

# 2020 CITY OF MUKILTEO PRELIMINARY

# ANNUAL BUDGET



**MAYOR JENNIFER GREGERSON**

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





## **PRINCIPAL CITY OFFICIALS**

### **ELECTED OFFICIALS 2019**



Jennifer Gregerson  
Mayor



Christine Cook  
Council President



Anna Rohrbough  
Council Vice President



Bob Champion  
Councilmember



Richard Emery  
Councilmember



Sarah Kneller  
Councilmember



Steve Schmalz  
Councilmember



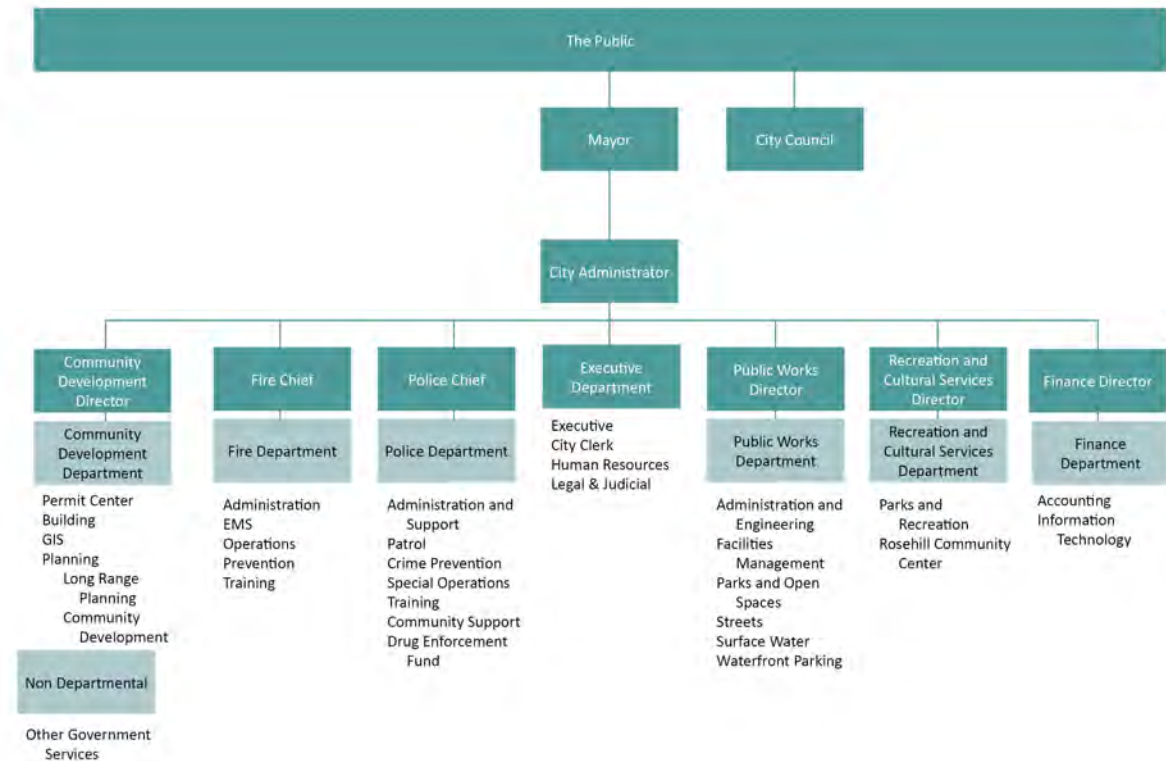
Scott Whelpley  
Councilmember

### **EXECUTIVE STAFF**

Fire Chief  
Police Chief  
Public Works Director  
Finance Director  
Community Development Director  
Recreation & Cultural Services Director

Chris Alexander  
Cheol Kang  
Mick Matheson  
Michelle Meyer  
Dave Osaki  
Jeff Price

# ORGANIZATION STRUCTURE FOR CITY BUDGET



City Staffing		
Department	2019	2020
City Council	7.0	7.0
Executive	5.0	6.0
Finance & IT	8.0	8.0
Police	36.0	36.0
Fire	30.0	30.0
Public Works <i>(includes Seasonals)</i>	27.8	28.8
Planning	11.0	11.0
Recreation <i>(Full Time Equivalents)</i>	8.1	8.1
<b>Total</b>	<b>133.0</b>	<b>135.0</b>

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# MAYOR'S MESSAGE



October 2, 2019

Dear Council President Cook, Members of the City Council, and the Public:

I am honored to have the opportunity to present this sixth budget to you for your review and consideration. It reflects my commitment to work with you and our residents to make important decisions collaboratively.

This year we continue our commitment to an early and transparent budget process, beginning in late May. I am confident that there are “no surprises” for the City Council and public in this budget, after numerous Council meetings, work sessions and discussions of the elements of this 2020 Preliminary Budget.

I have shared in previous messages that I believe our budget is more than simply a book of numbers, it is an expression of our values as a community. As I have worked with our staff to prepare this Preliminary Budget, I have been guided by our vision for our city operations. I have committed to our city staff and the community that this budget proposal would be not just balanced, but also sustainable. This budget presents a realistic funding of the costs to provide the services that our community expects. It represents a city that delivers the fundamentals of our operation: public safety, infrastructure, development services and parks and recreation.

Our City is guided by our vision: A sustainable, well-run city with safe, strong neighborhoods. In addition, our city staff has established their own values in serving our community and each other: we are professional, trusted and respectful. To accomplish both that vision for our community and to support our city organization in doing so, I have focused on a number of priorities to help guide the difficult decisions necessary to draft this budget.

## MUKILTEO VISION

**A SUSTAINABLE,  
WELL-RUN CITY**  
with  
**SAFE, STRONG  
NEIGHBORHOODS**

**Budget efficiently and effectively** to align with our priorities

Support a **diverse & inclusive community**

**Plan well** and **look forward to the future** in decision making

Ensure residents are **safe** in our homes and neighborhoods

**Empower** city employees to collaborate, support and serve

Provide high quality two-way **communications** with residents and encourage full **participation** in City government

Manage **appropriate growth** that minimizes environmental impact and uses land efficiently

Improve **accessibility and mobility** to destinations throughout our community

Ensure **access to quality recreation & cultural** facilities and services for residents of all ages

Support local businesses to ensure a **healthy economy**



## FISCAL HEALTH

The 2020 Preliminary Budget is balanced and adequately funds our infrastructure needs. Appropriate replacement of equipment, maintenance and repair of our facilities, preservation of our infrastructure, and sustainable revenues are all a part of this budget.

There are items in this balanced budget that I have heard some Councilmembers do not support, or need more time and information before they are ready to support. That is the purpose of the budget hearing process. I have included these items, such as the water and wastewater franchise 0.75% fee increase and the ambulance transport fees, because I believe it is the most responsible way to deliver services, meet expectations, and balance that with policy goals. Both fees help us support full funding of our equipment replacement reserve. Preserving our assets is an important goal that I know I share with our City Council.

It is clear from our financial picture that we need to turn to user fees to fund the services that our community deserves.

During our budget development, we continued to identify reductions that could be made. I asked for substantive cuts that could be made to limit the need for fee increases. We also ask this same question throughout the year.

## LONG RANGE FINANCIAL PLANNING

Our city staff and I have worked to bring the Council and community a budget that funds our rainy day emergency reserve and an ending fund balance that more than meets our policy goal. Our ending fund balance of \$3,527,106 equals a 22.7% reserve, above the adopted policy limit of 16.7%. We have also ensured financial policy compliance, a priority identified by the City Council this year.

**SAFE, STRONG NEIGHBORHOODS** In 2020, we continue our substantial investment in

# 2020

*This proposed preliminary budget reflects the goals and policies developed by our City Council, the priorities of the Mayor and provides a blueprint for city services. The budget serves not only as a financial plan, but also as a tool for accountability.*

## MUKILTEO PRIORITIES



### FISCAL HEALTH

A balanced budget that adequately funds our infrastructure needs.



### LONG RANGE FINANCIAL PLANNING

A budget that funds our rainy day emergency reserve and an ending fund balance that more than meets our policy goal



### SAFE, STRONG NEIGHBORHOODS

Investment in our public safety services



### A BEAUTIFUL COMMUNITY

Shaping our future through capital projects, improved accessibility and beautiful parks.





public safety services. Next year will mark the first full year of motorcycle traffic officer support in our community since 2012. We continue our strong partnership with our schools, with our School Resource Officer beginning every day at Kamiak High School, building relationships with all of our Mukilteo kids.

Supporting public safety also includes efforts behind the scenes. The proposed Human Resources Coordinator will support hiring and on-boarding of police officers and firefighters, and other city staff, and allow our Human Resources Manager to continue to a focus on the City's five collective bargaining agreements and begin more strategic initiatives. In each of the last three years, our City welcomed 6 new public safety professionals and approximately 20 other employees. The HR Coordinator will improve efficiencies in that process.

We are also investing in improved security at our police station, and purchasing a new medic unit, fire and police command vehicles. Our team conducts a cross-functional review to ensure we purchase new vehicles at the right time, and that we get as much life as possible out of our equipment. Now is the time for these investments.

### A BEAUTIFUL COMMUNITY

One of the best parts of our city government is the ability to shape the future of our community. I am proud of the significant investment in safe places to walk and bike that will happen in 2020, as well as a number of other capital projects. Our City Council has identified the beauty of Mukilteo as one of their key priorities. This budget includes the first new Public Works crew employee in over a decade, helping to ensure that we remain a beautiful and unique community.

This budget is sustainable, it represents our values, and I am proud to bring it to you for your consideration. The hard work that is ahead of you is important, and our City staff will be by your side to get us all to our goal of passage and approval by November 12, 2019.

Sincerely,

Mayor Jennifer Gregerson

# BUDGET inBRIEF



## GENERAL FUND SUMMARY

General Fund Beginning  
Balance  
**\$3,527,106**

Projected Total  
Revenue **\$15,549,118**

Projected Total Expenditure  
**\$15,549,118**

Estimated End of Year Fund  
Balance  
**\$3,527,106**



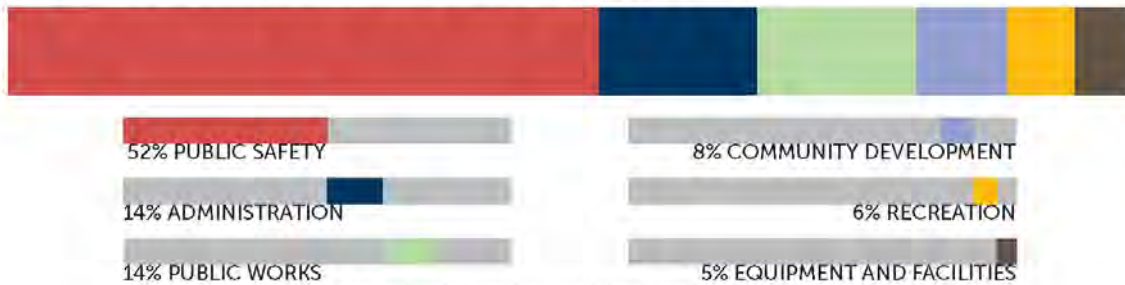


## WHERE THE CITY'S MONEY COMES FROM



Over half of general fund revenues come from property and sales tax.  
Fees and charges includes intergovernmental fees, business licenses, development revenues, traffic fines, and other miscellaneous revenues.

## HOW THE CITY SPENDS YOUR MONEY



Public Safety includes Police, Fire, and related non-departmental costs like Sno911 charges.  
Administration includes Council, Executive, Human Resources, Legal and Judicial, Finance, Information Technology, most Non-Departmental.  
Public Works includes all PW related divisions.  
Equipment and Facilities includes Equipment Replacement Fund, Facility Renewal Fund and Tech Replacement Fund.



## EXPENDITURE HIGHLIGHTS

<b>\$16M</b> Harbour Reach Corridor Construction	<b>\$955k</b> Making Safe Places to Walk & Bike <sup>1</sup>	<b>\$743k</b> Equipment and Facilities Repair & Replacement <sup>2</sup>
<b>\$758k</b> Preserving Our Pavement Infrastructure	<b>\$6.3M</b> Surface Water Utility Investment	<b>\$1.3M</b> Funding Our Beautiful Parks and Streets <sup>3</sup>

- 1) Includes 76th Street project, 5th Street project, ADA Upgrades, Bike Transit Walk Program, Pedestrian Enhancement Program, Sidewalk Repair, Traffic Calming.  
2) Includes Equipment Replacement, Facility Renewal, and Tech Replacement Funds.  
3) Includes Parks and Streets Budgets.

## INVESTMENT IN OUR FUTURE



### EQUIPMENT AND FACILITIES FUNDS SUMMARY

Beginning Balances  
**\$1,693,416**

Projected Total Re-Investment  
**\$980,150**

Projected Total  
Expenditures **\$873,000**

Estimated End of Year  
Equipment & Facilities  
Funds Available  
**\$1,800,566**

Includes Equipment Replacement, Facility Renewal, and Tech Replacement Funds



## **BUDGET BUILDING PROCESS**

This section is intended to briefly discuss the process behind the creation of the 2020 Final Budget.

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

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

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

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

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

In addition to NBIs for operating expenditures, the budget process also utilizes NBIs for capital purposes such as capital projects or the purchase of equipment. In addition to the information provided for NBIs related to operating expenditures noted above, capital NBIs identify the impact on operating expenditures, whether previous approval has been received from the City Council, the amount previously approved, dollar amount requested for 2020, and estimates of the cost of future related requests. For example, a new capital project may require a multi-year process to complete. The initial amount needed will be budgeted in 2020 and additional amounts needed to complete the project will be budgeted in future fiscal years. The NBI identifies the total estimated cost of a project together with alternatives and additional related revenue, if any.

In regard to capital projects approved by the City Council in prior fiscal years, the 2020 Preliminary Budget no longer includes NBIs requesting the City Council to reapprove the



## **2020 Budget**

unspent balances for these capital projects. Unspent budgets for specific capital projects will be “carried forward” to subsequent fiscal years until the projects are completed. At that time, the remaining budget for any completed projects will be cancelled. This simplifies the budget process for capital projects.

The City implemented an updated Internal Cost Allocation Plan (CAP) in the 2017 budget to identify the costs of indirect services provided by the City’s central service departments. The CAP was updated for the 2020 budget based on actual expenditures for 2018. A CAP establishes a fair and equitable methodology for identifying and allocating indirect costs to benefiting activities. It can be a valuable tool in establishing fees designed to recover total costs of a program; recovering indirect costs associated with local, state, and federal grants; reimbursing costs associated with providing support services to restricted funds such as enterprise and other special revenue funds; and many other financial analyses. This plan will be updated annually.

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

## **BUDGET AND FINANCIAL POLICIES**

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

### **BALANCED BUDGET**

A balanced budget is one where operating revenues and sources equal or exceed operating expenditures and uses. In compliance with state law, the City's 2020 budget is a balanced budget.

### **BUDGET RESOURCES**

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

### **REVENUE ESTIMATION**

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

### **LEGAL COMPLIANCE AND FINANCIAL MANAGEMENT – FUND ACCOUNTING**

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

## **BUDGET POLICY**

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

### **Operating Budgets<sup>1</sup> – Overall**

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

### **Fiscal Integrity**

- Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets to finance these costs. New program request costs will have to identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
- In years when City Council approves operating budgets with ongoing costs exceeding ongoing revenues, the City's "Gap Closing" Policy must be invoked.
- Any available carryover balance will only be used to offset one-time or non-recurring costs. Cash balances in excess of the amount required to maintain strategic reserves will be used to fund one-time or non-recurring costs.<sup>2</sup>
- The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- Mitigation fees shall be used only for the project or purpose for which they are intended.
- The City will maintain a balanced budget which is defined as planned funds available equal planned expenditures and ending fund balance.

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

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

### Revenues

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

### Internal Services Charges

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

### Reporting

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

### Citizen Involvement

- Citizen involvement during the budget process shall be encouraged through public hearings, work sessions, website and surveys.
- Involvement shall also be facilitated through Council appointed boards, commissions and committees that serve in an advisory capacity to the Council and staff.

### Fees

- Fees shall be to cover 100% of the costs of service delivery, unless such amount prevents an individual from obtaining essential services. Fees or service charges should not be established to generate money in excess of the cost of providing service.
- Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

### Capital Budget – Fiscal Policies

- Capital project proposals should include as complete, reliable and attainable cost estimates as possible. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project. (Project cost estimates included in the City’s Capital Facilities Six Year Plan should be as reliable as possible, recognizing that Year 1 or Year 2 project cost estimates will be more reliable than cost estimates in the later years.)
- Proposals should include a comprehensive resource plan. This plan should include the amount and type of resources required, a timeline and financing strategies to be employed. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, sales taxes, contingency, etc.
- Capital project proposals should include a discussion on level of service (LOS). At a minimum, the discussion should include current LOS level associated with the proposal and level of LOS after completion of proposal. Proposals with low level LOS will receive higher priority than those with higher levels of LOS. Capital project proposals that either have a



## **2020 Budget**

current LOS level of 100% or higher or will have a LOS level of 100% or higher after completion of the proposal must include a discussion on impacts to other services that have a LOS level below 100%.

- All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget. Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration:
  - Impacts to other projects
  - Funding sources
- Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
- Major changes in project cost must be presented to the City Council for review and approval. Major changes are defined per City's Procurement Policies & Procedures as amounts greater than \$30,000 for single craft or trade and greater than \$50,000 for two or more crafts or trades.
- At the time of project award, each project shall have reasonable contingencies also budgeted:
- The amount set aside for contingencies shall correspond with industry standards and shall not exceed ten percent (10%), or a percentage of contract as otherwise determined by the City Council.
- Project contingencies may, unless otherwise determined by the City Council, be used only to compensate for unforeseen circumstances requiring additional funds to complete the project within the original project scope and identified needs.
- For budgeting purposes, project contingencies are a reasonable estimating tool. At the time of contract award, the project cost will be replaced with an appropriation that includes the contingency as developed above.
- Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period. The detail sheet for each project shall contain a project schedule with milestones indicated.
- Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
- If a proposed capital project will have a direct negative effect on other publicly owned facilities and/or property or reduce property taxes revenues (for property purchases within the City), mitigation of the negative impact will become part of the proposed capital project costs.
- A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

### **Debt Policies**

- Debt will not be used for operating costs.
- Whenever possible, the City shall identify alternative sources of funding and availability to minimize the use of debt financing.
- Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.
- Tax Anticipation Notes will be issued only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
- Long-term general obligation debt will be issued when necessary to acquire land and/or fixed assets, based upon the City's ability to pay. Long-term general obligation debt will be limited to those capital projects that cannot be financed from existing revenues and only when there

## **2020 Budget**

is an existing or near-term need for the acquisition or project. The acquisition or project should also be integrated with the City's Long-range Financial Plan and the Capital Facilities Plan.

- The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
- Current revenues or ending fund balance shall be set aside to pay for the subsequent two year's debt service payments. This is intended to immunize the City's bondholders from any short-term volatility in revenues.
- The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: Debt service as a percent of the City's operating budget should not exceed ten percent (10%).

## **GAP CLOSING POLICY**

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

### A. Purpose

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

The intent of the Gap Closing Policy is to:

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

### B. Implementation

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

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

### C. Gap Reporting

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

### D. Gap Closing Strategy

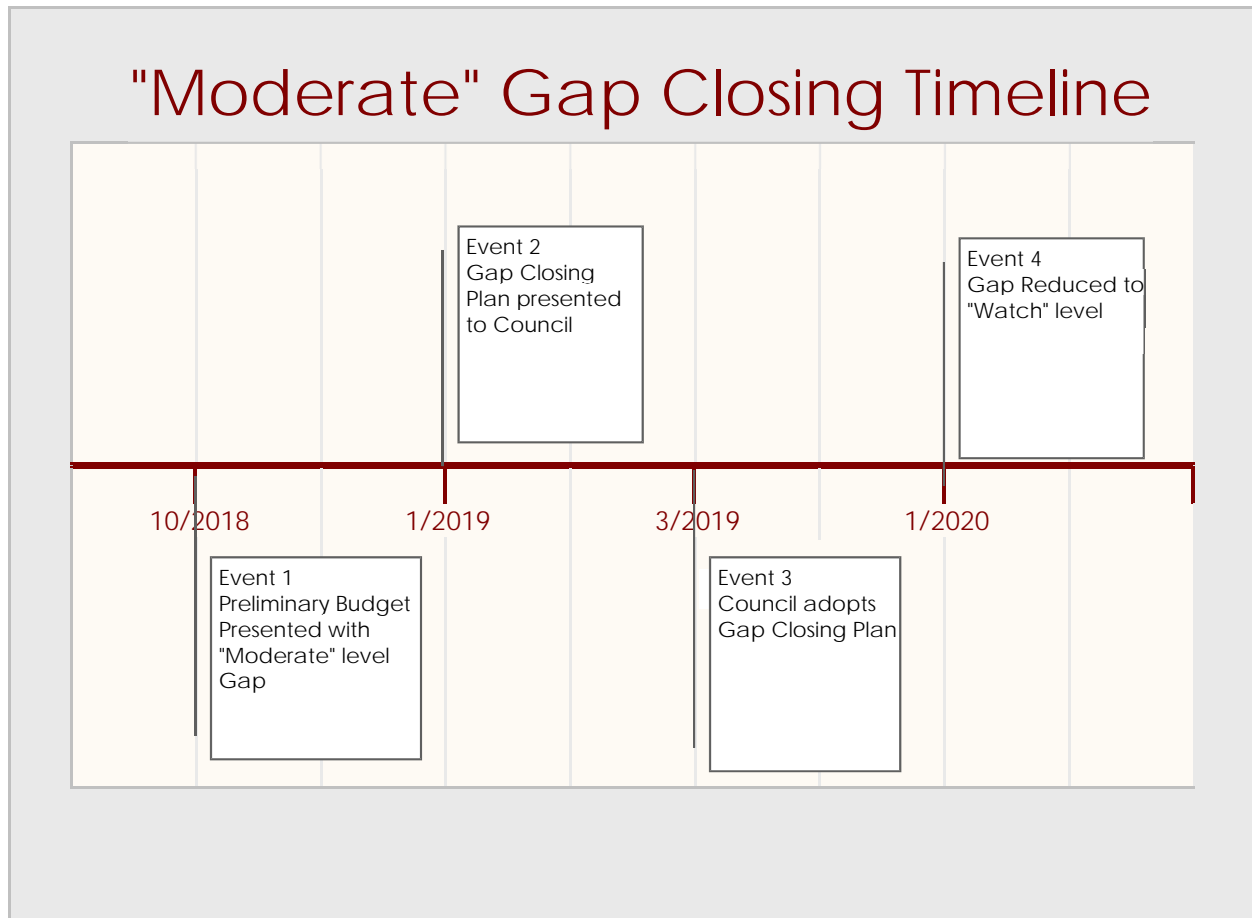
The severity of the Gap will dictate how to address the Gap.

- Watch –If the Gap stays less than 3%, nothing more than an acknowledgement that a Gap exists has to be included in the Quarterly Financial Update.

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

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

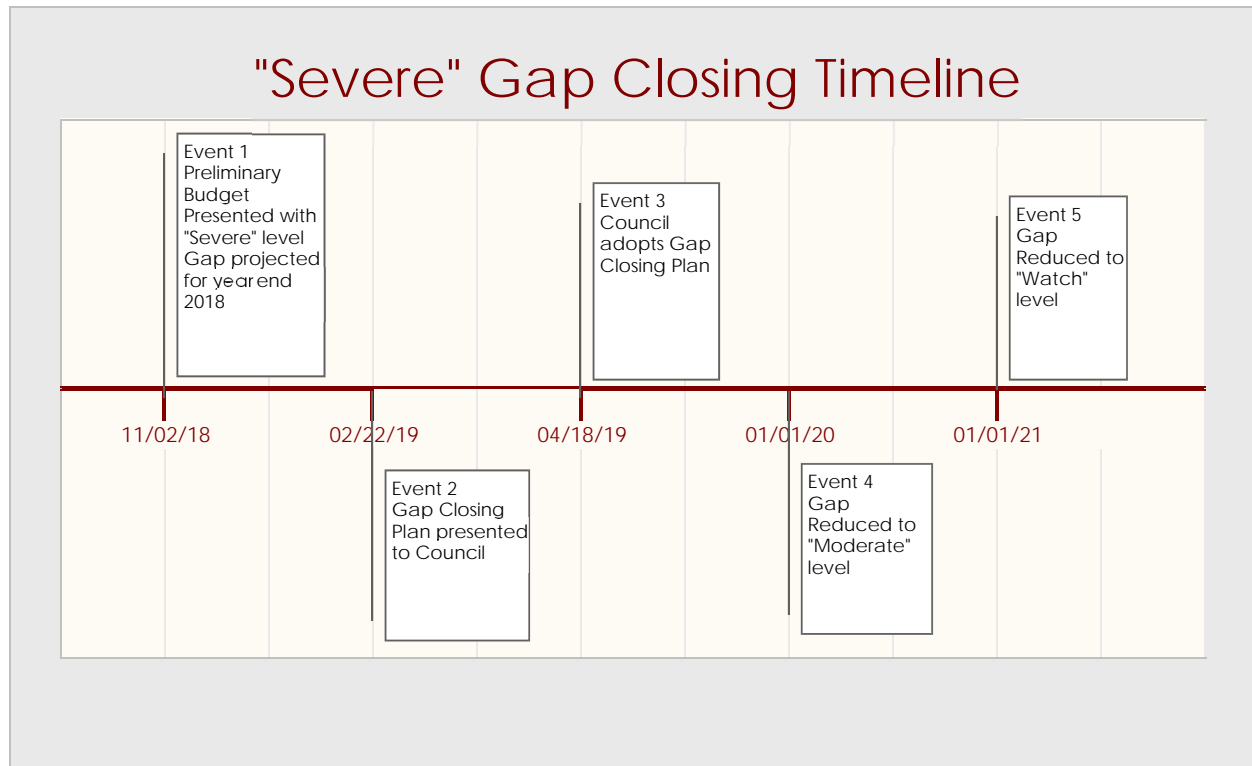




## 2020 Budget

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

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



### E. Mayor’s Recommended Gap Closing Plan

Gap Closing Plan must include:

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

## FUND BALANCE RESERVE POLICY

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

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

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

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

- **Contingency Fund Reserves:** The City maintains a Contingency Fund reserve equal to \$1,000,000 to provide a financial cushion to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods or to provide funds in the event of major unplanned expenditures the City could face as a result of landslides, earthquake or other natural disaster.
- **General Fund Operating Reserves:** The City maintains a General Fund Operating Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The cash flow reserve within the General Fund is an amount equal to two months of budgeted operating expenditures.
- **Hotel/Motel Lodging Tax Reserves:** The City maintains a Hotel/Motel Lodging Tax Reserve in an amount equal to six months' revenues in ending fund balance. (For example, the 2020 budgeted expenditures cannot exceed half of the 2018 actual revenues receipted into the fund.)
- **Technology Replacement Reserves:** The City maintains a Technology Replacement Reserve for replacement of entity-wide computer hardware, software, or telephone equipment identified in the City's Technology Replacement listing. The required level of reserve will equal each year's scheduled replacement costs. For example, if the 2020 equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000.

## ***2020 Budget***

- **Equipment and Vehicle Replacement Reserves:** The City maintains fully funded reserve for the replacement of vehicles and equipment identified on the City's equipment replacement listing. The required level of reserve equals each year's scheduled replacement costs. For example, if the 2020 equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000. Contributions are made through assessments to the using funds and are maintained on a per asset basis.
- **Surface Water Utility Fund Reserves:** The City maintains an operating reserve within the Surface Water Utility Fund of an amount equal to no less than 20% of budgeted operating revenues.

## EXPLANATION OF BUDGET EXHIBITS

The following pages present a variety of budgetary information for the 2020 Budget that is intended to assist the reader in understanding the eleven exhibits that follow:

- **BUDGET SUMMARY BY FUND** (Exhibit 1) - Provides a recap for each of the City's twenty-one budgeted Funds of estimated beginning fund balance, revenues and transfers in which constitute total sources, expenditures and transfers out which constitute total uses, and projected ending fund balance as of the end of 2020.
- **REVENUE AND EXPENDITURE SUMMARY ALL FUNDS** (Exhibit 2) – Provides the following revenue and expenditure information for each Fund: 2018 actual amounts, 2019 Adopted Budget, 2019 estimates, the 2020 Budget, and two columns reflecting the dollar and percentage changes comparing the 2019 Adopted Budget to the 2020 Budget. Transfers in and out are excluded as they do not constitute revenues or expenditures.
- **TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS** (Exhibit 3) – Provides 2020 revenue and expenditure information for all Funds by categories of revenues and expenditures together with actual amounts for 2018, Adopted Budget for 2019 and 2019 estimates, and two columns reflecting the dollar and percentage changes comparing the 2019 Adopted Budget to the 2020 Budget.
- **GENERAL FUND REVENUES AND EXPENDITURES** (Exhibit 4) – Provides similar information as Exhibit 3 for the General Fund only.
- **GENERAL FUND EXPENDITURES** (Exhibit 5) – Provides additional 2020 General Fund expenditure information by Division and Department.
- **OPERATING EXPENDITURES FOR ALL FUNDS** (Exhibit 6) – Provides a breakdown of operating expenditures for the General Fund, EMS Fund, Street Fund, Surface Water Management Fund, Facilities Maintenance Fund, Waterfront Parking Fund, and the Recreation & Cultural Services Fund.
- **GENERAL FUND REVENUE SUMMARY** (Exhibit 7) – Provides a further breakdown of the General Fund's various revenue categories.
- **2020 TOP 10 GENERAL FUND REVENUES** (Exhibit 8) – Provides information on the most significant General Fund revenue sources
- **TRANSFERS BETWEEN FUNDS** (Exhibit 9) – Provides detailed information on transfers between Funds. Transfers in and out are not considered revenues and expenditures for budget and accounting purposes.
- **2020 NEW BUDGET ITEMS** (Exhibit 10) – Provides a list of NBIs included in budget.
- **CAPITAL PROJECT CARRY FORWARDS** (Exhibit 11) – Provides a list of capital projects budgeted in previous years, estimated expenditures in 2019, and estimated amounts to be carried forward to 2020.

**2020 Budget**

**EXHIBIT 1 - BUDGET SUMMARY BY FUND**

	BEGINNING FUND BALANCE	REVENUE	INCOMING TRANSFERS	TOTAL FUND SOURCES	EXPENDITURES	OUTGOING TRANSFERS	TOTAL FUND USES	ENDING FUND BALANCE
<b>GENERAL &amp; SPECIAL REVENUE FUNDS</b>								
General	\$ 3,527,106	\$ 15,398,018	\$ 151,100	\$ 15,549,118	\$ 15,060,743	\$ 488,375	\$ 15,549,118	\$ 3,527,106
City Reserve	1,000,000	-	-	-	-	-	-	1,000,000
LEOFF I Reserve	32,395	-	-	-	11,200	-	11,200	21,195
Transportation Benefit District	643,756	317,650	-	317,650	-	924,536	924,536	36,870
Streets	75,075	550,200	238,375	788,575	863,650	-	863,650	0
Waterfront Parking	17	719,200	-	719,200	719,200	-	719,200	17
Recreation & Cultural Services	-	-	-	-	-	-	-	-
Hotel/Motel Lodging Tax	154,786	245,000	-	245,000	262,200	-	262,200	137,586
Emergency Medical Services	-	3,029,102	-	3,029,102	2,960,250	60,000	3,020,250	8,852
Drug Enforcement	1,239	20,000	-	20,000	20,000	-	20,000	1,239
<b>DEBT SERVICE FUND</b>	6,767	-	880,345	880,345	877,000	-	877,000	10,112
<b>CAPITAL PROJECT FUNDS</b>								
Capital Projects	-	17,469,600	3,090,289	20,559,889	20,559,889	-	20,559,889	-
Park Acquisition & Development	274,326	262,749	-	262,749	242,749	-	242,749	294,326
Transportation Impact Fee	122,829	50,000	-	50,000	-	90,700	90,700	82,129
Real Estate Excise Tax I	2,150,703	713,500	-	713,500	-	905,345	905,345	1,958,858
Real Estate Excise Tax II	1,313,353	700,000	-	700,000	-	2,013,353	2,013,353	(0)
<b>PROPRIETARY FUNDS</b>								
Surface Water Management	4,286,412	4,941,080	-	4,941,080	6,115,363	198,250	6,313,613	2,913,879
Surface Water Reserve	300,000	-	-	-	-	-	-	300,000
<b>INTERNAL SERVICE FUNDS</b>								
Technology Replacement Reserve	173,794	18,500	60,000	78,500	125,000	-	125,000	127,294
Equipment Replacement Reserve	1,124,968	611,200	-	611,200	373,000	-	373,000	1,363,168
Facilities Maintenance	1	784,200	-	784,200	784,200	-	784,200	1
Facility Renewal	394,654	30,000	260,450	290,450	375,000	-	375,000	310,104
	<b>\$ 15,582,180</b>	<b>\$ 45,859,999</b>	<b>\$ 4,680,559</b>	<b>\$ 50,540,558</b>	<b>\$ 49,349,444</b>	<b>\$ 4,680,559</b>	<b>\$ 54,030,003</b>	<b>\$ 12,092,736</b>

\*Recreation revenues and expenditures were moved into the General Fund for 2020.

**2020 Budget**

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

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Change in Budget (\$)</b>	<b>Change in Budget (%)</b>
General	\$ 13,980,254	\$ 14,639,050	\$ 14,683,985	\$ 15,549,118	\$ 910,068	6.2%
City Reserve	-	-	-	-	-	-
LEOFF I Reserve	20,000	10,000	10,000	-	(10,000)	-100.0%
Transportation Benefit District	1,171,949	632,500	632,500	317,650	(314,850)	-49.8%
Streets	742,577	820,450	818,850	788,575	(31,875)	-3.9%
Waterfront Parking	645,626	728,500	702,950	719,200	(9,300)	-1.3%
Recreation & Cultural Services	761,157	860,000	892,460	-	(860,000)	-100.0%
Hotel/Motel Lodging Tax	257,078	245,000	245,000	245,000	-	0.0%
Emergency Medical Services	2,594,002	2,717,337	2,652,687	3,029,102	311,765	11.5%
Drug Enforcement	8,179	20,000	20,000	20,000	-	0.0%
Debt Service	880,345	880,345	880,345	880,345	-	0.0%
Capital Projects	-	-	-	20,559,889	20,559,889	-
Park Acquisition & Development	36,288	408,000	145,223	262,749	(145,251)	-35.6%
Transportation Impact Fee	86,299	50,000	76,000	50,000	-	0.0%
Real Estate Excise Tax I	973,180	700,000	700,000	713,500	13,500	1.9%
Real Estate Excise Tax II	4,295,539	17,380,000	1,005,000	700,000	(16,680,000)	-96.0%
Surface Water Management	3,401,451	4,474,000	3,519,395	4,941,080	467,080	10.4%
Surface Water Reserve	-	-	-	-	-	-
Technology Replacement Reserve	120,059	148,500	148,500	78,500	(70,000)	-47.1%
Equipment Replacement Reserve	140,663	208,694	359,264	611,200	402,506	192.9%
Facilities Maintenance	727,823	759,050	819,400	784,200	25,150	3.3%
Facility Renewal	114,031	52,000	52,000	290,450	238,450	458.6%
	<b>\$ 30,956,500</b>	<b>\$ 45,733,426</b>	<b>\$ 28,363,559</b>	<b>\$ 50,540,558</b>	<b>\$ 4,807,132</b>	<b>10.5%</b>

\*Recreation revenues were moved into the General Fund for 2020.



**2020 Budget**

**EXHIBIT 2 – EXPENDITURE SUMMARY ALL FUNDS (excludes Transfers-out)**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Change in Budget (\$)</b>	<b>Change in Budget (%)</b>
General	\$ 14,345,067	\$ 14,626,265	\$ 14,545,020	\$ 15,549,118	\$ 922,853	6.3%
City Reserve	-	-	-	-	-	-
LEOFF I Reserve	8,572	20,000	10,700	11,200	(8,800)	-44.0%
Transportation Benefit District	738,818	1,079,500	421,875	924,536	(154,964)	-14.4%
Streets	696,486	820,450	818,850	863,650	43,200	5.3%
Waterfront Parking	645,559	703,000	703,000	719,200	16,200	2.3%
Recreation & Cultural Services	799,667	860,000	853,950	-	(860,000)	-100.0%
Hotel/Motel Lodging Tax	308,893	259,700	259,700	262,200	2,500	1.0%
Emergency Medical Services	2,531,135	2,717,337	2,765,887	3,020,250	302,913	11.1%
Drug Enforcement	16,940	10,000	10,000	20,000	10,000	100.0%
Debt Service	880,244	877,000	877,000	877,000	-	0.0%
Capital Projects	-	-	-	20,559,889	20,559,889	-
Park Acquisition & Development	30,028	360,777	98,000	242,749	(118,028)	-32.7%
Transportation Impact Fee	481,665	87,200	87,200	90,700	3,500	4.0%
Real Estate Excise Tax I	939,319	1,005,345	1,005,345	905,345	(100,000)	-9.9%
Real Estate Excise Tax II	3,885,914	19,052,800	1,311,275	2,013,353	(17,039,447)	-89.4%
Surface Water Management	2,527,190	4,617,180	2,369,325	6,313,613	1,696,433	36.7%
Surface Water Reserve	-	-	-	-	-	-
Technology Replacement Reserve	101,520	125,000	125,000	125,000	-	0.0%
Equipment Replacement Reserve	243,865	493,000	525,350	373,000	(120,000)	-24.3%
Facilities Maintenance	725,137	759,050	759,050	784,200	25,150	3.3%
Facility Renewal	227,399	247,000	127,000	375,000	128,000	51.8%
	<b>\$ 30,133,418</b>	<b>\$ 48,720,604</b>	<b>\$ 27,673,527</b>	<b>\$ 54,030,003</b>	<b>\$ 5,309,399</b>	<b>10.9%</b>

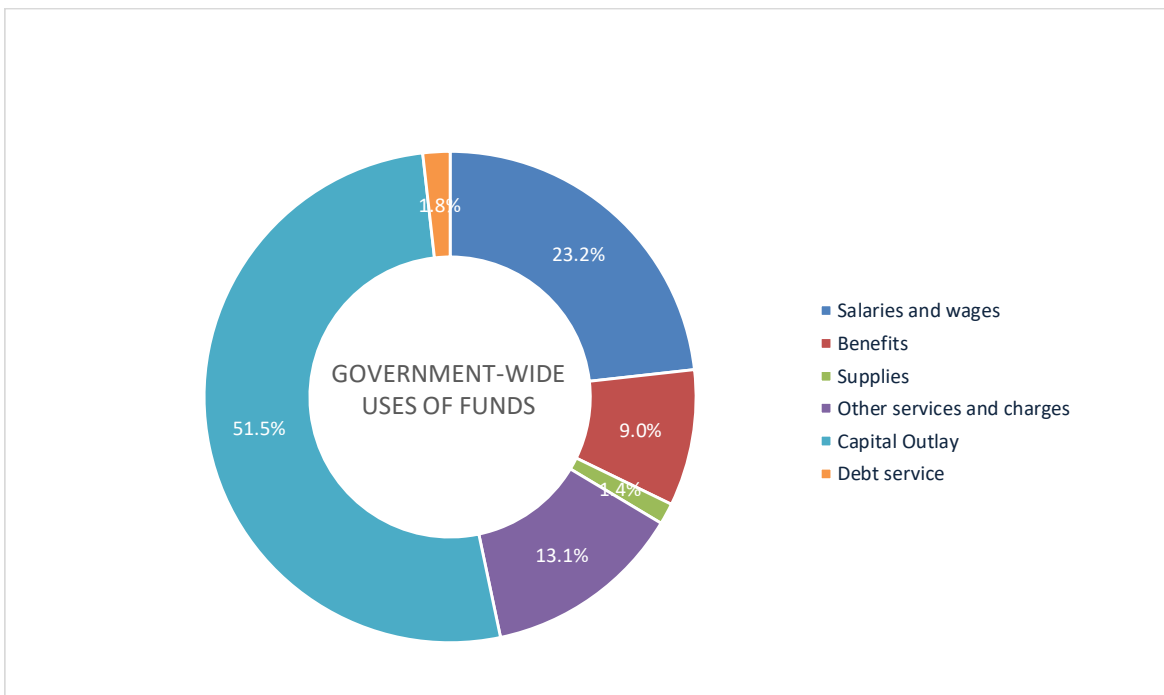
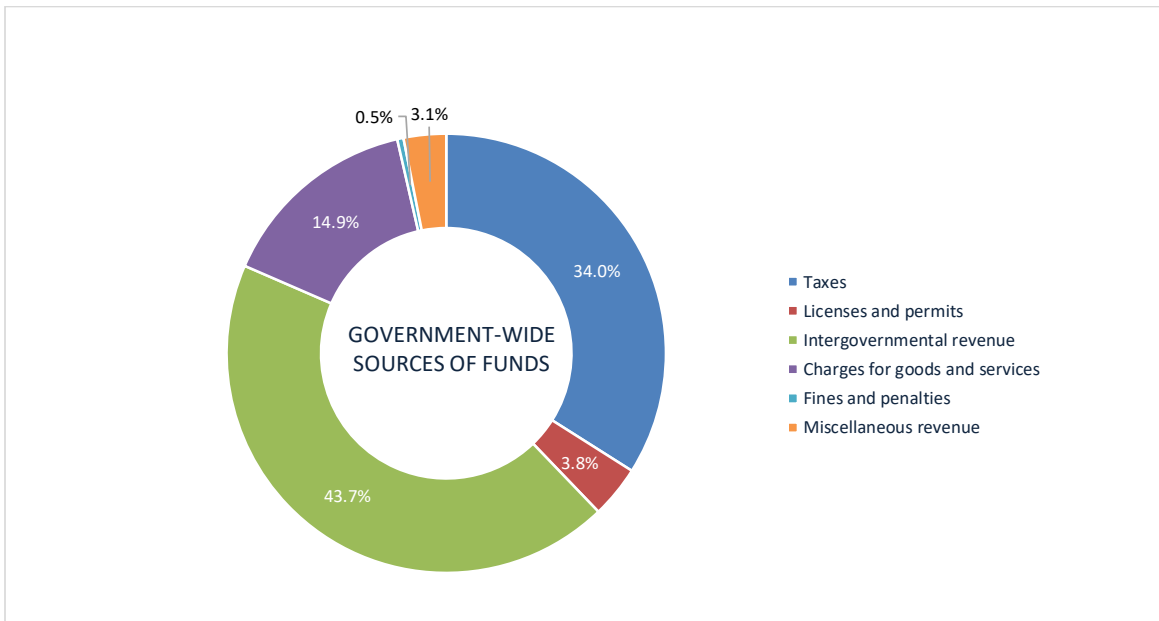
\*Recreation expenditures were moved into the General Fund for 2020.

**2020 Budget**

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

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Change in Budget (\$)</b>	<b>Change in Budget (%)</b>
<b>REVENUE SOURCE:</b>						
Taxes	\$ 15,214,030	\$ 15,450,000	\$ 15,495,940	\$ 15,585,940	\$ 135,940	0.9%
Licenses and permits	1,440,792	1,611,900	1,611,700	1,761,900	150,000	9.3%
Intergovernmental revenue	3,897,640	19,127,100	1,537,118	20,033,029	905,929	4.7%
Charges for goods and services	5,288,809	5,697,044	5,931,914	6,834,630	1,137,586	20.0%
Fines and penalties	165,607	210,350	210,350	210,350	-	0.0%
Miscellaneous revenue	1,588,240	1,459,400	1,424,950	1,434,150	(25,250)	-1.7%
<b>TOTAL REVENUES</b>	<b>\$ 27,595,118</b>	<b>\$ 43,555,794</b>	<b>\$ 26,211,972</b>	<b>\$ 45,859,999</b>	<b>\$ 2,304,205</b>	<b>5.3%</b>
<b>EXPENDITURE TYPE:</b>						
Salaries and wages	\$ 10,426,263	\$ 10,989,600	\$ 10,818,350	\$ 11,456,800	\$ 467,200	4.3%
Benefits	3,899,411	4,248,690	4,225,740	4,430,340	181,650	4.3%
Supplies	728,320	745,400	742,125	687,950	(57,450)	-7.7%
Other services and charges	8,379,182	7,402,705	6,842,205	6,475,833	(926,872)	-12.5%
Intergovernmental services	18,508	-	-	-	-	-
Capital Outlay	2,440,108	22,279,577	2,016,520	25,421,521	3,141,944	14.1%
Debt service	880,244	877,000	877,000	877,000	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,772,036</b>	<b>\$ 46,542,972</b>	<b>\$ 25,521,940</b>	<b>\$ 49,349,444</b>	<b>\$ 2,806,472</b>	<b>6.0%</b>

## 2020 Budget



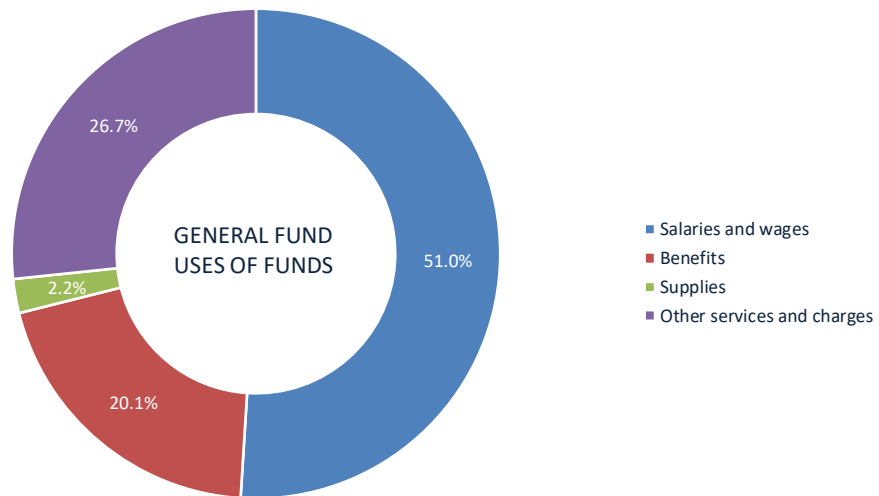
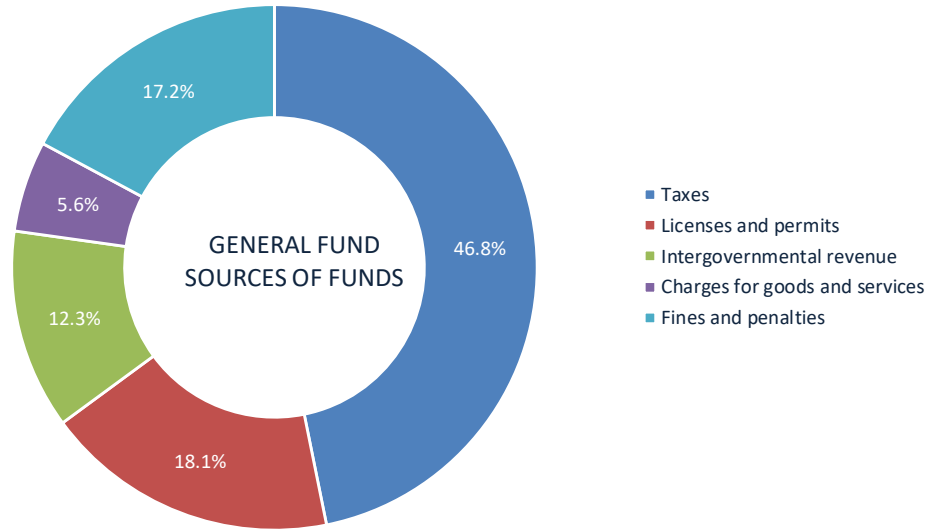
\*Recreation revenues and expenditures were moved into the General Fund for 2020

**2020 Budget**

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

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Change in Budget (\$)</b>	<b>Change in Budget (%)</b>
<b>REVENUE SOURCE:</b>						
Taxes	\$ 10,865,415	\$ 11,527,000	\$ 11,568,335	\$ 11,635,068	\$ 108,068	0.9%
Licenses and permits	1,439,842	1,610,500	1,610,500	1,761,900	151,400	9.4%
Intergovernmental revenue	763,009	606,000	610,000	681,400	75,400	12.4%
Charges for goods and services	285,097	359,400	359,000	462,550	103,150	28.7%
Fines and penalties	165,607	210,350	210,350	210,350	-	0.0%
Miscellaneous revenue	331,284	166,000	166,000	646,750	480,750	289.6%
<b>TOTAL REVENUES</b>	<b>\$ 13,850,254</b>	<b>\$ 14,479,250</b>	<b>\$ 14,524,185</b>	<b>\$ 15,398,018</b>	<b>\$ 918,768</b>	<b>6.3%</b>
<b>EXPENDITURE TYPE:</b>						
Salaries and wages	\$ 6,775,228	\$ 7,013,100	\$ 6,811,700	\$ 7,682,100	\$ 669,000	9.5%
Benefits	2,528,913	2,692,440	2,664,840	3,026,240	333,800	12.4%
Supplies	379,383	358,850	356,700	337,650	(21,200)	-5.9%
Other services and charges	3,587,311	3,838,888	4,014,838	4,014,753	175,865	4.6%
Intergovernmental services	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,270,835</b>	<b>\$ 13,903,278</b>	<b>\$ 13,848,078</b>	<b>\$ 15,060,743</b>	<b>\$ 1,157,465</b>	<b>8.3%</b>

## 2020 Budget

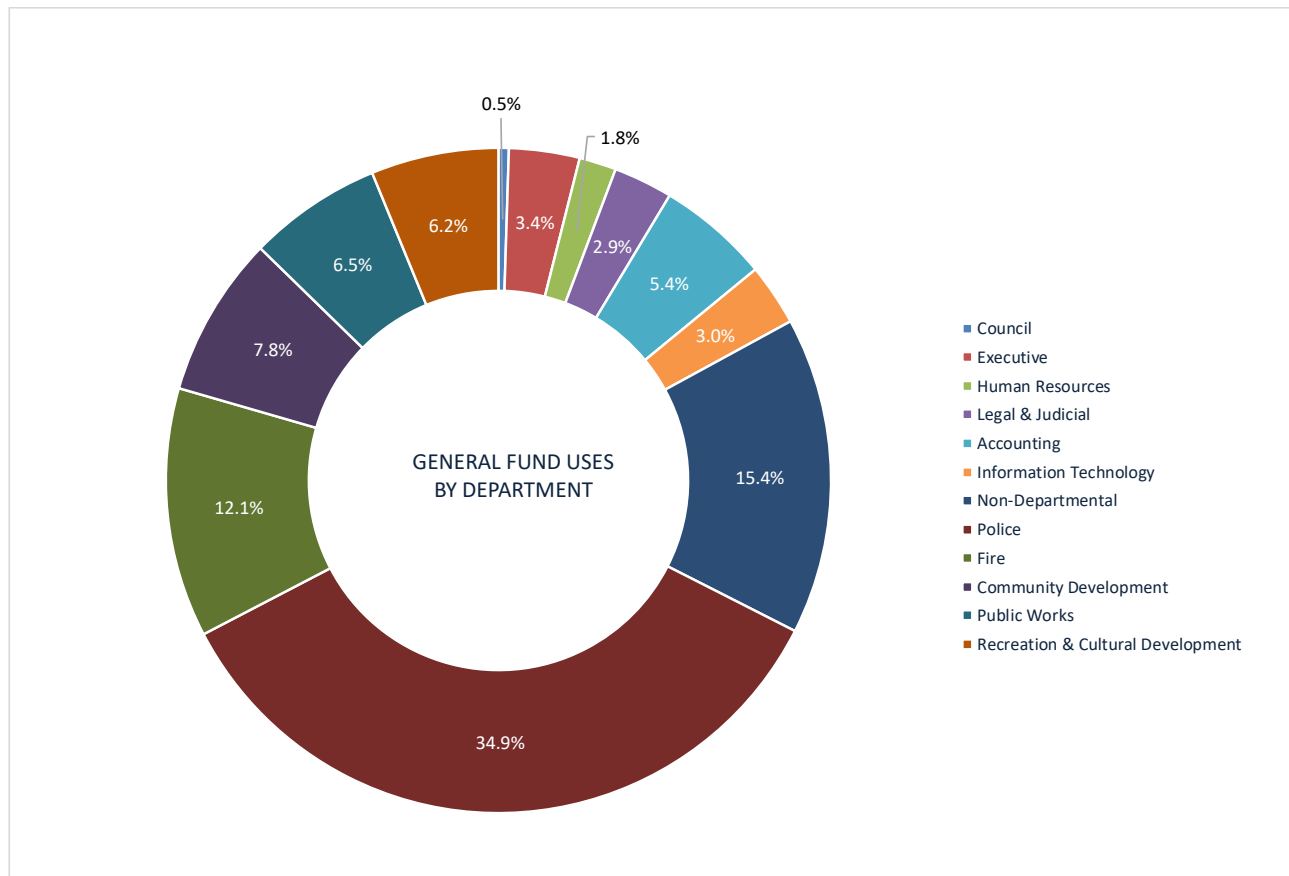


\*Recreation revenues were moved into the General Fund for 2020.

## 2020 Budget

### EXHIBIT 5 – GENERAL FUND EXPENDITURES

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 75,303	\$ 101,790	\$ 82,958	\$ 75,740	\$ (26,050)	-25.6%
Executive	502,392	523,675	431,125	516,325	(7,350)	-1.4%
Human Resources	194,564	181,250	181,250	271,650	90,400	49.9%
Legal & Judicial	470,943	433,000	433,000	433,000	-	0.0%
Accounting	821,941	823,550	815,250	820,650	(2,900)	-0.4%
Information Technology	382,196	448,300	447,050	451,950	3,650	0.8%
Non-Departmental	2,045,361	2,104,713	2,244,813	2,322,128	217,415	10.3%
Police	4,860,364	5,088,350	5,112,850	5,251,600	163,250	3.2%
Fire	1,922,745	2,056,900	1,995,682	1,826,750	(230,150)	-11.2%
Community Development	1,130,546	1,154,000	1,113,600	1,178,700	24,700	2.1%
Public Works	881,340	987,750	990,500	978,450	(9,300)	-0.9%
Recreation & Cultural Development	-	-	-	933,800	933,800	100.0%
	<b>\$ 13,287,695</b>	<b>\$ 13,903,278</b>	<b>\$ 13,848,078</b>	<b>\$ 15,060,743</b>	<b>\$ 1,157,465</b>	<b>8.3%</b>



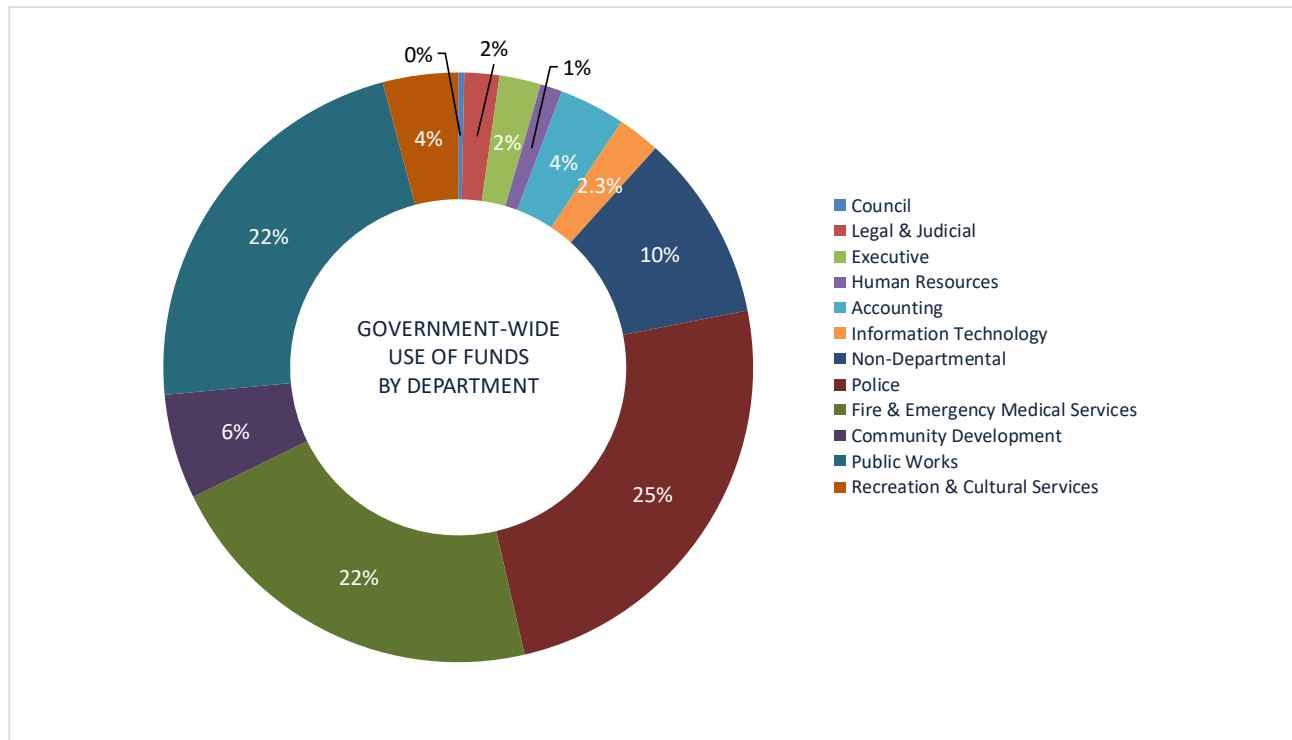
\*Recreation expenditures were moved into the General Fund for 2020.



## 2020 Budget

### EXHIBIT 6 – OPERATING EXPENDITURES FOR ALL FUNDS (Excludes Transfers-out)

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 75,303	\$ 101,790	\$ 82,958	\$ 75,740	\$ (26,050)	-25.6%
Legal & Judicial	470,943	433,000	433,000	433,000	-	0.0%
Executive	502,392	523,675	431,125	516,325	(7,350)	-1.4%
Human Resources	194,564	181,250	181,250	271,650	90,400	49.9%
Accounting	821,941	823,550	815,250	820,650	(2,900)	-0.4%
Information Technology	448,584	573,300	522,050	526,950	(46,350)	-8.1%
Non-Departmental	2,028,501	2,104,713	2,244,813	2,322,128	217,415	10.3%
Police	5,078,712	5,351,350	5,375,850	5,547,150	195,800	3.7%
Fire & Emergency Medical Services	4,453,880	4,774,237	4,761,569	4,847,000	72,763	1.5%
Community Development	1,232,631	1,270,850	1,230,450	1,302,300	31,450	2.5%
Public Works	4,310,902	4,831,480	4,875,880	5,070,830	239,350	5.0%
Recreation & Cultural Services	799,667	860,000	853,950	933,800	73,800	8.6%
	<b>\$ 20,418,020</b>	<b>\$ 21,829,195</b>	<b>\$ 21,808,145</b>	<b>\$ 22,667,523</b>	<b>\$ 838,328</b>	<b>3.8%</b>



**2020 Budget**

**EXHIBIT 7 – GENERAL FUND REVENUE SUMMARY**

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Change in Budget (\$)	Change in Budget (%)
<b>TAXES</b>						
Property Taxes	\$ 4,945,752	\$ 5,542,000	\$ 5,583,335	\$ 5,652,568	\$ 110,568	2.0%
Sales Tax	2,699,947	2,700,000	2,700,000	2,700,000	-	-
Utility Taxes	2,655,975	2,725,000	2,725,000	2,690,000	(35,000)	-1.3%
Other Taxes	563,741	560,000	560,000	592,500	32,500	5.8%
<b>TOTAL TAXES</b>	<b>10,865,415</b>	<b>11,527,000</b>	<b>11,568,335</b>	<b>11,635,068</b>	<b>108,068</b>	<b>0.9%</b>
<b>LICENSES &amp; PERMITS</b>						
Business Licenses	512,402	528,500	528,500	511,500	(17,000)	-3.2%
Franchise Fees	654,985	840,000	840,000	1,010,000	170,000	20.2%
Building & Other Permits	272,455	242,000	242,000	240,400	(1,600)	-0.7%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,439,842</b>	<b>1,610,500</b>	<b>1,610,500</b>	<b>1,761,900</b>	<b>151,400</b>	<b>9.4%</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
Liquor Board Profits	175,993	174,000	174,000	171,200	(2,800)	-1.6%
Liquor Excise Tax	109,019	109,500	109,500	117,200	7,700	7.0%
PUD Privilege Tax	121,580	115,000	115,000	115,000	-	-
Other Intergovernmental Revenue	356,417	207,500	211,500	278,000	70,500	34.0%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>763,009</b>	<b>606,000</b>	<b>610,000</b>	<b>681,400</b>	<b>75,400</b>	<b>12.4%</b>
<b>CHARGES FOR SERVICE</b>						
Development Revenues	11,726	17,000	17,000	17,000	-	-
Overhead Cost Recovery	135,700	180,500	180,500	174,350	(6,150)	-3.4%
Recreation	-	101,750	-	109,700	7,950	100.0%
Miscellaneous Services	137,671	60,150	161,500	161,500	101,350	168.5%
<b>TOTAL CHARGES FOR SERVICE</b>	<b>285,097</b>	<b>359,400</b>	<b>359,000</b>	<b>462,550</b>	<b>103,150</b>	<b>28.7%</b>
<b>FINES &amp; FORFEITURES</b>						
Traffic Violations	46,203	54,000	54,000	54,000	-	-
Parking Fines	93,375	128,000	128,000	128,000	-	-
Other Fines	26,029	28,350	28,350	28,350	-	-
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>165,607</b>	<b>210,350</b>	<b>210,350</b>	<b>210,350</b>	<b>-</b>	<b>-</b>
<b>MISCELLANEOUS REVENUES</b>						
Rental Income	20,517	22,500	22,500	22,500	-	-
Interest Income	148,382	82,500	82,500	40,000	(42,500)	-51.5%
Recreation	530,021	526,400	517,500	548,000	21,600	100.0%
Other Miscellaneous Revenue	(367,636)	(465,400)	(456,500)	36,250	501,650	-107.8%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>331,284</b>	<b>166,000</b>	<b>166,000</b>	<b>646,750</b>	<b>480,750</b>	<b>289.6%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 13,850,254</b>	<b>\$ 14,479,250</b>	<b>\$ 14,524,185</b>	<b>\$ 15,398,018</b>	<b>\$ 918,768</b>	<b>6.3%</b>

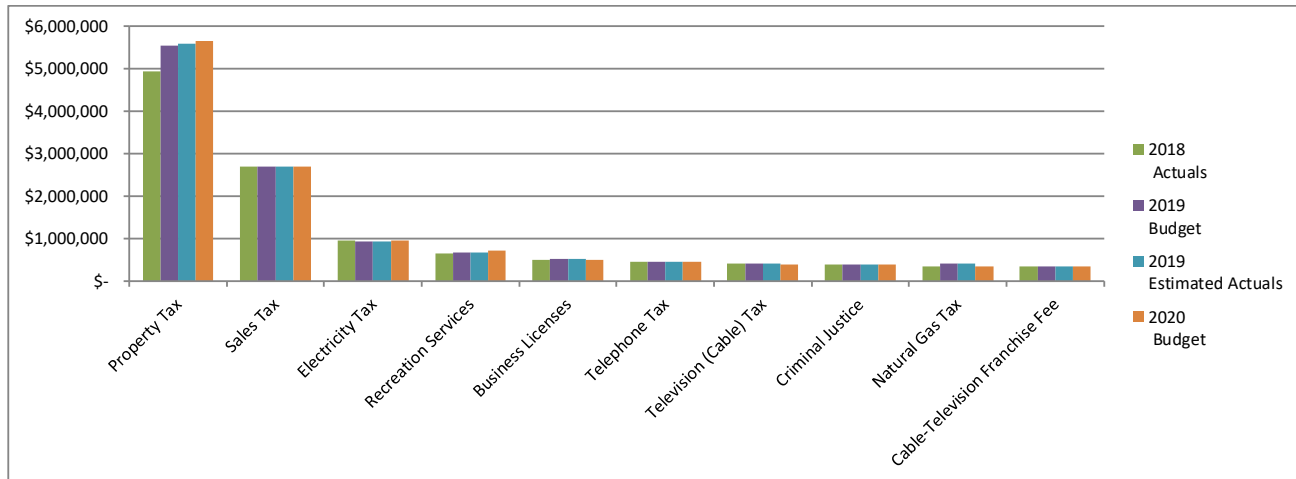
\* Recreation revenues were moved into the General Fund for 2020.

## 2020 Budget

### EXHIBIT 8 –TOP 10 GENERAL FUND REVENUES

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Change in Budget (\$)	Change in Budget (%)
Property Tax	\$ 4,945,752	\$ 5,542,000	\$ 5,583,335	\$ 5,652,568	\$ 110,568	2.0%
Sales Tax	2,699,947	2,700,000	2,700,000	2,700,000	-	-
Electricity Tax	960,765	935,000	935,000	960,000	25,000	2.7%
Recreation Services	660,810	686,400	675,650	722,800	36,400	5.3%
Business Licenses	511,252	525,000	525,000	510,000	(15,000)	-2.9%
Telephone Tax	456,911	450,000	450,000	450,000	-	-
Television (Cable) Tax	407,800	410,000	410,000	400,000	(10,000)	-2.4%
Criminal Justice	394,397	400,000	400,000	400,000	-	-
Natural Gas Tax	356,933	420,000	420,000	350,000	(70,000)	-16.7%
Cable-Television Franchise Fee	343,246	340,000	340,000	340,000	-	-
	<b>\$ 11,737,813</b> 84.7%	<b>\$ 12,408,400</b> 85.7%	<b>\$ 12,438,985</b> 85.6%	<b>\$ 12,485,368</b> 81.1%	<b>\$ 76,968</b>	<b>0.4%</b>
<b>Remaining General Fund Revenue</b>	2,112,441	2,070,850	2,085,200	2,912,650		
<b>Total General Fund Revenue</b>	<b>\$ 13,850,254</b>	<b>\$ 14,479,250</b>	<b>\$ 14,524,185</b>	<b>\$ 15,398,018</b>		

All totals and calculations exclude transfers in



\* Recreation revenues were moved into the General Fund for 2020.

**2020 Budget**

**EXHIBIT 9 – TRANSFERS BETWEEN FUNDS**

	Transferring Fund							TOTAL INCOMING TRANSFERS
	General	Transportation Benefit District	Emergency Medical Services	Transportation Impact Fee	Real Estate Excise Tax I	Real Estate Excise Tax II	Surface Water Management	
General	\$ -	\$ -	\$ -	\$ 90,700	\$ -	\$ 22,600	\$ 37,800	\$ 151,100
Streets	238,375	-	-	-	-	-	-	238,375
Debt Service	-	-	-	-	880,345	-	-	880,345
Capital Projects		924,536			25,000	1,990,753	150,000	3,090,289
Technology Replacement	60,000	-	-	-	-	-	-	60,000
Facility Renewal	190,000		60,000	-	-	-	10,450	260,450
<b>TOTAL OUTGOING TRANSFERS</b>	<b>\$ 488,375</b>	<b>\$ 924,536</b>	<b>\$ 60,000</b>	<b>\$ 90,700</b>	<b>\$ 905,345</b>	<b>\$ 2,013,353</b>	<b>\$ 198,250</b>	<b>\$ 4,680,559</b>

**2020 Budget**

**EXHIBIT 10 – 2020 NEW BUDGET ITEMS**

**PROPOSED NEW BUDGET ITEMS**

**OPERATING REQUESTS**

FUND/DIVISION	STAFFING NEED	2020 AMOUNT	IN BUDGET
GENERAL/HR	Human Resources Coordinator	\$ 80,550	X
GENERAL/RECREATION	Office Technician from 3/4 to 1.0 FTE	\$ 17,500	X
GENERAL/EXEC	Deputy City Clerk	\$ 80,550	
GENERAL/INFO TECH	Network Engineer	\$ 90,000	
STREETS	Maintenance Worker I	\$ 56,000	X
SURFACE WATER	Maintenance Worker II	\$ 71,150	

**FACILITY RENEWAL FUND**

FACILITY	PROJECT	2020 AMOUNT	IN BUDGET
POLICE STATION	Security Camera Upgrade	\$ 100,000	X
ROSEHILL	Christiansen Room Flooring Replacement	\$ 20,000	X
LIGHTHOUSE	Roof Replacement (Grant Funded)	\$ 30,000	X
LIGHTHOUSE PARK	Replace Small Meters with 7 Large Meters	\$ 105,000	X
	<b>TOTAL</b>	<b>\$ 255,000</b>	

**EQUIPMENT REPLACEMENT RESERVE FUND**

DEPARTMENT	VEHICLE TO BE REPLACED	2020 AMOUNT	IN BUDGET
FIRE/EMS	Ford E450 Ambulance (5 yr. Lease Purchase)	\$ 75,000	X
FIRE/EMS	Ford Expedition: Battalion Chief	\$ 63,000	X
POLICE	Ford SUV: Assistant Chief	\$ 60,000	X
POLICE	Ford SUV: Patrol	\$ 70,000	X
POLICE	Ford SUV: Patrol	\$ 70,000	X
PW/FACILITY MAINT.	GMC Safari Van: Janitorial	\$ 35,000	X
	<b>TOTAL</b>	<b>\$ 373,000</b>	

**NEW CAPITAL PROJECTS**

FUNDING SOURCE	PROJECT	2020 AMOUNT	IN BUDGET
REET I	Transfer to TBD for Pavement Preservation	\$ 25,000	X
REET II	ADA Upgrades	\$ 25,000	X
REET II	Annual BTW Program	\$ 120,000	X
REET II	Traffic Calming Program	\$ 25,000	X
REET II	Pedestrian Crosswalk Enhancement Program	\$ 35,000	X
REET II	Annual Sidewalk Repair Program	\$ 25,000	X
REET II	Safe Routes to School Grant Match SR 525 & 76th	\$ 22,275	X
REET II	Transfer to TBD for Pavement Preservation	\$ 422,725	X
	<b>TOTAL REET</b>	<b>\$ 700,000</b>	
SURFACE WATER	Decant Facility Construction	\$ 850,000	X
SURFACE WATER	Pond M, Clearview Pond, 6 Storm Control Structures	\$ 248,000	X
SURFACE WATER	Stormwater Pipe Inspections & Risk Assessment	\$ 75,000	X
SURFACE WATER	NPDES Business Inspection Program	\$ 50,000	X
SURFACE WATER	NPDES Watershed Program	\$ 100,000	X
	<b>TOTAL SURFACE WATER</b>	<b>\$ 1,323,000</b>	
TBD	Sales Tax Revenues dedicated to Pavement Preservation	\$ 317,650	X
	<b>TOTAL TRANSPORTATION BENEFIT DISTRICT</b>	<b>\$ 317,650</b>	

**2020 Budget**

**EXHIBIT 11 – CAPITAL PROJECT CARRY FORWARDS**

<b>Capital Projects Carried Forward</b>	<b>Description</b>	<b>2019 Budgeted Amount*</b>	<b>2019 Estimated Actuals</b>	<b>2020 Carry Forward**</b>
Transportation Benefit District	Pavement Preservation	763,761	421,875	341,886
<b>Total Transportation Benefit District</b>		<b>763,761</b>	<b>421,875</b>	<b>341,886</b>
Park Acquisition and Development	Peace Park	340,749	98,000	242,749
<b>Total Park Acquisition and Development</b>		<b>340,749</b>	<b>98,000</b>	<b>242,749</b>
REET II	ADA Upgrades	100,138	-	100,138
REET II	Harbour Pointe Blvd Widening (HPBW)	1,980,000	736,775	1,243,225
REET II	Bike Transit Walk	372,000	-	372,000
REET II	Harbour Reach Corridor Project	16,690,875	178,000	16,512,875
REET II	Traffic Calming Program	37,603	-	37,603
REET II	Pedestrian Crosswalk Enhancement Program	35,000	-	35,000
<b>Total REET II</b>		<b>19,215,616</b>	<b>914,775</b>	<b>18,300,841</b>
Surface Water Management	61st Place Culvert	289,855	9,000	280,855
Surface Water Management	61st Place Retaining Wall Repairs	645,526	-	645,526
Surface Water Management	Decant Facility Design & Construction	1,343,922	15,000	1,328,922
<b>Total Surface Water Management</b>		<b>2,279,303</b>	<b>24,000</b>	<b>2,255,303</b>
Facility Renewal	Fire Station 25 HVAC	120,000	-	120,000
<b>Total Facility Renewal</b>		<b>120,000</b>	<b>-</b>	<b>120,000</b>
<b>Total Capital Projects Carried Forward</b>		<b>\$ 22,719,429</b>	<b>\$ 1,458,650</b>	<b>\$ 21,260,779</b>

\*2019 Budgeted Amount reflects adopted 2019 budget amount OR the amount the budget should have been if the actual carry-forward from 2018 was different than the budgeted estimate

\*\*2020 Carry Forward Amount reflects estimated actuals for 2019; actual carry forward amounts may vary if 2019 actuals differ from estimates



**2020 Budget**

# GENERAL FUND

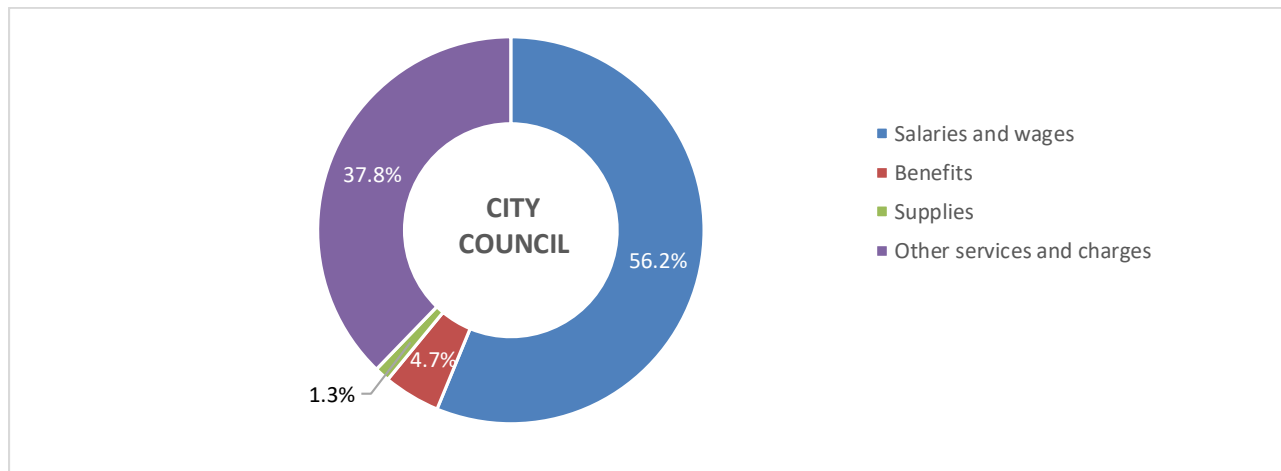
	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 3,752,953	\$ 3,002,684	\$ 3,388,141	\$ 3,527,106	\$ -
<b>Revenue and transfers-in</b>					
Taxes	10,865,415	11,527,000	11,568,335	11,635,068	108,068
Licenses and permits	1,439,842	1,610,500	1,610,500	1,760,500	150,000
Intergovernmental revenue	763,009	606,000	610,000	617,700	11,700
Charges for goods and services	285,097	359,400	359,000	352,850	(6,550)
Fines and penalties	165,607	210,350	210,350	210,350	-
Miscellaneous revenue	331,284	166,000	166,000	98,750	(67,250)
Recreation and cultural services				722,800	722,800
Transfers-in	130,000	159,800	159,800	151,100	(8,700)
<b>Total revenue and transfers-in</b>	<u>\$ 13,980,254</u>	<u>\$ 14,639,050</u>	<u>\$ 14,683,985</u>	<u>\$ 15,549,118</u>	<u>\$ 910,068</u>
<b>Total resources</b>	<u>\$ 17,733,207</u>	<u>\$ 17,641,734</u>	<u>\$ 18,072,126</u>	<u>\$ 19,076,224</u>	<u>\$ 910,068</u>
<b>Expenditures and transfers-out</b>					
Council	\$ 75,303	\$ 101,790	\$ 82,958	\$ 75,740	(26,050)
Executive					
Legal and Judicial	470,943	433,000	433,000	433,000	-
Executive	502,392	523,675	431,125	516,325	(7,350)
Human Resources	194,564	181,250	181,250	271,650	90,400
Finance					
Accounting	821,941	823,550	815,250	820,650	(2,900)
Information Technology	382,196	448,300	447,050	451,950	3,650
Community Development					
Permit Center	262,364	286,200	269,900	272,900	(13,300)
Planning	653,509	650,100	623,100	678,000	27,900
Building	137,100	141,600	144,600	146,800	5,200
GIS	77,573	76,100	76,000	81,000	4,900
Police					
Administration	1,165,737	1,250,900	1,270,950	1,307,300	56,400
Patrol	2,820,058	2,867,500	2,804,100	2,886,000	18,500
Special Operations	620,201	708,650	772,150	792,200	83,550
Crime Prevention	152,232	152,300	154,400	157,100	4,800
Rangers	-	-	-	-	-
Training	102,136	109,000	111,250	109,000	-
Fire					
Administration	291,613	321,750	269,275	271,550	(50,200)
Operations	1,495,720	1,608,350	1,650,882	1,493,900	(114,450)
Prevention	20,426	13,350	8,150	15,250	1,900
Training	114,986	113,450	67,375	46,050	(67,400)
Public Works					
Administration	437,959	489,600	467,350	477,750	(11,850)
Parks	443,381	498,150	523,150	500,700	2,550
Recreation and Cultural Services				933,800	933,800
Other governmental	2,028,501	2,104,713	2,244,813	2,322,128	217,415
Transfers-out	1,057,372	722,987	696,942	488,375	(234,612)
Capital Outlay	16,860				
<b>Total expenditures and transfers-out</b>	<u>\$ 14,345,067</u>	<u>\$ 14,626,265</u>	<u>\$ 14,545,020</u>	<u>\$ 15,549,118</u>	<u>\$ 922,853</u>
<b>Ending fund balance</b>	<u>\$ 3,388,141</u>	<u>\$ 3,015,469</u>	<u>\$ 3,527,106</u>	<u>\$ 3,527,106</u>	<u>\$ (12,785)</u>

## CITY COUNCIL

### Purpose

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

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



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 42,600	\$ 42,600	\$ 42,600	\$ 42,600	\$ -
Benefits	3,462	3,490	3,490	3,590	100
Supplies	486	4,950	5,850	950	(4,000)
Other services and charges	28,755	50,750	31,018	28,600	(22,150)
Intergovernmental services	-	-	-	-	-
<b>Total Council expenditures</b>	<b>\$ 75,303</b>	<b>\$ 101,790</b>	<b>\$ 82,958</b>	<b>\$ 75,740</b>	<b>\$ (26,050.00)</b>

**City Council 2020 Preliminary Budget Detail**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 42,600</b>	<b>\$ 42,600</b>	<b>\$ 42,600</b>	<b>\$ 42,600</b>	<b>\$ -</b>
<b>Benefits</b>	<b>3,462</b>	<b>3,490</b>	<b>3,490</b>	<b>3,590</b>	<b>100</b>
OFFICE SUPPLIES	363	500	500	500	-
ANCILLARY MEETING COSTS	77	250	250	250	-
COUNCIL RETREAT	164	200	200	200	-
SMALL ITEMS OF EQUIPMENT	(118)	4,000	4,900	-	(4,000)
<b>Supplies</b>	<b>486</b>	<b>4,950</b>	<b>5,850</b>	<b>950</b>	<b>(4,000)</b>
LEGAL PUBLICATIONS	2,398	2,000	2,000	2,000	-
PUBLICATION OF AGENDAS	4,485	3,000	3,000	3,000	-
CELL PHONES	2,332	2,150	2,150	2,150	-
OUTSIDE LEGAL SERVICES	1,484	30,000	10,268	-	(30,000)
TRAVEL & SUBSISTENCE	10,797	7,600	6,000	9,600	2,000
MEALS	-	-	1,600	3,450	3,450
TRAINING & REGISTRATION	3,759	3,000	3,000	5,400	2,400
CITY CODE REVISION	3,500	3,000	3,000	3,000	-
<b>Other services and charges</b>	<b>28,755</b>	<b>50,750</b>	<b>31,018</b>	<b>28,600</b>	<b>(22,150)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Council expenditures</b>	<b><u>\$ 75,303</u></b>	<b><u>\$ 101,790</u></b>	<b><u>\$ 82,958</u></b>	<b><u>\$ 75,740</u></b>	<b><u>\$ (26,050.00)</u></b>

# EXECUTIVE

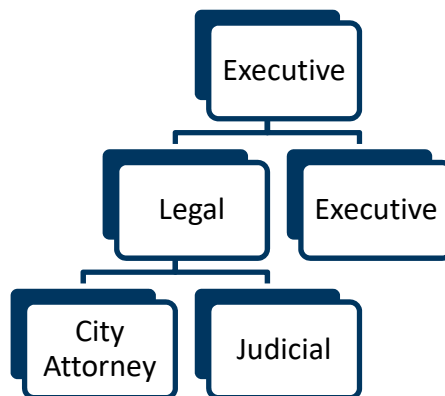


The Executive Department provides overall management direction to the City organization. The Department is responsible for implementing policy direction, overseeing, managing, coordinating and evaluating City operations and programs.

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

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

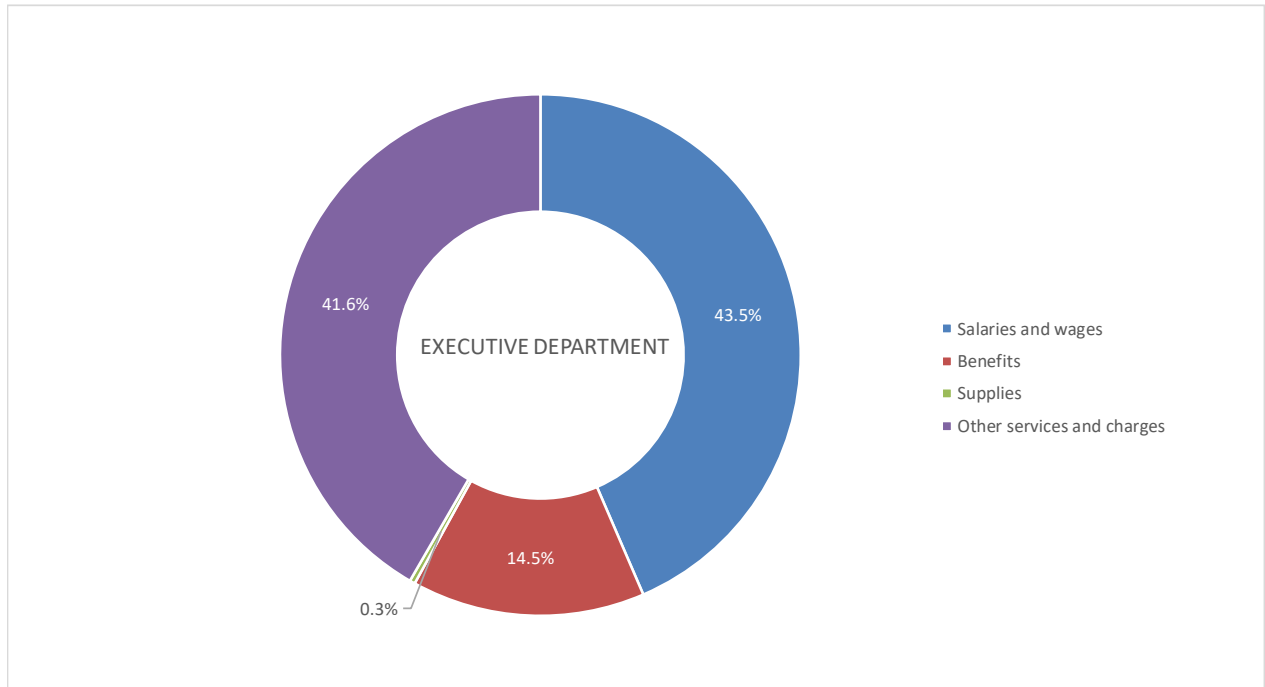
Organization Chart:



Expenditure Summary:

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Legal & Judicial	\$ 470,943	\$ 433,000	\$ 433,000	\$ 433,000	-
Executive	502,392	523,675	431,125	516,325	(7,350)
Human Resources	194,564	181,250	181,250	271,650	90,400
Total Executive expenditures	<u>\$ 1,167,899</u>	<u>\$ 1,137,925</u>	<u>\$ 1,045,375</u>	<u>\$ 1,220,975</u>	<u>\$ 83,050</u>

## 2020 Budget



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 476,869	\$ 477,500	\$ 350,700	\$ 531,550	\$ 54,050
Benefits	139,516	153,900	123,600	176,900	23,000
Supplies	3,228	4,000	4,000	4,000	-
Other services and charges	548,286	502,525	567,075	508,525	6,000
Intergovernmental services	-	-	-	-	-
Total Executive expenditures	<u>\$ 1,167,899</u>	<u>\$ 1,137,925</u>	<u>\$ 1,045,375</u>	<u>\$ 1,220,975</u>	<u>\$ 83,050</u>

## **EXECUTIVE**

### **Purpose**

The Mayor serves as Chief Executive Officer and manages and directs the operations of the City. Mayor Jennifer Gregerson was elected to a four-year term beginning January 1, 2014 and re-elected for a second term beginning January 1, 2018. The Mayor oversees the long-term vision of the City directly and manages day-to-day operations with the assistance of the Management Services Director.

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

### **2019 Accomplishments**

- Continue to update and streamline HR policies/practices and payroll processing.
- With participation throughout the city organization, developed new vision and values for the City: Professional, Trusted and Respectful.
- Negotiated with Teamsters for Public Works and Office, Clerical and Technical Collective Bargaining Agreements, and with the Police Guild for Law Enforcement Officers and Law Enforcement Support Collective Bargaining Agreements.
- Completed over 200 hours of work on support for potential form of government change, should the ballot measure be approved in November, 2019.

### **2020 Goals & Objectives**

- Continue supporting the City Council in setting policy direction for the City.
- Continue to empower city employees to be professional, trusted and respectful.
- Continue transparency by providing open access to public records.
- Continue recruiting and hiring qualified candidates and looking for innovative ways to retain them.
- Recruit and hire a new City Administrator.
- Update the City's Personnel Handbook.
- Implement a new employee Accident Prevention Program.

### **Budget Highlights**

- This proposal includes \$80,550 for a new HR Coordinator to assist the HR Manager with timely hiring, training and benefit administration in accordance with Federal and State Employment laws. The City hires on average 26 new individuals each year, with recruiting, hiring and on-boarding required for each one.



## 2020 Budget



### HR Coordinator

Date Discussed by  
Council:  
08/26/2019

Add an HR Coordinator position in the Human Resources Division to ensure timely hiring, training and benefit administration is completed in accordance with Federal and State Employment laws.

**Fund Name**  
**Human Resources**

**Amount Requested**

**\$80,550**

Nature of the expenditure? **Ongoing**

Any Additional  
Revenue? If Yes,  
Identify Below

**No**

**Expenditure Purpose and Justification**

A survey of 12 other Washington cities found an average of 64 Regular employees per one (1) FT human resources staff member.

As of July 1, 2019 the City has 124 Regular positions, not including Council and Seasonal positions. The HR Division is comprised of one full-time HR Manager.

The City experiences an employee "add" on average 26 times per year: which means the HR Manager is completing recruiting, selection, hiring, onboarding, benefit administration, and data entry for each new employee.

In response to the high workload of the HR Division, in 2017 the City selected a Management Services Director candidate with 20 years of HR experience to provide additional support and expertise to the HR Division. However, that position became vacant in January, 2019. The addition of a full-time HR Coordinator in the HR Division would allow the HR Manager to focus more on risk management of personnel issues, timely recruitment, labor management, and policy compliance/updates. The HR Coordinator would assist in regular hiring, tracking and compliance training (i.e. safety and sexual harassment), employee data-entry in HR/payroll system, and benefit administration.

**Alternatives and Potential Costs**

Part-Time, non-benefitted 19.5 hour position for \$28,000

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

On-going

Department:	<b>HR</b>
Division:	<b>Human Resources</b>
Prepared by:	Samantha Hoppe, HR Manager

Expenditure Account # & Title	Amount
HR Salaries	\$ 57,550
HR Benefits	\$ 23,000
	\$ -
	\$ -

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

**2020 Budget**

**EXECUTIVE DEPARTMENT – EXECUTIVE DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 358,045</b>	<b>\$ 377,500</b>	<b>\$ 250,700</b>	<b>\$ 367,500</b>	<b>\$ (10,000)</b>
<b>Benefits</b>	<b>113,461</b>	<b>124,000</b>	<b>92,250</b>	<b>120,600</b>	<b>(3,400)</b>
OFFICE SUPPLIES	1,586	1,500	1,500	1,500	-
OPERATING SUPPLIES	754	1,000	1,000	1,000	-
ANCILLARY MEETING COSTS	218	500	500	500	-
SMALL ITEMS OF EQUIPMENT	526	1,000	1,000	1,000	-
<b>Supplies</b>	<b>3,084</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
CONSULTING SERVICES	3,683	3,000	3,000	3,000	-
OTHER PROFESSIONAL SVCS.	17,642	10,000	75,000	10,000	-
TELEPHONE	1,147	1,150	1,150	1,150	-
POSTAGE	291	300	300	300	-
CELL PHONE	855	425	425	425	-
TRAVEL & SUBSISTENCE EXPENSE	1,958	550	1,275	3,000	2,450
MEALS	114	-	175	1,020	1,020
ASSOC. DUES & MEMBERSHIPS	300	1,250	750	1,250	-
TRAINING & REGISTRATION COSTS	1,812	1,500	2,100	4,080	2,580
<b>Other services and charges</b>	<b>27,802</b>	<b>18,175</b>	<b>84,175</b>	<b>24,225</b>	<b>6,050</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Executive expenditures</b>	<b>\$ 502,392</b>	<b>\$ 523,675</b>	<b>\$ 431,125</b>	<b>\$ 516,325</b>	<b>\$ (7,350)</b>

**2020 Budget**

**EXECUTIVE DEPARTMENT - HUMAN RESOURCES DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 118,824</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 164,050</b>	<b>\$ 64,050</b>
<b>Benefits</b>	<b>26,055</b>	<b>29,900</b>	<b>31,350</b>	<b>56,300</b>	<b>26,400</b>
SMALL ITEMS OF EQUIPMENT	144	-	-	-	-
<b>Supplies</b>	<b>144</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
ADMIN FEE FSA	1,355	1,250	1,250	1,250	-
ADMIN FEE - OLD AGE SURVIVOR INSURANCE	43	-	-	-	-
OTHER PROFESSIONAL SVCS.	26,780	30,000	28,600	30,000	-
CLASSIFIED ADVERTISING	2,858	5,500	5,500	5,500	-
TELEPHONE	115	100	100	100	-
POSTAGE	14	100	100	100	-
CELL PHONES	441	450	400	400	(50)
TRAVEL & SUBSISTENCE	694	800	800	800	-
ASSOC. DUES & MEMBERSHIPS	192	500	500	500	-
TUITION REIMBURSEMENT	16,835	12,000	12,000	12,000	-
TRAINING & REGISTRATION	214	650	650	650	-
MISCELLANEOUS	-	-	-	-	-
<b>Other services and charges</b>	<b>49,541</b>	<b>51,350</b>	<b>49,900</b>	<b>51,300</b>	<b>(50)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Human Resources expenditures</b>	<b>\$ 194,564</b>	<b>\$ 181,250</b>	<b>\$ 181,250</b>	<b>\$ 271,650</b>	<b>\$ 90,400</b>

## **LEGAL & JUDICIAL**

### **Purpose**

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

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

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

### **2019 Accomplishments**

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

### **2020 Goals & Objectives**

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

### **Budget Highlights**

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

**2020 Budget**

EXECUTIVE DEPARTMENT – LEGAL & JUDICIAL DIVISION

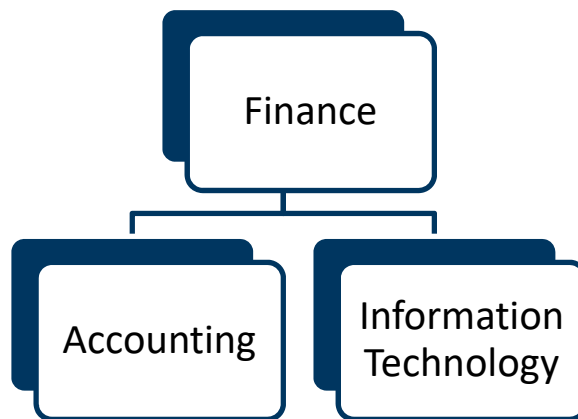
	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	-
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
CITY ATTORNEY	157,226	120,000	120,000	120,000	-
CITY ATTORNEY OTHER SVCS.	22,191	18,000	18,000	18,000	-
CITY ATTY. OTHER SVCS. - LITIGATIONS	87	-	-	-	-
CITY PROSECUTING ATTORNEY	74,235	100,000	100,000	100,000	-
CITY PROSECUTING ATTORNEY - LITIGATIONS	24,720	-	-	-	-
INDIGENT DEFENSE ATTORNEY	110,955	105,000	105,000	105,000	-
CITY ATTORNEY LABOR NEGOTIATIONS	18,601	30,000	30,000	30,000	-
EVERETT DISTRICT COURT	62,928	60,000	60,000	60,000	-
<b>Other services and charges</b>	<b>470,943</b>	<b>433,000</b>	<b>433,000</b>	<b>433,000</b>	-
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Legal &amp; Judicial expenditures</b>	<b>\$ 470,943</b>	<b>\$ 433,000</b>	<b>\$ 433,000</b>	<b>\$ 433,000</b>	<b>\$ -</b>

# FINANCE



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

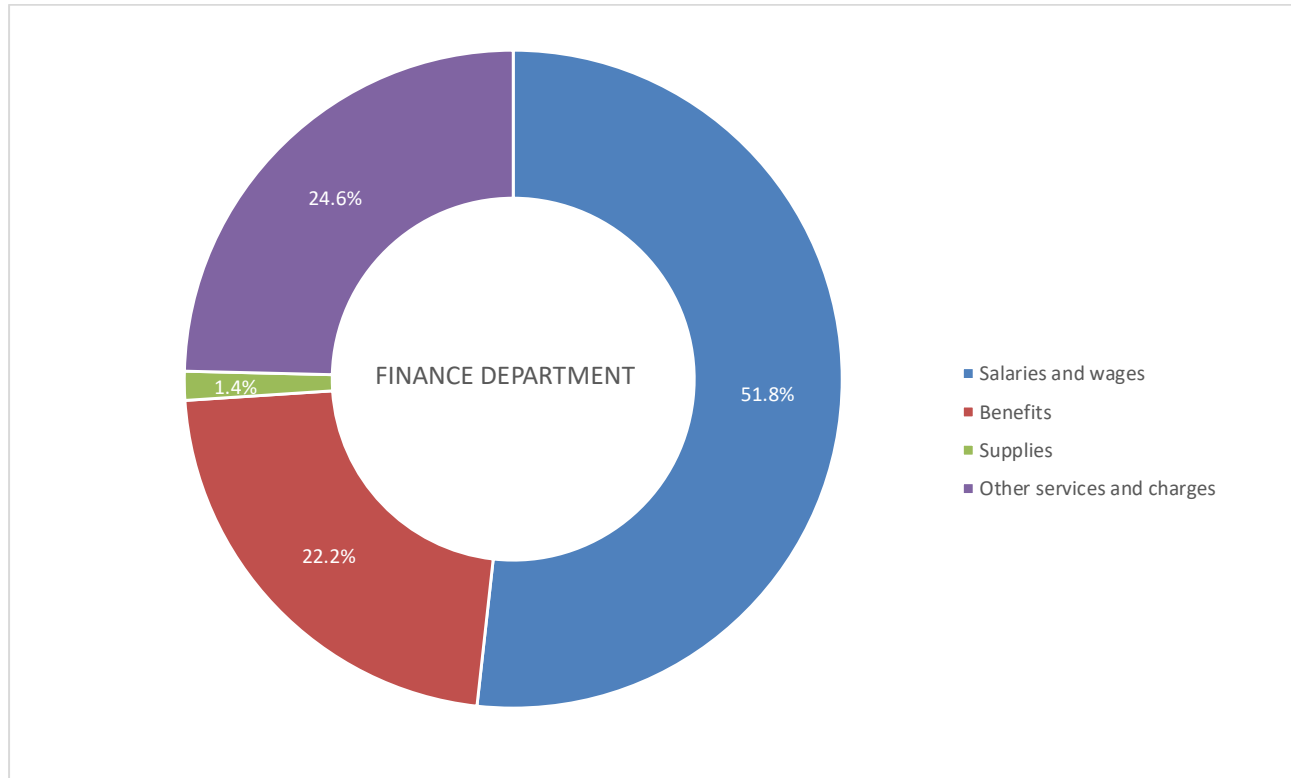
Organization Chart:



Expenditure Summary:

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Accounting	\$ 821,941	\$ 823,550	\$ 815,250	\$ 820,650	(2,900)
Information Technology	382,196	448,300	447,050	451,950	3,650
Total Finance expenditures	<u>\$ 1,204,137</u>	<u>\$ 1,271,850</u>	<u>\$ 1,262,300</u>	<u>\$ 1,272,600</u>	<u>\$ 750</u>

## 2020 Budget



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 600,064	\$ 642,500	\$ 634,500	\$ 658,700	\$ 16,200
Benefits	266,691	277,550	271,250	282,650	5,100
Supplies	15,355	18,050	21,800	18,100	50
Other services and charges	322,027	333,750	334,750	313,200	(20,550)
Intergovernmental services	-	-	-	-	-
Total Finance expenditures	<u>\$ 1,204,137</u>	<u>\$ 1,271,850</u>	<u>\$ 1,262,300</u>	<u>\$ 1,272,650</u>	<u>\$ 800</u>

### Budget Highlights

- There are no new budget items for Finance included in the 2020 budget.

## **ACCOUNTING DIVISION**

### **Purpose:**

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

### **2019 Accomplishments**

- Prepared the 2018 Annual Financial Statements and submitted them to the State Auditor's Office on time
- Completed 2018 Washington State Financial and Accountability Audits
- Fulfilled continuing disclosure requirements
- Updated the Cost Allocation Plan
- Worked with Public Works and other Departments to update the six-year plan for Facility Renewal and Equipment Replacement.

### **2020 Goals & Objectives**

- Prepare and submit the 2019 Annual Financial Statements on time
- Continue to look for ways to utilize existing resources to streamline processes to save time and reduce paper usage
- Evaluate and update financial policies

### **Budget Highlights**

- The 2020 budget for the Accounting Division reflects no change in staffing levels
- No new budget items are included in the requested expenditure



**2020 Budget**

FINANCE DEPARTMENT - ACCOUNTING DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 433,917</b>	<b>\$ 480,500</b>	<b>\$ 474,000</b>	<b>\$ 494,700</b>	<b>\$ 14,200</b>
<b>Benefits</b>	<b>199,191</b>	<b>208,950</b>	<b>203,300</b>	<b>213,050</b>	<b>4,100</b>
OFFICE SUPPLIES	979	2,000	2,500	2,000	-
PURCHASE OF FORMS	420	350	350	350	-
REFERENCE MATERIAL	50	100	100	100	-
MOTOR FUEL	123	100	150	150	50
SMALL ITEMS OF EQUIPMENT	-	-	3,000	-	-
<b>Supplies</b>	<b>1,572</b>	<b>2,550</b>	<b>6,100</b>	<b>2,600</b>	<b>50</b>
OTHER PROFESSIONAL SVCS.	60,130	22,000	22,000	22,000	-
STATE AUDITOR AUDIT	78,744	68,000	75,000	60,600	(7,400)
TELEPHONE	918	900	950	950	50
POSTAGE	2,512	1,500	2,500	2,500	1,000
PAYFLOW PROCESSING FEES	2,314	2,000	2,000	2,000	-
CELL PHONES	441	400	500	500	100
TRAVEL & SUBSISTENCE	2,670	3,000	1,000	3,000	-
ASSOC. DUES & MEMBERSHIPS	742	750	800	750	-
PRINTING AND BINDING	-	-	100	-	-
TRAINING & REGISTRATION	2,863	3,000	2,000	3,000	-
BANKING FEES	35,927	30,000	25,000	15,000	(15,000)
<b>Other services and charges</b>	<b>187,261</b>	<b>131,550</b>	<b>131,850</b>	<b>110,300</b>	<b>(21,250)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Accounting expenditures</b>	<b>\$ 821,941</b>	<b>\$ 823,550</b>	<b>\$ 815,250</b>	<b>\$ 820,650</b>	<b>\$ (2,900)</b>

## INFORMATION TECHNOLOGY DIVISION

### Purpose

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

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

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

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

The IT Division continues to focus upon business continuity and disaster recovery as a primary goal for the City and its infrastructure. Over the course of 2018, the City has continued to explore options area of business continuity and the continuation of services in the face of a catastrophic event. The City has successfully deployed and maintained a disaster recovery site in Eastern Washington, and has continued to take steps to harden the internal infrastructure and its ability to stay viable during a catastrophic event.

### 2019 Accomplishments:

- Continued upgrades to virtualized platforms with the replacement of server and storage infrastructure at City Hall, the Police Department and our backup location in Eastern Washington
- Deployed City-wide Cyber Security training and continued staff education in the area of computer information systems security
- Continued the deployment of Windows 10 operating system across the city devices and SharePoint, deployment of Office 365, and upgrades to servers, workstations, and communication systems

## **2020 Budget**

### **2020 Goals & Objectives**

- Begin the analysis of telephony systems and the replacement of the phone system, which includes the upgrade of network switches across the city infrastructure
- Continue efforts to improve business continuity, disaster preparedness and improvements to the EOC and radio room infrastructure. Council Chamber sound, video and workstation upgrades.
- Continue focus on network security, data integrity and training of staff and end users
- Evaluate departmental and City-wide future IT needs and identify appropriate staffing

### **Budget Highlights**

- No new budget items are included in the requested expenditure
- The 2020 IT Budget continues to operationalize the 6-year IT plan and incorporates a variety of elements that include upgrading, extending or replacing required equipment based upon its useful life; extending the Microsoft Enterprise Agreement which expands the City's server capacity and provides for a seamless transition to Office 365; and a variety of telephony, network and data security initiatives.

**2020 Budget**

FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 166,147</b>	<b>\$ 162,000</b>	<b>\$ 160,500</b>	<b>\$ 164,000</b>	<b>\$ 2,000</b>
<b>Benefits</b>	<b>67,500</b>	<b>68,600</b>	<b>67,950</b>	<b>69,600</b>	<b>1,000</b>
COMPUTER SUPPLIES	2,698	4,000	4,000	4,000	-
REFERENCE MATERIAL	-	-	200	-	-
OPERATING SUPPLIES	874	500	500	500	-
SMALL ITEMS OF EQUIPMENT	10,211	11,000	11,000	11,000	-
<b>Supplies</b>	<b>13,783</b>	<b>15,500</b>	<b>15,700</b>	<b>15,500</b>	<b>-</b>
CONSULTING SERVICES	-	7,000	7,000	7,000	-
OTHER PROFESSIONAL SVCS.	-	-	-	-	-
TELEPHONE	1,034	1,050	1,050	1,050	-
POSTAGE	95	150	150	150	-
ON-LINE CHARGES	8,378	12,500	12,500	12,500	-
CELL PHONE	819	750	1,200	1,200	450
TRAVEL & SUBSISTENCE	1,781	3,000	3,000	3,000	-
FIBER LEASE	13,605	15,000	15,000	15,000	-
COMMUNICATIONS EQUIP M & R	10,524	14,000	14,000	14,000	-
COMPUTER SYSTEM MAINT	23,347	42,000	42,000	42,000	-
SOFTWARE MAINTENANCE	63,785	95,000	95,000	95,000	-
ASSOC. DUES & MEMBERSHIPS	185	250	500	500	250
LICENSES AND SUBSCRIPTIONS	617	-	-	-	-
TRAINING & REGISTRATION	4,350	6,500	6,500	6,500	-
OFFSITE DATA STORAGE	6,246	5,000	5,000	5,000	-
<b>Other services and charges</b>	<b>134,766</b>	<b>202,200</b>	<b>202,900</b>	<b>202,900</b>	<b>700</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Information Technology expenditures</b>	<b>\$ 382,196</b>	<b>\$ 448,300</b>	<b>\$ 447,050</b>	<b>\$ 452,000</b>	<b>\$ 3,700</b>

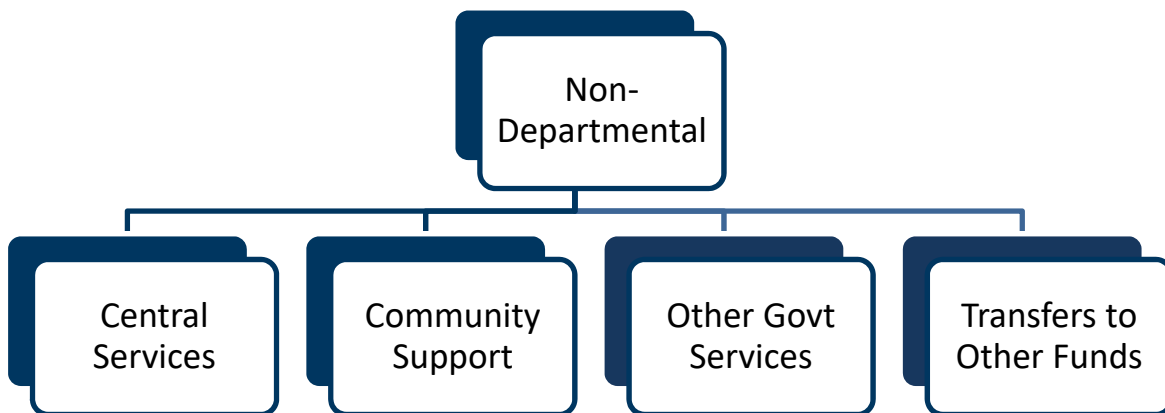
## NON-DEPARTMENTAL

**Purpose:**

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

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

**Organization Chart:**



### Budget Highlights

- No new budget items are included in the requested expenditure

## 2020 Budget

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
L&I	3	-	-	-	-
UNEMPLOYMENT COMP.	40,059	20,000	20,000	20,000	-
INCURRED BUT NOT REPORTED DENTAL CLAIMS	-	-	-	-	-
INCURRED BUT NOT REPORTED VISION CLAIMS	-	-	-	-	-
WORKERS COMPENSATION RETRO PROGRAM	20,710	22,000	22,000	22,000	-
GENERAL EMPLOYEE BENEFITS	(6,898)	-	-	-	-
INNOVATION PROGRAM	3,804	5,000	6,000	5,000	-
COMMUTE TRIP REDUCTION	911	1,000	1,000	2,000	1,000
<b>Benefits</b>	<b>58,589</b>	<b>48,000</b>	<b>49,000</b>	<b>49,000</b>	<b>1,000</b>
PAPER STOCK	1,998	3,000	3,000	3,000	-
OPERATING SUPPLIES	8,927	5,000	5,000	5,000	-
<b>Supplies</b>	<b>10,925</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	-
PUGET SOUND REGION COUNCIL	8,791	8,800	8,800	8,850	50
INTERJURISDICTIONAL HOUSING PROGRAM	1,061	2,150	2,150	2,150	-
ASSOC. DUES & MEMBERSHIP	4,046	8,650	8,650	8,650	-
CONSULTING SERVICES	30,000	-	-	-	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	14,992	10,000	10,000	10,000	-
YOUTH ADVISORY COUNCIL	1,416	1,000	2,000	1,000	-
PUGET SOUND CLEAN AIR AGENCY	18,827	19,000	19,000	19,000	-
ELECTION SERVICES	6,270	20,000	20,000	20,000	-
VOTER REGISTRATION	27,017	30,000	30,000	30,000	-
AWC WELLNESS PROGRAM	4,296	4,200	4,200	4,200	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	643,605	684,550	744,900	707,600	23,050
OTHER PROFESSIONAL SERVICES	-	-	-	-	-
RECORDS SERVICES	-	1,500	1,500	1,500	-
POSTAGE	225	350	300	300	(50)
WEBSITE HOSTING - ARCHIVE	1,636	1,500	1,500	1,500	-
EQUIPMENT REPLACEMENT CHARGES	-	183,694	258,644	430,000	246,306
TRAVEL & SUBSISTENCE	-	-	-	-	-
EMERGENCY SERVICES	26,981	28,400	28,400	30,750	2,350
OFFICE EQUIPMENT RENTAL	10,989	2,400	12,000	12,000	9,600
INSURANCE	294,808	280,000	282,000	282,000	2,000
OFFICE EQUIPMENT R&M	20,464	25,000	17,000	17,000	(8,000)
VEHICLE R&M	140,968	113,250	100,000	100,000	(13,250)
ASSOC WASH CITIES	15,158	15,400	16,000	15,800	400
CITY LETTERHEAD AND ENVELOPES	-	500	500	500	-
TRAINING & REGISTRATION	-	-	-	2,000	2,000
EMERGENCY MGMNT MISC	8,207	7,000	7,000	7,000	-
COBRA DENTAL/VISION CLAIMS	-	-	-	-	-
SNO911 - DISPATCH SERVICES	515,645	436,800	446,900	503,100	66,300
SERS OPERATING ASSESSMENT	55,721	71,600	71,600	-	(71,600)
NEW WORLD	-	-	-	-	-
LARGE ITEM PICKUP	45,323	45,500	45,500	-	(45,500)
COMMUNITY ORGANIZATIONAL SUPPORT	9,986	10,000	10,000	10,000	-
PARKS SPECIAL PROJECTS	9,731	10,000	10,000	10,000	-
PUBLIC HEALTH SERVICES	20,000	21,469	21,469	21,478	9
STATE ALCOHOL PROGRAM FEES PASS THROUGH	5,444	6,000	6,000	6,000	-
LEASEHOLD EXCISE TAX FOR CHAMBER OF COMM	17,380	-	1,800	2,750	2,750
<b>Other services and charges</b>	<b>1,958,987</b>	<b>2,048,713</b>	<b>2,187,813</b>	<b>2,265,128</b>	<b>216,415</b>
<b>Intergovernmental services</b>	-	-	-	-	-
TRANSFER TO TECH REP FUND	100,525	130,000	130,000	60,000	(70,000)
TRANS TO EMS FUND	-	113,337	44,082	-	(113,337)
TRANSFER TO STREET FUND	186,500	256,050	256,050	238,375	(17,675)
TRANSFER TO REET II FUND	500,000	-	-	-	-
TRANSFER TO CITY RES FUND	-	-	-	-	-
TRANSFER TO COMMUNITY CENTER FUND	100,347	173,600	216,810	-	(173,600)
TRANSFER TO FACILITY RENEWAL FUND	40,000	40,000	40,000	190,000	150,000
TRANSFER TO LEOFF I RESERVE FUND	20,000	10,000	10,000	-	(10,000)
TRANSFER TO TRANSP BENEFIT DISTRICT	110,000	-	-	-	-
<b>Transfers-out</b>	<b>1,057,372</b>	<b>722,987</b>	<b>696,942</b>	<b>488,375</b>	<b>(234,612)</b>
<b>Total Other Government Services expenditures</b>	<b>\$ 3,085,873</b>	<b>\$ 2,827,700</b>	<b>\$ 2,941,755</b>	<b>\$ 2,810,503</b>	<b>\$ 217,415</b>

## TRANSFERS TO OTHER FUNDS

**Purpose:**

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

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

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

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

	<u>Transferring Fund</u>	
	<u>General</u>	
Streets	238,375	
Technology Replacement	60,000	
Facility Renewal	190,000	
<b>TOTAL OUTGOING TRANSFERS</b>	<b>\$ 488,375</b>	

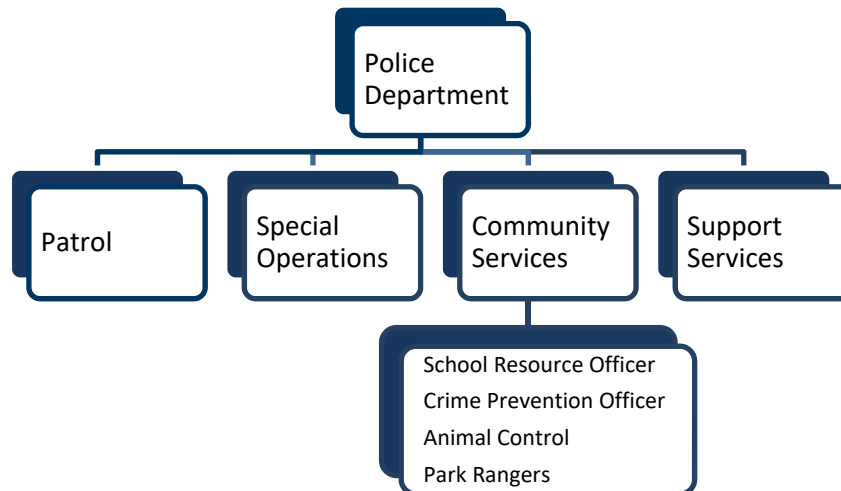
# POLICE



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

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

Organization Chart:

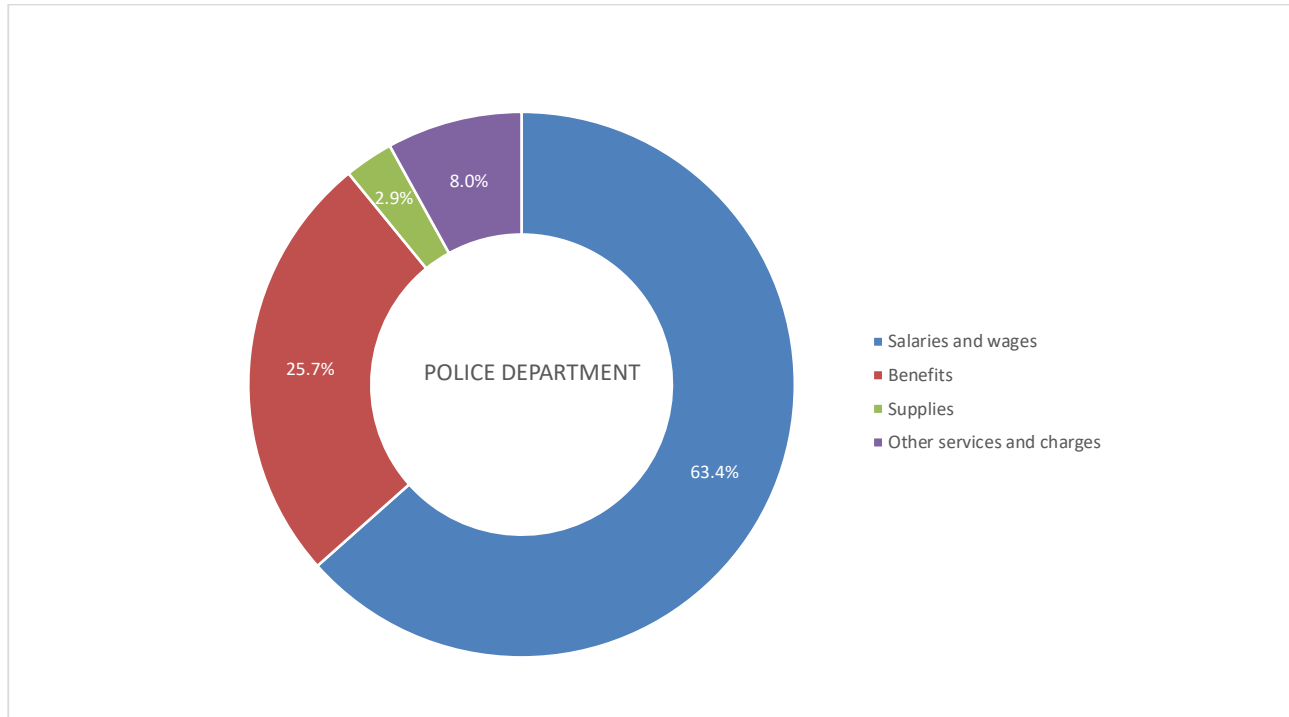


Expenditure Summary:

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Administration	\$ 1,165,737	\$ 1,250,900	\$ 1,270,950	\$ 1,307,300	56,400
Patrol	2,820,058	2,867,500	2,804,100	2,886,000	18,500
Special Operations	620,201	708,650	772,150	792,200	83,550
Crime Prevention	152,232	152,300	154,400	157,100	4,800
Rangers	201,408	253,000	253,000	275,550	22,550
Training	102,136	109,000	111,250	109,000	-
Total Police expenditures	\$ 5,061,772	\$ 5,341,350	\$ 5,365,850	\$ 5,527,150	\$ 185,800



## 2020 Budget



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 3,320,710	\$ 3,438,350	\$ 3,379,000	\$ 3,505,750	\$ 67,400
Benefits	1,240,647	1,314,600	1,378,000	1,418,200	103,600
Supplies	189,480	175,650	188,550	160,100	(15,550)
Other services and charges	310,935	412,750	420,300	443,100	30,350
Intergovernmental services	-	-	-	-	-
Total Police expenditures	<u>\$ 5,061,772</u>	<u>\$ 5,341,350</u>	<u>\$ 5,365,850</u>	<u>\$ 5,527,150</u>	<u>\$ 185,800</u>

### Budget Highlights

- The 2020 budget for the Police Department maintains the existing staffing levels

## **ADMINISTRATION AND SUPPORT SERVICES DIVISION**

### **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 inter local services agreements for jail fees, animal control, Narcotics Task Force and SWAT.

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 provides services for victims of Domestic Violence crimes.

### **2019 Accomplishments**

- Implemented a wellness and resiliency program for all police staff
- Recruited and trained three new police officers
- Conducted internal audits of the evidence and records division
- Increase the service hours for the Domestic Violence Coordinator to assist more crime victims
- Continued purging records that are beyond retention requirements
- Installed and implemented the live scan digital fingerprint system
- Completed inventory and processing of all sexual assault kits as mandated by recent state law to be sent to the Washington State Patrol crime lab

### **2020 Goals & Objectives**

- Enhance and build on the departmental wellness and resiliency program for police staff
- Conduct internal audits of the evidence and records division
- Continue purging records that are beyond retention requirements
- Increase staff training on records and case management
- Be able to process all background checks for semi-automatic rifles per new state law

### **Budget Highlights**

- The 2020 budget for the Administration and Support Services Division reflects no change in staffing levels.

**2020 Budget**

POLICE DEPARTMENT – ADMINISTRATION & SUPPORT DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 656,936</b>	<b>\$ 681,150</b>	<b>\$ 686,150</b>	<b>\$ 715,450</b>	<b>\$ 34,300</b>
<b>Benefits</b>	<b>268,182</b>	<b>271,500</b>	<b>285,750</b>	<b>294,200</b>	<b>22,700</b>
OFFICE SUPPLIES	10,217	12,000	12,000	12,000	-
CLOTHING/BOOTS	1,953	3,500	3,500	1,750	(1,750)
MOTOR FUEL	3,258	6,000	6,000	6,000	-
SMALL ITEMS OF EQUIPMENT	987	6,000	6,000	6,000	-
<b>Supplies</b>	<b>16,415</b>	<b>27,500</b>	<b>27,500</b>	<b>25,750</b>	<b>(1,750)</b>
OTHER PROFESSIONAL SVCS.	15,632	26,050	26,050	17,200	(8,850)
TELEPHONE	22,450	22,000	22,800	23,000	1,000
POSTAGE	2,154	2,000	2,000	2,000	-
NEW WORLD PROJECT CONNECTIVITY	8,193	8,000	8,000	8,000	-
CELL PHONES	12,351	12,500	12,500	12,500	-
TRAVEL & SUBSISTENCE	901	1,500	1,000	1,000	(500)
MEALS	748	-	500	500	500
JAIL CONTRACT	131,454	150,000	150,000	150,000	-
ANIMAL SHELTER FEES	9,114	14,000	14,000	14,000	-
OFFICE EQUIPMENT RENTAL	593	900	900	900	-
EQUIPMENT R&M	792	2,000	2,000	2,000	-
COMPUTER SYSTEM MAINTENANCE	695	800	800	800	-
ASSOC. DUES & MEMBERSHIPS	726	2,000	2,000	2,000	-
LICENSES & SUBSCRIPTIONS	-	-	-	9,000	9,000
PRINTING AND BINDING	1,764	2,000	2,000	2,000	-
DOMESTIC VIOLENCE SERVICES	9,773	20,000	20,000	20,000	-
CONCEALED PISTOL LICENSE	6,864	7,000	7,000	7,000	-
<b>Other services and charges</b>	<b>224,204</b>	<b>270,750</b>	<b>271,550</b>	<b>271,900</b>	<b>1,150</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration expenditures</b>	<b>\$ 1,165,737</b>	<b>\$ 1,250,900</b>	<b>\$ 1,270,950</b>	<b>\$ 1,307,300</b>	<b>\$ 56,400</b>

## **CRIME PREVENTION DIVISION**

**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.

### **2019 Accomplishments**

- Continued building the volunteer program. Currently have 28 active volunteers and three police chaplains. Volunteers have expanded their roles assisting with traffic monitoring/calming and assisting with the Mukilteo Farmer's Market.
- Held Mukilteo's second Youth Academy and graduated 17 teens from the program. The academy presented teen specific issues as well as exposing the youth to various public safety career fields.
- Crime Prevention Workshops: held two workshops for the general public covering topics such as resident safety and crime analysis.
- Conducted multiple residential security surveys.
- Youth and schools outreach:
  - Continued partnerships with local schools presenting at Veterans' Day and Martin Luther King civil rights assemblies, the mock DUI car crash and special presentations to student groups.
  - Provided numerous tours of the police station to local Cub, Boy and Girl Scout groups.
  - Conducted two student panels and the both the community college and high school levels discussing law enforcement career goals.
- Block Watch Program: developed two new block watch groups, bringing the total to 49 block watch groups in the city. Also attended numerous homeowners' association meetings to present on topics such as identify theft, vehicle prowls, and burglary prevention.
- Citizens Police Academy: Held one academy class with 17 participants.
- National Night Out: Over 1500 attendees joined the department in bringing the community together to focus on crime prevention, community partnerships, unity and cultural diversity and we "dunked crime".
- Currently training with the Snohomish County Dept. of Emergency Management PIOs to be part of Joint Information Center PIO group.

## **2020 Budget**

### **2020 Goals & Objectives**

- Continue building a strong Police Volunteer Program and promote an active role from volunteers through assigned responsibilities. Increase the volunteers to 30 active volunteers and five police chaplains.
- Hold National Night-Out Against Crime Event, at least one Citizens' Police Academy, community outreach events involving Gun Safety, Drug Awareness, Teen Issues, Identity Theft, and other community concerns, and conduct a third Mukilteo Youth Police Academy.
- Host at least two "Coffee with a Cop" outreach events.
- Conduct two elementary school level youth specific events.
- Expand the Block Watch program throughout the city; continue to meet with and support the Block Watch groups to address crime trends and neighborhood safety.

### **Budget Highlights**

- The 2020 budget for the Crime Prevention Division reflects no change in staffing levels.
- No new budget items are included in the requested expenditure.

**2020 Budget**

POLICE DEPARTMENT – CRIME PREVENTION DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 99,356</b>	<b>\$ 99,650</b>	<b>\$ 101,300</b>	<b>\$ 103,500</b>	<b>\$ 3,850</b>
<b>Benefits</b>	<b>30,198</b>	<b>32,150</b>	<b>32,200</b>	<b>33,100</b>	<b>950</b>
OFFICE SUPPLIES	5,120	5,000	5,000	5,000	-
CLOTHING/BOOTS	2,371	2,000	2,000	1,500	(500)
MOTOR FUEL	2,338	2,000	2,400	2,500	500
<b>Supplies</b>	<b>9,829</b>	<b>9,000</b>	<b>9,400</b>	<b>9,000</b>	<b>-</b>
PUBLIC AFFAIRS & COMMUNITY OUTREACH	10,416	9,000	9,000	9,000	-
TRAVEL & SUBSISTENCE	99	1,500	1,000	1,000	(500)
MEALS	1,866	-	500	500	500
PRINTING AND BINDING	468	1,000	1,000	1,000	-
<b>Other services and charges</b>	<b>12,849</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Crime Prevention expenditures</b>	<b>\$ 152,232</b>	<b>\$ 152,300</b>	<b>\$ 154,400</b>	<b>\$ 157,100</b>	<b>\$ 4,800</b>

## PATROL DIVISION

### Purpose:

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

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

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

### 2019 Accomplishments

- The Patrol Division was successfully restructured to include a Power Shift. The Power Shift bolstered coverage and services during peak activity periods.
- The Patrol Division added a Motor Officer position. This position was created to provide traffic enforcement, education, and outreach. The Motor Officer completed specialized on motorcycle operations for patrol over the summer, and is now able to deploy on a police motor cycle as well as a patrol vehicle.
- By the end of the year, the division will have field trained 4 new academy graduates, 1 Lateral Officer and mentored 3 new Corporals.
- Enhanced critical skill sets by completing department wide defensive tactics, firearms, less-lethal tactics and de-escalation training.
- One Officer contributed over 200 hours with the U.S. Marshal's Violent Offender Task Force (VOTF).
- Two members of the division filled specialized roles on the North Sound Metro SWAT Team. One continued his role as a tactical team member and earned an assignment as Squad Leader. The other officer was selected to be a member of the Hostage Negotiation Team. Together, they provided enhanced services to the City and supported partner agencies by responding to SWAT callouts.
- The Patrol Division, in partnership with Special Operations, shut down 2 significant crime hot spots through proactive enforcement and planned operations.
- Fully implemented the computer-based policy manual and conducted policy updates and refresher training.

### 2020 Goals & Objectives

- Enhance existing skill sets by conducting squad and division level active shooter response training.
- Expand critical incident management skill sets by conducting tabletop exercises and Incident Command training for patrol supervisors.
- Conduct multiple training sessions on de-escalation, control and less-lethal techniques and tactics.
- Enhance operational effectiveness by training Corporals on crime trend analysis.
- Conduct targeted patrols to prevent burglaries, vehicle prowls, package thefts and address other community problems.
- Train one new/lateral officer.

**2020 Budget**

POLICE DEPARTMENT – PATROL DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 1,988,095</b>	<b>\$ 2,000,500</b>	<b>\$ 1,904,600</b>	<b>\$ 1,990,050</b>	<b>\$ (10,450)</b>
<b>Benefits</b>	<b>726,116</b>	<b>773,000</b>	<b>794,000</b>	<b>814,450</b>	<b>41,450</b>
OPERATING SUPPLIES	499	-	1,500	5,000	5,000
CLOTHING/BOOTS	33,580	20,000	30,000	3,000	(17,000)
MOTOR FUEL	39,026	35,000	35,000	35,000	-
SMALL ITEMS OF EQUIPMENT	19,584	20,500	20,500	20,000	(500)
<b>Supplies</b>	<b>92,689</b>	<b>75,500</b>	<b>87,000</b>	<b>63,000</b>	<b>(12,500)</b>
TRAVEL & SUBSISTENCE	393	1,500	750	750	(750)
MEALS	770	-	750	750	750
EQUIPMENT R&M	10,190	15,000	15,000	15,000	-
LAUNDRY SERVICES	1,805	2,000	2,000	2,000	-
<b>Other services and charges</b>	<b>13,158</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Patrol expenditures</b>	<b>\$ 2,820,058</b>	<b>\$ 2,867,500</b>	<b>\$ 2,804,100</b>	<b>\$ 2,886,000</b>	<b>\$ 18,500</b>



## SPECIAL OPERATIONS DIVISION

### 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, conducts threat assessments, facilitates the extradition of suspects back to Snohomish County and conducts background checks on prospective department members.

### 2019 Accomplishments

- Continued participation in Regional Police Intelligence (RIG) Group
- Two detectives continue to participate on the Snohomish Multi Agency Response Team (SMART)
- Two detectives continue to participate on the Interagency Child Abduction Response Team (ICART)
- In partnership with the School Resource Officer we have conducted several threat assessments on students who have made threats of school violence.
- Conducted seven proactive operations targeting drug locations and nuisance homes.
- Conducted operations focusing on mail and package thefts.
- Increased training and awareness on Complex Coordinated Terrorist Attacks, De-escalation, Active Shooter Response, Child Investigations, Homicide Investigations and Crime Scene Analysis.
- Presented training to the patrol division in the form of Search and Seizure, Search Warrant Training, Vehicle Assaults, Undercover Operations and Latent Prints.
- While working with the US Marshals arrested four homicide suspects within Snohomish County and participated in a county wide Gang Sweep and Sexual Offender Sweep.
- Detectives responded on their time off to 26 call-outs and 54 phone calls for investigative assistance to the patrol division.

### 2020 Goals & Objectives

- Continue participation in RIG, SMART, US Marshals and ICART Teams.
- Continue to develop patrol with specialized training.
- Increased participation with Snohomish County Property Crimes Task Force.
- Conduct in-house monthly training for investigators.
- Enhance intelligence gathering and threat assessment capabilities.
- Increase participation with GIS.

**2020 Budget**

POLICE DEPARTMENT – SPECIAL OPERATIONS DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 442,557</b>	<b>\$ 510,450</b>	<b>\$ 540,350</b>	<b>\$ 551,100</b>	<b>\$ 40,650</b>
<b>Benefits</b>	<b>160,288</b>	<b>179,200</b>	<b>207,300</b>	<b>217,750</b>	<b>38,550</b>
OPERATING SUPPLIES	316	-	-	-	-
CLOTHING/BOOTS	1,382	2,000	1,500	350	(1,650)
MOTOR FUEL	6,911	5,000	6,500	6,500	1,500
SMALL ITEMS OF EQUIPMENT	1,119	-	-	-	-
<b>Supplies</b>	<b>9,728</b>	<b>7,000</b>	<b>8,000</b>	<b>6,850</b>	<b>(150)</b>
OTHER CONTRACTUAL	-	-	-	-	-
TRAVEL & SUBSISTENCE	883	2,000	1,500	1,500	(500)
MEALS	1,111	-	500	500	500
LICENSES & SUBSCRIPTIONS	-	-	4,500	4,500	4,500
EQUIPMENT R&M	37	-	-	-	-
INVESTIGATION COSTS	5,597	10,000	10,000	10,000	-
<b>Other services and charges</b>	<b>7,628</b>	<b>12,000</b>	<b>16,500</b>	<b>16,500</b>	<b>4,500</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Special Operations expenditures</b>	<b>\$ 620,201</b>	<b>\$ 708,650</b>	<b>\$ 772,150</b>	<b>\$ 792,200</b>	<b>\$ 83,550</b>

## **TRAINING DIVISION**

### **Purpose:**

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

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

### **2019 Accomplishments**

- Successfully met all RCW training hour requirements for commissioned staff per Criminal Justice Training Commission standards
- Conducted dynamic Defense Tactics training for all commissioned personnel to include policy mandated impact weapon and OC refresher and two firearms qualification/training sessions
- Re-certified each member on the Taser CEW device
- Facilitated policy review on critical policies.
- Coordinated scenario-based training using simunitions.
- Formed a Training Committee to conduct annual assessments of the training needs of the department
- Developed a training plan for each officer for individual career progression and development
- Assisted with the onboarding and training of five new police officers
- Helped implement the Supervisor Field Training program
- Hosted a Field Training Officer Academy which was open to neighboring agencies, resulting in certification of three new department FTOs
- Hosted a WSP fingerprinting class that was also open to neighboring agencies

### **2020 Goals & Objectives**

- Assure all training required by law and policy is achieved
- Continue to provide training on crisis intervention and other de-escalation concepts so officers are better prepared to deal with increasing number of mental health contacts
- Continue developing staff members for their respective roles in the organization and prepare them for future roles and potential promotions
- Develop a series of table top exercises to enhance critical incident management skills for supervisors
- Develop the Defensive Tactics instructor cadre through a formalized training program
- Train an additional Taser instructor
- Train an additional EVOC instructor
- Train two additional Range Safety Officers
- Train one additional firearms instructor

### **Budget Highlights**

- The 2020 budget for the Training Division reflects no change in staffing levels.

**2020 Budget**

POLICE DEPARTMENT – TRAINING DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 27,960</b>	<b>\$ 30,600</b>	<b>\$ 30,600</b>	<b>\$ 30,600</b>	<b>\$ -</b>
<b>Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
AMMUNITION	17,250	30,400	30,400	30,400	-
SMALL ITEMS OF EQUIPMENT	25,795	2,000	2,000	2,000	-
<b>Supplies</b>	<b>43,045</b>	<b>32,400</b>	<b>32,400</b>	<b>32,400</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	7,107	22,000	22,000	22,000	-
TRAVEL & SUBSISTENCE	6,938	4,500	5,500	3,500	(1,000)
MEALS	819	-	1,250	1,000	1,000
TRAINING & REGISTRATION	16,267	19,500	19,500	19,500	-
<b>Other services and charges</b>	<b>31,131</b>	<b>46,000</b>	<b>48,250</b>	<b>46,000</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Training expenditures</b>	<b>\$ 102,136</b>	<b>\$ 109,000</b>	<b>\$ 111,250</b>	<b>\$ 109,000</b>	<b>\$ -</b>

# FIRE



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

The Fire Chief is the administrative head of the department. In 2019, the authorized strength increased from 29 to 30 with the addition of battalion chief positions in July. Personnel respond from two stations, Station 24 in Old Town and Station 25 in Harbour Pointe. Each station has three personnel on duty around the clock. These personnel staff a fire engine or an ambulance, depending on the emergency. Station 25 also houses the Battalion Chief. In addition to the Fire Chief, 2020 administrative staff positions include a Fire Marshal and a Senior Administrative Assistant.

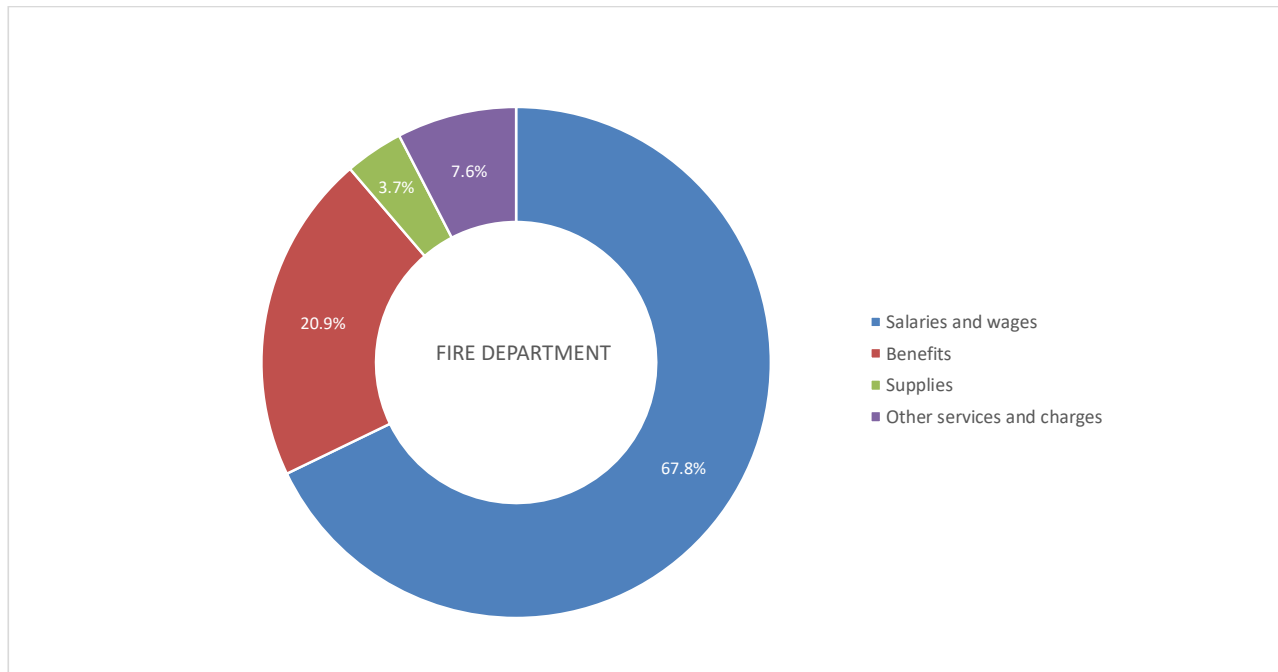
Organization Chart:



Expenditure Summary:

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Administration	\$ 291,613	\$ 321,750	\$ 269,275	\$ 271,550	(50,200)
Operations	1,495,720	1,608,350	1,650,882	1,493,900	(114,450)
Prevention	20,426	13,350	8,150	15,250	1,900
Training	114,986	113,450	67,375	46,050	(67,400)
EMS	2,531,135	2,717,337	2,765,887	3,020,250	302,913
Total Fire and EMS expenditures	\$ 4,453,880	\$ 4,774,237	\$ 4,761,569	\$ 4,847,000	\$ 72,763

## 2020 Budget



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 2,941,024	\$ 3,085,650	\$ 3,178,950	\$ 3,247,200	\$ 161,550
Benefits	930,050	950,650	947,800	998,450	47,800
Supplies	196,073	219,750	155,525	177,850	(41,900)
Other services and charges	386,733	518,187	479,294	363,500	(154,687)
Intergovernmental services	-	-	-	-	-
Total Fire expenditures	<u>\$ 4,453,880</u>	<u>\$ 4,774,237</u>	<u>\$ 4,761,569</u>	<u>\$ 4,787,000</u>	<u>\$ 12,763</u>

### Budget Highlights

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

## ADMINISTRATION

### Purpose

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

### 2019 Accomplishments

- Honored the department's history while making changes in the physical environment, ourselves and operations to prepare the department for the future.
  - Continued to support opportunities for regional and national education and training opportunities for all personnel.
- Worked with City Council on strategic matters for the department.
  - Battalion chief deployment.
  - Transition from inter-local agreements to local medical services supervision.
- Continued WAC 296-305 Safety Standards for Firefighters compliance efforts.
  - Worked towards the adoption of updated policies and procedures.
  - Re-examined station environments for opportunities to improve safety.
- Continued to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
  - Continued work with Snohomish County to develop regional emergency operations centers.
  - Continued Emergency Management and Emergency Operations Center training and education opportunities for elected officials and staff.
- Agreement signed for fire fighter physicals consistent with NFPA 1500.

### 2020 Goals & Objectives

- Honor the department's history while making changes in the physical environment, ourselves and operations to prepare the department for the future.
  - Continued to support opportunities for regional and national education and training opportunities for all personnel.
- Work with City Council on strategic matters for the department.
  - EMS Levy re-authorization.
- Continue WAC 296-305 Safety Standards for Firefighters compliance efforts by finalizing the adoption of updated policies and procedures.
- Continue to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
  - Continue Emergency Management and Emergency Operations Center training and education opportunities for elected officials and staff.
- Monitor inter-local agreements (ILAs) to ensure service to the city.

### Budget Highlights

- The 2020 budget for this division reflects a reduction of one position, the Assistant Fire Chief.

**2020 Budget**

FIRE DEPARTMENT – ADMINISTRATION DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 189,140</b>	<b>\$ 213,500</b>	<b>\$ 173,000</b>	<b>\$ 175,300</b>	<b>\$ (38,200)</b>
<b>Benefits</b>	<b>60,642</b>	<b>69,000</b>	<b>59,550</b>	<b>60,200</b>	<b>(8,800)</b>
OFFICE SUPPLIES	1,509	1,400	500	1,400	-
PURCHASE OF FORMS	439	300	75	150	(150)
SUPPLIES - ADMINISTRATION	744	1,500	250	1,000	(500)
CLOTHING/BOOTS	1,009	2,000	200	1,250	(750)
MOTOR FUEL	3,274	4,500	3,000	3,000	(1,500)
SMALL ITEMS OF EQUIPMENT	485	800	-	500	(300)
<b>Supplies</b>	<b>7,460</b>	<b>10,500</b>	<b>4,025</b>	<b>7,300</b>	<b>(3,200)</b>
OTHER PROFESSIONAL SVCS.	29,214	23,000	19,500	18,000	(5,000)
TELEPHONE	1,391	1,400	1,500	1,400	-
POSTAGE	217	200	200	200	-
CELL PHONE	1,476	1,450	1,000	1,450	-
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	1,692	2,000	6,900	2,000	-
LICENSES AND SUBSCRIPTIONS			3,125	5,000	5,000
LAUNDRY SERVICES	381	700	75	700	-
PRINTING & BINDING	-	-	400	-	-
<b>Other services and charges</b>	<b>34,371</b>	<b>28,750</b>	<b>32,700</b>	<b>28,750</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration expenditures</b>	<b>\$ 291,613</b>	<b>\$ 321,750</b>	<b>\$ 269,275</b>	<b>\$ 271,550</b>	<b>\$ (50,200)</b>



## **OPERATIONS**

**Purpose:**

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

### **2019 Accomplishments**

- Supported opportunities to work with regional teams.
  - Facilitate operational and response opportunities for personnel participating in regional technical rescue and incident management teams.
- Reduced preventable injury rates.
  - Provide cancer-prevention education to personnel and implementation of decontamination kits on all apparatus.

### **2020 Goals & Objectives**

- Improve the department's ability to respond to fire and medical emergencies safely and effectively.
  - Analyze response time measurement methodologies, determine process hindrances in turn-out time, and implement recommendations to reduce response times.
  - Analyze response maps for needed improvements, work with GIS to incorporate improvements, and verify each address within the city to improve response capability.
- Reduce preventable injury rates.
  - Perform analysis of preventable injuries, identify tools and resources to reduce these injuries and initiate the procurement process.
- Support opportunities to work with regional teams.
  - Facilitate operational and response opportunities for personnel participating in regional technical rescue and incident management teams.

### **Budget Highlights**

- The 2020 budget for this division reflects the addition of three Battalion Chief positions.
- The budget for the ladder truck and incident command inter-local agreement has been removed.
- The budget includes no new budget items.

**2020 Budget**

**FIRE DEPARTMENT – OPERATIONS DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 1,047,806</b>	<b>\$ 969,650</b>	<b>\$ 1,071,400</b>	<b>\$ 1,064,950</b>	<b>\$ 95,300</b>
<b>Benefits</b>	<b>333,883</b>	<b>313,950</b>	<b>316,250</b>	<b>338,850</b>	<b>24,900</b>
OFFICE SUPPLIES	494	700	550	600	(100)
SUPPLIES - FIRE SUPPRESSION	18,517	10,000	22,350	11,000	1,000
CLOTHING/BOOTS	6,071	20,000	4,550	1,000	(19,000)
MOTOR FUEL	5,995	5,500	5,000	5,500	-
SMALL ITEMS OF EQUIPMENT	54,875	50,000	45,350	50,000	-
<b>Supplies</b>	<b>85,952</b>	<b>86,200</b>	<b>77,800</b>	<b>68,100</b>	<b>(18,100)</b>
PROFESSIONAL SERVICES	12,480	7,500	6,800	5,300	(2,200)
TELEPHONE	2,318	2,300	2,750	2,400	100
NEW WORLD PROJECT CONNECTIVITY	2,372	2,000	2,050	2,000	-
CELL PHONES & PAGERS	4,145	3,000	3,400	3,600	600
MEALS	-	-	-	-	-
EQUIPMENT R&M	6,764	6,500	5,450	6,500	-
FIRE DISTRICT 1 ILA FOR LADDER TRUCK SVC	-	217,250	162,032	-	(217,250)
HAZARDOUS WASTE DISPOSAL	-	-	100	-	-
LICENSES AND SUBSCRIPTIONS	-	-	2,850	2,200	2,200
<b>Other services and charges</b>	<b>28,079</b>	<b>238,550</b>	<b>185,432</b>	<b>22,000</b>	<b>(216,550)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operations expenditures</b>	<b>\$ 1,495,720</b>	<b>\$ 1,608,350</b>	<b>\$ 1,650,882</b>	<b>\$ 1,493,900</b>	<b>\$ (114,450)</b>

## **TRAINING**

### **Purpose:**

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

### **2019 Accomplishments**

- Updated internal training programs.
  - Improved live fire training operations through multicompany exercises with regional partners.
  - Implementation of the captain and acting captain program, including initial education and qualification requirements as well as the continuing education program.
  - Implemented new software to track training.
- Provided external training opportunities.
  - Increased participation in regional training to enhance training opportunities.
  - Continued support of a regional training consortium to facilitate operational and training standardization with neighboring jurisdictions.

### **2020 Goals & Objectives**

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

### **Budget Highlights**

- The 2020 budget for this division reflects a reduction of one position, the training captain.
- The budget includes no new budget items.

**2020 Budget**

FIRE DEPARTMENT – TRAINING DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 51,953</b>	<b>\$ 52,900</b>	<b>\$ 29,750</b>	<b>\$ -</b>	<b>\$ (52,900)</b>
<b>Benefits</b>	<b>16,934</b>	<b>14,000</b>	<b>7,550</b>	<b>-</b>	<b>(14,000)</b>
OFFICE SUPPLIES	291	350	300	350	-
REFERENCE MATERIAL	1,303	1,500	175	1,500	-
SUPPLIES - TRAINING	2,603	1,300	650	1,300	-
CLOTHING/BOOTS	-	850	300	350	(500)
SMALL ITEMS OF EQUIPMENT	2,628	1,000	150	1,000	-
<b>Supplies</b>	<b>6,825</b>	<b>5,000</b>	<b>1,575</b>	<b>4,500</b>	<b>(500)</b>
OTHER PROFESSIONAL SVCS.	10,430	6,500	-	3,300	(3,200)
TELEPHONE	309	300	400	300	-
CELL PHONE	725	600	350	600	-
TRAVEL & SUBSISTENCE	6,668	11,600	7,200	8,000	(3,600)
MEALS	1,717	-	3,500	3,600	3,600
ASSOC. DUES & MEMBERSHIPS	200	300	2,750	300	-
LICENSES AND SUBSCRIPTIONS	-	-	3,200	3,200	3,200
TRAINING & REGISTRATION	19,225	22,250	11,100	22,250	-
<b>Other services and charges</b>	<b>39,274</b>	<b>41,550</b>	<b>28,500</b>	<b>41,550</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Training expenditures</b>	<b>\$ 114,986</b>	<b>\$ 113,450</b>	<b>\$ 67,375</b>	<b>\$ 46,050</b>	<b>\$ (67,400)</b>

## **PREVENTION**

### **Purpose:**

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

### **2019 Accomplishments**

- Reduced the risk of fire in commercial structures.
  - Facilitate marking all fire department connections, “Fire Control Rooms”, and any pertinent doors, areas, and devices with the appropriate signage to assist responding local and out of area crews with timely identification.
  - Implemented new inspection software to track violations, code compliance, and fire risk analysis.
- Raised the department’s visibility to the community through a robust public education program including fire safety, injury prevention, and disaster resilience.
  - Provided fire safety education and rig tours to all 2nd Grade Elementary School classes in Mukilteo.
  - Continued participation in Touch-a-Truck, National Night Out, and Boo Bash.
  - Increased use of banner poles for public safety messaging, both in front of the fire stations and key locations on Mukilteo Speedway.

### **2020 Goals & Objectives**

- Reduce the risk of fire in commercial structures.
  - Continue Pre-Plan development of high-risk structures and occupancies.
  - Implement new inspection software to track violations, code compliance, and fire risk analysis.
  - Complete ICC Fire Plans Examiner certification.
- Raise the department’s visibility to the community through a robust public education program including fire safety, injury prevention, and disaster resilience.
  - Provide fire safety education and rig tours to all 2nd Grade Elementary School classes in Mukilteo.
  - Continue outreach efforts with daycares and other community groups.
  - Continue participation in Touch-a-Truck, National Night Out, and Boo Bash.

### **Budget Highlights**

- The budget includes no new budget items.

**2020 Budget**

FIRE DEPARTMENT – PREVENTION DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
OFFICE SUPPLIES	464	800	50	700	(100)
REFERENCE MATERIAL	-	500	-	400	(100)
SUPPLIES - FIRE PREVENTION	4,809	3,800	2,000	4,000	200
CLOTHING/BOOTS	545	800	150	600	(200)
MOTOR FUEL	620	1,000	200	750	(250)
SMALL ITEMS OF EQUIPMENT	-	400	-	400	-
<b>Supplies</b>	<b>6,438</b>	<b>7,300</b>	<b>2,400</b>	<b>6,850</b>	<b>(450)</b>
OTHER PROFESSIONAL SVCS.	12,885	5,000	5,000	2,800	(2,200)
TELEPHONE	309	350	200	350	-
CELL PHONE	699	700	25	700	-
EQUIPMENT R&M	-	-	250	-	-
ASSOC. DUES & MEMBERSHIPS	95	-	100	150	150
LICENSES AND SUBSCRIPTIONS	-	-	-	2,200	2,200
PRINTING & BINDING	-	-	175	2,200	2,200
<b>Other services and charges</b>	<b>13,988</b>	<b>6,050</b>	<b>5,750</b>	<b>8,400</b>	<b>2,350</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Prevention expenditures</b>	<b>\$ 20,426</b>	<b>\$ 13,350</b>	<b>\$ 8,150</b>	<b>\$ 15,250</b>	<b>\$ 1,900</b>

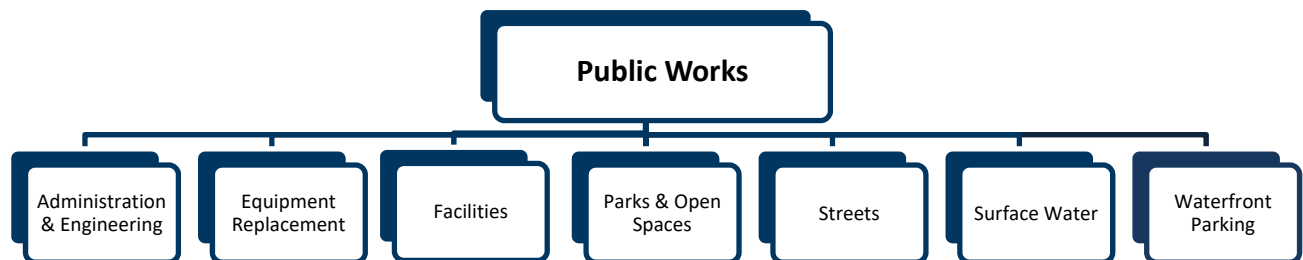
# PUBLIC WORKS



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

- 67 centerline miles of City streets and State highways, 45 miles of sidewalks, 6.8 miles of bike lanes
- Two traffic signals and 27 school zone flashers and 26 rectangular rapid flashing beacons (RRFB's), and 12 radar speed signs, and 2 temporary radar speed signs.
- 55 miles of storm drains, 6.5 miles of ditches, 4842 catch basins and 120 public detention and water quality facilities
- 620 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire
- 23 municipal buildings
- 1,486 Street lights (City owned: 310; PUD owned: 1,176) The City monitors the operation of all street lights, regardless of ownership (PUD or City)

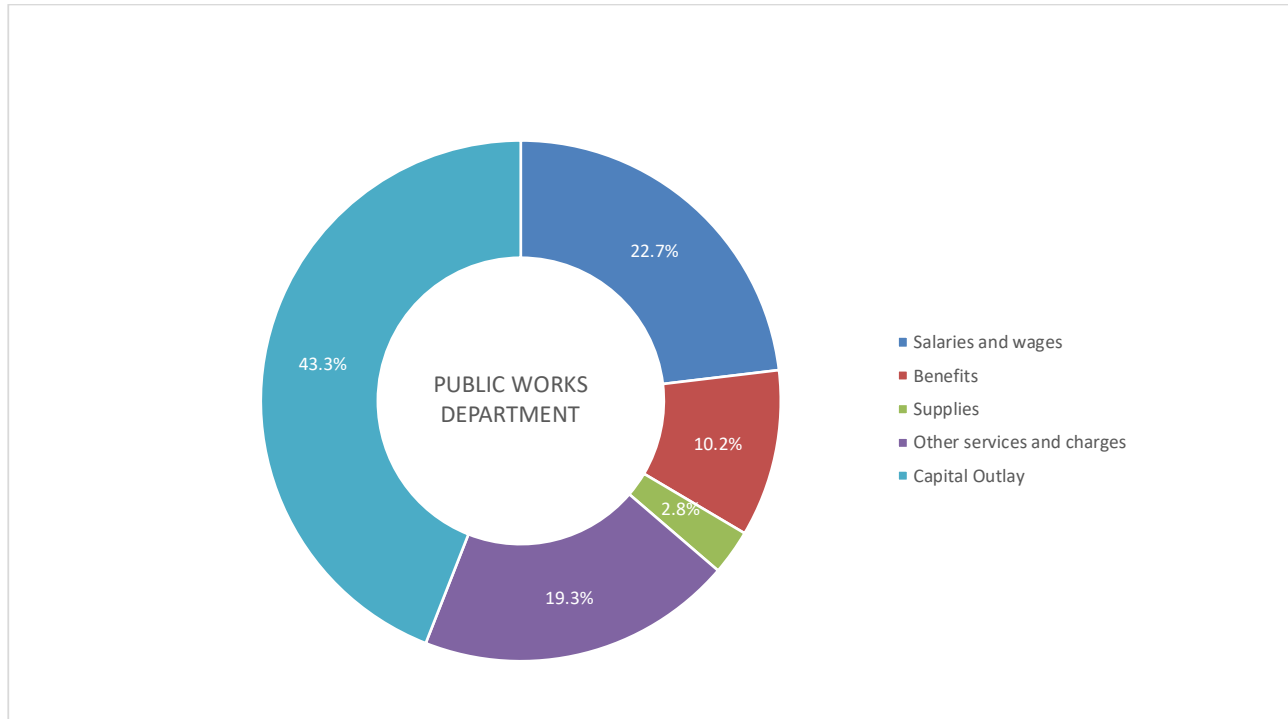
Organization Chart:



Expenditure Summary:

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Administration and Engineering - General Fund	\$ 437,959	\$ 489,600	\$ 467,350	\$ 477,750	(11,850)
Parks	443,381	498,150	523,150	500,700	2,550
Streets	696,486	820,450	818,850	863,650	43,200
Waterfront Parking	444,151	450,000	450,000	443,650	(6,350)
Surface Water	2,425,105	4,500,330	2,252,475	6,190,013	1,689,683
Facilities Maintenance	725,137	759,050	759,050	784,200	25,150
Total Public Works expenditures	\$ 5,172,219	\$ 7,517,580	\$ 5,270,875	\$ 9,259,963	\$ 1,742,383

## 2020 Budget



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 1,847,941	\$ 1,988,700	\$ 1,970,800	\$ 2,094,400	\$ 59,200
Benefits	799,173	973,300	920,500	940,450	(32,850)
Supplies	251,797	256,350	300,950	254,300	(2,050)
Other services and charges	1,393,483	1,613,130	1,683,630	1,781,680	168,550
Intergovernmental services	18,508	-	-	-	-
Capital Outlay	823,617	2,644,500	353,395	3,990,883	1,346,383
Total Public Works expenditures	<u>\$ 5,134,519</u>	<u>\$ 7,475,980</u>	<u>\$ 5,229,275</u>	<u>\$ 9,061,713</u>	<u>\$ 1,539,233</u>

### Budget Highlights

- New Budget Items are included in their respective funds



## ADMINISTRATION AND ENGINEERING DIVISION

Purpose:

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

- Manages current operations and plans future operations for all five of the Department's operating divisions (Engineering, Surface Water, Streets, Parks, and Facilities)
- Manages public works projects that maintain the City's capital assets or build new capital facilities and programs funding for Capital Projects using City funds, and State and Federal grants
- Performs development review relative to city infrastructure and engineering standards
- Establishes standards for development of infrastructure and applies those standards and policies to regulate the use of the City's Right-of-Ways
- Provides engineering support to the Public Works O&M Divisions, Community Development Department, the Police and Fire Departments
- Oversees Public Works' role as a first responder in the event of an emergency that requires traffic control devices, storm debris removal, or snow and ice removal
- Manages the City's Traffic Calming Program
- Coordinates the City's National Pollutant Discharge Elimination System (NPDES) Permit and responds to drainage complaints and provides spill and illicit discharge response
- Manages the City's street light program through agreements for service with Snohomish County PUD and Snohomish County Public Works, and manages the City's traffic signals and school zone flashers
- Is responsible for the City's transportation plan and assists with the development and implementation of the City's Capital Improvement Program
- Manages the "Fix It Public Works!" Service Request Program

### 2019 Accomplishments

- Project Completions
  - Completed the 100% design of Harbour Reach Corridor project and advertised for bid
  - Completed the Harbour Pointe Blvd SW widening project, the 88<sup>th</sup> Street Overlay project, the 2019 Crack Sealing and Pavement Repair project and the 84<sup>th</sup> Street SW and 53<sup>rd</sup> Avenue West guardrail project
  - Completed the 61<sup>st</sup> Street Catchment Wall project which allowed 61<sup>st</sup> Street to be re-opened after a two year closure
- Planning for the Future
  - Updated the 2017 Development Standards
  - Updated the 6-year Transportation Improvement Plan
  - Conducted 5 Traffic Studies and prepared 5 Traffic Action Plans for requestors as part of our Traffic Calming Program. Measures implemented are captured under the Streets Division.
  - Cross functional team consisting of members from several City departments to plan and develop the City's ADA Transition Plan met monthly to advance the plan
- Support of Outside Development
  - Assisted WSDOT on achieving 100% design for the SR 525 Pedestrian Access project

## **2020 Budget**

- Oversaw the grants and funding associated with the construction of the Mukilteo Boys & Girls Club
- Project Development
  - Facilitated a change order on the Harbour Pointe Blvd SW widening project to extend utilities to the Islamic Center of Mukilteo project
  - Advanced the 61st Street Culvert design project as well as the 61<sup>st</sup> Place Retaining Wall project by obtaining all of the easements required for construction
  - Advanced the design of the Decant Facility project to 30 percent
  - Assisted with the design of the Peace Park project and advertised for bid
- Grant Applications and Awards
  - Received a Safe Routes to Schools grant for the 76<sup>th</sup> Street & SR 525 sidewalk for design in 2020 and construction in 2021.
  - Received a \$2.3 Million grant from the Transportation Improvement Board for the Harbour Reach Corridor project to make up the budget shortfall
  - Applied for a Transportation Improvement Board grant for a new sidewalk on the east side of SR 525 from 2<sup>nd</sup> Street to 3<sup>rd</sup> Street
  - Applied for two Sound Transit System Access Fund grants for the design of the 5<sup>th</sup> Street Bicycle & Pedestrian project and the Park Avenue Improvements project
  - Participated in the Sound Transit Mukilteo Station Interagency Committee meetings to assist Sound Transit in project selection for Mukilteo's share of \$40M in ST 3 funds
- Completed 615 Service Requests through August 2019.

## **2020 Goals & Objectives**

- Assist WSDOT in completing construction of SR 525 Pedestrian Improvements
- Staff and support the City's Pavement Preservation and Bike Transit Walk Programs
- Continue updating the GIS system to include all City assets (streets, storm water, parks, and buildings)
- Continue with the self-evaluation of the public right of way and development of the City-wide ADA Transition plan
- Complete the construction of the 61<sup>st</sup> Place W Retaining Wall Repairs, 61<sup>st</sup> Place Culvert, Curb Ramp Upgrades, and 2020 Pavement Preservation projects and begin the construction phase of the Harbour Reach Corridor Project.
- Complete the design of the 76<sup>th</sup> Street SW Sidewalks and SR 525 Crosswalk Improvements
- Assist with the construction of the Peace Park

## **Budget Highlights**

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

**2020 Budget**

PUBLIC WORKS DEPARTMENT – ADMINISTRATION AND ENGINEERING DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 277,914</b>	<b>\$ 307,000</b>	<b>\$ 301,000</b>	<b>301,000</b>	<b>(6,000)</b>
<b>Benefits</b>	<b>121,655</b>	<b>142,850</b>	<b>126,600</b>	<b>127,000</b>	<b>(15,850)</b>
OFFICE SUPPLIES	360	650	650	650	-
REFERENCE MATERIAL	-	550	550	550	-
OPERATING SUPPLIES	-	500	500	500	-
CLOTHING/BOOTS	11	300	300	300	-
MOTOR FUEL	733	650	650	650	-
SMALL ITEMS OF EQUIPMENT	499	2,300	2,300	2,300	-
<b>Supplies</b>	<b>1,603</b>	<b>4,950</b>	<b>4,950</b>	<b>4,950</b>	<b>-</b>
ENGINEERING & ARCHITECT SVCS	17,628	10,000	10,000	20,000	10,000
OTHER PROFESSIONAL SVCS.	7,138	5,000	5,000	5,000	-
LEGAL PUBLICATIONS	159	400	400	400	-
TELEPHONE	918	900	900	900	-
POSTAGE	553	600	600	600	-
CELL PHONE	2,740	2,350	2,350	2,350	-
TRAVEL & SUBSISTENCE	1,508	1,500	1,000	1,000	(500)
MEALS	106	-	500	500	500
COMPUTER SYSTEM MAINT	3,216	7,000	7,000	7,000	-
ASSOC. DUES & MEMBERSHIPS	1,808	1,950	1,950	1,950	-
ASSOC. DUES & MEMBERSHIPS (MRSC SMAL	135	-	-	-	-
FILE, RECORDING FEES	84	400	400	400	-
PRINTING AND BINDING	52	500	500	500	-
TRAINING & REGISTRATION COSTS	742	4,200	4,200	4,200	-
<b>Other services and charges</b>	<b>36,787</b>	<b>34,800</b>	<b>34,800</b>	<b>44,800</b>	<b>10,000</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration and Engineering expe</b>	<b>\$ 437,959</b>	<b>\$ 489,600</b>	<b>\$ 467,350</b>	<b>\$ 477,750</b>	<b>\$ (11,850)</b>

## **PARKS AND OPEN SPACE DIVISION**

### **Purpose:**

The Parks and Open Space Division maintains all City-owned parklands, landscaped areas and building grounds. Maintenance and improvement activities take place on 620 acres of parks and open space, including seven municipal facilities with grounds (Police Station, Fire Stations 24 & 25, City Hall, the Chamber of Commerce building, Rosehill Community Center and the Public Works Shop).

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

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

### **2019 Accomplishments**

- Preserved existing park assets with an emphasis on Lighthouse Park, Rosehill Community Center, and 92nd St Park
- Maintained the level of service to all areas
- Cleaned up storm debris from several severe windstorms
- Upgraded and maintained playground equipment to comply with safety code
- Responded to 63 service requests through August 2019

### **2020 Goals & Objectives**

- Continue to maintain existing level of service to all areas currently maintained by Parks Staff
- Preserve existing park assets with an emphasis on Lighthouse Park, Rosehill Community Center, and 92nd St Park
- Reduce chemical use by implementing green alternatives

### **Budget Highlights**

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

**2020 Budget**

**PUBLIC WORKS DEPARTMENT – PARKS DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 183,862</b>	<b>\$ 229,200</b>	<b>\$ 222,350</b>	<b>\$ 224,000</b>	<b>\$ (5,200)</b>
<b>Benefits</b>	<b>93,225</b>	<b>117,900</b>	<b>104,250</b>	<b>107,150</b>	<b>(10,750)</b>
OFFICE SUPPLIES	114	250	250	250	-
OPERATING SUPPLIES	25,293	27,250	27,250	27,250	-
CLOTHING/BOOTS	10,273	5,500	5,500	1,000	(4,500)
BLDG MATERIALS & SUPPLIES	-	-	-	-	-
BUILDING MAINTENANCE SUPPLIES	334	1,000	1,000	1,000	-
SIGNS	1,120	1,000	1,000	1,000	-
LANDSCAPE MATERIALS	7,823	2,000	2,000	2,000	-
FLOWER BASKET PROGRAM	1,570	1,750	1,750	1,750	-
MOTOR FUEL	7,497	5,000	7,500	7,500	2,500
SMALL ITEMS OF EQUIPMENT	8,153	5,000	5,000	5,000	-
<b>Supplies</b>	<b>62,177</b>	<b>48,750</b>	<b>51,250</b>	<b>46,750</b>	<b>(2,000)</b>
OTHER PROFESSIONAL SVCS.	26,453	20,000	62,500	40,000	20,000
TELEPHONE	911	900	900	900	-
CELL PHONE	2,874	3,000	3,000	3,000	-
TRAVEL & SUBSISTENCE	681	1,800	1,300	1,300	(500)
LAND RENTAL	-	-	500	500	500
WORK EQUIP & MACHINE RENTAL	11,561	9,000	9,500	9,500	500
ELECTRICITY	3,486	4,000	4,000	4,000	-
SEWER SERVICE	7,570	7,000	7,000	7,000	-
GARBAGE SERVICES	205	-	-	-	-
WATER SERVICE	10,564	10,000	10,000	10,000	-
STORM DRAINAGE CHGS.	12,752	16,000	16,000	16,000	-
BRUSH DISPOSAL	-	-	-	-	-
IRRIGATION SYSTEM MAINTENANCE & REPAIR	1,195	2,000	2,000	2,000	-
EQUIPMENT R&M	9,979	10,000	10,000	10,000	-
OTHER MAINTENANCE & REPAIR	777	2,000	2,000	2,000	-
PLAYGROUND EQUIPMENT MAINTENANCE & F	3,254	5,000	5,000	5,000	-
DOG PARK MAINTENANCE	51	1,000	1,000	1,000	-
HP MAINTENANCE ASSN DUES	3,800	3,800	3,800	3,800	-
LAUNDRY SERVICES	1,953	1,800	1,800	1,800	-
TRAINING & REGISTRATION COSTS	6,051	5,000	5,000	5,000	-
<b>Other services and charges</b>	<b>104,117</b>	<b>102,300</b>	<b>145,300</b>	<b>122,800</b>	<b>20,500</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Parks expenditures</b>	<b>\$ 443,381</b>	<b>\$ 498,150</b>	<b>\$ 523,150</b>	<b>\$ 500,700</b>	<b>\$ 2,550</b>

## PLANNING & COMMUNITY DEVELOPMENT

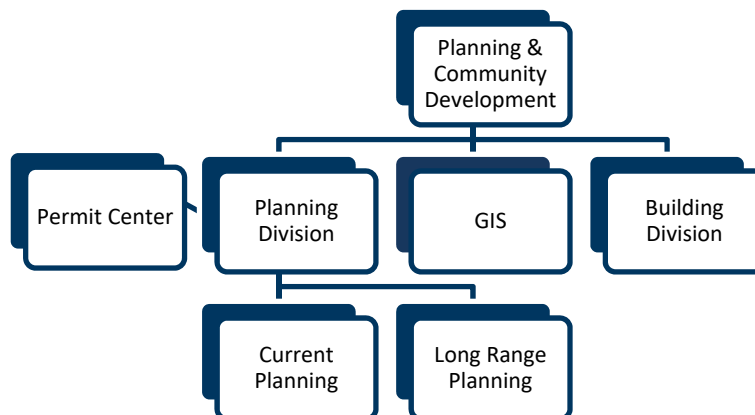


The Community Development Department (“Department”) consists of four divisions that provide leadership in managing the natural and built environment. The Department does this by preparing and implementing the City’s adopted Comprehensive Plan, implementing codes and regulations, coordinating with external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

The Department’s four divisions are:

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

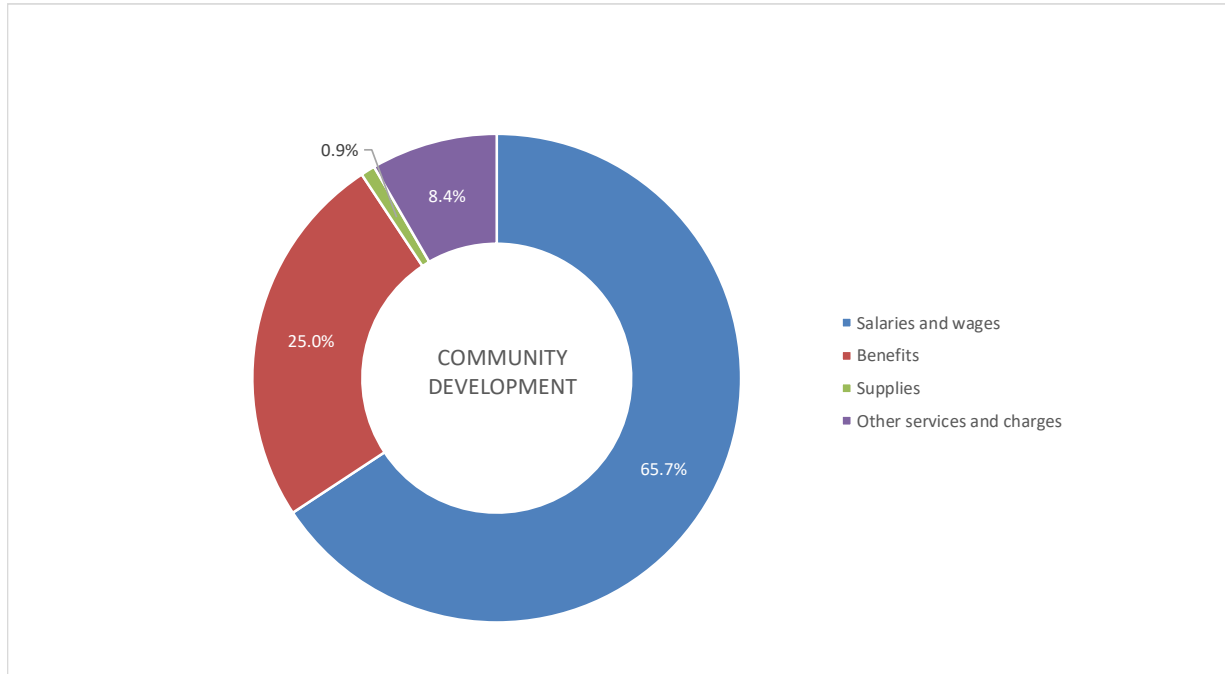
Organization Chart:



## 2020 Budget

### Expenditure Summary:

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Permit Center	\$ 262,364	\$ 286,200	\$ 269,900	\$ 272,900	(13,300)
Planning	653,509	650,100	623,100	678,000	27,900
Building	137,100	141,600	144,600	146,800	5,200
GIS - General Fund	77,573	76,100	76,000	81,000	4,900
GIS - Surface Water Fund	102,085	116,850	116,850	123,600	6,750
Total Community Development expenditure	<u>\$ 1,232,631</u>	<u>\$ 1,270,850</u>	<u>\$ 1,230,450</u>	<u>\$ 1,302,300</u>	<u>\$ 31,450</u>



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 758,945	\$ 829,800	\$ 797,300	\$ 855,850	\$ 26,050
Benefits	274,306	323,800	311,900	325,150	1,350
Supplies	7,401	12,250	13,250	12,250	-
Other services and charges	191,979	105,000	108,000	109,050	4,050
Intergovernmental services	-	-	-	-	-
Total Community Development expenditure	<u>\$ 1,232,631</u>	<u>\$ 1,270,850</u>	<u>\$ 1,230,450</u>	<u>\$ 1,302,300</u>	<u>\$ 31,450</u>

### Budget Highlights

- The Community Development Department's 2020 budget maintains the existing staffing levels.
- Major projects for 2020 include:
  - Sign Code Update;
  - Snohomish County Master Annexation ILA;
  - Waterfront Redevelopment.

## PLANNING DIVISION

### Purpose

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

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

The Current Planning function processes permits in accordance with federal, state, and local laws. It also provides staff support to the City Council and Hearing Examiner. Planning staff serves as land use permit project managers to assess a project's impact on the environment and compliance with Mukilteo Municipal Code. Staff also serve as the City's land use code compliance officers, and refer cases as appropriate to other departments or outside agencies.

### 2019 Accomplishments

- Staffed Hearing Examiner and Planning Commission. Provided staff support to the Parks and Arts Commission as needed.
- Provided on-going project review of the Washington State Ferry Multimodal project, the NOAA redevelopment project and continued to meet with the Mukilteo Tank Farm Coordination Group quarterly.
- Processed 2019 Comprehensive Plan amendment/rezone docket applications.
- Coordinated inter-departmental staff work related to City Council action on Discovery Crest/Waterford Park parking issues.
- Participated in Sound Transit's Parking and Access Study Inter-Agency Committee process.
- Completed the State mandated Shoreline Master Program update.
- Continued work on several inter-local agreements and development agreements, including an Annexation Inter-local Agreement with Snohomish County.
- Continued to process permit applications, conduct related field visits, and perform code enforcement activities.
- Continued work on an update to the City's sign code based on the US Supreme Court ruling requiring codes to be "content neutral."
- Provide support on matters related to Hawthorne Hall property's future use.

### 2020 Goals & Objectives

- Complete sign code update.
- Continue the evaluation of the City's permit processing times to improve customer service and timeliness.



## **2020 Budget**

- Complete 2018 and 2019 final docket items; initiate the 2020 docket process.
- Provide oversight & coordination of waterfront projects, including but not limited to actions related to the Washington State Ferries terminal opening in October 2020.
- Sustain continuous improvement activities to improve the City's permit processing regulations.
- Manage State and other funding to implement work on the Japanese Gulch Creek daylighting project and on the waterfront promenade. Continue to pursue funding for these projects.
- Complete work on Snohomish County master annexation inter-local agreement.
- Continue staff support for Planning Commission, Hearing Examiner & Council Committees. Provide support for re-established Historic Preservation Commission.

### **Budget Highlights**

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

**2020 Budget**

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 371,866</b>	<b>\$ 427,000</b>	<b>\$ 405,000</b>	<b>\$ 445,500</b>	<b>18,500</b>
<b>Benefits</b>	<b>108,026</b>	<b>141,050</b>	<b>135,050</b>	<b>149,450</b>	<b>8,400</b>
OFFICE SUPPLIES	678	1,000	2,000	1,000	-
REFERENCE MATERIAL	-	50	50	50	-
CLOTHING/BOOTS	179	400	400	400	-
MOTOR FUEL	332	400	400	400	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	<b>1,189</b>	<b>1,850</b>	<b>2,850</b>	<b>1,850</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	141,967	50,000	50,000	50,000	-
REIMBURSABLE CONSULTING	150	-	-	-	-
REIMBURSABLE COPIES	236	750	750	750	-
LEGAL PUBLICATIONS	2,408	3,000	3,000	3,000	-
TELEPHONE	1,033	1,050	1,050	1,050	-
POSTAGE	5,878	6,000	6,000	6,000	-
CELL PHONES	286	400	400	400	-
TRAVEL & SUBSISTENCE EXPENSE	1,388	3,000	2,500	3,500	500
MEALS	-	-	500	500	500
ASSOC. DUES & MEMBERSHIPS	1,499	2,500	2,500	2,500	-
FILE, RECORDING FEES	77	200	200	200	-
PRINTING AND BINDING	-	300	300	300	-
TRAINING & REGISTRATION COSTS	1,281	3,000	3,000	3,000	-
HEARING EXAMINER	16,225	10,000	10,000	10,000	-
<b>Other services and charges</b>	<b>172,428</b>	<b>80,200</b>	<b>80,200</b>	<b>81,200</b>	<b>1,000</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Planning expenditures</b>	<b>\$ 653,509</b>	<b>\$ 650,100</b>	<b>\$ 623,100</b>	<b>\$ 678,000</b>	<b>\$ 27,900</b>

## **PERMIT CENTER DIVISION**

### **Purpose:**

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

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

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

### **2019 Accomplishments**

- Issued roughly 700 permits.
- Responded to over 4,300 phone calls.
- Provided customer support to over 4,100 walk-in customers at the front counter.
- Continued to manage parking pass programs.
- Participated in the working group to improve the City's permit process.
- Completed detailed procedures for Permit Center Processes.
- Scheduled approximately 50 Pre-application Meetings.
- Began updating all public information forms.
- Processed more than 60 Public Records Requests

### **2020 Goals & Objectives**

- Maintain a strong customer service commitment.
- Assist in tracking, evaluating, and improving permit processing times.
- Complete update of public information brochures, handouts and application packets.
- Restore level of service associated with June 2019 position vacancy.

### **Budget Highlights**

- There are no new budget items for this division.

**2020 Budget**

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – PERMIT CENTER DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 175,740</b>	<b>\$ 188,500</b>	<b>\$ 178,000</b>	<b>\$ 185,000</b>	<b>(3,500)</b>
<b>Benefits</b>	<b>81,138</b>	<b>90,950</b>	<b>85,150</b>	<b>81,150</b>	<b>(9,800)</b>
OFFICE SUPPLIES	3,421	4,000	4,000	4,000	-
<b>Supplies</b>	<b>3,421</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
TELEPHONE	754	800	800	800	-
TRAVEL & SUBSISTENCE	483	600	450	450	(150)
MEALS	17	-	150	150	150
ASSOC. DUES & MEMBERSHIPS	210	150	150	150	-
TRAINING & REGISTRATION	601	1,200	1,200	1,200	-
<b>Other services and charges</b>	<b>2,065</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Permit Center expenditures</b>	<b>\$ 262,364</b>	<b>\$ 286,200</b>	<b>\$ 269,900</b>	<b>\$ 272,900</b>	<b>\$ (13,300)</b>

## **BUILDING DIVISION**

**Purpose:**

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

The Division is also responsible for the City’s street addressing program. The Division investigates complaints regarding illegal, unsafe and non-code-compliant structures, and when necessary, initiates code enforcement orders against violators.

### **2019 Accomplishments**

- Reviewed over 150 permit applications.
- Conducted approximately 770 building inspections.

### **2020 Goals & Objectives**

- Maintain efficient permit flow and turn-around times consistent with internal goals.
- Maintain pro-active oversight of development in general, but especially on sites that present unique development challenges (e.g. steep slopes).

### **Budget Highlights**

- There are no new budget items for this division.

**2020 Budget**

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 84,630</b>	<b>\$ 86,600</b>	<b>\$ 86,600</b>	<b>\$ 88,250</b>	<b>\$ 1,650</b>
<b>Benefits</b>	<b>42,175</b>	<b>44,550</b>	<b>44,550</b>	<b>45,050</b>	<b>500</b>
REFERENCE MATERIAL	858	1,700	1,700	1,700	-
OPERATING SUPPLIES	29	500	500	500	-
CLOTHING/BOOTS	393	400	400	400	-
MOTOR FUEL	724	600	600	600	-
SMALL ITEMS OF EQUIPMENT	177	200	200	200	-
<b>Supplies</b>	<b>2,181</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>	<b>-</b>
CONTRACT SERVICES	6,630	4,000	7,000	7,000	3,000
TELEPHONE	409	500	500	500	-
POSTAGE	30	200	200	200	-
CELLULAR PHONES	443	400	400	400	-
TRAVEL & SUBSISTENCE	-	500	500	500	-
ASSOC. DUES & MEMBERSHIPS	550	550	550	600	50
PRINTING AND BINDING	52	-	-	-	-
TRAINING & REGISTRATION COSTS	-	900	900	900	-
<b>Other services and charges</b>	<b>8,114</b>	<b>7,050</b>	<b>10,050</b>	<b>10,100</b>	<b>3,050</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Building expenditures</b>	<b>\$ 137,100</b>	<b>\$ 141,600</b>	<b>\$ 144,600</b>	<b>\$ 146,800</b>	<b>\$ 5,200</b>

## **GIS DIVISION**

**Purpose:**

GIS is a software-driven tool which allows the City to publish maps, identify coordinates, manage assets, analyze infrastructure needs and gaps, and create 3-D graphics. GIS is utilized extensively by internal City users and externally by the public.

The GIS Division is responsible for providing the following mapping services:

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

### **2019 Accomplishments**

- Continued to expand the City GIS web page with both interactive maps and pdf copies for use by the general public including the launch of the Critical Areas story map
- Provided widespread mapping support for multiple large-scale planning and engineering projects, including the waterfront redevelopment projects, comprehensive plan/zoning amendments and shoreline master program outreach.
- Implemented a cloud-based stormwater facility inspection program to replace old paper forms
- Continued systematic mapping of private stormwater facilities.
- Launched an internal "Power User" map which staff can use to access an expanded set of GIS data and create their own maps.
- Supported Public Works field crews by providing and maintaining mobile GIS apps for inspection and inventory efforts.

### **2020 Goals & Objectives**

- Continue implementing the 6-Year GIS Strategic Plan.
- Continue to expand the map offerings on the MukMaps page and add functionality to existing maps
- Publish a custom printing service to allow all staff to create professional looking maps using the webmap interface
- Create an Open Data portal to allow citizens and businesses self-serve access to our selected GIS datasets

### **Budget Highlights**

- There are no new budget items for this division.

**2020 Budget**

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – GIS DIVISION

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 57,880</b>	<b>\$ 53,800</b>	<b>\$ 53,800</b>	<b>\$ 57,800</b>	<b>\$ 4,000</b>
<b>Benefits</b>	<b>18,193</b>	<b>19,400</b>	<b>19,300</b>	<b>20,300</b>	<b>900</b>
OPERATING SUPPLIES	437	500	500	500	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	<b>437</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>-</b>
OTHER PROFESSIONAL SERVICES	-	-	-	-	-
TELEPHONE	-	-	-	-	-
TRAVEL & SUBSISTENCE	463	1,500	1,500	1,500	-
ASSOC. DUES & MEMBERSHIPS	-	300	300	300	-
TRAINING & REGISTRATION	600	600	600	600	-
<b>Other services and charges</b>	<b>1,063</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total GIS - General Fund expenditure</b>	<b>\$ 77,573</b>	<b>\$ 76,100</b>	<b>\$ 76,000</b>	<b>\$ 81,000</b>	<b>\$ 4,900</b>



# RECREATION



The Recreation and Cultural Services Department provides a diverse assortment of recreational opportunities to the Mukilteo community. Activities range from fitness to classes on reducing stress. One can schedule a room for a party, quietly read a book in the Rosehill Room, or engage with others around a board game, the department offers something for activities for all ages. From preschool to seniors, we have something for everyone!

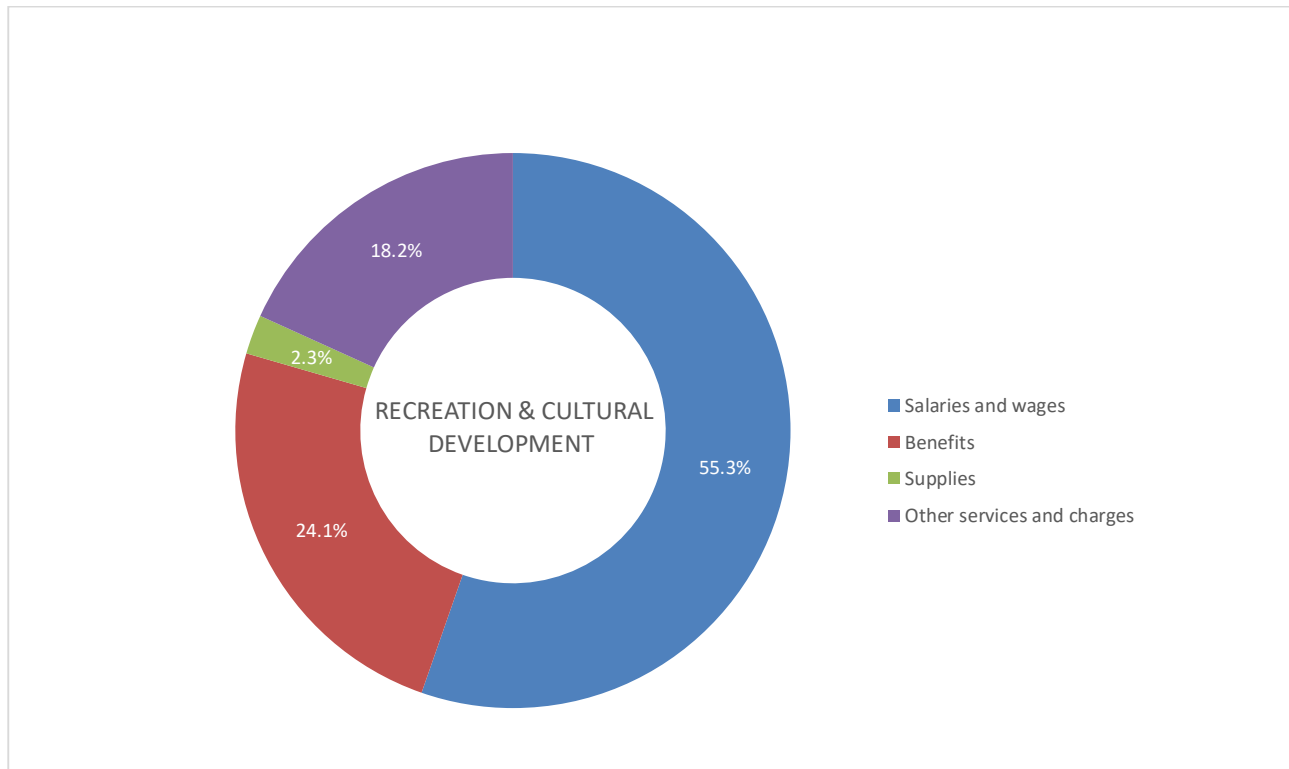
The department offers a variety of special events each year, too, which include traditional favorites such as “Boo Bash” and “Touch a Truck”. Another great way to get involved would be to volunteer for the department. Programs such as “Beach Watchers” enable volunteers to help beautify our waterfront in Mukilteo and provide community members to get to know their neighbors.

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

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

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

## 2020 Budget



	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Salaries and wages	\$ 434,946	\$ 482,500	\$ 462,500	\$ 516,750	\$ 34,250
Benefits	178,405	184,900	210,200	225,500	40,600
Supplies	15,320	18,400	16,200	21,400	3,000
Other services and charges	170,996	174,200	165,050	170,150	(4,050)
Total Recreation & Cultural Development expenditures	<u>\$ 799,667</u>	<u>\$ 860,000</u>	<u>\$ 853,950</u>	<u>\$ 933,800</u>	<u>\$ 73,800</u>

## 2019 Accomplishments

- Rosehill served more than 200 total participants across 20 camps.
- Rosehill offered a movie in the Park event, with several hundred in attendance.
- The popularity of the Osher Lifelong Learning series has allowed for additional offerings, including evening lectures and new classes.
- Coordinated with Beach Watchers to offer free educational sessions at low tide on the beach at Lighthouse Park.
- Completed the department's business plan
- In support of connecting families and building community spirit, offered 8 free community events at the Rosehill Community Center in 2019. More than 5,000 people attended these events.
- Continued to coordinate efforts to development the Peace Park at the Byers Property.
- Tracked overnight stays at Mukilteo hotels generated from rentals at the Rosehill Community Center; resulting in hundreds of overnight stays.

## **2020 Budget**

- Partnered with the Mukilteo Senior Association and Snohomish County on a grant to offer expanded senior program offerings to the Mukilteo senior community.

### **2020 Goals & Objectives**

- Continue to implement the Department's business plan
- Explore a partnership with a local agency for recreation services.
- Continue examining and implementing recreation program offerings, in consultation with the Rosehill Board, as well as other community and non-profit organizations.
- Continue to develop and expand overnight hotel stays via Rosehill-related rentals.

### **Budget Highlights**

- In prior budget years, Recreation revenues and expenditures were shown in a separate fund; for 2020 budget Recreation is now a department in the General Fund.
- The 2020 budget for the Recreation Department includes a new budget items to increase staffing level.
- The 2020 budget reflects a focus on offering free community programming for all age groups, balanced with paid programs and rentals.
- The budget includes a continuing grant request for Hotel/Motel Lodging Tax funding to provide for additional staff time to continue to support and build the rental market for Rosehill Community Center.

## 2020 Budget



### Addition of 1/4 Time for Office Technician

Date Discussed by  
Council:  
08/26/2019

Increase a Rosehill Office Technician from 3/4 time to full-time, to aid in marketing and additional revenue, particularly through increased use of classroom spaces.

**Fund Name**

General

**Amount Requested**

**\$17,500**

**Nature of the expenditure?** Ongoing

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

**Yes**

#### Expenditure Purpose and Justification

The current 3/4 Office Technician has a significant role in driving more than \$400,000 in facility rental revenue at Rosehill. As part of the Recreation & Cultural Services Business Plan, the facility rental section has continued to improve the customer service experience. As such, more staff time is needed to meet and coordinate with customers and prospective customers. The additional staff contact time with renters has improved communication and the rental experience for both the renter and staff.

However, this increased customer service has resulted in less time available to focus on new rentals and new revenue. By making this position full-time, the Office Technician will have time to develop and drive additional business (i.e. revenue) by a projected amount of \$6,000 annually; partially offsetting the cost of the added expense.

#### Alternatives and Potential Costs

General Fund impact is \$3000

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

Ongoing expense, with \$6000 in anticipated new revenues from increased usage of classroom rentals.

Department:	Recreation & Cultural Services
Division:	Recreation & Cultural Services
Prepared by:	Jeff Price, Recreation & Cultural Services Director

Expenditure Account # & Title	Amount
Recreation Salaries	\$ 14,500
Recreation Benefits	\$ 3,000
	\$ -
	\$ 17,500

Revenue Account # & Title	Amount
Recreation Rental Revenue	\$ 6,000
Lodging Tax Grant	\$ 8,500
	\$ -
	\$ 14,500

**2020 Budget**

RECREATION & CULTURAL SERVICES DEPARTMENT

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Revenue and transfers-in</b>					
<b>Licenses and permits</b>	<b>950</b>	<b>1,400</b>	<b>1,200</b>	<b>1,400</b>	<b>-</b>
INTERLOCAL AGREEMENT - SNOHOMISH CO	12,961	15,000	15,000	15,000	-
HOTEL/MOTEL LODGING TAX GRANT	38,510	40,200	40,200	48,700	8,500
<b>Intergovernmental revenue</b>	<b>51,471</b>	<b>55,200</b>	<b>55,200</b>	<b>63,700</b>	<b>8,500</b>
FARMERS MKT BOOTH FEES	392	700	-	-	(700)
RECREATION PROGRAM FEES	70,436	85,000	83,000	90,000	5,000
ALCOHOL USE FEE	5,500	16,000	17,000	18,000	2,000
THEATER TECHNICIAN FEES	915	1,200	1,000	1,200	-
ARTWORK ADMINISTRATIVE FEE	1,125	500	750	500	-
<b>Charges for goods and services</b>	<b>78,368</b>	<b>103,400</b>	<b>101,750</b>	<b>109,700</b>	<b>6,300</b>
COMMUNITY CENTER RENTAL FEES	478,617	470,000	460,000	485,000	15,000
UPPER LAWN & OUTDOOR PLAZA RENTAL	8,300	8,500	8,000	8,500	-
WEIGHT ROOM FEES	15,054	15,000	13,000	15,000	-
COMMUTER PARKING FEES	12,333	13,900	14,500	14,500	600
PICNIC SHELTER RENTAL FEES	9,260	11,000	13,000	16,000	5,000
LIGHT STATION WEDDING RENTAL FEES	900	1,500	1,500	1,500	-
CONTRIBUTIONS PRIVATE SOURCE	1,001	2,500	2,500	2,500	-
INSURANCE RECOVERY	-	-	-	-	-
SPONSORSHIPS	4,550	4,000	5,000	5,000	1,000
OTHER MISCELLANEOUS REVENUE	6	-	-	-	-
<b>Miscellaneous revenue</b>	<b>530,021</b>	<b>526,400</b>	<b>517,500</b>	<b>548,000</b>	<b>21,600</b>
<b>Transfers-in</b>	<b>100,347</b>	<b>173,600</b>	<b>216,810</b>	<b>-</b>	<b>(173,600)</b>
<b>Total Recreation revenue</b>	<b>\$ 761,157</b>	<b>\$ 860,000</b>	<b>\$ 892,460</b>	<b>\$ 722,800</b>	<b>\$ 36,400</b>

**2020 Budget**

RECREATION & CULTURAL SERVICES DEPARTMENT CONTINUED

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ 434,946</b>	<b>\$ 482,500</b>	<b>\$ 462,500</b>	<b>\$ 516,750</b>	<b>\$ 34,250</b>
<b>Benefits</b>	<b>178,405</b>	<b>184,900</b>	<b>210,200</b>	<b>225,500</b>	<b>40,600</b>
OFFICE SUPPLIES	4,187	4,000	3,500	4,000	-
OPERATING SUPPLIES	8,858	8,000	6,500	11,000	3,000
CLOTHING/BOOTS	-	300	300	300	-
MOTOR FUEL	96	600	400	600	-
SMALL ITEMS OF EQUIPMENT	2,179	5,500	5,500	5,500	-
<b>Supplies</b>	<b>15,320</b>	<b>18,400</b>	<b>16,200</b>	<b>21,400</b>	<b>3,000</b>
PUBLIC ART FUNDING (PER CAPITA)	-	-	-	5,350	5,350
SENIOR CENTER SUBRECIPIENT GRANTS	2,886	1,000	1,000	1,000	-
CONSULTING SERVICES	-	-	-	-	-
OTHER PROFESSIONAL SVCS.	8,662	6,750	6,750	6,750	-
INSTRUCTORS PROFESSIONAL SERVICES	40,999	55,000	41,000	43,000	(12,000)
WSU BEACH WATCHERS - OTHER PROF SERVICES	9,996	7,500	7,500	7,500	-
ADVERTISING	10,542	15,000	12,000	13,000	(2,000)
COMMUNITY ADVERTISING - RECREATION GUIDE	19,777	22,000	20,000	22,000	-
TELEPHONE	4,027	4,000	4,000	4,000	-
POSTAGE	203	1,000	200	500	(500)
CELL PHONE	790	800	500	500	(300)
COMCAST	8,175	8,300	8,300	8,300	-
TRAVEL & SUBSISTENCE	24	1,200	350	1,500	300
MEALS	180	-	200	400	400
WORK EQUIP & MACHINE RENTAL	-	550	550	550	-
SHORT-TERM FACILITY/FIELD RENTAL	2,197	2,000	2,300	2,300	300
OFFICE EQUIPMENT R&M	9,915	7,000	6,000	7,000	-
OTHER R&M	10,896	300	11,000	2,000	1,700
VEHICLE R&M	-	300	300	300	-
ASSOC. DUES & MEMBERSHIPS	618	500	600	700	200
PRINTING AND BINDING	350	1,500	1,000	1,000	(500)
CONTRACTUAL SERVICES	39,483	37,000	39,000	40,000	3,000
TRAINING & REGISTRATION	1,276	2,500	2,500	2,500	-
<b>Other services and charges</b>	<b>170,996</b>	<b>174,200</b>	<b>165,050</b>	<b>170,150</b>	<b>(4,050)</b>
<b>Total Recreation expenditures</b>	<b>\$ 799,667</b>	<b>\$ 860,000</b>	<b>\$ 853,950</b>	<b>\$ 933,800</b>	<b>\$ 73,800</b>

# RESERVE FUNDS

- CITY RESERVE
- LEOFF I RESERVE



Photos include our park facilities (1, 2); Mukilteo's Police Youth Academy students (3); Chief Kang presenting a certificate of appreciation to Don Millard, owner of Bel-Red and donor to the Police Foundation (6); Crime Prevention Travis presenting to a homeowners' association (8); and Public Works crews preserving and maintaining our infrastructure (4, 5, 7, 9).

## **CITY RESERVE FUND**

**Purpose:**

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

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

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

### **Budget Highlights**

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



**2020 Budget**

City Reserve Fund (012)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
OPERATING TRANSFERS IN				-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total resources</b>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Ending fund balance</b>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>

## **LAW ENFORCEMENT OFFICERS' AND FIREFIGHTERS' RETIREMENT SYSTEM (LEOFF 1) RESERVE FUND**

**Purpose:**

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

### **Budget Highlights**

- The 2020 Budget is based on 2019 estimated actuals.

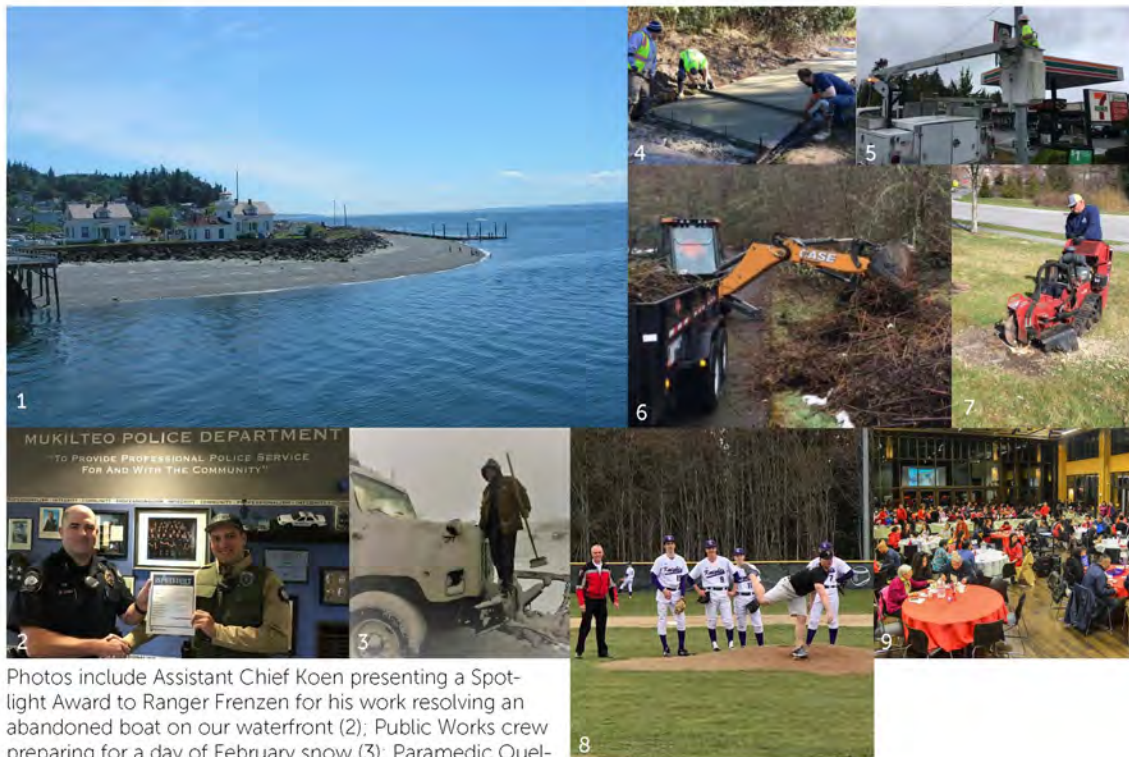
**2020 Budget**

Law Enforcement Officers' and Firefighters' Retirement System (LEOFF 1) Reserve Fund (009)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 21,667	\$ 21,666	\$ 33,095	\$ 32,395	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
OPERATING TRANSFERS IN	20,000	10,000	10,000	-	(10,000)
Transfers-in	20,000	10,000	10,000	-	(10,000)
<b>Total revenue and transfers-in</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ (10,000)</b>
<b>Total resources</b>	<b>\$ 41,667</b>	<b>\$ 31,666</b>	<b>\$ 43,095</b>	<b>\$ 32,395</b>	<b>\$ (10,000)</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
LEOFF I MEDICAL PAYMENTS	1,991	3,500	2,000	2,500	(1,000)
LEOFF I INS PREMIUMS	6,581	15,000	8,000	8,000	(7,000)
Benefits	8,572	18,500	10,000	10,500	(8,000)
Supplies	-	-	-	-	-
OFM ASSMT FEE	-	1,500	700	700	(800)
Other services and charges	-	1,500	700	700	(800)
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 8,572</b>	<b>\$ 20,000</b>	<b>\$ 10,700</b>	<b>\$ 11,200</b>	<b>\$ (8,800)</b>
<b>Ending fund balance</b>	<b>\$ 33,095</b>	<b>\$ 11,666</b>	<b>\$ 32,395</b>	<b>\$ 21,195</b>	<b>\$ (1,200)</b>

# SPECIAL REVENUE FUNDS

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



Photos include Assistant Chief Koen presenting a Spotlight Award to Ranger Frenzen for his work resolving an abandoned boat on our waterfront (2); Public Works crew preparing for a day of February snow (3); Paramedic Ouellette throwing out the first pitch for Kamiak baseball (8); attendees at a Chinese Dance performance at Rosehill (9); Public Works streets and parks crews repairing sidewalks, maintaining vegetation and caring for parks and streets (4, 5, 6, 7).

## **TRANSPORTATION BENEFIT DISTRICT**

### **Purpose:**

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

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

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

### **2019 Accomplishments**

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

### **2020 Goals & Objectives**

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

### **Budget Highlights**

- The 2020 Budget includes a transfer to the Capital Projects Fund for Pavement Preservation.

**2020 Budget**

Transportation Benefit District Fund (101)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ -	\$ 447,000	\$ 433,131	\$ 643,756	\$ -
<b>Revenue and transfers-in</b>					
Taxes	241,937	318,000	318,000	317,650	(350)
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	43,012	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	(700)
Transfers-in	887,000	314,500	314,500	-	(314,500)
<b>Total revenue and transfers-in</b>	<b>\$ 1,171,949</b>	<b>\$ 632,500</b>	<b>\$ 632,500</b>	<b>\$ 317,650</b>	<b>\$ (315,200)</b>
<b>Total resources</b>	<b>\$ 1,171,949</b>	<b>\$ 1,079,500</b>	<b>\$ 1,065,631</b>	<b>\$ 961,406</b>	<b>\$ (315,200)</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	738,818	1,079,500	421,875	-	(1,079,500)
Intergovernmental services	-	-	-	-	-
Transfer out to Capital Projects: Pavement	-	-	-	659,536	659,536
Transfer out to Capital Projects: HPBW	-	-	-	265,000	265,000
Transfers-OUT	-	-	-	924,536	924,536
<b>Total expenditures and transfers-out</b>	<b>\$ 738,818</b>	<b>\$ 1,079,500</b>	<b>\$ 421,875</b>	<b>\$ 924,536</b>	<b>\$ (814,500)</b>
<b>Ending fund balance</b>	<b>\$ 433,131</b>	<b>\$ -</b>	<b>\$ 643,756</b>	<b>\$ 36,870</b>	<b>\$ 499,300</b>

## **WATERFRONT PARKING**

**Purpose:**

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

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

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

### **2019 Accomplishments**

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

### **2020 Goals & Objectives**

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

### **Budget Highlights**

- This budget includes \$25,000 in Equipment Replacement charges towards the replacement of new parking meters.

**2020 Budget**

Waterfront Parking Fund (105)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ -	\$ -	\$ 67	\$ 17	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	645,626	728,500	702,950	719,200	(9,300)
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 645,626</b>	<b>\$ 728,500</b>	<b>\$ 702,950</b>	<b>\$ 719,200</b>	<b>\$ (9,300)</b>
<b>Total resources</b>	<b>\$ 645,626</b>	<b>\$ 728,500</b>	<b>\$ 703,017</b>	<b>\$ 719,217</b>	<b>\$ (9,300)</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ 276,294	\$ 303,000	\$ 297,500	\$ 303,650	\$ -
Benefits	119,535	128,350	125,850	120,350	-
Supplies	23,600	32,750	40,750	31,600	-
Other services and charges	226,130	238,900	238,900	263,600	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 645,559</b>	<b>\$ 703,000</b>	<b>\$ 703,000</b>	<b>\$ 719,200</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 67</b>	<b>\$ 25,500</b>	<b>\$ 17</b>	<b>\$ 17</b>	<b>\$ (9,300)</b>



**2020 Budget**

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

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 170,488</b>	<b>\$ 187,000</b>	<b>\$ 181,500</b>	<b>\$ 188,600</b>	<b>\$ 1,600</b>
<b>Benefits</b>	<b>63,672</b>	<b>69,600</b>	<b>67,100</b>	<b>61,650</b>	<b>(8,300)</b>
CLOTHING/BOOTS	1,094	1,000	2,000	1,000	-
BUILDING MAINTENANCE SUPPLIES	2,947	4,000	11,000	4,000	-
SIGNS	262	500	500	500	-
LANDSCAPE MATERIALS	190	500	500	500	-
MOTOR FUEL	-	1,500	1,500	1,500	-
SMALL ITEMS OF EQUIPMENT	1,333	1,000	1,000	1,000	-
<b>Supplies</b>	<b>5,826</b>	<b>8,500</b>	<b>16,500</b>	<b>8,500</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	1,372	800	800	800	-
EQUIPMENT REPLACEMENT CHARGES	30,026	-	-	-	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	76,030	51,350	51,350	51,350	-
LAND RENTAL	2,419	2,550	2,550	2,550	-
ELECTRICITY	1,194	2,400	2,400	2,400	-
SEWER SERVICE	4,273	6,600	6,600	6,600	-
WATER SERVICE	2,538	4,000	4,000	4,000	-
STORM DRAINAGE CHGS.	19,209	31,500	31,500	31,500	-
EQUIPMENT R&M	14,417	10,000	10,000	10,000	-
OTHER R&M	3,353	2,500	2,500	2,500	-
BANKING FEES	49,334	73,200	73,200	73,200	-
<b>Other services and charges</b>	<b>204,165</b>	<b>184,900</b>	<b>184,900</b>	<b>184,900</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Parks expenditures</b>	<b>\$ 444,151</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ 443,650</b>	<b>\$ (6,700)</b>

**2020 Budget**

**WATERFRONT PARKING FUND – POLICE DEPARTMENT – RANGERS DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 105,806</b>	<b>\$ 116,000</b>	<b>\$ 116,000</b>	<b>\$ 115,050</b>	<b>\$ (950)</b>
<b>Benefits</b>	<b>55,863</b>	<b>58,750</b>	<b>58,750</b>	<b>58,700</b>	<b>(50)</b>
OFFICE SUPPLIES	64	1,000	1,000	1,000	-
OPERATING SUPPLIES	8,827	14,550	14,550	14,550	-
CLOTHING/BOOTS	583	1,500	1,500	350	(1,150)
MOTOR FUEL	2,956	3,200	3,200	3,200	-
SMALL ITEMS OF EQUIPMENT	5,344	4,000	4,000	4,000	-
<b>Supplies</b>	<b>17,774</b>	<b>24,250</b>	<b>24,250</b>	<b>23,100</b>	<b>(1,150)</b>
OTHER PROFESSIONAL SERVICES	18,815	25,000	25,000	25,000	-
POSTAGE	1,285	500	500	3,000	2,500
EQUIPMENT REPLACEMENT CHARGES	-	25,000	25,000	25,000	-
CELL PHONE	1,690	1,500	1,500	1,500	-
TRAVEL & SUBSISTENCE	-	1,000	1,000	1,000	-
LICENSES & SUBSCRIPTIONS	-	-	-	22,200	22,200
TRAINING & REGISTRATION	175	1,000	1,000	1,000	-
<b>Other services and charges</b>	<b>21,965</b>	<b>54,000</b>	<b>54,000</b>	<b>78,700</b>	<b>24,700</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Rangers expenditures</b>	<b>\$ 201,408</b>	<b>\$ 253,000</b>	<b>\$ 253,000</b>	<b>\$ 275,550</b>	<b>\$ 22,550</b>

## STREET FUND

### Purpose:

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

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

There are 13 traffic signals within the City of Mukilteo, 2 are owned by the City. Washington State Department of Transportation owns the remaining 11 traffic signals, as well as the traffic signage on SR 525 and SR 526.

### 2019 Accomplishments

- Installed a new crosswalk and Rapid Flashing Beacons on Harbour Pointe Blvd and St Andrews Drive
- Retrofit a driveway ramp near the Mukilteo library for ADA accessibility
- Continued to implement the City's retro-reflectivity monitoring program and continue street sign replacement and repair program
- Manage contracts/agreements for street striping, vegetation control
- Repaired concrete sidewalks at One Clubhouse Lane, 96th Street SW, and 92nd Street SW.
- Restriped crosswalks with thermoplastic
- The City contracted with Kemp West to remove 25 hazard trees. City crews felled and removed 4 hazard trees and removed 6 fallen trees.
- The Public Works Street Crew installed an ADA-compliant curb ramp in the vicinity of the library
- Responded to the severe winter snowstorm event
- Responded to 252 service requests through August 2019

### 2020 Goals & Objectives

- Continue to maintain existing level of service
- Expand Streets crew knowledge and expertise on ADA ramp installation
- Implement vegetation sight distance inspection program

### Budget Highlights

- The budget includes one new budget item for increased staffing level.

## 2020 Budget



### Streets Maintenance Worker I

Date Discussed by  
Council:  
05/28 & 08/26/2019

Additional Streets crew member, Maintenance Worker I, to improve the level of service in street maintenance and repair.

**Fund Name**  
**Streets**

**Amount Requested**

**\$56,000**

**Nature of the expenditure?** **Ongoing**

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

#### **Expenditure Purpose and Justification**

Challenges: Streets has the smallest crew (one lead and two maintenance workers), the highest number of service requests and have had additional work added over the years with no increase in employees. Additional work includes programs such as the federally required retroreflectivity program and the City's traffic calming program. Another additional program is the WCIA mandatory program to inspect for and remove roadside vegetation that creates an encroachment or visual obstruction. Most of the division's work requires traffic control flagging, which requires one to two crew members at a time. It is difficult to get work completed without help from other divisions. The division does not have sufficient staff to respond in the event of severe weather; staff must be pulled from all other divisions (which puts those divisions' work on hold)

An additional Maintenance Worker I would allow the streets division to complete mowing, street repair, and projects with less help from other divisions, freeing them up to complete more of their work.

#### **Alternatives and Potential Costs**

Continue with the existing staff level.

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

Ongoing

Department:	Public Works
Division:	Streets
Prepared by:	Matt Nienhuis

Expenditure Account # & Title	Amount
Street Fund Full Time Salaries	\$ 40,000
Street Fund Benefits	\$ 16,000
	\$ -
	\$ -

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

**2020 Budget**

Street Fund (111)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 28,984	\$ -	\$ 75,075	\$ 75,075	\$ -
<b>Revenue and transfers-in</b>					
Taxes	58,458	60,000	60,000	60,000	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	490,215	496,900	495,300	482,700	(14,200)
Charges for goods and services	7,342	7,500	7,500	7,500	-
Fines and penalties	-	-	-	-	-
Miscellaneous Revenue	62	-	-	-	-
Transfers-in	186,500	256,050	256,050	238,375	(17,675)
<b>Total revenue and transfers-in</b>	<b>\$ 742,577</b>	<b>\$ 820,450</b>	<b>\$ 818,850</b>	<b>\$ 788,575</b>	<b>\$ (31,875)</b>
<b>Total resources</b>	<b>\$ 771,561</b>	<b>\$ 820,450</b>	<b>\$ 893,925</b>	<b>\$ 863,650</b>	<b>\$ (31,875)</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ 269,818	\$ 286,500	\$ 281,600	\$ 333,000	\$ -
Benefits	134,778	153,000	140,300	152,700	-
Supplies	85,752	100,500	129,000	104,000	-
Other services and charges	187,630	280,450	267,950	273,950	-
Intergovernmental services	18,508	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 696,486</b>	<b>\$ 820,450</b>	<b>\$ 818,850</b>	<b>\$ 863,650</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 75,075</b>	<b>\$ -</b>	<b>\$ 75,075</b>	<b>\$ 0</b>	<b>\$ (31,875)</b>

**2020 Budget**

**STREET FUND – PUBLIC WORKS DEPARTMENT – STREETS DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 224,154</b>	<b>\$ 239,500</b>	<b>\$ 234,600</b>	<b>\$ 285,500</b>	<b>\$ 46,000</b>
<b>Benefits</b>	<b>117,233</b>	<b>132,900</b>	<b>121,800</b>	<b>133,950</b>	<b>1,050</b>
TRAFFIC CONTROL DEVICE SUPPLY	24,129	30,000	30,000	30,000	-
OPERATING SUPPLIES	22,115	25,000	50,000	25,000	-
CLOTHING/BOOTS	5,064	5,000	6,000	6,000	1,000
AGGREGATE	10,914	7,500	10,000	10,000	2,500
MOTOR FUEL	9,690	12,000	12,000	12,000	-
SMALL ITEMS OF EQUIPMENT	9,697	18,000	18,000	18,000	-
STREET LIGHTING EQUIPMENT	4,143	3,000	3,000	3,000	-
	-	-	-	-	-
<b>Supplies</b>	<b>85,752</b>	<b>100,500</b>	<b>129,000</b>	<b>104,000</b>	<b>3,500</b>
CONTRACT SERVICES	24,208	52,550	52,550	52,550	-
TELEPHONE	911	900	900	900	-
CELL PHONE	2,616	2,250	2,250	2,250	-
TRAVEL & SUBSISTENCE	1,893	3,000	2,250	2,250	(750)
MEALS	305	-	750	750	750
WORK EQUIP & MACHINE RENTAL	730	2,000	2,000	2,000	-
ELECTRICITY STREET LIGHTS	116,443	117,500	117,500	117,500	-
CONSTRUCTION DEBRIS DISPOSAL	2,960	500	3,500	3,500	3,000
EQUIPMENT R&M	18,155	20,000	20,000	20,000	-
VEHICLE R&M	8,778	12,000	12,000	12,000	-
STREET LIGHT MAINTENANCE	-	22,000	22,000	22,000	-
ROW VEG MAINTENANCE	-	1,000	1,000	1,000	-
ROW MAINTENANCE & REPAIR	149	1,000	1,000	1,000	-
LAUNDRY SERVICES	1,953	1,750	1,750	1,750	-
TRAINING & REGISTRATION	4,616	4,000	4,500	4,500	500
LANE STRIPING & MARKING	3,913	40,000	24,000	30,000	(10,000)
<b>Other services and charges</b>	<b>187,630</b>	<b>280,450</b>	<b>267,950</b>	<b>273,950</b>	<b>(6,500)</b>
	17,692	-	-	-	-
	816	-	-	-	-
<b>Intergovernmental services</b>	<b>18,508</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Street expenditures</b>	<b>\$ 633,277</b>	<b>\$ 753,350</b>	<b>\$ 753,350</b>	<b>\$ 797,400</b>	<b>\$ 44,050</b>

**2020 Budget**

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

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
Salaries and wages	\$ 45,664	\$ 47,000	\$ 47,000	\$ 47,500	\$ 500
Benefits	17,545	20,100	18,500	18,750	(1,350)
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 63,209</b>	<b>\$ 67,100</b>	<b>\$ 65,500</b>	<b>\$ 66,250</b>	<b>\$ (850)</b>

## HOTEL/MOTEL LODGING TAX FUND

**Purpose:**

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

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

### Budget Highlights

- Hotel/Motel tax revenue is projected to be \$245,000 in 2020, the same as 2019.
- All expenditures from this fund are dependent on recommendations from the Lodging Tax Committee.
- On October 7, 2019, the City approved the follow grant applications totaling \$262,200 for 2020:
  - Tourism Grants \$109,500
  - Mukilteo Lighthouse Festival \$55,000
  - City Lodging Tax Grants \$97,700
    - Light Station Roof Replacement \$20,000
    - Rosehill Marketing \$10,200
    - Rosehill Staffing \$38,500
    - Lighthouse Festival City Staff Support \$29,000



**2020 Budget**

Hotel/Motel Lodging Tax Fund (116)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 221,301	\$ 128,471	\$ 169,486	\$ 154,786	26,315
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	257,078	245,000	245,000	245,000	-
<b>Licenses and permits</b>	-	-	-	-	-
<b>Intergovernmental revenue</b>	-	-	-	-	-
<b>Charges for goods and services</b>	-	-	-	-	-
<b>Fines and penalties</b>	-	-	-	-	-
<b>Miscellaneous revenue</b>	-	-	-	-	-
<b>Transfers-in</b>	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ 257,078</u>	<u>\$ 245,000</u>	<u>\$ 245,000</u>	<u>\$ 245,000</u>	<u>\$ -</u>
<b>Total resources</b>	<u>\$ 478,379</u>	<u>\$ 373,471</u>	<u>\$ 414,486</u>	<u>\$ 399,786</u>	<u>\$ 26,315</u>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	-
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
<b>INSURANCE</b>	-	-	-	-	-
<b>TOURISM GRANTS</b>	101,119	124,000	124,000	109,500	(14,500)
<b>COMMUNITY ORGANIZATIONAL SUPPORT</b>	-	-	-	-	-
<b>MAJOR EVENT SUPPORT</b>	72,000	55,000	55,000	55,000	-
<b>CITY LODGING TAX GRANTS</b>	135,774	80,700	80,700	97,700	17,000
<b>Other services and charges</b>	<b>308,893</b>	<b>259,700</b>	<b>259,700</b>	<b>262,200</b>	<b>2,500</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Transfers-out</b>	-	-	-	-	-
<b>Total Hotel/Motel Tax Fund expenditures</b>	<u>\$ 308,893</u>	<u>\$ 259,700</u>	<u>\$ 259,700</u>	<u>\$ 262,200</u>	<u>\$ 2,500</u>
<b>Ending fund balance</b>	<u>\$ 169,486</u>	<u>\$ 113,771</u>	<u>\$ 154,786</u>	<u>\$ 137,586</u>	<u>\$ 23,815</u>

## **EMERGENCY MEDICAL SERVICES**

**Purpose:**

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

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

Please refer to the Fire Department Operations section to review department goals and accomplishments related to EMS.

### **Budget Highlights**

- The 2020 budget for this division reflects no change in staffing levels.
- Participation in the Washington Ground Emergency Medical Transportation program to supplement reimbursement for ambulance transportation of Medicaid patients.
- Increased rates billed for ambulance transportation.
- Funds dedicated to equipment replacement without requiring transfer from General Fund to the division.

**2020 Budget**

Emergency Medical Services Fund (126)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 50,333	\$ -	\$ 113,200	\$ -	\$ -
<b>Revenue and transfers-in</b>					
Taxes	1,872,586	1,900,000	1,904,605	1,928,222	28,222
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	720,553	704,000	704,000	1,100,880	396,880
Miscellaneous revenue	863	-	-	-	-
Transfers-in	-	113,337	44,082	-	(113,337)
<b>Total revenue and transfers-in</b>	<b>\$ 2,594,002</b>	<b>\$ 2,717,337</b>	<b>\$ 2,652,687</b>	<b>\$ 3,029,102</b>	<b>\$ 311,765</b>
<b>Total resources</b>	<b>\$ 2,644,335</b>	<b>\$ 2,717,337</b>	<b>\$ 2,765,887</b>	<b>\$ 3,029,102</b>	<b>\$ 311,765</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ 1,652,125</b>	<b>\$ 1,849,600</b>	<b>\$ 1,904,800</b>	<b>\$ 2,006,950</b>	<b>\$ 157,350</b>
<b>Benefits</b>	<b>518,591</b>	<b>553,700</b>	<b>564,450</b>	<b>599,400</b>	<b>45,700</b>
OFFICE SUPPLIES	432	450	125	450	-
REFERENCE MATERIAL	584	800	-	600	(200)
SUPPLIES - TRAINING	105	1,500	-	750	(750)
SUPPLIES - EMG MEDICAL SVC	42,606	45,000	44,750	47,500	2,500
CLOTHING/BOOTS	4,030	11,000	8,300	800	(10,200)
MOTOR FUEL	12,442	12,000	11,000	11,000	(1,000)
SMALL ITEMS OF EQUIPMENT	29,199	40,000	5,550	30,000	(10,000)
<b>Supplies</b>	<b>89,398</b>	<b>110,750</b>	<b>69,725</b>	<b>91,100</b>	<b>(19,650)</b>
BILLING SERVICES	42,153	30,000	39,000	60,000	30,000
PROFESSIONAL SERVICES	24,088	20,000	27,800	33,000	13,000
LYNNWOOD EMS CONTRACT	117,318	111,937	68,667	-	(111,937)
TELEPHONE	1,236	1,250	1,250	1,250	-
POSTAGE	-	-	725	1,000	1,000
NEW WORLD PROJECT CONNECTIVITY	399	400	400	400	-
EQUIPMENT REPLACEMENT CHARGES	40,000	-	75,620	140,000	140,000
CELL PHONE	5,200	4,200	4,650	4,700	500
HAZARDOUS WASTE DISPOSAL	-	500	250	250	(250)
EQUIPMENT R&M	317	1,000	1,300	1,000	-
VEHICLE R&M	38,531	30,000	3,000	15,000	(15,000)
LICENSES AND SUBSCRIPTIONS	-	-	2,250	4,200	4,200
BANKING FEES	1,779	4,000	2,000	2,000	(2,000)
<b>Other services and charges</b>	<b>271,021</b>	<b>203,287</b>	<b>226,912</b>	<b>262,800</b>	<b>59,513</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 2,531,135</b>	<b>\$ 2,717,337</b>	<b>\$ 2,765,887</b>	<b>\$ 3,020,250</b>	<b>\$ 302,913</b>
<b>Ending fund balance</b>	<b>\$ 113,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,852</b>	<b>\$ 8,852</b>

## **DRUG ENFORCEMENT**

**Purpose:**

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

### **2019 Accomplishments**

- MPD participated in one Drug Marketing Interdiction with the Snohomish County Regional Narcotics Task Force and a second operation with the Snohomish County Auto Theft Task Force.
- Mukilteo Special Operations and Patrol staff conducted four operations which disrupted a drug distribution network that ran from Everett, WA to Whidbey Island and resulted in four arrests.
- Mukilteo Special Operations and Snohomish County Regional Narcotics Task Force arrested a subject who was responsible for significant levels of distribution in South Snohomish County. The result of the investigation was the seizure of 300 grams of Methamphetamine and \$22,000 in cash.

### **2020 Goals & Objectives**

- Continue to investigate drug cases with an emphasis on nuisance properties that act as a launch pad for criminal activity.
- Continue participating in Drug Marketing Interdiction events and special operations working in conjunction with the Snohomish County Regional Narcotics Task Force
- Continue to comply with RCW 69.50 as the law relates to seizures and forfeitures
- Conduct a community outreach program that meets the RCW requirements, to support the prevention of youth substance abuse.

### **Budget Highlights**

- The budget does not include any new budget items.

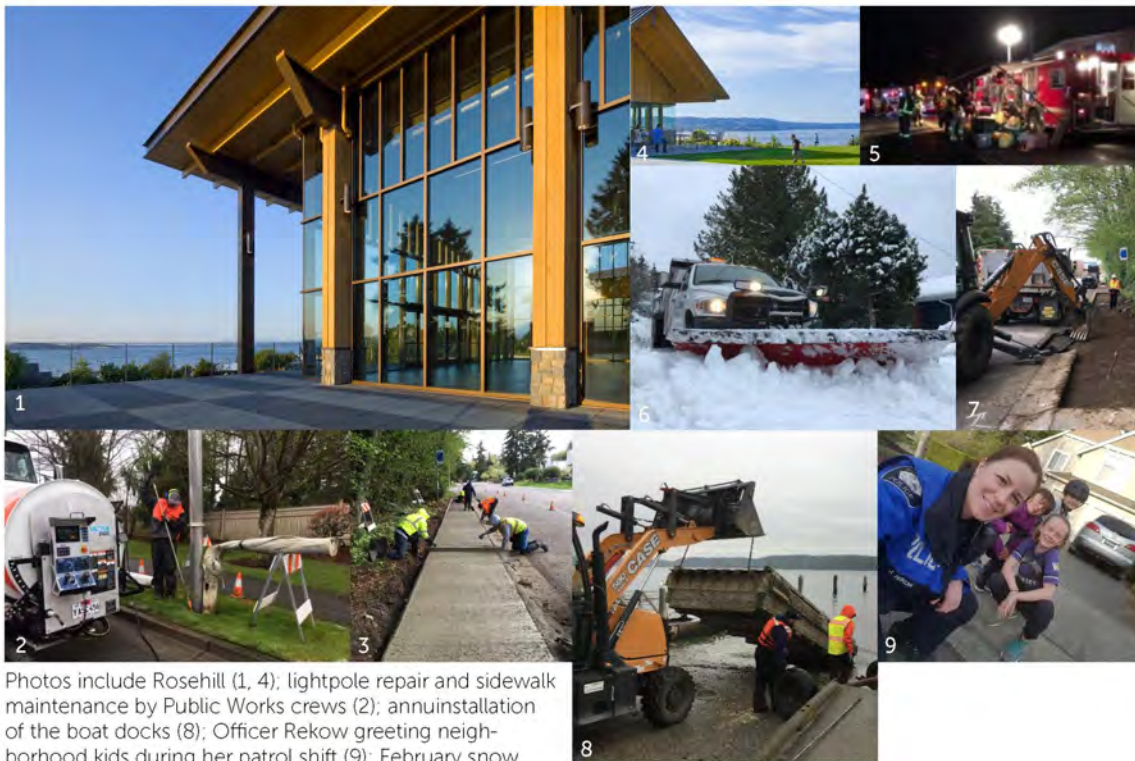
**2020 Budget**

Drug Enforcement Fund (104)

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Beginning fund balance	\$ -	\$ 10	\$ (8,761)	\$ 1,239	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	8,179	20,000	20,000	20,000	-
Transfers-in	-	-	-	-	-
Total revenue and transfers-in	<u>\$ 8,179</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>
Total resources	<u>\$ 8,179</u>	<u>\$ 20,010</u>	<u>\$ 11,239</u>	<u>\$ 21,239</u>	<u>\$ -</u>
Expenditures and transfers-out					
Salaries and wages	\$ 3,164	\$ 2,000	\$ 2,000	4,000	2,000
Benefits	-	-	-	-	-
OPERATING SUPPLIES	272	3,000	3,000	6,000	3,000
SMALL ITEMS OF EQUIPMENT	1,163	-	-	-	-
Supplies	1,435	3,000	3,000	6,000	3,000
PUBLIC AFFAIRS & COMMUNITY OUTREACH	-	-	-	-	-
NARCOTICS TASK FORCE	5,559	-	-	-	-
SPECIAL OPERATIONS	250	2,000	2,000	4,000	2,000
SEIZED PROPERTY	3,613	3,000	3,000	6,000	3,000
TRAINING & REGISTRATION	2,919	-	-	-	-
Other services and charges	12,341	5,000	5,000	10,000	5,000
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	<u>\$ 16,940</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>
Ending fund balance	<u>\$ (8,761)</u>	<u>\$ 10,010</u>	<u>\$ 1,239</u>	<u>\$ 1,239</u>	<u>\$ (10,000)</u>

# DEBT SERVICE FUND

- LIMITED TAX GENERAL OBLIGATION BOND



Photos include Rosehill (1, 4); lightpole repair and sidewalk maintenance by Public Works crews (2); annual installation of the boat docks (8); Officer Rekow greeting neighborhood kids during her patrol shift (9); February snow response (6); sidewalk replacement (3) and a fire response (5).

## **LIMITED TAX GENERAL OBLIGATION BOND FUND**

**Purpose:**

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

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

### **Budget Highlights**

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

**2020 Budget**

Limited Tax General Obligation Bond Fund (275)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 3,321	\$ 3,321	\$ 3,422	\$ 6,767	\$ -
<b>Revenue and transfers-in</b>					
Miscellaneous revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers-in	880,345	880,345	880,345	880,345	-
<b>Total revenue and transfers-in</b>	<b>\$ 880,345</b>	<b>\$ 880,345</b>	<b>\$ 880,345</b>	<b>\$ 880,345</b>	<b>\$ -</b>
<b>Total resources</b>	<b>\$ 883,666</b>	<b>\$ 883,666</b>	<b>\$ 883,767</b>	<b>\$ 887,112</b>	<b>\$ -</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Debt service	880,244	877,000	877,000	877,000	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 880,244</b>	<b>\$ 877,000</b>	<b>\$ 877,000</b>	<b>\$ 877,000</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 3,422</b>	<b>\$ 6,666</b>	<b>\$ 6,767</b>	<b>\$ 10,112</b>	<b>\$ -</b>



# CAPITAL PROJECTS FUNDS

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



## **CAPITAL PROJECTS FUND**

**Purpose:**

In prior budget years, the City has used the REET II fund as the working capital projects fund. The purpose of this newly established Capital Projects Fund is to provide greater transparency of the use of restricted funds.

As the first budget year for this fund, the 2020 budget will include initial transfers-in from other funds (primarily REET II) for projects that are already funded in 2019. Many of these transfers include carry forward budget amounts from prior years.

### **Budget Highlights**

- There are ten projects budgeted for 2020; eight of these projects are further detailed below in individual New Budget Item requests.
- The ongoing Harbour Reach Corridor and Harbour Pointe Boulevard Widening projects are also budgeted through this new fund, even though no new funding is requested.
- The Peace Park project will continue to be budgeted through the Park Acquisition & Development Fund.
- Surface Water capital projects will continue to be budgeted through the Surface Water Fund.

## 2020 Budget



### 2020 Annual Pavement Preservation

Previously Discussed by  
Council and  
Transportation Benefit  
District

Preservation of roadway surface with various pavement preservation techniques. As planned, this annual program also funds project management and overhead costs.

**Fund Name**

**Capital Projects**

**Amount Requested**

**\$765,375**

**Nature of the expenditure?**

**Ongoing**

**Any Additional**

**Yes**

**Project eligible for REET II Funding**

**Yes**

**Revenue? If  
Yes, Identify  
Below**

#### Expenditure Purpose and Justification

Based on the Wise Investments in Transportation Taskforce recommendations and City Council policy, the Pavement Preservation Program proposes funding of the preservation need at \$900,000 annually. The 2020 Budget includes funding of \$758,162. In 2019, \$823,000 was funded through a combination of the ongoing revenue mechanisms as well as a one time General Fund transfer of \$110,000. In 2019, \$632,500 was funded through Transportation Benefit District funds, REET II, and \$25,000 from REET I Bond Savings. For 2020, the City continues to face a challenge of identifying a sustainable funding source.

Future years will fund other streets, based on the Pavement Preservation Program, along with project management and outreach support from contracting consultants.

Previously Approved by Council	Budget	Est. Carry Forward
2016 - 2019 Pavement Preservation (Included 88th St SW)	\$ 2,496,055	\$ 341,886
Transfer to Harbour Pointe Blvd. Widening Project	\$ 265,000	\$ 265,000
<b>Total</b>	<b>\$ 2,761,055</b>	<b>\$ 606,886</b>

#### Alternatives and Potential Costs

Other alternatives include dedicating more REET funding, implementing a councilmanic \$10 license fee, asking voters for an additional 0.1% sales tax, or reducing pavement preservation funding.

If not funded, the deferred cost of pavement surface maintenance will increase over time. This will reduce the level of service to the community. The Council could choose to decrease funding for this program. In addition, Council could choose to fund the matching portions of the grants via the General Fund.

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

This is an ongoing program. The total pavement preservation expenditure budget for 2020 will be \$1,107,261 which includes \$341,886 of carry forward funding and \$765,375 of new funding.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects Fund	\$ 765,375
	\$ 765,375

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 422,725
0.1% Sales Tax	\$ 317,650
Transfer in from REET I	\$ 25,000
<b>Total</b>	<b>\$ 765,375</b>

## 2020 Budget



### 5th Street Bicycle & Pedestrian Improvements

Date Discussed by  
Infrastructure  
Committee: 5/28/19

Expenditure authority for 100% no-match Sound Transit System Access Fund grant for design of the 5th Street Bicycle & Pedestrian Improvement Project.

**Fund Name**  
**Capital Projects**

**Amount Requested**

\$0

**Nature of the expenditure?**

One-Time

Any Additional  
Revenue? If Yes,  
Identify Below

Yes

**Project eligible for REET II Funding**

Yes

#### Expenditure Purpose and Justification

The City applied for a Sound Transit System Access Fund grant in 2019 for the design element of the 5th Street Bicycle & Pedestrian Improvement project. The project limits extend from Lincoln Avenue to the eastern city limits. The project will add a shared use path on the south side of 5th Street and an on-street bicycle lane on the north side. There is no City match requirement. Design is planned for 2020.

Sound Transit has identified this project as a strong candidate for construction funding as part of the \$40,000,000 Edmonds and Mukilteo Stations Parking and Access Improvement grant. If Sound Transit grant funding is awarded for the construction element, the project is anticipated to be built in 2021. The Planning Level Construction Cost estimate for construction is approximately \$3,300,000.

The project description can be found on page 67 of the adopted Bike Transit Walk Plan, available here: <https://mukilteowa.gov/wp-content/uploads/Final-BTW-Plan-w-Appendix-Reduced.pdf>

Funding Commitment	Grant	City Match	Total
2020 Preliminary Budget	\$ 764,000	\$ 0	\$ 764,000
2021 ST Grant Application	\$ 3,300,000	\$ 0	\$ 3,300,000
Total	\$ 4,064,000	\$ 0	\$ 4,064,000

#### Alternatives and Potential Costs

N/A

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

There is no City match required for this one-time grant

Department:	Public Works
Division:	Engineering
Prepared by:	Mick Matheson, P.E., Public Works Director

Expenditure Account # & Title	Amount
Capital Projects Fund	\$ 764,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Sound Transit System Access Grant	\$ 764,000
	\$ -
	\$ -
	\$ -

## 2020 Budget



### 76th & SR 525 Pedestrian Improvements

Date Discussed by  
Council: 4/9/18

Design and right-of-way acquisition elements for 2020-2021 Safe Routes to Schools State Funding Grant, with construction in 2021.

**Fund Name**  
**Capital Projects**

**Amount Requested**

**\$22,275**

**Nature of the expenditure?**

**One-Time**

Any Additional  
Revenue? If Yes,  
Identify Below

**Yes**

Project eligible for REET II Funding

**Yes**

**Expenditure Purpose and Justification**

The City applied for a Safe Routes to Schools grant from WSDOT to construct missing gaps of sidewalk on 76th Street SW between the existing sidewalk at Olympic View Middle School & 44th Ave West. The project will include ADA ramps, new and repaired curb, gutter and sidewalk, a HAWK signal at SR 525, an RRFB on 76th, marked crosswalks, retaining walls, and a pedestrian handrail. The City was awarded \$134,075 for Preliminary Engineering. \$8,650 for right-of-way acquisition, and \$1,180,725 for construction. City match required is 13.5%. The Preliminary Engineering and right-of-way acquisition elements of the project are planned for 2020. The required match for these elements of the work total \$22,275.

Funding Commitment	Grant	City Match	Total
2020 Preliminary Budget-Design	\$ 142,725	\$ 22,275	\$ 165,000
2021 Safe Routes to Schools Grant-Construction	\$ 1,180,725	\$ 184,275	\$ 1,365,000
Total	\$ 1,323,450	\$ 206,550	\$ 1,530,000

**Alternatives and Potential Costs**

N/A

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

The total expenditure budget for 2020 will be \$165,000 which includes the \$142,725 of grant funding and \$22,275 of City funding

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	Mick Matheson, P.E., Public Works Director

Expenditure Account # & Title	Amount
REET II transfer to Capital Projects	\$ 22,275
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
WSDOT Safe Routes to Schools Grant	\$ 142,725
REET II (City Match)	\$ 22,275
	\$ -
	\$ -

## 2020 Budget



### 2020 ADA Upgrades

Previously Discussed by  
Council, continuing  
program

Replace curb ramps that have been prioritized for replacement in the City's Public Right Of Way ADA Transition Plan

**Fund Name**  
**Capital Projects**

**Amount Requested**

**\$25,000**

**Nature of the expenditure?**

**Ongoing**

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

**Project eligible for REET II Funding**

**Yes**

#### Expenditure Purpose and Justification

In 2015 the City began preparing an ADA Transition Plan for Public Right-of-Way (PROW). The City, with assistance from the on-call engineering consultant, developed a GIS data collection tool to map, inventory and measure 30 different elements to check ADA compliance of existing curb ramps throughout the City. The inventory found 1219 ramps.

The City has a federal mandate via the Department of Justice to repair or replace all ramps that do not comply with the 2010 ADA regulations. Since it will be too costly to address all of the non-compliant curb ramps in one year the DOJ has allowed municipalities to use a PROW ADA Transition plan to prioritize replacement over time.

This will be an ongoing effort until all of the City curb ramps are compliant with the 2010 ADA Standard.

Funding History	Budget	Est. Carry Forward
2017-2019 ADA Upgrades	\$ 70,000	\$ 70,000
Harbour Pointe Boulevard Widening	\$ 55,000	\$ 55,000
ADA Transition Plan	\$ 35,000	\$ 30,138
Total	\$ 160,000	\$ 155,138

#### Alternatives and Potential Costs

The Council could choose to reduce the level of funding for 2020 which will increase the financial burden on future years.

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

The total expenditure budget for 2020 will be \$180,138 which includes the carry-forward amount of \$155,138 plus 2020 funding of \$25,000.

Department:	Public Works
Division:	Engineering
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
REET II transfer to Capital Projects	\$ 25,000
	\$ -
	\$ -
	\$ -

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

## 2020 Budget



### Annual BTW Program

Previously Discussed by  
Council, plan adopted  
March, 2017

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

**Fund Name**  
**Capital Projects**

**Amount Requested**  
**\$120,000**

**Nature of the expenditure?** **Ongoing**  
**Project eligible for REET II Funding** **Yes**

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

#### Expenditure Purpose and Justification

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

The BTW Plan was adopted by the Council on March 6, 2017.

Projects Previously Approved by Council	Budget	Est. Carry Forward
2014-2019 Bike Path/Sidewalk/BTW Construction	\$ 372,000	\$ 372,000
Transfer to Harbour Pointe Boulevard Widening	\$ 160,000	\$ 160,000
Total	\$ 532,000	\$ 532,000

#### Alternatives and Potential Costs

Reduce funding level and delay implementation of various projects, thereby reducing the level of service to the community.

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

The total expenditure budget for 2020 is \$652,000 which includes \$532,000 in carry forward funding plus \$120,000 in new funding.

Department:	Public Works
Division:	Engineering
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
REET II Transfer to Capital Projects	\$ 120,000
	\$ -
	\$ -
	\$ -

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

## 2020 Budget



### 2020 Pedestrian Crosswalk Enhancement Program

Previously Discussed by  
Council, continuing  
program

Continued program to install pedestrian crosswalk enhancements, including but not limited to, pedestrian activated solar powered crosswalk flashing light systems.

**Fund Name**  
**Capital Projects**

**Amount Requested**

**\$35,000**

**Nature of the expenditure?**

**Ongoing**

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

**No**

**Project eligible for REET II Funding**

**Yes**

#### Expenditure Purpose and Justification

The City strives to provide cost-effective services to improve pedestrian safety in crossing streets. This request will allow pedestrian crosswalk enhancements, such as the installation of pedestrian activated crosswalk flashing lights (RRFBs). The City receives and evaluates resident requests for RRFBs throughout the year. Priority is given to locations within school zones, areas with high pedestrian traffic, and/or roadways with a high annual average daily traffic (AADT).

#### Funding History

#### Budget

#### Est. Carry Forward

2019 Pedestrian Crosswalk Program	\$ 35,000	\$ 35,000
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#### Alternatives and Potential Costs

Council could choose to reduce the proposed level of funding for 2020, which would result in fewer pedestrian crosswalk enhancements, and reduce the City's ability to respond to specific requests from residents.

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

The total expenditure budget for 2020 will be \$70,000 which includes \$35,000 of carry forward funding plus \$35,000 of 2020 funding.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
REET II Transfer to Capital Projects	\$ 35,000
	\$ -
	\$ -
	\$ -

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



## 2020 Budget



### Traffic Calming Program

Previously Discussed by Council, continuing program adopted via Resolution 2015-07

Continued program to respond to resident requests for traffic safety improvements, via the adopted Traffic Calming Policy framework.

**Fund Name**  
**Capital Projects**

**Amount Requested**

**\$25,000**

**Nature of the expenditure?** **Ongoing**

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

**Project eligible for REET II Funding** **Yes**

#### Expenditure Purpose and Justification

In 2015 Council adopted a Traffic Calming Program via Resolution 2015-07. Included in this program are traffic calming devices such as signs, radar speed indicator signs, construction materials for lane striping, raised crosswalks, and speed humps. This budget does not cover the staff time to administer this program.

<b>Funding History</b>	<b>Budget</b>	<b>Est. Carry Forward</b>
2017 & 2018 Traffic Calming Program	\$ 50,000	\$ 12,603
2019 Traffic Calming Program	\$ 25,000	\$ 25,000
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 37,603</b>

#### Alternatives and Potential Costs

Reduce funding level and delay implementation of various projects, thereby reducing the level of service to the community.

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

The total expenditure budget for 2020 will be \$62,603 which includes \$37,603 in carry forward funding plus \$25,000 for 2020 funding.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	Mick Matheson, Public Works Director

<b>Expenditure Account # &amp; Title</b>	<b>Amount</b>
REET II Transfer to Capital Projects	\$ 25,000
	\$ -
	\$ -
	\$ -

<b>Revenue Account # &amp; Title</b>	<b>Amount</b>
	\$ -
	\$ -
	\$ -
	\$ -

## 2020 Budget



### Annual Sidewalk Repair Program

Annual investment to repair existing sidewalks that are damaged and have issues with tripping hazards.

**Fund Name**  
**Capital Projects**

**Amount Requested**

**\$25,000**

**Nature of the expenditure?**

**Ongoing**

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

**No**

**Project eligible for REET II Funding**

**Yes**

#### Expenditure Purpose and Justification

The City is lacking an annual program dedicated to the repair of damaged sidewalks. Many sidewalks have issues with tree root intrusions, cracking, spalling and other issues that create tripping hazards.

This program only includes repairs, and does not include new infrastructure which is funded via the adopted Bike Transit Walk Plan program.

#### Alternatives and Potential Costs

Council could choose to not to fund this New Budget Item, delaying the repair of sidewalks that are a potential litigation issue due to tripping hazards.

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

Ongoing.

Department:	Public Works
Division:	Engineering
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
REET II Transfer to Capital Projects	\$ 25,000
	\$ -
	\$ -
	\$ -

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

**2020 Budget**

**Capital Projects Fund (301)**

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
Beginning fund balance	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue and transfers-in					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
WA STATE DEPT OF TRANS GRANT	-	-	-	16,512,875	16,512,875
WA STATE TIB GRANT	-	-	-	50,000	50,000
GRANT FOR 5TH STREET BICYCLE & PED	-	-	-	764,000	764,000
SRTS GRANT 76TH & 525	-	-	-	142,725	142,725
Intergovernmental revenue	-	-	-	17,469,600	17,469,600
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
OPERATING TRANSFERS IN - TBD PAVE PRES	-	-	-	659,536	659,536
OPERATING TRANSFERS IN - REET I PAVE PRES	-	-	-	25,000	25,000
OPERATING TRANSFERS IN - REET II PAVE PRES	-	-	-	422,725	422,725
OPERATING TRANSFERS IN - TBD HPBW	-	-	-	265,000	265,000
OPERATING TRANSFERS IN - REET II: HPBW	-	-	-	778,225	778,225
OPERATING TRANSFERS IN - SW HPBW	-	-	-	150,000	150,000
OPERATING TRANSFERS IN - REET II TRAFFIC CALM	-	-	-	62,603	62,603
OPERATING TRANSFERS IN - REET II ADA	-	-	-	125,138	125,138
OPERATING TRANSFERS IN - REET II 76TH & SR 525	-	-	-	22,275	22,275
OPERATING TRANSFERS IN - REET II BTW	-	-	-	492,000	492,000
OPERATING TRANSFERS IN - REET II SIDEWALK	-	-	-	25,000	25,000
OPERATING TRANSFERS IN - REET II PED XWALK	-	-	-	70,000	70,000
Transfers-in	-	-	-	3,097,502	3,097,502
Total revenue and transfers-in	\$ -	\$ -	\$ -	\$ 20,567,102	\$ 20,567,102
Total resources	\$ -	\$ -	\$ -	\$ 20,567,102	\$ 20,567,102
Expenditures and transfers-out					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
PAVEMENT PRESERVATION	-	-	-	1,107,261	1,107,261
HARBOUR POINT BLVD WIDENING	-	-	-	1,243,225	1,243,225
TRAFFIC CALMING	-	-	-	62,603	62,603
ADA UPGRADES	-	-	-	125,138	125,138
SRTS 76TH & SR 525	-	-	-	165,000	165,000
BTW	-	-	-	492,000	492,000
SIDEWALK REPAIR	-	-	-	25,000	25,000
PEDESTRIAN CROSSWALK ENHANCEMENTS	-	-	-	70,000	70,000
HARBOUR REACH EXTENSION	-	-	-	16,512,875	16,512,875
5TH STREET BICYCLE & PED IMPROVEMENTS	-	-	-	764,000	764,000
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
Capital Outlay	-	-	-	20,567,102	20,567,102
Transfers-out	-	-	-	-	-
Total expenditures and transfers-out	\$ -	\$ -	\$ -	\$ 20,567,102	\$ 20,567,102
Ending fund balance	\$ -	\$ -	\$ -	\$ -	\$ -

## **PARK ACQUISITION & DEVELOPMENT FUND**

**Purpose:**

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

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

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

The estimated revenue from Park Mitigation Fees for 2020 is budgeted at \$20,000.

### **Budget Highlights**

- The only budgeted expenditure from this fund for 2020 is for the continued design and development of a Mukilteo Peace Park.

**2020 Budget**

Park Acquisition & Development Fund (322)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 220,843	\$ 240,843	\$ 227,103	\$ 274,326	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	388,000	125,223	242,749	(145,251)
Charges for goods and services	34,744	20,000	20,000	20,000	-
Fines and penalties	-	-	-	-	-
CONTRIBUTIONS FROM PRIVATE SOURCES	1,544	-	-	-	-
Miscellaneous revenue	1,544	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 36,288</b>	<b>\$ 408,000</b>	<b>\$ 145,223</b>	<b>\$ 262,749</b>	<b>\$ (145,251)</b>
<b>Total resources</b>	<b>\$ 257,131</b>	<b>\$ 648,843</b>	<b>\$ 372,326</b>	<b>\$ 537,075</b>	<b>\$ (145,251)</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	30,028	360,777	98,000	242,749	(118,028)
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 30,028</b>	<b>\$ 360,777</b>	<b>\$ 98,000</b>	<b>\$ 242,749</b>	<b>\$ (118,028)</b>
<b>Ending fund balance</b>	<b>\$ 227,103</b>	<b>\$ 288,066</b>	<b>\$ 274,326</b>	<b>\$ 294,326</b>	<b>\$ (27,223)</b>

## **TRANSPORTATION IMPACT FEE FUND**

**Purpose:**

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

### **Budget Highlights**

- The primary revenue for this fund is street mitigation fees which are projected to be \$50,000.
- The 2020 budget includes a transfer out to the General Fund for a portion of the Capital Project Engineer's salary and benefits, as the 2017, 2018 and 2019 budgets did.

**2020 Budget**

Transportation Impact Fee Fund (323)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 529,395	\$ 97,730	\$ 134,029	\$ 122,829	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	86,299	50,000	76,000	50,000	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 86,299</b>	<b>\$ 50,000</b>	<b>\$ 76,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>Total resources</b>	<b>\$ 615,694</b>	<b>\$ 147,730</b>	<b>\$ 210,029</b>	<b>\$ 172,829</b>	<b>\$ -</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	481,665	87,200	87,200	90,700	3,500
<b>Total expenditures and transfers-out</b>	<b>\$ 481,665</b>	<b>\$ 87,200</b>	<b>\$ 87,200</b>	<b>\$ 90,700</b>	<b>\$ 3,500</b>
<b>Ending fund balance</b>	<b>\$ 134,029</b>	<b>\$ 60,530</b>	<b>\$ 122,829</b>	<b>\$ 82,129</b>	<b>\$ (3,500)</b>

## **REAL ESTATE EXCISE (REET) I & II FUNDS**

**Purpose:**

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

### **Budget Highlights for Both Funds**

- REET I & II revenue for 2020 is estimated to total \$1.4M and is allocated equally between both Funds.
- The REET I Fund will transfer the amount needed to fund the annual debt service payments for the bond issues used to construct the Rosehill Community Center to the LTGO Debt Service Fund.
- REET II includes \$1,999,966 in transfer to the Capital Projects fund and \$22,600 to the General Fund.



**2020 Budget**

Real Estate Excise (REET) I Fund (331)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 2,422,187	\$ 2,182,867	\$ 2,456,048	\$ 2,150,703	\$ -
<b>Revenue and transfers-in</b>					
Taxes	959,278	700,000	700,000	700,000	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	13,902	-	-	13,500	13,500
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 973,180</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>	<b>\$ 713,500</b>	<b>\$ 13,500</b>
<b>Total resources</b>	<b>\$ 3,395,367</b>	<b>\$ 2,882,867</b>	<b>\$ 3,156,048</b>	<b>\$ 2,864,203</b>	<b>\$ 13,500</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TRANSFER TO LTGO BOND FUND	814,319	880,345	880,345	880,345	-
TRANSFER TO REET II	100,000	100,000	100,000	-	(100,000)
TRANSFER TO TRANSP BENEFIT DISTRICT	25,000	25,000	25,000	-	(25,000)
TRANSFER TO CAP PROJ: TBD	-	-	-	25,000	25,000
Transfers-out	939,319	1,005,345	1,005,345	905,345	(100,000)
<b>Total expenditures and transfers-out</b>	<b>\$ 939,319</b>	<b>\$ 1,005,345</b>	<b>\$ 1,005,345</b>	<b>\$ 905,345</b>	<b>\$ (100,000)</b>
<b>Ending fund balance</b>	<b>\$ 2,456,048</b>	<b>\$ 1,877,522</b>	<b>\$ 2,150,703</b>	<b>\$ 1,958,858</b>	<b>\$ 113,500</b>

## 2020 Budget

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

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 1,210,003	\$ 1,765,518	\$ 1,619,628	\$ 1,320,566	\$ -
<b>Revenue and transfers-in</b>					
LOCAL REAL ESTATE EXCISE TAX	959,278	700,000	700,000	700,000	-
REET I FIRST QUARTER PERCENT	-	-	-	-	-
Taxes	959,278	700,000	700,000	700,000	-
Licenses and permits	-	-	-	-	-
DOT CMAQ BIKE PEDPATH GRANT	10,168	-	-	-	-
GRANT RECREATION & CONSERVATION OFFICE	450,000	-	-	-	-
WA STATE DEPT OF TRANS GRANT	800,738	16,580,000	178,000	-	(16,580,000)
WA STATE TIB GRANT	-	-	27,213	-	-
STATE GRANT DEPT OF COMMERCE	362,100	-	-	-	-
INTERLOCAL AGMT SNOHOMISH COUNTY	697,500	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	7,388	-	-	-	-
Intergovernmental revenue	2,327,894	16,580,000	205,213	-	(16,580,000)
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	3,402	-	-	-	-
Transfers-in	1,004,965	100,000	100,000	-	(100,000)
<b>Total revenue and transfers-in</b>	<u>\$ 4,295,539</u>	<u>\$ 17,380,000</u>	<u>\$ 1,005,213</u>	<u>\$ 700,000</u>	<u>\$ (16,680,000)</u>
<b>Total resources</b>	<u>\$ 5,505,542</u>	<u>\$ 19,145,518</u>	<u>\$ 2,624,841</u>	<u>\$ 2,020,566</u>	<u>\$ (16,680,000)</u>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	9,922	-	-	-	-
STREET PRESERVATION	9,927	-	-	-	-
TRAFFIC CONTROL IMPROVEMENTS	-	41,000	34,000	-	(41,000)
COMMUNITY SUPPORT	1,775,000	-	-	-	-
<b>Other services and charges</b>	<b>1,784,927</b>	<b>41,000</b>	<b>34,000</b>	-	<b>(41,000)</b>
<b>Intergovernmental services</b>	-	-	-	-	-
TANK FARM SITE REMEDIATION	375,908	-	-	-	-
JAPANESE GULCH WAYFINDING	7,388	-	-	-	-
RIGHT-OF-WAYS	45,544	-	-	-	-
PUBLIC ROW ADA TRANSITION PLAN/ADA UGRADES	2,861	155,750	-	-	(155,750)
HARBOUR POINTE BLVD RECONSTRUCTION	27,769	1,300,000	736,775	-	(1,300,000)
SR 526 SHARED USE PATH	1,022	-	-	-	-
HARBOUR REACH EXTENSION	702,125	16,580,000	178,000	-	(16,580,000)
SIDEWALKS AND BTW	-	532,000	-	-	(532,000)
PEDESTRIAN ACTIVATED CROSSWALK LIGHTING	45,725	95,000	35,000	-	(95,000)
TRAFFIC CALMING	37,397	28,550	-	-	(28,550)
<b>Capital Outlay</b>	<b>1,245,739</b>	<b>18,691,300</b>	<b>949,775</b>	-	<b>(18,691,300)</b>
TRANSFER TO GENERAL FUND	27,300	31,000	31,000	22,600	(8,400)
TRANSFER TO TBD	752,000	289,500	289,500	-	(289,500)
TRANS TO CAP PROJ: TBD	-	-	-	422,725	422,725
TRANS TO CAP PROJ: ANNUAL SIDEWALK PROG	-	-	-	25,000	25,000
TRANS TO CAP PROJ: BTW	-	-	-	492,000	492,000
TRANS TO CAP PROJ: TRAFFIC CALMING	-	-	-	62,603	62,603
TRANS TO CAP PROJ: SRTS 76TH & 525	-	-	-	22,275	22,275
TRANS TO CAP PROJ: PED ACTIVATED XWALK	-	-	-	70,000	70,000
TRANS TO CAP PROJ: HPBW	-	-	-	778,225	778,225
TRANS TO CAP PROJ: ADA	-	-	-	125,138	125,138
TRANSFER TO LTGO BOND FUND	66,026	-	-	-	-
<b>Transfers-out</b>	<b>845,326</b>	<b>320,500</b>	<b>320,500</b>	<b>2,020,566</b>	<b>1,700,066</b>
<b>Total expenditures and transfers-out</b>	<u>\$ 3,885,914</u>	<u>\$ 19,052,800</u>	<u>\$ 1,304,275</u>	<u>\$ 2,020,566</u>	<u>\$ (17,032,234)</u>
<b>Ending fund balance</b>	<u>\$ 1,619,628</u>	<u>\$ 92,718</u>	<u>\$ 1,320,566</u>	<u>\$ (0)</u>	<u>\$ 352,234</u>

**2020 Budget**

**Real Estate Excise Tax  
Reporting Requirements**

**REET I**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>2021 Projected</b>
<b>Beginning fund balance</b>	<b>\$ 2,422,187</b>	<b>\$ 2,182,867</b>	<b>\$ 2,456,048</b>	<b>\$ 2,150,703</b>	<b>\$ 1,958,858</b>
<b>Revenue and transfers-in</b>					
Real Estate Excise Tax	\$ 959,278	\$ 700,000	\$ 700,000	\$ 700,000	\$ 650,000
Grants	-	-	-	-	-
Investment Interest	13,902	-	-	13,500	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 973,180</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>	<b>\$ 713,500</b>	<b>\$ 650,000</b>
<b>Total resources</b>	<b>\$ 3,395,367</b>	<b>\$ 2,882,867</b>	<b>\$ 3,156,048</b>	<b>\$ 2,864,203</b>	<b>\$ 2,608,858</b>
<b>Expenditures and transfers-out</b>					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers-Out	939,319	1,005,345	1,005,345	905,345	905,345
<b>Total Expenditures</b>	<b>\$ 939,319</b>	<b>\$ 1,005,345</b>	<b>\$ 1,005,345</b>	<b>\$ 905,345</b>	<b>\$ 905,345</b>
<b>Ending Fund Balance</b>	<b>\$ 2,456,048</b>	<b>\$ 1,877,522</b>	<b>\$ 2,150,703</b>	<b>\$ 1,958,858</b>	<b>\$ 1,703,513</b>

**REET II**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>2021 Projected</b>
<b>Beginning fund balance</b>	<b>\$ 1,210,003</b>	<b>\$ 1,765,518</b>	<b>\$ 1,619,628</b>	<b>\$ 1,320,566</b>	<b>\$ (0)</b>
<b>Revenue and transfers-in</b>					
Real Estate Excise Tax	\$ 959,278	\$ 700,000	\$ 700,000	\$ 700,000	\$ 650,000
DOT CMAQ Bike Ped Path Grant	10,168	-	-	-	-
RCO Grant	450,000	-	-	-	-
DOT Grant	800,738	16,580,000	178,000	-	-
TIB Grant	-	-	27,213	-	-
DOC Grant	362,100	-	-	-	-
Snohomish County	697,500	-	-	-	-
Hotel/Motel Lodging Tax Grant	7,388	-	-	-	-
Miscellaneous Revenues	3,402	-	-	-	-
Transfers In	1,004,965	100,000	100,000	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 4,295,539</b>	<b>\$ 17,380,000</b>	<b>\$ 1,005,213</b>	<b>\$ 700,000</b>	<b>\$ 650,000</b>
<b>Total resources</b>	<b>\$ 5,505,542</b>	<b>\$ 19,145,518</b>	<b>\$ 2,624,841</b>	<b>\$ 2,020,566</b>	<b>\$ 650,000</b>

*Continued on next page...*

## 2020 Budget

	2018 Actuals	2019 Budget	2019 Estimated Actuals	2020 Budget	2021 Projected
<b>Expenditures and transfers-out</b>					
Small Items of Equipment	\$ 9,922	\$ -	\$ -	\$ -	\$ -
Street Imps - Pavement Preservation	9,927	-	-	422,725	211,430
Traffic Control Improvements	-	41,000	34,000	-	-
Tank Farm Site Remediation	375,908	-	-	-	-
Mukilteo B&G Club Ballfields	1,275,000	-	-	-	-
Mukilteo B&G Club Construction	500,000	-	-	-	-
Japanese Gulch Way Finding	7,388	-	-	-	-
Right of Ways	45,544	-	-	-	-
Annual ROW ADA Improvements	2,861	155,750	-	125,138	25,000
Harbour Point Blvd Widening	27,769	1,300,000	736,775	778,225	-
SR 526 Shared Use Path	1,022	-	-	-	-
Harbour Reach Drive Extension	702,125	16,580,000	178,000	-	-
Bike Transit Walk	-	532,000	-	492,000	120,000
Pedestrian Activated Crosswalk Lighting Program	45,725	95,000	35,000	70,000	35,000
Traffic Calming	37,397	28,550	-	62,603	25,000
Annual Sidewalk Program	-	-	-	25,000	25,000
Safe Routes to School 76th & 525	-	-	-	22,275	184,275
Transfer Out to LTGO Bond Fund	66,026	-	-	-	-
Transfer Out to TBD	752,000	289,500	289,500	-	-
Transfer Out to General	27,300	31,000	31,000	22,600	24,295
Transfer Out to Capital Projects	-	-	-	*SEE PROJECTS	*SEE PROJECTS
<b>Total Expenditures</b>	<b>\$ 3,885,914</b>	<b>\$ 19,052,800</b>	<b>\$ 1,304,275</b>	<b>\$ 2,020,566</b>	<b>\$ 650,000</b>
<b>Ending Fund Balance</b>	<b>\$ 1,619,628</b>	<b>\$ 92,718</b>	<b>\$ 1,320,566</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
PERCENT OF REET II USED FOR MAINTENANCE	0%	0%	0%	4%	4%

\*Beginning in 2020, all expenditures for capital projects will be shown as transfers to the Capital Projects Fund: Specific amounts are listed by project title for clarity

# ENTERPRISE FUNDS

- SURFACE WATER MANAGEMENT
- SURFACE WATER RESERVE



## SURFACE WATER UTILITY

### Purpose:

The Surface Water Utility operates under Public Works. The Surface Water Utility's goals are outlined in the 2015 Comprehensive Surface Water Management Plan adopted by Council in 2015, as Key Performance Indicators (KPI) and Implementation Measures (IM). These performance measures address operations and engineering maintaining the City's stormwater system, meeting NPDES permit requirements, providing engineering services for development projects, providing technical assistance to City residents, and implementing stormwater related outreach programs. The Utility maintains 55 miles of storm drains, 6.5 miles of ditches, 4842 catch basins and 120 public detention and water quality facilities. The Key Performance Indicators and Implementation Measures set forth in the Comprehensive Surface Water Management Plan were met in 2019 and are more specifically described below.

### 2019 Accomplishments

- Maintained compliance with NPDES Phase II requirements
- Inspected all municipally owned stormwater facilities
- Inspected 1,228 catch basins; 704 required cleaning as of September 2019
- Responded to 106 Service Requests through September 2019
- Reviewed 31 stormwater permit submittals (including resubmittals) as of September 2019
- Responded to 13 spill reports as of September 2019
- Provided stormwater classes to students in the Mukilteo School District
- Provided training to local businesses on spill clean-up and assisted with preparation of Spill Prevention Plans. Each participant received a no-cost Spill Kit
- Partnered with Snohomish County to provide Hands On Natural Yard Care training

### 2020 Goals & Objectives

- Complete the design and construction of a Decant Facility to remove sediment from saturated soils generated from catch basin cleaning
- Continue implementation of the NPDES Phase II permit requirements
- Re-evaluate upcoming stormwater utility needs and capacity, in light of anticipated NPDES Permit requirements
- Continue to clarify and delineate responsibility for public and private stormwater systems through mapping of easements and continued field verification of stormwater network
- Continue to adopt regional outreach messaging into stormwater programs
- Document all Operations practices that protect water quality
- Complete Pond M restoration, Clearview Pond, and Storm Control Structure Replacement
- Complete the NPDES Stormwater Management Action Planning
- Complete the Stormwater Pipe Assessment & Asset Management Plan

### Budget Highlights

- The 2020 budget for this division reflects no change in staffing levels.
- The budget includes New Budget Items for the Decant Facility, Stormwater Maintenance Projects, NPDES Stormwater Management Action Planning, and Stormwater Pipe Assessment & Asset Management Plan

## 2020 Budget



### Decant Facility Construction

7/16/18 Council approved project

Construction of Decant Facility at the City Public Works Shop, including vehicle storage facilities to facilitate the Surface Water program compliance with NPDES requirements.

**Fund Name**

**Surface Water**

**Amount Requested**

**\$850,000**

**Nature of the expenditure?**

**One-time**

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

#### Expenditure Purpose and Justification

The City originally received a Department of Ecology (Ecology) grant for the Decant Facility in 2014, but funding limitations set by the State Legislature did not allow the grant to be finalized. In 2018, the City was able to renegotiate the grant agreement with Ecology for the amount available to focus exclusively on construction, without funding for the vehicle storage. In the 2019 Budget, the City's required match amount was \$323,000, with Ecology contributing \$969,000.

The City Council approved the Mayor to sign the Water Quality Combined Financial Assistance Agreement with Ecology at the July 16, 2018 Council meeting, thus committing the City to provide the \$323,000 match. The construction grant and match were adopted by City Council in the 2019 Budget.

The design effort was initiated during 2018 and is approximately 30% complete. Preliminary construction cost estimates show a budget shortfall of approximately \$450,000 for the construction of the decant facility, and an additional \$400,000 for construction of vehicle storage. Construction is scheduled for Fall 2020.

Previously Approved by Council	Ecology Grant	City Funds	Total	Est. Carry Forward
Decant Facility Construction (2019 Budget: pg. 123)	\$ 969,000	\$ 323,000	\$ 1,292,000	\$ 1,292,000
2020 Decant Facility Construction		\$ 850,000	\$ 850,000	
<b>Total</b>	<b>\$ 969,000</b>	<b>\$ 1,173,000</b>	<b>\$2,142,000</b>	<b>\$1,292,000</b>

#### Alternatives and Potential Costs

Council could choose to exclude the vehicle storage element of the project, thus saving approximately \$400,000. Council could also consider funding the project with a bond or a low interest loan and pay for the project over time instead of a lump sum.

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

Total 2020 expenditure budget will be \$2,142,000 which includes \$969,000 of Ecology grant revenues plus \$323,000 of City funding authority carried over from 2019 plus \$850,000 of new City funding.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
SW Fund: Decant Facility Construction	\$ 450,000
SW Fund: Vehicle Storage Construction	\$ 400,000
	\$ -
	\$ -

Revenue Account # & Title	Amount
Department of Ecology Grant	\$ 969,000
	\$ -
	\$ -
	\$ -

## 2020 Budget



### 2020 Surface Water Maintenance Projects

Implementation of Surface Water Comprehensive Plan, to complete surface water maintenance projects identified through operational inspections.

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

**Amount Requested**

**\$248,000**

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

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

#### **Expenditure Purpose and Justification**

City surface water maintenance crews have identified issues with two detention ponds that require restoration, and six control structures in detention facilities that need to be replaced. The City has worked with a consultant to estimate costs for the pond restoration and the replacement of the control structures.

Pond M Restoration - \$110,000

Clearview Pond - \$88,000

Storm Control Structure Replacement (6 Structures) - \$50,000

#### **Alternatives and Potential Costs**

Council could choose to defer the pond restoration and control structure replacement.

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

One-Time

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	Mick Matheson, Public Works Director

<b>Expenditure Account # &amp; Title</b>	<b>Amount</b>
SW Fund	\$ 248,000
	\$ -
	\$ -
	\$ -

<b>Revenue Account # &amp; Title</b>	<b>Amount</b>
	\$ -
	\$ -
	\$ -





## Consulting Services for NPDES Stormwater Management Action Planning

Update of the Stormwater Management Action Plan (SMAP) to reflect current conditions and information, and to include a Receiving Water Assessment and Receiving Water Prioritization.

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

**Amount Requested**

**\$100,000**

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

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

### Expenditure Purpose and Justification

The 2019 NPDES Permit (Section 5.C.1) requires Stormwater Management Action Planning, to include Receiving Water Assessment, Receiving Water Prioritization, and development of a Stormwater Management Action Plan (SMAP) over the next permit term. The City will review, evaluate, and update as necessary, its existing 2013 Watershed-Based Stormwater Strategies Plan, 2014 Stormwater Retrofit Report, and other relevant documents to meet the requirements of the NPDES Permit.

The 2015 Stormwater Comprehensive Plan (Chapter 7) anticipated and budgeted for Basin Planning for the years 2017-2025. This work will be completed by an outside contractor.

### Alternatives and Potential Costs

The Council could choose to delay completion of the updated plan

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

One-Time

Department:	Public Works
Division:	Engineering
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
SW Fund	\$ 50,000
DOE Capacity Grant	\$ 50,000
	\$ -
	\$ -

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



## Stormwater Pipe Assessment and Asset Management Plan

Develop a stormwater pipe inspection and asset management plan, based on the Comprehensive Surface Water Management Plan goal of completion in this approximate timeframe.

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

**Amount Requested**

**\$75,000**

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

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

### Expenditure Purpose and Justification

The City's Comprehensive Surface Water Management Plan (Chapter 7.3.1 "Condition Assessments") identifies the Stormwater Utility's goal to implement a stormwater pipe inspection and asset management plan. This Plan was anticipated in the funding model to be completed through the years 2017-2025.

The first task to begin in 2020 is the development of a plan for methods, materials, and procedures. The plan will outline items such as recommended inspection frequency, necessary equipment, and define prioritization metrics for capital projects in future years. This effort moves the Utility toward a more robust asset management program. The work will be contracted.

### Alternatives and Potential Costs

The Council could choose to delay completion of the Plan to a future year

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

One-Time; anticipated and budgeted in the 2015 Stormwater Comprehensive Plan and Utility Rates

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	Mick Matheson, Public Works Director

Expenditure Account # & Title	Amount
SW Fund	\$ 75,000
	\$ -
	\$ -
	\$ -

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

**2020 Budget**

Surface Water Management Fund (440)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 2,262,081	\$ 2,543,035	\$ 3,136,342	\$ 4,286,412	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
61ST PLACE WEST SOLDIER PILE WALL	69,396	-	-	-	-
61ST PLACE WEST SOLDIER PILE WALL	11,566	-	-	-	-
DEPARTMENT OF ECOLOGY STATE GRANT	-	989,000	-	989,000	-
LID RETROFIT GRANT	-	-	34,395	-	-
STATE GRANT DOT	-	-	-	-	-
DOE BIENNIAL STORMWATER CAPACITY GRANT	49,495	-	-	-	-
Intergovernmental revenue	130,457	989,000	34,395	1,126,580	137,580
Charges for goods and services	3,270,245	3,485,000	3,485,000	3,814,500	329,500
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	749	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 3,401,451</b>	<b>\$ 4,474,000</b>	<b>\$ 3,519,395</b>	<b>\$ 4,941,080</b>	<b>\$ 467,080</b>
<b>Total resources</b>	<b>\$ 5,663,532</b>	<b>\$ 7,017,035</b>	<b>\$ 6,655,737</b>	<b>\$ 9,227,492</b>	<b>\$ 467,080</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ 828,508</b>	<b>\$ 868,900</b>	<b>\$ 876,000</b>	<b>\$ 921,700</b>	<b>\$ 52,800</b>
<b>Benefits</b>	<b>325,365</b>	<b>412,600</b>	<b>406,600</b>	<b>415,000</b>	<b>2,400</b>
<b>Supplies</b>	<b>65,867</b>	<b>66,750</b>	<b>71,150</b>	<b>62,650</b>	<b>(4,100)</b>
<b>Other services and charges</b>	<b>446,133</b>	<b>582,830</b>	<b>620,580</b>	<b>725,130</b>	<b>142,300</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
DEPRECIATION	-	-	-	-	-
61ST ST CULVERT REPLACEMENT	15,645	290,500	9,000	280,855	(9,645)
POND M, CLEARVIEW, 6 CONTROL	-	-	-	248,000	248,000
DECANT FACILITY DESIGN	100,378	-	-	36,922	36,922
DECANT FACILITY CONSTRUCTION	-	1,322,000	-	2,142,000	820,000
OTHER MACHINERY & EQUIPMENT	70,214	-	-	-	-
PW VEHICLE REPLACEMENT	479,606	310,000	310,000	500,000	190,000
61ST PLACE RETAINING WALL REPAIRS	157,774	722,000	-	645,526	(76,474)
LID RETROFIT	-	-	34,395	137,580	137,580
<b>Capital Outlay</b>	<b>823,617</b>	<b>2,644,500</b>	<b>353,395</b>	<b>3,990,883</b>	<b>1,346,383</b>
TRANSFER TO GENERAL FUND	26,000	29,600	29,600	37,800	8,200
TRANSFER TO CAP PROJ: HPBW	-	-	-	150,000	150,000
TRANSFER TO FACILITY RENEWAL FUND	11,700	12,000	12,000	10,450	(1,550)
<b>Transfers-out</b>	<b>37,700</b>	<b>41,600</b>	<b>41,600</b>	<b>198,250</b>	<b>156,650</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 2,527,190</b>	<b>\$ 4,617,180</b>	<b>\$ 2,369,325</b>	<b>\$ 6,313,613</b>	<b>\$ 1,696,433</b>
<b>Ending fund balance</b>	<b>\$ 3,136,342</b>	<b>\$ 2,399,855</b>	<b>\$ 4,286,412</b>	<b>\$ 2,913,879</b>	<b>\$ (1,229,353)</b>

**2020 Budget**

**SURFACE WATER FUND – PUBLIC WORKS DEPARTMENT – SURFACE WATER  
MAINTENANCE DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 423,393</b>	<b>\$ 433,500</b>	<b>\$ 440,600</b>	<b>\$ 472,900</b>	<b>\$ 39,400</b>
<b>Benefits</b>	<b>145,548</b>	<b>210,850</b>	<b>212,200</b>	<b>215,000</b>	<b>4,150</b>
OFFICE SUPPLIES	327	750	750	750	-
REFERENCE MATERIAL	-	150	150	150	-
OPERATING SUPPLIES	19,571	15,000	15,000	15,000	-
VEHICLE R&M TOOLS/EQ	460	1,250	1,250	1,250	-
CLOTHING/BOOTS	9,798	7,600	10,000	1,500	(6,100)
AGGREGATE	-	6,000	6,000	6,000	-
MOTOR FUEL	17,923	16,000	18,000	18,000	2,000
SMALL ITEMS OF EQUIPMENT	16,982	15,000	15,000	15,000	-
<b>Supplies</b>	<b>65,061</b>	<b>61,750</b>	<b>66,150</b>	<b>57,650</b>	<b>(4,100)</b>
EQUIPMENT REPLACEMENT CHARGES	-	-	-	-	-
OVERHEAD COSTS	135,700	180,500	180,500	174,350	(6,150)
CITY ATTY. OTHER SVCS.	8,468	15,000	15,000	15,000	-
HAZARDOUS MATERIALS TESTING	-	1,000	1,000	1,000	-
CONTRACT SERVICES	5,429	8,500	8,500	143,500	135,000
WRIA ILA	10,742	7,650	7,650	7,650	-
TELEPHONE	911	1,000	1,000	1,000	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	16,500	23,150	23,150	25,250	2,100
CELL PHONES	4,110	3,350	4,200	4,200	850
TRAVEL & SUBSISTENCE	883	2,000	1,500	1,500	(500)
MEALS	338	-	500	500	500
TAXES AND ASSESSMENTS	55,381	51,000	51,000	51,000	-
SNOHOMISH COUNTY - ILA	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL	289	10,000	40,000	10,000	-
HAZARDOUS WASTE DISPOSAL	202	20,500	20,500	20,500	-
MUKILTEO WATER DISTRICT	69,847	70,000	76,900	80,500	10,500
BRUSH DISPOSAL	6,803	7,500	7,500	7,500	-
EQUIPMENT R&M	7,578	21,250	21,250	21,250	-
VEHICLE R&M	25,549	32,000	32,000	32,000	-
DEPT OF ECOLOGY	21,747	30,000	30,000	30,000	-
LAUNDRY SERVICES	1,953	2,000	2,000	2,000	-
TRAINING & REGISTRATION	6,648	5,000	5,000	5,000	-
PERMIT/NPDES OUTREACH	49,231	15,000	15,000	15,000	-
VACTOR SERVICE	1,615	5,000	5,000	5,000	-
<b>Other services and charges</b>	<b>429,924</b>	<b>511,400</b>	<b>549,150</b>	<b>653,700</b>	<b>142,300</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Stormwater expenses	<u>\$ 1,063,926</u>	<u>\$ 1,217,500</u>	<u>\$ 1,268,100</u>	<u>\$ 1,399,250</u>	<u>\$ 181,750</u>

**2020 Budget**

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

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 336,286</b>	<b>\$ 361,500</b>	<b>\$ 361,500</b>	<b>\$ 369,500</b>	<b>\$ 8,000</b>
<b>Benefits</b>	<b>155,043</b>	<b>173,900</b>	<b>166,550</b>	<b>170,800</b>	<b>(3,100)</b>
OFFICE SUPPLIES	12	500	500	500	-
REFERENCE MATERIAL	-	400	400	400	-
OPERATING SUPPLIES	621	1,000	1,000	1,000	-
CLOTHING/BOOTS	-	600	600	600	-
<b>Supplies</b>	<b>633</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	5,886	50,000	50,000	50,000	-
LEGAL PUBLICATIONS	701	300	300	300	-
POSTAGE	-	350	350	350	-
TRAVEL & SUBSISTENCE	498	2,800	2,800	2,800	-
COMPUTER SYSTEM MAINT	200	2,500	2,500	2,500	-
ASSOC. DUES & MEMBERSHIPS	-	180	180	180	-
TRAINING & REGISTRATION	615	2,700	2,700	2,700	-
<b>Other services and charges</b>	<b>7,900</b>	<b>58,830</b>	<b>58,830</b>	<b>58,830</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Administration & Engineering expenses	<u>\$ 499,862</u>	<u>\$ 596,730</u>	<u>\$ 589,380</u>	<u>\$ 601,630</u>	<u>\$ 4,900</u>

**SURFACE WATER FUND – PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT – GIS DIVISION**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	<b>\$ 68,829</b>	<b>\$ 73,900</b>	<b>\$ 73,900</b>	<b>\$ 79,300</b>	<b>\$ 5,400</b>
<b>Benefits</b>	<b>24,774</b>	<b>27,850</b>	<b>27,850</b>	<b>29,200</b>	<b>1,350</b>
REFERENCE MATERIAL	-	500	500	500	-
OPERATING SUPPLIES	173	1,000	1,000	1,000	-
SMALL ITEMS OF EQUIPMENT	-	1,000	1,000	1,000	-
<b>Supplies</b>	<b>173</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
CONSULTING SERVICES	-	2,500	2,500	2,500	-
TELEPHONE	-	-	-	-	-
POSTAGE	-	100	100	100	-
CELL PHONE	882	800	800	800	-
TRAVEL & SUBSISTENCE	1,441	1,500	1,500	1,500	-
GIS SYSTEM MAINT & LICENSES	5,246	5,800	5,800	5,800	-
ASSOC. DUES & MEMBERSHIPS	-	300	300	300	-
PRINTING & BINDING	140	1,000	1,000	1,000	-
TRAINING & REGISTRATION	600	600	600	600	-
<b>Other services and charges</b>	<b>8,309</b>	<b>12,600</b>	<b>12,600</b>	<b>12,600</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total GIS expenses	<u>\$ 102,085</u>	<u>\$ 116,850</u>	<u>\$ 116,850</u>	<u>\$ 123,600</u>	<u>\$ 6,750</u>

**2020 Budget**

Surface Water Reserve Fund (445)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total resources</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	-	-	-	-	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>

# INTERNAL SERVICE FUNDS

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



## **TECHNOLOGY REPLACEMENT FUND**

**Purpose:**

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

### **Budget Highlights**

- This Fund's financing is derived from two sources: 5% of General Fund revenues derived from building permits, zoning & subdivision fees, plan checking fees, and similar revenues is annually allocated to this Fund; and an additional operating transfer from the General Fund is made each year.



**2020 Budget**

Technology Replacement Fund (120)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 131,755	\$ 114,755	\$ 150,294	\$ 173,794	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	19,534	18,500	18,500	18,500	-
OPERATING TRANSFERS IN	100,525	130,000	130,000	60,000	
Transfers-in	100,525	130,000	130,000	60,000	(70,000)
<b>Total revenue and transfers-in</b>	<b>\$ 120,059</b>	<b>\$ 148,500</b>	<b>\$ 148,500</b>	<b>\$ 78,500</b>	<b>\$ (70,000)</b>
<b>Total resources</b>	<b>\$ 251,814</b>	<b>\$ 263,255</b>	<b>\$ 298,794</b>	<b>\$ 252,294</b>	<b>\$ (70,000)</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
SMALL ITEMS OF EQUIPMENT	18,732	25,000	25,000	25,000	-
<b>Supplies</b>	<b>18,732</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
LICENSES & SUBSCRIPTIONS	47,656	50,000	50,000	50,000	-
<b>Other services and charges</b>	<b>47,656</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
COMPUTER HARDWARE	35,132	50,000	50,000	50,000	-
COMPUTER SOFTWARE	-	-	-	-	-
<b>Capital Outlay</b>	<b>35,132</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenses and transfers-out</b>	<b>\$ 101,520</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 150,294</b>	<b>\$ 138,255</b>	<b>\$ 173,794</b>	<b>\$ 127,294</b>	<b>\$ (70,000)</b>

## EQUIPMENT REPLACEMENT RESERVE FUND

### Purpose:

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 Fire District One maintenance shop.

Since Public Works has no mechanic, vehicles are maintained through warranties, service via an agreement with a local repair shop and on minor things, the City maintenance workers do some mechanics work.

Replacement of all vehicles is managed by this 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.

### 2019 Accomplishments

- Created a six-year equipment and fleet replacement plan
- Ordered a new Vactor Truck with delivery in 2020

### 2020 Goals & Objectives

- Update the six-year equipment and fleet replacement plan
- Continue to research cost efficient ways of maintaining the City's vehicles and equipment using regional partnerships
- Maintain all city owned equipment and vehicles such that reliability and life cycles are maximized
- Develop equipment and fleet maintenance tracking system

### Budget Highlights

The following vehicles are recommended for replacement:

- Police Department:
  - Ford SUV – Assistant Chief
  - Ford SUV – Patrol
  - Ford SUV – Patrol
- Public Works
  - GMC Safari Van - Janitorial
- Fire Department:
  - Ford Expedition – Battalion Chief
- EMS:
  - Ford E450 Ambulance – 5-year Lease Purchase

**2020 Budget**



## Vehicle & Equipment Replacement

Date Discussed by  
Council: 3/18/19;  
8/26/19

Authorize purchase of the Vehicles identified through the Equipment  
Replacement Plan for replacement in 2020 from the Equipment  
Reserve Fund

**Fund Name**  
**Equipment Rep.**

**Amount Requested**

**\$373,000**

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

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

**Expenditure Purpose and Justification**

Department	Equipment Description	Model Year	Year Acquired	Life Expectancy	Life at Replacement	Replacement Cost
EMS	Ford E450 Ambulance: 5 yr. Lease Purchase	2010	2012	7	10	\$ 75,000
Fire	Ford Expedition: Battalion Chief	2008	2008	10	12	\$ 63,000
Police	Ford SUV: Assistant Chief	2013	2013	7	7	\$ 60,000
Police	Ford SUV: Patrol	2014	2014	6	6	\$ 70,000
Police	Ford SUV: Patrol	2014	2014	6	6	\$ 70,000
Public Works	GMC Safari Van: Janitorial	1999	1999	14	21	\$ 35,000
						<b>\$ 373,000</b>

**Alternatives and Potential Costs**

Delay replacement of any or all items, or pursue a purchase of the Ambulance for \$375,000 in 2020, rather than the lease purchase option.

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

The Equipment Replacement Fund is expected to have a balance of approximately \$1,125,000 at the beginning of 2020. The amount listed for the replacement Ambulance is an estimated one-year payment for a five-year lease purchase term. The lease purchase will require a separate Council action in addition to inclusion in the budget.

Department:	Multiple
Division:	N/A
Prepared by:	Michelle Meyer

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 373,000
	\$ -
	\$ -
	\$ -

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

**2020 Budget**

**Equipment Replacement Reserve Fund (510)**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 1,394,256	\$ 799,110	\$ 1,291,054	\$ 1,124,968	\$ 325,858
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
STATE GRANT - DEPT OF ECOLOGY	29,251	-	-	-	-
Intergovernmental revenue	29,251	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - GENERAL FUND	70,026	183,694	258,644	430,000	246,306
EQUIPMENT REPLACEMENT CHARGE - WATERFRONT		25,000	25,000	25,000	-
EQUIPMENT REPLACEMENT CHARGE - EMS FUND		-	75,620	140,000	140,000
Charges for goods and services	70,026	208,694	359,264	595,000	386,306
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	41,386	-	-	16,200	16,200
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 140,663</b>	<b>\$ 208,694</b>	<b>\$ 359,264</b>	<b>\$ 611,200</b>	<b>\$ 402,506</b>
<b>Total resources</b>	<b>\$ 1,534,919</b>	<b>\$ 1,007,804</b>	<b>\$ 1,650,318</b>	<b>\$ 1,736,168</b>	<b>\$ 728,364</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other services and charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
OTHER MACHINERY & EQUIPMENT (License Plate Reader)	-	65,000	65,000	-	(65,000)
POLICE VEHICLE REPLACEMENT	175,764	176,000	176,000	200,000	24,000
FIRE OTHER MACHINERY & EQUIPMENT (Cardiac Defib)	-	74,000	106,350	-	(74,000)
FIRE VEHICLE REPLACEMENT	25,121	63,000	63,000	138,000	75,000
PW VEHICLE REPLACEMENT	42,980	115,000	115,000	35,000	(80,000)
DEPRECIATION EXPENSE	-	-	-	-	-
VEHICLE EQ REMOVAL	-	-	-	-	-
<b>Capital Outlay</b>	<b>243,865</b>	<b>493,000</b>	<b>525,350</b>	<b>373,000</b>	<b>(120,000)</b>
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenses and transfers-out</b>	<b>\$ 243,865</b>	<b>\$ 493,000</b>	<b>\$ 525,350</b>	<b>\$ 373,000</b>	<b>\$ (120,000)</b>
<b>Ending fund balance</b>	<b>\$ 1,291,054</b>	<b>\$ 514,804</b>	<b>\$ 1,124,968</b>	<b>\$ 1,363,168</b>	<b>\$ 848,364</b>

## **FACILITY MAINTENANCE FUND**

**Purpose:**

The Facility Maintenance Division is staffed by two employees of the Public Works Department who maintain the City's 23 buildings. Expenditures for this division are financed entirely by an annual transfer from the General Fund.

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

**The 23 City buildings include:**

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

### **2019 Accomplishments**

- Updated six-year facility renewal plan
- Completed 120 facilities service requests through August 2019
- Resolved Rosehill Community Center electrical room drainage issue

### **2020 Goals & Objectives**

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

### **Budget Highlights**

- The 2020 budget for this division reflects no change in staffing levels

**2020 Budget**

Facilities Maintenance Fund (518)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ (63,035)	\$ 18,712	\$ (60,349)	\$ 1	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Charges for goods and services	736,135	759,050	819,400	784,200	25,150
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	(8,312)	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 727,823</b>	<b>\$ 759,050</b>	<b>\$ 819,400</b>	<b>\$ 784,200</b>	<b>\$ 25,150</b>
<b>Total resources</b>	<b>\$ 664,788</b>	<b>\$ 777,762</b>	<b>\$ 759,051</b>	<b>\$ 784,201</b>	<b>\$ 25,150</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ 186,180	\$ 184,000	\$ 182,250	\$ 205,400	21,400
Benefits	85,252	105,200	103,500	106,150	950
Supplies	30,745	29,400	30,600	29,950	550
Other services and charges	422,960	440,450	442,700	442,700	2,250
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenses and transfers-out</b>	<b>\$ 725,137</b>	<b>\$ 759,050</b>	<b>\$ 759,050</b>	<b>\$ 784,200</b>	<b>\$ 25,150</b>
<b>Ending fund balance</b>	<b>\$ (60,349)</b>	<b>\$ 18,712</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ -</b>

**2020 Budget**

**FACILITIES MAINTENANCE FUND - EXPENSES DIRECTLY RELATED TO BUILDING**

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
City Hall expenditures	\$ 61,134	\$ 62,300	\$ 67,550	\$ 62,550	\$ 250
Police Station expenditures	111,511	121,400	116,400	121,400	-
Fire Stations expenditures	85,296	84,350	84,350	84,350	-
Public Works Shop expenditures	35,704	40,900	52,900	40,900	-
Rosehill Community Center expenditure	106,408	95,850	95,850	95,850	-
Lighthouse expenditures	39,103	51,350	39,350	51,350	-
Chamber of Commerce expenditures	62	100	150	100	-
<b>Total expenses related directly to</b>	<b>\$ 439,218</b>	<b>\$ 456,250</b>	<b>\$ 456,550</b>	<b>\$ 456,500</b>	<b>\$ 250</b>

## **FACILITY RENEWAL FUND**

**Purpose:**

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

### **2019 Accomplishments**

- Completed construction of the Chamber of Commerce basement stairwell enclosure
- Replaced dorm windows at Fire Station 25
- Painted exterior of Fire Station 24
- Painted Public Works shop entry
- Stained Police Department front entrance
- Installed charging stations at Lighthouse Park

### **2020 Goals & Objectives**

- Replace HVAC at Fire Station 25
- Replace Rosehill Christensen Room Flooring
- Replace Light Station Roof
- Replace Light House Park Parking meters
- Upgrade security cameras at the Police station

### **Budget Highlights**

- The budget includes a Facility Renewal New Budget Item to reflect the 2020 Goals and Objectives listed above



## 2020 Budget



### Facility Renewal

Date Discussed by  
Council:

Authorize completion of the priority projects identified in the Facility  
Renewal Plan

**Fund Name**  
**Facility Renewal**

**Amount Requested**

**\$375,000**

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

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

**Yes**

#### Expenditure Purpose and Justification

Facility	Project	Detailed Description	Estimated Cost
Fire Station 25	HVAC (Carry Forward from 2019)	Replace standard efficiency furnaces and condensing units to reduce energy and maintenance costs and add fire dampers to comply with code	\$ 120,000
Police Station	Security Camera upgrade	Replace 15-year-old security camera and digital recording system. Add cameras in several additional areas around police facility that currently have limited visibility.	\$ 100,000
Rosehill	Christiansen room flooring	The carpet is badly stained and worn in certain areas. Will install a hard surface floor that will be more resistant to damage from spills and high traffic and conducive to the types of uses in this room: parties with food, etc.	\$ 20,000
Lighthouse Park	Roof Replacement (GRANT FUNDED)	Roof is leaking causing damage; \$10,000 grant from Lighthouse Environmental Programs and \$20,000 grant from Lodging Tax will cover the full cost	\$ 30,000
Lighthouse Park	Replace Small Meters with 7 Large	Existing small meters have ongoing problems that result in lost revenue not only from parking fees, but also from parking tickets that cannot be written due to malfunctioning meters.	\$ 105,000
<b>TOTAL</b>			<b>\$ 375,000</b>

#### Alternatives and Potential Costs

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

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

The Facility Renewal Fund is anticipated to have a balance of approximately \$395,000 at the beginning of 2020, and will receive transfers totalling \$260,450 and grants totalling \$30,000. The Fund is expected to end the year with a balance of approximately \$310,000.

Department:	<b>Public Works</b>
Division:	<b>Facility Renewal</b>
Prepared by:	Michelle Meyer

Expenditure Account # & Title	Amount
Facility Renewal Bldg & Fixture Impr.	\$ 375,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfers In from Other Funds	\$ 260,450
Lodging Tax Grant	\$ 20,000
Lighthouse Environmental Grant	\$ 10,000
	\$ -

**2020 Budget**

Facility Renewal Fund (520)

	<b>2018 Actuals</b>	<b>2019 Budget</b>	<b>2019 Estimated Actuals</b>	<b>2020 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 583,022	\$ 480,880	\$ 469,654	\$ 394,654	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	62,331	12,000	12,000	20,000	8,000
LIGHTHOUSE GRANT				10,000	10,000
Intergovernmental revenue	62,331	12,000	12,000	30,000	18,000
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
OPERATING TRANSFERS IN	51,700	40,000	40,000	260,450	220,450
Transfers-in	51,700	40,000	40,000	260,450	220,450
<b>Total revenue and transfers-in</b>	<b>\$ 114,031</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>	<b>\$ 290,450</b>	<b>\$ 238,450</b>
<b>Total resources</b>	<b>\$ 697,053</b>	<b>\$ 532,880</b>	<b>\$ 521,654</b>	<b>\$ 685,104</b>	<b>\$ 238,450</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Supplies</b>	<b>8,166</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BLDG & FIXTURE R&M - CITY HALL	30,822	-	-	-	-
BLDG & FIXTURE R&M - POLICE DEPT	10,814	10,000	10,000	-	(10,000)
BLDG & FIXTURE R&M - FIRE DEPT	21,475	148,000	28,000	120,000	(28,000)
BLDG & FIXTURE R&M - PW SHOPS	764	5,000	5,000	-	(5,000)
BLDG & FIXTURE R&M - ROSEHILL	76,623	32,000	32,000	20,000	(12,000)
BLDG & FIXTURE R&M - LIGHTHOUSE	30,804	-	-	30,000	30,000
BLDG & FIXTURE R&M - CHAMBER OF COMMERCE	3,064	12,000	12,000	-	(12,000)
<b>Other services and charges</b>	<b>174,366</b>	<b>207,000</b>	<b>87,000</b>	<b>170,000</b>	<b>(37,000)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
DEPRECIATION EXPENSE	-	-	-	-	-
BUILDING IMPROVEMENTS - CITY HALL	-	-	-	-	-
BUILDING IMPROVEMENTS - PD	-	-	-	100,000	100,000
BUILDING IMPROVEMENTS - FIRE	-	-	-	-	-
BUILDING IMPROVEMENTS - PW	19,360	-	-	-	-
BUILDING IMPROVEMENTS - LIGHTHOUSE PARK	18,625	40,000	40,000	105,000	65,000
OFFICE FURN. AND EQUIPMENT	6,882	-	-	-	-
<b>Capital Outlay</b>	<b>44,867</b>	<b>40,000</b>	<b>40,000</b>	<b>205,000</b>	<b>165,000</b>
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenses and transfers-out</b>	<b>\$ 227,399</b>	<b>\$ 247,000</b>	<b>\$ 127,000</b>	<b>\$ 375,000</b>	<b>\$ 128,000</b>
<b>Ending fund balance</b>	<b>\$ 469,654</b>	<b>\$ 285,880</b>	<b>\$ 394,654</b>	<b>\$ 310,104</b>	<b>\$ 110,450</b>