b>	<b>4,930</b>
OPERATING TRANSFERS IN	5,556	-	-	-	-
<b>Transfers-in</b>	<b>5,556</b>	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 12,381</b>	<b>\$ 10,000</b>	<b>\$ 6,600</b>	<b>\$ 14,930</b>	<b>\$ 4,930</b>
<b>Total resources</b>	<b>\$ 278,231</b>	<b>\$ 279,153</b>	<b>\$ 284,831</b>	<b>\$ 299,761</b>	<b>\$ 20,608</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
CLASSIFIED ADVERTISING	-	-	-	-	-
LEGAL PUBLICATIONS	-	-	-	-	-
ADVERTISING	-	-	-	-	-
<b>Other services and charges</b>	-	-	-	-	-
<b>Intergovernmental services</b>	-	-	-	-	-
JAPANESE GULCH LAND PURCHASE	-	-	-	-	-
PRELIMINARY DESIGN	-	-	-	-	-
PARK CONSTRUCTION	-	-	-	-	-
INSPECTION	-	-	-	-	-
PEACE PARK DESIGN AND DEVELOPMENT	-	-	-	-	-
PERMIT FEES	-	-	-	-	-
<b>Capital Outlay</b>	-	-	-	-	-
<b>Transfers-out</b>	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 278,231</b>	<b>\$ 279,153</b>	<b>\$ 284,831</b>	<b>\$ 299,761</b>	<b>\$ 20,608</b>

## 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 \$125,000.

**2024 Budget**

Transportation Impact Fee Fund (323)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
Beginning fund balance	\$ 90,819	\$ 102,945	\$ 209,685	\$ 425,295	\$ 322,350
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
STREET MITIGATION FEES	118,356	20,000	210,610	125,000	105,000
<b>Charges for goods and services</b>	<b>118,356</b>	<b>20,000</b>	<b>210,610</b>	<b>125,000</b>	<b>105,000</b>
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	510	-	5,000	4,250	4,250
<b>Miscellaneous revenue</b>	<b>510</b>	<b>-</b>	<b>5,000</b>	<b>4,250</b>	<b>4,250</b>
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 118,866</b>	<b>\$ 20,000</b>	<b>\$ 215,610</b>	<b>\$ 129,250</b>	<b>\$ 109,250</b>
<b>Total resources</b>	<b>\$ 209,685</b>	<b>\$ 122,945</b>	<b>\$ 425,295</b>	<b>\$ 554,545</b>	<b>\$ 431,600</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
<b>Other services and charges</b>	-	-	-	-	-
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Capital Outlay</b>	-	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-	-
TRANSFER TO REET 2	-	-	-	-	-
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenditures and transfers-out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 209,685</b>	<b>\$ 122,945</b>	<b>\$ 425,295</b>	<b>\$ 554,545</b>	<b>\$ 431,600</b>

## **Real Estate Excise Tax (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 2024 is estimated to total \$868,600 and is allocated equally between both Funds. This is only approximately 40% of the revenue the City has received over the last several years on an annual basis.
- 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 (\$880,300).
- REET II includes \$335,000 in transfers to the Capital Projects fund.

**2024 Budget**

**Real Estate Excise Tax (REET) I Fund (331)**

	2022 Actuals	2023 AMENDED Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 2,337,126	\$ 2,128,366	\$ 2,625,756	\$ 2,231,686	\$ 103,320
<b>Revenue and transfers-in</b>					
LOCAL REAL ESTATE EXCISE TAX	91,113	360,000	-	-	(360,000)
REET 1 - FIRST QUARTER PERCENT	1,073,196	-	438,510	438,500	438,500
<b>Taxes</b>	<b>1,164,309</b>	<b>360,000</b>	<b>438,510</b>	<b>438,500</b>	<b>78,500</b>
<b>Licenses and permits</b>	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	7,321	-	50,000	42,500	42,500
<b>Miscellaneous revenue</b>	<b>7,321</b>	<b>-</b>	<b>50,000</b>	<b>42,500</b>	<b>42,500</b>
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total revenue and transfers-in</b>	<b>\$ 1,171,630</b>	<b>\$ 360,000</b>	<b>\$ 488,510</b>	<b>\$ 481,000</b>	<b>\$ 121,000</b>
<b>Total resources</b>	<b>\$ 3,508,756</b>	<b>\$ 2,488,366</b>	<b>\$ 3,114,266</b>	<b>\$ 2,712,686</b>	<b>\$ 224,320</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
<b>Other services and charges</b>	-	-	-	-	-
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Capital Outlay</b>	-	-	-	-	-
TRANSFER TO LTGO BOND FUND	883,000	882,580	882,580	880,300	(2,280)
TRANSFER TO REET II	-	-	-	-	-
TRANSFER TO TRANSP BENEFIT DISTRICT	-	-	-	-	-
TRANSFER TO CAPITAL PROJECTS FUND	-	-	-	-	-
<b>Transfers-out</b>	<b>883,000</b>	<b>882,580</b>	<b>882,580</b>	<b>880,300</b>	<b>(2,280)</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 883,000</b>	<b>\$ 882,580</b>	<b>\$ 882,580</b>	<b>\$ 880,300</b>	<b>\$ (2,280)</b>
<b>Ending fund balance</b>	<b>\$ 2,625,756</b>	<b>\$ 1,605,786</b>	<b>\$ 2,231,686</b>	<b>\$ 1,832,386</b>	<b>\$ 226,600</b>

## Real Estate Excise Tax (REET) II Fund (332)

	2022 Actuals	2023 AMENDED Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 2,490,360	\$ 2,075,280	\$ 1,606,738	\$ 817,798	\$ (1,257,482)
<b>Revenue and transfers-in</b>					
LOCAL REAL ESTATE EXCISE TAX	(91,113)	360,000	430,060	430,100	70,100
REET II FIRST QUARTER PERCENT	1,254,637	-	-	-	-
<b>Taxes</b>	<b>1,163,524</b>	<b>360,000</b>	<b>430,060</b>	<b>430,100</b>	<b>70,100</b>
<b>Licenses and permits</b>	-	-	-	-	-
GRANT REVENUE - UNASSIGNED	-	-	-	-	-
DOT CMAQ BIKE PEDPATH GRANT	-	-	-	-	-
GRANT RECREATION & CONSERVATION OFFICE	-	-	-	-	-
WA STATE DEPT OF TRANS GRANT	-	-	-	-	-
WA STATE TIB GRANT	-	-	-	-	-
WA STATE TIB GRANT	-	-	-	-	-
STATE GRANT DEPT OF COMMERCE	-	-	-	-	-
MWWD INTERLOCAL AGREEMENT	-	-	-	-	-
INTERLOCAL AGMT SNOHOMISH COUNTY	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
STREET MAINTENANCE/REPAIRS SERVICE	-	-	-	-	-
INVESTMENT INTEREST	5,736	57,000	57,000	29,750	(27,250)
CONTRIBUTIONS - PRIVATE SOURCE	-	-	-	-	-
PUD REBATE	-	-	-	-	-
<b>Miscellaneous revenue</b>	<b>5,736</b>	<b>57,000</b>	<b>57,000</b>	<b>29,750</b>	<b>(27,250)</b>
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 1,169,260</b>	<b>\$ 417,000</b>	<b>\$ 487,060</b>	<b>\$ 459,850</b>	<b>\$ 42,850</b>
<b>Total resources</b>	<b>\$ 3,659,620</b>	<b>\$ 2,492,280</b>	<b>\$ 2,093,798</b>	<b>\$ 1,277,648</b>	<b>\$ (1,214,632)</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefits</b>	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
STREET PRESERVATION	-	-	-	-	-
TRAFFIC CONTROL IMPROVEMENTS (84th Guardrail)	-	-	-	-	-
COMMUNITY SUPPORT	-	-	-	-	-
<b>Other services and charges</b>	-	-	-	-	-
<b>Intergovernmental services</b>	-	-	-	-	-
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 UPGRADES	-	-	-	-	-
SIDEWALKS AND BTW	-	-	-	-	-
PEDESTRIAN ACTIVATED CROSSWALK LIGHTING	-	-	-	-	-
LEGAL PUBLICATIONS	-	-	-	-	-
HARBOUR REACH EXTENSION	-	-	-	-	-
<b>Capital Outlay</b>	-	-	-	-	-
TRANS TO LTGO BOND FUND	-	-	-	-	-
TRANS TO TRANSPORTATION BENEFIT DIST.	-	-	-	-	-
TRANS TO GENERAL FUND	-	-	-	-	-
TRANS TO CAP PROJECTS - FUND 301	2,052,882	1,276,000	1,276,000	-	(1,276,000)
TRANS TO LTGO BOND FUND	-	-	-	-	-
TRANS TO CAP PROJ: CAP PROJ MGR POSITION	-	-	-	-	-
TRANS TO CAP PROJ: MUKILTEO LANE REPAIR EVALUATION	-	-	-	-	-
TRANS TO CAP PROJ: Boat Launch Floats	-	-	-	125,000	125,000
TRANS TO CAP PROJ: Annual Traffic Calming Program	-	-	-	100,000	100,000
TRANS TO CAP PROJ: Annual ADA Upgrades	-	-	-	25,000	25,000
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 Program	-	-	-	185,000	185,000
TRANS TO CAP PROJ: PED ACTIVATED XWALK	-	-	-	25,000	25,000
TRANS TO CAP PROJ: 2ND STREET IMPROVEMENTS	-	-	-	-	-
<b>Transfers-out</b>	<b>2,052,882</b>	<b>1,276,000</b>	<b>1,276,000</b>	<b>460,000</b>	<b>(816,000)</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 2,052,882</b>	<b>\$ 1,276,000</b>	<b>\$ 1,276,000</b>	<b>\$ 460,000</b>	<b>\$ (816,000)</b>
<b>Ending fund balance</b>	<b>\$ 1,606,738</b>	<b>\$ 1,216,280</b>	<b>\$ 817,798</b>	<b>\$ 817,648</b>	<b>\$ (398,632)</b>

## Real Estate Excise Tax (REET) Reporting Requirements

## REET I

	2021 Actuals	2022 Actuals	2023 AMENDED Budget	2023 Estimated Actuals	2024 Budget
<b>Beginning fund balance</b>	\$2,196,016	\$2,337,126	\$2,128,366	\$2,625,756	\$2,231,686
<b>Revenue and transfers-in</b>					
Real Estate Excise Tax	1,017,576	1,164,309	360,000	438,510	438,500
Investment Interest	6,187	7,321	-	50,000	42,500
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$1,023,763</b>	<b>\$1,171,630</b>	<b>\$360,000</b>	<b>\$488,510</b>	<b>\$481,000</b>
<b>Total resources</b>	<b>\$3,219,779</b>	<b>\$3,508,756</b>	<b>\$2,488,366</b>	<b>\$3,114,266</b>	<b>\$2,712,686</b>
<b>Expenditures and transfers-out</b>					
Capital Outlay	-	-	-	-	-
Transfers-out	882,652	883,000	882,580	882,580	880,300
<b>Total expenditures and transfers-out</b>	<b>\$882,652</b>	<b>\$883,000</b>	<b>\$882,580</b>	<b>\$882,580</b>	<b>\$880,300</b>
<b>Ending fund balance</b>	<b>\$2,337,127</b>	<b>\$2,625,756</b>	<b>\$1,605,786</b>	<b>\$2,231,686</b>	<b>\$1,832,386</b>

## REET II

	2021 Actuals	2022 Actuals	2023 AMENDED Budget	2023 Estimated Actuals	2024 Budget
<b>Beginning fund balance</b>	\$1,720,523	\$2,490,360	\$2,075,280	\$1,606,738	\$795,798
<b>Revenue and transfers-in</b>					
Local Real Estate Excise Tax	1,017,576	1,163,524	360,000	430,060	430,100
Investment interest	5,271	5,736	-	35,000	29,750
Operating Transfer-in	330	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$1,023,177</b>	<b>\$1,169,260</b>	<b>\$360,000</b>	<b>\$465,060</b>	<b>\$459,850</b>
<b>Total resources</b>	<b>\$2,743,700</b>	<b>\$3,659,620</b>	<b>\$2,435,280</b>	<b>\$2,071,798</b>	<b>\$1,255,648</b>
<b>Expenditures and transfers-out</b>					
Transfer to General Fund	23,100	-	-	-	-
Transfer to Cap Projects - Fund 301	230,241	2,052,882	1,276,000	1,276,000	-
Transfer to LTGO Bond - Fund 275	-	-	-	-	-
Transfer to Cap Projects: Boat Launch Match	-	-	-	-	125,000
Transfer to Cap Projects: Annual Traffic Calming Program	-	-	-	-	100,000
Transfer to Cap Projects: Annual ADA Upgrades	-	-	-	-	25,000
Transfer to Cap Projects: Annual Sidewalk Repair Program	-	-	-	-	185,000
Transfer to Cap Projects: PED ACTIVATED XWALK	-	-	-	-	25,000
<b>Total expenditures and transfers-out</b>	<b>253,341</b>	<b>2,052,882</b>	<b>1,276,000</b>	<b>1,276,000</b>	<b>460,000</b>
<b>Total expenditures and transfers-out</b>	<b>\$253,341</b>	<b>\$2,052,882</b>	<b>\$1,276,000</b>	<b>\$1,276,000</b>	<b>\$460,000</b>
<b>Ending fund balance</b>	<b>\$2,490,359</b>	<b>\$1,606,738</b>	<b>\$1,159,280</b>	<b>\$795,798</b>	<b>\$795,648</b>



# ENTERPRISE FUNDS

- **Surface Water Utility**
  - **Surface Water Management Fund**
  - **Surface Water Fund**
  - **Surface Water Capital Reserve Fund**
- 



## 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.

### 2023 Accomplishments

#### Engineering & Administration

- Coordinated NPDES Phase II requirements across City departments.
- Completed design and construction contract approval for the 61<sup>st</sup> Place Culvert project with construction in summer 2023.
- Final design and construction of the 2021 Surface Water Maintenance Projects.
- 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 18 private development proposals for compliance with stormwater requirements as of August 2023.
- Responded to 7 spill reports as of August 2023.
- 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.
- Designed, permitted and constructed Big Gulch Erosion Repairs.

#### 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 pond M.
- Documented operations practices that protect water quality.



- Develop ditch inspection program in coordination with GIS team.

## 2024 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 61<sup>st</sup> Place Culvert.
- Complete the design of the Chennault Road Drainage Improvements.
- Complete design for the WWTP Erosion Repairs.
- 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.
- 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 the 80<sup>th</sup> Street SW Outfall, Catch Basin Restoration program, Pacific Place Pond Repairs, and the Surface Water Pipe Inspection program, ~~Radio-Controlled Slope Mower~~, Electric SUV - Volkswagen ID. 4, and Compact Track Loader.

## 2024 Budget



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

## Boat Launch Floats

Matching funds to apply for RCO grant to replace boat Launch Floats

Council Priority

Fund Name

General Fund

Amount Requested

\$1,000,000

Nature of the expenditure? One-Time

Any Additional Revenue? If

No

Project eligible for REET II Funding

Yes

Yes, Identify Below

## Expenditure Purpose and Justification

The boat launch floats are in need of replacement and an updated design was completed in 2022. The new design improved on the existing by providing a more robust connection point and lower maintenance decking. The RCO Boating Facilities Program grant will open in 2024 and matching funds will be required for the project.

Funding:

City Matching Funds - \$250,000

RCO Grant - \$750,000

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

## Alternatives and Potential Costs

Do not apply for RCO grant and fund the construction with City funds

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

Increase launch fees to offset costs of new boat launch floats

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

Expenditure Account # & Title	Amount
Title to Assist Council	\$ 1,000,000
	\$ -
	\$ -

Revenue Account # & Title	Amount
REET II	\$ 250,000
RCO Grant	\$ 750,000
	\$ -
	\$ -

## 2024 Budget



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

## 80th Street Outfall

5105 80th Street SW Stormwater Outfall

Council Priority

Long Range Financial Planning

Fund Name

Surface Water

Amount Requested

\$400,000

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

The surface water staff during their 2023 outfall inspections found a failed stormwater outfall (OFo82) located behind 5105 80th Street SW. The problem area was identified in 1989 and Ordinance 631 that was passed by council to change the outfall. This project was unfortunately not implemented. The surface water division now would like to restart the project and install a detention pipe in our surface water easement on 80th Street SW and then run a new stormwater line along a stable slope down to Olympia Gulch to reduce the potential for landslides and improve water quality in this drainage basin.

Funding History	Budget	Est. Carry Forward
Ord. 691	\$ 4,000	\$ -
<b>Total</b>	\$ 4,000	

## Alternatives and Potential Costs

The project allows to Surface Water Division to better manage the stormwater more sustainable and effectively.

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

This will be an one time project. The Division of Surface Water is looking at the potential for DOE funding but at this time we would like to move forward with the design and construction of this diversion to protect the integrity of the slope behind 5150 80th Street SW and eliminate any more landslides in this area that could be caused by stormwater.

Department:	Public Works
Division:	Surface water
Prepared by:	Meiring Borchers, Surface Water Manager

Expenditure Account # & Title	Amount
	\$ 400,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Surface Water Utility	\$ 400,000
	\$ -
	\$ -
	\$ -

## 2024 Budget



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

## Annual Catch Basin Restoration Program

2024 Catch Basin Restoration Program

Council Priority

Long Range Financial Planning

Fund Name

Surface Water

Amount Requested

\$100,000

Nature of the expenditure? Ongoing

Any Additional Revenue? If

NO

Project eligible for REET II Funding

Yes

Yes, Identify Below

### Expenditure Purpose and Justification

The surface water staff have identified the need to start a program where we look at restore or replace the failing catch basins in each of the seven zones that we have the City broken up into. The surface water division is proposing to contract out the worst catch basins in each zone. Thus in 2024 zone 1 catch basins then 2025 zone 2 and 2026 zone 3 and so on. Then in Year 8 we will be back in zone 1 working on the next worst catch basins and restoring or replacing them with this annual programmatic budget and new annual contract.

Funding History	Budget	Est. Carry Forward
		\$ -
<b>Total</b>		

### Alternatives and Potential Costs

We could continue working on the replacement process we are following now where our stormwater staff replaces the basins as they can (3-5 a year). But this is not a sustainable approach with owning over 4,500 catch basins in the City and keeping up with all the other aging stormwater infrastructure needs that the crew has to restore or replace annually.

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

This could be accomplished when the City does complete road reconstruction projects, but again this does not address the current aging stormwater infrastructure and need to keep ensuring positive management of the City's current stormwater program needs under the NPDES Phase II permit.

Department:	Public Works
Division:	Surface water
Prepared by:	Meiring Borchers, Surface Water Manager

Expenditure Account # & Title	Amount
	\$ 100,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Surface Water Utility	\$ 100,000
	\$ -
	\$ -
	\$ -

## 2024 Draft Budget



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

## Pacific Place Pond

Pacific Place Stormwater Pond Retrofit

Council Priority

Long Range Financial Planning

Fund Name

Surface Water

Amount Requested

\$400,000

Nature of the expenditure?

One-Time

Any Additional

No

Revenue? If

Project eligible for REET II Funding

Yes

Yes, Identify Below

## Expenditure Purpose and Justification

The surface water staff during their 2023 stormwater facility inspections found that the impervious liner of the stormwater facility was broken. The surface water division needs to replace the impervious liner so to prevent ground water from entering the area due to slope instability down stream.

Funding History	Budget	Est. Carry Forward
		\$ -
<b>Total</b>		

## Alternatives and Potential Costs

The Division of Surface water is also looking at possible grant funding from Department of Ecology to create a stormwater park in this location. This will not only help beauty the area but also help retrofit the stormwater management in this drainage basin to bring it up to current water quality standards. The City owned parcel can then also be used as a passive park that could also be more cost effective for maintenance over time. The project would however be closer to one million dollars with 75% of that being funded by DOE. Thus the City would still have a contribution of \$300,000 but have a better product and less cost over time for maintenance.

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

This will be an one time project. The project is needed to make sure the basin functions as designed and does not allow for water to infiltrate into the ground water and destabilize the down stream slopes that could cause land slides in the future.

Department:	Public Works
Division:	Surface water
Prepared by:	Meiring Borchers, Surface Water Manager

Expenditure Account # & Title	Amount
	\$ 400,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Surface Water Utility	\$ 400,000
	\$ -
	\$ -
	\$ -

## 2024 Budget



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

## Stormwater Pipe Inspection and Assessment

City to continue with Phase II of the III Phase project to assess the condition of the 75 miles of stormwater network in the City. The next Phase is also funded by the DOE with an 15% match from the City.

Council Priority

Long Range Financial Planning

Fund Name

Surface Water

Amount Requested

**\$596,415**

Nature of the expenditure?

One-Time

Any Additional

Yes

Revenue? If

Yes, Identify

Below

Project eligible for REET II Funding

Yes

### Expenditure Purpose and Justification

The City of Mukilteo will continue to inspect and clean the next twenty-four (24) miles of stormwater conveyance pipe looking for illicit connections and remove an estimated 140 tons of sediment containing legacy pollutants in the Big Creek, Smugglers Gulch, Chennault Beach, Upper Chennault and Swamp Creek watersheds and finally Possession Sound. This work will be completed as part of the 3 phased operations and maintenance program, that was developed in 2020.

Funding History	Budget	Est. Carry Forward
2020-2023 Stormwater Pipe Inspections and Evaluation	\$ 491,520	\$ -
<b>Total</b>	<b>\$ 491,520</b>	

### Alternatives and Potential Costs

The project allows to Surface water Division to better predict future capital needs for maintenance and replacement of aging infrastructure.

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

The division of Surface water applied for grant from the Department of Ecology in 2022 to continue the project. The first of three phase was funded by DOE with a 25% match from the City. The next Phase (2024 to 2026) will again be funded through a grant from DOE (\$518,622) with a 15% (\$77,793) this time from the City of Mukilteo.

Department:	Public Works
Division:	Surface water
Prepared by:	Meiring Borchers, Surface Water Manager

Expenditure Account # & Title	Amount
Stormwater Pipe Inspection sw200200	\$ 596,415
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
DOE Stormwater Grant	\$ 518,622
	\$ -
	\$ -
	\$ -



## 2024 Budget



## Stormwater Slope Mower

Authorize purchase of the TK-52XP RC Slope Mower funded through DOE grant funding and Surface Water Funds

Council Priority

Fund Name

Surface Water

Amount Requested

\$26,000

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 purchase of this equipment will reduce staff hours needed to maintain the Stormwater Pond infrastructure. Routine mowing is critical to the maintenance of the ponds. This new this RC mower will eliminate the need for multiple crew members to do on-site vegetation management to these areas that are currently falling due to lack of time. This mower is designed to mow steep inclines and can be used by one crew member increasing efficiency. The City owns and maintains 38 ponds with the current level of staff and other project such as the CCTV program, CB inspections and repairs the Storm crew has been unable to maintain the vegetation in these area properly.

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

## Alternatives and Potential Costs

Continue with current level of maintainace.

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

Department:	Public Works
Division:	Stormwater
Prepared by:	Ken Owings, Public Works Superintendent

Expenditure Account # & Title	Amount
Title to Assist Council	\$ -
DOE Grant	\$ 50,000
Sturface Water fund	\$ 26,000
	\$ -

Revenue Account # & Title	Amount
DOE Capacity Grant	\$ 50,000
	\$ -
	\$ -
	\$ -

## 2024 Budget



## New Public Works Storm Vehicle

PW Engineering Vehicle for Construction and Source Control Inspections

Council Priority

Fund Name

Surface Water

Amount Requested

\$60,000

Nature of the expenditure? One-Time

No

Project eligible for REET II Funding

No

Any Additional Revenue? If Yes, Identify Below

No

## Expenditure Purpose and Justification

The Stormwater Engineering department needs an additional vehicle due increased field work in private construction inspection, and the DOE required source control inspections.

With numerous projects going on throughout Mukilteo staff is limited to five vehicles to split between departments. Planning, Engineering, Surface Water, IT/ Clerk, Building Official, and Finance all require the use of these vehicles at any given time.

The purchase of this SUV will alleviate the need schedule inspections around vehicle availability.

Funding History	Budget	Est. Carry Forward
Total		

## Alternatives and Potential Costs

Delayed purchase may resulting in schedule issues between staff and slower response times.

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

Department:	Public Works
Division:	Stormwater
Prepared by:	Ken Owings, Public Works Superintendent

Expenditure Account # & Title	Amount
Title to Assist Council	\$ 60,000
	\$ -
	\$ -
	\$ -

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

## 2024 Budget



## Stormwater Compact Track Loader

Authorize purchase of new Compact Track Loader with mower attachment

**Fund Name**  
**Surface Water**

**Amount Requested**

**\$108,000**

**Any Additional**

**No**

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

### Expenditure Purpose and Justification

This piece of equipment would be used at the new decant facility for moving and loading sweeper and vector debris. It can also be used for spreading mulch and topsoil at all parks and spreading chips at the dog park. Currently Public Works doesn't own a small multi-functional piece of equipment that can maneuver in tight spots and light enough to not damage park turf or ponds.

### Alternatives and Potential Costs

Need to continue to renting equipment/equipment may not be available at time of need.

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

Department:	<b>Public Works</b>
Division:	<b>Storm Water</b>
Prepared by:	<b>Ken Owings, Public Works Superintendent</b>

Expenditure Account # & Title	Amount
Surface Water	\$ 108,000
	\$ -
	\$ -
	\$ -

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

## Surface Water Fund (440)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 5,468,078	\$ 12,626,701	\$ 6,668,353	\$ 8,236,124	\$ (4,390,577)
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	-	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	-	-	-	-	-
FEMA GRANT - 61ST PL W SOLDIER PILE WALL	-	-	-	-	-
WA MIL DPT - 61ST PL W SOLDIER PILE WALL	-	-	-	-	-
DEPARTMENT OF ECOLOGY STATE GRANT-PIPE INSPECTION	95,776	400,000	-	176,000	(224,000)
DEPARTMENT OF ECOLOGY CAPACITY GRANT	-	-	-	126,000	126,000
STATE GRANT DOT	-	-	-	-	-
DOE BIENNIAL STORMWATER CAPACITY GRANT	31,599	-	-	-	-
MWWD INTERLOCAL AGREEMENT	-	-	-	-	-
<b>Intergovernmental revenue</b>	<b>127,375</b>	<b>400,000</b>	<b>-</b>	<b>302,000</b>	<b>(98,000)</b>
STORM DRAINAGE FEES & CHARGES	3,971,212	4,000,000	3,919,300	4,037,000	37,000
ENGINEERING SERVICES - INSPECTION	2,150	-	-	-	-
ENGINEERING SERVICES - PLAN REVIEW	14,150	10,000	10,010	10,200	200
STORM DRAINAGE FEES & CHARGES REFUND	-	-	-	-	-
UTILITY RELOCATION CONSTRUCTION SVCS	-	-	-	-	-
<b>Charges for goods and services</b>	<b>3,987,512</b>	<b>4,010,000</b>	<b>3,929,310</b>	<b>4,047,200</b>	<b>37,200</b>
<b>Fines and penalties</b>	-	-	-	-	-
GAIN/LOSS ON SALE OF SURPLUS ASSETS	-	-	-	-	-
GAIN/LOSS ON DISPOSAL OF SURPLUS ASSETS	-	-	-	-	-
INVESTMENT INTEREST	15,057	-	190,000	182,034	182,034
MISCELLANEOUS REVENUES	59	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENT	16	-	360	-	-
PRIOR PERIOD ADJUSTMENT	-	-	-	-	-
<b>Miscellaneous revenue</b>	<b>15,132</b>	<b>-</b>	<b>190,360</b>	<b>182,034</b>	<b>182,034</b>
TRANSFER IN FROM ARPA	-	-	5,910	-	-
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	<b>-</b>	<b>-</b>	<b>5,910</b>	<b>-</b>	<b>-</b>
<b>Total revenue and transfers-in</b>	<b>\$ 4,130,019</b>	<b>\$ 4,410,000</b>	<b>\$ 4,125,580</b>	<b>\$ 4,531,234</b>	<b>\$ 121,234</b>
<b>Total resources</b>	<b>\$ 9,598,097</b>	<b>\$ 17,036,701</b>	<b>\$ 10,793,933</b>	<b>\$ 12,767,358</b>	<b>\$ (4,269,343)</b>

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# Surface Water Fund (440) Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ 982,055	\$ 1,328,900	\$ 1,119,075	\$ 1,418,873	\$ 89,973
<b>Benefits</b>	411,673	512,100	495,225	623,398	111,298
<b>Supplies</b>	141,734	83,250	147,300	84,915	1,665
DEPRECIATION		-	-	-	-
<b>Other services and charges</b>	869,451	1,514,268	489,610	1,555,904	41,636
<b>Intergovernmental services</b>	-	-	-	-	-
RESERVE FOR LATER DISTRIBUTION	-	6,835,000	-	-	(6,835,000)
CONSULTING SERVICES	34,879	-	-	-	-
RIGHT-OF-WAYS	30,276	-	9,730	-	-
INSPECTION	35,015	-	15,270	-	-
CHENNAULT BEACH ROAD DRAINAGE DESIGN	67,321	-	205,830	-	-
BIG GULCH EROSION REPAIR	-	-	-	-	-
PROJECT ADVERTISING	1,668	-	-	-	-
COMPUTER HARDWARE	-	-	-	-	-
COMPUTER SOFTWARE	-	-	24,500	-	-
OTHER MACHINERY & EQUIPMENT	-	-	-	-	-
VEHICULAR EQUIPMENT	-	-	-	168,000	168,000
60TH AVE WEST DRAINAGE REPAIRS	-	-	-	-	-
61ST ST CULVERT REPLACEMENT	205,221	-	34,670	-	-
POND M, CLEARVIEW, 6 CONTROL	-	-	-	-	-
DECANT FACILITY DESIGN	57,571	-	16,600	-	-
DECANT FACILITY CONSTRUCTION	-	-	-	-	-
RIGHT-OF-WAYS	-	-	-	-	-
61ST PLACE RETAINING WALL REPAIRS	-	-	-	-	-
80th STREET OUTFALL	-	-	-	-	-
PACIFIC PLACE POND	-	-	-	-	-
ANNUAL CATCH BASIN RESTORATION PROGRAM	-	-	-	-	-
STORMWATER PIPE INSP. AND ASSESSMENT	-	-	-	-	-
PERMIT FEES	370	-	-	-	-
PERMIT FEES	5,060	-	-	-	-
LID RETROFIT	-	-	-	-	-
<b>Capital Outlay</b>	437,381	6,835,000	306,600	1,664,415	(5,170,585)
TRANSFER TO GENERAL FUND	-	-	-	-	-
TRANSFER TO CAP PROJ: CAP PROJ MGR POSITION	-	-	-	-	-
TRANSFER TO ERR	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	10,450	-	-	-	-
TRANSFER TO CAP PROJ: HPBW	77,000	-	-	-	-
<b>Transfers-out</b>	87,450	-	-	194,000	194,000
<b>Total expenditures and transfers-out</b>	\$ 2,929,744	\$ 10,273,518	\$ 2,557,809	\$ 5,541,505	\$ (4,732,013)
<b>Ending fund balance</b>	\$ 6,668,353	\$ 6,763,183	\$ 8,236,124	\$ 7,225,853	\$ 462,670

## Surface Water Fund – Stormwater

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	401,294	673,400	420,940	697,100	23,700
PART TIME EMPLOYEES	29,530	54,900	29,660	52,900	(2,000)
ACTING SUPERVISOR PAY	6,241	500	9,980	510	10
MERIT/LONGEVITY PAY	-	-	5,610	-	-
LEAVE BUY BACK	(373)	-	-	-	-
OVERTIME	7,182	6,000	12,830	6,120	120
STANDBY PAY	3,916	6,000	5,120	6,120	120
OT - DISASTER SUPPORT/SEVERE WEATHER	6,423	2,000	490	2,040	40
<b>Salaries and wages</b>	<b>\$ 454,213</b>	<b>\$ 742,800</b>	<b>\$ 484,630</b>	<b>\$ 764,790</b>	<b>\$ 21,990</b>
FICA	34,525	55,800	36,920	58,400	2,600
PERS	43,466	70,000	50,220	73,700	3,700
L&I	8,553	17,500	10,360	17,500	-
MEDICAL BENEFITS	90,000	117,400	89,120	149,200	31,800
TEAMSTERS PENSION	8,455	13,300	8,160	13,300	-
DENTAL BENEFITS	6,243	8,900	5,740	9,900	1,000
VISION BENEFITS	934	1,300	880	1,500	200
LIFE INSURANCE	1,149	1,000	1,120	1,020	20
PAID FAMILY LEAVE	742	1,700	1,060	1,800	100
LONG TERM DISABILITY INSURANCE	2,545	2,500	2,490	2,500	-
UNIFORMS BENEFITS	8,155	8,500	10,640	8,670	170
PENSION EXPENSE	-	-	-	-	-
<b>Benefits</b>	<b>204,767</b>	<b>297,900</b>	<b>216,710</b>	<b>337,490</b>	<b>39,590</b>
OFFICE SUPPLIES	280	750	510	765	15
REFERENCE MATERIAL	42	150	-	153	3
OPERATING SUPPLIES	43,812	35,000	78,900	35,700	700
VEHICLE R&M TOOLS/EQ	2,188	1,250	10,120	1,275	25
CLOTHING/BOOTS	3,362	1,500	2,710	1,530	30
AGGREGATE	8,982	6,000	880	6,120	120
MOTOR FUEL	42,729	18,000	37,240	18,360	360
SMALL ITEMS OF EQUIPMENT	36,614	15,000	15,400	15,300	300
<b>Supplies</b>	<b>138,009</b>	<b>77,650</b>	<b>145,760</b>	<b>79,203</b>	<b>1,553</b>
SERVICES AND PASS-THROUGH PAYMENTS	-	-	-	-	-
OVERHEAD COSTS	150,000	150,000	-	153,000	3,000
OTHER PROFESSIONAL SVCS.	2,195	-	-	-	-
CITY ATTY. OTHER SVCS.	-	-	-	-	-
HAZARDOUS MATERIALS TESTING	745	1,750	-	2,535	785
CONTRACT SERVICES	68,554	10,000	43,310	10,200	200
WRIA ILA	-	-	-	-	-
TELEPHONE	854	1,000	990	1,020	20

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Surface Water Fund – Stormwater Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
EQUIPMENT REPLACEMENT CHARGES	-	-	-	-	-
FACILITIES MAINTENANCE CHARGES FOR SVCS	35,492	35,492	-	36,202	710
CELL PHONES	6,717	5,400	7,330	6,108	708
TRAVEL & SUBSISTENCE	956	1,500	1,020	1,530	30
MEALS	141	500	380	510	10
TAXES AND ASSESSMENTS	63,438	51,000	39,870	52,020	1,020
SNOHOMISH COUNTY - ILA	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL	4,294	28,000	28,000	28,560	560
ELECTRICITY	531	-	-	-	-
HAZARDOUS WASTE DISPOSAL	24,478	40,000	9,680	40,800	800
MUKILTEO WATER DISTRICT	-	-	-	-	-
BRUSH DISPOSAL	5,115	17,500	12,360	22,850	5,350
CONSTRUCTION DEBRIS DISPOSAL	54	5,000	-	10,100	5,100
EQUIPMENT R&M	32,852	11,250	46,970	11,475	225
VEHICLE R&M	51,874	27,000	8,510	27,540	540
STORM SYSTEM R&M	3,286	-	-	-	-
DEPT OF ECOLOGY	-	-	-	-	-
LAUNDRY SERVICES	-	2,000	-	2,040	40
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION	3,778	5,000	2,810	5,100	100
PERMIT/NPDES OUTREACH	-	-	-	-	-
VACTOR SERVICE	918	5,000	-	5,100	100
<b>Other services and charges</b>	<b>456,272</b>	<b>397,392</b>	<b>201,230</b>	<b>416,690</b>	<b>19,298</b>
DEPRECIATION EXPENSE	-	-	-	-	-
OVERHEAD COSTS	-	-	-	-	-
MUKILTEO WATER DISTRICT	-	-	-	-	-
SNOHOMISH COUNTY ILA	-	-	-	-	-
WRIA ILA	-	-	-	-	-
DEPT OF ECOLOGY	-	-	-	-	-
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER TO ERR				(194,000)	
<b>Total Transfers-out</b>				<b>(194,000)</b>	<b>(194,000)</b>
<b>Total Stormwater expenses</b>	<b>\$ 1,253,261</b>	<b>\$ 1,515,742</b>	<b>\$ 1,048,330</b>	<b>\$ 1,598,173</b>	<b>\$ 82,431</b>

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# Surface Water Fund – Administration and Engineering Division

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	355,636	488,000	428,780	552,043	64,043
PART TIME EMPLOYEES	-	-	-	-	-
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
ACTING SUPERVISOR PAY	-	-	-	-	-
MERIT/LONGEVITY PAY	-	-	330	-	-
OVERTIME	318	1,500	4,010	1,530	30
STANDBY PAY	-	-	-	-	-
OT - DISASTER SUPPORT/SEVERE WEATHER	-	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 355,954</b>	<b>\$ 489,500</b>	<b>\$ 433,120</b>	<b>\$ 553,573</b>	<b>\$ 64,073</b>
FICA	27,198	37,400	32,990	41,500	4,100
PERS	33,141	50,800	45,000	56,300	5,500
L&I	2,510	4,200	4,120	4,200	-
MEDICAL BENEFITS	56,477	77,600	81,410	94,500	16,900
TEAMSTERS PENSION	-	-	-	-	-
VEHICLE ALLOWANCE	1,200	1,200	1,100	1,224	24
DENTAL BENEFITS	4,435	5,400	6,310	7,200	1,800
VISION BENEFITS	610	800	910	1,100	300
LIFE INSURANCE	886	1,200	1,170	1,224	24
PAID FAMILY LEAVE	583	1,100	950	1,200	100
LONG TERM DISABILITY INSURANCE	1,961	2,350	2,600	2,397	47
UNIFORMS BENEFITS	942	-	1,320	-	-
MEDICAL OPT-OUT INCENTIVE	-	-	-	-	-
<b>Benefits</b>	<b>129,943</b>	<b>182,050</b>	<b>177,880</b>	<b>210,845</b>	<b>28,795</b>
OFFICE SUPPLIES	334	1,300	50	1,326	26
REFERENCE MATERIAL	-	400	-	408	8
OPERATING SUPPLIES	1,437	800	2,420	816	16
CLOTHING/BOOTS	1,766	600	(1,900)	612	12
SMALL ITEMS OF EQUIPMENT	162	-	970	-	-
<b>Supplies</b>	<b>3,699</b>	<b>3,100</b>	<b>1,540</b>	<b>3,162</b>	<b>62</b>
CONSULTING SERVICES	200,284	766,346	134,110	781,673	15,327
OTHER PROFESSIONAL SVCS.	875	50,000	8,480	51,000	1,000
OUTSIDE ATTORNEY	9,326	15,000	2,920	15,300	300
ENGINEERING SERVICES	-	-	-	-	-
SOURCE CONTROL PROGRAM	-	-	-	-	-
CONTRACT SERVICES	52,139	90,000	-	91,800	1,800
WRIA ILA	7,658	7,650	-	7,803	153
LEGAL PUBLICATIONS	455	300	-	306	6
POSTAGE	463	350	-	357	7
TRAVEL & SUBSISTENCE	373	2,800	2,660	2,856	56
MEALS	8,731	-	60	-	-
STORM BILLING SERVICE MWWD ILA	86,552	116,450	108,970	118,779	2,329
COMPUTER SYSTEM MAINT	-	2,500	-	2,550	50
NPDES PERMIT FEES	27,555	29,000	19,870	29,580	580
ASSOC. DUES & MEMBERSHIPS	8,735	1,180	-	1,204	24
PRINTING AND BINDING	58	-	1,730	-	-
TRAINING & REGISTRATION	1,518	2,700	3,260	2,754	54
PERMIT/NPDES OUTREACH	6,210	20,000	5,520	20,400	400
<b>Other services and charges</b>	<b>410,932</b>	<b>1,104,276</b>	<b>287,580</b>	<b>1,126,362</b>	<b>22,086</b>
<b>Total Administration &amp; Engineering expenses</b>	<b>\$ 900,528</b>	<b>\$ 1,778,926</b>	<b>\$ 900,120</b>	<b>\$ 1,893,942</b>	<b>\$ 115,016</b>



Revised  
November 6, 2023

### Surface Water Fund – GIS Division

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FULL TIME EMPLOYEES	86,779	96,100	93,730	100,000	3,900
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	633	500	1,660	510	10
<b>Salaries and wages</b>	<b>87,412</b>	<b>96,600</b>	<b>95,390</b>	<b>100,510</b>	<b>3,910</b>
FICA	6,681	7,400	7,210	7,700	300
PERS	9,001	10,000	9,110	10,500	500
L&I	274	400	290	400	-
MEDICAL BENEFITS	12,747	12,400	22,050	17,000	4,600
DENTAL BENEFITS	775	800	690	1,100	300
VISION BENEFITS	117	200	170	200	-
LIFE INSURANCE	243	200	220	204	4
PAID FAMILY LEAVE	142	300	210	300	-
LONG TERM DISABILITY INSURANCE	538	450	480	459	9
UNIFORMS BENEFITS	-	-	-	-	-
<b>Benefits</b>	<b>30,518</b>	<b>32,150</b>	<b>40,430</b>	<b>37,863</b>	<b>5,713</b>
REFERENCE MATERIAL	26	500	-	510	10
OPERATING SUPPLIES	-	1,000	-	1,020	20
MOTOR FUEL	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	1,000	-	1,020	20
<b>Supplies</b>	<b>26</b>	<b>2,500</b>	<b>-</b>	<b>2,550</b>	<b>50</b>
CONSULTING SERVICES	-	2,500	-	2,550	50
TELEPHONE	-	-	-	-	-
POSTAGE	-	100	-	102	2
CELL PHONE	1,021	800	800	816	16
TRAVEL & SUBSISTENCE	138	1,500	-	1,530	30
MEALS	391	-	-	-	-
GIS SYSTEM MAINT & LICENSES	562	5,800	-	5,916	116
ASSOC. DUES & MEMBERSHIPS	10	300	-	306	6
PRINTING & BINDING	-	1,000	-	1,020	20
TRAINING & REGISTRATION	125	600	-	612	12
<b>Other services and charges</b>	<b>2,247</b>	<b>12,600</b>	<b>800</b>	<b>12,852</b>	<b>252</b>
<b>Total GIS expenses</b>	<b>\$ 120,203</b>	<b>\$ 143,850</b>	<b>\$ 136,620</b>	<b>\$ 153,775</b>	<b>\$ 9,925</b>

### Surface Water Fund – Capital Benefits

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
FICA	-	-	460	7,700	7,700
PERS	-	-	630	10,500	10,500
L&I	-	-	20	400	400
MEDICAL BENEFITS	-	-	1,420	17,000	17,000
DENTAL BENEFITS	-	-	110	1,100	1,100
VISION BENEFITS	-	-	10	200	200
LIFE INSURANCE	-	-	20	-	-
PAID FAMILY LEAVE	-	-	10	300	300
LONG TERM DISABILITY INSURANCE	-	-	40	-	-
UNIFORMS BENEFITS	-	-	-	-	-
<b>Benefits</b>	<b>-</b>	<b>-</b>	<b>2,720</b>	<b>37,200</b>	<b>37,200</b>

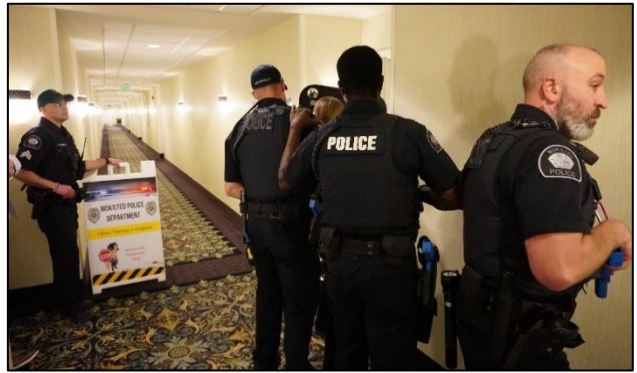
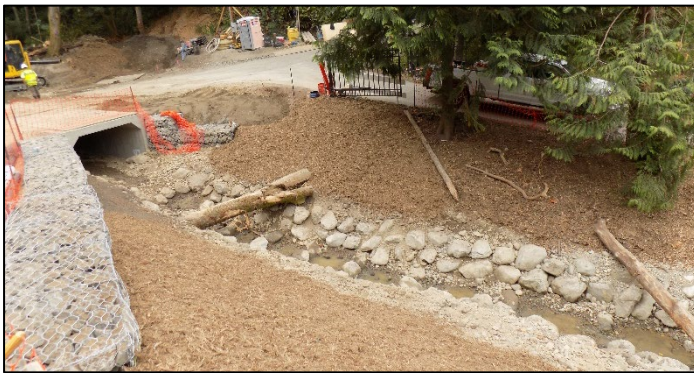
**2024 Budget**

Surface Water Capital Reserve Fund (445)

	<b>2022 Actuals</b>	<b>2023 Budget</b>	<b>2023 Estimated Actuals</b>	<b>2024 Budget</b>	<b>24-B v 23-B Incr / (Decr)</b>
<b>Beginning fund balance</b>	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
<b>Miscellaneous revenue</b>	-	-	-	6,000	6,000
<b>Transfers-in</b>	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
<b>Total resources</b>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 306,000</u>	<u>\$ 6,000</u>
<b>Expenditures and transfers-out</b>					
Salaries and wages	-	-	-	-	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Ending fund balance</b>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 306,000</u>	<u>\$ 6,000</u>

# Internal Service Funds

- **Technology Replacement Fund**
  - **Equipment Replacement Reserve Fund**
  - **Facilities Maintenance Fund**
  - **Facility Renewal Fund**
- 



## 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.

### 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 direction for 2024 is to simplify the use of the Technology Replacement to replace computer equipment hardware and server hardware.
- During 2024, the IT Department is going to continue to develop a highly detailed technology replacement plan for all computer equipment and server infrastructure hardware.
- The changes to the 2024 Budget include removing operating expenses, such as the Microsoft Enterprise Agreement, and limiting the fund spending to computer hardware and other capital assets necessary to maintain the IT Division's network and server infrastructure.

**2024 Budget**

Technology Replacement Fund (120)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 140,110	\$ 155,675	\$ 37,441	\$ 13,380	\$ (142,295)
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	237	-	730	400	400
5% ADMIN FEE	-	18,500	-	18,500	-
<b>Miscellaneous revenue</b>	<b>237</b>	<b>18,500</b>	<b>730</b>	<b>18,900</b>	<b>400</b>
OPERATING TRANSFERS IN - GF	103,000	141,213	141,213	37,287	(103,926)
OPERATING TRANSFERS IN - GF	-	-	-	-	-
<b>Transfers-in</b>	<b>103,000</b>	<b>141,213</b>	<b>141,213</b>	<b>37,287</b>	<b>(103,926)</b>
<b>Total revenue and transfers-in</b>	<b>\$ 103,237</b>	<b>\$ 159,713</b>	<b>\$ 160,113</b>	<b>\$ 56,187</b>	<b>\$ (103,526)</b>
<b>Total resources</b>	<b>\$ 243,347</b>	<b>\$ 315,388</b>	<b>\$ 197,554</b>	<b>\$ 69,567</b>	<b>\$ (245,821)</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefits</b>	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	58,690	51,787	50,000	50,000	(1,787)
<b>Supplies</b>	<b>58,690</b>	<b>51,787</b>	<b>50,000</b>	<b>50,000</b>	<b>(1,787)</b>
LICENSES & SUBSCRIPTIONS	129,774	83,926	125,000	-	(83,926)
<b>Other services and charges</b>	<b>129,774</b>	<b>83,926</b>	<b>125,000</b>	<b>-</b>	<b>(83,926)</b>
<b>Intergovernmental services</b>	-	-	-	-	-
COMPUTER HARDWARE	17,442	20,000	9,174	-	(20,000)
COMPUTER SOFTWARE	-	-	-	-	-
<b>Capital Outlay</b>	<b>17,442</b>	<b>20,000</b>	<b>9,174</b>	<b>-</b>	<b>(20,000)</b>
<b>Transfers-out</b>	-	-	-	-	-
<b>Total expenses and transfers-out</b>	<b>\$ 205,906</b>	<b>\$ 155,713</b>	<b>\$ 184,174</b>	<b>\$ 50,000</b>	<b>\$ (105,713)</b>
<b>Ending fund balance</b>	<b>\$ 37,441</b>	<b>\$ 159,675</b>	<b>\$ 13,380</b>	<b>\$ 19,567</b>	<b>\$ (140,108)</b>



## 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.

### 2023 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
- Surplused vehicles and equipment to receive the maximum value possible

### 2024 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 and equipment are recommended for replacement in 2024:
  - 3 Police vehicles
  - 1 Fire vehicle
  - 2 Parks vehicles
  - 1 Storm vehicle
  - 1 City Hall vehicle
  - 2 Storm equipment



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

## Assistant Chief Vehicle (Car 56)

Authorize the purchase of an all-electric replacement for a Ford Police Interceptor SUV assigned to the Assistant Police Chief, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2024 from the Equipment Reserve Fund

Council Priority

Fund Name

Equipment

Amount Requested

\$90,000

Nature of the expenditure?

One-Time

Any Additional

No

Project eligible for REET II Funding

No

Revenue? If  
Yes, Identify  
Below

### Expenditure Purpose and Justification

Admin Vehicle Car 56, a 2015 Ford Police Interceptor SUV: If replaced in 2024, this vehicle will have been in service for over nine years. This particular SUV was retrofitted to serve as a mobile command post for police incident command purposes. The past few years, the vehicle has been dealing with increased electrical issues dealing with the additional equipment needed to support the command function. If this vehicle is funded for replacement, the electronics and equipment will be removed and the vehicle will be repurposed to the police volunteers.

\*Mileage: approx. 55,000.

\*Engine Hours: approx. 3,000 (per Ford, one engine hour equals 25 miles driven for engine wear; 3,000 x 25 = 75,000 equivalent miles). Bringing total engine wear to an equivalent of over 130,000 miles.

\*Maintenance costs beyond routine service: Approx \$6,000 (Electrical, & equipment related repairs).

\*Out of Service time: Approximately one months unavailable for 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.

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

### Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs, and additional out of service time. Impact operational capability to provide a fully functional police incident command post.

### 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:	Administration
Prepared by:	Andy Illyn, Interim Police Chief

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 90,000
	\$ -
	\$ -
	\$ -

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



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

## Police Patrol Vehicle (Car 62)

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 2024 from the Equipment Reserve Fund

Council Priority

Fund Name

Equipment

Amount Requested

\$90,000

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

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 cause considerable wear on the engine and components.

Patrol car 62, Ford Interceptor SUV: Acquired in July 2017. If replaced in 2024, it will have been in service for seven years.

\*Mileage: approx. 73,000.

\*Engine Hours: approx. 11,000 (per Ford, one engine hour equals 25 miles driven for engine wear; 11,000 x 25 = 275,000 equivalent miles). Bringing total engine wear to an equivalent of over 348,000 miles.

\*Maintenance costs beyond routine service: Approx \$2,000 (Electrical, & exhaust repair)

\*Out of Service time: Approximately one and a half months 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.

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

### 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:	Andy Illyn, Interim Police Chief

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 90,000
	\$ -
	\$ -
	\$ -

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



## 2024 Budget



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

## Police Patrol Vehicle (Car 64)

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 2024 from the Equipment Reserve Fund

Council Priority

Fund Name

Equipment

Amount Requested

\$90,000

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

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 cause considerable wear on the engine and components.

Patrol car 64, Ford Interceptor SUV: Acquired in April 2018. If replaced in 2024, it will have been in service for six years.

\*Mileage: approx. 65,000.

\*Engine Hours: approx. 9,000 (per Ford, one engine hour equals 25 miles driven for engine wear;  $9,000 \times 25 = 225,000$  equivalent miles). Bringing total engine wear to an equivalent of over 290,000 miles.

\*Maintenance costs beyond routine service: Approx \$2,000 (Electrical, motor mounts, and brakes)

\*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.

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

### 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:	Andy Illyn, Interim Police Chief

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 90,000
	\$ -
	\$ -
	\$ -

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

## 2024 Budget



## 2008 Fire Expedition

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

Replace sixteen year old SUV, used by the Fire Marshal with SUV/Ford Lightning

Council Priority

Fund Name

Equipment

Amount Requested

\$75,000

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

To purchase and replace the existing 2008 Ford Expedition that has met the criteria established in the Capital Asset: Vehicle and Equipment Replacement program. This vehicle has an accelerated life cycle due to it's high use and high engine oil consumption. This vehicle has over 127,000 miles. Repair and maintenance costs of this vehicle continue to increase.

Funding History	Budget	Est. Carry Forward
Total		

## Alternatives and Potential Costs

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

Stretch out the life cycle of the existing vehicle. Increasing the risk of spending significant repair costs on the vehicle.

Department:	Fire
Division:	Fire Prevention
Prepared by:	Glen K. Albright, Fire Chief

Expenditure Account # & Title	Amount
Equipment Replacement Fund	\$ 75,000

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

## 2024 Budget



## 2008 Public Works Colorado

Replace 15-year old Chevrolet Colorado with Ford F150/ Lightning & Charging station at Public Works Shop

Council Priority

Fund Name

Equipment

Amount Requested

\$65,000

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

The Public Works 2008 Chevrolet Colorado has exceeded its 10 -year life expectancy by six years. The vehicle needs replacement before significant repairs are needed. The Vehicle will be replaced with and all- electric Ford Lightning if available and if not then a F150.

The cost to install an additional charging station at Public Works is \$10,000 and is included in the replacement of the vehicle.

Existing Chevrolet Colorado Mileage: Approximately 51,000 miles

Estimated Surplus Value: \$2,000-\$4,000

Funding History	Budget	Est. Carry Forward
Total		

## Alternatives and Potential Costs

Ford Lightnings have been difficult to obtain due to manufacturing issues and production.

Replace with hybrid Ford F-150 instead of all-electric and eliminate the installation of the additional charging station at Public Works.

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

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

## Expenditure Account # &amp; Title

Title to Assist Council	\$ 65,000
	\$ -
	\$ -
	\$ -

## Revenue Account # &amp; Title

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

## 2024 Budget



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

## Public Works 2007 Dodge Ram 3500 Dump

Authorize the purchase of Ford F-550 replacement for a Dodge Ram 3500 Dump with necessary equipment as identified through the Equipment Replacement Plan in 2023

Council Priority

Fund Name

Equipment

Amount Requested

\$120,000

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

2007 Dodge Ram 3500 with the salt/sand spreader has exceeded its 15-year life span and has significant ongoing maintenance issues totaling over \$17,000 in repairs since January 2021 which has resulted in numerous days of the truck being out of service during significant weather events.

This piece of equipment is used for:

- Hauling equipment and debris
- Snow and ice removal for routes where the larger dump truck have difficulty

This is a 17 year old Dodge Ram 3500 has shown an increase in maintenance in recent years and the reliability is decreasing. The City relies on this truck during snow/ice and emergency events.

The biggest concern for the City is if it is not replaced, and we have a snow event (or other major emergency) where the existing 1 ton truck breaks down, Public Works will not be equipped to clear the roads and respond adequately. An 11 day out of service repair cycle would be a significant impact to the community, particularly on our steeply sloped roads and to provide salt and sand for all roads.

Existing Dodge Ram 3500 Mileage: Approximately 38,377 miles ☐

Repairs made Jan 21 – Dec 22 \$17,695.57

Estimated Surplus \$4,000 – \$10,000

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

### Alternatives and Potential Costs

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

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

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

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

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

## 2024 Budget



## City Hall - IT/Clerk Toyota Prius Replacement

Authorize the purchase of Ford Transit Connect van replacement for a Toyota Prius assigned to Finance/IT/Clerk, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2024 from the Equipment Reserve Fund

Council Priority

Fund Name

Equipment

Amount Requested

\$45,000

Nature of the expenditure?

One-Time

Any Additional  
Revenue? If

No

Project eligible for REET II Funding

No

Yes, Identify  
Below

### Expenditure Purpose and Justification

Finance/IT/Clerk 2008 Toyota Prius has exceeded its 10-year life expectancy by six. The vehicle needs replacement before significant repairs are needed or batteries go bad.

This vehicle will be replaced with a Ford Transit Connect an that will better suit the needs of the IT department and City Clerk. Both divisions carry large boxes and equipment to other city facilities and require more cargo space than the current Prius has to offer or was designed for.

Existing Toyota Prius Mileage: 36,995

Battery replacement cost: \$2,000 - \$4,500

Estimated Surplus Value: \$2,200 – \$4,000

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

### Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs. IT/ City Clerk continue to use other City vehicles to haul equipment if available.

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

Department:	Public Works
Division:	Finance, City Clerk, IT
Prepared by:	Ken Owings, Public Works Superintendent

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

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

## 2024 Budget



## Stormwater Slope Mower

Authorize purchase of the TK-52XP RC Slope Mower funded through DOE grant funding and Surface Water Funds

Council Priority

Fund Name

Surface Water

Amount Requested

\$26,000

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 purchase of this equipment will reduce staff hours needed to maintain the Stormwater Pond infrastructure. Routine mowing is critical to the maintenance of the ponds. This new this RC mower will eliminate the need for multiple crew members to do on-site vegetation management to these areas that are currently falling due to lack of time. This mower is designed to mow steep inclines and can be used by one crew member increasing efficiency. The City owns and maintains 38 ponds with the current level of staff and other project such as the CCTV program, CB inspections and repairs the Storm crew has been unable to maintain the vegetation in these area properly.

Funding History	Budget	Est. Carry Forward
<b>Total</b>		

## Alternatives and Potential Costs

Continue with current level of maintainace.

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

Department:	Public Works
Division:	Stormwater
Prepared by:	Ken Owings, Public Works Superintendent

Expenditure Account # & Title	Amount
Title to Assist Council	\$ -
DOE Grant	\$ 50,000
Sturface Water fund	\$ 26,000
	\$ -

Revenue Account # & Title	Amount
DOE Capacity Grant	\$ 50,000
	\$ -
	\$ -
	\$ -

## 2024 Budget



## New Public Works Storm Vehicle

PW Engineering Vehicle for Construction and Source Control Inspections

Council Priority

Fund Name

Surface Water

Amount Requested

\$60,000

Nature of the expenditure?

One-Time

Project eligible for REET II Funding

No

Any Additional Revenue? If Yes, Identify Below

No

## Expenditure Purpose and Justification

The Stormwater Engineering department needs an additional vehicle due increased field work in private construction inspection, and the DOE required source control inspections.

With numerous projects going on throughout Mukilteo staff is limited to five vehicles to split between departments. Planning, Engineering, Surface Water, IT/ Clerk, Building Official, and Finance all require the use of these vehicles at any given time.

The purchase of this SUV will alleviate the need schedule inspections around vehicle availability.

Funding History	Budget	Est. Carry Forward
Total		

## Alternatives and Potential Costs

Delayed purchase may resulting in schedule issues between staff and slower response times.

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

Department:	Public Works
Division:	Stormwater
Prepared by:	Ken Owings, Public Works Superintendent

Expenditure Account # & Title	Amount
Title to Assist Council	\$ 60,000
	\$ -
	\$ -
	\$ -

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

## 2024 Budget



## Stormwater Compact Track Loader

Authorize purchase of new Compact Track Loader with mower attachment

**Fund Name**  
**Surface Water**

**Amount Requested**

**\$108,000**

**Any Additional**

**No**

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

### Expenditure Purpose and Justification

This piece of equipment would be used at the new decant facility for moving and loading sweeper and vector debris. It can also be used for spreading mulch and topsoil at all parks and spreading chips at the dog park. Currently Public Works doesn't own a small multi-functional piece of equipment that can maneuver in tight spots and light enough to not damage park turf or ponds.

### Alternatives and Potential Costs

Need to continue to renting equipment/equipment may not be available at time of need.

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

Department:	<b>Public Works</b>
Division:	<b>Storm Water</b>
Prepared by:	<b>Ken Owings, Public Works Superintendent</b>

Expenditure Account # & Title	Amount
Surface Water	\$ 108,000
	\$ -
	\$ -
	\$ -

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



## Equipment Replacement Reserve Fund (510)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 1,630,785	\$ 4,156,623	\$ 1,960,450	\$ 1,545,582	\$ (2,611,041)
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
STATE GRANT - DEPT OF ECOLOGY	-	-	-	-	-
INTERLOCAL AGREEMENT - SNOHOMISH COUNTY	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE	-	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - EMS FUND	-	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - GENERAL FUND	531,000	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - WATERFRONT	-	-	-	14,120	14,120
EQUIPMENT REPLACEMENT CHARGE - EMS FUND	68,000	-	-	-	-
<b>Charges for goods and services</b>	<b>599,000</b>	<b>-</b>	<b>-</b>	<b>14,120</b>	<b>14,120</b>
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT INTEREST	4,588	51,000	45,000	38,000	(13,000)
SALES TAX INTEREST	-	-	-	-	-
GAIN/LOSS ON SALE OF SURPLUS PROPERTY	34,269	-	-	-	-
OTHER MISC REVENUE	500	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
GAINS (LOSSES) ON DISPOSITION OF ASSETS	51,435	-	-	-	-
<b>Miscellaneous revenue</b>	<b>90,792</b>	<b>51,000</b>	<b>45,000</b>	<b>38,000</b>	<b>(13,000)</b>
TRANSFER FROM SURFACE WATER				194,000	
TRANSFER FROM GF				270,000	
TRANSFER FROM ARPA				-	
<b>Transfers-in</b>	-	-	-	464,000	464,000
<b>Total revenue and transfers-in</b>	<b>\$ 689,792</b>	<b>\$ 51,000</b>	<b>\$ 45,000</b>	<b>\$ 516,120</b>	<b>\$ 465,120</b>
<b>Total resources</b>	<b>\$ 2,320,577</b>	<b>\$ 4,207,623</b>	<b>\$ 2,005,450</b>	<b>\$ 2,061,702</b>	<b>\$ (2,145,921)</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	-
<b>Other services and charges</b>	-	-	-	-	-
<b>Intergovernmental services</b>	-	-	-	-	-
OTHER MACHINERY & EQUIPMENT (License Plate Reader)	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT-FIRE	81,563	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	-	-	7,500	7,500
POLICE VEHICLE REPLACEMENT	-	-	-	270,000	270,000
VEHICLE REPLACEMENT	167,049	230,000	237,460	-	(230,000)
OTHER MACHINERY & EQUIPMENT	59,188	75,000	50,460	-	(75,000)
FIRE OTHER MACHINERY & EQUIPMENT	-	-	-	-	-
FIRE VEHICLE REPLACEMENT	-	395,000	-	470,000	75,000
VEHICLE REPLACEMENT	-	171,000	171,948	-	(171,000)
SW VEHICLE REPLACEMENT	-	-	-	194,000	-
PW VEHICLE REPLACEMENT	-	-	-	185,000	185,000
VEHICLE REPLACEMENT-FINANCE	-	-	-	45,000	-
VEHICLE REPLACEMENT	52,327	-	-	-	-
<b>Capital Outlay</b>	<b>360,127</b>	<b>871,000</b>	<b>459,868</b>	<b>1,171,500</b>	<b>61,500</b>
<b>Transfers-out</b>	-	-	-	-	-
<b>Total expenses and transfers-out</b>	<b>\$ 360,127</b>	<b>\$ 871,000</b>	<b>\$ 459,868</b>	<b>\$ 1,171,500</b>	<b>\$ 61,500</b>
<b>Ending fund balance</b>	<b>\$ 1,960,450</b>	<b>\$ 3,336,623</b>	<b>\$ 1,545,582</b>	<b>\$ 890,202</b>	<b>\$ (2,207,421)</b>

## Facilities 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 92<sup>nd</sup> Street Park
- Mukilteo Visitor Center/Chamber of Commerce building
- Hawthorne Hall.

### 2023 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.

### 2024 Goals & Objectives

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

### Budget Highlights

- There are no new items.

## Facilities Maintenance Fund (518)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Beginning fund balance</b>	\$ 230,981	\$ 54,196	\$ 54,196	\$ (167,891)	\$ (222,087)
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	(4,143)	-	-		
FEDERAL INDIRECT GRANT FROM DOC	-		-		
<b>Intergovernmental Revenue</b>	<b>(4,143)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BUILDING & MAINTENANCE CHARGES	-	-	-	-	-
BUILDING & MAINTENANCE CHARGES - GF	672,846	632,702	632,702	973,907	341,205
BUILDING & MAINTENANCE CHARGES - WATERFRONT	43,450	43,450	43,450	1,190	(42,260)
BUILDING & MAINTENANCE CHARGES - SW	35,492	33,300	33,300	51,258	17,958
<b>Charges for goods and services</b>	<b>751,788</b>	<b>709,452</b>	<b>709,452</b>	<b>1,026,355</b>	<b>316,903</b>
<b>Fines and penalties</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
INVESTMENT INTEREST	320	-	980	500	500
CONTRIBUTIONS - PRIVATE SOURCE	-	-	-	-	-
OTHER MISCELLANEOUS REVENUE	24	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	410	-	-
PRIOR PERIOD ADJUSTMENT	-	-	-	-	-
PUD REBATE	-	-	-	-	-
<b>Miscellaneous revenue</b>	<b>344</b>	<b>-</b>	<b>1,390</b>	<b>500.00</b>	<b>500</b>
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total revenue and transfers-in</b>	<b>\$ 747,989</b>	<b>\$ 709,452</b>	<b>\$ 710,842</b>	<b>\$ 1,026,855</b>	<b>\$ 317,403</b>
<b>Total resources</b>	<b>\$ 978,970</b>	<b>\$ 763,648</b>	<b>\$ 765,038</b>	<b>\$ 858,964</b>	<b>\$ 95,316</b>

## Facilities Maintenance Fund (518) – Continued

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	201,317	210,400	200,790	216,800	6,400
PART TIME EMPLOYEES	18,728	25,300	22,920	27,300	2,000
ACTING SUPERVISOR PAY	1,403	500	2,150	500	-
MERIT/LONGEVITY PAY	-	-	1,390	-	-
LEAVE BUY BACK	(5,833)	-	-	-	-
OVERTIME	3,257	3,000	3,540	3,000	-
STANDBY PAY	1,235	2,500	1,600	2,500	-
OT - DISASTER SUPPORT/SEVERE WEATHER	4,709	-	630	-	-
<b>Salaries and wages</b>	<b>\$ 224,816</b>	<b>\$ 241,700</b>	<b>\$ 233,020</b>	<b>\$ 250,100</b>	<b>\$ 8,400</b>
PENSION EXPENSE	-	-	-	-	-
FICA	16,619	18,100	17,690	18,900	800
PERS	22,542	24,600	24,210	25,700	1,100
L&I	4,567	6,000	5,410	6,000	-
MEDICAL BENEFITS	53,564	47,800	54,650	54,800	7,000
TEAMSTERS PENSION	5,348	5,500	5,140	5,500	-
DENTAL BENEFITS	4,757	4,000	4,760	4,900	900
VISION BENEFITS	648	600	650	700	100
LIFE INSURANCE	599	500	590	1,187	687
PAID FAMILY LEAVE	359	600	510	600	-
LONG TERM DISABILITY INSURANCE	1,325	1,200	1,310	1,200	-
UNIFORMS BENEFITS	3,238	5,000	9,570	5,000	-
<b>Benefits</b>	<b>113,566</b>	<b>113,900</b>	<b>124,490</b>	<b>124,487</b>	<b>10,587</b>
OFFICE SUPPLIES	1,017	350	140	350	-
OPERATING SUPPLIES	3,777	1,000	4,180	1,000	-
VEHICLE REPAIR SUPPLIES, TOOLS & EQ	221	-	1,290	-	-
CLOTHING/BOOTS	1,981	2,400	890	2,400	-
MOTOR FUEL	4,798	2,800	3,360	2,800	-
SMALL ITEMS OF EQUIPMENT	4,074	2,500	2,860	2,500	-
<b>Supplies</b>	<b>62,165</b>	<b>29,950</b>	<b>73,660</b>	<b>29,950</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	74	-	260	-	-
CELL PHONE	1,574	1,400	1,110	1,400	-
TRAVEL & SUBSISTENCE	-	650	-	650	-
MEALS	60	350	40	350	-
WORK EQUIP & MACHINE RENTAL	-	-	980	-	-
WATER SERVICE	-	-	-	-	-
STORM DRAINAGE CHGS.	323	-	300	-	-
ALARM SYSTEM	-	-	-	-	-
VEHICLE R&M	205	500	-	500	-
TRAINING & REGISTRATION	58	1,500	400	1,500	-
<b>Other services and charges</b>	<b>524,227</b>	<b>417,550</b>	<b>501,760</b>	<b>414,950</b>	<b>(2,600)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
DEPRECIATION EXPENSE	-	-	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER TO FACILITY RENEWAL FUND	-	-	-	-	-
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenses and transfers-out</b>	<b>\$ 924,774</b>	<b>\$ 803,100</b>	<b>\$ 932,930</b>	<b>\$ 819,487</b>	<b>\$ 16,387</b>
<b>Ending fund balance</b>	<b>\$ 54,196</b>	<b>\$ (39,452)</b>	<b>\$ (167,891)</b>	<b>\$ 39,477</b>	<b>\$ 78,929</b>

## FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
OPERATING SUPPLIES - CITY HALL	7,012	3,200	5,140	3,200	-
BUILDING MAINTENANCE SUPPLIES - CITY HALL	-	-	6,770	-	-
<b>Supplies - City Hall</b>	<b>\$ 7,012</b>	<b>\$ 3,200</b>	<b>\$ 11,910</b>	<b>\$ 3,200</b>	<b>\$ -</b>
CONTRACT SERVICES - CITY HALL	2,643	6,000	330	6,000	-
TRAINING & REGISTRATION	52	-	-	-	-
OTHER PROFESSIONAL SVCS.	160	-	-	-	-
WORK EQUIP & MACHINE RENTAL - CITY HALL	110	-	-	-	-
ELECTRICITY - CITY HALL	20,442	27,500	22,230	27,500	-
SEWER SERVICE - CITY HALL	-	600	-	600	-
GARBAGE SERVICES - CITY HALL	-	-	680	-	-
WATER SERVICE - CITY HALL	6,057	2,750	1,540	2,750	-
STORM DRAINAGE CHGS. - CITY HALL	1,301	1,500	1,670	1,500	-
ALARM SYSTEM - CITY HALL	23,423	-	9,500	-	-
BLDG & FIXTURE M&R - CITY HALL	22,352	21,000	14,820	25,400	4,400
<b>Other services and charges - City Hall</b>	<b>76,540</b>	<b>59,350</b>	<b>50,770</b>	<b>63,750</b>	<b>4,400</b>
<b>City Hall expenditures</b>	<b>\$ 83,552</b>	<b>\$ 62,550</b>	<b>\$ 62,680</b>	<b>\$ 66,950</b>	<b>\$ 4,400</b>
OPERATING SUPPLIES - POLICE DEPT	4,587	3,500	2,600	3,500	-
BUILDING MAINTENANCE SUPPLIES - POLICE DEPT	69	-	420	-	-
<b>Supplies - Police Station</b>	<b>4,656</b>	<b>3,500</b>	<b>3,020</b>	<b>3,500</b>	<b>-</b>
CONTRACT SERVICES - POLICE DEPT	1,668	-	270	-	-
WORK EQUIP & MACHINE RENTAL - POLICE DEPT	-	-	-	-	-
NATURAL GAS - POLICE DEPT	9,318	2,000	11,420	2,000	-
ELECTRICITY - POLICE DEPT	33,595	50,000	29,330	50,000	-
SEWER SERVICE - POLICE DEPT	4,604	5,000	5,090	5,000	-
WATER SERVICE - POLICE DEPT	2,834	3,000	3,200	3,000	-
STORM DRAINAGE CHGS. - POLICE DEPT	13,824	13,500	15,080	13,500	-
ALARM SYSTEM - POLICE DEPT	25,306	4,250	16,310	4,250	-
BLDG & FIXTURE M&R - POLICE DEPT	27,092	29,000	29,190	29,000	-
<b>Other services and charges - Police Station</b>	<b>118,241</b>	<b>106,750</b>	<b>109,890</b>	<b>106,750</b>	<b>-</b>
<b>Police Station expenditures</b>	<b>122,897</b>	<b>110,250</b>	<b>112,910</b>	<b>110,250</b>	<b>-</b>
OPERATING SUPPLIES - FIRE DEPT	6,313	-	2,730	-	-
BUILDING MAINTENANCE SUPPLIES - FIRE DEPT	258	3,300	6,330	3,300	-
<b>Supplies - Fire Stations</b>	<b>6,571</b>	<b>3,300</b>	<b>9,060</b>	<b>3,300</b>	<b>-</b>
CONTRACT SERVICES - FIRE DEPT	3,090	2,500	5,750	2,500	-
WORK EQUIP & MACHINE RENTAL - FIRE DEPT	2,155	-	11,350	-	-
NATURAL GAS - FIRE DEPT	10,802	7,500	15,680	7,500	-
ELECTRICITY - FIRE DEPT	9,109	13,500	11,190	13,500	-
SEWER SERVICE - FIRE DEPT	9,836	9,500	11,160	9,500	-
WATER SERVICE - FIRE DEPT	6,308	5,500	6,970	5,500	-
STORM DRAINAGE CHGS. - FIRE DEPT	8,728	8,550	9,400	8,550	-
ALARM SYSTEM - FIRE DEPT	4,286	-	8,960	-	-
BLDG & FIXTURE M&R - FIRE DEPT	32,926	19,000	15,900	12,000	(7,000)
WATER SERVICE - EMS	-	-	-	-	-
<b>Other services and charges - Fire Stations</b>	<b>87,240</b>	<b>66,050</b>	<b>96,360</b>	<b>59,050</b>	<b>(7,000)</b>
<b>Fire Stations expenditures</b>	<b>93,811</b>	<b>69,350</b>	<b>105,420</b>	<b>62,350</b>	<b>(7,000)</b>

FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING  
(Continued)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
OPERATING SUPPLIES - PW SHOPS	6,956	3,800	6,430	3,800	-
BUILDING MAINTENANCE SUPPLIES - PW SHOPS	340	-	10,290	-	-
Supplies - Public Works Shop	7,296	3,800	16,720	3,800	-
COMCAST	291	400	190	400	-
WORK EQUIP & MACHINE RENTAL - PW SHOPS	-	1,500	280	1,500	-
NATURAL GAS - PW SHOPS	7,622	6,200	8,860	6,200	-
ELECTRICITY - PW SHOPS	8,735	5,400	16,280	5,400	-
SEWER SERVICE - PW SHOPS	8,786	7,500	10,330	7,500	-
WATER SERVICE - PW SHOPS	6,264	3,750	5,900	3,750	-
STORM DRAINAGE CHGS. - PW SHOPS	611	1,150	720	1,150	-
ALARM SYSTEM - PW SHOPS	1,426	100	4,770	100	-
BLDG & FIXTURE M&R - PW SHOPS	38,521	15,000	30,600	15,000	-
Other services and charges - Public Works Shop	72,256	41,000	77,930	41,000	-
Public Works Shop expenditures	79,552	44,800	94,650	44,800	-
OPERATING SUPPLIES - ROSEHILL	17,598	7,000	12,370	7,000	-
BUILDING MAINTENANCE SUPPLIES - ROSEHILL	527	-	5,200	-	-
Supplies - Rosehill Community Center	18,125	7,000	17,570	7,000	-
CONTRACT SERVICES - ROSEHILL	2,337	-	390	-	-
WORK EQUIP & MACHINE RENTAL	-	-	-	-	-
NATURAL GAS - ROSEHILL	4,866	2,300	2,300	2,300	-
ELECTRICITY - ROSEHILL	22,743	32,000	37,580	32,000	-
SEWER SERVICE - ROSEHILL	5,687	5,400	6,699	5,400	-
WATER SERVICE - ROSEHILL	5,839	5,400	6,226	5,400	-
STORM DRAINAGE CHGS. - ROSEHILL	9,611	10,350	11,530	10,350	-
ALARM SYSTEM - ROSEHILL	4,879	3,000	15,161	3,000	-
BLDG & FIXTURE M&R - ROSEHILL	64,286	30,000	63,720	30,000	-
Other services and charges - Rosehill Community Cent	120,248	88,450	143,606	88,450	-
Rosehill Community Center expenditures	138,373	95,450	161,176	95,450	-

# FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING (Continued)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	24-B v 23-B Incr / (Decr)
OPERATING SUPPLIES - HAWTHORNE HALL	13	-	-	-	-
<b>Supplies - Hawthorne Hall</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
CONTRACT SERVICES - HAWTHORNE HALL	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL - HAWTHORNE HALL	-	-	-	-	-
NATURAL GAS - HAWTHORNE HALL	596	500	500	500	-
ELECTRICITY - HAWTHORNE HALL	5,093	3,000	2,364	3,000	-
SEWER SERVICE - HAWTHORNE HALL	547	1,000	560	1,000	-
WATER SERVICE - HAWTHORNE HALL	226	500	260	500	-
STORM DRAINAGE CHGS. - HAWTHORNE HALL	2,289	2,100	2,500	2,100	-
ALARM SYSTEM - HAWTHORNE HALL	-	-	-	-	-
BLDG & FIXTURE M&R - HAWTHORNE HALL	-	-	-	-	-
<b>Other services and charges - Hawthorne Hall</b>	<b>8,751</b>	<b>7,100</b>	<b>6,184</b>	<b>7,100</b>	<b>-</b>
<b>Hawthorne Hall Building expenditures</b>	<b>8,764</b>	<b>7,100</b>	<b>6,184</b>	<b>7,100</b>	<b>-</b>
OPERATING SUPPLIES - LIGHTHOUSE	1,408	-	-	-	-
BUILDING MAINTENANCE SUPPLIES - LIGHTHOUSE	678	-	2,660	-	-
<b>Supplies - Lighthouse</b>	<b>2,086</b>	<b>-</b>	<b>2,660</b>	<b>-</b>	<b>-</b>
CONTRACT SERVICES - LIGHTHOUSE	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL - LIGHTHOUSE	-	300	-	300	-
NATURAL GAS - LIGHTHOUSE	1,956	1,550	490	1,550	-
ELECTRICITY - LIGHTHOUSE	2,697	1,000	3,400	1,000	-
SEWER SERVICE - LIGHTHOUSE	278	700	-	700	-
GARBAGE SERVICES	-	-	-	-	-
WATER SERVICE - LIGHTHOUSE	6,478	6,800	6,500	6,800	-
STORM DRAINAGE CHGS. - LIGHTHOUSE	1,192	1,000	830	1,000	-
ALARM SYSTEM - LIGHTHOUSE	2,129	2,600	-	2,600	-
BLDG & FIXTURE M&R - LIGHTHOUSE	12,464	29,500	1,830	29,500	-
<b>Other services and charges - Lighthouse</b>	<b>27,194</b>	<b>43,450</b>	<b>13,050</b>	<b>43,450</b>	<b>-</b>
<b>Lighthouse expenditures</b>	<b>29,280</b>	<b>43,450</b>	<b>15,710</b>	<b>43,450</b>	<b>-</b>
OPERATING SUPPLIES - CHAMBER OF COMMERCE	538	100	-	100	-
BUILDING MAINTENANCE SUPPLIES - CHAMBER OF COMMERCE	-	-	-	-	-
<b>Supplies - Chamber of Commerce</b>	<b>538</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>
GARBAGE SERVICES - CHAMBER OF COMMERCE	-	-	-	-	-
BLDG & FIXTURE R&M - CHAMBER OF COMMERCE	11,463	1,000	880	1,000	-
<b>Other services and charges - Chamber of Commerce</b>	<b>11,463</b>	<b>1,000</b>	<b>880</b>	<b>1,000</b>	<b>-</b>
<b>Chamber of Commerce expenditures</b>	<b>12,001</b>	<b>1,100</b>	<b>880</b>	<b>1,100</b>	<b>-</b>
CONTRACT SERVICES - HAWTHORNE HALL	-	-	-	-	-
<b>Total expenses related directly to buildings</b>	<b>\$ 568,230</b>	<b>\$ 434,050</b>	<b>\$ 559,610</b>	<b>\$ 431,450</b>	<b>\$ (2,600)</b>

## 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.

### 2023 Accomplishments

- Completed 2023 Facility renewal projects on time and within budget.
  - Waterfront Park Gates
  - Lighthouse Quarters Painting and Foundation Repairs
  - Rosehill Painting and Staining
  - Rosehill Carpet Replacement

### 2024 Goals & Objectives

- Complete 2024 facility renewal projects on time and within budget:

### Budget Highlights

- The following expenditures are recommended for 2024.
  - City Hall HVAC upgrades
  - Fire Station 25 gutters
  - Police Station HVAC upgrade
  - Police Station wellness center



2024 Budget

Revised  
November 20, 2023

Facility Renewal Fund (520)

	2022 Actuals	2023 Budget	2023 Estimated Actuals	2024 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 334,187	\$ 334,187	\$ 494,131	\$ 301,659	\$ (32,528)
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	-	-	-	-	-
<b>Licenses and permits</b>	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	-	-	-	-	-
DEPT OF COMMERCE GRANT	-	-	-	-	-
FEMA DISASTER ASSISTANCE GRANT	-	-	-	-	-
STATE GRANT DEPT OF COMMERCE	-	-	-	258,000	258,000
GRANT REVENUE - UNASSIGNED	-	-	-	-	-
LIGHTHOUSE GRANT	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	258,000	258,000
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
INVESTMENT EARNINGS	1,323	-	11,000	9,500	9,500
FEMA DISASTER ASSISTANCE GRANT	-	-	-	-	-
<b>Miscellaneous revenue</b>	1,323	-	11,000	9,500	9,500
OPERATING TRANSFERS IN	-	-	-	-	-
OPERATING TRANSFERS IN - GF	194,300	-	-	270,000	270,000
OPERATING TRANSFERS IN - EMS	63,000	-	-	-	-
OPERATING TRANSFERS IN - ARPA	-	-	-	250,000	250,000
OPERATING TRANSFERS IN - SW	10,450	-	-	-	-
<b>Transfers-in</b>	267,750	-	-	520,000	520,000
<b>Total revenue and transfers-in</b>	\$ 269,073	\$ -	\$ 11,000	\$ 787,500	\$ 787,500
<b>Total resources</b>	\$ 603,260	\$ 334,187	\$ 505,131	\$ 1,089,159	\$ 754,972
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	-	50	-	-
<b>Supplies</b>	-	-	50	-	-
BLDG & FIXTURE R&M - CITY HALL	-	-	-	60,000	60,000
BLDG & FIXTURE R&M - POLICE DEPT	-	-	-	583,000	583,000
BLDG & FIXTURE R&M - FIRE DEPT	5,178	78,300	-	30,000	(48,300)
BLDG & FIXTURE R&M - PW SHOPS	4,424	15,000	-	-	(15,000)
BLDG & FIXTURE R&M - ROSEHILL	-	-	-	-	-
BLDG & FIXTURE R&M - HAWTHORNE HALL	-	-	-	-	-
BLDG & FIXTURE R&M - LIGHTHOUSE	-	15,000	-	-	(15,000)
BLDG & FIXTURE R&M - CHAMBER OF COMMERCE	-	-	-	-	-
<b>Other services and charges</b>	9,602	108,300	-	673,000	564,700
<b>Intergovernmental services</b>	-	-	-	-	-
DEPRECIATION EXPENSE	-	-	-	-	-
BUILDING IMPROVEMENTS - CITY HALL	13,913	-	19,370	-	-
BUILDING IMPROVEMENTS - PD	30,310	-	-	-	-
BUILDING IMPROVEMENTS - FIRE	18,280	73,000	100,700	-	(73,000)
BUILDING IMPROVEMENTS - PW	-	-	-	-	-
BUILDING IMPROVEMENTS - ROSEHILL	37,024	-	-	-	-
BUILDING IMPROVEMENTS - LIGHTHOUSE	-	90,000	83,352	-	(90,000)
OTHER MACHINERY & EQUIPMENT	-	-	-	-	-
OFFICE FURN. AND EQUIPMENT	-	-	-	-	-
<b>Capital Outlay</b>	99,527	163,000	203,422	-	(163,000)
<b>Transfers-out</b>	-	-	-	-	-
<b>Total expenses and transfers-out</b>	\$ 109,129	\$ 271,300	\$ 203,472	\$ 673,000	\$ 401,700
<b>Ending fund balance</b>	\$ 494,131	\$ 62,887	\$ 301,659	\$ 416,159	\$ 353,272

## 2024 Budget



## Facility Renewal

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

Council Priority

Fund Name

Facility Renewal

Amount Requested

\$775,000

Any Additional

No

Nature of the expenditure? one-time

### Expenditure Purpose and Justification

Facility	Project	Detailed Description	Estimated Cost
City Hall	HVAC Upgrade	The Current software system is outdated and can no longer be properly updated without new software and controllers.	60,000
Fire Station 25	Exterior Gutters	Gutters are original to building and need to be replaced. The metal is thin and new leaks appear on a regular basis requiring the Facility department's attention frequently.	30,000
Police Station	HVAC Upgrade	The Current software system is outdated and can no longer be properly updated without new software and controllers/card readers. The HVAC system controllers struggle to maintain proper temperatures in the facility.	75,000
Police Station	Wellness Center (Space Expansion)	Add mezzanine level to move office space and storage. Previous space converts to a dedicated staff wellness center. In addition the legislature has committed \$250,000 for the project.	250,000
	<b>TOTAL</b>		<b>\$ 775,000</b>

### Alternatives and Potential Costs

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

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

Department:	Public Works
Division:	Operations
Prepared by:	Ken Owings, Public Works Superintendent

Expenditure Account # & Title	Amount
Facility Renewal Bldg. & Fixture Impr.	\$ 775,000
	\$ -
	\$ -
	\$ -

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

SUPPLEMENTAL INFORMATION

Annual Salary Position Matrix  
City Council Changes Preliminary To Final Budget  
Budget Ordinance



## ANNUAL SALARY POSITION MATRIX

Group	Position Title	Pay Grade	2024 Annual Salary Range
<b>ELECTED</b>	Mayor		70,800
	Council President		6,600
	Councilmembers		6,000
<b>NON-REPRESENTED</b>	City Administrator	N166	169,241-205,714
	Police Chief	N154	150,188-182,555
	Public Works Director	N149	142,899-173,694
	Fire Chief	N147	142,878-173,669
	Finance Director	N147	142,878-173,670
	Planning & Comm Dev Director	N145	137,324-166,917
	Recreation/Cultural Svcs Director	N142	135,955-165,254
	Assistant Police Chief	N140	133,271-161,991
	City Engineer	N136	128,078-155,680
	Building Official	N121	110,311-134,084
	Planning Manager	N121	110,311-134,084
	Human Resources Manager	N119	106,016-128,866
	Surface Water Manager	N118	107,061-130,134
	Information Technology Manager	N115	103,918-126,313
	Public Works Superintendent	N111	99,873-121,397
	Capitol Projects Engineer	N111	99,873-121,397
	Fire Marshal	N109	97,895-118,992
	Accounting Manager	N104	93,144-113,218
	City Clerk	N96	86,027-104,566
	Recreation Supervisor	N89	80,234-97,525
	Executive Assistant	N88	79,440-96,559
	Recreation Customer Service Clerk	N01	16.40-19.93/hour

**2024 Budget**

<b>Group</b>	<b>Position Title</b>	<b>Pay Grade</b>	<b>2024 Annual Salary Range</b>
<b>CLERICAL</b>	Senior Planner	C102	86,745-105,439
	Senior Engineer Technician	C101	85,877-104,384
	GIS Lead	C93	79,304-96,394
	Surface Water Technician	C93	79,304-96,394
	Associate Planner	C89	76,215-92,640
	Staff Accountant	C89	76,215-92,640
	Network Engineer	C88	75,461-91,723
	Assistant Planner	C85	73,232-89,014
	Payroll Coordinator	C74	65,633-79,778
	Permit Services Lead	C73	64,984-78,988
	GIS/CAD Technician	C73	64,984-78,988
	Senior Department Assistant	C67	61,211-74,402
	Accounting Technician	C62	58,227-70,776
	Permit Services Assistant	C62	58,227-70,776
	Office Technician	C62	58,227-70,776
	Recreation Coordinator	C62	58,227-70,776
	Recreation Programmer	C55pt	26.11-31.73/hr
<b>POLICE SUPPORT</b>	Office Supervisor	L85	73,556-89,407
	Support Services Technician	L62	60,284-73,276
	Community Services Officer	L56	59,006-71,723
	Support Services Assistant	L55	54,032-65,676
<b>FIRE</b>	Battalion Chief	F-0	120,844-133,607
	Fire Captain	F-1	104,081-115,089
	Firefighter/EMT	F-2	79,985-100,077
	Firefighter/Paramedic	F-2	89,993-110,084
<b>POLICE</b>	Police Sergeant	P-1	119,119-125,370
	Police Detective Sergeant	P-2	119,119-125,370
	Police Detective	P-2	82,588-106,339
	Crime Prevention Officer	P-2	82,588-106,339
	School Resource Officer	P-2	82,588-106,339
	Patrol Officer	P-2	82,588-106,339
<b>PUBLIC WORKS</b>	Foreman	C100	90,217-107,986
	Maintenance Lead	C81	75,1240-91,211
	Maintenance Worker II	C64	63,5020-77,085
	Senior Facility/Park Attendant	C53	56,957-69,118
	Maintenance Worker I	C40	51,620-62,610
	Custodial Worker	C35	47,345-57,488
	Maintenance Assistant - Seasonal		20.25 hourly

These rates are for base pay only and do not account for individual specialty pays.

## CITY COUNCIL CHANGES PRELIMINARY TO FINAL BUDGET

Summary of Changes from 2024 Preliminary Budget to 2024 Final Budget	
Fund	Expenditures
<b>General Fund</b>	
Transfer to ERR	(270,000)
Reduce City Council Travel	6,000
Increase DEI Transfer-in	(5,000)
<b>ARPA</b>	
Central Waterfront Planning	(75,000)
Fire Station # 25 Remodel	(260,000)
Move Police Vehicles Expenditure to ERR	270,000
City Branding Construction	(400,000)
<b>Waterfront Parking</b>	
50% Match for Boat Launch	(125,000)
<b>Equipment Replacement &amp; Reserve</b>	
Transfer-in from General Fund	270,000
Purchase Police Vehicles	(270,000)
<b>REET 2</b>	
Reduce Match for Boat Launch	125,000