

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 - 865

Next Resolution No. 2020 - 593

November 24, 2020
City Council Meeting
6:00 PM

VIRTUAL MEETING INFO

- A. Topic: City Council Regular Meeting
Time: Nov 24, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/99249782568>

Meeting ID: 992 4978 2568
One tap mobile
[+12532158782](tel:+12532158782).,99249782568# US (Tacoma)
[+13462487799](tel:+13462487799).,99249782568# 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 Comments/Hearing on Proposed 2021 Property and EMS Tax Levies
(Jeff Balentine, Finance Director)
- D. Public Comments/Hearing on 2021 - 2026 Capital Improvement Plan (CIP)
(Mike Todd, Public Works & Development Services Director & Jeff Balentine, Finance Director)

NEW BUSINESS

- E. Appointments to the Arts & Beautification Board
(Councilmember Steckler and Councilmember Briles)

CONSENT AGENDA

- F. Approval of Checks #62657 through #62726 and ACH Wire Transfers in the Amount of \$569,242.80
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)
- G. Payroll and Benefit ACH Payments in the Amount of \$242,779.51
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)

REPORTS

- H. Mayor/Council
- I. City Manager
- Introduction of New Police Chief to City Council and Community
 - Meeting Minutes - Please see attached articles from MRSC "*Less is More: Action Minutes Serve the City Best*" by Ann G. Macfarlane and from Jurassic Parliament "*Minutes Record what is DONE, not what is SAID*".
 - Planning Schedule
- J. Staff
- Finance Report, Jeff Balentine, Finance Director
 - Snohomish County Committee for Improved Transportation (SCCIT) Update, Mike Todd, Public Works and Development Services Director

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

- L. Discussion of ongoing negotiation of collective bargaining agreement pursuant to RCW 42.30.140(4)

ADJOURNMENT



Agenda Item # _____

Meeting Date: November 24, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **Public Hearing 2021 Property Tax - consideration of possible increases in regular and EMS tax revenues for the 2021 budget**

PROPOSED MOTIONS:

- 1) Adopt Ordinance No. 2020 - 865, An Ordinance fixing the amount of regular property taxes to be levied in the sum of \$6,533,567.04 +0.29% versus 2020 and levying the same upon all taxable property, both real and personal, in the City of Mill Creek, Washington, for collection in 2021.
- 2) Approve Resolution No. 2020 - 593, A Resolution of intent authorizing an increase in regular property tax revenue for collection in 2021 in the sum of \$6,533,567.04 +0.29% versus 2020.
- 3) Adopt Ordinance No. 2020 - 866, An Ordinance fixing the amount of EMS property taxes to be levied in the sum of \$1,742,992.84 +0.39% versus 2020 and levying the same upon all taxable property, both real and personal, in the City of Mill Creek, Washington, for collection in 2021.
- 4) Approve Resolution No. 2020 - 594, A Resolution of intent authorizing an increase in EMS property tax revenue for collection in 2021 in the sum of \$1,742,992.84 +0.39% versus 2020.

KEY FACTS AND INFORMATION SUMMARY:

- This public hearing is a required element prior to the adoption of the ordinance and approval of the resolution in order to raise city taxes for the upcoming year. Per the budget process requirement for cities and towns, it is suggested the public hearing on revenue sources including possible increases in property taxes be held between Mid-October to Mid-November.
- Consideration of the City of Mill Creek regular levy with a 0% increase in the amount of \$6,533,567.04 to discharge the expected expense and obligations of the City of Mill Creek and is in its best interest.
- The City would bank the 0.602 percent (0.602%) increase of \$39,217.26 in property tax.
- The increase in regular property tax levy for collection in 2021 is in the amount of \$19,071.21. Any increase resulting from the addition of new construction \$7,621.87 and improvements to property within the City; and refunds \$11,449.34 made is included in the levy amount.
- Consideration of the City of Mill Creek EMS levy with a 0.602% increase in the amount

City Council Agenda Summary

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of \$1,742,992.84 to discharge the expected expense and obligations of the City of Mill Creek and is in its best interest.

- The City would levy the 0.602 percent (0.602%) increase of \$10,534.06 in property tax.
- The decrease in the EMS property tax levy for collection in 2021 is in the amount of \$6,850.52. Any increase resulting from the addition of new construction \$2,071.28 and improvements to property within the City; and refunds \$3,108.80 made is included in the levy amount. The City levied \$1,749,843.36 in 2020 whereas the highest lawful levy was \$1,727,413.73.

CITY MANAGER RECOMMENDATION:

ATTACHMENTS:

- Attachment A: Ordinance 2020 - 865 - Regular Property Tax Revenue Banked Levy for 2021
- Attachment B: Resolution 2020 – 593 - Regular Property Tax Revenue Increase for 2021
- Attachment C: Ordinance 2020 – 866 - EMS Property Tax Revenue Levy for 2021
- Attachment D: Resolution 2020 - 594 - EMS Property Tax Revenue Banked Levy for 2021

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino

City Manager

**CITY OF MILL CREEK
ORDINANCE NO. 2020 - 865**

AN ORDINANCE FIXING THE AMOUNT OF REGULAR PROPERTY TAXES TO BE LEVIED IN THE SUM OF \$6,533,567.04 AND LEVYING THE SAME UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK, WASHINGTON, FOR COLLECTION COMMENCING JANUARY 1, 2021.

WHEREAS, the City Council of the City of Mill Creek met on October 6, 2020, November 3, 2020, November 10, 2020, and November 24, and considered its budget for the calendar year 2021; and

WHEREAS, the City Council has reviewed sources of revenue and anticipated expenses and obligations for the 2021 budget; and

WHEREAS, upon proper notice, the City Council, on November 10, 2020, held a public hearing to receive comment from the public on revenue sources and expenditures for the City of Mill Creek Budget for the 2021-22 biennium, including possible increases in the property tax levy; and

WHEREAS, the City Council, after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires a regular levy in the amount of \$6,533,567.04 to discharge the expected expense and obligations of the City of Mill Creek and is in its best interest. This levy amount does not include a one percent (1%) increase in property tax revenue from the previous year as allowed by law, it being the intent of the City to bank that increase for potential future levy. Any increase resulting from the addition of new construction and improvements to property within the City; increase in the value of the state-assessed property; amounts authorized by law as a result of annexations that have occurred; and refunds made is included in the levy amount;

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

Section 1. The regular property tax levy is hereby authorized for collection in 2021 in the amount of \$6,533,567.04 +0.29%, which includes a zero percent (0%) increase of \$0.00 from the previous year; estimate of \$7,621.87 +0.12% for new construction; \$11,449.34 +0.18% for refunds; and \$0 as a result of 2020 annexations.

Section 2. There is hereby levied upon the real and personal property within the City of Mill Creek a regular property tax levy in the total amount of \$6,533,567.04 for collection in 2021.

Section 3. The levy hereby authorized shall be allocated to the General Fund in the amount of \$6,533,567.04 at the time the final budget for 2021 is adopted.

Section 4. Certification of Ordinance to County Officials. The City Clerk is hereby directed to certify the amount necessary to be raised by taxation as specified above to the Snohomish County Council and other proper County officials as provided by law.

Section 5. 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 6. Publication and Summary. This Ordinance or summary thereof consisting of the title shall be published in the official newspaper of the City.

Section 7. 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.

Brian Holtzclaw, 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: _____

**CITY OF MILL CREEK
RESOLUTION 2020 - 593**

A RESOLUTION OF INTENT NOT TO AUTHORIZE AN INCREASE IN REGULAR PROPERTY TAX REVENUE FOR COLLECTION IN 2021 IN TERMS OF BOTH DOLLARS AND PERCENTAGE FOR THE GENERAL OPERATING LEVY IN 2021.

WHEREAS, the City Council of the City of Mill Creek met on October 6, 2020, November 3, 2020, November 10, 2020, and November 24, and considered its biennial budget for the calendar years 2021 and 2022; and

WHEREAS, upon proper notice, the City Council held, on November 10, 2020, a public hearing on the budget proposed by the City Manager, including revenue sources and expenditures for the City of Mill Creek Budget for the 2021 calendar year, and a public hearing on possible increases in the property tax levy; and

WHEREAS, RCW 84.55.120 requires a taxing district to adopt a separate ordinance or resolution, stating the Council's intent for levy revenues; and

WHEREAS, the population of the City of Mill Creek is more than 10,000; and

WHEREAS, the City Council, after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires a regular levy in the amount of \$6,533,567.04 to discharge the expected expense and obligations of the City of Mill Creek and is in its best interest. This levy amount does not include a one percent (1%) increase in property tax revenue from the previous year as allowed by law, it being the intent of the City to bank that increase for potential future levy. Any increase resulting from the addition of new construction and improvements to property within the City; increase in the value of the state-assessed property; amounts authorized by law as a result of annexations that have occurred; and refunds made is included in the levy amount;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. An increase in the regular property tax levy is hereby authorized for collection in 2021 in the amount of \$0, which is a percentage increase of zero percent (0.0%) from the previous year. This amount is exclusive of additional revenue resulting from new construction and improvements to property; any increase in the value of state assessed property; any other amounts resulting from annexations that have occurred, and any refunds made.

PASSED by the City Council of the City of Mill Creek this ____ day of _____, 2020, and signed in authentication of its passage this ____ day of _____, 2020.

Brian Holtzclaw, Mayor

ATTEST:

Naomi Fay, City Clerk

APPROVED AS TO FORM:

Grant Degginger, City Attorney

**CITY OF MILL CREEK
ORDINANCE NO. 2020 - 866**

AN ORDINANCE FIXING THE AMOUNT OF EMS PROPERTY TAXES TO BE LEVIED IN THE SUM OF \$6,533,567.04 AND LEVYING THE SAME UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK, WASHINGTON, FOR COLLECTION COMMENCING ON JANUARY 1 2021.

WHEREAS, the City Council of the City of Mill Creek met on October 6, 2020, November 3, 2020, November 10, 2020, and November 24, and considered its budget for the 2021-22 biennium; and

WHEREAS, the City Council has reviewed sources of revenue and anticipated expenses and obligations for the 2021 budget; and

WHEREAS, upon proper notice, the City Council, on November 10, 2020, held a public hearing to receive comment from the public on revenue sources and expenditures for the City of Mill Creek Budget for the 2021-22 biennium, including possible increases in the EMS property tax levy in 2021; and

WHEREAS, the City Council, after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires a regular levy in the amount of \$1,742,992.84 to discharge the expected expense and obligations of the City of Mill Creek and is in its best interest. This levy amount does include a zero point six zero two percent (0.602%) increase in property tax revenue from the previous year as allowed by law. Any increase resulting from the addition of new construction and improvements to property within the City; increase in the value of the state-assessed property; amounts authorized by law as a result of annexations that have occurred; and refunds made is included in the levy amount;

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

Section 1. The EMS property tax levy is hereby authorized for collection in 2021 in the amount of \$1,742,992.84 +0.39%, which includes a zero point six zero two percent (0.602%) increase of \$10,534.06 from the previous year; estimate of \$2,071.28 +0.12% for new construction; \$3,108.80 +0.18% for refunds; and \$0 as a result of 2020 annexations.

Section 2. There is hereby levied upon the real and personal property within the City of Mill Creek an EMS property tax levy in the total amount of \$1,742,992.84 for collection in 2021.

Section 3. The levy hereby authorized shall be allocated to the General Fund in the amount of \$1,742,992.84 at the time the final budget for 2021 is adopted.

Section 4. Certification of Ordinance to County Officials. The City Clerk is hereby directed to certify the amount necessary to be raised by taxation as specified above to the Snohomish County Council and other proper County officials as provided by law.

Section 5. 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 6. Publication and Summary. This Ordinance or summary thereof consisting of the title shall be published in the official newspaper of the City.

Section 7. 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.

Brian Holtzclaw, 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: _____

**CITY OF MILL CREEK
RESOLUTION 2020 - 594**

A RESOLUTION OF INTENT AUTHORIZING AN INCREASE IN EMS PROPERTY TAX REVENUE FOR COLLECTION IN 2021 IN TERMS OF BOTH DOLLARS AND PERCENTAGE FOR THE GENERAL OPERATING LEVY IN 2021.

WHEREAS, the City Council of the City of Mill Creek met on October 6, 2020, November 3, 2020, November 10, 2020, and November 24, and considered its budget for the 2021-22 biennium; and

WHEREAS, upon proper notice, the City of Mill Creek held, on November 10, 2020, a public hearing on revenue sources and expenditures for the City of Mill Creek Budget for the 2021-22 biennium, including possible increases in the EMS property tax levy in 2021; and

WHEREAS, RCW 84.55.120 requires a taxing district to adopt a separate ordinance or resolution, stating the Council's intent for levy revenues; and

WHEREAS, the population of the City of Mill Creek is more than 10,000; and

WHEREAS, the City Council, after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires a regular levy in the amount of \$1,742,992.84 to discharge the expected expense and obligations of the City of Mill Creek and is in its best interest. This levy amount does include a zero point six zero two percent (0.602%) increase in property tax revenue from the previous year as allowed by law. Any increase resulting from the addition of new construction and improvements to property within the City; increase in the value of the state-assessed property; amounts authorized by law as a result of annexations that have occurred; and refunds made is included in the levy amount;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. An increase in the EMS property tax levy is hereby authorized for collection in 2021 in the amount of \$10,534.06, which is a percentage increase of zero point six zero two percent (0.602%) from the previous year. This amount is exclusive of additional revenue resulting from new construction and improvements to property; any increase in the value of state assessed property; any other amounts resulting from annexations that have occurred, and any refunds made.

PASSED by the City Council of the City of Mill Creek this ____ day of _____, 2020, and signed in authentication of its passage this ____ day of _____, 2020.

Brian Holtzclaw, Mayor

ATTEST:

Naomi Fay, City Clerk

APPROVED AS TO FORM:

Grant Degginger, City Attorney



Agenda Item # _____

Meeting Date: November 24, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **Public Hearing 2021-2026 Capital Improvement Plan**

PROPOSED MOTION:

None.

KEY FACTS AND INFORMATION SUMMARY:

The Study session will continue the discussion of the 2021-2026 Draft Capital Improvement Plan started on November 10th. That Study Session presentation provided draft project sheets for various projects and programs offered for Council and community consideration. Those project sheets encompassed projects that were not completed in the 2019-2024 Capital Improvement Plan, as well as programs that are customarily executed on an annual or biennial basis. The project sheets utilized funding and timing assumptions largely rolled forward from the previous Plan. Those project sheets are again included in the materials for this Public Hearing and Study Session.

At the November 10th study session, Council asked that some additional projects be added to the list for consideration. Those projects have been added as new project sheets:

- Crosswalk Upgrades (MCE, HW, JHS). Concept phase. Considers construction of a new crosswalk at Jackson High School between the JHS Baseball/Soccer and Football/Track athletic facilities. Considers repair/retrofit of solar Rectangular Rapid Flashing Beacons (RRFBs) at crosswalks most used for students walking to Mill Creek Elementary (MCE) and Heatherwood Middle School (HW).
- Complete Streets Pedestrian Improvements. Concept phase. Considers construction of sidewalk segments, crosswalks, pedestrian/vehicle separators, and/or ADA ramps to address shortcoming in routes used to access schools and/or transit, in fulfillment of the Complete Streets grant awarded to the City in 2019.
- Park Property Conceptualization (Dobson/Remillard/Church/Cook properties). Early study phase. The City has acquired four parcels of property for potential park or other municipal uses. This project would assemble information about the characteristics and restrictions on these parcels, and support Council conceptualization and early planning activities to define improvements on these parcels to address community needs.

Since the study session, two other ideas have been received. Those ideas/requests were:

- Mid-block pedestrian cross walk on 35th Avenue, north of the new Penny Creek Bridge.
- Street tree root conflict with sidewalks; assessment and planning.

All of the prior projects and the newly added ideas above are open for discussion.

The City had an aggressive project and program list for the 2019-2020 biennium. While several

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major projects were accomplished in spite of COVID restrictions and staff shortages, the outlook and approach for 2021-2022 will be to focus on necessary programs to maintain the City's infrastructure, and execute a limited number of discrete projects,. This strategy will poise the City to flex under potential economic uncertainty, and will ensure adequate staff capacity to manage all projects and program effectively. The proposed 2021-2026 CIP is a living document; Council and staff will have frequent discussions about projects and programs to ensure good communication and coordination.

A new approach for project/program approval approach is proposed for this biennium. 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*.

At tonight's meeting, Council input is sought for what phase to assign to each of the projects and programs listed in the draft CIP. As time allows, for each item in the draft CIP list, Council will designate which programs are authorized for the Scoping and Planning phase, which ideas should be designated for the Concept phase, and reaffirm those projects and programs presently in the Design and Construction/Implementation phases. Those designations, along with rough order of magnitude funding assumptions will be used to revise the draft biennial budget that will be adopted in December.

CITY MANAGER RECOMMENDATION:

None. Discussion only.

ATTACHMENTS:

- November 10, 2020 Agenda Summary
- PowerPoint, with project pages

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino
City Manager



Agenda Item # _____

Meeting Date: November 10, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2021-2026 Capital Improvement Plan

PROPOSED MOTION:

None. Study session only

KEY FACTS AND INFORMATION SUMMARY:

The Capital Improvement Plan (CIP) is a part of the state's Growth Management Act (GMA) requirement for cities and counties to approve and maintain a capital facilities element in the City's Comprehensive Plan. That Comp Plan element includes an inventory of existing capital facilities, a forecast of future needs for facilities, a six-year plan for financing such facilities, and reassessment of the land use elements. The GMA requires that when making land use designations, the City consider services and facilities that will be provided to citizens and businesses, and plan for both the maintenance and expansion of facilities that address those needs.

Capital improvements are major projects requiring the expenditure of public funds over and above routine operating expenses. A capital project is defined as new, replacement of, or an improvement to infrastructure (e.g., roads, parks, and buildings) that has a minimum life expectancy of 5 years and a minimum cost of \$25,000. Project design, land acquisition, and construction costs, as well as the projected means of financing these costs are an integral component of this Plan.

The customary process for updating the CIP is to assess the needs for maintaining existing infrastructure in an appropriate state of good repair, add projects where new capacity or capability is desired by the community, and address new regulatory requirements. These needs are then matched with available funding, as well as staff capacity necessary to plan and implement projects.

It is common to think of the CIP as the vehicle for establishing funding and timing for new *projects* (e.g., a new park, a new traffic signal, a new building). These are appropriately referred to as Capital Improvement Projects. But as the City's infrastructure has aged, the City has found a need to provide for annual or biennial *programs* that consistently maintain the City's assets in a state of good repair. Notably, the City has established programs for annual repaving of City streets (the Pavement Preservation Program) and repair of storm water pipes (the Aging Infrastructure Program) that require significant ongoing funding and staff resources. These programs are proposed for an annual allocation throughout the Plan years; specific annual projects addressing each program will target that amount of funding but will vary as needs arise and efficient bundles of work are defined.

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The 2019-2024 CIP included an aggressive number of projects and programs for the 2019-2020 biennium. The City was able to complete a significant number of those projects, but due to staff capacity and COVID-19 impacts, several projects and programs did not advance in the 2019-2020 biennium. Those projects have been simply rolled forward for consideration in the 2021-2026 CIP; their inclusion will depend on community priorities, funding availability, and staff capacity.

This study session is an opportunity for Council, staff, and the public to provide input about these items. Once these concepts have been validated, more specific, updated budgets and schedules will be developed and built into an amended CIP. The CIP should be a living document that is adjusted as priorities, funding, and staff capacity change; it can and should be a useful tool for the City and community to communicate about how the City's infrastructure is built and maintained.

A new approach for project/program approval approach is being proposed for testing this biennium. 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 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*.

While this explicit structure for phases and approvals will necessitate more frequent discussions between Council and staff, it is believed it will help keep the entire City informed and in sync on project status to avoid costly revisions and restarts. Particularly in 2021-2022, with potential economic uncertainty, it will also give the City appropriate opportunities to better throttle project and program activity to match funding and staff capacity.

The Study Session presentation will provide draft project sheets for all projects and programs offered for Council and community consideration. Funding and timing assumptions are largely rolled forward from the previous plan, so the reader should consider them *DRAFT* at this stage. Funding and staffing for projects and programs scheduled for years 2021-2022 will be included in the 2021-2022 Biennial Budget. Projects and programs for 2023-2026 will be included in longer range financial projections.

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Content/technical questions may be directed to Mike Todd, Director of Public Works and Development Services.

CITY MANAGER RECOMMENDATION:

None. Discussion only.

ATTACHMENTS:

- PowerPoint, with project pages

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino
City Manager



Preliminary 2021-2026 Capital Improvement Plan

November 24, 2020 Public Hearing and Study Session

Preliminary 2021-2026 Capital Improvement Plan



- **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**

Preliminary Capital Improvement Plan Project Approval Process



- **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**

Preliminary Capital Improvement Plan 2021-2022 Outlook



- **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.**



Preliminary 2021-2026 Capital Improvement Plan

Transportation Capital Improvement Projects

Transportation Capital Improvement Projects Summary



- **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:**
 - **35th Avenue Mid-block crossing - planning**
 - **Street Tree root conflict – assessment and scoping**

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

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
									\$ -
									\$ -
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		
CATEGORY	Signals	PHASE	Implementation Phase
TYPE	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:	EGUV Spine Road West Connection (Phase 1)	TRANSPORTATION	
PROJECT #:	19-ROAD-15		
DEPARTMENT	Public Works and Development Services	PHASE	Scoping and Planning Phase
CATEGORY	Transportation		
TYPE	Construction Project		

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									\$ -
									\$ -
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

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

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 pavement 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
									\$ -
									\$ -
Total Project Expenditures		\$ 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									\$ -
									\$ -
Total Project Revenues		\$ 65,000	\$ 140,000	\$ -	\$ -	\$ -			\$ 205,000

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

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		\$ -	\$ 95,000						\$ 95,000
									\$ -
									\$ -
Total Project Expenditures		\$ -	\$ 95,000	\$ -	\$ -	\$ -			\$ 95,000

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

35th Ave Mid-Block Crosswalk

- Crosswalk from Northpointe to Old Pacific Topsoils entrance
- Closest crossings are 132nd and 148th
- 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



Preliminary 2021-2026 Capital Improvement Plan

Transportation Capital Improvement Programs

Transportation Capital Improvement Programs Summary



- **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**

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

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
									\$ -
									\$ -
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		
CATEGORY	Transportation Program	PHASE	Scoping and Planning Phase
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		

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

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

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
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 50,000	\$ 250,000	\$ 50,000	\$ 250,000	\$ -	\$ -	\$ 600,000

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

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

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
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000

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
									\$ -
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 175,000

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



Preliminary 2021-2026 Capital Improvement Plan

Parks and Trails Capital Improvements



Parks and Trails Capital Improvements Summary

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

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

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
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 30,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitiga ion		\$ -	\$ 30,000	\$ 320,000					\$ 350,000
									\$ -
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 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		
CATEGORY	Parks Project	PHASE	Concept Phase
TYPE	Maintenance and Repair		

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
									\$ -
									\$ -
									\$ -
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

PROJECT NAME:	Trail Preservation Program	PARKS AND TRAILS	
PROJECT #:	19-PARK-04		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Parks and Trails Program	PHASE	Concept Phase
TYPE	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 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.

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
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000

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

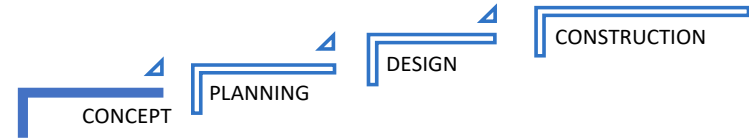
ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

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)	PARKS AND TRAILS	
PROJECT #:	21-PARK-XX		
DEPARTMENT	Public Works and Development Services		
CATEGORY	Park Project	PHASE	Conceptualization Phase
TYPE	Conceptualization Only		



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
									\$ -
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 40,000	\$ -	\$ -	\$ -			\$ 40,000

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



Preliminary 2021-2026 Capital Improvement Plan

Facilities Capital Improvements

Facilities Capital Improvements Summary



- **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**

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

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, 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

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

STRATEGIC PRIORITY
Community Preservation, Public Safety

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 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.

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
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ 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
									\$ -
									\$ -
Total Project Revenues \$	-	\$ 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		

STRATEGIC PRIORITY
Community Preservation, Public Safety

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
									\$ -
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 C F		\$0	\$50,000	\$625,000	\$0	\$0	\$0	\$0	\$ 675,000
									\$ -
									\$ -
									\$ -
Total Project Revenues \$		\$ -	\$ 50,000	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ 675,000

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

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
									\$ -
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
C P Fund		\$ -	\$ 50,000						\$ 50,000
DOC grant here?									\$ -
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

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

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

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

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
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, 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
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



Preliminary 2021-2026 Capital Improvement Plan

Surface Water Capital Improvements

Surface Water Capital Improvements Summary



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

PROJECT NAME:	Catch Basin and Pipe Cleaning Program	SURFACE WATER UTILITY		
PROJECT #:	21-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, 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. Bsaed upon periodic inspection of the Cacth 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
									\$ -
									\$ -
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, 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
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, 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
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



Preliminary 2021-2026 Capital Improvement Plan

Future Capital Improvements

Future Capital Improvements – no assigned schedule or funding

Summary



- **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**

Capital Improvement Plan Next Steps



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



Agenda Item # _____

Meeting Date: November 24, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE ART AND BEAUTIFICATION BOARD

PROPOSED MOTION:

Motion to appoint four volunteers to serve a term on the Art and Beautification Board.

KEY FACTS AND INFORMATION SUMMARY:

Two positions expired on October 31, 2020. Two positions were vacated by resignations with terms expiring on October 31, 2021.

Staff conducted a recruitment process that included the following:

- A press release was sent to the local newspapers.
- The notice was posted on the City's website.
- The City's social media outlets were utilized to advertise the vacancies.
- Current board members promoted the vacancies to other community groups.

Five applicants applied for the four vacancies on the Art and Beatification Board. Interviews are scheduled for Tuesday, November 24, 2020. The Interview Committee is comprised of Councilmember Steckler, Councilmember Briles, and Art and Beautification Board Vice Chair Vanessa Good.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Applications for the volunteer position on the Art and Beautification Board from: Jeanne Smart, Hunter Rancipher, Shoshauna Mohlman, Jamie Barrett, and Ravi Ubriani.

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino
City Manager



**City of Mill Creek
Boards & Commissions Application**

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

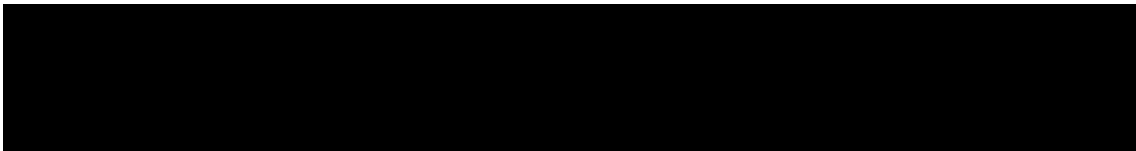
Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Hunter Last Name: Rancipher



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

The Art and Beautification Board.

2. Why are you interested in serving on a board or commission?

I would like to become more involved in the community I was born and raised in. I have been living here all of my 21 years, and I feel that this provides an in-road for me to become a more active citizen of my city.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I worked at a company called Redapt, Inc. from October 2019 to December 2019, while completing my undergraduate degree.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

I believe that the city has grown as far as it realistically can for the time being, and that the main concerns for the city going forward are continued business development, and a further commitment and expansion of our conservation efforts to protect the scenery that this city has been known for.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

I believe that the city has great potential for further investment opportunity in business and real estate. The central location of the city, as well as it's gorgeous scenery and small town feel help draw in said investment.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

While I am young, I feel that my age may be an asset in bringing a new generation into city government, along with a new perspective on the challenges and opportunities that will face our community going forward. I am currently pursuing a graduate degree in public policy, and I was also involved in my school's STEM leadership team during my time in high school. I thank the city for its consideration of my application.



**City of Mill Creek
Boards & Commissions Application**

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

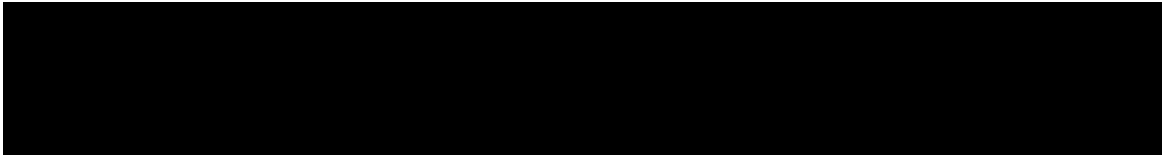
Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Jamie Last Name: Barrett



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Arts and Beautification Board

2. Why are you interested in serving on a board or commission?

I love Mill Creek and have lived here for over six years. I am nearing completion on a two-year Associates' degree program at Edmonds College in Landscape Design. I recently retired from the FBI where I was a Special Agent for nearly 25 years. I have always been interested in landscape design and started taking night and weekend classes at Edmonds College about four years ago, before I retired. I have been a full-time Landscape Design student since January.

I walk and run around Mill Creek frequently and enjoy the nature reserve and well-maintained crosswalks. I also frequently visit the Town Center and enjoy all it has to offer, especially in the summer. It was thoughtfully laid out and the City has done a good job sponsoring arts and events that make it a fun and safe gathering place. The nature trails also are very inviting and encourage people to enjoy nature.

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3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I am nearing completion on an Associates degree in Landscape Design from Edmonds College. I also intend to join the Association of Professional Landscape Designers. I was an FBI Agent from May 1995 through December 2019, when I retired. I have a Bachelor's degree in International Business Administration from Washington State University (1988). I also am a Certified Fraud Examiner.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

I think growth management will be a significant factor in the future. It will be challenging to incorporate green spaces, especially those that are environmentally sustainable. It will be important to choose plants and materials that do not require excessive inputs of fertilizer and water resources in order to be maintained. As growth increases, it will be more challenging to limit pollutants from entering water ways in storm water. Traffic gets noticeably worse every year.

I also think that growth outside of the older parts of Mill Creek need more attention and should be incorporated more into the landscape design of core parts of the City.

I have been concerned about vacancies in the Town Center and the impact of COVID-19 on the business sector. I hope that the City can continue to draw in businesses. I think maintaining the aesthetic of this area will be a factor in maintaining its vibrancy.

The Seattle area has seen an uptick in the homeless population. Much of this has been fueled by drug addiction. The City will have to work hard to keep crime problems created by this situation at bay in order to maintain its low crime rate and livability of the area. Thoughtfully designed landscapes can assist with this.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Mill Creek is a beautiful and well-maintained city with lots of green spaces to enjoy. The older subdivisions have a lot of older conifers and provide a natural forested aesthetic. There are also

parks, trails, and a nature preserve to enjoy. Mill Creek is also a safe city. Shopping is easily accessible at the Town Center. There are fun events at the Town Center through out the year that are family friendly.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

Having been an FBI Agent for nearly 25 years, I am used to working under pressure and under tight deadlines. I am used to working in a team environment, or on my own. I am also persistent and can follow through on projects.



**City of Mill Creek
Boards & Commissions Application**

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

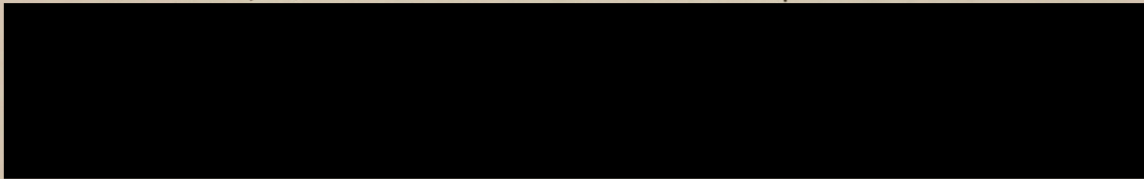
Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: RAYI Last Name: UBRIANI



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Arts + Beautification Board

2. Why are you interested in serving on a board or commission?

would like to contribute to the community

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I'm a physician - dermatologist
but not applicable to this work.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Financial concerns that may
limit resources

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Beauty, trails, wonderful parks

6. Please list any other comments that would help the City Council evaluate your skills for this position.

Love to garden, interested in
the arts for many years.



**City of Mill Creek
Boards & Commissions Application**

Community Service

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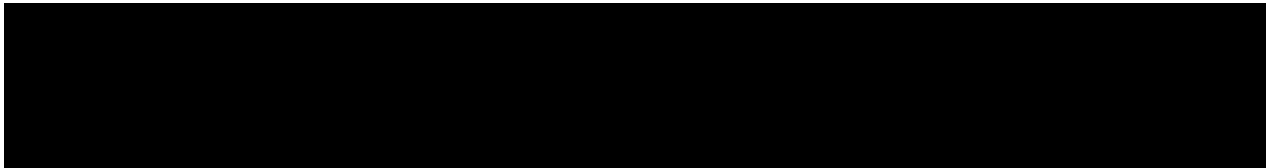
Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Shoshauna Last Name: Mohlman



Please complete each of the following questions:

1. What board or commission would you like to be considered for?
Arts and Beautification Board

2. Why are you interested in serving on a board or commission?

I would love to be a part of exploring new ways to enrich our amazing community through the arts.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

My professional background is in the performing arts. I have been a professional singer and actor for the past 10+ years. I'm also the founding director of the musicals that have been performed at Heatherwood Middle School for the past 7 years. Additionally, I have a Bachelor's Degree in Social Work, from UW.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Recently, the City has been struggling to find and keep leaders. It will be important to create a strong and collaborative work environment, so that City leaders, employees and volunteers have high morale, and are eager to work with each other for the betterment of the City and its residents.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

I am an avid walker. Every day, I get out and walk the trails through our community. These trails are a treasure within our community and bring many people immense joy. We have clean, safe streets and well designed and maintained neighborhoods that are a pleasure to live in. Our Town Center is also a huge asset, bringing in visitors and retailers. I love having Date Night with my husband in the Town Center!

6. Please list any other comments that would help the City Council evaluate your skills for this position.

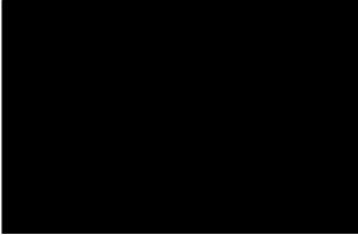
I am a team player. Throughout my life as a performer I recognize how vital it is for each person to do their part. There is something truly magical that happens when everyone is working together to create something that benefits so many.

I am a unifier. As a mother of 6, I have learned how to navigate my family through the challenges and inevitable squabbles that come with a large family.

I am resourceful. While directing the musicals at Heatherwood, I located other local arts organizations and was able to establish and strengthen collaborative relationships that could benefit all involved.

11/19/2020

City of Mill Creek Boards & Commissions Application



Jeanne Smart

1. I would like to be considered to continue my position on the City's Arts & Beautification Board.
2. I have served on the Arts & Beautification Board for the past three years and have found my work there to be very satisfying and I feel that my contributions to the Board's work have been substantial and have resulted in positive and lasting additions to the City's "Artscape". In addition, I have continued to strengthen the City's connection with local school populations (staff, families, and students) through the utility wrap project. Although the COVID situation has waylaid our work with schools, I am hoping to continue this work with two different school partners where I have made ongoing relationships. I also enjoy working with and learning from other board members and liaisons (City Council, administrative staff, community members).
3. I worked in the field of education for 30 years as a teacher and principal (Lake Stevens, Edmonds, and Seattle). My primary profession at this time is as a realtor with Coldwell Banker Bain, Lake Union. In addition, I serve as an expert mentor for the Washington Education Education (working with teachers who are struggling with their practice) to continue my contributions to the educational committee. I hold a K-12 teaching certificate, as well as substitute administrators certificate, and am licensed as a Washington State Real Estate Broker. I earned my BA (English) and M.Ed (Educational Leadership) at the University of Washington
4. I think the most important concerns that the city of Mill Creek will face in the next 5-10 years will be in the area of growth management and planning for the maintenance of a healthy city and "surrounds" environment (as well as issues around diversity and inclusion in our community, affordability of housing, management of parks and recreational spaces, maintaining a strong educational system with opportunity for all). All areas of city governments must function in a thoughtful, inclusive and cohesive manner to accomplish these goals.
5. I think visitors are attracted to the "planned" aspects of our community – variety of opportunities, including shopping and restaurants, AESTHETICS, "community" feel, and outdoor recreation opportunities. Balance between open space (Mill Creek Reserve as well as parks and playfields) and conveniently located businesses are valued by all who visit or live in our community.
6. I am a member of multiple service and community organization including the Downtown Seattle Association where I serve on their "Family Friendly" committee (current work siting and development of a downtown K-7 school for downtown kids), Edmonds School District's Alumni Committee, Mill Creek Women's Club. I also maintain a business partnerships with the Everett School District's Foundation, the Alliance for Education in Seattle as well as Cedar Way Elementary in Mountlake Terrace (where I was principal for 13 years).



Date: November 24, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
10/21/2020	Wire-76 Fleet-September	\$2,596.30
11/16/2020	62657-62726	\$566,646.50
Total		\$569,242.80

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 62657 through 62726, and Wire in the amount of \$569,242.80.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Jeffrey Balentine

Director of Finance

Councilmember

City Manager



Funds Transfer Request Authorization (FTRA)

Customer Information	
Name: MILL CREEK, WA CITY OF Phone: (425)921-5723	Address: 15728 MAIN ST MILL CREEK WA 980121518 US

Account Information	
Account: BUS_4700 Account Title: CITY OF MILL CREEK TREASURER CHECKING	Requestor Name: JEFFREY BALENTINE

Wire Information	
Wire Type: DOMESTIC Country: US Currency of Recipient Account: USD Source: IN PERSON ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH ID Verification/Type: DEBIT CARD WITH VISA OR MASTERCARD	Wire Date: 10/21/2020 Wire Amount (USD): 2,596.30 Wire Fee:

Recipient Information	
Recipient Name: 78 FLEET WEX BANK Account Number Type: ACCOUNT NUMBER Account Number: Address: 97 DARLING AVE PORTLAND OREGON US	Bank Name: BMO HARRIS BANK NATIONAL ASSOCIATION Bank ID: Address: 111 W MONROE ST CHICAGO IL 60603 US

Information about payment:
Purpose of Payment: OTHER Additional Phone Advice:
Additional Reference Information: CITY OF MILL CREEK INVOICE NO: 67754217 ACCOUNT: 0201-00-105915-3
Additional Bank Instructions:

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)				
Not Applicable (check box if no signature verification is required) <input type="checkbox"/>	Signature Card (check box if signature card was reviewed) <input type="checkbox"/>	Business Resolution (check box if business resolution was reviewed) <input type="checkbox"/>	Posted Check# (reference PRO for date guidelines) (complete field below) Check # _____	Leader Exception Granted (leader must place their initials or signature in box below) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exception Reason: _____
FOR BANK USE ONLY: Financial Center Information				
Financial Center Name	MILL CREEK BANKING CENTER	Date:	October 20, 2020	
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3809	
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	QVJGADMDU	



RECEIVED

OCT 13 2020

CITY OF MILL CREEK

Invoice Statement

INVOICE NUMBER: 67754217
ACCOUNT NAME: City of Mill Creek

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0201-00-105915-3	14,800.00	30	SEP-30-2020	OCT-22-2020	2,586.30

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
SEP-21-2020	Payment - Thank You		2,980.75
SEP-30-2020	Fuel Purchases	2,934.47	
SEP-30-2020	Service Purchases	8.00	
SEP-30-2020	Other Purchases		8.00
SEP-30-2020	Other Adjustments this Period	10.00	326.66
SEP-30-2020	Rebates and Rebate Reversals		21.51

REMINDER
PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.

APPROVED FOR PAYMENT

Project # Fleet - City Vehicles - Sept

Bars Code # 001-008-531-70-3200 \$206.16
001-018-516-80-3200 \$190.28
103-103-542-30-3200 \$103.65
6401-401-531-38-3200 \$212.81

Signature [Signature]

Credit August 001-008-514-20-4104

Date 10/13/2020 [Signature]

The Finance Charge is determined by applying a periodic rate of 7.99%

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
2,980.75	2,980.75	2,944.47	348.17	2,586.30

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT.

76 Fleet

P.O. Box 639
Portland, ME 04104-0639

Fleet Manager
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

ACCOUNT NAME	City Of Mill Creek
ACCOUNT NUMBER	0201-00-105915-3
INVOICE NUMBER	67754217
BILL CLOSING DATE	SEP-30-2020
AMOUNT DUE	2,586.30
AMOUNT ENCLOSED	
PAYMENT DUE DATE	OCT-22-2020

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK
To avoid processing delays, remit all payments to:

WEX BANK
P.O. BOX 6293
CAROL STREAM IL 60197-6293

02010010591534000000259630 201022

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 11/19/2020 2:47 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62657	3SISECUR 855262	3SI Security Systems Inc Inv. GPS Tracker	11/16/2020		251.94
				Total for Check Number 62657:	0.00 251.94
62658	911SUPPL INV-2-6462	911 Supply Inc Hero's Patch Install - J Mack	11/16/2020		111.94
				Total for Check Number 62658:	0.00 111.94
62659	ADPLLC 567260454	ADP, LLC ADP Workforce Now 09/30 & 10/15, HCM 10/1	11/16/2020		1,318.09
				Total for Check Number 62659:	0.00 1,318.09
62660	ALEXPRCO 66678	Alexander Printing Company Inc Business Cards - Councilmembers A. Morgan &	11/16/2020		121.83
				Total for Check Number 62660:	0.00 121.83
62661	INTEGRA 17139854	Allstream T-1 Monthly Chgs - Nov	11/16/2020		716.13
				Total for Check Number 62661:	0.00 716.13
62662	AMAZON 1G3H-VNNT-716T 1LQH-CL49-J3NX 1NQ7-MMYJ-4NPG 1NV6-RYLJ-X7HM 1WXC-WX3C-NFDR 1Y9Q-6C46-L4TD 1YJR-F76K-TJ7G	Amazon Capital Services Dog Pacer Treadmill - Hondo 1 Pk (48) Duracell Batteries New Ink Pads/Steno Pads Global Sat GPS Receiver 5 SIMS Protective Masks General Office Supplies - PD 20 SIMS Protective Masks	11/16/2020		588.87 35.30 69.36 34.17 118.31 77.11 434.10
				Total for Check Number 62662:	0.00 1,357.22
62663	BIASSFTW 11480 11481	Bias Software Bias Training & Conversion Bias Maintenance Support 05/01 - 12/31	11/16/2020		33,300.00 10,471.82
				Total for Check Number 62663:	0.00 43,771.82
62664	BCS 2020-MC10	Bridge Coordination Services DV Services - October	11/16/2020		2,800.08
				Total for Check Number 62664:	0.00 2,800.08
62665	CABDOW October 2020	Cabot Dow Associates, Inc Labor Relations Services 10/01 - 10/31	11/16/2020		1,006.25
				Total for Check Number 62665:	0.00 1,006.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62666	CITYEVE I20005582	City of Everett Animals Brought to Shelter - September	11/16/2020		410.00
			Total for Check Number 62666:	0.00	410.00
62667	CODPUBCO 68161	Code Publishing Company Municipal Code - Web Update - Ord: 2020-861 -	11/16/2020		183.33
			Total for Check Number 62667:	0.00	183.33
62668	COLUMBFC 3-L2353 3-L2354	Columbia Ford 2020 Ford Interceptor-1FM5K8AC5LGD01992- 2020 Ford Interceptor1FM5K8AC7LGD01993-(11/16/2020		42,142.67 42,142.67
			Total for Check Number 62668:	0.00	84,285.34
62669	COMCAST 849831021045701 849831021072434	Comcast High Speed Internet Fee 11/18 - 12/17 Internet for ITS 11/14 - 12/13	11/16/2020		191.42 106.42
			Total for Check Number 62669:	0.00	297.84
62670	CRIMESTP CSOPS2077	Crime Stoppers of Puget Sound Crime Stoppers Allocation Fee 01/01/21 - 12/31/	11/16/2020		1,006.64
			Total for Check Number 62670:	0.00	1,006.64
62671	WASTDTR RE313ATB0101314	Washington State Dept. of Transportation Inspection - SHR Preservation 09/01 - 09/30	11/16/2020		457.46
			Total for Check Number 62671:	0.00	457.46
62672	DOWELLCN 2020.10.002	Andrea Dowell Prof Svcs - Financial Consultant - October	11/16/2020		1,205.00
			Total for Check Number 62672:	0.00	1,205.00
62673	FLWRJSTU 001501	Flowers Just 4-U Floral & Gifts Wreath for Veteran's Day Event	11/16/2020		90.00
			Total for Check Number 62673:	0.00	90.00
62674	GRYOSBRN 2 26	Gray & Osborne Inc Prof Svcs - Surface Water Utility Support 09/13 - Prof Svcs - 35th Ave SE Reconstruction 09/13 -	11/16/2020		2,592.15 283.12
			Total for Check Number 62674:	0.00	2,875.27
62675	HARBORPC Claim 002	Harbor Pacific Contractors, Inc 35th Ave Reconstruction Settlement - Claim 2	11/16/2020		9,000.00
			Total for Check Number 62675:	0.00	9,000.00
62676	HARISUZU FOCS527001	Harris Isuzu LOF - PW 11	11/16/2020		105.10
			Total for Check Number 62676:	0.00	105.10
62677	HENRICE INV0001	Ella Henrickson Video Production/Editing - Veteran's Day Cerem	11/16/2020		375.00
			Total for Check Number 62677:	0.00	375.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62678	HUGHESK Reimb HughesK	Kyle Hughes Reimburse Gasoline-SWAT Training -Dept Vehic	11/16/2020		28.34
				Total for Check Number 62678:	0.00 28.34
62679	IMS 50167-2	Infrastructure Management Services Pavement Condition Rating Work	11/16/2020		1,891.00
				Total for Check Number 62679:	0.00 1,891.00
62680	ISO CW245755	ISOOutsource Remote Desktop Support Services - Tier 1 Supp	11/16/2020		7,679.01
				Total for Check Number 62680:	0.00 7,679.01
62681	JANIMALH 001193	Julz Animal Houz NWN Frozen Turkey Bulk Bars - Hondo	11/16/2020		166.11
				Total for Check Number 62681:	0.00 166.11
62682	LAROSSES Reimb LaRose	Scot LaRose Reimb. Meals-Criminal Patrol Techniques Train-	11/16/2020		112.00
				Total for Check Number 62682:	0.00 112.00
62683	LEADONLN 257461	LeadsOnline LLC Annual Renewal - Online Investigation System 1	11/16/2020		948.00
				Total for Check Number 62683:	0.00 948.00
62684	NWT Prog Est 3	Northwest Traffic Inc. 2020 Street Pavement - Progress Est #3 10/04 - 1	11/16/2020		4,088.20
				Total for Check Number 62684:	0.00 4,088.20
62685	ROBHALF 56600238 56600280 56637910	Office Team Cares Grant Coordinator - K Hudspeth - Week E Cares Grant Coordinator - K Tiedeman - Week E Cares Grant Coordinator - Week Ending 11/06/21	11/16/2020		1,590.00 1,003.20 1,590.00
				Total for Check Number 62685:	0.00 4,183.20
62686	OREILLY 2986-277262 2986-277262A	O'Reilly Automotive Inc Wiper Fluid - PW11 Edge Trim - Plastic Barrier - Council Chambers	11/16/2020		4.41 36.43
				Total for Check Number 62686:	0.00 40.84
62687	Otak 000010200297 000010200297A 000092000262 000092000262A	Otak, Inc., Prof Svcs - MC Blvd Corridor Subarea Plan - Th Prof Svcs - MC Blvd Corridor Subarea Plan - Th Prof Svcs - MC Blvd Corridor Subarea Plan - Th Prof Svcs - MC Blvd Corridor Subarea Plan - Th	11/16/2020		5,194.53 2,226.22 2,262.05 969.45
				Total for Check Number 62687:	0.00 10,652.25
62688	PACAIR 34375 34387 34398 35121	Pacific Air Control, Inc. GP-4A - Replace Condenser Fan Motor, Capacit GP-4A Service Call - Police GP-4A - Replace Evaporator Head - Server Roo HVAC Repair - Chief of Staff Office	11/16/2020		1,482.91 214.92 4,204.53 365.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62688:	0.00	6,267.56
62689	PACTOP 1-T1154090	Pacific Topsoils, Inc. Debris Removal - Village Green Dr Culvert	11/16/2020		21.00
			Total for Check Number 62689:	0.00	21.00
62690	ELLITIRE 064462015010 064462015084 064462015195	PepBoys-Remittance Dept Replaced Rear Auxillary Battery - Car #42 LOF - Car #49 4 Tires, LOF, Wheel Alignment - Car #45	11/16/2020		114.62 65.87 1,149.23
			Total for Check Number 62690:	0.00	1,329.72
62691	PLANTSCP 52116E 52116E1 52116E10 52116E11 52116E12 52116E13 52116E14 52116E15 52116E16 52116E2 52116E3 52116E4 52116E5 52116E6 52116E7 52116E8 52116E9	Plantscapes Horticultural Services Landscape Maint - CHS - Oct Landscape Maint - CHN - Oct Landscape Maint - Hillside Park - Oct Landscape Maint - Silver Crest Park - Oct Landscape Maint - Buffalo Park - Oct Landscape Maint - R/W Medians - Oct Landscape Maint - ST Medians - Oct Landscape Maint - Interior Medians - Oct Landscape Maint - Ditches - Oct Landscape Maint - MC Library - Oct Landscape Maint - Library Park - Oct Landscape Maint - Heron Park - Oct Landscape Maint - MCSP - Oct Landscape Maint - Highland Park - Oct Landscape Maint - Pine Meadows Park - Oct Landscape Maint - Nickel Creek Park - Oct Landscape Maint - Cougar Park - Oct	11/16/2020		395.42 174.76 781.27 304.77 1,000.48 1,173.18 1,319.38 111.87 1,756.34 379.76 670.06 729.30 602.08 1,362.80 1,484.40 429.00 1,368.76
			Total for Check Number 62691:	0.00	14,043.63
62692	PLAYWELL 7685	Play-Well TEKologies Play-Well Lego @ Home: Virtual Haunted Hous	11/16/2020		75.60
			Total for Check Number 62692:	0.00	75.60
62693	PRYTHSP 826976	Protect Youth Sports Background Checks - J Bond & J Thomas - Mai	11/16/2020		26.85
			Total for Check Number 62693:	0.00	26.85
62694	SNOCPUD 105452186 112055322 115353739 115357079 115358129 121973228 121975279 121975805 125300081 125300082 125300083 135192443 135193031 138393976	PUD No. 1 of Snohomish County 3401 148th St SE 09/23 - 10/22 15728 Main St 10/08 - 11/06 Street Lights - 189 Lights - 200W 10/01 - 10/31 15429 1/2 Bothell Everett Hwy 10/06 - 11/02 13332 44th Ave SE 10/01 - 11/06 16110 1/2 29th Dr SE 09/29 - 10/29 Street Light - 1 Light - 240W 10/01 - 10/31 Street Lights - 386 Lights - 100W 10/01 - 10/31 Street Lights - 8 Lights - 200W 10/01 - 10/31 Street Lights - 38 Lights - 250W 10/01 - 10/31 Street Lights - 39 Lights - 400W 10/01 - 10/31 14600 16th Ave SE 10/03 - 11/04 4842 SAC 10/07 - 11/02 2701 155th St SE 09/26 - 10/29	11/16/2020		19.78 1,302.01 1,736.91 16.48 79.68 16.74 7.94 1,389.60 47.68 285.38 441.48 24.05 66.13 26.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	138394427	Street Lights - 21 Lights - 400W 10/01 - 10/31			312.90
	138394800	Street Lights - 49 Lights - 20W 10/01 - 10/31			17.15
	145040978	Street Lights - 6 Lights - 150W 10/01 - 10/31			28.98
	145040979	14729 12th Ave SE 09/30 - 10/30			16.74
	145041302	Street Lights - 17 Lights - 100W 10/01 - 10/31			52.87
	148327413	1700 Mill Creek Rd 09/26 - 10/24			78.35
	151630026	15429 Bothell Everett Hwy 10/06 - 11/02			21.66
	158071356	Street Light - 1 Light - 160W 10/01 - 10/31			5.18
	158074213	4560 SAC 10/01 - 11/06			53.01
	161244011	15601 22nd Ct SE 09/29 - 10/30			23.59
	164459753	Street Lights - 91 Lights - 250W 10/01 - 10/31			985.53
	164459754	Street Lights - 841 Lights - 100W 10/01 - 10/31			5,121.69
	167678693	15510 Village Green Dr 09/26 - 10/30			18.90
			Total for Check Number 62694:	0.00	12,196.64
62695	SANDIEPE 644853	San Diego Police Equipment Co. 1 Case - 9MM Ammo	11/16/2020		265.31
			Total for Check Number 62695:	0.00	265.31
62696	SNOCOSHO I000543411	Snohomish County Sheriff's Office Range Use - 3.5 Hours 09/30	11/16/2020		203.00
			Total for Check Number 62696:	0.00	203.00
62697	SILVERL	Silverlake Water District	11/16/2020		
	14112-27585	132nd & SR 527 Irrig 10/01 - 10/31			33.40
	14737-19068	13617 28th Dr SE Irrig 10/01 - 10/31			7.60
	14969-56155	13716 Bothell Everett Hwy 10/01 - 10/31			7.60
	17679-27345	15429 1/2 Bothell Everett Hwy 10/01 - 10/31			7.60
	17684-27596	15429 Bothell Way - Irrig 10/01 - 10/31			16.20
	24079-27593	Hillside Irrig 10/01 - 10/31			16.20
	32140-27632	13903 N Creek Dr - Irrig 10/01 - 10/31			29.10
	32141-27633	13903 N Creek Dr 10/01 - 10/31			71.70
	35995-27914	SR 527 - Irrig 10/01 - 10/31			7.60
	35996-27914	14600 SR 527 - Irrig 10/01 - 10/31			7.60
	35997-27914	13800 N SR 527 - Irrig 10/01 - 10/31			22.65
	35998-27914	1600 SR 527 - Irrig 10/01 - 10/31			7.60
	35999-27914	15200 SR 527 - Irrig 10/01 - 10/31			7.60
	36000-27914	15100 N SR 527 - Irrig 10/01 - 10/31			7.60
	36016-27914	SR 527 & Trillium Blvd - Irrig 10/01 - 10/31			22.65
	36025-27914	14600 SR 527 - Irrig 10/01 - 10/31			7.60
	36026-27914	SR 527 & Dumas Rd - Irrig 10/01 - 10/31			22.65
	36365-27593	Dumas Rd Irrigation 10/01 - 10/31			22.30
	37034-30017	14721 12th Ave SE - Irrig 01/01 - 10/31			7.60
	37680-27914	0 33rd & Northpointe Circle - Irrig 10/01 - 10/31			39.85
	40191-27914	13401 44th Ave SE - Restroom 10/01 - 10/31			68.00
	A14969-56155	13716 Bothell Everett Hwy 09/01 - 09/30			7.60
			Total for Check Number 62697:	0.00	448.30
62698	SNOCOM 2995	Snohomish County 911 Dispatch Services - Nov	11/16/2020		21,804.54
			Total for Check Number 62698:	0.00	21,804.54
62699	SNOCOPW I000539837	Snohomish County Public Works Adaptive Traffic Signal Control System ILA - 3r	11/16/2020		116.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62699:	0.00	116.51
62700	SNOKING 67543	Sno-King Stamp, Inc. 3 - Trodat 55510 - Black Self Inking Stamps	11/16/2020		255.52
			Total for Check Number 62700:	0.00	255.52
62701	SNYDERRF 5875350	Snyder Roofing Roof Repair - Leak - CHN	11/16/2020		872.40
			Total for Check Number 62701:	0.00	872.40
62702	EARTHBOT 108 109	Joseph Socoloski III IT Support - Employee 2020 Open Enrollment P IT Support - Hybrid Setup - Video & Audio Cou	11/16/2020		502.78 215.48
			Total for Check Number 62702:	0.00	718.26
62703	SNDPUBIN EDH912435 EDH912436 EDH913183 EDH913184 EDH913185	Sound Publishing Inc Notice of 2021-22 Property Tax levy Notice of Public Hearing - 2021-2022 Biennial F Public Hearing Notice - 11/24 - 2021 Prop Tax L Notice of Public Hearing - 2021-2022 Biennial F Notice Public Hearing - 2021-2026 CIP	11/16/2020		37.80 37.80 49.00 49.00 49.00
			Total for Check Number 62703:	0.00	222.60
62704	STNDUPST 3878 3878A 3879 3879A	Stand Up Stations Hand Sanitizer Stations, Dispensers, Liquid Sani Use Tax-Hand Sani Stations, Disp, Liquid Saniti Assembly of Hand Sanitizer Stations - CARES G Use Tax - Assemby of Hand Sanitizer Stations -	11/16/2020		83,501.54 -7,934.54 5,218.92 -495.92
			Total for Check Number 62704:	0.00	80,290.00
62705	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - N	11/16/2020		3,544.95
			Total for Check Number 62705:	0.00	3,544.95
62706	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - November	11/16/2020		1,610.74
			Total for Check Number 62706:	0.00	1,610.74
62707	STAPLEAD 303893 303893A	Staples Advantage Labels - Halloween - Grab & Go Event Clorox Wipes	11/16/2020		61.04 57.36
			Total for Check Number 62707:	0.00	118.40
62708	STARDMSV 0124448-IN 0124448-IN1 0124448-IN2 0124448-IN3 0124448-IN4 0124448-IN5	Stardom Services Inc October Services - Janitorial - CHS October Services - Janitorial - CHN October Services - Janitorial - Extra Friday Clean October Services - Janitorial - Extra Friday Clean Semi-Annual Window Cleaning - CHN Semi-Annual Window Cleaning - CHS	11/16/2020		1,105.40 1,349.60 175.00 125.00 305.00 305.00
			Total for Check Number 62708:	0.00	3,365.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62709	STATEAUD L139167	State Auditor's Office Statutory Audit Services 2019-2019	11/16/2020		2,827.50
				Total for Check Number 62709:	0.00 2,827.50
62710	TERMINIX 401857544	Terminix Processing Center Pest Control - WO #17330079537 - MC Library	11/16/2020		95.03
				Total for Check Number 62710:	0.00 95.03
62711	SHERWILL 7553-4	The Sherwin-Williams Co Heron Park Restroom Fire Damage Repair - Mer	11/16/2020		51.93
				Total for Check Number 62711:	0.00 51.93
62712	TODDM Reimb Todd Reimb Todd1	Mike Todd iPhone Screen Protector, Wireless Charger, Char Wireless Headset & Warranty - Remote Meeting	11/16/2020		41.39 43.07
				Total for Check Number 62712:	0.00 84.46
62713	TRANSUN 10008180	Trans Union LLC Basic Service Monthly Fee - Credit Checks	11/16/2020		60.78
				Total for Check Number 62713:	0.00 60.78
62714	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - October	11/16/2020		55.25
				Total for Check Number 62714:	0.00 55.25
62715	ULINE 125784530	Uline 48 Containers - Disinfecting Wipes	11/16/2020		243.53
				Total for Check Number 62715:	0.00 243.53
62716	UULC 0100176 0100176A	Utilities Underground Location Center On - Call Location Services - 57 Locates On - Call Location Services - 58 Locates	11/16/2020		74.17 74.18
				Total for Check Number 62716:	0.00 148.35
62717	VALORSOL No. 2020-101	Valor Solutions USA, LLC Prof Svcs - Contract Mgmt Consulting/Audit - O	11/16/2020		4,692.00
				Total for Check Number 62717:	0.00 4,692.00
62718	WALTNELS 782039 782476	Walter E. Nelson Co. 3 Cases - Brawny Cleaning Towels Purell Hand Cleaner	11/16/2020		233.31 92.64
				Total for Check Number 62718:	0.00 325.95
62719	WASTPAT I21002348 I21002348A	Washington State Patrol Background Checks - Oct - Duct Vac NW Background Checks - Oct - Duct Vac NW	11/16/2020		51.38 51.37
				Total for Check Number 62719:	0.00 102.75
62720	WTRSHD 0081779-IN	Watershed Inc 1 Watershet Patrol Jacket - J Mack	11/16/2020		584.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62720:	0.00	584.71
62721	WAVEDIV 102743301000847	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	11/16/2020		641.25
			Total for Check Number 62721:	0.00	641.25
62722	WIGHTR 0000001	Robyn Wight Video Production/Editing - Veteran's Day Cerem	11/16/2020		487.50
			Total for Check Number 62722:	0.00	487.50
62723	AFSCME Oct 2020	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Oct	11/16/2020		717.30
			Total for Check Number 62723:	0.00	717.30
62724	YCTS CI000734	Yakima County Technology Services Yakima County Hosting & Internet - ILA 07/01 -	11/16/2020		423.75
			Total for Check Number 62724:	0.00	423.75
62725	YUWANY 0005	Ye Yuwan Video Production/Editing - Veteran's Day Cerem	11/16/2020		62.50
			Total for Check Number 62725:	0.00	62.50
62726	ZIONS 000101000032852 00010100003285A	Zions Bank Principal - Debt Service - Payment Interest - Debt Service - Payment	11/16/2020		188,000.00 37,710.20
			Total for Check Number 62726:	0.00	225,710.20
			Total for 11/16/2020:	0.00	566,646.50
			Report Total (70 checks):	0.00	566,646.50



Date: November 24, 2020

Payroll Check Batches		
Dated	Check Numbers	Amount
11/10/2020	ACH Wire- Assoc. of WA Cities	\$69,952.76
11/10/2020	ACH Automatic Deposit Checks	\$123,229.77
11/10/2020	ACH Wire- FWT & Medicare Taxes	\$23,000.54
11/10/2020	ACH Wire MEBT- Wilmington Trust	\$17,590.53
11/10/2020	ACH Wire- ICMA RC- Def. Comp	\$6,094.54
11/10/2020	ACH Wire- BAC- Flex Spending Acct	\$1,071.37
11/10/2020	ACH Wire- MCPD Guild Dues	\$1,840.00
Total		\$242,779.51

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$242,779.51.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Councilmember

Finance Director

City Manager

G:\FINANCE\Restricted (old I drive)\Payroll\Voucher Coversheets\2020\Payroll Voucher Approval 11.10.2020.docx
11/19/2020

AWC Employee Benefit Trust

PO Box 6
C/o Vimly Benefit Solutions, Inc
Mukilteo, WA 98275-0006

MILL CREEK, CITY OF

15728 Main St
Mill Creek, WA 98012-1518

Billing Details

Billing ID: 8222	Month: 11/2020
Customer Ref: 000185261X000	Invoice Date: 10/19/2020

Payment Details

Payment Amount: \$69,952.76	ACH Payment Ref: N/A
Settlement Date: N/A	Account Type: Checking
Date/Time Paid: 11/09/2020 11:54:59 am	Account Number:
Paid By: Dana Volk	Transaction Number: py_1HlgXHGpAtMY3xQi33IQrwMp

Simon has processed your payment request

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:46 Pay Date:11/10/2020 P/E Date:10/31/2020
 Qtr/Year:4/2020 Run Time/Date:15:33:22 PM EST 11/06/2020

Taxes Debited			
Federal Income Tax		17,284.54	
Earned Income Credit Advances		0.00	
Social Security - EE		0.00	
Social Security - ER		0.00	
Social Security Adj - EE		0.00	
Medicare - EE		2,608.15	
Medicare - ER		2,608.08	
Medicare Adj - EE		0.00	
Medicare Surtax - EE		0.00	
Medicare Surtax Adj - EE		0.00	
COBRA Premium Assistance Payments		0.00	
Federal Unemployment Tax		0.00	
Families First FMLA-PSL Payments Credit		0.00	
Families First ER Medicare Credit		0.00	
Families First FMLA-PSL Health Care Premium Credit		0.00	
CARES Retention Qualified Payments Credit		0.00	
CARES Retention Qualified Health Care Credit		0.00	
State Income Tax		0.00	
Non Resident State Income Tax		0.00	
State Unemployment Insurance - EE		0.00	
State Unemployment Insurance Adj - EE		0.00	
State Disability Insurance - EE		0.00	
State Disability Insurance Adj - EE		0.00	
State Unemployment/Disability Ins - ER		0.00	
State Family Leave Insurance - EE		166.52	
State Family Leave Insurance - ER		0.00	
State Medical Leave Insurance - EE		149.95	
State Medical Leave Insurance - ER		183.30	
Transit Tax - EE		0.00	
Workers' Benefit Fund Assessment - EE		0.00	
Workers' Benefit Fund Assessment - ER		0.00	
Local Income Tax		0.00	
School District Tax		0.00	
Total Taxes Debited		23,000.54	
Other Transfers	Full Service Direct Deposit Acct.	123,229.77	Total Liability
	Total Amount Debited From Your Account		146,230.31
Bank Debits & Other Liability	Checks	0.00	146,230.31
	Adjustments/Prepay/Voids	0.00	146,230.31
Taxes- Your Responsibility	None this payroll		146,230.31

Payroll 11/10/2020

MEBT ER	10,973.23
MEBT EE	11,772.99
Sub-Total	22,746.22
Less Standard Insurance	(5,155.69)
Wire Total	17,590.53

8,352.95	LEO	Total
679.60	MBX	Total
10,931.74	MEB	Total
120.16	MEB2	Total
41.49	MME	Total
41.49	MMR	Total
5,444.26	P2E	Total
950.11	P3E	Total
10,931.74	TER	Total
37,493.54	Grand Total	

Payroll Date 11/10/20	ICMA
Fleming, Rodney J	\$ 450.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 531.94
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 4,200.00
White, Stanley R	\$ 50.00
 Total	 \$ 6,094.54

Payroll Date 11/10/2020	Deferred Daycare	Deferred Healthcare
Fleming, Rodney J	\$ 0.00	\$ 81.94
Foutch, Bart A	\$ 0.00	\$ 114.58
Freeburg-Gunderson, Jodie A	\$ 0.00	\$ 25.00
Heath, Iliia C	\$ 0.00	\$ 105.00
Hughes, Tyrone A	\$ 0.00	\$ 110.00
Lee, Joanna M	\$ 0.00	\$ 45.00
Lockett, Grace M	\$ 0.00	\$ 27.27
Pigott, Larissa V	\$ 0.00	\$ 114.58
Rasmussen, Kristen A	\$ 208.00	\$ 35.00
Ringstad, Sherrie M	\$ 0.00	\$ 30.00
Rogers, Thomas B	\$ 0.00	\$ 62.50
Schmidt, Christi A.M.	\$ 0.00	\$ 50.00
Wright, Jere A	\$ 0.00	\$ 62.50
Grand Totals	\$ 208.00	\$ 863.37
Total	\$ 208.00	\$ 863.37
Total Due to BAC	\$ 1,071.37	



Funds Transfer Request Authorization (FTRA)

Customer Information

Name: MILL CREEK, WA CITY OF **Address:** 15728 MAIN ST
Phone: (425)921-5723 **MILL CREEK**
WA 980121518 US

Account Information

Account: BUS_4700
Account Title: CITY OF MILL CREEK TREASURER
 CHECKING
Requestor Name: JEFFREY A BALENTINE

Wire Information

Wire Type: DOMESTIC **Wire Date:** 11/10/2020
Country: US **Wire Amount (USD):** 1,840.00
Currency of Recipient Account: USD **Wire Fee:** 30.00
Source: IN PERSON
ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH
ID Verification/Type:

Recipient Information

Recipient Name: MILL CREEK POLICE OFFICER GUILD **Bank Name:** BANK OF AMERICA NATIONAL ASSOCIATION
Account Number Type: ACCOUNT NUMBER **Bank ID:**
Account Number: **Address:** 19255 JENSEN WAY NE
Address: NOT PROVIDED POULSBO
 MILL CREEK WA 98370 US
 WASHINGTON US

Information about payment:
Purpose of Payment: OTHER **Additional Phone Advice:**

Additional Reference Information: POLICE GUILD BEN INFO: POLICE GUILD **Additional Bank Instructions:**
 DIRECT DEPOSIT

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)

<p>Not Applicable (check box if no signature verification is required)</p> <input type="checkbox"/>	<p>Signature Card (check box if signature card was reviewed)</p> <input type="checkbox"/>	<p>Business Resolution (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p>Posted Check# (reference PRO for date guidelines)</p> <p>(complete field below)</p> <p>_____</p> <p>Check # _____</p>	<p>Leader Exception Granted (leader must place their initials or signature in box below)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Exception Reason: _____</p>
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FOR BANK USE ONLY: Financial Center Information

Financial Center Name	MARTHA LAKE	Date:	November 10, 2020
Company #/Cost Center #:	00353 0066621	Phone #:	425-745-2767
Initiating Associate Name:	IBARRA, AMERICA	Remittance ID #:	LU7RMLKQG

Police Guild Dues for October 2020

Payroll Name	Guild Dues
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 1,840.00

Oct-20



Less Is More: Action Minutes Serve the City Best

March 1, 2012 by [Ann G. Macfarlane](#)
Category: [Council-Commission Advisor](#)

This Advisor column was originally published in October 2009.

If your council, commission or committee takes detailed minutes of your meetings, we recommend switching to action minutes. Action minutes record what is done at a meeting and not what is said. At [Jurassic Parliament](#), we believe that action minutes serve the city best.

It is natural for elected officials and representatives appointed to public bodies to savor and enjoy reading a record of what they said at meetings. As servants of the public who take their duties seriously, they speak with care and appreciate knowing that what they say has been heard. We believe, however, that the time and effort required to prepare detailed minutes that record specific remarks far exceed the value to the organization and the public. (Quasi-judicial hearings, of course, are another case entirely.)

When a body wants its remarks "on the record," the scribe or clerk has to spend hours, and yet more hours, transcribing those remarks, reviewing them, editing them, and preparing them for publication. Those are costly hours, hours that in our current tough economic climate could be better spent on other duties.

Once the minutes are prepared, the members of the body have to invest time and energy in turn reviewing the draft minutes. Corrections or changes often have to be made, requiring yet more work. Sometimes there are differences of opinion about whether the content was correctly noted or not. Sometimes people are offended by the way their remarks were written down. All corrections have to be voted on formally by the body. The result can be a big drawdown of time and emotional energy for modest return.

Finally, detailed minutes make it a challenge to locate key items and decisions within the pages and pages of text. The record is far less functional when it includes remarks as well as actions.

The argument is sometimes made that detailed minutes are important for legislative history. A group with this goal in mind should include recitals and findings about its intentions within the body of the legislation. Legislation speaks for itself.

Robert's Rules of Order offers a simple guideline: *minutes should record what is done, not what is said*. The minutes should include decisions made, postponements, referrals to committee. They may also include a note that discussion was held, if the group wants to have it clear that they did their due diligence on a given issue. By keeping the minutes to this core of essential facts, energy and effort can be devoted to the larger issues that face all our civic bodies today.

Many of our Washington cities already operate this way, particularly those who record their meetings on audiotape or video, so that anyone concerned can easily hear or see exactly how the discussion went. The website of the city of Issaquah offers [fine samples of action minutes](#). We suggest that action minutes help a city council or public body

keep focused on its future goals rather than on the record of its past. The savings in time and energy that accrue from a switch to action minutes are well worth the small sacrifice to individual *amour propre*.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Ann G. Macfarlane

Ann G. Macfarlane writes for MRSC as a [Council Commission Advisor](#).

Ann G. Macfarlane is a Professional Registered Parliamentarian. She offers an interactive and user-friendly way to master the key points for effective, efficient and fair meetings. Her background as a diplomat and Russian translator enables her to connect with elected officials and give them the tools they need for success. She is the author of [Mastering Council Meetings: A guidebook for elected officials and local governments](#), and blogs regularly at www.jurassicparliament.com.

The views expressed in Advisor columns represent the opinions of the author and do not necessarily reflect those of MRSC.

[VIEW ALL POSTS BY ANN G. MACFARLANE](#) ▶

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Minutes record what is DONE, not what is SAID



The biggest problem we encounter in meeting minutes is too much verbiage. Striving to do justice to their job, secretaries sometimes include the arguments that are made, what people say in response, and all the minutiae of discussion. There is a better way! According to Robert's Rules of Order, minutes should record what is DONE, not what is SAID.

- 1) If you follow this guidance strictly, you will prepare **action minutes**. These simply list the actions taken by the body.
- 2) Nonprofit boards and committees may want to prepare **summary minutes**. These include points that were made during the discussion, without attribution to individuals. If you are ever called upon to defend your body's action in a court of law, having summary minutes demonstrates that you exercised due diligence in your discussion. Sometimes state law requires this.
- 3) **Detailed minutes** listing "who said what to whom" have these disadvantages:
 - They tend to personalize and politicize discussions, moving the focus from WHAT the board decides to WHO said WHAT. This has a chilling effect and corrodes your decision-making process.
 - In fact, WHO said WHAT is irrelevant. It is the decisions of the body AS A WHOLE that are important. Discussion is merely a means to an end, not an end in itself.
 - If records are kept of people's arguments, participants can become intimidated and guarded. They may fail to express their true opinion, which is essential for good decision-making. The result can be mere posturing, rather than open expression of genuine concerns.
 - The purpose of minutes is to create an official record of the body's actions. This purpose becomes clouded over and obscured when irrelevant material is included.



-
- Detailed minutes make it hard to sort out the actions taken from the verbiage. They absorb a lot of staff time and can result in the body's taking too much time to correct the record— "that's not what I said!"
 - In the worst case, detailed minutes provide fodder for your opponents should your board ever be involved in a lawsuit. In addition, individual arguments, given in good faith, could create liability for the individuals involved.

It can be hard to convince a group to move from detailed to action or summary minutes. People like to see a record of what they said. Detailed minutes make it easy for someone who wasn't there to follow the argument and feel "in the know." Sometimes the secretary is inclined to just let it flow and write everything down. This can seem easier than selecting out the actions taken, or summarizing the points made. Even so, we recommend that you fight against the tide and commit to making your minutes as concise as they can be.

Learn how to take great minutes on our website at this link
<https://jurassicparliament.com/category/meeting-minutes/>

SAMPLE SUMMARY MINUTES

DINOVILLE SERVICE CLUB FUNDRAISING COMMITTEE

August 31, 2020 BC - 7:00 pm

Dinoville, League of Northwest Dino Cities

ZOOM meeting

1. The Dinoville Service Club Fundraising Committee met by Zoom on Monday, August 31, 2020 BC at 7:00 pm. Chair Amy Ankylosaurus and members Brian Brontosaurus, Pat Pteranodon, and Tony Tyrannosaurus were present. Sam Stegosaurus was absent. The meeting was quorate.
2. Secretary Tony presented the meeting minutes of the July 31 meeting, which were approved.
3. Chair Amy shared the Club Treasurer's Report from the last board meeting. Revenue in the second quarter is down by 50% due to the club's inability to hold any social events during the pandemic.
4. The committee discussed possible actions, alternative sources of revenue, and fiscal considerations for the remainder of the calendar year. The following points were made during the discussion:
 - It is unlikely that in-person social events will be possible for the next six months.
 - The club might consider holding virtual social events to keep its members connected. It wouldn't be expensive since no food or beverage is required.
 - The only benefit this would provide is helping members feel better, which is rather pathetic for a club with our noble goals.

-
- On the other hand, people want to be connected, and it is a service to create a platform for this to happen.
 - Since the bank balance is still over \$10 million, the club can coast for a few months without worrying about its lack of income.
5. After discussion, Pat moved to recommend to the Board of Directors that the club hold a monthly series of Zoom social events in the fall at no charge. The motion passed.
 6. The meeting adjourned at 7:45 pm.

Prepared by Tony Tyrannosaurus, Secretary

Action Item:

Amy Ankylosaurus to present the committee recommendation to the Board of Directors at its September meeting.

Minutes record what is DONE, not what is SAID

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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				
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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				
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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 1, 2020

- Public Hearing on Adoption of 2021- 2022 Final Budget
- Public Hearing on Adoption of 2021-2026 CIP
- Council action on adoption of final 2021- 2022 Budget
- Council action on adoption of final 2021- 2026 CIP
- Seattle Hill Rd Project

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 ?

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



Council Questions

November 24, 2020

City of Mill Creek's 2021-2022 Biennial Budget – Questions



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

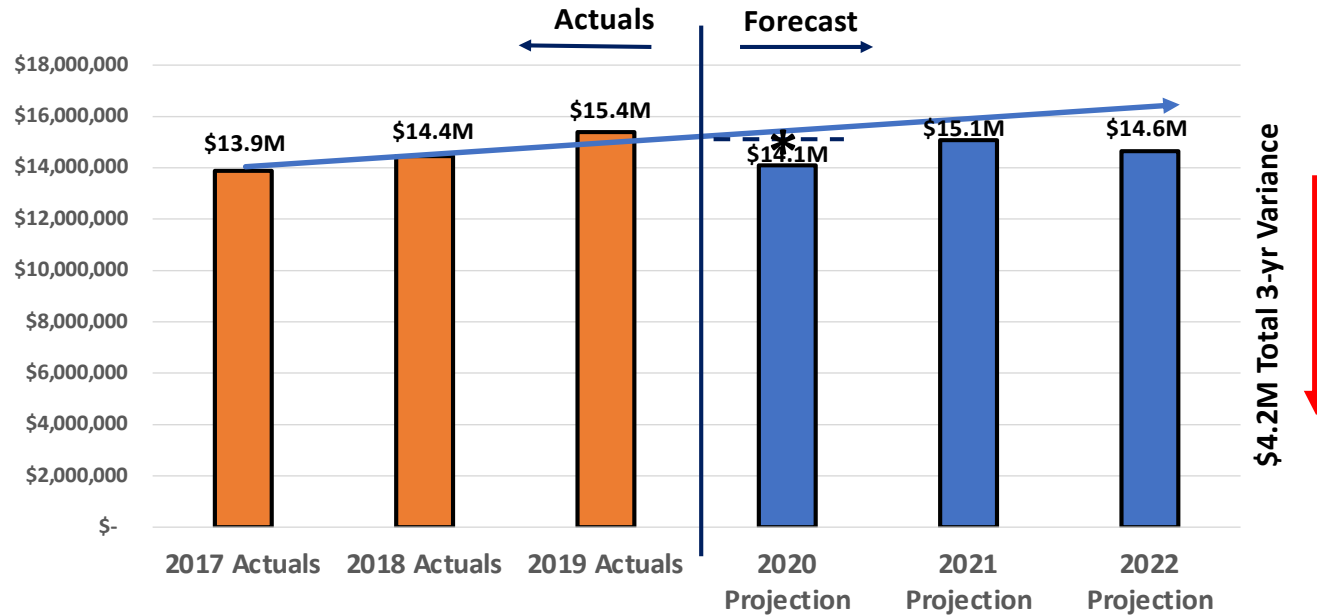


City of Mill Creek's 2021-2022 Biennial Budget – Questions

What is the breakdown of projected lost revenue due to the COVID-19 pandemic through the next biennium?

- Project \$4.2M COVID-19 revenue loss through 2022

** 2020 = \$15.0M Expense Biennial Budget*



City of Mill Creek's 2021-2022 Biennial Budget – Questions



What is the breakdown of projected lost revenue due to the COVID-19 pandemic through the next biennium?

Description	2017	2018	2019	2020	2021	2022
Property tax	\$ 7,737,917	\$ 7,915,893	\$ 7,941,444	\$ 7,794,209	\$ 8,033,079	\$ 8,059,630
Sales & Use tax	\$ 3,265,031	\$ 3,617,176	\$ 3,814,594	\$ 4,351,722	\$ 3,782,770	\$ 3,655,709
Permits, censes, & fees	\$ 741,192	\$ 652,547	\$ 931,024	\$ 601,537	\$ 766,798	\$ 483,588
Passport services	\$ 458,365	\$ 519,905	\$ 602,912	\$ 165,393	\$ 803,346	\$ 827,446
Recreational services	\$ 545,871	\$ 614,419	\$ 384,828	\$ (10,232)	\$ 211,178	\$ 383,990
Central services	\$ 409,592	\$ 439,521	\$ 807,420	\$ 469,319	\$ 614,506	\$ 484,574
Intergovernmental	\$ 382,902	\$ 385,447	\$ 399,551	\$ 415,866	\$ 399,018	\$ 403,009
Interest	\$ 106,119	\$ 106,766	\$ 184,867	\$ 57,909	\$ 91,509	\$ 179,385
Fees & Penalties	\$ 212,997	\$ 179,913	\$ 144,402	\$ 75,451	\$ 162,393	\$ 170,011
Other (one-time)	\$ 13,513	\$ 2,981	\$ 179,939	\$ 173,889	\$ 212,384	\$ -
Revenue	\$ 13,873,499	\$ 14,434,569	\$ 15,390,982	\$ 14,095,062	\$ 15,076,980	\$ 14,647,342



City of Mill Creek's 2021-2022 Biennial Budget – Questions

What is the cost to move and what is the business case for Passports to move to City Hall North?

<ul style="list-style-type: none"> • Initial move <ul style="list-style-type: none"> ○ Furniture Move - labor \$5,000 ○ IT/Phones – labor \$5,400 		
<ul style="list-style-type: none"> • Revenue 2021 \$803K <ul style="list-style-type: none"> ○ Passport Operations \$603,000 ○ Capacity \$ 75,000 ○ TSA/TWIC \$125,000 		
<ul style="list-style-type: none"> • Expense 2021 \$803K <ul style="list-style-type: none"> ○ Payroll \$215,000 ○ Supplies \$ 5,000 ○ Training \$ 3,000 ○ Capital \$ 2,500 ○ Loss revenue (1,200 sq ft @ \$12/sqft) \$ 14,400 		<p>TSA/TWIC Expense</p> <p>\$2,500 (sponsor provides)</p> <p>\$2,500 (sponsor provides)</p> <p>\$10,000 (sponsor provides)</p>
<ul style="list-style-type: none"> ○ Year One Net Gain \$100,200 		

City of Mill Creek's 2021-2022 Biennial Budget – Questions



Marketing reductions; what is marketing position and hire date expectations?

- The City is still working on the position, responsibilities, and duties
 - Recreation – 1 FTE funding available Jan 1, 2021
 - Dependent on sustained recovery in Phase III and Phase IV
 - Hire date four months prior to scheduled event(s)
 - Marketing – 1 FTE funding available Jan 1, 2021
 - Dependent on Phase III
 - Developing new positional requirements
 - Hire date dependent on sustained recovery in Phase III and Phase IV

City of Mill Creek's 2021-2022 Biennial Budget – Questions



What is the cost of a dedicated HR professional versus contract labor?

- **Fulltime position - annual**
 - Payroll \$90,000
 - Benefits (45% average) \$40,500

- **Average contract - annual**
 - Onsite support @ \$4K per month \$48,000
 - 20 hours per week @ \$85 per hour \$88,400
 - 30 hours per week @ \$85 per hour \$132,600
 - 40 hours per week @ \$85 per hour \$176,800

- **2021 Budget** \$133,000

City of Mill Creek's 2021-2022 Biennial Budget – Questions



Detail the difference in the PD versus prior biennium.

Description	2019/2020T	2021/2022B	Diff. \$	Diff %	Note
• District Court	\$117,869	\$181,350	\$63,481	53.9%	COVID-19
• Police Administration	\$883,987	\$729,605	(\$154,382)	-17.5%	Layoff Dep. Chief
• Support Services	\$1,583,562	\$1,811,013	\$227,451	14.4%	Reflects reduced turnover (Detective)
• SWAT	\$19,694	\$66,495	\$46,801	237.6%	Move 2020 Equip
• Training	\$29,043	\$67,503	\$38,460	132.4%	Academy / New emp.
• Patrol - payroll	\$5,651,019	\$5,976,621	\$325,602	5.8%	Wage and Benefit
• Patrol – supplies	\$106,762	\$115,011	\$8,249	7.7%	Firearms delayed 2020
• Auto non-capital	\$167,860	\$164,135	(\$3,725)	-2.2%	R&M down (new veh.)
• Jail Services	\$304,091	\$362,700	\$58,609	19.3%	COVID-19
• Dispatch	\$552,964	\$611,923	\$58,959	10.7%	COVID-19
• Animal Holding	\$15,483	\$24,180	\$8,697	56.2%	COVID-19
• Capital	\$39,526	\$82,615	\$42,089	109.0%	Delayed from 2020



City of Mill Creek’s 2021-2022 Biennial Budget – Questions

What is the expense decrease in Recreation and impact of revenue?

<ul style="list-style-type: none"> • <u>Recreation Revenue</u> <ul style="list-style-type: none"> ○ 2019/2020 ○ 2021/2022 • <u>Recreation Expense</u> <ul style="list-style-type: none"> ○ 2019/2020 ○ 2021/2022 	<p><u>Annual</u></p> <p>\$374,596</p> <p>\$595,006</p> <p><u>Annual</u></p> <p>\$528,130</p> <p>\$427,542</p>	<p><u>Notes</u></p> <p>COVID Apr-Dec 2020</p> <p>PlayPals / B-Ball Jul 2021</p> <p><u>Notes</u></p> <p>2019 \$182K Payroll</p> <p>2020 \$167K Payroll / COVID realignment</p> <p>2021 \$187K Payroll</p> <p>Hire Q2 2021</p>
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Note: Once the timing of recovery is understood, the City staff will present to Council the formal recreation program review with anticipated resource plan. This may include a Budget Amendment to formalize the plan.

City of Mill Creek's 2021-2022 Biennial Budget – Questions



Detail the most current quarter Taxable Retail Sales versus prior year.

	Q1 2019	Q1 2020	\$ Var.	% Var.
Grocery Stores and Store Retailers (NAICS 44 & 45)	\$34,151,227	\$38,088,252	\$3,937,025	+11.5%
Other (Construction w/Farm and Restaurants)	\$43,483,865	\$56,584,534	\$13,100,669	+30.1%
<i>Other (Construction w/o Farm est.) and Restaurants</i>	<i>\$43,483,865</i>	<i>\$45,584,534</i>	<i>\$2,100,669</i>	<i>+4.8%</i>
Total Taxable Retail Sales	\$77,635,092	\$94,672,786	\$17,037,694	+22.0%
Total Taxable Retail Sales (est. w/o The Farm)	\$77,635,092	\$83,672,786	\$6,037,694	+7.8%
State-wide Taxable Retail Sales (NAICS 44 & 45)	\$16,488,564,277	\$17,042,536,231	\$553,971,954	+3.4%
State-wide Taxable Retail Sales (Other)	\$22,929,836,871	\$23,994,533,194	\$1,064,696,323	+4.6%
State-wide Taxable Retail Sales (Restaurants)	\$3,557,670,495	\$3,258,096,958	(\$299,573,537)	-8.42%

City of Mill Creek's 2021-2022 Biennial Budget – Questions



What are our expectations for incremental Sales and Use tax from the Farm post build?

The City anticipates ~\$162,500 in annual Sales and Use Tax after the Farm has been completed and the commercial / retail spaces are active



City of Mill Creek's 2021-2022 Biennial Budget – Questions

What were the legal fees 2017-2018 (detail)?

<u>Description</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020T</u>	<u>2021B</u>	<u>2022B</u>
Legislative	\$31,859	\$170,297	\$39,298	\$3,392	\$10,000	\$10,150
Executive	\$127,072	\$57,679	\$400,158	\$1,489,669	\$522,695	\$470,426
Finance & Admin	\$27,632	\$14,192	\$13,206	\$4,162	\$18,618	\$18,897
Communications & Marketing	\$0	\$0	\$3,316	\$0	\$1,122	\$1,139
Information Technology	\$19	\$0	\$168	\$0	\$63	\$64
Human Resources	\$0	\$0	\$23,741	\$5,539	\$8,032	\$8,153
City Clerk	\$0	\$0	\$18,257	\$1,906	\$6,177	\$6,270
Indigent Defense	\$107,700	\$113,750	\$111,900	\$84,982	\$112,783	\$114,475
Police	\$24,106	\$13,183	\$11,519	\$1,294	\$16,513	\$17,012
Community Development	\$22,919	\$16,966	\$54,838	\$69,310	\$32,048	\$32,529
Public Works	\$17,935	\$11,050	\$6,392	\$12,689	\$11,969	\$12,149
City Hall North	\$279	\$1,209	\$533	\$200	\$569	\$583
Surface Water	\$775	\$3,057	\$11,673	\$11,000	\$11,110	\$11,221
Totals	\$536,742	\$508,327	\$819,619	\$1,802,701	\$863,595	\$816,389

Note: During 2020T, the City combined general legal fees from all departments into the Executive Department

City of Mill Creek's 2021-2022 Biennial Budget – Questions



Salary comparison on City Clerk versus past biennium?

<u>Description</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020T</u>	<u>2021B</u>	<u>2022B</u>
Salaries & Wages	\$102,128	\$67,380	\$75,624	\$68,355	\$91,893	\$94,191
Tax and Benefits	\$42,195	\$36,071	\$38,504	\$16,399	\$35,433	\$36,320
Totals	\$144,323	\$103,451	\$114,128	\$84,755	\$127,327	\$130,510

Notes: 2020 – City Clerk hired Sep 16, 2020 (3.5 months – annualized salary \$89,652.00)
 No payroll benefits were paid to the Interim position up to Sep 16, 2020
 2019 - 11 months fulltime (annualized salary \$73,508.40)
 2018 – 10 months (annualized salary \$67,764.00)
 2017 – 11 months (annualized salary \$98,042.88) – Position incl. Clerk; PIO; Exec Asst