

City of Mukilteo, Washington
2010 Preliminary Budget



11930 Cyrus Way, Mukilteo, WA 98275

Mayor
Joe Marine

Prepared by the Finance Department
Scott James, Finance Director



PRINCIPAL CITY OFFICIALS

Elected Officials

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

Appointed Officials

City Administrator – Joe Hannan

Recreation & Cultural Services Manager	Jennifer Berner
Finance Director	Scott James
Planning & Community Development Director	Heather McCartney
Police Chief	Michael Murphy
Fire Chief	Mike Springer
Public Works Director	Larry Waters



City of Mukilteo

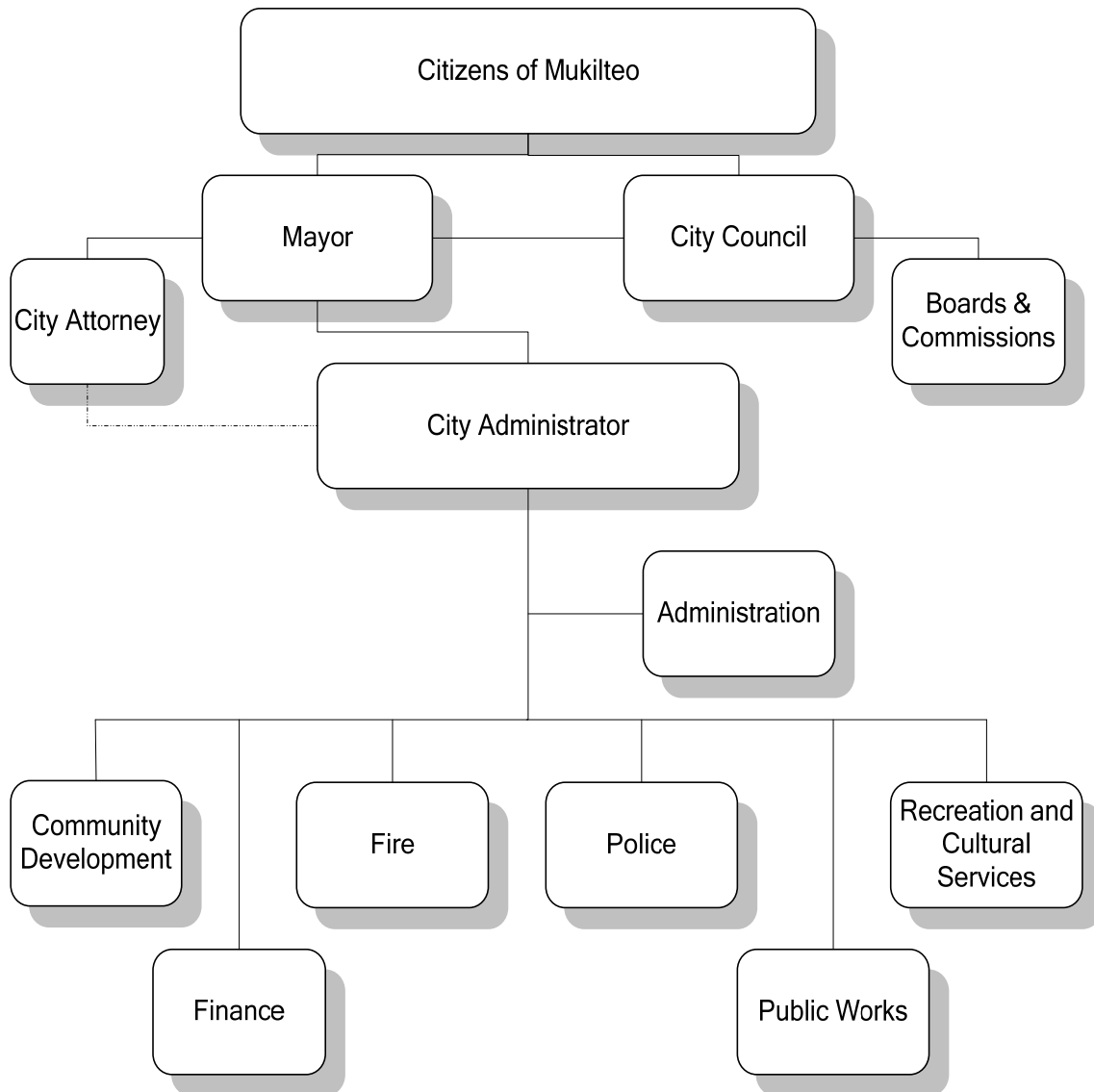




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MAYOR'S 2010 BUDGET MESSAGE

November 02, 2009

Mukilteo City Council
Citizens of Mukilteo
Mukilteo Business Community

Reference: Transmittal of 2010 Preliminary Budget

Dear Council and Mukilteo Community:

It is a pleasure to submit to you the 2010 budget for your review and action. This budget is a continuation of my plan to keep the City on solid ground for providing services to our citizens during 2010 and for years to come. My plan for the City recognizes the financially unsettling times we are experiencing as a community, but also recognizes the fact that we cannot control the economy as a whole. With this being said, my Budget lays out my vision for achieving our immediate priorities and implementing our long-term goals beyond 2010.

This year we will emphasize working with what we have and with what we are. To capture an outsiders point-of-view of who we are and what we have, let me share a few perspectives from CNN's 2009 poll and Money Magazine's August 2009 article on **100 Best Places to Live in America** and Standard & Poor's bond rating rationale.

- I can't say enough about how proud I am of having our beautiful City rated tenth best City to live in America by CNN and Money magazine. Money magazine states "Mukilteo happens to be drop-dead gorgeous, with views of Puget Sound, the Olympic Mountains, and the Cascades. More reasons to love it: top-notch schools and low property taxes."
- Additionally, Standard and Poor's spent many hours in understanding the City's finances and financial policies while developing their credit rating for our new Community Center Bond. Standard & Poor's research concluded by recognizing our City's unique financial position by bestowing their highest rating of AAA on us. There are only four other municipalities in the State to receive this high of a rating. This AAA rating states a lot more about what kind of City Mukilteo has become and where we are heading than simply telling investors we are a safe haven to invest in. To quote Standard & Poor's bond rating rationale, they state the basis for our credit strengths include:
 - "What we consider to be very strong wealth and income levels;
 - Maintenance of very strong unrestricted fund balances
 - Good financial policies and practices; and
 - Low to moderate debt burden with low carrying charges."



These amenities CNN, Money magazine and Standard & Poor's identify have only come into existence through thoughtful policy development and deployment. And these policies have been brought into existence through laboring many hours at Council meetings, Council Worksessions

and Committee and Board Meetings. With this fact in mind, I extend my gratitude to Council for their many hours and dedication, and to the board and committee members for volunteering their time spent understanding, discussing and advising us and to my staff for their continued hard work and perseverance and to the citizens who have taken time out of their daily lives to share their thoughts with us. Thank-You.

Yes, we spend much time working on setting priorities, understanding details, creating a long-range financial plan, updating the Comprehensive and Capital Facilities Plans all the while looking to the long term health, public safety and viability of our City. But we have more work to do and challenges to overcome.

Keeping our City on solid ground has been and will be a subject of discussion by Council and staff with citizens. This discussion centers on five areas: the City's Comprehensive Plan, maintaining our infrastructure, keeping our community safe, development of the City's Long-range Financial Plan and on protection of Paine Field for Boeing and airplane manufacturing.

The City's **Comprehensive Plan** has been in the process of being updated this past year and will be brought to Council for adoption at the end of 2009. This forward looking plan addresses much of what Mukilteo will look like by "comprehensively planning" for how we grow and develop as a city.

The **preservation of our infrastructure** will continue to be a priority as the 2010 budget adheres to our Pavement Management Plan. This plan calls for a minimum of \$600,000 annually to be expended on maintaining our transportation network.

My **main priority** for the past four years and continues for 2010: **Keeping Our Community Safe**. During the past four years we strategically staffed our Police and Fire departments with the goal to fully provide efficient, fast and reliable emergency medical, fire response and law enforcement. The 2010 budget provides funding to maintain this goal.

The City's financial health and stability is intricately linked to these top priorities. In 2009, we officially launched the City's **Long-range Financial Planning Team**. In 2010, this team will continue reviewing and recommending updates to the City's financial policies and financial plan. Once complete, the Long-range Financial Plan will serve as the backbone to how the City's budget will be developed and deployed.

Protection of Paine Field for Boeing and airplane manufacturing continues to be a priority under my administration. In 2010 my budget will:

- Advocate recognition of Paine Field as a unique resource of national importance requiring protection and funding for airplane manufacturing;



- Insist that commercial passenger aviation services not be encouraged at Paine Field; and
- Economic development is imperative to partner with County, State, academic and private business to attract other aeronautic businesses, technical training and a campus for aeronautics engineering to Mukilteo and Paine Field.

My 2010 budget plan recognizes that **2009 has been a particularly challenging year financially** not only for Mukilteo, but the region and nation as a whole. The weakness in our economy presented substantial challenges in developing the 2010 budget. The magnitude of the economic downturn resulted in a budget balancing strategy that included the use of expenditure reductions, revenue increases, use of reserves and undertake economic development initiatives. The specific actions associated with each of these strategies are discussed in greater detail later in this message.

Providing services to our citizens is why we (Mayor, Council and staff) are here. The 2010 budget utilizes our available resources as anyone would that is on a tight budget. That is, this budget is an exercise in frugality, yet funds our top priorities of keeping our community safe and maintaining our infrastructure.

With much ground work laid during my first four years as Mayor, I again invite you to continue working with me and our staff in making Mukilteo the most viable and livable city that together we can be proud of.

Budget Overview

The 2010 Budget picks up where 2009 left off by emphasizing public safety, financial stability and effective management, infrastructure preservation, environmental protection and sustainability, park and recreation enhancement and increased and transparent communication between the city and our residents.

Highlights of Funded Programs:

1. Full funding of our career fire department with enhanced emergency medical response capabilities;
2. Crime prevention program with opportunities for neighborhood involvement;
3. Completion of the second phase of Lighthouse Park;
4. Completion of the new Rosehill Community Center;
5. Continued investments to rebuild and maintain our street and stormwater systems;
6. Investment in our Information Technology to protect our digital information;
7. Webcasting of Council meetings;
8. Funds for lobbying to protect Mukilteo's interests and obtain federal assistance;
9. Updating the City's Comprehensive Plan;

Expenditure Reductions & Savings Include:

1. Includes no cost of living increases for all staff with the exception of police and fire.
2. Limits travel and training expenditures to those who need either mandatory training or need to maintain their professional certifications.



3. Curtails 2010 equipment replacement contributions from all funds.
4. Trims professional services expenditures to include mandatory services such as auditor, project design services, comprehensive plan development, and training services.

Taxes and Fees

A significant impact to the 2010 budget is largely out of our control. My budget recognizes that the economy will experience a slow recovery in 2010 and that we have to continue to live with the new reality of 25% lower sales tax collections. The budget includes little or no increases in our utility tax receipts. Additionally, development related revenues are anticipated to decline 22% from 2009.

I am recommending that the City collect the statutory 1% increase in general property taxes (\$44,317). I am recommending a new administrative fee be charged to the solid waste companies operating within the City. This new revenue source is estimated to generate \$190,000 annually.

Reduction of Reserves

In 2009, we implemented a Fund Balance Reserve Policy for several of our operating funds. For the General Fund, the City's primary operating fund, the policy requires the equivalent of two months, or 16.67% of operating expenditures be maintained in reserves. At the end of 2010, the projected General Fund reserve will equal 33% of expenditures, a decrease of 6% from the prior year. The large General Fund Reserve provides the City with a "safety net" to weather the continued economic downturn.

Economic Development

Economic Development will be my personal commitment and staff goal throughout 2010. Our efforts will specifically focus on four areas:

- Support of Boeing
- Business retention
- Business recruitment; and
- Business expansion.

Like Council, I realize the importance of Boeing and the aeronautics industry to our quality of life and our very existence as a community. We will work tirelessly

to maintain Paine Field for Boeing and will work to recruit suppliers and like minded aeronautics companies to the Mukilteo area. I will also partner with other Snohomish County communities and business groups to recruit public or private technical and higher education programs to the Paine Field area that will support aeronautics with training and jobs.

I also realize the importance of our City's retail and industrial companies and we will work to reach out and visit as many of our 900 business licensees as possible. We will thank them for being here and determine how we can help them. We will work with banks, Everett and



Edmonds Community Colleges, Mukilteo Chamber of Commerce and business assistance agencies such as the Northwest Business Center to help Mukilteo businesses not only survive but thrive. Successful business expansion is most likely to come from existing Mukilteo companies when we work to create a business friendly (Top Ten Cities) environment.

The 2010 Budget

Anticipated revenues for all funds total \$18.5 million and are 44.7% lower than 2009. Rosehill Community Center Bond proceeds of \$12.9 million were received in 2009, which accounts the majority of 2010 revenue reduction.

Total expenditures are \$30.8 million and are \$214,214 or .69% less than last year's budget. Proposed operating expenditures total \$15.2 million or 5.5% less than the prior year; operating transfers are \$2.5 million or 5% less than the prior year, and capital improvements are \$12.1 million or 7.7% more than the prior year.

Keeping with the City's fiscally conservative approach, the budget includes a protected City Reserve of \$1,000,000 and an estimated ending General Fund balance of \$4,123,450.

Closing Comments

Thank you Councilmembers who took time to participate in our Budget Worksessions. Your questions and comments have been excellent, and many of your suggestions have been incorporated into the budget.

This Budget protects Mukilteo as a wonderful place to live and work. It is my top priority to keep our community safe, attractive to business and residents and make living in our community one of the best deals in the region.

It is my hope that I and my staff will increase the transparency, readability and usability of City Policies, Procedures and complete the City's Long-range Financial Plan during 2010.

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

This budget will ensure that citizens will feel safe and will provide greater access to City services in 2010 and beyond.

Thank You,

Joe Marine
Mayor



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THE PRELIMINARY BUDGET BUILDING PROCESS

This section is intended to briefly share the mechanics behind the creation of the proposed 2010 budget.

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

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

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

BASELINE BUDGETS Baseline Budget is the minimum budget needed for Departments to offer their services to citizens. The baseline was established by utilizing Department's original 2009 adopted budgets less all one-time expenditures as identified during the 2009 budget. The baseline budgets include mandated increases. Mandated increases are costs that are out of Department control. Examples are: salaries, benefits, and utilities.



Exhibits 1 through 7 have been included to assist with an overview/analysis of the preliminary 2010 budget.

Exhibit 1 lists projected 2010 beginning fund balances, revenues, expenditures and ending fund balances for each fund.

Exhibit 1: Budget Summary by Fund

Fund Number	Fund Description	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
009	LEOFF I Reserve	142,060	26,200	29,400	138,860
011	General	5,189,600	11,588,260	12,654,410	4,123,450
015	Paine Field Emergency Reserve Fund	55,000	0	55,000	0
111	Street	189,710	650,500	665,260	174,950
112	Arterial Street	123,610	411,670	485,090	50,190
114	Recreation & Cultural Services	48,130	330,160	346,900	31,390
116	Hotel/Motel Lodging Tax Fund	168,400	134,500	131,800	171,100
120	Technology Replacement	49,130	76,000	91,180	33,950
125	City Reserve	1,000,000	0	0	1,000,000
126	Emergency Medical Services	189,180	1,607,000	1,634,600	161,580
141	Municipal Facilities	52,170	440	50,000	2,610
142	Parks and Open Space	133,495	0	0	133,495
275	LTGO Bond Fund 2009	7,350	907,970	907,960	7,360
322	Park Acquisition & Development	92,490	443,690	500,000	36,180
323	Transportation Impact Fee	26,480	20,120	0	46,600
331	Real Estate Excise Tax I	6,249,750	356,700	982,600	5,623,850
332	Real Estate Excise Tax II	1,392,350	308,420	1,374,930	325,840
375	Community Center Project Fund	8,901,750	0	8,901,750	0
440	Surface Water Management	1,786,030	1,275,000	1,559,810	1,501,220
502	Health Insurance Administration	45,130	4,870	0	50,000
510	Equipment Replacement Reserve	1,038,920	15,860	2,000	1,052,780
516	Unemployment Compensation	40,490	0	0	40,490
518	Facilities Maintenance	69,260	390,000	409,510	49,750
TOTALS		26,990,485	18,547,360	30,782,200	14,755,645

**Exhibit 2: Fund Summaries****REVENUE SUMMARY ALL FUNDS**

Fund No.	Fund Description	2008 Actual	2009 Budget	2009 YE Estimate	2010 Budget	\$ Change '10 - '09	% Change '10 - '09
009	LEOFF I Reserve	\$ 192,835	\$ 1,200	\$ 1,000	\$ 26,200	\$ 25,000	2083.33%
011	General	12,417,946	11,770,080	11,768,600	11,588,260	(181,820)	-1.54%
015	Paine Field Emergency Reserve	1,000	0	0	0	0	0.00%
111	Street	828,500	811,250	723,340	650,500	(160,750)	-19.82%
112	Arterial Street	149,081	170,400	168,400	411,670	241,270	141.59%
114	Recreation & Cultural Services	371,422	355,685	363,130	330,160	(25,525)	-7.18%
116	Hotel/Motel Lodging Tax	131,827	465,480	443,350	134,500	(330,980)	-71.11%
120	Technology Replacement	59,111	52,100	51,500	76,000	23,900	45.87%
125	City Reserve	31,837	0	0	0	0	0.00%
126	Emergency Medical Services	1,258,525	1,411,650	1,385,640	1,607,000	195,350	13.84%
141	Municipal Facilities	1,131,856	51,000	16,790	440	(50,560)	-99.14%
142	Parks and Open Space	96,685	95,000	128,100	0	(95,000)	-100.00%
275	LTGO Bond Fund	0	91,653	91,650	907,970	816,317	890.66%
322	Park Acquisition & Development	452,883	1,322,300	920,300	443,690	(878,610)	-66.45%
323	Transportation Impact Fee	691,906	48,100	47,880	20,120	(27,980)	-58.17%
331	Real Estate Excise Tax I	737,389	1,355,265	1,355,265	356,700	(998,565)	-73.68%
332	Real Estate Excise Tax II	3,651,488	319,000	319,000	308,420	(10,580)	-3.32%
375	Community Center Project Fund	0	12,805,394	12,925,820	0	(12,805,394)	-100.00%
440	Surface Water Management	1,303,099	1,694,000	1,390,410	1,275,000	(419,000)	-24.73%
502	Health Insurance Administration	599,684	0	0	4,870	4,870	0.00%
510	Equipment Replacement Reserve	412,717	340,150	340,150	15,860	(324,290)	-95.34%
516	Unemployment Compensation	4,317	0	0	0	0	0.00%
518	Facilities Maintenance	388,530	390,000	390,000	390,000	0	0.00%
	Totals	\$ 24,912,638	\$ 33,549,707	\$ 32,830,325	\$ 18,547,360	\$(15,002,347)	-44.72%

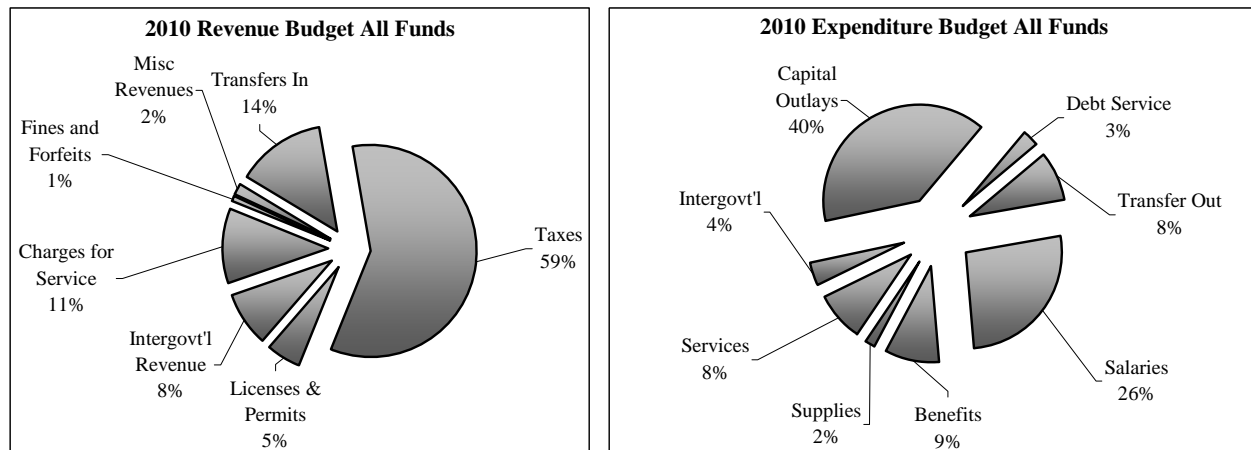
EXPENDITURE SUMMARY ALL FUNDS

Fund No.	Fund Description	2008 Actual	2009 Budget	2009 YE Estimate	2010 Budget	\$ change '10 - '09	% Change '10 - '09
009	LEOFF I Reserve	\$ 26,136	\$ 27,000	\$ 25,690	\$ 29,400	\$ 2,400	8.89%
011	General	13,380,032	13,788,501	13,000,660	12,654,410	(1,134,091)	-8.22%
015	Paine Field Emergency Reserve	125,314	150,000	70,680	55,000	(95,000)	-63.33%
111	Street	795,529	812,290	655,480	665,260	(147,030)	-18.10%
112	Arterial Street	747,422	130,000	60,000	485,090	355,090	273.15%
114	Recreation & Cultural Services	351,052	364,300	374,210	346,900	(17,400)	-4.78%
116	Hotel/Motel Lodging Tax	78,678	512,670	512,670	131,800	(380,870)	-74.29%
120	Technology Replacement	95,305	228,240	302,050	91,180	(137,060)	-60.05%
125	City Reserve	0	190,000	179,200	0	(190,000)	-100.00%
126	Emergency Medical Services	1,706,763	1,800,885	1,695,660	1,634,600	(166,285)	-9.23%
141	Municipal Facilities	7,546,641	50,000	0	50,000	0	0.00%
142	Parks and Open Space	56,984	96,175	74,455	0	(96,175)	-100.00%
275	LTGO Bond Fund	0	84,305	84,300	907,960	823,655	976.99%
322	Park Acquisition & Development	1,548,531	1,317,070	827,810	500,000	(817,070)	-62.04%
323	Transportation Impact Fee	170,193	550,500	550,500	0	(550,500)	-100.00%
331	Real Estate Excise Tax I	4,323,513	2,303,561	2,177,715	982,600	(1,320,961)	-57.34%
332	Real Estate Excise Tax II	1,651,561	1,662,794	871,740	1,374,930	(287,864)	-17.31%
375	Community Center Project Fund	0	3,974,828	4,024,070	8,901,750	4,926,922	123.95%
440	Surface Water Management	1,027,124	1,989,525	893,660	1,559,810	(429,715)	-21.60%
502	Health Insurance Administration	1,101,678	0	0	0	0	0.00%
510	Equipment Replacement Reserve	535,579	500,280	373,650	2,000	(498,280)	-99.60%
516	Unemployment Compensation	26	0	0	0	0	0.00%
518	Facilities Maintenance	290,023	463,490	445,030	409,510	(53,980)	-11.65%
	Totals	\$ 35,558,084	\$ 30,996,414	\$ 27,199,230	\$ 30,782,200	\$ (214,214)	-0.69%



Exhibit 3 lists revenues, expenditures and fund balances for all funds. Total estimated revenues and operating transfers for 2010 are \$18,547,360 a decrease of \$15,002,347 over the 2009 adopted budget.

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



Item	2008 Actual	2009 Budget	2009 YE Estimate	2010 Budget	\$ Change '10 - '09	% Change '10 - '09
Beginning Fund Balance	32,034,296	21,383,688	21,359,390	26,990,485	5,606,797	26.22%
Revenues:						
Taxes	11,850,526	10,750,830	10,785,130	10,936,600	185,770	1.73%
Licenses and Permits	1,022,315	887,650	826,270	946,200	58,550	6.60%
Intergovernmental Revenue	892,517	2,906,400	2,281,470	1,542,160	(1,364,240)	-46.94%
Charges for Service	2,249,584	2,267,700	2,212,930	2,117,600	(150,100)	-6.62%
Fines and Forfeitures	145,638	139,500	127,100	147,100	7,600	5.45%
Miscellaneous Revenues	2,040,418	1,102,030	1,102,660	309,860	(792,170)	-71.88%
Other Financing Sources	-	12,812,742	13,449,010	-	(12,812,742)	-100.00%
Transfers In	6,321,440	2,682,855	2,045,760	2,547,840	(135,015)	-5.03%
Total Revenues	24,522,439	33,549,707	32,830,330	18,547,360	(15,002,347)	-44.72%
Expenditures:						
Salaries	7,191,895	7,912,650	7,911,750	8,151,690	239,040	3.02%
Benefits	2,943,935	2,588,225	2,654,635	2,771,920	183,695	7.10%
Supplies	596,595	607,445	576,625	567,470	(39,975)	-6.58%
Services	3,303,925	3,547,416	2,856,230	2,574,070	(973,346)	-27.44%
Intergovernmental	1,353,024	1,434,895	1,173,740	1,139,520	(295,375)	-20.59%
Capital Outlays	13,847,268	11,253,857	9,010,695	12,121,730	867,873	7.71%
Debt Service	0	969,071	969,800	907,960	(61,111)	-6.31%
Transfer Out	6,321,440	2,682,855	2,045,760	2,547,840	(135,015)	-5.03%
Total Expenditures	\$35,558,084	\$30,996,414	\$27,199,235	\$30,782,200	(\$214,214)	-0.69%
Ending Fund Balance	\$20,998,651	\$23,936,981	\$26,990,485	\$14,755,645	(9,181,336)	-38.36%

Expenditures:

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

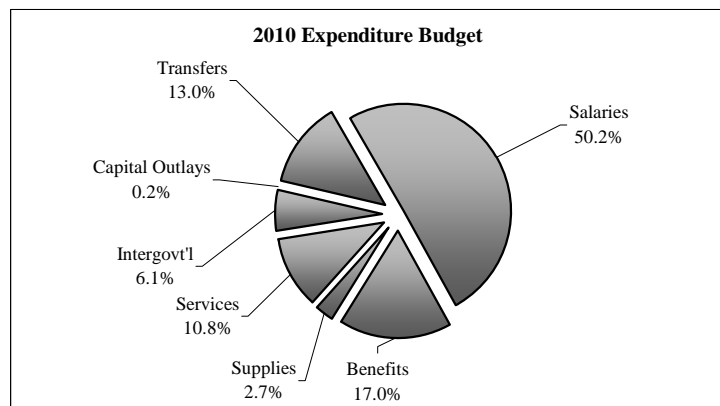
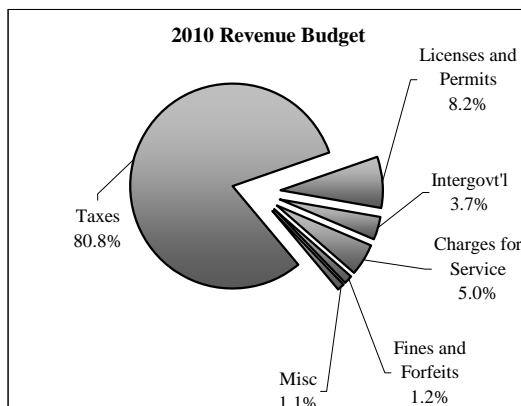
- The **operating budget** finances the day-to-day provisions of the City, consisting of supplies, services and intergovernmental, and totals \$4,281,060.



- The **personnel services budget** consists of the salaries and fringe benefits for all the City's employees. The amount budgeted for personnel services is \$10,923,610.
- 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 infrastructure improvements are budgeted within the various City accounts. The capital improvement project budget totals \$12,121,730.
- The **debt service budget** is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$907,960.
- The **transfers in/out budget** of \$2,547,840 represents the amount of funds transferred from one fund to another.

The 2010 expenditure budget for all funds totals \$30,782,200.

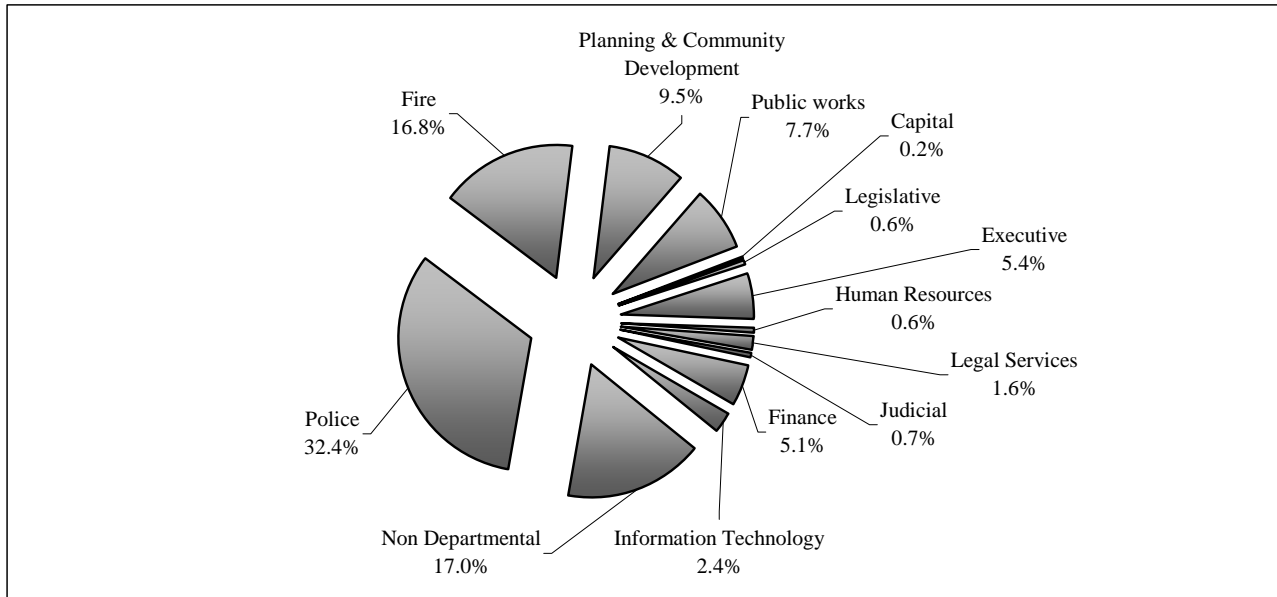
Exhibit 4: General Fund Revenues and Expenditures



Item	2008 Actual	2009 Budget	2009 YE Estimate	2010 Budget	\$ Change '10 - '09	% Change '10 - '09
Beginning Fund Balance	\$ 7,304,198	\$ 6,421,657	\$ 6,421,660	\$ 5,189,600	\$ (1,232,057)	-19.19%
Revenues:						
Taxes	9,819,798	9,171,830	9,249,030	9,357,600	185,770	2.03%
Licenses and Permits	1,022,315	887,650	826,270	946,200	58,550	6.60%
Intergovernmental Revenue	428,757	710,400	846,400	428,360	(282,040)	-39.70%
Charges for Service	596,442	723,300	610,000	581,100	(142,200)	-19.66%
Fines and Forfeitures	145,638	139,500	127,100	147,100	7,600	5.45%
Miscellaneous Revenues	286,307	137,400	109,800	127,900	(9,500)	-6.91%
Transfers In	118,689	-	-	-	-	0.00%
Total Revenues	\$ 12,417,946	\$ 11,770,080	\$ 11,768,600	\$ 11,588,260	\$ (181,820)	-1.54%
Expenditures:						
Salaries	5,647,602	6,161,280	6,141,970	6,353,330	192,050	3.12%
Benefits	1,686,186	2,010,380	2,053,500	2,152,840	142,460	7.09%
Supplies	364,825	360,150	292,350	339,830	(20,320)	-5.64%
Services	2,006,156	2,023,426	1,591,860	1,372,630	(650,796)	-32.16%
Intergovernmental	717,733	839,740	738,960	772,910	(66,830)	-7.96%
Capital Outlays	517,085	797,240	706,990	23,000	(774,240)	-97.12%
Transfers	2,440,445	1,596,285	1,475,030	1,639,870	43,585	2.73%
Total Expenditures	\$13,380,032	\$13,788,501	\$13,000,660	\$12,654,410	(\$1,134,091)	-8.22%
Ending Fund Balance	\$6,342,112	\$4,403,236	\$5,189,600	\$4,123,450	(\$279,786)	-6.35%



Exhibit 5: General Fund Expenditures by Department



	2008 Actual	2009 Budget	2009 YE Estimate	2010 Budget	\$ Change '10 - '09	% Change '10 - '09
Legislative	\$82,197	\$98,730	\$89,840	\$76,570	(\$22,160)	-22.45%
Executive	549,016	700,845	667,840	687,830	(13,015)	-1.86%
Human Resources	50,886	199,760	49,910	77,850	(121,910)	-61.03%
Legal Services	194,456	166,685	197,000	197,000	30,315	18.19%
Judicial	88,602	73,000	90,000	89,000	16,000	21.92%
Finance	769,060	771,410	787,400	645,340	(126,070)	-16.34%
Information Technology	162,172	143,075	180,330	300,820	157,745	110.25%
Non Departmental	2,862,616	2,121,205	1,933,080	2,151,940	30,735	1.45%
Police	3,924,489	4,220,445	4,137,980	4,103,330	(117,115)	-2.77%
Fire	1,875,652	2,181,521	2,138,340	2,123,640	(57,881)	-2.65%
Planning & Community Development	1,333,693	1,559,300	1,394,240	1,198,150	(361,150)	-23.16%
Public works	1,182,207	1,022,875	951,300	979,940	(42,935)	-4.20%
Capital	304,985	529,650	383,400	23,000	(506,650)	-95.66%
Totals	\$13,380,032	\$13,788,501	\$13,000,660	\$12,654,410	(\$1,134,091)	-8.22%

**Exhibit 6: General Fund Revenue Summary**

GENERAL FUND	2008 Actual	2009 Budget	2009 YE Estimate	2010 Budget	\$ Change '10 - '09	% Change '10 - '09
<u>Taxes</u>						
Property Taxes	4,320,214.79	4,351,650.00	4,420,000.00	4,520,000.00	168,350	3.87%
Sales Tax	2,219,788	1,537,500	1,537,500	1,537,500	0	0.00%
Utility Taxes	2,828,339	2,924,000	2,910,350	2,931,000	7,000	0.24%
Other Taxes	451,456	358,680	381,180	369,100	10,420	2.91%
Total Taxes	9,819,798	9,171,830	9,249,030	9,357,600	185,770	2.03%
<u>Licenses & Permits</u>						
Business Licenses	380,704	341,150	363,000	353,000	11,850	3.47%
Building & Other Permits	641,611	546,500	463,270	593,200	46,700	8.55%
Total Licenses & Permits	1,022,315	887,650	826,270	946,200	58,550	6.60%
<u>Intergovernmental Revenues</u>						
Liquor Board Profits	157,698	135,000	140,000	140,000	5,000	3.70%
Liquor Excise Tax	73,047	85,000	92,000	92,000	7,000	8.24%
State Entitlements & Impact Payments	24,178	19,000	23,800	23,800	4,800	25.26%
Other Intergovernmental Revenue	173,834	471,400	590,600	172,560	(298,840)	-63.39%
Total Intergovernmental Revenues	428,757	710,400	846,400	428,360	(282,040)	-39.70%
<u>Fees For Service</u>						
General Government	3,540	3,000	3,930	2,400	(600)	-20.00%
Public Safety	158,756	234,800	190,570	190,550	(44,250)	-18.85%
Utilities and Environment	14,400	20,000	10,000	25,430	5,430	27.15%
Economic Environment	252,747	270,000	210,000	167,220	(102,780)	-38.07%
Overhead Charge to Other Funds	167,000	195,500	195,500	195,500	0	0.00%
Total Fees For Service	596,442	723,300	610,000	581,100	(142,200)	-19.66%
<u>Fines & Forfeitures</u>						
Fines & Forfeitures	145,638	139,500	127,100	147,100	7,600	5.45%
Total Fines & Forfeitures	145,638	139,500	127,100	147,100	7,600	5.45%
<u>Miscellaneous Revenues</u>						
Interest Earnings	228,312	85,000	71,000	65,500	(19,500)	-22.94%
Other Miscellaneous Revenue	176,685	52,400	38,800	62,400	10,000	19.08%
Total Miscellaneous Revenues	404,996	137,400	109,800	127,900	(9,500)	-6.91%
Total General Fund	\$12,417,946	\$11,770,080	\$11,768,600	\$11,588,260	(\$181,820)	-1.54%



Exhibit 7 below is the master list for this year's Decision Packages. As noted earlier, the intention of the Decision Package request form is to assist you in understanding why staff is requesting additions to their baseline budgets. Individual Decision Package details can be found following each Department's budget summaries.

Exhibit 7: Decision Package Master List

Division	Description	Ranking	2010 Baseline	2010 DP's	One Time and Ongoing Expenditures				
					2010	2011	2012	2013	2014
General Fund									
City Clerk	Records Management	1	-	10,000	10,000	-	-	-	-
Judicial Services	Everett District Court	2	110,710	20,290	131,000	131,000	131,000	131,000	131,000
Legal Services	City Attorney Services	3	127,980	26,020	154,000	154,000	154,000	154,000	154,000
Administration	Lobbyist Services	4	-	45,000	45,000	-	-	-	-
Risk Management	2010 WCIA Assessment	1	176,500	41,760	218,260	218,620	218,620	218,620	218,620
Interfund Transfer	Transfer to Self Insurance & LEOFF I	2	-	29,870	29,870	-	-	-	-
Public Affairs & Community Outreach	Public Presentation Display	3	-	1,550	1,550	-	-	-	-
Police - Admin & Support	SNOCOM	Mandatory	295,270	24,150	319,420	319,420	319,420	319,420	319,420
Police - Admin & Support	Jail	Mandatory	67,900	27,100	95,000	95,000	95,000	95,000	95,000
Police - Crime Prevention	Citizen's Academy	1	2,150	1,400	3,550	3,608	3,749	3,896	4,049
Police - Crime Prevention	National Night Out	2	400	4,500	4,900	5,047	5,211	5,381	5,556
Police - Crime Prevention	Chief for a Day	3	-	900	900	900	900	900	900
Police - Crime Prevention	Volunteers	4	500	5,000	5,500	3,114	3,233	3,356	3,485
Fire Suppression	SNOCOM	Mandatory	24,890	9,150	34,040	34,040	34,040	34,040	34,040
Fire Suppression	Overtime	2	18,680	16,320	35,000	35,000	35,000	35,000	35,000
Planning	Commerce Grant 2011 Comp Plan Update	Mandatory	-	30,000	30,000	-	-	-	-
Planning	Shoreline Grant from DOE	Mandatory	-	45,000	45,000	-	-	-	-
Public Works - Admin & Eng	Vehicle R&M	1	500	400	900	-	-	-	-
Public Works - Parks	Sewer and Water Service	Mandatory	7,500	18,000	25,500	25,725	26,497	27,292	28,110
Public Works - Parks	Small Items of Equipment	1	2,900	920	3,820	-	-	-	-
Capital - Planning	Interpretive Signs	Carryforward	-	8,000	8,000	-	-	-	-
Ongoing Total			835,880	194,590	1,027,070	1,025,474	1,026,670	1,027,905	1,029,180
One Time Total			-	170,740	174,140	-	-	-	-
Street Fund									
Public Works - Streets	Aggregate	1	12,360	1,640	14,000	14,420	14,853	15,298	15,757
Public Works - Streets	Hazardous Waste Disposal	2	5,500	14,500	20,000	200,600	21,218	21,855	22,510
Public Works - Streets	Operating Supplies	3	11,000	2,000	13,000	13,390	13,792	14,205	14,632
Public Works - Streets	Interlocal Repairs in ROW	4	-	2,000	2,000	-	-	-	-
Ongoing Total			28,860	18,140	47,000	228,410	49,863	51,358	52,899
One Time Total			-	2,000	2,000	-	-	-	-
Arterial Street Fund									
Capital - Public Works - Streets	88th Street /SR 525 Left Hand Turn Lane	Carryforward	-	440,000	440,000	-	-	-	-
Capital - Public Works - Streets	Mukilteo Lane	2	-	75,090	75,090	-	-	-	-
Ongoing Total			-	-	-	-	-	-	-
One Time Total			-	515,090	515,090	-	-	-	-
Facilities Maintenance Fund									
Public Works - Facilities Maint	Natural Gas	Mandatory	27,600	500	28,100	28,943	29,811	30,706	31,627
Public Works - Facilities Maint	Building & Fixture Maintenance & Repair	Carryforward	55,000	18,250	73,250	75,448	77,711	80,042	82,444
Public Works - Surface Water	Hazardous Waste Disposal	1	2,000	2,000	4,000	4,000	4,000	4,000	4,000
Ongoing Total			84,600	20,750	105,350	108,391	111,522	114,748	118,071
One Time Total			-	-	-	-	-	-	-

**Exhibit 7: Decision Package Master List – continued**

Division	Description	Ranking	2010 Baseline	2010 DP's	One Time and Ongoing Expenditures				
					2010	2011	2012	2013	2014
Technology Replacement Fund									
Information Technology	Email Storage and Archiving Solution	1	-	7,440	7,440	2,500	2,500	2,500	2,500
Information Technology	Computrace recovery software for laptops	2	-	1,440	1,440	1,440	1,440	1,440	1,440
Information Technology	ISCSI SAN Storage Solution for CH and EOC	3	-	23,500	23,500	2,500	2,500	2,500	11,000
Information Technology	Technology Replacement Fund	4	-	58,800	58,800	92,680	92,150	-	-
Ongoing Total			-	91,180	91,180	99,120	98,590	6,440	14,940
One Time Total			-	-	-	-	-	-	-
Emergency Medical Services Fund									
Emergency Medical Services	SNOCOM	Mandatory	74,660	27,440	102,100	102,100	102,100	102,100	102,100
Emergency Medical Services	Overtime	1	26,840	6,540	33,380	33,380	33,380	33,380	33,380
Ongoing Total			101,500	33,980	135,480	135,480	135,480	135,480	135,480
One Time Total			-	-	-	-	-	-	-
Municipal Facilities Fund									
Capital - Public Works - Facilities Maintenance	Pole Building at Public Works Shop	Carryforward	-	50,000	50,000	-	-	-	-
Ongoing Total			-	-	-	-	-	-	-
One Time Total			-	50,000	50,000	-	-	-	-
Park Acquisition & Development fund									
Capital - Planning	Lighthouse Park Phase 2	Carryforward	-	490,000	490,000	-	-	-	-
Ongoing Total			-	-	-	-	-	-	-
One Time Total			-	490,000	490,000	-	-	-	-
Real Estate Excise Tax I Fund									
Capital - Public Works - Streets	Pedestrian Improvement Projects	Carryforward	-	107,000	107,000	-	-	-	-
Capital - Public Works - Streets	Mukilteo Lane	2	-	160,000	160,000	-	-	-	-
Ongoing Total			-	-	-	-	-	-	-
One Time Total			-	267,000	267,000	-	-	-	-
Real Estate Excise Tax II Fund									
Capital - Planning	Lighthouse Park Phase 2	Carryforward	-	810,000	810,000	-	-	-	-
Capital - Public Works - Streets	Pavement Improvements	1	-	275,000	275,000	-	-	-	-
Capital - Public Works - Streets	Pavement Management - 5th Street Upgrade	4	-	60,000	60,000	-	-	-	-
Ongoing Total			-	-	-	-	-	-	-
One Time Total			-	1,145,000	1,145,000	-	-	-	-
Capital - Finance	Rosehill Community Center & Commons Const	Carryforward	-	8,901,750	8,901,750	-	-	-	-
Ongoing Total			-	-	-	-	-	-	-
One Time Total			-	8,901,750	8,901,750	-	-	-	-
Surface Water Management Fund									
Public Works - Surface Water	Small Items of Equipment	2	-	7,540	7,540	7,540	7,540	7,540	7,540
Public Works - Surface Water	Other Professional Services	3	-	100,000	100,000	-	-	-	-
Public Works - Surface Water	Equipment Repair & Maintenance	4	-	500	500	500	500	500	500
Capital - Planning	Japanese Gulch Fish Passage Proj - Phase 1&2	Carryforward	-	165,000	165,000	-	-	-	-
Capital - Planning	Japanese Gulch Fish Passage Proj - Phase 3	Carryforward	-	60,000	60,000	-	-	-	-
Capital - Planning	Japanese Gulch Fish Passage Proj - Feasibility	New	-	60,000	60,000	-	-	-	-
Capital - PW - Surface Water	61st Street Culvert Replacement	Carryforward	-	275,000	275,000	-	-	-	-
Capital - PW - Surface Water	Fence Replacement 107th/Chennault Beach Pond	3	-	18,750	18,750	-	-	-	-
Ongoing Total			-	8,040	8,040	8,040	8,040	8,040	8,040
One Time Total			-	678,750	678,750	-	-	-	-
GRAND TOTAL			Ongoing	1,050,840	366,680	1,414,120	1,604,915	1,430,165	1,343,971
			One Time	-	12,220,330	12,223,730	-	-	1,358,610



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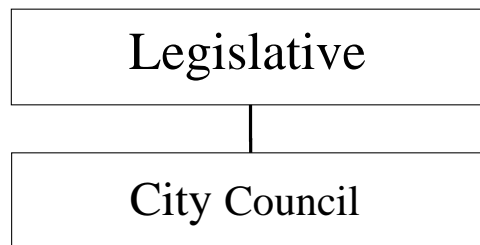


LEGISLATIVE DEPARTMENT

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

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

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





City Council

PURPOSE

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

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

City Councilmembers are elected by "position number" to four year overlapping terms, so that three to four Councilmembers are up for election every two years.

Annually, the City Council selects a President and Vice President from among its membership, assigns Councilmembers as representatives to outside agencies, approves organizational work plans and priorities, and meets with County, Regional, State, and Federal representatives to secure legislation beneficial to Mukilteo.

<u>POSITION SUMMARY</u>		
Position Title	2009	2010
Councilmember	7	7
Total	7	7

PERFORMANCE INDICATORS

	2008	2009	2010
	Actual	Est.	Est.
Council Meetings	39	46	43
Formal Actions Taken	252	191	221
Ordinances Adopted	29	13	21
Resolutions Approved	31	32	31

2010 GOALS & OBJECTIVES

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

**CITY COUNCIL**

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Part Time Employees	42,600	42,600	45,120	0	45,120	5.92%
	42,600	42,600	45,120	0	45,120	5.92%
PERSONNEL BENEFITS						
FICA	3,259	3,265	3,450	0	3,450	5.67%
L&I	149	165	200	0	200	21.21%
	3,408	3,430	3,650	0	3,650	6.41%
SUPPLIES						
Office Supplies	257	500	250	0	250	-50.00%
Reference Material	237	400	0	0	0	-100.00%
Operating Supplies	13	500	200	0	200	-60.00%
Ancillary Meeting Costs	63	1,000	500	0	500	-50.00%
Small Items of Equipment	44	900	200	0	200	-77.78%
	614	3,300	1,150	0	1,150	-65.15%
OTHER SERVICES & CHARGES						
Other Professional Services	0	10,000	1,000	0	1,000	-90.00%
Postage	0	100	0	0	0	-100.00%
Travel and Subsistence	22,345	20,000	10,000	0	10,000	-50.00%
Legal Publications	1,317	2,100	1,500	0	1,500	-28.57%
Publication of Agendas	2,789	3,300	3,300	0	3,300	0.00%
Computer System Maintenance	0	300	0	0	0	-100.00%
Printing and Binding	0	600	350	0	350	-41.67%
Training and Registration	6,081	10,000	7,500	0	7,500	-25.00%
City Code Revision	3,043	3,000	3,000	0	3,000	0.00%
	35,575	49,400	26,650	0	26,650	-46.05%
TOTAL	82,197	98,730	76,570	0	76,570	-22.45%

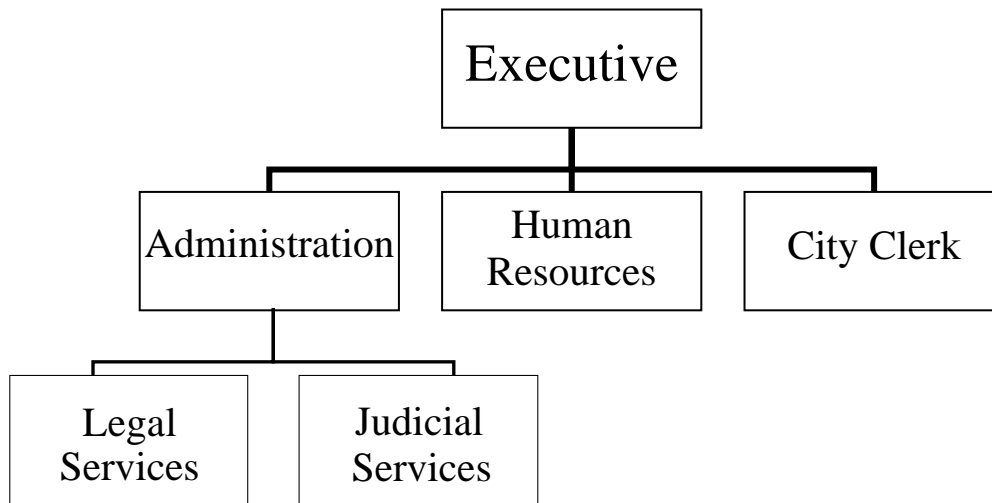


EXECUTIVE DEPARTMENT

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

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

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



<u>POSITION SUMMARY</u>		
Position Title	2009	2010
Mayor	1	1
City Administrator	1	1
City Clerk	1	1
Executive/HR Assistant	1	1
Assistant to City Administrator	1	1
Department Assistant	0.5	0.5
Total	5.5	5.5



EXECUTIVE DEPARTMENT

DEPARTMENT EXPENDITURE SUMMARY

Division	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Administration	549,016	700,845	632,830	55,000	687,830	-1.86%
Human Resources	50,912	199,760	77,850	0	77,850	-61.03%
Legal Services	194,456	166,685	166,690	30,310	197,000	18.19%
Judicial Services	88,602	73,000	73,000	16,000	89,000	21.92%
Paine Field Emergency Fund	125,314	150,000	55,000	0	55,000	-63.33%
City Reserve Fund	0	190,000	0	0	0	-100.00%
TOTAL	1,008,300	1,480,290	1,005,370	101,310	1,106,680	-25.24%

EXECUTIVE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	City Clerk	Records Management	10,000
2	Judicial Services	Everett District Court	20,290
3	Legal Services	City Attorney Services	26,020
4	Administration	Lobbyist Services	45,000
Total			101,310

Administration

PURPOSE

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

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

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

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

This Division also maintains the City's official public records, coordinates and processes liability claims and lawsuits involving the City, monitors public information requests, prepares public outreach information, manages and maintains the City's web site, and provides direct staff support to the Mayor and City Council.

POSITION SUMMARY

Title	2009	2010
Mayor	1	1
City Administrator	1	1
City Clerk	1	1
Executive/HR Assistant	1	1
Management Analyst*	1	0
Assistant to City Administrator*	0	1
Department Assistant	0.5	0.5
Total	5.5	5.5

*This position title was changed from Management Analyst to Assistant to City Administrator.

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
Agenda Bills Presented	119	120	119
Public Records Requests	366	279	322
Claims Opened	12	9	10
Claims Closed	4	9	7
Incidents Reported	23	27	25

2010 GOALS & OBJECTIVES

- To continue activities to protect the community from commercial air service at Paine Field Airport.
- To continue expanding and diversifying communications and public information activities and initiatives to promote the City, including but not limited to City newsletters, website, customer service initiatives, web and public broadcasting.
- To complete negotiations for inter-local agreements for development at Paine Field Airport.
- To improve long-range financial and operational planning and stability.
- To evaluate existing and future opportunities for Franchise agreements, including implementation of City Solid Waste Service Contracts.

ADMINISTRATION

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SALARIES & WAGES						
Full Time Employees	360,237	368,280	423,290	0	423,290	14.94%
Part Time Employees	11,395	20,920	21,960	0	21,960	4.97%
Special Assignment Pay	6,349	6,930	7,200	0	7,200	3.90%
Overtime	6,837	5,000	5,000	0	5,000	0.00%
	384,818	401,130	457,450	0	457,450	14.04%
PERSONNEL BENEFITS						
FICA	28,564	30,705	35,450	0	35,450	15.45%
PERS	26,256	27,125	24,610	0	24,610	-9.27%
L&I	1,296	1,380	1,690	0	1,690	22.46%
Medical Benefits	51,357	55,550	61,100	0	61,100	9.99%
Dental Benefits*	0	5,340	5,500	0	5,500	3.00%
Vision Benefits*	0	1,630	1,680	0	1,680	3.07%
Unemployment Compensation	0	400	400	0	400	0.00%
Administrator Vehicle Allowance	6,000	6,000	6,000	0	6,000	0.00%
Life Insurance	1,022	1,300	1,540	0	1,540	18.46%
Long Term Disability Insurance	2,263	2,870	3,410	0	3,410	18.82%
	116,758	132,300	141,380	0	141,380	6.86%
SUPPLIES						
Office Supplies	6,805	6,900	6,000	0	6,000	-13.04%
Reference Materials	183	400	300	0	300	-25.00%
Ancillary Meeting Costs	0	1,000	500	0	500	-50.00%
Small Items of Equipment	124	2,500	1,000	0	1,000	-60.00%
	7,112	10,800	7,800	0	7,800	-27.78%
OTHER SERVICES & CHARGES						
Consulting Services	16,160	20,000	5,000	0	5,000	-75.00%
Lobbyist Services	0	90,000	0	45,000	45,000	-50.00%
Records Management	1,373	10,000	1,500	10,000	11,500	15.00%
Telephone	2,829	7,315	1,900	0	1,900	-74.03%
Cell Phone	0	0	2,100	0	2,100	100.00%
Postage	561	1,300	1,000	0	1,000	-23.08%
Travel and Subsistence	13,742	12,500	9,000	0	9,000	-28.00%
Equipment Repairs & Maintenance	0	500	0	0	0	-100.00%
Assoc. Dues and Memberships	870	5,000	1,000	0	1,000	-80.00%
Printing and Binding	0	0	200	0	200	100.00%
Training and Registration	4,639	10,000	4,500	0	4,500	-55.00%
Miscellaneous	154	0	0	0	0	0.00%
	40,328	156,615	26,200	55,000	81,200	-48.15%
TOTAL	549,016	700,845	632,830	55,000	687,830	-1.86%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.

Human Resources

PURPOSE

The Human Resources Division provides support services to the organization through the recruitment, selection, training, and evaluation of employees. These functions are performed by employees of the Executive Division.

The Division conducts employee recruitments, background investigations, and employee orientations and exit interviews.

The Division also monitors the performance of all city employees and assures that regular constructive evaluations and training are provided.

The Division conducts studies of position classifications, compensation evaluations, and monitors employee attendance and performance.

The Division coordinates and manages employee benefit programs and handles all civil service related activities required by State Law.

The Division handles informal and formal grievances, arbitration actions, represents the City in negotiations or actions with employee unions, and participates in negotiations of all labor contracts with the City's 4 union-represented employee groups.

PERFORMANCE INDICATORS

	2008	2009	2010
	Actua	Actua	
	l	l	Est.
Position Recruitments	25	12	15
Applications Screened	600	635	600
Applicants Interviewed	150	210	300
Labor Contracts Settled	0	4	4
Background			
Verifications	25	12	15
Labor Arbitrations	0	0	0

2010 GOALS & OBJECTIVES

- To recruit and hire qualified candidates for position vacancies.
- To continue revising a comprehensive update of the City's Personnel Manual.
- To develop administrative guidelines and evaluations for personnel.
- To conduct a full review of employee benefit packages.
- To develop, coordinate and monitor training programs.
- To comply with state and federal employee regulations, providing updated material and programs for employees.
- To complete negotiations for new labor agreements.

HUMAN RESOURCES

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SUPPLIES						
Supplies	1,419	2,000	1,000	0	1,000	-50.00%
Reference Material	43	1,500	500	0	500	-66.67%
	1,462	3,500	1,500	0	1,500	-57.14%
OTHER SERVICES & CHARGES						
Other Professional Services	23,457	50,000	35,000	0	35,000	-30.00%
Telephone	893	1,000	200	0	200	-80.00%
Postage	341	900	250	0	250	-72.22%
Travel and Subsistence	544	1,500	1,000	0	1,000	-33.33%
Classified Advertising	10,346	13,600	2,000	0	2,000	-85.29%
Assoc. Dues and Memberships	145	560	400	0	400	-28.57%
Printing and Binding	0	1,700	500	0	500	-70.59%
Training and Registration	13,724	20,000	12,000	0	12,000	-40.00%
Compensation Adjustments	0	107,000	0	0	0	-100.00%
Reserve for Accrued Leave	0	0	25,000	0	25,000	100.00%
	49,450	196,260	76,350	0	76,350	-61.10%
TOTAL	50,912	199,760	77,850	0	77,850	-61.03%

Legal Services

PURPOSE

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

City Attorney services include providing legal advice to the Mayor, City Council, City Commissions and Boards, and City Departments. The City Attorney prepares and/or reviews City ordinances, resolutions, and agreements; reviews and advises the City regarding new Federal and State legislation; and provides general and specific legal advice on all City matters. The City Attorney defends the City against claims not covered by the City's liability insurance program, represents the City in grievance and interest arbitration with its employee unions, and represents the City in general litigation matters. City Attorney services are provided through contract with the law firm of Ogden Murphy and Wallace of Seattle.

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

PERFORMANCE INDICATORS

	2008 Actual	2009 Est	2010 Est.
Hours of Service			
City Attorney	750	1050	1000
City Prosecutor	300	500	400
Litigation Cases	6	6	6

2010 GOALS & OBJECTIVES

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

LEGAL SERVICES

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
OTHER SERVICES & CHARGES						
City Attorney	90,965	90,975	90,980	19,020	110,000	20.91%
City Attorney - Other Services	59,250	37,000	37,000	7,000	44,000	18.92%
City Prosecuting Attorney	44,241	38,710	38,710	4,290	43,000	11.08%
TOTAL	194,456	166,685	166,690	30,310	197,000	18.19%

Judicial Services

PURPOSE

The Judicial subdivision provides district court services to the community which includes the cost of hearing criminal and civil traffic infraction cases filed by the City.

The Division provides these services through an interlocal agreement with Snohomish County district court system.

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

PERFORMANCE INDICATORS

	2008 Actual	2009 Est	2010 Est.
Cases	90	270	200
Indigents Defended	82	156	120
Hours of Service	90	160	130

2010 GOALS & OBJECTIVES

- To continue to provide district court services.

JUDICIAL SERVICES

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
OTHER SERVICES & CHARGES						
Indigent Defense Attorney	18,670	15,000	15,000	3,000	18,000	20.00%
	18,670	15,000	15,000	3,000	18,000	20.00%
INTERGOVERNMENTAL SVCS.						
Interlocal Extradition	0	1,000	1,000	0	1,000	0.00%
Everett District Court	69,932	57,000	57,000	13,000	70,000	22.81%
	69,932	58,000	58,000	13,000	71,000	22.41%
TOTAL	88,602	73,000	73,000	16,000	89,000	21.92%

Paine Field Emergency Reserve Fund

PURPOSE

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

PAINE FIELD EMERGENCY RESERVE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$250,000	\$150,000	\$125,680	\$55,000	-63.33%
<u>Revenues</u>					
Intergovernmental Revenue	1,000	0	0	0	0.00%
Operating Transfers In	0	0	0	0	0.00%
Total Revenues	1,000	0	0	0	0.00%
<u>Total Resources</u>	251,000	150,000	125,680	55,000	-63.33%
<u>Expenditures</u>					
Other Services & Charges	125,314	150,000	70,680	55,000	-63.33%
<u>Total Expenditures</u>	125,314	150,000	70,680	55,000	-63.33%
<u>Ending Fund Balance</u>	\$125,686	\$0	\$55,000	\$0	0.00%

City Reserve Fund

PURPOSE

The purpose of the City Reserve Fund is to set aside funds for unanticipated expenditures.

CITY RESERVE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$1,147,361	\$1,179,199	\$1,179,200	\$1,000,000	-15.20%
<u>Revenues</u>					
Investment Interest	31,837	0	0	0	0.00%
Total Revenues	31,837	0	0	0	0.00%
Total Resources	1,179,198	1,179,199	1,179,200	1,000,000	-15.20%
<u>Expenditures</u>					
Land Purchase - Precht Property	0	190,000	179,200	0	-100.00%
Total Expenditures	0	190,000	179,200	0	-100.00%
Ending Fund Balance	\$1,179,198	\$989,199	\$1,000,000	\$1,000,000	1.09%

DECISION PACKAGE

Department: Administration
Division: City Clerk
Decision Package Title: Records Management
Preparer: Chris Boughman
Account Number: 011.13.513.100.4171
Ranking: 1

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

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

Item Description: The City was awarded \$10,000 from the 2009-2011 Washington State Archives Local Records Grant Program for records preservation services. The project will include digitizing and microfilming Ordinances, Resolutions and Council Minutes.

Brief Explanation Why Your Department Needs This Item: To comply with Chapter 40.14 RCW - Preservation and Destruction of Public Records, which regulates the disposition of all state and local government records.

What Alternatives Are Available, if Any? None.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Add lines and/or 4-digit object codes as needed							
Salaries	11		0	0	0	0	0
Overtime	12		0	0	0	0	0
Benefits	23		0	0	0	0	0
Uniforms	24		0	0	0	0	0
Supplies	31		0	0	0	0	0
Small equip	35		0	0	0	0	0
Prof. Services	41	0	10,000	0	0	0	0
Communication	42		0	0	0	0	0
Travel	43		0	0	0	0	0
Advertising	44		0	0	0	0	0
Rental/Lease	45		0	0	0	0	0
Repair/Maint	48		0	0	0	0	0
Miscellaneous	49		0	0	0	0	0
Intergovtl	51		0	0	0	0	0
Land	61		0	0	0	0	0
Buildings	62		0	0	0	0	0
Improvements	63		0	0	0	0	0
Equipment	64		0	0	0	0	0
Construction Projects	65		0	0	0	0	0
Total Expenses		\$0	\$10,000	\$0	\$0	\$0	\$0

Sources of Payment	2008	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions	0	10,000	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources	\$0	\$10,000	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Executive Department
Division: Judicial Services and Legal Services
Decision Package Title: District Court
Preparer: Scott James
Account Number: 011.12.512.500.5125, 011.12.512.810.4104 & 011.15.515.200.4115
Ranking: 2

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

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

Item Description: The County Prosecutor is trying less cases as felonies. Instead, the Prosecutor is allowing defendants to plead to a lesser charge which can be tried as a misdemeanor. Misdemeanor cases are heard in Everett District Court, which also places the financial burden of trying the case on the City. This decision package increases the Everett District Court Baseline budget by \$13,000 to total \$70,000 for 2010 and the Special Legal Services Baseline budget by \$3,000 to total \$18,000 and the City Prosecuting Attorney Baseline budget by \$4,290 to total \$43,000.

Brief Explanation Why Your Department Needs This Item: To provide budget authority to match projected expenditures.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Special Legal Services	4104	15,000	3,000	3,000	3,000	3,000	3,000
Prosecuting Attorney	4115	38,710	4,290	4,290	4,290	4,290	4,290
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Everett District Court	5125	57,000	13,000	13,000	13,000	13,000	13,000
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$110,710	\$131,000	\$131,000	\$131,000	\$131,000	\$131,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	110,710	131,000	131,000	131,000	131,000	131,000
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$110,710	\$131,000	\$131,000	\$131,000	\$131,000	\$131,000

DECISION PACKAGE

Department: Executive Department
Division: Legal Services
Decision Package Title: City Attorney Services
Preparer: Scott James
Account Number: 011.15.515.200.
Ranking: 3

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

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

Item Description: Demand for City Attorney services are increasing due to the number of legal challenges and complexity of cases the City Attorney has to research and defend the City. This decision package increases the City Attorney Baseline budget by \$19,020 to total \$110,000 for 2010 and the City Attorney Other Services Baseline budget by \$7,000 to total \$44,000.

Brief Explanation Why Your Department Needs This Item: To provide budget authority to match projected expenditures.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
City Attorney	4105	90,980	19,020	110,000	110,000	110,000	110,000
City Attorney Other Svcs.	4109	37,000	7,000	44,000	44,000	44,000	44,000
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Everett District Court	5125			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$127,980	\$154,000	\$154,000	\$154,000	\$154,000	\$154,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	127,980	154,000	154,000	154,000	154,000	154,000
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$127,980	\$154,000	\$154,000	\$154,000	\$154,000	\$154,000

DECISION PACKAGE

Department: Administration
Division: Executive
Decision Package Title: Federal Lobbying Services
Preparer: Joe Hannan
Account Number: 011.13.513.100.4170
Ranking: 4

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

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

Item Description: Federal Lobbyist Services.

Brief Explanation Why Your Department Needs This Item: The City Council annually adopts a federal and state legislative agenda. The 2009 agenda: Communication with Sen. Murray's office on Tank Farm Transfer; NOAA; Light House Park Funding; Ferry Terminal/Parking Garage; Bridge Replacement; PRT Study.

What Alternatives Are Available, if Any? The alternative is to have Mayor, Councilors and/or staff advocate.

Item Description	Obj	2009 Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41	90,000	45,000	90,000	90,000	90,000	90,000
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Alarm System	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$90,000	\$45,000	\$90,000	\$90,000	\$90,000	\$90,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	90,000	45,000	90,000	90,000	90,000	90,000
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$90,000	\$45,000	\$90,000	\$90,000	\$90,000	\$90,000



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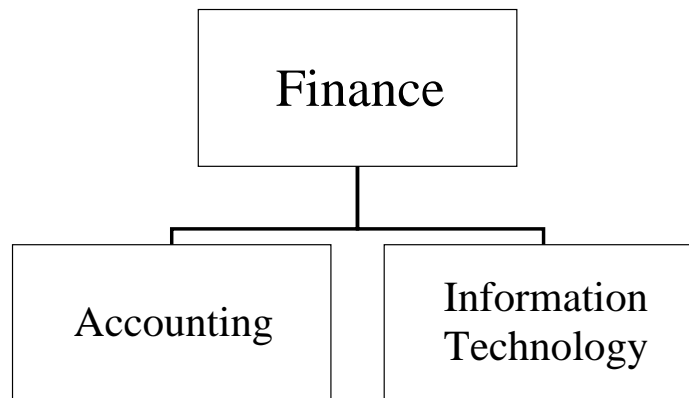


FINANCE DEPARTMENT

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

The accounting cost center includes payroll, business licensing, accounts receivable, accounts payable, cash management, budgeting and financial reporting.

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



<u>POSITION SUMMARY</u>		
Position Title	2009	2010
Finance Director	1	1
Accounting Services Manager	1	1
Staff Accountant	1	1
Accounting Technician	3	3
Information Technology Manager	1	1
Technology Analyst	1	1
Total	8	8

DEPARTMENT EXPENDITURE SUMMARY

FINANCE DEPARTMENT	2008	2009	2010	2010	2010	%
	Actuals	Budget	Baseline	DP's	Proposed	Change
Accounting	769,060	771,410	645,340	0	645,340	-16.34%
Information Technology	162,172	506,225	300,820	0	300,820	-40.58%
Technology Replacement	95,305	228,240	0	91,180	91,180	-60.05%
TOTAL	1,026,537	1,505,875	946,160	91,180	1,037,340	-31.11%

**FINANCE DEPARTMENT DECISION PACKAGE SUMMARY**

Ranking	Division	Title	Amount
1	Information Technology	Email Storage and Archiving Solution	7,440
2	Information Technology	Computrace recovery software for laptops	1,440
3	Information Technology	ISCSI SAN Storage Solution for CH and EOC	23,500
4	Information Technology	Technology Replacement Fund	58,800
Total			91,180



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Accounting

PURPOSE

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

POSITION SUMMARY

Position Title	2009	2010
Finance Director	1	1
Accounting Services Manager	1	1
Staff Accountant	1	1
Accounting Technician	3	3
Total	6	6

2009 ACCOMPLISHMENTS

- Completed 2008 CAFR and submitted application for award to GFOA.
- Received 2009 Budget award from GFOA.
- Implemented online Payroll/HR system
- Conducted online timesheet training sessions for City staff.
- Conducted travel policy training sessions for City staff.
- Completed implementation of fixed assets management system.
- Updated Finance Department archives and implemented system for ongoing management.
- The following policies were written by the Finance Department and adopted by the City Council:
 - Investments Policy
 - Capital Assets Policy
 - Fund Balance Reserve Policy

2010 GOALS & OBJECTIVES

- Submit 2010 budget for GFOA Distinguished Budget Presentation Award.
- Submit 2009 CAFR for GFOA award.
- Implement purchasing card program.
- Improve financial reporting through customized reports.
- Revise the City's business licensing structure to be more small-business friendly and to streamline processes.
- Implement GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions.
- Continue to create and/or strengthen policies and procedures as needs are identified.



ACCOUNTING

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees*	440,933	467,285	398,700	0	398,700	-14.68%
Part Time Employees	14,835	20,000	0	0	0	-100.00%
Overtime*	10,052	10,000	5,000	0	5,000	-50.00%
	465,820	497,285	403,700	0	403,700	-18.82%
PERSONNEL BENEFITS						
FICA	35,265	35,745	31,070	0	31,070	-13.08%
PERS	32,492	31,775	21,560	0	21,560	-32.15%
L&I	1,656	1,785	1,870	0	1,870	4.76%
Medical Benefits	71,340	81,680	77,130	0	77,130	-5.57%
Dental Benefits**	0	7,560	6,880	0	6,880	-8.99%
Vision Benefits**	0	2,310	2,100	0	2,100	-9.09%
Unemployment Comp.	0	700	700	0	700	0.00%
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0.00%
Life Insurance	1,226	1,535	1,350	0	1,350	-12.05%
Long Term Disability Insurance	2,715	3,395	2,980	0	2,980	-12.22%
	147,094	168,885	148,040	0	148,040	-12.34%
SUPPLIES						
Office Supplies	3,497	3,000	3,000	0	3,000	0.00%
Purchase Of Forms	395	1,500	1,500	0	1,500	0.00%
Reference Material	181	500	400	0	400	-20.00%
Motor Fuel	275	100	100	0	100	0.00%
Small Items of Equipment	76	500	300	0	300	-40.00%
	4,424	5,600	5,300	0	5,300	-5.36%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	14,113	7,500	0	0	0	-100.00%
Telephone	5,323	3,600	1,400	0	1,400	-61.11%
Cell Phone	0	0	400	0	400	100.00%
Postage	2,965	2,000	3,300	0	3,300	65.00%
Travel & Subsistence	2,707	2,200	750	0	750	-65.91%
Motor Pool Charges	3,240	3,240	0	0	0	-100.00%
Equipment R&M	119	1,000	0	0	0	-100.00%
Vehicle R&M	151	500	500	0	500	0.00%
Accounting System Maint	26,890	34,100	34,000	0	34,000	-0.29%
Assoc. Dues & Memberships	405	1,000	450	0	450	-55.00%
Printing And Binding	973	1,000	750	0	750	-25.00%
Training & Registration Costs	2,463	3,500	750	0	750	-78.57%
Miscellaneous	2,034	0	6,000	0	6,000	100.00%
	61,383	59,640	48,300	0	48,300	-19.01%
INTERGOVERNMENTAL SVCS.						
State Auditor Audit	67,108	40,000	40,000	0	40,000	0.00%
	67,108	40,000	40,000	0	40,000	0.00%
CAPITAL OUTLAY						
Computer Software	23,232	0	0	0	0	0.00%
	23,232	0	0	0	0	0.00%
TOTAL	769,060	771,410	645,340	0	645,340	-16.34%

*IT support staff budget moved to IT department in 2010.

**Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.
Beginning in 2009, these benefits are budgeted directly to each department.

Information Technology

PURPOSE

The Information Technology (IT) Division administers the City's technology infrastructure. The core components of the technology infrastructure include: servers, routers, switches, telephone system, desktop workstations, laptops, printers, server based operating systems, server based back office software products, desktop operating systems as well as software utilized at the workstation level.

IT strives for maximum performance, efficiency and reliability on a 24 hour basis. IT is responsible for the backup, integrity and security of the city's data and is also responsible for the city's technology assets.

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

IT stays aware of current and upcoming technologies and performs analysis of new technologies to make recommendations to the city. New technologies are introduced to the city after a careful review process and an implementation plan is created and approved.

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

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

POSITION SUMMARY

Position Title	2009	2010
Information Technology Manager	1	1
Technology Analyst	1	1
Total	2	2

2010 GOALS & OBJECTIVES

- Refine our helpdesk support objectives to provide a more user accessible trouble ticket interface and provide trouble ticket reporting capabilities.
- Introduce an email archiving systems to enable immediate searches to historical data and meet with compliance standards.
- Update our connectivity to a fiber based system that will also allow us to interconnect directly with our 911 dispatch center and surrounding cities.
- Increase public safety by providing the means for our mobile field units to be able to access our internal private network and communicate with outside entities via the internet.
- Enhance our data storage capabilities as well as introduce a method to ensure business continuity and increase our RPO and RTO by introducing a SAN replication solution.
- Streamline our EOC so that we can meet city objectives for setup and data availability.
- Develop a 5 year IT Strategic Plan.

INFORMATION TECHNOLOGY

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	0	42,350	152,740	0	152,740	260.66%
Overtime	0	0	3,000	0	3,000	100.00%
	0	42,350	155,740	0	155,740	267.74%
PERSONNEL BENEFITS						
FICA	0	3,240	11,920	0	11,920	267.90%
PERS	0	2,880	8,270	0	8,270	187.15%
L&I	0	125	620	0	620	396.00%
Medical Benefits	0	0	30,620	0	30,620	100.00%
Dental Benefits	0	0	2,750	0	2,750	100.00%
Vision Benefits	0	0	840	0	840	100.00%
Life Insurance	0	80	520	0	520	550.00%
Long Term Disability Insurance	0	0	1,140	0	1,140	100.00%
	0	6,325	56,680	0	56,680	796.13%
SUPPLIES						
Computer Supplies	6,416	5,000	5,000	0	5,000	0.00%
Reference Material	327	500	500	0	500	0.00%
Paper Stock	4,869	3,000	6,500	0	6,500	116.67%
Operating Supplies	2,665	2,000	3,700	0	3,700	85.00%
Small Items Of Equipment	12,315	10,000	10,000	0	10,000	0.00%
	26,592	20,500	25,700	0	25,700	25.37%
OTHER SERVICES & CHARGES						
Consulting Services	28,306	8,500	8,500	0	8,500	0.00%
Training & Registration	0	3,500	500	0	500	-85.71%
Telephone	9,013	10,000	700	0	700	-93.00%
Cell Phone	0	0	1,400	0	1,400	100.00%
Postage	290	500	300	0	300	-40.00%
On-Line Charges	15,331	10,000	14,200	0	14,200	42.00%
Office Equipment Rental	1,287	1,500	1,000	0	1,000	-33.33%
Equipment R&M	23,426	25,000	33,000	0	33,000	32.00%
Ecitygov Alliance Contract	13,538	14,400	3,000	0	3,000	-79.17%
Printing And Binding	1,825	500	100	0	100	-80.00%
	93,016	73,900	62,700	0	62,700	-15.16%
CAPITAL OUTLAY						
Computer Hardware	21,579	0	0	0	0	0.00%
Computer Software	18,085	4,350	0	0	0	-100.00%
Furniture and Equipment	2,900	358,800	0	0	0	-100.00%
	42,564	363,150	0	0	0	-200.00%
TOTAL	162,172	506,225	300,820	0	300,820	-40.58%

TECHNOLOGY REPLACEMENT FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$321,812	\$299,677	\$299,680	\$49,130	-83.61%
<u>Revenues</u>					
Investment Interest	9,111	2,100	1,440	1,000	-52.38%
2% Admin Fee	0	0	60	0	
Operating Transfers In	50,000	50,000	50,000	75,000	50.00%
Total Revenues	59,111	52,100	51,500	76,000	45.87%
<u>Total Resources</u>	380,923	351,777	351,180	125,130	-64.43%
<u>Expenditures</u>					
Supplies	0	0	63,925	0	0.00%
Capital Outlay	95,305	228,240	238,125	91,180	-60.05%
<u>Total Expenditures</u>	95,305	228,240	302,050	91,180	-60.05%
<u>Ending Fund Balance</u>	\$285,618	\$123,537	\$49,130	\$33,950	-72.52%

TECHNOLOGY REPLACEMENT

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
CAPITAL OUTLAY						
Computer Hardware	95,305	228,240	0	91,180	91,180	-60.05%
TOTAL	95,305	228,240	0	91,180	91,180	-60.05%

DECISION PACKAGE

Department: FINANCE
Division: INFORMATION TECHNOLOGY
Decision Package Title: Email Storage and Archiving Solution
Preparer: David Varga
Account Number: 120.18.594.800.6402
Ranking: 1

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

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

*** This is a one time cost for hardware and intial software purchase, annual software maintenance will be an ongoing cost.**

Item Description: An email solution designed to capture and retain all non spam email that is delivered and sent from an institution. This solution also provides the capacity to research prior email activity on demand as well as preserve data due to legal issues. This solution also provides the storage capacity to eliminate unprotected .pst files.

Brief Explanation Why Your Department Needs This Item: Our current email environment has numerous vulnerabilities including potential lost email either residing on the information store of the Exchange server or email that resides on .pst files which do not get backed up. This year we spent over \$20,000 to research old email messages on back up tapes. This product would not only save us this potential expense but would also provide immediate search results to the requestor. The legal ramifications of losing potentially thousands of emails is hard to put a price on, this product would alleviate this potential disaster.

What Alternatives Are Available, if Any? There are several products designed to perform email vaulting but I am recommending we go with a vendor that is currently being utilized by other municipalities.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64		7,440	2,500	2,500	2,500	5,000
Construction Projects	65			0	0	0	0
Total Expenses		\$0	\$7,440	\$2,500	\$2,500	\$2,500	\$5,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		7,440	2,500	2,500	2,500	5,000
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$0	\$7,440	\$2,500	\$2,500	\$2,500	\$5,000

DECISION PACKAGE

Department: FINANCE
Division: INFORMATION TECHNOLOGY
Decision Package Title: Computrace recovery software for laptops
Preparer: David Varga
Account Number: 120.18.594.800.6402
Ranking: 2

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

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

Item Description: Recovery software primarily designed for laptops installs a small trace program so if a laptop gets stolen we can recover it or receive compensation from the vendor.

Brief Explanation Why Your Department Needs This Item: For less then the cost of one toughbook we can install a trace program to aid in the recovery of a toughbook or laptop if it gets stolen. The trace is activated within the hardware of the device so even if the machine is rebuilt we can still locate it and retrieve it.

What Alternatives Are Available, if Any? There are several companies out there offering this service. I have used Computrace in the past and would recommend it.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Alarm System	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64		1,440	1,440	1,440	1,440	1,440
Construction Projects	65			0	0	0	0
Total Expenses		\$0	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		1,440	1,440	1,440	1,440	1,440
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$0	\$1,440	\$1,440	\$1,440	\$1,440	\$1,440

DECISION PACKAGE

Department: FINANCE
Division: INFORMATION TECHNOLOGY
Decision Package Title: ISCSI SAN Storage Solution for CH and EOC
Preparer: David Varga
Account Number: 120.18.594.800.6402
Ranking: 3

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

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

*** This is a one time cost for hardware, plus cost for ongoing annual maintenance.**

Item Description: Hardware devices designed to store data in a centralized depositry as well as provide the means to automatically replicate data for continuity and disaster recovery purposes.

Brief Explanation Why Your Department Needs This Item: There is a need to increase our storage capacity as we will see declining availibilty of storage as the needs to store more information as digital grows. Not only does a modern storage solution provide the extra data storage needed it also provides replication and the potential for future deduplication. Replication provides a means to insure our data integrity as well as gives the ability to snapshot data providing for better backup solutions. Deduplication provides that ability to not have multiple instances of a single file stored in storage thus helping to reduce the overall size of storage. By replicating our data to the EOC via a hardware based storage solution we would have the ability to quickly access important City files in case of an emergency.

What Alternatives Are Available, if Any? We do need to address our storage needs at the City. There is always the option of buying a cheap server with large disk capacity and possibility implemented DFS to copy critical data to the EOC. This possibility would work but there we be slow data access (IOPS) as well as the lack of scalability and reliability that we would have with a specifically engineered scalable storage solution.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64		23,500	2,500	2,500	2,500	11,000
Construction Projects	65			0	0	0	0
Total Expenses		\$0	\$23,500	\$2,500	\$2,500	\$2,500	\$11,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		23,500	2,500	2,500	2,500	11,000
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$0	\$23,500	\$2,500	\$2,500	\$2,500	\$11,000

DECISION PACKAGE

Department: FINANCE
Division: INFORMATION TECHNOLOGY
Decision Package Title: Technology Replacement Fund
Preparer: David Varga
Account Number: 120.18.594.800.6402
Ranking: 4

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

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

*** This is a one time cost for hardware purchase and installation, monthly phone connection charges will be an ongoing cost.**

Item Description: This is to replace IT infrastructure hardware based on the technology replacement schedule
Brief Explanation Why Your Department Needs This Item: The costs are broken down as: PCs \$4,800 - Copiers \$13,500 - Toughbook Laptops \$19,200 - Phone Replacement Fund \$11,300 - Printers \$1,100 - Servers \$17,500 - Battery Backups \$400
What Alternatives Are Available, if Any?

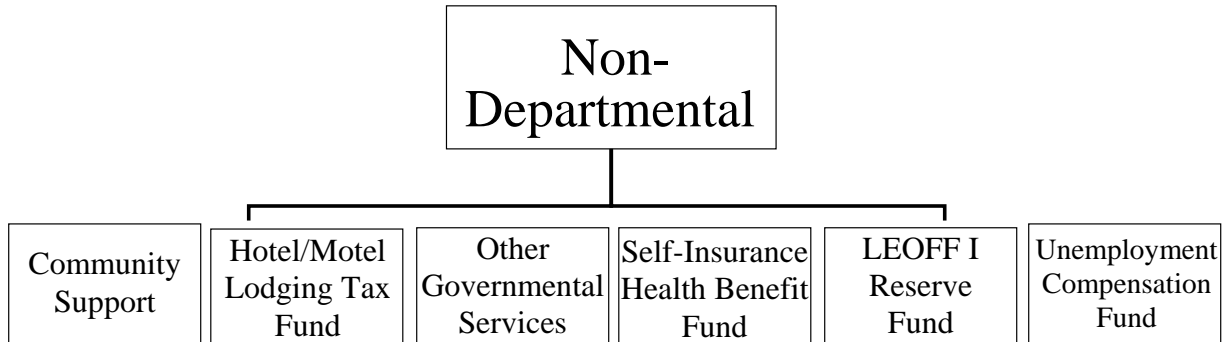
Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Alarm System	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64		58,800	92,680	92,150	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$0	\$58,800	\$92,680	\$92,150	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		58,800	92,680	92,150	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$58,800	\$92,680	\$92,150	\$0	\$0



NON DEPARTMENTAL

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



DEPARTMENT EXPENDITURE SUMMARY

NON DEPARTMENTAL	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Community Support (General Fund only)	83,497	89,590	51,000	0	51,000	-43.07%
Hotel/Motel Lodging Tax Fund	78,678	512,670	131,800	0	131,800	-74.29%
Other Governmental Services	2,779,119	2,031,615	2,027,760	48,180	2,075,940	2.18%
Health Insurance Administration Fund*	1,101,678	0	0	0	0	0.00%
LEOFF I Reserve Fund	26,136	27,000	29,400	0	29,400	8.89%
Unemployment Comp Reserve Fund*	26	0	0	0	0	0.00%
TOTAL	4,069,134	2,660,875	2,239,960	48,180	2,288,140	-14.01%

*Beginning in 2009, these expenses are budgeted to each department budget. Only a reserve is maintained in this fund.

NON-DEPARTMENTAL DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Risk Management	2010 WCIA Assessment	41,760
2	Interfund Transfer	Transfer to Self Insurance Fund	4,870
3	Public Affairs & Community Outreach	Public Presentation Display	1,550
Total			48,180



Community Support

PURPOSE

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

COMMUNITY SUPPORT

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
OTHER SERVICES & CHARGES						
City Newsletter	36,548	30,000	26,000	0	26,000	-13.33%
Community Organizational Support*	15,089	20,000	10,000	0	10,000	-50.00%
Large Item Pickup	31,860	24,000	15,000	0	15,000	-37.50%
	83,497	74,000	51,000	0	51,000	-31.08%
CAPITAL OUTLAY						
Machinery and Equipment	0	15,590	0	0	0	-100.00%
	0	15,590	0	0	0	-100.00%
TOTAL	83,497	89,590	51,000	0	51,000	-43.07%



Hotel/Motel Lodging Tax Fund

PURPOSE

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

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

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

HOTEL/MOTEL LODGING TAX FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$163,570	\$237,717	\$237,720	\$168,400	-29.16%
<u>Revenues</u>					
Hotel/Motel Transient Tax	126,887	130,000	108,100	130,000	0.00%
Investment Interest	4,939	2,200	1,970	4,500	104.55%
Interfund Loans	0	333,280	333,280	0	-100.00%
Total Revenues	131,827	465,480	443,350	134,500	-71.11%
<u>Total Resources</u>	295,397	703,197	681,070	302,900	-56.93%
<u>Expenditures</u>					
Supplies	5,740	0	0	0	0.00%
Community Organizational Support*	72,938	139,390	139,390	131,800	-5.45%
Capital Outlay	0	373,280	373,280	0	-100.00%
<u>Total Expenditures</u>	78,678	512,670	512,670	131,800	-74.29%
<u>Ending Fund Balance</u>	\$216,719	\$190,527	\$168,400	\$171,100	-10.20%



Other Governmental Services

PURPOSE

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

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

OTHER GOVERNMENTAL SERVICES

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
PERSONNEL BENEFITS						
General Employee Benefits	9,303	6,500	4,500	0	4,500	-30.77%
	9,303	6,500	4,500	0	4,500	-30.77%
OTHER SERVICES & CHARGES						
Public Affairs & Community Outreach	14,674	62,410	72,500	1,550	74,050	18.65%
Youth Advisory Council	0	4,000	1,000	0	1,000	-75.00%
Insurance	164,147	176,500	176,500	41,760	218,260	23.66%
Insurance Deduct Repairs	2,000	15,000	0	0	0	-100.00%
Emergency Mgmt Miscellaneous	3,378	5,000	2,500	0	2,500	-50.00%
	184,199	262,910	252,500	43,310	295,810	12.51%
INTERGOVERNMENTAL SVCS.						
Alcohol Program	4,548	5,000	6,000	0	6,000	20.00%
Election Services	23,755	32,500	32,500	0	32,500	0.00%
Emergency Services	41,139	44,000	54,000	0	54,000	22.73%
Snohomish County EDC	10,000	0	0	0	0	0.00%
Commute Trip Reduction	0	1,000	1,000	0	1,000	0.00%
Association of Washington Cities	11,766	13,870	13,580	0	13,580	-2.09%
Puget Sound Air Pollution	11,536	12,800	12,510	0	12,510	-2.27%
Puget Sound Region Council	8,176	8,750	8,320	0	8,320	-4.91%
Snohomish County Tomorrow	6,437	7,000	5,250	0	5,250	-25.00%
Voter Registration	25,526	38,000	25,000	0	25,000	-34.21%
WA St Purchasing Coop	800	900	1,000	0	1,000	11.11%
National League of Cities	1,489	2,000	1,500	0	1,500	-25.00%
Snohomish County Cities	0	100	100	0	100	0.00%
Transfer to Health Insurance Admin Fund	0	0	0	4,870	4,870	100.00%
Transfer to Technology Repl Fund	50,000	50,000	75,000	0	75,000	50.00%
Transfer to EMS Fund	250,000	369,750	560,000	0	560,000	51.45%
Transfer to Equipment Rental	4,000	0	0	0	0	0.00%
Transfer to Street Fund	515,000	505,000	350,000	0	350,000	-30.69%
Transfer to Municipal Facility Fund	1,002,000	50,000	0	0	0	-100.00%
Transfer to Community Center	232,915	231,535	235,000	0	235,000	1.50%
Transfer to Facilities Maint Fund	386,530	390,000	390,000	0	390,000	0.00%
	2,585,617	1,762,205	1,770,760	4,870	1,775,630	0.76%
TOTAL	2,779,119	2,031,615	2,027,760	48,180	2,075,940	2.18%



Health Insurance Administration Fund

PURPOSE

The City of Mukilteo self-insures dental and vision benefits for City staff. In 2008 and prior years, all vision and dental expenses were budgeted to and paid from the Health Insurance Administration Fund. Beginning in 2009, dental and vision expenses are budgeted to and paid from each department budget, and only the reserve is maintained in this fund.

Per State of Washington Office of Financial Management guidelines, the City is required to maintain a reserve balance equal to or exceeding 16 weeks of budgeted self-insured expenses. The minimum reserve requirement for 2010 is \$48,662. The current reserve amount maintained is \$50,000.

HEALTH INSURANCE ADMINISTRATION RESERVE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$550,709	\$45,126	\$45,130	\$45,130	0.01%
<u>Revenues</u>					
Interfund Insurance Payments	599,684	0	0	4,870	0.00%
Total Revenues	599,684	0	0	4,870	0.00%
<u>Total Resources</u>	1,150,393	45,126	45,130	50,000	10.80%
<u>Expenditures</u>					
Personnel Benefits	764,831	0	0	0	0.00%
Other Services & Charges	17,647	0	0	0	0.00%
Interfund Transfers Out	319,200	0	0	0	0.00%
<u>Total Expenditures</u>	1,101,678	0	0	0	0.00%
<u>Ending Fund Balance</u>	\$48,715	\$45,126	\$45,130	\$50,000	10.80%



LEOFF I Reserve Fund

PURPOSE

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

This fund was established in 2008 to segregate funds designated as LEOFF I Reserve Funds that were previously included in the Health Insurance Administration Fund.

LEOFF I RESERVE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$0	\$166,754	\$166,750	\$142,060	-14.81%
<u>Revenues</u>					
Investment Interest	1,610	1,200	1,000	1,200	0.00%
Operating Transfers In	191,225	0	0	25,000	100.00%
Total Revenues	192,835	1,200	1,000	26,200	2083.33%
<u>Total Resources</u>	192,835	167,954	167,750	168,260	0.18%
<u>Expenditures</u>					
Personnel Benefits	26,136	26,500	24,290	28,000	5.66%
Other Services & Charges	0	500	1,400	1,400	180.00%
<u>Total Expenditures</u>	26,136	27,000	25,690	29,400	8.89%
<u>Ending Fund Balance</u>	\$166,699	\$140,954	\$142,060	\$138,860	-1.49%



Unemployment Compensation Reserve Fund

PURPOSE

Unemployment Compensation Expenses are budgeted directly to each department in 2009. The Unemployment Compensation Reserve Fund maintains a reserve balance to help offset unexpected expenditures from unemployment claims processed against the City.

UNEMPLOYMENT COMPENSATION RESERVE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$36,197	\$40,488	\$40,490	\$40,490	0.00%
<u>Revenues</u>					
Unemployment Comp Charges	4,317	0	0	0	0.00%
Total Revenues	4,317	0	0	0	0.00%
<u>Total Resources</u>	40,514	40,488	40,490	40,490	0.00%
<u>Expenditures</u>					
Personnel Benefits	26	0	0	0	0.00%
<u>Total Expenditures</u>	26	0	0	0	0.00%
<u>Ending Fund Balance</u>	\$40,488	\$40,488	\$40,490	\$40,490	0.00%



DECISION PACKAGE

Department: Non-Departmental
Division: Risk Management
Decision Package Title: 2010 WCIA Assessment
Preparer: Scott James
Account Number: 011.19.519.900.4601
Ranking: 1

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

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

Item Description: This decision package will increase the insurance budget by \$41,760. The City's insurance provider, Washington Cities Insurance Authority, has increased our 2010 liability and crime/fidelity coverages by \$34,500 over our 2009 assessment. Also, the City's 2009 budget was \$7,260 under the WCIA's 2009 assessment.

Brief Explanation Why Your Department Needs This Item:

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Insurance	4601	176,500	41,760	218,260	218,260	218,260	218,260
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$176,500	\$218,260	\$218,260	\$218,260	\$218,260	\$218,260

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	176,500	218,260	218,260	218,260	218,260	218,260
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$176,500	\$218,260	\$218,260	\$218,260	\$218,260	\$218,260



DECISION PACKAGE

Department: Non-Departmental
Division: Interfund Transfer
Decision Package Title: Transfer to Self-Insurance Fund and LEOFF I Reserve Fund
Preparer: Scott James
Account Number: 011.19.597.200.5523 \$25,000 and 011.19.597.200.5530 \$4,870

Ranking: 2

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

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

Item Description: The Washington State of Financial Management guidelines require the City of maintain a reserve balance equal to or exceeding 16 weeks of budgeted self-insured expenses. The City currently has a reserve of \$45,125, which needs to be at least \$48,670 for 2010. This decision package would increase the reserve balance to \$50,000. The LEOFF I Reserve Fund has expenses charged to it on a regular basis, and needs to be replenished on a regular basis.

Brief Explanation Why Your Department Needs This Item:

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Insurance	4601			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Interfund Transfer	5523	0	25,000	0	0	0	0
Interfund Transfer	5530	0	4,870	0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$0	\$29,870	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		29,870				
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$0	\$29,870	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Non-Departmental
Division: Public Affairs and Community Outreach
Decision Package Title: Public Presentation Display
Preparer: Krystn McArthur
Account Number: 011.19.519.900.4138
Ranking: 3

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

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

Item Description: This is for the purchase of a portable display to be used by all City Departments. This would replace having to create posterboards for public presentations and special events. It gives a more professional and polished representation.

Brief Explanation Why Your Department Needs This Item: Giving public presentations in Mukilteo, as well as our special events, is commonplace in promoting our community as a destination city. In 2009, the City gave 8 public presentations. Having this display would ease preparation tasks and all City Departments could use the display for their public presentation events.

What Alternatives Are Available, if Any? The alternative is to make poster boards as we have done in the past. The issue with this is that each presentation has a specific theme in mind, and having this display would simplify creating a display with the ability to use the same display for many uses.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31		1,550	0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$0	\$1,550	\$0	\$0	\$0	\$0

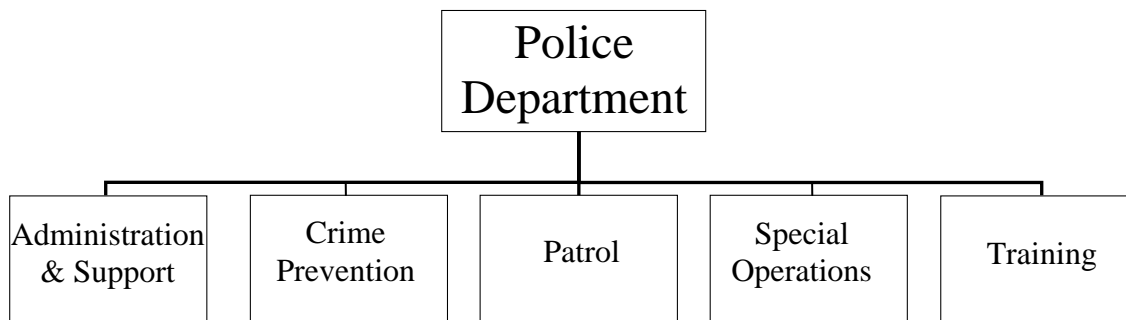
Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		1,550	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$1,550	\$0	\$0	\$0	\$0



POLICE DEPARTMENT

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

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



<u>POSITION SUMMARY</u>		
Position Title	2009	2010
Police Chief	1	1
Commander	1	1
Sergeant (1=Detective Sgt.)	5	5
Detective	2	2
Crime Prevention Officer	1	1
Police Officer	18	18
Office Supervisor	1	1
Community Support Officer	1	1
Support Services Technician	2	2
Total	32	32

DEPARTMENT EXPENDITURE SUMMARY

POLICE DEPARTMENT	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Administration & Support Services	1,195,190	1,365,590	1,143,700	51,250	1,194,950	-12.50%
Special Operations	233,228	358,130	370,100	0	370,100	3.34%
Patrol	2,496,071	2,354,135	2,390,310	0	2,390,310	1.54%
Crime Prevention*	0	109,100	114,450	11,800	126,250	15.72%
Training*	0	33,490	21,720	0	21,720	-35.14%
TOTAL	3,924,489	4,220,445	4,040,280	63,050	4,103,330	-2.77%

* New divisions added in 2009. Previously budgeted to Administration, Patrol, and Special Operations.

**POLICE DEPARTMENT DECISION PACKAGE SUMMARY**

Ranking	Division	Title	Amount
Mandatory	Admin & Support	SNOCOM	24,150
Mandatory	Admin & Support	Jail	27,100
1	Crime Prevention	Citizen's Academy	1,400
2	Crime Prevention	National Night Out	4,500
3	Crime Prevention	Chief for a Day	900
4	Crime Prevention	Volunteers	5,000
Total			63,050



Administration and Support Services

PURPOSE

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

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

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

POSITION SUMMARY

Title	2009	2010
Police Chief	1	1
Commander	1	1
Police Officer	1	1
Office Supervisor	1	1
Community Support Officer	1	1
Support Services Technician	2	2
Total	7	7

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
Jail Detention			
No. Bookings	159	147	140
Housing Days	1,197	1288	1350
Electronic Home Detention			
No. Participants	21	16	18
Detention Days	314	252	300
Internal	0	1	1
Animal Complaints	473	455	500
Case Reports	2254	2240	2220
Fingerprint Services	196	245	280
Infraction/Citations	2,677	3157	3200
Animal Licenses	380	400	420
Pistol Permits	211	265	280

2010 Goals & Objectives

- Complete a comprehensive property & evidence room manual
- Cross-Train all records personnel
- Planning in preparation of CAD/RMS software
- Stay within budget



POLICE - ADMINISTRATION & SUPPORT SERVICES

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	497,056	476,360	486,900	0	486,900	2.21%
Special Assignment Pay	4,035	2,700	2,700	0	2,700	0.00%
Merit Pay	3,208	2,800	3,010	0	3,010	7.50%
Overtime	15,926	11,000	5,000	0	5,000	-54.55%
Off Duty Overtime	398	600	1000	0	1,000	66.67%
	520,623	493,460	498,610	0	498,610	1.04%
PERSONNEL BENEFITS						
FICA	37,733	37,540	38,540	0	38,540	2.66%
Law Enf. Retirement System	15,356	15,000	15,050	0	15,050	0.33%
PERS	12,789	13,890	11,470	0	11,470	-17.42%
L&I	4,736	5,265	6,600	0	6,600	25.36%
Medical Benefits	72,560	84,330	92,760	0	92,760	10.00%
Dental Benefits*	0	8,450	7,790	0	7,790	-7.81%
Vision Benefits*	0	2,585	2,380	0	2,380	-7.93%
Teamsters Pension	1040	1,100	1,040	0	1,040	-5.45%
Unemployment Comp.	0	700	700	0	700	0.00%
Life Insurance	1,224	1,600	1,650	0	1,650	3.13%
Long Term Disability Insurance	2,298	3,000	3,060	0	3,060	2.00%
Clothing Allowance	600	600	0	0	0	-100.00%
	148,336	174,060	181,040	0	181,040	4.01%
SUPPLIES						
Supplies	10,801	13,750	13,750	0	13,750	0.00%
Reference Material	256	500	400	0	400	-20.00%
Clothing/Boots	1,142	2,500	1,250	0	1,250	-50.00%
Motor Fuel	5,453	5,550	4,050	0	4,050	-27.03%
Small Items Of Equipment**	5,184	6,250	2,850	0	2,850	-54.40%
	22,836	28,550	22,300	0	22,300	-21.89%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	9,681	9,585	600	0	600	-93.74%
Telephone	25,218	24,000	15,900	0	15,900	-33.75%
Postage	2,233	3,000	3,000	0	3,000	0.00%
Travel & Subsistence	1,199	300	300	0	300	0.00%
Office Equipment Rental	963	500	500	0	500	0.00%
Motor Pool Charges	9,315	8,705	0	0	0	-100.00%
Equipment M&R	623	3,350	3,350	0	3,350	0.00%
Vehicle R&M	1,213	2,000	2,000	0	2,000	0.00%
Association Dues & Memberships	530	1,000	900	0	900	-10.00%
Printing And Binding	276	2,000	2,000	0	2,000	0.00%
Training & Registration	1,768	0	0	0	0	0.00%
Domestic Violence Services	0	5,000	0	0	0	-100.00%
Concealed Pistol License	5,191	3,500	5,000	0	5,000	42.86%
	58,210	62,940	33,550	0	33,550	-46.70%

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	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
INTERGOVERNMENTAL SVCS.						
Home Detention	2,197	2,000	2,000	0	2,000	0.00%
Jail Contract	80,788	67,900	67,900	27,100	95,000	39.91%
Paws Animal Shelter	12,760	18,000	15,000	0	15,000	-16.67%
NW Regional Drug Task Force and Sno. Co. Drug Task Force	4,622	4,600	4,600	0	4,600	0.00%
Dispatch Services	281,203	295,265	295,270	24,150	319,420	8.18%
SERS Operating Assessment	22,074	24,815	23,430	0	23,430	-5.58%
	<u>403,644</u>	<u>412,580</u>	<u>408,200</u>	<u>51,250</u>	<u>459,450</u>	<u>11.36%</u>
CAPITAL OUTLAY						
Computer Hardware	3,101	0	0	0	0	0.00%
Traffic control Equipment	5,076	0	0	0	0	0.00%
Other Machinery & Equipment	0	194,000	0	0	0	-100.00%
Vehicular Equipment	33,364	0	0	0	0	0.00%
	<u>41,541</u>	<u>194,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-100.00%</u>
TOTAL	<u>1,195,190</u>	<u>1,365,590</u>	<u>1,143,700</u>	<u>51,250</u>	<u>1,194,950</u>	<u>-12.50%</u>

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



Crime Prevention

PURPOSE

The Crime Prevention Program was established as a separate division in 2009, to better track Crime Prevention costs for budgeting.

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 will supervise the new Volunteer Program starting in 2010.

PERFORMANCE INDICATORS

Title	2009 Est.	2010 Est.
Volunteer Hours	0	100
Security Surveys	10	10
Presentations	25	30
Special Projects	5	10

2010 Goals & Objectives

- Establish a Police Volunteer Program
- Reestablish National Night-Out Against Crime Event
- Conduct at least one Citizens' Police Academy
- Help establish new Block Watch groups
- Stay within budget

POSITION SUMMARY

Title	2009	2010
Police Officer	1	1
Total	1	1

**POLICE - CRIME PREVENTION**

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	0	69,190	75,240	0	75,240	8.74%
Education Premium Pay	0	2745	3,010	0	3,010	9.65%
Overtime	0	800	800	3,100	3,900	387.50%
	0	72,735	79,050	3,100	82,150	12.94%
PERSONNEL BENEFITS						
FICA	0	5,500	6,030	0	6,030	9.64%
Law Enf. Retirement System	0	3,900	4,130	0	4,130	5.90%
L&I	0	1,400	1,790	0	1,790	27.86%
Medical Benefits	0	13,630	15,000	0	15,000	10.05%
Dental Benefits*	0	1,335	1,380	0	1,380	3.37%
Vision Benefits*	0	410	420	0	420	2.44%
Teamsters Pension	0	0	1,040	0	1,040	100.00%
Unemployment Comp.	0	100	100	0	100	0.00%
Life Insurance	0	240	260	0	260	8.33%
Clothing Allowance	0	600	0	0	0	-100.00%
	0	27,115	30,150	0	30,150	11.19%
SUPPLIES						
Supplies	0	1,350	1,350	3,100	4,450	229.63%
Clothing/Boots	0	500	500	2,400	2,900	480.00%
Motor Fuel	0	2,000	2,000	0	2,000	0.00%
Small Items of Equipment	0	0	0	500	500	100.00%
	0	3,850	3,850	6,000	9,850	155.84%
OTHER SERVICES & CHARGES						
Postage	0	1,000	0	0	0	-100.00%
Travel and Subsistence	0	0	0	1,900	1,900	100.00%
Motor Pool Charges	0	3,000	0	0	0	-100.00%
Vehicle R&M	0	1,000	1,000	0	1,000	0.00%
Printing & Binding	0	400	400	300	700	75.00%
Background Investigation	0	0	0	500	500	100.00%
	0	5,400	1,400	2,700	4,100	-24.07%
TOTAL	0	109,100	114,450	11,800	126,250	15.72%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



Patrol

PURPOSE

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

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

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

POSITION SUMMARY

Title	2009	2010
Sergeant	4	4
Police Officer	17	17
Total	21	21

PERFORMANCE INDICATORS

	2008 Actual	2009 Estimate	2010 Estimate
Dispatched Events	12,488	13099	13500
Citations/Infractions	2,677	3157	3200
Case Reports	2,254	2240	2220
Average Response Time (Min)			
Emergency/Priority Calls	4.18	4.10	4.5
Non-Priority Calls	6.96	6.12	6.12

2010 Goals & Objectives

- Maintain minimum deployment of three patrol officers per shift
- Train one additional officer in advanced traffic procedures
- Stay within budget



POLICE - PATROL

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	1,466,741	1,402,280	1,516,850	0	1,516,850	8.17%
Special Assignment Pay	24,271	7,000	7,000	0	7,000	0.00%
Education Incentive	34,334	30,540	33,900	0	33,900	11.00%
Acting Supervisor Pay	0	4,000	1,000	0	1,000	-75.00%
Merit Pay	4,499	4,470	4,820	0	4,820	7.83%
Overtime	73,390	50,810	50,810	0	50,810	0.00%
Off Duty Overtime	2,966	2,900	2,900	0	2,900	0.00%
Overtime Holiday	48,518	34,800	34,800	0	34,800	0.00%
	1,654,719	1,536,800	1,652,080	0	1,652,080	7.50%
PERSONNEL BENEFITS						
FICA	123,856	119,230	126,390	0	126,390	6.01%
Law Enf. Retirement System	87,999	83,385	86,570	0	86,570	3.82%
L&I	29,695	29,700	37,450	0	37,450	26.09%
Medical Benefits	220,460	235,735	259,310	0	259,310	10.00%
Dental Benefits*	0	23,575	24,290	0	24,290	3.03%
Vision Benefits*	0	7,205	7,420	0	7,420	2.98%
Teamsters Pension	22,803	20,000	21,840	0	21,840	9.20%
Unemployment Comp.	0	2,300	2,300	0	2,300	0.00%
Life Insurance	3,967	4,680	5,230	0	5,230	11.75%
Clothing Allowance	1,200	0	0	0	0	0.00%
	489,980	525,810	570,800	0	570,800	8.56%
SUPPLIES						
Ammunition	8,699	0	0	0	0	0.00%
Operating Supplies	6,584	1,880	1,880	0	1,880	0.00%
Clothing/Boots	25,769	32,400	32,400	0	32,400	0.00%
Radio Parts And Supplies	4,559	0	0	0	0	0.00%
Motor Fuel	50,550	48,550	48,550	0	48,550	0.00%
Small Items of Equipment	9,982	9,525	6,000	0	6,000	-37.01%
Training Equipment & Supplies	1,040	0	0	0	0	0.00%
	107,183	92,355	88,830	0	88,830	-3.82%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	574	0	0	0	0	0.00%
Travel & Subsistence	2,549	500	500	0	500	0.00%
Motor Pool Charges	143,296	119,570	0	0	0	-100.00%
Equipment M&R	2,928	27,100	27,100	0	27,100	0.00%
Vehicle R&M	41,111	45,000	45,000	0	45,000	0.00%
Assoc. Dues & Memberships	50	0	0	0	0	0.00%
Laundry Services	1,994	7,000	6,000	0	6,000	-14.29%
Training & Registration	3,260	0	0	0	0	0.00%
	195,762	199,170	78,600	-	78,600	-60.54%
CAPITAL OUTLAY						
Computer Hardware	5,547	0	0	0	0	0.00%
Other Machinery & Equipment	12,885	0	0	0	0	0.00%
Vehicular Equipment	29,995	0	0	0	0	0.00%
	48,428	0	0	0	0	0.00%
TOTAL	2,496,071	2,354,135	2,390,310	-	2,390,310	1.54%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



Special Operations

PURPOSE

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

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

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

POSITION SUMMARY

Title	2009	2010
Detective Sergeant	1	1
Detective	2	2
Total	3	3

PERFORMANCE INDICATORS

Crime	2008	2009	2010
	Actual	Estimate	Estimate
Homicide	0	0	0
Rape	3	5	3
Robbery	6	5	12
Aggravated Assault	21	10	11
Burglary	159	165	170
Theft	362	420	440
Vehicle Theft	56	42	65
Total	607	647	701

2010 Goals & Objectives

- Continue participation in Regional Police Intelligence (RIG) Group
- Coordinate with the Crime Prevention Division on Crime Trend Analysis
- Stay within budget



POLICE - SPECIAL OPERATIONS

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	140,921	220,125	239,360	0	239,360	8.74%
Special Assignment Pay	7,013	9,000	9,000	0	9,000	0.00%
Education Incentive	2,533	4,445	4,790	0	4,790	7.76%
Merit Pay	2,283	2,095	2,250	0	2,250	7.40%
Overtime	5,029	7,800	7,800	0	7,800	0.00%
Overtime Holiday	349	600	600	0	600	0.00%
	158,128	244,065	263,800	0	263,800	8.09%
PERSONNEL BENEFITS						
FICA	11,914	17,975	20,180	0	20,180	12.27%
Law Enf. Retirement System	7,994	12,600	13,820	0	13,820	9.68%
L&I	2,578	4,250	5,350	0	5,350	25.88%
Medical Benefits	26,781	36,865	40,550	0	40,550	10.00%
Dental Benefits*	0	4,000	4,130	0	4,130	3.25%
Vision Benefits*	0	1,225	1,260	0	1,260	2.86%
Teamsters Pension	2,080	4,000	3,120	0	3,120	-22.00%
Unemployment Comp.	0	300	300	0	300	0.00%
Life Insurance	364	760	830	0	830	9.21%
Clothing Allowance	1,200	1,800	0	0	0	-100.00%
	52,911	83,775	89,540	0	89,540	6.88%
SUPPLIES						
Photo Supplies	472	0	100	0	100	100.00%
Operating Supplies	3,189	950	950	0	950	0.00%
Clothing/Boots	337	400	400	0	400	0.00%
Motor Fuel	7,126	7,000	7,000	0	7,000	0.00%
Small Items Of Equipment	841	300	300	0	300	0.00%
	11,965	8,650	8,750	0	8,750	1.16%
OTHER SERVICES & CHARGES						
Travel & Subsistence	669	900	800	0	800	-11.11%
Motor Pool Charges	5,850	13,530	0	0	0	-100.00%
Equipment R&M	0	500	500	0	500	0.00%
Vehicle R&M	1,074	2,500	2,500	0	2,500	0.00%
Laundry Services	0	200	200	0	200	0.00%
Film Processing	0	100	100	0	100	0.00%
Training & Registration	169	0	0	0	0	0.00%
Investigation Costs	2,462	3,910	3,910	0	3,910	0.00%
	10,224	21,640	8,010	0	8,010	-62.99%
TOTAL	233,228	358,130	370,100	0	370,100	3.34%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.
Beginning in 2009, these benefits are budgeted directly to each department.



Training

PURPOSE

This Division was created in 2009, but its budget was significantly reduced due to budget cuts. It is under the supervision of the Police Commander, who remains in the Administration Division.

PERFORMANCE INDICATORS

	2009 Est.	2010 Est.
Training hours	2000	1500
Safety training hours	300	300
% of officers meeting min training hours	96	85

2010 Goals & Objectives

- Assure minimum required training hours are met
- Meet standards for safety training requirements
- Stay within budget



POLICE - TRAINING

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Overtime	0	6,900	6,000	0	6,000	-13.04%
	0	6,900	6,000	0	6,000	-13.04%
BENEFITS						
FICA	0	0	460	0	460	100.00%
Law Enf. Retirement System	0	0	320	0	320	100.00%
	0	0	780	0	780	100.00%
SUPPLIES						
Ammunition	0	12,750	9,000	0	9,000	-29.41%
Small Items of Equipment	0	500	300	0	300	-40.00%
	0	13,250	9,300	0	9,300	-29.81%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	0	2,490	2,490	0	2,490	0.00%
Travel & Subsistence	0	4,200	1,500	0	1,500	-64.29%
Training & Registration	0	6,650	1,650	0	1,650	-75.19%
	0	13,340	5,640	0	5,640	-57.72%
TOTAL POLICE TRAINING	0	33,490	21,720	0	21,720	-35.14%



DECISION PACKAGE

Department: Police Department
Division: Administration & Support
Decision Package Title: SNOCOM
Preparer: Macklin
Account Number: 011.21.521.101.5130
Ranking: Mandatory

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

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

Item Description: Assesment for 911 Emergency Police Dispatch Services

Brief Explanation Why Your Department Needs This Item: A portion of this increase is due to a 1.5% increase in operations costs for the SNOCOM Dispatch Center. The majority of this increase will pay for a new records management system at SNOCOM.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Alarm System	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	5130	295,270	24,150	319,420	319,420	319,420	319,420
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$295,270	\$319,420	\$319,420	\$319,420	\$319,420	\$319,420

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy	295,270	319,420	319,420	319,420	319,420	319,420
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources	\$295,270	\$319,420	\$319,420	\$319,420	\$319,420	\$319,420



DECISION PACKAGE

Department: Police Department
Division: Administration & Support
Decision Package Title: Jail
Preparer: Macklin
Account Number: 011.21.521.101.5115
Ranking: Mandatory

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

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

Item Description: Incarceration costs.
Brief Explanation Why Your Department Needs This Item: Increased costs are due to increased use of the jail facilities.
What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Alarm System	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Jail Contract	5115	67,900	27,100	95,000	95,000	95,000	95,000
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Expenses		\$67,900	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy	67,900	95,000	95,000	95,000	95,000	95,000
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$67,900	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000



DECISION PACKAGE

Department: Police
Division: Crime Prevention Division
Decision Package Title: Citizens' Academies
Preparer: Macklin
Account Number: 011.21.521.300
Ranking: 1

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

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

Item Description: Add a 2nd Citizen's Academy session for 2010.

Brief Explanation Why Your Department Needs This Item: This program enhances the ongoing partnership between the Mukilteo Police Department, the City of Mukilteo and the entire Mukilteo community. It provides a valuable two-way flow of information between the City and its Citizens.

What Alternatives Are Available, if Any? Without sufficient funding, this event will not be complete and may need to be cancelled.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11	0		0	0	0	0
Premium / Special Pay	11	0		0	0	0	0
Overtime	1201	800	800	1,640	1,722	1,808	1,899
Benefits	21	0		0	0	0	0
Uniforms	24	0		0	0	0	0
Supplies	3101	1,350	200	1,556	1,603	1,651	1,700
Motor Fuel	32	0		0	0	0	0
Small Equipment	35	0		0	0	0	0
Professional Services	41	0		0	0	0	0
Communication	42	0		0	0	0	0
Travel & Subsistence	4301	0	400	412	424	437	450
Advertising	44	0		0	0	0	0
Rental/Lease	45	0		0	0	0	0
Alarm System	47	0		0	0	0	0
Repairs/Maintenance	48	0		0	0	0	0
Miscellaneous	49	0		0	0	0	0
Intergovernmental	51	0		0	0	0	0
Land	61	0		0	0	0	0
Buildings	62	0		0	0	0	0
Improvements	63	0		0	0	0	0
Equipment	64	0		0	0	0	0
Construction Projects	65	0		0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Expenses		\$2,150	\$3,550	\$3,608	\$3,749	\$3,896	\$4,049

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash						
Grants/Contributions						
General Fund Subsidy	2,150	3,550	3,608	3,749	3,896	4,049
New Source of Revenue						
Other						
Total Sources	\$2,150	\$3,550	\$3,608	\$3,749	\$3,896	\$4,049



DECISION PACKAGE

Department: Police
Division: Crime Prevention Division
Decision Package Title: National Night Out Against Crime
Preparer: Macklin
Account Number: 011.21.521.300
Ranking: 2

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

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

Item Description: National Night Out Against Crime event.

Brief Explanation Why Your Department Needs This Item: This program enhances the ongoing partnership between the Mukilteo Police Department, the City of Mukilteo and the entire Mukilteo community. Additionally, the National Night Out event increases the community's level of awareness for Crime Prevention as a whole.

What Alternatives Are Available, if Any? Without sufficient funding, this event will not be complete and may need to be cancelled.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11	0		0	0	0	0
Premium / Special Pay	11	0		0	0	0	0
Overtime	1201	0	600	630	662	695	729
Benefits	21	0		0	0	0	0
Uniforms	24	0		0	0	0	0
Supplies	3101	0	2,100	2,163	2,228	2,295	2,364
Motor Fuel	32	0		0	0	0	0
Small Equipment	35	0		0	0	0	0
Professional Services	41	0		0	0	0	0
Communication	42	0		0	0	0	0
Travel & Subsistence	4301	0	1,500	1,545	1,591	1,639	1,688
Advertising	44	0		0	0	0	0
Rental/Lease	45	0		0	0	0	0
Alarm System	47	0		0	0	0	0
Repairs/Maintenance	48	0		0	0	0	0
Printing & Binding	4909	400	300	709	730	752	775
Intergovernmental	51	0		0	0	0	0
Land	61	0		0	0	0	0
Buildings	62	0		0	0	0	0
Improvements	63	0		0	0	0	0
Equipment	64	0		0	0	0	0
Construction Projects	65	0		0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Expenses		\$400	\$4,900	\$5,047	\$5,211	\$5,381	\$5,556

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash						
Grants/Contributions						
General Fund Subsidy	400	4,900	5,047	5,211	5,381	5,556
New Source of Revenue						
Other						
Total Sources	\$400	\$4,900	\$5,047	\$5,211	\$5,381	\$5,556



DECISION PACKAGE

Department: Police
Division: Crime Prevention Division
Decision Package Title: Chief for a Day
Preparer: Macklin
Account Number: 011.21.521.300
Ranking: 3

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

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

Item Description: Chief for a Day
Brief Explanation Why Your Department Needs This Item: This State sponsored program provides the unique opportunity for a local child with a life threatening illness to become the honorary Chief of Police for a Day.
What Alternatives Are Available, if Any? Without sufficient funding, this event will not be complete and may need to be cancelled.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11	0		0	0	0	0
Premium / Special Pay	11	0		0	0	0	0
Overtime	1201	0	500	500	500	500	500
Benefits	21	0		0	0	0	0
Uniforms	24	0		0	0	0	0
Clothing/Boots	3124	0	400	400	400	400	400
Motor Fuel	32	0		0	0	0	0
Small Equipment	35	0		0	0	0	0
Professional Services	41	0		0	0	0	0
Communication	42	0		0	0	0	0
Travel & Subsistence	43	0		0	0	0	0
Advertising	44	0		0	0	0	0
Rental/Lease	45	0		0	0	0	0
Alarm System	47	0		0	0	0	0
Repairs/Maintenance	48	0		0	0	0	0
Miscellaneous	49	0		0	0	0	0
Intergovernmental	51	0		0	0	0	0
Land	61	0		0	0	0	0
Buildings	62	0		0	0	0	0
Improvements	63	0		0	0	0	0
Equipment	64	0		0	0	0	0
Construction Projects	65	0		0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Expenses		\$0	\$900	\$900	\$900	\$900	\$900

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash						
Grants/Contributions						
General Fund Subsidy	0	900	900	900	900	900
New Source of Revenue						
Other						
Total Sources	\$0	\$900	\$900	\$900	\$900	\$900



DECISION PACKAGE

Department: Police
Division: Crime Prevention Division
Decision Package Title: Police Department Volunteer Program
Preparer: Macklin
Account Number: 011.21.521.300
Ranking: 4

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

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

Item Description: The Volunteer Program provides the Police Department and the community with the assistance of interested citizens with particular skills, desires and/or experiences the opportunity to give back to the community they live in through public service.

Brief Explanation Why Your Department Needs This Item: Overtime needed to train volunteers, uniforms to equip them, small items of equipment for 5 flashlights allowing them to help with Vacation House Security Checks, vehicle speed surveys, Handicapped parking enforcement, and traffic control.

What Alternatives Are Available, if Any? Without sufficient funding, this event will not be complete and may need to be cancelled.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11	0		0	0	0	0
Premium / Special Pay	11	0		0	0	0	0
Overtime	1201	0	1,200	1,260	1,323	1,389	1,459
Benefits	21	0		0	0	0	0
Uniforms	24	0		0	0	0	0
Supplies	3101	0	800	824	849	874	900
Clothing/Boots	3124	500	2,000	0	0	0	0
Small Equipment	3501	0	500	515	530	546	563
Professional Services	41	0		0	0	0	0
Communication	42	0		0	0	0	0
Travel & Subsistence	43	0		0	0	0	0
Advertising	44	0		0	0	0	0
Rental/Lease	45	0		0	0	0	0
AlarmSystem	47	0		0	0	0	0
Repairs/Maintenance	48	0		0	0	0	0
Background Investigations	4935	0	500	515	530	546	563
Intergovernmental	51	0		0	0	0	0
Land	61	0		0	0	0	0
Buildings	62	0		0	0	0	0
Improvements	63	0		0	0	0	0
Equipment	64	0		0	0	0	0
Construction Projects	65	0		0	0	0	0
Total Expenses		\$500	\$5,500	\$3,114	\$3,233	\$3,356	\$3,485

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash						
Grants/Contributions						
General Fund Subsidy	500	5,500	3,114	3,233	3,356	3,485
New Source of Revenue						
Other						
Total Sources	\$500	\$5,500	\$3,114	\$3,233	\$3,356	\$3,485



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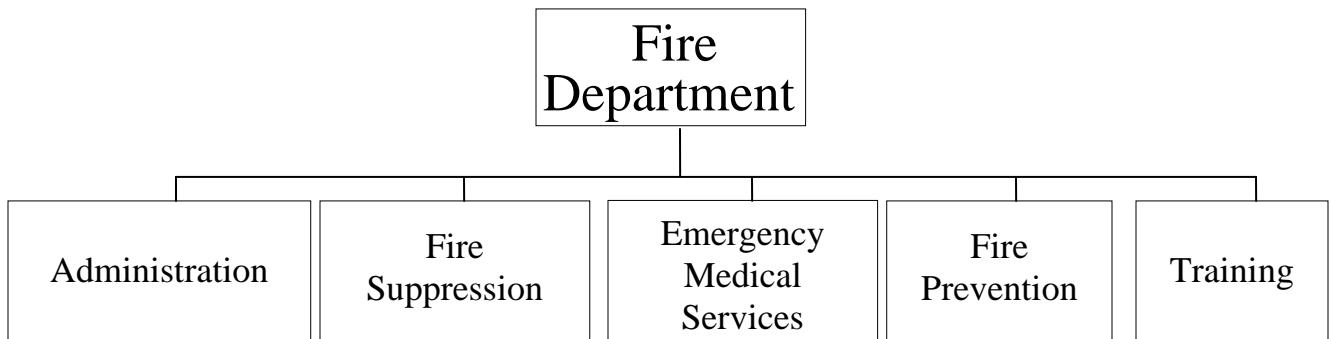


FIRE DEPARTMENT

The Fire Department protects lives and property by providing Fire Suppression, Technical Rescue, Hazardous Material responses and Emergency Medical Services to the community. The Department is a combination department presently staffed by 29.5 full-time Career Personnel and 15 Reserve Firefighters together.

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

The Department is organized into five divisions:



<u>POSITION SUMMARY</u>		
Position Title	2009	2010
Fire Chief	1	1
Assistant Fire Chief	1	1
Fire Marshall	1	1
Training Captain	1	1
Fire Captain	6	6
Firefighter	9	9
Firefighter/Paramedic	9	9
Reserve Firefighters	15	15
Reserve EMS Provider	7	0
Senior Department Assistant	1	1
Department Assistant	0.5	0.5
Total	51.5	44.5



DEPARTMENT EXPENDITURE SUMMARY

FIRE DEPARTMENT	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Administration and Support*	0	313,605	300,730	0	300,730	-4.11%
Training*	0	187,895	157,980	0	157,980	-15.92%
Fire Prevention*	0	130,875	120,540	0	120,540	-7.90%
Fire Suppression	1,875,652	1,549,146	1,533,920	25,470	1,559,390	0.66%
Emergency Medical Services	1,706,763	1,800,885	1,600,620	33,980	1,634,600	-9.23%
TOTAL	3,582,415	3,982,406	3,713,790	59,450	3,773,240	-5.25%

* Separate divisions added in 2009. Previously included in Fire Suppression and EMS divisions.

FIRE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Fire Suppression	SNOCOM	9,150
Mandatory	Emergency Medical Services	SNOCOM	27,440
1	Emergency Medical Services	Overtime	6,540
2	Fire Suppression	Overtime	16,320
Total			59,450



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Fire Administration

PURPOSE

The Fire Administration division provides activities of a general nature up to oversight management of the Fire Department's five divisions and all personnel. This division provides direction to Department personnel in accordance with goals and objectives. This division oversees the operating budget, develops strategic planning and oversees disaster planning programs. All program documentation, processing and archiving is completed in this division.

POSITION SUMMARY

Position Title	2009	2010
Fire Chief	1	1
Assistant Fire Chief	1	1
Senior Department Assistant	1	1
Department Assistant	0.5	0.5
Total	3.5	3.5

2010 GOALS & OBJECTIVES

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

FIRE ADMINISTRATION

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SALARIES & WAGES						
Full Time Employees	0	195,740	195,900	0	195,900	0.08%
Part Time Employees	0	18,055	17,430	0	17,430	-3.46%
Overtime	0	1,440	300	0	300	-79.17%
	0	215,235	213,630	0	213,630	-0.75%
PERSONNEL BENEFITS						
FICA	0	6,855	6,730	0	6,730	-1.82%
Law Enf. Retirement System	0	8,290	8,130	0	8,130	-1.93%
PERS	0	4,100	3,100	0	3,100	-24.39%
L&I	0	2,625	3,500	0	3,500	33.33%
Medical Benefits	0	31,380	34,520	0	34,520	10.01%
Dental Benefits*	0	3,085	3,270	0	3,270	6.00%
Vision Benefits*	0	940	1,000	0	1,000	6.38%
Unemployment Comp.	0	350	350	0	350	0.00%
Life Insurance	0	655	710	0	710	8.40%
Long Term Disability Insurance	0	355	440	0	440	23.94%
	0	58,635	61,750	0	61,750	5.31%
SUPPLIES						
Office Supplies	0	1,500	2,000	0	2,000	33.33%
Purchase of Forms	0	1,750	500	0	500	-71.43%
Supplies - Administration	0	300	300	0	300	0.00%
Clothing/Uniforms	0	1,500	2,600	0	2,600	73.33%
Motor Fuel	0	2,835	4,000	0	4,000	41.09%
Small Items of Equipment	0	2,000	500	0	500	-75.00%
	0	9,885	9,900	0	9,900	0.15%
OTHER SERVICES & CHARGES						
Professional Services	0	500	500	0	500	0.00%
Telephone	0	1,800	2,400	0	2,400	33.33%
Cell Phone	0	0	1,400	0	1,400	100.00%
Postage	0	200	150	0	150	-25.00%
Motor Pool Charges	0	12,175	0	0	0	-100.00%
Equipment Maintenance & Repair	0	3,200	1,000	0	1,000	-68.75%
Vehicle Maintenance & Repair	0	7,430	7,500	0	7,500	0.94%
Assoc. Dues & Memberships	0	1,400	1,500	0	1,500	7.14%
Laundry Services	0	1,645	1,000	0	1,000	-39.21%
	0	28,350	15,450	0	15,450	-45.50%
CAPITAL OUTLAY						
Office Furn. and Equipment	0	1,500	0	0	0	-100.00%
	0	1,500	0	0	0	-100.00%
TOTAL	0	313,605	300,730	0	300,730	-4.11%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.

Training

PURPOSE

The Training division is responsible for all aspects of training 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.

POSITION SUMMARY

Position Title	2009	2010
Captain	1	1
Total	1	1

PERFORMANCE INDICATORS

	2009 Est.	2010 Est.
Training/Service Hours		
EMS (Advanced Life Support)	472	500
EMS (Basic Life Support)	1,124	1,638
Fire	849	1,512
Specialty (Haz-Mat)	256	264
Specialty (Technical Rescue)	476	272
Career and Rank Development	1,420	1,750

2010 GOALS & OBJECTIVES

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

FIRE TRAINING

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	0	47,805	49,470	0	49,470	3.48%
Education Premium Pay	0	460	500	0	500	8.70%
Overtime	0	71,555	47,200	0	47,200	-34.04%
	0	119,820	97,170	0	97,170	-18.90%
PERSONNEL BENEFITS						
FICA	0	1,385	1,410	0	1,410	1.81%
Law Enf. Retirement System	0	5,120	5,090	0	5,090	-0.59%
L&I	0	935	1,210	0	1,210	29.41%
Medical Benefits	0	7,900	8,690	0	8,690	10.00%
Dental Benefits*	0	800	820	0	820	2.50%
Vision Benefits*	0	245	250	0	250	2.04%
FF Med Savings Acct	0	540	540	0	540	0.00%
Unemployment Comp.	0	60	60	0	60	0.00%
Deferred Comp	0	2,065	2,220	0	2,220	7.51%
Life Insurance	0	155	170	0	170	9.68%
	0	19,205	20,460	0	20,460	6.53%
SUPPLIES						
Office Supplies	0	500	500	0	500	0.00%
Purchase of Forms	0	750	100	0	100	-86.67%
Reference Material	0	5,300	3,800	0	3,800	-28.30%
Supplies - Training	0	2,000	1,000	0	1,000	-50.00%
Clothing/Uniforms	0	750	500	0	500	-33.33%
Small Items of Equipment	0	1,000	1,000	0	1,000	0.00%
	0	10,300	6,900	0	6,900	-33.01%
OTHER SERVICES & CHARGES						
Professional Services	0	12,050	12,050	0	12,050	0.00%
Telephone	0	100	600	0	600	500.00%
Cell Phone	0	0	700	0	700	100.00%
Postage	0	50	0	0	0	-100.00%
Travel & Subsistence Expense	0	10,750	7,000	0	7,000	-34.88%
Equipment Maintenance & Repair	0	1,500	500	0	500	-66.67%
Assoc. Dues & Memberships	0	50	50	0	50	0.00%
Laundry Services	0	820	550	0	550	-32.93%
Training & Registration Costs	0	10,750	12,000	0	12,000	11.63%
	0	36,070	33,450	0	33,450	-7.26%
CAPITAL OUTLAY						
Other Machinery & Equipment	0	2,500	0	0	0	-100.00%
	0	2,500	0	0	0	-100.00%
TOTAL	0	187,895	157,980	0	157,980	-15.92%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.

Fire Prevention

PURPOSE

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

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

POSITION SUMMARY

Position Title	2009	2010
Fire Marshal	1	1
Total	1	1

PERFORMANCE INDICATORS

	2009 Est.	2010 Est.
Training/Service Hours		
Fire Safety Inspections & business data entry	600	500
Fire Safety/Prevention Education	600	400
Development Standards	-	300
Code compliance: Plan Checks & Field Inspections	600	500
Fire Permitting	150	200

2010 GOALS & OBJECTIVES

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



FIRE PREVENTION

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SALARIES & WAGES						
Full Time Employees	0	83,640	83,640	0	83,640	0.00%
Education Premium Pay	0	775	0	0	0	-100.00%
Overtime	0	2,520	2,520	0	2,520	0.00%
	0	86,935	86,160	0	86,160	-0.89%
PERSONNEL BENEFITS						
FICA	0	1,250	1,250	0	1,250	0.00%
Law Enf. Retirement System	0	4,610	4,510	0	4,510	-2.17%
L&I	0	1,600	2,030	0	2,030	26.88%
Medical Benefits	0	14,010	15,410	0	15,410	9.99%
Dental Benefits*	0	1,335	1,380	0	1,380	3.37%
Vision Benefits*	0	410	420	0	420	2.44%
FF Med Savings Acct	0	900	0	0	0	-100.00%
Unemployment Comp.	0	100	100	0	100	0.00%
Deferred Comp	0	3,480	0	0	0	-100.00%
Life Insurance	0	265	280	0	280	5.66%
	0	27,960	25,380	0	25,380	-9.23%
SUPPLIES						
Office Supplies	0	500	500	0	500	0.00%
Reference Material	0	1,000	1,000	0	1,000	0.00%
Supplies - Fire Prevention	0	200	200	0	200	0.00%
Clothing/Uniforms	0	750	500	0	500	-33.33%
Motor Fuel	0	1,580	1,400	0	1,400	-11.39%
Small Items Of Equipment	0	1,500	500	0	500	-66.67%
	0	5,530	4,100	0	4,100	-25.86%
OTHER SERVICES & CHARGES						
Professional Services	0	100	100	0	100	0.00%
Telephone	0	300	600	0	600	100.00%
Cell Phone	0	0	700	0	700	100.00%
Postage	0	250	0	0	0	-100.00%
Motor Pool Charges	0	4,050	0	0	0	-100.00%
Equipment Maintenance & Repair	0	1,500	100	0	100	-93.33%
Vehicle Maintenance & Repair	0	2,480	2,500	0	2,500	0.81%
Assoc. Dues & Memberships	0	950	300	0	300	-68.42%
Laundry Services	0	820	600	0	600	-26.83%
	0	10,450	4,900	0	4,900	-53.11%
TOTAL	0	130,875	120,540	0	120,540	-7.90%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



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Fire Suppression

PURPOSE

The Fire Suppression Division renders Fire Suppression, Hazardous Material and Technical Rescue services to the community and local region from two staffed fire stations. The Division regularly trains and performs drills on a local and regional basis to maintain skills and improve services. The Fire Suppression Division operates one 95' Ladder Platform, three Fire Engines, and one Rescue Unit.

POSITION SUMMARY

Position Title	2009	2010
Fire Captains	6	6
Firefighters	9	9
Reserve Firefighters	24	15
	39	30

PERFORMANCE INDICATORS

	2008 Actual	2009 Est	2010 Est.
Fire Calls	352	388	390
Service Calls	73	81	80
Total Calls	425	469	470

	2008 Actual	2009 Est	2010 Est.
Fire Unit on Scene less than 5 min 90% of the time	4.76 min	4.5 min	4.5 min

2010 GOALS & OBJECTIVES

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

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



FIRE SUPPRESSION

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SALARIES & WAGES						
Full Time Employees	986,453	924,700	972,370	0	972,370	5.16%
Part Time Employees	11,966	0	0	0	0	0.00%
Volunteer Firefighters	71,963	70,000	0	0	0	-100.00%
Special Assignment Pay	11,578	16,045	3,400	0	3,400	-78.81%
Education Incentive	6,691	5,825	7,240	0	7,240	24.29%
Paramedic Incentive	11,647	13,990	16,130	0	16,130	15.30%
Overtime	91,957	18,680	18,680	16,320	35,000	87.37%
Holiday Buy Back	0	0	28,130	0	28,130	100.00%
	1,192,255	1,049,240	1,045,950	16,320	1,062,270	1.24%
PERSONNEL BENEFITS						
FICA	26,842	13,970	14,950	0	14,950	7.02%
Law Enf. Retirement System	57,900	51,545	54,010	0	54,010	4.78%
PERS	3,814	0	0	0	0	0.00%
L&I	26,178	21,035	27,360	0	27,360	30.07%
Medical Benefits	145,654	136,495	150,150	0	150,150	10.00%
Dental Benefits*	0	13,900	14,550	0	14,550	4.68%
Vision Benefits*	0	4,245	4,450	0	4,450	4.83%
FF Med Savings Acct	11,081	12,150	12,150	0	12,150	0.00%
Unemployment Comp.	0	1,400	1,400	0	1,400	0.00%
Deferred Comp	33,495	27,340	44,210	0	44,210	61.70%
Volunteer Firemens Pension	3,240	2,070	3,100	0	3,100	49.76%
Life Insurance	2,707	2,020	3,350	0	3,350	65.84%
Long Term Disability Insurance	856	0	0	0	0	0.00%
	311,767	286,170	329,680	0	329,680	15.20%
SUPPLIES						
Office Supplies	11,299	750	1,000	0	1,000	33.33%
Supplies - Fire Suppression	15,518	5,500	6,500	0	6,500	18.18%
Clothing/Boots	61,008	17,250	25,000	0	25,000	44.93%
Motor Fuel	13,624	7,000	5,000	0	5,000	-28.57%
Small Items of Equipment	24,622	31,330	31,000	0	31,000	-1.05%
	126,071	61,830	68,500	0	68,500	10.79%
OTHER SERVICES & CHARGES						
Professional Services	20,525	5,600	600	0	600	-89.29%
Telephone	18,172	15,900	4,000	0	4,000	-74.84%
Cell Phone and Pagers	0	0	4,220	0	4,220	100.00%
Postage	203	50	50	0	50	0.00%
Travel & Subsistence Expense	4,100	0	0	0	0	0.00%
Motor Pool Charges	25,677	9,450	0	0	0	-100.00%
Equipment M&R	9,492	6,000	3,000	0	3,000	-50.00%
Vehicle R&M	72,047	28,851	25,000	0	25,000	-13.35%
Assoc. Dues & Memberships	2,475	0	0	0	0	0.00%
Laundry Services	0	13,815	5,500	0	5,500	-60.19%
Training & Registration Costs	3,817	0	0	0	0	0.00%
Bad Debt Expense	17,520	0	0	0	0	0.00%
	174,028	79,666	42,370	0	42,370	-46.82%

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	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
INTERGOVERNMENTAL SVCS.						
Dispatch Services	23,724	24,890	24,890	9,150	34,040	36.76%
SERS Operating Assessment	8,154	8,350	7,530	0	7,530	-9.82%
	31,878	33,240	32,420	9,150	41,570	25.06%
CAPITAL OUTLAY						
Computer Hardware	6,787	0	0	0	0	0.00%
Other Machinery & Equipment	32,866	39,000	15,000	0	15,000	-61.54%
	39,653	39,000	15,000	0	15,000	-61.54%
TOTAL	1,875,652	1,549,146	1,533,920	25,470	1,559,390	0.66%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.
Beginning in 2009, these benefits are budgeted directly to each department.



Emergency Medical Services

PURPOSE

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

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

POSITION SUMMARY

Position Title	2009	2010
Paramedic/Firefighter	9	9
Reserve EMS Providers *	7	0
Total	16	9

* Program Disbanded in 2009

PERFORMANCE INDICATORS

	2008 Actual	2009 Est	2010 Est.
ALS Calls	496	783	800
BLS Calls	679	624	700
Total Calls	1175	1407	1500
	2008 Actual	2009 Est	2010 Est.
Medical Unit on Scene less than 5 min 90% of the time	4.52 min	4.5 min	4.5 min

2010 GOALS & OBJECTIVES

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

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



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EMERGENCY MEDICAL SERVICES FUND

	2008	2009	2009 Y.E.	2010	%
	Actual	Budget	Estimate	Budget	Change
Beginning Fund Balance	\$844,186	\$499,203	\$499,200	\$189,180	-62.10%
<u>Revenues</u>					
EMS Levy	857,960	849,000	828,000	849,000	0.00%
Charges for Services	131,995	180,000	178,750	180,000	0.00%
Investment Interest	16,372	2,900	2,340	18,000	520.69%
Contribution - Private Source	0	10,000	6,335	0	0.00%
Miscellaneous Revenue	2,197	0	465	0	0.00%
Operating Transfers In	250,000	369,750	369,750	560,000	51.45%
Total Revenues	1,258,525	1,411,650	1,385,640	1,607,000	13.84%
<u>Total Resources</u>	2,102,711	1,910,853	1,884,840	1,796,180	-6.00%
Salaries & Wages	762,806	896,625	934,840	959,170	6.98%
Personnel Benefits	199,463	242,080	264,230	278,290	14.96%
Supplies	61,898	70,600	62,700	62,700	-11.19%
Other Services & Charges	114,465	101,740	88,670	47,430	-53.38%
Intergovernmental Svcs.	536,575	452,440	307,820	249,610	-44.83%
Capital Outlay	31,556	37,400	37,400	37,400	0.00%
<u>Total Expenditures</u>	1,706,763	1,800,885	1,695,660	1,634,600	-9.23%
<u>Ending Fund Balance</u>	\$395,948	\$109,968	\$189,180	\$161,580	46.93%



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EMERGENCY MEDICAL SERVICES

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	621,346	771,980	839,390	0	839,390	8.73%
Part Time Employees	4,023	6,015	5,810	0	5,810	-3.41%
Volunteer Firefighters	29,155	50,000	0	0	0	-100.00%
Special Assignment Pay	2,983	0	0	0	0	0.00%
Education Premium Pay	4,961	5,300	6,650	0	6,650	25.47%
Acting Supervisor Pay	877	3,660	3,660	0	3,660	0.00%
Paramedic Incentive	34,944	41,965	48,400	0	48,400	15.33%
Holiday Buy Back	0	0	21,880	0	21,880	100.00%
Overtime	64,517	26,840	26,840	6,540	33,380	24.37%
	762,806	905,760	952,630	6,540	959,170	5.90%
PERSONNEL BENEFITS						
FICA	14,765	13,050	14,700	0	14,700	12.64%
Law Enf. Retirement System	39,657	48,675	47,750	0	47,750	-1.90%
PERS	1,273	1,335	1,030	0	1,030	-22.85%
L&I	17,616	17,560	24,120	0	24,120	37.36%
Medical Benefits	89,580	111,060	122,600	0	122,600	10.39%
Dental Benefits*	0	11,900	12,980	0	12,980	9.08%
Vision Benefits*	0	3,635	3,960	0	3,960	8.94%
FF Med Savings Acct	8,194	9,360	9,810	0	9,810	4.81%
Unemployment Comp.	0	1,350	1,350	0	1,350	0.00%
Deferred Comp	25,558	19,910	36,820	0	36,820	84.93%
Volunteer Firemens Pension	810	1,015	0	0	0	-100.00%
Life Insurance	1,724	3,105	3,020	0	3,020	-2.74%
Long Term Disability Insurance	286	125	150	0	150	20.00%
	199,463	242,080	278,290	0	278,290	14.96%
SUPPLIES						
Supplies	0	750	1,000	0	1,000	33.33%
Purchase of Forms	543	1,000	600	0	600	-40.00%
Reference Material	1,001	1,000	1,000	0	1,000	0.00%
Supplies - Emg Medical Svc	36,744	37,500	37,500	0	37,500	0.00%
Clothing/Boots	10,510	12,750	5,000	0	5,000	-60.78%
Motor Fuel	8,539	6,000	6,000	0	6,000	0.00%
Small Items of Equipment	4,561	11,600	11,600	0	11,600	0.00%
	61,898	70,600	62,700	0	62,700	-11.19%
OTHER SERVICES & CHARGES						
Billing Services	15,417	19,400	15,000	0	15,000	-22.68%
Professional Services	10,150	5,500	5,600	0	5,600	1.82%
Telephone	1,578	500	2,100	0	2,100	320.00%
Cell Phone	0	0	4,230	0	4,230	100.00%
Postage	187	50	0	0	0	-100.00%
Travel & Subsistence	2,174	0	0	0	0	0.00%
Motor Pool Charges	44,700	44,700	0	0	0	-100.00%
Hazardous Waste Disposal	307	1,200	500	0	500	-58.33%
Equipment R&M	4,978	3,000	1,000	0	1,000	-66.67%
Vehicle Repair	15,779	20,000	15,000	0	15,000	-25.00%
Laundry Services	0	7,390	4,000	0	4,000	-45.87%
Training & Registration	2,195	0	0	0	0	0.00%
Bad Debt Expense	17,000	0	0	0	0	0.00%
	114,465	101,740	47,430	0	47,430	-53.38%

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	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
INTERGOVERNMENTAL SVCS.						
Dispatch Services	71,173	74,665	74,660	27,440	102,100	36.74%
Paramedic Services Contract	462,684	366,000	0	0	0	-100.00%
Lynnwood Contract	0	0	145,000	0	145,000	100.00%
SERS Operating Assessment	2,718	2,640	2,510	0	2,510	-4.92%
	536,575	443,305	222,170	27,440	249,610	-43.69%
CAPITAL OUTLAY						
Other Machinery & Equipment	31,556	37,400	37,400	0	37,400	0.00%
	31,556	37,400	37,400	0	37,400	0.00%
TOTAL	1,706,763	1,800,885	1,600,620	33,980	1,634,600	-9.23%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.
Beginning in 2009, these benefits are budgeted directly to each department.



DECISION PACKAGE

Department: Fire Department
Division: Fire Suppression
Decision Package Title: SNOCOM
Preparer: Fire Chief Springer
Account Number: 011.22.522.200.5130
Ranking: Mandatory

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

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

Item Description: Assesment for 911 Emergency Dispatch Services

Brief Explanation Why Your Department Needs This Item: A portion of this increase is due to a 1.5% increase in operations costs for the SNOCOM Dispatch Center. The majority of this increase will pay for a new records management system at SNOCOM.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	5130	24,890	9,150	34,040	34,040	34,040	34,040
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$24,890	\$34,040	\$34,040	\$34,040	\$34,040	\$34,040

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	24,890	34,040	34,040	34,040	34,040	34,040
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources	\$24,890	\$34,040	\$34,040	\$34,040	\$34,040	\$34,040



NT

DECISION PACKAGE

Department: Fire Department
Division: Emergency Medical Services
Decision Package Title: SNOCOM
Preparer: Fire Chief Springer
Account Number: 126.22.526.200.5130
Ranking: Mandatory

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

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

Item Description: Assesment for 911 Emergency Dispatch Services
Brief Explanation Why Your Department Needs This Item: A portion of this increase is due to a 1.5% increase in operations costs for the SNOCOM Dispatch Center. The majority of this increase will pay for a new records management system at SNOCOM.
What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	5130	74,660	27,440	102,100	102,100	102,100	102,100
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Expenses		\$74,660	\$102,100	\$102,100	\$102,100	\$102,100	\$102,100

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	74,660	102,100	102,100	102,100	102,100	102,100
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources	\$74,660	\$102,100	\$102,100	\$102,100	\$102,100	\$102,100



NT

DECISION PACKAGE

Department: FIRE
Division: Emergency Medical Services
Decision Package Title: Overtime
Preparer: Fire Chief Springer
Account Number: 126.22.526.200.1201
Ranking: 1

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

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

Item Description: Overtime to maintain minimum Duty-Staffing.
Brief Explanation Why Your Department Needs This Item: Overtime to pay for Paramedics who call in Sick-leave, Breavement and Jury Duty time. Call-back requires overtime hours.
What Alternatives Are Available, if Any? Do not maintain minimum duty staffing levels. This will close fire stations and/or not staff paramedic vehicles.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	1201	26,840	6,540	0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Expenses		\$26,840	\$33,380	\$33,380	\$33,380	\$33,380	\$33,380

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	26,840	33,380	33,380	33,380	33,380	33,380
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$26,840	\$33,380	\$33,380	\$33,380	\$33,380	\$33,380



NT

DECISION PACKAGE

Department: FIRE
Division: Fire Suppression
Decision Package Title: Overtime
Preparer: Fire Chief Springer
Account Number: 011.22.522.200.1201
Ranking: 2

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

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

Item Description: Overtime to maintain minimum Duty-Staffing.
Brief Explanation Why Your Department Needs This Item: Overtime to pay for Fire Captains and Firefighters who call in Sick-leave, Breavement and Jury Duty time. Call-back requires overtime hours.
What Alternatives Are Available, if Any? Do not maintain minimum duty staffing levels. This will close fire stations and/or not staff certain vehicles (fire engines, aid cars, medic cars, etc.)

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	1201	18,680	16,320	0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
Total Expenses		\$18,680	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	18,680	35,000	35,000	35,000	35,000	35,000
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$18,680	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000



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PLANNING & COMMUNITY DEVELOPMENT

The Planning and Community Development Department is responsible for developing long-range plans to help guide the City's physical development, as well as regulating land uses and administering the development process. Building is responsible for building plan review and inspections. The Permit Center supports planning, development and building activities, as well as Public Works engineering projects & development review.

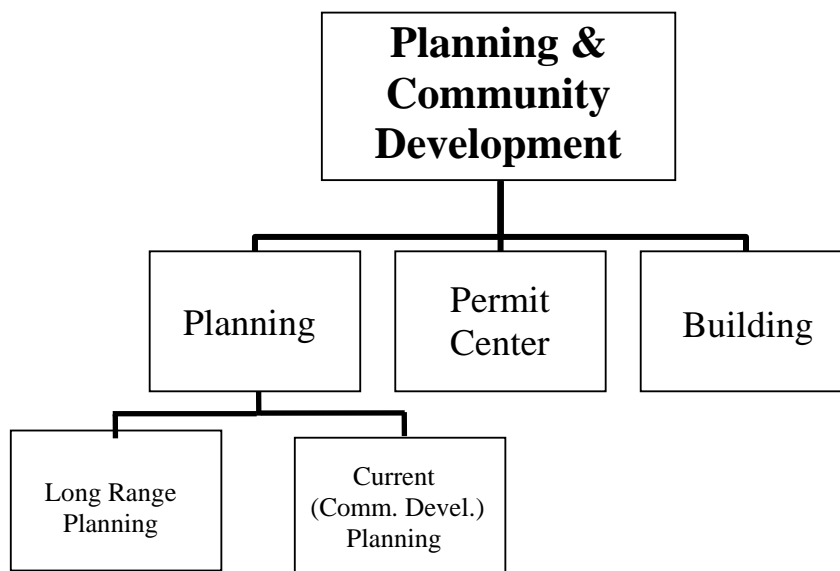
The Community Development Division is responsible for enforcing the City's land use and zoning regulations, reviewing all development proposals, investigating citizen complaints regarding violations of local land use regulations. Staff has been shifted from development review to long-range planning tasks due to the downturn in the economy.

The Planning (long-range) division staff is responsible for drafting new or revising codes, and leading the City's planning efforts required by the State's Growth Management Act as well as guiding economic development, business retention, safe guard neighborhoods and oversee waterfront redevelopment.

The Department provides support to the Planning Commission and Hearing Examiner, and provides information and assistance to the public regarding development regulations and information.

During 2007-2009 planning staff provided project management services and prepared permit applications and SEPA documentation for city park and trail projects. In 2010 staff will share responsibilities for project management and inspections on Lighthouse Park Phase 2, Community Center and Commons, and habitat enhancement projects.

The Department is organized into three divisions as shown below.





PLANNING & COMMUNITY DEVELOPMENT

POSITION SUMMARY		
Position Title	2009	2010
Planning Director	1	1
Assistant Director	1	1
Permit Services Supervisor	1	1
Permit Services Assistant	3	3
Senior Planner	1	1
Associate Planner	1	1
Assistant Planner	2	2
Intern	0.25	0.25
Building Official	1	1
Total	11.25	11.25

DEPARTMENT EXPENDITURE SUMMARY

Division	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Planning	860,528	1,055,900	669,540	75,000	744,540	-29.49%
Permit Center	310,544	348,025	338,110	0	338,110	-2.85%
Building	162,621	155,375	134,400	0	134,400	-13.50%
TOTAL	1,333,693	1,559,300	1,142,050	75,000	1,217,050	-21.95%

PLANNING DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Planning	Commerce Grant 2011 Comp Plan	30,000
Mandatory	Planning	Shoreline Grant from DOE	45,000
Total			75,000



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Planning

PURPOSE

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

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

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

<u>POSITION SUMMARY</u>		
Position Title	2009	2010
Planning Director	1	1
Assistant Director	1	1
Senior Planner	1	1
Associate Planner	1	1
Assistant Planner	2	2
Intern	0.25	0.25
Total	6.25	6.25

PERFORMANCE INDICATORS

	2008 Actual	2009 YE Est.	2010 Proj.
Plats & Short Plats*	6	5	0
Land Use Applications	14	10	4
SEPA Review	30	15	10
Sign Application	27	22	10
State Required Actions	2	2	2
City Projects	3	5	3
Plans/Projects or Codes	8	6	5
Land Use Code Compliance	80	25	70
Signs Code Compliance**	10	0	20
Notices of Violation	3	2	2

* - 2 to complete

** - new code update will require more enforcement

2010 GOALS & OBJECTIVES

- Evaluate/maintain/improve processing time for development applications and report to the State on 120 day compliance or non-compliance as mandated for cities over 20,000 using the new on-line permit tracking system.
- Provide public information via website.
- Initiate 2011 Comp Plan update with 2040 population and employment projections with \$30K grant.
- Initiate & complete Public Process for Shoreline Management Program – Plan and Code with \$ 45K grant.
- Continue Unified Development Code amendments.
- Resolve code & enforcement of sign code regulations on public rights-of-way.
- Continue code compliance efforts primarily on complaint basis.
- Provide oversight & coordination of waterfront projects.
- Lead Japanese Gulch fish passage projects.
- Assist with Annexation if needed.



PRELIMINARY BUDGET

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PLANNING

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	449,484	467,880	469,750	0	469,750	0.40%
Overtime	1,830	4,000	3,500	0	3,500	-12.50%
	451,314	471,880	473,250	0	473,250	0.29%
PERSONNEL BENEFITS						
FICA	33,870	36,405	36,390	0	36,390	-0.04%
PERS	31,851	31,815	25,250	0	25,250	-20.63%
L&I	1,466	1,610	1,870	0	1,870	16.15%
Medical Benefits	59,170	64,750	71,320	0	71,320	10.15%
Dental Benefits*	0	7,120	7,330	0	7,330	2.95%
Vision Benefits*	0	2,170	2,240	0	2,240	3.23%
Unemployment Comp.	0	600	600	0	600	0.00%
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0.00%
Life Insurance	1,205	1,480	1,580	0	1,580	6.76%
Long Term Disability Insurance	2,668	3,280	3,510	0	3,510	7.01%
	132,630	151,630	152,490	0	152,490	0.57%
SUPPLIES						
Supplies	550	1,105	500	0	500	-54.75%
Reference Material	71	100	50	0	50	-50.00%
Clothing/Boots	217	300	0	0	0	-100.00%
Resale Purchases	0	100	50	0	50	-50.00%
Motor Fuel	90	300	300	0	300	0.00%
Small Items Of Equipment	264	845	300	0	300	-64.50%
	1,192	2,750	1,200	0	1,200	-56.36%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	123,510	80,500	0	0	0	-100.00%
Reimbursable Consulting	3,060	6,500	6,500	0	6,500	0.00%
Telephone	3,184	3,400	1,600	0	1,600	-52.94%
Postage	20,679	13,500	14,000	0	14,000	3.70%
Cell Phones	0	0	2,100	0	2,100	100.00%
Travel & Subsistence Expense	1,785	2,000	200	0	200	-90.00%
Legal Publications	3,538	4,200	5,000	0	5,000	19.05%
Motor Pool Charges	4,000	3,240	0	0	0	-100.00%
Vehicle R&M	384	400	250	0	250	-37.50%
Assoc. Dues & Memberships	1,480	2,000	1,500	0	1,500	-25.00%
File, Recording Fees	45	200	50	0	50	-75.00%
Printing And Binding	649	1,000	400	0	400	-60.00%
Training & Registration Costs	2,191	7,500	1,000	0	1,000	-86.67%
Annexation Services	93,804	95,000	0	0	0	-100.00%
Hearing Examiner	17,003	20,000	10,000	0	10,000	-50.00%
Miscellaneous	80	200	0	0	0	-100.00%
Comprehensive Plan	0	60,000	0	75,000	75,000	25.00%
	275,392	299,640	42,600	75,000	117,600	-60.75%
CAPITAL OUTLAY						
Computer Software	0	130,000	0	0	0	-100.00%
	0	130,000	0	0	0	-100.00%
TOTAL	860,528	1,055,900	669,540	75,000	744,540	-29.49%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



Permit Center

PURPOSE

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

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

Support services provided to departments includes the establishment and transfer of data to a new computerized on-line permit tracking system, and maintenance of data bases related to development status, reports; preparation and distribution of commission packets; public noticing; records management; information brochures; and assistance with department web page for meetings, notices and development project information.

POSITION SUMMARY

Position Title	2009	2010
Permit Services Supervisor	1	1
Permit Services Assistant	3	3
Total	4	4

PERFORMANCE INDICATORS

	2008 Actual	2009 YE Est.	2010 Proj.
Land Use Applications	14	10	3
Packets Distributed	402	400	400
Notices	6,015	10,000	8,000
Building Related Permits	311	250	200
Right-of-Way	145	120	100
Files Opened	606	550	500

2010 GOALS & OBJECTIVES

- Maintain customer services commitment.
- Expand electronic applications and project tracking.
- Track/evaluate/improve processing time for permit issuance.
- Provide public information brochures, handouts and application packets.
- Maintain department webpage for notices, meeting dates and development projects.
- Continue records conversion from paper records to computerized digital format until completed.



PERMIT CENTER

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	210,159	221,105	221,100	0	221,100	0.00%
Overtime	1,608	5,000	2,000	0	2,000	-60.00%
	<u>211,767</u>	<u>226,105</u>	<u>223,100</u>	<u>0</u>	<u>223,100</u>	<u>-1.33%</u>
PERSONNEL BENEFITS						
FICA	16,847	16,840	16,990	0	16,990	0.89%
PERS	15,290	14,965	11,790	0	11,790	-21.22%
L&I	980	1,020	1,240	0	1,240	21.57%
Medical Benefits	45,780	50,990	56,090	0	56,090	10.00%
Dental Benefits*	0	4,450	4,580	0	4,580	2.92%
Vision Benefits*	0	1,360	1,400	0	1,400	2.94%
Unemployment Comp.	0	400	400	0	400	0.00%
Life Insurance	588	715	740	0	740	3.50%
Long Term Disability Insurance	1,302	1,580	1,630	0	1,630	3.16%
	<u>80,787</u>	<u>92,320</u>	<u>94,860</u>	<u>0</u>	<u>94,860</u>	<u>2.75%</u>
SUPPLIES						
Supplies	2,727	6,015	3,500	0	3,500	-41.81%
Clothing	0	200	0	0	0	-100.00%
Small Items of Equipment	0	885	200	0	200	-77.40%
	<u>2,727</u>	<u>7,100</u>	<u>3,700</u>	<u>0</u>	<u>3,700</u>	<u>-47.89%</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	13780	15,000	0	0	0	-100.00%
Telephone	0	100	1,100	0	1,100	1000.00%
Postage	0	100	0	0	0	-100.00%
Travel & Subsistence	784	1,500	200	0	200	-86.67%
Permit Tracking Software	0	500	15,000	0	15,000	2900.00%
Assoc. Dues & Memberships	85	300	50	0	50	-83.33%
Subscriptions	0	100	0	0	0	-100.00%
Printing And Binding	142	1,200	100	0	100	-91.67%
Training & Registration	440	2,700	0	0	0	-100.00%
Miscellaneous	32	1,000	0	0	0	-100.00%
	<u>15,263</u>	<u>22,500</u>	<u>16,450</u>	<u>0</u>	<u>16,450</u>	<u>-26.89%</u>
TOTAL	<u>310,544</u>	<u>348,025</u>	<u>338,110</u>	<u>0</u>	<u>338,110</u>	<u>-2.85%</u>

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



Building

PURPOSE

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

The division protects the public health and safety by ensuring that all structures are built in accordance with adopted building codes. It also assigns all street addresses.

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

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

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

During the year, the division anticipates that it will issue permits for \$11,000,000 assessed value of new development, which will include commercial, industrial projects and less than 20 residential units.

PERFORMANCE INDICATORS

	2008	2009	2010
	Actual	YE Est.	Proj.
Permits Issued	311	250	200
Site Inspections	2,300	1,750	1,400
Value (million \$)	\$ 39	\$ 12	\$ 11
Revenue (thousand \$)	\$ 486	\$ 299	\$ 112

2010 GOALS & OBJECTIVES

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



BUILDING

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	63,632	75,505	75,520	0	75,520	0.02%
Special Assignment Pay	9,545	0	10,000	0	10,000	100.00%
Overtime	15,119	15,000	0	0	0	-100.00%
	88,296	90,505	85,520	0	85,520	-5.51%
PERSONNEL BENEFITS						
FICA	6,526	6,925	5,780	0	5,780	-16.53%
PERS	6,326	5,645	4,010	0	4,010	-28.96%
L&I	1,624	1,620	1,990	0	1,990	22.84%
Medical Benefits	12,841	14,105	15,510	0	15,510	9.96%
Dental Benefits*	0	1,335	1,380	0	1,380	3.37%
Vision Benefits*	0	410	420	0	420	2.44%
Unemployment Comp.	0	100	100	0	100	0.00%
Life Insurance	178	245	250	0	250	2.04%
Long Term Disability Insurance	395	545	560	0	560	2.75%
	27,890	30,930	30,000	0	30,000	-3.01%
SUPPLIES						
Supplies	1,018	658	500	0	500	-24.01%
Reference Material	915	1,500	500	0	500	-66.67%
Clothing/Boots	392	400	200	0	200	-50.00%
Motor Fuel	1,466	1,400	1,000	0	1,000	-28.57%
Small Items of Equipment	242	842	200	0	200	-76.25%
	4,033	4,800	2,400	0	2,400	-50.00%
OTHER SERVICES & CHARGES						
Contract Services	19,063	20,000	12,000	0	12,000	-40.00%
Telephone	2,548	2,800	2,800	0	2,800	0.00%
Postage	386	500	300	0	300	-40.00%
Travel & Subsistence	693	500	100	0	100	-80.00%
Motor Pool Charges	6,480	3,240	0	0	0	-100.00%
Vehicle R&M	3,087	600	600	0	600	0.00%
Assoc. Dues & Memberships	390	400	430	0	430	7.50%
File, Recording Fees	0	100	50	0	50	-50.00%
Printing and Binding	269	200	0	0	0	-100.00%
Training & Registration Costs	20	800	200	0	200	-75.00%
Records Retention	9,466	0	0	0	0	0.00%
	42,402	29,140	16,480	0	16,480	-43.45%
TOTAL	162,621	155,375	134,400	0	134,400	-13.50%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



DECISION PACKAGE

Department: Planning & CD
Division: Planning
Decision Package Title: Shoreline Grant from DOE
Preparer: H.McCartney
Account Number: 011.58.558.600.4958
Ranking: Mandatory

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

Ongoing Cost: ☐ **New Cost:** ☒ **x**
One-Time Cost: ☒ **x** **Increased Baseline:** ☐

Item Description:

The City received a \$60,000 Grant from the Department of Ecology to update the City's Shoreline Master Plan. We are expecting to spend \$15,000 in 2009 and \$45,000 in 2010.

Brief Explanation Why Your Department Needs This Item:

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11_____			0	0	0	0
Premium / Special Pay	11_____			0	0	0	0
Overtime	12_____			0	0	0	0
Benefits	21_____			0	0	0	0
Uniforms	24_____			0	0	0	0
Supplies	31_____			0	0	0	0
Motor Fuel	32_____			0	0	0	0
Small Equipment	35_____			0	0	0	0
Professional Services	41_____			0	0	0	0
Communication	42_____			0	0	0	0
Travel & Subsistence	43_____			0	0	0	0
Advertising	44_____			0	0	0	0
Rental/Lease	45_____			0	0	0	0
AlarmSystem	47_____			0	0	0	0
Repairs/Maintenance	48_____			0	0	0	0
Miscellaneous	49_____		45,000	0	0	0	0
Intergovernmental	51_____			0	0	0	0
Land	61_____			0	0	0	0
Total Expenses		\$0	\$45,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions		45,000	0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$45,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Planning & Community Development
Division: Planning
Decision Package Title: Commerce Grant 2011 Comp Plan Update
Preparer: Glen Pickus
Account Number: 011.58.558.600.4958
Ranking: MANDATORY

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

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

Item Description: Preparation for state-mandated 2011 Comprehensive Plan update.
Brief Explanation Why Your Department Needs This Item: The state requires cities to update their Comprehensive Plans in 2011 to take into account new population and employment targets derived from the 2010 Census. The state has a non-competitive grant program available to assist cities with this effort.
What Alternatives Are Available, if Any? Pay for the staff time and other costs of the mandated update with operating

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment (GIS server)	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49		30,000	0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Total Expenses		\$0	\$30,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions		30,000	0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$30,000	\$0	\$0	\$0	\$0



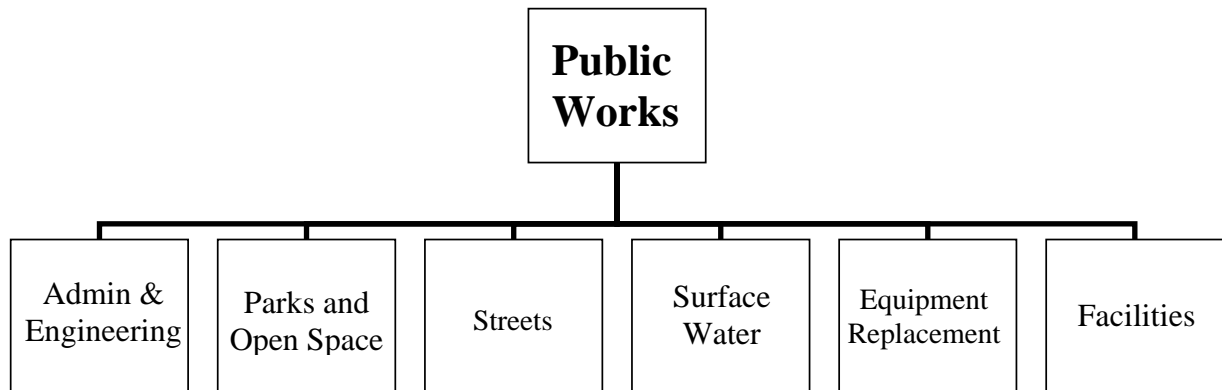
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PUBLIC WORKS DEPARTMENT

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
- 35 miles of storm drains
- 499 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire (Equipment Rental)
- 16 municipal buildings – including 2 Fire Stations, a Police Station, the Public Works Shop, old public works shop, City Hall, the Light House buildings (4), Lighthouse Park (4), 92nd Street Park (1) building and the Recreation and Cultural Services Center.
- 1,486 Street lights (City owned: 310; PUD owned: 1,176) The City monitors the operation of all street lights, regardless of ownership (PUD or City).

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



DEPARTMENT EXPENDITURE SUMMARY

Division	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Administration & Engineering	472,224	428,600	341,290	400	341,690	-20.28%
Parks and Open Space	547,776	690,450	619,330	18,920	638,250	-7.56%
Streets	795,529	812,290	645,120	20,140	665,260	-18.10%
Surface Water	1,027,124	1,989,525	871,020	688,790	1,559,810	-21.60%
Equipment Replacement	535,579	167,000	2,000	0	2,000	-98.80%
Facilities Maintenance	508,828	463,490	390,760	18,750	409,510	-11.65%
TOTAL	3,887,060	4,551,355	2,869,520	747,000	3,616,520	-20.54%

POSITION SUMMARY		
Position Title	2009	2010
Public Works Director	1	1
Assistant City Engineer	1	1
Engineering Technician	2	2
Lead Serviceworker	4	4
Park/Utility Service Work	8	8
Park Attendant	1.5	1.5
Superintendent	1	1
Department Assistant	0.5	0.5
Total	19	19

PUBLIC WORKS DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Administration & Engineering	Vehicle R&M	400
	Administration & Engineering Total		400
Mandatory	Parks	Sewer and Water Service	18,000
1	Parks	Small Items of Equipment	920
	Parks Total		18,920
1	Streets	Aggregate	1,640
2	Streets	Hazardous Waste Disposal	14,500
3	Streets	Operating Supplies	2,000
4	Streets	Interlocal Repairs in ROW	2,000
	Streets Total		20,140
Mandatory	Facilities Maintenance	Natural Gas	500
Carryforward	Facilities Maintenance	Building & Fixture Maintenance & Repair	18,250
	Facilities Maintenance Total		18,750
1	Surface Water	Hazardous Waste Disposal	2,000
2	Surface Water	Small Items of Equipment	7,540
3	Surface Water	Other Professional Services	100,000
4	Surface Water	Equipment Repair & Maintenance	500
	Surface Water Total		110,040
	Grand Total Public Works		168,250



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Administration and Engineering

PURPOSE

The Administration and Engineering Division of Public Works:

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

POSITION SUMMARY

Position Title	2009	2010
Public Works Director	1	1
Assistant City Engineer	1	1
Engineering Technician	2	2
Total	4	4

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
Plat Reviews	6	5	0
SEPA Reviews	30	15	10
ROW Permits	145	120	100
Grading Permits	16	9	6
Capital Projects Managed	4	15	7
Capital Projects Constructed	4	7	5
Lot Line Adjustments	3	3	3
Sign Permits	27	22	10
Traffic Studies (speed/count)	0	6	6
Engineering Studies/Design	3	2	2

2010 GOALS & OBJECTIVES

- Finish code updates/reviews: Storm water, grading and geological sensitive area regulations (carry over).
- Implement 2009 carry-over capital projects and initiate the 2010 ones.
- Adopt sidewalk management code (carry over project).
- Continue updating the GIS system to include all City assets (streets, storm water, parks, and buildings).
- Continue implementation of the NPDES Phase II permit requirements.
- Continue with implementation the pavement management system program.
- Meet development review timeline goals.



PUBLIC WORKS - ADMINISTRATION & ENGINEERING

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	184,469	210,210	208,650	0	208,650	-0.74%
Part Time Employees	9,153	16,105	16,900	0	16,900	4.94%
Overtime	258	3,000	1,000	0	1,000	-66.67%
	193,880	229,315	226,550	0	226,550	-1.21%
PERSONNEL BENEFITS						
FICA	14,531	17,315	17,330	0	17,330	0.09%
PERS	14,154	15,390	12,000	0	12,000	-22.03%
L&I	662	4,500	960	0	960	-78.67%
Medical Benefits	28,742	31,045	31,580	0	31,580	1.72%
Dental Benefits*	0	2,690	2,770	0	2,770	2.97%
Vision Benefits*	0	925	850	0	850	-8.11%
Unemployment Comp.	0	335	330	0	330	-1.49%
Vehicle Allowance	242	500	0	0	0	-100.00%
Life Insurance	542	725	760	0	760	4.83%
Long Term Disability Insurance	1,200	1,605	1,680	0	1,680	4.67%
	60,073	75,030	68,260	0	68,260	-9.02%
SUPPLIES						
Office Supplies	290	900	400	0	400	-55.56%
Reference Material	0	600	300	0	300	-50.00%
Operating Supplies	146	300	200	0	200	-33.33%
Clothing/Boots	130	200	200	0	200	0.00%
Motor Fuel	2,109	2,200	600	0	600	-72.73%
Small Items Of Equipment	324	5,400	400	0	400	-92.59%
	2,999	9,600	2,100	0	2,100	-78.13%
OTHER SERVICES & CHARGES						
Engineering & Architect Svcs	167,691	35,000	25,000	0	25,000	-28.57%
Other Professional Svcs.	2,246	30,000	12,500	0	12,500	-58.33%
Contract Services	0	25,000	0	0	0	-100.00%
Telephone	4,579	4,000	1,400	0	1,400	-65.00%
Cell Phone	0	0	1,400	0	1,400	100.00%
Postage	131	1,000	700	0	700	-30.00%
Online Charges	2,400	2,500	0	0	0	-100.00%
Travel & Subsistence	512	1,500	500	0	500	-66.67%
Legal Publications	0	200	350	0	350	75.00%
Motor Pool Charges	8,026	11,455	0	0	0	-100.00%
Vehicle R&M	181	700	500	400	900	28.57%
Equipment M&R	14	500	0	0	0	-100.00%
Assoc. Dues & Memberships	696	600	600	0	600	0.00%
File, Recording Fees	95	200	400	0	400	100.00%
Printing And Binding	50	500	150	0	150	-70.00%
Training & Registration Costs	2,127	1,500	750	0	750	-50.00%
Railroad Quiet Zone Contract	15,337	0	0	0	0	0.00%
	204,085	114,655	44,250	400	44,650	-61.06%
INTERGOVERNMENTAL SERVICES						
MRSC Small Works Roster	0	0	130	0	130	100.00%
	0	0	130	0	130	100.00%
CAPITAL OUTLAY						
Vehicular Equipment	11,187	0	0	0	0	-100.00%
	11,187	0	0	0	0	-100.00%
TOTAL	472,224	428,600	341,290	400	341,690	-20.28%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.
Beginning in 2009, these benefits are budgeted directly to each department.



Parks and Open Space

PURPOSE

The Parks and Open Space Division of Public Works maintains all of the City-owned parklands and landscaped areas. Maintenance and improvement activities take place on 499 acres of parks and open space that includes five municipal facility building sites (police station, two fire stations, City Hall and the public works shop).

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

Improvement work is generally in the form of minor additions to a park, replanting, or clearing of an area. The Division also conducts the hanging flower basket program.

POSITION SUMMARY

Position Title	2009	2010
Superintendent	0.2	0.2
Lead Serviceworker	1	1
Park/Utility Service Work	4	4
Park Attendant	1.5	1.5
Total	6.7	6.7

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
<u>Acreage</u>			
Parks	58	64	64
Open Space	357	357	357
Tidelands	84	84	84
Total Acreage	499	505	505
<u>Parks</u>			
Number of Parks	33	33	33
Parks - Supervised	1	1	1
Recreation Trails	4	7	7
<u>Lighthouse Park</u>			
Hours Open to Public	5100	5100	5100
Hours Supervised	2500	2500	2500
<u>Landscape Maintenance</u>			
Sites Maintained	23	23	24
Acres Maintained	124	124	124.1
Acres Mowed	22	20	20
Trees Planted	7	10	10
Shrubs/Flowers	190	500	250

2010 GOALS & OBJECTIVES

- Continue working on Level of Service standards for all parks and landscape areas with an emphasis on Lighthouse Park and 92nd St. Park.
- Carry over: Continue to work on a plan that combines crew and contract labor for achieving the LOS established for each park and landscape area.
- Continue with the hanging basket program.



PARKS & OPEN SPACE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$41,295	\$79,845	\$79,850	\$133,495	67.19%
<u>Revenues</u>					
Investment Interest	1,474	1,000	780	0	-100.00%
Boat Launch Revenue	32,287	34,000	57,280	0	-100.00%
Lighthouse Park Lt Parking	62,533	60,000	60,000	0	-100.00%
Park Rentals	390	0	10,040	0	0.00%
Total Revenues	96,685	95,000	128,100	0	-100.00%
Total Resources	137,980	174,845	207,950	133,495	-23.65%
<u>Expenditures</u>					
Supplies	6,740	11,875	10,805	0	-100.00%
Other Services & Charges	50,244	84,300	63,650	0	-100.00%
Transfer to General Fund	0	0	0	133,495	0.00%
Total Expenditures	56,984	96,175	74,455	133,495	38.80%
<u>Ending Fund Balance</u>	\$80,996	\$78,670	\$133,495	\$0	-100.00%

*Beginning in 2010, Parks and Open Space is budgeted entirely to the General Fund.
The Parks and Open Space Fund is no longer in use.*



PARKS AND OPEN SPACE

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SALARIES & WAGES						
Full Time Employees	245,312	279,820	281,040	0	281,040	0.44%
Part Time Employees	20,664	47,100	47,100	0	47,100	0.00%
Overtime	11,615	4,000	4,000	0	4,000	0.00%
Standby Pay	5,796	4,000	4,000	0	4,000	0.00%
	283,387	334,920	336,140	0	336,140	0.36%
PERSONNEL BENEFITS						
FICA	21,238	25,320	25,710	0	25,710	1.54%
PERS	18,775	19,300	15,350	0	15,350	-20.47%
L&I	6,961	8,300	12,200	0	12,200	46.99%
Medical Benefits	49,071	69,620	76,580	0	76,580	10.00%
Dental Benefits*	0	6,400	6,600	0	6,600	3.13%
Vision Benefits*	0	1,960	2,010	0	2,010	2.55%
Teamsters Pension	7,033	6,000	5,200	0	5,200	-13.33%
Unemployment Comp.	0	500	500	0	500	0.00%
Life Insurance	676	900	950	0	950	5.56%
Long Term Disability Insurance	1,497	2,000	2,090	0	2,090	4.50%
	105,251	140,300	147,190	0	147,190	4.91%
SUPPLIES						
Office Supplies	1,035	0	0	0	0	0.00%
Operating Supplies	13,626	15,000	28,600	0	28,600	90.67%
Vehicle R&M Tools/Eq	1,179	500	250	0	250	-50.00%
Clothing/Boots	4,195	6,875	2,880	0	2,880	-58.11%
Misc. Repair & Maint Supplies	1,742	2,500	2,500	0	2,500	0.00%
Signs	1,267	1,000	2,500	0	2,500	150.00%
Landscape Materials	6,824	20,000	10,000	0	10,000	-50.00%
Flower Basket Program	3,307	3,500	5,000	0	5,000	42.86%
Motor Fuel	13,214	12,800	5,000	0	5,000	-60.94%
Small Items of Equipment	5,526	7,700	2,900	920	3,820	-50.39%
	51,915	69,875	59,630	920	60,550	-13.35%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	20,847	17,400	12,000	0	12,000	-31.03%
Telephone	3,101	3,000	2,400	0	2,400	-20.00%
Cell Phone	0	0	3,170	0	3,170	100.00%
Travel & Subsistence	166	300	300	0	300	0.00%
Land Rental	1,800	0	1,850	0	1,850	100.00%
Work Equip & Machine Rental	4,738	2,500	2,500	0	2,500	0.00%
Motor Pool Charges	15,728	15,705	0	0	0	-100.00%
Equipment R&M	6,106	4,700	3,700	0	3,700	-21.28%
Natural Gas	1,261	2,000	2,000	0	2,000	0.00%
Electricity	3,969	5,000	6,000	0	6,000	20.00%
Sewer Service	1,438	15,500	3,500	10,000	13,500	-12.90%
Garbage Services	7,891	18,000	15,000	0	15,000	-16.67%
Water Service	13,829	17,500	4,000	8,000	12,000	-31.43%

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	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Storm Drainage Chgs.	13,710	11,000	12,000	0	12,000	9.09%
Alarm System	624	1,600	0	0	0	-100.00%
Other Maintenance & Repair	1,760	8,200	1,200	0	1,200	-85.37%
Laundry Services	1,046	750	750	0	750	0.00%
Training & Registration Costs	1,200	2,200	1,000	0	1,000	-54.55%
HP Maintenance Assn Dues	2,515	5,000	5,000	0	5,000	0.00%
	101,729	130,355	76,370	18,000	94,370	-27.61%
CAPITAL OUTLAY						
Other Machinery & Equipment	5,494	15,000	0	0	0	-100.00%
	5,494	15,000	0	0	0	-100.00%
TOTAL	547,776	690,450	619,330	18,920	638,250	-7.56%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.

*For 2010, the Parks and Open Space budget is allocated entirely to the General Fund.
In prior years, a portion of the budget was budgeted to the Parks and Open Space Fund, which
is no longer in use.*



Streets

PURPOSE

The Streets Maintenance Division maintains the City's street system, including the pavement surfaces (except for SR 525 and 526), sidewalks, curbs, gutters, crosswalk flashers, signs, vegetation in the right-of-ways and illegally dumped waste in the City.

Maintenance and operations activities include: filling potholes; repainting of all pavement markings (by contract and City crews); repair, replacement, and installation of traffic control and directional/informational signs; right-of-way vegetation control; and snow and ice removal.

Of the 13 signals in the City 11 are owned, operated and maintained by the Washington State Department of Transportation as is the signage on SR 525/526.

POSITION SUMMARY

Position Title	2009	2010
Superintendent	0.3	0.3
Lead Serviceworker	1	1
Park/Utility Service Work	2	2
Total	3.3	3.3

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
Miles of Street	67	67	67
Traffic Signals	2	2	2
Street Lights*	80	80	80
Potholes Repaired	100	60	60
Tons of Asphalt Used	37	60	60
Lane Lines Painted (miles)	67	70	70
Streets Swept (miles)	285	450	450
Snow/Ice Removed (hours)	500	400	400
Painted Markings (sf)	10,000	10,000	10,000
Sidewalk Repaired (sf)	480	800	500
Signs Installed/Replaced	141	150	145
Sign Posts Installed/Repl.	50	100	75

*Work orders for repair processed.

2010 GOALS & OBJECTIVES

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



STREET FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$57,566	\$121,846	\$121,850	\$189,710	55.70%
<u>Revenues</u>					
Street Fuel Tax	311,093	305,000	297,350	300,000	-1.64%
Investment Interest	2,407	1,250	990	500	-60.00%
Operating Transfers In	515,000	505,000	425,000	350,000	-30.69%
Total Revenues	828,500	811,250	723,340	650,500	-19.82%
<u>Total Resources</u>	886,066	933,096	845,190	840,210	-9.95%
<u>Expenditures</u>					
Salaries & Wages	256,150	277,110	266,960	267,840	-3.35%
Personnel Benefits	87,220	102,230	96,845	98,910	-3.25%
Supplies	70,302	57,385	60,465	55,200	-3.81%
Other Services & Charges	328,333	301,385	187,190	195,310	-35.20%
Intergovernmental Svcs.	45,078	69,180	44,020	43,000	-37.84%
Capital Outlay	8,445	5,000	0	5,000	0.00%
<u>Total Expenditures</u>	795,529	812,290	655,480	665,260	-18.10%
<u>Ending Fund Balance</u>	\$90,538	\$120,806	\$189,710	\$174,950	44.82%



STREETS

	2008	2009	2010	2010	2010	%
	Actuals	Budget	Baseline	DP's	Proposed	Change
SALARIES & WAGES						
Full Time Employees	247,725	270,115	259,540	0	259,540	-3.91%
Part Time Employees	194	6,875	0	0	0	-100.00%
Acting Supervisor Pay	440	300	300	0	300	0.00%
Overtime	4,375	4,000	4,000	0	4,000	0.00%
Standby Pay	3,416	4,000	4,000	0	4,000	0.00%
	256,150	285,290	267,840	0	267,840	-6.12%
PERSONNEL BENEFITS						
FICA	19,308	20,510	20,490	0	20,490	-0.10%
PERS	18,543	17,245	14,000	0	14,000	-18.82%
L&I	5,047	7,180	6,280	0	6,280	-12.53%
Medical Benefits	36,911	42,335	46,500	0	46,500	9.84%
Dental Benefits*	0	4,025	3,910	0	3,910	-2.86%
Vision Benefits*	0	1,230	1,200	0	1,200	-2.44%
Teamsters Pension	4,776	5,200	3,120	0	3,120	-40.00%
Unemployment Comp.	0	600	600	0	600	0.00%
Vehicle Allowance	396	900	0	0	0	-100.00%
Life Insurance	697	930	880	0	880	-5.38%
Long Term Disability Insurance	1,543	2,075	1,930	0	1,930	-6.99%
	87,221	102,230	98,910	0	98,910	-3.25%
SUPPLIES						
Operating Supplies	7,024	11,000	11,000	2,000	13,000	18.18%
Tires & Wheels	4,238	0	0	0	0	0.00%
Clothing/Boots	3,104	4,225	4,200	0	4,200	-0.59%
Aggregate	20,358	12,360	12,360	1,640	14,000	13.27%
Traffic Control Device Supply	15,764	13,000	11,000	0	11,000	-15.38%
Motor Fuel	16,782	15,000	12,000	0	12,000	-20.00%
Small Items Of Equipment	3,032	1,800	1,000	0	1,000	-44.44%
	70,302	57,385	51,560	3,640	55,200	-3.81%
OTHER SERVICES & CHARGES						
Hazardous Materials Testing	1,325	4,000	2,000	0	2,000	-50.00%
Contract Services	45,901	68,000	50,000	0	50,000	-26.47%
Telephone	7,870	8,500	2,400	0	2,400	-71.76%
Cell Phone	0	0	2,110	0	2,110	100.00%
Travel & Subsistence	686	300	100	0	100	-66.67%
Work Equip & Machine Rental	6,211	6,000	6,000	0	6,000	0.00%
Motor Pool Charges	122,166	72,235	0	0	0	-100.00%
Hazardous Waste Disposal	5,879	5,500	5,500	14,500	20,000	263.64%
Public Utility Solid Waste	57	1,000	1,000	0	1,000	0.00%
Electricity Street Lights	105,529	110,000	95,000	0	95,000	-13.64%
Brush Disposal	4,416	3,000	3,000	0	3,000	0.00%
Construction Debris Disposal	0	4,500	3,000	0	3,000	-33.33%
Work Equipment M&R	6,470	4,000	4,000	0	4,000	0.00%
Agency Access Fees	2,170	0	0	0	0	0.00%
Vehicle R&M	8,604	11,900	5,000	0	5,000	-57.98%

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	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Assoc. Dues & Memberships	0	200	0	0	0	-100.00%
Laundry Services	934	750	1,200	0	1,200	60.00%
Training & Registration	627	1,500	500	0	500	-66.67%
Street Sweeping	9,490	0	0	0	0	0.00%
	328,333	301,385	180,810	14,500	195,310	-35.20%
INTERGOVERNMENTAL SVCS.						
Lane Striping & Marking	24,167	30,000	25,000	0	25,000	-16.67%
Street Light Maintenance	13,030	20,000	14,000	0	14,000	-30.00%
Repairs in ROW	557	0	0	2,000	2,000	100.00%
ROW Veg Maintenance	7,324	11,000	2,000	0	2,000	-81.82%
	45,078	61,000	41,000	2,000	43,000	-29.51%
CAPITAL OUTLAY						
Lighting Systems (Interlocal, PUD)	2,280	5,000	5,000	0	5,000	0.00%
Vehicular Equipment	6,165	0	0	0	0	0.00%
	8,445	5,000	5,000	0	5,000	0.00%
TOTAL	795,529	812,290	645,120	20,140	665,260	-18.10%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



Surface Water Management

PURPOSE

The Surface Water Management Division of Public Works provides surface/storm water control for the community through the maintenance of the City's drainage system (pipes, ditches, culverts, catch basins, detention facilities). Stream corridors are observed for problems and where appropriate, and with the necessary State approvals, may do limited maintenance in some creek corridors to prevent damage from flooding.

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

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

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

POSITION SUMMARY

Position Title	2009	2010
Superintendent	0.2	0.2
Lead Serviceworker	1.5	1.5
Park/Utility Service Work	3	3
Total	4.7	4.7

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
Drainage Basins	13	13	13
Miles of Pipe	34	35	35
Miles of Ditches	11	10	10
Catch Basins	2,606	2,610	2,610
Catch Basins Cleaned	720	720	1,000
Detention Ponds	95	96	96
Ponds Cleaned	0	2	10

2010 GOALS & OBJECTIVES

- Continue implementing NPDES II surface water regulations.
- Perform regular preventive maintenance of drainage system and detention ponds.
- Minor improvements to the City surface water collection, treatment and convenience system.

SURFACE WATER MANAGEMENT FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$958,576	\$1,289,280	\$1,289,280	\$1,786,030	38.53%
<u>Revenues</u>					
Other Miscellaneous Revenue	0	0	0	0	0.00%
State Grants	6,211	431,000	91,720	0	-100.00%
Storm Drainage Fees & Charges	1,259,884	1,250,000	1,287,340	1,250,000	0.00%
Investment Interest	27,719	13,000	11,350	25,000	92.31%
Interfund Transfers	9,286	0	0	0	0.00%
Total Revenues	1,303,099	1,694,000	1,390,410	1,275,000	-24.73%
<u>Total Resources</u>	2,261,675	2,983,280	2,679,690	3,061,030	2.61%
<u>Expenditures</u>					
Salaries & Wages	330,665	353,935	341,370	346,250	-2.17%
Personnel Benefits	117,263	132,000	135,960	135,760	2.85%
Supplies	48,133	62,885	33,810	57,240	-8.98%
Other Services & Charges	95,758	118,810	81,060	172,310	45.03%
Intergovernmental Svcs.	53,638	66,895	82,940	74,000	10.62%
Capital Outlay	214,667	1,060,000	23,520	578,750	-45.40%
Payments For Svcs.	167,000	195,000	195,000	195,500	0.26%
<u>Total Expenditures</u>	1,027,124	1,989,525	893,660	1,559,810	-21.60%
<u>Ending Fund Balance</u>	\$1,234,551	\$993,755	\$1,786,030	\$1,501,220	51.07%

SURFACE WATER MANAGEMENT

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SALARIES & WAGES						
Full Time Employees	314,818	355,930	337,850	0	337,850	-5.08%
Acting Supervisor Pay	1,045	400	400	0	400	0.00%
Overtime	7,858	3,500	4,000	0	4,000	14.29%
Standby Pay	6,944	5,000	4,000	0	4,000	-20.00%
	330,665	364,830	346,250	0	346,250	-5.09%
PERSONNEL BENEFITS						
FICA	24,868	25,480	26,480	0	26,480	3.92%
PERS	23,173	22,870	18,380	0	18,380	-19.63%
L&I	5,944	6,970	7,850	0	7,850	12.63%
Medical Benefits	54,700	61,630	67,360	0	67,360	9.30%
Dental Benefits*	0	5,575	6,080	0	6,080	9.06%
Vision Benefits*	0	1,700	1,870	0	1,870	10.00%
Teamsters Pension	5,380	3,300	3,640	0	3,640	10.30%
Unemployment Comp.	0	450	450	0	450	0.00%
Vehicle Allowance	462	1,000	0	0	0	-100.00%
Life Insurance	851	940	1,140	0	1,140	21.28%
Long Term Disability Insurance	1,885	2,085	2,510	0	2,510	20.38%
	117,263	132,000	135,760	0	135,760	2.85%
SUPPLIES						
Office Supplies	0	0	500	0	500	100.00%
Operating Supplies	14,418	30,000	30,000	0	30,000	0.00%
Vehicle R&M Tools/Eq	510	500	500	0	500	0.00%
Clothing/Boots	3,086	3,200	3,200	0	3,200	0.00%
Radio Parts And Supplies	282	500	500	0	500	0.00%
Aggregate	16,509	10,000	10,000	0	10,000	0.00%
Motor Fuel	10,121	9,500	5,000	0	5,000	-47.37%
Small Items Of Equipment	3,207	9,185	0	7,540	7,540	-17.91%
	48,133	62,885	49,700	7,540	57,240	-8.98%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	39,882	31,000	0	100,000	100,000	222.58%
Hazardous Materials Testing	720	2,000	2,000	2,000	4,000	100.00%
Telephone	3,004	4,300	4,300	0	4,300	0.00%
Travel & Subsistence	140	200	200	0	200	0.00%
Work Equip & Machine Rental	1,165	4,000	4,000	0	4,000	0.00%
Motor Pool Charges	17,839	15,860	15,860	0	15,860	0.00%
Vehicle R&M	1,543	2,700	2,700	0	2,700	0.00%
Hazardous Waste Disposal	2,850	16,000	16,000	0	16,000	0.00%
Public Utility Solid Waste	0	500	500	0	500	0.00%
Brush Disposal	4,228	6,000	6,000	0	6,000	0.00%
Work Equipment M&R	3,920	0	0	500	500	100.00%
Laundry Services	795	1,250	1,250	0	1,250	0.00%
Training & Registration	622	1,500	1,500	0	1,500	0.00%
Permit Fees	8,536	9,000	9,000	0	9,000	0.00%
Taxes And Assessments	0	3,500	3,500	0	3,500	0.00%
Vactor Service/Rental	10,514	21,000	3,000	0	3,000	-85.71%
	95,758	118,810	69,810	102,500	172,310	45.03%

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	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
INTERGOVERNMENTAL SVCS.						
Mukilteo Water District	24,688	30,000	30,000	0	30,000	0.00%
Snohomish County ILA	1,627	3,000	21,000	0	21,000	600.00%
WRIA ILA	8,915	8,000	8,000	0	8,000	0.00%
Taxes And Assessments	18,408	15,000	15,000	0	15,000	0.00%
	<u>53,638</u>	<u>56,000</u>	<u>74,000</u>	<u>0</u>	<u>74,000</u>	<u>32.14%</u>
PAYMENTS FOR SVCS.						
Overhead Costs	167,000	195,000	195,500	0	195,500	0.26%
	<u>167,000</u>	<u>195,000</u>	<u>195,500</u>	<u>0</u>	<u>195,500</u>	<u>0.26%</u>
CAPITAL OUTLAY						
Capital Outlay	214,667	1,060,000	0	578,750	578,750	-45.40%
	<u>214,667</u>	<u>1,060,000</u>	<u>0</u>	<u>578,750</u>	<u>578,750</u>	<u>-45.40%</u>
TOTAL	<u>1,027,124</u>	<u>1,989,525</u>	<u>871,020</u>	<u>688,790</u>	<u>1,559,810</u>	<u>-21.60%</u>

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.

Equipment Replacement

DESCRIPTION

The Equipment Replacement Division of Public Works is responsible for the maintenance of public works City Hall vehicles and equipment. The police department uses a private maintenance shop to service its vehicles and the fire department vehicle maintenance is done by the Paine Field Fire Department which doubles as a fire vehicle maintenance shop.

Since public works has no mechanic vehicles are maintained through warranties, service from a private garage or by public works maintenance workers serving as mechanics. Efforts have been made to contract for service with local agencies for mechanic services. At this point there is good potential for the City to sign an agreement with the Mukilteo School District for mechanic services.

Replacement of all vehicles goes through this public works division.

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

POSITION SUMMARY

Position Title	2009	2010
Superintendent	0.2	0.2
Department Assistant	0.25	0.25
Total	0.25	0.25

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
Vehicles & Heavy Equipment Maintained	73	75	75
Vehicles & Heavy Equipment Replaced	9	11	5

2010 GOALS & OBJECTIVES

1. Maintain all equipment and vehicles such that:
 - a. Reliability is maximized
 - b. Life cycles are maximized
 - c. Costs are minimized.
2. Maintain and implement the equipment/ vehicle replacement schedule.
3. Complete contract negotiations with the Mukilteo School District for long term mechanics service of the City fleet.
4. Evaluate the need for additional equipment in 2011.
 - a. Asphalt roller
 - b. U-Cart concrete cart.

EQUIPMENT REPLACEMENT RESERVE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$1,187,548	\$1,072,419	\$1,072,420	\$1,038,920	-3.12%
<u>Revenues</u>					
Equipment Replacement Charge	412,717	340,150	340,150	15,860	-95.34%
Total Revenues	412,717	340,150	340,150	15,860	-95.34%
<u>Total Resources</u>	1,600,265	1,412,569	1,412,570	1,054,780	-25.33%
<u>Expenditures</u>					
Vehicle Equip Removal	3,013	2,000	2,580	2,000	0.00%
Supplies	108	0	0	0	0.00%
Motor Pool Charges	2,400	0	0	0	0.00%
Capital Outlay	530,058	165,000	37,790	0	-100.00%
<u>Total Expenditures</u>	535,579	167,000	40,370	2,000	-98.80%
Loan to Hotel/Motel Fund	0	333,280	333,280	0	-100.00%
<u>Ending Fund Balance</u>	\$1,064,686	\$912,289	\$1,038,920	\$1,052,780	15.40%

Facilities Maintenance

DESCRIPTION

The Facilities Maintenance Division maintains all 17 of the 18 active City buildings, including:

- City Hall.
- Two Fire Department buildings.
- The Police Department building.
- Two Public Works Department buildings (new and old shops).
- Recreation and Cultural Services Center.
- Four Lighthouse buildings.
- Four buildings and structures at Lighthouse Park.
- One building at the 92nd St. Park.
- The old Sewer District Building on 76th Street off of SR 525.
- Not maintained: B&G's Club house.

Maintenance and operation activities include:

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

POSITION SUMMARY

Position Title	2009	2010
Lead Serviceworker	0.5	0.5
Total	0.5	0.5

PERFORMANCE INDICATORS

	2008 Actual	2009 Est.	2010 Est.
Plumbing Repairs	11	5	5
Electrical Repairs	15	7	7
Painting (interior)	0	0	1
Painting (exterior)	2	0	1
Roof repairs	2	1	0
Security systems	0	3	3
Furniture Repairs	2	2	0
Interior remodels	0	0	0
Damage repair	25	20	20

2010 GOALS & OBJECTIVES

- Within one work day, respond to employee requests for building problems. Effect repairs in the shortest time possible, but based on priorities.
- Assess the cost and service quality effectiveness of contract custodial service versus hiring City employees to do the work.
- Implement long and short range building maintenance practices that assure the highest practical level of asset protection and longevity for the City.

FACILITIES MAINTENANCE FUND

	2008 Actual*	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Balance	0	124,291	124,290	69,260	-44.28%
<u>Revenues</u>					
Operating Transfers In	388,530	390,000	390,000	390,000	0.00%
Total Revenues	388,530	390,000	390,000	390,000	0.00%
<u>Total Resources</u>	388,530	514,291	514,290	459,260	-10.70%
<u>Expenditures</u>					
Salaries & Wages	26,269	73,010	69,430	71,490	-2.08%
Personnel Benefits	7,595	20,435	24,210	22,620	10.69%
Supplies	24,728	37,400	46,670	46,400	24.06%
Other Services & Charges	211,318	285,645	279,220	269,000	-5.83%
Capital Outlay	20,113	47,000	25,500	0	-100.00%
<u>Total Expenditures</u>	290,023	463,490	445,030	409,510	-11.65%
<u>Ending Fund Balance</u>	98,507	50,801	69,260	49,750	-2.07%

*City Hall Rent and a portion of the monthly utilities were budgeted to and paid from the General Fund in 2008. Beginning in 2009, all City Hall facilities expenses are budgeted in the Facilities Maintenance Fund.

FACILITIES MAINTENANCE

	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
SALARIES & WAGES						
Full Time Employees	26,099	34,055	31,360	0	31,360	-7.91%
Part Time Employees	0	36,630	37,800	0	37,800	3.19%
Overtime	170	2,325	2,330	0	2,330	0.22%
	26,269	73,010	71,490	0	71,490	-2.08%
PERSONNEL BENEFITS						
FICA	1,981	5,010	5,470	0	5,470	9.18%
PERS	1,942	3,745	3,740	0	3,740	-0.13%
L&I	627	970	1,250	0	1,250	28.87%
Medical Benefits	2,163	8,430	9,270	0	9,270	9.96%
Dental Benefits*	0	580	590	0	590	1.72%
Vision Benefits*	0	180	180	0	180	0.00%
Teamsters Pension	659	600	1,180	0	1,180	96.67%
Unemployment Comp.	0	200	200	0	200	0.00%
Life Insurance	69	220	230	0	230	4.55%
Long Term Disability Insurance	153	500	510	0	510	2.00%
	7,594	20,435	22,620	0	22,620	10.69%
SUPPLIES						
Office Supplies	0	500	2,000	0	2,000	300.00%
Operating Supplies	21,050	32,000	32,000	0	32,000	0.00%
Clothing/Boots	213	400	400	0	400	0.00%
Motor Fuel	1,075	0	8,000	0	8,000	100.00%
Small Items of Equipment	2,389	4,500	4,000	0	4,000	-11.11%
	24,727	37,400	46,400	0	46,400	24.06%
OTHER SERVICES & CHARGES**						
Cell Phone	0	0	530	0	530	100.00%
City Hall Rent	175,085	18,000	0	0	0	-100.00%
Natural Gas	23,722	27,600	27,600	500	28,100	1.81%
Electricity	75,683	81,800	82,000	0	82,000	0.24%
Sewer Service	21,122	18,500	18,500	0	18,500	0.00%
Garbage Services	9,057	8,800	12,000	0	12,000	36.36%
Water Service	8,981	5,900	9,820	0	9,820	66.44%
Storm Drainage Chgs.	10,843	9,900	9,900	0	9,900	0.00%
Alarm System	5,726	5,500	7,500	0	7,500	36.36%
Communications Equip M & R	0	500	500	0	500	0.00%
Bldg & Fixture M&R	75,609	83,945	55,000	18,250	73,250	-12.74%
Janitorial Services	22,558	23,500	24,000	0	24,000	2.13%
Taxes And Assessments	1,739	1,700	2,900	0	2,900	70.59%
	430,125	285,645	250,250	18,750	269,000	-5.83%
CAPITAL OUTLAY						
Building Improvements	0	47,000	0	0	0	-100.00%
Vehicular Equipment	20,113	0	0	0	0	0.00%
	20,113	47,000	0	0	0	-100.00%
TOTAL	508,828	463,490	390,760	18,750	409,510	-11.65%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.

**City Hall Rent and a portion of the monthly utilities were budgeted to and paid from the General Fund in 2008.

Beginning in 2009, all City Hall facilities expenses are budgeted in the Facilities Maintenance Fund.

DECISION PACKAGE

Department: Public Works
Division: Administration and Engineering
Decision Package Title: Vehicle R&M
Preparer: Larry Waters
Account Number: 011.38.532.200.4820
Ranking: 1

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

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

Item Description: Safety equipment for Engineering Escape.

Brief Explanation Why Your Department Needs This Item: If or when we need to stop for issues on City arterials we need more than the emergency flashers on the vehicle. The Escape is the most likely to have to stop on arterials (for projects).

What Alternatives Are Available, if Any? Safety, needed.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - PT	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	3501	500	400	0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$500	\$900	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	500	900	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$500	\$900	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Public Works
Division: Parks
Decision Package Title: Sewer and Water Service
Preparer: Larry Waters
Account Number: 011.38.576.810.4703 - Sewer
011.38.576.810.4709 - Water
Ranking: Mandatory

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

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

Item Description: This total includes the increase for LH Park that was not factored in for 2009 as well as the estimated increase by the Water District, \$10,000 for water & \$8,000 for sewer.

Brief Explanation: Why Your Department Needs This Item: Pays for water and sewer service provided by Mukilteo Water and Sewer District and Alderwood Water and Sewer District. Estimated increased charges by those two districts.

What Alternatives Are Available, if Any? None.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Water Service	47	4,000	8,000	12,000	12,000	12,000	12,000
Sewer Service	47	3,500	10,000	13,500	13,500	13,500	13,500
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Total Expenses		\$7,500	\$25,500	\$25,500	\$25,500	\$25,500	\$25,500

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	7,500	25,500	25,500	25,500	25,500	25,500
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$7,500	\$25,500	\$25,500	\$25,500	\$25,500	\$25,500

DECISION PACKAGE

Department: Public Works
Division: Parks
Decision Package Title: Small Items of Equipment
Preparer: Marc Larson
Account Number: 011.38.576.810.3501
Ranking: 1

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

Ongoing Cost: ☐ **New Cost:** ☐
One-Time Cost: ☒ **Decreased Baseline:** ☐

Item Description: Two walk behind mowers (\$2450), Line Trimmer (\$361), edger (\$1000)
 Brief Explanation Why Your Department Needs This Item: Normal replacement of worn out equipment.
 What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35	2,900	920	0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$2,900	\$3,820	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	2,900	3,820	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$2,900	\$3,820	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Aggregate
Preparer: Larry Waters
Account Number: 111.38.543.300.3135
Ranking: 1

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

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

Item Description: Aggregate - mainly sand.
Brief Explanation Why Your Department Needs This Item: In the past few years, we have seen an increase in amount of aggregate used, and its cost. This DP reflects that increase
What Alternatives Are Available, if Any? No.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31	12,360	1,640	14,000	14,000	14,000	14,000
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Total Expenses		\$12,360	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	12,360	14,000	14,000	14,000	14,000	14,000
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$12,360	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000

DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Hazardous Waste Disposal
Preparer: Marc Larson
Account Number: 111.38.543.300.4705
Ranking: 2

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

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

Item Description: Mostly sweeping waste disposal.
 Brief Explanation Why Your Department Needs This Item: There is an increase in costs from sweeping and vector truck catch basin material to be disposed of, with a lot of it being the sand in the winter.
 What Alternatives Are Available, if Any? None.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
<i>Salaries - FT / PT (circle one)</i>	11_____			0	0	0	0
<i>Premium / Special Pay</i>	11_____			0	0	0	0
<i>Overtime</i>	12_____			0	0	0	0
<i>Benefits</i>	21_____			0	0	0	0
<i>Uniforms</i>	24_____			0	0	0	0
<i>Supplies</i>	31_____			0	0	0	0
<i>Motor Fuel</i>	32_____			0	0	0	0
<i>Small Equipment</i>	35_____			0	0	0	0
<i>Professional Services</i>	41_____			0	0	0	0
<i>Communication</i>	42_____			0	0	0	0
<i>Travel & Subsistence</i>	43_____			0	0	0	0
<i>Advertising</i>	44_____			0	0	0	0
<i>Rental/Lease</i>	45_____			0	0	0	0
<i>Hazardous Material disposal</i>	47_____	5,500	14,500	20,000	20,000	20,000	20,000
<i>Repairs/Maintenance</i>	48_____			0	0	0	0
<i>Miscellaneous</i>	49_____			0	0	0	0
<i>Intergovernmental</i>	51_____			0	0	0	0
<i>Land</i>	61_____			0	0	0	0
<i>Buildings</i>	62_____			0	0	0	0
Total Expenses		\$5,500	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

Sources of Payment	2009	2010	2011	2012	2013	2014
<i>Ending Cash</i>	5,500	20,000	20,000	20,000	20,000	20,000
<i>Grants/Contributions</i>						
<i>General Fund Subsidy</i>						
<i>New Source of Revenue</i>						
<i>Other</i>						
Total Sources	\$5,500	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Operating Supplies
Preparer: Marc Larson
Account Number: 111.38.543.300.3112
Ranking: 3

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

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

Item Description: Increase in material costs.

Brief Explanation Why Your Department Needs This Item: Most material costs have not dropped.

What Alternatives Are Available, if Any? Lower LOS.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31	11,000	2,000	13,000	13,000	13,000	13,000
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$11,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	11,000	13,000	13,000	13,000	13,000	13,000
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$11,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000

DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Interlocal Repairs in ROW
Preparer: Larry waters
Account Number: 111.38.543.300.5155
Ranking: 4

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

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

Item Description: Repair of guardrails.
 Brief Explanation Why Your Department Needs This Item: We use the County to repair guardrails.
 What Alternatives Are Available, if Any? Not repair guardrails, or hire a contractor.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11_____			0	0	0	0
Premium / Special Pay	11_____			0	0	0	0
Overtime	12_____			0	0	0	0
Benefits	21_____			0	0	0	0
Uniforms	24_____			0	0	0	0
Supplies	31_____			0	0	0	0
Motor Fuel	32_____			0	0	0	0
Small Equipment	35_____			0	0	0	0
Professional Services	41_____			0	0	0	0
Communication	42_____			0	0	0	0
Travel & Subsistence	43_____			0	0	0	0
Advertising	44_____			0	0	0	0
Rental/Lease	45_____			0	0	0	0
AlarmSystem	47_____			0	0	0	0
Repairs/Maintenance	48_____			0	0	0	0
Miscellaneous	49_____			0	0	0	0
Intergovernmental	51_____		2,000	0	0	0	0
Land	61_____			0	0	0	0
Buildings	62_____			0	0	0	0
Total Expenses		\$0	\$2,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		2,000	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$2,000	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Public Works
Division: Facility Maintenance
Decision Package Title: Natural Gas
Preparer: Larry Waters
Account Number: 118.38.539.500.4701
Ranking: Mandatory

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

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

Item Description: Natural gas for City Hall, Police, Fire and Public Works.
 Brief Explanation Why Your Department Needs This Item: Provides heat to the buildings. Does not include LHP or Rose Hill. This is the estimated increase of cost for 2010 (about 2%).
 What Alternatives Are Available, if Any? None.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Natural Gas	47	27,600	500	28,100	28,100	28,100	28,100
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$27,600	\$28,100	\$28,100	\$28,100	\$28,100	\$28,100

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	27,600	28,100	28,100	28,100	28,100	28,100
Grants/Contributions						
General Fund Subsidy						
New Source of Revenue						
Other						
Total Sources	\$27,600	\$28,100	\$28,100	\$28,100	\$28,100	\$28,100

DECISION PACKAGE

Department: Public Works
Division: Facility Maintenance
Decision Package Title: Bldg & Fixture M&R
Preparer: Larry Waters
Account Number: 118.38.539.500.4808
Ranking:

Carryforward

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

Ongoing Cost:

--

New Cost:

x

One-Time Cost:

x

Increased Baseline:

--

Item Description: Maintenance of the Lighthouse - painting.

Brief Explanation Why Your Department Needs This Item: The LH needs to be maintained.

What Alternatives Are Available, if Any? None.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Natural Gas	47			0	0	0	0
Repairs/Maintenance	48	55,000	18,250	0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$55,000	\$73,250	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash						
Grants/Contributions						
General Fund Subsidy	55,000	18,250				
New Source of Revenue						
Other						
Total Sources	\$55,000	\$18,250	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Public Works
Division: Surface Water Management
Decision Package Title: Hazardous Materials Testing
Preparer: Larry Waters
Account Number: 440.38.538.380.4111
Ranking: 1

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

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

Item Description: Test materail removed from catch basins for toxics.

Brief Explanation Why Your Department Needs This Item: Waste material removed from our storm system must be tested for hazardous compounds so that the proper method of disposal can be established.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41	2,000	2,000	4,000	4,000	4,000	4,000
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$2,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other - utility	2,000	4,000	4,000	4,000	4,000	4,000
Total Sources	\$2,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

DECISION PACKAGE

Department: Public Works
Division: Surface Water
Decision Package Title: Small Items of Equipment
Preparer: Marc Larson
Account Number: 440.38.538.380.3501
Ranking: 2

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

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

Item Description: Steel stock (\$1500), misc. hand tools (\$800), bucket pins for backhoe (\$250), traffic cones (\$1781), type II barricades (\$988), backup camera for street sweeper (\$2250).

Brief Explanation Why Your Department Needs This Item: Basic operating supplies - some consumable, some replacement stock. The backup camera for street sweeper (\$2250) is a safety item as seeing behind the sweeper is very difficult.

What Alternatives Are Available, if Any? Do with less reliability, less operating stock and less safety.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35		7,540	0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$0	\$7,540	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash	0	7,540	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$7,540	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Public Works
Division: Surface Water Management
Decision Package Title: Other Professional Services
Preparer: Larry Waters
Account Number: 440.38.538.380.4106
Ranking: 3

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

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

Item Description: National Pollution Discharge Elimination System II permit compliance work.

Brief Explanation Why Your Department Needs This Item: This is work that will help us meet the requirements of the Federal National Pollution Discharge Elimination System II permit by completing our stormwater system mapping and GIS system. We also want to try some new stormwater management processes by retrofitting the residential area at the upper end of Smuggler's Gulch (near 44th) with stormwater retention systems other than pipes and ponds.

What Alternatives Are Available, if Any? None as far as the NPDES II goes. Not do the stormwater flow mitigation project.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - PT	11____			0	0	0	0
Premium / Special Pay	11____			0	0	0	0
Supplies	31____			0	0	0	0
Motor Fuel	32____			0	0	0	0
Small Equipment	35____			0	0	0	0
Professional Services	4106	0	100,000	0	0	0	0
Communication	42____			0	0	0	0
Travel & Subsistence	43____			0	0	0	0
Advertising	44____			0	0	0	0
Rental/Lease	45____			0	0	0	0
Repairs/Maintenance	48____			0	0	0	0
Miscellaneous	49____			0	0	0	0
Intergovernmental	51____			0	0	0	0
Land	61____			0	0	0	0
Buildings	62____			0	0	0	0
Total Expenses		\$0	\$100,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		50,000	0	0	0	0
Grants/Contributions		50,000	0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other - SW utility			0	0	0	0
Total Sources	\$0	\$100,000	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Public Works
Division: Surface Water
Decision Package Title: Equipment R&M
Preparer: Larry Waters
Account Number: 440.38.538.380.4815
Ranking: 4

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

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

Item Description: Funds for repair of surface water equipment.
Brief Explanation Why Your Department Needs This Item: Equipment repairs may be needed.
What Alternatives Are Available, if Any? Not repair equipment.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48		500	500	500	500	500
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Total Expenses		\$0	\$500	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		500	500	500	500	500
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$500	\$500	\$500	\$500	\$500



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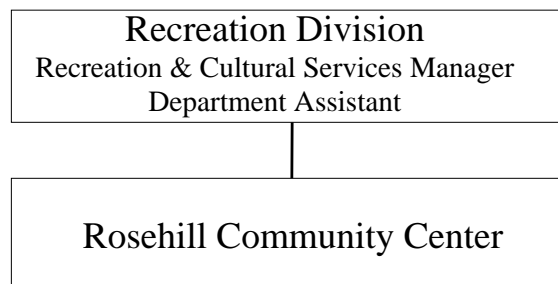
RECREATION AND CULTURAL SERVICES DEPARTMENT

The Recreation and Cultural Services Division provides recreational opportunities to the community through the Rosehill Community Center. The mission of the Recreation and Cultural Services Division is to provide and facilitate safe, quality leisure services, programs, and facilities while preserving and enhancing natural resources and stimulating the economic vitality of the community.

Year-round city sponsored recreation/enrichment classes and special events are offered at the Rosehill Community Center. A wide variety of activities are offered for all ages, seniors, adults, youth, and preschoolers.

The Rosehill Community Center also provides rental space to a variety of private and community organizations that provide music, theatrical and dance instruction, and senior services. The Center rents space for special events, such as weddings and receptions, dances, fundraisers and meetings.

The Department is organized as follows:



DEPARTMENT EXPENDITURE SUMMARY

Division	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
Recreation Department	351,052	364,300	346,900	0	346,900	-4.78%
TOTAL	351,052	364,300	346,900	0	346,900	-4.78%



Recreation & Cultural Services Division

PURPOSE

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

In 2010 the Rosehill Community Center will provide opportunities for drop-in and programmed recreational activities as well as amenities for meeting rentals, special events and provide leased space.

Tenants include: the Mukilteo Senior Association; Gene Natri, a non-profit school of music, a private fitness studio, and a private dance studio.

POSITION SUMMARY

Position Title	2009	2010
Recreation Manager	1	1
Department Assistant	1	1
Facility Attendant	1	1
Total	3	3

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.
Total Leased Tenants	6	4
Allegro Dance, Gene Natri School of Music, Seniors, Quality Fitness Studio		
City Recreation Programs	194	170
City Co-Sponsored Events	10	10
Farmers' Market, Open Mic Night, Art Festival, Bluegrass Festival, Lighthouse Festival, Chamber Tree Lighting, Beach Watchers Beach Expo, Holiday Art Mart, Boo-Bash, Lighthouse Play.		

2010 GOALS & OBJECTIVES

- Continue to coordinate the Special Event permit process for the City, networking with City Departments and outside organizations for safe and successful events.
- Maintain leased occupancy space at the Rosehill Community Center.
- Continue to offer and add city recreation programming activities and events in a variety of mediums to a variety of age ranges and abilities.
- Continue to coordinate the picnic shelter and wedding circle rentals.
- Work with ARC Architects, Allied Construction and City Departments to assist with the oversight of building the new Rosehill Community Center to include construction meetings, purchase of furniture, fixtures and equipment.
- Develop manuals for the new Rosehill Community Center to include a training manual, operational manual, front desk manual, and revise rental pricing, procedures and policies.
- Continue to act as city liaison and work with community groups (Arts Guild, Farmers Market, Chamber and Lighthouse Festival) to integrate event programming into the city recreation programming with co-sponsorships.
- Continue to oversee the Community Grant and Lodging Tax Grant processes for the City.
- Prepare new job descriptions and hiring procedures for the new community center positions to be operational by February 2011.



RECREATION & CULTURAL SERVICES FUND

	2008	2009	2009 Y.E.	2010	%
	Actual	Budget	Estimate	Budget	Change
Beginning Fund Balance	\$18,100	\$59,213	\$59,210	\$48,130	-18.72%
<u>Revenues</u>					
Rec Program Fees	35,768	37,000	49,000	45,000	21.62%
Farmers Mkt Booth Fees	693	0	840	0	0.00%
Off Hour Staffing Fees	2,022	2,400	2,000	1,500	-37.50%
Investment Interest	927	550	490	600	9.09%
Community Center Room Rental	11,020	23,500	8,430	6,000	-74.47%
Community Center Tenant Rent	43,410	40,500	45,070	42,060	3.85%
Parking Rental - Long Term	44,667	20,000	33,090	0	-100.00%
Other Miscellaneous Revenue	0	200	0	0	-100.00%
Operating Transfers In	232,915	231,535	224,210	235,000	1.50%
Total Revenues	371,422	355,685	363,130	330,160	-7.18%
<u>Total Resources</u>	389,522	414,898	422,340	378,290	-8.82%
<u>Expenditures</u>					
Salaries & Wages	168,403	153,390	157,180	153,610	0.14%
Personnel Benefits	55,216	54,600	55,600	55,500	1.65%
Supplies	8,544	7,150	5,900	6,100	-14.69%
Other Services & Charges	114,916	145,220	155,530	131,690	-9.32%
Intergovernmental Svcs.	0	3,940	0	0	-100.00%
Capital Outlay	3,973	0	0	0	0.00%
<u>Total Expenditures</u>	351,052	364,300	374,210	346,900	-4.78%
<u>Ending Fund Balance</u>	\$38,470	\$50,598	\$48,130	\$31,390	-37.96%



RECREATION & CULTURAL SERVICES DEPARTMENT

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
SALARIES & WAGES						
Full Time Employees	116,328	139,490	139,670	0	139,670	0.13%
Part Time Employees	52,075	13,400	13,440	0	13,440	0.30%
Overtime	0	500	500	0	500	0.00%
	168,403	153,390	153,610	0	153,610	0.14%
PERSONNEL BENEFITS						
FICA	12,796	12,000	11,940	0	11,940	-0.50%
PERS	11,423	9,485	7,570	0	7,570	-20.19%
L&I	692	600	740	0	740	23.33%
Medical Benefits	25,589	25,570	28,120	0	28,120	9.97%
Teamsters Pension	954	0	0	0	0	0.00%
Dental Benefits*	0	2,225	2,290	0	2,290	2.92%
Vision Benefits*	0	680	700	0	700	2.94%
Unemployment Comp.	0	200	200	0	200	0.00%
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0.00%
Life Insurance	424	450	480	0	480	6.67%
Long Term Disability Insurance	938	990	1,060	0	1,060	7.07%
	55,216	54,600	55,500	0	55,500	1.65%
SUPPLIES						
Office Supplies	3,172	2,300	2,900	0	2,900	26.09%
Operating Supplies	1,840	2,100	1,700	0	1,700	-19.05%
Clothing	0	200	0	0	0	-100.00%
Motor Fuel	0	900	200	0	200	-77.78%
Small Items of Equipment	3,532	1,650	1,300	0	1,300	-21.21%
	8,544	7,150	6,100	0	6,100	-14.69%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	39,864	1,020	1,020	0	1,020	0.00%
Instructor Professional Svcs.	0	30,000	30,400	0	30,400	100.00%
WSU Beach Watchers	0	6,750	6,750	0	6,750	100.00%
Telephone	3,688	3,800	5,800	0	5,800	52.63%
Cell Phone	0	0	450	0	450	100.00%
Postage	6,273	1,400	1,200	0	1,200	-14.29%
Travel & Subsistence	303	200	0	0	0	-100.00%
Advertising	2,266	42,305	35,800	0	35,800	-15.38%
Activenet	65	3,000	3,000	0	3,000	0.00%
Natural Gas	22,863	27,000	22,000	0	22,000	-18.52%
Electricity	7,984	9,000	8,000	0	8,000	-11.11%
Sewer Service	6,759	7,000	8,000	0	8,000	14.29%
Garbage Services	3,600	3,600	0	0	0	-100.00%
Water Service	882	1,500	900	0	900	-40.00%
Storm Drainage Chgs.	3,864	3,900	3,900	0	3,900	0.00%
Other Maintenance & Repair	1,284	1,500	900	0	900	-40.00%
Vehicle Repair & Maintenance	0	0	100	0	100	100.00%
Printing And Binding	12,815	1,000	500	0	500	-50.00%
Assoc. Dues & Memberships	394	395	470	0	470	18.99%
Bankcard Fees	995	850	2,400	0	2,400	182.35%
Training & Registration	748	200	0	0	0	-100.00%
Miscellaneous	269	800	100	0	100	-87.50%
	114,916	145,220	131,690	0	131,690	-9.32%

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RECREATION AND CULTURAL SERVICES DEPARTMENT

	2008	2009	2010		2010	
	Actuals	Budget	Baseline	2010 DP's	Proposed	% Change
INTERGOVERNMENTAL SERVICES						
Budget Reserve	0	3,940	0	0	0	0.00%
	0	3,940	0	0	0	0.00%
CAPITAL OUTLAY						
Other Machinery & Equipment	3,973	0	0	0	0	0.00%
	3,973	0	0	0	0	0.00%
TOTAL	351,052	364,300	346,900	0	346,900	-4.78%

*Dental and Vision benefits were previously budgeted to the Self Insurance Health Benefit Fund.

Beginning in 2009, these benefits are budgeted directly to each department.



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CAPITAL IMPROVEMENTS

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

On the following page is a table summarizing the 2010 Capital Improvement budget. On subsequent pages are descriptions of the proposed capital improvement projects for 2010. Estimated Project Costs include engineering design and construction costs. Not included in these figures are costs of in-house labor involved with coordinating, designing, managing, and/or inspecting the construction of the improvements.

CAPITAL DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
	Carryforward Finance	Rosehill Community Center & Commons Construction	8,901,750
	Carryforward Planning	Interpretive Signs	8,000
	Carryforward Planning	Lighthouse Park Phase 2	1,300,000
	Carryforward Planning	Japanese Gulch Fish Passage Project - Phase 1&2	165,000
	Carryforward Planning	Japanese Gulch Fish Passage Project - Phase 3	60,000
	New Planning	Japanese Gulch Fish Passage Project - Feasibility Study	60,000
	Carryforward Public Works - Streets	88th Street /SR 525 Left Hand Turn Lane	410,000
	Carryforward Public Works - Facilities Maintenance	Pole Building at Public Works Shop	50,000
	Carryforward Public Works - Streets	Pedestrian Improvement Projects	144,560
	Carryforward Public Works - Surface Water	61st Street Culvert Replacement	275,000
1	Public Works - Streets	Pavement Improvements	275,000
2	Public Works - Streets	Mukilteo Lane	235,090
3	Public Works - Surface Water	Fence Replacement 107th/Chennault Beach Pond	18,750
4	Public Works - Streets	Pavement Management - 5th Street Upgrade	60,000
5	Public Works - Parks	Fencing at LHP Berm Area	10,000
			<u>11,973,150</u>

**2010 CAPITAL EXPENDITURE DETAIL**

<u>Fund & Account</u>	<u>Description</u>	<u>Amount</u>
General Fund - 011		
011.90.594.207.6336	Interpretive Signs	8,000
	Total	<u>8,000</u>
Arterial Street Fund - 112		
112.90.595.605.6510	Mukilteo Lane Construction	55,060
112.90.595.605.6520	Mukilteo Lane Design	20,030
112.90.595.608.6511	88th Street/SR 525 Left Hand Turn Design	10,000
112.90.595.608.6512	88th Street/SR 525 Left Hand Turn Construction	400,000
	Total	<u>485,090</u>
Municipal Facilities Fund - 141		
141.90.594.500.6210	Public Works Pole Building	50,000
	Total	<u>50,000</u>
Parks Acquisition & Development Fund - 322		
322.90.594.207.6205	Lighthouse Park Berm Area Fencing	10,000
322.90.594.207.6203	Lighthouse Park Phase 2 Construction	490,000
	Total	<u>500,000</u>
Real Estate Excise Tax Fund - 331		
331.90.595.201.6540	Pedestrian Improvements Construction	144,560
	Total	<u>144,560</u>
Real Estate Excise Tax II Fund - 332		
332.90.594.207.6203	Lighthouse Park Phase 2 Construction	685,000
332.90.594.207.6204	Lighthouse Park Phase 2 Pavement	125,000
332.90.594.345.6520	Pavement Management	275,000
332.90.595.605.6510	Mukilteo Lane Construction	160,000
332.90.595.607.6510	Pavement Management - 5th Street Upgrade	60,000
	Total	<u>1,305,000</u>
Community Center Project Fund - 375		
375.90.594.196.6538	Community Center Design	243,150
375.90.594.196.6539	Community Center Construction	6,750,950
375.90.594.196.6540	Community Center Contingency	693,220
375.90.594.196.6541	Community Center FF&E	698,720
375.90.594.196.6542	Community Center Alternate Construction (Softcost)	515,710
	Total	<u>8,901,750</u>
Surface Water Management - 440		
440.90.594.306.6203	61st Street Culvert Replacement	275,000
440.90.594.306.6205	Fence Replacement 107th/Chennault Beach Pond	18,750
440.90.594.805.6545	Japanese Gulch Fish Ladder	285,000
	Total	<u>578,750</u>
	Total Capital Expenditures	<u>11,973,150</u>



ARTERIAL STREET FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$621,015	\$15,212	\$15,210	\$123,610	712.58%
<u>Revenues</u>					
Arterial Street Fuel Tax	145,457	140,000	138,000	140,800	0.57%
Street Mitigation Fees	0	0	0	0	0.00%
State Grant	0	30,000	30,000	270,000	
Investment Interest	3,624	400	400	870	117.50%
Total Revenues	149,081	170,400	168,400	411,670	141.59%
<u>Total Resources</u>	770,096	185,612	183,610	535,280	188.39%
<u>Expenditures</u>					
Transfer to Transportation Impact Fee Fund	504,366	0	0	0	0.00%
Capital Outlay	243,056	130,000	60,000	485,090	273.15%
<u>Total Expenditures</u>	747,422	130,000	60,000	485,090	273.15%
<u>Ending Fund Balance</u>	\$22,674	\$55,612	\$123,610	\$50,190	-9.75%

MUNICIPAL FACILITIES FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$6,469,624	\$35,375	\$35,380	\$52,170	47.48%
<u>Revenues</u>					
Investment Interest	131,856	1,000	720	440	-56.00%
Operating Transfers In	1,000,000	50,000	16,070	0	-100.00%
Total Revenues	1,131,856	51,000	16,790	440	-99.14%
<u>Total Resources</u>	7,601,480	86,375	52,170	52,610	-39.09%
<u>Expenditures</u>					
Capital Outlay	7,546,641	50,000	0	50,000	0.00%
<u>Total Expenditures</u>	7,546,641	50,000	0	50,000	0.00%
<u>Ending Fund Balance</u>	\$54,839	\$36,375	\$52,170	\$2,610	-92.82%



PARK ACQUISITION & DEVELOPMENT

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$1,095,648	\$0	\$0	\$92,490	100.00%
<u>Revenues</u>					
State Grant - Dept of Natural	0	0	800,000	0	0.00%
Lighthouse Park Grant	0	1,290,000	78,000	403,000	-68.76%
Park Mitigation Fees	51,198	30,000	40,000	40,000	33.33%
Investment Interest	11,485	2,300	2,300	690	-70.00%
Total Revenues	62,683	1,322,300	920,300	443,690	-66.45%
Interfund Loan	390,200	0	0	0	0.00%
<u>Total Resources</u>	1,548,531	1,322,300	920,300	536,180	-59.45%
<u>Expenditures</u>					
Capital Outlay	1,548,531	905,000	415,000	500,000	-44.75%
Interfund Loan Repayment	0	412,070	412,810	0	-100.00%
<u>Total Expenditures</u>	1,548,531	1,317,070	827,810	500,000	-62.04%
<u>Ending Fund Balance</u>	\$0	\$5,230	\$92,490	\$36,180	591.78%

TRANSPORTATION IMPACT FEE FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$0	\$529,097	\$529,100	\$26,480	-95.00%
<u>Revenues</u>					
Street Mitigation Fees	171,581	45,000	45,000	20,000	-55.56%
Investment Interest	15,959	3,100	2,880	120	-96.13%
Transfer In	504,366	0	0	0	0.00%
Total Revenues	691,906	48,100	47,880	20,120	-58.17%
<u>Total Resources</u>	691,906	577,197	576,980	46,600	-91.93%
<u>Expenditures</u>					
Capital Outlay	170,193	550,500	550,500	0	-100.00%
<u>Total Expenditures</u>	170,193	550,500	550,500	0	-100.00%
<u>Ending Fund Balance</u>	\$521,713	\$26,697	\$26,480	\$46,600	74.55%



REAL ESTATE EXCISE TAX I FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$10,799,052	\$7,072,202	\$7,072,200	\$6,249,750	-11.63%
<u>Revenues</u>					
Local Real Estate Excise Tax	522,940	300,000	300,000	300,000	0.00%
Investment Interest	214,449	53,000	53,000	56,700	6.98%
Transfers In	0	1,002,265	1,002,265	0	-100.00%
Total Revenues	737,389	1,355,265	1,355,265	356,700	-73.68%
<u>Total Resources</u>	11,536,441	8,427,467	8,427,465	6,606,450	-21.61%
<u>Expenditures</u>					
Capital Outlay	1,266,084	2,226,000	2,100,165	144,560	-93.51%
Transfer to LTGO Bond Fund	0	77,561	77,550	838,040	100.00%
Transfer to REET II Fund	3,057,429	0	0	0	0.00%
<u>Total Expenditures</u>	4,323,513	2,303,561	2,177,715	982,600	-57.34%
<u>Ending Fund Balance</u>	\$7,212,928	\$6,123,906	\$6,249,750	\$5,623,850	-8.17%

REAL ESTATE EXCISE TAX II FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$0	\$1,945,090	\$1,945,090	\$1,392,350	-28.42%
<u>Revenues</u>					
Local Real Estate Excise Tax	522,940	300,000	300,000	300,000	0.00%
Investment Interest	71,119	19,000	19,000	8,420	-55.68%
Transfer from REET I Fund	3,057,429	0	0	0	0.00%
Total Revenues	3,651,488	319,000	319,000	308,420	-3.32%
<u>Total Resources</u>	3,651,488	2,264,090	2,264,090	1,700,770	-24.88%
<u>Expenditures</u>					
Capital Outlay	1,651,561	1,656,050	864,990	1,305,000	-21.20%
Transfer to LTGO Bond Fund	0	6,744	6,750	69,930	100.00%
<u>Total Expenditures</u>	1,651,561	1,662,794	871,740	1,374,930	-17.31%
<u>Ending Fund Balance</u>	\$1,999,927	\$601,296	\$1,392,350	\$325,840	-45.81%



COMMUNITY CENTER PROJECT FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$0	\$0	\$0	\$8,901,750	100.00%
<u>Revenues</u>					
G.O. Bond Proceeds	0	12,805,394	12,925,820	0	-100.00%
Total Revenues	0	12,805,394	12,925,820	0	-100.00%
<u>Total Resources</u>	0	12,805,394	12,925,820	8,901,750	100.00%
<u>Expenditures</u>					
Capital Outlay	0	3,348,978	3,398,230	8,901,750	165.80%
Debt Service Costs	0	139,416	139,410	0	-100.00%
Transfer to REET I Fund	0	486,434	486,430	0	-100.00%
<u>Total Expenditures</u>	0	3,974,828	4,024,070	8,901,750	123.95%
<u>Ending Fund Balance</u>	\$0	\$8,830,566	\$8,901,750	\$0	-100.00%

LIMITED TAX GENERAL OBLIGATION BOND FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$0	\$0	\$0	\$7,350	100.00%
<u>Revenues</u>					
G.O. Bond Proceeds	0	7,348	7,350	0	-100.00%
Operating Transfers In	0	84,305	84,300	907,970	977.01%
Total Revenues	0	91,653	91,650	907,970	890.66%
<u>Total Resources</u>	0	91,653	91,650	915,320	898.68%
<u>Expenditures</u>					
Bond Principal	0	0	0	455,000	100.00%
Bond Interest	0	84,305	84,300	452,960	437.29%
<u>Total Expenditures</u>	0	84,305	84,300	907,960	976.99%
<u>Ending Fund Balance</u>	\$0	\$7,348	\$7,350	\$7,360	0.16%



SURFACE WATER MANAGEMENT FUND

	2008 Actual	2009 Budget	2009 Y.E. Estimate	2010 Budget	% Change
Beginning Fund Balance	\$958,576	\$1,289,280	\$1,289,280	\$1,786,030	38.53%
<u>Revenues</u>					
Other Miscellaneous Revenue	0	0	0	0	0.00%
State Grants	6,211	431,000	91,720	0	-100.00%
Storm Drainage Fees & Charges	1,259,884	1,250,000	1,287,340	1,250,000	0.00%
Investment Interest	27,719	13,000	11,350	25,000	92.31%
Interfund Transfers	9,286	0	0	0	0.00%
Total Revenues	1,303,099	1,694,000	1,390,410	1,275,000	-24.73%
<u>Total Resources</u>	2,261,675	2,983,280	2,679,690	3,061,030	2.61%
<u>Expenditures</u>					
Salaries & Wages	330,665	353,935	341,370	346,250	-2.17%
Personnel Benefits	117,263	132,000	135,960	135,760	2.85%
Supplies	48,133	62,885	33,810	57,240	-8.98%
Other Services & Charges	95,758	118,810	81,060	172,310	45.03%
Intergovernmental Svcs.	53,638	66,895	82,940	74,000	10.62%
Capital Outlay	214,667	1,060,000	23,520	578,750	-45.40%
Payments For Svcs.	167,000	195,000	195,000	195,500	0.26%
<u>Total Expenditures</u>	1,027,124	1,989,525	893,660	1,559,810	-21.60%
<u>Ending Fund Balance</u>	\$1,234,551	\$993,755	\$1,786,030	\$1,501,220	51.07%



DECISION PACKAGE							
Department:	Finance						
Division:	Finance						
Title:	Rosehill Community Center & Rosehill Commons Construction						
Preparer:	Scott James						
	375.90.594.196.6538 - Design 375.90.594.196.6539 - Construction 375.90.594.196.6540 - Contingency 375.90.594.196.6541 - FF&E						
Dept. Account Number:	375.90.594.196.6542 - Alternate Construction						
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost							
Ongoing Cost:	<input type="checkbox"/>						
One-Time Cost:	<input checked="" type="checkbox"/>						
Item Description:	To build a new community center and re-construct Rosehill Commons Park. This Decision Package is a carryforward from the construction budget for 2009 based on the estimated expenditures to complete the project in 2011.						
Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
<i>Salaries</i>	11	0	0	0	0	0	0
<i>Prof. Services</i>	41	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0
<i>Travel</i>	43	0	0	0	0	0	0
<i>Advertising</i>	44	0	0	0	0	0	0
<i>Rental/Lease</i>	45	0	0	0	0	0	0
<i>Repair/Maint</i>	48	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0
<i>Land</i>	61	0	0	0	0	0	0
<i>Design</i>	6538	0	243,150	0	0	0	0
<i>Construction</i>	6539	0	6,750,950	0	0	0	0
<i>Construction Contingency</i>	6540	0	693,220	0	0	0	0
<i>FF&E</i>	6541	0	698,720	0	0	0	0
<i>Alternate Construction</i>	6542	0	515,710	0	0	0	0
Total Expenses		\$0	\$8,901,750	\$0	\$0	\$0	\$0
Sources of Payment		Baseline Budget	2010	2011	2012	2013	2014
<i>Ending Cash</i>		0	8,901,750	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0	0
<i>Bond Proceeds</i>		0	0	0	0	0	0
<i>Other</i>		0	0	0	0	0	0
Total Sources		\$0	\$8,901,750	\$0	\$0	\$0	\$0



CAPITAL DECISION PACKAGE

Department: Planning
Division: Capital
Decision Package Title: Interpretive Signs
Preparer: Patricia Love
Account Number: 011.90.594.207.6336
Ranking: Carry Forward

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

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

Item Description: Additional interpretative signs that are called out in the Interpretative Signage Plan drafted in 2008 would be designed, constructed and installed. Each sign costs approximately \$ 2,000 with design costs.

Brief Explanation Why Your Department Needs This Item: During 2009 two of the four interpretive signs were completed: Japanese Gulch and Founders. The costs associated with the remaining three signs will be rolled over to the 2010 budget.

What Alternatives Are Available, if Any? Delay or not do the project at this time.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Alarm System	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	6336		8,000	0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	65			0	0	0	0
Total Expenses		\$0	\$8,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other: REET		8,000	0	0	0	0
Total Sources	\$0	\$8,000	\$0	\$0	\$0	\$0



CAPITAL DECISION PACKAGE

Department: Planning
Division: Capital
Decision Package Title: Lighthouse Park Phase 2
Preparer: Heather McCartney & Patricia Love

322.90.594.207.6203 - Construction

332.90.594.207.6204 - Pavement

Account Number: 332.90.594.207.6203 - Construction

Ranking: Carry Forward

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

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

Item Description: Construction of Lighthouse Park Phase 2

Brief Explanation Why Your Department Needs This Item: This is a continuation of the Lighthouse Park Phase 2 project. Construction of the Park is scheduled to start in November 2009 and continue through late June 2010. The 2009 budget contained \$1.41 million dollars for the project and by the end of the year we will have spent \$235,000. This request is to roll over \$1,175,000 to the 2010 budget to complete Phase 2 of the Park.

What Alternatives Are Available, if Any? Delay or not do the project at this time.

Item Description	Obj	Carryforward	2010	2011	2012	2013	2014
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
322 Construction	6203		490,000	0	0	0	0
332 Construction	6203		685,000	0	0	0	0
332 Pavement	6204		125,000	0	0	0	0
Total Expenses		\$0	\$1,300,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions		715,200	0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other: REET		584,800	0	0	0	0
Total Sources	\$0	\$1,300,000	\$0	\$0	\$0	\$0



CAPITAL DECISION PACKAGE

Department: Planning
Division: Capital
Decision Package Title: Japanese Gulch Fish Passage Project; Phase 1&2
Preparer: Patricia Love
Account Number: 440.90.594.805.6545
Ranking: Carry Forward

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

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

Item Description: Final design and construction of the Japanese Gulch Fish Passage project funded through an Interlocal Agreement with Paine Field Airport.

Brief Explanation Why Your Department Needs This Item: In the spring of 2009, the City and Paine Field entered into an Interlocal Agreement to improve fish passage in Japanese Gulch. The estimated cost for this project is \$165,000.00; \$150,000.00 of which is in a dedicated fund by the ILA and \$15,000 from the stormwater fund. Due to permitting delays with BNSF, this project is being extended into 2010 and so the funds need to be rolled over to the 2010 budget.

What Alternatives Are Available, if Any? None, this is a mandatory project funded through the ILA.

Item Description	Obj	2009	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	6545		165,000	0	0	0	0
Total Expenses		\$0	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions	60,446	89,554	0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other: Stormwater	15,000		0	0	0	0
Total Sources	\$75,446	\$89,554	\$0	\$0	\$0	\$0



CAPITAL DECISION PACKAGE

Department: Planning
Division: Capital
Decision Package Title: Japanese Gulch Fish Passage Project; Phase 3
Preparer: Patricia Love
Account Number: 440.90.594.805.6545
Ranking: Carryforward

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

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

0

Brief Explanation Why Your Department Needs This Item: This project expands on the Japanese Gulch Fish Passage improvement project that was part of the Interlocal Agreement between the City of Mukilteo and Paine Field Airport for stream mitigation on the Airport. The City is actively pursuing a \$40,000.00 Grant through Snohomish County Keepers Alliance to fund a major part of this final segment. The remaining money would be allocated from the stormwater fund.

What Alternatives Are Available, if Any? Delay or not do the project

Item Description	Obj	2009	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	6545		60,000	0	0	0	0
Total Expenses		\$0	\$60,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions		40,000	0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other: Stormwater		20,000	0	0	0	0
Total Sources	\$0	\$60,000	\$0	\$0	\$0	\$0



CAPITAL DECISION PACKAGE

Department: Planning
Division: Capital
Decision Package Title: Japanese Gulch Fish Passage Feasibility Study (5th Street)
Preparer: Patricia Love
Account Number: 440.90.594.805.6545
Ranking: NEW - Not Discussed

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

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

Item Description: Japanese Gulch Fish Passage Feasibility Study.
Brief Explanation Why Your Department Needs This Item: Japanese Gulch Stream has been culverted under 5th Street and then channelled into concrete flumes which prohibit the passage of fish. This feasibility project will study the options to open up this portion of the creek to eliminate fish barriers that currently restrict fish passage south of 5th Street. This project builds upon the 2009 project which eliminated three fish barriers in Japanese Gulch.
What Alternatives Are Available, if Any? Delay till further funding becomes available.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Alarm System	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	6545		60,000	0	0	0	0
Total Expenses		\$0	\$60,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other: Stormwater		60,000	0	0	0	0
Total Sources	\$0	\$60,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Streets
Decision Package Title: 88th Street/SR 525 Left Hand Turn Lanes
Preparer: Larry Waters

Account Number: 112.90.595.608.6511 - Design
 112.90.595.608.6512 - Construction

Ranking: Carryforward

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

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

Item Description: Installation of the left-hand-turn-lanes and sidewalk at 88th Street and SR 525
Brief Explanation Why Your Department Needs This Item: This project will get left hand turn lanes installed at this intersection along with a missing link of sidewalk; of note is that if the bids come in for more than what the grant (minus the design costs) will cover, then the only source of money for this is from the \$600k for pavement preservation.
What Alternatives Are Available, if Any? Return the grant and not do the project.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects - construction	6512		400,000	0	0	0	0
Construction Projects - Design	6511		10,000	0	0	0	0
Total Expenses		\$0	\$410,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		140,000	0	0	0	0
Grants/Contributions		270,000	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other -to be determined		0	0	0	0	0
Total Sources	\$0	\$410,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Facility Maintenance
Decision Package Title: Pole Building at Shop
Preparer: Larry Waters
Account Number: 141.90.594.500.6210
Ranking: Carryforward

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

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

Item Description: Construct a pole building with five bays
Brief Explanation Why Your Department Needs This Item: Public Works needs equipment housing (sweeper, dump trucks, etc.). Presently most all of the equipment is parked in the open shortening the life of the equipment due to deterioration by the weather but especially due to the effects of UV. As an initial start in getting the Public Works equipment under cover, a five bay building is proposed. Three of the bays would be enclosed, lightly insulated and have power and lights. The other two will be open sided. One of the bays will be used to store the City float and the other two for the new sweeper and our 10 yard dump truck.
What Alternatives Are Available, if Any? Find some other place to store the City float and continue storing expensive equipment in the open.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
<i>Salaries - FT / PT (circle one)</i>	11			0	0	0	0
<i>Premium / Special Pay</i>	11			0	0	0	0
<i>Overtime</i>	12			0	0	0	0
<i>Benefits</i>	21			0	0	0	0
<i>Uniforms</i>	24			0	0	0	0
<i>Supplies</i>	31			0	0	0	0
<i>Small Equipment</i>	35			0	0	0	0
<i>Professional Services</i>	41			0	0	0	0
<i>Communication</i>	42			0	0	0	0
<i>Travel & Subsistence</i>	43			0	0	0	0
<i>Advertising</i>	44			0	0	0	0
<i>Rental/Lease</i>	45			0	0	0	0
<i>Repairs/Maintenance</i>	48			0	0	0	0
<i>Miscellaneous</i>	49			0	0	0	0
<i>Intergovernmental</i>	51			0	0	0	0
<i>Land</i>	61			0	0	0	0
<i>Improvements</i>	63			0	0	0	0
<i>Equipment</i>	64			0	0	0	0
<i>Construction Projects</i>	6210		50,000	0	0	0	0
Total Expenses		\$0	\$50,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
<i>Ending Cash</i>		50,000	0	0	0	0
<i>Grants/Contributions</i>			0	0	0	0
<i>General Fund Subsidy</i>			0	0	0	0
<i>New Source of Revenue</i>			0	0	0	0
<i>Other</i>			0	0	0	0
Total Sources	\$0	\$50,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Streets
Decision Package Title: Pedestrian Improvement Projects
Preparer: Larry Waters
Account Number: 331.90.595.201.6540
Ranking: Possible Carryover

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

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

Item Description: Sidewalk-pedestrian-bikeway improvements. This DP is contingent on not spending the funds (as is the plan) in 2009.

Brief Explanation Why Your Department Needs This Item: Two missing sections of sidewalk on Harbour Pointe Blvd.; rumble strip on SR 525 from 5th St. to 76th Street; ADA ramps at 3rd and 4th on SR 525 and missing link of sidewalk on 5th St at SR525, north side.

What Alternatives Are Available, if Any? NA

Item Description	Obj	2009	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	6540		144,560	0	0	0	0
Total Expenses		\$0	\$144,560	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		144,560	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other- 332 funding			0	0	0	0
Total Sources	\$0	\$144,560	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Storm/Surfacewater
Decision Package Title: 61st Street culvert replacement
Preparer: Larry Waters
Account Number: 440.90.594.306.6202,6203

Ranking: Carry forward

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

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

Item Description: Approve the carry forward of the approved budget for repair replacement of the culvert at the bottom of Smuggler's Gulch, 61st Street.
 Brief Explanation Why Your Department Needs This Item: This project must be delayed another year due to issues to be sorted out with the State Department of Fisheries. About \$30,000 has been spent on design thus far. Decisions on a budget adjustment, if necessary, will be made when Staff brings the bids to the Council for consideration of award (in 2010).
 What Alternatives Are Available, if Any? Not build it and continue dealing with blockages and road closures and a potential road failure (due to water flowing over the road when the culvert blocks).

Item Description	Obj	2009	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects (includes design)	6203		275,000	0	0	0	0
Total Expenses		\$0	\$275,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		275,000	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$275,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Streets
Decision Package Title: Street Capital - Pavement Management
Preparer: Larry Waters
Account Number: 332.90.594.345.6520
Ranking: 1

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

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

Item Description: Street seal coating, repaving and rebuilding.

Brief Explanation Why Your Department Needs This Item: Staff recommends that the \$600K budgeted for street preservation and repair be used as follows: Approximately \$250K will be spent on seal coating. The remaining \$350K should be spent on other pavement or street projects. Presently there four top projects: seal coating; the left-hand-turn-lanes at 88th/SR 525; the new right hand turn lane at the ferry holding area and SR 525; and 5th Street. Of course if we continue to have problems (it seems to be settling down) with the seal coat in the Chennault Beach area, some money will need to be spent on that as well). Staff is also working on evaluating additional sections of Harbour Pointe Blvd. that appear to be deteriorating quickly. If it is discovered that the failing sections have the same problem as the section repaired this year (a poor or no subbase) then choices will need to be made on what project is the top priority. *Keep in mind that these funds also pay for any engineering needed for the work or project.*

What Alternatives Are Available, if Any?

Item Description	Obj	2009	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction	65			0	0	0	0
Const Proj - pavement Mgmny	6520		275,000	0	0	0	0
Total Expenses		\$0	\$275,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		275,000	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$275,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Streets
Decision Package Title: Mukilteo Lane
Preparer: Larry Waters

Design - 112.90.595.605.6520
Construction - 112.90.595.605.6510
Construction - 332.90.595.605.6510

Account Number:

Ranking:

2

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

Ongoing Cost:

New Cost:

One-Time Cost:

X

Increased Baseline:

Item Description: Approve the carry forward of the approved budget for repair of Mukilteo Lane.

Brief Explanation Why Your Department Needs This Item: This action will provide the budget necessary to repair the failure of Mukilteo Lane that forced its closure (budget amount is an estimate). A design for repair has been prepared to call for bids to repair the failure. The selected repair will consist of a soldier pile wall and reconstruction of the failed street section.

What Alternatives Are Available, if Any? None.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Construction Engineering - 112	6520		20,030	0	0	0	0
Construction Projects - 112	6510		55,060	0	0	0	0
Construction Projects - 332	6510		160,000	0	0	0	0
Total Expenses		\$0	\$235,090	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash - 112		55,060	0	0	0	0
Ending Cash - 331		160,000	0	0	0	0
Ending Cash - 112 Design		20,030	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Total Sources	\$0	\$235,090	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Surface Water
Division: Capital
Decision Package Title: Fence Replacement 107th/ Chennault Beach Pond
Preparer: Marc Larson
Account Number: 440.90.594.306.6205
Ranking: 3

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

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

Item Description: Replace perimeter fence for detention pond.

Brief Explanation Why Your Department Needs This Item: Existing fence is rotted and is beyond salvaging. Replacement fencing needs to be installed to insure citizen safety. The new fence will be chain link with dark vinyl slats.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Construction Projects	6203		18,750	0	0	0	0
Total Expenses		\$0	\$18,750	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash			0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy		18,750	0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$18,750	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Streets
Decision Package Title: Street Capital - Pavement Management - 5th street upgrade
Preparer: Larry Waters
Account Number: 332.90.595.607.6510
Ranking: 4

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

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

Item Description: Preliminary engineering for 5th Street.

Brief Explanation Why Your Department Needs This Item: This money is needed for preliminary engineering for 5th Street, to develop the different scenarios for fixing 5th, ranging from a simple grind and overlay to adding improvements like sidewalks.

What Alternatives Are Available, if Any? Not do the design.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
AlarmSystem	47			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Buildings	62			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Capital - design	6510		60,000	0	0	0	0
Total Expenses		\$0	\$60,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash - 332		60,000	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$60,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Parks
Decision Package Title: Fencing at LHP in Berm Area
Preparer: Larry Waters
Account Number: 322.90.594.207.6205
Ranking: 5

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

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

Item Description: Install fence to protect landscaping on berm at LHP
 Brief Explanation Why Your Department Needs This Item: The plant biosystem placed along the constructed berm was designed to help restore a natural habitat. However park users are walking over the plants. Putting up permanent split rail
 What Alternatives Are Available, if Any? Not put in the fence.

Item Description	Obj	Baseline Budget	2010	2011	2012	2013	2014
Salaries - FT / PT (circle one)	11			0	0	0	0
Premium / Special Pay	11			0	0	0	0
Overtime	12			0	0	0	0
Benefits	21			0	0	0	0
Uniforms	24			0	0	0	0
Supplies	31			0	0	0	0
Motor Fuel	32			0	0	0	0
Small Equipment	35			0	0	0	0
Professional Services	41			0	0	0	0
Communication	42			0	0	0	0
Travel & Subsistence	43			0	0	0	0
Advertising	44			0	0	0	0
Rental/Lease	45			0	0	0	0
Repairs/Maintenance	48			0	0	0	0
Miscellaneous	49			0	0	0	0
Intergovernmental	51			0	0	0	0
Land	61			0	0	0	0
Improvements	63			0	0	0	0
Equipment	64			0	0	0	0
Construction Projects	6203		10,000	0	0	0	0
Total Expenses		\$0	\$10,000	\$0	\$0	\$0	\$0

Sources of Payment	2009	2010	2011	2012	2013	2014
Ending Cash		10,000	0	0	0	0
Grants/Contributions			0	0	0	0
General Fund Subsidy			0	0	0	0
New Source of Revenue			0	0	0	0
Other			0	0	0	0
Total Sources	\$0	\$10,000	\$0	\$0	\$0	\$0