



City of Mukilteo, Washington

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ELECTED OFFICIALS
2014



Jennifer Gregerson
Mayor



Randy Lord
Council President



Linda Grafer
Council Vice
President



Bob Champion
Councilmember



Christine Cook
Councilmember



Steve Schmalz
Councilmember



Emily Vanderwielen
Councilmember



Ted Wheeler
Councilmember

EXECUTIVE STAFF

City Administrator
City Clerk
Finance Director
Fire Chief
Planning & Community Development Director
Police Chief
Public Works Director
Recreation & Cultural Services Director

Rex Caldwell
Chris Boughman
Scott James, CPA
Mike Springer
Patricia Love
Rex Caldwell
Rob McGaughey
Jennifer Berner



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Mukilteo
Washington**

For the Fiscal Year Beginning

January 1, 2013

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented this Distinguished Budget Presentation Award to the City of Mukilteo, Washington for the Annual Budget beginning January 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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MAYOR'S 2014 BUDGET MESSAGE

November 1, 2013

Mukilteo City Council
Citizens of Mukilteo
Mukilteo Business Community

Transmittal of 2014 Preliminary Budget

Dear Council and Mukilteo Community:

I respectfully submit for your review and action the 2014 budget. I am pleased to present a balanced general fund budget that for the first time in seven years, estimated revenues are greater than proposed expenditures and is accomplished without a tax increase.

An improved local economy with a well thought out long range financial plan, departments' financial discipline, and employee dedication make this financial recovery possible.

2014 Budget

For eighth consecutive time of my administration, Public Safety is my first and foremost priority:

Police:

\$	175,000	Replace and equip 4 aging police cars
	31,000	Expand the installation of school zone flashers
	12,000	Add specialized school zone flashers at Kamiak High School
	12,000	Replace 4 radar units
	6,950	Police Manual preparation
	26,630	New World Public Safety Communication training
	8,000	Purchase mobile radar signs (for prevention and enforcement)

Fire:

\$	366,217	Purchase new medical aid vehicle
	160,000	Final payment for two new fire trucks to be delivered in 2014
	80,000	New air compressor for firefighters self-contained breathing systems
	30,000	Purchase 3 thermal imaging cameras
	30,768	Purchase 28 portable radios
	16,190	Purchase Personal Protection Equipment extractor



Investing and maintaining our infrastructure

\$106,000 to finance our efforts to prevent commercial air service from negatively affecting aerospace manufacturing at Paine Field. City continues to work legal and public policy avenues to preserve this national treasure and regional economic engine for aerospace manufacturing. The City Council and I are undivided in our appreciation of the importance of doing everything in our power to insure the infrastructure necessary to support the manufacture of the world's finest aircraft at Paine Field for this year and the next fifty years.

\$300,000 for street pavement preservation. Specific form will be decided after Council deliberation of alternatives in the first quarter of 2014. Budget provides \$17,000 for an updated pavement condition study of Mukilteo's 60 miles of streets. Last study was completed in 2007.

\$133,000 for design of widening of Harbour Pointe South from SR 525 to west of Cyrus Way.

\$ 49,500 to replace F550 truck used for routine and emergency public works operations.

\$ 50,000 to install new sidewalks. During upcoming budget hearings, Council will consider gaps in the City's sidewalk system and a proposed method for prioritizing and selecting sidewalks to be constructed in 2014. Additional \$10,000 is proposed for sidewalk repairs. Goal of the proposals is to clearly identify sidewalks that will create safe walking paths from home to school for our children and a system of attractive safe pathways for recreational and home to work or shopping experiences. Additionally, the budget proposes \$25,000 for bike path construction.

In addition \$215,800 is dedicated to design of a pedestrian/bicycle path to Boeing and to commuting and recreational bicycling networks throughout the Puget Sound. Project is primarily grant funded and engages our partners in Everett and Snohomish County to create the design and construction plans. Final design will make us competitive for construction grants.

Rosehill

A \$906,000 bond payment will be paid with Real Estate Excise Tax funds leaving 15 remaining payments. My personal commitment remains firm that the City will pay off Rosehill's bond with only REET revenues and no General Fund (property tax) dollars.

Rosehill has increased hours of operation and a modest increase in recreation programs is projected. With private and grant funding, concert in the park series will be expanded.

Real Estate Excise Tax

Real estate sales and the accompanying excise tax revenues exceeded 2012 revenues, but are expected to level out. REET revenues provide funds for Rosehill's bond payments, street preservation and capital projects.



Protecting Our Environment

\$1,000,000 in grant funding to improve Smuggler's Gulch stormwater management.

\$ 25,000 for neighborhood grants to manage stormwater, protect property, and enhance Gulch.

\$ 14,055 for seasonal workers in stormwater retention maintenance in the spring and summer

\$150,000 (carried forward from 2013 budget) for a comprehensive Stormwater Plan.

\$ 8,000 to enhance the Volunteer Washington State University Beach Watchers program

\$15,000 to convert a portion of the City's street lights to more energy and cost savings LED lights (rewarded with lower utility costs)

Community Grants available through Lodging Tax Revenues

Continued success of the City's hotels and bed and breakfast facilities makes a record \$220,000 available for community events such as the 2013 Lighthouse Festival, Garden and Quilt Show and Jazz Invitational as well as business and tourism organizations such as the Mukilteo Chamber of Commerce. 2014 programs are under consideration by a volunteer panel as this budget message is being written.

\$10,000 is also included in the budget for local community group projects such as past awards to the Dog Park and partnerships in school playground fundraisers and purchases.

Year of the Waterfront

After nearly 60 years, waterfront access is possible with the transfer of the Tank Farm property to the Port of Everett, Washington Ferries, Sound Transit, local tribes and City of Mukilteo. Proposed budget includes specific actions to reopen the waterfront to access and recreation.

\$15,000 for fencing, pedestrian travel lanes and site work to provide access across the Mt. Baker crossing to the waterfront and Edgewater Park. Funds are in addition to a Port of Everett sidewalk and roadway loop from the Mt. Baker Crossing to Edgewater Park that will be constructed in 2014.

\$50,000 to prepare Tank Farm pads for relocating commuter parking from behind Diamond Knot Restaurant, freeing up as many as 100 additional parking spaces in Lighthouse Park.

Continued funding for Community Development and Public Works engineering staff to provide expertise and resources to both plan for the most beneficial redevelopment of the waterfront. New construction jobs, increased construction sales taxes, and commuters will benefit from a new Sounder Station. We will see the protection of existing family wage jobs and continued environmental protection services of NOAA as the newest steward of a portion of the waterfront



property. We will advocate tirelessly for NOAA and have reason to be optimistic about their continued presence and expansion.

I am excited about our potential tribal partnerships (particularly with the Tulalip Nation) honoring Mukilteo's historical and cultural place while also capitalizing on recreational and tourism possibilities from a reclaimed and accessible waterfront.

City Staff

My optimism would not be possible without the sacrifices, commitment and creativity of City staff as well as the dedication, sacrifices and initiative of residents. Our City staff is generally leaner (per capita) than other surrounding communities. I expect and we expect more with less and City staff has stepped up to the challenges. Thank you. This budget includes a modest pay increase for employees in recognition of their hard work as well as protecting the community investment in their training and expertise. The budget also includes introduction of outside human resources expertise for City employees and to assist with recruitment and retention.

Health Care Challenge

The City, its employees, and unions are looking hard for ways to bring down the overall cost of health care as well as meet the provisions of the Affordable Care Act. Wellness programs, employee incentives and education will help, but much work is still to be done.

City Staff and Grant Success

Many foundations are designed to help smaller communities such as Mukilteo. State and federal agencies regularly request proposals or applications to assist local communities. However, competition for Foundation and government agency funding is steadily increasing. Mukilteo's chances of funding increases if we write good proposals. The Mayor and City Council encourage and support staff to develop and write good proposals. For the past 7 years, City staff have been successful getting grants to enhance services from police, fire, public works and disaster recovery to street reconstruction, park acquisition, development and improvement. In 2013, the City received \$1.5 million in grants that otherwise would have gone to other communities.

City Volunteers Making the Difference

Year in and year out, volunteers have stepped up to improve our community. From the Historical Society and Garden Club's protection of the Fowler Pear Tree to the Save Japanese Gulch groups' trail making and fundraising to the amazing Dog Park activists (who recently celebrated the Dog Park's first birthday) to Community Garden volunteers to the annual cleanup and fix up efforts of Church of Latter Day Saints volunteers, Mukilteo has benefitted. This budget continues to support these volunteer efforts with staff, equipment (\$10,000), park improvement matching funds (\$13,300 for the new Byers Family Park) general facility maintenance, insurance, and recognition.



Whether its Planning Commissioners long hours laboring over ordinances, development ideas and policies or Park and Arts Commissioners tireless community outreach or their continued operation of the public art gallery and efforts in expanding concerts and theater in the parks, the effort is consistent, valuable and appreciated. Eagle Scout projects improving park trails will continue for another year and will receive strong City support. This budget supports Japanese Gulch trail volunteers' efforts to continue building new trails and ideally supports them as lead in the preservation of Japanese Gulch. Volunteers help because they can and because of their love of Mukilteo and the city organization. City Council and my administration will help all we can.

Japanese Gulch

As of the writing of this message, the City is still working on the purchase of Japanese Gulch.

Taxes and Fees

My 2014 budget, like 2013, is cautiously optimistic that the economy's recovery will continue. We are experiencing growth in restaurant and retail sales and significant increases in lodging tax revenues. Existing property values are projected to increase by 7.4%.

My budget does not include the statutory permitted 1% increase in general property taxes.

Budget Gap

I am pleased to present a budget that eliminates the gap between revenues and expenditures from 3.1% in last year's presented budget.

Reserves

The projected General Fund reserve will equal 30% of expenditures. General Fund Reserve continues to provide a "safety net" to weather the slow economic recovery.

With a fiscally conservative approach, budget includes a protected City Reserve of \$734,000 and an estimated ending General Fund balance of \$3,907,006.

Closing Comments

Together, the community, Council and administration have weathered the worst recession in our history and have made it through to the other side. Thank you, Councilmembers, for committing so much time to explore and articulate the community's priorities during our Budget Work sessions and throughout the year, and embracing the discipline of a Long Range Financial Plan.

This Budget mirrors my past seven budgets as a team effort to present a financial and operational plan to protect Mukilteo as a wonderful place to live and work. We respect our stewardship of the City and I have presented a budget that furthers our efforts.

2014 Annual Budget



Mayor's Budget
Message

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

Thank You,

A handwritten signature in cursive script that reads "Joe Marine".

Joe Marine
Mayor



CHANGES FROM PRELIMINARY BUDGET

	Cash Increase [Decrease]
Adjust Public Works Engineering Salary & Benefits	(\$9,800)
Adjust Public Works Parks Salary & Benefits	(\$550)
Affect on General Fund Ending Cash	(\$10,350)
Add Wastewater Treatment Plant Road Project	(\$130,000)
Affect on City Reserve Fund Ending Cash	(\$130,000)
Adjust Public Works Street Salary & Benefits	(\$4,200)
Affect on Street Fund Ending Cash	(\$4,200)
Adjust Public Works Surface Water Salary & Benefits	\$15,250
Add grant funded NPDES Permit Compliance Project	\$0
Add grant funded Smuggler's Gulch Project	\$0
Affect on Surface Water Management Fund Ending Cash	\$15,250
Adjust Public Works Facilities Maintenance Salary & Benefits	(\$700)
Affect on Facilities Maintenance Fund Ending Cash	(\$700)
Affect on Overall Cash	(\$130,000)



CITY OF MUKILTEO PROFILE

General Information

On January 22, 1855, a peace treaty was signed in Mukilteo between the Governor of Washington and 82 Native American leaders, representing 22 tribes. Several years later, in 1858, the Jacob D. Fowler family of Poughkeepsie, New York, established the first white settlement in Snohomish County on the northern point of Mukilteo. Mukilteo served as the first county seat of Snohomish County from 1861 until 1897. The City of Mukilteo, as we know it today, was incorporated May 8, 1947.

The City of Mukilteo is a scenic waterfront community on Puget Sound, located less than 25 miles north of downtown Seattle. The natural beauty of the Pacific Northwest is showcased in the many spectacular views of the Olympic Peninsula and Olympic Mountains to the west, Whidbey Island to the northwest, and the Cascade Mountains to the north and east.

Money magazine also credits Mukilteo's locale in its 2009 "100 Best Places to Live in America" ranking. Money magazine ranked Mukilteo as the tenth Best Place to Live in America, stating: "Mukilteo happens to be drop-dead gorgeous, with views of Puget Sound, the Olympic Mountains, and the Cascades. More reasons to love it: top-notch schools and low property taxes."

Add piece about Japanese Gulch Acquisition. May ask Planning to see if they can help

Mukilteo Lighthouse Park is the home of the historic Mukilteo Light Station. The park's beautiful beaches are popular for beach-combing, picnicking, scuba diving, crabbing, and provide boat-launch access as well. 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. Phase I of the Plan was completed in 2009, providing new restrooms and maintenance facilities, covered picnic shelters, a playground, fire pits, landscaping improvements, and parking areas. Phase II was completed in 2010, and includes improvements to the street adjacent to the Mukilteo Light Station, as well as restroom facilities and a performance platform.

The Mukilteo-to-Clinton (Whidbey Island) ferry service is one of Washington State Ferries' highest volume runs, carrying over 2.3 million vehicles, and over 4 million passengers every year. Sounder commuter rail service provides four daily round-trip trains from Mukilteo Station to King Street Station in Seattle.

While the City is known as a "bedroom community" it is also located at the northern end of the Technology Corridor which extends from Bellevue to Mukilteo and is the home of many professional, service and light industrial manufacturing businesses. The Boeing Company's largest manufacturing site is located just east of the City of Mukilteo, and houses production lines for the 747, 767, 777 and the new 787 Dreamliner. Boeing facilities located within the City of Mukilteo employ over 600 people.



Mukilteo received Standard & Poor's highest AAA credit rating for the City's 2009 \$12.585 million new Community Center limited-tax obligation bond issue. Standard & Poor's rationale for issuing their highest credit rating includes:

- "What we consider to be very strong wealth and income levels;
- Maintenance of very strong unrestricted fund balances;
- Low-to-moderate debt burden with low carrying charges."

The City provides citizens a City Hall, Community Center, Police Station, two Fire Stations, and a Public Works Facility. In 2010 the City received a \$1 million grant for the purchase of 16.75 acres of open space in the Japanese Gulch area. The purchase brings City owned open space acreage up to 374.03 [357?] acres. The City also owns 57.5 [74?] acres of parks, and 83.6 [84?] acres of tideland.

The City celebrated the grand opening of the Community Center on February 5th 2011. The new Community Center offers beautiful views of Puget Sound, provides space for recreation classes, special events, meetings, senior room, exercise room, game room and relaxation. For more information regarding the new Community Center, visit the City's website at: <http://www.ci.mukilteo.wa.us>.

Form of Government

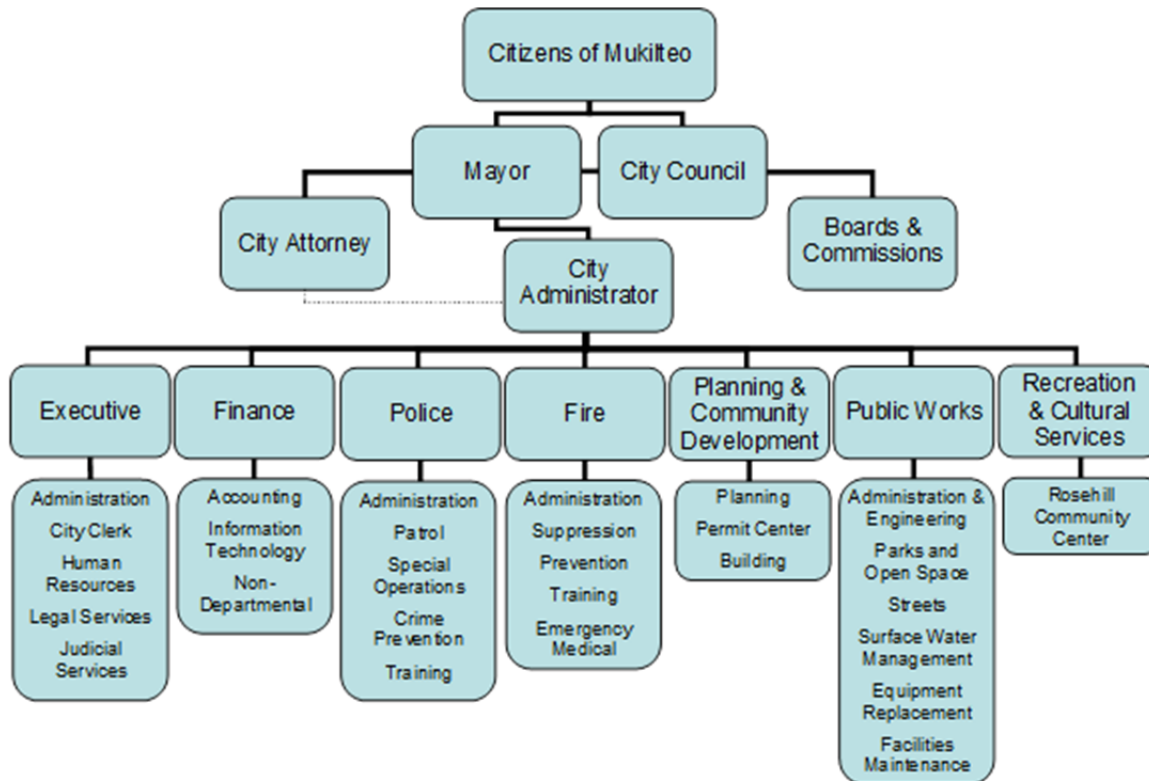
The City operates as a non-charter code city with a Mayor-Council form of government under the provisions of Revised Code of Washington (RCW) 35A et al. This form is commonly referred to as an "optional code city" that essentially enjoys all the rights and privileges granted to larger cities or charter cities. Legislative authority is vested in a seven member City Council. Council members are elected by position number to four-year overlapping terms. Three to four council members are up for election every two years. The Council is composed of a president and vice-president who are elected by the Council for a one-year term each.

The Mayor serves as the Chief Executive Officer and is elected to a four-year term by general election. The Mayor appoints the City Administrator, with confirmation by the Council. The City Administrator oversees all City operations and implements policy direction.

The municipal government consists of seven departments, some with multiple divisions. While multiple divisions may report to the same director, the department directors are selected by the Mayor and City Administrator, and confirmed by the City Council. Department Directors report to the City Administrator.



City of Mukilteo Organizational Structure



The **City Council** is responsible for establishing policy direction through adoption/approval of ordinances and resolutions.

The **Executive Department** is headed by the City Administrator, and consists of the Administration, City Clerk, Human Resources, Legal and Judicial divisions. The department provides overall management direction to the City by implementing policy direction. The Human Resources division provides support services through recruitment, selection and training of employees. The City contracts for legal services with an outside legal firm. This department is also responsible for the management of Community Services.

The **Finance Department**, headed by the Finance Director, provides accountability for all public funds and assets. The department is responsible for accurate recording and reporting of all receipts and disbursements, maintaining capital asset records, preparing the annual budget, annual financial report, and long-range financial plan. This department is also responsible for all City-wide information technology (IT) needs and other governmental services.



The **Fire Department** has two fire stations: one centrally located on 47th Place West, and the other located near the waterfront at the north end of the City. The Fire Department includes five divisions: The Fire Administration division, headed by the Fire Chief and Assistant Fire Chief, provides direction to Department personnel in accordance with goals and objectives, oversees the operating budget, develops strategic planning, emergency management, and performs program documentation, processing and archiving services. The Fire Prevention division provides fire safety inspections, fire prevention education and other community services. The Training division is responsible for all aspects of training and safety. The Fire Suppression division renders fire suppression, hazardous material and technical rescue services to the community and local region. The Emergency Medical Services division provides advanced life support and basic life support services to the community with trained paramedics and emergency medical technicians.

The **Police Department** enforces local, State and Federal laws in addition to protecting citizens and their property. The Police Department is located in a separate facility on 47th Place West. The department, headed by a Police Chief and assisted by a Commander, consists of five divisions. The Administration and Support Services division consists of records, evidence, customer service and clerical functions. The Patrol division performs uniformed patrol, traffic enforcement, arrest, and response to calls for assistance. The Special Operations division performs investigative services. The Crime Prevention division activities include media releases, Citizen Police Academies, coordinating the City's National Night Out Against Crime Event, and presentations to schools, civic clubs, block watch groups and homeowner associations. The Training division monitors training requirements and implements programs to assure that state requirements are met.

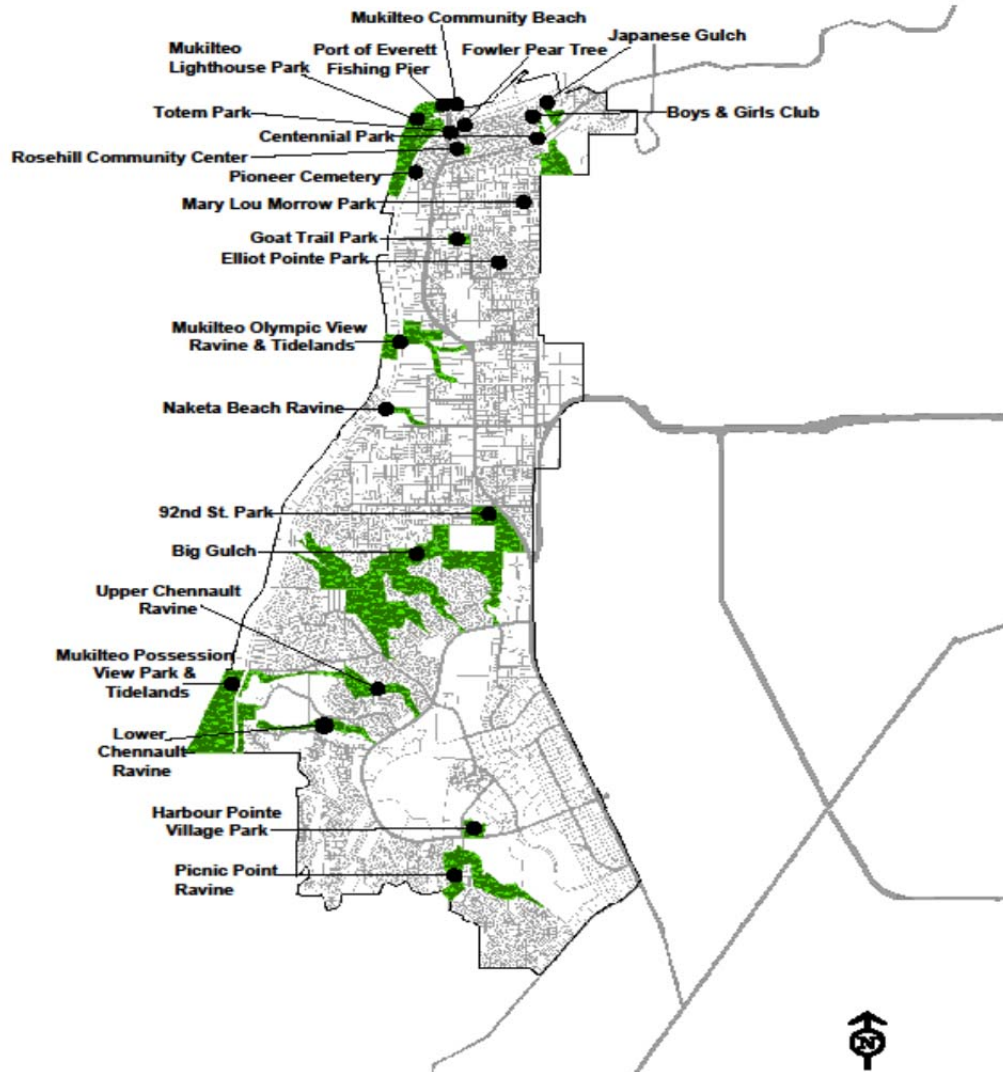
The **Planning and Community Development Department** consists of three divisions: Planning and Community Development, Permit Services and Building. The Planning and Community Development division is responsible for guiding the City's physical development by preparing long-range plans, reviewing and approving land use permits, drafting and processing municipal code amendments, manages the City's geographic information system (GIS), provide staffing support for Parks & Arts and Planning Commissions and enforcing land use regulations. The Planning and Community Development Department also provides staff to work with the Planning Commission. The Permit Services division processes and issues permits, provides administrative support for both Planning and Community Development and Engineering staff, serves as the first point of public contact for telephone and visitors to City Hall, coordinates the parking stall rentals and handles cashiering. The Building Division enforces the City's adopted building and mechanical codes by reviewing plans, approving building and mechanical permits and inspecting construction. The department is headed by the Planning and Community Development Director.

The **Public Works Department** is responsible for the planning, design, construction and maintenance of City owned infrastructure, facilities, buildings, streets, landscaping, fleet, and for management of the Stormwater fund. This department also provides engineering services for design, review, and inspection of private development projects. The department is headed by the Public Works Director.

The **Recreation and Cultural Services Department** provides recreational opportunities to citizens through the Community Center and coordinates Lighthouse Park special events. The department is headed by the Recreation and Cultural Services Director.



Public Parks, Open Space and Recreational Facilities



92nd Street Park	4800 92nd Street SW	Mukilteo Lighthouse Park	609 Front Street
Big Gulch	9600 - 62nd Place West	Mukilteo Community Beach	796 Front Street
Boys & Girls Club	1134 - 2nd Street	Mukilteo Olympic View Ravine & Tidelands	2599 Mukilteo Speedway
Centennial Park	1126 - 5th Street	Mukilteo Possession View Park & Tidelands	6750 Harbour Heights Pkwy.
Elliott Pointe Park	945 Goat Trail Loop Road	Naketa Beach Ravine	5401 - 84th Street SW
Fowler Pear Tree Park	802 Mukilteo Lane	Picnic Pointe Ravine	13000 - 43rd Avenue West
Goat Trail Park	1404 Goat Trail Road	Pioneer Cemetery	513 Webster Street
Harbour Pointe Village Park	12215 Possession Way	Port of Everett Fishing Pier	700 Front Street
Japanese Gulch [includes Dog Park]	1201 Mukilteo Lane	Rosehill Community Center	304 Lincoln Avenue
Lower Chennault Ravine	5659 Harbour Pointe Blvd	Totem Park	700 - 2nd Street
Mary Lou Morrow Park	1011 - 9th Street	Upper Chennault Ravine	5299 Harbour Pointe Blvd.
Byers Family Park	Highway 525 and 4 th Street		



Lighthouse Park and the Mukilteo/Clinton Ferry with Whidbey Island in the distance



THE BUDGET PROCESS

Under RCW 35A.12, the Mayor is responsible for proposing an annual budget to the City Council. The City's budget year runs from January 1 to December 31.

The annual budget serves five essential purposes: 1) Legal compliance – sets forth expenditure limits by fund; 2) Financial Plan – projects revenues and expenditures for the ensuing year; 3) Policy Document – reflecting how approved city expenditures are consistent with overall city policies; 4) Management Tool – documenting service level commitments made by the City departments; and 5) Public Information Document – describes the City's financial condition, its service objectives for the budget year, and the funding sources available to meet the objectives.

To assure that the budget satisfies each essential purpose, the City follows an established process. The process involves the Mayor, City Council, City Administrator, Department Directors, and the public in deliberation periods and decision points. The Mayor and City Council discuss and designate budget priorities. Expenditure requests from operating departments and revenue projections for the entire City are reviewed and evaluated. The public participates through direct contact and in public hearings with the City Council, commissions and advisory boards.

A Baseline Budget approach is used to begin the budget development process. A Baseline Budget is the minimum budget needed to offer services to citizens, without cutting back on any services. The baseline is established by the Finance Department by utilizing the prior year amended budget less all one-time expenditures as identified during the prior year budget process. The baseline budgets include mandated increases. Mandated increases are costs that are out of Department control. Examples are salaries, benefits, and utilities.

Departments requesting funds for additional expenses are required to prepare a Decision Package. The Decision Package assists decision makers in understanding:

- What staff is requesting
- Why staff is requesting the item
- Alternatives, if applicable
- Source(s) of funding for the request

After baseline budgets and decision package requests are developed, a series of meetings are held to discuss each department's decision packages with the Mayor, City Administrator, and Finance Director.

In October of each year, the Mayor presents the Preliminary Budget to the City Council and the community. During October, November and December, a series of public hearings is held and the Council reviews and amends the budget as needed. Several changes were made to the 2013 proposed budget, which are listed on page 6 (following the Mayor's Budget Message.) When the budget process is complete, the Council formally adopts revenue and expenditure actions to implement the final adopted budget. The City's budget calendar is presented on page 15.

Budget Execution/Amendments

The adopted budget is recorded in the City's accounting system in detailed expenditure and revenue accounts, which are monitored throughout the year. Monthly reports of the City's financial status are made to the Mayor, City Council, and City Administrator, and are posted on the Financial Reports section of the City's website: www.ci.mukilteo.wa.us. The City's Budget Book is also posted on the website.



The budget is amended quarterly, as needed. The Mayor and City Administrator are authorized to transfer budgeted amounts within any fund. However, revisions that alter the total expenditures or revenues of any fund must be approved by the City Council through a budget amendment ordinance.

Unused Appropriations

Unused appropriations lapse at year-end. If needed in the following year, they must be re-appropriated in the next year's budget.

Budgetary Basis

The budgetary basis refers to the form of accounting utilized throughout the budget process. The City prepares its budgets on a cash basis in accordance with State Law (Revised Code of Washington 35A.33). Using this basis, transactions are recognized only when cash is increased or decreased. This budget basis is consistent with generally accepted accounting principles (GAAP).

Calendar year budgets are adopted by the City Council for the general fund, special revenue funds, debt service funds, enterprise funds, internal service funds, and capital projects.

The financial statements are prepared using the flow of economic resources measurement focus and accrual basis of accounting. For governmental type funds, revenues are recognized when susceptible to accrual; when they are measurable and available. Expenditures are recorded when the related debt is incurred, except for unmatured interest on general long term debt, which is recognized when the obligations are expected to be liquidated with expendable available financial resources. For Enterprise funds, the measurement focus emphasizes the determination of net income. Revenues are recorded when earned and expenses are recorded at the time the liability is incurred.



Budget Development Calendar

	Item	Deadline
I.	Budget Committee (Mayor, City Administrator, Finance Director) meet to discuss budget plan.	March-April
	A. Review budget development calendar dates	
	B. Review baseline budget & decision package process	
	C. Establish agenda & Council workshop schedule	
II.	Council Workshop - Budget Priority Setting & Long-range Financial Planning	July
III.	Budget instructions delivered to department directors	July
IV.	Base budget preparation	July/August
	A. Staff request their respective Commissions to submit budget suggestions	July
	B. Departmental expenses updated	August
	1.) Mandatory (non-employee) cost increases added	August
	2.) Year-end expense estimates submitted	August
	3.) Decision packages submitted	August
	C. Revenue projections - department revisions submitted	August
	D. Employee salaries and benefits updated	August
	E. Central service charges updated	August
	F. Capital projects reviewed/updated	August
V.	Commission & Committee budgets submitted	August
VI.	Preliminary budget preparation	September
	A. Department director meetings with budget committee	
	B. Budget balancing	
VII.	Mayor's Budget Address	October
	A. Preliminary budget presented to Council, citizens.	
VIII.	Public Hearings & Budget Adoption	
	A. Public Hearing I	1st week in November
	B. Public Hearing II	2nd week in November
	C. Public Hearing III	3rd week in November
	D. Public Hearing IV	4th week in November
	E. Public Hearing & Adoption	4th week in November
IX.	Property Tax Hearing & Adoption	4th week in November



Budget Calendar Summary

March/April – The Mayor meets with the City Administrator and Finance Director to provide overall budget priorities. The annual budget preparation calendar is presented to Council, Mayor and staff by the end of March.

May/June – The Council holds workshops to set budget priorities and review the Long-range Financial Plan.

June/July – The Finance Department develops the baseline budget and budget worksheets for distribution to Department Directors. The Finance Director distributes the budget instructions and forms along with the directions for the preliminary budget preparation.

July/August – The City Administrator meets with Department Directors to hear general departmental concerns, priorities and goals.

August/September – Departments develop and submit budgets and personnel information to the Finance Department. The Finance Department compiles the departments' requests for the Mayor and City Administrator's review.

September – The Mayor, City Administrator and Finance Director hold meetings with individual departments to review the budgets. Following the meetings, the Finance Director and City Administrator meet with the Mayor to make final decisions, and the Finance Department prepares the preliminary budget document and supporting information for presentation by the Mayor to the City Council and to the public.

October – The Preliminary Budget is presented to the Council in October. RCW 35A.33.052 requires that the recommended preliminary budget be filed with the city clerk at least sixty days before the beginning of the city's next fiscal year, and that copies of the preliminary budget and budget message be made available to taxpayers not later than six weeks before the beginning of the city's next fiscal year.

November/December – the City Council holds budget work sessions to review and discuss the Mayor's Preliminary Budget proposal. Preliminary recommendations are developed and formal public hearings are held to allow the public to comment on the annual budget. After these hearings, the City Council may make amendments before adopting the budget.

Quarterly review – The budget is reviewed after the close of each quarter throughout the budget year, and is amended as needed in April, July, October and December of the budget year.

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 2014 adopted 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. Factors influencing revenue forecasts for the 2014 budget are addressed in further detail in the Long Range Financial Plan Financial Forecast section beginning on [page 64](#).

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. Information regarding each fund is included in the "Funds by Fund Class" section that begins on [page 113](#).

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.

1) Operating Budgets¹ – Overall

- a) The budget should be a performance², 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.
- b) The Finance Director shall prepare and present the annual budget preparation calendar to Council, Mayor and staff by the end of March each year.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

2) Fiscal Integrity

- a) 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.
- b) In years when City Council approves operating budgets with ongoing costs exceeding ongoing revenues, the City's "Gap Closing" Policy must be invoked.
- c) 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.³
- d) 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.
- e) Mitigation fees shall be used only for the project or purpose for which they are intended.
- f) The City will maintain a balanced budget which is defined as planned funds available equal planned expenditures and ending fund balance.



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

²The City currently does not have a formal performance plan, even though the Budget Policy mentions that the City's Annual Budget should include one. The development of a "Performance Plan" will be a priority for completion during 2015.

³Carryover balances can only be calculated in years when revenues exceed expenditures & actual revenues exceed budgeted revenues.

3) Revenues

- a) Generally revenues estimates shall not assume growth rates in excess of inflation⁴ and scheduled rate increases. Actual revenues that are over 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.
- b) Investment income earned shall be budgeted on the allocation methodology, i.e., the projected average monthly balance of each participating fund.

4) Internal Services Charges

- a) 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.

5) Reporting

- a) 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. (See monthly Fund Progress Report posted on City website – www.ci.mukilteo.wa.us)
- b) 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.
- c) 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 (See the Capital Facilities Plan). 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.

6) Citizen Involvement

- a) Citizen involvement during the budget process shall be encouraged through public hearings, worksessions, website and surveys.
- b) Involvement shall also be facilitated through the Long-Range Financial Planning Committee, and Council appointed boards, commissions and committees that serve in an advisory capacity to the Council and staff.

7) Fees

- a) 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.
- b) Fees may be less than 100% if other factors, e.g., market forces, competitive position, etc., need to be recognized.

8) Capital Budget – Fiscal Policies

- a) 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, while recognizing that Year 1 or Year 2 project cost estimates will be more reliable than cost estimates in the later years.)
- b) 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.

⁴Consumer Price Index, Urban – Seattle average of June to June will be used as growth rate of inflation

- c) 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 an LOS level of 100% or higher after completion of the proposal must include a discussion on impacts to other services that have an LOS level below 100%.
- d) 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:
 - i) Impacts to other projects
 - ii) Funding sources
- e) Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
- f) 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 & Procedures⁵ as amounts greater than \$30,000 for single craft or trade and greater than \$50,000 for two or more crafts or trades.
- g) At the time of project award, each project shall have reasonable contingencies also budgeted:
 - i) 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.
 - ii) 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.
 - iii) 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.
- h) Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
- i) 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.
- j) 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.

- k) 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.
- l) A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

9) Debt Policies

- a) Debt will not be used for operating costs.
- b) Whenever possible, the City shall identify alternative sources of funding and availability to minimize the use of debt financing.
- c) Whenever possible, the City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt.

⁵Procurement Policies & Procedures can be found on the City's website: <http://www.ci.mukilteo.wa.us/files/doc-procurement-policy-finance.pdf>

- d) 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.
- e) Long-term general obligation debt will be issued⁶ 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.
- f) The maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.
- g) 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.
- h) 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%).



⁶In September 2009 the City sold \$12,585,000 in Long-Term General Obligation Bonds to fund construction costs for a new Community Center building. [See page 114](#) for further information regarding debt service funds.

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.

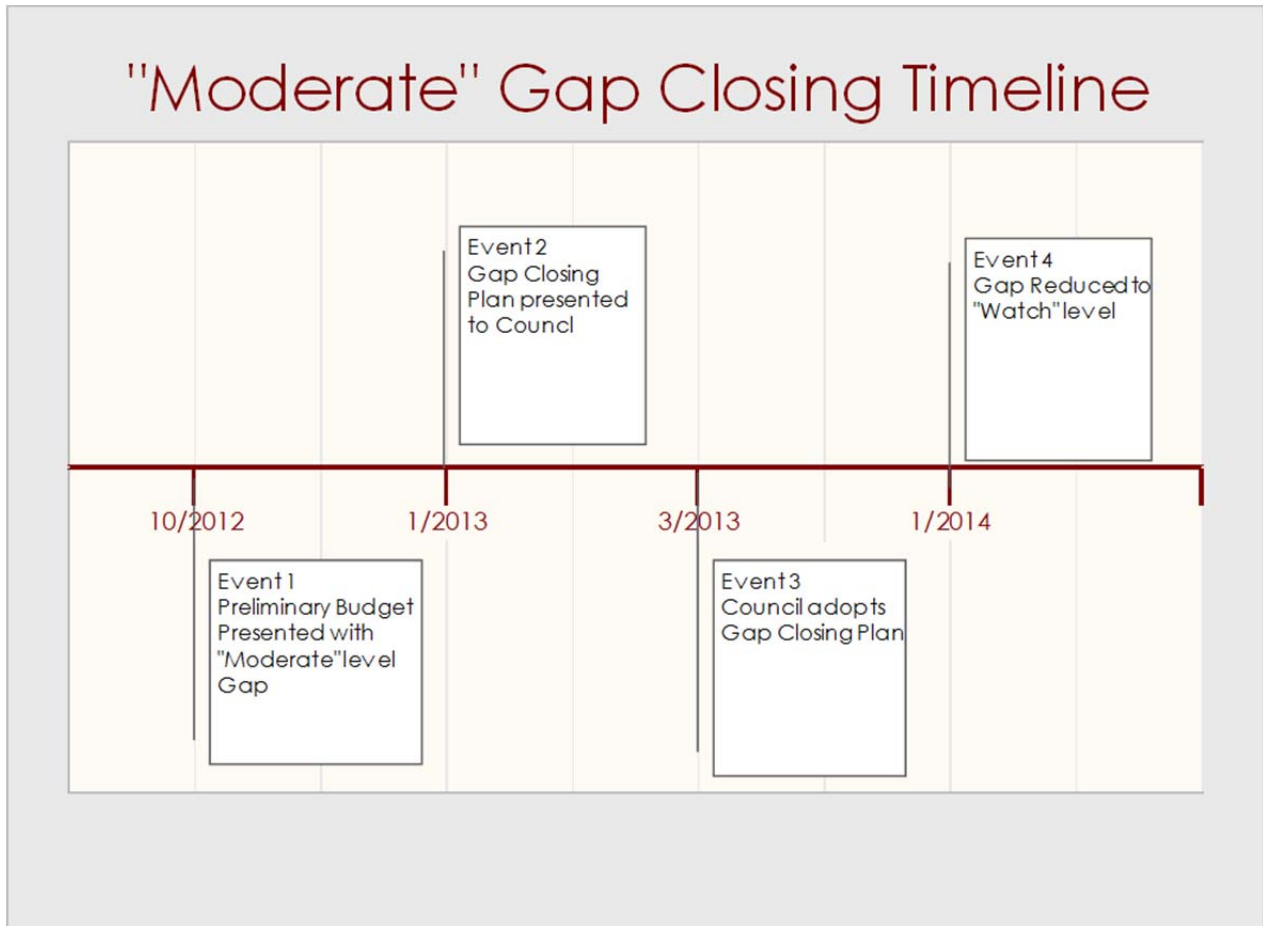
D. Gap Closing Strategy

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.

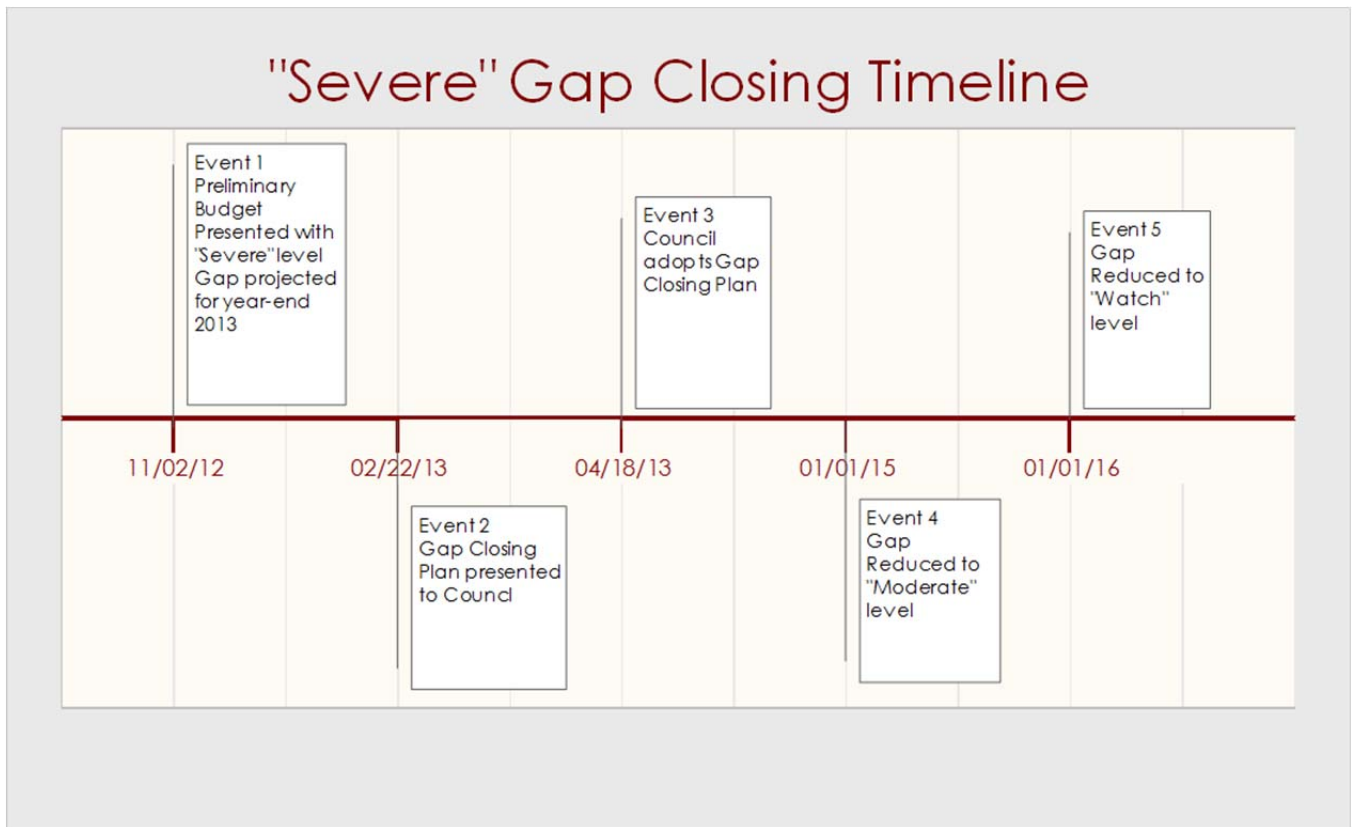
- Moderate – The Mayor or Mayor’s designee has to present a Gap Closing Plan to Council within three months of Finance Director’s initial Gap report indicating that a “Moderate” Gap is anticipated within one of the next three years. The plan must include details explaining how the City will move the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



- 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.



2013 ANNUAL BUDGET

BUDGET & FINANCIAL POLICIES
GAP CLOSING POLICY

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 one prior complete year's revenues in ending fund balance. (For example, the 2014 budgeted expenditures cannot exceed the 2012 actual revenues receipted into the fund.)

Technology Replacement Reserves: The City maintains a Technology Replacement Reserve for replacement of entity-wide computer hardware, software, or telephone equipment identified in the City's Technology Replacement listing. The required level of reserve will equal each year's scheduled replacement costs. For example, if the 2014 equipment replacement costs are budgeted at \$100,000, the fund reserve balance must equal or exceed \$100,000.

Health Self-Insured Administration Reserves: The City maintains a Health Self-Insured Administration Reserve to provide Washington State mandated reserves for the City's self-

insured dental and vision benefits for City Employees. The City maintains a reserve equal to 16 weeks of budgeted expense as required by Washington State's Office of Financial Management. The City reviews the required reserve level annually and adjusts it to meet the State's requirements (Washington Administrative Code, WAC 82.60).

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 2011 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.



City of Mukilteo, Washington



City of Mukilteo, Washington



City of Mukilteo, Washington



City of Mukilteo, Washington



Exhibits 1 through 7 have been included to assist with an overview/analysis of the preliminary 2014 budget.

Exhibit 1 lists projected 2014 beginning fund balances, revenues, expenditures and ending fund balances for each fund.

Exhibit 1: Budget Summary by Fund

Fund Number	Fund Description	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
009	LEOFF I Reserve	\$ 115,890	\$ 25,170	\$ 39,600	\$ 101,460
011	General	3,855,781	13,082,295	13,030,070	3,908,006
012	City Reserve	734,270	88,750	0	823,020
013	Health Insurance Administration	66,296	1,000	0	67,296
014	Unemployment Compensation	40,490	0	0	40,490
015	Paine Field Emergency Reserve Fund	6,700	100,000	106,000	700
104	Drug Enforcement Fund	17,220	20	0	17,240
111	Street	108,980	682,850	784,715	7,115
112	Arterial Street	108,910	0	108,910	0
114	Recreation & Cultural Services	172,030	648,030	777,260	42,800
116	Hotel/Motel Lodging Tax Fund	226,320	205,400	222,390	209,330
120	Technology Replacement	103,675	125,200	123,750	105,125
126	Emergency Medical Services	26,376	1,925,888	1,931,800	20,464
275	LTGO Bond Fund	7,185	906,190	906,362	7,013
322	Park Acquisition & Development	207,071	43,050	13,300	236,821
323	Transportation Impact Fee	77,661	50,180	88,000	39,841
331	Real Estate Excise Tax I	4,139,854	1,584,200	2,212,510	3,511,544
332	Real Estate Excise Tax II	527,012	588,430	930,900	184,542
341	Municipal Facilities	219,041	270	0	219,311
440	Surface Water Management	1,406,535	2,540,010	3,488,390	458,155
510	Equipment Replacement Reserve	1,865,503	809,658	507,240	2,167,921
518	Facilities Maintenance	109,945	540,000	549,680	100,265
TOTALS		\$ 14,142,745	\$ 23,946,591	\$ 25,820,877	\$ 12,268,459



Exhibit 2: Fund Summaries

REVENUE SUMMARY ALL FUNDS

Fund No.	Fund Description	2012 Actual	2013 Budget	2013 YE Estimate	2014 Budget	Budget \$ Change 2014 - 2013	Budget % Change 2014 - 2013
009	LEOFF I Reserve	\$ 30,243	\$ 25,200	\$ 25,160	\$ 25,170	\$ (30)	-0.1%
011	General	12,852,377	12,565,761	12,786,590	13,082,295	516,534	4.1%
012	City Reserve	0	0	0	88,750	88,750	-
013	Health Insurance Administration	15,300	0	0	1,000	1,000	-
014	Unemployment Compensation	0	0	0	0	0	-
015	Paine Field Emergency Reserve	16	0	0	100,000	100,000	-
104	Drug Enforcement	935	2,919	2,920	20	(2,899)	-99.3%
111	Street	803,856	765,200	767,900	682,850	(82,350)	-10.8%
112	Arterial Street	137,562	131,670	134,998	0	(131,670)	-100.0%
114	Recreation & Cultural Services	701,267	616,501	612,486	648,030	31,529	5.1%
116	Hotel/Motel Lodging Tax	198,373	180,200	205,400	205,400	25,200	14.0%
120	Technology Replacement	83,990	176,200	190,200	125,200	(51,000)	-28.9%
126	Emergency Medical Services	1,709,102	1,816,420	1,784,750	1,925,888	109,468	6.0%
275	LTGO Bond Fund	1,297,017	514,340	514,630	906,190	391,850	76.2%
322	Park Acquisition & Development	255,739	126,215	359,046	43,050	(83,165)	-65.9%
323	Transportation Impact Fee	224,398	120,170	120,275	50,180	(69,990)	-58.2%
331	Real Estate Excise Tax I	318,683	859,805	990,550	1,584,200	724,395	84.3%
332	Real Estate Excise Tax II	310,759	449,405	640,630	588,430	139,025	30.9%
341	Municipal Facilities	183,601	35,276	35,270	270	(35,006)	-99.2%
375	Community Center Project	792	0	0	0	0	-
440	Surface Water Management	1,286,196	2,025,070	1,522,868	2,540,010	514,940	25.4%
510	Equipment Replacement Reserve	1,475,696	627,937	621,337	809,658	181,721	28.9%
518	Facilities Maintenance	438,797	450,000	450,000	540,000	90,000	20.0%
	Totals	\$ 22,324,697	\$ 21,488,289	\$ 21,765,010	\$ 23,946,591	\$ 2,458,302	11.4%

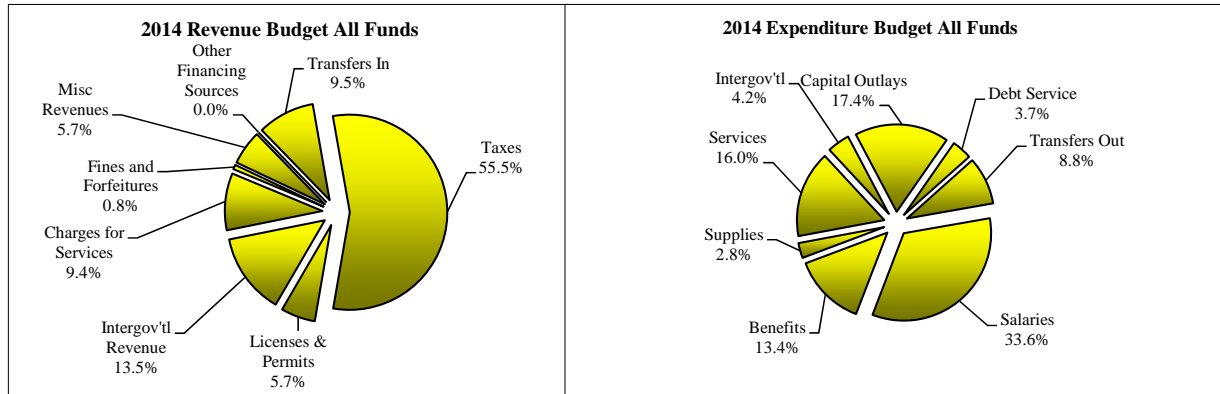
EXPENDITURE SUMMARY ALL FUNDS

Fund No.	Fund Description	2012 Actual	2013 Budget	2013 YE Estimate	2014 Budget	Budget \$ Change 2014 - 2013	Budget % Change 2014 - 2013
009	LEOFF I Reserve	\$ 36,684	\$ 39,700	\$ 37,050	\$ 39,600	\$ (100)	-0.3%
011	General	13,415,587	12,999,139	12,729,899	13,030,070	30,931	0.2%
012	City Reserve	0	265,684	265,730	0	(265,684)	-100.0%
013	Health Insurance Administration	0	0	0	0	0	-
014	Unemployment Compensation	0	0	0	0	0	-
015	Paine Field Emergency Reserve	70,534	117,000	80,000	106,000	(11,000)	-9.4%
104	Drug Enforcement	7,598	10,000	10,000	0	(10,000)	-100.0%
111	Street	745,754	793,080	757,340	784,715	(8,365)	-1.1%
112	Arterial Street	167,568	150,000	150,000	108,910	(41,090)	-27.4%
114	Recreation & Cultural Services	649,318	722,291	690,350	777,260	54,969	7.6%
116	Hotel/Motel Lodging Tax	130,520	185,500	185,500	222,390	36,890	19.9%
120	Technology Replacement	105,982	205,650	205,650	123,750	(81,900)	-39.8%
126	Emergency Medical Services	1,864,537	1,944,758	1,985,090	1,931,800	(12,958)	-0.7%
275	LTGO Bond Fund	905,513	906,220	906,113	906,362	142	0.0%
322	Park Acquisition & Development	247,199	165,185	152,317	13,300	(151,885)	-91.9%
323	Transportation Impact Fee	110,625	288,270	288,270	88,000	(200,270)	-69.5%
331	Real Estate Excise Tax I	1,164,527	883,613	614,297	2,212,510	1,328,897	150.4%
332	Real Estate Excise Tax II	266,731	614,800	453,932	930,900	316,100	51.4%
341	Municipal Facilities	0	0	0	0	0	-
375	Community Center Project Fund	496,451	0	0	0	0	-
440	Surface Water Management	1,727,731	2,833,422	1,442,784	3,488,390	654,968	23.1%
510	Equipment Replacement Reserve	347,711	1,892,300	1,538,080	507,240	(1,385,060)	-73.2%
518	Facilities Maintenance	483,028	536,790	439,685	549,680	12,890	2.4%
	Totals	\$ 22,943,595	\$ 25,553,402	\$ 22,932,087	\$ 25,820,877	\$ 267,475	1.0%



Exhibit 3 lists revenues, expenditures and fund balances for all funds. Total estimated revenues and operating transfers for 2014 are \$21,777,726 a decrease of \$1,271,238 over the 2013 budget.

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



Item	2012 Actual	2013 Budget	2013 YE Estimate	2014 Budget	Budget \$ Change 2014 - 2013	Budget % Change 2014 - 2013
Beginning Fund Balance	\$ 16,190,540	\$ 16,093,457	\$ 15,314,463	\$ 14,142,745	\$ (1,950,712)	-12.1%
Revenues:						
Taxes	12,143,660	12,469,570	13,275,620	13,285,208	815,638	6.5%
Licenses and Permits	1,201,908	1,296,300	1,390,045	1,357,640	61,340	4.7%
Intergovernmental Revenue	1,314,658	2,085,896	1,394,624	3,220,675	1,134,779	54.4%
Charges for Service	2,724,634	2,259,850	2,360,555	2,260,450	600	0.0%
Fines and Forfeitures	192,032	189,100	145,440	179,200	(9,900)	-5.2%
Miscellaneous Revenues	1,106,277	1,199,352	1,205,505	1,368,588	169,236	14.1%
Other Financing Sources	100,747	0	0	0	0	-
Transfers In	3,540,781	1,988,221	1,993,221	2,274,830	286,609	14.4%
Total Revenues	22,324,697	21,488,289	21,765,010	23,946,591	2,458,302	11.4%
Expenditures:						
Salaries	8,287,153	8,496,706	8,496,665	8,646,465	149,759	1.8%
Benefits	3,034,809	3,229,968	3,147,455	3,455,555	225,587	7.0%
Supplies	527,652	736,698	649,625	720,175	(16,523)	-2.2%
Services	3,790,549	3,877,420	3,516,332	4,124,180	246,760	6.4%
Intergovernmental	1,046,358	1,143,864	1,035,215	1,160,540	16,676	1.5%
Capital Outlays	1,810,325	5,129,305	3,142,271	4,483,880	(645,425)	-12.6%
Debt Service	905,969	951,220	951,303	955,252	4,032	0.4%
Transfers Out	3,540,781	1,988,221	1,993,221	2,274,830	286,609	14.4%
Total Expenditures	\$ 22,943,595	\$ 25,553,402	\$ 22,932,087	\$ 25,820,877	\$ 267,475	1.0%
Ending Fund Balance	\$ 15,571,643	\$ 12,028,344	\$ 14,147,386	\$ 12,268,459	\$ 240,115	2.0%

Expenditures:

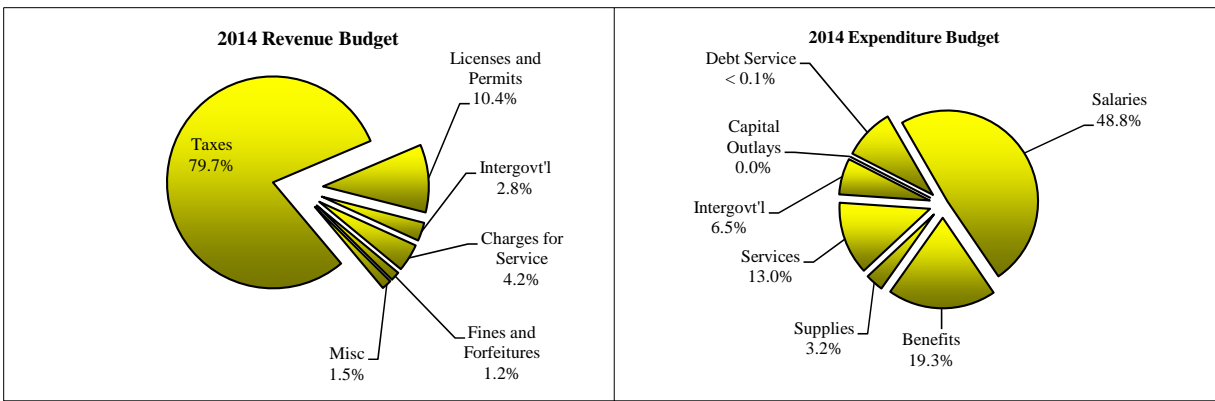
The annual budget for the City is divided into five major components, which include all appropriations (all Governmental and Enterprise funds) for the City.

- The **personnel services budget** consists of the salaries and fringe benefits for all the City’s employees. The amount budgeted for personnel services is \$11,576,167.
- The **operating budget** finances the day-to-day provisions of the City, consisting of supplies, services and intergovernmental, and totals \$5,437,749.
- The **capital outlay budget** funds the construction or improvement of City facilities and infrastructure and the purchase of various types of machinery and equipment. Capital outlays are budgeted within the various City accounts, and total \$4,757,830.



- The **debt service budget** is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$976,220.
 - The **transfers in/out budget** of \$2,564,650 represents the amount of funds transferred from one fund to another.
- The 2014 expenditure budget for all funds totals \$25,312,616.

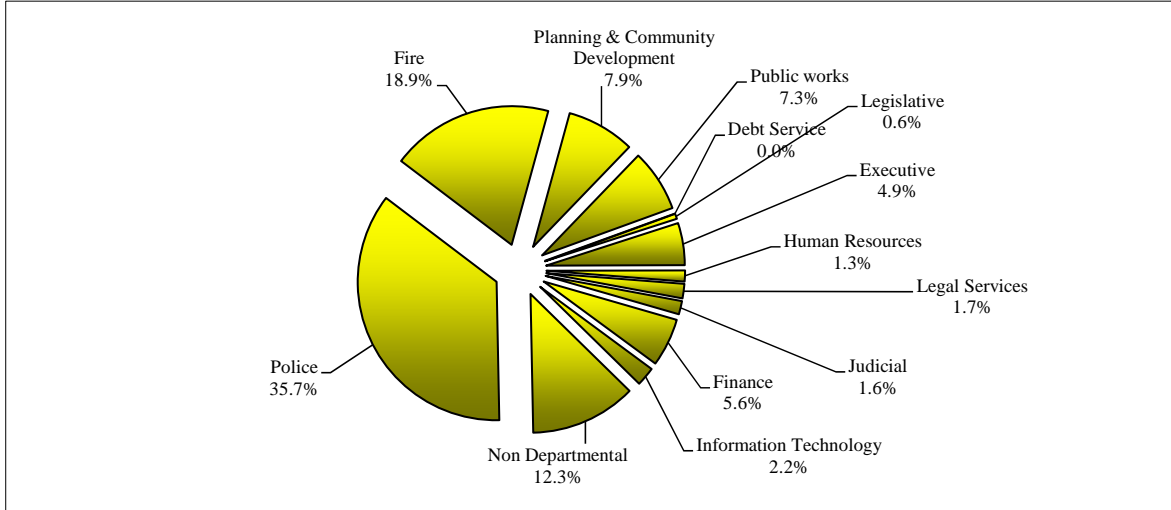
Exhibit 4: General Fund Revenues and Expenditures



Item	2012 Actual	2013 Budget	2013 YE Estimate	2014 Budget	Budget \$ Change 2014 - 2013	Budget % Change 2014 - 2013
Beginning Fund Balance	\$ 4,468,000	\$ 3,839,317	\$ 3,796,390	\$ 3,855,781	\$ 16,464	0.4%
Revenues:						
Taxes	9,811,339	10,026,300	10,139,620	10,429,120	402,820	4.0%
Licenses and Permits	1,201,240	1,260,800	1,354,320	1,357,040	96,240	7.6%
Intergovernmental Revenue	664,213	399,811	350,490	366,835	(32,976)	-8.2%
Charges for Service	744,004	492,900	581,500	550,300	57,400	11.6%
Fines and Forfeitures	192,032	189,100	145,800	182,100	(7,000)	-3.7%
Miscellaneous Revenues	239,549	196,850	214,860	196,900	50	0.0%
Total Revenues	\$ 12,852,377	\$ 12,565,761	\$ 12,786,590	\$ 13,082,295	\$ 516,534	4.1%
Expenditures:						
Salaries	6,205,934	6,313,801	6,337,375	6,364,850	51,049	0.8%
Benefits	2,253,851	2,391,062	2,327,455	2,515,245	124,183	5.2%
Supplies	327,492	433,180	390,225	420,050	(13,130)	-3.0%
Services	1,584,144	1,756,645	1,688,438	1,696,425	(60,220)	-3.4%
Intergovernmental	776,130	858,560	731,490	843,750	(14,810)	-1.7%
Capital Outlays	53,661	32,000	36,025	0	(32,000)	-100.0%
Transfers Out	2,214,375	1,213,891	1,218,891	1,189,750	(24,141)	-2.0%
Total Expenditures	\$ 13,415,587	\$ 12,999,139	\$ 12,729,899	\$ 13,030,070	\$ 30,931	0.2%
Ending Fund Balance	\$ 3,904,791	\$ 3,405,939	\$ 3,853,081	\$ 3,908,006	\$ 502,067	14.7%



Exhibit 5: General Fund Expenditures by Department



	2012 Actual	2013 Budget	2013 YE Estimate	2014 Budget	Budget \$ Change 2014 - 2013	Budget % Change 2014 - 2013
Legislative	\$ 76,697	\$ 77,750	\$ 69,540	\$ 77,750	\$ -	0.0%
Executive	681,995	692,090	666,500	639,830	(52,260)	-7.6%
Human Resources	101,225	118,360	112,425	167,360	49,000	41.4%
Legal Services	194,064	204,000	198,680	218,900	14,900	7.3%
Judicial	138,133	203,000	142,000	203,000	0	0.0%
Finance	731,598	735,320	735,225	733,490	(1,830)	-0.2%
Information Technology	405,812	286,160	279,410	291,090	4,930	1.7%
Non Departmental	2,555,300	1,660,096	1,594,526	1,609,020	(51,076)	-3.1%
Police	4,481,368	4,643,703	4,559,150	4,645,710	2,007	0.0%
Fire	2,255,152	2,453,770	2,445,063	2,464,440	10,670	0.4%
Planning & Community Development	946,915	999,580	974,405	1,034,215	34,635	3.5%
Public Works	805,953	910,310	932,485	945,265	34,955	3.8%
Debt Service	0	0	0	0	0	-
Capital	41,375	15,000	20,490	0	(15,000)	-100.0%
Totals	\$ 13,415,587	\$ 12,999,139	\$ 12,729,899	\$ 13,030,070	\$ 30,931	0.2%



Exhibit 6: General Fund Revenue Summary

GENERAL FUND	2012 Actual	2013 Budget	2013 YE Estimate	2014 Budget	Budget \$ Change 2014 - 2013	Budget % Change 2014 - 2013
<u>Taxes</u>						
Property Taxes	\$ 4,693,997	\$ 4,771,600	\$ 4,838,500	\$ 4,861,120	\$ 89,520	1.9%
Sales Tax	1,920,297	2,021,000	2,137,000	2,247,000	226,000	11.2%
Utility Taxes	2,828,453	2,818,000	2,767,020	2,800,300	(17,700)	-0.6%
Other Taxes	368,591	415,700	397,100	520,700	105,000	25.3%
Total Taxes	9,811,339	10,026,300	10,139,620	10,429,120	402,820	4.0%
<u>Licenses & Permits</u>						
Business Licenses	419,708	416,500	425,160	428,100	11,600	2.8%
Building & Other Permits	781,532	844,300	929,160	928,940	84,640	10.0%
Total Licenses & Permits	1,201,240	1,260,800	1,354,320	1,357,040	96,240	7.6%
<u>Intergovernmental Revenues</u>						
Liquor Board Profits	202,593	182,600	182,600	182,600	0	0.0%
Liquor Excise Tax	74,805	30,780	4,700	18,750	(12,030)	-39.1%
Other Intergovernmental Revenue	386,814	186,431	153,190	165,485	(20,946)	-11.2%
Total Intergovernmental Revenues	664,213	399,811	340,490	366,835	(32,976)	-8.2%
<u>Fees For Service</u>						
General Government	3,830	2,000	3,000	2,800	800	40.0%
Public Safety	207,469	213,600	202,700	205,300	(8,300)	-3.9%
Utilities and Environment	20,952	6,700	19,000	16,000	9,300	138.8%
Economic Environment	161,687	77,000	163,200	136,200	59,200	76.9%
Overhead Charge to Other Funds	350,067	193,600	193,600	190,000	(3,600)	-1.9%
Total Fees For Service	744,004	492,900	581,500	550,300	57,400	11.6%
<u>Fines & Forfeitures</u>						
Fines & Forfeitures	192,032	189,100	145,800	182,100	(7,000)	-3.7%
Total Fines & Forfeitures	192,032	189,100	145,800	182,100	(7,000)	-3.7%
<u>Miscellaneous Revenues</u>						
Interest Earnings	16,955	11,800	8,400	8,400	(3,400)	-28.8%
Interfund Loan	25	0	0	0	0	-
Other Miscellaneous Revenue	222,569	185,050	216,460	188,500	3,450	1.9%
Total Miscellaneous Revenues	239,549	196,850	224,860	196,900	50	0.0%
Total General Fund	\$ 12,852,377	\$ 12,565,761	\$ 12,786,590	\$ 13,082,295	\$ 516,534	4.1%



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

Division	Description	2014 Baseline	2014 DPs	One Time and Ongoing Expenditures			
				2015	2016	2017	2018
General Fund							
Human Resources	Labor Negotiations Attorney	33,000	17,000	-	-	-	-
Legal Services	City Prosecuting Attorney	50,000	14,900	14,900	14,900	14,900	14,900
IT	New Staff Member, Salary Modifications	72,890	-	1,907	3,908	6,010	6,010
Other Governmental Services	Snohomish County Economic Alliance	-	10,000	10,000	10,000		
Other Governmental Services	Interfund Transfer to City Reserve Fund		38,750	38,750	38,750		
Police Administration	Travel & Subsistence	500	1,500	1,500	1,500	1,500	1,500
Police Patrol	Travel & Subsistence	950	1,050	1,050	1,050	1,050	1,050
Police Special Operations	Travel & Subsistence	800	1,200	1,200	1,200	1,200	1,200
Police Training	New World Systems Training	-	25,300	-	-	-	-
Police Administration	LEXIPOL Manual Update	1,300	6,950	5,500	5,665	5,835	6,010
Police Administration	Clothing Allowance	1,600	900	900	900	900	900
Fire Administration	Uniform Allowance: General Fund portion	-	1,000	450	450	450	450
Fire Administration	Vinelight Software	-	2,000	1,500	1,500	1,500	1,500
Fire Prevention	NFPA Software	-	1,500	2,000	2,000	2,000	2,000
Fire Prevention	Education Supplies	2,800	2,200	2,200	2,200	2,200	2,200
Planning	Planning Department Restructure	561,935	1,800	1,800	1,800	1,800	1,800
Public Works Admin	Engineering & Architectural Services	7,000	3,000	3,000	3,000	3,000	3,000
Public Works Admin	Upgrade CAD: General Fund portion	1,000	1,850	-	-	-	-
Public Works Admin	Street sweeper labor changes	-	-	-	-	-	-
Parks	Irrigation supplies	15,000	1,200	1,200	1,200	1,200	1,200
Parks	Replace fence @ Fowler Pear Tree park	600	2,500	-	-	-	-
Parks	Trash can replacement	5,730	4,770	-	-	-	-
Fund Totals		755,105	139,370	87,857	90,023	43,545	43,720
Street Fund							
Streets	Reduced cost of motor fuel	22,000	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Streets	Reduced cost of vehicle R&M	15,000	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Streets	Self-propelled asphalt saw	2,900	2,100	-	-	-	-
Streets	Mobile radar speed signs	-	8,000	-	-	-	-
Fund Totals		39,900	3,100	(7,000)	(7,000)	(7,000)	(7,000)
Recreation and Cultural Services Fund							
Recreation and Cultural Services	ActiveNet fee increase	18,000	6,000	6,000	6,000	6,000	6,000
Recreation and Cultural Services	Rec Programmer Salary Reclasp	66,558	1,310	1,310	1,310	1,310	1,310
Recreation and Cultural Services	Theatre and Concert in Parks	-	2,500	2,500	2,500	2,500	2,500
Recreation and Cultural Services	Beachwatchers Program	6,800	1,200	1,200	1,200	1,200	1,200
Fund Totals		91,358	11,010	11,010	11,010	11,010	11,010
Technology Replacement Fund							
Technology Replacement	Capital Technology Equipment	-	60,100	-	-	-	-
Technology Replacement	2014 Small Equipment Replacement	-	63,650	-	-	-	-
Fund Totals		-	123,750	-	-	-	-
Emergency Medical Services Fund							
Fire EMS	Small Equipment Items	-	9,910	450	450	450	450
Fire EMS	Uniform Allowance: EMS portion	-	1,000	-	-	-	-
Fund Totals		-	10,910	450	450	450	450
Park Acquisition & Development fund							
Capital	Byer's Family Park	-	13,300	5,000	5,000	5,000	-
Fund Totals		-	13,300	5,000	5,000	5,000	-

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Division	Description	2014 Baseline	2014 DPs	One Time and Ongoing Expenditures			
				2015	2016	2017	2018
Real Estate Excise Tax I Fund							
Capital	3rd & Lincoln Street Light replacement	-	15,000	-	-	-	-
Capital	61st Place Retaining Wall	-	947,500	-	-	-	-
Capital	City Hall parking lot repairs	-	70,000	-	-	-	-
Capital	Council Chambers renovations	-	7,500	-	-	-	-
Capital	Kamiak RRFs	-	12,000	-	-	-	-
Capital	LHP overflow parking paving	-	62,500	-	-	-	-
Capital	School zone flashers	-	31,000	15,250	15,250	15,250	15,250
Capital	SR 526 Shared-Use path	-	215,820	-	-	-	-
Capital	Street light retrofit	-	15,000	(1,800)	(1,800)	(1,800)	(1,800)
Fund Totals		-	1,376,320	13,450	13,450	13,450	13,450
Real Estate Excise Tax II Fund							
Capital	2014 Pavement Improvements	-	300,000	300,000	300,000	300,000	300,000
Capital	86th Place stability evaluation	-	30,000	-	-	-	-
Capital	92nd Street Bubble Park Fence	-	6,000	-	-	-	-
Capital	ADA Sidewalk Improvements	-	15,000	-	-	-	-
Capital	Annual Bike Path Construction	-	25,000	500	500	500	500
Capital	Annual Sidewalk Construction	-	50,000	500	500	500	500
Capital	Harbour Pointe Blvd widening	-	133,720	855,280	-	-	-
Capital	Pavement Rating	-	17,000	1,500	1,500	16,500	1,500
Capital	Resurface lot behind Diamond Knot	-	71,000	-	-	-	-
Capital	Sidewalk Repairs	-	10,000	10,000	10,000	10,000	10,000
Capital	Slurry Seal LHP View Parking Area	-	15,000	-	-	-	-
Capital	SR 525 Sidewalk (Totem Park)	-	23,200	105,800	-	-	-
Capital	Street Maintenance and Repair	-	100,000	-	-	-	-
Capital	Tank Farm Parking	-	50,000	-	-	-	-
Capital	Waterfront Interim Access	-	15,000	1,000	1,000	1,000	1,000
Fund Totals		-	860,920	1,274,580	313,500	328,500	313,500
Transportation Impact Fee Fund							
Capital	Harbour Reach Drive Wetland Mitigation Project	-	68,000	5,000	5,000	5,000	5,000
Fund Totals		-	68,000	5,000	5,000	5,000	5,000
Surface Water Management Fund							
Surface Water	Surface Water decrease radio parts	500	(500)	(500)	(500)	(500)	(500)
Surface Water	Surface Water acting supervisor	465	700	700	700	700	700
Surface Water	Surface Water standby pay	4,730	2,360	2,360	2,360	2,360	2,360
Surface Water	NPDES permit compliance activities	-	10,000	10,000	10,000	10,000	10,000
Surface Water	Edgewater Creek drainage	1,750	15,000	-	-	-	-
Surface Water	Stormwater capacity grant	-	50,000	-	-	-	-
Surface Water	Other Professional Services	104,000	346,000	-	-	-	-
Surface Water	Surface Water aggregate	5,000	1,500	1,500	1,500	1,500	1,500
Surface Water	Surface Water part-time employee	6,285	14,085	14,085	14,085	14,085	14,085
Surface Water	Community Surface Water grant program	-	25,000	25,000	25,000	25,000	25,000
Surface Water	Upgrade CAD: SWM portion	-	1,850	-	-	-	-
Surface Water	Planning Restructuring	34,700	37,400	37,400	37,400	37,400	37,400
Surface Water	Repay City Reserve Fund Loan [2 of 2]	-	50,000	50,000	50,000	-	-
Capital	61st Place Retaining Wall	-	125,000	-	-	-	-
Capital	15th Street Detention Pond	-	33,000	-	-	-	-
Capital	2nd and Loveland Drainage	-	130,000	-	-	-	-
Capital	Bayview Storm Drainage Improvements	-	20,000	-	-	-	-
Capital	Cyrus Way Drainage Modifications	-	80,000	-	-	-	-
Capital	Decant Station	-	100,000	-	-	-	-
Capital	Naketa Beach Outfall Extension	-	25,000	-	-	-	-
Capital	Smuggler's Gulch LID	-	1,000,000	-	-	-	-
Capital	Bayview Stormwater Pond Fencing	-	25,000	-	-	-	-
Capital	Stormwater Capacity Grant	-	120,000	-	-	-	-
Fund Totals		157,430	2,211,395	140,545	140,545	90,545	90,545

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City of Mukilteo, Washington

Division	Description	2014 Baseline	2014 DPs	One Time and Ongoing Expenditures			
				2015	2016	2017	2018
Equipment Replacement Fund							
Equipment Replacement	One ton roller	-	7,000	-	-	-	-
Equipment Replacement	Replace 4 Police radar detectors	-	12,000	-	-	-	-
Equipment Replacement	Purchase used forklift	-	15,000	-	-	-	-
Equipment Replacement	Replace Surface Water vehicle	-	49,500	-	-	-	-
Equipment Replacement	Replace 4 Police vehicles & Equipment		175,000				
Equipment Replacement	Carryforward Fire Engine Budget		166,740				
Equipment Replacement	Carryforward Breathing Air Compressor		80,000				
Fund Totals		-	505,240	-	-	-	-
Facilities Maintenance Fund							
Facilities Maintenance	Utility Adjustments	108,310	(53,280)	(53,280)	(53,280)	(53,280)	(53,280)
Facilities Maintenance	Decrease Fuel & Operating supplies	37,000	(10,500)	(10,500)	(10,500)	(10,500)	(10,500)
Facilities Maintenance	Filing system maintenance	26,090	500	-	-	-	-
Facilities Maintenance	Lighthouse quarters building repair	34,000	1,000	-	-	-	-
Facilities Maintenance	City Hall Building & Fixture Maintenance	4,140	2,860	2,860	2,860	2,860	2,860
Facilities Maintenance	Contract Services	9,000	4,000	4,000	4,000	4,000	4,000
Facilities Maintenance	Window replacement - Fire Station 24	5,945	18,000	-	-	-	-
Facilities Maintenance	Training tower painting - Fire Station 24	5,945	24,000	-	-	-	-
Fund Totals		230,430	(13,420)	(56,920)	(56,920)	(56,920)	(56,920)
GRAND TOTAL		1,274,223	5,309,895	1,473,972	515,058	433,580	413,755



City of Mukilteo, Washington

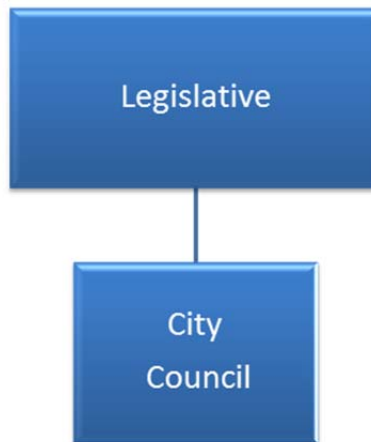


LEGISLATIVE DEPARTMENT

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

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

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



POSITION SUMMARY

Position Title	2013	2014
Councilmember	7.0	7.0
Total	7.0	7.0

Legislative Department Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
City Council	76,697	77,750	77,750	0	77,750	0
TOTAL	76,697	77,750	77,750	0	77,750	0



City Council

PURPOSE

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

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

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

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

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Council Meetings	43	43	43
Formal Actions Taken	240	200	220
Ordinances Adopted	30	23	27
Resolutions Approved	19	18	18



City of Mukilteo, Washington

CITY COUNCIL

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Part Time Employees	42,600	42,600	42,600	0	42,600	0
	42,600	42,600	42,600	0	42,600	0
PERSONNEL BENEFITS						
FICA	3,259	3,300	3,300	0	3,300	0
L&I	183	200	200	0	200	0
	3,442	3,500	3,500	0	3,500	0
SUPPLIES						
Office Supplies	156	250	250	0	250	0
Operating Supplies	0	200	200	0	200	0
Ancillary Meeting Costs	228	500	500	0	500	0
Council Retreat	547	5,000	5,000	0	5,000	0
Small Items of Equipment	0	200	200	0	200	0
	931	6,150	6,150	0	6,150	0
OTHER SERVICES & CHARGES						
Other Professional Services	150	1,000	1,000	0	1,000	0
Travel & Subsistence Expense	8,352	9,800	9,800	0	9,800	0
Legal Publications	1,636	1,000	1,000	0	1,000	0
Publication of Agendas	2,644	3,300	3,300	0	3,300	0
Printing and Binding	0	400	400	0	400	0
Training & Registration	3,427	7,000	7,000	0	7,000	0
City Code Revision	13,515	3,000	3,000	0	3,000	0
	29,724	25,500	25,500	0	25,500	0
TOTAL	76,697	77,750	77,750	0	77,750	0

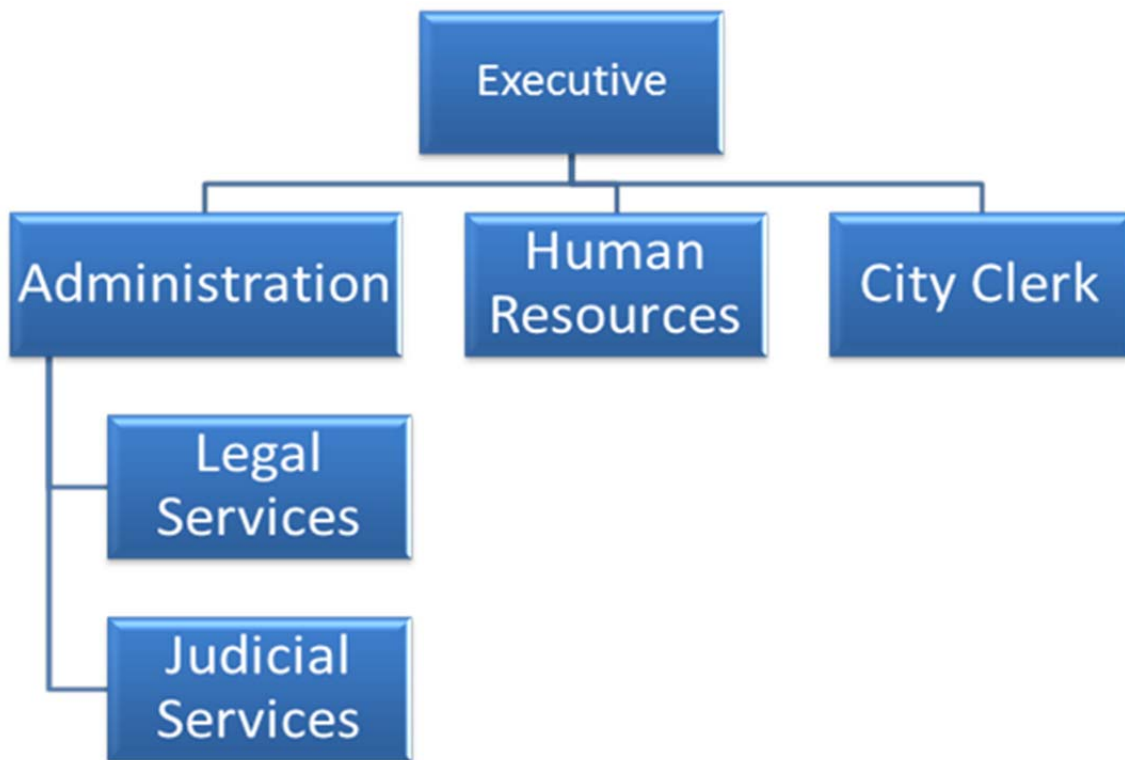


EXECUTIVE DEPARTMENT

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

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

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





POSITION SUMMARY

Position Title	2013	2014
Mayor	1.0	1.0
City Administrator	1.0	1.0
City Clerk	1.0	1.0
Executive/HR Assistant	1.0	1.0
Assistant to City Admin	1.0	1.0
Department Assistant	0.5	0.5
Total	5.5	5.5

Executive Department Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Administration	681,995	692,090	679,830	(40,000)	639,830	(52,260)
Human Resources	101,227	118,360	110,360	57,000	167,360	49,000
Legal Services	194,063	204,000	204,000	14,900	218,900	14,900
Judicial Services	138,133	203,000	203,000	0	203,000	0
Paine Field Emergency Fund	70,534	117,000	106,000	0	106,000	(11,000)
TOTAL	1,185,952	1,334,450	1,303,190	31,900	1,335,090	640

Executive Department Decision Package Summary

Ranking	Division	Title	Amount
1	Human Resources	Labor Negotiations Attorney	17,000
1	Legal Services	City Prosecuting Attorney	14,900
1	City Reserve	Restore City Reserve Fund	88,750
Total			120,650



Administration

PURPOSE

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

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

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

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

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

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

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Agenda Bills Presented	118	105	111
Public Records Requests	260	248	254
Claims Opened	16	20	17
Claims Closed	17	14	16
Incidents Reported	39	33	36

**ADMINISTRATION**

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	412,506	412,410	409,530	0	409,530	(2,880)
Part Time Employees	24,107	24,460	24,830	0	24,830	370
Special Assignment Pay	7,203	7,310	0	0	0	(7,310)
Overtime	0	1,000	1,000	0	1,000	0
	<u>443,816</u>	<u>445,180</u>	<u>435,360</u>	<u>0</u>	<u>435,360</u>	<u>(9,820)</u>
PERSONNEL BENEFITS						
FICA	33,173	33,420	32,570	0	32,570	(850)
PERS	31,660	31,670	40,100	0	40,100	8,430
L&I	1,362	1,650	1,370	0	1,370	(280)
Medical Benefits	69,918	70,700	61,900	0	61,900	(8,800)
Administrator Vehicle Allowance	6,000	6,000	6,000	0	6,000	0
Dental Benefits	11,330	12,000	11,000	0	11,000	(1,000)
Vision Benefits	176	1,600	1,780	0	1,780	180
Life Insurance	1,213	1,550	1,510	0	1,510	(40)
Long Term Disability Insurance	2,687	3,420	3,340	0	3,340	(80)
	<u>157,519</u>	<u>162,010</u>	<u>159,570</u>	<u>0</u>	<u>159,570</u>	<u>(2,440)</u>
SUPPLIES						
Office Supplies	2,121	3,000	3,000	0	3,000	0
Reference Material	234	300	300	0	300	0
Ancillary Meeting Costs	47	500	500	0	500	0
Small Items of Equipment	460	1,000	1,000	0	1,000	0
	<u>2,862</u>	<u>4,800</u>	<u>4,800</u>	<u>0</u>	<u>4,800</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Consulting Services	690	5,000	5,000	0	5,000	0
Other Professional Services	844	11,900	11,900	0	11,900	0
Lobbyist Services	61,108	40,000	40,000	(40,000)	0	(40,000)
Records Services	0	1,000	1,000	0	1,000	0
Telephone	1,336	1,400	1,400	0	1,400	0
Postage	220	1,000	1,000	0	1,000	0
Cell Phone	2,047	2,100	2,100	0	2,100	0
Travel & Subsistence Expense	6,976	11,000	11,000	0	11,000	0
Association Dues & Memberships	810	1,000	1,000	0	1,000	0
Printing and Binding	96	200	200	0	200	0
Training & Registration Costs	3,671	5,500	5,500	0	5,500	0
	<u>77,798</u>	<u>80,100</u>	<u>80,100</u>	<u>(40,000)</u>	<u>40,100</u>	<u>(40,000)</u>
TOTAL	<u>681,995</u>	<u>692,090</u>	<u>679,830</u>	<u>(40,000)</u>	<u>639,830</u>	<u>(52,260)</u>



Human Resources

PURPOSE

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

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

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

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

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

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

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

2014 GOALS & OBJECTIVES

- To recruit and hire qualified candidates for position vacancies.
- Ongoing review and/or updates to the City's Personnel Manual.
- To develop and update administrative guidelines and evaluations for personnel.
- To conduct ongoing review of employee benefit packages.
- To comply with state and federal employee regulations, providing updated material and programs for employees.
- Annual update of a year-round wellness program.
- To complete negotiations for labor agreements.



PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Position Recruitments	13	18	10
Applications Screened	472	712	500
Applicants Interviewed	35	41	40
Labor Contracts Negotiated	4	5	5
Labor Contracts Settled	4	3	5

HUMAN RESOURCES

	2012	2013	2014	2014	Total 2014	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Accrued Leave Cash Out	0	23,000	23,000	0	23,000	0
	0	23,000	23,000	0	23,000	0
PERSONNEL BENEFITS						
Accrued Leave Cash Out - FICA	0	1,760	1,760	0	1,760	0
Unemployment Compensation	0	29,700	29,700	0	29,700	0
Tuition & Education Benefits	0	0	0	0	0	0
	0	31,460	31,460	0	31,460	0
SUPPLIES						
Office Supplies	3,377	1,000	1,000	0	1,000	0
Reference Material	0	500	500	0	500	0
	3,377	1,500	1,500	0	1,500	0
OTHER SERVICES & CHARGES						
Other Professional Services	69,522	33,000	33,000	57,000	90,000	57,000
AWC Wellness Program	4,105	2,000	2,000	0	2,000	0
Telephone	134	200	200	0	200	0
Postage	61	300	300	0	300	0
Travel & Subsistence	100	1,000	1,000	0	1,000	0
Classified Advertising	5,758	10,000	2,000	0	2,000	(8,000)
Association Dues & Memberships	400	400	400	0	400	0
Printing and Binding	0	500	500	0	500	0
Training & Registration	17,729	15,000	15,000	0	15,000	0
Miscellaneous	40	0	0	0	0	0
	97,849	62,400	54,400	57,000	111,400	49,000
TOTAL	101,225	118,360	110,360	57,000	167,360	49,000

*All General Fund unemployment compensation expense is budgeted in Human Resources for 2014. Actual expenses will be paid from the applicable department budgets as needed, and the appropriate budget will be transferred from Human Resources.



Legal Services

PURPOSE

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

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

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

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Hours of Service:			
City Attorney	1090	800	900
City Prosecutor	420	400	400
Litigation Cases	6	5	5

LEGAL SERVICES

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
OTHER SERVICES AND CHARGES						
City Attorney	102,927	110,000	110,000	0	110,000	0
City Attorney Other Services	37,012	44,000	44,000	0	44,000	0
City Prosecuting Attorney	54,124	50,000	50,000	14,900	64,900	14,900
TOTAL	194,064	204,000	204,000	14,900	218,900	14,900



Judicial Services

PURPOSE

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

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

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

2014 GOALS & OBJECTIVES

- To continue to provide district court services.

PERFORMANCE INDICATORS

	2012 Actual	2013 Est.	2014 Est.
Cases	250	436	430
Indigents Defended	158	436	430
Hours of Service	168	440	434

JUDICIAL SERVICES

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
<u>OTHER SERVICES & CHARGES</u>						
Indigent Defense Attorney	47,646	52,000	52,000	0	52,000	0
	47,646	52,000	52,000	0	52,000	0
<u>INTERGOVERNMENTAL SERVICES</u>						
Interlocal Extradition	0	1,000	1,000	0	1,000	0
Everett District Court	90,487	150,000	150,000	0	150,000	0
	90,487	151,000	151,000	0	151,000	0
TOTAL	138,133	203,000	203,000	0	203,000	0



Paine Field Emergency Reserve Fund

PURPOSE

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

PAINE FIELD EMERGENCY FUND

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
<u>OTHER SERVICES AND CHARGES</u>						
City Attorney Other Services	70,534	117,000	106,000	0	106,000	(11,000)
	<u>70,534</u>	<u>117,000</u>	<u>106,000</u>	<u>0</u>	<u>106,000</u>	<u>(11,000)</u>

PAINE FIELD EMERGENCY FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$157,217	\$117,217	\$86,700	\$6,700	(\$110,517)
<u>Revenues</u>					
Miscellaneous	16	0	0	0	0
Transfers In	0	0	0	100,000	100,000
Total Revenues	<u>16</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>100,000</u>
<u>Total Resources</u>	<u>157,233</u>	<u>117,217</u>	<u>86,700</u>	<u>106,700</u>	<u>(10,517)</u>
<u>Expenditures</u>					
Other Services & Charges	70,534	117,000	80,000	106,000	(11,000)
<u>Total Expenditures</u>	<u>70,534</u>	<u>117,000</u>	<u>80,000</u>	<u>106,000</u>	<u>(11,000)</u>
<u>Ending Fund Balance</u>	<u>\$86,699</u>	<u>\$217</u>	<u>\$6,700</u>	<u>\$700</u>	<u>\$483</u>



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 agency's measurement of the City's financial strength.

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

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

CITY RESERVE FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$1,000,000	\$1,000,000	\$1,000,000	\$734,270	(\$265,730)
<u>Revenues</u>					
Operating Transfers In	0	0	0	88,750	88,750
Total Revenues	0	0	0	88,750	88,750
Total Resources	1,000,000	1,000,000	1,000,000	823,020	(176,980)
<u>Expenditures</u>					
Emergency Projects	0	265,684	265,730	0	(265,684)
Total Expenditures	0	265,684	265,730	0	(265,684)
Ending Fund Balance	\$1,000,000	\$734,316	\$734,270	\$823,020	\$88,704



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Other Professional Services- for Labor Negotiations Attorney	1
Department:	Executive	Fund Name: General
Division:	Human Resources	
Decision Package Title:	Other Professional Services	
Preparer Name:	Krystn McArthur	
Department Account Number:	011.16.516.200.4106	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 This expenditure is necessary as we are over budget in the 2013 year, with a year end estimate is \$69,000. This is due to labor attorney services that is provided, due to Union Negotiations, costs for mediation and arbitration.

What alternatives are available?
 N/A

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
	33,000	17,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$33,000	\$17,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$50,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		50,000	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$50,000	\$0	\$0	\$0	\$0



2014 Decision Package		Ranking
Item Description:	ZACHOR & THOMAS has provided prosecutorial services for the City of Mukilteo. The higher cost reflects the significant increase in work by the prosecutor representing the City of Mukilteo to include first appearance duties for arraignment, court appearance and representation for traffic infractions.	1
Department:	Executive & Legislative	Fund Name: General
Division:	Legal	
Decision Package Title:	Increase in City Attorney fees	
Preparer Name:	Scott James	
Department Account Number:	011.15.515.200.4115	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward No

Is the Expenditure Operating or Capital? Operating from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 To reflect the true cost of providing prosecutorial services for the City.

What alternatives are available?
 None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Increase Zachor & Thomas' fees	50,000	14,900	14,900	14,900	14,900	14,900
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$50,000	\$14,900	\$14,900	\$14,900	\$14,900	\$14,900

Total On-Going Expenses	\$64,900	\$64,900	\$64,900	\$64,900	\$64,900
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		64,900	64,900	64,900	64,900	64,900
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$64,900	\$64,900	\$64,900	\$64,900	\$64,900



2014 Decision Package		Ranking
Item Description:	Two weather related events required used of City Reserve emergency funds to be utilized to pay for needed repairs of which the General and the Surface Water Management will restore back to the the City Reserve Fund over a three year period.	1
Department:	Finance	Fund Name: <input type="text"/>
Division:	Finance	
Decision Package Title:	Restore City Reserve Fund	
Preparer Name:	Joe Hannan	
Department Account Number:	011.19.597.200.5500 & 440.38.532.200.7190	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

The City Reserve Fund was created to help ensure the City had sufficient funds to respond financially to emergency situations. During 2013, the City turned to the City Reserve Fund twice to provide funds to pay for emergency repairs. The General Fund will return \$38,750 and the Surface Water Management Fund will pay an interfund loan of \$50,000 back to the City Reserve Fund over each of the next three years, beginning in 2014.

What alternatives are available?

Reduce Fund Balance Policy the City Reserve Fund is stipulated to carry.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
011.19.597.200.5516	0	38,750	38,750	38,750		
440.19.597.200.5516	0	50,000	50,000	50,000		
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$88,750	\$88,750	\$88,750	\$0	\$0

Total On-Going Expenses	\$88,750	\$88,750	\$88,750	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		88,750	88,750	88,750	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$88,750	\$88,750	\$88,750	\$0	\$0



City of Mukilteo, Washington



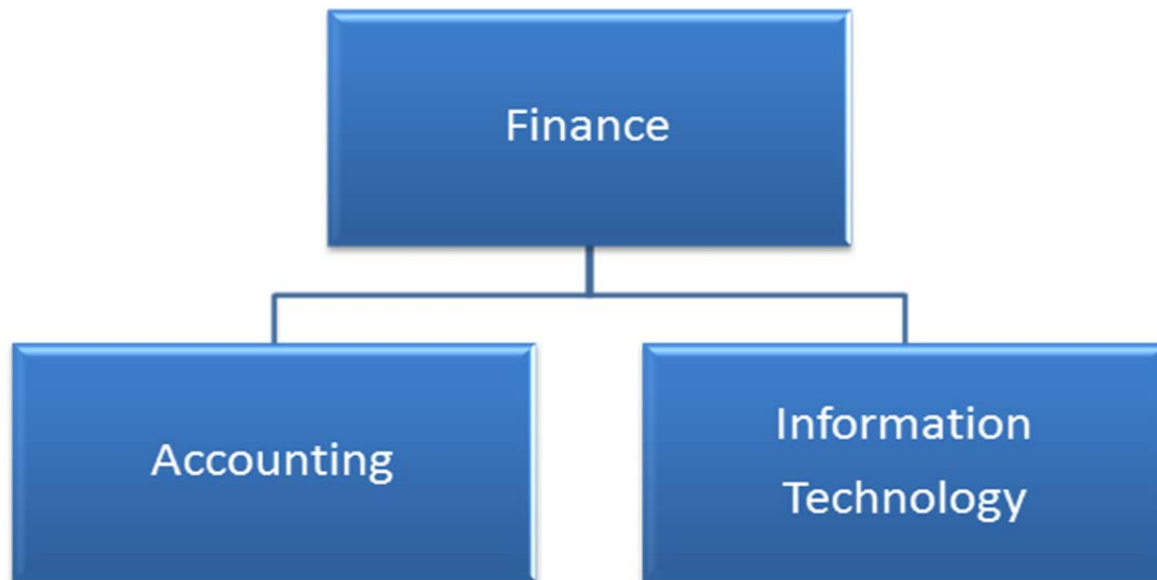
City of Mukilteo, Washington

FINANCE DEPARTMENT

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

The accounting division includes payroll, business licensing, accounts receivable, accounts payable, and cash management. It also prepares and monitors the City's budget and financial reports.

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



POSITION SUMMARY

Position Title	2013	2014
Finance Director	1.0	1.0
Accounting Manager	1.0	1.0
Staff Accountant	1.0	1.0
Accounting Technician	3.0	3.0
I.T. Support Technician	1.0	1.0
Desktop Support Specialist	0.0	0.8
Total	7.0	7.8


Finance Department Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Accounting	731,599	735,320	735,490	(2,000)	733,490	(1,830)
Information Technology	405,813	286,160	291,090	0	291,090	4,930
Technology Replacement	105,981	205,650	0	123,750	123,750	(81,900)
TOTAL	1,243,393	1,227,130	1,026,580	121,750	1,148,330	(78,800)

Finance Department Decision Package Summary

Ranking	Division	Title	Amount
1	I T	New Staff Member, Salary Modifications	-
1	Technology Replacement	Capital Technology Equipment	60,100
1	Technology Replacement	2014 Small Equipment Replacement	63,650
		Total	123,750



City of Mukilteo, Washington

Accounting

PURPOSE

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

2013 ACCOMPLISHMENTS

- Implemented and began using the new Business License software.
- Received the 2013 Distinguished Budget Presentation Award from the Government Finance Officers Association.
- Implemented Governmental Accounting Standards Board Statements #62: [Accounting and Reporting codification], and #63 [Reporting of deferred outflows].

2014 GOALS & OBJECTIVES

- Increase staff training.
- Expand the Long Range Financial Plan to include Vehicle Equipment, Apparatus, and IT Equipment replacement.
- Revise Financial Policies.
- Implement the new Washington State Auditor / BARS accounting structure.
- Modify and extend the Overhead Allocation procedures.

**ACCOUNTING**

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	385,587	409,130	419,260	0	419,260	10,130
Part Time Employees	2,921	2,000	0	0		
Overtime	13,695	3,000	3,050	0	3,050	50
	<u>402,203</u>	<u>414,130</u>	<u>422,310</u>	<u>0</u>	<u>422,310</u>	<u>8,180</u>
PERSONNEL BENEFITS						
FICA	30,129	31,530	32,300	0	32,300	770
PERS	28,834	29,430	38,750	0	38,750	9,320
L&I	1,427	1,800	1,500	0	1,500	(300)
Medical Benefits	93,948	102,600	91,000	0	91,000	(11,600)
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	9,113	10,000	10,000	0	10,000	0
Vision Benefits	1,834	1,500	1,850	0	1,850	350
Life Insurance	1,235	1,400	1,450	0	1,450	50
Long Term Disability Insurance	2,735	3,050	3,150	0	3,150	100
Medical Opt-Out Incentive	1,136	0	10,350	0	10,350	10,350
	<u>172,790</u>	<u>183,710</u>	<u>192,750</u>	<u>0</u>	<u>192,750</u>	<u>9,040</u>
SUPPLIES						
Office Supplies	2,923	3,000	3,000	0	3,000	0
Purchase of Forms	499	1,500	1,500	0	1,500	0
Reference Material	1,091	400	400	0	400	0
Motor Fuel	159	300	300	0	300	0
Small Items of Equipment	306	300	300	0	300	0
	<u>4,977</u>	<u>5,500</u>	<u>5,500</u>	<u>0</u>	<u>5,500</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Services	41,286	15,000	15,000	(5,000)	10,000	(5,000)
Telephone	1,069	1,100	1,100	0	1,100	0
Postage	3,240	3,600	3,600	0	3,600	0
Payflow Processing Fees	1,009	1,100	1,100	0	1,100	0
Cell Phone	370	400	500	0	500	100
Travel & Subsistence	2,032	1,300	1,300	500	1,800	500
Equipment Replacement Charges	2,390	2,380	2,230	0	2,230	(150)
Vehicle R&M	86	500	500	0	500	0
Accounting System Maintenance	32,775	33,400	33,400	0	33,400	0
Assoc. Dues & Memberships	879	500	500	0	500	0
Printing and Binding	587	800	800	0	800	0
Training & Registration Costs	1,613	2,000	2,000	500	2,500	500
Miscellaneous	1,499	800	800	0	800	0
Banking Fees	13,498	9,500	9,500	2,000	11,500	2,000
	<u>102,333</u>	<u>72,380</u>	<u>72,330</u>	<u>(2,000)</u>	<u>70,330</u>	<u>(2,050)</u>
INTERGOVERNMENTAL SERVICES						
State Auditor Audit	49,296	42,600	42,600	0	42,600	0
	<u>49,296</u>	<u>42,600</u>	<u>42,600</u>	<u>0</u>	<u>42,600</u>	<u>0</u>
CAPITAL OUTLAY						
Computer Software	0	17,000	0	0	0	(17,000)
	<u>0</u>	<u>17,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(17,000)</u>
TOTAL	\$731,598	\$735,320	\$735,490	(\$2,000)	\$733,490	(\$1,829)



Information Technology

PURPOSE

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

The IT division provides an infrastructure that is reliable and secure. IT is responsible for ensuring data integrity, and provides archival, backup, and disaster recovery of City data. IT provides all internal technology support including server infrastructure, networking operations, helpdesk support, and device and software management.

IT coordinates with SNOCOM emergency 911 services to maintain a secure and reliable connection for the transmission of data from both fixed and mobile units for the City's First Responders.

IT maintains awareness of current and upcoming technologies and performs analysis of new technologies to make recommendations to the City. IT is currently in the process of determining how to help other departments use their technology to the greatest advantage. This is being achieved through education of the end users to improve their understanding of their technology tools and their uses.

IT has focused upon the area of business continuity and disaster recovery as its main goals for 2013. By moving data to off-site storage, and the development of a disaster recovery site in a secure data site in Eastern Washington, the City has ensured that it's data is not only retrievable but it is also prepared in the event of a disaster.

2013 ACCOMPLISHMENTS

- Completion of City's fiber network.
- Deployment of Disaster Recovery Site.
- Deployment of DATA911 units to Public Safety vehicles.
- Upgrade of City email infrastructure to Exchange 2010.
- Continued technology upgrades to workstations across City Network for improved end user productivity.
- Upgrades to City financial software and deployment of web based timecard system.

2014 GOALS AND OBJECTIVES

- Completion of DATA911 deployment.
- Completion of SharePoint 2010 and the migration of City documents.
- Complete deployment of Windows 7 Professional across City.
- New World Public Safety software deployment.
- Continue efforts regarding green technology and the reduction of the City's carbon footprint.
- Upgrades to City's wireless network and improved connectivity at City buildings.



City of Mukilteo, Washington

INFORMATION TECHNOLOGY

	2012	2013	2014	2014	Total 2014	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	75,216	50,580	53,750	38,130	91,880	41,300
Overtime	154	3,000	3,050	0	3,050	50
	<u>75,371</u>	<u>53,580</u>	<u>56,800</u>	<u>38,130</u>	<u>94,930</u>	<u>41,350</u>
PERSONNEL BENEFITS						
FICA	5,698	4,100	4,350	2,920	7,270	3,170
PERS	5,018	3,760	5,100	3,510	8,610	4,850
L&I	248	300	250	190	440	140
Medical Benefits	13,056	7,710	7,830	11,200	19,030	11,320
Dental Benefits	2,405	820	830	1,240	2,070	1,250
Vision Benefits	1,142	210	200	510	710	500
Life Insurance	175	170	200	130	330	160
Long Term Disability Insurance	387	380	400	290	690	310
	<u>28,129</u>	<u>17,450</u>	<u>19,160</u>	<u>19,990</u>	<u>39,150</u>	<u>21,700</u>
SUPPLIES						
Computer Supplies	3,799	5,000	5,000	0	5,000	0
Reference Material	0	500	500	0	500	0
Operating Supplies	856	1,000	1,000	(500)	500	(500)
Small Items of Equipment	22,839	15,500	15,500	(500)	15,000	(500)
	<u>27,494</u>	<u>22,000</u>	<u>22,000</u>	<u>(1,000)</u>	<u>21,000</u>	<u>(1,000)</u>
OTHER SERVICES & CHARGES						
Consulting Services	90,427	93,000	93,000	(47,800)	45,200	(47,800)
Other Professional Services	143	11,100	11,100	(11,100)	0	(11,100)
Data Recovery	55,857	0	0	0	0	0
Telephone	1,142	1,200	1,200	0	1,200	0
Postage	0	100	100	0	100	0
On-Line Charges	18,079	14,300	14,300	0	14,300	0
Cell Phone	1,070	1,200	1,200	0	1,200	0
Travel & Subsistence	425	1,000	1,000	0	1,000	0
Classified Advertising	376	0	0	0	0	0
Fiber Lease	67,674	8,340	8,340	(2,340)	6,000	(2,340)
Communication Equipment M&R	22,621	10,000	10,000	4,000	14,000	4,000
Computer System M&R	11,759	28,740	28,740	0	28,740	0
Accounting System Maintenance	2,330	20,050	20,050	0	20,050	0
Assoc Dues and Memberships	75	0	0	220	220	220
Printing And Binding	96	100	100	(100)	0	(100)
Training & Registration	2,743	4,000	4,000	0	4,000	0
	<u>274,818</u>	<u>193,130</u>	<u>193,130</u>	<u>(57,120)</u>	<u>136,010</u>	<u>(57,120)</u>
CAPITAL OUTLAY						
TOTAL	<u>405,812</u>	<u>286,160</u>	<u>291,090</u>	<u>0</u>	<u>291,090</u>	<u>4,930</u>



TECHNOLOGY REPLACEMENT FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$160,154	\$99,480	\$119,125	\$103,675	\$4,195
<u>Revenues</u>					
Investment Interest	232	0	200	200	200
Admin Fee	8,757	6,200	20,000	15,000	8,800
Operating Transfers In	75,000	170,000	170,000	110,000	(60,000)
Total Revenues	83,990	176,200	190,200	125,200	(51,000)
<u>Total Resources</u>	244,144	275,680	309,325	228,875	(46,805)
<u>Expenditures</u>					
Small Items of Equipment	2,965	54,100	54,100	63,650	9,550
Capital Outlay	103,016	151,550	151,550	60,100	(91,450)
<u>Total Expenditures</u>	105,981	205,650	205,650	123,750	(81,900)
<u>Ending Fund Balance</u>	\$138,163	\$70,030	\$103,675	\$105,125	\$35,095

TECHNOLOGY REPLACEMENT

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
<u>CAPITAL OUTLAYS</u>						
Small Items of Equipment	2,965	54,100	0	63,650	63,650	9,550
Computer Hardware	103,016	151,550	0	60,100	60,100	(91,450)
	105,981	205,650	0	123,750	123,750	(81,900)



2014 Decision Package		Ranking
Item Description:	(1) Hire one additional 30 hours per week staff member for IT at pay range 60 Step A and (2) increase pay grade from 73 Step C to 93 Step A for current Desktop Support Technician.	1
Department:	Finance	Fund Name: General
Division:	IT	
Decision Package Title:	New Staff Member	
Preparer Name:	Scott James	
Department Account Number:	011.15.518.810.1101	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward from the previous year? No

Is the Expenditure Operating or Capital? Operating

Why is this Expenditure necessary - How will it help achieve Department goals?

(1) In 2013 we signed a 1 year contract with Seitel Systems to assist our IT services. We found that we would be better served by bringing the "help desk" part of the contract back to City as services demands would be better served by a staff of two. (2) We under estimated the amount of work and expertise we needed of our IT staff to serve our customers.

What alternatives are available?

Continue to contract with an outside vendor.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Salary Increase for Desktop Support Technician	53,750	5,920	6,216	6,527	6,853	6,853
Salary for new Computer Support Technician	0	32,210	33,821	35,512	37,287	37,287
Fica, PERS, L&I	9,700	6,620	6,620	6,620	6,620	6,620
Benefits	9,440	13,370	13,370	13,370	13,370	13,370
Consulting Services	93,000	(47,800)	(47,800)	(47,800)	(47,800)	(47,800)
Other Professional Services	11,100	(10,320)	(10,320)	(10,320)	(10,320)	(10,320)
	0	0	0	0	0	0
Sub-Total	\$176,990	\$0	\$1,907	\$3,908	\$6,010	\$6,010

Total On-Going Expenses	\$176,990	178,897	180,898	183,000	183,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		0	1,907	3,908	6,010	6,010
Ending Cash: Carryforward		176,990	176,990	176,990	176,990	176,990
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$176,990	\$178,897	\$180,898	\$183,000	\$183,000



2014 Decision Package		Ranking
Item Description:	Purchase replacement, including: 15 All-in-one PC's \$13,500, 15 Desktop PC's \$21,000, 5 laptops \$8,000, 15 monitors \$3,750, 3 servers \$30,000, 2 Routers \$10,000, 2 Switches \$8,000, Hard Drives, \$5,000, 1 Printer \$800, 3 copy machines \$12,400, 1 Large Format Printer/Copier Printer \$9,300 & 4 scanners \$2,000.	1
Department:	Finance	Fund Name: Technology Replacement
Division:	Technology Replacement	
Decision Package Title:	2014 Small Equipment Replacement	
Preparer Name:	Scott James	
Department Account Number:	120.18.518.81.3501	

What is the nature of the expenditure? One-Time Is the Expenditure a Carryforward No
 from the previous year?
 Is the Expenditure Operating or Capital? Operating

Why is this Expenditure necessary - How will it help achieve Department goals?
 To maintain an operational and stable IT dept. The the replacement of aged laptops, workstations, switches and routers we are able to maintain a stable environment with uniformity of software and hardware.

What alternatives are available?
 Continue using current system.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
120.18.518.810.3501	0	63,650	0	0	0	0
120.18.594.810.6402	0	60,100	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$123,750	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$123,750	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		123,750	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$123,750	\$0	\$0	\$0	\$0



City of Mukilteo, Washington



NON DEPARTMENTAL

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



Non Departmental Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Central Services	15,678	21,600	21,600	0	21,600	0
Community Support (General Fund only)	47,286	59,500	59,500	(10,000)	49,500	(10,000)
Hotel/Motel Lodging Tax Fund	130,520	185,500	222,390	0	222,390	36,890
Other Governmental Services	2,492,182	1,578,996	1,527,920	10,000	1,537,920	(41,076)
LEOFF I Reserve Fund	36,684	39,700	39,600	0	39,600	(100)
TOTAL	2,706,671	1,863,696	1,849,410	0	1,849,410	(14,286)



Central Services

PURPOSE

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

CENTRAL SERVICES

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SUPPLIES						
Paper Stock	4,558	6,000	6,000	0	6,000	0
Operating Supplies	1,070	1,700	1,700	0	1,700	0
	<u>5,627</u>	<u>7,700</u>	<u>7,700</u>	<u>0</u>	<u>7,700</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Postage	190	400	400	0	400	0
Website Hosting	1,800	1,800	1,800	0	1,800	0
Office Equipment Rental	1,130	2,000	2,000	0	2,000	0
Office Equipment M&R	5,595	8,500	8,500	0	8,500	0
Software System Maintenance	0	200	200	(200)	0	(200)
City Letterhead and Envelopes	1,334	1,000	1,000	200	1,200	200
	<u>10,050</u>	<u>13,900</u>	<u>13,900</u>	<u>0</u>	<u>13,900</u>	<u>0</u>
TOTAL	<u>15,678</u>	<u>21,600</u>	<u>21,600</u>	<u>0</u>	<u>21,600</u>	<u>0</u>



City of Mukilteo, Washington

Other Governmental Services

PURPOSE

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

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

**OTHER GOVERNMENTAL SERVICES**

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
PERSONNEL BENEFITS						
Part Time Employees	2,355	0	7,000	0	7,000	7,000
General Employee Benefits	5,287	4,500	5,100	0	5,100	600
	<u>7,643</u>	<u>4,500</u>	<u>12,100</u>	<u>0</u>	<u>12,100</u>	<u>7,600</u>
OTHER SERVICES & CHARGES						
Public Affairs & Community Outreach	23,330	28,800	28,800	0	28,800	0
Youth Advisory Council	1,053	1,000	1,000	0	1,000	0
Travel and Subsistence	0	1,000	1,000	0	1,000	0
Insurance	115,427	143,220	142,220	0	142,220	(1,000)
eCITYGOV Alliance Contract	2,200	2,200	2,200	0	2,200	0
Training and Registration	0	600	600	0	600	0
Emergency Management Misc.	3,434	3,500	3,500	0	3,500	0
COBRA Dental/Vision Claims	0	2,000	2,000	0	2,000	0
	<u>145,444</u>	<u>182,320</u>	<u>181,320</u>	<u>0</u>	<u>181,320</u>	<u>(1,000)</u>
INTERGOVERNMENTAL SERVICES						
Alcohol Program	6,069	6,000	6,000	0	6,000	0
Election Services	6,540	30,000	15,000	0	15,000	(15,000)
Emergency Services	39,763	61,335	47,800	0	47,800	(13,535)
Commute Trip Reduction	90	1,000	1,000	0	1,000	0
Association of Washington Cities	13,740	13,800	13,800	0	13,800	0
Puget Sound Air Pollution	12,634	12,500	12,500	0	12,500	0
Puget Sound Region Council	8,082	8,500	8,500	0	8,500	0
Snohomish County Tomorrow	3,651	5,300	5,300	0	5,300	0
Voter Registration	31,603	31,000	31,000	0	31,000	0
WA State Purchasing Coop	1,000	1,000	1,000	0	1,000	0
National League of Cities	1,549	1,500	1,500	0	1,500	0
Economic Alliance - Snohomish County	0	0	0	10,000	10,000	10,000
Snohomish County Cities	0	100	100	0	100	0
Interjurisdictional Housing	0	1,250	1,250	0	1,250	0
	<u>124,720</u>	<u>173,285</u>	<u>144,750</u>	<u>10,000</u>	<u>154,750</u>	<u>(18,535)</u>
TRANSFERS						
Transfer to Tech. Replacement Fund	75,000	170,000	110,000	0	110,000	(60,000)
Transfer to EMS Fund	0	0	100,000	0	100,000	100,000
Transfer to Equipment Replacement Fund	1,014,575	0	0	0	0	0
Transfer to Street Fund	469,500	430,800	100,000	0	100,000	(330,800)
Transfer to City Reserve Fund	0	0	38,750	0	38,750	38,750
Transfer to Rec. & Cultural Svcs Fund	205,000	138,091	170,000	0	170,000	31,909
Transfer to Facilities Maintenance Fund	400,000	450,000	540,000	0	540,000	90,000
Transfer to LEOFF I Reserve Fund	30,000	25,000	25,000	0	25,000	0
Transfer to Hotel/Motel Fund	5,000	5,000	5,000	0	5,000	0
Transfer to Paine Field Emergency Fund	0	0	100,000	0	100,000	100,000
Transfer to Self Insurance Fund	15,300	0	1,000	0	1,000	1,000
	<u>2,214,375</u>	<u>1,218,891</u>	<u>1,189,750</u>	<u>0</u>	<u>1,189,750</u>	<u>(29,141)</u>
TOTAL	<u>2,492,182</u>	<u>1,578,996</u>	<u>1,527,920</u>	<u>10,000</u>	<u>1,537,920</u>	<u>(41,076)</u>



City of Mukilteo, Washington



Community Support

PURPOSE

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

COMMUNITY SUPPORT

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
City Newsletter	15,370	17,500	17,500	0	17,500	0
Sustainability Project	0	10,000	10,000	(10,000)	0	(10,000)
Community Organizational Support	10,475	10,000	10,000	0	10,000	0
Large Item Pickup	21,441	22,000	22,000	0	22,000	0
TOTAL	47,286	59,500	59,500	(10,000)	49,500	(10,000)



City of Mukilteo, Washington

LEOFF I Reserve Fund

PURPOSE

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

LEOFF I RESERVE FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$134,218	\$126,220	\$127,780	\$115,890	(\$10,330)
<u>Revenues</u>					
Investment Interest	243	200	160	170	(30)
Operating Transfers In	30,000	25,000	25,000	25,000	0
Total Revenues	30,243	25,200	25,160	25,170	(30)
<u>Total Resources</u>	164,461	151,420	152,940	141,060	(10,360)
<u>Expenditures</u>					
Personnel Benefits	35,284	38,200	35,650	38,200	0
OFM Assessment Fee	1,400	1,500	1,400	1,400	(100)
<u>Total Expenditures</u>	36,684	39,700	37,050	39,600	(100)
<u>Ending Fund Balance</u>	\$127,777	\$111,720	\$115,890	\$101,460	(\$10,260)



Health Insurance Administration Reserve Fund

PURPOSE

The City of Mukilteo self-insures dental and vision benefits for City staff. Per State of Washington Office of Financial Management guidelines, the City is required to maintain a reserve balance equal to or exceeding 16 weeks of budgeted self-insured expenses. The minimum reserve requirement for 2014 is \$67,185. The current reserve amount maintained is \$66,300.

HEALTH INSURANCE ADMINISTRATION RESERVE FUND

	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Budget</u>	<u>2013 Y.E.</u> <u>Estimate</u>	<u>2014</u> <u>Budget</u>	<u>\$ Increase/</u> <u>(Decrease)</u>
Beginning Fund Balance	\$50,996	\$66,296	\$66,296	\$66,296	\$0
<u>Revenues</u>					
Interfund Transfers In	15,300	0	0	1,000	1,000
Total Revenues	15,300	0	0	1,000	1,000
<u>Total Resources</u>	66,296	66,296	66,296	67,296	1,000
<u>Expenditures</u>					
	0	0	0	0	0
<u>Total Expenditures</u>	0	0	0	0	0
<u>Ending Fund Balance</u>	\$66,296	\$66,296	\$66,296	\$67,296	\$1,000



Unemployment Compensation Reserve Fund

PURPOSE

The Unemployment Compensation Reserve Fund maintains a reserve balance to help offset unexpected expenditures from unemployment claims processed against the City.

UNEMPLOYMENT COMPENSATION RESERVE FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$40,488	\$40,490	\$40,490	\$40,490	\$0
<u>Revenues</u>					
	0	0	0	0	0
Total Revenues	0	0	0	0	0
Total Resources	40,488	40,490	40,490	40,490	0
<u>Expenditures</u>					0
	0	0	0	0	
Total Expenditures	0	0	0	0	0
<u>Ending Fund Balance</u>	\$40,488	\$40,490	\$40,490	\$40,490	\$0



Hotel/Motel Lodging Tax Fund

PURPOSE

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

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

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

HOTEL/MOTEL LODGING TAX RESERVES

The City will maintain a Hotel/Motel Lodging Tax Reserve of allocating grants to fund tourism promotional opportunities within the City. The 2014 Budget will maintain a cash flow reserve within the Hotel/Motel Lodging Tax Fund in an amount equal to one prior complete year’s revenues in ending fund balance.

HOTEL/MOTEL LODGING TAX FUND	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Debt Service	100,805	45,000	48,890	0	48,890	3,890
Other Services & Charges	315	140,500	173,500	0	173,500	33,000
Transfers Out	29,400	0	0	0	0	0
TOTAL	130,520	185,500	222,390	0	222,390	36,890



HOTEL/MOTEL LODGING TAX FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$192,437	\$182,326	\$211,420	\$226,320	\$43,994
<u>Revenues</u>					
Hotel/Motel Transient Tax	192,913	180,000	200,000	200,000	20,000
Investment Interest	460	200	400	400	200
Transfers In	5,000	5,000	5,000	5,000	0
Total Revenues	198,373	185,200	205,400	205,400	20,200
<u>Total Resources</u>	390,810	367,526	416,820	431,720	64,194
<u>Expenditures</u>					
Community Organizational Support	100,627	140,000	140,000	173,000	33,000
Insurance	178	500	500	500	0
Interfund Loan Payments	315	45,000	45,000	48,890	3,890
Transfers Out	29,400	0	0	0	0
<u>Total Expenditures</u>	130,520	185,500	185,500	222,390	36,890
<u>Ending Fund Balance</u>	\$260,290	\$182,026	\$231,320	\$209,330	\$27,304



2014 Decision Package		Ranking
Item Description	Economic Alliance of Snohomish County (EASC) membership	1
Department:	Non Departmental	General
Division:	Other Governmental Services	
Decision Package Title:	Economic Alliance of Snohomish County Membership	
Preparer Name:	Joe Hannan	
Department Account Number:	011.19.519.900.5158	

What is the nature of the expenditure? **On-Going** Is the Expenditure a **No**
Carryforward from the previous
 Is the Expenditure Operating or Capital? **Operating** year?

Why is this Expenditure necessary - How will it help achieve Department goals?

To promote economic development within Mukilteo and Snohomish County with particular emphasis on aeronautic manufacturing. Economic Alliance Snohomish County is committed to growing and nurturing a vital regional economy that is globally competitive. EASC achieve this by expanding partnerships, developing key resources and building the infrastructure systems that create local and regional employment centers.

What alternatives are available?

Promoting economic development with existing staff and resources.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>EASC membership</i>	0	10,000	10,000	10,000	10,000	10,000
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Total On-Going Expenses	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		10,000	10,000	10,000	10,000	10,000
<i>Ending Cash: Carryforward</i>		0	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



City of Mukilteo, Washington

POLICE DEPARTMENT

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

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



**POSITION SUMMARY**

Position Title	2013	2014
Police Chief	1.0	1.0
Commander	1.0	1.0
Sergeant (1=Detective Sgt.)	5.0	5.0
Detective	3.0	3.0
Crime Prevention Officer	1.0	1.0
Police Officer	17.0	17.0
Office Supervisor	1.0	1.0
Community Support Officer	1.0	1.0
Support Services Technician	2.0	2.0
Department Assistant	0.5	0.5
Total	32.5	32.5

Police Department Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Administration & Support Services	1,251,538	1,301,865	1,330,280	9,800	1,340,080	38,215
Special Operations	425,504	395,830	410,220	1,200	411,420	15,590
Patrol	2,623,093	2,718,236	2,682,740	1,050	2,683,790	(34,446)
Crime Prevention	147,197	149,610	142,740	0	142,740	(6,870)
Training	34,047	78,162	42,380	25,300	67,680	(10,482)
Drug Enforcement	7,598	10,000	0	0	0	(10,000)
TOTAL	4,488,977	4,653,703	4,608,360	37,350	4,645,710	(7,993)

Police Department Decision Package Summary

Ranking	Division	Title	Amount
M	Police Administration	Travel & Subsistence	1,500
M	Police Patrol	Travel & Subsistence	1,050
M	Police Special Operations	Travel & Subsistence	1,200
M	Police Training	New World Systems Training	25,300
1	Police Administration	LEXIPOL Manual Update	6,950
2	Police Administration	Clothing Allowance	900
Total			36,900



Administration and Support Services

PURPOSE

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

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

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

2013 ACCOMPLISHMENTS

- Hired half time Department Assistant leading to greatly increased operational efficiency
- Received grants totaling over \$21,000 for traffic safety and equipment procurement.
- Continued program for disposal and storage program achieving proper records and files retention.
- Completed evidence audit
- Created database to better audit infractions and collections
- Prepared and published updated Mission Statement and Values

- Replaced obsolete police fleet vehicles with new, more fuel efficient vehicles.
- Held several property auctions raising revenue for the city.
- Established evidence and records training program for new officers.

2014 GOALS & OBJECTIVES

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



PERFORMANCE INDICATORS

	2012 Actual	2013 Est.	2014 Est.
Jail Detention			
No. Bookings	140	145	150
Housing Days	1,073	600	900
Internal	2	1	1
Animal Complaints	445	475	475
Case Reports	1,827	1,950	2,000
Fingerprint Services	339	460	450
Infraction/Citations	3,882	3,000	3,500
Animal Licenses	289	268	300
Pistol Permits	225	320	350

POLICE ADMINISTRATION

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	498,629	514,350	534,300	0	534,300	19,950
Special Assignment Pay	3,601	3,600	3,700	0	3,700	100
Acting Supervisor Pay	154	0	0	0	0	0
Merit Pay	1,157	1,500	1,500	0	1,500	0
Overtime	3,231	5,625	5,700	0	5,700	75
	506,772	525,075	545,200	0	545,200	20,125
BENEFITS						
FICA	37,902	40,754	41,300	0	41,300	546
Law Enf. Retirement System	15,062	15,995	15,400	0	15,400	(595)
PERS	15,733	16,549	23,100	0	23,100	6,551
L&I	4,932	6,189	6,400	0	6,400	211
Medical Benefits	101,382	112,506	107,100	0	107,100	(5,406)
Teamsters Pension	1,040	1,120	1,040	0	1,040	(80)
Dental Benefits	6,984	12,267	12,200	0	12,200	(67)
Vision Benefits	1,402	1,850	1,700	0	1,700	(150)
Life Insurance	1,387	1,762	1,800	0	1,800	38
Long Term Disability Insurance	2,624	3,310	3,400	0	3,400	90
	188,448	212,302	213,440	0	213,440	1,138
SUPPLIES						
Office Supplies	14,424	13,800	13,800	0	13,800	0
Reference Material	75	400	400	100	500	100
Operating Supplies	0	0	0	0	0	0
Clothing/Boots	2,370	1,600	1,600	900	2,500	900
Motor Fuel	7,977	4,700	7,400	0	7,400	2,700
Small Items Of Equipment	1,201	10,675	9,700	0	9,700	(975)
	26,047	31,175	32,900	1,000	33,900	2,725

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POLICE ADMINISTRATION...continued

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Other Professional Svcs.	1,905	6,800	6,800	6,950	13,750	6,950
Telephone	13,016	15,900	15,900	0	15,900	0
Postage	2,769	3,000	3,000	0	3,000	0
Cell Phones	963	10,600	10,600	0	10,600	0
MDT Connectivity	11,794	8,400	5,500	0	5,500	(2,900)
Travel & Subsistence	1,711	500	500	1,500	2,000	1,500
Office Equipment Rental	1,051	900	900	0	900	0
Motor Pool Charges	3,210	7,690	7,190	0	7,190	(500)
Equipment R&M	2,338	3,400	3,400	0	3,400	0
Vehicle R&M	5,624	2,450	2,500	0	2,500	50
Software Maintenance And Support	0	800	800	0	800	0
Assoc. Dues & Memberships	755	1,100	1,100	0	1,100	0
Printing And Binding	1,045	2,000	2,000	0	2,000	0
Concealed Pistol License	7,029	6,250	6,300	0	6,300	50
	53,210	69,790	66,490	8,450	74,940	5,150
INTERGOVERNMENTAL SVCS.						
Home Detention	1,344	2,000	2,000	0	2,000	0
Jail Contract	89,530	85,000	85,000	0	85,000	0
Animal Shelter Fees	10,368	15,000	15,000	0	15,000	0
Narcotics Task Force	5,072	5,050	5,050	350	5,400	350
Dawson Place Child Interview Specialist	1,752	1,500	1,500	0	1,500	0
Dispatch Services	294,693	290,533	297,200	0	297,200	6,667
SNOCOM New World Assessment	45,858	27,086	29,100	0	29,100	2,014
SERS Operating Assessment	28,444	37,354	37,400	0	37,400	46
	477,061	463,523	472,250	350	472,600	9,077
TOTAL POLICE ADMINISTRATION	1,251,538	1,301,865	1,330,280	9,800	1,340,080	38,215



City of Mukilteo, Washington



Crime Prevention

PURPOSE

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

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

This Officer conducts the False Alarm Reduction Program and performs Crime Trend Analysis. The Crime Prevention officer works with Block Watch groups and supervises the Volunteer Program. In 2012, there were 28 Block Watch Groups.

2013 ACCOMPLISHMENTS

- Continued training and building volunteer program members
- Held one Citizen's Academy presentation
- Provided training to School District employees on active incident management
- Built Block Watch to a total of 39 groups
- Trained volunteer program member to assist with False Alarm Program management
- Presented National Night Out to over 1,500 residents

2014 GOALS & OBJECTIVES

- Continue building a strong Police Volunteer Program adding at least 5 new members
- Hold National Night-Out Against Crime Event
- Conduct at least one Citizens' Police Academy
- Participate in Chief for a Day 2014
- Help establish new Block Watch groups
- Work with Mukilteo School District on safety issues

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Volunteer Hours	425	500	500
Security Surveys	8	12	15
Presentations	15	20	20
Special Projects	10	10	10
False Alarms	604	540	600



City of Mukilteo, Washington

CRIME PREVENTION

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	79,178	72,750	74,430	0	74,430	1,680
Special Assignment Pay	3,879	3,650	3,700	0	3,700	50
Education Premium Pay	2,983	2,900	3,000	0	3,000	100
Overtime	7,843	3,900	4,000	0	4,000	100
	<u>93,883</u>	<u>83,200</u>	<u>85,130</u>	<u>0</u>	<u>85,130</u>	<u>1,930</u>
BENEFITS						
FICA	6,773	6,400	6,500	0	6,500	100
Law Enf. Retirement System	4,879	4,400	4,500	0	4,500	100
L&I	1,219	1,500	1,800	0	1,800	300
Medical Benefits	20,253	20,950	21,300	0	21,300	350
Teamsters Pension	1,040	1,050	1,040	0	1,040	(10)
Dental Benefits	2,245	2,500	2,900	0	2,900	400
Vision Benefits	41	450	400	0	400	(50)
Life Insurance	209	300	300	0	300	0
	<u>36,659</u>	<u>37,550</u>	<u>38,740</u>	<u>0</u>	<u>38,740</u>	<u>1,190</u>
SUPPLIES						
Office Supplies	5,969	15,450	5,500	0	5,500	(9,950)
Clothing/Boots	3,206	3,350	3,400	0	3,400	50
Motor Fuel	1,014	2,000	2,000	0	2,000	0
	<u>10,189</u>	<u>20,800</u>	<u>10,900</u>	<u>0</u>	<u>10,900</u>	<u>(9,900)</u>
OTHER SERVICES & CHARGES						
Travel & Subsistence	2,120	2,850	2,900	0	2,900	50
Motor Pool Charges	1,870	3,060	2,870	0	2,870	(190)
Vehicle R&M	1,273	1,000	1,000	0	1,000	0
Printing And Binding	1,203	1,150	1,200	0	1,200	50
	<u>6,466</u>	<u>8,060</u>	<u>7,970</u>	<u>0</u>	<u>7,970</u>	<u>(90)</u>
TOTAL CRIME PREVENTION	<u>147,197</u>	<u>149,610</u>	<u>142,740</u>	<u>0</u>	<u>142,740</u>	<u>(6,870)</u>



Patrol

PURPOSE

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

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

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

2013 ACCOMPLISHMENTS

- Increased traffic enforcement to address safety issues
- Participated in regional Target Zero Team DUI emphasis task force efforts
- Conducted training with Mukilteo School District for DUI and Pedestrian safety
- Train additional officer in advanced traffic procedures
- Trained and outfitted new motorcycle traffic officer

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Citations/Infractions	3,882	3,000	3,500
Case Reports	1,827	1,950	2,000

**PATROL**

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	1,537,370	1,580,500	1,575,700	0	1,575,700	(4,800)
Special Assignment Pay	18,290	18,200	15,200	0	15,200	(3,000)
Education Incentive	35,953	39,650	38,800	0	38,800	(850)
Acting Supervisor Pay	0	600	600	0	600	0
Merit Pay	9,737	10,000	6,700	0	6,700	(3,300)
Overtime	142,717	96,716	93,500	0	93,500	(3,216)
	<u>1,744,067</u>	<u>1,745,666</u>	<u>1,730,500</u>	<u>0</u>	<u>1,730,500</u>	<u>(15,166)</u>
BENEFITS						
FICA	133,306	133,200	132,400	0	132,400	(800)
Law Enf. Retirement System	93,088	91,250	90,500	0	90,500	(750)
L&I	25,571	32,000	37,200	0	37,200	5,200
Medical Benefits	329,077	350,900	314,740	0	314,740	(36,160)
Teamsters Pension	21,381	21,850	21,840	0	21,840	(10)
Unemployment Compensation	25,957	0	0	0	0	0
Dental Benefits	6,861	30,400	35,300	0	35,300	4,900
Vision Benefits	4,262	6,400	6,600	0	6,600	200
Life Insurance	1,686	5,850	5,800	0	5,800	(50)
Medical Opt-Out Incentive	0	0	20,200	0	20,200	20,200
	<u>641,189</u>	<u>671,850</u>	<u>664,580</u>	<u>0</u>	<u>664,580</u>	<u>(7,270)</u>
SUPPLIES						
Operating Supplies	2,235	2,350	2,400	0	2,400	50
Clothing/Boots	15,398	32,400	32,400	0	32,400	0
Motor Fuel	51,710	60,600	55,000	0	55,000	(5,600)
Small Items Of Equipment	15,147	6,450	6,500	0	6,500	50
	<u>84,490</u>	<u>101,800</u>	<u>96,300</u>	<u>0</u>	<u>96,300</u>	<u>(5,500)</u>
OTHER SERVICES & CHARGES						
Travel & Subsistence	2,230	950	950	1,050	2,000	1,050
Work Equip & Machine Rental	0	6,500	6,500	0	6,500	0
Motor Pool Charges	42,800	116,370	108,810	0	108,810	(7,560)
Equipment R&M	26,196	27,100	27,100	0	27,100	0
Vehicle R&M	80,657	45,000	45,000	0	45,000	0
Laundry Services	1,464	3,000	3,000	0	3,000	0
	<u>153,347</u>	<u>198,920</u>	<u>191,360</u>	<u>1,050</u>	<u>192,410</u>	<u>(6,510)</u>
TOTAL PATROL	<u>2,623,093</u>	<u>2,718,236</u>	<u>2,682,740</u>	<u>1,050</u>	<u>2,683,790</u>	<u>(34,446)</u>



Special Operations

PURPOSE

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

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

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

2013 ACCOMPLISHMENTS

- Continued participation in Regional Police Intelligence (RIG) Group
- Coordinated with the Crime Prevention Division on Crime Trend Analysis using Burglary Mapping to investigate crimes
- Participated in three Snohomish Multiple Agency Response Team callouts and 24 hours of SMART training
- Tested and selected new Detective

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Homicide	-	-	-
Rape	4	1	1
Robbery	5	2	5
Aggravated Assault	5	8	8
Burglary	110	125	125
Theft	250	275	275
Vehicle Theft	29	35	35
Total	403	446	449

**SPECIAL OPERATIONS**

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
Full Time Employees	233,162	231,450	236,800	0	236,800	5,350
Special Assignment Pay	11,554	11,600	11,840	0	11,840	240
Education Incentive	4,582	4,650	4,740	0	4,740	90
Merit Pay	2,919	2,200	3,000	0	3,000	800
Overtime	36,176	8,400	8,500	0	8,500	100
	<u>288,393</u>	<u>258,300</u>	<u>264,880</u>	<u>0</u>	<u>264,880</u>	<u>6,580</u>

BENEFITS

FICA	21,920	19,750	20,300	0	20,300	550
Law Enf. Retirement System	15,154	13,550	13,900	0	13,900	350
L&I	4,260	4,600	5,300	0	5,300	700
Medical Benefits	50,338	49,600	57,600	0	57,600	8,000
Teamsters Pension	3,120	3,100	3,100	0	3,100	0
Dental Benefits	7,863	6,800	7,600	0	7,600	800
Vision Benefits	1,095	1,000	1,140	0	1,140	140
Life Insurance	642	900	900	0	900	0
	<u>104,392</u>	<u>99,300</u>	<u>109,840</u>	<u>0</u>	<u>109,840</u>	<u>10,540</u>

SUPPLIES

Photo Supplies	0	100	100	0	100	0
Operating Supplies	618	1,000	1,000	0	1,000	0
Clothing/Boots	1,597	400	400	0	400	0
Motor Fuel	6,574	8,150	6,500	0	6,500	(1,650)
Small Items Of Equipment	857	300	300	0	300	0
	<u>9,646</u>	<u>9,950</u>	<u>8,300</u>	<u>0</u>	<u>8,300</u>	<u>(1,650)</u>

OTHER SERVICES & CHARGES

Travel & Subsistence	338	800	800	1,200	2,000	1,200
Motor Pool Charges	17,350	17,430	16,300	0	16,300	(1,130)
Equipment M&R	0	500	500	0	500	0
Vehicle R&M	2,394	2,950	3,000	0	3,000	50
Laundry Services	41	200	200	0	200	0
Film Processing	0	100	100	0	100	0
Investigation Costs	2,950	6,300	6,300	0	6,300	0
	<u>23,073</u>	<u>28,280</u>	<u>27,200</u>	<u>1,200</u>	<u>28,400</u>	<u>120</u>

TOTAL SPECIAL OPERATIONS

	<u>425,504</u>	<u>395,830</u>	<u>410,220</u>	<u>1,200</u>	<u>411,420</u>	<u>15,590</u>
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Training

PURPOSE

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

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

2013 ACCOMPLISHMENTS

- Increased overall training for non-commissioned staff to include new member
- Performed two range qualifications for commissioned staff increasing firearm safety
- Hired and trained five new officers
- Completed Active Gunman response training for commissioned staff
- Integrated Defensive Tactics and Firearms into Scenario Based Training

- Successfully met all RCW training hour requirements for commissioned staff (with exception of those on prolonged leave)

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Training hours	2,592	3,600	2,600
Safety training hours	488	500	500
% of officers meeting min. training hours	100	100	100

**POLICE TRAINING**

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Overtime	8,067	9,000	9,100	9,100	9,100	100
OT-New World Systems Training	0	22,000	0	22,000	22,000	0
	8,067	31,000	9,100	22,000	31,100	100
BENEFITS						
FICA	0	2,370	700	1,500	2,200	(170)
Law Enf. Retirement System	0	1,630	480	1,800	2,280	650
	0	4,000	1,180	3,300	4,480	480
SUPPLIES						
Ammunition	11,887	11,900	11,900	0	11,900	0
Small Items Of Equipment	1,250	300	300	0	300	0
	13,137	12,200	12,200	0	12,200	0
OTHER SERVICES & CHARGES						
Other Professional Svcs.	5,210	5,300	5,300	0	5,300	0
Travel & Subsistence	2,446	7,900	7,900	0	7,900	0
Training & Registration	5,187	17,762	6,700	0	6,700	(11,062)
	12,843	30,962	19,900	0	19,900	(11,062)
TOTAL POLICE TRAINING	34,047	78,162	42,380	25,300	67,680	(10,482)



Drug Enforcement

PURPOSE

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

2013 ACCOMPLISHMENTS

- MPD held one forfeiture hearing in 2013 resulting in 100% findings for the City.
- MPD had three cases resulting in seizures for 2013.

2014 GOALS & OBJECTIVES

- Continue to investigate drug cases.
- Successfully implement new RCW and MMC related to recent marijuana legislation
- Continue to comply with RCW 69.50 as the law relates to seizures and forfeitures.

DRUG ENFORCEMENT FUND

	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Budget</u>	<u>2013 Y.E.</u> <u>Estimate</u>	<u>2014</u> <u>Budget</u>	<u>\$ Increase/</u> <u>(Decrease)</u>
Beginning Fund Balance	\$30,595	\$22,614	\$23,940	\$17,220	(\$5,394)
<u>Revenues</u>					
Miscellaneous	56	20	20	20	0
Proceeds from forfeited property	879	2,899	2,900	0	(2,899)
Total Revenues	<u>935</u>	<u>2,919</u>	<u>2,920</u>	<u>20</u>	<u>(2,899)</u>
Total Resources	<u>31,530</u>	<u>25,533</u>	<u>26,860</u>	<u>17,240</u>	<u>(8,293)</u>
<u>Expenditures</u>					
Salaries & Benefits	914	0	0	0	0
Supplies	1,214	0	0	0	0
Capital Outlay	5,470	0	0	0	0
Transfers Out	0	10,000	10,000	0	(10,000)
Total Expenditures	<u>7,598</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>
Ending Fund Balance	<u>\$23,932</u>	<u>\$15,533</u>	<u>\$16,860</u>	<u>\$17,240</u>	<u>\$1,707</u>



2014 Decision Package		Ranking
Item Description:	Travel & Subsistence	Mandatory
Department:	Police	Fund Name: General
Division:	Administration/Patrol/Special Operations	
Decision Package Title:	Travel & Subsistence	
Preparer Name:	Macklin	
Department Account Number:	011.21.521.***.4301	

What is the nature of the expenditure? Is the Expenditure a Carryforward
 Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 The 2012 collective bargaining agreement requires per-diem & mileage payments to officers for overtime call back shifts and training.

What alternatives are available?
 Renegotiate collective bargaining agreement.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Per diem & Mileage Payments: Admin</i>	500	1,500	1,500	1,500	1,500	1,500
<i>Per diem & Mileage Payments: Patrol</i>	950	1,050	1,050	1,050	1,050	1,050
<i>Per diem & Mileage Payments: Spec Ops</i>	800	1,200	1,200	1,200	1,200	1,200
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$2,250	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750

Total On-Going Expenses	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		3,750	0	0	0	0
<i>Ending Cash: Carryforward</i>		2,250	6,000	6,000	6,000	6,000
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Training for New World Systems	
		Mandatory
Department:	Police	Fund Name: General
Division:	Training	
Decision Package Title:	New World Systems Training	
Preparer Name:	Chief Caldwell	
Department Account Number:	011.21.521.400.1209	

What is the nature of the expenditure? One-Time Is the Expenditure a Yes
 Carryforward from the previous year?

Is the Expenditure Operating or Capital? Operating

Why is this Expenditure necessary - How will it help achieve Department goals?

This was originally budgeted in 2013, but delays in the implementation of the program necessitates carrying the monies over into 2014.
 The current estimate of required training is 24 hours for each patrol officer, 40 hours for records personnel, with additional training required for supervisors and detectives.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Overtime	0	22,000	0	0	0	0
Benefits	0	3,300	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$25,300	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$25,300	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		25,300	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$25,300	\$0	\$0	\$0	\$0



2014 Decision Package		Ranking
Item Description:	Policy Manual Development and Maintenance	1
Department:	Police	Fund Name: General
Division:	Administration and Support	
Decision Package Title:	Policy Manual Development and Maintenance	
Preparer Name:	Chief Caldwell	
Department Account Number:	011.21.521.101.4106	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

The policy manual currently in use in the police department was written in 1992 and has been sporadically updated and maintained over the past 20 years. Many areas are out of date or not in keeping with best practices and industry standards. The LEXIPOL Company supplies a comprehensive frame work meeting current best practices, industry standards and accreditation standards for Washington State agencies. The department will use this framework to prepare it's unique manual relevant to the practices and policies of MPD. Further, the service includes quarterly updates based on changes to State and Federal laws and court decisions impacting practices. LEXIPOL also provides year-round daily training bulletins (DTB) based on the manual to keep staff current on areas identified for emphasis. The DTB count for employee training hours. First year fee includes development cost and one year DTB. On-going is subscription fee (\$2,850 year 2) and DTB fee (\$2,700 year 2).

What alternatives are available?

Alternatively the department will embark on a 6-12 month project to completely update and revise the current 20 year-old policy manual with existing personnel on top of current workloads using significant employee time.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Professional Services</i>	1,300	6,950	5,500	5,665	5,835	6,010
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$1,300	\$6,950	\$5,500	\$5,665	\$5,835	\$6,010

Total On-Going Expenses	\$8,250	\$6,800	\$6,965	\$7,135	\$7,310
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		5,950	0	0	0	0
<i>Ending Cash: Carryforward</i>		1,300	5,800	5,965	6,135	6,310
<i>Grants/Contributions</i>	<i>WCIA reimbursement</i>	1,000	1,000	1,000	1,000	1,000
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$8,250	\$6,800	\$6,965	\$7,135	\$7,310



2014 Decision Package		Ranking
Item Description:	Administration and Support Uniform Budget Increase	1
Department:	Police	Fund Name: General
Division:	Administration and Support	
Decision Package Title:	Uniform Budget Increase	
Preparer Name:	Chief Caldwell	
Department Account Number:	011.21.521.101.3124	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 With the addition of a half-time employee to the Support Services team and changes to the contract allowing for the annual purchase of shoes/boots for the bargaining unit members, plus an anticipated change in the Admin Coordinator position, the line item needs to be increased.

What alternatives are available?
 Use Patrol uniform budget to offset increase here.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Clothing/Boots	1,600	900	900	900	900	900
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$1,600	\$900	\$900	\$900	\$900	\$900

Total On-Going Expenses	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		900	0	0	0	0
Ending Cash: Carryforward		1,600	2,500	2,500	2,500	2,500
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500



City of Mukilteo, Washington



FIRE DEPARTMENT

The Fire Department protects lives and property by providing Fire Prevention, Fire Suppression, Technical Rescue, Hazardous Material responses and Emergency Medical Services to the community. The Department is staffed by 29.5 full-time and part-time personnel.

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

The Department is organized into five divisions:



**POSITION SUMMARY**

Position Title	2013	2014
Fire Chief	1.0	1.0
Assistant Fire Chief	1.0	1.0
Fire Marshall	1.0	1.0
Training Captain	1.0	1.0
Fire Captain	6.0	6.0
Firefighter	9.0	9.0
Firefighter/Paramedic	9.0	9.0
Senior Department Assistant	1.0	1.0
Department Assistant	0.5	0.5
Total	29.5	29.5

Fire Department Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Administration and Support	336,682	304,605	306,170	2,300	308,470	3,865
Training	117,151	147,440	160,195	(600)	159,595	12,155
Fire Prevention	133,514	128,480	129,040	3,900	132,940	4,460
Fire Suppression	1,655,522	1,873,245	1,863,435	0	1,863,435	(9,810)
Emergency Medical Services	1,864,537	1,944,758	1,961,940	(30,140)	1,931,800	(12,958)
TOTAL	4,107,406	4,398,528	4,420,780	(24,540)	4,396,240	(2,288)

Fire Department Decision Package Summary

Ranking	Division	Title	Amount
1	Fire Administration	Uniform Allowance	1,000
2	Fire Administration	Vinelight Software	2,000
1	Fire Prevention	NFPA Software	1,500
2	Fire Prevention	Education Supplies	2,200
2	Fire EMS	Small Equipment Items	9,910
3	Fire EMS	Clothing Allowance	1,000
Total			17,610



Fire Administration

PURPOSE

The Fire Administration division oversees activities of a general nature as approved through council action and in addition provides oversight management of the Fire Department's five divisions and all personnel. This division provides direction to Department personnel in accordance with goals and objectives. This division manages the operating budget, develops strategic planning and directs disaster planning along with implementing programs. All divisions' documentation, processing and archiving is completed in this division.

2013 ACCOMPLISHMENTS

- Vehicle replacement schedule followed with two fire engines ordered.
- Maintained fiscal solvency with a balanced year-end operating budget.
- Awarded grant from Department of Health for EMS.
- Transitioned to new EMS billing company to maximize EMS recovery billing.
- Started billing for Motor Vehicle Collisions.
- Placed in service new extrication/rescue equipment and SCBA Air Compressor.

2014 GOALS & OBJECTIVES

- Continue to pursue compliance with all personnel records, emergency response reports, training, inspection and public education records and other correspondences will be processed, filed and archived within Washington State record keeping and archiving criteria.
- Place in service 2 new fire engines and one new paramedic unit.
- Oversee Emergency Medical Services Transportation program revenue.
- Oversee vehicle fleet program of repairs, maintenance and replacement.
- Implement new software programs for tracking response times and reports detailing response times.

**FIRE ADMINISTRATION**

	2012	2013	2014	2014	Total 2014	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	201,097	200,000	203,040	0	203,040	3,040
Part Time Employees	265	300	300	0	300	0
Overtime	255	0	0	0	0	0
	<u>201,617</u>	<u>200,300</u>	<u>203,340</u>	<u>0</u>	<u>203,340</u>	<u>3,040</u>
BENEFITS						
FICA	5,416	5,490	5,600	0	5,600	110
Law Enf. Retirement System	8,191	8,310	8,400	0	8,400	90
PERS	2,967	3,010	3,900	0	3,900	890
L&I	2,535	3,110	3,500	0	3,500	390
Medical Benefits	37,505	39,750	38,240	0	38,240	(1,510)
Dental Benefits	4,341	4,710	4,700	0	4,700	(10)
Vision Benefits	601	800	800	0	800	0
Life Insurance	552	670	700	0	700	30
Long Term Disability Insurance	1,222	1,490	1,500	0	1,500	10
	<u>63,330</u>	<u>67,340</u>	<u>67,340</u>	<u>0</u>	<u>67,340</u>	<u>0</u>
SUPPLIES						
Office Supplies	2,065	2,000	2,000	0	2,000	0
Purchase of Forms	494	500	500	0	500	0
Supplies - Administration	335	300	300	0	300	0
Clothing/Boots	1,182	2,600	2,600	1,000	3,600	1,000
Motor Fuel	7,149	6,500	6,500	0	6,500	0
Small Items Of Equipment	492	3,125	3,100	0	3,100	(25)
	<u>11,717</u>	<u>15,025</u>	<u>15,000</u>	<u>1,000</u>	<u>16,000</u>	<u>975</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	500	3,000	3,000	2,000	5,000	2,000
Telephone	1,507	2,400	2,400	(1,200)	1,200	(1,200)
Postage	277	200	200	0	200	0
Cell Phone	2,296	1,400	1,700	0	1,700	300
Equipment Replacement Charges	46,300	3,940	3,690	0	3,690	(250)
Work Equipment M&R	1,914	1,000	1,000	0	1,000	0
Vehicle R&M	4,888	7,500	5,000	0	5,000	(2,500)
Assoc. Dues & Memberships	919	1,500	2,000	0	2,000	500
Laundry Services	1,417	1,000	1,500	500	2,000	1,000
	<u>60,018</u>	<u>21,940</u>	<u>20,490</u>	<u>1,300</u>	<u>21,790</u>	<u>(150)</u>
	<u>336,682</u>	<u>304,605</u>	<u>306,170</u>	<u>2,300</u>	<u>308,470</u>	<u>3,865</u>



Training

PURPOSE

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

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Training/Service Hours:			
EMS (Advanced Life Support)	550	630	567
EMS (Basic Life Support)	1,100	972	972
Fire	2,000	1,950	3,200
Specialty (Technical Rescue)	250	192	152
Career & Rank Advancement	1,500	1,500	1,000
Physical Fitness/Wellness	1,100	1,500	1,628

2013 ACCOMPLISHMENTS

- Maintained training for all department members commensurate with duties as required by RCW 296-305 and other state, local and federal law.
- Continued the Joint Apprentice Training Program (JATC) program with line duty members with 24 of 25 members holding a Journeyman Card.
- Maintained joint training programs with neighboring fire departments and districts.
- Planned for new safety standards to be in effect January 1, 2014.

2014 GOALS & OBJECTIVES

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

**FIRE TRAINING**

	2012	2013	2014	2014	Total 2014	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Full Time Employees	49,474	50,220	52,130	0	52,130	1,910
Education Premium Pay	990	1,000	1,045	0	1,045	45
Overtime	16,306	38,100	39,245	0	39,245	1,145
	<u>66,770</u>	<u>89,320</u>	<u>92,420</u>	<u>0</u>	<u>92,420</u>	<u>3,100</u>
BENEFITS						
FICA	825	1,300	1,340	0	1,340	40
Law Enf. Retirement System	3,046	4,680	4,800	0	4,800	120
L&I	960	1,450	1,640	0	1,640	190
Medical Benefits	4,469	4,650	12,800	0	12,800	8,150
Medical Savings Account	540	550	540	0	540	(10)
Deferred Comp	2,197	2,270	2,360	0	2,360	90
Dental Benefits	1,213	620	1,545	0	1,545	925
Vision Benefits	127	100	250	0	250	150
Life Insurance	139	200	200	0	200	0
	<u>13,516</u>	<u>15,820</u>	<u>25,475</u>	<u>0</u>	<u>25,475</u>	<u>9,655</u>
SUPPLIES						
Office Supplies	351	500	500	0	500	0
Purchase of Forms	0	0	0	0	0	0
Reference Material	2,754	2,800	2,800	0	2,800	0
Supplies - Training	464	1,000	1,000	0	1,000	0
Clothing/Boots	841	500	500	0	500	0
Small Items of Equipment	617	1,000	1,000	0	1,000	0
	<u>5,027</u>	<u>5,800</u>	<u>5,800</u>	<u>0</u>	<u>5,800</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	7,489	12,000	12,000	0	12,000	0
Telephone	335	600	600	0	600	0
Cell Phone	303	700	700	(700)	0	(700)
Travel & Subsistence	13,074	12,000	12,000	0	12,000	0
Work Equipment M&R	0	500	500	0	500	0
Assoc. Dues & Memberships	200	100	100	100	200	100
Laundry Services	268	300	300	0	300	0
Training & Registration	10,169	10,300	10,300	0	10,300	0
	<u>31,838</u>	<u>36,500</u>	<u>36,500</u>	<u>(600)</u>	<u>35,900</u>	<u>(600)</u>
	<u>117,151</u>	<u>147,440</u>	<u>160,195</u>	<u>(600)</u>	<u>159,595</u>	<u>12,155</u>



Fire Prevention

PURPOSE

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

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

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

PERFORMANCE INDICATORS

	2012 Actual	2013 Est.	2014 Est.
Fire Safety Inspections & Business Data Entry	704	700	725
Plan Review	60	60	75
Technical Fire System Inspections	150	150	150
Confidence Testing Review	200	200	200
Fire Alarm Review	40	100	100

2013 ACCOMPLISHMENTS

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

2014 GOALS & OBJECTIVES

- Maintain 100% compliance of business fire and life safety inspections.
- Increase quality of new and existing building code plan reviews.
- Increase participation in public education programs through planned events.
- Improve fire permitting and field inspection processes via new software for instant database access for more timely and customer friendly reports.
- Develop and implement fire code and City fire development standards.
- Enter and compile business and building complex data for business fire/safety pre-fire planning.
- Provide improved introduction and code compliance for new businesses.

**FIRE PREVENTION**

	2012	2013	2014	2014	Total 2014	\$ Increase/ (Decrease)
	Actuals	Amended Budget	Baseline	Department Requests	Requests	
SALARIES & WAGES						
Salaries & Wages						
Full Time Employees	87,407	84,880	86,200	0	86,200	1,320
Overtime	0	2,500	2,540	0	2,540	40
OT - Public Education Activities	1,756	3,000	0	0	0	(3,000)
	<u>89,163</u>	<u>90,380</u>	<u>88,740</u>	<u>0</u>	<u>88,740</u>	<u>(1,640)</u>
BENEFITS						
FICA	1,254	1,310	1,300	0	1,300	(10)
Law Enf. Retirement System	4,382	4,740	4,800	0	4,800	60
L&I	1,565	1,930	2,200	0	2,200	270
Medical Benefits	13,827	14,310	14,540	0	14,540	230
Dental Benefits	829	1,240	1,240	0	1,240	0
Vision Benefits	41	150	150	0	150	0
Life Insurance	234	290	300	0	300	10
	<u>22,132</u>	<u>23,970</u>	<u>24,530</u>	<u>0</u>	<u>24,530</u>	<u>560</u>
SUPPLIES						
Office Supplies	579	500	500	0	500	0
Reference Material	1,573	1,000	1,000	1,500	2,500	1,500
Supplies - Fire Prevention	2,855	1,200	2,800	2,200	5,000	3,800
Clothing/Boots	1,210	700	700	0	700	0
Motor Fuel	2,337	2,000	2,000	0	2,000	0
Small Items of Equipment	110	500	500	0	500	0
	<u>8,664</u>	<u>5,900</u>	<u>7,500</u>	<u>3,700</u>	<u>11,200</u>	<u>5,300</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.	186	400	400	0	400	0
Telephone	335	600	600	0	600	0
Cell Phone	897	700	700	0	700	0
Motor Pool Charges	9,960	4,130	3,870	0	3,870	(260)
Work Equipment M&R	0	100	100	0	100	0
Vehicle R&M	965	1,500	1,500	0	1,500	0
Assoc. Dues & Memberships	585	300	500	0	500	200
Laundry Services	627	500	600	200	800	300
	<u>13,555</u>	<u>8,230</u>	<u>8,270</u>	<u>200</u>	<u>8,470</u>	<u>240</u>
	<u>133,514</u>	<u>128,480</u>	<u>129,040</u>	<u>3,900</u>	<u>132,940</u>	<u>4,460</u>



Fire Suppression

PURPOSE

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Fire Calls	608	688	779
Service Calls	91	95	99
Total Calls	699	783	878
Fire Unit on scene less than 5 minutes of dispatch 90% of the time (Minutes)			
	4.22	4.25	4.25

2013 ACCOMPLISHMENTS

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

2014 GOALS & OBJECTIVES

The Fire Department established an emergency response time deployment standard, as required by a new state law.

The Department deployment standards are:

- Beginning the emergency response within 1 minute of being notified of a significant emergency structure fire. Achieve this response 90% of the time.
- First Engine Company arrives at the scene of a reported structure fire within 4 minutes of leaving the station. Achieve this response 90% of the time.
- Arrival of full first alarm assignment crews at the scene of a reported

structure fire within 8 minutes of leaving the station. Achieve this response 90% of the time.

- Other deployment standards have been adopted for hazardous materials, aircraft emergencies, marine emergencies, and wildfires. However, these incidents do not occur frequently enough to accurately determine deployment and speed of response trends at this time.
- With new software in place, the above deployment standard will be able to be clearly defined and reported upon with 100% accuracy.

**SUPPRESSION**

	2013			2014		\$ Increase/ (Decrease)
	2012 Actuals	Amended Budget	2014 Baseline	Department Requests	Total 2014 Requests	
SALARIES & WAGES						
Full Time Employees	998,007	1,024,670	1,070,865	0	1,070,865	46,195
Education Incentive	6,560	6,460	6,900	0	6,900	440
Acting Supervisor Pay	3,626	3,450	3,800	0	3,800	350
Paramedic Incentive	16,133	16,370	17,000	0	17,000	630
Fire - Holiday Buy Back	16,865	28,550	29,000	0	29,000	450
Overtime	116,449	82,900	36,100	0	36,100	(46,800)
	<u>1,157,640</u>	<u>1,162,400</u>	<u>1,163,665</u>	<u>0</u>	<u>1,163,665</u>	<u>1,265</u>

BENEFITS

FICA	17,312	16,160	16,900	0	16,900	740
Law Enf. Retirement System	62,855	58,400	60,900	0	60,900	2,500
L&I	28,500	32,360	36,900	0	36,900	4,540
Medical Benefits	201,252	210,420	203,000	0	203,000	(7,420)
FF Med Savings Acct	12,150	12,150	12,200	0	12,200	50
Deferred Comp	39,914	47,930	50,100	0	50,100	2,170
Dental Benefits	17,666	19,700	19,800	0	19,800	100
Vision Benefits	2,778	3,150	3,200	0	3,200	50
Life Insurance	2,822	3,630	3,800	0	3,800	170
	<u>385,249</u>	<u>403,900</u>	<u>406,800</u>	<u>0</u>	<u>406,800</u>	<u>2,900</u>

SUPPLIES

Office Supplies	1,065	1,000	1,000	0	1,000	0
Supplies - Fire Suppression	2,999	6,500	6,500	0	6,500	0
Clothing/Boots	10,554	24,800	20,000	0	20,000	(4,800)
Motor Fuel	7,490	8,500	7,400	0	7,400	(1,100)
Small Items of Equipment	26,139	56,000	56,000	0	56,000	0
	<u>48,247</u>	<u>96,800</u>	<u>90,900</u>	<u>0</u>	<u>90,900</u>	<u>(5,900)</u>

OTHER SERVICES & CHARGES

Professional Services	3,572	600	3,600	0	3,600	3,000
Telephone	6,218	8,900	5,800	0	5,800	(3,100)
Postage	29	100	100	0	100	0
New World Project Connectivity	1,506	1,500	1,500	0	1,500	0
Cell Phones & Pagers	1,825	4,200	4,200	0	4,200	0
Equipment Replacement Charges	0	132,693	124,070	0	124,070	(8,623)
Equipment R&M	2,679	3,000	3,000	0	3,000	0
Vehicle R&M	10,788	25,000	25,000	0	25,000	0
Software Maintenance	0	600	600	0	600	0
Laundry Services	3,303	5,500	5,500	0	5,500	0
	<u>29,920</u>	<u>182,093</u>	<u>173,370</u>	<u>0</u>	<u>173,370</u>	<u>(8,723)</u>

INTERGOVERNMENTAL SVCS.

Dispatch Services	22,805	22,967	23,500	0	23,500	533
SNOCOM New World Assessment	2,475	2,136	2,300	0	2,300	164
SERS Operating Assessment	9,186	2,949	2,900	0	2,900	(49)
	<u>34,466</u>	<u>28,052</u>	<u>28,700</u>	<u>0</u>	<u>28,700</u>	<u>648</u>

	<u>1,655,522</u>	<u>1,873,245</u>	<u>1,863,435</u>	<u>0</u>	<u>1,863,435</u>	<u>(9,810)</u>
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Emergency Medical Services

PURPOSE

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

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
ALS - Advanced Life Support Calls	702	725	748
BLS - Basic Life Support Calls	776	801	827
Total Calls	1,478	1,526	1,575

Fire Unit on scene less than 5 minutes of dispatch 90% of the time [min]			
ALS	4.22	4.25	4.25
BLS	4.21	4.25	4.25

2013 ACCOMPLISHMENTS

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

significant emergency (critical advanced life support medical emergencies). Achieve this response 90% of the time.

- First medical vehicle arrives at the scene of a reported critical advanced life support medical emergencies within 4 minutes of leaving the station. Achieve this response 90% of the time.
- Arrival of full first alarm assignment composed of basic life support and paramedic unit at the scene of a critical advanced life support medical emergency within 8 minutes of leaving the station. Achieve this response 90% of the time.
- With new software in place, the above deployment standard will be able to be clearly defined and reported upon with 100% accuracy.

2014 GOALS & OBJECTIVES

The Fire Department maintains an emergency response time deployment standard, as required by state law. The standards are:

- Beginning the emergency response within 1 minute of being notified of a



City of Mukilteo, Washington

EMERGENCY MEDICAL SERVICES FUND

	2012 <u>Actual</u>	2013 <u>Budget</u>	2013 Y.E. <u>Estimate</u>	2014 <u>Budget</u>	\$ Increase/ <u>(Decrease)</u>
Beginning Fund Balance	\$391,192	\$362,512	\$226,716	\$26,376	(\$336,136)
<u>Revenues</u>					
EMS Levy	1,480,794	1,579,220	1,605,000	1,605,088	25,868
Charges for Services	228,036	234,800	179,000	220,000	(14,800)
Investment Interest	260	200	200	100	(100)
Sale of Surplus Property	0	0	0	0	0
Miscellaneous Revenue	12	2,200	550	700	(1,500)
Operating Transfers In	0	0	0	100,000	100,000
Total Revenues	<u>1,709,102</u>	<u>1,816,420</u>	<u>1,784,750</u>	<u>1,925,888</u>	<u>109,468</u>
<u>Total Resources</u>	<u>2,100,294</u>	<u>2,178,932</u>	<u>2,011,466</u>	<u>1,952,264</u>	<u>(226,668)</u>
Salaries & Wages	1,037,294	1,065,140	1,098,400	1,065,280	140
Personnel Benefits	316,554	327,490	332,800	345,110	17,620
Supplies	43,333	75,390	73,695	86,550	11,160
Other Services & Charges	289,412	249,954	243,520	255,610	5,656
Intergovernmental Svcs.	167,957	164,804	174,505	179,250	14,446
Capital Outlay	9,927	61,980	61,980	0	(61,980)
Interest Expense	60	0	190	0	0
<u>Total Expenditures</u>	<u>1,864,537</u>	<u>1,944,758</u>	<u>1,985,090</u>	<u>1,931,800</u>	<u>(12,958)</u>
<u>Ending Fund Balance</u>	<u>\$235,756</u>	<u>\$234,174</u>	<u>\$26,376</u>	<u>\$20,464</u>	<u>(\$213,710)</u>

**FIRE - EMS**

	2013		2014		\$ Increase/ (Decrease)	
	2012 Actuals	Amended Budget	2014 Baseline	Department Requests		Total 2014 Requests
SALARIES & WAGES						
Full Time Employees	68,360	66,680	67,675	0	67,675	995
Part Time Employees	22,896	24,460	26,635	0	26,635	2,175
Overtime	173	0	0	0	0	0
Full Time Employees	757,131	777,020	815,940	0	815,940	38,920
Education Premium Pay	6,920	6,420	7,405	0	7,405	985
Acting Supervisor Pay	1,822	3,760	3,875	0	3,875	115
Paramedic Incentive	48,397	49,120	51,000	0	51,000	1,880
Fire - Holiday Buy Back	10,983	22,230	22,900	0	22,900	670
Overtime	75,054	81,300	34,400	0	34,400	(46,900)
Full Time Employees	32,983	33,480	34,755	0	34,755	1,275
Education Premium Pay	660	670	695	0	695	25
Overtime	11,916	0	0	0	0	0
	1,037,295	1,065,140	1,065,280	0	1,065,280	140

BENEFITS

FICA	3,658	3,690	3,885	0	3,885	195
Law Enf. Retirement System	2,730	2,770	2,810	0	2,810	40
PERS	2,730	2,760	3,740	0	3,740	980
L&I	960	1,190	1,285	0	1,285	95
Medical Benefits	12,562	13,250	12,745	0	12,745	(505)
Dental Benefits	2,220	1,570	1,390	0	1,390	(180)
Vision Benefits	241	270	230	0	230	(40)
Life Insurance	252	310	320	0	320	10
Long Term Disability Insurance	557	680	700	0	700	20
FICA	13,641	12,940	13,565	0	13,565	625
Law Enf. Retirement System	49,328	46,740	48,930	0	48,930	2,190
L&I	22,364	25,170	28,685	0	28,685	3,515
Medical Benefits	136,947	141,000	144,400	0	144,400	3,400
FF Med Savings Acct	9,450	9,450	9,450	0	9,450	0
Deferred Comp	34,256	38,120	40,010	0	40,010	1,890
Dental Benefits	12,023	13,400	13,145	0	13,145	(255)
Vision Benefits	1,483	1,800	1,770	0	1,770	(30)
Life Insurance	2,142	2,890	3,030	0	3,030	140
FICA	550	500	515	0	515	15
Law Enf. Retirement System	2,030	1,790	1,855	0	1,855	65
L&I	640	950	1,090	0	1,090	140
Medical Benefits	2,980	3,100	8,525	0	8,525	5,425
Medical Savings Account	360	360	360	0	360	0
Deferred Comp	1,465	1,520	1,575	0	1,575	55
Dental Benefits	808	1,050	865	0	865	(185)
Vision Benefits	84	100	115	0	115	15
Life Insurance	92	120	120	0	120	0
	316,553	327,490	345,110	0	345,110	17,620

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	2013		2014		Total 2014 Requests	\$ Increase/ (Decrease)
	2012 Actuals	Amended Budget	2014 Baseline	Department Requests		
SUPPLIES						
Office Supplies	1,053	1,000	1,000	0	1,000	0
Reference Material	0	1,000	750	0	750	(250)
Supplies - EMG Medical Svc	17,564	27,500	27,500	(2,500)	25,000	(2,500)
Clothing/Boots	6,820	5,000	8,000	1,000	9,000	4,000
Motor Fuel	16,257	13,800	13,800	0	13,800	0
Small Items Of Equipment	1,639	27,090	27,090	9,910	37,000	9,910
	43,333	75,390	78,140	8,410	86,550	11,160
OTHER SERVICES & CHARGES						
Insurance	15,349	17,100	17,100	0	17,100	0
Billing Services	17,654	15,000	15,000	0	15,000	0
Professional Services	14,061	15,100	15,100	0	15,100	0
Telephone	1,340	2,100	2,100	0	2,100	0
New World Project Connectivity	0	4,500	4,500	0	4,500	0
Cell Phone	3,396	6,400	6,400	(1,400)	5,000	(1,400)
Equipment Replacement Charges	220,700	170,054	176,860	0	176,860	6,806
Hazardous Waste Disposal	0	500	500	0	500	0
Work Equipment M&R	650	1,000	1,000	0	1,000	0
Vehicle R&M	13,852	15,000	15,000	0	15,000	0
Software Maintenance	0	200	200	(200)	0	(200)
Laundry Services	2,410	3,000	3,000	450	3,450	450
	289,412	249,954	256,760	(1,150)	255,610	5,656
INTERGOVERNMENTAL SVCS.						
Dispatch Services	68,377	69,284	70,880	0	70,880	1,596
SNOCOM New World Assessmer	7,413	6,370	6,850	0	6,850	480
Lynnwood Ems Contract	89,068	80,300	92,670	0	92,670	12,370
SERS Operating Assessment	3,099	8,850	8,850	0	8,850	0
	167,957	164,804	179,250	0	179,250	14,446
DEBT SERVICE						
Interfund Loan Interest Expense	60	0	0	0	0	0
	60	0	0	0	0	0
CAPITAL OUTLAY						
Computer Hardware	0	24,580	0	0	0	(24,580)
Other Machinery & Equipment	9,927	37,400	37,400	(37,400)	0	(37,400)
	9,927	61,980	37,400	(37,400)	0	(61,980)
	1,864,537	1,944,758	1,961,940	(30,140)	1,931,800	(12,958)



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Uniforms for Senior Department Assistant and Department Assistant	1
Department:	Fire Department	Fund Name: Multiple
Division:	Fire Administration and EMS	
Decision Package Title:	Department Assistant Uniforms	
Preparer Name:	Fire Chief Springer	
Department Account Number:	011.22.522.101.3124 & 126.22.526.200.3124	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 Startup uniform and associated items for Senior Department Assistant and Department Assistant.

What alternatives are available?
 Do not provide uniforms.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Uniforms - Administration	0	1,000	450	450	450	450
Uniforms - EMS	0	1,000	450	450	450	450
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$2,000	\$900	\$900	\$900	\$900

Total On-Going Expenses **\$2,000** **\$900** **\$900** **\$900** **\$900**

Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		2,000	0	0	0	0
Ending Cash: Carryforward		0	900	900	900	900
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$2,000	\$900	\$900	\$900	\$900



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Small items under \$5,000 each. Moved funding from capital to supplies.	1
Department:	Fire Department	Fund Name: Emergency Medical Services
Division:	Emergency Medical Services	
Decision Package Title:	Small items under \$5,000 each.	
Preparer Name:	Fire Chief Springer	
Department Account Number:	126.22.526.200.3501	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward No

Is the Expenditure Operating or Capital? Operating from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 Small items under \$ 5,000 each. Funding moved from Capital line item to Supplies line item.

What alternatives are available?
 None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Small Items of Equipment</i>		9,910	9,910	9,910	9,910	9,910
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$9,910	\$9,910	\$9,910	\$9,910	\$9,910

Total On-Going Expenses **\$9,910** **\$9,910** **\$9,910** **\$9,910** **\$9,910**

Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		9,910	0	0	0	0
<i>Ending Cash: Carryforward</i>		0	9,910	9,910	9,910	9,910
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$9,910	\$9,910	\$9,910	\$9,910	\$9,910



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	NFPA online Fire Prevention codes and ordinances. Single membership.	1
Department:	Fire Department	Fund Name: General
Division:	Fire Prevention	
Decision Package Title:	NFPA online Fire Prev Codes.	
Preparer Name:	Fire Chief Springer	
Department Account Number:	011.22.522.300.3104	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

NFPA online Fire Prevention codes and ordinances are the regulatory requirements that the Fire Marshal uses for code compliance. Codes are updated annually and are utilized through online subscription. Fire Marshal is the only department subscriber.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>NFPA online subscription</i>	0	1,500	1,500	1,500	1,500	1,500
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

Total On-Going Expenses	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		1,500	0	0	0	0
<i>Ending Cash: Carryforward</i>		0	1,500	1,500	1,500	1,500
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Vinelight software will improve fire department data management. Data management includes understanding of Effective Response Force, Standard of Cover, and Mapping. Data is loaded onto Vinelight server and all data is analyzed. Vinelight is an annual subscription, and will allow the FD to provide a better response to info requests.	2
Department:	Fire Department	Fund Name: General
Division:	Fire Administration	
Decision Package Title:	Professional Services	
Preparer Name:	Fire Chief Springer	
Department Account Number:	011.22.522.101.4106	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 Currently fire department lacks software to analyze data from emergency response information to understand how fire department is performing.

What alternatives are available?
 Do not purchase software

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Vinelight Software	0	2,000	2,000	2,000	2,000	2,000
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Total On-Going Expenses	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		2,000	0	0	0	0
Ending Cash: Carryforward		0	2,000	2,000	2,000	2,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Supplies used during public education events. Items include kids fire helmets, fire prevention education materials, stickers, advertising events, volunteer supplies, banners and other misc. items.	3
Department:	Fire Department	Fund Name: General
Division:	Fire Prevention	
Decision Package Title:	Public Education Supplies	
Preparer Name:	Fire Chief Springer	
Department Account Number:	011.22.522.300.3115	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 Supplies needed during public education events. Handouts, disposables and other education materials used. Advertising events including banners and news releases. Fire department events include Lighthouse Festival, National Night Out, Touch-a-Truck, Fire Department Open House, Crash of Reality, Kamiak High School Parade, and fire station tours.

What alternatives are available?
 Conduct events without materials.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Supplies	2,800	2,200	2,200	2,200	2,200	2,200
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$2,800	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200

Total On-Going Expenses	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		2,200	0	0	0	0
Ending Cash: Carryforward		2,800	5,000	5,000	5,000	5,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000



City of Mukilteo, Washington



City of Mukilteo, Washington

PLANNING & COMMUNITY DEVELOPMENT

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

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

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





City of Mukilteo, Washington

POSITION SUMMARY

Position Title	2013	2014
Planning & Community Development Director	1.0	1.0
Assistant Director of Community Development	1.0	0.0
Planning Manager	0.0	1.0
Senior Planner	1.0	0.0
Associate Planner	1.0	2.0
Assistant Planner	1.0	1.0
Permit Services Supervisor	1.0	1.0
Permit Services Assistant	2.0	2.0
Building Official	1.0	1.0
GIS Specialist	0.0	1.0
Total	9.0	10.0

Planning & Community Development Department Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Planning	553,849	594,020	616,830	1,800	618,630	24,610
Permit Center	268,874	278,130	285,235	0	285,235	7,105
Building	124,182	127,430	130,350	0	130,350	2,920
TOTAL	946,905	999,580	1,032,415	1,800	1,034,215	34,635

Planning Department Decision Package Summary

Ranking	Division	Title	Amount
1	Planning	Planning Department	1,800
		Total	1,800



City of Mukilteo, Washington

Planning

PURPOSE

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

The Long Range Planning Section is responsible for leading the city's planning efforts as required by the State's Growth Management Act and is responsible for maintaining the City's Comprehensive Plan and the many functional plans that support the Comprehensive Plan. Staff drafts new development regulations and update existing codes to implement the policies in those plans. They also assist with economic development efforts, from working on retaining city businesses, safe guarding neighborhoods and overseeing waterfront redevelopment. The section's focus in 2014 will be updating the Comprehensive Plan and coordinating waterfront development projects. The section also provides staff support to the City Council and Planning Commission, including general and specialized land use research, drafting ordinances, policies and programs, and facilitating large-scale and multi-agency development projects.

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

2014 GOALS & OBJECTIVES

- Maintain processing times for development applications and report to the State on 120 day compliance or non-compliance as mandated for cities over 20,000 population using the on-line permit tracking system.
- Improve public information and outreach efforts.
- Continue code compliance efforts primarily on complaint basis.
- Provide oversight & coordination of waterfront projects.
- Lead Interim Parking lease.
- Lead the redevelopment efforts on the Tank Farm.
- Continue inter-jurisdictional coordination on land use and housing.
- Begin the 2015 comprehensive Plan update.
- Continue staff support for Planning Commission, Hearing Examiner & Sustainability subcommittee.



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Plats & Short Plats	1	1	1
Project Permits Submitted	6	8	8
Single Family Review	49	35	45
Sign Application	21	10	10
Shoreline Permits	3	3	1
City Projects	8	10	10
Plans/Projects or Codes	7	6	4
Code Compliance	36	35	35
Grants	3	2	2



City of Mukilteo, Washington

PLANNING DEPARTMENT

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	389,249	395,100	401,035	(11,860)	389,175	(5,925)
Overtime	3,276	3,500	3,555	0	3,555	55
	<u>392,525</u>	<u>398,600</u>	<u>404,590</u>	<u>(11,860)</u>	<u>392,730</u>	<u>(5,870)</u>
BENEFITS						
FICA	30,026	30,500	30,950	(905)	30,045	(455)
PERS	28,210	28,740	37,265	(1,095)	36,170	7,430
L&I	1,114	1,420	1,180	125	1,305	(115)
Medical Benefits	55,106	60,750	68,855	19,205	88,060	27,310
Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
Dental Benefits	6,328	8,110	8,830	1,445	10,275	2,165
Vision Benefits	1,166	1,650	1,790	310	2,100	450
Life Insurance	1,074	1,330	1,350	(40)	1,310	(20)
Long Term Disability Ins.	2,378	2,940	2,985	(90)	2,895	(45)
Medical Opt-Out Incentive	5,029	4,200	5,295	(5,295)	0	(4,200)
	<u>132,833</u>	<u>142,040</u>	<u>160,900</u>	<u>13,660</u>	<u>174,560</u>	<u>32,520</u>
SUPPLIES						
Office Supplies	248	500	650	0	650	150
Reference Material	0	50	50	0	50	0
Operating Supplies	0	50	0	0	0	(50)
Clothing/Boots	0	200	200	0	200	0
Motor Fuel	331	400	400	0	400	0
Small Items Of Equipment	0	100	0	0	0	(100)
	<u>579</u>	<u>1,300</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Other Professional Svcs.		12,000	10,000	0	10,000	(2,000)
Reimbursable Consulting	4,913	6,500	6,500	0	6,500	0
Reimbursable Copies		500	500	0	500	0
Telephone	1,202	1,400	1,400	0	1,400	0
Postage	4,274	4,000	4,000	0	4,000	0
Cell Phones	503	400	400	0	400	0
Travel & Subsistence Expense	1,163	2,700	2,700	0	2,700	0
Legal Publications	3,507	3,000	3,000	0	3,000	0
Equipment Replacement Charges	3,140	3,780	3,540	0	3,540	(240)
Vehicle R&M	28	300	300	0	300	0
Software Maintenance	5,147	5,200	5,200	0	5,200	0
Assoc. Dues & Memberships	1,841	2,000	2,000	0	2,000	0
File, Recording Fees	0	100	100	0	100	0
Printing And Binding	616	400	400	0	400	0
Training & Registration Costs	1,507	3,500	3,500	0	3,500	0
Hearing Examiner	0	6,000	6,200	0	6,200	200
Comprehensive Plan	72	300	300	0	300	0
	<u>27,912</u>	<u>52,080</u>	<u>50,040</u>	<u>0</u>	<u>50,040</u>	<u>(2,040)</u>
TOTAL PLANNING	<u>553,849</u>	<u>594,020</u>	<u>616,830</u>	<u>1,800</u>	<u>618,630</u>	<u>24,610</u>



City of Mukilteo, Washington



City of Mukilteo, Washington

Permit Center

PURPOSE

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

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

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

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

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Land Use Permits	6	8	6
Packets Distributed	16	18	24
Fire Permits	17	45	45
Building Permits	279	450	450
Right-of-Way/Engineering	115	95	100
Files Opened	545	625	625



City of Mukilteo, Washington

PERMIT CENTER DIVISION

Account Number	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
011.30.559.601.1101 Full Time Employees	168,401	170,930	173,500	0	173,500	2,570
011.30.559.601.1113 Special Assignment Pay	0	0	0	0	0	0
011.30.559.601.1115 Acting Supervisor Pay	165	1,020	1,015	0	1,015	(5)
011.30.559.601.1201 Overtime	94	2,000	2,000	0	2,000	0
	<u>168,660</u>	<u>173,950</u>	<u>176,515</u>		<u>176,515</u>	<u>2,565</u>
BENEFITS						
011.30.559.601.2101 FICA	12,735	13,300	13,505	0	13,505	205
011.30.559.601.2103 PERS	12,123	12,540	16,260	0	16,260	3,720
011.30.559.601.2104 L&I	725	900	745	0	745	(155)
011.30.559.601.2105 Medical Benefits	42,605	44,100	44,780	0	44,780	680
011.30.559.601.2113 Dental Benefits	4,270	4,330	4,330	0	4,330	0
011.30.559.601.2114 Vision Benefits	853	1,250	1,250	0	1,250	0
011.30.559.601.2119 Life Insurance	472	600	590	0	590	(10)
011.30.559.601.2121 Long Term Disability Ins.	1,044	1,300	1,300	0	1,300	0
	<u>74,827</u>	<u>78,320</u>	<u>82,760</u>	<u>0</u>	<u>82,760</u>	<u>4,440</u>
SUPPLIES						
011.30.559.601.3101 Office Supplies	4,089	4,000	4,000	0	4,000	0
	<u>4,089</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0</u>
OTHER SERVICES & CHARGES						
011.30.559.601.4201 Telephone	802	1,100	1,100	0	1,100	0
011.30.559.601.4301 Travel & Subsistence	359	250	350	0	350	100
011.30.559.601.4815 Equipment M&R	19,825	20,000	20,000	0	20,000	0
011.30.559.601.4902 Assoc. Dues & Memberships	80	110	110	0	110	0
011.30.559.601.4909 Printing And Binding	0	100	100	0	100	0
011.30.559.601.4912 Training & Registration	232	300	300	0	300	0
	<u>21,298</u>	<u>21,860</u>	<u>21,960</u>	<u>0</u>	<u>21,960</u>	<u>100</u>
TOTAL PERMIT CENTER	<u>268,874</u>	<u>278,130</u>	<u>285,235</u>	<u>0</u>	<u>285,235</u>	<u>7,105</u>



City of Mukilteo, Washington

Building

PURPOSE

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

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

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

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

2014 GOALS & OBJECTIVES

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

PERFORMANCE INDICATORS

	<u>2012</u>	<u>2013</u>	<u>2014</u>
	<u>Actual</u>	<u>Est.</u>	<u>Est.</u>
Permits Issued	415	350	350
Site Inspections	1,223	1,200	1,200
Const. Value (million \$)	\$ 25	\$ 20	\$ 20
Revenue (thousand \$)	\$ 367	\$ 300	\$ 300



City of Mukilteo, Washington

BUILDING DIVISION

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	65,669	76,650	67,660	0	67,660	(8,990)
Special Assignment Pay	9,850	0	10,150	0	10,150	10,150
	<u>75,519</u>	<u>76,650</u>	<u>77,810</u>	<u>0</u>	<u>77,810</u>	<u>1,160</u>
BENEFITS						
FICA	5,551	5,870	5,955	0	5,955	85
PERS	5,428	5,530	7,165	0	7,165	1,635
L&I	1,477	1,800	1,800	0	1,800	0
Medical Benefits	16,750	18,120	18,420	0	18,420	300
Dental Benefits	1,852	2,500	2,500	0	2,500	0
Vision Benefits	441	620	620	0	620	0
Life Insurance	184	300	260	0	260	(40)
Long Term Disability Ins.	407	600	600	0	600	0
	<u>32,090</u>	<u>35,340</u>	<u>37,320</u>	<u>0</u>	<u>37,320</u>	<u>1,980</u>
SUPPLIES						
Reference Material	571	1,500	1,500	0	1,500	0
Operating Supplies	332	400	400	0	400	0
Clothing/Boots	388	400	400	0	400	0
Motor Fuel	846	800	800	0	800	0
Small Items Of Equipment	103	200	200	0	200	0
	<u>2,240</u>	<u>3,300</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>0</u>
OTHER SERVICES & CHARGES						
Contract Services	4,263	5,000	5,000	0	5,000	0
Telephone	401	600	600	0	600	0
Postage	203	300	300	0	300	0
Cellular Phones	448	500	500	0	500	0
Travel & Subsistence	0	400	400	0	400	0
Equipment Replacement Charges	8,510	3,420	3,200	0	3,200	(220)
Vehicle R&M	60	200	200	0	200	0
Assoc. Dues & Memberships	450	520	520	0	520	0
File, Recording Fees	0	200	200	0	200	0
Training & Registration Costs	0	1,000	1,000	0	1,000	0
	<u>14,334</u>	<u>12,140</u>	<u>11,920</u>	<u>0</u>	<u>11,920</u>	<u>(220)</u>
TOTAL BUILDING	<u>124,182</u>	<u>127,430</u>	<u>130,350</u>	<u>0</u>	<u>130,350</u>	<u>2,920</u>



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Planning Department Restructure	1
Department:	Planning	Fund Name: General
Division:	Planning	
Decision Package Title:	Planning Department Restructure	
Preparer Name:	Joyce Hill	
Department Account Number:	Funds 011 and 440	

What is the nature of the expenditure? Is the Expenditure a Carryforward from the previous year?

Is the Expenditure Operating or Capital?

Why is this Expenditure necessary - How will it help achieve Department goals?

Restructuring includes:

1 - Conversion of Assistant Planning Director to be replaced with the Addition of Planning Manager
Change the Asst. Director of Community Development position to a Planning Manager position. The Planning Manger will be responsible for supervising the Associate Planner, Assistant Planner and GIS. Supervision of Building and CDD will shift to the Planning Director.

2 - Conversion of Sr. Planner position with the Addition of Associate Planner position, Full Time GIS position and Assistant Planner.

As part of the Planning Department reorganization, the senior Planner position would be eliminated and the second Associate Planner position that was laid off in 2011 would be hired. This shift in positions allows for the hiring of the GIS position. Currently the Sr. Planner is spending 20% of his time on mapping projects. A full time position would cover the mapping needs of planning, stormwater, parks, police and fire. A quarter of the position would be paid out of the Stormwater Fund and a quarter by sharing a position with the Mukilteo Water and Wastewater District. If the Interlocal Agreement with MWWDD does not occur, the position will be scaled back to 3/4 time.

What alternatives are available?

Maintain the Current Planning Department organization structure.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Full Time Salaries	401,035	(11,860)	(11,860)	(11,860)	(11,860)	(11,860)
Benefits	160,900	13,660	13,660	13,660	13,660	13,660
Full Time Salaries - SWM Fund	25,900	7,195	7,195	7,195	7,195	7,195
Benefits - SWM Fund	8,800	9,520	9,520	9,520	9,520	9,520
Full Time Salaries - MWWDD Share	0	12,225	12,225	12,225	12,225	12,225
Benefits - MWWDD Share	0	8,460	8,460	8,460	8,460	8,460
Sub-Total	\$596,635	\$39,200	\$39,200	\$39,200	\$39,200	\$39,200

Total On-Going Expenses	\$635,835	\$635,835	\$635,835	\$635,835	\$635,835
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)	General Fund	1,800	0	0	0	0
Ending Cash: Carryforward	General Fund	561,935	563,735	563,735	563,735	563,735
Ending Cash: Carryforward	SWM Fund	34,700	51,415	51,415	51,415	51,415
General Fund Subsidy		0	0	0	0	0
New Revenue	MWWDD	20,685	20,685	20,685	20,685	20,685
Other	SWM Fund	16,715	0	0	0	0
Total Revenue and Ending Cash		\$635,835	\$635,835	\$635,835	\$635,835	\$635,835



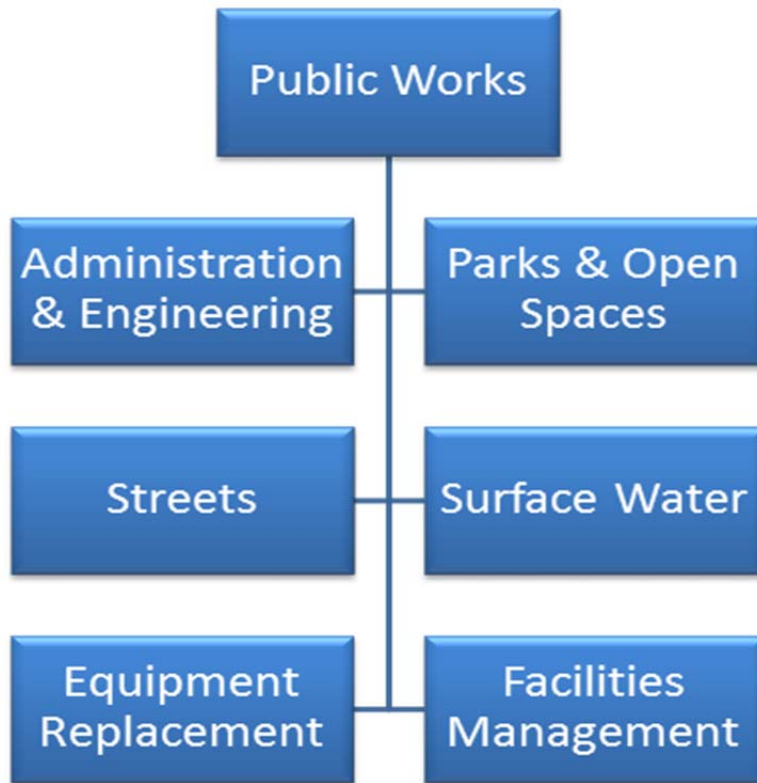
City of Mukilteo, Washington

PUBLIC WORKS DEPARTMENT

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

- 67 miles of streets
- Two traffic signals and school zone flashers
- 35 miles of storm drains
- 499 acres of parklands and landscaped areas, including tidelands
- 75 vehicles and pieces of equipment – excluding police and fire (Equipment Rental)
- 23 municipal buildings – including two Fire Stations, a Police Station, three Public Works buildings, City Hall, the Light House buildings (4), Lighthouse Park (6), 92nd Street Park (1), the new Community Center, the Boys and Girls Club building in Old Town, two houses on property owned by the City, and one commercial building on recently purchased property (the Chamber of Commerce property). This is an increase of 7 structures in the last two years (with no additional staff).
- 1,486 Street lights (City owned: 310; PUD owned: 1,176) The City monitors the operation of all street lights, regardless of ownership (PUD or City).

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



POSITION SUMMARY

Position Title	2013	2014
Public Works Director	1.0	1.0
Assistant City Engineer	1.0	1.0
Senior Engineering Technician	1.0	1.0
Engineering Technician	1.0	1.0
Lead Serviceworker	5.0	4.0
Park/Utility Service Worker	9.0	8.0
Park Attendant	1.5	1.5
Superintendent	1.0	1.0
Department Assistant	0.5	0.5
Total	21.0	19.0

Public Works Department Expenditure Summary

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Administration & Engineering	210,177	224,100	226,130	4,850	230,980	6,880
Parks and Open Space	595,027	686,210	705,815	8,470	714,285	28,075
Streets	745,753	793,080	781,615	3,100	784,715	(8,365)
Surface Water	1,727,734	2,833,422	1,276,995	2,211,395	3,488,390	654,968
Equipment Replacement	347,710	1,892,300	2,000	505,240	507,240	(1,385,060)
Facilities Maintenance	483,028	536,790	563,100	(13,420)	549,680	12,890
TOTAL	4,109,429	6,965,902	3,555,655	2,719,635	6,275,290	(690,612)

Public Works Department Decision Package Summary

Ranking	Division	Title	Amount
1	Public Works Admin	Engineering & Architectural Services	3,000
2	Public Works Admin	Upgrade CAD	1,850
3	Public Works Admin	Street sweeper labor changes	-
1	Parks	Irrigation supplies	1,200
2	Parks	Replace fence @ Fowler Pear Tree park	2,500
3	Parks	Trash can replacement	4,770
General Fund Total			13,320
M	Streets	Reduced cost of motor fuel	(4,000)
M	Streets	Reduced cost of vehicle R&M	(3,000)
1	Streets	Self-propelled asphalt saw	2,100
2	Streets	Mobile radar speed signs	8,000
Streets Total			3,100
M	Surface Water	Surface Water decrease radio parts	(500)
M	Surface Water	Surface Water acting supervisor	700
M	Surface Water	Surface Water standby pay	2,360
M	Surface Water	NPDES permit compliance activities	10,000
M	Surface Water	Edgewater Creek drainage	15,000
M	Surface Water	Stormwater capacity grant	50,000
M	Surface Water	Repay City Reserve Fund (See Page 27 for DP)	50,000
1	Surface Water	Other Professional Services	346,000
2	Surface Water	Surface Water aggregate	1,500
3	Surface Water	Surface Water part-time employee	14,085
4	Surface Water	Community Surface Water grant program	25,000
5	Surface Water	Upgrade CAD	1,850
6	Surface Water	Planning Restructuring	37,400
		Capital DP's (See Page 179 - 180 for details)	1,658,000
Surface Water Total			2,211,395
1	Equipment Replacement	One ton roller	7,000
2	Equipment Replacement	Replace 4 Police radar detectors	12,000
3	Equipment Replacement	Purchase used forklift	15,000
4	Equipment Replacement	Replace Surface Water vehicle	49,500
5	Equipment Replacement	Replace 4 Police vehicles & Equipment	175,000
M	Equipment Replacement	Carryforward Fire Engine Budget	166,740
M	Equipment Replacement	Carryforward Breathing Air Compressor	80,000
Equipment Replacement Total			505,240
M	Facilities Maintenance	Utility Adjustments	(53,280)
M	Facilities Maintenance	Decrease Fuel & Operating supplies	(10,500)
1	Facilities Maintenance	Filing system maintenance	500
2	Facilities Maintenance	Lighthouse quarters building repair	1,000
3	Facilities Maintenance	City Hall Building & Fixture Maintenance	2,860
4	Facilities Maintenance	Contract Services	4,000
5	Facilities Maintenance	Window replacement - Fire Station 24	18,000
6	Facilities Maintenance	Training tower painting - Fire Station 24	24,000
Facilities Maintenance Total			(13,420)
Grand Total Public Works			2,719,635



City of Mukilteo, Washington



City of Mukilteo, Washington

Administration and Engineering

PURPOSE

The Administration and Engineering Division of Public Works:

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

2013 ACCOMPLISHMENTS

- Completed 4.4 miles of street preservation in the Old Town area of Mukilteo (chip seals)
- Repaired pavement surface on Chennault Beach Road, 47th Ave W and 107th St. SW (patching and chip seal)
- Repaired the 92nd Street Slide
- Replaced the Cemetery Fence
- Repaired the Park Ave. Bulkhead
- Resurfaced the Library Trail in Big Gulch
- Emergency repairs to storm drainage system on Mukilteo Boulevard at Edgewater Creek
- Emergency repairs to storm drainage system on the WWTP Access Road

- Installed the radar speed indicator signs on SR 525 at 76th Street
- Install 12 school zone flashing indicators
- Continued design on the Smuggler's Gulch LID project
- Demolished the home at Byers Park

2014 GOALS & OBJECTIVES

- Finish code updates/reviews: Storm water, grading and geological sensitive area regulations (carry over)
- Adopt sidewalk management code (carry over project from 09, 10, and 11)
- Continue updating the GIS system to include all City assets (streets, storm water, parks, and buildings)



City of Mukilteo, Washington

- Continue implementation of the NPDES Phase II permit requirements
- Continue with implementation of the pavement management system program
- Develop long range capital project and financial plan for City owned facilities, surface water infrastructure, streets, sidewalks, trails and bike paths, and parks
- Update the Surface Water Management Plan
- Develop Sidewalk improvement and repair program to fill in gaps and extend sidewalks
- Prepare an ADA Transition plan for City sidewalks
- Prepare a Street Sign management plan
- Develop City Street Maintenance Policy
- Develop Traffic calming strategy
- Update the City's Pavement Management Plan

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Plat Reviews	1	3	1
Land Use Permits	6	8	6
ROW Permits	57	75	75
Engineering Permits	11	35	35
Capital Projects Managed	9	10	25
Capital Projects Constructed	9	9	19
Sign Permits	18	20	18
Traffic Studies (speed/count)	4	4	7
Engineering Studies/Design	10	11	10



City of Mukilteo, Washington

PW - ADMIN & ENGINEERING

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	124,083	125,010	122,970	0	122,970	(2,040)
Part Time Employees	17,768	18,840	12,415	0	12,415	(6,425)
Overtime	1,430	1,000	1,015	0	1,015	15
	<u>143,281</u>	<u>144,850</u>	<u>136,400</u>	<u>0</u>	<u>136,400</u>	<u>(8,450)</u>
BENEFITS						
FICA	10,915	11,080	10,440	0	10,440	(640)
PERS	10,299	10,450	12,560	0	12,560	2,110
L&I	460	670	430	0	430	(240)
Medical Benefits	11,903	12,900	19,800	0	19,800	6,900
Unemployment Comp.	9,677	3,500	0	0	0	(3,500)
Dental Benefits	1,056	1,420	1,610	0	1,610	190
Vision Benefits	599	610	685	0	685	75
Life Insurance	397	480	455	0	455	(25)
Long Term Disability Ins.	880	1,070	1,010	0	1,010	(60)
Medical Opt-Out Incentive	742	1,000	6,750	0	6,750	5,750
	<u>46,928</u>	<u>43,180</u>	<u>53,740</u>	<u>0</u>	<u>53,740</u>	<u>10,560</u>
SUPPLIES						
Office Supplies	167	250	250	0	250	0
Reference Material	530	300	550	0	550	250
Operating Supplies	153	200	200	0	200	0
Clothing/Boots	253	250	400	0	400	150
Motor Fuel	1,136	1,000	1,250	0	1,250	250
Small Items Of Equipment	266	300	300	0	300	0
	<u>2,505</u>	<u>2,300</u>	<u>2,950</u>	<u>0</u>	<u>2,950</u>	<u>650</u>

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City of Mukilteo, Washington

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Engineering & Architect Svcs.	465	7,000	7,000	3,000	10,000	3,000
Other Professional Svcs.	31	3,000	3,000	0	3,000	0
Telephone	1,130	1,500	1,500	0	1,500	0
Postage	526	350	350	0	350	0
Cell Phone	2,110	2,000	2,000	0	2,000	0
Travel & Subsistence	120	900	900	0	900	0
Legal Publications	0	400	400	0	400	0
Equipment Replacement Charges	8,520	11,320	10,590	0	10,590	(730)
Vehicle R&M	27	1,000	1,000	0	1,000	0
Computer System Maint. & Subscriptions	3,214	1,000	1,000	1,850	2,850	1,850
Assoc. Dues & Memberships	648	700	700	0	700	0
File, Recording Fees	84	400	400	0	400	0
Printing And Binding	0	200	200	0	200	0
Training & Registration Costs	488	3,900	3,900	0	3,900	0
	<u>17,363</u>	<u>33,670</u>	<u>32,940</u>	<u>4,850</u>	<u>37,790</u>	<u>4,120</u>
INTERGOVERNMENTAL SVCS.						
MRSC Small Works Roster Fee	100	100	100	0	100	0
	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0</u>
TOTAL PW - ADMIN & ENGINEERING	<u>210,177</u>	<u>224,100</u>	<u>226,130</u>	<u>4,850</u>	<u>230,980</u>	<u>6,880</u>



City of Mukilteo, Washington

Parks and Open Space

PURPOSE

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

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

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

2013 ACCOMPLISHMENTS

- Restored Level of service to all areas maintained by the Parks staff
- Installed the new planters and surrounds to complete the Phase II project for Lighthouse Park
- Rebuilt the entryway signage for 92nd St Park. Re-mulched both Fire Stations, the Police Department, Rosehill Community center, and the Welcome Signs
- Installed new drainage for 92nd Park to improve drainage west of the ponds
- Administered several volunteer projects such as trail clean up,

cleaning handrails, and weeding parties

- Install retaining wall and plant 3 replacement “Fowler” pear trees

2014 GOALS & OBJECTIVES

- Preserve existing park assets with an emphasis on Light House Park, RHCC, and 92nd St Park.
- Install new playground equipment for 92nd St. Park.
- Install walkway for Earth Mother statue and replant area



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
<u>Acreage</u>			
Parks	74.3	74.3	74.3
Open Space	357	357	357
Tidelands	84	84	84
Total Acreage	515	515	515
<u>Parks</u>			
Number of Parks	34	34	34
Recreation Trails	7	7	5
<u>Lighthouse Park</u>			
Hours Open to Public	5,100	5,100	5,100
Hours Supervised	2,500	2,500	2,500
<u>Landscape Maintenance</u>			
Sites Maintained	24	24	24
Acres Maintained	125.3	125.3	125.3
Acres Mowed	21	21	21
Trees Planted	10	2	5
Shrubs/Flowers	250	150	600



City of Mukilteo, Washington

PW - PARKS

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	262,079	289,750	285,140	0	285,140	(4,610)
Part Time Employees	36,762	57,810	47,810	0	47,810	(10,000)
Acting Supervisor Pay	708	0	10,150	0	10,150	10,150
Overtime	237	4,000	4,060	0	4,060	60
Standby Pay	3,108	4,060	4,060	0	4,060	0
OT - Disaster Support/Severe Weather	346	0	0	0	0	0
	<u>303,240</u>	<u>355,620</u>	<u>351,220</u>	<u>0</u>	<u>351,220</u>	<u>(4,400)</u>
BENEFITS						
FICA	22,820	26,420	26,865	0	26,865	445
PERS	19,152	24,880	32,350	0	32,350	7,470
L&I	7,824	8,950	9,235	0	9,235	285
Medical Benefits	70,730	66,900	81,490	0	81,490	14,590
Teamsters Pension	7,454	7,800	7,800	0	7,800	0
Unemployment Comp.	2,115	0	0	0	0	0
Dental Benefits	9,366	11,600	14,690	0	14,690	3,090
Vision Benefits	3,052	3,130	3,970	0	3,970	840
Life Insurance	737	1,130	1,155	0	1,155	25
Long Term Disability Insurance	1,632	2,510	2,555	0	2,555	45
Medical Opt-Out Incentive	215	200	0	0	0	(200)
	<u>145,098</u>	<u>153,520</u>	<u>180,110</u>	<u>0</u>	<u>180,110</u>	<u>26,590</u>
SUPPLIES						
Operating Supplies	25,647	28,600	28,600	0	28,600	0
Clothing/Boots	5,847	5,500	3,900	0	3,900	(1,600)
Building Maintenance Supplies	2,787	5,700	2,500	0	2,500	(3,200)
Signs	1,191	1,000	1,000	0	1,000	0
Landscape Materials	5,729	15,000	15,000	1,200	16,200	1,200
Flower Basket Program	3,404	6,000	6,000	0	6,000	0
Motor Fuel	8,010	7,650	7,650	0	7,650	0
Small Items Of Equipment	2,883	5,730	5,730	4,770	10,500	4,770
	<u>55,498</u>	<u>75,180</u>	<u>70,380</u>	<u>5,970</u>	<u>76,350</u>	<u>1,170</u>

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City of Mukilteo, Washington

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	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Other Professional Svcs.	6,432	6,000	6,000	0	6,000	0
Telephone	2,280	2,400	2,400	0	2,400	0
Cell Phone	1,819	2,000	2,000	0	2,000	0
Travel & Subsistence	61	300	300	0	300	0
Legal Publications	0	250	250	0	250	0
Land Rental	2,026	2,000	2,000	0	2,000	0
Work Equip & Machine Rental	2,044	3,800	3,800	0	3,800	0
Equipment Replacement Charges	18,310	28,520	26,670	0	26,670	(1,850)
Natural Gas	1,601	2,560	2,600	0	2,600	40
Electricity	4,348	4,500	4,625	0	4,625	125
Sewer Service	9,670	9,800	13,700	0	13,700	3,900
Water Service	15,680	11,760	11,760	0	11,760	0
Storm Drainage Chrgs.	13,463	12,000	12,000	0	12,000	0
Equipment R&M	3,987	5,000	5,000	0	5,000	0
Other Maintenance & Repair	228	600	600	2,500	3,100	2,500
Vehicle R&M	4,159	3,000	3,000	0	3,000	0
Laundry Services	1,258	1,100	1,100	0	1,100	0
Training & Registration Costs	1,393	1,300	1,300	0	1,300	0
HP Maintenance Assn. Dues	2,432	5,000	5,000	0	5,000	0
	91,191	101,890	104,105	2,500	106,605	4,715
TOTAL PARKS	595,027	686,210	705,815	8,470	714,285	28,075



City of Mukilteo, Washington

Streets

PURPOSE

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

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

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

2013 ACCOMPLISHMENTS

- Completed preparing pavement areas for the 2013 chip seal program.
- Sidewalks and curbs were sprayed for weeds and grasses.
- Installed 12 new school zone flasher units.
- Installed pedestrian activated crosswalk lights at 2 crosswalks.
- Installed 2 speed bumps near 2nd and Cornelia, and 3rd and Cornelia.
- Repainted all school zone crosswalks.
- Demolished Peterson House on Beverly Park Road.

- Repaired 2 sidewalks that had failed.

2014 GOALS & OBJECTIVES

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



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Miles of Street	67	67	67
Traffic Signals	2	2	2
Street Lights*	80	80	80
Potholes Repaired	100	50	40
Tons of Asphalt Used	50	150	125
Lane Lines Painted (miles)	70	67	67
Streets Swept (miles)	600	1,000	1,000
Snow/Ice Removed (hours)	500	300	20
Painted Markings (sf)	10,000	10,000	7,500
Sidewalk Repaired (sf)	600	1,200	400
Signs Installed/Replaced	200	85	100
Sign Posts Installed/Repl.	125	75	70
Miles of ROW mowed.	40	40	30

STREET FUND

	2012	2013	2013 Y.E.	2014	\$ Increase/ (Decrease)
	Actual	Budget	Estimate	Budget	
Beginning Fund Balance	\$44,394	\$95,605	\$98,420	\$108,980	\$13,375
<u>Revenues</u>					
Grants	0	0	0	0	0
Commercial Parking Tax	38,470	42,500	51,000	51,000	8,500
Street Fuel Tax	282,791	291,800	286,000	422,840	131,040
Interlocal Agreements	13,000	0	0	0	0
Investment Interest	95	100	100	100	0
Operating Transfers In	469,500	430,800	430,800	208,910	(221,890)
Total Revenues	803,856	765,200	767,900	682,850	(82,350)
Total Resources	848,250	860,805	866,320	791,830	(68,975)
<u>Expenditures</u>					
Salaries & Wages	272,565	262,570	260,985	247,000	(15,570)
Personnel Benefits	106,068	108,720	102,060	120,155	11,435
Supplies	75,654	74,100	47,310	66,800	(7,300)
Other Services & Charges	256,117	293,690	304,985	288,760	(4,930)
Intergovernmental Svcs.	35,350	54,000	42,000	54,000	0
Capital Outlay	0	0	0	8,000	8,000
Total Expenditures	745,754	793,080	757,340	784,715	(8,365)
Ending Fund Balance	\$102,496	\$67,725	\$108,980	\$7,115	(\$60,610)



City of Mukilteo, Washington

PW - STREETS

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	62,247	63,180	64,130	0	64,130	950
Full Time Employees	195,853	190,965	174,445	0	174,445	(16,520)
Acting Supervisor Pay	0	305	305	0	305	0
Overtime	9,046	4,060	4,060	0	4,060	0
Standby Pay	4,480	4,060	4,060	0	4,060	0
OT - Disaster Supp/Severe W	940	0	0	0	0	0
	<u>272,566</u>	<u>262,570</u>	<u>247,000</u>	<u>0</u>	<u>247,000</u>	<u>(15,570)</u>
BENEFITS						
FICA	4,713	4,830	4,910	0	4,910	80
PERS	4,474	4,560	5,910	0	5,910	1,350
L&I	148	200	200	0	200	0
Medical Benefits	6,004	6,220	11,165	0	11,165	4,945
Dental Benefits	429	700	1,005	0	1,005	305
Vision Benefits	132	350	505	0	505	155
Life Insurance	174	210	215	0	215	5
Long Term Disability Insuran	386	500	500	0	500	0
Medical Opt-Out Incentive	1,215	1,700	0	0	0	(1,700)
FICA	15,979	15,250	13,990	0	13,990	(1,260)
PERS	14,999	14,400	16,835	0	16,835	2,435
L&I	4,838	5,800	5,040	0	5,040	(760)
Medical Benefits	39,020	40,700	47,335	0	47,335	6,635
Teamsters Pension	4,691	4,700	3,920	0	3,920	(780)
Dental Benefits	6,361	5,000	5,770	0	5,770	770
Vision Benefits	291	900	880	0	880	(20)
Life Insurance	534	700	620	0	620	(80)
Long Term Disability Insuran	1,183	1,500	1,355	0	1,355	(145)
Medical Opt-Out Incentive	496	500	0	0	0	(500)
	<u>106,067</u>	<u>108,720</u>	<u>120,155</u>	<u>0</u>	<u>120,155</u>	<u>11,435</u>
SUPPLIES						
Operating Supplies	6,229	12,000	12,000	0	12,000	0
Clothing/Boots	2,639	3,200	2,800	0	2,800	(400)
Aggregate	10,881	14,000	14,000	0	14,000	0
Traffic Control Device Suppl	25,874	15,000	15,000	0	15,000	0
Motor Fuel	23,617	22,000	22,000	(4,000)	18,000	(4,000)
Small Items Of Equipment	3,196	2,900	2,900	2,100	5,000	2,100
Street Lighting Equipment	3,219	5,000	0	0	0	(5,000)
	<u>75,655</u>	<u>74,100</u>	<u>68,700</u>	<u>(1,900)</u>	<u>66,800</u>	<u>(7,300)</u>

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City of Mukilteo, Washington

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PW - STREETS...continued

Account Number		2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES							
111.38.543.300.4509	Equipment Replacement Ct	49,960	73,000	67,890	0	67,890	(5,110)
111.38.543.300.4106	Other Professional Svcs.	94	0	0	0	0	0
111.38.543.300.4125	Contract Services	33,356	30,000	30,000	0	30,000	0
111.38.543.300.4201	Telephone	2,280	2,400	2,400	0	2,400	0
111.38.543.300.4209	Cell Phone	1,302	1,300	1,300	0	1,300	0
111.38.543.300.4301	Travel & Subsistence	56	100	100	0	100	0
111.38.543.300.4503	Work Equip & Machine Re	3,104	6,000	6,000	0	6,000	0
111.38.543.300.4601	Insurance	27,151	36,020	39,200	0	39,200	3,180
111.38.543.300.4705	Hazardous Waste Disposal	98	600	600	0	600	0
111.38.543.300.4706	Public Utility Solid Waste	565	500	500	0	500	0
111.38.543.300.4713	Electricity Street Lights	114,474	114,070	114,070	0	114,070	0
111.38.543.300.4722	Brush Disposal	2,426	4,000	4,000	0	4,000	0
111.38.543.300.4730	Construction Debris Dispos	2,700	3,000	3,000	0	3,000	0
111.38.543.300.4815	Equipment R&M	1,331	6,000	6,000	0	6,000	0
111.38.543.300.4820	Vehicle R&M	15,395	15,000	15,000	(3,000)	12,000	(3,000)
111.38.543.300.4902	Assoc. Dues & Membershij	33	0	0	0	0	0
111.38.543.300.4904	Laundry Services	1,138	1,200	1,200	0	1,200	0
111.38.543.300.4912	Training & Registration	653	500	500	0	500	0
		<u>256,116</u>	<u>293,690</u>	<u>291,760</u>	<u>(3,000)</u>	<u>288,760</u>	<u>(4,930)</u>
INTERGOVERNMENTAL SVCS.							
111.38.543.300.5118	Lane Striping & Marking	26,829	32,000	32,000	0	32,000	0
111.38.543.300.5154	Street Light Maintenance	8,520	19,000	19,000	0	19,000	0
111.38.543.300.5155	Repairs In Row	0	1,000	1,000	0	1,000	0
111.38.543.300.5157	Row Veg Maintenance	0	2,000	2,000	0	2,000	0
		<u>35,349</u>	<u>54,000</u>	<u>54,000</u>	<u>0</u>	<u>54,000</u>	<u>0</u>
CAPITAL OUTLAY							
111.38.543.300.6407	Other Machinery & Equipm	0	0	0	8,000	8,000	8,000
		<u>0</u>	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
TOTAL PW - STREETS		<u>745,753</u>	<u>793,080</u>	<u>781,615</u>	<u>3,100</u>	<u>784,715</u>	<u>(8,365)</u>



City of Mukilteo, Washington

Surface Water Management

PURPOSE

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

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

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

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

2013 ACCOMPLISHMENTS

- Cleaned out seven (7) large detention ponds
- Fixed several small drainage issues by installing new pipe and catch basins
- Kept our streets well swept
- Cleaned over 700 catch basins
- Recover from 100 year storm event that occurred August 29, 2013

2014 GOALS & OBJECTIVES

- Perform regular preventive maintenance of drainage system and detention ponds
- Minor improvements to the City surface water collection, treatment and conveyance system
- Continue pond clean out program
- Continue catch basin cleaning



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Drainage Basins	13	13	13
Miles of Pipe	35	35	44
Miles of Ditches	10	10	10
Catch Basins/Vaults	2,616	2,616	5,000
Catch Basins Cleaned	1,000	846	846
Detention Ponds	96	96	63
Ponds Cleaned	4	7	7

SURFACE WATER MANAGEMENT FUND

	2012	2013	2013 Y.E.	2014	\$ Increase/ (Decrease)
	Actual	Budget	Estimate	Budget	
Beginning Fund Balance	\$1,734,548	\$1,414,460	\$1,326,451	\$1,406,535	(\$7,925)
<u>Revenues</u>					
Grants	18,351	771,470	271,368	1,288,000	516,530
Storm Drainage Fees & Charges	1,264,757	1,250,000	1,250,000	1,250,000	0
Investment Interest	3,088	3,600	1,500	2,010	(1,590)
Misc Revenues	0	0	0	0	0
Interfund Transfers	0	0	0	0	0
Total Revenues	<u>1,286,196</u>	<u>2,025,070</u>	<u>1,522,868</u>	<u>2,540,010</u>	<u>514,940</u>
Total Resources	<u>3,020,743</u>	<u>3,439,530</u>	<u>2,849,319</u>	<u>3,946,545</u>	<u>507,015</u>
<u>Expenditures</u>					
Salaries & Wages	403,425	438,370	419,645	497,475	59,105
Personnel Benefits	167,948	192,770	193,285	245,495	52,725
Supplies	30,037	40,200	38,220	37,500	(2,700)
Other Services & Charges	276,427	394,190	328,020	726,380	332,190
Intergovernmental Svcs.	66,921	66,500	87,220	83,540	17,040
Transfers to Reserves	0	0	0	50,000	50,000
Capital Outlay	430,585	1,511,392	186,394	1,658,000	146,608
Payments For Svcs.	352,388	190,000	190,000	190,000	0
Total Expenditures	<u>1,727,731</u>	<u>2,833,422</u>	<u>1,442,784</u>	<u>3,488,390</u>	<u>654,968</u>
Ending Fund Balance	<u>\$1,293,012</u>	<u>\$606,108</u>	<u>\$1,406,535</u>	<u>\$458,155</u>	<u>(\$147,953)</u>



City of Mukilteo, Washington

PW - SURFACE WATER MANAGEMENT

	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
Full Time Employees	91,947	143,050	175,940	19,420	195,360	52,310
Part Time Employees	9,481	5,630	0	10,515	10,515	4,885
Full Time Employees	251,083	255,390	254,200	0	254,200	(1,190)
Acting Supervisor Pay	3,297	410	410	590	1,000	590
Overtime	9,791	4,000	4,060	0	4,060	60
Standby Pay	9,744	4,000	4,060	2,000	6,060	2,060
OT - Disaster Support/Severe Weather	2,570	0	0	0	0	0
Full Time Employees	25,511	25,890	26,280	0	26,280	390
	<u>403,424</u>	<u>438,370</u>	<u>464,950</u>	<u>32,525</u>	<u>497,475</u>	<u>59,105</u>
BENEFITS						
FICA	7,694	10,920	13,460	2,370	15,830	4,910
PERS	6,453	10,310	16,205	2,770	18,975	8,665
L&I	301	1,900	3,520	1,025	4,545	2,645
Medical Benefits	9,886	18,370	41,100	12,530	53,630	35,260
Dental Benefits	684	2,050	3,050	1,440	4,490	2,440
Vision Benefits	107	870	1,020	310	1,330	460
Life Insurance	272	480	590	100	690	210
Long Term Disability Insurance	603	1,050	1,310	225	1,535	485
Medical Opt-Out Incentive	1,418	1,900	0	0	0	(1,900)
FICA	20,745	20,190	20,100	200	20,300	110
PERS	19,674	19,030	24,205	240	24,445	5,415
L&I	6,165	7,100	7,325	0	7,325	225
Medical Benefits	68,985	71,400	65,505	0	65,505	(5,895)
Teamsters Pension	5,460	5,460	5,460	780	6,240	780
Unemployment Comp.	0	400	0	0	0	(400)
Dental Benefits	7,190	7,950	7,670	0	7,670	(280)
Vision Benefits	1,181	1,450	1,365	0	1,365	(85)
Life Insurance	705	900	880	10	890	(10)
Long Term Disability Insurance	1,560	1,970	1,960	20	1,980	10
Medical Opt-Out Incentive	943	900	0	0	0	(900)
FICA	1,934	2,000	2,010	0	2,010	10
PERS	1,834	1,870	2,420	0	2,420	550
L&I	57	100	60	0	60	(40)
Medical Benefits	3,281	3,400	3,460	0	3,460	60
Dental Benefits	497	400	400	0	400	0
Vision Benefits	90	100	100	0	100	0
Life Insurance	72	100	100	0	100	0
Long Term Disability Insurance	158	200	200	0	200	0
	<u>167,949</u>	<u>192,770</u>	<u>223,475</u>	<u>22,020</u>	<u>245,495</u>	<u>52,725</u>
SUPPLIES						
Office Supplies	0	200	500	0	500	300
Operating Supplies	7,465	14,000	10,000	0	10,000	(4,000)
Vehicle R&M Tools/Equip.	0	250	250	0	250	0
Clothing/Boots	2,331	2,250	2,250	0	2,250	0
Radio Parts And Supplies	287	500	500	(500)	0	(500)
Aggregate	2,816	5,000	5,000	1,500	6,500	1,500
Motor Fuel	14,412	12,000	12,000	0	12,000	0
Small Items Of Equipment	2,727	6,000	6,000	0	6,000	0
	<u>30,038</u>	<u>40,200</u>	<u>36,500</u>	<u>1,000</u>	<u>37,500</u>	<u>(2,700)</u>

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City of Mukilteo, Washington

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	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES						
Other Professional Svcs.	75,802	204,000	104,000	346,000	450,000	246,000
Wetland Mitigation Services	0	5,000	5,000	0	5,000	0
City Atty. Other Svcs.	4,226	3,350	3,350	0	3,350	0
Hazardous Materials Testing	2,520	2,800	2,800	0	2,800	0
Contract Services	0	8,500	3,500	0	3,500	(5,000)
Telephone	2,280	2,700	2,700	0	2,700	0
Cell Phones	900	500	500	0	500	0
Travel & Subsistence	112	200	200	0	200	0
Work Equip & Machine Rental	1,816	4,000	4,000	0	4,000	0
Equipment Replacement Charges	24,800	40,080	36,080	0	36,080	(4,000)
Insurance	36,487	41,260	41,600	0	41,600	340
Hazardous Waste Disposal	41,070	30,000	30,000	0	30,000	0
Brush Disposal	1,563	2,000	2,000	0	2,000	0
Equipment R&M	2,037	1,750	1,750	65,000	66,750	65,000
Vehicle R&M	28,955	20,000	13,000	0	13,000	(7,000)
Computer System Maint & Subscription	0	0	0	1,850	1,850	1,850
Laundry Services	1,037	1,050	1,050	0	1,050	0
Training & Registration	1,047	1,500	1,500	0	1,500	0
Permit Fees	0	0	0	10,000	10,000	10,000
Taxes And Assessments	(3,198)	3,500	3,500	0	3,500	0
Factor Service	29,974	22,000	22,000	0	22,000	0
Community Organizational Support	25,000	0	0	25,000	25,000	25,000
	<u>276,428</u>	<u>394,190</u>	<u>278,530</u>	<u>447,850</u>	<u>726,380</u>	<u>332,190</u>
INTERGOVERNMENTAL SVCS.						
Mukilteo Water District	24,754	30,000	47,040	0	47,040	17,040
Snohomish County - ILA	0	2,000	2,000	0	2,000	0
WRIA ILA	4,643	9,000	9,000	0	9,000	0
Dept. of Ecology	10,452	10,500	10,500	0	10,500	0
Taxes and Assessments	27,073	15,000	15,000	0	15,000	0
	<u>66,922</u>	<u>66,500</u>	<u>83,540</u>	<u>0</u>	<u>83,540</u>	<u>17,040</u>
CAPITAL OUTLAY						
Capital Projects	430,585	1,511,392	0	1,658,000	1,658,000	146,608
Overhead Costs	352,388	190,000	190,000	0	190,000	0
	<u>782,973</u>	<u>1,701,392</u>	<u>190,000</u>	<u>1,658,000</u>	<u>1,848,000</u>	<u>146,608</u>
TRANSFERS						
Transfers to Reserves	0	0	0	50,000	50,000	50,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
TOTAL PW - SWM	<u>1,727,734</u>	<u>2,833,422</u>	<u>1,276,995</u>	<u>2,211,395</u>	<u>3,488,390</u>	<u>654,968</u>



City of Mukilteo, Washington

Equipment Replacement

DESCRIPTION

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

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

Replacement of all vehicles goes through this public works division.

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

2013 ACCOMPLISHMENTS

- Purchased and received all equipment slated for replacement in 2013.

2014 GOALS & OBJECTIVES

- Maintain all equipment and vehicles (except police and fire) such that:
 - Reliability is maximized
 - Life cycles are maximized
- Costs are minimized.
- Maintain and implement the equipment/ vehicle replacement schedule.
- Evaluate the need for a City mechanic; including an enhanced shop and the equipment.



City of Mukilteo, Washington

EQUIPMENT REPLACEMENT RESERVE FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$1,613,537	\$2,639,615	\$2,782,246	\$1,865,503	(\$774,112)
Revenues					
Miscellaneous	3,381	10,060	3,460	3,200	(6,860)
Interfund Transfer	1,014,575	0	0	0	0
Equipment Replacement Charge	457,740	617,877	617,877	806,458	188,581
Total Revenues	1,475,696	627,937	621,337	809,658	181,721
Interfund Loan Repayments	0	0	0	0	0
Total Resources	3,089,233	3,267,552	3,403,583	2,675,161	(592,391)
Expenditures					
Vehicle Equip Removal	0	2,000	0	2,000	0
Small Items of Equipment	0	0	0	0	0
Capital Outlay	347,710	1,890,300	1,538,080	505,240	(1,385,060)
Total Expenditures	347,710	1,892,300	1,538,080	507,240	(1,385,060)
Ending Fund Balance	\$2,741,523	\$1,375,252	\$1,865,503	\$2,167,921	\$792,669

PW - EQUIPMENT REPLACEMENT

Account Number	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
CAPITAL EXPENDITURES						
510.38.594.480.6408 Vehicular Equipment	347,710	1,890,300	0	505,240	505,240	(1,385,060)
	347,710	1,890,300	0	505,240	505,240	(1,385,060)
OTHER SERVICES & CHARGES						
510.45.594.480.4928 Vehicle Equipment Remov:	0	2,000	2,000	0	2,000	0
	0	2,000	2,000	0	2,000	0
TOTAL PW - EQUIPMENT REPLACEMENT	347,710	1,892,300	2,000	505,240	507,240	(1,385,060)



City of Mukilteo, Washington

Facilities Maintenance

DESCRIPTION

The Facilities Maintenance Division maintains 21 City buildings, including:

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

Maintenance and operation activities include:

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

2013 ACCOMPLISHMENTS

- Rebuilt picket fence at Lighthouse Grounds
- Repaired building rot, Lighthouse Quarters B building
- Window and carpet cleaning contracts
- Built new office - Fire Station 25
- Managed contract for City Hall UPS battery replacement
- Replaced front door on Lighthouse
- Managed contract for carpet replacement- Fire Station 25 and Police Department

2014 GOALS & OBJECTIVES

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



City of Mukilteo, Washington

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Plumbing Repairs	10	10	12
Electrical Repairs	25	20	50
Painting (interior)	1	2	1
Painting (exterior)	1	2	0
Roof repairs	2	0	0
Security systems	3	1	7
Furniture Repairs	0	1	4
Interior remodels	0	10	2
Damage repair	50	35	40

FACILITIES MAINTENANCE FUND

	2012	2013	2013 Y.E.	2014	\$ Increase/ (Decrease)
	Actual	Budget	Estimate	Budget	
Beginning Balance	101,696	121,160	99,630	109,945	(11,215)
Revenues					
Grants	38,542	0	0	0	0
Miscellaneous	255	0	0	0	0
Operating Transfers In	400,000	450,000	450,000	540,000	90,000
Total Revenues	438,797	450,000	450,000	540,000	90,000
Total Resources	540,493	571,160	549,630	649,945	78,785
Expenditures					
Salaries & Wages	83,032	87,890	85,000	114,090	26,200
Personnel Benefits	45,477	49,780	48,490	55,425	5,645
Supplies	34,453	40,300	30,235	29,800	(10,500)
Other Services & Charges	282,704	324,820	241,960	316,365	(8,455)
Capital Outlay	37,362	34,000	34,000	34,000	0
Total Expenditures	483,028	536,790	439,685	549,680	12,890
Ending Fund Balance	57,466	34,370	109,945	100,265	65,895



City of Mukilteo, Washington

PW - FACILITIES MAINTENANCE

Account Number	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
518.38.539.500.1101 Full Time Employees	81,562	85,590	111,755		111,755	26,165
518.38.539.500.1201 Overtime	680	2,300	2,335		2,335	35
518.38.539.500.1241 OT - Disaster Supp/Severe Weather	790		0		0	0
	<u>83,032</u>	<u>87,890</u>	<u>114,090</u>	<u>0</u>	<u>114,090</u>	<u>26,200</u>
BENEFITS						
518.38.539.500.2101 FICA	6,427	6,730	8,730		8,730	2,000
518.38.539.500.2103 PERS	6,160	6,340	10,510		10,510	4,170
518.38.539.500.2104 L&I	2,251	2,620	3,600		3,600	980
518.38.539.500.2105 Medical Benefits	26,506	28,300	26,250		26,250	(2,050)
518.38.539.500.2107 Teamsters Pension	2,280	2,350	3,120		3,120	770
518.38.539.500.2113 Dental Benefits	1,048	2,320	1,855		1,855	(465)
518.38.539.500.2114 Vision Benefits	66	160	125		125	(35)
518.38.539.500.2119 Life Insurance	230	300	385		385	85
518.38.539.500.2121 Long Term Disability Insurance	509	660	850		850	190
	<u>45,477</u>	<u>49,780</u>	<u>55,425</u>	<u>0</u>	<u>55,425</u>	<u>5,645</u>
SUPPLIES						
518.38.539.500.3101 Office Supplies	842	1,000	1,000		1,000	0
518.38.539.500.3112 Operating Supplies	26,684	30,000	30,000	(7,500)	22,500	(7,500)
518.38.539.500.3124 Clothing/Boots	835	1,300	1,300		1,300	0
518.38.539.500.3206 Motor Fuel	4,399	7,000	7,000	(3,000)	4,000	(3,000)
518.38.539.500.3501 Small Items Of Equipment	1,692	1,000	1,000		1,000	0
	<u>34,452</u>	<u>40,300</u>	<u>40,300</u>	<u>(10,500)</u>	<u>29,800</u>	<u>(10,500)</u>
OTHER SERVICES & CHARGES						
518.38.539.500.4125 Contract Services	9,400	17,000	9,000	4,000	13,000	(4,000)
518.38.539.500.4209 Cell Phone	293	500	500		500	0
518.38.539.500.4503 Work Equip & Machine Rental	38	500	500		500	0
518.38.539.500.4601 Insurance	640	440	440		440	0
518.38.539.500.4701 Natural Gas	6,650	9,940	10,030	(3,940)	6,090	(3,850)
518.38.539.500.4702 Electricity	7,095	8,310	8,535		8,535	225
518.38.539.500.4703 Sewer Service	5,283	15,550	15,500	(9,550)	5,950	(9,600)
518.38.539.500.4709 Water Service	2,006	2,000	2,000		2,000	0
518.38.539.500.4710 Storm Drainage Chrgs.	441	670	670		670	0
518.38.539.500.4712 Alarm System	5,301	20,000	20,000	(10,000)	10,000	(10,000)
518.38.539.500.4808 Bldg. & Fixture M&R	43,700	26,090	26,090	1,500	27,590	1,500
518.38.539.500.4820 Vehicle R&M	759	800	800		800	0
518.38.539.500.4924 Janitorial Services	24,534	28,000	28,000		28,000	0
518.38.539.500.4929 Taxes And Assessments	766	2,900	2,900		2,900	0
	<u>106,906</u>	<u>132,700</u>	<u>124,965</u>	<u>(17,990)</u>	<u>106,975</u>	<u>(25,725)</u>

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City of Mukilteo, Washington

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Account Number	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
OTHER SERVICES & CHARGES - CITY HALL						
518.38.539.510.4702 Electricity - City Hall	22,259	23,740	24,380		24,380	640
518.38.539.510.4703 Sewer Service - City Hall	540	1,470	1,470	(770)	700	(770)
518.38.539.510.4709 Water Service - City Hall	1,687	1,460	1,460	(260)	1,200	(260)
518.38.539.510.4710 Storm Drainage Chrgs. - City Hall	459	460	460		460	0
518.38.539.510.4712 Alarm System - City Hall	3,800	0	0		0	0
518.38.539.510.4808 Bldg.& Fixture M&R - City Hall	8,112	4,140	4,140	2,860	7,000	2,860
	<u>36,857</u>	<u>31,270</u>	<u>31,910</u>	<u>1,830</u>	<u>33,740</u>	<u>2,470</u>
OTHER SERVICES & CHARGES - ROSEHILL						
518.38.539.514.4503 Work Equip & Machine Rental	589	0	0		0	0
518.38.539.514.4808 Bldg. & Fixture M&R - Rosehill	11,932	20,000	20,000		20,000	0
	<u>12,521</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0</u>
OTHER SERVICES & CHARGES - POLICE DEPT.						
518.38.539.521.4701 Natural Gas - Police Dept.	3,526	4,970	4,985	(4,000)	985	(3,985)
518.38.539.521.4702 Electricity - Police Dept.	32,710	35,620	36,580		36,580	960
518.38.539.521.4703 Sewer Service - Police Dept.	5,308	11,980	11,980	(5,980)	6,000	(5,980)
518.38.539.521.4709 Water Service - Police Dept.	2,017	1,230	1,230	1,770	3,000	1,770
518.38.539.521.4710 Storm Drainage Chrgs. - Police Dept.	5,053	5,370	5,370		5,370	0
518.38.539.521.4712 Alarm System - Police Dept.	960	0	0		0	0
518.38.539.521.4808 Bldg. & Fixture M&R - Police Dept.	9,446	7,410	7,410		7,410	0
	<u>59,020</u>	<u>66,580</u>	<u>67,555</u>	<u>(8,210)</u>	<u>59,345</u>	<u>(7,235)</u>
OTHER SERVICES & CHARGES - FIRE DEPT.						
518.38.539.522.4701 Natural Gas - Fire Dept.	8,835	13,220	13,335	(5,720)	7,615	(5,605)
518.38.539.522.4702 Electricity - Fire Dept.	15,591	17,390	17,860		17,860	470
518.38.539.522.4703 Sewer Service - Fire Dept.	8,032	25,010	25,010	(16,460)	8,550	(16,460)
518.38.539.522.4709 Water Service - Fire Dept.	4,201	3,370	3,370	1,630	5,000	1,630
518.38.539.522.4710 Storm Drainage Chrgs. - Fire Dept.	3,190	3,390	3,390		3,390	0
518.38.539.522.4712 Alarm System - Fire Dept.	2,529	0	0		0	0
518.38.539.522.4808 Bldg. & Fixture M&R - Fire Dept.	25,022	11,890	11,890	42,000	53,890	42,000
	<u>67,401</u>	<u>74,270</u>	<u>74,855</u>	<u>21,450</u>	<u>96,305</u>	<u>22,035</u>
Subtotal Other Services & Charges	<u>282,705</u>	<u>324,820</u>	<u>319,285</u>	<u>(2,920)</u>	<u>316,365</u>	<u>(8,455)</u>
CAPITAL OUTLAY						
518.38.594.500.6210 Building Improvements	37,362	34,000	34,000		34,000	0
	<u>37,362</u>	<u>34,000</u>	<u>34,000</u>	<u>0</u>	<u>34,000</u>	<u>0</u>
TOTAL FACILITIES MAINTENANCE	<u>483,028</u>	<u>536,790</u>	<u>563,100</u>	<u>(13,420)</u>	<u>549,680</u>	<u>12,890</u>



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Additional Engineering and Architect Services are needed. Services being used include surveying for City projects, traffic engineering, and geotechnical.	1
Department:	Public Works	General
Division:	Admin & Engineering	
Decision Package Title:	Additional Engineering and Architect Services	
Preparer Name:	Jim Niggemyer	
Department Account Number:	011.38.532.200.4103	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward from the previous year? No

Is the Expenditure Operating or Capital? Operating

Why is this Expenditure necessary - How will it help achieve Department goals?

The department uses these services for a variety of purposes and additional funding is required to account for the needed services. These are used for grant application data, landslide evaluation, right-of-way vacation, and other purposes.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>E & A Services</i>	7,000	3,000	3,000	3,000	3,000	3,000
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$7,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Total On-Going Expenses	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		3,000	0	0	0	0
<i>Ending Cash: Carryforward</i>		7,000	10,000	10,000	10,000	10,000
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Upgrade CAD to Infrastructure Design Suite and Auto Civil 3D	2
Department:	Public Works	Fund Name: General
Division:	Administration and Engineering	
Decision Package Title:	CAD upgrade	
Preparer Name:	Jim Niggemyer	
Department Account Number:	011.38.532.200.4821 and 440.38.532.200.4821	

What is the nature of the expenditure? One-Time Is the Expenditure a No

Is the Expenditure Operating or Capital? Operating Carryforward from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Public works can reduce consultant costs by preparing drawings in house.

What alternatives are available?

Continue with consultant services.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
CAD Upgrade	1,000	3,700	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$1,000	\$3,700	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$4,700	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)	General Fund	1,850	0	0	0	0
Ending Cash: Decrease (Increase)	Surface Water	1,850	0	0	0	0
Ending Cash: Carryforward	General Fund	1,000	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$4,700	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Staffing for facility maintenance needs to be increased from the current half time position to a full-time position to help keep city facilities to help keep maintenance costs of city facilities from escalating. Routine maintenance is cheaper than replacement. The current half-time staff member spends half of their time working on street sweeping. The half-time street sweeping position will be covered by current Street Maintenance staff. Overall staffing levels will remained unchanged.	1
Department:	Public Works	Fund Name: Multiple
Division:	Streets - Surface Water - Facilities Mgmt	
Decision Package Title:	Street sweeper driver changes	
Preparer Name:	Rob McGaughey	
Department Account Number:	Street Fund, Facility Maintenance Fund & Surface Water Fund	

What is the nature of the expenditure? Is the Expenditure a Carryforward from the previous year?

Is the Expenditure Operating or Capital?

Why is this Expenditure necessary - How will it help achieve Department goals?
 Increase budget to cover required staffing needs and minimize future facility expenses. Proper maintenance of city facilities will reduce high cost emergency response.

What alternatives are available?
 Rely on break-fix methodology to minimize demands on half-time staff member.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Reduce General Fund Transfer to the Street fund	0	(42,300)	(42,300)	(42,300)	(42,300)	(42,300)
Street Sweeper changes: Surface Water fund	0	(7,630)	(7,630)	(7,630)	(7,630)	(7,630)
Increase Transfer to the Facilities Maintenance fund	0	49,930	49,930	49,930	49,930	49,930
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$0	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)	General Fund	7,630	7,630	7,630	7,630	7,630
Ending Cash: Decrease (Increase)	Surface Water Fund	(7,630)	(7,630)	(7,630)	(7,630)	(7,630)
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$0	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	Replace fence at Fowler Pear Tree Park	2				
Department:	Public Works	Fund Name: General				
Division:	Parks					
Decision Package Title:	Fowler Pear Tree Park Fence					
Preparer Name:	Marc Larson					
Department Account Number:	011.38.576.810.4816					
What is the nature of the expenditure?	<input type="checkbox"/> One-Time	Is the Expenditure a Carryforward from the previous year? <input type="checkbox"/> No				
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Capital					
Why is this Expenditure necessary - How will it help achieve Department goals?						
The split rail fence surrounding the Fowler Pear Tree Park is in very bad shape and needs to be replaced. The fence uprights are rotten at the base.						
What alternatives are available?						
Attempt to repair existing fence.						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Other Maintenance & Repair</i>	600	2,500	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$600	\$2,500	\$0	\$0	\$0	\$0
Total On-Going Expenses		\$3,100	\$0	\$0	\$0	\$0
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		2,500	0	0	0	0
<i>Ending Cash: Carryforward</i>		600	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$3,100	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking																																																												
Item Description:	Replacement of 19 metal trash receptacles with all-weather recyclable material cans.	3																																																												
Department:	Public Works	General																																																												
Division:	Parks																																																													
Decision Package Title:	Trash Receptacles																																																													
Preparer Name:	Marc Larson																																																													
Department Account Number:	011.38.576.810.3501																																																													
What is the nature of the expenditure? <input type="text" value="One-Time"/> Is the Expenditure a Carryforward <input type="text" value="No"/>																																																														
Is the Expenditure Operating or Capital? <input type="text" value="Operating"/> from the previous year?																																																														
Why is this Expenditure necessary - How will it help achieve Department goals? The existing trash receptacles were installed during phase 1 of the Lighthouse Park upgrades. Since this time the receptacles have degraded to the point where they need to be replaced.																																																														
What alternatives are available? None																																																														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Fill In Item Description[s]</th> <th style="width: 10%;">Baseline Budget</th> <th style="width: 10%;">2014</th> <th style="width: 10%;">2015</th> <th style="width: 10%;">2016</th> <th style="width: 10%;">2017</th> <th style="width: 10%;">2018</th> </tr> </thead> <tbody> <tr> <td><i>Small items of Equipment</i></td> <td style="text-align: right;">5,730</td> <td style="text-align: right;">4,770</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Sub-Total</td> <td style="text-align: right;">\$5,730</td> <td style="text-align: right;">\$4,770</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table>							Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018	<i>Small items of Equipment</i>	5,730	4,770	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0	Sub-Total	\$5,730	\$4,770	\$0	\$0	\$0	\$0							
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018																																																								
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City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Motor Fuel	Mandatory
Department:	Public Works	
Division:	Streets	Fund Name: Street
Decision Package Title:	Motor Fuel	
Preparer Name:	Marc Larson	
Department Account Number:	111.38.543.300.3206	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Reduce motor fuel budget by \$4,000. This line item can be reduced to reflect actual expended amount for 2013.

What alternatives are available?

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Motor Fuel	22,000	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$22,000	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)

Total On-Going Expenses	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		(4,000)	0	0	0	0
Ending Cash: Carryforward		22,000	18,000	18,000	18,000	18,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$18,000	\$18,000	\$18,000	\$18,000	\$18,000



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Vehicle R&M	Mandatory
Department:	Public Works	
Division:	Streets	Fund Name: Street
Decision Package Title:	Vehicle R&M	
Preparer Name:	Marc Larson	
Department Account Number:	111.38.543.300.4820	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Reduce vehicle R&M amount to \$12,000 to coincide with actual 2013 expenditures.

What alternatives are available?

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Vehicle R&M	15,000	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$15,000	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)

Total On-Going Expenses	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		(3,000)	0	0	0	0
Ending Cash: Carryforward		15,000	12,000	12,000	12,000	12,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$12,000	\$12,000	\$12,000	\$12,000	\$12,000



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Self-propelled asphalt saw	1
Department:	Public Works	Fund Name: Street
Division:	Streets	
Decision Package Title:	Asphalt saw	
Preparer Name:	Marc Larson	
Department Account Number:	111.38.543.300.3501	

What is the nature of the expenditure? One-Time Is the Expenditure a Carryforward No

Is the Expenditure Operating or Capital? Capital from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Our existing asphalt saw is 25 years old and beyond it's useful lifespan and has become unreliable. We have currently spent \$600 on R&M directly related to this item.

What alternatives are available?

Continue to repair and rent equipment to compensate for failure of the existing unit.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Small Items of Equipment</i>	2,900	2,100	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$2,900	\$2,100	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$5,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		2,100	0	0	0	0
<i>Ending Cash: Carryforward</i>		2,900	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$5,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking																																																												
Item Description:	Moveable Radar Speed Sign	2																																																												
Department:	Public Works	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Fund Name:</td> <td style="width: 50%; text-align: center;">Street</td> </tr> </table>	Fund Name:	Street																																																										
Fund Name:	Street																																																													
Division:	Streets - Capital																																																													
Decision Package Title:	Moveable Radar Speed Sign																																																													
Preparer Name:	Jim Niggemyer																																																													
Department Account Number:	111.38.543.300.6407																																																													
What is the nature of the expenditure? <input type="button" value="One-Time"/> Is the Expenditure a Carryforward <input type="button" value="No"/>																																																														
Is the Expenditure Operating or Capital? <input type="button" value="Capital"/> from the previous year?																																																														
Why is this Expenditure necessary - How will it help achieve Department goals? This will allow a radar speed sign to be periodically moved to various locations to alert drivers of their speed. We will install bases at several locations and alternate placing of the sign.																																																														
What alternatives are available? Permanent signs in multiple locations would be more expensive.																																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Fill In Item Description[s]</th> <th style="width: 10%;">Baseline Budget</th> <th style="width: 10%;">2014</th> <th style="width: 10%;">2015</th> <th style="width: 10%;">2016</th> <th style="width: 10%;">2017</th> <th style="width: 10%;">2018</th> </tr> </thead> <tbody> <tr> <td><i>Other Machinery & Equipment</i></td> <td style="text-align: right;">0</td> <td style="text-align: right;">8,000</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Sub-Total</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$8,000</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table>							Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018	<i>Other Machinery & Equipment</i>	0	8,000	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0		0	0	0	0	0	0	Sub-Total	\$0	\$8,000	\$0	\$0	\$0	\$0							
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Sub-Total	\$0	\$8,000	\$0	\$0	\$0	\$0																																																								
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Revenue and Ending Cash</th> <th style="width: 20%;">Comments</th> <th style="width: 10%;">2014</th> <th style="width: 10%;">2015</th> <th style="width: 10%;">2016</th> <th style="width: 10%;">2017</th> <th style="width: 10%;">2018</th> </tr> </thead> <tbody> <tr> <td><i>Ending Cash: Decrease (Increase)</i></td> <td></td> <td style="text-align: right;">8,000</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td><i>Ending Cash: Carryforward</i></td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td><i>Grants/Contributions</i></td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td><i>General Fund Subsidy</i></td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td><i>New Revenue</i></td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td><i>Other</i></td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Revenue and Ending Cash</td> <td></td> <td style="text-align: right;">\$8,000</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table>							Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018	<i>Ending Cash: Decrease (Increase)</i>		8,000	0	0	0	0	<i>Ending Cash: Carryforward</i>		0	0	0	0	0	<i>Grants/Contributions</i>		0	0	0	0	0	<i>General Fund Subsidy</i>		0	0	0	0	0	<i>New Revenue</i>		0	0	0	0	0	<i>Other</i>		0	0	0	0	0	Total Revenue and Ending Cash		\$8,000	\$0	\$0	\$0	\$0
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018																																																								
<i>Ending Cash: Decrease (Increase)</i>		8,000	0	0	0	0																																																								
<i>Ending Cash: Carryforward</i>		0	0	0	0	0																																																								
<i>Grants/Contributions</i>		0	0	0	0	0																																																								
<i>General Fund Subsidy</i>		0	0	0	0	0																																																								
<i>New Revenue</i>		0	0	0	0	0																																																								
<i>Other</i>		0	0	0	0	0																																																								
Total Revenue and Ending Cash		\$8,000	\$0	\$0	\$0	\$0																																																								



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Radio Parts and Supplies	Mandatory
Department:	Public Works	
Division:	Surface Water	Fund Name: Surface Water Management
Decision Package Title:	Radio Parts and Supplies	
Preparer Name:	Marc Larson	
Department Account Number:	440.38.538.380.3131	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Reduce Radio parts and supplies to \$0. Our radio license is expired so there will be no additional expenditures for parts in the foreseeable future.

What alternatives are available?

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Radio Parts and Supplies	500	(500)	(500)	(500)	(500)	(500)
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$500	(\$500)	(\$500)	(\$500)	(\$500)	(\$500)

Total On-Going Expenses	\$0	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		0	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$0	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Acting Supervisor Pay	Mandatory
Department:	Public Works	
Division:	Surface Water	Fund Name: Surface Water Management
Decision Package Title:	Acting Supervisor Pay	
Preparer Name:	Marc Larson	
Department Account Number:	440.38.538.380.1115	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

This is necessary to cover for vacations for the Public Works Superintendent and the Surface Water Lead Service Worker. The union contract mandates this pay for working out of job category.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Acting Supervisor Pay	410	590	590	590	590	590
Benefits for Acting Supervisor Pay	55	110	110	110	110	110
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$465	\$700	\$700	\$700	\$700	\$700

Total On-Going Expenses	\$1,165	\$1,165	\$1,165	\$1,165	\$1,165
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		700	0	0	0	0
Ending Cash: Carryforward		465	1,165	1,165	1,165	1,165
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$1,165	\$1,165	\$1,165	\$1,165	\$1,165



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Surface Water Standby Pay	Mandatory
Department:	Public Works	
Division:	Surface Water	Fund Name: Surface Water Management
Decision Package Title:	Surface Water Standby Pay	
Preparer Name:	Marc Larson	
Department Account Number:	440.38.5838.380.1203	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

The union contract specifies that we pay for on-call staff.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Surface Water Standby Pay	4,000	2,000	2,000	2,000	2,000	2,000
SW Benefits for Standby Pay	730	360	360	360	360	360
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$4,730	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360

Total On-Going Expenses	\$7,090	\$7,090	\$7,090	\$7,090	\$7,090
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		2,360	0	0	0	0
Ending Cash: Carryforward		4,730	7,090	7,090	7,090	7,090
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$7,090	\$7,090	\$7,090	\$7,090	\$7,090



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	NPDES Permit Compliance Activities	Mandatory
Department:	Public Works	
Division:	Surface Water	Fund Name: Surface Water Management
Decision Package Title:	NPDES Permit Compliance Activities	
Preparer Name:	Jim Niggemyer	
Department Account Number:	440.38.538.380.4921	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

The City's new NPDES permit requires certain activities such as public outreach to be in compliance. This will allow for purchase of material and support of other activities. Activities include participation in community events.

What alternatives are available?

None. The City may be subject to State enforcement actions without these activities.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
NPDES Permit Compliance Activities	0	10,000	10,000	10,000	10,000	10,000
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Total On-Going Expenses	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		10,000	0	0	0	0
Ending Cash: Carryforward		0	10,000	10,000	10,000	10,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Edgewater Creek Drainage Repairs	Mandatory
Department:	Public Works	
Division:	Surface Water	Fund Name: Surface Water Management
Decision Package Title:	Edgewater Creek Drainage Repairs	
Preparer Name:	Jim Niggemyer	
Department Account Number:	440.38.538.380.4815	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

This will finish the vegetation and erosion control on this repair project.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Equipment R&M	1,750	15,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$1,750	\$15,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$16,750	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		15,000	0	0	0	0
Ending Cash: Carryforward		1,750	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$16,750	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	Stormwater Capacity Grant	Mandatory				
Department:	Public Works	Fund Name: Surface Water Management				
Division:	Surface Water					
Decision Package Title:	Capacity Grant					
Preparer Name:	Jim Niggemyer					
Department Account Number:	440.38.538.380.4815					
What is the nature of the expenditure?	<input type="checkbox"/> One-Time	Is the Expenditure a Carryforward from the previous year? <input type="checkbox"/> No				
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating					
Why is this Expenditure necessary - How will it help achieve Department goals?						
The City has received a \$50,000 grant from State Department of Ecology for NPDES permit compliance.						
What alternatives are available?						
None						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Compliance activities</i>	0	50,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$50,000	\$0	\$0	\$0	\$0
Total On-Going Expenses		\$50,000	\$0	\$0	\$0	\$0
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		0	0	0	0	0
<i>Ending Cash: Carryforward</i>		0	0	0	0	0
<i>Grants/Contributions</i>		50,000	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$50,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Other professional services	1
Department:	Public Works	Fund Name: Surface Water Management
Division:	Surface Water	
Decision Package Title:	Other Professional Services	
Preparer Name:	Jim Niggemyer	
Department Account Number:	440.38.538.380.4106	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

In 2013 PW budgeted \$204,000 to cover normal services and to prepare a new surface water comprehensive plan. That plan will not be completed. We have also reviewed a \$250,000 DOE grant that will come out of this budget line. Normal operations plus these two items require this budget.

What alternatives are available?

Give back the grant (no match) and do not prepare the plan.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Other Professional Services</i>	104,000	(54,000)	0	0	0	0
<i>Stormwater Comprehensive Plan</i>	0	150,000	0	0	0	0
<i>Stormwater Retrofit Project</i>	0	250,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$104,000	\$346,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$450,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		150,000	0	0	0	0
<i>Ending Cash: Carryforward</i>		50,000	0	0	0	0
<i>Grants/Contributions</i>		250,000	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$450,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Aggregate	2
Department:	Public Works	Fund Name: Surface Water Management
Division:	Surface Water	
Decision Package Title:	Aggregate	
Preparer Name:	Marc Larson	
Department Account Number:	440.38.538.380.3135	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward No

Is the Expenditure Operating or Capital? Operating from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Increase aggregate line item to \$6,500. This increase is necessary to keep up with rising costs of aggregate materials, and to reflect actual expenditures for 2013.

What alternatives are available?

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Aggregate	5,000	1,500	1,500	1,500	1,500	1,500
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$5,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

Total On-Going Expenses	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		1,500	0	0	0	0
Ending Cash: Carryforward		5,000	6,500	6,500	6,500	6,500
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$6,500	\$6,500	\$6,500	\$6,500	\$6,500



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	2 Additional seasonal employees	3
Department:	Public Works	Fund Name: Surface Water Management
Division:	Surface Water	
Decision Package Title:	Seasonal employees	
Preparer Name:	Marc Larson	
Department Account Number:	440.38.532.200.1102	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward No

Is the Expenditure Operating or Capital? Operating from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Additional personnel needed to complete surface water mandates; this includes pond cleanouts and vegetative maintenance during the dry season.

What alternatives are available?

Continue at current staffing level.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Part time employees	5,630	10,515	10,515	10,515	10,515	10,515
Benefits	655	3,570	3,570	3,570	3,570	3,570
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$6,285	\$14,085	\$14,085	\$14,085	\$14,085	\$14,085

Total On-Going Expenses	\$20,370	\$20,370	\$20,370	\$20,370	\$20,370
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		6,285	0	0	0	0
Ending Cash: Carryforward		14,085	20,370	20,370	20,370	20,370
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$20,370	\$20,370	\$20,370	\$20,370	\$20,370



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Stormwater Community Grant Program	4
Department:	Planning and Community Development	Fund Name: Surface Water Management
Division:	Planning and Community Development	
Decision Package Title:	Stormwater Community Grant Program	
Preparer Name:	Patricia Love	
Department Account Number:	440.38.538.920.4408	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

As part of the Smugglers Gulch LID project, the Council supported the concept of establishing an ongoing local stormwater improvement grant incentive fund to support property owners and/or neighborhoods to make LID or flow control improvements on either public or private property which helps support the health of the basin.

What alternatives are available?

Defer or do not start the program.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
440.38.538.920.4408	0	25,000	25,000	25,000	25,000	25,000
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

Total On-Going Expenses	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)	Fund 440	25,000	0	0	0	0
Ending Cash: Carryforward	Fund 440	0	25,000	25,000	25,000	25,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy/ Stormwater		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	Upgrade CAD to Infrastructure Design Suite and Auto Civil 3D	5				
Department:	Public Works	Fund Name: General				
Division:	Administration and Engineering					
Decision Package Title:	CAD upgrade					
Preparer Name:	Jim Niggemyer					
Department Account Number:	011.38.532.200.4821 and 440.38.532.200.4821					
What is the nature of the expenditure?	<input type="checkbox"/> One-Time	Is the Expenditure a Carryforward from the previous year? <input type="checkbox"/> No				
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating					
Why is this Expenditure necessary - How will it help achieve Department goals?						
Public works can reduce consultant costs by preparing drawings in house.						
What alternatives are available?						
Continue with consultant services.						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>CAD Upgrade</i>	1,000	3,700	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$1,000	\$3,700	\$0	\$0	\$0	\$0
Total On-Going Expenses		\$4,700	\$0	\$0	\$0	\$0
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>	<i>General Fund</i>	1,850	0	0	0	0
<i>Ending Cash: Decrease (Increase)</i>	<i>Surface Water</i>	1,850	0	0	0	0
<i>Ending Cash: Carryforward</i>	<i>General Fund</i>	1,000	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$4,700	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	Planning Department Restructure	6				
Department:	Planning	Fund Name:	General			
Division:	Surface Water Management					
Decision Package Title:	Planning Department Restructure					
Preparer Name:	Joyce Hill					
Department Account Number:	Funds 011 and 440					
What is the nature of the expenditure?	<input type="checkbox"/> On-Going	Is the Expenditure a Carryforward from the previous year?	<input type="checkbox"/> No			
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating					
Why is this Expenditure necessary - How will it help achieve Department goals?						
Restructuring includes:						
1 - Conversion of Assistant Planning Director to be replaced with the Addition of Planning Manager Change the Asst. Director of Community Development position to a Planning Manager position. The Planning Manger will be responsible for supervising the Associate Planner, Assistant Planner and GIS. Supervision of Building and CDD will shift to the Planning Director.						
2 - Conversion of Sr. Planner position with the Addition of Associate Planner position, Full Time GIS position and Assistant Planner.						
As part of the Planning Department reorganization, the senior Planner position would be eliminated and the second Associate Planner position that was laid off in 2011 would be hired. This shift in positions allows for the hiring of the GIS position. Currently the Sr. Planner is spending 20% of his time on mapping projects. A full time position would cover the mapping needs of planning, stormwater, parks, police and fire. A quarter of the position would be paid out of the Stormwater Fund and a quarter by sharing a position with the Mukilteo Water and Wastewater District. If the Interlocal Agreement with MWWD does not occur, the position will be scaled back to 3/4 time.						
What alternatives are available?						
Maintain the Current Planning Department organization structure.						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Full Time Salaries	401,035	(11,860)	(11,860)	(11,860)	(11,860)	(11,860)
Benefits	160,900	13,660	13,660	13,660	13,660	13,660
Full Time Salaries - SWM Fund	25,900	7,195	7,195	7,195	7,195	7,195
Benefits - SWM Fund	8,800	9,520	9,520	9,520	9,520	9,520
Full Time Salaries - MWWD Share	0	12,225	12,225	12,225	12,225	12,225
Benefits - MWWD Share	0	8,460	8,460	8,460	8,460	8,460
Sub-Total	\$596,635	\$39,200	\$39,200	\$39,200	\$39,200	\$39,200
Total On-Going Expenses		\$635,835	\$635,835	\$635,835	\$635,835	\$635,835
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)	General Fund	1,800	0	0	0	0
Ending Cash: Carryforward	General Fund	561,935	563,735	563,735	563,735	563,735
Ending Cash: Carryforward	SWM Fund	34,700	51,415	51,415	51,415	51,415
General Fund Subsidy		0	0	0	0	0
New Revenue	MWWD	20,685	20,685	20,685	20,685	20,685
Other	SWM Fund	16,715	0	0	0	0
Total Revenue and Ending Cash		\$635,835	\$635,835	\$635,835	\$635,835	\$635,835



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Used 1 ton asphalt roller.	1
Department:	Public Works	Fund Name: Equipment Replacement
Division:	Streets	
Decision Package Title:	Used 1 ton asphalt roller.	
Preparer Name:	Marc Larson	
Department Account Number:	510.38.594.480.6408	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

The Public Works department does not have a asphalt roller. Currently the City must rent the roller from an outside vendor. In addition, City employees must pick up and return the equipment after use; causing loss of employee time on other projects.

What alternatives are available?

Continue renting a roller as needed.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Equipment Replacement Used 1 ton roller	0	7,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$7,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$7,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		7,000	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$7,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Replace (4) existing radar detection units for patrol vehicles.	2
Department:	Police	Fund Name: Equipment Replacement
Division:	Patrol	
Decision Package Title:	Radar detection units	
Preparer Name:	Marc Larson	
Department Account Number:	510.38.594.480.6408	

What is the nature of the expenditure? One-Time Is the Expenditure a Carryforward from the previous year? No

Is the Expenditure Operating or Capital? Capital

Why is this Expenditure necessary - How will it help achieve Department goals?

The existing radar detection units were purchased in the 1980's and 1990's. They are too large to fit into the designated area in the new style patrol vehicles, and limit the driver's sight line while driving.

What alternatives are available?

Utilize existing equipment

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Equipment Replacement	0	12,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$12,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$12,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		12,000	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$12,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Used Fork Lift for Public Works Bldg.	3
Department:	Public Works	Fund Name: Equipment Replacement
Division:	All	
Decision Package Title:	Fork Lift for Public Works Bldg.	
Preparer Name:	Marc Larson	
Department Account Number:	510.38.594.480.6408	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

Currently, the Public Works department does not have a fork lift. This limits the use of the mezzanine portion of the building and requires the use of temporary forks attached to the backhoe for loading and off loading palletted materials and supplies. This is an inefficient method of loading and off loading.

What alternatives are available?

Continue using temporary forks to load and off load.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Equipment Replacement, Used forklift.</i>	0	15,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$15,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$15,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		15,000	0	0	0	0
<i>Ending Cash: Carryforward</i>		0	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$15,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Replace Surface Water Vehicle	4
Department:	Public Works	Fund Name: Equipment Replacement
Division:	Surface Water	
Decision Package Title:	Replace Surface Water Vehicle	
Preparer Name:	MarcLarson	
Department Account Number:	510.38.594.480.6408	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?

The current 2003 Ford F-550 has reached the end of it's useful life and needs to be replaced with a like size/capable vehicle. The current vehicle maintenance costs are becoming higher every year.

What alternatives are available?

Not replace vehicle

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Equipment replacement</i>	0	49,500	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$49,500	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$49,500	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		49,500	0	0	0	0
<i>Ending Cash: Carryforward</i>		0	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$49,500	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Replace (4) existing patrol vehicles	5
Department:	Police	Fund Name: Equipment Replacement
Division:	Patrol	
Decision Package Title:	Patrol Vehicles	
Preparer Name:	Marc Larson	
Department Account Number:	510.38.594.480.6408	

What is the nature of the expenditure? One-Time Is the Expenditure a Carryforward from the previous year? No

Is the Expenditure Operating or Capital? Capital

Why is this Expenditure necessary - How will it help achieve Department goals?

The existing vehicles have reached the end of their useful life cycle.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Patrol Vehicles and Equipment	0	175,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$175,000	\$0	\$0	\$0	\$0

Total On-Going Expenses **\$175,000** **\$0** **\$0** **\$0** **\$0**

Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		175,000	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$175,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Carryforward remaining Fire Engine budget to complete the purchase of the 2 Fire Engines.	Mandatory
Department:	Fire Department	Fund Name: Equipment Replacement
Division:	Suppression	
Decision Package Title:	Fire Engine Carryforward	
Preparer Name:	Finance	
Department Account Number:	510.38.594.480.6408	

What is the nature of the expenditure? **One-Time** Is the Expenditure a **Yes**
 Carryforward from the previous year?

Is the Expenditure Operating or Capital? **Capital**

Why is this Expenditure necessary - How will it help achieve Department goals?

The City ordered and prepaid \$1,133,660 for the 2 new Fire Engines in 2013 including additional costs the total cost to date is \$1,256,230. Council approved \$1,256,230 on AB 2013-58. The remaining funding is needed for ancillary costs associated with the completion of the 2 engines.

What alternatives are available?

None.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Carryforward	166,740	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$166,740	\$0	\$0	\$0	\$0	\$0

Total On-Going Expenses **\$166,740** **\$0** **\$0** **\$0** **\$0**

Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		0	0	0	0	0
Ending Cash: Carryforward		166,740	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$166,740	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Carryforward remaining funds to purchase an Breathing Air Compressor for the Fire Department.	Mandatory
Department:	Fire Department	Fund Name: Equipment Replacement
Division:	Suppression	
Decision Package Title:	Fire Compressor Carryforward	
Preparer Name:	Finance	
Department Account Number:	510.38.594.480.6408	

What is the nature of the expenditure? **One-Time** Is the Expenditure a **Yes**
 Carryforward from the previous year?

Is the Expenditure Operating or Capital? **Capital**

Why is this Expenditure necessary - How will it help achieve Department goals?

The Fire department is unable to take delivery of the Air Compressor prior to year ending 2013. Thus it is necessary to carryforward the funding to 2014.

What alternatives are available?

None.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Carryforward	80,000	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$80,000	\$0	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$80,000	\$0	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		0	0	0	0	0
Ending Cash: Carryforward		80,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$80,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	2014 Utility Rates Adjustments	Mandatory				
Department:	Public Works	Fund Name:	Facilities Maintenance			
Division:	Facilities					
Decision Package Title:	2014 Utility Rates Adjustments					
Preparer Name:	Finance					
Department Account Number:	Multiple - See below					
What is the nature of the expenditure?	<input type="checkbox"/> On-Going	Is the Expenditure a Carryforward from the previous year?	<input type="checkbox"/> No			
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating					
Why is this Expenditure necessary - How will it help achieve Department goals?						
Adjust Utility Rates to reflect actual 2013 Expenditures. Also included are rate increases for Natural Gas (1.5%) and Electricity (2.7%). The Net savings/costs are reflected below.						
What alternatives are available?						
No Alternatives						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Sewer Service - Fire Department	25,010	(16,460)	(16,460)	(16,460)	(16,460)	(16,460)
Sewer Service - Police Department	11,980	(5,980)	(5,980)	(5,980)	(5,980)	(5,980)
Sewer Service - Facilities	15,500	(9,550)	(9,550)	(9,550)	(9,550)	(9,550)
Sewer Service - City Hall	1,470	(770)	(770)	(770)	(770)	(770)
Natural Gas Service - Fire Department	13,335	(5,720)	(5,720)	(5,720)	(5,720)	(5,720)
Natural Gas Service - Police Department	4,985	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Natural Gas Service - Facilities	10,030	(3,940)	(3,940)	(3,940)	(3,940)	(3,940)
Water Service - Police Department	1,230	1,770	1,770	1,770	1,770	1,770
Water Service - Fire Department	3,370	1,630	1,630	1,630	1,630	1,630
Water Service - City Hall	1,460	(260)	(260)	(260)	(260)	(260)
Alarm Services	20,000	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
	0	0	0	0	0	0
Sub-Total	\$108,370	(\$53,280)	(\$53,280)	(\$53,280)	(\$53,280)	(\$53,280)
Total On-Going Expenses		\$55,090	\$55,090	\$55,090	\$55,090	\$55,090
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		(53,280)	0	0	0	0
Ending Cash: Carryforward		108,370	55,090	55,090	55,090	55,090
Total Revenue and Ending Cash		\$55,090	\$55,090	\$55,090	\$55,090	\$55,090



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Decrease in Motor Fuel & Operating Supplies	Mandatory
Department:	Public Works	Fund Name: Facilities Maintenance
Division:	Facility Maintenance	
Decision Package Title:	Motor Fuel & Operating Supplies	
Preparer Name:	Marc Larson	
Department Account Number:	518.38.539.500.3206 & 518.38.539.500.3112	

What is the nature of the expenditure? Is the Expenditure a Carryforward

Is the Expenditure Operating or Capital? from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 Reduce the budgeted amount for motor fuel and Operating Supplies to reflect actual 2013 costs.

What alternatives are available?

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Motor Fuel	7,000	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Operating Supplies	30,000	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$37,000	(\$10,500)	(\$10,500)	(\$10,500)	(\$10,500)	(\$10,500)

Total On-Going Expenses **\$26,500** **\$26,500** **\$26,500** **\$26,500** **\$26,500**

Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		(10,500)	0	0	0	0
Ending Cash: Carryforward		37,000	26,500	26,500	26,500	26,500
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$26,500	\$26,500	\$26,500	\$26,500	\$26,500



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	Programmed maintenance on the high density filing system.	1				
Department:	Planning and Community Development	General				
Division:	Permit Center					
Decision Package Title:	Building & Fixture R&M					
Preparer Name:	Patricia Love					
Department Account Number:	518.38.539.500.4808					
What is the nature of the expenditure?	<input type="checkbox"/> One-Time	Is the Expenditure a Carryforward from the previous year?				
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating	<input type="checkbox"/> No				
Why is this Expenditure necessary - How will it help achieve Department goals?						
Five year maintenance on the high density filing system.						
What alternatives are available?						
Delay maintenance of high density filing system for another year.						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Building and Fixture R&M</i>	26,090	500	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$26,090	\$500	\$0	\$0	\$0	\$0
Total On-Going Expenses		\$26,590	\$0	\$0	\$0	\$0
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		500	0	0	0	0
<i>Ending Cash: Carryforward</i>		26,090	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$26,590	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Wood Siding repair and repaint Lighthouse quarters bldgs.	2
Department:	Public works	Fund Name: Facilities Maintenance
Division:	Facility Maintenance	
Decision Package Title:	Repairs Light Station	
Preparer Name:	Marc Larson	
Department Account Number:	518.38.539.500.4808	

What is the nature of the expenditure? One-Time Is the Expenditure a Carryforward from the previous year? No

Is the Expenditure Operating or Capital? Operating Capital

Why is this Expenditure necessary - How will it help achieve Department goals?

There is extensive rot in the quarters buildings that must be repaired. The rotted areas are several sections of siding and window sills. Following repair of the bad areas repainting of the buildings is required for aesthetics and to prevent reoccurrence.

What alternatives are available?

None

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
	34,000	1,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$34,000	\$1,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$35,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		1,000	0	0	0	0
Ending Cash: Carryforward		34,000	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$35,000	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Building and Fixture M&R City Hall	3
Department:	Public Works	Fund Name: Facilities Maintenance
Division:	Facility Maintenance	
Decision Package Title:	Building and Fixture M&R City Hall	
Preparer Name:	Marc Larson	
Department Account Number:	518.38.539.510.4808	

What is the nature of the expenditure?

On-Going

Is the Expenditure a Carryforward from the previous year?

No

Is the Expenditure Operating or Capital?

Operating

Why is this Expenditure necessary - How will it help achieve Department goals?

Due to increases in necessary repairs to City Hall, predominantly lighting repairs, increase the budget for City Hall Building and Fixture M&R.

What alternatives are available?

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Building and Fixture M&R- City Hall</i>	4,140	2,860	2,860	2,860	2,860	2,860
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$4,140	\$2,860	\$2,860	\$2,860	\$2,860	\$2,860

Total On-Going Expenses	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		2,860	0	0	0	0
<i>Ending Cash: Carryforward</i>		4,140	7,000	7,000	7,000	7,000
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$7,000	\$7,000	\$7,000	\$7,000	\$7,000



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Contract Services	4
Department:	Public Works	Fund Name: Facilities Maintenance
Division:	Facility Maintenance	
Decision Package Title:	Contract Services	
Preparer Name:	Marc Larson	
Department Account Number:	518.38.539.500.4125	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward from the previous year? No

Is the Expenditure Operating or Capital? Operating

Why is this Expenditure necessary - How will it help achieve Department goals?

Increase contract services line item to \$13,000. This amount is necessary to maintain the facilities elevators, life safety equipment, and will reflect the actual costs incurred during 2013.

What alternatives are available?

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Contract Services</i>	9,000	4,000	4,000	4,000	4,000	4,000
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$9,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

Total On-Going Expenses **\$13,000** **\$13,000** **\$13,000** **\$13,000** **\$13,000**

Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		4,000	0	0	0	0
<i>Ending Cash: Carryforward</i>		9,000	13,000	13,000	13,000	13,000
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$13,000	\$13,000	\$13,000	\$13,000	\$13,000



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	FS 24 Window Replacement	5				
Department:	Public Works	Fund Name: Facilities Maintenance				
Division:	Facilities					
Decision Package Title:	FS 24 Window Replacement					
Preparer Name:	Jim Niggenmyer					
Department Account Number:	518.38.539.522.4808					
What is the nature of the expenditure?	<input type="checkbox"/> One-Time	Is the Expenditure a Carryforward from the previous year?				
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating	<input type="checkbox"/> No				
Why is this Expenditure necessary - How will it help achieve Department goals?						
Improve energy efficiency and comfort levels.						
What alternatives are available?						
Do not replace.						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Building and fixture M&R</i>	11,890	18,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$11,890	\$18,000	\$0	\$0	\$0	\$0
Total On-Going Expenses		\$29,890	\$0	\$0	\$0	\$0
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		18,000	0	0	0	0
<i>Ending Cash: Carryforward</i>		11,890	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$29,890	\$0	\$0	\$0	\$0



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	FS 24 Training Tower Exterior Painting	6				
Department:	Public Works	Fund Name: Facilities Maintenance				
Division:	Facilities					
Decision Package Title:	FS 24 Training Tower Exterior Painting					
Preparer Name:	Jim Niggenmyer					
Department Account Number:	518.38.539.522.4808					
What is the nature of the expenditure?	<input type="checkbox"/> One-Time	Is the Expenditure a Carryforward from the previous year? <input type="checkbox"/> No				
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating					
Why is this Expenditure necessary - How will it help achieve Department goals?						
The exterior of the training tower is in a deteriorated condition. This painting will preserve the integrity of the structure and enhance its appearance.						
What alternatives are available?						
Not paint.						
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
<i>Building and Fixture M&R</i>	11,890	24,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$11,890	\$24,000	\$0	\$0	\$0	\$0
Total On-Going Expenses		\$35,890	\$0	\$0	\$0	\$0
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		11,890	0	0	0	0
<i>Ending Cash: Carryforward</i>		24,000	0	0	0	0
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$35,890	\$0	\$0	\$0	\$0



City of Mukilteo, Washington



City of Mukilteo, Washington

RECREATION AND CULTURAL SERVICES DEPARTMENT

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

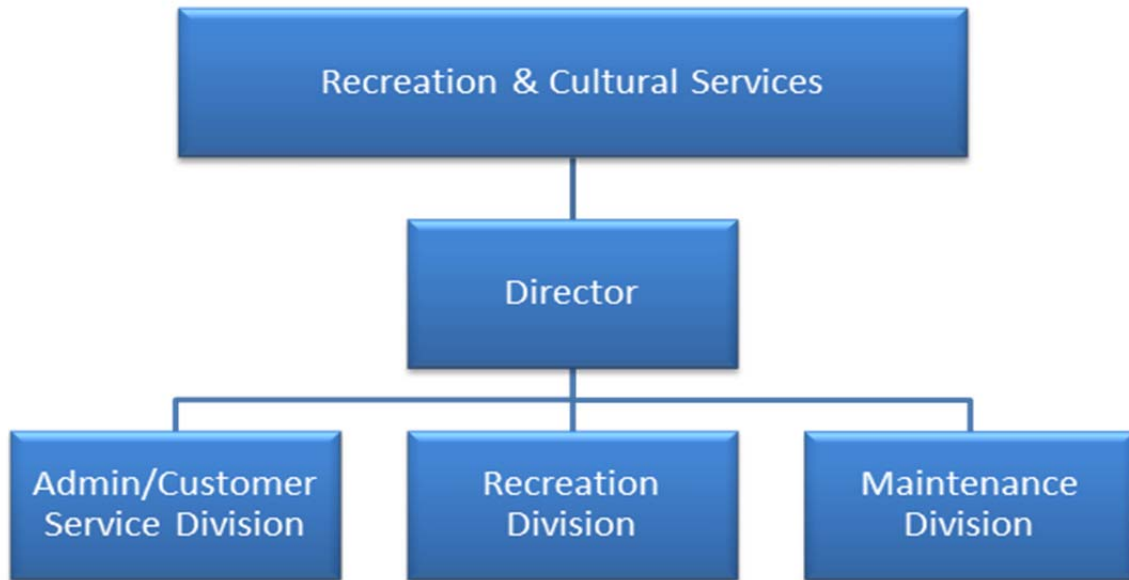
The Rosehill Community Center provides opportunities for drop-in and programmed enrichment recreation activities for all ages. The active spaces within the community center such as the dance room, game room and fitness center promote healthy lifestyles. The variety of rooms available for rentals provides citizens with a location to hold events, meetings, and celebrations. The Rosehill Community Center fills many roles in the community, it is a community gathering place, provides community enrichment, is a place to hold events, public meetings and workshops, is an information center, and spurs economic development in Mukilteo.

Year-round city sponsored and co-sponsored recreation and enrichment classes and special events are offered at the Rosehill Community Center and other community locations. A wide variety of activities are offered for families, seniors, adults, youth, and preschoolers.

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



City of Mukilteo, Washington



POSITION SUMMARY

Position Title	2013	2014
Recreation Director	1.0	1.0
Office Technician	2.0	2.6
Customer Service Clerk - (PT 50% : 4 - 5)	2.0	2.5
Recreation Programmer	1.0	1.0
Recreation Assistant Programmer	0.0	0.5
Outdoor Seasonal	0.5	0.5
Total	6.5	8.1

**Recreation & Cultural Services Department
Expenditure Summary**

	2012 Actuals	2013 Budget	2014 Baseline	2014 Dept. Requests	2014 Budget	\$ Increase/ (Decrease)
Recreation and Cultural Services	649,318	722,291	766,250	11,010	777,260	54,969
TOTAL	649,318	722,291	766,250	11,010	777,260	54,969



City of Mukilteo, Washington

Recreation & Cultural Services Department

PURPOSE

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

2013 ACCOMPLISHMENTS

- Held 4 Gallery Openings featuring Mukilteo School District art students and several local artists. Two shows featured two artists showing at the same time and one show featured several artists from the Rosehill Community Center Brush Class.
- Published three Recreation Guides in combination with the City Views.
- Held 2 very successful free outdoor movies in August on the plaza at the Rosehill Community Center.
- In July and August, held 3 free Theatre in the Park events in the Band Shell at Lighthouse Park.
- The Recreation Department offered 5 free community events at the Rosehill Community Center in 2013, (Valentine Dance, Touch a Truck, Boo Bash, The Tree Lighting and Community Garage Sale). Approx. 4,000 people attended the events.
- Processed 30 special event applications for events that were held in the City of Mukilteo.
- Hired and trained three new staff members.
- Offered a three day theatre production (Making God Laugh) in October to the public.

- Donated food to the Mukilteo Food Bank from community event donations.
- Coordinated with 7 community groups on co-sponsored events.

2014 GOALS & OBJECTIVES

- Continue to seek partnerships and implement new programming for the older adult population.
- If the Lodging Tax grant awards the necessary startup funds, coordinate an outdoor ice skating rink for Lighthouse Park in November and December of 2014.
- Prepare a Recreation Matrix plan and develop programming and marketing around the plan.
- Host a community wide recreation programming meeting for the local agencies in Mukilteo that provide service to the residents.
- Offer 3 Theatre in the Park events in the summer of 2014.
- Offer 2 Concert in the Park events in the summer of 2014.
- Continue to develop the theatre component at the community center.
- Develop expanded advertisement for the Indoor Gallery at the community center.
- Act as City liaison with community groups on City co-sponsored events,



City of Mukilteo, Washington

- including The Arts Guild, Farmers Market, Chamber and Lighthouse Festival Association.
- Research and implement a Rosehill Room community library – “Share your Book”.
 - Maintain Friday, Saturday and Sunday rentals at a 90% occupancy rate.
 - Increase marketing of weekday rentals by developing a brochure to hand out at presentations.

PERFORMANCE INDICATORS

	2012	2013	2014
	Actual	Est.	Est.
Recreation Program Offerings	382	444	400
Registration Transactions	4,125	3,946	4,200
City Co-Sponsored Events*	6	7	7
Community Center Rentals	405	637	640
Wedding Circle Rentals	11	14	12
Picnic Shelter Rentals	180	188	180
Lightstation Grounds Rentals	25	31	27

* Co-Sponsored Events for 2013 Include:

Farmers Market, Lighthouse Festival, Holiday Art Mart, Waterfront Art Festival, Kamiak Performing Arts Spring Showcase, Garden & Quilt Tour, Garden Club Speaker

Recreation & Cultural Services Department Decision Package Summary

Ranking	Division	Title	Amount
M	Recreation and Cultural Services	ActiveNet fee increase	6,000
1	Recreation and Cultural Services	Rec Programmer Salary Reclass	1,310
2	Recreation and Cultural Services	Theatre and Concert in Parks	2,500
3	Recreation and Cultural Services	Beachwatchers Program	1,200
Total			11,010



City of Mukilteo, Washington

RECREATION & CULTURAL SERVICES FUND

	2012	2013	2013 Y.E.	2014	\$ Increase/ (Decrease)
	Actual	Budget	Estimate	Budget	
<u>Beginning Fund Balance</u>	\$208,932	\$245,807	\$249,895	\$172,030	(\$73,777)
<u>Revenues</u>					
Rec Program Fees	150,117	130,000	150,000	150,000	20,000
Special Event Permits	668	500	725	600	100
Farmers Market Booth Fees	560	650	500	650	0
Artwork Admin Fee	0	0	55	0	0
Event Monitor Fees	16,010	0	0	0	0
Set Up/Clean Up Fees	125	0	0	0	0
Theater Technician Fees	1,663	1,500	1,500	1,500	0
Investment Interest	423	200	425	300	100
Community Center Room Rental	248,717	305,810	282,000	282,000	(23,810)
RHCC Outdoor Rentals	7,300	4,500	4,550	4,500	0
Weight Room Fees	10,390	8,000	8,000	8,000	0
Parking Rental - Long Term	9,677	11,250	10,080	10,080	(1,170)
Picnic Shelter Rental	12,170	11,500	11,500	11,000	(500)
Other Misc. Revenues	396	0	60	0	0
Light Station Wedding Rentals	3,125	4,500	4,000	4,500	0
Contributions - Private Source	5,000	0	0	0	0
Sponsorships	525	0	1,000	4,900	4,900
Operating Transfers In	234,400	138,091	138,091	170,000	31,909
Total Revenues	701,267	616,501	612,486	648,030	31,529
<u>Total Resources</u>	<u>910,199</u>	<u>862,308</u>	<u>862,381</u>	<u>820,060</u>	<u>(42,248)</u>
<u>Expenditures</u>					
Salaries & Wages	283,988	328,935	295,260	357,770	28,835
Personnel Benefits	109,627	121,946	107,715	135,925	13,979
Supplies	12,505	15,825	15,840	15,825	0
Other Services & Charges	243,198	255,585	271,535	267,740	12,155
Total Expenditures	649,318	722,291	690,350	777,260	54,969
<u>Ending Fund Balance</u>	<u>\$260,881</u>	<u>\$140,017</u>	<u>\$172,031</u>	<u>\$42,800</u>	<u>(\$97,217)</u>



City of Mukilteo, Washington

RECREATION

Account Number	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
SALARIES & WAGES						
114.71.575.500.1101 Full Time Employees	228,739	242,670	244,260	1,045	245,305	2,635
114.71.575.500.1102 Part Time Employees	54,598	85,765	111,965	0	111,965	26,200
114.71.575.500.1201 Overtime	651	500	500	0	500	0
	<u>283,988</u>	<u>328,935</u>	<u>356,725</u>	<u>1,045</u>	<u>357,770</u>	<u>28,835</u>
BENEFITS						
114.71.575.500.2101 FICA	21,873	25,125	27,255	80	27,335	2,210
114.71.575.500.2103 PERS	19,843	23,515	30,790	95	30,885	7,370
114.71.575.500.2104 L&I	1,523	2,021	3,475	0	3,475	1,454
114.71.575.500.2105 Medical Benefits	49,080	54,112	59,930	2,890	62,820	8,708
114.71.575.500.2112 Vehicle Allowance	2,400	2,400	2,400	0	2,400	0
114.71.575.500.2113 Dental Benefits	6,327	7,015	4,950	660	5,610	(1,405)
114.71.575.500.2114 Vision Benefits	1,449	1,483	675	90	765	(718)
114.71.575.500.2119 Life Insurance	642	810	820	0	820	10
114.71.575.500.2121 Long Term Disability Ins.	1,421	1,965	1,815	0	1,815	(150)
114.71.575.500.2135 Medical Opt-Out Incentive	5,070	3,500	3,550	(3,550)	0	(3,500)
	<u>109,628</u>	<u>121,946</u>	<u>135,660</u>	<u>265</u>	<u>135,925</u>	<u>13,979</u>
SUPPLIES						
114.71.575.500.3101 Office Supplies	4,883	5,000	5,000	0	5,000	0
114.71.575.500.3112 Operating Supplies	5,122	7,125	7,125	0	7,125	0
114.71.575.500.3124 Clothing/Boots	603	500	500	0	500	0
114.71.575.500.3206 Motor Fuel	8	200	200	0	200	0
114.71.575.500.3501 Small Items Of Equipment	1,889	3,000	3,000	0	3,000	0
	<u>12,505</u>	<u>15,825</u>	<u>15,825</u>	<u>0</u>	<u>15,825</u>	<u>0</u>
OTHER SERVICES & CHARGES						
114.71.575.500.4106 Other Professional Svcs.	7,332	14,400	14,400	2,500	16,900	2,500
114.71.575.500.4107 Instructors Professional Services	95,110	80,000	80,000	0	80,000	0
114.71.575.500.4108 WSU Beach Watchers - Oth Prof Svcs.	6,750	6,800	6,800	1,200	8,000	1,200
114.71.575.500.4201 Telephone	4,271	3,200	3,200	0	3,200	0
114.71.575.500.4202 Postage	999	1,500	1,500	0	1,500	0
114.71.575.500.4209 Cell Phone	262	500	500	0	500	0
114.71.575.500.4210 Comcast	4,975	7,000	7,000	0	7,000	0

RECREATION...continued

Continued on next page...



City of Mukilteo, Washington

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Account Number	2012 Actuals	2013 Amended Budget	2014 Baseline	2014 Department Requests	Total 2014 Requests	\$ Increase/ (Decrease)
RECREATION...continued						
OTHER SERVICES & CHARGES...continued						
114.71.575.500.4301	822	1,100	1,100		1,100	0
114.71.575.500.4406	2,595	3,900	3,900		3,900	0
114.71.575.500.4407	30,700	34,500	34,500		34,500	0
114.71.575.500.4503	843	1,500	1,500		1,500	0
114.71.575.500.4508	180	300	300		300	0
114.71.575.500.4601	15,441	17,000	17,200		17,200	200
114.71.575.500.4701	2,425	2,500	2,540		2,540	40
114.71.575.500.4702	28,820	33,785	36,000		36,000	2,215
114.71.575.500.4703	4,458	5,000	5,000		5,000	0
114.71.575.500.4709	3,501	3,500	3,500		3,500	0
114.71.575.500.4710	3,864	5,800	5,800		5,800	0
114.71.575.500.4712	2,081	2,200	2,200		2,200	0
114.71.575.500.4801	6,440	9,800	9,800		9,800	0
114.71.575.500.4816	1,360	900	900		900	0
114.71.575.500.4820	53	100	100		100	0
114.71.575.500.4902	436	700	700		700	0
114.71.575.500.4909	0	600	600		600	0
114.71.575.500.4911	17,886	18,000	18,000	6,000	24,000	6,000
114.71.575.500.4912	1,073	400	400		400	0
114.71.575.500.4927	520	600	600		600	0
	<u>243,197</u>	<u>255,585</u>	<u>258,040</u>	<u>9,700</u>	<u>267,740</u>	<u>12,155</u>
TOTAL RECREATION	<u>649,318</u>	<u>722,291</u>	<u>766,250</u>	<u>11,010</u>	<u>777,260</u>	<u>54,969</u>



City of Mukilteo, Washington

2014 Decision Package		Ranking
Item Description:	Rosehill Community Center uses ActiveNet software to process all transactions, class registrations, park and room rentals, fitness room, and special event fees. ActiveNet is a fully hosted web-based program that has no license or maintenance fees and provides an unlimited number of licenses and workstations. Additionally the infrastructure is fully maintained by ActiveNet so there are no ongoing software maintenance or technical support fees and we do not pay for updates. There are transaction fees associated with using the software. Check/Cash transaction fee of 2.0% (was increased in April it was 1.5%) and a Credit Card processing fee of 3.75% this is in lieu of the credit card processing fees we would pay to a third party vendor. Due to the Check/Cash transaction fee increase and the increase number of transactions occurring due to the increase in class registrants and rentals we need to increase the expense line to cover these fees.	Mandatory
Department:	Recreation & Cultural Services	Fund Name: Recreation & Cultural Services
Division:		
Decision Package Title:	Fees to ActiveNet Software	
Preparer Name:	Jennifer Berner	
Department Account Number:	114.71.575.500.4911	

What is the nature of the expenditure? On-Going Is the Expenditure a Carryforward No

Is the Expenditure Operating or Capital? Operating from the previous year?

Why is this Expenditure necessary - How will it help achieve Department goals?
 The fees for ActiveNet are set by contract and are fixed. The software is what processes all the transactions at the Rosehill Community Center. The Community Center needs the software for daily operations.

What alternatives are available?
 Research different software companies to offer the service.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
ActiveNet Software Contract Service	18,000	6,000	6,000	6,000	6,000	6,000
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$18,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000

Total On-Going Expenses	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
--------------------------------	-----------------	-----------------	-----------------	-----------------	-----------------

Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		6,000	0	0	0	0
Ending Cash: Carryforward		18,000	24,000	24,000	24,000	24,000
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$24,000	\$24,000	\$24,000	\$24,000	\$24,000



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	Reclassify the Recreation Programmer position to a Recreation Coordinator position. This would be at a higher salary range to coincide with the expanded responsibilities. Currently the position is rated at level 55, it is recommended the position be reclassified to level 62. The net increase would be \$1,231. The Recreation Programmer position was established as a part-time position to assist with growing recreation programs when the Center opened. The position has grown to a full-time position that does not assist but actually develops and coordinates recreation programs and special events. The responsibilities have expanded to meet the growing needs of the community and the center.	1				
Department:	Recreation & Cultural Services	Fund Name:	Recreation & Cultural Services			
Division:	Recreation					
Decision Package Title:	Recreation Programmer Position Reclassified					
Preparer Name:	Jennifer Berner					
Department Account Number:	114 accounts					
What is the nature of the expenditure?	<input type="checkbox"/> On-Going	Is the Expenditure a Carryforward from the previous year?	<input type="checkbox"/> No			
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating					
Why is this Expenditure necessary - How will it help achieve Department goals?						
The Recreation Programmer position has expanded its job responsibly as the programs and community events has continued to grow at the community center. Additionally, the position has recently taken on the supervision of a part-time Program Assistant. Staff turnover may occur and Union issue my surface.						
What alternatives are available?						
	Baseline Budget	2014	2015	2016	2017	2018
<i>Rec Programmer position reclassified</i>	48,927	1,045	1,045	1,045	1,045	1,045
<i>Benefits</i>	17,631	265	265	265	265	265
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$66,558	\$1,310	\$1,310	\$1,310	\$1,310	\$1,310
Total On-Going Expenses		\$67,868	\$67,868	\$67,868	\$67,868	\$67,868
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
<i>Ending Cash: Decrease (Increase)</i>		1,310	0	0	0	0
<i>Ending Cash: Carryforward</i>		66,558	67,868	67,868	67,868	67,868
<i>Grants/Contributions</i>		0	0	0	0	0
<i>General Fund Subsidy</i>		0	0	0	0	0
<i>New Revenue</i>		0	0	0	0	0
<i>Other</i>		0	0	0	0	0
Total Revenue and Ending Cash		\$67,868	\$67,868	\$67,868	\$67,868	\$67,868



City of Mukilteo, Washington

2014 Decision Package		Ranking				
Item Description:	Staff coordinated with the Parks and Arts Commission to offer 3 Theatre in the Park performances in 2013. There were 2 Shakespeare performances and one Story Telling performance. All were well received with about 150-200 people at each performance. Staff would like to continue to offer 3 Theatre in the Park programs and add 2 Concerts in the Park programs for 2014. \$1,300 is needed for three Shakespeare in the Park performances and \$1,000 is needed for two Concert in the Park performances.	2				
Department:	Recreation & Cultural Services Department	Fund Name:	Recreation & Cultural Services			
Division:						
Decision Package Title:	Theatre and Concert in the Parks Programs					
Preparer Name:	Jennifer Berner					
Department Account Number:	114.71.575.500.4106					
What is the nature of the expenditure?	<input type="checkbox"/> On-Going	Is the Expenditure a Carryforward from the previous year?	<input type="checkbox"/> No			
Is the Expenditure Operating or Capital?	<input type="checkbox"/> Operating					
Why is this Expenditure necessary - How will it help achieve Department goals?						
Residents have asked about offering Theatre & Concert in the Parks programs. This past summer Theatre was offered & well received. The PAC & staff would like to add 2 concerts in the park to the 3 Theatre programs for 2014. Any additional expenditure would be directly offset by the sponsorship money brought in to fund the programs.						
What alternatives are available?						
Not offer these free programs to the community						
	Baseline Budget	2014	2015	2016	2017	2018
Fill In Item Description[s]						
3 Theatre & 2 Concert in the Parks Programs	0	2,500	2,500	2,500	2,500	2,500
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Total On-Going Expenses		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		0	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other	Sponsorship	2,500	2,500	2,500	2,500	2,500
Total Revenue and Ending Cash		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500



City of Mukilteo, Washington

2014 Decision Package		Ranking					
Item Description:	WSU Beach Watchers has requested an increase for 2014 to support the ongoing efforts of the program. The City has provided \$6,500-\$6,800 per year over the past 5 years to WSU Extensions to recruit & train Beach Watchers & Beach Naturalists. These volunteers network with the Mukilteo schools to help educate and teach students about the Puget Sound. Additionally, the volunteer Beach Watchers host 10-13 low tide exploration activities at Lighthouse Park, Walk and Talk sessions at LH Park, and update the LHP kiosks displays.	3					
Department:	Recreation & Cultural Services Department	Fund Name:	Recreation & Cultural Services				
Division:							
Decision Package Title:	Increase for Beach Watchers Program						
Preparer Name:	Jennifer Berner						
Department Account Number:	114.71.575.500.4108						
What is the nature of the expenditure?	<input checked="" type="checkbox"/> On-Going	Is the Expenditure a Carryforward from the previous year?	<input type="checkbox"/> No				
Is the Expenditure Operating or Capital?	<input checked="" type="checkbox"/> Operating						
Why is this Expenditure necessary - How will it help achieve Department goals?							
The Beach Watcher program has grown and is flourishing in Mukilteo. To offer a 100 hour Beach Watcher training & Beach Naturalist training, & provide them with resources to educate requires funding. To continue to provide the same service at Lighthouse Park additional funding of \$1,200 is needed for 2014.							
What alternatives are available?							
Programs would need to be reduced to stay within the current funding level. (The WSU Beach Watcher program already applies for regional and state grants to help fund the program regionally which Mukilteo benefits from.)							
Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018	
<i>Beach Watcher Program</i>	6,800	1,200	1,200	1,200	1,200	1,200	
	0	0	0	0	0	0	
	0	0	0	0	0	0	
	0	0	0	0	0	0	
	0	0	0	0	0	0	
	0	0	0	0	0	0	
Sub-Total	\$6,800	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	
Total On-Going Expenses		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	
Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018	
<i>Ending Cash: Decrease (Increase)</i>		1,200	0	0	0	0	
<i>Ending Cash: Carryforward</i>		6,800	8,000	8,000	8,000	8,000	
<i>Grants/Contributions</i>		0	0	0	0	0	
<i>General Fund Subsidy</i>		0	0	0	0	0	
<i>New Revenue</i>		0	0	0	0	0	
<i>Other</i>		0	0	0	0	0	
Total Revenue and Ending Cash		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	



City of Mukilteo, Washington

CAPITAL IMPROVEMENTS

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

On the following page is a table summarizing the 2014 Capital Improvement budget. On subsequent pages are descriptions of the proposed capital improvement projects for 2014. Estimated Project Costs include engineering design and construction costs. Not included in these figures are costs of in-house labor involved with coordinating, designing, managing, and/or inspecting the construction of the improvements.



City of Mukilteo, Washington

Capital Decision Package Summary

Fund	Title	Amount
322	Byer's Family Park	13,300
	Park Acquisition & Development Fund Total	13,300
323	Harbour Reach Drive Wetlance Mitigation Project	68,000
	Park Acquisition & Development Fund Total	68,000
331	3rd & Lincoln Street Light replacement	15,000
331	61st Place Retaining Wall	947,500
331	City Hall parking lot repairs	70,000
331	Council Chambers renovations	7,500
331	Kamiak RRFBs	12,000
331	LHP overflow parking paving	62,500
331	School zone flashers	31,000
331	SR 526 Shared-Use path	215,820
331	Street light retrofit	15,000
	REET I Fund Total	1,376,320
332	2014 Pavement Improvements	300,000
332	86th Place stability evaluation	30,000
332	92nd Street Bubble Park Fence	6,000
332	ADA Sidewalk Improvements	15,000
332	Annual Bike Path Construction	25,000
332	Annual Sidewalk Construction	50,000
332	Harbour Pointe Blvd widening	133,720
332	Pavement Rating	17,000
332	Resurface lot behind Diamond Knot	71,000
332	Sidewalk Repairs	10,000
332	Slurry Seal LHP View Parking Area	15,000
332	SR 525 Sidewalk (Totem Park)	23,200
332	Street Maintenance and Repair	100,000
332	Tank Farm Parking	50,000
332	Waterfront Interim Access	15,000
	REET 2 Fund Total	860,920

Continued on next page...



City of Mukilteo, Washington

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Capital Decision Package Summary

Fund	Title	Amount
440	61st Place Retaining Wall	125,000
440	15th Street Detention Pond	33,000
440	2nd and Loveland Drainage	130,000
440	Bayview Storm Drainage Improvements	20,000
440	Cyrus Way Drainage Modifications	80,000
440	Decant Station	100,000
440	Naketa Beach Outfall Extension	25,000
440	Smuggler's Gulch LID	1,000,000
440	Bayview Stormwater Pond Fencing	25,000
440	Stormwater Capacity Grant	120,000
	Surface Water Management Fund Total	1,658,000
	Total Capital Funds	3,908,540



City of Mukilteo, Washington

ARTERIAL STREET FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$153,919	\$123,958	\$123,912	\$108,910	(\$15,048)
Revenues					
Arterial Street Fuel Tax	132,224	131,300	134,770	0	(131,300)
Grant Revenue	5,000	0	0	0	0
Investment Interest	338	370	228	0	(370)
Total Revenues	137,562	131,670	134,998	0	(131,670)
Total Resources	291,480	255,628	258,910	108,910	(146,718)
Expenditures					
Street Repair and Maintenance	150,000	150,000	150,000	0	(150,000)
Transfers Out	0	0	0	108,910	108,910
Capital Outlay	17,568	0	0	0	0
Total Expenditures	167,568	150,000	150,000	108,910	(41,090)
Ending Fund Balance	\$123,912	\$105,628	\$108,910	\$0	(\$105,628)

PARK ACQUISITION & DEVELOPMENT

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$6,828	\$131,051	\$342	\$207,071	\$76,020
Revenues					
Grant Revenues	160,537	31,015	215,846	0	(31,015)
Contributions - Private Source	0	10,000	10,000	5,000	
Interlocal Agreements	0	55,000	55,000	0	
Park Mitigation Fees	95,082	30,000	78,000	38,000	8,000
Interfund Loan Received	0	0	0	0	0
Investment Interest	119	200	200	50	(150)
Total Revenues	255,739	126,215	359,046	43,050	(23,165)
Total Resources	262,567	257,266	359,388	250,121	52,855
Expenditures					
Interfund Loan Repayment	0	0	0	0	0
Interfund Loan Interest Payment	81	0	0	0	0
Capital Outlay	247,118	165,185	152,317	13,300	(151,885)
Total Expenditures	247,199	165,185	152,317	13,300	(151,885)
Ending Fund Balance	\$15,368	\$92,081	\$207,071	\$236,821	\$204,740



City of Mukilteo, Washington

TRANSPORTATION IMPACT FEE FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$131,883	\$245,656	\$245,656	\$77,661	(\$167,995)
Revenues					
Street Mitigation Fees	224,091	120,000	120,000	50,000	(70,000)
Investment Interest	307	275	275	180	(95)
Total Revenues	224,398	120,275	120,275	50,180	(70,095)
Total Resources	356,281	365,931	365,931	127,841	(238,090)
Expenditures					
Capital Outlay	110,625	38,270	38,270	68,000	29,730
Transfer Out	0	250,000	250,000	20,000	(230,000)
Total Expenditures	110,625	288,270	288,270	88,000	(200,270)
Ending Fund Balance	\$245,656	\$77,661	\$77,661	\$39,841	(\$37,820)

REAL ESTATE EXCISE TAX I FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$4,582,770	\$4,341,836	\$3,763,601	\$4,139,854	(\$201,982)
Revenues					
Local Real Estate Excise Tax	310,072	320,775	640,000	500,000	179,225
Grants	0	277,500	91,150	1,055,600	778,100
Contributions - Private Source	0	1,000	0	0	(1,000)
PUD Rebate	0	3,500	3,500	0	(3,500)
Operating Transfers In	0	250,000	250,000	20,000	(230,000)
Investment Interest	8,610	7,030	5,900	8,600	1,570
Total Revenues	318,683	859,805	990,550	1,584,200	724,395
Total Resources	4,901,453	5,201,641	4,754,151	5,724,054	522,413
Expenditures					
Services and Charges	0	0	0	0	0
Interfund Loans	0	0	0	0	0
Transfer to LTGO Bond Fund	835,500	444,530	444,530	836,190	391,660
Capital Outlay	329,027	439,083	169,767	1,376,320	937,237
Total Expenditures	1,164,527	883,613	614,297	2,212,510	1,328,897
Ending Fund Balance	\$3,736,926	\$4,318,028	\$4,139,854	\$3,511,544	(\$806,484)



City of Mukilteo, Washington

REAL ESTATE EXCISE TAX II FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$296,286	\$314,520	\$340,314	\$527,012	\$212,492
Revenues					
Local Real Estate Excise Tax	310,072	320,775	640,000	500,000	179,225
Grants	0	128,000	0	87,400	(40,600)
Investment Interest	686	630	630	1,030	400
Total Revenues	310,759	449,405	640,630	588,430	139,025
Total Resources	607,045	763,925	980,944	1,115,442	351,517
Expenditures					
Other Services & Charges	183,419	0	580	100,000	100,000
Capital Outlay	13,511	515,000	383,552	760,920	245,920
Transfer to LTGO Bond Fund	69,800	69,800	69,800	69,980	180
Total Expenditures	266,731	584,800	453,932	930,900	346,100
Ending Fund Balance	\$340,315	\$179,125	\$527,012	\$184,542	\$5,417

MUNICIPAL FACILITIES FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$18,570	\$183,690	\$183,771	\$219,041	\$35,351
Revenues					
Investment Interest	301	276	270	0	(276)
Vacation of ROW	0	35,000	35,000	270	(34,730)
Sale of Fixed Assets	100,747	0	0	0	0
Proceeds from Gain/Loss	82,553	0	0	0	0
Total Revenues	183,601	35,276	35,270	270	(35,006)
Total Resources	202,171	218,966	219,041	219,311	345
Expenditures					
Transfers Out	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Total Expenditures	0	0	0	0	0
Ending Fund Balance	\$202,171	\$218,966	\$219,041	\$219,311	\$345



City of Mukilteo, Washington

LIMITED TAX GENERAL OBLIGATION BOND FUND

	2012 Actual	2013 Budget	2013 Y.E. Estimate	2014 Budget	\$ Increase/ (Decrease)
Beginning Fund Balance	\$7,163	\$398,480	\$398,668	\$7,185	(\$391,295)
<u>Revenues</u>					
Investment Interest	12	10	300	20	10
Transfers In	1,297,006	514,330	514,330	906,170	391,840
Total Revenues	1,297,017	514,340	514,630	906,190	391,850
<u>Total Resources</u>	1,304,181	912,820	913,298	913,375	555
<u>Expenditures</u>					
Administration Fee	301	400	300	400	0
Bond Principal	480,000	495,000	495,000	510,000	15,000
Bond Interest	425,213	410,820	410,813	395,962	(14,858)
<u>Total Expenditures</u>	905,513	906,220	906,113	906,362	142
<u>Ending Fund Balance</u>	\$398,668	\$6,600	\$7,185	\$7,013	\$413

2014 Capital Projects Summary

Project	Project Matrix Score	Anticipated Project Total	Estimated Project Costs as of	2014 Funding						Future Years	
				Park AQ & Dev.	Traffic Impact	REET I	REET II	Surface Water	Grants	City Funding	Grant Funding
Byers Family Marine View Park	na	74,995	31,695	13,300	-	-	-	-	-	30,000	-
HR Drive Wetland Mitigation Project	56	1,825,761	1,742,761	-	68,000	-	-	-	-	15,000	-
3rd and Lincoln Street Light Replacement	34	15,000	-	-	-	15,000	-	-	-	-	-
61st Pl Retaining Wall Replacement	86	1,231,125	158,625	-	-	72,500	-	125,000	875,000	-	-
City Hall Parking Lot Repairs	59	70,000	-	-	-	70,000	-	-	-	-	-
Council Chamber Renovations	na	7,500	-	-	-	7,500	-	-	-	-	-
Kamiak HS Rapid Flashing Beacons	87	12,000	-	-	-	6,000	-	-	6,000	-	-
LH Park Overflow Parking Paving	57	62,500	-	-	-	62,500	-	-	-	-	-
School Zone Flashers	79	76,000	-	-	-	31,000	-	-	-	45,000	-
SR 526 Shared-use Path	76	290,625	74,805	-	-	43,470	-	-	172,350	-	-
Street Light Retrofit LED	101	15,000	-	-	-	12,750	-	-	2,250	-	-
2014 Pavement Imps	81	2,100,000	-	-	-	-	300,000	-	-	1,800,000	-
86th Place Evaluation	59	30,000	-	-	-	-	30,000	-	-	-	-
92nd Street Bubble Park Fence	49	6,000	-	-	-	-	6,000	-	-	-	-
Annual ADA Improvements	79	15,000	-	-	-	-	15,000	-	-	-	-
Annual Bike Path Construction	79	27,000	-	-	-	-	25,000	-	-	2,000	-
Annual Sidewalk Construction	72	52,000	-	-	-	-	50,000	-	-	2,000	-
Harbour Pointe Widening**	75	989,000	-	-	-	-	60,720	-	73,000	187,030	668,250
Pavement Rating	na	17,000	-	-	-	-	17,000	-	-	-	-
Resurface Lot behind Diamond Knot	na	71,000	-	-	-	-	71,000	-	-	-	-
Sidewalk Repairs	72	50,000	-	-	-	-	10,000	-	-	40,000	-
Slurry Seal LH Park View Parking Area	87	15,000	-	-	-	-	15,000	-	-	-	-
SR 525 Sidewalk**	56	129,000	-	-	-	-	8,800	-	14,400	26,450	79,350
Street Maintenance & Repair	na	100,000	-	-	-	-	100,000	-	-	-	-
Tank Farm Parking	95	50,000	-	-	-	-	50,000	-	-	-	-
Waterfront Interim Access	na	37,000	-	-	-	-	15,000	-	-	22,000	-
15th Street Pond Modifications	69	33,000	-	-	-	-	-	33,000	-	-	-
2nd and Loveland Drainage	54	156,023	26,023	-	-	-	-	130,000	-	-	-
Bayview Storm Drainage Improvements	69	20,000	-	-	-	-	-	20,000	-	-	-
Cyrus Way Drainage	46	80,000	-	-	-	-	-	80,000	-	-	-
Decant Station	63	105,371	5,371	-	-	-	-	100,000	-	-	-
Naketa Beach Area Storm Extension	64	25,000	-	-	-	-	-	25,000	-	-	-
Smuggler's Gulch LID	94	1,205,000	155,000	-	-	-	-	132,000	868,000	50,000	-
Bayview Stormwater Pond Fencing	na	25,000	-	-	-	-	-	25,000	-	-	-
Stormwater Capacity Grant - 3 Projects	na	120,000	-	-	-	-	-	-	120,000	-	-
		\$ 9,137,899	\$ 2,194,279	\$ 13,300	\$ 68,000	\$ 320,720	\$ 773,520	\$ 670,000	\$ 2,131,000	\$ 2,219,480	\$ 747,600

**Project will not move forward without Grant Funding - 100% Grant Contingent

2013 Capital Budget Request

Prepared By:

Joe Hannan

Department:

Executive

Project Name:

Byers Family Park

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2013 \$35,000 Budget \$32,000 expenditure

Fund Used

Park Acquisition

Account Number Used

322.90.594.310.6113

Project Description:

Development of new neighborhood park.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Park development meets Comprehensive plan standard for neighborhood park.

Show how capital project would help achieve applicable service-level standards

Project will increase park acreage within walking distance of part of Old Town, and Speedway

What is the impact on service-level objectives of deferring the capital project?

Service levels would not be dramatically improved or hurt by deferral of project.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Development of the park through land donation, volunteer efforts and ongoing donations for maintenance have proven to be a least costly alternative for developing a new accessible park site.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes, site visits and master plan discussion with neighborhood in first quarter of 2014, Park and Arts Commission and Council discussion of project January, 2014. Design refinement in 2nd quarter, 2014 and volunteer cleanup throughout 2014.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes, Byers Park SR 525 and 4th.

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

Funding needs will depend upon master plan decisions.

How are on-going operating & maintenance costs going to be paid for?

Yes, \$5000 annual contributions has been offered by the site donor.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

Part of general park development in Comprehensive Plan

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Byers Family Park	Priority Matrix Score
Department:	Executive	
Preparer:	Joe Hannan	Mandatory
Fund Name(s)	Park Acquisition	
Fund Account Number(s):	322.90.594.310.6113	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	13,300	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$13,300	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$3,300	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	5,000	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	5,000	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$13,300	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Byers Family Park			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$5,000
Does Resource Type 2 Require a City Match?				
		Yes		No x
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other	x	Amount	\$5,000
Does Resource Type 2 Require a City Match?				
		Yes		No x
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$3,300		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$5,000		
Donation		\$5,000		
Subtotal City Funds Match		\$13,300		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
		Yes		No x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilities & Amount				

Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Byers Family Park
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Park Acquisition
Fund Account Number	322.90.594.310.6113

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	5,000	5,000	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	5,000	5,000	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Patricia Love

Department:

Planning and Community Development

Project Name:

Harbour Reach Drive Wetland Mitigation Project

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Harbour Reach Drive wetland mitigation project: mitigate for the small wetland on the Harbour Reach Drive property so it may be sold to help pay for the road.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

HRD is a transportation capacity project in the Comprehensive Plan; this project will prep the City's property for sale by doing advanced mitigation for the small on site wetland.

Show how capital project would help achieve applicable service-level standards

Once the wetland has been mitigated, the site can be sold and that leg of Harbour Reach Drive may be

What is the impact on service-level objectives of deferring the capital project?

Delays future sale of the property and construction of a needed arterial collector to reduce traffic impacts on Beverly Park Road and SR 525.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

na

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Binding Site Plan was approved in late 2012 via a public process.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Harbour Reach Drive Extension (Peterson Property)

Is the capital project in compliance with land use laws?

Yes; Core and DOE permits will be obtained as part of the advanced mitigation project.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

Yes; Harbour Reach Drive Extension project

How are on-going operating & maintenance costs going to be paid for?

Long term maintenance and monitoring of the advanced mitigation site will be necessary.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Harbour Reach Drive Wetland Mitigation Project	Priority Matrix Score
Department:	Planning and Community Development	
Preparer:	Patricia Love	56
Fund Name(s)	Transportation Impact Fee	
Fund Account Number(s):	323.90.595.720.6120	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	38,000	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	30,000	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$68,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$68,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy: Traffic Impact Fee</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$68,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Harbour Reach Drive Wetland Mitigation Project			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$68,000
Does Resource Type 1 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:	This is a 15% PUD rebate.			
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Traffic Impact Fees		\$68,000		
Subtotal City Funds Match		\$68,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Harbour Reach Drive Wetland Mitigation Project
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Streets
Fund Account Number	111.38.532.200.4106

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	5,000	5,000	5,000	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy: TIF</i>	0	5,000	5,000	5,000	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0

2013 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

3rd and Lincoln Street Light Replacement

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2013 Budgeted \$15,000, expenditures \$0.

Fund Used

REET I

Account Number Used

331.90.595.630.6301

Project Description:

Replace the streetlight at 3rd and Lincoln. An old "cobra head" light on a wooden pole will be replaced with a "Downtown Decorative" fixture. The circuitry and wiring for the Christmas Tree light will be replaced as well.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

na

Show how capital project would help achieve applicable service-level standards

The appearance will be greatly enhanced in the Community Center view corridor.

What is the impact on service-level objectives of deferring the capital project?

View will not be enhanced.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Costs will be reduced by using an LED fixture.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	3rd and Lincoln Street Light Replacement	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	34
Fund Name(s)	REET I	
Fund Account Number(s):	331.90.595.630.6301	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	15,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$13,500	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	1,500	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$15,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	3rd and Lincoln Street Light Replacement			
Resource Type 1 (List only one source)	Grant Funds	x	Amount	\$1,500
	Other		Amount	
Does Resource Type 1 Require a City Match?				
	Yes	x	No	
If Yes, Match Dollar Amount:	This is a 15% PUD rebate.			
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other	x	Amount	\$13,500
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$13,500		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$13,500		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	3rd and Lincoln Street Light Replacement
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

61st Place Retaining Wall Replacement

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2011 Budget: \$27,500, Expenditures: \$30,241

2012 Budget: \$150,000, Expenditures: \$112,099

2013 Budget: \$82,500, YE Estimated Expenditures: \$16,285

Fund Used

REET I

Account Number Used

331.90.595.605.6510

Project Description:

Replacement of a failing retaining wall on 61st Place.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Repair of a failing facility. Project # T 17 in the CFP.

Show how capital project would help achieve applicable service-level standards

Repair the facility and mitigate against future failure. LOS will improve from F to C.

What is the impact on service-level objectives of deferring the capital project?

We could have a total failure and the cost of repair would more than double.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Council has been involved. The neighborhood has been informed.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Maintenance costs will be similar to the current costs of road maintenance.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	61st Place Retaining Wall Replacement	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	86
Fund Name(s)	REET I	
Fund Account Number(s):	331.90.595.605.6510 & 440.90.595.605.6510	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	120,000	0	0	0	0
<i>Construction</i>	840,000	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Inspections</i>	20,000	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	30,000	0	0	0	0
<i>Contingency</i>	62,500	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$1,072,500	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash - REET</i>	\$52,500	\$0	\$0	\$0	\$0
<i>Ending Cash - Surface Water</i>	125,000	0	0	0	0
<i>Grants/Contributions</i>	875,000	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	20,000	0	0	0	0
Total Sources	\$1,072,500	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	61st Place Retaining Wall Replacement			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$875,000
	Other		Amount	
Does Resource Type 1 Require a City Match?				
	Yes	X	No	
If Yes, Match Dollar Amount:	\$187,500			
Does Resource Type 1 Allow In Kind Match?				
	Yes	X	No	
If Yes, In Kind Match Estimate	\$20,000			
Resource Type 2	Grant Funds		Amount	
	Other	x	Amount	\$177,500
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$72,500		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$125,000		
Subtotal City Funds Match		\$197,500		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$20,000		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$20,000		
Does Project Require The Issuance of Debt?				
	Yes		No	X
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	61st Place Retaining Wall Replacement
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number:	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

City Hall Parking Lot Repairs

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Remove damaged sections of City Hall parking lot and repave.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

LOS for the parking lot will improve from B to A. Trip hazards will be reduced.

Show how capital project would help achieve applicable service-level standards

The current pavement has spalling areas, this creates tripping hazards. Repaving will reduce these

What is the impact on service-level objectives of deferring the capital project?

The hazards will still exist.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Various paving strategies have been considered.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

No new costs.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	City Hall Parking Lot Repairs	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	59
Fund Name(s)	REET 1	
Fund Account Number(s):	331.90.595.651.6301	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	70,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$70,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$70,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$70,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		City Hall Parking Lot Repairs		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	X	Amount	\$70,000
Does Resource Type 1 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:		This is a 15% PUD rebate.		
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$70,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$70,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	City Hall Parking Lot Repairs
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Finance

Department:

Executive

Project Name:

Council Chamber Renovations

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2013 Budget - \$7,500 2013 Expenditures - \$0

Fund Used

REET

Account Number Used

331.90.594.320.6211

Project Description:

This project will provide a built-in in desk for the City Clerk. The Clerk will be relocated from the current position to the opposite side of the Council dais. This will secure the Clerk's work station and minimize tampering. The podium will be tied to the now case work to prevent it from being moved. The Clerk's station will be moved this year, with its current configuration. The electronic changes will be

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

na

Show how capital project would help achieve applicable service-level standards

na

What is the impact on service-level objectives of deferring the capital project?

na

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

na

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

na

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

na

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

na

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Council Chamber Renovations	Priority Matrix Score
Department:	Executive	
Preparer:	Finance	na
Fund Name(s)	REET	
Fund Account Number(s):	331.90.594.320.6211	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	7,500	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$7,500	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$7,500	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$7,500	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Council Chamber Renovations		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$7,500
Does Resource Type 1 Require a City Match? Yes				
			No	x
If Yes, Match Dollar Amount:		This is a 15% PUD rebate.		
Does Resource Type 1 Allow In Kind Match? Yes				
			No	x
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes				
			No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes				
			No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund			\$0	
Real Estate Excise Tax 2 Fund			\$0	
Park Acquisition & Development Fund			\$0	
(Write in Fund Name)			\$0	
Subtotal City Funds Match			\$0	
Sources of City In Kind Contribution for Match:				
Personnel Expense			\$0	
Supplies Expense			\$0	
Services Expense			\$0	
Other			\$0	
Subtotal City In Kind Match			\$0	
Does Project Require The Issuance of Debt? Yes				
			No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilities & Amount				

Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Council Chamber Renovations
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	REET
Fund Account Number	331.90.594.320.6211

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Kamiak HS Rectangular Rapid Flashing Beacons (RRFB)

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Install RRFBs at Kamiak High School

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Yes. This project is included in the 6 year TIP as Priority 12, Annual Pedestrian Facilities construction.

LOS will increase from C to B.

Show how capital project would help achieve applicable service-level standards

This project will provide additional traffic control in a school zone.

What is the impact on service-level objectives of deferring the capital project?

Control will be missing for that period. Staff intends to apply for grants for this project. The grant opportunity may be lost.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Council traffic committee has had input.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes. This is part of pedestrian safety.

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

This is part of a program to install or upgrade school zone safety.

How are on-going operating & maintenance costs going to be paid for?

Street funds

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Kamiak HS Rectangular Rapid Flashing Beacons (RRFB)	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	87
Fund Name(s)	REET I	
Fund Account Number(s):	331.90.594.600.6314	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	12,000	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$12,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$6,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	6,000	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$12,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Kamiak HS Rectangular Rapid Flashing Beacons (RRFB)			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$6,000
	Other		Amount	
Does Resource Type 1 Require a City Match?				
Yes			No	
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
Yes			No	
If Yes, In Kind Match Estimate				
Resource Type 2				
	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
Yes			No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
Yes			No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$6,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$6,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
Yes			No	
List Date Council				
Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Kamiak HS Rectangular Rapid Flashing Beacons (RRFB)
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

LHP Overflow Parking Paving

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Replace the Grasspave in the area designed as overflow parking with pervious asphalt.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is an improvement to the park. The original intent of this area was for overflow parking during events. Parking demand has necessitated the use full time and the grasscrete does not perform under this usage.

Show how capital project would help achieve applicable service-level standards

This would increase the LOS in this parking from an E to a B.

What is the impact on service-level objectives of deferring the capital project?

LOS would remain at E. Additional ongoing maintenance costs will continue to increase.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Yes. This is less expensive than pavers.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes. This is less expensive than pavers.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Maintenance will not change.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	LHP Overflow Parking Paving	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	57
Fund Name(s)	REET 1	
Fund Account Number(s):	331.90.595.650.6318	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$3,500	\$0	\$0	\$0	\$0
<i>Project Design</i>	3,500	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	55,500	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$62,500	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$62,500	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$62,500	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		LHP Overflow Parking Paving		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$62,500
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$62,500		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$62,500		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	LHP Overflow Parking Paving
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

School Zone Flashers

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Install school zone flashers at four locations. Probable locations: two at Mukilteo Elementary on Washington and one for Mukilteo Elementary and OV Middle School on 70th Street. Install two radar speed indicators at school zones.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Part of public safety.

Show how capital project would help achieve applicable service-level standards

Pedestrian Safety in school zones will be enhanced.

What is the impact on service-level objectives of deferring the capital project?

Delay in safety improvements.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

This is an ongoing program to improved safety in all school zones. Funding will be from the same sources.

How are on-going operating & maintenance costs going to be paid for?

Street funds

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	School Zone Flashers	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	79
Fund Name(s)	REET I	
Fund Account Number(s):	331.90.594.600.6314	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	31,000	15,000	15,000	15,000	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$31,000	\$15,000	\$15,000	\$15,000	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$31,000	\$15,000	\$15,000	\$15,000	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$31,000	\$15,000	\$15,000	\$15,000	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	School Zone Flashers			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$31,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund	\$31,000			
Real Estate Excise Tax 2 Fund	\$0			
Park Acquisition & Development Fund	\$0			
(Write in Fund Name)	\$0			
Subtotal City Funds Match	\$31,000			
Sources of City In Kind Contribution for Match:				
Personnel Expense	\$0			
Supplies Expense	\$0			
Services Expense	\$0			
Other	\$0			
Subtotal City In Kind Match	\$0			
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Street funds
Fund Account Number	*.*.*.4106

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	250	250	250	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

SR 526 Shared-Use Path

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2011 Budget: \$85,000, Expenditures: \$0

2012 Budget: \$50,000, Expenditures: \$55,552.16

2103 Budget: \$225,500, Expenditures: \$16,035.59 (to date)

Grant:

City Share - \$58,576

Federal Share - \$234,304

Total - \$292,880

Fund Used

REET I

Account Number Used

331.90.595.650.6312

Project Description:

Design a shared-use (bicycle/pedestrian) path from 44th Street in Mukilteo to Airport road in Everett.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Plan item # TR 23. CFP #CF23 and T11

Show how capital project would help achieve applicable service-level standards

Provide access for bicyclists and pedestrians from Mukilteo to Everett and Snohomish County.

What is the impact on service-level objectives of deferring the capital project?

Delay in providing access.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Street maintenance.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	SR 526 Shared-Use Path	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	76
Fund Name(s)	REET I	
Fund Account Number(s):	331.90.595.650.6312	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	215,820	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$215,820	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$43,470	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	172,350	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$215,820	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	SR 526 Shared-Use Path			
Resource Type 1 (List only one source)	Grant Funds	x	Amount	\$172,350
	Other		Amount	
Does Resource Type 1 Require a City Match?				
	Yes	x	No	
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
	Yes	x	No	
If Yes, In Kind Match Estimate				
\$10,000				
Resource Type 2	Grant Funds		Amount	
	Other	x	Amount	\$43,470
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$43,470		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$43,470		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$10,000		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$10,000		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	SR 526 Shared-Use Path
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number:	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	2,500	2,500	2,500	2,500
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Street Light Retrofit

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Replace low pressure sodium (LPS) streetlights with light emitting diodes (LED).

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is part of the City's sustainability program. This will decrease energy consumption and increase life of the bulbs. Normal pay back is 4 to 5 years and then there are ongoing savings.

Show how capital project would help achieve applicable service-level standards

This project will reduce costs without a decrease in service.

What is the impact on service-level objectives of deferring the capital project?

Cost savings will be deferred.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Council sustainability and full Council has approved this project.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

This project can be considered ongoing or multi-phase. Funding is requested each year for this project and it will take approximately 10 years to replace all city owned lights.

How are on-going operating & maintenance costs going to be paid for?

Costs will be reduced.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Street Light Retrofit	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	101
Fund Name(s)	REET I	
Fund Account Number(s):	331.90.595.640.6307	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	2,500	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	12,500	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$12,750	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	2,250	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$15,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Street Light Retrofit			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$2,250
	Other		Amount	
Does Resource Type 1 Require a City Match?				
Yes	X	No		
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
Yes		No	X	
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds	x	Amount	\$12,750
	Other		Amount	
Does Resource Type 2 Require a City Match?				
Yes		No		
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
Yes		No		
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund	\$12,750			
Real Estate Excise Tax 2 Fund	\$0			
Park Acquisition & Development Fund	\$0			
(Write in Fund Name)	\$0			
Subtotal City Funds Match	\$12,750			
Sources of City In Kind Contribution for Match:				
Personnel Expense	\$0			
Supplies Expense	\$0			
Services Expense	\$0			
Other	\$0			
Subtotal City In Kind Match	\$0			
Does Project Require The Issuance of Debt?				
Yes		No	X	
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Street Light Retrofit
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Streets
Fund Account Number	111.38.543.300.4713

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	(1,800)	(1,800)	(1,800)	(1,800)	(1,800)	(1,800)	(1,800)
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

2014 Pavement Improvement Project

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Improvement to streets as per the pavement preservation plan. 2014 Streets are in the Columbia Elementary School area.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Part of the comprehensive plan.

Show how capital project would help achieve applicable service-level standards

Preserve pavement and reduce the need for major repairs. LOS improvement from D to A.

What is the impact on service-level objectives of deferring the capital project?

The City would fall behind in their pavement preservation program.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

This strategy is less costly than alternatives, such as overlays.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Council has been fully involved in this process.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

Chip seal is an ongoing process.

How are on-going operating & maintenance costs going to be paid for?

The ongoing costs of street maintenance will be reduced compared to the "do nothing" option.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	2014 Pavement Improvement Project	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	81
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.595.606.6520	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Construction</i>	300,000	300,000	300,000	300,000	300,000
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash - Arterial Streets</i>	\$100,000	\$150,000	\$150,000	\$0	\$0
<i>Ending Cash - REET 2</i>	200,000	150,000	150,000	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$300,000	\$300,000	\$300,000	\$0	\$0

Capital Resource Plan

Resource listed below includes all resources amount & types required

Project Title:	2014 Pavement Improvement Project		
Resource Type 1 (List only one source)	Grant Funds		Amount
	Other	x	Amount \$200,000
Does Resource Type 2 Require a City Match?			
Yes			No
If Yes, Match Dollar Amount:			
Does Resource Type 1 Allow In Kind Match?			
Yes			No
If Yes, In Kind Match Estimate			
Resource Type 2	Grant Funds		Amount
	Other		Amount
Does Resource Type 2 Require a City Match?			
Yes			No
If Yes, Match Dollar Amount:			
Does Resource Type 2 Allow In Kind Match?			
Yes			No
If Yes, In Kind Match Estimate			
Sources & Amount of City Dollar Contributions:			
Real Estate Excise Tax 1 Fund	\$0		
Real Estate Excise Tax 2 Fund	\$300,000		
Park Acquisition & Development Fund	\$0		
Arterial Street Fund	\$0		
Subtotal City Funds Match	\$300,000		
Sources of City In Kind Contribution for Match:			
Personnel Expense	\$0		
Supplies Expense	\$0		
Services Expense	\$0		
Other	\$0		
Subtotal City In Kind Match	\$0		
Does Project Require The Issuance of Debt?			
Yes			No x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount			

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	2014 Pavement Improvement Project
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

86th Place Evaluation

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Have the City's on-call geotechnical engineers evaluate and monitor the road section to make recommendation for stabilization

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This evaluation will determine if mitigation is required to protect against a road failure.

Show how capital project would help achieve applicable service-level standards

The City may be able to prevent a future road failure.

What is the impact on service-level objectives of deferring the capital project?

Deferring this item would not provide the necessary information to determine an appropriate course of

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

After the evaluation staff will present results of evaluation to Council.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Street budget

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	86th Place Evaluation	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	59
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.595.302.6311	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	30,000	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$30,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$30,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$30,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	86th Place Evaluation			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$30,000
Does Resource Type 1 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: <input type="text"/>				
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate <input type="text"/>				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: <input type="text"/>				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate <input type="text"/>				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$30,000		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$30,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount	<input type="text"/>			

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

92nd Street Bubble Park Fence

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Replace the split rail fence at the 92nd Street Bubble Park with a peeled post fence.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Comprehensive Plan PK 11.

Show how capital project would help achieve applicable service-level standards

The fence is deteriorated. The replacement will provide enhanced safety and appearance.

What is the impact on service-level objectives of deferring the capital project?

LOS will remain the same.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Maintenance needs will decrease with this fence.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	92nd Street Bubble Park Fence	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	49
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.594.110.6110	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	6,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$6,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$6,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$6,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	92nd Street Bubble Park Fence			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$6,000
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$6,000		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$6,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	92nd Street Bubble Park Fence
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number:	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

ADA Sidewalk Improvements to Naketa Beach

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Bring various sidewalk segments to current ADA standards.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Comprehensive Plan TR 23. TIP priority 13.

Show how capital project would help achieve applicable service-level standards

Sidewalk segment that do not meet current Federal ADA requirements will be brought up to standard.

What is the impact on service-level objectives of deferring the capital project?

Current standards will not be met.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Locations will be determined by staff and brought to Commissions, Committees, and Council.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

PW maintenance and operations.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	ADA Sidewalk Improvements to Naketa Beach	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	79
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.595.610.6309	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	15,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$15,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$15,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	ADA Sidewalk Improvements to Naketa Beach			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$15,000
Does Resource Type 1 Require a City Match?				
		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
		Yes		No
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$15,000		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$15,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
		Yes		No
x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	ADA Sidewalk Improvements to Naketa Beach
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number:	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Annual Bike Path Construction

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Construct bike paths in accordance with the Capital Facilities Plan and priorities that have been set by Council.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Comprehensive Plan element TR 23. CFP Element T-11 @ \$25,000. TIP Priority 11.

Show how capital project would help achieve applicable service-level standards

LOS will increase from F to C.

What is the impact on service-level objectives of deferring the capital project?

LOS will remain at F.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Locations will be determined by City Commissions, Committees, and approved by Council.

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

PW maintenance and operations.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Annual Bike Path Construction	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	79
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.595.305.6318	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	5,000	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	20,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$25,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$25,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$25,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Annual Bike Path Construction		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$25,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$25,000		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$25,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	500	500	500	500
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	500	500	500	500
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Annual Sidewalk Construction

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Construct new sidewalks in locations to be determined in accordance with the Capital Facilities Plan and priorities that have been set by Council.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Comprehensive Plan element TR 23. CFP element T-12 @ \$50,000. TIP priority 12.

Show how capital project would help achieve applicable service-level standards

LOS will improve from F to A in areas where sidewalks are installed.

What is the impact on service-level objectives of deferring the capital project?

LOS will remain at F.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Location will be determined by commissions, committees, and approved by Council.

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

This is an ongoing improvement included in City plans. Funding will be form the same source and grants will be applied for.

How are on-going operating & maintenance costs going to be paid for?

Existing maintenance programs.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Annual Sidewalk Construction	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	72
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.595.610.6309	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	50,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$50,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$50,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$50,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Annual Sidewalk Construction		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$50,000
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$50,000		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$50,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Annual Sidewalk Construction
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Streets
Fund Account Number	111.38.532.200.1101

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	500	500	500	500
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	500	500	500	500
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Harbour Pointe Boulevard S Widening

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Design and construction for widening Harbour Pointe Boulevard south from SR 525 to west of Cyrus

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Capital Facilities Plan T12-9 and Transportation Improvement Plan 12. Project T6 in the CFP.

Show how capital project would help achieve applicable service-level standards

This project will help with traffic flow, reducing back-ups. It will also provide for better safety at the Harbour Pointe/Cyrus Way intersection.

What is the impact on service-level objectives of deferring the capital project?

na

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None have been identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

This project has been discussed with the Council traffic committee and full City council has approved a grant application, promising City matching funds.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

None have been identified.

How are on-going operating & maintenance costs going to be paid for?

maintenance will not change significantly from the current road configuration.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Harbour Pointe Boulevard S Widening	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	75
Fund Name(s)	na	
Fund Account Number(s):	332.90.595.300.6311	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$25,000	\$33,200	\$0	\$0	\$0
<i>Project Design</i>	108,720	0	0	0	0
<i>Construction Engineering</i>	0	31,672	0	0	0
<i>Construction</i>		668,608	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Permits</i>	0	1,800	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	120,000	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$133,720	\$855,280	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$35,720	\$152,030	\$0	\$0	\$0
<i>Grants/Contributions</i>	73,000	668,250	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	25,000	35,000	0	0	0
Total Sources	\$133,720	\$855,280	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Harbour Pointe Boulevard S Widening			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$741,250
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: <input type="text"/>				
Does Resource Type 1 Allow In Kind Match? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate \$25,000				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount: <input type="text"/>				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate <input type="text"/>				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$187,750		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$187,750		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$60,000		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$60,000		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilitized & Amount	<input type="text"/>			

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Harbour Pointe Boulevard S Widening
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Pavement Rating

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

We are required to do pavement rating on our streets every three years. We last did rating in 2007. This will provide for contract r and software.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Needed for financials compliance

Show how capital project would help achieve applicable service-level standards

na

What is the impact on service-level objectives of deferring the capital project?

We will be out of compliance.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None available

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

na

Is the capital project in compliance with land use laws?

na

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

Streets

How are on-going operating & maintenance costs going to be paid for?

No maintenance.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Pavement Rating	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	na
Fund Name(s)	REET 2	
Fund Account Number(s):	332.90.595.606.6520	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Software</i>	2,000	1,500	1,500	1,500	1,500
<i>Professional Services</i>	15,000	0	0	15,000	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$17,000	\$1,500	\$1,500	\$16,500	\$1,500

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$17,000	\$1,500	\$1,500	\$16,500	\$1,500
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$17,000	\$1,500	\$1,500	\$16,500	\$1,500

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:		Pavement Rating		
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$17,000
Does Resource Type 1 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:		This is a 15% PUD rebate.		
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$17,000		
Park Acquisition & Development Fund		\$0		
Street		\$0		
Subtotal City Funds Match		\$17,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilities & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Pavement Rating
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number:	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Resurface Lot behind Diamond Knot

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Pave approximately 41,000 square feet on the east end of Lighthouse Park (area behind the Diamond Knot) using asphalt treated base, chip seal, and striping.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Improves the paved parking area..

Show how capital project would help achieve applicable service-level standards

Service will improve from F to C.

What is the impact on service-level objectives of deferring the capital project?

If commuter parking is moved the current surface in this area is not acceptable for general traffic.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

This is the least costly strategy identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

There will be ongoing maintenance that is part of routine pavement maintenance.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Resurface Lot behind Diamond Knot	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	na
Fund Name(s)	REET 2	
Fund Account Number(s):	332.90.595.651.6301	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	71,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$71,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$71,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$71,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Resurface Lot behind Diamond Knot			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other		Amount	\$71,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:	This is a 15% PUD rebate.			
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$0		
Subtotal City Funds Match		\$0		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilities & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Resurface Lot behind Diamond Knot
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number:	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Sidewalk Repairs

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Repair various sidewalks in the City.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

The comprehensive plan addresses sidewalk improvements

Show how capital project would help achieve applicable service-level standards

Repair of damaged sidewalks and trip hazards add to safety and reduce the City's liability.

What is the impact on service-level objectives of deferring the capital project?

Certain sidewalks will present hazards to pedestrians.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Council transportation committee has addressed the need for sidewalks.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Locations will be prioritized by the severity of the problem.

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

Ongoing with annual funding.

How are on-going operating & maintenance costs going to be paid for?

Maintenance costs will be lower for repaired sidewalks than that of the damaged ones.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Sidewalk Repairs	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	72
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.595.610.6309	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	4,000	4,000	4,000	4,000	4,000
<i>Small Equipment Rental</i>	2,500	2,500	2,500	2,500	2,500
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$10,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$10,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Sidewalk Repairs			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$10,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund	\$10,000			
Real Estate Excise Tax 2 Fund	\$0			
Park Acquisition & Development Fund	\$0			
Arterial Street Fund	\$0			
Subtotal City Funds Match	\$10,000			
Sources of City In Kind Contribution for Match:				
Personnel Expense	\$0			
Supplies Expense	\$0			
Services Expense	\$0			
Other	\$0			
Subtotal City In Kind Match	\$0			
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Sidewalk Repairs
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	REET II
Fund Account Number	332.90.595.610.6309

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Slurry Seal LHP View Parking Area

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Seal coat the parking area near the Phase I restrooms.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Park maintenance.

Show how capital project would help achieve applicable service-level standards

Pavement condition is poor. This will bring it to standard.

What is the impact on service-level objectives of deferring the capital project?

Maintenance deferred.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified. This has been considered instead of full grind and paving which would be more

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

No new costs.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Slurry Seal LHP View Parking Area	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	87
Fund Name(s)	REET 1	
Fund Account Number(s):	332.90.595.651.6301	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Contract Construction</i>	15,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$15,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$15,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Slurry Seal LHP View Parking Area			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$15,000
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2				
	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$15,000		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$15,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Slurry Seal LHP View Parking Area
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

SR 525 Sidewalk - Totem Park

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Design and construct a sidewalk with ADA ramps, curb and gutter on SR 525 from 2nd Street to 3rd Street. New street lighting will be provided.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

The comprehensive plan address sidewalk construction and sidewalks in "gap" areas. Project T 12-9 in the CFP. LOS will improve from D to A.

Show how capital project would help achieve applicable service-level standards

This project will improve pedestrian access and safety in the old town business corridor.

What is the impact on service-level objectives of deferring the capital project?

Level of service improvement will be delayed.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None have been identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Council's traffic committee has addressed this project. Full Council has approved applying for a TIB grant and funding the City match.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

This project is part of the City's sidewalk program.

How are on-going operating & maintenance costs going to be paid for?

Maintenance will be part of the street maintenance and will not significantly increase costs.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	SR 525 Sidewalk - Totem Park	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	56
Fund Name(s)	REET II	
Fund Account Number(s):	332.90.595.610.6309	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	18,400	0	0	0	0
<i>Construction</i>	0	94,300	0	0	0
<i>Permits</i>	4,800	1,500	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	10,000	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$23,200	\$105,800	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$4,800	\$25,450	\$0	\$0	\$0
<i>Grants/Contributions</i>	14,400	79,350	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	4,000	1,000	0	0	0
Total Sources	\$23,200	\$105,800	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	SR 525 Sidewalk - Totem Park			
Resource Type 1 (List only one source)	Grant Funds	X	Amount	\$93,750
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes	X	No	
If Yes, Match Dollar Amount:	\$5,000			
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other	x	Amount	\$26,250
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$30,250		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$30,250		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$5,000		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$5,000		
Does Project Require The Issuance of Debt?				
	Yes		No	X
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	SR 525 Sidewalk - Totem Park
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Decision Package		Ranking
Item Description:	Per RCW 82.46, the City is allowed to use Real Estate Excise Taxes for Street Maintenance and Repair.	1
Department:	Public Works	Fund Name: Real Estate Excise Tax II
Division:	Streets	
Decision Package Title:	Street Maintenance and Repair	
Preparer Name:	Finance	
Department Account Number:	332.38.542.300.4880	

What is the nature of the expenditure? One-Time Is the Expenditure a Carryforward from the previous year? No

Is the Expenditure Operating or Capital? Capital

Why is this Expenditure necessary - How will it help achieve Department goals?
 This expenditure is necessary in order for the City to maintain the LOS for Streets.

What alternatives are available?
 Not repair streets.

Fill In Item Description[s]	Baseline Budget	2014	2015	2016	2017	2018
Street Repair and Maintenance	0	100,000	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Sub-Total	\$0	\$100,000	\$0	\$0	\$0	\$0

Total On-Going Expenses	\$100,000	\$0	\$0	\$0	\$0
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Revenue and Ending Cash	Comments	2014	2015	2016	2017	2018
Ending Cash: Decrease (Increase)		100,000	0	0	0	0
Ending Cash: Carryforward		0	0	0	0	0
Grants/Contributions		0	0	0	0	0
General Fund Subsidy		0	0	0	0	0
New Revenue		0	0	0	0	0
Other		0	0	0	0	0
Total Revenue and Ending Cash		\$100,000	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Tank Farm Parking

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

This project was budgeted for \$40,000 in 2013. It was defunded and no work was done.

Fund Used

General Fund

Account Number Used

011.90.594.650.6100

Project Description:

Clean-up, provide drainage, pave, construct access, and install lights on an abandoned tank pad.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is an interim measure to provide waterfront parking until the tank farm site is developed for ferry operation and other uses. LOS to LHP parking will improve from F to D by adding approximately 100 stalls to Park parking.

Show how capital project would help achieve applicable service-level standards

Provide additional parking.

What is the impact on service-level objectives of deferring the capital project?

Waterfront parking will continue to be LOS F.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Council and commissions have addressed this.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Maintenance will be minimal.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Tank Farm Parking	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	95
Fund Name(s)	General Fund	
Fund Account Number(s):	332.90.595.650.6165	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	50,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$50,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$50,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$50,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Tank Farm Parking			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$50,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
General Fund		\$50,000		
Subtotal City Funds Match		\$50,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Tank Farm Parking
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Patricia Love

Department:

Planning and Community Development

Project Name:

Waterfront Interim Access

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

REET

Account Number Used

331

Project Description:

Provide interim pedestrian access to the Mukilteo waterfront along the Tank Farm site after transfer from the Federal Government.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

The Comprehensive Plan and Parks Plan both show a pedestrian promenade along the waterfront; the interim access allows the public to get to edge water beach prior to formal construction of the promenade.

Show how capital project would help achieve applicable service-level standards

Access to the waterfront from the Tank Farm site has been restricted for nearly 40 years; this project will restore access to the waterfront and beaches.

What is the impact on service-level objectives of deferring the capital project?

Access to the waterfront and Edgewater Beach would be restricted until late 2014 or early 2015 depending on when the Port of Everett builds their access road to the Barge Rail Facility.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Interim access is the alternative until full access can be opened to the public.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Design would begin in early January with City Council approval in February and access being opened in early spring.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Federal Tank Farm Site.

Is the capital project in compliance with land use laws?

Yes; City will obtain all necessary permits.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

This is a multi-phased project; future development of the waterfront promenade will be dependent on grants and City funding.

How are on-going operating & maintenance costs going to be paid for?

Public Works will be responsible for any repairs and maintenance similar to other park projects such as garage pick - up.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

Access to the waterfront is the highest priority for park improvements and critical to the Tank Farm redevelopment plans.

Capital Decision Package for Council to Consider

Installation of 400 lineal feet of chain link fencing; two gates, crossing arm devices protection, wall demolition and asphalt trail surface.

Project Title:	Waterfront Interim Access	Priority Matrix Score 2
Department:	Planning and Community Development	
Preparer:	Patricia Love	
Fund Name(s)	REET 1	
Fund Account Number(s):	332.90.594.200.6312	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	15,000	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$15,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$15,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$15,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Waterfront Interim Access			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$15,000
Does Resource Type 1 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:	This is a 15% PUD rebate.			
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$15,000		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$15,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Waterfront Interim Access
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	REET 1
Fund Account Number	011.38.576.810.1101 and 011.38.576.810.4106

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	10,000	1,000	1,000	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	10,000	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$20,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	20,000	1,000	1,000	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$20,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

15th Street Pond Modifications

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Modify the 15th Street Stormwater Detention Pond to improve performance by allowing for more

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This project improves the performance of the City's Municipal Separate Stormwater System (MS4). To keep the system performance within standards.

Show how capital project would help achieve applicable service-level standards

This pond currently does not function in the manner intended. LOS improvement from F to C.

What is the impact on service-level objectives of deferring the capital project?

Silt will be carried downstream.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes.

Is the capital project in compliance with land use laws?

Yes.

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Normal stormwater maintenance.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

No

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	15th Street Pond Modifications	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	69
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.90.594.200.6350	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	10,000	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Construction</i>	23,000	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$33,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$33,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$33,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	15th Street Pond Modifications			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	440	Amount	\$33,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$33,000		
Subtotal City Funds Match		\$33,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Surface Water Management
Fund Account Number	440.38.538.380.4503

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	750	1,500	1,500	1,500	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Equipment Rental</i>	35	0	0	500	1,000	1,000	1,000	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

2nd and Loveland Drainage

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2012 Budget: \$43,000, expenditures: \$0

2013 Budget: \$30,000, expenditures: \$26,023

Fund Used

Surface Water

Account Number Used

440.90.594.392.6310

Project Description:

Modify the Brewery Creek drainage at 2nd Street to prevent bank destabilization and failure.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is project # SW2 in the CFP.

Show how capital project would help achieve applicable service-level standards

This will prevent a bank failure and loss of private property.

What is the impact on service-level objectives of deferring the capital project?

The bank may fail. With a resulting loss of property.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

No

How are on-going operating & maintenance costs going to be paid for?

Normal stormwater management.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

No

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	2nd and Loveland Drainage	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	54
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.90.594.392.6310	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	30,000	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	100,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$130,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$130,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$130,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	2nd and Loveland Drainage			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$130,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water Fund		\$130,000		
Subtotal City Funds Match		\$130,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Bayview Storm Drainage Improvements

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Install piping and energy dissipation to prevent erosion damage to property.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is part of storm system management.

Show how capital project would help achieve applicable service-level standards

This will reduce the likelihood of erosion.

What is the impact on service-level objectives of deferring the capital project?

Potential erosion damage to property.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

na

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

There will be ongoing maintenance that is part of routine storm maintenance.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Bayview Storm Drainage Improvements	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	69
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.38.538.380.4815	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	20,000	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$20,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$20,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$20,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Bayview Storm Drainage Improvements			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$20,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:	This is a 15% PUD rebate.			
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$20,000		
Subtotal City Funds Match		\$20,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No x				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilities & Amount				

Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Bayview Storm Drainage Improvements
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Surface Water
Fund Account Number	440.38.538.380.4815

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Cyrus Way Drainage Modifications.

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Replace pipes with larger size and relocate the discharge. Currently flooding occurs in the low portion of Cyrus Way (12200 block). The low area of Cyrus Way floods during heavy rain events.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This site historically floods multiple times each year since WSDOT widened SR 525 in 2002. LOS is F and will improve to A.

Show how capital project would help achieve applicable service-level standards

This project will alleviate the problems from flooding. There is a public safety concern when this area floods.

What is the impact on service-level objectives of deferring the capital project?

Flooding will continue.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None have been identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Property owners directly affected have been consulted and given their input.

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

None have been identified.

How are on-going operating & maintenance costs going to be paid for?

Stormwater maintenance.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Cyrus Way Drainage Modifications.	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	46
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.90.595.302.6310	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	20,000	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	60,000	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$80,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$80,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$80,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Cyrus Way Drainage Modifications.			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	X	Amount	\$80,000
Does Resource Type 1 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$80,000		
Subtotal City Funds Match		\$80,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No X				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemeyr

Department:

Public Works

Project Name:

Decant Station

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2012 Budget \$55,000, Expenditures \$0

2013 Budget \$118,000, Expenditures \$5,371

Fund Used

Surface Water

Account Number Used

440.90.594.392.6210

440.90.594.392.6313

Project Description:

Install a settling vault and provide a structure with a roof over the decant station at the Public Works Shop.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Item #SWa5

Show how capital project would help achieve applicable service-level standards

Current station does not meet the standards for the decant to go to the sanitary sewer system. This is the proper place for the decant. This improvement will allow discharge to go to the sanitary system. LOS will go from D to A.

What is the impact on service-level objectives of deferring the capital project?

LOS will not be met.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Alternate system design is being considered.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Maintenance will not significantly change form the current practice.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Decant Station	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemeyr	63
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.90.594.392.6210 440.90.594.392.6313	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	5,000	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	95,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$100,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$100,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$100,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Decant Station			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	X	Amount	\$100,000
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$100,000		
Subtotal City Funds Match		\$100,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No X				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package	
Project Title:	Decant Station
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Naketa Beach Area Storm Extension

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2012 Budget \$25,000; Expenditures \$0

Fund Used

Surface Water

Account Number Used

440.90.594.392.6312

Project Description:

Extend and/or replace the outfall. This outfall is currently discharging onto the bluff and causing erosion. An extension will move the discharge to an appropriate location.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This is a necessary project to protect the slopes and railroad.

Show how capital project would help achieve applicable service-level standards

LOS will improve from F to B

What is the impact on service-level objectives of deferring the capital project?

Further hillside damage.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

We are still evaluating design alternatives.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

No additional expenses are anticipated.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None identified

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Naketa Beach Area Storm Extension	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	64
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.90.594.392.6312	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	25,000	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$25,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$25,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$25,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Naketa Beach Area Storm Extension			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$25,000
Does Resource Type 1 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:	This is a 15% PUD rebate.			
Does Resource Type 1 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$25,000		
Subtotal City Funds Match		\$25,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Naketa Beach Area Storm Extension
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Smuggler's Gulch LID

Is the Project a Carry Forward or New Project? Select from Drop Down Box

Carry Forward

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

2011 Budget: \$23,000, Expenditures: \$0

2012 Budget: \$125,000. Expenditures: \$0

2013 Budget - Amended \$1,051,070, Estimated YE Expenditures: \$155,000.

Fund Used

Surface Water

Account Number Used

440.90.594.305.6203

Project Description:

Low impact development retrofit demonstration project.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Comprehensive Plan item UT14.

Show how capital project would help achieve applicable service-level standards

As a demonstration project the immediate area will have the LOS improve slightly.

What is the impact on service-level objectives of deferring the capital project?

The grant will expire.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

None identified

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Surface water fund.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

na

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Smuggler's Gulch LID	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	94
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.90.594.305.6203	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	250,000	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	750,000	50,000	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$1,000,000	\$50,000	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$132,000	\$50,000	\$0	\$0	\$0
<i>Grants/Contributions</i>	868,000	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$1,000,000	\$50,000	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Smuggler's Gulch LID			
Resource Type 1 (List only one source)	Grant Funds	x	Amount	\$825,258
	Other		Amount	
Does Resource Type 1 Require a City Match? Yes x No				
If Yes, Match Dollar Amount:	This is a 15% PUD rebate.			
Does Resource Type 1 Allow In Kind Match? Yes x No				
If Yes, In Kind Match Estimate	\$50,000			
Resource Type 2	Grant Funds		Amount	
	Other	x	Amount	\$240,130
Does Resource Type 2 Require a City Match? Yes No				
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match? Yes No				
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$290,130		
Subtotal City Funds Match		\$290,130		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt? Yes No				
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Smuggler's Gulch LID
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Bayview Stormwater Pond Fencing

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

Replace fence at stormwater pond.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

Fence replacement is necessary to provide safety and security at detention ponds. Each year staff evaluates the condition of the fences at the various detention facilities and determines replacement needs.

Show how capital project would help achieve applicable service-level standards

Fence maintenance is an integral part of stormwater management.

What is the impact on service-level objectives of deferring the capital project?

Safety may be jeopardized.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

Yes, none have been identified.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

na

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

Ongoing costs are part of the annual surface water budget.

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Bayview Stormwater Pond Fencing	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	Not Ranked
Fund Name(s)	Surface Water	
Fund Account Number(s):	440.90.594.110.6110	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	0	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Contracted Services</i>	25,000	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Alternate Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$25,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$25,000	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$25,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Bayview Stormwater Pond Fencing			
Resource Type 1 (List only one source)	Grant Funds		Amount	
	Other	x	Amount	\$25,000
Does Resource Type 1 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Resource Type 2				
	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?				
	Yes		No	
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?				
	Yes		No	
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
Surface Water		\$25,000		
Subtotal City Funds Match		\$25,000		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?				
	Yes		No	x
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilized & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	na
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2014 Capital Budget Request

Prepared By:

Jim Niggemyer

Department:

Public Works

Project Name:

Stormwater Capacity Grant

Is the Project a Carry Forward or New Project? Select from Drop Down Box

New Project

If Carry Forward Please Indicate the following:

Year & Prior Total Budget and Expenditures.

na

Fund Used

na

Account Number Used

na

Project Description:

The City has received a Stormwater Capacity Grant from the State Department of Ecology. \$120,000 is for pre-design of LID projects. Three selected projects will be evaluated and design started.

How does the project fit with the City's Comprehensive plans or what service-level objective is correlated to the capital project, and if none exist, how can one be best developed?

This meets the City surface water goals.

Show how capital project would help achieve applicable service-level standards

Some flooding conditions will be alleviated.

What is the impact on service-level objectives of deferring the capital project?

The grant will not be available.

Have alternatives been considered that would mitigate the need for the capital project by achieving desired service levels using less costly strategies?

The projects will meet the DOE criteria.

Has a timeline been developed for the relevant steps in the capital project, such as opportunities for public input, Commission's input, action from Mayor & Council, permitting, design & construction?

Yes

Has a location been determined for the capital improvement, and does the location allow for service delivery in the best manner?

Yes

Is the capital project is in compliance with land use laws?

Yes

If the project is part of an ongoing improvements or multi-phase project, identify all future funding sources and amounts

na

How are on-going operating & maintenance costs going to be paid for?

na

If the project is not part of the Comprehensive plan, what are the impacts on other projects?

None

Capital Decision Package for Council to Consider

Expenses listed below includes all costs related to designing, constructing, acquiring & managing the New Capital Item.

Project Title:	Stormwater Capacity Grant	Priority Matrix Score
Department:	Public Works	
Preparer:	Jim Niggemyer	na
Fund Name(s)	Surface Water Management	
Fund Account Number(s):	440.90.594.306.6310	

Item Description	2014	2015	2016	2017	2018
<i>City Staff Personnel Costs</i>	\$0	\$0	\$0	\$0	\$0
<i>Project Design</i>	120,000	0	0	0	0
<i>Supplies</i>	0	0	0	0	0
<i>Small Equipment</i>	0	0	0	0	0
<i>Professional Services</i>	0	0	0	0	0
<i>Furniture, Fixtures & Equipment</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Permits</i>	0	0	0	0	0
<i>Legal Fees</i>	0	0	0	0	0
<i>Title Fees</i>	0	0	0	0	0
<i>Right-of-way Acquisition</i>	0	0	0	0	0
<i>Land Acquisition</i>	0	0	0	0	0
<i>Buildings</i>	0	0	0	0	0
<i>Improvements</i>	0	0	0	0	0
<i>Equipment</i>	0	0	0	0	0
<i>Sewer Hook Up Fees</i>	0	0	0	0	0
<i>PUD Hook Up Fees</i>	0	0	0	0	0
<i>Natural Gas Hook Up Fees</i>	0	0	0	0	0
<i>Water Hook Up Fees</i>	0	0	0	0	0
<i>Construction</i>	0	0	0	0	0
<i>Project Management</i>	0	0	0	0	0
<i>Contingency</i>	0	0	0	0	0
<i>Sales Tax</i>	0	0	0	0	0
Total Expenses	\$120,000	\$0	\$0	\$0	\$0

Sources of Payment	2014	2015	2016	2017	2018
<i>Ending Cash</i>	\$0	\$0	\$0	\$0	\$0
<i>Grants/Contributions</i>	120,000	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0
<i>Other - In-Kind Contribution</i>	0	0	0	0	0
Total Sources	\$120,000	\$0	\$0	\$0	\$0

Capital Resource Plan				
Resource listed below includes all resources amount & types required				
Project Title:	Stormwater Capacity Grant			
Resource Type 1 (List only one source)	Grant Funds	DOE	Amount	\$120,000
	Other		Amount	
Does Resource Type 1 Require a City Match?		Yes		No X
If Yes, Match Dollar Amount:				
Does Resource Type 1 Allow In Kind Match?		Yes		No
If Yes, In Kind Match Estimate				
Resource Type 2	Grant Funds		Amount	
	Other		Amount	
Does Resource Type 2 Require a City Match?		Yes		No
If Yes, Match Dollar Amount:				
Does Resource Type 2 Allow In Kind Match?		Yes		No
If Yes, In Kind Match Estimate				
Sources & Amount of City Dollar Contributions:				
Real Estate Excise Tax 1 Fund		\$0		
Real Estate Excise Tax 2 Fund		\$0		
Park Acquisition & Development Fund		\$0		
(Write in Fund Name)		\$0		
Subtotal City Funds Match		\$0		
Sources of City In Kind Contribution for Match:				
Personnel Expense		\$0		
Supplies Expense		\$0		
Services Expense		\$0		
Other		\$0		
Subtotal City In Kind Match		\$0		
Does Project Require The Issuance of Debt?		Yes		No X
List Date Council Approved Issuance of Debt, Type of Debt To Be Utilities & Amount				

Ongoing O & M Expenses Related to Capital Decision Package

Project Title:	Stormwater Capacity Grant
The information below represents all reasonably attainable cost estimates for operation and maintenance	
Fund Name:	Surface Water Management
Fund Account Number	na

Item Description	Obj	2014	2015	2016	2017 to 2021	2022 to 2026	2027 to 2031	Remaining Life
<i>Salaries</i>	11	0	0	0	0	0	0	0
<i>Overtime</i>	12	0	0	0	0	0	0	0
<i>Benefits</i>	23	0	0	0	0	0	0	0
<i>Uniforms</i>	24	0	0	0	0	0	0	0
<i>Supplies</i>	31	0	0	0	0	0	0	0
<i>Small Equipment</i>	35	0	0	0	0	0	0	0
<i>Professional Services</i>	41	0	0	0	0	0	0	0
<i>Communication</i>	42	0	0	0	0	0	0	0
<i>Insurance</i>	46	0	0	0	0	0	0	0
<i>Natural Gas</i>	4701	0	0	0	0	0	0	0
<i>Electricity</i>	4702	0	0	0	0	0	0	0
<i>Sewer</i>	4703	0	0	0	0	0	0	0
<i>Garbage</i>	4704	0	0	0	0	0	0	0
<i>Water</i>	4709	0	0	0	0	0	0	0
<i>Large Item Pickup</i>	4723	0	0	0	0	0	0	0
<i>Miscellaneous</i>	49	0	0	0	0	0	0	0
<i>Intergovtl</i>	51	0	0	0	0	0	0	0
Total Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Sources of Payment	2013	2014	2015	2016 to 2020	2021 to 2025	2026 to 2030	Remaining Life
<i>Ending Cash</i>	0	0	0	0	0	0	0
<i>Grants/Contributions</i>	0	0	0	0	0	0	0
<i>Fund Subsidy</i>	0	0	0	0	0	0	0
<i>New Source of Revenue</i>	0	0	0	0	0	0	0
<i>Other</i>	0	0	0	0	0	0	0
Total Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0

~Thank you