

# 2015 CITY OF MUKILTEO ANNUAL BUDGET



**MAYOR JENNIFER GREGERSON  
FINANCE DIRECTOR SCOTT MORGAN**

11930 CYRUS WAY | MUKILTEO, WA 98275 • (425) 263-8000



## PRINCIPAL CITY OFFICIALS

### Elected Officials

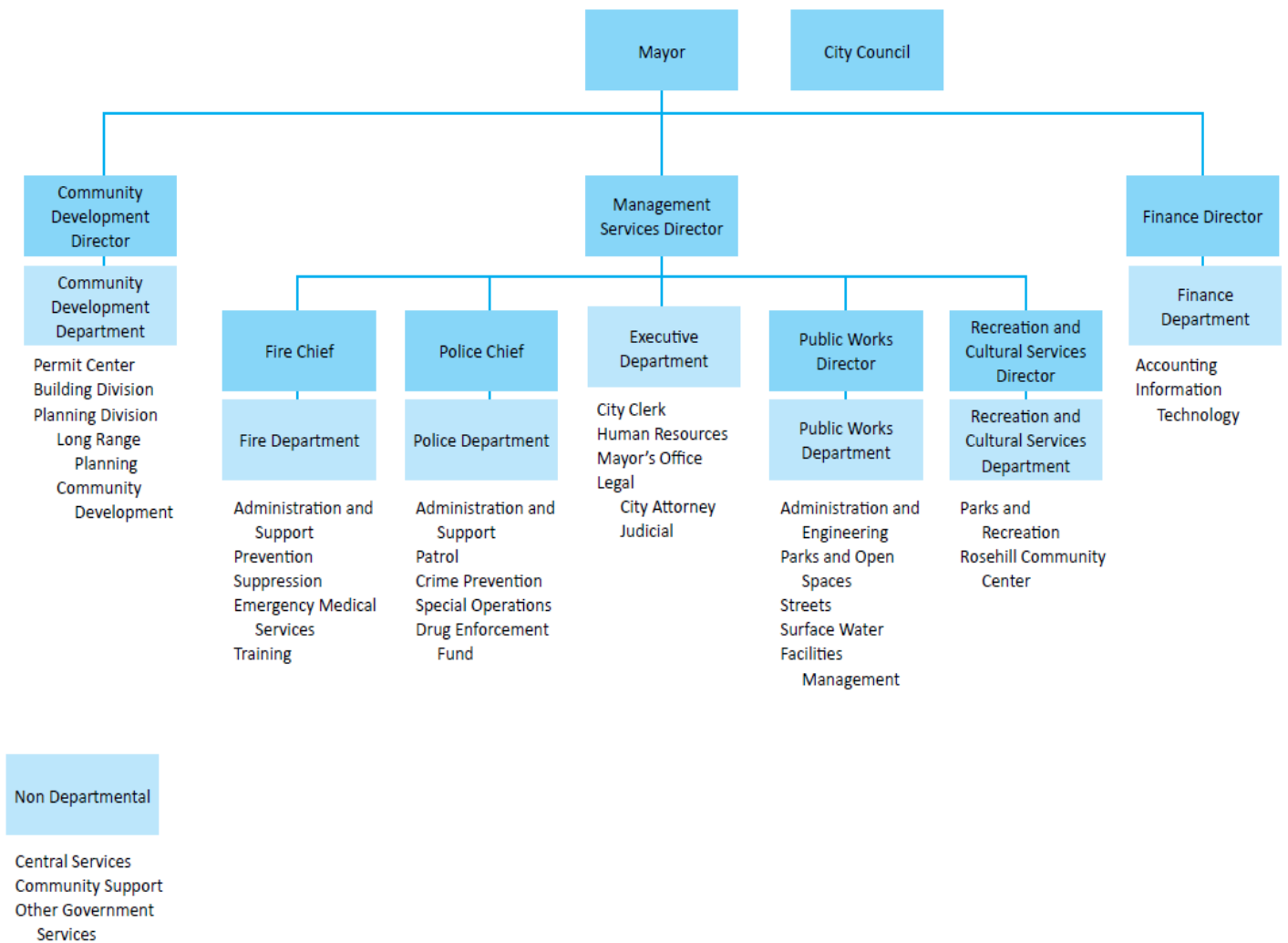
Mayor	Jennifer Gregerson
Council President	Bob Champion
Council Vice President	Randy Lord
Councilmember	Christine Cook
Councilmember	Linda Grafer
Councilmember	Steve Schmalz
Councilmember	Emily Vanderwielen
Councilmember	Ted Wheeler

### Executive Staff

Management Services Director	Chris Phillips
Finance Director	Scott Morgan
Planning & Community Development Director	Patricia Love
Police Chief	Rex Caldwell
Fire Chief	Chris Alexander
Public Works Director	Rob McGaughey
Recreation & Cultural Services Director	Jennifer Berner



## ORGANIZATIONAL STRUCTURE



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## MAYOR'S 2015 BUDGET MESSAGE



*This budget message accompanied the Mayor's original budget transmittal and does not fully reflect the final budget adopted by the City Council.*

November 3, 2014

Mukilteo City Council  
City of Mukilteo  
11930 Cyrus Way  
Mukilteo, WA 98275

Dear Council President Lord and Members of the City Council:

I am proud to present for your review and consideration the 2015 Preliminary Budget for the City of Mukilteo. The City budget is an important statement of our values and priorities as a community and I am pleased to share with you my vision for Mukilteo. I am committed to ensuring that we are a sustainable, well-run city with safe, strong neighborhoods.

This Budget lays out the critical City services and capital projects that will help us make progress toward this vision in 2015. From public safety to our streets and parks, residents and visitors depend on the City to provide quality, dependable services in a cost-effective manner. I would like to use this letter to highlight some of the key priorities that I have included in this Budget.

**Our budget is balanced.** The most important test of any budget is that it prudently balances resources with service needs. I am pleased to present a General Fund budget that projects revenues will exceed expenditures, ensuring that we are living within our means. Achieving this balance required difficult choices, along with some reductions in expenses. While our economy is recovering and tax revenues are rebounding, the City also faces increased expenditures as we catch up on items that were deferred when times were tough.

**Take a break from tax increases.** I have heard loud and clear from residents that it is time to take a break from the tax increases that we have seen over the past few years. My 2015 budget does not propose any tax increases to support City services. By finding efficiencies in every department, we have ensured that our budget remains balanced, while our community remains an affordable place to live, work and do business.

**Align services with priorities.** The most important task of the City is to deliver the services our community needs. My commitment to our community is that we will budget efficiently and align our budget decisions with our priorities. As our city staff has made decisions to reduce or eliminate activities, this focus on priorities has helped guide the tough decisions we have made.

**Ensure our community is safe.** There is no responsibility I take more seriously as Mayor than the obligation to keep our residents safe in our homes and neighborhoods. My Budget makes targeted investments in preventing domestic violence, tackling the challenges of youth substance abuse, and ensuring that our police officers are fully integrated into regional partnerships to keep us all safe.

**Prepare for a rainy day.** The one lesson we have learned from the Great Recession is that we can never be too prepared for a rainy day. The 2015 budget fully restores the City Reserve fund, which protects the City in the event of an emergency. In addition, our General Fund reserve remains at nearly 30%, nearly twice the amount required by City policy.

**Plan for the future.** The costs of delivering City services are steadily increasing, but our community continues to set high expectations for the City. My budget includes key initiatives to help identify new strategies to meet these high expectations while generating the resources we will need. We will develop and implement proven approaches to promote economic development and grow our tax base for the future. And, we will engage our community in a conversation about how to fund a transportation system that needs investment.

**Empower City employees to serve.** Our City is great because we are served by a strong and dedicated team of professionals. I am privileged to lead this great team and I am committed to empowering our City staff to collaborate, support and serve our community. My Budget includes modest cost of living increases for all City employees. These women and men sacrificed to help our City make it through some tough years; it is time to ensure that they receive fair compensation for their work. The Budget also includes new resources to support innovation in how we deliver services with greater efficiency and lower cost.

**Invest in our community.** Our quality of life relies on safe and dependable roads, sidewalks, bicycle paths, storm drains, parks and City buildings. My budget invests \$4.8 million into maintaining and improving the important capital assets that make our City such a wonderful place to live, work and play. Just as we have aligned our operating budget to our priorities, we have aligned our capital projects with our priorities as well. My budget includes the first of what will become annual investments in pedestrian and bicycle safety and access. We are also building on efforts the last administration began to invest in our City buildings and facilities, to ensure a long and useful life for these important assets for our community.

These broad goals capture the highlights of my budget, but there is much more detail as well. I look forward to your review and to the public hearings that will help us craft a final budget. I am confident that our City is in strong financial condition and focused on the priorities that are important to our residents.

This is my first budget as Mayor and I am proud of the work our Finance Department, department heads and City staff have done to help prepare it for your consideration. Together with a new Finance Director, I have worked to update our budget process to include more input from staff, City Council and the community.

The Budget has gone through several stages of development. Our Finance staff, working in cooperation with me and my Cabinet, developed revenue estimates for all of the City's twenty budgeted Funds. Department Directors reviewed their operations and identified priorities and ways to operate more

efficiently and at less cost.

We have held a work session with the City Council to hear your budget priorities, which I have worked to reflect in the preliminary budget. In addition to the work session, we briefed the Council Finance Committee last week on the broad outlines of the budget, as I worked to shape the final details.

Last week, I held the first-ever Town Hall meeting on the budget to hear from our residents about their priorities and goals for the City. It is important to me to reach out to our community to hear from many perspectives as we determine our priorities and direction for 2015.

As I deliver my budget to you, I know that your work is just beginning. I am joined by the City staff in offering our assistance and support as you deliberate and approve the final budget. It is an honor to serve our community with you, thank you for your hard work and dedication.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Gregerson". The signature is fluid and cursive, with the first name "Jennifer" being more prominent than the last name "Gregerson".

Jennifer Gregerson  
Mayor

## MAYOR'S BUDGET PRIORITIES

### **Our budget is balanced**

- General Fund total sources: \$14,448,443
- General Fund total uses: \$14,424,800
- 2015 General Fund Ending Fund Balance: Net increase of \$23,643

### **Take a break from tax increases**

- No property tax increase proposed in 2015
- No utility tax increases proposed in 2015
- No new taxes proposed in 2015

### **Align services with priorities**

- Department Directors delivered recommendations for efficiencies in all baseline budgets
- Mayor's Office budget is reduced by 10.5%, including reductions in cell phone and travel costs
- Reorganization initiatives in Human Resources, Public Works and Recreation & Cultural Services
- Eliminates webcasting of City Council meetings in order to transition to government access television channel in 2015

### **Ensure our community is safe**

- Domestic Violence Coordinator services added
- Youth Substance Abuse Initiative
- Police participation in regional SWAT team
- Investment in facility renewal at Fire Station 24 and 25

### **Prepare for a rainy day**

- Restore City Reserve Fund to \$1 million
- 2015 General Fund Reserve: \$4,121,063 (28.5%)

### **Plan for the future**

- Clean Energy and Climate Sustainability Strategy
- Economic Development Subarea Planning
- Transportation Funding Alternatives

### **Empower City employees to serve**

- Cost of living increases for all City employees
- Innovation Program

### **Invest in our community**

- Total Capital Budget: \$4.8 million
- New Capital Projects in 2015: \$2 million
- Carryover Capital Projects from 2014: \$2.8 million

## THE CITY OF MUKILTEO'S BUDGET BUILDING PROCESS

This section is intended to briefly discuss the process behind the creation of the 2015 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>.

Subsequent to presentation of the Preliminary Budget to the City Council, a series of public hearings are held by the City Council to discuss the Preliminary Budget prior to adoption of the Final Budget. As evidenced by Ordinance No. 1361, the Final Budget was adopted on December 8, 2014.

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 Decision Packages or DPs as they are commonly referred to. DPs are prepared to identify the nature and cost of requested additions to the Baseline Budget that have a significant cost - \$2,500 or more. These additional expenditure requests typically result from identified needs to maintain basic operations as well as improvements to or enhancements of operations. Requests costing less than \$2,500 are included in the Baseline Budget.

A DP 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 DP form is included in the Preliminary Budget.

In addition to DPs for operating expenditures, the budget process also utilizes DPs for capital purposes such as capital projects or the purchase of equipment. In addition to the information provided for DPs related to operating expenditures noted above,

capital DPs identify the impact on operating expenditures, whether previous approval has been received from the City Council, the amount previously approved, dollar amount requested for 2015, 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 2015 and additional amounts needed to complete the project will be budgeted in future fiscal years. The DP identifies the total estimated cost of a project together with alternatives and additional related revenue, if any.

In regards to capital projects approved by the City Council in prior fiscal years, the 2015 Preliminary Budget no longer includes DPs 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, the remaining budget for any completed projects will be cancelled. This simplifies the budget process for capital projects.

The 2015 Preliminary Budget’s format is changing this year to make the document more understandable for the reader. The budget for the General Fund will be 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 three Internal Service Funds. Each of the City’s twenty budgeted Funds is a separate fiscal entity with its respective revenues and expenditures. DPs for the various General Fund Departments and other Funds are presented following the respective budgets for each Department and Fund.

CITY OF MUKILTEO  
MUKILTEO, WASHINGTON  
ORDINANCE NO. 1361

**AN ORDINANCE OF THE CITY OF MUKILTEO, WASHINGTON,  
ADOPTING THE 2015 MUNICIPAL BUDGET IN THE AMOUNT OF  
\$24,239,905.**

---

**WHEREAS**, Mayor's 2015 Preliminary Budget recommendation and Budget Message was presented to the City Council, and filed with the City Clerk for the purpose of presenting the 2015 Annual Budget; and

**WHEREAS**, the City Clerk provided sufficient copies of the Mayor's Preliminary Budget and Budget Message to meet the reasonable demands of taxpayers, and published and posted notice of filing and the availability of said Preliminary Budget together with the date of a public hearing for the purpose of fixing a Final Budget, all as required by law; and

**WHEREAS**, the City Council scheduled a hearing on the Preliminary Budget for the purpose of providing information regarding estimates and programs; and

**WHEREAS**, the City Council held Preliminary Budget public hearings on November 3, 10, and 17, 2014, at which hearings all taxpayers were heard who appeared for or against any part of said budget; and

**WHEREAS**, the public hearing for the Final Budget started on November 24, 2014 and was continued to December 3 and 8, 2014; and

**WHEREAS**, following the conclusion of said hearing, the City Council made adoptions and changes as it deemed necessary and proper.

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF MUKILTEO, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** Attached hereto and identified as Exhibit "A," in summary form, are the totals of estimated revenues and transfers in and appropriations for expenditures and transfers out for each separate Fund and the aggregate totals for all such Funds combined, and by this reference said Exhibit "A" is incorporated herein, and the same is hereby adopted in full.

**Section 2.** A complete copy of the 2015 Adopted Municipal Budget, together with a copy of this adopting ordinance shall be transmitted by the Finance Director to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

**Section 3.** Administrative Budget Adjustments. The Mayor and Management Services Director are authorized to transfer budgeted appropriations with any Fund when considered

necessary for the conduct of City business and the provision of services to the public as long as the total appropriations of any Fund are not increased. Any budget adjustments that would increase the total appropriations of any Fund must be approved by the City Council by Ordinance as part of the budget amendment process. Budgeted appropriations are defined to include amounts budgeted for both expenditures and transfers to other Funds.

This section shall not be construed to authorize expenditures in excess of expenditure limits established by the City Council for the specific program or services.

**Section 4.** This ordinance shall take effect five (5) days after publication of the attached summary, which is hereby approved.

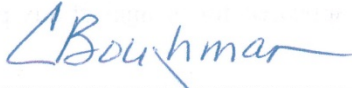
PASSED by the City Council this 8th day of December 2014.

APPROVED

VALID December 18, 2014 per RCW 35A.12.130

MAYOR, JENNIFER GREGERSON

ATTEST/AUTHENTICATED:



CITY CLERK, CHRISTINA J. BOUGHMAN

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

By:   
ANGELA SUMMERFIELD

FILED WITH THE CITY CLERK: 12-08-14  
PASSED BY THE CITY COUNCIL: 12-08-14  
PUBLISHED: 12-19-14  
EFFECTIVE DATE: 12-24-14  
ORDINANCE NO. 1361

## ORDINANCE NO. 1361

**EXHIBIT "A"****BUDGET SUMMARY BY FUND**

<b>Fund Description</b>	<b>Revenues [A]</b>	<b>Transfers In [B]</b>	<b>Total Sources [A + B]</b>	<b>Expenditures [C]</b>	<b>Transfers Out [D]</b>	<b>Total Uses [C + D]</b>
LEOFF I Reserve	\$ 250	\$ -	\$ 250	\$ 36,400	\$ 33,557	\$ 69,957
General	14,033,402	115,041	14,148,443	12,749,188	1,673,506	14,422,694
City Reserve	-	269,200	269,200	-	-	-
Health Insurance Administration	-	-	-	-	25,996	25,996
Unemployment Compensation	-	-	-	-	40,488	40,488
Paine Field Emergency Reserve Fund	-	110,000	110,000	110,000	-	110,000
Drug Enforcement Fund	100	-	100	17,900	-	17,900
Street	476,100	360,595	836,695	836,695	-	836,695
Recreation & Cultural Services	574,530	152,449	726,979	738,379	-	738,379
Hotel/Motel Lodging Tax Fund	241,200	-	241,200	245,450	45,000	290,450
Technology Replacement	20,650	62,100	82,750	116,210	-	116,210
Emergency Medical Services	1,961,753	161,647	2,123,400	2,123,400	-	2,123,400
LTGO Bond Fund	-	907,913	907,913	907,913	-	907,913
Park Acquisition & Development	91,600	-	91,600	30,000	-	30,000
Transportation Impact Fee	94,000	-	94,000	-	-	-
Real Estate Excise Tax I	615,350	-	615,350	706,900	837,933	1,544,833
Real Estate Excise Tax II	432,900	-	432,900	79,500	69,980	149,480
Surface Water Management	2,064,600	-	2,064,600	2,127,995	50,000	2,177,995
Equipment Replacement Reserve	631,060	-	631,060	-	-	-
Facilities Maintenance	-	637,515	637,515	637,515	-	637,515
<b>TOTALS</b>	<b>\$ 21,237,495</b>	<b>\$ 2,776,460</b>	<b>\$ 24,013,955</b>	<b>\$ 21,463,445</b>	<b>\$ 2,776,460</b>	<b>\$ 24,239,905</b>

**SUMMARY OF ORDINANCE NO 1361**  
of the City of Mukilteo, Washington

On December 8, 2014, the City Council of the City of Mukilteo, Washington, adopted Ordinance No. 1361 the main point of which may be summarized by its title as follows:

**AN ORDINANCE OF THE CITY OF MUKILTEO, WASHINGTON,  
ADOPTING THE 2015 MUNICIPAL BUDGET IN THE AMOUNT OF  
\$24,239,905.**

The 2015 Budget as Set Forth in Exhibit "A":

**BUDGET SUMMARY BY FUND**

<b>Fund Description</b>	<b>Revenues [A]</b>	<b>Transfers In [B]</b>	<b>Total Sources [A + B]</b>	<b>Expenditures [C]</b>	<b>Transfers Out [D]</b>	<b>Total Uses [C + D]</b>
LEOFF I Reserve	\$ 250	\$ -	\$ 250	\$ 36,400	\$ 33,557	\$ 69,957
General	14,033,402	115,041	14,148,443	12,749,188	1,673,506	14,422,694
City Reserve	-	269,200	269,200	-	-	-
Health Insurance Administration	-	-	-	-	25,996	25,996
Unemployment Compensation	-	-	-	-	40,488	40,488
Paine Field Emergency Reserve Fund	-	110,000	110,000	110,000	-	110,000
Drug Enforcement Fund	100	-	100	17,900	-	17,900
Street	476,100	360,595	836,695	836,695	-	836,695
Recreation & Cultural Services	574,530	152,449	726,979	738,379	-	738,379
Hotel/Motel Lodging Tax Fund	241,200	-	241,200	245,450	45,000	290,450
Technology Replacement	20,650	62,100	82,750	116,210	-	116,210
Emergency Medical Services	1,961,753	161,647	2,123,400	2,123,400	-	2,123,400
LTGO Bond Fund	-	907,913	907,913	907,913	-	907,913
Park Acquisition & Development	91,600	-	91,600	30,000	-	30,000
Transportation Impact Fee	94,000	-	94,000	-	-	-
Real Estate Excise Tax I	615,350	-	615,350	706,900	837,933	1,544,833
Real Estate Excise Tax II	432,900	-	432,900	79,500	69,980	149,480
Surface Water Management	2,064,600	-	2,064,600	2,127,995	50,000	2,177,995
Equipment Replacement Reserve	631,060	-	631,060	-	-	-
Facilities Maintenance	-	637,515	637,515	637,515	-	637,515
<b>TOTALS</b>	<b>\$ 21,237,495</b>	<b>\$ 2,776,460</b>	<b>\$ 24,013,955</b>	<b>\$ 21,463,445</b>	<b>\$ 2,776,460</b>	<b>\$ 24,239,905</b>

The full text of this ordinance will be mailed upon request.

APPROVED by the City Council on December 8, 2014.

CHRISTINA J. BOUGHMAN, CITY CLERK

## EXPLANATION OF BUDGET EXHIBITS

The following pages present a variety of budgetary information for the 2015 Final Budget that incorporates the budget changes made by the City Council during their budget deliberations. The following information is intended to assist the reader in understanding the eleven exhibits that follow:

- **BUDGET SUMMARY BY FUND (Exhibit 1)** - Provides a recap for each of the City's twenty 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 2015.
- **REVENUE AND EXPENDITURE SUMMARY ALL FUNDS (Exhibit 2)** – Provides the following revenue and expenditure information for each Fund: 2013 actual amounts, 2014 amended Budget, 2014 estimates, the 2015 Budget, and two columns reflecting the dollar and percentage changes comparing the 2014 amended Budget to the 2015 Budget. Transfers in and out are excluded as they do not constitute revenues or expenditures.
- **TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS (Exhibit 3)** – Provides 2015 revenue and expenditure information for all Funds by categories of revenues and expenditures together with actual amounts for 2013, amended Budget for 2014 and 2014 estimates, and two columns reflecting the dollar and percentage changes comparing the 2014 amended Budget to the 2015 Budget.
- **GENERAL FUND REVENUES AND EXPENDITURES (Exhibit 4)** – Provides similar information as Exhibit 3 for the General Fund only.
- **GENERAL FUND EXPENDITURES (Exhibit 5)** – Provides additional 2015 General Fund expenditure information by Division and Department. Please note that the Emergency Medical Services Fund (EMS) is excluded from this chart as EMS is a Fund separate from the General Fund. Also excluded is expenditure information for separate operating Funds administered by the Public Works Department: Street Fund, Surface Water Management Fund, and Facilities Maintenance Fund.
- **OPERATING EXPENDITURES FOR ALL FUNDS (Exhibit 6)** – Provides a breakdown of operating expenditures for the General Fund, EMS Fund, Street Fund, Surface Water Management Fund, Facilities Maintenance Fund, and the Recreation & Cultural Services Fund.
- **GENERAL FUND REVENUE SUMMARY (Exhibit 7)** – Provides a further breakdown of the General Fund's various revenue categories.

- 2015 TOP 10 GENERAL FUND REVENUES (Exhibit 8) – Provides information on the most significant General Fund revenue sources accounting for 82.2% of General Fund revenue
- TRANSFERS BETWEEN FUNDS (Exhibit 9) – Provides detailed information on transfers between Funds. Transfers in and out are not considered revenues and expenditures for budget and accounting purposes. They reflect transfers of cash among Funds totaling \$2,776,460.
- 2015 DECISION PACKAGES (Exhibit 10) – Provides a list of DPs that are considered operating expenditures and a separate list considered capital expenditures.
- 2014 CAPITAL PROJECT CARRY FORWARDS (Exhibit 11) – Provides a list of capital projects budgeted in 2014, estimated expenditures in 2014, and estimated amounts to be carried forward to 2015.

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Exhibits 1 through 11 have been included to assist with an overview/analysis of the final 2015 budget.

**EXHIBIT 1 - BUDGET SUMMARY BY FUND**

<b>Fund Description</b>	<b>Beginning Fund Balance</b>	<b>Revenues [A]</b>	<b>Transfers In [B]</b>	<b>Total Sources [A + B]</b>	<b>Expenditures [C]</b>	<b>Transfers Out [D]</b>	<b>Total Uses [C + D]</b>	<b>Ending Fund Balance</b>
LEOFF I Reserve	\$ 106,107	\$ 250	\$ -	\$ 250	\$ 36,400	\$ 33,557	\$ 69,957	\$ 36,400
General	4,097,420	14,033,402	115,041	14,148,443	12,749,188	1,673,506	14,422,694	3,823,169
City Reserve	730,804	-	269,200	269,200	-	-	-	1,000,004
Health Insurance Administration	67,296	-	-	-	-	25,996	25,996	41,300
Unemployment Compensation	40,488	-	-	-	-	40,488	40,488	-
Paine Field Emergency Reserve Fund	-	-	110,000	110,000	110,000	-	110,000	-
Drug Enforcement Fund	22,363	100	-	100	17,900	-	17,900	4,563
Street	-	476,100	360,595	836,695	836,695	-	836,695	-
Recreation & Cultural Services	11,400	574,530	152,449	726,979	738,379	-	738,379	-
Hotel/Motel Lodging Tax Fund	189,251	241,200	-	241,200	245,450	45,000	290,450	140,001
Technology Replacement	137,031	20,650	62,100	82,750	116,210	-	116,210	103,571
Emergency Medical Services	-	1,961,753	161,647	2,123,400	2,123,400	-	2,123,400	-
LTGO Bond Fund	-	-	907,913	907,913	907,913	-	907,913	-
Park Acquisition & Development	1,753	91,600	-	91,600	30,000	-	30,000	63,353
Transportation Impact Fee	164,685	94,000	-	94,000	-	-	-	258,685
Real Estate Excise Tax I	3,096,301	615,350	-	615,350	706,900	837,933	1,544,833	2,166,818
Real Estate Excise Tax II	262,963	432,900	-	432,900	79,500	69,980	149,480	546,383
Surface Water Management	279,070	2,064,600	-	2,064,600	2,127,995	50,000	2,177,995	165,675
Equipment Replacement Reserve	1,856,585	631,060	-	631,060	-	-	-	2,487,645
Facilities Maintenance	-	-	637,515	637,515	637,515	-	637,515	-
<b>TOTALS</b>	<b>\$ 11,063,517</b>	<b>\$ 21,237,495</b>	<b>\$ 2,776,460</b>	<b>\$ 24,013,955</b>	<b>\$ 21,463,445</b>	<b>\$ 2,776,460</b>	<b>\$ 24,239,905</b>	<b>\$ 10,837,567</b>

**EXHIBIT 2 – REVENUE SUMMARY ALL FUNDS (excludes Transfers In)**

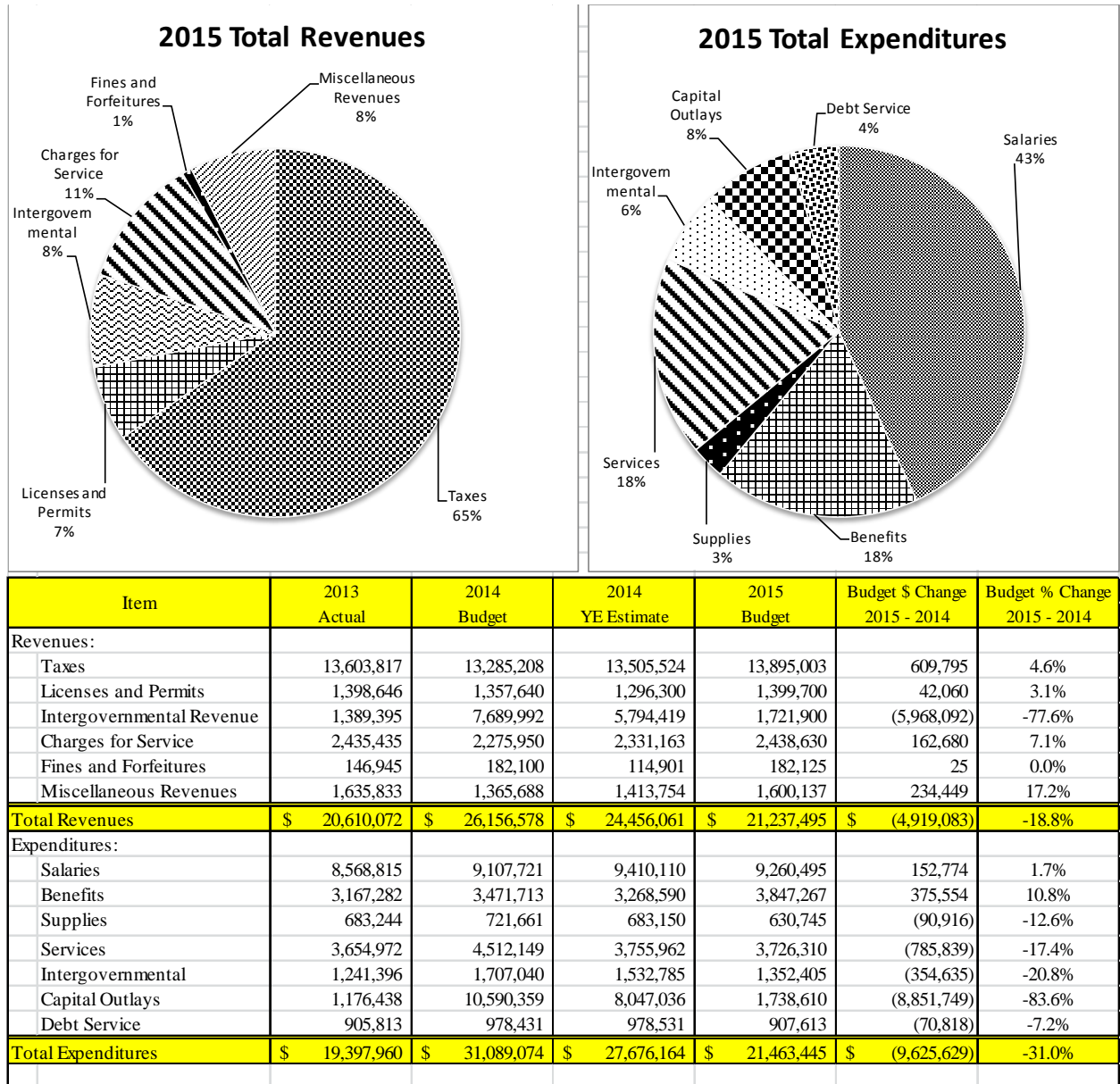
Fund Description	2013 Actual	2014 Budget	2014 YE Estimate	2015 Budget	Budget \$ Change 2015 - 2014	Budget % Change 2015 - 2014
LEOFF I Reserve	\$ 153	\$ 170	\$ 300	250	\$ 80	47.1%
General	13,037,974	13,105,795	13,156,338	14,033,402	927,607	7.1%
City Reserve	-	-	190,000	-	-	-
Health Insurance Administration	-	-	-	-	-	-
Unemployment Compensation	-	-	-	-	-	-
Paine Field Emergency Reserve	-	-	-	-	-	-
Drug Enforcement	3,926	20	625	100	80	400.0%
Street	392,345	473,940	476,600	476,100	2,160	0.5%
Arterial Street	123,855	-	-	-	-	-
Recreation & Cultural Services	476,304	478,030	522,634	574,530	96,500	20.2%
Hotel/Motel Lodging Tax	229,165	200,400	236,500	241,200	40,800	20.4%
Technology Replacement	24,056	15,200	17,995	20,650	5,450	35.9%
Emergency Medical Services	1,794,530	1,825,888	1,881,030	1,961,753	135,865	7.4%
LTGO Bond Fund	342	20	600	-	(20)	-100.0%
Park Acquisition & Development	759,661	43,050	392,800	91,600	48,550	112.8%
Transportation Impact Fee	130,733	50,180	92,600	94,000	43,820	87.3%
Real Estate Excise Tax I	768,936	5,831,700	4,711,000	615,350	(5,216,350)	-89.4%
Real Estate Excise Tax II	669,437	588,430	427,300	432,900	(155,530)	-26.4%
Municipal Facilities	35,263	270	410	-	(270)	-100.0%
Surface Water Management	1,561,478	2,733,827	1,677,200	2,064,600	(669,227)	-24.5%
Equipment Replacement Reserve	584,249	809,658	672,129	631,060	(178,598)	-22.1%
Facilities Maintenance	17,667	-	-	-	-	-
<b>Totals</b>	<b>\$ 20,610,072</b>	<b>\$ 26,156,578</b>	<b>\$ 24,456,061</b>	<b>\$ 21,237,495</b>	<b>\$ (4,919,083)</b>	<b>-18.8%</b>

**Expenditures:**

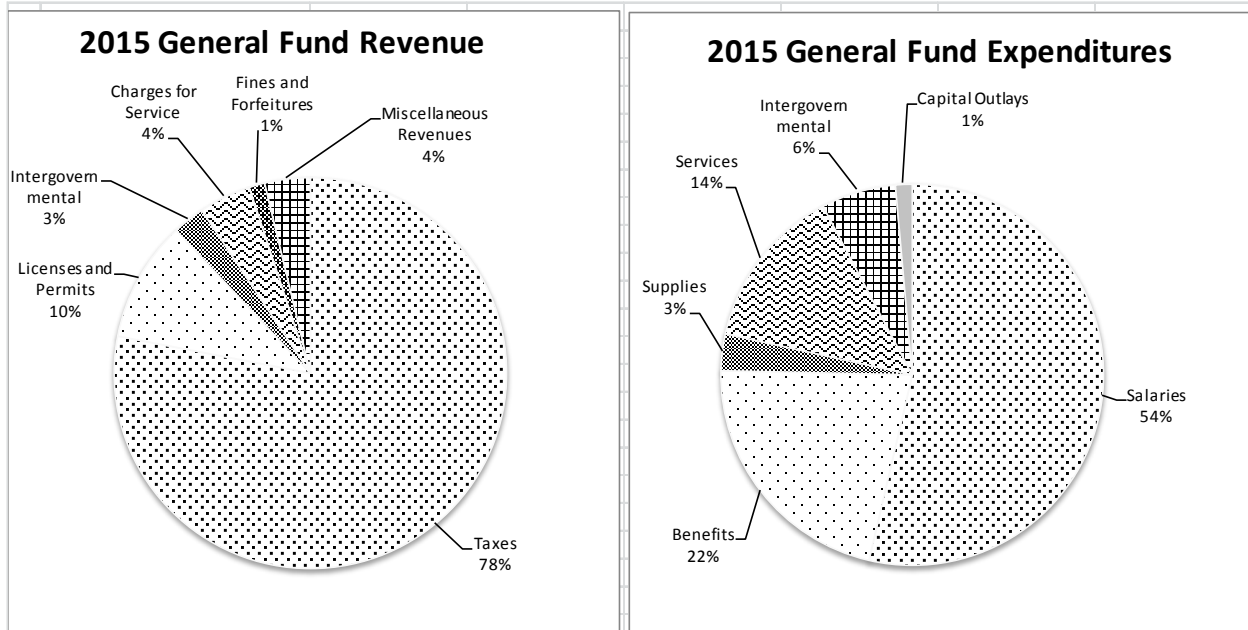
The City's annual expenditure budget is divided into five major components:

- The **Personal Services** budget consists of salaries and benefits for all City employees. The amount budgeted for 2015 is \$13,107,762.
- The **Operating** budget finances the day-to-day provisions for the City, consisting of supplies, services, and intergovernmental expenditures, and totals \$5,709,460
- The **Capital Outlay** budget funds the construction or improvement of City facilities and infrastructure, and the purchase of various types of machinery and equipment. Capital outlays are budgeted in different Funds and total \$1,738,610.
- The **Debt Service** budget is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$907,613.
- The **Transfers In/Out** budget of \$2,776,460 represents amounts transferred from one Fund to another and do not constitute expenditures.

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

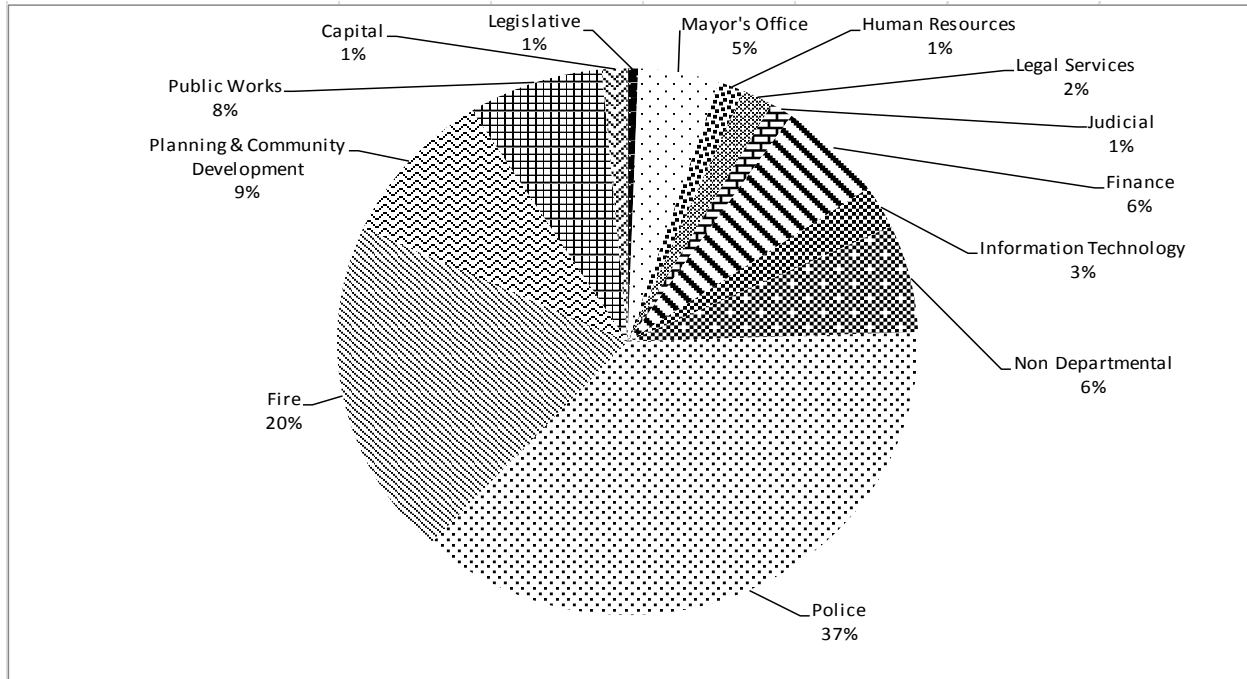


**EXHIBIT 4 – GENERAL FUND REVENUES AND EXPENDITURES**



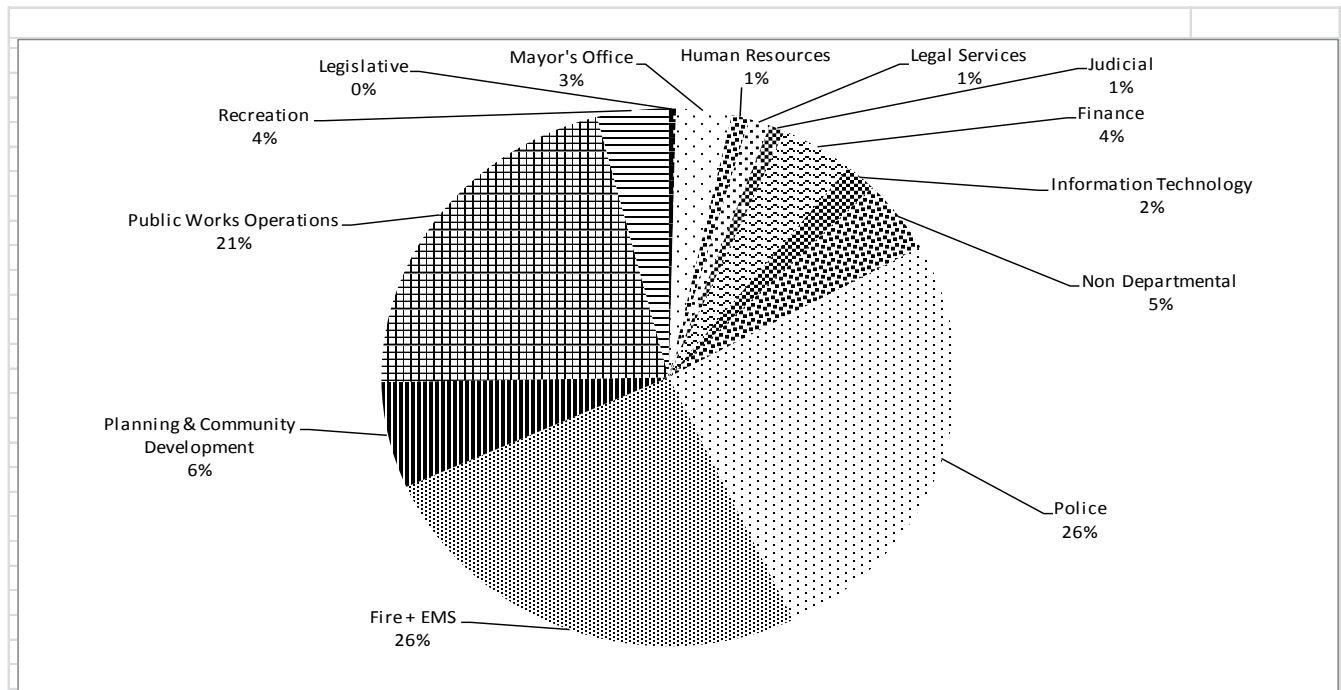
Item	2013 Actual	2014 Budget	2014 YE Estimate	2015 Budget	Budget \$ Change 2015 - 2014	Budget % Change 2015 - 2014
<b>Revenues:</b>						
Taxes	10,345,228	10,429,120	10,645,024	10,949,297	520,177	5.0%
Licenses and Permits	1,362,846	1,357,040	1,295,700	1,399,100	42,060	3.1%
Intergovernmental Revenue	363,378	374,835	371,550	371,550	(3,285)	-0.9%
Charges for Service	613,791	565,800	525,183	603,550	37,750	6.7%
Fines and Forfeitures	146,945	182,100	114,901	182,125	25	0.0%
Miscellaneous Revenues	205,786	196,900	203,980	527,780	330,880	168.0%
<b>Total Revenues</b>	<b>\$ 13,037,974</b>	<b>\$ 13,105,795</b>	<b>\$ 13,156,338</b>	<b>\$ 14,033,402</b>	<b>\$ 927,607</b>	<b>7.1%</b>
<b>Expenditures:</b>						
Salaries	6,349,282	6,690,905	6,852,135	6,839,740	148,835	2.2%
Benefits	2,334,894	2,521,272	2,228,025	2,765,903	244,631	9.7%
Supplies	388,040	421,536	393,188	394,735	(26,801)	-6.4%
Services	1,651,694	1,817,394	1,613,814	1,760,750	(56,644)	-3.1%
Intergovernmental	735,289	849,750	739,235	808,060	(41,690)	-4.9%
Capital Outlays	41,254	127,500	27,500	180,000	52,500	41.2%
<b>Total Expenditures</b>	<b>\$ 11,500,452</b>	<b>\$ 12,428,357</b>	<b>\$ 11,853,897</b>	<b>\$ 12,749,188</b>	<b>\$ 320,831</b>	<b>2.6%</b>

**EXHIBIT 5 – GENERAL FUND EXPENDITURES**



	2013 Actual	2014 Budget	2014 YE Estimate	2015 Budget	Budget \$ Change 2015 - 2014	Budget % Change 2015 - 2014
Legislative	\$ 70,538	\$ 77,750	\$ 69,825	\$ 74,010	\$ (3,740)	-4.8%
Mayor's Office	652,931	639,830	615,400	572,690	(67,140)	-10.5%
Human Resources	98,871	167,360	136,350	184,880	17,520	10.5%
Legal Services	258,995	218,900	225,000	220,000	1,100	0.5%
Judicial	100,844	203,000	102,000	161,000	(42,000)	-20.7%
Finance	769,729	733,490	760,865	763,920	30,430	4.1%
Information Technology	267,844	291,090	293,065	325,320	34,230	11.8%
Non Departmental	369,704	429,270	265,195	814,080	384,810	89.6%
Police	4,536,534	4,788,420	4,713,351	4,762,914	(25,506)	-0.5%
Fire	2,456,906	2,698,917	2,797,526	2,553,291	(145,626)	-5.4%
Planning & Community Development	976,785	1,124,715	935,120	1,175,475	50,760	4.5%
Public Works	913,640	955,615	940,200	961,608	5,993	0.6%
Capital	27,132	100,000	-	180,000	80,000	80.0%
Totals	\$ 11,500,452	\$ 12,428,357	\$ 11,853,897	\$ 12,749,188	\$ 320,831	2.6%

**EXHIBIT 6 – OPERATING EXPENDITURES FOR ALL FUNDS**

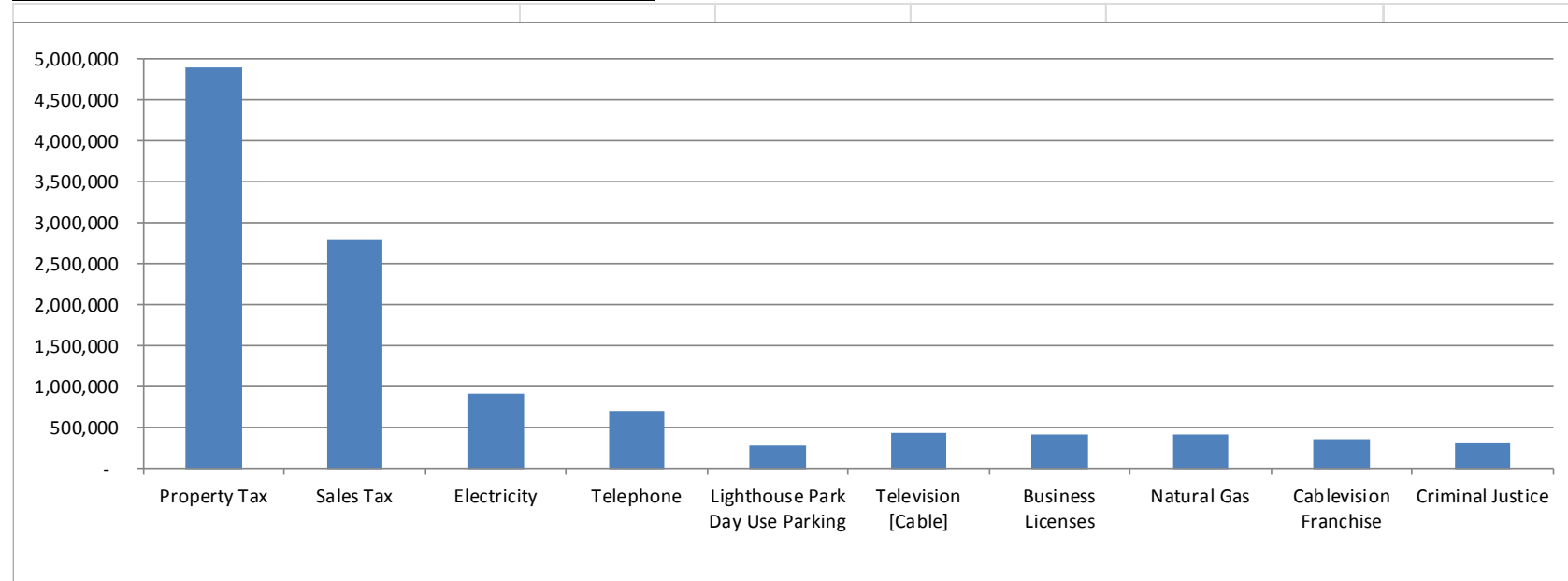


	2013 Actual	2014 Budget	2014 YE Estimate	2015 Budget	Budget \$ Change 2015 - 2014	Budget % Change 2015 - 2014
Legislative	\$ 70,538	\$ 77,750	\$ 69,825	\$ 74,010	\$ (3,740)	-4.8%
Mayor's Office	652,931	639,830	615,400	572,690	(67,140)	-10.5%
Human Resources	98,871	167,360	136,350	184,880	17,520	10.5%
Legal Services	258,995	218,900	225,000	220,000	1,100	0.5%
Judicial	100,844	203,000	102,000	161,000	(42,000)	-20.7%
Finance	769,729	733,490	760,865	763,920	30,430	4.1%
Information Technology	267,844	291,090	293,065	325,320	34,230	11.8%
Non Departmental	369,704	429,270	265,195	814,080	384,810	89.6%
Police	4,536,534	4,787,920	4,712,851	4,762,914	(25,006)	-0.5%
Fire + EMS	4,409,568	4,786,399	5,035,778	4,676,691	(109,708)	-2.3%
Planning & Community Development	976,785	1,124,715	1,059,280	1,175,475	50,760	4.5%
Public Works Operations	3,587,443	4,118,050	3,719,115	3,907,813	(210,237)	-5.1%
Recreation	722,198	827,260	815,248	738,379	(88,881)	-10.7%
Debt Service	905,813	978,431	978,531	907,613	(70,818)	-7.2%
Other	493,730	476,220	459,320	440,050	(36,170)	-7.6%
Totals	\$ 18,221,526	\$ 19,859,685	\$ 19,247,823	\$ 19,724,835	\$ (134,850)	-0.7%

**EXHIBIT 7 – GENERAL FUND REVENUE SUMMARY**

GENERAL FUND	2013 Actual	2014 Budget	2014 Y E Estimates	2015 Budget	Budget \$ Change 2015 - 2014	Budget % Change 2015 - 2014
<b><u>TAXES</u></b>						
Property Taxes	\$ 4,944,727	\$ 4,861,120	\$ 4,890,000	\$ 4,892,495	\$ 31,375	0.6%
Sales Tax	2,259,895	2,247,000	2,587,296	2,794,635	547,635	24.4%
Utility Taxes	2,734,782	2,800,300	2,715,000	2,790,722	(9,578)	-0.3%
Other Taxes	405,825	520,700	452,728	471,445	(49,255)	-9.5%
Total Taxes	10,345,228	10,429,120	10,645,024	10,949,297	520,177	5.0%
<b><u>LICENSES &amp; PERMITS</u></b>						
Business Licenses	427,763	428,100	421,000	428,100	-	-
Franchise Fees	661,113	651,540	654,200	657,200	5,660	0.9%
Building & Other Permits	273,970	277,400	220,500	313,800	36,400	13.1%
Total Licenses & Permits	1,362,846	1,357,040	1,295,700	1,399,100	42,060	3.1%
<b><u>INTERGOVERNMENTAL REVENUES</u></b>						
Liquor Board Profits	183,016	182,600	182,600	182,600	-	-
Liquor Excise Tax	27,186	18,750	36,000	36,000	17,250	92.0%
PUD Privilege Tax	105,340	105,700	105,700	105,700	-	-
Other Intergovernmental Revenue	47,836	59,785	29,100	47,250	(12,535)	-21.0%
Total Intergovernmental Revenues	363,378	366,835	353,400	371,550	4,715	1.3%
<b><u>CHARGES FOR SERVICE</u></b>				2,127,995		
Miscellaneous Services	12,450	10,500	9,700	11,200	700	6.7%
Ambulance Fees	193,881	196,000	176,683	196,000	-	-
Development Revenues	198,464	153,800	148,800	206,350	52,550	34.2%
Overhead Cost Recovery	208,996	190,000	190,000	190,000	-	-
Total Charges For Service	613,791	550,300	525,183	603,550	53,250	9.7%
<b><u>FINES &amp; FORFEITURES</u></b>						
Traffic Violations	122,645	151,200	91,901	122,000	(29,200)	-19.3%
Parking Fees	24,300	30,900	23,000	60,125	29,225	94.6%
Total Fines & Forfeitures	146,945	182,100	114,901	182,125	25	0.0%
<b><u>MISCELLANEOUS REVENUES</u></b>						
Interest Earnings	9,542	8,400	15,500	20,500	12,100	144.0%
Lighthouse Park Parking Fees	-	-	-	277,530	277,530	-
Rental Income	178,577	183,800	162,000	214,950	31,150	16.9%
Other Miscellaneous Revenue	17,666	28,200	44,630	14,800	(13,400)	-47.5%
Total Miscellaneous Revenues	205,786	220,400	222,130	527,780	307,380	139.5%
<b>Total General Fund</b>	<b>\$ 13,037,974</b>	<b>\$ 13,105,795</b>	<b>\$ 13,156,338</b>	<b>\$ 14,033,402</b>	<b>\$ 927,607</b>	<b>7.1%</b>

**EXHIBIT 8 – 2015 TOP 10 GENERAL FUND REVENUES**



	2014 Budget	2014 YE Estimate	2015 Budget	2015 Budget % of Total Revenues	Budget to Budget Growth
<b><u>Top 10 General Fund Revenues</u></b>					
Property Tax	4,861,120	4,890,000	4,892,495	34.9%	0.6%
Sales Tax	2,247,000	2,587,296	2,794,635	19.9%	24.4%
Electricity	855,000	893,000	917,558	6.5%	7.3%
Telephone	757,500	674,000	704,764	5.0%	-7.0%
Lighthouse Park Day Use Parking	-	-	277,000	2.0%	-
Television [Cable]	426,000	426,000	426,000	3.0%	0.0%
Business Licenses	425,100	418,000	425,100	3.0%	0.0%
Natural Gas	448,200	402,000	420,000	3.0%	-6.3%
Cablevision Franchise	351,200	351,200	351,200	2.5%	0.0%
Criminal Justice	295,500	309,919	328,510	2.3%	11.2%
<b>Total Top 10 General Fund Revenues</b>	<b>10,666,620</b>	<b>10,951,415</b>	<b>11,537,262</b>	<b>82.2%</b>	<b>8.2%</b>
<b>Remaining General Fund Revenues</b>	<b>2,439,175</b>	<b>2,204,923</b>	<b>2,496,140</b>	<b>17.8%</b>	<b>2.3%</b>
<b>Total General Fund Revenues</b>	<b>13,105,795</b>	<b>13,156,338</b>	<b>14,033,402</b>	<b>100%</b>	<b>7.1%</b>
all totals and calculations exclude transfers in					

**EXHIBIT 9 – TRANSFERS BETWEEN FUNDS**

<u>Fund Receiving Transfer</u>	<u>LEOFF</u>	<u>General</u>	<u>Health</u>	<u>Unemploy ment</u>	<u>Hotel / Motel</u>	<u>REET I</u>	<u>REET II</u>	<u>SWM</u>	<u>Total Transfers In</u>
General Fund	\$ 33,557	\$ -	\$ 25,996	\$ 40,488	\$ 15,000	\$ -	\$ -	\$ -	\$ 115,041
City Reserve Fund	-	219,200	-	-	-	-	-	50,000	269,200
Paine Field Emergency Reserve Fund	-	110,000	-	-	-	-	-	-	110,000
Street Fund	-	360,595	-	-	-	-	-	-	360,595
Recreation & Cultural Services Fund	-	122,449	-	-	30,000	-	-	-	152,449
Technology Replacement Fund	-	62,100	-	-	-	-	-	-	62,100
Emergency Medical Services Fund	-	161,647	-	-	-	-	-	-	161,647
LTGO Bond Fund	-	-	-	-	-	837,933	69,980	-	907,913
Facilities Maintenance Fund	-	637,515	-	-	-	-	-	-	637,515
<b>Total Tranfers Out By Fund</b>	<b>\$ 33,557</b>	<b>\$ 1,673,506</b>	<b>\$ 25,996</b>	<b>\$ 40,488</b>	<b>\$ 45,000</b>	<b>\$ 837,933</b>	<b>\$ 69,980</b>	<b>\$ 50,000</b>	<b>\$ 2,776,460</b>

**EXHIBIT 10 – 2015 DECISION PACKAGES**

<b><u>OPERATING BUDGET DPs</u></b>	<b><u>Description</u></b>	<b><u>Page Number</u></b>	<b><u>Amount</u></b>
<b><u>General Fund</u></b>			
Finance - Information Technology	Full-Time Computer Support Technician	38	\$ 19,840
Other Governmental Services	Innovation Program	45	5,000
Police - Admin & Support	Support Services Assistant	66	53,115
Police - Admin & Support	Downtown Paid Parking Program	67	132,955
Police - Admin & Support	Domestic Violence Coordinator	68	5,300
PW - Admin & Engineering	Senior Department Assistant - Full Time	90	57,063
PW - Admin & Engineering	Engineering Software License Renewal	91	8,695
Planning	Aerial Photography For Maps	102	5,000
Planning	Economic Development Subarea Planning	103	12,000
<b>Total General Fund Operating DPs</b>			<b><u>298,968</u></b>
<b><u>Other Funds</u></b>			
Paine Field Fund	Paine Field Emergency Fund	110	110,000
Street Fund	Street Lighting Equipment	123	4,000
Drug Enforcement Fund	SWAT Team Participation	138	7,500
Drug Enforcement Fund	Youth Substance Abuse Prevention	139	5,000
Facilities Maintenance Fund	More Effective and Efficient Janitorial Svcs.	192	88,500
Facilities Maintenance Fund	Employee Safety Capital Improvements	193	4,000
<b>Total Other Funds Operating DPs</b>			<b><u>219,000</u></b>
<b>TOTAL OPERATING BUDGET DPs</b>			<b><u>\$ 517,968</u></b>
<b><u>CAPITAL BUDGET DPs</u></b>			
General Fund	Downtown Paid Parking Program	67	\$ 180,000
REET I	Lighthouse Park Pavement Repairs & Resurfacing	149	81,400
REET I	Harbour Pointe Blvd/5th St. Pavement Rehabilitation	150	50,000
REET I	Facility Renewal	151	68,000
REET I	Annual Traffic Calming Program	152	25,000
REET I	Annual Street Preservation Program	153	200,000
REET I	Annual Street Patching & Repairs	154	100,000
REET I	Annual Sidewalk Construction	155	75,000
REET I	Annual Bike Path Construction	156	50,000
REET I	ADA Ramp Upgrade Project	157	15,000
REET I	Transportation Comp Plan Update	158	42,500
REET II	Additional Police Secure Parking	159	12,000
REET II	Annual ADA Right-Of-Way Improvements	160	15,000
REET II	Street Light LED Retrofit	161	52,500
Surface Water Management	Lighthouse Park Tidegate Repairs	173	50,000
Surface Water Management	Bayview Storm Drainage Improvements	174	10,000
Surface Water Management	61st Place Culvert Replacement	175	262,500
Surface Water Management	Naketa Beach Storm Pipe Repairs & Slope Rehab	176	333,500
Technology Replacement Fund	Equipment Replacement Purchase	181	66,000
Technology Replacement Fund	Enterprise License Agreement	182	50,210
<b>TOTAL CAPITAL BUDGET DPs</b>			<b><u>\$1,738,610</u></b>

**EXHIBIT 11 – 2014 CAPITAL PROJECT CARRY FORWARDS**

	<b><u>Description</u></b>	<b><u>2014 Budget</u></b>	<b><u>2014 Estimated Expenditures</u></b>	<b><u>2015 Estimated Carry Forwards</u></b>
<b><u>2014 CAPITAL PROJECTS CARRIED FORWARD</u></b>				
REET I	SR 526 shared-Use Path	\$ 215,820	5,122	210,698
REET I / Surface Water Management	61st Place Retaining Wall	1,072,500	-	1,072,500
REET II	Street Maintenance and Repair	100,000	20,000	80,000
REET II	Bike Path Construction	25,000	-	25,000
REET II	Pavement Preservation and Rating	317,000	17,000	300,000
REET II	Sidewalk Repair	10,000	-	10,000
REET II	Annual Sidewalk Construction	50,000	-	50,000
REET II	Annual ADA Improvements	15,000	5,000	10,000
Surface Water Management	15th Street Pond Modifications	33,000	-	33,000
Surface Water Management	Smuggler's Gulch LID	1,143,817	263,243	880,574
Surface Water Management	Naketa Beach Storm Pipe Extension	25,000	2,121	22,879
Surface Water Management	Decant Station	100,000	-	100,000
<b>TOTAL 2014 CAPITAL PROJECTS CARRIED FORWARD</b>		<b>\$ 3,107,137</b>	<b>312,486</b>	<b>2,794,651</b>

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## 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 and meets, as needed, to discuss special interest 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.

### POSITION SUMMARY

Position Title	2014	2015
Councilmember	7.0	7.0
<b>Total</b>	<b>7.0</b>	<b>7.0</b>

### City Council Expenditure Summary

	2013 Actuals	2014 Budget	2015 Baseline	2015 Decision Packages	2015 Total Budget	\$ Increase/ (Decrease)
Department	70,538	77,750	74,010	-	74,010	(3,740)
<b>TOTAL</b>	<b>70,538</b>	<b>77,750</b>	<b>74,010</b>	<b>-</b>	<b>74,010</b>	<b>(3,740)</b>

**City Council**

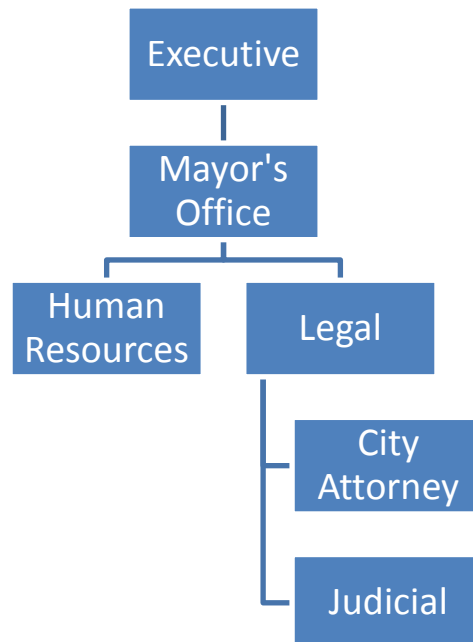
Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Part Time Employees	42,599	42,600	42,600	42,600	-	42,600	-
<b>Total Salaries &amp; Wages</b>	42,599	42,600	42,600	42,600	-	42,600	-
<b>Benefits</b>							
<b>Total Benefits</b>	3,438	3,500	3,440	3,260	-	3,260	(240)
<b>Supplies</b>							
Office Supplies	180	250	100	250	-	250	-
Operating Supplies	-	200	-	-	-	-	(200)
Ancillary Meeting Costs	-	500	100	500	-	500	-
Council Retreat	-	5,000	1,685	3,000	-	3,000	(2,000)
Small Items Of Equipment	-	200	-	-	-	-	(200)
<b>Total Supplies</b>	180	6,150	1,885	3,750	-	3,750	(2,400)
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	840	1,000	-	-	-	-	(1,000)
Travel & Subsistence Expense	9,811	9,800	13,000	14,000	-	14,000	4,200
Legal Publications	1,385	1,000	1,000	1,000	-	1,000	-
Publication Of Agendas	2,967	3,300	3,000	3,000	-	3,000	(300)
Printing And Binding	-	400	100	400	-	400	-
Training & Registration Costs	4,335	7,000	3,300	3,000	-	3,000	(4,000)
City Code Revision	4,983	3,000	1,500	3,000	-	3,000	-
<b>Total Other Services &amp; Charges</b>	24,321	25,500	21,900	24,400	-	24,400	(1,100)
<b>Total Council</b>	<b>70,538</b>	<b>77,750</b>	<b>69,825</b>	<b>74,010</b>	<b>-</b>	<b>74,010</b>	<b>(3,740)</b>

## EXECUTIVE DEPARTMENT

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

The Department prepares and recommends an annual budget, executes all City contracts, maintains the City's official public records, provides Risk Management services, and prepares analyses and reports as necessary to help optimize City operations and clarify policy direction.





The Executive Department consists of the Mayor's Office, Human Resources and Legal Divisions, which are described within this section.



### POSITION SUMMARY

Position Title	2014	2015
Mayor	1.0	1.0
Management Services Director	1.0	1.0
City Clerk	1.0	1.0
HR Manager	0.0	1.0
Executive Assistant	1.0	1.0
Policy Analyst	1.0	1.0
Department Assistant	0.5	0.5
<b>Total</b>	<b>5.5</b>	<b>6.5</b>

**Executive Department Expenditure Summary**

	<b>2013 Actuals</b>	<b>2014 Budget</b>	<b>2015 Baseline</b>	<b>2015 Decision Packages</b>	<b>2015 Total Budget</b>	<b>\$ Increase/ (Decrease)</b>
Mayor's Office	652,931	639,830	572,690	- 	572,690	(67,140)
Human Resources	98,871	167,360	184,880	- 	184,880	17,520
Legal Services	258,995	218,900	220,000	- 	220,000	1,100
Judicial Services	100,844	203,000	161,000	- 	161,000	(42,000)
<b>TOTAL</b>	<b>1,111,641</b>	<b>1,229,090</b>	<b>1,138,570</b>	<b>-</b>	<b>1,138,570</b>	<b>(90,520)</b>

## Mayor's Office

The Mayor serves as Chief Executive Officer and manages and directs the operations of the City. Mayor Jennifer Gregerson was elected to a four-year term beginning January 1, 2014. The Mayor oversees the long-term vision of the City directly and manages day-to-day operations through the Management Services Director.

The Mayor's Office 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 Mayor's Office also maintains the City's official public records, coordinates and processes liability claims and lawsuits involving the City and monitors public information requests.

### **2014 ACCOMPLISHMENTS**

- Completed all items on the Mayor's 2014 Action Agenda.
- Reorganized the Executive Department and added a full-time HR Manager without increasing overall costs to the City.
- Hired a new Management Services Director.
- Continue activities to protect the community from commercial air service at Paine Field.
- Budget efficiently and effectively to align with our priorities.
- Empower city employees to collaborate, support and serve.
- Provide high quality two-way communications with residents and encourage full participation in City government.
- Ensure transparency by providing open access to public records.

### **2015 GOALS & OBJECTIVES**

- Support the City Council in setting the policy direction for the City.
- Deliver clear direction to City Departments.

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Mayor's Office reflects a reduction in salary and benefits costs due to the salary differential between the City Administrator position and the new Management Services Director position, as well as unpaid leave for the Policy Analyst in 2015.
- No Decision Packages are included in the requested expenditure budget totaling \$572,690.
- Salary and benefit costs comprise almost 93% of the total expenditure budget.
- Compared to the 2014 budget, expenditures declined approximately 10.5% for the Mayor's Office due to reductions in salary and benefits costs, supplies, travel, and cell phone expenses.

**Mayor's Office**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	409,778	409,530	448,120	375,725	-	375,725	(33,805)
Part Time Employees	24,414	24,830	-	25,965	-	25,965	1,135
Special Assignment Pay	4,874	-	-	-	-	-	-
Overtime	638	1,000	-	-	-	-	(1,000)
<b>Total Salaries &amp; Wages</b>	<b>439,704</b>	<b>435,360</b>	<b>448,120</b>	<b>401,690</b>	<b>-</b>	<b>401,690</b>	<b>(33,670)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>149,602</b>	<b>159,570</b>	<b>135,055</b>	<b>129,750</b>	<b>-</b>	<b>129,750</b>	<b>(29,820)</b>
<b>Supplies</b>							
Office Supplies	4,141	3,000	3,000	3,000	-	3,000	-
Reference Material	56	300	100	200	-	200	(100)
Ancillary Meeting Costs	275	500	275	500	-	500	-
Small Items Of Equipment	833	1,000	750	1,000	-	1,000	-
<b>Total Supplies</b>	<b>5,305</b>	<b>4,800</b>	<b>4,125</b>	<b>4,700</b>	<b>-</b>	<b>4,700</b>	<b>(100)</b>
<b>Other Services &amp; Charges</b>							
Consulting Services	-	5,000	5,000	5,000	-	5,000	-
Other Professional Svcs.	10,095	11,900	11,000	11,900	-	11,900	-
Lobbyist Services	36,105	-	-	-	-	-	-
Records Services	38	1,000	600	-	-	-	(1,000)
Telephone	1,170	1,400	1,200	1,200	-	1,200	(200)
Postage	254	1,000	500	750	-	750	(250)
Cell Phone	1,431	2,100	500	1,500	-	1,500	(600)
Travel & Subsistence Expense	4,614	11,000	5,200	10,000	-	10,000	(1,000)
Assoc. Dues & Memberships	1,043	1,000	500	1,000	-	1,000	-
Printing and Binding	-	200	100	200	-	200	-
Training & Registration Costs	3,570	5,500	3,500	5,000	-	5,000	(500)
<b>Total Other Services &amp; Charges</b>	<b>58,320</b>	<b>40,100</b>	<b>28,100</b>	<b>36,550</b>	<b>-</b>	<b>36,550</b>	<b>(3,550)</b>
<b>Total Mayor's Office</b>	<b>652,931</b>	<b>639,830</b>	<b>615,400</b>	<b>572,690</b>	<b>-</b>	<b>572,690</b>	<b>(67,140)</b>

## Human Resources

The mission of the Human Resources Division is to be a strategic partner with all City Departments in providing the highest level of service to the residents of Mukilteo by recruiting and retaining qualified, skilled and professional staff. The Human Resources Manager reports to the Management Services Director.

Human Resources includes recruitment, testing and selection, salary and benefit administration, policy development, labor union relations and negotiations, employee relations, training, and development.

The Division oversees a wellness program that focuses on the health of city employees. Activities and resources are accessible through the healthcare administrator for people at all stages of wellness. The knowledge shared by a good Wellness Program can result in increased employee productivity with less sick days taken.

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### **2014 ACCOMPLISHMENTS**

- Hired the City's first full-time human resources professional.
- Successfully negotiated all outstanding labor agreements without arbitration.
- Received Well City recognition for wellness efforts, resulting in reduction in City health premium costs.

### **2015 GOALS & OBJECTIVES**

- Recruit and hire qualified candidates for position vacancies.

- Review and update the City's personnel policies.
- Develop and update the employee performance appraisal program.
- Conduct ongoing review of employee benefit packages.
- Comply with state and federal employee regulations, providing updated material and programs for employees.
- Annually update and provide metrics for the wellness program.

### **BUDGET HIGHLIGHTS**

- The 2015 budget for Human Resources reflects the salary and benefit costs of the newly hired Human Resources Manager.
- Salary and benefit costs comprise approximately 64% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are increasing approximately 10.5% for Human Resources due to the new Human Resources Manager position.

<b>Human Resources</b>							
<b>Account Number</b>	<b>2013 Actuals</b>	<b>2014 Amended Budget</b>	<b>Year-End 2014 Estimates</b>	<b>2015 Baseline</b>	<b>2015 Decision Package</b>	<b>Total 2015 Requests</b>	<b>\$ Increase/ (Decrease)</b>
<b>Salaries &amp; Wages</b>							
Full Time Employees	-	23,000	-	86,320	-	86,320	63,320
Potential Salary Adjustments	-	-	-	-	-	-	-
<b>Total Salaries &amp; Wages</b>	-	23,000	-	86,320	-	86,320	63,320
<b>Benefits</b>							
<b>Total Benefits</b>	9,911	31,460	-	32,560	-	32,560	1,100
<b>Supplies</b>							
Office Supplies	4,452	1,000	2,800	4,000	-	4,000	3,000
Reference Material	226	500	500	500	-	500	-
Operating Supplies	-	-	-	2,000	-	2,000	2,000
<b>Total Supplies</b>	4,678	1,500	3,300	6,500	-	6,500	5,000
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	64,104	90,000	110,000	35,000	-	35,000	(55,000)
AWC Wellness Program	2,526	2,000	2,000	2,500	-	2,500	500
Telephone	117	200	200	200	-	200	-
Postage	228	300	300	300	-	300	-
Cell Phone	-	-	-	1,000	-	1,000	1,000
Travel & Subsistence	440	1,000	1,000	2,000	-	2,000	1,000
Classified Advertising	8,751	2,000	3,300	2,000	-	2,000	-
Assoc. Dues & Memberships	200	400	700	1,000	-	1,000	600
Printing And Binding	217	500	500	500	-	500	-
Training & Registration	7,635	15,000	15,000	15,000	-	15,000	-
Miscellaneous	64	-	50	-	-	-	-
<b>Total Other Services &amp; Charges</b>	84,282	111,400	133,050	59,500	-	59,500	(51,900)
<b>Total Human Resources</b>	<b>98,871</b>	<b>167,360</b>	<b>136,350</b>	<b>184,880</b>	<b>-</b>	<b>184,880</b>	<b>17,520</b>

## Legal

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.

### **2015 GOALS & OBJECTIVES**

- Provide sound legal advice to inform City operations and decision making.
- Ensure that City ordinances and regulations are properly enforced.
- Protect constitutionally-guaranteed rights to due process of law and fair trial.
- Ensure that indigent defendants receive adequate counsel.

### **BUDGET HIGHLIGHTS**

- The 2015 Budget does not include any staff positions in the City Attorney division.
- No Decision Packages are included in the requested expenditure budget totaling \$220,000.
- Compared to the 2014 budget, expenditures are increasing approximately 0.5% for City Attorney due to an increase in legal charges based on actual expenditures.

**Legal Services**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Other Services &amp; Charges</b>							
City Attorney	114,049	110,000	110,000	110,000	-	110,000	-
City Atty. Other Svcs.	84,398	44,000	60,000	50,000	-	50,000	6,000
City Prosecuting Attorney	60,548	64,900	55,000	60,000	-	60,000	(4,900)
<b>Total Other Services &amp; Charges</b>	<b>258,995</b>	<b>218,900</b>	<b>225,000</b>	<b>220,000</b>	<b>-</b>	<b>220,000</b>	<b>1,100</b>
<b>Total Legal Services</b>	<b>258,995</b>	<b>218,900</b>	<b>225,000</b>	<b>220,000</b>	<b>-</b>	<b>220,000</b>	<b>1,100</b>

## Judicial Division

### BUDGET HIGHLIGHTS

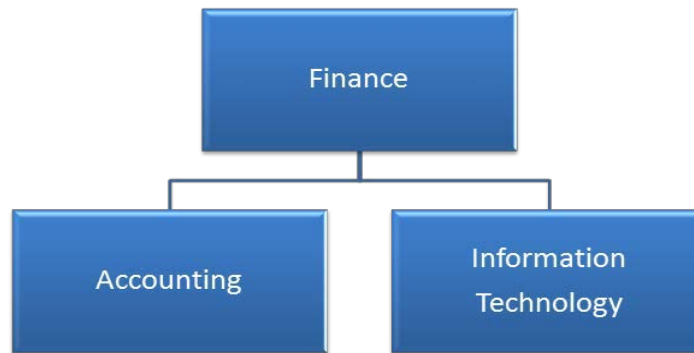
- The 2015 Budget does not include any staff positions in Judicial.
- No Decision Packages are included in the requested expenditure budget totaling \$161,000.
- Compared to the 2014 budget, expenditures are declining approximately 21% for the Judicial Division due to adjustments in District Court costs based on actual expenditures.
- The Indigent Defense Attorney line item is increased to reflect the additional anticipated costs of complying with new indigent defense standards.

### Judicial Services

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Other Services &amp; Charges</b>							
Indigent Defense Attorney	33,762	52,000	34,000	60,000	-	60,000	8,000
<b>Total Other Services &amp; Charges</b>	33,762	52,000	34,000	60,000	-	60,000	8,000
<b>Intergovernmental Svcs.</b>							
Interlocal Extradition	-	1,000	-	1,000	-	1,000	-
Everett District Court	67,082	150,000	68,000	100,000	-	100,000	(50,000)
<b>Total Intergovernmental Svcs.</b>	67,082	151,000	68,000	101,000	-	101,000	(50,000)
<b>Total Judicial Services</b>	<b>100,844</b>	<b>203,000</b>	<b>102,000</b>	<b>161,000</b>	<b>-</b>	<b>161,000</b>	<b>(42,000)</b>

## FINANCE DEPARTMENT

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



### POSITION SUMMARY

Position Title	2014	2015
Finance Director	1.0	1.0
Accounting Manager	1.0	1.0
Staff Accountant	1.0	1.0
Accounting Technician	3.0	3.0
I.T. Systems Administrator	1.0	1.0
Computer Support Technician	0.75	1.0
<b>Total</b>	<b>7.75</b>	<b>8.0</b>

### Finance Expenditure Summary

	2013 Actuals	2014 Budget	2015 Baseline	2015 Decision Packages	2015 Total Budget	\$ Increase/ (Decrease)
Accounting	769,729	733,490	763,920	-	763,920	30,430
Information Technology	267,844	291,090	305,480	19,840	325,320	34,230
<b>TOTAL</b>	<b>1,037,573</b>	<b>1,024,580</b>	<b>1,069,400</b>	<b>19,840</b>	<b>1,089,240</b>	<b>64,660</b>

### Finance Department Decision Package Summary

Division	Title	Amount
Information Technology	Full Time Computer Support Technician	19,840
<b>TOTAL</b>		<b>19,840</b>

## **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 issues all business licenses and some specialty licenses.

### **2014 ACCOMPLISHMENTS**

- Prepared the 2013 financial statements using the newly acquired CAFR Statement Builder software
- Completed the installation of, and began using, the new business license database
- As an increased security measure, moved all banking transactions from individual desktop computers in Finance to one desktop dedicated to that function

### **2015 GOALS & OBJECTIVES**

- Update the City's long-range financial plan
- Evaluate Finance Department procedures and internal controls to identify and implement needed improvements

- Review the City's procedures for funding the Equipment Replacement Fund and consider expanding its function to include future facility upgrades and replacement
- Review staffing fund allocations used by the Fire Department and Public Works
- Submit the 2014 audit and 2015 budget documents to the GFOA for award consideration
- Review the sales tax and business license databases with the goal of ensuring accurate data and revenue collection
- Review surface water and utility tax billings to ensure the collection of all amounts due

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Accounting Division reflects no change in staffing levels.
- No Decision Packages are included in the requested expenditure budget totaling \$763,920.
- Salary and benefit costs comprise almost 83% of the total expenditure budget.
- Compared to the 2014 budget, proposed 2015 expenditures are increasing 4.1% due to increased salary and benefit costs plus a more realistic cost estimate for the 2014 audit to be performed in 2015.

**Accounting Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	413,783	419,260	415,500	433,500	-	433,500	14,240
Part Time Employees	2,040	-	-	-	-	-	-
Overtime	2,985	3,050	1,100	1,630	-	1,630	(1,420)
<b>Total Salaries &amp; Wages</b>	<b>418,808</b>	<b>422,310</b>	<b>416,600</b>	<b>435,130</b>	<b>-</b>	<b>435,130</b>	<b>12,820</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>194,476</b>	<b>192,750</b>	<b>188,195</b>	<b>197,930</b>	<b>-</b>	<b>197,930</b>	<b>5,180</b>
<b>Supplies</b>							
Office Supplies	3,086	3,000	2,500	2,000	-	2,000	(1,000)
Purchase Of Forms	440	1,500	500	350	-	350	(1,150)
Reference Material	253	400	100	200	-	200	(200)
Motor Fuel	101	300	100	100	-	100	(200)
Small Items Of Equipment	192	300	650	150	-	150	(150)
<b>Total Supplies</b>	<b>4,072</b>	<b>5,500</b>	<b>3,850</b>	<b>2,800</b>	<b>-</b>	<b>2,800</b>	<b>(2,700)</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	1,587	10,000	15,800	-	-	-	(10,000)
Telephone	936	1,100	840	900	-	900	(200)
Postage	3,357	3,600	3,200	3,200	-	3,200	(400)
PayFlow Processing Fees	1,009	1,100	1,000	1,000	-	1,000	(100)
Cell Phone	212	500	240	500	-	500	-
Travel & Subsistence	533	1,800	-	1,000	-	1,000	(800)
Legal Publications	117	-	-	-	-	-	-
Equipment Replacement Charges	2,380	2,230	2,230	-	-	-	(2,230)
Office Equipment M&R	631	-	-	-	-	-	-
Vehicle R&M	107	500	-	-	-	-	(500)
Accounting System Maint	35,078	33,400	34,750	34,750	-	34,750	1,350
Assoc. Dues & Memberships	632	500	650	-	-	-	(500)
Printing And Binding	104	800	400	500	-	500	(300)
Training & Registration Costs	2,120	2,500	1,000	1,000	-	1,000	(1,500)
Miscellaneous	138	800	600	-	-	-	(800)
Banking Fees	18,676	11,500	21,550	20,000	-	20,000	8,500
<b>Total Other Services &amp; Charges</b>	<b>67,617</b>	<b>70,330</b>	<b>82,260</b>	<b>62,850</b>	<b>-</b>	<b>62,850</b>	<b>(7,480)</b>

...Accounting Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Intergovernmental Svcs.</b>							
State Auditor Audit	69,221	42,600	69,960	65,210	-	65,210	22,610
<b>Total Intergovernmental Svcs.</b>	69,221	42,600	69,960	65,210	-	65,210	22,610
<b>Capital Outlay</b>							
Computer Software	15,535	-	-	-	-	-	-
<b>Total Capital Outlay</b>	15,535	-	-	-	-	-	-
<b>Total Finance</b>	<b>769,729</b>	<b>733,490</b>	<b>760,865</b>	<b>763,920</b>	<b>-</b>	<b>763,920</b>	<b>30,430</b>

## **Information Technology Division**

The Information Technology (IT) Division manages all aspects of the City's technology infrastructure. Core components of this infrastructure include: firewalls, switches, routers, security/network devices, servers, a VOIP telephone system, mobile technology devices, workstations, and peripheral devices. The IT Division also coordinates with SNOCOM emergency 911 services to maintain a secure and reliable connection for the transmission of data from both fixed and mobile units for the City's first responders.

### **2014 ACCOMPLISHMENTS**

- Completion of DATA911 deployment in the Police & Fire Departments
- Completion of the disaster recovery site in eastern Washington
- Completion of Windows 7 deployment
- Deployment of upgraded wireless technology at City buildings
- Continued upgrades to City infrastructure with the deployment of new server and storage

### **2015 GOALS & OBJECTIVES**

- Continue to deploy disaster recovery and business continuity Infrastructure
- Complete the upgrade of all servers to Microsoft 2008 R2 or greater
- Implement Microsoft Enterprise Agreement
- Continue efforts to expand the use of green technology
- Continue to upgrade the City's infrastructure and mobile technology
- Continue the "virtualization" of servers to consolidate hardware and reduce power consumption

### **BUDGET HIGHLIGHTS**

- The baseline 2015 budget reflects a 4.9% increase from the 2014 budget. The increase is due entirely to increased salary and benefit costs since other operating expenditures declined \$235.
- 2015 baseline salary and benefit costs constitute 48.7% of the total expenditure budget.
- The one DP proposes, at an incremental cost of \$19,840, to increase the Computer Support Technician position from ¾ time to full-time. The Technician position was created in 2014.

**Information Technology Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	50,434	91,880	92,310	65,510	12,200	77,710	(14,170)
Part Time Employees	-	-	-	33,980	-	33,980	33,980
Overtime	2,234	3,050	-	2,000	-	2,000	(1,050)
<b>Total Salaries &amp; Wages</b>	<b>52,668</b>	<b>94,930</b>	<b>92,310</b>	<b>101,490</b>	<b>12,200</b>	<b>113,690</b>	<b>18,760</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>17,084</b>	<b>39,150</b>	<b>43,390</b>	<b>47,215</b>	<b>7,640</b>	<b>54,855</b>	<b>15,705</b>
<b>Supplies</b>							
Computer Supplies	3,640	5,000	5,000	4,000	-	4,000	(1,000)
Reference Material	-	500	-	-	-	-	(500)
Paper Stock	79	-	-	-	-	-	-
Operating Supplies	102	500	500	250	-	250	(250)
Small Items Of Equipment	14,329	15,000	15,000	10,000	-	10,000	(5,000)
<b>Total Supplies</b>	<b>18,150</b>	<b>21,000</b>	<b>20,500</b>	<b>14,250</b>	<b>-</b>	<b>14,250</b>	<b>(6,750)</b>
<b>Other Services &amp; Charges</b>							
Consulting Services	83,737	45,200	45,200	45,200	-	45,200	-
Other Professional Svcs.	9,595	-	-	-	-	-	-
Telephone	1,058	1,200	1,200	1,200	-	1,200	-
Postage	-	100	100	100	-	100	-
On-Line Charges	13,199	14,300	10,650	11,000	-	11,000	(3,300)
Cell Phone	676	1,200	1,200	1,200	-	1,200	-
Travel & Subsistence	1,117	1,000	1,000	1,100	-	1,100	100
Classified Advertising	88	-	-	-	-	-	-
Fiber Lease	8,936	6,000	12,650	13,000	-	13,000	7,000
Communications Equip M & R	12,081	14,000	13,000	14,000	-	14,000	-
Computer System Maint	32,390	28,740	28,740	30,650	-	30,650	1,910
Accounting System Maint	16,490	20,050	17,050	19,350	-	19,350	(700)
Assoc. Dues & Memberships	75	220	75	225	-	225	5
Training & Registration	500	4,000	1,000	1,000	-	1,000	(3,000)
Offsite Data Storage	-	-	5,000	4,500	-	4,500	4,500
<b>Total Other Services &amp; Charges</b>	<b>179,942</b>	<b>136,010</b>	<b>136,865</b>	<b>142,525</b>	<b>-</b>	<b>142,525</b>	<b>6,515</b>
<b>Total Information Technology</b>	<b>267,844</b>	<b>291,090</b>	<b>293,065</b>	<b>305,480</b>	<b>19,840</b>	<b>325,320</b>	<b>34,230</b>

## Full Time Computer Support Technician

<b>Department:</b>	Finance
<b>Division:</b>	Information Technology
<b>Item Description:</b>	Increase Computer Support Technician from 3/4 time to full-time employment based upon the growing need of the end users, city infrastructure, and increased mobility technology.

<b>Fund Name</b>
General

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>No</b>
\$19,840	One-Time or Ongoing?			

### Expenditure Purpose and Justification

In 2014 the IT department was restructured and a 3/4 time Computer Support Technician was added. Since April 2014 when the Computer Support Technician was hired, the IT Department has been able to effectively and efficiently address end-user issues, infrastructure-related improvements, and has completed the deployment of new workstations, servers, and storage and networking devices in many City buildings. Now that this position has proven its worth, staff recommends that this position be budgeted as a full-time position beginning January 1, 2015.

### Identify Alternatives and Costs

Continue with a 3/4 time employee which will impact the IT Department's ability to respond to the increasing needs of the City departments and runs the risk of losing this valuable employee.

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

None

Expenditure Account	\$ Amount
Salaries and Wages	\$ 12,200
Benefits	\$ 7,640
	\$ -
	\$ -

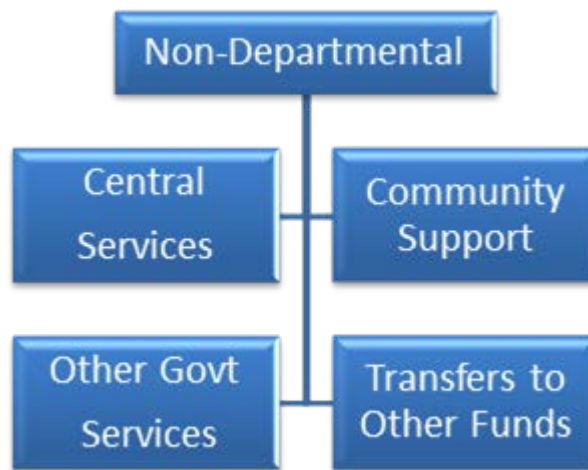
Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Mary Thomas, IT Manager
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## NON-DEPARTMENTAL

Non-departmental services represent a mix of services that support internal and external partnerships to support the City and its operations. Central Services and Other Governmental Services support all City departments through consolidated services and partnerships with other agencies. Community Support serves the community by providing opportunities to engage residents and visitors. The Non-Departmental budget includes the various transfers from the General Fund to other City Funds.



### Non-Departmental Expenditure Summary

Account Number	2013 Actuals	2014 Budget	2015 Baseline	2015 Decision Packages	2015 Total Budget	\$ Increase/ (Decrease)
Central Services	13,682	21,600	24,750	-	24,750	3,150
Community Support	39,818	59,500	57,500	-	57,500	(2,000)
Other Governmental Services	316,204	348,170	726,830	5,000	731,830	383,660
Transfers to Other Funds	1,301,302	1,318,160	1,673,506	-	1,673,506	355,346
<b>TOTAL</b>	<b>1,671,006</b>	<b>1,747,430</b>	<b>2,482,586</b>	<b>5,000</b>	<b>2,487,586</b>	<b>740,156</b>

### Non-Departmental Decision Package Summary

Division	Title	Amount
Other Governmental	Innovation Program	5,000
<b>TOTAL</b>		<b>5,000</b>

## **Central Services**

The Central Services division includes City-wide services that support all departments and are consolidated for efficiency and transparency.

### **Budget Highlights**

- The 2015 Budget does not include any staff positions in Central Services.
- No Decision Packages are included in the requested expenditure budget totaling \$24,750.
- Compared to the 2014 budget, expenditures are increasing approximately 15% in Central Services due to Records Services being moved to this budget from the Executive Department.
- Records Services expenditures are being increased from the 2014 baseline [\$1,000 was included in the 2014 Executive Budget] by \$6,000 to enable the Clerk to digitize records and reduce demand for records storage in City archives.

**Non Departmental Department - Central Services**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Supplies</b>							
Paper Stock	3,134	6,000	2,500	5,000	-	5,000	(1,000)
Operating Supplies	1,365	1,700	120	1,400	-	1,400	(300)
<b>Total Supplies</b>	<b>4,499</b>	<b>7,700</b>	<b>2,620</b>	<b>6,400</b>	<b>-</b>	<b>6,400</b>	<b>(1,300)</b>
<b>Other Services &amp; Charges</b>							
Records Services	-	-	-	7,000	-	7,000	7,000
Postage	359	400	60	350	-	350	(50)
Website Hosting	1,800	1,800	1,800	1,000	-	1,000	(800)
Office Equipment Rental	1,117	2,000	1,290	1,300	-	1,300	(700)
Office Equipment M&R	5,626	8,500	8,500	7,500	-	7,500	(1,000)
City Letterhead And Envelopes	281	1,200	1,800	1,200	-	1,200	-
<b>Total Other Services &amp; Charges</b>	<b>9,183</b>	<b>13,900</b>	<b>13,450</b>	<b>18,350</b>	<b>-</b>	<b>18,350</b>	<b>4,450</b>
<b>Total Central Services</b>	<b>13,682</b>	<b>21,600</b>	<b>16,070</b>	<b>24,750</b>	<b>-</b>	<b>24,750</b>	<b>3,150</b>

## Other Governmental Services

The Other Governmental Services Division includes services which support City operations through interdepartmental cooperation within the City and regional partnerships with outside agencies.

### **Budget Highlights**

- The 2015 Budget does not include any staff positions in the Other Governmental Division.
- One Decision Packages is included in the requested expenditure budget totaling \$5,000. The Decision Package would fund an Innovation Program to incentivize process improvements by City staff.
- Compared to the 2014 budget, expenditures are increasing approximately 100% for Other Governmental Services due to the addition of Equipment Replacement Charges for the entire City in this Division. Previously these charges appeared in each department's budget.
- The Public Affairs and Community Outreach line item is being reduced to reflect the elimination of webcasting of City Council meeting, which will be replaced with a government access channel utilizing existing television franchise agreement provisions in 2015.

**Non Departmental - Other Governmental Services**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Part Time Employees	7,246	7,000	-	-	-	-	(7,000)
<b>Total Salaries &amp; Wages</b>	7,246	7,000	-	-	-	-	(7,000)
<b>Benefits</b>							
<b>Total Benefits</b>	5,115	5,100	3,500	3,500	5,000	8,500	3,400
<b>Other Services &amp; Charges</b>							
Public Affairs & Community Outreach	34,297	28,800	35,000	10,000	-	10,000	(18,800)
Youth Advisory Council	781	1,000	1,000	1,500	-	1,500	500
Travel & Subsistence	-	1,000	250	2,500	-	2,500	1,500
Equipment Replacement Charge	-	-	-	313,030	-	313,030	313,030
Insurance	122,258	142,220	-	140,000	-	140,000	(2,220)
Vehicle R&M	-	-	-	93,250	-	93,250	93,250
Ecitygov Alliance Contract	2,300	2,200	2,400	2,500	-	2,500	300
Training & Registration	-	600	600	2,500	-	2,500	1,900
Emergency Mgmt Misc	3,688	3,500	3,500	3,500	-	3,500	-
Cobra Dental/Vision Claims	1,364	2,000	-	2,000	-	2,000	-
<b>Total Other Services &amp; Charges</b>	164,688	181,320	42,750	570,780	-	570,780	389,460

## ...Other Governmental Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Intergovernmental Svcs.</b>						-	-
Alcohol Program	4,736	6,000	4,500	6,000	-	6,000	-
Election Services	14,640	15,000	8,025	15,000	-	15,000	-
Emergency Services	46,777	47,800	55,000	49,000	-	49,000	1,200
Commute Trip Reduction	-	1,000	1,000	3,000	-	3,000	2,000
Assoc Wash Cities	13,774	13,800	13,900	14,200	-	14,200	400
Puget Sound Clean Air Agency	12,449	12,500	12,600	13,000	-	13,000	500
Puget Sound Region Council	8,109	8,500	-	8,500	-	8,500	-
Snohomish County Tomorrow	3,630	5,300	3,600	4,500	-	4,500	(800)
Voter Registration	31,420	31,000	26,000	30,000	-	30,000	(1,000)
WA St Purchasing Coop	500	1,000	500	1,000	-	1,000	-
National League Of Cities	1,861	1,500	1,900	2,000	-	2,000	500
Economic Alliance - SnoCo	-	10,000	10,000	5,000	-	5,000	(5,000)
Snohomish County Cities	50	100	100	100	-	100	-
Interjurisdictional Housing Program	1,209	1,250	1,250	1,250	-	1,250	-
<b>Total Intergovernmental Svcs.</b>	<b>139,155</b>	<b>154,750</b>	<b>138,375</b>	<b>152,550</b>	<b>-</b>	<b>152,550</b>	<b>(2,200)</b>
<b>Total Other Governmental Services</b>	<b>316,204</b>	<b>348,170</b>	<b>184,625</b>	<b>726,830</b>	<b>5,000</b>	<b>731,830</b>	<b>383,660</b>

## Innovation Program

<b>Department:</b>	Other Governmental Services
<b>Division:</b>	n/a
<b>Item Description:</b>	Innovation Program: Providing funding to identify process improvements and employee incentives to achieve efficiencies in City government operations

<b>Fund Name</b>
General

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>Yes</b>
\$5,000	One-Time or Ongoing?			

### Expenditure Purpose and Justification

Governor Inslee, King County Executive Dow Constantine, and other public sector leaders have used process improvement strategies, i.e. LEAN, to identify efficiencies in public sector agencies that improve service while reducing costs. In addition, some government agencies create incentive programs for staff to generate cost savings and efficiency improvements. The Innovation Fund would be used to identify opportunities for savings, with the goal of generating short and long-term savings from the initial fund investment. City staff will develop clear parameters and guidelines for the program, to ensure true efficiencies are generated. Some of the fund might be used to reward effective concepts, and some could be used to identify the actions to be taken for process improvement.

### Identify Alternatives and Costs

Do not provide resources for innovation and process improvement

### City Council Budget Direction

Require the Program plan to come forward to the City Council before any dollars are expended.

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

The goal of the Innovation Fund is to reward ideas which create efficiencies and savings. We cannot project actual savings now, but finance staff would review proposals for savings and track results.

Expenditure Account	\$ Amount
Innovation Program	\$ 5,000
	\$ -
	\$ -
	\$

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Marko Lias, Policy Analyst
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## **Community Support**

The Community Support Division includes efforts to engage residents in City operations through public outreach and the City newsletter. Also included are large item pickup and community support grants, which improve the quality of life for residents and visitors.

### **Budget Highlights**

- The 2015 Budget does not include any staff positions in Community Support.
- Compared to the 2014 budget, expenditures are decreasing approximately 3% for Community Support due to reduced cost estimates for large item pickup.
- The Community Organizational Support line item is being divided to create the Parks Special Projects Fund to support parks and trails projects in the City.

<b>Non Departmental - Community Support</b>							
<b>Account Number</b>	<b>2013 Actuals</b>	<b>2014 Amended Budget</b>	<b>Year-End 2014 Estimates</b>	<b>2015 Baseline</b>	<b>2015 Decision Package</b>	<b>Total 2015 Requests</b>	<b>\$ Increase/ (Decrease)</b>
<b>Other Services &amp; Charges</b>							
City Newsletter	14,801	17,500	17,500	17,500	-	17,500	-
Sustainability Project	-	-	-	-	-	-	-
Community Organizational Support	11,281	20,000	20,000	10,000	-	10,000	(10,000)
Parks Special Projects	-	-	-	10,000	-	10,000	10,000
Large Item Pickup	13,736	22,000	27,000	20,000	-	20,000	(2,000)
<b>Total Other Services &amp; Charges</b>	<b>39,818</b>	<b>59,500</b>	<b>64,500</b>	<b>57,500</b>	<b>-</b>	<b>57,500</b>	<b>(2,000)</b>
<b>Total Community Support</b>	<b>39,818</b>	<b>59,500</b>	<b>64,500</b>	<b>57,500</b>	<b>-</b>	<b>57,500</b>	<b>(2,000)</b>

### Transfers to Other Funds

General Fund transfers to other City Funds are not considered to be expenditures for budgeting and financial reporting purposes. The General Fund has budgeted transfers to seven City Funds: Emergency Medical Services, Street, Recreation & Cultural Services, Facilities Maintenance, and Paine Field Emergency Reserve. The transfer to the Technology Replacement Fund is intended to set aside resources in that Fund for future expenditure. The transfer to the City Reserve Fund is intended to restore the Fund to the \$1 million fund balance to maintain compliance with the City's Fund Balance Reserve Policy.

Transfers to the first five Funds noted above are intended to subsidize the operations of those Funds with the goal of \$0 fund balance in those Funds as of the end of 2015. This ensures the financial viability of those Funds while minimizing the General Fund's financial commitment.

#### Budget Highlights

- Budgeted transfers to the seven Funds noted above total \$1,673,506.

#### Transfers to Other Funds

Account Number	2013 Actuals	2014 Budget	2015 Baseline	2015 Decision Packages	2015 Total Budget	\$ Increase/ (Decrease)
Transfer to Technology Replacement Fund	170,000	110,000	62,100	-	62,100	(47,900)
Transfer to EMS Fund	-	100,000	161,647	-	161,647	61,647
Transfer to Street Fund	430,800	208,910	360,595	-	360,595	151,685
Transfer to City Reserve Fund	-	38,750	219,200	-	219,200	180,450
Transfer to Recreation & Cultural Services Fund	225,502	195,500	122,449	-	122,449	(73,051)
Transfer to Facilities Maintenance Fund	450,000	540,000	637,515	-	637,515	97,515
Transfer to LEOFF I Reserve Fund	25,000	25,000	-	-	-	(25,000)
Transfer to Paine Field Emergency Fund	-	100,000	110,000	-	110,000	10,000
<b>TOTAL</b>	<b>1,301,302</b>	<b>1,318,160</b>	<b>1,673,506</b>	<b>-</b>	<b>1,673,506</b>	<b>355,346</b>

## POLICE DEPARTMENT

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

The Police Department consists of five Divisions: Administration and Support Services, Crime Prevention, Patrol, Training, and Special Operations, as shown below.



**POSITION SUMMARY**

<b>Position Title</b>	<b>2014</b>	<b>2015</b>
Police Chief	1.0	1.0
Commander	1.0	1.0
Sergeant (1=Detective Sgt.)	5.0	5.0
Detective	3.0	3.0
Crime Prevention Officer	1.0	1.0
Police Officer	17.0	17.0
Office Supervisor	1.0	1.0
Community Support Officer	1.0	1.0
Support Services Technician	2.0	2.0
Department Assistant	0.5	1.0
Park Rangers	0.0	2.0
<b>Total</b>	<b>32.5</b>	<b>35.0</b>

**Police Department Expenditure Summary**

	<b>2013 Actuals</b>	<b>2014 Budget</b>	<b>2015 Baseline</b>	<b>2015 Decision Packages</b>	<b>2015 Total Budget</b>	<b>\$ Increase/ (Decrease)</b>
Administration & Support Services	1,281,494	1,346,251	1,342,940	191,370	1,534,310	188,059
Special Operations	432,366	430,914	402,625	-	402,625	(28,289)
Patrol	2,631,071	2,795,263	2,628,435	-	2,628,435	(166,828)
Crime Prevention	145,036	147,812	136,805	-	136,805	(11,007)
Training	46,567	67,680	60,739	-	60,739	(6,941)
<b>TOTAL</b>	<b>4,536,534</b>	<b>4,787,920</b>	<b>4,571,544</b>	<b>191,370</b>	<b>4,762,914</b>	<b>(25,006)</b>

**Police Department Decision Package Summary**

<b>Division</b>	<b>Title</b>	<b>Amount</b>
Admin & Support Services	Support Services Assistant	53,115
Admin & Support Services	Downtown Paid Parking Program - Rangers	132,955
Admin & Support Services	Domestic Violence Coordinator	5,300
<b>TOTAL</b>		<b>191,370</b>

## **Administration and Support Services**

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

Included in the Division are costs for interlocal services agreements for: radio and emergency dispatch; jail fees; and animal control.

The Division manages and performs clerical and record keeping duties; updates computerized criminal justice databases; issues concealed weapon and other licenses; provides fingerprinting services; maintains evidence and property room security; provides information and assistance to the public regarding law enforcement matters; and manages the Electronic Home Monitoring Detention Program and manages the Park Ranger, Animal Control and Parking Enforcement programs.

### **2014 ACCOMPLISHMENTS**

- Due to flooding in main offices, the Support Services group moved the entire operation from the main lobby to another office, moved all evidence items and worked through a major remodel and reconstruction project for more than 8 months. This was accomplished with no interruption of quality customer service.
- Completed first year with half-time Department Assistant leading to greatly increased operational efficiency and a significant reduction in out dated records in storage. This position also allowed for better collections on past due citations leading to recoupment of over \$11,000.
- Received grants totaling over \$20,000 for traffic safety and

equipment procurement.

- Continued program for disposal and storage program achieving proper records and files retention.
- Continued replacement of obsolete police fleet vehicles with new, more fuel efficient vehicles.
- Established evidence and records training program for new officers.

### **2015 GOALS & OBJECTIVES**

- Complete evidence manual.
- Transition to New World CAD/RMS software.
- Complete policy manual rewrite and training for all staff using Lexipol systems.
- Prepare and publish strategic plan.
- Prepare and manage Park Ranger program.

**BUDGET HIGHLIGHTS**

- The 2015 budget for the Administration and Support Division reflects a change in staffing levels from 7.5 to 8 FTE.
- Two Decision Packages were approved in the expenditure budget which includes additional costs due to the completion of labor negotiations, contractual adjustments to PAWS, Dawson Place, SERS and SNOCOM, adjustment of a half-time Department Assistant to full-time and increase in professional contract expenditures for Domestic Violence Coordinator services.
- Salary and benefit costs comprise almost 59.8% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are increasing approximately 14% in the Administration and Support Division due to Decision Packages mentioned above, with some changes due to equipment replacement charges and vehicle repairs & maintenance being budgeted elsewhere in the General Fund for 2015.
- The Narcotics Task Force contract amount of \$5,400 is being removed from this Division and paid from the Drug Enforcement Fund.

**Police Department – Administration & Support Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	502,571	539,071	565,850	529,440	81,075	610,515	71,444
Part Time Employees	30,464	-	-	23,550	-	23,550	23,550
Special Assignment Pay	1,480	3,700	-	3,700	-	3,700	-
Education Premium Pay	-	1,400	-	-	-	-	(1,400)
Acting Supervisor Pay	202	-	-	-	-	-	-
Merit/ Longevity Pay	1,462	1,500	-	1,500	-	1,500	-
Overtime	3,032	5,700	5,700	5,700	-	5,700	-
Overtime – Shift Cover	114	-	-	-	-	-	-
OT - Investigation/Review/Inspection	-	-	35	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>539,325</b>	<b>551,371</b>	<b>571,585</b>	<b>563,890</b>	<b>81,075</b>	<b>644,965</b>	<b>93,594</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>208,286</b>	<b>213,440</b>	<b>215,840</b>	<b>221,950</b>	<b>96,610</b>	<b>318,560</b>	<b>105,120</b>
<b>Supplies</b>							
Office Supplies	12,360	13,800	13,800	13,800	2,200	16,000	2,200
Reference Material	515	500	500	500	-	500	-
Operating Supplies	343	-	-	-	-	-	-
Clothing/Boots	3,395	2,500	2,500	3,500	1,585	5,085	2,585
Motor Fuel	7,679	7,400	7,400	7,400	2,600	10,000	2,600
Small Items Of Equipment	6,818	9,700	9,700	8,000	-	8,000	(1,700)
<b>Total Supplies</b>	<b>31,110</b>	<b>33,900</b>	<b>33,900</b>	<b>33,200</b>	<b>6,385</b>	<b>39,585</b>	<b>5,685</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	5,776	13,750	13,750	13,750	5,300	19,050	5,300
Telephone	13,922	15,900	15,900	15,900	-	15,900	-
Postage	2,094	3,000	3,000	3,000	-	3,000	-
New World Connectivity	4,545	-	5,500	5,500	-	5,500	5,500
Cell Phones	11,196	10,600	10,600	10,600	-	10,600	-
MDT Connectivity	-	5,500	-	-	-	-	(5,500)
Travel & Subsistence	2,400	2,000	2,000	2,000	2,000	4,000	2,000
Office Equipment Rental	909	900	900	900	-	900	-

**...Administration & Support Continued...**

<b>Account Number</b>	<b>2013 Actuals</b>	<b>2014 Amended Budget</b>	<b>Year-End 2014 Estimates</b>	<b>2015 Baseline</b>	<b>2015 Decision Package</b>	<b>Total 2015 Requests</b>	<b>\$ Increase/ (Decrease)</b>
Equipment Replacement Charges	7,690	7,190	7,190	-	-	-	(7,190)
Equipment R&M	2,267	3,400	2,500	3,400	-	3,400	-
Vehicle R&M	8,141	2,500	7,000	-	-	-	(2,500)
Software Maintenance And Support	-	800	800	800	-	800	-
Assoc. Dues & Memberships	915	1,100	1,100	1,100	-	1,100	-
Printing And Binding	2,649	2,000	2,000	2,000	-	2,000	-
Miscellaneous	26	-	-	-	-	-	-
Concealed Pistol License	8,583	6,300	6,300	6,300	-	6,300	-
<b>Total Other Services &amp; Charges</b>	<b>71,113</b>	<b>74,940</b>	<b>78,540</b>	<b>65,250</b>	<b>7,300</b>	<b>72,550</b>	<b>(2,390)</b>
<b>Intergovernmental Svcs.</b>						-	-
Home Detention	19	2,000	500	1,000	-	1,000	(1,000)
Jail Contract	55,297	85,000	50,000	55,000	-	55,000	(30,000)
Animal Shelter Fees	14,002	15,000	13,000	14,000	-	14,000	(1,000)
Narcotics Task Force	5,224	5,400	5,400	-	-	-	(5,400)
Dawson Place Child Interview Specialist	1,792	1,500	1,500	1,500	-	1,500	-
Dispatch Services	290,921	297,200	297,200	322,903	-	322,903	25,703
SNOCOM New World Assessment	27,051	29,100	29,100	26,847	-	26,847	(2,253)
SERS Operating Assessment	37,354	37,400	37,400	37,400	-	37,400	-
<b>Total Intergovernmental Svcs.</b>	<b>431,660</b>	<b>472,600</b>	<b>434,100</b>	<b>458,650</b>	<b>-</b>	<b>458,650</b>	<b>(13,950)</b>
<b>Total Administration &amp; Support</b>	<b>1,281,494</b>	<b>1,346,251</b>	<b>1,333,965</b>	<b>1,342,940</b>	<b>191,370</b>	<b>1,534,310</b>	<b>188,059</b>

## **Crime Prevention**

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

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

This Officer conducts the False Alarm Reduction Program and performs Crime Trend Analysis. The Crime Prevention officer works with Block Watch groups and supervises the Volunteer Program. In 2013, there were 39 Block Watch Groups.

### **2014 ACCOMPLISHMENTS**

- Continued training and building volunteer program members adding a new Chaplain
- Participated in the bi-annual Chief For A Day celebration with Little Chief Connor Dunham representing Mukilteo
- Held one Citizen's Academy presentation for 20 participants
- Instituted Paws on Patrol program to great success
- Continued training to Mukilteo School District employees on active incident management and added an anti-Bullying curriculum for over 800 students
- Built Block Watch to a total of 42 groups

- Trained volunteer program member to assist with False Alarm Program management
- Presented National Night Out to over 1,500 residents

### **2015 GOALS & OBJECTIVES**

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

**BUDGET HIGHLIGHTS**

- The 2015 budget for the Crime Prevention Division reflects no change in staffing levels.
- No Decision Packages are included in the requested expenditure budget totaling \$136,805 which includes the additional costs due to the completion of labor negotiations.
- Salary and benefit costs comprise almost 89% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are declining 7.4% in the Crime Prevention Division due to equipment replacement charges and vehicle repairs & maintenance being budgeted elsewhere in the General Fund for 2015 and lower benefits cost for the current Crime Prevention Officer.

**Police Department – Crime Prevention**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	76,761	79,152	88,280	78,980	-	78,980	(172)
Special Assignment Pay	2,957	3,700	-	3,700	-	3,700	-
Education Premium Pay	2,999	3,000	-	3,000	-	3,000	-
Merit/Longevity Pay	-	350	-	-	-	-	(350)
Overtime	343	4,000	-	4,000	-	4,000	-
Overtime - Shift Cover	5,226	-	235	-	-	-	-
OT - Call Back	-	-	175	-	-	-	-
OT - Staff Meetings	234	-	-	-	-	-	-
OT - Administrative Support	829	-	-	-	-	-	-
OT - Public Education Activities	845	-	-	-	-	-	-
OT - Shift Extension	118	-	265	-	-	-	-
Overtime - Special Events	1,285	-	2,550	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>91,597</b>	<b>90,202</b>	<b>91,505</b>	<b>89,680</b>	<b>-</b>	<b>89,680</b>	<b>(522)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>35,840</b>	<b>38,740</b>	<b>29,725</b>	<b>32,125</b>	<b>-</b>	<b>32,125</b>	<b>(6,615)</b>
<b>Supplies</b>							
Office Supplies	3,477	5,500	5,500	5,500	-	5,500	-
Clothing/Boots	2,410	3,400	3,400	3,400	-	3,400	-
Motor Fuel	1,156	2,000	2,000	2,000	-	2,000	-
Small Items Of Equipment	2,576	-	126	-	-	-	-
<b>Total Supplies</b>	<b>9,619</b>	<b>10,900</b>	<b>11,026</b>	<b>10,900</b>	<b>-</b>	<b>10,900</b>	<b>-</b>
<b>Other Services &amp; Charges</b>							
Travel & Subsistence	2,520	2,900	2,900	2,900	-	2,900	-
Equipment Replacement Charges	3,060	2,870	2,870	-	-	-	(2,870)
Vehicle R&M	528	1,000	1,000	-	-	-	(1,000)
Printing And Binding	1,872	1,200	1,200	1,200	-	1,200	-
<b>Total Other Services &amp; Charges</b>	<b>7,980</b>	<b>7,970</b>	<b>7,970</b>	<b>4,100</b>	<b>-</b>	<b>4,100</b>	<b>(3,870)</b>
<b>Total Crime Prevention</b>	<b>145,036</b>	<b>147,812</b>	<b>140,226</b>	<b>136,805</b>	<b>-</b>	<b>136,805</b>	<b>(11,007)</b>

## **Patrol**

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

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

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

### **2014 ACCOMPLISHMENTS**

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

- Hired and trained two new officers waiting to go to police academy

### **2015 GOALS & OBJECTIVES**

- Maintain minimum deployment of three patrol officers per shift
- Train additional officers in defensive tactics and update certifications
- Train New World Systems records management when instituted
- Complete updated training manual and train staff

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Patrol Division reflects no change in staffing levels.
- No Decision Packages are included in the requested expenditure budget totaling \$2,678,235 which includes the additional costs due to the completion of labor negotiations.
- Salary and benefit costs comprise almost 96% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are declining approximately 4.2% in the Patrol Division due to expenditure budgets for equipment replacement charges and vehicle repairs & maintenance being budgeted elsewhere in the General Fund for 2015.

**Police Department – Patrol Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	1,505,487	1,668,839	1,744,450	1,645,410	-	1,645,410	(23,429)
Special Assignment Pay	21,826	15,200	-	15,200	-	15,200	-
Education Incentive	36,006	38,800	-	38,800	-	38,800	-
Acting Supervisor Pay	42	600	-	600	-	600	-
Merit/Longevity Pay	7,333	17,034	-	6,700	-	6,700	(10,334)
Overtime	22,643	101,500	-	90,000	-	90,000	(11,500)
Off Duty Overtime	700	-	2,135	-	-	-	-
Overtime Holiday	42,780	-	30,235	-	-	-	-
Overtime-Off Duty Security	992	-	285	-	-	-	-
Overtime - Shift Cover	50,892	-	21,070	-	-	-	-
OT - Call Back	4,071	-	2,745	-	-	-	-
OT - Staff Meetings	3,449	-	2,570	-	-	-	-
Overtime - Court Appearance	2,566	-	655	-	-	-	-
OT - Investigation/Review/Inspection	2,727	-	1,520	-	-	-	-
OT - Operational Support	2,171	-	-	-	-	-	-
OT - Shift Extension	16,041	-	21,925	-	-	-	-
Overtime - Special Events	9,246	-	6,490	11,500	-	11,500	11,500
<b>Total Salaries &amp; Wages</b>	<b>1,728,972</b>	<b>1,841,973</b>	<b>1,834,080</b>	<b>1,808,210</b>	<b>-</b>	<b>1,808,210</b>	<b>(33,763)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>628,202</b>	<b>664,580</b>	<b>651,980</b>	<b>701,075</b>	<b>-</b>	<b>701,075</b>	<b>36,495</b>
<b>Supplies</b>							
Operating Supplies	1,491	2,400	2,400	2,400	-	2,400	-
Clothing/Boots	37,433	32,400	30,000	30,000	-	30,000	(2,400)
Motor Fuel	46,753	55,000	55,000	55,000	-	55,000	-
Small Items Of Equipment	7,197	6,500	7,500	7,000	-	7,000	500
<b>Total Supplies</b>	<b>92,874</b>	<b>96,300</b>	<b>94,900</b>	<b>94,400</b>	<b>-</b>	<b>94,400</b>	<b>(1,900)</b>
<b>Other Services &amp; Charges</b>							
Travel & Subsistence	2,161	2,000	1,500	2,250	-	2,250	250
Work Equip & Machine Rental	4,982	6,500	6,500	-	-	-	(6,500)

## ...Patrol Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
Equipment Replacement Charges	116,370	108,810	108,810	-	-	-	(108,810)
Equipment R&M	17,078	27,100	27,100	20,000	-	20,000	(7,100)
Vehicle R&M	38,187	45,000	45,000	-	-	-	(45,000)
Laundry Services	2,245	3,000	2,000	2,500	-	2,500	(500)
<b>Total Other Services &amp; Charges</b>	<b>181,023</b>	<b>192,410</b>	<b>190,910</b>	<b>24,750</b>	<b>-</b>	<b>24,750</b>	<b>(167,660)</b>
<b>Total Patrol</b>	<b>2,631,071</b>	<b>2,795,263</b>	<b>2,771,870</b>	<b>2,628,435</b>	<b>-</b>	<b>2,628,435</b>	<b>(166,828)</b>

## **Special Operations**

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

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

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

### **2014 ACCOMPLISHMENTS**

- Continued participation in Regional Police Intelligence (RIG) Group
- Added Public Information Officer to SMART
- Coordinated with the Crime Prevention Division on Crime Trend Analysis using Burglary Mapping to investigate crimes
- Tested and selected new Detective
- Participated in three Snohomish Multiple Agency Response Team and responded to three call outs
- Promoted one Detective to Corporal

- Coordinated with Crime Prevention Officer on Crime Trend Analysis using burglary location maps to investigate incidents.

### **2015 GOALS & OBJECTIVES**

- Perform proactive operations as time allows
- Continue participation in Regional Police Intelligence (RIG) Group
- Provide additional support and training to Patrol
- Increase training for investigators

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Special Operations Division reflects no change in staffing levels.
- No Decision Packages are included in the requested expenditure budget totaling \$402,625 which includes the additional costs due to the completion of labor negotiations.
- Salary and benefit costs comprise almost 95% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are declining approximately 6.7% in the Special Operations Division due to equipment replacement charges and vehicle repairs & maintenance being budgeted elsewhere in the General Fund for 2015 and overall reductions in Investigation Costs and Film/Film Processing.

**Police Department - Special Operations Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	238,016	253,584	270,825	250,640	-	250,640	(2,944)
Special Assignment Pay	11,908	11,840	-	11,840	-	11,840	-
Education Incentive	4,652	6,345	-	4,740	-	4,740	(1,605)
Merit/Longevity Pay	2,924	4,605	-	3,000	-	3,000	(1,605)
Overtime	2,324	8,500	-	-	-	-	(8,500)
Off Duty Overtime	583	-	790	-	-	-	-
Overtime Holiday	-	-	2,175	-	-	-	-
Overtime-Off Duty Security	175	-	205	-	-	-	-
Overtime - Shift Cover	10,281	-	1,575	8,500	-	8,500	8,500
OT - Call Back	730	-	590	-	-	-	-
OT - Staff Meetings	68	-	305	-	-	-	-
Overtime - Court Appearance	1,327	-	360	-	-	-	-
OT - Investigation/Review/Inspection	8,153	-	775	-	-	-	-
OT - Operational Support	676	-	-	-	-	-	-
OT - Shift Extension	-	-	505	-	-	-	-
Overtime - Special Events	7,081	-	235	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>288,898</b>	<b>284,874</b>	<b>278,340</b>	<b>278,720</b>	<b>-</b>	<b>278,720</b>	<b>(6,154)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>107,617</b>	<b>109,840</b>	<b>110,930</b>	<b>106,305</b>	<b>-</b>	<b>106,305</b>	<b>(3,535)</b>
<b>Supplies</b>							
Photo Supplies	-	100	100	-	-	-	(100)
Operating Supplies	27	1,000	1,000	1,000	-	1,000	-
Clothing/Boots	2,595	400	900	1,900	-	1,900	1,500
Motor Fuel	4,947	6,500	6,500	6,500	-	6,500	-
Small Items Of Equipment	149	300	300	500	-	500	200
<b>Total Supplies</b>	<b>7,718</b>	<b>8,300</b>	<b>8,800</b>	<b>9,900</b>	<b>-</b>	<b>9,900</b>	<b>1,600</b>
<b>Other Services &amp; Charges</b>							
Travel & Subsistence	1,776	2,000	1,500	2,000	-	2,000	-
Equipment Replacement Charges	17,430	16,300	16,300	-	-	-	(16,300)

...Special Operations Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
Vehicle R&M	4,583	3,000	3,500	500	-	500	(2,500)
Laundry Services	-	200	200	200	-	200	-
Film Processing	-	100	100	-	-	-	(100)
Investigation Costs	4,344	6,300	4,300	5,000	-	5,000	(1,300)
<b>Total Other Services &amp; Charges</b>	<b>28,133</b>	<b>27,900</b>	<b>25,900</b>	<b>7,700</b>	<b>-</b>	<b>7,700</b>	<b>(20,200)</b>
<b>Total Special Operations</b>	<b>432,366</b>	<b>430,914</b>	<b>423,970</b>	<b>402,625</b>	<b>-</b>	<b>402,625</b>	<b>(28,289)</b>

## Training

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

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

### **2014 ACCOMPLISHMENTS**

- Increased overall training for non-commissioned staff to include new member
- Performed two range qualifications for commissioned staff increasing firearm safety incorporating use of force review and scenario based training methods.
- Hired and trained five new officers
- Completed defensive tactics training for commissioned staff as well as assisting Crime Prevention with off-site Women's Defense classes in partnership with local providers
- Successfully met all RCW training hour requirements for commissioned staff per Criminal

Justice Training Commission standards

- Successfully completed FEMA Incident Command System training for all staff per the Comprehensive Emergency Management Plan

### **2015 GOALS & OBJECTIVES**

- Institute and complete New World System Training.
- Assure minimum required training hours are met
- Meet standards for safety training requirement

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Training Division reflects no change in staffing levels.
- No Decision Packages are included in the requested expenditure budget totaling \$60,739 which includes the additional costs due to the completion of labor negotiations.
- Salary and benefit costs comprise almost 52.5% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are declining approximately 10.3% in the Training Division due to reductions in estimated cost of New World Systems software training.

**Police Department – Training Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Overtime	11,366	9,100	10,720	9,100	-	9,100	-
OT - New World Systems Training	-	22,000	-	15,000	-	15,000	(7,000)
<b>Total Salaries &amp; Wages</b>	11,366	31,100	10,720	24,100	-	24,100	(7,000)
<b>Benefits</b>							
<b>Total Benefits</b>	-	4,480	-	7,725	-	7,725	3,245
<b>Supplies</b>							
Ammunition	11,383	11,900	11,900	12,400	-	12,400	500
Small Items Of Equipment	642	1,786	1,786	800	-	800	(986)
<b>Total Supplies</b>	12,025	13,686	13,686	13,200	-	13,200	(486)
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	6,176	5,300	5,300	5,500	-	5,500	200
Travel & Subsistence	5,217	7,900	7,900	5,000	-	5,000	(2,900)
Training & Registration	11,783	5,214	5,214	5,214	-	5,214	-
<b>Total Other Services &amp; Charges</b>	23,176	18,414	18,414	15,714	-	15,714	(2,700)
<b>Total Training Division</b>	<b>46,567</b>	<b>67,680</b>	<b>42,820</b>	<b>60,739</b>	<b>-</b>	<b>60,739</b>	<b>(6,941)</b>

**Support Services Assistant**

<b>Department:</b>	Police
<b>Division:</b>	Administration and Support
<b>Item Description:</b>	Increasing Support Services Assistant's hours to make the position full-time.

<b>Fund Name</b>
General

<b>\$ Amount Requested in 2015:</b>
\$53,115

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

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

**Expenditure Purpose and Justification**

The department added a half time staff member in 2013. The Support Services Assistant position substantially improved customer response time (telephone and lobby contacts), freed up Support Service Clerks and Supervisor to complete evidence room duties, financial paperwork, fingerprinting and records management.

**Identify Alternatives and Costs**

Maintain position as part-time

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

On-going salary cost, without related revenue

<b>Expenditure Account</b>	<b>\$ Amount</b>
Salaries and Wages	\$ 23,550
Benefits	\$ 29,565
	\$ -
	\$ -

<b>Revenue Account #</b>	<b>\$ Amount</b>
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Charles Macklin, Police Commander
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## Downtown Paid Parking Program

As Amended by City Council

<b>Department:</b>	Planning & Community Development
<b>Division:</b>	Police & Public Works
<b>Item Description:</b>	Implementation of a non-resident paid parking program in Lighthouse Park and in the Downtown Business District north of the BNSF rail road tracks.

<b>Fund Name</b>
General

### Expenditure Purpose and Justification

In places where parking is limited and at a premium, a paid parking program is a common tool used to encourage parking space turn over and to pay for the services needed to maintain the park and streets. The new Downtown Paid Parking Program will charge an hourly rate for parking at Lighthouse Park, and on Front Street, Park Ave., and First Street. Park passes will be available for residents, exempting them from paying the hourly charge in Lighthouse Park. The revenue from the program will be used to pay for parking enforcement costs and Lighthouse Park maintenance and operations (\$286,000), with any additional revenue used to fund pedestrian improvements, implementation of the Downtown Waterfront Master Plan and/or for a multi-use parking garage.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation

\$ -

Amount Previously Budgeted

Appropriation Amount Requested for 2015

\$ 312,955

Estimated Appropriations To Be Requested In Future FYs

[identify \$ amounts by FY]:

### Identify Effect Of Project On Future Operating Expenditures

The proposed "parking fund" is expected to be self supporting with net revenues going towards development improvements in the downtown. If after the first year, it is determined that the program needs to be adjusted for expenditures, the parking rates will be reconsidered and adjusted accordingly. Beginning rates are proposed to start at \$2.00/hour during the peak season and \$1.00/hour for the off season.

### Identify Alternatives and Costs

Reduce paid parking hours and utilize fewer park rangers to monitor and enforce parking.

### City Council Budget Direction

The City Council revised the revenue estimate downward from \$577,530 to \$277,530. The City Council will address the deficit in the adopted 2015 Budget when an update on the paid parking pilot program is brought back to the City Council.

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

Program will provide ongoing revenue to the City. Revenue and operating expenditure estimates are lower due to mid-year start date.

Expenditure Account #	\$ Amount
Park Capital Equipment	\$ 180,000
Police Admin Salaries & Wages	\$ 57,525
Police Admin Benefits	\$ 67,045
Police Admin Office Supplies	\$ 2,200
Police Admin Clothing & Boots	\$ 1,585
Police Admin Motor Fuel	\$ 2,600
Police Admin Travel & Subsistence	\$ 2,000
Total First Year Expenditures:	\$ 312,955

Revenue Account #	\$ Amount
New Parking Fees	\$ 277,530
New Parking Fines	\$ 27,125
Resident Parking Pass Administrative Fee	\$ 8,300
Total First Year Revenues:	\$ 312,955

Preparer Name:

Patricia Love, Community Development Dir./  
Marko Liias, Policy Analyst

2015 DECISION PACKAGE FOR CAPITAL BUDGET

## Domestic Violence Coordinator

<b>Department:</b>	Police
<b>Division:</b>	Administration & Support
<b>Item Description:</b>	Implement a contract for a Domestic Violence Coordinator to support victims and police officers, to be more responsive and improve end results.

<b>Fund Name</b>
General

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional</b>	<b>No</b>
\$5,300	One-Time or Ongoing?		Revenue? If Yes, Identify Below	

### Expenditure Purpose and Justification

The Domestic Violence Coordinator will be the liaison between victims of domestic violence, the Police Department, the Prosecutor, and the Courts. The individual would work approximately 4 hours per week, via a professional services (hourly) contract. The addition of this position would allow us to be more responsive to victims and improve the end result in court. Duties include; assist with safety planning; referral for safe housing or other immediate needs; recommendations to the Prosecutor regarding case outcomes; provide input to the Court regarding No Contact Orders on criminal cases; support victims at court hearings.

### Identify Alternatives and Costs

Provide no added follow-up support for victims of domestic violence.

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

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Expenditure Account	\$ Amount
Other Professional Services	\$ 5,300
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Charles Macklin, Police Commander
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## FIRE DEPARTMENT

The Fire Department protects lives and property by providing Fire Prevention and Education, Fire Suppression, Technical Rescue, Hazardous Material responses and Emergency Medical Services to the community. The Department is staffed by 28.5 full-time personnel.

The Fire Department serves the City from two Fire Stations staffed by career personnel 24-hours per day, 365 days per year: Fire Station 24 located in the Old Town, and Fire Station 25 located in Harbour Pointe.

The Fire Department is funded partially in the General Fund and partially in the Emergency Medical Services Fund which is a Special Revenue Fund. The 2015 Budget for both Funds is a total of \$4,676,691.

The Department is organized into five divisions:



**POSITION SUMMARY**

<b>Position Title</b>	<b>2014</b>	<b>2015</b>
Fire Chief	1.0	1.0
Assistant Fire Chief	1.0	1.0
Fire Marshall	1.0	0.0
Training Captain	1.0	1.0
Fire Captain	6.0	6.0
Firefighter	9.0	9.0
Firefighter/Paramedic	9.0	9.0
Senior Department Assistant	1.0	1.0
Department Assistant	0.5	0.5
<b>Total</b>	<b>29.5</b>	<b>28.5</b>

**Fire Department Expenditure Summary**

	<b>2013 Actuals</b>	<b>2014 Budget</b>	<b>2015 Baseline</b>	<b>2015 Decision Packages</b>	<b>2015 Total Budget</b>	<b>\$ Increase/ (Decrease)</b>
<b>General Fund</b>						
Administration & Support	299,668	338,800	293,265	-	293,265	(45,535)
Suppression	1,914,424	2,008,270	2,013,725	-	2,013,725	5,455
Prevention	136,054	144,202	76,906	-	76,906	(67,296)
Training	106,760	207,645	169,395	-	169,395	(38,250)
<b>General Fund Sub-Total</b>	<b>2,456,906</b>	<b>2,698,917</b>	<b>2,553,291</b>	<b>-</b>	<b>2,553,291</b>	<b>(145,626)</b>
<b>EMS Fund</b>						
Administration & Support	122,130	147,150	136,990	-	136,990	(10,160)
Emergency Medical Services	1,768,851	1,886,680	1,925,630	-	1,925,630	38,950
Training	61,681	53,652	60,780	-	60,780	7,128
<b>EMS Fund Sub-Total</b>	<b>1,952,662</b>	<b>2,087,482</b>	<b>2,123,400</b>	<b>-</b>	<b>2,123,400</b>	<b>35,918</b>
<b>Fire Department Total</b>	<b>4,409,568</b>	<b>4,786,399</b>	<b>4,676,691</b>	<b>-</b>	<b>4,676,691</b>	<b>(109,708)</b>

## Fire Administration

The Fire Administration Division oversees activities and provides administration and management of the Fire Department's five Divisions and all personnel. This Division manages the operating budget, develops strategic planning and directs disaster planning along with implementing programs. All Divisions' documentation, processing and archiving is completed in this Division. The EMS Fund, a special revenue fund, is presented in the section of the budget titled Special Revenue Funds.

### **2014 ACCOMPLISHMENTS**

- Placed in service 2 new fire engines.
- Maintained fiscal solvency with a balanced year-end operating budget.
- Awarded grant from Department of Health for EMS Training.
- Placed in service new SCBA Air Compressor.
- Hired 2 Firefighters and 3 Firefighter/Paramedics to replace vacancies.
- inspection and public education records.
- All other correspondences will be processed, filed and archived within Washington State record keeping and archiving criteria.
- Identify gaps in compliance with WAC 296-306 - Safety Standards for Firefighters and develop work plan to bring the City into compliance.
- Participate (with consultant) in a strategic review of current and future needs of Fire and EMS services in Mukilteo.

### **2015 GOALS & OBJECTIVES**

- Continue to pursue compliance with all personnel records, emergency response reports, training,
- Oversee Emergency Medical Services transport program revenue.
- Work with Public Works to oversee the vehicle fleet program of repairs, maintenance and replacement.

### • **BUDGET HIGHLIGHTS**

- The 2015 budget for the Fire Administration Division reflects no change in staffing levels.
- No decision packages are included in the requested expenditure budget.
- Salary and benefit costs comprise 92% of the total expenditures.
- Compared to the 2014 amended budget, expenditures have been reduced by 13.5% (\$45,535) due primarily to cuts in operating supplies (\$5,500), professional services (\$30,000), and equipment replacement charges and vehicle repairs & maintenance being budgeted elsewhere in the General Fund for 2015.

**Fire Department - Administration & Support**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	202,055	203,040	171,570	187,645	-	187,645	(15,395)
Overtime	403	608	500	300	-	300	(308)
OT - Investigation/Review/Inspection	252	-	-	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>202,710</b>	<b>203,648</b>	<b>172,070</b>	<b>187,945</b>	<b>-</b>	<b>187,945</b>	<b>(15,703)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>64,756</b>	<b>67,362</b>	<b>57,870</b>	<b>81,920</b>	<b>-</b>	<b>81,920</b>	<b>14,558</b>
<b>Supplies</b>							
Office Supplies	2,022	2,000	1,500	1,000	-	1,000	(1,000)
Purchase Of Forms	387	500	500	500	-	500	-
Supplies - Administration	196	300	328	300	-	300	-
Clothing/Boots	579	3,600	3,600	2,000	-	2,000	(1,600)
Motor Fuel	6,088	6,500	6,500	6,500	-	6,500	-
Small Items Of Equipment	756	3,100	2,500	200	-	200	(2,900)
<b>Total Supplies</b>	<b>10,028</b>	<b>16,000</b>	<b>14,928</b>	<b>10,500</b>	<b>-</b>	<b>10,500</b>	<b>(5,500)</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	-	35,000	34,000	5,000	-	5,000	(30,000)
Telephone	1,185	1,200	1,200	1,200	-	1,200	-
Postage	214	200	150	200	-	200	-
Cell Phone	1,560	1,700	1,100	1,700	-	1,700	-
Equipment Replacement Charges	3,940	3,690	3,690	-	-	-	(3,690)
Work Equipment M&R	2,155	1,000	500	500	-	500	(500)
Vehicle R&M	9,740	5,000	2,000	-	-	-	(5,000)
Assoc. Dues & Memberships	1,732	2,000	1,977	2,500	-	2,500	500
Laundry Services	1,648	2,000	900	1,800	-	1,800	(200)
<b>Total Other Services &amp; Charges</b>	<b>22,174</b>	<b>51,790</b>	<b>45,517</b>	<b>12,900</b>	<b>-</b>	<b>12,900</b>	<b>(38,890)</b>
<b>Total Administration</b>	<b>299,668</b>	<b>338,800</b>	<b>290,385</b>	<b>293,265</b>	<b>-</b>	<b>293,265</b>	<b>(45,535)</b>

## **Fire Suppression**

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

### **2014 ACCOMPLISHMENTS**

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

### **2015 GOALS & OBJECTIVES**

- Establish new deployment standards to include turnout time, single engine response, structure fire response for both residential and commercial, hazardous materials and technical rescue responses.
- Conduct all operations in compliance with WAC 296-306 - Safety Standards for Firefighter

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Fire Suppression Division reflects no change in staffing levels.
- No decision packages are included in the requested expenditure budget.
- Salary and benefit costs comprise 93% of the total expenditures.
- Compared to the 2014 amended budget, expenditures have increased by .3% (\$5,455) primarily due to increases in salary and benefits related to the labor agreement, increase in overtime, and equipment replacement charges and vehicle repairs & maintenance being budgeted elsewhere in the General Fund for 2015.

**Fire Department - Suppression Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	1,063,794	1,206,275	1,252,260	1,179,360	-	1,179,360	(26,915)
Special Assignment Pay	1,718	-	-	-	-	-	-
Education Incentive	6,655	6,900	-	6,900	-	6,900	-
Acting Supervisor Pay	3,206	3,800	-	3,800	-	3,800	-
Paramedic Incentive	16,365	17,000	-	17,000	-	17,000	-
Fire - Holiday Buy Back	14,610	29,000	-	29,000	-	29,000	-
Overtime	13,369	36,100	173,685	133,000	-	133,000	96,900
OT - Cover Vacation Leave	1,068	-	2,320	-	-	-	-
OT - Cover Bereavement	2,012	-	-	-	-	-	-
OT - Cover Sick Leave	85,075	-	58,620	-	-	-	-
OT - Disaster Support/Severe Weather	-	-	9,860	-	-	-	-
OT - Call Back	575	-	420	-	-	-	-
OT - Staff Meetings	5,484	-	3,315	-	-	-	-
OT - Drill	6,675	-	8,570	-	-	-	-
OT - Shift Extension	1,469	-	290	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>1,222,075</b>	<b>1,299,075</b>	<b>1,509,340</b>	<b>1,369,060</b>	<b>-</b>	<b>1,369,060</b>	<b>69,985</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>405,968</b>	<b>416,225</b>	<b>394,015</b>	<b>500,715</b>	<b>-</b>	<b>500,715</b>	<b>84,490</b>
<b>Supplies</b>							
Office Supplies	1,012	1,000	500	500	-	500	(500)
Supplies - Fire Suppression	10,652	6,500	6,500	6,500	-	6,500	-
Clothing/Boots	11,633	20,000	20,000	20,000	-	20,000	-
Motor Fuel	7,125	7,400	7,400	6,500	-	6,500	(900)
Small Items Of Equipment	66,803	56,000	56,000	56,000	-	56,000	-
<b>Total Supplies</b>	<b>97,225</b>	<b>90,900</b>	<b>90,400</b>	<b>89,500</b>	<b>-</b>	<b>89,500</b>	<b>(1,400)</b>
<b>Other Services &amp; Charges</b>							
Professional Services	2,573	3,600	3,600	4,000	-	4,000	400
Telephone	5,798	5,800	5,800	5,800	-	5,800	-
Postage	137	100	50	-	-	-	(100)

## ...Suppression Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
New World Project Connectivity	3,253	1,500	2,500	-	-	-	(1,500)
Cell Phones & Pagers	1,819	4,200	2,000	5,000	-	5,000	800
Equipment Replacement Charges	132,693	124,070	124,070	-	-	-	(124,070)
Equipment R&M	1,865	3,000	3,000	3,000	-	3,000	-
Vehicle R&M	9,665	25,000	20,000	-	-	-	(25,000)
Software Maintenance	-	600	600	600	-	600	-
Laundry Services	3,302	5,500	5,500	5,500	-	5,500	-
<b>Total Other Services &amp; Charges</b>	<b>161,105</b>	<b>173,370</b>	<b>167,120</b>	<b>23,900</b>	<b>-</b>	<b>23,900</b>	<b>(149,470)</b>
<b>Intergovernmental Svcs.</b>							
Dispatch Services	22,966	23,500	23,500	25,530	-	25,530	2,030
SNOCOM New World Assessment	2,136	2,300	2,300	2,120	-	2,120	(180)
SERS Operating Assessment	2,949	2,900	2,900	2,900	-	2,900	-
<b>Total Intergovernmental Svcs.</b>	<b>28,051</b>	<b>28,700</b>	<b>28,700</b>	<b>30,550</b>	<b>-</b>	<b>30,550</b>	<b>1,850</b>
<b>Total Suppression</b>	<b>1,914,424</b>	<b>2,008,270</b>	<b>2,189,575</b>	<b>2,013,725</b>	<b>-</b>	<b>2,013,725</b>	<b>5,455</b>

## **Fire Prevention**

The Fire Prevention Division provides fire safety inspections, fire prevention education and other community services. This Division oversees Public Education programs, station tours, safety education classes and other special events.

The Fire Marshal performs technical inspections of buildings and facilities to determine conformity with the City's fire and building codes.

This Division determines cause and origin of fires and prepares case material for prosecution as needed.

### **2014 ACCOMPLISHMENTS**

- Performed an annual business fire and life safety inspection for all licensed Mukilteo businesses.
- Investigated arson fires and determined cause & origin.
- Provided public education events to citizens via National Night Out, Touch a Truck, EMS Open House as well as dozens of individual and school events in the community.

### **2015 GOALS & OBJECTIVES**

- Maintain 100% compliance of business fire and life safety inspections.
- Continue new and existing building code plan reviews.
- Develop and implement fire code and City fire development standards.
- Enter and compile business and building complex data for business fire/safety pre-fire planning.

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Fire Prevention Division eliminates the Fire Marshal position as a City employee, and will provide this service through a contract.
- No decision packages are included in the requested expenditure budget.
- Limited public education is included in the requested budget expenditure.
- Compared to the 2014 amended budget, expenditures have been reduced by 47% (\$67,296) due primarily to the elimination of a full-time Fire Marshal.

**Fire Department - Prevention Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	88,473	94,130	86,200	-	-	-	(94,130)
Overtime	-	5,139	4,450	-	-	-	(5,139)
OT - Public Education Activities	6,128	-	3,970	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>94,601</b>	<b>99,269</b>	<b>94,620</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(99,269)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>22,947</b>	<b>25,263</b>	<b>24,530</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(25,263)</b>
<b>Supplies</b>							
Office Supplies	513	500	250	500	-	500	-
Reference Material	1,907	2,500	2,000	1,000	-	1,000	(1,500)
Supplies - Fire Prevention	4,544	5,000	4,500	3,000	-	3,000	(2,000)
Clothing/Boots	25	700	700	500	-	500	(200)
Motor Fuel	2,141	2,000	1,500	2,000	-	2,000	-
Small Items Of Equipment	-	500	500	500	-	500	-
<b>Total Supplies</b>	<b>9,130</b>	<b>11,200</b>	<b>9,450</b>	<b>7,500</b>	<b>-</b>	<b>7,500</b>	<b>(3,700)</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	801	400	400	66,506	-	66,506	66,106
Telephone	263	600	600	600	-	600	-
Cell Phone	675	700	700	700	-	700	-
Equipment Replacement Charges	4,130	3,870	3,870	-	-	-	(3,870)
Work Equipment M&R	33	100	312	400	-	400	300
Vehicle R&M	2,556	1,500	2,119	-	-	-	(1,500)
Assoc. Dues & Memberships	210	500	500	500	-	500	-
Laundry Services	708	800	600	700	-	700	(100)
<b>Total Other Services &amp; Charges</b>	<b>9,376</b>	<b>8,470</b>	<b>9,101</b>	<b>69,406</b>	<b>-</b>	<b>69,406</b>	<b>60,936</b>
<b>Total Prevention</b>	<b>136,054</b>	<b>144,202</b>	<b>137,701</b>	<b>76,906</b>	<b>-</b>	<b>76,906</b>	<b>(67,296)</b>

## **Training**

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

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

### **2014 ACCOMPLISHMENTS**

- Maintained training for all department members commensurate with duties as required by RCW 296-305 and other state, local and federal law.
- Continued the Joint Apprentice Training Program (JATC) program with line duty members with 20 of 25 members holding a Journeyman Card.
- Maintained joint training programs with neighboring fire departments and districts.
- Trained 5 new employees during initial training and provides ongoing training during probationary period.
- Sent 4 Captains to Burlington Northern Rail Safety Course for education on handling railroad accidents and fires.

### **2015 GOALS & OBJECTIVES**

- Provide on-going training to meet new State/Federal requirements and maintain job skills for all personnel.
- Maintain regional training activity with neighboring fire department jurisdictions
- Increase personnel knowledge and abilities to perform emergency services.
- Continue to develop a professional training plan for department members.
- Refine training program manager program for better management reporting.
- Continue with JATC apprentice program and have a 100% JATC Journeyman status with department.

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Training Division reflects no change in staffing levels.
- No Decision Packages are included in the requested expenditure budget.
- Salary and benefit costs comprise 75% of the total expenditures.
- Compared to the 2014 amended budget, expenditures have been reduced by 18% (\$38,250) due primarily to cuts in overtime (\$39,000) and, equipment replacement charges and vehicle repairs & maintenance being budgeted elsewhere in the General Fund for 2015.

**Fire Department - Training Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	56,987	56,926	76,840	58,865	-	58,865	1,939
Education Premium Pay	1,004	1,045	-	1,045	-	1,045	-
Fire - Holiday Buy Back	1,408	-	-	-	-	-	-
Overtime	387	79,372	33,000	40,000	-	40,000	(39,372)
OT - Conferences/Training/Education	97	-	4,700	-	-	-	-
OT - Cover Sick Leave	5,712	-	4,575	-	-	-	-
OT - Disaster Support/Severe Weather	-	-	1,070	-	-	-	-
OT - Call Back	-	-	150	-	-	-	-
OT - Drill	127	-	650	-	-	-	-
OT - Shift Extension	-	-	35	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>65,722</b>	<b>137,343</b>	<b>121,020</b>	<b>99,910</b>	<b>-</b>	<b>99,910</b>	<b>(37,433)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>14,064</b>	<b>28,602</b>	<b>25,010</b>	<b>26,915</b>	<b>-</b>	<b>26,915</b>	<b>(1,687)</b>
<b>Supplies</b>							
Office Supplies	486	500	500	500	-	500	-
Purchase Of Forms	32	-	-	-	-	-	-
Reference Material	1,936	2,800	2,800	1,500	-	1,500	(1,300)
Supplies - Training	208	1,000	1,000	1,500	-	1,500	500
Clothing/Boots	617	500	500	600	-	600	100
Small Items Of Equipment	-	1,000	1,000	1,000	-	1,000	-
<b>Total Supplies</b>	<b>3,279</b>	<b>5,800</b>	<b>5,800</b>	<b>5,100</b>	<b>-</b>	<b>5,100</b>	<b>(700)</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	2,600	12,000	8,000	12,000	-	12,000	-
Telephone	263	600	600	600	-	600	-
Cell Phone	22	-	-	720	-	720	720
Travel & Subsistence	11,399	12,000	10,000	12,000	-	12,000	-
Work Equipment M&R	-	500	-	500	-	500	-
Assoc. Dues & Memberships	185	200	185	350	-	350	150
Laundry Services	209	300	250	300	-	300	-
Training & Registration	9,017	10,300	9,000	11,000	-	11,000	700
<b>Total Other Services &amp; Charges</b>	<b>23,695</b>	<b>35,900</b>	<b>28,035</b>	<b>37,470</b>	<b>-</b>	<b>37,470</b>	<b>1,570</b>
<b>Total Training</b>	<b>106,760</b>	<b>207,645</b>	<b>179,865</b>	<b>169,395</b>	<b>-</b>	<b>169,395</b>	<b>(38,250)</b>

## PUBLIC WORKS DEPARTMENT

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

- 67 miles of streets
- Two traffic signals and school zone flashers
- 35 miles of storm drains and 4842 catch basins
- 620 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire (Equipment Rental)
- 23 municipal buildings
- 1,486 Street lights (City owned: 310; PUD owned: 1,176) The City monitors the operation of all street lights, regardless of ownership (PUD or City).

### Budget Highlights

#### Baseline Budget

- The overall baseline operating budget for Public Works has decreased by \$160,237. The budget reductions are due to completion of grant- funded projects in the Surface Water Fund.
  - **General Fund:** Compared to the 2014 budget, operating expenditures have increased by \$5,993. This comparison excludes the \$180,000 budgeted in 2015 for parking meters.
  - **Street Fund:** Compared to the 2014 budget, operating expenditures have increased by \$55,780. This comparison excludes the \$8,000 budgeted for machinery & equipment in 2014.
  - **Surface Water Fund:** Compared to the 2014 budget, operating expenditures have decreased by \$343,145. This comparison excludes 2014 and 2015 capital projects of \$1,841,817 and \$656,000, respectively.
  - **Facilities Maintenance Fund:** Compared to the 2014 budget, operating expenditures have increased by \$121,135. This comparison excludes the \$34,000 budgeted for capital outlay in 2014.

#### Operations

- Five operating Decision Packages were approved totaling \$162,258 in new budget requests.
  - One of the five decision packages changes a half time Department Assistant to a full time Senior Department Administrative Assistant at a net cost to the General Fund of \$12,528. The rest of the position will be

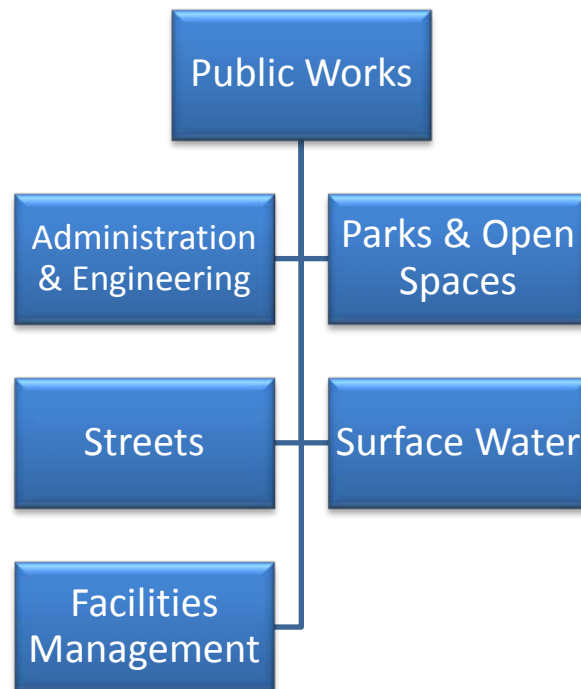
paid via capital project financing and grants. The Senior Department Assistant will provide grant and contract administration oversight for capital projects and implementation of the new cost accounting system.

- Reorganization of the Field Crew in the Facilities Maintenance Fund will save \$20,400 and creates upward mobility in a flat organization by converting: the Lead Maintenance Worker to a Senior Foreman; and an entry level worker to a Maintenance Worker I with no new FTE requirements.

### Capital Improvements

- Fifteen capital Decision Packages were approved totaling \$1,442,400 in the following Funds:
  - 4 Surface Water Fund projects with a total budget request of \$656,000
  - 9 projects funded with REET I with a total budget request of \$606,900.
  - 2 projects funded with REET II with a total budget request of \$64,500.
- Two planning projects, including the Transportation Comprehensive Plan update (\$42,500 in REET I) and a study of ADA public right-of-way compliance (\$15,000 in REET II).

The Department is organized into five operating Divisions as shown below:



**POSITION SUMMARY**

<b>Position Title</b>	<b>2014</b>	<b>2015</b>
Public Works Director	1.0	1.0
Assistant City Engineer	1.0	1.0
Senior Engineering Technician	1.0	1.0
Surface Water Technician	1.0	1.0
Department Assistant	0.5	0.0
Sr. Department Assistant	0.0	1.0
Superintendent	1.0	1.0
Lead Supervisor	0.0	1.0
Lead Serviceworker	4.0	0.0
Maintenance Lead	0.0	5.0
Park/Utility Service Worker	9.0	0.0
Maintenance III	0.0	0.0
Maintenance II	0.0	6.0
Maintenance I	0.0	1.0
Custodial Worker	0.0	1.5
<b>Total</b>	<b>18.5</b>	<b>20.5</b>

**Public Works Department Expenditure Summary**

	<b>2013 Actuals</b>	<b>2014 Budget</b>	<b>2015 Baseline</b>	<b>2015 Decision Packages</b>	<b>2015 Total Budget</b>	<b>\$ Increase/ (Decrease)</b>
Administration & Engineering	240,190	240,780	263,065	65,758	328,823	88,043
Parks and Open Space	673,450	714,835	632,785	180,000	812,785	97,950
<b>General Fund Sub-Total</b>	<b>913,640</b>	<b>955,615</b>	<b>895,850</b>	<b>245,758</b>	<b>1,141,608</b>	<b>185,993</b>
Street Fund	800,206	788,915	832,695	4,000	836,695	47,780
Surface Water Fund	1,390,354	3,706,957	1,521,995	656,000	2,177,995	(1,528,962)
Facilities Maintenance Fund	483,243	550,380	545,015	92,500	637,515	87,135
<b>Public Works Total</b>	<b>3,587,443</b>	<b>6,001,867</b>	<b>3,795,555</b>	<b>998,258</b>	<b>4,793,813</b>	<b>(1,208,054)</b>

**Note – The General Fund sub-total of \$1,141,608 for 2015 includes \$180,000 of capital expenditures pertaining to the Decision Package for the Downtown Paid Parking Program.**

## Administration and Engineering

The Administration and Engineering Division of Public Works:

- Manages public works projects that maintain the City's capital assets or builds new capital facilities
- Performs development review relative to City infrastructure and engineering standards, for 2014 eighty-five permits were processed as of August 31<sup>st</sup>, 2014
- Establishes standards for development of infrastructure and applies those standards and policies to regulate the use of the City's right-of-ways
- Oversees the operations and maintenance (O&M) Divisions of Public Works (Surface Water, Streets, Parks, Facilities, and administers the Equipment Replacement Fund)
- Provides support to the Public Works O&M divisions, Community Development Department, the Police and Fire Departments and oversees the Public Works role as a first responder in the event of an emergency
- Manages the City's right-of-way permit program
- Manages the City's street light program through agreements for service with Snohomish County PUD and Snohomish County Public Works manages the City's traffic signals and school zone flashers
- Is responsible for the City's transportation plan and assists with the development of the City's Capital Improvement Program

### **2014 ACCOMPLISHMENTS**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Retrofitted 50 HPS street light fixtures with energy savings LED lights</li> <li>• Expanded Mukilteo Estates stormwater detention pond</li> <li>• Retrofitted 50<sup>th</sup> Street stormwater pond</li> <li>• Installed rapid flashing beacons at Kamiak High School crosswalk</li> <li>• Conducted pavement condition ratings of all city streets</li> <li>• Opened interim trail access to Edgewater Beach Park</li> <li>• Install 8 school zone flashing indicators</li> <li>• LED Street light retrofit in the Crown Park neighborhood</li> <li>• 3rd Street light replacement</li> </ul> | <ul style="list-style-type: none"> <li>• Completed engineering and design for:               <ul style="list-style-type: none"> <li>○ 49<sup>th</sup> Ave Bioretention Swale</li> <li>○ 44<sup>th</sup> Ave Bioretention Swale</li> <li>○ 56<sup>th</sup> Ave Bioretention Swale</li> <li>○ OV Bioretention Swale</li> </ul> </li> <li>• Geotechnical evaluation of 86<sup>th</sup> Place slope</li> <li>• Engineering evaluation of Naketa Beach stormwater outfall</li> <li>• Adopted sidewalk management procedure used to prioritize projects</li> <li>• Prepared the City's emergency debris management plan</li> <li>• Adopted a citywide policy for Street Sign Retro-reflectivity management plan</li> <li>• Developed a new Traffic Calming Strategy</li> </ul> |
|--|--|

**2015 GOALS & OBJECTIVES**

- Finish code updates/reviews: Storm water, grading and geological sensitive area regulations
- Continue updating the GIS system to include all City assets (streets, storm water, parks, and buildings)
- Continue implementation of the NPDES Phase II permit requirements
- Update the pavement management system program with PCI rating of all City streets
- Complete the Surface Water Management Plan and rate study.
- Prepare an ADA Transition plan for City sidewalks
- Implement the Street Sign Retro-reflectivity management plan
- Develop City Street Maintenance Policy
- Implement the City's Traffic Calming Strategy
- Update the City's Pavement Management Plan

<b>Public Works - Admin &amp; Engineering</b>							
Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	130,395	114,595	115,910	133,430	27,390	160,820	46,225
Part Time Employees	19,007	12,415	-	22,535	-	22,535	10,120
Overtime	3,292	1,015	890	1,015	-	1,015	-
<b>Total Salaries &amp; Wages</b>	152,694	128,025	116,800	156,980	27,390	184,370	56,345
<b>Benefits</b>							
<b>Total Benefits</b>	49,983	46,460	44,465	70,885	29,673	100,558	54,098
<b>Supplies</b>							
Office Supplies	261	250	250	250	-	250	-
Reference Material	752	550	550	750	-	750	200
Operating Supplies	138	200	367	600	-	600	400
Clothing/Boots	493	400	400	1,400	-	1,400	1,000
Motor Fuel	1,150	1,250	1,250	1,250	-	1,250	-
Small Items Of Equipment	183	300	300	4,800	-	4,800	4,500
<b>Total Supplies</b>	2,977	2,950	3,117	9,050	-	9,050	6,100
<b>Other Services &amp; Charges</b>							
Engineering & Architect Svcs.	11,630	7,955	7,955	10,000	-	10,000	2,045
Other Professional Svcs.	2,998	3,000	3,000	3,000	-	3,000	-
Telephone	936	1,500	1,500	1,500	-	1,500	-
Postage	572	350	350	350	-	350	-
Cell Phone	2,013	2,000	2,000	2,000	-	2,000	-
Travel & Subsistence	1,127	900	900	3,100	-	3,100	2,200
Legal Publications	599	400	400	400	-	400	-
Equipment Replacement Charges	11,320	10,590	10,590	-	-	-	(10,590)
Vehicle R&M	648	1,000	1,000	-	-	-	(1,000)
Computer System Maint. & Subscriptions	-	2,850	2,850	-	8,695	8,695	5,845
Assoc. Dues & Memberships	807	700	794	900	-	900	200
File, Recording Fees	158	400	400	400	-	400	-
Printing And Binding	575	200	464	500	-	500	300
Training & Registration Costs	1,033	3,900	3,900	3,900	-	3,900	-

...Admin & Engineering Continued...							
Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Total Other Services &amp; Charges</b>	34,416	35,745	36,103	26,050	8,695	34,745	(1,000)
<b>Intergovernmental Svcs.</b>							
MRSC Small Works Roster Fee	120	100	100	100	-	100	-
<b>Total Intergovernmental Svcs.</b>	120	100	100	100	-	100	-
<b>Capital Outlay</b>							
Computer Software	-	27,500	27,500	-	-	-	(27,500)
<b>Total Capital Outlay</b>	-	27,500	27,500	-	-	-	(27,500)
<b>Total Admin &amp; Engineering</b>	<b>240,190</b>	<b>240,780</b>	<b>228,085</b>	<b>263,065</b>	<b>65,758</b>	<b>328,823</b>	<b>88,043</b>

## Parks and Open Space

The Parks and Open Space Division maintains all City-owned parklands and landscaped areas. Maintenance and improvement activities take place on 620 acres of parks and open space, including seven municipal facilities with grounds (police station, two fire stations, City Hall, a building used by the Chamber of Commerce, the Community Center and the public works shop).

Maintenance activities include: mowing, fertilizing, pruning, weeding, planting of new plants, spraying of herbicides and insecticides, daily cleaning of park and landscaped areas (at Lighthouse Park and 92<sup>nd</sup> St. Park) and maintaining of park structures including benches and tables.

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

### **2014 ACCOMPLISHMENTS**

- Restored level of service to all areas maintained by the Parks staff
- Rebuilt the entryway signage for 92<sup>nd</sup> St Park. Re-mulched both Fire Stations, the Police Department, Rosehill Community center, and the Welcome Signs
- Installed new drainage for 92nd Park to improve drainage west of the ponds

- Administered several volunteer projects such as trail clean up, cleaning handrails, and weeding parties

### **2015 GOALS & OBJECTIVES**

- Preserve existing park assets with an emphasis on Lighthouse Park, Rosehill Community Center, and 92<sup>nd</sup> St Park.

**Public Works – Parks**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	287,629	285,690	323,300	274,430	-	274,430	(11,260)
Part Time Employees	32,931	47,810	55,500	55,875	-	55,875	8,065
Acting Supervisor Pay	1,707	10,150	850	500	-	500	(9,650)
Overtime	10,373	4,060	4,500	3,500	-	3,500	(560)
Standby Pay	6,664	4,060	4,600	4,600	-	4,600	540
OT - Disaster Support/Severe Weather	265	-	-	-	-	-	-
<b>Total Salaries &amp; Wages</b>	<b>339,569</b>	<b>351,770</b>	<b>388,750</b>	<b>338,905</b>	<b>-</b>	<b>338,905</b>	<b>(12,865)</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>165,588</b>	<b>180,110</b>	<b>153,720</b>	<b>163,480</b>	<b>-</b>	<b>163,480</b>	<b>(16,630)</b>
<b>Supplies</b>							
Office Supplies	-	-	-	250	-	250	250
Operating Supplies	26,747	28,600	25,000	19,000	-	19,000	(9,600)
Clothing/Boots	6,660	3,900	5,150	5,500	-	5,500	1,600
Building Maintenance Supplies	3,252	2,500	2,500	2,500	-	2,500	-
Signs	112	1,000	1,000	1,000	-	1,000	-
Landscape Materials	15,529	16,200	15,000	13,000	-	13,000	(3,200)
Flower Basket Program	848	6,000	1,500	1,000	-	1,000	(5,000)
Motor Fuel	8,667	7,650	7,650	7,650	-	7,650	-
Small Items Of Equipment	5,510	10,500	5,000	5,000	-	5,000	(5,500)
<b>Total Supplies</b>	<b>67,325</b>	<b>76,350</b>	<b>62,800</b>	<b>54,900</b>	<b>-</b>	<b>54,900</b>	<b>(21,450)</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	4,610	6,000	4,000	2,000	-	2,000	(4,000)
Telephone	1,956	2,400	1,200	1,200	-	1,200	(1,200)
Cell Phone	1,878	2,000	1,500	1,500	-	1,500	(500)
Travel & Subsistence	378	300	100	2,000	-	2,000	1,700
Legal Publications	-	250	150	250	-	250	-
Land Rental	2,087	2,000	2,150	2,150	-	2,150	150
Work Equip & Machine Rental	2,112	3,800	3,905	3,800	-	3,800	-
Equipment Replacement Charges	28,520	26,670	26,670	-	-	-	(26,670)

## ...Parks Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
Natural Gas	1,500	2,600	1,250	2,000	-	2,000	(600)
Electricity	4,471	4,625	4,900	5,000	-	5,000	375
Sewer Service	13,395	13,700	10,500	11,700	-	11,700	(2,000)
Garbage Service	-	-	170	-	-	-	-
Water Service	15,679	11,760	12,500	13,000	-	13,000	1,240
Storm Drainage Chrgs.	11,638	12,000	13,000	13,000	-	13,000	1,000
Brush Disposal	-	-	1,250	1,000	-	1,000	1,000
Construction Debris Disposal	1,950	-	1,000	-	-	-	-
Equipment R&M	2,510	5,000	5,000	5,000	-	5,000	-
Other Maintenance & Repair	779	3,100	1,000	3,100	-	3,100	-
Vehicle R&M	5,128	3,000	10,000	-	-	-	(3,000)
Laundry Services	1,134	1,100	1,100	1,300	-	1,300	200
Training & Registration Costs	1,243	1,300	500	2,500	-	2,500	1,200
HP Maintenance Assn. Dues	-	5,000	5,000	5,000	-	5,000	-
<b>Total Other Services &amp; Charges</b>	<b>100,968</b>	<b>106,605</b>	<b>106,845</b>	<b>75,500</b>	<b>-</b>	<b>75,500</b>	<b>(31,105)</b>
<b>Capital Outlay</b>							
Other Machinery & Equipment	-	-	-	-	180,000	180,000	180,000
<b>Total Other Services &amp; Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>
<b>Total Parks</b>	<b>673,450</b>	<b>714,835</b>	<b>712,115</b>	<b>632,785</b>	<b>180,000</b>	<b>812,785</b>	<b>97,950</b>

**Senior Department Assistant Full Time**

<b>Department:</b>	Public Works	<table border="1"> <tr> <td><b>Fund Name</b></td> </tr> <tr> <td>General</td> </tr> </table>	<b>Fund Name</b>	General
<b>Fund Name</b>				
General				
<b>Division:</b>	Admin/Engineering			
<b>Item Description:</b>	Upgrade Part Time Department Assistant to Full Time Senior Department Assistant			

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>Yes</b>
\$ 57,063	One-Time or Ongoing?			

**Expenditure Purpose and Justification**

Currently the Public Works Department has a half time Department Assistant at the salary range of 55. In the past the Administrative Assistant duties were confined to coding departmental invoices for accounts payable and reported to the PW Superintendent at the Public Works Building. Now the administrative duties have grown to include: Grant Administration for federal and state grants for transpiration and surface water projects, Contract Administration for capital projects, service request data base maintenance, cost accounting support for department expenses and facility operating cost data entry into CAMS.

**Identify Alternatives and Costs**

Keep the position as a half time department assistant. Engineering staff will have to pick up this work load. The level of service provided to the public for plan review, inspection, service request will decline, some capital projects will have to be deferred and "represented" staff will incur a significant amount of additional over time that is not currently budgeted.

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

It is projected that slightly more than half of the revenues to pay for this position will come from capital projects and grants, including 2015 capital projects and surface water grants.

19 capital projects are programmed for FY 2015 with a total budget of \$1,497,400. A small portion of this budget will be used to cover project administrative costs. Each project will bear a prorated cost for administrative cost.

**The net impact to the General Fund for this change is expected to be \$12,528**

Expenditure Account #	\$ Amount
Full Time Salaries	\$ 27,390
Employee Benefits	\$ 29,673

Revenue Account #	\$ Amount
Surface Water Capacity Grant	\$ 4,500
2015 Capital Projects	\$ 40,035
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## Engineering software license renewal, support and upgrades

<b>Department:</b>	Public Works	
<b>Division:</b>	Admin & Engineering	
<b>Item Description:</b>	Engineering software license renewal, support and upgrade fees.	

	<b>Fund Name</b>
	General

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>
<b>\$8,695</b>	One-Time or Ongoing?		<b>No</b>

### Expenditure Purpose and Justification

This will keep our computer software for engineering up to date and retain the annual support and upgrade subscriptions. The software to be maintained is: Auto Civil 3D - two annual license subscriptions (\$1,265), CAMS annual maintenance and subscription (\$1,700), Street Saver annual subscription (\$1,500), GIS linking software and Auto Turn Software license (\$1,230).

### Identify Alternatives and Costs

Lose license, support and software upgrades of engineering computer software.

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

None.

Expenditure Account	\$ Amount	Revenue Account #	\$ Amount
Computer System Maint & Subscriptions	\$ 8,695		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -

<b>Preparer Name:</b>	Rick Hill, Public Works Superintendent
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## PLANNING & COMMUNITY DEVELOPMENT

The Planning and Community Development Department is responsible for guiding the physical development of the City to achieve the vision of its residents, businesses and property owners. The Department is divided into three Divisions, one of which is composed of two sections.

The Planning Division creates the tools to move the community's vision from wants to possibilities and then uses those tools to transform that vision into reality. The Long Range Planning section of the Planning Division researches, drafts and processes land use plans and development regulations. The Community Development section implements those plans and regulations by reviewing development proposals for compliance with the Mukilteo Municipal Code and enforcing the code's land use regulations. The Building Division's role is to review building construction plans for compliance with relevant building codes and to inspect the projects during construction to ensure conformance with the approved building plans. The Permit Center is the public's first point of contact for most visitors to City Hall by providing front counter reception and permit application intake services. In addition, they are the clerical staff support to the other divisions of the department and to the Engineering Division of the Public Works Department.

The Planning & Community Development staff's work load extends beyond the Department's boundaries and supports not only the rest of City Hall but also the Police, Fire and Recreation Departments.



**POSITION SUMMARY**

<b>Position Title</b>	<b>2014</b>	<b>2015</b>
Planning & Community Development Director	1.0	1.0
Planning Manager	1.0	1.0
Senior Planner	1.0	0.0
Associate Planner	2.0	2.0
Assistant Planner	1.0	1.0
Permit Services Supervisor	1.0	1.0
Permit Services Assistant	2.0	2.0
Building Official	1.0	1.0
GIS Specialist	0.0	1.0
<b>Total</b>	<b>10.0</b>	<b>10.0</b>

**Planning & Community Development Department Expenditure Summary**

	<b>2013 Actuals</b>	<b>2014 Budget</b>	<b>2015 Baseline</b>	<b>2015 Decision Packages</b>	<b>2015 Total Budget</b>	<b>\$ Increase/ (Decrease)</b>
Planning	574,430	708,980	726,755	17,000	743,755	34,775
Permit Center	277,180	285,385	301,640	-	301,640	16,255
Building	125,175	130,350	130,080	-	130,080	(270)
<b>TOTAL</b>	<b>976,785</b>	<b>1,124,715</b>	<b>1,158,475</b>	<b>17,000</b>	<b>1,175,475</b>	<b>50,760</b>

**Planning Department Decision Package Summary**

<b>Division</b>	<b>Title</b>	<b>Amount</b>
Planning	Aerial Photography Maps	5,000
Planning	Economic Development Subarea Planning	12,000
	<b>TOTAL</b>	<b>17,000</b>

## Planning

The role of the Planning Division is to help transform the possibilities described in the community's vision into probabilities.

The Long Range Planning Section is responsible for leading the city's planning efforts as required by the State's Growth Management Act and is responsible for maintaining the City's Comprehensive Plan and the many functional plans that support the Comprehensive Plan. Staff drafts new development regulations and update existing codes to implement the policies in those plans. They also assist with economic development efforts, from working on retaining city businesses, safe guarding neighborhoods and overseeing waterfront redevelopment. The section's focus in 2015 will be updating the Comprehensive Plan and coordinating waterfront development projects. The section also provides staff support to the City Council and Planning Commission, including general and specialized land use research, drafting ordinances, policies and programs, and facilitating large-scale and multi-agency development projects.

The Community Development Division's purpose is to implement the rules and policies developed by the Long Range Planning Section and to ensure compliance with federal, state, and local laws. It also provides staff support to the City Council and Hearing Examiner. The section's staff serves as project managers of all land use projects to assess their impact on the environment and compliance with Mukilteo Municipal Code. They also serve as the City's land use code compliance officers.

### **2014 ACCOMPLISHMENTS**

- Conducted outreach events for the 2015-2035 Comprehensive Plan update.
- Completed four code amendments updating the Mukilteo Municipal Code.
- Finalized the Tank Farm property transfer agreements with the Port of Everett.
- Started the Downtown Waterfront and Japanese Gulch Master Plans.
- Hired two new employees: GIS/CAD Technician and Assistant Planner
- Organized the city's GIS data onto a new server.
- Conducted two land use appeal hearings.
- Processed four Interlocal Agreements: Alliance of Housing Affordability and Snohomish Conservation District, Snohomish County Fish Passage Project and WRIA 8 update.
- Completed the paid parking analysis for Lighthouse Park and Downtown Mukilteo for implementation in 2015.
- Issued the Washington State Ferries Shoreline Substantial

- Development and Essential Public Facilities Notice of Decision for the Mukilteo Multimodal Project.
- Partnered with the Mukilteo Boys and Girls Club on a Recreation and Conservation Office (RCO) grant application.
- Improve public information and outreach efforts.
- Continue code compliance efforts primarily on complaint basis.
- Provide oversight & coordination of waterfront projects.
- Lead the redevelopment efforts on the Tank Farm.
- Continue inter-jurisdictional coordination on land use and housing.
- Adopt the 2015 comprehensive Plan update.
- Continue staff support for Planning Commission, Hearing Examiner & Sustainability subcommittee.

### **2015 GOALS & OBJECTIVES**

- Maintain processing times for development applications and report to the State on 120 day compliance or non-compliance as mandated for cities over 20,000 population using the on-line permit tracking system.

### **Budget Highlights**

- The 2015 budget for the Planning Division reflects no change in staffing levels.
- The 2015 budget includes two DP's totaling \$17,000 for updated aerial photography and an economic development study through the University of Washington.
- Salary and benefit costs comprise 86% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are increasing 4.9% primarily due to increased salary and benefit costs.

**Planning Department**

<b>Account Number</b>	<b>2013 Actuals</b>	<b>2014 Amended Budget</b>	<b>Year-End 2014 Estimates</b>	<b>2015 Baseline</b>	<b>2015 Decision Package</b>	<b>Total 2015 Requests</b>	<b>\$ Increase/ (Decrease)</b>
<b>Salaries &amp; Wages</b>							
Full Time Employees	399,687	389,175	402,595	459,760	-	459,760	70,585
Overtime	3,354	3,555	1,695	3,560	-	3,560	5
<b>Total Salaries &amp; Wages</b>	<b>403,041</b>	<b>392,730</b>	<b>404,290</b>	<b>463,320</b>		<b>463,320</b>	<b>70,590</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>136,226</b>	<b>174,560</b>	<b>153,495</b>	<b>177,585</b>	-	<b>177,585</b>	<b>3,025</b>
<b>Supplies</b>							
Office Supplies	-	650	650	1,650	-	1,650	1,000
Reference Material	154	50	-	50	-	50	-
Operating Supplies	185	-	15	-	-	-	-
Clothing/Boots	222	200	186	400	-	400	200
Motor Fuel	340	400	350	400	-	400	-
<b>Total Supplies</b>	<b>901</b>	<b>1,300</b>	<b>1,201</b>	<b>2,500</b>	-	<b>2,500</b>	<b>1,200</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	9,975	80,000	35,000	35,000	17,000	52,000	(28,000)
Reimbursable Consulting	-	6,500	-	6,500	-	6,500	-
Reimbursable Copies	251	500	250	1,000	-	1,000	500
Telephone	1,108	1,400	1,000	1,000	-	1,000	(400)
Postage	5,681	4,000	3,300	3,300	-	3,300	(700)
Cell Phones	404	400	360	400	-	400	-
Travel & Subsistence Expense	1,663	2,700	2,700	2,300	-	2,300	(400)
Legal Publications	1,980	3,000	3,100	3,000	-	3,000	-
Equipment Replacement Charges	3,780	3,540	3,540	-	-	-	(3,540)
Vehicle R&M	229	300	300	-	-	-	(300)
Software Maintenance	1,892	5,200	5,200	7,200	-	7,200	2,000
Assoc. Dues & Memberships	1,689	2,000	1,500	4,000	-	4,000	2,000
File, Recording Fees	-	100	-	100	-	100	-
Printing And Binding	-	400	300	400	-	400	-
Training & Registration Costs	2,510	3,350	2,805	3,350	-	3,350	-
Hearing Examiner	3,100	26,700	23,373	15,500	-	15,500	(11,200)
Comprehensive Plan	-	300	300	300	-	300	-
<b>Total Other Services &amp; Charges</b>	<b>34,262</b>	<b>140,390</b>	<b>83,028</b>	<b>83,350</b>	<b>17,000</b>	<b>100,350</b>	<b>(40,040)</b>
<b>Total Planning</b>	<b>574,430</b>	<b>708,980</b>	<b>642,014</b>	<b>726,755</b>	<b>17,000</b>	<b>743,755</b>	<b>34,775</b>

## Permit Center

The Permit Center of the Planning & Community Development Department manages and staffs the City Hall front counter and reception area (both over the counter and telephone). They are generally the first contact the public has when conducting business at City Hall. In addition, the center acts as City Hall's central cashier and issues permits once they are approved.

The Permit Center provides clerical and staff support services for both the Planning & Community Development Department and the Public Works Department. As such, they are responsible for producing, distributing and publishing departments' documents and for keeping the departments' web sites up to date. They are also responsible for ensuring the departments are properly supplied.

Permit Center staff act as the Planning Commission and the Parks & Arts Commission secretary, so they are responsible for noticing, producing, distributing and publishing their monthly meeting packets and for taking and drafting the minutes for those meetings.

The Permit Center also administers and maintains the City's digital permit tracking system and data bases. They are responsible for records management for the planning and public works departments. In addition, the Permit Center administers the City's residential, business, commuter and boat launch parking permit programs.

### **2014 ACCOMPLISHMENTS**

- Issued over four hundred and thirty permits.
- Responded to over 4,360 phone calls.
- Provided customer support to over 3,130 walk in customers at the front counter.

### **2015 GOALS & OBJECTIVES**

- Maintain our strong customer services commitment.

- Provide administrative function of electronic applications, project tracking and capital facilities software.
- Continue to track, evaluate, and improve processing time for permit issuance.
- Provide public information brochures, handouts and application packets.
- Maintain department webpage for notices, meeting dates and development projects.

**Budget Highlights**

- The 2015 budget for the Permit Center reflects no change in staffing levels.
- No decision packages are included in the requested expenditure budget totaling \$301,460.
- Salary and benefit costs comprise 91% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are increasing 5.7% primarily due to increased salary and benefit costs.

**Permit Center Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	170,927	173,500	177,615	183,765	-	183,765	10,265
Special Assignment Pay	109	-	-	-	-	-	-
Acting Supervisor Pay	-	1,015	-	1,015	-	1,015	-
Overtime	-	2,000	3,530	5,000	-	5,000	3,000
<b>Total Salaries &amp; Wages</b>	<b>171,036</b>	<b>176,515</b>	<b>181,145</b>	<b>189,780</b>	<b>-</b>	<b>189,780</b>	<b>13,265</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>80,645</b>	<b>82,760</b>	<b>82,335</b>	<b>85,600</b>	<b>-</b>	<b>85,600</b>	<b>2,840</b>
<b>Supplies</b>							
Office Supplies	3,803	4,000	4,000	5,000	-	5,000	1,000
Motor Fuel	44	-	-	-	-	-	-
	<b>3,847</b>	<b>4,000</b>	<b>4,000</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>1,000</b>
<b>Other Services &amp; Charges</b>							
Telephone	702	1,100	700	700	-	700	(400)
Travel & Subsistence	324	350	350	400	-	400	50
Equipment M&R	20,396	20,000	19,436	19,500	-	19,500	(500)
Assoc. Dues & Memberships	105	110	105	110	-	110	-
Printing And Binding	-	100	-	-	-	-	(100)
Training & Registration	125	450	450	550	-	550	100
<b>Total Other Services &amp; Charges</b>	<b>21,652</b>	<b>22,110</b>	<b>21,041</b>	<b>21,260</b>	<b>-</b>	<b>21,260</b>	<b>(850)</b>
<b>Total Permit Center</b>	<b>277,180</b>	<b>285,385</b>	<b>288,521</b>	<b>301,640</b>	<b>-</b>	<b>301,640</b>	<b>16,255</b>

## **Building**

The Building Division reviews and approves construction plans and inspects new construction to ensure all construction complies with the relevant codes and approved plans. The Building Official works in close coordination with the City Fire Marshal and Community Development staff.

The Division is also responsible for reviewing and approving right-of-way permit applications and for the City's street addressing program.

The Division assists the public by answering questions regarding building code requirements and construction best practices.

The Division investigates complaints regarding illegal, unsafe and non-code-compliant structures, and when necessary, initiates code enforcement orders against violators.

### **2014 ACCOMPLISHMENTS**

- Reviewed over 300 permit applications.
- Conducted approximately 1,300 building inspections.

- Maintain permit flow / turn-around times.
- Maintain pro-active stance and oversight during the development of critical / difficult sites.
- Issue Right-of-way permits in conjunction with PW Engineering.
- Assist in the evaluation of building fees and to make adjustments based on actual/estimated cost of service.

### **2015 GOALS & OBJECTIVES**

- Utilize on-line electronic application submittals, permit issuance and inspections.

### **Budget Highlights**

- The 2015 budget for the Building Division reflects no change to staffing levels.
- No decision packages are included in the requested expenditure budget totaling \$130,080.
- Salary and benefit costs comprise almost 91% of the total expenditure budget.
- Compared to the 2014 budget, expenditures are decreasing \$270.

**Building Division**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	66,654	67,660	78,240	71,195	-	71,195	3,535
Special Assignment Pay	9,998	10,150	-	10,150	-	10,150	-
<b>Total Salaries &amp; Wages</b>	76,652	77,810	78,240	81,345	-	81,345	3,535
<b>Benefits</b>							
<b>Total Benefits</b>	35,152	37,320	34,690	36,485	-	36,485	(835)
<b>Supplies</b>							
Reference Material	1,336	1,500	1,500	1,500	-	1,500	-
Operating Supplies	390	400	200	1,400	-	1,400	1,000
Clothing/Boots	375	400	400	400	-	400	-
Motor Fuel	831	800	800	800	-	800	-
Small Items Of Equipment	166	200	-	200	-	200	-
	3,098	3,300	2,900	4,300	-	4,300	1,000
<b>Other Services &amp; Charges</b>							
Contract Services	4,650	5,000	7,000	5,000	-	5,000	-
Telephone	351	600	325	600	-	600	-
Postage	318	300	450	450	-	450	150
Cellular Phones	449	500	400	450	-	450	(50)
Travel & Subsistence	162	400	185	200	-	200	(200)
Equipment Replacement Charges	3,420	3,200	3,200	-	-	-	(3,200)
Vehicle R&M	13	200	200	-	-	-	(200)
Assoc. Dues & Memberships	460	520	520	400	-	400	(120)
File, Recording Fees	-	200	-	-	-	-	(200)
Printing and Binding	-	-	-	200	-	200	200
Training & Registration Costs	450	1,000	635	650	-	650	(350)
<b>Total Other Services &amp; Charges</b>	10,273	11,920	12,915	7,950	-	7,950	(3,970)
<b>Total Building</b>	125,175	130,350	128,745	130,080	-	130,080	(270)

## Aerial Photography Maps

<b>Department:</b>	Planning & Community Development
<b>Division:</b>	Planning
<b>Item Description:</b>	Update the 2007 aerial maps with current data through a shared contract with King County.

<b>Fund Name</b>
General

<b>\$ Amount Requested in 2015:</b>
\$5,000

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

**One-Time**

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

**No**

### Expenditure Purpose and Justification

Aerial photography is used by the city for GIS mapping, emergency service providers and creating publically-shared graphics. The city last purchased aerial photography in 2007. The King County GIS Center will be taking aerial photographs of the Puget Sound region in Feb. 2015 and have invited jurisdictions in King and Snohomish Counties to participate. By participating, the city will be able to obtain up-to-date high resolution aerial imagery with significant cost savings over using a private vendor. The final cost will be dependent on how many other jurisdictions participate in the project so is unknown at this time. The amount requested is a conservative best estimate. As the city has not made a final commitment to participate, if costs exceed estimates we can choose to not participate. While aerial imagery is available at no cost via the Internet (i.e. Google Earth) that imagery is not georeferenced and is of lower resolution so is less functional.

### Identify Alternatives and Costs

Continue to use the 2007 base maps or contract on our own to obtain aerial imagery.

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

While this is a one time cost, it should be noted that aerial mapping needs to be updated every 5 to 10 years to keep up with land use changes and technology advancement.

Expenditure Account	\$ Amount
Other Professional Services	\$ 5,000
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Patricia Love, Community Development Dir.
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

**Economic Development Subarea Planning**

<b>Department:</b>	City Council/Executive/Planning
<b>Division:</b>	Planning
<b>Item Description:</b>	Economic Development Subarea Planning: Funding to develop an economic development plan for the City

<b>Fund Name</b>
General

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>One-Time</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>No</b>
\$12,000	One-Time or Ongoing?			

**Expenditure Purpose and Justification**

The City Council identified economic development planning as a top budget priority. The City's Comprehensive Plan includes policies in support of growing aerospace manufacturing, growing the retail sales tax base, supporting small businesses and creating clusters of complementary businesses in the City. In 2009, the Council approved a Downtown Business District Subarea Plan which was intended to identify measures to improve the vitality of Old Town in both its commercial and residential areas. This decision package builds on the successful model of community engagement and proposes further planning in the City. The City will be able to work with the Community Environment Planning program at the University of Washington to develop this plan. This amount will fund two quarters of work, with students and professor oversight.

**Identify Alternatives and Costs**

Delay further economic development planning beyond 2015

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

Improved economic development planning should lead to increasing commercial or industrial tax base in the City, and lead to economic growth over time.

Expenditure Account	\$ Amount
Other Professional Services	\$ 12,000
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Marko Liias, Policy Analyst
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

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### **RESERVE FUNDS**

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- City Reserve
- Paine Field Emergency Reserve
- LEOFF I Reserve
- Health Insurance Administration Reserve
- Unemployment Compensation Reserve

## **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**

- In 2014, it is projected that ending fund balance will be approximately \$731,000.
- In 2015, the Reserve Fund will be restored to \$1 million, in compliance with the Policy noted above, as a result of a \$50,000 transfer from the Surface Water Management Fund and a \$219,200 transfer from the General Fund.

**CITY RESERVE FUND (012)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<u>\$1,000,000</u>	<u>\$734,270</u>	<u>\$753,173</u>	<u>\$730,804</u>	<u>(\$3,466)</u>
<b>Revenues + Transfers In</b>					
Insurance Reimbursement	-	-	190,000	-	-
Operating Transfers In	-	126,750	126,750	269,200	142,450
Total Revenues + Transfers In	<u>-</u>	<u>126,750</u>	<u>316,750</u>	<u>269,200</u>	<u>142,450</u>
<b>Total Resources</b>	<u><b>1,000,000</b></u>	<u><b>861,020</b></u>	<u><b>1,069,923</b></u>	<u><b>1,000,004</b></u>	<u><b>138,984</b></u>
<b>Expenditures</b>					
Emergency Projects	246,827	168,000	339,119	-	(168,000)
Total Expenditures	<u><b>246,827</b></u>	<u><b>168,000</b></u>	<u><b>339,119</b></u>	<u>-</u>	<u><b>(168,000)</b></u>
<b>Ending Fund Balance</b>	<u><b>\$753,173</b></u>	<u><b>\$693,020</b></u>	<u><b>\$730,804</b></u>	<u><b>\$1,000,004</b></u>	<u><b>\$306,984</b></u>

**Paine Field Emergency Reserve Fund**

This Fund was created as a reserve account to support the City's legal defense against proposed commercial air service at Paine Field. The overall fund reserve level is set by the City Council and the Council approves spending from the Fund for costs related to protecting the City from commercial air service.

**BUDGET HIGHLIGHTS**

- One Decision Package is included for \$110,000 to refill the Paine Field Emergency Fund to reflect expenditures from the Fund in 2014.
- Budgeted expenditures total \$110,000 for 2015 for legal services related to ongoing litigation in federal court. Budgeted expenditures reflect costs in 2014 and are intended to provide ample resources for the City's legal defense in 2015.

**PAINE FIELD RESERVE FUND (015)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>86,699</b>	<b>6,700</b>	<b>(30,301)</b>	<b>-</b>	<b>(6,700)</b>
<b>Revenues + Transfers In</b>					
Investment Interest	-	-	-	-	-
Operating Transfers In	-	100,000	136,301	110,000	10,000
Total Revenues + Transfers In	-	100,000	136,301	110,000	10,000
<b>Total Resources</b>	<b>86,699</b>	<b>106,700</b>	<b>106,000</b>	<b>110,000</b>	<b>3,300</b>
<b>Expenditures + Transfers Out</b>					
Expenditures	117,000	106,000	106,000	110,000	4,000
Operating Transfers Out	-	-	-	-	-
Total Expenditures + Transfers Out	<b>117,000</b>	<b>106,000</b>	<b>106,000</b>	<b>110,000</b>	<b>4,000</b>
<b>Ending Fund Balance</b>	<b>(30,301)</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>(700)</b>

### Paine Field Emergency Fund

<b>Department:</b>	City Council/Executive
<b>Division:</b>	n/a
<b>Item Description:</b>	Paine Field Emergency Fund: Refill the emergency fund

<b>Fund Name</b>
General

<b>\$ Amount Requested in 2015:</b>
\$110,000

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

**One-Time**

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

**No**

**Expenditure Purpose and Justification**

The City Council has ranked continued opposition to commercial flights at Paine Field as a top budget priority. The fund was largely depleted due to legal action in 2014, this would restore the Emergency Fund to previous levels of funding.

**Identify Alternatives and Costs**

Fund at a lower level; do not refill the Paine Field Emergency Fund

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

None

Expenditure Account	\$ Amount
City Attorney Other Services	\$ 110,000
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Marko Lias, Policy Analyst
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

**Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF 1)**

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

**BUDGET HIGHLIGHTS**

- Only \$250 of interest revenue is budgeted for 2015 in contrast to 2014 when a \$25,000 transfer from the General Fund was made. No transfer in during 2015 is considered necessary since the Fund is projected to begin 2015 with a fund balance of approximately \$106,000.
- 2015 budgeted benefits for the two retirees total \$35,000 and excess reserves of \$33,557 are being transferred to the General Fund and used to help replenish the City Reserve Fund as a one-time use leaving an ending fund balance of \$36,400.

**LEOFF I RESERVE FUND (009)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>127,723</b>	<b>115,890</b>	<b>117,207</b>	<b>106,107</b>	<b>(9,783)</b>
<b>Revenues + Transfers In</b>					
Investment Interest	153	170	300	250	80
Operating Transfers In	25,000	25,000	25,000	-	(25,000)
Total Revenues + Transfers In	25,153	25,170	25,300	250	(24,920)
<b>Total Resources</b>	<b>152,876</b>	<b>141,060</b>	<b>142,507</b>	<b>106,357</b>	<b>(34,703)</b>
<b>Expenditures + Transfers Out</b>					
Personnel Benefits	34,269	38,200	35,000	35,000	(3,200)
Operating Transfer Out	-	-	-	33,557	
OFM Assessment Fee	1,400	1,400	1,400	1,400	-
Total Expenditures	35,669	39,600	36,400	69,957	(3,200)
<b>Ending Fund Balance</b>	<b>117,207</b>	<b>101,460</b>	<b>106,107</b>	<b>36,400</b>	<b>(31,503)</b>

### **Health Insurance Reserve Fund**

The City is self-insured for dental and vision benefits for City staff. Per State of Washington Office of Financial Management guidelines, the City is required to maintain a reserve balance in an amount not less than eight weeks of program expenses. An additional contingency reserve established by the City Council is recommended but not required. The City currently sets aside eight weeks plus a contingency of eight additional weeks for a total of sixteen. Since the minimum reserve requirement is approximately \$41,300, the excess fund balance is being transferred to the General Fund and used to help replenish the City Reserve Fund as a one-time use.

#### **BUDGET HIGHLIGHTS**

- No revenues are budgeted for 2015.
- The 2015 expenditure budget transfers \$25,996 in excess reserves to the General Fund leaving an ending fund balance of \$41,300.

**HEALTH INSURANCE RESERVE FUND**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>66,296</b>	<b>66,296</b>	<b>66,296</b>	<b>67,296</b>	<b>1,000</b>
<b>Revenues + Transfers In</b>					
Investment Interest	-	-	-	-	-
Operating Transfers In	-	1,000	1,000	-	(1,000)
Total Revenues + Transfers In	-	1,000	1,000	-	(1,000)
<b>Total Resources</b>	<b>66,296</b>	<b>67,296</b>	<b>67,296</b>	<b>67,296</b>	<b>-</b>
<b>Expenditures + Transfers Out</b>					
Expenditures	-	-	-	-	-
Operating Transfers Out	-	-	-	25,996	25,996
Total Expenditures + Transfers Out	-	-	-	25,996	25,996
<b>Ending Fund Balance</b>	<b>66,296</b>	<b>67,296</b>	<b>67,296</b>	<b>41,300</b>	<b>(25,996)</b>

### **Unemployment Compensation Reserve Fund**

The purpose of the Unemployment Compensation Reserve Fund is to set aside funds to be used for the payment of unemployment claims submitted to the City for payment. The City's historical practice has been to charge any claims to Funds other than this Fund. Staff is not aware of any State requirement to maintain this Fund. As a result, there is no need for it to exist and the fund balance of \$40,488 is being transferred to the General Fund in 2015 and used to help replenish the City Reserve Fund as a one-time use.

#### **BUDGET HIGHLIGHTS**

- No revenues are budgeted for 2015.
- The 2015 expenditure budget transfers \$40,488 to the General Fund leaving a \$0 ending fund balance at which time the Fund will be closed.

**UNEMPLOYMENT COMPENSATION RESERVE FUND (014)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>40,488</b>	40,490	40,488	40,488	(2)
<b>Revenues + Transfers In</b>					
Investment Interest	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Total Revenues + Transfers In	-	-	-	-	-
<b>Total Resources</b>	<b>40,488</b>	<b>40,490</b>	<b>40,488</b>	<b>40,488</b>	<b>(2)</b>
<b>Expenditures + Transfers Out</b>					
Expenditures	-	-	-	-	-
Operating Transfers Out	-	-	-	40,488	40,488
Total Expenditures + Transfers Out	-	-	-	<b>40,488</b>	<b>40,488</b>
<b>Ending Fund Balance</b>	<b>40,488</b>	<b>40,490</b>	<b>40,488</b>	-	<b>(40,490)</b>

**SPECIAL REVENUE  
FUNDS**

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- Street
- Recreation & Cultural Services
- Hotel/Motel Lodging Tax Fund
- Emergency Medical Services
- Drug Enforcement

## **Street Fund**

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

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

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

### **2014 ACCOMPLISHMENTS**

- Sidewalks and curbs were sprayed for weeds and grasses.
- Installed 8 new school zone flasher units
- Installed pedestrian activated crosswalk lights at crosswalk located on Harbour Pointe Blvd at Kamiak High School and Endeavour Elementary
- Removed two speed bumps near 2nd and Cornelia, and 3rd and Cornelia
- Repainted all school zone crosswalks
- Repaired two sidewalks that had failed

### **2015 GOALS & OBJECTIVES**

- Implement retro-reflectivity monitoring program and continue street sign replacement and repair program
- Prepare 3-5 miles of streets for surface maintenance
- Manage contracts/agreements for street striping, vegetation control.
- Mow ROW shoulder vegetation a minimum of two times between late March and end of October. Manage contract for backlogged sidewalk repairs.

### **Budget Highlights**

- Revenues in the Street Fund come from the Motor Vehicle Fuel Tax and Commercial Parking Tax, as well as through a transfer from the General Fund.
- This year's General Fund transfer is \$151,685 more than last year due to \$0 fund balance at the beginning of 2015 and increased expenditures.
- No staffing increases are proposed for the Street Fund.

- The 2015 budget includes one decision package of \$4,000 for street lighting materials
- 2015 expenditures are increasing by 6% due to salary and benefit increases.

**Street Fund Decision Package Summary**

<b>Division</b>	<b>Title</b>	<b>Amount</b>
Streets	Street Lighting Equipment	4,000
<b>TOTAL</b>		<b>4,000</b>

**STREET FUND (111)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<u>\$92,717</u>	<u>\$108,980</u>	<u>\$115,660</u>	<u>\$0</u>	<u>(\$108,980)</u>
<b>Revenues + Transfers In</b>					
Commercial Parking Tax	60,132	51,000	55,600	55,600	4,600
Street Fuel Tax	332,111	422,840	420,400	420,400	(2,440)
Investment Interest	102	100	600	100	-
Operating Transfers In	430,800	208,910	224,210	360,595	151,685
Total Revenues + Transfers In	<u>823,145</u>	<u>682,850</u>	<u>700,810</u>	<u>836,695</u>	<u>153,845</u>
<b>Total Resources</b>	<u><b>915,862</b></u>	<u><b>791,830</b></u>	<u><b>816,470</b></u>	<u><b>836,695</b></u>	<u><b>44,865</b></u>
<b>Expenditures</b>					
Salaries & Wages	263,777	247,000	310,785	288,960	41,960
Personnel Benefits	109,615	124,355	148,300	150,045	25,690
Supplies	60,200	66,800	63,025	68,500	1,700
Other Services & Charges	323,108	288,760	278,360	281,190	(7,570)
Intergovernmental Services	43,502	54,000	16,000	48,000	(6,000)
Capital Outlay	-	8,000	-	-	(8,000)
Total Expenditures	<u>800,202</u>	<u>788,915</u>	<u>816,470</u>	<u>836,695</u>	<u>47,780</u>
<b>Ending Fund Balance</b>	<u><b>\$115,660</b></u>	<u><b>\$2,915</b></u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>	<u><b>(\$2,915)</b></u>

**Public Works - Streets**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	71,390	68,330	83,445	67,405	-	67,405	(925)
Overtime	-	-	890	-	-	-	-
Full Time Employees	181,320	174,445	219,275	210,195	-	210,195	35,750
Acting Supervisor Pay	973	305	-	1,300	-	1,300	995
Overtime	5,816	4,060	4,200	6,000	-	6,000	1,940
Standby Pay	3,836	4,060	2,075	4,060	-	4,060	-
OT - Disaster Supp/Severe Weather	443	-	900	-	-	-	-
	263,778	251,200	310,785	288,960	-	288,960	37,760
<b>Benefits</b>							
<b>Total Benefits</b>	109,616	120,155	148,300	150,045	-	150,045	29,890
<b>Supplies</b>							
Operating Supplies	9,313	12,000	6,000	6,000	-	6,000	(6,000)
Clothing/Boots	2,776	2,800	2,800	3,000	-	3,000	200
Aggregate	13,125	14,000	13,000	7,000	-	7,000	(7,000)
Traffic Control Device Supply	15,372	15,000	20,530	30,000	-	30,000	15,000
Motor Fuel	15,642	18,000	13,500	13,500	-	13,500	(4,500)
Small Items Of Equipment	2,559	5,000	5,070	5,000	-	5,000	-
Street Lighting Equipment	1,413	-	2,125	-	4,000	4,000	4,000
<b>Total Supplies</b>	60,200	66,800	63,025	64,500	4,000	68,500	1,700
<b>Other Services &amp; Charges</b>							
Equipment Replacement Charges	73,000	67,890	67,890	67,890	-	67,890	-
Other Professional Svcs.	114	-	-	-	-	-	-
Contract Services	45,141	30,000	25,000	30,000	-	30,000	-
Telephone	1,956	2,400	1,000	1,200	-	1,200	(1,200)
Cell Phone	1,629	1,300	1,400	1,500	-	1,500	200
Travel & Subsistence	4	100	100	1,200	-	1,200	1,100
Work Equip & Machine Rental	4,802	6,000	4,500	2,000	-	2,000	(4,000)
Insurance	45,387	39,200	40,500	40,500	-	40,500	1,300
Hazardous Waste Disposal	2,735	600	-	-	-	-	(600)

## ...Streets Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
Public Utility Solid Waste	716	500	-	-	-	-	(500)
Electricity Street Lights	114,800	114,070	113,000	112,500	-	112,500	(1,570)
Brush Disposal	6,774	4,000	4,000	-	-	-	(4,000)
Construction Debris Disposal	1,223	3,000	1,500	1,000	-	1,000	(2,000)
Equipment R&M	4,306	6,000	5,000	8,000	-	8,000	2,000
Vehicle R&M	18,417	12,000	12,000	12,000	-	12,000	-
Laundry Services	1,227	1,200	1,300	1,400	-	1,400	200
Training & Registration	879	500	1,170	2,000	-	2,000	1,500
<b>Total Other Services &amp; Charges</b>	<b>323,110</b>	<b>288,760</b>	<b>278,360</b>	<b>281,190</b>	<b>-</b>	<b>281,190</b>	<b>(7,570)</b>
<b>Intergovernmental Svcs.</b>							
Lane Striping & Marking	31,049	32,000	1,000	29,000	-	29,000	(3,000)
Street Light Maintenance	12,453	19,000	15,000	16,000	-	16,000	(3,000)
Repairs In Row	-	1,000	-	1,000	-	1,000	-
Row Veg Maintenance	-	2,000	-	2,000	-	2,000	-
<b>Total Intergovernmental Svcs.</b>	<b>43,502</b>	<b>54,000</b>	<b>16,000</b>	<b>48,000</b>	<b>-</b>	<b>48,000</b>	<b>(6,000)</b>
<b>Capital Outlay</b>							
Other Machinery & Equipment	-	8,000	-	-	-	-	(8,000)
<b>Total Capital Outlay</b>	<b>-</b>	<b>8,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,000)</b>
<b>Total PW - Streets</b>	<b>800,206</b>	<b>788,915</b>	<b>816,470</b>	<b>832,695</b>	<b>4,000</b>	<b>836,695</b>	<b>47,780</b>

## Street Lighting Equipment

<b>Department:</b>	Public Works
<b>Division:</b>	Streets
<b>Item Description:</b>	Street Lighting Equipment

<b>Fund Name</b>
Street

<b>\$ Amount Requested in 2015:</b>
<b>\$4,000</b>

<b>Nature of the expenditure?</b>	<b>Ongoing</b>
One-Time or Ongoing?	

<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>No</b>
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### Expenditure Purpose and Justification

This will restore a majority of the funding that was budgeted in the past to allow for the purchase of replacement parts for city owned street lights. Previous funding levels have been between \$5,000 and \$10,000 per year. We occasionally experience a light pole being hit by a car and the damage not being reported until after the accident. Often we do not get any driver or insurance information. We have experienced about seven incidents over the previous 5 years where we have had to replace a light post assembly.

### Identify Alternatives and Costs

The alternative is to not budget for replacement parts and allow city owned street lights to remain out of service when broken.

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

--

Expenditure Account	\$ Amount
Street Lighting Equipment	\$ 4,000
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rick Hill, Public Works Superintendent
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## RECREATION DEPARTMENT

The Recreation & Cultural Services Fund finances the City's community recreation, enrichment, and wellness programs. The Rosehill Community Center serves as a community gathering place; provides community enrichment; is a place to hold events, public meetings and workshops; is an information center; and spurs economic development in Mukilteo.

The Fund generates a variety of revenues used to pay for the City's year-round recreation activities. To the extent necessary, the General Fund provides an annual operating subsidy.

### POSITION SUMMARY

Position Title	2014	2015
Recreation Director	1.0	1.0
Office Technician: Recreation Functions	2.6	2.3
Office Technician: Tourism Functions	0.0	0.5
Customer Service Clerk - (PT 50%: 5 - 5)	2.5	2.5
Recreation Programmer	0.0	0.6
Recreation Coordinator	1.0	1.0
Recreation Assistant Programmer	0.5	0.0
Outdoor Seasonal	0.5	0.5
<b>Total</b>	<b>8.1</b>	<b>8.4</b>

### Recreation Department Expenditure Summary

	2013 Actuals	2014 Budget	2015 Baseline	2015 Decision Packages	2015 Total Budget	\$ Increase/ (Decrease)
Recreation and Cultural Services	722,200	827,260	738,379	-	738,379	(88,881)
<b>TOTAL</b>	<b>722,200</b>	<b>827,260</b>	<b>738,379</b>	<b>-</b>	<b>738,379</b>	<b>(88,881)</b>

### 2014 ACCOMPLISHMENTS

- Published three Recreation Guides in combination with the City Views.
- Held four gallery openings, two successful free outdoor movies, two free Theatre in the Park events, eight free community events attended by approximately 7,000 people, and resulting in 2,077 pounds of food donated to the Mukilteo Food Bank. Processed 20 special event applications,
- coordinated with 6 community groups on co-sponsored events.
- Offered a variety of new recreation classes for all age groups, including 19 summer camps.
- Kicked-off the Japanese Gulch Master Plan Process with Barker Landscape Architects EarthCorps, and Mukilteo citizen advisory sub-committee group.

**2015 GOALS & OBJECTIVES**

- Develop a strong Recreation Plan to guide the fiscal management of the department, including a completed recreation inventory, pricing policy and service analysis and financial strategies for programs and events.
- Seek partnerships in the community with local business, organizations.
- Develop a Rosehill Community Center Advisory Board
- Complete Japanese Gulch Park Planning Process
- Support the arts in Mukilteo by completing the Cultural Arts Master Plan, and researching the percentage for arts policies.
- Continue to support existing programs at Rosehill Community Center
- Develop a strong marketing model for the Department, including new techniques, new facility rental brochure and presentation for businesses.
- Research and implement recreation software opportunities

**Budget Highlights**

- No Decision Packages are included in the requested expenditure budget totaling \$738,379.
- The 2015 budget for the Recreation & Cultural Services Fund reflects a minor growth in staffing levels. Specifically, the Hotel/Motel Lodging Tax Fund is providing a \$30,000 transfer to provide an additional 11.5 hours per week for expanded marketing efforts, interfacing with Mukilteo motels/hotels, and programming for seniors and arts. This reflects the City's priority to support subsidized or free community purposes through paid rentals and tourism uses of the center.
- 2015 revenues, excluding the operating transfers from the General Fund and Hotel/Motel Lodging Tax Fund, total \$574,530, an amount 9.9% higher than the 2014 year end estimates, and 20.2% higher than the 2014 Amended Budget. This is primarily due to additional revenue from Community Center room rental charges.
- 2015 expenditures total \$738,379 – an amount 9.4% lower than estimated 2014 year-end expenditures and 10.7% lower than the 2014 Amended Budget.
  - The primary reasons for the expenditure decreases noted above are twofold: First, \$50,000 was budgeted in 2014 for the Japanese Gulch Master Plan and it is estimated that \$38,600 will be spent in 2014 and the balance of \$11,400 spent in 2015. Second, effective 2015, utility costs for the Community Center of approximately \$53,000 are now being budgeted in the Facilities Maintenance Fund.
- Lastly, the budgeted 2015 operating transfer from the General Fund is \$152,449 – the amount necessary in order that revenues + transfer in = expenditures. Fund balance at the end of 2015 will be \$0.

**RECREATION & CULTURAL SERVICES FUND (114)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	20,393	172,030	-	11,400	(160,630)
<b>Revenues + Transfers In</b>					
Rec Program Fees	148,711	150,000	150,000	155,000	5,000
Special Event Permits	800	600	600	600	-
Farmers Market Booth Fees	665	650	650	650	-
Theater Technician Fees	1,890	1,500	700	800	(700)
Investment Interest	323	300	800	800	500
Community Center Room Rental	281,611	282,000	323,000	368,000	86,000
Outdoor / Upper Lawn Rentals	4,250	4,500	6,350	6,400	1,900
Weight Room Fees	9,292	8,000	10,000	10,500	2,500
Parking Rental - Long Term	9,958	10,080	10,000	10,080	-
Picnic Shelter Rental	12,460	11,000	12,700	12,700	1,700
Light Station Wedding Rentals	4,925	4,500	2,900	3,500	(1,000)
Miscellaneous	118	-	34	-	-
Sponsorships	1,300	4,900	4,900	5,500	600
Operating Transfers In	225,502	220,000	304,014	152,449	(67,551)
Total Revenues + Transfers In	701,805	698,030	826,648	726,979	28,949
<b>Total Resources</b>	<b>722,198</b>	<b>870,060</b>	<b>826,648</b>	<b>738,379</b>	<b>(131,681)</b>
<b>Expenditures</b>					
Salaries & Wages	313,266	357,770	351,830	350,670	(7,100)
Personnel Benefits	116,393	135,925	125,030	140,874	4,949
Supplies	16,478	15,825	15,845	18,060	2,235
Other Services & Charges	276,061	317,740	322,543	228,775	(88,965)
Total Expenditures	722,198	827,260	815,248	738,379	(88,881)
<b>Ending Fund Balance</b>	<b>-</b>	<b>42,800</b>	<b>11,400</b>	<b>-</b>	<b>(42,800)</b>

**Recreation**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	232,610	245,305	351,530	257,910	-	257,910	12,605
Part Time Employees	79,673	111,965	-	92,260	-	92,260	(19,705)
Overtime	982	500	300	500	-	500	-
<b>Total Salaries &amp; Wages</b>	<b>313,265</b>	<b>357,770</b>	<b>351,830</b>	<b>350,670</b>	<b>-</b>	<b>350,670</b>	<b>(7,100)</b>
<b>Benefits</b>							
FICA	23,621	27,335	125,030	26,790	-	26,790	(545)
PERS	25,172	30,885	-	32,250	-	32,250	1,365
L&I	1,702	3,475	-	3,955	-	3,955	480
Medical Benefits	47,242	62,820	-	60,375	-	60,375	(2,445)
Vehicle Allowance	2,400	2,400	-	2,400	-	2,400	-
Dental Benefits	9,297	5,610	-	5,830	-	5,830	220
Vision Benefits	537	765	-	2,310	-	2,310	1,545
Life Insurance	600	820	-	1,064	-	1,064	244
Long Term Disability Ins.	1,327	1,815	-	2,350	-	2,350	535
Medical Opt-Out Incentive	4,495	-	-	3,550	-	3,550	3,550
<b>Total Benefits</b>	<b>116,393</b>	<b>135,925</b>	<b>125,030</b>	<b>140,874</b>	<b>-</b>	<b>140,874</b>	<b>4,949</b>
<b>Supplies</b>							
Office Supplies	4806	5,000	5,000	5,000	-	5,000	-
Operating Supplies	7395	7,125	7,125	7,210	-	7,210	85
Clothing/Boots	880	500	120	300	-	300	(200)
Motor Fuel	338	200	600	800	-	800	600
Small Items Of Equipment	3060	3,000	3,000	4,750	-	4,750	1,750
<b>Total Supplies</b>	<b>16,479</b>	<b>15,825</b>	<b>15,845</b>	<b>18,060</b>	<b>-</b>	<b>18,060</b>	<b>2,235</b>
<b>Other Services &amp; Charges</b>							
Other Professional Svcs.	14670	66,900	54,400	16,400	-	16,400	(50,500)
Instructors Professional Services	99066	80,000	97,050	97,000	-	97,000	17,000

## ...Recreation Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
WSU Beach Watchers - Oth Prof Svcs.	6800	8,000	8,000	7,500	-	7,500	(500)
Telephone	2816	3,200	3,200	3,200	-	3,200	-
Postage	1223	1,500	1,400	1,500	-	1,500	-
Cell Phone	293	500	860	1,000	-	1,000	500
Comcast	7437	7,000	7,000	7,000	-	7,000	-
Travel & Subsistence	690	1,100	900	1,100	-	1,100	-
Advertising	3557	3,900	3,900	3,274	-	3,274	(626)
Community Advertising - Rec. Guide	32034	34,500	33,000	26,000	-	26,000	(8,500)
Work Equip & Machine Rental	0	1,500	900	500	-	500	(1,000)
Short-Term Facility/Field Rental	135	300	360	400	-	400	100
Insurance	16279	17,200	17,391	17,391	-	17,391	191
Natural Gas	2454	2,540	2,540	-	-	-	(2,540)
Electricity	34436	36,000	35,000	-	-	-	(36,000)
Sewer Service	4865	5,000	5,000	-	-	-	(5,000)
Water Service	4109	3,500	3,500	-	-	-	(3,500)
Storm Drainage Chgs.	3864	5,800	4,500	-	-	-	(5,800)
Alarm System	792	2,200	-	-	-	-	(2,200)
Office Equipment M&R	8138	9,800	6,500	8,000	-	8,000	(1,800)
Other Maintenance & Repair	1814	900	750	900	-	900	-
Vehicle R&M	0	100	31	100	-	100	-
Assoc. Dues & Memberships	286	700	783	600	-	600	(100)
Printing And Binding	552	600	600	1,710	-	1,710	1,110
Contractual Services	28308	24,000	33,800	34,000	-	34,000	10,000
Training & Registration	847	400	578	600	-	600	200
Miscellaneous	598	600	600	600	-	600	-
<b>Total Other Services &amp; Charges</b>	<b>276,063</b>	<b>317,740</b>	<b>322,543</b>	<b>228,775</b>	<b>-</b>	<b>228,775</b>	<b>(88,965)</b>
<b>Total Recreation</b>	<b>722,200</b>	<b>827,260</b>	<b>815,248</b>	<b>738,379</b>	<b>-</b>	<b>738,379</b>	<b>(88,881)</b>

### **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 the 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 Fund's assets.

Each year, the Committee solicits grant applications to fund promotional opportunities within the City for tourism. The applications are reviewed by the Committee which then presents its recommendations to the City Council.

#### **BUDGET HIGHLIGHTS**

- \$240,000 of hotel/motel tax revenue is projected for 2015 in addition to beginning fund balance of \$189,251 for total resources available of \$430,451.
- Budgeted expenditures total \$290,450 for 2015 including a \$15,000 transfer to the General Fund to support Lighthouse Festival overtime costs and an additional \$30,000 transfer to the Recreation & Cultural Services Fund. Staff there will be able to focus on expanded marketing efforts, interfacing with Mukilteo hotels and motels, and programming for seniors and arts.
- Budgeted expenditures also include \$42,000 to assist the Chamber of Commerce with staffing the Visitor Center.
- An ending fund balance of \$140,000 as of the end of 2015 is projected.

**HOTEL/MOTEL LODGING TAX FUND (116)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget</b>
<b>Beginning Fund Balance</b>	<u>\$94,118</u>	<u>\$226,320</u>	<u>\$185,820</u>	<u>\$189,251</u>	<u>(\$37,069)</u>
<b>Revenues + Transfers In</b>					
Hotel/Motel Transient Tax	228,769	200,000	235,400	240,000	40,000
Investment Interest	396	400	1,100	1,200	800
Transfers In	-	5,000	-	-	(5,000)
Total Revenues + Transfers In	<u>229,165</u>	<u>205,400</u>	<u>236,500</u>	<u>241,200</u>	<u>35,800</u>
<b>Total Resources</b>	<b><u>323,283</u></b>	<b><u>431,720</u></b>	<b><u>422,320</u></b>	<b><u>430,451</u></b>	<b><u>(1,269)</u></b>
<b>Expenditures + Transfers Out</b>					
Community Organizational Support	137,285	173,000	160,000	-	(173,000)
Tourism Grants	-	-	-	167,950	167,950
Major Event Support	-	-	-	35,000	35,000
Tourism Center Staffing	-	-	-	42,000	42,000
Transfers Out	-	-	-	45,000	45,000
Insurance	178	500	500	500	-
Interfund Loan Payment	-	72,569	72,569	-	(72,569)
Total Expenditures + Transfers Out	<u>137,463</u>	<u>246,069</u>	<u>233,069</u>	<u>290,450</u>	<u>44,381</u>
<b>Ending Fund Balance</b>	<b><u>\$185,820</u></b>	<b><u>\$185,651</u></b>	<b><u>\$189,251</u></b>	<b><u>\$140,001</u></b>	<b><u>(\$45,650)</u></b>

## Emergency Medical Services Fund

Staff of the Emergency Medical Services (EMS) Division of the Fire Department provides Basic and Advanced Life Support (BLS/ALS) services to the community. Fire Department operations are financed by that portion of the Department budgeted in the General Fund and the EMS Fund.

The EMS Fund accounts for property tax revenue generated from the EMS levy and charges for 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.

### **2014 ACCOMPLISHMENTS**

- Continued to respond to Basic Life Support and Advanced Life Support emergency medical calls.
- Continued to respond to mutual aid and automatic aid emergency medical calls with neighboring fire departments.
- Maintained authorized ambulance transporting agency through the WA State Department of Health.
- Maintained EMS equipment and vehicles for continuous readiness.

- Crews train on active shooter scenarios with other fire/police agencies.

### **2015 GOALS & OBJECTIVES**

- Establish new deployment standards to include both ALS and BLS responses.
- Work with our partners to assist in the hospital data exchange for better patient integration.
- Conduct all operations in compliance with WAC 296-306 - Safety Standards for Firefighters

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the EMS Division reflects no change in staffing levels.
- No decision packages are included in the requested expenditure budget.
- Salary and benefit costs comprise 76% of the total expenditures.
- Compared to the 2014 amended budget, expenditures have increased by 1.7% (\$35,918) primarily due to increases in salary and benefits related to the labor agreement.

**EMERGENCY MEDICAL SERVICES FUND (126)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget</b>
<b>Beginning Fund Balance</b>	<b>\$288,436</b>	<b>\$26,376</b>	<b>\$130,151</b>	<b>\$0</b>	<b>(\$26,376)</b>
<b>Revenues + Transfers In</b>					
EMS Levy	1,632,320	1,605,088	1,719,500	1,800,106	195,018
Charges for Services	161,430	220,000	161,430	161,430	(58,570)
Investment Interest	217	100	100	217	117
Miscellaneous Revenue	563	700	-	-	(700)
Operating Transfers In	-	100,000	227,071	161,647	61,647
Total Revenues + Transfers In	<u>1,794,530</u>	<u>1,925,888</u>	<u>2,108,101</u>	<u>2,123,400</u>	<u>197,512</u>
<b>Total Resources</b>	<b><u>2,082,966</u></b>	<b><u>1,952,264</u></b>	<b><u>2,238,252</u></b>	<b><u>2,123,400</u></b>	<b><u>171,136</u></b>
<b>Expenditures</b>					
Salaries & Wages	1,105,019	1,220,962	1,342,365	1,141,920	(79,042)
Personnel Benefits	337,376	345,110	370,535	462,675	117,565
Supplies	78,457	86,550	84,242	74,500	(12,050)
Other Services & Charges	246,076	255,610	261,860	252,060	(3,550)
Intergovernmental Services	174,311	179,250	179,250	192,245	12,995
Capital Outlay	11,419	-	-	-	-
Interest Expense	157	-	-	-	-
Total Expenditures	<u>1,952,815</u>	<u>2,087,482</u>	<u>2,238,252</u>	<u>2,123,400</u>	<u>35,918</u>
<b>Ending Fund Balance</b>	<b><u>\$130,151</u></b>	<b><u>(\$135,218)</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$135,218</u></b>

**Fire Department - Emergency Medical Services**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	71,475	75,748	92,575	64,250	-	64,250	(11,498)
Part Time Employees	23,661	26,635	-	25,960	-	25,960	
Overtime	134	-	60	-	-	-	
Full Time Employees	795,981	890,140	992,770	835,895	-	835,895	
Special Assignment Pay	573	-	-	-	-	-	
Education Premium Pay	7,019	7,405	-	7,405	-	7,405	
Acting Supervisor Pay	2,063	3,875	-	3,875	-	3,875	
Paramedic Incentive	49,094	51,000	-	51,000	-	51,000	
Fire - Holiday Buy Back	9,359	22,900	-	22,900	-	22,900	
Overtime	7,570	94,703	126,000	90,000	-	90,000	
OT - Cover Vacation Leave	356	-	775	-	-	-	
OT - Cover Bereavement	671	-	-	-	-	-	
OT - Cover Sick Leave	80,200	-	48,090	-	-	-	
OT - Disaster Support/Severe Weather	-	-	5,580	-	-	-	
OT - Call Back	332	-	260	-	-	-	
OT - Drill	3,199	-	5,695	-	-	-	
OT - Shift Extension	1,028	-	270	-	-	-	
Full Time Employees	37,991	37,730	56,810	39,940	-	39,940	
Education Premium Pay	669	695	-	695	-	695	
Fire - Holiday Buy Back	938	-	-	-	-	-	
Overtime	258	-	2,520	-	-	-	
OT - Conferences/Training/Education	8,557	-	6,640	-	-	-	
OT - Cover Sick Leave	3,808	-	3,050	-	-	-	
OT - Disaster Support/Severe Weather	-	-	715	-	-	-	
OT - Call Back	-	-	100	-	-	-	
OT - Drill	85	-	435	-	-	-	
OT - Shift Extension	-	-	20	-	-	-	
<b>Total Salaries &amp; Wages</b>	<b>1,105,021</b>	<b>1,210,831</b>	<b>1,342,365</b>	<b>1,141,920</b>	<b>-</b>	<b>1,141,920</b>	
<b>Benefits</b>							
<b>Total Benefits</b>	<b>337,377</b>	<b>355,241</b>	<b>370,535</b>	<b>462,675</b>	<b>-</b>	<b>462,675</b>	

## ...EMS Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
Office Supplies	1,001	1,000	500	500	-	500	
Reference Material	173	750	742	1,000	-	1,000	
Supplies - EMG Medical Svc	17,778	25,000	25,000	20,000	-	20,000	
Clothing/Boots	7,831	9,000	9,000	10,000	-	10,000	
Motor Fuel	13,265	13,800	12,000	12,000	-	12,000	
Small Items Of Equipment	38,410	37,000	37,000	31,000	-	31,000	
<b>Total Supplies</b>	<b>78,458</b>	<b>86,550</b>	<b>84,242</b>	<b>74,500</b>	<b>-</b>	<b>74,500</b>	
<b>Other Services &amp; Charges</b>							
Insurance	-	17,100	17,100	-	-	-	
Billing Services	13,210	15,000	13,000	15,000	-	15,000	
Professional Services	14,705	15,100	45,100	16,000	-	16,000	
Telephone	1,053	2,100	2,100	2,100	-	2,100	
New World Project Connectivity	750	4,500	1,000	-	-	-	
Cell Phone	3,131	5,000	2,200	5,000	-	5,000	
Equipment Replacement Charges	170,054	176,860	176,860	176,860	-	176,860	
Insurance	15,920	-	-	17,100	-	17,100	
Hazardous Waste Disposal	-	500	-	500	-	500	
Work Equipment M&R	330	1,000	500	1,000	-	1,000	
Vehicle R&M	24,972	15,000	1,000	15,000	-	15,000	
Laundry Services	1,950	3,450	3,000	3,500	-	3,500	
<b>Total Other Services &amp; Charges</b>	<b>246,075</b>	<b>255,610</b>	<b>261,860</b>	<b>252,060</b>	<b>-</b>	<b>252,060</b>	
<b>Intergovernmental Svcs.</b>							
Dispatch Services	68,898	70,880	70,880	77,275	-	77,275	
SNOCOM New World Assessment	6,407	6,850	6,850	6,315	-	6,315	
Lynnwood Ems Contract	90,160	92,670	92,670	100,000	-	100,000	
SERS Operating Assessment	8,847	8,850	8,850	8,655	-	8,655	
<b>Total Intergovernmental Svcs.</b>	<b>174,312</b>	<b>179,250</b>	<b>179,250</b>	<b>192,245</b>	<b>-</b>	<b>192,245</b>	

## ...EMS Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Capital Outlay</b>							
Computer Hardware	11,419	-	-	-	-	-	
<b>Total Capital Outlay</b>	11,419	-	-	-	-	-	
<b>Total Emergency Medical Services</b>	<b>1,952,662</b>	<b>2,087,482</b>	<b>2,238,252</b>	<b>2,123,400</b>	<b>-</b>	<b>2,123,400</b>	

## **Drug Enforcement Fund**

This 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.

### **BUDGET HIGHLIGHTS**

- The 2015 budget for the Drug Fund contains two Decision Packages reflecting expenditures of \$12,500. These expenditures include \$5,000 in education expenses and \$7,500 in SWAT equipment.
- The annual contract for the Snohomish County Narcotics Task Force ILA formerly paid from Administration and Support is being paid from the Drug Fund in the 2015 budget reflecting an expenditure of \$5,400.

**DRUG ENFORCEMENT FUND (104)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>\$23,932</b>	<b>\$17,220</b>	<b>\$27,858</b>	<b>\$22,363</b>	<b>\$5,143</b>
<b>Revenues</b>					
Investment Interest	22	20	100	100	80
Proceeds from forfeited property	3,904	-	525	-	-
Total Revenues	3,926	20	625	100	80
<b>Total Resources</b>	<b>27,858</b>	<b>17,240</b>	<b>28,483</b>	<b>22,463</b>	<b>5,223</b>
<b>Expenditures + Transfers Out</b>					
Salaries & Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Capital Outlay	-	6,120	6,120	12,500	6,380
Intergovernmental Services	-	-	-	5,400	5,400
Total Expenditures + Transfers Out	-	6,120	6,120	17,900	11,780
<b>Ending Fund Balance</b>	<b>\$27,858</b>	<b>\$11,120</b>	<b>\$22,363</b>	<b>\$4,563</b>	<b>(\$6,557)</b>

**SWAT**

<b>Department:</b>	Police
<b>Division:</b>	Drug Enforcement
<b>Item Description:</b>	Allow three officers to participate in the Snohomish County SWAT Team.

<b>Fund Name</b>
Drug Enforcement

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>No</b>
\$7,500	One-Time or Ongoing?			

**Expenditure Purpose and Justification**

Snohomish County agencies have a combined Special Weapons and Tactics (SWAT) Team. Mukilteo Police Department is a partner with these agencies on many levels and relies on the regional team for SWAT responses. Presently, MPD does not have an active member. This assignment will provide significant tactical response training for the 3 participating officers who will bring that knowledge to other staff. The equipment required is a one-time cost. On-going costs include training and munitions. This assignment can provide rapid response to a variety of high-liability scenarios. It would also allow us to offer additional lateral duty assignments which assist in recruitment and retention of personnel.

**Identify Alternatives and Costs**

Do not fund and continue to rely on response from other agencies.

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

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Expenditure Account	\$ Amount
Operating Supplies	\$ 7,500
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Cheol Kang, Detective Sergeant
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

## Youth Substance Abuse Prevention

<b>Department:</b>	Police			
<b>Division:</b>	Drug Enforcement			
<b>Item Description:</b>	Youth Substance Abuse Prevention: Build on the 2013 program to continue outreach efforts to prevent youth substance abuse	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Fund Name</td> </tr> <tr> <td style="text-align: center;">Drug Enforcement</td> </tr> </table>	Fund Name	Drug Enforcement
Fund Name				
Drug Enforcement				

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>No</b>
\$5,000	One-Time or Ongoing?			

### Expenditure Purpose and Justification

In 2013, the City Council authorized the use of \$10,000 from the Drug Enforcement Fund to improve youth substance abuse prevention efforts. The State's Healthy Youth Survey has found that use of drugs, alcohol and cigarettes by minors continue to be unacceptably high in our state. In 2015, the Crime Prevention Officer would partner with local schools and community groups to continue outreach efforts to reduce youth substance abuse.

### Identify Alternatives and Costs

Select a different funding level; do not fund additional youth substance abuse outreach

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

None.

Expenditure Account	\$ Amount	Revenue Account #	\$ Amount
Public Affairs and Community Outreach	\$ 5,000		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -

<b>Preparer Name:</b>	Marko Liias, Policy Analyst
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

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**CAPITAL PROJECTS  
FUNDS**

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- Park Acquisition & Development
- Transportation Impact Fee
- Real Estate Excise Tax I
- Real Estate Excise Tax II

### **Park Acquisition & Development Fund**

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 public facilities or of improving existing ones needed as a result of 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 purpose of this Fund is to account for the receipt of Park Mitigation Fees on new development in the City.

In February 2014, the City Council authorized the purchase of Japanese Gulch. Part of the funding for this acquisition was a \$300,000 interfund loan from the Equipment Replacement Fund with repayment scheduled over ten years.

#### **BUDGET HIGHLIGHTS**

- 2014 and 2015 revenues include \$91,300 of estimated park mitigation fees; 2014 includes the \$300,000 of interfund loan proceeds noted above.
- 2014 estimated expenditures total \$509,500 - \$450,000 towards the purchase of Japanese Gulch and two transfers out totaling \$59,500 - \$35,000 to the General Fund for the Waterfront Master Plan and \$24,500 to the Recreation & Cultural Services Fund for the Japanese Gulch Master Plan.
- 2015 expenditures include \$30,000 for the first of ten annual payments to the Equipment Replacement Fund to begin repaying the interfund loan noted above.

**PARK ACQUISITION & DEVELOPMENT (322)**

	<b>2013</b>	<b>2014</b>	<b>2014 Y.E.</b>	<b>2015</b>	<b>Budget to</b>
	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>
	<b>(\$56,505)</b>	<b>\$207,071</b>	<b>\$118,453</b>	<b>\$1,753</b>	<b>Compariso</b>
<b>Beginning Fund Balance</b>					<b>((\$205,318))</b>
<b>Revenues</b>					
Grant Revenues	177,087	-	-	-	-
Contributions - Private Source	10,000	5,000	-	-	(5,000)
Interlocal Agreements	55,000	-	-	-	-
Park Mitigation Fees	85,330	38,000	91,300	91,300	53,300
Interfund Loan Proceeds	-	300,000	300,000	-	(300,000)
Investment Interest	244	50	1,500	300	250
Total Revenues	<u>327,661</u>	<u>343,050</u>	<u>392,800</u>	<u>91,600</u>	<u>(251,450)</u>
<b>Total Resources</b>	<b><u>271,155</u></b>	<b><u>550,121</u></b>	<b><u>511,253</u></b>	<b><u>93,353</u></b>	<b><u>(456,768)</u></b>
<b>Expenditures + Transfers Out</b>					
Interfund Loan Repayment	-	-	-	30,000	30,000
Interfund Loan Interest Payment	170	-	-	-	-
Supplies	2,803	-	-	-	-
Transfer Out	-	59,500	59,500	-	(59,500)
Capital Outlay	<u>149,729</u>	<u>463,300</u>	<u>450,000</u>	<u>-</u>	<u>(463,300)</u>
Total Expenditures + Transfers Out	<b><u>152,702</u></b>	<b><u>522,800</u></b>	<b><u>509,500</u></b>	<b><u>30,000</u></b>	<b><u>(492,800)</u></b>
<b>Ending Fund Balance</b>	<b><u>\$118,453</u></b>	<b><u>\$27,321</u></b>	<b><u>\$1,753</u></b>	<b><u>\$63,353</u></b>	<b><u>\$36,032</u></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 \$91,900 for 2015 – the same as the estimated amount for 2014.
- No expenditures are planned for 2015 with the result that fund balance at the end of 2015 is projected to be approximately \$258,700.

**TRANSPORTATION IMPACT FEE FUND (323)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>245,656</b>	<b>77,661</b>	<b>\$92,085</b>	<b>\$164,685</b>	<b>\$87,024</b>
<b>Revenues</b>					
Street Mitigation Fees	130,377	50,000	91,900	91,900	41,900
Investment Interest	357	180	700	2,100	1,920
<b>Total Revenues</b>	<b>130,734</b>	<b>50,180</b>	<b>92,600</b>	<b>94,000</b>	<b>43,820</b>
<b>Total Resources</b>	<b>376,390</b>	<b>127,841</b>	<b>184,685</b>	<b>258,685</b>	<b>130,844</b>
<b>Expenditures + Transfers Out</b>					
Capital Outlay	34,305	68,000	-	-	(68,000)
Transfer to REET I	250,000	20,000	20,000	-	(20,000)
<b>Total Expenditures + Transfers Out</b>	<b>284,305</b>	<b>88,000</b>	<b>20,000</b>	<b>-</b>	<b>(88,000)</b>
<b>Ending Fund Balance</b>	<b>\$92,085</b>	<b>\$39,841</b>	<b>\$164,685</b>	<b>\$258,685</b>	<b>\$218,844</b>

### Real Estate Excise 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.

Within Snohomish County, the local share of the tax for all cities is the 0.5% noted above except Darrington's rate of .25%. The State's tax rate is 1.28% for a combined 1.78% rate.

#### **BUDGET HIGHLIGHTS FOR BOTH FUNDS**

- REET I & II revenue for 2014 and 2015 is estimated to total \$850,000 and is allocated equally between both Funds.
- REET I anticipates an additional \$172,350 of grant revenue for a shared use path.
- Both Funds are budgeting in 2015 a total of \$786,400 for capital projects - \$706,900 in REET I and \$79,500 in REET II.
- Both Funds share the cost of annual debt service payments related to the 2009 bond issue used to construct the Rosehill Community Center. REET I's share for 2015 is \$837,933 and REET II's share is \$69,980 for a total of \$907,913.
- Fund balance at the end of 2015 is projected to be \$2,166,818 (REET I) and \$546,383 (REET II) for a total of \$2,713,201 available for future capital projects and debt service payments.

#### **Real Estate Excise Tax Funds Decision Package Summary**

<b>Division</b>	<b>Title</b>	<b>Amount</b>
REET I	LHP Pavement Repairs and Resurfacing	81,400
REET I	Harbour ointe Blve & 5th St Pavement Rehabilitation	50,000
REET I	Facility Renewal	68,000
REET I	Annual Traffic Calming Program	25,000
REET I	Annual Street Preservation Program	200,000
REET I	Annual Street Patching & Repair	100,000
REET I	Annual Sidewalk Construction	75,000
REET I	Annual Bike Path Construction	50,000
REET I	ADA Ramp Upgrade Project	15,000
REET I	Transportation Comprehensive Plan Update	42,500
REET II	Additional Secure Parking	12,000
REET II	Annual Right of Way ADA Improvements	15,000
REET II	2015 Street Light LED Retrofit	52,500
<b>TOTAL</b>		<b>786,400</b>

**REAL ESTATE EXCISE TAX I FUND (331)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>\$3,876,673</b>	<b>\$4,139,854</b>	<b>\$4,267,855</b>	<b>\$3,096,301</b>	<b>(\$1,043,553)</b>
<b>Revenues + Transfers In</b>					
Local Real Estate Excise Tax	668,685	500,000	425,000	425,000	(75,000)
Grants	91,150	5,323,100	4,267,400	172,350	(5,150,750)
PUD Rebate	3,374	-	8,600	-	-
Operating Transfers In	250,000	20,000	20,000	-	(20,000)
Investment Interest	5,727	8,600	10,000	18,000	9,400
Total Revenues + Transfers In	<u>1,018,936</u>	<u>5,851,700</u>	<u>4,731,000</u>	<u>615,350</u>	<u>(5,236,350)</u>
<b>Total Resources</b>	<b><u>4,895,609</u></b>	<b><u>9,991,554</u></b>	<b><u>8,998,855</u></b>	<b><u>3,711,651</u></b>	<b><u>(6,279,903)</u></b>
<b>Expenditures + Transfers Out</b>					
Services and Charges	7,027	-	-	-	-
Transfer to LTGO Bond Fund	444,530	836,190	828,454	837,933	1,743
Transfer to City Reserve Fund	-	38,000	38,000	-	(38,000)
Capital Outlay	176,197	6,130,028	5,036,100	706,900	(5,423,128)
<b>Total Expenditures + Transfers Out</b>	<b><u>627,754</u></b>	<b><u>7,004,218</u></b>	<b><u>5,902,554</u></b>	<b><u>1,544,833</u></b>	<b><u>(5,459,385)</u></b>
<b>Ending Fund Balance</b>	<b><u>\$4,267,855</u></b>	<b><u>\$2,987,336</u></b>	<b><u>\$3,096,301</u></b>	<b><u>\$2,166,818</u></b>	<b><u>(\$820,518)</u></b>

**REAL ESTATE EXCISE TAX II FUND (332)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<u>\$373,305</u>	<u>\$527,012</u>	<u>\$552,643</u>	<u>\$262,963</u>	<u>(\$264,049)</u>
<b>Revenues</b>					
Local Real Estate Excise Tax	668,685	500,000	425,000	425,000	(75,000)
Grants	-	87,400	-	-	(87,400)
PUD Rebate	-	-	-	5,000	5,000
Investment Interest	752	1,030	2,300	2,900	1,870
Total Revenues	<u>669,437</u>	<u>588,430</u>	<u>427,300</u>	<u>432,900</u>	<u>(155,530)</u>
<b>Total Resources</b>	<b><u>1,042,742</u></b>	<b><u>1,115,442</u></b>	<b><u>979,943</u></b>	<b><u>695,863</u></b>	<b><u>(419,579)</u></b>
<b>Expenditures + Transfers Out</b>					
Other Services & Charges	-	100,000	100,000	-	(100,000)
Capital Outlay	420,299	760,920	447,000	79,500	(681,420)
Transfers Out	69,800	169,980	169,980	69,980	(100,000)
Total Expenditures + Transfers Out	<u>490,099</u>	<u>1,030,900</u>	<u>716,980</u>	<u>149,480</u>	<u>(881,420)</u>
<b>Ending Fund Balance</b>	<b><u>\$552,643</u></b>	<b><u>\$84,542</u></b>	<b><u>\$262,963</u></b>	<b><u>\$546,383</u></b>	<b><u>\$461,841</u></b>

## LHP Pavement Repairs and Resurfacing

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Repair damaged pavement and seal Lighthouse Park parking lot. Reconstruct commuter parking. Repair or replace damaged tide gates to fix high-tide flooding issues at Lighthouse Park parking lot. Perform irrigation repairs at Lighthouse Park.

<b>Fund Name</b>
Real Estate Excise Tax I

### Expenditure Purpose and Justification

The commuter parking lot floods during high-tide rain events and the pavement surface is in poor condition. The commuter parking lot requires full reconstruction to repair the surface. The project will also make needed repairs to alligator areas in the parking lot at Lighthouse Park and slurry seal the park parking lot to preserve the remaining asphalt surface. The project will be designed in 2015 and constructed in 2016.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation  
Amount Previously Budgeted

\$ -

Appropriation Amount Requested for 2015

\$ 81,400

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

FY 16 \$323,400 for construction

### Identify Effect Of Project On Future Operating Expenditures

--

### Identify Alternatives and Costs

Defer project which will cause more pavement to fail and make the project more costly.

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

None. This is a one-time expense.

Expenditure Account	\$ Amount
Capital Outlay	\$ 81,400
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Harbour Pointe Blvd and 5th Street Pavement Rehabilitation

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Thin lift asphalt overlay on Harbour Point Blvd and 5th Street as part of the City's pavement preservation program

<b>Fund Name</b>
<b>Real Estate Excise Tax I</b>

### Expenditure Purpose and Justification

The City of Mukilteo in 2007 adopted a street preservation policy that established an annual program for street preservation using a variety of techniques. The City uses a pavement management system which assigns a numerical value to the street's pavement condition. Arterial streets have priority for preservation maintenance because of the traffic volumes and connectivity to other community centers.

The project scope is to place an asphalt overlay using an ultra thin bonded wearing course (BWC) to preserve the street surface and retrofit the twenty-seven sidewalk curb cuts to comply with 2010 ADA standards along 5th Street and Harbour Point Boulevard. While the chip seal has added a water tight seal to the street, thus preserving the subgrade, additional structure and ride quality would be improved with an overlay.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation

\$ -

Amount Previously Budgeted

Appropriation Amount Requested for 2015

\$ 50,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

FY 16: \$161,000

### Identify Effect Of Project On Future Operating Expenditures

None.

### Identify Alternatives and Costs

Do not complete project, and allow these streets to continue to deteriorate in condition.

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

Total project cost is \$857,000 of which \$646,000 will come from Federal STPs funds in 2016 from the Puget Sound Regional Council. The \$211,000 (in 2015 and 2016) is the City match to the grant funds.

Expenditure Account	\$ Amount
Capital Outlay	\$ 50,000
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

Preparer Name:

Rob McGaughey, Public Works Director

**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Facility Renewal

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Maintain and repair City owned facilities

<b>Fund Name</b>
<b>Real Estate Excise Tax I</b>

### Expenditure Purpose and Justification

Maintaining our valuable infrastructure is a priority for the City. Next year, we need to set aside a small amount for facility maintenance and repairs at several facilities. Fire Station 24 will have work done to doors, locks, carpeting IT and communications equipment (\$30,000). Fire Station 25 needs repairs for bathrooms and carpeting (\$25,000). The Police Station needs repairs and work done to the video system (\$3,500). The Tourism building occupied by the Chamber of Commerce has needed repairs for the basement stairs and building ceiling (\$9,500).

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation  
Amount Previously Budgeted

\$ -

Appropriation Amount Requested for 2015

\$ 68,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

Facility renewal of the City's capital facilities is an ongoing program with needs expected in future years.

### Identify Effect Of Project On Future Operating Expenditures

Timely repairs will limit additional maintenance costs over time.

### Identify Alternatives and Costs

Defer replacements of worn out or broken materials; attempt to repair and reuse existing infrastructure.

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

The City is currently undertaking an assessment of facility maintenance needs in order to create a sustainable plan to maintain our assets. There are maintenance and replacement costs that will need to be managed. The Public Works Department is assessing a capital facilities inventory and developing a facility renewal plan, so that we can act strategically on this issue.

Expenditure Account	\$ Amount
Capital	\$ 68,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Annual Traffic Calming Program

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Install traffic calming measures such as pavement markings, speed humps, traffic circles, median islands, etc. at various locations throughout the City. Projects under this program will be selected using the adopted Traffic Calming Policy.

<b>Fund Name</b>
Real Estate Excise Tax I

### Expenditure Purpose and Justification

This program will be funded every odd year beginning in 2015. This program will provide means to respond to complaints and concerns that arise regarding traffic control in residential neighborhoods. The program will evaluate and prioritize requests received by the City and install traffic calming measures where appropriate. The program will use the Traffic Calming Policy developed by the Council's Transportation Committee in order to identify the appropriate measures.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation  
Amount Previously Budgeted

\$ -

Appropriation Amount Requested for 2015

\$ 25,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

This is an ongoing capital program.

### Identify Effect Of Project On Future Operating Expenditures

--

### City Council Budget Direction

No expenditures are authorized until a Traffic Calming Policy is approved by the City Council.

### Identify Alternatives and Costs

If project is not funded, traffic calming devices will not be evaluated or installed.

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

None. This is an ongoing program to for capital initiatives to calm traffic.

Expenditure Account	\$ Amount
Capital Outlay	\$ 25,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Annual Street Preservation Program

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Preservation of roadway system with various pavement preservation techniques.

<b>Fund Name</b>
<b>Real Estate Excise Tax I</b>

### Expenditure Purpose and Justification

The Public Works Department is responsible for approximately 60 miles of asphalt streets throughout the City. The annual program ensures maintenance of this infrastructure and reduces costly repairs resulting from total road failure. The project meets Comprehensive Plan element TR11, CF22, and CFP element T-2. The 2014 program was deferred and staff requests the 2014 budget be rolled into 2015, almost doubling the size of the program for this year. The total available funds for 2015 will be \$500,000.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation Amount Previously Budgeted

\$ 300,000

Appropriation Amount Requested for 2015

\$ 200,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

This is an annual request.

### Identify Effect Of Project On Future Operating Expenditures

This funds the City's pavement preservation program for street maintenance. Pavement patching and repairs are the first step before applying a preservation treatment method. If not funded deferred cost of maintenance will increase over time.

### Identify Alternatives and Costs

Reduced street maintenance which will cause the City streets to degrade more quickly.

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

This is an ongoing program. Part of the street patching and repairs program is funded via the Street Fund, however that revenue is insufficient to sustain the street preservation program. Additional dollars from the REET fund are needed. The flexibility to use REET for this purpose will continue to be available in 2016. In 2017, it will require state legislative action to reauthorize this use.

Expenditure Account	\$ Amount
Capital Outlay	\$ 200,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Annual Street Patching & Repair

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Street patching, crack sealing and other repairs of City streets in preparation of the Annual Street Preservation Program.

<b>Fund Name</b>
Real Estate Excise Tax I

### Expenditure Purpose and Justification

Prior to a street resurfacing, repairs need to be made to isolated failure areas in order to maximize the longevity of the street treatment. This project will repair damaged sections of City streets prior to them being resurfaced by the Annual Street Preservation Program. The 2014 program was deferred and staff requests the 2014 budget be rolled into 2015, doubling the size of the program for that year. Total available funds in 2015 will be \$200,000.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation

\$ 100,000

Amount Previously Budgeted

Appropriation Amount Requested for 2015

\$ 100,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

This is an annual request

### Identify Effect Of Project On Future Operating Expenditures

This funds the City's pavement preservation program for street maintenance. Pavement patching and repairs are the first step before moving into a preservation treatment method. If not funded, deferred costs of maintenance will increase over time.

### Identify Alternatives and Costs

Reduction in street maintenance will cause the City streets to degrade more quickly.

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

This is an ongoing program. Part of street patching and repairs is funded via the Street Fund, however that revenue is sufficient to sustain the street preservation program. Additional dollars from the REET fund are needed. The flexibility to use REET for this purpose will be available in 2016. In 2017, it will require state legislative action to reauthorize this use.

Expenditure Account	\$ Amount
Capital Outlay	\$ 100,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Annual Sidewalk Construction

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	The design and construction of new sidewalk amenities for the enhancement of the City's nonmotorized system. Candidate projects under this program will be selected using the City's adopted Sidewalk Priority Policy.

<b>Fund Name</b>
<b>Real Estate Excise Tax I</b>

### Expenditure Purpose and Justification

Sidewalks provide connectivity throughout the City and allow pedestrians to safely travel between locations. The candidate project for construction is the missing segment of sidewalk on south side Harbor Point Blvd SW between SR 525 and Cyrus Way. The project meets Comprehensive Plan element CF 23 Pedestrian Pathway project to fill in gaps in the existing system, and CFP element T-12 Annual Sidewalk Program. The 2014 program was deferred and staff requests the 2014 budget be rolled into 2015 for a total of \$125,000. This project will also be counted as part of the match for a TIB Grant to widen and provide intersection improvements to Harbour Point Blvd.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation  
Amount Previously Budgeted

\$ 50,000

Appropriation Amount Requested for 2015

\$ 75,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

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Identify Effect Of Project On Future Operating Expenditures

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Identify Alternatives and Costs

Do not fund, or reduce funding level for new sidewalk and pedestrian path construction. Not funding this project will defer sidewalk construction that is needed to complete the City's sidewalk network. The City will not be able to take advantage of counting this project against TIB Grant match.

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

None. This in ongoing program to fill-in the City's sidewalk system.

Expenditure Account	\$ Amount
Capital Outlay	\$ 75,000
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Annual Bike Path Construction

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	The design and construction of new bike path amenities for the enhancement of the City's nonmotorized system.

<b>Fund Name</b>
Real Estate Excise Tax I

### Expenditure Purpose and Justification

Bike paths provide connectivity throughout the City and allow cyclists to safely travel between locations. The project meets Comprehensive Plan element CF24 for projects that improve safety of an existing bikeway, especially those that could mitigate a history of bicycle accidents, and CFP element T-11 which focuses on installing raised pavement markings on the edge line along SR 525. The 2014 program was deferred and staff requests the 2014 budget be rolled into 2015, more than doubling the size of the program for this year.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation  
Amount Previously Budgeted

\$ 25,000

Appropriation Amount Requested for 2015

\$ 50,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

### Identify Effect Of Project On Future Operating Expenditures

--

### Identify Alternatives and Costs

Do not fund, or reduce funding level for bicycle safety and infrastructure.

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

None. This is an ongoing program to expand the City's bike path system.

Expenditure Account	\$ Amount
Capital Outlay	\$ 50,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## ADA Ramp Upgrade Project

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Prepare a Transition Plan as required by the Americans with Disabilities Act.

<b>Fund Name</b>
Real Estate Excise Tax I

### Expenditure Purpose and Justification

The Americans with Disabilities Act requires public agencies with more than 50 employees to prepare a transition project setting forth the steps necessary to make its facilities accessible to persons with disabilities (28 CFR 35.150(d)). FHWA requires agencies receiving federal funding to initiate preparation of ADA ramp upgrades. The ADA Ramp Upgrade Project will identify physical obstacles within City facilities that limit accessibility for individuals with disabilities. The project will include an inventory of obstacles and the method and schedule to fix or remove them.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation

Amount Previously Budgeted

Appropriation Amount Requested for 2015

\$ 15,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

### Identify Effect Of Project On Future Operating Expenditures

--

### Identify Alternatives and Costs

Identification of these ramp upgrades is mandatory.

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

No revenue. One-time expense to identify ramp upgrades needed

Expenditure Account	\$ Amount
Capital Outlay	\$ 15,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Transportation Comprehensive Plan Update

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Engineering services for Transportation Comprehensive Plan update

<b>Fund Name</b>
Real Estate Excise Tax I

### Expenditure Purpose and Justification

Every five years the City is required by the Growth Management Act to update the City's Comprehensive Plan. An element of this update is the Transportation Plan. The Transportation Plan identifies City policies, level of service, traffic conditions, projected growth of traffic, and transportation projects. In order to complete the plan, traffic count data needs to be collected, traffic modeling for future growth and level of service needs to be analyzed, and transportation projects that relieve congestion will be scoped and prioritized.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation

\$ -

Amount Previously Budgeted

Appropriation Amount Requested for 2015

\$ 42,500

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

Identify Effect Of Project On Future Operating Expenditures

--

Identify Alternatives and Costs

Use outdated information for transportation planning.

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

This is a one time expense, and no revenue is tied to this project.

Expenditure Account	\$ Amount
Capital Outlay	\$ 42,500
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Additional Secure Parking

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Expand parking spaces in paved secure parking lot behind the Police Station

<b>Fund Name</b>
Real Estate Excise Tax II

### Expenditure Purpose and Justification

As the Police Department's staffing and number of vehicles has grown, there is need for additional secured parking for our duty vehicles. This decision package would provide for the addition of four paved parking spaces within the fenced parking area at the Police Department.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation

\$ -

Amount Previously Budgeted

Appropriation Amount Requested for 2015

\$ 12,000

Estimated Appropriations To Be Requested In Future FYs

[identify \$ amounts by FY]:

--

Identify Effect Of Project On Future Operating Expenditures

--

Identify Alternatives and Costs

Continue double parking, or parking in travel lanes within the secure (fenced) area of the Police Department. No cost.

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

None. One time expense

Expenditure Account	\$ Amount
Capital Outlay	\$ 12,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Annual Right Of Way ADA Improvements

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	The replacement of substandard curb ramps, driveways and sidewalks to bring them up to the standards of the Americans with Disabilities Act.

<b>Fund Name</b>
Real Estate Excise Tax II

### Expenditure Purpose and Justification

It is the City's responsibility to provide accessible routes to pedestrians with disabilities. This project will provide resources to upgrade substandard routes to accessible pedestrian routes. The project meets Comprehensive Plan element CF23 which states Pedestrian projects should bring existing pathway/sidewalks into compliance with the most current ADA standard. The City has received one request to upgrade the sidewalk in the Waterford Park neighborhood by retro-fitting ADA ramps. This DP will fund approximately 6 ramps.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation  
Amount Previously Budgeted

\$ 15,000

Appropriation Amount Requested for 2015

\$ 15,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

### Identify Effect Of Project On Future Operating Expenditures

--

### Identify Alternatives and Costs

If project is not funded, routes will only be upgraded through redevelopment or other capital projects.

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

None. This will be ongoing until all ADA barriers are removed from the public Right-of-Way.

Expenditure Account	\$ Amount
Capital Outlay	\$ 15,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## 2015 Street Light LED Retrofit

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Replace existing low pressure sodium (LPS) street lights with energy-saving light emitting diodes (LED).

<b>Fund Name</b>
Real Estate Excise Tax II

### Expenditure Purpose and Justification

This project will decrease energy consumption and increase life of the City's street lights. Normal pay back for a LPS-to-LED conversion is approximately four to five years. Snohomish County PUD rebate programs decrease the pay-back time by providing additional grant revenue. Beyond the pay-back period, there are ongoing energy savings. This program was previously funded in 2013 and 2014, and will continue until all City-owned street lights are converted to LED.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation

\$ -

Amount Previously Budgeted

Appropriation Amount Requested for 2015

\$ 52,500

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

### Identify Effect Of Project On Future Operating Expenditures

LED lights increase the life of the City's street lights.

### Identify Alternatives and Costs

Retain the low pressure sodium lights.

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

This project qualifies for Snohomish County PUD rebate of approximately \$8,000. This is a one-time expense.

Expenditure Account	\$ Amount
Capital Outlay	\$ 52,500
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
PUD Rebate	\$ 8,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rob McGaughey, Public Works Director
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**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

**DEBT SERVICE FUNDS**

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➤ LTGO Bond

### **Limited Tax General Obligation Bond Fund**

The purpose of this Fund is to make annual principal and interest (debt service) payments relating to the \$12,585,000 bond issue in 2009 that was used to construct the Rosehill Community Center. Limited tax general obligations of the City are payable from taxes levied upon all the taxable property in the City which may be imposed without a vote of the people.

Annual debt service on the bonds, which mature in 2029, ranges between \$904,800 - \$909,313. Interest payments are made semi-annually in June and December; principal payments are made annually in December. The funding source to make debt service payments has historically come from transfers in from the Real Estate Excise Tax I and II Funds (REET) although funding is not limited to this sole source.

#### **BUDGET HIGHLIGHTS**

- The transfers in from REET I and II total \$907,913 for 2015 in contrast to \$898,434 for 2014. This is due to 2014's beginning fund balance totaling \$7,228 which is being used for 2014 debt service payments.
- Ending fund balance for both 2014 and 2015 will be \$0.
- Total expenditures in 2014 and 2015 are \$906,262 and \$907,913, respectively. Minor variances from year to year in debt service schedules are considered level debt service.

**LIMITED TAX GENERAL OBLIGATION BOND FUND (275)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<u>\$398,668</u>	<u>\$7,185</u>	<u>\$7,228</u>	<u>\$0</u>	<u>(\$7,185)</u>
<b>Revenues + Transfers In</b>					
Investment Interest	342	20	600	-	(20)
Transfers In	<u>514,330</u>	<u>906,170</u>	<u>898,434</u>	<u>907,913</u>	<u>1,743</u>
Total Revenues + Transfers In	<u>514,672</u>	<u>906,190</u>	<u>899,034</u>	<u>907,913</u>	<u>1,723</u>
<b>Total Resources</b>	<u>913,340</u>	<u>913,375</u>	<u>906,262</u>	<u>907,913</u>	<u>(5,462)</u>
<b>Expenditures</b>					
Administration Fee	299	400	300	300	(100)
Bond Principal	495,000	510,000	510,000	525,000	15,000
Bond Interest	<u>410,813</u>	<u>395,962</u>	<u>395,962</u>	<u>382,613</u>	<u>(13,349)</u>
Total Expenditures	<u>906,112</u>	<u>906,362</u>	<u>906,262</u>	<u>907,913</u>	<u>1,551</u>
<b>Ending Fund Balance</b>	<u><u>\$7,228</u></u>	<u><u>\$7,013</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>(\$7,013)</u></u>

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**ENTERPRISE FUNDS**

➤ Surface Water Management

## **Surface Water Management Fund**

The purpose of the Storm and Surface Water Utility is to maintain, operate, and administer the City's natural and developed storm and surface water conveyance systems. The Surface Water utility ensures that the conveyance systems operate effectively to protect water quality, enhance habitat, control flooding, and comply with state and federal requirements. More specifically, the Utility is responsible for:

- Maintenance of the drainage system
- NPDES (National Pollution Discharge Elimination System) permit compliance
- Implementation of associated capital projects
- Protection and enhancement of streams and aquatic habitat

### **2014 ACCOMPLISHMENTS**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Cleaned out six large detention ponds</li> <li>• Fixed several small drainage issues by installing new pipe and catch basins</li> <li>• Mowed thirteen detention ponds</li> <li>• Kept our streets well swept</li> <li>• Cleaned over 1,486 catch basins</li> <li>• Cleaned the majority of ditches located north of 76th Ave. SW</li> </ul> | <ul style="list-style-type: none"> <li>• Comply with all NPDES Permit requirements.</li> <li>• Perform regular maintenance of drainage system and detention ponds</li> <li>• Construct improvements to the City surface water collection, treatment and conveyance system.</li> <li>• Continue pond clean out program</li> <li>• Continue catch basin cleaning</li> </ul> |
|---|---|

### **2015 GOALS & OBJECTIVES**

#### **Budget Highlights**

- Surface water fees remain unchanged: \$7.85/month per equivalent residential unit.
- The Surface Water Fund receives revenues from storm drainage fees and charges, and Department of Ecology, and Smugglers Gulch Low Impact Development grants.
- No staffing increases are proposed for the Surface Water Management Fund
- The 2015 budget includes four decision packages for capital items totaling \$656,000
- Excluding capital projects, operation expenditures are declining approximately \$343,000 (18.4%) primarily due to reduced need for consultant services and reduced salary and benefit cost due to staffing reallocations

**Surface Water Management Fund Decision Package Summary**

<b>Division</b>	<b>Title</b>	<b>Amount</b>
SWM - Capital	Lighthouse Park Tidegate Stormwater Repairs	50,000
SWM - Capital	Bayview Storm Drainage Improvements	10,000
SWM - Capital	61st Culvert Replacement	262,500
SWM - Capital	Naketa Beach Storm Pipe Repairs & Slope Rehab	333,500
<b>TOTAL</b>		<b>656,000</b>

**SURFACE WATER MANAGEMENT FUND (440)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<u>\$1,355,783</u>	<u>\$1,406,535</u>	<u>\$1,408,509</u>	<u>\$279,070</u>	<u>(\$1,127,465)</u>
<b>Revenues + Transfers In</b>					
Grants	266,583	1,481,817	362,500	727,600	(754,217)
Storm Drainage Fees & Charges	1,293,185	1,250,000	1,310,000	1,334,000	84,000
Transfers In	-	110,246	110,246	-	(110,246)
Investment Interest	1,709	2,010	4,700	3,000	990
<b>Total Revenues + Transfers In</b>	<u>1,561,477</u>	<u>2,844,073</u>	<u>1,787,446</u>	<u>2,064,600</u>	<u>(779,473)</u>
<b>Total Resources</b>	<u><b>2,917,260</b></u>	<u><b>4,250,608</b></u>	<u><b>3,195,955</b></u>	<u><b>2,343,670</b></u>	<u><b>(1,906,938)</b></u>
<b>Expenditures + Transfers Out</b>					
Salaries & Wages	446,423	482,225	436,815	462,260	(19,965)
Personnel Benefits	190,460	245,495	304,950	198,405	(47,090)
Supplies	45,218	37,500	36,250	41,500	4,000
Other Services & Charges	420,584	776,380	427,800	466,430	(309,950)
Intergovernmental Services	78,672	83,540	108,000	113,400	29,860
Transfer to City Reserve Fund	-	50,000	50,000	50,000	-
City Overhead Charge	208,996	190,000	190,000	190,000	-
Capital Outlay	118,398	1,841,817	1,363,070	656,000	(1,185,817)
<b>Total Expenditures + Transfers Out</b>	<u>1,508,751</u>	<u>3,706,957</u>	<u>2,916,885</u>	<u>2,177,995</u>	<u>(1,528,962)</u>
<b>Ending Fund Balance</b>	<u><b>\$1,408,509</b></u>	<u><b>\$543,651</b></u>	<u><b>\$279,070</b></u>	<u><b>\$165,675</b></u>	<u><b>(\$377,976)</b></u>

**Public Works - Surface Water Management**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	149,323	180,110	159,340	184,150	-	184,150	4,040
Part Time Employees	12,234	10,515	-	30,660	-	30,660	20,145
Overtime	-	-	1,775	-	-	-	-
Full Time Employees	243,507	254,200	265,515	235,890	-	235,890	(18,310)
Acting Supervisor Pay	1,492	1,000	-	1,000	-	1,000	-
Overtime	8,037	4,060	6,400	6,500	-	6,500	2,440
Standby Pay	5,936	6,060	3,785	4,060	-	4,060	(2,000)
Full Time Employees	25,894	26,280	-	-	-	-	(26,280)
	446,423	482,225	436,815	462,260	-	462,260	(19,965)
<b>Benefits</b>							
<b>Total Benefits</b>	190,460	245,495	304,950	198,405	-	198,405	(47,090)
<b>Supplies</b>							
Office Supplies	320	500	500	500	-	500	-
Reference Material	-	-	-	500	-	500	500
Operating Supplies	12,001	10,000	10,000	10,000	-	10,000	-
Vehicle R&M Tools/Equip.	-	250	250	250	-	250	-
Clothing/Boots	2,151	2,250	2,500	3,750	-	3,750	1,500
Aggregate	9,526	6,500	6,500	6,500	-	6,500	-
Motor Fuel	14,973	12,000	11,000	12,000	-	12,000	-
Small Items Of Equipment	6,247	6,000	5,500	8,000	-	8,000	2,000
<b>Total Supplies</b>	45,218	37,500	36,250	41,500	-	41,500	4,000
<b>Other Services &amp; Charges</b>							
Equipment Replacement Charges	-	-	36,080	36,080	-	36,080	36,080
Other Professional Svcs.	169,939	500,000	200,000	300,000	-	300,000	(200,000)
Wetland Mitigation Services	-	5,000	-	-	-	-	(5,000)

## ...SWM Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
City Atty. Other Svcs.	3,917	3,350	4,875	-	-	-	(3,350)
Hazardous Materials Testing	2,620	2,800	2,800	2,800	-	2,800	-
Contract Services	4,941	3,500	-	3,500	-	3,500	-
Telephone	1,956	2,700	1,000	1,000	-	1,000	(1,700)
Cell Phones	1,290	500	1,200	1,200	-	1,200	700
Travel & Subsistence	78	200	200	2,500	-	2,500	2,300
Legal Publications	-	-	-	600	-	600	600
Work Equip & Machine Rental	6,048	4,000	8,000	12,000	-	12,000	8,000
Equipment Replacement Charges	40,080	36,080	36,080	-	-	-	(36,080)
Insurance	28,777	41,600	35,865	-	-	-	(41,600)
Hazardous Waste Disposal	26,557	30,000	40,000	30,000	-	30,000	-
Brush Disposal	-	2,000	2,000	4,000	-	4,000	2,000
Equipment R&M	461	66,750	10,000	5,000	-	5,000	(61,750)
Vehicle R&M	29,084	13,000	25,000	30,000	-	30,000	17,000
Computer System Maint & Subsc	-	1,850	-	1,850	-	1,850	-
Laundry Services	1,261	1,050	1,200	1,400	-	1,400	350
Training & Registration	1,008	1,500	1,500	2,500	-	2,500	1,000
Permit Fees	-	10,000	-	10,000	-	10,000	-
Taxes And Assessments	-	3,500	-	-	-	-	(3,500)
Vactor Service	24,070	22,000	22,000	22,000	-	22,000	-
Community Org Support	-	25,000	-	-	-	-	(25,000)
Storm System R&M	78,498	-	-	-	-	-	-
<b>Total Other Services &amp; Charges</b>	<b>420,585</b>	<b>776,380</b>	<b>427,800</b>	<b>466,430</b>	<b>-</b>	<b>466,430</b>	<b>(309,950)</b>
<b>Intergovernmental Svcs.</b>							
Transfer to Reserves	-	50,000	50,000	50,000	-	50,000	-

## ...SWM Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
Mukilteo Water District	36,454	47,040	47,000	48,000	-	48,000	960
Snohomish County - ILA	-	2,000	-	2,000	-	2,000	-
WRIA ILA	7,055	9,000	9,000	10,000	-	10,000	1,000
Dept. of Ecology	10,934	10,500	26,000	26,400	-	26,400	15,900
Taxes and Assessments	24,229	15,000	26,000	27,000	-	27,000	12,000
<b>Total Intergovernmental Svcs.</b>	<b>78,672</b>	<b>133,540</b>	<b>158,000</b>	<b>163,400</b>	<b>-</b>	<b>163,400</b>	<b>29,860</b>
<b>Capital Outlay</b>							
Fencing	-	25,000	25,000	-	-	-	(25,000)
Detention Ponds	-	33,000	33,000	-	-	-	(33,000)
Smuggler's Gulch Stormwater	-	1,143,817	970,070	-	-	-	(1,143,817)
61st St Culvert Replacement	-	40,000	40,000	-	262,500	262,500	222,500
Storm Drains	-	120,000	120,000	-	-	-	(120,000)
Storm Drains	-	20,000	20,000	-	10,000	10,000	(10,000)
Storm Drains	-	130,000	130,000	-	-	-	(130,000)
Naketa Beach Area Storm Pipe Ext	-	25,000	25,000	-	333,500	333,500	308,500
Decant Vault	-	100,000	-	-	-	-	(100,000)
Storm Drains	-	80,000	-	-	50,000	50,000	(30,000)
Street Reconstruction Project	-	125,000	-	-	-	-	(125,000)
<b>Total Capital Outlay</b>	<b>-</b>	<b>1,841,817</b>	<b>1,363,070</b>	<b>-</b>	<b>656,000</b>	<b>656,000</b>	<b>(1,185,817)</b>
<b>Payment for Services</b>							
Overhead Costs	208,996	190,000	190,000	190,000	-	190,000	-
<b>Total Intergovernmental Svcs.</b>	<b>208,996</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>	<b>-</b>	<b>190,000</b>	<b>-</b>
<b>Total PW - SWM</b>	<b>1,390,354</b>	<b>3,706,957</b>	<b>2,916,885</b>	<b>1,521,995</b>	<b>656,000</b>	<b>2,177,995</b>	<b>(1,528,962)</b>

## Lighthouse Park Tidegate Stormwater Repairs

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Repair damaged pavement and seal Lighthouse Park parking lot. Reconstruct commuter parking. Repair or replace damage tide gates to fix high-tide flooding issues at Lighthouse Park parking lot.

<b>Fund Name</b>
Surface Water Management

### Expenditure Purpose and Justification

The commuter parking lot floods during high-tide rain events and the pavement surface is in poor condition. The commuter parking lot requires full reconstruction to repair the surface. In addition, modifications to the storm system are needed to fix the high-tide flooding issues. The project will require an archeologist on-site to observe all excavation below the surface. The project will also make needed repairs to the irrigation system at Lighthouse Park and seal coat the park parking lot that is in good condition. The project will be designed in 2014 and constructed in 2015.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation  
Amount Previously Budgeted

\$ -

Appropriation Amount Requested for 2015

\$ 50,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

Identify Effect Of Project On Future Operating Expenditures

--

Identify Alternatives and Costs

Delay repair for another season.

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

None. One time.

Expenditure Account	\$ Amount
Capital	\$ 50,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Preparer Name:

Rob McGaughey, Public Works Director

## Bayview Storm Drainage Improvements

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Install energy dissipation at existing City drainage outfall located behind 6131 Bayview Drive to prevent downstream erosion and damage to private property.

<b>Fund Name</b>
Surface Water Management

### Expenditure Purpose and Justification

The project was started in 2014 with a survey of the drainage easement and scoping of the project. This 2015 funding is needed to complete the construction of the repairs. Rock to armor the ditch slopes and energy dissipation at the out fall is required to complete this project.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation Amount Previously Budgeted

\$ 25,000

Appropriation Amount Requested for 2015

\$ 10,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

### Identify Effect Of Project On Future Operating Expenditures

None

### Identify Alternatives and Costs

If project is not funded the repairs will not be made. Adjacent property may suffer damage during periods of high stormwater flow through this drainage.

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

None. One time.

Expenditure Account	\$ Amount
Capital	\$ 10,000
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Preparer Name:

Rob McGaughey, Public Works Director

**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## 61st Place Culvert Replacement

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Replace existing culvert with larger size

<b>Fund Name</b>
Surface Water Management

### Expenditure Purpose and Justification

In December 2007, an intense storm event caused a debris flow which obstructed the culvert. As a result of the obstruction, water from the creek flooded the road. Similar occurrences happened with high stream flows during storm events. To reduce maintenance and aid stabilization of the down stream channel, the culvert needs to be replaced with a larger culvert and the street needs to be repaired.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation  
Amount Previously Budgeted

\$ 40,000

Appropriation Amount Requested for 2015

\$ 262,500

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

### Identify Effect Of Project On Future Operating Expenditures

None.

### Identify Alternatives and Costs

None.

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

None.

Expenditure Account	\$ Amount
Capital	\$ 262,500
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Preparer Name:

Rob McGaughey, Public Works Director

**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Naketa Beach Storm Pipe Repairs & Slope Rehabilitation

<b>Department:</b>	Public Works
<b>Division:</b>	Engineering
<b>Item Description:</b>	Storm system repairs to 24-inch conveyance pipe

<b>Fund Name</b>
Surface Water Management

### Expenditure Purpose and Justification

The slope along the BNSF bluff has slid and exposed 200 feet of an existing 24-inch diameter storm drainage pipe. The pipe is hanging free 90 feet above the BNSF tracks and is a primary contributor to slope erosion at this location. To prevent continuation of slope failure and potential closure of the BNSF track and interruption of Sounder and AMTRAK service, the pipe needs to be repaired and extended to the bottom of the slope and the slope stabilized.

Has Project Previously Been Approved By Council?

Yes

If Yes, Appropriation  
Amount Previously Budgeted

\$ 25,000

Appropriation Amount Requested for 2015

\$ 333,500

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

Identify Effect Of Project On Future Operating Expenditures

--

Identify Alternatives and Costs

This is the least expensive alternative.. This is one of the City's principal stormwater outfalls and is a gravity system. It would be cost prohibitive to reroute the stormwater system to another location.

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

None. One-time expense.

Expenditure Account	\$ Amount
Capital	\$ 333,500
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Preparer Name:

Rob McGaughey, Public Works Director

**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

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**INTERNAL SERVICE  
FUNDS**

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- Technology Replacement Fund
- Equipment Replacement Reserve
- Facilities Maintenance

## **Technology Replacement Fund**

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

### **BUDGET HIGHLIGHTS**

- This Fund's financing is derived from two sources: First, 5% of General Fund revenues derived from building permits, zoning & subdivision fees, plan checking fees, and similar revenues is annually allocated to this Fund. Second, an annual operating transfer from the General Fund.
- The ending fund balance for 2014 is estimated to be approximately \$137,000. The ending fund balance for 2015 is projected to be approximately \$103,600 – a reduction of approximately \$33,500 which still provides a substantial balance to finance future purchases. The reduced fund balance results from a lower transfer in from the General Fund.
- The 2015 expenditure budget of \$116,210 is based on two Decision Packages (DPs) for hardware and software/licensing.

**TECHNOLOGY REPLACEMENT FUND (120)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Fund Balance</b>	<b>\$119,125</b>	<b>\$103,675</b>	<b>\$132,786</b>	<b>\$137,031</b>	<b>\$33,356</b>
<b>Revenues + Transfers In</b>					
Investment Interest	188	200	400	400	200
Administrative Fee	23,868	15,000	17,595	20,250	5,250
Operating Transfers In	170,000	110,000	110,000	62,100	(47,900)
Total Revenues + Transfers In	194,056	125,200	127,995	82,750	(42,450)
<b>Total Resources</b>	<b>313,181</b>	<b>228,875</b>	<b>260,781</b>	<b>219,781</b>	<b>(9,094)</b>
<b>Expenditures</b>					
Small Items of Equipment	60,672	63,650	63,650	14,600	(49,050)
Capital Outlay	119,723	60,100	60,100	101,610	41,510
Total Expenditures	180,395	123,750	123,750	116,210	(7,540)
<b>Ending Fund Balance</b>	<b>\$132,786</b>	<b>\$105,125</b>	<b>\$137,031</b>	<b>\$103,571</b>	<b>(\$1,554)</b>

## Small Items of Equipment/Hardware

<b>Department:</b>	Finance
<b>Division:</b>	Technology Replacement
<b>Item Description:</b>	Purchase replacement including: (2) firewalls (\$16,400), (2) switches (\$8,000), (1) storage platform (\$17,000), (4) monitors (\$1,000), (1) server harddrive (\$750), (7) tablets/laptops (\$10,500), (5) Cisco phones (\$1,250), (2) printers (\$1,100)

<b>Fund Name</b>
<b>Technology Replacement</b>

### Expenditure Purpose and Justification

The IT Department has recently focused on business continuity and disaster recovery activities. An important part of that process is the replacement of hardware at the end of its useful life. Toward that end, IT is proposing to replace a variety of hardware items noted above.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation  
Amount Previously Budgeted

\$ -

Appropriation Amount Requested for 2015

\$ 66,000

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

--

### Identify Effect Of Project On Future Operating Expenditures

--

### Identify Alternatives and Costs

Not replacing the hardware listed above is not considered a viable option.

--

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

--

Expenditure Account	\$ Amount
Small Items of Equipment	\$ 14,600
Capital Outlay	\$ 51,400
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

Preparer Name:

Mary Thomas, IT Manager

**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

## Enterprise Software Agreement/GIS Server

<b>Department:</b>	Finance
<b>Division:</b>	Technology Replacement
<b>Item Description:</b>	Microsoft Enterprise License Agreement (\$42,810), GIS Server Software & Licensing (\$7,400)

<b>Fund Name</b>
Technology Replacement

### Expenditure Purpose and Justification

This DP consists of two different purchases. The first purchase pertains to the Microsoft Enterprise License Agreement (ELA). The ELA primarily enables all of the City's approximately 30 servers to be properly licensed and upgraded by Microsoft in order that Microsoft's software can be used. The ELA is a 3-year agreement costing \$42,810 annually. The second purchase, which is a one-time expenditure, pertains to the GIS application currently in use by the City. City staff have been testing the existing software at no cost and have concluded that this software thoroughly meets the City's needs.

Has Project Previously Been Approved By Council?

No

If Yes, Appropriation  
Amount Previously Budgeted

\$ -

Appropriation Amount Requested for 2015

\$ 50,210

Estimated Appropriations To Be Requested In Future FYs  
[identify \$ amounts by FY]:

\$42,810 in 2016 and 2017; approximately \$17,100 in subsequent years.

### Identify Effect Of Project On Future Operating Expenditures

2016 will be the first year of a three-year ELA agreement (\$42,810 per year). Beginning in year 4, the ongoing annual cost will be approximately \$17,100 for the licensing fee.

### Identify Alternatives and Costs

Failure to make these two purchases would require the City to pursue more costly licensing alternatives.

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

--

Expenditure Account	\$ Amount
Capital Outlay	\$ 50,210
	\$ -
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

Preparer Name:

Mary Thomas, IT Manager

**2015 DECISION PACKAGE FOR CAPITAL BUDGET**

### **Equipment Replacement Reserve Fund**

The Equipment Replacement Fund was established to set aside funds for the periodic replacement of the City's vehicles and equipment. Revenue generated by the Fund is derived principally from equipment replacement charges paid by the General, EMS, Street, and Surface Water Management Funds.

#### **BUDGET HIGHLIGHTS**

- Similar to 2014, the above four Funds in 2015 are paying Equipment Replacement Charges totaling \$593,860 which constitutes revenue for the Equipment Replacement Reserve Fund.
- Additional 2015 revenue includes \$30,000 being paid from the Park Acquisition & Development Fund. In 2014, the Equipment Replacement Fund loaned \$300,000 to the above Fund to facilitate the purchase of Japanese Gulch pursuant to City Council direction. The interfund loan is to be repaid over a ten-year period beginning in 2015.
- Ending 2015 fund balance is projected to be approximately \$2,488,000.
- During 2015, staff will be reviewing the equipment replacement schedule to determine if the equipment & vehicle inventory list is current, that estimated useful lives are appropriate, and that the amount of revenue generated from equipment replacement charges is appropriate to meet the City's long-term replacement needs.

**EQUIPMENT REPLACEMENT RESERVE FUND (510)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Compariso</b>
<b>Beginning Fund Balance</b>	<u>\$2,798,964</u>	<u>\$1,865,503</u>	<u>\$1,989,456</u>	<u>\$1,856,585</u>	<u>(\$8,918)</u>
<b>Revenues + Transfers In</b>					
Investment Interest	3,506	3,200	5,700	7,200	4,000
Interfund Loan Payments	70,095	-	72,569	30,000	30,000
Equipment Replacement Charge	617,867	806,458	593,860	593,860	(212,598)
Total Revenues + Transfers In	<u>691,468</u>	<u>809,658</u>	<u>672,129</u>	<u>631,060</u>	<u>(178,598)</u>
<b>Total Resources</b>	<b><u>3,490,432</u></b>	<b><u>2,675,161</u></b>	<b><u>2,661,585</u></b>	<b><u>2,487,645</u></b>	<b><u>(187,516)</u></b>
<b>Expenditures</b>					
Loan to Other Fund	-	300,000	300,000	-	(300,000)
Vehicle Equip Removal	-	2,000	-	-	(2,000)
Capital Outlay	1,500,976	871,540	505,000	-	(871,540)
Total Expenditures	<u>1,500,976</u>	<u>1,173,540</u>	<u>805,000</u>	<u>-</u>	<u>(873,540)</u>
<b>Ending Fund Balance</b>	<b><u>1,989,456</u></b>	<b><u>\$1,501,621</u></b>	<b><u>\$1,856,585</u></b>	<b><u>\$2,487,645</u></b>	<b><u>\$686,024</u></b>

## **Facilities Maintenance Fund**

The Facilities Maintenance Fund is staffed by employees of the Public Works Department who maintain the City's 23 facilities. Expenditures are financed entirely by an annual transfer from the General Fund.

### **DESCRIPTION**

The Facilities Maintenance Division maintains the City's buildings, including:

- City Hall
- Two Fire Stations
- Police Station
- Three Public Works Department buildings (new and old shops and equipment building)
- Rosehill Community Center
- Five Lighthouse buildings
- Six buildings and structures at Lighthouse Park
- One building at the 92<sup>nd</sup> St. Park
- Mukilteo Visitor Center
- Garage on Beverly Park Road

Maintenance and operation activities include:

- Minor building repairs (electrical, plumbing, painting, locks, etc.)

### **2014 ACCOMPLISHMENTS**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Managed the emergency repairs of the water damaged Police Station.</li> <li>• Started conversion from Compact Fluorescent Lamps to LED lamps in city buildings as lamps come available.</li> <li>• Performed maintenance and load bank testing on all emergency generators at city facilities.</li> <li>• Siding repair at Lighthouse Quarters B.</li> <li>• Reprogrammed the HVAC control system at the police station and restored it to normal operations after a server for the control system failed.</li> </ul> | <ul style="list-style-type: none"> <li>• Within one work day, respond to employee requests for building problems. Make repairs in the shortest time possible, based on priorities.</li> <li>• Transition all building cleaning and operating supplies to "green" products.</li> <li>• Centralize the purchasing of supplies for all city facilities.</li> <li>• Begin the process of developing a long range repair and replacement program for high cost facilities items (roof replacements, HVAC replacements, carpet, etc.).</li> <li>• Implement short range building maintenance practices that assure the highest practical level of asset protection and longevity for the City.</li> </ul> |
|--|---|

### **2015 GOALS & OBJECTIVES**

**Budget Highlights**

- For 2015 we have budgeted \$637,515, this is an increase of \$87,135 from last year. This increase is offset by savings from elimination of contracted janitorial services and reduced overtime expenses.
- This budget includes two Decision Packages:
  - One to terminate contract services for janitorial services and hire 1.5 full time employees to provide janitorial services. This will result in a net cost of \$2,300, but a full DP request of \$88,500.
  - The second DP adds two panic buttons at City facilities, at a cost of \$4,000.
- Fund balance at the end of 2014 and 2015 will be \$0.

**Facilities Maintenance Fund Decision Package Summary**

<b>Division</b>	<b>Title</b>	<b>Amount</b>
Facilities Maintenance	Effective & Efficient Janitorial Services	88,500
Facilities Maintenance	Employee Safety Capital Improvements	4,000
<b>TOTAL</b>		<b>92,500</b>

**FACILITIES MAINTENANCE FUND (518)**

	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Y.E. Estimate</b>	<b>2015 Budget</b>	<b>Budget to Budget Comparison</b>
<b>Beginning Balance</b>	43,628	109,945	(13,650)	0	(109,945)
<b>Revenues + Transfers In</b>					
Operating Transfers In	450,000	540,000	472,280	637,515	97,515
Total Revenues + Transfers In	450,000	540,000	472,280	637,515	97,515
<b>Total Resources</b>	<b>493,628</b>	<b>649,945</b>	<b>458,630</b>	<b>637,515</b>	<b>(12,430)</b>
<b>Expenditures</b>					
Salaries & Wages	91,050	114,690	116,180	175,945	61,255
Personnel Benefits	44,277	55,525	56,750	94,365	38,840
Supplies	31,376	29,800	26,950	30,350	550
Other Services & Charges	316,538	316,365	258,750	336,855	20,490
Capital Outlay	24,037	34,000	-	-	(34,000)
Total Expenditures	<b>507,278</b>	<b>550,380</b>	<b>458,630</b>	<b>637,515</b>	<b>87,135</b>
<b>Ending Fund Balance</b>	<b>(13,650)</b>	<b>99,565</b>	<b>0</b>	<b>0</b>	<b>(99,565)</b>

**Public Works - Facilities Maintenance**

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Salaries &amp; Wages</b>							
Full Time Employees	90,876	112,455	116,180	119,300	36,205	155,505	43,050
Overtime	-	-	-	-	18,105	18,105	18,105
OT - Disaster Supp/Severe Weather	175	2,335	-	2,335	-	2,335	-
<b>Total Salaries &amp; Wages</b>	<b>91,051</b>	<b>114,790</b>	<b>116,180</b>	<b>121,635</b>	<b>54,310</b>	<b>175,945</b>	<b>61,155</b>
<b>Benefits</b>							
<b>Total Benefits</b>	<b>44,277</b>	<b>55,425</b>	<b>56,750</b>	<b>60,175</b>	<b>34,190</b>	<b>94,365</b>	<b>38,940</b>
<b>Supplies</b>							
Operating Supplies - Lighthouse	-	-	-	750	-	750	750
Operating Supplies - Chamber	-	-	-	100	-	100	100
Office Supplies	1,125	1,000	1,000	1,000	-	1,000	-
Operating Supplies	20,734	22,500	20,000	-	-	-	(22,500)
Clothing/Boots	1,705	1,300	1,950	2,500	-	2,500	1,200
Motor Fuel	2,536	4,000	3,000	3,500	-	3,500	(500)
Small Items Of Equipment	5,277	1,000	1,000	1,500	-	1,500	500
Operating Supplies - PW Shops	-	-	-	1,500	-	1,500	1,500
Operating Supplies - City Hall	-	-	-	4,000	-	4,000	4,000
Operating Supplies - Rosehill	-	-	-	6,000	-	6,000	6,000
Operating Supplies - Police Dept.	-	-	-	3,500	-	3,500	3,500
Operating Supplies - Fire Dept.	-	-	-	6,000	-	6,000	6,000
<b>Total Supplies</b>	<b>31,377</b>	<b>29,800</b>	<b>26,950</b>	<b>30,350</b>	<b>-</b>	<b>30,350</b>	<b>550</b>
<b>Other Services &amp; Charges - Lighthouse</b>							
Contract Services - Lighthouse	-	-	-	1,500	-	1,500	1,500
Work Equip & Mach Rental - Lighthouse	-	-	-	500	-	500	500
Natural Gas - Lighthouse	-	-	-	1,000	-	1,000	1,000
Electricity - Lighthouse	-	-	-	2,500	-	2,500	2,500
Sewer Service - Lighthouse	-	-	-	500	-	500	500
Water Service - Lighthouse	-	-	-	400	-	400	400
Storm Drainage Chrgs. - Lighthouse	-	-	-	1,200	-	1,200	1,200
Alarm System - Lighthouse	-	-	-	2,500	-	2,500	2,500
3 Bldg.& Fixture M&R - Lighthouse	-	-	-	4,000	-	4,000	4,000
<b>Total Oth Svcs &amp; Chrgs - Lighthouse</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,100</b>	<b>-</b>	<b>14,100</b>	<b>14,100</b>

## ...Facilities Maintenance Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Other Services &amp; Charges - Rosehill</b>							
Bldg. & Fixture M&R - Chamber	-	-	100	400	-	400	400
<b>Total Oth Svcs &amp; Chrgs - Chamber</b>	-	-	100	400	-	400	400
 <b>Other Services &amp; Charges</b>							
Contract Services	21,191	13,000	13,000	-	-	-	(13,000)
Cell Phone	296	500	375	1,500	-	1,500	1,000
Travel & Subsistence	-	-	-	2,250	-	2,250	2,250
Work Equip & Machine Rental	-	500	-	-	-	-	(500)
Insurance	696	440	1,000	-	-	-	(440)
Natural Gas	5,446	6,090	4,500	-	-	-	(6,090)
Electricity	6,621	8,535	7,000	-	-	-	(8,535)
Sewer Service	5,525	5,950	5,000	-	-	-	(5,950)
Water Service	2,127	2,000	2,000	-	-	-	(2,000)
Storm Drainage Chrgs.	425	670	400	-	-	-	(670)
Alarm System	3,240	10,000	6,000	-	-	-	(10,000)
Bldg. & Fixture M&R	29,624	27,590	14,000	-	-	-	(27,590)
Vehicle R&M	1,499	800	800	2,000	-	2,000	1,200
Training & Registration	-	-	-	3,500	-	3,500	3,500
Janitorial Services	-	28,000	28,000	-	-	-	(28,000)
Taxes And Assessments	25,099	2,900	-	-	-	-	(2,900)
<b>Total Oth Svcs &amp; Chrgs</b>	<b>101,789</b>	<b>106,975</b>	<b>82,075</b>	<b>9,250</b>	<b>-</b>	<b>9,250</b>	<b>(97,725)</b>
 <b>Other Services &amp; Charges - City Hall</b>							
Work Equip & Mach Rental - PW Shops	-	-	-	500	-	500	500
Natural Gas - PW Shops	-	-	-	6,090	-	6,090	6,090
Electricity - PW Shops	-	-	-	8,535	-	8,535	8,535
Sewer Service - PW Shops	-	-	-	5,950	-	5,950	5,950
Water Service - PW Shops	-	-	-	2,000	-	2,000	2,000
Storm Drainage Chrgs. - PW Shops	-	-	-	670	-	670	670
Alarm System - PW Shops	-	-	-	2,500	-	2,500	2,500
Bldg. & Fixture M&R - PW Shops	-	-	-	15,000	-	15,000	15,000
<b>Total Oth Svcs &amp; Chrgs - PW Shops</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,245</b>	<b>-</b>	<b>41,245</b>	<b>41,245</b>

## ...Facilities Maintenance Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Other Services &amp; Charges - City Hall</b>							
Contract Services - City Hall	-	-	-	5,000	-	5,000	5,000
Work Equip & Machine Rental - City Hall	-	-	-	500	-	500	500
Electricity - City Hall	23,111	24,380	17,500	24,000	-	24,000	(380)
Sewer Service - City Hall	660	700	650	700	-	700	-
Water Service - City Hall	1,659	1,200	1,200	1,700	-	1,700	500
Storm Drainage Chrgs. - City Hall	476	460	375	460	-	460	-
Alarm System - City Hall	-	-	-	2,500	-	2,500	2,500
Bldg. & Fixture M&R - City Hall	25,686	7,000	9,500	15,000	2,000	17,000	10,000
<b>Total Oth Svcs &amp; Chrgs - City Hall</b>	<b>51,592</b>	<b>33,740</b>	<b>29,225</b>	<b>49,860</b>	<b>2,000</b>	<b>51,860</b>	<b>18,120</b>
<b>Other Services &amp; Charges - Rosehill</b>							
Natural Gas - Rosehill	-	-	-	2,540	-	2,540	2,540
Electricity - Rosehill	-	-	-	35,000	-	35,000	35,000
Sewer Service - Rosehill	-	-	-	5,000	-	5,000	5,000
Water Service - Rosehill	-	-	-	3,500	-	3,500	3,500
Storm Drainage Chrgs. - Rosehill	-	-	-	4,500	-	4,500	4,500
Alarm System - Rosehill	-	-	-	2,200	-	2,200	2,200
Bldg. & Fixture M&R - Rosehill	33,744	20,000	20,000	15,000	2,000	17,000	(3,000)
<b>Total Oth Svcs &amp; Chrgs - Rosehill</b>	<b>33,744</b>	<b>20,000</b>	<b>20,000</b>	<b>67,740</b>	<b>2,000</b>	<b>69,740</b>	<b>49,740</b>
<b>Other Services &amp; Charges - Police Dept.</b>							
Contract Services - Police Dept.	-	-	-	1,000	-	1,000	1,000
Work Equip & Mach Rental - Police Dept.	-	-	-	500	-	500	500
Natural Gas - Police Dept.	807	985	4,900	4,500	-	4,500	3,515
Electricity - Police Dept.	42,148	36,580	36,580	36,580	-	36,580	-
Sewer Service - Police Dept.	5,123	6,000	4,500	6,000	-	6,000	-
Water Service - Police Dept.	2,227	3,000	2,300	3,000	-	3,000	-
Storm Drainage Chrgs. - Police Dept.	5,053	5,370	5,370	5,370	-	5,370	-
Alarm System - Police Dept.	-	-	-	2,500	-	2,500	2,500
Bldg. & Fixture M&R - Police Dept.	11,882	7,410	17,000	13,410	-	13,410	6,000
<b>Total Oth Svcs &amp; Chrgs - Police Dept.</b>	<b>67,240</b>	<b>59,345</b>	<b>70,650</b>	<b>72,860</b>	<b>-</b>	<b>72,860</b>	<b>13,515</b>

## ...Facilities Maintenance Continued...

Account Number	2013 Actuals	2014 Amended Budget	Year-End 2014 Estimates	2015 Baseline	2015 Decision Package	Total 2015 Requests	\$ Increase/ (Decrease)
<b>Other Services &amp; Charges – Fire Dept.</b>							
Contract Services - Fire Dept.	-	-	-	2,000	-	2,000	2,000
Work Equip & Mach Rental - Fire Dept.	-	-	-	500	-	500	500
Natural Gas - Fire Dept.	7,524	7,615	7,600	7,600	-	7,600	(15)
Electricity - Fire Dept.	14,037	17,860	17,000	17,860	-	17,860	-
Sewer Service - Fire Dept.	8,491	8,550	8,800	8,550	-	8,550	-
Water Service - Fire Dept.	4,540	5,000	5,000	5,000	-	5,000	-
Storm Drainage Chrgs. - Fire Dept.	3,190	3,390	3,300	3,390	-	3,390	-
Alarm System - Fire Dept.	248	-	-	2,500	-	2,500	2,500
Bldg. & Fixture M&R - Fire Dept.	22,035	53,890	15,000	30,000	-	30,000	(23,890)
<b>Total Oth Svcs &amp; Chrgs – Fire Dept.</b>	<b>60,065</b>	<b>96,305</b>	<b>56,700</b>	<b>77,400</b>	<b>-</b>	<b>77,400</b>	<b>(18,905)</b>
<b>Other Services &amp; Charges - EMS</b>							
Bldg. & Fixture M&R - EMS	2,108	-	-	-	-	-	-
<b>Total Oth Svcs &amp; Chrgs - EMS</b>	<b>2,108</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>							
Building Improvements	-	34,000	-	-	-	-	(34,000)
<b>Total Capital Outlay</b>	<b>-</b>	<b>34,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(34,000)</b>
<b>Total Facilities Maintenance</b>	<b>483,243</b>	<b>550,380</b>	<b>458,630</b>	<b>545,015</b>	<b>92,500</b>	<b>637,515</b>	<b>87,135</b>

## More Effective and Efficient Janitorial Services

<b>Department:</b>	Public Works
<b>Division:</b>	Facilities Maintenance
<b>Item Description:</b>	Addition of 1.5 FTE Janitorial Employees

<b>Fund Name</b>
Facilities Maintenance

<b>\$ Amount Requested in 2015:</b>	<b>Nature of the expenditure?</b>	<b>Ongoing</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>No</b>
\$88,500	One-Time or Ongoing?			

### Expenditure Purpose and Justification

Currently, janitorial services are provided at all City facilities via a contract, however the level of service has not been acceptable under this arrangement. The addition of 1.5 FTE employees will replace the current janitorial contract. Funds to cover this addition of staff would come from the existing janitorial contract expenditures (\$39,000), the anticipated additional costs to contract for acceptable services (\$39,200, a total of \$78,200), and reduced overtime costs at Lighthouse Park on winter weekends (\$12,600- currently Parks crewmembers are called back on overtime in order to provide service on the weekends). With full time coverage, cleaning of all city facilities can be maintained at a level of service that meets the needs of the City with appropriate supervision and with a more strategic vision for maintaining facilities. The proposed wage scale of Pay Range 35 is approximately \$200 below the wage comparisons for cities our size provided by the City HR Department.

### Identify Alternatives and Costs

Advertise for new proposals for contracted janitorial services with an anticipated cost of \$78,200 and continue to pay \$12,600 in overtime costs to clean and maintain the restrooms at Lighthouse Park during the off-peak season.

### City Council Budget Direction

Request that staff pursue bids for a new contract that has a higher level of service.

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

This service is expected to be a net cost of \$2,300 to the City, and will allow for improved facilities maintenance and care.

Expenditure Account #	\$ Amount
Salaries & Wages	\$ 54,310
Employee Benefits	\$ 34,190
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Rick Hill, Public Works Superintendent
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## 2015 DECISION PACKAGE FOR OPERATING BUDGET

## Employee Safety Capital Improvements

<b>Department:</b>	Executive - Public Works
<b>Division:</b>	Facilities Maintenance
<b>Item Description:</b>	Employee Safety Capital Improvements: Install two panic buttons in locations at City Hall and the Community Center to enhance employee safety

<b>Fund Name</b>
<b>Facilities Maintenance</b>

<b>\$ Amount Requested in 2015:</b>
<b>\$4,000</b>

Nature of the expenditure?

One-Time

Any Additional  
Revenue? If Yes,  
Identify Below

Yes

One-Time or  
Ongoing?

### Expenditure Purpose and Justification

A subcommittee of the employee Safety Committee met with the acting Management Services Director to discuss options for improving employee safety and security at various City facilities. After research and outreach with staff and city security contractors, the Safety Committee and MSD agreed that it would improve employee safety to install panic buttons at four key public contact points. Panic buttons would be connected to the existing security systems and would enable city staff to discreetly summon police assistance in the event of a hostile or threatening customer.

### Identify Alternatives and Costs

Install panic buttons at other locations for an additional \$4000; install panic buttons at fewer locations; do not install panic buttons in 2015

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

None.

Expenditure Account #	\$ Amount
Building & Fixture R&M - Rosehill	\$ 2,000
Building & Fixture R&M - City Hall	\$ 2,000
	\$ -
	\$ -

Revenue Account #	\$ Amount
	\$ -
	\$ -
	\$ -
	\$ -

<b>Preparer Name:</b>	Marko Liias, Policy Analyst
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**2015 DECISION PACKAGE FOR OPERATING BUDGET**

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