



# CITY COUNCIL AGENDA

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

Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Sean Kelly • Donna Michelson •  
Vince Cavaleri • Mike Todd • Mark Bond

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 three days prior to the meeting.

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

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

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

**Next Ordinance No.** 2016-808  
**Next Resolution No.** 2016-563

**November 22, 2016**  
**City Council Meeting**  
**6:00 PM**

**CALL TO ORDER:**

**FLAG SALUTE:**

**ROLL CALL:**

**AUDIENCE COMMUNICATION:**

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

**NEW BUSINESS:**

- B. Appointment to the Planning Commission  
(*City Council*)
- C. Proposed 2017-2018 Biennial Budget  
(*Rebecca C. Polizzotto, City Manager*)
  - Snohomish Health District - Contribution Summary

**PUBLIC HEARING:**

- D. Property & EMS Tax Levy Public Hearing

*(Rebecca C. Polizzotto, City Manager)*

**CONSENT AGENDA:**

- E. Approval of Checks #56177 through #56250 and ACH Wire Transfers in the Amount of \$1,168,732.65  
*(Audit Committee: Councilmember Bond and Councilmember Michelson)*
- F. Payroll and Benefit ACH Payments in the Amount of \$270,736.09  
*(Audit committee: Councilmember Bond and Councilmember Michelson)*
- G. City Council Meeting Minutes of November 1, 2016
- H. City Council Meeting Minutes of November 8, 2016

**REPORTS:**

- I. Mayor/Council
  - Mayor Pro Tem Holtzclaw
- J. City Manager
  - Council Planning Schedule

**AUDIENCE COMMUNICATION:**

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

**ADJOURNMENT**



Agenda Item # B  
Meeting Date: November 22, 2016

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM: APPOINTMENT TO THE PLANNING COMMISSION**

#### **ACTION REQUESTED:**

Make appointment to the Planning Commission.

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

There is currently one mid-term vacancy on the Planning Commission, created by the resignation of Commissioner Blair. Notices soliciting a new member were posted at City Hall, on the City's website and press releases were sent to the local newspapers.

Two individuals provided written responses to the notice for the vacant position on the Planning Commission. Interviews are scheduled with the Council Interview Committee at 5:25 p.m. on Tuesday before the Council meeting.

#### **CITY MANAGER RECOMMENDATION:**

N/A

#### **ATTACHMENTS:**

Written responses expressing a desire to serve on the Planning Commission from:

Thomas M. Amacker (new)

Steven M. Maloney (new)

Respectfully Submitted:

A handwritten signature in blue ink that reads "Rebecca C. Polizzotto".

Rebecca C. Polizzotto

City Manager

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Tuesday, October 18, 2016

To: City of Mill Creek

City Planning Commission

Subject: Letter of Application

Appointment as Volunteer-Member, City Planning Commission

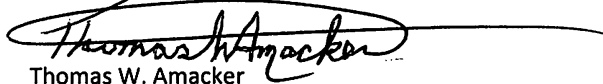
To Whom It May Concern:

I would like to be considered for appointment as a volunteer member of the City of Mill Creek Planning Commission.

I am a 79 year old retired man who has been a resident of this community since October 11, 2015 and am a registered voter of Snohomish County. I live at 1111 Mill Creek Blvd. F104, Mill Creek, Wa. 98012-3008. I had one year of college and attended a number of US Air Force training schools, becoming an instructor for the Air Force Reserve Aerial Port Squadrons principally teaching the proper loading of cargo air craft. As a retired person, I spend a good deal of time at my computer writing fiction (mostly mysteries and adventure yarns which I publish in on line services as well as my own web site.

I am the Democratic PLO for Mill Creek Precinct 9 (appointed) and will begin a four year elected term as the PLO for Precinct 9 on December 1, 2016. The PCO duties should not interfere with any work or study I am called upon for the City Planning Commission.

Thank you for your consideration.



Thomas W. Amacker

1111 Mill Creek Blvd. F104

Mill Creek, Wa. 98012-3008

(Home) 425-224-4958

(Cell) 562-221--3179



November 4, 2016

City of Mill Creek, Department of Community Development  
Mill Creek, WA

Subject: Planning Commission Vacancy

To whom it may concern,

Thank you for taking time to review my qualifications for the Planning Commission vacancy with the City of Mill Creek. Please be thoughtful in reviewing my career highlights through creation, development and management of various projects and programs within both public and private sector oversight.

I am currently employed with Keller Williams Everett Realty as a residential and commercial real estate broker, giving me a good understanding and attachment to our local community through this affiliation. I have had extensive experience working in the government sector through my affiliation with the California Office of Emergency Services as Cyber Coordinator with responsibility of strategic planning, implementing policy and coordinating overall collaborative efforts for federal, state and local agencies within the state. My dual role also as Emergency Operations Planner also involved the assistance of the same agencies, but also supporting in other areas of emergency planning while assisting with the procurement, implementation and oversight of Homeland Security grant funding for those agencies as well. I was also integral in planning and facilitating coordinating the activities of numerous federal, state, local and private sector agencies in the largest earthquake exercise in the world, the inaugural Great Shake-Out Exercise in Southern California; along with coordinating numerous other exercises at the local, state and federal level, and also coordinating the planning for Executive Level Exercises at the Governor's Office for the State of California. I also had full-time experience with the California National Guard, with a noteworthy position as state Family Support Officer, responsible for establishing a network of 18 centers in 3 months in support of thousands of deployed service members for all branches of service. I facilitated the establishment of family support networking and coordinated services from other federal agencies, including medical, legal, financial and psychological assistance.

My military background provides extensive experience in areas complimentary to urban planning and policy. Responsibilities included Civil/Military Support Operation planning, emergency IT/communications planning, as well as assignments as a Medical Service Corps officer and 12 years as a Medical Evac Helicopter pilot for the California National Guard. My career and training involved the extensive collaboration with medical personnel, infrastructure and organizations. It is important to understand that I have had a great degree of interagency support planning and policy development in my various assignments, developing diplomatic and bureaucratic skills necessary for effective management.

I have included copies of previous professional and military resumes for your review, with versions that accent skills and employment pertinent to your vacancy. I would greatly appreciate the opportunity to meet with you and to further discuss my qualifications in greater detail. I appreciate your consideration and I look forward to helping you to understand the extent that my qualifications will help with advancing city planning initiatives and urban planning.

Sincerely,

Steven M. Maloney  
[steven.maloney.wa@gmail.com](mailto:steven.maloney.wa@gmail.com)  
Cell/text: 916-203-1205

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**STEVEN M. MALONEY**

Mill Creek, WA | C: 916-203-1205 | steven.maloney.wa@gmail.com

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**TRAINING & EXERCISE PLANNING/EMERGENCY OPERATIONS**

**Project Planning & Execution | Cyber Security | Infrastructure Planning**

Stellar director of emergency operations and cyber planning for statewide disaster recovery and contingency operations planning for California. Effective in facilitating collaborative planning for emergency exercise programs with government, military and private sector agencies to drive implementation of new policies and procedures. I take a strong mission-oriented attitude toward task completion by dealing with the whole life cycle from inception to policy implementation. Thrived in dynamic and changing environments, exhibiting composure in high pressure situations. Secret Security Clearance. *Key strengths include:*

- ✓ Project Management & Implementation
- ✓ Strategic Planning & Risk Management
- ✓ Operational Execution & Efficiency
- ✓ Training & Preparedness Planning
- ✓ Emergency & Disaster Exercise Planning
- ✓ Training and Meeting Facilitation
- ✓ Team Collaboration & Leadership
- ✓ Policy, Procedure and Training Standards Creation

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**PROFESSIONAL EXPERIENCE**

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**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CalEMA), Sacramento, CA**  
*Cyber and Regional Exercise Coordinator (2006-2011)*

Excelled in a leadership role coordinating state and federal cyber security exercise planning. In cooperation with the California Office of Information Security, served as the agency's cyber point of contact for statewide planning and policy development. Developed materials using Homeland Security program tools to conduct training and exercise planning for emergency response and preparedness for city, county, and state agencies. Executed the Homeland Security Exercise & Evaluation Program (HSEEP) as toolkit database trainer and state administrator.

- Established agendas in the areas of cyber terrorism, interoperable communications, defense support to civil authorities (DSCA), maritime and natural disasters based on HSEEP to plan long-term exercise activities, including meetings, preparing exercise scripts, and determining capabilities and activities for agencies during practice trials.
- Led all cyber activities for California State planning for 2 federal exercises (Cyber Storm) with the Office of Homeland Security. As single point of contact, coordinated with subordinate state and local agencies to facilitate participation. Coordinated with state and regional partners for exercise planning and facilitation.

**CALIFORNIA NATIONAL GUARD, Fort Bliss, TX**  
*Operation Iraqi Freedom 40<sup>th</sup> Corps Support Group, Host Nation Support Officer (2005-2006)*

Trained to provide assistance with civilian projects for Iraq reconstruction efforts.

**CALIFORNIA NATIONAL GUARD, Sacramento, CA**  
*Family Assistance Officer, Sacramento, CA (2003-2005)*

Responsible for establishing a network of 18 centers in 3 months in support of family members of deployed service members (3000+) for all branches of the military. Provided family support networking and coordinated services from other federal agencies, including medical and legal support. Worked with the military to schedule units being mobilized and subsequently interacted with families to establish assistance networks.

- Selected to lead and manage the implementation of a family systems network comprised of full-time staff across the state of California with responsibility for coordinating activities based on geographic locations of units being deployed.
  - Directed efforts of approximately 24 employees across 18 locations;

**Steven M. Maloney, Page Two**

C: 206-486-6212 | steven.maloney.wa@gmail.com

**CALIFORNIA NATIONAL GUARD - CONTINUED**

- Created and launched the program, including working with the National Guard Bureau addressing family assistance functions;
- Coordinated support activities with government, non-government organizations (NGOs), and volunteer organizations;
- Procured and purchased resources in support of operations.
- Initiated and planned pre-deployment and regular unit meetings with upwards of 200 service members and their families.

**CALIFORNIA ARMY NATIONAL GUARD, Sacramento, CA**

*Telecommunications Manager (2002-2003)*

Managed telecommunications services for 100+ armories and 7 major training sites. Directed and guided the professional efforts of a staff of 6, which through a help desk operation, coordinated service requests, including phones, circuits, switches, network devices, and other related services through state and local vendors (Verizon, AT&T, and others). Planned and managed a \$3.5M statewide budget.

- Automated the telecommunications and data billing activities; new paperless environment drove savings of \$20K per year.
- Negotiated telecommunications contracts and IT procurement activities for the military department.
- Drafted and updated telecommunications and IT policies, including information security, procurement requirements, service requests, and long-range planning activities of telecommunications initiatives.

**SPRINT COMMUNICATIONS, INC., Sacramento, CA**

*Project Manager / Billing & Financial Analyst (1995-2001)*

Project managed new products, services, and systems development in billing and financial services. Validated audit billing systems for all Sprint service products, including data, e-commerce, PCS, broadband, long distance, and local services for corporate and residential customers.

- Oversaw development of a tool to analyze data costs and benefits of a customized billing application, ensuring maximum profitability and ease of use for customers.
- Developed billing system policies, standards, and programs to successfully streamline operations and delivery of client services.
- Presented fiscal, resource, and system updates to management. Issued recommendations to improve quality, and efficiency of products and services.
- Created and implemented training and production support tools, which increased performance and operating efficiency.

*Additional Experience:*

**CALIFORNIA ARMY NATIONAL GUARD, Sacramento, CA**

*Chief of Automation, Office of Information Management - Part-time (1997-2006)*

Oversaw automation of equipment for statewide operations. Assisted in the development and implementation of policies and plans. Managed statewide expenditures, activities, and resources for 400+ personnel as Aviation Operations and Training Officer ('89-'94). FAA-rated helicopter and instrument pilot with 1500+ hours of flight time.

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**EDUCATION & ADDITIONAL INFORMATION**

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UNIVERSITY OF CALIFORNIA AT SANTA BARBARA, Santa Barbara, CA

**Bachelor of Arts in Psychology; minor in Economics**

*Professional Affiliations:*

Board Member, Sacramento Chapter, Information Security System Security Association (ISSA)

Member, Multi-state Information Sharing and Coordination Center (MS-ISAC)

Member, Association of Contingency Planners

**MILITARY RESUME**

June 2016

**NAME: MALONEY, STEVEN MICHAEL**  
Major, Medical Service Corps, ARNGUS

**HOME ADDRESS:**  
13824 North Creek Dr. Unit 601  
Mill Creek, WA 98012  
Home Phone #: 425-412-3312

**LAST UNIT OF ASSIGNMENT:**  
HHD State Area Command (STARC), California ARNG  
9800 Goethe Rd - PO Box 269101  
Sacramento, CA 95826-9101

**PERSONAL DATA:**  
Date and Place of Birth: 16 Dec 59, Milwaukee, WI  
Spouse Name: Leslie Sandberg  
Specialties: Aero Medical Aviator  
Combat Helicopter Pilot  
Civil Affairs Officer  
Communications Officer

**CURRENT OCCUPATION:**  
Real Estate Broker, Keller Williams Everett Realty

**CIVILIAN EDUCATION:**  
Bachelor of Arts, University of California, Santa Barbara, CA  
Psychology and Economics

**SOURCE AND DATE OF COMMISSION:**  
Army ROTC, 30 Jun 1983

**YEARS OF COMMISSIONED AND TOTAL SERVICE:**  
23 years, 5 months

<b>MILITARY EDUCATION:</b>	
Combined Arms Services Staff School (CAS3), Ft. Hunter-Liggett, CA	Nov 02 to Feb 03
Army Medical Service Officer Branch Qualification Course, Ft. Sam Houston, TX	Jan 95
Aero Medical Officer Qualification Course, Ft. Rucker, AL	Sep 93
Aviation Officer Advanced Course, Ft. Rucker, AL	Apr 93 to Sep 93
Initial Entry Rotary-Wing School, Ft. Rucker, AL	Nov 87 to Oct 88
Signal Officer Basic Course, Ft. Gordon, GA	Oct 84 to Feb 85

<b>CHRONOLOGICAL LIST OF APPOINTMENTS:</b>		
Second Lieutenant	USAR	30 Jun 83
First Lieutenant	USAR	24 May 86
Captain	ARNG	23 May 90
Major	ARNG	20 Sep 99

**U.S. DECORATIONS/AWARDS/BADGES:**  
Army Commendation Medal  
Army Achievement Medal  
Army Reserve Component Overseas Training Ribbon  
Army Reserve Component Achievement Medal  
National Defense Service Medal  
Army Aviator Badge  
Armed Forces Reserve Medal  
Army Service Ribbon

**MILITARY RESUME**

June 2016

**MILITARY ASSIGNMENTS:**

HQ(-) State Area Command (STARC), CA Army National Guard, Sacramento, CA Chief of Automation, Directorate of Information Management	Nov 98 to Jun 05 Apr 06 to Dec 06
Operation Iraqi Freedom, 40 <sup>th</sup> Corps Support Group, California National Guard Host Nation Support Officer	Jun 05 to Apr 06
HQ(-) STARC, California Army National Guard, Sacramento, CA Executive Officer	Jul 96 to Dec 98
126 <sup>th</sup> Medical Company (Air Ambulance), CA Army National Guard, Sacramento, CA Forward Support Section Leader, Operations Officer and Pilot	Dec 92 to Jul 96
Company C, 1-140 <sup>th</sup> Aviation Regiment (ATK), Stockton, CA Company Commander and Pilot	Oct 88 to Nov 92
Initial Entry Rotary-Wing School, Ft. Rucker, AL Aviation Student	Nov 87 to Oct 88
Headquarters and Service Company, 1-140 <sup>th</sup> Aviation Regiment (ATK), Stockton, CA Executive Officer	Apr 87 to Nov 87
425 <sup>th</sup> Civil Affairs Company, Santa Barbara, CA Civil Affairs Staff Officer Administrative Officer	Jun 83 to Apr 87 Oct 82 to Dec 86

**FULL-TIME MILITARY EXPERIENCE:**

Operation READY Families, California National Guard, Sacramento, CA State Family Assistance Officer	May 03 to Jun 05
Directorate of Information Management, California National Guard, Sacramento, CA Telecommunications Manager	Nov 01 to Apr 03
Directorate of Plans and Operations, California National Guard, Sacramento, CA Plans Officer	Jul 92 to Sep 92
Directorate of Army Aviation, California National Guard, Sacramento, CA Operations Officer	Feb 91 to Jun 92
U.S. Army Research Institute, Ft. Rucker, AL Research Assistant	May 88 to Jul 88
Headquarters, 1-140 <sup>th</sup> Aviation Regiment, Stockton, CA Operations and Training Officer	Jul 87 to Oct 87

**City of Mill Creek  
Proposed 2017-2018  
Biennial Budget**





# City of Mill Creek Guiding Principles



## VISION

Mill Creek will be a City where everyone works together to foster an exceptional community experience - a place where people are safe, the natural beauty is preserved, neighborhoods flourish, businesses thrive and recreational opportunities abound.

## MISSION

Mill Creek's mission is to set the standard of excellence for local government. Through dynamic and innovative strategies, we provide outstanding public services in a fiscally responsible manner to promote a safe, active and vibrant City.



## STAR VALUES

### SERVICE

Through continuous improvement, innovation, creativity, professional competence and hard work, we enthusiastically provide outstanding service to all customers, internal and external.

### TEAMWORK

In order to support our shared goals and successes, we teach, learn from, collaborate and cooperate with others, while being flexible, adaptable and inclusive.

### ACCOUNTABILITY

We are responsible for our actions and decisions, and always portray honesty, integrity, transparency and leadership in our contributions.

### RESPECT

We take pride in our work and accomplishments, and in the work and accomplishments of others. We support an environment that honors the value and dignity of all individuals.

## GOALS

### FISCAL RESPONSIBILITY

To responsibly manage the City's financial resources to provide quality public services, cultivate economic prosperity, and maintain a sustainable budget.

### COMMUNITY PRESERVATION

To support the development, maintenance and revitalization of public and private property to ensure the continuation of Mill Creek as a safe, clean and well maintained community.

### CIVIC PRIDE

To achieve strong community spirit by promoting active civic participation, public-private partnerships and transparency in government.

### CUSTOMER SERVICE

To provide excellent service to all who interact with the City by recruiting, training and retaining a skilled, innovative and dynamic workforce.

### RECREATIONAL OPPORTUNITIES

To facilitate diverse recreational opportunities for people of all ages.

### PUBLIC SAFETY

To protect the life, health and property of residents, visitors and businesses through the delivery of community focused public safety services.

### ECONOMIC PROSPERITY

To engage in proactive economic development efforts that result in a robust local economy and position the City as a destination of choice.

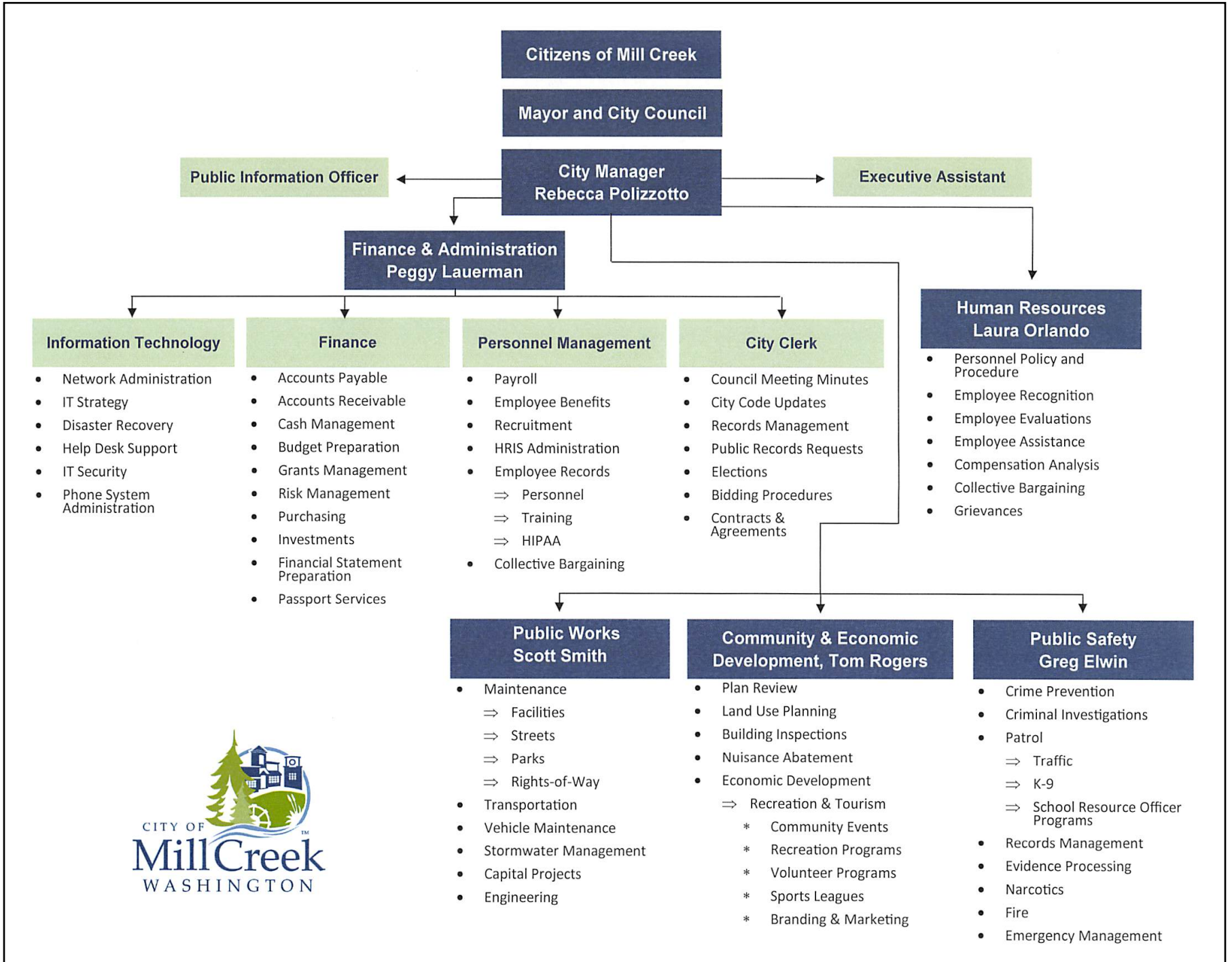
### LEADERSHIP

To influence regional, state and national matters impacting our community through the engagement of staff and elected officials.

### LONG TERM PLANNING

To maintain the City's special community character by carefully evaluating future opportunities for short and long term benefits in order to protect land use, infrastructure, economic development and service delivery standards.







# General Fund Summary





**GENERAL FUND SUMMARY**

Sources of Funds:	2017-2018 Proposed Budget	2015-2016 Projected Actual	2015-2016 Adopted Budget
Beginning Reserves	\$ 6,359,039	\$ 6,589,521	\$ 6,589,521
Taxes:			
Property Taxes	15,634,356	14,251,379	14,100,178
Sales Taxes	5,583,550	5,766,434	5,600,000
Licenses & Permits	1,318,249	1,490,349	1,288,110
Intergovernmental Revenue	934,554	936,176	875,769
Charges for Services	661,620	1,048,099	640,100
Fines & Penalties	350,000	268,736	402,000
Misc Revenue	140,000	188,864	216,000
Other Sources - Transfers In	-	656,856	640,000
<b>Total Revenues</b>	<b>24,622,330</b>	<b>24,606,892</b>	<b>23,762,157</b>
<b>Uses of Funds:</b>			
Legislative	110,897	141,831	110,195
Executive	1,412,915	1,434,006	1,634,994
Finance	1,349,405	1,455,264	1,351,198
IT	834,375		
Police	9,440,226	9,696,394	10,094,254
Fire Service	7,543,500		7,541,391
Non-Departmental	834,580	8,250,627	849,350
Building/Planning	1,253,586	2,232,245	2,242,915
Public Works	1,842,846	1,627,006	1,672,780
<b>Total Expenses</b>	<b>24,622,330</b>	<b>24,837,374</b>	<b>25,497,077</b>
Ending Reserves	\$ 6,359,039	\$ 6,359,039	\$ 4,854,601

# City Council





MILL CREEK CITY COUNCIL

Department Description

The City of Mill Creek operates as a Council-Manager form of government.

The City Council consists of 7 officials, each elected to four-year terms. The terms are staggered and expire at the end of odd-numbered years. Individual Councilmembers do not have governing power as individuals, but only when meeting as a Council, when a quorum (4 or more) are present. Every two years, the City Council elects a Mayor from its members to serve as the Chair of the Council.

Under the Council-Manager form of government, the City Council establishes legislative policy and budgetary authority. The City Manager serves as the Chief Executive Officer of the City and prepares the proposed budget for Council consideration, administers code and legislative policy, establishes administrative policy, handles complaints and appoints and removes City employees.

The City Council enacts laws and policies through the adoption of ordinances and resolutions. Through these legislative actions the Council establishes priorities for the City Manager and City staff and develops objectives designed to fulfill the City's vision and mission.

The City Council meets regularly on the first, second and fourth Tuesdays of each month.



Pam Pruitt  
Mayor  
Position #3



Brian Holtzclaw  
Mayor Pro Tem  
Position #4



Sean Kelly  
Councilmember  
Position #1



Donna Michelson  
Councilmember  
Position #2



Vince Cavaleri  
Councilmember  
Position #5



Mike Todd  
Councilmember  
Position #6



Mark Bond  
Councilmember  
Position #7



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MILL CREEK CITY COUNCIL

**2017-2018 Budget Highlights:**

- There is no material increase in the 2017-2018 budget for the City Council cost center over what was budgeted in 2015-2016.
- A slight increase of \$800 has been allocated to the Conference & Training account to reflect actual experience. More Councilmembers are availing themselves of training opportunities offered by the Association of Washington Cities.
- The projected 2017-2018 budget for the City Council cost center is expected to decrease by approximately \$31,000 from the projected actual expenses for 2015-2016. The additional costs experienced in 2015-2016 were for the City Manager recruitment.

CITY OF MILL CREEK

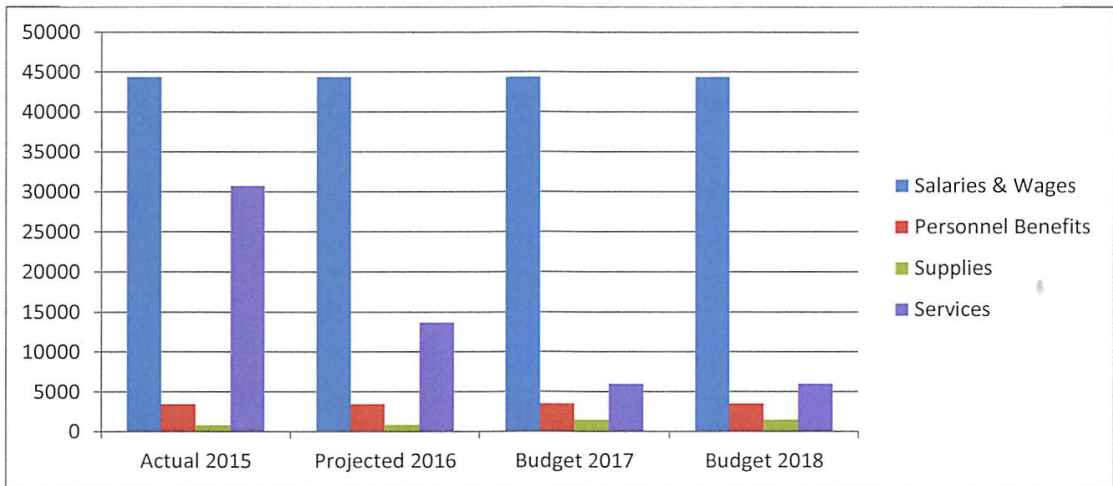


2017-2018 BIENNIAL BUDGET

MILL CREEK CITY COUNCIL

Expenditure Summary	2013-2014	2015-2016		2015-2016		2017	2018	2017-2018
	Biennium Total	Amended Budget	2015 Actual	2016 Projected	Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 89,127	\$ 88,800	\$ 44,400	\$ 44,400	\$ 88,800	\$ 44,400	\$ 44,400	\$ 88,800
Personnel Benefits	\$ 7,066	\$ 7,055	\$ 3,470	\$ 3,466	\$ 6,936	\$ 3,548	\$ 3,548	\$ 7,097
Supplies	\$ 3,108	\$ 3,000	\$ 813	\$ 845	\$ 1,659	\$ 1,500	\$ 1,500	\$ 3,000
Services	\$ 9,199	\$ 11,340	\$ 30,725	\$ 13,711	\$ 44,436	\$ 6,000	\$ 6,000	\$ 12,000
<b>Total</b>	<b>\$ 108,499</b>	<b>\$ 110,195</b>	<b>\$ 79,408</b>	<b>\$ 62,423</b>	<b>\$ 141,831</b>	<b>\$ 55,448</b>	<b>\$ 55,448</b>	<b>\$ 110,897</b>

Expenditure Summary





CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

MILL CREEK CITY COUNCIL

Expenditure Summary	2013-2014	2015-2016	2015 Actual	2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget			Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 89,127	\$ 88,800	\$ 44,400	\$ 44,400	\$ 88,800	\$ 44,400	\$ 44,400	\$ 88,800
Benefits	\$ 7,066	\$ 7,055	\$ 3,470	\$ 3,466	\$ 6,936	\$ 3,548	\$ 3,548	\$ 7,097
Personnel Costs	\$ 96,193	\$ 95,855	\$ 47,870	\$ 47,866	\$ 95,736	\$ 47,948	\$ 47,948	\$ 95,897
Office/Operating	\$ 3,108	\$ 3,000	\$ 813	\$ 845	\$ 1,659	\$ 1,500	\$ 1,500	\$ 3,000
Supplies	\$ 3,108	\$ 3,000	\$ 813	\$ 845	\$ 1,659	\$ 1,500	\$ 1,500	\$ 3,000
Professional Services	\$ 108	\$ -	\$ 23,000	\$ 9,114	\$ 32,114	\$ -	\$ -	\$ -
Advertising	\$ 2,009	\$ 2,000	\$ 707	\$ 306	\$ 1,013	\$ 1,000	\$ 1,000	\$ 2,000
Conferences, Dues, Subscriptions	\$ 6,872	\$ 9,340	\$ 6,601	\$ 4,292	\$ 10,892	\$ 5,000	\$ 5,000	\$ 10,000
Miscellaneous Projects	\$ 210	\$ -	\$ 417	\$ -	\$ 417	\$ -	\$ -	\$ -
Services	\$ 9,199	\$ 11,340	\$ 30,725	\$ 13,711	\$ 44,436	\$ 6,000	\$ 6,000	\$ 12,000
<b>Total City Council</b>	<b>\$ 108,499</b>	<b>\$ 110,195</b>	<b>\$ 79,408</b>	<b>\$ 62,423</b>	<b>\$ 141,831</b>	<b>\$ 55,448</b>	<b>\$ 55,448</b>	<b>\$ 110,897</b>

# City Manager's Office





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**OFFICE OF THE CITY MANAGER**Department Description

The City Manager, who serves as the City's Chief Executive Officer, is appointed by the City Council to manage the administrative affairs of the City through professional leadership and management practices. The City Manager: (1) provides management direction of all City departments and activities in accordance with City Council policies and direction; (2) Develops for Council review and approval the City's biennial budget; and (3) represents the City within the community and at the regional, state and federal levels to advance Mill Creek's priorities and interests. The City Manager's Department includes four programs: City Manager, Human Resources, Public Information and Legal (City Attorney).

Human Resources Division

The Human Resources Division is responsible for providing policy recommendations to the City Manager on labor and employment matters. This division provides support and guidance to department directors, managers and supervisors regarding personnel policies and procedures, conflict resolution, disciplinary actions and other personnel matters. The Human Resources Director is a member of the City's labor negotiations team for purposes of collective bargaining.

Public Information Division

The Public Information Division is responsible for managing community and media relations activities for the City of Mill Creek. This office develops and presents accurate, timely and accessible information about the City and promotes public awareness of City programs. This office is responsible for managing the City's website and social media as well as maintaining the integrity of the City's branding and marketing standards.

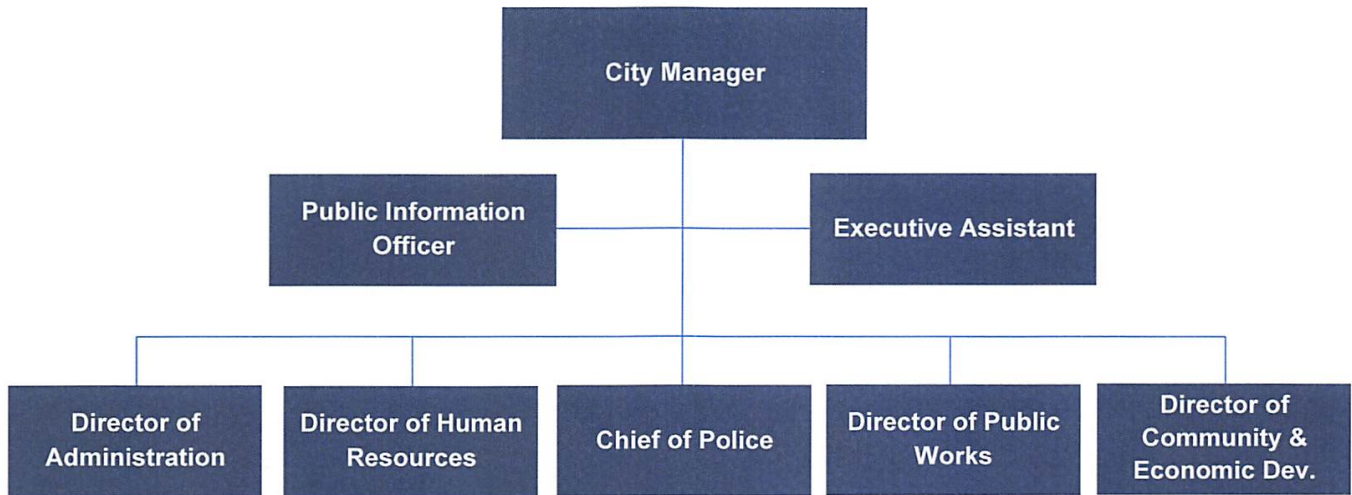
Legal Division

The City Attorney is hired by the City Manager and represents the City, and in that capacity provides legal advice to the Council, City Manager and staff to the extent their interests coincide with the City's. The City Attorney represents the City before judicial and administrative bodies in civil proceedings.



OFFICE OF THE CITY MANAGER

Organizational Chart



**2015-2016 Achievements:**

- The City Manager facilitated planning retreats with the City Council and the Leadership Team to develop a set of *Guiding Principles* for the City of Mill Creek. These principles provide the necessary policy foundation for the City's management team.
- The City's 2015-2021 Capital Improvement Plan showed \$10 million in expenditures for a Police Station, Public Works Shop and City Hall renovation. The projects were proposed to address very real over-crowding issues at City Hall, but the source of the funding for those projects was not identified. In 2016 improvements were made to City Hall North (aka Annex Building) and City Hall South that provide significantly more room for City operations now and for the years to come. A \$250,000 grant was obtained from the State to assist with building a new Public Works Shop on property already owned by the City. The \$10 million in facility project costs has been reduced to slightly over \$1 million.
- Departments have been reorganized and work assignments reallocated to optimize efficiency and productivity. This reorganization will result in a projected savings of approximately \$420,000 in the 2017-2018 biennium budget.
- Economic development efforts have included the development of public-private partnerships allowing for construction of a new senior center and satellite police precinct for the City at no expense to the taxpayers.
- Economic development efforts resulted in *Arena Sports*, the largest indoor sports company in Washington State, announcing that its newest and largest facility will be located in Mill Creek. Plans for the 98,000 square-foot facility include indoor soccer fields, bowling lanes, laser tag, arcade games, bumper cars, rock-climbing tower and a ropes course. This project is anticipated to generate over one million annual visits to the Mill Creek facility and will create approximately 200 jobs.
- An increased emphasis on seeking grant funding to offset large capital costs has experienced considerable success. As mentioned above, the City, through collaboration with our local state legislators, obtained a \$250,000 grant for a new Public Works Shop. Although not yet final, it appears the City will also receive a \$250,000 grant for needed rehabilitation of the Mill Creek Sports Park. Several other grants ranging from \$7,000 to \$25,000 have also been obtained in the past year.



## OFFICE OF THE CITY MANAGER

- Coordinated efforts to successfully renew and increase the City's EMS levy to \$.50/1000 assessed valuation in order to support the provision of fire/EMS services in Mill Creek. This will generate an approximate \$800,000 in new revenue for the 2017-2018 biennium budget.
- Executive recruiting has been conducted in-house through the Human Resources Department, rather than contracting with private recruiters. This change in practice has resulted in a savings of approximately \$75,000.
- The City eliminated contracting out for background checks for police department employees and instead sent staff to training to be able to complete this function in-house. New resources for polygraph testing, psychological evaluations, medical examinations and criminal history checks have been identified and utilized providing additional cost savings for the City.
- A compensation analysis was completed for all non-represented and AFSCME job classifications. The updated classification system serves as the foundation for the 2017-2018 personnel projections.
- All job descriptions within the City have been reviewed and updated. These updated job descriptions will serve as the foundation for the development of an updated performance appraisal system for City employees.
- Personnel files were previously maintained within each department. These records have been consolidated within the Human Resources Division. A schematic, based on HR best practices and WA records retention schedules, for what, how and where these records should reside has been developed.
- A workplace value system (STAR) was developed and implemented. To support the City's STAR (Service, Teamwork, Accountability and Respect) program, a formal employee recognition program was also implemented.
- The City implemented a centralized system for tracking citizen complaints and/or requests for service in order to identify trends and ensure timely in our responses.
- Working with Marketing Solutions, a Citywide Communications Strategy was developed.

**2017-2018 Objectives:**

- Negotiate a new contract for the provision of Fire and EMS services in the City of Mill Creek that provides appropriate service and is consistent with the City's financial goals and policies.
- Create an economic development plan focusing on tourism with recreation as the foundation to enhance sales tax revenues. As part of this economic development plan, create a long-term vision for the development of the Dobson and Remillard properties.
- Negotiate new collective bargaining agreements with the City's labor unions.
- Provide a comprehensive rewrite of the City's personnel policies and procedures to comply with current law and best practices.
- Implement a comprehensive performance evaluation system for all City employees.
- Design and implement a recruitment selection process that allows the City to hire the best employees to fulfill its vision, mission, values, and goals.
- Develop & implement high school and college student internship programs that provide students with relevant work experience and the City with additional resources.
- Complete a comprehensive redesign of the City's website to reflect the City's brand and ensure easy accessibility of information for all users.
- Implement a comprehensive, user friendly and responsive digital citizen request and feedback program.
- Develop and implement a social media policy to govern the use of City social media accounts.
- Enhance the City's outreach efforts by implementing a comprehensive digital communication program to reach more demographics.
- Develop and implement a citizen recognition program to foster civic engagement and pride of community.
- Initiate a Home Owners Association outreach program.

**2017-2018 Budget Highlights:**

- The 2017-2018 budget for the City Manager's Office reflects a decrease of \$222,078 from the 2015-2016 budget. A majority of this reduction is due to reallocation of costs to more appropriate cost centers.
- The Deputy City Clerk's position has been reallocated to the Department of Administration to reflect the recent reorganization of the City Clerk function under that department.
- The salary for the retiring Director of Public Works is accounted for in the City Manager's cost center as he will be working directly for the City Manager completing projects until his retirement date.
- In 2015-2016, the City implemented workplace values as part of its adopted *Guiding Principles*. In conjunction with this effort, a formalized employee recognition program has been developed and implemented. Funds for this program are included in the Employee recognition account. This account also includes funds associated with employee committees such as the Safety Committee and the Wellness Committee. Costs for these various functions have been consolidated within one cost center rather than allocated to various cost centers and line items.
- The professional services account reflects a decrease of \$40,000 over the prior biennium. This reduction reflects the completion of the Communications Plan for which funds are no longer needed.
- The legal professional services account contains funds for legal fees anticipated in conjunction with the AFSCME and Guild labor contract negotiations during the 2017-2018 biennium. Because of the specialized nature of labor law, the City has traditionally utilized contract counsel rather than the City Attorney's Office for this service.
- The Conference, Dues & Membership accounts have been decreased by \$105,713 due to the reallocation of expenses to the Non-Departmental cost center. City-wide memberships, such as the Association of Washington Cities, are more appropriately accounted for in Non-Departmental. The remaining funds are for professional development expenses for the City Manager, Human Resources Director and Public Information Officer.
- The media & community relations account has been reduced by \$13,400 to reflect the restructuring of the City's print communications schedule.

CITY OF MILL CREEK

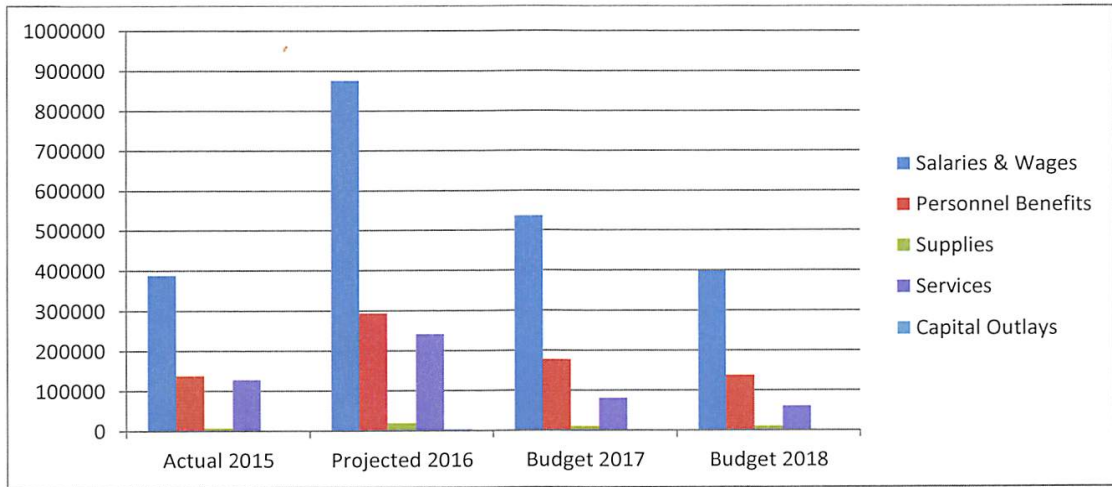


2017-2018 BIENNIAL BUDGET

OFFICE OF THE CITY MANAGER

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 1,017,372	\$ 1,024,185	\$ 487,623	\$ 388,721	\$ 876,344	\$ 536,091	\$ 398,833	\$ 934,924
Personnel Benefits	\$ 324,900	\$ 328,696	\$ 154,902	\$ 138,654	\$ 293,556	\$ 177,848	\$ 137,644	\$ 315,492
Supplies	\$ 7,162	\$ 5,400	\$ 11,814	\$ 7,086	\$ 18,899	\$ 10,500	\$ 10,500	\$ 21,000
Services	\$ 84,872	\$ 274,713	\$ 114,179	\$ 127,901	\$ 242,080	\$ 80,750	\$ 60,750	\$ 141,500
Capital Outlays	\$ 3,140	\$ 2,000	\$ 2,344	\$ 783	\$ 3,127	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 1,437,446</b>	<b>\$ 1,634,994</b>	<b>\$ 770,861</b>	<b>\$ 663,145</b>	<b>\$ 1,434,006</b>	<b>\$ 805,188</b>	<b>\$ 607,727</b>	<b>\$ 1,412,916</b>

Expenditure Summary





CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

OFFICE OF THE CITY MANAGER

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 1,017,372	\$ 1,024,185	\$ 487,623	\$ 388,721	\$ 876,344	\$ 536,091	\$ 398,833	\$ 934,924
Benefits	\$ 324,900	\$ 328,696	\$ 154,902	\$ 138,654	\$ 293,556	\$ 177,848	\$ 137,644	\$ 315,492
Personnel Costs	\$ 1,342,272	\$ 1,352,881	\$ 642,525	\$ 527,376	\$ 1,169,901	\$ 713,938	\$ 536,477	\$ 1,250,416
Office/Operating Supplies	\$ 6,943	\$ 4,900	\$ 3,157	\$ 3,058	\$ 6,215	\$ 3,000	\$ 3,000	\$ 6,000
Employee Recognition/Wellness	\$ 218	\$ 500	\$ 8,656	\$ 4,028	\$ 12,684	\$ 7,500	\$ 7,500	\$ 15,000
Supplies	\$ 7,162	\$ 5,400	\$ 11,814	\$ 7,086	\$ 18,899	\$ 10,500	\$ 10,500	\$ 21,000
Professional Services	\$ 59,885	\$ 60,000	\$ 26,074	\$ 33,874	\$ 59,948	\$ 10,000	\$ 10,000	\$ 20,000
Professional Services-Legal	\$ 11,263	\$ 35,000	\$ 10,356	\$ 13,314	\$ 23,670	\$ 50,000	\$ 30,000	\$ 80,000
Printing & Binding	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conferences, Dues, Subscriptions Memberships & Org	\$ 5,287	\$ 10,000	\$ 4,361	\$ 16,231	\$ 20,593	\$ 10,000	\$ 10,000	\$ 20,000
Assessments	\$ 3,133	\$ 117,213	\$ 53,614	\$ 42,836	\$ 96,450	\$ 750	\$ 750	\$ 1,500
Media/Community Relations	\$ 5,304	\$ 52,000	\$ 19,773	\$ 21,645	\$ 41,418	\$ 10,000	\$ 10,000	\$ 20,000
Services	\$ 84,872	\$ 274,713	\$ 114,179	\$ 127,901	\$ 242,080	\$ 80,750	\$ 60,750	\$ 141,500
Office Furniture & Equipment	\$ 3,140	\$ 2,000	\$ 2,344	\$ 783	\$ 3,127	\$ -	\$ -	\$ -
Capital Outlay	\$ 3,140	\$ 2,000	\$ 2,344	\$ 783	\$ 3,127	\$ -	\$ -	\$ -
<b>Total City Manager</b>	<b>\$ 1,437,446</b>	<b>\$ 1,634,994</b>	<b>\$ 770,861</b>	<b>\$ 663,145</b>	<b>\$ 1,434,006</b>	<b>\$ 805,188</b>	<b>\$ 607,727</b>	<b>\$ 1,412,916</b>



# **Finance & Administration**



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**DEPARTMENT OF FINANCE & ADMINISTRATION**Department Description

The Department of Finance and Administration manages the financial, personnel benefits, city clerk and information technology functions of the City.

Finance Division

The Finance Division is responsible for the City's accounting, budgeting, investment and risk management functions. Accounting operations include financial reporting, accounts payable, accounts receivable, cash receipting and collection, fixed asset tracking, facilitation of the annual audit, maintenance of internal controls, grants management and debt management. The Finance Division works with the City Manager to plan and project revenues and expenditures of all City funds for development of the City's biennial budget. This division is also responsible for optimizing earnings through the investment of idle cash into a diversified portfolio of short and long term investments in accordance with City investment policies.

Benefits Administration Division

The Benefits Administration Division is responsible for the City's payroll system and the administration/processing of all employee benefit programs. This division also administers the Civil Service Commission and is responsible for the configuration and maintenance of the City's human resource information system.

City Clerk Division

The Director of Finance and Administration also serves as the City Clerk. Key responsibilities of this division include processing public records requests and organizing and maintaining the City's official records in compliance with state law. The goal of this division is to promote transparency in government.

Information Technology Division

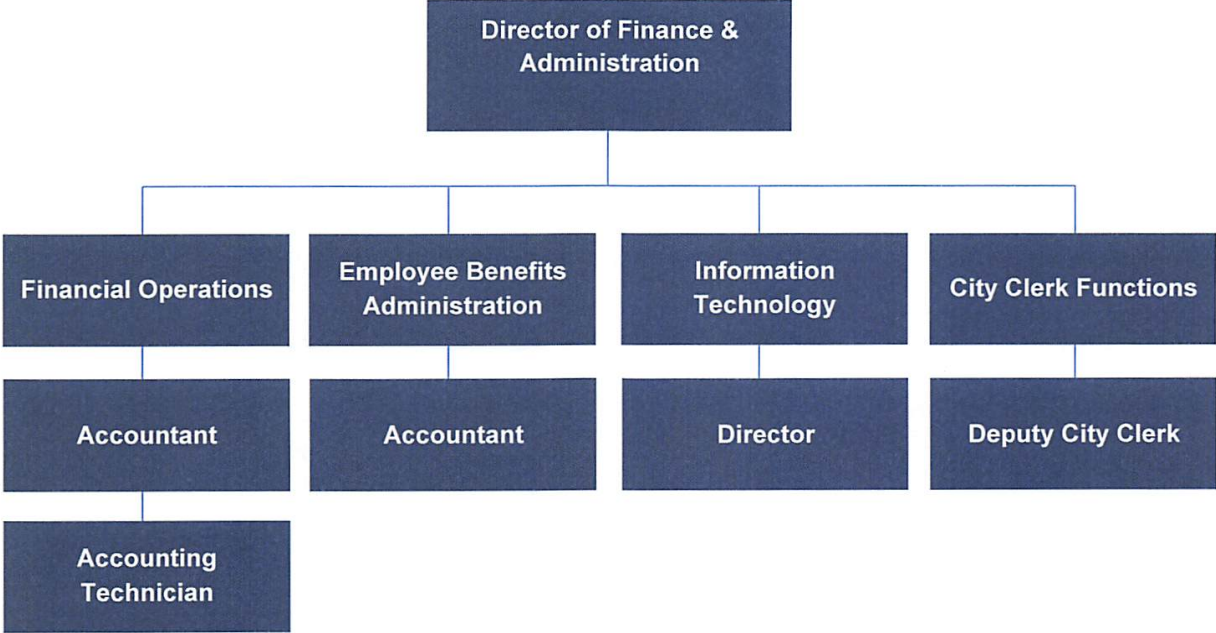
The Information Technology Division is responsible for the strategic development and professional management of the City's information technology infrastructure and related systems. The Division maintains the integrity, security and performance of all information technology systems used in every aspect of City business.

The City's information technology is used primarily by City staff; therefore, providing timely customer service to internal users is key to ensuring all other City departments are able to fulfill their external customer service functions.



DEPARTMENT OF FINANCE & ADMINISTRATION

Organizational Chart



**2015-2016 Achievements:**

- The City's budgetary process was completely redesigned to align with GFOA best practices. The new process was driven by the establishment of the City's guiding principles and the development of strategic objectives, departmental goals and corresponding work plans. The financial forecasting methodology was updated and the cost centers reorganized for better analytics. Funds were collapsed for easier accounting and the entire capital improvement program was analyzed and redrafted. To facilitate development of the City's new budgeting processes, City financial policies and capital planning policies were drafted.
- The City transitioned to ADP for its payroll and human resource information system needs. ADP will facilitate process improvement, compliance, recruiting, performance reviews and management reporting and will eliminate redundancy of processing between HR & payroll.
- In 2015-2016, the City initiated a significant records management project. The goal is for the City to become as "paperless" as possible and eventually implement an electronic records management system. The first phase of this project was to identify and destroy records that were no longer required for retention. Approximately 7,926 pounds of records and 42 hard drives were destroyed and 89 boxes of documents were transferred to the State Archives for permanent retention.
- An "over the counter" policy/procedure was developed to allow police records personnel to release certain police records "over the counter." The procedure allows customers to receive a response to their records request immediately rather than having to file a public records request and wait for a response.
- A new IT Policy was developed to bring the existing policy from 1997 up-to-date. The new policy is comprehensive, implements best practices and incorporates current technologies and security requirements.
- In early 2015, the Washington State Auditor's office began offering IT security performance audits as an opt-in, no cost option for local governments. The audits were designed to identify areas of risk or vulnerability, recommend best practices tailored to the local government environment and provide guidance for resolving any risks identified. Mill Creek volunteered for the program to verify and improve the security of the City's network. As the first to participate in the audit, the City received the State Auditor's Stewardship Award to recognize an outstanding accomplishment in the stewardship of public resources.



## DEPARTMENT OF FINANCE &amp; ADMINISTRATION

- iPads were deployed to Councilmembers to more easily access City information and work from City-owned devices. Councilmembers now have the ability to read and mark-up their meeting packets digitally, research information on the internet, and check their City emails.
- The countywide emergency responder dispatch and records management system, New World, was successfully launched to over 50 agencies simultaneously. This launch was the culmination of 6 years of planning and preparation and included deploying new police vehicle laptops, installing and upgrading software to support New World and extensive testing in order to ensure success.
- Several IT upgrades were completed in support of the City's renovation of the City Hall South & North facilities. The City's keycard entry system was upgraded and expanded to support the City Hall South reconfiguration and expansion into the City Hall North building. The upgraded system provides greater security and functionality, and replaced a system that was out-of-date and no longer supported. The expansion into the City Hall North building required a substantial build-out of the existing network infrastructure to support computers and phones for 15 employees, printing devices and wireless capabilities. To support the needs of the City, the office space had to be wired from scratch. The move of the Police Patrol to a new area within the City Hall South building required a significant amount of planning and reconfiguration of technology to accommodate the relocation. Additional network drops were installed, radio antennas were moved and new equipment was deployed to improve functionality.
- The City's main firewall, the first line of defense against hackers, was replaced and upgraded to provide better protection and increased redundancy. The firewall performs a critical function to the City's network infrastructure as all of the City's exterior-facing network connections utilize this piece of equipment.

**2017-2018 Objectives:**

- Development a long range (6 year) financial strategic plan.
- Provide internal and external customers with meaningful financial information on a quarterly basis.
- Formulate a biennium budget document that serves as a planning, financial and information tool that meets Government Finance Officers Association budget standards.



DEPARTMENT OF FINANCE & ADMINISTRATION

- Utilizing technology, provide meaningful ways for the community to engage in the budget process.
- Design and implement a comprehensive purchase order and contracting system.
- Conduct a comprehensive risk management review of City operations.
- Perform a cost benefit analysis for all City contracted services.
- Audit the City's existing franchise fee agreements and provide recommendations for changes as necessary.
- Complete full implementation of the City's HRIS system.
- Evaluate business license processing options.
- Draft a comprehensive policy and procedure manual governing the City's record management function to include but not limited to: records retention, destruction and disclosure, social media archiving, text message archiving and other electronic archiving.
- Develop a technology master plan for the City to allow for strategic purchasing and financial planning.
- Establish an Information Technology (IT) Steering Committee to evaluate, recommend and implement innovative technology solutions.

**2017-2018 Budget Highlights:**

- The City's Finance Department has been expanded and renamed the Department of Administration and now includes the Finance, Personnel Management, City Clerk and IT functions of the City.
- The IT Department is established as a separate cost center to allow the City to account for this function as an internal service fund should it decide to do so in the future. Preliminary review of expenses in the new IT cost center indicate the City should explore an enterprise wide solution for the transaction needs of the City.
- The increase in salaries and benefits in the Department of Administration reflects the reallocation of the Deputy City Clerk position and the passport positions to this cost center.



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DEPARTMENT OF FINANCE & ADMINISTRATION

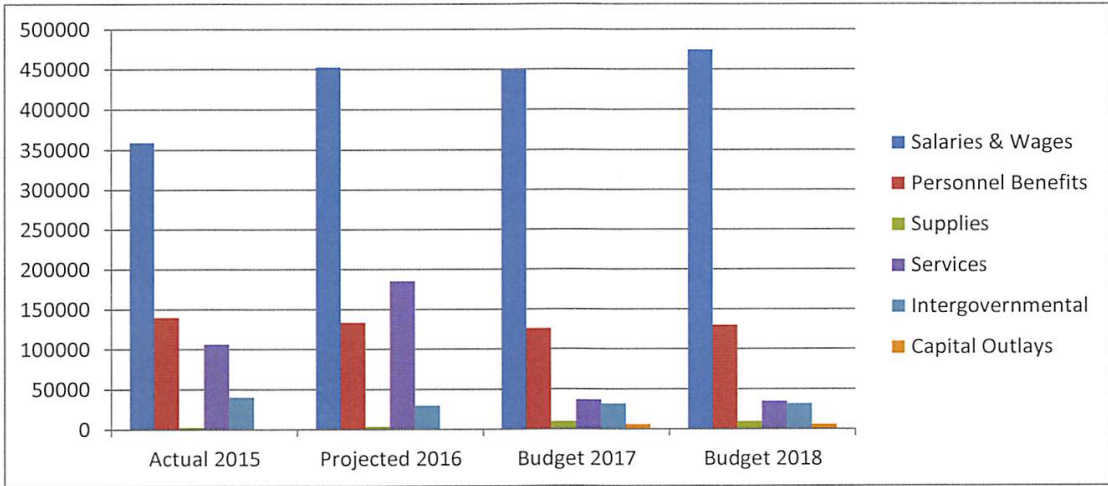
- The professional services and Dues and Subscriptions Accounts have decreased by \$163,825 over the 2015-2016 biennium. This decrease is primarily due to the reallocation of expenses to the IT cost center or other line items (e.g., finance fees). One time contracted fees that are no longer required have also been eliminated from the professional services account.
- The State Audit account has increased by \$26,500 to reflect fee increases to pay for audit fees for 2 calendar years. In 2015-2016, the State Auditor's Office indicated to several governments that they would only need to be audited every other year; however, the office has since come back and indicated they made an error and annual audits are required.
- An expense account for finance fees has been established to allow the Director of Administration to track this expense rather than comingling the expense under professional services.
- Funds previously allocated to the Equipment & Software Licensing account and the Repairs & Maintenance account has been reallocated to the IT cost center.



DEPARTMENT OF FINANCE & ADMINISTRATION

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 592,700	\$ 777,773	\$ 359,373	\$ 452,967	\$ 812,341	\$ 449,917	\$ 474,596	\$ 924,513
Personnel Benefits	\$ 201,399	\$ 302,766	\$ 140,196	\$ 133,604	\$ 273,799	\$ 126,232	\$ 130,160	\$ 256,392
Supplies	\$ 3,300	\$ 7,300	\$ 2,672	\$ 3,643	\$ 6,316	\$ 10,000	\$ 10,000	\$ 20,000
Services	\$ 91,837	\$ 225,859	\$ 106,704	\$ 185,450	\$ 292,153	\$ 37,250	\$ 35,250	\$ 72,500
Intergovernmental								
Services	\$ 41,922	\$ 37,500	\$ 40,580	\$ 30,075	\$ 70,655	\$ 32,000	\$ 32,000	\$ 64,000
Capital Outlays	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 12,000
<b>Total</b>	<b>\$ 931,159</b>	<b>\$ 1,351,198</b>	<b>\$ 649,525</b>	<b>\$ 805,739</b>	<b>\$ 1,455,264</b>	<b>\$ 661,399</b>	<b>\$ 688,007</b>	<b>\$ 1,349,405</b>

Expenditure Summary





CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

DEPARTMENT OF FINANCE & ADMINISTRATION

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected Actual	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 592,700	\$ 777,773	\$ 359,373	\$ 452,967	\$ 812,341	\$ 449,917	\$ 474,596	\$ 924,513
Benefits	\$ 201,399	\$ 302,766	\$ 140,196	\$ 133,604	\$ 273,799	\$ 126,232	\$ 130,160	\$ 256,392
Personnel Costs	\$ 794,099	\$ 1,080,539	\$ 499,569	\$ 586,571	\$ 1,086,140	\$ 576,149	\$ 604,757	\$ 1,180,905
Supplies - Office/Operating	\$ 2,546	\$ 7,000	\$ 1,370	\$ 2,957	\$ 4,327	\$ 2,500	\$ 2,500	\$ 5,000
Supplies - Forms	\$ 502	\$ -	\$ 502	\$ 565	\$ 1,067	\$ 500	\$ 500	\$ 1,000
Supplies - Passport	\$ 252	\$ 300	\$ 800	\$ 121	\$ 921	\$ 7,000	\$ 7,000	\$ 14,000
Supplies	\$ 3,300	\$ 7,300	\$ 2,672	\$ 3,643	\$ 6,316	\$ 10,000	\$ 10,000	\$ 20,000
Professional Services	\$ 84,548	\$ 114,840	\$ 66,241	\$ 121,967	\$ 188,208	\$ 6,750	\$ 6,750	\$ 13,500
Professional Services-Legal	\$ -	\$ -	\$ -	\$ 10,921	\$ 10,921	\$ 1,500	\$ 1,500	\$ 3,000
Finance Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 30,000
Advertising	\$ -	\$ -	\$ -	\$ 947	\$ 947	\$ -	\$ -	\$ -
Conferences, Dues, Subscriptions	\$ 7,289	\$ 108,799	\$ 40,362	\$ 51,455	\$ 91,818	\$ 14,000	\$ 12,000	\$ 26,000
Misc. Projects	\$ -	\$ 2,220	\$ 100	\$ 159	\$ 259	\$ -	\$ -	\$ -
Services	\$ 91,837	\$ 225,859	\$ 106,704	\$ 185,450	\$ 292,153	\$ 37,250	\$ 35,250	\$ 72,500
State Audit Fees	\$ 41,922	\$ 37,500	\$ 40,580	\$ 30,075	\$ 70,655	\$ 32,000	\$ 32,000	\$ 64,000
Intergovernmental Services	\$ 41,922	\$ 37,500	\$ 40,580	\$ 30,075	\$ 70,655	\$ 32,000	\$ 32,000	\$ 64,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 12,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 12,000
<b>Total Finance</b>	<b>\$ 931,159</b>	<b>\$ 1,351,198</b>	<b>\$ 649,525</b>	<b>\$ 805,739</b>	<b>\$ 1,455,264</b>	<b>\$ 661,399</b>	<b>\$ 688,007</b>	<b>\$ 1,349,405</b>

CITY OF MILL CREEK

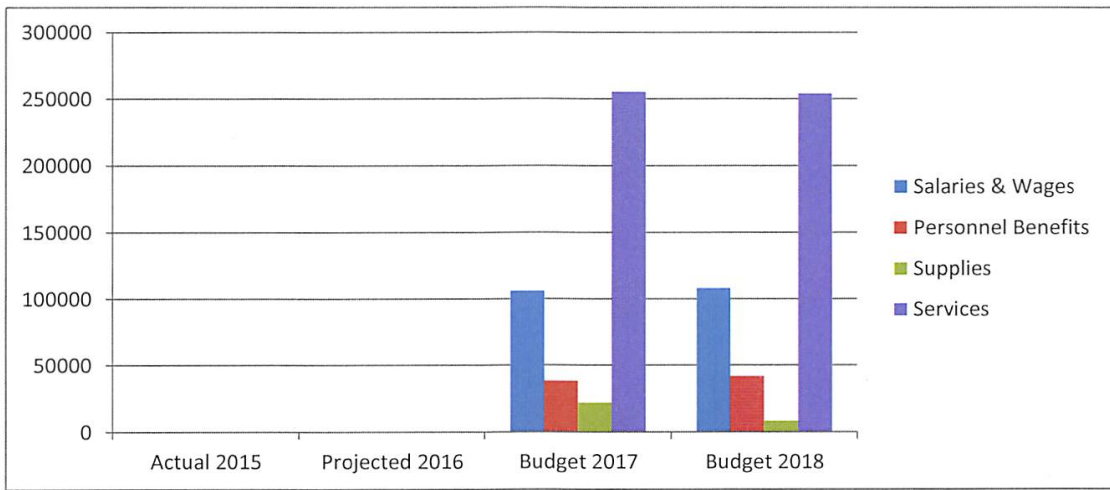


2017-2018 BIENNIAL BUDGET

DIVISION OF INFORMATION TECHNOLOGY

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,013	\$ 108,133	\$ 214,146
Personnel Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,350	\$ 41,954	\$ 80,304
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,130	\$ 8,370	\$ 30,500
Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,239	\$ 254,186	\$ 509,425
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 421,732</b>	<b>\$ 412,643</b>	<b>\$ 834,375</b>

Expenditure Summary



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

DIVISION OF INFORMATION TECHNOLOGY

Expenditure Summary	2013-2014	2015-2016	2015 Actual	2016	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget		Projected	Biennium Total	Requested Budget	Requested Budget	Proposed Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,013	\$ 108,133	\$ 214,146
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,350	\$ 41,954	\$ 80,304
Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,363	\$ 150,087	\$ 294,450
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ 1,500
Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,380	\$ 7,620	\$ 29,000
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,130	\$ 8,370	\$ 30,500
Software Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,339	\$ 135,586	\$ 265,925
Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,500	\$ 10,500	\$ 31,000
Web Hosting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ 24,000
Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 17,700	\$ 32,700
Telecommunications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,300	\$ 68,300	\$ 135,600
Conference & Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 200
Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,239	\$ 254,186	\$ 509,425
Total Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 421,732	\$ 412,643	\$ 834,375

# Public Safety



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**DEPARTMENT OF PUBLIC SAFETY**Department Description

The Mill Creek Police Officers are the most visible ambassadors for the City of Mill Creek. The true essence of what the police department does is to provide a safe community for residents, businesses and visitors to live, work and recreate. Through proactive law enforcement activities, crime trend analysis, community education and outreach and a focus on developing professional employees, we strive to ensure that the streets and neighborhoods remain safe and clean, calls for service are answered in a timely and professional manner and that police investigations and enforcement is done in an exemplary fashion. We embrace the “service mindset” and focus on being public servants, dedicated to answering the call and responding with “what can I do to help?”

The police department is but one aspect of the City’s Public Safety function. The role of the Chief of Police, and his designees, is to provide for the oversight of the fire contract and coordinate the City’s emergency management function to ensure that we are protecting life, health and property while providing focused public safety services.

Daily Police Department service includes, but is not limited to, the following core functions:

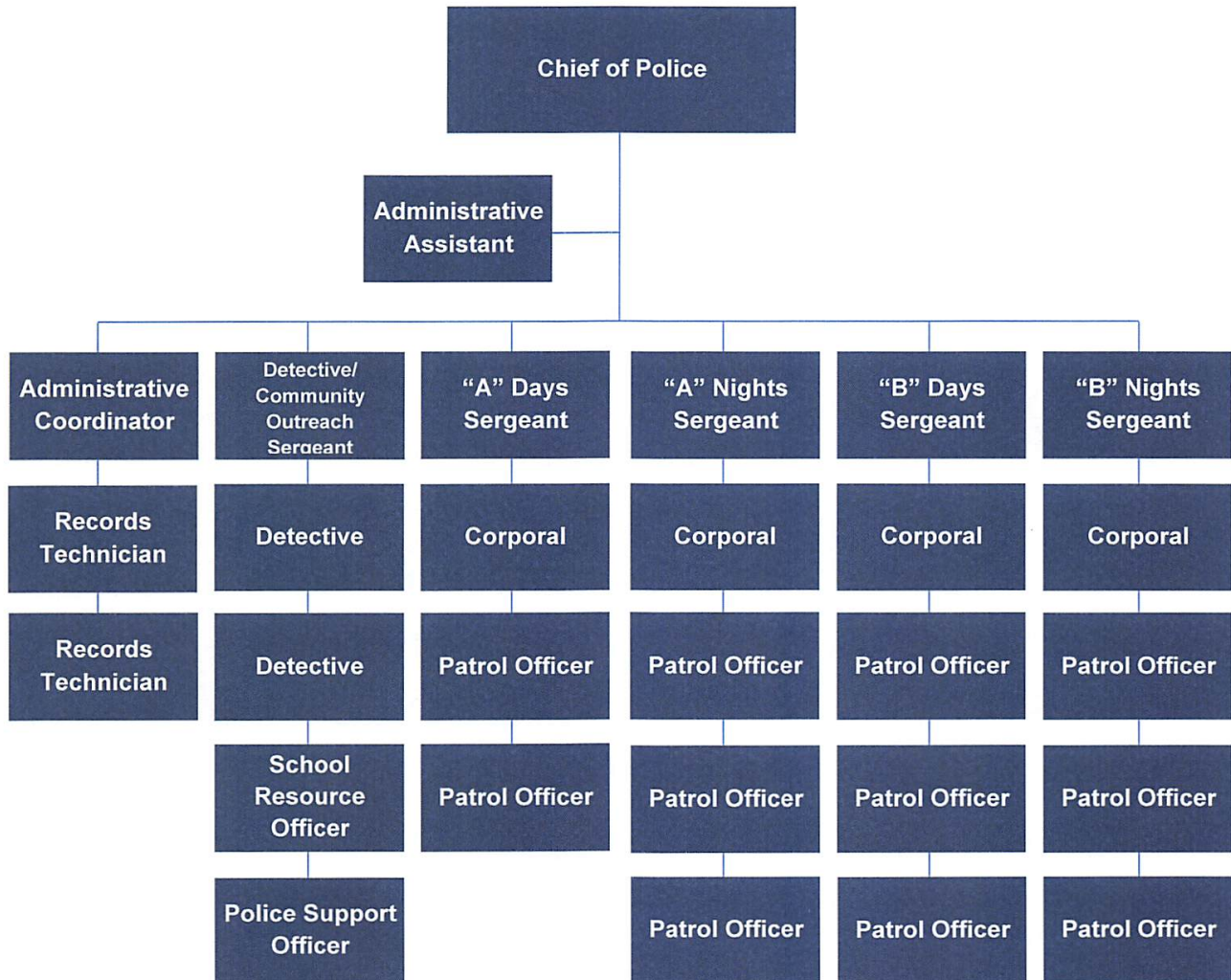
- Proactive street patrol
- Responding to calls for service
- Investigating crimes
- Conducting traffic education and enforcement
- Investigating collisions
- Providing crime prevention education to the community
- Processing concealed pistol license and gun transfer applications
- Providing animal control services
- Managing evidence and property programs
- Providing for professional records management





DEPARTMENT OF PUBLIC SAFETY

Organizational Chart



## DEPARTMENT OF PUBLIC SAFETY

**2015-2016 Achievements:**

- The City Manager recruited Greg Elwin as Mill Creek's new police chief.
- In 2016, the City contracted with the Washington Association of Sheriffs and Police Chiefs (WASPC) to conduct a Loaned Executive Management Assistance Program (LEMAP) assessment of the police department. This assessment revealed deficiencies in police department policies and procedures and provided a clear road map for improvement. This assessment was provided to the new police chief to develop the department's work plan for the 2017-2018 biennium.
- In April of 2016, the City of Mill Creek Police Department rolled out their "new" Traffic Unit. When the City Manager and Interim Police Chief began discussing this concept in late 2015, the idea was simple: provide some specialized training and equipment to existing police officers. The focus of these officers would be to address one of the main public safety concerns in Mill Creek: traffic - the flow of traffic, the volume of traffic, the safe movement of traffic and pedestrian and bicyclist safety.

Currently, there is one traffic officer assigned to each of the two dayshift squads. The motor officer and the traffic specialist spend their days focusing their efforts on traffic education and enforcement. This focus goes well beyond running radar, stopping cars and writing tickets. On many days, you'll find a traffic specialist on foot helping cars get in and out of the very busy Mill Creek Elementary School parking lot. On other days, you'll find the motor officer working community events or parades, sharing the traffic safety messages that affect us all: don't text and drive, keep your speed down and watch out for pedestrians and bicyclists. The Traffic Unit includes an accomplished collision investigator who takes on the most serious crash investigations. This officer is also a federally-certified commercial vehicle inspector and she spends considerable time seeking out those commercial vehicles that are unsafe on our streets.

- The new police chief introduced community outreach as a core function of the police department. The police department was reorganized such that community outreach became an official part of the Detective Sergeant's job description. The focus of the police department community outreach efforts is to foster policy-community partnerships in the neighborhoods we serve.



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**DEPARTMENT OF PUBLIC SAFETY****2017-2018 Objectives:**

- Identify crime trends and establish reduction targets for identified trends.
- Develop and implement public safety programs to meet identified crime reduction targets and provide reporting metrics on the effectiveness of such programs.
- Attain accreditation through the Washington Association of Sheriffs and Police Chiefs.
- Implement Mill Creek's role in regional emergency management efforts.
- In conjunction with the Director of Administration, evaluate material contract costs (e.g., jail services) and recommend more cost effective alternatives.
- Host two citizen police academies per year beginning in 2017.
- Implement a citizen volunteer program to promote civic engagement in the community.
- Implement a Safe Internet Exchange Location Program.
- Develop and implement a Police Explorer Program.
- Develop a strategic training program for police department employees to promote individual career enhancement, legal compliance and achievement of City goals.

**2017-2018 Budget Highlights:**

- In 2017-2018, salaries and wages for the police department cost center are projected to remain virtually unchanged from the 2015-2016 biennium. This is largely due to the elimination of the Police Support Services Manager and Commander positions. Before any additional positions are allocated to the police department, a staffing analysis will be conducted.
- The overtime budget for 2017-2018 is reduced by \$255,000 from 2015-2016 actuals. More proactive management of shift scheduling is anticipated to reduce overtime expenditures.

## DEPARTMENT OF PUBLIC SAFETY

- The City's current representative assigned to the North Metro SWAT Team has decided to withdraw from participation from that organization and at this time there are no plans to allocate additional staffing for participation on the SWAT Team. Accordingly, there is an approximate \$11,000 reduction in operating supplies reflecting equipment that will not be required for purchase.
- Utilizing a zero based budgeting approach, the Police Chief and Finance Director conducted a detailed analysis of each line item within the public safety cost center to determine appropriate funding levels for the 2017-2018 biennium. Based on that analysis, many individual line items within the police department have been adjusted to reflect actual experience and projected expense.
- During 2017-2018, the Chief of Police, working with the Director of Administration, will be evaluating the Department's material contractual costs (e.g., Jail Services) and recommending more cost effective alternatives.
- Pre-employment screening costs are projected to decrease by \$78,000 in the 2017-2018 biennium. This is the result of process changes instituted during 2015-2016. The City eliminated contracting out for background checks for police department employees and instead sent staff to training to be able to complete this function in-house. New resources for polygraph testing, psychological evaluations, medical examinations and criminal history checks have been identified and utilized providing additional cost savings for the City.
- Equipment expenses for 2017-2018 have been reduced by \$75,000. This reduction was due to one-time expenditures in 2015-2016 for updated equipment for new police cars. Funds allocated for 2017—2018 are for video equipment for the Safe Internet Purchase Exchange location, updated air purifying respirators and associated communication boxes, new radar equipment and simmunitions weapons.
- The equipment replacement operating fund transfers have been eliminated; however, a corresponding revenue policy change has also been made where one time revenues are now dedicated to the capital fund rather than the operating fund. This allows for funding the entire capital plan rather than funding only equipment replacement.
- Fire service costs have been reallocated from the non-departmental cost center to a separate cost center within the public safety department. The City's current fire services contract with Fire District 7 expires on December 31, 2016. However, that contract contains automatic renewal provisions. The costs of those renewal provisions have been included in the 2017-2018 budget. The City is in current contract negotiations and anticipates a new service contract in 2017.

CITY OF MILL CREEK

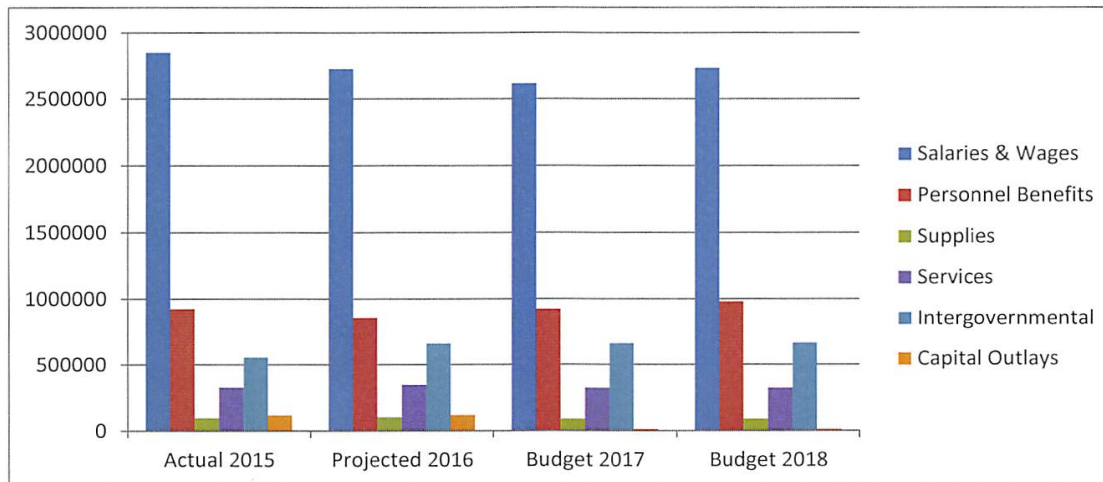


2017-2018 BIENNIAL BUDGET

DEPARTMENT OF PUBLIC SAFETY

Expenditure Summary	2013-2014	2015-2016	2015	2016	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget	Actual	Projected	Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 5,308,788	\$ 5,602,764	\$ 2,850,261	\$ 2,727,385	\$ 5,577,646	\$ 2,616,814	\$ 2,733,059	\$ 5,349,873
Personnel Benefits	\$ 1,774,379	\$ 1,931,078	\$ 925,890	\$ 860,086	\$ 1,785,976	\$ 923,210	\$ 981,624	\$ 1,904,835
Supplies	\$ 274,815	\$ 249,591	\$ 97,961	\$ 103,615	\$ 201,576	\$ 90,525	\$ 90,525	\$ 181,050
Services	\$ 698,342	\$ 737,691	\$ 329,231	\$ 348,617	\$ 669,772	\$ 324,400	\$ 325,400	\$ 649,800
Intergovernmental Services	\$ 1,126,803	\$ 1,268,585	\$ 559,034	\$ 662,652	\$ 1,221,687	\$ 662,334	\$ 667,334	\$ 1,329,668
Capital Outlays	\$ 103,458	\$ 304,545	\$ 119,507	\$ 120,230	\$ 239,737	\$ 13,000	\$ 12,000	\$ 25,000
<b>Total</b>	<b>\$ 9,286,585</b>	<b>\$ 10,094,254</b>	<b>\$ 4,881,884</b>	<b>\$ 4,822,585</b>	<b>\$ 9,696,394</b>	<b>\$ 4,630,284</b>	<b>\$ 4,809,942</b>	<b>\$ 9,440,226</b>

Expenditure Summary





CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

DEPARTMENT OF PUBLIC SAFETY

	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Actual	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 4,779,874	\$ 5,051,264	\$ 2,521,151	\$ 2,439,454	\$ 4,960,605	\$ 2,472,859	\$ 2,581,190	\$ 5,054,050
Overtime	\$ 528,914	\$ 551,500	\$ 329,110	\$ 287,931	\$ 617,041	\$ 143,955	\$ 151,868	\$ 295,823
Benefits	\$ 1,774,379	\$ 1,931,078	\$ 925,890	\$ 860,086	\$ 1,785,976	\$ 923,210	\$ 981,624	\$ 1,904,835
Personnel Costs	\$ 7,083,167	\$ 7,533,842	\$ 3,776,151	\$ 3,587,471	\$ 7,363,622	\$ 3,540,025	\$ 3,714,683	\$ 7,254,708
Office/Operating Supplies	\$ 31,657	\$ 31,850	\$ 17,029	\$ 17,071	\$ 34,100	\$ 9,000	\$ 9,000	\$ 18,000
Crime Prevention	\$ 4,688	\$ 4,000	\$ 1,707	\$ 1,982	\$ 3,688	\$ 2,250	\$ 2,250	\$ 4,500
Defensive Tactics	\$ 22,012	\$ 15,551	\$ 4,765	\$ 2,971	\$ 7,735	\$ 225	\$ 225	\$ 450
Firearms	\$ 28,180	\$ 39,919	\$ 15,708	\$ 18,389	\$ 34,096	\$ 12,500	\$ 12,500	\$ 25,000
K-9 Program	\$ 20,854	\$ 3,939	\$ 2,075	\$ 2,435	\$ 4,510	\$ 1,550	\$ 1,550	\$ 3,100
Fuel	\$ 112,369	\$ 97,000	\$ 34,575	\$ 31,407	\$ 65,982	\$ 40,000	\$ 40,000	\$ 80,000
Small Tools	\$ 10,305	\$ 16,370	\$ 8,359	\$ 4,579	\$ 12,938	\$ 5,000	\$ 5,000	\$ 10,000
Uniforms	\$ 44,748	\$ 40,962	\$ 13,744	\$ 24,783	\$ 38,527	\$ 20,000	\$ 20,000	\$ 40,000
Supplies	\$ 274,815	\$ 249,591	\$ 97,961	\$ 103,615	\$ 201,576	\$ 90,525	\$ 90,525	\$ 181,050
Security/Alarm Monitoring	\$ 3,339	\$ 4,750	\$ 1,592	\$ 1,654	\$ 3,246	\$ 1,900	\$ 1,900	\$ 3,800
Repairs & Maint - Equip.	\$ 23,267	\$ 32,700	\$ 10,641	\$ 9,706	\$ 20,347	\$ 12,500	\$ 12,500	\$ 25,000
Uniform Cleaning	\$ 5,015	\$ 7,750	\$ 2,165	\$ 2,407	\$ 4,572	\$ 3,000	\$ 3,000	\$ 6,000
Vehicle Repair	\$ 126,339	\$ 60,000	\$ 31,698	\$ 28,516	\$ 60,214	\$ 30,500	\$ 30,500	\$ 61,000
Printing & Binding	\$ 3,456	\$ 8,000	\$ 1,652	\$ 755	\$ 2,407	\$ 2,500	\$ 2,500	\$ 5,000
Conference, Dues & Trai	\$ 24,550	\$ 41,893	\$ 8,160	\$ 8,252	\$ 16,413	\$ 25,000	\$ 25,000	\$ 50,000
Advertising	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Employment Screeni	\$ 73,181	\$ 92,900	\$ 31,247	\$ 63,432	\$ 76,121	\$ 7,500	\$ 7,500	\$ 15,000
Misc & Other Charges	\$ 1,259	\$ 3,000	\$ 1,355	\$ 933	\$ 2,287	\$ -	\$ -	\$ -
Animal Holding Contract	\$ 21,378	\$ 17,000	\$ 10,457	\$ 4,553	\$ 15,010	\$ 9,500	\$ 9,500	\$ 19,000
Professional Services	\$ 17,216	\$ 38,000	\$ 14,717	\$ 16,725	\$ 41,925	\$ 12,500	\$ 12,500	\$ 25,000
Prosecution Services	\$ 197,225	\$ 206,798	\$ 102,375	\$ 104,423	\$ 206,798	\$ 107,000	\$ 108,000	\$ 215,000
Translator Services	\$ 6,543	\$ 7,200	\$ 3,073	\$ 5,610	\$ 8,682	\$ 5,000	\$ 5,000	\$ 10,000
Indigent Defense Service	\$ 195,575	\$ 217,200	\$ 110,100	\$ 101,650	\$ 211,750	\$ 107,500	\$ 107,500	\$ 215,000
Services	\$ 698,342	\$ 737,691	\$ 329,231	\$ 348,617	\$ 669,772	\$ 324,400	\$ 325,400	\$ 649,800
Jail Services	\$ 196,363	\$ 346,258	\$ 127,836	\$ 174,881	\$ 302,717	\$ 170,000	\$ 175,000	\$ 345,000
District Court	\$ 126,423	\$ 132,000	\$ 40,432	\$ 60,487	\$ 100,919	\$ 66,000	\$ 66,000	\$ 132,000
Academy Training	\$ 13,328	\$ 12,252	\$ 3,187	\$ -	\$ 3,187	\$ 6,374	\$ 6,374	\$ 12,748
DV/Child Advocate	\$ 31,874	\$ 27,082	\$ 9,493	\$ 11,119	\$ 20,612	\$ 10,500	\$ 10,500	\$ 21,000
SNOCOM Dispatch Servi	\$ 672,906	\$ 659,381	\$ 332,958	\$ 365,362	\$ 698,320	\$ 360,460	\$ 360,460	\$ 720,920
SERS Operations	\$ 85,909	\$ 91,612	\$ 45,129	\$ 50,803	\$ 95,932	\$ 49,000	\$ 49,000	\$ 98,000
Intergovernmental Svc	\$ 1,126,803	\$ 1,268,585	\$ 559,034	\$ 662,652	\$ 1,221,687	\$ 662,334	\$ 667,334	\$ 1,329,668
Equipment	\$ -	\$ 100,700	\$ 52,696	\$ 52,534	\$ 105,231	\$ 13,000	\$ 12,000	\$ 25,000
Equipment Replacement	\$ 103,458	\$ 203,845	\$ 66,810	\$ 67,696	\$ 134,506	\$ -	\$ -	\$ -
Capital Outlays	\$ 103,458	\$ 304,545	\$ 119,507	\$ 120,230	\$ 239,737	\$ 13,000	\$ 12,000	\$ 25,000
<b>Total Public Safety</b>	<b>\$ 9,286,585</b>	<b>\$ 10,094,254</b>	<b>\$ 4,881,884</b>	<b>\$ 4,822,585</b>	<b>\$ 9,696,394</b>	<b>\$ 4,630,284</b>	<b>\$ 4,809,942</b>	<b>\$ 9,440,226</b>

CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

FIRE SERVICES

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Professional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ 27,000
Professional - Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Fire Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,653,250	\$ 3,653,250	\$ 7,306,500
<b>Total Fire Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,710,250</b>	<b>\$ 3,653,250</b>	<b>\$ 7,363,500</b>



# Community & Economic Development



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**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**Department Description

Community Development is divided into four divisions, Planning, Building, Code Enforcement and Economic Development.

The Planning Division is involved in both long-range and operational planning activities. The purpose of long-range planning is to maintain the City's special community character by carefully evaluating future opportunities for short- and long-term benefits in order to protect land use, infrastructure, economic development and service delivery standards. Long range planning deals specifically with the development and monitoring of the City's Comprehensive Plan mandated by the state's Growth Management Act (GMA), processing proposed amendments to the Comprehensive Plan and the Development Code, coordination of planning efforts with surrounding jurisdictions, involvement in regional growth strategies and processing annexation requests. Operational planning deals with the implementation of the Comprehensive Plan through the preparation of GMA-mandated land use development regulations; park acquisition, design and development; and administration of applications for land use proposals and developments.

The Building Division has the responsibility of administering building-related codes and reviewing permits for compliance with the International Building Code (IBC). The primary duties of the department include the issuance of building permits for new residential and commercial construction, remodels, fences, signs and tenant improvements, as well as mechanical, plumbing and reroof permits. The Building Division is also responsible for project plan review and field inspection for all phases of construction.

The Code Enforcement Division investigates violations of the Mill Creek Municipal Code to ensure the continuation of Mill Creek as a safe, clean and well-maintained community.

The Economic Development Division has 4 focus areas: Recreation, Tourism, Marketing and Volunteer Programs.

Recreation: Responsible for development, planning and implementation of year-round community programs for preschool, youth, teen, adult and family classes, sports leagues, camps and workshops. Recreational offerings are held in City Hall North/South buildings, public parks, public schools and businesses. Staff actively pursue partnerships with schools, businesses and non-profit organizations to provide active recreational programming.

Tourism: Responsible for conducting research and analysis in support of tourism marketing projects, programs, events and parades to create the maximum



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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

economic impact for Mill Creek. Staff work closely with Department of Public Information, volunteer organizations, merchants, hotels, restaurants and business groups to seek out, develop and manage strategic partnerships to drive Mill Creek tourism. Staff actively pursue the development and implementation of grants and initiatives to benefit our community.

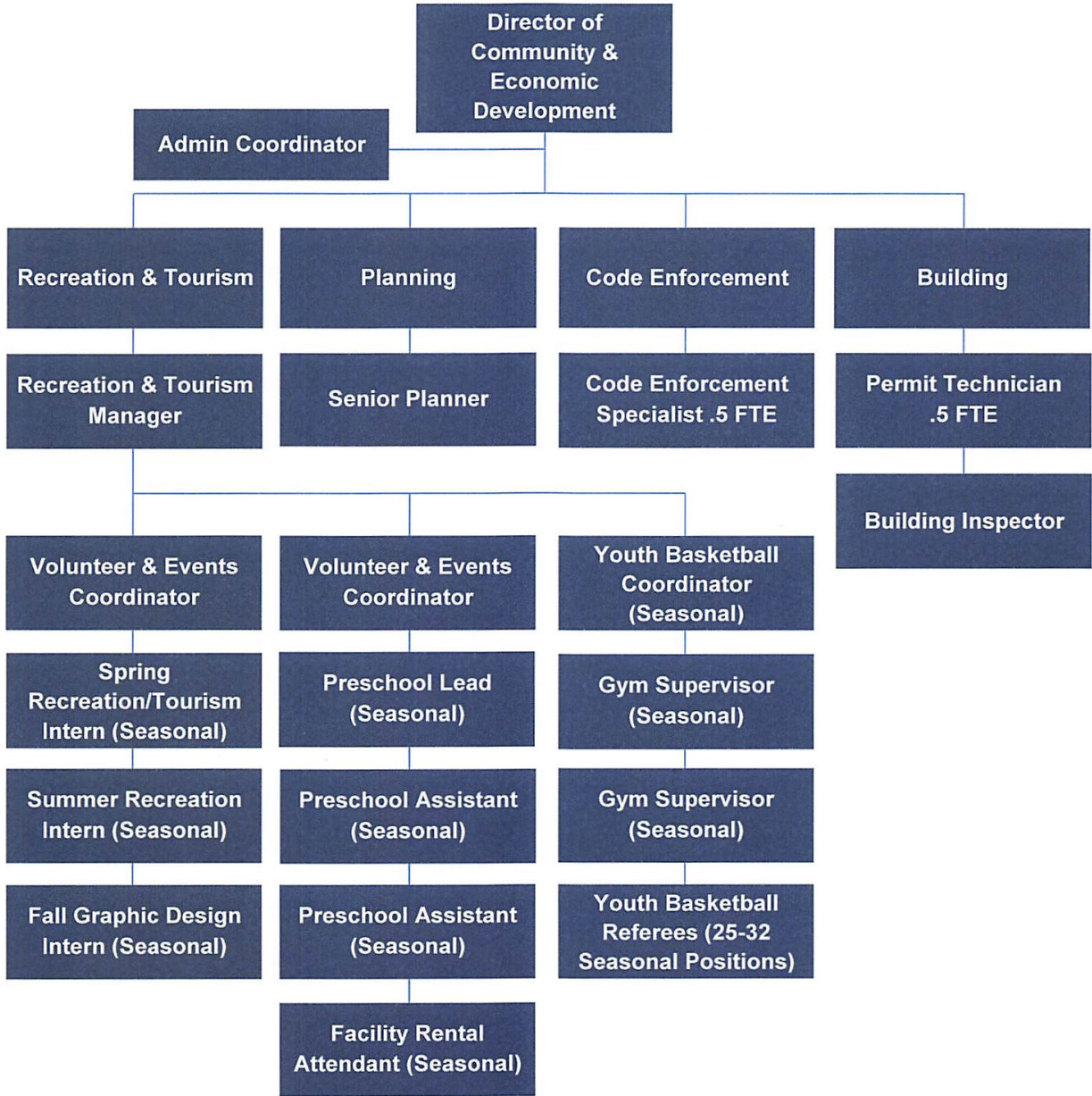
Marketing: In conjunction with the Public Information Office, implement comprehensive City marketing plan to ensure consistent branding and messaging across all platforms. Focus is on the design, creation and management of various forms of digital and print marketing collateral to engage community members. Cultivate long-lasting partnerships/sponsorships with various community stakeholders.

Volunteers: Responsible for recruiting, training and supervising volunteers to perform a variety of tasks and support assigned areas of responsibility. Create and manage the City's volunteer database. Liaison to Mill Creek Youth Advisory Board made up of high school students in the Mill Creek area who are committed to making a difference in their community by volunteering at City events and local non-profit agencies.



DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Organizational Chart





## DEPARTMENT OF COMMUNITY &amp; ECONOMIC DEVELOPMENT

**2015-2016 Achievements:**

- The 2015 Comprehensive Plan was adopted by the City Council on December 8, 2015. The mandatory update was a major undertaking which started in June 2014 and included revisions to meet the current Countywide Planning Policies, including the most recent population and employment targets, recent revisions to the Growth Management Act (GMA) and updates to meet existing conditions. In addition, to meet the GMA requirement for early and continuous opportunity for public involvement, staff prepared a Public Participation Plan. The update was necessary to ensure that the City is eligible for Puget Sound Regional Council (PSRC) controlled funds and park grants.
- The Mill Creek Municipal Code was amended to add a new Chapter 14.19, which codifies the Comprehensive Plan amendment process. In addition, amendments were made to implement the Transportation Element and the Streetscape Element of the Comprehensive Plan.
- The Mill Creek Municipal Code was amended to allow the City Engineer to approve the location of all new access points on a roadway. Access onto all roadways shall be regulated by its classification, following the general principle that a higher classification road will have more restricted access than a lower classification. The amendment also established criteria under which new access points shall be considered.
- The Mill Creek Municipal Code was amended to reference the current approved federal wetland delineation manual and regional supplement. In addition, language was added to clarify that the use of wetland mitigation banks qualify as a form of innovative mitigation as well as allowing applicants the option of purchasing mitigation credits from a certified bank to compensate for unavoidable impacts to wetlands in lieu of constructing and monitoring their own project. A provision was also added to allow for an alternative to the mitigation ratios contained in the City code as long as the proposed ratios are consistent with the method developed by the Department of Ecology.
- The City Council authorized the City Manager to negotiate and execute a contract with ECONorthwest for a market feasibility and fiscal impact study for the 132nd Street SE Corridor. The contract was executed, and on October 27, 2015, the project was initiated with an introductory presentation to the City Council. On December 8, 2015, ECONorthwest presented the market feasibility portion of the study. On January 12, 2016, the City Council held a visioning workshop to discuss what they would like to see in the East Gateway Urban Village (EGUV) and the remaining 132<sup>nd</sup> Street SE Corridor. The City Council reviewed a range of development scenarios for the EGUV area.



## DEPARTMENT OF COMMUNITY &amp; ECONOMIC DEVELOPMENT

- The MBP online permitting system was enhanced this biennium with the addition of online inspection requests and the ability to submit land use permits online; the system is accessible to applicants 24 hours a day, 7 days a week. This has enabled the Planning Division to exclusively process land use permits online, which improves customer access, streamlines the process internally, and allows the City the ability to manage our records exclusively in digital form with no paper records to manage. In the future, this will dramatically increase the City's ability to rapidly respond to Public Records Requests.
- In August 2015, three members of the City's Economic Development Department attended the Northwest Economic Development Course, sponsored by the Washington State Department of Commerce and Business Oregon for certification in Basic Economic Development. Staff was educated in how to attract, locate, retain and encourage growth of existing businesses. In addition, curriculum focused on: Rewards of Risk Taking, Small Business & Entrepreneurship, Finance, Reuse & Redevelopment of Sites, Location Factors, Data You Need, Workforce Development, Managing an ED Organization, and Ethics.
- The Department initiated "Let's Put Mill Creek on the Map." This program was a partnership with Google to help all Mill Creek businesses claim their business listing on Google Search and Maps. Staff created a brochure, press releases and a web page to market and publicize the program. The businesses were given instructions on how to claim their business listing on their own and/or invited to attend one of three workshops scheduled at the end of January and beginning of February of 2016, if they wanted additional hands-on instruction. The program was presented to the Mill Creek Business Association and the Mill Creek Rotary.
- During the 2016 Mill Creek Festival, the City's booth featured a short electronic survey. The public was invited to take the survey, which was comprised of a few questions each from four City departments. The results for the Community and Economic Development portion of the survey showed strong support for services/amenities such as Parks, the Library, Community Events and the North Creek Trail, which are currently identified in the City's Comprehensive Plan and encouraged by current practices and policies. The strong showing validates the importance of these amenities to the community.

Other take away points from the survey include the fact that the two second highest areas of retail leakage identified in the survey are movies and specialty grocery stores. An opportunity exists for the City to directly market our community to developers in these economic segments. In addition, the number one item on people's wish list was more restaurants. While there are a number

## DEPARTMENT OF COMMUNITY &amp; ECONOMIC DEVELOPMENT

of unique restaurants already in the City, the responses suggest that the public would support even more and a greater variety of restaurants. In fact, the City is becoming known as a dining destination. Dining is an area the City could focus on encouraging and supporting.

- Prior to the LEAN Training conducted in December 2015, registrations for Recreation classes were taken in-person, by phone, mail, fax and online. During the LEAN Training, the registration process was evaluated and found that the current manual data entry of registration forms is extremely time-consuming for staff. By implementing an online registration system, the committee identified that recreation staff could save approximately 400 hours or 10 weeks of staff time each year. In addition to staff time, direct savings were estimated to be approximately \$8,000 annually. The change to all online registration took effect with the Spring/Summer 2016 Recreation Guide and currently 98.5% of registrations are made online.
- The first City-sponsored Memorial Day Parade was held on May 30, 2016 on Main Street in Mill Creek Town Center, and included the traditional gathering at the Veterans Monument at 9:00 a.m. followed by the parade at 11:00 a.m. Members of the City staff who are veterans were invited to raise the flag and lay the wreath at the Veterans Day Monument. There were a high number of people in attendance during the parade, approximately 4,000 spectators. This attendance validates the importance of offering these events in our community and gives us a foundation to continue to grow the event in 2017/2018.
- The first Veterans Day Parade was held on Wednesday, November 11, 2015 for veterans and to provide an opportunity for residents to show their support and appreciation to those who have served in the United States Armed Forces. The events included a "Day of Honor Gathering" at the Veterans Monument in Library Park at 9:00 a.m. followed by a parade on Main Street in Mill Creek Town Center at 11:00 a.m. The event was very well received by the community with approximately 2,500 people in attendance. The event continued in 2016 with increased attendance and parade entries. Again, the growth of this event validates the importance of these types of events for the community and for our local businesses.
- In 2004 the City of Mill Creek opened the Mill Creek Sports Park – Freedom Field Complex which provides a 64,050 square foot synthetic field turf surface for community members to use for youth baseball, softball and soccer. The park also features a concession stand, restroom and 10,000 square foot concrete skate park. Synthetic fields have an average life of 8-10 years and the city's field is going on 12 years of continuous use. The field is rented 330 days per year for 2,661 rental hours. Over the last 12 years the field has been rented over 30,000 hours. Combined with the aging turf, the field used a Medal Halide and High



## DEPARTMENT OF COMMUNITY &amp; ECONOMIC DEVELOPMENT

Pressure Sodium field lighting system with 72 fixtures spread over 8 poles. The average life expectancy of the current light bulbs is 12,000 hours in optimum conditions.

The City submitted a grant to the Washington State Recreation and Conservation Office to receive a \$250,000 grant to aide in replacing the aging field turf and update the entire complex's lighting system to a new LED system. The new LED system would run for 20+ years and would reduce the monthly power consumption utility bill by 63%.

- The City partnered with Snohomish County Parks and Recreation Department to submit an application to the Snohomish County Small Capital Projects Partnership Grant Fund. The scope of the project submitted is to enhance signage between North Creek Trail Pond 6 and the county North Creek Park at the end of 9th Avenue SE. In this location the trail moves from a concrete walking path onto the sidewalk on Mill Creek Boulevard SE and continues on the sidewalk on 9th Avenue SE across 164th Street SE. The City and county were awarded \$7,500 to place two/three informational signs directing people to stay on the trail; the project also includes adding mileage markers throughout the entire 3.5 mile trail to let community members know how far they have traveled on the trail.
- The City drafted and submitted a grant to the Snohomish County Lodging Tax Advisory Committee requesting \$10,000 to aide in creating a City tourism website. The website will be used to market Mill Creek and the surrounding area to residents, out of town visitors and out-of-state visitors. The site will feature community events, shopping, dining, lodging, maps, photography, parks, trails and social media integration. The plan is to drive tourism and economic development to Mill Creek and work with our lodging and business association partners to create a continued vibrant community.
- During the 2016 Mill Creek Festival, four renderings of the North Pointe Parke Design Concepts were displayed at the City's booth and the public took a great interest in asking questions about the various concepts and plans for the park. 300 surveys were collected at the Mill Creek Festival. In addition, two open houses were held at the future site for North Pointe Park for residents to look at the design rendering concepts, submit surveys, share their thoughts and ask questions. The open houses were a great success with approximately 70 – 80 community members at each open house. Staff received positive feedback from residents about their appreciation to be involved in selecting their preferred park concept design as well as an opportunity to learn more about the future of their neighborhood park.

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**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**

- Staff attendance with community associations encourages partnerships and coordination among the City and local business leaders. The partnerships also increase the City's ability to focus on long term planning, tourism, economic development and awareness of issues impacting our community. During 2015-2016, the City increased its involvement with the following partners:
  - Mill Creek Business Association
  - Mill Creek Town Center Business Association
  - Mill Creek Rotary
  - Snohomish County Tourism Bureau
  - Snohomish County Sports Commission
  - Snohomish County Leadership – Young Professionals Program
  
- The City launched its “Map your Neighborhood” outreach program. This program is a partnership with the Police Chaplain, Mill Creek Home Owner Associations and the Mill Creek Women's Club to offer Disaster Survival training in local Mill Creek neighborhoods. This training workshop covers the first nine steps to take immediately following a disaster and how to work with neighbors to identify concerns, reducing the severity of injuries and damage during a disaster.

**2017-2018 Objectives:**

- Design a strategy for redevelopment of property within the City that will support the City's vision.
- Implement a proactive code enforcement program to maintain the City's beauty, protect property values and promote the health and safety of its residents.
- Review and revise the City's development codes to ensure compliance with current law and Council vision.
- Conduct a review and analysis of the City's mitigation fee structure and programs to ensure compliance with current law and coordination with capital improvement planning.
- Design a community events program that expands tourism investment in the City.
- Actively pursue partnerships with schools, businesses and non-profit organizations to provide efficient recreational programming.
- Design and launch the City's first Tourism focused website to feature community events, shopping, dining, lodging, maps, photography, parks, trails and social media integration.
- Conduct a “LEAN” review of the special event permitting process.

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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Develop and implement a policy governing City sponsorships of events.
- Explore the creation and adoption of a City mascot.
- Create and implement a volunteer program charter to guide development of a City (adult) volunteer corps.
- Conduct a cost recovery analysis of recreation user fees.

**2017-2018 Budget Highlights:**

- The Salaries and Wages account for the Community and Economic Development Department has been reduced by \$543,000 for the 2017-2018 biennium. This reduction is the result of reallocating the City Engineer, vacant Senior Planner position and half-time inspector position to the Department of Public Works. Corresponding benefit costs have also been transferred to the Department of Public works.
- The Building Official position has been transformed to a professional services contract based upon actual and projected workload reductions.
- Funds allocated for “code books” have been reduced as a result of updates purchased in 2015-2016.
- Funds allocated for “fuel” have been reduced due to the reallocation of one inspector position to the Public Works Department. This inspector’s vehicle and accompanying vehicle costs are now accounted for in the Public Works Department.
- The office supply and small tools accounts have been reduced based upon actual experience over the past two bienniums.
- The reduction in the Professional Services account is the result of the reallocation of engineering professional fees to the Public Works Department and software fees to the IT cost center. Also, the 2015-2016 budget included fees for an economic feasibility study which is now complete; therefore, these costs have been removed from the Professional Services account for 2017-2018.



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Funds for the Tourism and Recreation Division are accounted for as an enterprise (proprietary) fund and the budget highlights for that Division are contained in the Proprietary Fund section of this budget document.

CITY OF MILL CREEK

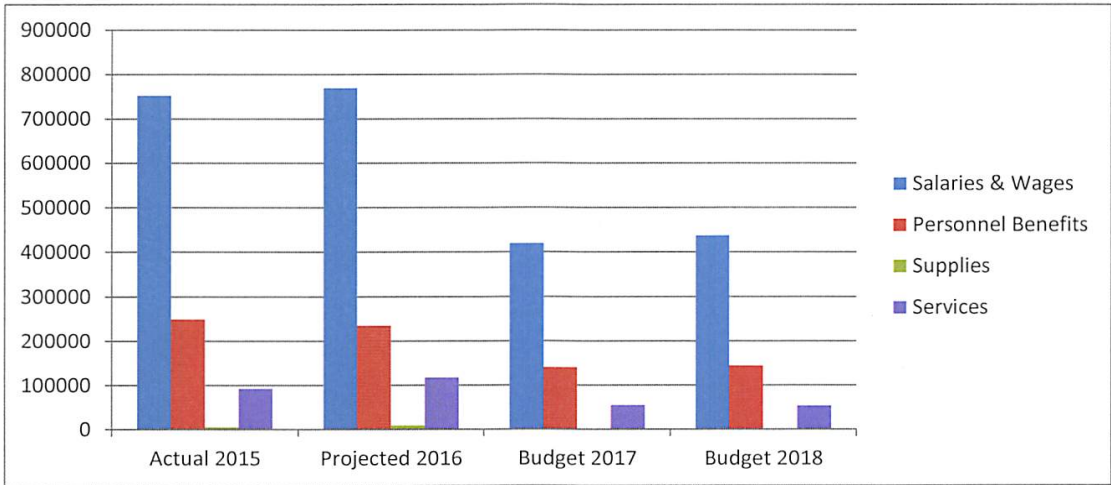


2017-2018 BIENNIAL BUDGET

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Expenditure Summary	2013-2014	2015-2016		2016	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget	2015 Actual	Projected	Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 1,090,848	\$ 1,460,070	\$ 752,545	\$ 769,789	\$ 1,522,334	\$ 419,354	\$ 437,378	\$ 856,732
Personnel Benefits	\$ 377,972	\$ 554,350	\$ 249,311	\$ 235,455	\$ 484,766	\$ 140,288	\$ 143,866	\$ 284,154
Supplies	\$ 11,517	\$ 26,050	\$ 5,740	\$ 8,896	\$ 14,636	\$ 1,925	\$ 1,675	\$ 3,600
Services	\$ 78,829	\$ 202,445	\$ 92,471	\$ 118,038	\$ 210,510	\$ 55,300	\$ 53,800	\$ 109,100
<b>Total</b>	<b>\$ 1,559,166</b>	<b>\$ 2,242,915</b>	<b>\$ 1,100,067</b>	<b>\$ 1,132,179</b>	<b>\$ 2,232,245</b>	<b>\$ 616,867</b>	<b>\$ 636,719</b>	<b>\$ 1,253,586</b>

Expenditure Summary



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Expenditure Summary	2013-2014	2015-2016	2015 Actual	2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget			Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 1,090,848	\$ 1,460,070	\$ 752,545	\$ 769,789	\$ 1,522,334	\$ 419,354	\$ 437,378	\$ 856,732
Benefits	\$ 377,972	\$ 554,350	\$ 249,311	\$ 235,455	\$ 484,766	\$ 140,288	\$ 143,866	\$ 284,154
Personnel Costs	\$ 1,468,820	\$ 2,014,420	\$ 1,001,856	\$ 1,005,244	\$ 2,007,100	\$ 559,642	\$ 581,244	\$ 1,140,886
Code Books	\$ 1,881	\$ 4,000	\$ 270	\$ 3,613	\$ 3,883	\$ -	\$ -	\$ -
Fuel	\$ 4,058	\$ 5,500	\$ 2,356	\$ 2,560	\$ 4,916	\$ 1,375	\$ 1,375	\$ 2,750
Office & Operating Supplies	\$ 3,184	\$ 9,000	\$ 2,271	\$ 1,863	\$ 4,134	\$ -	\$ -	\$ -
Small Tools & Equipment	\$ 2,393	\$ 7,550	\$ 842	\$ 861	\$ 1,703	\$ 550	\$ 300	\$ 850
Supplies	\$ 11,517	\$ 26,050	\$ 5,740	\$ 8,896	\$ 14,636	\$ 1,925	\$ 1,675	\$ 3,600
Professional Services	\$ 47,819	\$ 151,640	\$ 76,230	\$ 70,942	\$ 147,172	\$ 20,000	\$ 20,000	\$ 40,000
Professional Services-Legal	\$ -	\$ 10,000	\$ -	\$ 24,553	\$ 24,553	\$ 24,000	\$ 24,000	\$ 48,000
Advertising	\$ 1,345	\$ 2,000	\$ 1,362	\$ 525	\$ 1,887	\$ 1,000	\$ 1,000	\$ 2,000
Printing & Binding	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 300	\$ 300	\$ 600
Repairs & Maintenance	\$ 2,215	\$ 2,000	\$ 1,643	\$ 496	\$ 2,139	\$ 1,500	\$ -	\$ 1,500
Conference, Due, Subscriptions	\$ 11,326	\$ 21,360	\$ 7,586	\$ 13,338	\$ 20,924	\$ 8,500	\$ 8,500	\$ 17,000
Misc & Other Charges	\$ 16,125	\$ 14,845	\$ 5,650	\$ 8,185	\$ 13,835	\$ -	\$ -	\$ -
Services	\$ 78,829	\$ 202,445	\$ 92,471	\$ 118,038	\$ 210,510	\$ 55,300	\$ 53,800	\$ 109,100
<b>Total Community &amp; Economic Dev</b>	<b>\$ 1,559,166</b>	<b>\$ 2,242,915</b>	<b>\$ 1,100,067</b>	<b>\$ 1,132,179</b>	<b>\$ 2,232,245</b>	<b>\$ 616,867</b>	<b>\$ 636,719</b>	<b>\$ 1,253,586</b>

# Public Works



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**DEPARTMENT OF PUBLIC WORKS**Department Description

The Public Works Department is comprised of two divisions – Engineering and Maintenance. The divisions often overlap and interact with each other, but have their own distinct focus areas.

The Engineering Division has three primary duties: project management for all capital improvements in the adopted CIP; land development review and inspection; and issuing Right-of-Way permits while coordinating utility locate requests. Engineering also provides technical support for all roadway, traffic and stormwater operational issues.

The Engineering Division is also responsible for ensuring compliance with the City's National Pollutant Discharge Elimination System (NPDES) Phase 2 municipal stormwater permit issued by the State Department of Ecology. The NPDES permit has five main components of the required Stormwater Management Program: outreach and education; public involvement and participation; illicit discharge detection; controlling construction runoff; and municipal operations. In addition, Mill Creek has various stream sampling requirements due to water quality contamination in the North Creek watershed.

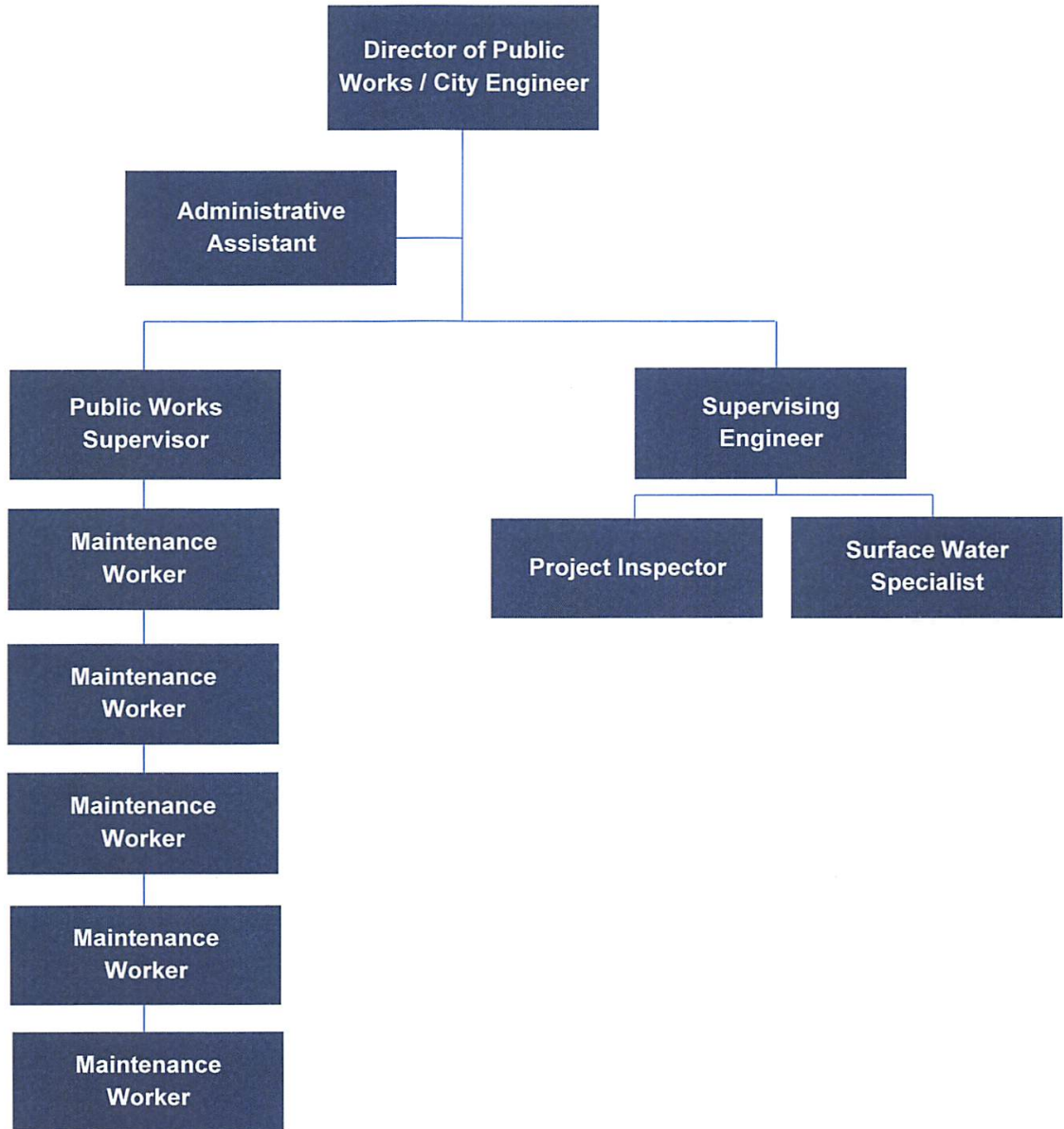
The Maintenance Division is responsible for the operation, repair and upkeep of all City owned buildings, twelve parks covering almost 43 acres, the North Creek trail, roadside and median landscaping, approximately 75 miles of sidewalks, 106 lane miles of streets and associated stormwater facilities, nearly 3,000 traffic signs, roadway striping and over 200 street lights. Some maintenance work is contracted out to either private vendors or Snohomish County. The maintenance crew also supports special events in the City such as holiday parades and programmed recreational activities.





DEPARTMENT OF PUBLIC WORKS

Organizational Chart



## DEPARTMENT OF PUBLIC WORKS

**2015-2016 Achievements:**

- Inadequate working space has been an ongoing issue for City staff for over 15 years. As part of a new space planning concept proposed by the City Manager and approved by the Council in September 2015, renovation work was completed in three phases to address current and future needs:
  - Renovation of unused office space on the ground floor of the City Hall North building for planning, building, engineering and recreation staff.
  - Remodel of previous Finance and Recreation office spaces in the City Hall South building for an expansion of the Police Department.
  - Remodel of administration side of the City Hall South building for relocation of staff and expanded passport services.
- Since 2010, the City has taken a proactive approach to keeping good roads in good condition by implementing a mix of maintenance repairs, surface preservation and structural overlays. Major items of work completed in 2015-2016 included:
  - Crack sealing and chip seal applications in high-priority areas.
  - Trial of Bonded Wearing Course (BWC) in Silver Crest/Silver Glen subdivisions.
  - Overlay of Mill Creek Road between SR 527 and Village Green Drive.
  - Highlands Boulevard median reconstruction.
  - Citywide asphalt repairs.
  - Obtaining \$720,000 in grant funding for future overlay work on Seattle Hill Road.
- A video inspection was completed on area storm systems in 2012, and found many areas of pipe collapse, cracking/holes/infiltration, misaligned joints, bad splices, blockages, etc. The first phase of pipe repairs and replacement was completed in spring 2015 in the Silver Crest/Silver Glen subdivisions prior to the BWC paving project.
- Cleaning out debris in catch basins and video inspection of stormwater pipes on City streets is an ongoing annual program funded through Surface Water Utility Fees. This program reduces sediment and pollutants that end up in area waterways, and also meets the requirements set forth in the City's National Pollution Discharge Elimination System (NPDES) permit. Each year approximately half of the City is serviced, which included 3,200 catch basins and over 9.25 miles of pipe in 2015 – 2016.
- The 35<sup>th</sup> Avenue Reconstruction Project consists of rebuilding 35th Avenue SE between 144th Street SE and 141st Street SE to address ongoing flooding issues. The new roadway would be above projected high water levels on top of a pin-pile supported, reinforced concrete slab. The design and environmental permitting work

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**DEPARTMENT OF PUBLIC WORKS**

is nearly complete, and \$4.0 million in State grant funding was awarded for construction.

**2017-2018 Objectives:**

- Review, revise and update traffic engineering policies to address community concerns and current best practices.
- Working with the City Manager and Director of Administration, prepare for Council consideration a comprehensive Capital Improvement Program that identifies needs, projects, priorities and funding options for pavement preservation, concrete replacement and vehicle/equipment replacement.
- Conduct a staffing needs analysis for the Maintenance Division.
- Implement LEAN process improvements for the Maintenance Division.
- Review, revise and standardize City contract forms and processes.
- Coordinate design and construction of a new Public Works Maintenance Facility.
- Oversee construction of North Pointe Park.

**2017-2018 Budget Highlights:**

- Salaries for the Department of Public Works increased by \$385,000 due to the reallocation of the City Engineer, vacant Senior Planner and half-time inspector positions from the Community and Economic Development Department to the Public Works Department. Corresponding benefit costs have also been transferred to the Department of Public works.
- Funds have been allocated to provide uniforms for the Public Works Maintenance Crew. These staff members are highly visible ambassadors of the City and providing these employees with uniforms that can withstand the elements and identify them as City employees is a good investment in our workforce.
- The reduction in the Professional Services account is due to a reduction of one time contract costs and reallocation of IT related expenses to the newly formed IT cost center.

CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

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DEPARTMENT OF PUBLIC WORKS

- Membership assessments for emergency management have been reallocated from the Public Works Department to Non-Departmental.



CITY OF MILL CREEK

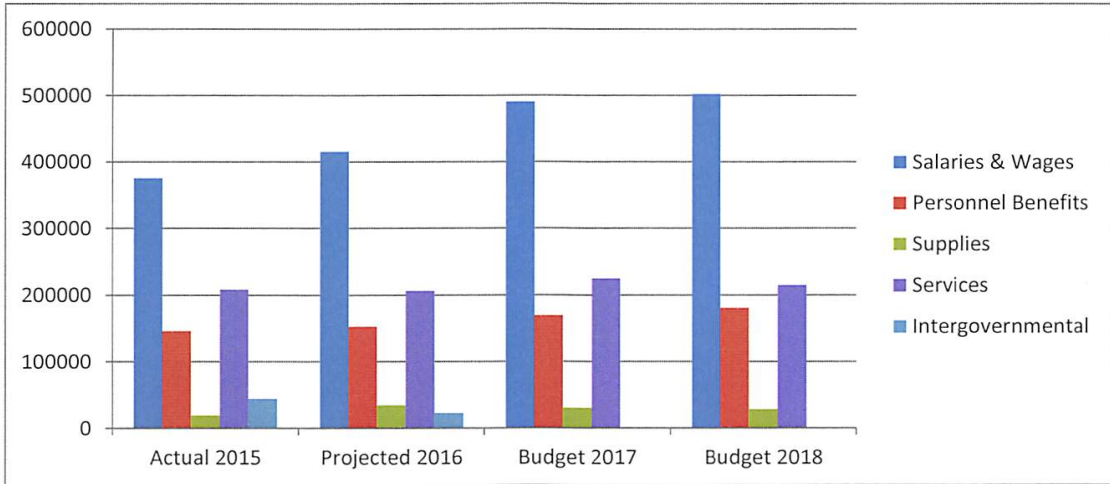


2017-2018 BIENNIAL BUDGET

DEPARTMENT OF PUBLIC WORKS

Expenditure Summary	2013-2014	2015-2016		2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget	2015 Actual		Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 1,088,717	\$ 759,559	\$ 375,227	\$ 415,460	\$ 790,688	\$ 490,459	\$ 502,312	\$ 992,770
Personnel Benefits	\$ 373,655	\$ 311,771	\$ 146,673	\$ 153,226	\$ 299,899	\$ 170,117	\$ 180,958	\$ 351,076
Supplies	\$ 67,168	\$ 63,400	\$ 19,647	\$ 34,717	\$ 54,364	\$ 30,500	\$ 28,500	\$ 59,000
Services	\$ 474,408	\$ 446,050	\$ 208,469	\$ 206,397	\$ 414,866	\$ 225,000	\$ 215,000	\$ 440,000
Intergovernmental Services	\$ -	\$ 92,000	\$ 44,431	\$ 22,758	\$ 67,189	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$2,003,949</b>	<b>\$1,672,780</b>	<b>\$ 794,447</b>	<b>\$ 832,558</b>	<b>\$1,627,006</b>	<b>\$ 916,076</b>	<b>\$ 926,770</b>	<b>\$1,842,846</b>

Expenditure Summary



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

DEPARTMENT OF PUBLIC WORKS

Expenditure Summary	2013-2014	2015-2016	2015 Actual	2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget			Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 1,088,717	\$ 759,559	\$ 375,227	\$ 415,460	\$ 790,688	\$ 490,459	\$ 502,312	\$ 992,770
Benefits	\$ 373,655	\$ 311,771	\$ 146,673	\$ 153,226	\$ 299,899	\$ 170,117	\$ 180,958	\$ 351,076
Personnel Costs	\$ 1,462,373	\$ 1,071,330	\$ 521,900	\$ 568,687	\$ 1,090,587	\$ 660,576	\$ 683,270	\$ 1,343,846
Office & Operating Supplies	\$ 41,549	\$ 38,000	\$ 11,434	\$ 24,619	\$ 36,053	\$ 16,000	\$ 16,000	\$ 32,000
Gasoline Fuel	\$ 15,111	\$ 17,000	\$ 5,456	\$ 5,843	\$ 11,298	\$ 7,500	\$ 7,500	\$ 15,000
Uniforms	\$ 2,451	\$ 400	\$ 364	\$ 117	\$ 480	\$ 2,500	\$ 2,500	\$ 5,000
Small Tools & Equipment	\$ 8,057	\$ 8,000	\$ 2,394	\$ 4,139	\$ 6,533	\$ 4,500	\$ 2,500	\$ 7,000
Supplies	\$ 67,168	\$ 63,400	\$ 19,647	\$ 34,717	\$ 54,364	\$ 30,500	\$ 28,500	\$ 59,000
Professional Services	\$ 43,852	\$ 49,000	\$ 19,172	\$ 22,203	\$ 41,375	\$ 12,500	\$ 2,500	\$ 15,000
Professional Serv -Legal	\$ -	\$ -	\$ -	\$ 2,566	\$ 2,566	\$ 5,000	\$ 5,000	\$ 10,000
Professional Services- Landscape/Janitorial	\$ 184,605	\$ 141,500	\$ 58,097	\$ 84,756	\$ 142,852	\$ 75,000	\$ 75,000	\$ 150,000
Repair & Maint - Facilities/Parks	\$ 99,097	\$ 99,300	\$ 60,293	\$ 30,126	\$ 90,419	\$ 50,000	\$ 50,000	\$ 100,000
Repair & Maint - Equip/Vehicles	\$ 10,659	\$ 10,200	\$ 5,398	\$ 4,801	\$ 10,199	\$ 5,000	\$ 5,000	\$ 10,000
Utilities	\$ 119,169	\$ 127,850	\$ 58,499	\$ 55,958	\$ 114,457	\$ 65,000	\$ 65,000	\$ 130,000
Advertising	\$ 234	\$ 1,100	\$ 547	\$ 479	\$ 1,026	\$ -	\$ -	\$ -
Training, Conference & Dues	\$ 16,793	\$ 17,100	\$ 6,464	\$ 5,508	\$ 11,971	\$ 12,500	\$ 12,500	\$ 25,000
Services	\$ 474,408	\$ 446,050	\$ 208,469	\$ 206,397	\$ 414,866	\$ 225,000	\$ 215,000	\$ 440,000
Membership Assessments	\$ -	\$ 92,000	\$ 44,431	\$ 22,758	\$ 67,189	\$ -	\$ -	\$ -
Intergovernmental Services	\$ -	\$ 92,000	\$ 44,431	\$ 22,758	\$ 67,189	\$ -	\$ -	\$ -
<b>Total Public Works</b>	<b>\$ 2,003,949</b>	<b>\$ 1,672,780</b>	<b>\$ 794,447</b>	<b>\$ 832,558</b>	<b>\$ 1,627,006</b>	<b>\$ 916,076</b>	<b>\$ 926,770</b>	<b>\$ 1,842,846</b>

# Non-Departmental





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NON-DEPARTMENTAL

Department Description

The Non-Departmental Budget contains General Fund operational expenses that are common to all City departments and are outside the control of individual departments and not easily distributed based upon department activity.

**2017-2018 Budget Highlights:**

- The non-departmental cost center has been restructured to capture only those costs that are common to all City departments. For example, the costs associated with the fire department contract were previously accounted for in the non-departmental cost center. Those costs have been reclassified under the public safety cost center because they are specific to that departmental function.



CITY OF MILL CREEK

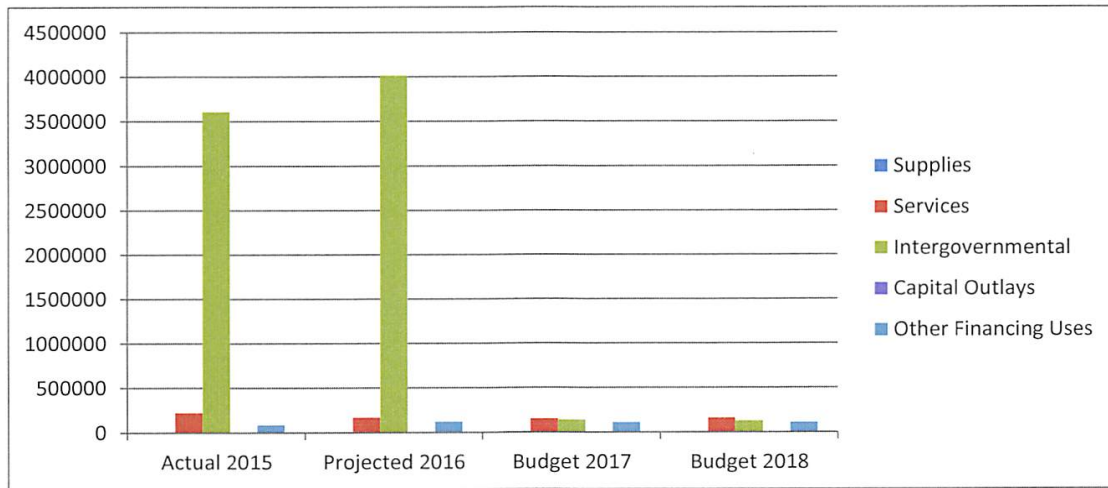


2017-2018 BIENNIAL BUDGET

NON-DEPARTMENTAL

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Supplies	\$ 2,790	\$ 3,000	\$ 897	\$ 673	\$ 1,571	\$ 13,250	\$ 13,250	\$ 26,500
Services	\$ 603,401	\$ 371,848	\$ 224,650	\$ 168,709	\$ 393,360	\$ 152,190	\$ 162,370	\$ 314,560
Intergovernmental								
Services	\$ 6,139,415	\$ 7,626,791	\$ 3,605,784	\$ 4,015,381	\$ 7,621,165	\$ 139,700	\$ 128,820	\$ 268,520
Capital Outlays	\$ 20,313	\$ 20,627	\$ 10,314	\$ 10,314	\$ 20,627	\$ -	\$ -	\$ -
Other Financing Uses	\$ 190,365	\$ 368,475	\$ 90,000	\$ 123,905	\$ 213,905	\$ 112,500	\$ 112,500	\$ 225,000
<b>Total</b>	<b>\$ 6,956,284</b>	<b>\$ 8,390,741</b>	<b>\$ 3,931,646</b>	<b>\$ 4,318,982</b>	<b>\$ 8,250,627</b>	<b>\$ 417,640</b>	<b>\$ 416,940</b>	<b>\$ 834,580</b>

Expenditure Summary



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

NON-DEPARTMENTAL

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Office Supplies-Central	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ 12,500	\$ 25,000
Gasoline Fuel	\$ 2,790	\$ 3,000	\$ 897	\$ 673	\$ 1,571	\$ 750	\$ 750	\$ 1,500
Supplies	\$ 2,790	\$ 3,000	\$ 897	\$ 673	\$ 1,571	\$ 13,250	\$ 13,250	\$ 26,500
Lease Postage Machine	\$ 4,832	\$ 5,001	\$ 1,812	\$ 1,212	\$ 3,024	\$ 2,400	\$ 2,400	\$ 4,800
Postage	\$ 20,928	\$ 22,000	\$ 11,716	\$ 13,037	\$ 24,753	\$ 17,500	\$ 17,500	\$ 35,000
Insurance	\$ 213,552	\$ 271,082	\$ 124,783	\$ 126,790	\$ 251,573	\$ 130,000	\$ 140,000	\$ 270,000
Prof. Ser.-City Safety Program	\$ 3,240	\$ 5,000	\$ 177	\$ -	\$ 177	\$ -	\$ -	\$ -
Section 125 Program	\$ 2,804	\$ 4,000	\$ 2,192	\$ 2,357	\$ 4,549	\$ 2,290	\$ 2,470	\$ 4,760
Judgements and Settlements	\$ -	\$ -	\$ 38,319	\$ -	\$ 38,319	\$ -	\$ -	\$ -
Wellness Program	\$ 1,987	\$ 2,000	\$ 795	\$ 956	\$ 1,751	\$ -	\$ -	\$ -
Lease Admin Printer	\$ 1,898	\$ 1,365	\$ 778	\$ 525	\$ 1,303	\$ -	\$ -	\$ -
Office Furniture & Equipr	\$ -	\$ -	\$ 3,836	\$ -	\$ 3,836	\$ -	\$ -	\$ -
Misc & Other Charges	\$ 145,764	\$ 2,000	\$ 2,977	\$ 728	\$ 3,706	\$ -	\$ -	\$ -
Web Support	\$ 24,576	\$ 16,400	\$ 12,824	\$ 7,018	\$ 19,842	\$ -	\$ -	\$ -
Telephone	\$ 19,281	\$ 20,000	\$ 10,376	\$ 9,604	\$ 19,981	\$ -	\$ -	\$ -
Repair & Maint-Phone	\$ 1,317	\$ -	\$ 533	\$ -	\$ 533	\$ -	\$ -	\$ -
Repair & Maint - Copier	\$ 159,256	\$ 20,000	\$ 8,786	\$ 5,462	\$ 14,249	\$ -	\$ -	\$ -
Repair & Maint - Staff Ca	\$ 3,757	\$ 3,000	\$ 4,638	\$ 1,020	\$ 5,658	\$ -	\$ -	\$ -
Employee Coffee Fund	\$ 210	\$ -	\$ 106	\$ -	\$ 106	\$ -	\$ -	\$ -
Services	\$ 603,401	\$ 371,848	\$ 224,650	\$ 168,709	\$ 393,360	\$ 152,190	\$ 162,370	\$ 314,560
Fire Services	\$ 5,880,991	\$ 7,364,209	\$ 3,490,722	\$ 3,873,392	\$ 7,364,114	\$ -	\$ -	\$ -
Dispatch Fire Service	\$ -	\$ 177,182	\$ 80,100	\$ 90,046	\$ 170,146	\$ -	\$ -	\$ -
Memberships & Org Assessments	\$ 161,787	\$ -	\$ -	\$ -	\$ -	\$ 96,000	\$ 85,120	\$ 181,120
Election Costs	\$ 27,058	\$ 14,000	\$ -	\$ 13,640	\$ 13,640	\$ 7,500	\$ 7,500	\$ 15,000
Voter Registration	\$ 50,320	\$ 50,000	\$ 24,459	\$ 25,423	\$ 49,882	\$ 25,000	\$ 25,000	\$ 50,000
Sales Tax	\$ 11,684	\$ 12,000	\$ 6,186	\$ 7,693	\$ 13,880	\$ 6,200	\$ 6,200	\$ 12,400
Sno. Co. Human Service	\$ 7,574	\$ 9,400	\$ 4,317	\$ 5,186	\$ 9,503	\$ 5,000	\$ 5,000	\$ 10,000
argovernmental Services	\$ 6,139,415	\$ 7,626,791	\$ 3,605,784	\$ 4,015,381	\$ 7,621,165	\$ 139,700	\$ 128,820	\$ 268,520
Equip Replacement Fun	\$ 20,313	\$ 20,627	\$ 10,314	\$ 10,314	\$ 20,627	\$ -	\$ -	\$ -
Capital Outlays	\$ 20,313	\$ 20,627	\$ 10,314	\$ 10,314	\$ 20,627	\$ -	\$ -	\$ -
Oper Transfer to Debt Se	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oper Transfer toUnempl	\$ -	\$ 188,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oper Transfer to Recrea	\$ 165,365	\$ 180,000	\$ 90,000	\$ 116,000	\$ 206,000	\$ 112,500	\$ 112,500	\$ 225,000
Oper Transfer to Municip	\$ -	\$ -	\$ -	\$ 7,905	\$ 7,905	\$ -	\$ -	\$ -
	\$ 190,365	\$ 368,475	\$ 90,000	\$ 123,905	\$ 213,905	\$ 112,500	\$ 112,500	\$ 225,000
<b>Total Non Departmental</b>	<b>\$ 6,956,284</b>	<b>\$ 8,390,741</b>	<b>\$ 3,931,646</b>	<b>\$ 4,318,982</b>	<b>\$ 8,250,627</b>	<b>\$ 417,640</b>	<b>\$ 416,940</b>	<b>\$ 834,580</b>

# Debt Service Fund





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DEBT SERVICE FUND

Description

This fund is used to account for debt service payments for which the City is responsible including:

800MHz Radio Project: In 1998 the City adopted a resolution to participate in an interlocal financing agreement between Snohomish County Emergency Radio System (SERS) and the City regarding the 800 MHz radio project. The project provided a new radio frequency and infrastructure for public safety use. The cost for the City's participation in this project was approximately \$560,000 with payments to begin in 1999 based on a 20-year amortization schedule with a net interest rate of 5.75%. Of this amount, \$450,000 is designated for infrastructure that can be purchased with REET-1 revenues. Snohomish County has issued bonds on behalf of a number of participants in the project, and the City makes a debt service payment semi-annually to the County.

In 2005, the 1999 Bond was refunded and the original project amount was adjusted to a approximate total amount for \$530,693. With this refunding, the bonds issued are now classified as LTGO bonds – 1999 Non-called and 2005 Series B Combined. The first payment on the new debt amortization schedule began on June 1, 2005. The last scheduled payment will be made on December 1, 2019.





DEBT SERVICE FUND

<u>Debt Service</u>	2017-2018 Requested Budget
Sources of Funds:	
Beginning Reserves 01/01/2017	\$ 195,906
Taxes:	
Property Taxes	\$ -
Sales Taxes	\$ -
Other Taxes	\$ -
Licenses & Permits	\$ -
Intergovernmental Revenue	\$ -
Charges for Services	\$ -
Fines & Penalties	\$ -
Miscellaneous Revenues	\$ -
Other Sources - Transfers In	\$ 66,218
Total Revenues	<u>\$ 66,218</u>
Total Sources of Funds	\$ 262,124
Uses of Funds:	
Salary & Wages	\$ -
Benefits	\$ -
Supplies	\$ -
Services	\$ -
Intergovernmental Services	\$ -
Capital Outlays	\$ -
Debt Service	\$ 66,218
Operating Transfers Out	\$ -
Total Uses of Funds	<u>\$ 66,218</u>
Net Change in Reserves	\$ -
Ending Reserves 12/31/2018	<u><u>\$ 195,906</u></u>

CITY OF MILL CREEK

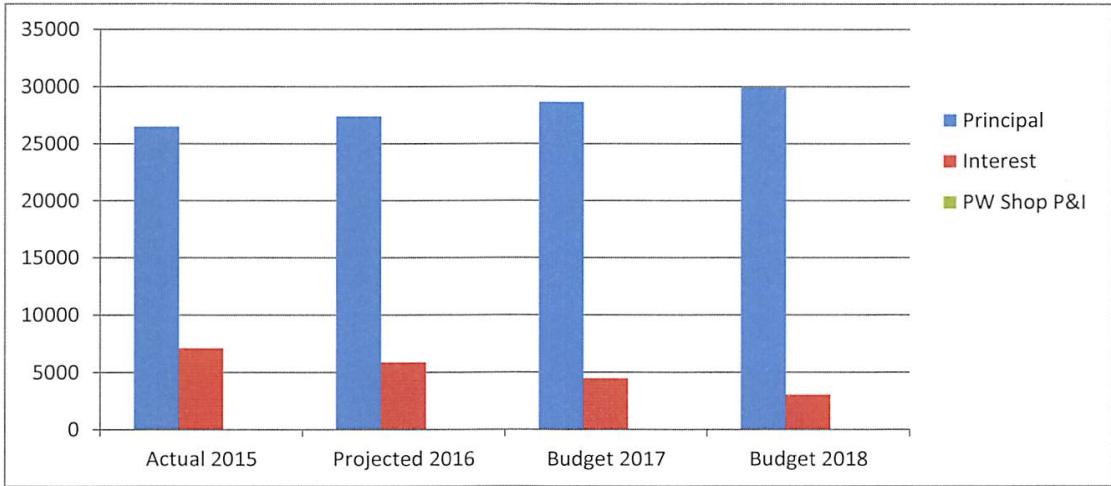


2017-2018 BIENNIAL BUDGET

DEBT SERVICE FUND

Expenditure Summary	2013-2014	2015-2016		2016	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget	2015 Actual	Projected	Biennium Total	Requested Budget	Requested Budget	Requested Budget
Principal - 800 Mhz	\$ 52,940	\$ 58,100	\$ 26,518	\$ 27,420	\$ 53,938	\$ 28,686	\$ 29,951	\$ 58,636
Interest - 800 MHz	\$ 18,233	\$ 12,810	\$ 7,138	\$ 5,879	\$ 13,017	\$ 4,508	\$ 3,073	\$ 7,581
Principal & Interest - PW Shop	\$ -	\$ 188,485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 71,173	\$ 259,395	\$ 33,656	\$ 33,299	\$ 66,955	\$ 33,194	\$ 33,024	\$ 66,218

Expenditure Summary



# Special Revenue Fund





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SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments or major capital projects) that are legally restricted to expenditures for specified purposes.

The City budgets the following Special Revenue Funds:

- City Street: This fund accounts for revenues and expenditures for street maintenance. The primary revenue source is a state-levied motor vehicle fuel tax.
- Annex Building: This fund was created in 2005 after the City purchased the property at 15720 Main Street.
- Paths & Trails: This fund is used to accumulate the required ½ of 1 percent of funds received from motor vehicle fuel taxes for the use of constructing paths and trails.



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

**SPECIAL REVENUE FUNDS**

	<b>City Street 2017-2018 Requested Budget</b>	<b>Paths &amp; Trails/LRF 2017-2018 Requested Budget</b>	<b>Annex 2017-2018 Requested Budget</b>
<b>Sources of Funds:</b>			
Beginning Reserves 01/01/2017	\$ 72,166	\$ 45,179	\$ 520,976
<b>Taxes:</b>			
Property Taxes	-	-	-
Sales Taxes	-	-	-
Other Taxes	-	70,000	30,130
Licenses & Permits	90,000	-	-
Intergovernmental Revenue	926,446	-	-
Charges for Services	-	-	-
Fines & Penalties	-	-	-
Miscellaneous Revenues	-	-	329,352
Other Sources - Transfers In	-	-	-
<b>Total Revenues</b>	<b>1,016,446</b>	<b>70,000</b>	<b>359,482</b>
<b>Total Sources of Funds</b>	<b>1,088,612</b>	<b>115,179</b>	<b>880,458</b>
<b>Uses of Funds:</b>			
Salary & Wages	227,234	-	-
Benefits	103,278	-	-
Supplies	25,000	-	14,000
Services	537,000	-	158,100
Intergovernmental Services	103,488	-	92,143
Capital Outlays	16,000	-	27,000
Insurance	-	-	20,000
Operating Transfers Out	4,000	-	550,000
<b>Total Uses of Funds</b>	<b>1,016,000</b>	<b>-</b>	<b>861,243</b>
<b>Ending Reserves 12/31/2018</b>	<b>\$ 72,612</b>	<b>\$ 115,179</b>	<b>\$ 19,215</b>

CITY OF MILL CREEK

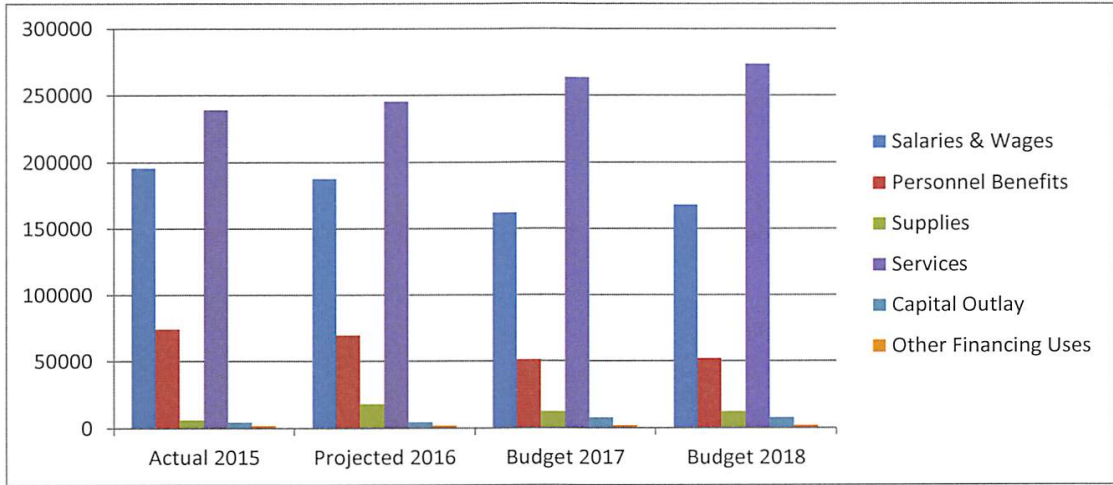


2017-2018 BIENNIAL BUDGET

SPECIAL REVENUE FUNDS  
CITY STREETS

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 330,092	\$ 386,666	\$ 195,917	\$ 187,920	\$ 383,837	\$ 162,375	\$ 168,347	\$ 330,722
Personnel Benefits	\$ 127,460	\$ 175,344	\$ 74,511	\$ 69,651	\$ 144,162	\$ 51,232	\$ 52,046	\$ 103,278
Supplies	\$ 14,283	\$ 26,200	\$ 6,337	\$ 18,132	\$ 24,468	\$ 12,500	\$ 12,500	\$ 25,000
Services	\$ 414,627	\$ 492,800	\$ 239,418	\$ 245,550	\$ 484,968	\$ 263,500	\$ 273,500	\$ 537,000
Capital Outlay	\$ 17,148	\$ 9,212	\$ 4,605	\$ 4,605	\$ 9,210	\$ 8,000	\$ 8,000	\$ 16,000
Other Financing Uses	\$ 4,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,000
<b>Total</b>	<b>\$ 907,610</b>	<b>\$1,094,222</b>	<b>\$ 522,788</b>	<b>\$ 527,858</b>	<b>\$1,050,645</b>	<b>\$ 499,607</b>	<b>\$ 516,393</b>	<b>\$1,016,000</b>

Expenditure Summary



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

SPECIAL REVENUE FUNDS  
CITY STREETS

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 330,092	\$ 386,666	\$ 195,917	\$ 187,920	\$ 383,837	\$ 162,375	\$ 168,347	\$ 330,722
Benefits	\$ 127,460	\$ 175,344	\$ 74,511	\$ 69,651	\$ 144,162	\$ 51,232	\$ 52,046	\$ 103,278
Personnel Costs	\$ 457,552	\$ 562,010	\$ 270,428	\$ 257,571	\$ 527,999	\$ 213,607	\$ 220,393	\$ 434,000
Operating Supplies	\$ 6,456	\$ 18,300	\$ 2,512	\$ 15,788	\$ 18,300	\$ 7,000	\$ 7,000	\$ 14,000
Fuel	\$ 6,324	\$ 6,400	\$ 2,749	\$ 1,938	\$ 4,687	\$ 3,000	\$ 3,000	\$ 6,000
Small Tools & Minor Equip.	\$ 1,503	\$ 1,500	\$ 1,076	\$ 406	\$ 1,481	\$ 2,500	\$ 2,500	\$ 5,000
Supplies	\$ 14,283	\$ 26,200	\$ 6,337	\$ 18,132	\$ 24,468	\$ 12,500	\$ 12,500	\$ 25,000
Contracted Services Utility Lo	\$ 79,569	\$ 120,000	\$ 69,703	\$ 59,411	\$ 129,113	\$ 70,000	\$ 80,000	\$ 150,000
Contract Landscape Services	\$ 14,830	\$ 4,000	\$ 1,637	\$ 2,146	\$ 3,783	\$ 15,000	\$ 15,000	\$ 30,000
Repairs & Maint.-Streets	\$ 18,361	\$ 20,000	\$ 7,702	\$ 12,298	\$ 20,000	\$ 10,000	\$ 10,000	\$ 20,000
Repair & Maint.-Equipment/V	\$ 7,321	\$ 17,000	\$ 5,422	\$ 11,093	\$ 16,515	\$ 8,500	\$ 8,500	\$ 17,000
Repair & Maint-Street Lights	\$ 23,531	\$ 39,000	\$ 12,616	\$ 11,760	\$ 24,375	\$ 10,000	\$ 10,000	\$ 20,000
Street Lighting/Irrigation	\$ 265,540	\$ 285,000	\$ 140,395	\$ 146,259	\$ 286,654	\$ 150,000	\$ 150,000	\$ 300,000
Conferences, Dues & Trainin	\$ 5,475	\$ 7,800	\$ 1,944	\$ 2,583	\$ 4,527	\$ -	\$ -	\$ -
Services	\$ 414,627	\$ 492,800	\$ 239,418	\$ 245,550	\$ 484,968	\$ 263,500	\$ 273,500	\$ 537,000
Street Signs			\$ -	\$ -		\$ 8,000	\$ 8,000	\$ 16,000
Equipment Replacement Fur	\$ 17,148	\$ 9,212	\$ 4,605	\$ 4,605	\$ 9,210			\$ -
Capital Outlays	\$ 17,148	\$ 9,212	\$ 4,605	\$ 4,605	\$ 9,210	\$ 8,000	\$ 8,000	\$ 16,000
Oper Transfer To Paths & *	\$ 4,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,000
Other Financing Uses	\$ 4,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 2,000	\$ 2,000	\$ 4,000
<b>Total City Streets</b>	<b>\$ 907,610</b>	<b>\$ 1,094,222</b>	<b>\$ 522,788</b>	<b>\$ 527,858</b>	<b>\$ 1,050,645</b>	<b>\$ 499,607</b>	<b>\$ 516,393</b>	<b>\$ 1,016,000</b>

CITY OF MILL CREEK

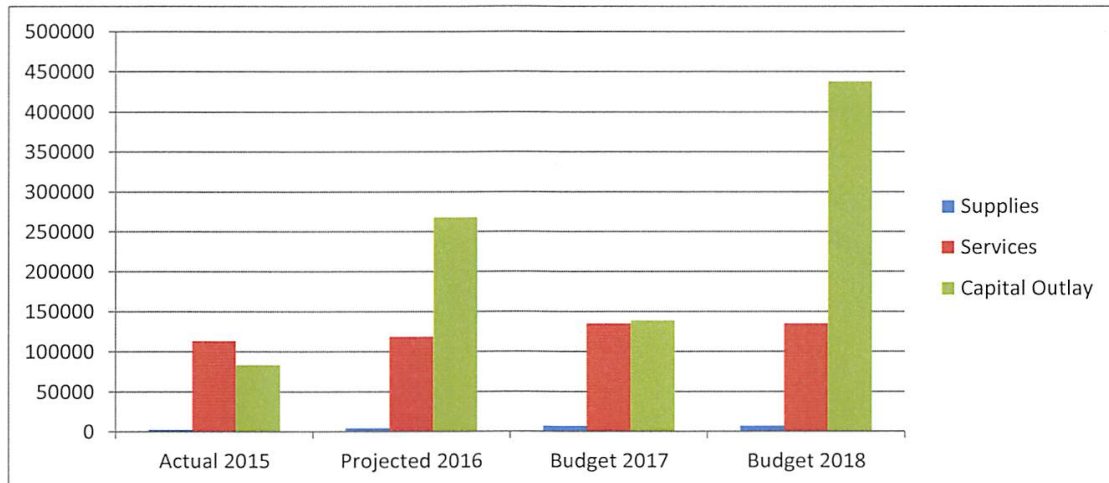


2017-2018 BIENNIAL BUDGET

SPECIAL REVENUE FUNDS  
ANNEX FUND

Expenditure Summary	2013-2014	2015-2016	2015 Actual	2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget			Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 4,825	\$ 7,000	\$ 2,715	\$ 4,284	\$ 6,999	\$ 7,000	\$ 7,000	\$ 14,000
Services	\$ 259,936	\$ 297,294	\$ 113,817	\$ 118,812	\$ 232,628	\$ 135,122	\$ 135,122	\$ 270,243
Capital Outlay	\$ 1,220	\$ 556,000	\$ 83,759	\$ 268,192	\$ 351,951	\$ 139,000	\$ 438,000	\$ 577,000
<b>Total</b>	<b>\$ 265,981</b>	<b>\$ 860,294</b>	<b>\$ 200,292</b>	<b>\$ 391,287</b>	<b>\$ 591,579</b>	<b>\$ 281,122</b>	<b>\$ 580,122</b>	<b>\$ 861,243</b>

Expenditure Summary



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

SPECIAL REVENUE FUNDS  
ANNEX FUND

Expenditure Summary	2013-2014	2015-2016		2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget	2015 Actual		Biennium Total	Requested Budget	Requested Budget	Requested Budget
Supplies	\$ 4,825	\$ 7,000	\$ 2,715	\$ 4,284	\$ 6,999	\$ 7,000	\$ 7,000	\$ 14,000
	\$ 4,825	\$ 7,000	\$ 2,715	\$ 4,284	\$ 6,999	\$ 7,000	\$ 7,000	\$ 14,000
Professional Services	\$ 30,391	\$ 14,000	\$ 4,783	\$ 2,273	\$ 7,056	\$ 24,050	\$ 24,050	\$ 48,100
Professional Services-	\$ 2,626	\$ 5,000	\$ 217	\$ 341	\$ 558	\$ 1,000	\$ 1,000	\$ 2,000
Repair & Maintenance	\$ 37,143	\$ 95,000	\$ 24,547	\$ 34,712	\$ 59,259	\$ 12,500	\$ 12,500	\$ 25,000
Utilities	\$ 63,307	\$ 62,000	\$ 31,404	\$ 30,140	\$ 61,545	\$ 39,000	\$ 39,000	\$ 78,000
Triple Net	\$ 18,338	\$ 6,000	\$ 696	\$ 1,912	\$ 2,608	\$ 2,500	\$ 2,500	\$ 5,000
Leasehold Excise Tax	\$ 31,389	\$ 28,000	\$ 14,347	\$ 9,845	\$ 24,192	\$ 15,000	\$ 15,000	\$ 30,000
Insurance	\$ 13,500	\$ 15,500	\$ 6,750	\$ 8,516	\$ 15,266	\$ 10,000	\$ 10,000	\$ 20,000
Indirect Cost Allocati	\$ 63,242	\$ 71,794	\$ 31,072	\$ 31,072	\$ 62,143	\$ 31,072	\$ 31,072	\$ 62,143
Services	\$ 259,936	\$ 297,294	\$ 113,817	\$ 118,812	\$ 232,628	\$ 135,122	\$ 135,122	\$ 270,243
Transfer Out	\$ 1,220	\$ 550,000	\$ 78,939	\$ 267,540	\$ 346,479	\$ 125,000	\$ 425,000	\$ 550,000
Capital Outlay	\$ -	\$ 6,000	\$ 4,820	\$ 652	\$ 5,472	\$ 14,000	\$ 13,000	\$ 27,000
Capital Outlay	\$ 1,220	\$ 556,000	\$ 83,759	\$ 268,192	\$ 351,951	\$ 139,000	\$ 438,000	\$ 577,000
Total Annex Fund	\$ 265,981	\$ 860,294	\$ 200,292	\$ 391,287	\$ 591,579	\$ 281,122	\$ 580,122	\$ 861,243



# Proprietary Funds





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PROPRIETARY FUNDS

Enterprise Funds are used to account for programs and services that are designed to be self-supporting. The revenue collected by the program should support the associated expenditures of operating the program.

Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a basis of cost/reimbursement.

The City budgets the following Enterprise Funds:

- Surface Water Utility: This fund accounts for the revenues and expenditures associated with providing management of surface water responsibilities through recovery of utility fees.
- Recreation Enterprise Fund: This fund accounts for the revenues and expenditures associated with providing active recreation programs to the City residents and surrounding neighborhoods.

CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

PROPRIETARY FUNDS

Sources of Funds:	Surface Water 2017-2018 Requested Budget	Recreation 2017-2018 Requested Budget
	<u>                    </u>	<u>                    </u>
Beginning Reserves 01/01/2017	\$ 632,036	\$ 147
Taxes:		
Property Taxes	\$ -	\$ -
Sales Taxes	\$ -	\$ -
Other Taxes	\$ -	\$ -
Licenses & Permits	\$ -	\$ -
Intergovernmental Revenue	\$ -	\$ -
Charges for Services	\$ 1,410,000	\$ 800,000
Fines & Penalties	\$ -	\$ -
Miscellaneous Revenues	\$ 16,000	\$ 200,000
Other Sources - Transfers In		\$ 225,000
Total Revenues	<u>\$ 1,426,000</u>	<u>\$ 1,225,000</u>
 Total Sources of Funds	 \$ 2,058,036	 \$ 1,225,147
Uses of Funds:		
Salary & Wages	\$ 202,847	\$ 501,728
Benefits	\$ 88,468	\$ 156,912
Supplies	\$ 74,000	\$ 57,800
Services	\$ 599,400	\$ 377,560
Intergovernmental Services	\$ 182,412	\$ 129,000
Capital Outlays	\$ -	\$ 2,000
Debt Service	\$ 101,608	\$ -
Operating Transfers Out	\$ -	\$ -
Total Uses of Funds	<u>\$ 1,248,735</u>	<u>\$ 1,225,000</u>
 Net Change in Reserves	 \$ 177,265	 \$ -
 Ending Reserves 12/31/2018	 <u>\$ 809,301</u>	 <u>\$ 147</u>

CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

PROPRIETARY FUNDS  
SURFACE WATER FUND

Expenditure Summary	2013-2014	2015-2016		2016	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget	2015 Actual	Projected	Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 411,573	\$ 401,229	\$ 143,366	\$ 148,690	\$ 292,056	\$ 203,000	\$ 182,259	\$ 385,259
Personnel Benefits	\$ 42,391	\$ 48,078	\$ 22,300	\$ 23,487	\$ 45,787	\$ 42,138	\$ 46,330	\$ 88,468
Supplies	\$ 58,204	\$ 66,500	\$ 30,154	\$ 36,539	\$ 66,693	\$ 37,000	\$ 37,000	\$ 74,000
Services	\$ 378,167	\$ 627,860	\$ 239,515	\$ 266,874	\$ 506,389	\$ 297,600	\$ 301,800	\$ 599,400
Debt Payment	\$ 164,314	\$ 162,172	\$ 81,062	\$ 80,817	\$ 161,879	\$ 50,925	\$ 50,683	\$ 101,608
Capital Outlay	298,960.09	1,056,912.72	749,749.33	182,320.34	932,069.67	-	-	-
<b>Total</b>	<b>\$ 1,353,609</b>	<b>\$ 2,362,752</b>	<b>\$ 1,266,146</b>	<b>\$ 738,727</b>	<b>\$ 2,004,873</b>	<b>\$ 630,663</b>	<b>\$ 618,072</b>	<b>\$ 1,248,735</b>

CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

PROPRIETARY FUNDS  
SURFACE WATER FUND

Expenditure Summary	2013-2014 Biennium Total	2015-2016 Amended Budget	2015 Actual	2016 Projected	2015-2016 Biennium Total	2017 Requested Budget	2018 Requested Budget	2017-2018 Requested Budget
Salaries & Wages	\$ 411,573	\$ 401,229	\$ 143,366	\$ 148,690	\$ 292,056	\$ 203,000	\$ 182,259	\$ 385,259
Personnel Benefits	\$ 42,391	\$ 48,078	\$ 22,300	\$ 23,487	\$ 45,787	\$ 42,138	\$ 46,330	\$ 88,468
Personnel Costs	\$ 453,964	\$ 449,307	\$ 165,666	\$ 172,177	\$ 337,842	\$ 245,138	\$ 228,589	\$ 473,727
Office Supplies	\$ 259	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,000
Operating Supplies	\$ 13,519	\$ 6,000	\$ 3,211	\$ 2,312	\$ 5,524	\$ 7,500	\$ 7,500	\$ 15,000
Public Outreach Ed	\$ 32,727	\$ 40,000	\$ 20,331	\$ 24,296	\$ 44,626	\$ 20,000	\$ 20,000	\$ 40,000
Gasoline Fuel	\$ 11,312	\$ 13,000	\$ 5,365	\$ 3,680	\$ 9,044	\$ 5,000	\$ 5,000	\$ 10,000
Small Tools & Equipm	\$ 387	\$ 7,500	\$ 1,248	\$ 6,251	\$ 7,499	\$ 3,500	\$ 3,500	\$ 7,000
Supplies	\$ 58,204	\$ 66,500	\$ 30,154	\$ 36,539	\$ 66,693	\$ 37,000	\$ 37,000	\$ 74,000
Legal Services	\$ -	\$ -	\$ -	\$ 5,949	\$ 5,949	\$ 5,000	\$ 5,000	\$ 10,000
Misc Services	\$ 26,827	\$ 35,000	\$ 19,804	\$ 13,091	\$ 32,895	\$ 20,000	\$ 20,000	\$ 40,000
Catch Basin-Manhole Cleaning/Repair	\$ 209,787	\$ 343,999	\$ 138,296	\$ 145,205	\$ 283,501	\$ 175,000	\$ 175,000	\$ 350,000
Ditch & Swale Cleanir	\$ 51,242	\$ 60,000	\$ 10,122	\$ 17,651	\$ 27,773	\$ 15,000	\$ 15,000	\$ 30,000
Disposal Testing Sen	\$ 3,255	\$ 5,000	\$ 1,988	\$ 1,973	\$ 3,961	\$ 2,500	\$ 2,500	\$ 5,000
SnoCo SW Billing	\$ -	\$ 46,825	\$ 29,906	\$ 16,209	\$ 46,116	\$ 21,000	\$ 25,000	\$ 46,000
Dump Fees	\$ 4,729	\$ 10,000	\$ 2,549	\$ 725	\$ 3,273	\$ 2,500	\$ 2,500	\$ 5,000
Repairs&Maint-Vehicl	\$ 7,044	\$ 16,500	\$ 7,464	\$ 9,035	\$ 16,499	\$ 20,000	\$ 20,000	\$ 40,000
Conferences, Dues, T	\$ 820	\$ 3,000	\$ 421	\$ 400	\$ 821	\$ -	\$ -	\$ -
Permit Fees	\$ 34,265	\$ 60,000	\$ 18,717	\$ 38,460	\$ 57,177	\$ 30,000	\$ 30,000	\$ 60,000
WRIA8 Interlocal Cons	\$ 12,004	\$ 12,536	\$ 4,179	\$ 6,359	\$ 10,537	\$ 6,600	\$ 6,800	\$ 13,400
SW Misc. Fees	\$ 4,510	\$ 5,000	\$ 148	\$ 832	\$ 980	\$ -	\$ -	\$ -
Surface Water Excise	\$ 23,684	\$ 30,000	\$ 5,921	\$ 10,984	\$ 16,905	\$ -	\$ -	\$ -
Services	\$ 378,167	\$ 627,860	\$ 239,515	\$ 266,874	\$ 506,389	\$ 297,600	\$ 301,800	\$ 599,400
PWTF Loan Principal	\$ 155,712	\$ 155,713	\$ 77,856	\$ 77,856	\$ 155,712	\$ 48,500	\$ 48,500	\$ 97,000
PWTF Loan Interest	\$ 8,602	\$ 6,459	\$ 3,206	\$ 2,961	\$ 6,167	\$ 2,425	\$ 2,183	\$ 4,608
Debt Payment	\$ 164,314	\$ 162,172	\$ 81,062	\$ 80,817	\$ 161,879	\$ 50,925	\$ 50,683	\$ 101,608
Equipment Replacem	\$ 74,884	\$ 71,913	\$ 35,956	\$ 35,956	\$ 71,913	\$ -	\$ -	\$ -
Capital Outlay	\$ 224,076	\$ 985,000	\$ 713,793	\$ 146,364	\$ 860,157	\$ -	\$ -	\$ -
Capital Outlay	\$ 298,960	\$ 1,056,913	\$ 749,749	\$ 182,320	\$ 932,070	\$ -	\$ -	\$ -
<b>Total Surface Water</b>	<b>\$ 1,353,609</b>	<b>\$ 2,362,752</b>	<b>\$ 1,266,146</b>	<b>\$ 738,727</b>	<b>\$ 2,004,873</b>	<b>\$ 630,663</b>	<b>\$ 618,072</b>	<b>\$ 1,248,735</b>



CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

RECREATION FUND

Expenditure Summary	2013-2014	2015-2016		2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget	2015 Actual		Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 547,895	\$ 593,588	\$ 296,307	\$ 286,255	\$ 582,563	\$ 290,882	\$ 304,846	\$ 595,728
Personnel Benefits	\$ 142,682	\$ 160,882	\$ 74,314	\$ 67,204	\$ 141,518	\$ 77,100	\$ 79,812	\$ 156,912
Supplies	\$ 40,371	\$ 65,700	\$ 24,212	\$ 32,571	\$ 56,782	\$ 28,400	\$ 29,400	\$ 57,800
Services	\$ 386,630	\$ 402,405	\$ 202,928	\$ 177,733	\$ 380,661	\$ 189,056	\$ 188,504	\$ 377,560
Intergovernmental Se	\$ 32,632	\$ 36,810	\$ 14,802	\$ 12,979	\$ 27,782	\$ 17,500	\$ 17,500	\$ 35,000
Capital Outlay	\$ -	\$ 1,000	\$ -	\$ 122	\$ 122	\$ 1,000	\$ 1,000	\$ 2,000
<b>Total</b>	<b>\$ 1,150,210</b>	<b>\$ 1,260,385</b>	<b>\$ 612,563</b>	<b>\$ 576,865</b>	<b>\$ 1,189,428</b>	<b>\$ 603,938</b>	<b>\$ 621,062</b>	<b>\$ 1,225,000</b>

CITY OF MILL CREEK



2017-2018 BIENNIAL BUDGET

RECREATION FUND

Expenditure Summary	2013-2014	2015-2016	2015 Actual	2016 Projected	2015-2016	2017	2018	2017-2018
	Biennium Total	Amended Budget			Biennium Total	Requested Budget	Requested Budget	Requested Budget
Salaries & Wages	\$ 547,895	\$ 593,588	\$ 296,307	\$ 286,255	\$ 582,563	\$ 290,882	\$ 304,846	\$ 595,728
Personnel Benefits	\$ 142,682	\$ 160,882	\$ 74,314	\$ 67,204	\$ 141,518	\$ 77,100	\$ 79,812	\$ 156,912
Personnel Costs	\$ 690,577	\$ 754,470	\$ 370,622	\$ 353,459	\$ 724,081	\$ 367,982	\$ 384,658	\$ 752,640
Supplies - Admin	\$ 1,198	\$ 4,000	\$ 1,634	\$ 1,811	\$ 3,445	\$ 1,700	\$ 1,700	\$ 3,400
Supplies - Athletics	\$ 21,652	\$ 32,000	\$ 11,602	\$ 12,654	\$ 24,256	\$ 12,000	\$ 12,000	\$ 24,000
Supplies - Rec Services	\$ 3,478	\$ 6,000	\$ 1,981	\$ 1,118	\$ 3,100	\$ 1,200	\$ 1,200	\$ 2,400
Supplies - Special Event	\$ 10,754	\$ 20,000	\$ 7,388	\$ 15,489	\$ 22,877	\$ 12,000	\$ 13,000	\$ 25,000
Supplies - Teen Program	\$ 3,289	\$ 3,500	\$ 1,442	\$ 1,499	\$ 2,940	\$ 1,500	\$ 1,500	\$ 3,000
Small Tools - Admin	\$ -	\$ 200	\$ 164	\$ -	\$ 164	\$ -	\$ -	\$ -
Supplies	\$ 40,371	\$ 65,700	\$ 24,212	\$ 32,571	\$ 56,782	\$ 28,400	\$ 29,400	\$ 57,800
Concerts - Special Event	\$ 3,400	\$ 4,000	\$ 1,850	\$ 2,464	\$ 4,314	\$ -	\$ -	\$ -
Athletics Services	\$ 10,426	\$ 6,500	\$ 730	\$ 3,243	\$ 3,973	\$ 500	\$ 500	\$ 1,000
Rec Services	\$ 290,181	\$ 290,000	\$ 160,795	\$ 131,694	\$ 292,489	\$ 140,000	\$ 140,000	\$ 280,000
Special Events	\$ 2,142	\$ 3,500	\$ 1,079	\$ 1,540	\$ 2,619	\$ 1,500	\$ 1,500	\$ 3,000
ActiveNet	\$ 20,960	\$ 20,250	\$ 9,014	\$ 5,615	\$ 14,629	\$ 7,500	\$ 7,500	\$ 15,000
Copier Repairs/Maint.	\$ 3,177	\$ 4,100	\$ 2,025	\$ 1,874	\$ 3,898	\$ 2,300	\$ 2,300	\$ 4,600
Printing/Binding	\$ 30,279	\$ 33,000	\$ 14,850	\$ 14,850	\$ 29,700	\$ 18,000	\$ 17,454	\$ 35,454
Advertising	\$ 173	\$ 950	\$ -	\$ 272	\$ 272	\$ 150	\$ 150	\$ 300
Conferences, Dues	\$ 1,834	\$ 4,370	\$ 1,425	\$ 3,513	\$ 4,938	\$ 2,606	\$ 2,600	\$ 5,206
Rent/Lease	\$ 2,837	\$ 6,735	\$ 1,590	\$ 3,332	\$ 4,922	\$ 1,500	\$ 1,500	\$ 3,000
Utilities - Sports Park	\$ 21,221	\$ 29,000	\$ 9,570	\$ 9,338	\$ 18,907	\$ 15,000	\$ 15,000	\$ 30,000
Services	\$ 386,630	\$ 402,405	\$ 202,928	\$ 177,733	\$ 380,661	\$ 189,056	\$ 188,504	\$ 377,560
B&O Taxes	\$ 32,632	\$ 14,780	\$ 6,805	\$ 3,845	\$ 10,650	\$ 7,500	\$ 7,500	\$ 15,000
Sales Tax	\$ -	\$ 22,030	\$ 7,997	\$ 9,134	\$ 17,132	\$ 10,000	\$ 10,000	\$ 20,000
Intergovernmental	\$ 32,632	\$ 36,810	\$ 14,802	\$ 12,979	\$ 27,782	\$ 17,500	\$ 17,500	\$ 35,000
Office Furniture & Equipment	\$ -	\$ 1,000	\$ -	\$ 122	\$ 122	\$ 1,000	\$ 1,000	\$ 2,000
Capital Outlays	\$ -	\$ 1,000	\$ -	\$ 122	\$ 122	\$ 1,000	\$ 1,000	\$ 2,000
<b>Total Recreation</b>	<b>\$ 1,150,210</b>	<b>\$ 1,260,385</b>	<b>\$ 612,563</b>	<b>\$ 576,865</b>	<b>\$ 1,189,428</b>	<b>\$ 603,938</b>	<b>\$ 621,062</b>	<b>\$ 1,225,000</b>

# Capital Improvement Plan





**CAPITAL IMPROVEMENT PLAN**

FUND NAME	Projected Fund Balance 1/1/2017	Projected Revenues	Proposed CIP	Projected Fund Balance 12/31/2018
General Fund (Equip Repl.)	\$ 2,034,000	\$ 185,000	\$ 1,061,000	\$ 1,158,000
<b>Special Revenue Funds</b>				
Annex Building	\$ 521,000	\$ 359,000	\$ 550,000	\$ 330,000 **
<b>Capital Improvement Funds</b>				
REET	\$ 2,656,000	\$ 1,520,000	\$ 3,046,032	\$ 1,129,968
CIP (Grants)	\$ -	\$ 4,526,000	\$ 4,526,000	\$ -
Park Improvement	\$ 2,969,000	\$ 194,000	\$ 545,000	\$ 2,618,000
Road Improvement	\$ 1,102,000	\$ 317,000	\$ 200,000	\$ 1,219,000
	<u>\$ 9,282,000</u>	<u>\$ 7,101,000</u>	<u>\$ 9,928,032</u>	<u>\$ 6,454,968</u>

\*\*before operating expenses

City of Mill Creek, Washington  
*Capital Improvement Plan*  
 2017 thru 2026

**FUNDING SOURCE SUMMARY**

<b>Source</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Annex Fund 145	125,000	425,000									550,000
General Fund	1,046,000	15,000	50,000			37,500	37,500				1,186,000
Grant - Federal			720,000								720,000
Grant - State	250,000	4,276,000									4,526,000
Park Mitigation	545,000										545,000
REET	339,018	2,707,018	1,088,018	58,018	58,018	58,018	58,018	58,018	58,018	58,018	4,540,180
Traffic Mitigation	100,000	100,000									200,000
<b>GRAND TOTAL</b>	<b>2,405,018</b>	<b>7,523,018</b>	<b>1,858,018</b>	<b>58,018</b>	<b>58,018</b>	<b>95,518</b>	<b>95,518</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>12,267,180</b>



City of Mill Creek, Washington  
*Capital Improvement Plan*  
 2017 thru 2021

**PROJECTS BY DEPARTMENT**

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Community and Economic Dev</b>								
Gateway and SR 527 Median Landscaping	18-ROAD-13	3		15,000	100,000			115,000
<b>Community and Economic Dev Total</b>				<b>15,000</b>	<b>100,000</b>			<b>115,000</b>
<b>Information Technology</b>								
Citywide Computer Workstation Replacement	17-IT-01	3	105,000		50,000			155,000
Data Backup System Replacement	17-IT-02	3	35,000					35,000
Mobile Device Management and Encryption	17-IT-03	4	10,000					10,000
Server Room Update/Remodel	17-IT-05	3	10,000					10,000
Security Information & Event Management Tool	17-IT-08	2	18,000					18,000
City Hall Campus Wireless Access	18-IT-04	3		15,000				15,000
<b>Information Technology Total</b>			<b>178,000</b>	<b>15,000</b>	<b>50,000</b>			<b>243,000</b>
<b>Infrastructure</b>								
Bridge Load Rating	17-BRDG-01	2	20,000					20,000
Seattle Hill Road Widening w/SnoCo	17-ROAD-01	2	100,000	100,000				200,000
35th Avenue SE Reconstruction	17-ROAD-02	3	100,000	5,900,000				6,000,000
Citywide Traffic Signal Upgrades	17-ROAD-03	3	75,000					75,000
Seattle Hill Road Preservation	18-PAVE-03	3		250,000	1,650,000			1,900,000
164th Street Corridor Adaptive Signal System	18-ROAD-04	4		50,000				50,000
<b>Infrastructure Total</b>			<b>295,000</b>	<b>6,300,000</b>	<b>1,650,000</b>			<b>8,245,000</b>
<b>Parks</b>								
North Pointe Park Design & Construction Documents	17-PARK-03	4	530,000					530,000
Cougar Park, Phase 2	17-PARK-04	4	15,000					15,000
Mill Creek Sports Park - Turf & Light Replacement	18-PARK-02	3	65,000	710,000				775,000
<b>Parks Total</b>			<b>610,000</b>	<b>710,000</b>				<b>1,320,000</b>
<b>Public Safety</b>								
Mill Creek Fire Station	17-BLDG-05	3	58,018	58,018	58,018	58,018	58,018	290,090
Police/Engineering Total Station	17-EQUIP-03	4	42,000					42,000
Armory Parts Washer	17-EQUIP-11	4	17,000					17,000
<b>Public Safety Total</b>			<b>117,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>349,090</b>
<b>Public Works</b>								
Public Works Shop	17-BLDG-02	4	900,000					900,000
City Hall - North Roof and Seismic Retrofit	17-BLDG-03	3		425,000				425,000
City Hall - North HVAC Control System	17-BLDG-04	3	125,000					125,000
Chipper	17-EQUIP-04	1	25,000					25,000
Dump Trailer	17-EQUIP-05	4	10,000					10,000
ROW Inspector Vehicle	17-VEH-09	3	25,000					25,000
Maintenance Crew Vehicle	17-VEH-10	3	35,000					35,000

*Produced Using the Plan-It Capital Planning Software*

*Thursday, November 17, 2016*

<b>Department</b>	<b>Project#</b>	<b>Priority</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Flatbed Truck	17-VEH-12	3	85,000					85,000
<b>Public Works Total</b>			<b>1,205,000</b>	<b>425,000</b>				<b>1,630,000</b>
<b>GRAND TOTAL</b>			<b>2,405,018</b>	<b>7,523,018</b>	<b>1,858,018</b>	<b>58,018</b>	<b>58,018</b>	<b>11,902,090</b>

<b>Project #</b>	<b>18-ROAD-13</b>		
<b>Project Name</b>	<b>Gateway and SR 527 Median Landscaping</b>		
<b>Type</b>	Maintenance/Repair	<b>Department</b>	Community and Economic Dev
<b>Useful Life</b>	20 years	<b>Contact</b>	Director Community Dev
<b>Category</b>	Roadway	<b>Priority</b>	3 Maintain Current Service Lev
<b>Total Project Cost</b>		<b>\$115,000</b>	



**Description**

Design a new landscaping plan for the gateway entry points into the City, specifically 164th Street SE, 132nd Street SE at 10th Street SE, Dumas Road at Park Road, 132nd Street SE at SR 527, 132nd Street SE at 35th Avenue SE, 132nd Street SE at Seattle Hill Road, 35th Avenue SE at Seattle Hill Road, and SR 527 at 175th Street, as well as the SR 527 medians. Construction cost is estimated only and based on past Seattle Hill Road median landscaping (\$75k) and wayfinding signage (\$25k) projects. Once the project scope, construction and maintenance costs are defined, a detailed proposal will be brought to City Council for approval.

**Justification**

The landscaping at gateway entry points into the City is either non-existent, dated and/or overgrown. In accordance with the new Communication Plan, this would be an opportunity to update and unify the City brand while providing vibrant, visually appealing gateway entry features for the City. The existing landscaping in the SR 527 medians was installed during the highway widening project in 2003. The medians require relatively high maintenance efforts due to traffic control requirements, which must be contracted out at a high cost. The medians are also overgrown and obstruct visibility, and plantings have been damaged by accidents over the years but not replaced. A new landscaping plan will reduce maintenance costs, as well as improve visibility and safety.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction			100,000								100,000
Professional Services		15,000									15,000
<b>Total</b>		<b>15,000</b>	<b>100,000</b>								<b>115,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET		15,000	100,000								115,000
<b>Total</b>		<b>15,000</b>	<b>100,000</b>								<b>115,000</b>

**Budget Impact/Other**

<b>Project #</b>	17-IT-01
<b>Project Name</b>	Citywide Computer Workstation Replacement

<b>Type</b>	Replacement Vehicles/Equip	<b>Department</b>	Information Technology
<b>Useful Life</b>	3-5 Years	<b>Contact</b>	IT Director
<b>Category</b>	IT Hardware Software	<b>Priority</b>	3 Maintain Current Service Lev

**Total Project Cost** \$230,000

**Description**

This project is to replace 60 computer workstations and associated monitors in 2017. In 2013 the City spent approximately \$13,000 to upgrade the current computer workstations to extend their life as much as possible. This has allowed the City to utilize the computers for nearly 9 years, well beyond the typical lifespan of 3-5 years. Several other IT projects depend on bringing the computer workstations up-to-date, such as upgrading to the latest version of Office and migrating to a cloud-based email server, so this project is a top priority. Increasingly, end users have multiple programs open at once and are multi-tasking while they work. Therefore, this proposal includes dual monitors as the standard configuration.

This project is also to replace 9 police vehicle ruggedized laptops and docking stations in 2019. The current police vehicle laptops were purchased in January of 2014 with a 5 year warranty and will reach the end of their useful life in early 2019. Due to the critical functions the police laptops serve (dispatching, officer to officer communications, case report writing, license plate lookup, driver's license lookup, ticket writing and call look-up) it is not recommended to extend the life of these laptops beyond their 5 year warranty period as an out-of-warranty failure will result in a vehicle being taken out of service for an extended period of time.

By 2022 the City's deployment of approximately 60 computer workstations will be 5 years old and need to be replaced again. However, the monitors purchased in 2017 should still be usable for several more years so the cost will not be as high as in 2017. Funds have been allocated to replace 30 computers in 2022 and 30 computers in 2023.

**Justification**

The 60 computer workstations needing replacement in 2017 were purchased in 2008-2009 and will be 8-9 years old in a few months. The typical life of a computer workstation is 3-5 years. To be efficient a user needs to have a computer that can run at an adequate speed and be able to stay up-to-date with software versions. Dual monitors are recommended as the standard configuration because multiple job tasks such as plan review, records processing, permit processing, case writing and agenda prep benefit from dual monitors through increased productivity.



The 9 police vehicle ruggedized laptops are utilized 24 hours a day and often in severe conditions. By early 2019 they will no longer be under warranty and will require replacement due to the critical functions they serve.

By 2022 the City's deployment of 60 computers will be 5 years old and should be replaced again as the standard refresh cycle is 3-5 years. To adequately run the latest versions of programs such as Microsoft Windows and Microsoft Office, the computer workstations need to be kept reasonably up-to-date. Additionally, older equipment is more expensive to own as its maintenance costs rise and replacement parts are more difficult to purchase.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Equipment / Furnishings	105,000		50,000			37,500	37,500				230,000
<b>Total</b>	<b>105,000</b>		<b>50,000</b>			<b>37,500</b>	<b>37,500</b>				<b>230,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
General Fund	105,000		50,000			37,500	37,500				230,000
<b>Total</b>	<b>105,000</b>		<b>50,000</b>			<b>37,500</b>	<b>37,500</b>				<b>230,000</b>

**Budget Impact/Other**



<b>Project #</b>	17-IT-02
<b>Project Name</b>	<b>Data Backup System Replacement</b>

**Type** Replacement Vehicles/Equip      **Department** Information Technology  
**Useful Life** 5 Years      **Contact** IT Director  
**Category** IT Hardware Software      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$35,000

**Description**

The City's current computer data backup system is tape-based and over 5 years old. This project is to replace the existing system with a current generation solution that is vastly more automated and provides additional functionality to better protect the City's data in the event of hardware failure or catastrophic event. The City has several types of important data stored on local servers that need to be backed up including email, police digital audio & photo evidence, permit data, plat maps, GIS maps, aerial imaging, council audio recordings, council agendas, council resolutions, City photos, City contracts, capital planning database, budget documents, HR files, scanned documents, general city documents and server operating system images. Part of the project will be to implement an automated offsite backup component to protect the City's data in the event of a catastrophic event such as a fire or earthquake. The National Institute of Standards and Technology recommend that offsite backups be maintained in a separate location so that the probability of a single event destroying both the operational data files and offsite location is small. As part of the new solution, public and private cloud-based options will be evaluated.

**Justification**

The current tape-based system has reached capacity and can no longer perform a full backup of the City's critical data every night. A replacement must be put in place to ensure the protection of the City's electronic data from accidental deletion of data as well as from catastrophic events.

Additionally, the current system requires the IT Director to swap the tape every day. If he is on vacation or otherwise offsite he must coordinate with someone else to swap the tape. On holidays, the backup does not run at all. A fully automated system will free up staff time to be used for higher level and more important tasks.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	35,000										35,000
<b>Total</b>	<b>35,000</b>										<b>35,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	35,000										35,000
<b>Total</b>	<b>35,000</b>										<b>35,000</b>



**Budget Impact/Other**

This includes the ongoing support/maintenance and licensing costs after the initial purchase of the equipment. Most vendors provide significant discounts for purchasing several years of support/maintenance/licensing.

<b>Budget Items</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Operating Supplies		8,000	8,000	8,000	8,000	8,000					40,000
<b>Total</b>		<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>					<b>40,000</b>

<b>Project #</b>	<b>17-IT-03</b>
<b>Project Name</b>	<b>Mobile Device Management and Encryption</b>

<b>Type</b>	New Vehicles/Equipment	<b>Department</b>	Information Technology
<b>Useful Life</b>	3-4 Years	<b>Contact</b>	IT Director
<b>Category</b>	IT Hardware Software	<b>Priority</b>	4 Expand Service Levels

**Total Project Cost \$10,000**

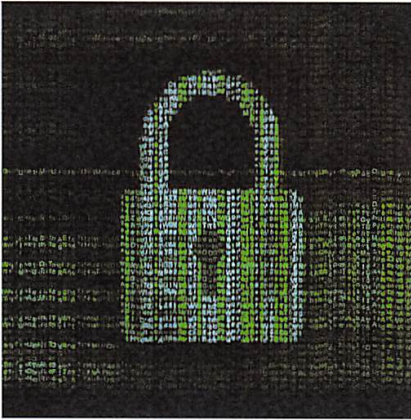
**Description**

A Mobile Device Management (MDM) and Encryption solution will allow the City to document, enforce and manage encryption on the City's various mobile devices (laptops, tablets and phones). The Federal General Accountability Office and Office of Management and Budget defines personally identifiable information (PII) as any information about an individual that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial and employment information. This type of information is commonly stored in documents and emails saved on City mobile devices.

In the National Institute of Standards and Technology's Guide to Protecting the Confidentiality of Personally Identifiable Information (PII) they recommend encrypting the data stored on mobile devices to prevent unauthorized access. Lack of encryption on mobile devices was an area of concern in the Washington State Auditor's Office IT Security Audit Report performed last year. Additionally, they rated this as a "High" risk.

**Justification**

Mobile devices (cellular phones, tablets and laptops) are at a higher risk of being lost or stolen and therefore should be encrypted to prevent the release of sensitive information. Enabling encryption scrambles the data so if the device is lost or stolen, the thief will be unable to read the information stored on the device. This reduces the risk of the City's sensitive data being compromised.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

**Budget Impact/Other**

Annual software license renewal costs, which are typically 20-30% of the initial cost.

Budget Items	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Operating Supplies		3,000	3,000	3,000	3,000	3,000					15,000
<b>Total</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>					<b>15,000</b>

**Project #** 17-IT-05

**Project Name** Server Room Update/Remodel

**Type** Construction                      **Department** Information Technology  
**Useful Life** 10-20 Years                      **Contact** IT Director  
**Category** IT Hardware Software                      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$10,000

**Description**

The City Hall server/networking main distribution frame (MDF) room is in need of upgrades and retrofitting to reduce the risk of damage to the servers and network infrastructure IT equipment. Currently there is a water-based fire suppression sprinkler above the server and networking racks. Additionally, the flooring is carpet which can generate static and damage computer equipment. This project would cap off the wet sprinkler and replace it with a computer-friendly fire suppression system as well as remove the carpeting and replace it with computer-friendly flooring. The IT Security Audit performed by the State Auditor's Office identified the wet sprinkler as a risk to the City's IT Security and gave it a risk rating of "High".

**Justification**

The current server / networking main distribution frame room is a repurposed storage closet with only minor changes made to accommodate servers and networking equipment. Several items were discovered during the IT security audit as needing correction (e.g. wet sprinkler, no grounding of equipment racks). While many services have already been moved to the cloud and more will be in the future, there will always be a need for some amount of IT equipment to be located in the City Hall Building. Examples of these include the keycard entry system, workstation networking equipment, telephone system and the firewall. These upgrades are necessary to protect the City's substantial investment in IT equipment.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

**Budget Impact/Other**

Normal building maintenance.



**Project #** 17-IT-08

**Project Name** Security Information & Event Management Tool

**Type** New Vehicles/Equipment      **Department** Information Technology  
**Useful Life** 3-4 Years      **Contact** IT Director  
**Category** IT Hardware Software      **Priority** 2 Legal Obligation

**Total Project Cost** \$18,000



**Description**

Security Information & Event Management (SIEM) software is used to collect security and event logs from various IT devices to provide for required auditing, alerting and reporting. The FBI Criminal Justice Information Systems (CJIS) Policy requires that information systems generate audit records for various events, such as: successful/unsuccessful log-on attempts, changes to account passwords, changes to files, delete permissions, change permissions, etc. Additionally, these audit records must be retained for at least 1 year. The IT Security Audit performed by the State Auditor's Office also recommended the implementation of a Security Information and Event Management Tool citywide and rated it at a "High" risk.

**Justification**

Logging of audit records is a requirement of the FBI CJIS policy and the City is not currently able to meet that requirement and will have a finding in our current audit by the Washington State Patrol. If we do not implement a solution they may restrict our access to the State criminal justice databases. Additionally, this is the recommendation from the IT Security Audit and IT Security Best Practices.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	16,000										16,000
Professional Services	2,000										2,000
<b>Total</b>	<b>18,000</b>										<b>18,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	18,000										18,000
<b>Total</b>	<b>18,000</b>										<b>18,000</b>

**Budget Impact/Other**

Annual software license renewal costs, which are typically 20-30% of the initial cost.

Budget Items	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Operating Supplies		2,000	2,000	2,000	2,000	2,000					10,000
<b>Total</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>					<b>10,000</b>

**Project #** 18-IT-04

**Project Name** City Hall Campus Wireless Access

**Type** New Vehicles/Equipment

**Department** Information Technology

**Useful Life** 4-5 Years

**Contact** IT Director

**Category** IT Hardware Software

**Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$15,000



**Description**

The City's current wireless network is an add-on to the City's firewall that was done to quickly add wireless coverage to the Council Chambers and lobby for public internet. For proper wireless coverage a building site survey should be conducted and a dedicated wireless solution be deployed that is not integrated with the City's firewall. Completing this project would provide proper wireless coverage of both City Hall Campus buildings for City staff devices, Council use during meetings, police vehicle laptops and public use in the lobby.

**Justification**

The current wireless access points were installed as a quick-fix solution to provide wireless capabilities for the public and the staff to use. The current system does not cover all necessary areas of the buildings. Wireless needs have increased over the years and a more robust solution is necessary to fully cover both buildings and be able to provide the speeds necessary to support growth.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings		15,000									15,000
<b>Total</b>		<b>15,000</b>									<b>15,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund		15,000									15,000
<b>Total</b>		<b>15,000</b>									<b>15,000</b>

**Budget Impact/Other**

Annual renewal fees for maintenance/support/licensing.

Budget Items	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Operating Supplies			4,000	4,000	4,000	4,000					16,000
<b>Total</b>			<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>					<b>16,000</b>

**Project #** 17-BRDG-01  
**Project Name** Bridge Load Rating

**Type** Maintenance/Repair      **Department** Infrastructure  
**Useful Life** 20 years      **Contact** Public Works Director  
**Category** Bridge      **Priority** 2 Legal Obligation

**Total Project Cost** \$20,000



**Description**

Consultant analysis is needed to evaluate the load carrying capacity of the four City-owned bridges over 20 feet long. Bridge locations are on 164th Street SE over North Creek, 153rd Street SE over North Creek, 144th Street SE over Penny Creek and Mill Creek Road over Penny Creek. Bridges were originally load-rated for legal design loads at the time of construction.

**Justification**

In 2013, the Federal Highway Administration issued a requirement to analyze bridges over 20 feet long for a new design standard for specialized haul vehicles, which has to be completed by end of 2017. The analysis work is beyond in-house staff capabilities and will require a specialized structural engineering consultant. In addition, the four bridges should be re-rated for legal design loads to evaluate future life span.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Professional Services	20,000										20,000
<b>Total</b>	<b>20,000</b>										<b>20,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET	20,000										20,000
<b>Total</b>	<b>20,000</b>										<b>20,000</b>

**Budget Impact/Other**

None

Project #	17-ROAD-01
Project Name	Seattle Hill Road Widening w/SnoCo

Type	Construction	Department	Infrastructure
Useful Life	20 years	Contact	Public Works Director
Category	Roadway	Priority	2 Legal Obligation

**Total Project Cost** \$200,000

**Description**

The City is required to participate financially per the approved Interlocal Agreement for Snohomish County's project to widen Seattle Hill Road (SHR) between 35th Avenue SE and 132nd Street SE. The County is widening SHR to a consistent three lanes with bike lanes, curb and sidewalk, street lights and drainage facilities for the entire length. The roadway will also be realigned both horizontally and vertically in several spots to meet current design standards. The project is fully funded for construction, which will start in early 2017 and last approximately one year.



**Justification**

Part of the County project is within the current city limits and the City would therefore be responsible for a proportional share of the costs. City and County staff negotiated a payment option for \$200,000 to be paid over two years. (See Interlocal Agreement approved by the City Council in August 2014, City Contract No. 2014-1118.)

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	100,000	100,000									200,000
<b>Total</b>	<b>100,000</b>	<b>100,000</b>									<b>200,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Traffic Mitigation	100,000	100,000									200,000
<b>Total</b>	<b>100,000</b>	<b>100,000</b>									<b>200,000</b>

**Budget Impact/Other**

No future maintenance or operating costs for Mill Creek. The city limit line will be adjusted to fit new County ROW boundaries per the ILA.



<b>Project #</b>	<b>17-ROAD-02</b>
<b>Project Name</b>	<b>35th Avenue SE Reconstruction</b>

**Type** Construction                      **Department** Infrastructure  
**Useful Life** 30 years                      **Contact** Public Works Director  
**Category** Roadway                      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$6,000,000



**Description**

The project consists of reconstructing 35th Avenue SE between 144th Street SE and 141st Street SE. The new roadway will be above projected high water levels on top of a pin-pile supported reinforced concrete slab. The current consultant will need to finalize design and permitting work for bid documents in 2017 for construction in 2018, and the City will also need specialized consultant inspection services for this large scale project.

At the end of 2016, approximately \$425,000 will have been spent on project design work. It should be noted that the estimated construction cost is based on a design that has not been approved or permitted by the Army Corps of Engineers (ACE). The ACE may imposed new project requirements, such as removing the existing Penny Creek culverts, that would result in additional design and construction costs.

**Justification**

35th Avenue SE was built on a peat deposit and has been sinking since the road was widened by Snohomish County in 2003. Some sections have sunk by over two feet and continue to settle at the rate of approximately 1/2" per year. The roadway can be closed by flooding during high water events caused by winter storms or beaver activity, which will continue to get worse as the roadway sinks. Design and permitting are nearly complete, and \$4.0 million in funding was awarded for construction as part of the State Transportation Package.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction		5,500,000									5,500,000
Professional Services	100,000	400,000									500,000
<b>Total</b>	<b>100,000</b>	<b>5,900,000</b>									<b>6,000,000</b>

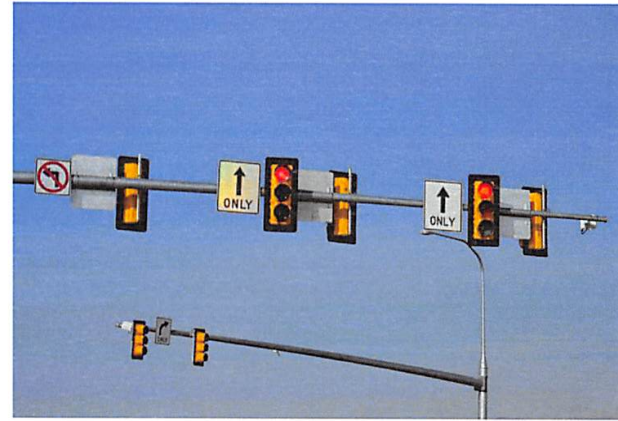
Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Grant - State		4,000,000									4,000,000
REET	100,000	1,900,000									2,000,000
<b>Total</b>	<b>100,000</b>	<b>5,900,000</b>									<b>6,000,000</b>

**Budget Impact/Other**

No new operational expenses will result from this project.



<b>Project #</b>	<b>17-ROAD-03</b>		
<b>Project Name</b>	<b>Citywide Traffic Signal Upgrades</b>		
<b>Type</b>	Maintenance/Repair	<b>Department</b>	Infrastructure
<b>Useful Life</b>	10 years	<b>Contact</b>	Public Works Director
<b>Category</b>	Roadway	<b>Priority</b>	3 Maintain Current Service Lev
<b>Total Project Cost</b>		<b>\$75,000</b>	



**Description**

On all seven City-owned traffic signals, new pedestrian pushbutton systems and conflict monitors will be installed and existing Type 170 controllers will be replaced with new Model 2070E controllers. At the three oldest City signals, specifically 164th Street at Mill Creek Boulevard, Dumas Road at Park Road and Mill Creek Road at Village Green Drive, a new side-mounted battery backup system will be installed. All work would be done by Snohomish County signal maintenance crews.

**Justification**

The City owns seven traffic signals that are operated and maintained by Snohomish County, and all are interconnected to the County's master traffic control center. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for signals to work with the County's integrated system. Installing battery backups will ensure signal operation during a power outage. Installing new pedestrian pushbuttons will help meet current ADA standards.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	75,000										75,000
<b>Total</b>	<b>75,000</b>										<b>75,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET	75,000										75,000
<b>Total</b>	<b>75,000</b>										<b>75,000</b>

**Budget Impact/Other**

No additional or new future ongoing costs other than existing signal maintenance work by the County.



**Project #** 18-ROAD-04

**Project Name** 164th Street Corridor Adaptive Signal System

**Type** Construction

**Department** Infrastructure

**Useful Life** 10 years

**Contact** Public Works Director

**Category** Roadway

**Priority** 4 Expand Service Levels

**Total Project Cost** \$50,000

**Description**

Snohomish County successfully submitted a PSRC regional project application for the second phase of a new adaptive signal control system. The first phase of the system is funded and will be along the new Community Transit Swift 2 route on SR 96 and SR 527. This second phase covers a large portion of south Snohomish County, including the 164th Street corridor, and is an interagency effort including Lynnwood, Bothell and Mountlake Terrace. Mill Creek will have two traffic signals on the system, 164th Street at Mill Creek Boulevard and Main Street at Mill Creek Boulevard.

**Justification**

164th Street is the busiest east/west corridor in the area and carries nearly 40,000 vehicles per day. Congestion is extremely bad during the peak commute hours and operates at a level of service of F. Adaptive signal controls utilize new technology for detecting and immediately adjusting to traffic flow instead of operating on a timed program. While not a full solution, the adaptive signals will help ease future congestion by being more responsive to changes in traffic flow.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction		50,000									50,000
<b>Total</b>		<b>50,000</b>									<b>50,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET		50,000									50,000
<b>Total</b>		<b>50,000</b>									<b>50,000</b>

**Budget Impact/Other**

No additional or new future operational costs other than existing signal maintenance work by the County.



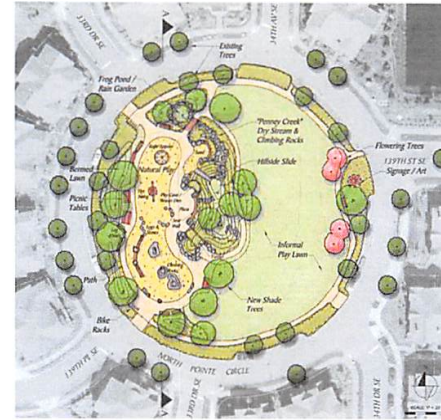
Project #	17-PARK-03
Project Name	North Pointe Park Design & Construction Documents

Type	Construction	Department	Parks
Useful Life	20 years	Contact	Public Works Director
Category	Parks	Priority	4 Expand Service Levels

**Total Project Cost \$530,000**

**Description**

In 2006, in conjunction with the development of the North Pointe plat, the developer dedicated a one acre parcel for neighborhood park land in lieu of park mitigation fees. The City chose to defer development of this park until the neighborhood was built out so the future residents would have an opportunity to participate in the park planning. In the meantime, the developer installed lawn and temporary irrigation. Construction cost is estimated only and based on Vineyards Park, which was a similar size. Once the design is completed and construction costs are defined, a revised action plan will be brought to the City Council for approval.



**Justification**

The North Pointe subdivision is now built out and in early 2016, the City’s Parks and Recreation Board worked with staff and several members of the Design Review Board to develop design concepts that were reviewed by the public at the Mill Creek Festival and two public meetings held in the park. The Natural Play Park option was the overwhelming preference of the public. Therefore, the Parks and Recreation Board recommended the Natural Play Park design concept to Council at their regular meeting on September 27, 2016. The purpose of this CIP project is to design improvements and prepare construction drawings for North Pointe Park per the Council approved Master Plan. The Natural Play Park concept includes the major components of the traditional park concept, such as a playground area with play equipment and surrounding benches and small picnic tables, but the playground and play equipment element take a different approach with a focus on naturally occurring objects, shapes and topography. This design brings attention to the natural features of the Penny Creek drainage basin in which the park is located. The proposed park improvements will be funded from dedicated neighborhood park mitigation fees.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	500,000										500,000
Professional Services	30,000										30,000
<b>Total</b>	<b>530,000</b>										<b>530,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Park Mitigation	530,000										530,000
<b>Total</b>	<b>530,000</b>										<b>530,000</b>

**Budget Impact/Other**

There are no operating costs associated with the design and preparation of the construction plans for the park improvements.

**Project #** 17-PARK-04  
**Project Name** Cougar Park, Phase 2

**Type** Construction                      **Department** Parks  
**Useful Life** 20 years                      **Contact** Public Works Director  
**Category** Parks                              **Priority** 4 Expand Service Levels

**Total Project Cost** \$15,000

**Description**

Cougar Park improvements were proposed in two phases. Phase I included the play equipment and the restroom/shelter building, as well as an open lawn play area. Phase 2 included the cable ride and a trail through the eastern portion of the park property to 35th Avenue. Subsequently, it was decided to move the cable ride from the wooded area to a more visible location to address safety concerns and the cable ride was installed in 2012. At that time it was decided to forego the proposed trails through to 35th Avenue.



**Justification**

Residents have recently expressed concerns regarding vandalism in the wooded area. As a result, the Parks and Recreation Board discussed revisiting the idea of constructing the trail and cleaning up some of the undergrowth to improve visibility and safety on the north side of the heavily wooded area in the hope that it would discourage vandalism. The trail would also create direct access to the park from 35th Avenue. The trail would need to be hard surfaced to meet ADA requirements. Design work will be done in-house.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	15,000										15,000
<b>Total</b>	<b>15,000</b>										<b>15,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Park Mitigation	15,000										15,000
<b>Total</b>	<b>15,000</b>										<b>15,000</b>

**Budget Impact/Other**

The City has existing maintenance and operational costs for this developed park. The addition of a trail will not increase those costs.



<b>Project #</b>	<b>18-PARK-02</b>		
<b>Project Name</b>	<b>Mill Creek Sports Park - Turf &amp; Light Replacement</b>		
<b>Type</b>	Maintenance/Repair	<b>Department</b>	Parks
<b>Useful Life</b>	10 years	<b>Contact</b>	Public Works Director
<b>Category</b>	Parks	<b>Priority</b>	3 Maintain Current Service Lev
<b>Total Project Cost</b>		<b>\$775,000</b>	



**Description**

Replace artificial turf at Mill Creek Sports Park and replace existing field lights with new LED fixtures. The turf replacement portion of the project is approximately \$400,000 and the new LED lights total approximately \$310,000.

**Justification**

Artificial turf has a useful life span of approximately 8 years. The turf at the Sports Park was installed in 2003 and is 13 years old and at the end of its useful life. The turf is becoming a safety concern due to seam tears and loss of granulated rubber cushioning. The City received the maximum use from the artificial turf because of good ongoing maintenance practices.

The existing lights are proposed to be replaced with LED lights. The existing system is composed of Metal Halide and High Pressure Sodium lights and the field needs re-lamping every five to six years. The LED lights will have a life span of up to 20 years, and the elimination of many re-lamping cycles will provide a significant maintenance cost savings.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Maintenance / Repair		710,000									710,000
Professional Services	65,000										65,000
<b>Total</b>	<b>65,000</b>	<b>710,000</b>									<b>775,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Grant - State		276,000									276,000
REET	65,000	434,000									499,000
<b>Total</b>	<b>65,000</b>	<b>710,000</b>									<b>775,000</b>

**Budget Impact/Other**

The City has existing maintenance and operational costs for the developed park. However, Snohomish PUD has reviewed the proposed lighting plans and specifications and estimates a 63% reduction in power consumption resulting in a \$6,000 annual savings based on current electric rates, and greater savings as those rates increase in the future.

**Project #** 17-BLDG-05  
**Project Name** Mill Creek Fire Station

**Type** Maintenance/Repair      **Department** Public Safety  
**Useful Life** 20 years      **Contact** Dir. Public Safety  
**Category** Buildings      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$580,180



**Description**

The City contracts with Fire District 7 (FD7) to provide fire services. The original contract for services was executed in 1996. The Original Agreement terminates on December 31, 2016. The City has until this date to provide FD7 with written notice of its intent to purchase the Mill Creek Fire Station pursuant to Section 8.3.3 of the Original Agreement.

**Justification**

On December 31, 2016, the City’s equity in the Mill Creek Fire Station will be \$678,148. See Section 5.1 of the 3rd amendment to the Original Agreement (2013-1049). If the City opts to purchase the Mill Creek Fire Station, the City’s out of pocket cost, after application of the City’s equity interest, will be \$1,160,360. This amount can be paid, at the City’s option, up front or in equal payments over 20 years. See Section 8.3.3 of the Original Agreement and Section 8.3.4 of the Original Agreement as amended by Section 5.2 of the 3rd amendment (2013-1049).

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
ROW / Land Acquisition	58,018	58,018	58,018	58,018	58,018	58,018	58,018	58,018	58,018	58,018	580,180
<b>Total</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>580,180</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET	58,018	58,018	58,018	58,018	58,018	58,018	58,018	58,018	58,018	58,018	580,180
<b>Total</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>58,018</b>	<b>580,180</b>

**Budget Impact/Other**

At this time the City anticipates no changes to the method of service delivery other than the City will acquire full ownership of the Mill Creek Fire Station.

<b>Project #</b>	<b>17-EQUIP-03</b>
<b>Project Name</b>	<b>Police/Engineering Total Station</b>

**Type** New Vehicles/Equipment      **Department** Public Safety  
**Useful Life** 10 years      **Contact** Director Public Safety  
**Category** Equipment      **Priority** 4 Expand Service Levels

**Total Project Cost** \$42,000

**Description**

Purchase of Total Station collision/crime scene/engineering equipment, namely the Trimble S7 3 "Robotic, DR Plus, Trimble VISION, FineLock, Scanning Capable," plus all hardware, software and accessories. Item may be used across all departments for scene reconstruction, roadway planning and project planning.



**Justification**

The City does not have this equipment in its inventory. From a public safety standpoint, the use of Total Station for crime scene and collision scene mapping is an industry standard and is necessary for appropriate prosecution of criminal offenders. Historically, the City could receive support from the Snohomish County Sheriff's Office with this technology, but with their pending budget cuts, we have been advised that they can no longer support the crime scene mapping needs of the cities within the County. We may be able to draw upon other allied agencies, but this is unreliable.

From an engineering standpoint, a Total Station could be used by internal staff to create project base maps and AutoCAD drawings for small scale or technically straightforward CIP projects such as the ongoing sidewalk and storm pipe repair projects. The ability to do the initial surveying and design work in-house would reduce outside consultant costs.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	42,000										42,000
<b>Total</b>	<b>42,000</b>										<b>42,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	21,000										21,000
REET	21,000										21,000
<b>Total</b>	<b>42,000</b>										<b>42,000</b>

**Budget Impact/Other**

There are no anticipated future budget impacts.



**Project #** 17-EQUIP-11  
**Project Name** Armory Parts Washer

**Type** New Vehicles/Equipment      **Department** Public Safety  
**Useful Life** 10 years      **Contact** Director Public Safety  
**Category** Equipment      **Priority** 4 Expand Service Levels

**Total Project Cost** \$17,000

**Description**

The purchase of a System-One Model 501S fully recyclable parts washer to clean all parts of handguns and long guns, as well as equipment associated with the firearms training and use program. This system recovers 100% of cleaning solvent perpetually and eliminates 100% of solvent waste and is wholly VOC free. This equipment will be installed in the recently-renovated Armory that is contained in the police department remodel. In addition, an HVAC system modification will be required to vent fumes from the Armory to the outside, which will likely involve new structural penetrations in the roof and/or exterior wall. Work would include a design/build RFP and permitting by the contractor.



**Justification**

Our firearms training and usage program is conducted on two levels: 1) off-site training with department-provided ammunition at area ranges, and 2) range time at the SCSO range four times per year for training and qualifications. This requires the cleaning and maintenance of our weapons. While the SCSO range has the appropriate equipment for cleaning, many times our available time at the facility is limited. Often, our weapons are cleaned at the PD afterwards, using aerosol cleaners on the squad room countertop. This equipment will allow us to safely use VOC free solvents to clean our weapons and the ability to recycle 100% of the used solvent for future use.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	10,000										10,000
Equipment / Furnishings	7,000										7,000
<b>Total</b>	<b>17,000</b>										<b>17,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	17,000										17,000
<b>Total</b>	<b>17,000</b>										<b>17,000</b>

**Budget Impact/Other**

There are no anticipated future budget impacts.

**Project #** 17-BLDG-02  
**Project Name** Public Works Shop

**Type** Construction                      **Department** Public Works  
**Useful Life** 30 years                      **Contact** Public Works Director  
**Category** Buildings                      **Priority** 4 Expand Service Levels

**Total Project Cost** \$900,000

**Description**

This project is to design and prepare construction bid documents for a new Public Works Shop on the Cook property. Construction cost is estimated only. Once the design is completed and construction and operating costs are defined, a revised action plan will be brought to City Council for approval.



Note that design work and some state grant expenditures began in 2016 and carryover into 2017.

**Justification**

City Hall does not provide adequate parking, facilities or storage for Public Works maintenance vehicles and materials. In September 2016, the City Council approved a consultant contract for the design of a Public Works Shop on the City owned Cook property on North Creek Drive.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	750,000										750,000
Professional Services	150,000										150,000
<b>Total</b>	<b>900,000</b>										<b>900,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	650,000										650,000
Grant - State	250,000										250,000
<b>Total</b>	<b>900,000</b>										<b>900,000</b>

**Budget Impact/Other**

There will be future ongoing annual maintenance and utility costs associated with this new building.



<b>Project #</b>	17-BLDG-03
<b>Project Name</b>	City Hall - North Roof and Seismic Retrofit

**Type** Maintenance/Repair      **Department** Public Works  
**Useful Life** 20 years      **Contact** Public Works Director  
**Category** Buildings      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$425,000



**Description**  
 The City Hall North building is in need of a new roof and a seismic retrofit of the structure. Design of the roof replacment has been completed, but a specialized consultant will be required for the seismic retrofit portion.

**Justification**  
 The existing roof on the City Hall North building has reached the end of its life and needs to be replaced. However, with good inspection practices and remedial repairs done in a timely manner, the roof replacement can be deferred until 2018. The building has also never been upgraded with a seismic retrofit and currently houses staff in three City departments and the Senior Center.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction		400,000									400,000
Professional Services		25,000									25,000
<b>Total</b>		<b>425,000</b>									<b>425,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Annex Fund 145		425,000									425,000
<b>Total</b>		<b>425,000</b>									<b>425,000</b>

**Budget Impact/Other**  
 No new operational costs or impacts associated with this project.

**Project #** 17-BLDG-04  
**Project Name** City Hall - North HVAC Control System

**Type** Replacement Vehicles/Equip      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Buildings      **Priority** 3 Maintain Current Service Lev

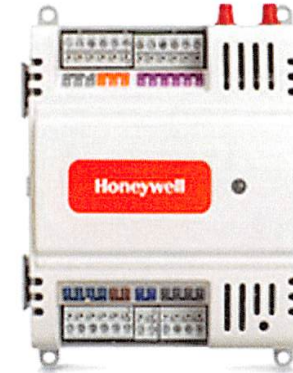
**Total Project Cost** \$125,000

**Description**

The HVAC control system for the City Hall North building is in need of replacement. An energy efficiency engineer from Snohomish PUD inspected the overall HVAC system in the City Hall North building and made several recommendations. Replacing the HVAC control system was the highest priority, but several individual heat pumps also need to be replaced. Work will be a contractor design/build RFP instead of typical architect design/bid/build process.

**Justification**

The display on the circa 1980's combined monitor/computer for the HVAC control system has failed, and if the system dies or malfunctions, there is currently no way to reset it or get it running again. The computer includes the programming that has all the control points and schedules for the 23 individual heat pumps in the building, and also controls the boiler and cooling tower outside of the building. Without the monitor it is not possible to change any operational settings.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	125,000										125,000
<b>Total</b>	<b>125,000</b>										<b>125,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Annex Fund 145	125,000										125,000
<b>Total</b>	<b>125,000</b>										<b>125,000</b>

**Budget Impact/Other**

No new operational costs or impacts associated with this project.

**Project #** 17-EQUIP-04

**Project Name** Chipper

**Type** Replacement Vehicles/Equip      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Equipment      **Priority** 1 Imminent Threat to Public W

**Total Project Cost** \$25,000



**Description**

This project is for replacement equipment for the existing tow-behind wood chipper used by the Public Works maintenance crew. A new chipper should have a 9-inch limb capacity to handle large storm debris.

**Justification**

The chipper is used seasonally in the fall and winter to mulch tree debris for easier disposal and reuse, typically with tree pruning or storm debris cleanup activities. The existing chipper was a low-quality used purchase, is unreliable for operation when needed during storm events, undersized for larger debris and does not meet current safety standards. Crew members have had several near misses with feeding limbs into the existing chipper, which could have been tragic accidents.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	25,000										25,000
<b>Total</b>	<b>25,000</b>										<b>25,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	25,000										25,000
<b>Total</b>	<b>25,000</b>										<b>25,000</b>

**Budget Impact/Other**

Replacement equipment; therefore, there will be no new operating expenses associated with this item.



**Project #** 17-EQUIP-05  
**Project Name** Dump Trailer

**Type** New Vehicles/Equipment      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Equipment      **Priority** 4 Expand Service Levels

**Total Project Cost** \$10,000



\* This photo may not depict standard options

**Description**

This project is for the purchase of a new utility trailer with a dump capacity to unload maintenance materials and debris.

**Justification**

A dump trailer would greatly increase maintenance crew efficiency and productivity by providing the ability to unload large quantities of materials all at once. Currently materials such as bark mulch or storm debris are loaded and unloaded by hand, which is not time efficient and more likely to cause workplace injuries. The new trailer could also be used to transport equipment or vehicles, like a new tractor or loader, between sites.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

**Budget Impact/Other**

Potential budget impacts would include occasional repair costs.



Project #	17-VEH-09
Project Name	ROW Inspector Vehicle

**Type** Replacement Vehicles/Equip      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Vehicles      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$25,000



**Description**

This project is for the replacement of the 1998 Jeep currently being driven by the ROW Inspector. Replacement should be a mid-sized pickup truck or SUV.

**Justification**

The ROW Inspector’s job duties include performing field inspections for private land developments, City CIP projects and ROW permits at various locations throughout the City, which can require a vehicle for 6 to 7 hours of the work day. A vehicle with safety lights and storage capacity is necessary for the ROW Inspector to perform their job duties. The current inspector vehicle has been fully depreciated and is in dire need of transmission and brake work, but Kelly Blue Book value is not worth the cost of repairs.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Vehicles	25,000										25,000
<b>Total</b>	<b>25,000</b>										<b>25,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	25,000										25,000
<b>Total</b>	<b>25,000</b>										<b>25,000</b>

**Budget Impact/Other**

Typical operating costs for a new vehicle include gas and ongoing regular minor maintenance such as oil changes, plus occasional repairs and major maintenance expenses such as new tires/tune-ups as the vehicle ages.

**Project #** 17-VEH-10

**Project Name** Maintenance Crew Vehicle

**Type** Replacement Vehicles/Equip      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Vehicles      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$35,000



**Description**

This project is for the replacement of the 2002 GMC Sonoma pickup currently being driven by a maintenance crew member. Replacement should be a full-sized pickup (F150 or similar).

**Justification**

The maintenance crew duties include park, street and facility work at various locations around the City throughout the day, which can require a vehicle for 6 to 7 hours of the work day. The current crew vehicle has been fully depreciated and is in need of major repairs, including bearings and seals, engine gaskets, tires, brake fluid, thermostat, coolant system service and brake rotors. The quote for repairs totals more than the Kelly Blue Book value on the truck.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Vehicles	35,000										35,000
<b>Total</b>	<b>35,000</b>										<b>35,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	35,000										35,000
<b>Total</b>	<b>35,000</b>										<b>35,000</b>

**Budget Impact/Other**

Typical operating costs for a new vehicle include gas and ongoing regular minor maintenance such as oil changes. There are no new operating expenses anticipated.

**Project #** 17-VEH-12  
**Project Name** Flatbed Truck

**Type** Replacement Vehicles/Equip      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Vehicles      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$85,000



**Description**

This project is for the replacement of the 2002 Isuzu NPR HD flatbed truck currently being used by the maintenance crew, which also serves as sander/de-icer application vehicle. Replacement will be a large capacity flatbed pickup (F450) that could be a combined de-icer/snow plow/sander vehicle in the winter.

**Justification**

The maintenance crew utilizes the flatbed truck on a daily basis for transporting materials around the City for various repair, maintenance and clean-up activities. Examples include daily park trash pickup, hauling large objects or equipment, seasonal landscaping work like bark mulch and emergency storm debris clean up. The existing flatbed also serves as the sander/de-icer truck during the winter, but is not capable of snow plowing, so combining the two functions will double crew efficiency during winter storm events.

The Flatbed truck has been fully depreciated and is in need of major repairs, including the fuel tank that has rusted and has been patched; the frame is rusting from a leaking de-icer pump; and the engine is burning oil.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Vehicles	85,000										85,000
<b>Total</b>	<b>85,000</b>										<b>85,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	85,000										85,000
<b>Total</b>	<b>85,000</b>										<b>85,000</b>

**Budget Impact/Other**

Typical operating costs for a new vehicle include gas and ongoing regular minor maintenance such as oil changes.

# Status of Per Capita Contributions

## Signed Letter/Confirmed

- ✓ Snohomish County (\$2.00 for unincorporated)
- ✓ Arlington (\$1.00)
- ✓ Darrington (\$2.00)
- ✓ Edmonds (\$1.00)
- ✓ Everett (\$1.00)
- ✓ Granite Falls (\$1.00)
- ✓ Lake Stevens (\$1.00)
- ✓ Lynnwood (\$1.00)
- ✓ Marysville (\$1.00)
- ✓ Mukilteo (\$0.50)
- ✓ Monroe (\$2.00)
- ✓ Snohomish (\$2.00)
- ✓ Stanwood (\$1.00)

## Ongoing Discussions

Bothell  
Gold Bar  
Index  
Mill Creek  
Sultan

## Declined

Brier  
Mountlake Terrace  
Woodway



**ORDINANCE NO. 2016 - 808**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, LEVYING REGULAR PROPERTY TAXES UPON ALL PROPERTY, INCLUDING REAL, PERSONAL AND UTILITY SUBJECT TO TAXATION, WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2017.**

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WHEREAS, the City's actual regular property tax levy in 2016 was \$ 6,025,879, and the City's population is more than 10,000; and

WHEREAS, the City Council of the City of Mill Creek has properly given notice of and held a public hearing pursuant to RCW 84.55.120 on November 22, 2016, regarding the establishment of the City's regular property tax levy for 2017; and

WHEREAS, the 2017 regular property tax levy for the City limits the increase to an amount consistent with the implicit price deflator (IPD), and thus there is no need for a finding of substantial need; and

WHEREAS, the IPD limit factor established for 2017 by the Snohomish County Assessor is 0.953 percent; and

WHEREAS, the City Council of the City of Mill Creek, after its hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires a regular levy for 2017 in the amount of \$6,117,409 which includes a .953 percent (.953%) increase in regular property tax revenue from the previous year and additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, and any annexations that have occurred or refunds made, all in order to discharge the expected expenses and obligations of the City of Mill Creek;

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

Section 1. In accordance with the requirements of law, including RCW 84.55.010, an increase in the regular property tax levy for the City of Mill Creek is hereby authorized for the 2017 levy in the amount of \$57,427 which is a percentage increase of .953% from the previous year. This

increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2. A summary of this ordinance, consisting of its title, shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication but no later than January 1, 2017.

Passed in open meeting this 22nd day of November, 2016 by a vote of 7 for, 0 against, and 0 abstaining.

APPROVED:

  
PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

  
ACTING CITY CLERK

APPROVED AS TO FORM:

n/a  
SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: November 22, 2016  
PASSED BY THE CITY COUNCIL: November 22, 2016  
PUBLISHED: December 4, 2016  
EFFECTIVE DATE: December 9, 2016  
ORDINANCE NO. 2016-808

**ORDINANCE NO. 2016 - 809**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, LEVYING ADDITIONAL AND INCREASED EMERGENCY MEDICAL SERVICES PROPERTY TAXES UPON ALL PROPERTY, INCLUDING REAL, PERSONAL AND UTILITY, SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2017.**

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WHEREAS, by Council Resolution No. 2016-548 the Mill Creek City Council determined the need to place before the voters of Mill Creek at the 2016 general election a 6-year Emergency Medical Services (EMS) property tax levy at a rate not to exceed Fifty Cents (\$0.50) per One Thousand Dollars (\$1,000.00) of assessed valuation and thereafter for a total of six (6) consecutive years, commencing on January 1, 2017; and

WHEREAS, in the general election held November 8, 2016, the voters of the City of Mill Creek duly approved and authorized said 6-year EMS property tax levy at a rate not to exceed Fifty Cents (\$0.50) per One Thousand Dollars (\$1,000.00) of assessed valuation for six (6) consecutive years, commencing on January 1, 2017; and

WHEREAS, pursuant to RCW 84.52.069, the EMS property tax levy so approved and authorized may be used only for the provision of emergency medical care or emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care or emergency medical services.

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

Section 1. In accordance with the requirements of law, including RCW 84.55.010 and RCW 84.52.069, an increase in the Emergency Medical Service tax levy is hereby authorized for the 2017 levy in the amount of \$ 388,697 which is a percentage increase of 31% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, and annexations that have occurred and refunds made.

Section 2. A summary of this ordinance, consisting of its title, shall be published in

the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication but no later than January 1, 2017.

Passed in open meeting this 22nd day of November, 2016 by a vote of 7 for, 0 against, and 0 abstaining.

APPROVED:

  
PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

  
ACTING CITY CLERK

APPROVED AS TO FORM:

n/a  
SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: November 22, 2016

PASSED BY THE CITY COUNCIL: November 22, 2016

PUBLISHED: December 4, 2016

EFFECTIVE DATE: December 9, 2016

ORDINANCE NO. 2016-809





Date: November 22, 2016

A/P Check Batches		
Dated	Check Numbers	Amount
11/14/2016	56177-56250	\$1,168,732.65
<b>Total</b>		<b>\$1,168,732.65</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

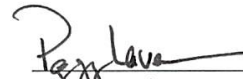
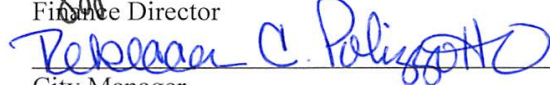
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 56177 through 56250, in the amount of \$1,168,732.65.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

  
\_\_\_\_\_  
Finance Director  
  
\_\_\_\_\_  
City Manager

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**Accounts Payable**

Checks by Date - Detail by Check Date

User: Jodieg  
 Printed: 11/17/2016 8:56 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56177	ACTATHLT 6384	Action Athletics Intro to Cheerleading: 6-11 Years 09/19-10/24	11/15/2016		318.50
				Total for Check Number 56177:	0.00 318.50
56178	ADPLLC 480414364	ADP, LLC Payroll Processing Chgs/Implementation for Ess	11/15/2016		784.42
				Total for Check Number 56178:	0.00 784.42
56179	ALDWTR	Alderwood Water District	11/15/2016		
	00320003-01	Seattle Hill Rd I/R			83.95
	01100176-01	Median 4 & 5 I/R			755.65
	01300169-01	1901 MILL FERN DR SE I/R MEDIAN #2			304.54
	01550006-01	16011 28TH DR SE I/R			69.55
	02170002-01	SEATTLE HILL RD I/R			67.15
	02460002-01	155 VILLAGE GRN DR I/R			571.13
	02470001-01	155 VLG GRN DR/HERON PK			181.95
	03050003-01	15933 29TH DR SE I/R			76.75
	03095000-01	16220 27TH DR SE I/R			67.15
	03805002-01	16217 27TH DR SE I/R			69.55
	03865000-01	16205 25TH DR SE I/R			65.50
	04900159-01	SEATTLE HILL RD I/R			67.15
	05400166-01	MEDIAN NUMBER 6 I/R			129.23
	05590004-02	15720 MILL CREEK BLVD D/C			14.04
	05600177-03	15720 MAIN STREET			488.43
	05700181-01	15728 MAIN ST I/R			559.53
	05702001-01	15728 MAIN ST D/C			14.04
	05705005-01	15728 MAIN STREET			376.24
	06900173-02	1300 156TH PL SE I/R			53.90
	07850004-01	16101 HIGHLAND BLVD/RESTR			177.15
	07855001-01	16101 28TH DR SE I/R			960.23
	07895001-01	16021 28TH DR SE I/R			67.15
	07900155-01	SEATTLE HILL RD I/R			67.15
	08000152-01	SEATTLE HILL RD I/R			67.15
	08300050-01	3310 157TH PL SE I/R			1,879.15
	08800024-01	SEATTLE HILL RD I/R			67.15
	08900020-01	SEATTLE HILL RD I/R			67.15
	09000017-01	SEATTLE HILL RD I/R			67.15
	09080000-01	14600 MILL CREEK BLVD I/R			29.90
	09100016-01	SEATTLE HILL RD I/R			67.15
	13233000-01	15200 MILL CREEK BLVD I/R			29.90
	25703000-01	14725 32ND DR SE I/R			341.75
	26070000-01	15803 32ND AVE SE			177.15
	26467000-01	1900 164TH ST SE			67.15
	26468000-01	1900 164TH ST SE I/R			248.95
	33254000-01	14725 32ND DR SE			177.15
	34493000-01	15720 MAIN ST I/R			132.20

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56179:	0.00	8,706.16
56180	AMTESTIN 95513	Am Test, Inc 5 Fecal Coliform Analysis	11/15/2016		125.00
			Total for Check Number 56180:	0.00	125.00
56181	AMRINEC Reimb Travel Ex	Christi Amrine Reimb Lodging, Parking & Meals-APA Annual C	11/15/2016		653.07
			Total for Check Number 56181:	0.00	653.07
56182	BENEAD 1610515	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-Oct	11/15/2016		152.00
			Total for Check Number 56182:	0.00	152.00
56183	BESTTREE 102716-2	Best Tree Service Tree Work-Heron Park Tree Cutting	11/15/2016		1,099.00
			Total for Check Number 56183:	0.00	1,099.00
56184	BRIDPETS PO# 00063	Bridges Pets 2-30lb Bags Taste of the Wild-Rasko	11/15/2016		106.90
			Total for Check Number 56184:	0.00	106.90
56185	BANKCR19 1	Business Card Coffee-Mtg 10/28-B Stowe, Rebecca & Peggy	11/15/2016		17.53
			Total for Check Number 56185:	0.00	17.53
56186	BANKCR24 1 2	Business Card Pentel Pencil Lead & Pentel Eraser Management Breakfast Meeting 11/01	11/15/2016		13.28 174.70
			Total for Check Number 56186:	0.00	187.98
56187	CIEDMOND RGG-160078	City of Edmonds Domestic Violence Coordinator - Nov	11/15/2016		926.59
			Total for Check Number 56187:	0.00	926.59
56188	CITYLYN 12533 12534 12562	City of Lynnwood Jail Room & Board - July Jail Room & Board - August Jail Room & Board - Sept	11/15/2016		175.00 988.33 1,290.00
			Total for Check Number 56188:	0.00	2,453.33
56189	COMCAST 0724345	Comcast Internet for ITS 11/14-12/13	11/15/2016		96.33
			Total for Check Number 56189:	0.00	96.33
56190	CRIMESTP 2017-9	Crime Stoppers of Puget Sound 2017 Crime Stoppers of Puget Sound	11/15/2016		1,006.64
			Total for Check Number 56190:	0.00	1,006.64
56191	CRWBLS 50% Deposit	Crowe Building Specialties 50% Deposit-VISTA Frames & Message Schedu	11/15/2016		3,558.32

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56191:	0.00	3,558.32
56192	DAYWIRE 422807	Day Wireless Systems (03) SMD Calibrations	11/15/2016		1,241.87
			Total for Check Number 56192:	0.00	1,241.87
56193	DELLMARK XK24KC8K1 XK24KTCR4 XK24M55T6	Dell Marketing LP Dell USB Monitor Soundbar-Laura Dell Wireless Desktop Keyboard & Mouse-Laur 2 - Dell 22 Monitor-Laura	11/15/2016		27.68 25.27 379.14
			Total for Check Number 56193:	0.00	432.09
56194	ELLITIRE 076226	Elliott Tire & Service Inc Diagnose "Check Engine"-Heater Operation-02	11/15/2016		148.23
			Total for Check Number 56194:	0.00	148.23
56195	FELDMAJ October 2016	Feldman & Lee, P.S. Public Defender Contract Flat Fee - Oct	11/15/2016		8,750.00
			Total for Check Number 56195:	0.00	8,750.00
56196	FIRESTON WO# 208851	Firestone Complete Auto Care LOF,Tie Rods,Timing Cover, Brake Cables-198:	11/15/2016		2,256.02
			Total for Check Number 56196:	0.00	2,256.02
56197	FONGJ 6445	Jeffrey Fong Photography: Basic Digital 09/29-11/03 #6445	11/15/2016		273.00
			Total for Check Number 56197:	0.00	273.00
56198	GTENORTH 425 357-9268	Frontier Fire Alarm Line Chgs 10/22-11/21	11/15/2016		123.88
			Total for Check Number 56198:	0.00	123.88
56199	GUARDSEC 691337	Guardian Security Alarm Monitoring-CH Annex 12/01-02/28	11/15/2016		111.00
			Total for Check Number 56199:	0.00	111.00
56200	XHOGANM 2001271.002	Megan Hogan Refund Facility Damage Deposit-Spring Mill Pl	11/15/2016		75.00
			Total for Check Number 56200:	0.00	75.00
56201	INTEGRA 14236311	Integra T-1 Monthly Fee - Nov	11/15/2016		651.66
			Total for Check Number 56201:	0.00	651.66
56202	JOHNCLNR 1861	John's Cleaning Services Inc Uniform Dry Cleaning & Repairs - Oct	11/15/2016		49.73
			Total for Check Number 56202:	0.00	49.73
56203	JOHNSOS 6411 6412	Stephen Johnson Beginner Basketball Basics: 5-7 Years 10/05-11/05 Beginner Basketball Basics: 8-11 Years 10/05-11/05	11/15/2016		955.50 728.00



# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56203:	0.00	1,683.50
56204	KPFFCON 77026	KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 08/27-09/30	11/15/2016		867.24
			Total for Check Number 56204:	0.00	867.24
56205	KROESENS 40183 40184	Kroesen's Uniform Company Sew Patches/Chevrons on Shirt/Coat-R Fleming 1 F/C Black Soft Shell Jacket-T Kidwell	11/15/2016		54.95 109.90
			Total for Check Number 56205:	0.00	164.85
56206	KUKERR INV-024412	Kuker-Ranken, Inc. 8 - 18" Traffic Cones w/Reflective Collar	11/15/2016		159.43
			Total for Check Number 56206:	0.00	159.43
56207	LESSCHW 39500303499 39500303779 39500303830 39500304000 39500304674 39500304913 39500305027	Les Schwab Flat Repair/Isuzu Truck Stem-PW# LOF, Wiper Blades-Car #3 LOF - Staff Car #2 LOF, Battery, Wiper Blades-Car #1 Dismount & Mount/Wheel Spin/Tire Pressure M LOF, Commercial Rotation-Car #44 LOF, Brake Pads/Rotor-Car#40	11/15/2016		45.89 71.32 38.46 187.26 178.04 38.46 518.10
			Total for Check Number 56207:	0.00	1,077.53
56208	MMKIDS 6462	M & M Kids Sports LLC Tennis Classes for Kids-Sept 09/19-10/24 #6462	11/15/2016		428.40
			Total for Check Number 56208:	0.00	428.40
56209	KIDZLOVS 6341 6347 6348 6353 6358	North American Youth Activities, LLC KLS Soccer: Tot-Soccer 09/13-10/18 #6341 KLS Soccer: Pre-Soccer 09/13-10/18 #6347 KLS Soccer: Pre-Soccer 09/13-10/18 #6348 KLS Soccer: Soccer 1 09/13-10/18 #6353 KLS Soccer: Soccer 2 09/13-10/18 #6358	11/15/2016		380.80 285.60 856.80 809.20 618.80
			Total for Check Number 56209:	0.00	2,951.20
56210	OFCCDRVS 2016 RCW	Office of the Code Reviser 1 Copy - 2016 Revised Code of Washington	11/15/2016		252.77
			Total for Check Number 56210:	0.00	252.77
56211	OLBRECAS Sept/Oct	Olbrechts & Associates PLLC Hearing Examiner Services-Sept & Oct	11/15/2016		592.00
			Total for Check Number 56211:	0.00	592.00
56212	OREILLY 2986-481720 2986-481804 2986-481904 2986-482081 2986-483772	O'Reilly Automotive Inc Mini Bulb-Tail Lights Conduit-Trailer Wiring Fuse Assortment-Shop Supplies/Fuses Fleet Spark Plugs-Blower PCV Elbow-Coolant Cap-St Sweeper	11/15/2016		5.25 6.58 22.51 18.10 6.58
			Total for Check Number 56212:	0.00	59.02

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56213	ORLANDL	Laura Orlando	11/15/2016		
	Reimb Exp	Reimb Lodging, Meals-NPELRA Conf-L Orland			499.47
	Reimb ExpA	SHRM Membership Dues Dec 2016-Nov 2017-I			190.00
	Reimb ExpB	Toner Cartridge/VGA Adapter-Comp Project-L C			99.90
Total for Check Number 56213:				0.00	789.37
56214	PACTOP	Pacific Topsoils, Inc.	11/15/2016		
	929013	Medium Bark - Evergreen Median			126.39
	929071	Brush Dump - Beaver Dam			84.00
	929078	Brush Dump - Beaver Dam			26.24
	929086	Brush Dump - Beaver Dam			52.50
	929590	Crushed Rock Aggregate - Silvercrest Trail			139.79
	929630	Crushed Rock Aggregate - Silvercrest Trail			73.74
	930043	Crushed Rock Aggregate - Heron Park			104.84
	930056	Crushed Rock Aggregate - Heron Park			104.84
Total for Check Number 56214:				0.00	712.34
56215	PACLAB PEMC1065	PacLab Blood Draws DUI-C17678, C18492	11/15/2016		31.00
Total for Check Number 56215:				0.00	31.00
56216	CLYDEWST 20310413	PacWest Machinery 2 Duo Skid Weldme-Street Sweeper Repair-PW#	11/15/2016		1,327.44
Total for Check Number 56216:				0.00	1,327.44
56217	PAWS Oct 2016 Sept 2016	PAWS Animals Brought To Shelter - October Animals Brought To Shelter - September	11/15/2016		448.98 448.98
Total for Check Number 56217:				0.00	897.96
56218	PAWSAFT 6454 6456	Paws Afoot Dog Obed-Puppy ABS'c 09/19-10/24 #6454 Dog Obed-Basic Training for Dogs 09/19-10/24	11/15/2016		462.00 308.00
Total for Check Number 56218:				0.00	770.00
56219	PLANTSCP 42379 42379A 42379B 42379C 42379D 42379E 42379F 42379G 42380E	Plantscapes Horticultural Services Landscape Maintenance-Parks-Oct Landscape Maintenance-City Hall-Oct Landscape Maintenance-Annex-Oct Landscape Maintenance-R/W Medians-Oct Landscape Maintenance-Interior Medians-Oct Landscape Maintenance-SR527-Oct Landscape Maintenance-Pond 6-Oct Landscape Maintenance-Library-Oct Landscape Maintenance-Ditches/Ponds-Oct	11/15/2016		6,355.31 332.34 139.23 1,039.66 111.16 1,192.86 89.81 330.67 944.22
Total for Check Number 56219:				0.00	10,535.26
56220	PROFORCE 289045	ProForce Law Enforcement Weapon Light-S LaRose/Red Dot Sight-T Bittin	11/15/2016		530.75
Total for Check Number 56220:				0.00	530.75
56221	PUBSAF 2016-7140	Public Safety Testing Police Sergeant Promotional Test	11/15/2016		4,335.42

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56221:	0.00	4,335.42
56222	SNOCPUD	PUD No. 1 of Snohomish County	11/15/2016		
	2001-0143-4	2725 Seattle Hill Rd 10/11-11/09			15.90
	2001-5445-8	2720 Seattle Hill Rd - 10/11-9/9			15.90
	2007-4359-9	190 Lights - 200W Var Loc 10/01-10/31			1,664.40
	2007-9722-3	3401 148th St SE 09/21-10/21			34.08
	2013-4538-6	2501 147th Place SE 09/21-10/22			35.84
	2013-5396-8	15728 Main St 10/06-11/04			1,464.77
	2013-6774-5	902 164th St SE 10/04-11/02			33.10
	2016-6351-5	14600 16th Ave SE 10/04-11/02			15.90
	2016-6928-0	16110 1/2 29th Dr SE 9/27-10/27			22.57
	2017-5296-1	15429 1/2 Bothell Everett Hwy 10/05-11/03			17.33
	2017-8113-5	2701 155th St SE 9/27-10/27			32.32
	2018-9805-3	1700 Mill Creek Rd 09/23-10/24			92.38
	2022-3010-8	1900 164th St SE 10/12-11/09			24.31
	2024-6104-2	2720 Seattle Hill Rd - 10/11-11/9			23.18
	2025-2921-0	386 Lights 100W Var Loc 10/01-10/31			1,312.40
	2025-7077-6	88 Lights - 250W Var Loc 10/01-10/31			908.16
	2026-2439-1	832 Lights - 100W Var Loc 10/01-10/31			5,674.24
	2026-6749-9	2024 Seattle Hill Rd - 10/12-9/9			32.92
	2027-6793-5	21 Lights - 400W Var Loc 10/01-10/31			298.20
	2029-0994-1	6 Lights - 150W Var Loc 10/01-10/31			27.42
	2029-2633-3	14729 12th Ave SE - 09/28-10/28			16.43
	2029-5905-2	4842 SAC 10/05-11/03			56.54
	2030-2812-1	4560 SAC 10/01-11/02			55.25
	2033-4808-1	14810 35th Ave SE 10/11-11/09			65.85
	2033-8815-2	15429 Bothell Everett Hwy 10/05-11/03			24.23
	2047-1752-4	9 Lights - 200W Var Loc 10/01-10/31			50.76
	2047-1753-2	38 Lights - 250W Var Loc 10/01-10/31			269.80
	2047-1754-0	39 Lights - 400W Var Loc 10/01-10/31			417.30
	2050-8723-2	17 Lights - 100W Var Loc 10/01-10/31			49.98
	2054-9532-8	49 Lights - 20W Var Loc 10/01-10/31			16.17
	2203-1739-0	1 Lights - 240W Var Loc 10/01-10/31			7.51
	2206-1241-0	15601 22nd Ct SE 9/27-10/27			20.99
	2207-6351-0	13332 44th Ave SE 10/01-11/01			78.16
			Total for Check Number 56222:	0.00	12,874.29
56223	LEXNEXIS	RELX Inc	11/15/2016		
	3090691739	LexisNexis Monthly Chgs 09/01-09/30			168.06
	3090727517	LexisNexis Monthly Chgs 10/01-10/31			168.06
			Total for Check Number 56223:	0.00	336.12
56224	RKSOLID	Rock Solid Learning LLC	11/15/2016		
	6320	Geology Rocks! 11/05 #6320			98.00
			Total for Check Number 56224:	0.00	98.00
56225	SEAPUMP	Seattle Pump and Equipment Co.	11/15/2016		
	A165718	Repair Dc-Iccer Pump Unit-Winter Use			1,776.35
			Total for Check Number 56225:	0.00	1,776.35
56226	SHANWILS	Shannon & Wilson Inc	11/15/2016		
	95372	35th Ave SE Evaluation-Settlement Tracking 2/1			212.50
			Total for Check Number 56226:	0.00	212.50

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56227	SILVERL	Silverlake Water District	11/15/2016		
	14112-27585	132nd & SR 517 - Irrig - 10/1-10/31/16			18.40
	14737-19068	13617 28th Dr SE Irrig 10/01-10/31			7.60
	17679-27345	154290 1/2 Bothell Everett Hwy - 10/1-10/31			34.60
	17684-27596	15429 Bothell Way - Irrig - 10/1-10/31			7.60
	24079-27593	Hillside - Irrig - 10/1-10/31/16			7.60
	32140-27632	13903 N Creek Dr - Irrig - 10/1-10/31			43.60
	32141-27633	13903 N Creek Dr - 10/1-10/31/16			68.75
	35995-27914	SR 527 - Irrig - 10/1-10/31/16			7.60
	35996-27914	14600 SR 527 - Irrig - 10/1-10/31/16			7.60
	35997-27914	13800 N SR 527 - Irrig - 10/1-10/31/16			7.60
	35998-27914	1600 SR 527 - Irrig - 10/1-10/31/16			7.60
	35999-27914	15200 SR 527 - Irrig - 10/1-10/31/16			7.60
	36000-27914	15100 N 527 - Irrig - 10/1-10/31/16			7.60
	36016-27914	SR 527 & Trillium Blvd - Irrig - 10/1-10/31/16			7.60
	36025-27914	14600 SR 527 - Irrig - 10/1-10/31/16			7.60
	36026-27914	SR 527 & Dumas Rd - Irrig - 10/1-10/31/16			7.60
	36365-27593	Dumas Rd - Irrig - 10/1-10/31/16			22.30
	37034-30017	14721 12th Ave SE - Irrig - 10/1-10/31/16			7.60
	40191-27914	13315 45th Ave SE - 10/1-10/31/16			61.45
		Total for Check Number 56227:		0.00	347.90
56228	SKYNW 2270 2271	Sky Northwest Inc Interior Painting City Hall-Final Payment Interior Painting City Hall-Change Order No. 1	11/15/2016		4,450.95 989.10
		Total for Check Number 56228:		0.00	5,440.05
56229	SCFIRDS 16-04	Sno County Fire District #7 Fire Interlocal Agreement - 4th Qtr	11/15/2016		966,249.25
		Total for Check Number 56229:		0.00	966,249.25
56230	SNOCOF 1000419529 1000419529A	Snohomish County Finance Principal 800MHZ-2nd Half 2016 Interest 800MHZ-2nd Half 2016	11/15/2016		27,420.00 2,939.39
		Total for Check Number 56230:		0.00	30,359.39
56231	SNOCOPW 1000419296	Snohomish County Public Works RR7797-Aid Agreement-Tree Trimming Prior M	11/15/2016		10,042.99
		Total for Check Number 56231:		0.00	10,042.99
56232	SNOCOSHI 2016-3441	Snohomish County Treasurer Inmate Medical Billing - Sept	11/15/2016		5.02
		Total for Check Number 56232:		0.00	5.02
56233	SNDPUBIN EDH728690	Sound Publishing Inc Notice: CSA Real Estate, Arena Sports Complex	11/15/2016		72.24
		Total for Check Number 56233:		0.00	72.24
56234	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem MEBT-ER Paid-Nov	11/15/2016		3,813.43
		Total for Check Number 56234:		0.00	3,813.43
56235	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem. MEBT-ER Paid-Nov	11/15/2016		1,360.54

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56235:	0.00	1,360.54
56236	STAPLEAD 8041172174 8041172174A	Staples Advantage Post-It Notes, Toner Cart, Tabs, Writing Pads Toner Cartridge	11/15/2016		223.57 100.00
			Total for Check Number 56236:	0.00	323.57
56237	STERICYC 3003624410	Stericycle Inc Biomedical Waste Services - Monthly Fee	11/15/2016		10.36
			Total for Check Number 56237:	0.00	10.36
56238	TERMINIX 359752915	Terminix Processing Center Pest Control-WO#14511098215-MC Library	11/15/2016		76.86
			Total for Check Number 56238:	0.00	76.86
56239	DRIFTMRA 0006466	The Driftmier Architects, P.S. Prof Serv MC Public Works Shop 9/26-10/25	11/15/2016		7,860.12
			Total for Check Number 56239:	0.00	7,860.12
56240	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-Oct	11/15/2016		25.00
			Total for Check Number 56240:	0.00	25.00
56241	USBANK XXXXXX139	US Bank NA - Custody Investment Custody Charges 10/01-10/31	11/15/2016		42.00
			Total for Check Number 56241:	0.00	42.00
56242	USIC 207932 207932A	USIC Locating Services, LLC 107 NC Locates/78 Ticket Locates/1 AH 107 NC Locates/78 Ticket Locates/1 AH	11/15/2016		916.69 916.70
			Total for Check Number 56242:	0.00	1,833.39
56243	UULC 6100168 6100168A	Utilities Underground Location Center On Call Location Service 89 Locates On Call Location Service 89 Locates	11/15/2016		57.41 57.40
			Total for Check Number 56243:	0.00	114.81
56244	VERIZON 9773986235 9775992892 9773992892A 9773992892B 9774001167	Verizon Wireless Air Cards/USB Cell Chgs 09/21-10/20-PD Access & Usage Chgs 09/21-10/20-Parks Access & Usage Chgs 09/21-10/20-PW Access & Usage Chgs 09/21-10/20-Admin Access & Usage Chgs 09/21-10/20-P & R	11/15/2016		1,337.76 126.79 63.40 21.14 131.57
			Total for Check Number 56244:	0.00	1,680.66
56245	WASTPAT 117003068 117003068A 117003068B	Washington State Patrol Background Checks - Oct Background Checks-City Contractors-Painting P Background Checks - Passports - Oct	11/15/2016		36.00 250.00 50.00
			Total for Check Number 56245:	0.00	336.00
56246	WASTEMN	Waste Management-Northwest	11/15/2016		



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0432743-2677-6	15728 Main St-St Sweeper-Oct			48.14
			Total for Check Number 56246:	0.00	48.14
56247	WAVEDIV 01222341	WaveDivision Holdings, LLC Fiber Lease-15728 Main St 10/01-10/31	11/15/2016		654.93
			Total for Check Number 56247:	0.00	654.93
56248	WETLANDS 18406	Wetlands & Woodlands, Inc. Landscaping-Veterans Monument & Lakes HOA	11/15/2016		250.21
			Total for Check Number 56248:	0.00	250.21
56249	WKRPN 2015-1276	Workpointe Deliver & Install FreeStyle Lockers-PD Remode	11/15/2016		58,643.28
			Total for Check Number 56249:	0.00	58,643.28
56250	AFSCME October	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME-Oct	11/15/2016		1,375.52
			Total for Check Number 56250:	0.00	1,375.52
			Total for 11/15/2016:	0.00	1,168,732.65
			Report Total (74 checks):	0.00	1,168,732.65



Date: November 22, 2016

Payroll Check Batches		
Dated	Check Numbers	Amount
11/10/2016	ACH Automatic Deposit Checks	\$141,060.76
11/10/2016	ACH Wire- FWT & Medicare Taxes	\$28,206.11
11/10/2016	ACH Wire MEBT- Wilmington Trust	\$24,117.18
11/10/2016	ACH Wire- ICMA RC- Def. Comp	\$907.94
11/10/2016	ACH Wire- BAC- Flex Spending Acct	\$1,062.62
11/10/2016	ACH Wire- MCPD Guild Dues	\$1,940.00
11/10/2016	ACH Wire- United Way Donations	\$598.26
11/04/2016	ACH Wire- Assoc. of WA Cities	\$72,843.22
<b>Total</b>		<b>\$270,736.09</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$270,736.09.

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

\_\_\_\_\_

\_\_\_\_\_

Councilmember

\_\_\_\_\_

Councilmember

\_\_\_\_\_

Finance Director

\_\_\_\_\_

City Manager

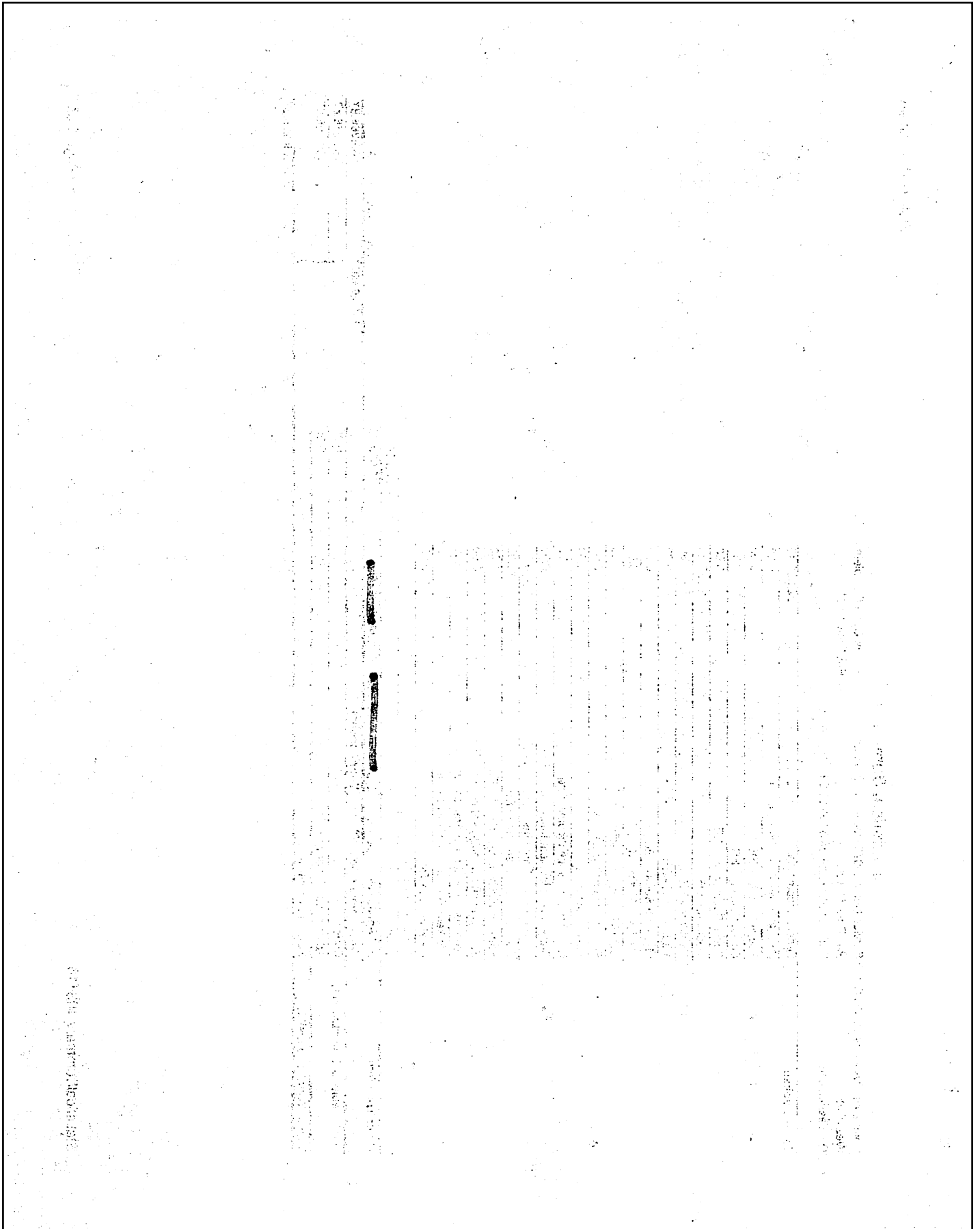
G:\Finance\WP\Payroll\Payroll Voucher Approval .doc

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:45 Pay Date:11/10/2016 P/E Date:10/31/2016  
 Qtr/Year:4/2016 Run Time/Date:18:04:56 PM EST 11/08/2016

<b>Taxes Debited</b>	Federal Income Tax	22,331.48	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	2,937.33	
	Medicare - ER	2,937.30	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	<b>Total Taxes Debited</b>	<b>28,206.11</b>	
<b>Other Transfers</b>	Full Service Direct Deposit Acct. No. 0000167000 Tran/ABA# 05000001	141,060.76	<b>Total Liability</b>
	<b>Total Amount Debited From Your Account</b>		<b>169,266.87</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00	<b>169,266.87</b>
	Adjustments/Prepay/Voids	0.00	<b>169,266.87</b>
<b>Taxes- Your Responsibility</b>	None this payroll		<b>169,266.87</b>



**Payment Approval Confirmation**



Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 11/10/2016 10:50:53 AM CST

**Domestic High Value (Wire)**  
Payment Category: Urgent/Wire

Status: Confirmed by Bank  
Transaction Number: 16BAA32247EB0F51

Template Name: WILTRUST  
Template Code: WILTRUST

**Debit Account Information**

Debit Bank: ██████████  
Debit Account: ██████████  
Debit Account Name: Treas Checking  
Debit Currency: USD

**Beneficiary Details**

Beneficiary Name: MATRIX TRUST COMPANY  
Beneficiary Address: NA  
Beneficiary City: NA  
Beneficiary Postal Code: NA  
Beneficiary Country: US - United States of America

Beneficiary Account: ██████████  
Beneficiary Bank ID: ██████████  
MANUFACTURERS AND TRADERS TR C  
ONE M AND T PLAZA, 15TH FL  
BUFFALO  
US - United States of America  
Beneficiary Email:  
Beneficiary Mobile Number:

**Payment Details**

Credit Currency: USD  
Credit Amount: 24,117.18

Value Date: 11/10/2016

**Optional Information**

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

**Additional Routing**

Intermediary Bank ID:

Receiver Information:

**Control Information**

Input: sankotke  
Approved: sankotke  
Initial Confirmation: WTX:2016111000255446  
Confirmation #: FEDR:20161110B6B7HU4R007130

Input Time: 11/10/2016 10:32:43 AM CST  
Time: 11/10/2016 10:50:24 AM CST





**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 11/10/2016 10:50:53 AM CST

**Domestic High Value (Wire)**  
**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 16BAA35578JC1Z12

**Template Name:** ICMA 457 Plan  
**Template Code:** ICMA

**Debit Account Information**

**Debit Bank:** ██████████  
**Debit Account:** ██████████  
**Debit Account Name:** Treas Checking  
**Debit Currency:** USD

**Beneficiary Details**

**Beneficiary Name:** ICMA RC  
**Beneficiary Address:** P.O. Box 64553  
**Beneficiary City:** Baltimore  
**Beneficiary Postal Code:** 21264-4553  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** ██████████  
**Beneficiary Bank ID:** ██████████  
MANUFACTURERS AND TRADERS TR C  
ONE M AND T PLAZA, 15TH FL  
BUFFALO  
US - United States of America  
**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 907.94

**Value Date:** 11/10/2016

**Optional Information**

**Sender's Reference Number:** 302029

**Beneficiary Information:** City of Mill Creek 302029

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke  
**Approved:** sankottke  
**Initial Confirmation:** WTX:2016111000255445  
**Confirmation #:** FEDR:20161110B6B7HU3R007121

**Input Time:** 11/10/2016 10:36:07 AM CST  
**Time:** 11/10/2016 10:50:24 AM CST

The image shows a large rectangular area that is mostly blank or contains extremely faint, illegible text. There are several instances of redaction, indicated by blacked-out rectangular boxes. The text is too light to be transcribed accurately. The overall appearance is that of a scanned document where the content has been lost or is intentionally obscured.

RptBatchSumView - Internet Explorer

https://cpo-ach.bankofamerica.com/wcmpr/rptbatchsumview.jsp?source=BATCHSUMMARY&SSURT=9F908F58BA77EA40F84316AA26329331A1FEEACA4236553E3967950B0C7B1AAA

ACH Cash Pro Online  
City of Mill Creek

Report Date: 11/10/2016  
Report Time:

**Batch Summary Report by ID Number**

Company Name:	City of Mill 01	Effective Date:	11/10/2016
ACH ID:	2911225895	Batch Sequence:	2
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Released	Created By:	SANKOTTKE
Released By:	SANKOTTKE		

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type
BAC	BENEFIT ADMIN C	\$1,082.82	C			C
		<b>Total Amount in Batch</b>		<b>Total Count in Batch</b>		
	Debits			\$0.00		0
	Credits			\$1,082.82		1
	Prenotes			\$0.00		0
		<b>Grand Total Amount</b>		<b>Grand Total Count</b>		
	Debits			\$0.00		0
	Credits			\$1,082.82		1
	Prenotes			\$0.00		0

**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 11/10/2016 10:50:53 AM CST

**Domestic High Value (Wire)**  
**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 16BAA3847MPA0243

**Template Name:** GUILD DUES  
**Template Code:** GUILD

**Debit Account Information**

**Debit Bank:** ██████████  
**Debit Account:** ██████████  
**Debit Account Name:** Treas Checking  
**Debit Currency:** USD

**Beneficiary Details**

**Beneficiary Name:** Mill Creek Police Officer Guild  
**Beneficiary Address:** PO Box 13261  
**Beneficiary City:** Mill Creek  
**Beneficiary Postal Code:** 98082  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** ██████████  
**Beneficiary Bank ID:** ██████████  
BANK OF AMERICA, NA  
1424 164TH ST SW  
LYNNWOOD  
US - United States of America

**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 1,940.00

**Value Date:** 11/10/2016

**Optional Information**

**Sender's Reference Number:** Police Guild

**Beneficiary Information:** Police Guild Dues Direct Deposit

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke  
**Approved:** sankottke  
**Initial Confirmation:** WTX:2016111000255443  
**Confirmation #:** BOOK:2016111000255443

**Input Time:** 11/10/2016 10:39:18 AM CST  
**Time:** 11/10/2016 10:50:24 AM CST



[The table content is extremely faint and illegible due to low contrast and scan quality. It appears to be a list of transactions with columns for description, amount, and date, but the text is not readable.]

**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 11/10/2016 10:50:53 AM CST

**Domestic High Value (Wire)**  
**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 16BAA37179BB0M41

**Template Name:** United Way  
**Template Code:** United Way

**Debit Account Information**

**Debit Bank:** ██████████  
**Debit Account:** ██████████  
**Debit Account Name:** Treas Checking  
**Debit Currency:** USD

**Beneficiary Details**

**Beneficiary Name:** United Way of Snohomish County  
**Beneficiary Address:** 3120 McDougall Ave, STE 200  
**Beneficiary City:** Everett  
**Beneficiary Postal Code:** 98201  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** ██████████  
**Beneficiary Bank ID:** ██████████  
UNION BANK, N.A.  
30343 CANWOOD ST, STE 100  
AGOURA HILLS  
US - United States of America  
**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 598.26

**Value Date:** 11/10/2016

**Optional Information**

**Sender's Reference Number:** 16BAA37179BB0M41

**Beneficiary Information:** United Way from City of Mill Creek

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankotke  
**Approved:** sankotke  
**Initial Confirmation:** WTX:2016111000255447  
**Confirmation #:** FEDR:20161110B6B7HU3R007120

**Input Time:** 11/10/2016 10:37:33 AM CST  
**Time:** 11/10/2016 10:50:24 AM CST



**ASSOCIATION OF WASHINGTON CITIES**

**MILL CREEK, CITY OF**

**ACCOUNT SUMMARY** - contains all changes to this account as of 11/04/2016 01:03:32 PM

**FUND: 100**

**ACCOUNT NUMBER: 186 L**

BILL MONTH:	11/2016
COVERAGE MONTH:	11/2016
PAYMENT DUE BY:	<b>11/10/2016</b>
CURRENT BILLING AMOUNT:	\$72,843.22
PRIOR OVERAGE OR SHORTAGE:	\$0.00
ADJUSTMENTS:	\$0.00
TOTAL AMOUNT DUE:	<b>\$72,843.22</b>

100 186 L 112016 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	11/2016	\$ <u>72,843.22</u>

*If you have questions concerning your billing, please contact the Association of Washington Cities Office at (800) 562-8981 or (360) 753-4137 or Northwest Administrators, Inc. at (206) 726-3345.*

**MAIL PAYMENT TO:** *If payment is made by check, please print a copy of this page and mail it with your payment to the following address.*

ASSOCIATION OF WASHINGTON CITIES  
 PO BOX 84303  
 SEATTLE, WA 98124-5603 -



**CITY COUNCIL MINUTES**

November 1, 2016

15728 Main Street, Mill Creek, WA 98012 # 425-745-1891

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Pam Pruitt, Mayor  
Brian Holtzclaw, Mayor Pro Tem  
Sean Kelly  
Donna Michelson  
Vince Cavaleri  
Mike Todd  
Mark Bond

**November 1, 2016**  
**Regular City Council Meeting**  
**6:00 p.m.**

**CALL TO ORDER**

Mayor Pruitt called the meeting to order at 6:00 p.m.

**FLAG SALUTE**

Flag Salute was conducted.

**ROLL CALL**

Roll was called by the City Clerk with all Councilmembers present.

**AUDIENCE COMMUNICATION:**

Didrik Voss  
15226 12<sup>th</sup> Drive SE  
Mill Creek, Washington 98012

Mr. Voss lives in the Cypress division. He expressed concern regarding high employee turnover.

David Wood  
14904 21<sup>st</sup> Dr. SE  
Mill Creek, Washington 98012

Mr. Wood lives in the Evergreen division. He wished to honor outgoing Director of Public Information and City Clerk, Kelly Chelin at her last Mill Creek Council meeting, and thank her for her 16 years of service to the City and its citizens.

**PRESENTATIONS:**

Promotional Recognition of Rod Fleming, Sergeant  
(Rebecca C. Polizzotto, City Manager)

**OLD BUSINESS:**

2017-2018 Budget Review  
Capital Improvement Plan – Plan 2  
(Rebecca C. Polizzotto, City Manager)



Council Meeting Minutes  
November 1, 2016  
Page 2

The following agenda summary information was presented:

The budget is an economic plan that focuses the city's financial and human resources on the accomplishment of specific goals and objectives established by the policy makers.

During Part I of the 2017-2018 Biennial Budget Presentation, the City Manager reviewed with the City Council the goals established by the Council during their annual retreat this year and discussed how those goals facilitate budget planning. The City Manager also presented for discussion with the City Council, proposed financial policies that serve as the framework for revenue and expenditure forecasting.

In Part II of the 2017-2018 Biennial Budget Presentation, the City Manager reviewed the proposed Pay & Classification Plan for the upcoming biennium and discussed how that Pay & Classification Plan, combined with the proposed allocation of personnel, provides the framework for achievement of the Council's goals and departmental strategic objectives.

In Part III of the 2017-2018 Biennial Budget Presentation, the City Manager will review the proposed Capital Improvement Plan with the City Council. To create a sustainable capital plan, the City must consider all capital needs as a whole, assess fiscal capacity, and understand the impact on reserves and operating budgets.

These first three budget presentations were designed to provide for Council consideration, the underlying policy assumptions supporting the development of the operating budget – revenues, personnel and capital impacts. At the November 22 Council meeting, all parts of the budget discussed thus far will be presented as a whole (revenue projections, operating costs and capital costs). The budget is tentatively scheduled for final adoption at the December 6 Council meeting.

Discussion.

The Council and staff discussed fund balances, how staff estimated costs for specific projects, how grants are treated in the budget, and how items were identified as part of the Capital Improvement Plan. The public will be engaged in the first or second quarter of next year for input and participation, and adjustments will be made to the plan as necessary. The Council discussed the 35<sup>th</sup> Ave. Reconstruction Project and the potential for increased costs as the project moves forward. This topic will be brought back to Council for future discussion. Councilmember Todd asked staff to include documentation to show where the City is in the process of each grant. City Manager Polizzotto agreed to add a status report in the narrative for grants and other projects that will benefit from additional information.

**NEW BUSINESS:**

Art & Beautification Board Appointments  
(Council Interview Committee)

The following agenda summary information was presented:

Council Meeting Minutes  
November 1, 2016  
Page 3

There are currently 5 vacancies on the Art and Beautification Board and 4 vacancies on the Parks and Recreation Board. Notices soliciting new members to both boards were posted at City Hall, on the City's website and press releases were sent to the local newspapers.

Three individuals provided written responses to the notice for the vacant positions on the Art and Beautification Board and two responses for the Parks and Recreation Board. Interviews are scheduled with the Council Interview Committee at 5:00 p.m. on Tuesday before the Council meeting.

The available positions are as follows:

Art and Beautification Board:

- 3 full-term vacancies expiring October 31, 2019
- 2 mid-term vacancies expiring October 31, 2017 and October 31, 2018

Parks and Recreation Board:

- 3 full-term vacancies expiring October 31, 2019
- 1 mid-term vacancy expiring October 31, 2017

Staff will continue to recruit for the remainder of the vacancies.

**MOTION:** Councilmember Michelson made a motion to appoint Loyt Nieman, Michelle Edwards and Paula Dickman to the Art and Beautification Board for a three year term, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

Parks & Recreation Board Appointments

*(Council Interview Committee)*

The following agenda summary information was presented:

There are currently 5 vacancies on the Art and Beautification Board and 4 vacancies on the Parks and Recreation Board. Notices soliciting new members to both boards were posted at City Hall, on the City's website and press releases were sent to the local newspapers.

Three individuals provided written responses to the notice for the vacant positions on the Art and Beautification Board and two responses for the Parks and Recreation Board. Interviews are scheduled with the Council Interview Committee at 5:00 p.m. on Tuesday before the Council meeting.

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Art and Beautification Board:

- 3 full-term vacancies expiring October 31, 2019
- 2 mid-term vacancies expiring October 31, 2017 and October 31, 2018

Parks and Recreation Board:

- 3 full-term vacancies expiring October 31, 2019
- 1 mid-term vacancy expiring October 31, 2017

Staff will continue to recruit for the remainder of the vacancies.

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Discussion.

Councilmember Cavaleri asked staff to continue recruiting in order to fill remaining vacancies. Council discussed whether combining some boards, or decreasing the number of members per board, would be a good idea at this time. Council asked staff to add a change to this ordinance requiring 7 members versus 9, into the changes to other ordinances currently being worked on.

**MOTION:** Councilmember Cavaleri made a motion to appoint David Chapin and James Erlewine to the Parks & Recreation Board, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

**REPORTS:**

Councilmember Bond asked the Council to keep the Snohomish County Health District request for a per capita donation in the back of their minds. He also thanked Director of Public Information & City Clerk, Kelly Chelin for supporting him as a councilmember since 2003, and the City as a whole during her time with the City over the past 16 years. He shared that although she will be missed, he wishes her all the best.

Councilmembers Kelly and Cavaleri thanked Kelly Chelin for always being available to them and for her service to the City.

Mayor Pruitt updated the Council on her discussions with other mayors of South Snohomish County regarding the Health District Board's request for contributions. She reported that the majority have confirmed they do not intend to recommend a contribution to their Councils. She also echoed her appreciation for Kelly Chelin and shared that she would be missed.

Councilmember Michelson reported the Art & Beautification Board meeting will be held next Wednesday. She also thanked Kelly Chelin for her service to the City and for being the "go to girl" she could depend on.

Mayor Pro Tem Holtzclaw echoed the sentiments towards Kelly Chelin, thanked her for her service to the City and wished her well in her future endeavors. He also reported that he attended the Snohomish County Tomorrow meeting but had nothing to report at this time.

Councilmember Todd thanked Kelly for always being there to help councilmembers through their time on the Council. He wished her the best of luck in her future. Councilmember Todd thanked City Manager Polizzotto for including the Council Planning Schedule in the packet for easy access by the Council and members of the public. He went on to thank staff, and Interim Recreation & Tourism Manager Brian Davern, as well as sponsors, for the Halloween events. Councilmember Todd asked Public Works Director Scott Smith if he was aware of the upcoming work by the State in 2017 on the Penny Creek Culvert just off of 164<sup>th</sup> Street. Scott assured that he had given them the heads up on how much impact this project will have, and the amount of notice the City and its citizens will need. He will also continue to follow it.

City Manager Polizzotto advised Councilmember Todd that the Planning Schedule will now be added to each agenda under Reports. She advised Councilmember Bond that all discretionary spending items, including the Health District, are coming for discussion with the Council on November 22 as

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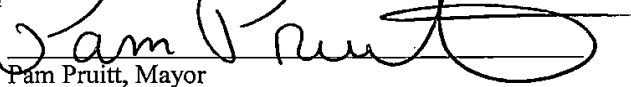
part of the budget presentation. She also thanked Brian Davern and staff for successfully putting together all City events. City Manager Polizzotto recognized Kelly Chelin for being Mill Creek's first Public Information Officer and building the public information program from scratch. She shared that City staff will always be here as a resource for Kelly, and that she will be missed. Upon request, Brian Davern gave an update on the upcoming Veterans Day events.

**AUDIENCE COMMUNICATION:**

There were no comments from the audience.

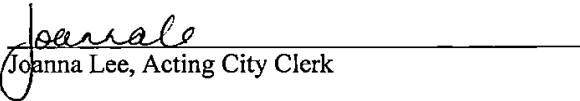
**ADJOURNMENT**

With no objection, Mayor Pruitt adjourned the meeting at 7:43 p.m.



A handwritten signature in black ink, appearing to read "Pam Pruitt", written over a horizontal line.

Pam Pruitt, Mayor



A handwritten signature in black ink, appearing to read "Joanna Lee", written over a horizontal line.

Joanna Lee, Acting City Clerk



**CITY COUNCIL MINUTES**

November 8, 2016

15728 Main Street, Mill Creek, WA 98012 # 425-745-1891

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Pam Pruitt, Mayor  
Brian Holtzclaw, Mayor Pro Tem  
Sean Kelly  
Donna Michelson  
Vince Cavaleri  
Mike Todd  
Mark Bond

**November 8, 2016**  
**Regular City Council Meeting**  
**6:00 p.m.**

**CALL TO ORDER**

Mayor Pro Tem Holtzclaw called the meeting to order at 6:00 p.m.

**FLAG SALUTE**

Flag Salute was conducted.

**ROLL CALL**

Roll was called by the Acting City Clerk with all Councilmembers present except Mayor Pruitt.

**MOTION: Councilmember Kelly made a motion to excuse Mayor Pruitt, Councilmember Michelson seconded the motion. The motion passed unanimously.**

**AUDIENCE COMMUNICATION:**

Michael McConnell  
3431 180<sup>th</sup> Place SE  
Bothell, Washington 98012

Mr. McConnell spoke as a fire fighter and representative of Fire District 7. He shared that the District is proud to provide the fire services they have been on a daily basis. In support of the EMS Levy, the District is doing everything they can to bring continued value to the service they provide for the citizens of Mill Creek. He thanked the Council and citizens for their continued support and stated that they look forward to providing this service to the City in the years to come.

Kathy Nielsen  
3015 146<sup>th</sup> Place SE  
Mill Creek, Washington 98012

Ms. Nielsen lives in the Cottonwood division. She asked questions of the Council about the Capital Facilities Planning Committee being disbanded and changes to the vetting process. Councilmember Todd was able to answer these questions. Ms. Nielsen asked for clarification on why citizens aren't a part of the decision making process, and what replaced the Capital Facilities Planning Committee which allowed citizens to take part in the decision making process? She also asked about the procedure for having letters read into the record when a citizen is unable to come to the meeting. City Manager Polizzotto offered to speak with Ms. Nielsen privately to answer any questions.



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Didrik Voss  
15226 12<sup>th</sup> Drive SE  
Mill Creek, Washington 98012

Mr. Voss lives in the Cypress division. He read a letter written by Mary Kay Voss into the record, which included a question regarding Park & Recreation fees and whether they're consolidated into the General Fund. City Manager Polizzotto shared that these fees were not consolidated into the General Fund.

Tom Gathmann  
City of Mill Creek - Director of Special Projects  
15728 Main Street  
Mill Creek, Washington 98012

Mr. Gathmann read a letter into the record as a representative of the City of Mill Creek Management Team.

**PRESENTATIONS:**

Employee Recognition – Veterans  
(Rebecca C. Polizzotto, City Manager)

Veterans Day Events  
(Rebecca C. Polizzotto, City Manager)

**NEW BUSINESS:**

Development Agreement Regarding Community Transit's SWIFT II Bus Rapid Transit Program  
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

Community Transit is currently in the design stage for the second phase of their Swift Bus Rapid Transit (BRT) Program. BRT is often described as light rail on pavement, and operates in a different manner than typical bus service. There are no scheduled stops, but a BRT coach will arrive at a station at regular intervals (i.e. every 10 minutes). Riders simply exit and enter the coach through open doors and the bus departs after a brief stop. Tickets are sold at each station but are essentially on an honor system, with occasional spot checks for enforcement.

The Swift II route will start at a new transit center next to Boeing field, run along Airport Road and 128<sup>th</sup> / 132<sup>nd</sup> Streets to SR 527, then down SR 527 to Canyon Park in Bothell. As seen on Exhibit A in the attached Development Agreement (DA), the route will have five stops in Mill Creek, with one station in each direction.

Physical improvements will be required at each intersection with a new BRT station, which are depicted in Exhibit B of the attached DA. Each location will require construction of sidewalk improvements and a standard Swift station, which will be separate from the existing transit stops. However, major changes will be done at the 164<sup>th</sup> Street intersection, including northbound and westbound lane modifications and traffic signal reconstruction to allow for a transit queue jump.

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The DA for the Swift II stations in Mill Creek is required by the Federal Transit Administration, which is providing funding. The DA also memorializes several administrative matters, such as design standards, permitting and maintenance responsibilities. As part of the DA, Community Transit has agreed to pay the City a total of \$25,000 to mitigate for storm water impacts and administrative costs.

Discussion.

The Council and staff discussed the Program and asked questions of the Community Transit representatives on site.

**MOTION: Councilmember Michelson made a motion to approve the agreement, Councilmember Todd seconded the motion. The motion passed 5-1-0 with Councilmember Kelly opposed and Mayor Pruitt excused.**

**CONSENT AGENDA:**

Approval of Checks #56113 through #56176 and ACH Wire Transfers in the Amount of \$162,350.12.

*(Audit Committee: Councilmember Bond and Councilmember Michelson)*

Payroll and benefit ACH payments in the amount of \$472,296.18.

*(Audit Committee: Councilmember Bond and Councilmember Michelson)*

City Council Meeting Minutes of October 25, 2016

There were no exceptions from the audit committee.

**MOTION: Councilmember Michelson made a motion to approve the consent agenda, Councilmember Bond seconded the motion. The motion passed unanimously.**

**REPORTS:**

Councilmember Bond updated the Council on the Snohomish County Health District Board meeting and their request for contributions from each City. He provided details of commitments other cities have made and asked the Council to consider what level of commitment it can make. Mayor Pro Tem Holtzclaw asked staff to compile the commitment levels from other cities, and City Manager Polizzotto offered to bring the information to the next meeting on November 22. Mayor Pro Tem Holtzclaw also asked that the public be advised so they may have an opportunity to provide their comments.

Councilmember Cavaleri reported that the Park & Recreation Board meeting was canceled this month so he had nothing new to report. He also thanked staff for all efforts made for the upcoming Veterans Parade and ceremony.

Councilmember Michelson reported that the Arts & Beautification Board is meeting tomorrow and will be welcoming new members. She thanked staff for the Veterans Day recognition and events. Councilmember Michelson asked City Manager Polizzotto to provide notice to the public before the pavement preservation topic is discussed by the Council. She also expressed concern regarding the

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amount of items on the November 22 meeting agenda, and asked if this might be too much for one meeting. The Council discussed it and agreed to informally set aside time in their schedules for a possible meeting on November 29 in case they need additional time to discuss / adopt the new budget.

Councilmember Todd reported that the Snohomish County Cities dinner will be held next week at the Everett Holiday Inn. He also thanked staff for all the work that's going into the Veterans Day events. Councilmember Todd asked that the 35<sup>th</sup> Avenue Project Update be added to the first quarter of 2017 in the Council Planning Schedule, along with pavement preservation and a discussion regarding code changes for the property south of City Hall South.

**AUDIENCE COMMUNICATION:**

There were no comments from the audience.

**ADJOURNMENT**

With no objection, Mayor Pro Tem Holtzclaw adjourned the meeting at 7:31 p.m.

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Brian Holtzclaw, Mayor Pro Tem

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Joanna Lee, Acting City Clerk

November 22, 2016

The Mill Creek City Council would like to respond to the recent letters and comments in the local press and on social media regarding City Manager, Rebecca Polizzotto. Some serious allegations have been levied against her that are unfair, unwarranted and unsubstantiated.

The Council unanimously selected Ms. Polizzotto last year as our new City Manager. We knew at the time the City Manager would have many challenges to address. We thought they were primarily budgetary. As Ms. Polizzotto has gotten into her job and familiarized herself with the City's practices and procedures it became evident there were far more challenges than anticipated.

She found that formal best-management policies/procedures were either non-existent or outdated. In many cases where policies/procedures did exist they were not followed. In addressing these issues, change was inevitable in how the City does business. The changes being implemented by Ms. Polizzotto, with the Council's full support, are being embraced by most, but not all, City staff.

The Council is fully aware of the number of employees who have left in the last 18 months. However, there is no basis to the unfounded inferences being drawn and circulated in the media suggesting that these departures are due to Ms. Polizzotto's conduct. Five former employees had retirements already in the works when Ms. Polizzotto arrived at the City in June 2015. Other former employees left for personal reasons, whether it be new jobs with shorter commutes or better opportunities.

The Council was and is aware of the facts and circumstances regarding each employee's departure. It is not appropriate to get into the facts and circumstances of employee personnel matters in the media/social media. Contrary to what has been written, departing employees are afforded the opportunity, if they choose, to have an exit conference with the City's Human Resources Manager. The Council has seen no evidence substantiating the claims asserted through the press to give rise to a need either for an outside investigation or to put Ms. Polizzotto on administrative leave.

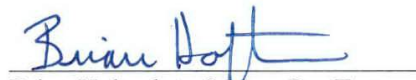
Serious allegations have been raised by a small number of former employees and the AFSCME Union, which represents 27 of the approximately 72 City employees. It is disappointing these allegations have been accepted as true and thrown about in the media unfairly tarnishing Ms. Polizzotto's reputation.


To the extent AFSCME has issues or concerns about working conditions at the City under Ms. Polizzotto's leadership, the Council believes any such issues will be addressed in good faith through negotiations on a new labor contract, which negotiations begin the week of November 21st. To the extent individual employees have issues/concerns, there are established procedures for hearing such grievances through which Ms. Polizzotto would also be provided due process to explain herself. The Council notes that despite the allegations in the press there have been no grievances or unfair labor practices filed against Ms. Polizzotto.

Change is never easy but is often necessary. This is especially true for our City as we address the long-standing structural budget issues as well as its operational practices. The Council is very pleased with all that Ms. Polizzotto has accomplished in her first 18 months with the City. She has handled the challenges with dedication, thoroughness and integrity.

In June, the Council unanimously gave Ms. Polizzotto a glowing annual review. Ms. Polizzotto's management team has also expressed support for her efforts and leadership at City Hall. The Council too firmly stands behind and supports Ms. Polizzotto.

  
Pam Pruitt, Mayor


  
Brian Holtzclaw, Mayor Pro Tem

  
Sean Kelly, Councilmember

\_\_\_\_\_  
Donna Michelson, Councilmember

  
Vince Cavaleri, Councilmember

  
Mike Todd, Councilmember

  
Mark Bond, Councilmember



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

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Council				

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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		Council				
8	9	10	11	12	13	14
		Council				
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22	23	24	25	26	27	28
		Council				
29	30	31	28	29	30	31

**Tentative Council Meeting Agendas**  
**Subject to change without notice**

*Last updated: November 17, 2016*

**December 6, 2016**

- Budget Adoption Public Hearing (*Notice published on November 23 & November 29*)

**December 13, 2016**

- Presentation: Fire Department Contract Analysis
- Harms Plat - Final plat
- Snohomish Regional Drug & Gang Task Force ILA

**December 27, 2016**

- Budget Amendments

**January 3, 2017**

**January 10, 2017**

- Park Board Assignments

**January 24, 2017**

**Work in Progress - Upcoming Agenda Items**

- Social Media Policy
- Code Revision - Repeal of Board of Appeals/Adjustment
- City Wide 911 Addressing Issues
- City Hall North HVAC Control System Replacement Contract
- Fire Contract
- Public Works Shop Design
- Code Revision - Low impact development requirements
- Code Revision - Art & Beautification Board
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek