

City of Mukilteo, Washington

2011 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

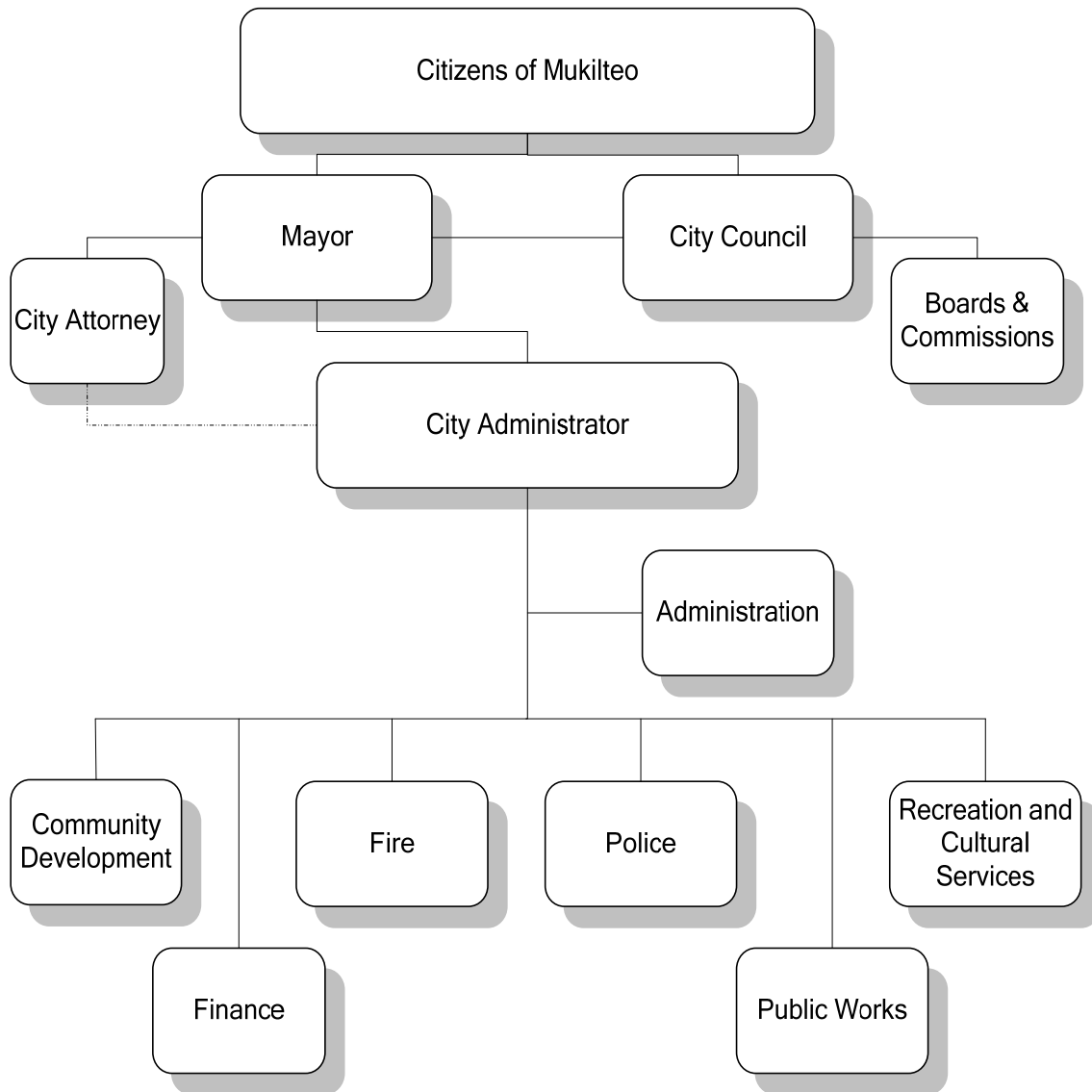




TABLE OF CONTENTS

MAYOR'S 2011 BUDGET MESSAGE	i
THE PRELIMINARY BUDGET BUILDING PROCESS	vii
LEGISLATIVE DEPARTMENT	1
City Council	2
EXECUTIVE DEPARTMENT	4
Administration.....	6
Human Resources.....	8
Legal Services.....	10
Judicial Services.....	11
Paine Field Emergency Reserve Fund.....	12
City Reserve Fund.....	13
FINANCE DEPARTMENT.....	18
Accounting.....	20
Information Technology	22
NON DEPARTMENTAL	30
Central Services	31
Community Support.....	32
Hotel/Motel Lodging Tax Fund	33
Other Governmental Services	35
Health Insurance Administration Fund	36
LEOFF I Reserve Fund	37
Unemployment Compensation Reserve Fund.....	38
POLICE DEPARTMENT	41
Administration and Support Services	43
Crime Prevention.....	46
Patrol	48
Special Operations	50
Training	52
FIRE DEPARTMENT	58
Fire Administration	60
Training	62
Fire Prevention	64
Fire Suppression	67
Emergency Medical Services	70
PLANNING & COMMUNITY DEVELOPMENT	79
Planning	81
Permit Center	84
Building.....	86
PUBLIC WORKS DEPARTMENT.....	93
Administration and Engineering	96
Parks and Open Space	98
Streets	102
Surface Water Management	106
Equipment Replacement	110
Facilities Maintenance.....	112
RECREATION AND CULTURAL SERVICES DEPARTMENT	143
Recreation & Cultural Services Division	144
CAPITAL IMPROVEMENTS	149



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MAYOR'S 2011 BUDGET MESSAGE

November 02, 2010

Mukilteo City Council
Citizens of Mukilteo
Mukilteo Business Community

Reference: Transmittal of 2011 Preliminary Budget

Dear Council and Mukilteo Community:

I respectfully submit for your review and action the 2011 budget. This budget has been the most difficult that I have had to present. We are in times requiring difficult choices and sacrifices from residents, elected officials and loyal employees. The 2011 budget balances personnel cuts, salary freezes, change to a less expensive medical plan; and increased employee medical contributions, with prioritization of city services, disciplined adherence to the budget throughout 2011 and a request for a modest utility tax increase.

Fortunately, past Councils wisely reserved money and restrained spending to soften the affects of reductions in sales tax and development related revenues. I am very proud of our efforts over the past year to thoughtfully address our financial situation in each quarter and to move purposely in creating a sustainable Long Range Financial Plan that looks at not just 2011 but at the City in detail over the next 3 and 5 years. We have reason to be positive about our future and the ability to provide quality services. Recognizing what we have done well and our planning for the future we still must live within our means and adjust how we operate today.

My budget presentation rightfully begins with a heartfelt thank you to the community for passing the permanent Emergency Medical Services (EMS) Levy this year. The levy's passage is the ultimate demonstration of support of our professional emergency medical personnel and without the levy the City's budget would be completely different.

Encouraged by increases in restaurants and lodging sales, we approach the next three years with cautious optimism and a plan to not only survive but thrive. My Budget lays out my vision for achieving our immediate priorities and implementing our long-term goals beyond 2011 and celebrates the opening of the new Rosehill Community Center.

Budget Priorities

- Public Safety –Protection of Mukilteo residents from injury/harm/damages caused by crime or disaster is my highest priority. This budget prioritizes funding for police, fire, EMS and public works salaries with no reductions; restores last year's deferred police vehicle purchases; provides for lease of a new replacement police motorcycle; purchases a needed medical aid vehicle. For the first time ever, reserves funds for a new fire pumper truck and sets a schedule for replacement of all future pumpers. Replaces Fire



Marshall vehicle, replaces a 16 year old dump truck/sander and enhances the City's boom mower and makes new investments in emergency communication systems.

- **Infrastructure Preservation:** The 2011 budget prioritizes funding for road preservation committing \$433,000 for 5th St and Harbour Pointe - St. Andrews to SR 525 (S). We are partnering with the State for pedestrian improvements on Front Street, a left turn lane to 88th and repair of failing 61st Street.
- **Livability:** Just as public safety and modern infrastructure preserves our livability and investment in our community so also does the City's continuing efforts in:

Protection of Paine Field for Boeing and airplane manufacturing.

- Advocacy of Paine Field as a unique resource of national importance requiring protection and funding for airplane manufacturing;
- Insistence that commercial passenger aviation services not be encouraged at Paine Field; and
- Economic development partnerships with County, State, academic and private business to attract other aeronautic businesses, technical training and aeronautics engineering campus to Mukilteo and Paine Field; and

Long range planning, sign and code enforcement, gulch preservation and grant funded park development (such as Lighthouse Park Bandshell Lawn area; Japanese Gulch Fish Passage and boat launch dock replacement). The budget shifts some planning staff from development review (which is anticipated to be down another year) to stormwater planning and improvements and dedicates \$259,000 to replace the 61st St Culvert as well as dedicating \$235,000 to physical stormwater improvements within the Smuggler's Gulch watershed.

- **Rosehill:** Finally, this budget fulfills my promise to the community for a beautiful, within budget, multi-use, historically sensitive Community Center. The Center will be opened by February and it will be the social and recreational hub of our city. Community festivals, senior activities, arts and music events, educational and recreation classes, weddings and family gatherings will fill the new Center. Rosehill will continue the tradition of the two prior buildings by providing future generations with memories and community pride.

Budget Overview

Highlights of Funded Programs:

1. Full funding of our career fire and emergency medical services department.
2. Crime prevention program with opportunities for neighborhood involvement.
3. Completion of the new Rosehill Community Center.
4. Replaces medical aid car and Fire Marshal vehicle.
5. Sets aside funds for new fire pumper in 2012.
6. Makes first of two down payments to replace Fire Department's Self Contained Breathing Apparatus in 2012.
7. Enhances the emergency communications system for police and fire departments.
8. Continues investments to rebuild and maintain our street and stormwater systems.

*Expenditure Reductions & Savings include:*

1. No cost of living increases for all staff.
2. Increases employee medical plan contributions for employee and dependants.
3. Eliminates two development related positions: Staff Office Assistant in Community Development and Engineering Technician in Public Works.
4. Limits travel and training expenditures to mandatory or training required to maintain professional certifications.
5. Continues the 2010 budget that trimmed professional services expenditures to mandatory services such as auditor, project design services, comprehensive plan development, and training.

Taxes and Fees

My 2011 budget recognizes that the economy's recovery in 2010 is expected to continue slowly moving upward in 2011 requiring the City to continue to operate with lower sales tax revenues. We are experiencing growth in restaurant and retail sales, but are also continuing a decline in construction sales taxes. The budget includes little or no increases in utility tax receipts. Additionally, development related revenues are anticipated to decline 34% from 2010.

My budget includes the statutory 1% increase in general property taxes (\$ 45,000).

Budget Gap

In 2010, the City Council approved a formal Gap Closing Policy to ensure the City can sustain on-going operations. A "Gap" occurs when in any one year anticipated expenditures exceed anticipated revenues in any of the next three years. The 2010 budget has a 1.5 % gap which is bridged through use of reserves. (Under Washington State law a city must operate with a balanced budget where operating revenues and sources equal or exceed operating expenditures.).

The 2011 budget includes a 5.8 % gap (defined as severe) which requires a plan to reach a moderate gap within 24 months. The plan submitted with the budget includes a series of possible personnel reductions, spending cuts and revenue increases to reach a 4.9% gap by end of 2012 and a 2.99% gap by end of 2013. Under all Gap scenarios, the City's budget will be balanced according to Washington State law.

Reduction of Reserves

In accordance with the City's Fund Balance Reserve Policy, the 2011 (and preliminary plans for 2012 and 2013) budget reserves are being drawn down slowly to eventually arrive at a 16.67% reserve by 2015. The gradual draw down permits a measured response to declining revenues against minimum operational needs. At the end of 2011, the projected General Fund reserve will equal 32 % of expenditures, a decrease of 6% from the prior year. The General Fund Reserve continues to provide the City with a "safety net" to weather the continued economic downturn.



Economic Development

Economic Development continues to be my personal commitment and staff goal throughout 2011. Our efforts will continue to focus on four areas:

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

We have been active and have made some progress, but we need to and will do more. I have worked this past year with Mukilteo aeronautics businesses encouraging them, facilitating their interaction and cooperation with other industry members and supported Congressional initiatives to create new jobs and compete for federal contracts. Ultimately, as Mayor I have tried to make Mukilteo a favorable and attractive place for aeronautics businesses. I also continue to work with the Council and other Snohomish County cities to acknowledge the importance of Boeing and the aeronautics industry to our quality of life and our very existence as a region. I recommit myself and the City's energies to work tirelessly to maintain Paine Field for airplane manufacturing and will work to recruit suppliers and like minded aeronautics companies to the Mukilteo area.

I will also continue to encourage and support our restaurant and lodging businesses that have carried us through the past two years. Like the aeronautics businesses, I will help the restaurants and lodging businesses to work together for their mutual benefit and I will bring the City's resources (including lodging grants and legislative advocates) and contacts to encourage banks, landlords, Chamber of Commerce, regional economic development agencies, related industries and tourism promoters to help.

In 2011, the opening of Rosehill Community Center and its attraction of relatives, tourists and business visitors will provide an exciting opportunity and welcomed spark for increased business and for attracting new businesses to serve new visitors and shoppers. We will also work tirelessly toward the Tank Farm transfer and the more immediate development of a new National Oceanic Atmospheric Administration (NOAA) waterfront facility. The NOAA facility should be a state of the art facility that will provide professional and academic jobs; new advanced educational opportunities for our students and hopefully will provide unique educational/tourist opportunities to spark economic growth on our waterfront.

We will also continue using Washington Advocates to assist us in securing outside funding for our transportation and park development needs while also assisting us in securing the transfer of the Tank Farm and advocating for the NOAA facility.

**The 2011 Budget**

In 2010, total budgeted revenues were \$20.3 million and total budgeted expenditures were \$33 million.

In 2011, total estimated revenues are \$20.3 million (same as 2010) total estimated expenditures are \$25.2 million down \$7.8 million or 23% less than 2010.

(\$6.8 million was spent on Rosehill in 2010 and \$3.3 million is estimated to complete Rosehill in 2011). No capital expenditures are projected for 2012)

Proposed operating expenditures for 2011 total \$ 5 million or 7% less than 2010;
Capital improvements for 2011 are \$5.9 million or 57% less than 2010.

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 \$4,038,440.

Closing Comments

Thank you Councilmembers for committing so much of your time exploring and articulating the community's priorities during our Budget Work sessions and also throughout the year developing a Long Range Financial Plan.

This Budget is a team effort to craft a financial and operational plan to protect 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 investments in the region. Thank you to staff for their hard work and dedication and especially for their financial sacrifices. Thank you citizens and businesses for your trust in the Council, Mayor and employees. Together, we will keep Mukilteo as a Top Ten City in the country.

Finally, 2010 will be the last budget for retiring Police Chief Michael Murphy. On behalf of the entire Mukilteo community I thank Chief Murphy and his wife Becky for 19 years of service to the City. The Department and the City are a better and safer because of the Chief

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

Thank You,

Joe Marine
Mayor



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THE PRELIMINARY BUDGET BUILDING PROCESS

This section is intended to briefly share the mechanics behind the creation of the proposed 2011 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 2010 adopted budgets less all one-time expenditures as identified during the 2010 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 2011 budget.

Exhibit 1 lists projected 2011 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	\$ 135,720	\$ 30,450	\$ 34,900	\$ 131,270
011	General	4,725,080	11,766,600	12,453,240	4,038,440
015	Paine Field Emergency Reserve Fund	26,240	0	26,240	0
111	Street	149,900	643,800	772,500	21,200
112	Arterial Street	160,470	399,900	545,000	15,370
114	Recreation & Cultural Services	48,310	555,800	602,680	1,430
116	Hotel/Motel Lodging Tax Fund	135,440	130,450	135,080	130,810
120	Technology Replacement	118,770	77,400	76,600	119,570
125	City Reserve	1,000,000	0	0	1,000,000
126	Emergency Medical Services	213,500	2,025,000	1,932,350	306,150
141	Municipal Facilities	60	0	0	60
275	LTGO Bond Fund 2009	7,370	1,081,780	909,350	179,800
322	Park Acquisition & Development	123,900	123,250	245,300	1,850
323	Transportation Impact Fee	48,860	25,340	0	74,200
331	Real Estate Excise Tax I	5,314,830	333,100	879,500	4,768,430
332	Real Estate Excise Tax II	408,640	307,050	588,050	127,640
375	Community Center Project Fund	3,354,210	500	3,354,710	0
440	Surface Water Management	1,286,990	1,475,000	1,739,450	1,022,540
502	Health Insurance Administration	50,000	1,000	0	51,000
510	Equipment Replacement Reserve	1,052,780	892,130	501,600	1,443,310
516	Unemployment Compensation	40,490	0	0	40,490
518	Facilities Maintenance	9,660	433,000	436,900	5,760
TOTALS		\$ 18,411,220	\$ 20,301,550	\$ 25,233,450	\$ 13,479,320

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

Fund No.	Fund Description	2009 Actual	2010 Budget	2010 YE Estimate	2011 Budget	Budget \$ Change 2011 - 2010	Budget % Change 2011 - 2010
009	LEOFF I Reserve	\$ 993	\$ 26,200	\$ 25,460	\$ 30,450	\$ 4,250	16.22%
011	General	11,774,975	12,000,526	12,362,140	\$ 11,766,600	(233,926)	-1.95%
015	Paine Field Emergency Reserve	0	0	730	0	0	0.00%
111	Street	803,163	650,500	645,200	643,800	(6,700)	-1.03%
112	Arterial Street	139,288	411,670	180,200	399,900	(11,770)	-2.86%
114	Recreation & Cultural Services	380,581	338,020	353,430	555,800	217,780	64.43%
116	Hotel/Motel Lodging Tax	438,357	134,500	120,760	130,450	(4,050)	-3.01%
120	Technology Replacement	52,276	76,000	80,980	77,400	1,400	1.84%
125	City Reserve	0	0	0	0	0	0.00%
126	Emergency Medical Services	1,460,482	1,607,000	1,616,400	2,025,000	418,000	26.01%
141	Municipal Facilities	16,758	440	0	0	(440)	-100.00%
142	Parks and Open Space Fund	132,994	0	0	0	0	0.00%
275	LTGO Bond Fund	91,659	907,970	907,970	1,081,780	173,810	19.14%
322	Park Acquisition & Development	852,232	1,723,540	1,800,130	123,250	(1,600,290)	-92.85%
323	Transportation Impact Fee	51,824	20,120	20,120	25,340	5,220	25.94%
331	Real Estate Excise Tax I	836,094	356,700	390,790	333,100	(23,600)	-6.62%
332	Real Estate Excise Tax II	321,771	416,420	461,300	307,050	(109,370)	-26.26%
375	Community Center Project Fund	12,932,192	0	20,000	500	500	0.00%
440	Surface Water Management	1,334,000	1,284,998	983,880	1,475,000	190,002	14.79%
502	Health Insurance Administration	0	4,870	4,870	1,000	(3,870)	-79.47%
510	Equipment Replacement Reserve	353,345	15,860	19,800	892,130	876,270	5525.03%
516	Unemployment Compensation	0	0	0	0	0	0.00%
518	Facilities Maintenance	390,000	390,000	390,000	433,000	43,000	11.03%
	Totals	\$ 32,362,984	\$ 20,365,334	\$ 20,384,160	\$ 20,301,550	\$ (63,784)	-0.31%

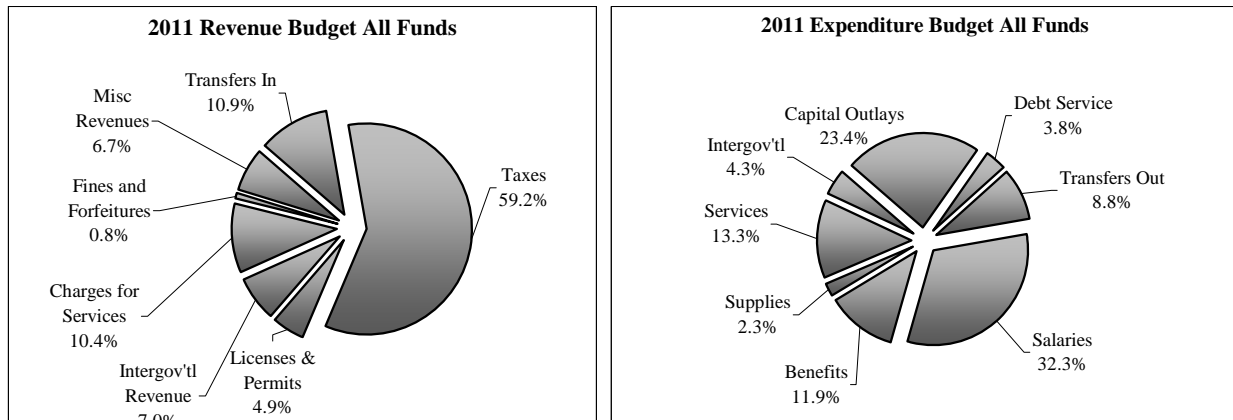
EXPENDITURE SUMMARY ALL FUNDS

Fund No.	Fund Description	2009 Actual	2010 Budget	2010 YE Estimate	2011 Budget	Budget \$ Change 2011 - 2010	Budget % Change 2011 - 2010
009	LEOFF I Reserve	\$ 26,192	\$ 29,400	\$ 31,300	\$ 34,900	\$ 5,500	18.71%
011	General	13,296,184	12,950,632	12,548,920	12,453,240	(497,392)	-3.84%
015	Paine Field Emergency Reserve	77,262	55,000	42,310	26,240	(28,760)	-52.29%
111	Street	751,791	691,786	655,200	772,500	80,714	11.67%
112	Arterial Street	65,714	485,090	107,330	545,000	59,910	12.35%
114	Recreation & Cultural Services	351,391	368,200	368,200	602,680	234,480	63.68%
116	Hotel/Motel Lodging Tax	455,014	194,321	154,320	135,080	(59,241)	-30.49%
120	Technology Replacement	208,928	91,180	91,180	76,600	(14,580)	-15.99%
125	City Reserve	179,199	0	0	0	0	0.00%
126	Emergency Medical Services	1,644,024	1,647,385	1,592,100	1,932,350	284,965	17.30%
141	Municipal Facilities	0	50,000	50,000	0	(50,000)	-100.00%
142	Parks and Open Space	85,398	133,495	126,960	0	(133,495)	-100.00%
275	LTGO Bond Fund	84,301	907,960	907,957	909,350	1,390	0.15%
322	Park Acquisition & Development	421,293	1,788,120	1,778,120	245,300	(1,542,820)	-86.28%
323	Transportation Impact Fee	545,402	0	0	0	0	0.00%
331	Real Estate Excise Tax I	2,222,858	1,178,028	955,040	879,500	(298,528)	-25.34%
332	Real Estate Excise Tax II	976,069	1,374,930	1,374,930	588,050	(786,880)	-57.23%
375	Community Center Project Fund	2,791,601	8,901,750	6,827,030	3,354,710	(5,547,040)	-62.31%
440	Surface Water Management	941,010	1,751,388	1,337,560	1,739,450	(11,938)	-0.68%
502	Health Insurance Administration	0	0	0	0	0	0.00%
510	Equipment Replacement Reserve	373,644	2,000	2,000	501,600	499,600	24980.00%
516	Unemployment Compensation	0	0	0	0	0	0.00%
518	Facilities Maintenance	453,493	436,960	430,980	436,900	(60)	-0.01%
	Totals	\$ 25,950,768	\$ 33,037,625	\$ 29,381,437	\$ 25,233,450	\$ (7,804,175)	-23.62%



Exhibit 3 lists revenues, expenditures and fund balances for all funds. Total estimated revenues and operating transfers for 2011 are \$20,301,550 a decrease of \$63,784 over the 2010 adopted budget.

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



Item	2009 Actual	2010 Budget	2010 YE Estimate	2011 Budget	Budget \$ Change 2011 - 2010	Budget % Change 2011 - 2010
Beginning Fund Balance	\$21,715,443	\$26,990,485	\$27,528,542	\$18,411,220	\$ (8,579,265)	-31.79%
Revenues:						
Taxes	10,939,655	10,892,260	11,069,700	12,019,300	1,127,040	10.35%
Licenses and Permits	928,048	946,200	991,650	1,004,600	58,400	6.17%
Intergovernmental Revenue	1,894,350	3,209,116	3,217,700	1,419,650	(1,789,466)	-55.76%
Charges for Service	2,248,577	2,135,600	1,843,020	2,121,200	(14,400)	-0.67%
Fines and Forfeitures	140,325	147,100	172,600	172,600	25,500	17.34%
Miscellaneous Revenues	779,741	464,360	401,830	1,352,820	888,460	191.33%
Other Financing Sources	13,299,195	-	-	-	-	0.00%
Transfers In	2,133,093	2,570,698	2,687,660	2,211,380	(359,318)	-13.98%
Total Revenues	\$32,362,984	\$20,365,334	\$20,384,160	\$20,301,550	\$ (63,784)	-0.31%
Expenditures:						
Salaries	7,847,489	8,110,038	8,128,060	8,151,500	41,462	0.51%
Benefits	2,665,459	2,806,920	2,789,590	3,008,900	201,980	7.20%
Supplies	706,587	612,787	531,720	580,690	(32,097)	-5.24%
Services	3,165,102	2,873,339	2,426,490	3,317,950	444,611	15.47%
Intergovernmental	1,174,029	1,194,948	1,006,160	1,085,900	(109,048)	-9.13%
Capital Outlays	7,719,915	13,765,100	10,836,460	5,919,280	(7,845,820)	-57.00%
Debt Service	539,094	970,300	970,297	957,850	(12,450)	-1.28%
Transfers Out	2,133,093	2,704,193	2,692,660	2,211,380	(492,813)	-18.22%
Total Expenditures	\$25,950,768	\$33,037,625	\$29,381,437	\$25,233,450	\$ (7,804,175)	-23.62%
Ending Fund Balance	\$28,127,659	\$14,318,194	\$18,531,265	\$13,479,320	\$ (838,874)	-5.86%

Expenditures:

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

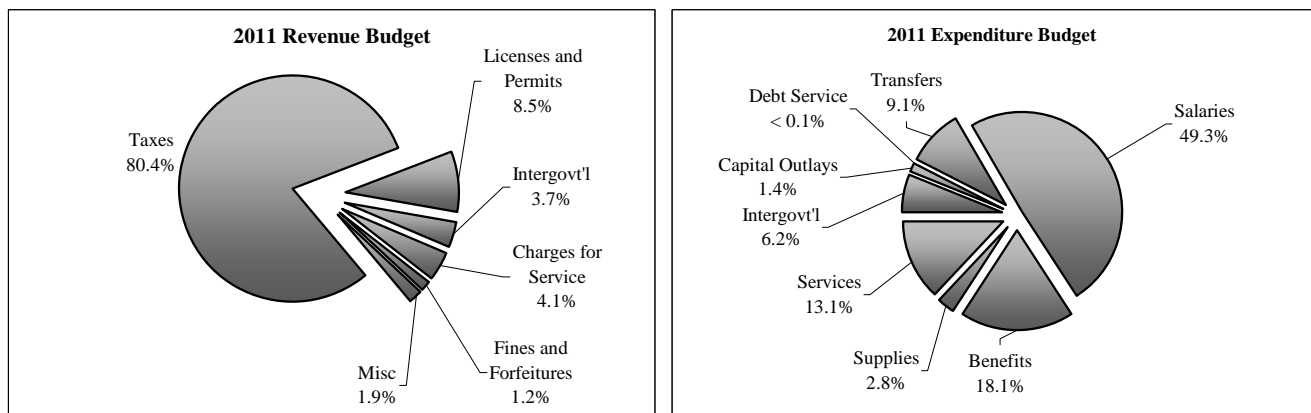
- The **personnel services budget** consists of the salaries and fringe benefits for all the City's employees. The amount budgeted for personnel services is \$11,160,400.
- The **operating budget** finances the day-to-day provisions of the City, consisting of supplies, services and intergovernmental, and totals \$4,984,540.



- The **capital outlay budget** funds the construction or improvement of City facilities and infrastructure and the purchase of various types of machinery and equipment. Capital outlays are budgeted within the various City accounts, and total \$5,919,280.
- The **debt service budget** is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$957,850.
- The **transfers in/out budget** of \$2,211,380 represents the amount of funds transferred from one fund to another.

The 2011 expenditure budget for all funds totals \$25,233,450.

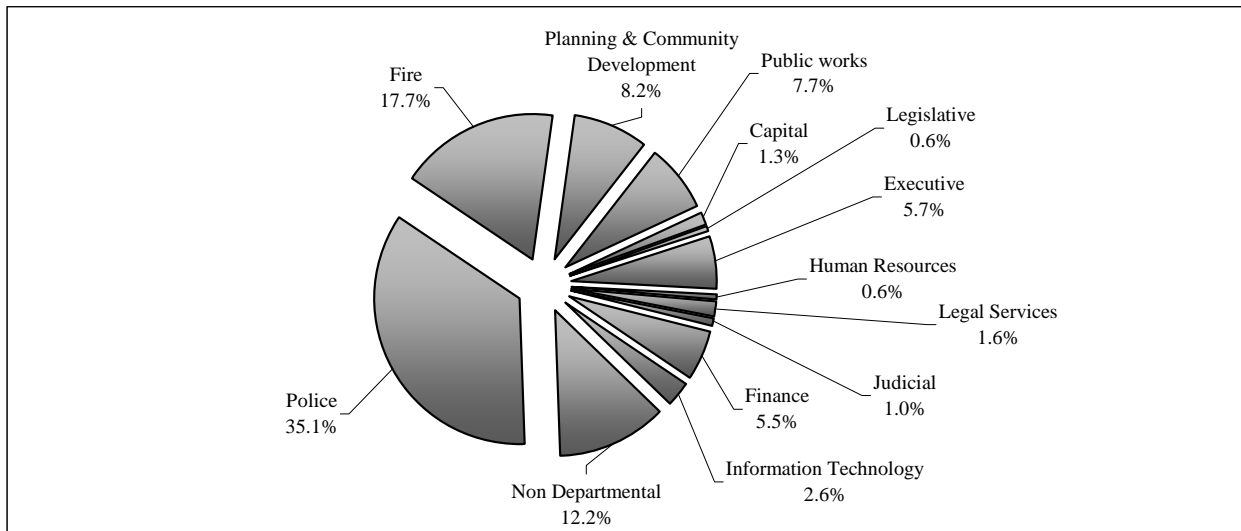
Exhibit 4: General Fund Revenues and Expenditures



Item	2009 Actual	2010 Budget	2010 YE Estimate	2011 Budget	Budget \$ Change 2011 - 2010	Budget % Change 2011 - 2010
Beginning Fund Balance	\$ 6,421,657	\$ 5,189,600	\$ 4,921,860	\$ 4,725,080	\$ (464,520)	-8.95%
Revenues:						
Taxes	9,343,346	9,313,260	9,396,600	9,456,300	143,040	1.54%
Licenses and Permits	928,048	946,200	991,650	1,004,200	58,000	6.13%
Intergovernmental Revenue	622,136	707,466	874,650	432,800	(274,666)	-38.82%
Charges for Service	624,952	599,100	529,660	478,200	(120,900)	-20.18%
Fines and Forfeitures	140,325	147,100	172,600	172,600	25,500	17.34%
Miscellaneous Revenues	116,168	282,400	265,020	222,500	(59,900)	-21.21%
Transfers In	-	5,000	131,960	-	(5,000)	0.00%
Total Revenues	\$ 11,774,975	\$ 12,000,526	\$ 12,362,140	\$ 11,766,600	\$ (233,926)	-1.95%
Expenditures:						
Salaries	6,101,676	6,323,618	6,318,540	6,136,700	(186,918)	-2.96%
Benefits	2,058,636	2,176,440	2,148,970	2,253,200	76,760	3.53%
Supplies	393,343	384,647	325,770	346,590	(38,057)	-9.89%
Services	1,839,894	1,547,039	1,181,250	1,628,750	81,711	5.28%
Intergovernmental	766,304	772,910	746,620	777,000	4,090	0.53%
Capital Outlays	573,977	88,250	170,040	177,000	88,750	100.57%
Debt Service	0	0	0	5,400	5,400	100.00%
Transfers Out	1,562,354	1,657,728	1,657,730	1,128,600	(529,128)	-31.92%
Total Expenditures	\$ 13,296,184	\$ 12,950,632	\$ 12,548,920	\$ 12,453,240	\$ (497,392)	-3.84%
Ending Fund Balance	\$ 4,900,448	\$ 4,239,494	\$ 4,735,080	\$ 4,038,440	\$ (201,054)	-4.74%



Exhibit 5: General Fund Expenditures by Department



	2009 Actual	2010 Budget	2010 YE Estimate	2011 Budget	Budget \$ Change 2011 - 2010	Budget % Change 2011 - 2010
Legislative	\$ 85,365	\$ 73,158	\$ 68,800	\$ 72,750	\$ (408)	-0.56%
Executive	671,045	709,790	687,200	712,600	2,810	0.40%
Human Resources	51,757	78,850	51,860	80,900	2,050	2.60%
Legal Services	239,035	192,000	177,000	197,000	5,000	2.60%
Judicial	114,546	108,450	120,000	127,000	18,550	17.10%
Finance	762,330	667,690	677,910	691,000	23,310	3.49%
Information Technology	160,820	359,250	319,490	328,300	(30,950)	-8.62%
Non Departmental	2,050,016	2,115,838	2,056,250	1,520,440	(595,398)	-28.14%
Police	4,083,614	4,142,195	4,094,490	4,376,100	233,905	5.65%
Fire	2,137,314	2,131,812	2,149,830	2,203,850	72,038	3.38%
Planning & Community Development	1,241,166	1,206,450	1,113,590	1,022,150	(184,300)	-15.28%
Public works	1,159,061	1,104,149	973,360	956,150	(147,999)	-13.40%
Capital	540,115	61,000	59,140	165,000	104,000	170.49%
Totals	\$ 13,296,184	\$ 12,950,632	\$ 12,548,920	\$ 12,453,240	\$ (497,392)	-3.84%

**Exhibit 6: General Fund Revenue Summary**

GENERAL FUND	2009 Actual	2010 Budget	2010 YE Estimate	2011 Budget	Budget \$ Change 2011 - 2010	Budget % Change 2011 - 2010
<u>Taxes</u>						
Property Taxes	\$ 4,410,288	\$ 4,475,660	\$ 4,598,000	\$ 4,540,000	\$ 64,340	1.44%
Sales Tax	1,683,104	1,537,500	1,690,000	1,590,000	52,500	3.41%
Utility Taxes	2,861,657	2,931,000	2,758,200	3,033,600	102,600	3.50%
Other Taxes	388,296	369,100	350,400	292,700	(76,400)	-20.70%
Total Taxes	9,343,345	9,313,260	9,396,600	9,456,300	143,040	1.54%
<u>Licenses & Permits</u>						
Business Licenses	434,059	353,000	341,500	346,500	(6,500)	-1.84%
Building & Other Permits	493,989	593,200	650,150	657,700	64,500	10.87%
Total Licenses & Permits	928,048	946,200	991,650	1,004,200	58,000	6.13%
<u>Intergovernmental Revenues</u>						
Liquor Board Profits	137,964	140,000	155,000	142,000	2,000	1.43%
Liquor Excise Tax	97,979	92,000	101,900	105,200	13,200	14.35%
State Entitlements & Impact Payments	27,392	23,800	25,000	25,300	1,500	6.30%
Other Intergovernmental Revenue	358,801	451,666	592,750	160,300	(291,366)	-64.51%
Total Intergovernmental Revenues	622,136	707,466	874,650	432,800	(274,666)	-38.82%
<u>Fees For Service</u>						
General Government	4,638	2,400	3,460	7,500	5,100	212.50%
Public Safety	199,291	190,550	178,700	178,700	(11,850)	-6.22%
Utilities and Environment	16,100	25,430	12,000	10,000	(15,430)	-60.68%
Economic Environment	209,923	185,220	140,000	86,500	(98,720)	-53.30%
Overhead Charge to Other Funds	195,000	195,500	195,500	195,500	0	0.00%
Total Fees For Service	624,952	599,100	529,660	478,200	(120,900)	-20.18%
<u>Fines & Forfeitures</u>						
Fines & Forfeitures	140,325	147,100	172,600	172,600	25,500	17.34%
Total Fines & Forfeitures	140,325	147,100	172,600	172,600	25,500	17.34%
<u>Miscellaneous Revenues</u>						
Interest Earnings	69,309	65,500	21,800	16,500	(49,000)	-74.81%
Other Miscellaneous Revenue	46,860	221,900	375,180	206,000	(15,900)	-7.17%
Total Miscellaneous Revenues	116,169	287,400	396,980	222,500	(64,900)	-22.58%
Total General Fund	\$ 11,774,975	\$ 12,000,526	\$ 12,362,140	\$ 11,766,600	\$ (233,926)	-1.95%



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

Division	Description	2011	2011	One Time & Ongoing Costs		
		Baseline	DP's	2011	2012	2013
General Fund						
Judicial Services	Everett District Court	70,000	20,000	90,000	90,000	90,000
Administration	Lobbyist Services	65,000	25,000	90,000	90,000	90,000
Human Resources	AWC Wellness Program	-	2,000	2,000	2,000	2,000
Information Technology	Software Maintenance Cost Increase	-	17,500	17,500	17,500	17,500
Information Technology	Communication M&R Cost Increase	10,000	5,000	15,000	15,000	15,000
Information Technology	Training & Registration Increase	500	3,500	4,000	4,000	4,000
Information Technology	Scriptlogic Helpdesk and Supporting Software	10,000	3,000	13,000	11,500	11,500
Police	New World Project Ongoing Costs	-	1,400	1,400	1,400	1,400
Police	Police Chief Uniforms	1,250	2,500	3,750	1,250	1,250
Police	Police Motorcycle Lease	-	6,500	6,500	6,500	6,500
Fire	New World Project Ongoing Costs	-	1,050	1,050	1,050	1,050
Fire	SCBA Equipment	-	150,000	150,000	150,000	-
Permit Center	Equipment M&R	15,000	2,500	17,500	17,500	17,500
Planning	Comprehensive Plan EETP Grant Expenditures	-	6,000	6,000	-	-
Planning	Comprehensive Plan SMP Expenditures	-	20,000	20,000	-	-
Planning	Training & Registration	2,500	1,000	3,500	3,500	3,500
Parks and Open Space	Vehicle Maintenance	2,700	2,800	5,500	5,500	5,500
Parks and Open Space	Equipment R&M	1,000	4,000	5,000	5,000	5,000
Parks and Open Space	Boat Launch Machine	-	12,000	12,000	-	-
Ongoing Costs Total		177,950	93,750	271,700	271,700	271,700
One Time Costs Total			192,000	192,000	150,000	-
Street Fund						
Streets	Vehicle Maintenance	5,000	2,500	7,500	7,500	7,500
Streets	Small Items of Equipment	1,000	3,400	4,400	1,000	1,000
Streets	Traffic Control Device Supplies	11,000	4,000	15,000	15,000	15,000
Streets	Brush Disposal	3,000	1,000	4,000	4,000	4,000
Streets	Repairs in ROW	-	1,000	1,000	1,000	1,000
Streets	Operating Supplies	13,000	10,000	23,000	23,000	23,000
Ongoing Costs Total		33,000	18,500	51,500	51,500	51,500
One Time Costs Total			3,400	3,400	-	-
Arterial Street Fund						
Arterial Streets - Capital	88th Street/SR 525 Left Hand Turn Lanes	-	475,000	475,000	-	-
Arterial Streets - Capital	Pavement Management Chip Seals - 5th Street	-	70,000	70,000	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total			545,000	545,000	-	-
Hotel/Motel Lodging Tax Fund						
Community Support	Grant Increase	-	30,000	30,000	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total		-	30,000	30,000	-	-
Technology Replacement Fund						
Technology Replacement	Technology Replacement Schedule	-	76,600	76,600	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total		-	76,600	76,600	-	-
Emergency Medical Services Fund						
EMS	New World Project Ongoing Costs	-	350	350	350	350
EMS	Cell Phone	4,200	2,200	6,400	6,400	6,400
EMS	Motor Pool Payment - EMS Vehicle Replacement	-	136,000	136,000	-	-
Ongoing Costs Total		4,200	2,550	6,750	6,750	6,750
One Time Costs Total			136,000	136,000	-	-
Park Acquisition & Development fund						
Parks - Capital	Japanese Gulch Donation	-	10,000	10,000	-	-
Parks - Capital	Lighthouse Park Bandshell Lawn Area	-	174,300	174,300	-	-
Parks - Capital	Lighthouse Park Berm Replanting	-	6,000	6,000	-	-
Parks - Capital	Lighthouse Park Bandshell Lighting	-	5,000	5,000	-	-
Parks - Capital	South Side Dock Replacement	-	50,000	50,000	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total			245,300	245,300	-	-

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

Division	Description	2011	2011	One Time & Ongoing Costs		
		Baseline	DP's	2011	2012	2013
Real Estate Excise Tax I Fund						
Parks - Capital	South Side Dock Replacement	-	30,000	30,000	-	-
Planning & CD - Capital	Downtown Business Directional Signs	-	7,500	7,500	7,500	7,500
Planning & CD - Capital	Interpretive Signs	-	1,500	1,500	-	-
Planning & CD - Capital	Special Event Entrance Signs	-	1,200	1,200	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total		-	40,200	40,200	7,500	7,500
Real Estate Excise Tax II Fund						
Streets - Capital	Pavement Management Chip Seals - HP Boulevard	-	363,000	363,000	-	-
Streets - Capital	61st Street Failure Repair	-	85,000	85,000	-	-
Parks - Capital	South Side Dock Replacement	-	70,000	70,000	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total		-	518,000	518,000	-	-
Community Center Project Fund						
Facilities - Capital	Community Center Construction	-	1,800,000	1,800,000	-	-
Facilities - Capital	Community Center Alternate Construction	-	250,000	250,000	-	-
Facilities - Capital	Community Center Construction Contingency	-	450,000	450,000	-	-
Facilities - Capital	Community Center Design	-	45,000	45,000	-	-
Facilities - Capital	Community Center FF&E	-	637,280	637,280	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total		-	3,182,280	3,182,280	-	-
Surface Water Management Fund						
Surface Water	Professional Services - Forest Mgmt Project	-	5,000	5,000	-	-
Surface Water	Professional Services - GIS Stormwater Mapping	-	20,000	20,000	-	-
Surface Water	Professional Services - Smugglers Gulch Culvert	-	30,000	30,000	-	-
Surface Water	Vehicle Maintenance	2,700	1,300	4,000	4,000	4,000
Surface Water	Small Items of Equipment	-	5,000	5,000	-	-
Surface Water	Surface Water System Rates Study	-	50,000	50,000	-	-
Surface Water	Professional Services - 2nd St. Drainage	-	10,000	10,000	-	-
Surface Water	WRIA ILA	8,000	1,000	9,000	9,000	9,000
Surface Water - Capital	61st Street Culvert Replacement	-	259,000	259,000	-	-
Surface Water - Capital	Japanese Gulch Fish Passage Phase 3	-	85,000	85,000	-	-
Surface Water - Capital	Smuggler's Gulch Stormwater Retrofit and Low Impact Development Application	-	235,000	235,000	2,165,000	31,000
Surface Water - Capital	Fence Replacement 108th St. & 53rd Ave. Pond	-	15,000	15,000	-	-
Ongoing Costs Total		10,700	2,300	13,000	13,000	13,000
One Time Costs Total		-	714,000	714,000	2,165,000	31,000
Equipment Replacement Fund						
Equipment Replacement	Police Patrol Vehicles	-	53,600	53,600	-	-
Equipment Replacement	5 yard Dump Truck w/Plow and Sander	-	160,000	160,000	-	-
Equipment Replacement	Boom Mower Modification	-	48,400	48,400	-	-
Equipment Replacement	Fire Marshal Vehicle	-	28,000	28,000	-	-
Equipment Replacement	Building Department Vehicle	-	32,600	32,600	-	-
Equipment Replacement	EMS Vehicle Replacement	-	177,000	177,000	-	-
Ongoing Costs Total		-	-	-	-	-
One Time Costs Total		-	499,600	499,600	-	-
Facilities Maintenance Fund						
Facilities Maintenance	Sewer Service	18,500	35,000	53,500	53,500	53,500
Facilities Maintenance	Janitorial Services - Window Cleaning	24,000	2,800	26,800	26,800	26,800
Facilities Maintenance	Alarm System	7,500	7,500	15,000	15,000	15,000
Facilities Maintenance	Contract Services - Carpet Cleaning	-	3,000	3,000	3,000	3,000
Facilities Maintenance	Volunteer Shed or Trailer and Equipment	-	1,000	1,000	-	-
Ongoing Costs Total		50,000	48,300	98,300	98,300	98,300
One Time Costs Total		-	1,000	1,000	-	-
GRAND TOTAL						
Ongoing		275,850	165,400	441,250	441,250	441,250
One Time		-	6,183,380	6,183,380	2,322,500	38,500



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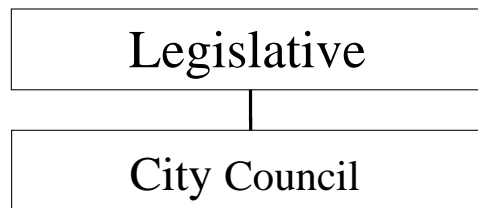


LEGISLATIVE DEPARTMENT

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.



LEGISLATIVE DEPT. EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
City Council	\$85,365	\$73,158	\$72,750	\$0	\$72,750	-0.56%
TOTAL	\$85,365	\$73,158	\$72,750	\$0	\$72,750	-0.56%

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.

POSITION SUMMARY

Position Title	2010	2011
Councilmember	7	7
Total	7	7

PERFORMANCE INDICATORS

	2009	2010	2011
	Actual	Est.	Est.
Council Meetings	47	43	45
Formal Actions Taken	282	250	266
Ordinances Adopted	21	20	20
Resolutions Approved	32	33	32

2011 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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Part Time Employees	\$42,600	\$42,408	\$42,600	\$0	\$42,600	0.45%
	\$42,600	\$42,408	\$42,600	\$0	\$42,600	0.45%
PERSONNEL BENEFITS						
FICA	\$3,259	\$3,450	\$3,300	\$0	\$3,300	-4.35%
L&I	186	200	200	0	200	0.00%
	\$3,445	\$3,650	\$3,500	\$0	\$3,500	-4.11%
SUPPLIES						
Office Supplies	\$419	\$250	\$250	\$0	\$250	0.00%
Operating Supplies	94	200	200	0	200	0.00%
Ancillary Meeting Costs	222	500	500	0	500	0.00%
Small Items of Equipment	0	200	200	0	200	0.00%
	\$735	\$1,150	\$1,150	\$0	\$1,150	0.00%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$545	\$1,000	\$1,000	\$0	\$1,000	0.00%
Travel & Subsistence Expense	22,065	9,800	9,800	0	9,800	0.00%
Legal Publications	1,712	1,500	1,000	0	1,000	-33.33%
Publication of Agendas	2,839	3,300	3,300	0	3,300	0.00%
Printing and Binding	227	350	400	0	400	14.29%
Training & Registration Costs	8,054	7,000	7,000	0	7,000	0.00%
City Code Revision	3,143	3,000	3,000	0	3,000	0.00%
	\$38,585	\$25,950	\$25,500	\$0	\$25,500	-1.73%
TOTAL	\$85,365	\$73,158	\$72,750	\$0	\$72,750	-0.56%

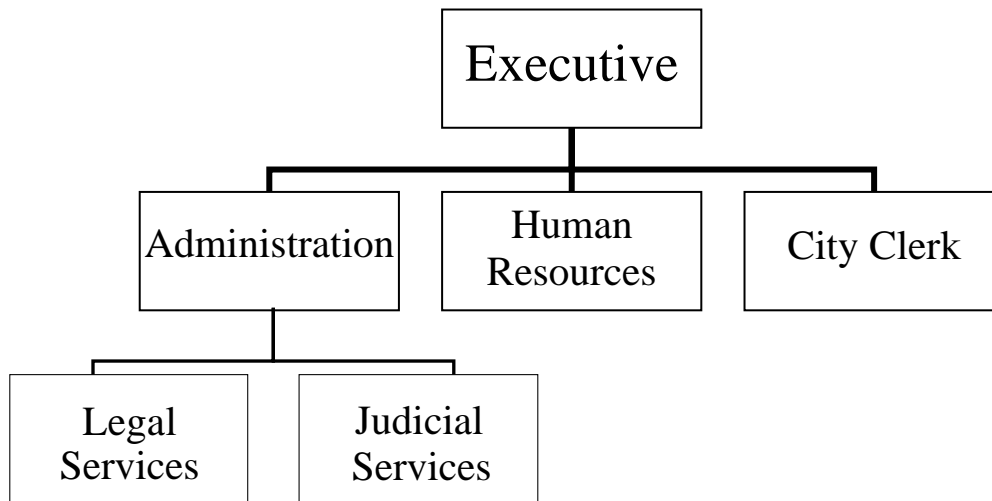


EXECUTIVE DEPARTMENT

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

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

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



POSITION SUMMARY

Position Title	2010	2011
Mayor	1	1
City Administrator	1	1
City Clerk	1	1
Executive/HR Assistant	1	1
Assistant to City Admin	1	1
Department Assistant	0.5	0.5
Total	5.5	5.5



EXECUTIVE DEPARTMENT EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Administration	\$671,045	\$709,790	\$687,600	\$25,000	\$712,600	0.40%
Human Resources	51,757	78,850	78,900	2,000	80,900	2.60%
Legal Services	239,035	192,000	197,000	0	197,000	2.60%
Judicial Services	114,546	108,450	107,000	20,000	127,000	17.10%
Paine Field Emergency Fund	77,263	55,000	26,240	0	26,240	-52.29%
TOTAL	\$1,153,646	\$1,144,090	\$1,096,740	\$47,000	\$1,143,740	-0.03%

EXECUTIVE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Judicial Services	Everett District Court	20,000
1	Administration	Lobbyist Services	25,000
1	Human Resources	AWC Wellness Program	2,000
Total			47,000

Administration

PURPOSE

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

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

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

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

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

This Division facilitates communications and public information activities to promote the City and inform City residents, including the City Views newsletter, press contact and press releases, customer service initiatives, web streaming and other activities.

PERFORMANCE INDICATORS

	2009	2010	2011
	Actual	Est.	Est.
Agenda Bills Presented	119	120	120
Public Records Requests	335	250	295
Claims Opened	9	8	9
Claims Closed	13	10	11
Incidents Reported	23	25	24

2011 GOALS & OBJECTIVES

- To continue activities to protect the community from commercial air service at Paine Field Airport.
- To continue expanding and diversifying communications and public information activities and initiatives to promote the City, including but not limited to the City newsletter, press contact, website, customer service initiatives and web-streaming and/or broadcasting.
- To develop and implement long-range financial and operational planning and stability.
- To facilitate the transfer of the Tank Farm and waterfront development, including the NOAA facility.
- Economic Development within the City.
- Japanese Gulch parks and open space development.
- Annexation

ADMINISTRATION

	2009	2010	2011	2011	2011	
	Actuals	Approved Budget	Baseline Budget	Department Requests	Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$333,773	\$423,290	\$409,100	\$0	\$409,100	-3.35%
Part Time Employees	50,892	21,960	23,000	0	23,000	4.74%
Special Assignment Pay	7,065	7,200	7,200	0	7,200	0.00%
Overtime	3,457	5,000	1,000	0	1,000	-80.00%
	\$395,187	\$457,450	\$440,300	\$0	\$440,300	-3.75%
PERSONNEL BENEFITS						
FICA	\$29,341	\$35,450	\$33,500	\$0	\$33,500	-5.50%
PERS	26,828	24,610	30,700	0	30,700	24.75%
L&I	1,520	1,690	1,600	0	1,600	-5.33%
Medical Benefits	55,470	61,100	67,600	0	67,600	10.64%
Dental Benefits	8,656	5,500	5,500	0	5,500	0.00%
Vision Benefits	1,184	1,680	1,700	0	1,700	1.19%
Unemployment Compensation	105	400	400	0	400	0.00%
Administrator Vehicle Allowance	6,000	6,000	6,000	0	6,000	0.00%
Life Insurance	1,054	1,540	1,500	0	1,500	-2.60%
Long Term Disability Insurance	2,335	3,410	3,300	0	3,300	-3.23%
	\$132,493	\$141,380	\$151,800	\$0	\$151,800	7.37%
SUPPLIES						
Office Supplies	\$4,943	\$6,000	\$3,000	\$0	\$3,000	-50.00%
Reference Materials	216	300	300	0	300	0.00%
Ancillary Meeting Costs	843	500	500	0	500	0.00%
Small Items of Equipment	1,296	1,000	1,000	0	1,000	0.00%
	\$7,298	\$7,800	\$4,800	\$0	\$4,800	-38.46%
OTHER SERVICES & CHARGES						
Consulting Services	\$14,527	\$6,960	\$5,000	\$0	\$5,000	-28.16%
Lobbyist Services	96,545	65,000	65,000	25,000	90,000	38.46%
Records Management	186	11,500	1,000	0	1,000	-91.30%
Telephone	8,098	1,900	1,900	0	1,900	0.00%
Cell Phone	0	2,100	2,100	0	2,100	0.00%
Postage	704	1,000	1,000	0	1,000	0.00%
Travel and Subsistence	9,959	9,000	9,000	0	9,000	0.00%
Assoc. Dues and Memberships	2,574	1,000	1,000	0	1,000	0.00%
Printing and Binding	126	200	200	0	200	0.00%
Training and Registration	3,323	4,500	4,500	0	4,500	0.00%
Miscellaneous	25	0	0	0	0	0.00%
	\$136,067	\$103,160	\$90,700	\$25,000	\$115,700	12.16%
TOTAL	\$671,045	\$709,790	\$687,600	\$25,000	\$712,600	0.40%

Human Resources

PURPOSE

The primary objective of the Human Resources is to attract and retain qualified, skilled professional staff, to provide superior service to the citizens of Mukilteo.

The City Administrator manages the division and the Executive Assistant to Administration is tasked with the overall responsibilities of the division.

Human Resources involves recruiting and selecting new employees; administering employee benefits, and updating the City's classification and compensation program; developing and implementing policies and procedures; and directing labor relations and negotiation efforts.

Additional areas of responsibilities are the Mukilteo LEOFF1 (Law Enforcement and Fire Fighters) Disability Board, Chief Examiner/Secretary for the Civil Service Commission; and staff support for the Salary Advisory Committee for the compensation of elected officials.

The Division handles informal and formal grievances, arbitration actions, represents the City in negotiations or actions with employee unions, and participates in negotiations of all labor contracts with the City's 5 union-represented employee groups.

The Division oversees a wellness program that focuses on the health of city employees.

Activities and resources are accessible through our healthcare administrator for people at all stages of wellness. The knowledge shared by a good Wellness Program is increase employee productivity with less sick days taken.

PERFORMANCE INDICATORS

	2009	2010	2011
	Actual	Est.	Est.
Position Recruitments	12	3	3
Applications Screened	635	572	500
Applicants Interviewed	210	17	250
Labor Contracts Settled	4	2	5
Background Verifications	12	15	3

2011 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 and update administrative guidelines and evaluations for personnel.
- To conduct a full review of employee benefit packages.
- To comply with state and federal employee regulations, providing updated material and programs for employees.
- The development of a year-round wellness program.
- To complete negotiations for labor agreements.

HUMAN RESOURCES

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SUPPLIES						
Supplies	\$1,290	\$1,000	\$1,000	\$0	\$1,000	0.00%
Reference Material	287	500	500	0	500	0.00%
	\$1,577	\$1,500	\$1,500	\$0	\$1,500	0.00%
OTHER SERVICES & CHARGES						
Other Professional Services	\$39,167	\$35,000	\$35,000	\$0	\$35,000	0.00%
AWC Wellness Program	0	0	0	2,000	2,000	100.00%
Telephone	233	200	200	0	200	0.00%
Postage	84	250	300	0	300	20.00%
Travel and Subsistence	0	1,000	1,000	0	1,000	0.00%
Classified Advertising	2,614	2,000	2,000	0	2,000	0.00%
Assoc. Dues and Memberships	360	400	400	0	400	0.00%
Printing and Binding	0	500	500	0	500	0.00%
Training and Registration	6,926	13,000	13,000	0	13,000	0.00%
Miscellaneous	36	0	0	0	0	0.00%
Compensation Adjustments	760	0	0	0	0	0.00%
Reserve for Accrued Leave	0	25,000	25,000	0	25,000	0.00%
	\$50,180	\$77,350	\$77,400	\$2,000	\$79,400	2.65%
TOTAL	\$51,757	\$78,850	\$78,900	\$2,000	\$80,900	2.60%

Legal Services

PURPOSE

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

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

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

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Hours of Service			
City Attorney	750	1050	1000
City Prosecutor	300	500	400
Litigation Cases	6	6	6

2011 GOALS & OBJECTIVES

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

LEGAL SERVICES

OTHER SERVICES & CHARGES

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
City Attorney	\$130,220	\$105,000	\$110,000	\$0	\$110,000	4.76%
City Attorney - Other Services	59,375	44,000	44,000	0	44,000	0.00%
City Prosecuting Attorney	49,440	43,000	43,000	0	43,000	0.00%
TOTAL	\$239,035	\$192,000	\$197,000	\$0	\$197,000	2.60%

Judicial Services

PURPOSE

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

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

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

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Cases	90	270	200
Indigents Defended	82	156	120
Hours of Service	90	160	130

2011 GOALS & OBJECTIVES

- To continue to provide district court services.

JUDICIAL SERVICES

OTHER SERVICES & CHARGES

Indigent Defense Attorney

2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
\$32,434	\$37,450	\$36,000	\$0	\$36,000	-3.87%
\$32,434	\$37,450	\$36,000	\$0	\$36,000	-3.87%

INTERGOVERNMENTAL SVCS.

Interlocal Extradition
Everett District Court

\$0	\$1,000	\$1,000	\$0	\$1,000	0.00%
82,112	70,000	70,000	20,000	90,000	28.57%
\$82,112	\$71,000	\$71,000	\$20,000	\$91,000	28.17%
\$114,546	\$108,450	\$107,000	\$20,000	\$127,000	17.10%

TOTAL

Paine Field Emergency Reserve Fund

PURPOSE

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

PAINE FIELD EMERGENCY FUND

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
OTHER SERVICES & CHARGES						
City Attorney - Other Services	\$77,263	\$55,000	\$26,240	\$0	\$26,240	-52.29%
TOTAL	\$77,263	\$55,000	\$26,240	\$0	\$26,240	-52.29%

PAINE FIELD EMERGENCY FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$125,686	\$55,000	\$67,820	\$26,240	-52.29%
<u>Revenues</u>					
Miscellaneous	0	0	730	0	0.00%
Total Revenues	0	0	730	0	0.00%
<u>Total Resources</u>	125,686	55,000	68,550	26,240	-52.29%
<u>Expenditures</u>					
Other Services & Charges	77,263	55,000	42,310	26,240	-52.29%
<u>Total Expenditures</u>	77,263	55,000	42,310	26,240	-52.29%
<u>Ending Fund Balance</u>	\$48,423	\$0	\$26,240	\$0	0.00%

City Reserve Fund

PURPOSE

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

Maintenance of fund balance for each accounting fund assures adequate resources for cash flow and to mitigate short-term effects of revenue shortages. Reserve funds are necessary to enable the City to deal with unforeseen emergencies or changes in condition.

The purpose of the City Reserve Fund is to maintain compliance with the City's Fund Balance Reserve Policy, which requires maintenance of a Contingency Fund with a reserve equal to \$1,000,000 to provide a financial cushion to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods or to provide funds in the event of major unplanned expenditures the City could face as a result of a landslide, earthquake or other natural disaster.

CITY RESERVE FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$1,179,199	\$1,000,000	\$1,000,000	\$1,000,000	0.00%
<u>Revenues</u>					
Investment Interest	0	0	0	0	0.00%
Total Revenues	0	0	0	0	0.00%
Total Resources	1,179,199	1,000,000	1,000,000	1,000,000	0.00%
<u>Expenditures</u>					
Land Purchase - Precht Property	179,199	0	0	0	0.00%
Total Expenditures	179,199	0	0	0	0.00%
Ending Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	0.00%

DECISION PACKAGE

Department: Executive
Division: Judicial Services
Decision Package Title: Everett District Court
Preparer: Scott James
Account Number: 011.12.512.500.5125
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: Everett District Court costs are exceeding prior year budget and need to be increased to reflect actual costs.

Brief Explanation Why Your Department Needs This Item: Bring legal budget appropriation amounts in line with expected costs.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Everett District Court	5125	70,000	20,000	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$70,000	\$20,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	20,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$20,000	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Administrative
Division: Executive
Decision Package Title: Lobbyist Services
Preparer: Krystn McArthur
Account Number: 011.13.513.100.4170
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: Provide an increase to line item for Lobbyist Services, due to 2010 expenditures.

Brief Explanation Why Your Department Needs This Item: The increase is needed due to history of 2010 expenditure for Lobbyist Services.

What Alternatives Are Available, if Any? Alternative is to have a decreased level of service for Lobbyist Services, which could lead to less results for the City.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	65,000	25,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$65,000	\$25,000	\$0	\$0	\$0	\$0

Sources of Payment		2011	2012	2013	2014	2015
Ending Cash		25,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$25,000	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Executive
Division: Human Resources
Decision Package Title: AWC Wellness Program
Preparer: Shirley Engdahl
Account Number: 011.16.516.200.4180
Ranking: 1

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:**

This is a program facilitated by AWC and a matching grant; The City is developing a year-round program that focuses on the health of city employees with the assistance of a Wellness Committee comprised of employees. Activities and resources are accessible through our healthcare administrator for people at all stages of wellness. The knowledge shared by a good Wellness Program is increase employee productivity with less sick days taken. Participation gives the City a 2% discount off of the medical premiums. Participation in this program would provide approximately \$20,000 of savings for the City.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	2,000	2,000	2,000	2,000	2,000
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	2,000	2,000	2,000	2,000	2,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000



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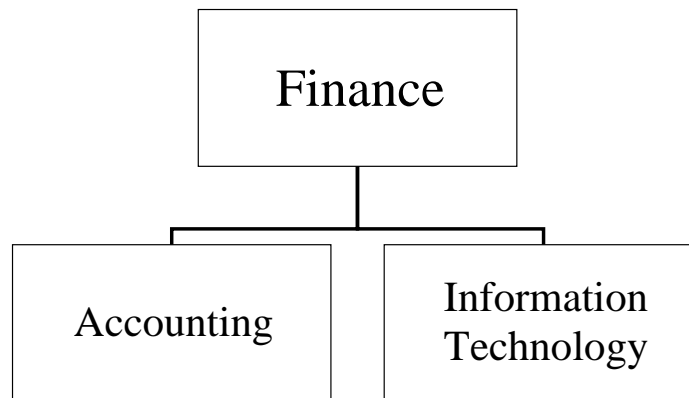


FINANCE DEPARTMENT

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.



POSITION SUMMARY

Position Title	2010	2011
Finance Director	1	1
Accounting Services Manager	1	1
Staff Accountant	1	1
Accounting Technician	3	3
Information Technology Manager	1	1
Network Engineer	1	1
Total	8	8



FINANCE DEPARTMENT EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Accounting	\$762,330	\$667,690	\$691,000	\$0	\$691,000	3.49%
Information Technology	160,820	359,250	299,300	29,000	328,300	-8.62%
Technology Replacement	208,928	91,180	0	76,600	76,600	-15.99%
TOTAL	\$1,132,078	\$1,118,120	\$990,300	\$105,600	\$1,095,900	-1.99%

FINANCE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Technology Replacement	Technology Replacement Schedule	76,600
1	Information Technology	Software Maintenance Cost Increase	17,500
2	Information Technology	Communication M&R Cost Increase	5,000
3	Information Technology	Training & Registration Increase	3,500
4	Information Technology	Scriptlogic Helpdesk and Supporting Software Package	3,000
Total			105,600



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.

2010 ACCOMPLISHMENTS

- Completed the 2009 Comprehensive Annual Financial Report (CAFR) and submitted an application for the CAFR Award to the Government Finance Officers Association (GFOA).
- Received the 2010 Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Revised the City's business licensing structure to be more small-business friendly and to streamline processes.
- Implemented purchasing card program.
- Long-range Financial Planning begun.
- The following policies were written by the Finance Department and adopted by the City Council:
 - Budget Policy
 - Gap Closing Policy

POSITION SUMMARY

<u>Position Title</u>	<u>2010</u>	<u>2011</u>
Finance Director	1	1
Accounting Services Manager	1	1
Staff Accountant	1	1
Accounting Technician	3	3
<u>Total</u>	<u>6</u>	<u>6</u>

2011 GOALS & OBJECTIVES

- Submit the 2011 budget document for the Government Finance Officers Association Distinguished Budget Presentation Award.
- Submit the 2010 Comprehensive Annual Financial Report (CAFR) for the Government Finance Officers Association CAFR award.
- Implement Governmental Accounting Standards Board Statement # 54: Fund Balance Reporting and Governmental Fund Type Definitions.
- Complete Long-range Financial Plan.



ACCOUNTING

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES*						
Full Time Employees	\$475,906	\$398,700	\$407,000	\$0	\$407,000	2.08%
Overtime	3,506	5,000	3,000	0	3,000	-40.00%
	\$479,412	\$403,700	\$410,000	\$0	\$410,000	1.56%
PERSONNEL BENEFITS*						
FICA	\$36,288	\$31,070	\$31,700	\$0	\$31,700	2.03%
PERS	31,003	21,560	28,500	0	28,500	32.19%
L&I	1,732	1,870	1,700	0	1,700	-9.09%
Medical Benefits	83,132	77,130	93,600	0	93,600	21.35%
Dental Benefits	12,914	6,880	7,800	0	7,800	13.37%
Vision Benefits	1,951	2,100	2,400	0	2,400	14.29%
Unemployment Comp.	0	700	600	0	600	-14.29%
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0.00%
Life Insurance	1,284	1,350	1,400	0	1,400	3.70%
Long Term Disability Insurance	2,844	2,980	3,100	0	3,100	4.03%
	\$173,548	\$148,040	\$173,200	\$0	\$173,200	17.00%
SUPPLIES						
Office Supplies	\$4,715	\$3,000	\$3,000	\$0	\$3,000	0.00%
Purchase Of Forms	1,090	1,500	1,500	0	1,500	0.00%
Reference Material	247	400	400	0	400	0.00%
Motor Fuel	133	100	100	0	100	0.00%
Small Items of Equipment	109	300	300	0	300	0.00%
	\$6,294	\$5,300	\$5,300	\$0	\$5,300	0.00%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$4,302	\$0	\$4,000	\$0	\$4,000	100.00%
Telephone	5,669	1,400	1,400	0	1,400	0.00%
Cell Phone	0	400	400	0	400	0.00%
Postage	3,337	3,300	3,300	0	3,300	0.00%
Travel & Subsistence	1,022	750	800	0	800	6.67%
Motor Pool Charges	3,240	0	4,400	0	4,400	100.00%
Vehicle R&M	1,141	500	500	0	500	0.00%
Accounting System Maint	30,292	34,000	32,900	0	32,900	-3.24%
Assoc. Dues & Memberships	390	450	500	0	500	11.11%
Printing And Binding	265	750	800	0	800	6.67%
Training & Registration Costs	2,168	1,500	1,500	0	1,500	0.00%
Miscellaneous	1,354	6,000	6,000	0	6,000	0.00%
Banking Fees	11,586	21,600	6,000	0	6,000	-72.22%
	\$64,766	\$70,650	\$62,500	\$0	\$62,500	-11.54%
INTERGOVERNMENTAL SVCS.						
State Auditor Audit	\$38,310	\$40,000	\$40,000	\$0	\$40,000	0.00%
	\$38,310	\$40,000	\$40,000	\$0	\$40,000	0.00%
TOTAL	\$762,330	\$667,690	\$691,000	\$0	\$691,000	3.49%

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

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.

POSITION SUMMARY

<u>Position Title</u>	<u>2010</u>	<u>2011</u>
Information Technology Manager	1	1
Network Engineer	1	1
Total	2	2

2010 ACCOMPLISHMENTS

- Created documentation for help desk procedures with priority guidelines and service level understandings.
- Implemented the web interface portion of the help desk software.
- Installed an email archiving appliance that captures and records all email in, out and between City users.
- Installed a fiber line between the Police Station and Snohomish County..
- Purchased a Storage Area Network solution and introduced the primary storage device into the network.
- Drafted a 5 year strategic plan that will guide and direct future technology endeavors.
- Introduced virtualization into the network topology by utilizing virtualized Microsoft 2008 servers.
- Installed a Microsoft global patch and update server that provides us the ability to remotely and automatically update servers and computers.
- Installed an internet Web Filter/Monitoring appliance that helps defend us against infected web sites, provides the ability to

restrict internet access and monitor use of the internet.

- Installed a Spam/Virus perimeter defense appliance that filters all email for spam and viruses in and out of the City.

2011 GOALS & OBJECTIVES

- Establish an IT charge back policy for 2012.
- Complete phase two of the Storage Area Network implementation which includes volume shadow copying and replication.
- Introduce a public wireless network to City Hall and the Emergency Operation Center.
- Further refine and expand the use of the Sharepoint intranet site.
- Introduce a new help desk software solution that includes an end user based password recovery module.
- Standardize Active Directory names and email addresses.
- Distribute new Symantec Anti-Virus v11 to all servers, laptops and desktops.
- Modify Council chambers including new computer or laptop devices for Council use.
- Roll out additional functionality of the Cisco Voice Over Internet Protocol phone system.
- Install an Intrusion Prevention Service.
- Perform New World public safety software testing with Radio IP connectivity.

INFORMATION TECHNOLOGY

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES*						
Full Time Employees	\$40,890	\$125,740	\$150,900	\$0	\$150,900	20.01%
Overtime	0	3,000	3,000	0	3,000	0.00%
	\$40,890	\$128,740	\$153,900	\$0	\$153,900	19.54%
PERSONNEL BENEFITS*						
FICA	\$3,152	\$9,620	\$11,800	\$0	\$11,800	22.66%
PERS	1,977	6,770	10,600	0	10,600	56.57%
L&I	137	620	600	0	600	-3.23%
Medical Benefits	9,626	29,620	39,600	0	39,600	33.69%
Dental Benefits	486	2,750	3,700	0	3,700	34.55%
Vision Benefits	250	840	1,100	0	1,100	30.95%
Unemployment Compensation	0	0	200	0	200	100.00%
Life Insurance	123	520	500	0	500	-3.85%
Long Term Disability Insurance	272	1,140	1,100	0	1,100	-3.51%
	\$16,023	\$51,880	\$69,200	\$0	\$69,200	33.38%
SUPPLIES						
Office Supplies	\$535	\$0	\$0	\$0	\$0	0.00%
Computer Supplies	3,065	5,000	5,000	0	5,000	0.00%
Reference Material	53	500	500	0	500	0.00%
Operating Supplies	250	1,000	1,000	0	1,000	0.00%
Small Items of Equipment	16,433	55,050	10,000	3,000	13,000	-76.39%
	\$20,336	\$61,550	\$16,500	\$3,000	\$19,500	-68.32%
OTHER SERVICES & CHARGES						
Other Professional Services	\$20,415	\$47,630	\$8,500	\$0	\$8,500	-82.15%
Telephone	17,490	2,700	1,400	0	1,400	-48.15%
Postage	0	100	100	0	100	0.00%
On-Line Charges	11,367	18,150	20,200	0	20,200	11.29%
Cell Phone	0	1,400	1,400	0	1,400	0.00%
Classified Advertising	0	500	0	0	0	-100.00%
Office Equipment M&R	10,870	0	500	0	500	100.00%
Communication Equipment R&M	9,865	11,150	13,500	5,000	18,500	65.92%
Computer System M&R	13,564	12,100	13,500	0	13,500	11.57%
Software Maintenance	0	0	0	17,500	17,500	100.00%
Printing And Binding	0	100	100	0	100	0.00%
Training & Registration	0	500	500	3,500	4,000	700.00%
	\$83,571	\$94,330	\$59,700	\$26,000	\$85,700	-9.15%
CAPITAL OUTLAY						
Computer Hardware	\$0	\$14,750	\$0	\$0	\$0	-100.00%
Other Machinery & Equipment	0	8,000	0	0	0	-100.00%
	\$0	\$22,750	\$0	\$0	\$0	-200.00%
TOTAL	\$160,820	\$359,250	\$299,300	\$29,000	\$328,300	-8.62%

*IT staff salaries and benefits were included in the Accounting budget in 2009



TECHNOLOGY REPLACEMENT FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$285,617	\$49,130	\$128,970	\$118,770	141.75%
<u>Revenues</u>					
Investment Interest	2,276	1,000	450	400	-60.00%
2% Admin Fee	0	0	4,700	2,000	100.00%
Miscellaneous	0	0	830	0	0.00%
Operating Transfers In	50,000	75,000	75,000	75,000	0.00%
Total Revenues	52,276	76,000	80,980	77,400	1.84%
<u>Total Resources</u>	337,893	125,130	209,950	196,170	56.77%
<u>Expenditures</u>					
Small Equipment	65,016	0	0	0	0.00%
Capital Outlay	143,912	91,180	91,180	76,600	-15.99%
<u>Total Expenditures</u>	208,928	91,180	91,180	76,600	-15.99%
<u>Ending Fund Balance</u>	\$128,965	\$33,950	\$118,770	\$119,570	252.19%

TECHNOLOGY REPLACEMENT

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
CAPITAL OUTLAY						
Computer Hardware	\$208,928	\$91,180	\$0	\$76,600	\$76,600	-15.99%
TOTAL	\$208,928	\$91,180	\$0	\$76,600	\$76,600	-15.99%

DECISION PACKAGE

Department: Finance
Division: Information Technology
Decision Package Title: Technology Replacement Schedule
Preparer: Dave 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: ☐ **New Cost:** ☐

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

Item Description: This is to replace IT infrastructure hardware based on the technology replacement schedule

Brief Explanation Why Your Department Needs This Item: To maintain a stable and updated technology platform for the City and its employees. The costs are as follows: \$16,000 Network Switches, \$19,200 User Workstations, \$3,000 Printers, \$15,000 Network Servers, \$3,400 Uninterruptible Power Supplies and \$20,000 for a new copier.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Capital Outlay		0	76,600	0	0	0	0
Total Expenses		\$0	\$76,600	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	76,600	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$76,600	\$0	\$0	\$0	\$0

DECISION PACKAGE

Department: Finance
Division: Information Technology
Decision Package Title: Software Maintenance Cost Increase
Preparer: Dave Varga
Account Number: 011.18.518.400.4821
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: Increase in the cost of Software Maintenance to cover costs to maintain the new technologies introduced in 2010 as well as true up some licensing deficiencies for back office support software.

Brief Explanation Why Your Department Needs This Item: In 2010 we introduced several pieces on new technology hardware including an email messaging archiver, an internet monitoring/filtering device, a spam/virus filtering device as well as a Storage Area Network that require ongoing support to maintain and keep current. We have also discovered some under licensed back-office server support programs that need to have their license counts adjusted.

What Alternatives Are Available, if Any? No alternatives.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	17,500	17,500	17,500	17,500	17,500
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	17,500	17,500	17,500	17,500	17,500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500

DECISION PACKAGE

Department: Finance
Division: Information Technology
Decision Package Title: Communication M&R Cost Increase
Preparer: Dave Varga
Account Number: 011.18.518.400.4807
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: Increase in the cost of Communication M&R to cover costs to maintain the operating software of the Cisco VOIP phone system.

Brief Explanation Why Your Department Needs This Item: We currently do not have a maintenance contract for the software portion of our phone system and are not eligible to update the servers that are essential for the back-office operations of the phone system.

What Alternatives Are Available, if Any? No alternatives.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	10,000	5,000	5,000	5,000	5,000	5,000
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	5,000	5,000	5,000	5,000	5,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

DECISION PACKAGE

Department: Finance
Division: Information Technology
Decision Package Title: Training and Registration Increase
Preparer: Dave Varga
Account Number: 011.18.518.400.4912
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 Training and Registration to include for Washington State IT Technology Group (ACCIS) dues as well as provide training for the Network Engineer on the existing Cisco phone system.

Brief Explanation Why Your Department Needs This Item: We currently do not have an IT representative that is trained on CISCO VOIP technology and thus we are not able to take advantage of the full features of the phone system. We also joined the Washington State Technology group (ACCIS) in 2009 that is a valuable resource for sharing technology information with other government agencies.

What Alternatives Are Available, if Any? No alternatives.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	500	3,500	500	500	500	500
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$500	\$3,500	\$500	\$500	\$500	\$500

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	3,500	500	500	500	500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$3,500	\$500	\$500	\$500	\$500

DECISION PACKAGE

Department: Finance
Division: Information Technology
Decision Package Title: ScriptLogic Helpdesk and Supporting Software Package
Preparer: Dave Varga
Account Number: 011.18.518.400.3501
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: Replace current help desk software with a more robust package that includes a password change portal for end users as well as incorporates additional networking support functionality including an msi packager and server monitoring.

Brief Explanation Why Your Department Needs This Item: The current help desk software we are currently using has proven unreliable and has never been fully implemented or used to its capacity by our end users. The help desk software provided by ScriptLogic is a very intuitive for end users and also supplies them with the capacity to unlock their accounts via a password portal with unique questions created by the end user. We currently use ScriptLogic for Desktop management so this addition would help us streamline our vendor support profile.

What Alternatives Are Available, if Any? No alternatives.

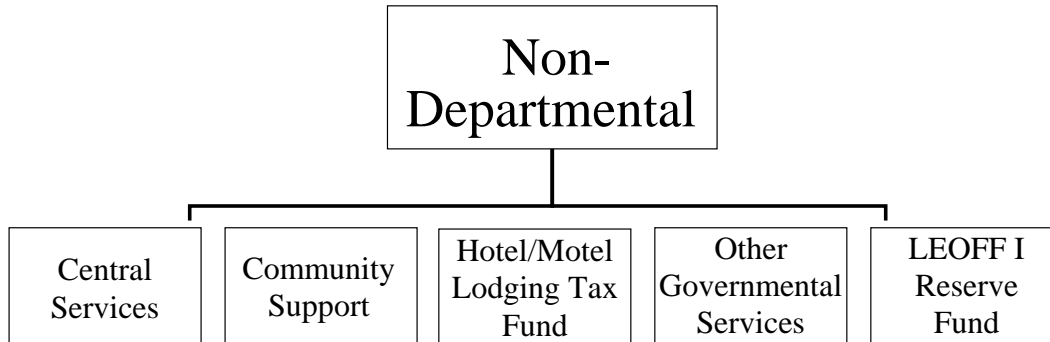
Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	10,000	3,000	1,500	1,500	1,500	1,500
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$10,000	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	3,000	1,500	1,500	1,500	1,500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500



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.



NON DEPARTMENTAL EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Central Services	\$10,705	\$11,400	\$21,600	\$0	\$21,600	89.47%
Community Support	83,645	71,000	154,400	8,740	163,140	129.77%
Hotel/Motel Lodging Tax	455,014	194,321	43,280	135,080	178,360	-8.21%
Other Governmental Services	1,954,128	2,033,038	1,427,500	0	1,427,500	-29.78%
LEOFF I Reserve Fund	26,192	29,400	34,900	0	34,900	18.71%
TOTAL	\$2,518,979	\$2,327,759	\$1,660,080	\$143,820	\$1,803,900	-22.50%

NON-DEPARTMENTAL DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Community Support	Lyons Garden at Rosehill Community Center	8,740
1	Hotel/Motel Lodging Tax Fund	Grant Increase	30,000
Total			38,740



Central Services

PURPOSE

The Central Services division includes costs that are not allocated to individual departments, such as copy paper and maintenance of shared office equipment.

CENTRAL SERVICES

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SUPPLIES						
Paper Stock	\$6,014	\$6,500	\$6,000	\$0	\$6,000	-7.69%
Supplies	2,260	2,700	1,700	0	1,700	-37.04%
	<u>\$8,274</u>	<u>\$9,200</u>	<u>\$7,700</u>	<u>\$0</u>	<u>\$7,700</u>	<u>-16.30%</u>
OTHER SERVICES & CHARGES						
Postage	\$249	\$200	\$400	\$0	\$400	100.00%
Website Hosting	0	0	1,800	0	1,800	100.00%
Equipment Rental	1,415	1,000	2,000	0	2,000	100.00%
Equipment M&R	0	1,000	8,500	0	8,500	750.00%
Software System Maintenance	205	0	200	0	200	100.00%
Printing	562	0	1,000	0	1,000	100.00%
	<u>\$2,431</u>	<u>\$2,200</u>	<u>\$13,900</u>	<u>\$0</u>	<u>\$13,900</u>	<u>531.82%</u>
TOTAL	<u>\$10,705</u>	<u>\$11,400</u>	<u>\$21,600</u>	<u>\$0</u>	<u>\$21,600</u>	<u>89.47%</u>



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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
OTHER SERVICES & CHARGES						
Telephone	\$0	\$0	\$1,200	\$0	\$1,200	100.00%
City Newsletter	18,187	26,000	24,000	0	24,000	-7.69%
Community Organizational Support	18,012	10,000	10,000	8,740	18,740	87.40%
Large Item Pickup	31,860	35,000	22,000	0	22,000	-37.14%
	<u>\$68,059</u>	<u>\$71,000</u>	<u>\$57,200</u>	<u>\$8,740</u>	<u>\$65,940</u>	<u>-7.13%</u>
CAPITAL OUTLAY						
Machinery and Equipment	\$15,586	\$0	\$0	\$0	\$0	0.00%
	<u>\$15,586</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
INTERFUND LOANS						
Interfund Loan Principal	\$0	\$0	\$5,000	\$0	\$5,000	100.00%
Interfund Loan Interest	0	0	400	0	400	100.00%
	<u>\$0</u>	<u>\$0</u>	<u>\$5,400</u>	<u>\$0</u>	<u>\$5,400</u>	<u>100.00%</u>
TOTAL	<u>\$83,645</u>	<u>\$71,000</u>	<u>\$62,600</u>	<u>\$8,740</u>	<u>\$71,340</u>	<u>0.48%</u>



Hotel/Motel Lodging Tax Fund

PURPOSE

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

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

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

HOTEL/MOTEL LODGING TAX RESERVES

The City will maintain a Hotel/Motel Lodging Tax Reserve of allocating grants to fund tourism promotional opportunities within the City. The 2011 Budget will maintain a cash flow reserve within the Hotel/Motel Lodging Tax Fund in an amount equal to one prior complete year's revenues in ending fund balance. For example, the 2011 projected ending fund balance of \$130,810 exceeds the 2009 actual revenues of \$105,000 receipted into the fund.

HOTEL/MOTEL LODGING TAX

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
OTHER SERVICES & CHARGES						
Community Organizational Support	\$77,045	\$131,800	\$61,800	\$30,000	\$91,800	-30.35%
Insurance	0	181	180	0	180	-0.55%
	\$77,045	\$131,981	\$61,980	\$30,000	\$91,980	-30.31%
CAPITAL OUTLAY						
Buildings	\$377,969	\$0	\$0	\$0	\$0	0.00%
	\$377,969	\$0	\$0	\$0	\$0	0.00%
INTERFUND LOANS						
Interfund Loan Principal	\$0	\$62,340	\$40,000	\$0	\$40,000	-35.84%
Interfund Loan Interest	0	0	3,100	0	3,100	100.00%
	\$0	\$62,340	\$43,100	\$0	\$43,100	100.00%
TOTAL	\$455,014	\$194,321	\$105,080	\$30,000	\$135,080	-30.49%



HOTEL/MOTEL LODGING TAX FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$224,623	\$168,400	\$209,000	\$135,440	-19.57%
<u>Revenues</u>					
Hotel/Motel Transient Tax	103,330	130,000	120,100	130,000	0.00%
Investment Interest	1,747	4,500	660	450	-90.00%
Interfund Loans	333,280	0	0	0	0.00%
Total Revenues	438,357	134,500	120,760	130,450	-3.01%
<u>Total Resources</u>	662,980	302,900	329,760	265,890	-12.22%
<u>Expenditures</u>					
Community Organizational Support	77,045	91,800	91,800	91,800	0.00%
Insurance	0	181	180	180	-0.55%
Capital Outlay	377,969	0	0	0	0.00%
Interfund Loan Payments	0	102,340	102,340	43,100	-57.89%
<u>Total Expenditures</u>	455,014	194,321	194,320	135,080	-30.49%
<u>Ending Fund Balance</u>	\$207,966	\$108,579	\$135,440	\$130,810	20.47%



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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
PERSONNEL BENEFITS						
General Employee Benefits	\$5,962	\$4,500	\$4,500	\$0	\$4,500	0.00%
	\$5,962	\$4,500	\$4,500	\$0	\$4,500	0.00%
OTHER SERVICES & CHARGES						
Public Affairs & Community Outreach	\$31,951	\$74,050	\$32,000	\$0	\$32,000	-56.79%
Youth Advisory Council	981	1,000	1,000	0	1,000	0.00%
Telephone	0	1,200	0	0	0	-100.00%
Insurance	183,763	128,300	132,000	0	132,000	2.88%
eCITYGOV Alliance Contract	11,000	3,000	2,000	0	2,000	-33.33%
Emergency Mgmt Miscellaneous	6,112	2,500	2,500	0	2,500	0.00%
COBRA Dental/Vision Claims	0	0	7,000	0	7,000	100.00%
	\$233,807	\$210,050	\$176,500	\$0	\$176,500	-15.97%
INTERGOVERNMENTAL SVCS.						
Alcohol Program	\$5,974	\$6,000	\$6,000	\$0	\$6,000	0.00%
Election Services	12,694	32,500	15,000	0	15,000	-53.85%
Emergency Services	52,102	54,000	54,700	0	54,700	1.30%
Commute Trip Reduction	0	1,000	1,000	0	1,000	0.00%
Association of Washington Cities	13,563	13,580	13,600	0	13,600	0.15%
Puget Sound Air Pollution	12,799	12,510	12,900	0	12,900	3.12%
Puget Sound Region Council	8,726	8,320	8,500	0	8,500	2.16%
Snohomish County Tomorrow	5,139	5,250	5,300	0	5,300	0.95%
Voter Registration	38,008	25,000	31,000	0	31,000	24.00%
WA St Purchasing Coop	3,000	1,000	1,000	0	1,000	0.00%
National League of Cities	0	1,500	1,500	0	1,500	0.00%
Snohomish County Cities	0	100	100	0	100	0.00%
Transfer to Technology Repl Fund	50,000	75,000	75,000	0	75,000	0.00%
Transfer to EMS Fund	369,750	560,000	0	0	0	-100.00%
Transfer to Street Fund	505,000	350,000	343,600	0	343,600	-1.83%
Transfer to Municipal Facility Fund	16,069	0	0	0	0	0.00%
Transfer to Community Center Fund	231,535	242,860	247,000	0	247,000	1.70%
Transfer to Facilities Maint Fund	390,000	390,000	433,000	0	433,000	11.03%
Transfer to LEOFF I Reserve Fund	0	25,000	30,000	0	30,000	20.00%
Transfer to Health Insurance Admin Fund	0	4,870	1,000	0	1,000	-79.47%
Transfer to Surface Water Fund	0	9,998	0	0	0	-100.00%
Transfer to Reserves	0	0	(33,700)	0	(33,700)	100.00%
	\$1,714,359	\$1,818,488	\$1,246,500	\$0	\$1,246,500	-31.45%
TOTAL	\$1,954,128	\$2,033,038	\$1,427,500	\$0	\$1,427,500	-29.78%



Health Insurance Administration Reserve 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 2011 is \$50,831. The current reserve amount maintained is \$51,000.

HEALTH INSURANCE ADMINISTRATION RESERVE FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$45,126	\$45,126	\$45,126	\$50,000	10.80%
<u>Revenues</u>					
Interfund Transfers In	0	0	0	1,000	0.00%
Total Revenues	0	0	0	1,000	0.00%
<u>Total Resources</u>	45,126	45,126	45,126	51,000	13.02%
<u>Expenditures</u>					
Personnel Benefits	0	0	0	0	0.00%
Other Services & Charges	0	0	0	0	0.00%
Interfund Transfers Out	0	0	0	0	0.00%
<u>Total Expenditures</u>	0	0	0	0	0.00%
<u>Ending Fund Balance</u>	\$45,126	\$45,126	\$45,126	\$51,000	13.02%



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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
OTHER SERVICES & CHARGES						
OFM Assessment Fee	\$1,400	\$1,400	\$1,400	\$0	\$1,400	0.00%
	\$1,400	\$1,400	\$1,400	\$0	\$1,400	0.00%
PERSONNEL BENEFITS						
LEOFF I Medical Payments	\$510	\$3,000	\$3,700	\$0	\$3,700	23.33%
LEOFF I Insurance Premiums	24,282	25,000	29,800	0	29,800	19.20%
	\$24,792	\$28,000	\$33,500	\$0	\$33,500	19.64%
TOTAL	\$26,192	\$29,400	\$34,900	\$0	\$34,900	18.71%

LEOFF I RESERVE FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$166,700	\$142,060	\$141,560	\$135,720	-4.46%
<u>Revenues</u>					
Investment Interest	993	1,200	460	450	-62.50%
Operating Transfers In	0	25,000	25,000	30,000	20.00%
Total Revenues	993	26,200	25,460	30,450	16.22%
<u>Total Resources</u>	167,693	168,260	167,020	166,170	-1.24%
<u>Expenditures</u>					
Personnel Benefits	24,792	28,000	29,900	33,500	19.64%
Other Services & Charges	1,400	1,400	1,400	1,400	0.00%
<u>Total Expenditures</u>	26,192	29,400	31,300	34,900	18.71%
<u>Ending Fund Balance</u>	\$141,501	\$138,860	\$135,720	\$131,270	-5.47%



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

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$40,488	\$40,488	\$40,488	\$40,490	0.00%
<u>Revenues</u>					
Unemployment Comp Charges	0	0	0	0	0.00%
Total Revenues	0	0	0	0	0.00%
<u>Total Resources</u>	40,488	40,488	40,488	40,490	0.00%
<u>Expenditures</u>					
Personnel Benefits	0	0	0	0	0.00%
<u>Total Expenditures</u>	0	0	0	0	0.00%
<u>Ending Fund Balance</u>	\$40,488	\$40,488	\$40,488	\$40,490	0.00%



DECISION PACKAGE

Department: Donations
Division: Community Support - Donations
Decision Package Title: Lyons Garden at Rosehill Community Center
Preparer: Scott James
Account Number: 011.19.557.200.3155
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: X **Increased Baseline:**

Item Description: Several years ago, the Lyons family donated money to be held in a "trust" capacity for the construction of a flower garden at the "New" Rosehill Community Center. With completion of the construction of the "New" Rosehill slated for next year, the Lyons family donation now can be used for it's desingated purpose, the construction of flower beds and planting of flowers.

Brief Explanation Why Your Department Needs This Item: Lyons family donation is specifically to used for a flower garden at the "New Rosehill Community Center.

What Alternatives Are Available, if Any? None - donation specific expenditure.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	8,740	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$8,740	\$0	\$0	\$0	\$0

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash	0	8,740	0	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$8,740	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Non Departmental
Division: Hotel/Motel Lodging Tax Fund
Decision Package Title: Grant Increase
Preparer: Joe Hannan
Account Number: 116.19.5567.200.4408
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:** ☐

Maintain 2011 grant allocation at 2010 budget versus 2009 revenues which differs from Council policy (dedicating revenues of 2 years previous).

2009 revenues dropped uncharacteristically (\$26,000) from historical and 2010 revenues. Utilizing the Fund balance it is appropriate to normalize year to year allocations. 2010 revenues are estimated to reach \$130,000 which would maintain grant levels (in accordance with council policy) in 2012 and 2013.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Community organizational Support		61,800	30,000	0	0	0	0
		0	0	0	0	0	0
		0	0	0	0	0	0
Total Expenses		\$61,800	\$30,000	\$0	\$0	\$0	\$0

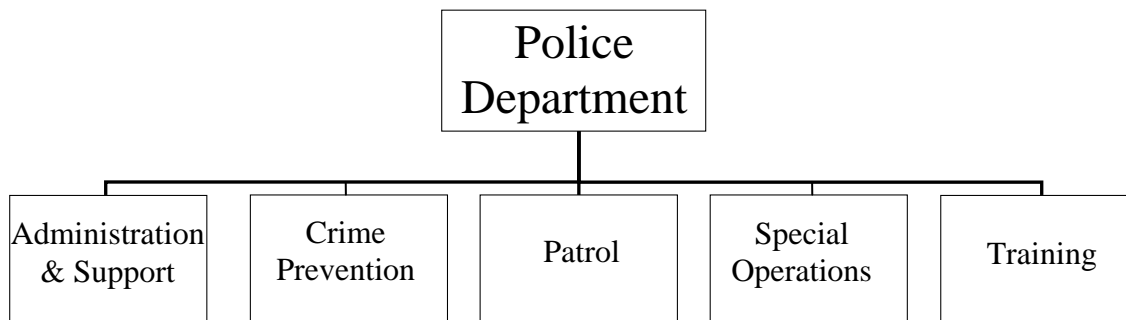
Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other Lodging Tax revenues		30,000	0	0	0	0
Total Sources		\$30,000	\$0	\$0	\$0	\$0



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	2010	2011
Police Chief	1	1
Commander	1	1
Sergeant (1=Detective Sgt.)	5	5
Detective	2	3
Crime Prevention Officer	1	1
Police Officer	18	17
Office Supervisor	1	1
Community Support Officer	1	1
Support Services Technician	2	2
Total	32	32



POLICE DEPARTMENT EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Administration & Support Services	\$ 1,270,835	\$ 1,207,575	\$ 1,226,200	\$ 3,900	\$ 1,230,100	1.87%
Crime Prevention	110,287	126,250	127,700	0	127,700	1.15%
Patrol	2,332,137	2,411,550	2,434,900	6,500	2,441,400	1.24%
Special Operations	355,290	370,100	550,100	0	550,100	48.64%
Training	15,065	26,720	26,800	0	26,800	0.30%
TOTAL	\$ 4,083,614	\$ 4,142,195	\$ 4,365,700	\$ 10,400	\$ 4,376,100	5.65%

POLICE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Administration & Support	New World Project Ongoing Costs	\$ 1,400
1	Administration & Support	Police Chief Uniforms	2,500
2	Patrol	Police Motorcycle Lease	6,500
Total			\$ 10,400



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.

<u>DIVISION POSITION SUMMARY</u>		
Position Title	2010	2011
Police Chief	1	1
Commander	1	1
Police Officer	1	1
Crime Prevention Officer	1	1
Office Supervisor	1	1
Community Support Officer	1	1
Support Services Technician	2	2
Total	8	8

PERFORMANCE INDICATORS

	2009	2010	2011
	Actual	Est.	Est.
Jail Detention			
No. Bookings	145	144	145
Housing Days	1224	1026	1125
Electronic Home Detention			
No. Participants	5	9	7
Detention Days	49	84	67
Internal	1	2	2
Animal Complaints	442	487	506
Case Reports	2122	2361	2597
Fingerprint Services	223	250	308
Infraction/Citations	3965	3154	3785
Animal Licenses	250	275	300
Pistol Permits	191	170	190

2011 Goals & Objectives

- Hire new Police Chief.
- Carry out a complete evidence & property room inventory.
- Complete a comprehensive property & evidence room manual.
- Transition to New World CAD/RMS software.



POLICE - ADMINISTRATION & SUPPORT SERVICES

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$478,113	\$486,900	\$489,000	\$0	\$489,000	0.43%
Special Assignment Pay	3,398	2,700	2,700	0	2,700	0.00%
Merit Pay	2,718	3,010	2,900	0	2,900	-3.65%
Overtime	2,048	6,000	6,000	0	6,000	0.00%
	\$486,277	\$498,610	\$500,600	\$0	\$500,600	0.40%
PERSONNEL BENEFITS						
FICA	\$36,029	\$38,540	\$38,100	\$0	\$38,100	-1.14%
Law Enf. Retirement System	15,282	15,050	15,000	0	15,000	-0.33%
PERS	13,390	11,470	15,000	0	15,000	30.78%
L&I	5,253	6,600	5,600	0	5,600	-15.15%
Medical Benefits	84,643	92,760	102,600	0	102,600	10.61%
Dental Benefits	9,124	7,790	7,800	0	7,800	0.13%
Vision Benefits	2,349	2,380	2,400	0	2,400	0.84%
Teamsters Pension	1,057	1,040	1,100	0	1,100	5.77%
Unemployment Comp.	0	700	700	0	700	0.00%
Life Insurance	1,301	1,650	1,700	0	1,700	3.03%
Long Term Disability Insurance	2,460	3,060	3,100	0	3,100	1.31%
Clothing Allowance	550	0	0	0	0	0.00%
	\$171,438	\$181,040	\$193,100	\$0	\$193,100	6.66%
SUPPLIES						
Supplies	\$11,854	\$13,750	\$13,800	\$0	\$13,800	0.36%
Reference Material	0	400	400	0	400	0.00%
Clothing/Boots	1,742	1,250	1,300	2,500	3,800	204.00%
Motor Fuel	3,600	4,050	4,100	0	4,100	1.23%
Small Items of Equipment	79,810	2,850	2,900	0	2,900	1.75%
	\$97,006	\$22,300	\$22,500	\$2,500	\$25,000	12.11%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$264	\$600	\$600	\$0	\$600	0.00%
Telephone	29,617	19,025	15,900	0	15,900	-16.43%
Postage	2,018	3,000	3,000	0	3,000	0.00%
Cell Phones	0	9,500	10,600	0	10,600	11.58%
MDT Connectivity	0	0	0	1,400	1,400	100.00%
Travel & Subsistence	116	300	500	0	500	66.67%
Office Equipment Rental	535	500	900	0	900	80.00%
Motor Pool Charges	8,705	0	11,600	0	11,600	100.00%
Equipment M&R	1,057	3,350	3,400	0	3,400	1.49%
Vehicle R&M	1,364	2,000	2,000	0	2,000	0.00%
Association Dues & Memberships	955	900	1,100	0	1,100	22.22%
Printing And Binding	251	2,000	2,000	0	2,000	0.00%
Concealed Pistol License	5,158	5,000	5,000	0	5,000	0.00%
	\$50,040	\$46,175	\$56,600	\$1,400	\$58,000	25.61%

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	2008 Actuals	2009 Budget	2010 Baseline	2010 DP's	2010 Proposed	% Change
INTERGOVERNMENTAL SVCS.						
Home Detention	\$1,277	\$2,000	\$2,000	\$0	\$2,000	0.00%
Jail Contract	96,995	95,000	95,000	0	95,000	0.00%
Paws Animal Shelter	11,475	15,000	15,000	0	15,000	0.00%
NW Regional Drug Task Force and Sno. Co. Drug Task Force	4,716	4,600	4,900	0	4,900	6.52%
Dispatch Services	296,514	319,420	313,000	0	313,000	-2.01%
SERS Operating Assessment	24,458	23,430	23,500	0	23,500	0.30%
CAPITAL OUTLAY	\$435,435	\$459,450	\$453,400	\$0	\$453,400	-1.32%
Other Machinery & Equipment	\$30,639	\$0	\$0	\$0	\$0	0.00%
	\$30,639	\$0	\$0	\$0	\$0	0.00%
TOTAL	\$1,270,835	\$1,207,575	\$1,226,200	\$3,900	\$1,230,100	1.87%



Crime Prevention

PURPOSE

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

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

This Officer conducts the False Alarm Reduction Program and performs Crime Trend Analysis. The Crime Prevention officer works with Block Watch groups and supervises the Volunteer Program.

PERFORMANCE INDICATORS

Title	2009	2010	2011
	Actual	Estimate	Estimate
Volunteer Hours	0	100	200
Security Surveys	10	14	15
Presentations	25	30	35
Special Projects	5	10	10

2011 Goals & Objectives

- Continue building a strong Police Volunteer Program
- Hold National Night-Out Against Crime Event
- Conduct at least one Citizens' Police Academy
- Help establish new Block Watch groups

POSITION SUMMARY

Position Title	2010	2011
Crime Prevention Officer	1	1
Total	1	1



POLICE - CRIME PREVENTION

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$69,319	\$75,240	\$71,700	\$0	\$71,700	-4.70%
Special Assignment Pay	3,398	0	0	0	0	0.00%
Education Premium Pay	2,718	3,010	2,900	0	2,900	-3.65%
Overtime	464	3,900	3,900	0	3,900	0.00%
	<u>\$75,899</u>	<u>\$82,150</u>	<u>\$78,500</u>	<u>\$0</u>	<u>\$78,500</u>	<u>-4.44%</u>
PERSONNEL BENEFITS						
FICA	\$5,541	\$6,030	\$6,000	\$0	\$6,000	-0.50%
Law Enf. Retirement System	4,060	4,130	4,100	0	4,100	-0.73%
L&I	1,201	1,790	1,500	0	1,500	-16.20%
Medical Benefits	14,656	15,000	16,800	0	16,800	12.00%
Dental Benefits	419	1,380	1,400	0	1,400	1.45%
Vision Benefits	51	420	400	0	400	-4.76%
Teamsters Pension	1,049	1,040	1,100	0	1,100	5.77%
Unemployment Comp.	0	100	100	0	100	0.00%
Life Insurance	190	260	300	0	300	15.38%
Clothing Allowance	600	0	0	0	0	0.00%
	<u>\$27,767</u>	<u>\$30,150</u>	<u>\$31,700</u>	<u>\$0</u>	<u>\$31,700</u>	<u>5.14%</u>
SUPPLIES						
Supplies	\$748	\$4,450	\$5,000	\$0	\$5,000	12.36%
Clothing/Boots	294	2,900	2,900	0	2,900	0.00%
Motor Fuel	2,138	2,000	2,000	0	2,000	0.00%
Small Items of Equipment	0	500	0	0	0	-100.00%
	<u>\$3,180</u>	<u>\$9,850</u>	<u>\$9,900</u>	<u>\$0</u>	<u>\$9,900</u>	<u>0.51%</u>
OTHER SERVICES & CHARGES						
Travel and Subsistence	\$0	\$1,900	\$2,400	\$0	\$2,400	26.32%
Motor Pool Charges	3,000	0	3,500	0	3,500	100.00%
Vehicle R&M	441	1,000	1,000	0	1,000	0.00%
Printing & Binding	0	700	700	0	700	0.00%
Background Investigation	0	500	0	0	0	-100.00%
	<u>\$3,441</u>	<u>\$4,100</u>	<u>\$7,600</u>	<u>\$0</u>	<u>\$7,600</u>	<u>85.37%</u>
TOTAL	<u>\$110,287</u>	<u>\$126,250</u>	<u>\$127,700</u>	<u>\$0</u>	<u>\$127,700</u>	<u>1.15%</u>



Patrol

PURPOSE

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

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

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

The number of officers assigned to the Patrol Division is reduced to reflect a position that was transferred to the Special Operations Division.

POSITION SUMMARY

Position Title	2010	2011
Sergeant	4	4
Police Officer	17	16
Total	21	20

PERFORMANCE INDICATORS

	2009 Actual	2010 Estimate	2011 Estimate
Dispatched Events	12755	12999	13260
Citations/Infractions	3965	3154	3785
Case Reports	2122	2361	2597
Average Response Time (Min)			
Emergency/Priority Calls	2.25	2.75	2.75
Non-Priority Calls	5.97	5.96	5.96

2011 Goals & Objectives

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



POLICE - PATROL

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$1,438,253	\$1,516,850	\$1,442,100	\$0	\$1,442,100	-4.93%
Special Assignment Pay	15,081	7,000	7,000	0	7,000	0.00%
Education Incentive	31,751	33,900	31,900	0	31,900	-5.90%
Acting Supervisor Pay	0	1,000	600	0	600	-40.00%
Merit Pay	4,571	4,820	5,500	0	5,500	14.11%
Overtime	90,102	88,510	88,500	0	88,500	-0.01%
	\$1,579,758	\$1,652,080	\$1,575,600	\$0	\$1,575,600	-4.63%
PERSONNEL BENEFITS						
FICA	\$118,614	\$126,390	\$120,600	\$0	\$120,600	-4.58%
Law Enf. Retirement System	84,204	86,570	82,600	0	82,600	-4.59%
L&I	30,503	37,450	29,400	0	29,400	-21.50%
Medical Benefits	240,568	259,310	270,500	0	270,500	4.32%
Dental Benefits	31,712	24,290	22,500	0	22,500	-7.37%
Vision Benefits	5,740	7,420	7,000	0	7,000	-5.66%
Teamsters Pension	23,597	21,840	21,900	0	21,900	0.27%
Unemployment Comp.	0	23,540	23,600	0	23,600	0.25%
Life Insurance	3,865	5,230	5,300	0	5,300	1.34%
	\$538,803	\$592,040	\$583,400	\$0	\$583,400	-1.46%
SUPPLIES						
Operating Supplies	\$709	\$1,880	\$1,900	\$0	\$1,900	1.06%
Clothing/Boots	12,842	32,400	32,400	0	32,400	0.00%
Motor Fuel	40,178	48,550	48,600	0	48,600	0.10%
Small Items of Equipment	7,136	6,000	6,000	0	6,000	0.00%
	60,865	88,830	88,900	0	88,900	0.08%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$588	\$0	\$0	\$0	\$0	0.00%
Travel & Subsistence	302	500	500	0	500	0.00%
Equipment Lease	0	0	0	6,500	6,500	100.00%
Motor Pool Charges	119,570	0	111,400	0	111,400	100.00%
Equipment M&R	7,540	27,100	27,100	0	27,100	0.00%
Vehicle R&M	22,353	45,000	45,000	0	45,000	0.00%
Laundry Services	2,358	6,000	3,000	0	3,000	-50.00%
	\$152,711	\$78,600	\$187,000	\$6,500	\$193,500	146.18%
TOTAL	\$2,332,137	\$2,411,550	\$2,434,900	\$6,500	\$2,441,400	1.24%



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.

The number of detectives is increased to reflect the transfer of one position from the Patrol Division to the Special Operations Division.

PERFORMANCE INDICATORS

Crime	2009	2010	2011
	Actual	Estimate	Estimate
Homicide	0	0	0
Rape	5	4	3
Robbery	6	5	5
Aggravated Assault	17	12	14
Burglary	133	133	133
Theft	371	430	450
Vehicle Theft	32	55	65
Total	564	639	670

2011 Goals & Objectives

- Conduct a testing and selection process to add one detective
- Continue participation in Regional Police Intelligence (RIG) Group
- Coordinate with the Crime Prevention Division on Crime Trend Analysis

POSITION SUMMARY

Position Title	2010	2011
Detective Sergeant	1	1
Detective	2	3
Total	3	4



POLICE - SPECIAL OPERATIONS

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$221,797	\$239,360	\$312,700	\$0	\$312,700	30.64%
Special Assignment Pay	10,811	9,000	9,000	0	9,000	0.00%
Education Incentive	4,324	4,790	8,000	0	8,000	67.01%
Merit Pay	2,039	2,250	2,200	0	2,200	-2.22%
Overtime	9,354	8,400	8,400	0	8,400	0.00%
	<u>\$248,325</u>	<u>\$263,800</u>	<u>\$340,300</u>	<u>\$0</u>	<u>\$340,300</u>	<u>29.00%</u>
PERSONNEL BENEFITS						
FICA	\$18,821	\$20,180	\$26,000	\$0	\$26,000	28.84%
Law Enf. Retirement System	13,222	13,820	17,800	0	17,800	28.80%
L&I	4,358	5,350	5,800	0	5,800	8.41%
Medical Benefits	39,988	40,550	65,400	0	65,400	61.28%
Dental Benefits	2,474	4,130	6,000	0	6,000	45.28%
Vision Benefits	660	1,260	1,800	0	1,800	42.86%
Teamsters Pension	3,227	3,120	3,200	0	3,200	2.56%
Unemployment Comp.	0	300	300	0	300	0.00%
Life Insurance	605	830	1,200	0	1,200	44.58%
Clothing Allowance	1,800	0	0	0	0	0.00%
	<u>\$85,155</u>	<u>\$89,540</u>	<u>\$127,500</u>	<u>\$0</u>	<u>\$127,500</u>	<u>42.39%</u>
SUPPLIES						
Photo Supplies	\$0	\$100	\$100	\$0	\$100	0.00%
Operating Supplies	59	950	1,000	0	1,000	5.26%
Clothing/Boots	411	400	400	0	400	0.00%
Motor Fuel	3,084	7,000	7,000	0	7,000	0.00%
Small Items Of Equipment	412	300	300	0	300	0.00%
	<u>\$3,966</u>	<u>\$8,750</u>	<u>\$8,800</u>	<u>\$0</u>	<u>\$8,800</u>	<u>0.57%</u>
OTHER SERVICES & CHARGES						
Travel & Subsistence	\$365	\$800	\$800	\$0	\$800	0.00%
Motor Pool Charges	13,530	0	65,100	0	65,100	100.00%
Equipment R&M	0	500	500	0	500	0.00%
Vehicle R&M	1,237	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%
Investigation Costs	2,712	3,910	4,300	0	4,300	9.97%
	<u>\$17,844</u>	<u>\$8,010</u>	<u>\$73,500</u>	<u>\$0</u>	<u>\$73,500</u>	<u>817.60%</u>
TOTAL	<u>\$355,290</u>	<u>\$370,100</u>	<u>\$550,100</u>	<u>\$0</u>	<u>\$550,100</u>	<u>48.64%</u>



Training

PURPOSE

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

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

This Division is under the supervision of the Police Commander, who remains in the Administration Division.

PERFORMANCE INDICATORS

Title	2009	2010	2011
	Actual	Estimate	Estimate
Training hours	2218	2200	2500
Safety training hours	385	500	500
% of officers meeting min training hours	97	100	100

2011 Goals & Objectives

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

**POLICE - TRAINING**

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Overtime	\$0	\$6,000	\$6,000	\$0	\$6,000	0.00%
	\$0	\$6,000	\$6,000	\$0	\$6,000	0.00%
BENEFITS						
FICA	\$0	\$460	\$500	\$0	\$500	8.70%
Law Enf. Retirement System	0	320	400	0	400	25.00%
	\$0	\$780	\$900	\$0	\$900	15.38%
SUPPLIES						
Ammunition	\$12,249	\$9,000	\$9,400	\$0	\$9,400	4.44%
Operating Supplies	591	0	0	0	0	0.00%
Small Items of Equipment	0	300	300	0	300	0.00%
	\$12,840	\$9,300	\$9,700	\$0	\$9,700	4.30%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$500	\$2,490	\$2,500	\$0	\$2,500	0.40%
Travel & Subsistence	455	1,500	1,000	0	1,000	-33.33%
Training & Registration	1,270	6,650	6,700	0	6,700	0.75%
	\$2,225	\$10,640	\$10,200	\$0	\$10,200	-4.14%
TOTAL	\$15,065	\$26,720	\$26,800	\$0	\$26,800	0.30%



DECISION PACKAGE

Department:	Police
Division:	Administration & Support
Decision Package Title:	New World Project Ongoing Costs
Preparer:	Macklin
Account Number:	011.21.521.101.4203
Ranking:	Mandatory

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

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

Item Description: last three months of 2011 aircard (wireless access) service for two public safety vehicles for New World connectivity & software licensing.

Brief Explanation Why Your Department Needs This Item: The New World CAD/RMS project requires greater connectivity than the City currently has with it's extant MDT's. This connectivity is provided via a commercial carrier. The New World system is scheduled for testing during October 2011 through January 2012.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
MDT connectivity	4210	0	600	600	600	600	600
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Software licensing	4821	0	800	800	800	800	800
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Computer Hardware	6407	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	1,400	1,400	1,400	1,400	1,400
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400



DECISION PACKAGE

Department: Police
Division: Administration & Support
Decision Package Title: Uniforms
Preparer: Macklin
Account Number: 011.21.521.101.3124
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: Initial outfitting of newly hired Police Chief

Brief Explanation Why Your Department Needs This Item: The new Police Chief will need uniforms

What Alternatives Are Available, if Any? Not have uniforms for the Chief

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Clothing/Boots	3124	1,250	2,500	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$1,250	\$2,500	\$0	\$0	\$0	\$0

Sources of Payment		2011	2012	2013	2014	2015
Ending Cash		2,500	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$2,500	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Police
Division: Patrol
Decision Package Title: Police Motorcycle Lease
Preparer: Marc Larson
Account Number: 011.21.521.221.4503
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: Lease one replacement Police Motorcycle
Brief Explanation Why Your Department Needs This Item: Continue motorcycle traffic enforcement program. JC Becker evaluated all the cycle options with the HD lease option making the most sense in that it provides the most value for the money.
What Alternatives Are Available, if Any? Discontinue motorcycle traffic enforcement.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment (two cycles)	64	0	6,500	6,500	6,500	6,500	6,500
Total Expenses		\$0	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	6,500	6,500	6,500	6,500	6,500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500



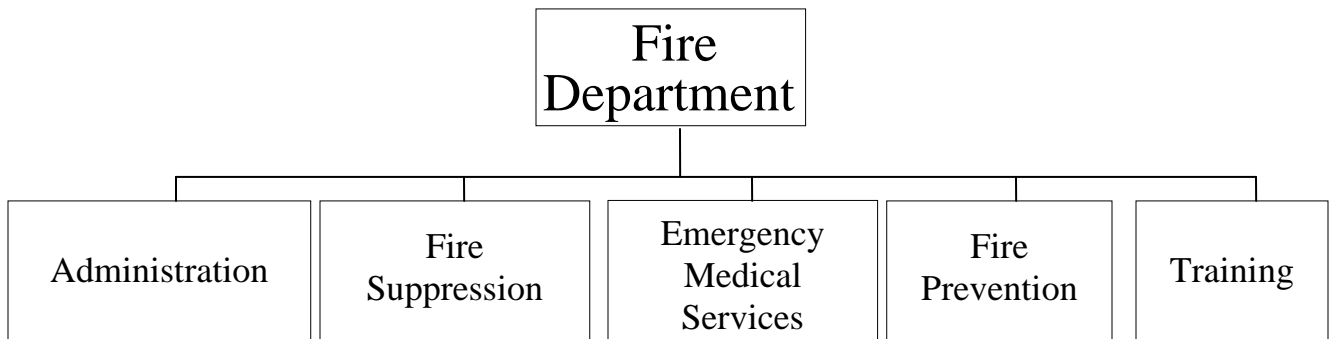
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FIRE DEPARTMENT

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:



POSITION SUMMARY

Position Title	2010	2011
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
Senior Department Assi	1	1
Department Assistant	0.5	0.5
Total	29.5	29.5



PRELIMINARY BUDGET

FIRE DEPARTMENT

FIRE DEPARTMENT EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Administration and Support	\$315,965	\$300,730	\$325,100	\$0	\$325,100	8.10%
Fire Suppression	1,547,235	1,564,212	1,620,100	151,050	1,771,150	13.23%
Fire Prevention	124,604	120,540	125,600	0	125,600	4.20%
Training	149,510	161,330	147,000	0	147,000	-8.88%
Emergency Medical Services	1,644,026	1,647,385	1,793,800	138,550	1,932,350	17.30%
TOTAL	\$3,781,340	\$3,794,197	\$4,011,600	\$289,600	\$4,301,200	13.36%

FIRE DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
Mandatory	Fire Suppression	New World Project Ongoing Costs	\$ 1,050
1	Fire Suppression	SCBA Equipment	150,000
Mandatory	Emergency Medical Services	New World Project Ongoing Costs	350
1	Emergency Medical Services	Cell Phone	2,200
2	Emergency Medical Services	EMS Vehicle Replacement - Motor Pool Transfer	136,000
Total			\$ 289,600

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	2010	2011
Fire Chief	1	1
Assistant Fire Chief	1	1
Senior Department Assi	1	1
Department Assistant	0.5	0.5
Total	3.5	3.5

2011 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.
- Oversee EMS Transportation program revenue.
- Oversee Fleet program: repairs, maintenance and replacement.

FIRE ADMINISTRATION

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	199,163	195,900	197,100	0	197,100	0.61%
Part Time Employees	16,596	17,430	18,400	0	18,400	5.57%
Overtime	281	300	300	0	300	0.00%
	<u>\$216,040</u>	<u>\$213,630</u>	<u>\$215,800</u>	<u>\$0</u>	<u>\$215,800</u>	<u>1.02%</u>
PERSONNEL BENEFITS						
FICA	\$6,677	\$6,730	\$6,800	\$0	\$6,800	1.04%
Law Enf. Retirement System	8,284	8,130	8,200	0	8,200	0.86%
PERS	3,909	3,100	4,200	0	4,200	35.48%
L&I	2,794	3,500	2,900	0	2,900	-17.14%
Medical Benefits	30,812	34,520	40,900	0	40,900	18.48%
Dental Benefits	6,351	3,270	3,000	0	3,000	-8.26%
Vision Benefits	364	1,000	900	0	900	-10.00%
Unemployment Comp.	0	350	400	0	400	14.29%
Life Insurance	581	710	800	0	800	12.68%
Long Term Disability Insurance	1,286	440	1,600	0	1,600	263.64%
	<u>\$61,058</u>	<u>\$61,750</u>	<u>\$69,700</u>	<u>\$0</u>	<u>\$69,700</u>	<u>12.87%</u>
SUPPLIES						
Office Supplies	\$1,725	\$2,000	\$2,000	\$0	\$2,000	0.00%
Purchase of Forms	452	500	500	0	500	0.00%
Supplies - Administration	328	300	300	0	300	0.00%
Clothing/Uniforms	2,130	2,600	2,600	0	2,600	0.00%
Motor Fuel	4,246	4,000	4,000	0	4,000	0.00%
Small Items of Equipment	1,080	500	500	0	500	0.00%
	<u>\$9,961</u>	<u>\$9,900</u>	<u>\$9,900</u>	<u>\$0</u>	<u>\$9,900</u>	<u>0.00%</u>
OTHER SERVICES & CHARGES						
Professional Services	\$100	\$500	\$500	\$0	\$500	0.00%
Telephone	5,295	2,400	2,400	0	2,400	0.00%
Cell Phone	0	1,400	1,400	0	1,400	0.00%
Postage	126	150	200	0	200	33.33%
Motor Pool Charges	12,175	0	14,200	0	14,200	100.00%
Equipment Maintenance & Repair	1,127	1,000	1,000	0	1,000	0.00%
Vehicle Maintenance & Repair	6,032	7,500	7,500	0	7,500	0.00%
Assoc. Dues & Memberships	3,095	1,500	1,500	0	1,500	0.00%
Laundry Services	956	1,000	1,000	0	1,000	0.00%
	<u>\$28,906</u>	<u>\$15,450</u>	<u>\$29,700</u>	<u>\$0</u>	<u>\$29,700</u>	<u>92.23%</u>
TOTAL	<u>\$315,965</u>	<u>\$300,730</u>	<u>\$325,100</u>	<u>\$0</u>	<u>\$325,100</u>	<u>8.10%</u>

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	2010	2011
Training Captain	1	1
Total	1	1

PERFORMANCE INDICATORS

	2010 Est.	2011 Est.
Training/Service Hours		
EMS (Advanced Life Support)	500	520
EMS (Basic Life Support)	1,638	1,080
Fire	1,512	1,872
Specialty (Haz-Mat)	364	172
Specialty (Technical Rescue)	272	200
Career and Rank Development	1,750	1,120
Physical Fitness/Wellness	-	1,095

2011 GOALS & OBJECTIVES

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

FIRE TRAINING

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$47,893	\$49,470	\$49,500	\$0	\$49,500	0.06%
Education Premium Pay	472	500	1,000	0	1,000	100.00%
Overtime	39,403	47,200	38,100	0	38,100	-19.28%
	<u>\$87,768</u>	<u>\$97,170</u>	<u>\$88,600</u>	<u>\$0</u>	<u>\$88,600</u>	<u>-8.82%</u>
PERSONNEL BENEFITS						
FICA	\$767	\$1,410	\$1,300	\$0	\$1,300	-7.80%
Law Enf. Retirement System	2,852	5,090	4,700	0	4,700	-7.66%
L&I	1,005	1,210	1,300	0	1,300	7.44%
Medical Benefits	8,179	8,690	4,100	0	4,100	-52.82%
Dental Benefits	665	820	300	0	300	-63.41%
Vision Benefits	103	250	100	0	100	-60.00%
FF Med Savings Acct	540	540	600	0	600	11.11%
Unemployment Comp.	0	60	100	0	100	66.67%
Deferred Comp	1,542	2,220	2,300	0	2,300	3.60%
Life Insurance	132	170	200	0	200	17.65%
	<u>\$15,785</u>	<u>\$20,460</u>	<u>\$15,000</u>	<u>\$0</u>	<u>\$15,000</u>	<u>-26.69%</u>
SUPPLIES						
Office Supplies	\$409	\$500	\$500	\$0	\$500	0.00%
Purchase of Forms	106	100	100	0	100	0.00%
Reference Material	6,075	3,800	3,800	0	3,800	0.00%
Supplies - Training	2,150	1,000	1,000	0	1,000	0.00%
Clothing/Uniforms	1,400	500	500	0	500	0.00%
Small Items of Equipment	3,245	1,000	1,000	0	1,000	0.00%
	<u>\$13,385</u>	<u>\$6,900</u>	<u>\$6,900</u>	<u>\$0</u>	<u>\$6,900</u>	<u>0.00%</u>
OTHER SERVICES & CHARGES						
Professional Services	\$9,150	\$12,050	\$12,000	\$0	\$12,000	-0.41%
Telephone	859	600	600	0	600	0.00%
Cell Phone	0	700	700	0	700	0.00%
Travel & Subsistence Expense	6,710	7,000	7,000	0	7,000	0.00%
Equipment Maintenance & Repair	70	500	500	0	500	0.00%
Assoc. Dues & Memberships	100	50	100	0	100	100.00%
Laundry Services	200	550	300	0	300	-45.45%
Training & Registration	15,483	15,350	15,300	0	15,300	-0.33%
	<u>\$32,572</u>	<u>\$36,800</u>	<u>\$36,500</u>	<u>\$0</u>	<u>\$36,500</u>	<u>-0.82%</u>
TOTAL	<u>\$149,510</u>	<u>\$161,330</u>	<u>\$147,000</u>	<u>\$0</u>	<u>\$147,000</u>	<u>-8.88%</u>

Fire Prevention

PURPOSE

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

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	2010	2011
Fire Marshall	1	1
Total	1	1

PERFORMANCE INDICATORS

	2010 Est.	2011 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

2011 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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$87,488	\$83,640	\$83,700	\$0	\$83,700	0.07%
Volunteer Firefighters	520	0	0	0	0	0.00%
Overtime	0	2,520	2,500	0	2,500	-0.79%
	\$88,008	\$86,160	\$86,200	\$0	\$86,200	0.05%
PERSONNEL BENEFITS						
FICA	\$1,308	\$1,250	\$1,200	\$0	\$1,200	-4.00%
Law Enf. Retirement System	4,473	4,510	4,400	0	4,400	-2.44%
L&I	1,659	2,030	1,700	0	1,700	-16.26%
Medical Benefits	13,526	15,410	13,700	0	13,700	-11.10%
Dental Benefits	873	1,380	900	0	900	-34.78%
Vision Benefits	51	420	300	0	300	-28.57%
Unemployment Comp.	0	100	100	0	100	0.00%
Life Insurance	230	280	300	0	300	7.14%
	\$22,120	\$25,380	\$22,600	\$0	\$22,600	-10.95%
SUPPLIES						
Office Supplies	\$272	\$500	\$500	\$0	\$500	0.00%
Reference Material	2,613	1,000	1,000	0	1,000	0.00%
Supplies - Fire Prevention	513	200	200	0	200	0.00%
Clothing/Uniforms	788	500	700	0	700	40.00%
Motor Fuel	1,646	1,400	1,400	0	1,400	0.00%
Small Items of Equipment	657	500	500	0	500	0.00%
	\$6,489	\$4,100	\$4,300	\$0	\$4,300	4.88%
OTHER SERVICES & CHARGES						
Professional Services	\$211	\$100	\$400	\$0	\$400	300.00%
Telephone	1,120	600	600	0	600	0.00%
Cell Phone	0	700	700	0	700	0.00%
Motor Pool Charges	4,050	0	8,400	0	8,400	100.00%
Equipment Maintenance & Repair	56	100	100	0	100	0.00%
Vehicle Maintenance & Repair	1,626	2,500	1,500	0	1,500	-40.00%
Assoc. Dues & Memberships	250	300	300	0	300	0.00%
Laundry Services	674	600	500	0	500	-16.67%
	\$7,987	\$4,900	\$12,500	\$0	\$12,500	155.10%
TOTAL	\$124,604	\$120,540	\$125,600	\$0	\$125,600	4.20%



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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 and three Fire Engines.

POSITION SUMMARY

Position Title	2010	2011
Fire Captains	6	6
Firefighters	9	9
	15	15

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Fire Calls	352	381	390
Service Calls	73	85	80
Total Calls	425	466	470

	2009 Actual	2010 Est.	2011 Est.
Fire Unit on Scene less than 5 min 90% of the time	4.76 min	4.84 min	4.5 min

2011 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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$916,808	\$972,370	\$988,600	\$0	\$988,600	1.67%
Part Time Employees	819	0	0	0	0	0.00%
Volunteer Firefighters	54,550	0	0	0	0	0.00%
Education Incentive	6,309	7,240	6,400	0	6,400	-11.60%
Acting Supervisor Pay	3,770	3,400	3,400	0	3,400	0.00%
Paramedic Incentive	14,794	16,130	16,200	0	16,200	0.43%
Holiday Buy Back	0	28,130	28,200	0	28,200	0.25%
Overtime	37,804	35,000	35,000	0	35,000	0.00%
	\$1,034,854	\$1,062,270	\$1,077,800	\$0	\$1,077,800	1.46%
PERSONNEL BENEFITS						
FICA	\$19,107	\$14,950	\$15,700	\$0	\$15,700	5.02%
Law Enf. Retirement System	55,559	54,010	56,500	0	56,500	4.61%
PERS	68	0	0	0	0	0.00%
L&I	28,725	27,360	29,000	0	29,000	5.99%
Medical Benefits	138,099	150,150	182,300	0	182,300	21.41%
Dental Benefits	15,448	14,550	16,800	0	16,800	15.46%
Vision Benefits	3,080	4,450	5,100	0	5,100	14.61%
FF Med Savings Acct	12,094	12,150	12,200	0	12,200	0.41%
Unemployment Comp.	4	1,400	1,400	0	1,400	0.00%
Deferred Comp	38,470	44,210	46,300	0	46,300	4.73%
Volunteer Firemens Pension	1,800	3,100	0	0	0	-100.00%
Life Insurance	2,526	3,350	3,500	0	3,500	4.48%
Long Term Disability Insurance	4	0	0	0	0	0.00%
	\$314,984	\$329,680	\$368,800	\$0	\$368,800	11.87%
SUPPLIES						
Office Supplies	\$913	\$1,000	\$1,000	\$0	\$1,000	0.00%
Supplies - Fire Suppression	11,378	6,500	6,500	0	6,500	0.00%
Clothing/Boots	23,899	25,000	24,800	0	24,800	-0.80%
Motor Fuel	5,484	5,000	7,000	0	7,000	40.00%
Small Items of Equipment	34,992	31,000	31,000	0	31,000	0.00%
	\$76,666	\$68,500	\$70,300	\$0	\$70,300	2.63%
OTHER SERVICES & CHARGES						
Professional Services	\$3,955	\$600	\$600	\$0	\$600	0.00%
Telephone	9,153	8,822	8,900	0	8,900	0.88%
Postage	6	50	100	0	100	100.00%
New World Connectivity	0	0	0	1,050	1,050	100.00%
Cell Phone and Pagers	0	4,220	4,200	0	4,200	-0.47%
Motor Pool Charges	9,450	0	0	0	0	0.00%
Equipment M&R	5,754	3,000	3,000	0	3,000	0.00%
Vehicle R&M	53,953	25,000	25,000	0	25,000	0.00%
Assoc. Dues & Memberships	(920)	0	0	0	0	0.00%
Laundry Services	6,230	5,500	5,500	0	5,500	0.00%
	\$87,581	\$47,192	\$47,300	\$1,050	\$48,350	2.45%

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	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
INTERGOVERNMENTAL SVCS.						
Dispatch Services	\$24,799	\$34,040	\$33,400	\$0	\$33,400	-1.88%
SERS Operating Assessment	8,351	7,530	7,500	0	7,500	-0.40%
	\$33,150	\$41,570	\$40,900	\$0	\$40,900	-1.61%
CAPITAL OUTLAY						
Other Machinery & Equipment	\$0	\$15,000	\$15,000	\$150,000	\$165,000	1000.00%
	\$0	\$15,000	\$15,000	\$150,000	\$165,000	1000.00%
TOTAL	\$1,547,235	\$1,564,212	\$1,620,100	\$151,050	\$1,771,150	13.23%



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	2010	2011
Paramedic/Firefighter	9	9
Total	9	9

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
ALS Calls*	496	796	800
BLS Calls**	679	631	700
Total Calls	1175	1427	1500

	2009 Actual	2010 Est.	2011 Est.
Medical Unit on Scene less than 5 min 90% of the time	4.52 min	4.31 min	4.5 min

*ALS = Advanced Life Support

**BLS = Basic Life Support

2011 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.



TMENT

EMERGENCY MEDICAL SERVICES FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$395,605	\$189,180	\$189,200	\$213,500	12.86%
<u>Revenues</u>					
EMS Levy	877,226	849,000	849,000	1,833,000	115.90%
Charges for Services	213,729	180,000	205,000	191,000	6.11%
Investment Interest	2,240	18,000	700	1,000	-94.44%
Contributions - Private Source	6,334	0	0	0	0.00%
Miscellaneous Revenue	462	0	1,700	0	0.00%
Operating Transfers In	369,750	560,000	560,000	0	-100.00%
Total Revenues	1,469,741	1,607,000	1,616,400	2,025,000	26.01%
<u>Total Resources</u>	1,865,346	1,796,180	1,805,600	2,238,500	24.63%
Salaries & Wages	917,823	959,170	967,500	967,100	0.83%
Personnel Benefits	263,909	278,290	286,000	300,800	8.09%
Supplies	94,889	62,700	65,700	64,700	3.19%
Other Services & Charges	86,311	60,215	55,800	384,150	537.96%
Intergovernmental Svcs.	275,724	249,610	179,700	178,200	-28.61%
Capital Outlay	5,369	37,400	37,400	37,400	0.00%
<u>Total Expenditures</u>	1,644,026	1,647,385	1,592,100	1,932,350	17.30%
<u>Ending Fund Balance</u>	\$221,320	\$148,795	\$213,500	\$306,150	105.75%



EMERGENCY MEDICAL SERVICES

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$792,169	\$839,390	\$846,900	\$0	\$846,900	0.89%
Part Time Employees	5,805	5,810	5,800	0	5,800	-0.17%
Volunteer Firefighters	19,836	0	0	0	0	0.00%
Education Premium Pay	6,688	6,650	7,000	0	7,000	5.26%
Acting Supervisor Pay	1,257	3,660	3,700	0	3,700	1.09%
Paramedic Incentive	44,383	48,400	48,400	0	48,400	0.00%
Holiday Buy Back	0	21,880	21,900	0	21,900	0.09%
Overtime	47,684	33,380	33,400	0	33,400	0.06%
	\$917,822	\$959,170	\$967,100	\$0	\$967,100	0.83%
PERSONNEL BENEFITS						
FICA	\$16,278	\$14,700	\$15,300	\$0	\$15,300	4.08%
Law Enf. Retirement System	49,350	47,760	49,800	0	49,800	4.27%
PERS	1,326	1,030	1,400	0	1,400	35.92%
L&I	24,336	24,110	24,400	0	24,400	1.20%
Medical Benefits	113,379	122,600	139,800	0	139,800	14.03%
Dental Benefits	12,480	12,980	12,000	0	12,000	-7.55%
Vision Benefits	1,825	3,960	3,700	0	3,700	-6.57%
FF Med Savings Acct	9,791	9,810	9,900	0	9,900	0.92%
Unemployment Comp.	1	1,350	1,400	0	1,400	3.70%
Deferred Comp	32,521	36,810	39,400	0	39,400	7.04%
Life Insurance	2,191	3,030	3,200	0	3,200	5.61%
Long Term Disability Insurance	430	150	500	0	500	233.33%
	\$263,908	\$278,290	\$300,800	\$0	\$300,800	8.09%
SUPPLIES						
Supplies	\$1,108	\$1,000	\$1,000	\$0	\$1,000	0.00%
Purchase of Forms	353	600	600	0	600	0.00%
Reference Material	0	1,000	1,000	0	1,000	0.00%
Supplies - Emg Medical Svc	38,098	37,500	37,500	0	37,500	0.00%
Clothing/Boots	7,286	5,000	5,000	0	5,000	0.00%
Motor Fuel	8,172	6,000	8,000	0	8,000	33.33%
Small Items of Equipment	39,874	11,600	11,600	0	11,600	0.00%
	\$94,891	\$62,700	\$64,700	\$0	\$64,700	3.19%
OTHER SERVICES & CHARGES						
Billing Services	\$17,350	\$15,000	\$15,000	\$0	\$15,000	0.00%
Professional Services	8,200	5,600	5,600	0	5,600	0.00%
Telephone	3,397	2,100	2,100	0	2,100	0.00%
New World Connectivity	0	0	0	350	350	100.00%
Cell Phone	0	4,230	4,200	2,200	6,400	51.30%
Motor Pool Charges	44,700	0	186,400	136,000	322,400	100.00%
Insurance	0	12,785	12,800	0	12,800	0.12%
Hazardous Waste Disposal	347	500	500	0	500	0.00%
Equipment R&M	481	1,000	1,000	0	1,000	0.00%
Vehicle Repair	8,899	15,000	15,000	0	15,000	0.00%
Laundry Services	2,938	4,000	3,000	0	3,000	-25.00%
	\$86,312	\$60,215	\$245,600	\$138,550	\$384,150	537.96%

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PRELIMINARY BUDGET

FIRE DEPARTMENT

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	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
INTERGOVERNMENTAL SVCS.						
Dispatch Services	\$74,398	\$102,100	\$100,100	\$0	\$100,100	-1.96%
Paramedic Services Contract	198,689	145,000	80,300	0	80,300	-44.62%
SERS Operating Assessment	2,637	2,510	2,500	0	2,500	-0.40%
Transfer to Reserves	0	0	(4,700)	0	(4,700)	100.00%
	<u>\$275,724</u>	<u>\$249,610</u>	<u>\$178,200</u>	<u>\$0</u>	<u>\$178,200</u>	<u>-28.61%</u>
CAPITAL OUTLAY						
Other Machinery & Equipment	\$5,369	\$37,400	\$37,400	\$0	\$37,400	0.00%
	<u>\$5,369</u>	<u>\$37,400</u>	<u>\$37,400</u>	<u>\$0</u>	<u>\$37,400</u>	<u>0.00%</u>
TOTAL	<u>\$1,644,026</u>	<u>\$1,647,385</u>	<u>\$1,793,800</u>	<u>\$138,550</u>	<u>\$1,932,350</u>	<u>17.30%</u>



DECISION PACKAGE

Department: Fire
Division: Administration & Support
Decision Package Title: New World Project Ongoing Costs
Preparer: Springer
Account Number: 011.22.522.200.4203 & 4821 (75%) 126.200.526.200.4203, 4821 (25%)
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: last three months of 2011 aircard (wireless access) service for two public safety vehicles for New World connectivity & software licensing.

Brief Explanation Why Your Department Needs This Item: The New World CAD/RMS project requires greater connectivity than the City currently has with it's extant MDT's. This connectivity is provided via a commercial carrier. The New World system is scheduled for testing during October 2011 through January 2012.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
MDT connectivity(Suppression)	4203	0	450	450	450	450	450
MDT connectivity(EMS)	4203	0	150	150	150	150	150
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Software licensing(Suppression)	4821	0	600	600	600	600	600
Software licensing(EMS)	4821	0	200	200	200	200	200
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Computer Hardware	6407	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash - General Fund	1,050	1,050	1,050	1,050	1,050
Ending Cash - EMS Fund	350	350	350	350	350
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400



DECISION PACKAGE

Department: Fire Department
Division: Emergency Medical Services
Decision Package Title: CELL PHONE
Preparer: Michael A. Springer, Fire Chief
Account Number: 126.22.526.200.4209
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: Cell Phone

Brief Explanation Why Your Department Needs This Item: Four Cell Phone Wireless Cards for EMS Tablets.

What Alternatives Are Available, if Any? None identified.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	4,200	2,200	2,200	2,200	2,200	2,200
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$4,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash		2,200	2,200	2,200	2,200	2,200
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$2,200	\$2,200	\$2,200	\$2,200	\$2,200



DECISION PACKAGE

Department: Fire Department
Division: Emergency Medical Services
Decision Package Title: EMS Vehicle Replacement
Preparer: Michael A. Springer, Fire Chief
Account Number: 126.22.526.200.4509 (\$136,000) & 510.38.594.480.6408 (\$41,000)
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: Aid Car 25 replacement
Brief Explanation Why Your Department Needs This Item: Aid Car 25 is no longer a mechanically reliable emergency response vehicle and needs to be replaced in YR 2011. Mukilteo Emergency Medical response vehicles are based on either the chassis of a medium-weight van (Aid Vehicles) or that of a heavy-duty pickup truck (Paramedic Vehicle). The chassis and box is further modified to the designs and specifications of our needs. Aid Vehicle chassis (177K) costs less to produce than Paramedic Vehicle chassis (277K). Aid vehicle 25 was identified to be replaced YR 2008; however, there were insufficient funds set aside for its replacement. Funding will come from the EMS Levy." Funding for the purchase is as follows: \$41,000 from Equipment Replacement Fund and \$136,000 additional replacement contribution from the EMS Fund.
What Alternatives Are Available, if Any? Place Aid Car 25 out-of-service and surplus the vehicle.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease (EMS Fund)	45	0	136,000	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Aid Car (Equipment Fund)	64	0	41,000	0	0	0	0
Total Expenses		\$0	\$177,000	\$0	\$0	\$0	\$0

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash (EMS Fund)	0	136,000	0	0	0	0
Ending Cash (Equipment Fund)	0	41,000	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$177,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Fire Department
Division:	Fire Suppression
Decision Package Title:	SCBA Equipment Replacement
Preparer:	Michael A. Springer, Fire Chief
Account Number:	011.22.594.200.6407
Ranking:	3

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

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

Item Description: Self-Contained-Breathing-Apparatus (SCBA's) along with maintenance, repair tools, software and recordkeeping. Approximately 100 total pieces of equipment.
Brief Explanation Why Your Department Needs This Item: SCBA equipment in current inventory is beyond its life usage and cannot be rebuilt to meet current day safety standards. SCBA's are used during any and all emergency incidents that have life-hazardous air qualities. SCBA's are mandatory firefighter safety breathing apparatus.
What Alternatives Are Available, if Any? All SCBA equipment need to be replaced at one time, so funding is in two phases: \$150,000 encombered in YR 2011 and \$150,000 encombered in YR 2012. Total replacement costs \$300,000.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	150,000	150,000			
Construction Projects	65	0	0	0			
Total Expenses		\$0	\$150,000	\$150,000			

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash	0	150,000	150,000	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$150,000	\$150,000	\$0	\$0	\$0



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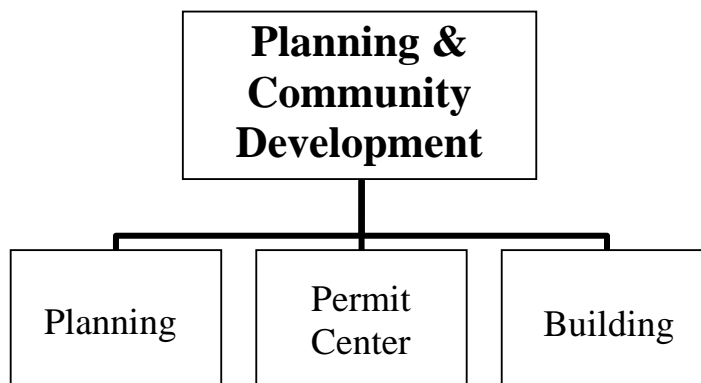
PLANNING & COMMUNITY DEVELOPMENT

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 and assistance to the public regarding development regulations and information. Building is responsible for building plan review and inspections. The Permit Center supports planning, development and building activities, in addition supports Public Works engineering projects & their development review processes.

The Community Development Division is responsible for enforcing the City's land use and zoning regulations, reviewing all development proposals, investigating citizen complaints regarding violations of local land use regulations. The staff is also responsible for the Hearing Examiner. During 2007-2010 CD staff provided project management services and prepared permit applications and SEPA documentation for city park, trail and fish passage projects. In 2011 staff will continue to guide restoration and fish passage projects. In addition, the four staff in the CD division are being shifted from development review to portions of their jobs including long-range planning, stormwater NPDES II, forestry management tasks and development of the Japanese Gulch mitigation concept, and development of a Master Plan for Japanese Gulch park property, 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, including business retention, as well as safe guarding neighborhoods and overseeing waterfront redevelopment. The major efforts in 2011 include finalizing the Shoreline Master Plan under the SMP Grant, developing design standards and zoning for State Route 525 and Highway 99, creating a unified Development Code and to begin the update of the Park Plan along with preliminary design of Lighthouse Park Phase 4 in order to be positioned for the RCO State Grant application in 2012.

The Department provides extensive support to the City Council, and Planning Commission. In addition support is provided to the Hearing Examiner, Council Sustainability Subcommittee and for waterfront redevelopment planning and projects. The Department is organized into three divisions as shown below.





POSITION SUMMARY

Position Title	2010	2011
Planning Director	1	1
Assistant Director	1	1
Permit Services Supervisor	1	1
Permit Services Assistant	3	2
Senior Planner	1	1
Associate Planner	1	1
Assistant Planner	2	2
Intern	0.25	0.25
Building Official	1	1
Total	11.25	10.25

PLANNING & COMMUNITY DEVELOPMENT DEPT. EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Planning	\$903,620	\$732,940	\$603,800	\$27,000	\$630,800	-13.94%
Permit Center	320,443	338,610	267,250	2,500	269,750	-20.34%
Building	129,804	134,900	121,600	0	121,600	-9.86%
TOTAL	\$1,353,867	\$1,206,450	\$992,650	\$29,500	\$1,022,150	-15.28%

PLANNING DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Permit Center	Equipment M&R	2,500
1	Planning	Comprehensive Plan EETP Grant Expenditures	\$ 6,000
2	Planning	Comprehensive Plan SMP Expenditures	20,000
3	Planning	Training & Registration	1,000
Total			\$ 29,500

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.

POSITION SUMMARY

Position Title	2010	2011
Planning Director	1	1
Assistant Director	1	1
Senior Planner	1	1
Associate Planner	1	1
Assistant Planner	2	2
Intern (Volunteer 2010 & 2011)	0.25	0.25
Total	6.25	6.25

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Plats & Short Plats*	4	0	1
Project Permits	5	3	4
SFR	24	30	15
Signs	22	12	15
Shoreline Permits	1	2	1
City Projects	5	3	1
Plans/Projects or Codes	6	6	5
Code Compliance	31	64	60
Grants	3	7	4

2011 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 population using the on-line permit tracking system.
- Improve public information & incorporate changes into online permit process.
- Complete Public Process for Shoreline Management Program – Plan and Code with remaining \$ 20K from grant.
- Re-initiate effort to develop a Unified Development Code.
- Re-initiate sign code enforcement on public rights-of-way based upon revised code.
- Continue code compliance efforts primarily on complaint basis.
- Provide oversight & coordination of waterfront projects.
- Lead Japanese Gulch fish passage and Big Gulch Trail Gap projects.
- Lead development of Japanese Gulch & Precht Park Master Plan.
- Assist with Annexation if needed.



PRELIMINARY BUDGET

PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT

PLANNING

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$469,748	\$454,640	\$405,100	\$0	\$405,100	-10.90%
Overtime	4,902	3,500	3,500	0	3,500	0.00%
	<u>\$474,650</u>	<u>\$458,140</u>	<u>\$408,600</u>	<u>\$0</u>	<u>\$408,600</u>	<u>-10.81%</u>
PERSONNEL BENEFITS						
FICA	\$35,913	\$35,230	\$31,200	\$0	\$31,200	-11.44%
PERS	31,970	24,450	28,200	0	28,200	15.34%
L&I	1,498	1,790	1,400	0	1,400	-21.79%
Medical Benefits	65,410	69,880	72,800	0	72,800	4.18%
Dental Benefits	8,130	7,220	6,600	0	6,600	-8.59%
Vision Benefits	1,272	2,200	2,000	0	2,000	-9.09%
Unemployment Comp.	4,218	600	600	0	600	0.00%
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0.00%
Life Insurance	1,276	1,530	1,400	0	1,400	-8.50%
Long Term Disability Insurance	2,825	3,400	3,000	0	3,000	-11.76%
	<u>\$154,912</u>	<u>\$148,700</u>	<u>\$149,600</u>	<u>\$0</u>	<u>\$149,600</u>	<u>0.61%</u>
SUPPLIES						
Supplies	\$549	\$500	\$500	\$0	\$500	0.00%
Reference Material	11	50	100	0	100	100.00%
Operating Supplies	185	0	0	0	0	0.00%
Clothing/Boots	0	0	1,500	0	1,500	100.00%
Motor Fuel	281	300	300	0	300	0.00%
Resale Purchases	0	50	0	0	0	-100.00%
Small Items Of Equipment	885	300	300	0	300	0.00%
OTHER SERVICES & CHARGES	<u>\$1,911</u>	<u>\$1,200</u>	<u>\$2,700</u>	<u>\$0</u>	<u>\$2,700</u>	<u>125.00%</u>
Other Professional Svcs.	\$23,587	\$20,000	\$0	\$0	\$0	-100.00%
Reimbursable Consulting	2,861	6,500	6,500	0	6,500	0.00%
ADU Ordinance Consulting Services	4,143	0	0	0	0	0.00%
Annexation Services	63,864	0	0	0	0	0.00%
Telephone	6,096	1,600	1,700	0	1,700	6.25%
Postage	11,756	14,000	7,000	0	7,000	-50.00%
Cell Phones	0	2,100	2,100	0	2,100	0.00%
Travel & Subsistence Expense	1,553	200	500	0	500	150.00%
Legal Publications	4,818	5,000	3,000	0	3,000	-40.00%
Motor Pool Charges	3,240	0	3,900	0	3,900	100.00%
Vehicle R&M	1,445	250	300	0	300	20.00%
Software Maintenance	0	4,700	4,700	0	4,700	0.00%
Assoc. Dues & Memberships	1,470	1,500	2,200	0	2,200	46.67%
File, Recording Fees	0	50	100	0	100	100.00%
Printing And Binding	244	400	400	0	400	0.00%
Training & Registration Costs	2,402	2,500	2,500	1,000	3,500	40.00%
Hearing Examiner	9,090	10,000	8,000	0	8,000	-20.00%
Miscellaneous	52	0	0	0	0	0.00%
Comprehensive Plan	21,830	51,600	0	26,000	26,000	-49.61%
	<u>\$158,451</u>	<u>\$120,400</u>	<u>\$42,900</u>	<u>\$27,000</u>	<u>\$69,900</u>	<u>-41.94%</u>

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	2009	2010	2011	2011	2011	
	Actuals	Approved Budget	Baseline Budget	Department Requests	Proposed Budget	% Change
INTERGOVERNMENTAL SERVICES						
Regional Service Contracts Sno Co	\$995	\$0	\$0	\$0	\$0	0.00%
	\$995	\$0	\$0	\$0	\$0	0.00%
CAPITAL OUTLAY						
Computer Software	\$112,701	\$4,500	\$0	\$0	\$0	-100.00%
	\$112,701	\$4,500	\$0	\$0	\$0	-100.00%
TOTAL	\$903,620	\$732,940	\$603,800	\$27,000	\$630,800	-13.94%



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 to administer and provide data input to the computerized on-line permit tracking system, and maintenance of data bases and reporting of development status; staff also prepares and distributes 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	2010	2011
Permit Services Supervisor	1	1
Permit Services Assistant	3	2
Total	4	3

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Packets Distributed	22	16	10
Land Use Permits	10	4	4
Building Permits	344	419	375
Engineering / ROW Permits	113	86	75
Fire Permits	10	50	45
Files Opened	479	467	425

2011 GOALS & OBJECTIVES

- Improve and maintain our strong customer services commitment.
- Expand and provide administrative function of electronic applications and project tracking software.
- Track/evaluate/improve processing time for permit issuance.
- Provide public information brochures, handouts and application packets.
- Maintain department webpage for notices, meeting dates and development projects.
- Continue records purging (file reduction) of obsolete records according to City & State retention schedules.



PERMIT CENTER

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$219,139	\$220,100	\$169,400	\$0	\$169,400	-23.03%
Acting Supervisor Pay	0	1,000	1,000	0	1,000	0.00%
Overtime	546	2,000	2,000	0	2,000	0.00%
	\$219,685	\$223,100	\$172,400	\$0	\$172,400	-22.73%
PERSONNEL BENEFITS						
FICA	\$16,493	\$16,990	\$13,100	\$0	\$13,100	-22.90%
PERS	14,937	11,790	12,000	0	12,000	1.78%
L&I	957	1,240	800	0	800	-35.48%
Medical Benefits	52,024	56,090	42,000	0	42,000	-25.12%
Dental Benefits	5,020	4,580	2,700	0	2,700	-41.05%
Vision Benefits	1,388	1,400	800	0	800	-42.86%
Unemployment Comp.	0	400	300	0	300	-25.00%
Life Insurance	607	740	600	0	600	-18.92%
Long Term Disability Insurance	1,345	1,630	1,300	0	1,300	-20.25%
	\$92,771	\$94,860	\$73,600	\$0	\$73,600	-22.41%
SUPPLIES						
Supplies	\$3,598	\$3,500	\$4,000	\$0	\$4,000	14.29%
Clothing	0	200	200	0	200	0.00%
Small Items of Equipment	885	0	0	0	0	0.00%
	\$4,483	\$3,700	\$4,200	\$0	\$4,200	13.51%
OTHER SERVICES & CHARGES						
Telephone	\$2,725	\$1,100	\$1,100	\$0	\$1,100	0.00%
Travel & Subsistence	443	200	250	0	250	25.00%
Permit Tracking Software	0	15,000	15,000	2,500	17,500	16.67%
Assoc. Dues & Memberships	35	50	100	0	100	100.00%
Printing And Binding	26	100	100	0	100	0.00%
Training & Registration	275	500	500	0	500	0.00%
	\$3,504	\$16,950	\$17,050	\$2,500	\$19,550	15.34%
TOTAL	\$320,443	\$338,610	\$267,250	\$2,500	\$269,750	-20.34%



Building

PURPOSE

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

The division protects the public health and safety by ensuring that all structures are built in accordance with adopted building codes. This activity is closely coordinated with the Fire Code and Fire Marshall. It also assigns all street addresses.

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

During 2011, the division anticipates that it will issue permits for \$6-8,000,000 Assessed Value of new development, which will include commercial and industrial projects and 10-15 new single family homes.

POSITION SUMMARY

Position Title	2010	2011
Interim Building Official	1	1
Total	1	1

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Permits Issued	344	419	375
Site Inspections	1,750	655	500
Const. Value (million \$)	\$ 15	\$ 12	\$ 8
Revenue (thousand \$)	\$ 299	\$ 250	\$ 200

2011 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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$65,770	\$75,520	\$65,500	\$0	\$65,500	-13.27%
Special Assignment Pay	9,749	10,000	10,000	0	10,000	0.00%
	\$75,519	\$85,520	\$75,500	\$0	\$75,500	-11.72%
PERSONNEL BENEFITS						
FICA	\$5,522	\$5,780	\$5,800	\$0	\$5,800	0.35%
PERS	5,140	4,010	5,300	0	5,300	32.17%
L&I	1,513	1,990	1,700	0	1,700	-14.57%
Medical Benefits	14,477	15,510	17,100	0	17,100	10.25%
Dental Benefits	740	1,380	1,400	0	1,400	1.45%
Vision Benefits	842	420	400	0	400	-4.76%
Unemployment Comp.	0	100	100	0	100	0.00%
Life Insurance	182	250	300	0	300	20.00%
Long Term Disability Insurance	403	560	600	0	600	7.14%
	\$28,819	\$30,000	\$32,700	\$0	\$32,700	9.00%
SUPPLIES						
Supplies	\$305	\$0	\$0	\$0	\$0	0.00%
Reference Material	1,149	500	500	0	500	0.00%
Operating Supplies	0	500	700	0	700	40.00%
Clothing/Boots	380	200	400	0	400	100.00%
Motor Fuel	983	1,000	1,200	0	1,200	20.00%
Small Items of Equipment	544	200	200	0	200	0.00%
OTHER SERVICES & CHARGES	\$3,361	\$2,400	\$3,000	\$0	\$3,000	25.00%
Contract Services	\$14,413	\$12,000	\$2,000	\$0	\$2,000	-83.33%
Telephone	2,278	2,800	1,000	0	1,000	-64.29%
Postage	280	300	300	0	300	0.00%
Cellular Phones	0	0	500	0	500	100.00%
Travel & Subsistence	431	100	400	0	400	300.00%
Motor Pool Charges	3,240	0	4,000	0	4,000	100.00%
Vehicle R&M	152	600	600	0	600	0.00%
Assoc. Dues & Memberships	410	430	400	0	400	-6.98%
File, Recording Fees	0	50	200	0	200	300.00%
Printing and Binding	276	0	0	0	0	0.00%
Training & Registration Costs	625	700	1,000	0	1,000	42.86%
	\$22,105	\$16,980	\$10,400	\$0	\$10,400	-38.75%
TOTAL	\$129,804	\$134,900	\$121,600	\$0	\$121,600	-9.86%



DECISION PACKAGE

Department: Planning and Community Development
Division: Permit Center
Decision Package Title: Equipment M&R
Preparer: Patricia Love
Account Number: 011.30.559.601.4815
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: Software maintenance and support for the permit tracking system.
Brief Explanation Why Your Department Needs This Item: The final maintenance bill for our permit tracking system was a bit higher than we budgeted for in 2010. This request is to cover the full maintenance cost of the permit tracking system.
What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	15,000	2,500	2,500	2,500	2,500	2,500
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$15,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	2,500	2,500	2,500	2,500	2,500
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500



DECISION PACKAGE

Department: Planning & CD Department
Division: Planning & CD Department
Decision Package Title: Comprehensive Plan EETP Grant Expenditures in 2011
Preparer: Heather McCartney
Account Number: 011.58.558.600.4958
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: Each year the Planning Department staff takes on Comprehensive Plan related efforts, based upon state mandates or grants. In addition, staff is also coordinating on a DOE grant for SR 99 corridor planning with the City of Everett and Snohomish County. The grant assists in paying for city staff time and the consultant expenditure is covered under the City of Everett's portion as the lead entity.

Brief Explanation Why Your Department Needs This Item: The Planning Department's workload in Comprehensive Planning is usually dictated by state mandates or grants. In some cases the City Council requests items to be addressed.

What Alternatives Are Available, if Any? Because these are grant driven then the staff needs to work on the SR 99 Grant to be responsive and to help off-set staff costs in 2011.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	6,000	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$6,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grant - SMP Grant	0	0	0	0	0
Grant - DOE EETP Grant	6,000	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$6,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Planning & CD Department
Division: Planning & CD Department
Decision Package Title: Comprehensive Plan - SMP Expenditures in 2011
Preparer: Heather McCartney
Account Number: 011.58.558.600.4958
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: Each year the Planning Department staff takes on Comprehensive Plan related efforts, based upon state mandates or grants. In 2011 the staff needs to complete the Shoreline Master Program update, moving from Planning Commission to City Council Public Hearings and then through the Department of Ecology review and comments. Each of these steps is likely to require staff and consultant to respond to the comments and make adjustments to the documents and regulations. We are rolling over \$20,000 from the original \$65,000 grant to assist with this effort. Presently there are four staff that involved in this effort and they will remain on the project. We also contract with ESA Adolphson for technical

Brief Explanation Why Your Department Needs This Item: The Planning Department's workload in Comprehensive Planning is usually dictated by state mandates or grants. In some cases the City Council requests items to be addressed.

What Alternatives Are Available, if Any? Because these are grant driven then the staff needs to work on shorelines to be responsive and to help off-set staff costs in 2011.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	20,000	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$20,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grant - SMP Grant	20,000	0	0	0	0
Grant - DOE EETP Grant	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$20,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Planning & CD Department
Division: Planning & CD Department
Decision Package Title: Training & Registration
Preparer: Heather McCartney
Account Number: 011.58.558.600.4912
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: In the 2010 Budget, the planning department cut training expenses. The City Council gave additional dollars back. This allowed two planning staff members to obtain one-half of their certification credits in 2010, but the other half of the 32 hours is required in 2011. In addition, in 2011, the Legal Workshop is provided to keep planning professionals up to date on legislative changes, land use decision and Hearing Board decisions.

Brief Explanation Why Your Department Needs This Item: We are required to obtain the other half in 2011 to retain the American Institute of Certified Planners (AICP and FACIP) certifications. The Legal Workshop in 2011 is one of the most important training sessions given every two years for staff as it addresses legislative changes, land use court decisions and Hearing Board cases. For \$100.00 staff is able to attend this all day session.

What Alternatives Are Available, if Any? Training would have to be paid for by each staff person and the two staff with certification would have a higher burden.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	2,500	1,000	1,000	1,000	1,000	1,000
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$2,500	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	1,000	1,000	1,000	1,000	1,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000



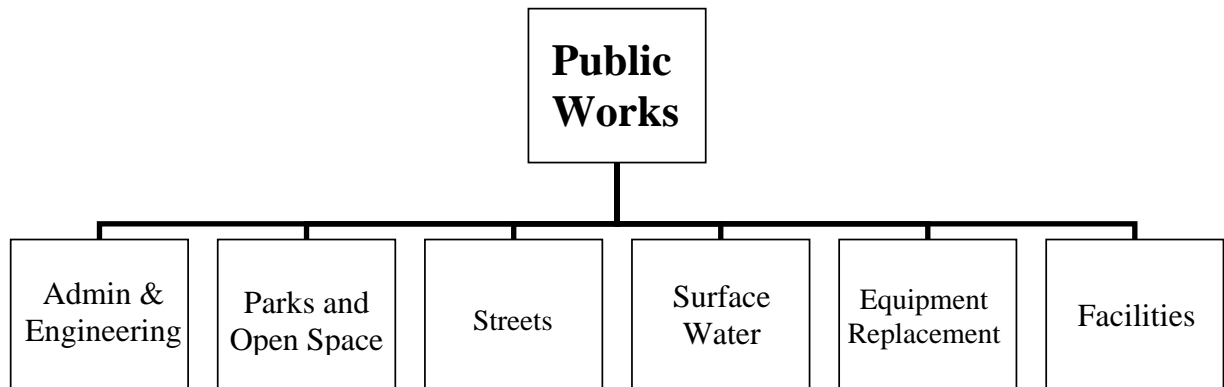
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PUBLIC WORKS DEPARTMENT

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), and the Community 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:



POSITION SUMMARY

Position Title	2010	2011
Public Works Director	1	1
Assistant City Engineer	1	1
Engineering Technician	2	1
Lead Serviceworker	4	4
Park/Utility Service Worker	8	8
Park Attendant (Seasonal)	1.5	1.5
Superintendent	1	1
Department Assistant	0.5	0.5
Total	19	18



PRELIMINARY BUDGET

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPT. EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Administration & Engineering	\$592,322	\$457,899	\$231,650	\$0	\$231,650	-49.41%
Parks and Open Space	656,142	646,250	705,700	18,800	724,500	12.11%
Streets	751,902	691,786	750,600	21,900	772,500	11.67%
Surface Water	941,011	1,751,388	1,013,150	716,300	1,729,450	-1.25%
Equipment Replacement	40,364	2,000	2,000	499,600	501,600	24980.00%
Facilities Maintenance	453,493	436,960	387,600	49,300	436,900	-0.01%
TOTAL	\$3,435,234	\$3,986,283	\$3,090,700	\$1,305,900	\$4,396,600	10.29%

PUBLIC WORKS DEPARTMENT DECISION PACKAGE SUMMARY

Ranking	Division	Title	Amount
1	Parks and Open Space	Vehicle Maintenance	2,800
2	Parks and Open Space	Equipment R&M	4,000
3	Parks and Open Space	Boat Launch Machine	12,000
Parks and Open Space Total			18,800
1	Streets	Vehicle Maintenance	2,500
2	Streets	Small Items of Equipment	3,400
3	Streets	Traffic Control Device Supplies	4,000
4	Streets	Brush Disposal	1,000
5	Streets	Repairs in ROW	1,000
6	Streets	Operating Supplies	10,000
Streets Total			21,900
Carryforward	Surface Water	Professional Services - Forest Mgmt Project	5,000
Carryforward	Surface Water	Professional Services - GIS Stormwater Mapping	20,000
1	Surface Water	Professional Services - Smugglers Gulch culvert	30,000
2	Surface Water	Vehicle Maintenance	1,300
3	Surface Water	Small Items of Equipment	5,000
4	Surface Water	Surface Water System Rates Study	50,000
5	Surface Water	Professional Services - 2nd St. Drainage	10,000
6	Surface Water	WRIA ILA	1,000
	Capital	Capital Projects - included in Capital section	594,000
Surface Water Total			716,300
1	Equipment Replacement	Police Vehicles	53,600
2	Equipment Replacement	5 yard Dump Truck w/Plow and Sander	160,000
3	Equipment Replacement	Boom Mower Modification	48,400
4	Equipment Replacement	Fire Marshal Vehicle	28,000
5	Equipment Replacement	Building Department Vehicle	32,600
6	Equipment Replacement	EMS Vehicle Replacement	177,000
Equipment Replacement Total			499,600
Mandatory	Facilities Maintenance	Sewer Service	35,000
Mandatory	Facilities Maintenance	Janitorial Services - Window Cleaning	2,800
Mandatory	Facilities Maintenance	Alarm System	7,500
1	Facilities Maintenance	Contract Services - Carpet Cleaning	3,000
2	Facilities Maintenance	Volunteer Shed or Trailer and Equipment	1,000
Facilities Maintenance Total			49,300
Grand Total Public Works			1,305,900



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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	2010	2011
Public Works Director	1	1
Assistant City Engineer	1	1
Engineering Technician	2	1
Total	4	3

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Plat Reviews	4	0	1
Land Us Permits	10	4	4
ROW Permits	63	75	75
Engineering Permits	55	25	25
Capital Projects Managed	4	4	4
Capital Projects Constructed	4	4	4
Sign Permits	22	12	15
Traffic Studies (speed/count)	6	4	4
Engineering Studies/Design	3	2	2

2011 GOALS & OBJECTIVES

- Finish code updates/reviews: Storm water, grading and geological sensitive area regulations (carry over).
- Complete and initiate 2010 carry-over capital projects.
- Adopt sidewalk management code (carry over project from 09 and 10).
- 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

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$208,101	\$208,650	\$117,300	\$0	\$117,300	-43.78%
Part Time Employees	16,075	16,900	17,700	0	17,700	4.73%
Overtime	0	1,000	1,000	0	1,000	0.00%
	<u>\$224,176</u>	<u>\$226,550</u>	<u>\$136,000</u>	<u>\$0</u>	<u>\$136,000</u>	<u>-39.97%</u>
PERSONNEL BENEFITS						
FICA	\$16,830	\$17,330	\$10,300	\$0	\$10,300	-40.57%
PERS	15,229	12,000	9,400	0	9,400	-21.67%
L&I	778	960	500	0	500	-47.92%
Medical Benefits	29,781	31,580	24,000	0	24,000	-24.00%
Dental Benefits	2,557	2,770	1,600	0	1,600	-42.24%
Vision Benefits	217	850	500	0	500	-41.18%
Unemployment Comp.	0	330	300	0	300	-9.09%
Life Insurance	619	760	500	0	500	-34.21%
Long Term Disability Insurance	1,371	1,680	1,000	0	1,000	-40.48%
	<u>\$67,382</u>	<u>\$68,260</u>	<u>\$48,100</u>	<u>\$0</u>	<u>\$48,100</u>	<u>-29.53%</u>
SUPPLIES						
Office Supplies	\$92	\$400	\$400	\$0	\$400	0.00%
Reference Material	216	300	300	0	300	0.00%
Operating Supplies	117	200	200	0	200	0.00%
Clothing/Boots	0	200	100	0	100	-50.00%
Motor Fuel	599	600	700	0	700	16.67%
Small Items of Equipment	4,875	400	300	0	300	-25.00%
	<u>\$5,899</u>	<u>\$2,100</u>	<u>\$2,000</u>	<u>\$0</u>	<u>\$2,000</u>	<u>-4.76%</u>
OTHER SERVICES & CHARGES						
Engineering & Architect Svcs	\$23,790	\$25,000	\$15,000	\$0	\$15,000	-40.00%
Other Professional Svcs.	17,927	12,500	5,000	0	5,000	-60.00%
Contract Services	35,626	0	0	0	0	0.00%
Telephone	6,870	1,400	1,500	0	1,500	7.14%
Postage	880	700	350	0	350	-50.00%
Cell Phone	99	1,400	1,900	0	1,900	35.71%
Travel & Subsistence	26	500	900	0	900	80.00%
Legal Publications	269	350	400	0	400	14.29%
Motor Pool Charges	11,455	0	15,100	0	15,100	100.00%
Vehicle R&M	226	900	600	0	600	-33.33%
Equipment M&R	0	0	1,000	0	1,000	100.00%
Assoc. Dues & Memberships	571	600	700	0	700	16.67%
File, Recording Fees	305	400	400	0	400	0.00%
Printing And Binding	1,095	150	200	0	200	33.33%
Training & Registration Costs	250	2,410	2,400	0	2,400	-0.41%
Railroad Quiet Zone Contract	195,376	114,549	0	0	0	-100.00%
	<u>\$294,765</u>	<u>\$160,859</u>	<u>\$45,450</u>	<u>\$0</u>	<u>\$45,450</u>	<u>-71.75%</u>
INTERGOVERNMENTAL SERVICES						
MRSC Small Works Roster	\$100	\$130	\$100	\$0	\$100	-23.08%
	<u>\$100</u>	<u>\$130</u>	<u>\$100</u>	<u>\$0</u>	<u>\$100</u>	<u>-23.08%</u>
TOTAL	<u>\$592,322</u>	<u>\$457,899</u>	<u>\$231,650</u>	<u>\$0</u>	<u>\$231,650</u>	<u>-49.41%</u>



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Parks and Open Space

PURPOSE

The Parks and Open Space Division maintains all of the City-owned parklands and landscaped areas. Maintenance and improvement activities take place on 499 acres of parks and open space, including seven municipal facility building sites (police station, two fire stations, City Hall, a building used by the Chamber of Commerce, the Community Center and the public works shop).

Maintenance activities include: mowing, fertilizing, pruning, weeding, planting of new plants, 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 and repairs to park equipment and features.

POSITION SUMMARY

Position Title	2010	2011
Superintendent	0.2	0.2
Lead Serviceworker	1	1
Park/Utility Service Worker	4	4
Park Attendant (Seasonal)	1.5	1.5
Total	6.7	6.7

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
<u>Acreage</u>			
Parks	58	74	74
Open Space	357	357	357
Tidelands	84	84	84
Total Acreage	499	515	515
<u>Parks</u>			
Number of Parks	33	33	33
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	24	24
Acres Maintained	124	124.1	124.1
Acres Mowed	20	20	20
Trees Planted	10	10	10
Shrubs/Flowers	250	250	250

2011 GOALS & OBJECTIVES

- Preserve existing park assets with an emphasis on Light House Park and 92nd Street Park.



PARKS AND OPEN SPACE

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$269,581	\$281,040	\$272,900	\$0	\$272,900	-2.90%
Part Time Employees	47,747	47,100	47,100	0	47,100	0.00%
Acting Supervisor Pay	635	0	0	0	0	0.00%
Overtime	7,249	4,000	4,000	0	4,000	0.00%
Standby Pay	7,420	4,000	4,000	0	4,000	0.00%
	\$332,632	\$336,140	\$328,000	\$0	\$328,000	-2.42%
PERSONNEL BENEFITS						
FICA	\$25,064	\$25,710	\$25,100	\$0	\$25,100	-2.37%
PERS	19,178	15,350	22,800	0	22,800	48.53%
L&I	8,495	12,200	8,400	0	8,400	-31.15%
Medical Benefits	68,709	76,580	90,000	0	90,000	17.52%
Dental Benefits	7,906	6,600	7,500	0	7,500	13.64%
Vision Benefits	696	2,010	2,300	0	2,300	14.43%
Teamsters Pension	7,791	5,200	7,800	0	7,800	50.00%
Unemployment Comp.	7,041	7,660	500	0	500	-93.47%
Life Insurance	742	950	1,100	0	1,100	15.79%
Long Term Disability Insurance	1,643	2,090	2,500	0	2,500	19.62%
	\$147,265	\$154,350	\$168,000	\$0	\$168,000	8.84%
SUPPLIES						
Operating Supplies	\$22,980	\$29,100	\$28,600	\$0	\$28,600	-1.72%
Vehicle R&M Tools/Eq	128	250	0	0	0	-100.00%
Clothing/Boots	3,739	2,880	3,400	0	3,400	18.06%
Misc. Repair & Maint Supplies	1,493	2,500	2,500	0	2,500	0.00%
Signs	1,700	2,500	1,000	0	1,000	-60.00%
Landscape Materials	8,245	10,000	10,000	0	10,000	0.00%
Flower Basket Program	4,905	5,000	0	0	0	-100.00%
Motor Fuel	5,305	5,000	6,000	0	6,000	20.00%
Small Items of Equipment	10,164	3,820	800	0	800	-79.06%
	\$58,659	\$61,050	\$52,300	\$0	\$52,300	-14.33%

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	2009 Actuals	2010 Budget	2011 Baseline	2011 DP's	2011 Proposed	% Change
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$9,405	\$12,000	\$12,000	\$0	\$12,000	0.00%
Telephone	4,296	2,400	2,400	0	2,400	0.00%
Cell Phone	199	3,170	3,000	0	3,000	-5.36%
Travel & Subsistence	14	300	300	0	300	0.00%
Legal Publications	50	0	0	0	0	0.00%
Land Rental	1,854	1,850	2,000	0	2,000	8.11%
Work Equip & Machine Rental	1,817	2,500	2,500	0	2,500	0.00%
Motor Pool Charges	15,705	0	71,800	0	71,800	100.00%
Natural Gas	1,017	2,000	2,000	0	2,000	0.00%
Electricity	5,097	6,000	6,000	0	6,000	0.00%
Sewer Service	13,592	13,500	5,000	0	5,000	-62.96%
Garbage Services	18,239	15,000	15,000	0	15,000	0.00%
Water Service	16,248	12,000	12,000	0	12,000	0.00%
Storm Drainage Chgs.	13,710	12,000	12,000	0	12,000	0.00%
Equipment R&M	929	1,000	1,000	4,000	5,000	400.00%
Other Maintenance & Repair	5,192	1,200	600	0	600	-50.00%
Vehicle R&M	5,842	2,700	2,700	2,800	5,500	103.70%
Laundry Services	1,459	750	800	0	800	6.67%
Training & Registration Costs	479	1,340	1,300	0	1,300	-2.99%
HP Maintenance Assn Dues	2,442	5,000	5,000	0	5,000	0.00%
	<u>\$117,586</u>	<u>\$94,710</u>	<u>\$157,400</u>	<u>\$6,800</u>	<u>\$164,200</u>	<u>73.37%</u>
CAPITAL						
Machinery and Equipment	\$0	\$0	\$0	\$12,000	\$12,000	100.00%
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$12,000</u>	<u>\$12,000</u>	<u>100.00%</u>
TOTAL	<u>\$656,142</u>	<u>\$646,250</u>	<u>\$705,700</u>	<u>\$18,800</u>	<u>\$724,500</u>	<u>12.11%</u>



Streets

PURPOSE

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

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

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

POSITION SUMMARY

Position Title	2010	2011
Superintendent	0.3	0.3
Lead Serviceworker	1	1
Park/Utility Service Worker	2	2
Total	3.3	3.3

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Miles of Street	67	67	67
Traffic Signals	2	2	2
Street Lights*	80	80	80
Potholes Repaired	75	75	100
Tons of Asphalt Used	60	42	50
Lane Lines Painted (miles)	70	70	70
Streets Swept (miles)	450	600	600
Snow/Ice Removed (hours)	400	40	500
Painted Markings (sf)	8,000	10,000	10,000
Sidewalk Repaired (sf)	750	600	600
Signs Installed/Replaced	150	400	200
Sign Posts Installed/Repl.	125	125	125

*Work orders for repair processed.

2011 GOALS & OBJECTIVES

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



STREET FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$77,015	\$189,710	\$159,900	\$149,900	-20.98%
<u>Revenues</u>					
Street Fuel Tax	276,723	300,000	295,000	300,000	0.00%
Investment Interest	951	500	200	200	-60.00%
Operating Transfers In	505,000	350,000	350,000	343,600	-1.83%
Total Revenues	782,674	650,500	645,200	643,800	-1.03%
<u>Total Resources</u>	859,689	840,210	805,100	793,700	-5.54%
<u>Expenditures</u>					
Salaries & Wages	265,123	267,840	269,120	269,100	0.47%
Personnel Benefits	100,145	98,910	98,110	109,800	11.01%
Supplies	66,307	55,200	64,700	73,600	33.33%
Other Services & Charges	284,461	221,836	193,980	275,400	24.15%
Intergovernmental Svcs.	35,866	43,000	24,290	39,600	-7.91%
Capital Outlay	0	5,000	5,000	5,000	0.00%
<u>Total Expenditures</u>	751,902	691,786	655,200	772,500	11.67%
<u>Ending Fund Balance</u>	\$107,787	\$148,424	\$149,900	\$21,200	-85.72%



STREETS

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$259,392	\$259,540	\$260,800	\$0	\$260,800	0.49%
Acting Supervisor Pay	550	300	300	0	300	0.00%
Overtime	2,381	4,000	4,000	0	4,000	0.00%
Standby Pay	2,800	4,000	4,000	0	4,000	0.00%
	<u>\$265,123</u>	<u>\$267,840</u>	<u>\$269,100</u>	<u>\$0</u>	<u>\$269,100</u>	<u>0.47%</u>
PERSONNEL BENEFITS						
FICA	\$20,040	\$20,490	\$20,600	\$0	\$20,600	0.54%
PERS	18,044	14,000	18,700	0	18,700	33.57%
L&I	5,151	6,290	6,300	0	6,300	0.16%
Medical Benefits	43,234	46,490	51,500	0	51,500	10.78%
Dental Benefits	5,418	3,910	4,000	0	4,000	2.30%
Vision Benefits	1,137	1,200	1,200	0	1,200	0.00%
Teamsters Pension	4,828	3,120	4,700	0	4,700	50.64%
Unemployment Comp.	0	600	600	0	600	0.00%
Life Insurance	714	870	700	0	700	-19.54%
Long Term Disability Insurance	1,579	1,940	1,500	0	1,500	-22.68%
	<u>\$100,145</u>	<u>\$98,910</u>	<u>\$109,800</u>	<u>\$0</u>	<u>\$109,800</u>	<u>11.01%</u>
SUPPLIES						
Operating Supplies	\$12,262	\$13,000	\$13,000	\$10,000	\$23,000	76.92%
Clothing/Boots	3,331	4,200	3,200	0	3,200	-23.81%
Aggregate	18,532	14,000	14,000	0	14,000	0.00%
Traffic Control Device Supply	16,068	11,000	11,000	4,000	15,000	36.36%
Motor Fuel	15,521	12,000	14,000	0	14,000	16.67%
Small Items Of Equipment	593	1,000	1,000	3,400	4,400	340.00%
	<u>\$66,307</u>	<u>\$55,200</u>	<u>\$56,200</u>	<u>\$17,400</u>	<u>\$73,600</u>	<u>33.33%</u>
OTHER SERVICES & CHARGES						
Hazardous Materials Testing	\$1,920	\$2,000	\$1,000	\$0	\$1,000	-50.00%
Contract Services	53,118	50,000	30,000	0	30,000	-40.00%
Telephone	4,605	2,400	2,400	0	2,400	0.00%
Cell Phone	164	2,110	2,100	0	2,100	-0.47%
Travel & Subsistence	28	100	100	0	100	0.00%
Work Equip & Machine Rental	4,790	6,000	6,000	0	6,000	0.00%
Motor Pool Charges	72,235	0	85,500	0	85,500	100.00%
Insurance	0	26,526	26,600	0	26,600	0.28%
Hazardous Waste Disposal	9,790	20,000	6,000	0	6,000	-70.00%
Public Utility Solid Waste	319	1,000	500	0	500	-50.00%
Electricity Street Lights	108,836	95,000	95,000	0	95,000	0.00%
Brush Disposal	3,034	3,000	3,000	1,000	4,000	33.33%
Construction Debris Disposal	2,164	3,000	3,000	0	3,000	0.00%
Work Equipment M&R	10,444	4,000	4,000	0	4,000	0.00%
Vehicle R&M	10,624	5,000	5,000	2,500	7,500	50.00%

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	2009 Actuals	2010 Budget	2011 Baseline	2011 DP's	2011 Proposed	% Change
Laundry Services	1,335	1,200	1,200	0	1,200	0.00%
Training & Registration	1,055	500	500	0	500	0.00%
	<u>\$284,461</u>	<u>\$221,836</u>	<u>\$271,900</u>	<u>\$3,500</u>	<u>\$275,400</u>	<u>24.15%</u>
INTERGOVERNMENTAL SVCS.						
Lane Striping & Marking	\$29,067	\$25,000	\$25,000	\$0	\$25,000	0.00%
Street Light Maintenance	6,205	14,000	14,000	0	14,000	0.00%
Repairs in ROW	0	2,000	0	1,000	1,000	-50.00%
ROW Veg Maintenance	594	2,000	2,000	0	2,000	0.00%
Transfer to Reserves	0	0	(2,400)	0	(2,400)	100.00%
	<u>\$35,866</u>	<u>\$43,000</u>	<u>\$38,600</u>	<u>\$1,000</u>	<u>\$39,600</u>	<u>-7.91%</u>
CAPITAL OUTLAY						
Lighting Systems (Interlocal, PUD)	\$0	\$5,000	\$5,000	\$0	\$5,000	0.00%
	<u>\$0</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>	<u>\$5,000</u>	<u>0.00%</u>
TOTAL	<u>\$751,902</u>	<u>\$691,786</u>	<u>\$750,600</u>	<u>\$21,900</u>	<u>\$772,500</u>	<u>11.67%</u>



Surface Water Management

PURPOSE

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

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	2010	2011
Superintendent	0.2	0.2
Lead Serviceworker	1.5	1.5
Park/Utility Service Worker	3	3
Total	4.7	4.7

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Drainage Basins	13	13	13
Miles of Pipe	35	35	35
Miles of Ditches	10	10	10
Catch Basins	2,610	2,614	2,616
Catch Basins Cleaned	750	1,000	1,000
Detention Ponds	96	96	96
Ponds Cleaned	4	4	10

2011 GOALS & OBJECTIVES

- As part of the City's effort to implement Congress' mandated National Pollutant Discharge Elimination System (NPDES) Stormwater Program, three staff members are being partially shifted from the General Fund (50% of Associate Planner, 28% of Assistant City Engineer & 25% of Assistant Planning & Community Development Director.)
- Perform regular preventive maintenance of drainage system and detention ponds.
- Minor improvements to the City surface water collection, treatment and convenience system.

SURFACE WATER MANAGEMENT FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$5,407,630	\$1,786,030	\$1,640,670	\$1,286,990	-27.94%
<u>Revenues</u>					
Grants	68,790	0	0	200,000	100.00%
Storm Drainage Fees & Charges	1,255,085	1,250,000	979,460	1,250,000	0.00%
Investment Interest	10,125	25,000	4,420	25,000	0.00%
Interfund Transfers	0	9,998	0	0	-100.00%
Total Revenues	1,334,000	1,284,998	983,880	1,475,000	14.79%
<u>Total Resources</u>	6,741,630	3,071,028	2,624,550	2,761,990	-10.06%
<u>Expenditures</u>					
Salaries & Wages	341,084	347,750	361,060	430,300	23.74%
Personnel Benefits	137,461	135,760	136,420	179,900	32.51%
Supplies	34,974	57,240	39,850	40,600	-29.07%
Other Services & Charges	97,860	212,388	210,820	207,250	-2.42%
Intergovernmental Svcs.	96,134	79,000	55,550	81,900	3.67%
Capital Outlay	38,498	723,750	338,360	594,000	-17.93%
Payments For Svcs.	195,000	195,500	195,500	195,500	0.00%
<u>Total Expenditures</u>	941,011	1,751,388	1,337,560	1,729,450	-1.25%
<u>Ending Fund Balance</u>	\$5,800,619	\$1,319,640	\$1,286,990	\$1,032,540	-21.76%

SURFACE WATER MANAGEMENT

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$318,186	\$332,800	\$416,600	\$0	\$416,600	25.18%
Part Time Employees	4,802	6,550	5,300	0	5,300	-19.08%
Acting Supervisor Pay	876	400	400	0	400	0.00%
Overtime	2,688	4,000	4,000	0	4,000	0.00%
Standby Pay	14,533	4,000	4,000	0	4,000	0.00%
	\$341,085	\$347,750	\$430,300	\$0	\$430,300	23.74%
PERSONNEL BENEFITS						
FICA	\$25,370	\$26,480	\$32,900	\$0	\$32,900	24.24%
PERS	22,559	18,380	30,000	0	30,000	63.22%
L&I	6,540	7,850	7,300	0	7,300	-7.01%
Medical Benefits	62,529	67,360	89,600	0	89,600	33.02%
Dental Benefits	10,996	6,080	7,400	0	7,400	21.71%
Vision Benefits	932	1,870	2,200	0	2,200	17.65%
Teamsters Pension	5,604	3,640	5,500	0	5,500	51.10%
Unemployment Comp.	0	450	500	0	500	11.11%
Life Insurance	912	1,140	1,400	0	1,400	22.81%
Long Term Disability Insurance	2,019	2,510	3,100	0	3,100	23.51%
	\$137,461	\$135,760	\$179,900	\$0	\$179,900	32.51%
SUPPLIES						
Office Supplies	\$0	\$500	\$200	\$0	\$200	-60.00%
Operating Supplies	16,415	30,000	18,000	0	18,000	-40.00%
Vehicle R&M Tools/Eq	756	500	250	0	250	-50.00%
Clothing/Boots	2,569	3,200	2,650	0	2,650	-17.19%
Radio Parts And Supplies	0	500	500	0	500	0.00%
Aggregate	1,857	10,000	7,000	0	7,000	-30.00%
Motor Fuel	5,760	5,000	7,000	0	7,000	40.00%
Small Items Of Equipment	7,616	7,540	0	5,000	5,000	-33.69%
	\$34,973	\$57,240	\$35,600	\$5,000	\$40,600	-29.07%
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$9,074	\$100,000	\$0	\$115,000	\$115,000	15.00%
Contract Services	0	0	10,000	0	10,000	100.00%
Hazardous Materials Testing	2,990	4,000	1,800	0	1,800	-55.00%
Telephone	3,597	4,300	2,700	0	2,700	-37.21%
Cell Phones	0	0	500	0	500	100.00%
Travel & Subsistence	14	200	200	0	200	0.00%
Legal Publications	46	0	0	0	0	0.00%
Work Equip & Machine Rental	2,783	4,000	4,000	0	4,000	0.00%
Motor Pool Charges	15,860	15,860	49,500	0	49,500	212.11%
Insurance	0	40,078	0	0	0	-100.00%
Hazardous Waste Disposal	21,291	16,000	8,000	0	8,000	-50.00%
Public Utility Solid Waste	0	500	0	0	0	-100.00%
Brush Disposal	2,734	6,000	2,000	0	2,000	-66.67%
Work Equipment M&R	1,849	500	500	0	500	0.00%
Vehicle R&M	12,392	2,700	2,700	1,300	4,000	48.15%

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	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
Laundry Services	205	1,250	1,050	0	1,050	-16.00%
Training & Registration	480	1,500	1,500	0	1,500	0.00%
Permit Fees	9,154	9,000	0	0	0	-100.00%
Taxes And Assessments	0	3,500	3,500	0	3,500	0.00%
Vactor Service/Rental	15,391	3,000	3,000	0	3,000	0.00%
	<u>\$97,860</u>	<u>\$212,388</u>	<u>\$90,950</u>	<u>\$116,300</u>	<u>\$207,250</u>	<u>-2.42%</u>
INTERGOVERNMENTAL SVCS.						
Mukilteo Water District	\$26,930	\$30,000	\$30,000	\$0	\$30,000	0.00%
Snohomish County ILA	2,999	21,000	21,000	0	21,000	0.00%
WRIA ILA	6,686	8,000	8,000	1,000	9,000	12.50%
Dept. of Ecology	38,929	0	10,000	0	10,000	100.00%
Taxes And Assessments	20,590	15,000	15,000	0	15,000	0.00%
Transfers Out	0	5,000	(3,100)	0	(3,100)	-162.00%
	<u>\$96,134</u>	<u>\$79,000</u>	<u>\$80,900</u>	<u>\$1,000</u>	<u>\$81,900</u>	<u>3.67%</u>
PAYMENTS FOR SVCS.						
Overhead Costs	\$195,000	\$195,500	\$195,500	\$0	\$195,500	0.00%
	<u>\$195,000</u>	<u>\$195,500</u>	<u>\$195,500</u>	<u>\$0</u>	<u>\$195,500</u>	<u>0.00%</u>
CAPITAL OUTLAY						
Capital Outlay	\$38,498	\$723,750	\$0	\$594,000	\$594,000	-17.93%
	<u>\$38,498</u>	<u>\$723,750</u>	<u>\$0</u>	<u>\$594,000</u>	<u>\$594,000</u>	<u>-17.93%</u>
TOTAL	<u>\$941,011</u>	<u>\$1,751,388</u>	<u>\$1,013,150</u>	<u>\$716,300</u>	<u>\$1,729,450</u>	<u>-1.25%</u>

Equipment Replacement

DESCRIPTION

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

Since public works has no mechanic, vehicles are maintained through warranties, service via an agreement with Mukilteo School District mechanics. City maintenance workers also do some minor mechanics work.

Replacement of all vehicles goes through this public works division.

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

POSITION SUMMARY

Position Title	2010	2011
Superintendent	0.20	0.20
Department Assistant	0.25	0.25
Total	0.45	0.45

2011 GOALS & OBJECTIVES

1. Maintain all equipment and vehicles such that (except police and fire):
 - a. Reliability is maximized
 - b. Life cycles are maximized
 - c. Costs are minimized.
2. Maintain and implement the equipment/ vehicle replacement schedule.
3. Evaluate the need for additional equipment in 2012.
 - a. Asphalt roller
 - b. U-Cart concrete car.

EQUIPMENT REPLACEMENT RESERVE FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$2,701,702	\$1,038,920	\$1,034,980	\$1,052,780	1.33%
<u>Revenues</u>					
Miscellaneous	0	0	3,940	6,730	100.00%
Equipment Replacement Charge	353,345	15,860	15,860	885,400	5482.60%
Total Revenues	353,345	15,860	19,800	892,130	5525.03%
<u>Total Resources</u>	3,055,047	1,054,780	1,054,780	1,944,910	84.39%
<u>Expenditures</u>					
Vehicle Equip Removal	2,575	2,000	2,000	2,000	0.00%
Capital Outlay	37,789	0	0	499,600	100.00%
<u>Total Expenditures</u>	40,364	2,000	2,000	501,600	24980.00%
Loan to Hotel/Motel Fund	333,280	0	0	0	0.00%
<u>Ending Fund Balance</u>	\$2,681,403	\$1,052,780	\$1,052,780	\$1,443,310	37.10%

EQUIPMENT REPLACEMENT

	2009 Actuals	2010 Approved Budget	2011 Baseline Budget	2011 Department Requests	2011 Proposed Budget	% Change
OTHER SERVICES & CHARGES						
Vehicle Eq Removal	\$2,575	\$2,000	\$2,000		\$2,000	0%
	\$2,575	\$2,000	\$2,000	\$0	\$2,000	0%
CAPITAL OUTLAY						
Vehicular Equipment	\$37,789	\$0	\$0	\$499,600	\$499,600	100%
	\$37,789	\$0	\$0	\$499,600	\$499,600	100%
TOTAL	\$40,364	\$2,000	\$2,000	\$499,600	\$501,600	24980%

Facilities Maintenance

DESCRIPTION

The Facilities Maintenance Division maintains 19 City buildings, including:

- City Hall
- Two Fire Department buildings
- The Police Department building
- Three Public Works Department buildings (new and old shops and equipment building)
- Community Center
- Four Lighthouse buildings
- Five buildings and structures at Lighthouse Park
- One building at the 92nd St. Park
- Mukilteo Visitor Center

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	2010	2011
Lead Serviceworker	0.50	0.50
Senior Park/Facility Attendant	0.8	1
Total	1.30	1.50

PERFORMANCE INDICATORS

	2009 Actual	2010 Est.	2011 Est.
Plumbing Repairs	10	15	10
Electrical Repairs	20	25	25
Painting (interior)	0	0	1
Painting (exterior)	0	1	1
Roof repairs	2	2	2
Security systems	1	3	3
Furniture Repairs	2	0	0
Interior remodels	0	1	0
Damage repair	25	50	50

2011 GOALS & OBJECTIVES

- Within one work day, respond to employee requests for building problems. Effect repairs in the shortest time possible, but based on priorities.
- Begin the process of developing a long range repair and replacement fund for high cost facilities items (roof replacements, HVAC replacements, carpet, etc.)
- Implement long and short range building maintenance practices that assure the highest practical level of asset protection and longevity for the City.
- Establish new maintenance service levels at the new Community Center.

FACILITIES MAINTENANCE FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Balance	98,506	69,260	50,640	9,660	-86.05%
<u>Revenues</u>					
Operating Transfers In	390,000	390,000	390,000	433,000	11.03%
Total Revenues	390,000	390,000	390,000	433,000	11.03%
<u>Total Resources</u>	488,506	459,260	440,640	442,660	-3.61%
<u>Expenditures</u>					
Salaries & Wages	69,632	71,490	71,670	81,100	13.44%
Personnel Benefits	24,350	22,620	23,290	29,000	28.21%
Supplies	36,213	46,400	29,100	39,500	-14.87%
Other Services & Charges	290,781	291,450	296,920	286,300	-1.77%
Capital Outlay	32,517	5,000	10,000	1,000	-80.00%
<u>Total Expenditures</u>	453,493	436,960	430,980	436,900	-0.01%
<u>Ending Fund Balance</u>	35,013	22,300	9,660	5,760	-74.17%

FACILITIES MAINTENANCE

	2009	2010	2011	2011	2011	
	Actuals	Approved Budget	Baseline Budget	Department Requests	Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$31,510	\$31,360	\$78,800	\$0	\$78,800	151.28%
Part Time Employees	38,123	37,800	0	0	0	-100.00%
Overtime	0	2,330	2,300	0	2,300	-1.29%
	\$69,633	\$71,490	\$81,100	\$0	\$81,100	13.44%
PERSONNEL BENEFITS						
FICA	\$5,234	\$5,470	\$6,200	\$0	\$6,200	13.35%
PERS	4,729	3,740	5,700	0	5,700	52.41%
L&I	1,004	1,250	1,100	0	1,100	-12.00%
Medical Benefits	8,904	9,270	11,700	0	11,700	26.21%
Dental Benefits	1,751	590	700	0	700	18.64%
Vision Benefits	81	180	200	0	200	11.11%
Teamsters Pension	2,039	1,180	2,300	0	2,300	94.92%
Unemployment Comp.	0	200	200	0	200	0.00%
Life Insurance	189	230	300	0	300	30.43%
Long Term Disability Insurance	419	510	600	0	600	17.65%
	\$24,350	\$22,620	\$29,000	\$0	\$29,000	28.21%
SUPPLIES						
Office Supplies	\$1,383	\$2,000	\$1,000	\$0	\$1,000	-50.00%
Operating Supplies	23,676	32,000	30,000	0	30,000	-6.25%
Clothing/Boots	359	400	500	0	500	25.00%
Building Maintenance Supplies	21	0	0	0	0	0.00%
Motor Fuel	5,409	8,000	7,000	0	7,000	-12.50%
Small Items of Equipment	5,364	4,000	1,000	0	1,000	-75.00%
	\$36,212	\$46,400	\$39,500	\$0	\$39,500	-14.87%
OTHER SERVICES & CHARGES						
Other Professional Services	\$1,318	\$0	\$0	\$0	\$0	0.00%
Contract Services	16,900	0	0	3,000	3,000	100.00%
Cell Phone	0	530	500	0	500	-5.66%
Insurance	0	450	500	0	500	11.11%
City Hall Rent	14,441	0	0	0	0	0.00%
Natural Gas	19,323	28,100	28,100	0	28,100	0.00%
Electricity	79,003	82,000	82,000	0	82,000	0.00%
Sewer Service	19,520	40,500	18,500	35,000	53,500	32.10%
Garbage Services	11,567	12,000	11,000	0	11,000	-8.33%
Water Service	11,469	9,820	8,000	0	8,000	-18.53%
Storm Drainage Chgs.	9,266	9,900	9,900	0	9,900	0.00%
Alarm System	18,469	7,500	7,500	7,500	15,000	100.00%
Communications Equip M & R	1,029	500	0	0	0	-100.00%
Bldg & Fixture M&R	58,069	73,250	45,000	0	45,000	-38.57%
Work Equipment & Machine Rental	5,891	0	0	0	0	0.00%
Vehicle R&M	0	0	600	0	600	100.00%
Janitorial Services	22,841	24,000	24,000	2,800	26,800	11.67%
Taxes And Assessments	1,675	2,900	2,900	0	2,900	0.00%
Transfer to Reserves	0	0	(500)	0	(500)	100.00%
	\$290,781	\$291,450	\$238,000	\$48,300	\$286,300	-1.77%
CAPITAL OUTLAY						
Building Improvements	\$32,517	\$5,000	\$0	\$1,000	\$1,000	-80.00%
	\$32,517	\$5,000	\$0	\$1,000	\$1,000	-80.00%
TOTAL	\$453,493	\$436,960	\$387,600	\$49,300	\$436,900	-0.01%



DECISION PACKAGE

Department: Public Works
Division: Parks
Decision Package Title: Vehicle Maintenance
Preparer: Marc Larson
Account Number: 011.38.576.810.4820
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: Increase budget to reflect actual current cost for maintenance.
Brief Explanation Why Your Department Needs This Item: Maintenance of parks vehicles.
What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	2,700	2,800	2,800	2,800	2,800	2,800
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Total Expenses		\$2,700	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	2,800	2,800	2,800	2,800	2,800
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800



DECISION PACKAGE

Department: Public Works
Division: Parks
Decision Package Title: Equipment R&M
Preparer: Marc Larson
Account Number: 011.38.576.810.4815
Ranking: 2

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

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

Item Description: Increase budget to reflect actual current cost for maintenance.

Brief Explanation Why Your Department Needs This Item: As the mowing equipment has aged, the costs to maintain the equipment has increased. Additional demand for mowing has increased the need for maintenance as well.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	1,000	4,000	4,000	4,000	4,000	4,000
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$1,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash	1,000	4,000	4,000	4,000	4,000	4,000
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$1,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000



DECISION PACKAGE

Department: Public Works
Division: Parks
Decision Package Title: Boat Launch Parking Machine
Preparer: Gini Schacker
Account Number: 011.38.594.810.6407
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: Parking Permit Sales Machine
Brief Explanation Why Your Department Needs This Item: The current boat launch parking permit sales machine is old and experiencing frequent service interruptions. This results in lost sales, frustration for boat launch customers, and excessive time spent by staff who have to make multiple trips to trouble-shoot and repair the machine.
What Alternatives Are Available, if Any? Continue using current machine.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Software Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	12,000	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$12,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	12,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$12,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Vehicle Maintenance
Preparer: Marc Larson
Account Number: 111.38.543.300.4820
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:	Increase budget to reflect actual current cost for maintenance.
Brief Explanation Why Your Department Needs This Item:	Maintenance of streets vehicles.
What Alternatives Are Available, if Any?	None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	5,000	2,500	2,500	2,500	2,500	2,500
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Total Expenses		\$5,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500

Sources of Payment		2011	2012	2013	2014	2015
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		2,500	2,500	2,500	2,500	2,500
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500



DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Small Items of Equipment
Preparer: Marc Larson
Account Number: 111.38.543.300.3501
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: Light Bar for Street Sweeper and weed sprayer for street sweeper.
Brief Explanation Why Your Department Needs This Item: To improve visibility of slow moving vehicle and improve safety, and use sweeper to spray weeds.
What Alternatives Are Available, if Any? Not purchase and install light bar.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	1,000	3,400	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Total Expenses		\$1,000	\$3,400	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	3,400	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$3,400	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Traffic Control Device Supplies
Preparer: Marc Larson
Account Number: 111.38.543.300.3147
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: Traffic Control Devices and Supplies
Brief Explanation Why Your Department Needs This Item: Over the past year, an increase in the quantity of new street and parking signage, and increased costs for sign production as well as supply cost increases have caused a budgetary shortfall in this account.
What Alternatives Are Available, if Any? Reduce the number of signs replaced, and reduce the quantity of new signs installed.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	11,000	4,000	4,000	4,000	4,000	4,000
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$11,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	11,000	4,000	4,000	4,000	4,000	4,000
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$11,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000



DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Brush Disposal
Preparer: Marc Larson
Account Number: 111.38.543.300.4722
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: Brush Disposal
Brief Explanation Why Your Department Needs This Item: Disposal costs for this material have increased.
What Alternatives Are Available, if Any? Reduce the quantity of vegetative waste removed from the ROW areas throughout the city.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	3,000	1,000	1,000	1,000	1,000	1,000
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$3,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	3,000	1,000	1,000	1,000	1,000	1,000
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$3,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000



DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Repairs in ROW
Preparer: Marc Larson
Account Number: 111.38.543.300.5155
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: Repairs in Right of Way
Brief Explanation Why Your Department Needs This Item: To conduct repairs in ROW to facilities owned by the City including street trees, curbs sidewalks, landslides.
What Alternatives Are Available, if Any? Not repair the problems.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	1,000	1,000	1,000	1,000	1,000
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	1,000	1,000	1,000	1,000	1,000
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000



DECISION PACKAGE

Department: Public Works
Division: Streets
Decision Package Title: Operating Supplies
Preparer: Marc Larson
Account Number: 111.38.543.300.3112
Ranking: 6

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 to account for 2010 increased costs and to add \$5,000 to start putting down rubber bark on Paine Field Blvd. median and eventually SR 525 too.

Brief Explanation Why Your Department Needs This Item: To reduce the rapid, continuous growth of weeds in the median and improve looks.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	13,000	10,000	10,000	10,000	10,000	10,000
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Total Expenses		\$13,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	13,000	10,000	10,000	10,000	10,000
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



DECISION PACKAGE

Department:	Planning and Community Development
Division:	Stormwater
Decision Package Title:	Professional Services - Forest Management Plan
Preparer:	Patricia Love
Account Number:	440.58.558.600.4106
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"/>

Item Description: Roll over funds from the Forest Management project to the 2011 budget. In 2010 the city initiated a \$20,000 Forest Management Project with a \$10,000 grant from DNR.

Brief Explanation Why Your Department Needs This Item: In 2010 the City received a \$20,000 grant from the Department of Natural Resources to prepare a Forest Management Plan. This project includes a tree inventory, health assessment, and preparation of a forest management plan which will become a chapter in our Habitat Management Plan. This project was partially funded with grant dollars and the match was from the stormwater fund. The majority of the project will be completed by the end of 2010; however \$5,000 needs to be rolled over to complete the update to the Habitat Management Plan in 2011.

What Alternatives Are Available, if Any? None; This was previously funded project which is required to be completed by June 2011 to meet grant deadlines.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	5,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$5,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater Fund	5,000	0	0	0	0
Total Sources	\$5,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Planning and Community Development
Division:	Stormwater
Decision Package Title:	Professional Services - GIS Stormwater Mapping Project
Preparer:	Patricia Love
Account Number:	440.58.558.600.4106
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"/>

Item Description: Roll over funds from the GIS Stormwater Mapping project to the 2011 budget. In 2010 the city initiated a \$106,500 GIS Stormwater Mapping project with a \$50,000 grant from DOE.

Brief Explanation Why Your Department Needs This Item: In 2010 the City started the GIS Mapping Project. This project were partially funded with grant dollars and the match was from the stormwater fund. The majority of the project will be completed by the end of 2010; however \$20,000 from the GIS Stormwater Mapping project needs to be rolled over to the 2011 budget to complete the final mapping and staff training for a total roll over amount of \$25,000.

What Alternatives Are Available, if Any? None; This was a previously funded project which is required to be completed by June 2011 to meet grant deadlines.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	20,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$20,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater Fund	20,000	0	0	0	0
Total Sources	\$20,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Storm
Decision Package Title: Smuggler's Gulch Culvert Design
Preparer: Marc Larson
Account Number: 440.38.538.380.4106
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: Professional Services - Smugglers Gulch Culvert
Brief Explanation Why Your Department Needs This Item: Costs associated with outside professional services for completion of the 61st St., Smugglers gulch culvert replacement design (now that we have Fisheries approval to move ahead).
What Alternatives Are Available, if Any? Not do these projects

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	30,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$30,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	30,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$30,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Storm
Decision Package Title: Vehicle Maintenance
Preparer: Marc Larson
Account Number: 440.38.538.380.4820
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:	Increase budget to reflect actual current cost for maintenance.
Brief Explanation Why Your Department Needs This Item:	Maintenance of facilities vehicle.
What Alternatives Are Available, if Any?	None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	2,700	1,300	1,300	1,300	1,300	1,300
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Total Expenses		\$2,700	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	1,300	1,300	1,300	1,300	1,300
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300



DECISION PACKAGE

Department: Public Works
Division: Storm
Decision Package Title: Small items of equipment
Preparer: Marc Larson
Account Number: 440.38.538.380.3501
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: Replacement hand tools, Welding supplies, Steel stock for shop fabrication and repairs of city owned equipment. This reduces outside services necessary to maintain and improve city equipment.

Brief Explanation Why Your Department Needs This Item:

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	5,000	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Total Expenses		\$0	\$5,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	5,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$5,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Storm
Decision Package Title: Surface Water Rates Study
Preparer: Marc Larson
Account Number: 440.38.538.380.4106
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:	Professional Services - Surface Water Rates Study
Brief Explanation Why Your Department Needs This Item:	With the added costs of the NPDES II permit regulations and planned future City wide stormwater improvements, the first of which is the Smuggler's Gulch system enhancements, an updated surface water system rates study is needed. The surface water utility rates have not been reviewed for well over five years. The rate study will also give us the guidance we need to better define future projects and lay out the health of the utility.
What Alternatives Are Available, if Any?	Not do these projects

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	50,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$50,000	\$0	\$0	\$0	\$0

Sources of Payment		2011	2012	2013	2014	2015
Ending Cash		50,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$50,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Storm
Decision Package Title: Professional Services - 2nd Street Drainage Rework
Preparer: Marc Larson
Account Number: 440.38.538.380.4106
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: Professional Services - 2nd Street Drainage Rework
Brief Explanation Why Your Department Needs This Item: Costs associated with outside professional services for 2nd Street at Loveland (reworking drainage as it goes under 2nd street).
What Alternatives Are Available, if Any? Not do these projects

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	10,000	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$10,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	10,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$10,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Storm
Decision Package Title: Water Resources Inventory Area # 8 (WRIA)
Preparer: Marc Larson
Account Number: 440.38.538.380.5153
Ranking: 6

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: WRIA Interlocal Agreement
Brief Explanation Why Your Department Needs This Item: The City participates with other cities in an interlocal agreement to promote the restoration of salmon habitat. The City's proportional share of WRIA 8 expenses has increased.
What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	8,000	1,000	1,000	1,000	1,000	1,000
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Total Expenses		\$8,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	1,000	1,000	1,000	1,000	1,000
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000



DECISION PACKAGE

Department: Public Works
Division: Equipment Replacement
Decision Package Title: Police Patrol Vehicles (2)
Preparer: Marc Larson
Account Number: 510.38.594.480.6408
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: Replace 2 police patrol vehicles.
 Vehicle total = 24,500
 Equipment (removal/ replace/new/ lettering/etc) = 2300
 Final Vehicle Total = 26,800 x 2 = 53,600
Brief Explanation Why Your Department Needs This Item: Improved equipment reliability.
What Alternatives Are Available, if Any? Not replace vehicles, increased maintenance costs and downtime.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	53,600	0	0	0	0
Total Expenses		\$0	\$53,600	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	53,600	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$53,600	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Equipment Replacement
Decision Package Title: 5 yard Dump truck w/plow and sander
Preparer: Marc Larson
Account Number: 510.38.594.480.6408
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: Replace 1984 GMC 5 yard dump Truck

Brief Explanation Why Your Department Needs This Item: Improved equipment reliability, increased ability for snow and ice removal, with this type equipment. This truck is worn out and costing us both increased maintenance costs and increased down time.

What Alternatives Are Available, if Any? Not replace vehicle.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	160,000	0	0	0	0
Total Expenses		\$0	\$160,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	160,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$160,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Equipment Replacement
Decision Package Title: Boom Mower Modification
Preparer: Marc Larson
Account Number: 510.38.594.480.6408
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: Retrofit existing ROW mower with an "A" arm to increase equipment usefulness.
Brief Explanation Why Your Department Needs This Item: Improved equipment flexibility.
What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	48,400	0	0	0	0
Total Expenses		\$0	\$48,400	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	48,400	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$48,400	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Equipment Replacement
Decision Package Title: Fire Marshall vehicle
Preparer: Marc Larson
Account Number: 510.38.594.480.6408
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: Replace fire department 2001 Jeep with new hybrid vehicle.
Brief Explanation Why Your Department Needs This Item: Existing vehicle needs to be replaced because it has some electrical problems that are not easy to find and fix, and other components of the vehicle have failed (the principal one being the AC system).
What Alternatives Are Available, if Any? Continue to pay high maintenance costs.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	28,000	0	0	0	0
Total Expenses		\$0	\$28,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	28,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$28,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Equipment Replacement
Decision Package Title: Building Department Vehicle
Preparer: Marc Larson
Account Number: 510.38.594.480.6408
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: Replace building department 2001 Chevrolet Blazer with new hybrid vehicle
Brief Explanation Why Your Department Needs This Item: Existing vehicle needs to be replaced to decrease down time, and to reduce very high maintenance costs that are on-going with existing vehicle.
What Alternatives Are Available, if Any? Continue to pay high maintenance costs.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	32,600	0	0	0	0
Total Expenses		\$0	\$32,600	\$0	\$0	\$0	\$0

Sources of Payment		2011	2012	2013	2014	2015
Ending Cash		32,600	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$32,600	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Public Works
Division:	Equipment Replacement
Decision Package Title:	EMS Vehicle Replacement
Preparer:	Michael A. Springer, Fire Chief
Account Number:	510.38.594.480.6408
Ranking:	6

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: Aid Car 25 replacement

Brief Explanation Why Your Department Needs This Item: Aid Car 25 is no longer a mechanically reliable emergency response vehicle and needs to be replaced in YR 2011. Mukilteo Emergency Medical response vehicles are based on either the chassis of a medium-weight van (Aid Vehicles) or that of a heavy-duty pickup truck (Paramedic Vehicle). The chassis and box is further modified to the designs and specifications of our needs. Aid Vehicle chassis (177K) costs less to produce than Paramedic Vehicle chassis (277K). Aid vehicle 25 was identified to be replaced YR 2008; however, there were insufficient funds set aside for its replacement. Funding will come from the EMS Levy."

What Alternatives Are Available, if Any? Place Aid Car 25 out-of-service and surplus the vehicle.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	177,000	0	0	0	0
Total Expenses		\$0	\$177,000	\$0	\$0	\$0	\$0

Sources of Payment	Baseline	2011	2012	2013	2014	2015
Ending Cash	0	177,000	0	0	0	0
Grants/Contributions	0	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0	0
New Source of Revenue	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total Sources	\$0	\$177,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Facilities
Decision Package Title: Sewer Service
Preparer: Marc Larson
Account Number: 518.38.539.500.4703
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:	Sewer Service
Brief Explanation Why Your Department Needs This Item:	Sewer costs have increased due to rate increases from the water district and the new restrooms located at Lighthouse Park.
What Alternatives Are Available, if Any?	None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Sewer System	47	18,500	35,000	35,000	35,000	35,000	35,000
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$18,500	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	35,000	35,000	35,000	35,000	35,000
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000



DECISION PACKAGE

Department: Public Works
Division: Facilities
Decision Package Title: Janitorial Services - Window Cleaning
Preparer: Marc Larson
Account Number: 518.38.539.500.4924
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: Janitorial Services - Window Cleaning
Brief Explanation Why Your Department Needs This Item: Added costs associated with the new community center window cleaning.
What Alternatives Are Available, if Any? Not clean windows.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	24,000	2,800	2,800	2,800	2,800	2,800
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$24,000	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800

Sources of Payment		2011	2012	2013	2014	2015
Ending Cash		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		2,800	2,800	2,800	2,800	2,800
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$2,800	\$2,800	\$2,800	\$2,800	\$2,800



DECISION PACKAGE

Department: Public Works
Division: Facilities
Decision Package Title: Alarm System
Preparer: Marc Larson
Account Number: 518.38.539.500.4712
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: Alarm System

Brief Explanation Why Your Department Needs This Item: Due to the age and condition of the alarm systems in the City owned buildings, maintenance costs have increased. Additionally, the new alarm system at the Rosehill Community Center will require more monitoring costs as the existing system only monitors fire alarms, and the new system will monitor fire and intrusion.

What Alternatives Are Available, if Any? None

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	7,500	7,500	7,500	7,500	7,500	7,500
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	7,500	7,500	7,500	7,500	7,500
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500



DECISION PACKAGE

Department: Public Works
Division: Facilities
Decision Package Title: Contract Services - Carpet Cleaning
Preparer: Marc Larson
Account Number: 518.38.539.500.4125
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: Contract service to clean carpets in City owned buildings.

Brief Explanation Why Your Department Needs This Item: Cleanliness, maintain current level of service to new facilities.

What Alternatives Are Available, if Any? Not clean carpets.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	3,000	3,000	3,000	3,000	3,000
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	3,000	3,000	3,000	3,000	3,000
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000



DECISION PACKAGE

Department:	Public Works
Division:	Facilities
Decision Package Title:	Volunteer Shed or Trailer and Equipment
Preparer:	Larry Waters
Account Number:	518.38.534.500.6210
Ranking:	2

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

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

Item Description:	Purchase a small, 8x10 shed and equipment/trailer that can be used to store equipment for volunteer use in maintaining trails.
Brief Explanation Why Your Department Needs This Item:	Volunteers contribute valuable time and resources to helping improve and maintain the City's infrastructure. A shed is needed to further support volunteer efforts. Some of the planned equipment will be purchased by the City, some might be owned by volunteers.
What Alternatives Are Available, if Any?	Not buy a shed, not have a place to store volunteer equipment (shovels, rakes, some power tools).

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	1,000	0	0	0	0
Total Expenses		\$0	\$1,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0		0	0	0
General Fund Subsidy	1,000	0	0	0	0
New Source of Revenue	0	0	0	0	0
Stormwater	0	0	0	0	0
Total Sources	\$1,000	\$0	\$0	\$0	\$0



RECREATION AND CULTURAL SERVICES DEPARTMENT

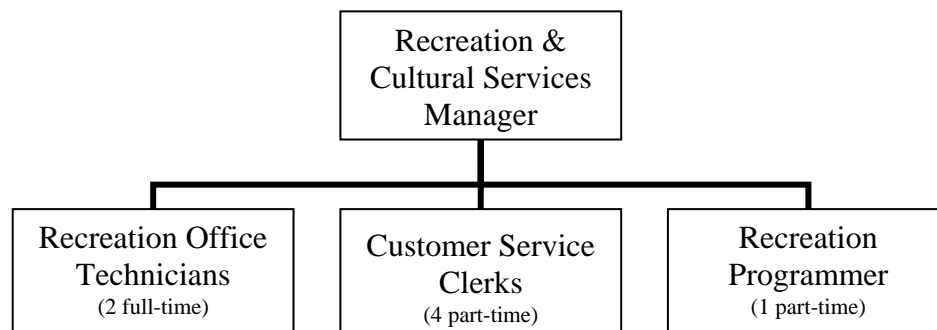
The Recreation and Cultural Services Department provides community recreational opportunities. The philosophy of the Recreation Department is to plan and coordinate quality programs as a direct facilitator, or in partnership with other groups and organizations that will aid in the pursuit of a full, balanced and meaningful program. The Department strives to provide our youth and teens with safe, rewarding activities and social experiences that will lead to positive lifestyle choices. For adults and senior adults, recreation activities are targeted at bringing people together through fitness and enrichment classes to help keep them physically and mentally active.

In February 2011 the new Rosehill Community Center will hold its grand opening. The new center will provide opportunities for drop-in and programmed enrichment recreation activities for all ages. The active spaces within the community center such as the dance room and fitness center will promote healthy lifestyles to our citizens. Additionally, the new community center will offer amenities for rentals for special events and celebrations.

Year-round city sponsored and co-sponsored recreation/enrichment classes and special events are offered at the Rosehill Community Center and other community locations. 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 private citizens, non-profit organizations, and businesses to hold special events, such as meetings, seminars, weddings, receptions, dances, fundraisers and special celebrations.

The mission of the Recreation and Cultural Services Department is to provide and facilitate safe, quality leisure services, programs, and facilities while preserving and enhancing natural resources and stimulating the economic vitality of the community.



RECREATION DEPT. EXPENDITURE SUMMARY	2009 Actuals	2010 Budget	2011 Baseline	2011 Department Requests	2011 Proposed	% Change
Recreation Department	\$352,723	\$368,600	\$602,680	\$0	\$602,680	63.51%
TOTAL	\$352,723	\$368,600	\$602,680	\$0	\$602,680	63.51%



Recreation & Cultural Services Department

PURPOSE

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

POSITION SUMMARY

Position Title	2010	2011
Recreation Manager	1	1
Recreation Office Technician	1	2
Customer Service Clerk - PT	0	4
Recreation Programmer - PT	0	1
Total	2	8

PERFORMANCE INDICATORS

	2010	2011
	Est.	Est.
Total Leased Tenants	4	0
Recreation Program Offerings	182	220
Registration Transactions	1,296	2,000
City Co/Sponsored Events:	9	9

Farmers Market, Open Mic Nights, Art Festival, Bluegrass Festival, Lighthouse Festival, Chamber Tree Lighting, Beach Expo, Holiday Art Mart, Treaty Observation Event.

New Community Center Rentals	N/A	200
Wedding Circle Rentals	3	4
Picnic Shelter Rentals	191	200
Lightstation Grounds Rentals	7	10

2011 GOALS & OBJECTIVES

- Continue to coordinate the Special Event permit process for the City, networking with City Departments and outside organizations for safe and successful events.
- Continue to offer and research other programs and activities to add to the city recreation programming and events in a variety of mediums to a variety of age ranges.
- Continue to coordinate the picnic shelter and wedding circle rentals. Add the reservations and coordination of the Light Station wedding rentals.
- Work with ARC Architects, Allied Construction and City Departments to close out the contract on the new Rosehill Community Center.
- Continue to develop a marketing plan for the Recreation Department to bring more citizens to the community center to participate in activities, events and rentals.
- Coordinate with other organizations and agencies to utilize internal resources in creative ways to create additional recreational programs and community events through partnerships.
- 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.
- Analyze fiscal constraints, needs and opportunities for providing financial support to our Recreation Department and the new Rosehill Community Center.
- Remain alert to trends in the area of facility management and program development in order to provide the most efficient and effective methods for operating the Rosehill Community Center and the Recreation Department.



RECREATION & CULTURAL SERVICES FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$35,208	\$48,130	\$72,650	\$48,310	0.37%
<u>Revenues</u>					
Rec Program Fees	58,959	45,000	67,700	130,000	188.89%
Off Hour Staffing Fees	2,260	1,500	1,200	12,000	700.00%
Special Event Permits	0	0	0	400	100.00%
Investment Interest	448	600	200	0	-100.00%
Community Center Room Rental	9,751	6,000	16,300	134,700	2145.00%
Weight Room Fees	0	0	0	7,600	100.00%
Community Center Tenant Rent	39,835	42,060	23,600	0	-100.00%
Parking Rental - Long Term	35,418	0	0	11,700	100.00%
Picnic Shelter Rental	0	0	0	11,000	100.00%
Light Station Wedding Rentals	0	0	1,570	1,400	100.00%
Operating Transfers In	231,535	242,860	242,860	247,000	1.70%
Total Revenues	378,206	338,020	353,430	555,800	64.43%
<u>Total Resources</u>	413,414	386,150	426,080	604,110	56.44%
<u>Expenditures</u>					
Salaries & Wages	152,153	140,170	140,030	267,200	90.63%
Personnel Benefits	56,169	66,900	65,130	115,200	72.20%
Supplies	6,135	6,600	6,600	15,100	128.79%
Other Services & Charges	138,266	154,530	166,010	205,180	32.78%
<u>Total Expenditures</u>	352,723	368,200	377,770	602,680	63.68%
<u>Ending Fund Balance</u>	\$60,691	\$17,950	\$48,310	\$1,430	-92.03%



RECREATION & CULTURAL SERVICES DEPARTMENT

	2009	2010	2011	2011	2011	
	Actuals	Approved Budget	Baseline Budget	Department Requests	Proposed Budget	% Change
SALARIES & WAGES						
Full Time Employees	\$142,066	\$139,670	\$194,900	\$0	\$194,900	39.54%
Part Time Employees	10,087	0	71,800	0	71,800	100.00%
Overtime	0	500	500	0	500	0.00%
	<u>\$152,153</u>	<u>\$140,170</u>	<u>\$267,200</u>	<u>\$0</u>	<u>\$267,200</u>	<u>90.63%</u>
PERSONNEL BENEFITS						
FICA	\$11,760	\$11,940	\$20,600	\$0	\$20,600	72.53%
PERS	9,665	7,570	18,600	0	18,600	145.71%
L&I	600	740	1,500	0	1,500	102.70%
Medical Benefits	25,881	28,120	57,300	0	57,300	103.77%
Dental Benefits	3,960	2,290	4,800	0	4,800	109.61%
Vision Benefits	238	700	1,500	0	1,500	114.29%
Teamsters Pension	442	0	0	0	0	0.00%
Unemployment Comp.	0	11,600	5,800	0	5,800	-50.00%
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0.00%
Life Insurance	380	480	700	0	700	45.83%
Long Term Disability Insurance	841	1,060	2,000	0	2,000	88.68%
	<u>\$56,167</u>	<u>\$66,900</u>	<u>\$115,200</u>	<u>\$0</u>	<u>\$115,200</u>	<u>72.20%</u>
SUPPLIES						
Office Supplies	\$2,730	\$3,400	\$8,100	\$0	\$8,100	138.24%
Operating Supplies	1,931	1,700	4,000	0	4,000	135.29%
Clothing	0	0	500	0	500	100.00%
Motor Fuel	85	200	200	0	200	0.00%
Small Items of Equipment	1,389	1,300	2,300	0	2,300	76.92%
	<u>\$6,135</u>	<u>\$6,600</u>	<u>\$15,100</u>	<u>\$0</u>	<u>\$15,100</u>	<u>128.79%</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	\$1,693	\$10,920	\$2,500	\$0	\$2,500	-77.11%
Instructor Professional Svcs.	38,260	30,400	70,000	0	70,000	130.26%
WSU Beach Watchers	6,750	6,750	6,800	0	6,800	0.74%
Telephone	4,543	5,800	6,400	0	6,400	10.34%
Postage	729	1,200	2,000	0	2,000	66.67%
Cell Phone	0	450	500	0	500	11.11%
Comcast	0	0	4,800	0	4,800	100.00%
Travel & Subsistence*	69	100	1,100	0	1,100	1000.00%
Advertising	1,828	2,300	3,900	0	3,900	69.57%
Community Advertising - Rec Guide	39,281	33,500	34,500	0	34,500	2.99%
Activenet	0	3,000	1,500	0	1,500	-50.00%
Insurance	0	9,940	9,980	0	9,980	0.40%
Natural Gas	17,372	22,000	22,000	0	22,000	0.00%
Electricity	8,117	8,000	8,000	0	8,000	0.00%
Sewer Service	6,835	8,000	8,000	0	8,000	0.00%
Garbage Services	3,832	0	0	0	0	0.00%
Water Service	988	900	2,500	0	2,500	177.78%
Storm Drainage Chgs.	3,864	3,900	7,800	0	7,800	100.00%

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	2009	2010	2011	2011	2011	
	Actuals	Approved Budget	Baseline Budget	Department Requests	Proposed Budget	% Change
Office Equipment M&R	0	3,000	8,500	0	8,500	183.33%
Other Maintenance & Repair	1,219	900	900	0	900	0.00%
Vehicle R&M	55	100	100	0	100	0.00%
Assoc. Dues & Memberships	401	470	700	0	700	48.94%
Printing & Binding	0	500	500	0	500	0.00%
Contractual Services	2,331	2,400	3,000	0	3,000	25.00%
Training & Registration*	0	300	400	0	400	33.33%
Miscellaneous	101	100	600	0	600	500.00%
Transfer to Reserves	0	0	(1,800)	0	(1,800)	100.00%
	\$138,268	\$154,930	\$205,180	\$0	\$205,180	32.43%
TOTAL	\$352,723	\$368,600	\$602,680	\$0	\$602,680	63.51%

*\$100 Travel & \$300 Training budgeted to General Fund in 2010



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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 2011 Capital Improvement budget. On subsequent pages are descriptions of the proposed capital improvement projects for 2011. 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	Community Center Facility	Community Center Construction	1,800,000
Carryforward	Community Center Facility	Community Center Alternate Construction	250,000
Carryforward	Community Center Facility	Community Center Construction Contingency	450,000
Carryforward	Community Center Facility	Community Center Design	45,000
Carryforward	Community Center Facility	Community Center FF&E	637,280
1	Streets	88th Street/SR 525 Left Hand Turn Lanes	475,000
2	Streets	Pavement Management Chip Seals - 5th Street	70,000
3	Streets	Pavement Management Chip Seals - HP Boulevard	363,000
4	Streets	61st Street Failure Repair	85,000
Carryforward	Parks	Japanese Gulch Donation	10,000
5	Parks	Lighthouse Park Bandshell Lawn Area	174,300
6	Parks	Lighthouse Park Berm Replanting	6,000
7	Parks	Lighthouse Park Bandshell Lighting	5,000
8	Parks	South Side Dock Replacement	150,000
9	Planning & Community Development	Downtown Business Directional Signs	7,500
10	Planning & Community Development	Interpretive Signs	1,500
11	Planning & Community Development	Special Event Entrance Signs	1,200
Carryforward	Surface Water Management	61st Street Culvert Replacement	259,000
Carryforward	Surface Water Management	Japanese Gulch Fish Passage phase 3	85,000
1	Surface Water Management	Smuggler's Gulch Stormwater Retrofit and Low Impact Development Application	235,000
2	Surface Water Management	Fence Replacement 108th St. and 53rd Ave. Pond	15,000
			<u>5,124,780</u>



2011 CAPITAL EXPENDITURE DETAIL

Fund & Account	Description	Amount
Arterial Street Fund - 112		
112.90.595.608.6512	88th Street/SR 525 Left Hand Turn Lanes	475,000
112.90.595.606.6520	Pavement Management Chip Seals - 5th Street	70,000
	Total	545,000
Park Acquisition & Development fund		
322.90.594.207.6203	Japanese Gulch Donation	10,000
322.90.594.207.6203	Lighthouse Park Bandshell Lawn Area	174,300
322.90.594.207.6205	Lighthouse Park Berm Fence and Replanting	6,000
322.90.594.207.6203	Lighthouse Park Bandshell Lighting	5,000
322.90.594.207.6503	South Side Dock Replacement	50,000
	Total	245,300
Real Estate Excise Tax I Fund		
331.90.594.207.6503	South Side Dock Replacement	30,000
331.90.594.207.3105/6336	Downtown Business Directional Signs	7,500
331.90.594.207.4106	Interpretive Signs	1,500
331.90.594.207.6336	Special Event Entrance Signs	1,200
	Total	40,200
Real Estate Excise Tax II Fund		
332.90.594.345.6520	Pavement Management Chip Seals - HP Boulevard	363,000
332.90.595.345.6525	61st Street Failure Repair	85,000
332.90.594.207.6503	South Side Dock Replacement	70,000
	Total	518,000
Community Center Project Fund		
375.90.594.196.6539	Community Center Construction	1,800,000
375.90.594.196.6542	Community Center Alternate Construction	250,000
375.90.594.196.6540	Community Center Construction Contingency	450,000
375.90.594.196.6538	Community Center Design	45,000
375.90.594.196.6541	Community Center FF&E	637,280
	Total	3,182,280
Surface Water Management Fund		
440.90.594.306.6203	61st Street Culvert Replacement	259,000
440.90.594.805.6545	Japanese Gulch Fish Passage Phase 3	85,000
440.90.594.305.6203	Smuggler's Gulch Stormwater Retrofit and Low Impact Development Application	235,000
440.90.594.306.6205	Fence Replacement 108th St. & 53rd Ave. Pond	15,000
	Total	594,000
	Total all funds	5,124,780



ARTERIAL STREET FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$13,444	\$123,610	\$87,600	\$160,470	29.82%
<u>Revenues</u>					
Arterial Street Fuel Tax	129,387	140,800	138,900	140,800	0.00%
Grant Revenue	0	270,000	41,100	258,900	-4.11%
Investment Interest	322	870	200	200	-77.01%
Total Revenues	129,709	411,670	180,200	399,900	-2.86%
<u>Total Resources</u>	143,153	535,280	267,800	560,370	4.69%
<u>Expenditures</u>					
Capital Outlay	65,714	485,090	107,330	545,000	12.35%
<u>Total Expenditures</u>	65,714	485,090	107,330	545,000	12.35%
<u>Ending Fund Balance</u>	\$77,439	\$50,190	\$160,470	\$15,370	-69.38%

MUNICIPAL FACILITIES FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$33,308	\$52,170	\$50,060	\$60	-99.88%
<u>Revenues</u>					
Investment Interest	689	440	0	0	-100.00%
Operating Transfers In	16,069	0	0	0	0.00%
Total Revenues	16,758	440	0	0	-100.00%
<u>Total Resources</u>	50,066	52,610	50,060	60	-99.89%
<u>Expenditures</u>					
Capital Outlay	0	50,000	50,000	0	-100.00%
<u>Total Expenditures</u>	0	50,000	50,000	0	-100.00%
<u>Ending Fund Balance</u>	\$50,066	\$2,610	\$60	\$60	-97.70%



PARK ACQUISITION & DEVELOPMENT

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	(\$398,747)	\$92,490	\$91,890	\$123,900	33.96%
<u>Revenues</u>					
Grant Revenues	800,000	1,682,850	1,760,050	87,150	-94.82%
Park Mitigation Fees	51,198	40,000	40,000	35,000	-12.50%
Investment Interest	1,034	690	80	1,100	59.42%
Total Revenues	852,232	1,723,540	1,800,130	123,250	-92.85%
<u>Total Resources</u>	453,485	1,816,030	1,892,020	247,150	-86.39%
<u>Expenditures</u>					
Capital Outlay	420,554	1,788,120	1,778,120	245,300	-86.28%
Interfund Loan Repayment	740	0	0	0	0.00%
<u>Total Expenditures</u>	421,294	1,788,120	1,778,120	245,300	-86.28%
<u>Ending Fund Balance</u>	\$32,191	\$27,910	\$113,900	\$1,850	-93.37%

TRANSPORTATION IMPACT FEE FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$521,713	\$26,480	\$28,740	\$48,860	84.52%
<u>Revenues</u>					
Street Mitigation Fees	48,750	20,000	20,000	25,000	25.00%
Investment Interest	3,074	120	120	340	183.33%
Total Revenues	51,824	20,120	20,120	25,340	25.94%
<u>Total Resources</u>	573,537	46,600	48,860	74,200	59.23%
<u>Expenditures</u>					
Capital Outlay	545,402	0	0	0	0.00%
<u>Total Expenditures</u>	545,402	0	0	0	0.00%
<u>Ending Fund Balance</u>	\$28,135	\$46,600	\$48,860	\$74,200	59.23%



REAL ESTATE EXCISE TAX I FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$7,265,847	\$6,249,750	\$5,879,080	\$5,314,830	-14.96%
<u>Revenues</u>					
Local Real Estate Excise Tax	308,140	300,000	352,000	300,000	0.00%
Investment Interest	41,520	56,700	38,790	33,100	-41.62%
Transfers In	486,434	0	0	0	0.00%
Total Revenues	836,094	356,700	390,790	333,100	-6.62%
<u>Total Resources</u>	8,101,941	6,606,450	6,269,870	5,647,930	-14.51%
<u>Expenditures</u>					
Capital Outlay	2,145,297	339,988	117,000	40,200	-88.18%
Transfer to LTGO Bond Fund	77,561	838,040	838,040	839,300	0.15%
<u>Total Expenditures</u>	2,222,858	1,178,028	955,040	879,500	-25.34%
<u>Ending Fund Balance</u>	\$5,879,083	\$5,428,422	\$5,314,830	\$4,768,430	-12.16%

REAL ESTATE EXCISE TAX II FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$1,943,462	\$1,392,350	\$1,392,745	\$408,640	-70.65%
<u>Revenues</u>					
Local Real Estate Excise Tax	309,559	300,000	352,000	300,000	0.00%
State Grant	0	108,000	108,000	0	-100.00%
Investment Interest	13,627	8,420	1,300	7,050	-16.27%
Total Revenues	323,186	416,420	461,300	307,050	-26.26%
<u>Total Resources</u>	2,266,648	1,808,770	1,854,045	715,690	-60.43%
<u>Expenditures</u>					
Capital Outlay	976,069	1,305,000	1,375,475	518,000	-60.31%
Transfer to LTGO Bond Fund	0	69,930	69,930	70,050	100.00%
<u>Total Expenditures</u>	976,069	1,374,930	1,445,405	588,050	-57.23%
<u>Ending Fund Balance</u>	\$1,290,579	\$433,840	\$408,640	\$127,640	-70.58%



COMMUNITY CENTER PROJECT FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$0	\$8,901,750	\$10,161,240	\$3,354,210	-62.32%
<u>Revenues</u>					
G.O. Bond Proceeds	12,925,810	0	0	0	0.00%
Interest Earnings	6,382	0	20,000	500	100.00%
Total Revenues	12,932,192	0	20,000	500	100.00%
<u>Total Resources</u>	12,932,192	8,901,750	10,181,240	3,354,710	-62.31%
<u>Expenditures</u>					
Capital Outlay	2,184,394	8,901,750	6,827,030	3,182,280	-64.25%
Debt Service Costs	120,773	0	0	0	0.00%
Transfers Out	486,434	0	0	172,430	0.00%
<u>Total Expenditures</u>	2,791,601	8,901,750	6,827,030	3,354,710	-62.31%
<u>Ending Fund Balance</u>	\$10,140,591	\$0	\$3,354,210	\$0	100.00%

LIMITED TAX GENERAL OBLIGATION BOND FUND

	2009 Actual	2010 Budget	2010 Y.E. Estimate	2011 Budget	% Change
Beginning Fund Balance	\$0	\$7,350	\$7,357	\$7,370	0.27%
<u>Revenues</u>					
Investment Interest	4	0	0	0	0.00%
G.O. Bond Proceeds	7,350	0	0	0	0.00%
Transfers In	84,305	907,970	907,970	1,081,780	19.14%
Total Revenues	91,659	907,970	907,970	1,081,780	19.14%
<u>Total Resources</u>	91,659	915,320	915,327	1,089,150	18.99%
<u>Expenditures</u>					
Bond Principal	0	455,000	455,000	470,000	3.30%
Bond Interest	84,302	452,960	452,957	439,350	-3.00%
<u>Total Expenditures</u>	84,302	907,960	907,957	909,350	0.15%
<u>Ending Fund Balance</u>	\$7,357	\$7,360	\$7,370	\$179,800	2342.93%



DECISION PACKAGE

Department:	Executive
Division:	Capital
Decision Package Title:	Japanese Gulch Donation
Preparer:	Joe Hannan
Account Number:	322.90.594.800.6560
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"/>

Item Description: A \$10,000 donation was presented to the City from Washington Federal for the future Trail Development for Japanese Gulch, with the intent of being used for trail and/or structure development.

Brief Explanation Why Your Department Needs This Item: This donation was received with the intent to be used for building a structure or trail within the Washington Federal piece of Japanese Gulch.

What Alternatives Are Available, if Any? N/A

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Capital	62	0	10,000	0	0	0	0
Total Expenses		\$0	\$10,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	10,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue: Park Impact Fees	0	0	0	0	0
Other: REET	0	0	0	0	0
Total Sources	\$10,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Public Works
Division:	Capital
Decision Package Title:	Community Center--Construction
Preparer:	Jim Niggemyer
Account Number:	375.90.594.196.6539
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"/>

Item Description:	Community Center Design is the budgeted money for construction.
Brief Explanation Why Your Department Needs This Item:	This is an ongoing project and will be completed in 2011. This funding needs to be carried over to 2011 to complete the project.
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	1,800,000	0	0	0	0
Total Expenses		\$0	\$1,800,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	1,800,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater	0	0	0	0	0
Total Sources	\$1,800,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Public Works
Division:	Capital
Decision Package Title:	Community Center--Alternate Construction
Preparer:	Jim Niggemyer
Account Number:	375.90.594.196.6542
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"/>

Item Description: Community Center Design is the budgeted money for alternate construction (soft Costs).

Brief Explanation Why Your Department Needs This Item: This is an ongoing project and will be completed in 2011. This funding needs to be carried over to 2011 to complete the project.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	250,000	0	0	0	0
Total Expenses		\$0	\$250,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	250,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater	0	0	0	0	0
Total Sources	\$250,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Public Works
Division:	Capital
Decision Package Title:	Community Center--Construction Contingency
Preparer:	Jim Niggemyer
Account Number:	375.90.594.196.6540
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"/>

Item Description:	Community Center Design is the budgeted money for construction contingency.
Brief Explanation Why Your Department Needs This Item:	This is an ongoing project and will be completed in 2011. This funding needs to be carried over to 2011 to complete the project.
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	450,000	0	0	0	0
Total Expenses		\$0	\$450,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	450,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater	0	0	0	0	0
Total Sources	\$450,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Public Works
Division:	Capital
Decision Package Title:	Community Center--Design
Preparer:	Jim Niggemyer
Account Number:	375.90.594.196.6538
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"/>

Item Description: Community Center Design is the budgeted money for ARC et al to do their portion of the work.

Brief Explanation Why Your Department Needs This Item: This is an ongoing project and will be completed in 2011. This funding needs to be carried over to 2011 to complete the project.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	45,000	0	0	0	0
Total Expenses		\$0	\$45,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	45,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater	0	0	0	0	0
Total Sources	\$45,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Public Works
Division:	Capital
Decision Package Title:	Community Center--FF&E
Preparer:	Jim Niggemyer
Account Number:	375.90.594.196.6541
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"/>

Item Description:	Community Center Design is the budgeted money for FF&E.
Brief Explanation Why Your Department Needs This Item:	This is an ongoing project and will be completed in 2011.
What Alternatives Are Available, if Any?	

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	637,280	0	0	0	0
Total Expenses		\$0	\$637,280	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	637,280	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater	0	0	0	0	0
Total Sources	\$637,280	\$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: 112.90.595.608.6512

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: 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.
What Alternatives Are Available, if Any? Return the grant and not do the project.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
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	65		475,000	0	0	0	0
Construction Projects - Design	65			0	0	0	0
Total Expenses		\$0	\$475,000	\$0		\$0	\$0

Sources of Payment	2010	2011	2012	2013	2014	2015
Ending Cash		216,000	0	0	0	0
Grants/Contributions		259,000	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	\$475,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Streets
Decision Package Title: Street Capital - Pavement Management chip seals
Preparer: Larry Waters
Account Number: 112.90.595.606.6520
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: ☒ **Decreased Baseline:** ☐

Item Description: Street seal coating for 5th Street.

Brief Explanation Why Your Department Needs This Item: The pavement is in need of preservation.

What Alternatives Are Available, if Any? Do less or no pavement preservation.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11		0	0	0	0	0
Premium / Special Pay	11		0	0	0	0	0
AlarmSystem	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 Proj - seal coat	65		70,000	0	0	0	0
Const Proj - pavement repair	65		0	0	0	0	0
Total Expenses		\$0	\$70,000	\$0		\$0	\$0

Sources of Payment	2010	2011	2012	2013	2014	2015
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
Arterial Street Fund		70,000	0	0	0	0
Total Sources	\$0	\$70,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Public Works		
Division:	Capital - Streets		
Decision Package Title:	Street Capital - Pavement Management chip seals		
Preparer:	Larry Waters		
Account Number:	332.90.594.345.6520		
Ranking:	3		
Please put an " X " in either the box next to Ongoing Cost or One-Time Cost			
Ongoing Cost:	<input type="checkbox"/>	New Cost:	<input checked="" type="checkbox"/>
One-Time Cost:	<input checked="" type="checkbox"/>	Decreased Baseline:	<input type="checkbox"/>

Item Description:	Street seal coating.
Brief Explanation Why Your Department Needs This Item: Staff recommends this amount so that Harbour Pointe Blvd. from St. Andrews Drive to SR 525 (south) can be seal coated. Staff is recommending Harbour Pointe Blvd. (S) this area is falling apart.	
What Alternatives Are Available, if Any? Do less or no pavement preservation.	

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11		0	0	0	0	0
Premium / Special Pay	11		0	0	0	0	0
AlarmSystem	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 Proj - seal coat	65		363,000	0	0	0	0
Const Proj - pavement repair	65		0	0	0	0	0
Total Expenses		\$0	\$363,000	\$0		\$0	\$0

Sources of Payment	2010	2011	2012	2013	2014	2015
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
REET		363,000	0	0	0	0
Total Sources	\$0	\$363,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital - Streets
Decision Package Title: Street Capital - 61st Street Failure Repair
Preparer: Larry Waters
Account Number: 332.90.595.345.6525
Ranking: 4

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: Street Repair
Brief Explanation Why Your Department Needs This Item: For the repair of the street failure on 61st (\$85K) near the bottom of Smuggler's Gulch.
What Alternatives Are Available, if Any? No alternatives

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11		0	0	0	0	0
Premium / Special Pay	11		0	0	0	0	0
AlarmSystem	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 Proj - seal coat	65		85,000	0	0	0	0
Const Proj - pavement repair	65		0	0	0	0	0
Total Expenses		\$0	\$85,000	\$0	\$0	\$0	\$0

Sources of Payment	2010	2011	2012	2013	2014	2015
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
REET		85,000	0	0	0	0
Total Sources	\$0	\$85,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Planning
Division:	Capital
Decision Package Title:	LHP Bandshell Lawn Area
Preparer:	Patricia Love
Account Number:	322.90.594.207.6203
Ranking:	5

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: Lighthouse Park Bandshell Lawn Area project will create a seating area in front of the bandshell for concerts and special events using the newly constructed bandshell. The preliminary design of the seating area is large enough to accommodate between 250 and 300 people.

Brief Explanation Why Your Department Needs This Item: In 2010 the City received funds from RCO to construct the bandshell as part of Lighthouse Park Phase 2. Staff then submitted a grant for design and construction of Phase 4, Great Lawn, which would have provided the seating area for the bandshell. However, due to the number of parking stalls that would have been lost by the Phase 4 design, staff was asked to re-look at the Great Lawn concept and the grant application was withdrawn. Staff has been working with the City's landscape architect on creative and cost effective solutions to the seating area. One solution is have public works construct a seating area out of fill from the public works shop and build a short wall along the outer edge of the fill. This option would provide a soft grassy area for people to sit and picnic while listening to concerts or performances.

What Alternatives Are Available, if Any? Use the existing parking lot as the seating area until the design and construction of Phase 4 can be funded.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	62	0	174,300	0	0	0	0
Total Expenses		\$0	\$174,300	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	87,150	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Park Acq & Dev Fund	87,150	0	0	0	0
Total Sources	\$174,300	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Parks
Decision Package Title: Lighthouse Park Berm Replanting
Preparer: Marc Larson
Account Number: 322.90.594.207.6205
Ranking: 6

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: Replanting of the Lighthouse Park berm area is needed to maintain the berm and eliminate invasive weeds.

Brief Explanation Why Your Department Needs This Item: The natural areas of the berm built as part of the phase 1 work need to be protected from beach users so that the native vegetation can establish itself.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Construction Projects	65	0	6,000	0	0	0	0
Total Expenses		\$0	\$6,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	6,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other	0	0	0	0	0
Total Sources	\$6,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Planning
Division:	Capital
Decision Package Title:	Lighthouse Park Phase 2 - Bandshell Lighting
Preparer:	Patricia Love
Account Number:	322.90.594.207.6203
Ranking:	7

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: In 2010 the City received RCO grant funds to construct the bandshell as part of Lighthouse Park Phase 2. This line item would include funds to retrofit the bandshell with lights for better visibility during performances.

Brief Explanation Why Your Department Needs This Item: In late 2010 the City began construction of the Lighthouse Park Phase 2 bandshell. The original design for the building did not include lighting. Since the building was designed the City has received several requests or inquires requesting lighting. This requests includes \$10,000 for Public Works to retrofit the bandshell with overhead lighting if needed.

What Alternatives Are Available, if Any? Acknowledge that the bandshell is an out door event facility and not provide lighting.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	62	0	5,000	0	0	0	0
Total Expenses		\$0	\$5,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Park Acquisition & Dev	5,000	0	0	0	0
Total Sources	\$5,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital
Decision Package Title: South Side Dock Replacement
Preparer: Marc Larson
 322.90.594.207.6503
 331.90.594.207.6503
 332.90.594.207.6503

Account Number:

Ranking:

8

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 existing south side floating docks.

Brief Explanation Why Your Department Needs This Item: These docks are about 15 years old and close to failure. Substantial funds have been spent to renovate them over the years but now they need to be replaced. The new docks should last 10 or more years *without* needing the large infusion of repair dollars the existing docks have needed. Safety/reliability are of the utmost importance.

What Alternatives Are Available, if Any? Not have south side docks. This option will increase the already difficult use of the boat launch, shorten the life of the remaining dock (less protection) and increase the amount of effort (instead of twice a week, it would be daily) to clean the ramp. This will potentially affect the boat launch revenues as a direct result of the loss of one or both of the docks.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Equipment	64	0	0	0	0	0	0
Construction Projects	65	0	150,000	0	0	0	0
Total Expenses		\$0	\$150,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
Park Acquisition Fund	50,000	0	0	0	0
REET 1 fund	30,000	0	0	0	0
REET 2 fund	70,000	0	0	0	0
Total Sources	\$150,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Planning & CD Department
Division: Capital
Decision Package Title: Downtown Business Directional Signs
Preparer: Heather McCartney
Account Number: 331.90.594.207.6336
Ranking: 9

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: Three directional signs in the ROW are needed for the Downtown Business District to assist visitors to the Community Center and businesses. 1) 5th and SR 525 NE corner; 2) 3rd and SR 525 (Totem Park); 3) 2nd St. and SR 525 SE/NE corner (North-end of Totem Park or just before bridge) at a cost of \$4,500/sign. In addition a pathfinder sign is needed at 5th & Lincoln Street at a cost of \$3,500. Cost of installation and permitting are also included.

Brief Explanation Why Your Department Needs This Item: The Downtown businesses suffer from being off-set to the east of SR 525 and having ferry traffic lined-up along SR 525 creating a visual barrier when visitors are trying to find Mukilteo's downtown. Having directional and pathfinder signs at major intersections will assist in finding the new Rosehill Community Center and local businesses. This was identified as a need in the 2009 Downtown Subarea Plan and by businesses during a forum in 2010. The City needs to fund these signs to assist our local businesses and to make the downtown a viable place to have a business.

What Alternatives Are Available, if Any? This could fund 5th and Lincoln signs in 2011 and 2nd and 3rd Street signs in 2012.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	600	600	600	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	6,900	6,900	6,900	0	0
Total Expenses		\$0	\$7,500	\$7,500	\$7,500	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: REET	7,500	7,500	7,500	0	0
Total Sources	\$7,500	\$7,500	\$7,500	\$0	\$0



DECISION PACKAGE

Department: Planning
Division: Capital
Decision Package Title: Interpretive Signs
Preparer: Heather McCartney
Account Number: 331.90.594.207.4106
Ranking: 10

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: 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. In 2009 the Geological text was developed under by a \$1,500 professional on-call contract. In 2010, the Japanese Gulch and Founders signs were layout and construction was paid for by this account. Also in 2010 a \$2,000 was been expended from this account to layout of the NOAA sign construction funded by a federal grant. This expense is part of our monetary match for layout and in-kind expenditures for sign installation. This leaves a remaining \$5,000 expenditures during next year-2011. The original project was funded at \$8,000.

Brief Explanation Why Your Department Needs This Item: During 2009 two interpretive signs were completed: Japanese Gulch and Founders. The costs associated with the design of the Lighthouse Park geology sign consultant contract and five NOAA signs were incurred in 2010. This leaves just enough to cover the cost of one additional sign that can be produced in 2011 by rolling over the remaining budget.

What Alternatives Are Available, if Any? Delay or not do not produce a sign for Lighthouse Park to highlight low impact development-stormwater swale-backyard habitat project at this time.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	1,500	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Total Expenses		\$0	\$1,500	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: REET	1,500	0	0	0	0
Total Sources	\$1,500	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Planning & CD Development

Division: Capital

Decision Package Title: Special Event Entrance Signs

Preparer: Heather McCartney & Jennifer Berner

Account Number: 331.90.594.207.6336

Ranking: 11

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: The City is co-sponsoring approximately 8 special events during the summer months at Lighthouse Park. There are other events such as the holiday tree lighting that also takes place. These events place large scale banners in the City ROW under a permit. It would improve the aesthetics of the community and assist event organizers if permanent six by six frames were placed behind the City entrance signs to allow for the banners to be hung and removed easily. Presently four banner locations as needed: 1) South SR 525; 2) SR 525 and Paine Field; 3) SR 525 & 84th Street; and 4) 5th Street at Mukilteo Lane.

Brief Explanation Why Your Department Needs This Item: Creating permanent special banner locations ensures that all events can be treated equally and will reduce staff time in administering banner for these events.

What Alternatives Are Available, if Any? Delay until 2012

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	1,200	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	0	0	0	0	0
Total Expenses		\$0	\$1,200	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: REET	1,200	0	0	0	0
Total Sources	\$1,200	\$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: 440.90.594.306.6203
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: ☒ **Decreased 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: While State Fish and Wildlife have given us the go ahead for this project, we are still trying to meet with the property owner to resolve a stream realignment question. 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 2011).
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	Baseline Budget	2011	2012	2013	2014	2015
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
Construction Projects (includes design)	62		259,000	0	0	0	0
Total Expenses		\$0	\$259,000	\$0		\$0	\$0

Sources of Payment	2010	2011	2012	2013	2014	2015
Ending Cash		259,000		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
Total Sources	\$0	\$259,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department:	Planning
Division:	Capital
Decision Package Title:	Japanese Gulch Fish Passage 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"/>

Item Description: Japanese Gulch Fish Passage Project - Phase 3 Stream Realignment is the third and final phase of the project. This final phase involves restoring a portion of Japanese Gulch Creek by moving the stream out of the BNSF trench and back into its original stream channel along the west side of the Boeing Rail Road Spur. This work creates an additional 1,000 feet of fish habitat by adding large woody debris and riparian plantings in the channel.

Brief Explanation Why Your Department Needs This Item: The Japanese Gulch Fish Passage project was divided into 3 segments to accommodate permitting and budget constraints. Phase 1 and 2 were constructed in 2010. This last phase was dependent on the first two phases being constructed within the allocated budget. We are requesting to roll over \$79,000 from the 2010 Japanese Gulch Fish Ladder Budget to 2011 to finish the construction of Phase 3.

What Alternatives Are Available, if Any? Do do the final stream realignment phase of the project.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	85,000	0	0	0	0
Total Expenses		\$0	\$85,000	\$0	\$0	\$0	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	85,000	0	0	0	0
Grants/Contributions	0	0	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Other: Stormwater	0	0	0	0	0
Total Sources	\$85,000	\$0	\$0	\$0	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital
Decision Package Title: Smuggler's Gulch Stormwater Retrofit and Low Impact Development
Preparer: Application
Account Number: Larry Waters
Ranking: 440.90.594.305.6203

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: A grant has been applied for to pay for the upgrading of stormwater management facilities in this drainage basin.

Brief Explanation Why Your Department Needs This Item: NPDES II and the Puget Sound Partnership is moving all Puget Sound entities toward increased stormwater control. This basin has flooding and erosion issues and a fairly high level of development in the top end of the basin so the most opportunities to reduce flow volumes and improve quality exist in this basin.

What Alternatives Are Available, if Any?

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries (increase 5% each yr)	11	0	0	0	0	0	0
Overtime (increase 5% each yr)	12	0	0	0	0	0	0
Benefits (increase 5% each yr)	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
Alarm System	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Intergovernmental	51	0	0	0	0	0	0
Land	61	0	0	0	0	0	0
Buildings	62	0	0	0	0	0	0
Improvements	63	0	0	0	0	0	0
Software	64	0	0	0	0	0	0
Construction Projects	65	0	235,000	2,165,000	31,000	31,000	0
Total Expenses		\$0	\$235,000	\$2,165,000	\$31,000	\$31,000	\$0

Sources of Payment	2011	2012	2013	2014	2015
Ending Cash	0	0	0	0	0
Grants/Contributions	200,000	800,000	0	0	0
General Fund Subsidy	0	0	0	0	0
New Source of Revenue	0	0	0	0	0
Stormwater	35,000	1,365,000	31,000	31,000	0
Total Sources	\$235,000	\$2,165,000	\$31,000	\$31,000	\$0



DECISION PACKAGE

Department: Public Works
Division: Capital
Decision Package Title: Fence Replacement 108th St. and 53rd Ave Pond
Preparer: Marc Larson
Account Number: 440.90.594.306.6205

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: Replace existing wooden fence which has become rotten with age. This fence encloses a .33 acre city owned stormwater detention pond and is needed for the sfety of the citizens in the area.

Brief Explanation Why Your Department Needs This Item: Safety and reliability

What Alternatives Are Available, if Any? Continue to repair fence for another year.

Item Description	Obj	Baseline Budget	2011	2012	2013	2014	2015
Salaries - FT / PT (circle one)	11	0	0	0	0	0	0
Premium / Special Pay	11	0	0	0	0	0	0
Overtime	12	0	0	0	0	0	0
Benefits	21	0	0	0	0	0	0
Uniforms	24	0	0	0	0	0	0
Supplies	31	0	0	0	0	0	0
Motor Fuel	32	0	0	0	0	0	0
Small Equipment	35	0	0	0	0	0	0
Professional Services	41	0	0	0	0	0	0
Communication	42	0	0	0	0	0	0
Travel & Subsistence	43	0	0	0	0	0	0
Advertising	44	0	0	0	0	0	0
Rental/Lease	45	0	0	0	0	0	0
AlarmSystem	47	0	0	0	0	0	0
Repairs/Maintenance	48	0	0	0	0	0	0
Miscellaneous	49	0	0	0	0	0	0
Construction	62	0	15,000	0	0	0	0
Total Expenses		\$0	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment		2011	2012	2013	2014	2015
Ending Cash		15,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Source of Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Sources		\$15,000	\$0	\$0	\$0	\$0