

CITY COUNCIL AGENDA

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



Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Mark Bond
Mike Todd • Vince Cavaleri • John Steckler • Stephanie Vignal

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 office of the City Clerk at (425) 921-5725 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 residency for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

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

Next Ordinance No. 2019-856

Next Resolution No. 2019-585

December 3, 2019
City Council Meeting
6:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PUBLIC HEARINGS

- B. Public Comments/Hearing on the Amendment to the 2019 - 2024 Capital Improvement Plan
(*Gina Hortillosa, Public Works and Development Services Director*)
- C. Public Comments/Hearing on the Amendment to the 2019 - 2020 Mid-Biennium Budget
(*Tara Dunford, Interim Finance Director and Michael Ciaravino, City Manager*)

ACTION ITEMS

- D. Proposed Ordinance Adoption of the Amendment to the 2019 - 2024 Capital Improvement Plan
(Gina Hortillosa, Public Works and Development Services Director)
- E. Proposed Ordinance Adoption of the Amendment to the 2019 - 2020 Mid Biennium Budget
(Tara Dunford, Interim Finance Director and Michael Ciaravino, City Manager)

OLD BUSINESS

Correcting Ordinance Reference Numbers in Two (2) Motions

- F. A motion for the adoption of Ordinance No. 2019 - 854 of the City of Mill Creek, Washington, Establishing the Regular Property Tax Levy Upon All Property: Real, Personal and Utility Subject to Taxation with the Corporate Limits of the City of Mill Creek for the Fiscal Year Commencing January 1, 2020; and Establishing an Effective Date.
- G. A motion for the adoption of Ordinance No. 2019 - 855 of the City of Mill Creek, Washington, Establishing the Emergency Medical Services Property Tax Levy Upon all Property; Real, Personal and Utility Subject to Taxation Within the Corporate Limits of the City of Mill Creek for the Fiscal Year Commencing January 1, 2020: and Establishing an Effective Date.

CONSENT AGENDA

- H. City Council Meeting Minutes of June 4, 2019

REPORTS

- I. Mayor/Council
- J. City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- L.
 - To discuss real estate matters pursuant to RCW 42.30.110(1)(b)
 - To discuss the minimum price of real estate offered for lease pursuant to RCW 42.30.110(1)(c)

Action may or may not be taken.

ADJOURNMENT



Agenda Item # _____

Meeting Date: December 3, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2019-2024 Capital Improvement Plan Amendment

PROPOSED MOTION:

Adopt ordinance (2019-___) amending the 2019-2024 Capital Improvement Plan (CIP).

KEY FACTS AND INFORMATION SUMMARY:

On October 23, 2018, the City Council adopted the 2019-2024 CIP. Any mid-biennial modifications shall be provided by ordinance and a public hearing is required per RCW 35A.63.072.

Project changes to the 2019-2024 CIP (Attachment A) are summarized as follows:

- 35th Ave SE Reconstruction (17-ROAD-02)
Adjust funding sources to reflect a \$1,000,000 award from the 2019-2021 Transportation Budget through the Connecting Washington (CWA) program. The grant covers retroactive expenses: \$650,000 in 2018 and \$350,000 in 2019.
- 35th Avenue SE Pavement Preservation (19-PW-01)
The majority of 35th Ave. SE was paved less than five years ago. Hence, the road condition meets City standards and the project was cancelled.
- 132nd St. SE Mid-block Crossing Improvements (19-PW-02)
Options for a mid-block crossing that included a High-Intensity Activated CrossWalk beacon (HAWK) or a pedestrian activated signal were discussed during Council meetings on May 14th and July 23rd. After extended discussion, the project was cancelled.
- Mill Creek Boulevard Corridor Improvement Study (19-PW-04)
The project was originally funded by \$250,000 REET and \$50,000 under professional services (Department budget). In March, the City was awarded a \$300,000 Washington State Department of Commerce Grant.
- Heron Park Playarea Upgrades (19-PARK-01)
The project was awarded \$155,000 from Snohomish County. Hence, the local contribution was reduced in that amount. The project budget remains the same at \$410,000.

City Council Agenda Summary

Page 2

- **Surface Water Aging Infrastructure Program (19-SW-01)**
The proposed amendment includes assessing the small pipes (\$300,000) in 2020. This cost is covered by the Limited Tax General Obligation (LTGO) bond approved at the June 25th Council Meeting.
- **Mill Creek Sports Park Expansion (20-PARK-01)**
The adopted 2015 Comprehensive Plan identifies Parks and Open Space facility needs to serve the population of the City of Mill Creek Municipal Urban Growth Area (MUGA). Among these needs are the expansion of/or additional community park facilities, including ball fields (expansion of Mill Creek Sports Park). The Mill Creek Sports Park Expansion Project is consistent with the Parks and Open Space Chapter 18 of the Comprehensive Plan. In particular, Goal E: Acquisition and Development of Future Parks - Pursue and, where appropriate, participate in acquisition of public lands to meet the recreational needs of the community in order to provide high quality and convenient recreation facilities and to provide for the City's anticipated growth. This project includes an estimate property acquisition cost of \$2,200,000.
- **Public Works Shop (17-BLDG-02)**
The project purpose and need is to identify a site for the Public Works Shop where existing and future equipment and materials can be appropriately stored and maintenance workers can safely conduct their duties.

Public Works Shop Indoor needs include:

- adequate conditions to maintain and service equipment
- space to park equipment when not in use (minimally warm building)
- store tools and
- crew facilities

Public Works Shop Outdoor needs include:

- space to store bulk materials such as sand, salt and mulch;
- wash down and clean equipment and
- parking

Over the years, the City has explored multiple possible locations for a Public Works Shop. Those locations include a property owned by Silver Lake Water District (2210 132nd Street SE), the Cook property owned by the City (13628 North Creek Drive) and space in the City owned Annex Building (15720 Main Street). The proposed amendment to the 2019-2024 CIP proposes the purchase of the District's parcel and tenant improvements.

In 2015, an appraisal of the Silver Lake Water District (SLWD) parcel was conducted by The Hoefer Associates, Inc. At that time, the 1.67 acre property was appraised at \$1,100,000. According to the Snohomish County Assessor's Office the property value is \$1,543,300 (November 2019). The zoning is Community Business and since the District has continued its use of the property, a new conditional use permit is not likely needed.

City Council Agenda Summary

Page 3

The District constructed the office building in 1971 and the warehouse in 2000. Additions to both buildings have been constructed over the years. In 2014, City staff hired Gaffney Construction to provide cost estimates for tenant improvements. Improvements to the office building were estimated at \$310,000 (2014 dollars) and included demolition of all framed interior walls, ceiling, finishes and restrooms. The estimate also included four new offices, new water heater, HVAC unit, roof and plumbing fixtures. Improvements to the warehouse were estimated at \$65,000 (2014 dollars) and included new flooring throughout the office space, a new office, (4) new insulated doors and interior paint. Based on recent site visits, staff estimates that basic warehouse and site improvements could be reduced to a cost of \$65,000. These basic improvements include replacement of flooring, replacement of broken windows and installation of appropriate security. Table 1 below provides a cost estimate for two options representing different levels of site improvements. Not included in these estimates are costs already incurred by the City. That is, from 2016 to 2017 the City spent approximately \$160,000 in consultant fees for the design of a Public Works Shop at the Cook Property. These sunk costs are reflected on the amended 2019-2024 CIP (Attachment A, page 50).

Table 1. Cost estimate for SLWD parcel purchase and site improvement options

Elements	Option 1 (*)	Option 2 (*)
Property purchase	\$1,400,000	\$1,400,000
Tenant Improvements	\$65,000	\$400,000
Easement Improvements (westside of water tank)	\$0	\$60,000
Transaction Costs	\$20,000	\$20,000
Contingency (10%)	\$148,500	\$188,000
Total	\$1,633,500	\$2,068,000
Option 1: Basic warehouse improvements. No improvements to office building nor easement.		
Option 2: Warehouse, office building and easement improvements.		
* Estimates are in 2020 dollars		

The amended Public Works Shop (17-BLDG-02) proposed funding is provided by grant revenue (\$250,000) and REET funding as summarized in Table 2 below.

Table 2. Funding Sources for SLWD parcel purchase and site improvement options

Elements	Option 1 (*)	Option 2 (*)
Estimated Cost	\$1,633,500	\$2,068,000
Grant (Department of Commerce)	\$250,000	\$250,000
REET (Amendments to 2019-2024 CIP)	\$980,000	\$980,000
Additional REET	\$403,500	\$838,000
Total REET	\$1,383,500	\$1,818,000

In 2015, the City hired Shannon and Wilson to conduct a Phase 1 Environmental Site Assessment. This assessment revealed no recognized environmental conditions (RECs) and no controlled recognized environmental conditions (CRECs). An onsite vault captures 91% of surface water runoff. The remaining runoff is directed to 132nd Street SE.

The City and District have jointly hired ABS Valuation to conduct an appraisal of the property.

City Council Agenda Summary

Page 4

The appraisal is planned to be completed by February 2020. The District has verbally conveyed to City staff their openness to explore partial payments for the City's purchase of their parcel. Additionally, the District has advised the City that there is a private party interested in purchasing the parcel and that, in the absence of a City commitment, they stand ready to begin negotiations with the interested party.

With the purchase of the SLWD property, adequate equipment and an appropriately trained crew, it is possible that the City could conduct certain tasks that are currently outsourced to contractors. For instance, the City's annual cost for catch basin cleaning is approximately \$150,000. Eventually, with time and adequate resources, this task could be conducted by the City crew.

CITY MANAGER RECOMMENDATION:

Adopt ordinance as presented.

ATTACHMENTS:

- Attachment A: Proposed Amendment to 2019-2024 Capital Improvement Plan (redlined)
- Attachment B: Ordinance for 2019-2024 Capital Improvement Plan Amendment

Respectfully Submitted:

/s/ Michael G. Ciaravino

Michael G. Ciaravino
City Manager



Capital Improvement Plan 2019-2024

Amended 12-3-2019



Table of Contents

Introduction

City Manager Letter	3
Ordinance Adopting the CIP	5
Executive Summary	7
Outcomes of the Previous CIP	11
Development of the 2019-2024 CIP.....	15

Financial Element of CIP

Fiscal Analysis	18
Fund Balances	21
Projects by Funding Source	22

Capital Improvement Projects

Funded Project Listing	26
Alignment with City Goals	27
Transportation Projects.....	30
Park and Trail Projects	42
City Facilities Projects	49

Surface Water CIP

Overview	57
Stormwater Management Projects	61

Unfunded Projects	63
-------------------------	----



City Manager Letter

October 24, 2018

Honorable Mayor and Councilmembers
City of Mill Creek

SUBJECT: Adopted 2019-2024 Capital Improvement Plan

I am pleased to present the City's adopted 2019-2024 Capital Improvement Plan (CIP). This comprehensive CIP includes projects and funding that will have a positive and lasting impact for the Mill Creek community for decades to come. Some of the key projects within the CIP include:

- Mill Creek Sports Park Turf & Light Replacement
- Pavement Preservation (increased funding)
- Planning/Vision Process for Mill Creek Boulevard
- Surface Water Aging Infrastructure Program

This plan is a living document, highly dependent on the present economic conditions and is subject to changes. Capital projects can impact future operating budgets either positively or negatively due to an increase or decrease in staffing, maintenance costs, or by providing capacity for new programs or services.

There are a number of policies that are included in this CIP that provide guidance for not just the next six-year term but future CIPs planning horizons. The key policy changes in this year's CIP include the following:

- A. This CIP focuses on those projects that have secured funding or a high degree of confidence that funding will be obtained. This allows the City to provide a realistic plan for funding the City's most important capital investments wisely and most efficiently. There is also value in listing those capital projects within a CIP that are not fully funded and may at this time be a lower priority or considered aspirational. These projects that don't have a secured funding source have been identified in a separate part of the CIP.
- B. Another new policy change is the transfer of a portion of the City's General Fund Reserve above an amount which is needed to respond to economic fluctuations, cash flow needs, and catastrophic events. The City's adopted policy is to maintain a General Fund Operating Reserve equal to at least 15% of the total biennial General Fund budgeted revenue. At the end of 2018, 33% of all reserve funds above the General Fund Reserve minimum be transferred to the CIP for capital project investment. The rationale for this transfer is to better align and allocate previous tax payer dollars or one-time funds associated with development toward a capital



project providing community benefits to those who paid for the benefits within a reasonable time frame. This one-time transfer is \$829,703. With this transfer, the General Fund Reserve is projected to be 21% of General Fund budgeted revenue.

- C. The City's current policy is to transfer one time revenues into the CIP on an annual basis. One-time revenues are those which are not expected to reoccur, such as development related revenues (e.g., construction sales tax and permit fees). To implement this policy and transfer, management will analyze funds that are one time for inclusion in the CIP, recognizing that the City receives a base and recurring amount of development related revenues that should be excluded from any transfer. This transfer shall be further contingent on the City maintaining a 15% committed General Fund operating reserve. The City will transfer \$400,000 as one-time revenue in the CIP.
- D. The CIP includes the creation of a "CIP Contingency Fund." A minimum of 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as a CIP Contingency Fund to be used to support transportation, parks and trails, and City facilities and equipment. REET revenue receipts fluctuate from year to year. Although staff projects revenues realistically, it is prudent to establish an adequate reserve as CIP Contingency Funds and not allocate these revenues until the funds are actually received. Only at Council discretion can these funds be appropriated toward currently unidentified projects or increases in planned projects.

- E. Projects included within the CIP require expenditure of public funds over and above routine operating expenses and are defined as new, replacement of, or improvements to infrastructure (e.g., buildings, roads, parks, etc.) that have a minimum life expectancy of five years and a minimum cost of \$25,000. Previously, projects of \$5,000 or more were included in the CIP.

The CIP continues to incorporate the following fundamental elements:

- Consideration of community needs
- Availability of sufficient revenue
- Coordination of projects and project timelines
- Availability of sufficient staff and expertise to manage projects
- Maximization and leveraging of City revenues
- Adherence to sound financial strategies.

Accomplishment of a community vision requires community input, along with the professional expertise and steadfast contribution of City staff and the Mill Creek leadership. We believe this Capital Improvement Plan will pave the way for a positive and lasting influence on the City and surrounding area.

Respectfully submitted,

Robert S. Stowe
Interim City Manager



Ordinance Adopting the CIP

ORDINANCE NO. 2018-837

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ADOPTING A REVISED AND UPDATED 6-YEAR CAPITAL IMPROVEMENT PLAN FOR YEARS 2019-2024 IN ACCORDANCE WITH THE CITY'S BIENNIAL BUDGET PROCESS, COMPREHENSIVE PLAN, AND GROWTH MANAGEMENT ACT.

WHEREAS, the City of Mill Creek utilizes a biennial budget system and will be adopting such budget with accompanying appropriations in 2018 for years 2019-2020; and

WHEREAS, in conjunction therewith the City routinely updates, revises, and adopts its 6-year capital improvement plan as required by the Growth Management Act and the City's Comprehensive Plan; and

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

WHEREAS, the City has updated and revised its annual 6-year capital improvement plan, attached hereto as **Exhibit A** (2019-2024 CIP), which includes specifically achievable and realistic capital projects with identified funding levels and sources consistent with revenue forecasts and anticipated budget appropriations; and

WHEREAS, the City plans to concurrently amend the capital facilities and transportation elements of its Comprehensive Plan in 2019 to complete the process of fully coordinating and integrating the capital improvement plan and the capital facilities and transportation elements; and

WHEREAS, the City Council finds that the 2019-2024 CIP meets the intent of the Growth Management Act;

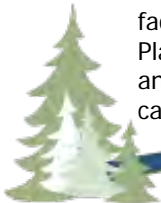
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. The City Council adopts the foregoing recitals as findings in support of the 2019-2024 Capital Improvement Plan.

Section 2. The 2019-2024 Capital Improvement Plan for the City of Mill Creek, attached hereto as **Exhibit A**, is adopted to take effect on January 1, 2019.

Section 3. The 2019-2024 Capital Improvement Plan is further adopted as the financing plan for the City's capital facility and transportation elements of the Mill Creek Comprehensive Plan.

Section 4. 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.



Passed in open meeting this 23rd day of October, 2018 by a vote of 6 for, 0 against, and 0 abstaining.

APPROVED:

ATTEST/AUTHENTICATED:

MAYOR PAM PRUITT

ACTING CITY CLERK GINA PFISTER

APPROVED AS TO FORM:

CITY ATTORNEY SCOTT MISSALL

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____



Executive Summary

Viable communities depend on good infrastructure planning and financing. Only with well thought out capital facilities plans are governments able to effectively and realistically provide for growth and a high quality of life.

The Capital Improvement Plan (CIP) is part of the state's Growth Management Act (GMA) requirement for cities and counties to approve and maintain a comprehensive plan that includes a capital facilities element consisting of an inventory of existing capital facilities, a forecast of future needs for facilities, a six-year plan for financing such facilities, and reassessment of the land use elements.

A CIP is an important tool for planning and managing the City's growth and development. This starts with developing a long-term financial forecast, identifying infrastructure improvements and development opportunities, and creating a vision for Mill Creek's future in light of Snohomish County's extraordinary growth.

Capital improvements are major projects requiring the expenditure of public funds over and above routine operating expenses. A capital project is defined as new, replacement of, or improvements to infrastructure (e.g., buildings, roads, parks) that has a minimum life

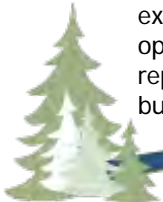
expectancy of five years and a minimum cost of \$25,000.

Many of these projects have long-term implications: they will have impacts on the operating budget or they are interconnected with other projects planned in the City. For planning purposes, it is necessary to discuss and consider projects and their operational and funding impacts in the context of more than one year. A long-term outlook provides an idea of what infrastructure needs may exist in the near future.

Such a CIP requires great forethought. As the City matures, its infrastructure is beginning to age and needs repairs and/or replacement. Other projects include system improvements or capacity-increasing projects.

If Council and staff anticipate that certain projects will be necessary in the coming years, they can begin planning and budgeting for them now, rather than being caught by surprise when the project is desperately needed and there is limited time to consider options.

The CIP presents a schedule of major capital improvements that are planned within the next six year period. Project design, land acquisition, and construction costs as well as the projected means of financing these costs are an integral component of this plan.





The GMA also requires that when making land-use designations, the City consider services and facilities provided to residents and businesses in our urban growth area. It is the responsibility of the City to monitor the status of development, population projections, and employment in the City in relation to facility needs.

A biennial review and update of the CIP, which contains a list of adopted capital projects including costs and projected revenues, allows us to review, plan and coordinate in relation to land-use activities, and ensure facilities are available when needed. Staff has evaluated the City's land-use designations and has structured the capital projects recommended in the CIP to meet the anticipated development needs.

Policies

A number of new and existing important policies provide guidance for the CIP that are included below.


New Policies

- **Secured Funding.** This CIP focuses on those projects that have secured funding or a high degree of confidence that funding will be obtained. This allows the City to provide a realistic plan for funding the City's most important capital investments wisely and most efficiently. Additional projects that don't have a secured funding source have been identified in a separate part of the CIP.
- **CIP Transfer.** Transfer of a portion of the City's General Fund Reserve above an amount which is needed to respond to economic fluctuations, cash flow needs, and catastrophic events. The City's adopted policy is to maintain a General Fund Operating Reserve equal to at least 15% of the total General Fund budgeted revenue. At the end of 2018, 33% of all reserve funds above the General Fund Reserve minimum be transferred to the CIP for capital project investment.
- **CIP Contingency Fund.** The CIP includes the creation of a "CIP Contingency Fund." A minimum of 10% of projected revenues from Real Estate Excise Tax (REET) should be designated for the CIP Contingency Fund to be used to support Transportation, Parks and Trails, and City Facilities



and Equipment. REET revenue receipts fluctuate from year to year. Although staff projects revenues realistically, it is prudent to establish an adequate reserve as CIP Contingency Funds and not allocate these revenues until the funds are actually received. Only at Council discretion can these funds be appropriated toward currently unidentified projects, toward approved projects that are underfunded or toward unexpected increases in planned projects.

Existing Policies

- The City will make all capital improvements in accordance with an adopted CIP.
 - The City will develop a multi-year plan for capital improvements and update it each biennium.
 - The City will enact a biennium capital budget based on the multi-year CIP. Future capital expenditures necessitated by changes in population, real estate development or economic base will be calculated and included in the capital budget projections.
 - The City will coordinate development of the capital improvements budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
 - The City will use intergovernmental assistance to finance those capital improvements that are consistent with the CIP and City priorities, and whose operating and maintenance costs have been included in operating budget forecasts.
- 
- The City will maintain all its assets at a level adequate to protect its capital investment and to minimize future maintenance and replacement costs.
 - The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the City Council for approval.
 - The City will determine the least costly financing method for all new projects.



Evaluation Criteria

The following criteria are used when evaluating and prioritizing capital projects. Projects are grouped by type (e.g., transportation projects, park and trail projects). The projects are then evaluated against both primary and secondary criteria to determine priority.

Primary Criteria

- The project prevents or eliminates a public hazard.
- The project eliminates existing capacity deficits.
- The project is requested by City ordinance, other laws or federal/state agencies.
- The project is essential to maintain current service levels affecting public health, safety and welfare.
- The project is financially feasible, meaning there is a funding source available and a verifiable cost estimate is provided.

Secondary Criteria

- The project is necessary to maintain current nonessential service levels.
- The project accommodates the public facility demands and vocational needs of redevelopment based on projected growth patterns.
- The project provides for special needs or enhances facilities/services.
- The project furthers the objectives of the City Council and Administration.



Outcomes of the Previous CIP

CIP Accomplishments in 2017-2018 Biennium

The City successfully implemented several CIP projects in the 2017-2018 biennium. These include:

- Citywide Computer Workstation Replacement, which replaced approximately 60 computer workstations and associated monitors.
- Data Backup System Replacement, which provided a current generation solution that better protects the City's data in the event of a hardware failure or catastrophic event.
- Server Room Update/Remodel, which was scaled back from the original plan to only include an updated fire suppression system due to the high cost.
- Security Information & Event Management Tool, which is software used to collect security and event logs from various IT devices to provide required auditing, alerting and reporting.
- Bridge Load Rating analysis, which evaluated the load-carrying capacity of the four City-owned bridges over 20 feet in length.
- Seattle Hill Road Widening with Snohomish County, which was completed in August 2018. This project widened the road to three lanes with bike lanes, curb and sidewalk, street lights and drainage facilities between 132nd Street SE and 35th Avenue SE.



- Police/Engineering Total Station, which is comprehensive equipment to be used for collision, crime scene and engineering purposes; the City has purchased this equipment and it should be delivered by early 2019.
- City Hall North HVAC Control System, which replaced the control system and several heat pumps.
- Chipper purchase, which replaced the previous wood chipper used by the Public Works maintenance crew.
- Sweetwater Ranch emergency surface water repair project.



Continuing Projects

In addition to the projects funded as part of the 2019-2024 CIP, there are a number of active projects that are currently funded and underway that were approved as part of a prior CIP process.

These continuing projects and amounts previously allocated include:

- Gateway Improvement, which will update and unify the City's brand while providing vibrant, visually appealing gateway entry features for the City.
- 35th Avenue Reconstruction project, for which construction began in June 2018 and which is anticipated to be completed in winter 2019.
- Citywide Traffic Signal Updates, which includes installing new pedestrian pushbutton systems and conflict monitors.
- Seattle Hill Road Preservation project to repave Mill Creek Road and Seattle Hill Road between Village Green Drive and 35th Avenue SE. We have obtained Federal grant funds, which are obligated and available for construction in 2019.
- Exploration Park (previously called North Pointe Park) Design and Construction documents. The project was designed, but was deferred due to the high cost of the initial bids. It is slated to continue in the next biennium.
- Mill Creek Sports Park Turf & Light Replacement, which is currently underway and anticipated to be




completed in winter 2019. Construction was delayed to accommodate user schedules during high-use periods.

- Public Works Shop project. To carefully ensure this shop aligns with the City's long-term needs, the City will undertake a study to identify best options for a future Public Works Shop.
- City Hall North Roof and Seismic Retrofit project needs additional research to determine full need. It is incorporated into the 2019-2024 budget. Additional structural design needs to be conducted.



Projects Removed from the CIP

Projects in the previous CIP, but not included in the 2019-2024 CIP include:

- Mobile Device Data Management and Encryption project. The mobile device data management portion of the project was completed, but not the encryption piece due to time constraints. This project will continue in the next biennium and has been budgeted in the General Fund.
 - City Hall Campus Wireless Access project. The City Manager reprioritized this project to begin in 2018; it will be completed in 2019 as an operating expense.
 - Mill Creek Fire Station project, which was the option to purchase the Fire Station pursuant to Section 8.3.3 of the original agreement. This option was not executed due to the successful new contract agreement with Snohomish County Fire 7 for EMS and fire services.
 - 164th Street Corridor Adaptive Signal System is partially completed. The adaptive signal on SR 527 was done in anticipation of Community Transit's Green Line. Two other adaptive signals are slated to be completed in the next 2019-2024 CIP: one at the intersection of 164th Street SE and Mill Creek Blvd; and one at the intersection of Mill Creek Blvd and Main Street. The City has an ILA with the County; its contribution to the ILA is less than \$25,000 and Snohomish County is the lead on the project.
- 
- Cougar Park, Phase 2. This project was not completed. It is currently not in the comprehensive plan and not in the 2019-2024 CIP.
 - Armory Parts Washer. The Police Department was able to acquire a parts washer at zero cost from another jurisdiction's surplus inventory. Therefore, this item was removed from the CIP.
 - The purchase of four vehicles/accessories was removed from the CIP, as they fall under the Equipment Replacement Fund. This includes a dump trailer, right of way inspector vehicle, maintenance crew vehicle, and flatbed truck.



Grants

The City received millions of dollars in grants for projects included in the previous CIP. Following is a list of grants that were awarded to the City in the past two years:

For the 35th Avenue Reconstruction Project

- State Grants: \$5,250,000
- Snohomish County Small Projects Partnership Grant: \$50,000

Mill Creek Sports Park Refurbishment

- State Recreation Conservation Office Grant: \$250,000
- Snohomish County Grant: \$100,000

Stormwater CIP

- Washington State Department of Ecology Grant: \$50,000

Grants received for work in the previous biennium totaled \$5,700,000.



Development of the 2019-2024 CIP

New Project Identification

In preparation for the 2019-2024 CIP development process, staff identified continuing projects and solicited new project ideas from the community through the following outreach opportunities:

- Park and Recreation Board
- Art and Beautification Board
- Neighborhood Focus Group
- HOA and Community Association Meetings
- Senior Center Focus Group
- *City Connection* readership
- Press release to local media for news articles
- Social media audiences
- City's Web-based Citizen Response Tool (AKA Request Tracker)

City staff then reviewed and prioritized ideas to develop the Capital Improvement Plan. In addition to the primary and secondary criteria used in evaluating proposed projects, staff applied the following:

- Alignment with the overall Comprehensive Plan.
- Available funding (including estimated funding) during the six years (e.g., grant or match), extra funding.
- Alignment with City Goals.
- Public support.

- Extent of Service, such as how many people will benefit or how many residents will be inconvenienced/harmed because the project has not been done.

The 2019-2024 Capital Improvement Plan includes 27 funded projects for a total of \$19,270,140. This is the same number of projects as the previous CIP, but with a larger programmatic focus (e.g., pavement preservation) instead of one-off projects. This results in an increased cost of \$9,342,108 (94.10%) over the previous CIP.

Key factors driving this increase are as follows.

- Inflation
- Market Conditions (e.g., bidding market)
- In the previous CIP, there was design work for projects that would be constructed in the 2019-2024 CIP; construction costs are much higher than design.
- The Surface Water Program is new and has significant infrastructure repair or replacement costs.
- The Pavement Preservation and Rehabilitation Program relaunches a program that was not included in the previous CIP.

The CIP worksheets in this plan identify project descriptions, how the project aligns with City priorities, provides a justification for the project, and identifies previous and continuing expenditures, anticipated maintenance and operations impacts, and revenue sources.

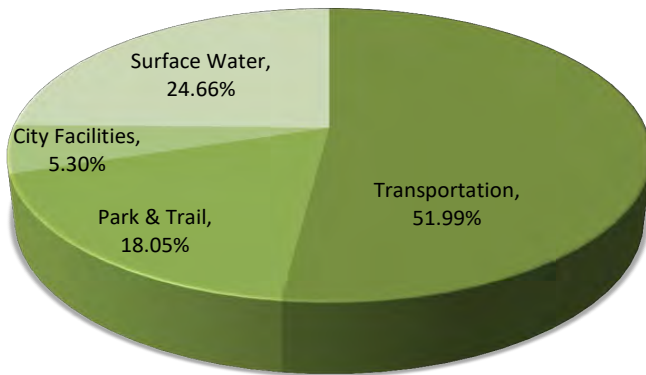


CIP Project Categories

The CIP projects are organized into four categories:

- Transportation projects, which include improvements to streets, intersections, pedestrian safety, public transit and non-motorized facilities.
- Park and Trail projects, which include park and recreational facilities and open space lands.
- City Facilities projects, which include improvements of general government facilities, and property construction and renovation.
- Surface Water projects, which provide infrastructure rehabilitation and replacement, as well as surface water treatment.

This structure assists City staff with tracking and managing projects by funding source and function. The chart below shows the relative size of the project categories in the 2019-2024 CIP.



Grant Funding for New Projects

Grant funding has been received or is anticipated for the new projects identified for the 2019-2024 CIP.

- *Seattle Hill Road Pavement Preservation*
Federal Grant: \$720,000
- *35th Avenue SE Pavement Preservation*
Federal Grant: \$504,208
- *132nd Street SE Mid-Block Crossing Improvements (HAWK)*
State Grant: \$675,000
- *Exploration Park*
Snohomish County Grant: \$100,000
- *Public Works Shop*
State Grant: \$250,000
(The City is requesting an extension on this grant)

These grants total \$2,249,208 in funding that otherwise would have to come from City funds.



Financial Element of the CIP



Fiscal Analysis

Analyzing and projecting City revenues over a six-year period is accomplished through a comprehensive examination of historical revenue trends, studying regional economic indicators, and having a strong understanding of the City's fiscal position and planned growth. It is also important to have sound knowledge of which revenue streams are fairly reliable and which experience large fluctuations, such as those derived from permit and mitigation fees.

Funding sources along with the assumptions used to build potential financing scenarios are described below.

General Fund Reserve Transfer

Under the City's General Fund Reserve policy, the City must maintain a General Fund Reserve balance of 15% of total General Fund revenue, which is \$4,251,750 based on 2019-2020 revenue.

The estimated balance as of the end of 2020 is \$6,766,000 or 24% of revenues. In light of the high balance, as well as the City infrastructure repair and replacement needs identified in the 2019-2024 CIP, 33% of all reserve funds anticipated at the end of 2020 *above* the General Fund Reserve minimum of 15% will be transferred to the CIP for capital project investment. This is a one-time transfer of \$829,703 into the CIP from the General Fund.

The General Fund Reserve balance following this one-time General Fund Reserve Transfer and the One-Time Revenue Transfer (see below), will be \$5,936,298 or 21% of General Fund revenue.

One-Time Revenue Transfers

The City's current policy is to transfer one-time revenues into the CIP on an annual basis. One-time revenues are those which are not expected to reoccur, such as development related revenues (e.g., construction sales tax and permit fees). In 2018, the one-time revenue transfer is \$400,000.

Capital Projects Funds

These funds account for financial resources related capital projects. Capital improvements are major projects requiring the expenditure of public funds over and above routine operating expenses. A capital project is defined as new, replacement of, or improvements to infrastructure (e.g., buildings, roads, parks) that has a minimum life expectancy of five years and a minimum cost of \$25,000.

- **Real Estate Excise Tax (REET)**: This tax is levied on all sales of real estate. There are two pieces REET1 and REET2; both halves (.25% each) can be used only for capital projects as defined in RCW 82.46.010 (REET1) and 82.46.035 (REET2). Use is restricted to the Capital Improvement Plan projects.



- **Capital Improvement Fund:** This fund is for capital improvement projects not funded elsewhere in the budget. This is the “savings” account for capital projects as identified in the Capital Improvement Plan. REET funds are moved into this fund. Capital improvement costs may include acquisition, development, engineering, architectural, or other related costs.
- **Park Improvement Fund:** Park mitigation fees are one-time charges assessed by local governments against a new development project to help pay for new or expanded public facilities that will directly address the increased demand created by that development.
- **Road Improvement Fund:** This fund contains monies dedicated for the improvement of roads, bridges and sidewalks. Typical projects include road and intersection improvements; pavement preservation on arterial streets and highways; pedestrian and bicycle access improvements and bridges. Revenue may come from mitigation fees paid by developers. These fees support the cost of new infrastructure needed to support increased capacity created by the new growth and development. Other projects mentioned above may be supported by REET or the General Fund.

Special Revenue Funds

- **Municipal Art Fund:** This fund was created in order to fund the selection, acquisition and/or installation of works of art in accordance with MCMC 3.28.010. In the 2019-2024 CIP, the applicable projects from which 1% shall be transferred into the Municipal Art Fund include Exploration Park, park restroom/picnic shelter room replacement, City Hall North roof and seismic retrofit, and City Hall North HVAC. The projects have a combined total of \$2 million, providing for a \$20,000 revenue transfer into the Municipal Art Fund.



Proprietary Funds

More than anything, proprietary funds operate like a business. They pertain to providing goods or services to the general public. It covers the services which are important but not essential to the way a government runs. Proprietary funds include:

- **Surface Water Utility:** This is an enterprise fund for the operation and capital improvement projects of the surface water utility. It is a self-supporting government fund that provides goods and services to the public for a fee – in this instance surface water services. Revenue comes from user fees billed to all properties in the City based upon equivalent residential units. Reserves in this fund can only be spent for surface water purposes. A rate study currently is underway and new rates will be proposed for 2019-2020 and beyond.

Bonds

Bond revenue is available to finance capital projects through two sources: general obligation bonds and revenue bonds. General obligation bonds are backed by the value of the property within the jurisdiction and require a scheduled repayment of the debt. General obligation bonds are either non-voted (Councilmanic) or voter-approved.

Under Washington State law, general government debt is restricted to 2.5% of a jurisdiction’s taxable assessed value of property for general purpose bonds. In 2018, this equates to nearly \$103 million. Of this amount, \$62 million may be in the form of Councilmanic bonds.

Councilmanic bonds are authorized by the jurisdiction’s legislative body without the need for voter approval. Principal and interest payments come from general government revenues, without an increase in taxes; for instance, REET revenue can be designated to pay for a Councilmanic bond. Voter- approved bonds on the other hand produce “new monies” by increasing the property tax rate proportionate to the annual debt service on the bond.

Public Works Trust Fund Loans

State of Washington’s Public Works Board provides low interest loans (0.5% to 2.55%) to local governments to finance public infrastructure improvements. These loans are provided under the Public Works Trust Fund Program and offer lower than market rates payable over periods ranging to a maximum of 20 years.

Grants

The City earnestly seeks federal, state and local grant opportunities to help finance City projects. Historically, the City has been very successful obtaining grants, especially for transportation projects. The grant funding included in the Plan has either been approved by the grantor or has successfully and routinely been obtained by the City for like projects in the past.

Other revenue sources include a variety of known or reasonably expected one-time funding sources, such as contributions by others. The City often partners with other jurisdictions such as Snohomish County, Community Transit and other entities to fund projects that benefit the citizens of Mill Creek. As shown previously, grant funding secured for projects in the 2019-2024 CIP totals \$2,249,208. This is 12.7% of the total amount projected during the CIP period.



Fund Balances

Year-End Fund Balance*	2018	2019	2020	2021	2022	2023	2024
Park & Trails	\$ 13,000	\$ 3,000	\$ 7,000	\$ 11,000	\$ 15,000	\$ 19,000	\$ 23,000
REET	\$ 4,397,969	\$ 2,171,469	\$ 1,311,469	\$ 780,677	\$ 460,677	\$ (189,323)	\$ (470,823)
CIP Contingency Funds*	\$ 240,000	\$ 315,000	\$ 390,000	\$ 440,000	\$ 490,000	\$ 540,000	\$ 590,000
Municipal Arts*	\$ 37,000	\$ 49,500	\$ 31,500	\$ 31,500	\$ 32,000	\$ 32,000	\$ 32,000
City Hall North	\$ 525,000	\$ 545,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000
CIP	\$ 1,402,940	\$ 1,400,900	\$ 1,153,000	\$ 995,300	\$ 155,300	\$ 294,100	\$ 125,600
Park Improvement	\$ 2,990,200	\$ 1,889,000	\$ 1,902,800	\$ 1,916,700	\$ 1,930,600	\$ 1,944,400	\$ 1,958,300
Road Improvement	\$ 2,218,000	\$ 1,822,000	\$ 2,999,000	\$ 3,024,000	\$ 3,049,000	\$ 3,074,000	\$ 3,099,000
Surface Water*	\$ 470,000	\$ (467,500)	\$ (1,217,500)	\$ (1,967,500)	\$ (2,717,500)	\$ (3,467,500)	\$ (4,217,500)

***Notes:**

- Year-End Fund Balances**

Balances 12/31 of the year noted. The balances reflect annual revenues and deduct expenses reflected in the 2019-2024 CIP.

- CIP Contingency Fund**

As noted in the City Manager Letter, the CIP includes the creation of a CIP Contingency Fund, which this year includes 10% of projected revenues from REET. This amount at the end of 2018 is \$240,000. Ending fund balance for subsequent years are projected. It is anticipated that this CIP Contingency Fund will be used to address a shortfall in REET in the 2019-2024 CIP period.

- Municipal Arts Fund**

In accordance with Mill Creek Municipal Code, 1% of applicable municipal construction projects paid for wholly or in part by the City have been added to the Municipal Arts Fund. The year-end balance in 2018 is \$37,000.

- Surface Water Utility**

As identified on page 59, a rate study currently is underway for the Surface Water Utility and new rates will be proposed prior to the adoption of the City's 2019-2020 Budget. Until such rate has been approved, this fiscal analysis does not incorporate any change to the rate and therefore demonstrates a significant budget shortfall.

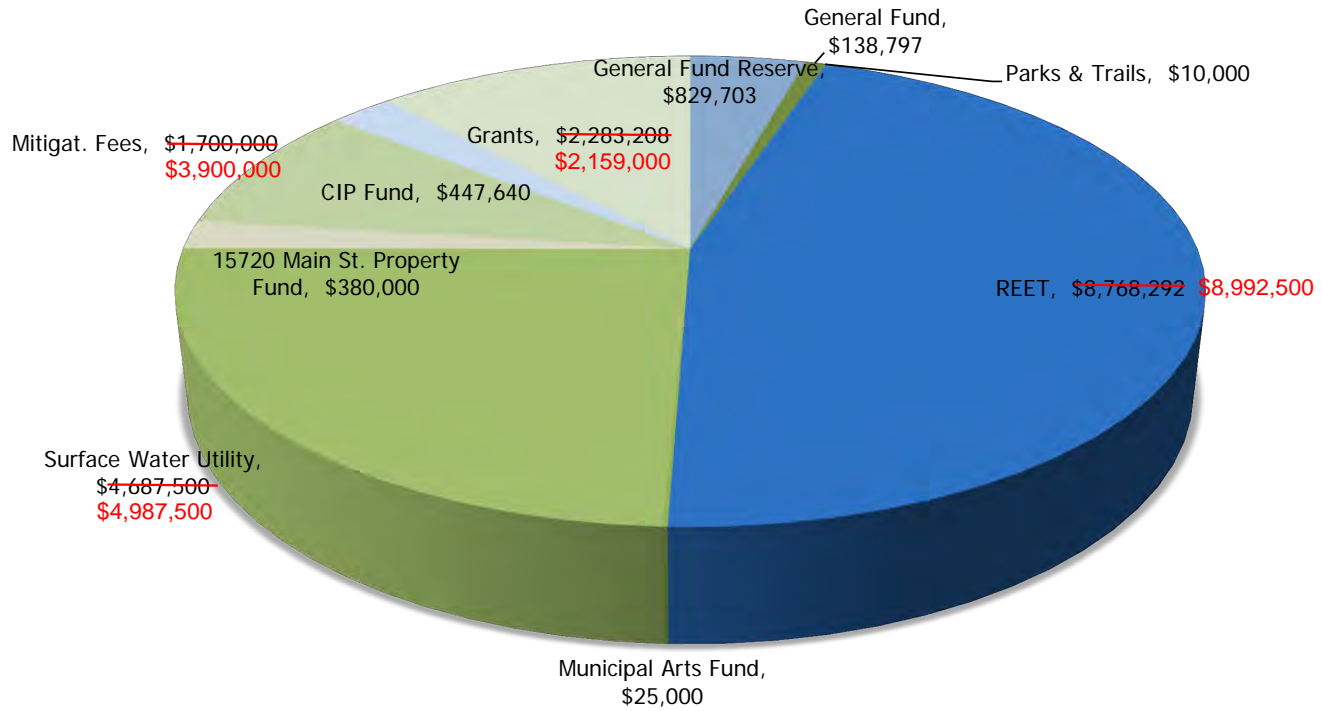


Projects by Funding Source

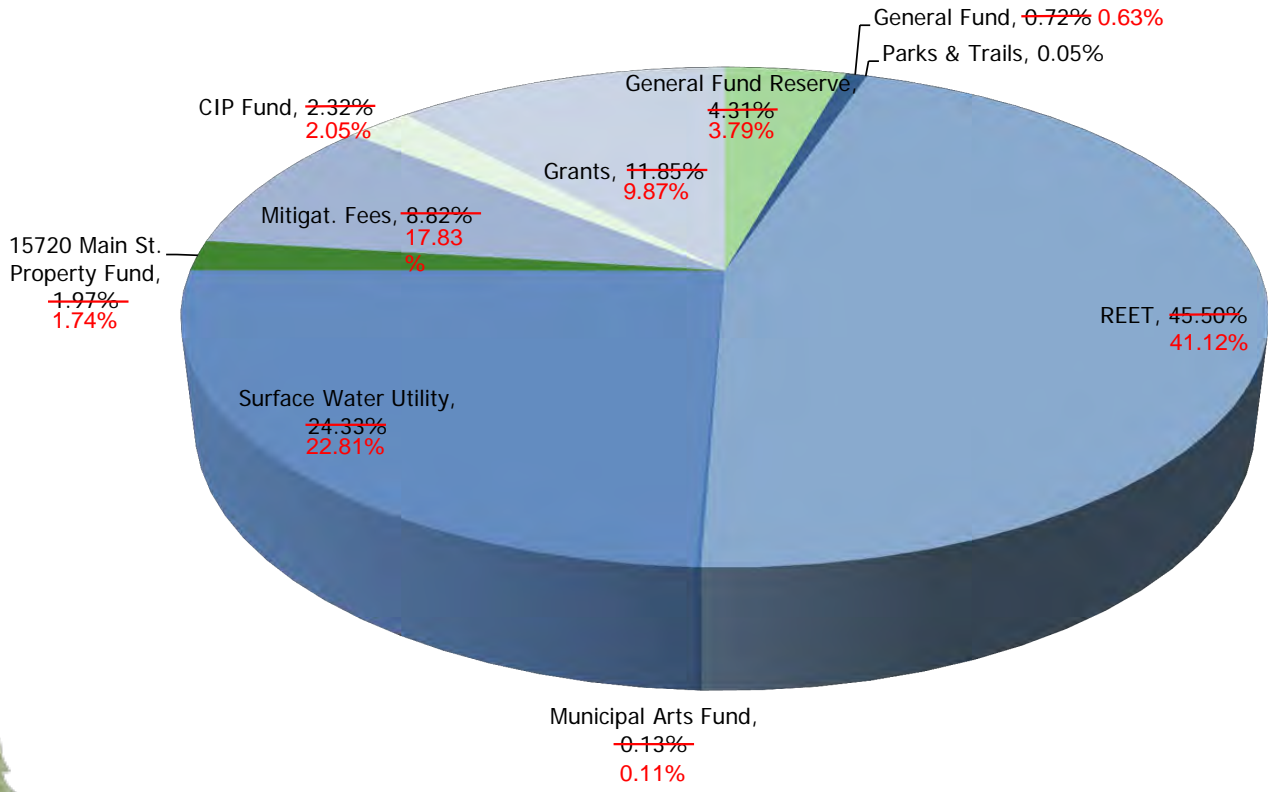
Project Name	General Fund Reserve	General Fund	Parks & Trails	REET	Municipal Arts Fund	Surface Water Utility	15720 Main St. Property Fund	Mitigat. Fees	CIP Fund	Grants	TOTAL
Transportation Projects											
35th Ave. SE Reconstruction Project				\$ 0	350,000					\$ 350,000	\$ 350,000
Seattle Hill Road Pavement Preservation				\$ 1,135,000						\$ 720,000	\$ 1,855,000
35th Avenue SE Pavement Preservation				\$ 0	645,792					504,208	1,150,000
132nd Street SE Mid-Block Crossing Improvements (HAWK)				\$ 0	75,000					675,000	750,000
Street Pavement Marking Program				\$ 700,000							\$ 700,000
Mill Creek Boulevard Corridor Improvements Study				\$ 0	250,000					\$ 300,000	300,000
Concrete Sidewalk Replacement Program				\$ 580,000							\$ 580,000
Pavement Preservation and Rehabilitation Program	\$ 668,500			\$ 2,536,500							\$ 3,205,000
Citywide Traffic Signal Upgrades				\$ 75,000							\$ 75,000
Bridge Monitoring & Improvement Program				\$ 600,000							\$ 600,000
EGUV "Spine Road" West Connection (Phase 1)								\$ 500,000			\$ 500,000
Traffic Safety and Calming Program				\$ 75,000							\$ 75,000
Transportation Project Totals	\$ 668,500	\$ -	\$ -	7,022,292 5,701,500	\$ -	\$ -	\$ -	\$ 500,000	\$ -	1,099,208 \$ 1,370,000	10,090,000 \$ 8,240,000
Parks and Trail Projects <u>Mill Creek Sports Park Expansion</u>											
Exploration Park								\$ 1,200,000		\$ 100,000	\$ 1,300,000
Mill Creek Sports Park Turf & Light Replacement				\$ 816,000						\$ 284,000	\$ 1,100,000
Heron Park Playarea Upgrades				255,000	440,000					155,000	\$ 410,000
Silver Crest Park Upgrade				\$ 350,000							\$ 350,000
Parks Restroom/Picnic Shelter Roof Replacement									\$ 100,000		\$ 100,000
Trail Preservation Program			\$ 10,000	\$ 85,000							\$ 95,000
North Creek Trail Study									\$ 75,000		\$ 75,000
Park and Trail Project Totals	\$ -	\$ -	\$ 10,000	1,661,000 1,506,000	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 175,000	304,000 \$ 539,000	3,430,000 \$ 5,630,000
City Facilities Projects											
City Hall North HVAC							\$ 80,000				\$ 80,000
Public Works Workshop Value Engineering Study <u>Shop</u>				\$ 1,700,000					\$ 50,000	250,000	2,000,000
Entryway ADA Upgrades for City Hall and Library									\$ 40,000		\$ 40,000
Emergency Operations Center									\$ 59,640		\$ 59,640
Gateway and Presence Improvement				\$ 85,000					\$ 48,000		\$ 133,000
Historical Preservation Project											\$ 25,000
City Hall North Roof and Seismic Retrofit	\$ 161,203	\$ 138,797					\$ 25,000		\$ 75,000		\$ 675,000
City Facilities Project Totals	\$ 161,203	\$ 138,797	\$ -	85,000 \$ 1,785,000	\$ 25,000	\$ -	\$ 380,000	\$ -	\$ 272,640	\$ 250,000	1,662,000 \$ 3,012,640
Storm Water Management Projects											
Surface Water Aging Infrastructure Program					\$ 4,987,500	4,687,500					\$ 4,687,500
Surface Water Project Totals	\$ -	\$ -	\$ -	\$ -	\$ 4,987,500	4,687,500	\$ -	\$ -	\$ -	\$ -	\$ 4,687,500
Funded CIP Totals All Project Categories	\$ 829,703	\$ 138,797	\$ 10,000	8,768,292 \$ 8,992,500	\$ 25,000	\$ 4,687,500 \$ 4,987,500	\$ 380,000	\$ 1,700,000 \$ 3,900,000	\$ 447,640	2,283,208 \$ 2,159,000	19,270,140 \$ 21,870,000



CIP Projects by Funding Source



Percentage of CIP Project Funding by Source

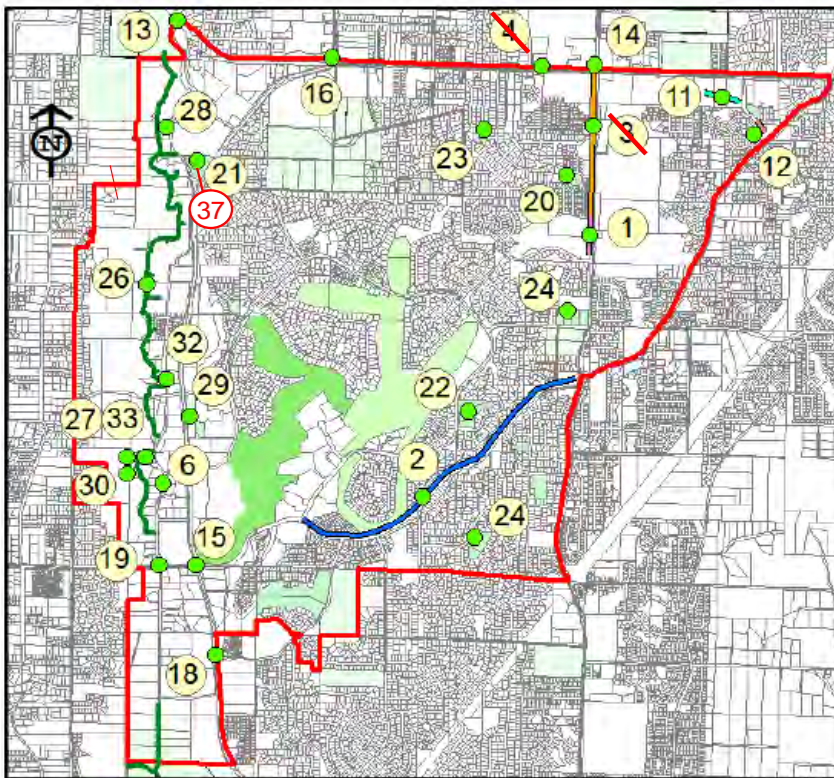


Capital Improvement Projects 2019-2024



Funded Project Listing

Project Name	Total	2019	2020	2021	2022	2023	2024
Transportation Projects							
35th Ave. SE Reconstruction Project	\$350,000	\$350,000					
Seattle Hill Road Pavement Preservation	\$1,855,000	\$1,855,000		\$0	\$0	\$0	\$0
35th Avenue SE Pavement Preservation	\$0 \$1,150,000	\$0	\$0 \$150,000	\$0 \$1,000,000			
132nd Street SE Mid-Block Crossing Improvements (HAWK)	\$0 \$750,000	\$0 \$87,000	\$0 \$663,000		\$0	\$0	\$0
Street Pavement Marking Program	\$700,000	\$150,000	\$150,000	\$100,000	\$100,000	\$100,000	\$100,000
Mill Creek Boulevard Corridor Improvements Study	\$300,000 \$250,000	\$300,000 \$250,000					
Concrete Sidewalk Replacement Program	\$580,000	\$80,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Pavement Preservation and Rehabilitation Program	\$3,205,000	\$100,000	\$855,000	\$0	\$750,000	\$750,000	\$750,000
Citywide Traffic Signal Upgrades	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0
Bridge Monitoring & Improvement Program	\$600,000	\$0	\$50,000	\$250,000	\$50,000	\$250,000	\$0
East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$0
Traffic Safety and Calming Program	\$75,000	\$0	\$25,000	\$0	\$25,000		\$25,000
Transportation Project Totals	\$10,090,000 \$8,240,000	\$3,372,000 \$3,335,000	\$2,068,000 \$1,255,000	\$1,450,000 \$450,000	\$1,025,000	\$1,200,000	\$975,000
Parks and Trail Projects							
Mill Creek Sports Park Expansion	\$2,200,000		\$2,200,000				
Exploration Park	\$1,300,000	\$1,300,000	\$0	\$0	\$0	\$0	\$0
Mill Creek Sports Park Turf & Light Replacement	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$0	\$0
Heron Park Playarea Upgrades	\$410,000	\$50,000	\$360,000	\$0	\$0	\$0	\$0
Silver Crest Park Upgrade	\$350,000	\$0	\$0	\$30,000	\$320,000	\$0	\$0
Parks Restroom/Picnic Shelter Roof Replacement	\$100,000		\$50,000		\$50,000	\$0	\$0
Trail Preservation Program	\$95,000	\$20,000	\$25,000	\$0	\$25,000	\$0	\$25,000
North Creek Trail Study	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0
Park and Trail Project Totals	\$3,430,000	\$2,470,000	\$510,000	\$30,000	\$395,000	\$0	\$25,000
City Facilities Projects							
City Hall North HVAC	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0
Public Works Workshop Value Engineering Study Shop	\$2,000,000 \$50,000	\$0 \$2,000,000	\$50,000	\$0	\$0	\$0	\$0
Entryway ADA Upgrades for City Hall and the Library	\$40,000		\$40,000				
Emergency Operations Center	\$59,640	\$59,640					
Gateway and Presence Improvement	\$133,000	\$48,000	\$85,000				
Historical Preservation Project	\$25,000	\$0	\$25,000				
City Hall North Roof and Seismic Retrofit	\$675,000	\$50,000	\$625,000				
City Facilities Project Totals	\$1,062,640 \$3,012,640	\$237,640	\$825,000 \$2,775,000	\$0	\$0	\$0	\$0
Storm Water Management Projects							
Surface Water Aging Infrastructure Program	\$4,987,500 \$4,687,500	\$937,500	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
Surface Water Project Totals	\$4,687,500 \$4,987,500	\$937,500	\$750,000 \$1,050,000	\$750,000	\$750,000	\$750,000	\$750,000
Funded CIP Totals All Project Categories	\$19,270,140	\$7,017,140	\$4,153,000	\$2,230,000	\$2,170,000	\$1,950,000	\$1,750,000
	\$21,870,140	\$6,980,140	\$7,790,000	\$1,230,000			



Capital Improvement Plan 2019-2024

Transportation Projects

- 1 35th Ave. SE Reconstruction Project
- 2 Seattle Hill Road Pavement Preservation
- 3 ~~35th Avenue SE Pavement Preservation~~
- 4 ~~132nd Street SE Mid-Block Crossing (HAWK)~~
- 5 Street Pavement Marking Program*
- 6 Mill Creek Boulevard Corridor Improvements Study
- 7 Concrete Sidewalk Replacement Program*
- 8 Pavement Preservation and Rehabilitation Program
- 9 Citywide Traffic Signal Upgrades*
- 10 Bridge Monitoring & Improvement Program*
- 11 EGLUV "Spine Road" West Connection (Ph 1)
- 12 EGLUV "Spine Road" East Connection (Ph 2)
- 13 SR 96 and Dumas Road Intersection Improvements
- 14 SR 96 at 35th Avenue Intersection Improvements
- 15 SR 527 / 164th Street Intersection Improvements
- 16 SR 527 / SR96 Intersection Improvements
- 17 Traffic Safety and Calming Program*
- 18 (Old) Seattle Hill Road at SR 527
- 19 164th St @ Mill Creek Blvd Intersection Improvement

Park and Trail Projects

- 20 Exploration Park
- 21 Mill Creek Sports Park Turf & Light Replacement
- 22 Heron Park Playarea Upgrades
- 23 Silver Crest Park Upgrade
- 24 Parks Restroom/Picnic Shelter Roof Replacement
- 25 Trail Preservation Program*
- 26 North Creek Trail Study

City Facilities & Equipment Projects

- 27 City Hall North HVAC
- 28 Public Works Shop
- 29 Entryway ADA Upgrades for City Hall and the Library
- 30 Emergency Operations Center
- 31 Gateway and Presence Improvement*
- 32 Historical Preservation Project
- 33 City Hall North Roof and Seismic Retrofit

Stormwater Management Projects

- 34 Surface Water Aging Infrastructure Program*
- 35 164th Street SE East Basin Surface Water Retrofit*
- 36 Lower Mill Creek Road Basin Surface Water Retrofit*

*Not Shown on Map

37 Mill Creek Sports Park Expansion



Alignment with City Goals

Projects in many of the program areas serve multiple City goals as noted in the matrix below.

	Fiscal Responsibility	Community Preservation	Civic Pride	Customer Service	Recreational Opportunities	Public Safety	Economic Prosperity	Leadership	Long-Term Planning
Transportation Projects									
35th Ave. SE Reconstruction Project	X	X				X			X
Seattle Hill Road Pavement Preservation	X	X				X			X
35th Avenue SE Pavement Preservation	X	X				X			X
132nd Street SE Mid-Block Crossing Improvements (HAWK)	X					X		X	
Street Pavement Marking Program		X				X			
Mill Creek Boulevard Corridor Improvements Study	X	X	X				X		X
Concrete Sidewalk Replacement Program		X				X			
Pavement Preservation and Rehabilitation Program		X							
Citywide Traffic Signal Upgrades		X				X			
Bridge Monitoring & Improvement Program		X				X			X
East Gateway Urban Village "Spine Road" West Connection (Phase 1)		X	X			X			X
Traffic Safety and Calming Program		X				X			X
Parks and Trail Projects									
Exploration Park	X	X	X		X			X	X
Mill Creek Sports Park Turf & Light Replacement	X	X	X		X			X	X
Heron Park Playarea Upgrades		X			X	X			X
Silver Crest Park Upgrade		X			X				X
Parks Restroom/Picnic Shelter Roof Replacement		X			X				X
Trail Preservation Program		X	X		X	X		X	X
North Creek Trail Study	X	X	X		X	X		X	X



	Fiscal Responsibility	Community Preservation	Civic Pride	Customer Service	Recreational Opportunities	Public Safety	Economic Prosperity	Leadership	Long-Term Planning
City Facilities Projects									
City Hall North HVAC		X				X			
Public Works Shop	X	X							X
Entryway ADA Upgrades for City Hall and Library		X				X			
Emergency Operations Center						X		X	X
Gateway and Presence Improvement		X	X				X		X
Historical Preservation Project	X	X	X						
City Hall North Roof and Seismic Retrofit		X				X			
Storm Water Management Projects									
Surface Water Aging Infrastructure Program	X	X				X			



Transportation Projects

PROJECT NAME:	35th Ave. SE Reconstruction
PROJECT #:	17-ROAD-02

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Roadway
TYPE	Construction

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Public Safety, Long-term Planning

DESCRIPTION / JUSTIFICATION
The 35th Avenue Southeast Reconstruction Project will address the chronic settlement of the roadway between 144th Street Southeast and 141st Street Southeast that has occurred over time. The roadway was constructed across Penny Creek in an area underlain with compressible peat deposits. The project site is bound on the east by Thomas Lake and Penny Creek, which flows from the north along the east side of 35th Avenue Southeast, crossing within the study limits and continuing westerly. This project will construct a pile-supported concrete slab to support the roadway and prevent any future settlement. 35th Avenue Southeast has a functional classification of major arterial.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
A reduction in cost with respect to past years due to fewer maintenance response calls. There are no new operations and maintenance costs anticipated.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction	\$ 5,383,068	\$ 350,000						\$ 350,000
Professional Services	\$ 611,300	\$ -						\$ -
Total Project Expenditures	\$ 5,994,368	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET	\$ 694,368	\$ 350,000						\$ 350,000
Grant -State	\$ 5,250,000	\$ 350,000						\$ 350,000
Grant -Snohomish County	\$ 50,000							\$ -
Total Project Revenues	\$ 5,994,368	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000



PROJECT NAME:	Seattle Hill Road Pavement Preservation
PROJECT #:	18-PAVE-03
DEPARTMENT	Public Works and Development Services
CATEGORY	Pavement
TYPE	Construction

Transportation Project

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

DESCRIPTION / JUSTIFICATION
 Repave Seattle Hill Road between Village Green Drive and 35th Avenue Southeast. The scope of work includes a full width, two-inch grind and overlay, replacement of landscaped median curbs and Americans with Disabilities (ADA) upgrades at all curb ramps and two traffic signals. A federal grant was obtained for construction in 2019 in the amount of \$720,000. In 2016, the pavement condition for this minor arterial was 59 (scale 0 to 100). The existing curb ramps and traffic signals do not meet current ADA standards. The curbs on all landscape medians have been damaged beyond repair over the years by vehicle collisions. No new operational expenses will result from this project.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction		\$ 1,600,000						\$ 1,600,000
Professional Services	\$ 198,040	\$ 150,000						\$ 150,000
Project Engineer		\$ 105,000						\$ 105,000
Total Project Expenditures	\$ 198,040	\$ 1,855,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Grant - Federal		\$ 720,000						\$ 720,000
REET	\$ 250,000	\$ 1,135,000						\$ 1,135,000
								\$ -
								\$ -
Total Project Revenues	\$ 250,000	\$ 1,855,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,855,000



PROJECT NAME:	35th Avenue SE Pavement Preservation
PROJECT #:	19-PW-01

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Pavement
TYPE	Construction

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

DESCRIPTION / JUSTIFICATION
 The project would include a full-width regrade and overlay of 35th Avenue from 132nd Street SE to 141st Street SE (.57 miles), including traffic control, upgrade of ADA ramps, signing, channelization and other work. This project would connect to the section of 35th Avenue SE upgraded in the City's 2013 35th Avenue SE Reconstruction project. Per the Comprehensive Plan Level of Service guidelines, the City should maintain a minimum average Pavement Condition Index (PCI) rating of 65 for collector and arterial roadways. Prior to implementation (design or construction), the City will confirm the need to overlay the road.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Professional Services			\$ 150,000					\$ 150,000
Construction				\$ 1,000,000				\$ 1,000,000
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 150,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,150,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
General Fund or REET			\$ 150,000	\$ 495,792				\$ 645,792
Grant				\$ 504,208				\$ 504,208
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 150,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,150,000

PROJECT
CANCELLED



PROJECT NAME:	132nd St SE Mid-block Crossing Improvements (HAWK)
PROJECT #:	19-PW-02

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Roadway
TYPE	Infrastructure

STRATEGIC PRIORITY
Fiscal Responsibility, Public Safety, Leadership

DESCRIPTION / JUSTIFICATION
<p>The proposed mid-block crossing with American with Disabilities (ADA) compliant curb ramps, pedestrian refuge island, marked crosswalk, High-Intensity Activated crossWalk beacon (HAWK) signal and illumination are needed to provide pedestrians a safer place to cross 132nd Street SE. A HAWK signal at the mid-block crossing on 132nd Street SE, west of 35th Avenue SE, will be installed to allow pedestrians a stop, vehicular traffic in order to cross the street safely. The proposed HAWK signal will be interconnected with the existing traffic signal at 35th Ave SE in order to reduce the potential of rear-end collisions as vehicles move from one signal to the next. The proposed improvements will install a pedestrian refuge island at the midblock crossing to reduce the crossing distance to 20-30 ft. Illumination is limited to street lighting around the adjacent shopping area. In order to increase pedestrian visibility to drivers, the proposed improvements include additional lighting focused on the mid-block crossing location. Project implementation (design and construction) is contingent upon the outcome of an application for a 2018 Pedestrian and Bicycle Grant from WSDOT. Staff also will pursue other funding opportunities, including partnership with Snohomish County. Staff will not proceed with this project until the City Council is satisfied with the City's contribution and evaluation of all non-City funding sources.</p>

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
New operation and maintenance costs are anticipated and estimated at \$250 per year. This excludes any collisions that may cause significant pole damage.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction			\$ 663,000					\$ 663,000
Professional Services		\$ 87,000						\$ 87,000
Total Project Expenditures	\$ -	\$ -	\$ 663,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Grant - State		\$ 78,300	\$ 596,700					\$ 675,000
REET		\$ 8,700	\$ 66,300					\$ 75,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 87,000	\$ 663,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000

CANCELLED



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

Transportation Project

STRATEGIC PRIORITY
Community Preservation, Public Safety

DESCRIPTION / JUSTIFICATION
The goal of the Annual Street Pavement Marking Program is to maintain markings that identify travel lanes and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. Per the 2015 Comprehensive Plan, the City owns and maintains 77 lane miles of residential and local streets, 19 lane miles of collector streets and 10 lane miles of arterial streets (total of 106 lane miles of roadway).

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction		\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 700,000
								\$ -
Total Project Expenditures	\$ -	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 700,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET		\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 700,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 700,000



PROJECT NAME:	Mill Creek Boulevard Corridor Improvements Study
PROJECT #:	19-PW-04
DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Planning

Transportation Project

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

DESCRIPTION / JUSTIFICATION
 Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The goal of the Mill Creek Boulevard Corridor Improvements Study is to enhance economic vitality and provide a framework to multiple capital improvements which include: intersection improvements at 164th Street, 161st Street, Main and SR 527; surface water aging infrastructure failures identified in a 2018 study produced by Perteet; water quality treatment, pavement preservation and roadway re-configurations to better support Community Transit's bus rapid transit (BRT) lines. This study will peripherally address zoning and land use.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Professional Services		\$300,000	250,000					\$300,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$300,000	250,000	\$ -	\$ -	\$ -	\$ -	\$300,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET		\$ 250,000						\$ 250,000
Grant-State		\$300,000						\$ 300,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000



PROJECT NAME:	Concrete Sidewalk Replacement Program
PROJECT #:	19-PW-05

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Repair / Maintenance
TYPE	Construction

STRATEGIC PRIORITY
Community Preservation, Public Safety

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

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Assessment		\$ 30,000						\$ 30,000
Construction		\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000
								\$ -
Total Project Expenditures	\$ -	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 580,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET		\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 580,000
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 580,000



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

Transportation Project

STRATEGIC PRIORITY
Community Preservation

DESCRIPTION / JUSTIFICATION

The City is responsible for approximately 106 lane miles of roadway. The goal of this annual program is to extend the useful life of the City's streets by assessing, preserving and rehabilitating pavement conditions. Typical work will include crack filling, removal and replacement of failed pavement, patching, surface preservation treatments (where appropriate for the type of application, options include seal coat, slurry seal, microsurfacing, chip seals) and asphalt overlays. It is understood that chip seal is not desired for Mill Creek neighborhoods. Pavement preservation options outside of an overlay would first be discussed with the City Council prior to bid and award. The Program includes replacement or installation of accessible curb ramps to meet the requirements of the Americans with Disabilities Act (ADA). Per the Comprehensive Plan, the City's level of service guidelines for pavement management identifies a minimum pavement condition index of 65 for collectors and arterial roadways and 70 for local and residential roadways. In 2019, an assessment and pavement rating will be conducted to establish a priority list for future repairs. Federally funded roadway preservation projects are programmed in 2019 (Seattle Hill Road) and 2021 (35th Ave. SE).

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

No new operation and maintenance costs are anticipated.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Assessment		\$ 100,000						\$ 100,000
Construction			\$ 750,000	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,000,000
Project Engineer			\$ 105,000					\$ 105,000
Total Project Expenditures	\$ -	\$ 100,000	\$ 855,000	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,205,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
General Fund Reserve		\$ 100,000	\$ 750,000		\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,100,000
REET			\$ 105,000					\$ 105,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 100,000	\$ 855,000	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,205,000



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

Transportation Project

STRATEGIC PRIORITY
Community Preservation, Public Safety

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

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction			\$ 75,000					\$ 75,000
Professional Services								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET			\$ 75,000					\$ 75,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000



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

Transportation Project

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

DESCRIPTION / JUSTIFICATION
The City of Mill Creek owns a total of ten bridges. Only four of those bridges have a structure length over 20LF. In 2017, all ten bridges were inspected by WSDOT and load ratings were completed by KPFF on the four structures with span lengths greater than 20LF. Bridge scour conditions were identified at two bridges: North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and Penny Creek Bridge (Bridge Number: MILL CR 2 located on 144th Street SE). Based on service stresses, posted load restrictions were recommended at the North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and 153rd Street SE Bridge (Bridge Number: MILL CR 3). A load rating was also conducted on Mill Creek Road Bridge (Bridge Number: MILL CR 10). The City could elect to post load limits based on strength load rating, in which case the tonnages would be much higher, but the bridge would see greater deterioration over time. This project scope includes review of scour options, such as riprap, as well as design and construction. Additionally, scope includes evaluation of tonnage restriction on two bridges.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction				\$ 250,000		\$ 250,000		\$ 500,000
Professional Services			\$ 50,000		\$ 50,000			\$ 100,000
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 50,000	\$ 250,000	\$ -	\$ 600,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET			\$ 50,000	\$ 250,000	\$ 50,000	\$ 250,000		\$ 600,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 50,000	\$ 250,000	\$ -	\$ 600,000



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

Transportation Project

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

DESCRIPTION / JUSTIFICATION
The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage and would be required with The Farm (project application submitted in 2018). This project will complete the "Spine Road" from 39th Ave. SE to 44th Ave. SE. Costs include appraisals, review of appraisals, and partial right-of-way purchase needed at two parcels for subsequent roadway design and construction. A 72 LF right of way width is needed for the "Spine Road." **Beyond the purchase of the right of way in 2019, work does not yet have funds committed.**

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design		\$ -						\$ -
Right-of-Way		\$ 500,000						\$ 500,000
Construction								\$ -
Total Project Expenditures	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Road Mitigation Funds		\$ 500,000						\$ 500,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000



PROJECT NAME:	Traffic Safety and Calming Program
PROJECT #:	19-PW-08

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Planning

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

DESCRIPTION / JUSTIFICATION
This program builds upon the City's Traffic Calming Program prepared in 2007 which focused on the safety and livability of City neighborhoods and was focused on streets with an average daily traffic (ADT) of less than 8,000 vehicles. The 2019-2024 CIP Traffic Safety and Calming Program expands to address safety and traffic calming concerns to collectors and arterials.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Study			\$ 25,000		\$ 25,000		\$ 25,000	\$ 75,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 75,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET			\$ 25,000		\$ 25,000		\$ 25,000	\$ 75,000
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 75,000



Parks and Trail Projects

PROJECT NAME:	Construction of Exploration Park
PROJECT #:	17-PARK-03

Parks and Trails Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks
TYPE	Construction

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

DESCRIPTION / JUSTIFICATION
In 2006, in conjunction with the development of the North Pointe subdivision, the developer dedicated a one-acre parcel to the City for neighborhood park land in lieu of park mitigation fees. In 2016 the City's Parks and Recreation Board worked with staff and several members of the Design Review Board to develop design concepts. The Parks and Recreation Board recommended the Natural Play Park design concept to the Council at their regular meeting on September 27, 2016, and the Council adopted the master plan. From 2016 through 2018, the City contracted with consultants for geotechnical studies, prepared the design and construction documents and advertised the project for bid. On April 30, 2018, the City received two bids, both significantly higher than expected. At their July 24, 2018 meeting, Council rejected all bids. The Exploration Park project construction is budgeted to be \$1.3 million based on a competitive bidding market and taking into consideration the engineer's estimate and previous bids received. The project has been broken into various components (base bid and alternates) and will be re-advertised in November 2018. Staff will provide the new bids to Council for consideration in December 2018; the scope of this project is subject to action by the Council.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
Operations and maintenance costs are anticipated at approximately 300 labor hours per year, plus materials anticipated to be \$4,000 per year (such as engineered wood fiber surfacing replacement).

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design - Professional Services	\$ 108,257							\$ 108,257
Construction	\$ 3,000	\$ 1,300,000						\$ 1,303,000
Total Project Expenditures	\$ 111,257	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,411,257

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Grant - Snohomish County		\$ 100,000						\$ 100,000
Park Mitigation	\$ 111,257	\$ 1,200,000						\$ 1,311,257
Total Project Revenues	\$ 111,257	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,411,257



PROJECT NAME:	Mill Creek Sports Park Turf & Light Replacement
PROJECT #:	18-PARK-02

Parks and Trails Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks
TYPE	Maintenance/Repair

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

DESCRIPTION / JUSTIFICATION
 The Mill Creek Sports Park Turf and Light Replacement Project will replace the current aging 64,000 square feet field turf, retro-fit and upgrade the existing park lighting system at the field, skate park, and parking lot. In June 2017, Council awarded a contract to Bruce Dees and Associates (BDA) for professional services in an amount not to exceed \$61,637.75. The City received a \$250,000 grant for design and construction from the WA State Recreation and Conservation Office (RCO) and \$100,000 via an interlocal agreement from Snohomish County. The project is scheduled to be advertised in October 2018.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design - Professional Services	\$ 66,000							\$ 66,000
Construction		\$ 1,100,000						\$ 1,100,000
								\$ -
Total Project Expenditures	\$ 66,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,166,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
RCO Grant	\$ 66,000	\$ 184,000						\$ 250,000
Snohomish County Grant		\$ 100,000						\$ 100,000
REET		\$ 816,000						\$ 816,000
								\$ -
Total Project Revenues	\$ 66,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,166,000



PROJECT NAME:	Heron Park Playarea Upgrades
PROJECT #:	19-PARK-01

Parks and Trails Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks
TYPE	Repair / Maintenance

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

DESCRIPTION / JUSTIFICATION
 Heron Park was developed in conjunction with the construction of the Parkside subdivision in 1992. The park has been well maintained over the years. However, the playground equipment is over 25 years old and has broken down to the point that repairs are no longer feasible. Currently, the playground includes: a piece geared to the 1-4 year old group, another piece geared for the 5 - 12 year old group and a spin toy. Additionally, the picnic shelter/restroom building needs to be re-roofed and painted. This project proposes to replace playground equipment and the old shake roof with a metal roof that will have a longer useful life and to upgrade the lighting to energy efficient LED lighting.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design		\$ 50,000						\$ 50,000
Construction			\$ 360,000					\$ 360,000
Total Project Expenditures	\$ -	\$ 50,000	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ 410,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET		\$45,000 50,000	\$210,000 360,000					\$255,000 410,000
Grant - Snohomish County		\$5,000	\$150,000					\$ 155,000
Total Project Revenues	\$ -	\$ 50,000	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ 410,000



PROJECT NAME:	Silver Crest Park Upgrade
PROJECT #:	19-PARK-02

Parks and Trails Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks
TYPE	Repair / Maintenance

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

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

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design				\$ 30,000				\$ 30,000
Construction					\$ 320,000			\$ 320,000
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 30,000	\$ 320,000	\$ -	\$ -	\$ 350,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET				\$ 30,000	\$ 320,000			\$ 350,000
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ 30,000	\$ 320,000	\$ -	\$ -	\$ 350,000



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

Parks and Trails Project

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

DESCRIPTION / JUSTIFICATION
 The existing shake roof on the restroom/picnic shelter buildings at Pine Meadow Park and Cougar Park is nearing the end of its useful life and is in need of replacement. The plan is to replace it with a metal roof that will have a longer useful life. The project would also include replacement of gutters and downspouts. Pine Meadow Park is planned for 2020 and Cougar Park is planned for 2022. Standing Seam Roof (SSR) was mentioned during the Park Board meeting this year and seemed to be well liked by the Board. Paint fade was the only concern identified. Although SSR may have a higher up front cost, it has a longer life span and there are long-term savings on maintenance. The roofs at these parks have crests and valleys. Sloped roofs increase the costs by at least 15% per the vendors. Using the park drawings (based on the park specific dimensions) and metal SSR, the costs come in at about \$50,000 per park, based on a \$15 per square foot cost for SSR. Metal roofs are very durable (40 to 70 years), and stand up against the elements much better than asphalt or wood. Metal roofs last as least three times as long as asphalt roofs and require much less maintenance over its lifetime (by as much as 33% compared to the cost of asphalt shingles). Asphalt shingles are estimated at \$6 per square foot and wood shingles are estimated at \$9 per square foot. The disadvantages of standing seam metal roofing mainly have to do with the cost and the difficulty in finding a reliable roofing contractor to install it (specialized skill). Buffalo Park has a Standing Seam Roof.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction			\$ 50,000		\$ 50,000			\$ 100,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
General Fund			\$ 50,000		\$ 50,000			\$ 100,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000



PROJECT NAME:	Trail Preservation Program
PROJECT #:	19-PARK-04

Parks and Trails Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks and Trails
TYPE	Repair / Maintenance

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

DESCRIPTION / JUSTIFICATION
 As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and access their current condition. A priority list would be established ranking the severity of the deficiencies as well as establishing a schedule for future repairs and resurfacing.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Assessment		\$ 20,000						\$ 20,000
Construction			\$ 25,000		\$ 25,000		\$ 25,000	\$ 75,000
								\$ -
Total Project Expenditures	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Parks and Trails Fund		\$ 10,000						\$ 10,000
REET		\$ 10,000	\$ 25,000		\$ 25,000		\$ 25,000	\$ 85,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 95,000



PROJECT NAME:	North Creek Trail Study
PROJECT #:	19-PARK-05

Parks and Trails Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks and Trails
TYPE	Planning

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

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

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Feasibility Study			\$ 75,000					\$ 75,000
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
General Fund			\$ 75,000					\$ 75,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000



2019-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NAME:	Mill Creek Sports Park Expansion
PROJECT #:	20-PARK-01

New Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks
TYPE	Property Purchase

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

DESCRIPTION / JUSTIFICATION
The adopted 2015 Comprehensive Plan identifies Parks and Open Space facility needs to serve the population of the City of Mill Creek Municipal Urban Growth Area (MUGA). Among these needs are the expansion of/or additional community park facilities, including ball fields (expansion of Mill Creek Sports Park). The Mill Creek Sports Park Expansion Project is consistent with the Parks and Open Space Chapter 18 of the Comprehensive Plan. In particular, Goal E: Acquisition and Development of Future Parks - Pursue and, where appropriate, participate in acquisition of public lands to meet the recreational needs of the community in order to provide high quality and convenient recreation facilities and to provide for the City's anticipated growth.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Property Purchase			\$ 2,200,000					\$ 2,200,000
								\$ -
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Park Mitigation Fees			\$ 2,200,000					\$ 2,200,000
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000

City Facilities Projects

PROJECT NAME:	City Hall North HVAC
PROJECT #:	19-BLDG-01
DEPARTMENT	Public Works and Development Services
CATEGORY	Buildings
TYPE	Maintenance / Repair

City Facilities Project

STRATEGIC PRIORITY
Community Preservation, Public Safety

DESCRIPTION / JUSTIFICATION
Total replacement and commissioning of four liquid cooled heat pumps. Three of the four heat pumps are currently non-operational and one is close to failing. These heat pumps overlap with other heat pumps and serve a City staff area, tenant spaces as well as the Large Community Room. In addition to the actual HVAC work, the project includes ceiling tile replacement due to access requirements. The estimate also includes unknown failed duct work replacements.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Equipment		\$ 80,000						\$ 80,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
15720 Main Street Property Fund		\$ 80,000						\$ 80,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000



Shop

PROJECT NAME:	Public Works Workshop Value Engineering Study
PROJECT #:	17-BLDG-02

City Facilities Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Facilities
TYPE	Construction

STRATEGIC PRIORITY
 Fiscal Responsibility, Community Preservation, Long-Term Planning

DESCRIPTION / JUSTIFICATION
 City Hall does not provide adequate parking, facilities or storage for Public Works maintenance vehicles and materials. The City received a State Department of Commerce grant in the amount of \$250,000 which expires in June 2019 (a grant extension request will be submitted in 2018). Staff plans to move this project forward by ~~conducting a study to evaluate current City-owned properties and other properties as well, and obtain comparison of cost and how the sites meet current and future needs.~~ pursuing property negotiations with Silver Lake Water District (2210 132nd St parcel) and completion of necessary improvements.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Study- Property acquisition & improvements	\$ 160,361		\$2,000,000 50,000					\$2,160,361 10,361
Total Project Expenditures	\$ 160,361	\$ -	\$2,000,000 50,000	\$ -	\$ -	\$ -	\$ -	\$2,160,361 210,361

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
CIP Fund	\$ 160,361		\$ 50,000					\$ 210,361
Grant - State			\$250,000					\$ 250,000
REET			\$1,700,000					\$ 1,700,000
Total Project Revenues	\$ 160,361	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$2,160,361 160,361



PROJECT NAME:	Entryway ADA Upgrades for City Hall and the Library
PROJECT #:	19-BLDG-02

City Facilities Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Facilities and Equipment
TYPE	Repair and Maintenance

STRATEGIC PRIORITY
Community Preservation, Public Safety

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
 Operation and maintenance costs are anticipated to decrease by 40 labor hours per year.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Equipment/Installation			\$ 40,000					\$ 40,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
CIP Fund			\$ 40,000					\$ 40,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000



PROJECT NAME:	Emergency Operations Center (EOC)
PROJECT #:	19-BLDG-03

City Facilities Project

DEPARTMENT	Public Safety/Emergency Management
CATEGORY	Facilities and Equipment
TYPE	Infrastructure Improvement

STRATEGIC PRIORITY
Public Safety, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Audio-Visual System		\$ 19,763						\$ 19,763
Tables and Chairs		\$ 15,662						\$ 15,662
Incident Command Vests		\$ 324						\$ 324
Floor Sign Stands		\$ 778						\$ 778
Mobile File Drawers		\$ 538						\$ 538
Computers		\$ 20,153						\$ 20,153
Network Lines		\$ 1,449						\$ 1,449
Power to Projectors		\$ 348						\$ 348
Telephones		\$ 626						\$ 626
Total Project Expenditures	\$ -	\$ 59,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,640

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
CIP Fund		\$ 59,640						\$ 59,640
Total Project Revenues	\$ -	\$ 59,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,640



PROJECT NAME:	Gateway and Presence Improvement
PROJECT #:	18-ROAD-13

City Facilities Project

DEPARTMENT	Communications and Marketing
CATEGORY	Tourism
TYPE	Replacement

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

DESCRIPTION / JUSTIFICATION

Although approved in the last biennium, this capital project was not executed. It is a gateway and presence improvement project to help attract economic development opportunities and create an inviting aesthetic for tourism purposes. This provides an opportunity to update and unify the City's brand while providing vibrant, visually appealing gateway entry features for the City. It include updating and creating consistent gateway signage at key gateways to Mill Creek. The project entails working with a creative marketing agency to update the City's brand to reflect the lifestyle of Mill Creek and attract people to spend money in local businesses. The eight gateway entry points into the City include 164th Street SE, 132nd Street SE at 10th Street, Dumas Road at Park Road, 132nd Street SE at SR 527, 132nd Street SE at Seattle Hill Road, 35th Avenue SE at Seattle Hill Road, and SR 527 at 175th Street. Though the project funding source approved in the 2017-2018 CIP was through REET, the City will seek grant/sponsorship funding from community partners to help provide a cohesive community branding. Sign estimates in the CIP are very conservative; per staff outreach to local sign companies, the frame (which would not be replace) is generally about 65% of the sign cost. Since we don't need the frames, but simply are requesting a reface of existing signs, the signage element could be completed and ensure funding for landscaping improvements. Once the project scope and construction costs are defined, a detailed proposal will be brought to the City Council for approval.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Strategy Research & Development		\$ 48,000						\$ 48,000
Development of New Brand Identity			\$ 45,000					\$ 45,000
Gateway Signs			\$ 40,000					\$ 40,000
Total Project Expenditures	\$ -	\$ 48,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 133,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
REET			\$ 85,000					\$ 85,000
CIP Fund		\$ 48,000						\$ 48,000
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ 48,000	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 133,000



PROJECT NAME:	Historical Preservation Project
PROJECT #:	19-BLDG-04

City Facilities Project

DEPARTMENT	Communications and Marketing
CATEGORY	Historical Preservation
TYPE	Art & Beautification

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Civic Pride

DESCRIPTION / JUSTIFICATION

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

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS

New operation and maintenance costs are anticipated at 52 labor hours per year.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design & Info Gathering	\$ 12,500							\$ -
Production of Panels			\$ 15,000					\$ 15,000
Design Assistance on Production			\$ 500					\$ 500
Installation			\$ 9,500					\$ 9,500
Total Project Expenditures	\$ 12,500	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Snohomish County Grant	\$ 12,500							\$ -
Community Funding (TBD)								\$ -
Municipal Arts Fund			\$ 25,000					\$ 25,000
Total Project Revenues	\$ 12,500	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000



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

City Facilities Project

STRATEGIC PRIORITY
Community Preservation, Public Safety

DESCRIPTION / JUSTIFICATION
The existing roof on the City Hall north building, which houses staff from two City Departments, two Community Rooms, as well as various tenants, was installed in 1998 and has reached the end of its useful life and needs to be replaced. Good inspection practices and remedial repairs done in a timely manner, have allowed the City to defer the roof replacement until 2020. In addition, the building has not yet been upgraded with a seismic retrofit. In order to minimize impacts to the building users and streamline the bidding process, it is best to bundle both types of work into one single project. Design of the roof replacement has been completed, but a specialized consultant will be required for the seismic retrofit portion. No new operational costs or impacts are associated with this project.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Professional Services	\$ 1,220	\$50,000						\$ 51,220
Construction			\$ 550,000					\$ 550,000
On-call Consultant			\$ 75,000					\$ 75,000
Total Project Expenditures	\$ 1,220	\$ 50,000	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ 676,220

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Annex Fund 145	\$ 1,220	\$50,000	\$ 250,000					\$ 301,220
General Fund Reserve			\$ 161,203					\$ 161,203
General Fund			\$ 138,797					\$ 138,797
CIP			\$ 75,000					\$ 75,000
Total Project Revenues	\$ 1,220	\$ 50,000	\$ 625,000	\$ -	\$ -	\$ -	\$ -	\$ 676,220



Surface Water CIP 2019-2024



AGENDA ITEM #D.

Surface Water CIP Overview

Mill Creek's surface water program seeks to achieve appropriate management of surface water in the City. This plan improves safety, reduces risk to public and private property, and enhances the natural environment.

Improved safety is achieved by reduced flooding. Properly sizing and maintaining the City's stormwater conveyance system keeps water from ponding on the street and sidewalks, creating safer conditions for motorists, bicyclists and pedestrians. Reduced flooding also means a reduction in the risk of damage to property and business operations.

The plan seeks to improve water quality and fish passage in the City's waterways, ponds and lakes. And improved water quality reduces risk to citizens that come in contact with water in the City's streams and lakes, and keeps the City in compliance with State and Federal requirements.

Current Infrastructure

Mill Creek's infrastructure is aging, with some pipes already more than 40 years old. The City has entered an infrastructure rehabilitation and replacement phase, meaning that surface water pipes need to be inspected, evaluated and scheduled for rehabilitation or replacement as needed.



The City owns and is responsible for maintaining approximately 50 miles (264,000 linear feet) of surface water pipes, many of which use materials no longer recommended, like corrugated metal pipe. This infrastructure is aging and needs to be inspected, evaluated and scheduled for replacement as needed.

In 2018, Perteet, Inc. was contracted to do just that. Their scope of work focused on pipes 18 inches or larger in diameter and included:

- Review a backlog of storm pipe Closed Circuit Television (CCTV) videos. Beginning in 2012, the City



hired consultants to produce CCTV videos of surface water pipes in various locations, utilizing previously collected data for approximately 14,000 linear feet of pipes.

- Collect storm pipe CCTV videos that have not yet been inspected (approximately 21,800 linear feet).
- Analysis of the aforementioned CCTV videos for pipe failures and/or other repairs including recommended action and rough order of magnitude cost estimate.
- In collaboration with City staff, develop prioritization criteria and identify capital projects for scoping and cost estimating.

The following Surface Water CIP was developed based on Perteet's work and focuses on larger infrastructure (18 inches in diameter or larger) since their potential failure could have a negative effect on life, property or a combination of both. Larger infrastructure represents a total of 35,800 LF (approximately 14%) of the total surface water pipe infrastructure in the City of Mill Creek. The work completed by Perteet is the foundation for the City's Surface Water Capital Program.

Factors that were taken into consideration when integrating the Surface Water Capital Program into the CIP include: available funding; pavement condition; and other City capital projects and upgrades programmed by utility companies such as Puget Sound Energy, Snohomish PUD, Alderwood Water District and Silver Lake Water District.



Realistically, only a limited number of projects can be effectively implemented each year. Additionally, the cost of some projects is so high that their implementation may utilize the entirety of surface water funds for several years.



Surface Water CIP Criteria

The following prioritization criteria were used when identifying projects to include in the CIP.

- Catastrophic: Pipe is ruptured and its potential failure could have a negative effect on life, property or a combination of both
- Private property: Fault is located in an easement adjacent to private property posing a risk to residents and property
- Critical area: Failure is located within one quarter miles of a wetland or steep slope posing environmental damage and slope erosion risks
- Critical Infrastructure: Failure would obstruct access to critical infrastructure (e.g., Fire Station, Police Station, Schools) and potentially impact core City functions
- Arterial or Collector: Failure on roadways with high traffic could impact a large number of commuters
- Pipe Size: Prioritize larger pipes
- Date of discovery: prioritize faults discovered in past years (chronological order)

Proposed Surface Water Projects:

The Surface Water CIP includes repairing 20 F grade faults in 2019. In cases where a pipe run has four or more faults, replacement of the entire run is recommended. Of the 20 F grade repairs, six are assumed to be caused by another utility or be the result of illicit discharge; cost recovery may be possible.

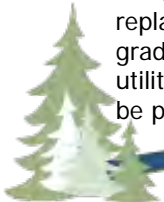


As funds allow, depending on a surface water utility fee increase (described below), C grade faults are recommended for repair throughout the 2019-2024 CIP period and beyond. Where possible, the work will be bundled to encompass geographical regions of the City so repairs can take place within a limited timeframe.

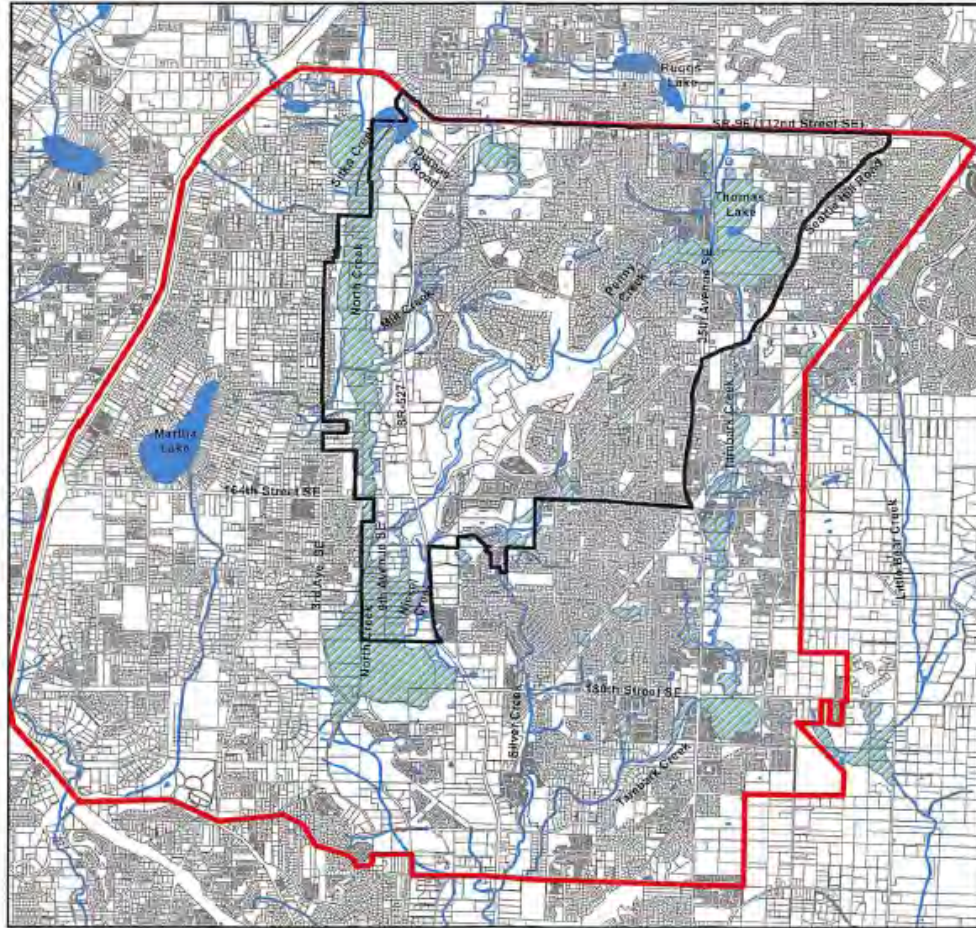
Potential Funding for Surface Water CIP Projects






In summer 2018, City staff selected FCS Group to conduct an analysis of the City's Surface Water Utility rate. The City of Mill Creek's surface water rate has remained unchanged since 1999.

The rate study currently is underway and new rates will be proposed prior to the adoption of the City's 2019-2020 Budget.



Mill Creek Wetlands & Water Features



-  City Limits
-  Municipal Urban Growth Area Boundary
-  Wetland
-  Waterbody
-  Watercourse

Council Ord. 2015-802
Effective December 18, 2015



Stormwater Management Projects

PROJECT NAME:	Surface Water Aging Infrastructure Program
PROJECT #:	19-SW-01

Stormwater Management Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Surface Water Management
TYPE	

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Public Safety

DESCRIPTION / JUSTIFICATION
In February 2018, the City signed a contract with Pertee Engineers to perform professional design services related to storm pipe assessment and surface water program development. Construction program repairs were identified in a 3-tiered level of granularity: F grade faults (repair within one year), C grade faults (programmed over the subsequent seven years) and A grade (not expected to impact the longevity of the pipe). This program includes design, construction and construction management to replace or rehabilitate aging surface infrastructure with a diameter of 18 inches or greater -pipes with diameters less than 18 inches have not been assessed. The funding of this program is contingent on an increase of the City's Surface Water Utility Fee. Amendment: small pipe assessment project planned for 2020.

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
		\$ 937,500	\$1,050,000 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$4,987,000 4,687,500
								\$ -
Total Project Expenditures	\$ -	\$ 937,500	\$1,050,000 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$4,987,000 4,687,500

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Surface Water Utility		\$ 937,500	\$1,050,000 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$4,987,000 4,687,500
								\$ -
Total Project Revenues	\$ -	\$ 937,500	\$1,050,000 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$4,987,000 4,687,500



Unfunded Projects



AGENDA ITEM #D.

Unfunded Projects

The following projects are those for which the City currently does not have funding to complete the project. There are various funding factors that could affect the potential for a project to occur.

For those projects that are capacity-related, an increase in the City's traffic mitigation fees may provide funding. The City also plans to execute an interlocal agreement with Snohomish County that could provide a percentage of traffic mitigation fees to the City for development in unincorporated Snohomish County.

Other sources of funding could be county, state and federal grants; City-identified CIP Contingency Funds; or other funding made available through revenues above and beyond what is required for biennial operational expenses.

As funding is identified for these projects, the project concept will be developed and brought to the City Council for review and approval, and the CIP will be amended. However, until full funding is secured, the City will not execute these projects.

Further, until the projects are feasible, no operations and maintenance costs will be determined.



Unfunded Project Listing

Project Name	Total	2019	2020	2021	2022	2023	2024
Transportation Projects							
East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$0	\$500,000	\$4,000,000	\$0	\$0	\$0
East Gateway Urban Village "Spine Road" East Connection (Phase 2)	\$6,000,000	\$0	\$0	\$0	\$2,000,000	\$750,000	\$3,250,000
SR 96 and Dumas Road Intersection Improvements	\$5,390,000	\$0	\$0	\$0	\$200,000	\$5,190,000	\$0
SR 96 at 35th Avenue Intersection Improvements	\$3,460,000	\$0	\$150,000	\$3,310,000	\$0	\$0	\$0
SR 527 / 164th Street Intersection Improvements	\$2,090,000	\$0	\$0	\$250,000	\$1,840,000	\$0	\$0
SR 527 / SR96 Intersection Improvements	\$9,460,000	\$0	\$0	\$0	\$0	\$860,000	\$8,600,000
(Old) Seattle Hill Road at SR 527	\$1,150,000	\$0	\$150,000	\$1,000,000	\$0	\$0	\$0
164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000	\$0	\$0	\$0	\$0	\$670,000	\$6,700,000
Transportation Project Totals	\$39,420,000	\$0	\$800,000	\$8,560,000	\$4,040,000	\$7,470,000	\$18,550,000
Storm Water Management Projects							
164th Street SE East Basin Surface Water Retrofit	\$502,500	\$0	\$0	\$50,000	\$450,000	\$0	\$2,500
Lower Mill Creek Road Basin Surface Water Retrofit	\$252,500	\$0	\$50,000	\$200,000	\$0	\$2,500	\$0
Surface Water Project Totals	\$755,000	\$0	\$50,000	\$250,000	\$450,000	\$2,500	\$2,500
Unfunded Totals All Project Categories	\$40,175,000	\$0	\$850,000	\$8,810,000	\$4,490,000	\$7,472,500	\$18,552,500



PROJECT NAME:	EGUV Spine Road West Connection (Phase 1)
PROJECT #:	19-ROAD-15

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

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

DESCRIPTION / JUSTIFICATION
The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage and would be required with The Farm (project application submitted in 2018). This project will complete the "Spine Road" from 39th Ave. SE to 44th Ave. SE. Partial right-of-way purchase will be needed at two parcels for subsequent roadway design and construction. A 72 LF right of way width is needed for the "Spine Road." Beyond the purchase of the right of way in 2019, work does not yet have funds committed.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design		\$ -	\$ 300,000					\$ 300,000
Right-of-Way			\$ 200,000					\$ 200,000
Construction				\$ 4,000,000				\$ 4,000,000
Total Project Expenditures	\$ -	\$ -	\$ 500,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 4,500,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Road Mitigation Funds								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	EGUV Spine Road East Connection (Phase 2)
PROJECT #:	19-ROAD-15

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

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

DESCRIPTION / JUSTIFICATION
 The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage and would be required with The Farm (project application submitted in 2018). This project will complete the "Spine Road" from 39th Ave. SE to 44th Ave. SE. Partial right-of-way purchase will be needed at two parcels for subsequent roadway design and construction. A 72 LF right of way width is needed for the "Spine Road."

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction		\$ -			\$ 2,000,000	\$ 750,000	\$ 3,250,000	\$ 6,000,000
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 750,000	\$ 3,250,000	\$ 6,000,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Road Mitigation Funds								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	SR 96 at Dumas Road Intersection Improvements
PROJECT #:	

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

STRATEGIC PRIORITY
Public Safety, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION

Operations at this intersection do not meet LOS guidelines primarily due to the existing split phasing required for traffic on Dumas Road/Elgin Way. The current channelization provides an exclusive left-turn lane and a shared left/through/right lane for northbound traffic. In addition to high through volumes on SR 96, this intersection has a high number of left turns from northbound Dumas Road to westbound SR 96 (529 vehicles in the 2040 PM peak hour). Installing a second northbound left-turn lane for northbound Dumas Road and a shared through/right-turn lane allows protected left-turn phases on each approach. This modification, in combination with optimizing timings, will reduce the average control delay by over 10 seconds per vehicle, resulting in LOS D.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
					\$ 5,190,000			\$ 5,190,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 5,190,000	\$ -	\$ -	\$ 5,190,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
								\$ -
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	SR 96th at 35th Avenue Intersection Improvements
PROJECT #:	

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

STRATEGIC PRIORITY
Public Safety, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION
35th Avenue SE has high left-turn movement volumes onto SR 96. Two left-turn lanes are provided for southbound traffic, but northbound users only have one. This intersection currently has a Level of Service E with an average vehicle delay of 71.7 seconds. Adding a second northbound left-turn lane and optimizing signal timing improves intersection operations to an average delay of 55.3 seconds per vehicle.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
				\$ 3,310,000				\$ 3,310,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 3,310,000	\$ -	\$ -	\$ -	\$ 3,310,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
								\$ -
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	SR 527 / 164th Street Intersection Improvements
PROJECT #:	

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

STRATEGIC PRIORITY
Public Safety, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION
 This location is an intersection of two major arterials that connect users to regional destinations. The critical movement at this intersection is the eastbound left-turn movement, which is projected to have over 300 vehicles in the 2040 PM peak hour. Currently, this movement is served by a single left-turn lane with short storage length in order to maintain access to properties north of 164th Street SE. Removing the property access to the north, extending the turn-lane storage length, and optimizing the traffic signal timing can reduce delays to 80 seconds per vehicle and achieve a Level of Service E. Community Transit's BRT Orange Line is planned to connect from the Lynnwood Light Rail station east on 164th Street SE, turn around and return west on 164th Street SE. Intersection improvements at this location will be vital to the success of the Orange Line.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
			\$ 1,840,000					\$ 1,840,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 1,840,000	\$ -	\$ -	\$ -	\$ -	\$ 1,840,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	SR 527 / SR 96 Intersection Improvements
PROJECT #:	

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

STRATEGIC PRIORITY
Public Safety, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION
This project proposes to add an additional Eastbound/Westbound through lane, install intelligent transportation systems (ITS) infrastructure to direct traffic to use alternate routes which may include 16th Ave. SE or Dumas Road.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
						\$ 860,000	\$ 8,600,000	\$ 9,460,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 860,000	\$ 8,600,000	\$ 9,460,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
								\$ -
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	Old Seattle Hill Road at SR 527 Improvements
PROJECT #:	

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

STRATEGIC PRIORITY
Public Safety, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION
The project consists of intersection control improvements coordinated by the City of Mill Creek, Snohomish County and the Washington State Department of Transportation.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
			\$ 150,000	\$ 1,000,000				\$ 1,150,000
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ 150,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,150,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	164th Street SE at Mill Creek Blvd Intersection Improvements
PROJECT #:	

Transportation Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Transportation
TYPE	Construction

STRATEGIC PRIORITY
Public Safety, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION
 This intersection has a high volume left-turn movement, which results in a Level of Service F. Eastbound left-turn volumes exceed 500 vehicles in the PM peak hour, while the remaining approaches have over 100 vehicles per hour each. Currently, each approach has one left-turn lane. Adding an additional eastbound left-turn lane and optimizing signal timings will decrease the average delay per vehicle by around 40 seconds, resulting in a Level of Service E. This modification will require an additional receiving lane on the north leg, likely terminating at the intersection of Mill Creek Boulevard and 161st Street SE.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
						\$ 670,000	\$ 6,700,000	\$ 7,370,000
								\$ -
								\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 670,000	\$ 6,700,000	\$ 7,370,000

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
								\$ -
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	164th Street SE East Basin Surface Water Retrofit
PROJECT #:	SW-25

Stormwater Management Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Surface Water
TYPE	Construction

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Public Safety

DESCRIPTION / JUSTIFICATION

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design				\$ 50,000				\$ 50,000
Construction					\$ 450,000			\$ 450,000
Operations & Maintenance							\$ 2,500	\$ 2,500
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 50,000	\$ 450,000	\$ -	\$ 2,500	\$ 502,500

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Surface Water Utility								\$ -
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



PROJECT NAME:	Lower Mill Creek Road Basin Surface Water Retrofit
PROJECT #:	SW-26

Stormwater Management Project

DEPARTMENT	Public Works and Development Services
CATEGORY	Surface Water
TYPE	Construction

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Public Safety

DESCRIPTION / JUSTIFICATION

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

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design			\$ 50,000					\$ 50,000
Construction				\$ 200,000				\$ 200,000
Operations & Maintenance						\$ 2,500		\$ 2,500
Total Project Expenditures	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ -	\$ 2,500	\$ -	\$ 252,500

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Surface Water Utility								\$ -
								\$ -
								\$ -
								\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



2019-2024 Capital Improvement Plan Prepared By



ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF MILL CREEK,
WASHINGTON AMENDING THE 2019-2024 CAPITAL
IMPROVEMENT PLAN TO REVISE FUND SOURCES AND
INCREASE SPECIFIED PROJECT BUDGETS; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Public Works Director prepared and presented to the City Council of the City of Mill Creek (“City”) on October 9, 2018 a schedule of proposed capital improvements in the form of a Six-Year Capital Improvement Plan for 2019 through 2024; and

WHEREAS, by Ordinance No. 2018-837, the Council considered and adopted the 2019-2024 Capital Improvement Plan on October 23, 2018; and

WHEREAS, the Council now desires to amend the 2019-2024 Capital Improvement Plan to revise fund sources for certain projects because the City was awarded a significant amount of grant money, thus releasing previously allocated money to other project budgets, as outlined in **Exhibit A**, attached and incorporated herein; and

WHEREAS, pursuant to RCW 36.70A.130(2)(a)(iv), the Council may amend the Capital Improvement Plan as the amendment occurs concurrently with the amendment of the City budget; and

WHEREAS, the Council has adopted companion ordinance No. ____ contemporaneously with this ordinance, amending the biennium budget; and

WHEREAS, the City timely noticed, and held, a public hearing on December 3, 2019 to solicit and receive public testimony on the 2019-2024 Capital Improvement Plan and associated amendments; and

WHEREAS, Council finds it to be in the public interest to amend the 2019-2024 Capital Improvement Plan to adjust funding sources and increase specified project budgets as outlined in **Exhibit A**.

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

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

Section 2. Adoption. The City of Mill Creek hereby adopts the amended City of Mill Creek Six-Year Capital Improvement Plan 2019–2024 attached and incorporated hereto as **Exhibit A**.

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

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

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

Passed in open meeting this ___ day of _____, 2019 by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO. _____



Public Works Shop

December 3, 2019

Agenda

- Agenda Summary Review
- Sample PW Shop (Mukilteo)
- Estimated Cost
- Funding



Sample (Mukilteo)





Sample



Sample



Sample



Sample



Cost Estimate

Table 1. Cost estimate for SLWD parcel purchase and site improvements options

Elements	Option 1 (*)	Option 2 (*)
Property purchase	\$1,400,000	\$1,400,000
Tenant Improvements	\$65,000	\$400,000
Easement Improvements (westside of water tank)	\$0	\$60,000
Transaction Costs	\$20,000	\$20,000
Contingency (10%)	\$148,500	\$188,000
Total	\$1,633,500	\$2,068,000
Option 1: Basic warehouse improvements. No improvements to office building nor easement.		
Option 2: Warehouse, office building and easement improvements.		
* Estimates are in 2020 dollars		



Funding

Table 2. Funding Sources for SLWD parcel purchase and site improvement options

Elements	Option 1 (*)	Option 2 (*)
Estimated Cost	\$1,633,500	\$2,068,000
Grant (Department of Commerce)	\$250,000	\$250,000
REET (Amendments to 2019-2024 CIP)	\$980,000	\$980,000
Additional REET	\$403,500	\$838,000
Total REET	\$1,383,500	\$1,818,000



Public Works Workshop

Gina M. Hortillosa, PE PMP
Director of Public Works and Development
Services



Chronology

Year	Activity
2008	Public Works Workshop Project first on Capital Improvement Plan (CIP)
2011	9th Ave. SE (Robinett & Cronin)
2015	Silver Lake Water District property (appraisal: \$1.1M)
	Environmental Site Assessment Phase 1
	Office Building and Warehouse Improvements (\$380K)
2016	Design at Cook Property (The Driftmier Architects)
	Department of Commerce Grant Award (\$250K)
2017	PW Workshop cost at Cook Property Cost \$2.1M
2018	Huntron as an option
	Department of Commerce extension (2021)





Agenda Item # _____

Meeting Date: December 3, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2019-2020 Budget Amendment

PROPOSED MOTION:

Adopt Ordinance 19-____ amending the 2019-2020 Budget.

KEY FACTS AND INFORMATION SUMMARY:

On December 4, 2018, the City Council adopted the 2019-2020 budget for all funds (ordinance 2018-842). A mid-biennial review and modification of the biennial budget is required in accordance with RCW 35.34.130. Review and modification shall be provided by ordinance and a public hearing is required.

A preliminary discussion (study session) occurred on November 5, 2019. Additional discussion occurred in study sessions on November 12, 2019 and November 26, 2019. The required public hearing occurred on November 26, 2019.

Since the budget amendment includes changes to capital projects the CIP needs to be amended as well. Adoption of both amendments must occur on the same date.

Proposed items for mid-biennium amendment include the following:

General Fund

- ❖ Addition of a second School Resource Officer (SRO) in the Police Department **(\$176,500)**
- ❖ Addition of Chief of Staff position **(\$184,000)**
- ❖ Addition of a Maintenance Worker in Public Works **(\$100,000)**
- ❖ Addition of an Executive Assistant position **(\$106,000)**
- ❖ Removal of the vacant Marketing & Communications Director position and addition of a second Marketing and Communications Coordinator (**net savings/budget reduction of \$63,000**)
- ❖ Increase professional services – legal **(\$358,000)**
- ❖ Increase City Manager budget to reflect cost of Interim City Manager and City Manager search firm contracts which exceeded the 2019-2020 budget **(\$100,000)**
- ❖ Increase equipment replacement funding to reflect update of asset replacement schedule, including addition of assets purchased in 2019 and corrections noted in review and reconciliation process **(\$71,000)**
- ❖ Increase capital outlay budget for priority safety and security upgrades. Projects are to be determined but may include sprinkler systems, security cameras and police department security upgrades **(\$102,000)**

City Council Agenda Summary

Page 2

- ❖ Increase police department operating budget to reflect change in provider of domestic violence coordinator services previously provided by the City of Edmonds and now provided by Bridge Coordination Services LLC. Reference memo to Council dated April 2, 2019. **(\$27,000)**
- ❖ Increase police department operating budget for purchase of firearms which were intended to be made with 2018 funds **(\$13,000)**

Funding for the first item, additional School Resource Officer, will be provided entirely by charges for services revenue in accordance with the updated interlocal agreement between the City and Everett Public Schools. The remaining items can be funded with property and sales tax revenues, for which actuals are higher than originally projected in the 2019-2020 budget.

Special Revenue Funds

- ❖ Add \$26,000 to the adopted expenditure budget in the Drug Buy Fund. Funds were not included in the original 2019-2020 budget however this fund is used for the City's contribution to the Snohomish County Regional Drug Task Force and for other minor operating items. The proposed expenditure budget can be funded by cash currently on hand in the fund.
- ❖ Add \$300,000 to the Street Fund to reflect a new Transportation Improvement Board (TIB) grant received in 2019. The grant is for replacement and upgrades to traffic control devices.
- ❖ Add \$2,430 to the Street Fund budget to adjust equipment replacement funding allocation, based on review and update of asset replacement schedule.

Capital Project Funds

- ❖ Increase the budget in the Road Improvement Fund by \$50,000 to reflect a new Department of Commerce Grant received for Mill Creek Boulevard Corridor. The original budget for the project was \$250,000 and was planned to be funded by REET. The grant received in 2019 is for \$300,000. **REET funds now available for other projects = \$250,000.**
- ❖ Decrease the budget in the Road Improvement Fund by \$900,000 to reflect cancellation of the 132nd Mid-Block Crossing project (\$750,000) and 35th Ave SE Pavement Preservation project (\$150,000). \$675,000 was to be funded by a grant. **The remaining \$225,000 was to come from REET funds and is now available for other projects.**
- ❖ Adjust revenue projections in the Road Improvement Fund to reflect new \$350,000 grant from WSDOT for 35th Ave and in the Parks & Open Space Capital Improvement Fund to reflect additional grant revenue of \$155,000 for Heron Park. **These new grants free up an additional \$505,000 of REET funds.**
- ❖ Increase operating transfers out of the Real Estate Excise Tax (REET) Fund by \$720,000. The City received over \$700,000 from REET in July due to the sale of three apartment complexes. Regular collections average around \$100,000 per month and the 2019-2020 budget is based on revenue projections of \$62,500 per month.
- ❖ Increase the budget in the Capital Improvement Fund by \$1,950,000 to fund purchase and improvements to new Public Works Shop. Funding is provided grant revenue (\$250,000) and REET (\$1,700,000). \$980,000 of the REET funds were budgeted for other projects but were freed up by the acquisition of new grants and cancellation of projects. The remaining \$720,000 is provided by 2019 REET revenue which has come in significantly higher than budgeted.

City Council Agenda Summary

Page 3

- ❖ Increase the Parks Capital Improvement Fund budget by \$2,200,000 to fund acquisition of property.

Enterprise Funds

- ❖ Increase the budget in the Surface Water Fund by \$790,000 to include the following: Surface Water Engineer position (\$115,000); professional services – GIS (\$30,000); professional services – legal (\$10,000); debt principal and interest (\$335,000); and capital outlay – small pipe assessment project (\$300,000). All items were included in the adopted rate study and capital plan and are covered by surface water revenues.

Internal Service Funds

- ❖ Increase capital outlay in the Equipment Replacement Fund by \$395,000 to include the following: two new police vehicles, one police motorcycle, and two new dump trucks with plowing and de-icing capabilities. All items are included in the existing asset replacement plan, funding is available and assets are due for replacement.

CITY MANAGER RECOMMENDATION:

Adopt as presented.

ATTACHMENTS:

- Attachment A – Ordinance with Exhibits A, B and C
- Attachment B – Presentation

Respectfully Submitted:

/s/ Michael G. Ciaravino

Michael G. Ciaravino

City Manager

ORDINANCE NO. 2019-_____

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,
AMENDING THE 2019-2020 BUDGET TO ADJUST REVENUES AND
APPROPRIATIONS FOR SPECIFIED FUNDS; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, by Ordinance No. 2018-842, the City of Mill Creek ("City") adopted the 2019-2020 Biennial Budget on December 4, 2018; and

WHEREAS, the City is required by RCW 35A.34.130 to finalize its biennial budget prior to the commencement of the first fiscal year of the biennium; and

WHEREAS, the City timely published notice of, and held, a public hearing on December 3 to solicit and receive public testimony on the proposed mid-biennial amendments to the 2019-2020 biennial budget; and

WHEREAS, the City is required by law to ensure appropriations do not exceed revenues in any fund; and

WHEREAS, revenues and expenditures have been identified for amendment in certain funds.

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

Section 1: Year 2020 Revenues and Appropriations Amended. The estimated revenues and appropriations are hereby revised as follows:

1. The budget of the City of Mill Creek for the year 2020 is hereby amended as shown in **Exhibit A**, attached and incorporated herein.
2. The existing salary grades and authorized positions are hereby amended as shown in **Exhibit B**, attached and incorporated herein.
3. The existing pay and classification plan is hereby amended as shown in **Exhibit C**, attached and incorporated herein.

Section 2: Effective Date. This Ordinance shall take effect and be in full force five (5) days after publication of the ordinance, or a summary thereof, consisting of the title.

Passed in open meeting this 3rd day of December, 2019 by a vote of ____ for, ____ against, and ____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO. _____

EXHIBIT A

Fund	2019-2020 Adopted Budget	Proposed Mid Biennium	2019-2020 Amended Revenue
	Revenues	Amendments	Budget
General Fund	28,195,366	1,174,500	29,369,866
Special Revenue Funds			
City Street	1,051,000	300,000	1,351,000
Council Contingency	-	-	-
Municipal Arts	23,000	-	23,000
Paths and Trails	4,000	-	4,000
Drug Buy	-	26,000	26,000
City Hall North	374,000	-	374,000
Debt Service Fund			
800 MHz	20,640	-	20,640
Local Revitalization Fund	100,000	-	100,000
Capital Funds			
REET	1,550,000	720,000	2,270,000
Capital Improvement	740,000	1,950,000	2,690,000
Parks & Open Space Improvement	2,951,000	-	2,951,000
Road Improvement	8,020,000	(850,000)	7,170,000
Enterprise Funds			
Storm & Surface Water	4,200,000	-	4,200,000
Internal Service Funds			
Equipment Replacement	262,449	73,470	335,919
Unemployment	-	-	-
Total Appropriation All Funds	47,491,455	3,393,970	50,885,425
Less Interfund Transactions	(5,306,000)	(720,000)	(6,026,000)
Total Revenue Less Transfers	42,185,455	2,673,970	44,859,425
Biennium Beginning Fund Balance	16,952,810	-	16,952,810
Total Appropriation Plus Beginning Fund Balance	59,138,265	2,673,970	61,812,235

Fund	2019-2020 Adopted Budget	Proposed Mid Biennium	2019-2020 Amended
	Expenditures	Amendments	Expenditure Budget
General Fund	28,181,353	1,174,500	29,355,853
Special Revenue Funds			
City Street	1,079,047	302,430	1,381,477
Council Contingency	2,500	-	2,500
Municipal Arts	30,000	-	30,000
Paths and Trails	10,500	-	10,500
Drug Buy	-	26,000	26,000
City Hall North	817,441	-	817,441
Debt Service Fund			
800 MHz	34,632	-	34,632
Local Revitalization Fund	-	-	-
Capital Funds			
REET	4,771,641	720,000	5,491,641
Capital Improvement	1,062,640	1,950,000	3,012,640
Parks & Open Space Improvement	2,980,000	2,200,000	5,180,000
Road Improvement	7,140,000	(850,000)	6,290,000
Enterprise Funds			
Storm & Surface Water	3,980,748	789,858	4,770,606
Internal Service Funds			
Equipment Replacement	375,155	395,000	770,155
Unemployment	20,000	-	20,000
Total Appropriation All Funds	50,485,657	6,707,788	57,193,445
Less Interfund Transactions	(5,306,000)	(720,000)	(6,026,000)
Total Appropriation Less Transfers	45,179,657	5,987,788	51,167,445
Biennium Ending Fund Balance	13,958,608	(3,313,818)	10,644,790
Total Appropriation Plus Ending Fund Balance	59,138,265	2,673,970	61,812,235

EXHIBIT B - Authorized Position Listing 2019-20 Budget - As Amended

Position Title	Position Control Number	Department Division	Group	Salary Grade	Full-Time Equivalent
City Manager	1	Executive	Non-Rep	N/A	1.0
Chief of Staff¹⁶		Executive	Non-Rep	29	1.0
Human Resources Manager¹⁴	3	Executive	Non-Rep	23	1.0
City Clerk	5	Executive	Non-Rep	18	1.0
Executive Assistant¹⁷		Executive	Non-Rep	16	1.0
Human Resources / Labor Relations Specialist¹³	115	Executive	Non-Rep	15	0.0
Information Systems and Technology Manager	2	IT	AFSCME	22	1.0
				2019 Department Total:	4.0
				2020 Department Total:	6.0

Director of Communications and Marketing¹⁸	106	Communications and Marketing	Non-Rep	23	0.0
Recreation Coordinator	117	Communications and Marketing	AFSCME	13	1.0
Gym Supervisor - Temporary	68	Communications and Marketing	Non-Rep	A1	0.1
Gym Supervisor - Temporary	69	Communications and Marketing	Non-Rep	A1	0.1
Basketball Referee - Temporary	70 - 100	Communications and Marketing	Non-Rep	min wage	0.8
Community Engagement Coordinator	26	Communications and Marketing	AFSCME	13	1.0
Communications and Marketing Coordinator	27	Communications and Marketing	AFSCME	13	1.0
Communications and Marketing Coordinator¹⁹		Communications and Marketing	AFSCME	13	1.0
Preschool Teacher	28	Communications and Marketing	Non-Rep	4	0.3
Preschool Assistant	29	Communications and Marketing	Non-Rep	A1	0.3
Preschool Assistant	30	Communications and Marketing	Non-Rep	A1	0.3
				Department Total:	5.9

EXHIBIT B - Authorized Position Listing 2019-20 Budget - As Amended

Position Title	Position Control Number	Department Division	Group	Salary Grade	Full-Time Equivalent
Director of Finance and Administration	31	Finance and Administration	Non-Rep	27	1.0
Accountant ⁷	32	Finance and Administration	AFSCME	15	0.0
Accountant ⁸	33	Finance and Administration	AFSCME	15	0.0
Customer Service Representative ²⁰	37	Finance and Administration	AFSCME	7	0.4
Customer Service Representative ²¹	38	Finance and Administration	AFSCME	7	0.2
Accountant ⁹	107	Finance and Administration	AFSCME	15	0.0
Administrative Supervisor ^{10 and 22}	108	Finance and Administration	Non-Rep	15	1.0
Customer Service Representative	109	Finance and Administration	AFSCME	7	0.4
Customer Service Representative	110	Finance and Administration	AFSCME	7	0.4
Customer Service Representative	111	Finance and Administration	AFSCME	7	0.4
Customer Service Representative	112	Finance and Administration	AFSCME	7	0.3
Customer Service Representative	116	Finance and Administration	AFSCME	7	0.3
Senior Accountant ^{11 and 23}	120	Finance and Administration	AFSCME	18	1.0
Accounting Technician ¹²	34	Finance and Administration	AFSCME	12	1.0
Department Total:					6.4

EXHIBIT B - Authorized Position Listing 2019-20 Budget - As Amended

Position Title	Position Control Number	Department Division	Group	Salary Grade	Full-Time Equivalent
Chief of Police¹	39	Public Safety	Non-Rep	28	1.0
Police Sergeant	40	Public Safety	Guild	S	1.0
Police Sergeant	41	Public Safety	Guild	S	1.0
Police Sergeant	42	Public Safety	Guild	S	1.0
Police Sergeant	43	Public Safety	Guild	S	1.0
Police Sergeant	44	Public Safety	Guild	S	1.0
Police Officer	45	Public Safety	Guild	non-S	1.0
Police Officer	46	Public Safety	Guild	non-S	1.0
Police Officer	47	Public Safety	Guild	non-S	1.0
Police Officer	48	Public Safety	Guild	non-S	1.0
Police Officer	49	Public Safety	Guild	non-S	1.0
Police Officer	50	Public Safety	Guild	non-S	1.0
Police Officer	51	Public Safety	Guild	non-S	1.0
Police Officer	52	Public Safety	Guild	non-S	1.0
Police Officer	53	Public Safety	Guild	non-S	1.0
Police Officer	54	Public Safety	Guild	non-S	1.0
Police Officer	55	Public Safety	Guild	non-S	1.0
Police Officer	56	Public Safety	Guild	non-S	1.0
Police Officer	57	Public Safety	Guild	non-S	1.0
Police Officer	58	Public Safety	Guild	non-S	1.0
Police Officer	59	Public Safety	Guild	non-S	1.0
Police Officer	60	Public Safety	Guild	non-S	1.0
Police Officer	61	Public Safety	Guild	non-S	1.0
Police Officer²⁴		Public Safety	Guild	non-S	1.0
Police Officer (vacant)²	62	Public Safety	Guild	non-S	0.0
Police Support Officer	63	Public Safety	AFSCME	13	1.0
Records Technician	66	Public Safety	AFSCME	10	1.0
Records Technician	67	Public Safety	AFSCME	10	1.0
Evidence Technician³	113	Public Safety	AFSCME	11	1.0
Deputy Chief of Police	114	Public Safety	Non-Rep	25	1.0
Support Services Supervisor⁴	118	Public Safety	Non-Rep	15	1.0
			2019 Department Total:		29.0
			2020 Department Total:		30.0

EXHIBIT B - Authorized Position Listing 2019-20 Budget - As Amended

Position Title	Position Control Number	Department Division	Group	Salary Grade	Full-Time Equivalent	
Planning Manager	20	PWDS	Non-Rep	22	1.0	
Senior Planner	21	PWDS	AFSCME	18	1.0	
Supervising Engineer	10	PWDS	Non-Rep	22	1.0	
Public Works Supervisor	11	PWDS	Non-Rep	17	1.0	
Maintenance Worker	12	PWDS	AFSCME	12	1.0	
Maintenance Worker	13	PWDS	AFSCME	12	1.0	
Maintenance Worker	14	PWDS	AFSCME	12	1.0	
Maintenance Worker	15	PWDS	AFSCME	12	1.0	
Maintenance Worker	16	PWDS	AFSCME	12	1.0	
Maintenance Worker²⁵		PWDS	AFSCME	12	1.0	
Maintenance Aide - Seasonal	18	PWDS	Non-Rep	1	0.5	
Maintenance Aide - Seasonal	19	PWDS	Non-Rep	1	0.5	
Engineering Technician	101	PWDS	AFSCME	14	1.0	
Director of Public Works and Development Services	102	PWDS	Non-Rep	27	1.0	
Building Official	103	PWDS	Non-Rep	20	1.0	
Administrative Assistant⁵	104	PWDS	AFSCME	12	1.0	
Associate Planner	105	PWDS	AFSCME	14	1.0	
Project Engineer⁶	121	PWDS	AFSCME	18	1.0	
Surface Water Engineer^{15 and 26}	122	PWDS	AFSCME	18	1.0	
				2019 Department Total:	16.0	
				2020 Department Total:	18.0	
					2019 Year-Round:	58.4
					2020 Year-Round:	63.4
					Temp and Preschool:	2.9
					2019 City Total:	61.3
					2020 City Total:	66.3

EXHIBIT B - Authorized Position Listing 2019-20 Budget - As Amended

Summary of changes from 2017-18 to 2019-20 Budget:

- 1 - Salary Grade Increase: From 27 to 28 per market data.
- 2 - Budgeted FTE Change: Delay filling this vacancy. Will not be budgeted in 2019-20.
- 3 - Salary Grade Increase: From 10 to 11 per internal equity as it relates to market data.
- 4 - New Position
- 5 - Salary Grade Increase: From 11 to 12 per internal equity to address spread of responsibilities.
- 6 - New Position (funded by CIP)
- 7 - Eliminate Position: Effective 10/31/2018
- 8 - Eliminate Position
- 9 - Eliminate Position
- 10 - Position Reclassified: Administrative Coordinator to Administrative Supervisor to reflect evolution of position responsibilities. Includes Salary Grade Increase from 13 to 15.
- 11 - New Position
- 12 - Budgeted FTE Change: Increase from 0.0 to 1.0
- 13 - Eliminate Position: Effective 01/15/2019**
- 14 - Budgeted FTE Change and Title change: Effective 01/16/2019**
- 15 - New Position based on Surface Water Fee Increase: Effective 01/01/2020**

Summary of changes from 2019-2020 Original Budget to Amended Budget:

- 16 - New Position
- 17 - New Position
- 18 - Eliminate Position
- 19 - New Position
- 20 - Correct group from non-rep to AFSCME
- 21 - Correct group from non-rep to AFSCME
- 22 - Correct group from AFSCME to non-rep
- 23 - Correct paygrade from 15 to 18 per approved pay & classification plan
- 24 - New position (backfill second School Resource Officer)
- 25 - New position
- 26 - Add group and paygrade

EXHIBIT C

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

Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
30		Annual	127,239	135,305	137,621	143,126	148,851	154,805	160,997	167,437
		Monthly	10,603	11,275	11,468	11,927	12,404	12,900	13,416	13,953
		Hourly	61.17	65.05	66.16	68.81	71.56	74.43	77.40	80.50
29	Chief of Staff	Annual	121,180	128,862	131,068	136,310	141,763	147,433	153,331	159,464
		Monthly	10,098	10,739	10,922	11,359	11,814	12,286	12,778	13,289
		Hourly	58.26	61.95	63.01	65.53	68.16	70.88	73.72	76.67
28	Police Chief	Annual	115,409	122,726	124,826	129,820	135,012	140,413	146,029	151,870
		Monthly	9,617	10,227	10,402	10,818	11,251	11,701	12,169	12,656
		Hourly	55.49	59.00	60.01	62.41	64.91	67.51	70.21	73.01
27	Director of Public Works and Development Services, Director of Finance and Administration	Annual	109,913	116,882	118,882	123,638	128,583	133,726	139,076	144,639
		Monthly	9,159	9,740	9,907	10,303	10,715	11,144	11,590	12,053
		Hourly	52.84	56.19	57.15	59.44	61.82	64.29	66.86	69.54
26		Annual	104,679	108,867	113,221	117,750	122,460	127,359	132,453	137,751
		Monthly	8,723	9,072	9,435	9,813	10,205	10,613	11,038	11,479
		Hourly	50.33	52.34	54.43	56.61	58.88	61.23	63.68	66.23
25	Deputy Chief of Police	Annual	99,695	103,683	107,830	112,144	116,629	121,294	126,146	131,192
		Monthly	8,308	8,640	8,986	9,345	9,719	10,108	10,512	10,933
		Hourly	47.93	49.85	51.84	53.92	56.07	58.31	60.65	63.07

Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
24		Annual	94,948	98,745	102,695	106,803	111,075	115,518	120,139	124,944
		Monthly	7,912	8,229	8,558	8,900	9,256	9,627	10,012	10,412
		Hourly	45.65	47.47	49.37	51.35	53.40	55.54	57.76	60.07
23	Director of Communications and Marketing , Human Resources Manager	Annual	90,426	94,043	97,804	101,716	105,785	110,017	114,417	118,994
		Monthly	7,535	7,837	8,150	8,476	8,815	9,168	9,535	9,916
		Hourly	43.47	45.21	47.02	48.90	50.86	52.89	55.01	57.21
22	Information Systems and Technology Manager, Planning Manager, Supervising Engineer	Annual	86,120	89,564	93,147	96,873	100,748	104,778	108,969	113,327
		Monthly	7,177	7,464	7,762	8,073	8,396	8,731	9,081	9,444
		Hourly	41.40	43.06	44.78	46.57	48.44	50.37	52.39	54.48
21		Annual	82,020	85,300	88,712	92,261	95,951	99,789	103,781	107,932
		Monthly	6,835	7,108	7,393	7,688	7,996	8,316	8,648	8,994
		Hourly	39.43	41.01	42.65	44.36	46.13	47.98	49.89	51.89
20	Building Official	Annual	78,114	81,238	84,488	87,867	91,382	95,037	98,839	102,792
		Monthly	6,509	6,770	7,041	7,322	7,615	7,920	8,237	8,566
		Hourly	37.55	39.06	40.62	42.24	43.93	45.69	47.52	49.42
19		Annual	74,393	77,369	80,464	83,682	87,030	90,511	94,131	97,896
		Monthly	6,199	6,447	6,705	6,974	7,252	7,543	7,844	8,158
		Hourly	35.77	37.20	38.68	40.23	41.84	43.51	45.26	47.07
18	Senior Accountant, Senior Planner, Project Engineer, Surface Water Engineer, City Clerk	Annual	70,852	73,686	76,633	79,698	82,886	86,202	89,650	93,236
		Monthly	5,904	6,140	6,386	6,642	6,907	7,183	7,471	7,770
		Hourly	34.06	35.43	36.84	38.32	39.85	41.44	43.10	44.82
17	Public Works Supervisor	Annual	67,477	70,176	72,983	75,902	78,938	82,096	85,380	88,795
		Monthly	5,623	5,848	6,082	6,325	6,578	6,841	7,115	7,400
		Hourly	32.44	33.74	35.09	36.49	37.95	39.47	41.05	42.69

Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
16	Executive Assistant	Annual	64,264	66,835	69,508	72,289	75,180	78,188	81,315	84,568
		Monthly	5,355	5,570	5,792	6,024	6,265	6,516	6,776	7,047
		Hourly	30.90	32.13	33.42	34.75	36.14	37.59	39.09	40.66
15	Administrative Supervisor - Finance and Administration, Support Services Supervisor	Annual	61,204	63,652	66,198	68,846	71,600	74,464	77,442	80,540
		Monthly	5,100	5,304	5,516	5,737	5,967	6,205	6,454	6,712
		Hourly	29.42	30.60	31.83	33.10	34.42	35.80	37.23	38.72
14	Associate Planner, Engineering Technician	Annual	58,289	60,621	63,045	65,567	68,190	70,917	73,754	76,704
		Monthly	4,857	5,052	5,254	5,464	5,682	5,910	6,146	6,392
		Hourly	28.02	29.14	30.31	31.52	32.78	34.09	35.46	36.88
13	Comm & Mktg Coord, Recreation Coord, Comm Engagement Coord, Police Support Officer	Annual	55,514	57,734	60,044	62,446	64,943	67,541	70,243	73,053
		Monthly	4,626	4,811	5,004	5,204	5,412	5,628	5,854	6,088
		Hourly	26.69	27.76	28.87	30.02	31.22	32.47	33.77	35.12
12	Maintenance Worker, Administrative Assistant - PWDS, Accounting Technician	Annual	52,871	54,986	57,185	59,472	61,851	64,325	66,898	69,574
		Monthly	4,406	4,582	4,765	4,956	5,154	5,360	5,575	5,798
		Hourly	25.42	26.44	27.49	28.59	29.74	30.93	32.16	33.45
11	Police Evidence Technician	Annual	50,353	52,367	54,462	56,640	58,906	61,262	63,713	66,261
		Monthly	4,196	4,364	4,538	4,720	4,909	5,105	5,309	5,522
		Hourly	24.21	25.18	26.18	27.23	28.32	29.45	30.63	31.86
10	Police Records Technician	Annual	47,955	49,873	51,868	53,943	56,101	58,345	60,679	63,106
		Monthly	3,996	4,156	4,322	4,495	4,675	4,862	5,057	5,259
		Hourly	23.06	23.98	24.94	25.93	26.97	28.05	29.17	30.34
9		Annual	45,671	47,498	49,397	51,373	53,428	55,565	57,788	60,100
		Monthly	3,806	3,958	4,116	4,281	4,452	4,630	4,816	5,008
		Hourly	21.96	22.84	23.75	24.70	25.69	26.71	27.78	28.89

Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
8		Annual	43,496	45,236	47,046	48,928	50,885	52,920	55,037	57,238
		Monthly	3,625	3,770	3,920	4,077	4,240	4,410	4,586	4,770
		Hourly	20.91	21.75	22.62	23.52	24.46	25.44	26.46	27.52
7	<i>Customer Service Representative</i>	Annual	41,425	43,082	44,805	46,597	48,461	50,399	52,415	54,512
		Monthly	3,452	3,590	3,734	3,883	4,038	4,200	4,368	4,543
		Hourly	19.92	20.71	21.54	22.40	23.30	24.23	25.20	26.21
6		Annual	39,452	41,030	42,671	44,378	46,153	48,000	49,920	51,916
		Monthly	3,288	3,419	3,556	3,698	3,846	4,000	4,160	4,326
		Hourly	18.97	19.73	20.52	21.34	22.19	23.08	24.00	24.96
5		Annual	37,573	39,076	40,639	42,265	43,956	45,714	47,542	49,444
		Monthly	3,131	3,256	3,387	3,522	3,663	3,809	3,962	4,120
		Hourly	18.06	18.79	19.54	20.32	21.13	21.98	22.86	23.77
4	<i>Preschool Lead Instructor</i>	Annual	35,785	37,217	38,705	40,253	41,864	43,538	45,280	47,091
		Monthly	2,982	3,101	3,225	3,354	3,489	3,628	3,773	3,924
		Hourly	17.20	17.89	18.61	19.35	20.13	20.93	21.77	22.64
3		Annual	34,081	35,444	36,862	38,336	39,870	41,464	43,123	44,848
		Monthly	2,840	2,954	3,072	3,195	3,322	3,455	3,594	3,737
		Hourly	16.38	17.04	17.72	18.43	19.17	19.93	20.73	21.56
2		Annual	32,458	33,757	35,107	36,511	37,972	39,490	41,070	42,713
		Monthly	2,705	2,813	2,926	3,043	3,164	3,291	3,423	3,559
		Hourly	15.60	16.23	16.88	17.55	18.26	18.99	19.75	20.54
1	<i>Maintenance Aide</i>	Annual	30,912	32,149	33,434	34,772	36,163	37,609	39,114	40,678
		Monthly	2,576	2,679	2,786	2,898	3,014	3,134	3,259	3,390
		Hourly	14.86	15.46	16.07	16.72	17.39	18.08	18.80	19.56

Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
A3		Annual	29,441	30,619	31,843	33,117	34,442	35,820	37,252	38,742
		Monthly	2,453	2,552	2,654	2,760	2,870	2,985	3,104	3,229
		Hourly	14.15	14.72	15.31	15.92	16.56	17.22	17.91	18.63
A2		Annual	28,041	29,163	30,329	31,542	32,804	34,116	35,481	36,900
		Monthly	2,337	2,430	2,527	2,629	2,734	2,843	2,957	3,075
		Hourly	13.48	14.02	14.58	15.16	15.77	16.40	17.06	17.74
A1	<i>Preschool Assistant</i>	Annual	26,706	27,775	28,886	30,041	31,243	32,492	33,792	35,144
		Monthly	2,226	2,315	2,407	2,503	2,604	2,708	2,816	2,929
		Hourly	12.84	13.35	13.89	14.44	15.02	15.62	16.25	16.90



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, June 4, 2019

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

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

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

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

*Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember
Stephanie Vignal, Councilmember*

Councilmembers Absent:

Councilmember Todd participated via phone.

MOTION: Mayor Pro Tem Holtzclaw made a motion to acknowledge/affirm Councilmember Mike Todd's full participation in the meeting via phone to include voting. Councilmember Steckler seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

- A.** Public comment on items on or not on the agenda
Jon Ramer, a Mill Creek resident and City Parade Coordinator, presented the City with an award from Mill Creek AMVETS Post 2018, and thanked the City for hosting parades. Mr. Ramer invited Council and staff to an appreciation BBQ for supporting the Veterans.

Carmen Fisher, a Mill Creek resident, encouraged the City to partner with, or be engaged with the Snohomish County Housing Affordability Regional Taskforce (HART) while working on the City's comprehensive plan.

June 4, 2019 REGULAR COUNCIL MEETING MINUTES

PRESENTATIONS

- B. Youth Advisory Board Recognition
Community Engagement Coordinator Kristen Rasmussen recognized the Youth Advisory Board's graduating seniors for their exemplary participation and involvement on the Board and for their work in the community.

OLD BUSINESS

- C. Ordinance Adopting Proposed Mill Creek Municipal Code Amendments Regulating Wireless Communication Facilities
(Tom Rogers, Planning Manager)

Councilmember Cavaleri made a motion to adopt Ordinance 2019-850, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING MILL CREEK MUNICIPAL CODE (MCMC) SECTION 3.42.180 FEES UNDER MCMC 17.42.010 (ZONING AND LAND USE), MCMC SECTION 14.09.010 ADMINISTRATIVE DECISIONS WITHOUT NOTICE, MCMC SECTION 14.11.090 APPEAL MATRIX, TITLE 17.28 OF THE MILL CREEK MUNICIPAL CODE BY REPEALING MCMC SECTION 17.28.080 AND REPLACING IT WITH NEW MCMC CHAPTER 17.29 AUTHORIZING AND ESTABLISHING STANDARDS FOR THE DEPLOYMENT OF ALL WIRELESS COMMUNICATION FACILITIES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

- D. Puget Sound Energy Fee in Lieu Agreement with the City of Mill Creek
(Gina Hortillosa, Director of Public Works & Development Services)

Mayor Pro Tem Hotlzclaw made a motion to authorize the City Manager to execute a Fee-in-Lieu Agreement with Puget Sound Energy (PSE) in the amount of \$162,640.00 representing the estimated cost to repair and restore City Rights-of-Way disturbed by PSE for their gas line replacement project (except the intersection of 164th Street SE and Mill Creek Boulevard). Councilmember Steckler seconded the motion.

Councilmember Todd proposed an amendment to remove "representing the estimated cost to repair and restore City Rights-of-Way disturbed by PSE for their gas line replacement project (except the intersection of 164th Street SE and Mill Creek Boulevard)" from the motion, Councilmember Steckler seconded the amendment. The amendment to motion passed unanimously.

The motion as amended "to authorize the City Manager to execute a Fee-in-Lieu Agreement with Puget Sound Energy (PSE) in the amount of \$162,640.00", passed 6-1-0, with Mayor Pruitt opposed.

NEW BUSINESS

- E. Appointment of a Planning Advisory Committee for the Mill Creek Boulevard Land Use and Infrastructure Subarea Plan
(Tom Rogers, Planning Manager)

Mayor Pro Tem Holtzclaw made a motion to appoint Peter Lalic - Park & Recreation Board Representative, Benjamin Briles - Art & Beautification Board Representative, Christopher Silveria - Community Transit Representative, Tim Panos - Sub-Area Property Owner, and Steve Knox - Town Center Business Association Representative to the Mill Creek Boulevard Sub Area Planning Advisory Committee. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Mayor Pro Tem Holtzclaw made a motion to appoint Design Review Board Members David Hambelton as primary, and Tina Hastings as alternate, to the Mill Creek Boulevard Sub Area Planning Advisory Committee. Councilmember Steckler seconded the motion. The motion passed unanimously.

Councilmember Bond made a motion to appoint Zachary Anderson and Jon Ramer as primary delegates; and Eric Watson as an alternate, as General Public Representatives to the Mill Creek Boulevard Sub Area Planning Advisory Committee. Councilmember Steckler seconded the motion. The motion passed unanimously.

Councilmember Steckler made a motion to appoint Councilmember Todd and Mayor Pro Tem Holtzclaw as City Council Representatives to the Mill Creek Boulevard Sub Area Planning Advisory Committee. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Councilmember Cavaleri made a motion to appoint Councilmember Vignal as primary and Mayor Pruitt as alternate, as City Council Representatives to the Mill Creek Boulevard Sub Area Planning Advisory Committee, Councilmember Steckler seconded the motion. The motion passed unanimously.

REPORTS

F. Mayor/Council

- Puget Sound Regional Council (PSRC) Annual Report [PSRC Annual Report](#).

Councilmember Todd reported on the PSRC handout and that dues would be increasing in 2020.

Mayor Pro Tem Holtzclaw spoke about the Fire District 7 levy Lid Lift vote and that it did not apply within the City limits. It is only applicable in unincorporated Snohomish County.

Councilmember Todd reported on the Housing Affordability Regional Taskforce

June 4, 2019 REGULAR COUNCIL MEETING MINUTES

(HART) meeting he attended last week to fill in for the City's primary representative, Mayor Pro Tem Holtzclaw and alternate, Council member Stephanie Vignal, who were not able to attend.

- G.** City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION

- H.** Public comment on items on or not on the agenda

Benjamin Briles, a Mill Creek resident, thanked the Youth Advisory Board for providing great service to the community and City. Mr. Briles is in favor of the PSE payment in lieu.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- I.** At 7:45 p.m. Council recessed to executive session up to 8:30 p.m. to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g).

At 8:48 p.m. the executive session concluded.

RECONVENE TO REGULAR SESSION

- J.** At 8:48 pm the meeting reconvened to regular session.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:48 pm

Pam Pruitt, Mayor

Naomi Fay, Interim City Clerk

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

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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: December 2, 2019

December 10, 2019

(Agenda Summary due December 2)

- Audit Exit Interview – Kirk Gadbois Asst. Audit Manager, Office of the Washington State Auditor
- Surface Water MOU (Gina Hortillosa)
- Department of Ecology (DOE) \$50,000 Surface Water Grant no match
- House Bill 1406 (Gina Hortillosa)
- Mill Creek Blvd. Update (Gina Hortillosa)
- 2020 Community Events – Gordon

December 24, 2019

- Cancel or Reschedule?

January 7, 2020

(Agenda Summary due December 31)

-

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

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

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

Possible Work Session Topics for Discussion

- Ordinance Amending MCMC 2.04 – Council Schedule - ?
- Lateral Incentive Package – Greg
- Utility Project Management – Michael
- Hotel/Motel Theater Tax – Michael
- ST3 Stations – Sound Transit
- Legislative Retreat – Michael
- Gold Star Memorial – Michael
- Dobson Remillard Property – Michael
- Fleet Program – Gina H/Greg
- Community Funding Criteria and Source of Funds – Michael
- Surface Water System Study Group – Gina H
- Updates to the Governance Manual – Michael
- Compensation Strategies – Charlie
- Construction Tax Revenue – TBD
- Emergency Operations Center – Greg
- Crosswalk Locations & Standards – Gina H
- Appropriation vs. Authorization – Michael
- Business License Fee Schedule Review – TBD
- Snohomish Health District Update – Shawn Frederickson
- Spring 2020: Ordinance Amending MCMC re: Business Park Zone District – Gina Hortillosa
- Grant Funding Application Process – Michael
- City Publication Final Analysis – Michael
- HB 1406