
Agenda

2021-2022 Budget



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- Council 2021-2022 Budget Directives
- Biennial Approach
- Organization of the Budget
- Process
- City of Mill Creek Fund Overview
- General Fund Departments
- Personnel
- Financial Condition
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- 2021-2026 Capital Improvement Assumptions (WIP)
- Capital Improvement Plan
- 2020 Pay and Classification Plan / Salary Schedule
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- Appendix A - 2021-2022 Budget Detail

City Manager Letter

2021-2022 Budget



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

Council 2021-2022 Budget Directives



2021-2022 Budget

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

Council 2021-2022 Budget Directives (cont.)



2021-2022 Budget

- 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.

Biennial Approach

2021-2022 Budget



- 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 ⁽¹⁾	\$1,344 per capita	\$998 per capita
City of Mill Creek	\$1,030 per capita	\$717 per capita

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

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

Biennial Approach (cont.)



2021-2022 Budget

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

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

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

Organization of the Budget

2021-2022 Budget



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



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

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 1st, 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.

City of Mill Creek Fund Overview (cont.)



2021-2022 Budget

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

City of Mill Creek Fund Overview (cont.)



2021-2022 Budget

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

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

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 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

City of Mill Creek Fund Overview (cont.)



2021-2022 Budget

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

City of Mill Creek Fund Overview (cont.)

2021-2022 Budget



Capital Funds

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

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

City of Mill Creek Fund Overview (cont.)



2021-2022 Budget

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

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

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

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Personnel

2021-2022 Budget

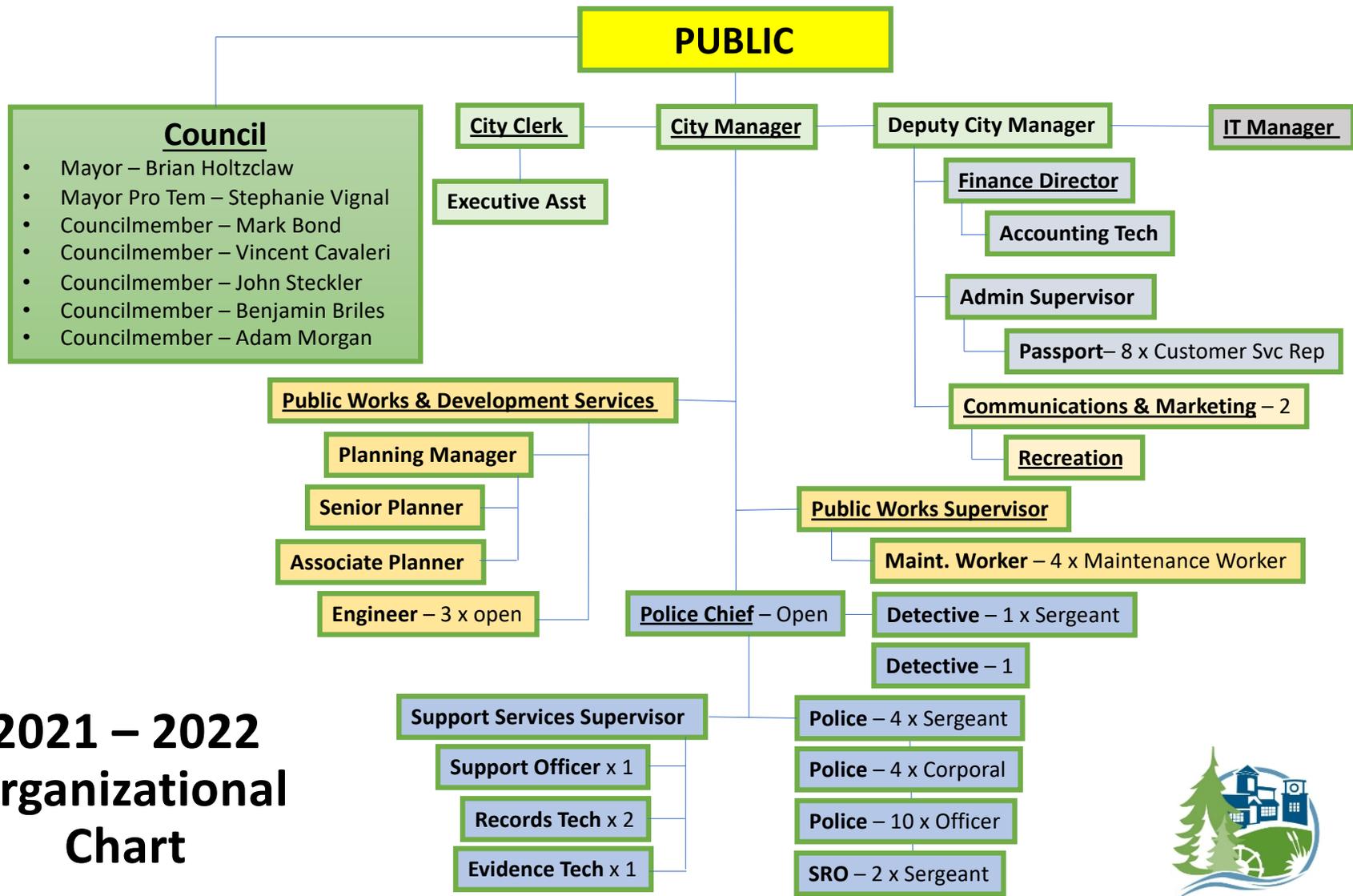


The 2021-2022 Budget includes funding for one position in Communications and Marketing and a position in Recreation that is in Budget but unfunded until the City feels confident that the economy is in full recovery and after the mitigation of the COVID-19 pandemic. The City continues to reorganize and 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.

City of Mill Creek Financial Condition (cont.)



2021-2022 Budget

- 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.

City of Mill Creek Financial Condition (cont.)



2021-2022 Budget

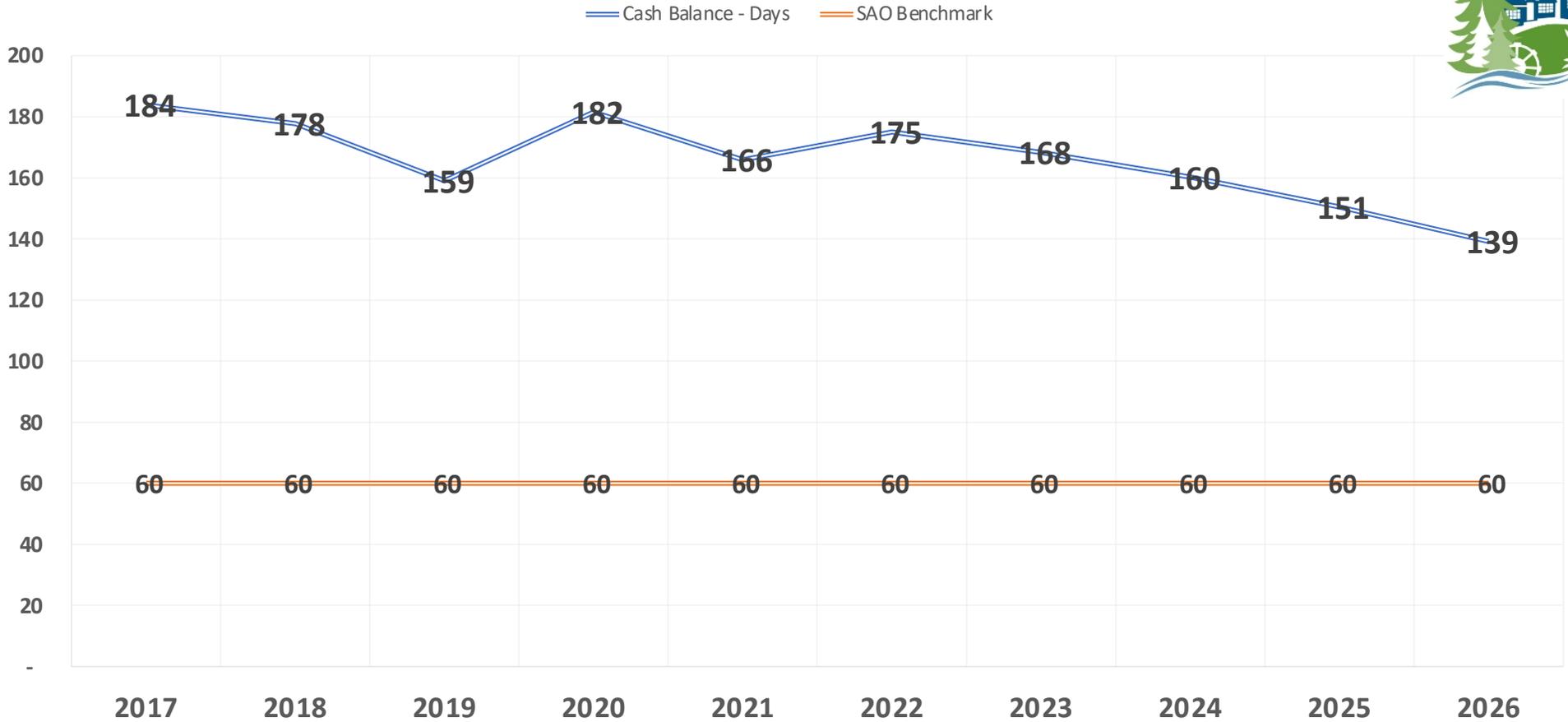
- The City is looking to expand revenues outside of raising taxes to mitigate the forecasted decrease in our fund balances. We are looking to rebrand and offer new services for our youth, build upon our very successful passport services, and develop other governmental services.
- The City will also collaborate 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.



City of Mill Creek

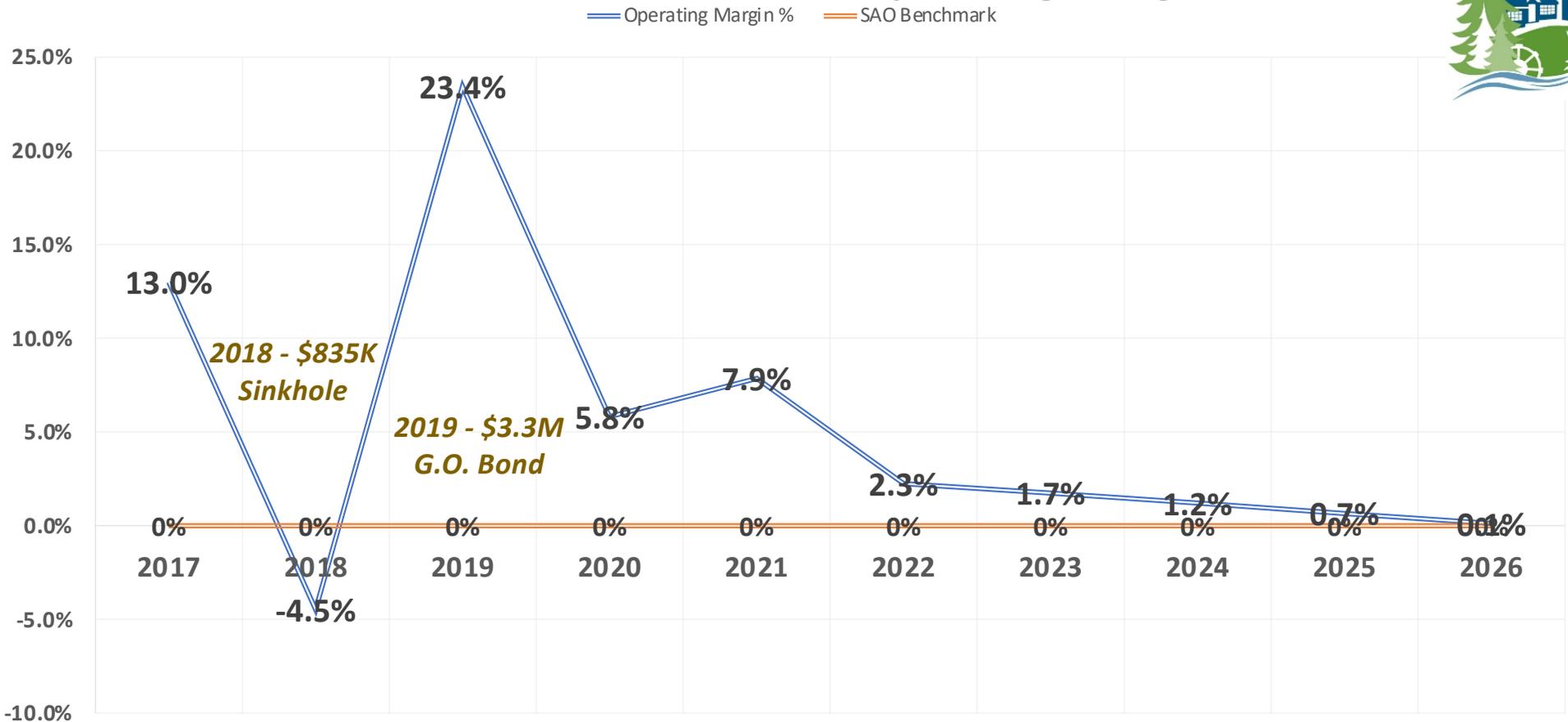
2021-2022 Budget – Financial Benchmarks

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.

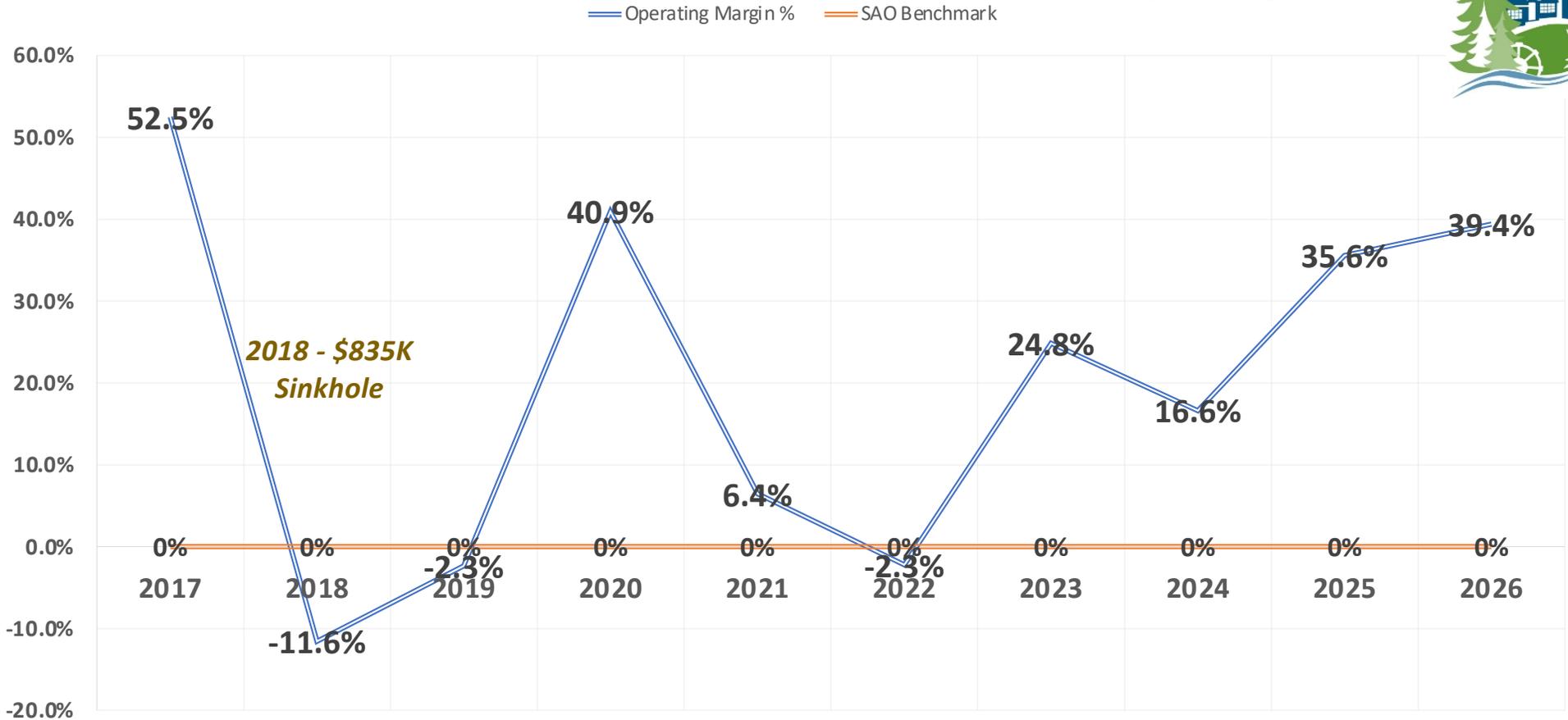
Governmental Funds Operating Margin



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

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

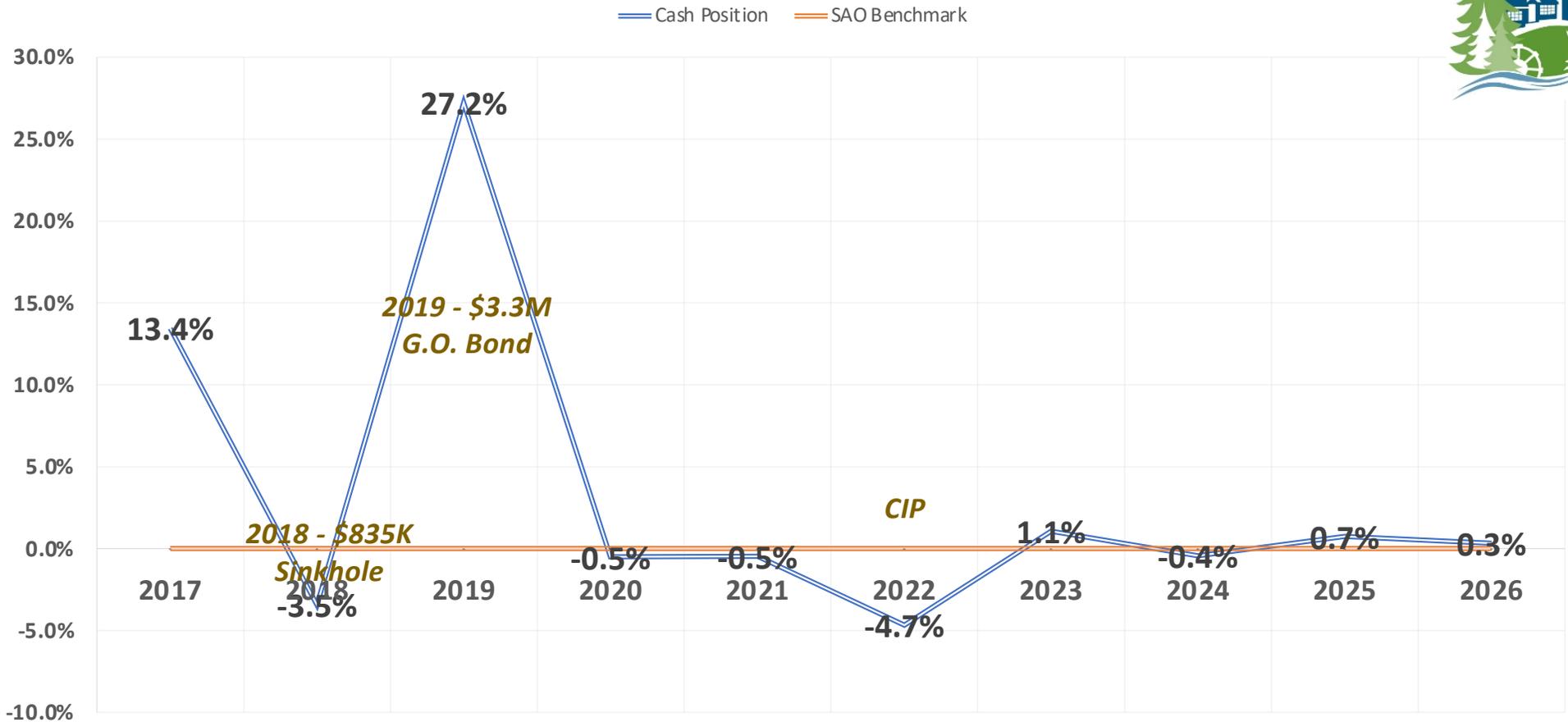
Surface Water Operational Fund Operating Margin



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

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

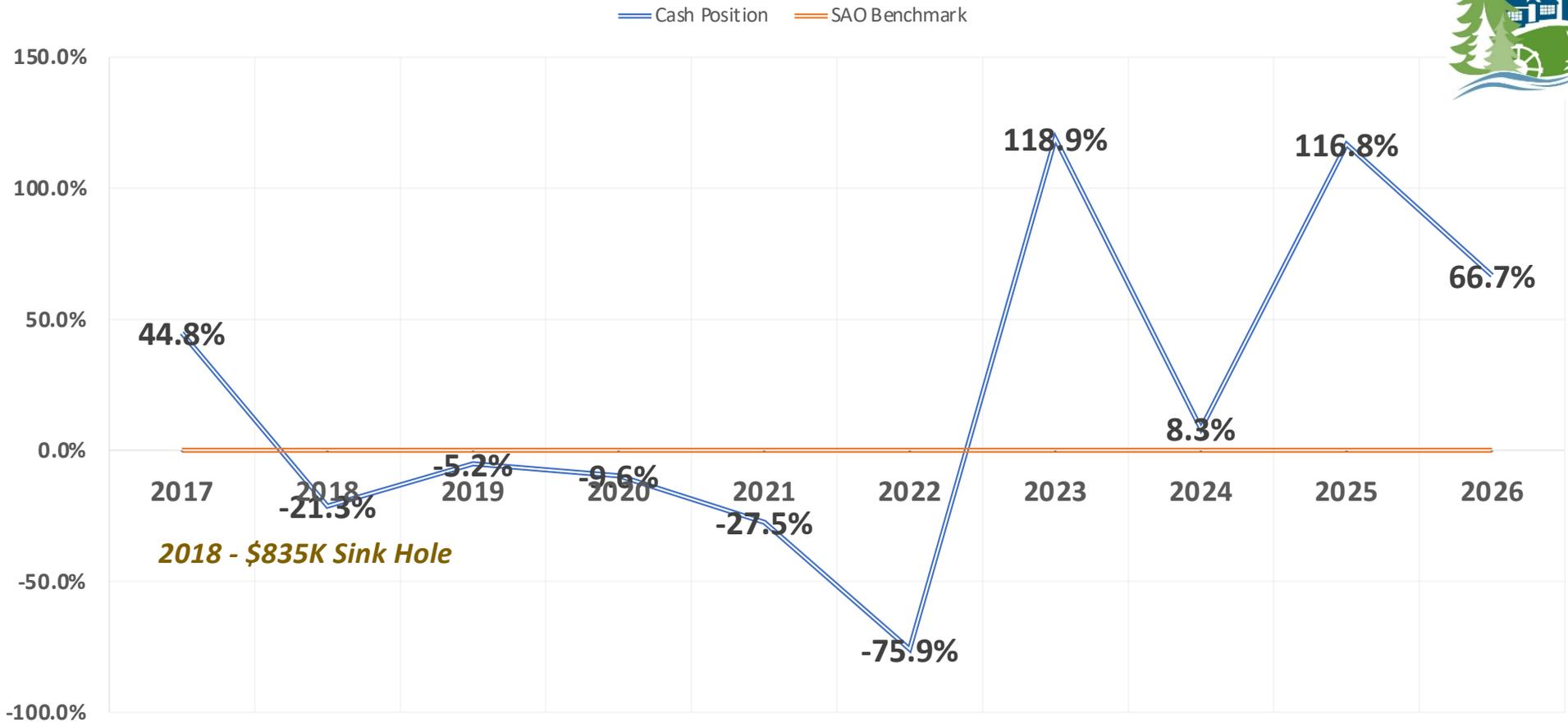
Change in Governmental Funds Cash Position



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

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

Change in Surface Water Fund Cash Position



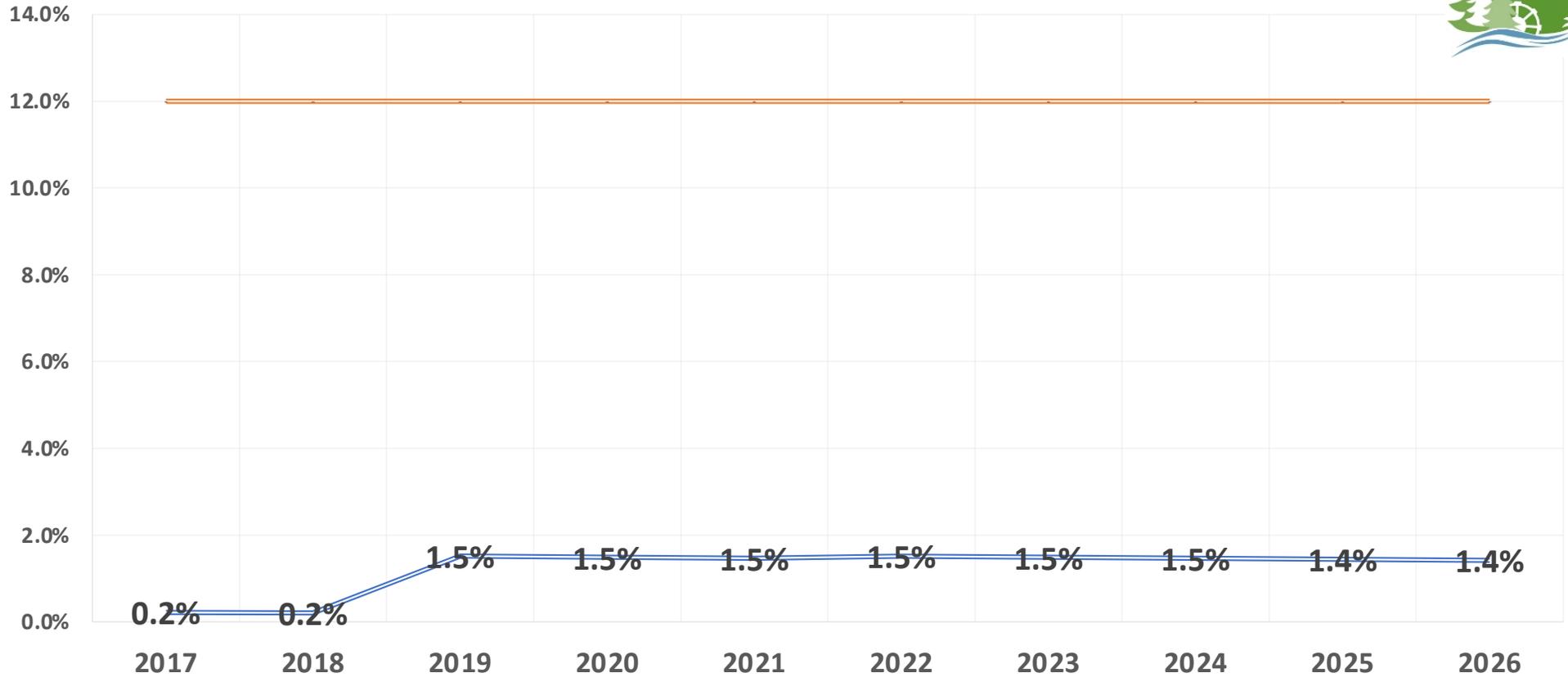
This ratio shows the percent change in ending cash and investments compared to earlier years for all governmental funds combined.

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

Debt Load



Cash Position SAO Benchmark



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.



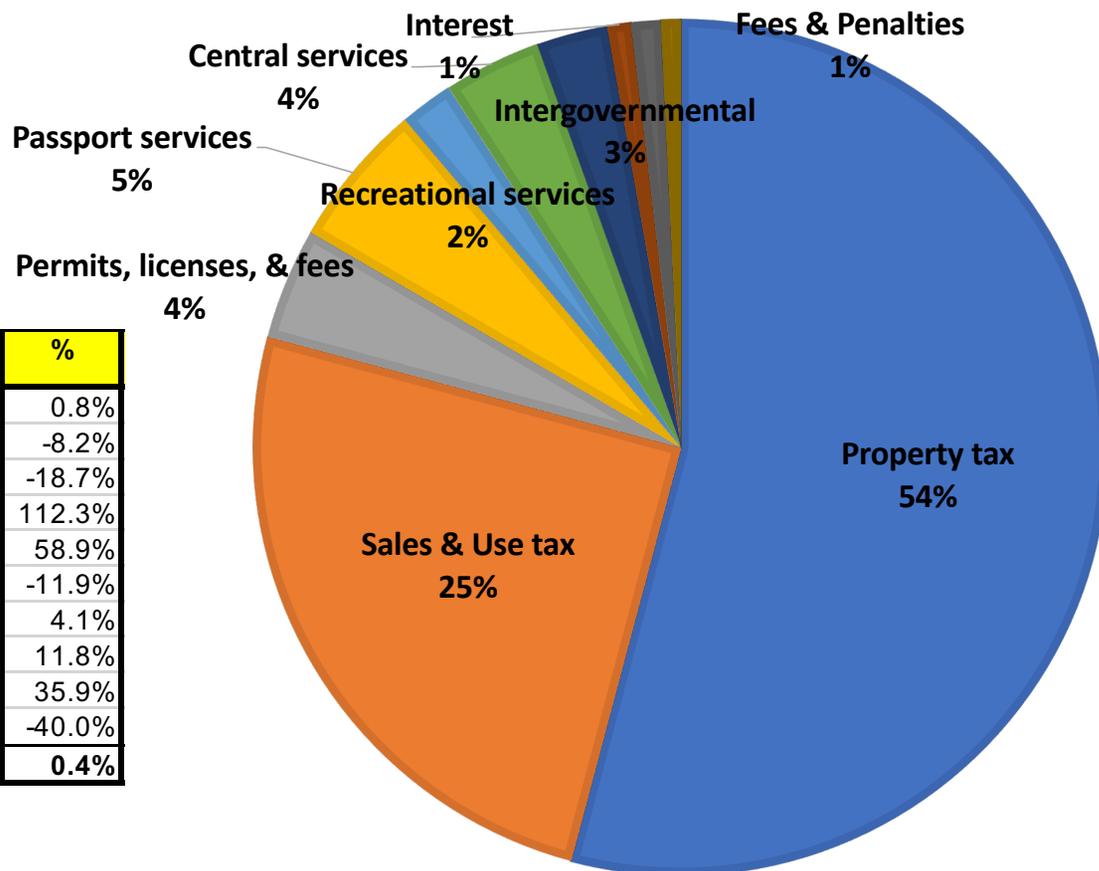
City of Mill Creek

2021-2022 Budget – Proposed



2021-2022 Proposed General Fund Revenues

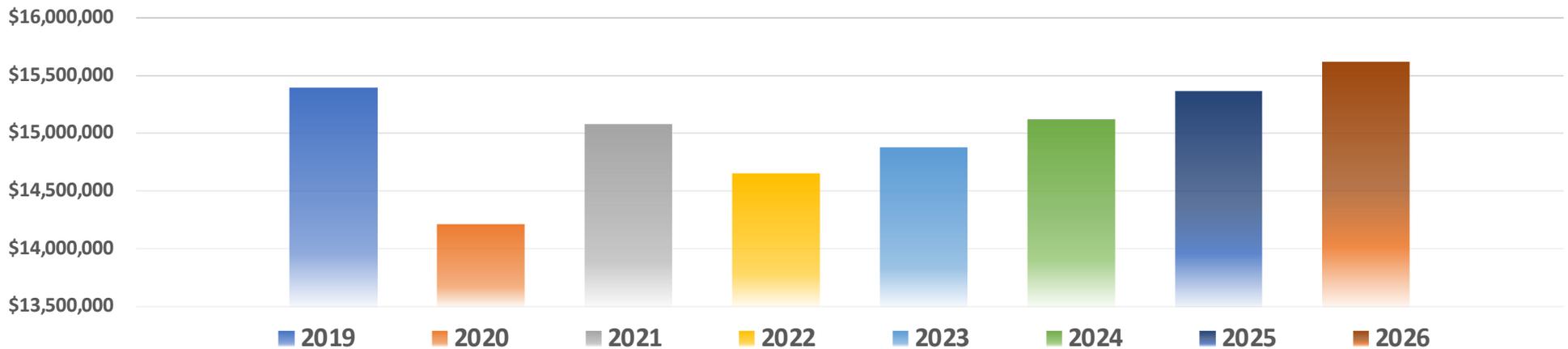
Mill Creek
2021-2022
Budget –
Proposed



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



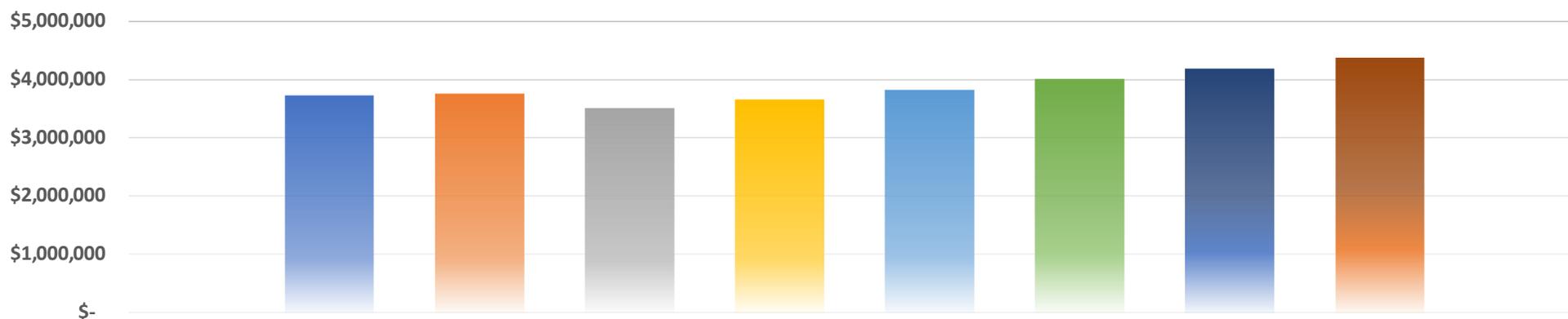
Description	2019	2020	2021	2022	2023	2024	2025	2026
Property tax	\$ 7,941,444	\$ 8,020,858	\$ 8,033,079	\$ 8,059,630	\$ 8,086,380	\$ 8,113,333	\$ 8,140,490	\$ 8,167,852
Sales & Use tax	\$ 3,814,594	\$ 4,284,013	\$ 3,782,770	\$ 3,655,709	\$ 3,822,972	\$ 3,998,443	\$ 4,182,530	\$ 4,375,664
Permits, licenses, & fees	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ 15,390,982	\$ 14,208,988	\$ 15,076,980	\$ 14,647,342	\$ 14,877,031	\$ 15,115,261	\$ 15,362,542	\$ 15,619,212



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”



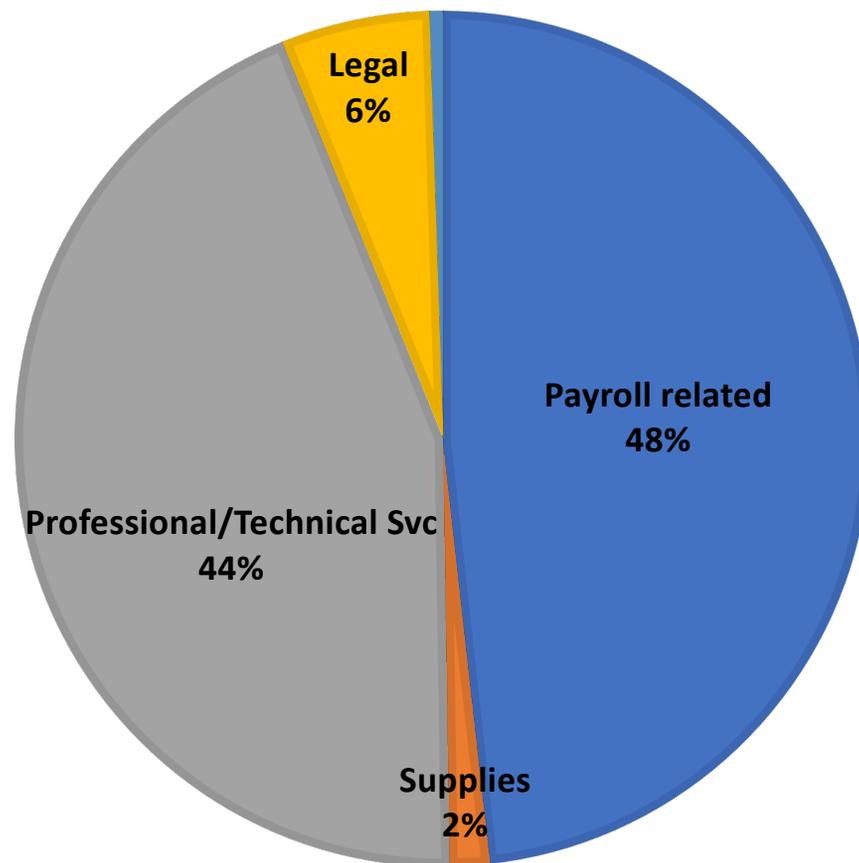
	2019	2020	2021	2022	2023	2024	2025	2026
Sales & Use Tax (less Farm)	\$ 3,726,594	\$ 3,756,013	\$ 3,498,770	\$ 3,655,709	\$ 3,822,972	\$ 3,998,443	\$ 4,182,530	\$ 4,375,664
Annual Change %		0.8%	-6.8%	4.5%	4.6%	4.6%	4.6%	4.6%



2021-2022 Proposed General Fund Expenses - Category

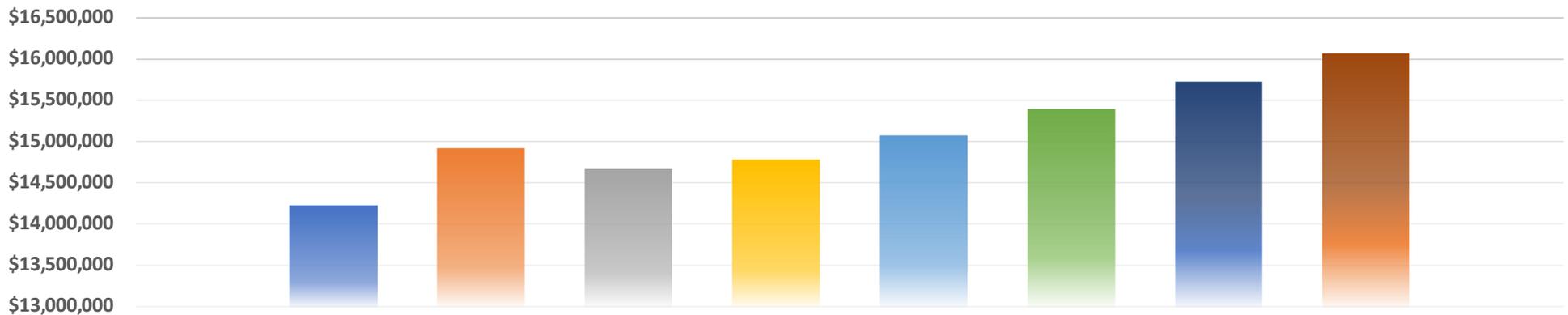
Mill Creek
2021-2022
Budget –
Proposed

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





2021 – 2022 Proposed General Fund Expenses



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

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
Total Department:		\$158,231.00

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
Total Department:		\$2,267,789.00

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
Total Department:		\$1,395,822.00

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
Total Department:		\$628,656.00

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
Total Department:		\$805,315.00

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
Total Department:		\$285,707.00

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
Total Department:		\$272,021.00

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
Total Department:		\$11,066,440.00

Fire Services

2021-2022 Budget



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

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
Total Department:		\$656,146.00

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
Total Department:		\$1,226,615.00

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
Total Department:		\$1,781,551.00

Recreation Department

2021-2022 Budget

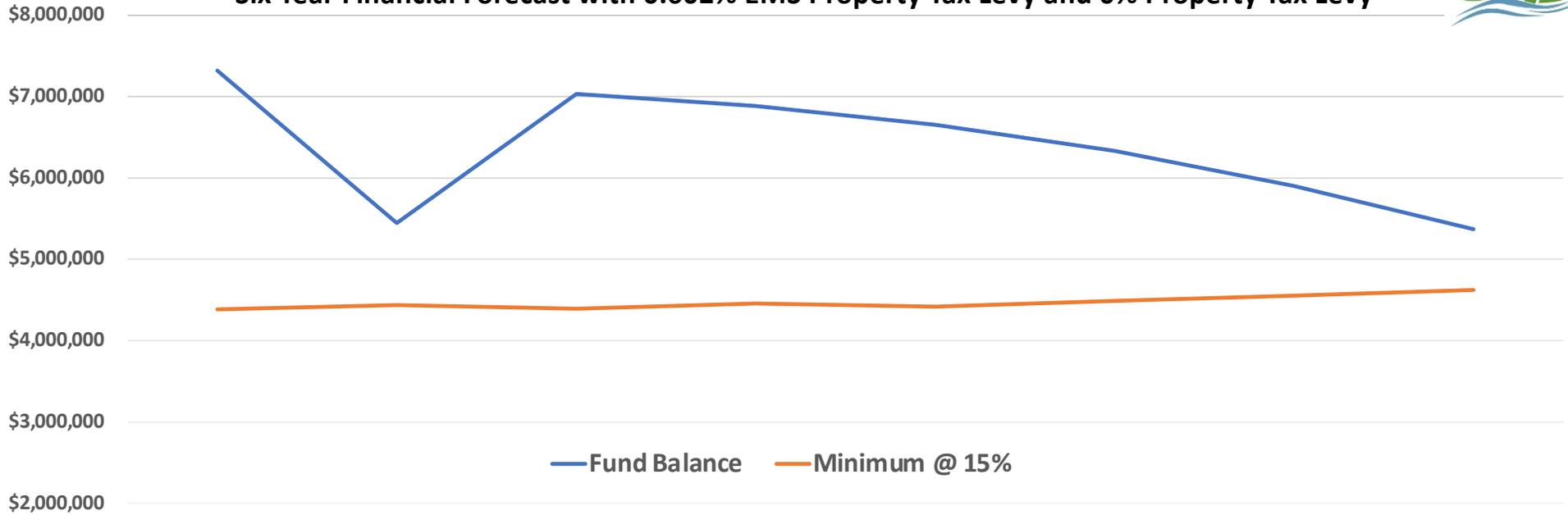


<u>Account</u>	<u>Description</u>	<u>Budget</u>
571 11 11 1000	Salaries - Indirect Cost Alloc	\$269,042.00
571 11 12 0000	Overtime	\$14,143.00
571 11 20 0000	MEBT/Medicare	\$17,626.00
571 11 21 0000	Retirement	\$28,022.00
571 11 21 1000	Benefits - Indirect Cost	\$44,851.00
571 11 23 0000	Worker's Compensation	\$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
Total Department:		\$427,542.00



General Fund Reserves – Property Tax

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



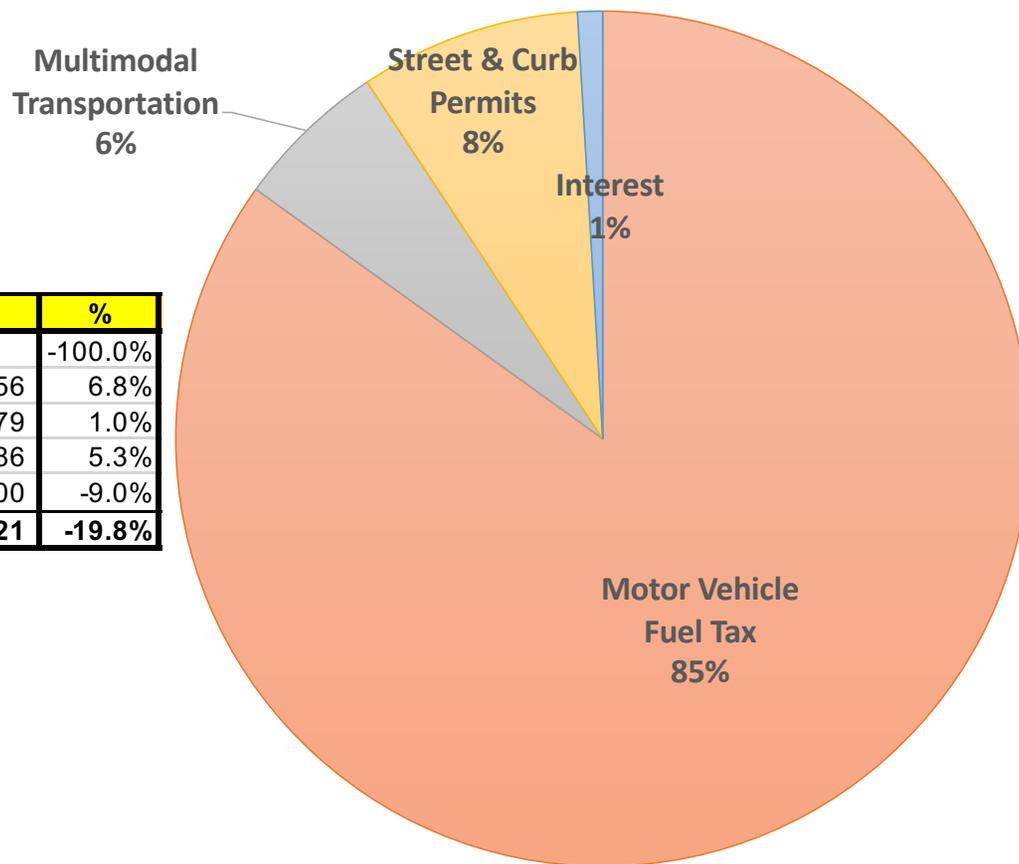
Description	2019	2020	2021	2022	2023	2024	2025	2026
Minimum @ 15%	\$ 4,384,635	\$ 4,439,995	\$ 4,392,895	\$ 4,456,092	\$ 4,420,898	\$ 4,485,707	\$ 4,552,972	\$ 4,622,814
Fund Balance	\$ 7,320,570	\$ 5,443,898	\$ 7,030,332	\$ 6,883,710	\$ 6,655,953	\$ 6,331,072	\$ 5,904,024	\$ 5,370,270



Mill Creek
2021-2022
Budget –
Proposed

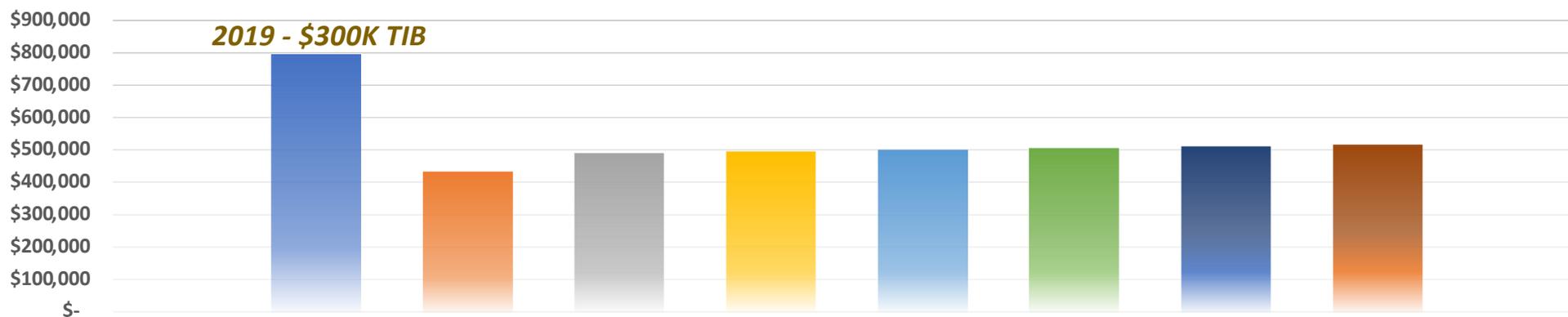
2021-2022 Proposed Street Fund Revenues

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





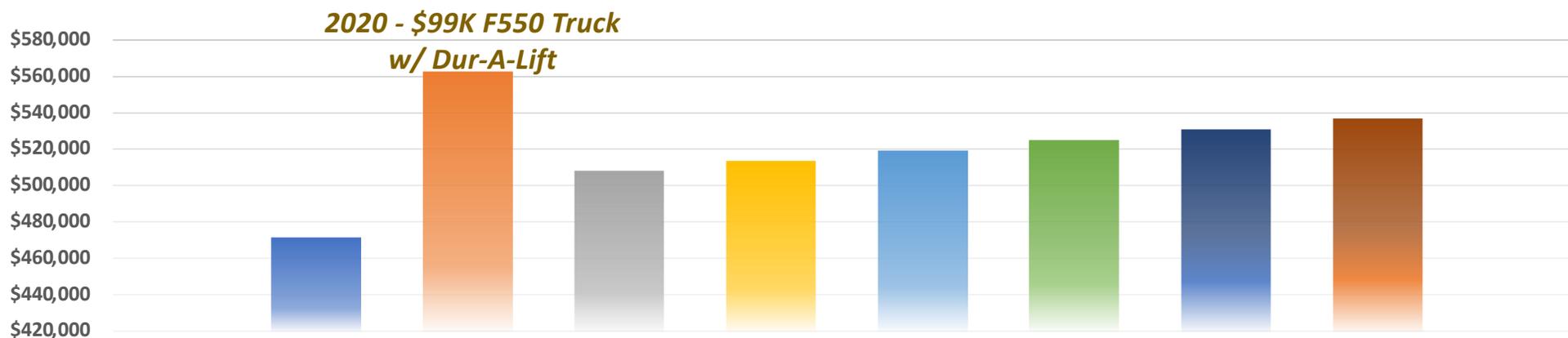
2021 – 2022 Proposed Street Fund Revenues



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
Revenue	\$ 795,275	\$ 432,538	\$ 489,911	\$ 494,810	\$ 499,758	\$ 504,756	\$ 509,803	\$ 514,901



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
Expense	\$ 471,426	\$ 562,395	\$ 508,045	\$ 513,546	\$ 519,136	\$ 524,820	\$ 530,597	\$ 536,470

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.)

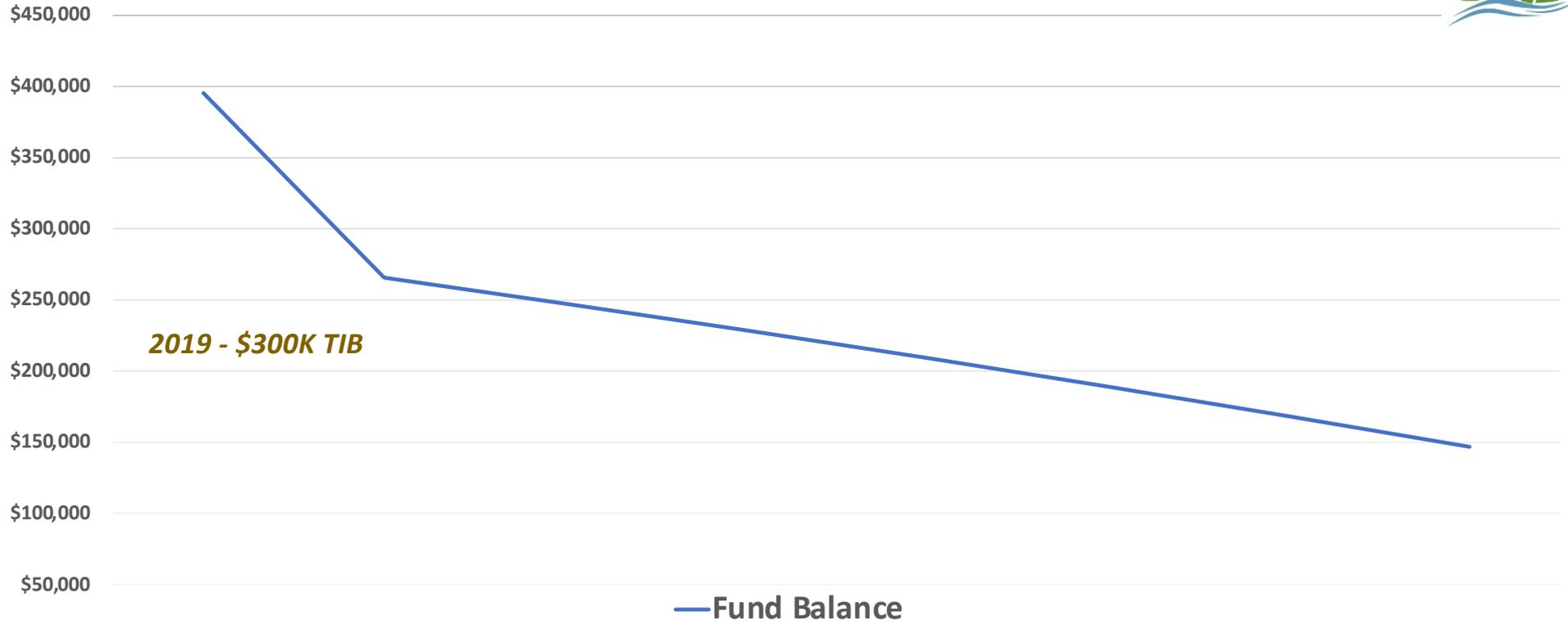
2021-2022 Budget



<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
Total Department:		\$1,021,590.00



Street Fund Reserves



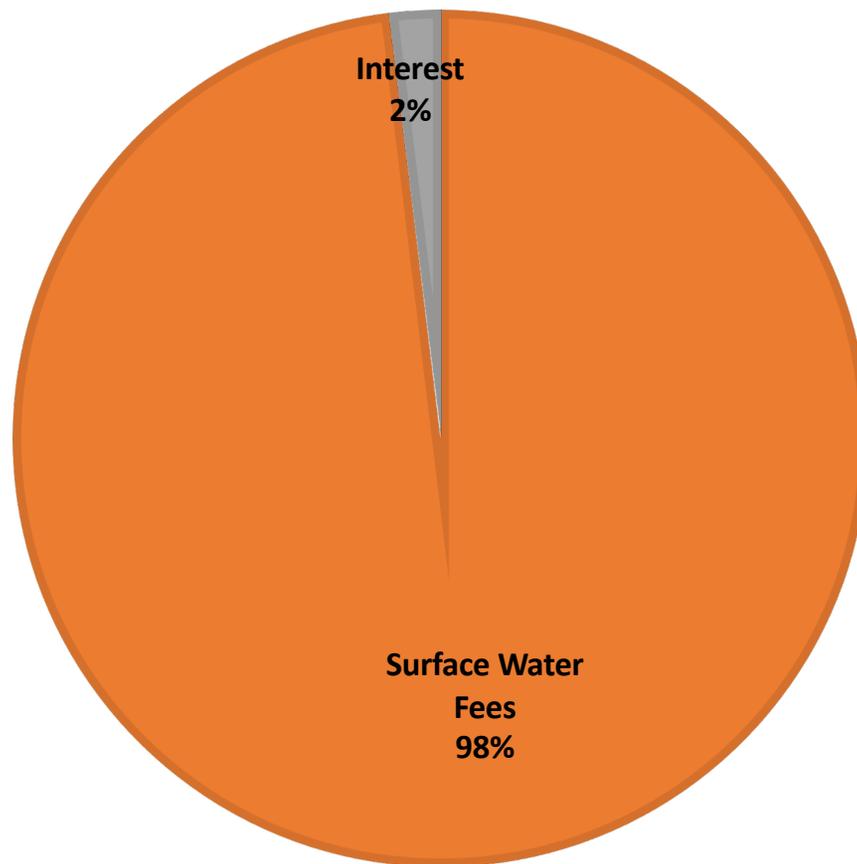
	2019	2020	2021	2022	2023	2024	2025	2026
Fund Balance	\$ 395,344	\$ 265,488	\$ 247,353	\$ 228,617	\$ 209,239	\$ 189,175	\$ 168,382	\$ 146,813



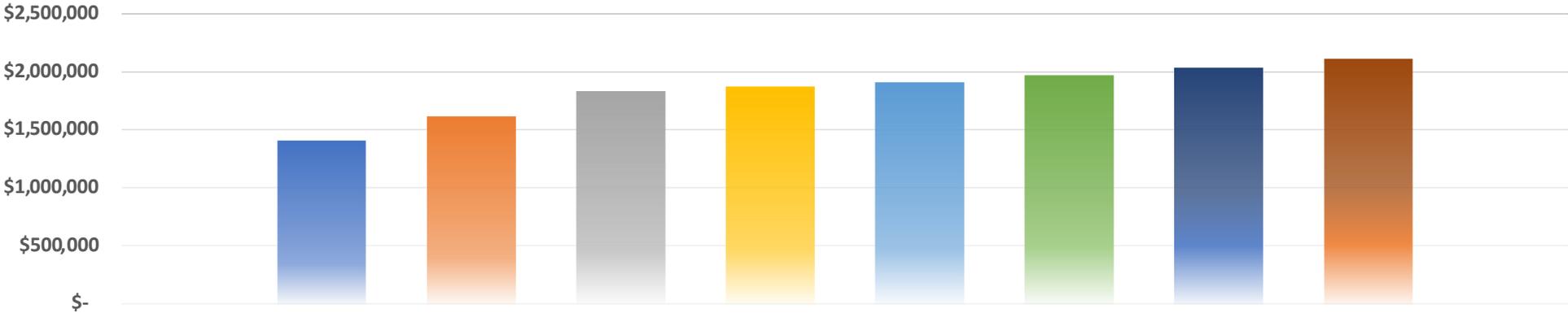
Mill Creek
2021-2022
Budget –
Proposed

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%
Revenue	\$ 3,018,098	\$ 3,701,068	22.6%

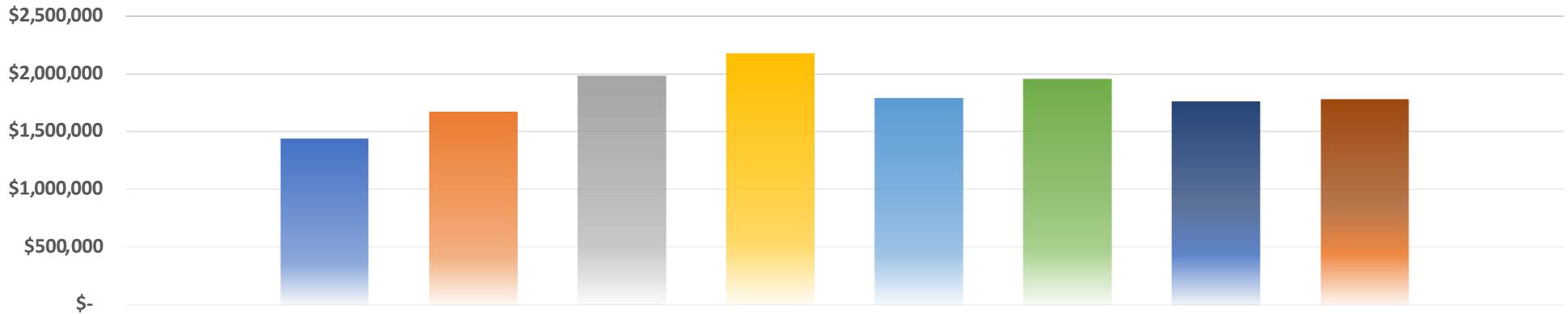


2021 – 2022 Proposed Surface Water Fund Revenues



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

2021 – 2022 Proposed Surface Water Fund Expenses



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

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

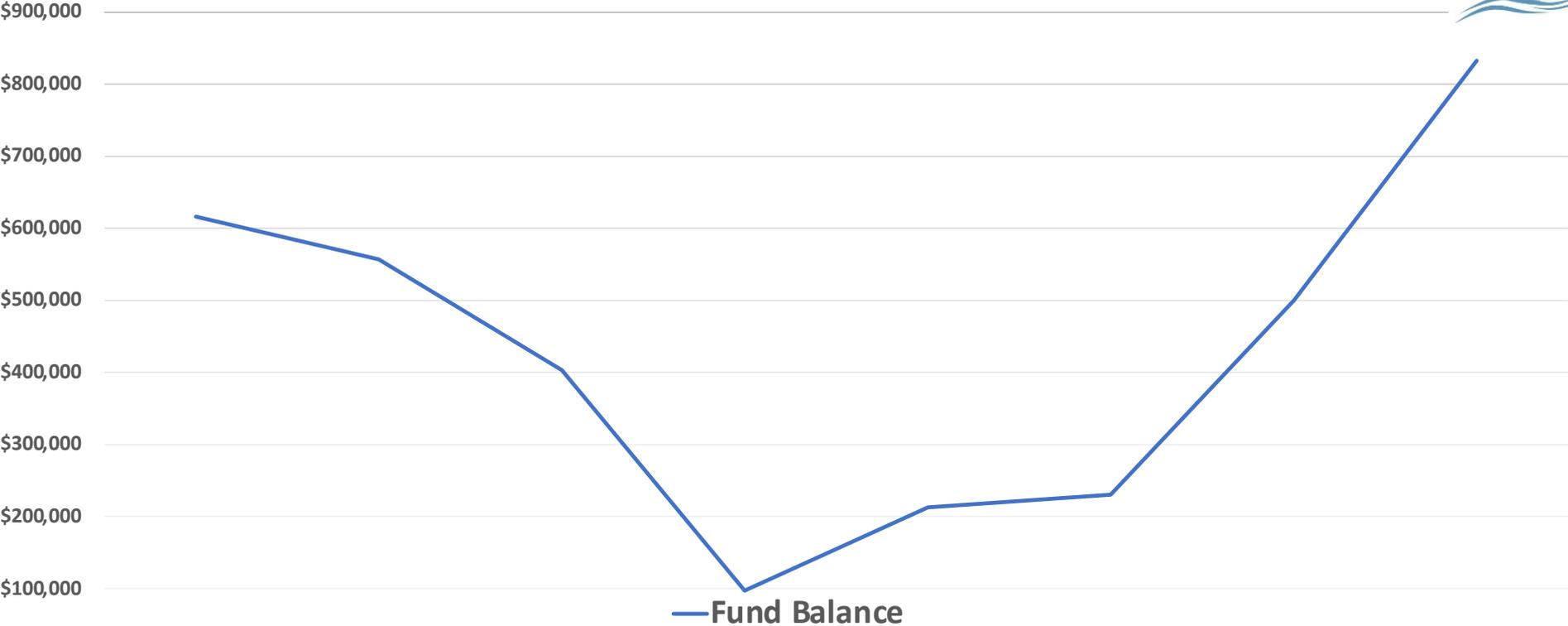
Surface Water Fund (Cont.)



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
Total Department:		\$4,160,506

Surface Water Fund Reserves



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

Mill Creek 2021-2022 Budget – Proposed Council Contingency Fund

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

Mill Creek 2021-2022 Budget – Proposed Municipal Arts Fund

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

- 2020 Expense includes \$25,000 Hist Preservation

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

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

- 2020 Expense includes Trail Preservation

Mill Creek 2021-2022 Budget – Proposed Drug Buy Fund

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

- Expenses for investigation supplies and costs

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

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

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

Mill Creek 2021-2022 Budget – Proposed Debt Service Fund

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

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

Mill Creek 2021-2022 Budget – Proposed Local Revitalization Fund

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

○ Revenue from Property Tax

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

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

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

Mill Creek 2021-2022 Budget – Proposed Capital Improvement Fund

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

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

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

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

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

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

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

<p>Projects: Silver Crest Upgrade 19-Park-02 Trail Preservation Program 19-Park-04 Park Property Conceptualization (Dobson/Remillard/Church/Cook)</p>	<p>Parks - Roof Replacement 19-Park-03 North Creek Trail Study 19-Park-05</p>
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Mill Creek 2021-2022 Budget – Proposed Road Improvement Fund

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

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

Projects:

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

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

Mill Creek 2021-2022 Budget – Proposed Equipment Replacement Fund

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

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

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

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



2021-2026 Capital Improvement Plan

2021-2026 Capital Improvement Plan



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

Capital Improvement Plan Project Approval Process



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

Capital Improvement Plan 2021-2022 Outlook



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



2021-2026 Capital Improvement Plan

Transportation Capital Improvement Projects

Transportation Capital Improvement Projects Summary



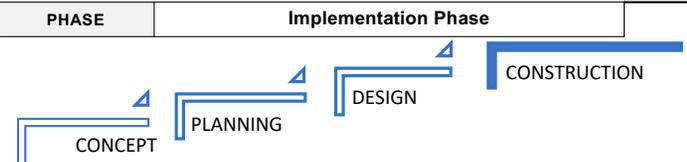
- Mill Creek Boulevard Corridor Improvements Study
- Citywide Traffic Signal Upgrades
- East Gateway Urban Village "Spine Road" West Connection (Phase 1) – ROW only
- Added based on discussion November 10:
 - Crosswalk Upgrades (JHS, MCE, HW)
 - Complete Streets Pedestrian Improvements
- New:
 - 35th Avenue Mid-block crossing – future planning
 - Street Tree root conflict – assessment and scoping

Transportation Capital Improvement Projects



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

TRANSPORTATION



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

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

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

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

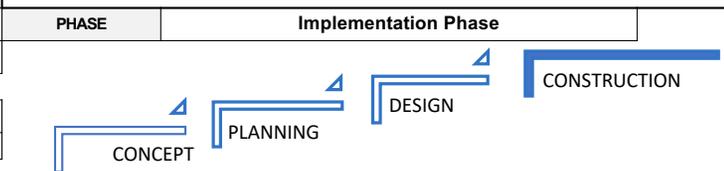
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
DOC grant	318-000-334-90-31-80	#N/A	\$ 300,000						\$ 300,000
									\$ -
									\$ -
Total Project Revenues		#N/A	\$ 300,000	\$ -	\$ -	\$ -			\$ 300,000

Transportation Capital Improvement Projects



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

TRANSPORTATION



STRATEGIC PRIORITY
Community Preservation, Public Safety

DESCRIPTION / JUSTIFICATION

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

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

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

Transportation Capital Improvement Projects



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

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



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

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

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

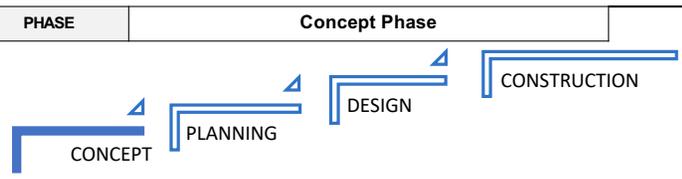
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Road Mitigation Funds		\$ 25,007	\$ 574,993						\$ 600,000
									\$ -
									\$ -
Total Project Revenues \$	-	\$ 25,007	\$ 574,993	\$ -	\$ -	\$ -			\$ 600,000

Transportation Capital Improvement Projects



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

TRANSPORTATION



DESCRIPTION / JUSTIFICATION

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

The crosswalks at Mill Creek Elementary (MCE) and Heatherwood Middle School (HW) employ solar powered, user operated Rectangular Rapidly Flashing Beacons (RRFB). Over time and as tree cover has grown, these have become less reliable. A replacement project to employ new line powered RRFBs at MCE and HW was explored, but due to the high cost of the extensive pavement work required, the project was suspended in 2020. More cost effective approaches with upgraded battery/solar units will be explored as an alternative for possible replacement in 2021.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

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

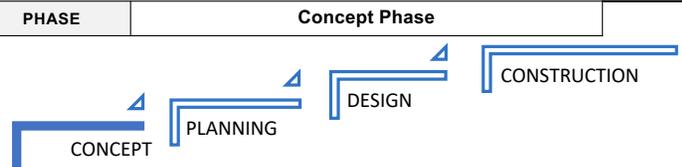
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Complete Streets Grant									\$ -
Snohomish County Grant									\$ -
City Streets									\$ -
Total Project Revenues		\$ 65,000	\$ 140,000	\$ -	\$ -	\$ -			\$ 205,000

Transportation Capital Improvement Projects



PROJECT NAME:	Complete Streets Pedestrian Improvements
PROJECT #:	21-PW-xx
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction
STRATEGIC PRIORITY	

TRANSPORTATION



DESCRIPTION / JUSTIFICATION

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Design and Construction		\$ -	\$ 95,000						\$ 95,000
									\$ -
									\$ -
Total Project Expenditures		\$ -	\$ 95,000	\$ -	\$ -	\$ -			\$ 95,000

Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Complete Streets Grant			\$ 95,000						\$ 95,000
									\$ -
									\$ -
									\$ -
Total Project Revenues		\$ -	\$ 95,000	\$ -	\$ -	\$ -			\$ 95,000



35th Ave Mid-Block Crosswalk

- As housing and potential park property on the East side of 35th Avenue comes on line, there is a need for one or more legal, marked pedestrian crossing location on 35th Avenue
- Closest present crosswalks are at 132nd and 148th
- This is a straight, level road with 35 mph speed limit
- Pedestrian oriented signalization is desired for safety
- Cross walk(s) will include thermoplastic lines, ADA ramps, and signalization (RRFB or better)
- No funding in 2021/2022 budget - initial concept exploration only pending a future CIP/budget amendment



2021-2026 Capital Improvement Plan

Transportation Capital Improvement Programs

Transportation Capital Improvement Programs Summary



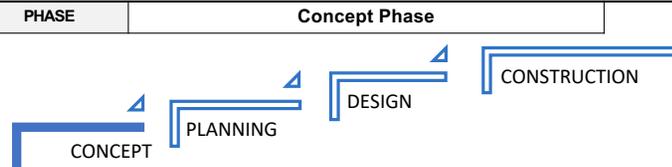
- Pavement Preservation and Rehabilitation Program
- Street Pavement Marking Program
- Concrete Sidewalk Replacement Program
- Traffic Safety and Calming Program
- Bridge Monitoring & Improvement Program
- Street Tree Root Conflicts – Assessment and scoping

Transportation Capital Improvement Programs



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

TRANSPORTATION



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

DESCRIPTION / JUSTIFICATION

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

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

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



Street Tree Root Conflict Assessment and Scoping

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



2021-2026 Capital Improvement Plan

Parks and Trails Capital Improvements

Parks and Trails Capital Improvements Summary



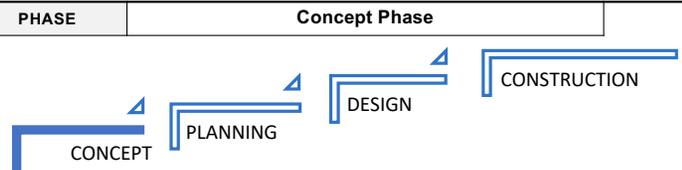
- Silver Crest Park Upgrade
- Parks Restroom/Picnic Shelter Roof Replacement
- Trail Preservation Program
- North Creek Trail Study
- Park Property Conceptualization (Dobson/Remillard/Cook/Church)

Parks and Trails Capital Improvement Programs



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

PARKS AND TRAILS



STRATEGIC PRIORITY
Community Preservation, Recreational Opportunities, Long-Term Planning

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

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

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

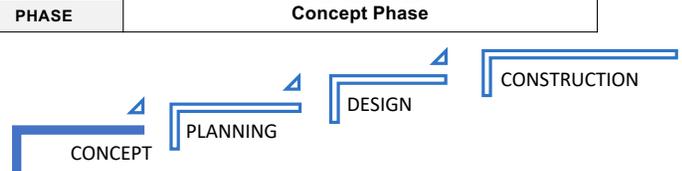
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 30,000	\$ 320,000					\$ 350,000
									\$ -
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 30,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000

Parks and Trails Capital Improvement Programs



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

PARKS AND TRAILS



STRATEGIC PRIORITY
Community Preservation, Recreational Opportunities, Long-Term Planning

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
 This project is anticipated to reduce current maintenance costs.

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

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



Parks and Trails Capital Improvement Programs

4

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

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



DESCRIPTION / JUSTIFICATION
 As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and 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	\$ -	40,000	\$ 25,000		\$ 25,000		\$ 25,000	\$ 75,000
									\$ -
									\$ -
Total Project Expenditures \$	-	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000

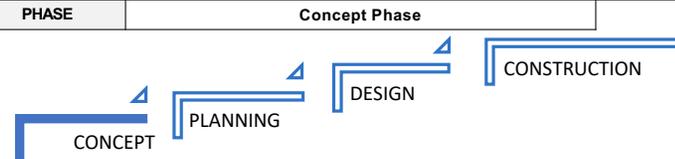
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation		\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000

Parks and Trails Capital Improvement Programs



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

PARKS AND TRAILS



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

DESCRIPTION / JUSTIFICATION

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

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

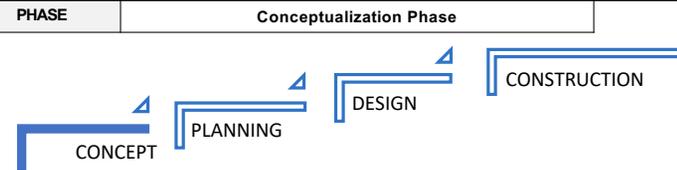
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
REET & Mitigation				\$ 75,000					\$ 75,000
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ -	\$ 75,000	\$ -	\$ -			\$ 75,000

Parks and Trails Capital Improvement Programs



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

PARKS AND TRAILS



STRATEGIC PRIORITY	
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DESCRIPTION / JUSTIFICATION

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

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

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



2021-2026 Capital Improvement Plan

Facilities Capital Improvements

Facilities Capital Improvements Summary



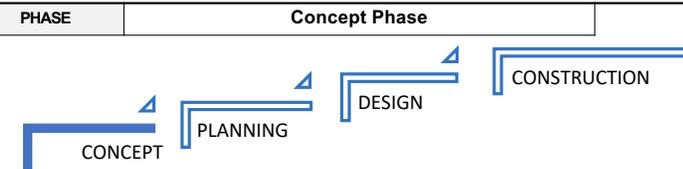
- Historical Preservation Project
- City Hall North HVAC
- City Hall North Roof and Seismic Retrofit
- Public Works Workshop Study; Execution?
- Entryway ADA Upgrades for City Hall and Library
- Emergency Operations Center
- Gateway and Presence Improvement

Facilities Capital Improvement Programs



PROJECT NAME:	City Hall North - Roof and Seismic Retrofit
PROJECT #:	17-BLDG-03
DEPARTMENT	Public Works and Development Services
CATEGORY	Facilities Project
TYPE	Replacement

FACILITIES



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

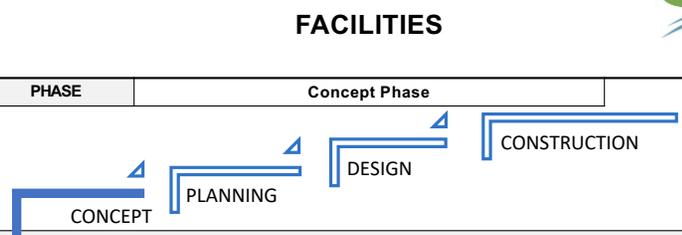
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
City Hall North Fund and CIF		\$0	\$50,000	\$625,000	\$0	\$0	\$0	\$0	\$0 \$ 675,000
									\$ -
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 50,000	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ 675,000

Facilities Capital Improvement Programs



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

STRATEGIC PRIORITY	Community Preservation, Civic Pride, Economic Prosperity, Long-Term Planning
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DESCRIPTION / JUSTIFICATION
 Although included in earlier CIPs, this capital project was not executed. It is a gateway and presence improvement project to help attract economic development opportunities and create an inviting aesthetic for tourism purposes. This provides an opportunity to update and unify the City's brand while providing vibrant, visually appealing gateway entry features for the City. It includes 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 replaced) is generally about 65% of the sign cost. Since we don't need the frames, but simply are requesting a reface of existing signs, the signage element could be completed and ensure funding for landscaping improvements. Once the project scope and construction costs are defined, a detailed proposal will be brought to the City Council for approval. **2021-26 update: no progress made; needs Council and staff discussion to define and prioritize. Prior funding assumptions rolled forward without any validation.**

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

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

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



2021-2026 Capital Improvement Plan

Surface Water Capital Improvements

Surface Water Capital Improvements Summary



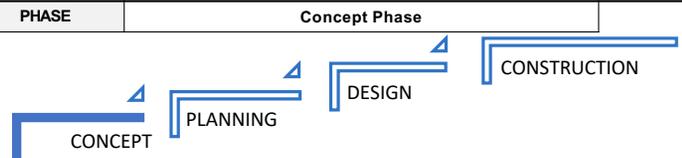
- Surface Water Aging Infrastructure Program –
Next batch of C failures
- Catch Basin and Pipe Cleaning Program
- SW25 Pond Repair (164th west of North Creek)
- SW26 Pond Repair (Mill Creek Rd east of SR527)

Surface Water Capital Improvement Programs



SURFACE WATER UTILITY

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



STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Public Safety

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

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

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

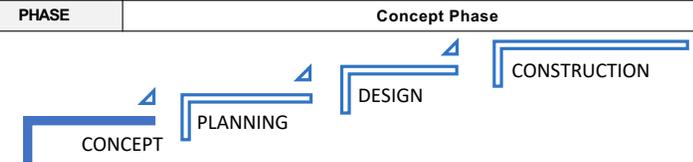
Funding Sources	BARS	Prior	2021	2022	2023	2024	2025	2026	Total
Surface Water Utility			\$ 50,000	\$ 450,000		\$ 2,500		\$ 2,500	\$ 502,500
									\$ -
									\$ -
									\$ -
Total Project Revenues \$	-	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 502,500

Surface Water Capital Improvement Programs



SURFACE WATER UTILITY

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



STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Public Safety

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

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

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

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



2021-2026 Capital Improvement Plan

Future Capital Improvements

Future Capital Improvements – no assigned schedule or funding

Summary



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

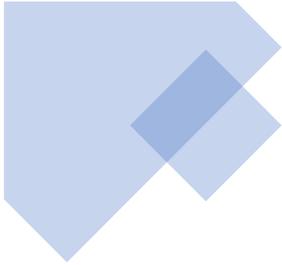


2020 Pay and Classification Plan

Salary Schedule

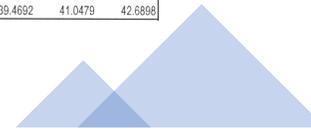
Notes:

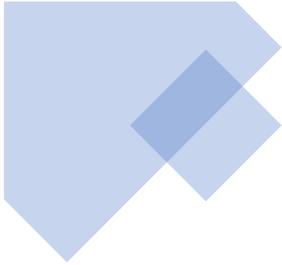
- The 2020 Pay and Classification Plan / Salary Schedule is the basis of the 2021-2022 Biennial Budget
- For planning purposes only, the Biennial Budget includes a 2.5% annual increase (this includes longevity and vacation/other accrual payouts)
- Staff will present to Council reorganization recommendations and potentially new labor classifications and pay scales after working with the Unions and staff that will not exceed the fund-level appropriations found in the 2021-2022 Biennial Budget



**City of Mill Creek
Pay & Classification Plan - 2020 8-Step Pay Plan**

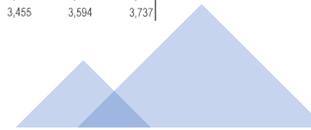
Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
30		Annual	127,239	135,305	137,621	143,126	148,851	154,805	160,997	167,437
		Monthly	10,603	11,275	11,468	11,927	12,404	12,900	13,416	13,953
		Hourly	61.1724	65.0507	66.1640	68.8106	71.5630	74.4255	77.4025	80.4986
29	Chief of Staff	Annual	121,180	128,862	131,068	136,310	141,763	147,433	153,331	159,464
		Monthly	10,098	10,739	10,922	11,359	11,814	12,286	12,778	13,289
		Hourly	58.2594	61.9530	63.0134	65.5339	68.1552	70.8815	73.7167	76.6654
28	Police Chief	Annual	115,409	122,726	124,826	129,820	135,012	140,413	146,029	151,870
		Monthly	9,617	10,227	10,402	10,818	11,251	11,701	12,169	12,656
		Hourly	55.4851	59.0029	60.0127	62.4132	64.9098	67.5061	70.2064	73.0146
27	Director of Public Works and Development Services, Director of Finance and Administration	Annual	109,913	116,882	118,882	123,638	128,583	133,726	139,076	144,639
		Monthly	9,159	9,740	9,907	10,303	10,715	11,144	11,590	12,053
		Hourly	52.8430	56.1932	57.1550	59.4412	61.8188	64.2916	66.8632	69.5378
26		Annual	104,679	108,867	113,221	117,750	122,460	127,359	132,453	137,751
		Monthly	8,723	9,072	9,435	9,813	10,205	10,613	11,038	11,479
		Hourly	50.3266	52.3397	54.4333	56.6106	58.8751	61.2301	63.6793	66.2264
25	Deputy Chief of Police	Annual	99,695	103,683	107,830	112,144	116,629	121,294	126,146	131,192
		Monthly	8,308	8,640	8,986	9,345	9,719	10,108	10,512	10,933
		Hourly	47.9304	49.8476	51.8415	53.9151	56.0718	58.3146	60.6472	63.0731
24		Annual	94,948	98,745	102,695	106,803	111,075	115,518	120,139	124,944
		Monthly	7,912	8,229	8,558	8,900	9,256	9,627	10,012	10,412
		Hourly	45.6478	47.4738	49.3727	51.3476	53.4015	55.5376	57.7591	60.0694
23	Human Resources Manager	Annual	90,426	94,043	97,804	101,716	105,785	110,017	114,417	118,994
		Monthly	7,535	7,837	8,150	8,478	8,815	9,168	9,535	9,916
		Hourly	43.4738	45.2128	47.0213	48.9022	50.8582	52.8926	55.0083	57.2086
22	Information Systems and Technology Manager, Planning Manager, Supervising Engineer	Annual	86,120	89,564	93,147	96,873	100,748	104,778	108,969	113,327
		Monthly	7,177	7,464	7,762	8,073	8,396	8,731	9,081	9,444
		Hourly	41.4036	43.0598	44.7822	46.5735	48.4364	50.3738	52.3888	54.4844
21		Annual	82,020	85,300	88,712	92,261	95,951	99,789	103,781	107,932
		Monthly	6,835	7,108	7,393	7,688	7,996	8,316	8,648	8,994
		Hourly	39.4325	41.0098	42.6502	44.3562	46.1305	47.9757	49.8947	51.8905
20	Building Official	Annual	78,114	81,238	84,488	87,867	91,382	95,037	98,839	102,792
		Monthly	6,509	6,770	7,041	7,322	7,615	7,920	8,237	8,566
		Hourly	37.5547	39.0569	40.6192	42.2439	43.9337	45.6910	47.5187	49.4194
19		Annual	74,393	77,369	80,464	83,682	87,030	90,511	94,131	97,896
		Monthly	6,199	6,447	6,705	6,974	7,252	7,543	7,844	8,158
		Hourly	35.7660	37.1966	38.6845	40.2319	41.8412	43.5148	45.2554	47.0656
18	Senior Accountant, Senior Planner, Project Engineer, Surface Water Engineer, City Clerk	Annual	70,852	73,686	76,533	79,698	82,886	86,202	89,650	93,236
		Monthly	5,904	6,140	6,386	6,642	6,907	7,183	7,471	7,770
		Hourly	34.0633	35.4258	36.8428	38.3166	39.8492	41.4432	43.1009	44.8250
17	Public Works Supervisor	Annual	67,477	70,176	72,983	75,902	78,938	82,096	85,380	88,795
		Monthly	5,623	5,848	6,082	6,325	6,578	6,841	7,115	7,400
		Hourly	32.4408	33.7384	35.0879	36.4915	37.9511	39.4692	41.0479	42.6898





**City of Mill Creek
Pay & Classification Plan - 2020 8-Step Pay Plan**

Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
16	Executive Assistant	Annual	64,284	68,835	69,508	72,289	75,180	78,188	81,315	84,568
		Monthly	5,355	5,736	5,792	6,024	6,265	6,516	6,776	7,047
		Hourly	30.8964	32.1322	33.4175	34.7542	36.1444	37.5902	39.0938	40.6575
15	Administrative Supervisor - Finance and Administration, Support Services Supervisor	Annual	61,204	63,652	66,198	68,846	71,600	74,464	77,442	80,540
		Monthly	5,100	5,304	5,516	5,737	5,967	6,205	6,454	6,712
		Hourly	29.4248	30.6018	31.8259	33.0989	34.4229	35.7998	37.2318	38.7211
14	Associate Planner, Engineering Technician	Annual	58,289	60,621	63,045	65,567	68,190	70,917	73,754	76,704
		Monthly	4,857	5,052	5,254	5,464	5,682	5,910	6,146	6,392
		Hourly	28.0236	29.1445	30.3103	31.5227	32.7836	34.0949	35.4587	36.8771
13	Comm & Mktg Coord, Recreation Coord, Comm Engagement Coord, Police Support Officer	Annual	55,514	57,734	60,044	62,446	64,943	67,541	70,243	73,053
		Monthly	4,626	4,811	5,004	5,204	5,412	5,628	5,854	6,088
		Hourly	26.6894	27.7570	28.8672	30.0219	31.2228	32.4717	33.7706	35.1214
12	Maintenance Worker, Administrative Assistant - PWDS, Accounting Technician	Annual	52,871	54,986	57,185	59,472	61,851	64,325	66,898	69,574
		Monthly	4,406	4,582	4,765	4,956	5,154	5,360	5,575	5,798
		Hourly	25.4186	26.4354	27.4928	28.5925	29.7362	30.9256	32.1627	33.4492
11	Police Evidence Technician	Annual	50,353	52,367	54,462	56,640	58,906	61,262	63,713	66,261
		Monthly	4,196	4,364	4,538	4,720	4,909	5,105	5,309	5,522
		Hourly	24.2082	25.1765	26.1836	27.2309	28.3201	29.4529	30.6311	31.8563
10	Police Records Technician	Annual	47,955	49,873	51,868	53,943	56,101	58,345	60,679	63,106
		Monthly	3,996	4,156	4,322	4,495	4,675	4,862	5,057	5,259
		Hourly	23.0554	23.9776	24.9367	25.9342	26.9715	28.0504	29.1724	30.3393
9		Annual	45,671	47,498	49,397	51,373	53,428	55,565	57,788	60,100
		Monthly	3,806	3,958	4,116	4,281	4,452	4,630	4,816	5,008
		Hourly	21.9571	22.8354	23.7488	24.6987	25.6867	26.7142	27.7827	28.8940
8		Annual	43,496	45,236	47,046	48,928	50,885	52,920	55,037	57,238
		Monthly	3,625	3,770	3,920	4,077	4,240	4,410	4,586	4,770
		Hourly	20.9118	21.7482	22.6182	23.5229	24.4638	25.4424	26.4601	27.5185
7	Customer Service Representative	Annual	41,425	43,082	44,805	46,597	48,461	50,399	52,415	54,512
		Monthly	3,452	3,590	3,734	3,883	4,038	4,200	4,368	4,543
		Hourly	19.9157	20.7124	21.5408	22.4025	23.2986	24.2305	25.1997	26.2077
6		Annual	39,452	41,030	42,671	44,378	46,153	48,000	49,920	51,916
		Monthly	3,288	3,419	3,556	3,698	3,846	4,000	4,160	4,326
		Hourly	18.9674	19.7261	20.5151	21.3357	22.1892	23.0767	23.9998	24.9598
5		Annual	37,573	39,076	40,639	42,265	43,956	45,714	47,542	49,444
		Monthly	3,131	3,256	3,387	3,522	3,663	3,809	3,962	4,120
		Hourly	18.0641	18.7867	19.5382	20.3197	21.1325	21.9778	22.8569	23.7712
4	Preschool Lead Instructor	Annual	35,785	37,217	38,705	40,253	41,864	43,538	45,280	47,091
		Monthly	2,982	3,101	3,225	3,354	3,489	3,628	3,773	3,924
		Hourly	17.2044	17.8925	18.6083	19.3526	20.1267	20.9318	21.7690	22.6398
3		Annual	34,081	35,444	36,862	38,336	39,870	41,464	43,123	44,848
		Monthly	2,840	2,954	3,072	3,195	3,322	3,455	3,594	3,737

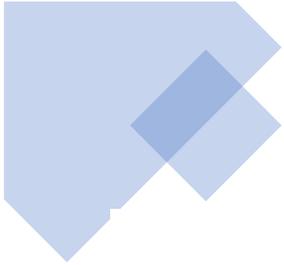


City of Mill Creek
Pay & Classification Plan - 2020 8-Step Pay Plan



Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
		Hourly	16.3850	17.0404	17.7220	18.4309	19.1681	19.9349	20.7322	21.5615
2		Annual	32,458	33,757	35,107	36,511	37,972	39,490	41,070	42,713
		Monthly	2,705	2,813	2,926	3,043	3,164	3,291	3,423	3,559
		Hourly	15.6049	16.2291	16.8783	17.5534	18.2556	18.9858	19.7452	20.5350
1	Maintenance Aide, Engineering Intern	Annual	30,912	32,149	33,434	34,772	36,163	37,609	39,114	40,678
		Monthly	2576.0045	2679.0447	2786.2065	2897.6547	3013.5609	3134.1034	3259.4675	3389.8462
		Hourly	14.8616	15.4560	16.0743	16.7172	17.3859	18.0814	18.8046	19.5568
A3		Annual	29,441	30,619	31,843	33,117	34,442	35,820	37,252	38,742
		Monthly	2,453	2,552	2,654	2,760	2,870	2,985	3,104	3,229
		Hourly	14.1544	14.7205	15.3094	15.9217	16.5586	17.2210	17.9098	18.6262
A2		Annual	28,041	29,163	30,329	31,542	32,804	34,116	35,481	36,900
		Monthly	2,337	2,430	2,527	2,629	2,734	2,843	2,957	3,075
		Hourly*	13.4813	14.0205	14.5813	15.1646	15.7712	16.4020	17.0581	17.7404
A1	Preschool Assistant	Annual	26,706	27,775	28,886	30,041	31,243	32,492	33,792	35,144
		Monthly	2,226	2,315	2,407	2,503	2,604	2,708	2,816	2,929
		Hourly*	12.8396	13.3532	13.8873	14.4428	15.0205	15.6213	16.2462	16.8960

* Washington State 2020 Minimum Wage \$13.50



City of Mill Creek - Police Guild Salary Schedule - 2020 6-Step Pay Plan

Salary Grade	Position Title	Pay Period	A	B	C	D	E	F
	Non-Sergeant	Annual	68,344	72,540	76,749	80,958	85,154	91,592
		Monthly	5,695	6,045	6,396	6,746	7,096	7,633
		Hourly	32.8575	34.8748	36.8984	38.9221	40.9394	44.0348
	Sergeant	Annual	96,195	101,007	106,056			
		Monthly	8,016	8,417	8,838			
		Hourly	46.2476	48.5612	50.9883			



Conclusion

2021-2022 Budget



- 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.