

**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 - 592

**November 10, 2020**  
**City Council Meeting**  
**6:00 PM**

**VIRTUAL MEETING INFO:**

Topic: City Council Regular Meeting  
Time: Nov 10, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 974 5022 1117

One tap mobile

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Meeting ID: 974 5022 1117

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

- A. The Pledge of Allegiance was led by

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

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

## **PUBLIC HEARING**

- C. Public Comments/Hearing on the preliminary 2012 - 2022 Preliminary Budget  
D. Public Comments/Hearing on the 2021 Property Tax Levy

## **OLD BUSINESS**

## **STUDY SESSION**

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

## **CONSENT AGENDA**

- F. Approval of Checks #62604 through #62656 and ACH Wire Transfers in the Amount of \$348,356.12  
*(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)*
- G. Payroll and Benefit ACH Payments in the Amount of \$219,960.93  
*(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)*
- H. City Council Meeting Minutes of November 3, 2020.

## **REPORTS**

- I. Mayor/Council  
J. City Manager  
Planning Schedule  
K. Staff  
• Report, etc.

## **AUDIENCE COMMUNICATION**

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

## **ADJOURNMENT**



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

**Meeting Date: November 10, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:**    **Public Hearing Proposed 2021-2022 Budget**

**PROPOSED MOTION:**

Not applicable.

**KEY FACTS AND INFORMATION SUMMARY:**

- Per RCW 35.32A.030, the Public Meeting's objective is to provide the public and the City Council with the proposed 2021-2022 Budget for review and discussion.
- The proposed 2021-2022 Budget includes sources previously established by law and unencumbered fund balances estimated to be available at the close of 2020. The estimated expenditures for the 2021-2022 Biennial Budget do and should not exceed such estimated revenues.
- The Public meeting will provide the Council and the Public with the proposed budgetary projections and recommendations. The presentation includes:
  - Property tax review
  - Estimates of revenues (all funds)
  - Necessary departmental operational expenditures (all funds)
  - Capital outlays (all funds)
  - Interest (all funds)
  - Debt service

**CITY MANAGER RECOMMENDATION:**

**ATTACHMENTS:**

- Attachment A: Nov 10 2020 Public Hearing – 2021-2022 Budget
- Attachment B: 2021-2022 COMC Budget

Respectfully Submitted:

*Michael G. Ciaravino* \_\_\_\_\_

Michael G. Ciaravino  
City Manager

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## Agenda



### 2021-2022 Budget

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- City Manager Letter
- Council 2021-2022 Budget Directives
- Biennial Approach
- Organization of the Budget
- Process
- City of Mill Creek Fund Overview
- General Fund Departments
- Personnel
- Financial Condition
- Financial Highlights
- Conclusion

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## City Manager Letter

### 2021-2022 Budget

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

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## Council 2021-2022 Budget Directives



### 2021-2022 Budget

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

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



### 2021-2022 Budget

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

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## Biennial Approach

### 2021-2022 Budget

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



## Biennial Approach (cont.)



### 2021-2022 Budget

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

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

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

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

## Biennial Approach (cont.)



### 2021-2022 Budget

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

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

- The City projects the General Fund's reserve to be at a level sufficient to mitigate moderate economic losses as a result of the COVID-19 pandemic. We will offset the long-term losses projected through reorganization, cross-functional departmental support, cost-reducing measures, and driving non-tax revenue-generating initiatives.
- The City expects to close the 2019-2020 biennium with a 47 percent (\$6.9 million) reserve of General Fund expenditures.
- The 2021-2022 General Fund reserve of \$6.9 million is required to offset one-time emergency expenses, more significant losses due to the COVID-19 pandemic (possible second wave of infections), and a slow recovery from the current national economic downturn.
- The City anticipates a 35 percent reserve in 2026. The City Manager is currently formulating a continuous cost improvement program and restructuring the organization to mitigate risks further.

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## Organization of the Budget



### 2021-2022 Budget

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

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

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

## Process

### 2021-2022 Budget



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

## Process (cont.)

### 2021-2022 Budget



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

## City of Mill Creek Fund Overview



### 2021-2022 Budget

#### Major Funds

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

#### Operating Funds

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

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



### 2021-2022 Budget

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

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



### 2021-2022 Budget

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

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



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



### 2021-2022 Budget

#### Capital Funds

The total Capital Facilities Program (CFP) for the 2021-2022 biennium is \$7,002,051. The Capital Facilities Program includes projects over \$15,000 in cost and includes buildings, land acquisition, park facilities, street projects, and sidewalk improvements. Much of the capital improvement activity within the CFP is funded through contributions from the General Fund, Real Estate Excise Tax (REET), acquisition of grants, issuance of bonds, and contributions of developer mitigation funds and improvements.

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

- **Transportation Projects:**

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

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



### 2021-2022 Budget

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#### Capital Funds

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

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

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



### 2021-2022 Budget

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#### Capital Funds

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

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

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



### 2021-2022 Budget

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

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

## General Fund Departments



### 2021-2022 Budget

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

## General Fund Departments (cont.)



### 2021-2022 Budget

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

## General Fund Departments (cont.)



### 2021-2022 Budget

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

## General Fund Departments (cont.)



### 2021-2022 Budget

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



## General Fund Departments (cont.)



### 2021-2022 Budget

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

## General Fund Departments (cont.)



### 2021-2022 Budget

- (\$182,139)/-9.3%    **Public Works** - During 2020, the City reorganized the department to create efficiencies in response to the COVID-19 pandemic.
  - Enabler – Reorganize department to support Surface Water technician and engineering requirements (Surface Water Fund)
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## Personnel



### 2021-2022 Budget

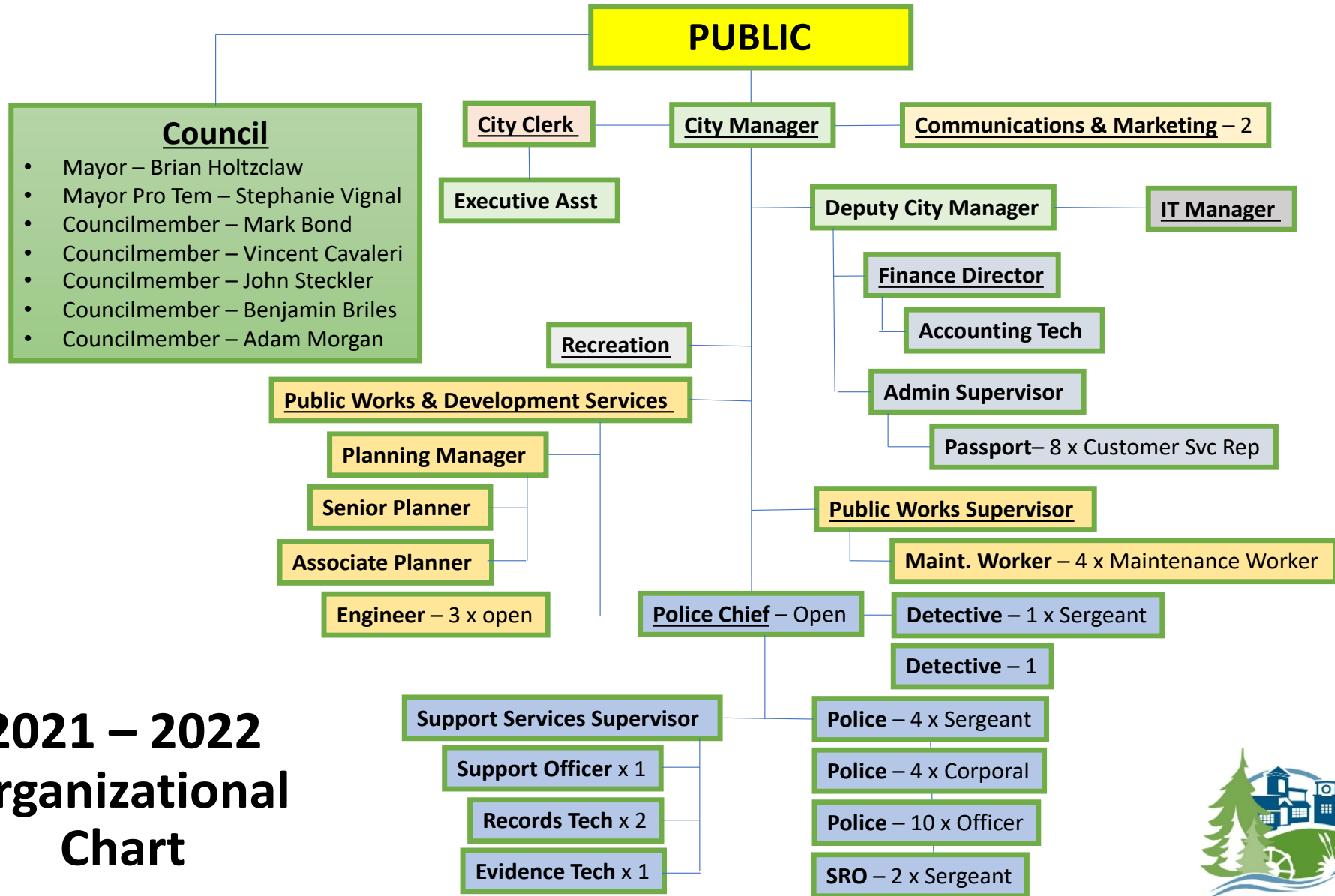
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The 2021-2022 Budget includes funding for one position in Communications and Marketing and a position in Recreation that is in Budget but unfunded until the City feels confident that the economy is in full recovery and after the mitigation of the COVID-19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

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

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

# 2021 – 2022 Organizational Chart



## City of Mill Creek Financial Condition



### 2021-2022 Budget

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

Despite the short-term and one-time in nature tax the City has received and expects in the next biennium from "the Farm," it's clear that retail sales have plummeted, and unemployment is skyrocketing. We have been hit hard, and the City immediately froze open positions and is looking for ways to improve efficiencies.

About 55% of the City's revenues are due to property taxes. We do not foresee a significant risk to property tax collection in the short term. Still, there is a risk that if unemployment remains high, it may lessen real-estate demand,

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



### 2021-2022 Budget

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

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



### 2021-2022 Budget

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

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## Financial Highlights



### 2021-2022 Budget

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





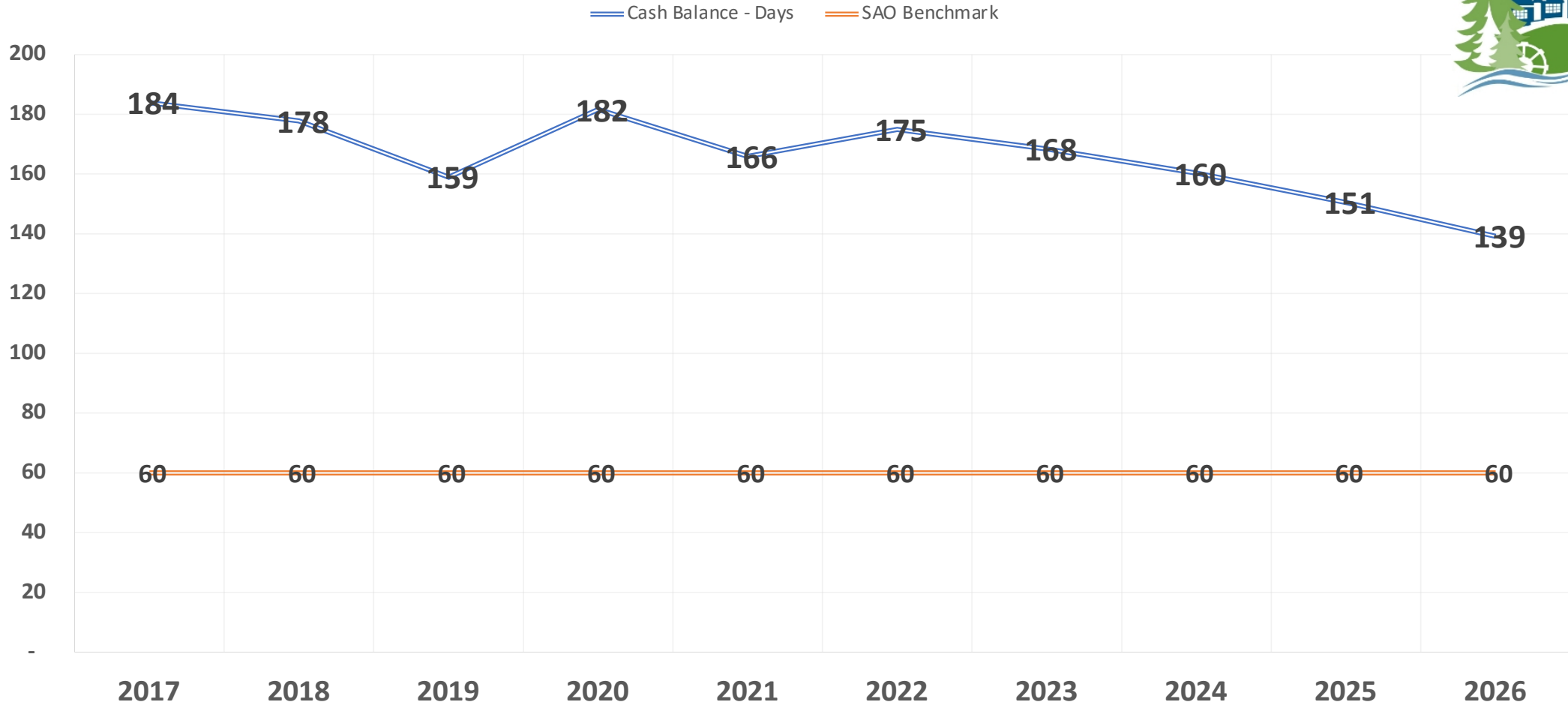
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## City of Mill Creek

### 2021-2022 Budget – Financial Benchmarks

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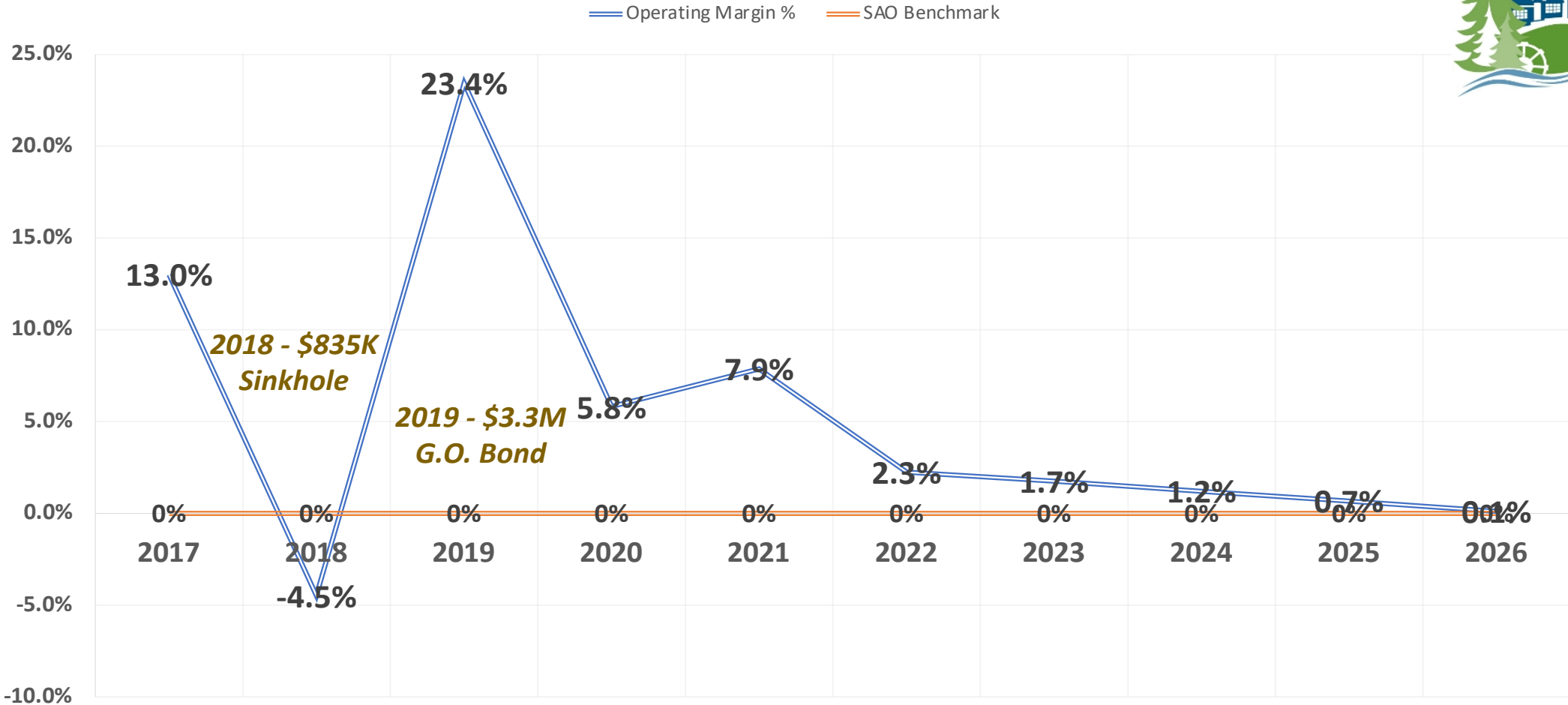
# Cash Balance Sufficiency



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



# Governmental Funds Operating Margin



**2018 - \$835K Sinkhole**

**2019 - \$3.3M G.O. Bond**

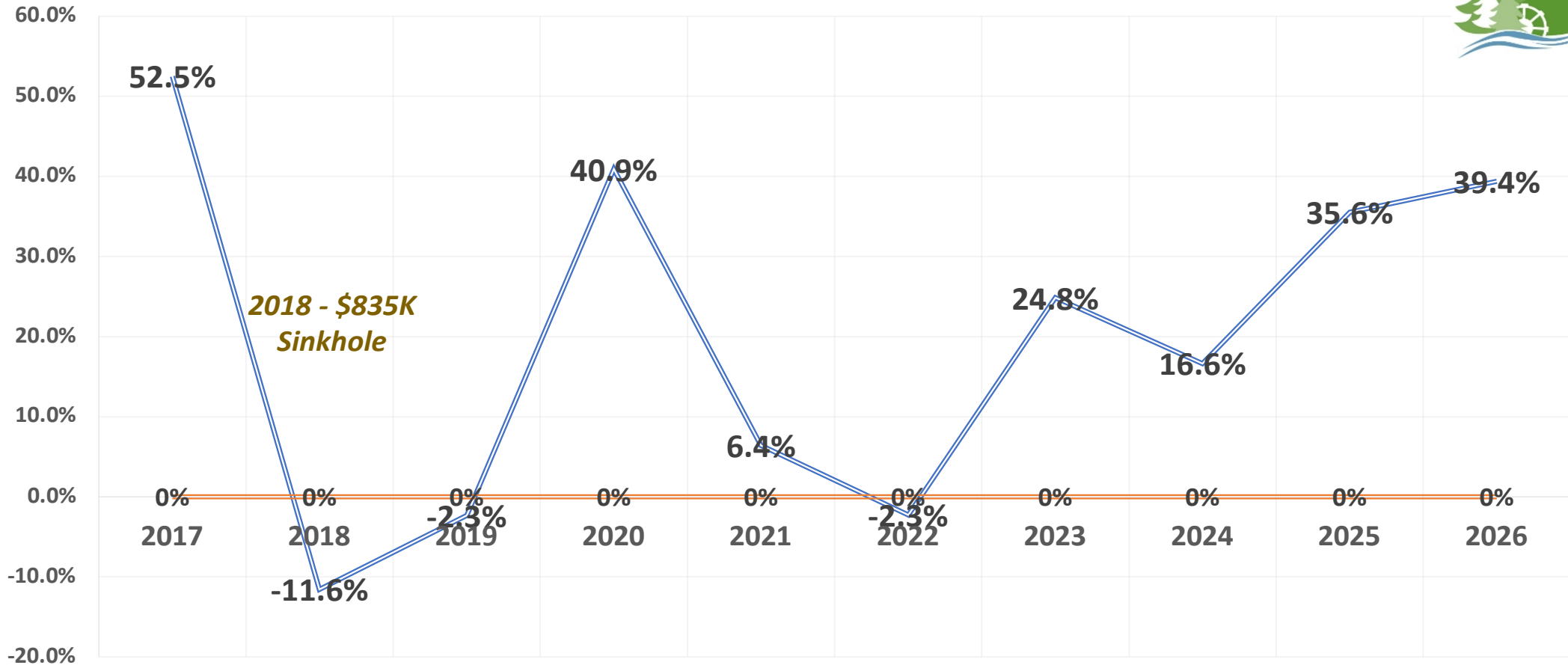
*This ratio shows the margin between money received and money spent. (Figures exclude payments for capital improvements.)*

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

# Surface Water Operational Fund Operating Margin



Operating Margin % SAO Benchmark

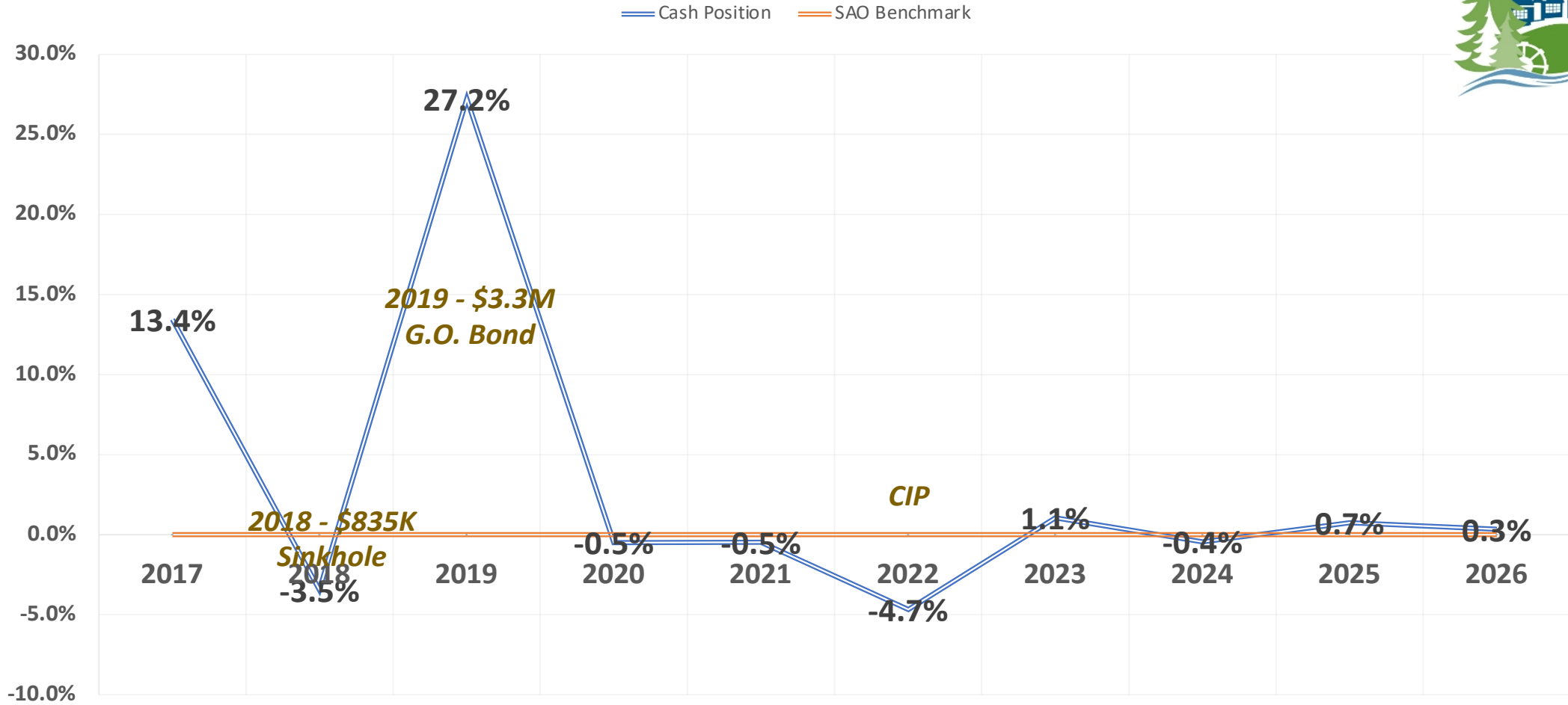


*This ratio shows the margin between money received and money spent. (Figures exclude transfers)*

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



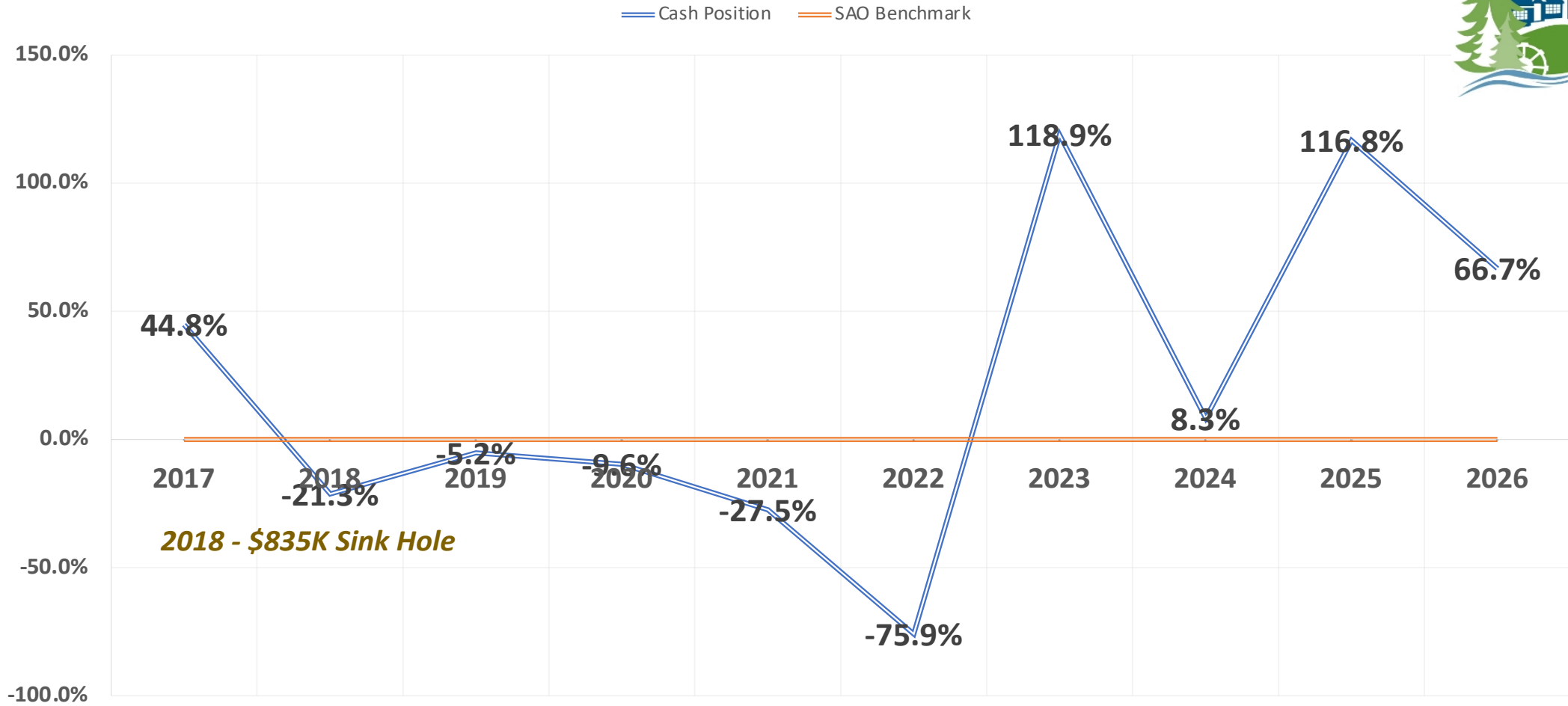
# Change in Governmental Funds Cash Position



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

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

# Change in Surface Water Fund Cash Position

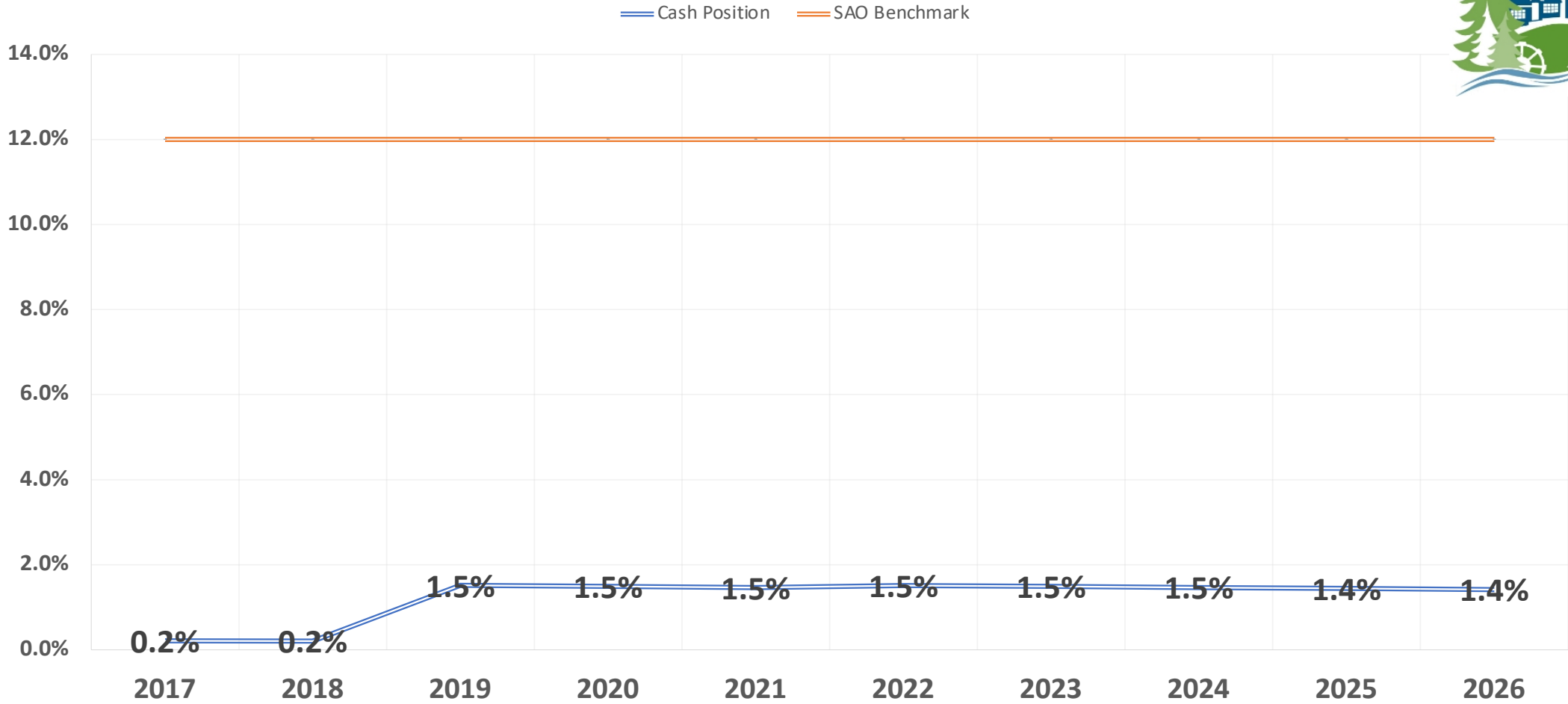


**2018 - \$835K Sink Hole**

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

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

# Debt Load



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



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**City of Mill Creek**

**2021-2022 Budget – Proposed**

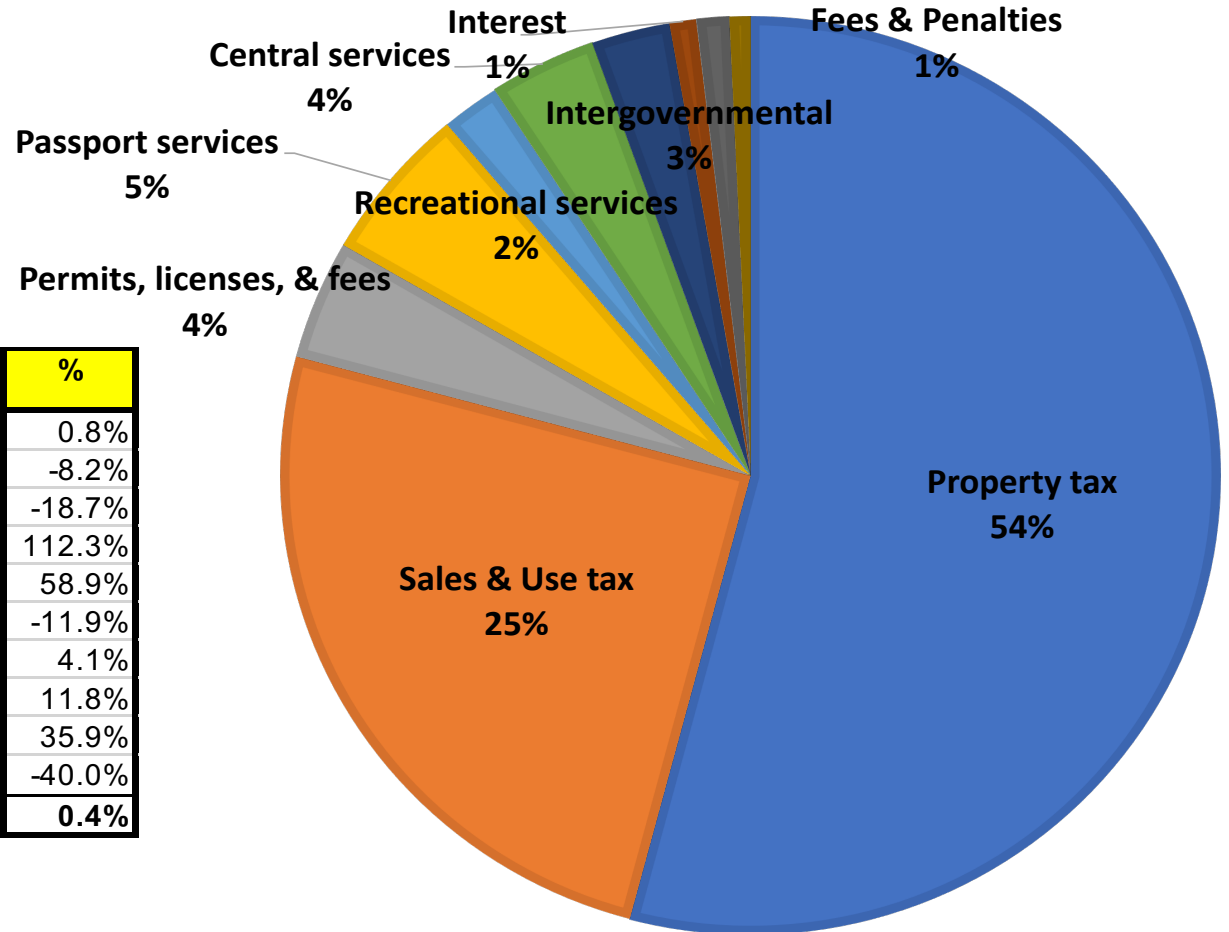
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Mill Creek  
2021-2022  
Budget –  
Proposed

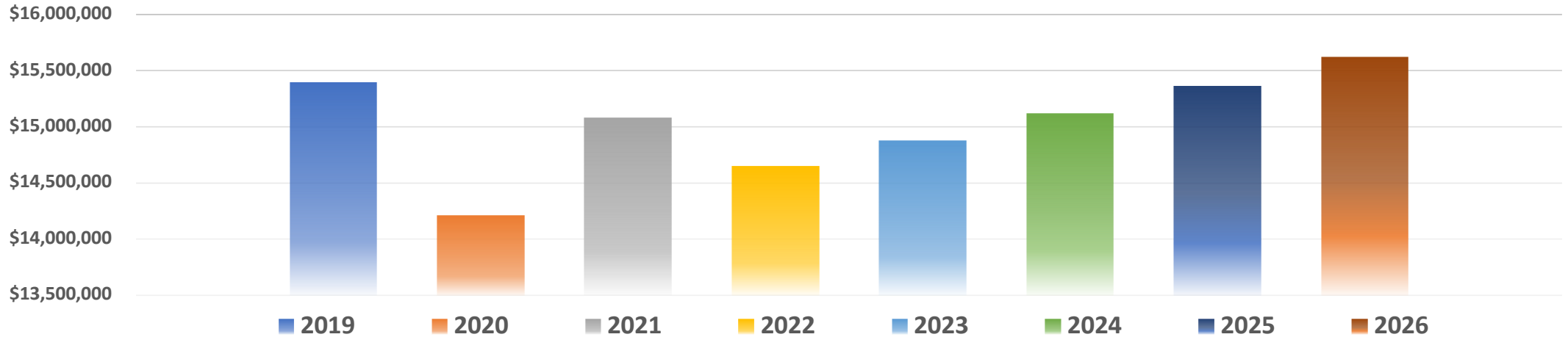
2021-2022 Proposed General Fund Revenues



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



## 2021 – 2022 Proposed General Fund Revenues



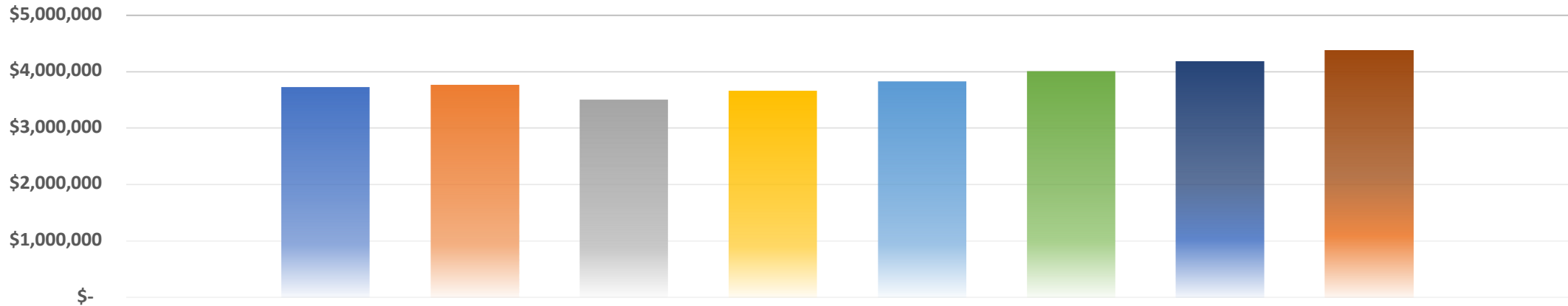
Description	2019	2020	2021	2022	2023	2024	2025	2026
Property tax	\$ 7,941,444	\$ 8,020,858	\$ 8,033,079	\$ 8,059,630	\$ 8,086,380	\$ 8,113,333	\$ 8,140,490	\$ 8,167,852
Sales & Use tax	\$ 3,814,594	\$ 4,284,013	\$ 3,782,770	\$ 3,655,709	\$ 3,822,972	\$ 3,998,443	\$ 4,182,530	\$ 4,375,664
Permits, licenses,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



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

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

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



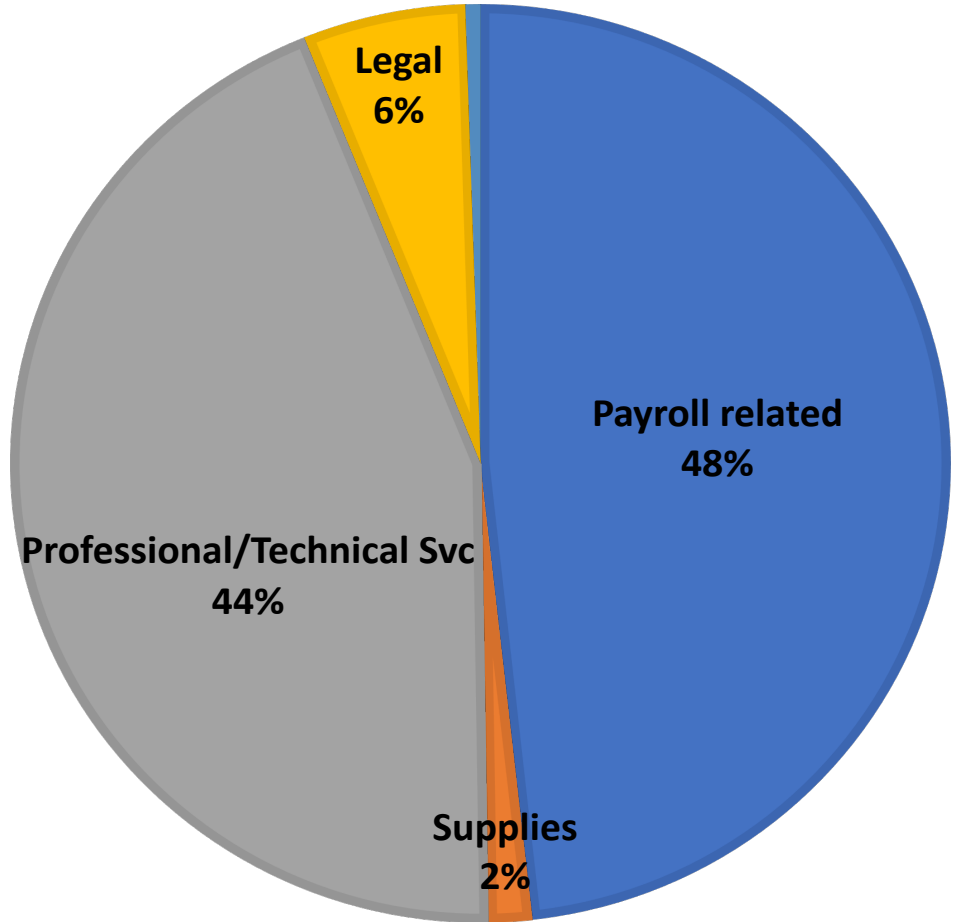
	2019	2020	2021	2022	2023	2024	2025	2026
<b>Sales &amp; Use Tax (less Farm)</b>	\$ 3,726,594	\$ 3,756,013	\$ 3,498,770	\$ 3,655,709	\$ 3,822,972	\$ 3,998,443	\$ 4,182,530	\$ 4,375,664
<b>Annual Change %</b>		0.8%	-6.8%	4.5%	4.6%	4.6%	4.6%	4.6%



Mill Creek  
2021-2022  
Budget –  
Proposed

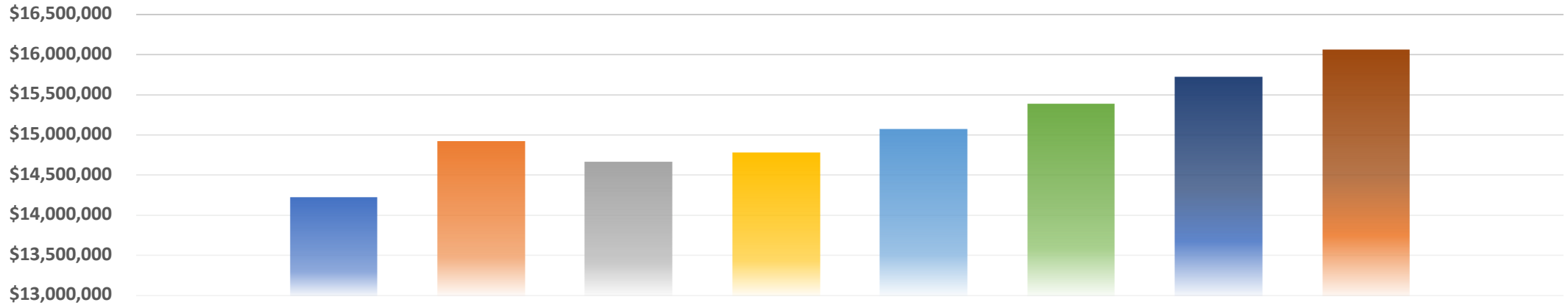
2021-2022 Proposed General Fund Expenses - Category

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





## 2021 – 2022 Proposed General Fund Expenses



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

## Legislative Department

### 2021-2022 Budget



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

## Executive Department



### 2021-2022 Budget

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

## Finance and Administration Department



### 2021-2022 Budget

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



## Marketing and Communications Department



### 2021-2022 Budget

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

## Marketing and Communications Department (cont.)



### 2021-2022 Budget

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

## Information Technology Department



### 2021-2022 Budget

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

## Human Resources Department



### 2021-2022 Budget

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

## City Clerk Department



### 2021-2022 Budget

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

## Police Department Department

### 2021-2022 Budget



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

## Police Department Department (cont.)



### 2021-2022 Budget

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

## Police Department Department (cont.)



### 2021-2022 Budget

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



## Police Department Department (cont.)



### 2021-2022 Budget

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

## Police Department Department (cont.)



### 2021-2022 Budget

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

## Fire Services

### 2021-2022 Budget



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

## City Hall Department

### 2021-2022 Budget



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

## Community Development / Planning Department



### 2021-2022 Budget

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

## Public Works Department

### 2021-2022 Budget



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

## Public Works Department (cont.)



### 2021-2022 Budget

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

## Public Works Department (cont.)



### 2021-2022 Budget

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



## Recreation Department



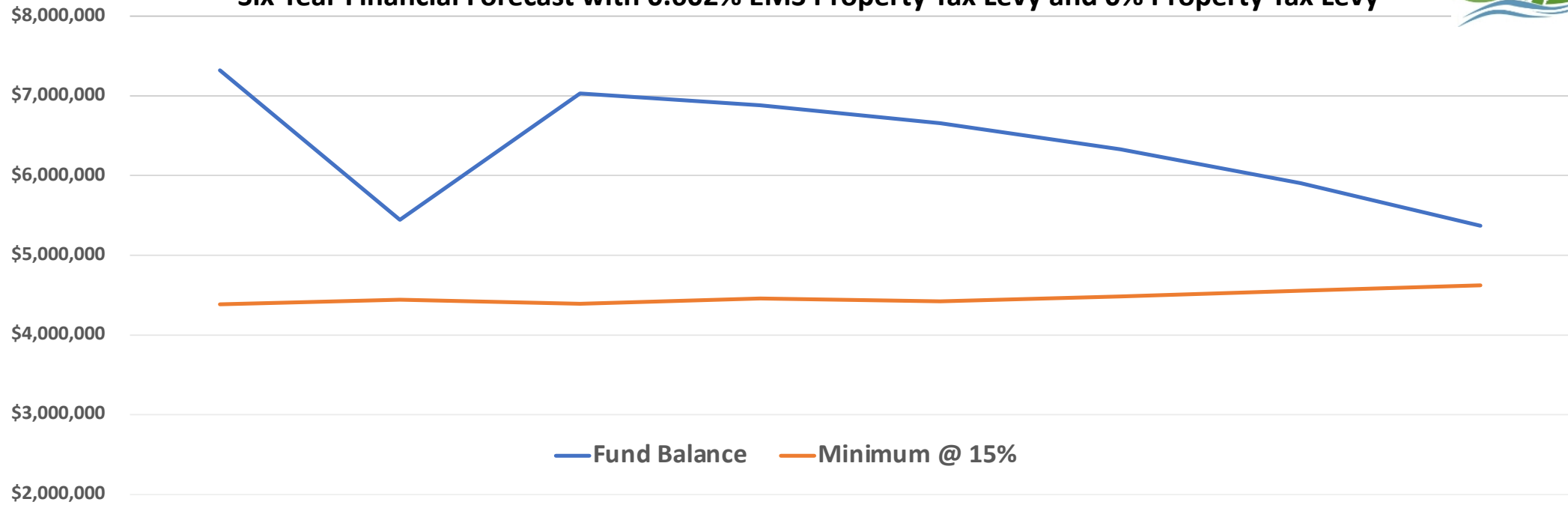
### 2021-2022 Budget

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



# General Fund Reserves – Property Tax

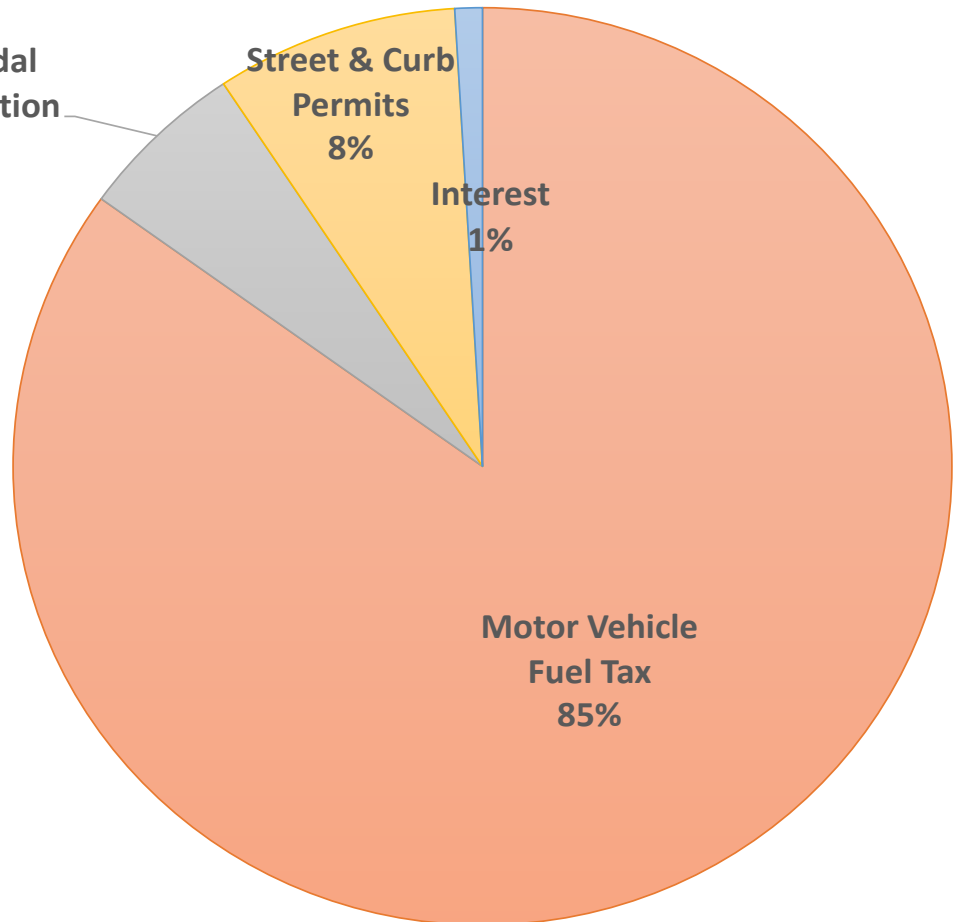
Six-Year Financial Forecast with 0.602% EMS Property Tax Levy and 0% Property Tax Levy



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



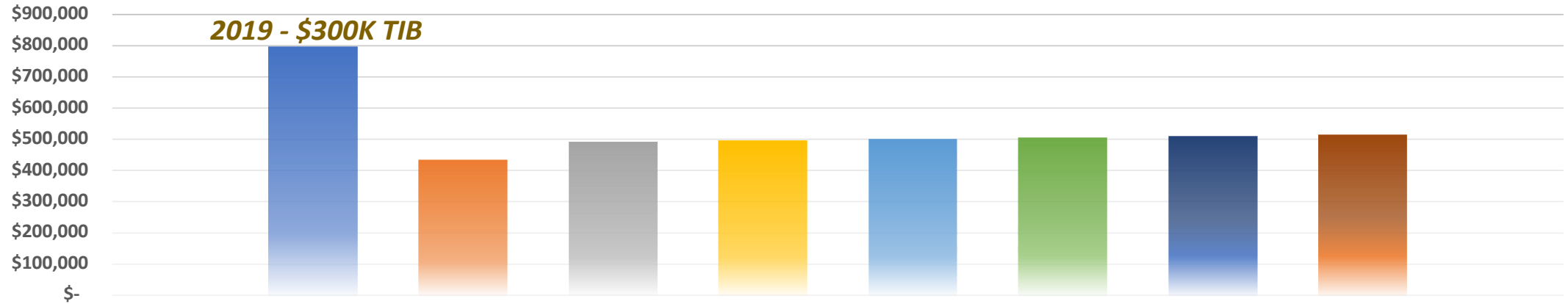
## 2021-2022 Proposed Street Fund Revenues



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



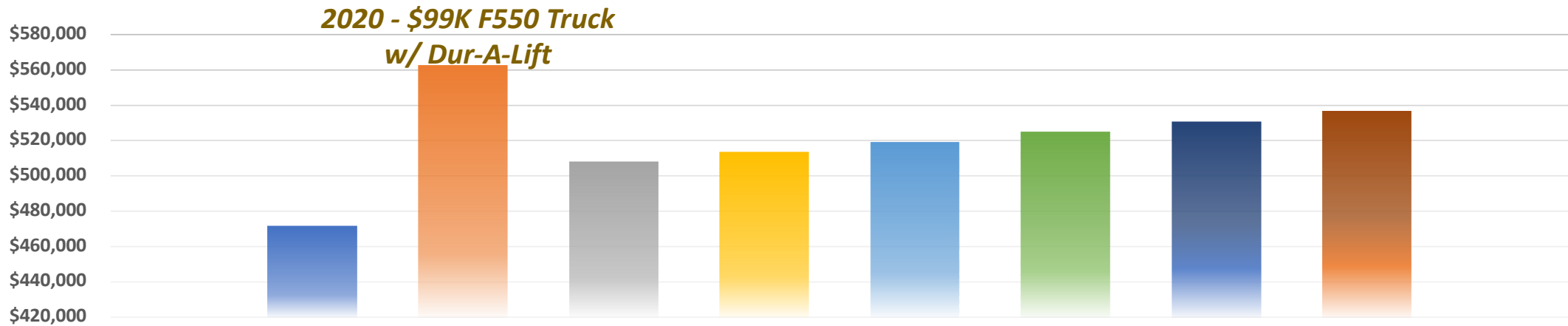
## 2021 – 2022 Proposed Street Fund Revenues



Description	2019	2020	2021	2022	2023	2024	2025	2026
Grants & One-time (insurance)	\$ 300,000	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Motor Vehicle Fuel Tax	\$ 429,854	\$ 353,167	\$ 415,998	\$ 420,158	\$ 424,360	\$ 428,603	\$ 432,889	\$ 437,218
Multimodal Transportation	\$ 28,338	\$ 28,067	\$ 28,348	\$ 28,631	\$ 28,918	\$ 29,207	\$ 29,499	\$ 29,794
Street & Curb Permits	\$ 32,275	\$ 45,855	\$ 40,938	\$ 41,348	\$ 41,761	\$ 42,179	\$ 42,600	\$ 43,026
Interest	\$ 4,809	\$ 5,415	\$ 4,627	\$ 4,673	\$ 4,720	\$ 4,767	\$ 4,815	\$ 4,863
<b>Revenue</b>	<b>\$ 795,275</b>	<b>\$ 432,538</b>	<b>\$ 489,911</b>	<b>\$ 494,810</b>	<b>\$ 499,758</b>	<b>\$ 504,756</b>	<b>\$ 509,803</b>	<b>\$ 514,901</b>



## 2021 – 2022 Proposed Street Fund Expenses



Description	2019	2020	2021	2022	2023	2024	2025	2026
Payroll related	\$ 158,463	\$ 126,081	\$ 94,656	\$ 97,022	\$ 99,448	\$ 101,934	\$ 104,482	\$ 107,094
Supplies	\$ 22,972	\$ 10,023	\$ 15,715	\$ 15,872	\$ 16,031	\$ 16,191	\$ 16,353	\$ 16,516
Professional/Technical Svc	\$ 84,474	\$ 115,308	\$ 104,869	\$ 105,918	\$ 106,977	\$ 108,047	\$ 109,128	\$ 110,219
Capital Outlays	\$ 14,915	\$ 132,553	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Repair & Maint	\$ 32,115	\$ 30,663	\$ 36,318	\$ 36,681	\$ 37,048	\$ 37,418	\$ 37,793	\$ 38,170
Utilities (St. Lighting & Irrigation)	\$ 158,486	\$ 147,766	\$ 156,488	\$ 158,053	\$ 159,633	\$ 161,229	\$ 162,842	\$ 164,470
<b>Expense</b>	<b>\$ 471,426</b>	<b>\$ 562,395</b>	<b>\$ 508,045</b>	<b>\$ 513,546</b>	<b>\$ 519,136</b>	<b>\$ 524,820</b>	<b>\$ 530,597</b>	<b>\$ 536,470</b>

## Street Fund

### 2021-2022 Budget



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

## Street Fund (Cont.)

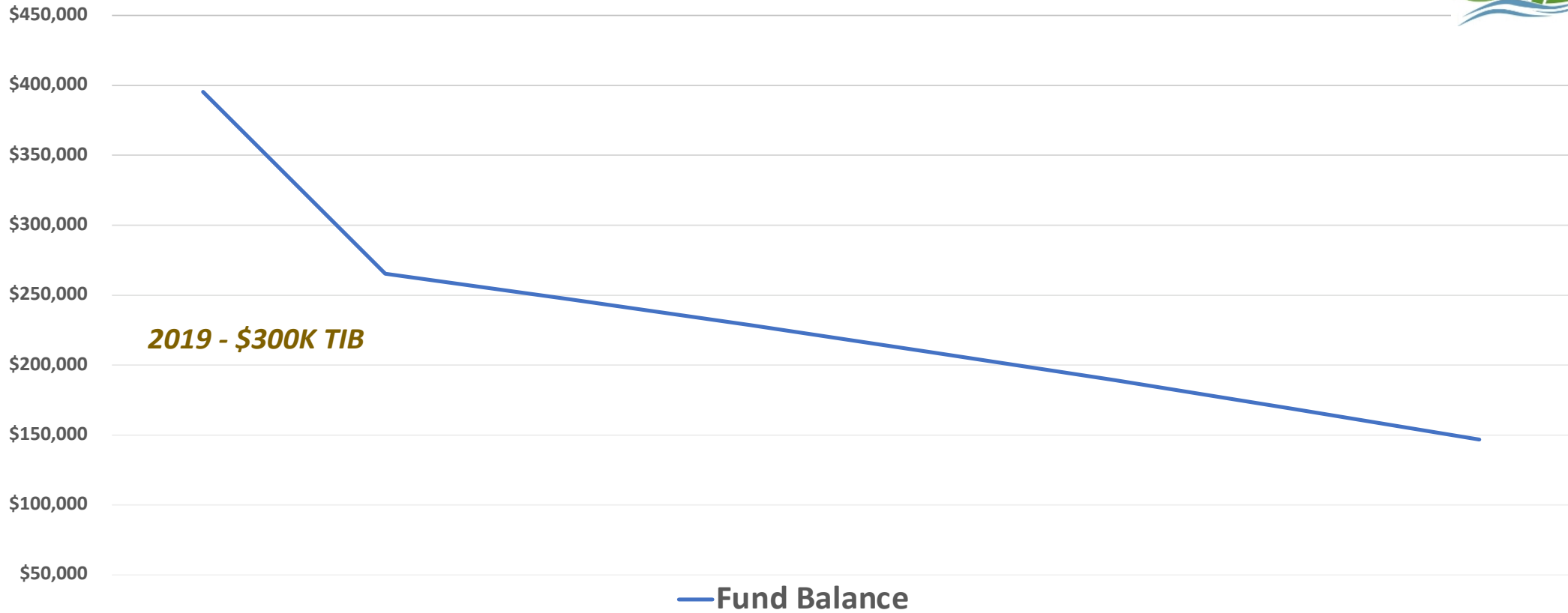
### 2021-2022 Budget



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



# Street Fund Reserves



	2019	2020	2021	2022	2023	2024	2025	2026
Fund Balance	\$ 395,344	\$ 265,488	\$ 247,353	\$ 228,617	\$ 209,239	\$ 189,175	\$ 168,382	\$ 146,813

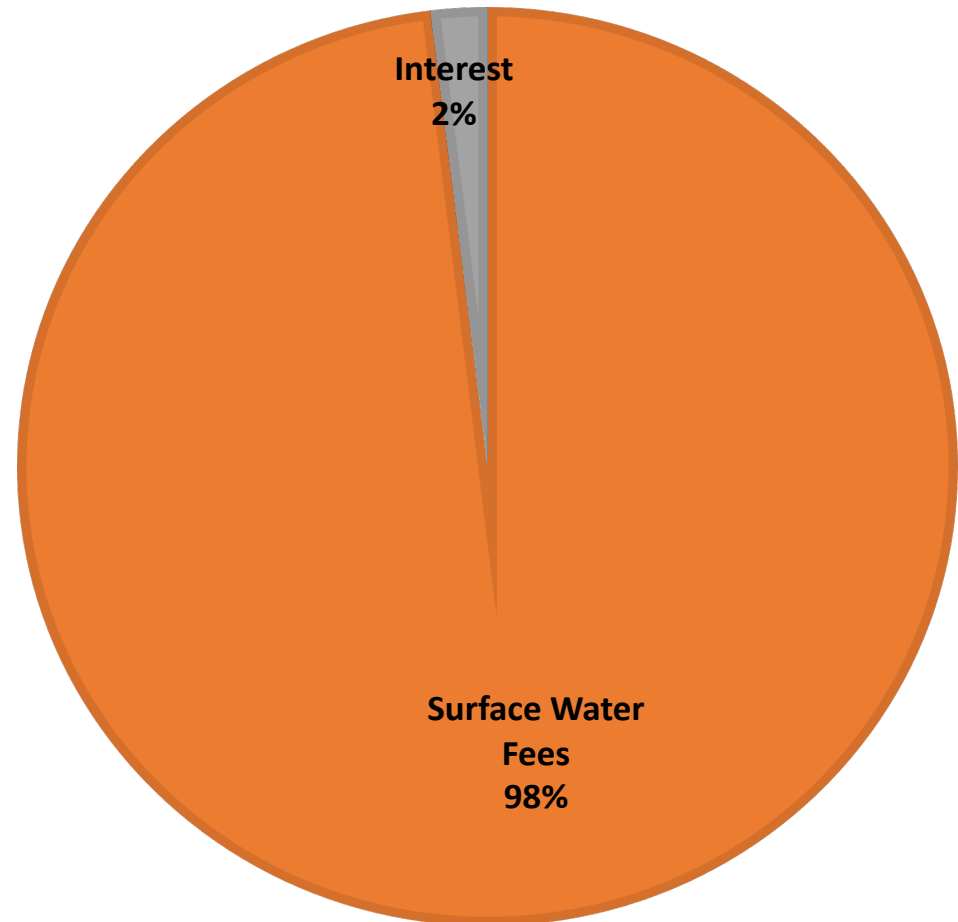




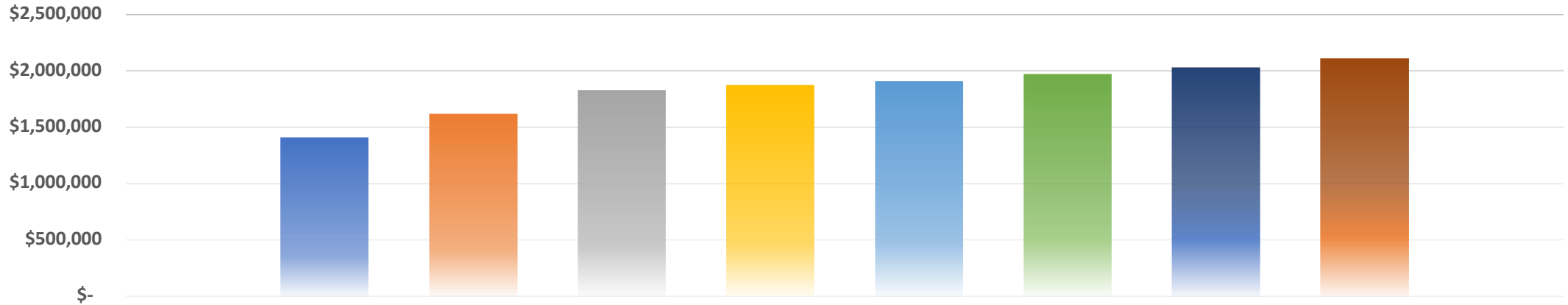
Mill Creek  
2021-2022  
Budget –  
Proposed

## 2021-2022 Proposed Surface Water Fund Revenues

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



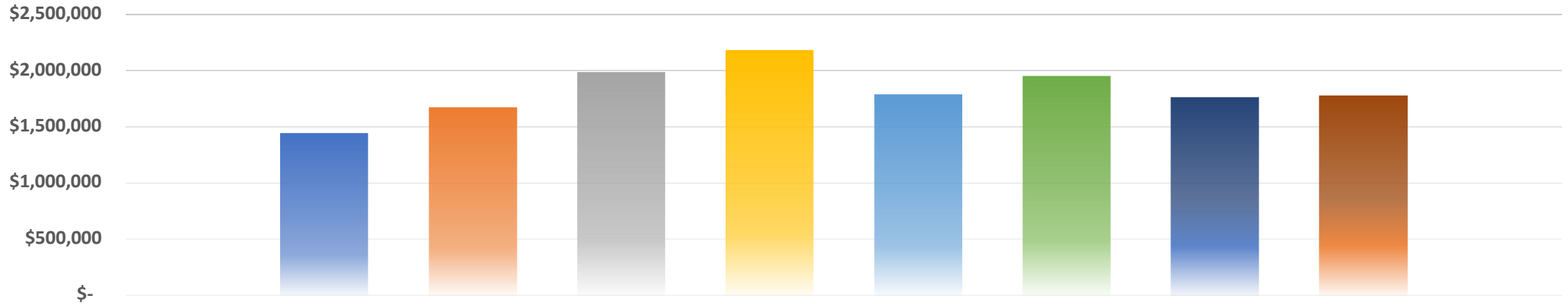
## 2021 – 2022 Proposed Surface Water Fund Revenues



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



## 2021 – 2022 Proposed Surface Water Fund Expenses



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

## Surface Water Fund

### 2021-2022 Budget



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

## Surface Water Fund (Cont.)



### 2021-2022 Budget

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

## Surface Water Fund (Cont.)

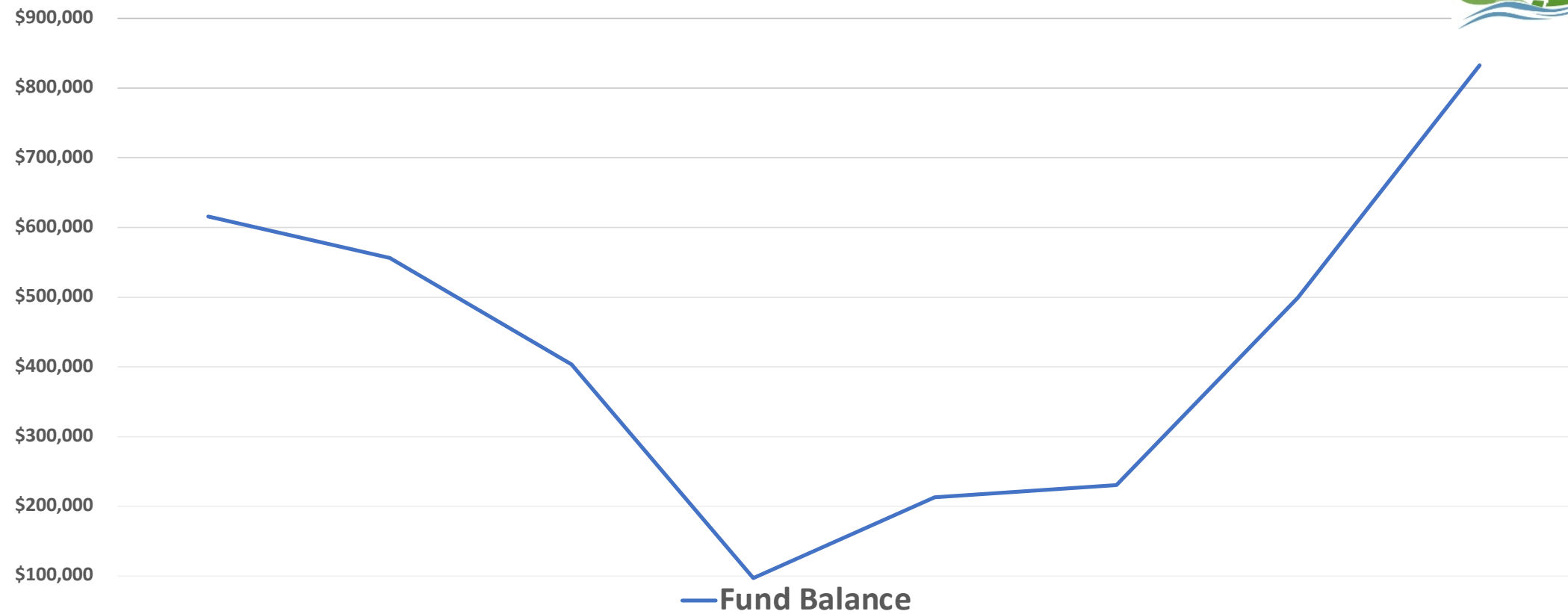


### 2021-2022 Budget

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



# Surface Water Fund Reserves



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

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

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



## Mill Creek 2021-2022 Budget – Proposed Municipal Arts Fund

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

- 2020 Expense includes \$25,000 Hist Preservation

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

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

- 2020 Expense includes Trail Preservation

## Mill Creek 2021-2022 Budget – Proposed Drug Buy Fund

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

- Expenses for investigation supplies and costs

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

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

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

## Mill Creek 2021-2022 Budget – Proposed Debt Service Fund

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

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

## Mill Creek 2021-2022 Budget – Proposed Local Revitalization Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$27,518	\$25,545	\$25,545	\$25,545
Expense	\$0	\$0	\$0	\$0
Reserve	\$153,482	\$179,027	\$204,572	\$230,117

- Revenue from Property Tax

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

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,977,967	\$1,294,837	\$1,261,514	\$1,286,744
Expense	\$994,918	\$4,496,723	\$0	\$0
Reserve	\$4,408,922	\$1,207,036	\$2,468,549	\$3,755,293

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

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

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$3,516,339	\$2,699,516	\$174,368	\$13,880
Expense	\$111,430	\$240,919	\$421,953	\$884,813
Reserve	\$4,421,465	\$7,280,062	\$7,032,478	\$6,161,545

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

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

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



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

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,872,999	\$1,197,365	\$80,147	\$98,746
Expense	\$2,141,393	\$2,736,387	\$50,000	\$470,000
Reserve	\$2,575,422	\$1,036,400	\$1,066,547	\$695,293

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

**Projects:** Silver Crest Upgrade 19-Park-02  
Trail Preservation Program 19-Park-04

Parks - Roof Replacement 19-Park-03  
North Creek Trail Study 19-Park-05

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

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$2,197,825	\$5,085,984	\$728,797	\$431,771
Expense	\$2,454,741	\$1,939,057	\$1,895,647	\$1,225,000
Reserve	\$1,953,570	\$5,100,496	\$3,853,003	\$2,661,429

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

<b>Projects:</b> EGU V Spine Rd Conn 19-ROAD-15 Mill Creek Blvd Corridor 19-PW-04 Pavement Pres and Reh 19-PW-06 Traffic Signal 17-ROAD-03	Street Pave Marking 19-PW-03 Concrete Sidewalk Rep 19-PW-05 Bridges Monitoring 19-PW-07 Traffic Safety & Calming 19-PW-08
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## Mill Creek 2021-2022 Budget – Proposed Equipment Replacement Fund

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

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

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

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

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## Conclusion

### 2021-2022 Budget

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

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

Page: 1

001 General Fund

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

REVENUES

308 81 00 1004	Beginning Net Cash & Invest.	6,614,235.00
311 10 00 0000	Regular Property Tax	12,669,043.00
311 11 00 0000	EMS Property Tax Levy	3,423,666.00
313 11 00 0000	Sales Tax	6,036,006.00
313 15 00 0000	Public Safety Sales Tax	591,753.00
313 27 00 0000	Afford. & Support. Housing Tax	38,428.00
313 71 00 0000	Criminal Justice Sales Tax	772,291.00
317 20 00 0000	Leasehold Excise Tax	3,000.00
321 60 00 0000	Business Licenses	122,669.00
321 91 00 0001	Franchise Fees - Cable, Other	568,882.00
321 91 00 0002	Franchise Fees - Waste Mgmt.	75,256.00
322 10 00 0000	Building Permits	451,381.00
322 10 00 0001	Technology fee	18,824.00
322 30 00 0000	Animal Licenses	1,614.00
322 90 00 0000	Non-Busin License/Permit other	8,488.00
322 90 00 1001	CPL Laminating Fee	272.00
335 00 91 0000	PUD Privilege Tax	179,228.00
336 06 21 0000	MVET- Violent Crimes	12,333.00
336 06 26 0000	Crim Justice-Spec Programs	44,374.00
336 06 51 0000	DUI Criminal Justice Assist	5,733.00
336 06 94 0000	Liquor Excise Tax	224,958.00
336 06 95 0000	Liquor Control Board Profits	335,401.00
341 81 00 0000	Copies, Fingerprinting, Tape	9,925.00
341 82 00 0000	Engineering Plan Check Fees	152,239.00
341 99 00 0000	Passport Fees	1,437,849.00
341 99 00 1001	Passport Photos	192,942.00
342 11 00 0000	Law Enforcement Services	455,161.00
345 81 00 0000	Zoning & Subdivision Fees	46,525.00
345 83 00 0000	Plan Check Fees	189,169.00
345 85 00 0000	Fire Mitigation Fees (GMA)	14,673.00
345 89 00 0001	Design Review Board Fees	8,235.00
345 89 00 0002	Other Development Fees	24,887.00
347 30 00 1000	Facility Rentals	12,622.00
347 30 00 1001	Field Rentals	56,721.00
347 30 00 1002	Concession Stand	1,456.00
347 30 00 1003	Lights - MCSP Field	10,452.00
347 60 00 1000	Recreation Extra Fee Revenue	11,664.00
347 60 90 1000	Preschool - Miscellaneous	84,360.00
347 60 90 1001	Preschool - Playgroup	91,981.00
347 60 90 1003	Youth - Miscellaneous	152,898.00
347 60 90 1004	Youth - League Basketball	166,482.00
347 60 90 1005	Teens - Miscellaneous	6,725.00
347 60 90 1006	Adults - Miscellaneous	8,903.00
347 60 90 1007	Family Events - Miscellaneous	3,526.00
347 90 00 1000	Advertising	46,446.00
347 90 00 1001	Sponsorships	25,500.00

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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001 General Fund

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

REVENUES

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

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

EXPENDITURES

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

001 Legislative

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

002 Executive

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

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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001 General Fund

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

EXPENDITURES

002 Executive

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

003 Finance

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

004 Communications

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



**2021-2022 BUDGET TOTALS**

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001 General Fund

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

EXPENDITURES

004 Communications

573 92 31 1001 Supplies - Volunteer Projects 158.00

004 Communications 628,656.00

005 Information Technology

518 80 11 1000 Salaries - Indirect Cost Alloc 229,497.00

518 80 20 0000 MEBT/Medicare 17,442.00

518 80 21 0000 Retirement 24,309.00

518 80 22 0000 Health Benefits 1,326.00

518 80 23 0000 Worker's Compensation 1,848.00

518 80 31 0002 Operating Supplies 47,023.00

518 80 41 0000 Software Licenses 304,174.00

518 80 41 0001 Consulting Services 20,150.00

518 80 41 0002 Legal Services 127.00

518 80 42 0000 Web Hosting 5,841.00

518 80 45 0000 Equipment Replacement Funding 2,001.00

518 80 49 0001 Conferences and Training 4,501.00

518 80 49 0002 Dues and Subscriptions 1,015.00

518 90 42 0000 Telecommunications 110,089.00

518 90 48 0000 Repairs & Maintenance 25,367.00

594 18 64 0021 Capital Expenditures 10,605.00

005 Information Technology 805,315.00

006 Human Resources

518 10 31 1000 Office Supplies 115.00

518 10 31 1001 Employee Recognition/Wellness 1,412.00

518 10 41 1000 Professional Services 267,995.00

518 10 41 1001 Professional Services - Legal 16,185.00

006 Human Resources 285,707.00

007 City Clerk

514 21 11 0000 Salaries & Wages 186,084.00

514 21 20 0000 MEBT/Medicare 3,066.00

514 21 21 0000 Retirement 27,139.00

514 21 22 0000 Health Benefits 40,600.00

514 21 23 0000 Worker's Compensation 948.00

514 21 31 0000 Supplies - Office 39.00

514 21 41 1000 Professional Services 92.00

514 21 41 1002 Professional Services - Legal 12,446.00

514 21 49 1000 Conferences and Training 1,607.00

007 City Clerk 272,021.00

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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001 General Fund

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

EXPENDITURES

008 Police

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

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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001 General Fund

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

EXPENDITURES

008 Police

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

008 Police 11,066,440.00

522 20 41 0000 Fire Services 8,465,968.00

011 8,465,968.00

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

014 656,146.00

016 Community Development

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

**2021-2022 BUDGET TOTALS**

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001 General Fund

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

EXPENDITURES

016 Community Development

558 60 32 0000	Fuel	167.00
558 60 41 0000	Professional Services	231,647.00
558 60 41 0002	Professional Services-Legal	64,577.00
558 60 41 1003	Prof Srv - Reimbursable	21,659.00
558 60 44 0000	Advertising	2,925.00
558 60 45 0000	Equipment Replacement Funding	2,001.00
558 60 48 0000	Repairs & Maintenance	1,440.00
558 60 49 0001	Conferences & Training	13,098.00
558 60 49 0002	Memberships and Dues	6,045.00
		<hr/>
016 Community Development		1,226,615.00

018 Public Works

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

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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001 General Fund

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

EXPENDITURES

018 Public Works

576 81 12 0000	Overtime - Parks	5,266.00
594 48 64 0000	Capital Outlay	24,562.00

<b>018 Public Works</b>	<b>1,781,551.00</b>
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019 Recreation

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

<b>019 Recreation</b>	<b>427,542.00</b>
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<b>Fund Expenditures:</b>	<b>36,338,556.00</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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011

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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103 City Streets

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

**REVENUES**

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

**Fund Revenues: 1,250,209.00**

**EXPENDITURES**

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

003 Finance

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

103 Streets

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

**Fund Expenditures: 1,250,209.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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103 City Streets

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

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**Excess/Deficit:**

**0.00**



**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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105 Park Mitigation

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

EXPENDITURES

0.00

**Fund Expenditures:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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106 Road Mitigation

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

EXPENDITURES

0.00

**Fund Expenditures:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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109 Real Estate Excise Tax 2

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

EXPENDITURES

0.00

014

0.00

**Fund Expenditures:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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110 Council Contingency

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

EXPENDITURES

0.00

005 Information Technology

005 Information Technology

0.00

010

0.00

**Fund Expenditures:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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115 Municipal Arts

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

REVENUES

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

**Fund Revenues: 32,192.00**

EXPENDITURES

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

**Fund Expenditures: 32,192.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

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125 Paths & Trails

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

REVENUES

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

**Fund Revenues: 9,669.00**

EXPENDITURES

508 81 00 1250 Ending Fund Balance	9,669.00
	<u>9,669.00</u>
025	0.00

**Fund Expenditures: 9,669.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

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130 Drug Buy Fund

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

REVENUES

308 11 00 1301 Beginning Net Cash & Invest. 5,850.00

369 30 00 0000 Confiscated Forfeited Property 7,413.00

13,263.00

**Fund Revenues: 13,263.00**

EXPENDITURES

508 81 00 1300 Ending Fund Balance 5,850.00

5,850.00

521 23 31 0000 Investigation Supplies & Costs 7,413.00

030 7,413.00

**Fund Expenditures: 13,263.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

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135 Beautification Fund

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

EXPENDITURES

0.00

**Fund Expenditures:**

**0.00**

**Excess/Deficit:**

**0.00**



**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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145 City Hall North

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

**REVENUES**

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

**Fund Revenues: 491,494.00**

**EXPENDITURES**

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

**045 Property Management**

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

**Fund Expenditures: 491,494.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

Page: 21

150 35th Avenue Reserve

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

EXPENDITURES

0.00

010

0.00

**Fund Expenditures:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

Page: 22

223

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

Page: 23

226 Debt Service Fund

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

REVENUES

397 00 00 2263 Oper Transfer From Surface Wat

526,957.00

526,957.00

**Fund Revenues:**

**526,957.00**

EXPENDITURES

0.00

591 95 79 0002 Principal - GO Bond SW & CAP

390,000.00

592 95 83 2260 Interest - GO Bond SW & CAP

136,957.00

026

526,957.00

**Fund Expenditures:**

**526,957.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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227 Local Revitalization Fund

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

REVENUES

308 11 00 2271 Beginning Net Cash & Investmen 179,027.00

311 10 00 0001 Property Tax LRF 49,351.00

361 11 00 2270 Investment Interest 1,738.00

230,116.00

**Fund Revenues: 230,116.00**

EXPENDITURES

508 81 00 2270 Ending Fund Balance 230,116.00

230,116.00

**Fund Expenditures: 230,116.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

Page: 25

314 Real Estate Excise Tax

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

REVENUES

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

3,755,294.00

**Fund Revenues: 3,755,294.00**

EXPENDITURES

508 81 00 3140 Ending Fund Balance 3,755,294.00

3,755,294.00

014 0.00

**Fund Expenditures: 3,755,294.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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316 Capital Improvement Fund

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

**REVENUES**

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

**Fund Revenues: 7,468,310.00**

**EXPENDITURES**

508 81 00 3160	Ending Fund Balance	6,161,545.00
		<u>6,161,545.00</u>

**316 CIP**

594 18 11 0000	Salaries & Wages	256,685.00
594 18 20 0000	MEBT/Medicare	23,105.00
594 18 21 0000	Retirement	34,315.00
594 18 22 0000	Health Benefits	27,221.00
594 18 23 0000	Worker's Comp	4,035.00
594 18 62 3164	CHN Roof & Seismic Retrofit 17-BLDG-03	675,000.00
594 18 62 3165	ADA Upgrades CH & Library 19-BLDG-02	40,000.00
594 25 64 3160	Emergency Op Center 19-BLDG-03	38,404.00
594 48 60 3160	PW ShopValue Engineering Study 17-BLDG-02	50,000.00
594 58 63 3160	Gateway And Presence Improvemt 18-ROAD-13	133,000.00
594 71 63 3160	Historical Preservation Project 19-BLDG-04	25,000.00
	<b>316 CIP</b>	<u>1,306,765.00</u>

**Fund Expenditures: 7,468,310.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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317 Parks & Open Space Capital Imp

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

REVENUES

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

**Fund Revenues: 1,215,293.00**

EXPENDITURES

508 81 00 3170 Ending Fund Balance	695,293.00
	695,293.00
017	0.00

317 Parks CIP

594 76 61 3170 North Creek Trail Study 19-Park-05	75,000.00
594 76 62 3178 Parks - Roof Replacement 19-Park-03	50,000.00
594 76 64 3177 Silver Crest Upgrade 19-Park-02	350,000.00
594 76 64 3179 Trail Preservation Program 19-Park-04	45,000.00
317 Parks CIP	520,000.00

**Fund Expenditures: 1,215,293.00**

**Excess/Deficit: 0.00**



**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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318 Road Improvement Fund

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

REVENUES

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

5,782,076.00

**Fund Revenues: 5,782,076.00**

EXPENDITURES

508 81 00 3180 Ending Fund Balance	2,661,429.00
------------------------------------	--------------

2,661,429.00

318 Road CIP

595 20 63 3180 EGUV Spine Rd Conn 19-ROAD-15	574,993.00
595 31 63 3182 Street Pave Marking 19-PW-03	200,000.00
595 31 63 3183 Mill Crk Blvd Corridor19-PW-04	181,654.00
595 31 63 3184 Pavement Pres and Reh 19-PW-06	1,575,000.00
595 50 63 3180 Bridges Monitoring 19-PW-07	300,000.00
595 61 63 3180 Concrete Sidewalk Rep 19-PW-05	200,000.00
595 64 63 3183 Traffic Signal 17-ROAD-03	14,000.00
595 69 63 3180 Traf Safety & Calming 19-PW-08	75,000.00

3,120,647.00

**Fund Expenditures: 5,782,076.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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401 Surface Water Utility

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

REVENUES

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

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

EXPENDITURES

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

401 Surface Water

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

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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401 Surface Water Utility

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

EXPENDITURES

401 Surface Water

597 00 00 4012 Transfer to Debt Svc 2019 LTGO

526,957.00

401 Surface Water

4,160,506.00

**Fund Expenditures:**

**4,257,692.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

Page: 31

408 Recreation Enterprise Fund

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

REVENUES

	0.00
100	0.00
200	0.00
300	0.00
400	0.00
500	0.00
600	0.00
<b>Fund Revenues:</b>	<b>0.00</b>

EXPENDITURES

	0.00
007 City Clerk	
007 City Clerk	0.00
<b>Fund Expenditures:</b>	<b>0.00</b>
<b>Excess/Deficit:</b>	<b>0.00</b>

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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509 Equipment Replacement Fund

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

REVENUES

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

1,898,624.00

**Fund Revenues: 1,898,624.00**

EXPENDITURES

508 11 00 5090 Ending Fund Balance 1,552,624.00

1,552,624.00

594 21 64 5090 Public Safety Equip - Auto 116,000.00

594 42 64 5090 City Streets Equipment 230,000.00

059 346,000.00

**Fund Expenditures: 1,898,624.00**

**Excess/Deficit: 0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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521 Unemployment Comp/Self Ins.

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

REVENUES

308 13 00 5210 Beg Fund Balance

38,195.00

38,195.00

**Fund Revenues:**

**38,195.00**

EXPENDITURES

508 11 00 5210 Ending Fund Balance

38,195.00

38,195.00

052

0.00

**Fund Expenditures:**

**38,195.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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653 Traffic Violations Bureau

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

REVENUES

0.00

**Fund Revenues:**

**0.00**

EXPENDITURES

0.00

**Fund Expenditures:**

**0.00**

**Excess/Deficit:**

**0.00**

**2021-2022 BUDGET TOTALS**

City Of Mill Creek

Time: 17:01:25 Date: 11/06/2020

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Fund	Revenues	Expenditures	Net
001 General Fund	36,338,556.00	36,338,556.00	0.00
011	0.00	0.00	0.00
103 City Streets	1,250,209.00	1,250,209.00	0.00
105 Park Mitigation	0.00	0.00	0.00
106 Road Mitigation	0.00	0.00	0.00
109 Real Estate Excise Tax 2	0.00	0.00	0.00
110 Council Contingency	0.00	0.00	0.00
115 Municipal Arts	32,192.00	32,192.00	0.00
125 Paths & Trails	9,669.00	9,669.00	0.00
130 Drug Buy Fund	13,263.00	13,263.00	0.00
135 Beautification Fund	0.00	0.00	0.00
145 City Hall North	491,494.00	491,494.00	0.00
150 35th Avenue Reserve	0.00	0.00	0.00
223	0.00	0.00	0.00
226 Debt Service Fund	526,957.00	526,957.00	0.00
227 Local Revitalization Fund	230,116.00	230,116.00	0.00
314 Real Estate Excise Tax	3,755,294.00	3,755,294.00	0.00
316 Capital Improvement Fund	7,468,310.00	7,468,310.00	0.00
317 Parks & Open Space Capital Imp	1,215,293.00	1,215,293.00	0.00
318 Road Improvement Fund	5,782,076.00	5,782,076.00	0.00
401 Surface Water Utility	4,257,692.00	4,257,692.00	0.00
408 Recreation Enterprise Fund	0.00	0.00	0.00
509 Equipment Replacement Fund	1,898,624.00	1,898,624.00	0.00
521 Unemployment Comp/Self Ins.	38,195.00	38,195.00	0.00
653 Traffic Violations Bureau	0.00	0.00	0.00
	<u>63,307,940.00</u>	<u>63,307,940.00</u>	<u>0.00</u>





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

**Meeting Date: November 10, 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 MOTION:**

Not applicable.

**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 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 Council Agenda Summary  
Page 2

**CITY MANAGER RECOMMENDATION:**

**ATTACHMENTS:**

- Attachment A: Nov 10 2020 Public Hearing – Property Tax

Respectfully Submitted:

*Michael G. Ciaravino*

Michael G. Ciaravino  
City Manager



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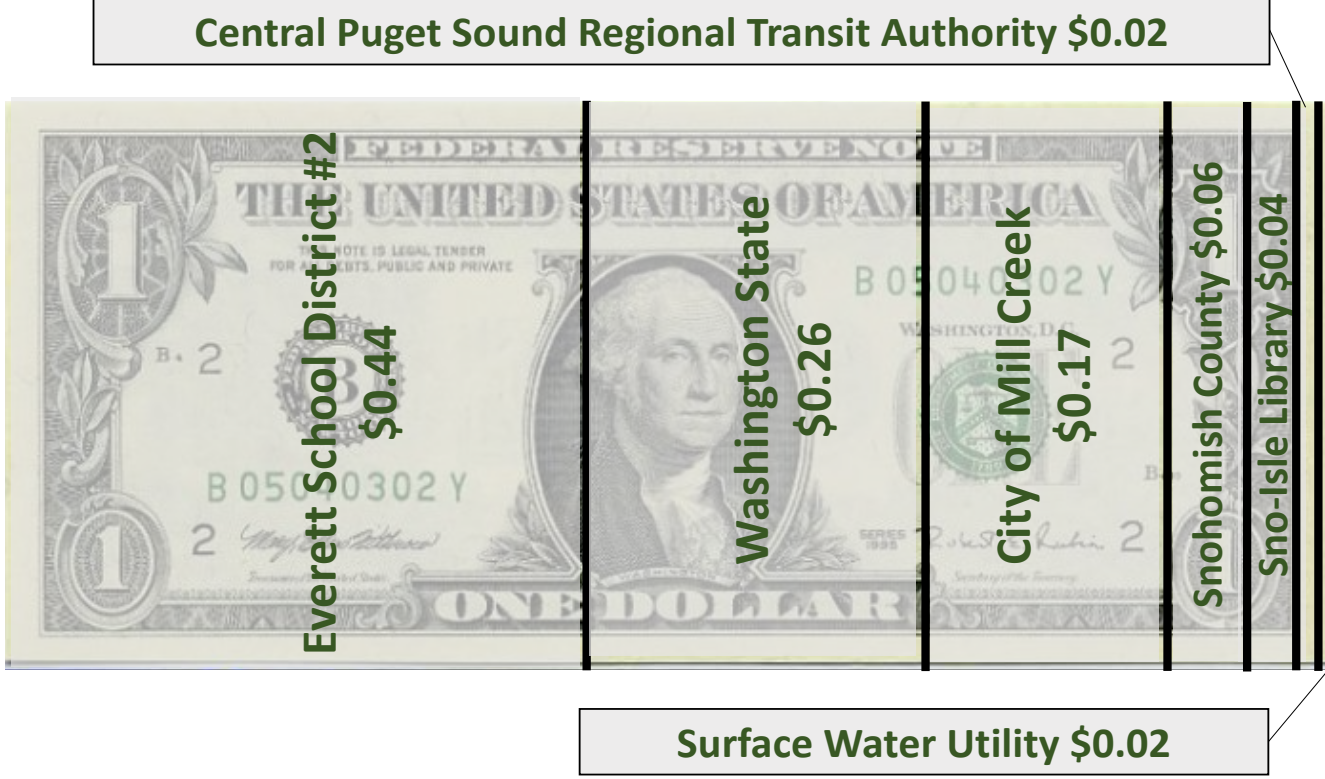
**Property Tax**

**Review**

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## Your 2020 Tax Dollar Breakdown- Residence



## City of Mill Creek's Property Tax – Key Information

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- The overall Property Tax Levy is based on an absolute dollar amount and does not fluctuate based on the overall City Assessed Value (AV)
- There is a 1% constitutional limit on the annual property absolute dollar amount imposed
  - The absolute \$ ÷ City's total Assessed Value = Levy Rate
- Tax rates are stated in terms of dollars per \$1,000 of assessed value (the 1% limit is the same as \$10 per \$1,000)
- Property tax increases are not based on the increasing value of properties, but on the property taxes that were assessed in the prior year
- Each year's levy may be increased by no more than 1%, unless the public votes for a greater increase "levy lid lift" or the City uses banked capacity

## City of Mill Creek's Property Tax – Key Information

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There are three main components of property tax:

- Levy amount
  - Assessed value (AV)
  - Levy rate
- 
- By Nov 30th, the City certifies to the County Assessor the dollar amount of taxes to levy
  - The County Assessor then calculates the levy rate necessary to raise that amount of revenue
    - Levy Rate (per \$1,000 AV) = Levy Amount ÷ City's total Assessed Value (000s)
    - The Levy Rate is expressed in terms of a dollar rate per \$1,000 of valuation
      - For example, a rate of \$0.00025 is expressed as \$0.25 per \$1,000 of AV

The following examples show how the \$10 limit (1%) is allocated:

**Property tax prorated by Accessed Value (AV)**

• **First Year**

- Combined AV \$100 thousand
- Levy rate is \$2.00 per \$1,000
  - $\$200 \div 100 \text{ thousand}$



2019 AV \$50,000  
**Property Tax \$100.00**



2019 AV \$50,000  
**Property Tax \$100.00**

• **Second Year**

- 1% levy increase ( $\$200 + \text{Additional } 1\% \ \$2.00 = \$202.00$ )
- Combined AV \$200 thousand
  - Levy Rate is \$1.01 per thousand
    - $\$202.00 \div 200 \text{ thousand}$



2020 AV \$150,000  
**Property Tax \$151.50**



2020 AV \$50,000  
**Property Tax \$50.50**





## City of Mill Creek's Property Tax – Regular Levy Example

---

• 2020 Assessed Value 2020	\$4,454,155,944	
• 2020 City of Mill Creek Regular Levy (actual)	\$ 6,439,040.79	
• Tax Rate per 1,000	1.445625	
• <b>2020 Tax for home value \$500,000</b>	<b>\$ 722.81</b>	

---

### ***Change in valuation during 2020***

• 2020 New Construction & Added Improvement	\$ 5,272,371	+0.12%
• 2020 Revaluation	\$ 206,818,514	+4.65%

<b><i>2021 Preliminary Assessed Value 2021</i></b>	<b><i>\$4,666,346,829</i></b>	<b><i>+4.76%</i></b>
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### City of Mill Creek's Property Tax – Regular Levy Example

- 2021 Preliminary Assessed Value 2021                      \$4,666,346,829
  - 1% levy increase (*example only*)                      +\$            64,390
  - 2021 Regular Levy w/ 1% (*example only*)            \$            6,503,431
  - Tax Rate per 1,000    1.393687
  
- 2021 est. tax for home value \$500,000 (example) = \$696.84
  
- 2021 est. tax for home value \$523,250 (+4.65%) = \$729.25

### City of Mill Creek's Property Tax – EMS Levy Example




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• 2020 Assessed Value 2020	\$4,454,155,944	
• 2020 City of Mill Creek EMS Levy (actual)	\$ 1,749,843	
○ Tax Rate per 1,000	0.39285625	
○ 2020 Tax for home value \$500,000	\$ 196.43	

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#### *Change in valuation during 2020*

• 2020 New Construction & Added Improvement	\$ 5,272,371	+0.12%
• 2020 Revaluation	\$ 206,818,514	+4.65%

<b>2021 Preliminary Assessed Value 2021</b>	<b>\$4,666,346,829</b>	<b>+4.76%</b>
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### City of Mill Creek's Property Tax – EMS Levy Example



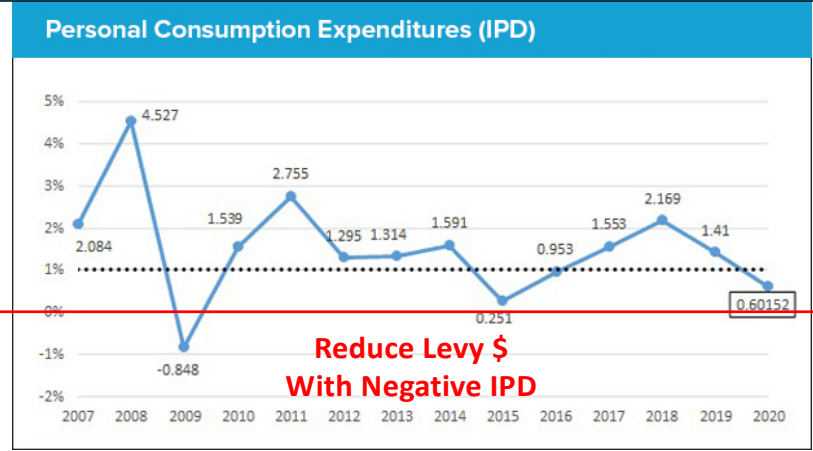
- 2021 Preliminary Assessed Value 2021                      \$4,666,346,829                      +4.7639%
- 1% levy increase (example only)                              +\$                      17,498
- 2021 EMS Levy w/ 1% (example only)                      \$                      1,767,341
  - Tax Rate per 1,000    0.378741978
  - 2021 est. tax for home value \$500,000 (example) = \$189.37
  - 2021 est. tax for home value \$523,250 (+4.65%) = \$198.18



### City of Mill Creek's Property Tax – Key Information

- If the City does not need the entire 1% increase, we may bank the levy's unused capacity
- Since the City has more than 10,000 people, we may only increase our levy by 1% or the implicit price deflator (IPD), whichever is less
  - The current IPD is 0.602%; maximum City may impose for 2021 – Impact +\$38,875 in regular property tax revenue and +\$10,547 in EMS Property Tax

Implicit Price Deflator (IPD) is a key measurement to measure inflation for personal consumption expenditures



- The current Budget does not include any property tax increases
- If levied per the IPD, the impact would be \$48,285 in 2021



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**City of Mill Creek**

**Property Tax Scenarios**

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## City of Mill Creek's Property Tax – Desired Budget Outcomes

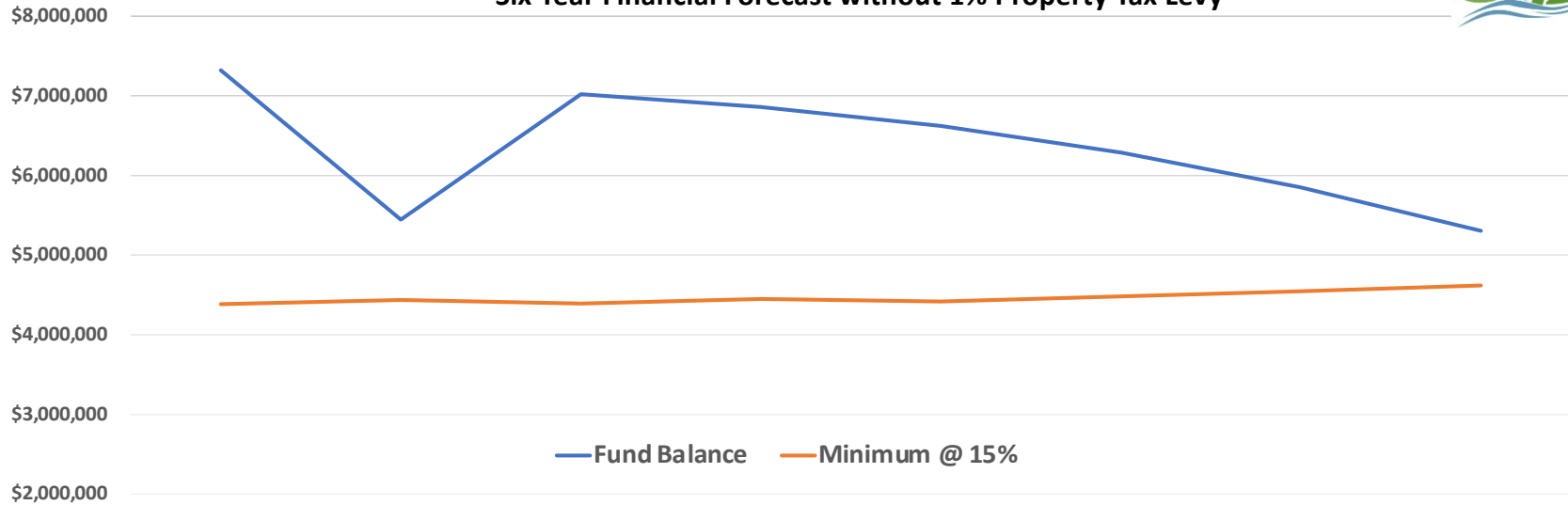
During the 2019/2020 Budget process, the Council identified the following *Desired Budget Outcomes* as:

1. **Develop a sustainable budget** that aligns ongoing resources to ongoing expenses and one-time resources to one-time expenses
2. **Maintain the City's General Operating Reserves at a level equal to at least 15%** of the total General Fund budgeted annual revenue, excluding the beginning fund balance and any significant one-time revenues
3. **Continue to limit the tax burden on Mill Creek's citizens** by seeking operating efficiencies wherever possible
4. **Pursue economic development programs** and initiatives to create sustainable revenue streams by evaluating and implementing the following:
  - Tourism
  - Changes in development code to promote and incentivize development consistent with Mill Creek's vision
  - Business recruitment and retention
  - Continue to construct, maintain, and preserve capital investments as prescribed in the City's adopted CIP
  - Evaluate and create recreation programs to meet demands and support revenue recovery goals
  - Retain all existing park land
  - Continue to grow public involvement, engagement, and volunteerism
  - Partner with schools and local groups to provide public safety education
  - Obtain accreditation and ensure public safety practices protect the City from liability
  - Ensure police and fire are properly staffed to meet service needs and respond to emergent situations
  - Develop a citizen satisfaction survey/index/poll via web and biennial mail/telephone survey of City services



## General Fund Reserves – Property Tax

Six-Year Financial Forecast without 1% Property Tax Levy

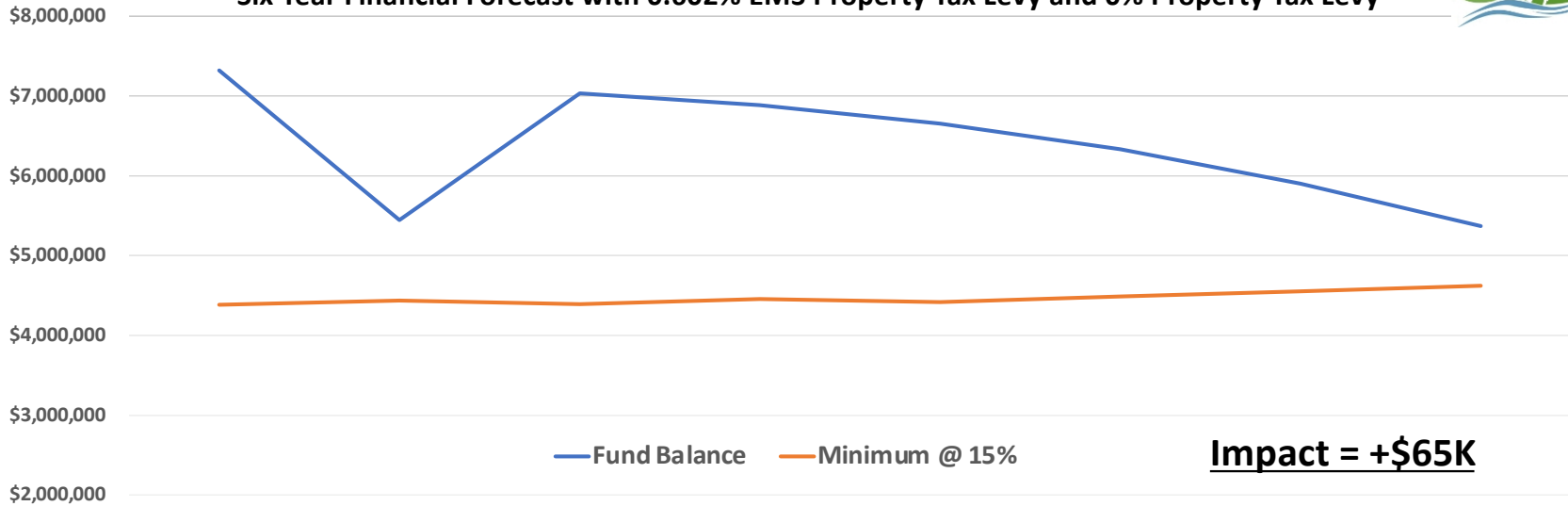


Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,391,335	\$ 4,452,972	\$ 4,417,742	\$ 4,482,475	\$ 4,549,662	\$ 4,619,424
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,019,933	\$ 6,862,912	\$ 6,624,510	\$ 6,288,728	\$ 5,850,517	\$ 5,305,325



## General Fund Reserves – Property Tax

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



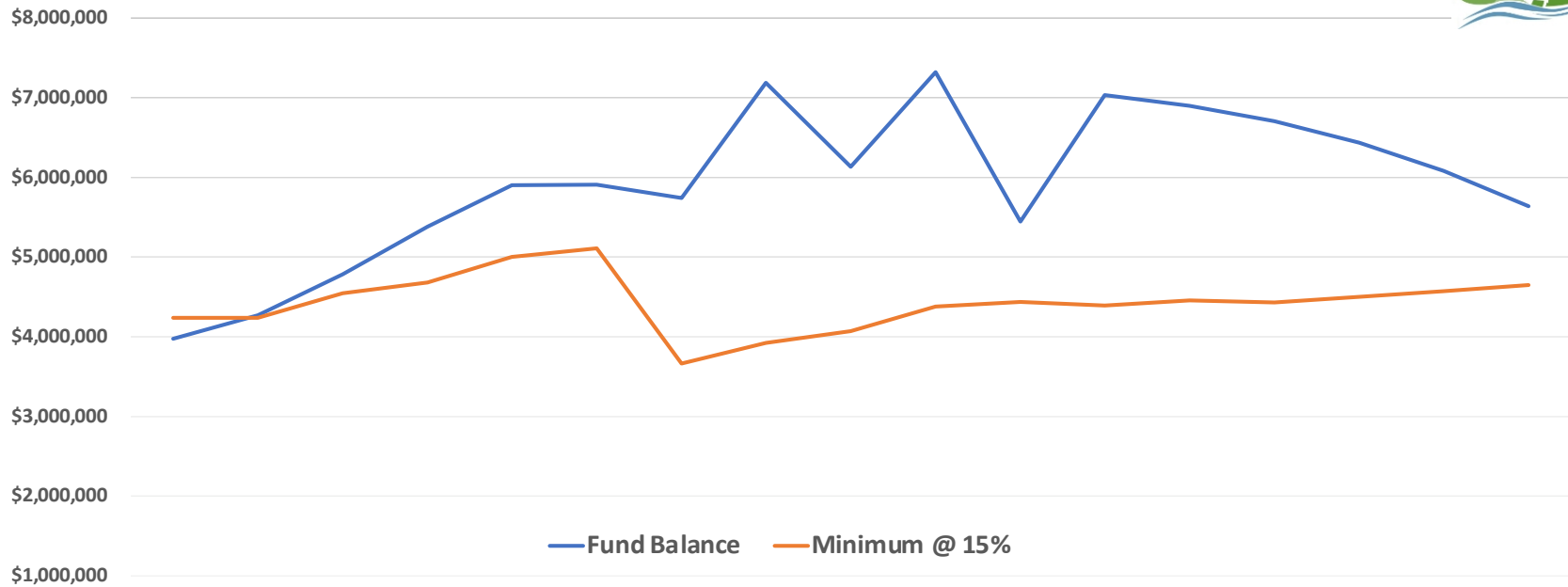
**Impact = +\$65K**

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





## General Fund Reserves – Property Tax



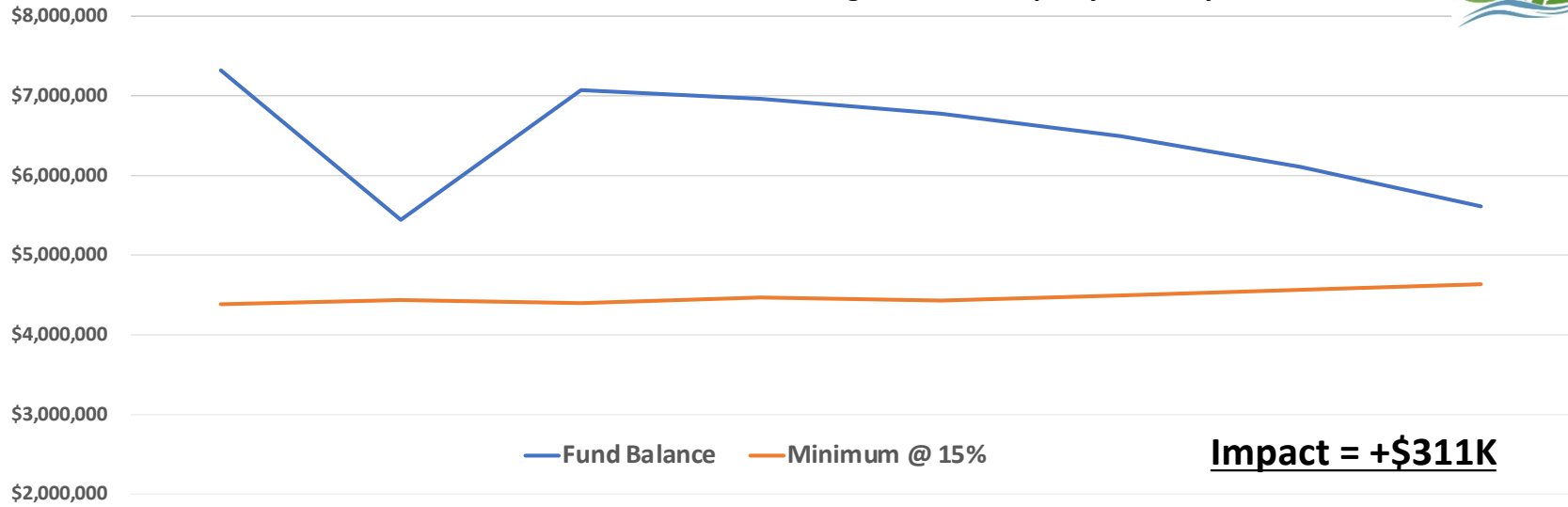
Description	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,235,518	\$ 4,235,518	\$ 4,549,289	\$ 4,681,228	\$ 5,005,669	\$ 5,110,134	\$ 3,664,479	\$ 3,920,781	\$ 4,072,167	\$ 4,381,670	\$ 4,439,995	\$ 4,392,895	\$ 4,458,648	\$ 4,428,656	\$ 4,498,844	\$ 4,571,670	\$ 4,647,263
Fund Balance	\$ 3,975,218	\$ 4,271,461	\$ 4,782,781	\$ 5,384,117	\$ 5,905,266	\$ 5,909,510	\$ 5,744,160	\$ 7,188,315	\$ 6,130,462	\$ 7,320,570	\$ 5,443,898	\$ 7,030,332	\$ 6,900,753	\$ 6,707,670	\$ 6,435,694	\$ 6,080,400	\$ 5,637,883

**Proposed Budget with 0.602% EMS Property Tax Levy 2021, EMS 1% through 2026 and 0% Property Tax Levy**



## General Fund Reserves – Property Tax

Six-Year Financial Forecast with 2021 0.602% Reg and EMS Property Tax Levy / 0% 2022-2026



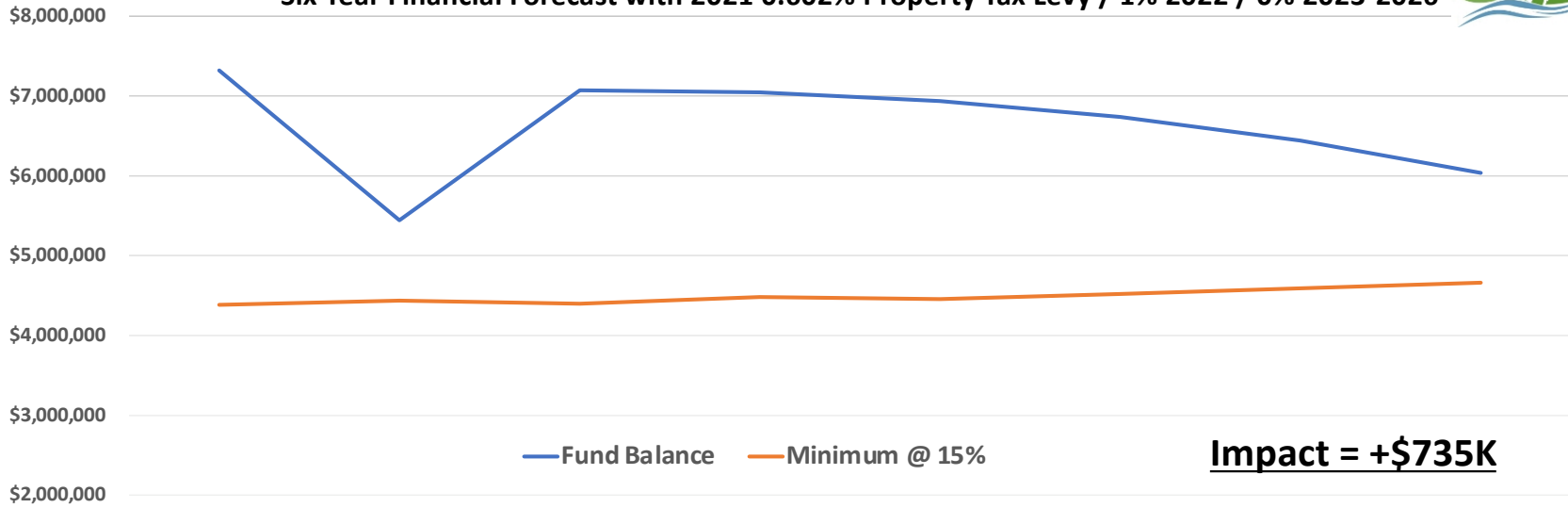
Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,398,778	\$ 4,467,864	\$ 4,432,823	\$ 4,497,927	\$ 4,565,497	\$ 4,635,657
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,069,549	\$ 6,962,190	\$ 6,774,666	\$ 6,491,019	\$ 6,106,243	\$ 5,615,835

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## General Fund Reserves – Property Tax

Six-Year Financial Forecast with 2021 0.602% Property Tax Levy / 1% 2022 / 0% 2023-2026



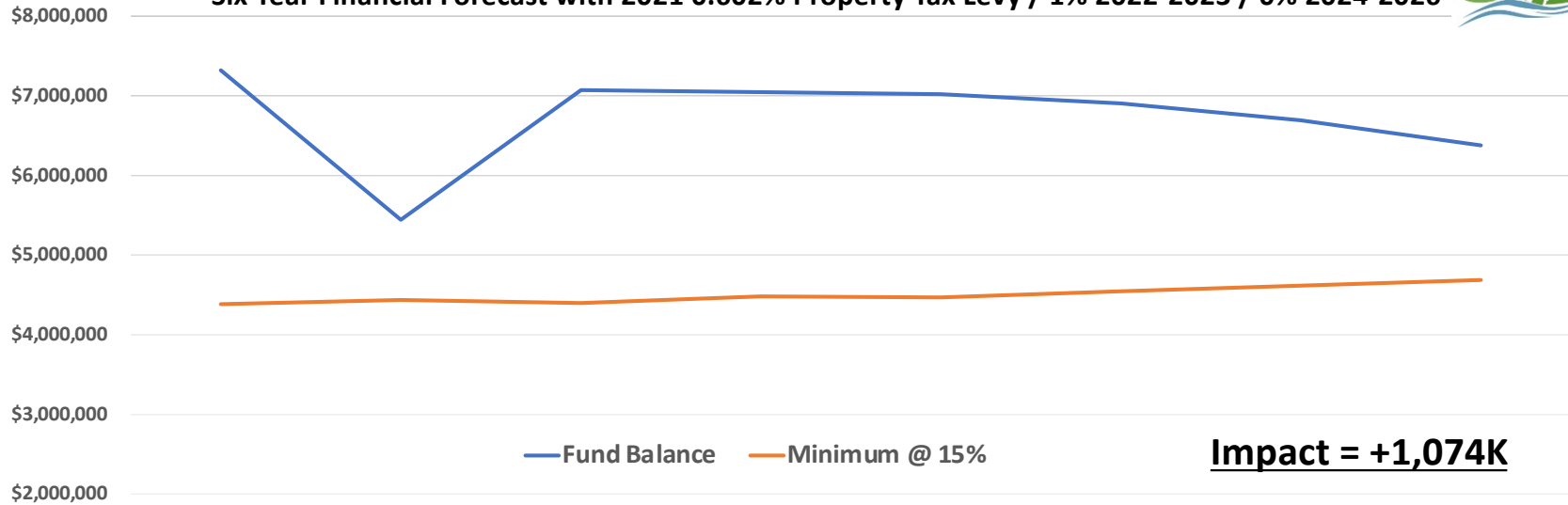
Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,398,778	\$ 4,479,987	\$ 4,457,359	\$ 4,523,050	\$ 4,591,222	\$ 4,661,997
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,069,549	\$ 7,043,009	\$ 6,938,239	\$ 6,739,327	\$ 6,441,314	\$ 6,039,741

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## General Fund Reserves – Property Tax

Six-Year Financial Forecast with 2021 0.602% Property Tax Levy / 1% 2022-2023 / 0% 2024-2026

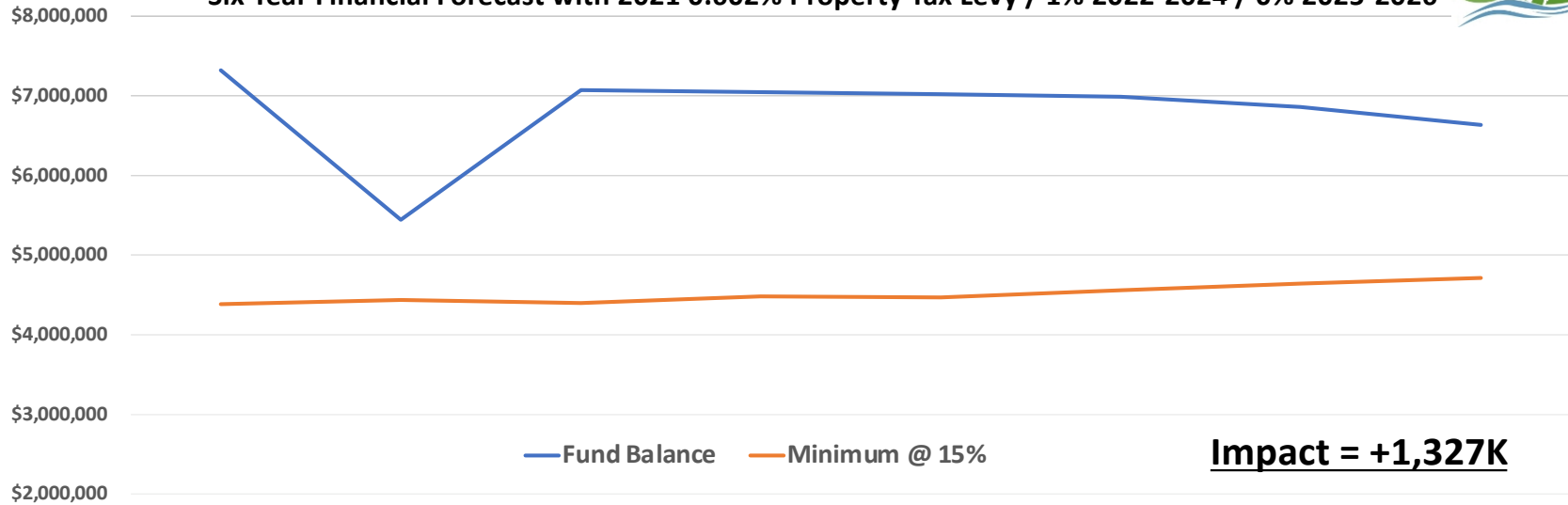


Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,398,778	\$ 4,479,987	\$ 4,469,617	\$ 4,547,861	\$ 4,616,627	\$ 4,688,009
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,069,549	\$ 7,043,009	\$ 7,019,962	\$ 6,904,731	\$ 6,692,401	\$ 6,378,562



## General Fund Reserves – Property Tax

Six-Year Financial Forecast with 2021 0.602% Property Tax Levy / 1% 2022-2024 / 0% 2025-2026



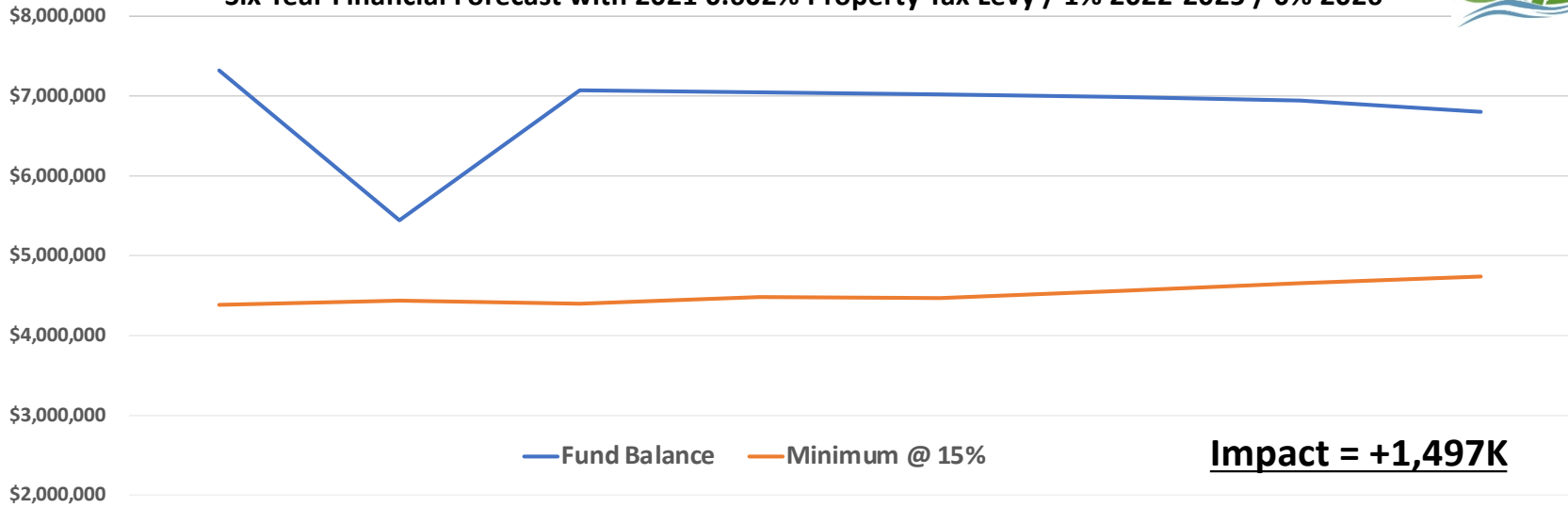
Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,398,778	\$ 4,479,987	\$ 4,469,617	\$ 4,560,257	\$ 4,641,715	\$ 4,713,698
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,069,549	\$ 7,043,009	\$ 7,019,962	\$ 6,987,369	\$ 6,859,656	\$ 6,632,459

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## General Fund Reserves – Property Tax

Six-Year Financial Forecast with 2021 0.602% Property Tax Levy / 1% 2022-2025 / 0% 2026

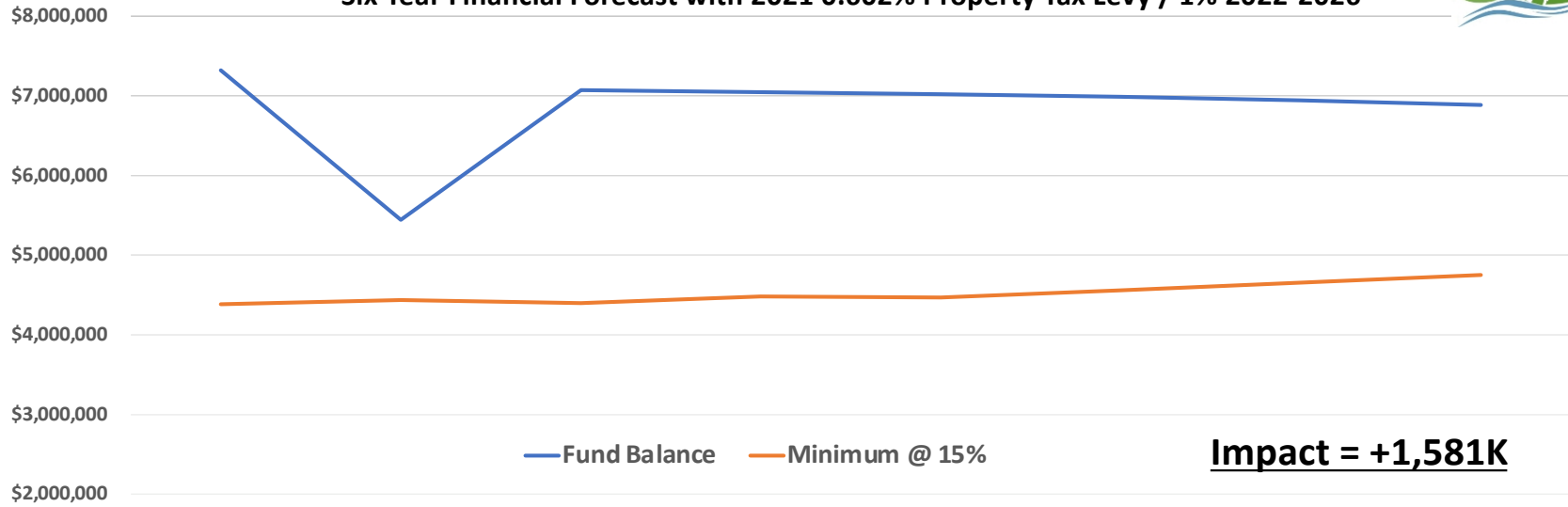


Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,398,778	\$ 4,479,987	\$ 4,469,617	\$ 4,560,257	\$ 4,654,249	\$ 4,739,067
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,069,549	\$ 7,043,009	\$ 7,019,962	\$ 6,987,369	\$ 6,943,218	\$ 6,801,585



## General Fund Reserves – Property Tax

Six-Year Financial Forecast with 2021 0.602% Property Tax Levy / 1% 2022-2026



Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,398,778	\$ 4,479,987	\$ 4,469,617	\$ 4,560,257	\$ 4,654,249	\$ 4,751,742
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,069,549	\$ 7,043,009	\$ 7,019,962	\$ 6,987,369	\$ 6,943,218	\$ 6,886,082

## General Fund Regular Property Tax 2021 at 0.0%



<b>2020 Assessed Value for 2021 property tax collection</b>	<b>\$4,666,346,829</b>
<i>Current Budget Year (2021) highest lawful levy amount</i>	<i>\$6,561,335</i>
Previous year (2020) levy amount	\$6,514,496
0.0 % increase over previous year levy	\$ 0
Estimated new 2020 construction	\$ 7,622
Estimated refund amount	\$ 11,449
<b>Total levy amount for 2021</b>	<b>\$6,533,567</b>

Total dollar increase over previous year (2020)	\$19,071
Percent increase over previous year (2020)	0.29%

**Note: Current Banked Capacity** **\$75,455.04**





## General Fund Regular Property Tax 2021 at 0.602%

<b>2020 Assessed Value for 2021 property tax collection</b>	<b>\$4,666,346,829</b>
<i>Current Budget Year (2021) highest lawful levy amount</i>	<i>\$6,561,335</i>
Previous year (2020) levy amount	\$6,514,496
0.602 % increase over previous year levy	\$ 39,217
Estimated new 2020 construction	\$ 7,622
Estimated refund amount	\$ 11,449
<b>Total levy amount for 2021</b>	<b><u>\$6,572,784</u></b>

Total dollar increase over previous year (2020)	\$58,288
Percent increase over previous year (2020)	0.89%

**Note: Current Banked Capacity** **\$75,455.04**

## General Fund 2017-2022 EMS Property Tax 2021 at 0.0%



<b>2020 Assessed Value for 2021 property tax collection</b>	<b>\$4,666,346,829</b>
<i>Current Budget Year (2021) highest lawful levy amount</i>	<i>\$1,739,884</i>
Previous year (2020) levy amount	\$1,749,843
0.0 % increase over previous year levy	\$ 0
Estimated new 2020 construction	\$ 2,071
Estimated refund amount	<u>\$ 3,109</u>
<b><u>Total levy amount for 2021</u></b>	<b><u>\$1,742,993</u></b> <i>(highest lawful levy + refund)</i>
Total dollar increase over previous year (2020)	(\$6,851)
Percent increase over previous year (2020)	-0.39%

**Note: Current Banked Capacity** **\$0**

## General Fund 2017-2022 EMS Property Tax 2021 at 0.602%



<b>2020 Assessed Value for 2021 property tax collection</b>	<b>\$4,666,346,829</b>
<i>Current Budget Year (2021) highest lawful levy amount</i>	<i>\$1,739,884</i>
Previous year (2020) levy amount	\$1,749,843
0.0 % increase over previous year levy	\$ 10,534
Estimated new 2020 construction	\$ 2,071
Estimated refund amount	<u>\$ 3,109</u>
<b>Total levy amount for 2021</b>	<b><u>\$1,742,993</u></b> <i>(highest lawful levy + refund)</i>
Total dollar increase over previous year (2020)	(\$6,851)
Percent increase over previous year (2020)	-0.39%

**Note: Current Banked Capacity** **\$0**

**Thank You!**



**Mill Creek  
Budget**



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.

## City Council Agenda Summary

Page 2

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.

City Council Agenda Summary  
Page 3

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*

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Michael G. Ciaravino  
City Manager



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

**November 10, 2020 Study Session**

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## Preliminary 2021-2026 Capital Improvement Plan

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- **Capital Improvement Plan (CIP) is an element of City's Comprehensive Planning Process under GMA**
- **Need to plan to maintain and expand infrastructure to provide services to residents and businesses**
- **6 year financing plan; first two years are tied to specific funding in City's biennial budget**
- **Customarily built from known issues 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**

## Funded Project List 2019-2020



Project Name	Total	2019	2020	2021	2022	2023	2024
<b>Transportation Projects</b>							
35th Ave. SE Reconstruction Project	\$350,000	\$350,000					
Seattle Hill Road Pavement Preservation	\$1,855,000	\$1,855,000	\$0	\$0	\$0	\$0	\$0
35th Avenue SE Pavement Preservation	\$1,150,000	\$0	\$150,000	\$1,000,000	\$0	\$0	\$0
132nd Street SE Mid-Block Crossing Improvements (HAWK)	\$750,000	\$87,000	\$663,000	\$0	\$0	\$0	\$0
Street Pavement Marking Program	\$700,000	\$150,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000
Mill Creek Boulevard Corridor Improvements Study	\$250,000	\$250,000					
Concrete Sidewalk Replacement Program	\$580,000	\$80,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Pavement Preservation and Rehabilitation Program	\$3,205,000	\$100,000	\$855,000	\$0	\$750,000	\$750,000	\$750,000
Citywide Traffic Signal Upgrades	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0
Bridge Monitoring & Improvement Program	\$600,000	\$0	\$50,000	\$250,000	\$50,000	\$250,000	\$0
East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0
Traffic Safety and Calming Program	\$75,000	\$0	\$25,000	\$0	\$25,000		\$25,000
<b>Transportation Project Totals</b>	<b>\$10,090,000</b>	<b>\$3,372,000</b>	<b>\$2,068,000</b>	<b>\$1,450,000</b>	<b>\$1,025,000</b>	<b>\$1,200,000</b>	<b>\$975,000</b>
<b>Parks and Trail Projects</b>							
Exploration Park	\$1,300,000	\$1,300,000	\$0	\$0	\$0	\$0	\$0
Mill Creek Sports Park Turf & Light Replacement	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$0	\$0
Heron Park Playarea Upgrades	\$410,000	\$50,000	\$360,000	\$0	\$0	\$0	\$0
Silver Crest Park Upgrade	\$350,000	\$0	\$0	\$30,000	\$320,000	\$0	\$0
Parks Restroom/Picnic Shelter Roof Replacement	\$100,000		\$50,000		\$50,000	\$0	\$0
Trail Preservation Program	\$95,000	\$20,000	\$25,000	\$0	\$25,000		\$25,000
North Creek Trail Study	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0
<b>Park and Trail Project Totals</b>	<b>\$3,430,000</b>	<b>\$2,470,000</b>	<b>\$510,000</b>	<b>\$30,000</b>	<b>\$395,000</b>	<b>\$0</b>	<b>\$25,000</b>
<b>City Facilities Projects</b>							
City Hall North HVAC	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0
Public Works Workshop Value Engineering Study	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
Entryway ADA Upgrades for City Hall and the Library	\$40,000		\$40,000				
Emergency Operations Center	\$59,640	\$59,640					
Gateway and Presence Improvement	\$133,000	\$48,000	\$85,000				
Historical Preservation Project	\$25,000	\$0	\$25,000				
City Hall North Roof and Seismic Retrofit	\$675,000	\$50,000	\$625,000				
<b>City Facilities Project Totals</b>	<b>\$1,062,640</b>	<b>\$237,640</b>	<b>\$825,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Storm Water Management Projects</b>							
Surface Water Aging Infrastructure Program	\$4,687,500	\$937,500	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
<b>Surface Water Project Totals</b>	<b>\$4,687,500</b>	<b>\$937,500</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>
<b>Funded CIP Totals All Project Categories</b>	<b>\$19,270,140</b>	<b>\$7,017,140</b>	<b>\$4,153,000</b>	<b>\$2,230,000</b>	<b>\$2,170,000</b>	<b>\$1,950,000</b>	<b>\$1,750,000</b>

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## Preliminary Capital Improvement Plan 2019-2020 results

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- **2019-2024 CIP had 25 projects shown for 2019-2020 implementation; \$11.5M. Very aggressive plan.**
- **~\$8M completed or eliminated**
- **Staff completed many significant projects:**
  - Completed 35<sup>th</sup> Ave bridge project closeout
  - Exploration Park
  - Stormwater Grade F failure repair project
  - MCSP Turf replacement
  - Heron Park Upgrade project
  - First group of Grade C failure repairs
  - Seattle Hill Road Repaving
  - Several annual programs (pavement marking, sidewalk shaving)
- **\$3.5M rolled forward to 2021-2022 due to COVID impacts and staff capacity**

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## Preliminary Capital Improvement Plan Project Approval Process

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

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## Preliminary Capital Improvement Plan 2021-2022 Outlook

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



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

### **Transportation Capital Improvement Projects**

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## Transportation Capital Improvement Projects Summary

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- **Mill Creek Boulevard Corridor Improvements Study**
- **Citywide Traffic Signal Upgrades**
- **East Gateway Urban Village "Spine Road" West Connection (Phase 1) – ROW only**

## Transportation Capital Improvement Projects Mill Creek Boulevard Corridor Improvements Study



<b>PROJECT NAME:</b>	<b>Mill Creek Blvd Sub Area Study</b>	<b>TRANSPORTATION</b>							
<b>PROJECT #:</b>	<b>19-PW-04</b>								
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>								
<b>CATEGORY</b>	<b>Transportation</b>								
<b>TYPE</b>	<b>Planning Study Project</b>	<b>PHASE</b>	<b>Implementation Phase</b>						
<b>STRATEGIC PRIORITY</b>									
Fiscal Responsibility, Community Preservation, Civic Pride, Economic Prosperity, Long-Term Planning									
<b>DESCRIPTION / JUSTIFICATION</b>									
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. <b>Outcome will define future road transportation and infrastructure projects, not yet included in CIP.</b>									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									
<b>Expenditures</b>									
	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Professional Services	318-318-595-30-63-66	\$ 118,346	\$ 181,654						\$ 300,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>		\$ 118,346	\$ 181,654	\$ -	\$ -	\$ -			\$ 300,000
<b>Funding Sources</b>									
	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
DOC grant	318-000-334-90-31-80	\$ -	\$ 300,000						\$ 300,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>		\$ -	\$ 300,000	\$ -	\$ -	\$ -			\$ 300,000



## Transportation Capital Improvement Projects Citywide Traffic Signal Upgrades



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

**STRATEGIC PRIORITY**

Community Preservation, Public Safety

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

No new operation and maintenance costs are anticipated.

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

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

## Transportation Capital Improvement Projects

### East Gateway Urban Village "Spine Road" West Connection (Phase 1)



<b>PROJECT NAME:</b>	<b>EGUV Spine Road West Connection (Phase 1)</b>	<h1 style="margin: 0;">TRANSPORTATION</h1>		
<b>PROJECT #:</b>	<b>19-ROAD-15</b>			
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>			
<b>CATEGORY</b>	<b>Transportation</b>			
<b>TYPE</b>	<b>Construction Project</b>	<b>PHASE</b>	<b>Scoping and Planning Phase</b>	

**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 stromwater needs, appraisals, and right-of-way purchase needed at two parcels for subsequent roadway and stromwater design and construction. A 72 LF right of way width is needed for the "Spine Road." **Beyond the purchase of the right of way (now 2021), work does not yet have funds committed.**

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

No new operation and maintenance costs are anticipated.

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



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**Preliminary 2021-2026 Capital Improvement Plan**

**Transportation Capital Improvement Programs**

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## Transportation Capital Improvement Programs Summary

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- **Pavement Preservation and Rehabilitation Program**
- **Street Pavement Marking Program**
- **Concrete Sidewalk Replacement Program**
- **Traffic Safety and Calming Program**
- **Bridge Monitoring & Improvement Program**

## Transportation Capital Improvement Projects Pavement Preservation and Rehabilitation Program



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

**STRATEGIC PRIORITY**

Community Preservation

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

No new operation and maintenance costs are anticipated.

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

## Transportation Capital Improvement Projects Street Pavement Marking Program



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

**STRATEGIC PRIORITY**

Community Preservation, Public Safety

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

No new operation and maintenance costs are anticipated.

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

## Transportation Capital Improvement Projects Concrete Sidewalk Replacement Program



<b>PROJECT NAME:</b>	<b>Concrete Sidewalk Replacement Program</b>	<b>TRANSPORTATION</b>	
<b>PROJECT #:</b>	<b>19-PW-05</b>		
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>	<b>PHASE</b>	<b>Scoping and Planning Phase</b>
<b>CATEGORY</b>	<b>Transportation Program</b>		
<b>TYPE</b>	<b>Maintenance / Repair</b>		

**STRATEGIC PRIORITY**  
Community Preservation, Public Safety

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

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

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

## Transportation Capital Improvement Projects Traffic Safety and Calming Program



### TRANSPORTATION

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

**STRATEGIC PRIORITY**

Community Preservation, Public Safety, Long-term Planning

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

No new operation and maintenance costs are anticipated.

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



## Transportation Capital Improvement Projects Bridge Monitoring & Improvement Program



<b>PROJECT NAME:</b>	<b>Bridge Monitoring and Improvement Program</b>	<h1 style="margin: 0;">TRANSPORTATION</h1>	
<b>PROJECT #:</b>	<b>19-PW-07</b>		
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>		
<b>CATEGORY</b>	<b>Transportation Program</b>		
<b>TYPE</b>	<b>Construction</b>	<b>PHASE</b>	<b>Concept Phase</b>

**STRATEGIC PRIORITY**  
Community Preservation, Public Safety, Long-Term Planning

**DESCRIPTION / JUSTIFICATION**

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

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

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

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## Transportation Capital Improvement Plan

# Complete Streets Grant

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- **Complete Streets grant from Transportation Improvement Board**
- **Unusual: City is awarded funds for a general category of projects, not a specific project**
- **Staff selected RRFB Upgrade project and went out for design; bid to construct project ended up very expensive**
- **Council wanted to look at a group of smaller improvements spread among multiple opportunities**
- **Back to Concept phase: what are the needs? What do we want?**
  - **Crosswalks (simpler, painted)?**
  - **Sidewalks, protected shoulders?**
  - **ADA ramps?**
  - **????**
- **Need to collect ideas very soon to get project defined and completed early 2021**



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

### **Parks Capital Improvements**

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## Parks Capital Improvements Summary

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- **Silver Crest Park Upgrade**
- **Parks Restroom/Picnic Shelter Roof Replacement**
- **North Creek Trail Study**
- **Trail Preservation Program**

## Parks Capital Improvements Silver Crest Park Upgrade



<b>PROJECT NAME:</b>	<b>Silver Crest Park Upgrade</b>	<b>PARKS AND TRAILS</b>							
<b>PROJECT #:</b>	<b>19-PARK-02</b>								
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>								
<b>CATEGORY</b>	<b>Parks Project</b>	<b>PHASE</b>	<b>Concept Phase</b>						
<b>TYPE</b>	<b>Replacement</b>								
<b>STRATEGIC PRIORITY</b>									
Community Preservation, Recreational Opportunities, Long-Term Planning									
<b>DESCRIPTION / JUSTIFICATION</b>									
The Silver Crest Park was annexed to the City in 2005 as a part of the Northeast Area Annexation. This .61 acre neighborhood park is located within the Silver Crest subdivision on 28th Drive SE. Amenities include a full basketball court, playground, picnic tables, and a grassy play area. There is currently no irrigation in place at this park and there is room for upgrades in many other areas. This proposed project would include adding irrigation, repairing/restoring the basketball court and fencing, replacement of benches and picnic tables with concrete pads, possible play equipment replacement/upgrade.									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
Operation and maintenance costs are anticipated to increase 30 labor hours per year.									
<b>Expenditures</b>									
	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Design	317-317-594-76-63-38	\$ -	\$ 30,000						\$ 30,000
Construction	317-317-594-76-63-38	\$ -		\$ 320,000					\$ 320,000
									\$ -
									\$ -
<b>Total Project Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>
<b>Funding Sources</b>									
	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
REET & Mitigation		\$ -	\$ 30,000	\$ 320,000					\$ 350,000
									\$ -
									\$ -
									\$ -
<b>Total Project Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>

## Parks Capital Improvements Parks Restroom/Picnic Shelter Roof Replacement



<b>PROJECT NAME:</b>	<b>Parks Restroom/Picnic Shelter Roof Replacement</b>					<b>PARKS AND TRAILS</b>				
<b>PROJECT #:</b>	<b>19-PARK-03</b>									
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>									
<b>CATEGORY</b>	<b>Parks Project</b>									
<b>TYPE</b>	<b>Maintenance and Repair</b>									
<b>STRATEGIC PRIORITY</b>						<b>PHASE</b>				
Community Preservation, Recreational Opportunities, Long-Term Planning						Concept Phase				
<b>DESCRIPTION / JUSTIFICATION</b>										
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.										
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>										
This project is anticipated to reduce current maintenance costs.										
<b>Expenditures</b>		<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Construction	317-317-594-76-63-39	\$	-		\$ 50,000		\$ 50,000			\$ 100,000
										\$ -
										\$ -
<b>Total Project Expenditures</b>	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000
<b>Funding Sources</b>		<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
REET & Mitigation					\$ 50,000		\$ 50,000			\$ 100,000
										\$ -
										\$ -
<b>Total Project Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000

## Parks Capital Improvements North Creek Trail Study



### PARKS AND TRAILS

<b>PROJECT NAME:</b>	<b>North Creek Trail Study</b>				
<b>PROJECT #:</b>	<b>19-PARK-05</b>				
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>				
<b>CATEGORY</b>	<b>Parks and Trails Study</b>	<b>PHASE</b>	<b>Concept Phase</b>		
<b>TYPE</b>	<b>Planning Study</b>				

#### STRATEGIC PRIORITY

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

#### DESCRIPTION / JUSTIFICATION

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

#### ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

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

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

## Parks Capital Improvements Trail Preservation Program



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

**STRATEGIC PRIORITY**

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

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

No new operation and maintenance costs are anticipated.

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





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

### **Facilities Capital Improvements**

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## Facilities Capital Improvements Summary

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

## Facilities Capital Improvements City Hall North HVAC



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

**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	\$ 200,000						\$ 280,000
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ 80,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000

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

## Facilities Capital Improvements Public Works Workshop



### FACILITIES

<b>PROJECT NAME:</b>	Public Works Workshop Value Engineering Study		
<b>PROJECT #:</b>	17-BLDG-02		
<b>DEPARTMENT</b>	Public Works and Development Services		
<b>CATEGORY</b>	Facilities Project	<b>PHASE</b>	Concept Phase
<b>TYPE</b>	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
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

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

## Facilities Capital Improvements Entryway ADA Upgrades for City Hall and the Library



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

**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
									\$ -
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000

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

## Facilities Capital Improvements Emergency Operations Center



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

**STRATEGIC PRIORITY**

Public Safety, Leadership, Long-Term Planning

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

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

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

## Facilities Capital Improvements Gateway and Presence Improvement



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

**STRATEGIC PRIORITY**

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

**DESCRIPTION / JUSTIFICATION**

Although approved in the last biennium, 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 rface of existing signs, the signage element could be completed and ensure funding for landscaping improvements. Once the project scope and construction costs are defined, a detailed proposal will be brought to the City Council for approval. **2021-26 update: no progress made; needs Council and staff discussion to define and prioritize. Prior funding assumptions rolled forward without any validation.**

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

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

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

## Facilities Capital Improvements Historical Preservation Project



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

**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
<b>Total Project Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

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



## Facilities Capital Improvements City Hall North Roof and Seismic Retrofit



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

**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 CIF		\$0	\$50,000	\$625,000	\$0	\$0	\$0	\$0	\$ 675,000
									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 50,000	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ 675,000



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

### **Surface Water Capital Improvements**

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## Surface Water Capital Improvements Summary

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- **Surface Water Aging Infrastructure Program – C failures**
- **Catch Basin and Pipe Cleaning Program**
- **SW25 Pond Repair**
- **SW26 Pond Repair**

## Surface Water Capital Improvements Surface Water Aging Infrastructure Program



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

**STRATEGIC PRIORITY**

Fiscal Responsibility, Community Preservation, Public Safety

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

No new operation and maintenance costs are anticipated.

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

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

## Surface Water Capital Improvements Catch Basin and Pipe Cleaning Program



<b>PROJECT NAME:</b>	<b>Catch Basin and Pipe Cleaning Program</b>	<h3>SURFACE WATER UTILITY</h3>							
<b>PROJECT #:</b>	<b>21-SW-01</b>								
<b>DEPARTMENT</b>	<b>Public Works and Development Services</b>								
<b>TYPE</b>	<b>Repair and Maintenance</b>								
<b>CATEGORY</b>	<b>Surface Water Program</b>	<b>PHASE</b>	<b>Scoping and Planning Phase</b>						
<b>STRATEGIC PRIORITY</b>									
Fiscal Responsibility, Community Preservation, Public Safety									
<b>DESCRIPTION / JUSTIFICATION</b>									
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.									
<b>ANTICIPATED OPERATIONS AND MAINTENANCE COSTS</b>									
No new operation and maintenance costs are anticipated.									
<b>Expenditures</b>									
	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Catch basin cleaning	401-401-531-38-41-02	\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315
									\$ -
									\$ -
<b>Total Project Expenditures</b>	\$ -	\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315
<b>Funding Sources</b>									
	<b>BARS</b>	<b>Prior</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Surface Water Utility		\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315
									\$ -
									\$ -
<b>Total Project Revenues</b>	\$ -	\$ 43,315	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 643,315

# Surface Water Capital Improvements

## SW25 Pond Repair



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

**STRATEGIC PRIORITY**  
 Fiscal Responsibility, Community Preservation, Public Safety

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

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

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

# Surface Water Capital Improvements SW26 Pond Repair



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

**STRATEGIC PRIORITY**

Fiscal Responsibility, Community Preservation, Public Safety

**DESCRIPTION / JUSTIFICATION**

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

**ANTICIPATED OPERATIONS AND MAINTENANCE COSTS**

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

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



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

### **Future Capital Improvements**

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**Future Capital Improvements – no assigned schedule or funding**

**Summary**

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

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## Capital Improvement Plan Next Steps

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### Next steps:

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



Date: November 10, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
10/08/2020	ACH Debit-Excise Tax Return-Sept	\$32.07
10/20/2020	ACH Debit-Leasehold tax Return-Sept	\$3,690.71
10/29/2020	62604-62656	\$344,633.34
<b>Total</b>		<b>\$348,356.12</b>

Voided Checks	
Numbers	Explanation

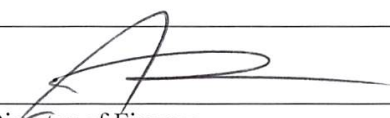
CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 62604 through 62656, in the amount of \$348,356.12.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

  
\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
City Manager

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**Combined Excise Tax Return**

600-598-011  
CITY OF MILL CREEK

Filing Period: September 30, 2020

Due Date: October 26, 2020

Filing Frequency: Monthly

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	5.43	5.43	0.00	0.004710	0.00
Service and Other Activities (\$1 million or greater in prior year)	1,112.00	0.00	1,112.00	0.017500	19.46
<b>Total Business &amp; Occupation</b>					<b>19.46</b>

**State Sales and Use**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	5.43	0.00	5.43	0.065000	0.35
Use Tax	300.00	0.00	300.00	0.065000	19.50
<b>Total State Sales and Use</b>					<b>19.85</b>

**Deductions**

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Other: Government Services	5.43

**Credits**

	Amount	
Service & Other SBC	19.46	
<b>Total Credits</b>		<b>19.46</b>

**Local City and/or County Sales Tax**

Location	Taxable Amount	Tax Rate	Tax Due
3119 - MILL CREEK	5.43	0.040000	0.22
<b>Total Local City and/or County Sales Tax</b>			<b>0.22</b>

**Local City and/or County Use Tax/Deferred Sales Tax**

Location	Taxable Amount	Tax Rate	Tax Due
3119 - MILL CREEK	300.00	0.040000	12.00

Total Local City and/or County Use Tax/Deferred Sales Tax 12.00

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Total Tax	51.53
Total Credits	19.46
Subtotal	32.07
<b>Total Amount Owed</b>	<b>32.07</b>

---

Prepared By: Andrea Dowell  
E-Mail Address: andrea@dowellconsulting.com  
Submitted Date: 10/8/2020  
Confirmation #: 0-016-396-232

Payment Type: ACH Debit/E-Check  
Amount: \$32.07  
Effective Date: 10/8/2020



STATE OF WASHINGTON  
DEPARTMENT OF REVENUE

**Washington State Department of Revenue**  
**Leasehold Tax Return**

Account ID: 503-000-685  
Name: CITY OF MILL CREEK

Filing: Quarterly  
Filing Period: Sep-30-2020  
Due Date: Nov-02-2020  
Date Received: Oct-08-2020

**Return Summary**

Total Tax Due: \$3,690.71  
Total Amount Due: \$3,690.71

**Return Detail**

**Regular Lessee**

Lease Number	Lessee Name	Location Code	Tax Code Area	Other	Taxable Rent Due	Tax Rate	Tax Due
	Huntron Inc	3119 - MILL CREEK	00520		\$23,577.15	0.1284	\$3,027.31
	Appraisals Northwest Inc.	3119 - MILL CREEK	00520		\$3,704.49	0.1284	\$475.66
	Pro Player Supply	3119 - MILL CREEK	00520		\$1,462.11	0.1284	\$187.74
							<b>\$3,690.71</b>

**Additional Information**

Confirmation Number: 0-016-334-907  
Prepared By: Andrea Dowell  
Phone Number: (360) 631-0243  
Email: andrea@dowellconsulting.com

Payment Method: ACH Debit  
Amount: \$3,690.71  
Payment Date: Oct-20-2020

10/8/2020

Export

**Washington State Department of Revenue**

Your Return has been submitted and your confirmation number is **0-016-334-907**

Below is information from your Quarterly Return for the period ending September 30, 2020

<b>Filing Date</b>	October 8, 2020
<b>Account ID</b>	503-000-685
<b>Primary Name</b>	CITY OF MILL CREEK
<b>Payment Method</b>	ACH Debit/E-Check
<b>Payment Effective</b>	October 20, 2020
<b>Total Tax</b>	3,690.71
<b>Total Due</b>	3,690.71

**The email address on this return is different from the one in your profile**

The Department is using email more frequently to communicate with taxpayers. Please verify that the email address in your profile is correct.

To update your email address click the Profile menu icon at the top of this page, select **My Profile**, click the *Profile* tab, and click **Use your SAW profile**.

To check the status of your return, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Print a copy of your return below.

**Accounts Payable**

**Checks by Date - Detail by Check Date**

User: Jodieg  
 Printed: 11/6/2020 11:46 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62604	911SUPPL INV-2-5876 INV-2-6071	911 Supply Inc Patch Removal-T Kidwell Rpatch Existing Jacket - B Fouch	10/29/2020		6.60 119.34
Total for Check Number 62604:				0.00	125.94
62605	AAEXPRES 604656752	AA Express LLC Refund Business License Fee	10/29/2020		75.00
Total for Check Number 62605:				0.00	75.00
62606	ALDWTR	Alderwood Water District	10/29/2020		
	00320003-01	Seattle Hill Rd I/R 07/20 - 09/18			93.16
	01100176-01	Median 4 & 5 I/R 07/21 - 09/18			105.96
	01300169-01	1901 Mill Fern Dr SE I/R Median #2 07/21 - 09/18			266.60
	01550006-01	16011 28th Dr SE I/R 07/20 - 09/18			95.72
	02170002-01	Seattle Hill Rd I/R 07/20 - 09/18			82.92
	02460002-01	155 Village Grn Dr I/R 07/21 - 09/18			837.52
	02470001-01	155 Village Grn Dr/Heron Pk 07/21 - 09/18			200.74
	03050003-01	15933 29th Dr SE I/R 07/20 - 09/18			126.44
	03095000-01	16220 27th Dr SE I/R 07/20 - 09/18			72.68
	03805002-01	16217 27th Dr SE I/R 07/20 - 09/18			95.72
	03865000-01	16205 25th Dr SE I/R 07/20 - 09/18			79.66
	04900159-01	Seattle Hill Rd I/R 07/20 - 09/18			72.68
	05400166-01	Median Number 6 I/R 07/21 - 09/18			139.88
	05590004-02	15720 Mill Creek Blvd D/C 07/21 - 09/18			15.20
	05600177-03	15720 Main Street 07/21 - 09/18			535.68
	05700181-01	15728 Main St I/R 07/21 - 09/18			575.72
	05702001-01	15728 Main St D/C 07/21 - 09/18			15.20
	05705005-01	15728 Main St 07/21 - 09/18			360.20
	06900173-02	1300 156th Pl SE I/R 07/21 - 09/18			79.66
	07850004-01	16101 Highland Blvd/Restr 07/20 - 09/18			200.74
	07855001-01	16101 28th Dr SE I/R 07/20 - 09/18			1,529.42
	07895001-01	16021 28th Dr SE I/R 07/20 - 09/18			88.04
	07900155-01	Seattle Hill Rd I/R 07/20 - 09/18			72.68
	08000152-01	Seattle Hill Rd I/R 07/20 - 09/18			72.68
	08300050-01	3310 157th Pl SE I/R 07/20 - 09/18			2,489.72
	08800024-01	Seattle Hill Rd I/R 07/20 - 09/18			72.68
	08900020-01	Seattle Hill Rd I/R 07/20 - 09/18			72.68
	09000017-01	Seattle Hill Rd I/R 07/20 - 09/18			72.68
	09080000-01	14600 Mill Creek Blvd I/R 07/21 - 09/18			88.96
	09100016-01	Seattle Hill Rd I/R 07/20 - 09/18			72.68
	13233000-01	15200 Mill Creek Blvd I/R 07/21 - 09/18			32.36
	25703000-01	14725 32nd Dr SE I/R 07/21 - 09/18			705.74
	26070000-01	15803 32nd Ave SE 07/20 - 09/18			200.74
	26467000-01	1900 164th St SE 07/20 - 09/18			72.68
	26468000-01	1900 164th St SE I/R 07/20 - 09/18			173.88
	33254000-01	14725 32nd Dr SE 07/21 - 09/18			200.74
	34493000-01	15720 Main St I/R 07/21 - 09/18			339.44



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62606:	0.00	10,409.88
62607	AMAZON	Amazon Capital Services	10/29/2020		
	1CWG-JPRC-4GGX	Earth Auger Powerhead - Post Holes - Street Sig			316.64
	1G93-TNMW-GD6L	Scanner Cable, Car Visor Organizer			56.30
	1LV1-YW6G-YTWR	Credit - No-Draft Speak-Thru Barrier - Passport			-52.93
	1YJ4-3DMT-RFW1	2 - Seagate Desktop			320.42
			Total for Check Number 62607:	0.00	640.43
62608	BANKCARD	Bank of America	10/29/2020		
	1	Cleaning Supplies - COVID 19			52.20
	10	Go To Meeting Business 09/18 - 10/17			83.98
	11	Hardware for Plexiglass Barriers - Council Chan			28.98
	11A	Spray Bottles			10.87
	12	Zip Lock Bags - Face Mask Distribution			79.93
	13	Light Bulbs, Sanding Discs			23.14
	14	Hardware for Plexiglass Barriers - Council Chan			6.61
	15	Supports/Custom Hardware for Plexiglass Barrie			23.22
	16	7.2 cu. ft. Freezer - Hondo			252.82
	17	6 Mailing Boxes - Send Evidence to Lab			19.74
	18	Larry F Davis Plaque			295.36
	19	WSP Mailing - Case #2017-12836 & 2018-2892			16.60
	2	Bleach Out Door Cleaner - Street Sign Cleaning			22.01
	20	Mailing List - Voucher Mailing			8.47
	21	Mount, Forearm Blk 5 Series - SWAT			127.22
	21A	Use Tax Payable - Mount, Forearm Blk 5 Series			-12.09
	22	Mail Police Uniform - 911 Supply			9.20
	23	2021 Large Planning Wall Calendar			39.90
	24	MyBuildingPermit.com - Monthly Fee			59.95
	25	3 - Firearms Cadre Range Shirts - Firearms Trair			484.50
	26	Sales Tax Adjustment - Logitech 1080P HD Web			-0.01
	3	Refreshments - Police Chief Interviews 09/11			48.86
	4	Straw Wattle Netting - Filtera/Catch Basin - CHS			48.06
	5	Shipping - Case #2020-8042			18.40
	6	2020 WAPRO - Virtual Fall Conference - A Gor			25.00
	7	2020 WAPRO - Virtual Fall Conference - N Fay			25.00
	8	Logitech Wireless Desktop MK710 Keyboard &			77.34
	9	Shipping - Case #2020-8042			33.00
			Total for Check Number 62608:	0.00	1,908.26
62609	BENEAD 2010510	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - Oct	10/29/2020		112.00
			Total for Check Number 62609:	0.00	112.00
62610	CITYBELL 37108	City of Bellevue MBP Surcharge - Qtr 3, 2020	10/29/2020		2,138.97
			Total for Check Number 62610:	0.00	2,138.97
62611	COMCAST 849831021045701	Comcast High Speed Internet Fee 10/18 - 11/17	10/29/2020		191.42
			Total for Check Number 62611:	0.00	191.42
62612	DVNPTGRP 106622	Davenport Group, Inc Dell Latitude 5420 Rugged, Lind Power Adapter	10/29/2020		4,530.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62612:	0.00	4,530.51
62613	DAYWIRE INV649768	Day Wireless Systems (03) Calibrated Onsite 10 SMD Units	10/29/2020		795.60
			Total for Check Number 62613:	0.00	795.60
62614	DUCTVAC 403524 403524A	Ductvac Northwest LLC Duct Cleaning - CHS Duct Cleaning - CHN	10/29/2020		5,519.47 13,143.98
			Total for Check Number 62614:	0.00	18,663.45
62615	EASC 2020-528	Economic Alliance Snohomish Co Annual Investment 2021	10/29/2020		10,000.00
			Total for Check Number 62615:	0.00	10,000.00
62616	FELDMAJ 0006	Feldman & Lee, P.S. Public Defender Contract - Sept	10/29/2020		8,884.00
			Total for Check Number 62616:	0.00	8,884.00
62617	GRYOSBRN 2	Gray & Osborne Inc Prof Svcs - SHR Pavement Preservation Const	10/29/2020		7,761.54
			Total for Check Number 62617:	0.00	7,761.54
62618	HUIK 7687 7691	Kelly Hui Parent/Guardian & Me Creative Ballet - Online # Beginning Ballet - Online #7691	10/29/2020		136.50 45.50
			Total for Check Number 62618:	0.00	182.00
62619	ISO CW244360 CW245010 CW245135	ISOOutsource IT Consultant/Tech Support 09/01 - 09/30 Credit - Inv #CW244360 - IT Consultant/Tech S IT Consultant/Tech Support 10/01 - 10/14	10/29/2020		4,279.38 -1,628.40 2,507.46
			Total for Check Number 62619:	0.00	5,158.44
62620	JANIMALH 001160	Julz Animal Houz NWN Frozen Turkey Bulk Bars - Hondo	10/29/2020		166.11
			Total for Check Number 62620:	0.00	166.11
62621	LANEP 3837250 3837251 3837252 3837253	Lanepowell Prof Legal Svcs - General Employment - Sept Prof Legal Svcs - City Attorney - Sept Prof Legal Svcs - General Const - Sept Prof Legal Svcs - AFSCME Unfair Labor Practic	10/29/2020		95,662.95 18,037.50 1,478.55 7,710.40
			Total for Check Number 62621:	0.00	122,889.40
62622	LIFEART 604529799	Life Art LLC Refund Business License Fee	10/29/2020		50.00
			Total for Check Number 62622:	0.00	50.00
62623	LITHTENW 91700	LithtexNW Business Card Imprints - PD	10/29/2020		161.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62623:	0.00	161.33
62624	LOVE&CAR 602347001	Love & Care Refund Business License Fee	10/29/2020		125.00
			Total for Check Number 62624:	0.00	125.00
62625	NELSONM 7654	Melissa Nelson Music for Preschool - Online #7654	10/29/2020		147.00
			Total for Check Number 62625:	0.00	147.00
62626	NORTHSH 10702	Northshore Senior Center Allocation for Senior Program - 3rd Qtr 2020	10/29/2020		3,750.00
			Total for Check Number 62626:	0.00	3,750.00
62627	NWT Progress Est 2	Northwest Traffic Inc. 2020 Street Pavement - Progress Est #2 09/01 - 1	10/29/2020		28,979.85
			Total for Check Number 62627:	0.00	28,979.85
62628	ROBHALF 56509006 56544579	OfficeTeam Cares Grant Coordinator - Week Ending Date 10 Cares Grant Coordinator - Week Ending Date 10	10/29/2020		318.00 1,590.00
			Total for Check Number 62628:	0.00	1,908.00
62629	OMWATT 841682 844245	Ogden Murphy Wallace Attorneys Prof Legal Services - Franchises - July Prof Legal Services - Franchises - Sept	10/29/2020		207.00 378.50
			Total for Check Number 62629:	0.00	585.50
62630	PACFIRSE 74783	Pacific Fire and Security, Inc. 1 - 12V 8AH Battery - CHN	10/29/2020		71.83
			Total for Check Number 62630:	0.00	71.83
62631	PAWS Aug 2020 Sept 2020	PAWS Animals Brought to Shelter - Aug Animals Brought to Shelter - Sept	10/29/2020		561.00 374.00
			Total for Check Number 62631:	0.00	935.00
62632	ELLITIRE 064462014913	PepBoys-Remittance Dept Battery - Car #40	10/29/2020		104.40
			Total for Check Number 62632:	0.00	104.40
62633	PERTEET 20160281.024-3	Perteet Inc Prof Svcs-NPDES Phase II Permit - 2019 Annu	10/29/2020		1,845.38
			Total for Check Number 62633:	0.00	1,845.38
62634	PUBSAF 2020-0624	Public Safety Testing 3rd Qtr Subscription Fees July - Sept 2020	10/29/2020		279.00
			Total for Check Number 62634:	0.00	279.00
62635	SNOCPUD 105443666	PUD No. 1 of Snohomish County 2725 Seattle Hill Rd 09/12 - 10/09	10/29/2020		15.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	105445798	13628 N Creek Dr 09/16 - 10/14			7.83
	108748326	2720 Seattle Hill Rd 09/12 - 10/09			15.12
	128562490	1900 164th St SE 09/09 - 10/12			31.29
	135179023	2024 Seattle Hill Rd 09/09 - 10/07			34.60
	138384296	14810 35th Ave SE 09/12 - 10/09			35.67
	138386607	15720 Main St 09/17 - 10/14			1,181.94
	138386608	15720 Main St Unit B 09/17 - 10/14			299.64
	138387943	13903 N Creek Dr 09/19 - 10/17			451.88
	145034124	13510 N Creek Dr 09/19 - 10/17			43.82
	161235133	15803 32nd Ave SE 09/12 - 10/12			23.13
	161237858	928 Dumas Rd 09/19 - 10/17			101.76
			Total for Check Number 62635:	0.00	2,241.80
62636	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 09/18 - 10/19 15728 Main St 09/18 - 10/19	10/29/2020		69.29 184.41
			Total for Check Number 62636:	0.00	253.70
62637	RESOLP&R 603264148	Resolute Plumbing and Heating Refund Business License Fee	10/29/2020		50.00
			Total for Check Number 62637:	0.00	50.00
62638	RONGERJ 9385	John Rongerude P.S. Conflict Public Defender 9Z0754695	10/29/2020		300.00
			Total for Check Number 62638:	0.00	300.00
62639	SERMSTER 13297	ServiceMaster by SRS Fire Damage Cleaning - Heron Park Restroom	10/29/2020		3,349.32
			Total for Check Number 62639:	0.00	3,349.32
62640	SHREDIT 8180662127	Shred-It USA Inc Shredding Service Fee	10/29/2020		100.24
			Total for Check Number 62640:	0.00	100.24
62641	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 24079-27593 32140-27632 32141-27633 35995-27914 35996-27914 35997-27914 35998-27914 37680-27914 40191-27914	Silverlake Water District 132nd & SR 527 - Irrig 09/01 - 09/30 13617 28th Dr SE Irrig 09/01 - 09/30 15429 1/2 Bothell Everett Hwy 09/01 - 09/30 15429 Bothell Way - Irrig 09/01 - 09/30 Hillside Irrig 09/01 - 09/30 13903 N Creek Dr - Irrig 09/01 - 09/30 13903 N Creek Dr 09/01 - 09/30 SR 527 - Irrig 09/01 - 09/30 14600 SR 527 - Irrig 09/01 - 09/30 13800 N SR 527 - Irrig 09/01 - 09/30 1600 SR 527 - Irrig 09/01 - 09/30 0 33rd Dr & Northpointe Circle - Irrig 09/01 - 05 13401 44th Ave SE - Restroom 09/01 - 09/30	10/29/2020		35.55 7.60 136.60 102.20 121.55 244.10 73.85 7.60 7.60 42.00 7.60 112.95 65.85
			Total for Check Number 62641:	0.00	965.05
62642	SMARSH INV00605297	Smarsh Inc Cell Phone Text Message Archiving - Annual Fe	10/29/2020		3,332.16
			Total for Check Number 62642:	0.00	3,332.16

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62643	SNOCOC 2020-6470	Snohomish County Corrections Jail Service Fee - August	10/29/2020		13,785.87
				Total for Check Number 62643:	0.00 13,785.87
62644	SDISTCRT I000535069 I000535069A	Snohomish County District Court Filing Fees - SD Court - Sept Interpreter Costs - Sept	10/29/2020		4,040.09 936.67
				Total for Check Number 62644:	0.00 4,976.76
62645	SNOCOPW I000536771 I000536771A	Snohomish County Public Works Signal Maintenance - RR7553 Mill Cr Rd & Vill Signal Maintenance - RR7869 Mill Crk Blvd & I	10/29/2020		435.98 220.67
				Total for Check Number 62645:	0.00 656.65
62646	SNOCOSH1 2020-6487	Snohomish County Treasurer Inmate Medical Billing - Aug	10/29/2020		24.07
				Total for Check Number 62646:	0.00 24.07
62647	SSPDBAWM 365315/1	Sound Safety Products Co Inc SMART Team Uniform - C White	10/29/2020		327.29
				Total for Check Number 62647:	0.00 327.29
62648	STPTECH 001882-IN	StopStick, Ltd. 2 - 9' Stop Stick Rack Kit	10/29/2020		1,068.54
				Total for Check Number 62648:	0.00 1,068.54
62649	HERALD DH-22740766	The Daily Herald 2021 Annual Renewal Subscription	10/29/2020		186.00
				Total for Check Number 62649:	0.00 186.00
62650	SHERWILL 6398-5	The Sherwin-Williams Co Paint - PD Chief's Office	10/29/2020		36.38
				Total for Check Number 62650:	0.00 36.38
62651	UPS 00009X8014420	United Parcel Service UPS Chgs - FCI & Axon	10/29/2020		38.36
				Total for Check Number 62651:	0.00 38.36
62652	VERIZON 9865069065 9865463879	Verizon Wireless Access & Usage Chgs - City Cell Phones 09/17 - Access & Usage Chgs - Public Safety 09/23 - 10	10/29/2020		2,014.72 1,905.19
				Total for Check Number 62652:	0.00 3,919.91
62653	WHPACIFI 177416	WHPacific, Inc Prof Svcs - SHR CM/Matis Testing 06/28 - 08/21	10/29/2020		8,378.76
				Total for Check Number 62653:	0.00 8,378.76
62654	ZAC&THOM 20-MCR0010 20-MCR009	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - Oct Monthly Prosecution Legal Retainer - Sept	10/29/2020		9,880.00 9,880.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62654:	0.00	19,760.00
62655	GTENORTH 425-745-6974	Ziply Fiber CC Line, Fax, Prop Rm 10/19-11/18	10/29/2020		177.18
			Total for Check Number 62655:	0.00	177.18
62656	KAMINS Pay Est #4A	Kamins Construction, Inc 2020 SHR Pavement Restore Project Thru 09/30	10/29/2020		47,130.06
			Total for Check Number 62656:	0.00	47,130.06
			Total for 10/29/2020:	0.00	344,633.34
			Report Total (53 checks):	0.00	344,633.34 ✓



Date: November 10, 2020

Payroll Check Batches		
Dated	Check Numbers	Amount
10/23/2020	ACH Automatic Deposit Checks	\$156,330.67
10/23/2020	ACH Wire- FWT & Medicare Taxes	\$35,227.20
10/23/2020	ACH Wire MEBT – Wilmington Trust	\$24,822.57
10/23/2020	ACH Wire – BAC – Flex Savings Acct	\$1,685.95
10/23/2020	ACH Wire – ICMA RC – Def. Comp	\$1,894.54
<b>Total</b>		<b>\$219,960.93</b>

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 \$219,960.93.

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 10.23.2020.docx  
11/6/2020

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:43 Pay Date:10/23/2020 P/E Date:10/15/2020  
 Qtr/Year:4/2020 Run Time/Date:16:34:11 PM EDT 10/21/2020

<b>Taxes Debited</b>	Federal Income Tax	28,310.24		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,223.82		
	Medicare - ER	3,223.85		
	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	(200.00)		
	Families First ER Medicare Credit	(2.90)		
	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	224.02		
	State Family Leave Insurance - ER	0.00		
	State Medical Leave Insurance - EE	201.62		
	State Medical Leave Insurance - ER	246.55		
	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		
	<b>Total Taxes Debited</b>	<b>35,227.20</b>		
<b>Other Transfers</b>	Full Service Direct Deposit A	156,330.67		
	<b>Total Amount Debited From Your Account</b>		<b>191,557.87</b>	<b>Total Liability 191,557.87</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00		<b>191,557.87</b>
	Adjustments/Prepay/Voids	0.00		<b>191,557.87</b>
<b>Taxes- Your Responsibility</b>	None this payroll			<b>191,557.87</b>





Payroll 10/23/2020			
		8744.54	LEO Total
		579.60	MBX Total
MEBT ER	12,184.78	11899.78	MEB Total
		116.92	MEB2 Total
MEBT EE	12,637.79	41.49	MME Total
		41.49	MMR Total
Sub-Total	24,822.57	5746.93	P2E Total
Less Standard Insurance	0.00	950.40	P3E Total
Wire Total	24,822.57	12143.29	TER Total
		40264.44	Grand Total



**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: 10/26/2020  
 Country: US Wire Amount (USD): 1,685.95  
 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: BENEFIT ADMINISTRATION COMPANY LLC Bank Name: SOUND CU  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 1331 BROADWAY  
 Address: TACOMA TACOMA  
 WASHINGTON US WA 98402 US

**Information about payment:**

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: 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)**

<p><b>Not Applicable</b> (check box if no signature verification is required)</p> <input type="checkbox"/>	<p><b>Signature Card</b> (check box if signature card was reviewed)</p> <input type="checkbox"/>	<p><b>Business Resolution</b> (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p><b>Posted Check#</b> (reference PRO for date guidelines)  (complete field below)  Check # _____</p>	<p><b>Leader Exception Granted</b> (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>
--	--	--	--	--

**FOR BANK USE ONLY: Financial Center Information**

Financial Center Name	MILL CREEK BANKING CENTER	Date:	October 26, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	SHARMA, MANINDERJEET	Remittance ID #:	8M44Y8LUP

<b>Payroll Date 10/23/20</b>	<b>Deferred Healthcare</b>	<b>Daycare</b>	
Eastman, Scott Michael	\$ 114.58	\$ 0.00	Term 10/02/20
Fleming, Rodney J	\$ 81.94	\$ 0.00	
Foutch, Bart A	\$ 114.58	\$ 0.00	
Freeburg-Gunderson, Jodie A	\$ 25.00	\$ 0.00	
Heath, Ilia C	\$ 105.00	\$ 0.00	
Hughes, Tyrone A	\$ 110.00	\$ 0.00	
Lee, Joanna M	\$ 45.00	\$ 500.00	
Lockett, Grace M	\$ 27.27	\$ 0.00	
Pigott, Larissa V	\$ 114.58	\$ 0.00	
Rasmussen, Kristen A	\$ 35.00	\$ 208.00	
Ringstad, Sherrie M	\$ 30.00	\$ 0.00	
Rogers, Thomas B	\$ 62.50	\$ 0.00	
Schmidt, Christi A.M.	\$ 50.00	\$ 0.00	
Wright, Jere A	\$ 62.50	\$ 0.00	
<b>Grand Totals</b>			
Total	\$ 977.95	\$ 708.00	
<b>Total Due to BAC</b>	<b>\$ 1,685.95</b>		



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 BALENTINE

Wire Information

Wire Type: DOMESTIC Wire Date: 10/26/2020
Country: US Wire Amount (USD): 1,894.54
Currency of Recipient Account: USD Wire Fee: 30.00
Source: IN PERSON
ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH)

Recipient Information

Recipient Name: ICMA RC Bank Name: MANUFACTURERS AND TRADERS TRUST
COMPANY
Account Number Type: ACCOUNT NUMBER Bank ID:
Address: BALTIMORE Address: ONE M AND T PLAZA, 15TH FL
MARYLAND US BUFFALO
NY 14203 US

Information about payment:
Purpose of Payment: SERVICES Additional Phone Advice:

Additional Reference Information: CITY OF MILL CREEK 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.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

Table with 5 columns: Not Applicable, Signature Card, Business Resolution, Posted Check#, Leader Exception Granted. Includes checkboxes and a signature box.

Table with 4 columns: Financial Center Name, Company #/Cost Center #, Initiating Associate Name, Date, Phone #, Remittance ID #.

<b>Payroll Date 10/23/20</b>	<b>ICMA</b>
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
White, Stanley R	\$ 50.00
Grand Totals	
<b>Total Due to ICMA</b>	<b>\$ 1,894.54</b>



**MINUTES**  
**City Council Regular Meeting**

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

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

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

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

**VIRTUAL MEETING INFO**

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

**Please join my meeting from your computer, tablet, or smartphone.**  
<https://global.gotomeeting.com/join/766924397>

**You can also dial in using your phone.**  
United States: [+1 \(669\) 224-3412](tel:+16692243412)

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

New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/766924397>

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

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The Pledge of Allegiance was led by Councilmember Steckler.

**ROLL CALL**

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

Councilmembers Absent:  
*Vince Cavaleri, Councilmember*

November 3, 2020 CITY COUNCIL REGULAR MEETING MINUTES

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

**AUDIENCE COMMUNICATION**

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

**NEW BUSINESS**

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

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

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

**OLD BUSINESS**

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

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

- E. Veterans Day Update

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

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

**STUDY SESSION**

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

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

November 3, 2020 CITY COUNCIL REGULAR MEETING MINUTES



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

[11-4-20 Finance Agenda Summary](#)  
[Nov 3, 2020 Study Session - Property Tax and Budget](#)  
[2021-2022 COMC Proposed Budget](#)

#### **CONSENT AGENDA**

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

[Special Meeting Minutes- 20 Oct 2020](#)  
[Regular Meeting Minutes - 27 Oct 2020](#)

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

#### **REPORTS**

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- H.** Mayor/Council

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

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

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

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

- I.** City Manager
- [Planning Schedule](#)
- J.** Staff
- Report, etc.

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

- The City has received 37 applications for small business grants

November 3, 2020 CITY COUNCIL REGULAR MEETING MINUTES

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

**AUDIENCE COMMUNICATION**

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

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

**ADJOURNMENT**

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

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Brian Holtzclaw, Mayor

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Naomi Fay, City Clerk

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

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

JANUARY 2021						
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 Council	27	28	29	30
31						

**Tentative Council Meeting Agendas**

Subject to change without notice  
*Last updated: November 6, 2020*

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

**November 24, 2020**

- Public Hearing on Propose 2021 Property Tax Levy (if any)
- Public Hearing on Proposed 2021-2022 Budget
- Council action on any 2021 Property Tax levy (if proposed)
- Public Hearing on 2021 – 2026 CIP

**December 1, 2020**

- Study Session on proposed final 2019-2020 Budget Amendments
- 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

**December 8, 2020**

- Public Hearing and Adoption of 2019 – 2020 final Budget Amendments
- 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)

**December 22, 2020 – Holiday**

**Possible Work Session Topics for Discussion**

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