

# **CITY COUNCIL AGENDA**

**15728 Main Street, Mill Creek, WA 98012**  
**(425) 745-1891**



• Brian Holtzclaw, Mayor • Stephanie Vignal, Mayor Pro Tem  
• Mark Bond • Vince Cavaleri • John Steckler • Benjamin Briles • Adam Morgan

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and residency for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

**Next Ordinance No. 2020 - 867**

**Next Resolution No. 2020 - 595**

**December 1, 2020**  
**City Council Meeting**  
**6:00 PM**

## **VIRTUAL MEETING INFORMATION**

- A. Topic: City Council Regular Meeting  
Time: Dec 1, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/94439708004>

Meeting ID: 944 3970 8004  
One tap mobile  
[+12532158782,,94439708004#](https://zoom.us/j/94439708004) US (Tacoma)  
[+13462487799,,94439708004#](https://zoom.us/j/94439708004) US (Houston)

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

- B. Public comment on items on or not on the agenda

## **PUBLIC HEARING**

- C. Public Hearing 2021 - 2026 Capital Improvement Plan  
*(Mike Todd, Public Works & Development Services Director and Michael Ciaravino, City Manager)*
- D. Public Hearing 2021-2022 Biennial Budget  
*(Jeff Balentine, Finance Director and Michael Ciaravino, City Manager)*

## **CONSENT AGENDA**

- E. Meeting Minutes for the following:  
November 3, 2020 City Council Regular Meeting  
November 10, 2020 City Council Regular Meeting  
November 12, 2020 City Council Special Meeting

## **REPORTS**

- F. Mayor/Council
- G. City Manager
  - Planning Schedule
- H. Staff
  - Report, etc.

## **AUDIENCE COMMUNICATION**

- I. Public comment on items on or not on the agenda

## **ADJOURNMENT**



Agenda Item # \_\_\_\_\_

**Meeting Date: December 1, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM: 2021-2026 Capital Improvement Plan (CIP) Approval**

#### **PROPOSED MOTION:**

Motion to adopt Ordinance No. 2020 - 867, an Ordinance of the City of Mill Creek, Washington, adopting a revised and updated 6-year capital improvement plan for years 2021-2026 in accordance with the city's biennial budget process, comprehensive plan and growth management act.

#### **KEY FACTS AND INFORMATION SUMMARY:**

During the Public Hearing and Study session on November 24, Council and staff reviewed the 2021-2026 draft Capital Improvement Plan. There was general agreement on the projects and programs that were previously discussed at the November 10 and November 24 study sessions, with the following additions/clarifications/changes:

- The project proposal for a new crosswalk at Jackson High School has been split out from project proposal to upgrade the crosswalk signals near Mill Creek Elementary and Heatherwood Middle schools.
- Interest was expressed in adding a project to provide a Mid-block Crossing of 35<sup>th</sup> Ave. No funding is presently allocated, but staff will come back at a future date to present ideas for scoping and timing for consideration.
- Interest was expressed in an Assessment of Street Tree issues. No funding is presently allocated, but staff will come back at a future date to discuss scope and timing for consideration.
- The Trail Preservation program funding was left at \$20K in 2021 and \$25K in 2022. Staff has recently become aware of some emergent issues that may necessitate a budget increase early in the biennium.
- The North Creek trail study was of some interest, but not well defined. And understood. Funding (in 2022) was left in the budget as a placeholder for this or other trail or park project use as various ideas come together.
- The Historical Panel project shows spending of \$25K in 2021. The panels have been produced, and mounting may be completed in 2020 depending on design details and staff capacity to fabricate a suitable mounting system. If not used, any remaining funds would be returned to the Art and Beautification fund.
- The Emergency Operations Center project has open questions about needs, location, and collaboration with other agencies' plans. The Chief will study the project idea and advise on future direction at a later date.
- The Gateway and Presence Improvement project definition is several years old. The task steps that were originally indicated may change, but there was consensus to leave the funding as a placeholder for appropriate improvements.

## City Council Agenda Summary

Page 2

The project sheets have been updated to reflect these changes; they are attached.

As has been discussed in prior sessions, the City is employing a new approach for project/program approval. All CIP items will be assigned a Phase; Council and staff will meet to explicitly advance each item from Phase to Phase.

- All new projects start at the *Concept Phase*: an idea that Council and staff explicitly agree is worthy of a minimal investment of staff time and money to explore further.
- When a rough definition of scope, budget, and possible schedule are established, staff will bring that information to Council to consider explicit action to move the project to the *Scoping and Planning Phase*. If approved, staff will spend more effort and money developing a “business case” to be presented to Council for affirmation to move forward, revise, or terminate.
- If a project moves forward to the *Design Phase*, staff will engage outside consultants to develop a design, and typically generate a document package ready to go out to bid. If that definition of scope, estimated budget is acceptable to Council, the project will be put out to bid.
- Council again has final say on accepting or rejecting the bids; acceptance of a bid and execution of a contract moves the project to the *Construction/Implementation Phase*.

On November 24, Council generally concurred with the phasing listed with each project. A small number of projects are in Construction/Implementation Phase: these will proceed. Most of the programs that maintain our infrastructure in a state of good repair were approved to be in Planning Phase to develop proposed projects for the 2021 construction season. The bulk of the project ideas are designated as Concept Phase, allowing Council and staff to engage in further discussion about approach and priorities before significant funds or staff time are expended. A master list of the projects, their phasing, and the funding allocated to the 2021-2022 portion of the six-year CIP is attached. The funding totals shown are in alignment with the 2021-2022 Biennial Budget proposed for approval.

**CITY MANAGER RECOMMENDATION:**

Motion to adopt Ordinance No. 2020 - 867, an Ordinance of the City of Mill Creek, Washington, adopting a revised and updated 6-year capital improvement plan for years 2021-2026 in accordance with the city’s biennial budget process, comprehensive plan and growth management act.

**ATTACHMENTS:**

- Ordinance for 2021 – 2022 Capital Improvement Plan (CIP)
- Exhibit A - Master list of the projects (with phasing and budget)
- Exhibit B - Project sheets

City Council Agenda Summary  
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Respectfully Submitted:

*Michael G. Ciaravino*

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Michael G. Ciaravino  
City Manager

**ORDINANCE NO. 2020 - 867**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON ADOPTING A REVISED AND UPDATED 6-YEAR CAPITAL IMPROVEMENT PLAN FOR YEARS 2021-2026 IN ACCORDANCE WITH THE CITY'S BIENNIAL BUDGET PROCESS, COMPREHENSIVE PLAN AND GROWTH MANAGEMENT ACT.**

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**WHEREAS**, the City of Mill Creek utilizes a biennial budget process and will be adopting its operating budget with accompanying appropriations for years 2021 and 2022; and

**WHEREAS**, the City routinely adopts a capital improvement plan with a 6-year or longer planning horizon; and;

**WHEREAS**, on November 10, 2020, the Mill Creek City Council held a study session and, following timely notice, on November 24, 2020 held a public hearing on the 2021-2026 draft Capital Improvement Plan, following which the Council provided direction to staff for finalizing the Plan, including the new phasing approach and phasing list; and

**WHEREAS**, the Council now desires to adopt the 2021-2026 Capital Improvement Plan as outlined in **Exhibit A**, attached and incorporated herein; along with a summary of funded project containing a summary of each project's implementation phase attached as **Exhibit B**; and

**WHEREAS**, the Council has adopted companion ordinance No.2020-868 contemporaneous with this Ordinance, adopting the biennial budget;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON ORDAINS AS FOLLOWS:**

Section 1. Findings. The City Council adopts the foregoing recitals as its findings and conclusions concerning the matters described therein, also intending thereby to provide a record of the process involved in its consideration.

Section 2. Adoption. The City of Mill Creek hereby adopts the amended City of Mill Creek Six-Year Capital Improvement Plan 2021-2026 attached and incorporated hereto as **Exhibit A**, along with the summary of funded projects attached as **Exhibit B**.

Section 3. File Copy. The City Clerk is directed to keep on file with the records of the City a complete and accurate copy of this Ordinance and the Capital Improvement Plan to be available for public inspection.

Adoption of 2021-26 CIP -- Page 1 of 2  
#8269941

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 5. Effective Date. This ordinance shall be in full force and effect five days after its passage and publication.

Passed in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2020 by a vote of \_\_\_\_ for, \_\_\_\_ against, and \_\_\_\_ abstaining.

APPROVED:

\_\_\_\_\_  
BRIAN HOLTZCLAW, MAYOR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
GRANT DEGGINGER, CITY ATTORNEY

FILED WITH THE CITY CLERK: \_\_\_\_\_

PASSED BY THE CITY COUNCIL: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

Adoption of 2021-26 CIP -- Page 2 of 2  
#8269941

City of Mill Creek  
Capital Improvement Plan  
(2021-2026)

	D	G	H	I	J	K	L	M	N	O	P
1	<b>Funded Projects</b>										
2	Project Name	Phase	Council status 11/24/2020		2021	2022	2023	2024	2025	2026	Total 2021-2026
3	<b>Transportation Projects</b>										
8	Mill Creek Boulevard Corridor Improvements Study	Implementation Phase	continue	project	\$181,654	\$0	\$0	\$0	\$0	\$0	\$181,654
9	Citywide Traffic Signal Upgrades	Implementation Phase	continue	project	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000
10	East Gateway Urban Village Spine Road (39th Ave to 44th Ave)	Scoping and Planning Phase	continue	project	\$574,993	\$0	\$0	\$0	\$0	\$0	\$600,000
11	JHS Crosswalk	Concept Phase	continue	project	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
12	Crosswalk Upgrades (MCE, HW, JHS)	Concept Phase	continue	project	\$80,000	\$0	\$0	\$0	\$0	\$0	\$130,000
13	Complete Streets Pedestrian Improvements	Concept Phase	continue	project	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000
14	35th Ave Mid-block Crosswalk (~Northpointe to Old Pacific Topsoils site)	Concept Phase	interest	project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Pavement Preservation and Rehabilitation Program	Scoping and Planning Phase	continue	program	\$825,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$4,575,000
16	Street Pavement Marking Program	Scoping and Planning Phase	continue	program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
17	Concrete Sidewalk Replacement Program	Scoping and Planning Phase	continue	program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
18	Bridge Monitoring & Improvement Program	Concept Phase	continue	program	\$50,000	\$250,000	\$50,000	\$250,000	\$0	\$0	\$600,000
19	Traffic Safety and Calming Program	Scoping and Planning Phase	continue	program	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
20	Street Tree Replacement Program	Concept Phase	assessment	program	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21	<b>Transportation Project Totals</b>				<b>\$2,205,647</b>	<b>\$1,225,000</b>	<b>\$1,025,000</b>	<b>\$1,225,000</b>	<b>\$975,000</b>	<b>\$975,000</b>	<b>\$7,725,654</b>
22	<b>Parks and Trail Projects</b>										
26	Silver Crest Park Upgrade	Concept Phase	continue	project	\$30,000	\$320,000	\$0	\$0	\$0	\$0	\$350,000
27	Parks Restroom/Picnic Shelter Roof Replacement	Concept Phase	continue	project	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000
28	Trail Preservation Program	Concept Phase	continue	program	\$20,000	\$25,000	\$0	\$25,000	\$0	\$25,000	\$95,000
29	North Creek Trail Study	Concept Phase	placeholder	project	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
30	Park Property Conceptualization (Dobson/Remillard/Church/Cook properties)	Conceptualization Phase	retreat	project	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
31	<b>Park and Trail Project Totals</b>				<b>\$90,000</b>	<b>\$470,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$660,000</b>
32	<b>City Facilities Projects</b>										
33	Historical Preservation Project	Construction Phase	continue	project	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000
34	City Hall North HVAC	Scoping and Planning	continue	project	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
35	City Hall North Roof and Seismic Retrofit	Concept Phase	continue	project	\$50,000	\$625,000	\$0	\$0	\$0	\$0	\$675,000
36	Public Works Workshop Value Engineering Study	Concept Phase	continue	project	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
37	Entryway ADA Upgrades for City Hall and the Library	Concept Phase	continue	project	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
38	Emergency Operations Center	Concept Phase	more disc.	project	\$38,404	\$0	\$0	\$0	\$0	\$0	\$38,404
39	Gateway and Presence Improvement	Concept Phase	placeholder	project	\$48,000	\$85,000	\$0	\$0	\$0	\$0	\$133,000
40	<b>City Facilities Project Totals</b>				<b>\$451,404</b>	<b>\$710,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,161,404</b>
41	<b>Storm Water Management Projects</b>										
42	Surface Water Aging Infrastructure Program	Scoping and Planning Phase	continue	program	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$4,500,000
43	Catch Basin and Pipe Cleaning Program	Scoping and Planning Phase	continue	program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
44	SW25 Pond Repair (164th west of North Creek)	Concept Phase	continue	project	\$50,000	\$450,000	\$0	\$2,500	\$0	\$2,500	\$505,000
45	SW26 Pond Repair (Mill Creek Rd east of SR527)	Concept Phase	continue	project	\$0	\$0	\$50,000	\$200,000	\$0	\$2,500	\$252,500
46	<b>Surface Water Project Totals</b>				<b>\$900,000</b>	<b>\$1,300,000</b>	<b>\$900,000</b>	<b>\$1,052,500</b>	<b>\$850,000</b>	<b>\$855,000</b>	<b>\$5,857,500</b>
48	<b>Funded CIP Totals All Project Categories</b>				<b>\$3,647,051</b>	<b>\$3,705,000</b>	<b>\$1,925,000</b>	<b>\$2,352,500</b>	<b>\$1,825,000</b>	<b>\$1,855,000</b>	<b>\$15,309,551</b>

\\mc.net\user\$\RedirectedFolders\miket\Documents\CIP 2021-2026\CIP planning Worksheets MST 11.28.2020.xlsx



PROJECT NAME:	Mill Creek Blvd Sub Area Study	TRANSPORTATION	
PROJECT #:	19-PW-04		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Transportation	PHASE	Implementation Phase
TYPE	Planning Study Project		

STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Civic Pride, Economic Prosperity, Long-Term Planning

CONCEPT

PLANNING

DESIGN

CONSTRUCTION

DESCRIPTION / JUSTIFICATION

Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The goal of the Mill Creek Boulevard Sub Area Study is to enhance economic vitality and provide a framework for multiple capital improvements which may include: intersection improvements at 164th Street, 161st Street, Main and SR 527; repair identified surface water aging infrastructure failures; water quality treatment; pavement preservation and roadway re-configurations to better support traffic for all modes. This study will peripherally address zoning and land use. **Outcome will define future road transporation and infrastructure projects, not yet included in CIP.**

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Professional Services	318-318-595-30-63-66	\$ 118,346	\$ 181,654						\$ 300,000
									\$ -
									\$ -
Total Project Expenditures		\$ 118,346	\$ 181,654	\$ -	\$ -	\$ -			\$ 300,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
DOC grant	318-000-334-90-31-80	#N/A	\$ 300,000						\$ 300,000
									\$ -
									\$ -
									\$ -
Total Project Revenues		#N/A	\$ 300,000	\$ -	\$ -	\$ -			\$ 300,000

PROJECT NAME:	Citywide Traffic Signal Upgrades	TRANSPORTATION	
PROJECT #:	17-ROAD-03		
DEPARTMENT	Public Works and Development Services	PHASE	Implementation Phase
CATEGORY	Signals		
TYPE	Construction		

CONCEPT

PLANNING

DESIGN

CONSTRUCTION

STRATEGIC PRIORITY	
Community Preservation, Public Safety	

DESCRIPTION / JUSTIFICATION

The City owns seven traffic signals that are operated and maintained by Snohomish County. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for the signals to work within the County's integrated system. The project scope includes the installation of new pedestrian push buttons for compliance with the American with Disabilities Act (ADA), new side mounted battery backup systems (164th Street and Mill Creek Boulevard; Dumas Road at Park Road; Mill Creek Road and Village Green Drive), new controllers and conflict monitors. All work will be completed by Snohomish County. **Update: Signals on SR96 and SR 527 were completed in 2019 to support SWIFT Green Line; two signals remain to be done on 164th.**

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Construction	318-318-595-64-63-41	\$ -	\$ 14,000						\$ 14,000
Professional Services									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 14,000						\$ 14,000
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000

PROJECT NAME:

PROJECT #:

EGUV Spine Road (39th Ave SE to 44th Ave SE)

19-ROAD-15

DEPARTMENT

CATEGORY

TYPE

Public Works and Development Services

Transportation

Construction Project

STRATEGIC PRIORITY

Economic Prosperity, Public Safety, Long-Term Planning

DESCRIPTION / JUSTIFICATION

The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are under development. Construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage and The Farm. This project will complete the "Spine Road" from 39th Ave. SE to 44th Ave. SE. Costs include assessment of stormwater needs, appraisals, and right-of-way purchase needed at two parcels for subsequent roadway and stormwater design and construction. **Beyond initial design and sizing of stormwater facilities and purchase of the right of way (now 2021), work does not yet have funds committed.**

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

TRANSPORTATION

PHASE

Scoping and Planning Phase

CONCEPT

PLANNING

DESIGN

CONSTRUCTION

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	318-318-595-20-63-51	\$ 25,007	\$ 74,993						\$ 100,000
Right-of-Way	318-318-595-20-63-51		\$ 500,000						\$ 500,000
Construction									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ 25,007	\$ 574,993	\$ -	\$ -	\$ -			\$ 600,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Road Mitigation Funds		\$ 25,007	\$ 574,993						\$ 600,000
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 25,007	\$ 574,993	\$ -	\$ -	\$ -			\$ 600,000

<b>PROJECT NAME:</b>	JHS Crosswalk	<b>TRANSPORTATION</b>	
<b>PROJECT #:</b>	21-PW-xx		
<b>DEPARTMENT</b>	Public Works and Development Services		
<b>CATEGORY</b>	Transportation	<b>PHASE</b>	Concept Phase
<b>TYPE</b>	Construction		

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graph LR; CONCEPT --> PLANNING; PLANNING --> DESIGN; DESIGN --> CONSTRUCTION
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<b>STRATEGIC PRIORITY</b>	
Public Safety, Recreational Opportunities	

<b>DESCRIPTION / JUSTIFICATION</b>
This project will add a new marked crosswalk at Jackson High School Athletic Fields (Baseball/soccer on south to Football/Track/Softball on north). An initial design in 2020 was high cost due to extensive payment work to connect to line poower. A solar RRFB, thermoplastic lines, and required ADA ramp upgrades will be explored. Project will be jointly planned with Everett School Distrct to find a suitable location, and coordinate with any impacts on their parking lot, street parking, and school operations.

<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design and Construction		\$ 20,000	\$ 60,000						\$ 80,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>		\$ 20,000	\$ 60,000	\$ -	\$ -	\$ -			\$ 80,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Complete Streets Grant									\$ -
Snohomish County Grant		\$ 20,000	\$ 60,000						\$ 80,000
City Streets									\$ -
									\$ -
<b>Total Project Revenues</b>		\$ 20,000	\$ 60,000	\$ -	\$ -	\$ -			\$ 80,000

<b>PROJECT NAME:</b>	Crosswalk Upgrades (MCE, HW)	<b>TRANSPORTATION</b>							
<b>PROJECT #:</b>	21-PW-xx								
<b>DEPARTMENT</b>	Public Works and Development Services	<b>PHASE</b>	Concept Phase						
<b>CATEGORY</b>	Transportation								
<b>TYPE</b>	Construction								
<b>STRATEGIC PRIORITY</b>									
Community Preservation, Public Safety									
<b>DESCRIPTION / JUSTIFICATION</b>									
The crosswalks at Mill Creek Elementary (MCE) and Heatherwood Middle Schhol (HW) employ solar powered, user operated Rectangular Rapidly Flashing Beacons (RRFB). Over time and as tree cover has grown, these have become less reliable. A replacement project to employ new line powered RRFBs at MCE and HW was explored, but due to the high cost of the extensive pavement work required, the project was suspended in 2020. More cost effective approaches with upgraded battery/solar units will be explored as an alternative for possible replacement in 2021.									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									
<b>Expenditures</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Design and Construction		\$ 50,000	\$ 80,000						\$ 130,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>		\$ 50,000	\$ 80,000	\$ -	\$ -	\$ -			\$ 130,000
<b>Funding Sources</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Complete Streets Grant		\$ 50,000	\$ 80,000						\$ 130,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>		\$ 50,000	\$ 80,000	\$ -	\$ -	\$ -			\$ 130,000

2019-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NAME:	Complete Streets Pedestrian Improvements	TRANSPORTATION	
PROJECT #:	21-PW-xx		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Transportation	PHASE	Concept Phase
TYPE	Construction		

STRATEGIC PRIORITY

Public Safety

CONCEPT

PLANNING

DESIGN

CONSTRUCTION

DESCRIPTION / JUSTIFICATION


The City was awarded Transportation Improvement Board (TIB) funds to implement Complete Streets projects in support of the City's Complete Streets ordinance. This project will identify segments of missing sidewalks, crosswalks, and ADA ramps for improvement projects. Emphasis will be on routes to schools. Projects will be prioritized for expedience of construction and efficient use of funds. TIB Complete Streets funds must be expended by summer 2021.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design and Construction		\$ -	\$ 170,000						\$ 170,000
									\$ -
									\$ -
Total Project Expenditures		\$ -	\$ 170,000	\$ -	\$ -	\$ -			\$ 170,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Complete Streets Grant			\$ 170,000						\$ 170,000
									\$ -
									\$ -
									\$ -
Total Project Revenues		\$ -	\$ 170,000	\$ -	\$ -	\$ -			\$ 170,000

<b>PROJECT NAME:</b>	35th Ave Mid Block Crosswalk	<b>TRANSPORTATION</b>							
<b>PROJECT #:</b>	21-PW-xx								
<b>DEPARTMENT</b>	Public Works and Development Services	<b>PHASE</b>	Concept Phase						
<b>CATEGORY</b>	Transportation								
<b>TYPE</b>	Construction								
<b>STRATEGIC PRIORITY</b>									
Public Safety, Recreational Opportunities									
<b>DESCRIPTION / JUSTIFICATION</b>									
As housing and potential park property no the East side of 35th avenue comes on line, there is a need for one or more legal, marked pedestrian corssing location on 35th Avenue. Closest present crosswalks are at 132nd and 148th. This is a straight, level road with 35 mph speed limit. Pedestrian oriented signalization is desired for safety. Cross walk(s) will include thermoplastic lines, ADA ramps, and signalization (RRFB or better). <b>No funding in 2021/2022 budget - initial concept exploration only pending a future CIP/budget amendment.</b>									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									
<b>Expenditures</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Design		\$ -	xxx						\$ -
Construction				yyy					\$ -
									\$ -
<b>Total Project Expenditures</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>Funding Sources</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Complete Streets Grant									\$ -
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

PROJECT NAME:	Pavement Preservation and Rehabilitation Program	TRANSPORTATION	
PROJECT #:	19-PW-06		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Transportation Program	PHASE	Scoping and Planning Phase
TYPE	Maintenance / Repair		

STRATEGIC PRIORITY
Community Preservation, Fiscal Responsibility



DESCRIPTION / JUSTIFICATION
The City is responsible for approximately 106 lane miles of roadway. The goal of this annual program is to extend the useful life of the City's streets by assessing, preserving and rehabilitating pavement conditions. Typical work will include crack filling, removal and replacement of failed pavement, patching, surface preservation treatments (where appropriate for the type of application; options include seal coat, slurry seal, microsurfacing) and asphalt overlays. It is understood that conventional chip seal is not desired for Mill Creek neighborhoods. Pavement preservation options outside of an overlay will first be discussed with the City Council prior to bid and award. The Program includes replacement or installation of accessible curb ramps to meet the requirements of the Americans with Disabilities Act (ADA). Per the Comprehensive Plan, the City's level of service guidelines for pavement management identifies a minimim pavement condition index of 65 for collectors and arterial roadways and 70 for local and residential roadways. A city wide assessment and pavement rating is being conducted in 2020 to establish a priority list for future repairs.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Assessment	318-318-595-30-63-68	\$ -	\$ 75,000						\$ 75,000
Construction	318-318-595-30-63-68		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,500,000
									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 825,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,575,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
									\$ -
REET & Mitigation		\$ -	\$ 825,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,575,000
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 825,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,575,000



PROJECT NAME:	Street Pavement Marking Program	TRANSPORTATION	
PROJECT #:	19-PW-03		
DEPARTMENT	Public Works and Development Services	PHASE	Scoping and Planning Phase
CATEGORY	Transportation Program		
TYPE	Maintenance / Repair		

STRATEGIC PRIORITY
Community Preservation, Public Safety




DESCRIPTION / JUSTIFICATION
The goal of the Annual Street Pavement Marking Program is to maintain markings that identify travel lanes and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. The City owns and maintains 77 lane miles of residential and local streets, 19 lane miles of collector streets and 10 lane miles of arterial streets (total of 106 lane miles of roadway).


ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Construction	318-318-595-30-63-65	\$ 222,325	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 822,325
									\$ -
									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ 222,325	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 822,325

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ 222,325	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 822,325
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 222,325	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 822,325

PROJECT NAME:		Concrete Sidewalk Replacement Program			TRANSPORTATION				
PROJECT #:		19-PW-05							
DEPARTMENT		Public Works and Development Services							
CATEGORY		Transportation Program			PHASE	Scoping and Planning Phase			
TYPE		Maintenance / Repair			<div><div>CONCEPT</div><div>PLANNING</div><div>DESIGN</div><div>CONSTRUCTION</div></div>				
STRATEGIC PRIORITY									
Community Preservation, Public Safety									
DESCRIPTION / JUSTIFICATION									
The goal of this annual program is the preservation of the City's sidewalk systems which includes 75 miles of public sidewalks and more than 1,000 curb ramps. The scope of work includes repair or replacement of damaged sections of curb, gutter, sidewalk and curb ramps that meet the American with Disabilities Act (ADA). This program includes a citywide assessment and rating of sidewalks and prioritization of needed repairs as well as recommendations on alternative repair methods. This program also includes assessing and addressing the root cause of buckling sidewalk such as trees. This program may include tree removal or alternative construction methods to preserve existing trees. Some of the benefits of this program include: 1) improved pedestrian safety, 2) compliance with ADA standards, 3) savings in maintenance costs.									
ANTICIPATED OPERATIONS AND MAINTENANCE COSTS									
No new operation and maintenance costs are anticipated.									
Expenditures									
BARS		Prior	2021	2022	2023	2024	2025	2026	Total
Assessment and Construction	318-318-595-30-63-67	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
									\$ -
									\$ -
									\$ -
Total Project Expenditures		\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Funding Sources									
BARS		Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
									\$ -
									\$ -
									\$ -
Total Project Revenues		\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000

<b>PROJECT NAME:</b> Bridge Monitoring and Improvement Program		<b>TRANSPORTATION</b>																																																													
<b>PROJECT #:</b> 19-PW-07																																																															
<b>DEPARTMENT</b> Public Works and Development Services		<b>PHASE</b> Concept Phase																																																													
<b>CATEGORY</b> Transportation Program																																																															
<b>TYPE</b> Construction																																																															
<b>STRATEGIC PRIORITY</b>																																																															
Community Preservation, Public Safety, Long-Term Planning																																																															
<b>DESCRIPTION / JUSTIFICATION</b>																																																															
The City of Mill Creek owns a total of eleven bridges. Five of those bridges have a structure length over 20LF. In 2017, all ten bridges were inspected by WSDOT (35th Ave Bridge was new in 2019). Load ratings were completed on the five structures with span lengths greater than 20LF: limit signage or improvements need to be made on three bridges. Bridge scour conditions were identified at two bridges: correction of scour conditions needs to be designed and implemented.																																																															
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>																																																															
No new operation and maintenance costs are anticipated.																																																															
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Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total																																																						
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Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total																																																						
REET & Mitigation		\$ -	\$ 50,000	\$ 250,000	\$ 50,000	\$ 250,000			\$ 600,000																																																						
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<b>PROJECT NAME:</b>	Traffic Safety and Calming Program		<b>TRANSPORTATION</b>						
<b>PROJECT #:</b>	19-PW-08								
<b>DEPARTMENT</b>	Public Works and Development Services		<b>PHASE</b>	Scoping and Planning Phase					
<b>CATEGORY</b>	Transportation Program								
<b>TYPE</b>	Study / Scoping and Planning								
<b>STRATEGIC PRIORITY</b>									
Public Safety									
<b>DESCRIPTION / JUSTIFICATION</b>									
This program builds upon the City's Traffic Calming Program prepared in 2007 which focused on the safety and livability of City neighborhoods and was focused on streets with an average daily traffic (ADT) of less than 8,000 vehicles. The 2021-2026 CIP Traffic Safety and Calming Program will review the program options, and assess all safety and traffic calming concerns for neighborhoods, collectors, and arterials. Specific projects may result from the study, and are not funded here. Construction funding (\$25K/year) is for ongoing minor projects.									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									
<b>Expenditures</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Study	318-318-595-69-63-52	\$ -	\$ 25,000						\$ 25,000
Construction	318-318-595-69-63-52	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000
<b>Funding Sources</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
REET & Mitigation		\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>	\$ -	\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000

PROJECT NAME:	Street Tree Issues	TRANSPORTATION	
PROJECT #:	21-PW-XX		
DEPARTMENT	Public Works and Development Services	PHASE	Concept Phase
CATEGORY	Transportation Program		
TYPE	Study / Assessment		

STRATEGIC PRIORITY

Community Preservation, Public Safety, Civic Pride

CONCEPT

PLANNING

DESIGN

CONSTRUCTION

DESCRIPTION / JUSTIFICATION

Street trees placed in older developments were sometimes chosen without consideration of growth and root intrusion consequences as the trees matured. Roots heave sidewalk panels causing safety and esthetic concerns, and necessitate sidewalk repair or replacement. This project is for staff assessment and scoping only for 2021. The City's policies for dealing with root and growth issues will be reviewed, and general problem areas assessed to be able to size the potential response. No funding has been assigned in the 2021-2022 CIP or biennial budget. After initial assessment, the CIP will be revised as necessary.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Study		\$ -							\$ -
Construction		\$ -							\$ -
									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
									\$ -
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>PROJECT NAME:</b>	Silver Crest Park Upgrade	<b>PARKS AND TRAILS</b>	
<b>PROJECT #:</b>	19-PARK-02		
<b>DEPARTMENT</b>	Public Works and Development Services		
<b>CATEGORY</b>	Parks Project	PHASE	Concept Phase
<b>TYPE</b>	Replacement		

```
graph LR; CONCEPT --> PLANNING; PLANNING --> DESIGN; DESIGN --> CONSTRUCTION;
```

<b>STRATEGIC PRIORITY</b>	
Community Preservation, Recreational Opportunities, Long-Term Planning	


<b>DESCRIPTION / JUSTIFICATION</b>	
The Silver Crest Park was annexed to the City in 2005 as a part of the Northeast Area Annexation. This .61 acre neighborhood park is located within the Silver Crest subdivision on 28th Drive SE. Amenities include a full basketball court, playground, picnic tables, and a grassy play area. There is currently no irrigation in place at this park and there is room for upgrades in many other areas. This proposed project would include adding irrigation, repairing/restoring the basketball court and fencing, replacement of benches and picnic tables with concrete pads, possible play equipment replacement/upgrade.	

<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>	
Operation and maintenance costs are anticipated to increase 30 labor hours per year.	

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	317-317-594-76-63-38	\$ -	\$ 30,000						\$ 30,000
Construction	317-317-594-76-63-38	\$ -		\$ 320,000					\$ 320,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ -	\$ 30,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 30,000	\$ 320,000					\$ 350,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>	\$ -	\$ -	\$ 30,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

PROJECT NAME:		Parks Restroom/Picnic Shelter Roof Replacement			PARKS AND TRAILS					
PROJECT #:		19-PARK-03								
DEPARTMENT		Public Works and Development Services			<div><div>PHASE</div><div>Concept Phase</div><div><div><div></div><div>CONCEPT</div></div><div><div></div><div>PLANNING</div></div><div><div></div><div>DESIGN</div></div><div><div></div><div>CONSTRUCTION</div></div></div></div>					
CATEGORY		Parks Project								
TYPE		Maintenance and Repair								
STRATEGIC PRIORITY										
Community Preservation										
DESCRIPTION / JUSTIFICATION										
The existing shake roof on the restroom/picnic shelter buildings at Pine Meadow Park and Cougar Park are in need of maintenance, repair, or replacement. The project would also include replacement of gutters and downspouts. Pine Meadow Park is planned for 2022 and Cougar Park is planned for 2024.										
ANTICIPATED OPERATIONS AND MAINTENANCE COSTS										
This project is anticipated to reduce current maintenance costs.										
Expenditures										
BARS		Prior	2021	2022	2023	2024	2025	2026	Total	
Construction	317-317-594-76-63-39	\$ -		\$ 50,000		\$ 50,000			\$ 100,000	
									\$ -	
									\$ -	
									\$ -	
Total Project Expenditures		\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000
Funding Sources										
BARS		Prior	2021	2022	2023	2024	2025	2026	Total	
REET & Mitigation				\$ 50,000		\$ 50,000			\$ 100,000	
									\$ -	
									\$ -	
									\$ -	
Total Project Revenues		\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000

<b>PROJECT NAME:</b>	Trail Preservation Program	<b>PARKS AND TRAILS</b>							
<b>PROJECT #:</b>	19-PARK-04								
<b>DEPARTMENT</b>	Public Works and Development Services	<b>PHASE</b>	Concept Phase						
<b>CATEGORY</b>	Parks and Trails Program								
<b>TYPE</b>	Repair / Maintenance								
<b>STRATEGIC PRIORITY</b>									
Community Preservation, Civic Pride, Recreational Opportunities, Public Safety									
<b>DESCRIPTION / JUSTIFICATION</b>									
As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and access their current condition. A priority list would be established ranking the severity of the deficiencies as well as establishing a schedule for future repairs and resurfacing. Expenses shown for construction are placeholders until an assessment is completed and plans can be developed.									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									
<b>Expenditures</b>									
	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Assessment	317-317-594-76-63-40	\$ -	\$ 20,000						\$ 20,000
Construction	317-317-594-76-63-40	\$ -		\$ 25,000		\$ 25,000		\$ 25,000	\$ 75,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000
<b>Funding Sources</b>									
	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>	\$ -	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000



PROJECT NAME:	North Creek Trail Study	PARKS AND TRAILS	
PROJECT #:	19-PARK-05		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Parks and Trails Study	PHASE	Concept Phase
TYPE	Planning Study		

STRATEGIC PRIORITY
Civic Pride, Recreational Opportunities, Public Safety, Long-Term Planning



DESCRIPTION / JUSTIFICATION
The North Creek Trail connects multiple regional trails including the Burke Gilman and Sammamish River Trails to the South with the Interurban Trail to the North. The result is a network of trails which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system serves and connects the significant Regional Growth Centers of Bothell Canyon Park, Lynnwood and Everett as well as the locally designated Mill Creek Town Center and the Paine Field Manufacturing Industrial Center. The North Creek Trail Study will look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This Feasibility Study will include assessment of American with Disabilities (ADA) compliance for built out sections, high level cost estimate for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options, as well as coordination with Snohomish County's planned improvements to the North Creek Trail south of the City. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Feasibility Study	317-317-594-76-63-41			\$ 75,000					\$ 75,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -			\$ 75,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation				\$ 75,000					\$ 75,000
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -			\$ 75,000

PROJECT NAME:	Property Conceptualization (Dobson/Remillard/Church/Cook)	<b>PARKS AND TRAILS</b>						
PROJECT #:	21-PARK-XX							
DEPARTMENT	Public Works and Development Services	PHASE	Conceptualization Phase					
CATEGORY	Park Project							
TYPE	Conceptualization Only							
STRATEGIC PRIORITY								
<b>DESCRIPTION / JUSTIFICATION</b>								
The City has accumulated 4 parcels of property (known by their former owners names as Dobson, Remillard, Cook and Church) for potential use for park or other cimmunity facillites uses. The Dobson, Remillard, and Church properties are directly adjacent to one another; the Cook property is across North Creek Drive from Remillard. Staff (with consultant support) will assemble information about the characteristics and restrictions on these parcels. Council will evaluate community needs and wants, and explore early concepts on possible improvements on these parcels. Funding is not known at this time beyond consultavt support on land use and possible community surveys.								
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>								
No new operation and maintenance costs are anticipated.								
<b>Expenditures</b>								
BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Consultant support, surveys		\$ 40,000						\$ 40,000
								\$ -
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ 40,000	\$ -	\$ -	\$ -			\$ 40,000
<b>Funding Sources</b>								
BARS	Prior	2021	2022	2023	2024	2025	2026	Total
	\$ -	\$ 40,000						\$ 40,000
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 40,000	\$ -	\$ -	\$ -			\$ 40,000



PROJECT NAME:	Historical Preservation Project	FACILITIES	
PROJECT #:	19-BLDG-04		
DEPARTMENT	Communications and Marketing		
CATEGORY	Facilities Project	PHASE	Construction Phase
TYPE	Construction		

STRATEGIC PRIORITY
Civic Pride



DESCRIPTION / JUSTIFICATION
In 2018, the Art & Beautification Board identified a historical preservation project to help the community remember its roots in a manner that is aesthetically pleasing and community oriented. The project is to create an etched, stainless steel timeline to be hung along a covered bridge in Mill Creek Town Center. In fall 2018, the City engaged a design consultant to prepare the design working with the community and develop a budget for production and installation. The City hired an intern to compile and organize the information that would be included on the finished product. The final design will include a mix of text and image. The City started of the design of the project in 2018 with the idea that production and installation would occur in 2019. Civic organizations have expressed interest in helping fund the project; the City will pursue grants and sponsorship funds in 2019 before spending from the Municipal Arts Fund. With the City's focus on art, an artistic historical timeline would serve a dual purpose of providing artistic value while serving to educate the public about Mill Creek's history. Additional panels would be included in the display as the City's history continues to unfold. The 2019 expenses include production of the panels, possible designer help to production company on final details, and installation of the panels. This is artwork that will be a focal point, so maintenance and operations costs have been conservatively estimated to ensure it is maintained. However, maintenance and operations costs are dependant on the final product and design.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
New operation and maintenance costs are anticipated at 52 labor hours per year.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design & Info Gathering	316-316-594-71-63-02	\$ -	\$ 12,500						\$ 12,500
Production of Panels									\$ -
Design Assistance on Production									\$ -
Installation			\$ 12,500						\$ 12,500
Total Project Expenditures	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Municipal Arts Fund			\$ 25,000						\$ 25,000
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000

<b>PROJECT NAME:</b>	City Hall North and Library HVAC	<b>FACILITIES</b>	
<b>PROJECT #:</b>	19-BLDG-01		
<b>DEPARTMENT</b>	Public Works and Development Services	<b>PHASE</b>	Scoping and Planning
<b>CATEGORY</b>	Facilities Project		
<b>TYPE</b>	Replacement		

**STRATEGIC PRIORITY**  
Community Preservation

CONCEPT   PLANNING   DESIGN   CONSTRUCTION


**DESCRIPTION / JUSTIFICATION**  
Total replacement and commissioning of multiple liquid cooled heat pumps in City Hall North and at the Library. Several are currently non-operational and others are close to failing. These heat pumps serve City staff area, tenant spaces as well as the Large Community Room. In addition to the actual HVAC work, the project includes ceiling tile replacement due to access requirements. The estimate also includes unknown failed duct work replacements.

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**  
Operation and maintenance costs are expected to decrease by 50 labor hours per year due to a reduced number of service calls.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Equipment	316-316-594-18-62-03	\$ 80,000.00	\$ 200,000						\$ 280,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ 80,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
City Hall North and Cap Improv Fund		\$ 80,000	\$ 200,000						\$ 280,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>	\$ -	\$ 80,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000

PROJECT NAME:		City Hall North - Roof and Seismic Retrofit		FACILITIES									
PROJECT #:		17-BLDG-03											
DEPARTMENT		Public Works and Development Services											
CATEGORY		Facilities Project		PHASE	Concept Phase								
TYPE		Replacement		<div><div>CONCEPT</div><div>PLANNING</div><div>DESIGN</div><div>CONSTRUCTION</div></div>									
STRATEGIC PRIORITY													
Community Preservation, Public Safety, Long Term Planning													
DESCRIPTION / JUSTIFICATION													
The City Hall North (CHN) building houses staff from various City Departments, two Community Rooms, and various tenants. The roof was installed in 1998 and chronologically is reaching the end of its useful life. Good inspection practices and remedial repairs done in a timely manner have allowed the City to defer the roof replacement, but replacement will be needed soon. In addition, the building has not yet been upgraded seismically. In order to minimize impacts to the building users and streamline the bidding process, roof and seismic work will be coordinated. Roof and seismic work should also be coordinated with other CHN building systems projects (e.g., HVAC repair/replacement). Operational costs for roof maintenance will decrease when roof is replaced. <b>2021-2026 update: prior work includes rough planning only; previous cost assumptions rolled forward without validation.</b>													
ANTICIPATED OPERATIONS AND MAINTENANCE COSTS													
No new operation and maintenance costs are anticipated.													
Expenditures		BARS		Prior	2021	2022	2023	2024	2025	2026	Total		
Professional Services	316-316-594-18-62-04		\$50,000								\$ 50,000		
Construction	316-316-594-18-62-04			\$ 550,000							\$ 550,000		
On-call Consultant	316-316-594-18-62-04			\$ 75,000							\$ 75,000		
											\$ -		
Total Project Expenditures	\$ -	\$ -	\$ 50,000	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675,000		
Funding Sources		BARS		Prior	2021	2022	2023	2024	2025	2026	Total		
City Hall North Fund and CIF		\$0	\$50,000	\$625,000	\$0	\$0	\$0	\$0	\$0	\$0	\$ 675,000		
											\$ -		
											\$ -		
											\$ -		
Total Project Revenues	\$ -	\$ -	\$ 50,000	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675,000		

<b>PROJECT NAME:</b> Public Works Workshop Value Engineering Study		<b>FACILITIES</b>							
<b>PROJECT #:</b> 17-BLDG-02									
<b>DEPARTMENT</b> Public Works and Development Services		<b>PHASE</b> Concept Phase							
<b>CATEGORY</b> Facilities Project									
<b>TYPE</b> Study									
<b>STRATEGIC PRIORITY</b>									
Fiscal Responsibility, Community Preservation, Long-Term Planning									
<b>DESCRIPTION / JUSTIFICATION</b>									
City Hall does not provide adequate parking, facilities or storage for Public Works maintenance vehicles and materials. The City received a State Department of Commerce grant in the amount of \$250,000 which expires in June 2019 (extended to 2021). Staff plans to move this project forward by conducting a study to evaluate current City-owned properties and other properties, and obtain comparison of cost and how the sites meet current and future needs. A <i>separate project for acquisition/refurbishment/construction of the PW yard approach selected by this effort is not yet included in CIP.</i>									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									
<b>Expenditures</b>									
	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Study	316-316-594-48-60-00	\$ -	\$ 50,000						\$ 50,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Funding Sources</b>									
	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
CIP Fund		\$ -	\$ 50,000						\$ 50,000
DOC grant									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

PROJECT NAME:

PROJECT #:

DEPARTMENT

CATEGORY

TYPE

ENTRYWAY ADA UPGRADES FOR CITY HALL AND THE LIBRARY

19-BLDG-02

Public Works and Development Services

Facilities Project

Replacement Project

STRATEGIC PRIORITY

Community Preservation, Public Safety

PHASE

CONCEPT

Concept Phase

PLANNING

DESIGN

CONSTRUCTION

DESCRIPTION / JUSTIFICATION

City of Mill Creek has become a popular destination for passport customers, library patrons as well as other customers. The doors and Americans with Disabilities (ADA) entrances have experienced an elevated level of wear and tear on the City Hall South and Library Buildings. The current doors and openers are failing due to age and the number of cycles they receive. Maintenance repair and downtime have increased over the last few years. This project would replace the worn door hardware, ADA openers and related components to ensure we meet the needs of all Mill Creek residents and customers. Per the 2004 annexation agreement between the City and the Sno-Isle Intercounty Rural Library District, the City is responsible for repair and capital costs.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

Operation and maintenance costs are anticipated to decrease by 40 labor hours per year.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Equipment/Installation	316-316-594-18-62-07		\$ 40,000						\$ 40,000
									\$ -
									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
CIP Fund			\$ 40,000						\$ 40,000
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000

PROJECT NAME:	Emergency Operations Center (EOC)	FACILITIES	
PROJECT #:	19-BLDG-03		
DEPARTMENT	Public Safety/Emergency Management	PHASE	Concept Phase
CATEGORY	Facilities Project		
TYPE	Construction		

STRATEGIC PRIORITY
Public Safety, Long-Term Planning



DESCRIPTION / JUSTIFICATION
The City's Emergency Operations Center (EOC) is used for overall direction, control, and coordination in order to support the overall community response to the disaster and to best coordinate efforts with county, state, and federal agencies. An effective EOC requires the space and equipment to support response and relief efforts in the field, maintain situational awareness, and fulfill the task of coordinating with county, state, and federal agencies. The current EOC is located in the City Hall South small conference room and is inadequate for the task. It consists of a conference table and a wooden cabinet containing a radio. The conference room can only seat 6-8 people around a single table with no computer access and a single telephone. This CIP proposes moving the EOC to North City Hall Room 201. The EOC would be furnished with movable tables and chairs that can be configured into six (6) EOC sections; EOC Manager, PIO, Finance/Administration, Operations, Planning, and Logistics. Each section would be equipped with a desktop PC, a Surface tablet, and a landline telephone. The room would be equipped with two short throw LED projectors and two flat screen monitors. A seventh PC and an AV switcher would sit in the back, allowing any combination of four AV inputs to be displayed on the projectors and monitors. <b>2021-26 update:</b> Some equipment purchased in 2019. Project moved back to "concept phase": needs and use parameters need better definition and agreement before physical location is decided. Design and construction costs (not funded here) will depend on location.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
New operation and maintenance costs are anticipated to occur for the Public Works maintenance team at 25 labor hours per year. There will be two years of Information Technology staff impacts, for a total of 35 IT labor hours.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Audio-Visual System	316-316-594-25-64-01	\$ -	\$ 19,763						\$ 19,763
Tables and Chairs	316-316-594-25-64-01	\$ -	\$ 15,662						\$ 15,662
Computers	316-316-594-25-64-01	\$ 20,153							\$ 20,153
Misc. equipment and charges	316-316-594-25-64-01	\$ 1,083	\$ 2,979						\$ 4,062
Total Project Expenditures	\$ -	\$ 21,236	\$ 38,404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,640

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
CIP Fund		\$ 21,236	\$ 38,404						\$ 59,640
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 21,236	\$ 38,404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,640



PROJECT NAME:	Gateway and Presence Improvement	FACILITIES	
PROJECT #:	18-ROAD-13		
DEPARTMENT	Communications and Marketing		
CATEGORY	Facilities Project	PHASE	Concept Phase
TYPE	Replacement		

STRATEGIC PRIORITY
Community Preservation, Civic Pride, Economic Prosperity



DESCRIPTION / JUSTIFICATION
First included in the CIP in 2017-2018, this capital project was not executed. It is a gateway and presence improvement project to help improve aesthetics and support economic development. The project would provide an opportunity to update and unify the City's brand while providing vibrant, visually appealing gateway entry features for the City. The eight gateway entry points into the City include 164th Street SE, 132nd Street SE at 10th Street, Dumas Road at Park Road, 132nd Street SE at SR 527, 132nd Street SE at Seattle Hill Road, 35th Avenue SE at Seattle Hill Road, and SR 527 at 175th Street. Once the project scope and construction costs are defined, a detailed proposal will be brought to the City Council for approval. <b>2021-26 update: no progress made; needs Council and staff discussion to define and prioritize before proceeding beyond Concept Phase. Prior funding assumptions rolled forward without any validation.</b>

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
New operation and maintenance costs are anticipated to keep the flower beds and vegetation irrigated and maintained; the cost is anticipated to be 400+ labor hours per year.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Strategy Research & Development	316-316-594-58-63-01		\$ 48,000						\$ 48,000
Development of Brand Identity	316-316-594-58-63-01			\$ 45,000					\$ 45,000
Gateway Signs	316-316-594-58-63-01			\$ 40,000					\$ 40,000
Total Project Expenditures	\$ -	\$ -	\$ 48,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 133,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET and CIP Fund		\$ -	\$ 48,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 133,000
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 48,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 133,000

PROJECT NAME:	Surface Water Aging Infrastructure Program	SURFACE WATER UTILITY	
PROJECT #:	19-SW-01		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Surface Water Program	PHASE	Scoping and Planning Phase
TYPE	Repair and Maintenance		

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation



DESCRIPTION / JUSTIFICATION
Construction program repairs were identified in a 3-tiered level of granularity: F grade faults (repair within one year), C grade faults (programmed over the subsequent seven years) and A grade (not expected to impact the longevity of the pipe). This program includes design, construction and construction management to replace or rehabilitate aging surface infrastructure with a diameter of 18 inches or greater. Pipes with diameters less than 18 inches present less risk of catastrophic failure, and have not been exhaustively assessed. Annual projects will be designed and implemented until backlog of known C grade issues are repaired. Pipes under 18" may be included as issues are ascertained and to coordinate with pavement projects.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Grade F Pipe Failure Repairs	401-401-594-31-63-01	\$ 936,606							\$ 936,606
Grade C Pipe Failure Repairs	401-401-594-31-63-02	\$ 470,001	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,970,001
Small diameter Failure Repairs									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ 1,406,607	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 5,906,607

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 5,250,000
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 5,250,000

PROJECT NAME:	Catch Basin and Pipe Cleaning Program	SURFACE WATER UTILITY	
PROJECT #:	21-SW-01		
DEPARTMENT	Public Works and Development Services	PHASE	Scoping and Planning Phase
CATEGORY	Surface Water Program		
TYPE	Repair and Maintenance		

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation



DESCRIPTION / JUSTIFICATION
Catch Basins must be periodically cleaned to maintain sump capacity to minimize sediment build up in pipes. Based upon periodic inspection of the Catch Basins as required under the NPDES permit, annual projects will be specified and executed to clean basin sumps and clean out pipes as indicated. Typically, most catch basins will be cleaned on a biennial basis; data collection during cleaning can help inform and adjust cleaning frequency based on sediment build up.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Catch basin cleaning	401-401-531-38-41-02	\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315
									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility		\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315

PROJECT NAME:	164th Street SE East Basin Surface Water Retrofit	SURFACE WATER UTILITY	
PROJECT #:	SW-25		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Surface Water Project	PHASE	Concept Phase
TYPE	Construction		

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation



DESCRIPTION / JUSTIFICATION
In 2012, the Snohomish Conservation District prepared a report for the City evaluating water quality treatment for stormwater runoff from seven undertreated drainage basins identified and prioritized by the City. Many portions of the impervious surface within the City receive little or no water quality treatment prior to discharge into North Creek or Penny Creek. The report details the existing conditions and explores a number of retrofit solutions for providing treatment to the runoff from these areas. The highest priority retrofit project was the design and construction of a filter vault system for the existing drainage system in 164th Street SE between Noth Creek and SR527. This section of 164th Street SE has no treatment system for surface water. It has very high vehicle traffic, and is probably the single highest source of vehicle related pollutants in Mill Creek discharged directly into a water body. Replacement of the filter material will be necessary on an annual or biennial basis.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
Structure cleaning and filter replacement costs will be programmed into SW operations.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	401-401-594-31-63-04		\$ 50,000						\$ 50,000
Construction				\$ 450,000					\$ 450,000
Operations & Maintenance						\$ 2,500		\$ 2,500	\$ 2,500
Total Project Expenditures	\$ -	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 502,500

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility			\$ 50,000	\$ 450,000		\$ 2,500		\$ 2,500	\$ 502,500
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 502,500

PROJECT NAME:	Lower Mill Creek Road Basin Surface Water Retrofit	SURFACE WATER UTILITY	
PROJECT #:	SW-26		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Surface Water Project	PHASE	Concept Phase
TYPE	Construction		

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation



DESCRIPTION / JUSTIFICATION
In 2012, the Snohomish Conservation District prepared a report for the City evaluating water quality treatment for stormwater runoff from seven undertreated drainage basins identified and prioritized by the City. Many portions of the impervious surface within the City receive little or no water quality treatment prior to discharge into North Creek or Penny Creek. The report details the existing conditions and explores a number of retrofit solutions for providing treatment to the runoff from these areas. The second highest priority retrofit project was the design and construction of a filter vault retrofit for the drainage system on the lower segment of Mill Creek Road that drains into Penny Creek. The existing drainage system for Mill Creek Road east of SR 527 discharges directly into Penny Creek without any water quality treatment. Pollutants from vehicles or spills enter the creek without any form of treatment. The proposed retrofit would install a filter vault system that would treat the drainage water prior to entering Penny Creek. This retrofit would improve water quality in support of our National Pollution Discharge Elimination System (NPDES) permit.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
Structure cleaning and filter replacement costs will be programmed into SW operations.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	401-401-594-31-63-05				\$ 50,000				\$ 50,000
Construction						\$ 200,000			\$ 200,000
Operations & Maintenance								\$ 2,500	\$ 2,500
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ -	\$ 2,500	\$ 252,500

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility					\$ 50,000	\$ 200,000		\$ 2,500	\$ 252,500
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ -	\$ 2,500	\$ 252,500



Agenda Item # \_\_\_\_\_

Meeting Date: December 1, 2020

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:**     **Public Hearing 2021-2022 Biennial Budget - consideration of possible adoption of the 2021-2022 Biennial Budget**

### **PROPOSED MOTIONS:**

- 1) Close Public Hearing
- 2) Motion to adopt Ordinance No. 2020 - 868, an Ordinance of the City of Mill Creek, Washington, adopting budgeted revenues and expenditures for the fiscal biennium commencing January 1, 2021.

### **KEY FACTS AND INFORMATION SUMMARY:**

- The City Council and City Staff held workshops and invited public comment on the preliminary biennial budget for 2021-2022 on October 6, 2020, November 3, 2020, November 10, 2020, November 24, 2020, and December 1, 2020. The first public hearing was held on November 10, 2020 and the second public hearing was held on November 24, 2020. This is the third and final public hearing on the 2021-2022 biennial budget.
- In summary, the proposed 2021-2022 Budget responds to the projected revenue impacts due to the 2020 COVID-19 Pandemic. The Budget reflects the following:
  - Retain the same service level over the next two years as exists today.
  - The budget includes our revenue plan to build revenue through expanded passport operations without taxing our citizens.
  - As the economic recovery of our City's businesses and citizens is unknown, the City Council wishes to maintain reserves over the next biennium.
  - The City maintains a balanced budget while maintaining the current service levels without using any reserves.
  - The Budget does not include any increases in regular property taxes increase for 2021 or 2022 but does include the 2017-2022 EMS Property Tax.
  - The Budget consists of the funding required to complete the capital projects identified within the Capital Facilities Program, to include those projects delayed due to the COVID-19 pandemic.
  - Included are the current assumptions making up the current Capital Improvement Plan (CIP). Staff plans to provide the Council with recommendations consistent with the Council's direction; a budget amendment may be necessary at that time.

City Council Agenda Summary  
Page 2

**CITY MANAGER RECOMMENDATION:**

**ATTACHMENTS:**

- Attachment A: Ordinance 2020 - 868 - 2021 – 2022 Biennial Budget
- Attachment B: Preliminary 2021-2022 Budget Book
- Attachment C: Appendix A - Preliminary 2021-2022 Budget Book

Respectfully Submitted:

*Michael G. Ciaravino*  
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Michael G. Ciaravino  
City Manager

**CITY OF MILL CREEK  
MILL CREEK, WASHINGTON**

**ORDINANCE NO. 2020- 868**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ADOPTING THE 2021-2022  
BIENNIAL BUDGET PROVIDING ESTIMATED REVENUES AND APPROPRIATED EXPENDITURES  
FOR THE OPERATION OF THE CITY COMMENCING JANUARY 1, 2021.**

**WHEREAS**, the City of Mill Creek (the “City”) has adopted the biennial budget process authorized by state law; and

**WHEREAS**, State law requires cities to adopt a 2021-2022 biennial budget no later than December 31, 2020, and provides procedures for filing estimates, a preliminary budget, public hearings, and final approval of the budget; and

**WHEREAS**, the City Council and City Staff held budget workshops on October 6, 2020 and November 3, 2020; and

**WHEREAS**, the 2021-2022 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Mill Creek for the purposes set forth in said budget.

**WHEREAS**, the estimated expenditures set forth in the budget are all necessary to carry on the government of the City for the 2021-2022 calendar years and are sufficient to meet the various needs of the City during said period; and

**WHEREAS**, the City Council following published notice, held public hearings on November 10, 2020, November 24, 2020 (including public hearings on the Tax Levy), and December 1, 2020, to consider 2021-2022 revenue sources and expenditure appropriations for the years 2021-2022; and

**WHEREAS**, the City Council has deliberated on the proposed 2021-2022 budget and made adjustments and changes deemed necessary and proper.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK DO HEREBY ORDAIN  
AS FOLLOWS:**

**Section 1. Adoption by Reference.** The biennial budget for the City of Mill Creek, Washington, for the years 2021-2022 is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Mill Creek 2021-2022 Biennial budget, one copy of which is on file in the Office of the City Clerk.

ORDINANCE NO.###  
2021-2022 BUDGET



**Section 2. Resources and Expenditures.** Estimated resources for each separate fund of the City of Mill Creek and aggregate expenditures for all such funds for the years 2021-2022 are set forth in summary form below and are hereby appropriated for expenditure at the fund level during the years 2021-2022 as set forth in the City of Mill Creek 2021-2022 Biennial budget.

<b>Fund Number</b>	<b>Fund Name</b>	<b>Estimated Revenues</b>	<b>Estimated Expenditures</b>	<b>Estimated Ending Balance</b>
001	General Fund	\$36,338,556	\$29,437,803	\$6,900,753
103	City Streets	\$1,250,209	\$1,021,590	\$228,619
115	Municipal Arts	\$32,192	\$10,000	\$22,192
125	Paths & Trails	\$9,669	\$0	\$9,669
130	Drug Buy	\$13,263	\$7,413	\$5,850
145	City Hall North	\$491,494	\$425,340	\$66,154
226	Debt Service	\$526,957	\$526,957	\$0
227	Local Revitalization	\$230,116	\$0	\$230,116
314	Real Estate Excise Tax	\$3,755,294	\$0	\$3,755,294
316	Capital Improvement	\$7,468,310	\$1,506,765	\$5,961,545
317	Parks & Open Space Capital Improv.	\$1,215,293	\$560,000	\$655,293
318	Road Improvement Capital Improv.	\$5,782,076	\$3,355,647	\$2,426,429
401	Surface Water Utility	\$4,257,692	\$4,160,505	\$97,186
509	Equipment Replacement	\$1,898,624	\$346,000	\$1,552,624
521	Unemployment Comp/Self Ins.	\$38,195	\$0	\$38,195

**Section 3. Filing and Transmittal.** The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and the Association of Washington Cities.

**Section 4. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 5. Publication and Summary.** This Ordinance or summary thereof consisting of the title shall be published in the official newspaper of the City.

**Section 6. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication of the summary consisting of the title.

Said Ordinance was passed in open session by the City Council of the City of Mill Creek on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ORDINANCE NO.###  
2021-2022 BUDGET

\_\_\_\_\_  
Brian Hotzclaw, Mayor

ATTEST:

\_\_\_\_\_  
Naomi Fay, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant Degginger, City Attorney

DATE OF FIRST AND FINAL READING:

DATE OF PUBLICATION:

EFFECTIVE DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ORDINANCE NO.###  
2021-2022 BUDGET

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## Agenda

### 2021-2022 Budget

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- City Manager Letter
- Council 2021-2022 Budget Directives
- Biennial Approach
- Organization of the Budget
- Process
- City of Mill Creek Fund Overview
- General Fund Departments
- Personnel
- Financial Condition
- Financial Highlights
- 2021-2026 Capital Improvement Assumptions (WIP)
- Conclusion
- Capital Improvement Plan
- Appendix A - 2021-2022 Budget Detail

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## City Manager Letter

### 2021-2022 Budget

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I am pleased to submit to you the City's Budget for the 2021-2022 biennium. This document presents the overall plan for allocating the City's resources to various programs necessary to provide the City with a high level of public safety, raise the public's quality of life, safeguard our assets, and improve the City's infrastructure. Included in this budget message, I will provide information on how we plan to support the needs of the City while recovering from the effects that COVID-19 has had on our City and the economy. We have built the Budget based on the Council's directives and in anticipation of perhaps an extended recovery from the current economic downturn. This message will include the process we followed in building the 2021-2022 Budget, a summary of the City's three major operating funds, proposed capital projects, personnel proposals, future economic and community development opportunities, the City's current financial condition, and our current long-term projection.

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## **Council 2021-2022 Budget Directives**



### **2021-2022 Budget**

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- The City Council desires to retain the same service level in the next two years as exists today.
- The budget should also include a plan to build revenue without taxing our citizens, considering our community's current economic condition.
- The City Council desires to bank the City's property tax levy following State law.

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## **Council 2021-2022 Budget Directives (cont.)**



### **2021-2022 Budget**

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- As the economic recovery of our City's businesses and citizens is unknown, the City Council wishes to maintain reserves over the next biennium.
- The City Manager will identify for Council those expense/service reductions necessary to maintain adequate economic development reserves and possible emergencies.
- The City Council will determine if the City should allocate reserves for additional services or economic development projects outside of its projected revenue.
- The Council has directed the City Manager to forecast the financial health of the City on a long-term basis and maintain a 15% reserve for one-time emergencies, special projects, economic development initiatives, and capital requirements. The Council will evaluate and consider the City Manager's recommendation regarding the use of reserves.

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## Biennial Approach

### 2021-2022 Budget

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- The City maintains a balanced budget while maintaining the current service levels without using any reserves (not including the transfer of funds for future capital projects mentioned below).
- The Budget does not include any increases in regular property taxes increase for 2021 or 2022 but does include the 2017-2022 EMS Property Tax.
- The Budget consists of the funding required to complete the capital projects identified within the Capital Facilities Program, to include those projects delayed due to the COVID-19 pandemic. Our staff is reviewing the current Capital Improvement Plan (CIP) and plans to provide the Council with recommendations consistent with the Council's direction; a budget amendment may be necessary at that time.

**Biennial Approach (cont.)**



**2021-2022 Budget**

- We will maintain our high level of services through reorganization, innovation, creativity, hard work, and efficiency.
- As an example, below is benchmark data indicating average per capita data for all cities in Washington State related to total General Fund resources and expenses for 2019 as compared against the City of Mill Creek. The per 2019 capita average amounts for all cities within the population range between 15,000 and 20,000.

	<u>Resources</u>	<u>Expenses</u>
Statewide Average	\$1,027 per capita	\$782 per capita
Cities Between 15,000 -25,000 <sup>(1)</sup>	\$1,344 per capita	\$998 per capita
City of Mill Creek	\$1,030 per capita	\$717 per capita

*Source: Washington State Auditor’s Office Local Government Financial Reporting System*

1) Includes the following cities: Aberdeen, Anacortes, Arlington, Battle Ground, Bonney Lake, Camas, Centralia, Covington, Ellensburg, Kenmore, Lynden, Monroe, Moses Lake, Mountlake Terrace, Mukilteo, Oak Harbor, Port Angeles, Sunnyside, Tukwila, Tumwater, Washougal, and West Richland.



**Biennial Approach (cont.)**



**2021-2022 Budget**

The City’s expected 2020, proposed 2021, and 2022 per capita amounts are listed below:

	<u>Resources</u>	<u>Expenses</u>
Year 2020	\$1,020 per capita	\$766 per capita
Year 2021	\$1,000 per capita	\$711 per capita
Year 2022	\$ 999 per capita	\$719 per capita

- The City projects the General Fund's reserve to be at a level sufficient to mitigate moderate economic losses as a result of the COVID-19 pandemic. We will offset the long-term losses projected through reorganization, cross-functional departmental support, cost-reducing measures, and driving non-tax revenue-generating initiatives.
- The City expects to close the 2019-2020 biennium with a 47 percent (\$6.6 million) reserve of General Fund expenditures.
- The 2021-2022 General Fund reserve of \$6.6 million is required to offset one-time emergency expenses, more significant losses due to the COVID-19 pandemic (possible second wave of infections), and a slow recovery from the current national economic downturn.
- The City anticipates a 35 percent reserve in 2026. The City Manager is currently formulating a continuous cost improvement program and restructuring the organization to mitigate risks further.

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## Organization of the Budget



### 2021-2022 Budget

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The City staff organized the Budget document focusing on financial data at a meaningful level of summary and detail while explaining City operations and policies. The 2021-2022 Budget begins with an overview of all funds compared to the previous bienniums 2017-2018 and 2019-2020. The Budget then provides more detailed information regarding the revenues and expenditures of each fund and department.

Washington State statute prescribes certain presentation requirements for the Budget. A requirement for biennial budgets is that the revenue section must present comparative information for each fund, including the actual receipts for the last completed fiscal biennium, the estimated receipts for the current fiscal biennium, and the estimated receipts for the ensuing fiscal biennium. Requirements are similar to the expenditure section of the Budget. As a result, this Budget will present biennium comparisons for all revenues and expenditures. Dollar and percentage changes appear greater in magnitude than annual changes on a biennial basis since it reflects two years of change. In many cases, we have continued to provide annual changes to help the reader determine both the biennial and annual changes in revenue and expenditures.

The City will publish salary and benefit summaries, the 2021-2026 Capital Facilities Program, the Budget Ordinance, and a budget glossary after the Budget and Capital Facilities Plan are adopted.

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## Process

### 2021-2022 Budget

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- The 2021-2022 Budget development process began in February 2020, with a legislative retreat between City Councilmembers and City staff. Following the retreat, the Council and staff engaged in study sessions to further clarify directives and expectations and strategies to mitigate the long-term losses due to the COVID-19 pandemic.
  - The City's departments prepared their work programs and budgets intending to implement the Council's directives.
- On September 8, 2020, the City asked department directors to submit budget requests. As requested by each of the City's department directors, the preliminary draft budget was compiled and submitted to the City Manager for review in October.
- During October, the City Manager, along with the department directors, worked to refine and, in most cases, reduce expenditure requests for the budget in recognition of Council's budget directives, service demands, and the City's long-term financial situation.
- A majority of the budget discussions focused on the City's three central operating funds: the General Fund, the City Street Fund, and the Surface Water Fund.

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## Process (cont.)

### 2021-2022 Budget

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- During all of the reviews, the departments focused on creating efficiencies to mitigate the revenue losses from COVID-19 that we predict will occur over the next biennium.
- The governmental funds' preliminary budgets indicate that the operating margin will decrease from 5.8% in 2020 to 2.3% in 2022 due to the projected economic downturn and further to 0.1% in 2026.
- The City expects the Surface Water fund's reserve to grow based on the preapproved billing increases; however, the City anticipates future budget amendments to address capital expense requirements for infrastructure improvements, especially in the aging pipes.
- The departments built the operating funds' budgets based on the Council's Budget directives, focus areas, and policies in mind. Expenditures within the General Fund and City Street Fund were reduced from the preliminary budget by the following amounts:
  - 2021 General Fund reduction versus 2020 Trend of \$254,439 (-1.7 percent)
  - 2022 General Fund reduction versus 2020 Trend of \$138,402 (-0.9 percent)
  - 2021 City Street reduction versus the 2020 Trend of \$54,349 (-9.7 percent)
  - 2022 City Street reduction versus the 2020 Trend of \$48,849 (-8.7 percent)

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## City of Mill Creek Fund Overview

### 2021-2022 Budget

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#### Major Funds

- The 2021-2022 Budget is balanced in all funds and totals \$63,307,940. The budget can be divided into the following two components: Operating Funds and Capital Improvement Funds.
- The City is reorganizing and creating greater efficiencies organizationally and with the usual professional services the City employs. The other operating costs have generally been limited to a 2.5 percent increase annually.

#### Operating Funds

- The City's General Fund, which supports most municipal operating services, includes revenue of \$29,724,323 and expenditures of 29,437,804 for the 2021-2022 biennium.
- The General Fund revenues include an annual increase in the EMS property tax levy; and reflects our passport operations' expansion to include TSA precheck and TWIC card processing beginning January 1, 2021.
- The revenue plan is conditional on return to normal operations beginning January 1<sup>st</sup>, 2021. The City will not fill open positions until the COVID-19 pandemic opens and the economy shows pre-pandemic strength.
- The General Fund budget includes approximately \$284,000 in one-time sales and use tax revenues from "the Farm" construction project. The revenue from "the Farm" is projected to end in late 2021.

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## City of Mill Creek Fund Overview (cont.)



### 2021-2022 Budget

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- The City Street Fund contains the significant remaining operating revenue and expenditures.
- The City Street Fund includes \$984,721 in revenue and \$1,021,591 of the expenses within the budget.
- The City Street Fund is projected to have an ending balance of \$228,617, approximately 45 percent of estimated annual expenditures.

## City of Mill Creek Fund Overview (cont.)



### 2021-2022 Budget

- Below is a table summarizing the revenue and expenditure data for the City's Operating Funds during the 2021-2022 biennium:

MAJOR CITY OPERATING FUNDS				
	Fund Balance 01/01/2020	2021-2022 Biennium Revenue	2021-2022 Biennium Expenditures	Fund Balance 12/31/2022
General Fund	6,614,235	29,724,323	29,437,804	7,030,332
City Street Fund	265,488	984,721	1,021,591	228,617
City Hall North Fund	135,907	355,587	425,340	66,154
Other Special Revenue Funds	43,584	11,540	17,413	37,711
Debt Service Funds	0	526,957	526,957	0
Enterprise Funds	556,624	3,701,068	4,160,507	97,185

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## City of Mill Creek Fund Overview (cont.)



### 2021-2022 Budget

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#### Capital Funds

The total Capital Facilities Program (CFP) for the 2021-2022 biennium is \$7,002,051. The Capital Facilities Program includes buildings, land acquisition, park facilities, street projects, and sidewalk improvements. Much of the capital improvement activity within the CFP is funded through contributions from the General Fund, Real Estate Excise Tax (REET), acquisition of grants, issuance of bonds, and contributions of developer mitigation funds and improvements.

The following are highlights from the CFP as it pertains to the 2021-2022 biennium:.

- **Transportation Projects:**

- Street Pavement Marking Program \$200,000
- Mill Creek Boulevard Corridor Improvements Study \$181,654
- Concrete Sidewalk Replacement Program \$200,000
- Pavement Preservation and Rehabilitation Program \$1,575,000
- Citywide Traffic Signal Upgrades \$14,000
- Bridge Monitoring & Improvement Program \$300,000
- East Gateway Urban Village "Spine Road" West Connection (Phase 1) \$574,993
- Traffic Safety and Calming Program \$75,000



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## City of Mill Creek Fund Overview (cont.)



### 2021-2022 Budget

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#### Capital Funds

The following are highlights from the CFP as it pertains to the 2021-2022 biennium:.

- **Parks and Trail Projects:**
  - Silver Crest Park Upgrade \$350,000
  - Parks Restroom/Picnic Shelter Roof Replacement \$50,000
  - Trail Preservation Program \$45,000
  - North Creek Trail Study \$75,000
- **City Facilities Projects:**
  - City Hall North HVAC \$200,000
  - Public Works Workshop Value Engineering Study \$50,000
  - Entryway ADA Upgrades for City Hall and the Library \$40,000
  - Emergency Operations Center \$38,404
  - Gateway and Presence Improvement \$133,000
  - Historical Preservation Project \$25,000
  - City Hall North Roof and Seismic Retrofit \$675,000

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## City of Mill Creek Fund Overview (cont.)



### 2021-2022 Budget

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#### Capital Funds

The following are highlights from the CFP as it pertains to the 2021-2022 biennium:.

- **Storm Water Management Projects:**
  - Surface Water Aging Infrastructure Program \$1,500,000
  - Catch Basin and Pipe Cleaning Program \$200,000
  - SW25 Pond Repair \$500,000

## City of Mill Creek Fund Overview (cont.)



### 2021-2022 Budget

The following table summarizes the revenue and expenditure data for the City's Capital Funds during the 2021-2022 biennium.

CITY CAPITAL FUNDS				
	Fund Balance 01/01/2003	2021-2022 Biennium Revenue	2021-2022 Biennium Expenditures	Fund Balance 12/31/2004
Equipment Replacement Fund	1,633,783	264,841	346,000	1,552,624
<u>Capital Improvement Funds</u>				
Real Estate Excise Tax *	1,207,036	2,548,257	0	3,755,293
Capital Improvements	7,289,062	188,248	1,306,765	6,161,545
Park & Open Space CIF.	1,036,400	178,893	520,000	695,293
Road Improvement	5,100,496	681,580	3,120,647	2,661,429

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## General Fund Departments

### 2021-2022 Budget

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- The 2021-2022 Budget includes a decrease in legal expenditures of 35.1% due to the reorganization of resources and economic recovery from the COVID-19 pandemic to include hiring senior human resource professionals to support the staff and help mitigate risks.
- The Budget includes the following changes in the biennial departmental expense allocations in dollars and as a percentage as they compare to the 2019-2020 biennium:
  - (\$27,553)/-14.8%    **Legislative** – Reducing legal and conference fees as the City returns to normal from the COVID-19 pandemic.
  - (\$468,995)/-17.2%    **Executive** – For greater visibility, the City has realigned the major functions of administrative professional and legal services within the Executive department. Consistent with the decrease in the legislative department, the City anticipates a decrease in professional and legal services returning to normal operations post COVID-19.
    - Enabler – Hire human resources professional service to proactively support the employees
    - Enabler – Contract with regional legal services to support prosecution and indigent defense
    - Enabler – The City is reorganizing the Chief of Staff to a Deputy City Manager

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## General Fund Departments (cont.)



### 2021-2022 Budget

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- \$86,055/+6.6%      **Finance and Administration** – The increase in expense reflects a decrease in the turnover rate compared to 2019-2020. The City will hire a new Director of Finance in 2020 and reorganize to support the Passport operations which the City will locate in City Hall North.
  - Enabler – Move planning and engineering to new offices in City Hall North or South
  - Enabler – Move Passports to City Hall North and add TSA/TWIC operations +\$125K
  - Enabler – Reorganize team to fully support Passport operations
  - Enabler – Move to new accounting software thus eliminating the need for balance sheet accounting
- (\$97,640)/-13.4%      **Marketing and Communications** – During 2020, the City reorganized the department to create efficiencies. The 2021-2022 Budget assumes a different approach in labor to maintain public marketing initiatives and projects.
  - Enabler – Cross-train and support operations during the slow down (as a result of COVID-19)
  - Enabler – Reorganize and fill new job position after the COVID-19 pandemic and once the economy rebounds
- (\$32,149)/-3.9%      **Information Technology (IT)** - The increase in expense reflects a decrease in the turnover rate compared to 2019-2020. The City will employ dedicated staff and outside resources to stay current and mitigate cyber threats.
  - Enabler – The City will hire a new IT Manager in 2020
  - Enabler – Use third party support to mitigate cyber threats

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## General Fund Departments (cont.)



### 2021-2022 Budget

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- \$120,831/+73.3%    **Human Resources** – The City anticipates using various professional services to provide City staff with a high level of service, training, and risk mitigation.
  - Enabler – Hire senior, certified HR professional - onsite support and legal assistance
  - Enabler – Support onboarding, employee development, performance management, investigations, employee training, compliance, Safety, and assisting in the collection of Key Performance Indicators (KPIs)
- \$49,519/+22.3%    **City Clerk** – The increase in expense reflects a decrease in the turnover rate compared to 2019-2020.
  - Enabler – Professional development and peer support in professional memberships
- \$721,921/+7.0%    **Police Department** - The increase in expense reflects a decrease in the turnover rate compared to 2019-2020. The increase includes 2020 expense commitments that were held off due to the effects of the COVID-19 pandemic and change in leadership to ensure they support the department's needs.
  - Enabler – The City will hire a new Chief and Detective in 2020
  - Enabler – Reorganize to provide shared services and create City-wide efficiencies

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## General Fund Departments (cont.)



### 2021-2022 Budget

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- \$506,208/+6.4%     **Fire Safety** – The expense line is based on the actual contract value agreed to with Fire District 7.
  - Enabler - Negotiate with Fire District 7 on new contract
- \$35,838/+5.7%     **City Hall** – Assumes the increase in property, casualty, and liability insurance as well as sales and leasehold excise tax.
  - Enabler - RFP for property, casualty, liability, and auto insurance
- (\$388,137)/-25.3%     **Planning** - During 2020, the City reorganized the department to create efficiencies due to the decrease in planning specific demands due to the City's infrastructure and future planning requirements and plans to improve permitting data transaction exchange coding with the City's new accounting software.
  - Enabler - IT to work with Springbrook Express to code data from MyBuildingPermit.com
  - Enabler - RFP for Building Inspector contractor (revenue drops off 2022 – 2026 and will not support a hire)

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## General Fund Departments (cont.)



### 2021-2022 Budget

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- (\$182,139)/-9.3%    **Public Works** - During 2020, the City reorganized the department to create efficiencies in response to the COVID-19 pandemic.
  - Enabler – Reorganize department to support Surface Water technician and engineering requirements (Surface Water Fund)
  - Enabler – Reorganize and determine engineering support
  - Enabler – Review options for snow removal and bring to Council
  - Enabler – Launch catch basin cleaning program (Surface Water Fund)
  
- (\$109,824)/-20.4%    **Recreation** – In response to the COVID-19 pandemic, the City reorganized the department to create efficiencies while maintaining its current activities as 2019-2020.
  - Rebrand and risk mitigate the previous Preschool Pals Program – launch July 2021 (dependent on COVID-19 phasing)
  - Hire a staff to support the new youth program
  - Hire recreation subject matter expert for Summer activities (dependent on COVID-19 phasing)
  - Revenue streams begin July 2021



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## General Fund Departments (cont.)



### 2021-2022 Budget

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- (\$182,139)/-9.3%    **Public Works** - During 2020, the City reorganized the department to create efficiencies in response to the COVID-19 pandemic.
  - Enabler – Reorganize department to support Surface Water technician and engineering requirements (Surface Water Fund)
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  - Hire a staff to support the new youth program
  - Hire recreation subject matter expert for Summer activities (dependent on COVID-19 phasing)
  - Revenue streams begin July 2021

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## Personnel

### 2021-2022 Budget

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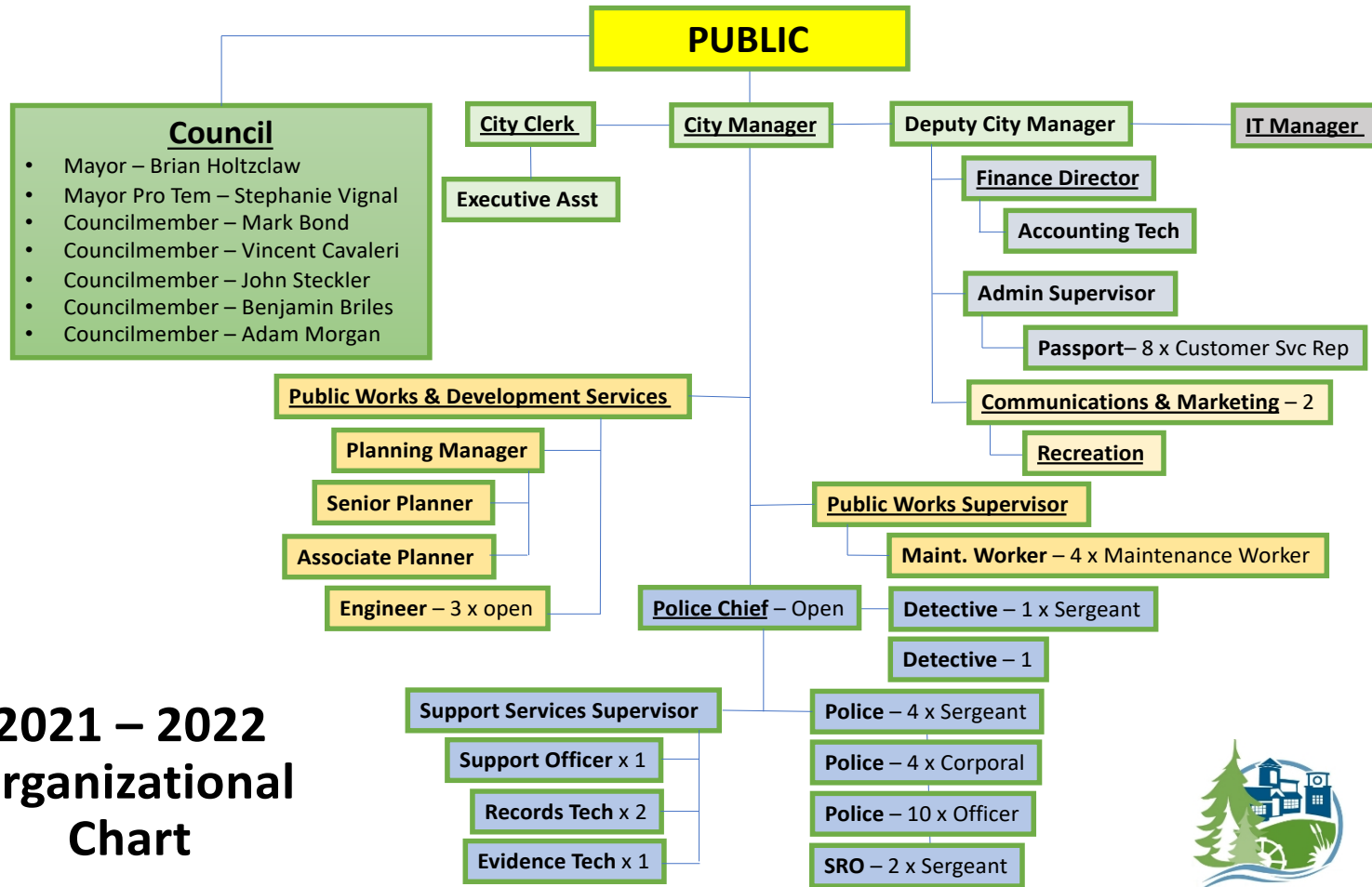


The 2021-2022 Budget includes funding for one position in Communications and Marketing and a position in Recreation that is in Budget but unfunded until the City feels confident that the economy is in full recovery and after the mitigation of the COVID-19 pandemic. The City continues to reorganize and create efficiencies to mitigate potential incremental losses associated with the national and regional economic downturn.

Our employees' importance and value cannot be over-emphasized; therefore, the Budget also reflects employee salaries consistent with the City's current Compensation Policy. The City's collective bargaining agreements with the Mill Creek Police Officers Guild (MCPOG) and the American Federation of State, County, and Municipal Employees (AFSCME) expire in 2020. Funds have been included in the Budget for the negotiation of new agreements.

Another essential consideration concerning our employees is their continued professional development and the benefit the City receives from such growth. The General Fund budget reflects a 78 percent increase of \$82,326 in training over the previous biennium. It is important to note that training and professional development is an integral part of new employee training and employee benefits, which benefits the City through improved skills and greater efficiencies in performing tasks. Due to the reorganization of the City, the Budget reflects our commitment to training. We will enhance our cross-functional training and improve the staff's ability to maximize efficiencies due to improvements in technology.

## 2021 – 2022 Organizational Chart



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## City of Mill Creek Financial Condition



### 2021-2022 Budget

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- The economic impacts of COVID-19 are significant. The City projects a loss of \$4.2 million of revenue due to the effects of the pandemic. Our City's families and businesses are affected, as is the City of Mill Creek's fiscal capacity.
- As the pandemic and potentially future waves unfold, our reserves must cover losses from sales and use tax, passport operations, central services, and real estate excise tax (REET).
- Approximately 40% of the City's revenue comes from sales and use tax, permits, passport services, recreation, and central services. The 2021-2022 Budget we remain flat to 2019-2020. We will make up the COVID-19 revenue lost through expanded passport operations to include TSA and TWIC services.
- The Budget assumes the COVID-19 Pandemic ends soon and we return to normal operations on January 1, 2021 and recreation services July 1, 2021.

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## City of Mill Creek Financial Condition (cont.)



### 2021-2022 Budget

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- Despite the short-term and one-time in nature tax the City has received and expects in the next biennium from "the Farm," it's clear that retail sales have plummeted, and unemployment is skyrocketing. We have been hit hard, and the City immediately froze open positions and is looking for ways to improve efficiencies.
- About 55% of the City's revenues are due to property taxes. We do not foresee a significant risk to property tax collection in the short term. Still, there is a risk that if unemployment remains high, it may lessen real-estate demand, and we may see further erosion of revenues. Potentially, the City may experience COVID-19's economic effects for the next few years.
- Unfortunately, the potential impact is massive, and the City must use discretion to allocate resources and continuously project revenues and expenses five to six years out.

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## City of Mill Creek Financial Condition (cont.)



### 2021-2022 Budget

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- The City is looking to expand revenues outside of raising taxes to mitigate the forecasted decrease in our fund balances. We are looking to rebrand and offer new services for our youth, build upon our very successful passport services, and develop other governmental services.
- The City will also collaborate with other agencies and community organizations to support our local businesses. The City's restaurants, bars, specialty shops, hardware stores, and shops represent our community's character and fabric. They are at significant economic risk. There are many businesses that have not and others that may not survive due to the current financial crisis. The loss of our businesses would harm our local families and the community.
- We will proactively look to protect our existing businesses and build an economic environment to attract new businesses to our City.

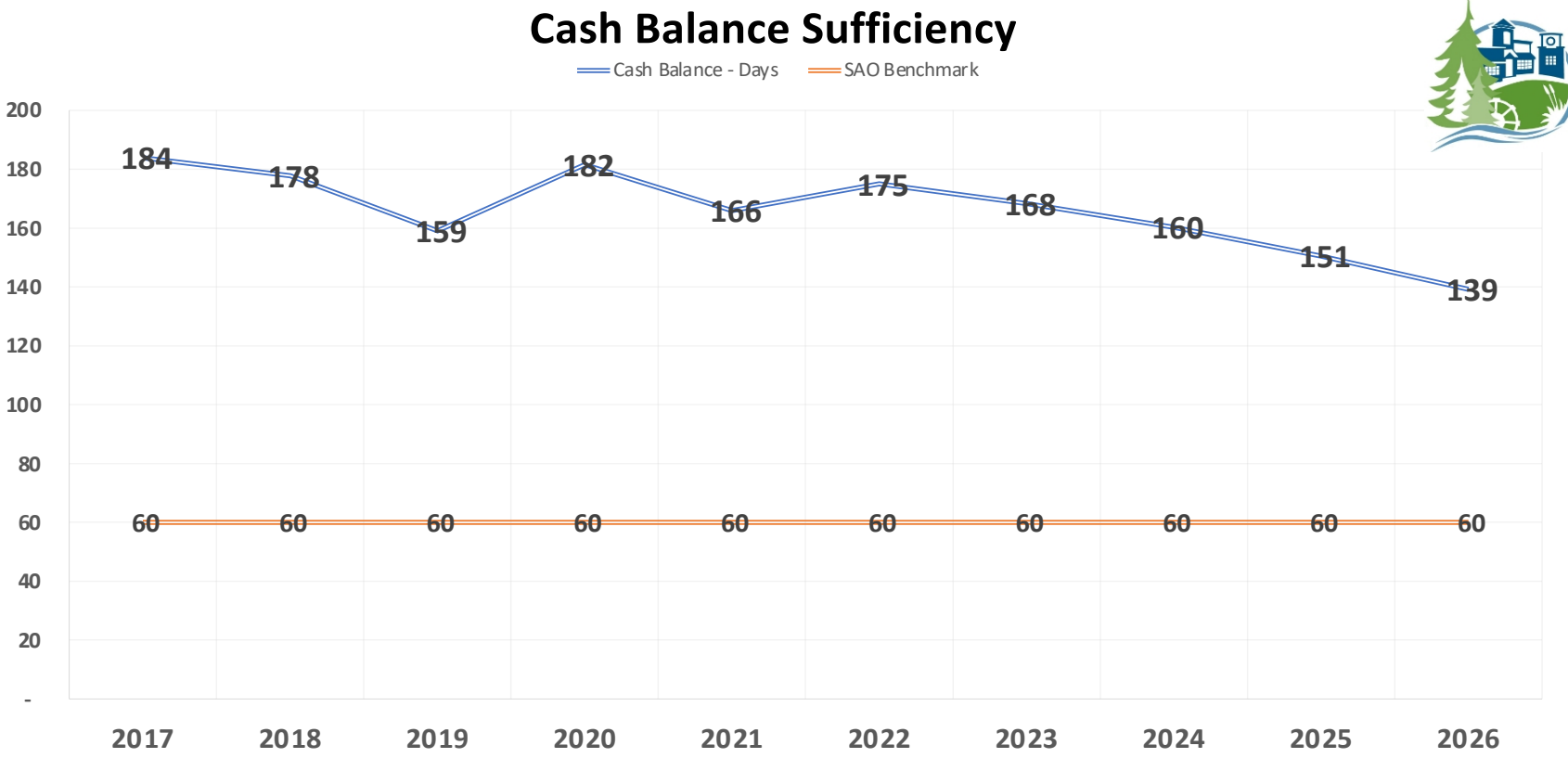


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**City of Mill Creek**

**2021-2022 Budget – Financial Benchmarks**

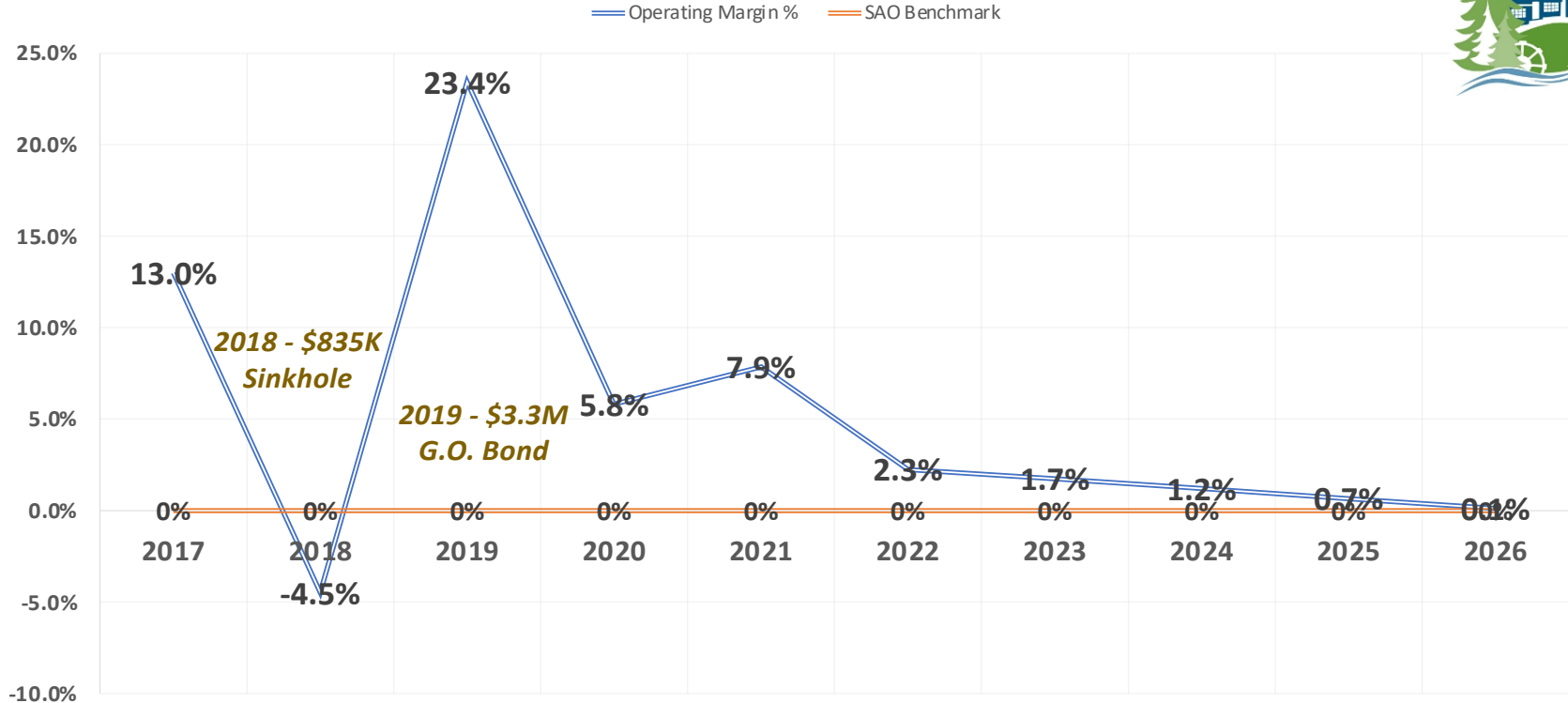
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*Cash and investments that may be drawn on in times of need or shortfall. This ratio shows the number of days that the general fund could operate solely on its ending cash and investments balance.*



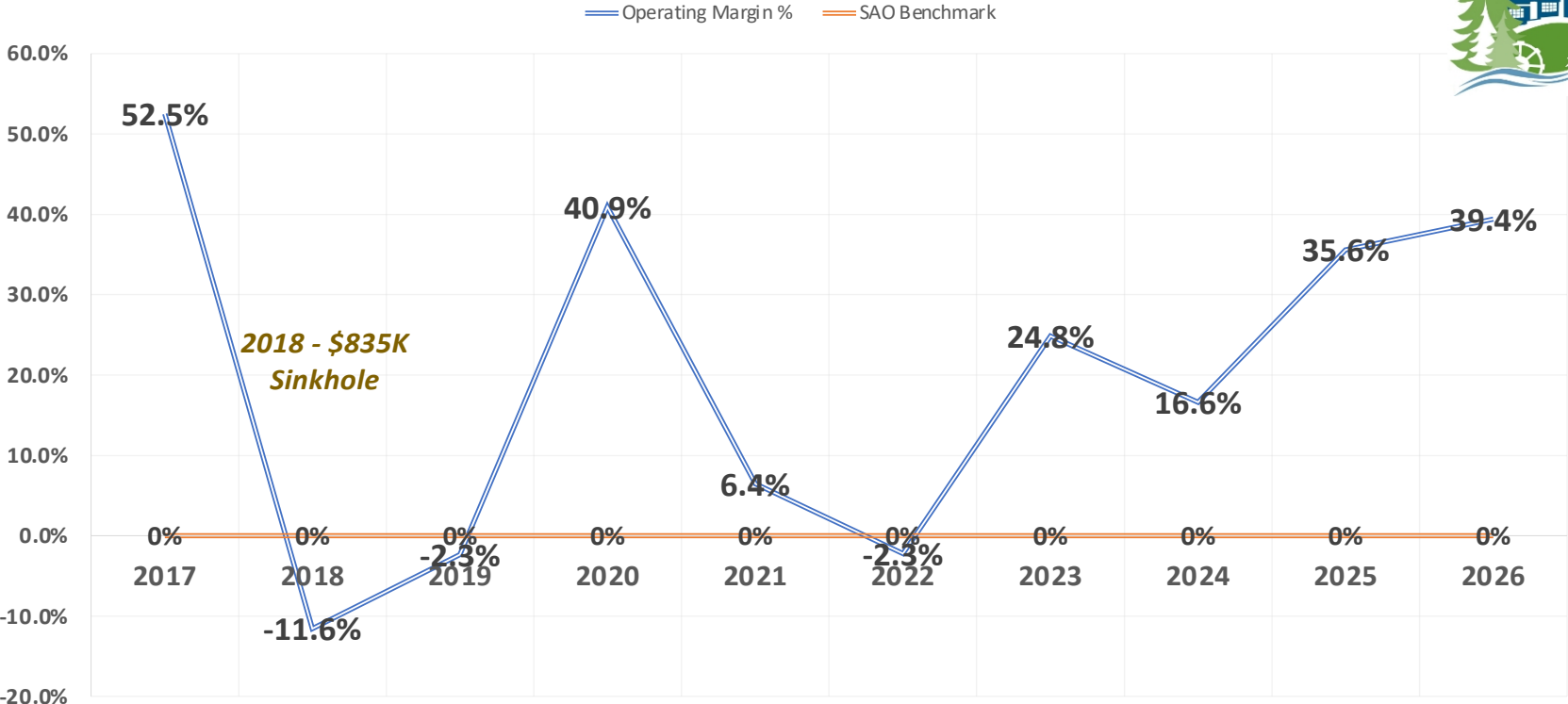
# Governmental Funds Operating Margin



*This ratio shows the margin between money received and money spent. (Figures exclude payments for capital improvements.)*

*Positive margins suggest that receipts were sufficient to cover operational spending, leaving additional funds to contribute toward capital outlays, transfers, increases in fund balances or other uses.*

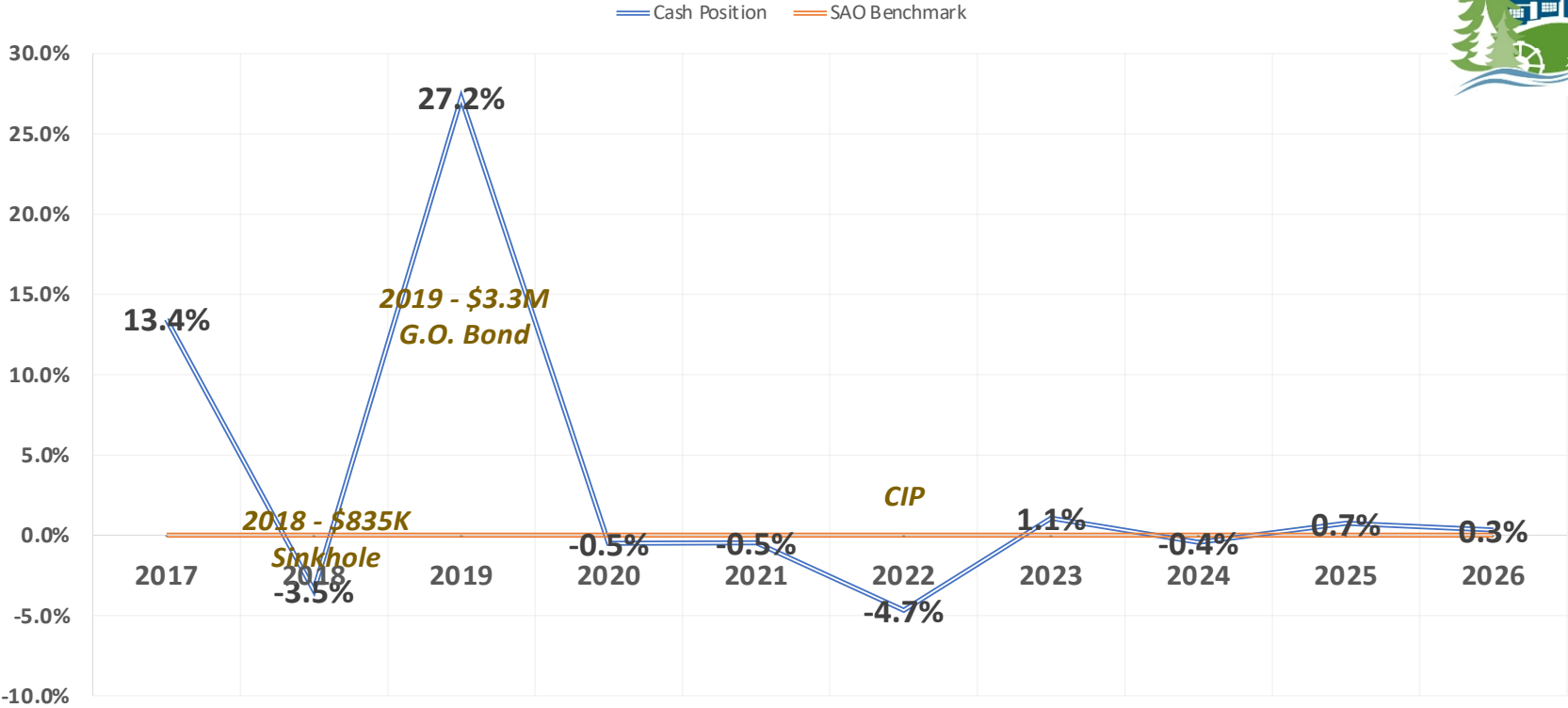
# Surface Water Operational Fund Operating Margin



*This ratio shows the margin between money received and money spent. (Figures exclude transfers)*

*Positive margins suggest that receipts were sufficient to cover operational spending, leaving additional funds to contribute toward capital outlays, transfers, increases in fund balances or other uses.*

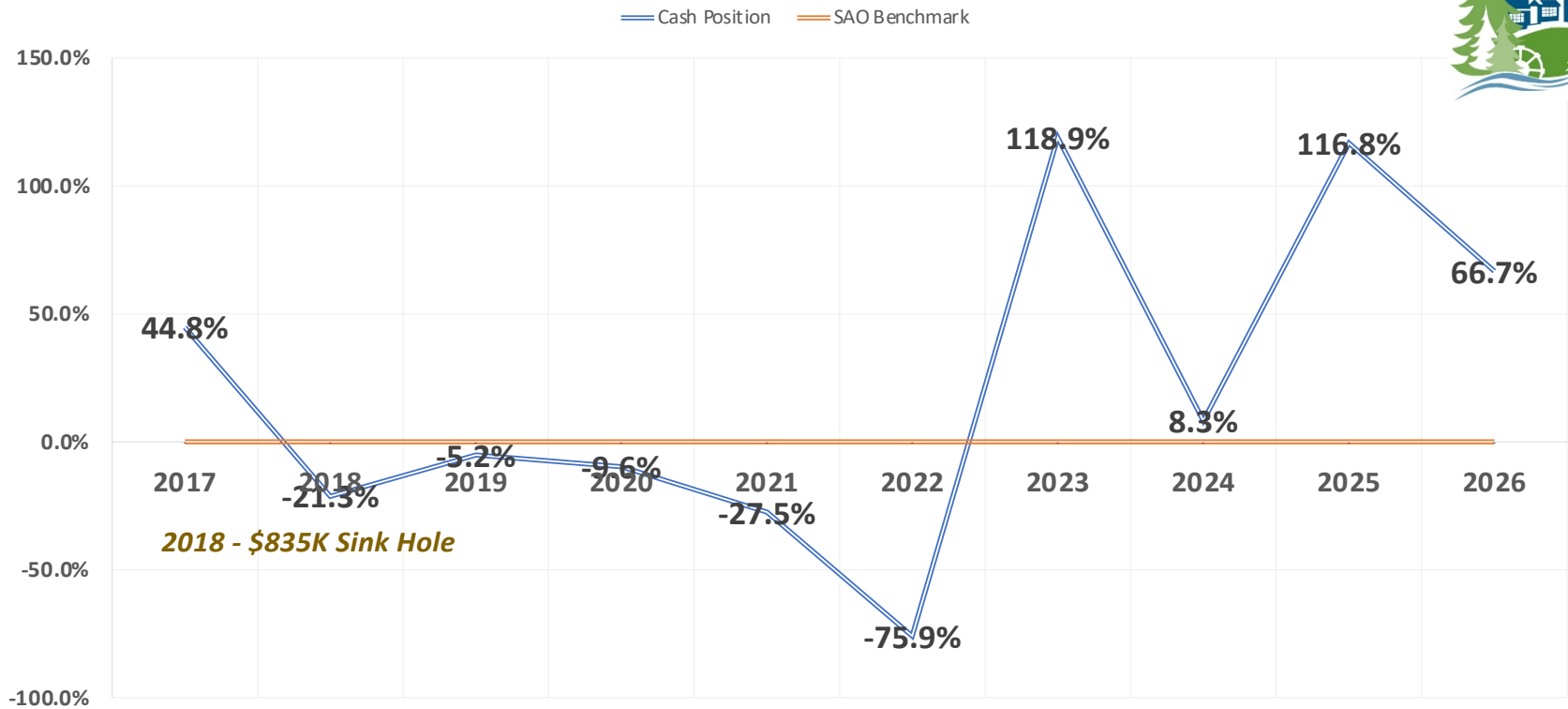
# Change in Governmental Funds Cash Position



*This ratio shows the percent change in ending cash and investments compared to earlier years for all governmental funds combined.*

*Unlike the Operating Margin, this figure includes all changes to cash position.*

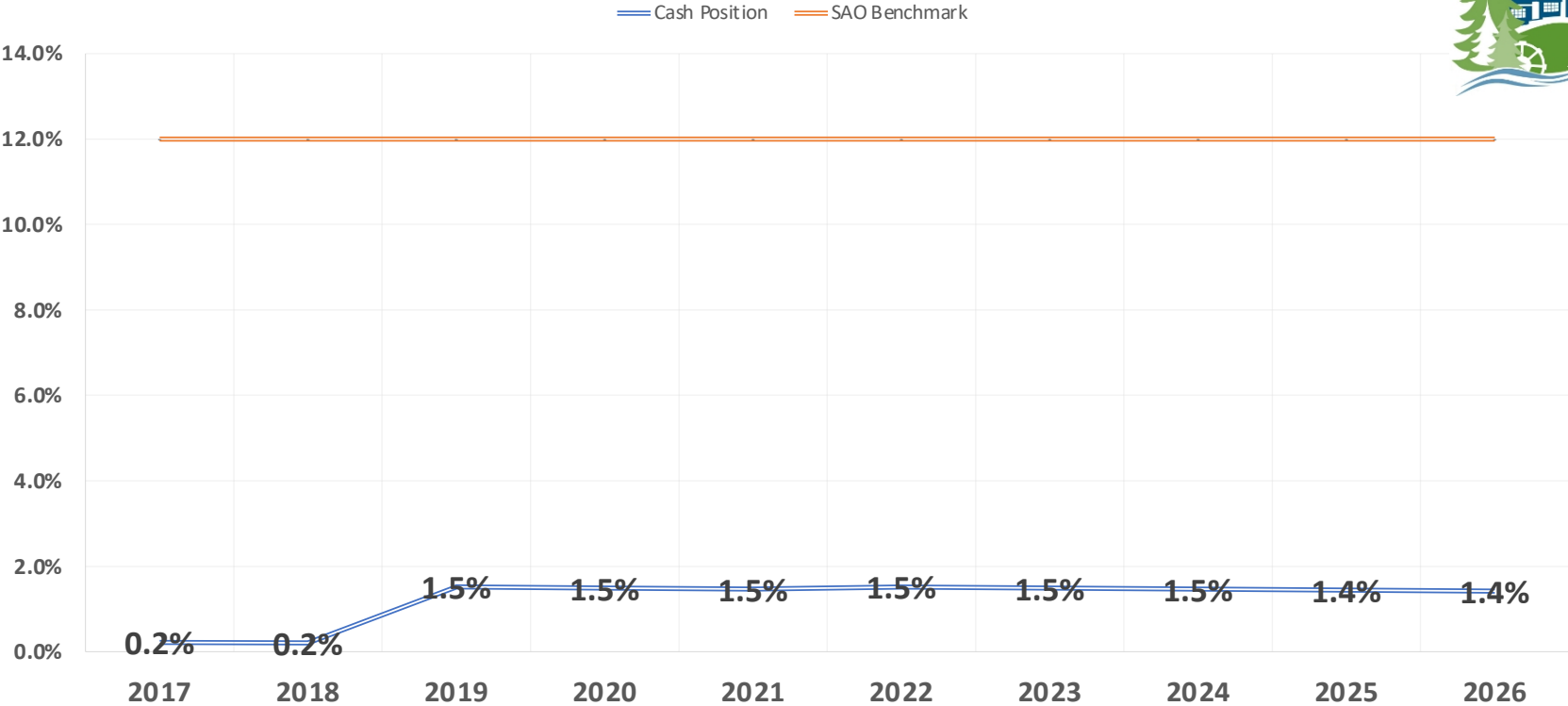
# Change in Surface Water Fund Cash Position



*This ratio shows the percent change in ending cash and investments compared to earlier years for all governmental funds combined.*

*Unlike the Operating Margin, this figure includes all changes to cash position.*

# Debt Load



*This ratio shows the percent of the total governmental fund revenues that are used to pay the principal and interest on loans and other debt.*



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**City of Mill Creek**

**2021-2022 Budget – Proposed**

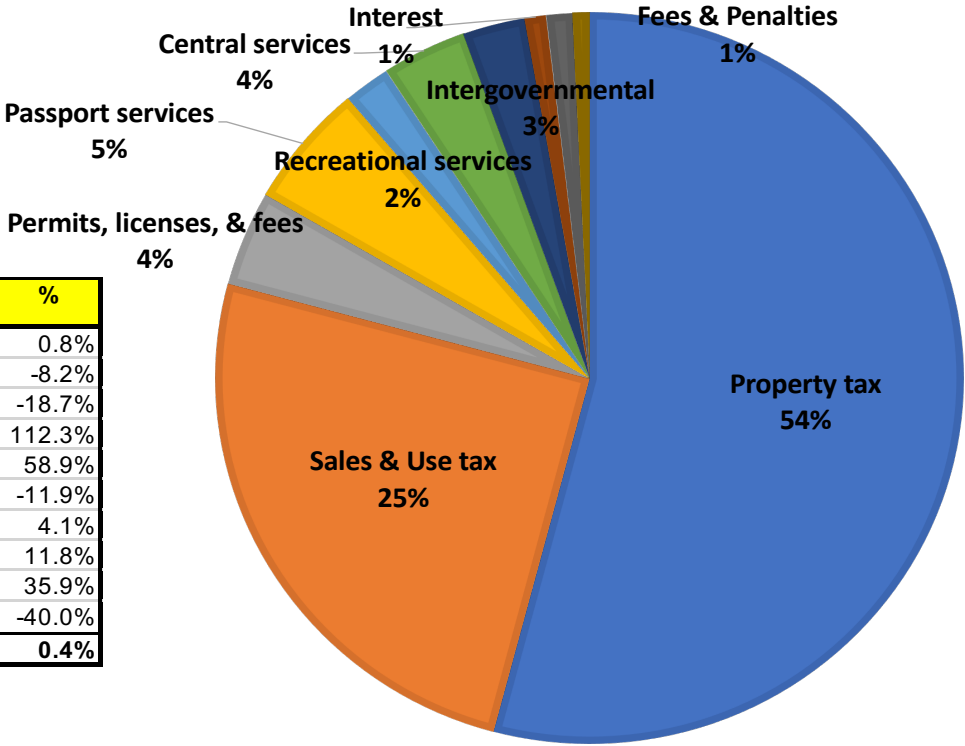
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2021-2022 Proposed General Fund Revenues

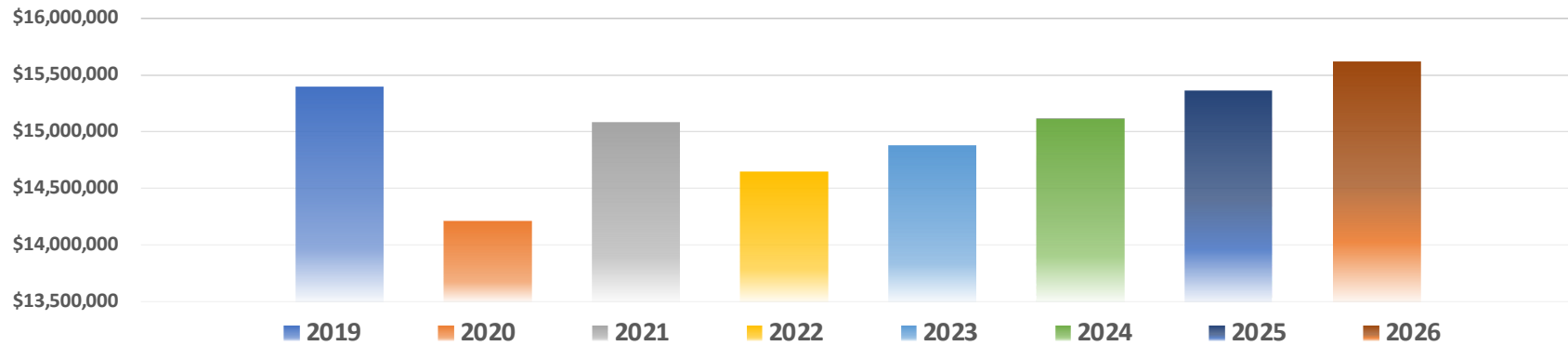


Description	2019/2020T	2021/2022P	%
Property tax	\$ 15,962,302	\$ 16,092,709	0.8%
Sales & Use tax	\$ 8,098,607	\$ 7,438,479	-8.2%
Permits, licenses, & fees	\$ 1,537,716	\$ 1,250,386	-18.7%
Passport services	\$ 768,305	\$ 1,630,791	112.3%
Recreational services	\$ 374,488	\$ 595,168	58.9%
Central services	\$ 1,247,131	\$ 1,099,080	-11.9%
Intergovernmental	\$ 770,760	\$ 802,027	4.1%
Interest	\$ 242,281	\$ 270,894	11.8%
Fees & Penalties	\$ 244,551	\$ 332,404	35.9%
Other (one-time)	\$ 353,828	\$ 212,384	-40.0%
Revenue	\$ 29,599,970	\$ 29,724,323	0.4%





## 2021 – 2022 Proposed General Fund Revenues



Description	2019	2020	2021	2022	2023	2024	2025	2026
Property tax	\$ 7,941,444	\$ 8,020,858	\$ 8,033,079	\$ 8,059,630	\$ 8,086,380	\$ 8,113,333	\$ 8,140,490	\$ 8,167,852
Sales & Use tax	\$ 3,814,594	\$ 4,284,013	\$ 3,782,770	\$ 3,655,709	\$ 3,822,972	\$ 3,998,443	\$ 4,182,530	\$ 4,375,664
Permits, licenses, & fe	\$ 931,024	\$ 606,692	\$ 766,798	\$ 483,588	\$ 471,615	\$ 460,372	\$ 449,823	\$ 439,935
Passport services	\$ 602,912	\$ 165,393	\$ 803,346	\$ 827,446	\$ 852,269	\$ 877,837	\$ 904,172	\$ 931,298
Recreational services	\$ 384,828	\$ (10,340)	\$ 211,178	\$ 383,990	\$ 395,510	\$ 407,375	\$ 419,596	\$ 432,184
Central services	\$ 807,420	\$ 439,711	\$ 614,506	\$ 484,574	\$ 492,743	\$ 500,625	\$ 508,678	\$ 516,909
Intergovernmental	\$ 399,551	\$ 371,209	\$ 399,018	\$ 403,009	\$ 407,039	\$ 411,109	\$ 415,220	\$ 419,372
Interest	\$ 184,867	\$ 57,414	\$ 91,509	\$ 179,385	\$ 176,549	\$ 172,244	\$ 166,113	\$ 158,054
Fees & Penalties	\$ 144,402	\$ 100,149	\$ 162,393	\$ 170,011	\$ 171,954	\$ 173,923	\$ 175,919	\$ 177,943
Other (one-time)	\$ 179,939	\$ 173,889	\$ 212,384	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue</b>	<b>\$ 15,390,982</b>	<b>\$ 14,208,988</b>	<b>\$ 15,076,980</b>	<b>\$ 14,647,342</b>	<b>\$ 14,877,031</b>	<b>\$ 15,115,261</b>	<b>\$ 15,362,542</b>	<b>\$ 15,619,212</b>

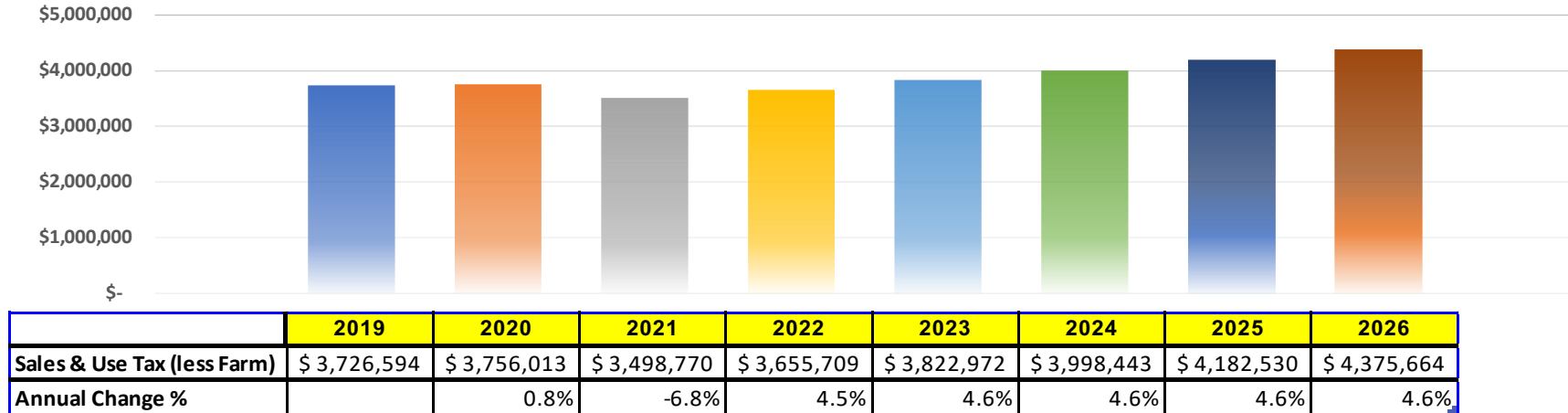


## Estimates Sales & Use Tax Revenues “The Farm”



- One-time Sales and Use Tax Estimated at ~\$900,000
  - 2019 \$ 88,000
  - 2020 \$528,000
  - 2021 \$284,000

### Adjusted Sales & Use Tax Revenues less “The Farm”

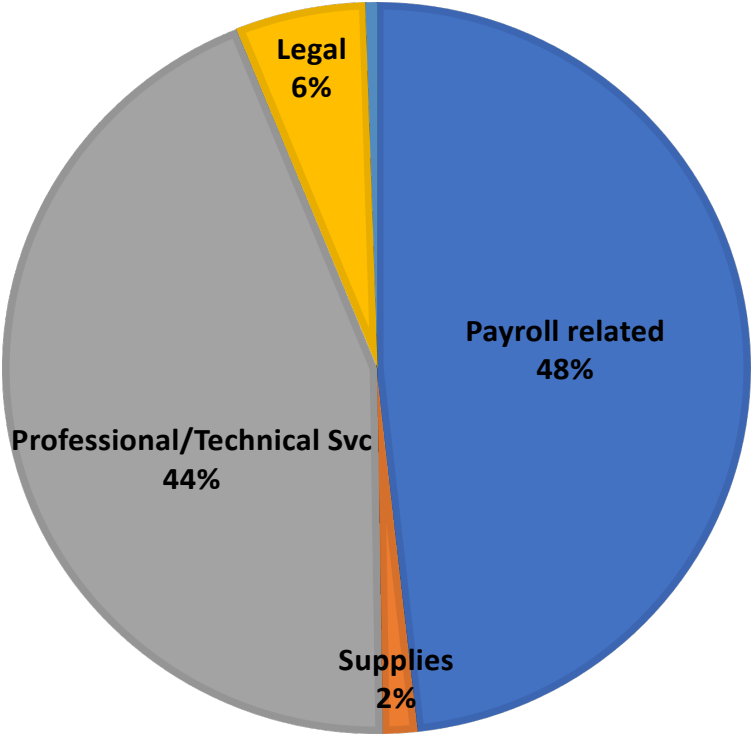




2021-2022 Proposed General Fund Expenses - Category

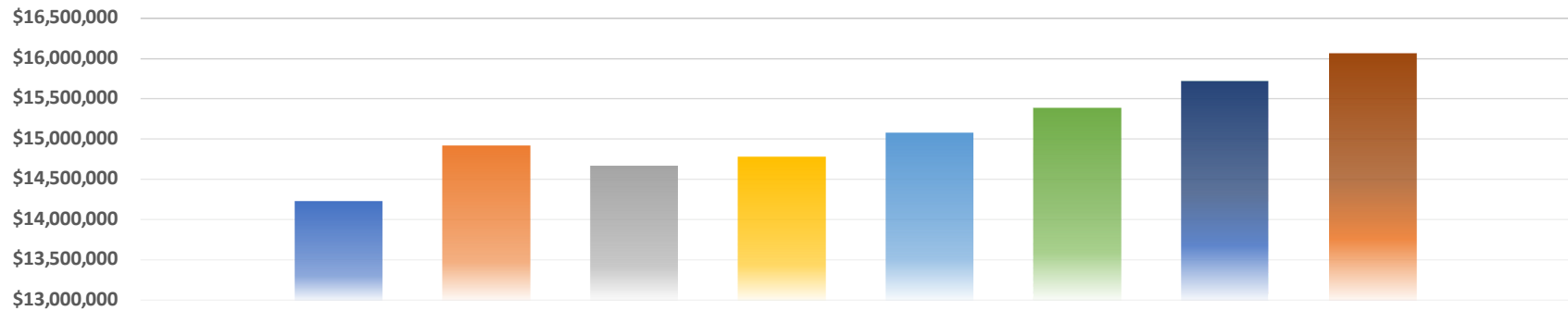


Description	2019/2020T	2021/2022P	%
Payroll related	\$ 13,638,060	\$ 14,206,945	4.2%
Supplies	\$ 419,388	\$ 440,073	4.9%
Professional/Technical Svc	\$ 12,424,374	\$ 12,991,587	4.6%
Legal	\$ 2,584,801	\$ 1,656,500	-35.9%
Capital Outlays	\$ 69,344	\$ 142,700	105.8%
Debt Service	\$ -	\$ -	
Expense	\$ 29,135,967	\$ 29,437,804	1.0%





## 2021 – 2022 Proposed General Fund Expenses



Description	2019	2020	2021	2022	2023	2024	2025	2026
Legislative	\$ 120,960	\$ 64,824	\$ 78,886	\$ 79,345	\$ 79,811	\$ 80,283	\$ 80,763	\$ 81,251
City Manager	\$ 729,214	\$ 2,002,688	\$ 1,150,053	\$ 1,112,855	\$ 1,081,252	\$ 1,054,729	\$ 1,032,827	\$ 1,015,130
Finance & Admin	\$ 678,780	\$ 630,988	\$ 689,968	\$ 705,854	\$ 722,116	\$ 738,764	\$ 755,807	\$ 773,255
Marketing & Communi	\$ 464,958	\$ 261,340	\$ 310,995	\$ 317,663	\$ 324,481	\$ 331,453	\$ 338,581	\$ 345,871
Information Technolog	\$ 432,978	\$ 393,881	\$ 393,724	\$ 400,985	\$ 408,389	\$ 415,939	\$ 423,637	\$ 431,488
Human Resources	\$ 151,126	\$ 13,750	\$ 141,790	\$ 143,917	\$ 146,076	\$ 148,267	\$ 150,491	\$ 152,748
City Clerk	\$ 136,164	\$ 86,338	\$ 134,367	\$ 137,655	\$ 141,025	\$ 144,478	\$ 148,017	\$ 151,642
Police Department	\$ 5,179,002	\$ 5,165,513	\$ 5,487,597	\$ 5,578,839	\$ 5,694,514	\$ 5,823,438	\$ 5,955,384	\$ 6,090,424
Fire Safety	\$ 3,930,745	\$ 4,029,015	\$ 4,129,741	\$ 4,336,227	\$ 4,466,314	\$ 4,600,303	\$ 4,738,312	\$ 4,880,462
City Hall (non-dept - in	\$ 302,565	\$ 327,694	\$ 330,443	\$ 335,654	\$ 340,952	\$ 346,336	\$ 351,809	\$ 357,373
Planning	\$ 689,901	\$ 841,429	\$ 720,484	\$ 510,611	\$ 522,821	\$ 535,250	\$ 547,981	\$ 561,020
Public Works	\$ 1,068,415	\$ 896,333	\$ 881,582	\$ 901,027	\$ 920,919	\$ 941,269	\$ 962,088	\$ 983,386
Recreation	\$ 335,836	\$ 201,530	\$ 211,254	\$ 216,288	\$ 221,445	\$ 226,727	\$ 232,137	\$ 237,679
<b>Expense</b>	<b>\$ 14,220,644</b>	<b>\$ 14,915,323</b>	<b>\$ 14,660,883</b>	<b>\$ 14,776,921</b>	<b>\$ 15,070,114</b>	<b>\$ 15,387,238</b>	<b>\$ 15,717,835</b>	<b>\$ 16,061,729</b>

**Legislative Department**

**2021-2022 Budget**



<u>Account</u>	<u>Description</u>	<u>Budget</u>
511 60 11 0000	Salaries & Wages	\$88,800.00
511 60 20 0000	MEBT/Medicare	\$7,360.00
511 60 23 0000	Worker's Compensation	\$404.00
511 60 31 0000	Office Supplies	\$5,777.00
511 60 41 0000	Professional Services-Legal	\$20,150.00
511 60 41 1001	Professional Services	\$24,180.00
511 60 44 0000	Advertising	\$1,494.00
511 60 49 0001	Conferences	\$9,759.00
511 60 49 0002	Memberships and Dues	\$307.00
<b>Total Department:</b>		<b>\$158,231.00</b>

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**Executive Department****2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
513 10 11 0000	Salaries & Wages	\$850,043.00
513 10 12 0000	Overtime	\$26,979.00
513 10 20 0000	MEBT/Medicare	\$64,981.00
513 10 21 0000	Retirement	\$107,685.00
513 10 22 0000	Health Benefits	\$94,100.00
513 10 23 0000	Worker's Compensation	\$2,622.00
513 10 31 0000	Office Supplies	\$2,970.00
513 10 41 0001	Professional Services	\$94,027.00
513 10 41 0002	Professional Services-Legal	\$998,001.00
513 10 45 0000	Equipment Replacement Funding	\$4,502.00
513 10 49 0001	Conferences and Training	\$16,661.00
513 10 49 0004	Memberships and Dues	\$5,218.00
<b>Total Department:</b>		<b>\$2,267,789.00</b>

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**Finance and Administration Department**

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**2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
514 20 11 0000	Salaries & Wages	\$865,653.00
514 20 20 0000	MEBT/Medicare	\$51,714.00
514 20 21 0000	Retirement	\$78,679.00
514 20 22 0000	Health Benefits	\$121,286.00
514 20 23 0000	Worker's Compensation	\$3,708.00
514 20 31 0000	Supplies - Office/Operating	\$10,650.00
514 20 41 0001	Professional Services	\$61,696.00
514 20 41 0002	Professional Services-Legal	\$37,516.00
514 20 41 0004	Finance Charges	\$51,359.00
514 20 41 1003	State Audit	\$92,644.00
514 20 45 0000	Equipment Replacement Funding	\$5,503.00
514 20 49 0001	Conferences and Training	\$9,059.00
514 20 49 0004	Memberships and Dues	\$534.00
594 14 64 0001	Capital Outlays	\$5,821.00
<b>Total Department:</b>		<b>\$1,395,822.00</b>

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**Marketing and Communications Department****2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
557 30 31 1000	Supplies - Special Events/Swag	\$14,105.00
557 30 31 1001	Supplies - Farmers Market	\$4,030.00
557 30 40 0000	Professional Svc - Farmers Mkt	\$12,090.00
557 30 41 1000	Prof Service-SpecEvent/Tourism	\$30,225.00
573 90 11 0000	Salaries & Wages	\$261,168.00
573 90 12 0000	Overtime	\$12,103.00
573 90 20 0000	MEBT/Medicare	\$20,667.00
573 90 21 0000	Retirement	\$33,319.00
573 90 22 0000	Health Benefits	\$77,503.00
573 90 23 0000	Worker's Compensation	\$854.00

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**Marketing and Communications Department (cont.)**

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**2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
573 90 31 1000	Supplies - Office/Operating	\$4,030.00
573 90 31 1001	Supplies - Community Events	\$10,075.00
573 90 41 1000	Publications	\$135,005.00
573 90 41 1002	Professional Services - Legal	\$2,260.00
573 90 41 1004	Marketing	\$430.00
573 90 44 0000	Advertising	\$8,060.00
573 90 45 0000	Equipment Replacement Funding	\$2,502.00
573 90 49 1001	Memberships and Dues	\$72.00
573 92 31 1001	Supplies - Volunteer Projects	\$158.00
<b>Total Department:</b>		<b>\$628,656.00</b>



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**Information Technology Department****2021-2022 Budget**

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<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>
518 80 11 1000	Salaries - Indirect Cost Alloc	\$229,497.00
518 80 20 0000	MEBT/Medicare	\$17,442.00
518 80 21 0000	Retirement	\$24,309.00
518 80 22 0000	Health Benefits	\$1,326.00
518 80 23 0000	Worker's Compensation	\$1,848.00
518 80 31 0002	Operating Supplies	\$47,023.00
518 80 41 0000	Software Licenses	\$304,174.00
518 80 41 0001	Consulting Services	\$20,150.00
518 80 41 0002	Legal Services	\$127.00
518 80 42 0000	Web Hosting	\$5,841.00
518 80 45 0000	Equipment Replacement Funding	\$2,001.00
518 80 49 0001	Conferences and Training	\$4,501.00
518 80 49 0002	Dues and Subscriptions	\$1,015.00
518 90 42 0000	Telecommunications	\$110,089.00
518 90 48 0000	Repairs & Maintenance	\$25,367.00
594 18 64 0021	Capital Expenditures	\$10,605.00
<b>Total Department:</b>		<b>\$805,315.00</b>

Human Resources Department



2021-2022 Budget

<u>Account</u>	<u>Description</u>	<u>Budget</u>
518 10 31 1000	Office Supplies	\$115.00
518 10 31 1001	Employee Recognition/Wellness	\$1,412.00
518 10 41 1000	Professional Services	\$267,995.00
518 10 41 1001	Professional Services - Legal	\$16,185.00
<b>Total Department:</b>		<b>\$285,707.00</b>

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**City Clerk Department****2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
514 21 11 0000	Salaries & Wages	\$186,084.00
514 21 20 0000	MEBT/Medicare	\$3,066.00
514 21 21 0000	Retirement	\$27,139.00
514 21 22 0000	Health Benefits	\$40,600.00
514 21 23 0000	Worker's Compensation	\$948.00
514 21 31 0000	Supplies - Office	\$39.00
514 21 41 1000	Professional Services	\$92.00
514 21 41 1002	Professional Services - Legal	\$12,446.00
514 21 49 1000	Conferences and Training	\$1,607.00
<b>Total Department:</b>		<b>\$272,021.00</b>

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## Police Department Department

### 2021-2022 Budget

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
515 33 41 0000	Prof Svcs Indigent Defense	\$227,259.00
515 34 41 1000	DV/Child Advocate	\$30,225.00
515 34 41 1001	Prof Svcs - Translator	\$10,075.00
515 35 41 0002	Prof Svcs - Prosecution	\$225,467.00
515 35 49 0000	District Court	\$181,350.00
521 11 11 0000	Salaries & Wages -Police Admin	\$469,798.00
521 11 20 0000	MEBT/Medicare Police Admin	\$35,583.00
521 11 21 0000	Retirement - Police Admin	\$32,031.00
521 11 22 0000	Health Benefits - Police Admin	\$102,501.00
521 11 23 0000	Worker's Comp -Police Admin	\$5,840.00
521 11 30 0000	Supplies - Admin	\$16,120.00
521 11 41 0000	Professional Svcs - Admin	\$67,733.00
521 11 41 0001	SnoCo 911	\$115,139.00
521 11 41 0002	Pre-Employment Screening	\$10,075.00
521 11 41 0003	Professional Services - Legal	\$33,274.00

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## Police Department Department (cont.)



### 2021-2022 Budget

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
521 11 41 1001	Citizen Patrol Program	\$4,030.00
521 11 48 0000	Repairs & Maint - Admin	\$4,030.00
521 11 49 0001	Conferences & Training - Admin	\$30,000.00
521 11 49 0002	Memberships and Dues - Admin	\$16,120.00
521 11 49 0007	Printing & Binding	\$2,418.00
521 20 45 0000	Equipment Replacement Funding	\$163,159.00
521 21 11 0000	Salaries & Wages - Support Svc	\$1,253,490.00
521 21 12 0000	Overtime - Support Svc	\$9,938.00
521 21 20 0000	MEBT/Medicare - Support Svc	\$95,989.00
521 21 21 0000	Retirement - Support Svc	\$112,356.00
521 21 22 0000	Health Benefits - Support Svc	\$271,574.00
521 21 23 0000	Worker's Comp - Support Svc	\$19,861.00
521 21 31 0000	Supplies - Support Services	\$18,135.00
521 21 31 1001	Supplies & Equipment- Evidence	\$4,030.00
521 21 41 0000	Prof Svcs - Support Services	\$10,075.00

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## Police Department Department (cont.)



### 2021-2022 Budget

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
521 21 41 0001	Security Alarm Monitoring	\$2,620.00
521 21 48 0000	Repairs & Maint - Support Svcs	\$8,000.00
521 21 49 0001	Conf and Training -Support Svc	\$3,435.00
521 21 49 0002	Memberships & Dues - Support	\$1,511.00
521 22 31 0000	Supplies and Equipment - SWAT	\$30,225.00
521 22 49 1000	Conferences and Training SWAT	\$10,075.00
521 22 49 1001	Memberships and Dues - SWAT	\$6,045.00
521 30 31 0000	Supplies - Crime Prevention	\$2,015.00
521 40 41 0000	Academy Training	\$13,098.00
521 70 11 0000	Salaries & Wages - Patrol	\$4,017,814.00
521 70 12 0000	Overtime - Patrol	\$514,856.00
521 70 20 0000	MEBT/Medicare - Patrol	\$345,578.00
521 70 21 0000	Retirement - Patrol	\$238,966.00
521 70 22 0000	Health Benefits - Patrol	\$749,484.00
521 70 23 0000	Worker's Comp - Patrol	\$109,924.00

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**Police Department Department (cont.)****2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
521 70 31 0000	Supplies - Operating Patrol	\$11,201.00
521 70 31 0001	Supplies - K-9 Program	\$14,105.00
521 70 31 0005	Uniforms	\$27,197.00
521 70 31 0012	Supplies - Firearms	\$61,500.00
521 70 31 0013	Supplies - Defensive Tactics	\$1,008.00
521 70 32 0000	Gasoline Fuel	\$84,630.00
521 70 35 0000	Small Tools	\$6,045.00
521 70 48 0000	Repairs & Maintenance-Equip.	\$4,833.00
521 70 48 0001	Repairs & Maintenance-Vehicles	\$62,582.00
521 70 48 0004	Repairs & Maintenance-Uniforms	\$6,045.00
521 70 49 0001	Conferences & Training -Patrol	\$50,375.00
521 70 49 0002	Memberships & Dues -Patrol	\$4,030.00
523 60 41 1000	Jail Services	\$362,700.00
525 60 49 0000	Emergency Management	\$76,781.00

**Police Department Department (cont.)**



**2021-2022 Budget**

<u>Account</u>	<u>Description</u>	<u>Budget</u>
528 10 41 1000	SNOCOM Dispatch Service	\$535,142.00
554 30 41 0000	Animal Holding Contract	\$24,180.00
594 21 64 1001	Equipment - SWAT	\$20,150.00
594 39 64 0000	Cap Improvement/Equipment	\$82,615.00
<b>Total Department:</b>		<b>\$11,066,440.00</b>



**Fire Services**

**2021-2022 Budget**



<u>Account</u>	<u>Description</u>	<u>Budget</u>
522 20 41 0000	Fire Services	\$8,465,968.00
<b>Total Department:</b>		<b>\$8,465,968.00</b>

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**City Hall Department****2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
514 40 41 0000	Election Costs	\$9,954.00
514 90 41 0000	Voter Registration	\$55,123.00
518 30 46 0000	Insurance	\$291,422.00
518 90 31 0000	Office Supplies - Central	\$13,827.00
518 90 32 0000	Gasoline Fuel	\$1,384.00
518 90 41 0001	Professional Services	\$8,809.00
518 90 42 0002	Postage/Machine	\$43,580.00
518 90 45 0000	Equipment Replacement Funding	\$29,323.00
518 90 49 0000	Memberships & Org Assessments	\$158,929.00
518 90 49 0006	Section 125 Program	\$4,004.00
566 10 41 0000	Sno. Co. Human Services	\$11,872.00
589 30 00 0001	Sales and Leasehold Excise Tax	\$27,919.00
<b>Total Department:</b>		<b>\$656,146.00</b>

## Community Development / Planning Department



### 2021-2022 Budget

<u>Account</u>	<u>Description</u>	<u>Budget</u>
558 60 11 0000	Salaries & Wages	\$649,531.00
558 60 12 0000	Overtime	\$175.00
558 60 20 0000	MEBT/Medicare	\$49,549.00
558 60 21 0000	Retirement	\$80,498.00
558 60 22 0000	Health Benefits	\$100,422.00
558 60 23 0000	Worker's Compensation	\$1,767.00
558 60 31 0000	Office & Operating Supplies	\$1,114.00
558 60 32 0000	Fuel	\$167.00
558 60 41 0000	Professional Services	\$231,647.00
558 60 41 0002	Professional Services-Legal	\$64,577.00
558 60 41 1003	Prof Srv - Reimbursable	\$21,659.00
558 60 44 0000	Advertising	\$2,925.00
558 60 45 0000	Equipment Replacement Funding	\$2,001.00
558 60 48 0000	Repairs & Maintenance	\$1,440.00
558 60 49 0001	Conferences & Training	\$13,098.00
558 60 49 0002	Memberships and Dues	\$6,045.00
<b>Total Department:</b>		<b>\$1,226,615.00</b>

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**Public Works Department****2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
518 30 11 0000	Salaries & Wages - Facilities	\$106,422.00
518 30 12 0000	Overtime - Facilities	\$1,892.00
518 30 20 0000	MEBT/Medicare - Facilities	\$8,241.00
518 30 21 0000	Retirement - Facilities	\$13,929.00
518 30 22 0000	Health Benefits - Facilities	\$32,280.00
518 30 23 0000	Worker's Comp - Facilities	\$2,481.00
518 30 31 0000	Supplies-City Hall & PW Shop	\$13,954.00
518 30 31 0006	Uniforms	\$2,141.00
518 30 35 0000	Small Tools/Equip-City Hall/PW	\$2,101.00
518 30 41 0000	Prof Svcs - Public Works	\$20,696.00
518 30 41 0001	Prof. Ser-Landscape/Janitorial	\$41,079.00
518 30 41 0003	Prof Svc - Public Works Legal	\$24,118.00
518 30 45 0000	Equipment Replacement Funding	\$8,436.00
518 30 47 0000	Utilities-City Hall	\$46,700.00

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## Public Works Department (cont.)



### 2021-2022 Budget

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
518 30 48 0000	Repair & Maint - Facilities	\$74,801.00
518 30 48 0011	Repair & Maint- PW Equip/Vehic	\$17,365.00
518 30 49 0001	Conferences & Training	\$7,137.00
518 30 49 0002	Memberships and Dues	\$276.00
543 10 11 0000	Salaries & Wages - PW Admin	\$511,524.00
543 10 20 0000	MEBT/Medicare - PW Admin	\$39,146.00
543 10 21 0000	Retirement - PW Admin	\$65,310.00
543 10 22 0000	Health Benefits - PW Admin	\$121,942.00
543 10 23 0000	Worker's Comp - PW Admin	\$6,194.00
576 80 11 0000	Salaries & Wages - Parks	\$259,633.00
576 80 20 0000	MEBT/Medicare - Parks	\$20,230.00
576 80 21 0000	Retirement - Parks	\$31,836.00
576 80 22 0000	Health Benefits - Parks	\$26,782.00
576 80 23 0000	Worker's Comp - Parks	\$6,705.00

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**Public Works Department (cont.)**



**2021-2022 Budget**

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
576 80 31 0001	Supplies - Parks	\$13,483.00
576 80 32 0000	Fuel - Park Maintenance	\$13,534.00
576 80 40 0000	Professional Svcs - Parks	\$147,194.00
576 80 47 0000	Utilities - Parks	\$53,004.00
576 80 48 1000	Repair & Maint - Parks	\$11,157.00
576 81 12 0000	Overtime - Parks	\$5,266.00
594 48 64 0000	Capital Outlay	\$24,562.00
<b>Total Department:</b>		<b>\$1,781,551.00</b>

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**Recreation Department****2021-2022 Budget**

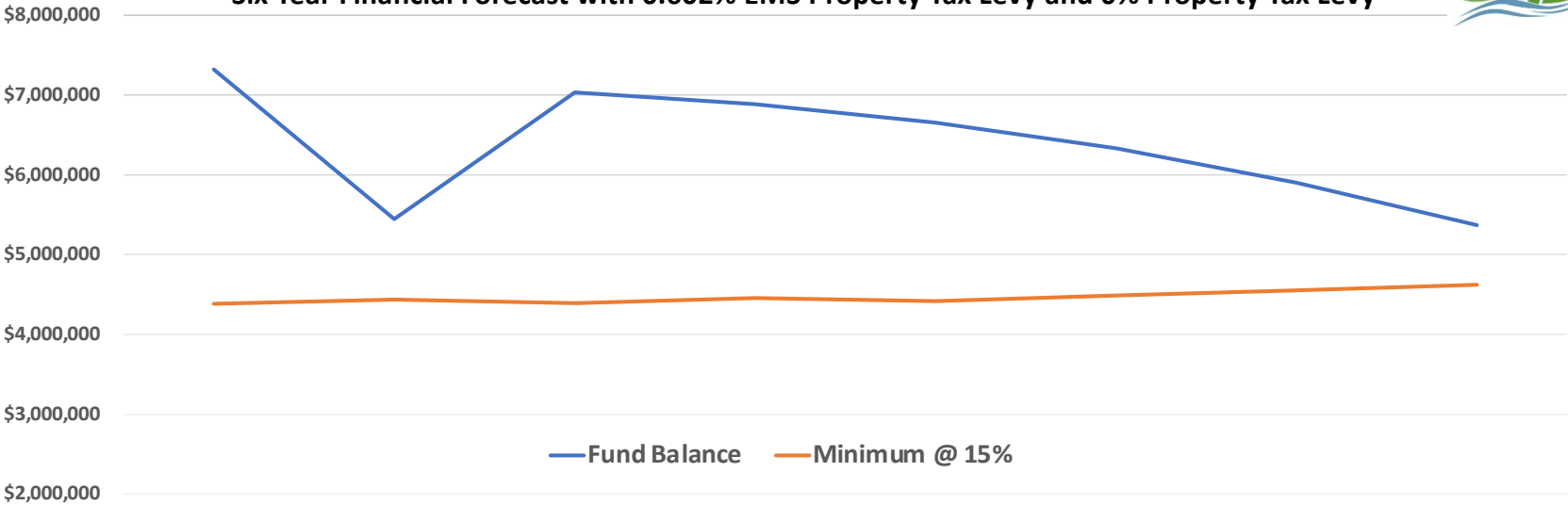
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<u>Account</u>	<u>Description</u>	<u>Budget</u>
571 11 11 1000	Salaries - Indirect Cost Alloc	\$269,042.00
571 11 12 0000	Overtime	\$14,143.00
571 11 20 0000	MEBT/Medicare	\$17,626.00
571 11 21 0000	Retirement	\$28,022.00
571 11 21 1000	Benefits - Indirect Cost	\$44,851.00
571 11 23 0000	Worker's Compensation	\$4,036.00
571 11 41 1000	Prof Svcs - ActiveNet	\$1,344.00
571 11 49 1001	B&O Taxes	\$19,576.00
571 20 31 1001	Supplies - Preschool	\$50.00
571 20 41 0000	Prof Svc - Rec Services	\$26,012.00
571 21 31 1000	Supplies - Youth Basketball	\$664.00
589 30 00 1001	Sales Tax	\$2,176.00
<b>Total Department:</b>		<b>\$427,542.00</b>



# General Fund Reserves – Property Tax

Six-Year Financial Forecast with 0.602% EMS Property Tax Levy and 0% Property Tax Levy



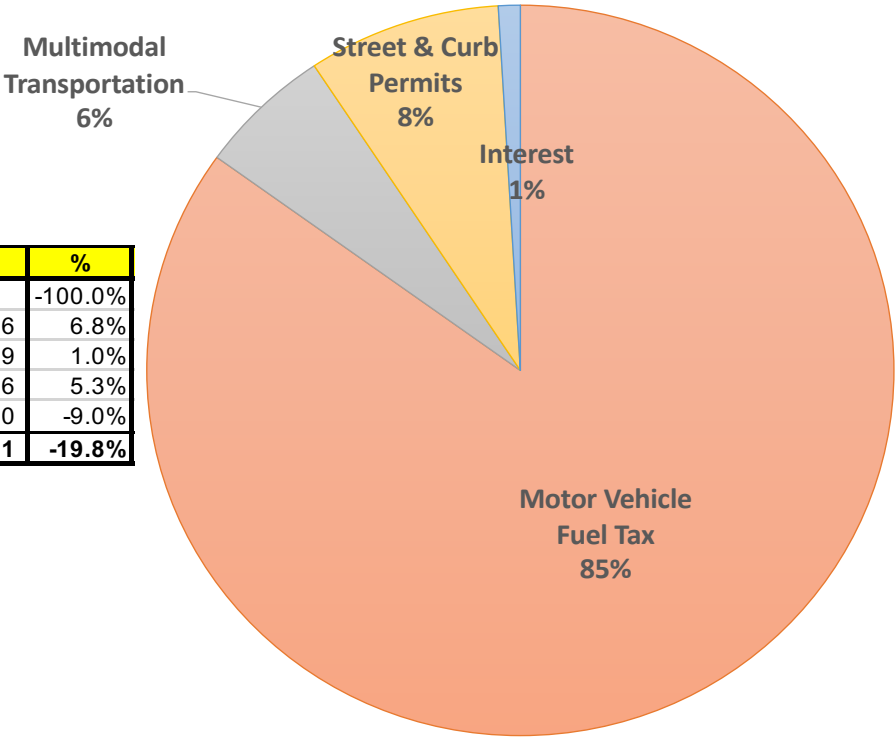
Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,392,895	\$ 4,456,092	\$ 4,420,898	\$ 4,485,707	\$ 4,552,972	\$ 4,622,814
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,030,332	\$ 6,883,710	\$ 6,655,953	\$ 6,331,072	\$ 5,904,024	\$ 5,370,270





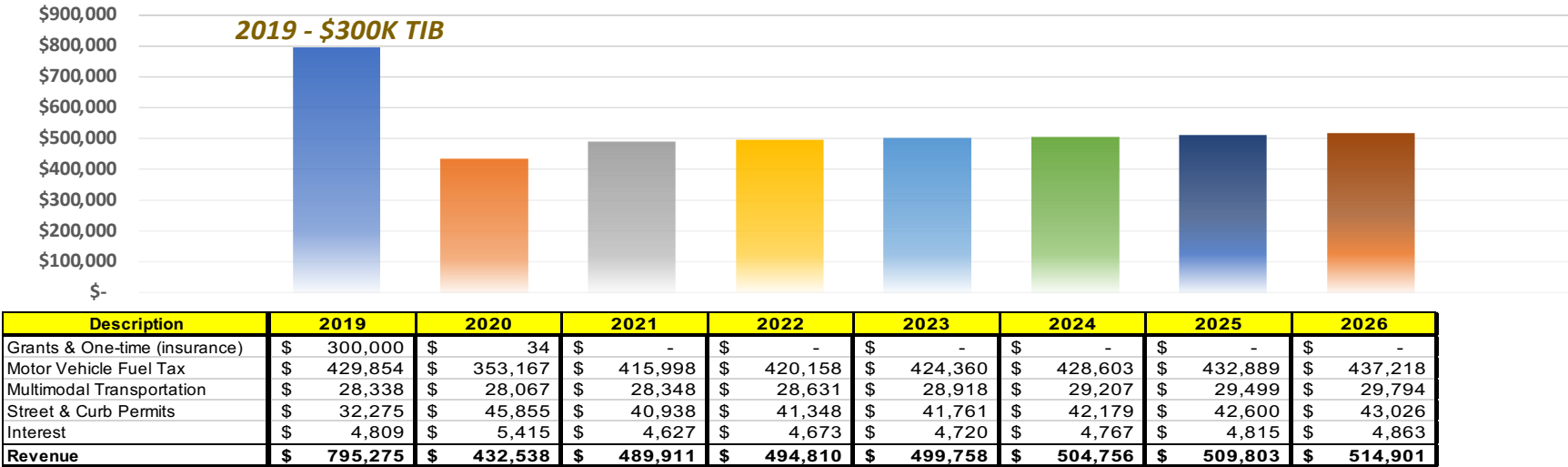
2021-2022 Proposed Street Fund Revenues

Description	2019/2020T	2021/2022P	%
Grants & One-time (insurance)	\$ 300,034	\$ -	-100.0%
Motor Vehicle Fuel Tax	\$ 783,020	\$ 836,156	6.8%
Multimodal Transportation	\$ 56,405	\$ 56,979	1.0%
Street & Curb Permits	\$ 78,130	\$ 82,286	5.3%
Interest	\$ 10,224	\$ 9,300	-9.0%
Revenue	\$ 1,227,813	\$ 984,721	-19.8%



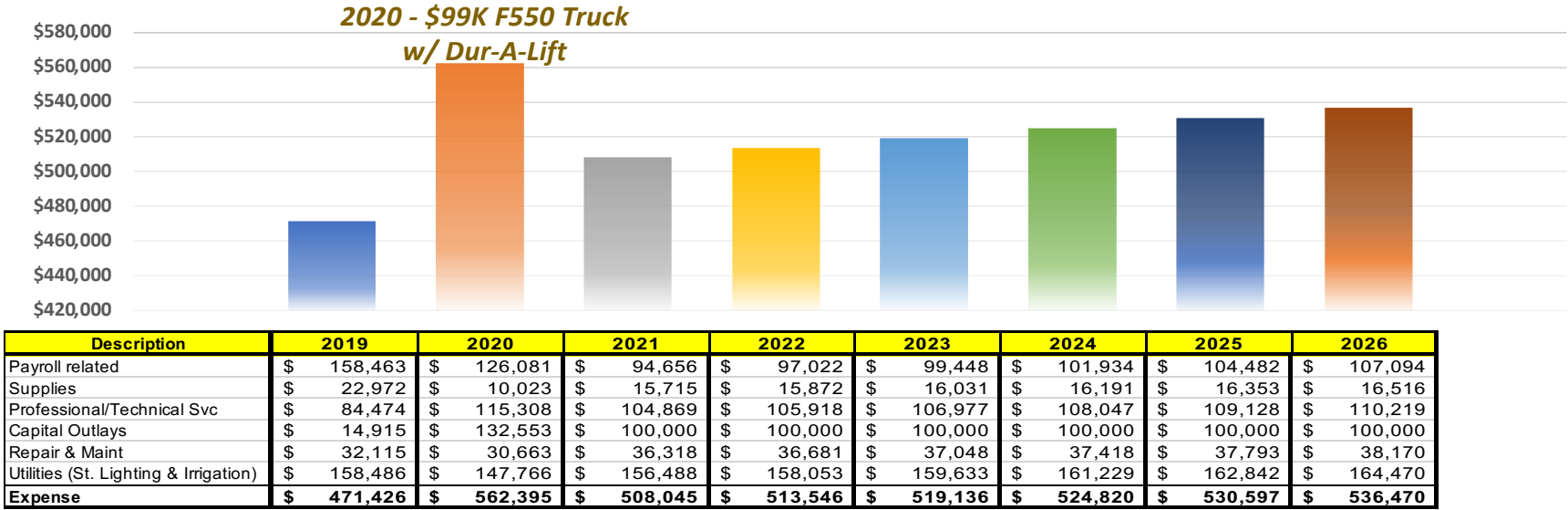


2021 – 2022 Proposed Street Fund Revenues





2021 – 2022 Proposed Street Fund Expenses



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## Street Fund

### 2021-2022 Budget

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<u>Account</u>	<u>Description</u>	<u>Budget</u>
542 63 47 0000	Street Lighting - Electrical	\$288,261.00
542 30 11 0000	Salaries & Wages	\$118,773.00
542 30 12 0000	Overtime	\$6,050.00
542 30 20 0000	MEBT/Medicare	\$9,517.00
542 30 21 0000	Retirement	\$14,773.00
542 30 22 0000	Health Benefits	\$39,794.00
542 30 23 0000	State Industrial	\$2,770.00
542 30 31 0000	Operating Supplies	\$25,690.00
542 30 32 0000	Gasoline/Diesel/Propane Fuel	\$3,633.00
542 30 35 0000	Small Tools & Minor Equip.	\$2,263.00

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**Street Fund (Cont.)****2021-2022 Budget**

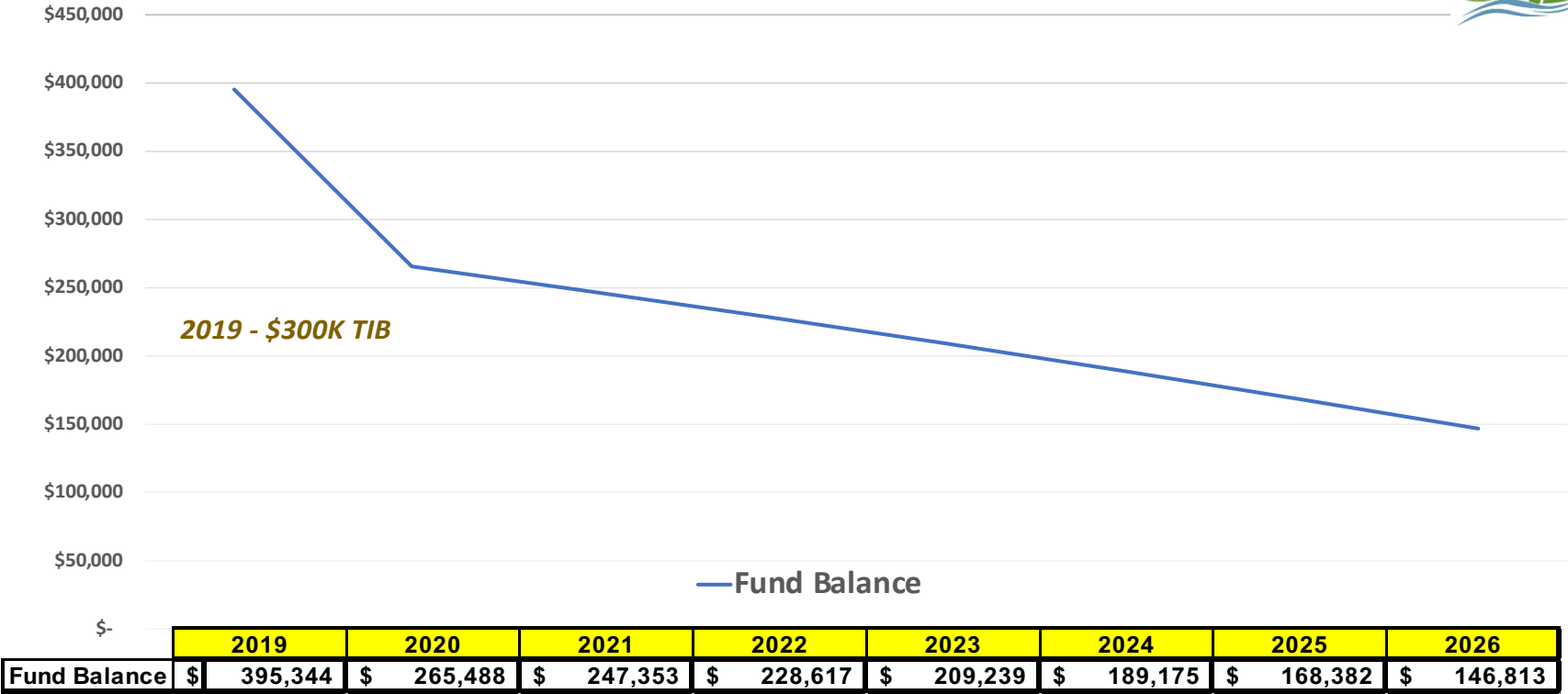
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<u>Account</u>	<u>Description</u>	<u>Budget</u>
542 30 41 1030	Contracted Services	\$94,470.00
542 30 45 0000	Equipment Replacement Funding	\$28,144.00
542 30 48 1030	Repairs & Maint.-Streets	\$47,690.00
542 30 48 1031	Repair & Maint.-Equipment	\$25,309.00
542 63 48 1030	Repair & Maint-Street Lights	\$27,907.00
542 64 40 0000	Traffic Control Devices	\$8,089.00
542 70 41 1030	Contract Landscape Services	\$52,177.00
542 70 47 1030	Utilities - Irrigation	\$26,280.00
595 64 63 1030	Capital Exp -Traffic Control	\$200,000.00
<b>Total Department:</b>		<b>\$1,021,590.00</b>



# Street Fund Reserves

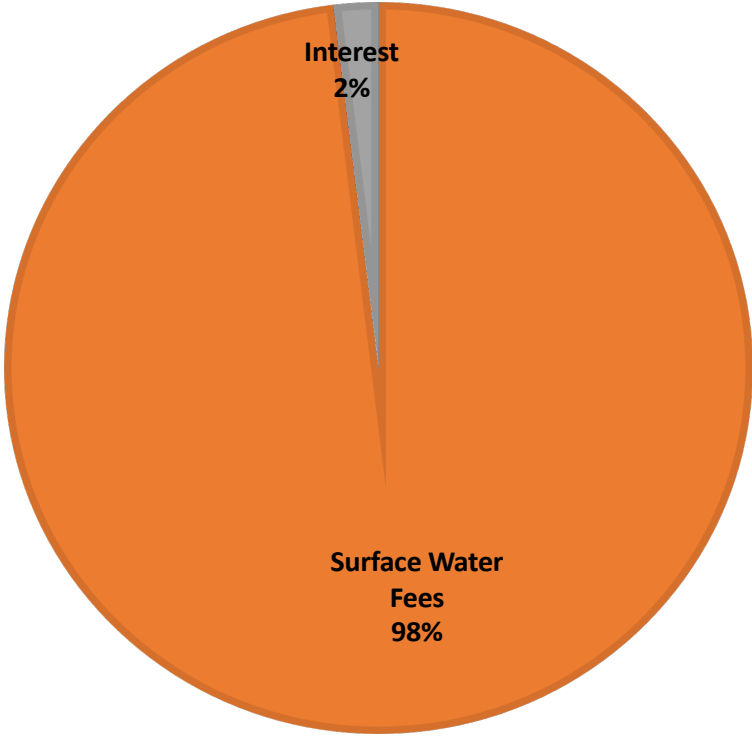




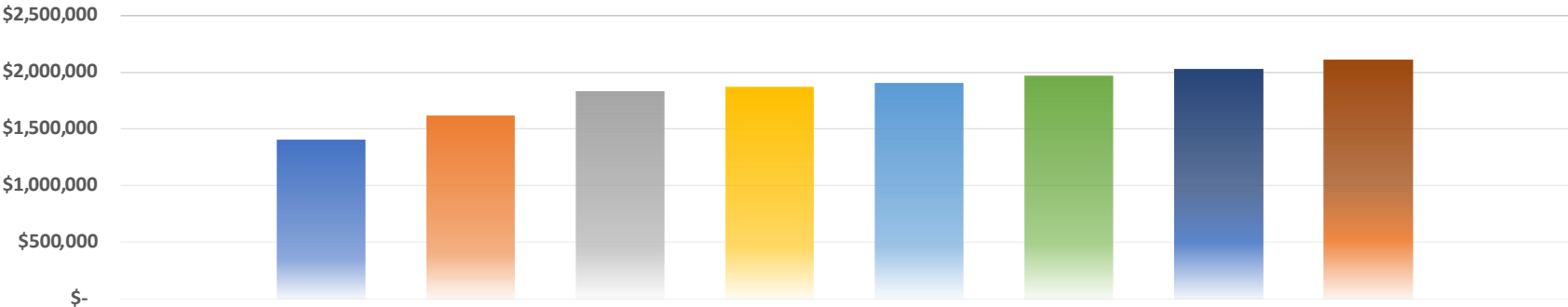
2021-2022 Proposed Surface Water Fund Revenues



Description	2019/2020T	2021/2022P	%
Grants & One-time	\$ 3,598	\$ -	-100.0%
Surface Water Fees	\$ 2,929,417	\$ 3,630,232	23.9%
Interest	\$ 85,084	\$ 70,836	-16.7%
Revenue	\$ 3,018,098	\$ 3,701,068	22.6%



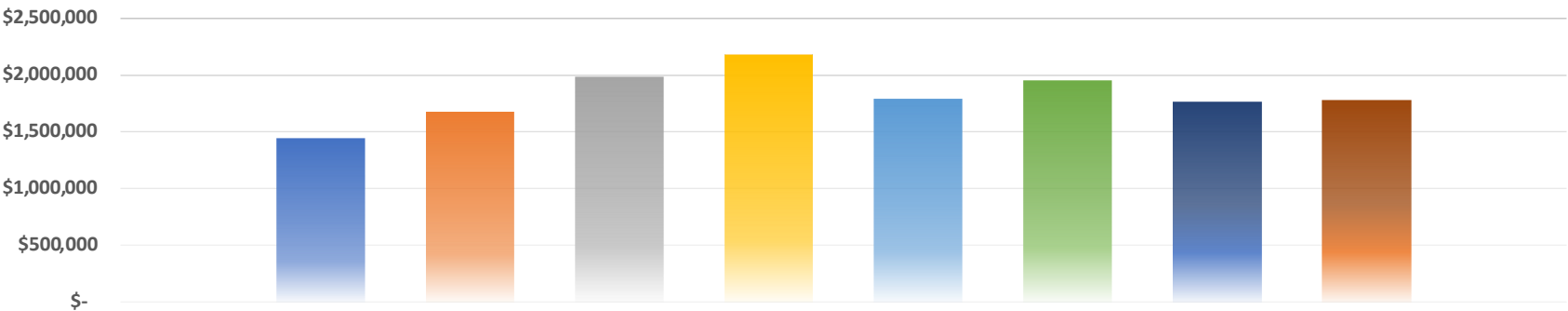
2021 – 2022 Proposed Surface Water Fund Revenues



Description	2019	2020	2021	2022	2023	2024	2025	2026
Grants & One-time	\$ -	\$ 3,598	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Fees	\$ 1,364,661	\$ 1,564,755	\$ 1,788,292	\$ 1,841,940	\$ 1,897,199	\$ 1,954,115	\$ 2,012,738	\$ 2,073,120
Interest	\$ 39,631	\$ 45,453	\$ 41,068	\$ 29,768	\$ 7,170	\$ 15,700	\$ 17,002	\$ 36,853
Revenue	\$ 1,404,292	\$ 1,613,806	\$ 1,829,360	\$ 1,871,708	\$ 1,904,369	\$ 1,969,814	\$ 2,029,740	\$ 2,109,973



2021 – 2022 Proposed Surface Water Fund Expenses



Description	2019	2020	2021	2022	2023	2024	2025	2026
Payroll related	\$ 177,863	\$ 101,023	\$ 307,199	\$ 314,879	\$ 322,751	\$ 330,819	\$ 339,090	\$ 347,567
Supplies	\$ 8,475	\$ 13,541	\$ 13,676	\$ 13,813	\$ 13,951	\$ 14,091	\$ 14,232	\$ 14,374
Professional/Technical	\$ 73,127	\$ 113,942	\$ 165,082	\$ 566,233	\$ 167,395	\$ 321,069	\$ 119,755	\$ 125,952
Capital Outlays	\$ 868,173	\$ 538,434	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000
Tools & Repair & Maintenance	\$ 22,808	\$ 132,538	\$ 192,308	\$ 193,231	\$ 194,163	\$ 195,105	\$ 196,056	\$ 197,016
Extraordinary Repairs	\$ 38,746	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 222,573	\$ 750,261	\$ 527,961	\$ 312,837	\$ 312,787	\$ 312,616	\$ 312,323	\$ 311,907
Training	\$ 9,636	\$ 4,225	\$ 4,267	\$ 4,310	\$ 4,353	\$ 4,396	\$ 4,440	\$ 4,485
Excise Tax	\$ 16,520	\$ 19,273	\$ 22,027	\$ 22,687	\$ 23,368	\$ 24,069	\$ 24,791	\$ 25,535
Expense	\$ 1,437,921	\$ 1,673,237	\$ 1,982,519	\$ 2,177,988	\$ 1,788,768	\$ 1,952,165	\$ 1,760,686	\$ 1,776,836

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**Surface Water Fund****2021-2022 Budget**

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<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>
531 38 11 4010	Salary & Wages - Ind Cost	\$463,481.00
531 38 12 0000	Overtime	\$1,465.00
531 38 20 0000	MEBT/Medicare	\$35,662.00
531 38 21 0000	Retirement	\$56,909.00
531 38 22 0000	Health Benefits	\$60,281.00
531 38 23 0000	State Industrial	\$4,279.00
531 38 31 4010	Office Supplies	\$95.00
531 38 31 4011	Operating Supplies	\$6,153.00
531 38 31 4012	Supplies-Public Outreach Ed	\$11,949.00
531 38 32 0000	Gasoline Fuel	\$8,451.00
531 38 35 0000	Small Tools & Equipment	\$841.00
531 38 41 4010	Professional Service-Legal	\$22,331.00
531 38 41 4011	Professional Services-Misc.	\$68,523.00

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**Surface Water Fund (Cont.)****2021-2022 Budget**

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<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>
531 38 41 4012	Catch Basin And Pipe Cleaning Prog 21-SW-01	\$200,000.00
531 38 41 4013	Ditch & Swale Cleaning Service	\$34,143.00
531 38 41 4014	Disposal Testing Service	\$3,187.00
531 38 41 4015	Prof Serv. SnoCo SW Billing	\$51,530.00
531 38 45 4010	Pipe Replacement Funding	\$142,107.00
531 38 48 0000	Repair & Maint-Vehicle/Sweeper	\$8,448.00
531 38 49 4010	Conferences, Dues, Training	\$8,577.00
531 38 49 4011	Miscellaneous-Dump Fees	\$961.00
531 38 49 4012	Permit Fees	\$70,849.00
531 38 49 4013	Surface Water Excise Taxes	\$44,714.00
531 38 51 0000	WRIA8 Interlocal Conservation	\$14,773.00

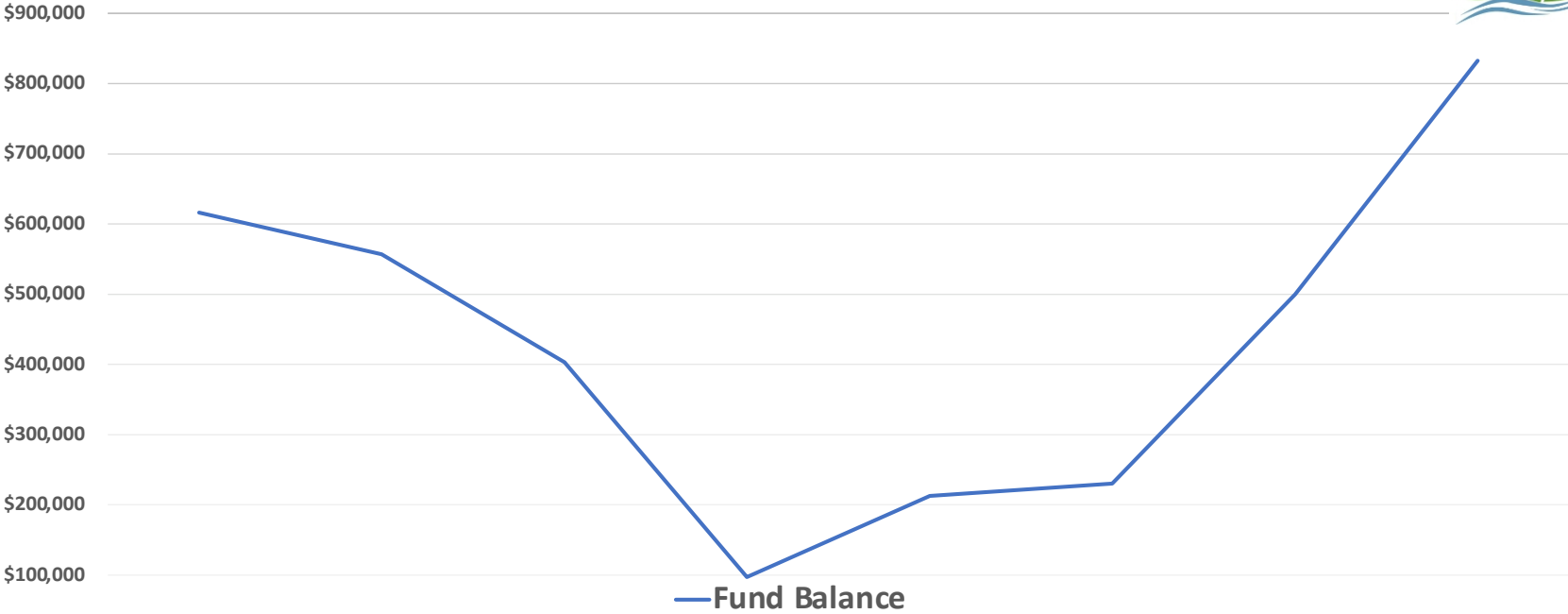
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**Surface Water Fund (Cont.)****2021-2022 Budget**

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<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>
581 20 00 4010	Interfund Loan Repaymt to Gen	\$212,384.00
591 31 79 4011	PWTF Loan Principal	\$97,000.00
592 31 82 0000	Interfund Loan GFund Interest	\$3,001.00
592 31 89 4011	PWTF Loan Interest	\$1,455.00
594 31 63 4011	Grade C Stormwater Pipe Repair	\$1,500,000.00
594 31 63 4013	164th St SE East Basin SW Retrofit SW-25	\$500,000.00
597 00 00 4012	Transfer to Debt Svc 2019 LTGO	\$526,957.00
<b>Total Department:</b>		<b>\$4,160,506</b>

# Surface Water Fund Reserves



Description	2019	2020	2021	2022	2023	2024	2025	2026
Fund Balance	\$ 616,055	\$ 556,624	\$ 403,465	\$ 97,185	\$ 212,786	\$ 230,436	\$ 499,490	\$ 832,626

### Mill Creek 2021-2022 Budget – Proposed Council Contingency Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,376	\$414	\$0	\$0
Expense	\$249	\$1,541	\$0	\$0
Reserve	\$1,127	\$0	\$0	\$0

Mill Creek 2021-2022 Budget – Proposed  
Municipal Arts Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$3,275	\$28,215	\$638	\$638
Expense	\$13,851	\$30,194	\$5,000	\$5,000
Reserve	\$32,896	\$30,917	\$26,555	\$22,192

- 2020 Expense includes \$25,000 Hist Preservation

Mill Creek 2021-2022 Budget – Proposed  
Paths and Trails Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$2,024	\$1,374	\$1,408	\$1,443
Expense	\$48	\$10,000	\$0	\$0
Reserve	\$15,443	\$6,817	\$8,225	\$9,669

- 2020 Expense includes Trail Preservation



Mill Creek 2021-2022 Budget – Proposed  
Drug Buy Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$10,843	\$0	\$3,707	\$3,707
Expense	\$5,414	\$15,385	\$3,707	\$3,707
Reserve	\$21,235	\$5,850	\$5,850	\$5,850

- Expenses for investigation supplies and costs

Mill Creek 2021-2022 Budget – Proposed  
City Hall North Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$199,041	\$173,969	\$176,874	\$178,712
Expense	\$137,305	\$639,224	\$291,133	\$134,207
Reserve	\$601,162	\$135,907	\$21,648	\$66,154

- 2020 Expense includes \$440K transfer to CIP – Roof
- 2020 Expense includes \$80K transfer to CIP - HVAC

Mill Creek 2021-2022 Budget – Proposed  
Debt Service Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$0	\$548,571	\$263,833	\$263,124
Expense	\$296,067	\$264,958	\$263,833	\$263,124
Reserve	(\$283,613)	\$0	\$0	\$0

- 2019 expense includes General Obligation Bond primarily for Surface Water capital
- 2020 – 2022 expense includes General Obligation Bond

Mill Creek 2021-2022 Budget – Proposed  
Local Revitalization Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$27,518	\$25,545	\$25,545	\$25,545
Expense	\$0	\$0	\$0	\$0
Reserve	\$153,482	\$179,027	\$204,572	\$230,116

- Revenue from Property Tax

Mill Creek 2021-2022 Budget – Proposed  
Real Estate Excise Tax (REET) Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,977,967	\$1,294,837	\$1,261,514	\$1,286,744
Expense	\$994,918	\$4,496,723	\$0	\$0
Reserve	\$4,408,922	\$1,207,036	\$2,468,549	\$3,755,294

- **Cautious** 2021 – 2022 Revenue
- 2019 - 2020 Expense includes \$1,121,000 transfer to Parks
- 2019 - 2020 Expense includes \$3,545,000 transfer to Road Improvement
- 2019 - 2020 Expense includes \$805,000 transfer to CIP

## Mill Creek 2021-2022 Budget – Proposed Capital Improvement Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$3,516,339	\$2,699,516	\$174,368	\$13,880
Expense	\$111,430	\$240,919	\$621,953	\$884,813
Reserve	\$4,421,465	\$7,280,062	\$6,832,478	\$5,961,545

- 2019 revenue includes reclassification on General Obligation Bond \$3.3M
- 2020 revenue includes \$2.2M transfers in from other Funds
- 2021 Expense - 2020 projects move due to pandemic to 2021

**Projects:** CHN Roof & Seismic Retrofit 17-BLDG-03  
Emergency Op Center 19-BLDG-03  
Gateway and Presence Improvement 18-ROAD-13  
CHN HVAC 19-BLDG-01

ADA Upgrades CH & Library 19-BLDG-02  
PW Shop Value Engineering Study 17-BLDG-02  
Historical Preservation Project 19-BLDG-04

Mill Creek 2021-2022 Budget – Proposed  
Parks and Open Space CIF

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,872,999	\$1,197,365	\$80,147	\$98,746
Expense	\$2,141,393	\$2,736,387	\$90,000	\$470,000
Reserve	\$2,575,422	\$1,036,400	\$1,026,547	\$655,293

- 2019 - 2020 revenue includes mitigation of \$1.3M
- 2021 - 2022 revenue includes mitigation of \$203K
- 2020 Expense includes \$2.2M MC Park Land Acquisition and Heron Park upgrades of \$366K

<b>Projects:</b> Silver Crest Upgrade 19-Park-02	Parks - Roof Replacement 19-Park-03
Trail Preservation Program 19-Park-04	North Creek Trail Study 19-Park-05
Park Property Conceptualization (Dobson/Remillard/Church/Cook)	

Mill Creek 2021-2022 Budget – Proposed  
Road Improvement Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$2,197,825	\$4,891,283	\$648,154	\$33,426
Expense	\$2,454,741	\$1,939,057	\$2,130,647	\$1,225,000
Reserve	\$1,953,570	\$5,100,496	\$3,618,003	\$2,426,429

- 2019 - 2020 revenue and expense includes WSDOT 35<sup>th</sup> Ave Connecting \$2.0M
- 2020 revenue includes \$2.5M transfer from REET
- 2021 Expense includes move of projects affected by COVID-19

**Projects:** EGUV Spine Rd Conn 19-ROAD-15  
Mill Creek Blvd Corridor19-PW-04  
Pavement Pres and Reh 19-PW-06  
Traffic Signal 17-ROAD-03  
Crosswalk Upgrades (MCE, HW, JHS)

Street Pave Marking 19-PW-03  
Concrete Sidewalk Rep 19-PW-05  
Bridges Monitoring 19-PW-07  
Traffic Safety & Calming 19-PW-08  
Complete Streets Pedestrian Improvements



## Mill Creek 2021-2022 Budget – Proposed Equipment Replacement Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$155,408	\$241,905	\$132,216	\$132,625
Expense	\$243,677	\$180,478	\$346,000	\$0
Reserve	\$1,572,356	\$1,633,783	\$1,419,999	\$1,552,624

- 2021 Expense includes COVID-19 delayed City Streets Equipment \$230K
- 2021 Expense includes COVID-19 delayed Public Safety – Auto \$116K

Mill Creek 2021-2022 Budget – Proposed  
Unemployment Comp. / Self Insurance Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$0	\$0	\$0	\$0
Expense	\$0	\$20,000	\$0	\$0
Reserve	\$58,195	\$38,195	\$38,195	\$38,195



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## **Preliminary 2021-2026 Capital Improvement Plan**

**From November 24, 2020 Study Session**

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## **Preliminary 2021-2026 Capital Improvement Plan**

**November 24, 2020 Public Hearing and Study Session**

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## Preliminary 2021-2026 Capital Improvement Plan

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- Capital Improvement Plan (CIP) is an element of City's Comprehensive Planning Process under GMA
- Need to plan to maintain and expand infrastructure to provide services to residents and businesses
- 6-year financing plan; first two years are tied to specific funding in City's biennial budget
- Built from requirements that have been planned for by staff and from community input
- Sized to address growth and desired new capabilities/services, but must fit funding available and staff capacity to implement

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## Preliminary Capital Improvement Plan Project Approval Process

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- Project inclusion in the six-year CIP does not mean it will proceed.
  - Further Council action required
- Project approval phases:
  - Concept – an idea that Council agrees is worth exploring
  - Scoping and Planning – Staff does work to refine a definition, timing, and possible budget (<\$5K)
  - Design – Staff engages consultants to get to a design that is ready to go out for bid. Spend \$10K's on design to get scope, budget and schedule. Ready to bid
  - Construction/Implementation – acceptable bid in hand, funding available, final decision to proceed
- Council controls the gate between each phase

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## Preliminary Capital Improvement Plan 2021-2022 Outlook

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- Cautious approach to capital funding and construction management costs
- Rebuilding staff capacity for both Public Works and Stormwater Utility
- Focus on planning and systems for implementation versus big one-off projects. Example: Pavement Condition Report, GIS and asset management tools
- Fewer projects; recognize staff capacity limits
- Aging infrastructure needs consistent attention. Programs versus Projects



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**Preliminary 2021-2026 Capital Improvement Plan**

**Transportation Capital Improvement Projects**

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## Transportation Capital Improvement Projects Summary

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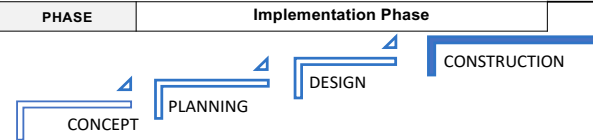
- Mill Creek Boulevard Corridor Improvements Study
- Citywide Traffic Signal Upgrades
- East Gateway Urban Village "Spine Road" West Connection (Phase 1) – ROW only
- Added based on discussion November 12:
  - Crosswalk Upgrades (JHS, MCE, HW)
  - Complete Streets Pedestrian Improvements
- New:
  - 35<sup>th</sup> Avenue Mid-block crossing - planning
  - Street Tree root conflict – assessment and scoping

## Transportation Capital Improvement Projects



PROJECT NAME:	Mill Creek Blvd Sub Area Study
PROJECT #:	19-PW-04
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Planning Study Project

### TRANSPORTATION



#### STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Civic Pride, Economic Prosperity, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The goal of the Mill Creek Boulevard Sub Area Study is to enhance economic vitality and provide a framework for multiple capital improvements which may include: intersection improvements at 164th Street, 161st Street, Main and SR 527; repair identified surface water aging infrastructure failures; water quality treatment; pavement preservation and roadway re-configurations to better support traffic for all modes. This study will peripherally address zoning and land use. **Outcome will define future road transportation and infrastructure projects, not yet included in CIP.**

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Professional Services	318-318-595-30-63-66	\$ 118,346	\$ 181,654						\$ 300,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>		\$ 118,346	\$ 181,654	\$ -	\$ -	\$ -			\$ 300,000

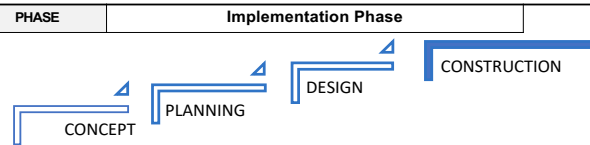
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
DOC grant	318-000-334-90-31-80	#N/A	\$ 300,000						\$ 300,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>		#N/A	\$ 300,000	\$ -	\$ -	\$ -			\$ 300,000

## Transportation Capital Improvement Projects



PROJECT NAME:	Citywide Traffic Signal Upgrades
PROJECT #:	17-ROAD-03
DEPARTMENT	Public Works and Development Services
CATEGORY	Signals
TYPE	Construction

### TRANSPORTATION



#### STRATEGIC PRIORITY

Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

The City owns seven traffic signals that are operated and maintained by Snohomish County. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for the signals to work within the County's integrated system. The project scope includes the installation of new pedestrian push buttons for compliance with the American with Disabilities Act (ADA), new side mounted battery backup systems (164th Street and Mill Creek Boulevard; Dumas Road at Park Road; Mill Creek Road and Village Green Drive), new controllers and conflict monitors. All work will be completed by Snohomish County. **Update: Signals on SR96 and SR 527 were completed in 2019 to support SWIFT Green Line; two signals remain to be done on 164th.**

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Construction	318-318-595-64-63-41	\$ -	\$ 14,000						\$ 14,000
Professional Services									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 14,000</b>

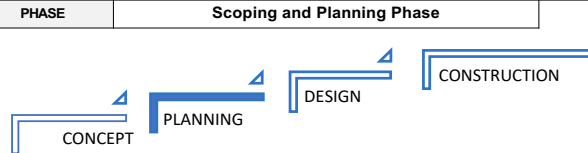
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 14,000						\$ 14,000
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 14,000</b>

## Transportation Capital Improvement Projects



PROJECT NAME:	EGUV Spine Road West Connection (Phase 1)
PROJECT #:	19-ROAD-15
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction Project

### TRANSPORTATION



#### STRATEGIC PRIORITY

Community Preservation, Civic Pride, Public Safety, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are under development. Construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage and The Farm. This project will complete the "Spine Road" from 39th Ave. SE to 44th Ave. SE. Costs include assessment of stormwater needs, appraisals, and right-of-way purchase needed at two parcels for subsequent roadway and stormwater design and construction. A 72 LF right of way width is needed for the "Spine Road." **Beyond the purchase of the right of way (now 2021), work does not yet have funds committed.**

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	318-318-595-20-63-51	\$ 25,007	\$ 74,993						\$ 100,000
Right-of-Way	318-318-595-20-63-51		\$ 500,000						\$ 500,000
Construction									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ 25,007</b>	<b>\$ 574,993</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 600,000</b>

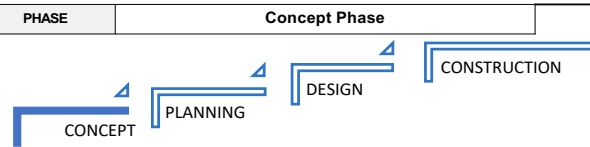
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Road Mitigation Funds		\$ 25,007	\$ 574,993						\$ 600,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ 25,007</b>	<b>\$ 574,993</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 600,000</b>

## Transportation Capital Improvement Projects



PROJECT NAME:	Crosswalk Upgrades (MCE, HW, JHS)
PROJECT #:	21-PW-xx
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

### TRANSPORTATION



#### STRATEGIC PRIORITY

#### DESCRIPTION / JUSTIFICATION

The crosswalks at Mill Creek Elementary (MCE) and Heatherwood Middle School (HW) employ solar powered, user operated Rectangular Rapidly Flashing Beacons (RRFB). Over time and as tree cover has grown, these have become less reliable. A replacement project to employ new line powered RRFBs at MCE and HW was explored, but due to the high cost of the extensive pavement work required, the project was suspended in 2020. More cost effective approaches with upgraded solar units will be explored as an alternative for possible replacement in 2021. Interest was also expressed in adding a new marked crosswalk, ADA ramps, and RRFB at Jackson High School Athletic Fields (JHS). The initial design also was high cost due to extensive payment work. A solar RRFB, thermoplastic lines, and required ADA ramp upgrades will be explored. Project will be jointly planned with Everett School District to find a suitable location, and coordinate with any impacts on their parking lot, street parking, and school operations.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design and Construction		\$ 65,000	\$ 140,000						\$ 205,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures</b>		\$ 65,000	\$ 140,000	\$ -	\$ -	\$ -			\$ 205,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Complete Streets Grant									\$ -
Snohomish County Grant									\$ -
City Streets									\$ -
									\$ -
<b>Total Project Revenues</b>		\$ 65,000	\$ 140,000	\$ -	\$ -	\$ -			\$ 205,000

CONCEPT PLANNING DESIGN CONSTRUCTION

The City was awarded Transportation Improvement Board (TIB) funds to implement Complete Streets projects in support of the City's Complete Streets ordinance. This project will identify segments of missing sidewalks, crosswalks, and ADA ramps for improvement projects. Emphasis will be on routes to schools. Projects will be prioritized for expedience of construction and efficient use of funds. TIB Complete Streets funds must be expended by summer 2021.

No new operation and maintenance costs are anticipated.

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Complete Streets Grant			\$ 85,000						\$ 85,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>		\$ -	\$ 85,000	\$ -	\$ -	\$ -			\$ 85,000

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## Transportation Capital Improvement Projects

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### 35<sup>th</sup> Ave Mid-Block Crosswalk

- Crosswalk from Northpointe to Old Pacific Topsoils entrance
- Closest crossings are 132<sup>nd</sup> and 148<sup>th</sup>
- Straight, but 35 MPH roadway
- People presently cross anyway
- People presently enter private property (Old Pacific Topsoils site)
- Now owned by The Farm developer as stormwater mitigation site
- Planting/construction complete Fall 2020; 5 year monitoring plan



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## **Preliminary 2021-2026 Capital Improvement Plan**

### **Transportation Capital Improvement Programs**

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## Transportation Capital Improvement Programs Summary

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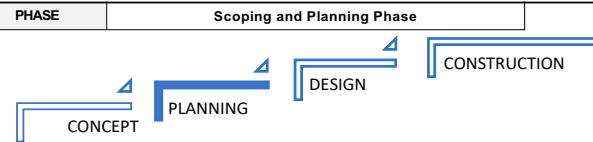
- Pavement Preservation and Rehabilitation Program
- Street Pavement Marking Program
- Concrete Sidewalk Replacement Program
- Traffic Safety and Calming Program
- Bridge Monitoring & Improvement Program
- Street Tree Root Conflicts – Assessment and scoping

## Transportation Capital Improvement Programs



PROJECT NAME:	Pavement Preservation and Rehabilitation Program
PROJECT #:	19-PW-06
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation Program
TYPE	Maintenance / Repair

### TRANSPORTATION



**STRATEGIC PRIORITY**  
Community Preservation

#### DESCRIPTION / JUSTIFICATION

The City is responsible for approximately 106 lane miles of roadway. The goal of this annual program is to extend the useful life of the City's streets by assessing, preserving and rehabilitating pavement conditions. Typical work will include crack filling, removal and replacement of failed pavement, patching, surface preservation treatments (where appropriate for the type of application; options include seal coat, slurry seal, microsurfacing) and asphalt overlays. It is understood that conventional chip seal is not desired for Mill Creek neighborhoods. Pavement preservation options outside of an overlay will first be discussed with the City Council prior to bid and award. The Program includes replacement or installation of accessible curb ramps to meet the requirements of the Americans with Disabilities Act (ADA). Per the Comprehensive Plan, the City's level of service guidelines for pavement management identifies a minimum pavement condition index of 65 for collectors and arterial roadways and 70 for local and residential roadways. A city wide assessment and pavement rating is being conducted in 2020 to establish a priority list for future repairs.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Assessment	318-318-595-30-63-68	\$ -	\$ 75,000						\$ 75,000
Construction	318-318-595-30-63-68		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,500,000
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 825,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 4,575,000</b>

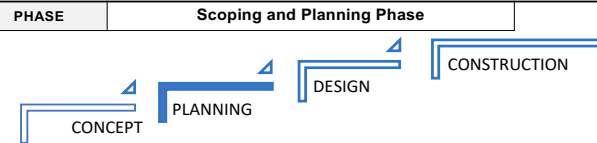
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 825,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,575,000
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 825,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 4,575,000</b>

## Transportation Capital Improvement Programs



PROJECT NAME:	Street Pavement Marking Program
PROJECT #:	19-PW-03
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation Program
TYPE	Maintenance / Repair

### TRANSPORTATION



#### STRATEGIC PRIORITY

Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

The goal of the Annual Street Pavement Marking Program is to maintain markings that identify travel lanes and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. The City owns and maintains 77 lane miles of residential and local streets, 19 lane miles of collector streets and 10 lane miles of arterial streets (total of 106 lane miles of roadway).

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Construction	318-318-595-30-63-65	\$ 222,325	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 822,325
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ 222,325</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 822,325</b>

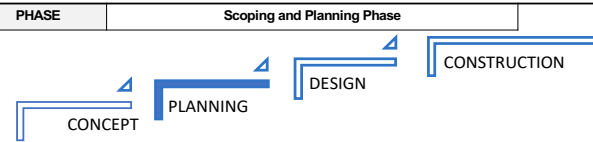
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ 222,325	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 822,325
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ 222,325</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 822,325</b>

## Transportation Capital Improvement Programs



PROJECT NAME:	Concrete Sidewalk Replacement Program
PROJECT #:	19-PW-05
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation Program
TYPE	Maintenance / Repair

### TRANSPORTATION



#### STRATEGIC PRIORITY

Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

The goal of this annual program is the preservation of the City's sidewalk systems which includes 75 miles of public sidewalks and more than 1,000 curb ramps. The scope of work includes repair or replacement of damaged sections of curb, gutter, sidewalk and curb ramps that meet the American with Disabilities Act (ADA). This program includes a citywide assessment and rating of sidewalks and prioritization of needed repairs as well as recommendations on alternative repair methods. This program also includes assessing and addressing the root cause of buckling sidewalk such as trees. This program may include tree removal or alternative construction methods to preserve existing trees. Some of the benefits of this program include: 1) improved pedestrian safety, 2) compliance with ADA standards, 3) savings in maintenance costs.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Assessment and Construction	318-318-595-30-63-67	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 600,000</b>

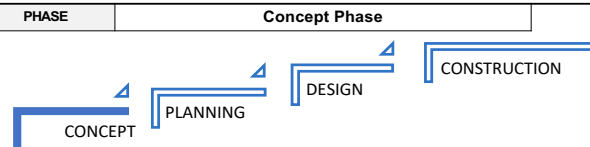
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 600,000</b>

## Transportation Capital Improvement Programs



PROJECT NAME:	Bridge Monitoring and Improvement Program
PROJECT #:	19-PW-07
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation Program
TYPE	Construction

### TRANSPORTATION



#### STRATEGIC PRIORITY

Community Preservation, Public Safety, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

The City of Mill Creek owns a total of eleven bridges. Five of those bridges have a structure length over 20LF. In 2017, all ten bridges were inspected by WSDOT (35th Ave Bridge was new in 2019). Load ratings were completed on the five structures with span lengths greater than 20LF: limit signage or improvements need to be made on three bridges. Bridge scour conditions were identified at two bridges: correction of scour conditions needs to be designed and implemented.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Professional Services	318-318-595-50-63-60	\$ -	\$ 50,000		\$ 50,000				\$ 100,000
Construction	318-318-595-50-63-60	\$ -		\$ 250,000		\$ 250,000			\$ 500,000
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>

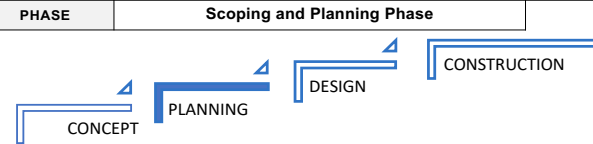
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 50,000	\$ 250,000	\$ 50,000	\$ 250,000			\$ 600,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>

## Transportation Capital Improvement Programs



<b>PROJECT NAME:</b>	Traffic Safety and Calming Program
<b>PROJECT #:</b>	19-PW-08
<b>DEPARTMENT</b>	Public Works and Development Services
<b>CATEGORY</b>	Transportation Program
<b>TYPE</b>	Study / Scoping and Planning

### TRANSPORTATION



#### STRATEGIC PRIORITY

Community Preservation, Public Safety, Long-term Planning

#### DESCRIPTION / JUSTIFICATION

This program builds upon the City's Traffic Calming Program prepared in 2007 which focused on the safety and livability of City neighborhoods and was focused on streets with an average daily traffic (ADT) of less than 8,000 vehicles. The 2021-2026 CIP Traffic Safety and Calming Program will review the program options, and assess all safety and traffic calming concerns for neighborhoods, collectors, and arterials. Specific projects may result from the study, and are not funded here. Construction funding (\$25K/year) is for ongoing minor projects.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Study	318-318-595-69-63-52	\$ -	\$ 25,000						\$ 25,000
Construction	318-318-595-69-63-52	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 175,000</b>

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 175,000</b>

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## Transportation Capital Improvement Programs

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### Street Tree Root Conflict Assessment and Scoping

- We presently shave sidewalks where panels are lifted
- Panels can be removed and replaced
- Offending roots can be pruned or removed
- New Street Tree standards in place for new development
- Conflict resolution with old trees
- Revisit our policy; look at peer city approaches; look at funding required for repairs/replacement/other



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## **Preliminary 2021-2026 Capital Improvement Plan**

### **Parks and Trails Capital Improvements**

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## Parks and Trails Capital Improvements Summary

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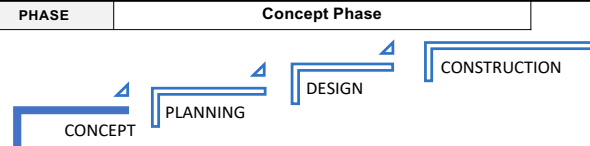
- Silver Crest Park Upgrade
- Parks Restroom/Picnic Shelter Roof Replacement
- Trail Preservation Program
- North Creek Trail Study
- Park Property Conceptualization (Dobson/Remillard/Cook/Church)

## Parks and Trails Capital Improvement Programs



PROJECT NAME:	Silver Crest Park Upgrade
PROJECT #:	19-PARK-02
DEPARTMENT	Public Works and Development Services
CATEGORY	Parks Project
TYPE	Replacement

### PARKS AND TRAILS



#### STRATEGIC PRIORITY

Community Preservation, Recreational Opportunities, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

The Silver Crest Park was annexed to the City in 2005 as a part of the Northeast Area Annexation. This .61 acre neighborhood park is located within the Silver Crest subdivision on 28th Drive SE. Amenities include a full basketball court, playground, picnic tables, and a grassy play area. There is currently no irrigation in place at this park and there is room for upgrades in many other areas. This proposed project would include adding irrigation, repairing/restoring the basketball court and fencing, replacement of benches and picnic tables with concrete pads, possible play equipment replacement/upgrade.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

Operation and maintenance costs are anticipated to increase 30 labor hours per year.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	317-317-594-76-63-38	\$ -	\$ 30,000						\$ 30,000
Construction	317-317-594-76-63-38	\$ -		\$ 320,000					\$ 320,000
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>

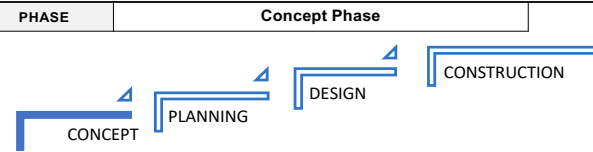
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 30,000	\$ 320,000					\$ 350,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>

## Parks and Trails Capital Improvement Programs



<b>PROJECT NAME:</b>	Parks Restroom/Picnic Shelter Roof Replacement
<b>PROJECT #:</b>	19-PARK-03
<b>DEPARTMENT</b>	Public Works and Development Services
<b>CATEGORY</b>	Parks Project
<b>TYPE</b>	Maintenance and Repair

### PARKS AND TRAILS



#### STRATEGIC PRIORITY

Community Preservation, Recreational Opportunities, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

The existing shake roof on the restroom/picnic shelter buildings at Pine Meadow Park and Cougar Park are in need of maintenance, repair, or replacement. The project would also include replacement of gutters and downspouts. Pine Meadow Park is planned for 2022 and Cougar Park is planned for 2024.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

This project is anticipated to reduce current maintenance costs.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Construction	317-317-594-76-63-39	\$ -		\$ 50,000		\$ 50,000			\$ 100,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation				\$ 50,000		\$ 50,000			\$ 100,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

## Parks and Trails Capital Improvement Programs



<b>PROJECT NAME:</b>	Trail Preservation Program	<b>PARKS AND TRAILS</b>	
<b>PROJECT #:</b>	19-PARK-04		
<b>DEPARTMENT</b>	Public Works and Development Services		
<b>CATEGORY</b>	Parks and Trails Program	<b>PHASE</b>	Concept Phase
<b>TYPE</b>	Repair / Maintenance		

### STRATEGIC PRIORITY

Community Preservation, Civic Pride, Recreational Opportunities, Public Safety, Leadership, Long-Term Planning



### DESCRIPTION / JUSTIFICATION

As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and assess their current condition. A priority list would be established ranking the severity of the deficiencies as well as establishing a schedule for future repairs and resurfacing. Expenses shown for construction are placeholders until an assessment is completed and plans can be developed.

### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Assessment	317-317-594-76-63-40	\$ -	\$ 20,000						\$ 20,000
Construction	317-317-594-76-63-40	\$ -		\$ 25,000		\$ 25,000		\$ 25,000	\$ 75,000
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 95,000</b>

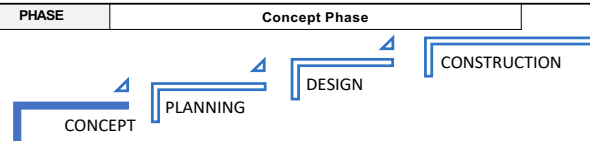
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 95,000</b>

## Parks and Trails Capital Improvement Programs



PROJECT NAME:	North Creek Trail Study
PROJECT #:	19-PARK-05
DEPARTMENT	Public Works and Development Services
CATEGORY	Parks and Trails Study
TYPE	Planning Study

### PARKS AND TRAILS



#### STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Civic Pride, Recreational Opportunities, Public Safety, Leadership, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

The North Creek Trail connects multiple regional trails including the Burke Gilman and Sammamish River Trails to the South with the Interurban Trail to the North. The result is a network of trails which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system serves and connects the significant Regional Growth Centers of Bothell Canyon Park, Lynwood and Everett as well as the locally designated Mill Creek Town Center and the Paine Field Manufacturing Industrial Center. The North Creek Trail Study will look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This Feasibility Study will include assessment of American with Disabilities (ADA) compliance for built out sections, high level cost estimate for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options, as well as coordination with Snohomish County's planned improvements to the North Creek Trail south of the City. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Feasibility Study	317-317-594-76-63-41			\$ 75,000					\$ 75,000
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 75,000</b>

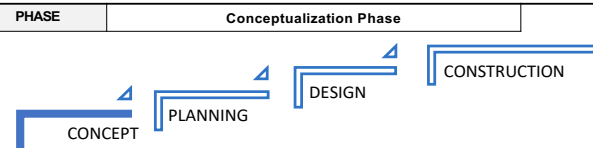
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation				\$ 75,000					\$ 75,000
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 75,000</b>

## Parks and Trails Capital Improvement Programs



PROJECT NAME:	Property Conceptualization (Dobson/Remillard/Church/Cook)
PROJECT #:	21-PARK-XX
DEPARTMENT	Public Works and Development Services
CATEGORY	Park Project
TYPE	Conceptualization Only

### PARKS AND TRAILS



#### STRATEGIC PRIORITY

#### DESCRIPTION / JUSTIFICATION

The City has accumulated 4 parcels of property (known by their former owners names as Dobson, Remillard, Cook and Church) for potential use for park or other community facilities uses. The Dobson, Remillard, and Church properties are directly adjacent to one another; the Cook property is across North Creek Drive from Remillard. Staff (with consultant support) will assemble information about the characteristics and restrictions on these parcels. Council will evaluate community needs and wants, and explore early concepts on possible improvements on these parcels. Funding is not known at this time beyond consultant support on land use and possible community surveys.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Minor consultant support			\$ 40,000						\$ 40,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 40,000</b>

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
		\$ -	\$ 40,000						\$ 40,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 40,000</b>



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## **Preliminary 2021-2026 Capital Improvement Plan**

### **Facilities Capital Improvements**

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## Facilities Capital Improvements Summary

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- Historical Preservation Project
- City Hall North HVAC
- City Hall North Roof and Seismic Retrofit
- Public Works Workshop Study; Execution?
- Entryway ADA Upgrades for City Hall and Library
- Emergency Operations Center
- Gateway and Presence Improvement



## Facilities Capital Improvement Programs



<b>PROJECT NAME:</b>	Historical Preservation Project	<b>FACILITIES</b>							
<b>PROJECT #:</b>	19-BLDG-04								
<b>DEPARTMENT</b>	Communications and Marketing								
<b>CATEGORY</b>	Facilities Project								
<b>TYPE</b>	Construction	PHASE	Construction Phase						
<b>STRATEGIC PRIORITY</b>		CONCEPT							
Fiscal Responsibility, Community Preservation, Civic Pride		PLANNING							
		DESIGN							
		CONSTRUCTION							
<b>DESCRIPTION / JUSTIFICATION</b>									
<p>In 2018, the Art &amp; Beautification Board identified a historical preservation project to help the community remember its roots in a manner that is aesthetically pleasing and community oriented. The project is to create an etched, stainless steel timeline to be hung along a covered bridge in Mill Creek Town Center. In fall 2018, the City engaged a design consultant to prepare the design working with the community and develop a budget for production and installation. The City hired an intern to compile and organize the information that would be included on the finished product. The final design will include a mix of text and image. The City started of the design of the project in 2018 with the idea that production and installation would occur in 2019. Civic organizations have expressed interest in helping fund the project; the City will pursue grants and sponsorship funds in 2019 before spending from the Municipal Arts Fund. With the City's focus on art, an artistic historical timeline would serve a dual purpose of providing artistic value while serving to educate the public about Mill Creek's history. Additional panels would be included in the display as the City's history continues to unfold. The 2019 expenses include production of the panels, possible designer help to production company on final details, and installation of the panels. This is artwork that will be a focal point, so maintenance and operations costs have been conservatively estimated to ensure it is maintained. However, maintenance and operations costs are dependant on the final product and design.</p>									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
New operation and maintenance costs are anticipated at 52 labor hours per year.									
<b>Expenditures</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Design & Info Gathering	316-316-594-71-63-02	\$ -	\$ 12,500						\$ 12,500
Production of Panels									\$ -
Design Assistance on Production									\$ -
Installation			\$ 12,500						\$ 12,500
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>Funding Sources</b>	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Municipal Arts Fund			\$ 25,000						\$ 25,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

## Facilities Capital Improvement Programs



<b>PROJECT NAME:</b>	City Hall North HVAC	<b>FACILITIES</b>  																																																													
<b>PROJECT #:</b>	19-BLDG-01																																																														
<b>DEPARTMENT</b>	Public Works and Development Services																																																														
<b>CATEGORY</b>	Facilities Project																																																														
<b>TYPE</b>	Replacement																																																														
<b>STRATEGIC PRIORITY</b> Community Preservation, Public Safety																																																															
<b>DESCRIPTION / JUSTIFICATION</b> Total replacement and commissioning of multiple liquid cooled heat pumps in City Hall North and at the library. Several are currently non-operational and others are close to failing. These heat pumps overlap with other heat pumps and serve a City staff area, tenant spaces as well as the Large Community Room. In addition to the actual HVAC work, the project includes ceiling tile replacement due to access requirements. The estimate also includes unknown failed duct work replacements.																																																															
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b> Operation and maintenance costs are expected to decrease by 50 labor hours per year due to a reduced number of service calls.																																																															
<table border="1"> <thead> <tr> <th>Expenditures</th> <th>BARS</th> <th>Prior</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Equipment</td> <td>316-316-594-18-62-03</td> <td>\$ 80,000.00</td> <td>\$ 200,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 280,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td><b>Total Project Expenditures \$</b></td> <td>-</td> <td>\$ 80,000</td> <td>\$ 200,000</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 280,000</td> </tr> </tbody> </table>				Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total	Equipment	316-316-594-18-62-03	\$ 80,000.00	\$ 200,000						\$ 280,000										\$ -										\$ -										\$ -	<b>Total Project Expenditures \$</b>	-	\$ 80,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000
Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total																																																						
Equipment	316-316-594-18-62-03	\$ 80,000.00	\$ 200,000						\$ 280,000																																																						
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<table border="1"> <thead> <tr> <th>Funding Sources</th> <th>BARS</th> <th>Prior</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>City Hall North and Cap Improv Fund</td> <td></td> <td>\$ 80,000</td> <td>\$ 200,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ 280,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td><b>Total Project Revenues \$</b></td> <td>-</td> <td>\$ 80,000</td> <td>\$ 200,000</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 280,000</td> </tr> </tbody> </table>				Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total	City Hall North and Cap Improv Fund		\$ 80,000	\$ 200,000						\$ 280,000										\$ -										\$ -										\$ -	<b>Total Project Revenues \$</b>	-	\$ 80,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total																																																						
City Hall North and Cap Improv Fund		\$ 80,000	\$ 200,000						\$ 280,000																																																						
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## Facilities Capital Improvement Programs



<b>PROJECT NAME:</b>	City Hall North - Roof and Seismic Retrofit		<b>FACILITIES</b>
<b>PROJECT #:</b>	17-BLDG-03		
<b>DEPARTMENT</b>	Public Works and Development Services		
<b>CATEGORY</b>	Facilities Project		
<b>TYPE</b>	Replacement		PHASE
<b>STRATEGIC PRIORITY</b> Community Preservation, Public Safety			Concept Phase



### DESCRIPTION / JUSTIFICATION

The existing roof on the City Hall north building, which houses staff from two City Departments, two Community Rooms, as well as various tenants, was installed in 1998 and has reached the end of its useful life and needs to be replaced. Good inspection practices and remedial repairs done in a timely manner, have allowed the City to defer the roof replacement until 2020. In addition, the building has not yet been upgraded with a seismic retrofit. In order to minimize impacts to the building users and streamline the bidding process, it is best to bundle both types of work into one single project. Design of the roof replacement has been completed, but a specialized consultant will be required for the seismic retrofit portion. No new operational costs or impacts are associated with this project. **2021-26 update: no progress so far; previous cost assumptions rolled forward without validation.**

### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Professional Services	316-316-594-18-62-04		\$50,000						\$ 50,000
Construction	316-316-594-18-62-04			\$ 550,000					\$ 550,000
On-call Consultant	316-316-594-18-62-04			\$ 75,000					\$ 75,000
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 675,000</b>

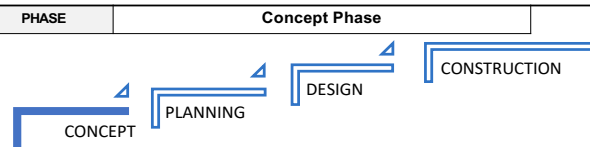
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
City Hall North Fund and CIF		\$0	\$50,000	\$625,000	\$0	\$0	\$0	\$0	\$0 \$ 675,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 625,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 675,000</b>

## Facilities Capital Improvement Programs



PROJECT NAME:	Public Works Workshop Value Engineering Study
PROJECT #:	17-BLDG-02
DEPARTMENT	Public Works and Development Services
CATEGORY	Facilities Project
TYPE	Study

### FACILITIES



#### STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

City Hall does not provide adequate parking, facilities or storage for Public Works maintenance vehicles and materials. The City received a State Department of Commerce grant in the amount of \$250,000 which expires in June 2019 (a grant extension request will be submitted in 2018). Staff plans to move this project forward by conducting a study to evaluate current City-owned properties and other properties as well, and obtain comparison of cost and how the sites meet current and future needs. ***Separate project for acquisition/refurbishment/construction of the PW yard approach selected by this effort is not yet included in CIP.***

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Study	316-316-594-48-60-00	\$ -	\$ 50,000						\$ 50,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

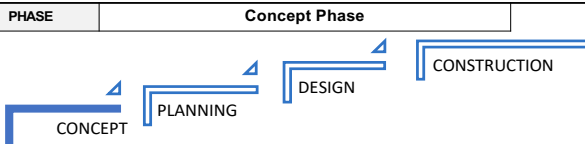
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
CIP Fund		\$ -	\$ 50,000						\$ 50,000
DOC grant here?									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

## Facilities Capital Improvement Programs



PROJECT NAME:	Entryway ADA Upgrades for City Hall and the Library
PROJECT #:	19-BLDG-02
DEPARTMENT	Public Works and Development Services
CATEGORY	Facilities Project
TYPE	Replacement Project

### FACILITIES



#### STRATEGIC PRIORITY

Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

City of Mill Creek has become a popular destination for passport customers, library patrons as well as other customers. The doors and Americans with Disabilities (ADA) entrances have experienced an elevated level of wear and tear on the City Hall South and Library Buildings. The current doors and openers are failing due to age and the number of cycles they receive. Maintenance repair and downtime have increased over the last few years. This project would replace the worn door hardware, ADA openers and related components to ensure we meet the needs of all Mill Creek residents and customers. Per the 2004 annexation agreement between the City and the Sno-Isle Intercounty Rural Library District, the City is responsible for repair and capital costs.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

Operation and maintenance costs are anticipated to decrease by 40 labor hours per year.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Equipment/Installation	316-316-594-18-62-07		\$ 40,000						\$ 40,000
									\$ -
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000

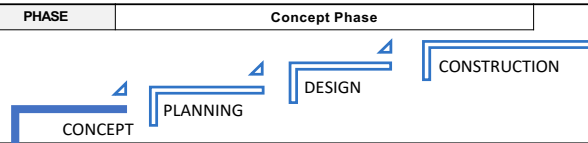
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
CIP Fund			\$ 40,000						\$ 40,000
									\$ -
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000

## Facilities Capital Improvement Programs



PROJECT NAME:	Emergency Operations Center (EOC)
PROJECT #:	19-BLDG-03
DEPARTMENT	Public Safety/Emergency Management
CATEGORY	Facilities Project
TYPE	Construction

### FACILITIES



#### STRATEGIC PRIORITY

Public Safety, Leadership, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

The City's Emergency Operations Center (EOC) is used for overall direction, control, and coordination in order to support the overall community response to the disaster and to best coordinate efforts with county, state, and federal agencies. An effective EOC requires the space and equipment to support response and relief efforts in the field, maintain situational awareness, and fulfill the task of coordinating with county, state, and federal agencies. The current EOC is located in the City Hall South small conference room and is inadequate for the task. It consists of a conference table and a wooden cabinet containing a radio. The conference room can only seat 6-8 people around a single table with no computer access and a single telephone. This CIP proposes moving the EOC to North City Hall Room 201. The EOC would be furnished with movable tables and chairs that can be configured into six (6) EOC sections; EOC Manager, PIO, Finance/Administration, Operations, Planning, and Logistics. Each section would be equipped with a desktop PC, a Surface tablet, and a landline telephone. The room would be equipped with two short throw LED projectors and two flat screen monitors. A seventh PC and an AV switcher would sit in the back, allowing any combination of four AV inputs to be displayed on the projectors and monitors. **2021-26 update:** Some equipment purchased in 2019; physical location needs to be decided, then designed and constructed.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

New operation and maintenance costs are anticipated to occur for the Public Works maintenance team at 25 labor hours per year. There will be two years of Information Technology staff impacts, for a total of 35 IT labor hours.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Audio-Visual System	316-316-594-25-64-01	\$ -	\$ 19,763						\$ 19,763
Tables and Chairs	316-316-594-25-64-01	\$ -	\$ 15,662						\$ 15,662
Computers	316-316-594-25-64-01	\$ 20,153							\$ 20,153
Misc. equipment and charges	316-316-594-25-64-01	\$ 1,083	\$ 2,979						\$ 4,062
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ 21,236</b>	<b>\$ 38,404</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,640</b>

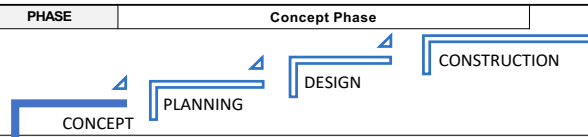
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
CIP Fund		\$ 21,236	\$ 38,404						\$ 59,640
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ 21,236</b>	<b>\$ 38,404</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,640</b>

## Facilities Capital Improvement Programs



PROJECT NAME:	Gateway and Presence Improvement
PROJECT #:	18-ROAD-13
DEPARTMENT	Communications and Marketing
CATEGORY	Facilities Project
TYPE	Replacement

### FACILITIES



#### STRATEGIC PRIORITY

Community Preservation, Civic Pride, Economic Prosperity, Long-Term Planning

#### DESCRIPTION / JUSTIFICATION

Although included in earlier CIPs, this capital project was not executed. It is a gateway and presence improvement project to help attract economic development opportunities and create an inviting aesthetic for tourism purposes. This provides an opportunity to update and unify the City's brand while providing vibrant, visually appealing gateway entry features for the City. It include updating and creating consistent gateway signage at key gateways to Mill Creek. The project entails working with a creative marketing agency to update the City's brand to reflect the lifestyle of Mill Creek and attract people to spend money in local businesses. The eight gateway entry points into the City include 164th Street SE, 132nd Street SE at 10th Street, Dumas Road at Park Road, 132nd Street SE at SR 527, 132nd Street SE at Seattle Hill Road, 35th Avenue SE at Seattle Hill Road, and SR 527 at 175th Street. Though the project funding source approved in the 2017-2018 CIP was through REET, the City will seek grant/sponsorship funding from community partners to help provide a cohesive community branding. Sign estimates in the CIP are very conservative; per staff outreach to local sign companies, the frame (which would not be replace) is generally about 65% of the sign cost. Since we don't need the frames, but simply are requesting a reface of existing signs, the signage element could be completed and ensure funding for landscaping improvements. Once the project scope and construction costs are defined, a detailed proposal will be brought to the City Council for approval. **2021-26 update: no progress made; needs Council and staff discussion to define and prioritize. Prior funding assumptions rolled forward without any validation.**

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

New operation and maintenance costs are anticipated to keep the flower beds and vegetation irrigated and maintained; the cost is anticipated to be 400+ labor hours per year.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Strategy Research & Development	316-316-594-58-63-01		\$ 48,000						\$ 48,000
Development of New Brand Identity	316-316-594-58-63-01			\$ 45,000					\$ 45,000
Gateway Signs	316-316-594-58-63-01			\$ 40,000					\$ 40,000
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,000</b>

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET and CIP Fund		\$ -	\$ 48,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 133,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 48,000</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,000</b>



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## **Preliminary 2021-2026 Capital Improvement Plan**

### **Surface Water Capital Improvements**

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## Surface Water Capital Improvements Summary

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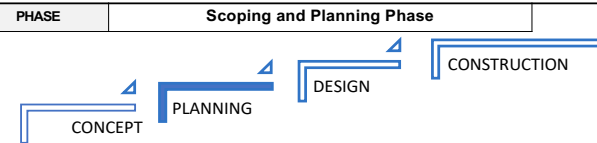
- Surface Water Aging Infrastructure Program – Next batch of C failures
- Catch Basin and Pipe Cleaning Program
- SW25 Pond Repair (164<sup>th</sup> west of North Creek)
- SW26 Pond Repair (Mill Creek Rd east of SR527)

## Surface Water Capital Improvement Programs



PROJECT NAME:	Surface Water Aging Infrastructure Program
PROJECT #:	19-SW-01
DEPARTMENT	Public Works and Development Services
CATEGORY	Surface Water Program
TYPE	Repair and Maintenance

### SURFACE WATER UTILITY



#### STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

Construction program repairs were identified in a 3-tiered level of granularity: F grade faults (repair within one year), C grade faults (programmed over the subsequent seven years) and A grade (not expected to impact the longevity of the pipe). This program includes design, construction and construction management to replace or rehabilitate aging surface infrastructure with a diameter of 18 inches or greater. Pipes with diameters less than 18 inches present less risk of catastrophic failure, but have not been assessed. Annual projects will be designed and implemented until backlog of known C grade issues are repaired.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Grade F Pipe Failure Repairs	401-401-594-31-63-01	\$ 936,606							\$ 936,606
Grade C Pipe Failure Repairs	401-401-594-31-63-02	\$ 470,001	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,970,001
Grade A Pipe Failure Repairs									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ 1,406,607</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 5,906,607</b>

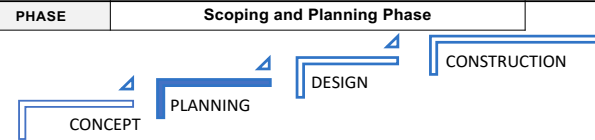
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 5,250,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 5,250,000</b>

## Surface Water Capital Improvement Programs



<b>PROJECT NAME:</b>	Catch Basin and Pipe Cleaning Program
<b>PROJECT #:</b>	21-SW-01
<b>DEPARTMENT</b>	Public Works and Development Services
<b>CATEGORY</b>	Surface Water Program
<b>TYPE</b>	Repair and Maintenance

### SURFACE WATER UTILITY



#### STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

Cleaning of Catch Basins is required to ensure proper operation during storm events and to minimize sediment build up in pipes. Based upon periodic inspection of the Catch Basins as required under the NPDES permit, annual projects will be specified and executed to clean basins and jet pipes as indicated.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Catch basin cleaning	401-401-531-38-41-02	\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315
									\$ -
									\$ -
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ 43,315</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 643,315</b>

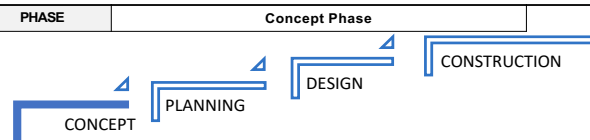
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility		\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ 43,315</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 643,315</b>

## Surface Water Capital Improvement Programs



PROJECT NAME:	164th Street SE East Basin Surface Water Retrofit
PROJECT #:	SW-25
DEPARTMENT	Public Works and Development Services
CATEGORY	Surface Water Project
TYPE	Construction

### SURFACE WATER UTILITY



#### STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

In 2012, the Snohomish Conservation District prepared a report for the City evaluating water quality treatment for stormwater runoff from seven undertreated drainage basins identified and prioritized by the City. Many portions of the impervious surface within the City receive little or no water quality treatment prior to discharge into North Creek or Penny Creek. The report details the existing conditions and explores a number of retrofit solutions for providing treatment to the runoff from these areas. The highest priority retrofit project was the design and construction of a filter vault system for the existing drainage system in 164th Street SE to treat the surface water runoff into North Creek. The retrofit system would only treat the drainage on 164th Street SE between North Creek and SR 527. This section of 164th Street SE has no treatment system for surface water. It has very high vehicle traffic, and is probably the single highest source of vehicle related pollutants in Mill Creek discharged directly into a water body. Replacement of the filter cartridges will be necessary on an annual or biennial basis.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

Structure cleaning and filter replacement costs will be programmed into SW operations.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	401-401-594-31-63-04		\$ 50,000						\$ 50,000
Construction				\$ 450,000					\$ 450,000
Operations & Maintenance						\$ 2,500		\$ 2,500	\$ 2,500
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 502,500</b>

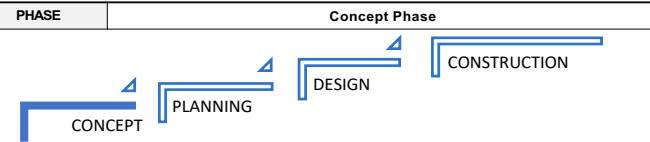
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility			\$ 50,000	\$ 450,000		\$ 2,500		\$ 2,500	\$ 502,500
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 502,500</b>

## Surface Water Capital Improvement Programs



PROJECT NAME:	Lower Mill Creek Road Basin Surface Water Retrofit
PROJECT #:	SW-26
DEPARTMENT	Public Works and Development Services
CATEGORY	Surface Water Project
TYPE	Construction

### SURFACE WATER UTILITY



#### STRATEGIC PRIORITY

Fiscal Responsibility, Community Preservation, Public Safety

#### DESCRIPTION / JUSTIFICATION

In 2012, the Snohomish Conservation District prepared a report for the City evaluating water quality treatment for stormwater runoff from seven undertreated drainage basins identified and prioritized by the City. Many portions of the impervious surface within the City receive little or no water quality treatment prior to discharge into North Creek or Penny Creek. The report details the existing conditions and explores a number of retrofit solutions for providing treatment to the runoff from these areas. The second highest priority retrofit project was the design and construction of a filter vault retrofit for the drainage system on the lower segment of Mill Creek Road that drains into Penny Creek. The existing drainage system for Mill Creek Road east of SR 527 discharges directly into Penny Creek without any water quality treatment. Pollutants from vehicles or spills enter the creek without any form of treatment. The proposed retrofit would install a filter vault system that would treat the drainage water prior to entering Penny Creek. This retrofit would improve water quality and reduce risk exposure for non-compliance with our National Pollution Discharge Elimination System (NPDES) permit.

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

Structure cleaning and filter replacement costs will be programmed into SW operations.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design	401-401-594-31-63-05				\$ 50,000				\$ 50,000
Construction						\$ 200,000			\$ 200,000
									\$ -
Operations & Maintenance								\$ 2,500	\$ 2,500
<b>Total Project Expenditures \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 252,500</b>

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility					\$ 50,000	\$ 200,000		\$ 2,500	\$ 252,500
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues \$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 252,500</b>



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## **Preliminary 2021-2026 Capital Improvement Plan**

### **Future Capital Improvements**

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## Future Capital Improvements – no assigned schedule or funding Summary

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- EGUV Spine Road West Connection (Phase 1) – Construction of stormwater facilities and/or road
- SR 96 at Dumas Road Intersection Improvements
- SR 96th at 35th Avenue Intersection Improvements
- SR 527 / 164th Street Intersection Improvements
- SR 527 / SR 96 Intersection Improvements
- Old Seattle Hill Road at SR 527 Improvements
- 164th Street SE at Mill Creek Blvd Intersection Improvements

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## Capital Improvement Plan

### Next Steps

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Next steps:

- Ask clarifying questions
- Prioritize needs in light of economic environment
- PW/DS will look at capacity to manage projects and programs
- Finance will adjust funding to match priorities and timing
- Council and Community inputs are welcome for consideration
- Complete Streets ideas solicited
- Next discussion, adoption as part of Budget December 1



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## Conclusion

### 2021-2022 Budget

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- Developing a balanced and thoughtful budget has been a challenge considering the current economic challenges and the uncertainties concerning the long-term effects of the COVID-19 pandemic. We are all working incredibly hard to deliver the same level of services to our City in a more efficient manner. The City realizes that the pandemic has significantly impacted many families, and we are doing everything we cannot raise taxes or fees for services. The City is committed to providing our City with the highest level of public safety and customer service.
- Reorganizing has been painful for those affected, but we believe this is an opportunity to create a different paradigm that will lead to greater support for our businesses and the public. The City is committed to building upon our many years of quality services and improving upon them in the future.
- I want to thank the many dedicated employees who have worked extremely hard to prepare this budget while providing services to the public during the COVID-19 pandemic. We truly value our employees and their families and thank them for all the hard work and input. I would also like to thank the Mill Creek City Council and the citizens of Mill Creek for their input, feedback, and guidance during the development of this budget.

**2021-2022 BUDGET TOTALS**

City of Mill Creek



001 General Fund

01/01/2021 To: 12/31/2022

REVENUES

308 81 00 1004	Beginning Net Cash & Invest.	6,614,235.00
311 10 00 0000	Regular Property Tax	12,669,043.00
311 11 00 0000	EMS Property Tax Levy	3,423,666.00
313 11 00 0000	Sales Tax	6,036,006.00
313 15 00 0000	Public Safety Sales Tax	591,753.00
313 27 00 0000	Afford. & Support. Housing Tax	38,428.00
313 71 00 0000	Criminal Justice Sales Tax	772,291.00
317 20 00 0000	Leasehold Excise Tax	3,000.00
321 60 00 0000	Business Licenses	122,669.00
321 91 00 0001	Franchise Fees - Cable, Other	568,882.00
321 91 00 0002	Franchise Fees - Waste Mgmt.	75,256.00
322 10 00 0000	Building Permits	451,381.00
322 10 00 0001	Technology fee	18,824.00
322 30 00 0000	Animal Licenses	1,614.00
322 90 00 0000	Non-Busin License/Permit other	8,488.00
322 90 00 1001	CPL Laminating Fee	272.00
335 00 91 0000	PUD Privilege Tax	179,228.00
336 06 21 0000	MVET- Violent Crimes	12,333.00
336 06 26 0000	Crim Justice-Spec Programs	44,374.00
336 06 51 0000	DUI Criminal Justice Assist	5,733.00
336 06 94 0000	Liquor Excise Tax	224,958.00
336 06 95 0000	Liquor Control Board Profits	335,401.00
341 81 00 0000	Copies, Fingerprinting, Tape	9,925.00
341 82 00 0000	Engineering Plan Check Fees	152,239.00
341 99 00 0000	Passport Fees	1,437,849.00
341 99 00 1001	Passport Photos	192,942.00
342 11 00 0000	Law Enforcement Services	455,161.00
345 81 00 0000	Zoning & Subdivision Fees	46,525.00
345 83 00 0000	Plan Check Fees	189,169.00
345 85 00 0000	Fire Mitigation Fees (GMA)	14,673.00
345 89 00 0001	Design Review Board Fees	8,235.00
345 89 00 0002	Other Development Fees	24,887.00
347 30 00 1000	Facility Rentals	12,622.00
347 30 00 1001	Field Rentals	56,721.00
347 30 00 1002	Concession Stand	1,456.00
347 30 00 1003	Lights - MCSP Field	10,452.00
347 60 00 1000	Recreation Extra Fee Revenue	11,664.00
347 60 90 1000	Preschool - Miscellaneous	84,360.00
347 60 90 1001	Preschool - Playgroup	91,981.00
347 60 90 1003	Youth - Miscellaneous	152,898.00
347 60 90 1004	Youth - League Basketball	166,482.00
347 60 90 1005	Teens - Miscellaneous	6,725.00
347 60 90 1006	Adults - Miscellaneous	8,903.00
347 60 90 1007	Family Events - Miscellaneous	3,526.00

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**2021-2022 BUDGET TOTALS**

City of Mill Creek



347 90 00 1000 Advertising  
347 90 00 1001 Sponsorships

46,446.00  
25,500.00

**2021-2022 BUDGET TOTALS**

City of Mill Creek

001 General Fund

01/01/2021 To: 12/31/2022

REVENUES

347 90 00 1002	Farmers Market Vendor Fees	18,165.00
353 10 00 0000	Civil Traffic Infraction	280,917.00
353 10 00 0001	Dismissed Tickets	5,588.00
353 70 00 0000	Code EnforcemntPenalty NonTrfc	4,644.00
354 00 00 0000	Civil Parking Infractions	21,193.00
359 10 00 0001	Permit & License Penalties	1,896.00
361 11 00 0000	Investment Interest	244,256.00
361 40 00 0001	Interest-Property Taxes	9,513.00
361 40 00 0002	Interest Income - Taxes	9,750.00
361 40 04 0001	Interest - Interfund Loan SW	7,375.00
362 50 00 0001	Cell Tower Leases	111,360.00
367 00 00 1000	Registrat.Scholarship Donation	2,000.00
369 10 00 1000	Sale of Surplus	339.00
381 20 00 0000	Interfund Loan Repayment SW	212,384.00
		<b>36,338,556.00</b>

**Fund Revenues:****36,338,556.00**

EXPENDITURES

508 81 00 1000	Ending Fund Balance	6,900,753.00
		<b>6,900,753.00</b>

## 001 Legislative

511 60 11 0000	Salaries & Wages	88,800.00
511 60 20 0000	MEBT/Medicare	7,360.00
511 60 23 0000	Worker's Compensation	404.00
511 60 31 0000	Office Supplies	5,777.00
511 60 41 0000	Professional Services-Legal	20,150.00
511 60 41 1001	Professional Services	24,180.00
511 60 44 0000	Advertising	1,494.00
511 60 49 0001	Conferences	9,759.00
511 60 49 0002	Memberships and Dues	307.00
001 Legislative		<b>158,231.00</b>

## 002 Executive

513 10 11 0000	Salaries & Wages	850,043.00
513 10 12 0000	Overtime	26,979.00
513 10 20 0000	MEBT/Medicare	64,981.00
513 10 21 0000	Retirement	107,685.00
513 10 22 0000	Health Benefits	94,100.00
513 10 23 0000	Worker's Compensation	2,622.00

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**2021-2022 BUDGET TOTALS**

City of Mill Creek



001 General Fund

01/01/2021 To: 12/31/2022

EXPENDITURES

## 002 Executive

513 10 31 0000 Office Supplies	2,970.00
513 10 41 0001 Professional Services	94,027.00
513 10 41 0002 Professional Services-Legal	998,001.00
513 10 45 0000 Equipment Replacement Funding	4,502.00
513 10 49 0001 Conferences and Training	16,661.00
513 10 49 0004 Memberships and Dues	5,218.00
<b>002 Executive</b>	<b>2,267,789.00</b>

## 003 Finance

514 20 11 0000 Salaries & Wages	865,653.00
514 20 20 0000 MEBT/Medicare	51,714.00
514 20 21 0000 Retirement	78,679.00
514 20 22 0000 Health Benefits	121,286.00
514 20 23 0000 Worker's Compensation	3,708.00
514 20 31 0000 Supplies - Office/Operating	10,650.00
514 20 41 0001 Professional Services	61,696.00
514 20 41 0002 Professional Services-Legal	37,516.00
514 20 41 0004 Finance Charges	51,359.00
514 20 41 1003 State Audit	92,644.00
514 20 45 0000 Equipment Replacement Funding	5,503.00
514 20 49 0001 Conferences and Training	9,059.00
514 20 49 0004 Memberships and Dues	534.00
594 14 64 0001 Capital Outlays	5,821.00
<b>003 Finance</b>	<b>1,395,822.00</b>

## 004 Communications

557 30 31 1000 Supplies - Special Events/Swag	14,105.00
557 30 31 1001 Supplies - Farmers Market	4,030.00
557 30 40 0000 Professional Svc - Farmers Mkt	12,090.00
557 30 41 1000 Prof Service-SpecEvent/Tourism	30,225.00
573 90 11 0000 Salaries & Wages	261,168.00
573 90 12 0000 Overtime	12,103.00
573 90 20 0000 MEBT/Medicare	20,667.00
573 90 21 0000 Retirement	33,319.00
573 90 22 0000 Health Benefits	77,503.00
573 90 23 0000 Worker's Compensation	854.00
573 90 31 1000 Supplies - Office/Operating	4,030.00
573 90 31 1001 Supplies - Community Events	10,075.00
573 90 41 1000 Publications	135,005.00
573 90 41 1002 Professional Services - Legal	2,260.00
573 90 41 1004 Marketing	430.00
573 90 44 0000 Advertising	8,060.00
573 90 45 0000 Equipment Replacement Funding	2,502.00
573 90 49 1001 Memberships and Dues	72.00

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**2021-2022 BUDGET TOTALS**

City of Mill Creek

001 General Fund

01/01/2021 To: 12/31/2022

EXPENDITURES

**04 Communications**

573 92 31 1001	Supplies - Volunteer Projects	158.00
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004 Communications	628,656.00
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**05 Information Technology**

518 80 11 1000	Salaries - Indirect Cost Alloc	229,497.00
518 80 20 0000	MEBT/Medicare	17,442.00
518 80 21 0000	Retirement	24,309.00
518 80 22 0000	Health Benefits	1,326.00
518 80 23 0000	Worker's Compensation	1,848.00
518 80 31 0002	Operating Supplies	47,023.00
518 80 41 0000	Software Licenses	304,174.00
518 80 41 0001	Consulting Services	20,150.00
518 80 41 0002	Legal Services	127.00
518 80 42 0000	Web Hosting	5,841.00
518 80 45 0000	Equipment Replacement Funding	2,001.00
518 80 49 0001	Conferences and Training	4,501.00
518 80 49 0002	Dues and Subscriptions	1,015.00
518 90 42 0000	Telecommunications	110,089.00
518 90 48 0000	Repairs & Maintenance	25,367.00
594 18 64 0021	Capital Expenditures	10,605.00

005 Information Technology	805,315.00
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**06 Human Resources**

518 10 31 1000	Office Supplies	115.00
518 10 31 1001	Employee Recognition/Wellness	1,412.00
518 10 41 1000	Professional Services	267,995.00
518 10 41 1001	Professional Services - Legal	16,185.00

006 Human Resources	285,707.00
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**007 City Clerk**

514 21 11 0000	Salaries & Wages	186,084.00
514 21 20 0000	MEBT/Medicare	3,066.00
514 21 21 0000	Retirement	27,139.00
514 21 22 0000	Health Benefits	40,600.00
514 21 23 0000	Worker's Compensation	948.00
514 21 31 0000	Supplies - Office	39.00
514 21 41 1000	Professional Services	92.00
514 21 41 1002	Professional Services - Legal	12,446.00
514 21 49 1000	Conferences and Training	1,607.00

007 City Clerk	272,021.00
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**2021-2022 BUDGET TOTALS**

City of Mill Creek



001 General Fund

01/01/2021 To: 12/31/2022

EXPENDITURES

**008 Police**

515 33 41 0000	Prof Svcs Indigent Defense	227,259.00
515 34 41 1000	DV/Child Advocate	30,225.00
515 34 41 1001	Prof Svcs - Translator	10,075.00
515 35 41 0002	Prof Svcs - Prosecution	225,467.00
515 35 49 0000	District Court	181,350.00
521 11 11 0000	Salaries & Wages -Police Admin	469,798.00
521 11 20 0000	MEBT/Medicare Police Admin	35,583.00
521 11 21 0000	Retirement - Police Admin	32,031.00
521 11 22 0000	Health Benefits - Police Admin	102,501.00
521 11 23 0000	Worker's Comp -Police Admin	5,840.00
521 11 30 0000	Supplies - Admin	16,120.00
521 11 41 0000	Professional Svcs - Admin	67,733.00
521 11 41 0001	SnoCo 911	115,139.00
521 11 41 0002	Pre-Employment Screening	10,075.00
521 11 41 0003	Professional Services - Legal	33,274.00
521 11 41 1001	Citizen Patrol Program	4,030.00
521 11 48 0000	Repairs & Maint - Admin	4,030.00
521 11 49 0001	Conferences & Training - Admin	30,000.00
521 11 49 0002	Memberships and Dues - Admin	16,120.00
521 11 49 0007	Printing & Binding	2,418.00
521 20 45 0000	Equipment Replacement Funding	163,159.00
521 21 11 0000	Salaries & Wages - Support Svc	1,253,490.00
521 21 12 0000	Overtime - Support Svc	9,938.00
521 21 20 0000	MEBT/Medicare - Support Svc	95,989.00
521 21 21 0000	Retirement - Support Svc	112,356.00
521 21 22 0000	Health Benefits - Support Svc	271,574.00
521 21 23 0000	Worker's Comp - Support Svc	19,861.00
521 21 31 0000	Supplies - Support Services	18,135.00
521 21 31 1001	Supplies & Equipment- Evidence	4,030.00
521 21 41 0000	Prof Svcs - Support Services	10,075.00
521 21 41 0001	Security Alarm Monitoring	2,620.00
521 21 48 0000	Repairs & Maint - Support Svcs	8,000.00
521 21 49 0001	Conf and Training -Support Svc	3,435.00
521 21 49 0002	Memberships & Dues - Support	1,511.00
521 22 31 0000	Supplies and Equipment - SWAT	30,225.00
521 22 49 1000	Conferences and Training SWAT	10,075.00
521 22 49 1001	Memberships and Dues - SWAT	6,045.00
521 30 31 0000	Supplies - Crime Prevention	2,015.00
521 40 41 0000	Academy Training	13,098.00
521 70 11 0000	Salaries & Wages - Patrol	4,017,814.00
521 70 12 0000	Overtime - Patrol	514,856.00
521 70 20 0000	MEBT/Medicare - Patrol	345,578.00
521 70 21 0000	Retirement - Patrol	238,966.00
521 70 22 0000	Health Benefits - Patrol	749,484.00
521 70 23 0000	Worker's Comp - Patrol	109,924.00
521 70 31 0000	Supplies - Operating Patrol	11,201.00

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**2021-22 BUDGET TOTALS**

City Of Mill Creek



001 General Fund

01/01/2021 To: 12/31/2022

EXPENDITURES

**008 Police**

521 70 31 0001	Supplies - K-9 Program	14,105.00
521 70 31 0005	Uniforms	27,197.00
521 70 31 0012	Supplies - Firearms	61,500.00
521 70 31 0013	Supplies - Defensive Tactics	1,008.00
521 70 32 0000	Gasoline Fuel	84,630.00
521 70 35 0000	Small Tools	6,045.00
521 70 48 0000	Repairs & Maintenance-Equip.	4,833.00
521 70 48 0001	Repairs & Maintenance-Vehicles	62,582.00
521 70 48 0004	Repairs & Maintenance-Uniforms	6,045.00
521 70 49 0001	Conferences & Training -Patrol	50,375.00
521 70 49 0002	Memberships & Dues -Patrol	4,030.00
523 60 41 1000	Jail Services	362,700.00
525 60 49 0000	Emergency Management	76,781.00
528 10 41 1000	SNOCOM Dispatch Service	535,142.00
554 30 41 0000	Animal Holding Contract	24,180.00
594 21 64 1001	Equipment - SWAT	20,150.00
594 39 64 0000	Cap Improvement/Equipment	82,615.00

<b>008 Police</b>	<b>11,066,440.00</b>
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522 20 41 0000 Fire Services	8,465,968.00
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<b>011</b>	<b>8,465,968.00</b>
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514 40 41 0000	Election Costs	9,954.00
514 90 41 0000	Voter Registration	55,123.00
518 30 46 0000	Insurance	291,422.00
518 90 31 0000	Office Supplies - Central	13,827.00
518 90 32 0000	Gasoline Fuel	1,384.00
518 90 41 0001	Professional Services	8,809.00
518 90 42 0002	Postage/Machine	43,580.00
518 90 45 0000	Equipment Replacement Funding	29,323.00
518 90 49 0000	Memberships & Org Assessments	158,929.00
518 90 49 0006	Section 125 Program	4,004.00
566 10 41 0000	Sno. Co. Human Services	11,872.00
589 30 00 0001	Sales and Leasehold ExciseTax	27,919.00

<b>014</b>	<b>656,146.00</b>
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**016 Community Development**

558 60 11 0000	Salaries & Wages	649,531.00
558 60 12 0000	Overtime	175.00
558 60 20 0000	MEBT/Medicare	49,549.00
558 60 21 0000	Retirement	80,498.00
558 60 22 0000	Health Benefits	100,422.00
558 60 23 0000	Worker's Compensation	1,767.00
558 60 31 0000	Office & Operating Supplies	1,114.00

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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



001 General Fund

01/01/2021 To: 12/31/2022

EXPENDITURES

**016 Community Development**

558 60 32 0000	Fuel	167.00
558 60 41 0000	Professional Services	231,647.00
558 60 41 0002	Professional Services-Legal	64,577.00
558 60 41 1003	Prof Srv - Reimbursable	21,659.00
558 60 44 0000	Advertising	2,925.00
558 60 45 0000	Equipment Replacement Funding	2,001.00
558 60 48 0000	Repairs & Maintenance	1,440.00
558 60 49 0001	Conferences & Training	13,098.00
558 60 49 0002	Memberships and Dues	6,045.00

<b>016 Community Development</b>	<b>1,226,615.00</b>
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**018 Public Works**

518 30 11 0000	Salaries & Wages - Facilities	106,422.00
518 30 12 0000	Overtime - Facilities	1,892.00
518 30 20 0000	MEBT/Medicare - Facilities	8,241.00
518 30 21 0000	Retirement - Facilities	13,929.00
518 30 22 0000	Health Benefits - Facilities	32,280.00
518 30 23 0000	Worker's Comp - Facilities	2,481.00
518 30 31 0000	Supplies-City Hall & PW Shop	13,954.00
518 30 31 0006	Uniforms	2,141.00
518 30 35 0000	Small Tools/Equip-City Hall/PW	2,101.00
518 30 41 0000	Prof Svcs - Public Works	20,696.00
518 30 41 0001	Prof. Ser-Landscape/Janitorial	41,079.00
518 30 41 0003	Prof Svc - Public Works Legal	24,118.00
518 30 45 0000	Equipment Replacement Funding	8,436.00
518 30 47 0000	Utilities-City Hall	46,700.00
518 30 48 0000	Repair & Maint - Facilities	74,801.00
518 30 48 0011	Repair & Maint- PW Equip/Vehic	17,365.00
518 30 49 0001	Conferences & Training	7,137.00
518 30 49 0002	Memberships and Dues	276.00
543 10 11 0000	Salaries & Wages - PW Admin	511,524.00
543 10 20 0000	MEBT/Medicare - PW Admin	39,146.00
543 10 21 0000	Retirement - PW Admin	65,310.00
543 10 22 0000	Health Benefits - PW Admin	121,942.00
543 10 23 0000	Worker's Comp - PW Admin	6,194.00
576 80 11 0000	Salaries & Wages - Parks	259,633.00
576 80 20 0000	MEBT/Medicare - Parks	20,230.00
576 80 21 0000	Retirement - Parks	31,836.00
576 80 22 0000	Health Benefits - Parks	26,782.00
576 80 23 0000	Worker's Comp - Parks	6,705.00
576 80 31 0001	Supplies - Parks	13,483.00
576 80 32 0000	Fuel - Park Maintenance	13,534.00
576 80 40 0000	Professional Svcs - Parks	147,194.00
576 80 47 0000	Utilities - Parks	53,004.00
576 80 48 1000	Repair & Maint - Parks	11,157.00

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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



001 General Fund

01/01/2021 To: 12/31/2022

EXPENDITURES

## 018 Public Works

576 81 12 0000	Overtime - Parks	5,266.00
594 48 64 0000	Capital Outlay	24,562.00
018 Public Works		1,781,551.00

## 019 Recreation

571 11 11 1000	Salaries - Indirect Cost Alloc	269,042.00
571 11 12 0000	Overtime	14,143.00
571 11 20 0000	MEBT/Medicare	17,626.00
571 11 21 0000	Retirement	28,022.00
571 11 21 1000	Benefits - Indirect Cost	44,851.00
571 11 23 0000	Worker's Compensation	4,036.00
571 11 41 1000	Prof Svcs - ActiveNet	1,344.00
571 11 49 1001	B&O Taxes	19,576.00
571 20 31 1001	Supplies - Preschool	50.00
571 20 41 0000	Prof Svc - Rec Services	26,012.00
571 21 31 1000	Supplies - Youth Basketball	664.00
589 30 00 1001	Sales Tax	2,176.00
019 Recreation		427,542.00

**Fund Expenditures:****36,338,556.00****Excess/Deficit:****0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek



103 City Streets

01/01/2021 To: 12/31/2022

**REVENUES**

308 80 00 0000	Beginning Net Cash & Invest.	265,488.00
322 40 00 0000	Street and Curb Permits	82,286.00
336 00 71 0000	Multimodal Transportation	56,979.00
336 00 87 0001	Motor Vehicle Fuel Tax	836,156.00
361 11 00 0002	Investment Interest	9,300.00
		<b>1,250,209.00</b>

<b>Fund Revenues:</b>	<b>1,250,209.00</b>
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**EXPENDITURES**

508 11 00 1030	Ending Fund Balance	228,619.00
		<b>228,619.00</b>

**003 Finance**

542 63 47 0000	Street Lighting - Electrical	288,261.00
<b>003 Finance</b>		<b>288,261.00</b>

**103 Streets**

542 30 11 0000	Salaries & Wages	118,773.00
542 30 12 0000	Overtime	6,050.00
542 30 20 0000	MEBT/Medicare	9,517.00
542 30 21 0000	Retirement	14,773.00
542 30 22 0000	Health Benefits	39,794.00
542 30 23 0000	State Industrial	2,770.00
542 30 31 0000	Operating Supplies	25,690.00
542 30 32 0000	Gasoline/Diesel/Propane Fuel	3,633.00
542 30 35 0000	Small Tools & Minor Equip.	2,263.00
542 30 41 1030	Contracted Services	94,470.00
542 30 45 0000	Equipment Replacement Funding	28,144.00
542 30 48 1030	Repairs & Maint.-Streets	47,690.00
542 30 48 1031	Repair & Maint.-Equipment	25,309.00
542 63 48 1030	Repair & Maint-Street Lights	27,907.00
542 64 40 0000	Traffic Control Devices	8,089.00
542 70 41 1030	Contract Landscape Services	52,177.00
542 70 47 1030	Utilities - Irrigation	26,280.00
595 64 63 1030	Capital Exp -Traffic Control	200,000.00
<b>103 Streets</b>		<b>733,329.00</b>

<b>Fund Expenditures:</b>	<b>1,250,209.00</b>
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**2021-2022 BUDGET TOTALS**



City Of Mill Creek

103 City Streets

01/01/2021 To: 12/31/2022

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek



115 Municipal Arts

01/01/2021 To: 12/31/2022

**REVENUES**

308 11 00 1151 Beginning Net Cash & Invest.	30,917.00
361 11 00 1150 Investment Interest	300.00
367 00 00 0005 Donations - Veterans Monument	975.00
	<b>32,192.00</b>

<b>Fund Revenues:</b>	<b>32,192.00</b>
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**EXPENDITURES**

508 81 00 1150 Ending Fund Balance	22,192.00
	<b>22,192.00</b>
573 20 31 0000 Art Improvements	10,000.00
015	10,000.00

<b>Fund Expenditures:</b>	<b>32,192.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



125 Paths &amp; Trails

01/01/2021 To: 12/31/2022

**REVENUES**

308 11 00 1251 Beginning Net Cash & Invest.	6,817.00
336 00 87 0002 Motor Vehicle Fuel Tax	2,628.00
361 11 00 1250 Investment Interest	224.00
	<u>9,669.00</u>

**Fund Revenues: 9,669.00****EXPENDITURES**

508 81 00 1250 Ending Fund Balance	9,669.00
	<u>9,669.00</u>

025 0.00

**Fund Expenditures: 9,669.00****Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

130 Drug Buy Fund

01/01/2021 To: 12/31/2022

**REVENUES**

308 11 00 1301	Beginning Net Cash & Invest.	5,850.00
369 30 00 0000	Confiscated Forfeited Property	7,413.00
		<b>13,263.00</b>

**Fund Revenues: 13,263.00****EXPENDITURES**

508 81 00 1300	Ending Fund Balance	5,850.00
		<b>5,850.00</b>
521 23 31 0000	Investigation Supplies & Costs	7,413.00
030		<b>7,413.00</b>

**Fund Expenditures: 13,263.00****Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek



145 City Hall North

01/01/2021 To: 12/31/2022

**REVENUES**

308 12 00 1450 Investments	135,907.00
317 20 00 0002 Leasehold Excise Tax	13,975.00
341 92 00 0000 TripleNet Charges	81,719.00
361 11 00 0003 Investment Interest	11,457.00
362 50 00 0002 Lease Revenue	219,492.00
389 30 00 1450 Custodial - Leasehold Tax	28,944.00
	<b>491,494.00</b>

<b>Fund Revenues:</b>	<b>491,494.00</b>
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**EXPENDITURES**

508 81 00 1450 Ending Fund Balance	66,154.00
	<b>66,154.00</b>

**045 Property Management**

518 20 31 0000 Supplies	10,610.00
518 20 41 0000 Professional Services	43,712.00
518 20 41 0001 Professional Services-Legal	1,152.00
518 20 46 0000 Insurance	20,250.00
518 20 47 0001 Utilities	70,186.00
518 20 48 0000 Repair & Maintenance	58,051.00
518 20 49 0000 Triple Net - refunds	4,746.00
589 30 00 0002 Leasehold Excise Tax	27,365.00
594 18 62 0035 City Hall North HVAC 17-BLDG-4	28,173.00
594 18 63 0000 Capital Outlay	1,095.00
597 00 00 1451 Transfer to CIP Fund HVAC	160,000.00
<b>045 Property Management</b>	<b>425,340.00</b>

<b>Fund Expenditures:</b>	<b>491,494.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**



City Of Mill Creek

226 Debt Service Fund

01/01/2021 To: 12/31/2022

REVENUES

397 00 00 2263 Oper Transfer From Surface Wat	526,957.00
	526,957.00

<b>Fund Revenues:</b>	<b>526,957.00</b>
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EXPENDITURES

	0.00
591 95 79 0002 Principal - GO Bond SW & CAP	390,000.00
592 95 83 2260 Interest - GO Bond SW & CAP	136,957.00
026	526,957.00

<b>Fund Expenditures:</b>	<b>526,957.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek

227 Local Revitalization Fund

01/01/2021 To: 12/31/2022

REVENUES

308 11 00 2271 Beginning Net Cash & Investmen	179,027.00
311 10 00 0001 Property Tax LRF	49,351.00
361 11 00 2270 Investment Interest	1,738.00
	<u>230,116.00</u>

<b>Fund Revenues:</b>	<b>230,116.00</b>
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EXPENDITURES

508 81 00 2270 Ending Fund Balance	230,116.00
	<u>230,116.00</u>

<b>Fund Expenditures:</b>	<b>230,116.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



314 Real Estate Excise Tax

01/01/2021 To: 12/31/2022

REVENUES

308 11 00 3141 Beginning Net Cash & Invest.	1,207,036.00
318 34 00 0000 REET 1 - First Quarter Percent	1,254,549.00
318 35 00 0000 REET 2-Second Quarter Percent	1,254,549.00
361 11 00 0004 Investment Interest	39,160.00
	<u>3,755,294.00</u>

<b>Fund Revenues:</b>	<b>3,755,294.00</b>
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EXPENDITURES

508 81 00 3140 Ending Fund Balance	3,755,294.00
	<u>3,755,294.00</u>

014	0.00
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<b>Fund Expenditures:</b>	<b>3,755,294.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek

**316 Capital Improvement Fund**

01/01/2021 To: 12/31/2022

**REVENUES**

308 11 00 3161	Beginning Net Cash & Invest.	7,280,062.00
361 11 00 0005	Investment Interest	28,248.00
397 00 00 3167	Transfer from Annex Fund	160,000.00
		<b>7,468,310.00</b>

<b>Fund Revenues:</b>	<b>7,468,310.00</b>
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**EXPENDITURES**

508 81 00 3160	Ending Fund Balance	5,961,545.00
		<b>5,961,545.00</b>

**316 CIP**

594 18 11 0000	Salaries & Wages	256,685.00
594 18 20 0000	MEBT/Medicare	23,105.00
594 18 21 0000	Retirement	34,315.00
594 18 22 0000	Health Benefits	27,221.00
594 18 23 0000	Worker's Comp	4,035.00
594 18 62 3163	CHNHVAC 19-BLDG-01	200,000.00
594 18 62 3164	CHN Roof & Seismic Retrofit 17-BLDG-03	675,000.00
594 18 62 3165	ADA Upgrades CH & Library 19-BLDG-02	40,000.00
594 25 64 3160	Emergency Op Center 19-BLDG-03	38,404.00
594 48 60 3160	PW Shop Value Engineering Study 17-BLDG-02	50,000.00
594 58 63 3160	Gateway And Presence Improvemt 18-ROAD-13	133,000.00
594 71 63 3160	Historical Preservation Project 19-BLDG-04	25,000.00
<b>316 CIP</b>		<b>1,506,765.00</b>

<b>Fund Expenditures:</b>	<b>7,468,310.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



317 Parks & Open Space Capital Imp

01/01/2021 To: 12/31/2022

REVENUES

308 11 00 3171	Beginning Net Cash & Invest.	1,036,400.00
345 86 00 0001	Mitigation	165,691.00
361 11 00 0006	Investment Interest	13,202.00
		<hr/>
		1,215,293.00

<b>Fund Revenues:</b>	<b>1,215,293.00</b>
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EXPENDITURES

508 81 00 3170	Ending Fund Balance	655,293.00
		<hr/>
		655,293.00
		<hr/>
017		0.00

317 Parks CIP

594 76 61 3170	North Creek Trail Study 19-Park-05	75,000.00
594 76 62 3178	Parks - Roof Replacement 19-Park-03	50,000.00
594 76 64 3177	Silver Crest Upgrade 19-Park-02	350,000.00
594 76 64 3179	Trail Preservation Program 19-Park-04	45,000.00
594 76 64 3180	Park Property Conceptualization (Dobson/Remillard/Church/Cook)	40,000.00
		<hr/>
317 Parks CIP		560,000.00

<b>Fund Expenditures:</b>	<b>1,215,293.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



318 Road Improvement Fund

01/01/2021 To: 12/31/2022

REVENUES

308 11 00 3181 Beginning Net Cash & Invest.	5,100,496.00
334 06 90 3180 WA St Dept Of Commerce - MC Blvd SubArea 19-PW-04	300,000.00
345 86 00 0002 Mitigation	327,143.00
361 11 00 0007 Investment Interest	54,437.00
	<u>5,782,076.00</u>

<b>Fund Revenues:</b>	<b>5,782,076.00</b>
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EXPENDITURES

508 81 00 3180 Ending Fund Balance	2,426,429.00
	<u>2,426,429.00</u>

318 Road CIP

595 20 63 3180 EGUV Spine Rd Conn 19-ROAD-15	574,993.00
595 31 63 3182 Street Pave Marking 19-PW-03	200,000.00
595 31 63 3183 Mill Crk Blvd Corridor 19-PW-04	181,654.00
595 31 63 3184 Pavement Pres and Reh 19-PW-06	1,575,000.00
595 31 63 3186 Crosswalk Upgrades (MCE, HW, JHS)	140,000.00
595 31 63 3187 Complete Streets Pedestrian Improvements	95,000.00
595 50 63 3180 Bridges Monitoring 19-PW-07	300,000.00
595 61 63 3180 Concrete Sidewalk Rep 19-PW-05	200,000.00
595 64 63 3183 Traffic Signal 17-ROAD-03	14,000.00
595 69 63 3180 Traf Safety & Calming 19-PW-08	75,000.00
318 Road CIP	<u>3,355,647.00</u>

<b>Fund Expenditures:</b>	<b>5,782,076.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



401 Surface Water Utility

01/01/2021 To: 12/31/2022

REVENUES

308 11 00 4011 Beginning Net Cash & Invest.	556,624.00
343 10 00 0000 Surface Water Services	3,630,232.00
361 11 00 0008 Investment Interest	70,836.00
	<b>4,257,692.00</b>

**Fund Revenues:****4,257,692.00**

EXPENDITURES

508 81 00 4010 Ending Fund Balance	97,186.00
	<b>97,186.00</b>

## 401 Surface Water

531 38 11 4010 Salary & Wages - Ind Cost	463,481.00
531 38 12 0000 Overtime	1,465.00
531 38 20 0000 MEBT/Medicare	35,662.00
531 38 21 0000 Retirement	56,909.00
531 38 22 0000 Health Benefits	60,281.00
531 38 23 0000 State Industrial	4,279.00
531 38 31 4010 Office Supplies	95.00
531 38 31 4011 Operating Supplies	6,153.00
531 38 31 4012 Supplies-Public Outreach Ed	11,949.00
531 38 32 0000 Gasoline Fuel	8,451.00
531 38 35 0000 Small Tools & Equipment	841.00
531 38 41 4010 Professional Service-Legal	22,331.00
531 38 41 4011 Professional Services-Misc.	68,523.00
531 38 41 4012 Catch Basin And Pipe Cleaning Prog 21-SW-01	200,000.00
531 38 41 4013 Ditch & Swale Cleaning Service	34,143.00
531 38 41 4014 Disposal Testing Service	3,187.00
531 38 41 4015 Prof Serv. SnoCo SW Billing	51,530.00
531 38 45 4010 Pipe Replacement Funding	142,107.00
531 38 48 0000 Repair & Maint-Vehicle/Sweeper	8,448.00
531 38 49 4010 Conferences, Dues, Training	8,577.00
531 38 49 4011 Miscellaneous-Dump Fees	961.00
531 38 49 4012 Permit Fees	70,849.00
531 38 49 4013 Surface Water Excise Taxes	44,714.00
531 38 51 0000 WRIA8 Interlocal Conservation	14,773.00
581 20 00 4010 Interfund Loan Repaymt to Gen	212,384.00
591 31 79 4011 PWTF Loan Principal	97,000.00
592 31 82 0000 Interfund Loan GFund Interest	3,001.00
592 31 89 4011 PWTF Loan Interest	1,455.00
594 31 63 4011 Grade C Stormwater Pipe Repair	1,500,000.00
594 31 63 4013 164th St SE East Basin SW Retrofit SW-25	500,000.00

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**2021-2022 BUDGET TOTALS**

City Of Mill Creek



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401 Surface Water Utility

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01/01/2021 To: 12/31/2022

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EXPENDITURES

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401 Surface Water

597 00 00 4012 Transfer to Debt Svc 2019 LTGO

526,957.00

401 Surface Water

4,160,506.00

**Fund Expenditures:****4,257,692.00****Excess/Deficit:****0.00**



**2021-2022 BUDGET TOTALS**

City Of Mill Creek



509 Equipment Replacement Fund

01/01/2021 To: 12/31/2022

**REVENUES**

308 13 00 5090	Beginning Fund Balance	1,633,783.00
348 00 45 0008	Equipment Replacement Patrol	163,159.00
348 00 45 0013	Equipment Replacement Street	28,144.00
348 00 45 5095	Equipment Replacement Comm/Mkt	2,502.00
348 00 45 5096	Equipment Replacement IT	2,001.00
348 00 45 5097	Equipment Replacement Com Dev	2,001.00
348 00 45 5098	Equipment Replacement PublicWk	8,436.00
348 00 46 5090	Equipment Replacement City Mgr	4,502.00
348 10 45 0014	Equipment Replacement Non Dept	29,323.00
348 10 45 5094	Equipment Replacement Finance	5,503.00
361 11 00 0009	Investment Interest	19,270.00
		<b>1,898,624.00</b>

<b>Fund Revenues:</b>	<b>1,898,624.00</b>
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**EXPENDITURES**

508 11 00 5090	Ending Fund Balance	1,552,624.00
		<b>1,552,624.00</b>
594 21 64 5090	Public Safety Equip - Auto	116,000.00
594 42 64 5090	City Streets Equipment	230,000.00
059		<b>346,000.00</b>

<b>Fund Expenditures:</b>	<b>1,898,624.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**



City Of Mill Creek

521 Unemployment Comp/Self Ins.

01/01/2021 To: 12/31/2022

REVENUES

308 13 00 5210 Beg Fund Balance	38,195.00
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	38,195.00
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<b>Fund Revenues:</b>	<b>38,195.00</b>
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EXPENDITURES

508 11 00 5210 Ending Fund Balance	38,195.00
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	38,195.00
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052	0.00
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<b>Fund Expenditures:</b>	<b>38,195.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Fund	Revenues	Expenditures	Net
001 General Fund	36,338,556.00	36,338,556.00	0.00
103 City Streets	1,250,209.00	1,250,209.00	0.00
115 Municipal Arts	32,192.00	32,192.00	0.00
125 Paths & Trails	9,669.00	9,669.00	0.00
130 Drug Buy Fund	13,263.00	13,263.00	0.00
145 City Hall North	491,494.00	491,494.00	0.00
226 Debt Service Fund	526,957.00	526,957.00	0.00
227 Local Revitalization Fund	230,116.00	230,116.00	0.00
314 Real Estate Excise Tax	3,755,294.00	3,755,294.00	0.00
316 Capital Improvement Fund	7,468,310.00	7,468,310.00	0.00
317 Parks & Open Space Capital Imp	1,215,293.00	1,215,293.00	0.00
318 Road Improvement Fund	5,782,076.00	5,782,076.00	0.00
401 Surface Water Utility	4,257,692.00	4,257,692.00	0.00
509 Equipment Replacement Fund	1,898,624.00	1,898,624.00	0.00
521 Unemployment Comp/Self Ins.	38,195.00	38,195.00	0.00
	<b>63,307,940.00</b>	<b>63,307,940.00</b>	<b>0.00</b>



## **MINUTES**

### **City Council Regular Meeting**

---

**6:00 PM - Tuesday, November 3, 2020**

**Virtual and Audio Meeting Format during COVID-19 Pandemic**

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

A recording of this City Council meeting can be found [here](#):

The agenda packet for this City Council meeting can be found [here](#).

### **VIRTUAL MEETING INFO**

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- A.** City Council Regular Meeting  
Tue, Nov 3, 2020 6:00 PM - 8:30 PM (PST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/766924397>

**You can also dial in using your phone.**

United States: [+1 \(669\) 224-3412](tel:+16692243412)

**Access Code:**766-924-397

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/766924397>

### **CALL TO ORDER**

---

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:00 p.m.

### **PLEDGE OF ALLEGIANCE**

---

The Pledge of Allegiance was led by Councilmember Steckler.

### **ROLL CALL**

---

**Councilmembers Present:**

Brian Holtzclaw, Mayor  
Stephanie Vignal, Mayor Pro Tem  
Mark Bond, Councilmember  
John Steckler, Councilmember  
Benjamin Briles, Councilmember  
Adam Morgan, Councilmember

**Councilmembers Absent:**

Vince Cavaleri, Councilmember

November 3, 2020 CITY COUNCIL REGULAR MEETING MINUTES

***Councilmember Bond made a motion to excuse Councilmember Cavaleri.  
Councilmember Morgan seconded the motion. The motion passed unanimously.***

---

**AUDIENCE COMMUNICATION**

- B.** There were no public comments on items on or not on the agenda.

---

**NEW BUSINESS**

- C.** City Council LEOFF Board Vacancy Appointment  
(Mayor Hotzclaw)

**Councilmember Bond motioned to appoint Councilmember Steckler on the LEOFF Board. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

[LEOFF Agenda Summary](#)  
[ORD 2019-844 LEOFF Board](#)

---

**OLD BUSINESS**

- D.** Proclamation of Emergency - Extension  
City Manager Ciaravino requested an extension to the Proclamation of Emergency to December 1, 2020 consistent with the State Legislature and Governor Inslee.

**Councilmember Steckler made a motion to extend the Proclamation of Emergency to December 1, 2020. Councilmember Bond seconded the motion. The motion passed unanimously.**

- E.** Veterans Day Update

City Manager Ciaravino updated City Council on the following regarding the Mill Creek Veterans Day Ceremony and Reverse Parade:

- The City's annual Veterans Day celebration will take place on Wednesday, November 11th, 2020 to include a pre-recorded commemorative ceremony.
- The Ceremony will be aired on the City's Facebook page at 9:00 am.
- Following the ceremony a reverse parade will take place on Main St. between 155th St. SE and 153rd St. SE.
- The display of military memorabilia will be available for public viewing from 10:20 am to 12:30 p.m. on Veterans Day.

---

**STUDY SESSION**

- F.** Proposed 2021 - 2022 Budget & 2021 Property Tax Levy (if any)  
(Jeff Balentine, Finance Director)

City Manager Michael Ciaravino addressed Members of Council with introductory remarks for the budget.  
He noted the following:

November 3, 2020 CITY COUNCIL REGULAR MEETING MINUTES

- The need to evaluate on a recurrent basis and update City Council during these historic and unprecedented times
- Observe trends early and make corrections as needed
- The City maintains a balanced budget while maintaining the current service levels without using any of its reserves
- The budget does not include any property tax increases for 2021 or 2022.
- The budget consists of funding required to complete the capital projects delayed due to COVID-19.
- Team is reviewing the current Capital Improvement Plan and will provide Council recommendations consistent with Council's direction
- Organization of budget
- Budget comparison to previous biennium of 2017, 2018, 2019 and 2020.
- Washington State requirements for the budget
- Current financial conditions, the economic impacts of COVID-19 are significant: the city projects, a loss of \$4.2 million in revenue due to the effects of the pandemic.
- Reserve must cover losses from sales and use tax.
- Second wave of the pandemic has not been factored into the current budget forecasts.

Finance Director Jeff Balentine provided Council with the proposed budgetary projections and recommendations including:

- Property tax review
- Estimates of revenues (all funds)
- Necessary departmental operational expenditures (all funds)
- Capital outlays (all funds)
- Interest (all funds)
- Debt service

Council engaged in discussion and Q & A.

- Topics that were brought up were: Jackson HS crosswalk and project and whether monies were to be reallocated to another project. City Manager Ciaravino will seek clarification and get back to Council with an update.
- The budget timeline process (see planning schedule)

[11-4-20 Finance Agenda Summary](#)

[Nov 3 2020 Study Session - Property Tax and Budget](#)

[2021-2022 COMC Proposed Budget](#)

#### **CONSENT AGENDA**

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- G.** City Council Special Meeting Minutes of October 20, 2020 and Regular Meeting Minutes of October 27, 2020.

[Special Meeting Minutes- 20 Oct 2020](#)

[Regular Meeting Minutes - 27 Oct 2020](#)

November 3, 2020 CITY COUNCIL REGULAR MEETING MINUTES

**Mayor Pro Tem Vignal made a motion to approve the consent agenda. Councilmember Bond seconded the motion. The motion passed unanimously.**

## REPORTS

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### H. Mayor/Council

**Mayor Holtzclaw** reported on the following items:

- Virtual online meetings and the testing of Zoom online platform as a possible replacement for the GoToMeeting;
- Update on the Snohomish County Tomorrow (SCT) meeting;
- Bring Your Own Beverage (BYOB) with Mayor Holtzclaw & Mayor Pro Tem Vignal Town Hall Event to be held November 4, 2020 for an information virtual chat.

**Mayor Pro Tem Vignal** reported to Members of Council and the public on the Puget Sound Regional Council (PSRC) meeting. She provided an update on discussions regarding the Vision 2050 topic and the percentage of growth allocated to rural areas.

**Councilmember Briles** reported that he and his children attended the Candy Grab and Go event held by the City.

### I. City Manager

- [Planning Schedule](#)

### J. Staff

- Report, etc.

Finance Director Jeff Balentine provided Council with an update on local CARES Act funding grant awards:

- The City has received 37 applications for small business grants
- The City has received 3 service organization grants
- The City will be able to fully allocate the \$670,000 it has for small business and service organization grants
- Final grant awards will be announced on November 10, 2020

## AUDIENCE COMMUNICATION

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### K. Public comment on items on or not on the agenda

Wil Nelson, a Mill Creek resident, spoke about property tax and EMS levies.

## ADJOURNMENT

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With no objection, Mayor Holtzclaw adjourned the meeting at 7:53 p.m.

---

Brian Holtzclaw, Mayor

---

Naomi Fay, City Clerk

November 3, 2020 CITY COUNCIL REGULAR MEETING MINUTES





## **MINUTES**

### **City Council Regular Meeting**

---

**6:00 PM - Tuesday, November 10, 2020**

**Virtual and Audio Meeting Format during COVID-19 Pandemic**

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

A recording of this City Council meeting can be found [here](#):

The agenda packet for this City Council meeting can be found [here](#).

### **VIRTUAL MEETING INFO:**

---

Topic: City Council Regular Meeting

Time: Nov 10, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97450221117>

Meeting ID: 974 5022 1117

One tap mobile

[+12532158782](tel:+12532158782),,97450221117# US (Tacoma)

[+16699006833](tel:+16699006833),,97450221117# US (San Jose)

### **CALL TO ORDER**

---

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:01 p.m.

### **PLEDGE OF ALLEGIANCE**

---

- A.** The Pledge of Allegiance was led by Mayor Pro Tem Vignal

### **ROLL CALL**

---

*Councilmembers Present:*

*Brian Holtzclaw, Mayor*

*Stephanie Vignal,, Mayor Pro Tem*

*Vince Cavaleri, Councilmember*

*Mark Bond, Councilmember*

*John Steckler, Councilmember*

*Benjamin Briles, Councilmember*

*Adam Morgan, Councilmember*

*Councilmembers Absent:*

### **AUDIENCE COMMUNICATION**

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- B.** Public comment on items on or not on the agenda were given by the following meeting participants:

November 10, 2020 CITY COUNCIL REGULAR MEETING MINUTES

Barb Heidel, a Mill Creek resident, thanked Mayor Holtzclaw and Mayor Pro Tem Vignal for hosting Mill Creek's first virtual town hall meeting and suggested to advertise the event well in advance. Ms. Heidel also commented on the Veterans Day event and thanked City staff members Matthew Combs, Public Works Supervisor and Kristen Rasmussen, Community Engagement & Marketing Coordinator for their assistance with the display of letters from elementary school aged children to Veterans.

Terry Ryan, a Mill Creek resident, spoke about the grant funds provided by Snohomish County for a crosswalk near Jackson High School and urged Council to dedicate funds to the crosswalk instead of reallocating the monies to another project.

### **PUBLIC HEARING**

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- C. Public Comments/Hearing on the preliminary 2021 - 2022 Preliminary Budget**  
**Councilmember Bond made a motion to open the Public Hearing on the Preliminary 2021-2022 Budget. Councilmember Briles seconded the motion. The motion passed unanimously.**

Mayor Holtzclaw opened the public hearing at approximately 6:08 p.m. and introduced City Manager Michael Ciaravino who made opening remarks regarding the budget process. Finance Director Jeff Balentine continued by providing a presentation on proposed budgetary projections and recommendations.

The [presentation](#) included:

- City Manager Letter - Introduction of the overall budget plan
- Council 2021-2022 Budget Directives - Service levels, revenue generators, and economic recovery and reserve levels
- Biennial Approach - A balanced budget, no increase in property taxes, funding for CIP and per capita resources and expenses
- Organization of the Budget - City operations and policies, an overview of all funds, and WA State statutory requirements
- Process - The development of the preliminary budget through Council directives, staff input, and a focus on the City's three central operating funds
- City of Mill Creek Fund Overview - The general fund, the City's street fund and the surface water fund
- General Fund Departments - Increases or decreases in the biennial budget by department
- Personnel - funded/unfunded positions, professional development and staff reorganization
- Financial Condition - Economic impacts of Covid-19, expansion of revenue sources and protection of local businesses
- Financial Benchmarks - Projected fund balances vs. State Auditor's Office benchmarks
- 2021-2022 Proposed Budget - Proposed revenues and expenses and line item departmental budget proposals
- Conclusion

November 10, 2020 CITY COUNCIL REGULAR MEETING MINUTES

Council engaged in discussion and engaged in Q&A.

Mayor Holtzclaw opened the public comment portion at approximately 7:15 p.m..

Terry Ryan, a Mill Creek resident, stated that the budget presentation was the best he has seen for the City of Mill Creek and commended Staff.

Wil Nelson, a Mill Creek resident, stated that there has been no reduction in activity of home sales and therefore no drop in revenue in the area.

Barb Heidel, a Mill Creek resident, thanked City Staff on the efforts of putting together the preliminary budget. She commented on the City's legal expenses and hopes a new Human Resources Specialist will help bring legal expenses down.

**At 7:18 p.m. Councilmember Cavaleri made a motion to close the public hearing. Councilmember Morgan seconded the motion. The motion passed unanimously.**

Mayor Holtzclaw opened the floor to Councilmembers for discussion and Q&A.

Council engaged in discussion and Q & A.

Councilmember Steckler asked the following questions and clarification:

- What is the breakdown of projected lost revenue due to the COVID-19 pandemic through the next biennium?
- What is the cost to move and what is the business case for Passports to move to City Hall North?
- Marketing reductions; what is marketing position and hire date expectations?
- What is the cost of a dedicated HR professional versus contract labor?
- Detail the difference in the PD versus prior biennium.
- What is the expense decrease in Recreation and impact of revenue?
- Detail the most current quarter Sales and Use Tax versus prior year.
- What are our expectations for incremental Sales and Use tax from the Farm post build?
- What were the legal fees 2017-2018 (detail)?
- Salary comparison on City Clerk versus past biennium?

In order to address Councilmember Steckler's questions as well as any additional questions from Council, Mayor Holtzclaw recommended that Members of Council submit their questions to the City Manager in advance in order for Staff to address.

Councilmember Morgan commended the City Manager and Staff for presenting a balanced budget and inquired about the City's plan to open passport services to the public. Jeff Balentine stated that the projected plan for passport services takes into account the number of people present and social distancing requirements.

Council and Staff continued discussion and Q & A.

November 10, 2020 CITY COUNCIL REGULAR MEETING MINUTES

[11-10-20 Finance Agenda Summary](#)  
[Nov 10 2020 Public Hearing - 2021-2022 Budget](#)  
[2021-2022 COMC Budget](#)

**D. Public Comments/Hearing on the 2021 Property Tax Levy**

**Councilmember Cavaleri made a motion to open the public hearing on the 2021 Property Tax and EMS Levies. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

City Manager Michael Ciaravino introduced Finance Director Jeff Ballentine who gave a presentation of proposed property tax increases. The presentation included the following:

- Key information
- Assessed values
- Levy examples
- Property tax examples
- General reserve fund forecast
- 2021-2022 proposed budget levies

Council engaged in discussion and Q& A.

Councilmember Cavaleri asked Director Balentine to explain the meaning of over certification. Jeff Balentine explained that the certificate authority of last years budget was approved for a greater payment. Director Balentine off-set this years budget to reflect the difference.

At approximately 7:52 pm Mayor Holtzclaw opened the Public Hearing for public comments on the proposed property tax levies:

Barb Heidel, a Mill Creek resident, stated that she is in favor of the EMS levy increase, but not in favor of an increase in the property tax levy due to the pandemic.

Wil Nelson, a Mill Creek Resident, stated that he agreed with Barb Heidel's comments.

**At 7:54 pm Councilmember Morgan made a motion to close the public hearing on the 2021 Property Tax Levy. Councilmember Briles seconded the motion. The motion passed unanimously.**

Council continued discussions.

[11-10-20 Finance Agenda Summary #2](#)  
[Nov 10 2020 Public Hearing - Property Tax](#)

November 10, 2020 CITY COUNCIL REGULAR MEETING MINUTES

## STUDY SESSION

---

- E. 2021 - 2026 Capital Improvement Plan (CIP)  
*(Mike Todd, Public Works and Development Services Director and Jeff Balentine, Finance Director)*

City Manager Michael Ciaravino made introductory statements and asked Public Works and Development Services Director, Mike Todd, to provide Members of Council with information on the 2021- 2026 Capital Improvement Plan (CIP). Director Todd described the build-out of the CIP in which projects are assigned a specific phase in order to keep Council abreast in real time as the project progresses.

The following points were discussed:

- All new projects start at the Concept Phase: an idea that Council and staff explicitly agree is worthy of a minimal investment of staff time and money to explore further.
- When a rough definition of scope, budget, and possible schedule are established, staff will bring that information to Council to consider explicit action to move the project to the Scoping and Planning Phase. If approved, staff will spend more effort and money developing a “business case” to be presented to Council for affirmation to move forward, revise, or terminate.
- If it moves forward to the Design Phase, staff will engage outside consultants to develop a design, typically generate a document package ready to go out to bid. If that definition of scope, estimated budget is acceptable to Council, the project is put out to bid.
- Council again has final say on accepting or rejecting the bids; acceptance of a bid and execution of a contract moves the project to the Construction/Implementation Phase.

**At 8:07 pm Councilmember Cavaleri made a motion to extend the meeting until 9:30 pm. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

Director Todd continued with the presentation regarding the preliminary 2021-2026 CIP.

Council engaged in discussion and Q&A regarding specific projects including the Jackson High School crosswalk.

[Agenda Summary CIP Study Session 11.10.2020 version 2](#)  
[Nov 10 2020 study session - CIP MT 11.6 2 pm](#)

## CONSENT AGENDA

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- F. Approval of Checks #62604 through #62656 and ACH Wire Transfers in the Amount of \$348,356.12  
*(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)*  
[ACH 11.10.2020](#)

November 10, 2020 CITY COUNCIL REGULAR MEETING MINUTES

- G. Payroll and Benefit ACH Payments in the Amount of \$219,960.93  
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)  
[11.10.2020 Payroll](#)

- H. City Council Meeting Minutes of November 3, 2020.  
[City Council Regular Meeting Minutes- 03 Nov 2020](#)

Councilmember Steckler requested that the meeting minutes be pulled off the agenda in order for Council to discuss a detailed vs. action meeting minute format.

**Mayor Pro Tem Vignal made a motion to approve items F and G of the consent agenda. Councilmember Briles seconded the motion. The motion passed unanimously.**

#### **REPORTS**

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- I. Mayor/Council

**Mayor Holtzclaw** expressed appreciation for the virtual town hall event held on 11/3/20 and agreed that early notification to the public will improve participation.

**Mayor Pro Tem Vignal** expressed her appreciation for all that attended the virtual town hall meeting on 11/3/20 and updated Council that she will attend the upcoming Transportation Policy Board meeting

**Councilmember Bond** expressed his appreciation to Staff regarding their efforts to compile and present the proposed budget

**Councilmember Steckler** requested to have a discussion about the content of meeting minutes

**Councilmember Cavaleri** expressed his appreciation and commented on the following:

- the switch to Zoom online format
- the efforts of staff regarding the budget presentations
- the efforts of staff and volunteers who worked in the Veteran's Day Memorial.
- his attendance at a Diwali celebration and his gratitude for having the opportunity.

**Councilmember Briles** expressed his appreciation to Staff regarding the detailed budget reports and CIP presentation. He also commented that he prefers the switch to the Zoom online platform. He also thanked Naomi Fay, City Clerk and the attendees for their efforts in coordinating and hosting the Virtual Town Hall Meeting.

**Councilmember Morgan** expressed his appreciation to City Staff for the budget and CIP presentations.

- J. City Manager

[Planning Schedule](#)

November 10, 2020 CITY COUNCIL REGULAR MEETING MINUTES

City Manager Michael Ciaravino reported:

- Veterans Day Celebration details and thanks to staff and volunteers
- the need for a special meeting on 11/12/20 to approve a change order for the Seattle Hill Road project

Public Works and Development Services Director Mike Todd provided Council with more detail on the change order and request for a special meeting on November 12, 2020.

**K. Staff**

- Report, etc.

Finance Director Jeff Balentine provided Members of Council with an update on City of Mill Creek CARES Act grant.

**AUDIENCE COMMUNICATION**

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**L. Public comment on items on or not on the agenda**

Wil Nelson, a Mill Creek resident, commented on the importance of giving appreciation to Veterans.

Terry Ryan, a Mill Creek resident, commented on the funding and project regarding the proposed Jackson High School crosswalk

Sid Siegel, a Mill Creek resident commented on:

- the CARES Act funds and his appreciation for the efforts of City Staff
- the CIP and budget presentations and expressed his appreciation for Staff's efforts
- the importance of a human resources specialist to help reduce legal costs.

**ADJOURNMENT**

---

With no objection, Mayor Holtzclaw adjourned the meeting at 9:27 P.M.

---

Brian Holtzclaw, Mayor

---

Naomi Fay, City Clerk

November 10, 2020 CITY COUNCIL REGULAR MEETING MINUTES



## **MINUTES**

### **City Council Regular Meeting**

---

**6:00 PM - Thursday, November 12, 2020**

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken City Council.

A recording of this City Council meeting can be found [here](#):

The agenda packet for this City Council meeting can be found [here](#).

### **VIRTUAL MEETING INFO**

---

Join Zoom Meeting

<https://zoom.us/j/92971560834>

Meeting ID: 929 7156 0834

One tap mobile

[+12532158782](tel:+12532158782),,92971560834# US (Tacoma)

[+13462487799](tel:+13462487799),,92971560834# US (Houston)

### **CALL TO ORDER**

---

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:30 p.m.

### **PLEDGE OF ALLEGIANCE**

---

Councilmember Morgan led the Pledge of Allegiance.

### **ROLL CALL**

---

**Councilmembers Present:**

*Brian Holtzclaw, Mayor*

*Stephanie Vignal, Mayor Pro Tem*

*John Steckler, Councilmember*

*Adam Morgan, Councilmember*

**Councilmembers Absent:**

*Vince Cavaleri, Councilmember*

*Mark Bond, Councilmember*

*Benjamin Briles, Councilmember*

***Mayor Pro Tem Vignal made a motion to excuse Councilmembers Cavaleri, Bond and Briles who were unavailable to attend the Special Meeting. Councilmember Morgan seconded the motion. The motion passed unanimously.***

November 12, 2020 CITY COUNCIL SPECIAL MEETING MINUTES



**NEW BUSINESS**

---

**A.**

City Manager Michael Ciaravino thanked members of Council for making the time for the Special Meeting.

Public Works and Development Services Director Mike Todd explained the \$79,391.89 change order for Contract 2020-1563, Seattle Hill Pavement Preservation Project #18-PAVE-03 to be approved by Resolution from the City Council. Director Todd explained the status of the project and provided an update on the cost analysis.

Council engaged in discussion and Q&A and requested that staff continue to provide updates regarding the project.

[Agenda Summary November 12 CO4](#)  
[SHR Change Order 4](#)  
[CO4 Resolution 2020.592](#)

**Councilmember Steckler made a motion to adopt Resolution 2020-592 authorizing the City Manager to execute Change Order #4 to contract 2020-1563. Councilmember Morgan seconded the motion. The motion passed unanimously.**

**ADJOURNMENT**

---

With no objection, Mayor Holtzclaw adjourned the meeting at approximately 6:44 p.m.

---

Brian Holtzclaw, Mayor

---

Naomi Fay, City Clerk

November 12, 2020 CITY COUNCIL SPECIAL MEETING MINUTES

DECEMBER 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		Council				
6	7	8	9	10	11	12
		Council				
13	14	15	16	17	18	19
20	21	22	23	24	25	26
		Holiday				
27	28	29	30	31		
JANUARY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
		Council				
10	11	12	13	14	15	16
		Council				
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
FEBRUARY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
		Council				
7	8	9	10	11	12	13
		Council				
14	15	16	17	18	19	20
21	22	23	24	25	26	27
		Council				
28						

## Tentative Council Meeting Agendas Subject to change without notice

***Last updated: November 19, 2020***

City Council Meetings are the first, second and four Tuesdays of every month at 6 p.m.,

### **December 8, 2020**

- Public Hearing on Adoption of 2021- 2022 Final Budget (as necessary if not completed 12/1/2020)
- Public Hearing on Adoption of 2021-2026 CIP (as necessary if not completed 12/1/2020)
- State Auditors Office Entrance Meeting for 2019 Audit (New Business)
- Governance Manual Update

**December 22, 2020 – Holiday ?**  
For Discussion

### **Possible Work Session Topics for Discussion**

- Public Records Ordinance Amendment
- Dobson Remillard Update
- Body Worn Camera Update – equipment cost estimates, workload analysis, financial impact of video processing
- Victim Coordination Services Agreement