

# 2022 CITY OF MUKILTEO PRELIMINARY ANNUAL BUDGET



CITY OF  
**MUKILTEO**

MAYOR JENNIFER GREGERSON  
CITY ADMINISTRATOR STEVE POWERS  
FINANCE DIRECTOR SHAWN HUNSTOCK



## PRINCIPAL CITY OFFICIALS

### ELECTED OFFICIALS 2021



Jennifer Gregerson  
Mayor



Sarah Kneller  
Council President



Bob Champion  
Council Vice President



Richard Emery  
Councilmember



Elisabeth Crawford  
Councilmember



Louis Harris  
Councilmember



Riaz Khan  
Councilmember

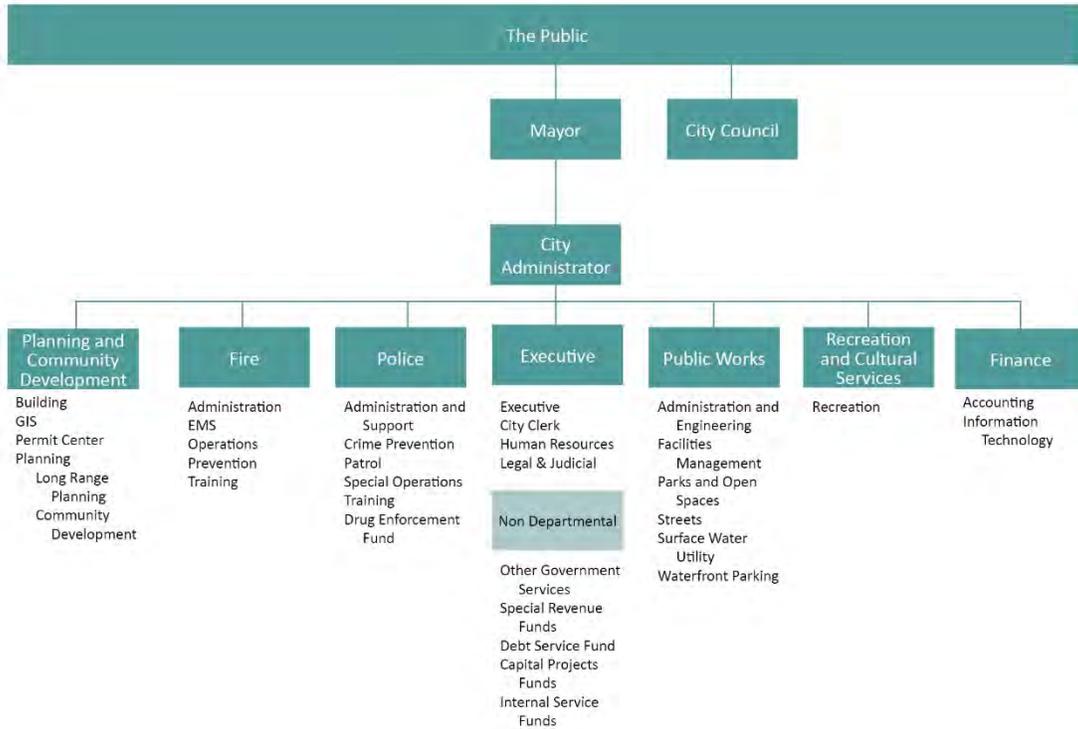


Joe Marine  
Councilmember

### EXECUTIVE STAFF

City Administrator Steve Powers  
Community Development and Planning Director Dave Osaki  
Finance Director Shawn Hunstock  
Fire Chief Chris Alexander  
Police Chief Cheol Kang  
Public Works Director Andrea Swisstack  
Recreation and Cultural Services Director Jeff Price

# ORGANIZATION STRUCTURE FOR CITY BUDGET



City Staffing		
Department	2021	2022
City Council	7.0	7.0
Executive	5.0	5.0
Finance & IT	8.0	8.0
Police	36.0	36.0
Fire	30.0	30.0
Public Works (includes seasonals)	29.8	29.8
Planning	11.0	11.0
Recreation (Full Time Equivalent)	8.3	8.3
<b>Total</b>	<b>135.1</b>	<b>135.1</b>

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# MAYOR'S MESSAGE



September 30, 2021

Dear Council President Kneller, Members of the City Council, and our community:

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

I want to begin with sharing my thanks to the team that helped create this budget. Beginning with Finance Director Shawn Hunstock and Accounting Manager Nicoleta Strugariu, our team developed this budget in partnership and with mutual understanding. I appreciate each of our department directors, their deputies, and our City Administrator Steve Powers for his insight and guidance.

This budget takes us into a world of recovery from the pandemic, it affirms our values and core services, and it funds new initiatives that reflect our shared priorities.

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.

- Keeps public safety equipment up to date, with purchases on our expected schedule of *Equipment Replacement*
- Transitions two 20 to 25 year old Public Works vehicles to all-electric options that meet our mission needs
- Ensures our city facilities stay in good condition via *Facility Renewal* investments
- Supports filling anticipated public safety staffing vacancies due to retirements, with expenses found in the *Police, Fire and Human Resources* budgets
- Provides for new turnout gear for the *Fire Department* to keep our fire professionals safe with adequate uniforms and safety equipment
- Invests in a Gun Safety Initiative, focused on providing education for gun owners, a workshop on gun safety for those families with children at home, and options for those who wish to reduce the number of guns in homes





- and in circulation by encouraging a buy-back option
- Launches a new Tree Planting Initiative, one of the recommendations from the 2020 Climate Action Plan, increasing our tree canopy and providing for replacement of damaged trees, particularly on our streets
- Supports our beautiful community by increasing flower baskets and maintenance of our Tails and Trails Dog Park
- Continues to support our community mental health: via our Crime Prevention Officer educational outreach, our School Resource Officer connections to our kids and schools, and a new Suicide Prevention Effort with a nonprofit partnership
- Holds our reserves strong, with an ending fund balance at 31.3%, well above the policy requirement of 16.67% (two months in reserve). The City also has our \$1m emergency reserve, untapped during this pandemic.
- Plans for a full year of an open Community Center in the Recreation Division.
- Funds full staffing in *Planning and Community Development*, allowing for timely permit review for property owners, as well as updates to our regulations, including a Sign Code update and the launch of a community conversation for our 2024 Comprehensive Plan Update
- Begins construction of the waterfront promenade from the Ferry Terminal to Edgewater Beach, and the design of the Japanese Gulch Creek daylighting project
- Funds staffing to complete work on Snohomish County Master Annexation Inter-local Agreement, facilitating the steps towards annexation of the east side of the Speedway
- Empowers the *Police* Department to continue building a strong Police Volunteer Program, hold the National Night-Out Against Crime Event, and at least one Residents' Police Academy, community outreach events involving Gun Safety, Drug Awareness, Teen Issues, Identity Theft, and other community concerns, and conduct a fourth Mukilteo Youth Police Academy
- With American Rescue Plan funding, will implement a new body camera program for our police officers
- Enhances existing police officer skillsets by conducting squad and division level active shooter response training, including four dynamic, scenario-based training session for all patrol officers
- Supports police staffing to conduct targeted patrols to prevent burglaries, vehicle prowls, package thefts and



**reserves: STRONG**

*invests in public safety equipment*



**adds bikes lanes on Harbour Reach Dr. N**



**finishes 76th Street Sidewalks**



**keeps city facilities in good condition**



**new Tree Planting Initiative**

*improves Dog Park maintenance*



**begins Promenade construction**



**implements Police Body Cam Program**

*empowers Police-community connections*



**Full Staffing for Full Services**







- address other community issues
- Completes construction of the Rosehill Solar Panels project
- Improves pedestrian and bicyclist safety on the Paine Field Blvd Shared Use Path via a much needed repair project
- Constructs pavement repair and addition of bike lanes on Harbour Reach Drive North, extending the bike lanes on the extended Harbour Reach Drive
- Completes construction of new sidewalks and ADA improvements on 76th Street SW
- Develops and constructs repairs in Big Gulch to resolve erosion issues
- Aids in driver safety by developing and implementing a vegetation sight distance inspection program
- and... we will be stocked and prepared to respond to snow and ice events this winter!

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. This budget presents a realistic funding of the costs to provide the services that our community expects, within the budget constraints that we are facing. It represents a city that delivers the core fundamentals of our operation: public safety, infrastructure, development services and parks and recreation.

**CORE CITY SERVICES**

The 2022 Preliminary Budget is balanced and keeps our reserves strong. Our ending fund balance remains at 31.3%, well above the adopted policy of 16.7% (two months of reserves). I am proud to have kept that reserve well above the policy requirement, higher than it has been since 2012.

Last year, I shared the number of reductions throughout each department. I noted these at the time in the budget highlights for each division, to draw attention to them and remind us to bring them back when times are better. Many of those items are returned with this budget, ensuring that we are able to bring back services.

With our focus on core services, this budget is responsible. You will find appropriate replacement of equipment, maintenance and repair of our facilities, preservation of our infrastructure, and sustainable revenues in this budget.

**INVESTMENT IN OUR FUTURE**



**EQUIPMENT AND FACILITIES FUNDS SUMMARY**

Beginning Balances  
**\$5,016,826**

Projected Total Re-Investment  
**\$1,003,250**

Projected Total Expenditures  
**\$905,800**

Estimated End of Year  
Equipment & Facilities  
Funds Available  
**\$5,114,276**

Includes Equipment Replacement, Facility Renewal, and Tech Replacement Funds

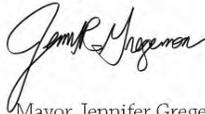
**SAFE, STRONG NEIGHBORHOODS**

In 2021, we continue our substantial investment in public safety services. Our crime victims coordinator position and School Resource Officer are fully funded in 2022. We also hope to continue our partnership with Snohomish County for a social worker to assist our officers in case management and follow-up with those in our community who are unsheltered. We also plan to expand specialized scenario-based training for our Police Officers to ensure their preparedness. In 2022, with American Rescue Plan funding, we also plan to implement a new body camera program.

**FISCAL HEALTH**

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 15, 2021.

Sincerely,



Mayor Jennifer Gregerson

# BUDGET in BRIEF



## GENERAL FUND SUMMARY

General Fund Beginning  
Balance  
**\$4,962,128**

Projected Total Revenue  
**\$15,828,752**

Projected Total Expenditure  
**\$15,828,751**

Estimated End of Year Fund  
Balance  
**\$4,962,128**



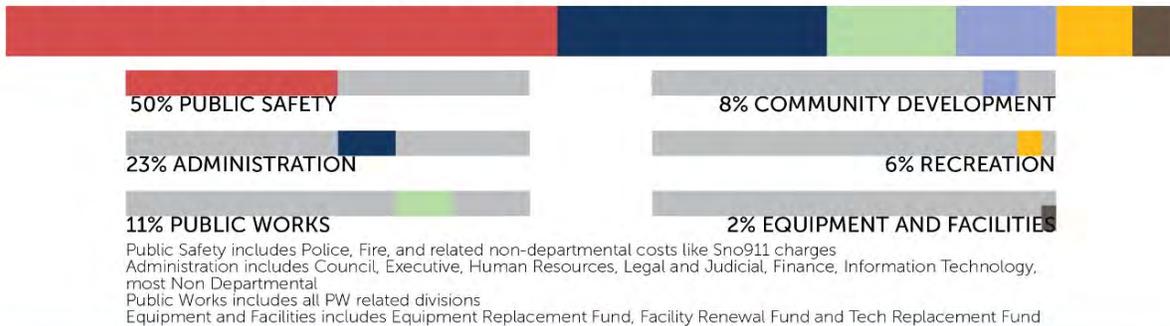
## WHERE DOES YOUR PROPERTY TAX DOLLAR GO?



## WHERE THE CITY'S MONEY COMES FROM



## HOW THE CITY SPENDS YOUR MONEY



## **BUDGET BUILDING PROCESS**

This section is intended to briefly discuss the process behind the creation of the 2022 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 2022, 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 2022 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 2022 Preliminary Budget no longer includes NBIs requesting the City Council to reapprove the

## ***2022 Preliminary 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 2022 budget based on actual expenditures for 2020. 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 2022 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

## **2022 Preliminary Budget**

### 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.

## **2022 Preliminary Budget**

- Capital project proposals should include a discussion on level of service (LOS). At a minimum, the discussion should include current LOS level associated with the proposal and level of LOS after completion of proposal. Proposals with low level LOS will receive higher priority than those with higher levels of LOS. Capital project proposals that either have a current LOS level of 100% or higher or will have a LOS level of 100% or higher after completion of the proposal must include a discussion on impacts to other services that have a LOS level below 100%.
- All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget. Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration:
  - Impacts to other projects
  - 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.

## **2022 Preliminary Budget**

### Debt Policies

- Debt will not be used for operating costs.
- Whenever possible, the City shall identify alternative sources of funding and availability to minimize the use of debt financing.
- Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.
- Tax Anticipation Notes will be issued only when the City's ability to implement approved programs and projects is seriously hampered by temporary cash flow shortages.
- Long-term general obligation debt will be issued when necessary to acquire land and/or fixed assets, based upon the City's ability to pay. Long-term general obligation debt will be limited to those capital projects that cannot be financed from existing revenues and only when there is an existing or near-term need for the acquisition or project. The acquisition or project should also be integrated with the City's Long-range Financial Plan and the Capital Facilities Plan.
- The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
- Current revenues or ending fund balance shall be set aside to pay for the subsequent two year's debt service payments. This is intended to immunize the City's bondholders from any short-term volatility in revenues.
- The City shall establish affordability guidelines in order to preserve credit quality. One such guideline, which may be suspended for emergency purposes or unusual circumstances, is as follows: Debt service as a percent of the City's operating budget should not exceed ten percent (10%).

## **GAP CLOSING POLICY**

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

### **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**

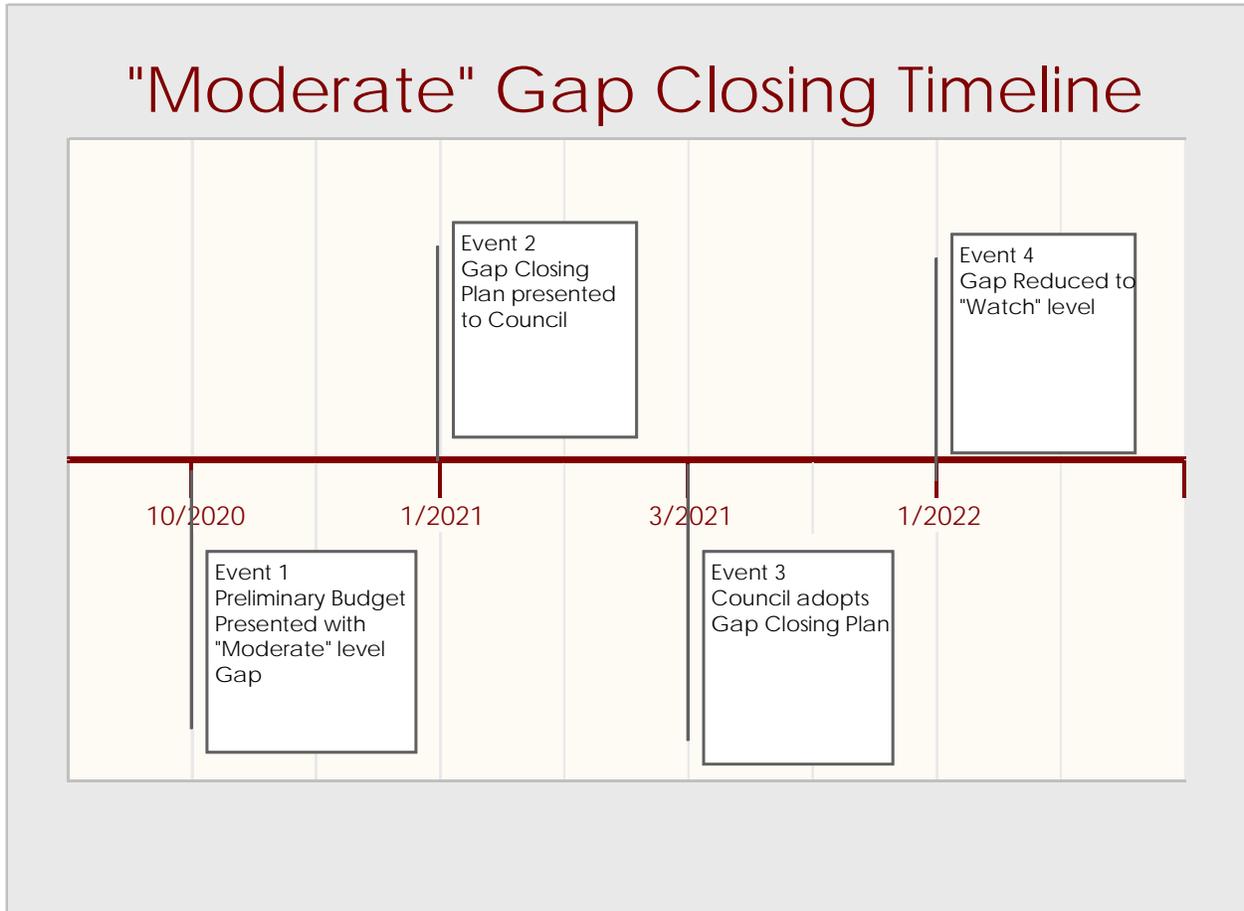
The severity of the Gap will dictate how to address the Gap.

- 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.

**2022 Preliminary Budget**

- 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.

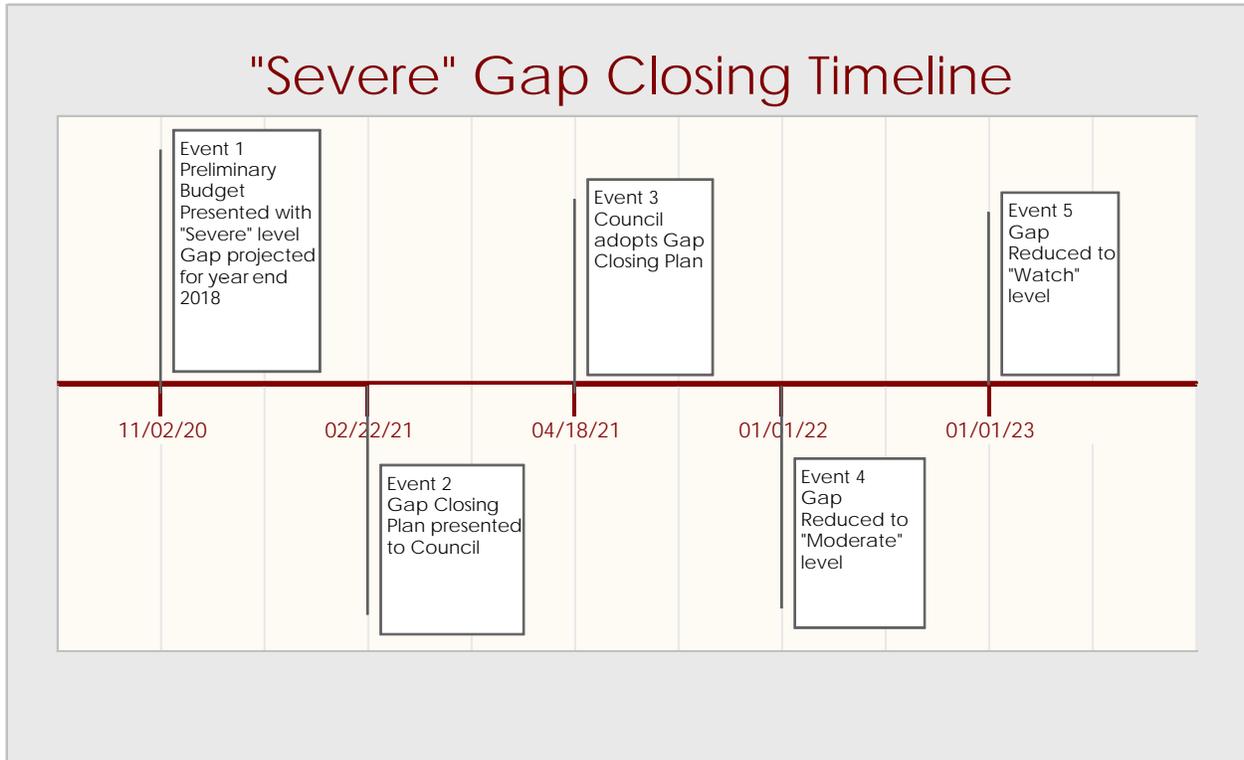
The timeline for closing the “Moderate” level gap could look like the following chart:



## 2022 Preliminary 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 2022 budgeted expenditures cannot exceed half of the 2020 actual revenues received 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 2022 equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000.

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- **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 2022 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 2022 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 2022.
- **REVENUE AND EXPENDITURE SUMMARY ALL FUNDS** (Exhibit 2) – Provides the following revenue and expenditure information for each Fund: 2020 actual amounts, 2021 Adopted Budget, 2021 estimates, the 2022 Budget, and two columns reflecting the dollar and percentage changes comparing the 2021 Adopted Budget to the 2022 Budget. Transfers in and out are included with revenues and expenditures.
- **TOTAL REVENUES AND EXPENDITURES FOR ALL FUNDS** (Exhibit 3) – Provides 2022 revenue and expenditure information for all Funds by categories of revenues and expenditures together with actual amounts for 2020, Adopted Budget for 2021 and 2021 estimates, and two columns reflecting the dollar and percentage changes comparing the 2021 Adopted Budget to the 2022 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 2022 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, and the Waterfront Parking Fund.
- **GENERAL FUND REVENUE SUMMARY** (Exhibit 7) – Provides a further breakdown of the General Fund's various revenue categories.
- **2022 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.
- **2022 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 2021, and estimated amounts to be carried forward to 2022.

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**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	\$ 4,962,128	\$ 15,828,752	\$ -	\$ 15,828,752	\$ 14,722,115	\$ 1,106,636	\$ 15,828,751	\$ 4,962,129
City Reserve	1,000,000	-	-	-	-	-	-	1,000,000
LEOFF I Reserve	12,864	-	-	-	11,200	-	11,200	1,664
Transportation Benefit District	1,053,748	353,000	-	353,000	-	1,010,273	1,010,273	396,475
Streets	67,249	509,026	386,374	895,400	923,250	-	923,250	39,399
Waterfront Parking	24,431	769,700	-	769,700	747,750	-	747,750	46,381
Hotel/Motel Lodging Tax	62,245	128,000	-	128,000	131,000	-	131,000	59,245
Emergency Medical Services	733,890	3,110,374	417,406	3,527,780	4,198,670	63,000	4,261,670	-
Drug Enforcement	138	10,000	-	10,000	10,000	-	10,000	138
<b>DEBT SERVICE FUND</b>	81	-	883,000	883,000	882,100	-	882,100	981
<b>CAPITAL PROJECT FUNDS</b>								
Capital Projects	1,894,986	2,737,647	3,224,839	5,962,486	5,959,286	-	5,959,286	1,898,186
Park Acquisition & Development	269,153	10,000	-	10,000	-	-	-	279,153
Transportation Impact Fee	102,945	20,000	-	20,000	-	-	-	122,945
Real Estate Excise Tax I	2,128,366	820,000	-	820,000	-	883,000	883,000	2,065,366
Real Estate Excise Tax II	2,075,280	815,000	-	815,000	-	2,132,010	2,132,010	758,269
<b>PROPRIETARY FUNDS</b>								
Surface Water Management	12,626,701	4,391,174	-	4,391,174	5,302,686	87,450	5,390,136	11,627,740
Surface Water Reserve	300,000	-	-	-	-	-	-	300,000
<b>INTERNAL SERVICE FUNDS</b>								
Technology Replacement Reserve	155,675	18,500	103,000	121,500	125,000	-	125,000	152,175
Equipment Replacement Reserve	4,156,623	599,000	-	599,000	599,000	-	599,000	4,156,623
Facilities Maintenance	42,412	753,288	-	753,288	794,200	-	794,200	1,500
Facility Renewal	704,528	53,000	267,750	320,750	332,300	-	332,300	692,978
	<b>\$ 32,373,442</b>	<b>\$ 30,926,461</b>	<b>\$ 5,282,369</b>	<b>\$ 36,208,830</b>	<b>\$ 34,738,557</b>	<b>\$ 5,282,369</b>	<b>\$ 40,020,926</b>	<b>\$ 28,561,346</b>

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

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Change in Budget (\$)</b>	<b>Change in Budget (%)</b>
General	\$ 16,208,644	\$ 15,108,301	\$ 15,823,588	\$ 15,828,752	\$ 720,451	4.8%
City Reserve	-	-	-	-	-	-
LEOFF I Reserve	-	-	-	-	-	-
Transportation Benefit District	434,635	317,650	328,321	353,000	35,350	11.1%
Streets	723,427	819,750	782,900	895,400	75,650	9.2%
Waterfront Parking	601,659	769,700	560,200	769,700	-	0.0%
Hotel/Motel Lodging Tax	116,798	245,000	119,628	128,000	(117,000)	-47.8%
Emergency Medical Services	3,251,825	4,218,700	4,289,061	3,527,780	(690,920)	-16.4%
Drug Enforcement	(14)	20,000	20,000	10,000	(10,000)	-50.0%
Debt Service	880,345	870,000	874,400	883,000	13,000	1.5%
Capital Projects	10,678,365	11,644,400	9,115,109	5,962,486	(5,681,914)	-48.8%
Park Acquisition & Development	203,859	20,000	59,631	10,000	(10,000)	-50.0%
Transportation Impact Fee	104,756	50,000	20,000	20,000	(30,000)	-60.0%
Real Estate Excise Tax I	834,307	700,000	831,750	820,000	120,000	17.1%
Real Estate Excise Tax II	822,414	700,000	825,000	815,000	115,000	16.4%
Surface Water Management	5,629,162	4,228,640	4,019,921	4,391,174	162,534	3.8%
Surface Water Reserve	-	-	-	-	-	-
Technology Replacement Reserve	119,352	121,500	121,500	121,500	-	0.0%
Equipment Replacement Reserve	475,039	277,000	284,767	599,000	322,000	116.2%
Facilities Maintenance	843,123	801,750	832,934	753,288	(48,462)	-6.0%
Facility Renewal	290,450	110,450	110,450	320,750	210,300	190.4%
	<b>\$ 42,218,146</b>	<b>\$ 41,022,841</b>	<b>\$ 39,019,160</b>	<b>\$ 36,208,830</b>	<b>\$ (4,814,011)</b>	<b>(11.7%)</b>

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

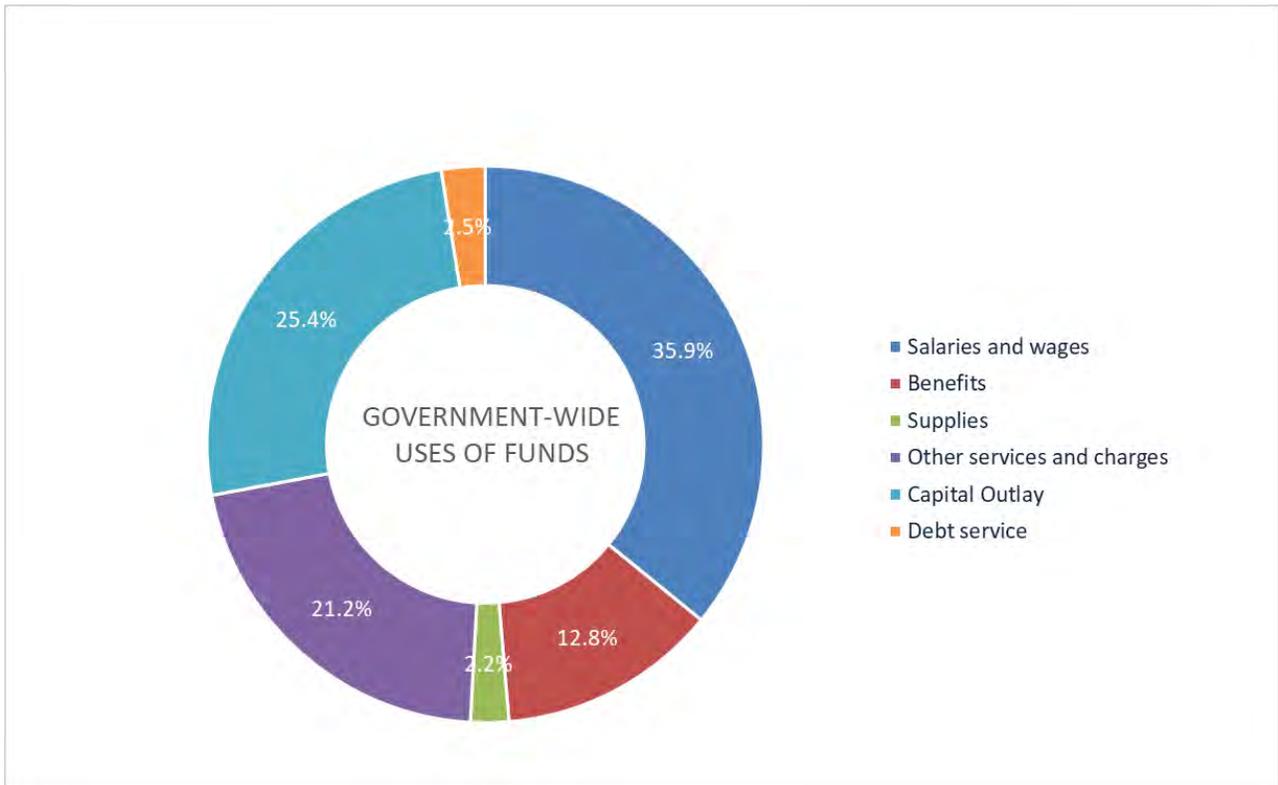
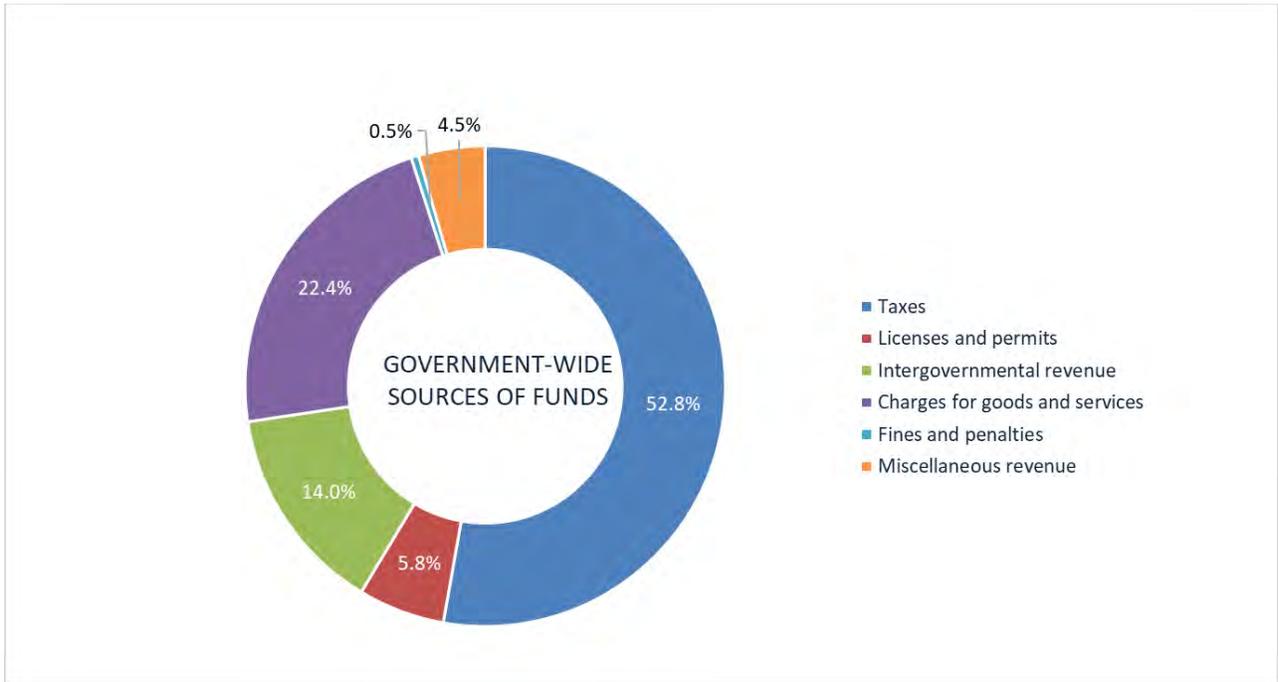
	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Change in Budget (\$)</u>	<u>Change in Budget (%)</u>
General	\$ 15,201,924	\$ 15,150,330	\$ 15,505,688	\$ 15,828,751	\$ 678,421	4.5%
LEOFF I Reserve	7,093	11,200	11,200	11,200	-	0.0%
Transportation Benefit District	244,758	729,476	135,248	1,010,273	280,797	38.5%
Streets	761,359	819,750	782,900	923,250	103,500	12.6%
Waterfront Parking	562,861	729,550	631,390	747,750	18,200	2.5%
Recreation & Cultural Services	-	-	-	-	-	-
Hotel/Motel Lodging Tax	127,312	250,600	234,100	131,000	(119,600)	-47.7%
Emergency Medical Services	2,961,358	4,218,700	3,976,000	4,261,670	42,970	1.0%
Drug Enforcement	4,127	20,000	20,000	10,000	(10,000)	-50.0%
Debt Service	882,310	879,140	879,140	882,100	2,960	0.3%
Capital Projects	10,678,365	11,644,400	7,220,123	5,959,286	(5,685,114)	-48.8%
Park Acquisition & Development	168,402	-	56,383	-	-	-
Transportation Impact Fee	90,700	92,400	92,400	-	(92,400)	-100.0%
Real Estate Excise Tax I	886,364	895,000	899,400	883,000	(12,000)	-1.3%
Real Estate Excise Tax II	434,548	1,720,999	470,243	2,132,010	411,011	23.9%
Surface Water Management	2,097,296	5,125,821	3,889,293	5,390,136	264,315	5.2%
Technology Replacement Reserve	135,514	125,000	125,000	125,000	-	0.0%
Equipment Replacement Reserve	433,446	317,400	317,400	599,000	281,600	88.7%
Facilities Maintenance	824,730	801,750	817,464	794,200	(7,550)	-0.9%
Facility Renewal	209,700	100,000	115,000	332,300	232,300	232.3%
	<b>\$ 36,712,167</b>	<b>\$ 43,631,516</b>	<b>\$ 36,178,371</b>	<b>\$ 40,020,926</b>	<b>\$ (3,610,590)</b>	<b>(8.3%)</b>

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Change in Budget (\$)	Change in Budget (%)
<b>REVENUE SOURCE:</b>						
Taxes	\$ 15,981,235	\$ 15,325,591	\$ 16,163,890	\$ 16,329,790	\$ 1,004,199	6.6%
Licenses and permits	1,646,099	1,825,650	1,797,655	1,803,300	(22,350)	-1.2%
Intergovernmental revenue	13,985,521	10,753,125	9,855,816	4,331,078	(6,422,047)	-59.7%
Charges for goods and services	7,155,776	6,424,970	6,590,260	6,919,076	494,106	7.7%
Fines and penalties	127,415	180,550	157,251	158,850	(21,700)	-12.0%
Miscellaneous revenue	1,012,730	1,337,250	1,080,967	1,384,366	47,116	3.5%
<b>TOTAL REVENUES</b>	<b>\$ 39,908,776</b>	<b>\$ 35,847,136</b>	<b>\$ 35,645,839</b>	<b>\$ 30,926,461</b>	<b>\$ (4,920,675)</b>	<b>(13.7%)</b>
<b>EXPENDITURE TYPE:</b>						
Salaries and wages	\$ 11,036,931	\$ 11,711,800	\$ 11,197,605	\$ 12,474,540	\$ 762,740	6.5%
Benefits	4,084,563	4,501,140	4,119,061	4,445,350	(55,790)	-1.2%
Supplies	651,569	643,100	664,132	768,638	125,538	19.5%
Other services and charges	7,206,284	6,049,605	6,443,618	7,359,225	1,309,620	21.6%
Capital Outlay	10,541,140	14,762,876	9,311,995	8,808,704	(5,954,172)	-40.3%
Debt service	882,310	879,140	879,140	882,100	2,960	0.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 34,402,797</b>	<b>\$ 38,547,661</b>	<b>\$ 32,615,551</b>	<b>\$ 34,738,557</b>	<b>\$ (3,809,104)</b>	<b>(9.9%)</b>

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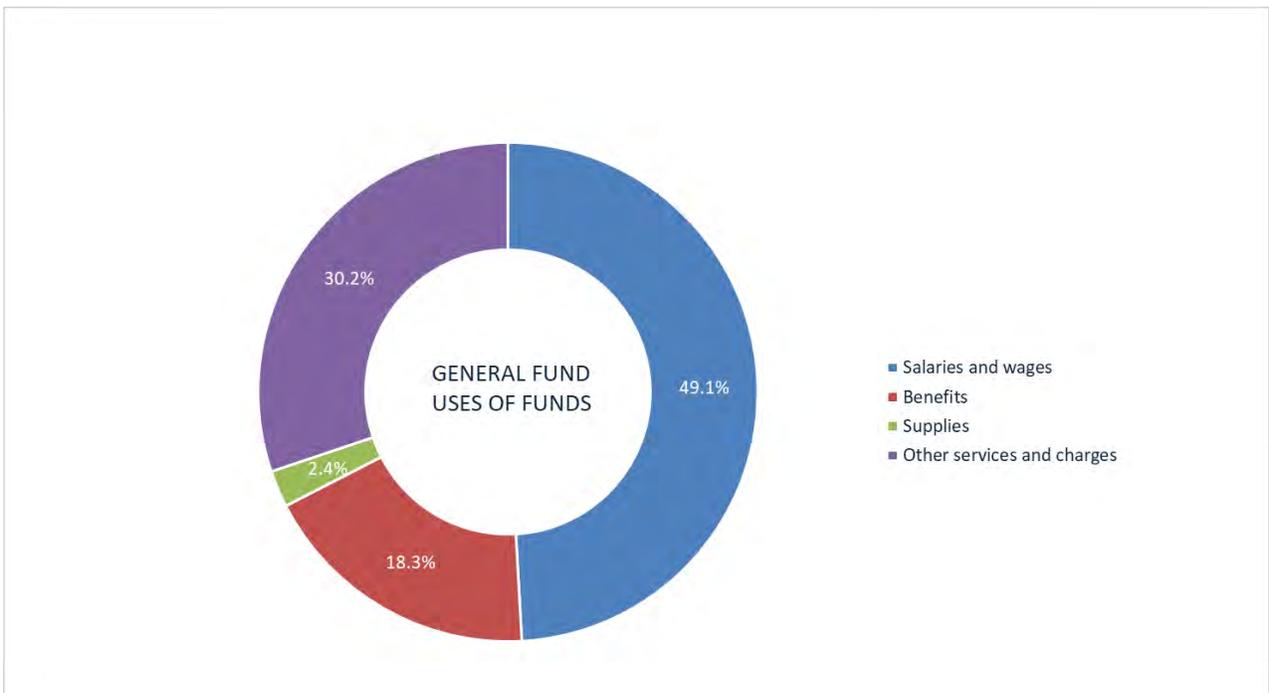
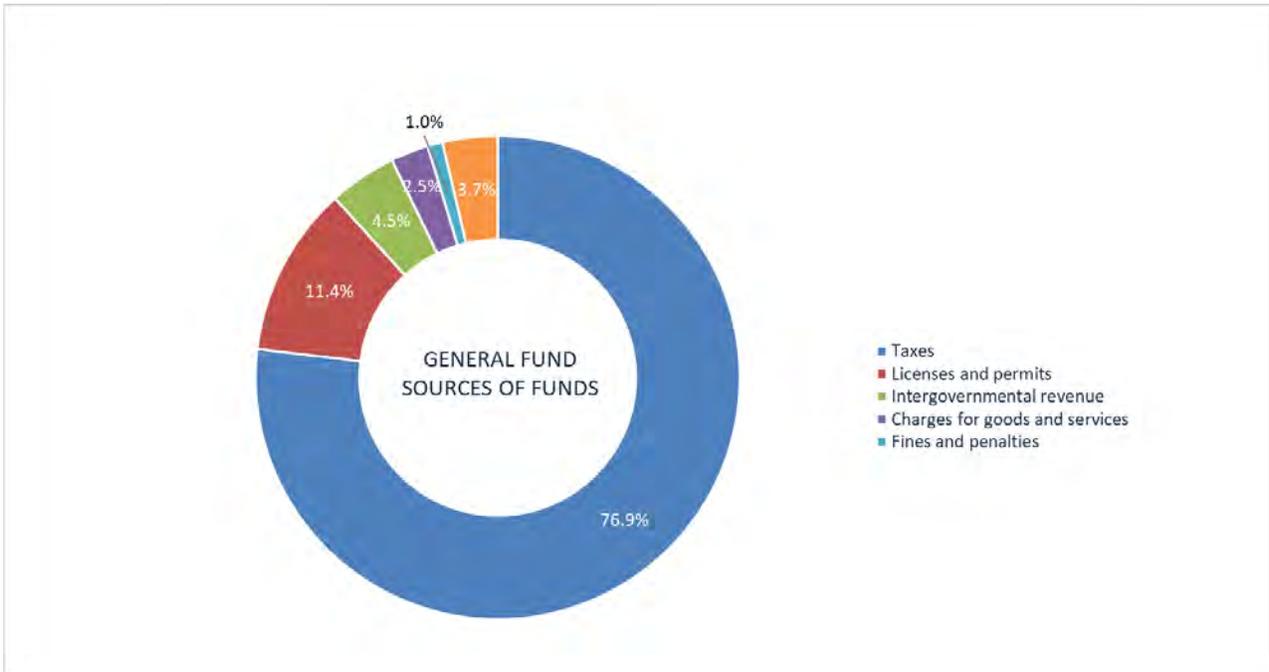
*2022 Preliminary Budget*

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

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Change in Budget (\$)</b>	<b>Change in Budget (%)</b>
<b>REVENUE SOURCE:</b>						
Taxes	\$ 11,872,015	\$ 11,343,881	\$ 12,046,881	\$ 12,170,314	\$ 826,433	7.3%
Licenses and permits	1,646,099	1,825,650	1,797,655	1,803,300	(22,350)	-1.2%
Intergovernmental revenue	1,706,959	693,900	838,341	715,071	21,171	3.1%
Charges for goods and services	343,553	381,270	362,410	400,050	18,780	4.9%
Fines and penalties	127,415	180,550	157,251	158,850	(21,700)	-12.0%
Miscellaneous revenue	361,503	529,050	467,050	581,166	52,116	9.9%
<b>TOTAL REVENUES</b>	<b>\$ 16,057,544</b>	<b>\$ 14,954,301</b>	<b>\$ 15,669,588</b>	<b>\$ 15,828,752</b>	<b>\$ 874,451</b>	<b>5.8%</b>
<b>EXPENDITURE TYPE:</b>						
Salaries and wages	\$ 7,316,800	\$ 6,827,200	\$ 6,492,005	\$ 7,231,350	\$ 404,150	5.9%
Benefits	2,823,294	2,774,390	2,677,061	2,699,500	(74,890)	-2.7%
Supplies	249,629	270,300	273,951	350,451	80,151	29.7%
Other services and charges	4,315,126	3,744,410	4,206,091	4,440,814	696,404	18.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,704,849</b>	<b>\$ 13,616,300</b>	<b>\$ 13,649,108</b>	<b>\$ 14,722,115</b>	<b>\$ 1,105,815</b>	<b>8.1%</b>

Excludes Transfers. See page 12 for transfer detail.

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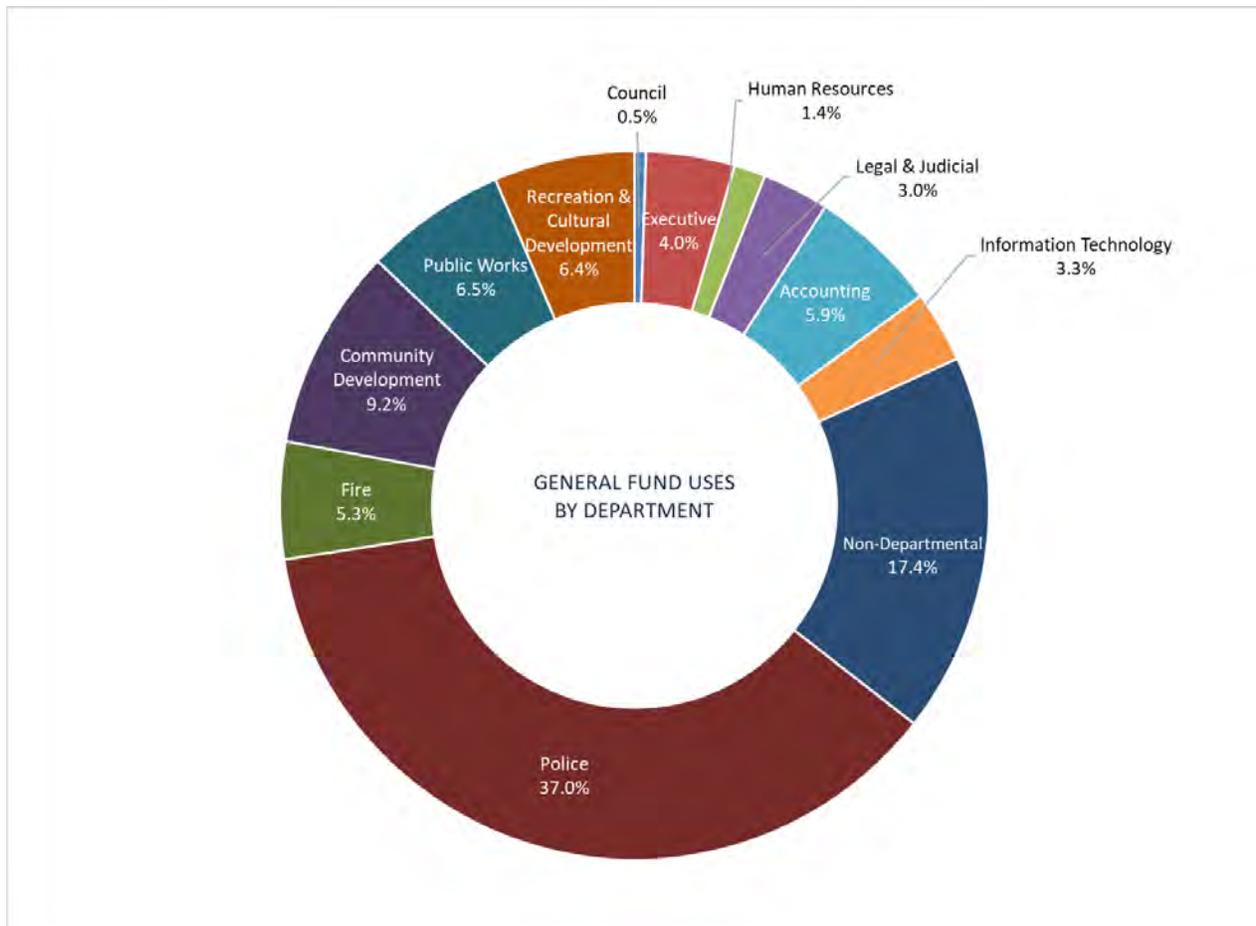


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**EXHIBIT 5 – GENERAL FUND EXPENDITURES**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 70,135	\$ 65,740	\$ 66,140	\$ 77,100	\$ 11,360	17.3%
Executive	498,766	574,175	516,395	595,725	21,550	3.8%
Human Resources	188,962	187,750	178,036	209,750	22,000	11.7%
Legal & Judicial	441,717	443,000	435,450	448,200	5,200	1.2%
Accounting	830,758	824,750	837,619	868,750	44,000	5.3%
Information Technology	416,342	471,600	440,800	480,200	8,600	1.8%
Non-Departmental	2,756,289	2,141,327	2,635,402	2,554,714	413,387	19.3%
Police	5,112,276	5,450,700	5,261,154	5,448,100	(2,600)	0.0%
Fire	1,747,957	683,570	724,164	786,750	103,180	15.1%
Community Development	1,026,472	1,190,450	1,050,309	1,354,900	164,450	13.8%
Public Works	826,826	953,450	912,421	953,200	(250)	0.0%
Recreation & Cultural Development	788,349	629,788	591,218	944,726	314,938	50.0%
<b>Total</b>	<b>\$ 14,704,849</b>	<b>\$ 13,616,300</b>	<b>\$ 13,649,108</b>	<b>\$ 14,722,115</b>	<b>\$ 1,105,815</b>	<b>8.1%</b>

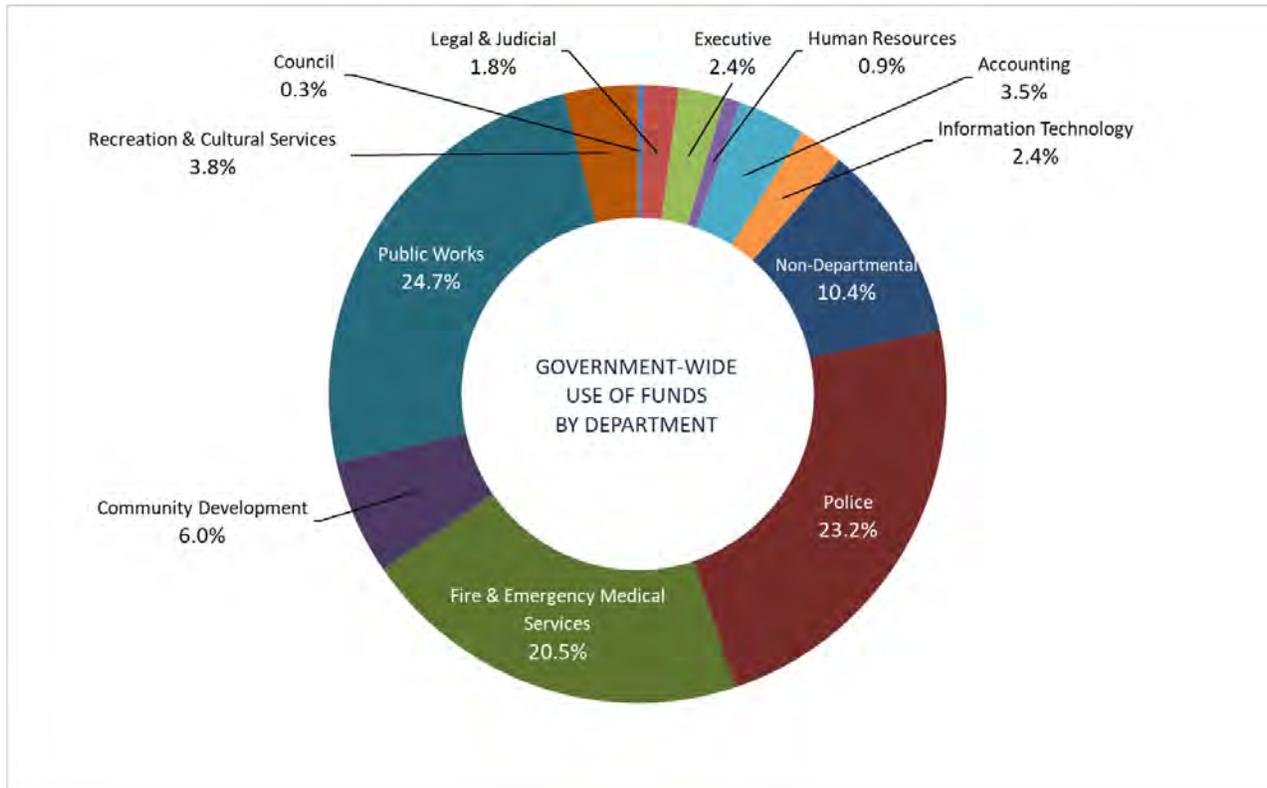
Excludes Transfers. See page 12 for transfer detail.



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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Change in Budget (\$)	Change in Budget (%)
Council	\$ 70,135	\$ 65,740	\$ 66,140	\$ 77,100	\$ 11,360	17.3%
Legal & Judicial	441,717	443,000	435,450	448,200	5,200	1.2%
Executive	498,766	574,175	516,395	595,725	21,550	3.8%
Human Resources	188,962	187,750	178,036	209,750	22,000	11.7%
Accounting	830,758	824,750	837,619	868,750	44,000	5.3%
Information Technology	551,856	596,600	545,800	585,200	(11,400)	-1.9%
Non-Departmental	2,756,289	2,141,327	2,635,402	2,554,714	413,387	19.3%
Police	5,321,930	5,728,300	5,497,304	5,710,400	(17,900)	-0.3%
Fire & Emergency Medical Services	4,709,315	4,902,270	4,700,164	5,048,420	146,150	3.0%
Community Development	1,101,824	1,317,200	1,153,059	1,487,650	170,450	12.9%
Public Works	4,600,343	5,166,995	4,918,579	6,091,368	924,373	17.9%
Recreation & Cultural Services	-	629,788	591,218	944,726	314,938	50.0%
<b>Total</b>	<b>\$ 21,071,895</b>	<b>\$ 22,577,895</b>	<b>\$ 22,075,166</b>	<b>\$ 24,622,003</b>	<b>\$ 2,044,108</b>	<b>9.1%</b>



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**EXHIBIT 7 – GENERAL FUND REVENUE SUMMARY**

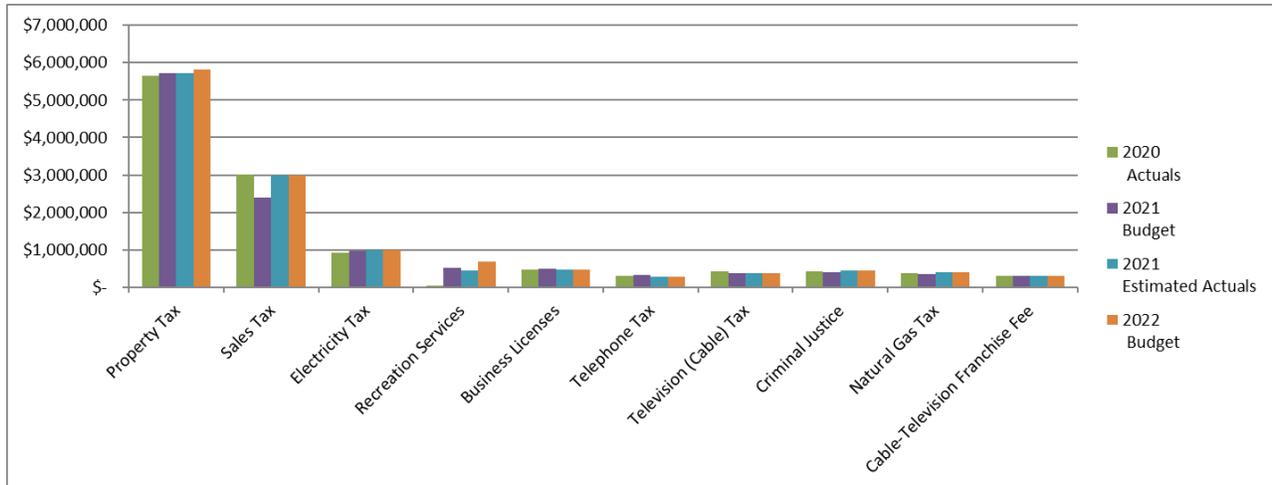
	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Change in Budget (\$)	Change in Budget (%)
<b>TAXES</b>						
Property Taxes	\$ 5,658,362	\$ 5,728,881	\$ 5,728,881	\$ 5,814,814	\$ 85,933	1.5%
Sales Tax	3,014,497	2,400,000	3,000,000	3,000,000	600,000	25.0%
Utility Taxes	2,548,822	2,570,000	2,558,000	2,588,500	18,500	0.7%
Other Taxes	650,334	645,000	760,000	767,000	122,000	18.9%
<b>TOTAL TAXES</b>	<b>11,872,015</b>	<b>11,343,881</b>	<b>12,046,881</b>	<b>12,170,314</b>	<b>826,433</b>	<b>7.3%</b>
<b>LICENSES &amp; PERMITS</b>						
Business Licenses	466,314	490,500	460,000	480,500	(10,000)	-2.0%
Franchise Fees	982,026	1,111,850	1,102,555	1,120,000	8,150	0.7%
Building & Other Permits	197,759	223,300	235,100	202,800	(20,500)	-9.2%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,646,099</b>	<b>1,825,650</b>	<b>1,797,655</b>	<b>1,803,300</b>	<b>(22,350)</b>	<b>(1.2%)</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
Liquor Board Profits	171,376	168,750	169,000	167,251	(1,499)	-0.9%
Liquor Excise Tax	140,458	120,900	147,000	138,482	17,582	14.5%
PUD Privilege Tax	120,038	125,000	125,000	128,000	3,000	2.4%
Other Intergovernmental Revenue	1,275,087	279,250	397,341	281,338	2,088	0.7%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>1,706,959</b>	<b>693,900</b>	<b>838,341</b>	<b>715,071</b>	<b>21,171</b>	<b>3.1%</b>
<b>CHARGES FOR SERVICE</b>						
Development Revenues	146,999	150,500	145,560	142,500	(8,000)	-5.3%
Overhead Cost Recovery	174,350	142,400	142,400	150,000	7,600	5.3%
Recreation	-	73,620	69,700	100,800	27,180	100.0%
Miscellaneous Services	14,197	14,750	4,750	6,750	(8,000)	-54.2%
<b>TOTAL CHARGES FOR SERVICE</b>	<b>335,546</b>	<b>381,270</b>	<b>362,410</b>	<b>400,050</b>	<b>18,780</b>	<b>4.9%</b>
<b>FINES &amp; FORFEITURES</b>						
Traffic Violations	44,157	54,000	69,000	60,000	6,000	11.1%
Parking Fines	67,633	102,700	70,401	75,500	(27,200)	-26.5%
Other Fines	15,625	23,850	17,850	23,350	(500)	-2.1%
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>127,415</b>	<b>180,550</b>	<b>157,251</b>	<b>158,850</b>	<b>(21,700)</b>	<b>(12.0%)</b>
<b>MISCELLANEOUS REVENUES</b>						
Rental Income	-	-	-	-	-	-
Interest Income	104,868	93,000	18,524	20,000	(73,000)	-78.5%
Recreation	-	380,800	311,000	514,900	134,100	100.0%
Other Miscellaneous Revenue	256,635	55,250	137,526	46,266	(8,984)	-16.3%
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>361,503</b>	<b>529,050</b>	<b>467,050</b>	<b>581,166</b>	<b>52,116</b>	<b>9.9%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 16,049,537</b>	<b>\$ 14,954,301</b>	<b>\$ 15,669,588</b>	<b>\$ 15,828,752</b>	<b>\$ 874,451</b>	<b>5.8%</b>

**2022 Preliminary Budget**

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Change in Budget (\$)	Change in Budget (%)
Property Tax	\$ 5,658,362	\$ 5,728,881	\$ 5,728,881	\$ 5,814,814	\$ 85,933	1.5%
Sales Tax	3,014,497	2,400,000	3,000,000	3,000,000	600,000	25.0%
Electricity Tax	933,718	960,000	982,000	985,000	25,000	2.6%
Recreation Services	51,047	518,920	445,000	680,200	161,280	31.1%
Business Licenses	466,314	490,000	460,000	480,000	(10,000)	-2.0%
Telephone Tax	304,547	325,000	278,000	290,000	(35,000)	-10.8%
Television (Cable) Tax	424,795	385,000	381,000	385,000	-	-
Criminal Justice	413,725	400,000	456,000	456,000	56,000	14.0%
Natural Gas Tax	379,146	360,000	400,000	400,000	40,000	11.1%
Cable-Television Franchise Fee	308,257	300,000	300,000	300,000	-	-
	<b>\$ 11,954,408</b>	<b>\$ 11,867,801</b>	<b>\$ 12,430,881</b>	<b>\$ 12,791,014</b>	<b>\$ 923,213</b>	<b>7.8%</b>
	74.5%	79.4%	79.3%	80.8%		
<b>Remaining General Fund Revenue</b>	4,095,129	3,086,500	3,238,707	3,037,737		
<b>Total General Fund Revenue</b>	<b>\$ 16,049,537</b>	<b>\$ 14,954,301</b>	<b>\$ 15,669,588</b>	<b>\$ 15,828,752</b>		

All totals and calculations exclude transfers in



2022 Preliminary Budget

**EXHIBIT 9 – TRANSFERS BETWEEN FUNDS**

Recipient Fund	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets	386,374							386,374
Emergency Medical Services	417,406							417,406
Debt Service					883,000			883,000
Capital Projects	5,556	1,010,273			-	2,132,010	77,000	3,224,839
Technology Replacement	103,000							103,000
Facility Renewal	194,300		63,000				10,450	267,750
<b>TOTAL OUTGOING TRANSFERS</b>	<b>\$ 1,106,636</b>	<b>\$ 1,010,273</b>	<b>\$ 63,000</b>	<b>\$ -</b>	<b>\$ 883,000</b>	<b>\$ 2,132,010</b>	<b>\$ 87,450</b>	<b>\$5,282,369</b>

*2022 Preliminary Budget*

**EXHIBIT 10 – 2022 NEW BUDGET ITEMS**

**OPERATING REQUESTS**

**GENERAL FUND**

PAGE	DEPARTMENT	PROJECT	2022 AMOUNT	IN 2022 PRELIMINARY	IN 2022 ADOPTED
49	POLICE	Police Scenario Training	\$ 10,000	\$ 10,000	
58	FIRE	Pre-Incident Plan Software	9,500	9,500	
70	PUBLIC WORKS	Transportation Comp Plan Element & Impact Fee Update	45,000	45,000	
79	PLANNING	Comprehensive Plan Update - Phase I	40,000	40,000	
<b>TOTAL</b>			<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ -</b>

**FACILITY RENEWAL FUND**

PAGE	FACILITY	PROJECT	2022 AMOUNT	IN 2022 PRELIMINARY	IN 2022 ADOPTED
174	CITY HALL	Battery Back-up	\$ 13,000	\$ 13,000	
174	POLICE STATION	Fire Control Panels	55,000	55,000	
174	FIRE STATION 24	Generator Replacement	27,000	27,000	
174	FIRE STATION 25	Generator Replacement	31,000	31,000	
174	FIRE STATION 25	Replace Water Heater	15,000	15,000	
174	VARIOUS	Unanticipated Capital Repairs	15,000	15,000	
<b>TOTAL</b>			<b>\$ 156,000</b>	<b>\$ 156,000</b>	<b>\$ -</b>

**EQUIPMENT REPLACEMENT RESERVE FUND**

PAGE	DEPARTMENT	EQUIPMENT TO BE REPLACED	2022 AMOUNT	IN 2022 PRELIMINARY	IN 2022 ADOPTED
159	FIRE	Battalion Chief Vehicle Replacement	\$ 81,000	\$ 81,000	
160	FIRE	Turnout Gear Replacement	68,000	68,000	
161	FIRE	Ballistic Vest Replacement	22,000	22,000	
162	POLICE	Special Operations Vehicle	70,000	70,000	
163	POLICE	Traffic Vehicle	75,000	75,000	
164	POLICE	Patrol Vehicle	75,000	75,000	
165	PUBLIC WORKS	Electric Ford F-150 & EV Station (replacing Ford Ranger)	60,000	60,000	
166	PUBLIC WORKS	Electric Ford F-150 & EV Station (replacing Ford F250 Pickup)	70,000	70,000	
167	EMS	Cardiac Monitor/Defibrillator Replacement	41,000	41,000	
168	EMS	Thermal Imaging Camera Equipment	27,000	27,000	
<b>TOTAL</b>			<b>\$ 589,000</b>	<b>\$ 589,000</b>	<b>\$ -</b>

**SURFACE WATER FUND**

PAGE	DEPARTMENT	PROJECT	2022 AMOUNT	IN 2022 PRELIMINARY	IN 2022 ADOPTED
146	PUBLIC WORKS - SW	Senior Surfacewater Technician	\$ 41,700	\$ 41,700	
<b>TOTAL</b>			<b>\$ 41,700</b>	<b>\$ 41,700</b>	<b>\$ -</b>

*2022 Preliminary Budget*

**EXHIBIT 11 – CAPITAL PROJECT CARRY FORWARDS**

<b>Capital Projects Carried Forw. Description</b>		<b>2021 Budgeted Amount*</b>	<b>2021 Estimated Actuals</b>	<b>2022 Carry Forward**</b>
Transportation Benefit District	Annual Pavement Preservation (includes HRD grant)	\$ 729,476	\$ 135,248	\$ 594,228
<b>Total Transportation Benefit District</b>		<b>729,476</b>	<b>135,248</b>	<b>594,228</b>
REET II	Annual Pavement Preservation (includes HRD grant)	870,450	161,385	709,065
Federal Grant	Annual Pavement Preservation (includes HRD grant)	700,000	129,783	570,217
REET II	Annual ADA Upgrades	95,138	10,000	85,138
REET II	Annual Bike Transit Walk	217,016	8,800	208,216
REET II	Annual Pedestrian Crosswalk Enhancement Program	101,873	15,000	86,873
REET II	Annual Traffic Calming Program	50,543	27,540	23,003
REET II	Annual Sidewalk Repair Program	169,426	35,000	134,426
REET II	SR525 Sidwalks (between 2nd St & 3rd St)	45,600	31,062	14,538
TIB Grant	SR525 Sidwalks (between 2nd St & 3rd St)	99,306	67,647	31,659
REET II	76th Street SW Sidwalks & SR525 Crosswalk	244,275	121,949	122,326
State Grant	76th Street SW Sidwalks & SR525 Crosswalk	1,180,725	589,452	591,273
Sound Transit	5th Street Pedestrian & Bicycle Project (Design only)	744,000	336,691	407,309
<b>Total Capital Projects</b>		<b>4,518,352</b>	<b>1,534,308</b>	<b>2,984,044</b>
Surface Water Management	61st Place Culvert	256,282	4,419	251,863
Surface Water Management	60th Ave West Drainage Repairs	360,000	303,982	56,018
Surface Water Management	Surface Water Maint Projects (Pond M, Clearview Pond,	248,000	20,000	228,000
Surface Water Management	Stormwater Pipe Inspection & Assessment Implementatio	262,880	26,717	236,163
DOE Grant	Stormwater Pipe Inspection & Assessment Implementatio	368,640	37,466	331,174
Surface Water Management	NPDES Stormwater Mgmt Action Planning (Watershed Pi	123,000	23,614	99,386
Surface Water Management	Source Control Program	85,000	33,040	51,960
<b>Total Surface Water Management</b>		<b>1,703,802</b>	<b>449,238</b>	<b>1,254,564</b>
<b>Total Capital Projects Carried Forward</b>		<b>\$ 6,951,630</b>	<b>\$ 2,118,794</b>	<b>\$ 4,832,836</b>

\*2021 Budgeted Amount reflects adopted 2021 budget amount OR the amount the budget should have been if the actual carry-forward from 2020 was different than the budgeted estimate

\*\*2022 Carry Forward Amount reflects estimated actuals for 2021; actual carry forward amounts may vary if 2021 actuals differ from estimates

**2022 Preliminary Budget**

# GENERAL FUND

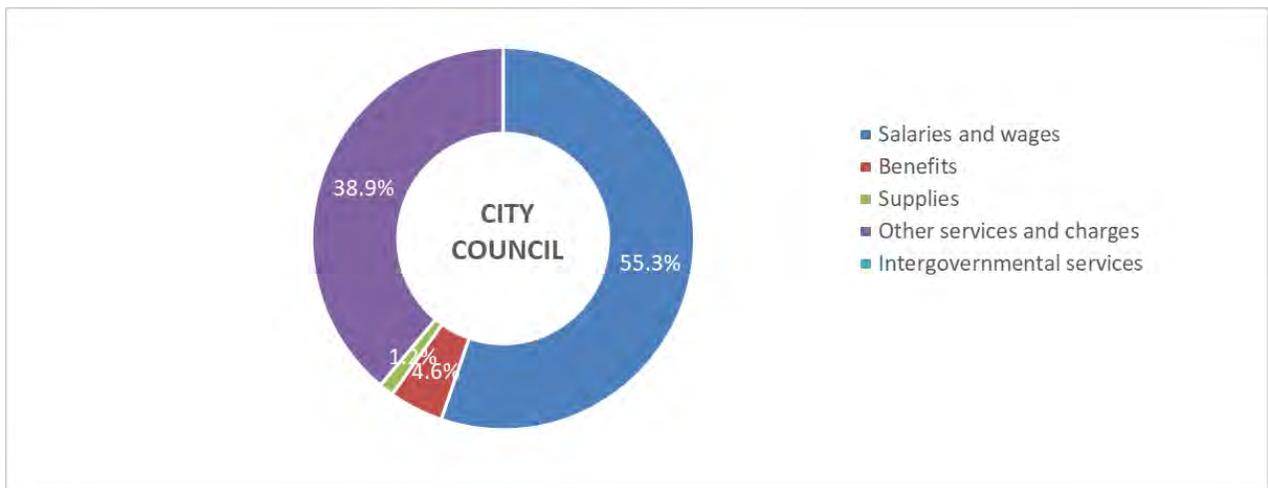
	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 3,637,508	\$ 4,162,494	\$ 4,644,228	\$ 4,962,128	\$ 799,634
<b>Revenue and transfers-in</b>					
Taxes	11,872,015	11,343,881	12,046,881	12,170,314	826,433
Licenses and permits	1,645,674	1,824,850	1,797,055	1,802,500	(22,350)
Intergovernmental revenue	1,656,182	630,200	774,641	651,371	21,171
Charges for goods and services	335,596	307,650	292,710	299,250	(8,400)
Fines and penalties	127,415	180,550	157,251	158,850	(21,700)
Miscellaneous revenue	204,654	148,250	156,050	66,266	(81,984)
Recreation and cultural services	216,008	518,920	445,000	680,200	161,280
Transfers-in	151,100	154,000	154,000	-	(154,000)
<b>Total revenue and transfers-in</b>	<u>\$ 16,208,644</u>	<u>\$ 15,108,301</u>	<u>\$ 15,823,588</u>	<u>\$ 15,828,752</u>	<u>\$ 720,451</u>
<b>Total resources</b>	<u>\$ 19,846,152</u>	<u>\$ 19,270,795</u>	<u>\$ 20,467,816</u>	<u>\$ 20,790,880</u>	<u>\$ 1,520,085</u>
<b>Expenditures and transfers-out</b>					
Council	\$ 70,135	\$ 65,740	\$ 66,140	\$ 77,100	11,360
Executive					
Legal and Judicial	441,717	443,000	435,450	448,200	5,200
Executive	498,766	574,175	516,395	595,725	21,550
Human Resources	188,962	187,750	178,036	209,750	22,000
Finance					
Accounting	830,758	824,750	837,619	868,750	44,000
Information Technology	416,342	471,600	440,800	480,200	8,600
Community Development					
Permit Center	255,222	284,100	250,165	317,100	33,000
Planning	613,022	676,650	612,300	794,200	117,550
Building	135,331	149,100	147,950	158,450	9,350
GIS	22,897	80,600	39,894	85,150	4,550
Police					
Administration	1,278,344	1,363,400	1,323,372	1,430,000	66,600
Patrol	2,728,939	2,981,550	2,867,844	2,802,700	(178,850)
Special Operations	882,222	825,950	810,573	904,050	78,100
Crime Prevention	145,049	159,800	157,865	181,350	21,550
Training	77,722	120,000	101,500	130,000	10,000
Fire					
Administration	184,813	156,670	193,864	195,000	38,330
Operations	1,518,002	489,300	489,300	536,900	47,600
Prevention	28,619	7,350	13,200	12,250	4,900
Training	16,523	30,250	27,800	42,600	12,350
Public Works					
Administration	407,296	480,450	429,150	403,200	(77,250)
Parks	419,530	473,000	483,271	550,000	77,000
Recreation and Cultural Services	788,349	629,788	591,218	944,726	314,938
Other governmental	2,756,289	2,141,327	2,635,402	2,554,714	413,387
Capital Outlay	-	-	-	-	-
Transfers-out	497,075	1,534,030	1,856,580	1,106,636	(427,394)
<b>Total expenditures and transfers-out</b>	<u>\$ 15,201,924</u>	<u>\$ 15,150,330</u>	<u>\$ 15,505,688</u>	<u>\$ 15,828,751</u>	<u>\$ 678,421</u>
<b>Ending fund balance</b>	<u>\$ 4,644,228</u>	<u>\$ 4,120,465</u>	<u>\$ 4,962,128</u>	<u>\$ 4,962,129</u>	<u>\$ 841,664</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.



### Budget Highlights

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

*2022 Preliminary Budget*

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	\$ 42,600	\$ 42,600	\$ 42,600	\$ 42,600	\$ -
<b>Benefits</b>	3,496	3,590	3,590	3,550	(40)
OFFICE SUPPLIES	227	500	500	500	-
ANCILLARY MEETING COSTS	332	250	250	250	-
COUNCIL RETREAT	1,990	200	200	200	-
SMALL ITEMS OF EQUIPMENT	1,598	-	-	-	-
<b>Supplies</b>	<b>4,147</b>	<b>950</b>	<b>950</b>	<b>950</b>	-
CONCIL ATTY. OTHER SVCS	-	-	-	-	-
LEGAL PUBLICATIONS	1,704	2,000	2,000	2,000	-
PUBLICATION OF AGENDAS	-	3,000	3,000	3,000	-
CELL PHONES	3,623	2,150	2,150	2,150	-
TRAVEL & SUBSISTENCE	6,254	-	-	11,000	11,000
MEALS	1,027	(400)	-	-	400
LICENSES & SUBSCRIPTIONS	17	3,450	3,450	3,450	-
PRINTING AND BINDING	362	-	-	-	-
TRAINING & REGISTRATION	1,365	5,400	5,400	5,400	-
CITY CODE REVISION	5,540	3,000	3,000	3,000	-
<b>Other services and charges</b>	<b>19,892</b>	<b>18,600</b>	<b>19,000</b>	<b>30,000</b>	<b>11,400</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Council expenditures</b>	<b>\$ 70,135</b>	<b>\$ 65,740</b>	<b>\$ 66,140</b>	<b>\$ 77,100</b>	<b>\$ 11,360</b>

# EXECUTIVE

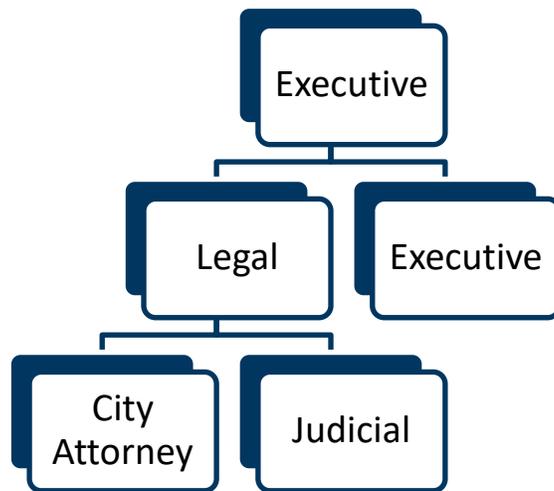


**Purpose**

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.

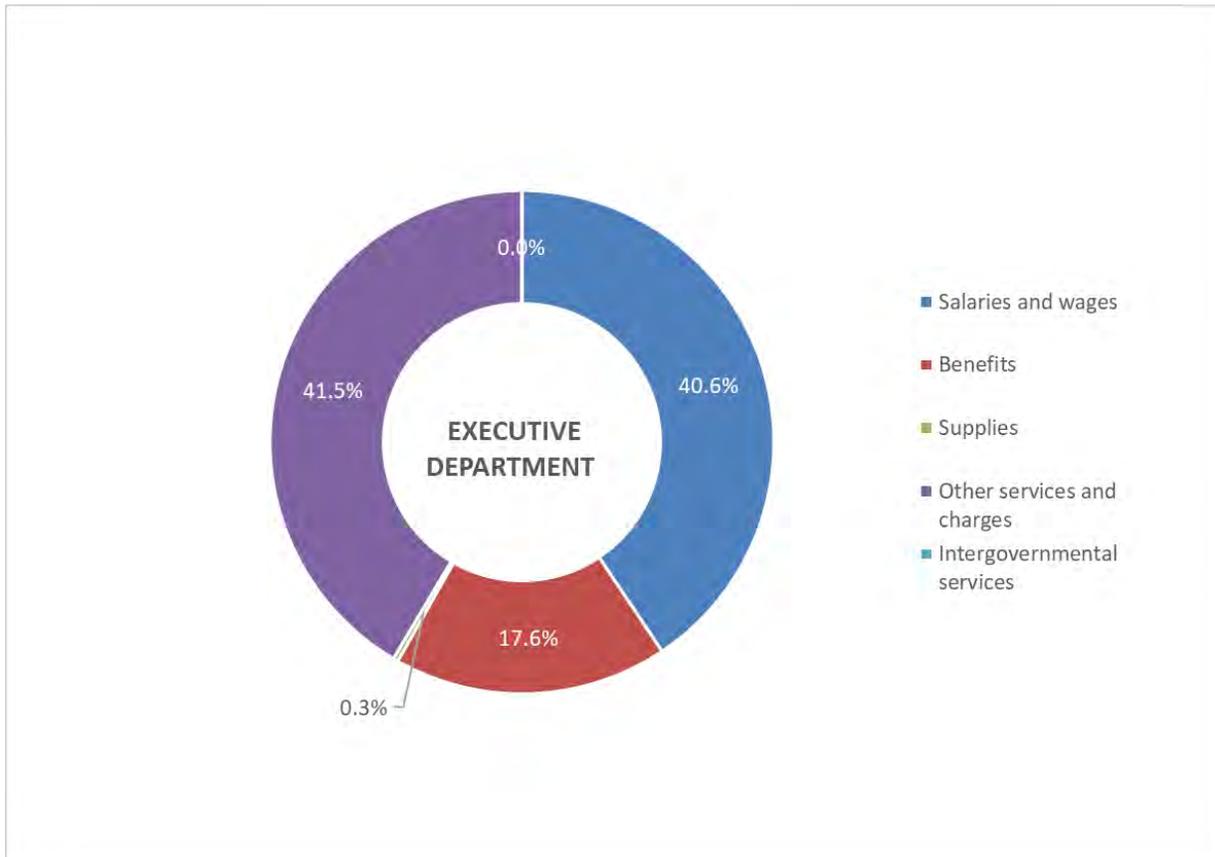
The Executive Department consists of the Executive and Legal Divisions, which are described within this section.



**2022 Preliminary Budget**

**Expenditure Summary:**

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
Legal & Judicial	\$ 441,717	\$ 443,000	\$ 435,450	\$ 448,200	\$ 5,200
Executive	498,766	574,175	516,395	595,725	21,550
Human Resources	188,962	187,750	178,036	209,750	22,000
<b>Total Executive expenditures</b>	<b>\$ 1,129,445</b>	<b>\$ 1,204,925</b>	<b>\$ 1,129,881</b>	<b>\$ 1,253,675</b>	<b>\$ 48,750</b>



	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
Salaries and wages	\$ 429,821	\$ 492,900	\$ 438,450	\$ 509,100	\$ 16,200
Benefits	166,811	203,200	182,650	220,650	17,450
Supplies	1,385	3,600	2,441	4,000	400
Other services and charges	531,428	505,225	506,340	519,925	14,700
Intergovernmental services	-	-	-	-	-
<b>Total Executive expenditures</b>	<b>\$ 1,129,445</b>	<b>\$ 1,204,925</b>	<b>\$ 1,129,881</b>	<b>\$ 1,253,675</b>	<b>\$ 48,750</b>

## 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 support of the City Administrator.

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

### 2021 Accomplishments

- Navigated the challenges of the COVID-19 pandemic, with the assistance of the City Council and staff.
- Implemented a new employee Accident Prevention Program.
- Negotiated with the Firefighters labor group for a new Collective Bargaining Agreement.

### 2022 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.
- Update the City's Personnel Handbook.
- Assist the City Council determine how to best utilize the City's American Recovery Plan Act funding to benefit the community.
- Support requests for state funding and other sources for grants for Japanese Gulch Daylighting project, projects implementing the Bike Transit Walk plan, and other transportation and street projects.
- Continue robust weekly communications with the public via the Mayor's e-newsletter
- Provide city messaging in the Recreation Guide.
- Implement public outreach related to some Climate Action Plan community education
- Support organizational morale and retention of employees.

### Budget Highlights

- Various line items (e.g., travel and subsistence) were returned to their pre-pandemic levels of funding.

2022 Preliminary Budget

**EXECUTIVE DEPARTMENT – EXECUTIVE DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Salaries and wages</b>	\$ 344,262	\$ 378,600	\$ 349,700	\$ 397,700	\$ 19,100
<b>Benefits</b>	147,269	177,500	156,950	170,050	(7,450)
OFFICE SUPPLIES	698	1,500	1,000	1,500	-
OPERATING SUPPLIES	-	800	250	1,000	200
ANCILLARY MEETING COSTS	-	500	100	500	-
SMALL ITEMS OF EQUIPMENT	556	800	800	1,000	200
<b>Supplies</b>	<b>1,254</b>	<b>3,600</b>	<b>2,150</b>	<b>4,000</b>	<b>400</b>
CONSULTING SERVICES	-	3,000	3,000	3,000	-
OTHER PROFESSIONAL SVCS	27	3,000	1,000	10,000	7,000
TELEPHONE	1,235	1,150	1,150	1,150	-
POSTAGE	51	300	300	300	-
CELL PHONE	2,229	425	425	425	-
TRAVEL & SUBSISTENCE	1,726	-	-	2,000	2,000
MEALS	714	520	220	1,020	500
ASSOC. DUES & MEMBERSHIP	440	2,000	500	2,000	-
PRINTING AND BINDING	144	-	-	-	-
TRAINING & REGISTRATION	(585)	4,080	1,000	4,080	-
<b>Other services and charges</b>	<b>5,981</b>	<b>14,475</b>	<b>7,595</b>	<b>23,975</b>	<b>9,500</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Executive expenditures</b>	<b>\$ 498,766</b>	<b>\$ 574,175</b>	<b>\$ 516,395</b>	<b>\$ 595,725</b>	<b>\$ 21,550</b>

2022 Preliminary Budget

**EXECUTIVE DEPARTMENT - HUMAN RESOURCES DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Salaries and wages</b>	\$ 85,559	\$ 114,300	\$ 88,750	\$ 111,400	\$ (2,900)
<b>Benefits</b>	19,542	25,700	25,700	50,600	24,900
OFFICE SUPPLIES	131	-	84	-	-
SMALL ITEMS OF EQUIPMENT	-	-	207	-	-
<b>Supplies</b>	<b>131</b>	-	<b>291</b>	-	-
ADMIN FEE FSA	1,496	1,250	1,250	1,250	-
ADMIN FEE - OLD AGE SURVI	44	-	45	-	-
OTHER PROFESSIONAL SVCS	74,404	28,500	50,500	28,500	-
CLASSIFIED ADVERTISING	1,055	2,500	2,000	2,500	-
TELEPHONE	196	100	100	100	-
POSTAGE	21	100	100	100	-
CELL PHONES	505	400	400	400	-
TRAVEL & SUBSISTENCE	-	250	250	250	-
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIP	396	500	500	500	-
LICENSES & SUBSCRIPTIONS	1,491	1,500	1,500	1,500	-
PRINTING AND BINDING	-	-	-	-	-
TUITION REIMBURSEMENT	4,072	12,000	6,000	12,000	-
TRAINING & REGISTRATION	50	650	650	650	-
<b>Other services and charges</b>	<b>83,730</b>	<b>47,750</b>	<b>63,295</b>	<b>47,750</b>	-
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Human Resources e</b>	<b>\$ 188,962</b>	<b>\$ 187,750</b>	<b>\$ 178,036</b>	<b>\$ 209,750</b>	<b>\$ 22,000</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.

### 2021 Accomplishments

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

### 2022 Goals & Objectives

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

### Budget Highlights

- No new budget items are included in the requested expenditure.
- The City Prosecutor line item was increased by \$5,200 to reflect the fee structure per the contract for 2022.

2022 Preliminary Budget

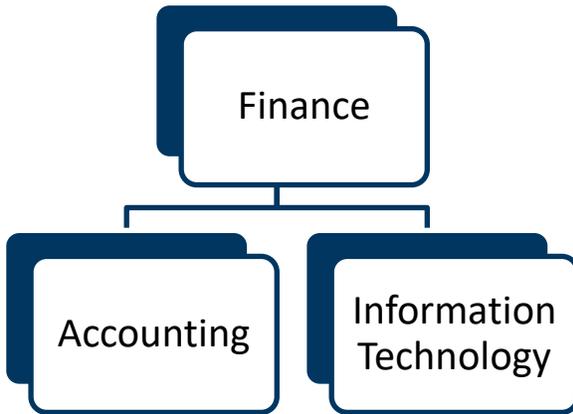
**EXECUTIVE DEPARTMENT – LEGAL & JUDICIAL DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
CLASSIFIED ADVERTISING	46	-	100	-	-
CITY ATTORNEY - CONSULTAT	99,160	120,000	105,000	120,000	-
OUTSIDE ATTORNEY - CONSU	-	18,000	-	-	(18,000)
CITY PROSECUTING ATTORNE	82,400	100,000	100,000	108,200	8,200
CITY PROSECUTING ATTORNE	16,480	-	-	-	-
INDIGENT DEFENSE ATTORNE	130,718	115,000	117,350	115,000	-
CITY ATTORNEY LABOR NEGC	18,276	30,000	23,000	45,000	15,000
EVERETT DISTRICT COURT	94,637	60,000	90,000	60,000	-
INTERLOCAL EXTRADITION	-	-	-	-	-
<b>Other services and charges</b>	<b>441,717</b>	<b>443,000</b>	<b>435,450</b>	<b>448,200</b>	<b>5,200</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Legal &amp; Judicial exp</b>	<b>\$ 441,717</b>	<b>\$ 443,000</b>	<b>\$ 435,450</b>	<b>\$ 448,200</b>	<b>\$ 5,200</b>

# FINANCE



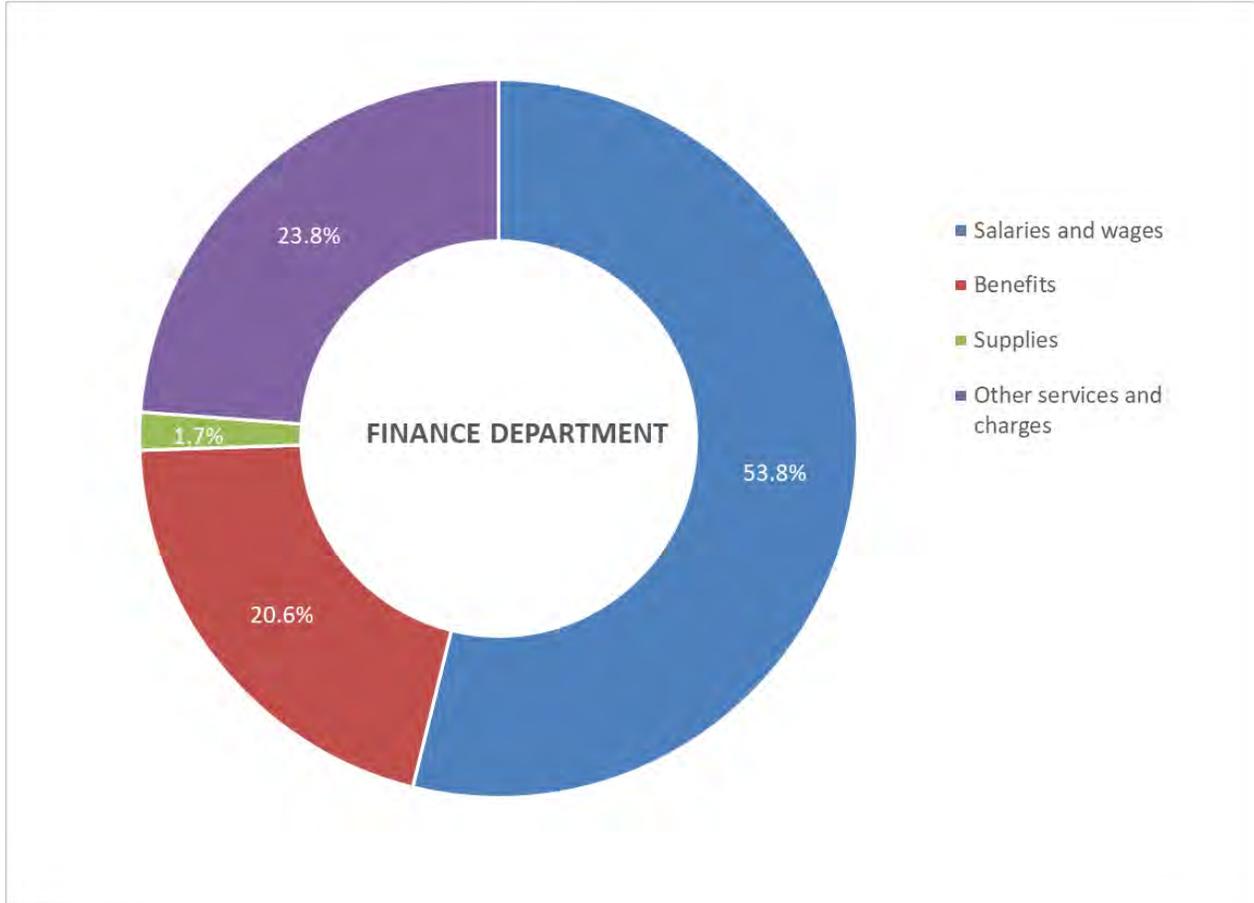
The Finance Department consists of the Accounting and Information Technology Divisions. Narratives for these two Divisions follow on subsequent pages.



**Expenditure Summary:**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
Accounting	\$ 830,758	\$ 824,750	\$ 837,619	\$ 868,750	\$ 44,000
Information Technology	416,342	471,600	440,800	480,200	8,600
Total Finance expenditures	<u>\$ 1,247,100</u>	<u>\$ 1,296,350</u>	<u>\$ 1,278,419</u>	<u>\$ 1,348,950</u>	<u>\$ 52,600</u>

**2022 Preliminary Budget**



	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
Salaries and wages	\$ 644,947	\$ 682,400	\$ 652,000	\$ 726,400	\$ 44,000
Benefits	269,780	282,100	286,300	278,300	(3,800)
Supplies	14,725	22,600	23,607	22,900	300
Other services and charges	317,648	309,250	316,512	321,350	12,100
Intergovernmental services	-	-	-	-	-
<b>Total Finance expenditures</b>	<b>\$ 1,247,100</b>	<b>\$ 1,296,350</b>	<b>\$ 1,278,419</b>	<b>\$ 1,348,950</b>	<b>\$ 52,600</b>

**Budget Highlights**

- There are no new budget items for Finance included in the 2021 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.

### 2021 Accomplishments

- Prepared the 2020 Annual Financial Statements and submitted them to the State Auditor's Office on time
- Completed 2020 Washington State Financial and Accountability Audits
- Fulfilled continuing disclosure requirements
- Created job costing codes to track American Recovery Plan related expenditures.

### 2022 Goals & Objectives

- Prepare and submit the 2021 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, as needed
- Develop Long Range Financial Plan
- Identify and implement ways to improve internal efficiency within the department
- Identify ways to leverage technology to improve Finance practices and procedures.

### Budget Highlights

- The 2022 budget for the Accounting Division reflects no change in staffing levels
- No new budget items are included in the requested expenditure
- The American Recovery Plan funding, and other grant funded expenses, will make it likely the City will need a federal Single Audit again in 2022, and \$10,400 was added for the audit line.
- Travel and training funding were restored by \$3,000, transferred from the professional services line-item, to provide needed training and professional development opportunities to staff.
- Banking fees were increased by \$5,000, with an accompanying increase in General Fund investment income, to reflect proper accounting for banking fees and investment income earned that partially offsets those fees.

2022 Preliminary Budget

**FINANCE DEPARTMENT - ACCOUNTING DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	484,125	500,300	490,500	532,700	32,400
SPECIAL ASSIGNMENT PAY	1,959	500	2,000	500	-
OVERTIME	1,101	2,000	2,000	2,000	-
<b>Salaries and wages</b>	<b>\$ 487,185</b>	<b>\$ 502,800</b>	<b>\$ 494,500</b>	<b>\$ 535,200</b>	<b>\$ 32,400</b>
<b>Benefits</b>	<b>209,792</b>	<b>211,650</b>	<b>224,050</b>	<b>210,850</b>	<b>(800)</b>
OFFICE SUPPLIES	628	1,500	1,850	1,500	-
PURCHASE OF FORMS	425	350	500	350	-
REFERENCE MATERIAL	197	100	100	100	-
MOTOR FUEL	22	150	100	150	-
SMALL ITEMS OF EQUIPMENT	193	-	557	300	300
<b>Supplies</b>	<b>1,465</b>	<b>2,100</b>	<b>3,107</b>	<b>2,400</b>	<b>300</b>
OTHER PROFESSIONAL SVCS.	46,372	22,000	22,000	15,700	(6,300)
STATE AUDITOR AUDIT	69,955	76,600	84,000	87,000	10,400
TELEPHONE	1,180	950	950	950	-
POSTAGE	1,087	1,500	1,500	1,500	-
PAYFLOW PROCESSING FEES	-	-	-	-	-
CELL PHONES	867	500	750	500	-
TRAVEL & SUBSISTENCE	-	200	200	200	-
MEALS	-	200	200	200	-
ASSOC. DUES & MEMBERSHIPS	900	750	800	750	-
PRINTING AND BINDING	-	-	62	-	-
TRAINING & REGISTRATION	680	500	500	3,500	3,000
BANKING FEES	11,275	5,000	5,000	10,000	5,000
<b>Other services and charges</b>	<b>132,316</b>	<b>108,200</b>	<b>115,962</b>	<b>120,300</b>	<b>12,100</b>
Intergovernmental services	-	-	-	-	-
<b>Total Accounting expenditures</b>	<b>\$ 830,758</b>	<b>\$ 824,750</b>	<b>\$ 837,619</b>	<b>\$ 868,750</b>	<b>\$ 44,000</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 2021, 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.

### 2021 Accomplishments:

- Continued work on fully implementing recommendations from the IT Assessment done in 2020
- Continued efforts to improve business continuity, disaster preparedness and improvements to the EOC and radio room infrastructure. Council Chamber sound, video and workstation upgrades
- Continued focus on network security, data integrity and training of staff and end users
- Evaluated departmental and City-wide future IT needs and developed replacement schedule using updated information as devices are returned from teleworkers.

## *2022 Preliminary Budget*

### **2022 Goals & Objectives**

- Complete work to fully implement recommendations from the IT Assessment done in 2020
- Implement Council priorities for technology infrastructure improvements identified in the American Recovery Plan (ARP) implementation
- Continue focus on network security, data integrity and training of staff and end users
- Integrate new IT Manager into the City and the department
- Develop key short-term and long-term priorities for the new IT Manager.

### **Budget Highlights**

- No new budget items are included in the requested expenditure
- An additional \$2,000 in travel and training was added to restore previous budget reductions and provide for staff training and professional development opportunities
- Services levels in 2022 are expected to essentially be consistent with 2021 service levels other than work needed for additional ARP funded Council priorities.

2022 Preliminary Budget

**FINANCE DEPARTMENT - INFORMATION TECHNOLOGY DIVISION**

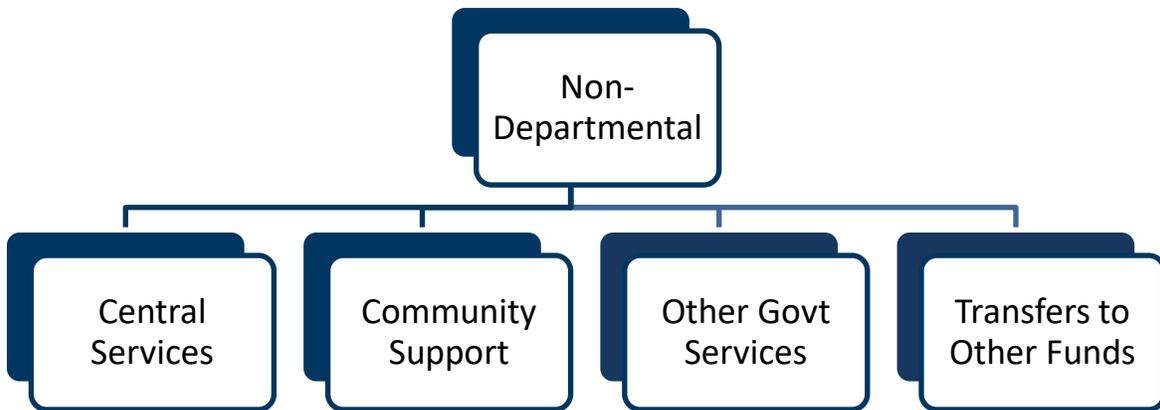
	2020	2021	2021	2022	Increase/ (Decrease)
	Actuals	Budget	Estimated Actuals	Budget	
FULL TIME EMPLOYEES	156,469	179,100	157,000	190,700	11,600
OVERTIME	1,293	500	500	500	-
<b>Salaries and wages</b>	<b>\$ 157,762</b>	<b>\$ 179,600</b>	<b>\$ 157,500</b>	<b>\$ 191,200</b>	<b>\$ 11,600</b>
<b>Benefits</b>	<b>59,988</b>	<b>70,450</b>	<b>62,250</b>	<b>67,450</b>	<b>(3,000)</b>
COMPUTER SUPPLIES	3,939	4,000	4,000	4,000	-
REFERENCE MATERIAL	-	-	-	-	-
OPERATING SUPPLIES	70	500	500	500	-
SMALL ITEMS OF EQUIPMENT	9,251	16,000	16,000	16,000	-
<b>Supplies</b>	<b>13,260</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>	<b>-</b>
CONSULTING SERVICES	23,183	15,000	15,000	15,000	-
OTHER PROFESSIONAL SVCS.	-	-	-	-	-
TELEPHONE	1,373	1,050	1,050	1,050	-
POSTAGE	25	100	100	100	-
ON-LINE CHARGES	1,738	8,500	8,500	8,500	-
CELL PHONE	1,824	1,200	1,200	1,200	-
TRAVEL & SUBSISTENCE	-	500	500	500	-
MEALS	-	200	200	200	-
FIBER LEASE	12,737	15,000	15,000	15,000	-
COMMUNICATIONS EQUIP R & M	516	10,000	10,000	10,000	-
COMPUTER SYSTEM MAINT	38,380	50,000	50,000	50,000	-
SOFTWARE MAINTENANCE	35,289	40,000	40,000	40,000	-
ASSOC. DUES & MEMBERSHIPS	75	500	500	500	-
LICENSES AND SUBSCRIPTIONS	67,126	55,000	55,000	55,000	-
TRAINING & REGISTRATION	395	2,000	1,500	2,000	-
OFFSITE DATA STORAGE	2,671	2,000	2,000	2,000	-
<b>Other services and charges</b>	<b>185,332</b>	<b>201,050</b>	<b>200,550</b>	<b>201,050</b>	<b>-</b>
Intergovernmental services	-	-	-	-	-
<b>Total Information Technology ex)</b>	<b>\$ 416,342</b>	<b>\$ 471,600</b>	<b>\$ 440,800</b>	<b>\$ 480,200</b>	<b>\$ 8,600</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.



### Budget Highlights

- The City’s liability assessment with the Washington Cities Insurance Authority was increased by \$19,305 for 2022; the Insurance line item was increased by that same amount.
- The Parks Special Projects line was increased by \$10,000 in order to re-establish the Earth Corps Park Stewardship program that was cut with the 2021 budget.
- The SNO911 Dispatch Services line item was increased by \$85,726 to account for increased call volume and the costs associated with enhanced record keeping provided by that agency.

**2022 Preliminary Budget**

	<b>2020 Actuals</b>	<b>2021 AMENDED Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	<b>36,316</b>	<b>49,000</b>	<b>49,350</b>	<b>49,000</b>	-
PAPER STOCK	1,787	2,000	2,000	2,000	-
OPERATING SUPPLIES	5,122	5,000	5,000	8,851	3,851
<b>Supplies</b>	<b>6,909</b>	<b>7,000</b>	<b>7,000</b>	<b>10,851</b>	<b>3,851</b>
PUGET SOUND REGION COUNCIL	8,856	8,850	8,850	8,850	-
ALLIANCE FOR HOUSING AFFORDABILITY	2,199	2,150	2,150	2,150	-
ASSOC. DUES & MEMBERSHIP	8,709	6,450	8,700	6,450	-
SNOHOMISH COUNTY CITIES	-	-	-	-	-
CONSULTING SERVICES	-	-	-	-	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	10,070	10,000	10,000	10,000	-
YOUTH ADVISORY COUNCIL	717	1,000	1,000	1,000	-
DEI COMMISSION	-	-	-	1,000	1,000
DEI TRAINING	-	-	-	20,000	20,000
SUICIDE PREVENTION	-	-	-	5,000	5,000
PUGET SOUND CLEAN AIR AGENCY	18,716	18,800	18,700	18,994	194
ELECTION SERVICES	4,978	20,000	20,000	20,000	-
VOTER REGISTRATION	25,531	30,000	30,000	30,000	-
AWC WELLNESS PROGRAM	2,927	3,700	3,700	3,700	-
WATER COOLER RENTAL	793	500	500	500	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	738,834	712,535	751,569	672,846	(39,689)
JUDGEMENTS AND SETTLEMENTS	14,000	-	-	-	-
OTHER PROFESSIONAL SERVICES	-	-	20,305	-	-
RECORDS SERVICES	-	1,500	500	1,500	-
POSTAGE	(28)	300	300	300	-
WEBSITE HOSTING - ARCHIVE	2,676	1,500	1,500	1,500	-
EQUIPMENT REPLACEMENT CHARGES	430,000	231,000	231,000	531,000	300,000
EMERGENCY SERVICES	30,614	28,450	30,600	28,450	-
OFFICE EQUIPMENT RENTAL	13,467	14,000	14,000	14,000	-
INSURANCE	276,704	304,000	308,511	323,305	19,305
OFFICE EQUIPMENT R&M	2,567	3,000	6,000	6,000	3,000
VEHICLE R&M	121,672	100,000	100,000	100,000	-
ASSOC WASH CITIES	15,763	15,800	15,800	15,800	-
LICENSES & SUBSCRIPTIONS	529	500	500	500	-
PRINTING AND BINDING	10,723	5,500	5,500	10,500	5,000
TRAINING & REGISTRATION	-	2,000	-	2,000	-
EMERGENCY MGMNT MISC	6,309	1,000	-	1,000	-
COBRA DENTAL/VISION CLAIMS	-	-	-	-	-
SNO911 - DISPATCH SERVICES	503,196	522,564	522,564	608,290	85,726
SERS OPERATING ASSESSMENT	-	-	-	-	-
NEW WORLD	-	-	-	-	-
LARGE ITEM PICKUP	2,264	-	-	-	-
CARES GRANT PASS TO LOCAL BUSINESSES	421,708	-	-	-	-
COMMUNITY ORGANIZATIONAL SUPPORT	5,250	10,000	431,575	10,000	-
PARKS SPECIAL PROJECTS	5,605	-	5,000	10,000	10,000
PUBLIC HEALTH SERVICES	21,478	21,478	21,478	21,478	-
STATE ALCOHOL PROGRAM FEES PASS THROUGH	6,237	6,000	6,000	6,000	-
LEASEHOLD EXCISE TAX FOR CHAMBER OF COMM	-	2,750	2,750	2,750	-
<b>Other services and charges</b>	<b>2,713,064</b>	<b>2,085,327</b>	<b>2,579,052</b>	<b>2,494,863</b>	<b>409,536</b>
<b>Intergovernmental services</b>	-	-	-	-	-
TRANSFER TO PARK ACQUISITION & DEV.	8,700	-	-	-	-
TRANSFER TO TECH REP FUND	60,000	103,000	103,000	103,000	-
TRANS TO EMS FUND	-	1,154,380	1,229,380	417,406	(736,974)
TRANSFER TO STREET FUND	238,375	254,650	334,200	386,374	131,724
TRANSFER TO REET II FUND	-	-	-	-	-
TRANSFER TO CITY RES FUND	-	-	-	-	-
TRANSFER TO COMMUNITY CENTER FUND	-	-	-	-	-
TRANSFER TO FACILITY RENEWAL FUND	190,000	22,000	190,000	194,300	172,300
TRANSFER TO CAPITAL PROJ FUND	-	-	-	5,556	5,556
TRANSFER TO LEOFF I RESERVE FUND	-	-	-	-	-
TRANSFER TO TRANSP BENEFIT DISTRICT	-	-	-	-	-
<b>Transfers-out</b>	<b>497,075</b>	<b>1,534,030</b>	<b>1,856,580</b>	<b>1,106,636</b>	<b>(427,394)</b>
<b>Total Other Government Services expenditures</b>	<b>\$ 3,253,364</b>	<b>\$ 3,675,357</b>	<b>\$ 4,491,982</b>	<b>\$ 3,661,350</b>	<b>\$ (14,007)</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.

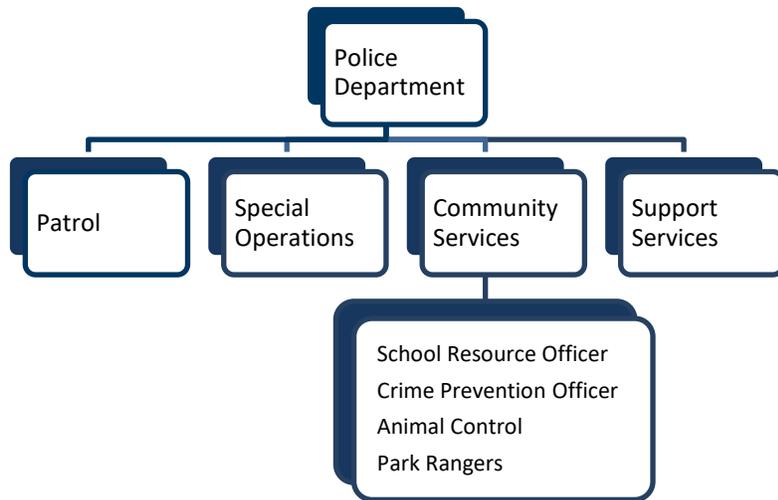
		<u>Transferring Fund</u>	
		<u>General</u>	
<b>Recipient Fund</b>	Streets	\$	386,374
	Emergency Medical Services		417,406
	Capital Projects		5,556
	Technology Replacement		103,000
	Facility Renewal		194,300
	<b>TOTAL OUTGOING TRANSFERS</b>	<b>\$</b>	

# 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.

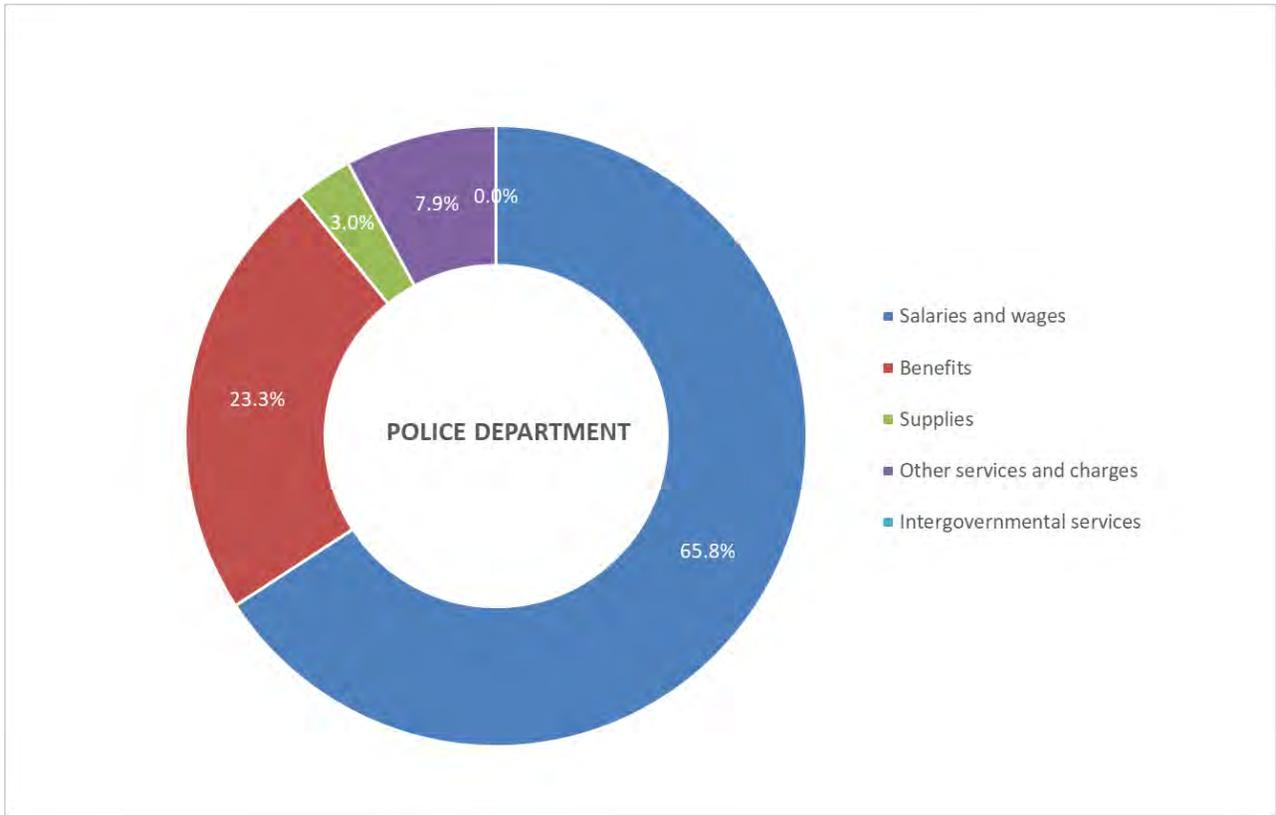
The Police Department is organizationally comprised of four functional divisions: Patrol, Special Operations, Community Services, and Support Services. For budget and tracking purposes, the department’s budget is broken down in six divisions: Administration & Support, Crime Prevention, Drug Enforcement, 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.



**Expenditure Summary:**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
Administration	\$ 1,278,344	\$ 1,363,400	\$ 1,323,372	\$ 1,430,000	\$ 66,600
Patrol	2,728,939	2,981,550	2,867,844	2,802,700	(178,850)
Special Operations	882,222	825,950	810,573	904,050	78,100
Crime Prevention	145,049	159,800	157,865	181,350	21,550
Rangers	205,527	257,600	216,150	252,300	19,700
Training	77,722	120,000	101,500	130,000	10,000
Total Police expenditures	\$ 5,317,803	\$ 5,708,300	\$ 5,477,304	\$ 5,700,400	\$ 17,100

**2022 Preliminary Budget**



	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
Salaries and wages	\$ 3,487,403	\$ 3,663,000	\$ 3,507,082	\$ 3,751,600	\$ 88,600
Benefits	1,354,695	1,455,850	1,402,744	1,328,950	(126,900)
Supplies	138,012	152,250	152,331	169,750	17,500
Other services and charges	337,693	437,200	415,147	450,100	37,900
Intergovernmental services	-	-	-	-	-
<b>Total Police expenditures</b>	<b>\$ 5,317,803</b>	<b>\$ 5,708,300</b>	<b>\$ 5,477,304</b>	<b>\$ 5,700,400</b>	<b>\$ 17,100</b>

**Budget Highlights**

- The 2022 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 Victim Coordinator services, jail fees, animal control, Narcotics Task Force and SWAT.

The Support Services Division serves as the primary customer service contact for the police station. Staff in this division manages and performs clerical and record keeping duties; updates computerized criminal justice databases; issues concealed weapon permits and other licenses; provides fingerprinting services; maintains evidence and property room security; and provides information and assistance to the public regarding law enforcement matters; and provides services for victims of Domestic Violence crimes.

### 2021 Accomplishments

- Continued to build upon a wellness and resiliency program for all police staff
- Recruited and trained four new police officers
- Conducted internal audits of the evidence and records division.
- Continued purging records that are beyond retention requirements.
- Certified another staff member as a notary public.
- Processed three times as many new firearm purchase background checks.
- Our agency has a command officer serving as the North Sound Metro SWAT Team Commander. He led the team on 12 separate deployments.
- Continued our leadership development training for first line supervisors and command staff. This year's focus was on emotional intelligence.

### 2022 Goals & Objectives

- Enhance 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.
- Continue cross training of all support services staff in records management, evidence handling/processing, and public disclosure.
- Continue leadership development and training for all department supervisors.

### Budget Highlights

- Victim Services Coordinator contract increased by \$5,000 to increase contract hours from 12 to 14 hours a week to better serve victims of domestic violence and major felony crimes.
- Drug Task Force costs decreased by \$1,500 per the new agreement.
- Jail contract costs increased by \$45,000 per the ILA rates for 2022.

*2022 Preliminary Budget*

**POLICE DEPARTMENT – ADMINISTRATION & SUPPORT DIVISION**

	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>Increase/ (Decrease)</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Estimated Actuals</b>	<b>Budget</b>	
FULL TIME EMPLOYEES	701,484	720,700	691,600	742,800	22,100
SPECIAL ASSIGNMENT PAY	5,157	5,000	5,000	-	(5,000)
EDUCATION PREMIUM PAY	4,117	4,150	4,150	4,700	550
ACTING SUPERVISOR PAY	-	100	100	100	-
MERIT/LONGEVITY PAY	2,932	4,300	4,300	7,000	2,700
PD 457	1,044	1,050	1,050	1,100	50
OVERTIME	4,619	10,000	10,000	10,000	-
OVERTIME - SHIFT COVER	4,079	-	-	-	-
OT - STAFF MEETINGS	62	-	1,079	-	-
OVERTIME - COURT APPEARANCE	-	-	511	-	-
OT - INVESTIGATION/REVIEW/INSPECT	430	-	-	-	-
OT - SHIFT EXTENSION	487	-	1,605	-	-
OVERTIME - SPECIAL EVENTS	1,121	-	430	-	-
<b>Salaries and wages</b>	<b>\$ 725,532</b>	<b>\$ 745,300</b>	<b>\$ 719,825</b>	<b>\$ 765,700</b>	<b>\$ 20,400</b>
<b>Benefits</b>	<b>304,384</b>	<b>315,650</b>	<b>305,850</b>	<b>314,150</b>	<b>(1,500)</b>
OFFICE SUPPLIES	8,005	10,000	10,000	10,000	-
REFERENCE MATERIAL	512	-	500	-	-
CLOTHING/BOOTS	1,718	1,750	1,750	1,750	-
MOTOR FUEL	1,048	3,000	1,800	2,300	(700)
SMALL ITEMS OF EQUIPMENT	9,574	6,000	6,000	19,200	13,200
<b>Supplies</b>	<b>20,857</b>	<b>20,750</b>	<b>20,050</b>	<b>33,250</b>	<b>12,500</b>
OTHER PROFESSIONAL SVCS.	7,014	17,200	17,200	17,200	-
WELLNESS PROGRAM	-	-	897	-	-
TELEPHONE	23,170	23,000	23,000	23,000	-
POSTAGE	1,545	2,000	2,000	2,000	-
NEW WORLD PROJECT CONNECTIVITY	8,614	8,000	8,000	8,000	-
CELL PHONES	16,564	13,200	13,200	1,000	(12,200)
TRAVEL & SUBSISTENCE	16	500	500	500	-
MEALS	644	500	500	500	-
JAIL CONTRACT	124,006	150,000	150,000	195,000	45,000
ANIMAL SHELTER FEES	4,555	14,000	12,000	14,000	-
NARCOTICS TASK FORCE	-	5,750	4,200	4,500	(1,250)
OFFICE EQUIPMENT RENTAL	-	750	350	400	(350)
EQUIPMENT R&M	2,715	2,000	1,000	1,000	(1,000)
COMPUTER SYSTEM MAINTENANCE	448	800	800	800	-
ASSOC. DUES & MEMBERSHIPS	1,165	2,000	2,000	2,000	-
LICENSES & SUBSCRIPTIONS	9,409	9,000	9,000	9,000	-
PRINTING AND BINDING	1,132	1,000	1,000	1,000	-
TRAINING & REGISTRATION	135	-	-	-	-
VICTIM SERVICES	23,444	30,000	30,000	35,000	5,000
BANKING FEES	2,995	2,000	2,000	2,000	-
CONCEALED PISTOL LICENSE	-	-	-	-	-
<b>Other services and charges</b>	<b>227,571</b>	<b>281,700</b>	<b>277,647</b>	<b>316,900</b>	<b>35,200</b>
HOME DETENTION	-	-	-	-	-
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration expenditures</b>	<b>\$ 1,278,344</b>	<b>\$ 1,363,400</b>	<b>\$ 1,323,372</b>	<b>\$ 1,430,000</b>	<b>\$ 66,600</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 performs Crime Trend Analysis and coordinates extra patrol/speed emphasis efforts with the patrol division staff. The Crime Prevention officer works with Block Watch groups and supervises the Volunteer Program.

### **2021 Accomplishments**

- Due to COVID-19, many of the indoor in-person events and programs were postponed. However, the department has invested in a greater presence on social media and leveraged online platforms to reach more people virtually.
- Continued the virtual "Cooking with Cops" events through Zoom.
- Hosted an easter egg hunt for kids with special prizes for finding eggs hidden throughout the city.
- Coordinated supply drives:
  - Pet food
  - School supplies
  - Domestic Violence Shelter needs
- Youth and schools outreach:
  - Continued partnerships with local schools and parent teacher organizations.
  - Partnered with the Mukilteo Family YMCA for the Summer Connection Event. Fun outdoor activities that included police personnel that focused on getting youth reconnected after the pandemic.
- Coordinated the annual National Night Out Against Crime event where outreach teams visited different neighborhood block parties throughout the city.
- Continue annual tradition of "Shop with a Cop" during the holiday season.

### **2022 Goals & Objectives**

- Continue building a strong Police Volunteer Program and promote an active role from volunteers through assigned responsibilities. Increase the number of police chaplains available for call out to support the community and staff.
- 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 (virtual or in person).
- Conduct two elementary school level youth specific events.

## *2022 Preliminary Budget*

- 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**

- There are no significant changes in the 2022 budget.

2022 Preliminary Budget

**POLICE DEPARTMENT – CRIME PREVENTION DIVISION**

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
FULL TIME EMPLOYEES	89,379	90,850	88,650	93,300	2,450
SPECIAL ASSIGNMENT PAY	4,358	4,400	4,400	4,700	300
EDUCATION PREMIUM PAY	3,487	3,500	3,500	3,800	300
MERIT/LONGEVITY PAY	1,241	1,800	1,800	7,500	5,700
PD 457	1,044	1,050	1,050	1,100	50
OVERTIME	215	6,500	6,500	6,500	-
OT - CRIME PREVENTION VOLUNTEER TRAINING	489	-	3,589	-	-
OT - SHIFT EXTENSION	-	-	176	-	-
OVERTIME - SPECIAL EVENTS	414	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 100,627</b>	<b>\$ 108,100</b>	<b>\$ 109,665</b>	<b>\$ 116,900</b>	<b>\$ 8,800</b>
<b>Benefits</b>	<b>31,939</b>	<b>34,200</b>	<b>33,700</b>	<b>40,450</b>	<b>6,250</b>
OFFICE SUPPLIES	2,362	4,000	3,500	4,000	-
CLOTHING/BOOTS	-	1,500	1,500	1,500	-
MOTOR FUEL	1,162	2,500	1,000	2,500	-
<b>Supplies</b>	<b>3,524</b>	<b>8,000</b>	<b>6,000</b>	<b>8,000</b>	<b>-</b>
PUBLIC AFFAIRS & COMMUNITY OUTREACH	8,689	7,000	7,000	7,000	-
TRAVEL & SUBSISTENCE	-	1,000	-	1,000	-
MEALS	104	500	500	500	-
PRINTING AND BINDING	166	1,000	1,000	500	(500)
GUN SAFETY INITIATIVES	-	-	-	7,000	7,000
<b>Other services and charges</b>	<b>8,959</b>	<b>9,500</b>	<b>8,500</b>	<b>16,000</b>	<b>6,500</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Crime Prevention expenditures</b>	<b>\$ 145,049</b>	<b>\$ 159,800</b>	<b>\$ 157,865</b>	<b>\$ 181,350</b>	<b>\$ 21,550</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, residents, businesses, and community groups to identify and resolve community problems.

### 2021 Accomplishments

- Two officers were promoted to the rank of sergeant.
- By the end of the year the division will have field trained nine new police officers.
- Two Officers contributed over 200 hours with the U.S. Marshal's Violent Offender Task Force (VOTF).
- One member of the division continued his role on the North Sound Metro SWAT Team as a tactical team member and Squad Leader. In total he responded to 12 SWAT callouts.
- Conducted two separate "controlled stress" dynamic training scenarios that integrate de-escalation techniques and refreshed perishable skills.
- The patrol division will have operated most of the year with minimum staffing and is still on pace to match last year's call for service response numbers.
- City Council approved the "over hire" of a patrol officer to keep up with recruiting, hiring, and training of new police officers to stay ahead of our annual officer attrition rate.

### 2022 Goals & Objectives

- Implement a new body camera program to offer transparency and accountability to the public and provide independent visual and audio evidence that can verify events.
- Continue the "over hire" process to stay ahead of the annual officer attrition rate to maintain appropriate patrol staffing levels and maintain a high level of service for the community.
- Conduct traffic emphasis patrols in school zones and areas with higher levels of traffic collisions and traffic complaints.
- Enhance existing skillsets by conducting squad and division level active shooter response training. Hold one additional dynamic, scenario-based training session for all patrol officers.
- Expand critical incident management skill sets by conducting tabletop exercises and Incident Command training for patrol supervisors.
- Conduct multiple training sessions on de-escalation, control and less-lethal techniques and tactics.
- Train three new patrol Corporals on first level supervision and project management.
- Continue participation in the VOTF with two part time team members.
- Conduct targeted patrols to prevent burglaries, vehicle prowls, package thefts and address other community issues.

### Budget Highlights

- There are no significant changes in the 2022 budget.

2022 Preliminary Budget

**POLICE DEPARTMENT – PATROL DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	1,690,026	1,766,350	1,689,500	1,745,000	(21,350)
SPECIAL ASSIGNMENT PAY	29,385	27,000	27,000	32,000	5,000
EDUCATION INCENTIVE	40,714	44,000	44,000	46,000	2,000
MERIT/LONGEVITY PAY	38,145	45,000	45,000	31,000	(14,000)
PD 457	19,053	20,900	20,000	19,900	(1,000)
BILINGUAL PAY (LANGUAGE PREMIUM 1% FOR 3	348	3,000	1,500	1,500	(1,500)
OVERTIME	7,593	165,000	165,000	165,000	-
OVERTIME HOLIDAY	28,173	-	-	-	-
OVERTIME - SHIFT COVER	31,764	-	-	-	-
OT - CALL BACK	1,153	-	-	-	-
OT - STAFF MEETINGS	2,587	-	-	-	-
OVERTIME - COURT APPEARANCE	1,607	-	-	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	1,283	-	-	-	-
OT - SHIFT EXTENSION	16,324	-	-	-	-
OVERTIME - SPECIAL EVENTS	9,775	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 1,917,930</b>	<b>\$ 2,071,250</b>	<b>\$ 1,992,000</b>	<b>\$ 2,040,400</b>	<b>\$ (30,850)</b>
<b>Benefits</b>	<b>736,174</b>	<b>833,800</b>	<b>805,344</b>	<b>685,800</b>	<b>(148,000)</b>
OPERATING SUPPLIES	12,547	5,000	9,000	5,000	-
REFERENCE MATERIAL	134	-	-	-	-
VEHICLE REPAIR TOOLS & EQ	425	-	-	-	-
CLOTHING/BOOTS	2,439	3,000	3,000	3,000	-
MOTOR FUEL	27,624	35,000	30,000	35,000	-
SMALL ITEMS OF EQUIPMENT	17,694	20,000	20,000	27,000	7,000
<b>Supplies</b>	<b>60,863</b>	<b>63,000</b>	<b>62,000</b>	<b>70,000</b>	<b>7,000</b>
TRAVEL & SUBSISTENCE	-	750	750	750	-
MEALS	926	750	750	750	-
EQUIPMENT R&M	12,054	10,000	5,000	3,000	(7,000)
LAUNDRY SERVICES	992	2,000	2,000	2,000	-
<b>Other services and charges</b>	<b>13,972</b>	<b>13,500</b>	<b>8,500</b>	<b>6,500</b>	<b>(7,000)</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Patrol expenditures</b>	<b>\$ 2,728,939</b>	<b>\$ 2,981,550</b>	<b>\$ 2,867,844</b>	<b>\$ 2,802,700</b>	<b>\$ (178,850)</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 montages; gathering and processing evidence; recovering stolen property; collecting and processing digital evidence; 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 pre-employment background investigation on prospective department members.

### **2021 Accomplishments**

- Continued participation in Regional Police Intelligence (RIG) Group
- Two department members continue to participate on the Snohomish Multi Agency Response Team (SMART).
- Two department members continue to participate on the Interagency Child Abduction Response Team (ICART).
- Conducted six proactive operations targeting human trafficking, narcotics, arrest warrant apprehension, and property crimes investigations.
- Coordinate and facilitated a safe and successful Asian American & Pacific Islander (AAPI) rally through the city.
- Increased training and awareness on Complex Coordinated Terrorist Attacks, De-escalation, Active Shooter Response, Child Investigations, Homicide Investigations and Crime Scene Analysis.
- Completed six pre-employment background investigations on new police officer applicants.
- Presented training to the patrol division in the form of Search and Seizure, Search Warrant Training, Vehicle Assaults, Undercover Operations and Latent Prints.
- Continued working with the DEA on ongoing narcotics operations, resulting in the arrests of over 20 suspects, several pounds of illegal narcotics, 200 pounds of explosives, and numerous firearms.
- Detectives responded to approximately 20 call-outs and 80 phone calls for investigative assistance to the patrol division.

### **2022 Goals & Objectives**

- Select and train a new detective.
- Continue participation in RIG, SMART, US Marshals Violent Offender Task Force, and ICART Teams.

## ***2022 Preliminary Budget***

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

### **Budget Highlights**

- Motor fuel line decreased by \$2,000 as there will be three fully electric vehicles in the Special Operations division vehicle fleet.

2022 Preliminary Budget

**POLICE DEPARTMENT – SPECIAL OPERATIONS DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	527,913	470,800	454,000	538,700	67,900
SPECIAL ASSIGNMENT PAY	25,411	22,600	22,600	23,100	500
EDUCATION INCENTIVE	15,568	14,400	14,400	14,900	500
MERIT/LONGEVITY PAY	14,787	20,000	20,000	19,000	(1,000)
PD 457	5,742	5,250	5,250	6,300	1,050
OVERTIME	1,587	42,500	42,500	42,500	-
STANDBY/ON-CALL PAY	3,040	7,300	7,300	7,300	-
OVERTIME HOLIDAY	1,693	-	-	-	-
OVERTIME - SHIFT COVER	7,412	-	-	-	-
OT - CALL BACK	556	-	-	-	-
OT - STAFF MEETINGS	324	-	-	-	-
OT - COURT APPEARANCE	1,032	-	-	-	-
OT - INVESTIGATION/REVIEW/INSPECTION	19,635	-	-	-	-
OT - SHIFT EXTENSION	2,474	-	-	-	-
OVERTIME - SPECIAL EVENTS	3,304	-	1,642	-	-
<b>Salaries and wages</b>	<b>\$ 630,478</b>	<b>\$ 582,850</b>	<b>\$ 567,692</b>	<b>\$ 651,800</b>	<b>\$ 68,950</b>
<b>Benefits</b>	<b>240,125</b>	<b>225,100</b>	<b>218,500</b>	<b>236,250</b>	<b>11,150</b>
OPERATING SUPPLIES	-	-	171	-	-
CLOTHING/BOOTS	11	-	-	-	-
MOTOR FUEL	3,971	5,000	3,500	3,000	(2,000)
SMALL ITEMS OF EQUIPMENT	-	-	7,710	-	-
<b>Supplies</b>	<b>3,982</b>	<b>5,000</b>	<b>11,381</b>	<b>3,000</b>	<b>(2,000)</b>
TRAVEL & SUBSISTENCE	1,464	1,500	1,500	1,500	-
MEALS	905	500	500	500	-
LICENSES & SUBSCRIPTIONS	922	4,000	4,000	4,000	-
INVESTIGATION COSTS	4,346	7,000	7,000	7,000	-
<b>Other services and charges</b>	<b>7,637</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>-</b>
Intergovernmental services	-	-	-	-	-
<b>Total Special Operations expenditures</b>	<b>\$ 882,222</b>	<b>\$ 825,950</b>	<b>\$ 810,573</b>	<b>\$ 904,050</b>	<b>\$ 78,100</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 onboarding and Field Training Program for newly hired officers.

With the retirement of our previous training officer and only certified Unmanned Aircraft System (UAS) pilot, the department began training three staff members to become certified as pilots for our (UAS) program. One officer has completed the training to become certified and qualified as a department UAS pilot. The other two are completing the remainder of their training requirements.

Many legislative changes for law enforcement were enacted in 2021. The department must ensure that these changes are processed and engrained into our patrol tactics, training, and procedures, in addition to our department policy manual.

### **2021 Accomplishments**

- Successfully met all RCW training hour requirements for commissioned staff per Criminal Justice Training Commission standards
- Transitioned to a new online training management software system that integrates with other digitized administrative processes.
- Conducted scenario-based training for all commissioned personnel to include policy mandated impact weapon and Taser refresher and one firearms qualification/training sessions.
- Facilitated policy review on critical policies.
- Coordinated dynamic and "controlled stress" scenario-based training using outside actors for officers to utilize their patrol tactics and de-escalation skills.
- Reviewed the training plan for each officer for individual career progression and development.
- Assisted with the onboarding and training of nine new police officers.
- Continued the supervisor leadership training series with the focus this year on emotional intelligence.
- Trained a new UAS pilot.

### **2022 Goals & Objectives**

- Assure all training required by law and policy is achieved
- Continue training all staff on new protocols and procedures that meet the legislative intent of new criminal justice legislation.
- Continue to provide training on crisis intervention and other de-escalation concepts so officers are better prepared to deal with increasing number of mental health contacts.

## ***2022 Preliminary Budget***

- Continue developing staff members for their respective roles in the organization and prepare them for future roles and potential promotions.
- Develop a series of tabletop 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, an additional EVOC instructor, two additional Range Safety Officers and one additional firearms instructor.

### **Budget Highlights**

- To allow for an additional scenario-based training session that better simulates real life events, \$10,000 was added in overtime for this effort. This will provide for a four-hour dynamic training session for each quarter in 2022.



Public Safety Committee  
discussion of 2021 training

## Police Scenario Training

Increase the training budget to allow for one additional four hour scenario based training session in 2022 for all commissioned police officers.

**Council Priority**

**Fund Name**  
**General Fund**

**Amount Requested**  
**\$10,000**

**Any Additional Revenue?** **No**

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

### Expenditure Purpose and Justification

80% of the current training overtime budget is dedicated for State and policy mandated training requirements. This budget request will allow the Police Department to hold one additional scenario based training session that emphasizes conflict and de-escalation skills, in addition to applying controlled stress situations that utilize professional actors to provide an increased realism for each scenario.

Incident command and critical response management for first level supervisors are also integrated into the training scenarios. The Police Department has a number of new supervisors on the leadership team. One of the strategic goals of the department is to increase its incident response and command post capability to better coordinate critical responses.

One scenario based training session was held in 2021. This budget request will allow for two total sessions in 2022.

### Alternatives and Potential Costs

Do not fund the need for increased and realistic training on high-liability scenarios and needed command post training for first level supervisors.

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

N/A

Department:	<b>Police</b>
Division:	<b>Training</b>
Prepared by:	Cheol Kang

Expenditure Account # & Title	Amount
Training Division	\$ 10,000
011.21.521.400.xxxx	\$ -
	\$ -
	\$ -

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

2022 Preliminary Budget

**POLICE DEPARTMENT – TRAINING DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
OVERTIME	17,161	40,600	24,500	50,600	10,000
<b>Salaries and wages</b>	<b>\$ 17,161</b>	<b>\$ 40,600</b>	<b>\$ 24,500</b>	<b>\$ 50,600</b>	<b>\$ 10,000</b>
<b>Benefits</b>	-	-	-	-	-
AMMUNITION	33,058	30,400	29,000	30,400	-
REFERENCE MATERIAL	20	-	-	-	-
SMALL ITEMS OF EQUIPMENT	3,509	2,000	2,000	2,000	-
<b>Supplies</b>	<b>36,587</b>	<b>32,400</b>	<b>31,000</b>	<b>32,400</b>	-
OTHER PROFESSIONAL SVCS.	11,583	20,500	20,500	20,500	-
TRAVEL & SUBSISTENCE	1,074	3,500	3,500	3,500	-
MEALS	725	2,000	1,000	2,000	-
LICENSES & SUBSCRIPTIONS	2,800	1,500	1,500	1,500	-
TRAINING & REGISTRATION	7,792	19,500	19,500	19,500	-
<b>Other services and charges</b>	<b>23,974</b>	<b>47,000</b>	<b>46,000</b>	<b>47,000</b>	-
Intergovernmental services	-	-	-	-	-
<b>Total Training expenditures</b>	<b>\$ 77,722</b>	<b>\$ 120,000</b>	<b>\$ 101,500</b>	<b>\$ 130,000</b>	<b>\$ 10,000</b>

*2022 Preliminary Budget*

	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>Increase/</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>(Decrease)</b>
OVERTIME	17,161	40,600	24,500	50,600	10,000
<b>Salaries and wages</b>	<b>\$ 17,161</b>	<b>\$ 40,600</b>	<b>\$ 24,500</b>	<b>\$ 50,600</b>	<b>\$ 10,000</b>
<b>Benefits</b>	-	-	-	-	-
AMMUNITION	33,058	30,400	29,000	30,400	-
REFERENCE MATERIAL	20	-	-	-	-
SMALL ITEMS OF EQUIPMENT	3,509	2,000	2,000	2,000	-
<b>Supplies</b>	<b>36,587</b>	<b>32,400</b>	<b>31,000</b>	<b>32,400</b>	-
OTHER PROFESSIONAL SVCS.	11,583	20,500	20,500	20,500	-
TRAVEL & SUBSISTENCE	1,074	3,500	3,500	3,500	-
MEALS	725	2,000	1,000	2,000	-
LICENSES & SUBSCRIPTIONS	2,800	1,500	1,500	1,500	-
TRAINING & REGISTRATION	7,792	19,500	19,500	19,500	-
<b>Other services and charges</b>	<b>23,974</b>	<b>47,000</b>	<b>46,000</b>	<b>47,000</b>	-
Intergovernmental services	-	-	-	-	-
<b>Total Training expenditures</b>	<b>\$ 77,722</b>	<b>\$ 120,000</b>	<b>\$ 101,500</b>	<b>\$ 130,000</b>	<b>\$ 10,000</b>

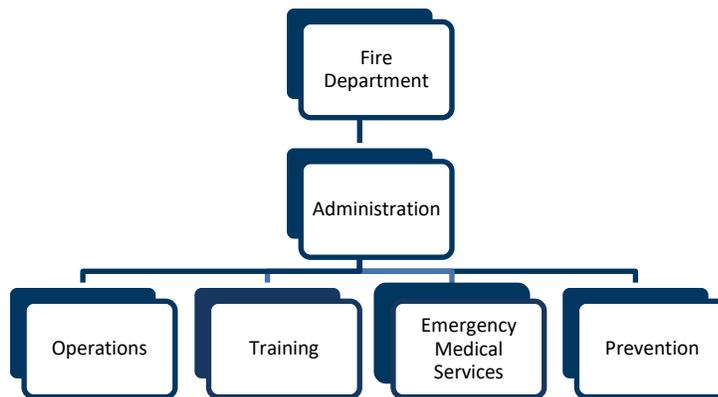
# FIRE



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. The department has an authorized strength of thirty. The department operates two stations with three personnel on duty around the clock. 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.

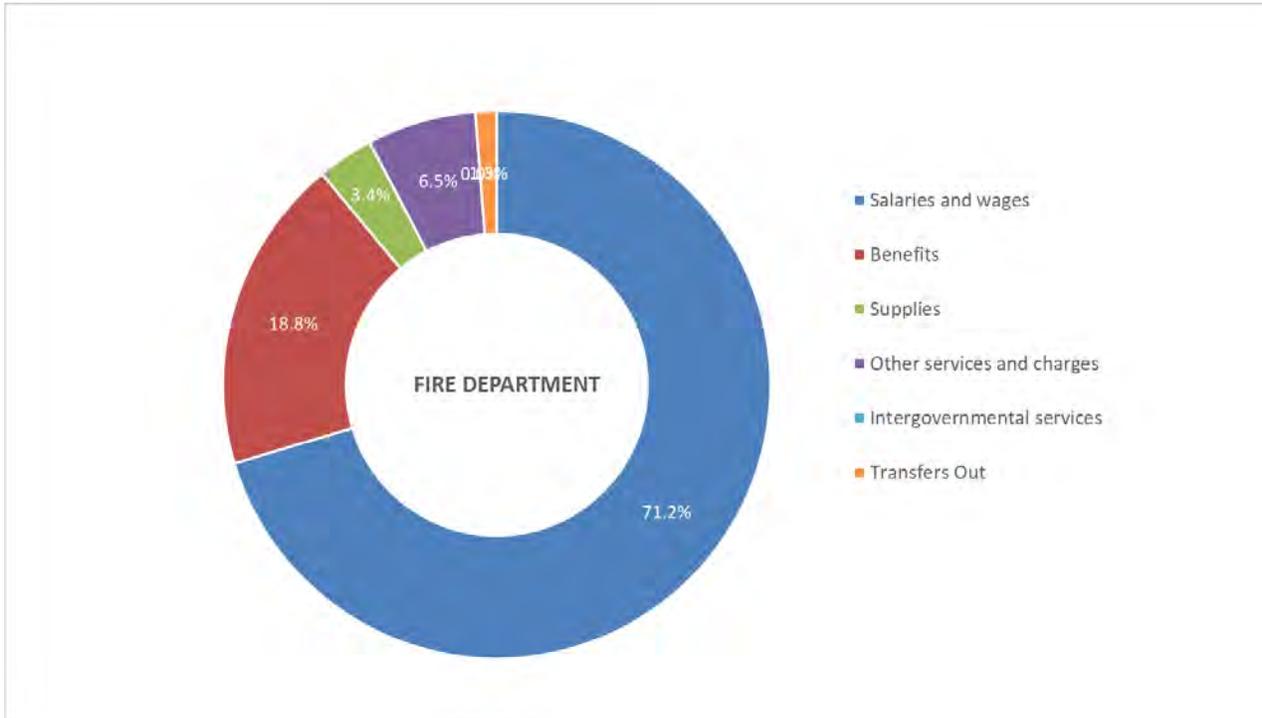
The department receives funds from the General Fund, Emergency Medical Services levy, and billing for ambulance transports.



**Expenditure Summary:**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
Administration	\$ 184,813	\$ 156,670	\$ 193,864	\$ 195,000	\$ 38,330
Operations	1,518,002	489,300	489,300	536,900	47,600
Prevention	28,619	7,350	13,200	12,250	4,900
Training	16,523	30,250	27,800	42,600	12,350
EMS	2,961,358	4,218,700	3,976,000	4,261,670	42,970
Total Fire and EMS expenditures	<u>\$ 4,709,315</u>	<u>\$ 4,902,270</u>	<u>\$ 4,700,164</u>	<u>\$ 5,048,420</u>	<u>\$ 146,150</u>

**2022 Preliminary Budget**



	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
Salaries and wages	\$ 3,297,433	\$ 3,471,050	\$ 3,490,250	\$ 3,552,140	\$ 81,090
Benefits	972,988	999,700	775,450	940,200	(59,500)
Supplies	149,995	147,600	146,600	168,350	20,750
Other services and charges	228,899	220,920	227,864	324,730	103,810
Intergovernmental services	-	-	-	-	-
Transfers Out	60,000	63,000	60,000	63,000	-
<b>Total Fire and EMS expenditures</b>	<u>\$ 4,709,315</u>	<u>\$ 4,902,270</u>	<u>\$ 4,700,164</u>	<u>\$ 5,048,420</u>	<u>\$ 146,150</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 Director and directs disaster planning and response.

### 2021 Accomplishments

- Continued work begun in 2020 with City staff, county fire departments, Snohomish County Department of Emergency Management, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Managed the impact of mandatory vaccinations for fire department personnel.
- Initiated the multi-year accreditation process through the Center for Public Safety Excellence.
- Honored the department's history while making changes in the physical environment, ourselves, and operations to prepare the department for the future.
  - New HVAC units installed at Station 24 through the facility renewal program.
  - Addressed station and vehicle repair issues.
  - Continued to support training opportunities for all personnel.
- Worked with City Council on strategic matters for the department.
- Continued WAC 296-305 Safety Standards for Firefighters compliance efforts by adoption of updated policies and procedures.
- Continued to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
- Monitored inter-local agreements (ILAs) to ensure service to the city.

### 2022 Goals & Objectives

- Work towards recovery from the COVID-19 Public Health Emergency.
- Continue the accreditation process through the community risk assessment and strategic plan development.
- Honor the department's history while making changes in the physical environment, ourselves, and operations to prepare the department for the future.
  - Replacement of water heater, expansion tank, circulation pump and piping at Station 25.
  - Replacement of emergency generators at Station 24 and Station 25.
  - Address station and vehicle repair issues.
- Work with City Council on strategic matters for the department.
- Continue WAC 296-305 Safety Standards for Firefighters compliance efforts by adoption of updated policies and procedures.
- Continue to improve the city's ability to respond to a large-scale incident or disaster in partnership with Snohomish County Department of Emergency Management.
- Monitor inter-local agreements (ILAs) to ensure service to the city.

## **Budget Highlights**

- Budget lines adjusted to reflect anticipated expenditures for outside services, memberships, and phones.

2022 Preliminary Budget

**FIRE DEPARTMENT – ADMINISTRATION DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	124,583	103,400	123,000	119,000	15,600
OVERTIME	-	500	100	500	-
<b>Salaries and wages</b>	<b>\$ 124,583</b>	<b>\$ 103,900</b>	<b>\$ 123,100</b>	<b>\$ 119,500</b>	<b>\$ 15,600</b>
<b>Benefits</b>	<b>35,775</b>	<b>23,850</b>	<b>41,250</b>	<b>45,800</b>	<b>21,950</b>
OFFICE SUPPLIES	777	2,650	2,650	2,650	-
PURCHASE OF FORMS	263	550	550	550	-
SUPPLIES - ADMINISTRATION	120	1,000	1,000	1,000	-
CLOTHING/BOOTS	82	500	500	500	-
MOTOR FUEL	1,939	2,000	2,000	2,000	-
SMALL ITEMS OF EQUIPMENT	543	500	500	500	-
<b>Supplies</b>	<b>3,724</b>	<b>7,200</b>	<b>7,200</b>	<b>7,200</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	6,419	11,400	10,000	10,000	(1,400)
TELEPHONE	1,779	1,440	2,000	2,000	560
POSTAGE	80	200	200	200	-
CELL PHONE	2,445	1,680	3,000	3,000	1,320
ASSOC. DUES & MEMBERSHIPS	1,803	2,000	2,000	2,000	-
LICENSES AND SUBSCRIPTIONS	8,075	5,000	5,000	5,000	-
LAUNDRY SERVICES	68	-	-	100	100
PRINTING & BINDING	62	-	114	200	200
<b>Other services and charges</b>	<b>20,731</b>	<b>21,720</b>	<b>22,314</b>	<b>22,500</b>	<b>780</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration expenditures</b>	<b>\$ 184,813</b>	<b>\$ 156,670</b>	<b>\$ 193,864</b>	<b>\$ 195,000</b>	<b>\$ 38,330</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.

### 2021 Accomplishments

- Continued work begun in 2020 with City staff, county fire departments, Snohomish County Department of Emergency Management, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Replaced mobile data terminals in three apparatus that were unable to accommodate increasing technology demands.
- Supported opportunities to work with regional teams.
  - Facilitate operational and response opportunities for personnel participating in regional technical rescue and incident management teams.
- Reduced preventable injury rates.
  - Supported development of the city and department accident prevention programs.

### 2022 Goals & Objectives

- Work towards recovery from the COVID-19 Public Health Emergency.
- Improve the department's ability to respond to fire and medical emergencies safely and effectively.
  - Implement the regional fire pre-incident planning software.
  - Replace mobile data terminals in three apparatus that are unable to accommodate increasing technology demands.
  - Replace the battalion chief vehicle. New vehicle will increase safety by moving carcinogens outside the passenger compartment and safely secure all equipment.
- Support opportunities to work with regional teams.
  - Facilitate operational and response opportunities for personnel participating in regional technical rescue and incident management teams.
- Salaries and benefits reflect the updated split of 90% funding in EMS and 10% funding in the General Fund.

### Budget Highlights

- Budget included to implement the regional fire pre-incident planning software.
- Budget included for two new hires including equipment and fire academy.
- Capital replacement budget includes replacement of the battalion chief vehicle, turnout gear and ballistic vests.
- Budget lines adjusted to reflect anticipated expenditures for outside services, memberships, and phones.



## Fire Department Pre-Incident Plan Software

Purchase subscription software to build fire pre-incident plans of commercial and residential buildings for use during emergency responses.

**Council Priority**

**Fund Name**

**General Fund**

**Amount Requested**

**\$9,500**

**Any Additional Revenue?**

**No**

**Nature of the expenditure?**

**Ongoing**

### Expenditure Purpose and Justification

This software will be used by Mukilteo Fire personnel to gather detailed data of buildings in Mukilteo to create pre-incident plans that can be rapidly used by crews and command staff to mitigate emergencies resulting in a more positive outcome for all stakeholders.

Pre-incident plans increase the safety for fire personnel as it gives the crews and command staff the layout of a building and location of safety features such as exits, stairwells, extinguishing systems, hazardous materials and utility shut-offs. Pre-incident plans increase the safety for occupants by providing immediate knowledge of areas where occupants are likely to be located. Pre-incident plans allow for a more rapid and effective operation that decreases the potential damage to the building resulting in less property loss for the owner.

The pre-incident plans are accessed via phone, tablet, and/or computer which allows for quick access to the data. The software can also be used by our auto aid partners allowing for more effective assistance.

### Alternatives and Potential Costs

Continue to respond without pre-plans.

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

On-going annual subscription cost of \$9,500.

Department:	<b>Fire</b>
Division:	<b>Operations</b>
Prepared by:	Chris Alexander

Expenditure Account # & Title	Amount
Lic. & Sub. 011.22.522.200.4903	\$ 9,500
	\$ -
	\$ -
	\$ -

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

2022 Preliminary Budget

**FIRE DEPARTMENT – OPERATIONS DIVISION**

	<u>2020 Actuals</u>	<u>2021 AMENDED Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
FULL TIME EMPLOYEES	862,929	256,300	256,300	268,700	12,400
EDUCATION INCENTIVE	20,192	5,500	5,500	6,600	1,100
ACTING SUPERVISOR PAY	4,006	2,500	2,500	2,500	-
PARAMEDIC INCENTIVE	29,414	8,700	8,700	8,500	(200)
MERIT/LONGEVITY PAY	16,320	4,500	4,500	5,200	700
FIRE - HOLIDAY BUY BACK	24,748	7,550	7,550	7,550	-
OVERTIME	134,840	35,000	35,000	37,600	2,600
OT - DISASTER SUPPORT/SEVERE WEATHER	-	-	-	-	-
<b>Salaries and wages</b>	<b>\$ 1,092,449</b>	<b>\$ 320,050</b>	<b>\$ 320,050</b>	<b>\$ 336,650</b>	<b>\$ 16,600</b>
<b>Benefits</b>	<b>324,728</b>	<b>94,300</b>	<b>94,300</b>	<b>84,800</b>	<b>(9,500)</b>
OFFICE SUPPLIES	160	-	-	-	-
SUPPLIES - FIRE SUPPRESSION	23,175	11,000	11,000	11,000	-
CLOTHING/BOOTS	707	1,350	1,350	1,350	-
MOTOR FUEL	3,317	5,500	5,500	5,500	-
SMALL ITEMS OF EQUIPMENT	27,260	25,000	25,000	42,500	17,500
<b>Supplies</b>	<b>54,619</b>	<b>42,850</b>	<b>42,850</b>	<b>60,350</b>	<b>17,500</b>
PROFESSIONAL SERVICES	13,094	14,000	14,000	22,300	8,300
TELEPHONE	2,555	2,400	2,400	2,900	500
NEW WORLD PROJECT CONNECTIVITY	2,839	2,400	2,400	2,400	-
CELL PHONES & PAGERS	3,218	1,800	1,800	3,000	1,200
MEALS	41	-	-	-	-
FIRE DISTRICT 1 ILA FOR LADDER TRUCK SVC	8,339	-	-	-	-
EQUIPMENT R&M	9,832	6,500	6,500	10,000	3,500
LICENSES AND SUBSCRIPTIONS	6,288	5,000	5,000	14,500	9,500
<b>Other services and charges</b>	<b>46,206</b>	<b>32,100</b>	<b>32,100</b>	<b>55,100</b>	<b>23,000</b>
FIRE DISTRICT 1 ILA FOR LADDER TRUCK SVC	-	-	-	-	-
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operations expenditures</b>	<b>\$ 1,518,002</b>	<b>\$ 489,300</b>	<b>\$ 489,300</b>	<b>\$ 536,900</b>	<b>\$ 47,600</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 Health and Safety Officer with responsibilities for emergency scene safety as well as personnel health and safety and risk management.

### 2021 Accomplishments

- Adapted training to the restrictions imposed by the public health emergency, emphasizing online and internal department training.
- Worked on integration of Washington Survey and Ratings Bureau and Washington Administrative Code training requirements with Target Solutions.

### 2022 Goals & Objectives

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

### Budget Highlights

- Budget lines adjusted to reflect anticipated expenditures for outside services, training and the required travel, recruit fire academy for new employees, memberships, and phones.

2022 Preliminary Budget

**FIRE DEPARTMENT – TRAINING DIVISION**

	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>Increase/</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>(Decrease)</b>
			<b>Actuals</b>		
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
OFFICE SUPPLIES	83	-	-	-	-
REFERENCE MATERIAL	158	1,500	1,500	1,500	-
SUPPLIES - TRAINING	248	1,300	1,300	1,300	-
CLOTHING/BOOTS	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	-	1,000	1,000	1,000	-
<b>Supplies</b>	<b>489</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>	-
OTHER PROFESSIONAL SVCS.	-	1,650	1,650	1,650	-
TELEPHONE	391	350	400	400	50
TRAVEL & SUBSISTENCE	4,487	4,000	4,000	6,500	2,500
MEALS	1,478	2,200	2,000	4,000	1,800
ASSOC. DUES & MEMBERSHIPS	-	2,750	2,750	2,750	-
LICENSES AND SUBSCRIPTIONS	3,250	3,200	3,200	3,200	-
TRAINING & REGISTRATION	6,428	12,300	10,000	20,300	8,000
<b>Other services and charges</b>	<b>16,034</b>	<b>26,450</b>	<b>24,000</b>	<b>38,800</b>	<b>12,350</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Training expenditures</b>	<b>\$ 16,523</b>	<b>\$ 30,250</b>	<b>\$ 27,800</b>	<b>\$ 42,600</b>	<b>\$ 12,350</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.

### 2021 Accomplishments

- Full-time professional fire marshal hired.
- Continued adaptation of prevention to the restrictions imposed by the public health emergency, emphasizing permit approval inspections and complaint investigation only.
- Implemented new inspection software to track violations, code compliance, and fire risk analysis.
- Adapted the business inspection program to incorporate self-inspections, fire company inspections and fire marshal inspections of high-hazard properties.

### 2022 Goals & Objectives

- Lead the department-wide accreditation process.
- Reduce the risk of fire in commercial structures.
  - Continue Pre-Plan development of high-risk structures and occupancies.
  - Utilization of inspection software to track violations, code compliance, and fire risk analysis.
- Resume the public education program including fire safety, injury prevention, and disaster resilience.
  - Provide fire safety education and rig tours to all 2<sup>nd</sup> Grade Elementary School classes in Mukilteo.
  - Continue outreach efforts with daycares and other community groups.
  - Continue participation in Touch-a-Truck, National Night Out, and Boo Bash.

### Budget Highlights

- Budget lines adjusted to reflect anticipated expenditures for public education, outside services, memberships, and phones.

2022 Preliminary Budget

**FIRE DEPARTMENT – PREVENTION DIVISION**

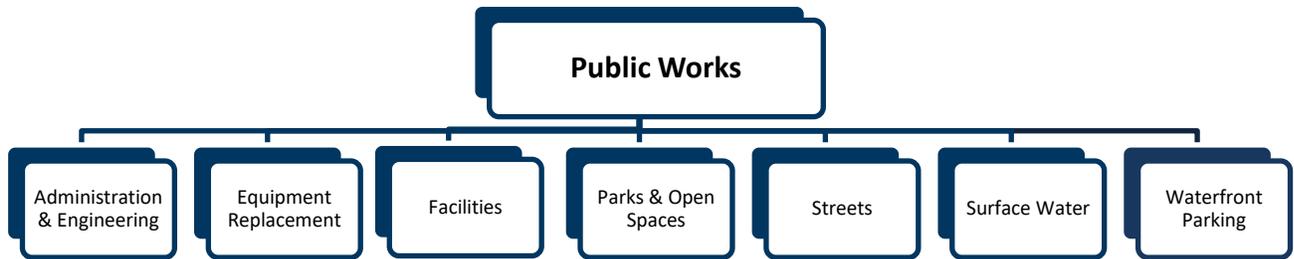
	<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>	<b>Increase/</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>(Decrease)</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>(Decrease)</b>
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
OFFICE SUPPLIES	-	-	-	-	-
REFERENCE MATERIAL	824	400	400	400	-
SUPPLIES - FIRE PREVENTION	223	500	500	3,000	2,500
CLOTHING/BOOTS	-	600	600	600	-
MOTOR FUEL	215	750	750	1,500	750
SMALL ITEMS OF EQUIPMENT	93	400	400	400	-
<b>Supplies</b>	<b>1,355</b>	<b>2,650</b>	<b>2,650</b>	<b>5,900</b>	<b>3,250</b>
OTHER PROFESSIONAL SVCS.	24,173	2,800	7,000	2,800	-
TELEPHONE	343	350	300	300	(50)
CELL PHONE	544	700	700	700	-
ASSOC. DUES & MEMBERSHIPS	-	150	750	750	600
LICENSES AND SUBSCRIPTIONS	2,204	500	1,600	1,600	1,100
PRINTING & BINDING	-	200	200	200	-
<b>Other services and charges</b>	<b>27,264</b>	<b>4,700</b>	<b>10,550</b>	<b>6,350</b>	<b>1,650</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Total Prevention expenditures</b>	<b>\$ 28,619</b>	<b>\$ 7,350</b>	<b>\$ 13,200</b>	<b>\$ 12,250</b>	<b>\$ 4,900</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:

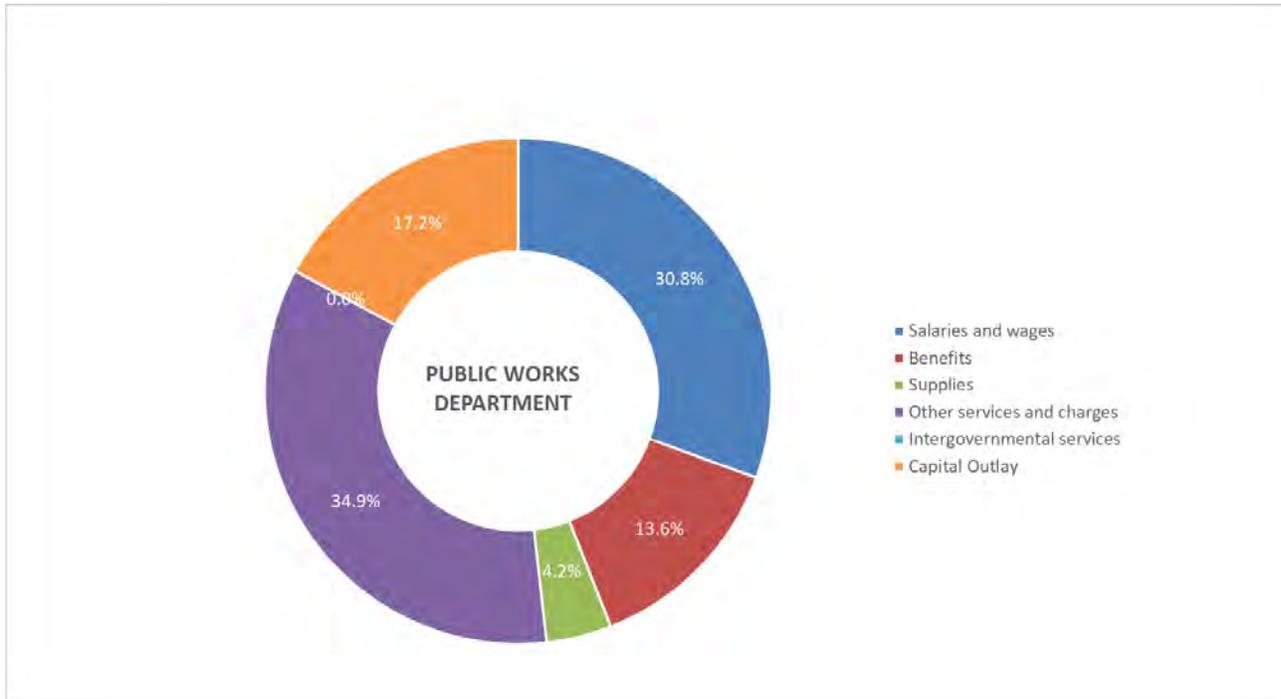
- 72 centerline miles of City streets and State highways, 72 miles of sidewalks, 6.8 miles of bike lanes
- Three traffic signals and 28 school zone flashers and 13 crosswalks with rectangular rapid flashing beacons (RRFB's), and 12 radar speed signs, and 3 temporary radar speed signs.
- 75 miles of storm drains, 7.1 miles of ditches, 4470 catch basins and 174 public detention and water quality facilities
- 611 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire
- 21 municipal buildings
- 1,584 Street lights (City owned: 292; PUD owned: 1,292) The City monitors the operation of all streetlights, regardless of ownership (PUD or City)



## Expenditure Summary:

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
Administration and Engineering - General Fund	\$ 407,296	\$ 480,450	\$ 429,150	\$ 403,200	\$ (77,250)
Parks	419,530	473,000	483,271	550,000	77,000
Streets	761,359	819,750	782,900	923,250	103,500
Waterfront Parking	357,334	471,950	415,240	495,450	23,500
Surface Water	1,926,019	4,950,121	3,737,593	4,240,936	(709,185)
Facilities Maintenance	824,730	801,750	817,464	794,200	(7,550)
<b>Total Public Works expenditures</b>	<b>\$ 4,696,268</b>	<b>\$ 7,997,021</b>	<b>\$ 6,665,618</b>	<b>\$ 7,407,036</b>	<b>\$ (589,985)</b>

**2022 Preliminary Budget**



	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
Salaries and wages	\$ 1,966,527	\$ 2,175,100	\$ 1,992,750	\$ 2,264,200	\$ 89,100
Benefits	786,620	995,350	946,550	998,550	3,200
Supplies	248,955	263,300	286,981	307,900	44,600
Other services and charges	1,694,166	1,782,195	1,741,248	2,568,168	785,973
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	2,781,076	1,698,089	1,268,218	(1,512,858)
<b>Total Public Works expenditures</b>	<b>\$ 4,696,268</b>	<b>\$ 7,997,021</b>	<b>\$ 6,665,618</b>	<b>\$ 7,407,036</b>	<b>\$ (589,985)</b>

**2022 Preliminary Budget**

**Budget Highlights**

<b>Transportation Projects</b>	
Annual ADA Upgrades Program	Upgrade public right-of-way infrastructure as prioritized in the City's ADA Transition Plan to be in compliance with the Americans with Disabilities Act standards.
Annual Pavement Preservation Program	This sets aside annual funding for the City's Pavement Preservation Program to address streets that have been identified for a variety of resurfacing options. The 2022 program will focus on the design and construction of a slurry seal program.
Annual Pedestrian Crosswalk Enhancement Program	Continued program to evaluate, design and install pedestrian crosswalk improvements. The focus of the 2022 program will be to develop a standardization and prioritization process to ensure the City is installing the appropriate safety measures and spending program dollars where they are most needed.
Annual Sidewalk Repair Program	Dedicated funding program to repair sections of existing sidewalk to fix broken, offset and/or damaged areas. The 2022 Program will focus on repairing damaged shared use path along Paine Field Boulevard.
Annual Bike Transit Walk (By the Way) Program	This will continue implementation of the adopted Bike Transit Walk (BTW) Plan. It is an annually accruing program which includes the design and construction of new bike path and sidewalk amenities for the improvement of the City's non-motorized system.
Traffic Calming Program	Continued program to respond to resident requests regarding neighborhood traffic issues related to speeding and cut-through traffic via the City's Traffic Calming program adopted by Council Resolution 2015-07.
Mukilteo Lane Evaluation	As a joint project with the City of Everett, the east end of Mukilteo Lane will be evaluated to determine the nature and costs of repairs necessary to stabilize the roadway. The City of Everett is also requesting \$50,000 in their 2022 budget for this project.
<b>Facility Renewal</b>	
2022 Facility Renewal	Completion of the priority projects identified in the Facility Renewal Plan.
<b>Vehicles &amp; Equipment Replacement</b>	
Vehicle and Equipment Replacement	Purchase of the Vehicles & Equipment identified for replacement in 2022 from the Equipment Replacement Reserve Fund.
<b>Surface Water Projects</b>	
Big Gulch Erosion Repairs	Erosion created by high flows from a City stormwater pipe and a tributary of Big Gulch Creek is in need of repair. Repair options will be evaluated to help minimize expenses.
Chennault Beach Road Drainage Improvements - Design	This project will improve the drainage along Chennault Beach Drive between 60th Avenue W and Marine View Drive. The design will start in 2022 with construction anticipated in 2023.

## 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 four of five of the Department's operating divisions (Engineering, Streets, Parks, and Facilities). Surface Water administration and engineering is under the Surface Water Utility
- Manages public works projects that maintain the City's capital assets or build new capital facilities and programs funding for Capital Projects using City funds, and State and Federal grants
- Performs development review relative to city infrastructure and engineering standards
- Establishes standards for development of infrastructure and applies those standards and policies to regulate the use of the City's Right-of-Ways
- Provides engineering support to the Public Works O&M Divisions, Community Development Department, the Police and Fire Departments
- Oversees Public Works' role as a first responder in the event of an emergency that requires traffic control devices, storm debris removal, or snow and ice removal
- Manages the City's Traffic Calming Program
- Manages the City's streetlight network through agreements for service with Snohomish County PUD and Snohomish County Public Works, and manages the City's traffic signals and school zone flashers
- Responsible for the City's transportation plan and assists with the development and implementation of the City's Capital Improvement Program
- Manages the "Fix It Public Works!" Service Request Program

### 2021 Accomplishments

- Project Completions
  - Completed the construction of the Harbour Reach Corridor project
  - Completed the 100% design of 76th Street SW & SR525 Pedestrian Improvements project
  - Completed the 100% design of the Harbour Reach Drive North Improvements (pavement preservation) project
  - Completed full street resurfacing of several streets through an interlocal agreement with Mukilteo Water & Wastewater District
  - Opened the new SR525 Sidewalk between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street for pedestrian use
- Planning for the Future
  - Updated the 6-year Transportation Improvement Plan
  - Development and adoption of a new 6-year Capital Improvement Plan
  - 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
  - Began negotiations for a new a small cell wireless franchise agreement
  - Executed an amendment to the solid waste contract with Waste Management
  - Negotiated and executed new on-call consultant contract agreements

## **2022 Preliminary Budget**

- Support of Outside Development
  - Reviewed 114 private development proposals for compliance with clearing and grading, right-of-way, and/or traffic impacts as of August 24, 2021
  - Provided support to WSDOT/WSF in completing construction of the WSF Multimodal Terminal Project
  - Worked with City of Everett staff to review and provide feedback on the Edgewater Bridge Replacement project
- Project Development
  - Started the design of and public outreach for the 5<sup>th</sup> Street Pedestrian & Bicycle project
  - Began the design of the repairs to the Paine Field Boulevard shared use path
  - Started the construction of the 76<sup>th</sup> Street SW and SR 525 Pedestrian Improvements Project
  - Started the construction of the Harbour Reach Drive North Improvements (pavement preservation) project
- Grant Applications and Awards
  - Applied for a \$1,692,480 state grant from the Transportation Improvement Board for the 2nd Street Improvements project
  - Applied for federal infrastructure funding through Senator Murray's office for Mukilteo Lane Improvements, 5<sup>th</sup> Street Pedestrian and Bicycle Improvements, and Park Avenue Improvements projects
  - Received a \$40,000 grant from Snohomish County for the construction of the 76<sup>th</sup> Street SW and SR525 Pedestrian Improvements Project
- Traffic Calming Improvements
  - Eliminated backlog of open traffic calming requests
  - Updated the Traffic Calming webpage with additional resources, access to Traffic Action Plans and an interactive map showing all traffic calming requests
  - Worked with the Infrastructure Committee to update the program document to better define process and improve readability

## **2022 Goals & Objectives**

- Staff and support the City's Pavement Preservation through designing and constructing a slurry seal program and conducting a City-wide update of pavement ratings
- Implement the Bike Transit Walk Program by continuing to seek and apply for grants to support the project list
- Complete the self-evaluation of the public right of way and continue development of the City-wide ADA Transition plan
- Complete the construction of Rosehill Solar Panels project, Paine Field Blvd Shared Use Path Repairs project, Harbour Reach Drive North Improvements (pavement preservation), and 76<sup>th</sup> Street SW & SR525 Pedestrian Improvements Project
- Develop an evaluation, prioritization, and standardization process for crosswalk enhancement requests
- Complete an evaluation of the east end of Mukilteo Lane in cooperation with City of Everett
- Complete the design of the 5th Street Pedestrian & Bicycle Project

## *2022 Preliminary Budget*

### **Budget Highlights**

- Engineering & Architect Services is increased by \$45,000 to begin work on updating the transportation element of the Comprehensive Plan
- Telephone line is increased by \$900 to reflect actual expenses
- Cellphone line is increased by \$1,300 to reflect actual expenses



## Transportation Comprehensive Plan Element & Impact Fee Update

Consultant services are needed to assist with the required update to the Transportation Element of the Comprehensive Plan. Work will begin in late 2022 to target the adoption deadline of mid-2024.

<b>Council Priority</b>	<b>Long Range Financial Planning</b>
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<b>Fund Name</b>	<b>General Fund</b>
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**Amount Requested**

**\$45,000**

<b>Any Additional Revenue?</b>	<b>No</b>
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<b>Nature of the expenditure?</b>	<b>one-time</b>
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**Expenditure Purpose and Justification**

State law requires the Puget Sound Regional Council to certify local comprehensive plans for consistency with VISION 2050 and regional transportation plans by June 2024. Consultant support is needed to assist staff with the update and perform technical analysis to support the update to the Transportation Element of the Comprehensive Plan. This work is anticipated to begin in late 2022 and additional efforts will be anticipated in 2023.

The consultant will begin work on performing transportation modeling to evaluate existing traffic and forecast future traffic, review level of service standards, assess current and future impacts on transportation facilities, identify needs for the transportation system, review and update transportation policies, and develop the 6 and 20 year transportation project list.

One main focus of this update will be to update the City's Transportation Impact Fee (MMC 3.107), which was last updated in 2005. The impact fee will be reevaluated and updated to reflect updated trip generating areas from vacant lands and will update the transportation capacity project lists. Projects on the capacity list can be funded using Transportation Impact Fees collected through development.

**Alternatives and Potential Costs**

This request will allow this work to begin in 2022. It is anticipated that additional efforts will be needed to complete this work in 2023 and those funds will be requested as part of the 2023 budget process.

**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:	Andrea Swisstack

<b>Expenditure Account # &amp; Title</b>	<b>Amount</b>
Eng. & Arch. Services 011.38.544.200.410	\$ 45,000
	\$ -
	\$ -
	\$ -

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

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	268,498	307,200	268,150	214,600	(92,600)
PART TIME EMPLOYEES	-	-	-	-	-
OVERTIME	217	1,000	1,000	1,000	-
<b>Salaries and wages</b>	<b>\$ 268,715</b>	<b>\$ 308,200</b>	<b>\$ 269,150</b>	<b>\$ 215,600</b>	<b>\$ (92,600)</b>
<b>Benefits</b>	<b>108,569</b>	<b>124,250</b>	<b>111,300</b>	<b>92,400</b>	<b>(31,850)</b>
OFFICE SUPPLIES	259	650	650	650	-
REFERENCE MATERIAL	-	550	550	550	-
OPERATING SUPPLIES	274	500	500	500	-
CLOTHING/BOOTS	245	300	300	300	-
MOTOR FUEL	356	650	650	650	-
SMALL ITEMS OF EQUIPMENT	270	1,300	1,000	1,300	-
<b>Supplies</b>	<b>1,404</b>	<b>3,950</b>	<b>3,650</b>	<b>3,950</b>	<b>-</b>
ENGINEERING & ARCHITECT SVCS	11,140	25,000	25,000	70,000	45,000
OTHER PROFESSIONAL SVCS.	8,415	5,000	5,000	5,000	-
LEGAL PUBLICATIONS	69	400	400	400	-
TELEPHONE	1,324	900	1,600	1,800	900
POSTAGE	454	600	600	600	-
CELL PHONE	5,016	3,000	4,300	4,300	1,300
TRAVEL & SUBSISTENCE	22	500	500	500	-
MEALS	29	100	100	100	-
COMPUTER SYSTEM MAINT	290	4,000	3,500	4,000	-
ASSOC. DUES & MEMBERSHIPS	1,235	1,950	1,950	1,950	-
FILE, RECORDING FEES	-	400	400	400	-
PRINTING AND BINDING	209	500	500	500	-
TRAINING & REGISTRATION COSTS	405	1,700	1,200	1,700	-
<b>Other services and charges</b>	<b>28,608</b>	<b>44,050</b>	<b>45,050</b>	<b>91,250</b>	<b>47,200</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Administration and Engineering expendit</b>	<b>\$ 407,296</b>	<b>\$ 480,450</b>	<b>\$ 429,150</b>	<b>\$ 403,200</b>	<b>\$ (77,250)</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 611 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). In addition, the Parks and Open Space Division maintains landscaped sections of right-of-way that the City is responsible for.

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

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

### **2021 Accomplishments**

- Performed major landscape cleanup at Edgewater Beach Park, Police Department, Rosehill Community Center and City Hall
- Inspected and repaired all playground equipment to comply with safety code
- Incorporated the addition of Byers Family Peace Park, the Waterfront Promenade, and Harbour Pointe SW Widening project landscaping into regular maintenance schedules.
- Installed recycled wood chips and Dog Park, with a more scheduled for install in fall 2021

### **2022 Goals & Objectives**

- Maintain a fully staffed division and work to maintain current levels of service to all areas maintained by Parks Staff
- Preserve existing park assets with an emphasis on Lighthouse Park, Rosehill Community Center, and 92nd St Park
- Complete a major landscape cleanup at Fire Station 24 & 25
- Incorporate new landscaping installed as part of the Harbour Reach Corridor project into regular work schedule

### **Budget Highlights**

- Telephone is increased by \$200 to reflect actual expenses.
- Water Service is increased by \$2,000 to reflect increased irrigation needs
- Reflecting actual expenses, Equipment R&M is reduced by \$2,000 and Other R&M is reduced by \$500.
- Dog Park Maintenance is increased by \$22,000, allowing for increased service levels.

2022 Preliminary Budget

**PUBLIC WORKS DEPARTMENT – PARKS DIVISION**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	181,439	212,700	197,000	239,200	26,500
PART TIME EMPLOYEES	-	-	-	-	-
ACTING SUPERVISOR PAY	1,406	2,500	2,500	2,500	-
OVERTIME	16,764	7,500	20,000	7,500	-
STANDBY PAY	5,257	7,000	7,000	7,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	2,364	500	500	500	-
<b>Salaries and wages</b>	<b>\$ 207,230</b>	<b>\$ 230,200</b>	<b>\$ 227,000</b>	<b>\$ 256,700</b>	<b>\$ 26,500</b>
<b>Benefits</b>	<b>98,362</b>	<b>113,250</b>	<b>108,750</b>	<b>116,050</b>	<b>2,800</b>
OFFICE SUPPLIES	61	250	100	250	-
REFERENCE MATERIAL	-	-	-	-	-
OPERATING SUPPLIES	9,934	15,250	15,250	15,250	-
CLOTHING/BOOTS	1,411	1,000	1,000	1,000	-
BUILDING MAINTENANCE SUPPLIES	254	1,000	3,500	1,000	-
SIGNS	1,084	500	250	500	-
LANDSCAPE MATERIALS	2,469	2,000	2,000	12,000	10,000
FLOWER BASKET PROGRAM	-	1,750	1,750	17,750	16,000
MOTOR FUEL	3,944	7,500	7,500	7,500	-
SMALL ITEMS OF EQUIPMENT	3,789	5,000	6,000	5,000	-
PARK BENCH	749	-	500	-	-
<b>Supplies</b>	<b>23,695</b>	<b>34,250</b>	<b>37,850</b>	<b>60,250</b>	<b>26,000</b>
OTHER PROFESSIONAL SVCS.	50,492	40,000	60,000	40,000	-
TELEPHONE	989	900	1,100	1,100	200
CELL PHONE	2,881	3,000	3,000	3,000	-
TRAVEL & SUBSISTENCE	303	800	800	800	-
MEALS	409	500	500	500	-
LAND RENTAL	-	500	500	500	-
WORK EQUIP & MACHINE RENTAL	5,503	4,500	4,500	4,500	-
ELECTRICITY	3,497	3,500	3,500	3,500	-
SEWER SERVICE	4,066	5,000	5,000	5,000	-
GARBAGE SERVICES	-	-	-	-	-
WATER SERVICE	6,963	8,500	8,000	10,500	2,000
STORM DRAINAGE CHGS.	3,711	4,500	4,000	4,500	-
BRUSH DISPOSAL	-	-	371	-	-
IRRIGATION SYSTEM MAINTENANCE & REPAIR	634	2,000	2,000	2,000	-
EQUIPMENT R&M	2,134	5,000	3,000	3,000	(2,000)
OTHER R&M	86	1,500	500	1,000	(500)
PLAYGROUND EQUIPMENT R&M	-	4,000	2,000	4,000	-
DOG PARK MAINTENANCE	-	500	250	22,500	22,000
HP MAINTENANCE ASSOCIATION DUES	3,800	3,800	3,800	3,800	-
LAUNDRY SERVICES	-	1,800	1,800	1,800	-
PRINTING AND BINDING	27	-	50	-	-
TRAINING & REGISTRATION COSTS	4,748	5,000	5,000	5,000	-
<b>Other services and charges</b>	<b>90,243</b>	<b>95,300</b>	<b>109,671</b>	<b>117,000</b>	<b>21,700</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Parks expenditures</b>	<b>\$ 419,530</b>	<b>\$ 473,000</b>	<b>\$ 483,271</b>	<b>\$ 550,000</b>	<b>\$ 77,000</b>

## PLANNING & COMMUNITY DEVELOPMENT



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

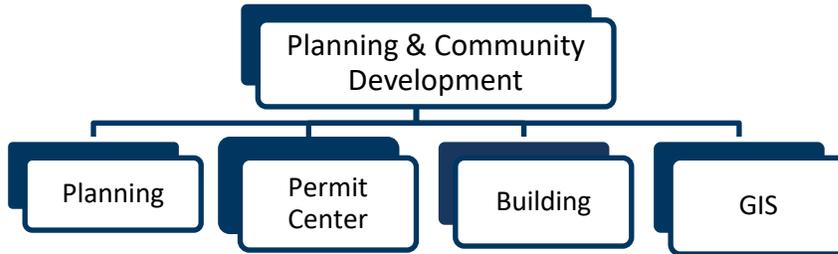
In doing this work, the Community Development Department places a high premium on customer service.

The Department’s four divisions are:

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

**2022 Preliminary Budget**

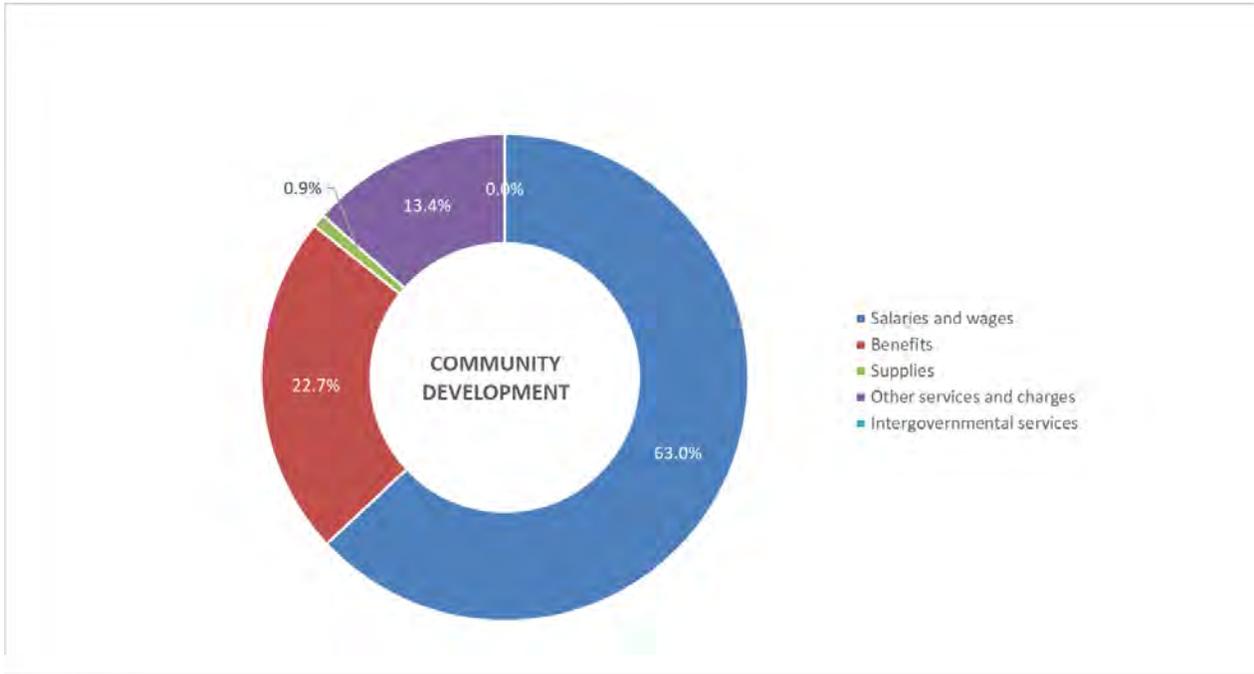
The Community Development Department’s work is highly interdepartmental, frequently supporting the Police, Fire, Public Works, Executive and Recreation and Cultural Services departments.



**Expenditure Summary:**

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
Permit Center	\$ 255,222	\$ 284,100	\$ 250,165	\$ 317,100	\$ 33,000
Planning	613,022	676,650	612,300	794,200	117,550
Building	135,331	149,100	147,950	158,450	9,350
GIS - General Fund	22,897	80,600	39,894	85,150	4,550
GIS - Surface Water Fund	75,352	126,750	102,750	132,750	6,000
Total Community Development expenditures	<u>\$ 1,101,824</u>	<u>\$ 1,317,200</u>	<u>\$ 1,153,059</u>	<u>\$ 1,487,650</u>	<u>\$ 170,450</u>

**2022 Preliminary Budget**



	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
Salaries and wages	\$ 698,292	\$ 817,350	\$ 723,282	\$ 937,800	\$ 120,450
Benefits	271,889	313,300	282,550	337,350	24,050
Supplies	4,631	12,250	10,972	13,100	850
Other services and charges	127,012	174,300	136,255	199,400	25,100
Intergovernmental services	-	-	-	-	-
<b>Total Community Development expenditures</b>	<b>\$ 1,101,824</b>	<b>\$ 1,317,200</b>	<b>\$ 1,153,059</b>	<b>\$ 1,487,650</b>	<b>\$ 170,450</b>

**Budget Highlights**

- Major Projects for 2022 Include:
  - Restoring the Department’s level of service brought about by reduced staffing associated with vacancies and leave
  - Sign Code update adoption
  - Snohomish County Master Annexation ILA
  - Initiate 2024 GMA Update Public Outreach
  - Waterfront Redevelopment
  - GIS Stormwater Utility Support

## PLANNING DIVISION

### Purpose

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

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

The Current Planning function processes permits in accordance with federal, state, and local laws. It also provides staff support to the Hearing Examiner. Planning staff manages land use permits to assess a project's impact on the environment and compliance with the Mukilteo Municipal Code. Staff also review tree cutting requests and respond to various code compliance issues.

### 2021 Accomplishments

- Continued responding to the COVID-19 pandemic by delivering permitting, code enforcement, inspection and commission support remotely.
- On-going primary staff support for Planning Commission, including transitioning to remote meetings.
- Adoption of Housing Action Plan.
- Processed 2019 Comprehensive Plan amendment/rezone docket applications through the Planning Commission and City Council.
- Adoption of interim floodplain and permanent floodplain regulations.
- Initiated the 2021 annual docket process.
- Worked on update to Buildable Lands, Countywide Planning Policies and 2044 growth targets.
- Continued work on City's sign code update to address US Supreme Court ruling requiring codes to be "content neutral".
- Provided on-going project coordination with the Washington State Ferries Multimodal project, and continued to meet with the Mukilteo Tank Farm coordination team.
- Continued work and discussions on annexation Interlocal Agreement with Snohomish County.
- Continued work on Public Use Agreement with Boys and Girls Clubs of Snohomish County
- Worked on code amendments for the mandated of State International Building Code (IBC) code amendments.

## *2022 Preliminary Budget*

### **2022 Goals & Objectives**

- Complete Sign Code update.
- Complete 2018 final docket item related to an industrial zone design standards code amendment; make substantial progress on 2020 docket. Initiate the 2021 docket process.
- Initiate 2024 GMA update outreach and issue identification.
- Coordination of waterfront development projects, including but not limited to actions related to the former NOAA property.
- Work with Port of Everett on ferry terminal property and Lighthouse Park property transfer.
- Manage State and other funding on the Japanese Gulch Creek daylighting project and on the waterfront promenade. Continue to pursue funding for these projects.
- Continue the evaluation of the City's permit processing process to improve customer service and timeliness.
- Complete work on Snohomish County master annexation inter-local agreement.
- Continue staff support for Planning Commission, Hearing Examiner & Council Committees.
- Provide support for re-established Historic Preservation Commission and any other newly formed Board/Commission as assigned.

### **Budget Highlights**

- \$40,000 to initiate public outreach for the required 2024 Comprehensive Plan update.



## Comprehensive Plan Update - Phase 1

Consultant services are needed to assist with the required 2024 GMA Comprehensive Plan Update. Work will begin in 2022 to target the adoption deadline of mid-2024.

<b>Council Priority</b>	<b>Communications</b>
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<b>Fund Name</b>	<b>General Fund</b>
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**Amount Requested**

<b>\$40,000</b>
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<b>Any Additional Revenue?</b>	<b>No</b>
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<b>Nature of the expenditure?</b>	<b>one-time</b>
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**Expenditure Purpose and Justification**

The 2015 GMA Plan update was a Plan rewrite. Besides winning an award, the Comprehensive Plan has served the City well. A new rewrite is not envisioned. However, the GMA Plan update process requires early and continuous public participation (RCW 36.70A.140). 2022 is an opportunity to begin work with the community on the 2024 GMA update, educating the public on the update's opportunities and requirements. It is also an opportunity to conduct initial public outreach at community events, local businesses and at neighborhood meetings; identify key community issues and to define the scope of work for the 2024 Comprehensive Plan; and implementing development regulations amendments.

State law requires that the City of Mukilteo update its Comprehensive Plan and Development Regulations by June 30, 2024. At a minimum, updating means incorporating new 2044 growth targets, and ensuring the Plan and development regulations are compliant with changes in State GMA law since the last update (2015). The process also allows a local jurisdiction the opportunity to address changing community values. Jurisdictions have latitude in how they want to approach the GMA Update, including whether to amend existing documents or rewrite documents in their entirety.

This Phase 1 request takes the City through 2022. A consultant will assist City staff in public outreach to include community meetings and social media. Key issues and a scope of work and amendments for the 2024 update will be defined. Much of the plan and code rewrite work needs to be done in early-mid 2023, in anticipation of Planning Commission and City Council public hearings in late 2023 and early 2024. Funding for that work may be sought, depending on resources provided by the State to help fund the GMA update.

**Alternatives and Potential Costs**

1. Reduce the funding and reduce the extent of the public outreach and participation.
2. Defer initiating GMA outreach process until early 2023, missing the opportunity for effective outreach at summer and late fall community events.

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

The State typically offers GMA update grants to assist local jurisdiction in its GMA update. The amount of that grant at this time is unknown.

Department:	<b>Community Development</b>
Division:	<b>Planning</b>
Prepared by:	David Osaki

Expenditure Account # & Title	Amount
2024 GMA Update - 2022 Outreach	\$ 40,000
011.58.558.600.4102	\$ -
	\$ -
	\$ -

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

*2022 Preliminary Budget*

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

	<b>2020</b>		<b>2021</b>		<b>2022</b>	
	<b>Actuals</b>	<b>2021 Budget</b>	<b>Estimated</b>	<b>Actuals</b>	<b>Budget</b>	<b>Increase/ (Decrease)</b>
FULL TIME EMPLOYEES	371,869	391,000	370,200	479,700	88,700	
SPECIAL ASSIGNMENT PAY	-	-	-	-	-	
OVERTIME	6,781	10,000	8,000	10,000	-	
<b>Salaries and wages</b>	<b>\$ 378,650</b>	<b>\$ 401,000</b>	<b>\$ 378,200</b>	<b>\$ 489,700</b>	<b>\$ 88,700</b>	
<b>Benefits</b>	<b>127,058</b>	<b>134,350</b>	<b>127,350</b>	<b>150,150</b>	<b>15,800</b>	
OFFICE SUPPLIES	83	1,000	1,000	1,500	500	
REFERENCE MATERIAL	-	50	50	50	-	
CLOTHING/BOOTS	-	400	400	400	-	
MOTOR FUEL	-	400	200	400	-	
SMALL ITEMS OF EQUIPMENT	672	-	150	150	150	
<b>Supplies</b>	<b>755</b>	<b>1,850</b>	<b>1,800</b>	<b>2,500</b>	<b>650</b>	
CONSULTING SERVICES	94,203	-	-	-	-	
OTHER PROFESSIONAL SVCS.	468	110,750	79,500	120,000	9,250	
REIMBURSABLE CONSULTING	-	-	-	-	-	
REIMBURSABLE COPIES	-	-	-	-	-	
LEGAL PUBLICATIONS	2,777	3,000	3,000	4,000	1,000	
TELEPHONE	1,280	1,050	1,050	1,050	-	
POSTAGE	1,972	5,250	4,000	5,250	-	
CELL PHONES	1,548	400	400	1,750	1,350	
TRAVEL & SUBSISTENCE EXPENSE	214	2,500	1,500	3,000	500	
MEALS	66	500	500	500	-	
ASSOC. DUES & MEMBERSHIPS	1,571	2,500	2,500	2,500	-	
FILE, RECORDING FEES	-	200	200	200	-	
PRINTING AND BINDING	1,450	300	300	600	300	
TRAINING & REGISTRATION COSTS	1,010	3,000	2,000	3,000	-	
HEARING EXAMINER	-	10,000	10,000	10,000	-	
<b>Other services and charges</b>	<b>106,559</b>	<b>139,450</b>	<b>104,950</b>	<b>151,850</b>	<b>12,400</b>	
Intergovernmental services	-	-	-	-	-	
<b>Total Planning expenditures</b>	<b>\$ 613,022</b>	<b>\$ 676,650</b>	<b>\$ 612,300</b>	<b>\$ 794,200</b>	<b>\$ 117,550</b>	

## PERMIT CENTER DIVISION

### **Purpose:**

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

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

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

As a highly customer facing Division, COVID-19 heavily impacted Permit Services processes during 2020 and 2021. This necessitated numerous service delivery changes in an abbreviated time frame to the Division's traditional way of providing services.

### **2021 Accomplishments**

- Continued creating new processes to remotely deliver a range of customer facing services.
- Assisted in updating and revising adopted City Resolution establishing Citywide parking programs.
- Continued to manage parking pass programs.
- Continue to provide administrative support to Boards and Commissions, including continuing to support meeting packet preparation and remote meetings.

### **2022 Goals & Objectives**

- Implement the bi-annual Citywide mail out of resident parking passes.
- Assist in tracking, evaluating, and improving permit processing times that have been affected by COVID-19.
- As time permits, update public information brochures, handouts and application packets.
- Develop an improved method to survey customers about their permit experience.

### **Budget Highlights**

- Payflow processing fees increased by \$4,000 to reflect historical use in 2021 due to increased use of credit card payments.

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	158,516	177,000	156,500	196,400	19,400
ACTING SUPERVISOR PAY	156	-	932	-	-
OVERTIME	3,043	10,000	6,000	10,000	-
<b>Salaries and wages</b>	<b>\$ 161,715</b>	<b>\$ 187,000</b>	<b>\$ 163,432</b>	<b>\$ 206,400</b>	<b>\$ 19,400</b>
<b>Benefits</b>	<b>74,935</b>	<b>83,350</b>	<b>73,200</b>	<b>92,150</b>	<b>8,800</b>
OFFICE SUPPLIES	1,536	4,000	3,000	4,000	-
REFERENCE MATERIAL	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	530	-	528	-	-
<b>Supplies</b>	<b>2,066</b>	<b>4,000</b>	<b>3,528</b>	<b>4,000</b>	-
TELEPHONE	885	800	800	800	-
PAYFLOW PROCESSING FEES	12,462	4,000	4,000	8,000	4,000
CELL PHONE	37	-	255	750	750
TRAVEL & SUBSISTENCE	-	450	450	450	-
MEALS	-	150	150	150	-
EQUIPMENT R&M	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	50	150	150	200	50
PRINTING AND BINDING	1,375	-	-	-	-
TRAINING & REGISTRATION	344	1,200	1,200	1,200	-
BANKING FEES	1,353	3,000	3,000	3,000	-
<b>Other services and charges</b>	<b>16,506</b>	<b>9,750</b>	<b>10,005</b>	<b>14,550</b>	<b>4,800</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Permit Center expenditures</b>	<b>\$ 255,222</b>	<b>\$ 284,100</b>	<b>\$ 250,165</b>	<b>\$ 317,100</b>	<b>\$ 33,000</b>

## BUILDING DIVISION

### **Purpose:**

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

The Building Division is also responsible for the City's street addressing program and investigates complaints regarding illegal, unsafe and non-code-compliant structures.

### **2021 Accomplishments**

- Continued response to the COVID-19 pandemic by implementing safe inspection practices and remotely providing services.
- Reviewed approximately 200 permit applications.
- Conducted approximately 500 building inspections.
- Assisted in the mandated adoption of State International Building Code (IBC) code amendments.

### **2022 Goals & Objectives**

- Maintain efficient permit review turn-around times and inspections.
- Maintain pro-active oversight of development in general, but especially on sites that present unique development challenges (e.g., steep slopes).
- Maintain level of service that may result from anticipated Division vacancy.

### **Budget Highlights**

- Increase in consultant costs by \$7,000 due to potential need to have additional consultant coverage during anticipated vacancy.

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	76,773	78,300	78,300	80,100	1,800
SPECIAL ASSIGNMENT PAY	11,492	11,750	11,750	12,100	350
<b>Salaries and wages</b>	<b>\$ 88,265</b>	<b>\$ 90,050</b>	<b>\$ 90,050</b>	<b>\$ 92,200</b>	<b>\$ 2,150</b>
<b>Benefits</b>	<b>43,945</b>	<b>45,550</b>	<b>45,300</b>	<b>44,650</b>	<b>(900)</b>
REFERENCE MATERIAL	842	1,700	1,700	1,700	-
OPERATING SUPPLIES	-	500	500	500	-
CLOTHING/BOOTS	368	400	400	600	200
MOTOR FUEL	295	600	600	600	-
SMALL ITEMS OF EQUIPMENT	-	200	200	200	-
<b>Supplies</b>	<b>1,505</b>	<b>3,400</b>	<b>3,400</b>	<b>3,600</b>	<b>200</b>
CONTRACT SERVICES	-	7,000	7,000	14,000	7,000
TELEPHONE	347	500	500	500	-
POSTAGE	254	200	200	800	600
CELLULAR PHONES	460	400	400	400	-
TRAVEL & SUBSISTENCE	-	500	-	500	-
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	555	600	600	800	200
PRINTING AND BINDING	-	-	-	-	-
TRAINING & REGISTRATION COSTS	-	900	500	1,000	100
<b>Other services and charges</b>	<b>1,616</b>	<b>10,100</b>	<b>9,200</b>	<b>18,000</b>	<b>7,900</b>
Intergovernmental services	-	-	-	-	-
<b>Total Building expenditures</b>	<b>\$ 135,331</b>	<b>\$ 149,100</b>	<b>\$ 147,950</b>	<b>\$ 158,450</b>	<b>\$ 9,350</b>

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) DIVISION**

### **Purpose:**

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

The GIS Division is responsible for:

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

### **2021 Accomplishments**

- Worked towards restoration of Division's level of service which has experienced a reduction due to an extended position vacancy in 2020.
- Maintained and expanded the map offerings on the City's MukMaps page and added functionality to existing maps.
- Work on ArcGIS Server migration and upgrade, to catch up with the demands and requirements for upcoming changes to ESRI software.
- Launching an Open Data Portal hub for the GIS Division to share City-maintained curated GIS Data with the public, allowing free and open access to all.
- Create a stormwater hotspot inspection application and a ditch inspection application.
- Develop tracking/QA/QC system with the Public Works Engineering Division for mapping private facilities.
- Acquiring an Enterprise Geodatabase to improve GIS data management, including maintenance and data security and ability to support many asset management software.

### **2022 Goals & Objectives**

- Restore Division's level of service which has experienced a reduction due to an extended vacancy.
- Maintain and expand the map offerings on the City's MukMaps page and add functionality to existing maps.
- Maintain and expand offerings on an internal "Power User" map which staff can use to access an expanded set of GIS data and create their own maps.
- Assist in implementation and provide support for new Close Circuit Television (CCTV) GIS inspection application and third-party software.
- Create a stormwater hotspot inspection application and a ditch inspection application.
- Develop tracking/QA/QC system with the Public Works Engineering Division for mapping private facilities and document mapping standards in support of stormwater utility.

### **Budget Highlights**

- There are no significant changes in the 2022 budget.

2022 Preliminary Budget

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

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
FULL TIME EMPLOYEES	15,630	56,600	25,800	60,800	4,200
SPECIAL ASSIGNMENT PAY	559	-	500	-	-
OVERTIME	-	800	800	800	-
<b>Salaries and wages</b>	<b>\$ 16,189</b>	<b>\$ 57,400</b>	<b>\$ 27,100</b>	<b>\$ 61,600</b>	<b>\$ 4,200</b>
<b>Benefits</b>	<b>6,022</b>	<b>20,300</b>	<b>10,950</b>	<b>20,650</b>	<b>350</b>
OPERATING SUPPLIES	21	500	500	500	-
MOTOR FUEL	-	-	-	-	-
<b>Supplies</b>	<b>21</b>	<b>500</b>	<b>544</b>	<b>500</b>	<b>-</b>
TRAVEL & SUBSISTENCE	-	1,500	500	1,500	-
MEALS	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	-	300	300	300	-
LICENSES & SUBSCRIPTIONS	593	-	100	-	-
PRINTING AND BINDING	52	-	100	-	-
TRAINING & REGISTRATION	20	600	300	600	-
<b>Other services and charges</b>	<b>665</b>	<b>2,400</b>	<b>1,300</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 expenditures</b>	<b>\$ 22,897</b>	<b>\$ 80,600</b>	<b>\$ 39,894</b>	<b>\$ 85,150</b>	<b>\$ 4,550</b>

# RECREATION

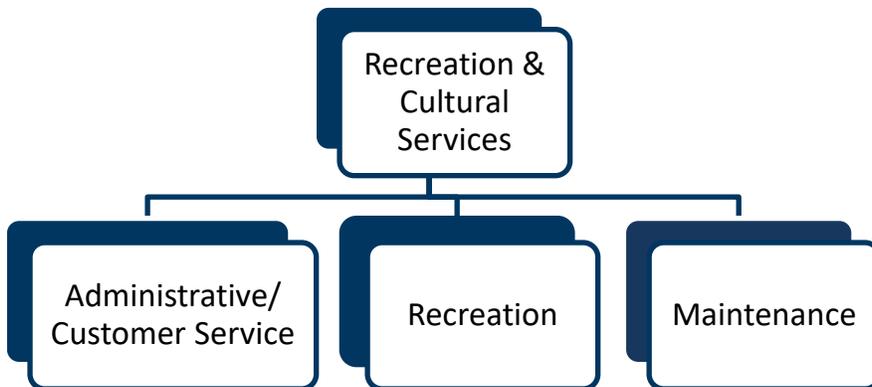


The Recreation and Cultural Services Department provides a wide assortment of recreational and facility rental opportunities to the Mukilteo community. From preschool to seniors, we have something for everyone!

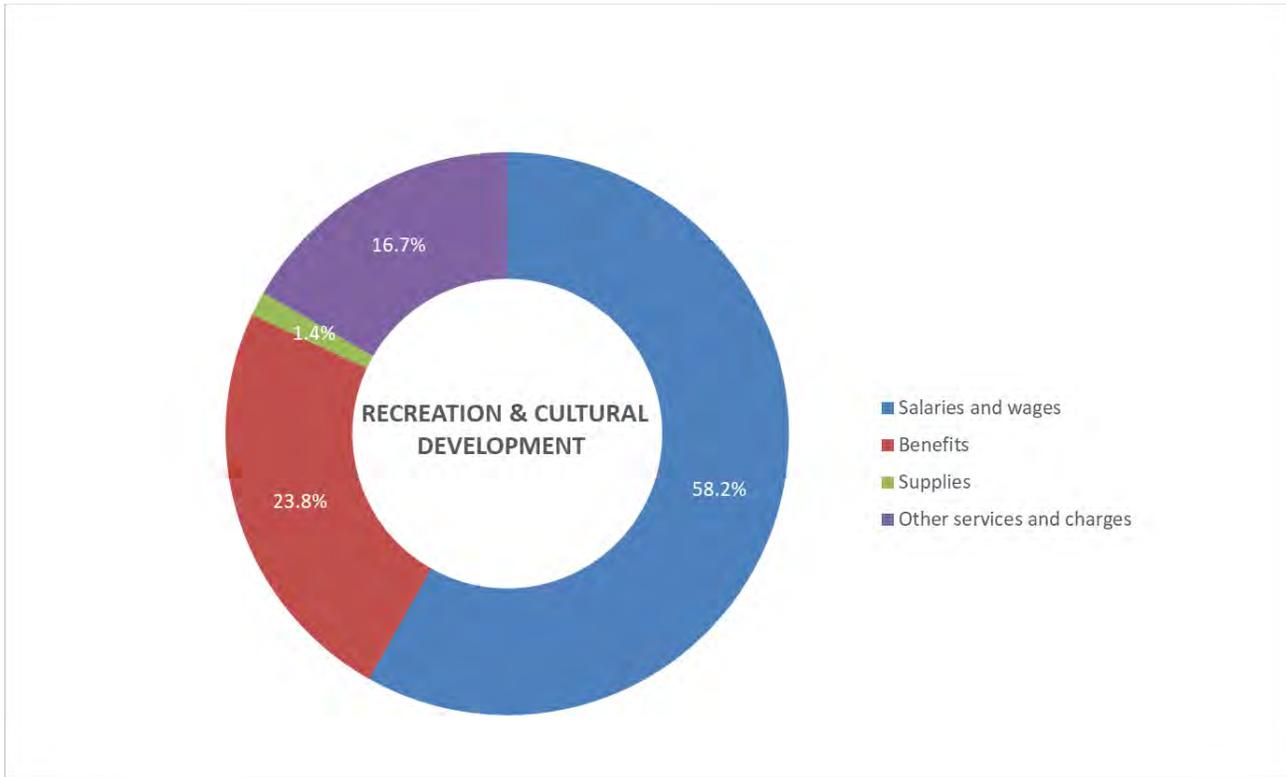
The department offers a variety of special events each year, too, which include traditional favorites such as “Boo Bash” and “Touch a Truck”. Another great way to get involved would be to volunteer for the department.

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.



**2022 Preliminary Budget**



	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
Salaries and wages	\$ 469,908	\$ 363,400	\$ 347,191	\$ 549,500	\$ 186,100
Benefits	214,875	188,550	179,377	224,700	36,150
Supplies	7,017	2,550	2,250	13,050	10,500
Other services and charges	96,549	75,288	62,400	157,476	82,188
Total Recreation & Cultural Development expenditures	<u>\$ 788,349</u>	<u>\$ 629,788</u>	<u>\$ 591,218</u>	<u>\$ 944,726</u>	<u>\$ 314,938</u>

## RECREATION & CULTURAL SERVICES

### **Purpose:**

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.

### **2021 Accomplishments**

- Partial re-opening first half of 2021 with recreation programming and rentals.
- Fully re-opened Rosehill in the summer with a full assortment of classes, and rental opportunities.
- Provided an assortment of on-line and in-person recreational opportunities for youth and adults.
- Continued to implement the department's business plan.
- Successfully dedicated and opened Byers Family Park.
- Partnered with Mukilteo Senior Association and Snohomish County on a grant to offer expanded senior program offerings to the Mukilteo senior community fall of 2021.

### **2022 Goals & Objectives**

- Operate the Community Center in a fully reopened status
- Continue to implement the Department's business plan
- Explore a program 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**

- Other expenses related to the Rosehill Community Center can be found in the Facilities Maintenance budget pages, under "Expenses Directly Related to Building, under Rosehill Community Center expenditures. There are also some expenses in staffing related to the 1.5 FTE custodian employees included in that same section of the budget.
- The 2022 budget for the Recreation Department reflects a focus on providing a wide assortment of recreation and facility rental opportunities and a full opening for the entire year.
- The budget includes a continuing grant request for Hotel/Motel Lodging Tax funding to provide for staff time and marketing to continue to support and build the rental market for Rosehill Community Center
- Reinstating service contracts with Earth Corps and Beach Watchers.
- Recreation guide to be mailed to all residents two times during the year.

2022 Preliminary Budget

**RECREATION & CULTURAL SERVICES DEPARTMENT**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Revenue and transfers-in</b>					
SPECIAL EVENT PERMITS	\$ 425	\$ 800	\$ 600	\$ 800	\$ -
<b>Licenses and permits</b>	<b>425</b>	<b>800</b>	<b>600</b>	<b>800</b>	<b>-</b>
INTERLOCAL AGREEMENT - SNOHOMISH CO	1,901	15,000	15,000	15,000	-
HOTEL/MOTEL LODGING TAX GRANT	48,876	48,700	48,700	48,700	-
<b>Intergovernmental revenue</b>	<b>50,777</b>	<b>63,700</b>	<b>63,700</b>	<b>63,700</b>	<b>-</b>
FARMERS MKT BOOTH FEES	-	-	-	-	-
RECREATION PROGRAM FEES	16,691	59,800	57,000	85,000	25,200
ALCOHOL USE FEE	(8,570)	12,820	12,000	14,000	1,180
THEATER TECHNICIAN FEES	(245)	600	400	1,200	600
ARTWORK ADMINISTRATIVE FEE	81	400	300	600	200
<b>Charges for goods and services</b>	<b>7,957</b>	<b>73,620</b>	<b>69,700</b>	<b>100,800</b>	<b>27,180</b>
COMMUNITY CENTER RENTAL FEES	140,555	330,000	270,000	460,000	130,000
UPPER LAWN & OUTDOOR PLAZA RENTAL	(1,700)	7,140	6,000	8,500	1,360
WEIGHT ROOM FEES	3,334	8,780	6,000	13,000	4,220
COMMUTER PARKING FEES	11,315	14,500	13,500	13,000	(1,500)
PICNIC SHELTER RENTAL FEES	(5)	14,000	13,000	14,000	-
LIGHT STATION WEDDING RENTAL FEES	(450)	1,280	500	1,300	20
SCHOLARSHIP CONTRIBUTIONS	-	-	-	-	-
CONTRIBUTIONS PRIVATE SOURCE	3,800	1,000	1,000	1,000	-
SPONSORSHIPS	-	4,100	1,000	4,100	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
<b>Miscellaneous revenue</b>	<b>156,849</b>	<b>380,800</b>	<b>311,000</b>	<b>514,900</b>	<b>134,100</b>
OPERATING TRANSFERS IN	-	-	-	-	-
<b>Transfers-in</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Recreation revenue</b>	<b>\$ 216,008</b>	<b>\$ 518,920</b>	<b>\$ 445,000</b>	<b>\$ 680,200</b>	<b>\$ 161,280</b>

2022 Preliminary Budget

**RECREATION & CULTURAL SERVICES DEPARTMENT CONTINUED**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	415,059	362,900	334,694	466,800	103,900
PART TIME EMPLOYEES	54,595	-	12,288	82,200	82,200
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
ACTING SUPERVISOR PAY	196	-	-	-	-
OVERTIME	58	500	209	500	-
<b>Salaries and wages</b>	<b>\$ 469,908</b>	<b>\$ 363,400</b>	<b>\$ 347,191</b>	<b>\$ 549,500</b>	<b>\$ 186,100</b>
<b>Benefits</b>	<b>214,875</b>	<b>188,550</b>	<b>179,377</b>	<b>224,700</b>	<b>36,150</b>
OFFICE SUPPLIES	830	1,000	900	2,500	1,500
OPERATING SUPPLIES	152	1,000	800	6,000	5,000
CLOTHING/BOOTS	-	-	-	-	-
MOTOR FUEL	614	50	50	50	-
SMALL ITEMS OF EQUIPMENT	2,114	500	500	4,500	4,000
PARK BENCH	3,307	-	-	-	-
<b>Supplies</b>	<b>7,017</b>	<b>2,550</b>	<b>2,250</b>	<b>13,050</b>	<b>10,500</b>
SENIOR CENTER SUBRECIPIENT GRANTS	288	1,000	1,000	1,000	-
CONSULTING SERVICES	-	-	-	-	-
OTHER PROFESSIONAL SVCS.	541	6,750	5,000	6,750	-
INSTRUCTORS PROFESSIONAL SERVICES	6,228	23,000	20,000	43,000	20,000
WSU BEACH WATCHERS - OTHER PROF SERVICES	6,002	-	-	10,000	10,000
ADVERTISING	9,830	6,000	4,000	6,000	-
COMMUNITY ADVERTISING - RECREATION GUIDE	9,529	5,000	4,000	18,000	13,000
TELEPHONE	4,485	-	-	4,000	4,000
POSTAGE	48	100	50	100	-
CELL PHONE	1,217	300	750	750	450
COMCAST	8,265	5,000	5,000	8,300	3,300
TRAVEL & SUBSISTENCE	252	-	-	-	-
MEALS	159	-	-	-	-
WORK EQUIP & MACHINE RENTAL	-	200	200	100	(100)
SHORT-TERM FACILITY/FIELD RENTAL	-	1,000	1,000	2,300	1,300
OFFICE EQUIPMENT R&M	-	200	200	1,000	800
OTHER R&M	869	150	150	3,000	2,850
VEHICLE R&M	-	-	-	-	-
ASSOC. DUES & MEMBERSHIPS	641	-	200	500	500
LICENSES & SUBSCRIPTIONS	383	500	250	-	(500)
PRINTING AND BINDING	-	200	100	500	300
CONTRACTUAL SERVICES	47,349	20,000	20,000	40,000	20,000
TRAINING & REGISTRATION	360	300	250	1,200	900
BANKING FEES	103	250	250	300	50
PUBLIC ART FUNDING (PER CAPITA)	-	5,338	-	10,676	5,338
<b>Other services and charges</b>	<b>96,549</b>	<b>75,288</b>	<b>62,400</b>	<b>157,476</b>	<b>82,188</b>
<b>Intergovernmental services</b>	-	-	-	-	-
<b>Capital Outlay</b>	-	-	-	-	-
<b>Transfers-out</b>	-	-	-	-	-
<b>Total Recreation expenditures</b>	<b>\$ 788,349</b>	<b>\$ 629,788</b>	<b>\$ 591,218</b>	<b>\$ 944,726</b>	<b>\$ 314,938</b>

# RESERVE FUNDS

- CITY RESERVE
- LEOFF I RESERVE



Photos include our park facilities (1, 2); WSF Elevator artwork (3); Recreation Department's Virtual Marathon (4); A bench near Rosehill as photographed by resident Terry Preshaw (8); and Public Works crews preserving and maintaining our infrastructure (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 in accordance with policy.

*2022 Preliminary Budget*

**City Reserve Fund (012)**

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 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	-	-	-	-	-
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 2022 Budget is based on 2021 estimated actuals.

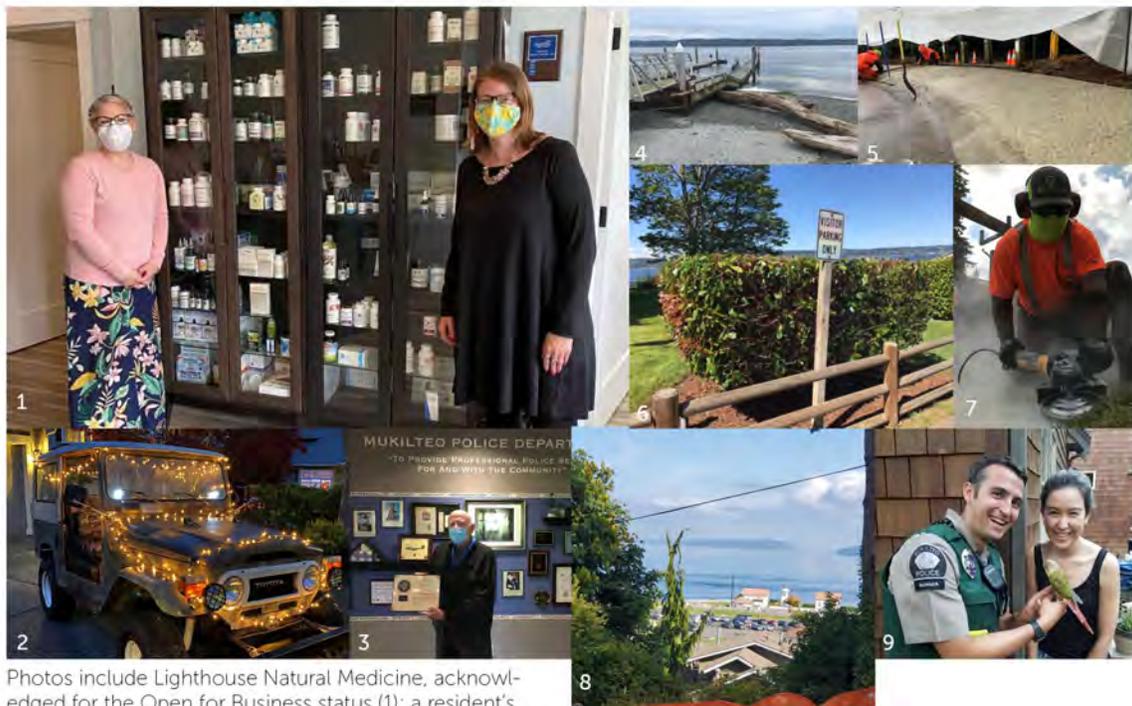
2022 Preliminary Budget

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

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 31,157	\$ 19,957	\$ 24,064	\$ 12,864	\$ (7,093)
<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>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total resources</b>	<u>\$ 31,157</u>	<u>\$ 19,957</u>	<u>\$ 24,064</u>	<u>\$ 12,864</u>	<u>\$ (7,093)</u>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	7,093	10,500	10,500	10,500	-
Supplies	-	-	-	-	-
Other services and charges	-	700	700	700	-
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<u>\$ 7,093</u>	<u>\$ 11,200</u>	<u>\$ 11,200</u>	<u>\$ 11,200</u>	<u>\$ -</u>
<b>Ending fund balance</b>	<u>\$ 24,064</u>	<u>\$ 8,757</u>	<u>\$ 12,864</u>	<u>\$ 1,664</u>	<u>\$ (7,093)</u>

# SPECIAL REVENUE FUNDS

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



Photos include Lighthouse Natural Medicine, acknowledged for the Open for Business status (1); a resident's vehicle decorated for the Lights On Day of Mukilteo Spirit Week (2); Chaplain Burrows acknowledged as he retired from service (3); large wood removal at the boat launch (4); Public Works streets and parks crews repairing sidewalks, maintaining vegetation and caring for parks and streets (4, 5, 6, 7); tree trimming at Byers Family Park; and Ranger Fox returning a lost bird to a happy resident (9).

## 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.

### **2021 Accomplishments**

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

### **2022 Goals & Objectives**

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

### **Budget Highlights**

- The 2022 Budget includes a transfer to the Capital Projects Fund for Pavement Preservation.

*2022 Preliminary Budget*

**Transportation Benefit District Fund (101)**

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 670,797	\$ 411,826	\$ 860,674	\$ 1,053,748	\$ 641,922
<b>Revenue and transfers-in</b>					
Taxes	352,664	317,650	328,321	353,000	35,350
Licenses and permits	-	-	-	-	-
Intergovernmental Revenue	81,971	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	70,700
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ 434,635</u>	<u>\$ 317,650</u>	<u>\$ 328,321</u>	<u>\$ 353,000</u>	<u>\$ 70,700</u>
<b>Total resources</b>	<u>\$ 1,105,432</u>	<u>\$ 729,476</u>	<u>\$ 1,188,995</u>	<u>\$ 1,406,748</u>	<u>\$ 712,622</u>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Transfer out to Capital Projects: HPBW	-	-	-	-	-
Transfer out to Capital Projects: Cap. Proj. Manager	-	-	-	38,500	38,500
Transfer out to Capital Projects: Pavement	244,758	729,476	135,248	892,645	163,169
Transfer out to Capital Projects: 2nd Street Improvements	-	-	-	79,128	79,128
Transfers-out	244,758	729,476	135,248	1,010,273	280,797
<b>Total expenditures and transfers-out</b>	<u>\$ 244,758</u>	<u>\$ 729,476</u>	<u>\$ 135,248</u>	<u>\$ 1,010,273</u>	<u>\$ 280,797</u>
<b>Ending fund balance</b>	<u>\$ 860,674</u>	<u>\$ -</u>	<u>\$ 1,053,748</u>	<u>\$ 396,475</u>	<u>\$ 431,825</u>

## 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.

### **2021 Accomplishments**

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

### **2022 Goals & Objectives**

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

### **Budget Highlights**

- This budget maintains the high level of service provided by our Park Rangers and Public Works-Parks employees in addition to maintaining the grounds and facilities of Lighthouse Park.
- Work Equipment and Machine Rental is increased by \$1,350 to accommodate the addition of a new sanican near the intersection of Park Avenue and Front Street
- Equipment R&M is increased by \$2,000 to reflect actual expenses
- Postage was increased to accommodate new resident permits that need to be mailed out in 2022
- Equipment Replacement Charges is eliminated (reduced by \$25,000) as new meters were installed in 2020.

*2022 Preliminary Budget*

**Waterfront Parking Fund (105)**

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 56,823	\$ 18,256	\$ 95,621	\$ 24,431	\$ 6,175
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	2,172	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	856	-	-	-	-
STATE GRANT - DEPT OF NATURAL RESOURCES	8,095	-	-	-	-
Intergovernmental revenue	11,123	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
LH PARK PARKING FEES	352,831	555,000	356,000	555,000	-
BOAT LAUNCH REVENUE	55,232	47,500	47,000	47,500	-
ANNUAL BOAT LAUNCH PERMITS	6,750	7,200	7,200	7,200	-
COMMUTER PARKING FEES	175,722	160,000	150,000	160,000	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	1	-	-	-	-
Miscellaneous revenue	590,536	769,700	560,200	769,700	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 601,659</b>	<b>\$ 769,700</b>	<b>\$ 560,200</b>	<b>\$ 769,700</b>	<b>\$ -</b>
<b>Total resources</b>	<b>\$ 658,482</b>	<b>\$ 787,956</b>	<b>\$ 655,821</b>	<b>\$ 794,131</b>	<b>\$ 6,175</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ 208,148	\$ 316,750	\$ 246,250	\$ 344,200	\$ 27,450
Benefits	91,823	111,650	95,600	120,850	9,200
Supplies	33,375	45,600	46,400	45,600	-
Other services and charges	229,515	255,550	243,140	237,100	(18,450)
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 562,861</b>	<b>\$ 729,550</b>	<b>\$ 631,390</b>	<b>\$ 747,750</b>	<b>\$ 18,200</b>
<b>Ending fund balance</b>	<b>\$ 95,621</b>	<b>\$ 58,406</b>	<b>\$ 24,431</b>	<b>\$ 46,381</b>	<b>\$ (12,025)</b>

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	90,892	105,950	85,500	121,700	15,750
PART TIME EMPLOYEES	7,919	85,900	57,350	86,300	400
ACTING SUPERVISOR PAY	749	500	500	500	-
OVERTIME	8,836	5,000	5,000	5,000	-
STANDBY PAY	2,804	4,000	4,000	4,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	1,273	500	500	500	-
<b>Salaries and wages</b>	<b>\$ 112,473</b>	<b>\$ 201,850</b>	<b>\$ 152,850</b>	<b>\$ 218,000</b>	<b>\$ 16,150</b>
<b>Benefits</b>	<b>49,750</b>	<b>64,550</b>	<b>56,250</b>	<b>68,550</b>	<b>3,900</b>
OPERATING SUPPLIES	-	12,000	2,000	12,000	-
CLOTHING/BOOTS	1,035	1,000	1,000	1,000	-
BUILDING MAINTENANCE SUPPLIES	13,122	4,000	16,000	4,000	-
SIGNS	2,703	1,500	1,500	1,500	-
LANDSCAPE MATERIALS	1,694	500	500	500	-
MOTOR FUEL	2,130	3,000	3,000	3,000	-
SMALL ITEMS OF EQUIPMENT	492	500	500	500	-
<b>Supplies</b>	<b>21,176</b>	<b>22,500</b>	<b>24,500</b>	<b>22,500</b>	<b>-</b>
OTHER PROFESSIONAL SVCS.	2,074	2,000	-	2,000	-
ON-LINE CHARGES	551	-	840	-	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	51,350	43,450	43,450	43,450	-
MEALS	220	250	250	250	-
LAND RENTAL	1,497	2,550	2,550	2,550	-
WORK EQUIP & MACHINE RENTAL	7,209	6,000	10,000	7,350	1,350
ELECTRICITY	2,062	2,400	2,000	2,400	-
SEWER SERVICE	10,537	7,200	7,200	7,200	-
WATER SERVICE	3,874	4,000	4,000	4,000	-
STORM DRAINAGE CHGS.	35,482	35,500	35,000	35,500	-
EQUIPMENT R&M	7,673	4,000	6,000	6,000	2,000
OTHER R&M	17,223	2,500	12,000	2,500	-
PLAYGROUND EQUIPMENT R&M	955	-	-	-	-
TRAINING & REGISTRATION	90	-	70	-	-
BANKING FEES	33,127	73,200	58,200	73,200	-
<b>Other services and charges</b>	<b>173,935</b>	<b>183,050</b>	<b>181,640</b>	<b>186,400</b>	<b>3,350</b>
Intergovernmental services	-	-	-	-	-
<b>Total Parks expenditures</b>	<b>\$ 357,334</b>	<b>\$ 471,950</b>	<b>\$ 415,240</b>	<b>\$ 495,450</b>	<b>\$ 23,400</b>

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	95,575	113,400	91,900	124,700	11,300
OVERTIME	100	1,500	1,500	1,500	-
<b>Salaries and wages</b>	<b>\$ 95,675</b>	<b>\$ 114,900</b>	<b>\$ 93,400</b>	<b>\$ 126,200</b>	<b>\$ 11,300</b>
<b>Benefits</b>	<b>42,073</b>	<b>47,100</b>	<b>39,350</b>	<b>52,300</b>	<b>5,200</b>
OFFICE SUPPLIES	20	1,000	1,000	1,000	-
OPERATING SUPPLIES	8,227	14,550	14,550	14,550	-
CLOTHING/BOOTS	-	350	350	350	-
MOTOR FUEL	1,110	3,200	2,000	3,200	-
SMALL ITEMS OF EQUIPMENT	2,842	4,000	4,000	4,000	-
<b>Supplies</b>	<b>12,199</b>	<b>23,100</b>	<b>21,900</b>	<b>23,100</b>	<b>-</b>
OTHER PROFESSIONAL SERVICES	12,828	20,000	20,000	20,000	-
POSTAGE	2,824	-	-	3,200	3,200
ON-LINE CHARGES	12,565	13,000	13,000	13,000	-
EQUIPMENT REPLACEMENT CHARGES	25,000	25,000	25,000	-	(25,000)
CELL PHONE	1,883	1,500	1,500	1,500	-
TRAVEL & SUBSISTENCE	-	1,000	1,000	1,000	-
LICENSES & SUBSCRIPTIONS	480	11,000	-	11,000	-
TRAINING & REGISTRATION	-	1,000	1,000	1,000	-
<b>Other services and charges</b>	<b>55,580</b>	<b>72,500</b>	<b>61,500</b>	<b>50,700</b>	<b>(21,800)</b>
Intergovernmental services	-	-	-	-	-
<b>Total Rangers expenditures</b>	<b>\$ 205,527</b>	<b>\$ 257,600</b>	<b>\$ 216,150</b>	<b>\$ 252,300</b>	<b>\$ (5,300)</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 14 traffic signals within the City of Mukilteo, 3 are owned by the City. Washington State Department of Transportation owns the remaining 11 traffic signals, as well as the traffic signage on SR 525 and SR 526.

### 2021 Accomplishments

- Continued to implement the City's retro-reflectivity monitoring program and continue street sign replacement and repair program
- Managed contracts/agreements for vegetation control and de-icing
- Repaired concrete sidewalks and driveways in several locations throughout the City
- Performed a large sidewalk repair and constructed two new ADA compliant curb ramps along 104th Street SW near Columbia Elementary School.
- Crack sealed Mukilteo Blvd
- Achieved full staffing in Fall 2021
- Responded to February snow and ice event and kept roadways salted, sanded and plowed.

### 2022 Goals & Objectives

- Execute interlocal agreement with Island County for restriping of all City streets
- Expand Streets crew knowledge and expertise on ADA compliant curb ramp installation and sidewalk repairs
- Develop and implement vegetation sight distance inspection program
- Perform in-house concrete sidewalk repairs where trip hazards exist
- Continue to expand in-house capabilities around ADA-compliant curb ramp construction
- Restripe crosswalks at various locations throughout the City
- Be stocked and prepared to respond to snow and ice events this winter

### Budget Highlights

- Clothing/Boots line item is reduced by \$4,500 to reflect anticipated 2022 expenses
- Snow & Ice Removal Materials is increased by \$12,000 to reflect actual expenses over the last few years
- Contract Services is increased by \$30,000 to increase the maintenance of the landscaping along SR525 and SR526
- Telephone is increased by \$100 to reflect actual expenses

### ***2022 Preliminary Budget***

- Equipment R&M is decreased by \$8,000; ROW Vegetation Maintenance is decreased by \$500, and ROW Maintenance and Repair is decreased by \$500 to reflect actual expenses
- Laundry Service is eliminated (net decrease of \$1,750) and is no longer needed
- Lane Striping and Marking is increased by \$3,000 to reflect increase in paint striping materials and construction costs

*2022 Preliminary Budget*

**Street Fund (111)**

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 105,181	\$ -	\$ 67,249	\$ 67,249	\$ 67,249
<b>Revenue and transfers-in</b>					
COMMERCIAL PARKING TAX	59,090	58,000	58,000	58,000	-
Taxes	59,090	58,000	58,000	58,000	-
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	2,016				
FEDERAL INDIRECT GRANT FROM DOC	4,031				
MULTIMODAL TRANSPORTATION - CITIES	29,104	28,600	28,600	28,340	(260)
STREET FUEL TAX	382,792	453,700	354,000	414,586	(39,114)
Intergovernmental revenue	417,943	482,300	382,600	442,926	(39,374)
Charges for goods and services	7,915	7,950	8,100	8,100	150
Fines and penalties	-	-	-	-	-
Miscellaneous Revenue	104	-	-	-	-
Transfers-in	238,375	271,500	334,200	386,374	114,874
<b>Total revenue and transfers-in</b>	<u>\$ 723,427</u>	<u>\$ 819,750</u>	<u>\$ 782,900</u>	<u>\$ 895,400</u>	<u>\$ 75,650</u>
<b>Total resources</b>	<u>\$ 828,608</u>	<u>\$ 819,750</u>	<u>\$ 850,149</u>	<u>\$ 962,649</u>	<u>\$ 142,899</u>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ 291,153	\$ 305,650	\$ 302,650	\$ 361,200	\$ 55,550
Benefits	159,631	153,800	161,950	173,900	20,100
Supplies	82,751	113,000	114,700	120,500	7,500
Other services and charges	227,824	247,300	203,600	267,650	20,350
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<u>\$ 761,359</u>	<u>\$ 819,750</u>	<u>\$ 782,900</u>	<u>\$ 923,250</u>	<u>\$ 103,500</u>
<b>Ending fund balance</b>	<u>\$ 67,249</u>	<u>\$ -</u>	<u>\$ 67,249</u>	<u>\$ 39,399</u>	<u>\$ 39,399</u>

*2022 Preliminary Budget*

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

	2020	2021	2021	2022	Increase/ (Decrease)
	Actuals	Budget	Estimated Actuals	Budget	
FULL TIME EMPLOYEES	226,169	240,250	240,250	293,900	53,650
ACTING SUPERVISOR PAY	1,829	1,500	1,600	1,500	-
OVERTIME	15,886	12,000	18,000	12,000	-
STANDBY PAY	5,582	5,000	6,000	5,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	3,325	-	3,250	-	-
<b>Salaries and wages</b>	<b>\$ 252,791</b>	<b>\$ 258,750</b>	<b>\$ 269,100</b>	<b>\$ 312,400</b>	<b>\$ 53,650</b>
<b>Benefits</b>	<b>144,747</b>	<b>135,350</b>	<b>145,500</b>	<b>156,350</b>	<b>21,000</b>
TRAFFIC CONTROL DEVICE SUPPLY	16,803	30,000	5,000	30,000	-
OPERATING SUPPLIES	17,343	24,000	24,000	24,000	-
VEHICLE REPAIR TOOLS & EQ	2,789	-	10,200	-	-
CLOTHING/BOOTS	267	6,000	1,000	1,500	(4,500)
SNOW & ICE REMOVAL MATERIALS	24,401	10,000	22,000	22,000	12,000
AGGREGATE	6,732	10,000	10,000	10,000	-
SIGNS	1,907	-	25,000	-	-
MOTOR FUEL	4,116	12,000	4,500	12,000	-
SMALL ITEMS OF EQUIPMENT	8,393	18,000	10,000	18,000	-
STREET LIGHTING EQUIPMENT	-	3,000	3,000	3,000	-
<b>Supplies</b>	<b>82,751</b>	<b>113,000</b>	<b>114,700</b>	<b>120,500</b>	<b>7,500</b>
CONTRACT SERVICES	41,818	30,550	27,400	60,550	30,000
OTHER PROFESSIONAL SVCS.	-	-	-	-	-
TELEPHONE	941	900	900	1,000	100
CELL PHONE	3,347	2,600	2,600	2,600	-
TRAVEL & SUBSISTENCE	562	2,250	1,000	2,250	-
MEALS	92	750	200	750	-
WORK EQUIP & MACHINE RENTAL	-	2,000	500	2,000	-
ELECTRICITY STREET LIGHTS	104,863	117,500	112,500	117,500	-
CONSTRUCTION DEBRIS DISPOSAL	2,393	3,500	3,500	3,500	-
EQUIPMENT R&M	11,303	20,000	18,000	18,000	(2,000)
VEHICLE R&M	23,756	12,000	18,000	12,000	-
STREET LIGHT MAINTENANCE	13,368	22,000	12,000	14,000	(8,000)
ROW VEG MAINTENANCE	-	1,000	500	500	(500)
ROW MAINTENANCE & REPAIR	37	1,000	500	500	(500)
LAUNDRY SERVICES	-	1,750	-	-	(1,750)
PRINTING AND BINDING	16	-	-	-	-
TRAINING & REGISTRATION	956	4,500	1,000	4,500	-
LANE STRIPING & MARKING	24,372	25,000	5,000	28,000	3,000
<b>Other services and charges</b>	<b>227,824</b>	<b>247,300</b>	<b>203,600</b>	<b>267,650</b>	<b>20,350</b>
<b>Total Street expenditures</b>	<b>\$ 708,113</b>	<b>\$ 754,400</b>	<b>\$ 732,900</b>	<b>\$ 856,900</b>	<b>\$ 102,500</b>

2022 Preliminary Budget

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

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
FULL TIME EMPLOYEES	38,362	46,900	33,550	48,800	1,900
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
OVERTIME	-	-	-	-	-
Salaries and wages	\$ 38,362	\$ 46,900	\$ 33,550	\$ 48,800	\$ 1,900
Benefits	14,884	18,450	16,450	17,550	(900)
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 53,246</b>	<b>\$ 65,350</b>	<b>\$ 50,000</b>	<b>\$ 66,350</b>	<b>\$ 1,000</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 \$128,000 in 2022.
- All expenditures from this fund are dependent on recommendations from the Lodging Tax Committee.
- On November 1, 2021, Lodging Tax Advisory Committee's recommendations for 2022 grants will be presented to Council.

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 187,231	\$ 144,031	\$ 176,717	\$ 62,245	\$ (81,786)
<b>Revenue and transfers-in</b>					
<b>Taxes</b>	116,798	245,000	119,628	128,000	(117,000)
<b>Total revenue and transfers-in</b>	<u>\$ 116,798</u>	<u>\$ 245,000</u>	<u>\$ 119,628</u>	<u>\$ 128,000</u>	<u>\$ (117,000)</u>
<b>Total resources</b>	<u>\$ 304,029</u>	<u>\$ 389,031</u>	<u>\$ 296,345</u>	<u>\$ 190,245</u>	<u>\$ (198,786)</u>
TOURISM GRANTS	50,028	105,600	86,600	-	(105,600)
MAJOR EVENT SUPPORT	8,958	55,000	55,000	41,000	(14,000)
CITY LODGING TAX GRANTS	68,326	90,000	90,000	90,000	-
<b>Other services and charges</b>	<b>127,312</b>	<b>250,600</b>	<b>234,100</b>	<b>131,000</b>	<b>(119,600)</b>
<b>Transfers-out</b>	-	-	-	-	-
<b>Total Hotel/Motel Tax Fund expenditures</b>	<u>\$ 127,312</u>	<u>\$ 250,600</u>	<u>\$ 234,100</u>	<u>\$ 131,000</u>	<u>\$ (119,600)</u>
<b>Ending fund balance</b>	<u>\$ 176,717</u>	<u>\$ 138,431</u>	<u>\$ 62,245</u>	<u>\$ 59,245</u>	<u>\$ (79,186)</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.

### **2021 Accomplishments**

- Continued work begun in 2020 with City staff, county fire departments, Snohomish County Department of Emergency Management, and Snohomish Health District to respond to the COVID-19 Public Health Emergency.
- Replaced mobile data terminals in three apparatus that were unable to accommodate increasing technology demands.
- Continued the department's quality improvement program through chart review, medical director run reviews, and online training.

### **2022 Goals & Objectives**

- Work on recovery from the COVID-19 Public Health Emergency.
- Continue improvements to the quality improvement program

### **Budget Highlights**

- Capital replacement budget includes replacement of one cardiac monitor/defibrillator that has reached manufacturer's end-of-life and three thermal imaging cameras.
- Budget lines adjusted to reflect anticipated expenditures for outside services, equipment and vehicle repair and maintenance, and phones.

*2022 Preliminary Budget*

**Emergency Medical Services Fund (126)**

	<u>2020 Actuals</u>	<u>2021 AMENDED Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 130,362	\$ -	\$ 420,829	\$ 733,890	\$ -
<b>Revenue and transfers-in</b>					
EMS LEVY	1,936,066	1,961,060	1,961,060	1,990,476	29,416
Taxes	1,936,066	1,961,060	1,961,060	1,990,476	29,416
Licenses and permits	-	-	-	-	-
FEDERAL INDIRECT GRANT FROM DHS/FEMA PA	7,511				
COVID-19 NON-GRANT ASSISTANCE	42,346				
DEPT OF HEALTH	1,260	1,260	1,260	1,260	-
Intergovernmental revenue	51,117	1,260	1,260	1,260	-
AMBULANCE TRANSPORTS	487,760	727,000	643,000	718,638	(8,362)
GEMT TRUE UP	776,184	300,000	454,361	400,000	100,000
Charges for goods and services	1,263,944	1,027,000	1,097,361	1,118,638	91,638
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	155	-	-	-	-
CONTRIBUTIONS - PRIVATE SOURCE	-	-	-	-	-
GAIN/LOSS ON SALE OF SURPLUS PROPERTY	-	-	-	-	-
OTHER MISCELLANEOUS REVENUE	543	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
Miscellaneous revenue	698	-	-	-	-
Transfers-in	-	1,229,380	1,229,380	417,406	(811,974)
<b>Total revenue and transfers-in</b>	<u>\$ 3,251,825</u>	<u>\$ 4,218,700</u>	<u>\$ 4,289,061</u>	<u>\$ 3,527,780</u>	<u>\$ (690,920)</u>
<b>Total resources</b>	<u>\$ 3,382,187</u>	<u>\$ 4,218,700</u>	<u>\$ 4,709,890</u>	<u>\$ 4,261,670</u>	<u>\$ (690,920)</u>

2022 Preliminary Budget

Emergency Medical Services Fund (126) Continued

	2020 Actuals	2021 AMENDED Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	138,086	194,250	194,250	198,700	4,450
FULL TIME EMPLOYEES	1,534,276	2,307,000	2,307,000	2,418,000	111,000
SPECIAL ASSIGNMENT PAY	-	-	-	-	-
EDUCATION PREMIUM PAY	35,897	49,250	49,250	59,000	9,750
ACTING SUPERVISOR PAY	7,122	8,000	8,000	8,000	-
PARAMEDIC INCENTIVE	52,294	78,000	78,000	76,300	(1,700)
MERIT/LONGEVITY PAY	29,014	41,000	41,000	46,400	5,400
FIRE - HOLIDAY BUY BACK	43,997	54,600	54,600	54,600	-
OVERTIME	239,715	315,000	315,000	234,990	(80,010)
<b>Salaries and wages</b>	<b>\$ 2,080,401</b>	<b>\$ 3,047,100</b>	<b>\$ 3,047,100</b>	<b>\$ 3,095,990</b>	<b>\$ 48,890</b>
<b>Benefits</b>	<b>612,485</b>	<b>881,550</b>	<b>639,900</b>	<b>809,600</b>	<b>(71,950)</b>
OFFICE SUPPLIES	71	450	450	450	-
REFERENCE MATERIAL	-	600	600	600	-
SUPPLIES - TRAINING	-	750	750	750	-
SUPPLIES - EMG MEDICAL SVC	75,560	47,500	47,500	47,500	-
CLOTHING/BOOTS	519	800	800	800	-
MOTOR FUEL	7,393	11,000	10,000	11,000	-
SMALL ITEMS OF EQUIPMENT	6,265	30,000	30,000	30,000	-
<b>Supplies</b>	<b>89,808</b>	<b>91,100</b>	<b>90,100</b>	<b>91,100</b>	<b>-</b>
BILLING SERVICES	43,134	56,000	50,000	50,000	(6,000)
PROFESSIONAL SERVICES	31,325	23,500	23,500	40,000	16,500
LYNWOOD EMS CONTRACT	8,691	-	-	-	-
TELEPHONE	1,191	1,250	500	480	(770)
POSTAGE	1,730	1,000	1,000	1,000	-
NEW WORLD PROJECT CONNECTIVITY	486	400	400	400	-
EQUIPMENT REPLACEMENT CHARGES	-	21,000	21,000	68,000	47,000
CELL PHONE	5,790	4,700	6,000	6,000	1,300
MEALS	72	-	100	-	-
HAZARDOUS WASTE DISPOSAL	540	500	1,000	1,000	500
EQUIPMENT R&M	1,958	1,000	3,500	3,500	2,500
VEHICLE R&M	16,658	20,000	25,000	25,000	5,000
LICENSES AND SUBSCRIPTIONS	7,089	6,600	6,900	6,600	-
BANKING FEES	-	-	-	-	-
<b>Other services and charges</b>	<b>118,664</b>	<b>135,950</b>	<b>138,900</b>	<b>201,980</b>	<b>66,030</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>
TRANSFER TO FACILITY RENEWAL FUND	60,000	63,000	60,000	63,000	-
<b>Transfers-out</b>	<b>60,000</b>	<b>63,000</b>	<b>60,000</b>	<b>63,000</b>	<b>-</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 2,961,358</b>	<b>\$ 4,218,700</b>	<b>\$ 3,976,000</b>	<b>\$ 4,261,670</b>	<b>\$ 42,970</b>
<b>Ending fund balance</b>	<b>\$ 420,829</b>	<b>\$ -</b>	<b>\$ 733,890</b>	<b>\$ -</b>	<b>\$ (733,890)</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.

### **2021 Accomplishments**

- MPD personnel worked with the DEA on several ongoing narcotics operations, resulting in the arrests of over 20 suspects, several pounds of illegal narcotics, 200 pounds of explosives, and numerous firearms.
- The Special Operations Sergeant conducted a lengthy investigation in 2019 that included the arrest of a mid-level narcotics dealer in the region. That investigation led to the seizure of over \$20,000 in cash related to illegal narcotics distributions throughout the greater Snohomish County area.

### **2022 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**

- There are no significant changes in the 2022 budget.

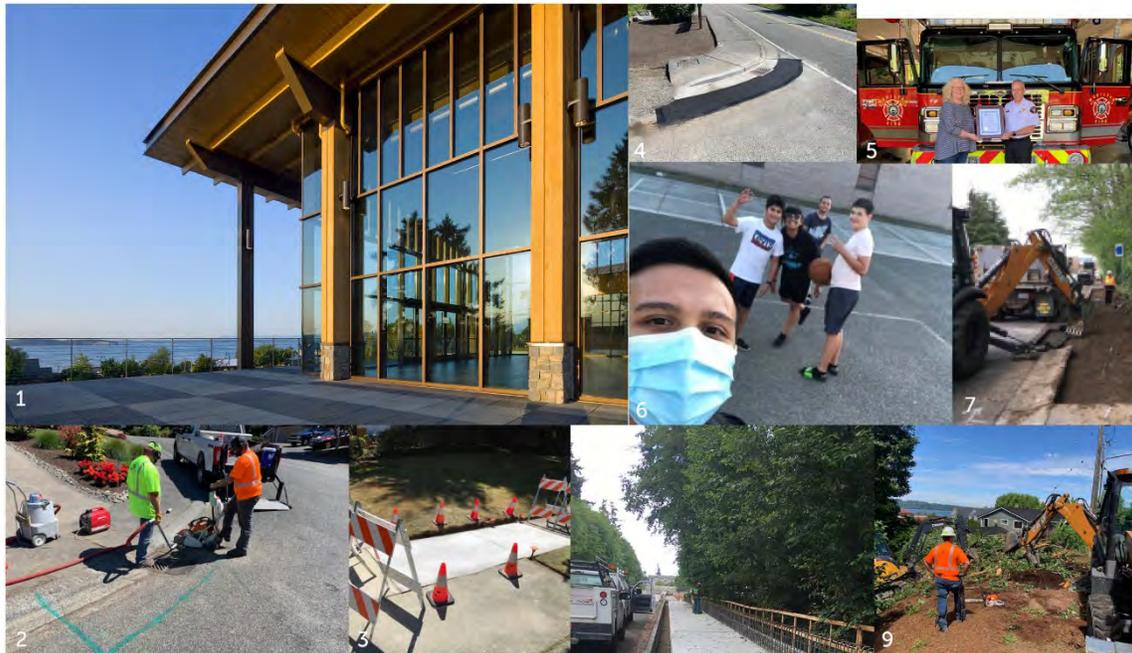
*2022 Preliminary Budget*

**Drug Enforcement Fund (104)**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 4,279	\$ 4,279	\$ 138	\$ 138	\$ (4,141)
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	(14)	20,000	20,000	10,000	(10,000)
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ (14)</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ (10,000)</u>
<b>Total resources</b>	<u>\$ 4,265</u>	<u>\$ 24,279</u>	<u>\$ 20,138</u>	<u>\$ 10,138</u>	<u>\$ (14,141)</u>
<b>Expenditures and transfers-out</b>					
OVERTIME - DRUG ENFORCEMENT	-	4,000	4,000	4,000	-
<b>Salaries and wages</b>	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	-
Benefits	-	-	-	-	-
OPERATING SUPPLIES	1,220	6,000	6,000	6,000	-
SMALL ITEMS OF EQUIPMENT	-	-	-	-	-
<b>Supplies</b>	<b>1,220</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	-
PUBLIC AFFAIRS & COMMUNITY OUTREACH	-	-	-	-	-
NARCOTICS TASK FORCE	2,863	-	-	-	-
SPECIAL OPERATIONS	-	4,000	4,000	-	(4,000)
SEIZED PROPERTY	44	6,000	6,000	-	(6,000)
TRAINING & REGISTRATION	-	-	-	-	-
<b>Other services and charges</b>	<b>2,907</b>	<b>10,000</b>	<b>10,000</b>	-	<b>(10,000)</b>
Intergovernmental services	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<u>\$ 4,127</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ (10,000)</u>
<b>Ending fund balance</b>	<u>\$ 138</u>	<u>\$ 4,279</u>	<u>\$ 138</u>	<u>\$ 138</u>	<u>\$ (4,141)</u>

# DEBT SERVICE FUND

- LIMITED TAX GENERAL OBLIGATION BOND



Photos include Rosehill (1); sidewalk maintenance by Public Works crews (2, 3, 4, 7); Senior Department Assistant Lila Robinson receiving her Employee of the Quarter certificate (5); Officer Fabia taking a selfie after playing some basketball with Mukilteo kids (6); Harbour Reach Corridor Project sidewalk construction (8); clean up after a private vehicle accident.

## 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.

2022 Preliminary Budget

**Limited Tax General Obligation Bond Fund (275)**

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 6,786	\$ 10,132	\$ 4,821	\$ 81	\$ (10,051)
<b>Revenue and transfers-in</b>					
Miscellaneous revenue	-	-	-	-	-
Transfers-in	880,345	870,000	874,400	883,000	13,000
<b>Total revenue and transfers-in</b>	<b>\$ 880,345</b>	<b>\$ 870,000</b>	<b>\$ 874,400</b>	<b>\$ 883,000</b>	<b>\$ 13,000</b>
<b>Total resources</b>	<b>\$ 887,131</b>	<b>\$ 880,132</b>	<b>\$ 879,221</b>	<b>\$ 883,081</b>	<b>\$ 2,949</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
BOND PRINCIPAL	695,000	710,000	710,000	730,000	20,000
DEBT ISSUANCE COSTS	1,500	-	-	-	-
BOND INTEREST	185,497	168,840	168,840	151,800	(17,040)
SERVICE FEE	250	-	-	-	-
ADMINISTRATION FEE	63	300	300	300	-
Debt service	882,310	879,140	879,140	882,100	2,960
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 882,310</b>	<b>\$ 879,140</b>	<b>\$ 879,140</b>	<b>\$ 882,100</b>	<b>\$ 2,960</b>
<b>Ending fund balance</b>	<b>\$ 4,821</b>	<b>\$ 992</b>	<b>\$ 81</b>	<b>\$ 981</b>	<b>\$ (11)</b>

# CAPITAL PROJECTS FUNDS

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



Photos include Harbour Reach Corridor Project culvert number one, allowing wildlife passage and Picnic Point Stream (1); 61st Place West retaining wall construction (2); Harbour Reach Corridor Project stormwater vault (3, 7) and Public Works crews in action (4, 5, 6, 8, 9).

## CAPITAL PROJECTS FUND

### Purpose:

In prior budget years, the City has used the REET II fund as the working capital projects fund. The Capital Projects Fund, established with the 2020 Budget, provides greater transparency of the use of restricted funds.

The 2022 budget includes transfers-in from other funds (primarily REET II) for projects, including some carry forward amounts from 2021 multi-year projects.

### Budget Highlights

- Surface Water capital projects will continue to be budgeted through the Surface Water Fund.
- There are ten projects budgeted for 2022 (not including carryovers from 2021) with individual New Budget Item requests.
  - Annual Programs
    - Annual ADA Upgrades Program (included in 2nd Street Improvements)
    - Annual Bike Transit Walk (By The Way) Program
    - Annual Pavement Preservation
    - Annual Pedestrian Crosswalk Enhancement Program
    - Annual Sidewalk Repair Program
    - Annual Traffic Calming Program
  - Other New Projects
    - Dirt Jump Bicycle Course
    - 2nd Street Improvements
    - Japanese Gulch Daylighting
    - Waterfront Promenade
    - Mukilteo Lane Repair Evaluation
- Project carryovers from 2021 include the following:
  - Annual Programs
  - Harbour Reach Drive Resurfacing
  - SR525 Sidewalks (between 2nd St & 3rd St)
  - 76th Street SW Sidewalks & SR525 Crosswalk
  - 5th Street Pedestrian & Bicycle Project (Design)



## Annual ADA Upgrades Program

Previous Review: This is an ongoing, sustaining program begun in 2014.

Upgrade public right-of-way infrastructure as prioritized in the City's ADA Transition Plan to be in compliance with the Americans with Disabilities Act standards.

Council Priority

Fund Name

Capital Projects

Amount Requested

\$25,000

Nature of the expenditure? Ongoing

Any Additional Revenue? If Yes, Identify Below No

Project eligible for REET II Funding Yes

### Expenditure Purpose and Justification

Under the Americans with Disabilities Act, the City is required to have Transition Plan that identifies infrastructure (such as curb ramps, sidewalks, crossings, etc.) that does not meet the 2010 ADA standards and prioritizes the non-compliant infrastructure for replacement. The City began work on the Transition Plan in 2015, and is still in process of developing the Plan for implementation.

This Program will fund projects that will bring non-compliant infrastructure into compliance and improve accessibility throughout the City for individuals of all abilities. This Program will be an ongoing effort until all public right-of-way infrastructure is ADA compliant.

Funding History	Total
2021 Estimated Carry Forward	\$ 85,138
2022 Budget	\$ 25,000
<b>Total</b>	<b>\$ 110,138</b>

### Alternatives and Potential Costs

Developing and implementing a Transition Plan is a federal requirement. The Council could choose to increase or decrease funding for this program.

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

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects Fund: ADA Upgrades	\$ 25,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 25,000
	\$ -
	\$ -
	\$ -



## Annual Bike Transit Walk (By the Way) Program

Previous Review: This is an ongoing, sustaining program begun in 2014 as separate bike and pedestrian programs, and consolidated into the BTW program in 2018

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.

**Council Priority**

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

**Amount Requested**  
**\$140,000**

Nature of the expenditure? **Ongoing** Any Additional Revenue? **No**  
Project eligible for REET II Funding **Yes** Identify Below

### Expenditure Purpose and Justification

The BTW Plan was adopted by the Council on March 6, 2017 by Resolution 2017-01 with a recommended funding level of \$435,000 annually. In 2020, the Council did not fund program due to other competing priorities. The City continues to face a challenge of identifying a sustainable funding source annually for this program which is resulting in the delayed implementation of the Plan.

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.

Funding History	Total
2021 Estimated Carry Forward	\$ 208,216
2022 Budget	\$ 140,000
<b>Total</b>	<b>\$ 348,216</b>

### Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program. The funding level will determine the timeline for the Plan implementation.

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

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	<b>Andrea Swisstack, Public Works Director</b>

Expenditure Account # & Title	Amount
Capital Projects: BTW	\$ 140,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 140,000
	\$ -
	\$ -
	\$ -



## Annual Pavement Preservation Program

Previous Review: This is an ongoing, sustaining program begun in 2016.

Preservation of the street network utilizing various pavement preservation technologies. As planned, this annual program also funds project management and overhead costs.

**Council Priority**

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

**Amount Requested**  
**\$694,214**

Nature of the expenditure? **Ongoing** Any Additional Revenue? If Yes, Identify Below **No**

Project eligible for REET II Funding **Yes**

### Expenditure Purpose and Justification

Based on the 2016 Wise Investments in Transportation Taskforce recommendations and City Council policy, the Pavement Preservation Program proposes funding of the preservation need at \$900,000 annually. The 2021 Budget includes funding from Transportation Benefit District funds and REET II funds. In future years, the City will continue to face a challenge of identifying a sustainable funding source in-between grant cycles.

The primary focus of the 2022 program will be to design and construct a slurry seal program similar to the program completed in 2018.

Future years will fund other streets, based on the Pavement Preservation Program, along with project management and outreach support from contracting consultants. In 2023-24, \$1.02M is committed as matching fund for an STP Preservation grant that will repave 47th Place West.

Funding History	Total
2021 Estimated Carry Forward	\$ 1,873,511
2022 Budget	\$ 694,214
<b>Total</b>	<b>\$ 2,567,725</b>

### Alternatives and Potential Costs

If not funded at recommended levels, the deferred cost of pavement surface maintenance will increase over time. This will reduce the level of service to the community. The Council could choose to decrease funding for this program.

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

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	<b>Andrea Swisstack, Public Works Director</b>

Expenditure Account # & Title	Amount
Capital Projects: Pavement Preservation	\$ 694,214
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
REET II (based on current estimates)	\$ 340,000
0.1% Sales Tax (based on current est.)	\$ 354,214
	\$ -
	\$ -



## Annual Pedestrian Crosswalk Enhancement Program

Previous Review: This is an ongoing, sustaining program begun in 2016.

Continued program to evaluate, design and install pedestrian crosswalk improvements.

**Council Priority**

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

**Amount Requested**  
**\$35,000**

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

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

### Expenditure Purpose and Justification

This annual program focuses on improving pedestrian safety at crosswalks. The City periodically receives requests for new or improved crosswalks from residents throughout the City. Staff has lacked a defined process for evaluating and prioritizing these requests.

As recommended by the Infrastructure Committee, the focus of the 2022 program will be to develop a standardization and prioritization process to ensure the City is installing the appropriate safety measures and spending program dollars where they are most needed.

Funding History	Total
2021 Estimated Carry Forward	\$ 86,873
2022 Budget	\$ 35,000
<b>Total</b>	<b>\$ 121,873</b>

### Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program.

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

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	<b>Andrea Swisstack, Public Works Director</b>

Expenditure Account # & Title	Amount
Capital Projects: Crosswalk Enhancement	\$ 35,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 35,000
	\$ -
	\$ -
	\$ -



## Annual Sidewalk Repair Program

Previous Review: This is an ongoing, sustaining program, begun in 2020.

Repairs to the existing sidewalk network to fix broken, offset and/or damaged areas. The 2022 Program will focus on repairing damaged shared use path along Paine Field Boulevard.

**Council Priority**

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

**Amount Requested**

**\$185,000**

Nature of the expenditure? **Ongoing**

Any Additional Revenue? **No**

Project eligible for REET II Funding **Yes**

If Yes, Identify Below

### Expenditure Purpose and Justification

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

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

The 2022 Program will focus on repairing damaged shared use path along Paine Field Boulevard. The project will involve removing and replacing several trees that align the existing path and repairing the pathway that has been severely damaged due to root intrusion. Preliminary design began in 2021 with an anticipated construction date of Spring-Summer 2022. Total estimated costs for the design and construction of the repair of the shared use path is approximately \$340,000. It is estimated that \$35,000 will be spent in 2021 for the design of the project, leaving \$305,000 of the total project costs to be spent in 2022.

Funding History	Total
2021 Estimated Carry Forward	\$ 134,426
2022 Budget	\$ 185,000
<b>Total</b>	<b>\$ 319,426</b>

### Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program.

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

This is an ongoing program.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	<b>Andrea Swisstack, Public Works Director</b>

Expenditure Account # & Title	Amount
Capital Projects: Sidewalk Repairs	\$ 185,000
	\$ -
	\$ -
	\$ -

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



## Annual Traffic Calming Program

Previous Review: This is an ongoing, sustaining program, begun in 2015.

Continued program to respond to resident requests regarding neighborhood traffic issues related to speeding and cut-through traffic via the adopted Traffic Calming Program.

<b>Council Priority</b>	<b>Traffic Calming</b>
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**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

In 2015 Council adopted a Traffic Calming Program via Resolution 2015-07. This program assists residents and City staff in responding to neighborhood traffic issues related to speeding and cut-through traffic. The program provides a consistent mechanism for responding to residential traffic concerns. Budget from this program is used to purchase and install traffic calming devices such as additional signage, pavement markings, radar signs and speed humps. The funding amount does not cover the staff time to administer this program.

<b>Funding History</b>	<b>Total</b>
2021 Estimated Carry Forward	\$ 23,003
2022 Budget	\$ 25,000
<b>Total</b>	<b>\$ 48,003</b>

### Alternatives and Potential Costs

The Council could choose to increase or decrease funding for this program.

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

This is an ongoing program. Total proposed expenses are summarized in the table above.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	<b>Andrea Swisstack, Public Works Director</b>

<b>Expenditure Account # &amp; Title</b>	<b>Amount</b>
Capital Projects Fund: Traffic Calming	\$ 25,000
	\$ -
	\$ -
	\$ -

<b>Revenue Account # &amp; Title</b>	<b>Amount</b>
Transfer in from REET II	\$ 25,000
	\$ -
	\$ -
	\$ -



## Dirt Jump Bicycle Course at Japanese Gulch

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

The dirt bike bicycle course is listed in the Japanese Gulch Master plan, as well as the PROSA. The jumps and trails course is made of dirt for bicycles. This course will provide recreational opportunities for people of all ages.

Council Priority

Fund Name  
Capital Projects

Amount Requested  
**\$10,000**

Nature of the expenditure? **One-Time**  
Project eligible for REET II Funding **No**

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

### Expenditure Purpose and Justification

This project is identified in the Japanese Gulch Master Plan, as well as the PROSA. The requested \$20,000 will be used for engineering and design for the course. Given that the area of the gulch targeted for this project is the site of a former cemetery, it is necessary to insure any State and local requirements are met. A volunteer group of Mukilteo residents, The Japanese Gulch Group, has already donated \$16,000 for earth moving rental equipment for this specific project. The total project cost, including the donation, is \$36,000.

Funding Source	2022	2023	Total
Donations	\$ 4,444	\$ 11,556	\$ 16,000
General Fund	\$ 5,556	\$ 14,444	\$ 20,000
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 26,000</b>	<b>\$ 36,000</b>

### Alternatives and Potential Costs

N/A

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

The Japanese Gulch Group has donated \$16,000 towards this project. The request is an additional \$20,000 with \$500 per year for site upkeep.

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

Expenditure Account # & Title	Amount
Planning & Design	\$ 5,000
Engineering	\$ 5,000
	\$ -
	\$ -

Revenue Account # & Title	Amount
General Fund	\$ 5,556
Donations	\$ 4,444
	\$ -
	\$ -



## 2nd Street Improvements

Previous Review:

In August 2021 the City applied for a Transportation Improvement Board (TIB) grant to partially fund the 2nd Street Improvements Project. If awarded, the City will be able to move forward with this project which will improve the 2nd Street corridor from SR525 to Park Avenue.

Council Priority

Fund Name

Capital Projects

Amount Requested

\$666,000

Nature of the expenditure?

One-Time

Any Additional Revenue? If Yes, Identify Below

No

Project eligible for REET II Funding

Yes

### Expenditure Purpose and Justification

The 2nd Street Improvements project will benefit the community by constructing a pedestrian-oriented street along 2nd Street from Park Avenue to SR525. It will improve the pedestrian environment by making it easier, safer, and more comfortable to walk between businesses, on street sidewalks, to transit stops, and provide convenient pedestrian circulation connecting all on-site activities to adjacent pedestrian routes and streets. The project will also connect to the pedestrian improvements planned for construction on SR525 in Winter 2021-22.

This project consists of the construction of sidewalks on both sides of 2nd Street between SR525 and Park Avenue. In addition, sections of the existing roadway will require reconstruction where existing curb is missing or almost flush with the adjacent roadway, the stormwater conveyance system will be upgraded, and lighting and landscaping will be installed to match the look and feel of 3rd Street, located one block south in front of Rosehill Community Center.

Funding Source	2022	2023	Total
TIB Grant	\$ 523,000	\$ 1,169,480	\$ 1,692,480
REET II (City match)	\$ 71,500	\$ 192,260	\$ 263,760
TBD (City match)	\$ 71,500	\$ 192,260	\$ 263,760
<b>Total</b>	<b>\$ 666,000</b>	<b>\$ 1,554,000</b>	<b>\$ 2,220,000</b>

### Alternatives and Potential Costs

The funding of this project is contingent on the City receiving the TIB grant. Should the City not receive the TIB grant this project will not begin in 2022.

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

Design and right-of-way phases will begin in 2022 with construction anticipated for late 2023.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: 2nd Street Improvements	\$ 666,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 71,500
Transfer in from Transportation Benefit District	\$ 71,500
Transportation Improvement Board Grant	\$ 523,000
	\$ -

2022 Preliminary Budget



**Japanese Gulch Daylighting**

Previous Review:  
City Council Meetings:  
January 6, 2020  
August 3, 2020  
August 16, 2021

The Japanese Gulch Daylighting Project is included in the Draft 2022-2027 Capital Improvement Plan. In 2020, the City Council accepted State capital funding and authorized hiring a consultant to complete project design. The next phase, addressed by this NBI, is permitting.

<b>Council Priority</b>	<b>Waterfront Development</b>
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**Fund Name**  
**Capital Projects**

<b>Amount Requested</b>	<b>Nature of the expenditure?</b>	<b>One-Time</b>	<b>Any Additional Revenue? If Yes, Identify Below</b>	<b>No</b>
<b>\$150,000</b>	<b>Project eligible for REET II Funding</b>	<b>Yes</b>		

**Expenditure Purpose and Justification**

This item reflects a State Capital Budget grant request of \$150,000. The Japanese Gulch daylighting restoration project is a signature project in the City's Downtown Waterfront Master Plan. It is also identified in the Parks, Recreation, Open Space and Arts Plan, Japanese Gulch Master Plan and in the Shoreline Master Program. The project improves shoreline access and restores the environment and habitat. It would daylight Japanese Creek at the Possession Sound shore creating a pocket estuary and transforming the current remnant of a former US Air Force tank farm site into a centerpiece for environmental restoration. Upland and marsh plantings, shore improvements, salmon and other habitat improvements, as well as view overlooks and potential interpretive displays are key project elements on the 4.95 acre site. Prior funding for design was secured in previous years from the Port of Everett and State capital budget fund.

Funding Source	2022	2023	Total
Federal Grant	\$ 145,161	\$ 48,387	\$ 193,548
State Grant	\$ 4,839	\$ 1,613	\$ 6,452
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>

**Alternatives and Potential Costs**

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

Project permitting is a one-time expense to occur in 2022 and into 2023.

Department:	<b>Community Development</b>
Division:	<b>Planning</b>
Prepared by:	<b>David Osaki, Community Development Director</b>

Expenditure Account # & Title	Amount
Permitting	\$ 150,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Federal Grant	\$ 145,161
State Grant	\$ 4,839
	\$ -
	\$ -



## Waterfront Promenade - Tulalip Tribes Property

Previous Review:  
Council Meeting  
June 15, 2020

The Waterfront Promenade is identified in several adopted City plans including the Downtown Waterfront Master Plan and PROSA. Funds have been obtained to complete design and some permitting, along with some project construction in 2022 and 2023. Additional grants or City funding will be required to fully complete the project.

<b>Council Priority</b>	<b>Waterfront Development</b>
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<b>Fund Name</b>
<b>Capital Projects</b>

<b>Amount Requested</b>
<b>\$475,000</b>

<b>Nature of the expenditure?</b>	<b>One-Time</b>
<b>Project eligible for REET II Funding</b>	<b>Yes</b>

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

The City has previously received grants of \$1.2M. The Downtown Waterfront Master Plan envisions a waterfront promenade that threads together various waterfront properties providing continuous public access along the waterfront. This portion of the promenade is approximately one-quarter mile in length on former tank farm property now owned by the Tulalip Tribes. The Tribes' property lies in both the City of Mukilteo and the City of Everett. The City has a 15 foot wide public access/utility easement on the Tulalip Tribes' property for the promenade. Funding for the project to date includes contributions from the State Recreation and Conservation Office (RCO) and State Capital Fund, the County and the Tulalip Tribes. Prior funding includes approximately \$100,000 from the Port of Everett and \$20,000 from Snohomish County for design. State Recreation and Conservation Office funding and State Capital Funding were secured for additional design work and construction, though additional funds will be needed to complete the project.

Funding Source	2022
State Grant	\$ 469,012
County Grant	\$ 3,992
Other Grants	\$ 1,996
<b>Total</b>	<b>\$ 475,000</b>

### Alternatives and Potential Costs

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

One time expense for design, permitting and construction to be carried out over 2022 and 2023.

Department:	<b>Community Development</b>
Division:	<b>Planning</b>
Prepared by:	<b>David Osaki, Community Development Director</b>

Expenditure Account # & Title	Amount
Planning & Design	\$ 100,000
Engineering	\$ 235,000
Construction	\$ 125,000
Construction Management	\$ 15,000

Revenue Account # & Title	Amount
State Grant	\$ 469,012
County Grant	\$ 3,992
Other Grants	\$ 1,996
	\$ -



## Mukilteo Lane Repair Evaluation

Previous Review:

As a joint project with the City of Everett, the east end of Mukilteo Lane will be evaluated to determine the nature and costs of repairs necessary to stabilize the roadway. The City of Everett is also requesting \$50,000 in their 2022 budget for this project.

**Fund Name**  
Capital Projects

**Amount Requested**  
\$50,000

**Nature of the expenditure?** One-Time  
Project eligible for REET II Funding Yes

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

### Expenditure Purpose and Justification

The east end of Mukilteo Lane is a local access road that provides access to 16 homes and serves as the primary alternative route to the eastern waterfront including Edgewater Beach Park, the Port of Everett's Barge-Rail Facility and the undeveloped lot owned by the Tulip Tribes. The approximate City limit boundary between Everett and Mukilteo lies along the roadway centerline, with the downhill/northern side being located in Everett and the uphill/southern side being located within Mukilteo.

The east end of Mukilteo Lane is located along a steep slope and the pavement is showing signs of settlement and instability. Mukilteo Public Works Staff has been in communication with Everett Public Works Staff and have discussed the need of doing an evaluation of the road to determine the nature and cost to repair the road. This project would be jointly funded by the City of Everett and City of Mukilteo, with each agency contributing \$50,000 for a total project budget of \$100,000.

Funding History	Total
New project, no prior funding	
2022 Budget	\$ 50,000
Future Costs	unknown
<b>Total</b>	<b>\$ 50,000</b>

### Alternatives and Potential Costs

The Council could choose to not fund this evaluation. After the evaluation is complete, Everett and Mukilteo will be able to discuss options and next steps for funding the repairs.

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

The City of Everett is also requesting \$50,000 in their 2022 Budget process for a total joint budget of \$100,000. This project is dependent on both agencies contributing funding to the project.

Department:	Public Works
Division:	Engineering
Prepared by:	Andrea Swisstack, Public Works Director

Expenditure Account # & Title	Amount
Capital Projects: Mukilteo Lane Repair	\$ 50,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Transfer in from REET II	\$ 50,000
	\$ -
	\$ -
	\$ -

2022 Preliminary Budget

Capital Projects Fund (301)

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ -	\$ -	\$ -	\$ 1,894,986	\$ -
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
DOT FHWA GRANT	-	700,000	700,000	570,217	(129,783)
FEDERAL INFRASTRUCTURE GRANT	-	-	-	145,161	145,161
RECREATION&CONSERVATION OFFICE ST. GRANT	-	-	-	4,444	4,444
WA STATE DEPT OF TRANS GRANT	9,206,894	6,500,000	6,500,000	-	(6,500,000)
GRANT FOR 5TH STREET BICYCLE & PED	-	744,000	20,000	-	(744,000)
STATE GRANT FOR WATERFRONT PROMENADE	-	-	-	469,013	469,013
SRTS GRANT 76TH & 525	-	1,198,025	1,180,725	591,273	(606,752)
WA STATE TIB GRANT	531,349	50,000	50,000	31,659	(18,341)
STATE GRANT FOR 2ND STREET IMPROVEMENTS	-	-	-	507,744	507,744
STATE INFRASTRUCTURE GRANT	-	-	-	4,839	4,839
STATE GRANT DEPT OF COMMERCE	8,954	-	-	-	-
SOUND TRANSIT SYSTEM ILA	989	-	81,493	407,309	407,309
COUNTY GRANT FOR WATERFRONT PROMENADE	-	-	-	3,992	3,992
OTHER GRANT FOR WATERFRONT PROMENADE	-	-	-	1,996	1,996
HOTEL/MOTEL LODGING TAX GRANT	-	-	-	-	-
Intergovernmental revenue	9,748,186	9,192,025	8,532,218	2,737,647	(6,454,378)
STREET MAINTENANCE/REPAIRS SERVICES	219,779	-	-	-	-
Charges for goods and services	219,779	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
OPERATING TRANSFERS IN - General Fund	-	-	-	5,556	5,556
OPERATING TRANSFERS IN - TBD PAVE PRES	244,758	729,476	135,248	892,645	163,169
OPERATING TRANSFERS IN - TBD 2ND STREET IMPROVEMENTS	-	-	-	79,128	79,128
OPERATING TRANSFERS IN - CAPITAL PROJECT MGR (TBD)	-	-	-	38,500	38,500
OPERATING TRANSFERS IN - CAPITAL PROJECT MGR (REET II)	-	-	-	38,500	38,500
OPERATING TRANSFERS IN - CAPITAL PROJECT MGR (SWM)	-	-	-	77,000	77,000
OPERATING TRANSFERS IN - REET I PAVE PRES	6,019	25,000	-	-	(25,000)
OPERATING TRANSFERS IN - REET II PAVE PRES	411,948	845,450	291,168	1,104,863	259,413
OPERATING TRANSFERS IN - REET II TRAFFIC CALM	-	50,543	27,540	23,003	(27,540)
OPERATING TRANSFERS IN - REET II ADA	-	95,138	10,000	85,138	(10,000)
OPERATING TRANSFERS IN - REET II 76TH & SR 525	-	186,975	19,575	122,326	(64,649)
OPERATING TRANSFERS IN - REET II SR 525 SIDEWALK	-	-	40,560	14,538	14,538
OPERATING TRANSFERS IN - REET II BTW	-	248,494	8,800	208,216	(40,278)
OPERATING TRANSFERS IN - REET II SIDEWALK	-	169,426	35,000	319,426	150,000
OPERATING TRANSFERS IN - MUKILTEO LANE REPAIR EVALUATION	-	-	-	50,000	50,000
OPERATING TRANSFERS IN - REET II PED XWALK	-	101,873	15,000	86,873	(15,000)
OPERATING TRANSFERS IN - 2ND STREET IMPROVEMENTS	-	-	-	79,128	79,128
OPERATING TRANSFERS IN - SW HPBW	47,675	-	-	-	-
Transfers-in	710,400	2,452,375	582,891	3,224,839	772,464
<b>Total revenue and transfers-in</b>	<u>\$ 10,678,365</u>	<u>\$ 11,644,400</u>	<u>\$ 9,115,109</u>	<u>\$ 5,962,486</u>	<u>\$ (5,681,914)</u>
<b>Total resources</b>	<u>\$ 10,678,365</u>	<u>\$ 11,644,400</u>	<u>\$ 9,115,109</u>	<u>\$ 7,857,472</u>	<u>\$ (5,681,914)</u>

*2022 Preliminary Budget*

**Capital Projects Fund (301) Continued**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	-	-	-	110,200	110,200
Salaries and wages	\$ -	\$ -	\$ -	\$ 110,200	\$ 110,200
Benefits	-	-	-	40,600	40,600
Supplies	28,454	-	-	-	-
Other services and charges	277,173	-	-	-	-
Intergovernmental services	-	-	-	-	-
PRELIMINARY DESIGN	108,718	-	-	-	-
PROJECT ADVERTISING	989	-	-	-	-
PERMIT FEES	6,459	-	-	-	-
INFRASTRUCTURE - RIGHT OF WAYS DESIGN	8,194	-	-	-	-
ROADWAY - CONSTRUCTION	9,522,280	-	-	-	-
ROADWAY - INSPECTION	690,706	-	-	-	-
SIDEWALKS - DESIGN	26,438	-	700	-	-
SIDEWALKS - CONSTRUCTION	-	-	14,773	-	-
SIDEWALKS - INSPECTION	-	-	7,781	-	-
MUKILTEO LANE REPAIR EVALUATION	-	-	-	50,000	50,000
TRAFFIC CONTROL EQUIPMENT	-	-	9,113	-	-
TRAFFIC CALMING PROJECT	-	50,543	27,540	23,003	(27,540)
ADA UPGRADES PROJECT	-	95,138	10,000	85,138	(10,000)
SRTS 76TH & SR 525 PROJECT	-	1,385,000	145,000	713,599	(671,401)
BTW PROJECT INCLUDING 525 SIDEWALK	-	298,494	8,800	254,413	(44,081)
SIDEWALK REPAIR PROJECT	-	169,426	35,000	134,426	(35,000)
PEDESTRIAN CROSSWALK ENHANCEMENTS	-	101,873	15,000	86,873	(15,000)
5TH STREET BICYCLE & PED IMPROVEMENTS	-	744,000	20,000	407,309	(336,691)
STREET PRESERVATION PROJECT	-	2,299,926	426,416	1,873,511	(426,415)
HARBOUR REACH CORRIDOR PROJECT	-	6,500,000	6,500,000	-	(6,500,000)
DIRT JUMP BICYCLE COURSE	-	-	-	10,000	10,000
JAPANESE GULCH DAYLIGHTING PROJECT	-	-	-	150,000	150,000
2022 ANNUAL PAVEMENT PRESERVATION	-	-	-	694,214	694,214
2022 ANNUAL SIDEWALK REPAIR	-	-	-	185,000	185,000
2ND STREET IMPROVEMENTS	-	-	-	666,000	666,000
WATERFRONT PROMENADE	-	-	-	475,000	475,000
<b>Capital Outlay</b>	<b>10,372,738</b>	<b>11,644,400</b>	<b>7,220,123</b>	<b>5,808,486</b>	<b>(5,835,914)</b>
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 10,678,365</b>	<b>\$ 11,644,400</b>	<b>\$ 7,220,123</b>	<b>\$ 5,959,286</b>	<b>\$ (5,685,114)</b>
<b>Ending fund balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,894,986</b>	<b>\$ 1,898,186</b>	<b>\$ 3,200</b>

## **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 a new development. Projects such as remodels or renovation permits which do not result in additional dwelling units are excluded from paying the impact fee.

The estimated revenue from Park Mitigation Fees for 2022 is budgeted at \$10,000.

### **Budget Highlights**

- There are no budgeted expenditures from this fund in 2022.

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 230,448	\$ 250,449	\$ 265,905	\$ 269,153	\$ 18,704
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	166,445	-	48,931	-	-
Charges for goods and services	28,214	20,000	10,000	10,000	(10,000)
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	500	-	700	-	-
Transfers-in	8,700	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 203,859</b>	<b>\$ 20,000</b>	<b>\$ 59,631</b>	<b>\$ 10,000</b>	<b>\$ (10,000)</b>
<b>Total resources</b>	<b>\$ 434,307</b>	<b>\$ 270,449</b>	<b>\$ 325,536</b>	<b>\$ 279,153</b>	<b>\$ 8,704</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
PRELIMINARY DESIGN	1,134	-	-	-	-
PARK CONSTRUCTION	159,812	-	50,698	-	-
PERMIT FEES	7,456	-	5,685	-	-
Capital Outlay	168,402	-	56,383	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<b>\$ 168,402</b>	<b>\$ -</b>	<b>\$ 56,383</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending fund balance</b>	<b>\$ 265,905</b>	<b>\$ 270,449</b>	<b>\$ 269,153</b>	<b>\$ 279,153</b>	<b>\$ 8,704</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 \$20,000.

*2022 Preliminary Budget*

**Transportation Impact Fee Fund (323)**

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 161,289	\$ 120,589	\$ 175,345	\$ 102,945	\$ (17,644)
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	104,756	50,000	20,000	20,000	(30,000)
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	-	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 104,756</b>	<b>\$ 50,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ (30,000)</b>
<b>Total resources</b>	<b>\$ 266,045</b>	<b>\$ 170,589</b>	<b>\$ 195,345</b>	<b>\$ 122,945</b>	<b>\$ (47,644)</b>
<b>Expenditures and transfers-out</b>					
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	90,700	92,400	92,400	-	(92,400)
<b>Total expenditures and transfers-out</b>	<b>\$ 90,700</b>	<b>\$ 92,400</b>	<b>\$ 92,400</b>	<b>\$ -</b>	<b>\$ (92,400)</b>
<b>Ending fund balance</b>	<b>\$ 175,345</b>	<b>\$ 78,189</b>	<b>\$ 102,945</b>	<b>\$ 122,945</b>	<b>\$ 44,756</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 2022 is estimated to total \$1.6M 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 (\$883,000).
- REET II includes \$2,132,010 in transfer to the Capital Projects fund.

*2022 Preliminary Budget*

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 2,248,073	\$ 2,047,661	\$ 2,196,016	\$ 2,128,366	\$ 80,705
<b>Revenue and transfers-in</b>					
Taxes	822,301	700,000	825,000	815,000	115,000
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	12,006	-	6,750	5,000	5,000
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 834,307</b>	<b>\$ 700,000</b>	<b>\$ 831,750</b>	<b>\$ 820,000</b>	<b>\$ 120,000</b>
<b>Total resources</b>	<b>\$ 3,082,380</b>	<b>\$ 2,747,661</b>	<b>\$ 3,027,766</b>	<b>\$ 2,948,366</b>	<b>\$ 200,705</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	880,345	870,000	874,400	883,000	13,000
TRANSFER TO REET II	-	-	-	-	-
TRANSFER TO TRANSP BENEFIT DISTRICT	-	-	-	-	-
TRANSFER TO CAPITAL PROJECTS FUND	6,019	25,000	25,000	-	(25,000)
Transfers-out	886,364	895,000	899,400	883,000	(12,000)
<b>Total expenditures and transfers-out</b>	<b>\$ 886,364</b>	<b>\$ 895,000</b>	<b>\$ 899,400</b>	<b>\$ 883,000</b>	<b>\$ (12,000)</b>
<b>Ending fund balance</b>	<b>\$ 2,196,016</b>	<b>\$ 1,852,661</b>	<b>\$ 2,128,366</b>	<b>\$ 2,065,366</b>	<b>\$ 212,705</b>

**2022 Preliminary Budget**

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

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 1,332,657	\$ 1,045,999	\$ 1,720,523	\$ 2,075,280	\$ 1,029,281
<b>Revenue and transfers-in</b>					
Taxes	822,301	700,000	825,000	815,000	115,000
Intergovernmental revenue	-	-	-	-	-
Miscellaneous revenue	113	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 822,414</b>	<b>\$ 700,000</b>	<b>\$ 825,000</b>	<b>\$ 815,000</b>	<b>\$ 115,000</b>
<b>Total resources</b>	<b>\$ 2,155,071</b>	<b>\$ 1,745,999</b>	<b>\$ 2,545,523</b>	<b>\$ 2,890,280</b>	<b>\$ 1,144,281</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>
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANS TO TRANSPORTATION BENEFIT DIST.	-	-	-	-	-
TRANS TO GENERAL FUND	22,600	23,100	22,600	-	(23,100)
TRANS TO CAP PROJ: PAVEMENT PRES.	411,948	845,450	291,168	1,104,863	259,413
TRANS TO LTGO BOND FUND					
TRANS TO CAP PROJ: CAP PROJ MGR POSITION				38,500	38,500
TRANS TO CAP PROJ: MUKILTEO LANE REPAIR EVA	-	-	-	50,000	50,000
TRANS TO CAP PROJ: Annual Traffic Calming Program	-	50,543	27,540	23,003	(27,540)
TRANS TO CAP PROJ: Annual ADA Upgrades	-	95,138	10,000	85,138	(10,000)
TRANS TO CAP PROJ: SRTS 76TH & 525	-	186,975	19,575	122,326	(64,649)
TRANS TO CAP PROJ: SR 525 SIDEWALK		-	40,560	14,538	14,538
TRANS TO CAP PROJ: BTW	-	248,494	8,800	208,216	(40,278)
TRANS TO CAP PROJ: Annual Sidewalk Repair Progra	-	169,426	35,000	319,426	150,000
TRANS TO CAP PROJ: PED ACTIVATED XWALK	-	101,873	15,000	86,873	(15,000)
TRANS TO CAP PROJ: 2ND STREET IMPROVEMENTS				79,128	79,128
<b>Transfers-out</b>	<b>434,548</b>	<b>1,720,999</b>	<b>470,243</b>	<b>2,132,010</b>	<b>411,011</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 434,548</b>	<b>\$ 1,720,999</b>	<b>\$ 470,243</b>	<b>\$ 2,132,010</b>	<b>\$ 411,011</b>
<b>Ending fund balance</b>	<b>\$ 1,720,523</b>	<b>\$ 25,000</b>	<b>\$ 2,075,280</b>	<b>\$ 758,269</b>	<b>\$ 733,269</b>

**2022 Preliminary Budget**

**Real Estate Excise Tax  
Reporting Requirements**

**REET I**

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<b>Beginning fund balance</b>	\$ 2,248,073	\$ 2,047,661	\$ 2,196,016	\$ 2,128,366	\$ 2,065,366
<b>Revenue and transfers-in</b>					
Real Estate Excise Tax	\$ 822,301	\$ 700,000	\$ 825,000	\$ 815,000	\$ 650,000
Grants	-	-	-	-	-
Investment Interest	12,006	-	6,750	5,000	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ 834,307</u>	<u>\$ 700,000</u>	<u>\$ 831,750</u>	<u>\$ 820,000</u>	<u>\$ 650,000</u>
<b>Total resources</b>	<u>\$ 3,082,380</u>	<u>\$ 2,747,661</u>	<u>\$ 3,027,766</u>	<u>\$ 2,948,366</u>	<u>\$ 2,715,366</u>
<b>Expenditures and transfers-out</b>					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers-Out	886,364	895,000	899,400	883,000	905,345
<b>Total Expenditures</b>	<u>\$ 886,364</u>	<u>\$ 895,000</u>	<u>\$ 899,400</u>	<u>\$ 883,000</u>	<u>\$ 905,345</u>
<b>Ending Fund Balance</b>	<u>\$ 2,196,016</u>	<u>\$ 1,852,661</u>	<u>\$ 2,128,366</u>	<u>\$ 2,065,366</u>	<u>\$ 1,810,021</u>

**REET II**

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>2023 Projected</u>
<b>Beginning fund balance</b>	\$ 1,332,657	\$ 1,045,999	\$ 1,720,523	\$ 2,075,280	\$ (0)
<b>Revenue and transfers-in</b>					
Real Estate Excise Tax	\$ 822,301	\$ 700,000	\$ 825,000	\$ 815,000	\$ 650,000
RCO Grant	-	-	-	-	-
DOT Grant	-	-	-	-	-
TIB Grant	-	-	-	-	-
Snohomish County	-	-	-	-	-
Miscellaneous Revenues	113	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ 822,414</u>	<u>\$ 700,000</u>	<u>\$ 825,000</u>	<u>\$ 815,000</u>	<u>\$ 650,000</u>
<b>Total resources</b>	<u>\$ 2,155,071</u>	<u>\$ 1,745,999</u>	<u>\$ 2,545,523</u>	<u>\$ 2,890,280</u>	<u>\$ 650,000</u>

*Continued on next page...*

**2022 Preliminary Budget**

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>2023 Projected</b>
<b>Expenditures and transfers-out</b>					
Small Items of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Control Improvements	-	-	-	-	-
Mukilteo B&G Club Ballfields	(500,000)	-	-	-	-
Mukilteo B&G Club Construction	500,000	-	-	-	-
Right of Ways	-	-	-	-	-
Harbour Point Blvd Widening	-	-	-	-	-
Harbour Reach Drive Extension	-	-	-	-	-
Bike Transit Walk	-	-	-	-	-
Pedestrian Activated Crosswalk Lighting Program	-	-	-	-	-
Transfer Out to TBD	-	-	-	-	-
Transfer Out to General	22,600	23,100	22,600	-	24,295
Transfer Out to Capital Projects	-	-	-	*SEE PROJECTS	*SEE PROJECTS
<b>Total Expenditures</b>	<b>\$ 22,600</b>	<b>\$ 23,100</b>	<b>\$ 22,600</b>	<b>\$ -</b>	<b>\$ 24,295</b>
<b>Ending Fund Balance</b>	<b>\$ 2,132,471</b>	<b>\$ 1,722,899</b>	<b>\$ 2,522,923</b>	<b>\$ 2,890,280</b>	<b>\$ 625,705</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, with Engineering/Administration functions and Operations functions. The Surface Water Utility's goals are outlined in the 2015 Comprehensive Surface Water Management Plan adopted by Council in 2015, as Key Performance Indicators (KPI) and Implementation Measures (IM). These performance measures address maintaining the City's stormwater system, meeting NPDES permit requirements, providing engineering services for development projects, providing technical assistance to City residents, and implementing stormwater related outreach programs. The Utility maintains 75 miles of storm drains, 7.1 miles of ditches, 4470 catch basins and 174 public detention and water quality facilities. The Key Performance Indicators and Implementation Measures set forth in the Comprehensive Surface Water Management Plan were met in 2021 and are more specifically described below.

### **2021 Accomplishments**

#### Engineering & Administration

- Coordinated NPDES Phase II requirements across City departments
- Completed the construction of the Decant Facility Project and 61st Place Retaining Wall project
- Completed the 90% design on Mukilteo Stormwater LID Retrofit project
- Continued work on property acquisition for the 61st Street Culvert project
- Began design of the 2021 Surface Water Maintenance Projects
- Completed the design and will begin construction on the 60th Avenue West Drainage Repair project
- Completed four miles of video pipe inspection under the Stormwater Pipe Inspection and Assessment Program
- Began development of the NPDES Permit required Source Control program
- Continued work on the development of a Stormwater Management Action Plan as required under the City's NPDES permit
- Reviewed 13 private development proposals for compliance with stormwater requirements as of August 24, 2021
- Responded to approximately four spill reports as of August 2021
- Completed required annual inspections of privately owned stormwater facilities
- Began development of a Behavior Change Program, as required by the 2019 NPDES Permit

#### Operations

- Inspected 95% of City owned catch basins for the current 2-year cycle meeting the City's NPDES permit requirement
- Inspected 100% of all City owned stormwater facilities meeting the City's NPDES permit requirement
- Cleaned 5 miles of stormwater pipe in preparation of the Stormwater Pipe Inspection and Assessment video contractor. This cleaning effort removed 37 tons of pollutants from the City's stormwater system
- Performed "Hot Spot" inspections after every storm event

## 2022 Goals & Objectives

### Engineering & Administration

- Continue coordination and implementation of the NPDES Phase II permit requirements
- Begin work on the Surface Water Management Plan (Utility Comprehensive Plan)
- Complete the construction of the 61st Place Culvert, 2021 Surface Water Maintenance Projects and 60th Avenue West Drainage Repairs
- Complete the design of the Chennault Road Drainage Improvements
- Develop and implement repairs for the Big Gulch Erosion Repairs project
- 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
- Complete the development of the Source Control Program and be ready for full implementation by January 2023
- Complete 10 miles of video pipe inspection under the Stormwater Pipe Inspection and Assessment Program
- Complete the Stormwater Management Action Plan for one priority basin as required under the City's NPDES permit
- Implement the Behavior Change Program developed in 2021

### Operations

- Document all Operations practices that protect water quality
- Develop Stormwater Standard Operating Procedures as required under the NPDES Permit
- Continue inspection and maintenance programs required under the NPDES Permit
- Develop ditch inspection program

## Budget Highlights

### Operations

- Operating Supplies is increased by \$10,000 and Hazardous Materials Testing is increased by \$750 to reflect actual expenses
- Cell Phones is increased by \$600 to accommodate the new Sr. Surface Water Technician position
- Work Equipment and Machine Rental is increased by \$9,000 in anticipation of several pond cleanings that are scheduled in 2022
- Brush Disposal is increased by \$5,000 to reflect actual expenses

### Engineering

- Reference Materials is increased by \$800 and Operating Supplies is increased by \$300 to accommodate the new Sr. Surface Water Technician position
- Consulting services is reduced by \$35,000 to reflect anticipated expenses
- The budget includes New Budget Items for a Sr. Surface Water Technician, Retaining the Existing Capital Project Engineer, Comprehensive Surface Water Management Plan, Big Gulch Erosion Repairs, and Chennault Beach Road Drainage Improvements - Design



## Senior Surface Water Technician

The new Senior Surface Water Technician position will offset increased surface water staff workload and implement the City's new required Source Control Program. This NBI assumes a start date of September 1, 2022.

**Council Priority**

**Fund Name**

**Surface Water**

**Amount Requested**

**\$41,700**

**Any Additional Revenue?**

**No**

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

### Expenditure Purpose and Justification

Over the last few years, additional programs and regulations have resulted in a significant increase in staff workload. In addition, a new requirement of the City's Phase II NPDES Permit includes the creation and implementation of a city-wide Source Control program by 2023. Some of those new programs/requirements include:

- Stormwater Management Action Planning (new NPDES requirement in 2020, est. 640 staff hrs annually)
- Behavior Change Programs (new NPDES outreach requirement in 2021, est 270 staff hrs annually)
- CCTV/Pipe Inspection Program (new program in 2019, est 1020 staff hrs annually)
- Source Control Program (New NPDES requirement starting 2023, est. 720 staff hrs annually)
- 3.8 times increase in required annual private facility inspections from 2015-2021 (6 to 23 in 6-yrs, est. 68 staff hrs annually)

This position is needed to implement the new Source Control program and will provide support to the increased programs and workload identified above.

The funding of this position assumes a hire date of September 1, 2022 to allow adequate time for staff onboarding, training and preparation to be able to begin the Source Control Program in January 2023.

### Alternatives and Potential Costs

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

Estimated annual expenses beyond 2022 include \$119,000 for salary and benefits and approximately \$2,000 for cell phone, supplies, etc.

Department:	<b>Public Works</b>
Division:	<b>Engineering - Surface Water</b>
Prepared by:	Andrea Swisstack

Expenditure Account # & Title	Amount
SW Admin & Eng Full Time Employees 4	\$ 27,000
SW Admin & Eng Benefits 440.38.531.00	\$ 13,000
Office Supplies 440.38.531.002.3101	\$ 800
Clothing/Boots 440.38.531.002.3124	\$ 300
Cell Phones 440.38.531.200.4209	\$ 600

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



## Comprehensive Surface Water Management Plan

[Previous Review: 2015 Adopted Comprehensive Surface Water Management Plan](#)

A new Comprehensive Surface Water Management Plan is needed to update the Surface Water Utility goals, priorities, programs and rates to align with current NPDES requirements and future Levels of Service goals.

<b>Council Priority</b>	<b>Long Range Financial Planning</b>
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<b>Fund Name</b>
<b>Surface Water</b>

<b>Amount Requested</b>
<b>\$530,000</b>

<b>Any Additional Revenue?</b>	<b>No</b>
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<b>Nature of the expenditure?</b>	<b>one-time</b>
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### Expenditure Purpose and Justification

The City last updated the Comprehensive Surface Water Management Plan in 2015. In 2019, the Ecology issued a new NPDES Permit that consisted of additional permit requirements and utility programs that were not identified in the 2015 Plan. A new, comprehensive review of the utility is needed to plan and budget for these current requirements, future requirements, utility goals and vision.

The cost for this Plan was based on a review of scope and fees from surface water planning efforts recently completed by other jurisdictions. The amount of this expense was planned for in the 2015 Comprehensive Surface Water Management Plan.

Similar to the last plan, the City will utilize a consultant to lead the process of the plan development. Some of the typical work elements will include evaluating and defining levels of service, staffing capacity analysis, cost analysis and rate study, integration of recently completed watershed management plans, updating capital project list and developing 6 and 20 year program lists, and review and update of utility policies.

Also included in this effort is more robust public outreach and engagement plan than what was performed with the previous plan with an increased focus on engaging with overburdened, historically underrepresented, and limited english proficient communities.

Work for the Plan is scheduled for 2022-2023 for implementation in 2024. Efforts completed under this plan will feed into the utility element of the 2024 Mukilteo Comprehensive Plan update.

### Alternatives and Potential Costs

Reduce budget and reduce the scope, evaluation and community outreach associated with the new plan.

### 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:	Andrea Swisstack

Expenditure Account # & Title	Amount
Consulting Services 440.38.531.002.410	\$ 530,000
	\$ -
	\$ -
	\$ -

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

2022 Preliminary Budget



**Big Gulch Erosion Repair**

Previous Review:

Erosion created by high flows from a City stormwater pipe and a tributary of Big Gulch Creek is in need of repair. Repair options will be evaluated to help minimize expenses.

**Council Priority**

**Fund Name**

Surface Water Management

**Amount Requested**

**\$100,000**

**Nature of the expenditure?**

**One-Time**

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

**No**

**Project eligible for REET II Funding**

**No**

**Expenditure Purpose and Justification**

An existing outfall that conveys City stormwater and tributary waters of Big Gulch Creek is eroding and threatening a critical Mukilteo Water and Wastewater District sewer main that carries the majority of Mukilteo's wastewater to their treatment plant.

In addition, a section of trail along the Big Gulch Trail has experienced erosion from the adjacent Big Gulch Creek and additional erosion may threaten the stability of the trail.

Repairs are necessary to stabilize the areas and prevent further erosion from occurring. Consultant assistance will be obtained to evaluate repair options and to obtain appropriate permits to complete the repairs. The repair options evaluation will focus minimizing design costs while meeting requirements from permitting agencies, with the intent of completing the repairs in-house with this funding.

Should repairs require more complex design and construction, Council will be updated and additional funding will be requested at that time.

<b>Funding History</b>	<b>Total</b>
New project, no prior funding	\$ -
2022 Budget	\$ 100,000
<b>Total</b>	<b>\$ 100,000</b>

**Alternatives and Potential Costs**

Council could choose not to fund the project and defer repairs.

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

Repair options, including using in-house labor, will be evaluated in order to minimize design and repair costs. Should repairs require more complex design and construction, Council will be updated and additional funding will be requested at that time.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	<b>Andrea Swisstack, Public Works Director</b>

<b>Expenditure Account # &amp; Title</b>	<b>Amount</b>
SW Capital Outlay: Big Gulch Erosion	\$ 100,000
	\$ -
	\$ -
	\$ -

<b>Revenue Account # &amp; Title</b>	<b>Amount</b>
Surface Water Management	\$ 100,000
	\$ -
	\$ -
	\$ -



## Chennault Beach Road Drainage Improvements - Design

Previous Review:

This project will improve the drainage along Chennault Beach Drive between 60th Avenue W and Marine View Drive. The design will start in 2022 with construction anticipated in 2023.

**Council Priority**

**Fund Name**  
Surface Water Management

**Amount Requested**  
**\$889,000**

**Nature of the expenditure?** **One-Time**  
**Project eligible for REET II Funding** **No**

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

### Expenditure Purpose and Justification

The 2015 Surface Water Management Plan ranked and established a 15 year funding plan for eight stormwater capital projects. The Chennault Beach Road Drainage Improvements project is the highest ranking capital project in the 2015 Plan, and the Plan identified enough funding available for this project beginning in 2020. The project did not begin in 2020 due to project delays from the 61st Place Retaining Wall, 61st Place Culvert and Decant Facility project in addition to work necessary on unanticipated projects such as the 60th Ave W Drainage Improvements, Mukilteo LID Retrofit, and 61st Place West Catchment Wall and managing workload during staff turnover.

The existing drainage along Chennault Beach Drive is conveyed through an under-developed ditch and culvert system in addition to intermittent piping. This system tends to exceed capacity during periods of high flows causing roadway flooding, debris blocking culverts and inlets, and misplaced inlets.

This project will provide a new drainage system along Chennault Beach Drive between 60th Avenue W and Marine View Drive by constructing piped drainage systems, asphalt curbing and shoulder improvements to channel water into existing inlets.

Funding Commitment	Total
2022 Budget - Design	\$ 889,000
2023 Budget - Construction (est.)	\$ 3,900,000
<b>Total</b>	<b>\$ 4,789,000</b>

### Alternatives and Potential Costs

The Council could choose not to fund and defer this project.

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

This phase will complete the design and permitting of the proposed improvements. Construction funding will be requested in the 2023 Budget process. The estimated construction cost from the 2015 Plan inflated to 2023 is estimated to be approximately \$3.9 million. Construction cost estimates will be refined during the design in 2022.

Department:	<b>Public Works</b>
Division:	<b>Engineering</b>
Prepared by:	<b>Andrea Swisstack, Public Works Director</b>

Expenditure Account # & Title	Amount
SW Capital Outlay: CBR Drainage Imp	\$ 889,000
	\$ -
	\$ -
	\$ -

Revenue Account # & Title	Amount
Surface Water Management	\$ 889,000
	\$ -
	\$ -
	\$ -

**2022 Preliminary Budget**

**Surface Water Management Fund (440)**

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
<b>Beginning fund balance</b>	\$ 8,964,208	\$ 5,078,018	\$ 12,496,074	\$ 12,626,701	\$ 7,548,683
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	1,354	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	4,456	-	-	-	-
FEMA GRANT - 61ST PL W SOLDIER PILE WALL	1,347,270	-	-	-	-
WA MIL DPT - 61ST PL W SOLDIER PILE WALL	224,545	-	-	-	-
DEPARTMENT OF ECOLOGY STATE GRANT-PIPE INSPECTION	134,924	368,640	37,466	331,174	(37,466)
DEPARTMENT OF ECOLOGY CAPACITY GRANT	-	-	-	50,000	50,000
Intergovernmental revenue	1,712,549	368,640	37,466	381,174	12,534
STORM DRAINAGE FEES & CHARGES	3,906,871	3,850,000	3,969,000	4,000,000	150,000
ENGINEERING SERVICES - INSPECTION	3,755	-	3,455	-	-
ENGINEERING SERVICES - PLAN REVIEW	9,635	10,000	10,000	10,000	-
STORM DRAINAGE FEES & CHARGES REFUND	(3,080)	-	-	-	-
Charges for goods and services	3,917,181	3,860,000	3,982,455	4,010,000	150,000
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	(568)	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 5,629,162</b>	<b>\$ 4,228,640</b>	<b>\$ 4,019,921</b>	<b>\$ 4,391,174</b>	<b>\$ 162,534</b>
<b>Total resources</b>	<b>\$ 14,593,370</b>	<b>\$ 9,306,658</b>	<b>\$ 16,515,994</b>	<b>\$ 17,017,876</b>	<b>\$ 7,711,218</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	<b>\$ 940,739</b>	<b>\$ 994,900</b>	<b>\$ 906,400</b>	<b>\$ 1,104,500</b>	<b>\$ 109,600</b>
<b>Benefits</b>	<b>305,244</b>	<b>446,700</b>	<b>418,200</b>	<b>473,800</b>	<b>27,100</b>
<b>Supplies</b>	<b>71,295</b>	<b>62,150</b>	<b>67,850</b>	<b>73,250</b>	<b>11,100</b>
<b>Other services and charges</b>	<b>684,093</b>	<b>792,045</b>	<b>749,804</b>	<b>1,493,918</b>	<b>701,873</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
RIGHT-OF-WAYS	-	-	231	-	-
INSPECTION	-	611,520	64,183	567,337	(44,183)
CHENNAULT BEACH ROAD DRAINAGE DESIGN	-	-	-	889,000	889,000
BIG GULCH EROSION REPAIR	-	-	-	100,000	100,000
COMPUTER SOFTWARE	-	20,000	20,000	20,000	-
VEHICULAR EQUIPMENT	-	261,000	261,000	-	(261,000)
60TH AVE WEST DRAINAGE REPAIRS	-	360,000	303,982	56,018	(303,982)
61ST ST CULVERT REPLACEMENT	-	256,282	4,419	251,863	(4,419)
POND M, CLEARVIEW, 6 CONTROL	-	248,000	20,000	228,000	(20,000)
61ST PLACE RETAINING WALL REPAIRS	-	979,274	979,274	-	(979,274)
LID RETROFIT	-	45,000	45,000	45,000	-
<b>Capital Outlay</b>	<b>-</b>	<b>2,781,076</b>	<b>1,698,089</b>	<b>2,157,218</b>	<b>(623,858)</b>
TRANSFER TO GENERAL FUND	37,800	38,500	38,500	-	(38,500)
TRANSFER TO CAP PROJ: CAP PROJ MGR POSITION	-	-	-	77,000	77,000
TRANSFER TO FACILITY RENEWAL FUND	10,450	10,450	10,450	10,450	-
TRANSFER TO CAP PROJ: HPBW	47,675	-	-	-	-
<b>Transfers-out</b>	<b>95,925</b>	<b>48,950</b>	<b>48,950</b>	<b>87,450</b>	<b>38,500</b>
<b>Total expenditures and transfers-out</b>	<b>\$ 2,097,296</b>	<b>\$ 5,125,821</b>	<b>\$ 3,889,293</b>	<b>\$ 5,390,136</b>	<b>\$ 264,315</b>
<b>Ending fund balance</b>	<b>\$ 12,496,074</b>	<b>\$ 4,180,837</b>	<b>\$ 12,626,701</b>	<b>\$ 11,627,740</b>	<b>\$ 7,446,903</b>

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	437,079	479,600	456,000	546,100	66,500
PART TIME EMPLOYEES	56,495	46,400	46,400	51,800	5,400
ACTING SUPERVISOR PAY	2,947	500	500	500	-
OVERTIME	20,470	6,000	6,000	6,000	-
STANDBY PAY	6,043	6,000	6,000	6,000	-
OT - DISASTER SUPPORT/SEVERE WEATHER	3,767	2,000	4,000	2,000	-
<b>Salaries and wages</b>	<b>\$ 526,801</b>	<b>\$ 540,500</b>	<b>\$ 518,900</b>	<b>\$ 612,400</b>	<b>\$ 71,900</b>
<b>Benefits</b>	<b>134,434</b>	<b>248,050</b>	<b>230,950</b>	<b>284,600</b>	<b>36,550</b>
OFFICE SUPPLIES	38	750	750	750	-
REFERENCE MATERIAL	-	150	150	150	-
OPERATING SUPPLIES	27,307	15,000	25,000	25,000	10,000
VEHICLE R&M TOOLS/EQ	2,885	1,250	1,250	1,250	-
CLOTHING/BOOTS	1,472	1,500	1,500	1,500	-
AGGREGATE	12,711	6,000	3,000	6,000	-
MOTOR FUEL	17,241	18,000	18,000	18,000	-
SMALL ITEMS OF EQUIPMENT	9,270	15,000	15,000	15,000	-
<b>Supplies</b>	<b>70,924</b>	<b>57,650</b>	<b>64,650</b>	<b>67,650</b>	<b>10,000</b>
OVERHEAD COSTS	174,350	142,400	142,400	150,000	7,600
OTHER PROFESSIONAL SVCS.	202	-	214	-	-
HAZARDOUS MATERIALS TESTING	1,281	250	900	1,000	750
CONTRACT SERVICES	107,404	10,000	10,000	10,000	-
WRIA ILA	-	-	-	-	-
TELEPHONE	989	1,000	1,000	1,000	-
EQUIPMENT REPLACEMENT CHARGES	-	-	-	-	-
FACILITIES MAINTENANCE CHARGES FOR SVCS.	25,250	37,915	37,915	35,492	(2,423)
CELL PHONES	5,837	4,200	4,200	4,800	600
TRAVEL & SUBSISTENCE	-	1,500	-	1,500	-
MEALS	175	500	300	500	-
TAXES AND ASSESSMENTS	58,603	51,000	51,000	51,000	-
SNOHOMISH COUNTY - ILA	-	-	-	-	-
WORK EQUIP & MACHINE RENTAL	2,396	10,000	1,000	19,000	9,000
HAZARDOUS WASTE DISPOSAL	35,851	40,000	40,000	40,000	-
MUKILTEO WATER DISTRICT	-	-	-	-	-
BRUSH DISPOSAL	12,381	7,500	12,000	12,500	5,000
EQUIPMENT R&M	5,077	11,250	7,500	11,250	-
VEHICLE R&M	28,186	27,000	18,000	27,000	-
DEPT OF ECOLOGY	8,288	-	-	-	-
LAUNDRY SERVICES	-	2,000	-	2,000	-
PRINTING AND BINDING	55	-	-	-	-
TRAINING & REGISTRATION	2,519	5,000	1,500	5,000	-
PERMIT/NPDES OUTREACH	-	-	-	-	-
VACTOR SERVICE	-	5,000	5,000	5,000	-
<b>Other services and charges</b>	<b>468,844</b>	<b>356,515</b>	<b>332,929</b>	<b>377,042</b>	<b>20,527</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Stormwater expenses	<u>\$ 1,201,003</u>	<u>\$ 1,202,715</u>	<u>\$ 1,147,429</u>	<u>\$ 1,341,692</u>	<u>\$ 138,977</u>

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	360,465	371,000	321,500	402,700	31,700
OVERTIME	-	1,500	1,500	1,500	-
<b>Salaries and wages</b>	<b>\$ 360,465</b>	<b>\$ 372,500</b>	<b>\$ 323,000</b>	<b>\$ 404,200</b>	<b>\$ 31,700</b>
<b>Benefits</b>	<b>150,881</b>	<b>168,900</b>	<b>161,500</b>	<b>159,450</b>	<b>(9,450)</b>
OFFICE SUPPLIES	87	500	500	1,300	800
REFERENCE MATERIAL	-	400	400	400	-
OPERATING SUPPLIES	-	500	200	800	300
CLOTHING/BOOTS	-	600	400	600	-
<b>Supplies</b>	<b>87</b>	<b>2,000</b>	<b>1,500</b>	<b>3,100</b>	<b>1,100</b>
CONSULTING SERVICES	29,719	85,000	85,000	766,346	681,346
OTHER PROFESSIONAL SVCS.	31,946	50,000	50,000	50,000	-
OUTSIDE ATTORNEY	4,508	15,000	15,000	15,000	-
CONTRACT SERVICES	-	90,000	85,000	90,000	-
WRIA ILA	7,658	7,650	7,650	7,650	-
LEGAL PUBLICATIONS	-	300	300	300	-
POSTAGE	266	350	350	350	-
TRAVEL & SUBSISTENCE	13	2,800	2,800	2,800	-
MEALS	32	-	-	-	-
STORM BILLING SERVICE MWWD ILA	112,593	116,450	112,500	116,450	-
COMPUTER SYSTEM MAINT	-	2,500	200	2,500	-
NPDES PERMIT FEES	9,934	29,000	29,000	29,000	-
ASSOC. DUES & MEMBERSHIPS	8,661	1,180	1,180	1,180	-
PRINTING AND BINDING	-	-	95	-	-
TRAINING & REGISTRATION	387	2,700	2,000	2,700	-
PERMIT/NPDES OUTREACH	7,866	20,000	15,000	20,000	-
<b>Other services and charges</b>	<b>213,583</b>	<b>422,930</b>	<b>406,075</b>	<b>1,104,276</b>	<b>681,346</b>
<b>Intergovernmental services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total Administration & Engineering expenses	<u>\$ 725,016</u>	<u>\$ 966,330</u>	<u>\$ 892,075</u>	<u>\$ 1,671,026</u>	<u>\$ 704,696</u>

2022 Preliminary Budget

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

	2020 Actuals	2021 Budget	2021 Estimated Actuals	2022 Budget	Increase/ (Decrease)
FULL TIME EMPLOYEES	51,237	81,400	63,000	87,400	6,000
SPECIAL ASSIGNMENT PAY	2,236	-	1,000	-	-
OVERTIME	-	500	500	500	-
<b>Salaries and wages</b>	<b>\$ 53,473</b>	<b>\$ 81,900</b>	<b>\$ 64,500</b>	<b>\$ 87,900</b>	<b>\$ 6,000</b>
<b>Benefits</b>	<b>19,929</b>	<b>29,750</b>	<b>25,750</b>	<b>29,750</b>	<b>-</b>
REFERENCE MATERIAL	-	500	500	500	-
OPERATING SUPPLIES	-	1,000	1,000	1,000	-
SMALL ITEMS OF EQUIPMENT	284	1,000	200	1,000	-
<b>Supplies</b>	<b>284</b>	<b>2,500</b>	<b>1,700</b>	<b>2,500</b>	<b>-</b>
CONSULTING SERVICES	-	2,500	2,500	2,500	-
POSTAGE	1	100	100	100	-
CELL PHONE	1,665	800	800	800	-
TRAVEL & SUBSISTENCE	-	1,500	-	1,500	-
GIS SYSTEM MAINT & LICENSES	-	5,800	5,800	5,800	-
ASSOC. DUES & MEMBERSHIPS	-	300	300	300	-
PRINTING & BINDING	-	1,000	1,000	1,000	-
TRAINING & REGISTRATION	-	600	300	600	-
<b>Other services and charges</b>	<b>1,666</b>	<b>12,600</b>	<b>10,800</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>\$ 75,352</u>	<u>\$ 126,750</u>	<u>\$ 102,750</u>	<u>\$ 132,750</u>	<u>\$ 6,000</u>

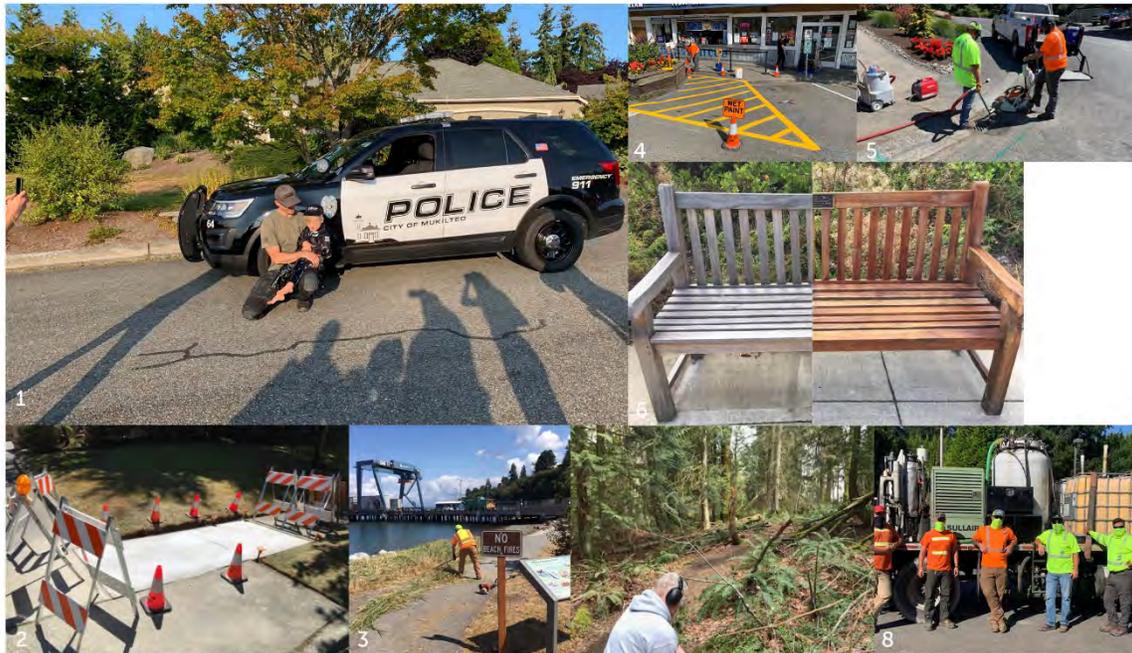
*2022 Preliminary Budget*

**Surface Water Reserve Fund (445)**

	<u>2020 Actuals</u>	<u>2021 Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<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>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total resources</b>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>
<b>Expenditures and transfers-out</b>					
Salaries and wages	-	-	-	-	-
Benefits	-	-	-	-	-
Supplies	-	-	-	-	-
Other services and charges	-	-	-	-	-
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenditures and transfers-out</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Ending fund balance</b>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>

# INTERNAL SERVICE FUNDS

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



Photos include a police visit to a socially distanced birthday celebration (1); Public Works sidewalk repairs (2); Edgewater Beach work by the Parks crews (3); Streets crews work (4, 5); beautiful bench refinishing by Facilities crew (6); trail work by Public Works crews (7); Public Works crews (8).

## **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.
- The Six-Year Technology Plan identifies needs but has not yet been linked to expenses. In 2022, the IT Division plans to tie the plan to an expenditure plan and better align this fund with that planning document and for inclusion in the 2023-2028 Capital Improvement Plan.

*2022 Preliminary Budget*

**Technology Replacement Fund (120)**

	<u>2020 Actuals</u>	<u>2021 AMENDED Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 175,337	\$ 128,837	\$ 159,175	\$ 155,675	\$ 26,838
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	41,941	-	-	-	-
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	17,411	18,500	18,500	18,500	-
Transfers-in	60,000	103,000	103,000	103,000	-
<b>Total revenue and transfers-in</b>	<u>\$ 119,352</u>	<u>\$ 121,500</u>	<u>\$ 121,500</u>	<u>\$ 121,500</u>	<u>\$ -</u>
<b>Total resources</b>	<u>\$ 294,689</u>	<u>\$ 250,337</u>	<u>\$ 280,675</u>	<u>\$ 277,175</u>	<u>\$ 26,838</u>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
SMALL ITEMS OF EQUIPMENT	46,119	25,000	25,000	51,787	26,787
<b>Supplies</b>	<b>46,119</b>	<b>25,000</b>	<b>25,000</b>	<b>51,787</b>	<b>26,787</b>
LICENSES & SUBSCRIPTIONS	89,395	80,000	80,000	53,213	(26,787)
<b>Other services and charges</b>	<b>89,395</b>	<b>80,000</b>	<b>80,000</b>	<b>53,213</b>	<b>(26,787)</b>
Intergovernmental services	-	-	-	-	-
COMPUTER HARDWARE	-	20,000	20,000	20,000	-
<b>Capital Outlay</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
Transfers-out	-	-	-	-	-
<b>Total expenses and transfers-out</b>	<u>\$ 135,514</u>	<u>\$ 125,000</u>	<u>\$ 125,000</u>	<u>\$ 125,000</u>	<u>\$ -</u>
<b>Ending fund balance</b>	<u>\$ 159,175</u>	<u>\$ 125,337</u>	<u>\$ 155,675</u>	<u>\$ 152,175</u>	<u>\$ 26,838</u>

## 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 Paine Field's maintenance shop. Replacement of all vehicles is managed by this division.

Since Public Works does not have a mechanic on staff, vehicles are maintained through warranties, service via an agreement with a local repair shop and, the City maintenance workers will perform minor repairs.

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

### **2021 Accomplishments**

- Updated 6-year equipment and fleet replacement plan
- Ordered and received the following vehicles:
  - Police
    - Toyota SUV – Special Ops
    - Ford SUV – Patrol
    - Ford SUV – Patrol
  - Public Works
    - Parks UTV
    - Storm Dump Truck
- Surplussed vehicles to receive the maximum value possible

### **2022 Goals & Objectives**

- Update the 6-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
- Research alternative fuel vehicles and equipment

### **Budget Highlights**

- The following vehicles are recommended for replacement in 2022:
  - 3 - Police Department vehicles
  - 2 - Public Works Trucks
- Equipment Replacement Charges are budgeted to accommodate 2022 expense level.



## Battalion Chief Vehicle Replacement

Replace 11 year old Battalion Chief Vehicle used for 24/7 emergency response with a similarly-sized vehicle, hybrid if possible
<b>Council Priority</b>

<b>Fund Name</b>
Equipment Replacement Reserve

<b>Amount Requested</b>
\$81,000

<b>Any Additional Revenue?</b>	No
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<b>Nature of the expenditure?</b>	one-time
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### Expenditure Purpose and Justification

The Fire Department's Battalion Chief responds to emergency calls 24/7 using a specially equipped 2011 Ford Expedition. The vehicle carries the equipment necessary to perform the functions of incident commander, including personal protective equipment and gear, SCBA, maps, incident command supplies, radios, and mobile data computer. This vehicle has had high use as it was previously assigned to the Assistant Chief position before being reconfigured for the Battalion Chief.

This vehicle merits replacement for three reasons: mileage (over 127,000), engine hours (over 5,000), type of use, condition, and maintenance and repair costs (\$23,100 since 2017). Recently the vehicle has had electrical problems that the mechanic is working to resolve.

Replacement could be with a pick-up truck that would allow for carcinogen carrying equipment to be placed outside of the passenger compartment. This will support fire service efforts to support cancer reduction through clean vehicle cabs.

Cost includes full outfitting of the vehicle. The vehicle will be sold at auction and the funds returned to the Equipment Replacement Reserve.

### Alternatives and Potential Costs

Continue to use the vehicle, continue to experience costs and downtime due to repair issues, and risk a missed response due to a vehicle failure. If a catastrophic failure occurs, would require emergency purchase authorization from Council and require the Battalion Chief to utilize the backup vehicle for the 6-8 months required to obtain a replacement.

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

None

Department:	<b>Fire</b>
Division:	<b>Operations</b>
Prepared by:	Chris Alexander

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 81,000
	\$ -
	\$ -
	\$ -

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



## Turnout Gear Replacement

Replace 24 sets of Fire Department Turnout Gear that have reached the 10 year maximum lifespan.

**Council Priority**

**Fund Name**  
Equipment Replacement Reserve

**Amount Requested**  
**\$68,000**

**Any Additional Revenue?** No

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

### Expenditure Purpose and Justification

The Fire Department personnel are issued two sets of turnout gear consisting of a helmet, coat, pants, and boots specifically designed to protect the fire fighter from the heat and other dangers of fire fighting. Each set of gear is sized specifically for the wearer to maximize protection. This equipment has a maximum lifespan of 10 years per NFPA 1851. The department maintains a rotation for gear replacement such that half the gear reaches the 10 year maximum lifespan every 5 years.

Each fire fighter maintains two sets of gear in order to maintain response capability. The gear must be washed in an extractor after exposure and air dried. This process requires the set of gear to be out of service for more than a day. Without a second set of gear, the department would be unable to maintain response capability while the primary set was cleaned and dried.

### Alternatives and Potential Costs

A three year no-interest lease option could also be used, to spread the \$68,000 expense out over three years.

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

None

Department:	<b>Fire</b>
Division:	<b>Operations</b>
Prepared by:	Chris Alexander

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 68,000
	\$ -
	\$ -
	\$ -

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



## Ballistic Vest Replacement

Replace 24 Fire Department Ballistic Vests whose ballistic panels have reached the 5 year replacement benchmark.
<b>Council Priority</b>

<b>Fund Name</b> Equipment Replacement Reserve
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<b>Amount Requested</b> \$22,000
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<b>Any Additional Revenue?</b>	<b>No</b>
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<b>Nature of the expenditure?</b>	<b>one-time</b>
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### Expenditure Purpose and Justification

Fire Department personnel are issued a ballistic vest for responses to scenes of violence. This can include mass shootings, but more often is a domestic violence situation involving weapons. Like the vests worn by police officers, the panels in the vests that stop bullets expire after 5 years of use. The vests purchased by the department in 2017 will reach that mark in 2022 and require replacement to keep them functional.

Replacement is consistent with manufacturer requirements.

### Alternatives and Potential Costs

Remove the ballistic vests from service with potential impacts to responder safety and patient care. The department did investigate the Department of Justice Patrick Leahy Bulletproof Vest Partnership available to police departments to purchase or replace ballistic vests. Fire departments are not eligible for the program.

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

None

Department:	<b>Fire</b>
Division:	<b>Operations</b>
Prepared by:	Chris Alexander

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 22,000
	\$ -
	\$ -
	\$ -

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



## Police Special Operations Vehicle

Authorize purchase of all-electric replacement for Dodge Avenger for Police Special Operations, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2022 from the Equipment Reserve Fund

**Council Priority**

**Fund Name**

Equipment Replacement Reserve

**Amount Requested**

**\$70,000**

**Any Additional Revenue?**

**No**

**Nature of the expenditure?**

**one-time**

### Expenditure Purpose and Justification

This Special Operations Car 30, is the Dodge Avenger sedan, acquired in 2008. This is a 13 year-old vehicle that has been extended 3 years beyond its original expected service life. Non-patrol vehicles are normally replaced every 10 years. The Police Department originally purchased two Dodge Avengers in 2008. The other Dodge Avenger was decommissioned in 2015 due to similar mechanical issues.

\*Mileage: approximately 51,000.

\*Engine hours: vehicle too old to provide engine hours, but general estimates based upon usage and idle times would be at least 10,000 hours.

\*Maintenance costs since 2018: \$5,696 (Axle repairs, electrical issues, emissions system, multiple transmission repairs)

\*Out of Service time: Approximately one month unavailable for use while awaiting and during major repairs

### Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs, and additional out of service time.

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

Fuel costs are expected to decrease with the purchase of an all-electric replacement vehicle

Department:	<b>Police</b>
Division:	<b>Special Operations</b>
Prepared by:	Cheol Kang

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 70,000
	\$ -
	\$ -
	\$ -

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



## Police Traffic Vehicle

Authorize purchase of all-electric replacement for Ford Interceptor Sedan to serve as a dedicated Traffic Vehicle, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2022 from the Equipment Reserve Fund	
<b>Council Priority</b>	<b>Traffic Calming</b>

<b>Fund Name</b>
Equipment Replacement Reserve

<b>Amount Requested</b>
\$75,000

<b>Any Additional Revenue?</b>	No
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<b>Nature of the expenditure?</b>	one-time
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### Expenditure Purpose and Justification

Police Vehicles are normally replaced every 3-4 years. The total wear on a city patrol vehicle goes beyond basic mileage. Engine hours and time spent idling causes considerable wear on the engine and components. This will replace Patrol Car 49, a Ford Interceptor sedan which was acquired in May 2013. If replaced in 2022, it will have been in service for 9 years. This will be our first all-electric vehicle to be put in use in our uniformed/operations division. Other all-electric vehicles are currently being used in the admin and special operations divisions.

\*Mileage: Approx. 59,000.

\*Engine hours: Approx. 8,900 (per Ford, one engine hour equals 25 miles driven for engine wear;  $8,900 \times 25 = 222,500$  equivalent miles).

\*Maintenance costs since 2019: \$7,965 (multiple HVAC issues, AWD system repairs, electrical issues, exhaust repairs, etc.)

\*Out of Service time: 2 months unavailable for use while awaiting and during major repairs

### Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs, and additional out of service time.

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

Fuel costs are expected to decrease with the purchase of an all-electric replacement vehicle

Department:	Police
Division:	Patrol
Prepared by:	Cheol Kang

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

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



## Police Patrol Hybrid SUV

Authorize purchase of a replacement Ford SUV with a Hybrid SUV for Police Patrol, including all necessary equipment as identified through the Equipment Replacement Plan for replacement in 2022 from the Equipment Reserve Fund

**Council Priority**

**Fund Name**  
Equipment Replacement Reserve

**Amount Requested**  
\$75,000

**Any Additional Revenue?** No

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

### Expenditure Purpose and Justification

Police Patrol Vehicles are normally replaced every 3-4 years. The total wear on a city patrol vehicle goes beyond basic mileage. Engine hours and time spent idling causes considerable wear on the engine and components. Patrol Car 59, Ford Interceptor SUV: Acquired in June 2016. If replaced in 2022, it will have been in service for 6 years.

\*Mileage: approx 50,000.

\*Engine Hours: over 8,000 (per Ford, one engine hour equals 25 miles driven for engine wear; 8000 x 25 = 200,000 equivalent miles).

\*Maintenance costs since 2019: \$7,361 (motor mounts, exhaust system, and multiple brake/rotor repairs)

\*Out of Service time: Approximately one month unavailable for patrol use while awaiting and during major repairs

### Alternatives and Potential Costs

Delay replacement resulting in increased repair and maintenance costs, and additional out of service time.

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

Fuel costs are expected to decrease with the purchase of a Hybrid replacement vehicle

Department:	<b>Police</b>
Division:	<b>Patrol</b>
Prepared by:	Cheol Kang

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

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



## Public Works - Electric Ford F150 & EV Charging Stations

Replace 20-year old Ford Ranger with all-electric Ford F150 and install electric vehicle charging station at the Public Works Shop
<b>Council Priority</b>

<b>Fund Name</b>
Equipment Replacement Reserve

<b>Amount Requested</b>
\$60,000

<b>Any Additional Revenue?</b>	No
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<b>Nature of the expenditure?</b>	one-time
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### Expenditure Purpose and Justification

Attachment C in the City's Capital Assets Policies and Procedures identifies a 10-year useful life for trucks. The Public Works 2002 Ford Ranger has nearly doubled the anticipated useful life. The vehicle was originally repurposed from the Police Department and is currently used by the Senior Facility Attendant. The vehicle is in need of replacement before significant repairs are needed. The vehicle will be replaced with an all-electric Ford F150 which will save on fuel costs and charging stations will be installed at the Public Works Shop. Once replaced, the all-electric F150 will be rotated into a heavier-use role and an older fleet vehicle will be reassigned to the Senior Facility Attendant. This rotation of the vehicles will allow the useful life of the vehicles in the fleet to be extended.

The total cost to install charging stations at the Public Works Shop is \$20,000. \$10,000 is included in this NBI to partially fund the cost of the charging stations. The remaining cost to install charging stations is included in the NBI for the Public Works Ford F250 replacement.

Existing Ford Ranger Mileage: Approximately 100,000 miles  
 Estimated Surplus Value: \$4,000-\$7,000

### Alternatives and Potential Costs

Replace with a hybrid F150 instead of an all-electric F150 and eliminate the installation of the electric vehicle charging stations. This would reduce the total cost by \$10,000.

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

Should the replacement of the Public Works Ford F250 not get approved, the total cost will increase by \$10,000 to completely fund the charging station installation.

Replacing the 20-year old vehicle with an all-electric F150 will result in fuel cost savings.

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

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 60,000
	\$ -
	\$ -
	\$ -

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



## Public Works - Electric Ford F150 & EV Charging Stations

Replace 20-year old Ford F250 with all-electric Ford F150 and install electric vehicle charging station at the Public Works Shop.

**Council Priority**

**Fund Name**

Equipment Replacement Reserve

**Amount Requested**

**\$70,000**

**Any Additional Revenue?** **No**

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

**Expenditure Purpose and Justification**

Attachment C in the City's Capital Assets Policies and Procedures identifies a 10-year useful life for trucks. The Public Works 2002 Ford F250 is the oldest truck at the Public Works Shop and has been able to be of use for nearly double the anticipated useful life. The vehicle is in need of replacement before significant repairs are needed. Due to the age of the existing F250, it has been rotated into lighter duty roles such as refueling and running in-between job sites. It is recommended the F250 is replaced with an all-electric F150 and charging stations are installed at the Public Works Shop. Once replaced, the new electric F150 will be rotated into a heavy-duty role and the next oldest vehicle will rotate into the lighter-duty role to extend the life of the vehicles in the fleet.

The total cost to install charging stations at the Public Works Shop is \$20,000. \$10,000 is included in this NBI to partially fund the cost of the charging stations. The remaining cost to install charging stations is included in the NBI for the Public Works Ford Ranger replacement.

Existing Ford F250 Mileage: Approximately 105,000 miles

Estimated Surplus Value: \$4,000-\$7,000

**Alternatives and Potential Costs**

Replace with a hybrid F150 instead of an all-electric F150 and eliminate the installation of the electric vehicle charging stations. This would reduce the total cost by \$10,000.

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

Should the replacement of the Public Works Ford Ranger not get approved, the total cost will increase by \$10,000 to completely fund the charging station installation.

Replacing the 20-year old vehicle with an all-electric F150 will result in fuel cost savings.

Department:	<b>Public Works</b>
Division:	<b>Operations</b>
Prepared by:	Matt Nienhuis

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 70,000
	\$ -
	\$ -
	\$ -

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



## Cardiac Monitor/Defibrillator Replacement

Replace one 12 year old cardiac monitor/defibrillator that has reached manufacturer end-of-life.
<b>Council Priority</b>

<b>Fund Name</b>
Equipment Replacement Reserve

<b>Amount Requested</b>
\$41,000

<b>Any Additional Revenue?</b>	No
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<b>Nature of the expenditure?</b>	one-time
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**Expenditure Purpose and Justification**

One of the Fire Department's Physio-Control Life-Pak 15's has reached the manufacturer's end-of-life. These units are used for cardiac rhythm monitoring, defibrillation, blood pressure monitoring and capnography. Components of the monitor are no longer manufactured and the unit cannot be covered under the service plan. These devices require annual inspection and certification by the manufacturer. If the unit does not pass the annual certification, it must be taken out of service due to the lack of replacement parts.

Manufacturers often offer a trade-in allowance and the department will pursue this option to dispose of the old medical equipment and reduce the price for the new unit. The exact allowance will not be known until early in 2022. Trading in the old unit also eliminates the city's liability for selling a medical device on the open market.

As a medical device, the unit must be removed from service if it cannot be certified. This will remove the unit from a fire apparatus and reduce that unit's capability from Advanced Life Support to Basic Life Support. This is a significant change in expected capability for the apparatus.

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

None

Department:	Fire
Division:	Operations
Prepared by:	Chris Alexander

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 41,000
	\$ -
	\$ -
	\$ -

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



## Thermal Imaging Camera Replacement

Replace Three Thermal Imaging Cameras (TICs) that have exceeded replacement age.
<b>Council Priority</b>

<b>Fund Name</b>
Equipment Replacement Reserve

<b>Amount Requested</b>
<b>\$27,000</b>

<b>Any Additional Revenue?</b>	<b>No</b>
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<b>Nature of the expenditure?</b>	<b>one-time</b>
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### Expenditure Purpose and Justification

Each Fire Department apparatus carries a Thermal Imaging Camera (TIC) for search and rescue operations in low visibility/no visibility environments. The cameras are also used to detect heat sources behind walls during fire suppression operations. As technology has evolved, these units have become smaller, lighter and have better resolution than older models. This allocation replaces the three oldest units carried on the apparatus.

These cameras will be 8 years old in 2022; their standard replacement age is 5 years.

### Alternatives and Potential Costs

Continue using the existing older thermal imaging cameras.

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

None

Department:	<b>Fire</b>
Division:	<b>Operations</b>
Prepared by:	Chris Alexander

Expenditure Account # & Title	Amount
Equipment Replacement Reserve	\$ 27,000
	\$ -
	\$ -
	\$ -

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

*2022 Preliminary Budget*

**Equipment Replacement Reserve Fund (510)**

	<u>2020 Actuals</u>	<u>2021 AMENDED Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 4,147,663	\$ 1,572,146	\$ 4,189,256	\$ 4,156,623	\$ 2,584,477
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE	-	-	-	-	-
EQUIPMENT REPLACEMENT CHARGE - GENERAL FUND	430,000	231,000	231,000	531,000	300,000
EQUIPMENT REPLACEMENT CHARGE - WATERFRONT	25,000	25,000	25,000	-	(25,000)
EQUIPMENT REPLACEMENT CHARGE - EMS FUND	-	21,000	21,000	68,000	47,000
Charges for goods and services	455,000	277,000	277,000	599,000	322,000
Fines and penalties	-	-	-	-	-
INVESTMENT INTEREST	10,109	-	3,007	-	-
GAIN/LOSS ON SALE OF SURPLUS PROPERTY	(70)	-	4,760	-	-
COMPENSATION FOR LOSS OF CAPITAL ASSET	-	-	-	-	-
Miscellaneous revenue	20,039	-	7,767	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<u>\$ 475,039</u>	<u>\$ 277,000</u>	<u>\$ 284,767</u>	<u>\$ 599,000</u>	<u>\$ 322,000</u>
<b>Total resources</b>	<u>\$ 4,622,702</u>	<u>\$ 1,849,146</u>	<u>\$ 4,474,023</u>	<u>\$ 4,755,623</u>	<u>\$ 2,906,477</u>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
DEPRECIATION EXPENSE	433,446	-	-	-	-
<b>Other services and charges</b>	433,446	-	-	-	-
<b>Intergovernmental services</b>	-	-	-	-	-
POLICE VEHICLE REPLACEMENT	-	216,000	216,000	220,000	4,000
FIRE OTHER MACHINERY & EQUIPMENT	-	21,400	21,400	68,000	46,600
FIRE VEHICLE REPLACEMENT	-	65,000	65,000	171,000	106,000
PW VEHICLE REPLACEMENT	-	15,000	15,000	140,000	125,000
<b>Capital Outlay</b>	-	317,400	317,400	599,000	281,600
<b>Transfers-out</b>	-	-	-	-	-
<b>Total expenses and transfers-out</b>	<u>\$ 433,446</u>	<u>\$ 317,400</u>	<u>\$ 317,400</u>	<u>\$ 599,000</u>	<u>\$ 281,600</u>
<b>Ending fund balance</b>	<u>\$ 4,189,256</u>	<u>\$ 1,531,746</u>	<u>\$ 4,156,623</u>	<u>\$ 4,156,623</u>	<u>\$ 2,624,877</u>

## FACILITY MAINTENANCE FUND

### Purpose:

The Facility Maintenance Division is staffed by 3.5 employees of the Public Works Department who maintain the City's 21 buildings. Expenditures for this division are financed entirely by an annual transfer from the General Fund.

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

The 21 City buildings include:

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

### 2021 Accomplishments

- Continued with increased cleaning and disinfecting of City buildings in response to COVID-19
- Cleaned the carpets and windows in various City facilities with City staff
- Cleaned and prepared City Hall for July reopening to the public
- Sealed Light Station windows from water intrusion
- Completed 2021 Facility renewal projects on time and within budget
  - Fire Station 24 HVAC Replacement
  - Light Station Interior Painting (to be completed late summer 2021)

### 2022 Goals & Objectives

- Continue to respond to "Fix It Public Works!" Service Requests
- Complete 2022 facility renewal projects on time and within budget:
  - City Hall Battery Backup
  - Police Station Fire Control Panels
  - Fire Station 24 & 25 Generator Replacement
  - Fire Station 25 Water Heater Replacement
- Repair rotting wood on Quarters A deck

### Budget Highlights

- Reduced Vehicle R&M line item by \$1,500 due to recent vehicle replacement

**2022 Preliminary Budget**

**Facilities Maintenance Fund (518)**

	<u>2020 Actuals</u>	<u>2021 AMENDED Budget</u>	<u>2021 Estimated Actuals</u>	<u>2022 Budget</u>	<u>Increase/ (Decrease)</u>
<b>Beginning fund balance</b>	\$ 8,549	\$ -	\$ 26,942	\$ 42,412	\$ 42,412
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
FEDERAL DIRECT GRANT FROM DHS/FEMA PA	22,242	-	-	-	-
FEDERAL INDIRECT GRANT FROM DOC	5,045	-	-	-	-
Intergovernmental Revenue	27,287	-	-	-	-
BUILDING & MAINTENANCE CHARGES - GF	738,834	720,385	751,569	672,846	(47,539)
BUILDING & MAINTENANCE CHARGES - WATERFRONT	51,350	43,450	43,450	43,450	-
BUILDING & MAINTENANCE CHARGES - SW	25,250	37,915	37,915	35,492	(2,423)
Charges for goods and services	815,434	801,750	832,934	751,788	(49,962)
Fines and penalties	-	-	-	-	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	-
IMMATERIAL PRIOR PERIOD ADJUSTMENTS	-	-	-	-	-
PUD REBATE	402	-	-	-	-
Miscellaneous revenue	402	-	-	-	-
Transfers-in	-	-	-	-	-
<b>Total revenue and transfers-in</b>	<b>\$ 843,123</b>	<b>\$ 801,750</b>	<b>\$ 832,934</b>	<b>\$ 751,788</b>	<b>\$ (49,962)</b>
<b>Total resources</b>	<b>\$ 851,672</b>	<b>\$ 801,750</b>	<b>\$ 859,876</b>	<b>\$ 794,200</b>	<b>\$ (7,550)</b>
<b>Expenditures and transfers-out</b>					
FULL TIME EMPLOYEES	181,619	184,000	176,200	194,800	10,800
PART TIME EMPLOYEES	3,821	26,200	12,000	22,300	(3,900)
ACTING SUPERVISOR PAY	5,127	500	500	500	-
OVERTIME	7,463	3,000	8,000	3,000	-
STANDBY PAY	1,453	2,500	2,500	2,500	-
OT - DISASTER SUPPORT/SEVERE WEATHER	207	-	-	-	-
Salaries and wages	\$ 199,690	\$ 216,200	\$ 199,200	\$ 223,100	\$ 6,900
Benefits	84,993	122,550	115,850	116,600	(5,950)
OFFICE SUPPLIES	37	350	350	350	-
OPERATING SUPPLIES	13,266	1,000	5,000	1,000	-
CLOTHING/BOOTS	81	2,400	2,400	2,400	-
MOTOR FUEL	2,042	2,800	2,500	2,800	-
SMALL ITEMS OF EQUIPMENT	3,154	2,500	6,000	2,500	-
Supplies	48,918	29,950	40,131	29,950	-
OTHER PROFESSIONAL SVCS.	101	-	107	-	-
CELL PHONE	2,171	1,400	1,400	1,400	-
TRAVEL & SUBSISTENCE	-	650	-	650	-
MEALS	58	350	100	350	-
WATER SERVICE	-	-	-	-	-
STORM DRAINAGE CHGS.	297	-	300	-	-
ALARM SYSTEM	-	-	-	-	-
VEHICLE R&M	134	2,000	500	500	(1,500)
TRAINING & REGISTRATION	354	1,500	500	1,500	-
Other services and charges	491,129	433,050	462,283	424,550	(8,500)
Intergovernmental services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers-out	-	-	-	-	-
<b>Total expenses and transfers-out</b>	<b>\$ 824,730</b>	<b>\$ 801,750</b>	<b>\$ 817,464</b>	<b>\$ 794,200</b>	<b>\$ (7,550)</b>
<b>Ending fund balance</b>	<b>\$ 26,942</b>	<b>\$ -</b>	<b>\$ 42,412</b>	<b>\$ -</b>	<b>\$ -</b>

2022 Preliminary Budget

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

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
City Hall expenditures	\$ 73,131	\$ 62,550	\$ 60,050	\$ 62,550	\$ -
Police Station expenditures	99,774	110,250	109,250	110,250	-
Fire Stations expenditures	112,641	83,350	91,550	76,350	(7,000)
Public Works Shop expenditures	69,412	44,800	50,500	44,800	-
Rosehill Community Center expenditures	102,568	95,450	95,476	95,450	-
Hawthorne Hall Building expenditures	36,531	7,100	41,300	7,100	-
Lighthouse expenditures	19,992	43,450	30,031	43,450	-
Chamber of Commerce expenditures	4,303	1,100	5,100	1,100	-
<b>Total expenses related directly to buildings</b>	<b>\$ 518,352</b>	<b>\$ 448,050</b>	<b>\$ 483,257</b>	<b>\$ 441,050</b>	<b>\$ (7,000)</b>
Total Supplies	30,338	20,900	23,881	20,900	-
Total Other services and charges	488,014	427,150	459,376	420,150	(7,000)

## 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.

### **2021 Accomplishments**

- Replaced HVAC at Fire Station 24
- Repainted the interior of the Light Station using a Lodging Tax grant
- Created a new line item for unanticipated capital repairs, when a capital asset over \$5,000 needs to be replaced or repaired

### **2022 Goals & Objectives**

- Battery back-up at City Hall
- Fire control panel replacement at the Police Station
- Generator replacement at Fire Stations 24 and 25
- Water heater replacement at Fire Station 25
- Budgeted for unanticipated capital repairs, when a capital asset over \$5,000 needs to be replaced or repaired.

### **Budget Highlights**

- The budget includes a Facility Renewal New Budget Item to reflect the 2022 Goals and Objectives listed above

2022 Preliminary Budget



**Facility Renewal**

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

**Council Priority**

**Fund Name**  
Facility Renewal

**Amount Requested**  
\$156,000

**Any Additional Revenue?** No

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

**Expenditure Purpose and Justification**

Facility	Project	Detailed Description	Estimated Cost
City Hall	Battery back-up	Emergency battery back-up for City Hall was last installed in 2016, is beyond the 5 year life span, and requires replacement.	13,000
Police Station	Fire Control Panels	The existing fire control panels require replacement because they are outdated and components are no longer being manufactured.	55,000
Fire Station 24	Generator Replacement	Replace original 1992 generator that is obsolete with new in-kind generator.	27,000
Fire Station 25	Generator Replacement	Replace original 1992 generator that is obsolete with new in-kind generator.	31,000
Fire Station 25	Replace water heater	Replace the existing domestic water heater on the second floor, as well as the associated expansion tank, circulation pump, and piping in the closet.	15,000
Various	Unanticipated Capital Repairs	Each year, unanticipated costs are incurred when a capital asset over \$5,000 needs to be replaced or repaired (for example, a water heater).	15,000
	<b>TOTAL</b>		<b>\$ 156,000</b>

**Alternatives and Potential Costs**

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

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

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

Expenditure Account # & Title	Amount
Facility Renewal Bldg & Fixture Impr.	\$ 156,000
	\$ -
	\$ -
	\$ -

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

**2022 Preliminary Budget**

**Facility Renewal Fund (520)**

	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Estimated Actuals</b>	<b>2022 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Beginning fund balance</b>	\$ 628,328	\$ 320,662	\$ 709,078	\$ 704,528	\$ 383,866
<b>Revenue and transfers-in</b>					
Taxes	-	-	-	-	-
Licenses and permits	-	-	-	-	-
HOTEL/MOTEL LODGING TAX GRANT	20,000	15,000	15,000	15,000	-
DEPT OF COMMERCE GRANT				38,000	
Intergovernmental revenue	20,000	15,000	15,000	53,000	38,000
Charges for goods and services	-	-	-	-	-
Fines and penalties	-	-	-	-	-
Miscellaneous revenue	10,000	-	-	-	-
OPERATING TRANSFERS IN - GF	190,000	22,000	22,000	194,300	172,300
OPERATING TRANSFERS IN - EMS	60,000	63,000	63,000	63,000	-
OPERATING TRANSFERS IN - SW	10,450	10,450	10,450	10,450	-
Transfers-in	260,450	95,450	95,450	267,750	172,300
<b>Total revenue and transfers-in</b>	<b>\$ 290,450</b>	<b>\$ 110,450</b>	<b>\$ 110,450</b>	<b>\$ 320,750</b>	<b>\$ 210,300</b>
<b>Total resources</b>	<b>\$ 918,778</b>	<b>\$ 431,112</b>	<b>\$ 819,528</b>	<b>\$ 1,025,278</b>	<b>\$ 594,166</b>
<b>Expenditures and transfers-out</b>					
<b>Salaries and wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Benefits</b>	-	-	-	-	-
<b>Supplies</b>	-	-	-	-	-
BLDG & FIXTURE R&M - CITY HALL	-	-	-	-	-
BLDG & FIXTURE R&M - POLICE DEPT	99,978	-	-	-	-
BLDG & FIXTURE R&M - FIRE DEPT	72,387	70,000	70,000	78,300	8,300
BLDG & FIXTURE R&M - PW SHOPS	-	15,000	15,000	15,000	-
BLDG & FIXTURE R&M - ROSEHILL	-	-	-	-	-
BLDG & FIXTURE R&M - HAWTHORNE HALL	-	-	-	-	-
BLDG & FIXTURE R&M - LIGHTHOUSE	37,335	15,000	30,000	15,000	-
BLDG & FIXTURE R&M - CHAMBER OF COMMERCE	-	-	-	-	-
<b>Other services and charges</b>	<b>209,700</b>	<b>100,000</b>	<b>115,000</b>	<b>108,300</b>	<b>8,300</b>
<b>Intergovernmental services</b>	-	-	-	-	-
BUILDING IMPROVEMENTS - CITY HALL	-	-	-	43,000	43,000
BUILDING IMPROVEMENTS - PD	-	-	-	55,000	55,000
BUILDING IMPROVEMENTS - FIRE	-	-	-	73,000	73,000
BUILDING IMPROVEMENTS - PW	-	-	-	-	-
BUILDING IMPROVEMENTS - ROSEHILL	-	-	-	38,000	38,000
BUILDING IMPROVEMENTS - LIGHTHOUSE	-	-	-	-	-
OTHER MACHINERY & EQUIPMENT	-	-	-	15,000	15,000
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>224,000</b>	<b>224,000</b>
<b>Transfers-out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total expenses and transfers-out</b>	<b>\$ 209,700</b>	<b>\$ 100,000</b>	<b>\$ 115,000</b>	<b>\$ 332,300</b>	<b>\$ 232,300</b>
<b>Ending fund balance</b>	<b>\$ 709,078</b>	<b>\$ 331,112</b>	<b>\$ 704,528</b>	<b>\$ 692,978</b>	<b>\$ 361,866</b>

**SUPPLEMENTAL INFORMATION**

*2022 Preliminary Budget*