



CITY OF
MillCreek
WASHINGTON™

**2025 -
2026**

**ADOPTED
BIENNIAL BUDGET**

CITY COUNCIL

Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Vince Cavaleri, Councilmember
John Steckler, Councilmember
Connie Allison, Councilmember
Melissa Duque, Councilmember
Sean Paddock, Councilmember

CITY MANAGEMENT STAFF

Martin Yamamoto, City Manager
Laurel Brock, Deputy City Manager
Stanley White, Police Chief
Mike Todd, Public Works Director
Jeff Ryan, Director of Community Development and Planning
Irmira Quijote Lumbad, Finance Director
Naomi Fay, Human Resources Director
Leah Holmes, City Clerk

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MISSION

Provide outstanding public services in a fiscally responsible manner.

VISION

Provide an exceptional community experience that brings people together. A City where people are safe, natural beauty is preserved, neighborhoods flourish, businesses thrive, and recreational opportunities abound.

CORE VALUES



Integrity

We create trust through honesty and transparency in our working relationships.



Respect

We work in a professional environment that honors the value and dignity of all individuals



Collaboration

We support shared goals through flexible, adaptable, and inclusive actions.



Accountability

We are responsible for our actions and decisions.



Perseverance

We are committed to overcome challenges and achieve successful outcomes.



CITY OF
MillCreek
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City Manager's Budget Message

Dear Mayor Holtzclaw, Mayor Pro Tem Vignal, Members of Council, and the Mill Creek community,

The Leadership Team is pleased to deliver the City Manager's 2025/2026 Biennial Budget for the City of Mill Creek, "A Community that is Safe, Clean, and Well-maintained".

The 2023/2024 biennial budget was developed during a time of historic change where the City and our nation were presented with unique challenges including the Covid-19 pandemic, the highest inflation rates in decades, and the "Great Reshuffle" of the workforce. The pandemic is still being felt economically and although there is an ease from the highest inflation rates in decades, the City is still experiencing increasing costs of labor, services, equipment, materials and construction. With a near full employment economy, the job market has changed with employees moving anywhere at any time to find new opportunities for themselves and their families. This makes attracting and retaining diverse and talented employees even more imperative for the City in order to provide the level of service that is expected by our residents and businesses. Therefore, we are still in a time of economic uncertainty, and this budget is focused on the related themes of improving on existing services while sustaining a cost structure that supports Council's goals of ensuring that Mill Creek is a forward-thinking and financially healthy City that is safe, clean and well-maintained. As your City Manager, one of my greatest responsibilities is to ensure that money entrusted to us by our taxpayers is spent wisely, strategically, and in response to the needs of our community.

Sustaining Services

The Leadership Team is proud to present the 2025/2026 Biennial Budget that accomplishes these goals. Despite inflation raising the cost of wages and benefits substantially, there are no current services that are reduced; rather the City is adding critical functions that are required to move in the direction of meeting the necessary levels of service in our Police and Public Works departments. At the mid-biennium, the Leadership Team will also evaluate current professional service agreements and identify those contracts that should be replaced with part-time or full-time employees.

Revenue and Expenditures, at a Glance

Our proposed 2025/2026 budget sustains current base government operations with stable ongoing revenues through this biennium net of all transfers in the amount of \$41,983,230. Sales taxes are the City's largest revenue source at a yearly average of \$5.1 million across the biennium including a conservative 2% year-over-year (YOY) increase. Property taxes are the City's second largest source of revenue with a yearly average of \$4.4 million with an annual 1% increase YOY. As of 2024, the City's banked capacity is approximately \$2.6 million. Given the projected increases in staffing mentioned above as well as potential staffing needs beyond the 2025/2026 biennium, we recommend that the City commence discussions on addressing the City's need for top-line growth. An additional strategy that is already in place is to continue the City's goal of increasing Intergovernmental revenue to fund key projects. 2025/2026 total budget expenditures are \$71,893,082 including funding for salaries and benefits, operations and maintenance, transfers, and capital improvement projects. Managing a City's cost structure is a

dynamic process and will continue to be at the forefront of my goal to build efficiencies into the City operations. One related success factor has been the Leadership Team's ability to make necessary staff adjustments and the purchases of services and equipment during the current biennium. Finally, this proposal retains all existing financial reserves and adds to those reserves where required by our Capital Management Policies. The available General Fund resources at the beginning of 2025/2026 is estimated at \$9,623,181 net of Revitalization, Preservation, and Beautification (RPB) funds. The strong reserves position of Mill Creek will protect the City against a potential economic downturn.

Investing for the Future

This budget supports Council's 2040 vision whereas "In 2040, Mill Creek is a thriving, connected, and safe community characterized by its walkability, well-maintained parks and trails, safe and clean public spaces, and strong community engagement." The four key tenets of this vision are:

- Financial health and economic vitality.
- Safe and clean community.
- Engaged and connected community.
- Well maintained outdoors, public spaces and infrastructure.

To make this vision a reality, Council identified five 3–5-year strategic priorities as follows:

1. Creating a vision and implementation plan for the subarea.
2. Approve, design and develop a multi-purpose community facility (DRCC).
3. Develop a plan for financial viability of the city (short-term and long-term).
4. Reclassify and meet city standards for well-maintained outdoors and public spaces.
5. Increase community engagement.

Summary

This 2025/2026 budget reflects the operational plan to stage the primary resources needed to sustain current infrastructure and service levels. As noted, numerous program proposals are included to support the City's 2040 vision and key underpinning elements of developing a connected community where the City is safe, clean and the outdoors are well-maintained. Further, initiatives to complete various studies and strategic plans in the future development and/or expansion of the City are prioritized. This would support our focus and commitment to maintain and strengthen the City's financial health and economic vitality.

The General Fund is projected to have a balance of approximately \$5.5 million by the end of December 31, 2026, and will have \$1.5 million over the required reserve (15% of ensuing GF revenues). City Council has the option to transfer this to the Capital Improvement Fund or use the money to support one-time and/or recurring costs of the following items.

- City's 3–5-year strategic priorities
- Annexation

- Investments in technology
- Staffing
- Surface water capital financing
- Public work yard and facility
- Land acquisitions
- Operating deficit in Streets Fund and ongoing General Fund subsidy

However, assuming no operational changes will occur in the next two bienniums and continued subsidy to street operations, the General Fund is projected to have fund balance deficit by the end of 2028. Unless Council decides to increase property taxes by tapping into its banked capacity.

Conclusion

This budget process addresses the City's highest priorities for service and capital needs for 2025 and 2026 and will allow us to achieve our key goals. Preparation and adoption of this budget is a team effort involving nearly every employee in our organization and every Council member. Thanks to our Leadership Team for submitting conservative budget requests and developing alternative ways to meet Council priorities. Finally, thank you City Council for your leadership in moving ahead on numerous issues in the current biennium including identifying responsive solutions as we meet our staffing needs and for your adoption of financial policies and prudent financial guidance that will result in the foundation of this 2025/2026 budget.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin Yamamoto', with a stylized, flowing script.

Martin Yamamoto

City Manager

2025-2026 Budget Recap:

A series of budget workshops were conducted on October 1st, 8th and 22nd to discuss the proposed 2025- 2026 Biennium Budget. Two public hearings were conducted on October 29th and November 12th. Additional budget deliberations occurred on November 26th and December 3rd.

On November 12th, City Council considered four (4) levy amount options and approved a 1% increase over the 2024 property tax levy amount, per Ordinance 2024-924. This action was projected to result in an operating revenue shortfall of ~\$458K in 2025 and ~\$1.5M in 2026. The revenue shortfall would have been funded by the General Fund (GF) carryover fund balance above the 15% required reserve level (GF Excess Reserve) which is estimated at ~\$9.2M (or \$4.4M net of designated RPB dollars and one-time expenditures of \$4.8M).

On November 26th, City Council approved Ordinance 2024-925 adopting the 2025-2030 Capital Improvement Plan. However, the proposed 2025-2026 Biennium Budget Ordinance was deferred to further consider using one-time funds for 2025. Council proposed to utilize \$458K of the uncommitted Revitalization, Preservation, and Beautification (RPB) dollars of ~\$767K to alleviate the use of the GF Excess Reserve to cover the 2025 revenue shortfall by funding certain GF recurring operating expenses. This action would be inconsistent with some provisions of the Financial Management Policies (FMP) 300-03 listed below, unless Council were to adopt a resolution authorizing a one-time deviation from these provisions and authorize the RPB funds be allocated specifically for said purpose.

- 6.6: All general government current operating expenditures should be paid from current revenues and cash carried over from the prior biennium in excess of the adopted reserve level. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.
- 6.10: One-time revenues should be used for one-time/non-recurring expenditures.
- 8.2: The City's operating budget will not use one-time revenues to support ongoing expenditures.

On December 3rd, City Council approved Resolution 2024-759, which authorized a one-time deviation from FMP 300-03 and authorized the use of \$458K of the uncommitted RPB dollars of \$767K for recurring operating GF expenses in 2025. Consequently, the total estimated carry-over RPB dollars appropriated in the Legislative Department was reduced by \$458K (from \$3.5M to \$3.0M). The remaining uncommitted RPB dollars would be ~\$309K.

The Schedule of Revisions enumerates the modifications based on the feedback received during the budget workshops and public hearings. The final biennium budget package reflects the 2025-2026 aggregate revenues increased by \$323K from \$53.5 million to \$53.8 million, while total expenditures declined by \$997K from \$71.9 million to \$70.9 million. The final budget includes 65.0 total full-time equivalent (FTE) authorized positions.

Schedule of Revisions - Proposed Budget 2025-2026 to Final Budget 2025-2026*

		REVENUES				EXPENDITURES			
		Estimated Fund Balance, 12/31/2024	Proposed 2025/2026	Adjustment Increase/ (Decrease)	Final Budget 2025/2026	Proposed 2025/2026	Adjustment Increase/ (Decrease)	Final Budget 2025/2026	Estimated Fund Balance, 12/31/2026
Fund	Fund Title								
001	General Fund	\$13,103,786	\$25,126,068	(a) (\$31,000)	\$25,095,068	\$32,727,070	(b) (\$1,187,273)	\$31,539,797	\$6,659,057
013	ARPA	\$195,837	\$26,800		\$26,800	\$222,637		\$222,637	(\$0)
103	City Streets Fund	\$56,018	\$1,191,275	(b) \$12,700	\$1,203,975	\$1,247,293	(f) \$12,663	\$1,259,956	\$37
110	Council Contingency Fund	\$61,640	\$5,110		\$5,110	\$25,000		\$25,000	\$41,750
115	Municipal Arts Fund	\$27,686	\$12,466		\$12,466	\$20,000		\$20,000	\$20,152
125	Paths & Trails Fund	\$17,849	\$4,356		\$4,356	\$10,000		\$10,000	\$12,205
130	Drug Buy Fund	\$15,617	\$1,535		\$1,535	\$12,000		\$12,000	\$5,152
145	City Hall North Fund	\$678,939	\$441,310		\$441,310	\$313,288	(f) (\$1,667)	\$311,621	\$808,628
151	Opioid Settlement Fund	\$101,025	\$71,290		\$71,290	\$40,000		\$40,000	\$132,315
152	Affordable & Supportive Hsng	\$47,750	\$48,800		\$48,800	\$0		\$0	\$96,550
226	Debt Service Fund	\$0	\$526,503		\$526,503	\$526,503		\$526,503	\$0
227	Local Revitalization Fund	\$306,398	\$22,520		\$22,520	\$0	(j) \$328,918	\$328,918	(\$0)
314	Real Estate Excise Tax Fund	\$7,652,516	\$3,046,820		\$3,046,820	\$9,112,000	(c) \$500,000	\$9,612,000	\$1,087,336
316	Capital Improvement Fund	\$2,076,131	\$1,871,901	(c) (\$578,300)	\$1,293,601	\$3,494,801	(g) (\$1,800,000)	\$1,694,801	\$1,674,931
317	Parks & Open Space Capital Imp	\$812,362	\$2,170,660		\$2,170,660	\$2,085,600	(h) (\$58,000)	\$2,027,600	\$955,422
318	Road Improvement Fund	\$6,561,657	\$10,944,250	(d) \$2,500,000	\$13,444,250	\$12,125,500	(i) \$2,796,000	\$14,921,500	\$5,084,407
401	Surface Water Utility	\$6,101,976	\$7,258,249	(e) (\$1,580,000)	\$5,678,249	\$9,366,873	(k) (\$1,588,032)	\$7,778,841	\$4,001,384
509	Equipment Replacement Fund	\$1,795,431	\$670,120		\$670,120	\$514,517		\$514,517	\$1,951,034
521	Unemployment Compensation/Self Insurance	\$21,273	\$30,000		\$30,000	\$50,000		\$50,000	\$1,273
Total All Funds		\$39,633,888	\$53,470,033		\$53,793,433	\$71,893,082		(\$997,391)	\$70,895,691
									\$22,531,630

Adjustments:

* Reflects all the corrections and feedback received during the study sessions on October 1, 8 and 22; as well as the changes provided by City Council during the final public hearing on November 12, 2024.

(a) Technology fee revenue correction to equal 3% of Building Permits fees. \$15,500/yr.

(b) General Fund net decrease from the following items:

1. Revised General Fund transfer to Capital Improvement Fund equivalent to 1/3 of surplus from \$949,161 to	(\$778,300)
2. Increase General Fund subsidy to Streets Fund revenue shortfall	\$12,700
3. Adjustment personnel cost related to new hires	\$36,327
4. Reduce RPB available allocation to cover 2025 revenue shortfall	(\$458,000)
	<u>(\$1,187,273)</u>

(c) Capital Improvement Fund revenue net decrease are related to these adjustments:

1. Revised General Fund transfer to Capital Improvement Fund equivalent to 1/3 of surplus from \$949,161 to	(\$778,300)
2. Add State Capital grant funding for CH North HVAC Project	\$200,000
	<u>(\$578,300)</u>

(d) Road Improvement Fund revenue increase related to the Silver Crest Drive Reconstruction project as follows: due from the following adjustments: additional \$500K REET transfer to fund the Silver Crest Drive Reconstruction plus the \$2M anticipated reimbursement from Silver Lake Water District.

1. Additional REET dollars transfer from Real Estate Excise Tax Fund	\$500,000
2. Reimbursement from Silver Lake Water District	\$2,000,000
	<u>\$2,500,000</u>

(e) Nickel Creek/Old Seattle Hill Rd Fish Passage construction moved to year 2027 and anticipated grant revenue removed to match timing of project expenses.

(f) Personnel cost adjustment related to new hires.

(g) Net decrease from 1) PW Yard Acquisition cost \$2M - deferred until funding is secured; and 2) added \$200K for the City Hall North HVAC project.

(h) Reduction of \$58K for Library Park Renovation which is jointly funded by Parks & Open Space Capital Fund and General Fund from RPB Park Projects.

(i) Net increase from various Transportation Projects:

Deferred Corridor Studies ST00012 & ST00013	(\$240,000)
Old Seattle Hill Rd Reconstruction ST0007	\$400,000
24-25 Streets ADA Imprv ST90004	(\$156,000)
CW Traffic Count/Speed Study ST90004	\$2,000
CW Comp Safety Action Plan ST00003	\$140,000
Silver Crest Dr Reconstruction ST00005	\$2,650,000
	<u>\$2,796,000</u>

(j) Reauthorize the refund of sales tax received from the State related to the EGUV which has been forfeited.

(k) Total reduction related to personnel cost adjustment related to new hires and deferred project - Nickel Creek/Old Seattle Hill Rd Fish Passage.

**CITY OF MILL CREEK
MILL CREEK, WASHINGTON**

ORDINANCE NO. 2024-926

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ADOPTING
THE 2025-2026 BIENNIAL BUDGET PROVIDING ESTIMATED REVENUES AND
APPROPRIATED EXPENDITURES FOR THE OPERATION OF THE CITY
COMMENCING JANUARY 1, 2025.**

WHEREAS, the City of Mill Creek (the "City") has adopted the biennial budget process authorized by state law; and

WHEREAS, State law requires cities to adopt a 2025-2026 biennial budget no later than December 31, 2024, and provides procedures for filing estimates, a preliminary budget, public hearings, and final approval of the budget; and

WHEREAS, on May 28, 2024, City Council approved Resolution No. 2024-724 adopting the City of Mill Creek 2040 Vision and the three-to-five year Strategic Priorities;

WHEREAS, on September 4, 2024, the City Manager's Proposed 2025-2026 Biennium Budget was presented to City Council for consideration; and

WHEREAS, the City Council and City Staff held a series of budget workshops on October 1, 2024, October 8, 2024, and October 22, 2024; and

WHEREAS, on December 3, 2024, City Council approved Resolution No. 2024-759 authorizing a one-time deviation from the Financial Management Policies Number 300-03 to permit the use of \$458,000 of General Fund dollars that have been designated for Revitalization, Preservation and Beautification (RPB) to fund certain 2025 recurring General Fund expenses; and

WHEREAS, the 2025-2026 proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Mill Creek for the purposes set forth in said budget; and

WHEREAS, the estimated expenditures set forth in the budget are all necessary to carry on the government of the City for the 2025 and 2026 calendar years and are sufficient to meet the various needs of the City during said period; and

WHEREAS, the City Council following published notice, held public hearings on October 29, 2024 (including public hearings on the Tax Levy) and November 12, 2024, to consider 2025-2026 revenue sources and expenditure appropriations for the years 2025-2026; and

WHEREAS, the City Council has deliberated on the proposed 2025-2026 budget and made adjustments and changes deemed necessary and proper; and

WHEREAS, the City Council, after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires a regular levy increase for 2025 that results in the collection of \$43,479.63 of regular property tax, representing a one percent (1.00%) increase over the previous year, to include the estimated additional revenue of \$30,888 resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

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

Section 1. Adoption by Reference. The biennial budget for the City of Mill Creek, Washington, for the years 2025-2026 is hereby adopted at the fund level in its final form as set forth in this ordinance, one copy of which is on file in the Office of the City Clerk.

Section 2. Resources and Expenditures. Estimated resources for each separate fund of the City of Mill Creek and aggregate expenditures for all such funds for the years 2025-2026 are set forth in summary form below and are hereby appropriated for expenditure at the fund level during the years 2025 and 2026 as set forth in the City of Mill Creek 2025-2026 Biennial Budget.

Fund	Fund Title	Estimated Fund Balance, 01/01/2025	2025 - 2026		Projected Fund Balance, 12/31/2026
			Budget Revenues	Budget Expenditures	
001	General Fund	\$13,103,786	\$25,095,068	\$31,539,797	\$6,659,057
013	ARPA	195,837	26,800	222,637	(0)
103	City Streets Fund	56,018	1,203,975	1,259,956	37
110	Council Contingency Fund	61,640	5,110	25,000	41,750
115	Municipal Arts Fund	27,686	12,466	20,000	20,152
125	Paths & Trails Fund	17,849	4,356	10,000	12,205
130	Drug Buy Fund	15,617	1,535	12,000	5,152
145	City Hall North Fund	678,939	441,310	311,621	808,628
151	Opioid Settlement Fund	101,025	71,290	40,000	132,315
152	Affordable & Supportive Hsng	47,750	48,800	0	96,550
226	Debt Service Fund	0	526,503	526,503	0
227	Local Revitalization Fund	306,398	22,520	328,918	(0)
314	Real Estate Excise Tax Fund	7,652,516	3,046,820	9,612,000	1,087,336
316	Capital Improvement Fund	2,076,131	1,293,601	1,694,801	1,674,931
317	Parks & Open Space Capital Imp	812,362	2,170,660	2,027,600	955,422
318	Road Improvement Fund	6,561,657	13,444,250	14,921,500	5,084,407
401	Surface Water Utility	6,101,976	5,678,249	7,778,841	4,001,384
509	Equipment Replacement Fund	1,795,431	670,120	514,517	1,951,034
521	Unemployment Compensation/Self Insurance	21,273	30,000	50,000	1,273
TOTAL		\$39,633,888	\$53,793,433	\$70,895,691	\$22,531,630

Section 3. Salary Schedule. The existing salary grades and authorized non-represented positions in the pay plan are hereby adopted as shown in **Exhibit A**, attached and incorporated herein.

Section 4. Filing and Transmittal. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and the Association of Washington Cities.

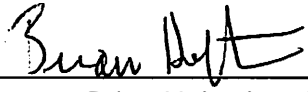
Section 5. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

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

Section 7. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the summary consisting of the title.

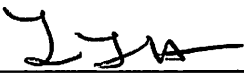
Passed in open meeting by the City Council of the City of Mill Creek on the 3rd day of

December 2024 by a vote of 5 for, 2 against, and 0 abstaining.



Brian Holtzclaw, Mayor

ATTEST:



Leah Holmes, City Clerk

APPROVED AS TO FORM:



Grant Degginger, City Attorney

PASSED BY CITY COUNCIL

DATE OF PUBLICATION:

EFFECTIVE DATE:

12/3/24

12/6/24

12/10/24

Exhibit A

City of Mill Creek										
Pay & Classification Plan: NON-REPRESENTED 2025 8-Step Pay Plan (effective 01.01.2025)										
Salary Grade	Position Title	Pay Period	1	2	3	4	5	6	7	8
A	Deputy City Manager	Annual	163,179	169,707	176,495	183,555	190,897	198,533	206,474	214,733
		Monthly	13,598	14,142	14,708	15,296	15,908	16,544	17,206	17,894
		Hourly	78.4516	81.5897	84.8533	88.2474	91.7773	95.4484	99.2663	103.2370
B	Police Chief / Director of Public Safety	Annual	155,409	161,625	168,090	174,814	181,806	189,079	196,642	204,507
		Monthly	12,951	13,469	14,008	14,568	15,151	15,757	16,387	17,042
		Hourly	74.7158	77.7044	80.8126	84.0451	87.4069	90.9032	94.5393	98.3209
C	Finance Director, Director of Public Works and Development Services, Director of Community Development and Planning	Annual	148,008	153,929	160,086	166,489	173,149	180,075	187,278	194,769
		Monthly	12,334	12,827	13,340	13,874	14,429	15,006	15,607	16,231
		Hourly	71.1579	74.0042	76.9644	80.0430	83.2447	86.5745	90.0375	93.6390
D	Deputy Director of Public Safety / Deputy Chief of Police, Human Resources Director	Annual	140,960	146,599	152,463	158,561	164,904	171,500	178,360	185,494
		Monthly	11,747	12,217	12,705	13,213	13,742	14,292	14,863	15,458
		Hourly	67.7694	70.4802	73.2994	76.2314	79.2807	82.4519	85.7500	89.1800
F	Human Resources Manager, City Engineer	Annual	127,855	132,970	138,288	143,820	149,573	155,556	161,778	168,249
		Monthly	10,655	11,081	11,524	11,985	12,464	12,963	13,482	14,021
		Hourly	61.4689	63.9277	66.4848	69.1442	71.9100	74.7864	77.7779	80.8890
G	Planning and Development Manager, Public Works Maintenance and Operations Manager	Annual	121,767	126,638	131,703	136,971	142,450	148,148	154,074	160,237
		Monthly	10,147	10,553	10,975	11,414	11,871	12,346	12,840	13,353
		Hourly	58.5418	60.8835	63.3188	65.8516	68.4857	71.2251	74.0741	77.0371
J	Information Systems & Technology Manager, Public Works Maintenance and Operations Manager	Annual	105,187	109,394	113,770	118,321	123,054	127,976	133,095	138,419
		Monthly	8,766	9,116	9,481	9,860	10,254	10,665	11,091	11,535
		Hourly	50.5706	52.5934	54.6971	56.8850	59.1604	61.5268	63.9879	66.5474
L	Management Analyst	Annual	95,408	99,224	103,193	107,321	111,614	116,078	120,721	125,550
		Monthly	7,951	8,269	8,599	8,943	9,301	9,673	10,060	10,463
		Hourly	45.8690	47.7038	49.6120	51.5965	53.6604	55.8068	58.0391	60.3607
M	City Clerk	Annual	90,864	94,499	98,279	102,210	106,299	110,551	114,973	119,572
		Monthly	7,572	7,875	8,190	8,518	8,858	9,213	9,581	9,964
		Hourly	43.6848	45.4322	47.2495	49.1395	51.1051	53.1493	55.2753	57.4863
O	Deputy City Clerk / Executive Assistant, Administrative Supervisor - Finance & Admin, Support Services Supervisor, Communications, Marketing, & Recreation Manager	Annual	82,417	85,713	89,142	92,707	96,416	100,272	104,283	108,454
		Monthly	6,868	7,143	7,428	7,726	8,035	8,356	8,690	9,038
		Hourly	39.6234	41.2083	42.8566	44.5709	46.3537	48.2078	50.1361	52.1415
Q	Temporary Communications, Marketing & Recreation Program Manager	Annual	74,381	77,356	80,451	83,669	87,015	90,496	94,116	97,880
		Monthly	6,198	6,446	6,704	6,972	7,251	7,541	7,843	8,157
		Hourly	35.7601	37.1905	38.6781	40.2253	41.8343	43.5077	45.2480	47.0579
AC	Maintenance Aide	Annual	40,193	41,800	43,472	45,211	47,020	48,900	50,856	52,891
		Monthly	3,349	3,483	3,623	3,768	3,918	4,075	4,238	4,408
		Hourly	19.3233	20.0963	20.9001	21.7361	22.6056	23.5098	24.4502	25.4282



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Budget Principles

Mill Creek Strategic Themes & Guiding Principles

Our priorities, decisions and investments should always seek to optimize these three key elements:



Mill Creek's Strategic Vision 2040

In 2040, Mill Creek is a thriving, connected, and safe community characterized by its walkability, well-maintained parks and trails, safe and clean public spaces, and strong community engagement.

Financial Health and Economic Vitality

- Mill Creek has multiple commercial hubs with a vibrant central core, enabling businesses to thrive, creating a destination for dining and shopping and providing a stable economic base for City services.
- Mill Creek proactively funds the services that meet community needs and priorities.
- Mill Creek has enough money in reserves both to strategically invest in the City and to cover unanticipated operating expenses.

Safe and Clean—In Mill Creek, safe and clean go together

- Mill Creek is one of the safest and cleanest cities in Washington.
- Mill Creek's focus on public safety is an integral part of the community, ensuring active police presence and integrating appropriate technologies to keep the community safe.
- The Mill Creek community is engaged and committed to keep parks, trails, streets and public spaces safe and clean.

Engaged and Connected Community

- Mill Creek is a connected community, tied together by trails, walking paths and connecting sidewalks.
- Mill Creek and its residents actively support community events, which bring community members together.
- The City's multipurpose community facility and public spaces bring people together to connect, play, share, and enjoy life in Mill Creek.
- The people of Mill Creek are actively engaged in the community and committed to making it a great place to live.

Well Maintained Outdoors, Public Spaces and Infrastructure

- Mill Creek is recognized as one of the most walkable cities in Washington.
- Mill Creek's parks, trails and public spaces are well maintained and accessible for all community members.
- Mill Creek's infrastructure is well maintained and trusted by community members.

Framework—Aligning Strategic Vision to Implementation

The four guiding themes in the 2040 Vision guide the articulation of 3–5 year priorities

Financial Health/
Economic Vitality

Engaged, Connected
Community

Safe & Clean

Well Maintained
Outdoors



3-5 Year Priorities (3-5 Total)



Key Deliverables for Each Priority
Staged over 3 years



Operational Plans & Timelines



Biennial Budget

STRATEGIC PLAN

Council defines
3–5-year priorities aligned
to Strategic Vision

Staff proposes plan, including definition
of deliverables, staging
and timing to meet each priority

The plan guides budget development
to align execution
to the vision and priorities



Mill Creek's Draft 3-5 Year Strategic Priorities (2025-2028)

Our Strategic Priorities are made in context to making our 2040 Strategic Vision a reality

Council 3-5 Year Priorities

1

Create a Vision and Implementation Plan for the Subarea

2

Approve, Design and Develop a Multipurpose Community Facility (DRCC)

3

Develop a Plan for Financial Viability of the City (Short Term and Long Term)

4

Re-clarify and Meet City Standards for Well Maintained Outdoors and Public Spaces

5

Increase Community Engagement

**Key Performance Indicators
2025-2029**

1. Create a Vision and Implementation Plan for the SubArea			
<u>Area of Focus</u>	<u>Deliverables</u>	<u>Community Survey (Measure)</u>	<u>Target</u>
<ul style="list-style-type: none"> ◆ Complete subarea master plan and the planned action Environmental Impact Study (EIS) 	<ul style="list-style-type: none"> ▪ Adoption of subarea master plan by 2027 ▪ Amendment of the Comprehensive Plan by 2027 ▪ Amendment of the Mill Creek Municipal Code 17.0 Zoning by 2027 ▪ 2025-2030 CIP Plan incorporates design and/or construction improvements related to subarea public infrastructure and secure funding sources. 	<ul style="list-style-type: none"> ▪ Does Mill Creek have multiple commercial hubs that is both competitive and supportive enabling businesses to thrive? ▪ Does the subarea create a new destination for dining and shopping that exceeds expectations? 	<p>≥ 50% Agree - Strongly Agree</p> <p>≥ 50% Agree - Strongly Agree</p>
<ul style="list-style-type: none"> ◆ Develop a public infrastructure (transportation, stormwater, utilities and public spaces) improvement plan 			
2. Approve, Design and Commence Development of a Multipurpose Community Facility (DRCC)			
<u>Area of Focus</u>	<u>Deliverables</u>	<u>Community Survey (Measure)</u>	<u>Target</u>
<ul style="list-style-type: none"> ◆ Installation of a multi-purpose community facility at DRCC site 	<ul style="list-style-type: none"> ▪ Develop and approve a concept plan by 2025 ▪ Develop and approve a multi-purpose community facility plan by 2026 ▪ Identify funding and potential development or operating partners ▪ Commence construction of the facility 	<ul style="list-style-type: none"> ▪ Does the multi-purpose community facility create a public space that brings people together to connect, play, share and enjoy life in Mill Creek? 	<p>≥ 50% Agree - Strongly Agree</p>
3. Develop a Plan for Financial Viability of the City			
<u>Area of Focus</u>	<u>Deliverables</u>	<u>Community Survey (Measure)</u>	<u>Target</u>
<ul style="list-style-type: none"> ◆ Complete service level assessment including financial analysis of annual maintenance and replacement cost of all current assets and infrastructures (baseline items) 	<ul style="list-style-type: none"> ▪ Adopt a balance biennium budget that sufficiently funds operating service levels and capital projects and incorporates prioritization of new acquisitions, repair and /or replacement of future infrastructure. ▪ Maintain fund balance reserve levels at or above the minimum requirement per the financial policies 	<p>Do you think Mill Creek has sufficient funding to provide a safe, clean and well maintained community?</p>	<p>≥ 50% Agree - Strongly Agree</p>
<ul style="list-style-type: none"> ◆ Annexation 	<ul style="list-style-type: none"> ▪ Complete annexation study and provide recommendations to Council 	<ul style="list-style-type: none"> ▪ Does the community perceive that growth is planned to ensure MC proactively funds services that meet community needs and priorities? 	<p>≥ 50% Agree - Strongly Agree</p>

4. Re-clarify and Meet City Standards for Well Maintained Outdoors and Public Spaces			
Area of Focus	Deliverables	Community Survey (Measure)	Target
<ul style="list-style-type: none"> ◆ Implement GIS and asset management system to support workload planning and staffing ◆ Update applicable municipal code sections and develop enforcement strategies 	<ul style="list-style-type: none"> ▪ Integrate data to identify and allocate resources; support workload prioritization and planning; and monitor performance or completion. ▪ Integrate with citizen portal to facilitate and streamline response time to address issues. 	<ul style="list-style-type: none"> ▪ How would you rate the overall quality of services provide by the City of Mill Creek? ▪ How do you rate the maintenance and accessibility of City' streets, sidewalks, medians, parks & trails? 	<ul style="list-style-type: none"> ≥ 50% Satisfied - Very Satisfied ≥ 50% Satisfied - Very Satisfied
5. Increase Community Engagement			
Area of Focus	Deliverables	Community Survey (Measure)	Target
<ul style="list-style-type: none"> ◆ Develop central community engagement message that aligns with the 2040 vision and 3-5 year priorities to increase awareness ◆ Update applicable municipal code sections and develop enforcement strategies 	<ul style="list-style-type: none"> ▪ Disseminate and/or conduct educational materials on storm drain maintenance and disaster preparedness ▪ Develop and promote community programs and/or campaigns related to graffiti, ROW cleaning, encampments, neighborhood watch, etc. 	<ul style="list-style-type: none"> ▪ Overall, the City does a good job engaging the community to get involved and participate in events, volunteer programs and activities? ▪ MC and its residents actively support community events, which bring people together to connect, play, share and enjoy life in Mill Creek 	<ul style="list-style-type: none"> ≥ 50% Agree - Strongly Agree ≥ 50% Agree - Strongly Agree

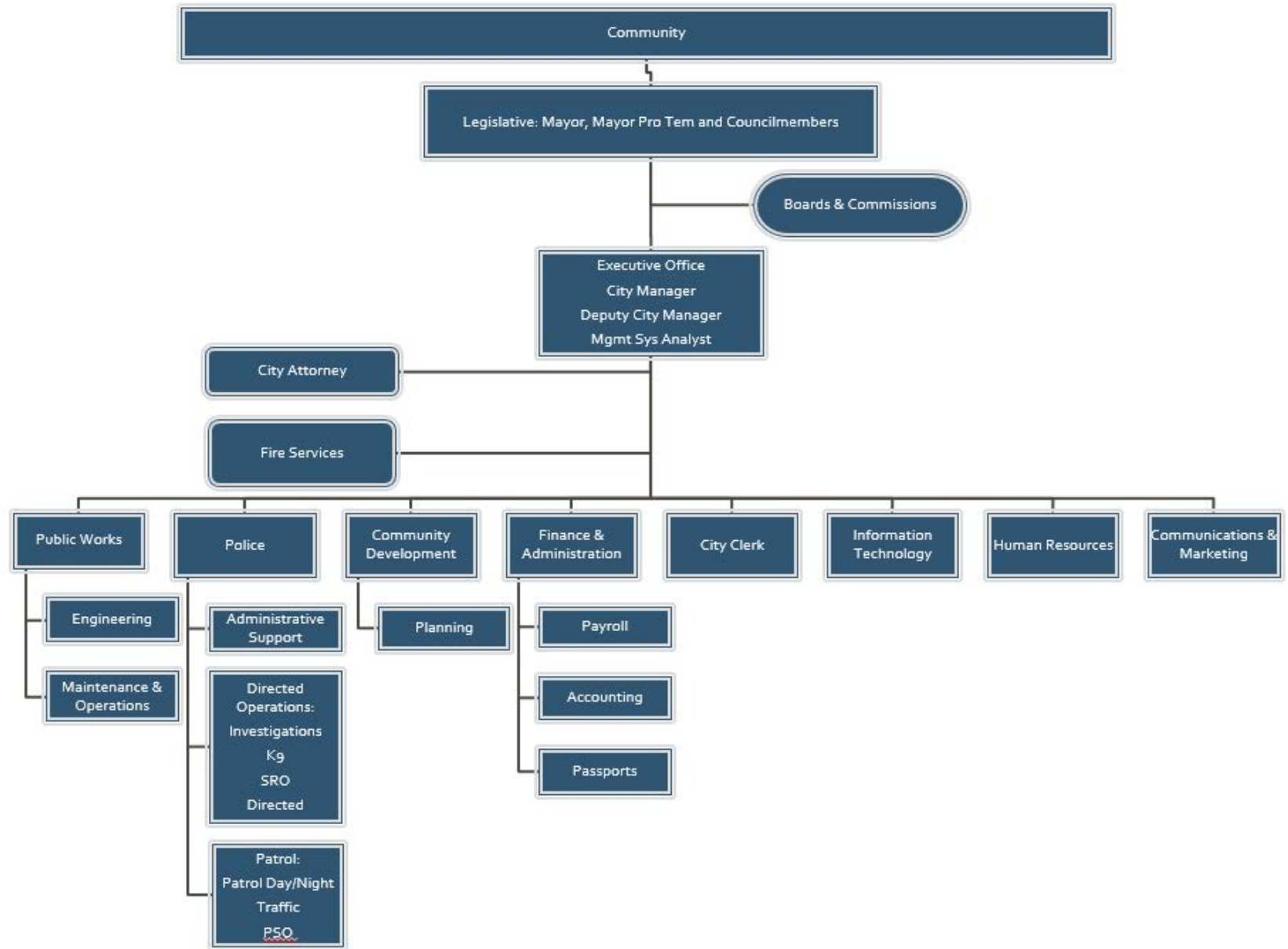
2025-2026 Budget Calendar – CITY COUNCIL

Date (Yr 2024)	Budget Process/Step
Jan 23 & 30	City Council Strategic Planning Retreat
Feb 27	Proposed Budget Calendar
Apr 2, 9 & 23	City Council Long Term Planning – 20-Year Vision 3-5- Year Strategic Priorities
May 28	Adoption of the 2040 Vision and 3-5-Year Strategic Priorities
June 11	Study Session - 2025-2030 Capital Improvement Work Plan & Schedule
June - Sep	Staff Prepared 2023/2024 Estimate and 2025/2026 Projections Operating Funds (Operating Funds)
Sep 24, 2024	City Manager 2025/2026 Proposed Biennium Budget Package: CM Budget Message, Fund Summaries, Dept Requests, Capital and Reserves (RCW35A.34.070) Preliminary 2025-2030 Capital Improvement Plan
Oct 1 Oct 8 Oct 22	<ul style="list-style-type: none"> • Council Budget Study Session 1 of 3 (Non-General Fund) • Council Budget Study Session 2 of 3 (General Fund) • Council Budget Study Session 3 of 3 (Property Tax) Preliminary 2025 Property Tax Levy 2025-2030 Capital Improvement Plan
Oct 29	First Public Hearings on Preliminary 2025/2026 Biennium Budget (RCW35A.34.090) Preliminary 2025-2030 Capital Improvement Plan Proposed 2025 Property Tax Levy
Nov 12	Final Public Hearings relating to 2025/2026 Biennium Budget (RCW35A.34.080) 2025-2030 Capital Improvement Plan 2025 Property Tax Levy
Nov 26	Adoption of Ordinance relating to 2025-2030 Capital Improvement Plan
Nov 27	Submit 2025 Property Tax Levy Certification and Resolution/Ordinance to Snohomish County Assessor's Office (Deadline Nov 27, 2024)
Dec 3	Adoption of Ordinance relating to the 2025-2026 Operating and Capital Biennium Budget



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Organizational Chart





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Budget Overview

Introduction

The City's Operating and Capital Improvement Projects Plan (CIP) Budget serves as a policy document, financial plan and spending authorization. These are adaptable documents which may be amended by the City Council during the year to address unforeseen and/or unanticipated events and/or to support priority or policy changes.

The City Manager's Proposed 2025/2026 Biennium Budget is a balanced budget; i.e. the City's projected available resources are sufficient to cover the proposed expenditures. It is presented to City Council for consideration. Study sessions are scheduled in the following months to discuss and to address questions, concerns and/or changes to the proposed spending plan.

Since the 2023/2024 mid biennium budget adjustment in November 2023, City Council adopted several ordinances and resolutions that had immediate and future budget implications:

- Amended chapter 6.18 of the Mill Creek Municipal Code (MCMC) animal control impounding procedures wherein the amount of holding days was changed from 10 days to 6 days. (Ordinance 2024-906) for potential reduction in animal shelter contract costs.
- Approved the AFSCME/AFL-CIO Collective Bargaining Agreement (CBA) 4-year agreement. (Resolution 2024-705)
- Added the Management Analyst position (Ordinance 2024-912)
- Authorized American Rescue Plan Act (ARPA) funds for government services expenses (Ordinance 2024-913)
- Added Director of Community Development and Planning (Ordinance 2024-916)
- Revised the Information Technology and Systems Manager position from AFSCME to Non-represented and added a new position for Information Technology and Systems Technician under AFSCME (Ordinance 2024-917)
- Amended the Communications, Marketing and Recreation Manager position from AFSCME to Non-represented and added new positions for Community Engagement, Marketing and Recreation Coordinator under AFSCME (Ordinance 2024-918)
- Authorized the equity lease purchase of 5 Public Works trucks from Enterprise Fleet Management (Resolution 2024-709)
- Authorized the equity lease purchase of 7 Ford Police Interceptors from Enterprise Fleet Management (Resolution 2024-710)
- Declared an emergency for the State Route 96 stormwater pipe replacement project (Resolution 2024-713)
- Approved SAFEBuilt Consulting Services with 2-year term ending December 31, 2025
- Approved additional opioid settlement agreements with various manufacturers, distributors and pharmacies. (Resolutions 2024-717; 2024-740)
- Approved Waste Management 10-year contract including increased administrative fee from 1% to 3% (Resolution 2024-718)
- Adopted Strategic Vision 2040- and 3-5-year Strategic priorities (Resolution No. 2024-724)
- Expressed support for the City's General Condition 20 (G20) Program for Compliance with the Western Washington Phase II Stormwater Permit (Resolution 2024-732)
- Authorized one new Maintenance Worker position (Resolution No. 2024-741)

Estimated Actuals 2023/2024

The 2023/2024 adopted budget was developed using the following principles with emphasis on rebuilding after COVID:

- Keep property taxes flat and generate additional revenue for additional needs
- Cost management – hold expenses and improve service levels
- Resume pre-COVID City operation levels by increasing/expanding:
 - Recreation programs
 - Passport revenue
 - Law enforcement services
 - City maintenance operations
- Evaluate capacity needs and citywide staffing

During this period, the economic, legislative and priorities have evolved. Impacts of these have been anticipated, planned and are reflected in the year-end estimates.

The estimated results at December 31, 2024 for all funds will be a net decrease in resources of \$474,432, with the General Fund expected to have excess revenues over expenditures of \$4,142,445 largely due to savings related to the shift of government services (public safety) costs from General to ARPA.

		2023/2024			Estimated Fund Balance, 12/31/2024	2025/2026		Projected Fund Balance, 12/31/2026
<i>Fund</i>	<i>Fund Title</i>	<i>1/1/2023 Available Resources</i>	<i>Estimated Revenues</i>	<i>Estimated Expenditures</i>		<i>Budget Revenues</i>	<i>Budget Expenditures</i>	
001	General Fund	8,961,341	24,688,635	20,546,190	13,103,786	25,126,068	32,727,070	5,502,784
013	ARPA	5,594,025	338,960	5,737,148	195,837	26,800	222,637	(0)
103	City Streets Fund	31,953	954,066	930,001	56,018	1,191,275	1,247,293	(0)
110	Council Contingency Fund	64,130	5,910	8,400	61,640	5,110	25,000	41,750
115	Municipal Arts Fund	26,026	2,460	800	27,686	12,466	20,000	20,152
125	Paths & Trails Fund	10,274	7,575	0	17,849	4,356	10,000	12,205
130	Drug Buy Fund	22,847	1,870	9,100	15,617	1,535	12,000	5,152
145	City Hall North Fund	515,318	469,670	306,049	678,939	441,310	313,288	806,961
151	Opioid Settlement Fund	0	103,525	2,500	101,025	71,290	40,000	132,315
152	Affordable & Supportive Hsng	0	47,750	0	47,750	48,800	0	96,550
226	Debt Service Fund	0	526,700	526,700	0	526,503	526,503	0
227	Local Revitalization Fund	270,878	35,520	0	306,398	22,520	0	328,918
314	Real Estate Excise Tax Fund	5,910,242	2,769,000	1,026,726	7,652,516	3,046,820	9,112,000	1,587,336
316	Capital Improvement Fund	2,278,531	413,200	615,600	2,076,131	1,871,901	3,494,801	453,231
317	Parks & Open Space Capital Imp	784,562	842,800	815,000	812,362	2,170,660	2,085,600	897,422
318	Road Improvement Fund	7,230,167	2,132,706	2,801,216	6,561,657	10,944,250	12,125,500	5,380,407
401	Surface Water Utility	5,969,636	4,758,795	4,626,455	6,101,976	7,258,249	9,366,873	3,993,352
509	Equipment Replacement Fund	1,463,156	726,390	394,115	1,795,431	670,120	514,517	1,951,034
521	Unemployment Compensation/Self Insurance	26,373	25,000	30,100	21,273	30,000	50,000	1,273
TOTAL		39,159,456	38,850,532	38,376,100	39,633,888	53,470,033	71,893,082	21,210,839

At December 31, 2024, the General Fund is projected to have a fund balance of \$13,103,786, of which \$3,480,605 has been designated to support the completion of the remaining Revitalization, Preservation and Beautification projects (RPB) listed below.

Project ID	Project Name	Roll-Over to 2025/2026
2023-890-01	Street Light LED Upgrade	\$110,000
2023-890-02	City Entrance Wayfinding Signage	\$200,000
2023-890-03	City Banner & Décor Replacement	\$50,000
2023-890-05	Landscape Redesign & Revitalization	\$250,000
2023-890-07	Roadway Safety Supplies & Equipment	\$45,000
2023-890-08	Network Switch Replacement	\$80,000
2023-890-16	City-wide Fee Study	\$50,000
2023-892-01	Park Maintenance Amenities	\$110,000
2023-892-02	Update Personnel/Police Policy Manuals	\$30,000
2023-892-04	Citywide Park Tree Plan	\$25,000
2023-892-05	Street Tree Policy & Plan	\$250,000
2023-892-06	GIS System	\$125,000
2023-892-07	Asset Management System	\$125,000
2023-892-08	Parks & Recreation Board Projects	\$300,000
2023-892-09	Arts & Beautification Board Projects	\$150,000
	Uncommitted RPB funding balance	\$1,580,605
Total		<u>\$3,480,605</u>

The balance of \$9,623,181 is subject to sections 9.6 and 9.7 of the Capital Management Policies, which provide that one-time revenues should be transferred into the CIP Fund at the end of the biennium; and 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. At the end of each biennium, the City will transfer 33% of all reserve funds above the General Fund Reserve minimum for capital project investments. The City's last recorded General Fund transfer to Capital Improvement Fund was last December 31, 2018, for \$1,044,703 (\$215,000 Construction Sales Tax and \$829,703, 33% of reserve balance). The proposed 2025/2026 biennium budget includes a transfer of approximately 33% of the General Fund's surplus reserve to the Capital Improvement Fund of \$949,161. We did not identify any one-time receipts from the sales tax construction category that should be transferred to the Capital Improvement Fund.

BUDGET OVERVIEW

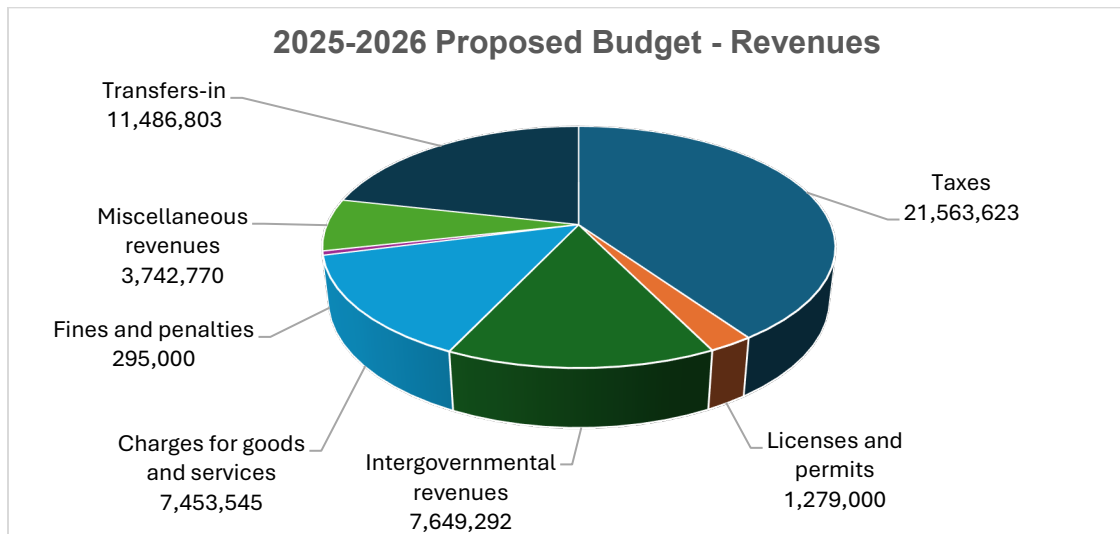
At the beginning of 2025, the available resources from all funds are estimated at \$39,633,888. For the ensuing biennium, preliminary total revenues and expenditures including \$11,486,803 of Transfers in/out are \$53,470,033 and \$71,893,082, respectively.

	<u>2023/2024 Estimated Actual</u>			<u>2025/2026 Preliminary</u>			
Fund Groups	<u>1/1/2023 Available Resources</u>	<u>Estimated Revenues</u>	<u>Estimated Expenditures</u>	<u>Estimated Fund Balance, 12/31/2024</u>	<u>Budget Revenues</u>	<u>Budget Expenditures</u>	<u>Projected Fund Balance, 12/31/2026</u>
General	\$ 14,581,738	\$ 25,052,595	\$ 26,313,438	\$ 13,320,895	\$ 25,182,868	\$ 32,999,707	5,504,056
Special Revenue	\$ 670,547	\$ 1,592,826	\$ 1,256,850	\$ 1,006,523	\$ 1,776,142	\$ 1,667,581	1,115,084
Debt Service	\$ 270,878	\$ 562,220	\$ 526,700	\$ 306,398	\$ 549,023	\$ 526,503	328,918
Capital Projects	\$ 16,203,501	\$ 6,157,706	\$ 5,258,542	\$ 17,102,665	\$ 18,033,631	\$ 26,817,901	8,318,395
Enterprise	\$ 5,969,636	\$ 4,758,795	\$ 4,626,455	\$ 6,101,976	\$ 7,258,249	\$ 9,366,873	3,993,352
Internal Service	\$ 1,463,156	\$ 726,390	\$ 394,115	\$ 1,795,431	\$ 670,120	\$ 514,517	1,951,034
Total	\$ 39,159,456	\$ 38,850,532	\$ 38,376,100	\$ 39,633,888	\$ 53,470,033	\$ 71,893,082	21,210,839

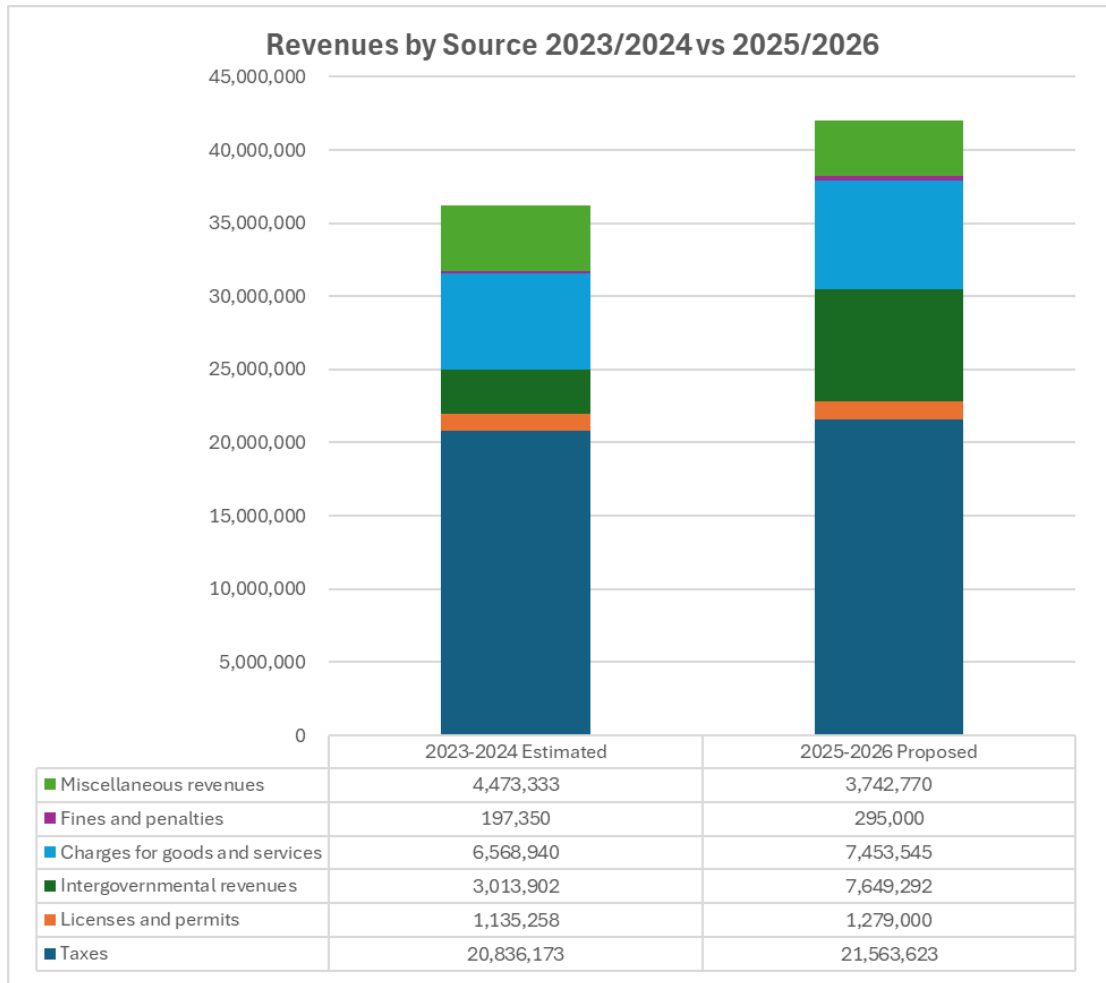
Compared to the 2023/2024 estimated actuals, 2025/2026 budget revenues of \$53,470,033 are higher by \$14.6 million (38%) while the 2025/2026 budget expenditures of \$71,893,082 are higher by \$33.5 million (87%). Transfers In and Transfers Out among funds have the biggest variance - from \$2,625,576 (2023/2024 estimated actuals) to \$11,486,803 (2025/2026 budget). However, net of the Transfers In/Out, the 2025/2026 budget revenues of \$41,983,230 are higher by \$5.8 million (16%) while the 2025/2026 budget expenditures of \$60,406,279 are higher by \$24.6 million (69%).

REVENUES

2025/2026 aggregate revenues of \$71.9 million is comprised of taxes (40%), licenses and permits (2%), intergovernmental revenues (14%), charges for goods and services (14%), fines and penalties (1%), miscellaneous revenues (7%) and transfers (22%). Revenue projections were primarily calculated based on historical data and where applicable, certain revenues were estimated based on the assumptions provided by the Washington State Economic and Revenue Forecast Council (ERFC) in June 2024.



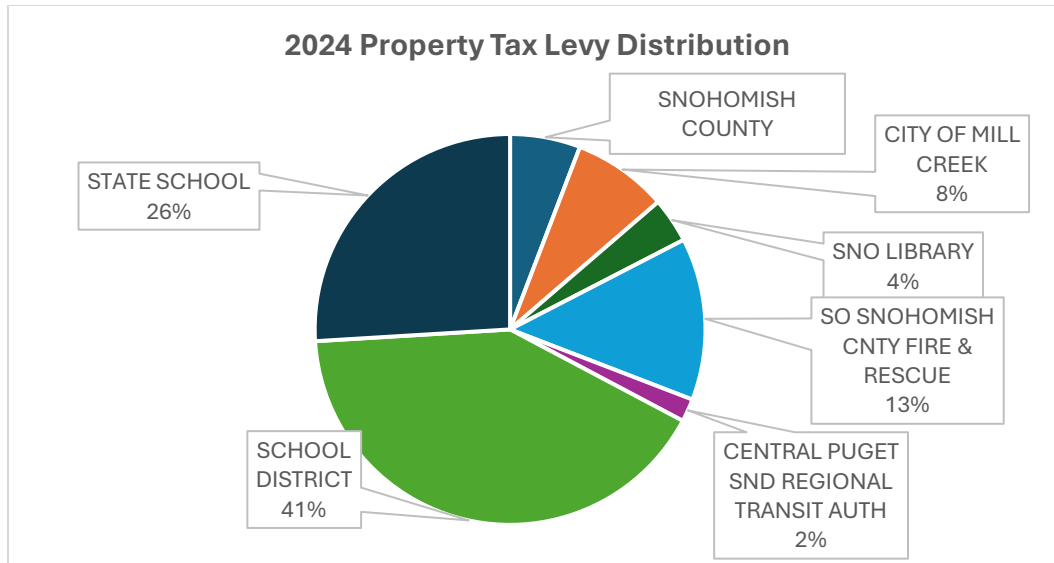
Compared to the 2023/2024 estimated actuals, the 2025/2026 proposed revenue budget from all sources, net of transfers increased by \$5,758,274 (16%) from \$36,224,956 to \$41,983,230.



Taxes include property taxes, sales taxes, leasehold excise tax and Real Estate Excise Taxes (REET). The 2025/2026 tax receipts are estimated to increase by \$727,450 (3%) over the 2023/2024 estimates.

PROPERTY TAX

Annual property tax levy amount assumes a 1% increase year over year (YOY). The 2024 estimated property tax of \$4,414,941 includes the approved levy of \$4,273,050 plus new constructions and refunds. This increases to \$4,386,512 in 2025 and \$4,430,377 in 2026. The levy amount is allocated among property owners using the Citywide (CW) aggregate assessed valuation (AV) as of January 1 of the current year. For instance, for 2024 the City's final CW aggregate AV was \$6,383,409,175 (1/1/2023 valuation) and the authorized levy amount was \$4,343,081 including \$70,030 for new construction and refunds. Therefore, the levy rate per \$1,000 AV is \$0.6804 or \$587.64 for a property with an average AV of \$863,700. However, the City is only one of the taxing agencies in the County. For 2024, the average total levy rate in the City of Mill Creek is \$8.68 per \$1000 AV or \$7,492.60 for a property with an average AV of \$863,700 and is distributed among various taxing agencies as demonstrated in the following chart.



From 2022 to 2024, the City's average total levy rate per \$1,000 AV has fluctuated as shown below.

District	2022		2023		2024	
SNOHOMISH COUNTY	\$	0.60	\$	0.48	\$	0.51
CITY OF MILL CREEK	\$	1.64	\$	0.62	\$	0.68
SNO LIBRARY	\$	0.39	\$	0.31	\$	0.32
SO SNOHOMISH CNTY FIRE & RESCUE	\$	-	\$	1.08	\$	1.17
CENTRAL PUGET SND REGIONAL TRANSIT AUTH	\$	0.18	\$	0.16	\$	0.17
SCHOOL DISTRICT	\$	3.27	\$	3.28	\$	3.58
STATE SCHOOL	\$	2.67	\$	2.23	\$	2.25
Average Total Levy Rate per \$1000 AV	\$	8.75	\$	8.16	\$	8.68

Factors that affected the annual levy rates are: assessed value YOY changes (5.75% decline in 2024 from 2023; 40% increase in 2023 over 2022 values); the City's annexation of fire and EMS services to the South Snohomish County Fire and Rescue as approved by the voters in April 2022; and two Everett School District (ESD) levies that passed. The ESD levies are:

- Everett School District No. 2 Prop. 1 Replacement of Expiring Educational Programs & Operations Levy. \$2.20 per \$1,000 AV for 4 years \$65.5 M (2023). This replaces the expiring 2018 General Fund educational programs and operations expenses levy; and
- Everett School District No. 2 Prop. 2 Replacement Capital Levy for Safety, Building & Instructional Technology Improvements. This replaces the expiring 2016 Capital Projects Fund Levy.

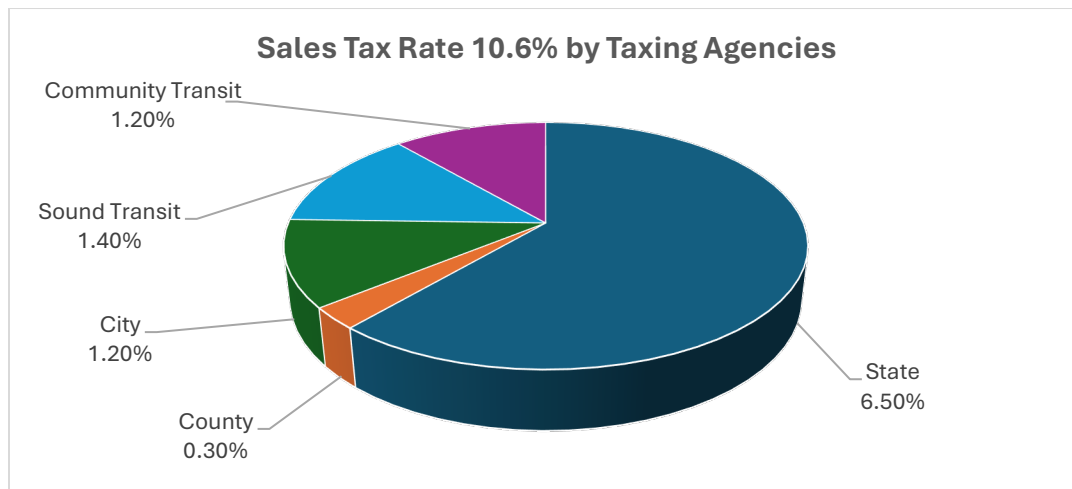
Comparative levy rates and AV from surrounding jurisdiction are found in the Appendix section.

As of 2024, the City's banked capacity is approximately, \$2.6 million.

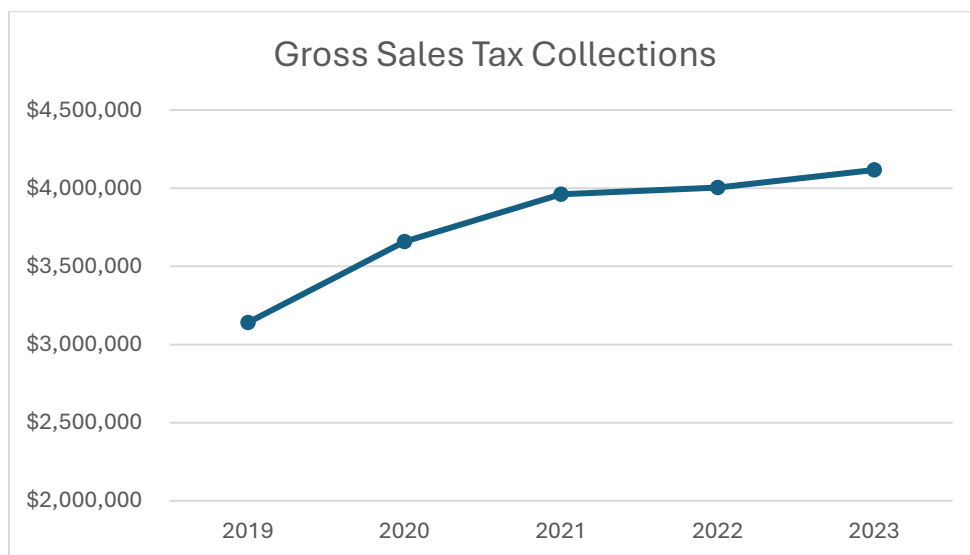
SALES TAXES

Sales Taxes are the City's largest revenue source. 2025/2026 sales tax amounts are based on historical trends which assume modest increase of 2% each year - \$4,144,513 (2025) to \$4,227,403 (2026).

The City's sales and use tax rate is one of the highest in the region at 10.6%. Of this rate, the City receives only 1.20% - first and second half as authorized by RCW 82.14.030 (1) & (2) (1%), plus 0.10% for Public Safety as approved by 67.20% of the voters in the November 2022 General Elections and 0.10% for Affordable Housing per Ordinance 2019-858. The remaining 9.40% is levied by various taxing agencies. Please refer to Appendix for more information on the Sales Tax breakdown.



Based on the City's 2019-2023 sales tax trend, annual receipts show an upward trend however, the YOY growth fluctuates from 1.1% in 2022 to 16.5% in 2020.



The 2020 sales tax from the Construction category was up by \$307,030 (64%) from the previous year primarily from the development at The Farm. When the Consumer Price Index (CPI) in the Seattle area rose from 2.1% in October 2020 to 7.6% in December 2021, the City's collection

improved by 8.3%. In 2022, the nation began to recover from the pandemic and CPI continued to climb to 8.9% in October 2022, the City's sales tax receipts stabilized at \$4 million and slight increase in 2023.

Categories	2019	2020	2021	2022	2023
Construction	\$476,894	\$783,925	\$674,213	\$548,335	\$517,123
Manufacturing	37,791	36,973	42,588	47,111	46,023
Wholesale Trade	114,067	110,377	130,596	167,226	135,565
Retail Trade	1,348,747	1,567,333	1,709,737	1,693,762	1,761,226
Information	136,696	163,795	223,140	209,958	210,625
Finance & Insurance	22,090	21,506	21,799	27,725	22,245
Real Estate Rental and Leasing	28,200	32,839	30,961	28,413	27,911
Professional, Scientific, & Technical Services	51,780	98,436	183,447	181,076	184,243
Admin. Support, Waste Mgmt., & Remediation	151,760	191,252	216,125	231,791	245,695
Arts, Entertainment, & Recreation	116,839	77,302	92,489	117,227	124,915
Accommodation & Food Services	517,001	440,735	512,234	552,193	619,379
Other Services	44,015	37,168	40,151	46,827	45,315
*Miscellaneous	94,517	96,506	83,471	151,733	176,473
Gross Sales Tax Collections	\$3,140,398	\$3,658,148	\$3,960,950	\$4,003,379	\$4,116,737
YOY Change	6.1%	16.5%	8.3%	1.1%	2.8%

REAL ESTATE EXCISE TAX (REET)

REET is a levy upon all sales of real estate in the State of Washington unless specifically exempted. Effective January 1, 2020, the State implemented a graduated REET rate structure on the selling price. RCW 82.46 authorizes cities and towns to impose local REET on top of the State rate. REET 1 is a 0.25% REET tax primarily for capital projects and limited maintenance. REET 2 is an additional 0.25% REET primarily for capital projects and limited maintenance.

ERFC was projecting REET to grow by 14.7% and 9.4% in 2025 and 2026, respectively with the anticipated lowering of federal funds rate. However, based on the City's projected 2024 receipts of \$1,012,325, REET 1 and REET 2 receipts are estimated at \$1,161,136 for 2025 and \$1,270,284 for 2026.

INTERGOVERNMENT

Intergovernmental revenues show the highest change in biennium revenues by \$4.6 million (154%) over 2023/2024 estimates from potentially new Federal and/or State grants to support construction costs of (CIP) – State Capital allocations for the City Hall North Building Renovation (\$499,550), DRCC Phase 1 Development (\$999,100); Veterans Monument Expansion (\$250,260); Mill Creek Subarea Transportation Upgrade (\$420,000); Trillium Boulevard and Silver Crest Rebuilds (\$1.0 million); and Nickel Creek Fish Passage Project (\$1.6 million). These sources also include State-Shared revenues that are distributed on a per capita basis to local agencies. Per RCW 43.62.030, the Washington State Office of Financial Management (OFM) shall annually determine the April 1 population of all cities and towns of the state. This OFM population is used by the State to allocate shared revenues. The April 1, 2024, population for the City is 21,630, with no change from the 2023 estimate. Although the Transportation Revenue Forecast Council is

projecting an incremental growth for Motor Vehicle Fuel Taxes and Multimodal Transportation revenues, the City's share would be minimal at \$11,858 (1.4%) from \$833,244 to \$845,102.

CHARGES FOR GOODS AND SERVICES

Revenues from Charges for Goods and Services of \$7.5 million comprise of surface water fees (\$4.5 million); development and building permit (\$252K); passport application fees (\$1.0 million); law enforcement services (\$606K); recreation fees (\$268K), and field and facility rentals (\$226K). The 2025/2026 revenues are expected to grow by at least 13% over the 2023/2024 estimated actuals primarily due to the surface water fees which have been established to increase annually from \$218.55 per Equivalent Surface Unit (ESU) in 2024 to \$225.10 per ESU in 2025 and \$231.85 per ESU in 2026. General Fund's charges for goods and services are anticipated at \$2.3 million in 2025/2026, which is 19% more than 2023/2024 estimated actual considering the additional reimbursement from the Everett School District for the second School Resource Officer as well as anticipated increased activities in the recreation, field and facilities rentals.

OTHER REVENUES

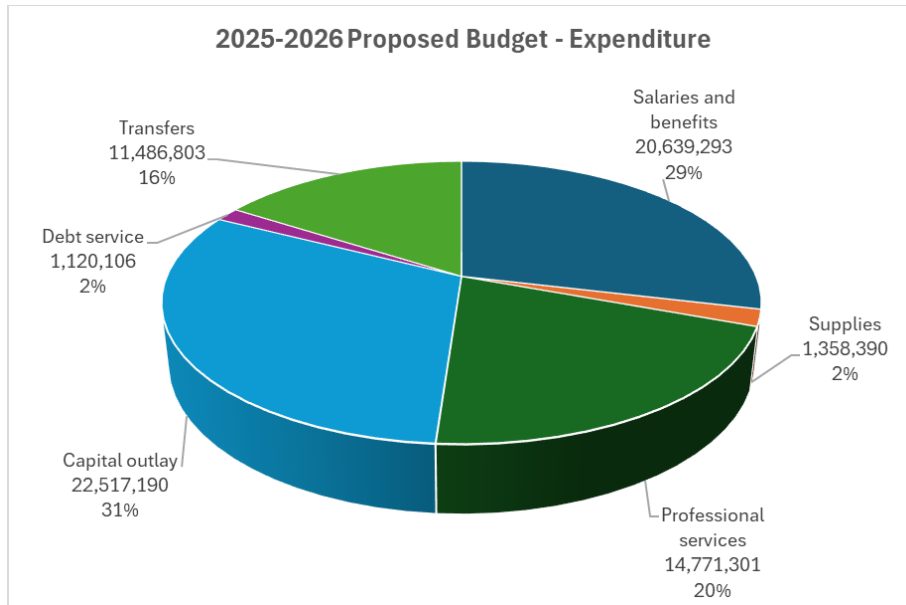
Fines and penalties are generated from civil traffic fines, and code enforcement fines and penalties. Civil traffic fines are established by the State and approximately 35% of the fines go to the City and the remaining 65% is remitted to the State and County. Miscellaneous revenues are generally interests earned from city's investment accounts. \$3.7 million is budget for 2025/2026 considering the anticipated lowering of interest rates to 4.8% in 2025 and 3.4% in 2026. This is \$764,713 (17%) lower compared to 2023/2024 estimated actual where interest rates are averaging 5.2%.

EXPENDITURES

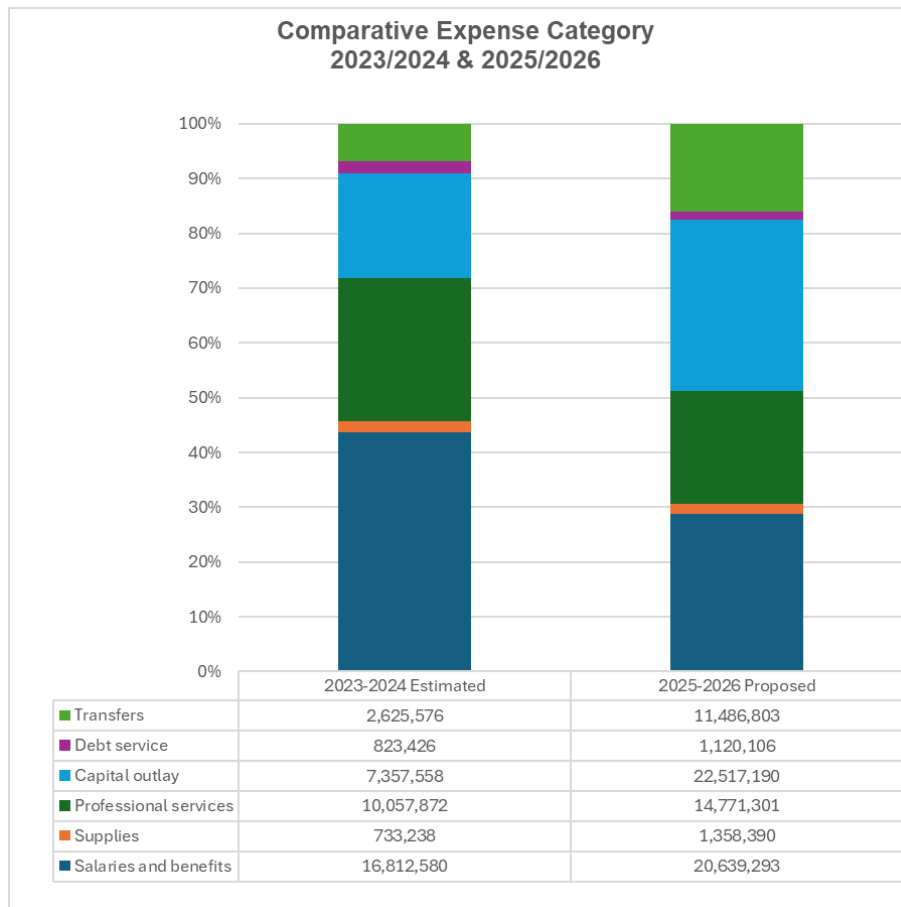
The preliminary budget includes the remaining appropriation from the RPB initiative originally funded by ARPA; and proposals that supports one or more of the 3-5-year priorities which concurrently advances specific guiding principles of the 2040 Vision:

- Consulting costs to develop vision and implementation plan for the Mill Creek SubArea – proposed to be funded with the available RPB funding \$600,000;
- Additional staffing and increased maintenance and operation expenses in Public Works.
- Technology investments such as Asset Management and GIS, Flock safety cameras;
- Major repairs to City's streets and surface water infrastructures; and
- Development of studies and plans to identify, prioritize and plan future improvements.

The 2025/2026 total expenditures of \$71,893,082 include funding for the salaries and benefits for City staff; operations and maintenance; transfers and the capital improvement program.



Compared to the 2023/2024 estimated actual, the 2025/2026 proposed expenditure budget net of transfers increased by \$24,621,605 (69%) from \$35,784,674 to \$60,406,279. Substantially, \$15.1 million (62%) of the increase is from Capital Outlay. Professional services; and salaries and benefits grew by \$4.7 million (19%) and \$3.8 million (16%), respectively.



STAFF CHANGES:

The proposed 2025/2026 biennium budget includes 65 authorized positions which is an increase of 6 new full-time positions compared to the 2023/2024 adopted budget. In addition, there are several reclassifications of salary ranges for certain positions to address amended job assignments and responsibilities. The cost impact of these changes to the total salary and employee benefit cost for the biennium is \$1,697,299 of which \$1,375,567 has direct impact on the General Fund and \$321,732 from non-General Fund sources. However, of the non-General Fund allocation, approximately \$30,000 is charged to the Streets Fund and indirectly impacts the General Fund.

The adopted 2021/2022 biennium budget reflected measures to mitigate the uncertainties brought on by the COVID-19 pandemic including deferred maintenance, reduced staffing and minimal capital investment. In 2021/2022, authorized positions declined by 7.92 from 62.30 full time equivalent (FTE) positions to 54.38 FTE. The Authorized Position Listing found in the Positions and Salary Schedules section shows the position changes from 2017/2018 to 2025/2026.

The 2023/2024 adopted budget was developed with the conservative expectations of the resumption of normal operations. The adopted budget restored 4.62 FTE's. Then, during the biennium the following positions were added to address developing priorities.

		2025/2026		
	Range	Salary & Employee Benefit	GF Impact	Non GF Impact
New positions				
Management Analyst ²	NR - L	\$303,293	\$303,293	
Comm, Recr & Marketing Manager ⁵	NR - O	\$284,853	\$284,853	
Deputy Director of PS/Deputy Police Chief ¹	NR - D	\$417,463	\$417,463	
Information Technology & Systems Technician ³	A - 14	\$247,285	\$247,285	
Maintenance Worker ⁶	A - 13	\$235,348	\$176,511	\$58,837
Maintenance Worker (7th position) ⁶	NR - O	\$290,014	\$29,001	\$261,013
Reclassification Salary Range				
Community Development Director ²	NR - C	\$487,681	\$487,681	
Planning & Development Services Manager ²	NR - G	(\$426,160)	(\$426,160)	
Community Engagement, Marketing & Recreation Coordinator ⁵	A - 13	\$498,903	\$498,903	
Communications, Marketing & Recreation Program Manager ⁵	A - 16	(\$663,872)	(\$663,872)	
Human Resources Manager ⁶	NR - F	(\$400,394)	(\$400,394)	
Human Resources Director ⁶	NR - D	\$407,410	\$407,410	
Information Systems & Technology Manager ³	NR - J	\$351,042	\$351,042	
Information Systems & Technology Manager ³	A - 22	(\$371,975)	(\$371,975)	
Public Works Operations Manager ⁵	NR - J	(\$388,054)	(\$310,443)	(\$77,611)
Public Works Operations Manager ⁵	NR - G	\$397,464	\$317,972	\$79,493
TOTAL Increase		\$1,670,301	\$1,348,569	\$321,732

Notes:

- ¹ Ordinance 2023-890 dated 2/7/2023 approved ARPA funding allocation for Deputy Director of Public Safety Employee - 2-year temporary position.
- ² Ordinance 2024-912 dated 4/6/2024 authorized one new position for Management Analyst Non-Represented (NR) salary grade L.
- ³ Ordinance 2024-918 dated 6/11/2024 authorized one new position for Community Development and Planning Director intended to replace the Planning and Development Services Manager.
- ⁴ Ordinance 2024-917 dated 7/2/2024 authorized the reclassification of Information Systems & Technology Manager to the NR salary grade and added one new position for Information Technology and Systems Technician.
- ⁵ Ordinance 2024-918 dated 7/23/2024 authorized one position for Communications, Marketing & Recreation Manager to NR salary grade and reclassified two positions for Communications, Marketing & Recreation Program Manager to Community Engagement, Marketing & Recreation Coordinator.
- ⁶ Preliminary 2025/2026 Budget

Salaries and Benefits

The total biennium salaries and benefits costs for the 66 proposed positions is \$20.6 million (\$10,005,924 for 2025 and \$10,633,369 for 2026). YOY increase is approximately 6.3%. Regular salaries of \$14.6 million assumes the merit step increases of eligible employees and the Cost-of-Living Adjustment (COLA). Recall that on February 2, 2024, City Council adopted Resolution No. 2024-705 approving AFSCME's CBA contract which includes 16% COLA adjustments over 4 years (5.0% in 2024, 4.5% in 2025, 3.5% in 2026 and 3.0% in 2027). Unrepresented employees' salary schedule assumes the same COLA rates. Police Guild CBA negotiation is ongoing. A 1% COLA increase is approximately \$29,697 in total cost to the General Fund or equivalent to a \$4.02 increase in annual property tax to a property owner with average AV of \$863,700, based on 2024 levy rates.

Employee benefits reflect the preliminary health care premium rate projections by the Association of Washington Cities Trust (AWC), of an 8.5% average increase for medical and 5.25% for dental.

Pension retirement employer costs are assumed to remain the same over the next 2 years - 9.03% (PERS 2 &3) and 5.32% (LEOFF2).

GENERAL FUND (001)

The notable budget variances are summarized in the following sections by department.

Legislative

The 2025/2026 Legislative budget totals \$3,747,785, an increase of \$2.9 million over the 2023/2024 estimated actual. This includes the carry forward of \$3.4 million savings from the Public Safety department's budget in 2023/2024 because of the shift of government services costs to ARPA. This carry forward is intended to finance the approved RPB projects listed above. Net of this amount, \$267,180 supports City Council's activities including compensation and benefits (\$197,430), and \$60,000 for services, conferences, and supplies.

At the start of 2023, the City was focused on the Comprehensive Plan update which sets forth the City's policies and plans to comply with the State's Growth Management Act requirement to facilitate and support the projected growth by 2044. Tied to this is the major planning of and the pending work related to the Mill Creek Subarea. At the May 28, 2024, Council meeting, Council approved a motion directing staff to move forward with Option C - Prepare new zoning and design standards and complete a subarea plan and planned action environmental impact study with an estimated cost of \$600K and projected completion by quarter 1 of 2026. Available RPB money is proposed to fund this initiative. Both initiatives are still progressing and are expected to significantly influence the City's future.

On September 10, 2024, City Council approved the implementation of the FLOCK cameras. Twenty-six cameras are proposed to be installed at key locations within the City. The annual costs of the lease and software subscription is approximately \$87,000. The initial 2-year cost would be funded by the available RPB funds. This initiative will be evaluated further to determine its benefit to the City and the recurring costs beyond the initial term are not included in this budget, but it would be borne by the General Fund unless alternative grants are available.

City Manager

The proposed 2025/2026 budget is \$1,880,314 and it is \$407,539 more than the 2023/2024 estimated actual. The increase is primarily due to salaries and benefits which reflect additional staffing from 2.50 to 3.50 FTE for the Management Analyst position.

Finance

The 2025/2026 budget of \$1,925,125 is \$376,975 (24%) higher than the 2023/2024 estimated actuals. The current biennium estimates reflect salaries and employee benefits savings due to vacancies. Of the department's proposed budget, \$1.6 million of the expenditures are salaries and benefits of 7.20 FTEs. While \$282,200 covers the annual State Auditor's Office audit of the financials, accountability report and single audit for the biennium; finance charges from the City's financial institution, investment and merchant accounts; legal, accounting and/or financial consultant services; and employee training.

Marketing & Communications and Recreation

The aggregate proposed 2025/2026 budget for these department is \$1,166,457 and it is \$326,533 higher than the 2023/2024 estimated actual. This variance results from the increased staffing from 2.00 to 3.00 FTE with the addition of 1.0 FTE Communication, Recreation and Marketing Manager and reclassification of 2.0 FTE Communication, Marketing and Recreation Program Manager positions to the Community Engagement, Marketing and Recreation Coordinator (\$291,947). Moreover, professional services grew by (\$26,520) of which \$18,000 represents the proportional increase of instructors' payments. Recreation fees collected from youth, teens and family programs are split 70% - 30% between the instructors and the City. Recreation fees in the General Fund revenues are projected to increase by \$25,710.

Information Technology

The proposed 2025/2026 budget of \$1,411,441 is \$479,631 (51%) higher than the 2023/2024 estimated actuals. Of this variance, \$357,825 relates to salary and benefits of 2.00 FTE which includes the new Information Systems and Technology Technician position. The increase of \$122,000 covers software subscriptions and services which are anticipated to rise annually between 3%-5%. These licenses include the following softwares: Microsoft Office, Adobe, iCompass, GovQA, Springbrook, network & security, and various archiving licenses. The implementation of the City's website redesign project required a web hosting service upgrade of \$14,700/year, and telecommunications costs grew by \$28,700 to support the substation and additional staff.

Human Resources

The proposed 2025/2026 budget of \$969,758 is \$116,000 (11%) below the 2023/2024 estimated actual. Legal costs dropped by \$170,200 from \$620,200 to \$450,000. This covers legal advice on employment matters, union negotiations, grievances and investigations. Savings here offset the reclassification of the Human Resources Manager to Human Resources Director (\$52K), whose responsibilities now include conducting the general investigations. An allocation for employee training and coaching (\$22,000) is also included to support employee development, wellness and safety.

City Clerk

This budget supports 1.50 FTE for a City Clerk and Deputy City Clerk/Executive Assistant position. The proposed 2025/2026 budget of \$509,428 is \$117,331 (30%) above the 2023/2024 estimated actuals which reflect savings from vacancies. Salaries and benefits went up by \$136,131 and is offset by legal services with the conclusion of certain public records requests.

Police

In 2023/2024, this department is funded by both the General and ARPA funds. ARPA supports the limited term position of the Deputy Director of Public Safety/Deputy Chief of Police (Deputy Director); and salaries and overtime of the department under the government services provision

of the revenue replacement expenditure category of the State and Local Fiscal Recovery Funds (COVID-19 SLFRF). The Deputy Director is proposed to be designated as a permanent full-time position under the General Fund. This proposal advances, Council's 2040 Vision goals of safety and cleanliness of the City. The role of the Deputy Director is essential in providing strategic direction, operational oversight and cohesive management within the department. The position has streamlined decision making, increased responsiveness to community needs, and optimized resource allocation, allowing sergeants and officers to be in the field, protecting the community. The Deputy Director has also assisted in ensuring accountability and transparency, by overseeing internal investigations, monitoring compliance with policies, and addressing misconduct efficiently and effectively.

The department's proposed 2025/2026 budget of \$12,624,945 is \$188,465 (2%) more than the 2023/2024 estimated actual of \$12,436,480 (combined General and ARPA). The current biennium estimates reflect approximately \$700,000 of retro payments to the Police Guild members for COLA increases from January 2022 – June 2024 and leave pay-outs from separated employees. If we exclude approximately \$173,600 (retro for 2022) from the 2023/2024 estimated actual the variance would be \$362,065 (3%).

Salaries and benefits increased by \$563,631 (6%) mainly due to the Deputy Director position, which was previously funded by ARPA and benefit cost changes discussed in the previous section plus modest COLAs over the next two years, although negotiations have not yet concluded. Recall that the 2023/2024 adjusted budget excluded appropriations to cover the retro payments. This was offset by net decreases totaling \$224,000 in various professional services lines - legal prosecution and district court charges (-\$131,900), pre-employment screening and academy cost (-\$65,200), vehicle/equipment repairs and maintenance (-\$73,000), jail services (-\$84,600) and Snoco911 (\$122,000).

Jail services are provided by the Snohomish County Sheriff's Office and cover booking, boarding and medical costs. From 2020 thru June 2024, the average monthly booking has been 12 intakes per month but the housing numbers have risen from an average of 69.65 days per month in 2020 to 119 days per month in 2023. As of June 2024, the average housing has dropped to 92 days per month. The spike in 2023 is attributed to individuals who were awaiting court dates or sentenced for longer terms. Based on history, booking and housing rates are projected to increase by 3% each year. The estimated actual for 2023/2024 is anticipated to be \$684,600 due to some unusually high inmate medical costs. We anticipate medical costs to smooth out and the average housing days to further decline. Hence, jail costs have been budgeted at \$600,000 in 2025/2026.

Type	2020	2021	2022	2023	2024
Booking	156	124	100	165	93
Housing	836	520	691	1,432	549
Grand Total	992	644	791	1,597	642

The Snohomish County Dispatch increase is \$113,374 in the next biennium. The City is a member of the ILA with Snohomish County for Emergency Dispatch Services (SnoCo 911). Annually, SnoCo 911 provides its approved budget and assessments for the ensuing fiscal year to member agencies. For 2025, the overall budget increase is \$4.1 million (12.92%) more than 2024. SnoCo 911 services are funded by taxes and member agency assessment which is allocated based on

assessed valuation and population change. For 2025, Mill Creek's assessment increased by \$29,039 (10.50%) from \$276,635 to \$305,674. The same increase is expected in 2026.

Fire

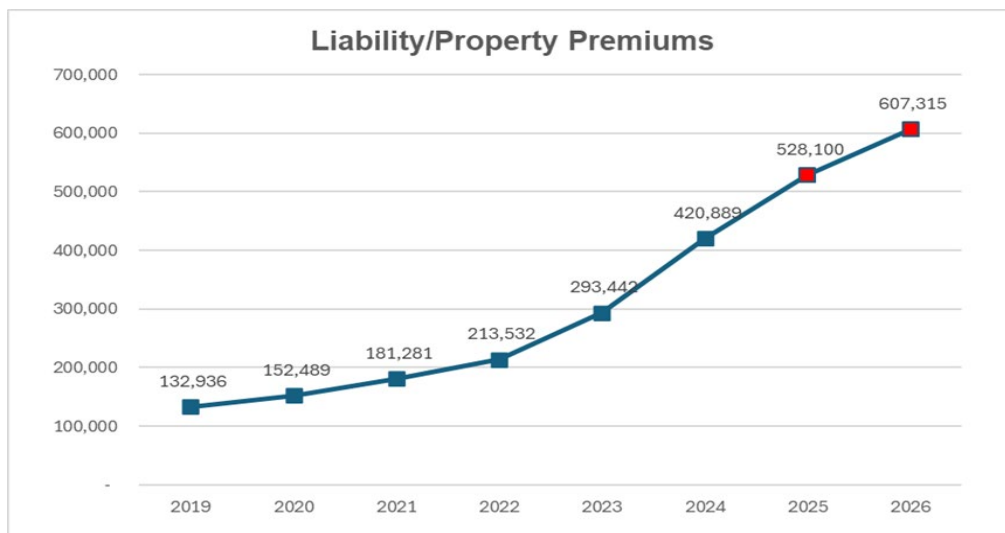
There is no significant budget increase in this department compared to the 2023/2024 adjusted budget of which \$300,000 is programmed for the fire marshal services per the interlocal agreement (ILA) with South County Fire and Rescue Regional Fire Authority (South County Fire). However, compared to the 2023/2024 estimates, the proposed budget of \$416,040 is over by \$225,540 (118%). This is due to pending legal determination of the fire marshal services.

The budget also contains \$116,040 for debt service related to the Fire Station 76 purchase from Snohomish County Fire District No. 7 (District). The City and District jointly owned Fire Station 76, located at 1020 153rd St. SE, Mill Creek, Washington. Per the agreement, the City has the right to purchase Fire Station 76 from the District, if the District ceases to provide Fire/EMS Services to the City. Following the successful passage of the City of Mill Creek Proposition No.1 – the annexation of the City to South County Fire for Fire and Emergency Medical Services, the City exercised its right to ownership of Fire Station 76. On December 13, 2022, the City executed a 20-year promissory note to the District for \$1,102,375.25 with an annual payment of \$58,020.

Non-Departmental

The proposed 2025/2026 budget of \$2,800,123 is \$1,682,803 (151%) more than the 2023/2024 estimated actual. Seventy percent (70%) or \$1,182,764 of this increase is primarily due to the supplementary transfers of \$228,603 to the Streets Fund to subsidize its operating shortfall and \$949,161 excess General Fund to the Capital Improvement Fund (314). The remaining variance of \$487,807 is attributed to the WCIA general liability and property assessment which has grown significantly since 2019. WCIA assessments are calculated based on overall costs to purchase coverage in the market and the City's experienced rate on claims.

Below are the total annual WCIA premiums from 2019 projected thru 2026. These annual premiums are shared by the General Fund and City Hall North Fund.



\$223,400 has been budgeted for other membership and organization assessments for 2025/2026.

Alliance for Affordable Housing SnoCo	\$7,000
AWC membership	\$50,000
AWC Worker's Comp Retro Program	\$16,000
Economic Alliance SnoCo	\$20,000
NLC	\$4,400
North Shore Senior Center 100% increase over 2024 commitment	\$50,000
OMWBE political subdivision fee	\$1,000
Puget Sound Clean Air Assessment	\$44,000
Puget Sound Regional Council	\$19,000
SCCIT	\$1,000
SCT Dues	\$11,000
	<u>\$223,400</u>

Based on the July 1, 2023, Census data, persons 65 years and over make up about 15% of the City's population of 20,742. At the February 14, 2023, City Council meeting, Council expressed interest in additional funding that would support enhanced senior citizen services. An additional provision of \$25,000 for potential expanded services for our older adults has been included in this proposal. This furthers strategic priority #5 - Increase Community Engagement.

Development Services

The proposed 2025/2026 budget of \$2,009,367 is \$429,067 (27%) above the 2023/2024 estimated actuals which reflects personnel cost savings due to vacancies. This net increase in salaries and benefits of \$447,067 includes \$61,500 attributable to the reclassification of the Planning and Development Services Manager to the Community Development and Planning Director and the remaining variance is due to the merit raises, COLAs and benefit costs noted above. There is an additional capital investment for Trakit software upgrade - \$95,000 but this cost is offset by a reduction of \$115,000 in professional services mostly associated with middle housing and comprehensive plan amendment.

Public Works

The proposed 2025/2026 budget of \$3,411,825 exceeds the 2023/2024 estimate actuals by \$1,170,275 (52%). Of this variance, \$847,268 (72%) is mainly for salaries and benefits which includes increased staffing from 15.80 FTE at the beginning of 2023 to 17.80 FTE in 2025. A sixth Maintenance Worker was authorized on September 3, 2024, per Resolution No. 2024-741. The proposed budget also includes 1.0 FTE for Public Works and Operations Supervisor which would be allocated among the General (10%), City Hall North (10%) and Surface Water (80%) funds. The reclassification of the Public Works Operations Manager from Range J to Range G, as well as the Maintenance Worker salary change from grade 12 to grade 13 also affected the increase.

Professional Services grew by \$212,130 (35%) from the 2023/2024 adjusted budget. \$165,881 of the increase is attached to park maintenance for landscape services, utility costs including surface water fee charges and encampment debris cleanup. \$71,500 is the department's share of the GIS and Project Management (new) software subscriptions.

Capital Outlays increased by \$106,000 from prior biennium and are proposed for the following improvements.

City Hall south irrigation repair	\$25,000
Fence PW yard	\$50,000
New covering for salt & sand bunkers	\$26,000
PW shop re organization	\$5,000
	<u>\$106,000</u>

ARPA Fund (013)

The City of Mill Creek received \$5,839,053 COVID-19 SLFRF as enacted by the ARPA to help offset the impact of the COVID-19 pandemic. The funds are required to be committed to contracts by December 31, 2024, and fully disbursed by December 31, 2026. The City must comply with the rules and guidance provided by the U.S. Department of Treasury including the provisions of Uniform Guidance for procurement.

At the September 27, 2022, meeting, projects were reviewed and Council priorities focused on employee retention incentives, revenue generation, and the themes of City Rehabilitation, Preservation and Beautification. On February 7, 2023, April 25, 2023, and November 7, 2023, City Council approved Ordinance Nos. 2023-890 (\$2,520,000), 2023-892 (\$1,200,000), 2023-896 (\$220,000) respectively, which authorized an aggregate ARPA funding of \$3,940,000 for projects. Subsequently on April 9, 2024, City Council approved Ordinance 2024-913 which authorized the use of ARPA funds for government services, specifically for police and public safety salaries, expenses and overtime incurred in 2023 and 2024 to ensure that remaining uncommitted funds would be spent in compliance with the program rules. As such, the shift of funding sources for public safety from the General Fund to ARPA funds caused a \$3,895,605 savings in the Police department's budget. This budget savings was transferred to the Legislative department to finance the approved RPB projects listed above.

By the end of the current year, \$5.7 million is expected to be fully spent and the remaining \$222,637 would carry over to 2025/2026 to fund ongoing ARPA Projects such as the Springbrook Upgrade and the Comprehensive Plan Update. Any unspent funds will be used to cover government services costs so that by December 31, 2026, the fund balance would be zero.

Streets Fund (103)

The 2025/2026 projected revenues of \$902,672 net of \$288,603 transfers from the General Fund is primarily from Motor Vehicle Fuel Taxes (MVFT) and Multimodal Transportation State-shared revenues that are distributed on a per capita basis. While MVFT is assessed on cents per gallon, the Multimodal revenues are direct appropriations from the State's Transportation fund and do not depend on actual fuel sales¹. These revenues are restricted for use on streets and highways, and transportation purposes. At least 0.42% of MVFT must be used for pedestrian, equestrian or bicycle trails and this allocation is accounted for in the City's Path and Trails Fund (125). The Streets Fund revenues are not sufficient to fund 100% of the streets maintenance and requires

¹ MRSC Revenue Guide for Washington Cities and Towns

General Fund subsidy of \$288,603. This subsidy is \$228,603 more than anticipated at the end of 2024.

The preliminary expenditure budget of \$1,247,293 is \$317,292 more than the 2023/2024 estimated actuals. This consists of \$354,093 in salaries and benefits for 1.5 FTE Maintenance Worker and Maintenance Operations Manager; \$863,200 for streets and roads-related services and supplies, including electricity costs for approximately 1,688 city-owned streetlights; and \$30,000 in transfers to the Equipment Replacement Fund. Maintenance and repair projects (\$318,000) related to deferred concrete curb and sidewalk replacement and repair, crack sealing, road striping and RPM replacements are programmed into the 2025-2030 CIP and will be funded by Road and Improvement Fund (318).

Council Contingency Fund (110)

At the end of 2024, this fund is estimated to post \$2,490 net decrease in resources bringing the available funds to \$61,640 for the ensuing biennium. For 2025/2026, \$5,110 is projected for investment interest revenue and \$25,000 programmed for expenditures.

Municipal Arts Fund (115)

The purpose of this fund is for selection, acquisition and/or installation of works of art (Ordinance 2007-661). At December 31, 2024, the estimated resources available are expected to be \$27,686. Projected revenues in 2025/2026 of \$12,466 are primarily from investment interest revenue and transfers in from certain capital funds representing 1% of the total construction project costs.

Paths and Trails Fund (125)

This special revenue fund accounts for 0.42% share of the MVFT revenues which are restricted for paths and trails expenditures (MCMC 3.42). For 2025/2026, \$10,000 has been appropriated for this program.

Drug Buy Fund (130)

Previously named the Special Investigations Fund (MCMC 3.38), this fund accounts for net proceeds from seizures and confiscation of properties pursuant to the Uniform Controlled Substances Act. For 2025/2026, only revenues from investment earnings are anticipated and \$6,000 is programmed to support expansion and improvement of controlled substances law enforcement activities.

City Hall North Fund (145)

Formerly known as the 15720 Main Street Property Fund, this was created in 2005 for the purchase of accounting of financial activities related to the ongoing operations and improvements to the City Hall North property. Currently, the property is 100% occupied by tenants who are charged with rent, leasehold excise taxes and triple net charges which covers common area maintenance costs. Total 2025/2026 revenues of \$441,310 consists of 89% or \$392,200 rent and

triple net charges and the balance is the estimated investment interests. The 2025/2026 proposed spending of \$313,288 is primarily services and supplies for the upkeep and operations of the property, including \$38,288 for the liability and property insurance premium. In addition, it includes salary and benefit costs of \$52,949 for salary and benefit of 0.10 FTE Maintenance Worker. Compared to the 2023/2024 estimated actuals, the proposed budget is only \$7,239 (2%) higher.

Opioid Settlement Fund (151)

In 2022, the City entered into the One Washington Memorandum of Understanding (MOU) between Washington municipalities which established the regional structure, allocation, purpose/use of the funds received from the opioid settlements. The City's share is 0.1227939546%. This fund was created in 2023 to account for the City's share of the opioid settlement fund and all interest accruing; and its approved uses as set forth in the agreement. To date, the City has agreed to participate in 4 settlements –

1. Distributors (McKesson Corporal, Cardinal Heath, Inc and Amerisource Bergen Corporation) – \$430 million over 17 years with \$215 million allocated to participating subdivisions.
2. Manufacturers & Pharmacies (Teva, Allergan, CVS, Walgreens and Walmart (Settlement II) – This settlement is projected to be \$434.4 million with payments spanning multiple years
3. Janssen - \$149.5 million payable 2024, of which 50% is allocated to participating local governments.
4. Kroger, operator of QFC and Fred Meyer - \$47.5 million over 11 years with 50% going to participating local agencies.

Through December 31, 2024, \$99,900 would have been received and less than \$4,000 spent on qualifying expenses. For 2025/2026, \$71,290 is projected to be received and \$40,000 is programmed to support opioid abatement strategies.

Affordable & Supportive Housing (152)

This fund is used to account for, and report proceeds of the one-tenth of one percent (0.10%) sales and use tax levied for affordable and supportive housing programs as authorized by RCW 82.14.530. This tax sunsets twenty years after the date on which the tax is first imposed. City Council authorized the maximum levy on December 10, 2019, per Ordinance 2019-858. From January 2020 through July 31, 2024, the City has received \$107,951.05 from the affordable and supportive housing sales tax and has no qualifying expenditures. For 2025/2026, the City is expected to receive \$48,800 in revenues and no expenditures are programmed. However, the City has taken an action to advance the purpose of this tax. On May 14, 2024, the City entered into an ILA with Snohomish County and other local agencies for the purpose of creating an award process for these tax revenues.

Debt Service (226)

This fund is used to account for principal, interest and related costs on general long-term debt. In June 2019, the City issued limited tax general obligation bonds for \$3,322,000 through a competitive bid process. The purpose of these bonds is to fund surface water capital

improvements and other capital improvements. Repayment of the bonds occurs over 15 years with an interest rate of 2.44%. For 2025/2026, \$526,503 of expenditures have been planned for the principal (\$429,000) and interest (\$97,503). The equivalent transfer has been programmed in the Surface Water Utility Fund to fully offset these costs.

Local Revitalization (227)

In 2009, the State Legislature created the Local Revitalization Financing (LRF) Program to help local governments finance public improvement projects to revitalize an area. The program allows the City to recapture a portion of the sales tax collected by the State to repay bonds or loans secured by the City for the public improvement. In 2010 the City applied for support to fund the East Gateway Planned Urban Village (EGUV) and was awarded \$330,000. However, funding was forfeited when the City did not provide the letter of intent to the Department of Revenue (DOR) per the amended statute in 2016. This required local governments approved for a project award prior to January 1, 2011, but if they did not impose the LRF sales and use tax by December 1, 2016, to send a letter to the DOR stating their intent to impose the tax by July 1, 2022.

From 2016 to date, the City has received \$271,615 in taxes and over \$29,000 in accrued interests. The total estimated resources of \$328,918 at the end of December 31, 2025, is projected to be repaid to the State.

Real Estate Excise Tax (314)

The Real Estate Excise Tax (REET) is a levy upon all sales of real estate in the State of Washington unless specifically exempted. The tax rate was a flat 1.28% on the selling price but effective January 1, 2020, the graduated REET rate structure took effect. In addition, RCW 82.46 authorizes cities and towns to impose local REET on top of the State rate. REET 1 is a 0.25% REET tax primarily for capital projects and limited maintenance. REET 2 is an additional 0.25% REET primarily for capital projects and limited maintenance but may only be fully imposed by cities that are fully planning under Growth Management Act (GMA).

This capital fund was established to account for REET proceeds as provided by RCW 82.46.030(2). Transactions reported here are the annual transfers needed to the Parks and Open Space; and Road Improvement Capital funds to fully or partially finance eligible projects or maintenance costs. On December 31, 2024, the estimated available resources are expected to be \$7,652,516. According to the ERFC, REET is expected to grow by 14.7% in 2025 and 9.4% in 2026 with expected lowering of the federal funds rates from 5.25% - 5.50% to 4.2% in 2025 and 2.7% in 2026. The change in federal funds rate would impact the mortgage rate, which is projected to decline from 6.7% in 2024 to 5.8% in 2025 and 5.1% in 2026. For the ensuing biennium, \$2.4 million REET 1 & 2 proceeds and \$615,400 investment interest are anticipated. Transfers totaling \$9.1 million is programmed to finance the parks projects (\$575,000) and road projects (\$8,537,000).

Capital Improvements and Facilities Fund (316)

This fund was established to finance capital improvements and facilities as designated from time to time by the City Council. At the beginning of the ensuing biennium, estimated resources would be under \$2.1 million. The 2025/2026 revenues of \$1,871,901 are projected from the General

Fund (\$949,161), grants (\$748,840) and investment earnings (\$173,900). Proposed expenditures of \$3,494,801 includes \$383,335 which funds 50% of the City Engineer and a Project Engineer salaries and benefits; \$6,916 transfer-out to Municipal Arts Fund and the remaining \$3.1 million finances the following capital projects: Police Station Radio (FA00001) - \$80,000; Public Works Yard Study (FA00003) - \$125,000; Public Works Yard Property Acquisition and Design (FA00004) - \$2.0 million; CHN Building Renovation (FA00006) - \$700,000, which is grant funded; and Facilities Master Plan (FA00007)- \$400,000.

Parks and Open Space Capital Fund (317)

This was established as the Park and Open Space Acquisition and Development Fund in 1988 for the purpose of acquisition and/or development of parks and open space. Park mitigation fees (\$858,770) collected from 2019 through 2021 were applied to Exploration Park (17-PARK-03) project. At the start of 2025/2026, available fund balance is projected at \$812,362. Budgeted revenues of \$2,170,660 is primarily from State and County grants (\$1,556,760), transfers from REET Fund (\$575,000) and investment interest (\$38,900). These resources support the proposed spending of \$2,085,600 for various CIP items such as Library Park Renovation (PK00010), North Creek Trail Repaving (PK00011), Penny Creek Improvement (PK00009), Parks Roof Replacement (PK00002), and DRCC Site Development Phase 1 (PK00004). In addition, two plans are programmed – Penny Creek Master Plan (PK00009) and Citywide PROS Plan.

Road and Improvement Capital Fund (318)

This fund supports the streets, road and transportation capital projects identified in the CIP plan that would expand, enhance or extend the life of our roads and streets infrastructure. Funding sources primarily are REET transfers, grants, and transportation mitigation fees.

The City has been collecting traffic mitigation fees since 2000. On November 6, 2018, per Ordinance 2018-838, City Council formalized a new traffic mitigation fee assessment based on the 2019-2024 Transportation Improvement Plan (TIP) to properly allocate to new development and redevelopment a proportional share of the impacts and costs to the City's street and traffic network arising from the developments or redevelopment within the City and within the MUGA. From 2000 to July 2024, the city has received \$ 7.3 million in mitigation fees and the remaining \$2.5 million is available to support some of the proposed capital projects.

Available resources at the beginning of 2025/2026 are estimated at \$6,561,657. The 2025/2026 proposed total revenues of \$10,944,250 and total capital expenditures of \$12,125,500 are significantly greater than 2023/2024 estimated actuals of \$2,801,216. \$8.5 million (78%) of the 2025/2026 total revenues are transfers-in from the REET Fund (314) and \$1.5 million (13.5%) from Federal and State grants are projected to finance \$12.1 million proposed expenditures for projects identified in the CIP Plan which are primarily in overlay and road rebuilding projects in priority areas informed by the pavement preservation assessment.

Surface Water Utility (401)

The Surface Water Utility Fund was established by Ordinance 99-474 to provide permanent financing to adopt and implement surface water management programs as well as the acquisition,

installation, addition, improvement, replacement, repair, modification, maintenance and operations of surface water facilities. It is classified as an enterprise fund.

The primary source of revenue is surface water fees charged based on Equivalent Surface Unit (ESU) and imposed on all real property within the City, including public and private property unless otherwise exempted (RCW 35.67.025 and MCMC 8.12.030). Resolution No. 2018-576 established the 2019-2026 annual rates per ESU as follows:

Year	Rates/ESU
2019	\$150.00
2020	\$175.00
2021	\$200.00
2022	\$206.00
2023	\$212.18
2024	\$218.55
2025	\$225.10
2026	\$231.85

Available fund balance at the beginning of 2025 is projected at \$6,101,976. The 2025/2026 budget includes revenues of \$7,258,249 and expenditures of \$9,366,873. Primarily \$4,535,229 (62%) of revenues would come from surface water fees collected from approximately 9,925 ESU. While \$2.1 million (29%) is anticipated from Federal and/or State grants - \$1,980,000 to finance the Mill Creek Boulevard Subarea Drain Improvement and Nickel Creek Fish Passage projects; and Department of Ecology Capacity Grant \$120,000. Remaining revenue sources would come from investment interests.

The biennium expenditure of \$9,366,873 supports City Council's declaration to fully support the provisions of the Federal Water Pollution Control Act in the State of Washington through compliance with the Western Washington Phase II Stormwater permits (Resolution No. 2024-732). Proposed spending includes:

- \$947,028 salary and benefits for 3.50 FTE for a Surface Water Coordinator, City Engineer, Maintenance Workers and Public Works Manager/Supervisor;
- \$719,231 for debt service payments and transfers;
- \$1,795,615 for maintenance and operations such as contracts for the master action plan, emergency spill response, annual catch basin inspection and cleaning; and
- \$5,905,000 in investments CIP projects – such as the Grade C Pipe Repair, Sweetwater Ranch Storm Main Replacement, Nickel Creek Fish Passage and SubArea Basin Drain improvement, as more specifically described in the 2025 -2030 CIP Plan.

Equipment Replacement Fund (509)

This fund was intended to accumulate monies to replace City-owned capital equipment and fleet vehicles using a straight-line depreciation. General Fund, Streets and Surface Water Utility annually transfer funds to cover the replacement of identified assets.

At the beginning of 2023/2024 the available fund balance was at \$1,463,156 with only \$275,646 programmed for the biennium to finance the Citywide computer refresh (\$140,000) and \$135,646 for replacement of Police Vehicles 41 and 43. A budget shortfall of \$118,500 is anticipated with

the 2023/2024 estimated actual at \$394,115 based on the vehicle lease arrangement discussed below. Staff will return to Council before the end of the current biennium to address this issue.

The City has deferred replacement of Public Works vehicles for years which has impacted fuel and maintenance costs, safety concerns, and limited the department's ability to perform effectively. The auto manufacturing industry was still reeling from the impact of the pandemic and procurement of replacement units was extremely challenging. On January 9, 2024, City Council approved a motion to authorize the City Manager to execute a lease and maintenance agreement with Enterprise Fleet Management (EFM) via the Sourcewell ILA. This arrangement provides economies of scale and buying power with specific auto manufacturers while taking advantage of Sourcewell's negotiated prices. On March 5, 2024, City Council approved Resolution Nos. 2024-709 and 2024-710 authorizing the replacement of 5 Public Works (PW) vehicles and 7 Ford Police Interceptor vehicles for an amount not to exceed \$339,501 and \$525,000, respectively, inclusive of all costs.

PW received delivery of the vehicles in April 2024. Lease cost is amortized over 5 years and the annual lease payment plus other charges are projected to be \$75,788 or \$151,576 for the biennium. Public Safety vehicles were expected to be delivered in 2025 but are now anticipated to arrive later in September 2024. For the 7 police vehicles, the estimated annual lease payment including other charges is \$111,471 or \$222,941 for the biennium. EFM would provide recommendations to the City on the timing of replacement cycles to maximize the equity return which would be reinvested to reduce the future lease payments.

The 2025/2026 biennium reflects \$670,120 transfer-in revenues from various funds and \$514,517 of expenditures to cover lease charges and the carryover of remaining allocation from the computer refresh project.

Unemployment Compensation/Self-Insurance (521)

The City maintains this fund to pay for unanticipated unemployment claims. At the end of the current biennium, the estimated resources available would be \$21,273. For 2025/2026, \$50,000 was estimated to cover ongoing unemployment claims. General Fund transfer of \$30,000 is needed to cover the shortfall.



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Fund Balance Summary

City of Mill Creek, Washington
Fund Balance Summary - 2025-2026 Biennium Budget (Final)

Fund	Fund Title	1/1/2023 Available Resources ¹	2023-2024			2025-2026			(Memo Only) Required Reserve , 12/31/2026
			Estimated Revenues	Estimated Expenditures	Estimated Fund Balance, 12/31/2024	Budget Revenues	Budget Expenditures	Projected Fund Balance, 12/31/2026	
001	General Fund	\$ 8,961,341	\$24,688,635	\$20,546,190	\$ 13,103,786	\$25,095,068	\$31,539,797	\$ 6,659,057	\$3,952,473
013	ARPA	\$ 5,594,025	\$338,960	\$5,737,148	\$ 195,837	\$26,800	\$222,637	\$ (0)	
103	City Streets Fund	\$ 31,953	\$954,066	\$930,001	\$ 56,018	\$1,203,975	\$1,259,956	\$ 37	
110	Council Contingency Fund	\$ 64,130	\$5,910	\$8,400	\$ 61,640	\$5,110	\$25,000	\$ 41,750	
115	Municipal Arts Fund	\$ 26,026	\$2,460	\$800	\$ 27,686	\$12,466	\$20,000	\$ 20,152	
125	Paths & Trails Fund	\$ 10,274	\$7,575	\$0	\$ 17,849	\$4,356	\$10,000	\$ 12,205	
130	Drug Buy Fund	\$ 22,847	\$1,870	\$9,100	\$ 15,617	\$1,535	\$12,000	\$ 5,152	
145	City Hall North Fund	\$ 515,318	\$469,670	\$306,049	\$ 678,939	\$441,310	\$311,621	\$ 808,628	\$15,581
151	Opioid Settlement Fund	\$ -	\$103,525	\$2,500	\$ 101,025	\$71,290	\$40,000	\$ 132,315	
152	Affordable & Supportive Hsng	\$ -	\$47,750	\$0	\$ 47,750	\$48,800	\$0	\$ 96,550	
226	Debt Service Fund	\$ -	\$526,700	\$526,700	\$ -	\$526,503	\$526,503	\$ -	
227	Local Revitalization Fund	\$ 270,878	\$35,520	\$0	\$ 306,398	\$22,520	\$328,918	\$ (0)	
314	Real Estate Excise Tax Fund	\$ 5,910,242	\$2,769,000	\$1,026,726	\$ 7,652,516	\$3,046,820	\$9,612,000	\$ 1,087,336	\$243,142
316	Capital Improvement Fund	\$ 2,278,531	\$413,200	\$615,600	\$ 2,076,131	\$1,293,601	\$1,694,801	\$ 1,674,931	
317	Parks & Open Space Capital Imp	\$ 784,562	\$842,800	\$815,000	\$ 812,362	\$2,170,660	\$2,027,600	\$ 955,422	
318	Road Improvement Fund	\$ 7,230,167	\$2,132,706	\$2,801,216	\$ 6,561,657	\$13,444,250	\$14,921,500	\$ 5,084,407	
401	Surface Water Utility	\$ 5,969,636	\$4,758,795	\$4,626,455	\$ 6,101,976	\$5,678,249	\$7,778,841	\$ 4,001,384	\$2,893,207
509	Equipment Replacement Fund	\$ 1,463,156	\$726,390	\$394,115	\$ 1,795,431	\$670,120	\$514,517	\$ 1,951,034	
521	Unemployment Compensation/Self Insurance	\$ 26,373	\$25,000	\$30,100	\$ 21,273	\$30,000	\$50,000	\$ 1,273	
		\$ 39,159,456	\$ 38,850,532	\$ 38,376,100	\$ 39,633,888	\$ 53,793,433	\$70,895,691	\$ 22,531,630	

Notes:

¹ Total Assets - Based on Summary Trial Balance, 12/31/2022; excluding Agency Fund 653.

² 2025/2026 Transfer out from General Fund to:

Streets Fund - operating shortfall of ~\$301K

Capital Fund = 33% of Est FB @12/31/2024 less RPB Committed carry over appropriations less Reserve requirement 2025/26 Revenues*15% + amount not to exceed required reserve

³ Required Reserve:

§ 12.3 General Fund Reserve of 300-03 Financial Mgt Policies

15% of ensuing GF revenues. 12/31/2026 Assumed 5% revenue growth in 2027 x 15%

1/3 of surplus available reserve goes to CIP Fund

§ 12.4 CIP Contingency Reserve of 300-03 Financial Mgt Policies

minimum 10% of projected REET revenues should be designated as CIP Contingency Reserved

§ 12.5 CHN Fund Reserve of 300-03 Financial Mgt Policies

5% operating reserve

§ 12.6 Surface Water Utility Fund Reserve of 300-03 Financial Mgt Policies

33% of total annual operating expenditures excluding transfers + \$500,000 for capital reserve + bond reserves?

2023-2024 Estimated Actual

	Transfers Out				Total Transfers In
	001 General Fund	013 ARPA	314 Real Estate Excise Tax	401 Surface Water	
Transfers In					
001 General Fund		443,800			443,800
103 Streets	60,000				60,000
226 Debt Service				526,700	526,700
317 Parks & Open Space			286,800		286,800
318 Road Improvement			739,926		739,926
509 Equipment Replacement	448,350			95,000	543,350
521 Unemployment	25,000				25,000
Total Transfers Out	533,350	443,800	1,026,726	621,700	2,625,576

2025-2026 Biennium Budget (Final)

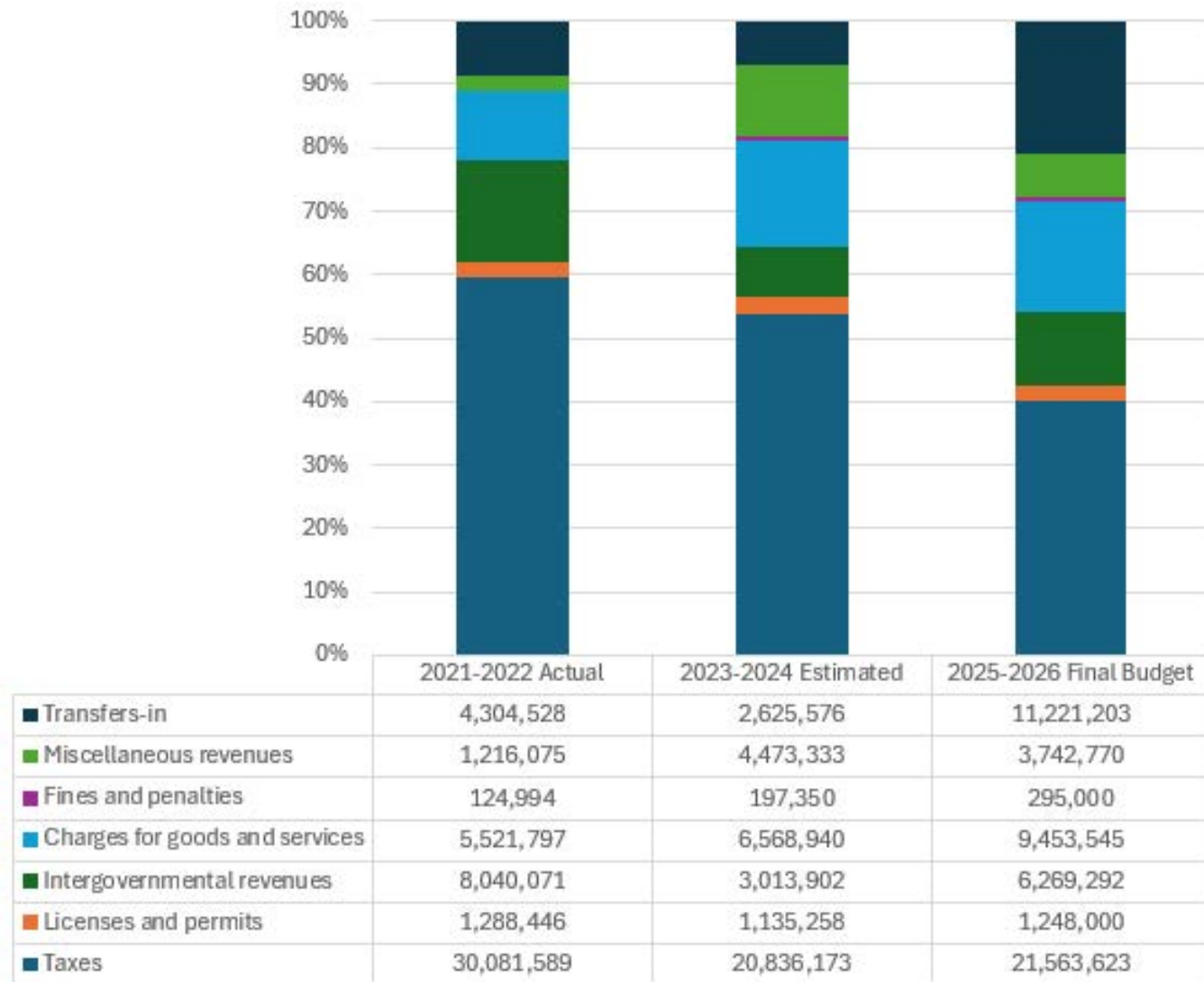
	Transfers Out							Total Transfers In
	001 General Fund	013 ARPA	103 Streets	314 Real Estate Excise Tax	316 Capital Projects Fund	317 Parks & Open Space	401 Surface Water	
Transfers In								
001 General Fund		26,800						26,800
103 Streets	301,303							301,303
115 Municipal Arts					6,916	3,500		10,416
226 Debt Service							526,503	526,503
316 Capital Projects Fund	170,861							170,861
317 Parks & Open Space				575,000				575,000
318 Road Improvement				9,037,000				9,037,000
509 Equipment Replacement	418,320		30,000				95,000	543,320
521 Unemployment	30,000							30,000
Total Transfers Out	920,484	26,800	30,000	9,612,000	6,916	3,500	621,503	11,221,203



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Revenues

Total Revenues by Source (All Funds)



City of Mill Creek, Washington
Revenues by Sources
2021 - 2026

Fund	Fund Name	Func Name	ACTUALS			ESTIMATED ACTUALS			BIENNIUM BUDGET		
			2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total
001	General Fund	Taxes	13,031,508	13,215,494	26,247,001	9,345,590	9,350,333	18,695,923	9,459,890	9,623,513	19,083,403
		Licenses and permits	641,760	583,742	1,225,502	560,372	531,086	1,091,458	594,550	603,450	1,198,000
		Intergovernmental revenues	681,172	435,829	1,117,001	670,210	508,972	1,179,182	448,340	466,919	915,259
		Charges for goods and services	528,531	961,788	1,490,319	995,417	978,523	1,973,940	1,170,700	1,182,116	2,352,816
		Fines and penalties	67,542	57,452	124,994	93,147	104,203	197,350	147,500	147,500	295,000
		Miscellaneous revenues	276,507	211,736	488,244	532,706	574,276	1,106,982	732,190	491,600	1,223,790
		Transfers-in	0	0	0	325,774	118,026	443,800	26,800	0	26,800
		General Fund Total	15,227,020	15,466,040	30,693,060	12,523,217	12,165,418	24,688,635	12,579,970	12,515,098	25,095,068
013	ARPA	Intergovernmental revenues	2,919,527	2,919,527	5,839,054	0	0	0	0	0	0
		Miscellaneous revenues	0	73,418	73,418	252,356	86,604	338,960	26,800	0	26,800
		ARPA Total	2,919,527	2,992,945	5,912,472	252,356	86,604	338,960	26,800	0	26,800
103	City Streets	Licenses and permits	38,793	24,150	62,943	21,900	21,900	43,800	25,000	25,000	50,000
		Intergovernmental revenues	418,993	419,002	837,995	424,749	419,551	844,300	419,051	426,051	845,102
		Miscellaneous revenues	904	811	1,715	2,982	2,984	5,966	4,570	3,000	7,570
		Transfers-in	0	50,000	50,000	0	60,000	60,000	0	301,303	301,303
		City Streets Total	458,691	493,963	952,654	449,630	504,436	954,066	448,621	755,354	1,203,975
110	Council Contingency	Miscellaneous revenues	42	942	984	2,838	3,072	5,910	3,110	2,000	5,110
		Council Contingency Total	42	942	984	2,838	3,072	5,910	3,110	2,000	5,110
115	Municipal Arts	Miscellaneous revenues	24	388	411	1,200	1,260	2,460	1,250	800	2,050
		Transfers-in	0	0	0	0	0	0	8,666	1,750	10,416
		Municipal Arts Total	24	388	411	1,200	1,260	2,460	9,916	2,550	12,466
125	Paths & Trails	Intergovernmental revenues	1,548	1,545	3,093	1,465	5,035	6,500	1,652	1,679	3,331
		Miscellaneous revenues	0	145	145	514	561	1,075	625	400	1,025
		Paths & Trails Total	1,548	1,690	3,238	1,979	5,596	7,575	2,277	2,079	4,356
130	Drug Buy Fund	Miscellaneous revenues	0	558	558	886	984	1,870	935	600	1,535
		Drug Buy Fund Total	0	558	558	886	984	1,870	935	600	1,535
145	City Hall North	Taxes	5,120	5,384	10,504	(0)	0	(0)	0	0	0
		Intergovernmental revenues	0	0	0	0	0	0	0	0	0
		Charges for goods and services	37,084	44,044	81,128	40,910	51,990	92,900	54,800	50,700	105,500
		Miscellaneous revenues	106,505	162,546	269,052	180,250	196,520	376,770	178,410	157,400	335,810
		City Hall North Total	148,709	211,975	360,684	221,160	248,510	469,670	233,210	208,100	441,310

City of Mill Creek, Washington
Revenues by Sources
2021 - 2026

Fund	Fund Name	Func Name	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total
			2021	2022		2023	2024		2025	2026	
151	Opioid Settlement	Miscellaneous revenues	0	0	0	29,753	73,772	103,525	36,980	34,310	71,290
	Opioid Settlement Total		0	0	0	29,753	73,772	103,525	36,980	34,310	71,290
152	Affordable & Supportive	Taxes	0	0	0	0	47,750	47,750	23,900	24,900	48,800
	Affordable & Supportive Hsng Total		0	0	0	0	47,750	47,750	23,900	24,900	48,800
226	Debt Service Fund	Transfers-in	263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503
	Debt Service Fund Total		263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503
227	Local Revitalization Fund	Taxes	24,840	43,072	67,912	8,664	36	8,700	0	0	0
		Miscellaneous revenues	46	3,930	3,976	12,035	14,785	26,820	13,520	9,000	22,520
	Local Revitalization Fund Total		24,887	47,002	71,889	20,698	14,822	35,520	13,520	9,000	22,520
314	Real Estate Excise Tax	Taxes	2,091,981	1,664,191	3,756,172	1,071,475	1,012,325	2,083,800	1,161,136	1,270,284	2,431,420
		Miscellaneous revenues	1,696	81,357	83,053	293,528	391,672	685,200	375,400	240,000	615,400
	Real Estate Excise Tax Total		2,093,677	1,745,547	3,839,225	1,365,003	1,403,997	2,769,000	1,536,536	1,510,284	3,046,820
316	Capital Improvement Fund	Intergovernmental revenues	0	0	0	0	192,000	192,000	948,840	0	948,840
		Charges for goods and services	0	0	0	3,151	49	3,200	0	0	0
		Miscellaneous revenues	3,835	31,855	35,690	103,998	114,002	218,000	105,900	68,000	173,900
		Transfers-in	0	160,000	160,000	0	0	0	170,861	0	170,861
	Capital Improvement Fund Total		3,835	191,855	195,690	107,149	306,051	413,200	1,225,601	68,000	1,293,601
317	Parks & Open Space Capital Imp	Intergovernmental revenues	0	0	0	0	488,020	488,020	557,660	999,100	1,556,760
		Charges for goods and services	73,639	0	73,639	0	0	0	0	0	0
		Miscellaneous revenues	1,918	11,652	13,570	34,575	33,405	67,980	23,900	15,000	38,900
		Transfers-in	0	0	0	0	286,800	286,800	325,000	250,000	575,000
	Parks & Open Space Capital Imp Total		75,557	11,652	87,209	34,575	808,225	842,800	906,560	1,264,100	2,170,660
318	Road Improvement Fund	Intergovernmental revenues	192,929	0	192,929	78,931	99,969	178,900	60,000	1,420,000	1,480,000
		Charges for goods and services	96,556	61,674	158,229	108,889	403,311	512,200	260,000	2,200,000	2,460,000
		Miscellaneous revenues	6,139	106,273	112,412	333,060	368,620	701,680	285,250	182,000	467,250
		Transfers-in	0	0	0	0	739,926	739,926	3,179,000	5,858,000	9,037,000
	Road Improvement Fund Total		295,623	167,947	463,570	520,879	1,611,827	2,132,706	3,784,250	9,660,000	13,444,250

City of Mill Creek, Washington
Revenues by Sources
2021 - 2026

Fund	Fund Name	Func Name	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total
			2021	2022		2023	2024		2025	2026	
401	Surface Water Utility	Intergovernmental revenues	50,000	0	50,000	75,000	50,000	125,000	60,000	460,000	520,000
		Charges for goods and services	1,782,075	1,936,407	3,718,482	2,009,843	1,976,857	3,986,700	2,234,118	2,301,111	4,535,229
		Miscellaneous revenues	5,418	84,452	89,870	288,919	358,176	647,095	380,020	243,000	623,020
		Transfers-in	3,322,000	0	3,322,000	0	0	0	0	0	0
	Surface Water Utility Total		5,159,493	2,020,859	7,180,352	2,373,761	2,385,034	4,758,795	2,674,138	3,004,111	5,678,249
509	Equipment Replacement	Miscellaneous revenues	12,128	30,848	42,975	100,259	82,781	183,040	76,800	50,000	126,800
		Transfers-in	122,786	122,785	245,571	266,785	276,565	543,350	271,660	271,660	543,320
	Equipment Replacement Fund Total		134,914	153,632	288,546	367,044	359,346	726,390	348,460	321,660	670,120
521	Unemployment Compensation	Transfers-in	0	0	0	0	25,000	25,000	15,000	15,000	30,000
		Unemployment Compensation/Self Insurance Total		0	0	0	0	25,000	25,000	15,000	15,000
Grand Total			26,807,381	23,770,119	50,577,500	18,535,447	20,315,085	38,850,532	24,133,121	29,660,311	53,793,433

City of Mill Creek, Washington
Revenues Detail by Fund
2021 - 2026

Fund Fund Name	Source	Account Number	Description	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	% Change
001 General Fund													
Taxes		001-000-311-10-00-00	Regular Property Tax	6,486,731	6,558,716	13,045,447	4,289,559	4,414,941	8,704,500	4,386,512	4,430,377	8,816,889	
		001-000-311-11-00-00	EMS Property Tax Levy	1,744,836	1,767,036	3,511,872	16,086	1,985	18,071	0	0	0	
		001-000-313-11-00-00	Sales Tax	3,924,253	3,969,833	7,894,085	4,084,394	4,063,248	8,147,642	4,144,513	4,227,403	8,371,916	
		001-000-313-15-00-00	Public Safety Sales Tax	386,223	388,750	774,973	399,366	377,424	776,790	391,703	407,371	799,074	
		001-000-313-27-00-00	Afford. & Support. Housing Tax	25,041	24,905	49,946	25,024	(25,024)	0	0	0	0	
		001-000-313-71-00-00	Criminal Justice Sales Tax	464,424	506,254	970,678	524,457	509,763	1,034,220	529,900	551,100	1,081,000	
		001-000-317-20-00-00	Leasehold Excise Tax	0	0	0	6,704	7,996	14,700	7,262	7,262	14,524	
Taxes Total				13,031,508	13,215,494	26,247,001	9,345,590	9,350,333	18,695,923	9,459,890	9,623,513	19,083,403	2.1%
Licenses and permits		001-000-321-91-00-00	Franchise Fees - Cable, Other	286,693	280,472	567,165	259,792	240,436	500,228	244,600	250,600	495,200	
		001-000-321-91-01-00	Franchise Fees - Waste Mgmt.	39,473	42,364	81,837	51,410	52,610	104,020	116,600	119,500	236,100	
		001-000-321-99-00-00	Licenses & Permits	72,738	81,702	154,440	84,313	88,087	172,400	75,000	75,000	150,000	
		001-000-322-10-00-00	Building Permits	223,129	167,007	390,136	152,262	139,768	292,030	150,000	150,000	300,000	
		001-000-322-10-00-01	Technology fee	11,227	8,304	19,531	8,979	6,771	15,750	4,500	4,500	9,000	
		001-000-322-30-00-00	Animal Licenses	528	455	983	362	338	700	500	500	1,000	
		001-000-322-90-00-00	Non-Busin License/Permit other	7,769	3,064	10,833	2,880	2,720	5,600	3,000	3,000	6,000	
		001-000-322-90-00-01	CPL Laminating Fee	203	374	577	374	356	730	350	350	700	
Licenses and permits Total				641,760	583,742	1,225,502	560,372	531,086	1,091,458	594,550	603,450	1,198,000	9.8%
Intergovernmental		001-000-331-16-60-72	Bulletproof Vest Fed Grant	0	0	0	5,201	0	5,201	3,000	3,000	6,000	
		001-000-334-03-51-00	Grants-Traffic Safety Comm	0	0	0	4,223	2,797	7,020	3,000	3,000	6,000	
		001-000-334-04-20-01	WA St DOC Coronavirus Relief	117,192	0	117,192	0	0	0	0	0	0	
		001-000-334-04-20-02	WA St DOC GMA Update	0	0	0	212,500	62,500	275,000	0	0	0	
		001-000-334-06-90-01	DOC Grant-Mill Crk Blvd Cordon	53,352	0	53,352	2,584	16	2,600	0	0	0	
		001-000-335-00-91-00	PUD Privilege Tax	87,466	90,426	177,893	93,699	95,901	189,600	99,500	103,600	203,100	
		001-000-335-04-01-00	WA Law Enforce & Criminal Just	81,829	0	81,829	0	0	0	0	0	0	
		001-000-336-06-21-00	MVET- Violent Crimes	6,782	7,193	13,975	7,780	8,000	15,780	8,652	9,200	17,852	
		001-000-336-06-26-00	Crim Justice-Spec Programs	24,148	25,505	49,653	27,457	28,063	55,520	30,282	32,160	62,442	
		001-000-336-06-51-00	DUI Criminal Justice Assist	3,376	2,397	5,773	1,488	2,612	4,100	2,600	2,600	5,200	
		001-000-336-06-94-00	Liquor Excise Tax	144,349	147,980	292,329	150,817	145,433	296,250	141,893	147,569	289,462	
		001-000-336-06-95-00	Liquor Control Board Profits	162,679	162,327	325,005	164,462	163,638	328,100	159,413	165,790	325,203	
		001-000-337-00-00-02	LHET Interest	0	0	0	0	11	11	0	0	0	
Intergovernmental Total				681,172	435,829	1,117,001	670,210	508,972	1,179,182	448,340	466,919	915,259	-22.4%
Charges for goods and s		001-000-341-81-00-00	Copies, Fingerprinting, Tape	13	115	129	861	779	1,640	2,000	2,000	4,000	
		001-000-341-82-01-00	Engineering Plan Check Fees	0	6,085	6,085	21,167	11,033	32,200	10,000	10,000	20,000	
		001-000-341-91-00-00	Candidate Filing Fees	0	600	600	0	0	0	0	600	600	
		001-000-341-99-00-00	Passport Fees	227,990	553,700	781,690	496,020	474,080	970,100	500,000	500,000	1,000,000	
		001-000-341-99-00-01	Passport Photos	712	20	731	105	(105)	0	0	0	0	
		001-000-342-11-01-00	Law Enforcement Services	67,598	214,522	282,120	141,664	173,936	315,600	295,700	306,516	602,216	
		001-000-342-21-00-00	Fire Marshall & Inspection fee	0	0	0	0	0	0	0	0	0	
		001-000-345-81-00-00	Zoning & Subdivision Fees	6,559	2,400	8,959	1,200	3,500	4,700	3,000	3,000	6,000	
		001-000-345-83-00-00	Plan Check Fees	107,275	71,790	179,066	87,280	93,020	180,300	100,000	100,000	200,000	
		001-000-345-89-01-00	Design Review Board Fees	0	750	750	750	1,000	1,750	3,000	3,000	6,000	
		001-000-345-89-04-00	Other Development Fees	7,406	2,699	10,105	5,355	14,145	19,500	10,000	10,000	20,000	
		001-000-347-30-02-00	Facility Rentals	0	5,725	5,725	6,905	3,395	10,300	5,000	5,000	10,000	
		001-000-347-30-03-00	Field Rentals	18,722	23,793	42,515	95,549	59,151	154,700	90,000	90,000	180,000	
		001-000-347-30-04-00	Concession Stand	450	870	1,320	2,563	4,437	7,000	4,000	4,000	8,000	
		001-000-347-30-05-00	Lights - MCSP Field	2,899	7,383	10,281	19,230	8,970	28,200	14,000	14,000	28,000	
		001-000-347-60-90-00	Recreation Extra Fee Revenue	242	280	522	330	220	550	1,000	1,000	2,000	
		001-000-347-60-90-10	Preschool - Miscellaneous	19,836	5,276	25,112	3,761	39	3,800	0	0	0	

City of Mill Creek, Washington
Revenues Detail by Fund
2021 - 2026

Fund Fund Name	Source	Account Number	Description	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	% Change
		001-000-347-60-90-20	Youth - Miscellaneous	61,919	58,356	120,275	66,137	98,163	164,300	80,000	80,000	160,000	
		001-000-347-60-90-30	Teens - Miscellaneous	5,440	0	5,440	0	0	0	3,000	3,000	6,000	
		001-000-347-60-90-40	Adults - Miscellaneous	270	7,424	7,694	15,340	15,260	30,600	20,000	20,000	40,000	
		001-000-347-90-00-02	Sponsorships	1,200	0	1,200	31,200	17,500	48,700	30,000	30,000	60,000	
	Charges for goods and services Total			528,531	961,788	1,490,319	995,417	978,523	1,973,940	1,170,700	1,182,116	2,352,816	19.2%
	Fines and penalties	001-000-353-10-00-00	Civil Traffic Infraction	64,362	51,988	116,349	62,186	96,014	158,200	125,000	125,000	250,000	
		001-000-353-10-01-00	Dismissed Tickets	896	675	1,571	1,525	375	1,900	1,000	1,000	2,000	
		001-000-353-70-00-00	Code EnforcemntPenalty NonTrfc	200	0	200	21,750	0	21,750	10,000	10,000	20,000	
		001-000-354-00-00-00	Civil Parking Infractions	2,085	4,714	6,799	7,686	7,814	15,500	11,000	11,000	22,000	
		001-000-359-10-00-00	Permit & License Penalties	0	75	75	0	0	0	500	500	1,000	
	Fines and penalties Total			67,542	57,452	124,994	93,147	104,203	197,350	147,500	147,500	295,000	49.5%
	Miscellaneous revenues	001-000-361-11-00-00	Investment Interest	9,171	130,117	139,288	434,318	507,182	941,500	632,900	420,600	1,053,500	
		001-000-361-30-00-00	Gains (Losses) on Investments	0	(23,056)	(23,056)	(1,101)	(16,799)	(17,900)	24,290	0	24,290	
		001-000-361-40-00-01	Interest-Property Taxes	340	5,719	6,059	10,273	10,727	21,000	8,000	6,000	14,000	
		001-000-361-40-01-00	Interest Income - Taxes	2,692	4,284	6,976	13,618	15,782	29,400	10,000	8,000	18,000	
		001-000-361-40-04-42	Interest - Interfund Loan SW	2,130	0	2,130	0	0	0	0	0	0	
		001-000-362-50-00-00	Cell Tower Leases	55,680	55,680	111,360	55,680	55,720	111,400	56,000	56,000	112,000	
		001-000-367-00-01-00	Donations	0	0	0	3,100	0	3,100	1,000	1,000	2,000	
		001-000-369-81-00-00	Cashier's Overage/Shortages	(1,006)	(1,179)	(2,184)	(93)	175	82	0	0	0	
		001-000-369-91-00-00	Miscellaneous Revenues	37,497	38,000	75,496	16,910	490	17,400	0	0	0	
		001-000-381-20-00-42	Interfund Loan Repayment SW	170,003	0	170,003	0	0	0	0	0	0	
		001-000-395-20-00-00	Ins Recoveries Capital Assets	0	2,172	2,172	0	0	0	0	0	0	
		001-000-398-10-00-00	Insurance Recoveries	0	0	0	0	1,000	1,000	0	0	0	
	Miscellaneous revenues Total			276,507	211,736	488,243	532,706	574,276	1,106,982	732,190	491,600	1,223,790	10.6%
	Transfers-in	001-000-397-00-00-01	Transfers In - ARPA	0	0	0	325,774	118,026	443,800	26,800	0	26,800	-94.0%
	Transfers-in Total			0	0	0	325,774	118,026	443,800	26,800	0	26,800	
General Fund Total				15,227,020	15,466,040	30,693,060	12,523,217	12,165,418	24,688,635	12,579,970	12,515,098	25,095,068	1.6%
013 ARPA													
	Intergovernmental	013-000-332-92-10-00	CSLFRF (ARPA)	2,919,527	2,919,527	5,839,054	0	0	0	0	0	0	
	Intergovernmental Total			2,919,527	2,919,527	5,839,054	0	0	0	0	0	0	
	Miscellaneous revenues	013-000-361-11-00-00	Investment Interest	0	73,418	73,418	253,405	87,995	341,400	26,800	0	26,800	
		013-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(1,049)	(1,391)	(2,440)	0	0	0	
	Miscellaneous revenues Total			0	73,418	73,418	252,356	86,604	338,960	26,800	0	26,800	-92.1%
ARPA Total				2,919,527	2,992,945	5,912,472	252,356	86,604	338,960	26,800	0	26,800	-92.1%
103 City Streets													
	Licenses and permits	103-000-322-40-00-00	Street and Curb Permits	38,793	24,150	62,943	21,900	21,900	43,800	25,000	25,000	50,000	
	Licenses and permits Total			38,793	24,150	62,943	21,900	21,900	43,800	25,000	25,000	50,000	14.2%
	Intergovernmental	103-000-336-00-71-00	Multimodal Transportation	27,676	27,567	55,243	27,930	27,870	55,800	27,470	27,930	55,400	
		103-000-336-00-87-00	Motor Vehicle Fuel Tax	391,317	391,435	782,752	396,819	391,681	788,500	391,581	398,121	789,702	
	Intergovernmental Total			418,993	419,002	837,995	424,749	419,551	844,300	419,051	426,051	845,102	0.1%
	Miscellaneous revenues	103-000-361-11-00-00	Investment Interest	305	598	903	2,796	3,104	5,900	4,400	3,000	7,400	
		103-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(1)	(119)	(120)	170	0	170	

City of Mill Creek, Washington
Revenues Detail by Fund
2021 - 2026

Fund	Fund Name	Source	Account Number	Description	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	% Change
			103-000-369-91-00-00	Miscellaneous Revenue	599	213	813	186	(0)	186	0	0	0	
			103-000-395-20-00-00	Property Insurance Recoveries	0	0	0	0	0	0	0	0	0	
			Miscellaneous revenues Total		904	811	1,715	2,982	2,984	5,966	4,570	3,000	7,570	26.9%
			103-000-397-00-50-01	Oper Transfer from Gen Fund	0	50,000	50,000	0	60,000	60,000	0	301,303	301,303	
			Transfers-in Total		0	50,000	50,000	0	60,000	60,000	0	301,303	301,303	402.2%
			City Streets Total		458,691	493,963	952,654	449,630	504,436	954,066	448,621	755,354	1,203,975	26.2%
110	Council Contingency													
			110-000-361-11-00-00	Investment Interest	42	942	984	2,850	3,150	6,000	3,000	2,000	5,000	
			110-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(12)	(78)	(90)	110	0	110	
			Miscellaneous revenues Total		42	942	984	2,838	3,072	5,910	3,110	2,000	5,110	-13.5%
			Council Contingency Total		42	942	984	2,838	3,072	5,910	3,110	2,000	5,110	-13.5%
115	Municipal Arts													
			115-000-361-11-00-00	Investment Interest	24	388	411	1,204	1,296	2,500	1,200	800	2,000	
			115-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(5)	(35)	(40)	50	0	50	
			Miscellaneous revenues Total		24	388	411	1,200	1,260	2,460	1,250	800	2,050	-16.7%
			115-000-397-00-00-00	Transfers In	0	0	0	0	0	0	8,666	1,750	10,416	
			Transfers-in Total		0	0	0	0	0	0	8,666	1,750	10,416	
			Municipal Arts Total		24	388	411	1,200	1,260	2,460	9,916	2,550	12,466	406.7%
125	Paths & Trails													
			125-000-336-00-87-00	Motor Vehicle Fuel Tax	1,548	1,545	3,093	1,465	5,035	6,500	1,652	1,679	3,331	-48.8%
			Intergovernmental Total		1,548	1,545	3,093	1,465	5,035	6,500	1,652	1,679	3,331	
			125-000-361-11-00-00	Investment Interest	0	145	145	515	585	1,100	600	400	1,000	
			125-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(1)	(24)	(25)	25	0	25	
			Miscellaneous revenues Total		0	145	145	514	561	1,075	625	400	1,025	-4.7%
			Paths & Trails Total		1,548	1,690	3,238	1,979	5,596	7,575	2,277	2,079	4,356	-42.5%
130	Drug Buy Fund													
			130-000-361-11-00-00	Investment Interest	0	348	348	880	1,020	1,900	900	600	1,500	
			130-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	7	(37)	(30)	35	0	35	
			130-000-369-30-00-00	Confiscated Forfeited Property	0	211	211	0	0	0	0	0	0	
			Miscellaneous revenues Total		0	558	558	886	984	1,870	935	600	1,535	-17.9%
			Drug Buy Fund Total		0	558	558	886	984	1,870	935	600	1,535	-17.9%
145	City Hall North													
			145-000-317-20-00-00	Leasehold Excise Tax	5,117	5,379	10,496	(0)	0	(0)	0	0	0	
			145-000-317-20-00-01	Local Leasehold Interest	3	5	8	(0)	0	(0)	0	0	0	
			Taxes Total		5,120	5,384	10,504	(0)	0	(0)	0	0	0	
			145-000-341-92-00-00	TripleNet Charges	37,084	44,044	81,128	40,910	51,990	92,900	54,800	50,700	105,500	
			Charges for goods and services Total		37,084	44,044	81,128	40,910	51,990	92,900	54,800	50,700	105,500	13.6%

City of Mill Creek, Washington
Revenues Detail by Fund
2021 - 2026

Fund	Fund Name	Source	Account Number	Description	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	% Change
		Miscellaneous revenues	145-000-361-11-00-00	Investment Interest	414	9,167	9,581	26,252	30,648	56,900	29,000	19,000	48,000	
			145-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(72)	(828)	(900)	1,110	0	1,110	
			145-000-362-50-00-00	Lease Revenue	109,719	153,380	263,099	154,070	148,700	302,770	148,300	138,400	286,700	
			145-000-369-91-00-00	Miscellaneous Other Revenue	(3,628)	0	(3,628)	0	0	0	0	0	0	
			145-000-395-20-00-00	Property Insurance Recoveries	0	0	0	0	18,000	18,000	0	0	0	
		Miscellaneous revenues Total			106,505	162,546	269,052	180,250	196,520	376,770	178,410	157,400	335,810	-10.9%
		City Hall North Total			148,709	211,975	360,684	221,160	248,510	469,670	233,210	208,100	441,310	-6.0%
151	Opioid Settlement													
		Miscellaneous revenues	151-000-361-11-00-00	Investment Interest	0	0	0	0	3,800	3,800	7,000	4,600	11,600	
			151-000-361-30-00-00	Gains/(Losses) on Investments	0	0	0	0	(175)	(175)	270	0	270	
			151-000-369-40-00-00	Judgments & Settlement	0	0	0	29,753	70,147	99,900	29,710	29,710	59,420	
		Miscellaneous revenues Total			0	0	0	29,753	73,772	103,525	36,980	34,310	71,290	-31.1%
		Opioid Settlement Total			0	0	0	29,753	73,772	103,525	36,980	34,310	71,290	-31.1%
152	Affordable & Supportive Hsng													
		Taxes	152-000-313-27-00-00	Afford & Support Housing Tax	0	0	0	0	47,750	47,750	23,900	24,900	48,800	2.2%
		Taxes Total			0	0	0	0	47,750	47,750	23,900	24,900	48,800	
		Miscellaneous revenues	152-000-361-11-00-00	Investment Interest	0	0	0	0	0	0	0	0	0	
			152-000-361-30-00-00	Gains/(Losses) on Investments	0	0	0	0	0	0	0	0	0	
		Miscellaneous revenues Total			0	0	0	0	0	0	0	0	0	
		Affordable & Supportive Hsng Total			0	0	0	0	47,750	47,750	23,900	24,900	48,800	2.2%
226	Debt Service Fund													
		Transfers-in	226-000-397-31-79-01	Oper Transfer From Surface Wat	263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503	0.0%
		Transfers-in Total			263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503	
					0	0	0	0	0	0	0	0	0	
		Debt Service Fund Total			263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503	0.0%
227	Local Revitalization Fund													
		Taxes	227-000-311-10-00-00	Property Tax LRF	24,840	43,072	67,912	8,664	36	8,700	0	0	0	
		Taxes Total			24,840	43,072	67,912	8,664	36	8,700	0	0	0	
		Miscellaneous revenues	227-000-361-11-00-00	Investment Interest	46	3,930	3,976	11,936	15,164	27,100	13,000	9,000	22,000	
			227-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	99	(379)	(280)	520	0	520	
		Miscellaneous revenues Total			46	3,930	3,976	12,035	14,785	26,820	13,520	9,000	22,520	-16.0%
		Local Revitalization Fund Total			24,887	47,002	71,889	20,698	14,822	35,520	13,520	9,000	22,520	-36.6%
314	Real Estate Excise Tax													
		Taxes	314-000-318-34-00-00	REET 1 - First Quarter Percent	1,045,991	832,095	1,878,086	535,738	506,162	1,041,900	580,568	635,142	1,215,710	
			314-000-318-35-00-00	REET 2-Second Quarter Percent	1,045,991	832,095	1,878,086	535,738	506,162	1,041,900	580,568	635,142	1,215,710	
		Taxes Total			2,091,981	1,664,191	3,756,172	1,071,475	1,012,325	2,083,800	1,161,136	1,270,284	2,431,420	16.7%
		Miscellaneous revenues	314-000-361-11-00-00	Investment Interest	1,696	81,357	83,053	294,281	401,519	695,800	361,500	240,000	601,500	
			314-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(753)	(9,847)	(10,600)	13,900	0	13,900	

City of Mill Creek, Washington
Revenues Detail by Fund
2021 - 2026

Fund	Fund Name	Source	Account Number	Description	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	% Change
				Miscellaneous revenues Total	1,696	81,357	83,053	293,528	391,672	685,200	375,400	240,000	615,400	-10.2%
				Real Estate Excise Tax Total	2,093,677	1,745,547	3,839,225	1,365,003	1,403,997	2,769,000	1,536,536	1,510,284	3,046,820	10.0%
316	Capital Improvement Fund													
	Intergovernmental	316-000-334-04-20-01	State Capital 2023-25		0	0	0	0	0	0	699,550	0	699,550	
		316-000-334-04-20-02	WA DOCGrant Library Rehab		0	0	0	0	192,000	192,000	0	0	0	
		316-000-334-04-20-03	WA DOCGrant Public Works Yard		0	0	0	0	0	0	249,290	0	249,290	
	Intergovernmental Total				0	0	0	0	192,000	192,000	948,840	0	948,840	394.2%
	Charges for goods and s	316-000-341-82-00-00	Engineering Svc		0	0	0	3,151	49	3,200	0	0	0	
	Charges for goods and services Total				0	0	0	3,151	49	3,200	0	0	0	-100.0%
	Miscellaneous revenues	316-000-361-11-00-00	Investment Interest		3,835	31,855	35,690	104,405	116,895	221,300	102,000	68,000	170,000	
		316-000-361-30-00-00	Gains (Losses) on Investments		0	0	0	(407)	(2,893)	(3,300)	3,900	0	3,900	
	Miscellaneous revenues Total				3,835	31,855	35,690	103,998	114,002	218,000	105,900	68,000	173,900	-20.2%
	Transfers-in	316-000-397-00-00-04	Transfer from Annex Fund		0	160,000	160,000	0	0	0	0	0	0	
		316-000-397-00-50-02	Oper Trans. from Non-Dept-G/F		0	0	0	0	0	0	170,861	0	170,861	
	Transfers-in Total				0	160,000	160,000	0	0	0	170,861	0	170,861	
	Capital Improvement Fund Total				3,835	191,855	195,690	107,149	306,051	413,200	1,225,601	68,000	1,293,601	213.1%
317	Parks & Open Space Capital Imp													
	Intergovernmental	317-000-334-02-40-00	State Grant (19-PARKS-02)		0	0	0	0	88,200	88,200	57,400	0	57,400	
		317-000-334-04-20-01	DRCC Master Plan State Grant		0	0	0	0	199,820	199,820	0	0	0	
		317-000-334-04-20-02	State Capital 2023-25		0	0	0	0	0	0	250,260	999,100	1,249,360	
		317-000-337-00-00-05	SnoCo Grant 19-PARKS-02		0	0	0	0	100,000	100,000	0	0	0	
		317-000-337-00-00-06	Sno County Allocation		0	0	0	0	100,000	100,000	250,000	0	250,000	
	Intergovernmental Total				0	0	0	0	488,020	488,020	557,660	999,100	1,556,760	219.0%
	Charges for goods and s	317-000-345-86-00-00	Mitigation		73,639	0	73,639	0	0	0	0	0	0	
	Charges for goods and services Total				73,639	0	73,639	0	0	0	0	0	0	
	Miscellaneous revenues	317-000-361-11-00-00	Investment Interest		418	11,652	12,070	34,733	34,067	68,800	23,000	15,000	38,000	
		317-000-361-30-00-00	Gains (Losses) on Investments		0	0	0	(158)	(662)	(820)	900	0	900	
		317-000-369-91-00-00	Miscellaneous Revenue		1,500	0	1,500	0	0	0	0	0	0	
	Miscellaneous revenues Total				1,918	11,652	13,570	34,575	33,405	67,980	23,900	15,000	38,900	-42.8%
	Transfers-in	317-000-397-00-00-12	Tfers REET		0	0	0	0	286,800	286,800	325,000	250,000	575,000	
	Transfers-in Total				0	0	0	0	286,800	286,800	325,000	250,000	575,000	100.5%
	Parks & Open Space Capital Imp Total				75,557	11,652	87,209	34,575	808,225	842,800	906,560	1,264,100	2,170,660	157.6%
318	Road Improvement Fund													
	Intergovernmental	318-000-331-20-00-01	Fed DOT Grant		0	0	0	0	100,000	100,000	60,000	0	60,000	
		318-000-334-03-60-02	WSDOT 35th Ave Supplemental		33,794	0	33,794	0	0	0	0	0	0	
		318-000-334-03-90-01	State Grant - Other Transp Agy		0	0	0	0	0	0	0	1,420,000	1,420,000	
		318-000-334-06-90-01	DOC Grant-Mill Crk Blvd Cordon		159,134	0	159,134	78,931	(31)	78,900	0	0	0	
	Intergovernmental Total				192,929	0	192,929	78,931	99,969	178,900	60,000	1,420,000	1,480,000	727.3%

City of Mill Creek, Washington
Revenues Detail by Fund
2021 - 2026

Fund Fund Name	Source	Account Number	Description	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	% Change
	Charges for goods and services	318-000-344-10-00-00	Rd/St/Maint/Imprv Svc Reimb	0	0	0	15,755	170,045	185,800	170,000	2,170,000	2,340,000	
		318-000-345-86-00-00	Mitigation	96,556	61,674	158,229	93,134	233,266	326,400	90,000	30,000	120,000	
	Charges for goods and services Total			96,556	61,674	158,229	108,889	403,311	512,200	260,000	2,200,000	2,460,000	380.3%
	Miscellaneous revenues	318-000-361-11-00-00	Investment Interest	6,139	106,273	112,412	334,240	376,460	710,700	274,700	182,000	456,700	
		318-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(1,180)	(7,840)	(9,020)	10,550	0	10,550	
	Miscellaneous revenues Total			6,139	106,273	112,412	333,060	368,620	701,680	285,250	182,000	467,250	-33.4%
	Transfers-in	318-000-397-00-00-07	Oper Transfer from REET	0	0	0	0	739,926	739,926	3,179,000	5,858,000	9,037,000	
	Transfers-in Total			0	0	0	0	739,926	739,926	3,179,000	5,858,000	9,037,000	1121.3%
Road Improvement Fund Total				295,623	167,947	463,570	520,879	1,611,827	2,132,706	3,784,250	9,660,000	13,444,250	530.4%
401 Surface Water Utility													
	Intergovernmental	401-000-334-03-12-00	State Grant-Dept. of Ecology	50,000	0	50,000	75,000	50,000	125,000	60,000	460,000	520,000	
	Intergovernmental Total			50,000	0	50,000	75,000	50,000	125,000	60,000	460,000	520,000	316.0%
	Charges for goods and services	401-000-343-10-00-00	Surface Water Services	1,782,075	1,936,407	3,718,482	2,009,843	1,976,857	3,986,700	2,234,118	2,301,111	4,535,229	
	Charges for goods and services Total			1,782,075	1,936,407	3,718,482	2,009,843	1,976,857	3,986,700	2,234,118	2,301,111	4,535,229	13.8%
	Miscellaneous revenues	401-000-361-11-00-00	Investment Interest	2,210	84,452	86,662	289,664	368,136	657,800	366,000	243,000	609,000	
		401-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(745)	(9,960)	(10,705)	14,020	0	14,020	
		401-000-369-91-00-00	Misc Revenue	3,208	0	3,208	0	0	0	0	0	0	
	Miscellaneous revenues Total			5,418	84,452	89,870	288,919	358,176	647,095	380,020	243,000	623,020	-3.7%
	Transfers-in	401-000-397-01-00-00	Transfer from CIF (316)	3,322,000	0	3,322,000	0	0	0	0	0	0	
	Transfers-in Total			3,322,000	0	3,322,000	0	0	0	0	0	0	
Surface Water Utility Total				5,159,493	2,020,859	7,180,352	2,373,761	2,385,034	4,758,795	2,674,138	3,004,111	5,678,249	19.3%
509 Equipment Replacement Fund													
	Miscellaneous revenues	509-000-361-11-00-00	Investment Interest	1,295	21,845	23,140	64,397	80,103	144,500	74,000	50,000	124,000	
		509-000-361-30-00-00	Gains (Losses) on Investments	0	0	0	(299)	2,639	2,340	2,800	0	2,800	
		509-000-369-10-00-00	Sale of Surplus	0	0	0	23,381	19	23,400	0	0	0	
		509-000-395-10-00-00	Sales of Fixed Assets	10,833	9,003	19,836	12,780	20	12,800	0	0	0	
	Miscellaneous revenues Total			12,128	30,848	42,975	100,259	82,781	183,040	76,800	50,000	126,800	-30.7%
	Transfers-in	509-000-348-00-45-01	Equipment Replacement Legislat	0	0	0	0	9,750	9,750	4,875	4,875	9,750	
		509-000-348-00-45-02	Equipment Replacement City Mgr	2,252	2,250	4,502	0	0	0	0	0	0	
		509-000-348-00-45-03	Equipment Replacement Finance	2,752	2,751	5,503	0	0	0	0	0	0	
		509-000-348-00-45-04	Equipment Replacement Comm/Mkt	1,251	1,251	2,502	2,000	2,000	4,000	2,000	2,000	4,000	
		509-000-348-00-45-05	Equipment Replacement IT	1,001	1,000	2,001	29,400	29,400	58,800	29,400	29,400	58,800	
		509-000-348-00-45-08	Equipment Replacement Patrol	81,580	81,579	163,159	128,047	128,053	256,100	128,047	128,047	256,094	
		509-000-348-00-45-13	Equipment Replacement Street	14,072	14,072	28,144	15,000	15,000	30,000	15,000	15,000	30,000	
		509-000-348-00-45-14	Equipment Replacement Nonn Dept	14,662	14,661	29,323	0	0	0	0	0	0	
		509-000-348-00-45-16	Equipment Replacement Com Dev	1,001	1,000	2,001	4,050	4,050	8,100	4,050	4,050	8,100	
		509-000-348-00-45-18	Equipment Replacement PublicWk	4,218	4,218	8,436	40,788	40,812	81,600	40,788	40,788	81,576	
		509-000-397-00-00-03	Transfer In fr Surface Water	0	0	0	47,500	47,500	95,000	47,500	47,500	95,000	
	Transfers-in Total			122,786	122,785	245,571	266,785	276,565	543,350	271,660	271,660	543,320	0.0%
Equipment Replacement Fund Total				134,914	153,632	288,546	367,044	359,346	726,390	348,460	321,660	670,120	-7.7%

City of Mill Creek, Washington
Revenues Detail by Fund
2021 - 2026

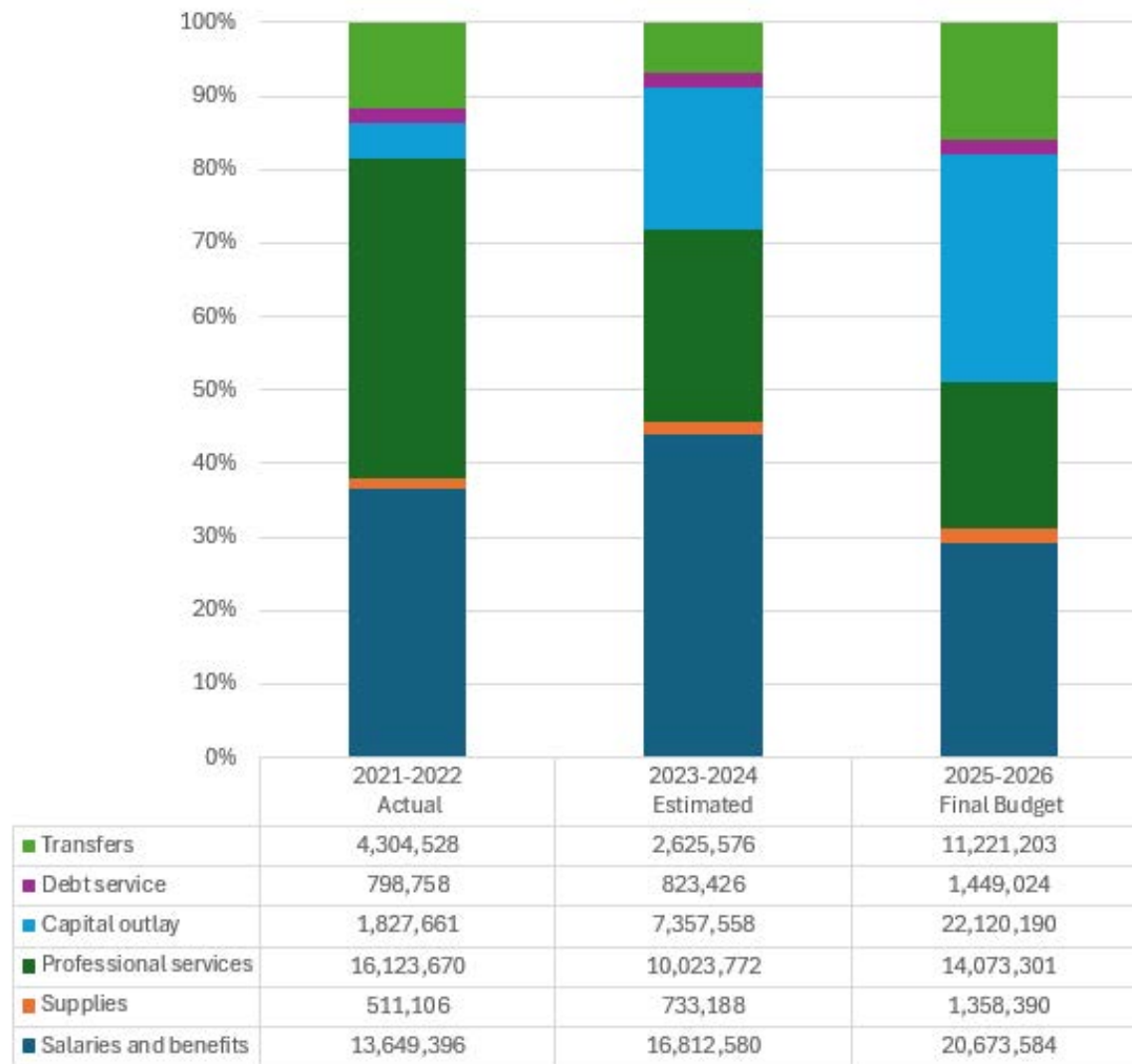
Fund	Fund Name	Source	Account Number	Description	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	% Change
521	Unemployment Compensation/Self Insurance													
	Transfers-in	521-000-397-00-00-03	Transfer from Gen Fund		0	0	0	0	25,000	25,000	15,000	15,000	30,000	
	Transfers-in Total				0	0	0	0	25,000	25,000	15,000	15,000	30,000	20.0%
	Unemployment Compensation/Self Insurance Total				0	0	0	0	25,000	25,000	15,000	15,000	30,000	20.0%
Grand Total					26,807,381	23,770,119	50,577,500	18,535,447	20,315,085	38,850,532	24,133,121	29,660,311	53,793,433	38.5%



CITY OF
MillCreek
WASHINGTON™

Expenditures

Total Expenditures by Category (All Funds)





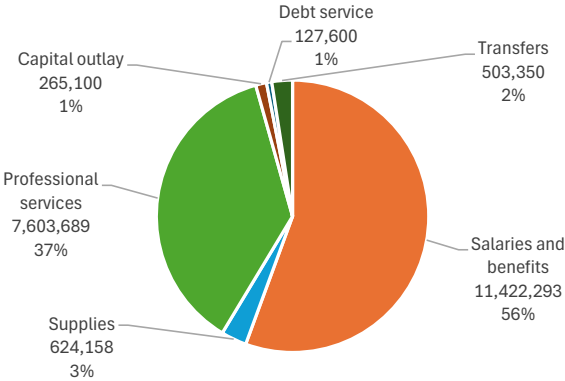
CITY OF
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Expenditures- General Fund

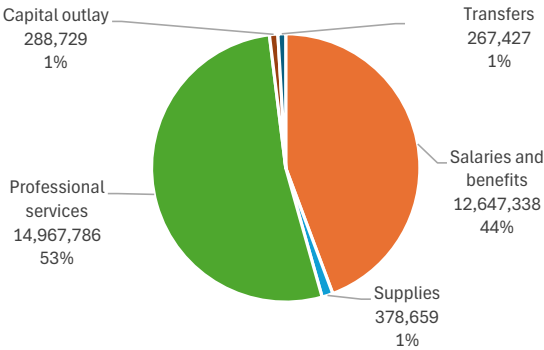
City of Mill Creek, Washington
General Fund Expenditures by Object Group
2021 - 2026

By Expense Group	ACTUALS			ESTIMATED ACTUALS			BIENNIUM BUDGET			% Change
	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	
Salaries and benefits	6,342,632	6,304,706	12,647,338	4,624,578	6,797,715	11,422,293	9,027,464	9,739,163	18,766,627	64.3%
Supplies	156,373	222,286	378,659	241,430	382,728	624,158	521,595	256,595	778,190	24.7%
Professional services	7,355,116	7,612,670	14,967,786	3,576,633	4,027,056	7,603,689	6,620,429	3,889,320	10,509,749	38.2%
Capital outlay	39,315	249,414	288,729	132,503	132,597	265,100	228,020	89,020	317,040	19.6%
Debt service	0	0	0	82,434	45,166	127,600	122,090	125,618	247,708	94.1%
Transfers	108,714	158,713	267,427	204,285	299,065	503,350	395,021	525,463	920,484	82.9%
General Fund Total	14,002,151	14,547,788	28,549,939	8,861,864	11,684,326	20,546,190	16,914,618	14,625,178	31,539,797	53.5%

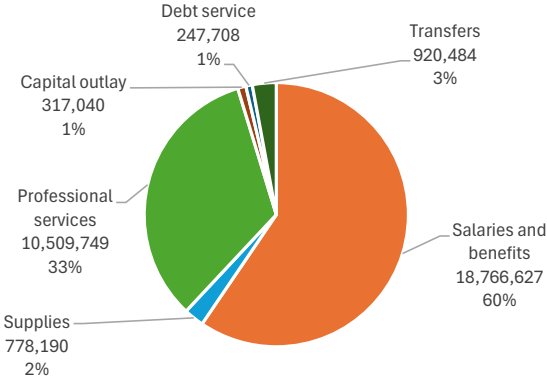
2023-2024 Estimated Total



2021-2022 Actual Total



2025-2026 Budget Total



City of Mill Creek, Washington
General Fund Expenditures by Department
2021 - 2026

Department Name	ACTUALS			ESTIMATED ACTUALS			BIENNIUM BUDGET			% Change
	2021	2022	2021-2022 Actual Total	2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	
Legislative	59,314	87,615	146,929	188,949	645,649	834,598	3,156,195	133,590	3,289,785	294.2%
City Manager	695,469	611,540	1,307,009	672,523	800,252	1,472,775	918,308	962,006	1,880,314	27.7%
Finance	617,022	636,694	1,253,716	695,266	852,884	1,548,150	938,424	976,701	1,915,125	23.7%
Communications & Marketing	189,758	312,305	502,064	348,518	336,631	685,149	461,498	489,259	950,757	38.8%
Information Technology	485,004	541,846	1,026,850	499,545	432,265	931,810	700,318	721,122	1,421,441	52.5%
Human Resources	701,015	496,830	1,197,846	505,626	580,118	1,085,744	477,478	492,280	969,758	-10.7%
City Clerk	265,712	235,019	500,730	228,708	163,389	392,097	248,026	261,402	509,428	29.9%
Police	4,809,065	5,036,774	9,845,840	3,174,013	5,137,429	8,311,442	6,008,349	6,471,059	12,479,408	50.1%
Fire	4,242,729	4,547,976	8,790,706	131,487	59,013	190,500	208,020	208,020	416,040	118.4%
Non-Departmental	318,517	459,817	778,334	445,770	671,550	1,117,320	913,769	1,120,754	2,034,523	82.1%
Community Development	608,785	488,771	1,097,556	911,240	669,060	1,580,300	1,092,908	916,459	2,009,367	27.2%
Public Works	953,785	1,060,526	2,014,311	1,003,554	1,237,996	2,241,550	1,683,475	1,764,676	3,448,152	53.8%
Recreation	55,974	32,075	88,049	56,664	98,091	154,755	107,850	107,850	215,700	39.4%
General Fund Total	14,002,151	14,547,788	28,549,939	8,861,864	11,684,326	20,546,190	16,914,618	14,625,178	31,539,797	53.5%

LEGISLATIVE DEPARTMENT

DEPARTMENT DESCRIPTION

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

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

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

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

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-001-511-60-11-00	Salaries & Wages	44,400	43,275	87,675	89,250	91,200	180,450	91,200	91,200	182,400	
	001-001-511-60-21-01	MEBT/Medicare	3,397	3,269	6,665	6,828	6,976	13,804	6,977	6,977	13,954	
	001-001-511-60-21-04	Worker's Compensation	134	181	315	309	311	620	538	538	1,076	
Salaries and benefits Total			47,930	46,725	94,655	96,387	98,487	194,874	98,715	98,715	197,430	1.31%
Supplies	001-001-511-60-31-00	Office Supplies	622	892	1,514	468	1,656	2,124	2,000	2,000	4,000	
	001-001-518-80-30-01	Network Switch Rplc			0	0	0	0	110,000	0	110,000	
	001-001-542-30-30-01	Rdway Safety Supp/Equip			0	18,916	54,784	73,700	45,000	0	45,000	
	001-001-576-80-30-01	Supplies-Park Maint/Amenities			0	0	29,300	29,300	110,000	0	110,000	
Supplies Total			622	892	1,514	19,384	85,740	105,124	267,000	2,000	269,000	155.89%
Professional services	001-001-511-60-41-01	Professional Services	9,755	33,658	43,413	36,281	109,419	145,700	22,500	22,500	45,000	
	001-001-511-60-44-00	Advertising	325	764	1,088	475	825	1,300	800	800	1,600	
	001-001-511-60-49-01	Conferences	282	5,352	5,634	2,796	2,804	5,600	4,500	4,500	9,000	
	001-001-511-60-49-03	Memberships and Dues	400	225	625	200	200	400	200	200	400	
	001-001-514-20-40-01	CW Fee Study			0	0	10,000	10,000	50,000	0	50,000	
	001-001-518-10-41-02	ProfSvc-Pers Manual/Policies			0	23,452	86,548	110,000	30,000	0	30,000	
	001-001-518-80-40-02	Prof Svc-Website Redesign			0	0	55,800	55,800	0	0	0	
	001-001-518-80-40-03	GIS System-City Infra			0	0	0	0	125,000	0	125,000	
	001-001-518-80-40-04	Asset Mgt System-Infra			0	0	0	0	125,000	0	125,000	
	001-001-521-70-40-01	Flock Camera Implementation			0	0	0	0	183,500	0	183,500	
	001-001-542-61-40-01	Street Tree Policy&Plan			0	0	0	0	250,000	0	250,000	
	001-001-542-63-40-01	Street Light LED Upgrade			0	0	0	0	110,000	0	110,000	
	001-001-542-64-40-01	City Entrance/Wayfinding Signs			0	9,974	45,576	55,550	200,000	0	200,000	
	001-001-542-70-40-01	LScape Redesign&Revitalize			0	0	0	0	250,000	0	250,000	
	001-001-543-30-40-01	St&Rds-General Svc			0	0	0	0	309,105	0	309,105	
	001-001-558-60-40-01	MC Subarea Master Plan			0	0	0	0	600,000	0	600,000	
	001-001-573-90-41-01	City Banner&Decor Rplc			0	0	54,300	54,300	50,000	0	50,000	
	001-001-576-80-40-01	Services-Park Maint/Amenities			0	0	11,600	11,600	0	0	0	
	001-001-576-80-40-02	CW Park Tree Plan			0	0	0	0	25,000	0	25,000	
	001-001-576-80-40-03	Parks & Recr Brd Projects			0	0	0	0	300,000	0	300,000	
	001-001-576-90-40-01	A&B Board Projects			0	0	0	0	150,000	0	150,000	
Professional services Total			10,762	39,998	50,760	73,178	377,072	450,250	2,785,605	28,000	2,813,605	524.90%
Capital outlay	001-001-594-18-60-02	Substation IT Equip&Set-up			0	0	20,000	20,000	0	0	0	
	001-001-594-32-60-01	Telephone System Upgrade			0	0	19,600	19,600	0	0	0	
	001-001-594-76-60-03	Equip-Utility Vehicle			0	0	35,000	35,000	0	0	0	
Capital outlay Total			0	0	0	0	74,600	74,600	0	0	0	-100.00%
Transfers	001-001-511-60-45-00	Equipment Replacement Funding			0	0	9,750	9,750	4,875	4,875	9,750	
Transfers Total			0	0	0	0	9,750	9,750	4,875	4,875	9,750	0.00%
Legislative Total			59,314	87,615	146,929	188,949	645,649	834,598	3,156,195	133,590	3,289,785	294.18%

CITY MANAGER'S OFFICE

DEPARTMENT DESCRIPTION

The City Manager, who serves as the City's Chief Executive Officer, is appointed by the City Council to manage the administrative affairs of the City through professional leadership and management practices. The City Manager:

- Provides management direction for all City departments and activities in accordance with City Council policies and direction.
- Makes policy recommendations to the City Council.
- Ensures appropriate execution of policies, laws and regulations.
- Develops the City's biennial budget for Council review and approval.
- Represents the City within the community and at the regional, state, and federal levels to advance Mill Creek's priorities and interests.

The City Manager prepares and submits the budget proposal for the fiscal period to the Council and oversees administration of budget upon adoption by City Council.

The Manager handles issues affecting the City with the proper local and state legislative officials to enhance the position of the City. Further, the City Manager directs and evaluates the development and implementation of City goals, strategies, policies, and programs.

This role is responsible for overseeing day-to-day operational activities of all City departments to carry out policies and meet organizational goals. This includes direct supervision and leadership for members of the City's management team, enabling them to effect actions which carry out policies set forth by the City Council.

The City Manager reports regularly to the City Council on the status of City operations and programs, financial condition, and future needs of the City. To do this, the City Manager attends meetings of the City Council and other boards and commissions as necessary; and facilitates supportive and positive working relationships between Council members, boards, commissions, and City staff.

The City Manager oversees the preparation of City Council agendas, materials, and coordinates regular Council meetings.

Further, the City Manager meets with various public and private officials, organizations, community groups, and others to resolve issues and, as necessary, presents policy issues to the City Council for decision and direction.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
Executive						
City Manager	1.00	1.00	-	1.00	1.00	1.00
Chief of Staff	-		1.00	-	-	-
City Clerk	1.00	1.00	-	-	-	-
Deputy City Clerk / Executive Assistant	-	-	-	0.50	0.50	0.50
Deputy City Manager	-	-	-	1.00	1.00	1.00
Executive Assistant/Deputy Clerk	1.00	1.00	1.00	-	-	-
Human Resources Director	0.80	-	-	-	-	-
Management Analyst	0.00	-	-	-	1.00	1.00
Executive Total	3.80	3.00	2.00	2.50	3.50	3.50

2023-2024 ACCOMPLISHMENTS

During the 2023-24 biennium, the Executive Office continued to execute the City Manager's operations strategy centered around the City's core competencies that are vital for managers and staff to support Councilmembers as we continue to ensure effective governance and service delivery to our residents and businesses. Of those competencies, special attention was paid to building strong teams, improving public safety, and commencing key projects centered around deferred maintenance and capital improvement.

Key competencies and Executive Office accomplishments include:

1. Leadership and Vision
 - a. Supported Council developing the City's 2040 Vision and identifying 3-5 year priorities.
 - b. Supported Council on the DRCC Phase 1 concept, re-ignited annexation discussions, and confirmed subarea potential re-zoning.
 - c. Continued communications of the City's revised Mission, Vision, and Core Values.
2. Communication and Community Engagement
 - a. Built strong relationships with key external partners and community groups.
 - b. Commenced discussion for planning the 2025 community engagement program.
3. Financial Management
 - a. Balanced the 2023-24 biennial budget.
 - b. Financed the addition of positions in Administration and the Public Works department.
 - c. Secured \$2.1 million in State and County funding for projects.
4. Policy Development and Implementation
 - a. Commenced the development of bylaws for boards and commissions.
 - b. Supported Council in the development of ordinances including anti-camping and shopping carts.
 - c. Implemented continuous improvement to policies and procedures to increase efficiency and effectiveness.
5. Operational and Service Delivery
 - a. Implemented a police policing strategy to increase public safety across the City while leveraging technology.
 - b. Commenced the development of the City's emergency management program.
 - c. Commenced key projects including pavement preservation, Safe Streets for All, and Silver Crest Park.
 - d. Commenced 2024 Comprehensive Plan development.
6. Human Resources and Workforce Management
 - a. Labor negotiations; Settled two collective bargaining agreements with AFSCME and the Mill Creek Police Guild while improving management-employee relations.
 - b. Restructured departments and added job positions to address rebuilding and project needs.
 - c. Commenced a collection of projects aimed to improve managerial effectiveness and employee productivity.
7. Innovation
 - a. Integrated technology in departments to improve service delivery and increase operational efficiencies while enhancing community engagement.
 - b. Stabilization of the City's information technology architecture.
8. Intergovernmental Relations
 - a. Improved collaboration, fostering strong partnerships with Federal, State, County, and Local agencies.

- b. Supported Council in developing the legislative committee to advocate for the City's priorities and obtain critical funding for operations.

2025-2026 KEY OUTCOMES AND ACTIVITIES

After a successful 2023-24 biennium, the Executive Office will continue on its same operational strategy aimed at improving on core competencies while continuing and completing projects that further strengthen City operations and support Council's 3-5 year strategic plan. In the 2025-26 biennium, key outcomes and activities will include:

- Completion of the 2025 Guild collective bargaining agreement and negotiations
- Completion of ARPA/RPB Projects
- Secure federal, state, and/or local grant funding for City priorities and projects based on legislative priorities
- Increase community engagement

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-002-513-10-11-00	Salaries & Wages	384,516	367,955	752,470	391,694	508,356	900,050	578,114	612,599	1,190,713	
	001-002-513-10-21-01	MEBT/Medicare	24,003	19,217	43,220	27,111	38,889	66,000	44,226	46,864	91,090	
	001-002-513-10-21-02	Retirement	33,907	29,073	62,979	38,381	47,919	86,300	52,204	55,318	107,522	
	001-002-513-10-21-03	Health Benefits	38,836	21,740	60,576	34,217	37,883	72,100	51,443	54,826	106,269	
	001-002-513-10-21-04	Worker's Compensation	973	1,010	1,983	1,299	1,801	3,100	2,513	2,591	5,104	
<i>Salaries and benefits Total</i>			<i>482,234</i>	<i>438,994</i>	<i>921,228</i>	<i>492,702</i>	<i>634,848</i>	<i>1,127,550</i>	<i>728,500</i>	<i>772,198</i>	<i>1,500,698</i>	33.09%
Supplies	001-002-513-10-31-00	Office Supplies	432	558	990	494	706	1,200	1,200	1,200	2,400	
<i>Supplies Total</i>			<i>432</i>	<i>558</i>	<i>990</i>	<i>494</i>	<i>706</i>	<i>1,200</i>	<i>1,200</i>	<i>1,200</i>	<i>2,400</i>	100.00%
Professional services	001-002-513-10-41-01	Professional Services	8,179	1,435	9,614	0	0	0	10,000	10,000	20,000	
	001-002-513-10-41-02	Professional Services-Legal	202,012	0	202,012	0	0	0	0	0	0	
	001-002-513-10-49-01	Conferences and Training	334	4,081	4,415	4,031	5,969	10,000	11,800	11,800	23,600	
	001-002-513-10-49-04	Memberships and Dues	25	1,715	1,740	1,425	1,700	3,125	4,808	4,808	9,616	
	001-002-515-41-41-00	Legal Services - Advice	0	162,507	162,507	173,870	157,030	330,900	162,000	162,000	324,000	
<i>Professional services Total</i>			<i>210,550</i>	<i>169,738</i>	<i>380,288</i>	<i>179,326</i>	<i>164,699</i>	<i>344,025</i>	<i>188,608</i>	<i>188,608</i>	<i>377,216</i>	9.65%
Transfers	001-002-513-10-45-00	Equipment Replacement Funding	2,252	2,250	4,502	0	0	0	0	0	0	
<i>Transfers Total</i>			<i>2,252</i>	<i>2,250</i>	<i>4,502</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
City Manager Total			695,469	611,540	1,307,009	672,523	800,252	1,472,775	918,308	962,006	1,880,314	27.67%

FINANCE & ADMINISTRATION DEPARTMENT

DEPARTMENT DESCRIPTION

The Department of Finance and Administration oversees the financial, payroll, personnel benefits and customer service functions of the City.

Finance

The Finance team is responsible for accounting, financial reporting, budgeting, cash and investment management, procurement, risk assessment and internal control, and grant reporting, and debt management functions. Accounting operations include accounts payable, accounts receivable, cash receipting and collection, and fixed asset tracking. The team prepares and submits the City's annual financial report and coordinates with the State Auditor's Office to facilitate annual audit, including accountability and Single Audit engagements. Finance works with the leadership team to plan revenues and expenditures of all City funds and develop of the City's biennial budget as well as annual monitoring of the financial activities. The team is responsible for payroll processing and reporting, configuration, and maintenance of the City's payroll system including time and attendance. The department also manages cash and investment to optimize earnings through the prudent investment of surplus cash into a diversified portfolio in accordance with City investment policy.

Customer Service

The City of Mill Creek is a certified passport application acceptance facility for the U.S. Department of State. Each year, the Customer Service team assists thousands of customers to navigate U.S. passport application. They work diligently to provide a positive and inclusive experience for passport customers from all over the Snohomish County region and the surrounding areas. The team comprises of up to 9 diverse part-time Customer Service Representative (3.20 FTEs) and have skills with five languages to assist with the process.

In addition, the Customer Service team answers City Hall phones, answer general questions, and provides central administrative support to other departments.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
Finance and Administration						
Director of Finance and Administration	-	1.00	-	-	-	-
Finance Director	1.00	-	1.00	1.00	1.00	1.00
Customer Service Representative	-	2.40	2.61	3.20	3.20	3.20
Senior Accountant	-	1.00	-	-	-	-
Staff Accountant	-	-	-	1.00	1.00	1.00
Accountant	2.00	-	-	-	-	-
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Supervisor - Finance & Admin	-	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	-	-	-	-	-
Passport Technician	0.60	-	-	-	-	-
Senior Passport Technician	0.70	-	-	-	-	-
Finance and Administration Total	6.30	6.40	5.61	7.20	7.20	7.20

2023-2024 BIENNIAL ACCOMPLISHMENTS

- Passed the 2023 and 2024 US Department of State annual recertification for agency passport acceptance facility.
 - Processed over 5,000 more passport applications than in 2021/2022.
 - Completed Leasehold Excise Tax (LHET) audit with State Department of Revenues for the period January 2020 – March 2023.
 - Completed Labor and Industries Audit for Q4 2022 – Q3 2023.
 - Completed 2022 Financial Statement audit and Accountability Engagement and received an unmodified opinion.
-
- Submitted the required 2023 and 2024 Coronavirus State and Local Fiscal Recovery Fund (SLFRF) Project and Expenditure Report to the US Department of the Treasury before the April 30 annual deadline.

- Completed 2023 Financial Statement audit and Alternative Single Audit Report with unmodified opinion.
- Implemented the Payroll and Employee Self Service modules in Springbrook.
- Implemented the Extended Budgeting module in Springbrook.
- Facilitated five opioid settlement agreements with the State.

2025-2026 KEY OUTCOMES AND ACTIVITIES

- Maintain the annual certification training requirements of the US Department of State for agency passport acceptance facility so ensure the ongoing passport operations and revenue source for the City's General Fund. Passport fees is about 51% of Charges for Goods and Services.
- Streamline and automate workflows with the implementation of the new Human Resources application and utilize the purchasing, bank reconciliation, and fixed asset modules in Springbrook to improve accountability and reporting.
- Complete the Citywide Fee Study and implement rates and fees to ensure the City's rate structure is consistent with cost recovery principles.
- Maintain an unmodified audit opinion from the State Auditor's Office on the City's annual financial, accountability, and Single audits. This supports City's financial viability by upholding accountability and transparency over all city operations to ensure that the City's assets are accounted for according to laws, standards and policies, and safeguarded against misappropriation or misuse.
- Comply with the annual reporting requirements of Coronavirus State and Local Fiscal Recovery Fund (SLFRF) Project and Expenditure Report to the US Department of the Treasury by the April 30 annual deadline.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-003-514-20-11-00	Salaries & Wages	368,302	443,634	811,936	516,101	556,499	1,072,600	637,519	676,142	1,313,661	
	001-003-514-20-12-00	Overtime	25	0	25	0	500	500	700	700	1,400	
	001-003-514-20-21-01	MEBT/Medicare	23,308	25,239	48,547	30,471	37,929	68,400	37,260	39,450	76,710	
	001-003-514-20-21-02	Retirement	34,160	31,278	65,438	37,174	37,726	74,900	44,239	46,877	91,116	
	001-003-514-20-21-03	Health Benefits	52,196	64,867	117,064	67,788	59,012	126,800	70,697	75,435	146,132	
	001-003-514-20-21-04	Worker's Compensation	1,773	2,232	4,005	2,685	3,115	5,800	3,909	3,997	7,906	
<i>Salaries and benefits Total</i>			<i>479,765</i>	<i>567,250</i>	<i>1,047,015</i>	<i>654,219</i>	<i>694,781</i>	<i>1,349,000</i>	<i>794,324</i>	<i>842,601</i>	<i>1,636,925</i>	21.34%
Supplies	001-003-514-20-31-00	Supplies - Office/Operating	1,124	1,316	2,440	2,132	2,768	4,900	3,000	3,000	6,000	
<i>Supplies Total</i>			<i>1,124</i>	<i>1,316</i>	<i>2,440</i>	<i>2,132</i>	<i>2,768</i>	<i>4,900</i>	<i>3,000</i>	<i>3,000</i>	<i>6,000</i>	22.45%
Professional services	001-003-514-20-41-01	Professional Services	37,828	22,382	60,210	8,409	18,391	26,800	30,000	30,000	60,000	
	001-003-514-20-41-02	Professional Services-Legal	16,726	0	16,726	0	0	0	0	0	0	
	001-003-514-20-41-04	Finance Charges	31,804	28,096	59,900	22,593	23,107	45,700	42,000	42,000	84,000	
	001-003-514-20-41-51	State Audit	45,116	8,197	53,312	7,174	87,226	94,400	50,000	40,000	90,000	
	001-003-514-20-49-01	Conferences and Training	75	419	494	0	2,000	2,000	3,000	3,000	6,000	
	001-003-514-20-49-04	Memberships and Dues	816	75	891	0	150	150	6,100	6,100	12,200	
	001-003-515-41-41-00	Legal Services - Advice	0	6,208	6,208	739	24,461	25,200	10,000	10,000	20,000	
<i>Professional services Total</i>			<i>132,364</i>	<i>65,376</i>	<i>197,741</i>	<i>38,914</i>	<i>155,336</i>	<i>194,250</i>	<i>141,100</i>	<i>131,100</i>	<i>272,200</i>	40.13%
Capital outlay	001-003-594-14-64-00	Capital Outlays	1,017	0	1,017	0	0	0	0	0	0	
<i>Capital outlay Total</i>			<i>1,017</i>	<i>0</i>	<i>1,017</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Transfers	001-003-514-20-45-00	Equipment Replacement Funding	2,752	2,751	5,503	0	0	0	0	0	0	
<i>Transfers Total</i>			<i>2,752</i>	<i>2,751</i>	<i>5,503</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Finance Total			617,022	636,694	1,253,716	695,266	852,884	1,548,150	938,424	976,701	1,915,125	23.70%

COMMUNICATIONS, MARKETING AND RECREATION DEPARTMENT

DEPARTMENT DESCRIPTION

The Communications and Marketing department focuses on engaging the Mill Creek community through communications and outreach, marketing, recreation, events, and volunteer programs.

The Communications, Marketing, and Recreation Department had 2.0 FTEs from July 2021 through July 2024. In August 2024, the City reorganized the department to include 3 FTEs, a manager, and two coordinators.

Communications & Marketing

Communications and marketing create awareness and understanding of the City's places, programs, and people with internal and external audiences, including media outreach and social media channels. They ensure consistent branding and messaging across all platforms and focus on designing, creating, and managing various print and digital marketing collateral to enhance community engagement—and cultivate sponsorships with multiple community partners and stakeholders.

Recreation

Develops, plans, schedules, and implements programs for all ages, including classes, camps, and workshops at City Hall North. Manages instructor and league contracts, schedules sports and league activities at public parks and other venues and handles reconciliation of payments.

Events

Responsible for programs and events that create community engagement opportunities for Mill Creek residents and surrounding neighborhoods. Working with community sponsors, local organizations, vendors, and volunteers, this department manages or co-manages more than twenty events annually.

Outreach/Volunteer Programs

In 2023, the City added a (volunteer) Volunteer Coordinator position to help organize, facilitate, and encourage volunteerism in Mill Creek. This role led to the successful implementation of a pilot program, Adopt-a-Street, allowing volunteers to help keep Mill Creek clean, which has been a tremendous success and is likely to become a permanent program in late 2024.

Managed multiple projects for the Park & Recreation Board, Art & Beautification Board, and Youth Advisory Board.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
Communications and Marketing/Recreation						
Basketball Referee- Temporary	-	0.80	-	-	-	-
Communications, Marketing & Recreation Coordin	-	1.00	1.00	2.00	2.00	2.00
Communications, Marketing & Recreation Manage	-	-	-	-	1.00	1.00
Community Engagement Coordinator	-	1.00	-	-	-	-
Director of Communications and Marketing	-	1.00	-	-	-	-
Gym Supervisor-Temporary		0.20	-	-	-	-
Preschool Assistant		0.60	-	-	-	-
Preschool Teacher		0.30	-	-	-	-
Rec Program Asst	-	-	1.00	-	-	-
Recreation Coordinator	-	1.00	-	-	-	-
Communications and Marketing Total	0.00	5.90	2.00	2.00	3.00	3.00

2023-2024 BIENNIAL ACCOMPLISHMENTS

Communications & Marketing

- Converted the passport signage kiosk to a digital format, allowing users to see information in English and Spanish 24/7 with access to forms.
- Updated the digital signage inside the City Hall South lobby and added two digital screens to City Hall North to keep visitors updated on public meetings, community events, and City updates.
- Produced multiple in-house videos that supported project initiatives, event promotion, and departmental needs.
- Conducted multiple internal staff and community photo sessions.
- Produced and distributed the City's Annual Performance Survey and City Parks Survey (collected and reported on data)
- Produced dozens of digital and print pieces - branded collateral for engagement and communications, including the Resident Portal Magnet and Mailer. Created content for Recreational Guides & City Highlights publications, event posters, banners, ads, etc.
- Launched the "Resident Portal" on the City website to inform the public about city projects and initiatives, to seek input, and to help promote community engagement.
- Facilitated the creation of the RFP and interviewed multiple applicants to find the best website designer (D2 Creative) to design the City's new website. Working directly with D2, we aim to publish the new website in early Q1 2025.
- Updated our City logo, with minor changes to color and form, to enhance usability for print and digital projects, including the City's new website. This project includes a new Brand Guide to provide clear guidelines for logo use.

Recreation

- Worked with a nonprofit educational group (Electric Wolves Foundation) founded by Mill Creek students to introduce robotics to 3rd-5th graders. The program has grown and offers multiple courses each season.
- Other new Recreation classes in 2023 and 2024 include Bollywood, 3D Design & Printing, Advanced Pickleball, and Inclusive, Adaptive Martial Arts & Fitness.
- Working with Everett Public Schools, the Play & Learn Program serves about 160 children and their caregivers weekly in Mill Creek throughout the school year. Play and Learn is a free program for children from birth through age five and their caregivers to play together, create art, listen to stories, and sing songs. It also offers monthly dual-language sessions in English and Spanish. Families learn new American Sign Language vocabulary each week.

Events

- The City Chat Tour continued in 2023, with Mayor Brian Holtzclaw and Mayor Pro Tem Stephanie Vignal holding in-person community discussions at the Mill Creek Community Association, Jackson High School Library, Mill Creek Library, and Cogir of Mill Creek. New 2024 offerings included the City Chat Open House, with City staff, at City Hall North and City Chat Morning Edition at Frost in Mill Creek Town Center.
- Created a new hybrid Halloween event (Trunk or Treat on Main), a mashup of previous Halloween events - Treats on Main and Trunk-or-Treat. We closed a portion of Main Street from 153rd to Starbucks on October 31st and welcomed 3000 plus trick-or-treaters to join the fun.
- Brought back Pianos on Main in 2023, added a new piano in 2024 donated by the Mill Creek Chamber, and replaced one, which Gable Piano donated. We kicked off the 2024 season with a concert by Grammy-nominated pianist Josh Rawlings at the Plaza in front of the Jewelry Source in Mill Creek Town Center, and it was a beautiful way to start the summer!
- Continued the Party in the Parks event series and added a Kids Fun Run to the event at Mill Creek Sports Park. This event was very popular with Mill Creek families, and the registration filled up within hours - 150 kids registered to run.
- Working with our Veterans Day Committee in 2023, we continued the tradition of having a Veterans Day Ceremony and Parade; we added a second High School Band and a second emcee. We started a new tradition of having a Heroes Cafe Giving Tree, collecting \$300 in gift cards and more than 50 pairs of socks, hats, and gloves for Veterans. In 2024, we will invite four high school bands and expand the Giving Tree program.

PERFORMANCE MEASURES

	2023 Actual	2024 Actual	2025 Target	2026 Target
Number of Press Releases Written	17	10	24-36	24-36
Number of Website News Articles	38	24	40	4070
Sponsorship Dollars Raised	\$15,900	\$27,500	\$35,000	\$40,000
Community Events Produced & Supported	24	30	30	30
Number of Recreation Classes Offered	82	99	100	125
Facebook Followers		6,100	6,500	7,000
Instagram Followers		2,617	3000	3500
x Followers	n/a	1,662	1,750	2,000
YouTube Subscribers		210	300	400

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-004-573-90-11-00	Salaries & Wages	104,589	163,732	268,321	179,197	156,703	335,900	253,513	272,881	526,394	
	001-004-573-90-12-00	Overtime	1,864	8,288	10,151	2,623	0	2,623	4,000	4,000	8,000	
	001-004-573-90-21-01	MEBT/Medicare	8,068	12,487	20,554	13,857	11,843	25,700	19,700	21,181	40,881	
	001-004-573-90-21-02	Retirement	11,101	16,677	27,778	18,147	14,754	32,900	24,311	26,139	50,450	
	001-004-573-90-21-03	Health Benefits	26,579	43,593	70,172	45,383	47,117	92,500	74,864	79,904	154,768	
	001-004-573-90-21-04	Worker's Compensation	486	792	1,278	881	991	1,872	1,610	1,654	3,264	
<i>Salaries and benefits Total</i>			<i>152,686</i>	<i>245,568</i>	<i>398,253</i>	<i>260,087</i>	<i>231,408</i>	<i>491,495</i>	<i>377,998</i>	<i>405,759</i>	<i>783,757</i>	59.46%
Supplies	001-004-557-30-31-00	Supplies - Special Events/Swag	4,274	5,518	9,792	2,994	16,506	19,500	10,000	10,000	20,000	
	001-004-557-30-31-06	Supplies - Party in the Parks	0	209	209	1,501	(1,501)	0	0	0	0	
	001-004-573-90-31-00	Supplies - Office/Operating	1,074	2,769	3,842	1,484	7,016	8,500	0	0	0	
	001-004-573-90-31-01	Supplies - Community Events	1,138	7,901	9,039	6,978	6,722	13,700	12,500	12,500	25,000	
	001-004-573-90-31-02	Supplies - Media Relations	6,299	0	6,299	14	0	14	500	500	1,000	
	001-004-573-90-31-03	Supplies - Bus Community Mtgs	0	0	0	0	4,000	4,000	1,000	1,000	2,000	
	001-004-573-92-31-01	Supplies -Youth Advisory Board	1,333	1,397	2,730	1,090	4,810	5,900	3,000	3,000	6,000	
	001-004-573-92-31-02	Supplies - Volunteer Projects	0	218	218	2,070	330	2,400	3,000	3,000	6,000	
<i>Supplies Total</i>			<i>14,118</i>	<i>18,011</i>	<i>32,129</i>	<i>16,130</i>	<i>37,884</i>	<i>54,014</i>	<i>30,000</i>	<i>30,000</i>	<i>60,000</i>	11.08%
Professional services	001-004-515-41-41-00	Legal Services - Advice	0	0	0	3,588	412	4,000	2,500	2,500	5,000	
	001-004-557-30-40-00	Professional Svc-Party in Park	0	1,534	1,534	0	0	0	0	0	0	
	001-004-557-30-41-01	Prof Service-SpecEvent	636	7,395	8,031	6,378	(6,378)	0	4,500	4,500	9,000	
	001-004-573-90-41-00	Publications	17,200	25,152	42,352	22,960	37,340	60,300	15,000	15,000	30,000	
	001-004-573-90-41-01	Professional Services	262	1,490	1,751	29,526	17,574	47,100	15,000	15,000	30,000	
	001-004-573-90-41-04	Photography	0	827	827	1,641	2,959	4,600	2,000	2,000	4,000	
	001-004-573-90-41-05	Marketing	505	3,896	4,401	1,520	3,980	5,500	3,000	3,000	6,000	
	001-004-573-90-44-00	Advertising	0	5,210	5,210	1,746	6,154	7,900	5,000	5,000	10,000	
	001-004-573-90-49-01	Conferences and Training	0	79	79	2,709	2,991	5,700	3,000	3,000	6,000	
	001-004-573-90-49-04	Memberships and Dues	198	235	433	235	305	540	1,500	1,500	3,000	
<i>Professional services Total</i>			<i>18,801</i>	<i>45,818</i>	<i>64,619</i>	<i>70,301</i>	<i>65,339</i>	<i>135,640</i>	<i>51,500</i>	<i>51,500</i>	<i>103,000</i>	-24.06%
Capital outlay	001-004-594-73-64-00	Capital Outlay	2,903	1,657	4,560	0	0	0	0	0	0	
<i>Capital outlay Total</i>			<i>2,903</i>	<i>1,657</i>	<i>4,560</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
Transfers	001-004-573-90-45-00	Equipment Replacement Funding	1,251	1,251	2,502	2,000	2,000	4,000	2,000	2,000	4,000	
<i>Transfers Total</i>			<i>1,251</i>	<i>1,251</i>	<i>2,502</i>	<i>2,000</i>	<i>2,000</i>	<i>4,000</i>	<i>2,000</i>	<i>2,000</i>	<i>4,000</i>	0.00%
<i>Communications & Marketing Total</i>			<i>189,758</i>	<i>312,305</i>	<i>502,064</i>	<i>348,518</i>	<i>336,631</i>	<i>685,149</i>	<i>461,498</i>	<i>489,259</i>	<i>950,757</i>	38.77%

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

			ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Expense Group	Account Number	Description										
Salaries and benefits	001-019-571-10-11-00	Salaries & Wages	10,290	0	10,290	0	0	0	0	0	0	
	001-019-571-10-12-00	Overtime	365	0	365	0	0	0	0	0	0	
	001-019-571-10-21-01	MEBT/Medicare	803	0	803	0	0	0	0	0	0	
	001-019-571-10-21-02	Retirement	1,152	0	1,152	0	0	0	0	0	0	
	001-019-571-10-21-03	Health Benefits	2,125	0	2,125	0	0	0	0	0	0	
	001-019-571-10-21-04	Worker's Compensation	72	42	115	71	244	315	0	0	0	
<i>Salaries and benefits Total</i>			14,807	42	14,849	71	244	315	0	0	0	-100.00%
Supplies	001-019-571-20-31-00	Supplies - Rec	0	723	723	765	1,135	1,900	2,000	2,000	4,000	
<i>Supplies Total</i>			0	723	723	765	1,135	1,900	2,000	2,000	4,000	110.53%
Professional services	001-019-571-10-41-00	Prof Svcs - ActiveNet	94	368	463	507	843	1,350	2,000	2,000	4,000	
	001-019-571-10-49-01	Conferences and Training	0	0	0	0	0	0	1,500	1,500	3,000	
	001-019-571-10-49-53	B&O Taxes	1,259	2,059	3,319	3,367	3,633	7,000	7,500	7,500	15,000	
	001-019-571-20-41-01	Prof Svc - Rec Services	39,200	28,198	67,399	51,879	87,211	139,090	79,100	79,100	158,200	
	001-019-571-20-44-00	Publications - Rec Services	0	0	0	75	5,025	5,100	15,000	15,000	30,000	
	001-019-571-20-45-02	Rent/Lease - Rec Services	613	684	1,297	0	0	0	750	750	1,500	
<i>Professional services Total</i>			41,167	31,310	72,477	55,828	96,712	152,540	105,850	105,850	211,700	38.78%
<i>Recreation Total</i>			55,974	32,075	88,049	56,664	98,091	154,755	107,850	107,850	215,700	39.38%

INFORMATION TECHNOLOGY

DEPARTMENT DESCRIPTION

The Information Technology division is responsible for the strategic development and professional management of the City's information technology infrastructure and related systems. The division maintains the integrity, security and performance of all information technology systems used in every aspect of City business. This includes maintaining more than 30 servers and network appliances, 86 workstations and laptops, 16 printers, over 70 phones and faxes, and 70 cell phones, as well as other mobile devices.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
IT						
Information Systems and Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Technician	-	-	-	-	1.00	1.00
IT Total	1.00	1.00	1.00	1.00	2.00	2.00

2023-2024 BIENNIAL ACCOMPLISHMENTS

- City-wide security camera project successful completion.
- New city hall wide telephone system successfully deployed.
- Police sub-station setup and operational.
- Concluded the IT business assessment to identify gaps, vulnerabilities, and mitigation strategies.

2025-2026 KEY OUTCOMES AND ACTIVITIES

- Complete desktop and laptop refresh for city and police staff.
- Complete network switch replacements.
- Implementation of an IT technology asset tracking.
- Support the maintenance and implementation of the new City website.
- Support and manage the GIS and capital asset management software.
- Implement IT improvements related to the 2024 business assessment to improve operational efficiency, effectiveness, and productivity.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-005-518-80-11-00	Salaries & Wages	113,384	121,645	235,029	123,654	87,547	211,200	214,916	225,605	440,521	
	001-005-518-80-12-00	Overtime	0	0	0	0	0	0	5,300	5,700	11,000	
	001-005-518-80-21-01	MEBT/Medicare	8,663	9,298	17,961	9,451	6,649	16,100	16,847	17,695	34,542	
	001-005-518-80-21-02	Retirement	13,286	12,425	25,711	12,331	7,569	19,900	19,885	20,887	40,772	
	001-005-518-80-21-03	Health Benefits	9,120	9,798	18,918	10,203	7,097	17,300	46,478	49,619	96,097	
	001-005-518-80-21-04	Worker's Compensation	409	442	851	498	502	1,000	1,184	1,209	2,393	
Salaries and benefits Total			144,862	153,607	298,470	156,137	109,363	265,500	304,610	320,715	625,325	135.53%
Supplies	001-005-518-80-31-01	Office Supplies	4,987	60	5,048	0	0	0	500	500	1,000	
	001-005-518-80-31-02	Operating Supplies	4,118	17,892	22,010	7,925	12,075	20,000	8,000	8,000	16,000	
Supplies Total			9,105	17,953	27,058	7,925	12,075	20,000	8,500	8,500	17,000	-15.00%
Professional services	001-005-515-41-41-00	Legal Services - Advice	0	0	0	0	0	0	1,500	1,500	3,000	
	001-005-518-80-40-00	Software Licenses	201,743	196,904	398,647	155,595	106,405	262,000	114,026	115,197	229,223	
	001-005-518-80-41-01	Consulting Services	4,595	3,201	7,796	952	63,048	64,000	15,000	15,000	30,000	
	001-005-518-80-41-02	Professional Services-Legal	2,349	0	2,349	0	0	0	0	0	0	
	001-005-518-80-42-01	Web Hosting	1,443	7,302	8,745	1,782	7,718	9,500	16,677	16,677	33,354	
	001-005-518-80-49-01	Conferences and Training	0	79	79	675	225	900	2,000	2,000	4,000	
	001-005-518-80-49-02	Dues and Subscriptions	75	75	150	210	(0)	210	250	250	500	
	001-005-518-90-42-00	Telecommunications	66,469	61,703	128,172	68,308	58,592	126,900	77,822	77,822	155,644	
	001-005-518-90-48-01	Repairs & Maintenance	53,362	53,004	106,366	9,263	10,137	19,400	23,000	23,000	46,000	
Professional services Total			330,036	322,268	652,304	236,785	246,125	482,910	250,274	251,446	501,720	3.90%
Capital outlay	001-005-594-18-64-00	Capital Expenditures	0	47,017	47,017	0	0	0	0	0	0	
Capital outlay Total			0	47,017	47,017	0	0	0	0	0	0	
Debt service	001-005-591-18-70-01	SBITA Payments	0	0	0	69,298	35,302	104,600	107,534	111,062	218,596	
Debt service Total			0	0	0	69,298	35,302	104,600	107,534	111,062	218,596	108.98%
Transfers	001-005-518-80-45-00	Equipment Replacement Funding	1,001	1,000	2,001	29,400	29,400	58,800	29,400	29,400	58,800	
Transfers Total			1,001	1,000	2,001	29,400	29,400	58,800	29,400	29,400	58,800	0.00%
Information Technology Total			485,004	541,846	1,026,850	499,545	432,265	931,810	700,318	721,122	1,421,441	52.55%

HUMAN RESOURCES

DEPARTMENT DESCRIPTION

Human Resources (HR) is responsible for providing policy recommendations to the City Manager and Deputy City Manager on labor and employment matters. This division provides support and guidance to department directors, managers, and supervisors regarding personnel policies and procedures, conflict resolution, disciplinary actions, and other personnel matters.

Responsibilities include providing leadership in developing, implementing, and managing the services, activities, and policies of the human resources function for the organization and managing daily operations. HR provides guidance to City leadership regarding the strategic direction of the City's human resources function. Some of the main HR functions include:

- Provide HR leadership for the City and strategically focus the HR function to support the organization's goals and priorities.
- Provide consultation, support, and guidance to department directors, managers, and supervisors regarding personnel policies and procedures, conflict resolution, training, disciplinary actions, and other sensitive personnel issues.
- Administer HR programs and daily operations. Initiate program and process development and improvement efforts to increase management effectiveness, employee engagement, and mitigate City risk.
- Oversee and administer the recruitment, selection, and hiring of employees, including Civil Service. Provide leadership, direction, and support to City departments to attract, retain, and develop quality candidates and employees.
- Provide oversight, consultation, and recommendations related to organization-wide personnel programs such as employee benefits, rewards, recognition, and health and safety programs.
- Oversee HRIS development and maintenance and HR file maintenance, retention, and archival based on state records retention schedules. Maintain printed, published, and electronic HR information, including recruitment and Civil Service records, job descriptions, compensation analysis, etc.
- Participate on the City's collective bargaining team during labor negotiations with unions; ensure appropriate record keeping, interpret and administer labor agreements, and assist with grievance resolution.
- Civil Service Commission Secretary and Chief Examiner and Law Enforcement Officers and Fire Fighters Board (LEOFF) Secretary.
- Conduct employee disciplinary meetings, terminations, and investigations.

- Administer and maintain the employee classification and compensation plan, perform classification analysis, and recommend position assignments to appropriate salary ranges.
- Ensure compliance with federal and state labor and employment laws including but not limited to those governing wages, leave and accommodation, workers' compensation, health, and safety. Assist with administering policies and practices in compliance with these laws.
- Track and maintain organizational training documentation, including safety training and recordkeeping required by law. Work with supervisors to maintain currency of staff training, licensure, and certification. Provide and/or document required HR training.
- Maintain appropriate confidentiality of work-related issues for employees, City information, and records.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
Human Resources						
Human Resources Manager	-	-	-	1.00	1.00	-
Human Resources Director	0	-	-	-	-	1.00
Human Resources Total	0.00	0.00	0.00	1.00	1.00	1.00

2023-2024 BIENNIAL ACCOMPLISHMENTS

The Human Resources division's key work in the 2023-24 Budget includes:

- Re-instated the Recognition Committee and coordinated Annual Recognition Event, Staff Party in the Parks, & Holiday Staff Event with good participation numbers.
- Re-instated Wellness Committee and coordinated wellness events for the City of Mill Creek.
- Coordinated Safety Audit for the City of Mill Creek.

- Conducted/coordinated employee investigations (8), employee performance issues (8), FMLA and PFML Leave requests (11).
- Assisted AFSCME Labor Negotiations – Signed 4-year CBA agreement.
- Created Mill Creek Code of Excellence to be incorporated into Personnel Administration Manual.
- Improved processes including recruitment, onboarding, and administered 1 Civil Service test.
- Improved Separation Process by including an Accept of Resignation letter and conducting Exit Interviews – 13.
- Started new hire check ins (10) and stay interviews (4).
- Revised Performance Evaluation to incorporate new Core Values.
- Supported Leadership training with Nurtureways and Impact Leadership regarding reflective leadership skills.
- Recruited a number of diverse new hires that promotes equity, diversity, and inclusion.
- Started the process to update and maintain the City's Personnel Administration Manual. Assist management with consistent interpretation of Personnel Manual and provided all employee training of Personnel Policy.
- Provided HR leadership for the City and strategically focused the HR function to support the organization's goals and priorities.
- Provided leadership, direction, and support to City departments to attract, retain, and develop quality candidates and employees.
- Provided leadership, direction, and support to City departments directors regarding employee matters.
- Oversaw & developed HRIS development, maintenance, and related HR file maintenance, retention and archival based on state records retention schedules. Maintain printed, published, and electronic HR information, including recruitment and Civil Service records, job descriptions, compensation analysis, etc.
- Administered and maintained the employee classification and compensation plan; perform classification analysis; recommend position assignments to appropriate salary ranges.
- Ensured compliance with federal and state labor and employment laws including, but not limited to those governing wages, leave and accommodation, workers' compensation, health and safety; and assisted with administering policies and practices in compliance with these laws.
- Tracked and maintained organizational training documentation, including safety training and recordkeeping required by law. Work with supervisors to maintain currency of staff training, licensure, and certification. Provide and/or document required HR training.

2025-2026 KEY OUTCOMES AND ACTIVITIES

- Train all employees and managers on the updated Accident Prevention Program by end of 2025 to decrease work related injuries, illnesses, and near misses by 10% by end of 2025.
- Performance evaluations completed on time (ongoing).
- Program and monitor 100% compliance of all mandatory employee training by the end of 2026
- Documented acknowledgement of applicable personnel policies from all employees by end of 2025.
- Settle Collective Bargaining Agreements prior to expiration date of 12/31/2024 (Guild).
- Update and maintain the City's Personnel Administration Manual. Assist management with consistent interpretation of Personnel Manual and provide all employee training of Personnel Policy.
- Provide training on the City's updated Personnel Administration Manual by the end of 2025.
- Continue to provide HR leadership and risk management directives for the City and strategically focus the HR function to support the organization's goals and priorities.
- Continue to provide leadership, direction, and support to City departments to attract, retain, and develop quality candidates and employees to improve turnover ratio to less than 15% by the end of 2025.
- Continue to oversee & implement new Human Resources Information System development for recruitment and job descriptions. Also, oversee maintenance and related HR file maintenance, retention and archival based on state records retention schedules. Maintain printed, published, and electronic HR information, including recruitment and Civil Service records, job descriptions, compensation analysis, etc.
- Continue to administer and maintain the employee classification and compensation plan within midpoint of comparable ratio among other local agencies; and recommend position assignments to appropriate salary ranges.
- Continue to ensure compliance with federal and state labor and employment laws including but not limited to those governing wages, leave and accommodation, workers' compensation, health and safety; and assist with administering policies and practices in compliance with these laws.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-006-518-10-11-00	Salaries & Wages	0	53,933	53,933	129,444	141,856	271,300	152,463	164,111	316,574	
	001-006-518-10-21-01	MEBT/Medicare	0	4,128	4,128	9,892	10,808	20,700	11,663	12,555	24,218	
	001-006-518-10-21-02	Retirement	0	5,510	5,510	12,902	13,198	26,100	13,767	14,819	28,586	
	001-006-518-10-21-03	Health Benefits	0	5,709	5,709	20,292	16,208	36,500	17,721	18,905	36,626	
	001-006-518-10-21-04	Worker's Compensation	0	190	190	503	597	1,100	689	715	1,404	
<i>Salaries and benefits Total</i>			<i>0</i>	<i>69,470</i>	<i>69,470</i>	<i>173,034</i>	<i>182,666</i>	<i>355,700</i>	<i>196,303</i>	<i>211,105</i>	<i>407,408</i>	<i>14.54%</i>
Supplies	001-006-518-10-31-00	Office Supplies	0	212	212	507	393	900	500	500	1,000	
	001-006-518-10-31-01	Employee Recognition/Wellness	895	813	1,708	8,611	2,389	11,000	14,725	14,725	29,450	
<i>Supplies Total</i>			<i>895</i>	<i>1,025</i>	<i>1,920</i>	<i>9,118</i>	<i>2,782</i>	<i>11,900</i>	<i>15,225</i>	<i>15,225</i>	<i>30,450</i>	<i>155.88%</i>
Professional services	001-006-515-41-41-00	Legal Services - Advice	0	333,158	333,158	285,727	334,473	620,200	225,000	225,000	450,000	
	001-006-515-45-41-00	Legal Svcs-Claims & Litigation	0	18,924	18,924	0	0	0	0	0	0	
	001-006-518-10-41-01	Professional Services	45,069	61,254	106,323	16,419	55,281	71,700	25,000	25,000	50,000	
	001-006-518-10-41-02	Professional Services - Legal	655,052	9,538	664,589	4,230	(4,230)	0	0	0	0	
	001-006-518-10-49-00	Tuition Reimbursement Expense	0	500	500	500	0	500	1,500	1,500	3,000	
	001-006-518-10-49-01	Conferences and Training	0	2,275	2,275	16,354	9,146	25,500	14,200	14,200	28,400	
	001-006-518-10-49-04	Memberships and Dues	0	687	687	244	0	244	250	250	500	
<i>Professional services Total</i>			<i>700,121</i>	<i>426,336</i>	<i>1,126,456</i>	<i>323,475</i>	<i>394,669</i>	<i>718,144</i>	<i>265,950</i>	<i>265,950</i>	<i>531,900</i>	<i>-25.93%</i>
<i>Human Resources Total</i>			<i>701,015</i>	<i>496,830</i>	<i>1,197,846</i>	<i>505,626</i>	<i>580,118</i>	<i>1,085,744</i>	<i>477,478</i>	<i>492,280</i>	<i>969,758</i>	<i>-10.68%</i>

CITY CLERK

DEPARTMENT DESCRIPTION

The City Clerk is responsible for Legislative support to the City Council. This includes preparing agenda packets and minutes for City Council meetings and fulfilling the statutory requirements of the position of City Clerk, maintaining the City's central filing and records management system, coordinating contract execution and processing, overseeing Board and Commission activities and recruitments, codifying and maintaining the municipal code, acting as the City's Public Records Officer, managing the Public Disclosure/Records Coordination Team, and serving as Executive Assistant to the City Manager. Other duties include processing special event permits, updating and maintaining the Council Planning Schedule, elections liaison to Snohomish County, managing the City's agenda management software, managing the City's citizen request system and staff training in GovQA, and coordinating VIP attendance for City and Community events. The goal of the Clerk's office is to provide and share information with City Administration, City Council, and Mill Creek citizens to promote transparency in government.

As the **Public Records Officer** for the City, the Clerk advises and trains departments and staff on the management of City records, provides research assistance to City staff, facilitates public records requests, provides customer service to the community, and manages the Public Disclosure Coordination Team (PDCT). Work in the 2025-2026 Budget includes:

- Create Public Records Act (PRA) & Open Public Meeting Act (OPMA) training materials and incorporate into the onboarding process.
- Re-establish the PDCT on a regular basis and develop streamlined processes that enhance workflows and production of records.
- Continue to update and manage the City Public Portal and website that details disclosure requirements, fee schedules, trending topics, and provides transparency while creating a positive customer experience.
- Continue to provide customer response and records in accordance with applicable laws.
- Revamp board and commission recruitment and application processes.
- Initiate purging process for documents that have met retention and/or archive as appropriate utilizing the Washington State Auditor's Office standards.

- Finalize an updated public record request fee schedule and develop improved processes for charging and collection of fees.
- Improve contract, special event, and agenda item management processes for internal staff.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
Clerk						
City Clerk	-	-	1.00	1.00	1.00	1.00
Deputy City Clerk / Executive Assistant	-	-	-	0.50	0.50	0.50
Clerk Total	0.00	0.00	1.00	1.50	1.50	1.50

2023-2024 BIENNIAL ACCOMPLISHMENTS

The City Clerk's Office strives to deliver quality municipal services while ensuring responsible use of resources. Notable accomplishments in the 2023-2024 Budget include:

- A significant decrease in legal services due to the completion of the PRA policy and training accomplished by the City Clerk.
- Council Chamber refresh including new staff chairs, public chairs, study session tables, and Council drawers for added storage space. This will allow a new and improved look and feel for a more professional atmosphere for private and public meetings that are held in the Chambers.
- Completion of all extensive, multiple year public record requests that required continual progress to release responsive records.
- Created Standard Operating Procedures (SOP) for knowledge retention related to contract routing, agenda item requirements/ best practices/ uploads, proclamations, Legislative Committee, and an overall Deputy City Clerk position-wide SOP.
- Created or finalized Board and Commission Bylaw for each City board and commission.

- Completed tracking and reporting requirements of JLARC.
- Implementation of the City's newly developed iCompass agenda management software.
- Developed and streamlined contract management process including special event permits.
- Complied with records management practices mandated by the State Auditor's Office.
- Create new filing system for records management including paper and electronic filing systems.
- Reduced shredding fees by implementing a new State contract.

2025-2026 KEY OUTCOMES AND ACTIVITIES

The City Clerk's office supports the City Manager, Deputy City Manager, City Council, City departments, and the community by performing efficient document processing. The Clerk's office is actively working on programs and procedures to enhance transparency and ease-of-use for citizens. Work in the 2025-2026 Budget includes:

- Continue to fine-tune document management and workflow solution for the City's structured documents, such as contracts and policies.
- Re-establish a records management team comprised of staff from each department.
- Develop resource materials for departments to ensure retention and destruction schedules are being followed and understood.
- Continue to consistently provide agenda packet materials the Friday before a Council meeting primarily in electronic format with a limited number of paper copies.
- Provide timely information to the City Council.
- Continue codifying ordinances and publishing resolutions in a timely manner.
- Transfer applicable records to the Washington State Digital Archives.
- Manage and process Public Records Requests
- Manage and track OPMA & PRA training for Council, Board members, and Commission members.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-007-514-21-11-00	Salaries & Wages	89,652	97,650	187,302	91,914	100,986	192,900	136,173	146,577	282,750	
	001-007-514-21-21-01	MEBT/Medicare	6,841	7,454	14,295	7,019	7,681	14,700	10,417	11,213	21,630	
	001-007-514-21-21-02	Retirement	10,510	10,069	20,579	8,992	9,408	18,400	12,296	13,236	25,532	
	001-007-514-21-21-03	Health Benefits	18,213	17,892	36,105	9,740	9,160	18,900	24,468	26,080	50,548	
	001-007-514-21-21-04	Worker's Compensation	367	366	733	459	638	1,097	822	846	1,668	
<i>Salaries and benefits Total</i>			<i>125,583</i>	<i>133,431</i>	<i>259,014</i>	<i>118,124</i>	<i>127,873</i>	<i>245,997</i>	<i>184,176</i>	<i>197,952</i>	<i>382,128</i>	55.34%
Supplies	001-007-514-21-31-00	Supplies - Office	0	281	281	505	4,895	5,400	400	400	800	
<i>Supplies Total</i>			<i>0</i>	<i>281</i>	<i>281</i>	<i>505</i>	<i>4,895</i>	<i>5,400</i>	<i>400</i>	<i>400</i>	<i>800</i>	-85.19%
Professional services	001-007-514-21-41-01	Professional Services	21	0	21	853	247	1,100	5,400	5,000	10,400	
	001-007-514-21-41-02	Professional Services - Legal	136,836	0	136,836	0	0	0	0	0	0	
	001-007-514-21-49-01	Conferences and Training	3,197	2,351	5,548	745	3,155	3,900	7,500	7,500	15,000	
	001-007-514-21-49-04	Memberships and Dues	75	555	630	1,000	0	1,000	550	550	1,100	
	001-007-515-41-41-00	Legal Services - Advice	0	44,477	44,477	50,073	27,227	77,300	50,000	50,000	100,000	
	001-007-515-45-41-00	Legal Svcs-Claims & Litigation	0	53,925	53,925	47,408	(8)	47,400	0	0	0	
	001-007-518-61-49-01	Judgement/Settlement-Gipson	0	0	0	10,000	0	10,000	0	0	0	
<i>Professional services Total</i>			<i>140,129</i>	<i>101,307</i>	<i>241,436</i>	<i>110,079</i>	<i>30,621</i>	<i>140,700</i>	<i>63,450</i>	<i>63,050</i>	<i>126,500</i>	-10.09%
City Clerk Total			265,712	235,019	500,730	228,708	163,389	392,097	248,026	261,402	509,428	29.92%

POLICE

DEPARTMENT DESCRIPTION

Members of the Mill Creek Police Department provide protection of life and property, traffic safety, and quality of life services to the City of Mill Creek. The Police Department provides a safe community for residents, businesses, and visitors to live, work, and recreate. Through proactive law enforcement activities, crime trend analysis, community education and outreach, and a focus on developing professional employees, the department strives to ensure that the streets and neighborhoods remain safe, clean, calls for service are answered in a timely and professional manner, and that police investigations and enforcement is done in an exemplary fashion.

The department embraces the 'service mindset' and focus on being public servants, dedicated to providing professional police services to the community they serve. We welcome the input of our stakeholders, the community, and the people and entities we work with. This department had 29 FTEs budgeted in 2023-2024. The proposed budget maintains the 29 funded FTE positions within the department.

Patrol:

The Patrol Division is the department's largest and most visible division. As front-line first responders, the officers assigned to this division work street patrol, handle calls for service, and are the primary point of community interaction. In addition to patrol work, including calls for service, traffic safety, investigations and social service, the officers place an emphasis on community-oriented policing activities and are the true ambassadors of the City. Each of the four patrol squads is led by a sergeant that reports to the Deputy Chief of Police/Deputy Director of Public Safety. The division comprises several ancillary assignments, including Corporal, Canine, Traffic/Collision, and participation in a regional SWAT team, Hostage Negotiations, and Honor Guard.

Support Services:

The Support Services Division comprises both commissioned and non-commissioned personnel. Commissioned staff are in the Investigations and School Resource Officer Units. Non-commissioned staff are in the Records and Property Units and a limited-commission Police Support Officer (PSO).

The Investigations Unit includes a Community Outreach function. Staff are primarily responsible for the investigation of major crimes and secondarily responsible for fulfilling our commitment to community interaction. The detectives in the unit also participate in a regional Multi-Agency Response Team that investigates regional uses of lethal force by officers and deputies in Snohomish County.

School Resource Officers are imbedded in Jackson High School and Heatherwood Middle Schools. These SROs work collaboratively with school staff and students to protect the campus, provide staff support, act as a student mentors, and provide educational opportunities. The SROs also support other schools in the city.

The Records and Property staff are responsible for maintaining the documentation related to law enforcement activities and the security of property involved in police work. Records staff interact on the frontline with community members, providing customer service and fulfilling several obligations related to licensing, courts, and public records.

The Police Support Officer (PSO) provides a wide array of support activities for all department personnel while acting as the primary investigator for animal and parking complaints. The PSO works with allied departments and agencies on code enforcement issues and court-related activities.

Administration:

The Administrative Division includes the Chief of Police, the Deputy Chief/Deputy Director of Public Safety, and the Support Services Supervisor.

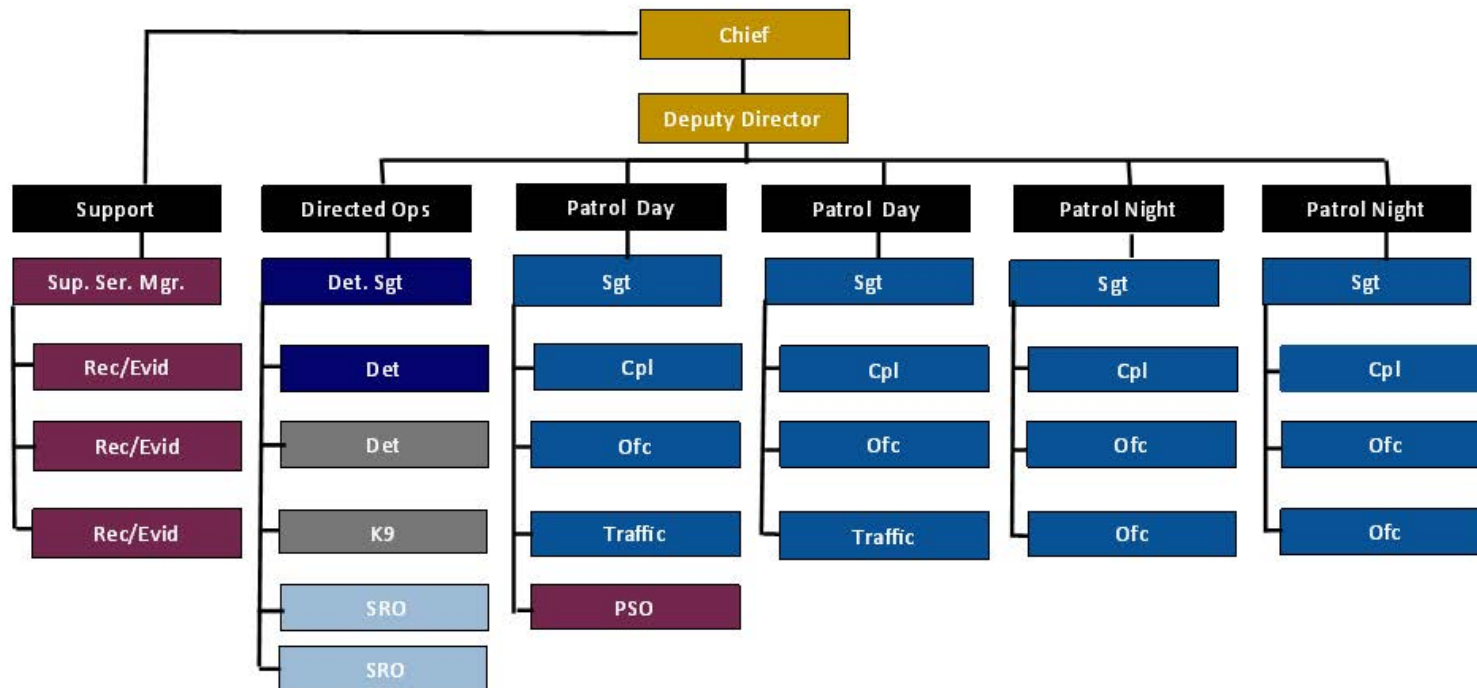
As Chief Law Enforcement Officer for the City of Mill Creek, the Chief of Police is responsible for the development of the department Mission, Vision, & Values, department policy, program and project development, professional standards, department risk management, and the expectation-setting and evaluation of department employees.

The Deputy Chief of Police was added during the 2023-2024 biennium to provide appropriate middle management to the department, in accordance with the primary recommendation from The Center for Public Safety Management. The Deputy Chief serves as the City's emergency manager and supports the Chief in managing several ancillary duties and projects. The Deputy Chief serves as a first line supervisor to the Sergeants cadre, providing a clear chain of command.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted³	25/26 Proposed⁴
Public Safety						
Police Chief/Director of Public Safety	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	-	-	1.00	-	-	-
Deputy Director of Public Safety	-	1.00	-	-	1.00	1.00
Support Services Supervisor	-	1.00	-	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	18.00	17.00	17.00	17.00	17.00	17.00
Police Support Officer	1.00	1.00	1.00	1.00	1.00	1.00
Records Technician	2.00	2.00	-	-	-	-
Evidence Technician	-	1.00	-	-	-	-
Police Support Services Technician	-	-	-	3.00	3.00	3.00
Administrative Coordinator	1.00	-	-	-	-	-
Administrative Assistant	1.00	-	-	-	-	-
Police Evidence Technician	-	-	1.00	-	-	-
Police Records Technician	-	-	2.00	-	-	-
Public Safety Total	29.00	29.00	28.00	28.00	29.00	29.00

ORGANIZATION CHART



2025 Organizational Chart

13 Patrol / 2 Traffic / 1 K9 / 2 SRO

2 Investigations / 2 Community Response

4 Support Staff

2 Command Staff

2023-2024 BIENNIAL ACCOMPLISHMENTS

- Staffing
 - Deputy Chief/Deputy Director selection
 - Promotion of 2 Sergeant
 - Promotion of 2 Corporals
 - Hiring 1 Lateral Officer
 - Hiring 7 Entry Level officers
 - Selection of 1 School Resource Officer
 - Review and processing of 102 Candidates for Police Officer
- Process, Equipment, & Facility Updates
 - New fleet additions (Patrol, K9, & PSO vehicles)
 - Addition of an Audio/Video interview room (per statute)
 - Scheduling Software (PACE)
 - Security Upgrades (City Hall, Sports Park, Library)
 - Police Substation at Farm
 - Office Furniture Upgrade (Patrol and Training Facility)
 - Policy Development (Administrative and Legal)
 - Comprehensive Emergency Management Plan Update
 - Field Training Program Development and Upgrade
 - UAS Program Implementation
 - Flock Safety Project
 - Peer Support Advancement
 - Digital Evidence Software and Storage Upgrade

2025-2026 KEY OUTCOMES AND ACTIVITIES

Administrative Division:

- Collaborate with the Mill Creek Police Officers Guild to revise and update department policy by the first quarter 2025.
- Evaluate staffing levels and deployment of resources to address department and community priorities.

- State accreditation preparation by identifying a manager and examining WASPC standards.
- Identify alternatives to rising administrative and professional service costs.

Patrol Division:

- An increase in self-initiated field activity by 10% department wide through; increased area emphasis patrol, security checks and traffic safety contacts.
- Officers to be on scene within four minutes of 95% of all priority 1 calls for service.
- Expand our partnership with Snohomish County LEAD program by engaging individuals experiencing homelessness and/or behavioral health crisis.
- Increase social service resources

Investigations:

- Dispositions (closure) in 75% of cases assigned to investigators, within 90 days of assignment.
- Statutory compliance met for all cases involving missing persons, Adult Protective Services and Child Protective Services.

Support Services Division:

- 100% statutory compliance met in all Concealed Weapons permits issued.
- 100% statutory compliance with quarterly property room audits.
- Marked progress in retention and destruction projects in both records and property, per WA State RCW/WAC code and retention schedule.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS			BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024	2023-2024 Estimated Total	2025	2026		
Salaries and benefits	001-008-521-10-11-00	Salaries & Wages -Police Admin	216,276	114,662	330,938	62,373	206,827	269,200	443,536	474,223	917,759	
	001-008-521-10-21-01	MEBT/Medicare Police Admin	15,508	8,650	24,157	19,229	21,071	40,300	33,930	36,278	70,208	
	001-008-521-10-21-02	Retirement - Police Admin	15,586	9,884	25,470	17,791	28,309	46,100	19,483	20,682	40,165	
	001-008-521-10-21-03	Health Benefits - Police Admin	64,970	43,322	108,292	72,808	71,792	144,600	101,709	108,567	210,276	
	001-008-521-10-21-04	Worker's Comp -Police Admin	3,452	715	4,167	3,230	4,470	7,700	11,230	11,300	22,530	
	001-008-521-21-11-00	Salaries & Wages - Support Svc	498,430	566,052	1,064,482	77,362	227,638	305,000	316,207	333,210	649,417	
	001-008-521-21-12-00	Overtime - Support Svc	31,511	49,359	80,870	2,760	3,140	5,900	2,700	2,900	5,600	
	001-008-521-21-21-01	MEBT/Medicare - Support Svc	40,466	44,765	85,231	21,502	21,998	43,500	24,396	25,712	50,108	
	001-008-521-21-21-02	Retirement - Support Svc	40,540	41,897	82,437	22,137	27,063	49,200	28,797	30,351	59,148	
	001-008-521-21-21-03	Health Benefits - Support Svc	112,212	125,667	237,880	63,007	63,193	126,200	81,804	87,309	169,113	
	001-008-521-21-21-04	Worker's Comp - Support Svc	11,045	12,655	23,701	3,789	5,011	8,800	10,892	10,931	21,823	
	001-008-521-70-11-00	Salaries & Wages - Patrol	1,848,168	1,498,286	3,346,454	437,002	1,523,060	1,960,062	2,260,925	2,552,697	4,813,622	
	001-008-521-70-12-00	Overtime - Patrol	337,672	604,533	942,204	156,032	299,968	456,000	333,200	353,600	686,800	
	001-008-521-70-21-01	MEBT/Medicare - Patrol	160,873	146,074	306,947	167,847	259,353	427,200	209,584	222,332	431,916	
	001-008-521-70-21-02	Retirement - Patrol	111,458	110,541	222,000	123,774	192,026	315,800	145,202	154,034	299,236	
	001-008-521-70-21-03	Health Benefits - Patrol	339,362	274,434	613,796	339,941	391,659	731,600	483,984	515,600	999,584	
	001-008-521-70-21-04	Worker's Comp - Patrol	52,987	50,563	103,550	59,264	133,636	192,900	96,404	96,785	193,189	
Salaries and benefits Total			3,900,515	3,702,059	7,602,575	1,649,848	3,480,214	5,130,062	4,603,983	5,036,511	9,640,494	87.92%
Supplies	001-008-521-10-30-00	Supplies - Admin	265	4,312	4,577	2,888	2,112	5,000	2,500	2,500	5,000	
	001-008-521-21-30-00	Supplies - Support Services	3,176	913	4,090	1,269	9,731	11,000	5,500	5,500	11,000	
	001-008-521-21-31-01	Supplies & Equipment- Evidence	540	1,170	1,710	2,454	2,846	5,300	750	750	1,500	
	001-008-521-22-31-10	Supplies and Equipment - SWAT	577	1,431	2,007	1,116	3,384	4,500	2,500	2,500	5,000	
	001-008-521-30-31-09	Supplies - Crime Prevention	958	697	1,655	1,441	4,159	5,600	3,000	3,000	6,000	
	001-008-521-70-31-00	Supplies - Operating	6,295	2,766	9,060	8,555	2,645	11,200	5,000	5,000	10,000	
	001-008-521-70-31-01	Supplies - K-9 Program	6,058	13,091	19,149	10,114	10,186	20,300	10,000	10,000	20,000	
	001-008-521-70-31-05	Uniforms	13,444	46,559	60,003	28,995	47,205	76,200	19,500	19,500	39,000	
	001-008-521-70-31-12	Supplies - Firearms	25,593	16,992	42,585	19,814	11,486	31,300	10,000	10,000	20,000	
	001-008-521-70-32-00	Gasoline Fuel	35,607	57,414	93,020	66,950	90,350	157,300	80,000	80,000	160,000	
	001-008-521-70-35-00	Small Tools	3,721	400	4,121	2,471	1,529	4,000	5,000	5,000	10,000	
Supplies Total			96,232	145,743	241,976	146,066	185,634	331,700	143,750	143,750	287,500	-13.33%
Professional services	001-008-515-30-41-02	Prof Svcs - Prosecution	123,902	126,750	250,652	131,040	136,260	267,300	141,733	147,401	289,134	
	001-008-515-30-41-51	DV/Child Advocate	32,196	38,508	70,704	33,457	48,843	82,300	47,812	48,000	95,812	
	001-008-515-30-41-52	Prof Svcs - Translator	4,592	5,945	10,538	12,018	10,682	22,700	7,000	7,000	14,000	
	001-008-515-30-49-51	District Court	41,382	42,532	83,914	66,108	121,592	187,700	50,000	50,000	100,000	
	001-008-515-41-41-00	Legal Services - Advice	0	11,332	11,332	23,386	20,414	43,800	10,000	10,000	20,000	
	001-008-515-91-41-04	Prof Svcs Indigent Defense	65,056	65,917	130,973	95,226	99,574	194,800	100,000	100,000	200,000	
	001-008-521-10-40-00	Professional Svcs - Admin	7,093	92,290	99,383	25,559	41	25,600	5,000	5,000	10,000	
	001-008-521-10-41-02	Citizen Patrol Program	309	2,438	2,747	2,955	945	3,900	2,000	2,000	4,000	
	001-008-521-10-41-03	Professional Services-Legal	8,128	0	8,128	0	0	0	0	0	0	
	001-008-521-10-41-06	Pre-Employment Screening	10,916	50,277	61,192	24,727	27,473	52,200	5,000	5,000	10,000	
	001-008-521-10-48-00	Repairs & Maint - Admin	98	470	568	0	1,050	1,050	1,000	1,000	2,000	
	001-008-521-10-49-01	Conferences & Training - Admin	10	1,980	1,990	4,284	15,616	19,900	10,000	10,000	20,000	
	001-008-521-10-49-02	Memberships and Dues - Admin	5,201	5,313	10,514	5,623	7,177	12,800	1,500	1,500	3,000	
	001-008-521-10-49-07	Printing & Binding	152	0	152	1,583	917	2,500	750	750	1,500	

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
	001-008-521-21-40-00	Prof Svcs - Support Services	3,155	5,914	9,069	6,523	2,577	9,100	2,000	2,000	4,000	
	001-008-521-21-40-01	Prof Svc - Investigations	0	0	0	6,395	2,405	8,800	10,000	10,000	20,000	
	001-008-521-21-41-00	Security Alarm Monitoring	418	0	418	0	0	0	1,000	1,000	2,000	
	001-008-521-21-48-00	Repairs & Maint - Support Svcs	0	0	0	13,692	16,508	30,200	0	0	0	
	001-008-521-21-49-01	Conf and Training -Support Svc	292	942	1,234	1,857	1,143	3,000	2,000	2,000	4,000	
	001-008-521-21-49-02	Memberships & Dues - Support	277	741	1,018	290	240	530	550	550	1,100	
	001-008-521-22-49-01	Conferences and Training SWAT	1,782	808	2,590	1,120	980	2,100	1,000	1,000	2,000	
	001-008-521-22-49-02	Memberships and Dues - SWAT	2,118	2,121	4,239	2,162	2,638	4,800	2,400	2,400	4,800	
	001-008-521-40-41-51	Academy Training	0	26,348	26,348	9,159	23,841	33,000	5,000	5,000	10,000	
	001-008-521-70-48-00	Repairs & Maintenance-Equip.	6,858	1,250	8,107	1,758	28,442	30,200	5,000	5,000	10,000	
	001-008-521-70-48-01	Repairs & Maintenance-Vehicles	27,257	31,898	59,155	91,223	31,777	123,000	35,000	35,000	70,000	
	001-008-521-70-48-04	Repairs & Maintenance-Uniforms	1,629	699	2,328	617	1,183	1,800	1,000	1,000	2,000	
	001-008-521-70-49-01	Conferences & Training -Patrol	14,059	7,584	21,644	19,448	11,352	30,800	15,000	15,000	30,000	
	001-008-521-70-49-02	Memberships & Dues -Patrol	885	1,080	1,965	1,610	591	2,200	1,500	1,500	3,000	
	001-008-521-80-40-00	Software Licensing	0	16,224	16,224	13,553	6,447	20,000	25,500	19,500	45,000	
	001-008-523-60-41-52	Jail Services	91,267	148,885	240,152	292,784	391,816	684,600	300,000	300,000	600,000	
	001-008-525-60-49-01	Emergency Management	26,405	28,682	55,087	29,780	29,820	59,600	30,650	30,650	61,300	
	001-008-528-00-41-51	SNOCOM Dispatch Service	242,859	253,579	496,438	251,633	276,667	528,300	305,674	336,000	641,674	
	001-008-554-30-41-05	Animal Holding Contract	1,714	8,210	9,924	6,000	24,500	30,500	7,500	7,500	15,000	
<i>Professional services Total</i>			<i>720,012</i>	<i>978,715</i>	<i>1,698,727</i>	<i>1,175,569</i>	<i>1,343,511</i>	<i>2,519,080</i>	<i>1,132,569</i>	<i>1,162,751</i>	<i>2,295,320</i>	-8.88%
Capital outlay	001-008-594-21-64-00	Cap Improvement/Equipment	10,726	107,145	117,871	73,213	(13)	73,200	0	0	0	
	001-008-594-21-64-10	Equipment - SWAT	0	21,532	21,532	1,271	29	1,300	0	0	0	
<i>Capital outlay Total</i>			<i>10,726</i>	<i>128,677</i>	<i>139,403</i>	<i>74,483</i>	<i>17</i>	<i>74,500</i>	<i>0</i>	<i>0</i>	<i>0</i>	-100.00%
Transfers	001-008-521-20-45-00	Equipment Replacement Funding	81,580	81,579	163,159	128,047	128,053	256,100	128,047	128,047	256,094	
<i>Transfers Total</i>			<i>81,580</i>	<i>81,579</i>	<i>163,159</i>	<i>128,047</i>	<i>128,053</i>	<i>256,100</i>	<i>128,047</i>	<i>128,047</i>	<i>256,094</i>	0.00%
<i>Police Total</i>			<i>4,809,065</i>	<i>5,036,774</i>	<i>9,845,840</i>	<i>3,174,013</i>	<i>5,137,429</i>	<i>8,311,442</i>	<i>6,008,349</i>	<i>6,471,059</i>	<i>12,479,408</i>	50.15%

FIRE SERVICES

DEPARTMENT DESCRIPTION

Prior to 2023, the City and Snohomish County Fire District No. 7 (District) had a long-term fire and emergency medical services agreement. The District provided fire suppression; emergency medical response; fire prevention and education; uniform fire code inspection and application review; and investigation services. Annually the City levied for fire and EMS property taxes to cover the cost of District's annual assessment plus capital contributions. Jointly, the City and the District owned the Fire Station 76 located at 1020 153rd St. SE, Mill Creek, Washington. This agreement expired on December 31, 2022.

Beginning 2023 with the successful passage of the City of Mill Creek Proposition No.1 – the annexation of the City to South Snohomish County Fire and Rescue Regional Fire Authority (South County Fire) for Fire and Emergency Medical Services, the City ceased the property tax levy for fire and EMS. Instead, South County Fire now directly levies and collects fire and EMS taxes from the property owners. The City also entered into an interlocal agreement (ILA) with South County Fire for fire marshal services and in consideration for the services, the City shall pay an annual sum that covers labor, M&O/Administration and capital.

The City exercised its right to ownership of the Fire Station 76. The City and District have previously agreed to "freeze" the purchase price and equity as set forth in the 2012 amendment to the original 1996 Fire Service Contract. The final Purchase Price of \$1,160,395 is the difference between the original purchase price for the Fire Station (\$1,838,543) and the City's equity (\$678,148). The transfer was concluded on December 13, 2022 with an initial payment of \$58,019.75 and the balance of \$1,102,375.25 shall be paid in equal annual payments over 20 years without interest, as evidenced by a promissory note.

This department accounts for the fire marshal service costs and the annual debt service related to the promissory note for the purchase of Fire Station 76.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

			ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS			BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024	2023-2024 Estimated Total	2025	2026		
Expense Group	Account Number	Description										
Professional services	001-011-515-41-41-00	Legal Services - Advice	0	92,348	92,348	205	995	1,200	0	0	0	
	001-011-522-10-41-01	Professional Services	49,284	55,275	104,559	73,263	38	73,300	150,000	150,000	300,000	
	001-011-522-10-41-02	Professional Services-Legal	63,705	0	63,705	0	0	0	0	0	0	
	001-011-522-10-42-00	Postage	0	108	108	0	0	0	0	0	0	
	001-011-522-20-41-51	Fire Services	4,129,740	4,336,226	8,465,966	0	0	0	0	0	0	
<i>Professional services</i>	<i>Total</i>		<i>4,242,729</i>	<i>4,483,957</i>	<i>8,726,686</i>	<i>73,468</i>	<i>1,033</i>	<i>74,500</i>	<i>150,000</i>	<i>150,000</i>	<i>300,000</i>	302.68%
Capital outlay	001-011-594-21-64-00	Fire Station Purchase	0	64,020	64,020	58,020	57,980	116,000	58,020	58,020	116,040	
<i>Capital outlay</i>	<i>Total</i>		<i>0</i>	<i>64,020</i>	<i>64,020</i>	<i>58,020</i>	<i>57,980</i>	<i>116,000</i>	<i>58,020</i>	<i>58,020</i>	<i>116,040</i>	0.03%
Fire Total			4,242,729	4,547,976	8,790,706	131,487	59,013	190,500	208,020	208,020	416,040	118.39%

Non-Departmental

DEPARTMENT DESCRIPTION

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

The Non-Departmental accounts for general liability and property insurance premiums, excise taxes, office supplies, membership dues and intergovernmental fees (e.g., Economic Alliance Snohomish County, Puget Sound Regional Council, Association of Washington Cities, Snohomish County Tomorrow, Northshore Senior Center, Snohomish County Cities), and Snohomish County Human Services.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Supplies	001-014-518-90-31-00	Office Supplies - Central	2,537	4,802	7,339	3,117	4,803	7,920	6,000	6,000	12,000	
	001-014-518-90-32-00	Gasoline Fuel	320	345	665	318	882	1,200	1,620	1,620	3,240	
<i>Supplies Total</i>			<u>2,857</u>	<u>5,147</u>	<u>8,004</u>	<u>3,435</u>	<u>5,685</u>	<u>9,120</u>	<u>7,620</u>	<u>7,620</u>	<u>15,240</u>	67.11%
Professional services	001-014-514-40-41-51	Election Costs	12,964	39,629	52,593	779	18,221	19,000	10,000	10,000	20,000	
	001-014-514-90-41-51	Voter Registration	22,747	21,311	44,059	24,524	28,676	53,200	30,000	30,000	60,000	
	001-014-518-30-46-00	Insurance	171,156	201,585	372,741	281,692	406,208	687,900	510,292	586,835	1,097,127	
	001-014-518-90-40-00	Professional Services	1,038	1,261	2,299	1,506	1,594	3,100	1,800	1,800	3,600	
	001-014-518-90-42-02	Postage/Machine/Copier	13,960	31,043	45,003	28,362	26,838	55,200	29,040	29,040	58,080	
	001-014-518-90-48-01	Repair & Maint - Equip/Veh	0	0	0	0	0	0	3,400	3,400	6,800	
	001-014-518-90-49-00	Memberships & Org Assessments	70,130	87,510	157,641	84,592	81,908	166,500	111,700	111,700	223,400	
	001-014-518-90-49-06	Section 125 Program	2,849	1,462	4,311	1,450	1,450	2,900	3,200	3,200	6,400	
	001-014-566-00-41-51	Sno. Co. Human Services	6,154	6,208	12,362	6,295	6,105	12,400	6,300	6,300	12,600	
<i>Professional services Total</i>			<u>300,998</u>	<u>390,009</u>	<u>691,007</u>	<u>429,200</u>	<u>571,000</u>	<u>1,000,200</u>	<u>705,732</u>	<u>782,275</u>	<u>1,488,007</u>	48.77%
Debt service	001-014-591-18-70-01	LT Lease Payments	0	0	0	13,135	9,865	23,000	14,556	14,556	29,112	
<i>Debt service Total</i>			<u>0</u>	<u>0</u>	<u>0</u>	<u>13,135</u>	<u>9,865</u>	<u>23,000</u>	<u>14,556</u>	<u>14,556</u>	<u>29,112</u>	26.57%
Transfers	001-014-518-90-45-00	Equipment Replacement Funding	14,662	14,661	29,323	0	0	0	0	0	0	
	001-014-597-00-00-04	Oper Transfer to CIP	0	0	0	0	0	0	170,861	0	170,861	
	001-014-597-00-00-06	Oper Transfer to Unemp	0	0	0	0	25,000	25,000	15,000	15,000	30,000	
	001-014-597-00-00-07	Oper Transfer to Streets	0	50,000	50,000	0	60,000	60,000	0	301,303	301,303	
<i>Transfers Total</i>			<u>14,662</u>	<u>64,661</u>	<u>79,323</u>	<u>0</u>	<u>85,000</u>	<u>85,000</u>	<u>185,861</u>	<u>316,303</u>	<u>502,164</u>	490.78%
Non-Departmental Total			318,517	459,817	778,334	445,770	671,550	1,117,320	913,769	1,120,754	2,034,523	82.09%

COMMUNITY DEVELOPMENT

DEPARTMENT DESCRIPTION

The Community Development Department combines planning and economic development. Staff is responsible for services in planning, economic development, plan review/building inspection, code enforcement, and environmental protection.

This department was combined with Public Works in November 2017 to provide comprehensive services across all elements pertaining to the City's growth and infrastructure. However, due to the growth of the City and focus on future planning needs, the departments were separated again in late 2024.

The Community Development Department incorporates the following service categories for the City:

- **Development, Permitting, and Inspection Services:** Conducts permit application intake, pre-application meetings and conferences, and all application reviews for land use and zoning, building/structural plans examinations, environmental reviews, and city engineering reviews. Reviews include evaluations of the impacts on and uses of the City's rights-of-way, utilities, and public infrastructure for each application. Provides inspection services for developments when needed to ensure conformance with applicable City codes and standards.
- **Planning and Community Development:** Maintains City compliance with State statutes such as the Growth Management Act (GMA) and the State Environmental Policy Act (SEPA) through the adoption and implementation of the Comprehensive Plan, sub area plans, development and environmental regulations, and other applicable state, regional, and local initiatives and programs. This includes reviewing all proposals for rezones, Mill Creek Municipal Code amendments, conditional use permits, subdivision plats, development binding site plans, lot line adjustments, SEPA determinations, critical areas reviews, accessory dwelling unit (ADU) proposals, and coordination with the Development Review Committee and the Planning Commission. As part of these activities, this includes processing and review of all proposed variances, deviations, exemptions, and appeals. Provides inspection services for developments when needed to ensure conformance with land use conditions of approval.

- **Civil Code Enforcement:** Evaluates potential civil non-compliances with the Mill Creek Municipal Code and implements enforcement activities to remedy code non-compliance by private and public entities.
- **Administrative and Customer Services:** The department acts as a primary point of contact and source for public guidance and information related to development, public and private infrastructure operations, and public questions and concerns. The department provides liaison and similar services for organizations, stakeholders, and community-wide issues relating to any or all of the above service categories.

Authorized Positions – Full-time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
Community Development ¹						
Administrative Assistant	-	1.00	-	-	-	-
Associate Planner	-	1.00	1.00	-	-	-
Associate Planner / Permit Coordinator	-	-	-	1.00	1.00	1.00
Building Official	-	1.00	-	-	-	-
Building/Right of Way Inspector	1.00	-	-	-	-	-
Building Permit Technician	1.00	-	-	-	-	-
Community Development Director	-	-	-	-	1.00	1.00
Planner	-	-	-	1.00	1.00	1.00
Planning and Development Manager	-	-	-	1.00	1.00	-
Planning Manager	1.00	1.00	1.00	-	-	-
Planning Specialist	1.00	-	-	-	-	-
Building/Right of Way Inspector	1.00	-	-	-	-	-
Community Development Director	1.00	-	-	-	-	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00
Community Development Total	7.00	5.00	3.00	4.00	5.00	5.00

2023-2024 BIENNIAL ACCOMPLISHMENTS

Development, Permitting, and Inspection Services

- Mill Creek Self-storage, located in the southern portion of the City, has resubmitted their plans for Design Review Board and Land Use approval. Both of these approvals have been granted, and the project is going through final construction permit approvals at the end of 2024.
- Developed fire inspection fee process and drafted appropriate municipal code language which were subsequently approved by City Council in 2023-2024. Staff is working with the District to complete full implementation.
- Staff negotiated a renewed contract for building and inspections services through 2025, which was reviewed and approved by Council.
- Created and updated How-To guides for permitting process, providing support and direction for applicants.
- Processed and accepted Transportation Impact Fees from 25 neighboring developments in Snohomish County that impact roads within the City.
- Issued 268 building permits and 11 planning and land use permits in 2023 and 2024.

Planning and Community Development

- In response to State directives, City staff worked with a consultant to investigate the feasibility of implementing Middle Housing, which would bridge the gap between single family housing and larger apartment or condo projects. The City received a grant for the analysis. The study was completed and presented to Council in 2023.
- Completed the 2024-2044 Comprehensive Plan Update as required by the State in 2023-2024. A grant was received from the State Department of Commerce for the completion of the 2024 Comprehensive Plan Update. An annual update to the Comprehensive Plan was also completed in 2023.
- Processed development code updates related to streamlining the permitting process and provide clarity for citizens.
- Adopted 2021 International Building Code (IBC).

Civil Code Enforcement

- The City reinitiated code compliance activities, with the aim of ensuring properties are used and maintained in a manner that promotes safety and high quality of life and maintains property values.
- 32 code enforcement activities including RV, boats, parking, junk vehicles, signage, and general code enforcement.

Administrative and Customer Services

- Re-opened the Public Works and Development Services Permit Counter for full-time customer service in 2023.
- Facilitated the outstanding items on Creekside West Development's final punch list including coordination with Public Works to restore public infrastructure.

2025-2026 KEY OUTCOMES AND ACTIVITIES**Development, Permitting, and Inspection Services**

- Complete a code overhaul/update to align with the completion of long-range plans.
- Implement an upgrade to the Track-It Permitting Software.

Planning and Community Development

- Complete a detailed plan for the Mill Creek Boulevard Subarea, providing clarity and direction for the development of new high density mixed use in the area.
- Perform a study into the feasibility annexing areas within the City's urban growth boundary (UGB).
- Work with Public Works and Surface Water on the development of a tree policy update and tree canopy retention standards and requirements.
- Prepare state mandated code updates related to Climate Change.
- Support Marketing and Communications and Public Works in creating long term plans for parks facilities throughout the City.

Civil Code Enforcement

- Review the code enforcement process to create a more proactive system, focusing on better responsiveness, customer service, and results.
- Focus on coordination between the police, clerk, and civil code enforcement efforts for process and purview.

Administrative and Customer Services

- Keep the department's focus on customer satisfaction, responsiveness, follow through, and communication.
- Working through code enforcement, provide additional customer education about responsibilities relating to their property and frontage.
- Create additional content for the City website commonly needed or requested items, such as tip sheets, how-tos, application updates, etc.
- Support implementation of City's GIS system by providing base layers for all department functions. Help evaluate needs for public-facing GIS portal.
- Support the Executive Office in performing a city-wide fee study.
- Implement project management tools for more efficient tracking of projects.

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-016-558-60-11-00	Salaries & Wages	309,466	216,297	525,764	326,801	288,599	615,400	450,843	480,659	931,502	
	001-016-558-60-12-00	Overtime	214	426	640	315	585	900	600	700	1,300	
	001-016-558-60-21-01	MEBT/Medicare	23,631	16,544	40,176	24,931	22,069	47,000	34,535	36,824	71,359	
	001-016-558-60-21-02	Retirement	33,085	19,319	52,404	31,681	27,319	59,000	42,285	45,040	87,325	
	001-016-558-60-21-03	Health Benefits	45,848	19,462	65,310	29,000	34,600	63,600	67,502	72,024	139,526	
	001-016-558-60-21-04	Worker's Compensation	1,033	872	1,905	1,513	1,387	2,900	2,393	2,462	4,855	
Salaries and benefits Total			413,277	272,921	686,198	414,241	374,559	788,800	598,158	637,709	1,235,867	56.68%
Supplies	001-016-558-60-31-00	Office & Operating Supplies	366	178	543	386	1,314	1,700	1,000	1,000	2,000	
	001-016-558-60-31-05	Code Books	0	0	0	0	800	800	400	400	800	
	001-016-558-60-32-00	Fuel	0	0	0	0	0	0	600	600	1,200	
	001-016-558-60-35-00	Small Tools and Equipment	27	119	146	0	0	0	250	250	500	
Supplies Total			393	296	689	386	2,114	2,500	2,250	2,250	4,500	80.00%
Professional services	001-016-515-41-41-00	Legal Services - Advice	0	0	0	53,350	53,250	106,600	20,000	20,000	40,000	
	001-016-558-60-40-00	Professional Services	181,046	200,483	381,530	161,400	200,500	361,900	176,000	205,000	381,000	
	001-016-558-60-40-01	Prof Srv - Reimburseable	8,723	12,937	21,661	3,520	2,180	5,700	5,000	5,000	10,000	
	001-016-558-60-40-09	Prof Svc- Comp Plan Update	0	0	0	15,664	36	15,700	150,000	0	150,000	
	001-016-558-60-40-10	Prof Svc- Comp Plan (Grant)	0	0	0	159,279	21	159,300	0	0	0	
	001-016-558-60-40-11	Prof Svc - CompPlan MiddleHsng	0	0	0	73,910	(10)	73,900	0	0	0	
	001-016-558-60-44-00	Advertising	153	208	361	107	593	700	2,000	2,000	4,000	
	001-016-558-60-48-00	Repairs & Maintenance	0	75	75	0	500	500	1,150	1,150	2,300	
	001-016-558-60-49-01	Conferences & Training	1,706	297	2,003	892	4,908	5,800	6,000	6,000	12,000	
	001-016-558-60-49-02	Memberships and Dues	2,486	553	3,039	420	880	1,300	1,200	1,200	2,400	
	001-016-558-60-49-07	Printing & Binding	0	0	0	0	0	0	1,500	1,500	3,000	
	001-016-558-80-40-00	Software Applications	0	0	0	24,022	25,478	49,500	30,600	30,600	61,200	
Professional services Total			194,115	214,553	408,668	492,563	288,337	780,900	393,450	272,450	665,900	-14.73%
Capital outlay	001-016-594-58-64-13	Capital Expenditures	0	0	0	0	0	0	95,000	0	95,000	
Capital outlay Total			0	0	0	0	0	0	95,000	0	95,000	
Transfers	001-016-558-60-45-00	Equipment Replacement Funding	1,001	1,000	2,001	4,050	4,050	8,100	4,050	4,050	8,100	
Transfers Total			1,001	1,000	2,001	4,050	4,050	8,100	4,050	4,050	8,100	0.00%
Community Development Total			608,785	488,771	1,097,556	911,240	669,060	1,580,300	1,092,908	916,459	2,009,367	27.15%

PUBLIC WORKS

DEPARTMENT DESCRIPTION

The Public Works Department is responsible for services in engineering, plan review and inspection, environmental protection, street/roads, traffic control, capital projects, and operates the City's Surface Water Utility.

This department was combined with Development Services in November 2017 to provide comprehensive services across all elements pertaining to the City's growth and infrastructure. However, due to the growth of the city and focus on future needs, the departments were separated again in later 2024.

The Department of Public incorporates the following service categories for the City:

- **Capital Engineering:** Oversees the planning, financial management, design, construction, and inspection of all new City-owned infrastructure systems and assets, as well as replacements and/or improvements of the same, in these categories:
 - o Transportation/Right-of-Way (motorized, non-motorized)
 - o City Parks
 - o City Facilities/Buildings
 - o Surface Water/Stormwater Utility

These services also include infrastructure asset rehabilitation activities beyond routine operations and maintenance, including pavement preservation and aging stormwater infrastructure projects.

Additionally, the department partners with various utilities and other state and county agencies

Capital Engineering services typically involve management and direction of contracted services for both design and construction for each project, as well as all activities required to apply for, secure, and implement external county, state, and/or federal funding/grants for City projects managed by the department.

- **Development, Permitting, and Inspection Services:** Conducts permit application intake, pre-application meetings and conferences, and all application reviews for city engineering reviews. Reviews include evaluations of the impacts on and uses of the City's rights-of-way, utilities, and public infrastructure for each application. Also provides traffic safety and

engineering permit reviews for temporary obstructions and similar impacts to public rights-of-way. Provides inspection services for developments when needed to ensure conformance with applicable City codes and standards.

- **Surface Water Municipal Permit Program:** Directs all City programs required to maintain compliance with the Municipal Phase II Stormwater Permit issued to the City by the Washington State Department of Ecology. Programs include environmental monitoring, spill response, pollution and illicit discharge identification and investigation, business/commercial property inspections and compliance outreach, surface water utility asset inventory and regular inspection, City staff training, citywide stormwater management future planning, amendments to Mill Creek Municipal Code and other city standards to remain compliance with state and federal stormwater regulations, public engagement and outreach activities, coordination of public and/or outside group volunteer activities.
- **Right-of Way Operations and Maintenance Services:** Provides all aspects of street and sidewalk preventive maintenance, upkeep, repairs, and other corrective measures for City-owned roadways and other public rights-of-way. This includes pothole repairs, sign and flashing beacon crosswalk maintenance and repair, street sweeping, limited snow removal activities, striping and raised pavement marking corrective maintenance, sidewalk shaving and limited concrete panel replacement, street tree management, and roadside and median vegetation management. Assists and advises private property owners, homeowners and/or neighborhood associations, and business owners/commercial tenants on identification and resolution of private responsibilities for maintenance in public rights-of-way and the maintenance and upkeep of private streets.
- **Surface Water/Stormwater Utility Operations and Maintenance Services:** Provides preventive maintenance, upkeep, repairs, and other corrective measures to maintain the operation of all City-owned surface and stormwater management and treatment facilities (both above ground and underground) and conveyance (both above ground and underground). This includes providing first-response and mitigation efforts in the event of storm flooding, spills, and/or similar emergencies in the public rights-of-way or in City-owned property. Assists and advises private property owners, homeowners and/or neighborhood associations, and business owners/commercial tenants on identification and resolution of privately-owned surface water and stormwater issues.
- **City Facilities Operations and Maintenance Services:** Provides preventive maintenance, upkeep, repairs, and other corrective measures for City-owned buildings. This also includes providing tenant support services for tenants leasing space in City-owned buildings.

- **Parks and Trails Operations and Maintenance Services:** Provides preventive maintenance, landscape upkeep, and repairs for City-owned parks, trails, and other recreational areas. Also provides guidance and advice to property owners, organizations, and/or their representatives for the operation, upkeep, and maintenance of privately-owned parks, trails, and other recreational areas within the City.
- **Administrative and Customer Services:** The department acts as a primary point of contact and source for public guidance and information related to development, public and private infrastructure operations, and public questions and concerns. The department provides liaison and similar services for organizations, stakeholders, and community-wide issues relating to any or all of the above service categories.

For 2023-2024, the adopted budget included the addition of 3 FTEs – a second Project Engineer and 2 Maintenance Workers. One of the Maintenance Workers is expected to assist the Surface Water Program Coordinator with future inspection and maintenance needs. The Public Works Supervisor position was reclassified as the Public Works Maintenance and Operations Manager in this biennium.

Authorized Positions – Full-Time Equivalents

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Proposed ⁴
Public Works/Development Services						
City Engineer	1.00	-	-	1.00	1.00	1.00
Director of Public Works and Development Services	-	1.00	1.00	-	-	-
Engineering Intern - Temporary	0.20	-	-	-	-	-
Engineering Technician	-	1.00	-	-	-	-
Maintenance Aide - Seasonal	1.00	1.00	-	0.80	0.80	0.80
Maintenance Worker	5.00	5.00	4.00	5.00	6.00	6.00
Project Engineer	-	1.00	1.00	2.00	2.00	2.00
Public Works Director	1.00	-	-	1.00	1.00	1.00
Public Works Maintenance and Operations Manager	-	-	-	1.00	1.00	1.00
Public Works Supervisor	1.00	1.00	1.00	-	-	1.00
Supervising Engineer	-	1.00	1.00	-	-	-
Surface Water Coordinator	-	-	-	1.00	1.00	1.00
Surface Water Engineer	-	1.00	-	-	-	-
Surface Water Engineer (Manager)	1.00	-	-	-	-	-
Public Works/Development Services Total	10.20	12.00	8.00	11.80	12.80	13.80

2023-2024 BIENNIAL ACCOMPLISHMENTS

Capital Engineering

- Staff initiated and completed a comprehensive overhaul for the 2025-2030 Capital Improvement Plan and Transportation Improvement Plan; incorporating a substantial strategic look at City infrastructure improvement and enhancement, while streamlining the project nomenclature.
- The Silver Crest Park Project was sent out for bid in 2023. Upon opening and reviewing the bids, they were found to be significantly higher than expected. Staff worked with the consultant to value engineer the project, finding both design efficiencies and eliminating expensive items. The project was successfully bid in 2024 and completed in the fall of 2024.

- The 2022-2023 Grade C Pipe Rehabilitation Project was prepared for bid by mid 2023. The design and construction was completed in September 2024. Only one set of pipes is remaining to complete the original program outlined by the study.
- The Pavement Maintenance and Preservation Program was re-started, identifying pavement to be maintained. The City has proceeded with a capital project to re-pave, overlay, and slurry seal roads to repair and extend the life of the pavements with the lowest Pavement Condition Index (PCI). Construction was completed in October 2024.

Development, Permitting, and Inspection Services

- The Engineering Division brought review of all permits back in-house at the beginning of 2024.
- The division reviewed 108 Right-of-Way Permits and 3 Clearing and Grading Permits in 2024.

Surface Water Municipal Permit Program

- In 2024, significant deficiencies were identified in the Phase II NPDES Permit requirement. The new Surface Water Program Coordinator re-started the Illicit Discharge Detection and Elimination (IDDE) system, performed the inspections required by the permit, and re-started public outreach. By the end of 2024, the City is largely in compliance with the permit, minimizing the G20s. Full compliance is anticipated by the end of 2025.
- Implemented a robust IDDE program, including tracking, education, and enforcement in 2024.
- Implemented detailed spill response training for all City staff.
- Coordinated with Maintenance and Operations on addressing the safe flow of the City's waterways, including obtaining permitting from the Washington State Department of Fish and Wildlife for beaver dam management.

Right-of Way Operations and Maintenance Services

- New capabilities added to the PW crew included repair of sinkholes and increased self-performance of sidewalk replacement and minor pavement repairs. The City hired crew with skills in this area and purchased equipment to be able to perform this work more cost effectively, and more expeditiously than contracting out.
- City Crew began self-performing larger maintenance and rehabilitation projects than they had previously been able to. Projects include citywide crack sealing, RPM replacement, large pavement patch repair, and sidewalk panel replacements and repairs. These resulted in savings for the City, such as saving \$16,000 on a sidewalk repair project.

- The City purchased new equipment to be able to self-perform additional functions. The equipment includes a street sweeper, wheel loader, hot water pressure washing trailer, a full truck fleet replacement, small engine power equipment, 20-year old side-by-side for parks and trails maintenance, and a high capacity pump for emergency flooding situations.
- Detailed maintenance schedules have been implemented for sweeping, tree cutting, etc. along all City roads and rights-of-way.

Surface Water/Stormwater Utility Operations and Maintenance Services:

- City Crews self-performed a pipe replacement on 164th. This involved excavation, removal of existing infrastructure, installation of catch basins and pipe, backfilling the trench, restoration of the roadway, and traffic control. By self-performing, the crew was able to save the City approximately \$20,000.
- City Crews have had additional ability to self-perform CB repair and replacement, providing a more responsive and reliable method of repair.
- The City of Mill Creek has a significant amount of surface water within its drainage basins. Crews have been providing intensive maintenance of waterways and removal of beaver dams. Additionally, Crews have supported in wetland monitoring and pond monitoring to ensure the proper functions of these water bodies.
- By implementing a proactive and thorough street sweeping schedule, Maintenance and Operations has prevented a significant amount of sediment and debris from entering the storm drainage system.
- Worked with the various Home Owner Associations on maintenance standards, practices, and projects of mutual concern.
- Improved staff training on routine condition assessment and maintenance activities for stormwater pipes, catch basins, and surface channels. PW crews are now directly involved in these activities to complement contracted services.

Parks and Trails Operations and Maintenance Services –

- Created a strict weekly schedule for inspections and maintenance of all parks and trails.
- Prompt, responsive repair of parks facilities after emergencies or other damages.

2025-2026 KEY OUTCOMES AND ACTIVITIES

Capital Engineering

- Repair and upgrade aging infrastructure throughout the City.
- Select a site for the Public Works Maintenance Facility and Yard. Complete design and begin construction.
- Re-pave roads that have completely failed, upgrading the facilities using modern design principles.
- Address the public needs and requirements noted in the Mill Creek Boulevard Subarea Plan.
- Coordinate projects with regional partners, finding opportunities to cooperate on projects to address shared needs and create complete streets.
- Re-assess staffing levels on an ongoing basis, particularly due to growth opportunities noted by Council and in the Comprehensive Plan.

Surface Water Municipal Permit Program

- Clear any possible remaining G20 Non-Compliances.
- Remain in compliance with the Phase II NPDES Municipal Permit
- Work with Planning and Maintenance and Operations on a City-wide tree policy and plan.
- Evaluate the possibility of bringing the inspection and maintenance of the storm drainage system in-house.
- Create a dynamic, comprehensive public outreach program.

Right-of Way Operations and Maintenance Services

- Review and assess possibilities of self-performing maintenance activities and identify new capabilities, equipment, and processes that are necessary.
- Improve processes, documentation, measurements.
- Provide robust internal and external training for maintenance crews to allow for more items to be performed in-house with additional redundancy.
- Create and fund an annual sidewalk replacement program.
- Build public and private partnerships to increase resilience and trust.

Surface Water/Stormwater Utility Operations and Maintenance Services:

- New level of support for inspection and cleaning – work toward bring in-house as staffing levels permit.
- Provide additional surface water training for staff.

City Facilities Operations and Maintenance Services

- Work toward completing construction of Public Works Maintenance Facility and Yard.
- Complete a City-wide facilities master plan, addressing City facility and staffing needs to meet the community's level of service expectations.

Parks and Trails Operations and Maintenance Services

- Coordinate with Planning and Engineering to perform an arborist assessment of all trees within city parks.
- Work on education of and coordination with private owners along trail system about maintenance responsibilities.
- Assess and repair pavement of North Creek Trail.

Administrative and Customer Services

- Implement GIS base layers for all department functions, and start to open the portal for public use
- Initiate Asset Management system for record keeping and labor management (reporting and planning)

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	001-018-518-30-11-00	Salaries & Wages - Facilities	1,693	0	1,693	56,014	65,086	121,100	71,278	74,494	145,772	
	001-018-518-30-12-00	Overtime - Facilities	4	0	4	1,339	1,761	3,100	430	435	865	
	001-018-518-30-21-01	MEBT/Medicare - Facilities	128	0	128	4,378	5,122	9,500	5,486	5,732	11,218	
	001-018-518-30-21-02	Retirement - Facilities	200	0	200	5,661	6,339	12,000	7,094	7,406	14,500	
	001-018-518-30-21-03	Health Benefits - Facilities	888	0	888	7,652	8,648	16,300	12,282	13,108	25,390	
	001-018-518-30-21-04	Worker's Comp - Facilities	55	0	55	1,169	1,431	2,600	1,680	1,688	3,368	
	001-018-543-10-11-00	Salaries & Wages - PW Admin	204,409	270,415	474,824	280,604	436,996	717,600	476,290	511,847	988,137	
	001-018-543-10-21-01	MEBT/Medicare - PW Admin	15,647	18,559	34,206	21,417	33,383	54,800	36,436	39,156	75,592	
	001-018-543-10-21-02	Retirement - PW Admin	23,838	26,055	49,893	27,473	41,727	69,200	45,487	48,887	94,374	
	001-018-543-10-21-03	Health Benefits - PW Admin	28,746	31,682	60,427	22,592	54,508	77,100	75,982	81,100	157,082	
	001-018-543-10-21-04	Worker's Comp - PW Admin	2,079	2,176	4,255	2,295	4,605	6,900	5,877	5,958	11,835	
	001-018-576-80-11-00	Salaries & Wages - Parks	214,023	237,309	451,333	140,777	160,323	301,100	290,328	307,419	597,747	
	001-018-576-80-12-00	Overtime - Parks	8,412	4,335	12,747	4,914	6,886	11,800	2,045	2,230	4,275	
	001-018-576-80-21-01	MEBT/Medicare - Parks	16,432	18,317	34,749	10,250	12,450	22,700	20,293	21,456	41,749	
	001-018-576-80-21-02	Retirement - Parks	23,373	23,791	47,164	11,878	14,322	26,200	23,567	24,903	48,470	
	001-018-576-80-21-03	Health Benefits - Parks	34,968	36,798	71,766	8,295	5,705	14,000	57,892	61,790	119,682	
	001-018-576-80-21-04	Worker's Comp - Parks	6,075	5,203	11,278	3,021	3,979	7,000	8,250	8,289	16,539	
Salaries and benefits Total			580,972	674,639	1,255,610	609,729	863,271	1,473,000	1,140,697	1,215,898	2,356,595	59.99%
Supplies	001-018-518-30-31-00	Supplies-City Hall & PW Shop	7,955	5,298	13,253	10,114	10,486	20,600	11,500	11,500	23,000	
	001-018-518-30-31-06	Uniforms	432	688	1,120	391	2,009	2,400	3,150	3,150	6,300	
	001-018-518-30-32-00	Gasoline Fuel	5,480	641	6,121	0	0	0	8,000	8,000	16,000	
	001-018-518-30-35-00	Small Tools/Equip-City Hall/PW	1,060	1,199	2,259	2,434	366	2,800	2,000	2,000	4,000	
	001-018-576-80-30-00	Supplies - Parks	11,640	7,152	18,792	10,227	13,473	23,700	12,000	12,000	24,000	
	001-018-576-80-32-00	Fuel - Park Maintenance	4,028	15,288	19,316	11,681	15,019	26,700	2,000	2,000	4,000	
	001-018-576-80-35-00	Small Tools & Equip - Parks	0	76	76	242	(42)	200	2,000	2,000	4,000	
Supplies Total			30,595	30,342	60,937	35,090	41,310	76,400	40,650	40,650	81,300	6.41%
Professional services	001-018-515-41-41-00	Legal Services - Advice	0	20,995	20,995	12,600	37,450	50,050	25,000	25,000	50,000	
	001-018-518-30-40-00	Prof Svcs - Public Works	11,607	45,379	56,986	31,395	33,505	64,900	27,500	27,500	55,000	
	001-018-518-30-41-01	Prof. Ser-Landscape/Janitorial	23,224	23,439	46,663	23,685	16,215	39,900	22,000	22,000	44,000	
	001-018-518-30-41-03	Professional Services-Legal	40,723	0	40,723	0	0	0	0	0	0	
	001-018-518-30-47-10	Utilities-City Hall	33,314	39,658	72,972	39,639	40,761	80,400	42,500	42,500	85,000	
	001-018-518-30-48-00	Repair & Maint - Facilities	50,926	29,559	80,485	15,234	21,566	36,800	18,000	18,000	36,000	
	001-018-518-30-48-11	Repair & Maint- PW Equip/Vehic	12,201	14,931	27,132	5,482	8,218	13,700	10,000	10,000	20,000	
	001-018-518-30-49-01	Conferences & Training	1,949	2,140	4,089	2,078	5,322	7,400	19,900	19,900	39,800	
	001-018-518-30-49-02	Memberships and Dues	268	622	890	389	511	900	750	750	1,500	
	001-018-576-80-40-00	Professional Svcs - Parks	80,905	96,166	177,071	100,319	44,481	144,800	110,000	110,000	220,000	
	001-018-576-80-40-01	Software Applications	0	0	0	954	46	1,000	10,750	60,750	71,500	
	001-018-576-80-47-10	Utilities - Parks	43,009	41,428	84,437	58,800	54,300	113,100	59,940	59,940	119,881	
	001-018-576-80-48-00	Repair & Maint - Parks	15,205	28,968	44,173	19,173	20,227	39,400	20,000	20,000	40,000	
	001-018-576-90-48-01	Rep & Maint-Encamp Cleanup	0	0	0	8,198	10,002	18,200	20,000	20,000	40,000	
Professional services Total			313,332	343,285	656,617	317,948	292,602	610,550	386,340	436,340	822,681	34.74%

City of Mill Creek, Washington
General Fund Expenditures by Department
Biennium Budget 2025-2026

			ACTUALS		ESTIMATED ACTUALS			BIENNIUM BUDGET			% Change	
			2021	2022	2021-2022	2023	2024	2023-2024	2025	2026		2025-2026
Expense Group	Account Number	Description			Actual Total			Estimated Total			Budget Total	
Capital outlay	001-018-594-48-64-00	Capital Outlay	24,669	8,043	32,712	0	0	0	75,000	31,000	106,000	
Capital outlay Total			24,669	8,043	32,712	0	0	0	75,000	31,000	106,000	
Transfers	001-018-518-30-45-00	Equipment Replacement Funding	4,218	4,218	8,436	40,788	40,812	81,600	40,788	40,788	81,576	
Transfers Total			4,218	4,218	8,436	40,788	40,812	81,600	40,788	40,788	81,576	-0.03%
Public Works Total			953,785	1,060,526	2,014,311	1,003,554	1,237,996	2,241,550	1,683,475	1,764,676	3,448,152	53.83%



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Expenditures - Other Funds

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS			BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024	2023-2024 Estimated Total	2025	2026		
Salaries and benefits	013-002-513-10-11-11	Salaries - Indirect Cost Alloc	0	20,990	20,990	0	0	0	0	0	0	
	013-002-513-10-21-01	MEBT/Medicare	0	1,606	1,606	0	0	0	0	0	0	
	013-002-513-10-21-04	Worker's Compensation	0	34	34	0	0	0	0	0	0	
	013-003-514-20-11-00	Salaries & Wages	0	26,471	26,471	0	0	0	0	0	0	
	013-003-514-20-21-01	MEBT/Medicare	0	1,431	1,431	0	0	0	0	0	0	
	013-003-514-20-21-04	Worker's Compensation	0	43	43	0	0	0	0	0	0	
	013-004-573-90-11-00	Salaries & Wages	0	7,304	7,304	0	0	0	0	0	0	
	013-004-573-90-21-01	MEBT/Medicare	0	559	559	0	0	0	0	0	0	
	013-004-573-90-21-04	Worker's Compensation	0	12	12	0	0	0	0	0	0	
	013-005-518-80-11-00	Salaries & Wages	0	8,323	8,323	0	0	0	0	0	0	
	013-005-518-80-21-01	MEBT/Medicare	0	637	637	0	0	0	0	0	0	
	013-005-518-80-21-04	Worker's Compensation	0	13	13	0	0	0	0	0	0	
	013-006-518-10-11-00	Salaries & Wages	0	1,709	1,709	0	0	0	0	0	0	
	013-006-518-10-21-01	MEBT/Medicare	0	131	131	0	0	0	0	0	0	
	013-006-518-10-21-04	Worker's Compensation	0	3	3	0	0	0	0	0	0	
	013-007-514-21-11-00	Salaries & Wages	0	10,580	10,580	0	0	0	0	0	0	
	013-007-514-21-21-01	MEBT/Medicare	0	809	809	0	0	0	0	0	0	
	013-007-514-21-21-04	Worker's Compensation	0	17	17	0	0	0	0	0	0	
	013-008-521-10-11-00	Salaries & Wages-Police Admin	0	8,873	8,873	291,032	207,968	499,000	0	0	0	
	013-008-521-10-21-01	MEBT/Medicare Police Admin	0	679	679	7,620	10,580	18,200	0	0	0	
	013-008-521-10-21-03	Health Benefits - Police Admin	0	0	0	19,787	27,113	46,900	0	0	0	
	013-008-521-10-21-04	Worker's Comp -Police Admin	0	14	14	2,443	3,757	6,200	0	0	0	
	013-008-521-21-11-00	Salaries & Wages - Support Svc	0	48,139	48,139	196,903	53,997	250,900	0	0	0	
	013-008-521-21-12-00	Overtime - Support Svc	0	0	0	5,908	3,992	9,900	0	0	0	
	013-008-521-21-21-01	MEBT/Medicare - Support Svc	0	3,683	3,683	0	0	0	0	0	0	
	013-008-521-21-21-04	Worker's Comp - Support Svc	0	77	77	0	0	0	0	0	0	
	013-008-521-70-11-00	Salaries & Wages - Patrol	0	104,634	104,634	1,207,361	1,472,177	2,679,538	145,537	0	145,537	
	013-008-521-70-12-00	Overtime - Patrol	0	0	0	482,709	98,991	581,700	0	0	0	
	013-008-521-70-21-01	MEBT/Medicare - Patrol	0	6,584	6,584	0	0	0	0	0	0	
	013-008-521-70-21-04	Worker's Comp - Patrol	0	168	168	0	0	0	0	0	0	
	013-016-558-60-11-00	Salaries & Wages	0	5,602	5,602	0	0	0	0	0	0	
	013-016-558-60-21-01	MEBT/Medicare	0	429	429	0	0	0	0	0	0	
	013-016-558-60-21-04	Worker's Compensation	0	9	9	0	0	0	0	0	0	
	013-018-543-10-11-00	Salaries & Wages - PW Admin	0	21,749	21,749	0	0	0	0	0	0	
	013-018-543-10-21-01	MEBT/Medicare - PW Admin	0	1,664	1,664	0	0	0	0	0	0	
	013-018-543-10-21-04	Worker's Comp - PW Admin	0	35	35	0	0	0	0	0	0	
	013-018-576-80-11-00	Salaries & Wages - Parks	0	19,236	19,236	0	0	0	0	0	0	
	013-018-576-80-21-01	MEBT/Medicare - Parks	0	1,472	1,472	0	0	0	0	0	0	
	013-018-576-80-21-04	Worker's Comp - Parks	0	31	31	0	0	0	0	0	0	
	013-103-542-30-11-00	Salaries & Wages	0	4,669	4,669	0	0	0	0	0	0	
	013-103-542-30-21-01	MEBT/Medicare	0	357	357	0	0	0	0	0	0	
	013-103-542-30-21-04	State Industrial	0	8	8	0	0	0	0	0	0	
	013-316-594-18-11-00	Salaries & Wages	0	6,254	6,254	0	0	0	0	0	0	
	013-316-594-18-21-01	MEBT/Medicare	0	478	478	0	0	0	0	0	0	

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

			ACTUALS		ESTIMATED ACTUALS			BIENNIUM BUDGET				
			2021	2022	2021-2022	2023	2024	2023-2024	2025	2026	2025-2026	% Change
Expense Group	Account Number	Description			Actual Total			Estimated Total			Budget Total	
	013-316-594-18-21-04	Worker's Comp	0	10	10	0	0	0	0	0	0	
	013-401-531-38-11-00	Salary & Wages	0	2,712	2,712	0	0	0	0	0	0	
	013-401-531-38-21-01	MEBT/Medicare	0	207	207	0	0	0	0	0	0	
	013-401-531-38-21-04	State Industrial	0	4	4	0	0	0	0	0	0	
Salaries and benefits Total			0	318,448	318,448	2,213,764	1,878,574	4,092,338	145,537	0	145,537	-96.44%
	013-004-573-90-41-02	40th Anniv Badges/Events	0	0	0	10,000	0	10,000	0	0	0	
Professional services	013-005-518-80-40-01	Prof Svc - Springbrook Upgrade	0	0	0	1,150	40,250	41,400	31,600	0	31,600	
	013-016-558-60-40-01	Prof Svc-Comp Plan Update	0	0	0	0	231,300	231,300	18,700	0	18,700	
Professional services Total			0	0	0	11,150	271,550	282,700	50,300	0	50,300	-82.21%
Capital outlay	013-008-594-21-60-01	Cap Equip - UAS	0	0	0	31,916	784	32,700	0	0	0	
	013-018-594-18-60-01	Cap Outlay-Security System	0	0	0	122,202	16,398	138,600	0	0	0	
	013-018-594-44-60-01	Cap Equip-Loader	0	0	0	191,742	28,200	219,942	0	0	0	
	013-103-594-42-64-00	Capital Outlay - Equipment	0	0	0	0	499,968	499,968	0	0	0	
Capital outlay Total			0	0	0	345,860	545,350	891,210	0	0	0	-100.00%
Debt service	013-005-591-18-70-02	SBITA Payment	0	0	0	9,067	18,033	27,100	0	0	0	
Debt service Total			0	0	0	9,067	18,033	27,100	0	0	0	-100.00%
Transfers	013-013-597-00-00-01	Transfer Out - GF	0	0	0	325,774	118,026	443,800	26,800	0	26,800	
Transfers Total			0	0	0	325,774	118,026	443,800	26,800	0	26,800	-93.96%
013 ARPA Total			0	318,448	318,448	2,905,615	2,831,533	5,737,148	222,637	0	222,637	-96.12%

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

			ACTUALS		ESTIMATED ACTUALS			BIENNIUM BUDGET				
			2021	2022	2021-2022	2023	2024	2023-2024	2025	2026	2025-2026	% Change
Expense Group	Account Number	Description			Actual Total			Estimated Total			Budget Total	
SPECIAL REVENUE FUNDS												
Salaries and benefits	103-103-542-30-11-00	Salaries & Wages	37,262	104,442	141,704	73,132	78,268	151,400	126,560	134,428	260,988	
	103-103-542-30-12-00	Overtime	1,238	2,264	3,502	3,288	4,612	7,900	955	1,040	1,995	
	103-103-542-30-21-01	MEBT/Medicare	2,927	7,751	10,678	5,837	6,063	11,900	9,755	10,363	20,118	
	103-103-542-30-21-02	Retirement	4,134	10,280	14,414	7,222	7,778	15,000	11,700	12,425	24,125	
	103-103-542-30-21-03	Health Benefits	12,312	33,022	45,333	10,439	8,061	18,500	25,570	27,294	52,864	
	103-103-542-30-21-04	State Industrial	1,084	2,896	3,981	1,622	1,878	3,500	3,324	3,342	6,666	
Salaries and benefits Total			58,957	160,655	219,612	101,541	106,659	208,200	177,864	188,892	366,756	76.16%
Supplies	103-103-542-30-31-00	Operating Supplies	18,284	30,167	48,450	18,942	12,358	31,300	49,000	59,000	108,000	
	103-103-542-30-32-00	Gasoline/Diesel/Propane Fuel	1,160	4,066	5,225	8,927	7,073	16,000	8,500	8,500	17,000	
	103-103-542-30-35-00	Small Tools & Minor Equip.	15,261	3,061	18,321	6,322	778	7,100	5,500	5,500	11,000	
Supplies Total			34,704	37,293	71,997	34,192	20,208	54,400	63,000	73,000	136,000	150.00%
Professional services	103-103-515-41-41-00	Legal Services - Advice	0	0	0	0	0	0	5,000	5,000	10,000	
	103-103-542-30-41-01	Contracted Services	35,758	86,241	121,999	58,582	39,418	98,000	107,200	107,200	214,400	
	103-103-542-30-41-02	Professional Services	0	314	314	101	0	101	1,500	1,500	3,000	
	103-103-542-30-48-00	Repairs & Maint.-Streets	41,482	48,266	89,748	22,536	62,864	85,400	27,500	27,500	55,000	
	103-103-542-30-48-02	Repair & Maint.-Equipment	2,126	2,377	4,503	4,742	5,158	9,900	5,000	5,000	10,000	
	103-103-542-30-48-03	Rental - Tools/Equipment	0	0	0	0	0	0	10,000	10,000	20,000	
	103-103-542-63-47-01	Street Lighting - Electrical	141,186	141,491	282,677	149,319	150,081	299,400	150,000	150,000	300,000	
	103-103-542-63-48-03	Repair & Maint-Street Lights	27,562	52,834	80,397	3,909	63,891	67,800	0	0	0	
	103-103-542-64-40-00	Traffic Control Devices	1,287	3,317	4,604	1,361	2,439	3,800	1,400	1,400	2,800	
	103-103-542-70-41-02	Contract Landscape Services	20,290	20,205	40,495	20,790	22,710	43,500	40,000	40,000	80,000	
	103-103-542-70-47-00	Utilities - Irrigation	12,009	12,701	24,710	14,752	14,748	29,500	16,000	16,000	32,000	
Professional services Total			281,701	367,746	649,447	276,091	361,310	637,401	363,600	363,600	727,200	14.09%
Capital outlay	103-103-594-42-64-00	Capital Outlay - Equipment	0	28,438	28,438	0	0	0	0	0	0	
	103-103-595-64-60-00	Capital Exp-TIB CompleteStreet	43,337	186,885	230,222	0	0	0	0	0	0	
Capital outlay Total			43,337	215,323	258,660	0	0	0	0	0	0	
Transfers	103-103-542-30-45-00	Equipment Replacement Funding	14,072	14,072	28,144	15,000	15,000	30,000	15,000	15,000	30,000	
Transfers Total			14,072	14,072	28,144	15,000	15,000	30,000	15,000	15,000	30,000	0.00%
103 City Streets Total			432,771	795,089	1,227,860	426,824	503,177	930,001	619,464	640,492	1,259,956	35.48%

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Professional services	110-010-573-90-49-00	Misc. Events-Sponsorships	0	0	0	3,390	5,010	8,400	25,000	0	25,000	
<i>Professional services Total</i>			0	0	0	3,390	5,010	8,400	25,000	0	25,000	197.62%
110 Council Contingency Total			0	0	0	3,390	5,010	8,400	25,000	0	25,000	197.62%
Supplies	115-015-573-20-31-00	Art Improvements	1,212	8,990	10,202	772	28	800	10,000	10,000	20,000	
<i>Supplies Total</i>			1,212	8,990	10,202	772	28	800	10,000	10,000	20,000	2400.00%
Capital outlay	115-015-594-75-64-00	Art Improvements	0	0	0	0	0	0	0	0	0	
<i>Capital outlay Total</i>			0	0	0	0	0	0	0	0	0	
Transfers	115-015-597-00-00-00	Transfer Out Hist Preservation	0	0	0	0	0	0	0	0	0	
<i>Transfers Total</i>			0	0	0	0	0	0	0	0	0	
115 Municipal Arts Total			1,212	8,990	10,202	772	28	800	10,000	10,000	20,000	2400.00%
Supplies	125-025-542-62-31-00	Supplies	0	0	0	0	0	0	5,000	5,000	10,000	
<i>Supplies Total</i>			0	0	0	0	0	0	5,000	5,000	10,000	
125 Paths & Trails Total			0	0	0	0	0	0	5,000	5,000	10,000	
Supplies	130-030-521-23-31-00	Investigation Supplies & Costs	3,979	3,979	7,958	4,099	5,001	9,100	6,000	6,000	12,000	
<i>Supplies Total</i>			3,979	3,979	7,958	4,099	5,001	9,100	6,000	6,000	12,000	31.87%
130 Drug Buy Fund Total			3,979	3,979	7,958	4,099	5,001	9,100	6,000	6,000	12,000	31.87%

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
Salaries and benefits	145-045-518-20-11-00	Salaries & Wages	0	0	0	6,270	8,630	14,900	8,758	9,065	17,823	
	145-045-518-20-12-00	Overtime	0	0	0	167	833	1,000	0	0	0	
	145-045-518-20-21-01	MEBT/Medicare	0	0	0	489	711	1,200	670	693	1,363	
	145-045-518-20-21-02	Retirement	0	0	0	633	867	1,500	791	819	1,610	
	145-045-518-20-21-03	Health Benefits	0	0	0	2,352	2,648	5,000	2,947	3,145	6,092	
	145-045-518-20-21-04	State Industrial	0	0	0	135	214	349	222	223	445	
<i>Salaries and benefits Total</i>			0	0	0	10,047	13,902	23,949	13,388	13,945	27,333	14.13%
Supplies	145-045-518-20-31-00	Supplies	2,445	186	2,631	5,856	3,644	9,500	7,500	7,500	15,000	
<i>Supplies Total</i>			2,445	186	2,631	5,856	3,644	9,500	7,500	7,500	15,000	57.89%
Professional services	145-045-515-41-41-00	Legal Services - Advice	0	0	0	22,420	3,180	25,600	5,000	5,000	10,000	
	145-045-518-20-41-00	Professional Services	20,439	25,269	45,708	23,137	22,863	46,000	22,000	22,000	44,000	
	145-045-518-20-46-00	Insurance	10,125	11,948	22,073	11,750	14,650	26,400	17,808	20,480	38,288	
	145-045-518-20-47-01	Utilities	37,588	36,853	74,442	42,834	41,066	83,900	45,000	42,000	87,000	
	145-045-518-20-48-00	Repair & Maintenance	22,997	11,664	34,661	30,836	59,864	90,700	45,000	45,000	90,000	
<i>Professional services Total</i>			91,149	85,734	176,883	130,977	141,623	272,600	134,808	134,480	269,288	-1.21%
Capital outlay	145-045-594-18-60-00	Capital Outlay	0	16,977	16,977	0	0	0	0	0	0	
	145-045-594-18-62-03	City Hall North HVAC 17-BLDG-4	0	8,511	8,511	0	0	0	0	0	0	
<i>Capital outlay Total</i>			0	25,487	25,487	0	0	0	0	0	0	
Transfers	145-045-597-00-00-01	Transfer to CIP Fund HVAC	0	160,000	160,000	0	0	0	0	0	0	
<i>Transfers Total</i>			0	160,000	160,000	0	0	0	0	0	0	
145 City Hall North Total			93,594	271,407	365,001	146,880	159,169	306,049	155,696	155,925	311,621	1.82%
Supplies	151-008-566-00-30-01	Supplies	0	0	0	452	2,048	2,500	20,000	20,000	40,000	
<i>Supplies Total</i>			0	0	0	452	2,048	2,500	20,000	20,000	40,000	1500.00%
151 Opioid Settlement Total			0	0	0	452	2,048	2,500	20,000	20,000	40,000	1500.00%
Professional services	152-000-551-00-40-01	Professional Services	0	0	0	0	0	0	0	0	0	
<i>Professional services Total</i>			0	0	0	0	0	0	0	0	0	
152 Affordable and Supportive Housing Fund			0	0	0	0	0	0	0	0	0	

City of Mill Creek, Washington
 Other Funds - Expenditures
 Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS			BIENNIUM BUDGET			% Change
			2021	2022		2023	2024	2023-2024 Estimated Total	2025	2026	2025-2026 Budget Total	
DEBT SERVICE FUNDS												
Debt service	226-026-591-95-79-02	Principal - GO Bond SW & CAP	193,000	197,000	390,000	202,000	207,000	409,000	212,000	217,000	429,000	
	226-026-592-95-83-02	Interest - GO Bond SW & CAP	70,833	66,124	136,957	61,317	56,383	117,700	51,338	46,165	97,503	
Debt service Total			263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503	-0.04%
226 Debt Service Fund Total			263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503	-0.04%
Debt service	227-027-572-10-00-00	LRF Refund Expense	0	0	0	0	0	0	0	328,918	328,918	
Debt service Total			0	0	0	0	0	0	0	328,918	328,918	
227 Local Revitalization Fund Total			0	0	0	0	0	0	0	328,918	328,918	

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024		2025	2026		
CAPITAL FUNDS												
Transfers	314-014-597-00-00-06	Operating Transfer to Parks	0	0	0	0	286,800	286,800	325,000	250,000	575,000	
	314-014-597-00-00-07	Oper Transfer to Road Improv	0	0	0	0	739,926	739,926	3,179,000	5,858,000	9,037,000	
Transfers Total			0	0	0	0	1,026,726	1,026,726	3,504,000	6,108,000	9,612,000	836.18%
314 Real Estate Excise Tax Total			0	0	0	0	1,026,726	1,026,726	3,504,000	6,108,000	9,612,000	836.18%
Salaries and benefits	316-316-594-18-11-00	Salaries & Wages	50,390	62,752	113,142	72,165	139,035	211,200	141,808	151,809	293,617	
	316-316-594-18-21-01	MEBT/Medicare	3,847	4,796	8,643	5,514	10,586	16,100	10,848	11,613	22,461	
	316-316-594-18-21-02	Retirement	5,282	6,270	11,552	7,157	13,243	20,400	12,805	13,708	26,513	
	316-316-594-18-21-03	Health Benefits	5,928	5,552	11,480	7,143	15,857	23,000	17,426	18,603	36,029	
	316-316-594-18-21-04	Worker's Comp	1,136	1,007	2,143	975	1,925	2,900	2,346	2,369	4,715	
Salaries and benefits Total			66,583	80,377	146,960	92,955	180,645	273,600	185,233	198,102	383,335	40.11%
Professional services	316-316-576-90-40-01	Facilities Mtr Plan FA00007	0	0	0	0	0	0	400,000	0	400,000	
Professional services Total			0	0	0	0	0	0	400,000	0	400,000	
Capital outlay	316-316-594-18-62-03	CHN HVAC (FA00005)	24,319	13,743	38,062	0	0	0	200,000	0	200,000	
	316-316-594-18-62-08	Library Floor Restoration	2,849	0	2,849	0	0	0	0	0	0	
	316-316-594-18-62-09	Police Station Radio (FA00001)	0	0	0	0	0	0	0	80,000	80,000	
	316-316-594-18-62-10	ADA Upgrades (19-BLDG-02)	0	0	0	0	192,000	192,000	0	0	0	
	316-316-594-18-62-11	Pub Works Yard Study (FA00003)	0	0	0	0	150,000	150,000	125,000	0	125,000	
	316-316-594-18-62-12	CHN Bldg Renovation (FA00006)	0	0	0	0	0	0	499,550	0	499,550	
	316-316-594-48-60-01	PW Yd PropAcq&Design FA00004	0	0	0	0	0	0	0	0	0	
Capital outlay Total			27,168	13,743	40,911	0	342,000	342,000	824,550	80,000	904,550	164.49%
Transfers	316-316-597-00-00-00	Transfers Out- Municipal Art	0	0	0	0	0	0	6,916	0	6,916	
	316-316-597-01-00-00	Transfer to Surface Water(401)	3,322,000	0	3,322,000	0	0	0	0	0	0	
Transfers Total			3,322,000	0	3,322,000	0	0	0	6,916	0	6,916	
316 Capital Improvement Fund Total			3,415,751	94,120	3,509,871	92,955	522,645	615,600	1,416,699	278,102	1,694,801	175.31%

City of Mill Creek, Washington
Other Funds - Expenditures
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			ACTUALS		ESTIMATED ACTUALS			BIENNIUM BUDGET				
			2021	2022	2021-2022	2023	2024	2023-2024	2025	2026	2025-2026	% Change
					Actual Total			Estimated Total			Budget Total	
Expense Group	Account Number	Description										
Professional services	317-317-576-90-41-01	PnyCrk Master Pln PK00009	0	0	0	0	0	0	100,000	0	100,000	
Professional services Total			0	0	0	0	0	0	100,000	0	100,000	
Capital outlay	317-317-594-53-60-01	PnyCrk Improv PK00009	0	0	0	0	0	0	0	150,000	150,000	
	317-317-594-76-63-18	Exploration Park	(7,778)	0	(7,778)	0	0	0	0	0	0	
	317-317-594-76-63-38	Silver Crest Park Rehabilitatn	184	43,166	43,350	23,733	451,267	475,000	0	0	0	
	317-317-594-76-63-39	Parks - Roof Replacement	0	0	0	0	0	0	0	100,000	100,000	
	317-317-594-76-63-42	Park PropertyConceptualization	36,055	3,072	39,127	63,098	176,903	240,000	0	0	0	
	317-317-594-76-63-44	Citywide PROS Plan	0	0	0	0	0	0	125,000	0	125,000	
	317-317-594-76-63-45	DRCC Site Devt Ph1	0	0	0	0	0	0	0	999,100	999,100	
	317-317-594-76-63-46	NorthCr Trail Repaving PK00011	0	0	0	0	50,000	50,000	100,000	0	100,000	
	317-317-594-76-63-47	Library Pk Renovations PK00010	0	0	0	0	50,000	50,000	450,000	0	450,000	
Capital outlay Total			28,461	46,238	74,700	86,830	728,170	815,000	675,000	1,249,100	1,924,100	136.09%
Transfers	317-317-597-00-00-00	Transfers Out	0	0	0	0	0	0	1,750	1,750	3,500	
Transfers Total			0	0	0	0	0	0	1,750	1,750	3,500	
317 Parks & Open Space Capital Imp Total			28,461	46,238	74,700	86,830	728,170	815,000	776,750	1,250,850	2,027,600	148.79%

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS		2023-2024 Estimated Total	BIENNIUM BUDGET			% Change
			2021	2022		2023	2024		2025	2026	2025-2026 Budget Total	
Supplies	318-318-542-30-30-01	Rds/Curbs/Sdwk(NMxxxx)-Supl	0	0	0	0	0	0	159,000	159,000	318,000	
<i>Supplies Total</i>			0	0	0	0	0	0	159,000	159,000	318,000	
Professional services	318-318-542-64-40-01	Traffic Ctrl/Stlight-Rep&Maint	0	0	0	0	0	0	50,000	49,000	99,000	
	318-318-544-40-40-01	MC Rd/StlHill Rd CorridorStudy	0	0	0	0	0	0	0	0	0	
	318-318-544-40-40-02	MC Blvd/Village Gr Driv Study	0	0	0	0	0	0	0	0	0	
<i>Professional services Total</i>			0	0	0	0	0	0	50,000	49,000	99,000	
Capital outlay	318-318-595-20-63-51	EGUV Spine Rd Conn 19-ROAD-1	10,497	0	10,497	0	0	0	0	0	0	
	318-318-595-30-63-54	35th Ave Recon 17-ROAD-02	3,356	0	3,356	0	0	0	0	0	0	
	318-318-595-30-63-60	Seattle Hill Rd Widening	0	0	0	0	0	0	0	400,000	400,000	
	318-318-595-30-63-62	Seattle Hill Rd Pres 18-PAVE03	108,525	0	108,525	0	0	0	0	0	0	
	318-318-595-30-63-63	35th Ave SE New CrswalkNM0000	0	0	0	0	0	0	194,000	0	194,000	
	318-318-595-30-63-65	Street Pave Marking 19-PW-03	6,358	3,992	10,350	0	0	0	0	0	0	
	318-318-595-30-63-66	Mill Crk Blvd Corridor19-PW-04	35,029	74,171	109,200	0	0	0	0	0	0	
	318-318-595-30-63-68	Pavement Pres and Reh 19-PW-04	29,263	0	29,263	0	0	0	0	0	0	
	318-318-595-30-63-72	Citywide Safe Routes (NM00007)	0	0	0	0	40,000	40,000	0	0	0	
	318-318-595-30-63-73	2023-2024 Overlay (ST90001)	0	0	0	719	1,664,242	1,664,961	0	0	0	
	318-318-595-30-63-74	Slurry Seal Microsurf(ST90002)	0	0	0	0	597,979	597,979	0	0	0	
	318-318-595-30-63-75	23 Street ADA Improv(ST90003)	0	0	0	0	175,876	175,876	0	0	0	
	318-318-595-30-63-76	24-25 Streets ADA imprvST90004	0	0	0	0	0	0	0	0	0	
	318-318-595-30-63-79	Safty Action Plan (ST00003)	0	0	0	0	230,000	230,000	140,000	0	140,000	
	318-318-595-30-63-80	2023 City Traffic StudyST00004	0	0	0	0	14,100	14,100	17,000	0	17,000	
	318-318-595-30-63-81	Right-of-Way Mapping ST00014	0	0	0	0	0	0	35,000	36,500	71,500	
	318-318-595-30-63-82	City Bridge Inspection ST00017	0	0	0	1,015	(1,015)	0	0	0	0	
	318-318-595-30-63-84	MC Elementary CrosswalkNM0000	0	0	0	0	0	0	120,000	0	120,000	
	318-318-595-30-63-85	5-Yr PavementPrsrvPlan ST90010	0	0	0	0	50,600	50,600	0	0	0	
	318-318-595-30-63-86	ConcreteSidewlkReplProgNM0000	0	0	0	0	27,700	27,700	0	0	0	
	318-318-595-30-63-87	2025 Overlay Prog ST90005	0	0	0	0	0	0	2,464,000	0	2,464,000	
	318-318-595-30-63-88	2026 Overlay Prog ST90008	0	0	0	0	0	0	0	2,538,000	2,538,000	
	318-318-595-30-63-89	Trillium Blvd Rebuild ST00018	0	0	0	0	0	0	500,000	2,580,000	3,080,000	
	318-318-595-30-63-90	Silver Crst Dr Rebuild	0	0	0	0	0	0	550,000	3,600,000	4,150,000	
	318-318-595-50-63-01	133rdStSE ROW NM Ext	0	0	0	0	0	0	500,000	230,000	730,000	
	318-318-595-69-63-53	MCSubArea Tranport Upgrade	0	0	0	0	0	0	0	600,000	600,000	
<i>Capital outlay Total</i>			193,026	78,163	271,189	1,734	2,799,482	2,801,216	4,520,000	9,984,500	14,504,500	417.79%
318 -Road Improvement Fund Total			193,026	78,163	271,189	1,734	2,799,482	2,801,216	4,729,000	10,192,500	14,921,500	432.68%

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS			2023-2024 Estimated Total	BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024	2025		2026			
ENTERPRISE FUNDS													
Salaries and benefits	401-401-531-38-11-00	Salary & Wages	47,734	169,487	217,221	272,197	277,203	549,400	330,899	352,371	683,270		
	401-401-531-38-12-00	Overtime	664	445	1,110	4,105	11,895	16,000	770	795	1,565		
	401-401-531-38-21-01	MEBT/Medicare	3,695	12,973	16,668	21,063	21,437	42,500	25,686	27,017	52,703		
	401-401-531-38-21-02	Retirement	5,261	17,381	22,642	26,948	27,352	54,300	30,197	32,147	62,344		
	401-401-531-38-21-03	Health Benefits	6,107	20,059	26,167	42,885	46,215	89,100	57,273	61,124	118,397		
	401-401-531-38-21-04	State Industrial	1,022	3,128	4,150	5,007	5,793	10,800	7,834	7,883	15,717		
Salaries and benefits Total			64,484	223,475	287,958	372,205	389,895	762,100	452,659	481,337	933,996	22.56%	
Supplies	401-401-531-38-30-00	Office Supplies	30	28	58	0	630	630	100	100	200		
	401-401-531-38-31-00	Operating Supplies	5,814	18,348	24,162	0	9,600	9,600	12,500	12,500	25,000		
	401-401-531-38-31-03	Supplies-Public Outreach Ed	2,105	0	2,105	0	8,000	8,000	9,000	9,000	18,000		
	401-401-531-38-32-00	Gasoline Fuel	6,121	5,871	11,991	4,250	7,450	11,700	6,000	6,000	12,000		
	401-401-531-38-35-00	Small Tools & Equipment	1,313	30	1,343	869	1,931	2,800	2,000	2,000	4,000		
Supplies Total			15,383	24,277	39,659	5,119	27,611	32,730	29,600	29,600	59,200	80.87%	
Professional services	401-401-515-41-41-00	Legal Services - Advice	0	0	0	700	13,700	14,400	5,000	5,000	10,000		
	401-401-531-38-40-00	Software Licenses	0	0	0	17,411	17,289	34,700	500	500	1,000		
	401-401-531-38-41-00	Professional Service-Legal	0	0	0	550	(550)	0	0	0	0		
	401-401-531-38-41-01	Professional Services-Misc.	75,150	33,593	108,743	48,113	8,787	56,900	30,000	30,000	60,000		
	401-401-531-38-41-02	Catch Basin & Pond Maintenance	921	14,632	15,553	0	2,000	2,000	10,000	10,000	20,000		
	401-401-531-38-41-03	Ditch & Swale Cleaning Service	15,807	14,884	30,691	17,285	13,115	30,400	10,000	10,000	20,000		
	401-401-531-38-41-06	Disposal Testing Service	2,050	2,600	4,650	210	2,190	2,400	2,500	2,500	5,000		
	401-401-531-38-41-09	Prof Serv. SnoCo SW Billing	13,591	15,648	29,239	18,417	17,983	36,400	17,624	18,524	36,148		
	401-401-531-38-41-10	Catch Basin/Pub Facility Inspe	0	0	0	150,472	350,028	500,500	225,000	225,000	450,000		
	401-401-531-38-41-11	Catch Basin and Pipe Cleaning	0	0	0	0	172,400	172,400	200,000	200,000	400,000		
	401-401-531-38-41-12	City Stream Water Quality Insp	0	0	0	2,745	5,255	8,000	15,000	15,000	30,000		
	401-401-531-38-41-13	Emergency Spill Response/Clean	0	0	0	0	30,000	30,000	82,000	82,000	164,000		
	401-401-531-38-41-51	WRIA8 Interlocal Conservation	4,576	2,288	6,864	11,517	8,383	19,900	9,000	10,900	19,900		
	401-401-531-38-41-52	SW MasterActionPlan	0	0	0	0	100,000	100,000	110,000	110,000	220,000		
	401-401-531-38-41-53	GIS & Asset Mgt Progm	0	0	0	0	0	0	25,000	25,000	50,000		
	401-401-531-38-48-01	Repair & Maint-Vehicle/Sweeper	9,797	23,286	33,083	11,394	3,106	14,500	20,000	20,000	40,000		
	401-401-531-38-48-02	Rental - Tools/Equipment	0	0	0	0	0	0	25,000	25,000	50,000		
	401-401-531-38-49-01	Conferences, Dues, Training	1,200	1,224	2,424	1,954	3,046	5,000	12,500	12,500	25,000		
	401-401-531-38-49-02	Miscellaneous-Dump Fees	0	0	0	25	0	25	0	0	0		
	401-401-531-38-49-03	Permit Fees	16,634	16,634	33,269	19,278	36,722	56,000	28,000	28,000	56,000		
	401-401-531-38-49-51	Surface Water Excise Taxes	19,325	45,714	65,039	33,493	36,107	69,600	39,097	40,269	79,367		
Professional services Total			159,051	170,503	329,554	333,563	819,562	1,153,125	866,221	870,193	1,736,415	50.58%	
Capital outlay	401-401-531-38-45-00	Storm Pipe RehabSW90003	0	0	0	0	0	0	50,000	50,000	100,000		
	401-401-594-31-63-01	Grade F Pipe Failures19-SW-01	43,737	0	43,737	0	0	0	0	0	0		
	401-401-594-31-63-02	Grade C Stormwater Pipe Repair	85,893	391,859	477,752	23,207	1,631,793	1,655,000	990,000	840,000	1,830,000		
	401-401-594-31-63-04	164th St Storm Pipe Ex SW00009	0	0	0	3,106	(6)	3,100	0	0	0		
	401-401-594-31-63-10	Swtwater Rnch Storm Main Rplc	0	0	0	1,649	298,351	300,000	1,500,000	0	1,500,000		
	401-401-594-31-63-12	Nickel Crk/OSH Rd Fish Pass	0	0	0	0	0	0	0	400,000	400,000		

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

Expense Group	Account Number	Description	ACTUALS		2021-2022 Actual Total	ESTIMATED ACTUALS			BIENNIUM BUDGET		2025-2026 Budget Total	% Change
			2021	2022		2023	2024	2023-2024 Estimated Total	2025	2026		
	401-401-594-31-63-13	MCBlvdSubArea BasinDrain Imprv	0	0	0	0	0	0	0	500,000	500,000	
	401-401-594-42-64-00	Capital Outlay - Equipment	0	4,021	4,021	0	0	0	0	0	0	
<i>Capital outlay Total</i>			<i>129,629</i>	<i>395,881</i>	<i>525,510</i>	<i>27,962</i>	<i>1,930,138</i>	<i>1,958,100</i>	<i>2,540,000</i>	<i>1,790,000</i>	<i>4,330,000</i>	121.13%
Debt service	401-401-581-20-00-42	Interfund Loan Repaymt to Gen	170,003	0	170,003	0	0	0	0	0	0	
	401-401-591-31-79-00	PWTF Loan Principal	48,500	48,500	97,000	48,500	48,500	97,000	48,500	48,500	97,000	
	401-401-592-31-82-42	Interfund Loan GFund Interest	2,130	0	2,130	0	0	0	0	0	0	
	401-401-592-31-89-00	PWTF Loan Interest	1,455	1,213	2,668	970	730	1,700	485	243	728	
<i>Debt service Total</i>			<i>222,088</i>	<i>49,713</i>	<i>271,800</i>	<i>49,470</i>	<i>49,230</i>	<i>98,700</i>	<i>48,985</i>	<i>48,743</i>	<i>97,728</i>	-0.99%
Transfers	401-401-597-00-00-00	Equipment Replacement Funding			0	47,500	47,500	95,000	47,500	47,500	95,000	
	401-401-597-31-79-01	Transfer to Debt Svc 2019 LTGO	263,833	263,124	526,957	263,317	263,383	526,700	263,338	263,165	526,503	
<i>Transfers Total</i>			<i>263,833</i>	<i>263,124</i>	<i>526,957</i>	<i>310,817</i>	<i>310,883</i>	<i>621,700</i>	<i>310,838</i>	<i>310,665</i>	<i>621,503</i>	-0.03%
Surface Water Utility Total			854,468	1,126,972	1,981,440	1,099,137	3,527,318	4,626,455	4,248,303	3,530,538	7,778,841	68.14%

City of Mill Creek, Washington
Other Funds - Expenditures
Biennium Budget 2025-2026

			ACTUALS		ESTIMATED ACTUALS			BIENNIUM BUDGET				
			2021	2022	2021-2022	2023	2024	2023-2024	2025	2026	2025-2026	% Change
Expense Group	Account Number	Description			Actual Total			Estimated Total			Budget Total	
INTERNAL SERVICE FUNDS												
Professional services	509-059-521-70-40-01	Vehicle Oth Chrg - Police	0	0	0	0	37,157	37,157	35,741	35,740	71,481	
	509-059-548-70-40-02	Vehicle Oth Chrg-PW	0	0	0	0	28,700	28,700	27,434	27,434	54,868	
Professional services Total			0	0	0	0	65,857	65,857	63,175	63,174	126,349	91.85%
Capital outlay	509-059-594-19-64-01	General Fund Equipment	0	0	0	82,782	(33,349)	49,433	140,000	0	140,000	
	509-059-594-21-64-01	Public Safety Equip - Auto	0	74,326	74,326	117,749	117,750	235,499	0	0	0	
	509-059-594-42-64-01	City Streets Equipment	88,836	179,313	268,149	0	0	0	0	0	0	
Capital outlay Total			88,836	253,639	342,474	200,531	84,401	284,932	140,000	0	140,000	-50.87%
Debt service	509-059-591-21-70-01	Vehicle Lease Pyt - Police	0	0	0	0	90,708	90,708	75,730	75,730	151,460	
	509-059-591-48-70-02	Vehicle Lease Pyt - PW	0	0	0	0	28,200	28,200	36,429	36,429	72,858	
	509-059-591-95-70-03	Vehicle Lease Pyt - Streets	0	0	0	0	(75,582)	(75,582)	11,925	11,925	23,850	
Debt service Total			0	0	0	0	43,326	43,326	124,084	124,084	248,168	472.79%
509 Equipment Replacement Fund Total			88,836	253,639	342,474	200,531	193,584	394,115	327,259	187,258	514,517	30.55%
Salaries and benefits	521-052-517-78-21-08	Unemployment Comp Claims	15,116	13,964	29,080	17,566	12,534	30,100	25,000	25,000	50,000	
Salaries and benefits Total			15,116	13,964	29,080	17,566	12,534	30,100	25,000	25,000	50,000	66.11%
521 Unemployment Compensation/Self Insurance Total			15,116	13,964	29,080	17,566	12,534	30,100	25,000	25,000	50,000	66.11%



CITY OF
MillCreek
WASHINGTON™

Positions and Salary Schedules

Authorized Position Listing

By Full-Time Equivalent

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Final ⁴
Executive						
City Manager	1.00	1.00	-	1.00	1.00	1.00
Chief of Staff	-		1.00	-	-	-
City Clerk		1.00	-	-	-	-
Deputy City Manager		-	1.00	1.00	1.00	1.00
Executive Assistant/Deputy Clerk	1.00	1.00	1.00	0.50	0.50	0.50
Human Resources Director	0.80	-	-	-	-	-
Management Analyst	-	-	-	-	1.00	1.00
Executive Total	2.80	3.00	3.00	2.50	3.50	3.50
Clerk						
City Clerk	1.00	-	1.00	1.00	1.00	1.00
Deputy City Clerk / Executive Assistant	1.00	-	-	0.50	0.50	0.50
Clerk Total	2.00	0.00	1.00	1.50	1.50	1.50
IT						
Information Systems and Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Technician	-	-	-	-	1.00	1.00
IT Total	1.00	1.00	1.00	1.00	2.00	2.00
Human Resources						
Human Resources Manager	-	-	-	1.00	1.00	-
Human Resources Director	0	-	-	-	-	1.00
Human Resources Total	0.00	0.00	0.00	1.00	1.00	1.00

Authorized Position Listing

By Full-Time Equivalent

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Final ⁴
Communications and Marketing/Recreation						
Basketball Referee- Temporary	-	0.80	-	-	-	-
Communications, Marketing & Recreation Coordinator	-	1.00	1.00	2.00	2.00	2.00
Communications, Marketing & Recreation Manager	-	-	-	-	1.00	1.00
Community Engagement Coordinator	-	1.00	-	-	-	-
Director of Communications and Marketing	-	1.00	-	-	-	-
Gym Supervisor-Temporary	-	0.20	-	-	-	-
Preschool Assistant	-	0.60	-	-	-	-
Preschool Teacher	-	0.30	-	-	-	-
Rec Program Asst	-	-	1.00	-	-	-
Recreation Coordinator	-	1.00	-	-	-	-
Communications and Marketing Total	0.00	5.90	2.00	2.00	3.00	3.00
Finance and Administration						
Director of Finance and Administration	-	1.00	-	-	-	-
Finance Director	1.00	-	1.00	1.00	1.00	1.00
Customer Service Representative	-	2.40	2.61	3.20	3.20	3.20
Senior Accountant	-	1.00	-	-	-	-
Staff Accountant	-	-	-	1.00	1.00	1.00
Accountant	2.00	-	-	-	-	-
Accounting Technician	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Supervisor - Finance & Admin	-	1.00	1.00	1.00	1.00	1.00
Passport Technician	0.60	-	-	-	-	-
Senior Passport Technician	0.70	-	-	-	-	-
Finance and Administration Total	5.30	6.40	5.61	7.20	7.20	7.20

Authorized Position Listing

By Full-Time Equivalent

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Final ⁴
Public Safety						
Police Chief/Director of Public Safety	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Director of Public Safety	-	1.00	-	-	1.00	1.00
Support Services Supervisor	-	1.00	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Police Officer	18.00	17.00	17.00	17.00	17.00	17.00
Police Support Officer	1.00	1.00	1.00	1.00	1.00	1.00
Records Technician	2.00	2.00	-	-	-	-
Evidence Technician	1.00	1.00	-	-	-	-
Police Support Services Technician	-	-	-	3.00	3.00	3.00
Administrative Assistant	1.00	-	-	-	-	-
Police Evidence Technician	-	-	1.00	-	-	-
Police Records Technician	-	-	2.00	-	-	-
Public Safety Total	29.00	29.00	28.00	28.00	29.00	29.00
Community Development ¹						
Administrative Assistant	-	1.00	-	-	-	-
Associate Planner	-	1.00	1.00	-	-	-
Associate Planner / Permit Coordinator	-	-	-	1.00	1.00	1.00
Building Official	-	1.00	-	-	-	-
Building/Right of Way Inspector	1.00	-	-	-	-	-
Building Permit Technician	1.00	-	-	-	-	-
Planner	-	-	-	1.00	1.00	1.00
Planning and Development Manager	-	-	-	1.00	1.00	-
Planning Manager	1.00	1.00	1.00	-	-	-
Planning Specialist	1.00	-	-	-	-	-
Building/Right of Way Inspector	1.00	-	-	-	-	-
Community Development Director	1.00	-	-	-	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00
Community Development Total	7.00	5.00	3.00	4.00	5.00	4.00

Authorized Position Listing

By Full-Time Equivalent

Position Title	17/18	19/20	21/22	23/24 Original	23/24 Adjusted ³	25/26 Final ⁴
Public Works/Development Services						
City Engineer	1.00	-	-	1.00	1.00	1.00
Director of Public Works and Development Services	-	1.00	1.00	-	-	-
Engineering Intern - Temporary	0.20	-	-	-	-	-
Engineering Technician	-	1.00	-	-	-	-
Maintenance Aide - Seasonal	1.00	1.00	-	0.80	0.80	0.80
Maintenance Worker	5.00	5.00	4.00	5.00	6.00	7.00
Project Engineer	-	1.00	1.00	2.00	2.00	2.00
Public Works Director	1.00	-	-	1.00	1.00	1.00
Public Works Maintenance and Operations Manager	-	-	-	1.00	1.00	1.00
Public Works Supervisor	1.00	1.00	1.00	-	-	-
Supervising Engineer	-	1.00	1.00	-	-	-
Surface Water Coordinator	-	-	-	1.00	1.00	1.00
Surface Water Engineer	-	1.00	-	-	-	-
Surface Water Engineer (Manager)	1.00	-	-	-	-	-
Public Works/Development Services Total	10.20	12.00	8.00	11.80	12.80	13.80
Recreation²						
Basketball Referee	-	-	0.71	-	-	-
Basketball Referee - Temporary	0.80	-	-	-	-	-
Gym Supervisor	-	-	0.10	-	-	-
Gym Supervisor - Temporary	0.20	-	-	-	-	-
Preschool Assistant	0.60	-	-	-	-	-
Preschool Playground Assistant	-	-	0.63	-	-	-
Preschool Playground Lead	-	-	0.33	-	-	-
Preschool Teacher	0.30	-	-	-	-	-
Recreation Coordinator	-	-	1.00	-	-	-
Recreation and Tourism Coordinator	2.00	-	-	-	-	-
Recreation and Tourism Manager	1.00	-	-	-	-	-
Recreation Total	4.90	0.00	2.77	0.00	0.00	0.00
Grand Total	62.20	62.30	54.38	59.00	65.00	65.00

Notes:

1. From 2019/2020 through 2023/2024, Community Development is accounted for in PWDS section. 2025/2026 Community Development was re-established as a separate department.
2. This Recreation function is accounted for in Communication and Marketing in 2023-2024.
3. Position changes in 2023/2024 highlighted in yellow.
4. Proposed reclassifications and/or new positions in 2025/2026 highlighted in green.



CITY OF
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WASHINGTON™

2025-2030 Capital Improvement Plan

ORDINANCE NO. 2024-925
AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON ADOPTING THE
6-YEAR CAPITAL IMPROVEMENT PLAN FOR THE YEARS 2025-2030 IN
ACCORDANCE WITH THE CITY'S BIENNIAL BUDGET PROCESS,
COMPREHENSIVE PLAN, AND THE GROWTH MANAGEMENT ACT.

WHEREAS, the City of Mill Creek utilizes a biennial budget process and will be adopting its operating budget with accompanying appropriations for years 2025 and 2026; and

WHEREAS, the City of Mill Creek routinely adopts a capital improvement plan with a 6-year planning horizon to comply with the City Comprehensive Plan and the State of Washington Growth Management Act; and

WHEREAS, the Mill Creek City Council held study sessions on the proposed draft six-year capital improvement plan on July 23, September 24, and October 1, 2024, in which the Mill Creek City Council provided direction to staff for finalizing the proposed plan; and

WHEREAS, following timely notice, on October 29 and November 12, 2024, the Mill Creek City Council held public hearings on the 2025-2030 Capital Improvement Plan; and

WHEREAS, the Mill Creek City Council now desires to adopt the 2025-2030 Capital Improvement Plan presented in **Exhibit A**, containing a summary of funded projects and descriptions of each project's planned funding schedule, attached and incorporated herein; and

WHEREAS, the Mill Creek City Council will adopt a companion ordinance contemporaneous with this Ordinance, adopting the 2025-2026 biennial budget;

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 process involved in its consideration.

Section 2. Adoption. The City of Mill Creek City Council hereby adopts the 2025-2030 Capital Improvement Plan 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 of Mill Creek a complete and accurate copy of this Ordinance and the 2025-2030 Capital Improvement Plan to be available for public inspection and to transmit a certified copy of this ordinance to the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

Section 4. Severability. If any section, subsection, sentence, clause, phrase, or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction,

such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this Ordinance.

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

Section 6. 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.

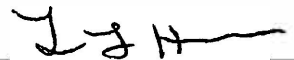
Section 7. Upon approval of the city attorney, the city clerk or code reviser are authorized to make necessary corrections to the Ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections or subsections

Passed in open meeting this 26th day of November 2024 by a vote of 7 for, 0 against, and 0 abstaining.

APPROVED:


BRIAN HOLTZCLAW, MAYOR

ATTEST:


LEAH HOLMES, CITY CLERK

APPROVED AS TO FORM:


GRANT DEGGINGER, CITY ATTORNEY

FILED WITH THE CITY CLERK: 11/27/24
PASSED BY THE CITY COUNCIL: 11/26/24
PUBLISHED: 11/29/24
EFFECTIVE DATE: 12/4/24
ORDINANCE NO. 2024-925

EXHIBIT A

2025-2030 CAPITAL IMPROVEMENT PLAN

**Compiled By:
DEPARTMENT OF PUBLIC WORKS &
DEVELOPMENT SERVICES**

Published November 21, 2024

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INTRODUCTION AND GUIDANCE FOR READERS

This 2025-2030 Capital Improvement Plan for the City includes capital investments and capital infrastructure improvements, programmed in conjunction with the development of the 2025-2026 City Biennial Budget. Final approval of this plan by the City Manager and final adoption of this plan by the City Council will be completed simultaneously with the final adoption of the 2025-2026 City Biennial Budget.

The City is required by the Washington State Growth Management Act (GMA) to maintain a six-year plan, revised on a biennial basis (with the possibility of a second, mid-biennial update/revision). This plan was also written in conjunction to the 2025 Comprehensive Plan.

Much of this plan is developed by the Engineering Services Group section of the City of Mill Creek Department of Public Works/Development Services which will lead the design and construction of the projects. These Engineering Services Projects typically involve improvements to one or more of the following infrastructure categories owned and operated by the City of Mill Creek:

- Transportation/Right-of-Way, including both motorized and non-motorized routes
- Surface Water Utility
- City Parks
- City-owned Facilities

Upon approval of the City Manager and final adoption by the City Council, the Transportation-specific content of the Engineering Services Project Plan will become the 2023-2028 Transportation Improvement Plan, and be submitted to the State of Washington in accordance with the RCW. A City's Transportation Improvement Plan must be updated annually, with the next update to this plan scheduled for 2024.

It is typical of these comprehensive plans that there will be more projects and other capital items identified as City needs and scoped for eventual delivery than can be reasonably delivered during the six-year planning period required by the GMA. Further, the availability of financing can substantially limit what can be reasonably delivered within the planning period.

Consequently, Engineering Services Projects in this plan document are broadly categorized as either "Programmed" (planned for delivery within the six year period) or "Unprogrammed" (not planned for delivery within the six year period).

During City Council adoption of the 2025-2026 City Biennial Budget, the Programmed Engineering Services Projects for 2025 will have funding allocated. Capital investments, purchases, and other capital improvements identified for the 2025-2026 period will also have City funding allocated. Programmed Engineering Services Projects for 2027-2030 will remain unfunded until a future City budgetary process provides funding.

Typically, limitations on both the quantity and sizes of projects that can be Programmed into the six-year period project delivery are influenced by one or both of the following:

- Availability of appropriate source(s) and level(s) of funding for the proposed project
- Capacity of City staff, mainly engineering staff, to deliver the projects with a reliable adherence to both the allocated budget and the anticipated schedule

Contracted services provide a key role in the delivery of an Engineering Services Projects work plan. Although City staff may have the capabilities to provide elements of a project delivery, City staff typically need to provide a much wider range of City engineering services, and in fashions that are provided consistently, reliability, and with good quality control. Consequently, contracted engineering, inspection, specialized technical, and construction services substantially increases a Public Works Department's overall capability to deliver City engineering services.

It must be emphasized, however, that contracting out services, such as for the delivery of projects, does not remove all roles for City staff in delivering those projects successfully. In addition to contract and overall project management and direction, City staff also provide quality assurance on behalf of the City, coordination of multi-department review services, coordination with City Council and City management on project status and issues resolution, and much of the public outreach and engagement associated with projects.

Engineering Services Project Sheet Guidance

Each Engineering Services Project sheet has the following sections:

Project Name: A descriptive name for the project. Where possible, this project name refers to the geographical location of the project (e.g. street name, park name, building name, etc.).

Project Number: This is an assigned alphanumeric identifier for a project selected at time the project is scoped and included in this work plan (regardless of being "Programmed" or "Not Programmed" by that plan). These numbers use the following prefixes:

ST = Street/Motorized Projects
NM = Non-Motorized Projects
SW = Surface Water Utility Projects
FA = Facilities Projects
PK = Parks Projects

Project Category: Projects are divided into one of the following categories, based on what the project is meant to deliver:

New

Replacement/Upgrade
Rehabilitation/Renovation/Modification
Non-Capitalized Engineering/Planning

New Capital Asset: Yes or No, does the project deliver new and/or replacement city infrastructure assets, primarily financial capitalization tracking

Project Description: A general summary description of what the project proposes to do. This summary may also supply background and/or referenced sources for the project, such as a project requirement of a City permit. If there is one or more other City projects that may be interrelated in the work plan, such as dependencies (i.e. one project that needs to be completed before the next, etc.), these are referenced in the project description.

Anticipated Operations and Maintenance Impact of the Project:

It is typically not possible to accurately quantify this during the Scoping stage of a project, when it is adopted into a Comprehensive Plan. But an initial assessment of the anticipated impact is discussed here.

Expense Category: Most project expenses are divided into one of three categories:

Design+Inspection/CM
Construction
Contingency

These expense categories do not incorporate City staff/in-house expenses associated with these projects.

“Design+Inspection/CM” includes all applicable studies, investigations, outside agency permits and/or review fees, external advertisement costs and similar expenses, etc.

If applicable, such as for a study rather than a construction project, “Plan/Study Development” will be used in lieu of “Design+Inspection/CM”. In the event a project will involve property acquisition or similar expenses, such as right-of-way (ROW) acquisition, that will typically be listed separately.

Funding Sources(s): The sources, including City and external funding sources, that are proposed to be used to allocate funds to projects.

SUMMARY RESOLUTION OF 2023-2028 CAPITAL IMPROVEMENT PLAN

This section summarizes the resolution of the programmed and non-programmed projects that were previously included in the adopted 2023-2028 Capital Improvement Plan.

There are a large number of projects included in this list in an effort to streamline and clarify work that is a portion of a larger project. Additionally, a multi-year or ongoing program will no longer have yearly iterations; it will just show yearly budget asks.

Transportation

- **ST00002 – Citywide ROW ADA Transition Plan Update – Removed**
This project was removed since the current ADA Transition Plan meets the federal requirements for ADA evaluation and reporting.
- **ST00005 – 2025 Citywide Traffic Counts/Speed Study - Combined**
This is rolled into ST00003 as an ongoing program with bi-yearly budget requests.
- **ST00006 – 2027 Citywide Traffic Counts/Speed Study - Combined**
This is rolled into ST00003 as an ongoing program with bi-yearly budget requests.
- **ST00015 – 164th St SE Signal Improvements - Combined**
Based on the 2024 Comprehensive Plan and Council directions, the overall transportation system in the Mill Creek Blvd Subarea will be evaluated on a neighborhood-wide basis. This project has been combined with ST00001
- **ST00017 – Citywide Bridge Inspection Project - Removed**
This is an ongoing maintenance item and will be included as a maintenance task, not as a capital project.
- **NM00003 – Silver Crest Dr Pedestrian Improvements – Re-scoped**
Silver Lake Sewer and Water District is planning a major overhaul of the water and sewer distribution systems in the area of this project. Therefore, we have expanded this project and changed it to ST00005 to encompass the full re-construction of Silver Crest Drive, including multi-modal improvements.
- **NM00004 – North Creek Drive Pedestrian Improvements - Combined**
This project was created to support the DRCC Project (PK00004). However, due to the fact that the design of the roadway and improvements will not effectively

be known until further in the DRCC project, it is appropriate to make this work a part of that project.

- **NM00007 – Citywide Safe Routes to Schools Assessment Study - Combined**
This project is now part of the Citywide Comprehensive Safety Action Plan, ST00003.
- **ST90001 – 2023-2024 Overlay - Completed**
This project was completed in 2024.
- **ST90002 – 2023-2024 Slurry Seal Microsurfacing - Completed**
This project was completed in 2024.
- **ST90003 – 2023 Street Concrete ADA Improvements – Completed**
This project was completed in 2024.
- **ST90004 – 2024-2025 Street Concrete ADA Improvements – Completed**
This project was completed in 2024.

The slurry seal microsurfacing, overlay, and street concrete ADA improvements projects are all bundled together as a single project for bid with a single contractor. Therefore, for accounting and tracking purposes, it is more appropriate to keep them as a single project. Additionally, since the projects will be occurring yearly, they have been rolled into a single program task, ST90005.

- **ST90006 – 2025 Slurry Seal Microsurfacing – Combined**
- **ST90011 – 2027 Overlay – Combined**
- **ST90012 – 2027 Slurry Seal Microsurfacing – Combined**
- **ST90013 – 2027 Street Concrete ADA Improvements – Combined**
- **ST90014 – 2028 Overlay – Combined**
- **ST90015 – 2028 Slurry Seal Microsurfacing – Combined**
- **ST90016 – 2028 Street Concrete ADA Improvements – Combined**
- **ST90017 – Trillium Blvd Overlay and ADA Improvements – Re-scoped**
Based on the pavement assessment done in 2024, Trillium Blvd has a Pavement Condition Index (PCI) of approximately 5. This means that the road pavement has failed and must have a full-depth replacement and repair. This project has been expanded from a pavement maintenance project to a full capital project with a new road design and installation. The new project number is ST00007.
- **ST90018 – Mill Creek Blvd Overlay and Rehabilitation – Combined**
Based on the 2024 Comprehensive Plan and Council directions, the overall transportation system in the Mill Creek Blvd Subarea will be evaluated on a neighborhood-wide basis. This project has been combined with ST00001

Parks

- **19-PARK-02 – Silver Crest Park – Completed**
Work on this project is anticipated to be completed prior to the end of 2024.

- **PK00001 – Dobson/Remillard/Church/Cook (DRCC) Master Plan - Combined**
This project detailed a separate funding source from the remaining work. The funding associated with it is anticipated to be spent by the end of 2024. Therefore this capital project has been removed and work on DRCC will be completed in PK00004.
- **PK00002 – Pine Meadow Park Restroom Roof Replacement – Combined**
Based on discussion with the Parks Board and other stakeholders, staff concluded that a programmatic, parks system wide solution to address deficiencies is necessary. This project is re-formed into the current form with the intention of hiring a single contractor to address all deficient roofs in parks across the city.
- **PK00003 – Cougar Park Improvements – Removed**
Based on the information provided, this project was not adequately scoped. Additional scoping and needs analysis will be completed prior to re-assessing the project. This will be performed as part of the Parks, Recreation, and Open Space (PROS) Plan (PK00007) to be completed in 2025.
- **PK00010 – Library Park Renovation – Revised**
Due to additional funding sources arriving, including funding from the State for Veteran's Monument, this project has been revised to provide a wholistic approach to Library Park, including storm drainage revisions, upgrades to Veteran's Monument, and other items to be identified.

Facilities

- **19-BLDG-02 – Library Floor Repair and Building Upgrades – Complete**
Work is complete on this project.
- **FA00002 – Citywide Facilities ADA Transition Plan Update – Removed**
This project was removed since the current ADA Transition Plan meets the federal requirements for ADA evaluation and reporting.
- **FA00006 – City Hall North Building Renovation – Removed/Combined**
Because of the uncertainty in the future use of City Hall North, this project has been removed pending the completion of the Citywide Facilities Master Plan. Once the needs of the City and its staff has been determined, the future of the City Hall North Building can be addressed.

Surface Water Utility

- **SW00001 – Mill Creek Rd Storm Pipe Extension – Removed**
This project has been removed in order to address more pressing issues in the Mill Creek Basin, which has been identified as the City's basin of concern. It may be re-programmed if needs or funding arise.

- **SW00002 – Mill Creek Blvd/161st St SE Storm Pipe Replacement – Combined**
Based on the 2024 Comprehensive Plan and Council directions, the overall storm drainage system in the Mill Creek Blvd Subarea will be evaluated on a neighborhood-wide basis. This project has been combined with SW00001.
- **SW00003 – 159th PI SE Storm Pipe Replacement – Combined**
Based on the 2024 Comprehensive Plan and Council directions, the overall storm drainage system in the Mill Creek Blvd Subarea will be evaluated on a neighborhood-wide basis. This project has been combined with SW00001.
- **SW00004 – Seattle Hill Road/Village Green Drive Storm Pipe Extension – Removed**
Staff investigated the issue in 2023. While minor slowly flowing water was found, it appeared that there was a large amount of underground utilities in the area, which precluded addressing the issue.
- **SW00006 – North Creek Drive Stormwater Improvements – Combined**
This project was created to support the DRCC Project (PK00004). However, due to the fact that the design of the storm drainage and improvements will not effectively be known until further in the DRCC project, it is appropriate to make this work a part of that project.
- **SW00009 – 164th Storm Pipe Extension – Complete**
City maintenance crews self-performed this work.
- **SW00010 – Emergency Spill Response & Cleanup - Removed**
This is an ongoing maintenance item and is not appropriate to include in the Capital Improvement Plan.
- **SW00011 – Mill Creek Blvd Stormwater Subbasin Plan – Combined**
Based on the 2024 Comprehensive Plan and Council directions, the overall storm drainage system in the Mill Creek Blvd Subarea will be evaluated on a neighborhood-wide basis. This project has been combined with SW00001.
- **SW00012 – Citywide Stream Water Quality Sampling – Removed**
This is a requirement of the Phase II NPDES Municipal Permit and is performed on a yearly basis. Therefore, it is not appropriate to include this as a Capital Improvement Plan.
- **2022-2023 Grade C Pipe Rehabilitation – Complete**
This project was completed in 2024.
- **Catch Basin/Public Facility Maintenance Program**
This is a requirement of the Phase II NPDES Municipal Permit and is performed on a yearly basis. Therefore, it is not appropriate to include this as a Capital Improvement Plan.

TABLE 1 - 2025-2030 ENGINEERING SERVICES GROUP ASSIGNED PROJECT PLAN									
Project Name	City Project Number	Rollover/Current Project	2025	2026	2027	2028	2029	2030	Total 2025-2030
Transportation Projects									
<i>Street/Motorized</i>									
Mill Creek Blvd Master Transportation Upgrade	ST00001	\$ -	\$ -	\$ 600,000	\$ 4,400,000	\$ 4,400,000	\$ -	\$ -	\$ 9,400,000
Citywide Comprehensive Safety Action Plan	ST00003	\$ 100,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
2023 Citywide Traffic Counts/Speed Study	ST00004	\$ 15,000	\$ -	\$ 17,000	\$ -	\$ 19,000	\$ -	\$ 21,000	\$ 72,000
Silver Crest Drive Reconstruction	ST00005	\$ -	\$ 550,000	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -	\$ 4,150,000
Trillium Blvd Reconstruction	ST00006	\$ -	\$ 500,000	\$ 2,580,000	\$ -	\$ -	\$ -	\$ -	\$ 3,080,000
Old Seattle Hill Rd Reconstruction	ST00007	\$ -	\$ -	\$ 400,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,400,000
Dumas Road Reconstruction	ST00008	\$ -	\$ -	\$ -	\$ 500,000	\$ 3,500,000	\$ -	\$ -	\$ 4,000,000
Mill Creek Blvd/Village Green Drive Corridor Study	ST00012	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000
Mill Creek Road/Seattle Hill Road Corridor Study	ST00013	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ 240,000
Citywide Right-of-Way Asset Mapping Update	ST00014	\$ -	\$ 35,000	\$ 36,500	\$ 37,500	\$ 38,500	\$ 39,500	\$ 41,000	\$ 228,000
Transportation Project Placeholder 1	ST00015	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 4,800,000	\$ -	\$ 5,200,000
Transportation Project Placeholder 2	ST00016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 5,400,000	\$ 5,900,000
Traffic Light Program	ST00017	\$ -	\$ 50,000	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ 99,000
<i>Non-Motorized</i>									
Mill Creek Elementary/Heatherwood School Crosswalk Improvements	NM00001	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
35th Ave SE New Crosswalk	NM00002	\$ -	\$ 50,000	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ 194,000
North Creek Regional Trail Study	NM00005	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000
133rd St SE ROW Extension Improvements	NM00006	\$ -	\$ 500,000	\$ 230,000	\$ 948,000	\$ -	\$ -	\$ -	\$ 1,678,000
Non-Motorized Project Placeholder	NM00007	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 1,800,000	\$ -	\$ 2,150,000
Large-Scale Supplemental Road/Curb Sidewalk Repair	NM00008	\$ -	\$ 159,000	\$ 159,000	\$ -	\$ -	\$ -	\$ -	\$ 318,000
<i>Pavement Preservation Program</i>									
Citywide Overlay Program	ST90005	\$ 110,000	\$ 2,464,000	\$ 2,538,000	\$ 2,614,000	\$ 2,692,000	\$ 2,773,000	\$ 2,856,000	\$ 16,047,000
Five-Year Pavement Preservation Program Plan	ST90010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
Transportation Project Totals:		\$ 225,000	\$ 4,568,000	\$ 10,353,500	\$ 10,879,500	\$ 11,639,500	\$ 9,982,500	\$ 8,318,000	\$ 55,966,000
Surface Water Utility Projects									
Mill Creek Blvd Master Drainage Upgrade	SW00001	\$ -	\$ -	\$ 500,000	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ 10,500,000
Nickle Creek/Old Seattle Hill Rd Fish Passage	SW00002	\$ -	\$ -	\$ 400,000	\$ 1,575,000	\$ -	\$ -	\$ -	\$ 1,975,000
Surface Water Capital Project Placeholder 1	SW00003	\$ -	\$ -	\$ -	\$ 400,000	\$ 1,800,000	\$ -	\$ -	\$ 2,200,000
Surface Water Capital Project Placeholder 2	SW00004	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 2,100,000	\$ -	\$ 2,550,000
Surface Water Capital Project Placeholder 3	SW00005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 2,400,000	\$ 2,900,000
Sweetwater Ranch Stormwater Repair	SW00013	\$ 200,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000
<i>Aging & Failing Program</i>									
Storm Pipe Rehabilitation Work Plan Update	SW90003	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Pipe Rehabilitation Program	SW90004	\$ 60,000	\$ 850,000	\$ 980,000	\$ 1,008,000	\$ 1,038,000	\$ 1,069,000	\$ 1,102,000	\$ 6,107,000
12-inch Storm Pipe Rehabilitation Work Plan	SW90005	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,000,000

TABLE 1 - 2025-2030 ENGINEERING SERVICES GROUP ASSIGNED PROJECT PLAN									
Project Name	City Project Number	Rollover/Current Project	2025	2026	2027	2028	2029	2030	Total 2025-2030
Surface Water Utility Project Totals:		\$ 260,000	\$ 2,450,000	\$ 1,880,000	\$ 8,483,000	\$ 8,788,000	\$ 3,669,000	\$ 3,502,000	\$ 29,032,000
Facilities Projects									
Police Station Radio Reception Improvement	FA00001	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Citywide Facilities Master Plan	FA00002	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Public Works Yard Facility Value Engineering Study	FA00003	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Public Works Yard Acquisition and Redevelopment	FA00004	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 500,000	\$ 4,800,000	\$ 4,800,000	\$ 13,600,000
Mill Creek City Hall North Renovation Project	FA00005	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Facilities Project Totals:		\$ 125,000	\$ 1,305,000	\$ -	\$ 3,500,000	\$ 500,000	\$ 4,800,000	\$ 4,800,000	\$ 15,030,000
Parks Projects									
Parks Roof Replacement	PK00002	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Library Park Rehabilitation	PK00003	\$ 50,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000
DRCC Site Development Phase I	PK00004	\$ 250,000	\$ 500,000	\$ 499,100	\$ 6,000,000	\$ 6,000,000	\$ -	\$ -	\$ 13,249,100
Citywide Parks and Trails ADA Transition Plan Update	PK00005	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
Nickel Creek Park Improvements	PK00006	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ -	\$ -	\$ 145,000
Citywide Parks and Open Space (PROS) Plan	PK00007	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Penny Creek Natural Area Master Plan and Phased Implementation	PK00008	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 550,000
Parks Project Placeholder 1	PK00009	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,800,000	\$ -	\$ 2,100,000
Parks Project Placeholder 2	PK00010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 2,100,000	\$ 2,450,000
North Creek Trail Pavement Rehabilitation	PK00011	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Parks Project Totals:		\$ 300,000	\$ 1,375,000	\$ 749,100	\$ 6,198,000	\$ 6,595,000	\$ 2,150,000	\$ 2,100,000	\$ 19,367,100
Total Engineering Services Project Expenses:		\$ 910,000	\$ 9,698,000	\$ 12,982,600	\$ 29,060,500	\$ 27,522,500	\$ 20,601,500	\$ 18,720,000	\$ 119,495,100

TABLE 2 - 2025-2030 ENGINEERING SERVICES PROJECT PLAN BY FUNDING														
Project Name	City Project Number	General Fund Reserve	General Fund	Parks & Trails	REET	Municipal Arts Fund	Surface Water Utility Reserves	Surface Water Utility	15720 Main St. Property Fund	Mitigation Fees	CIP Fund	Grants	Other	Total 2025-2030
Transportation Projects														
<i>Street/Motorized</i>														
Mill Creek Blvd Master Transportation Upgrade	ST00001	\$ -	\$ -	\$ -	\$ 1,940,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,460,000	\$ -	\$ 9,400,000
Citywide Comprehensive Safety Action Plan	ST00003	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ 240,000
2023 Citywide Traffic Counts/Speed Study	ST00004	\$ -	\$ -	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,000
Silver Crest Drive Reconstruction	ST00005	\$ -	\$ -	\$ -	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ 4,150,000
Trillium Blvd Reconstruction	ST00006	\$ -	\$ -	\$ -	\$ 2,080,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 3,080,000
Old Seattle Hill Rd Reconstruction	ST00007	\$ -	\$ -	\$ -	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 2,400,000
Dumas Road Reconstruction	ST00008	\$ -	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 4,000,000
Mill Creek Blvd/Village Green Drive Corridor Study	ST00012	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
Mill Creek Road/Seattle Hill Road Corridor Study	ST00013	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
Citywide Right-of-Way Asset Mapping Update	ST00014	\$ -	\$ -	\$ -	\$ 228,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228,000
Transportation Project Placeholder 1	ST00015	\$ -	\$ -	\$ -	\$ 1,360,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,840,000	\$ -	\$ 5,200,000
Transportation Project Placeholder 2	ST00016	\$ -	\$ -	\$ -	\$ 1,580,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,320,000	\$ -	\$ 5,900,000
Traffic Light Program	ST00017	\$ -	\$ -	\$ -	\$ 99,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,000
<i>Non-Motorized</i>														
Mill Creek Elementary/Heatherwood School Crosswalk Improvements	NM00001	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
35th Ave SE New Crosswalk	NM00002	\$ -	\$ -	\$ -	\$ 194,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,000
North Creek Regional Trail Study	NM00005	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
133rd St SE ROW Extension Improvements	NM00006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,678,000	\$ -	\$ -	\$ -	\$ 1,678,000
Non-Motorized Project Placeholder	NM00007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,150,000	\$ -	\$ -	\$ -	\$ 2,150,000
Large-Scale Supplemental Road/Curb Sidewalk Repair	NM00008	\$ -	\$ -	\$ -	\$ 318,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318,000
<i>Pavement Preservation Program</i>														
Citywide Overlay Program	ST90005	\$ -	\$ -	\$ -	\$ 14,237,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 1,310,000	\$ -	\$ 16,047,000
Five-Year Pavement Preservation Program Plan	ST90010	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Transportation Project Totals:		\$ -	\$ -	\$ 140,000	\$ 28,908,000	\$ -	\$ -	\$ -	\$ -	\$ 5,328,000	\$ -	\$ 21,590,000	\$ -	\$ 55,966,000
Surface Water Utility Projects														
Mill Creek Blvd Master Drainage Upgrade	SW00001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 8,000,000	\$ -	\$ 10,500,000
Nickle Creek/Old Seattle Hill Rd Fish Passage	SW00002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715,000	\$ 1,260,000	\$ -	\$ -	\$ -	\$ -	\$ 1,975,000
Surface Water Capital Project Placeholder 1	SW00003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000
Surface Water Capital Project Placeholder 2	SW00004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,550,000
Surface Water Capital Project Placeholder 3	SW00005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900,000
Sweetwater Ranch Stormwater Repair	SW00013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000
<i>Aging & Failing Program</i>														
Storm Pipe Rehabilitation Work Plan Update	SW90003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Pipe Rehabilitation Program	SW90004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,107,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,107,000
12-inch Storm Pipe Rehabilitation Work Plan	SW90005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Surface Water Utility Project Totals:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,772,000	\$ 1,260,000	\$ -	\$ -	\$ 8,000,000	\$ -	\$ 29,032,000
Facilities Projects														
Police Station Radio Reception Improvement	FA00001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000
Citywide Facilities Master Plan	FA00002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Public Works Yard Facility Value Engineering Study	FA00003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
Public Works Yard Acquisition and Redevelopment	FA00004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400,000	\$ 7,200,000	\$ -	\$ 13,600,000
Mill Creek City Hall North Renovation Project	FA00005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 700,000
Facilities Project Totals:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 7,130,000	\$ 7,700,000	\$ -	\$ 15,030,000
Parks Projects														
Parks Roof Replacement	PK00002	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Library Park Rehabilitation	PK00003	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 600,000
DRCC Site Development Phase I	PK00004	\$ -	\$ -	\$ -	\$ 2,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,599,100	\$ -	\$ 13,249,100
Citywide Parks and Trails ADA Transition Plan Update	PK00005	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000

TABLE 3 - 2025-2026 ENGINEERING SERVICES PROJECT PLAN BY FUNDING

Project Name	City Project Number	General Fund Reserve	General Fund	Parks & Trails	REET	Municipal Arts Fund	Surface Water Utility Reserves	Surface Water Utility	15720 Main St. Property Fund	Mitigation Fees	CIP Fund	Grants	Other	Total 2025-2026
Transportation Projects														
<i>Street/Motorized</i>														
Mill Creek Blvd Master Transportation Upgrade	ST00001	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420,000	\$ -	\$ 600,000
Citywide Comprehensive Safety Action Plan	ST00003	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 140,000
2023 Citywide Traffic Counts/Speed Study	ST00004	\$ -	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000
Silver Crest Drive Reconstruction	ST00005	\$ -	\$ -	\$ -	\$ 1,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ 4,150,000
Trillium Blvd Reconstruction	ST00006	\$ -	\$ -	\$ -	\$ 2,080,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 3,080,000
Old Seattle Hill Rd Reconstruction	ST00007	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Dumas Road Reconstruction	ST00008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mill Creek Blvd/Village Green Drive Corridor Study	ST00012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mill Creek Road/Seattle Hill Road Corridor Study	ST00013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Citywide Right-of-Way Asset Mapping Update	ST00014	\$ -	\$ -	\$ -	\$ 71,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,500
Transportation Project Placeholder 1	ST00015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Project Placeholder 2	ST00016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Traffic Light Program	ST00017	\$ -	\$ -	\$ -	\$ 99,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,000
<i>Non-Motorized</i>														
Mill Creek Elementary/Heatherwood School Crosswalk Improvements	NM00001	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
35th Ave SE New Crosswalk	NM00002	\$ -	\$ -	\$ -	\$ 194,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,000
North Creek Regional Trail Study	NM00005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
133rd St SE ROW Extension Improvements	NM00006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730,000	\$ -	\$ -	\$ -	\$ 730,000
Non-Motorized Project Placeholder	NM00007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Large-Scale Supplemental Road/Curb Sidewalk Repair	NM00008	\$ -	\$ -	\$ -	\$ 318,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318,000
<i>Pavement Preservation Program</i>														
Citywide Overlay Program	ST90005	\$ -	\$ -	\$ -	\$ 4,102,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 400,000	\$ -	\$ 5,002,000
Five-Year Pavement Preservation Program Plan	ST90010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Project Totals:		\$ -	\$ -	\$ -	\$ 9,271,500	\$ -	\$ -	\$ -	\$ -	\$ 1,730,000	\$ -	\$ 3,920,000	\$ -	\$ 14,921,500
<i>Surface Water Utility Projects</i>														
Mill Creek Blvd Master Drainage Upgrade	SW00001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Nickle Creek/Old Seattle Hill Rd Fish Passage	SW00002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Surface Water Capital Project Placeholder 1	SW00003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Capital Project Placeholder 2	SW00004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Capital Project Placeholder 3	SW00005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sweetwater Ranch Stormwater Repair	SW00013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
<i>Aging & Failing Program</i>														
Storm Pipe Rehabilitation Work Plan Update	SW90003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Pipe Rehabilitation Program	SW90004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,830,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,830,000
12-inch Storm Pipe Rehabilitation Work Plan	SW90005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Utility Project Totals:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,330,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,330,000
<i>Facilities Projects</i>														
Police Station Radio Reception Improvement	FA00001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000
Citywide Facilities Master Plan	FA00002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Public Works Yard Facility Value Engineering Study	FA00003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Public Works Yard Acquisition and Redevelopment	FA00004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mill Creek City Hall North Renovation Project	FA00005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 700,000
Facilities Project Totals:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 605,000	\$ 500,000	\$ -	\$ 1,305,000
<i>Parks Projects</i>														
Parks Roof Replacement	PK00002	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Library Park Rehabilitation	PK00003	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 550,000
DRCC Site Development Phase I	PK00004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 999,100	\$ -	\$ 999,100
Citywide Parks and Trails ADA Transition Plan Update	PK00005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TRANSPORTATION

SUB-SECTIONS INCLUDE:

- STREET/MOTORIZED PROJECTS (ST PROJECTS)
- NON-MOTORIZED PROJECTS (NM PROJECTS)
- PAVEMENT PRESERVATION PROGRAM

TRANSPORTATION

STREET/MOTORIZED (ST) PROJECTS

PROJECT NAME:	Mill Creek Blvd Master Transportation Upgrade	TRANSPORTATION
PROJECT #:	ST00001	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project will address the design goals of the Mill Creek Blvd Subarea Master Plan. In order to make the subarea more attractive to prospective development, infrastructure design and construction needs to be completed. This project will begin planning surface street improvements and follow a "complete street" methodology towards creating a fully transit and pedestrian oriented development. This project will include the limits and impacts identified in the Environmental Impact Statement prepared for the Subarea. Additional connectivity and transportation options will be evaluated to alleviate traffic and create better pedestrian and bike connections to regional mass transportation. This project will be accompanied by the Mill Creek Blvd Master Drainage Upgrade (SW00001) to create a complete project, allowing support for future grant and other external funding applications.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan/Study Development				\$ 600,000					\$ 600,000
Construction					\$ 4,000,000	\$ 4,000,000			\$ 8,000,000
Contingency					\$ 400,000	\$ 400,000			\$ 800,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 600,000	\$ 4,400,000	\$ 4,400,000	\$ -	\$ -	\$ 9,400,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET				\$ 180,000	\$ 880,000	\$ 880,000			\$ 1,940,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1				\$ 420,000	\$ 3,520,000	\$ 3,520,000			\$ 7,460,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ 600,000	\$ 4,400,000	\$ 4,400,000	\$ -	\$ -	\$ 9,400,000

PROJECT NAME:	Citywide Comprehensive Safety Action Plan	TRANSPORTATION
PROJECT #:	ST00003	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project will develop a citywide Comprehensive Safety Action Plan that meets the expectations and requirements of the Safe Streets and Roads for All (SS4A) federal program. The SS4A program was established by the Bipartisan Infrastructure Law to provide means for approved federal grant funding being provided to local governments committed to a program of preventing roadway deaths and serious injuries. In order to secure SS4A funds for implementation capital improvement projects, the City must first develop and adopt an Action Plan. Plans typically include a combination of programs and strategies, tailored to the specific city, that identify strategic capital improvements and enhancements in the rights-of-way, review City needs for particular public safety policies such as Safe Routes to Schools, identify low-cost street safety options and opportunities, review speed management policies and practices, and engage the public for both input on City safety concerns and provide both outreach and education to the community. SS4A will fund the creation of this Comprehensive Safety Action Plan at the grant funding level indicated in the Funding Source(s) below, so long as the project is already programmed into the City-adopted transportation improvement plan. This project scheduling assumes City staff will apply for SS4A funding in 2023 (the deadline for application is September). Future projects identified in this study, including potential candidates for future SS4A implementation grants, will be programmed in future capital improvement plans and/or updates.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development		\$ 100,000	\$ 140,000						\$ 240,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ 100,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000

Funding Source(s)	BARS	Prior	2023	2024	2025	2026	2027	2028	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET		\$ 40,000	\$ 40,000						\$ 80,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Federal SS4A FY23 Action Plan Grant (unsecured)		\$ 60,000	\$ 100,000						\$ 160,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 100,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000

PROJECT NAME:	2023 Citywide Traffic Counts/Speed Study	TRANSPORTATION
PROJECT #:	ST00004	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

Every two years (typically on even years), the City completes a vehicle traffic count/speed count analysis of the traffic conditions on select arterial and collector streets in Mill Creek. This work is performed to evaluate the changes in street usage over time, in order to plan for future street improvements, including the identification of potential pedestrian or other street safety measures. Typically, the City deploys a combination of volume or volume-plus-speed counters at 22 locations in the City, including locations on Bothell-Everett Highway, 132nd St SE, Dumas Road, North Creek Drive, 136th St, Trillium Blvd, Mill Creek Blvd, Village Green Drive, Main Street, 164th St SE, Mill Creek Road, Seattle Hill Road, 35th Ave SE, 144th St SE, and Silver Crest Drive. Additionally, the City occasionally adds additional "spot" traffic monitoring locations to support either specific traffic corridor studies, evaluate particular public safety concerns, support post-accident investigations, and/or design of capital improvement projects. The City uses this data internally, and also provides it to WSDOT, the Puget Sound Regional Council (PSRC), and Snohomish County to support regional transportation infrastructure planning and requests for regional transportation funding from the state and federal sources.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM		\$ 15,000		\$ 17,000		\$ 19,000		\$ 21,000	\$ 72,000
Construction									\$ -
Contingency									\$ -
Total Project Expenditures	\$ -	\$ 15,000	\$ -	\$ 17,000	\$ -	\$ 19,000	\$ -	\$ 21,000	\$ 72,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET		\$ 15,000		\$ 17,000		\$ 19,000		\$ 21,000	\$ 72,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 15,000	\$ -	\$ 17,000	\$ -	\$ 19,000	\$ -	\$ 21,000	\$ 72,000

PROJECT NAME:	Silver Crest Drive Reconstruction	TRANSPORTATION
PROJECT #:	ST00005	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

City staff was notified that Silver Lake Sewer and Water District is planning on replacing the existing water main and installing new sewer main in the vicinity of Silver Crest Drive, between approximately 26th Ave SE and 35th Ave SE, including some of the side streets as well. This work will trigger complete replacement of the road surface in that area. This project seeks to perform complete street improvements, installing sidewalks and bike lanes, as well as installing new storm drainage improvements to address some undersized pipes and meet all triggered drainage code. This project does not presently anticipate any right-of-way acquisition will be needed as part of the project. Where possible, improvements will be integrated with existing curbs, gutters, and drainage.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is anticipated to add approximately 2,300 lineal feet of sidewalk, and so represent an increase in O&M needs proportional to new sidewalk, curbs, and related improvements. Additionally, new drainage improvements will require additional maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM			\$ 550,000						\$ 550,000
Construction				\$ 3,000,000					\$ 3,000,000
Contingency				\$ 600,000					\$ 600,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 550,000	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -	\$ 4,150,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 550,000	\$ 1,100,000					\$ 1,650,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1				\$ 500,000					\$ 500,000
Grant 2 (SLSWD Reimbursement)				\$ 2,000,000					\$ 2,000,000
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 550,000	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -	\$ 4,150,000

PROJECT NAME:	Trillium Blvd Reconstruction	TRANSPORTATION
PROJECT #:	ST00006	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to address the failing state of the paving on Trillium Blvd. Based on the pavement assessment performed in 2024, the asphalt has a Pavement Condition Index (PCI) of 9 to 20, which corresponds to failed pavement. This requires a complete re-build of the pavement along the road. This project will address the road between Highway 527 and Village Green Drive. The project will address a complete streets model, investigating the use of a separate bike path as well as upgraded walking surfaces. It is anticipated that traffic calming measures, such as Road Diet, will be used to reduce speeds along this highly traveled road. Additionally, storm drainage will be addressed along the entire length of the project. This is approximately 2,900 linear feet along the centerline of the road.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is anticipated to add approximately 2,900 lineal feet of road, curb and gutter, sidewalk, and separated bike lanes, and so represent an increase in O&M needs proportional to new sidewalk, curbs, and related improvements. Additionally, new drainage improvements will require additional maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM			\$ 500,000						\$ 500,000
Construction				\$ 2,150,000					\$ 2,150,000
Contingency				\$ 430,000					\$ 430,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 500,000	\$ 2,580,000	\$ -	\$ -	\$ -	\$ -	\$ 3,080,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 500,000	\$ 1,580,000					\$ 2,080,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees				\$ 500,000					\$ 500,000
CIP Fund									\$ -
Grant 1				\$ 500,000					\$ 500,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 500,000	\$ 2,580,000	\$ -	\$ -	\$ -	\$ -	\$ 3,080,000

PROJECT NAME:	Old Seattle Hill Rd Reconstruction	TRANSPORTATION
PROJECT #:	ST00007	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to address the failing state of the paving on Old Seattle Hill Road. Based on the pavement assessment performed in 2024, the asphalt has a Pavement Condition Index (PCI) of 9 to 20, which corresponds to failed pavement. This requires a complete re-build of the pavement along the road. This project will address the road between Mill Creek Road and the south City limits. A portion of the road is being rebuilt in 2024, but additional work on the road is required. The project will address a complete streets model, including bike lanes and sidewalks along the length of the project. Due to an undersized culvert along Nickle Creek that also creates a fish passage barrier, a major revision to that culvert is expected. That will be addressed in the Nickel Creek/Old Seattle Hill Road Fish Passage project (SW00002). Additionally, storm drainage will be addressed along the entire length of the project. This is approximately 2,400 linear feet along the centerline of the road.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is anticipated to add approximately 2,400 lineal feet of road, curb and gutter, sidewalk, and separated bike lanes, and so represent an increase in O&M needs proportional to new sidewalk, curbs, and related improvements. Additionally, new drainage improvements will require additional maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM				\$ 400,000					\$ 400,000
Construction					\$ 2,000,000				\$ 2,000,000
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 400,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,400,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET				\$ 400,000	\$ 1,000,000				\$ 1,400,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1					\$ 1,000,000				\$ 1,000,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ 400,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,400,000

PROJECT NAME:	Dumas Road Reconstruction	TRANSPORTATION
PROJECT #:	ST00008	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to address the failing state of the paving on Dumas Road. Based on the pavement assessment performed in 2024, the asphalt has a Pavement Condition Index (PCI) of 9 to 20, which corresponds to failed pavement. This requires a complete re-build of the pavement along the road. This project will address the road between Highway 96 and Highway 527. Additionally, with the larger amount of bus traffic from the new Community Transit Swift Orange Line, a stronger pavement section will be necessary. The project will address a complete streets model, including bike lanes and sidewalks along the length of the project. Additionally, storm drainage will be addressed along the entire length of the project. This is approximately 2,700 linear feet along the centerline of the road.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is anticipated to add approximately 2,700 lineal feet of road, curb and gutter, sidewalk, and separated bike lanes, and so represent an increase in O&M needs proportional to new sidewalk, curbs, and related improvements. Additionally, new drainage improvements will require additional maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM					\$ 500,000				\$ 500,000
Construction						\$ 2,900,000			\$ 2,900,000
Contingency						\$ 600,000			\$ 600,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 3,500,000	\$ -	\$ -	\$ 4,000,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET					\$ 500,000	\$ 2,500,000			\$ 3,000,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees						\$ 500,000			\$ 500,000
CIP Fund									\$ -
Grant 1						\$ 500,000			\$ 500,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 3,500,000	\$ -	\$ -	\$ 4,000,000

PROJECT NAME:	Mill Creek Blvd/Village Green Drive Corridor Study	TRANSPORTATION
PROJECT #:	ST00012	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project will evaluate the current levels of service and future needs for the Mill Creek Rd/Seattle Hill Road corridor. This collector-street corridor starts with the intersection of Mill Creek Blvd with Bothell-Everett Highway, extends northeast to the intersection with Trillium Blvd (where the street becomes Village Green Dr) and continues west, south, and eventually southeast to the intersection of Village Green Dr with Mill Creek Rd. In total, this corridor is approximately 3.1 miles. In general, the total width of ROW available is not completely utilized and bicycle lanes and supporting improvements are minimal. Lighting, particularly for pedestrian routes, is also limited in areas along the street. Once the update to the 2015 Comprehensive Plan is completed, the Transportation section will provide future needs and level-of-service recommendations for overall City streets and this study will incorporate those into concepting future capital improvement projects for these streets. Increasing stormwater utility regulations regarding use of ROW space for low impact development (LID) and similar stormwater facilities will be evaluated during this study. Finally, if available budget for this project allows, the study will evaluate options for urban design and enhancement elements.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan/Study Development					\$ 240,000				\$ 240,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET					\$ 240,000				\$ 240,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000

PROJECT NAME:	Mill Creek Road/Seattle Hill Road Corridor Study	TRANSPORTATION
PROJECT #:	ST00013	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project will evaluation the current levels of service and future needs for the Mill Creek Rd/Seattle Hill Road corridor. This collector-street corridor starts with the intersection of Mill Creek Rd with Bothell-Everett Highway and extends northeast to merge with Seattle Hill Road, ending at the intersection between Seattle Hill Road and 35th Ave. In total, this corridor is approximately 1.8 miles. The usage of this street has increased over time, and there is need to evaluate options for multi-modal improvements (particularly to provide bicycle or walking access between the south area of the City and the Community Transit regular and bus rapid transit routes on and connecting with Bothell-Everett Highway. There is also need to evaluate both current and future traffic impacts due to anticipated growth in the County east of Mill Creek. It will be important for this study to evaluate current and anticipated changes in public usage of this transportation route through Mill Creek, and also include a significant public engagement element in order to discuss these changes and future needs. In the update to the 2015 Comprehensive Plan, the Transportation section will provide future needs and level-of-service recommendations for overall City streets and this study will incorporate those into concepting future capital improvement projects for these streets. Increasing stormwater utility regulations regarding use of ROW space for low impact development (LID) and similar stormwater facilities will be evaluated during this study. Finally, if available budget for this project allows, the study will evaluate options for urban design and enhancement elements.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan/Study Development						\$ 240,000			\$ 240,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ 240,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET						\$ 240,000			\$ 240,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ 240,000

PROJECT NAME:	Citywide Right-of-Way Asset Mapping Update	TRANSPORTATION
PROJECT #:	ST00014	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project will create, and update as needed, a citywide right-of-way set of engineering plans reflecting existing conditions, including a base map of City owned assets (and, where possible, utility assets owned and operated by SnohomishPUD, Alderwood Water and Wastewater District, Silver Lake Water and Wastewater District, Puget Sound Energy, and other utility franchises). This engineering base map represents a common resource investment for the Public Works Department to support both individual capital projects (primarily by reducing project-by-project surveying and related expenses), City staff design work, and an engineering reference for certain operations and maintenance activities. Contracting this service out addresses allows the work to proceed while City staff resources are assigned to other projects and tasks. This work is a largely independent need, but will contribute to, current and Citywide GIS mapping and asset management.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Surveying + Base Mapping			\$ 35,000	\$ 36,500	\$ 37,500	\$ 38,500	\$ 39,500	\$ 41,000	\$ 228,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 35,000	\$ 36,500	\$ 37,500	\$ 38,500	\$ 39,500	\$ 41,000	\$ 228,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 35,000	\$ 36,500	\$ 37,500	\$ 38,500	\$ 39,500	\$ 41,000	\$ 228,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 35,000	\$ 36,500	\$ 37,500	\$ 38,500	\$ 39,500	\$ 41,000	\$ 228,000

PROJECT NAME:	Transportation Project Placeholder 1	TRANSPORTATION
PROJECT #:	ST00015	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to hold the place of a future transportation project for budgetary and planning purposes. Project will be more precisely identified in a future update to the CIP.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is anticipated to install new infrastructure, so additional O&M support will be required.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design						\$ 400,000			\$ 400,000
Construction							\$ 4,000,000		\$ 4,000,000
Contingency							\$ 800,000		\$ 800,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 4,800,000	\$ -	\$ 5,200,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET						\$ 400,000	\$ 960,000		\$ 1,360,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1							\$ 3,840,000		\$ 3,840,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 4,800,000	\$ -	\$ 5,200,000

PROJECT NAME:	Transportation Project Placeholder 2	TRANSPORTATION
PROJECT #:	ST00016	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to hold the place of a future transportation project for budgetary and planning purposes. Project will be more precisely identified in a future update to the CIP.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design							\$ 500,000		\$ 500,000
Construction								\$ 4,500,000	\$ 4,500,000
Contingency								\$ 900,000	\$ 900,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 5,400,000	\$ 5,900,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET							\$ 500,000	\$ 1,080,000	\$ 1,580,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1								\$ 4,320,000	\$ 4,320,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 5,400,000	\$ 5,900,000

PROJECT NAME:	Traffic Light Program	TRANSPORTATION
PROJECT #:	ST00017	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Maintenance	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project is intended to provide support for replacement of damaged traffic and street lights throughout the City during the 2025-2026 biennium.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design									\$ -
Construction			\$ 50,000	\$ 49,000					\$ 99,000
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 50,000	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ 99,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 50,000	\$ 49,000					\$ 99,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 50,000	\$ 49,000	\$ -	\$ -	\$ -	\$ -	\$ 99,000

TRANSPORTATION

NON-MOTORIZED (NM) PROJECTS

PROJECT NAME:	Mill Creek Elementary/Heatherwood School Crosswalk Improvements	TRANSPORTATION
PROJECT #:	NM00001	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This is a rollover project from the 2021-2026 Capital Improvement Plan (previously Crosswalk Upgrades (MCE, HW); Project # 21-PW-xx). The locations for this project were combined into a single project in order to facilitate funding by the Washington State Transportation Improvement Board. Completion of these projects is required in order to qualify for future Transportation Improvement Board grants. This project scope proposes to improve existing safe function of crosswalks for both Mill Creek Elementary and Heatherwood Middle School. The crosswalk at Heatherwood Middle School across Trillium Blvd employs solar-powered, pedestrian-operated Rectangular Rapidly Flashing Beacons (RRFBs) that currently only function intermittently. The crosswalk at Mill Creek Elementary across 148th St SE has no RRFB. The crosswalk across 148th St SE at the intersection with 30th St SE does have RRFBs installed, but these are typically not functional. Solar-powered RRFBs can be difficult to employ reliably for tree-shaded streets, particularly when shade is cast over the solar cells from the south for much of the day. A previous RRFB replacement design explored replacing solar RRFBs with wire-powered RRFBs for these schools, but that design proved far too expensive. However, more cost-effective solar technology options may be used for the Heatherwood crosswalk to restore function to that system, and this project proposes to relocate the existing RRFB units from the nearby 30th St SE intersection where they do not work to the school crosswalk location that has adequate solar coverage.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project proposes to return existing crosswalk RRFB units to functional condition, negligible long-term impact to City O&M is anticipated.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM			\$ 30,000						\$ 30,000
Construction			\$ 74,000						\$ 74,000
Contingency			\$ 16,000						\$ 16,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 120,000						\$ 120,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
State Complete Streets Grant (Design)									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000

PROJECT NAME:	35th Ave SE New Crosswalk	TRANSPORTATION
PROJECT #:	NM00002	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This is a rollover project from the 2021-2026 Capital Improvement Plan (previously 35th Ave Crosswalk; Project # 21-PW-01). This project will identify a suitable new crosswalk location along 35th Ave SE to provide more safe pedestrian access between the residential and recreational areas located on either side of the street. The crosswalk will be installed as part of the Penny Creek Natural Area master plan. This additional crosswalk will supplement the existing crosswalks at intersections with 132nd St SE and 148th St SE. Although a straight and relatively level street with a 35 mph speed limit, traffic study analysis will be required to determine what signage and/or warning signalization may be needed for current traffic and speed conditions. A mid-block crosswalk location is not likely to be safe or feasible, so candidate intersections to be considered for a crosswalk include the intersections with Silver Crest Drive, 139th St SE, 141st St SE, and/or 144th St SE. Based on the findings of the traffic study and the selected intersection location, the proposed crosswalk may include some combination of thermoplastic lines and pavement markings, ADA-compliant pedestrian ramps, center refuge island, and potential crossing alert systems such as solar-powered, pedestrian-operated Rectangular Rapidly Flashing Beacons (RRFBs).

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project will result in an incremental increase in City O&M to maintain new crosswalk features such as sidewalk ramps and refuge islands. RRFBs have maintenance needs related to the battery systems.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design/Traffic Study+Inspection/CM			\$ 50,000						\$ 50,000
Construction				\$ 120,000					\$ 120,000
Contingency				\$ 24,000					\$ 24,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 50,000	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ 194,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 50,000	\$ 144,000					\$ 194,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Potential County Grant (Unsecured)									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 50,000	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ 194,000

PROJECT NAME:	North Creek Regional Trail Study	TRANSPORTATION
PROJECT #:	NM00005	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

The North Creek Regional Trail is a continuing regionally-coordinated project extending for more than ten years. The overall trail, located primarily in Snohomish County, is anticipated, once all phases are complete, to provide a fully accessible pedestrian and bicycle trail connection between the Sammamish River section of the Burke-Gillman Trail with the Snohomish County Regional Interurban Trail in Everett. This includes providing multiple points of access for the public, facilitate non-motorized options for commuting (including connections with the bus-rapid transit services of Community Transit), and is generally intended to support all communities and businesses on or close to the trail. This is one of a few Puget Sound regionally-coordinated trail projects, and several phases of the project in Bothell and Snohomish County are already in either design or construction. The Puget Sound Regional Council (PSRC) has actively supported smaller phased projects completing the overall regional trail by securing federal and state transportation funding. The City of Mill Creek portion of this regional trail extends from North Creek Park to McCollum Park and presently consists of a mixture of separated trails and street-side pedestrian sidewalks. The overall trail does not presently conform to the overall regional character of the trail. Therefore, this project proposes to initiate a study of the existing trail through Mill Creek, review the overall regional requirements and expectations for the trail corridor, engage the Mill Creek public about additional needs and desires for our portion of the trail (including access points and relationships with the future DRCC development by the City), synchronize the plan in Mill Creek for the regional trail with the future improvement of the Mill Creek Blvd corridor/subarea and other related projects, and recommend a program of future City projects to Mill Creek to improve our portion of the overall regional trail. The scope(s) of future projects have not yet been developed or programmed, but will be prepared in future response to the outcome and recommendations of this study.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan/Study Development					\$ 140,000				\$ 140,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails					\$ 140,000				\$ 140,000
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Potential County Grant (Unsecured)									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000

PROJECT NAME:	133rd St SE ROW Extension Improvements	TRANSPORTATION
PROJECT #:	NM00006	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project has been updated from a previous capital improvement project described in the 2021-2026 Capital Improvement Plan named EGUV Spine Road West Connection (Phase 1) or EGUV Spine Road (39th Ave SE to 44th Ave SE) (old Project #19-ROAD-15). This project proposes to evaluate options for a future ROW development for a transportation connection following the alignment of 33rd St NE between 41st Ave SE and 44th Ave SE. The original East Gateway Urban Village (EGUV) subarea plan envisioned a "Spine Road" extending between 39th Ave SE and 44th Ave SE, and part of the ROW needed for this connection was dedicated during approvals of adjacent developments. The remaining ROW acquisition needed still needs to be completed by the City and the property owners. However, preliminary design work for the new "spine road" found it to be very difficult and expensive to address stormwater management requirements for a full-width roadway for motorized vehicles. In the meantime, continuing development activities in the area, including the completion of The Farm in 2021, "filled in" part of the original "spine road" (between 39th Ave SE and 41st Ave SE) as a mainly local-access street. This makes a full multi-modal street development largely impractical due to high cost to gain a comparatively small benefit. An alternative as a bicycle/pedestrian shared-use pathway connection is scoped for this project. This alternative would exclude motorized vehicle use, but will substantially reduce the stormwater management requirements and the prohibitive costs of a full, multimodal roadway. This project will evaluate local and stakeholder interest in this more cost-effective alternative, followed by design and construction in the future. The current design and construction estimate will be amended based on feedback from stakeholders regarding amendities (i.e. benches, trees, etc.) for this 750-foot route.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

No new operation and maintenance costs are anticipated for ROW acquisition. Future developed O&M impacts will depend on final character (motorized, non-motorized, etc.).

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM				\$ 230,000					\$ 230,000
ROW Acquisition			\$ 500,000						\$ 500,000
Construction					\$ 790,000				\$ 790,000
Contingency					\$ 158,000				\$ 158,000
Total Project Expenditures	\$ -	\$ -	\$ 500,000	\$ 230,000	\$ 948,000	\$ -	\$ -	\$ -	\$ 1,678,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees			\$ 500,000	\$ 230,000	\$ 948,000				\$ 1,678,000
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 500,000	\$ 230,000	\$ 948,000	\$ -	\$ -	\$ -	\$ 1,678,000

PROJECT NAME:	Non-Motorized Project Placeholder	TRANSPORTATION
PROJECT #:	NM00007	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is a placeholder for a future non-motorized project for planning and budgeting purposes. Additional detail will be added in future updates to the CIP.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

Future developed O&M impacts will depend on final character (motorized, non-motorized, etc.).

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM						\$ 350,000			\$ 350,000
Construction							\$ 1,500,000		\$ 1,500,000
Contingency							\$ 300,000		\$ 300,000
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 1,800,000	\$ -	\$ 2,150,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees						\$ 350,000	\$ 1,800,000		\$ 2,150,000
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 1,800,000	\$ -	\$ 2,150,000

PROJECT NAME:	Large-Scale Supplemental Road/Curb Sidewalk Repair	TRANSPORTATION
PROJECT #:	NM00008	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Repair	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION
This project allows for larger-scale repairs of the roadway.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT
Repairs existing roadway features. Will benefit overall operations and maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM									\$ -
Construction			\$ 159,000	\$ 159,000					\$ 318,000
Contingency									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 159,000	\$ 159,000	\$ -	\$ -	\$ -	\$ -	\$ 318,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 159,000	\$ 159,000					\$ 318,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 159,000	\$ 159,000	\$ -	\$ -	\$ -	\$ -	\$ 318,000

TRANSPORTATION ANNUAL PROGRAMS

PAVEMENT PRESERVATION PROGRAM

PROJECT NAME:	Citywide Overlay Program	TRANSPORTATION
PROJECT #:	ST90005	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Rehabilitation/Renovation/Modification	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This ongoing project is intended to address the paving deficiencies throughout the City. A Five-Year Pavement Preservation Program evaluation was performed in 2024, earlier than previously programmed in 2027 due to the widespread deterioration of the pavement throughout the City. Based on this information, a preservation program was created, identifying roads that needed full depth replacement, overlay, and slurry seal. This program creates a yearly fund to address pavement deterioration and raise the PCI throughout the City. Larger areas, where a full length of roadway has failed, will be addressed by separate transportation projects. Design is anticipated to precede the year of work (i.e. the design for thee 2025 overlay will begin in 2024).

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

Crack sealing of streets identified for this overlay project will be performed by City Operations and Maintenance staff in advance of construction operations. Negligible long-term impact to City O&M demands.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM		\$ 110,000	\$ 273,000	\$ 281,000	\$ 290,000	\$ 298,000	\$ 307,000	\$ 316,000	\$ 1,875,000
Construction			\$ 1,826,000	\$ 1,881,000	\$ 1,937,000	\$ 1,995,000	\$ 2,055,000	\$ 2,117,000	\$ 11,811,000
Contingency			\$ 365,000	\$ 376,000	\$ 387,000	\$ 399,000	\$ 411,000	\$ 423,000	\$ 2,361,000
									\$ -
Total Project Expenditures	\$ -	\$ 110,000	\$ 2,464,000	\$ 2,538,000	\$ 2,614,000	\$ 2,692,000	\$ 2,773,000	\$ 2,856,000	\$ 16,047,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 2,264,000	\$ 1,838,000	\$ 2,414,000	\$ 2,492,000	\$ 2,573,000	\$ 2,656,000	\$ 14,237,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees				\$ 500,000					\$ 500,000
CIP Fund									\$ -
Grant 1 (Reimbursement)		\$ 110,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,310,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 110,000	\$ 2,464,000	\$ 2,538,000	\$ 2,614,000	\$ 2,692,000	\$ 2,773,000	\$ 2,856,000	\$ 16,047,000

PROJECT NAME:	Five-Year Pavement Preservation Program Plan	TRANSPORTATION
PROJECT #:	ST90010	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project scope will deliver a comprehensive pavement condition study for all Mill Creek streets to replace the 2024 Pavement Management Analysis Report by Applied Research Associates, Inc. Pavement condition changes are on-going, and pavement preservation practice includes updating the City's pavement preservation plan approximately every 5 years. The update includes a field visual assessment of the pavement surface condition of all public City of Mill Creek streets, analysis of current Pavement Condition Indices, and development of outcome models for pavement preservation that include both City levels of investment possible in annual pavement preservation and resulting overall City Pavement Condition Index.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Work Plan Development							\$ 70,000		\$ 70,000
									\$ -
									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000

Funding Source(s)	BARS	Prior	2023	2024	2025	2026	2027	2028	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET							\$ 70,000		\$ 70,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000

SURFACE WATER UTILITY

SUB-SECTIONS INCLUDE:

- **SURFACE WATER UTILITY PROJECTS (SW PROJECTS)**
- **AGING & FAILING INFRASTRUCTURE PROGRAM**

SURFACE WATER UTILITY (SW) PROJECTS

PROJECT NAME:	Mill Creek Blvd Master Drainage Upgrade	SURFACE WATER UTILITY
PROJECT #:	SW00001	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project will address the design goals of the Mill Creek Blvd Subarea Master Plan. In order to make the subarea more attractive to prospective development, infrastructure design and construction needs to be completed. This project will seek to design and install a regional flow control and water quality system. This project will include the limits and impacts identified in the Environmental Impact Statement prepared for the Subarea. The project will also address Low Impact Development (LID) design methods as well as the possible creation of a "stormwater park" concept. There is the possibility that this project will seek to utilize the framework of the Department of Ecology's Community Based Public Private Partnership (CBP3) Program to find alternative contracting and funding methods. This project will be accompanied by the Mill Creek Blvd Master Transportation Upgrade (ST00001) to create a complete project, allowing support for future grant and other external funding applications.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

Adds closed storm pipe and catch basins with a consequent incremental expense for regular, periodic maintaince by O&M in proportion.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM				\$ 500,000					\$ 500,000
Construction					\$ 4,200,000	\$ 4,200,000			\$ 8,400,000
Contingency					\$ 800,000	\$ 800,000			\$ 1,600,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 500,000	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ 10,500,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility				\$ 500,000	\$ 1,000,000	\$ 1,000,000			\$ 2,500,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1					\$ 4,000,000	\$ 4,000,000			\$ 8,000,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ 500,000	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ 10,500,000

PROJECT NAME:	Nickle Creek/Old Seattle Hill Rd Fish Passage	SURFACE WATER UTILITY
PROJECT #:	SW00002	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to address both the fish passage issues and flooding that occurs along Old Seattle Hill Road where it crosses Nickle Creek. During large rain events, water upstream (east) of the road backs up and overtops the road, leading to at least one lane being closed. Staff has performed additional investigations and found that the culvert in question is also labeled as a partial fish passage barrier by the Washington State Department of Fish and Wildlife (WDFW). Therefore, this project will remove the culvert that serves as barrier and install it in compliance with WDFW's current fish passage design guidance. This will allow not only fish to traverse the area, but will also remove the barrier that causes flooding, improving safety along the road. There are many additional funding sources for fish passage projects, so grant funding is anticipated. This project is a companion to the Old Seattle Hill Road Reconstruction project (ST00007).

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

Fixes a drainage problem that causes flooding, so this is anticipated to be a net benefit to maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM				\$ 400,000					\$ 400,000
Construction					\$ 1,312,000				\$ 1,312,000
Contingency					\$ 263,000				\$ 263,000
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 400,000	\$ 1,575,000	\$ -	\$ -	\$ -	\$ 1,975,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility				\$ 400,000	\$ 315,000				\$ 715,000
15720 Main St. Property Fund					\$ 1,260,000				\$ 1,260,000
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ 400,000	\$ 1,575,000	\$ -	\$ -	\$ -	\$ 1,975,000

PROJECT NAME:	Surface Water Capital Project Placeholder 1	SURFACE WATER UTILITY
PROJECT #:	SW00003	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This is intended to be a project placeholder for budgetary and planning purposes. Additional detail will be added based on ongoing studies.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This will create new infrastructure, so increased maintenance will be required.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM					\$ 400,000				\$ 400,000
Construction						\$ 1,500,000			\$ 1,500,000
Contingency						\$ 300,000			\$ 300,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 1,800,000	\$ -	\$ -	\$ 2,200,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility					\$ 400,000	\$ 1,800,000			\$ 2,200,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 1,800,000	\$ -	\$ -	\$ 2,200,000

PROJECT NAME:	Surface Water Capital Project Placeholder 2	SURFACE WATER UTILITY
PROJECT #:	SW00004	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This is intended to be a project placeholder for budgetary and planning purposes. Additional detail will be added based on ongoing studies.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This will create new infrastructure, so increased maintenance will be required.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM						\$ 450,000			\$ 450,000
Construction							\$ 1,750,000		\$ 1,750,000
Contingency							\$ 350,000		\$ 350,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 2,100,000	\$ -	\$ 2,550,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility						\$ 450,000	\$ 2,100,000		\$ 2,550,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 2,100,000	\$ -	\$ 2,550,000

PROJECT NAME:	Surface Water Capital Project Placeholder 3	SURFACE WATER UTILITY
PROJECT #:	SW00005	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This is intended to be a project placeholder for budgetary and planning purposes. Additional detail will be added based on ongoing studies.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This will create new infrastructure, so increased maintenance will be required.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM							\$ 500,000		\$ 500,000
Construction								\$ 2,000,000	\$ 2,000,000
Contingency								\$ 400,000	\$ 400,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 2,400,000	\$ 2,900,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility							\$ 500,000	\$ 2,400,000	\$ 2,900,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 2,400,000	\$ 2,900,000

PROJECT NAME:	Sweetwater Ranch Stormwater Repair	SURFACE WATER UTILITY
PROJECT #:	SW00013	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

A sinkhole was noted in the back yard of 1328 144th St SE in 2023. Since then, the City and their consultant have performed investigations into the drainage system surrounding the sinkhole. The pipe repairs that were performed in 2018 are sound, with no impact to the neighboring homes. Instead, it was found that the pipe to the south of the sinkhole has badly deteriorated as it travels to Holly Pond. This project will replace the existing pipe along a new alignment to the west through the wetlands owned by the Sweetwater Ranch HOA and the Mill Creek Community Association. This work will require permitting from the Washington State Department of Ecology and additional design before dry weather construction. Approximately 430 LF of pipe will be replaced.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

Fixes a drainage problem that causes flooding, so this is anticipated to be a net benefit to maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM		\$ 200,000	\$ 200,000						\$ 400,000
Construction			\$ 1,080,000						\$ 1,080,000
Contingency			\$ 220,000						\$ 220,000
Total Project Expenditures	\$ -	\$ 200,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility		\$ 200,000	\$ 1,500,000						\$ 1,700,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 200,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,700,000

SURFACE WATER UTILITY ANNUAL PROGRAMS

AGING & FAILING INFRASTRUCTURE PROGRAM

PROJECT NAME:	Storm Pipe Rehabilitation Work Plan Update	SURFACE WATER UTILITY
PROJECT #:	SW90003	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

The work identified in 2018 work plan to repair and rehabilitate stormwater pipes 18 inches in diameter and greater is anticipated to be completed by 2025. However, the repairs and areas of wear identified in the 2018 work plan were based on older pipe camera data (2012 to 2017). Stormwater pipes are always in service, often have constant water flows, and can be compromised by a variety of changing conditions over time (e.g. rod intrusion, accidental damage by horizontal utility drilling and other construction activities, etc.). Consequently, it is necessary for the continued success of the program to update the work plan using current pipe camera data and continue the program's annual activities into the future. This project will update and replace the 2018 work plan with a comprehensive new aging and failing infrastructure program focused on new/emergent wear conditions in the stormwater pipes 18 inches in diameter or greater. This new work plan is anticipated to establish the next ten years of repairs and/or rehabilitation needed. This project will include comprehensive pipe camera work for all stormwater pipes 18 inches or greater (approximately 36,000 lineal feet of pipe), followed by development of the work plan. Storm pipes smaller than 18 inches in diameter will be addressed through a different proposed project (City Project Number SW90005).

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development			\$ 100,000						\$ 100,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility			\$ 100,000						\$ 100,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT NAME:	Pipe Rehabilitation Program	SURFACE WATER UTILITY
PROJECT #:	SW90004	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Rehabilitation/Renovation/Modification	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project is the continuous stormwater pipe repair and rehabilitation based on data obtained from investigations. These will be synthesized into yearly projects to restore and extend the lives of the pipes. This project has been ongoing under the "Grade F" and "Grade C" projects based on the 2018 assessment. The final project under that assessment is anticipated to be completed in 2025. Future projects will be based on the new work plans created under the Storm Pipe Rehabilitation Work Plan Update (SW90003) and the 12-inch Storm Pipe Rehabilitation Work Plan (SW90005).

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is a rehabilitation of existing pipes, so will generate negligible long-term impact to City O&M demands.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM		\$ 60,000	\$ 140,000	\$ 150,000	\$ 155,000	\$ 160,000	\$ 165,000	\$ 170,000	\$ 1,000,000
Construction			\$ 600,000	\$ 690,000	\$ 711,000	\$ 732,000	\$ 754,000	\$ 777,000	\$ 4,264,000
Contingency			\$ 110,000	\$ 140,000	\$ 142,000	\$ 146,000	\$ 150,000	\$ 155,000	\$ 843,000
									\$ -
Total Project Expenditures	\$ -	\$ 60,000	\$ 850,000	\$ 980,000	\$ 1,008,000	\$ 1,038,000	\$ 1,069,000	\$ 1,102,000	\$ 6,107,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility		\$ 60,000	\$ 850,000	\$ 980,000	\$ 1,008,000	\$ 1,038,000	\$ 1,069,000	\$ 1,102,000	\$ 6,107,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 60,000	\$ 850,000	\$ 980,000	\$ 1,008,000	\$ 1,038,000	\$ 1,069,000	\$ 1,102,000	\$ 6,107,000

PROJECT NAME:	12-inch Storm Pipe Rehabilitation Work Plan	SURFACE WATER UTILITY
PROJECT #:	SW90005	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

The City stormwater utility aging and failing infrastructure program has focused primarily upon stormwater pipes 18 inches or greater in diameter because failure of these pipes can be expected to result in sinkholes or similar significant damage to City infrastructure and may prove a public safety hazard. However, the same excessive wear conditions present in larger-diameter pipes can also cause failures in smaller-diameter pipes, which causes loss of conveyance (particularly during and shortly after storm or sustained rainfall) and flooding of streets and adjacent properties. There is more than 70,000 lineal feet of smaller-diameter publicly-operated stormwater pipe to explore. This project will generate a program work plan similar to that used for the 18-inch and greater stormwater pipe, with identifications of "Grade F" (replace immediately) and "Grade C" (rehabilitate within 10-years of identification) used in the same fashion as currently used for the program. As this work will take more time to complete, annual repair and/or rehabilitation of 12-inch and smaller stormwater pipe has not been included in the Capital Improvement Plan.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development					\$ 500,000	\$ 500,000			\$ 1,000,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,000,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility					\$ 500,000	\$ 500,000			\$ 1,000,000
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ 1,000,000

FACILITIES (FA) PROJECTS

PROJECT NAME:	Police Station Radio Reception Improvement	FACILITIES
PROJECT #:	FA00001	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

Police radio reception in City Hall South is currently hindered by the concrete walls and is located in an area of the building with weak public safety radio reception. While future improvements to the regional radio systems will be intended to improve signal strength throughout Mill Creek, those improvements by others are not likely to be implemented until 2024 or later. An auxiliary antenna and amplifier system is a possible approach to increase signal strength and improve reception and transmission within City Hall South. Project involves evaluation of the current conditions, then design and implementation of a Bi-directional Antenna/Distributed Antenna System (BDA/DAS) within a conditioned space, powered by generator backed-up power.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is anticipated to incrementally increase O&M facility costs for City Hall South, in order to service and maintain the renovated space conditions, generator, and antenna and associated equipment.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design+Inspection/CM			\$ 15,000						\$ 15,000
Construction			\$ 60,000						\$ 60,000
Contingency			\$ 5,000						\$ 5,000
Total Project Expenditures	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund			\$ 80,000						\$ 80,000
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
Total Project Revenues	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

PROJECT NAME:	Citywide Facilities Master Plan	FACILITIES
PROJECT #:	FA00002	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

As the City recovers from the Covid Pandemic, staffing levels and overall City levels of service have begun to return to normal. This has brought to light the constraints that the current City Hall (both South and North) and other City facilities put on operations and staff. This project will evaluate the current facilities, determine inefficiencies and issues, and provide recommendations on what facilities and staffing is required for a clean, safe, and well-maintained City. This effort will also look at the projected growth of the City over the next 10 years and evaluate the impacts of possible annexation.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development			\$ 400,000						\$ 400,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund			\$ 400,000						\$ 400,000
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

PROJECT NAME:	Public Works Yard Facility Value Engineering Study	FACILITIES
PROJECT #:	FA00003	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

The City does not currently have a property that provides adequate vehicle and equipment parking, materials storage, service equipment, and related facilities to support City Operations and Maintenance activities. This project will perform an updated needs analysis of current City Operations and Maintenance needs and requirements for a yard facility. This study will evaluate options for potential properties both within the City of Mill Creek and within the associated Urban Growth Boundary to identify potential candidate properties that fit the parameters of the needs analysis. Actual property acquisition and (re-) development will be addressed by a future project (Project # FA00004).

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Updated Needs Analysis/Study		\$ 125,000	\$ 125,000						\$ 250,000
Construction									\$ -
Contingency									\$ -
Total Project Expenditures	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund		\$ 125,000	\$ 125,000						\$ 250,000
Department of Commerce Grant (Secured)									\$ -
Grant 2									\$ -
Grant 3									\$ -
Total Project Revenues	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PROJECT NAME:	Public Works Yard Acquisition and Redevelopment	FACILITIES
PROJECT #:	FA00004	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project anticipates the need for property acquisition and (re-development) of the acquired property as a City operations and maintenance yard facility that will provide adequate vehicle and equipment parking, materials storage, service equipment, and related facilities for the Department of Public Works/Development Services. This project will proceed based on the recommendations of the needs analysis study to be developed by a previous project (Project # FA00003). As the exact property acquisition costs and redevelopment scope is not known presently, this project will need to be updated in a future capital improvement plan.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project is anticipated to (re-) develop a property to service as a yard facility for the City. The additional facility expense impacts will be assessed once the project estimates are finalized.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Property Acquisition					\$ 3,500,000				\$ 3,500,000
Design+Inspection/CM						\$ 500,000			\$ 500,000
Construction							\$ 4,000,000	\$ 4,000,000	\$ 8,000,000
Contingency							\$ 800,000	\$ 800,000	\$ 1,600,000
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 500,000	\$ 4,800,000	\$ 4,800,000	\$ 13,600,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund					\$ 3,500,000	\$ 500,000	\$ 1,200,000	\$ 1,200,000	\$ 6,400,000
Grant 1							\$ 3,600,000	\$ 3,600,000	\$ 7,200,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000	\$ 500,000	\$ 4,800,000	\$ 4,800,000	\$ 13,600,000

PROJECT NAME:	Mill Creek City Hall North Renovation Project	FACILITIES
PROJECT #:	FA00005	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project will replace and commission multiple liquid-cooled heat pumps in City Hall North. Several are currently non-operational and others are close to failing. These heat pumps serve City staff area, tenant spaces, and the large Community Room. These requirements will require judicious repairs to the roof associated with the HVAC work. The estimate also includes unknown failed duct work replacements.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project replaces existing non-operational or faulty equipment, which will result in a reduction in O&M time and expenses.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Equipment and Installation			\$ 700,000						\$ 700,000
									\$ -
									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund			\$ 200,000						\$ 200,000
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1			\$ 500,000						\$ 500,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000

PARKS (PK) PROJECTS

PROJECT NAME:	Parks Roof Replacement	PARKS
PROJECT #:	PK00002	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Rehabilitation/Renovation/Modification	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project will focus on a programmatic roof replacement program anticipated to be identified in the Parks Recreation and Open Space (PROS) Plan (PK00007). The goal is to bring all roofs up to a good condition while also establishing a standard design for the parks across the City.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

For park roof replacement, anticipated impacts on future O&M negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design (Rehabilitation + New)									\$ -
Construction (Rehabilitation + New)				\$ 100,000					\$ 100,000
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET				\$ 100,000					\$ 100,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Potential County Grant (Unsecured)									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT NAME:	Library Park Rehabilitation	PARKS
PROJECT #:	PK00003	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Rehabilitation/Renovation/Modification	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project seeks to combine funding from Snohomish County and Washington State to upgrade Library Park and the Veteran's Monument. The park currently has drainage issues that render much of the grassy area unusable during a large part of the year. Drainage in the park will be fixed and upgraded to address the soil conditions. The project will also look at upgrading Veteran's Monument to provide additional space for names on the monument. Additionally, the project will evaluate adding additional play areas for all ages of children.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

For project rehabilitation of park features, anticipated effects on future O&M negligible. New improvements will add incremental costs to O&M for both surface and utility maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design		\$ 50,000	\$ 550,000						\$ 600,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ 50,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET		\$ 50,000	\$ 50,000						\$ 100,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Potential County Grant (Unsecured)			\$ 250,000						\$ 250,000
Grant 2			\$ 250,000						\$ 250,000
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 50,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000

PROJECT NAME:	DRCC Site Development Phase I	PARKS
PROJECT #:	PK00004	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is for the overall conceptualization, design, and construction of the first phase of DRCC Property Development. The project will create goals and policies for the project and future use of the land. Based on these goals and policies, a master plan will be created, identifying all future uses on the park as well as creating a phasing program. The first phase will be seen through design, permitting, and construction based on these recommendations.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This has yet to be determined. A Phase I site development may or may not include permanent site features to be maintained, depending on final scope.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design		\$ 250,000	\$ 500,000	\$ 499,100					\$ 1,249,100
Construction					\$ 5,000,000	\$ 5,000,000			\$ 10,000,000
Contingency					\$ 1,000,000	\$ 1,000,000			\$ 2,000,000
									\$ -
Total Project Expenditures	\$ -	\$ 250,000	\$ 500,000	\$ 499,100	\$ 6,000,000	\$ 6,000,000	\$ -	\$ -	\$ 13,249,100

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET		\$ 250,000			\$ 1,200,000	\$ 1,200,000			\$ 2,650,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1			\$ 500,000	\$ 499,100					\$ 999,100
Grant 2					\$ 4,800,000	\$ 4,800,000			\$ 9,600,000
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ 250,000	\$ 500,000	\$ 499,100	\$ 6,000,000	\$ 6,000,000	\$ -	\$ -	\$ 13,249,100

PROJECT NAME:	Citywide Parks and Trails ADA Transition Plan Update	PARKS
PROJECT #:	PK00005	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

The last major update to the City Americans with Disabilities Act (ADA) Transition and Implementation Plan was in 2015, and both the 2013 and 2015 updates were largely dependent upon the last substantial field assessment in 2011. The previous assessments and plan documents focused more on right-of-way (ROW) ADA issues than City properties such as City-owned buildings (i.e City Halls, the Library, etc.) or City parks and trails. During the period since then, the City has performed a number of parks- and trails-related ADA improvements, but these have not been tracked in an organized, policy-driven fashion. This project will provide for doing a comprehensive assessment and inventory of existing ADA-compliance issues, along with a review of current ADA guidelines as applicable. This plan document will also update the City's standards for capital project development, ongoing tracking of new and changed ADA guidelines related to public parks and recreational areas, and operations and maintenance activities related to parks and trails ADA compliance.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development					\$ 48,000				\$ 48,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails					\$ 48,000				\$ 48,000
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Grant 1									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000

PROJECT NAME:	Nickel Creek Park Improvements	PARKS
PROJECT #:	PK00006	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Replacement/Upgrade	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project will involve establishment of new and replacement walking trails within Nickel Creek Park. The park is largely undeveloped and past walking trails in the area have largely overgrown and disappeared. Other improvements related to the use of this park as a woodland walking area will be considered. This project has not yet been fully scoped, and the current budget estimates are provided as placeholders needing future update.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

New improvements such as maintained walking trails will add incremental costs to O&M for both surface and potential utility maintenance.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Design						\$ 25,000			\$ 25,000
Construction						\$ 100,000			\$ 100,000
Contingency						\$ 20,000			\$ 20,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ -	\$ -	\$ 145,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET						\$ 145,000			\$ 145,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
Potential County Grant (Unsecured)									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ -	\$ -	\$ 145,000

PROJECT NAME:	Citywide Parks and Open Space (PROS) Plan	PARKS
PROJECT #:	PK00007	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

A City Parks and Open Space (PROS) Plan combines an inventory of existing City parks features with a plan for future improvements. This plan builds upon the Parks section of the Comprehensive Plan and focuses on identifying strategic action initiatives and goals the City has for the next 6 to 20 years as they relate to public parks within the City. Development of this plan will include engagement with the City Parks Board and the general public. Work on this project is expected to build upon the concurrent efforts of the 2025 Comprehensive Plan update.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development/Update			\$ 125,000						\$ 125,000
Construction									\$ -
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 125,000						\$ 125,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
State Appropriations Grant									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000

PROJECT NAME:	Penny Creek Natural Area Master Plan and Phased Implementation	PARKS
PROJECT #:	PK00008	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Non-Capitalized Engineering/Planning	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

The Penny Creek Natural Area is a largely undeveloped wetland area surrounding Penny Creek in the northeast portion of the City, east of 35th Avenue SE. This area already has limited walking trails, and is used for bird watching and similar activities by nearby residents. The City owns a portion of this area already, and anticipates acquiring additional property for the purposes of enhancing trails and similar recreational activities in this natural area. This project scope will include site surveying and updating our documentation of site conditions, public/stakeholder outreach and input (through surveys, meetings, and other applicable tools), environmental reviews, alternatives analyses and cost estimates for different potential trail and recreational scenarios (including options for a non-motorized walking connection between 35th Avenue SE and neighborhoods located east of the natural area, and project scope recommendations for future capital improvement projects.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will not construct new assets or replace existing assets, impact on City O&M is negligible.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development			\$ 100,000						\$ 100,000
Construction				\$ 125,000	\$ 125,000	\$ 125,000			\$ 375,000
Contingency				\$ 25,000	\$ 25,000	\$ 25,000			\$ 75,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 550,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET			\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000			\$ 550,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
State Appropriations Grant									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ 550,000

PROJECT NAME:	Parks Project Placeholder 1	PARKS
PROJECT #:	PK00009	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to be a placeholder for budgetary and planning purposes. Additional detail will be included in future CIPs.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will construct new assets or replace existing assets.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development						\$ 300,000			\$ 300,000
Construction							\$ 1,500,000		\$ 1,500,000
Contingency							\$ 300,000		\$ 300,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,800,000	\$ -	\$ 2,100,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET						\$ 300,000	\$ 1,800,000		\$ 2,100,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
State Appropriations Grant									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,800,000	\$ -	\$ 2,100,000

PROJECT NAME:	Parks Project Placeholder 2	PARKS
PROJECT #:	PK00010	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	New	
NEW CAPITAL ASSETS (YES/NO)	Yes	

PROJECT DESCRIPTION

This project is intended to be a placeholder for budgetary and planning purposes. Additional detail will be included in future CIPs.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

As this project will construct new assets or replace existing assets.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development							\$ 350,000		\$ 350,000
Construction								\$ 1,750,000	\$ 1,750,000
Contingency								\$ 350,000	\$ 350,000
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 2,100,000	\$ 2,450,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET							\$ 350,000	\$ 2,100,000	\$ 2,450,000
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
State Appropriations Grant									\$ -
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 2,100,000	\$ 2,450,000

PROJECT NAME:	North Creek Trail Pavement Rehabilitation	PARKS
PROJECT #:	PK00011	
DEPARTMENT	Public Works and Development Services	
PROJECT CATEGORY	Maintenance	
NEW CAPITAL ASSETS (YES/NO)	No	

PROJECT DESCRIPTION

This project is intended to provide for the replacement of pavements along North Creek Trail that have been damaged by tree roots or other items. The pavements will be replaced along with possibly removing trees that cause the damage. The project will be completed via a combination of City Staff and contractors.

ANTICIPATED OPERATIONS AND MAINTENANCE IMPACT OF PROJECT

This project will repair existing deficiencies, potentially reducing maintenance costs.

Expense Category	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
Plan Development									\$ -
Construction			\$ 100,000						\$ 100,000
Contingency									\$ -
									\$ -
Total Project Expenditures	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Funding Source(s)	BARS	Prior	2025	2026	2027	2028	2029	2030	Total
General Fund Reserve									\$ -
General Fund									\$ -
Parks & Trails									\$ -
REET									\$ -
Municipal Arts Fund									\$ -
Surface Water Utility Reserves									\$ -
Surface Water Utility									\$ -
15720 Main St. Property Fund									\$ -
Mitigation Fees									\$ -
CIP Fund									\$ -
County Grant			\$ 100,000						\$ 100,000
Grant 2									\$ -
Grant 3									\$ -
									\$ -
									\$ -
Total Project Revenues	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000



CITY OF
MillCreek
WASHINGTON™

Appendix

Community Overview

Incorporated in 1983, the City of Mill Creek is the eighth-largest city in Snohomish County, Washington State, and is home to over 21,000 people. Mill Creek is a physically active community with 10 attractive neighborhood and community parks, more than 23 miles of nature trails and recreational facilities that support diverse recreational opportunities.

A vibrant, safe and friendly community, Mill Creek is a great destination for shopping and gathering. The award-winning Mill Creek Town Center and other business developments feature many fine retail shops and restaurants. Mill Creek offers an exceptional community experience, where natural beauty is preserved, neighborhoods flourish, businesses thrive, and recreational opportunities abound.

Mill Creek offers a hometown atmosphere with the culture and many of the amenities of urban living.

History

Early Years

Known as Wintermute's Corner in the early 1900s, the 164th Street/SR527 intersection was home to a grocery, a farm that grew produce for the grocery, and a gas station. At a time when SR 527 was hardly more than a buggy trail, Greyhound bus service-connected Seattle to Everett, and Wintermute's grocery was a bus stop along the route. Bus service ended when Highway 99 was constructed, and the property occupied by the grocery eventually became QFC and the truck farm ultimately became Albertsons. Not far from the intersection, businesses included the Hercules Dynamite Factory (now City Hall South) and a gravel pit (now the Mill Creek Library and Veterans Monument).

The land that would eventually become Mill Creek was originally owned by William Henry Gates (grandfather of Microsoft founder Bill Gates) and was purchased directly from the federal government in 1890, before Washington became a state. The land was eventually sold off to other homesteaders, like Frederick Shaw who purchased 150 acres for \$5.61 in gold and named it Lake Dell Farm. In 1931, Dr. Manch Neville Garhart, a Seattle physician, purchased those 150 acres, and

ultimately owned 800 acres.

In 1934, Garhart petitioned Snohomish County for rights to construct a dam on Penny Creek, which ran through the farm, to create a lake. He contracted with the University of Washington Engineering department to design and construct it. Once the dam was completed, a fish ladder was installed, and the lake was stocked with rainbow trout. However, the peat bog in Thomas Lake that fed into Penny Creek created so much silt and sludge that the fish turned brown and were unable to spawn. The dam was decommissioned, and the lake eventually became part of the Mill Creek Nature Preserve. The Garhart family operated the farm, raising livestock and growing produce, until 1968 when portions of the property were sold to Seattle developer Elmer Kerns to build three golf courses and a residential community.

Development of Mill Creek

The land changed hands several times before ultimately being purchased by Tokyu Land Development Ltd. (Hawaii) in 1972 and developed by United Development Corporation. Their final plan projected a citywide total of over 4,600 dwelling units and a population of 12,000-14,000 when construction was completed. In 1972, the Mill Creek Community Association was created, and a town center began to grow at the corner of SR527 and 164th Street SW.

Incorporation

As the community grew and the cost of operating its own services increased, residents realized the need for expanded services beyond their own security force and street sweepers. Because the association already had infrastructure in place to support a city, including streets and utilities, and land earmarked for a municipal building and a school, as well as a stable mixed tax base from residential and business, it was decided to pursue incorporation rather than annexation to Everett or Lynnwood. Incorporation was approved by Mill Creek voters in September 1983. The City Council was elected, and a Planning Commission was appointed. In 1987, the Parks and Recreation Advisory Board was established.

At the time of incorporation in 1983, the City of Mill Creek encompassed about 1,160 acres, or approximately 2 square miles.

Since then, the City has more than doubled in area through 17 annexations and now measures approximately 2,994 acres or 4.68 square miles. The City's population is currently estimated to be 21,630 (2024 OFM).

Mill Creek's Legacy

Mill Creek has preserved its natural beauty and its history, and become a vibrant, safe, friendly and active community. The Garhart dam and fish ladder are part of the Mill Creek Nature Preserve, and a plaque behind the Mill Creek Community Association sign on the northeast corner of SR527 and 164th Street SE commemorates the contribution of the Garharts to the beginnings of the community. Although there was not originally a waterway named Mill Creek, the City received permission from Washington State in 2001 to rename Smokehouse Creek as Mill Creek.

Growing Community

Mill Creek is exceptionally well-planned and has managed to retain much of its small-town charm over the last several years of growth and community development.

Developed in 2002, Mill Creek Town Center is a lifestyle center featuring more than 80 shops, restaurants, and services. It attracts residents and visitors to dine, shop, relax and explore, and was named "the best lifestyle center in Washington state." The growth of Town Center as a pedestrian-friendly shopping destination, as well as the development of other businesses along Mill Creek's main corridors, supports economic development goals. In addition, there are newer developments (such as those along the 132nd Street SE and 164th Street SE corridors) and growth opportunities that provide diverse offerings for Mill Creek residents and people from neighboring communities.

Aside from the landscape, buildings, shopping and services, the character and personality of the community is defined in large part by Mill Creek's residents. Even the casual visitor will quickly notice the residents care about their city and their fellow citizens.

Active Lifestyles

In addition to attractive neighborhood and community parks, the City is home to the Mill Creek Sports Park, which serves 3,825 youth annually and is home to many soccer, baseball and softball teams. It also is used for several regional and state tournaments each year. The community uses it when not occupied by rental groups.

Parks and trails are a hallmark of the city, with over 23 miles of nature trails including the scenic North Creek Trail that runs along the North Creek Greenway from McCollum Park to the southern city limits.

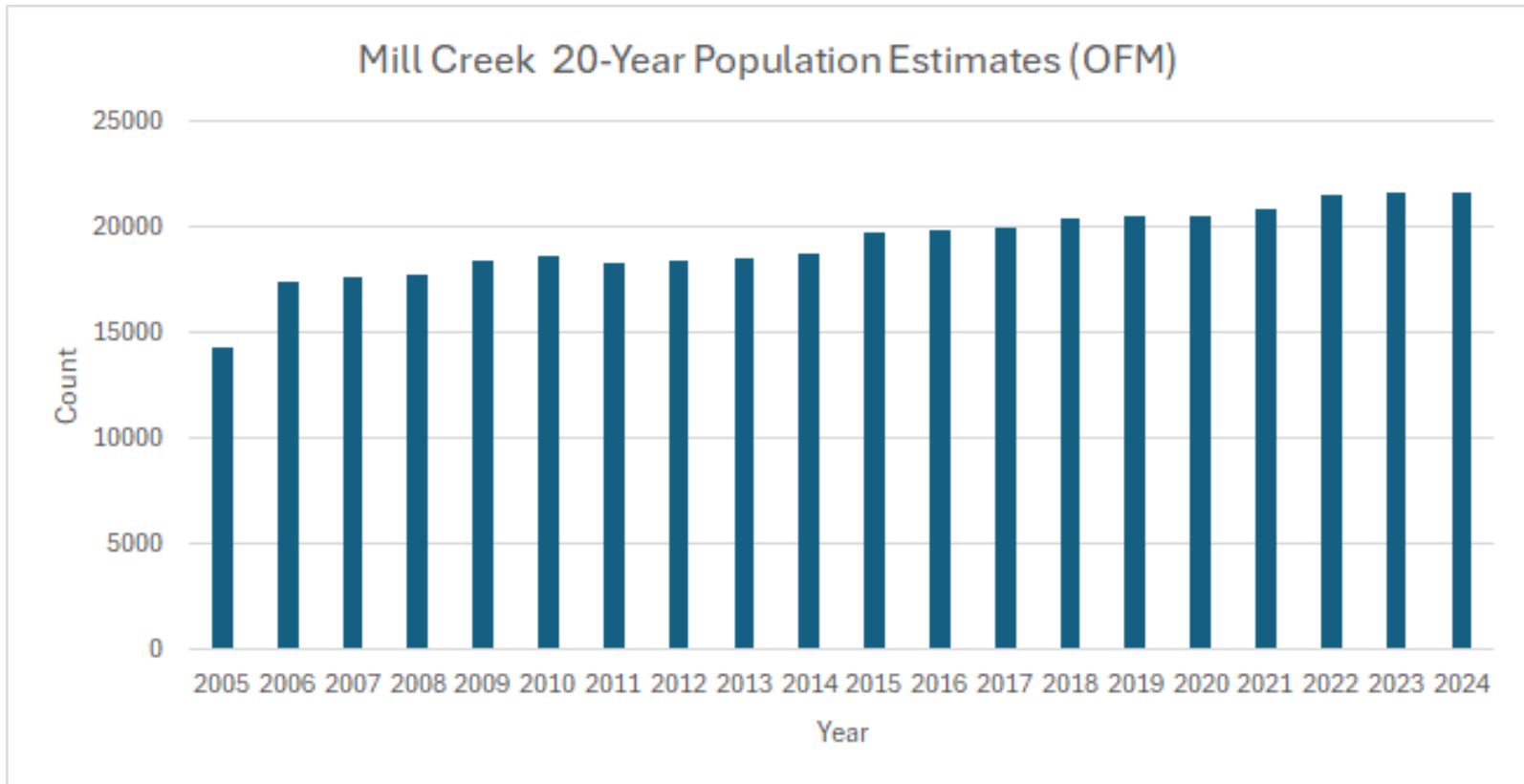
There is a private golf course around which the original community was built, as well as a nature preserve through which Penny Creek flows.

In early 2017, an Arena Sports and Entertainment facility was constructed. The 98,000 square- foot facility features an indoor soccer and futsal fields and programming, as well as a full-service family entertainment center that includes bowling (mini and full-size lanes), a multi-floor laser tag arena, rock climbing tower, two-story indoor ropes course, inflatable FunZone and more than 100 arcade games. The expansive facility is the premier party and event destination and sporting facility for the area.

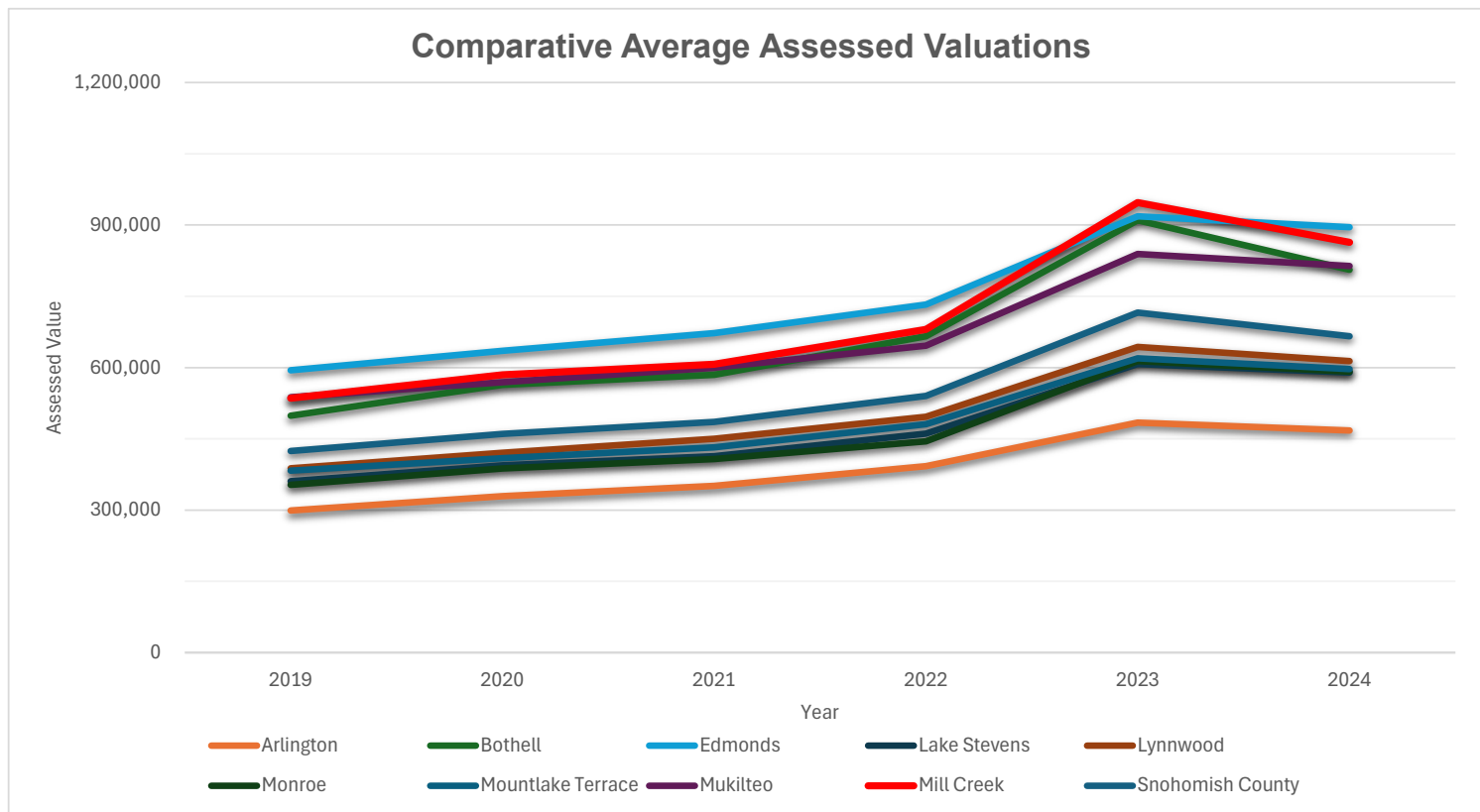
Being close to the Puget Sound and the snow-capped peaks of the Cascade Mountains, recreational opportunities such as boating and skiing are just a short drive away. Nationally ranked year-round golf courses are nearby.

Climate

Mill Creek's climate is temperate and relatively mild. The area's reputation for rainy days comes from the frequency and not the total accumulated rainfall. In fact, its annual average rainfall is approximately 36 inches, less rain than New York, Atlanta, or Houston. Summers and early fall are marked by gorgeous, sunny days.

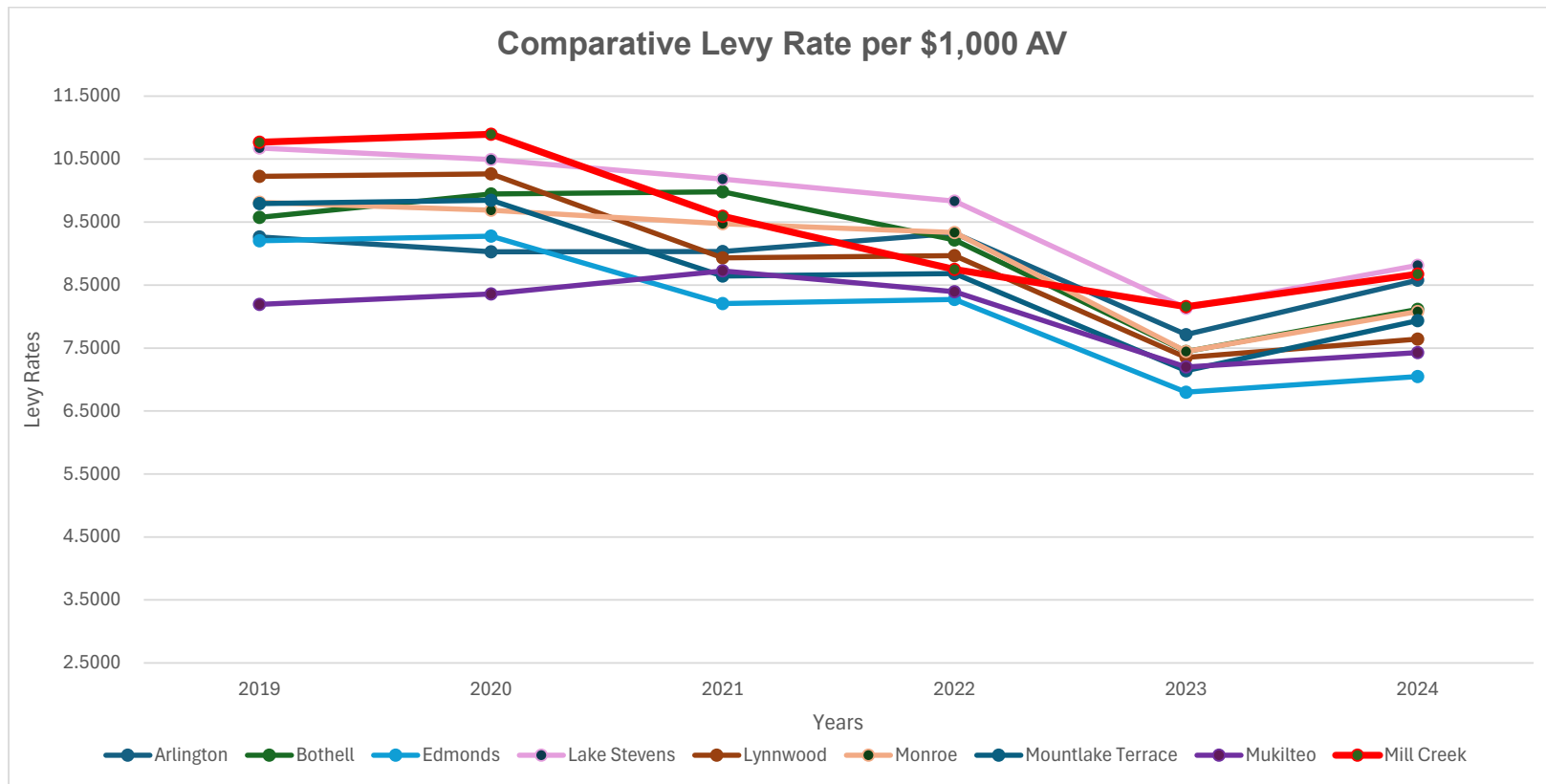


Source: Population estimates Washington State Office of Financial Management



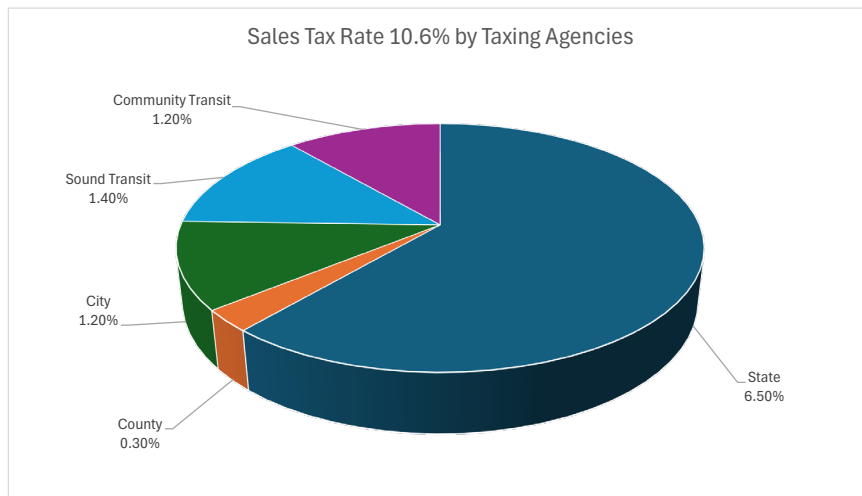
As of January 1 of prior tax year

City	2019	2020	2021	2022	2023	2024
Arlington	299,100	329,100	351,100	392,700	484,100	467,800
Bothell	498,700	563,500	584,800	666,000	910,000	806,200
Edmonds	594,300	635,300	672,300	732,700	918,400	895,700
Lake Stevens	360,700	394,300	413,200	460,800	607,500	589,500
Lynnwood	387,900	420,600	450,100	496,400	643,400	613,800
Monroe	353,100	387,500	407,700	444,600	613,700	591,500
Mountlake Terrace	383,000	409,200	432,200	480,500	619,500	596,600
Mukilteo	537,500	569,300	599,600	646,300	839,100	814,000
Mill Creek	535,500	584,900	607,100	680,600	947,300	863,700
Snohomish County	424,300	460,500	485,300	540,300	715,700	665,700




City	2019	2020	2021	2022	2023	2024
Arlington	9.2651	9.0303	9.0323	9.3226	7.7144	8.5760
Bothell	9.5746	9.9449	9.9807	9.2181	7.4443	8.1165
Edmonds	9.2045	9.2765	8.2073	8.2702	6.7996	7.0464
Lake Stevens	10.6758	10.4946	10.1832	9.8328	8.1327	8.8148
Lynnwood	10.2279	10.2653	8.9316	8.9669	7.3505	7.6404
Monroe	9.8139	9.6866	9.4749	9.3362	7.4464	8.0786
Mountlake Terrace	9.7948	9.8469	8.6418	8.6847	7.1408	7.9353
Mukilteo	8.1913	8.3581	8.7245	8.3932	7.1987	7.4285
Mill Creek	10.7662	10.8948	9.5931	8.7489	8.1565	8.6745
Snohomish County	10.0866	10.2841	9.6747	9.3017	7.6109	8.2288

**CITY OF MILL CREEK, WA
SALES TAX BREAKDOWN**



Taxing Agency	Percentage	Notes
State	6.50%	
First Half - City	0.50%	RCW 82.14.030(1)
Second Half - City	0.50%	RCW 82.14.030(2)
Public Safety - City	0.10%	Resolution No. 2012-491 dated 7/24/2012 Proposition No. 1 To authorize 0.10% sales and use tax for police and fire protection purposes. (11/6/2012 General Election approved by 67.20% of voters)
Affordable Housing - City	0.10%	Resolution No. 2019-583 dated 10/8/2019 City Council declared it's intention to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 within 1 year of the effective date of SHB 1406 or by 7/28/2020 (RCW 84.52.105) up to 0.1% if county has not done so. Funds the operations & maintenance costs of new units of affordable or supportive housing. (RCW 82.14.540 Expires 20 yrs after tax is first imposed)
Criminal Justice - County	0.10%	Snohomish County Ordinance 90-143 dated 9/26/1990 Imposed 0.10% sales and use tax per proceeds of which shall be exclusively for criminal justice purposes effective 7/1/1982.
Emergency Comm systems & Facilities - County	0.10%	Snohomish County Ordinance No. 18-037 Proposition No. 1 a.k.a. 911 Sales & Use Tax - imposes countywide sales and use tax of 0.10% for emergency communication systems and facilities. (11/6/2018 General Election approved 54.19% by voters)
Mental Health & Drugs - County	0.10%	RCW 82.14.460 authorizes imposition of 0.10% sales and use tax strictly use for chemical dependency or MH treatment or theraputic courts.
Public Transit - Community Transit	1.20%	Community Transit (SnoCo PTBA) - Established in 1976 per RCW82.14.045 see RCW 36.57A includes an addition 0.3% sales tax for a county of 700K or more that includes a city of 75K or more funding operation, maintenance, or capital needs of public transportation systems.
Mass Transit - Sound Transit	0.50%	Sound Transit Resolution No. R2016-17 Light-Rail, Commuter-Rail & Bus Service Expansion imposes 0.50% sales and use tax plus property tax levy of \$0.25 or less per \$1000 plus 0.8% motor vehicle excise tax to expand mass transit in King, Pierce & Snohomish Counties. Effective 4/1/2017. (11/8/2016 General Election approved by 51% of voters).
Mass Transit - Sound Transit	0.50%	Sound Transit Resolution No. R2008-11 Expansion of mass transit imposes an additional 5/10th of 1% sales and use tax to pay for planning, devt, permanent operation & maintenance of high-capacity transportation system. Effective 1/1/2009. (11/4/2008 General Election approved by 54.21% of voters.)
Mass Transit - Sound Transit	0.40%	Regional Transit Authority Resolution No. 96-73 Imposes 4/10 of 1% sales and use tax. (11/5/1996 General Election approved by 58% of voters)
Total	10.60%	

300-03 FINANCIAL MANAGEMENT POLICIES

	POLICY & PROCEDURE			
Subject: Index: Department Finance and Administration				
FINANCIAL MANAGEMENT POLICIES	Number: 300-03			
Effective Date:	Supersedes:	Staff Contact:	Clerk ID Number:	Approved By and Date:
		Peggy Lauerman		Approved by Council 5-7-19

1.0 PURPOSE:

The City of Mill Creek is accountable to its citizens for the use of public dollars. Municipal resources must be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. The City of Mill Creek is committed to the highest standards of responsible financial management. The City, including the City Council, City Manager and staff will work together to ensure that all financial matters of the City are addressed with care, integrity, and in the best interest of the City.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCE:

MCMC Chapter 3.02: General Financial Administration

RCW 35A.33.135 City Budgeting

RCW 36.70A.070 Comprehensive plans

Debt Management Policy 300-04

Investment Policy 300-05

4.0 FINANCIAL POLICIES

The City of Mill Creek's financial management policies address the following major areas:

5.0 General Policies	10.0 Debt Policies
6.0 Operating Budget Policies	11.0 Investment Policies
7.0 Revenue Policies	12.0 Special Revenue Fund Policies
8.0 Expenditure Policies	13.0 Reserve Policies
9.0 Capital Management Policies	14.0 Accounting, Auditing, and Financial Reporting Policies

5.0 General Policies

5.1 The City Council may adopt resolutions and ordinances to set financial policies to assure the financial strength and accountability of the City.

5.2 The City Manager, or designee, shall develop administrative directives and general procedures for implementing the City Council's financial policies.

5.3 All City departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected revenues, and future service requirements.

6.0 Operating Budget Policies

The goals of the budget process are: Align the budget with citizen priorities, measure progress towards priorities, obtain the best value for each tax dollar, foster continuous learning in the City, and build regional cooperation.

6.1 The operating budget shall serve as the City's comprehensive two-year financial plan which provides for the desired level of City services as defined by the City's priorities. It will serve as the policy document of the City Council for implementing Council goals and objectives.

6.2 In order to facilitate the biennial budget development process and 6-year Capital Improvement Plan, the City Manager should propose a combined biennial budget and capital development calendar at the first regular Council meeting in March, in even years.

- 6.3 The City Council will adopt and maintain a balanced biennial operating budget.
- 6.4 The City of Mill Creek defines a balanced budget as current biennium revenues (including fund balances) being equal to or greater than current biennium budgeted expenditures.
- 6.5 The City will strive to adopt a budget where current biennial operating revenues will be equal to or greater than current operating expenditures.
- 6.6 All general government current operating expenditures should be paid from current revenues and cash carried over from the prior biennium in excess of the adopted reserve level. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.
- 6.7 Revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass six years and will be updated as needed but no less than biennially.
- 6.8 Biennial operating budgets should provide for design, construction, maintenance and replacement of the City's capital, facilities, and equipment consistent with the Capital Improvement Plan including the related cost for operating and maintenance.
- 6.9 The City should maintain all of its assets at a level that protects the City's capital investment and minimizes future maintenance and replacement costs.
- 6.10 One-time revenues should be used for one-time/non-recurring expenditures.
- 6.11 One-time construction sales tax from the General Fund should be transferred into the Capital Improvement Project Fund in accordance with the City's adopted Capital Improvement Plan to help support future capital needs associated with the increased residential and commercial populations.
- 6.12 All supplemental budget modifications (appropriations requested after the original budget is adopted) including staff additions should conform to the City's budget policies and be carefully considered. All budget modifications will conform to these operating budget policies.

7.0 Revenue Policies

Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

- 7.1 Mill Creek strives to maintain as diversified and stable of a revenue system as permitted by state law to shelter the City from short-run fluctuations in any one revenue source.
- 7.2 Major General Fund revenue streams are impacted by fluctuations in the local, regional and national economies, and therefore, Mill Creek's revenue estimates should be conservative and

avoid speculation.

7.3 The City will estimate its biennial revenues through an objective, analytical process using best known economic data.

7.4 The City strives to establish user fees and charges at a level related to the cost of providing the service and within policy parameters established by the City Council.

7.5 In each odd numbered year, the City should review and adjust user fees for the effects of inflation and other costs or legislative factors as appropriate. The City will set fees for user activities in accordance with cost recovery policies adopted by Council.

7.6 Surface Water Utility-The City will strive to set rates at a level that fully supports the total direct and indirect cost of the activity including the cost of annual depreciation of capital assets. Additionally, for analysis and rate modeling purposes, the proposed rates shall also take into account debt service commitments.

a. The analysis associated with “generally accepted” rate-setting techniques includes the following:

- Revenue Requirement Analysis – Establishes the overall level of financial and rate needs of the City.
- Cost of Service Analysis – Design rates to collect the appropriate level of revenue and to meet the goals and policies of the City.

b. At a minimum, a rate study should be reviewed and updated every 5 years.

7.7 The City will account for revenues according to City policy, state statute, and as prescribed by the State Auditor’s Office.

8.0 Expenditure Policies

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

8.1 The City budget will provide for a sustainable level of service that strives to achieve City goals.

8.2 The City’s operating budget will not use one-time revenues to support ongoing expenditures.

8.3 The City will account for expenditures according to City policy, state statute and as prescribed by the State Auditor’s Office.

8.4 Written cost allocation plans will be developed and incorporated into the City budget as needed. The cost allocation plan will be the basis for distribution of general government costs to

other funds or capital projects (also known as indirect costs).

9.0 Capital Management Policies

Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

9.1 The City of Mill Creek will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070. The plan shall be for a period of six years.

9.2 The CFP together with the City's Capital Improvement Plan (CIP) will include all projects to maintain public capital projects required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the City Council.

9.3 The CFP/CIP will provide a full description and details on each capital project including estimating costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and other outside resources whenever possible.

9.4 The City will finance only those capital improvements that are consistent with the adopted CIP and City budget priorities. All capital improvements will include operations and maintenance costs and the plan will be updated every biennium.

9.5 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.

9.6 One-time revenues should be transferred into the CIP Fund at the end of a biennium. One-time revenues are those receipts that are easily identifiable due to the magnitude of the revenue and are not expected to reoccur, such as one-time development related revenues (e.g., construction sales tax on large buildings). The City recognizes that during each budget cycle, Mill Creek receives a recurring base amount of development related revenues that should not be transferred out of the City's General Fund.

9.7 The City will transfer 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. At the end of each biennium, the City will transfer 33% of all reserve funds above the General Fund Reserve minimum for capital project investment.

9.8 The CIP includes a CIP Contingency in which a minimum of 10% of projected revenues from Real Estate Excise Tax (REET) should be designated for this fund to be used to support Transportation, Parks and Trails, and City Facilities and Equipment. It is at Council's discretion that these funds can be appropriated toward currently unidentified projects, toward approved projects

that are underfunded or toward unexpected increases in planned projects.

Capital Asset Management

9.9 The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

9.10 The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year. All capital assets shall have a City of Mill Creek property tag affixed to it when placed into service.

9.11 Minor equipment that falls below the \$5,000 threshold but is subject to shrinkage shall have City of Mill Creek property tag affixed to it when placed into City service and will be accounted for on the "Small and Attractive" inventory list.

10.0 Debt Management Policies

See Debt Management Policy 300-04

11.0 Investment Policies

See Investment Policy 300-05

12.0 Reserve Fund Policies

Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.

12.1 At the end of each biennium, the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.

12.2 The City will include all fund balances in the biennial budget.

12.3 General Fund Operating Reserve

This reserve sets aside funds (15 percent of the General Fund's budgeted revenues for the ensuing biennium) to respond to economic fluctuations, catastrophic events and unanticipated cash flow needs.

- a. At the end of a budget cycle, a third of any surplus reserve should be transferred to the Capital Improvement Plan (CIP) Fund for future capital investment.
- b. A surplus is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance.
- c. Biennium surpluses in the General Fund Operating Reserve may remain in the General

Fund Operating Reserve, appropriated and used to fund one-time operations and capital expenditures if:

- Surplus balances remain after all current expenditure obligations and reserve requirements are met.
- The City has made a determination that revenues for the ensuing biennium are sufficient to support budgeted General Fund operations.

d. If reserves are used for their intended purpose and spent down below the 15 percent reserve requirement, the City will develop a written fiscal strategy to reinstate the required 15 percent reserve.

12.4 CIP Contingency Reserve

A minimum of 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as a Capital Improvement Plan (CIP) Contingency Reserve to be used to support transportation, parks and trails, City facilities and new capital equipment projects. REET receipts fluctuate from year to year based on the transfer of property ownership in Mill Creek. Although staff projects this revenue stream conservatively, it is still prudent to maintain an adequate CIP Contingency Reserve and not allocate or appropriate these monies until they are actually received. Only Council can approve spending down funds in the CIP Contingency Reserve.

12.5 City Hall North

The City will maintain an operating reserve of 5%.

12.6 Surface Water Utility Fund Reserves

Operating:

The City shall strive to maintain adequate reserves in order to provide sufficient cash flows to meet operating and capital expenses, while also providing the financial ability to address economic downturn and system emergencies.

The City's goal is to achieve a year-end minimum balance target of 120 days (33%) of total annual operating expenditures excluding transfers. In any year where operating reserves exceed the target, i.e. 120 days of operating expenses, it is assumed that the excess cash is swept into the capital account to help pay for capital projects.

Capital Reserves:

This reserve provides a source of emergency funding for unexpected asset failures or other unanticipated capital needs. It can also help the utility address cash flow issues related to capital

projects. The City's goal is to achieve a target balance of \$500,000.

Revenue Bond Reserve:

Bond reserves shall be created and maintained by the Surface Water Utility Fund in accordance with any provisions set forth in the bond covenants. These shall be in addition to the reserves described above.

Parity Debt Service Coverage Ratio:

The City shall strive to maintain a minimum target goal for parity debt service coverage ratio, gross revenue of the utility less operating and maintenance expenses, (not including depreciation, taxes and debt payments) of 2.00 times or higher on the combined parity annual debt service payments.

12.9 Equipment Replacement Fund

The City shall maintain an Equipment Replacement Fund for fleet, capital equipment and general asset replacement. The Equipment Replacement Fund should be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent a physical deterioration of City assets.

Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

12.10 Unemployment Compensation and Self Insurance Reserve Fund

This fund will be maintained to accumulate reserves for unanticipated claims for unemployment compensation and/or the City's property damage coverage, liability and automobile insurance deductibles.

12.11 Additional Reserves

The City Council may create additional reserve accounts to set aside funds for specific purposes or special projects for known significant future expenditures, or as general operational reserves.

13.0 Special Revenue Policies

13.1 The City will establish and maintain Special Revenue Funds to account for the proceeds of restricted revenue streams that have legally specified uses in accordance with the Government Finance Officers Association (GFOA) guidelines and best practices.

13.2 Special Revenue Funds should have biennial operating budgets, be reviewed through the normal budget process, and be included in the City's budget document.

14.0 Accounting, Auditing, and Financial Reporting Policies

Comply with prevailing federal, state, and local statutes and regulations. Conform to a

comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA) where applicable.

14.1 The City will maintain revenue and expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.

14.1 The City of Mill Creek will ensure that City records are audited annually or as directed by the State Auditor's Office (SAO) and these audits will result in the issuance of a financial opinion. Audit results are available on the SAO website.

14.2 The City of Mill Creek will establish and maintain a high standard of internal controls and accounting practices overseen by the Finance Director.

14.3 The City accounts for revenues and expenditures on a cash basis.

14.4 Reports on revenues and expenditures will be prepared monthly and budget reports showing the current status of revenues and expenditures will be prepared and reviewed quarterly with City Council and made available for public inspection.

14.5 A fixed asset system will be maintained to identify City assets, their location, and their condition for all general government and internal service funds.

14.6 The City will strive to establish and maintain an asset listing of existing infrastructure by estimating the existing asset infrastructure, including annual depreciation for the Surface Water Fund.

BUDGET GLOSSARY

This glossary identifies terms used in this budget. Accounting terms are defined in general, non-technical terms. For more precise definitions of these terms, the reader should refer to the state BARS manual.

Account: A record of additions, deletions, and balances of individual assets, liabilities, equity, revenues, and expenses.

Accrual Basis Accounting: A method of accounting for revenues and expenses when earned or incurred instead of when cash is received or spent.

Annexation: The incorporation of land into an existing city with a resulting change in the boundaries of the city.

Appropriation: A legal authorization granted by the City Council to make expenditures and to incur obligations for a specific purpose or program.

Assessed Valuation: The estimated value placed upon real or personal property as the basis for levying property taxes.

Audit: An examination to determine the accuracy and validity of records and reports by an agency whose duty it is to make sure the City conforms with established procedures and policies.

BARS: Standards for Budgeting, Accounting, and Reporting System. The manual issued by the Office of Washington State Auditor which directs accounting and reporting standards for local governments in accordance with RCW 43.09.200.

Benefits: Employer contributions paid by City as part of the conditions of employment. This may include medicare tax, pension, retirement, worker's compensation, medical/dental/vision insurance, etc.

Bond: A written promise to pay a specific sum of money (principal) at a specified future date along with periodic interest rate. Bonds are typically used for long-term debt to pay for a particular capital expenditure.

Biennial Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Capital Assets: Assets of significant value that have a useful life greater than one year and have an initial cost greater than \$5,000. Also referred to as fixed assets.

Capital Facilities Plan (CFP): A plan for capital expenditures to be incurred each year over a six-year period, identifying the amount to be expended in each year and the method of financing those expenditures.

Capital Projects: Projects that purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a facility or roadway.

Cash Basis Accounting: The method of accounting where revenues are recorded when received and expenditures are recorded when paid.

Comprehensive Plan: A 20-year comprehensive guide with policies to be used in making decisions concerning future land uses, establishing urban growth boundaries and city limits, extensions of community services and facilities, locations of future transportation/circulation facilities, parks and open space, designation and protection of environmentally sensitive areas and desirable urban design elements of the City.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures.

Debt Service: The annual payment of principal and interest on the City's indebtedness.

Department: Refers to an organizational unit. In Mill Creek this term refers to functional services by which resources are allocated and accounted in the financial plan.

Equity Lease: Type of lease where the cost of the asset is depreciated a set amount each month until you reach a predetermined balance. Equity exists when the value of the asset exceeds the amount remaining on the lease/loan.

Full-Time Equivalent (FTE): A numerical expression that indicates the amount of time a position has been budgeted. A position budgeted at 40 hours per week for twelve months equals 1.0 FTE. A position budgeted at 20 hours per week is equivalent to .5 FTE.

Fund: Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.¹

Fund Balance: The excess of an entity's assets over its liabilities in a particular fund. A negative fund balance is a deficit.

Generally Accepted Accounting Principles (GAAP): Accounting and reporting standards used for both private industry and government in the U.S.

Government Accounting Standards Board (GASB): Establishes accounting and financial reporting standards for the U.S. state and local governments that follow GAAP.

General Fund: Fund used to account for and report all financial resources not accounted for and reported in another fund. [GASB 54, ¶29]

General Obligation (GO) Bonds: Bonds for which the full faith and credit of the issuing government are pledged for payment.

Grants: A contribution of assets (usually cash) by one government unit or other organization to be used or spent for a specified purpose, activity, or facility. Typically, these contributions are made to local governments from the state and federal governments.

Impact Fees: One-time charges assessed by a local government against a new development project to help pay for new or expanded public capital facilities that will directly address the increased demand for services created by that development.²

Interfund Transfers: Amounts transferred from one City fund to another.

¹ GASB Codification 1300-Fund Accounting

² MRSC Planning & Growth Management - Impact Fees

Intergovernmental Revenue: Grants, entitlements, shared revenues and payment for goods and services by one government entity to another.

Levy: To impose a tax, special assessment or service charge for the support of government activities. The term most commonly refers to the real and personal property tax levy.

Levy Rate: The rate at which taxes, special assessments or service charges are imposed. For example, the real and personal property tax levy is the rate at which property is taxed per \$1,000 of assessed valuation. The rate, when applied to the total assessed valuation within the City, may not generate an amount of property tax more than what is specified under state law.

Licenses and Permits: Charges for the issuance of licenses and permits. Licenses are required by municipalities for selected trades, occupations and other activities for regulatory purposes. Permits are issued to aid regulation of new business activities.

Mitigation Fees: See Impact Fees

National Pollutant Discharge Elimination System (NPDES): Permit created by Clean Water Act to help address water pollution by regulating point sources that discharge pollutants to waters of the United States. The City of Mill Creek is regulated under the State of Washington Phase II Municipal Stormwater Permits.

Operating Budget: The annual appropriation to maintain the provision of City services to the public.

Operating Transfer In: Transfers from other funds that are not related to rendering of service.

Other Services and Charges: A basic classification for services other than personnel services that are needed by the City. This budget item includes professional services, communication, travel, advertising, rentals and leases, insurance, public utility services, repairs and maintenance, and miscellaneous.

Preliminary Budget: The City Manager's recommended City budget submitted to the City Council and public by November of each year.

Reserve: A segregation of assets to provide for future use toward a specified purpose.

Resources: Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances (also called beginning cash).

Revenue: Income received by the City to support programs or services to the community. "Revenue" includes such items as taxes, fees, user charges, grants, fines and forfeits, interest income and miscellaneous revenue.

Revenue Estimate: A formal estimate of how much revenue will be earned from a specific source for some future period; typically, a year.

Salaries and Wages: Amounts paid for services rendered by employees in accordance with rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime and temporary help. LEOFF: A state retirement system for law enforcement personnel of the City.

Special Revenue Funds: General government funds where the proceeds of specific revenue source that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. [GASB 54 ¶30]

Stormwater: Rain and snow melt that runs off surfaces such as rooftops, paved streets, highways and parking lots.

Supplemental Appropriation: An appropriation approved by Council after the initial budget appropriation by way of a Budget Amendment Ordinance.

Western Washington Phase II Stormwater Permit: Municipal stormwater general permits regulate discharges from municipal separate storm sewer systems (MS4s).

Abbreviation / Acronym	Definition
ADA	Americans with Disabilities Act
ADMIN	Administration
ADU	Accessory Dwelling Unit
AFSCME	American Federation of State, County and Municipal Employees, AFL-CIO (Union)
A.K.A	Also known as
ARPA	American Rescue Plan Act of 2021
AUTH	Authority
AV	Assessed Value
AWC	Association of Washington Cities Trust
BARS	Budgeting, Accounting & Reporting System
B&O	Business and Occupation Tax
BDA/DAS	Bi-directional Antenna/Distributed Antenna System
CB	Catch Basin
CBA	Collective Bargaining Agreement
CHN	City Hall North Building/Property
CIF	Capital Improvement Fund (316)
CIP	2025-2030 Capital Improvement Projects Plan
CLFRF	Coronavirus Local Fiscal Recovery Fund
CM	Construction Management
CNTY	County
COLA	Cost of Living Adjustment
COMM	Community
COVID	Coronavirus -19
COVID-19 SLFRF	Coronavirus State and Local Fiscal Recovery Funds
CPI	Consumer Price Index
CPL	Concealed Permit License
CW	Citywide
District	Snohomish County Fire District No. 7
DOC	Department of Commerce
DOE	Department of Ecology
DOT	Department of Transportation
DR	Drive
DRCC	Dobson-Remillard-Church-Cook Properties
DUI	Driving Under the Influence
DV	Domestic Violence
e.g.	For example
EFM	Enterprise Fleet Management Agreement
EGUV	East Gateway Planned Urban Village
EIS	Environmental Impact Study
EMS	Emergency Medical Services
ERFC	Washington State Economic and Revenue Forecast Council
ESD	Everett School District

Abbreviation / Acronym	Definition
ESU	Equivalent Surface Unit
FA	Facilities Projects
FB	Fund Balance
FED	Federal Government
FMLA	Family and Medical Leave Act
FMP	Financial Management Policies 300
FTE	Full Time Equivalent Position
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
	General Condition 20 Program for Compliance with the Western
G20	Washington Phase II Stormwater Permit
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GMA	State Growth Management Act
HR	Human Resources
HRIS	Human Resources Information System
HVAC	Heating, Ventilation, and Air Conditioning
IBC	International Building Code
IDDE	Illicit Discharge Detection and Elimination
ILA	Interlocal Agreement
IT	Information Technology
JLARC	Joint Legislative Audit and Review Committee
K9 or K-9	Police Dog
LEAD	Law Enforcement Assisted Diversion
LED	Light Emitting Diode
LEOFF2	Law Enforcement Officers and Fire Fighters Pension Plan 2
LF	Linear Foot
LHET	Leasehold Excise Tax
LID	Low Impact Development
LRF	Local Revitalization Financing
LT	Long Term
LTOC	Long Term General Obligation Bonds
MCMC	Mill Creek Municipal Code
MCSP	Mill Creek Sports Park
MEBT	Municipal Employees Benefit Trust
MGMT	Management
MGT	Management
MOU	Memorandum of Understanding
MRSC	Municipal Research and Services Center
MUGA	Municipal Urban Growth Area
MVFT	Motor Vehicle Fuel Taxes
NLC	National League of Cities

Abbreviation / Acronym	Definition
NM	Non-Motorized
NPDES	National Pollutant Discharge Elimination System
NR	Non-Represented
OFM	Washington State Office of Financial Management
O&M	Operations and Management costs
OMWBE	Office of Minority and Women's Business Enterprises
OPMA	Open Public Meeting Act
PCI	Pavement Condition Index
PDCT	Public Disclosure Coordination Team
PERS (2 & 3)	Public Employees' Retirement System Plans 2 & 3
PFML	Paid Family and Medical Leave
PK	Park
PRA	Public Records Act
PROF	Professional
PROS	Parks, Recreation and Open Space Plan
PSO	Police Support Officer
PSRC	Puget Sound Regional Council
PTBA	Public Transportation Benefit Area (Snohomish County)
PUD	Public Utility District
PW	Public Works
RCW	Revised Code of Washington
RD	Road
REC / RECR	Recreation
RECR	Recreation
REET	Real Estate Excise Tax
RFP	Request for Proposal
ROW	Right-of-Way
RPB	Revitalization, Preservation and Beautification Funds
RPM	Raised Pavement Markers
RRFB	Rectangular Rapidly Flashing Beacon
SAO	State Auditors Office
SBITA	Subscription-Based Information Technology Arrangement
SCCIT	Snohomish County Committee for Improved Transportation
SCT	Snohomish County Tomorrow
SEPA	State Environmental Policy Act
SHB	Substitute House Bill
SLFRF	Coronavirus State and Local Fiscal Recovery Funds
SND	Sound
SNO	Snohomish Region
SNOCO	Snohomish County
SNOCO 911	Snohomish County Emergency Dispatch Services
SOP	Standard Operating Procedures
South County Fire	South County Fire and Rescue Regional Fire Authority

Abbreviation / Acronym	Definition
SR	State Route
SRO	School Resource Officer
SS4A	Safe Streets and Roads For All Federal Program
ST	Street
SVC	Service
SW	Surface Water or Surface Water Utility Projects
SWAT	Special Weapons and Tactics
TIP	Transportation Improvement Plan
U.S.	United States
UAS	Unmanned Aircraft Systems
UGB	Urban Growth Boundary
WA	State of Washington
WAC	Washington Administrative Code
WCIA	Washington Cities Insurance Authority
WDFW	Washington State Department of Fish and Wildlife
WSDOT	Washington State Department of Transportation
YOY	Year-over-Year
YR	Year