

CITY COUNCIL AGENDA

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



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

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the office of the Acting City Clerk at (425) 921-5725 three days prior to the meeting.

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

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

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

Next Ordinance No. 2019-846

Next Resolution No. 2019-578

**November 26, 2019
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

- A. Oath of Office for Newly Elected Councilmembers, John Steckler and Stephanie Vignal.
(Mayor Pam Pruitt)

ROLL CALL

AUDIENCE COMMUNICATION

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

PUBLIC HEARINGS

- C. Public Hearing/Comment on the 2019 - 2020 Mid-Biennium Budget Adjustments

D. Public Hearing/Comment on Property Tax & EMS Levies for 2020

OLD BUSINESS

- E. Appointment to the Park & Recreation Board
(Council Interview Committee: Councilmember Cavaleri and Councilmember Vignal)
- F. 2019 -2020 Mid - Biennium Budget Amendments
(City Manager Michael Ciaravino and Interim Finance Director Tara Dunford)
- G. 2020 Property and EMS Tax Levies

CONSENT AGENDA

- H. Approval of Checks 61156 through 61237 in the Amount of \$668,8789.65.
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)
- I. Payroll and Benefit ACH Payments in the Amount of \$298,565.11
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)
- J. City Council Meeting Minutes of November 12, 2019
- K. City Council Meeting Minutes of June 4, 2019
- L. City Council meeting Minutes June 11, 2019

REPORTS

- M. Mayor/Council
- N. City Manager
- Council Planning Schedule
- O. • Financial Report Q3 2019
- Design Review Board Meeting Minutes of October 24, 2019

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # _____
Meeting Date: November 26, 2019

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE PARK AND RECREATION BOARD

PROPOSED MOTION:

Motion to appoint one volunteer to serve on the Park and Recreation Board expiring Oct. 31, 2022

KEY FACTS AND INFORMATION SUMMARY:

One position on the Park and Recreation Board is open. Previously at the November 12, 2019 City Council Meeting, Council voted to appoint three individuals to fill four vacancies. We expect the Park and Recreation Board to appoint an additional volunteer for the remaining vacancy. One position on the Park and Recreation Board was vacated by the resignation of Board Member Tammy Dunn. Staff conducted a recruitment process that included the following:

- The notice was posted on the bulletin boards at City Hall and at the Library.
- A press release was sent to the local newspapers.
- The notice was also posted on the City's website.
- The notice was sent out through the "Notify Me" feature on the City's website, where people interested in serving on the Park and Recreation Board have signed-up to receive notice when a vacancy occurs.
- The City's social media outlets were utilized to advertise the vacancies.

Nine applicants applied for the **four** vacancies on the Park and Recreation Board. Interviews were completed on Tuesday, November 12, 2019 and three individuals were voted by Council during the Council Meeting that evening. The Interview Committee is comprised of Councilmember Cavaleri, Councilmember Vignal, and Park and Recreation Board Member Tyler Hogan.

ATTACHMENTS:

Applications for the volunteer position on the Park and Recreation Board from: Jim Erlewine, Peter Lalic, Rob Mapes, Sandy Harris, Brent Brewder, Bridget Casey, Laura Silvers, Sandy Harris and Vanessa Good.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Michael G. Ciaravino", written over a horizontal line.

Michael G. Ciaravino
City Manager

PARK & RECREATION BOARD VACANCY

INTERVIEW SCHEDULE

Tuesday, November 12, 2019

4:15 p.m. to 5:45 p.m.

INTERVIEW COMMITTEE:

Councilmember Cavaleri
Councilmember Bond
Tyler Hogan, Park & Recreation Board Member

There is three open positions on the Park & Recreation Board with a term that expires in 2022. Nine letters of interest were submitted.

Appointments are scheduled to be made during the regular City Council meeting on October 22, 2019.

DUTIES: The Park & Recreation Board shall review and act on the following matters:

- Acquisition of park and recreation facilities.
- Development, design and operation of park and recreation programming and facilities.
- Facility use fees and procedures.
- Capital improvement planning.
- Contracts, interlocal and lease agreements regarding park and recreation activities.
- Park, playfield and facility design.

The members of the Park & Recreation Board recommend annual acquisition, development and operation of park and recreation facilities and programs.

SCHEDULE:

Applicant	Interview Time
Peter Lalic	4:15 – 4:25 p.m.
Sandy Harris	4:25 – 4:35 p.m.
Brent Brewder	4:35 – 4:45 p.m.
Rob Mapes	4:45 – 4:55 p.m.
Bridget Casey	4:55 – 5:05 p.m.
Laura Silvers	5:05 – 5:15 p.m.
Michael Bauer	5:15 – 5:25 p.m.
Jim Erlewine	5:25 – 5:35 p.m.
Vanessa Good	5:35 – 5:45 p.m.
Deliberation	5:45 – 5:55 p.m.



City of Mill Creek Boards & Commissions Application

Community Service

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Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Jim Last Name: Erlewine

Address: ██████████ ██████████ ██████████ City: Mill Creek Zip: 98012

Email: ██ Phone: ████████████████

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Parks and Recreation

2. Why are you interested in serving on a board or commission?

Giving back to my community is important and I've found that being involved in the community where I live increases this effect. My involvement in the City's Parks and Recreation board for a number of years is a prime example and I offer this application for consideration for another term.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

My background includes stints in information technology and financial services in addition to a community outreach and volunteer activities. In addition to my involvement with Mill Creek Parks and Recreation board, this includes being a member of Compass Health's Finance, Audit and Investment Committee, the City of Mill Creek's Economic Development Committee, Everett School District, and the Rainier Valley Community Development Fund.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Challenges include in transportation, continued growth, and increasing the City's commercial tax base while maintaining what has made Mill Creek unique.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Mill Creek's attributes are numerous and includes Town Center, nature and sports activities (e.g., the Sports Park, Arena Sports, the Park system), and community events (e.g., Easter Egg Hunt, Trunk or Treat, etc.).

6. Please list any other comments that would help the City Council evaluate your skills for this position.

A member of the Parks and Recreation board for a number of years, please accept this application for another term. Should you have any questions or need further clarification, please do not hesitate to contact me.

City of Mill Creek
Boards & Commissions Application

Peter Lalic

██████████

Mill Creek, WA 98012

████████████████████
████████████████████

1. Applying for Parks & Recreation Board
2. I have been on the Parks & Recreation Board for the past 3 years and would like to continue my service to the City. Mill Creek is a great community to live in and I like to contribute to it. Communities do not become good places to live without people volunteering, giving back to the Community, and getting involved. We have wonderful parks in Mill Creek that all people in the community enjoy and I would like to continue that and to also look for improvement.
3. I have worked for the U. S. Federal government for 45 years mostly in law enforcement. I was a Special Agent with the U. S. Treasury Department and retired as the Special Agent in Charge of U. S. Treasury, IRS, Criminal Investigation for the Pacific Northwest. I have a undergraduate degree and a certificate toward a masters degree.
4. Some of the most important concerns or issues for Mill Creek are:
 - A. Good livability for families, single people, young through old people and maintaining the current good standards Mill Creek is accustomed to.
 - B. Congestion
 - C. Traffic and roads
 - D. Safety-police & Fire
 - E. Good public schools
 - F. Budget
5. Mill Creek is well known for its family livability, homes, trees, parks, paths, walkability and safe environment.
6. We have lived in Mill Creek for 25 years. I have served on the Mill Creek Planning Commission for 10 years and the Parks & Recreation Board for 3 years



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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Rob

Last Name: Mapes

Address: [REDACTED] City: Mill Creek Zip: 98012

Email: [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Park and Recreation Board

2. Why are you interested in serving on a board or commission?

I believe there are many aspects to the heart of community. Part of the heart and life of Mill Creek are diverse parks and recreation offerings. I believe Mill Creek can obtain a level of

excellence that can be a role model for other communities. I want to be a part of this process. Stronger and thriving communities is what makes our city, state and country great.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I am currently a warehouse supervisor for Panasonic Avionics. I have an extensive background in project management, quality control, vendor relations and negotiations, and people development. My wife and I also own CrossFunction Sports Massage in Mill Creek and will be opening CrossFunction Sports Recovery Center this fall.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

In relation to parks and recreation the most important concern is offering unique classes and outdoor recreation that sets us apart from neighboring communities. Our goal is to discover as a team what will be the best fit for our community while taking into account the feedback of what our community desires.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

The best asset I see currently is the vast trail system that currently includes 23 trails. I do envision expansion of the trails and boardwalks in our 5 year plan. To ensure that visitors spend the day in Mill Creek, I suggest a theme of waterwheels be discussed. Partnering with the [NRPA](#) and acquiring grants can help with this project. Incorporating historical names for the new trails and parks such as "Olympus" and "Klahanie" will give ties to the birth of Mill Creek.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I believe collaboration and feedback with the city and other boards and commissions will give us the best consensus on how our parks and recreation will look in the future. Many other cities have top notch parks and unique offerings that should be researched to find the best fit for our community. I enjoy researching and reaching out to others to find partnerships and knowledge sharing of what works and what does not work. We should strive to be exceptional and at the same time fiscally responsible and environmentally friendly. I look forward to being part of the team!



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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Sandra Last Name: Harris

Address: [REDACTED] City: Mill Creek Zip: 98012

Email: [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Park and Recreation Board

2. Why are you interested in serving on a board or commission?

I have been interested in becoming more a part of decision making for the community and understand how the process works. Also, I am a sports fanatic, so it seemed a good place for me to be involved in how we use and allocate for our spaces.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I have worked in IT, identity and access management for over 20 years. No licenses held.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

I think the biggest issue is over crowding and losing the community feel.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Smaller town community and nature trails. Also, there is an effort with the encompassing HOA to keep things nice and clean.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I have worked in managerial positions as part of the decision making process and also worked with a wide variety of people. With my role, I have also led a policy and procedures team incorporated all levels of staff with input on impacts.

In addition, I have several children growing up in this community. Most are special needs and looks for opportunities for them to be able to be part of the community.



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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Brent Last Name: Brewder

Address: ██████████ City: Mill Creek Zip: 98012

Email: ██████████ Phone: ██████████

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

[Parks & Recreation Board](#)

2. Why are you interested in serving on a board or commission?

[I was born and raised in Mill Creek and returned about 10 years ago to raise my kids. I would like an opportunity to give back to the community.](#)

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

Project Management Consultant construction industry. Certified PMP (Project Management Professional).

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Increased population density, high property taxes, & changing demographics will likely put more strain on the city's public spaces.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

1. Town Center
2. Green space in an increasingly urbanized area.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

Honestly, I'm not exactly sure what the board does but I am willing to use whatever knowledge or skills that I have to help in whatever way I can.

- I'm quite familiar with Mill Creek community and its history. My family was one of the original families in the neighborhood in 1977. We saw the entire area get built up from farms, cabins, and dirt roads.
- I've managed engineering & construction projects for 20 years and probably have a certain set of skills that would be of value to the city parks and recreation. I don't expect to use them all but I specialize in people/organizational management, finance/accounting, project budgets, schedules, design documents, contracts, risk management, and claims/dispute resolution (hopefully not required).
- This is stretching a little but before I was in construction management I was the student manager of the outdoor/sports recreation for WSU. In this role, I organized and managed many major student events including concerts, movie festivals, ski swaps, outdoor outings, educational seminars, etc. That's been a while so I'm not selling my services but I enjoyed it and can see myself being involved in similar events for Mill Creek.
- And lastly, I've lived in city's all over North America and the world. In my opinion, one of the most important features of any city is its use of public spaces and

recreational opportunities. I don't believe in pushing ideas just because they worked somewhere else but my experience may help if brainstorming for ideas to solve unique problems for Mill Creek.



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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Bridget Last Name: Casey

Address: [REDACTED] City: Mill Creek Zip: 98012

Email: [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

I would like to be considered for the Parks and Recreation Board.

2. Why are you interested in serving on a board or commission?

I am interested in serving on the Parks and Recreation Board because the majority of our recreation time since moving to Mill Creek with my family in 2016, is spent in local parks. My six (6) year old daughter and two (2) year old son love walking, biking, and

scootering to parks in walking distance to our home. The City of Mill Creek provides safe and varying types of recreation experiences in the parks, from organized recreation programs like soccer and nature exploration, to free time in the playgrounds. I would love to provide input on how the City can continue to provide recreational opportunities for members of the community and improve the facilities and opportunities currently in place.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I am a Deputy Prosecuting Attorney in the Civil Division of the Snohomish County Prosecuting Attorney's Office. In my current position as Lead of the Tort Unit, I manage the group of attorneys who defend Snohomish County and employees of Snohomish County in civil lawsuits. The lawsuits handled by the Tort Unit range from vehicle collisions involving Snohomish County employees, to civil rights lawsuits against Snohomish County Sheriff's deputies, to premises liability claims, including cases involving injuries that are alleged to have occurred in park and recreation spaces. As an attorney for the County, I also advise on risk management and preventative practices.

I have served as a Snohomish County Deputy Prosecuting Attorney for over seventeen years, with seven years spent in the Criminal Division prosecuting a wide range of misdemeanor and felony cases and the majority of those seventeen years in civil litigation, defending the County.

I received my Juris Doctorate from Gonzaga University in 2000 and I have been a member of the Washington State Bar Association since November of 2000. Prior to my employment with the Snohomish County Prosecuting Attorney's Office, I served as a law clerk to retired Snohomish County Superior Court Judge, Larry E. McKeeman.

Growing up in a suburb of Seattle, I worked as a lifeguard, swim instructor and youth swim coach in high school and college. Working directly in the recreation field as an instructor and coach provides a well-rounded background to serve on the Parks and Recreation board, as a direct recreation provider and consumer of recreation programs

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

I believe the City of Mill Creek will need to improve entertainment and recreation opportunities to increase tourism income for the City. The City currently has a great resource in the Town Center, but the City needs to increase focus on improving and increasing recreation facilities and programs to give non-residents additional reasons to come to the City to spend money. As a mother to a six (6) year old, I know that access to soccer field time is at a premium. If the City can increase the amount of field space available for competitive soccer, rugby, lacrosse and other field sports, the City can increase income from families traveling to the City who spend money in restaurants, grocery stores, and gas stations, and other services.

I believe the City of Mill Creek will also need to focus on improving an aging infrastructure. The drainage system issues are well publicized, but other areas owned and managed by the City, including the park system, also need attention. Aging and outdated park equipment, fields and trail areas will need to be improved for safety of the public.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

The Town Center is a great asset, but the Parks and Recreation facilities and programs are also a great asset to draw visitors and new residents to the City. My personal experience with the Recreation programs offered by the City is that the very affordably priced programs such as Ballet and Soccer bring children and families to the City.

In addition, building on, continuing to improve and increasing field space for organized sports will continue to bring visitors and new residents to the City.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

Please do not hesitate to call or email me if you have any questions about my qualifications or interest in serving on the Parks and Recreation board.



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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: _Laura _____ Last Name: _Silvers_____

Address: ████████████████████ City: ___Mill Creek_____ Zip: ___98012_____

Email: ████████████████████ Phone: ██████████ (mobile)

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Park and Recreation Board
Art & Beautification Bard

2. Why are you interested in serving on a board or commission?

To take responsibility and add value to the community.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I have worked as a PM/Analyst in various sectors for over 25 years. I have a BS-Mathematics from UofA, Tucson and a MBA from Keller Graduate School of Management.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Crime & Homeless issues – safety in the community is a huge concern
Accommodation of Growth in Mill Creek the past 4 years – includes schools, utilities, roads

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Mill Creek Town Center and the attractive Golf Course

6. Please list any other comments that would help the City Council evaluate your skills for this position.

Served in the on Salish Village Condos, Kirkland Board in in various positions (President, VP, Secretary, and Treasurer) from 2011-2019. Sold the condo in June 2019 and resigned from the board. During my time on the board, a remediation project for the H building; managed and took action on \$180K in HOA delinquencies and brought it down to \$5K by 2017; managed the landscaping removing hazardous trees, new irrigation was installed, and new beds were created that had natives/naturals. Spent over 3 years helping re-write the Governing Docs working with Condo Law.



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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Sandra Last Name: Harris

Address: [REDACTED] City: Mill Creek Zip: 98012

Email: [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Park and Recreation Board

2. Why are you interested in serving on a board or commission?

I have been interested in becoming more a part of decision making for the community and understand how the process works. Also, I am a sports fanatic, so it seemed a good place for me to be involved in how we use and allocate for our spaces.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I have worked in IT, identity and access management for over 20 years. No licenses held.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

I think the biggest issue is over crowding and losing the community feel.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Smaller town community and nature trails. Also, there is an effort with the encompassing HOA to keep things nice and clean.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I have worked in managerial positions as part of the decision making process and also worked with a wide variety of people. With my role, I have also led a policy and procedures team incorporated all levels of staff with input on impacts.

In addition, I have several children growing up in this community. Most are special needs and looks for opportunities for them to be able to be part of the community.



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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Vanessa Last Name: Good

Address: [REDACTED] City: Mill Creek Zip: 98012

Email: [REDACTED] [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Parks and Recreation Board

2. Why are you interested in serving on a board or commission?

I have always been passionate about the arts, and have recently been looking for ways to give back to and become involved with the community here at Mill Creek! When I saw that the board had open spots, I knew this was an opportunity I wouldn't want to miss.



Agenda Item # _____

Meeting Date: November 5, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2019-2020 Budget Amendment

PROPOSED MOTION:

None at this time – For discussion purposes only.

KEY FACTS AND INFORMATION SUMMARY:

FOR THE CONVENIENCE OF CITY COUNCIL WE HAVE REPRINTED THE BELOW INFORMATION ORIGINALLY PUBLISHED AS PART OF THE CITY COUNCIL AGENDA SUMMARY FOR THE COUNCIL MEETING HELD ON NOVEMBER 5, 2019.

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

November 5, 2019 – presentation and discussion on proposed budget amendment (study session).

November 26, 2019 – public hearing on proposed budget amendment, follow up presentation and discussion (study session).

December 3, 2019 – adoption of budget amendment via ordinance.

Proposed items for mid-biennium amendment include the following:

General Fund

- ❖ Addition of a second School Resource Officer (SRO) in the Police Department (**\$176,500**)
- ❖ Addition of Chief of Staff position (**\$184,000**)
- ❖ Addition of a Maintenance Worker in Public Works (**\$100,000**)
- ❖ Addition of an Administrative Assistant position (**\$106,000**)
- ❖ Removal of the vacant Marketing & Communications Director position and addition of a second Marketing and Communications Coordinator (**net savings/budget reduction of \$63,000**)
- ❖ Increase professional services – legal (**\$358,000**)
- ❖ Increase City Manager budget to reflect cost of Interim City Manager and City Manager search firm contracts which were not included in the 2019-2020 budget, net of salary

City Council Agenda Summary

Page 2

savings **(\$100,000)**

- ❖ Increase equipment replacement funding to reflect update of asset replacement schedule, including addition of assets purchased in 2019 and corrections noted in review and reconciliation process **(\$71,000)**
- ❖ Increase capital outlay budget for priority safety and security upgrades. Projects are to be determined but may include sprinkler systems, security cameras and police department security upgrades **(\$102,000)**
- ❖ Increase police department operating budget to reflect change in provider of domestic violence coordinator services previously provided by the City of Edmonds and now provided by Bridge Coordination Services LLC. Reference memo to Council dated April 2, 2019. **(\$27,000)**
- ❖ Increase police department operating budget for purchase of firearms which were intended to be made with 2018 funds **(\$13,000)**

Funding for the first item, additional School Resource Officer, will be provided entirely by charges for services revenue in accordance with the updated interlocal agreement between the City and Everett Public Schools. The remaining items can be funded with property and sales tax revenues, for which actuals are higher than originally projected in the 2019-2020 budget. Funding of items included on this list would require a 1% increase in both the property and EMS levies for 2020.

Special Revenue Funds

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

Capital Project Funds

- ❖ Increase the budget in the Road Improvement Fund by \$50,000 to reflect a new Department of Commerce Grant received for Mill Creek Boulevard Corridor. The original budget for the project was \$250,000 and was planned to be funded by REET. The grant received in 2019 is for \$300,000. **REET funds now available for other projects = \$250,000.** *Reference Attachment B for updated CIP sheet.*
- ❖ Decrease the budget in the Road Improvement Fund by \$900,000 to reflect cancellation of the 132nd Mid-Block Crossing project (\$750,000) and 35th Ave SE Pavement Preservation project (\$150,000). \$675,000 was to be funded by a grant. **The remaining \$225,000 was to come from REET funds and is now available for other projects.** *Reference Attachment C for updated CIP sheet.*
- ❖ Adjust revenue projections in the Road Improvement Fund to reflect new \$350,000 grant from WSDOT for 35th Ave and in the Parks & Open Space Capital Improvement Fund to reflect additional grant revenue of \$155,000 for Heron Park. **These new grants free up an additional \$505,000 of REET funds.** *Reference Attachments D and E for updated*

City Council Agenda Summary

Page 3

CIP sheets.

- ❖ Increase operating transfers out of the Real Estate Excise Tax (REET) Fund by \$720,000. The City received over \$700,000 from REET in July due to the sale of three apartment complexes. Regular collections average around \$100,000 per month and the 2019-2020 budget is based on revenue projections of \$62,500 per month.
- ❖ Increase the budget in the Capital Improvement Fund by \$1,950,000 to fund purchase and improvements to new Public Works Shop. Funding is provided grant revenue (\$250,000) and REET (\$1,700,000). \$980,000 of the REET funds were budgeted for other projects but were freed up by the acquisition of new grants and cancellation of projects. The remaining \$720,000 is provided by 2019 REET revenue which has come in significantly higher than budgeted. *Reference Attachment F for updated CIP sheet.*

Enterprise Funds

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

Internal Service Funds

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

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

- Attachment A - Proposed Budget Amendment
- Attachment B – Updated CIP Sheet – Mill Creek Boulevard Corridor
- Attachment C – Updated CIP Sheet – 132nd Mid-Block Crossing
- Attachment D – Updated CIP Sheet – 35th Ave SE Reconstruction
- Attachment E – Updated CIP Sheet – Heron Park
- Attachment F – Updated CIP Sheet – Public Works Shop

Respectfully Submitted:



Michael G. Ciaravino
City Manager

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

Fund	2019-2020 Adopted Budget Expenditures	Proposed Mid Biennium Amendments	2019-2020 Amended Expenditure Budget
General Fund	28,181,353	1,174,500	29,355,853
Special Revenue Funds			
City Street	1,079,047	302,430	1,381,477
Council Contingency	2,500	-	2,500
Municipal Arts	30,000	-	30,000
Paths and Trails	10,500	-	10,500
Drug Buy	-	26,000	26,000
City Hall North	817,441	-	817,441
Debt Service Fund			
800 MHz	34,632	-	34,632
Local Revitalization Fund	-	-	-
Capital Funds			
REET	4,771,641	720,000	5,491,641
Capital Improvement	1,062,640	1,950,000	3,012,640
Parks & Open Space Improvement	2,980,000	-	2,980,000
Road Improvement	7,140,000	(850,000)	6,290,000
Enterprise Funds			
Storm & Surface Water	3,980,748	789,858	4,770,606
Internal Service Funds			
Equipment Replacement	375,155	395,000	770,155
Unemployment	20,000	-	20,000
Total Appropriation All Funds	50,485,657	4,507,788	54,993,445
Less Interfund Transactions	(5,306,000)	(720,000)	(6,026,000)
Total Appropriation Less Transfers	45,179,657	3,787,788	48,967,445
Biennium Ending Fund Balance	13,958,608	(1,113,818)	12,844,790
Total Appropriation Plus Ending Fund Balance	59,138,265	2,673,970	61,812,235

2019-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NAME:	Mill Creek Boulevard Corridor Improvements Study	UPDATE TO PAGE 191 OF 2019-2020 BUDGET BOOK
PROJECT #:	19-PW-04	
DEPARTMENT	Public Works and Development Services	
CATEGORY	Transportation	
TYPE	Planning	

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

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

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

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

2019-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NAME:	132nd St SE Mid-block Crossing Improvements (HAWK)
PROJECT #:	19-PW-02
DEPARTMENT	Public Works and Development Services
CATEGORY	Roadway
TYPE	Infrastructure

**UPDATE TO PAGE 189 OF 2019-2020
BUDGET BOOK**

STRATEGIC PRIORITY
Fiscal Responsibility, Public Safety, Leadership

DESCRIPTION / JUSTIFICATION

PROJECT CANCELLED

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Construction								\$ -
Professional Services								\$ -
Operations & Maintenance								\$ -
Total Project Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

2019-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NAME:	35th Ave. SE Reconstruction	UPDATE TO PAGE 186 OF 2019-2020 BUDGET BOOK
PROJECT #:	17-ROAD-02	
DEPARTMENT	Public Works and Development Services	
CATEGORY	Roadway	
TYPE	Construction	

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

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

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

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

2019-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NAME:	Heron Park Playarea Upgrades
PROJECT #:	19-PARK-01
DEPARTMENT	Public Works and Development Services
CATEGORY	Parks
TYPE	Repair / Maintenance

**UPDATE TO PAGE 200 OF 2019-2020
BUDGET BOOK**

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

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

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

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

2019-2024 CAPITAL IMPROVEMENT PROGRAM

PROJECT NAME:	Public Works Shop	UPDATE TO PAGE 206 OF 2019-2020 BUDGET BOOK
PROJECT #:	17-BLDG-02	
DEPARTMENT	Public Works and Development Services	
CATEGORY	Facilities	
TYPE	Property Acquisition and Construction	

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

DESCRIPTION / JUSTIFICATION
City Hall does not provide adequate parking, facilities or storage for Public Works maintenance vehicles and materials. The City received a State Department of Commerce grant in the amount of \$250,000 which expires in June 2019 (a grant extension request will be submitted in 2018). Staff plans to move this project forward by pursuing property negotiations with Silver Lake Water District (2210 132nd Street parcel) and completion of necessary improvements.

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Property acquisition and improvements	\$ 160,361		\$ 2,000,000					\$ 2,160,361
								\$ -
								\$ -
Total Project Expenditures	\$ 160,361	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,160,361

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



2019 MID-BIENNIUM BUDGET AMENDMENT

November 26, 2019

PROPOSED SCHEDULE

November 5, 2019 – introduction to proposed budget amendment (study session).

November 12, 2019 – continued discussion

November 26, 2019 – public hearing on proposed budget amendment, follow up presentation and discussion (study session).

December 3, 2019 – adoption of budget amendment via ordinance.

Deadline: December 31, 2019



ITEMS FOR DISCUSSION

- General Fund
- Special Revenue Funds
- Surface Water Management Fund
- Equipment Replacement Fund
- Capital Funds
- Use of One-Time Revenues



GENERAL FUND REVENUES

- The 2019-2020 biennial budget for property taxes is currently \$15,800,000. The actual amount levied for 2019 was \$7,999,000 and the projected levy for 2020 (including administrative adjustments and with a 1% increase) is \$8,109,000 for a biennial total of \$16,108,000. It is proposed that the additional \$307,000 be utilized in the current biennium.
- The 2019-2020 biennial budget for sales taxes is currently \$5,450,000. Based on actual taxes collected to date it is conservatively estimated that actual sales tax revenue for the biennium will exceed the budget by \$600,000.
- Charges for services revenue will exceed budget by \$176,500 due to the new Interlocal Agreement with Everett Public Schools.



GENERAL FUND – POSITION CHANGES

- School Resource Officer – adds second SRO to the budget as previously authorized by Council. Position is funded entirely by charges to Everett Public Schools under the new Interlocal Agreement. \$176,500
- Other positions funded by increases in property and sales taxes, which are conservatively projected and expected to be maintained in future years:
 - Chief of Staff - \$184,000
 - Maintenance Worker - \$100,000
 - Executive Assistant - \$106,000
- Removal of Director of Marketing & Communications position, to be replaced with additional Marketing & Communications Coordinator position. Net savings of \$63,000.



GENERAL FUND – OTHER EXPENDITURES

- Legal services - \$358,000
- Interim City Manager contract & City Manager search contract - \$100,000
- Equipment replacement funding (maintaining current schedule) - \$71,000
- General safety and security upgrades/capital outlay - \$102,000
- Police department operating budget – domestic violence coordination services and firearms purchases carried forward from 2018 - \$40,000



SPECIAL REVENUE FUNDS

- Drug Buy Fund – increase budget from \$0 to \$26,000 for the biennium. Fund was not included in the original budget but is used for the City’s contribution to the Snohomish County Regional Drug Task Force.
- Street Fund – increase budget by \$300,000 to reflect new Transportation Improvement Board (TIB) grant received in 2019 for replacement and upgrades to traffic control devices.
- Street Fund – increase budget by \$2,430 to adjust equipment replacement funding allocation, based on review and update of asset replacement schedule.



SURFACE WATER FUND

Increase budget by \$790,000 to include the following:

- Surface Water Engineer position - \$115,000
- Professional services – GIS - \$30,000
- Professional services – legal - \$10,000
- Debt service principal and interest - \$335,000
- Capital outlay – small pipe assessment - \$300,000

All items are included in the adopted rate study and related capital plan and are covered by surface water revenues.



EQUIPMENT REPLACEMENT FUND

Total budget increase of \$395,000 includes the following:

- Two police cars – \$135,000
- Police motorcycle – \$30,000 (approved by Council earlier in 2019).
- Two new dump trucks with plowing and de-icing capabilities - \$230,000



Capital Project Funds

Fund	Project	Original Budget			Amended Budget			Increase (Decrease)		
		REET	Grants	Total	REET	Grants	Total	REET	Grants	Total
316	PW Shop	50,000	-	50,000	1,750,000	250,000	2,000,000	1,700,000	250,000	1,950,000
317	Heron Park	410,000	-	410,000	255,000	155,000	410,000	(155,000)	155,000	-
318	132nd Mid-block Cross	75,000	675,000	750,000	-	-	-	(75,000)	(675,000)	(750,000)
318	Mill Crk Blvd Corridor	250,000	-	250,000	-	300,000	300,000	(250,000)	300,000	50,000
318	35th Ave SE Pvmnt Preservation	150,000	-	150,000	-	-	-	(150,000)	-	(150,000)
318	35th Ave Connection	350,000	1,700,000	2,050,000	-	2,050,000	2,050,000	(350,000)	350,000	-
	Fund 318 Total	825,000	2,375,000	3,200,000	-	2,350,000	2,350,000	(825,000)	(25,000)	(850,000)
	Total all funds	1,285,000	2,375,000	3,660,000	2,005,000	2,755,000	4,760,000	720,000	380,000	1,100,000



Revenue Summary

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



Expenditure Summary

Fund	2019-2020 Adopted Budget Expenditures	Proposed Mid Biennium Amendments	2019-2020 Amended Expenditure Budget
General Fund	28,181,353	1,174,500	29,355,853
Special Revenue Funds			
City Street	1,079,047	302,430	1,381,477
Council Contingency	2,500	-	2,500
Municipal Arts	30,000	-	30,000
Paths and Trails	10,500	-	10,500
Drug Buy	-	26,000	26,000
City Hall North	817,441	-	817,441
Debt Service Fund			
800 MHz	34,632	-	34,632
Local Revitalization Fund	-	-	-
Capital Funds			
REET	4,771,641	720,000	5,491,641
Capital Improvement	1,062,640	1,950,000	3,012,640
Parks & Open Space Improvement	2,980,000	-	2,980,000
Road Improvement	7,140,000	(850,000)	6,290,000
Enterprise Funds			
Storm & Surface Water	3,980,748	789,858	4,770,606
Internal Service Funds			
Equipment Replacement	375,155	395,000	770,155
Unemployment	20,000	-	20,000
Total Appropriation All Funds	50,485,657	4,507,788	54,993,445
Less Interfund Transactions	(5,306,000)	(720,000)	(6,026,000)
Total Appropriation Less Transfers	45,179,657	3,787,788	48,967,445
Biennium Ending Fund Balance	13,958,608	(1,113,818)	12,844,790
Total Appropriation Plus Ending Fund Balance	59,138,265	2,673,970	61,812,235



Financial Policies – Use of One-Time Revenue

The proposed budget amendment includes one item which would be partially funded by one-time revenue (PW Shop - \$720,000 of Real Estate Excise Tax (REET) revenue). Relevant policies, shown below, require certain one-time revenues to be transferred from the General Fund to CIP funds. REET revenue is already restricted for CIP and is not accounted for in the General Fund.

Capital management policy 9.6 states: “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.”

Capital management policy 9.7 states: “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 investment.”





Agenda Item # _____

Meeting Date: November 26, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2020 Property and EMS Tax Levies

PROPOSED MOTION:

Adopt Ordinance 2019-846 Levying the Regular Property Tax and Ordinance 2019- 846. Levying the Emergency Medical Services Property Tax.

KEY FACTS AND INFORMATION SUMMARY:

Ordinances adopting property tax and EMS levies must be adopted and filed with Snohomish County by November 27, 2019. A public hearing is required per RCW 84.55.120.

The meeting on November 5th was intended to serve as an introduction and overview. The required public hearing was appropriately advertised and scheduled for November 26, 2019.

Total levy amounts under the zero percent and one percent options are calculated as follows:

	<u>Property</u>	<u>EMS</u>
2019 Actual	6,289,668	1,709,328
Estimated New Construction	3,650	992
Administrative Adjustments	82,825	22,430
Total with 0% Increase	<u>6,376,143</u>	<u>1,732,750</u>
1% of 2019 Actual	62,897	17,093
Total with 1% increase	<u>6,439,040</u>	<u>1,749,843</u>

City Council Agenda Summary
Page 2

Anticipated increases per \$100,000 and \$500,000 of assessed valuation are shown below:

	<u>Cost per \$100,000</u>	<u>Cost per \$500,000</u>
2019 Regular - Mill Creek	152.36	761.79
2019 EMS - Mill Creek	41.41	207.03
2019 Total	193.76	968.82
Approx. Cost of 1% Increase*	1.79	8.96
Approx. Total with 1% Increase*	195.56	977.78

* City of Mill Creek portion only, does not account for adjustments, change in total valuation, new construction, etc.

CITY MANAGER RECOMMENDATION:

Following the public hearing and Council discussion, adopt the selected Property Tax and EMS ordinances.

ATTACHMENTS:

- Attachment A: Property Tax Ordinance – Zero Percent Increase
- Attachment B: Property Tax Ordinance – One Percent Increase
- Attachment C: EMS Ordinance – Zero Percent Increase
- Attachment D: EMS Ordinance – One Percent Increase
- Attachment E: Preliminary Valuation Letter
- Attachment F: General Fund 6-Year Financial Forecast

Respectfully Submitted:

Michael G. Ciaravino
City Manager

ORDINANCE NO. 2019 -

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ESTABLISHING THE REGULAR PROPERTY TAX LEVY UPON ALL PROPERTY; REAL, PERSONAL AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120, the City Council (“Council”) of the City of Mill Creek (“City”) has properly given notice of, and held a public hearing on, November 26, 2019 regarding the establishment of the City’s regular property tax levy for 2020; and

WHEREAS, the City’s actual regular levy in 2019 was \$6,289,668; and

WHEREAS, the City’s population is more than 10,000; and

WHEREAS, the City Council after such hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek does not require a regular levy increase.

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

Section 1. In accordance with the requirements of law, including RCW 84.55.010, an increase in the regular property tax levy is hereby authorized for the 2020 levy in the amount of \$0 which is a zero percent (0%) increase from the previous year. This increase excludes additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2. This Ordinance shall be certified to the proper County Officials, as provided by law, and taxes herein levied shall be collected to pay to the Finance Director of the City of Mill Creek at the time and in the manner provided by the laws of the State of Washington for the collection of taxes.

Section 3. A summary of this ordinance, consisting of its title, shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

Passed in open meeting this 26th day of November, 2019 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, INTERIM CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO. _____

ORDINANCE NO. 2019 - ____

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ESTABLISHING THE REGULAR PROPERTY TAX LEVY UPON ALL PROPERTY; REAL, PERSONAL AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120, the City Council (“Council”) of the City of Mill Creek (“City”) has properly given notice of, and held a public hearing on, November 26, 2019 regarding the establishment of the City’s regular property tax levy for 2020; and

WHEREAS, the City’s actual regular levy in 2019 was \$6,289,668; and

WHEREAS, the City’s population is more than 10,000; and

WHEREAS, the City Council after such hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires a regular levy increase.

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

Section 1. In accordance with the requirements of law, including RCW 84.55.010, an increase in the regular property tax levy is hereby authorized for the 2020 levy in the amount of \$62,897 which is a one percent (1%) increase from the previous year. This increase excludes additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2. This Ordinance shall be certified to the proper County Officials, as provided by law, and taxes herein levied shall be collected to pay to the Finance Director of the City of Mill Creek at the time and in the manner provided by the laws of the State of Washington for the collection of taxes.

Section 3. A summary of this ordinance, consisting of its title, shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

Passed in open meeting this 26th day of November, 2019 by a vote of ____ for, ____ against, and ____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, INTERIM CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO. _____

ORDINANCE NO. 2019-_____

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ESTABLISHING THE EMERGENCY MEDICAL SERVICES PROPERTY TAX LEVY UPON ALL PROPERTY; REAL, PERSONAL AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120, the City Council (“Council”) of the City of Mill Creek (“City”) has properly given notice of, and held a public hearing on, November 26, 2019 regarding the establishment of the City’s emergency medical services (“EMS”) property tax levy for 2020; and

WHEREAS, the City’s actual EMS levy in 2019 was \$1,709,328; and

WHEREAS, the City’s population is more than 10,000; and

WHEREAS, the electorate of the City has previously voted to tax themselves for EMS services at a rate not to exceed fifty cents per thousand dollars of assessed value; and

WHEREAS, the City Council after such hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek does not require an EMS levy increase.

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

Section 1. In accordance with the requirements of law, including RCW 84.55.010, an increase in the EMS property tax levy is hereby authorized for the 2020 levy in the amount of \$0 which is a zero percent (0%) increase from the previous year. This increase excludes additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2. This Ordinance shall be certified to the proper County Officials, as provided by law, and taxes herein levied shall be collected to pay to the Finance Director of the City of Mill Creek at the time and in the manner provided by the laws of the State of Washington for the collection of taxes.

Section 3. A summary of this ordinance, consisting of its title, shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the

date of publication.

Passed in open meeting this 26th day of November, 2019 by a vote of ____ for,
____ against, and ____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, INTERIM CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO. _____

ORDINANCE NO. 2019-_____

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ESTABLISHING THE EMERGENCY MEDICAL SERVICES PROPERTY TAX LEVY UPON ALL PROPERTY; REAL, PERSONAL AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120, the City Council (“Council”) of the City of Mill Creek (“City”) has properly given notice of, and held a public hearing on, November 26, 2019 regarding the establishment of the City’s emergency medical services (“EMS”) property tax levy for 2020; and

WHEREAS, the City’s actual EMS levy in 2019 was \$1,709,328; and

WHEREAS, the City’s population is more than 10,000; and

WHEREAS, the electorate of the City has previously voted to tax themselves for EMS services at a rate not to exceed fifty cents per thousand dollars of assessed value; and

WHEREAS, the City Council after such hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Mill Creek requires an EMS levy increase.

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

Section 1. In accordance with the requirements of law, including RCW 84.55.010, an increase in the EMS property tax levy is hereby authorized for the 2020 levy in the amount of \$17,093, which is a one percent (1%) increase from the previous year. This increase excludes additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

Section 2. This Ordinance shall be certified to the proper County Officials, as provided by law, and taxes herein levied shall be collected to pay to the Finance Director of the City of Mill Creek at the time and in the manner provided by the laws of the State of Washington for the collection of taxes.

Section 3. A summary of this ordinance, consisting of its title, shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the

date of publication.

Passed in open meeting this 26th day of November, 2019 by a vote of ____ for,
____ against, and ____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, INTERIM CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO. _____



Snohomish County

Assessor's Office

September 26, 2019

Tara Dunford, Interim Finance Director
 City of Mill Creek
 15728 Main St
 Mill Creek, WA 98012

Linda Hjelle
 County Assessor

Laura Washabaugh
 Chief Deputy

 M/S #510
 3000 Rockefeller Avenue
 Everett, WA 98201-4046

 (425) 388-3433
 FAX (425) 388-3961

RE: 2020 Available Nos. for Mill Creek levy

Dear Ms. Dunford:

We are providing numbers to assist you with your budgeting process and completing the Levy Certification and Resolution(s)/Ordinance(s) documents for the coming year. We need to receive these by **November 27, 2019**. The Actual Levy and Highest Lawful Levy amounts are based on your 2019 tax year levy limit calculations. The new construction and annexation are preliminary numbers for the coming tax year. The State Assessed Utility numbers are unavailable at this time.

We show the population of your district to be over/under 10,000: **over**

Actual Levy: **\$6,289,668.45**

This is the amount you levied last year for your Mill Creek levy.

Highest Lawful Levy: **\$6,446,381.52**

This is the amount you could have levied last year for your Mill Creek levy. If you did not levy the maximum allowed, but "banked" the difference then this amount will be higher than the previous year's actual levy amount.

Banked Capacity: **\$156,713.07**

This is the amount available for tax year 2020 which is the difference between highest lawful levy that could have been made and the actual levy that was imposed. Note: if your levy is capped at the statutory limit this may preclude you from using banked capacity this year.

The following are estimated "add-ons" amounts that can be used for the coming tax year:

Estimated New Construction: **\$3,650.49**

This is the amount allowed for new construction using this year's new construction value at roll close of \$2,396,000

Estimated Annexation: **\$0.00**

This is the amount allowed for annexations using this year's annexation assessed value times last year's levy rate.

Refund: **see attached**

This is the amount allowed to recoup refunds. This is the final refund amount reported from the Snohomish County Treasurer's Office.



Snohomish County

Assessor's Office

September 26, 2019

Tara Dunford, Interim Finance Director
 City of Mill Creek
 15728 Main St
 Mill Creek, WA 98012

Linda Hjelle
 County Assessor
 Laura Washabaugh
 Chief Deputy
 M/S #510
 3000 Rockefeller Ave.
 Everett, WA 98201-4046
 (425) 388-3433
 FAX (425) 388-3961

RE: 2020 Available Nos. for Mill Creek EMS 2017-2022 levy

Dear Ms. Dunford:

We are providing numbers to assist you with your budgeting process and completing the Levy Certification and Resolution(s)/Ordinance(s) documents for the coming year. We need to receive these by **November 27, 2019**. The Actual Levy and Highest Lawful Levy amounts are based on your 2019 tax year levy limit calculations. The new construction and annexation are preliminary numbers for the coming tax year. The State Assessed Utility numbers are unavailable at this time.

We show the population of your district to be over/under 10,000: **over**

Actual Levy: **\$1,709,328.37**

This is the amount you levied last year for your Mill Creek EMS 2017-2022 levy.

Highest Lawful Levy: **\$1,709,328.37**

This is the amount you could have levied last year for your Mill Creek EMS 2017-2022 levy. If you did not levy the maximum allowed, but "banked" the difference then this amount will be higher than the previous year's actual levy amount.

Banked Capacity: **\$0.00**

This is the amount available for tax year 2020 which is the difference between highest lawful levy that could have been made and the actual levy that was imposed. Note: if your levy is capped at the statutory limit this may preclude you from using banked capacity this year.

The following are estimated "add-ons" amounts that can be used for the coming tax year:

Estimated New Construction: **\$992.09**

This is the amount allowed for new construction using this year's new construction value at roll close of \$2,396,000

Estimated Annexation: **\$0.00**

This is the amount allowed for annexations using this year's annexation assessed value times last year's levy rate.

Refund: **see attached**

This is the amount allowed to recoup refunds. This is the final refund amount reported from the Snohomish County Treasurer's Office.

Email: contact.assessor@snoco.org
 Web: www.snohomishcountywa.gov

Refund Report from Treasurer's Office Tax Year 2020

Levy Name	Refund Amount
MILL CREEK	(82,825.17)
MILL CREEK EMS 2017-2022	(22,429.91)

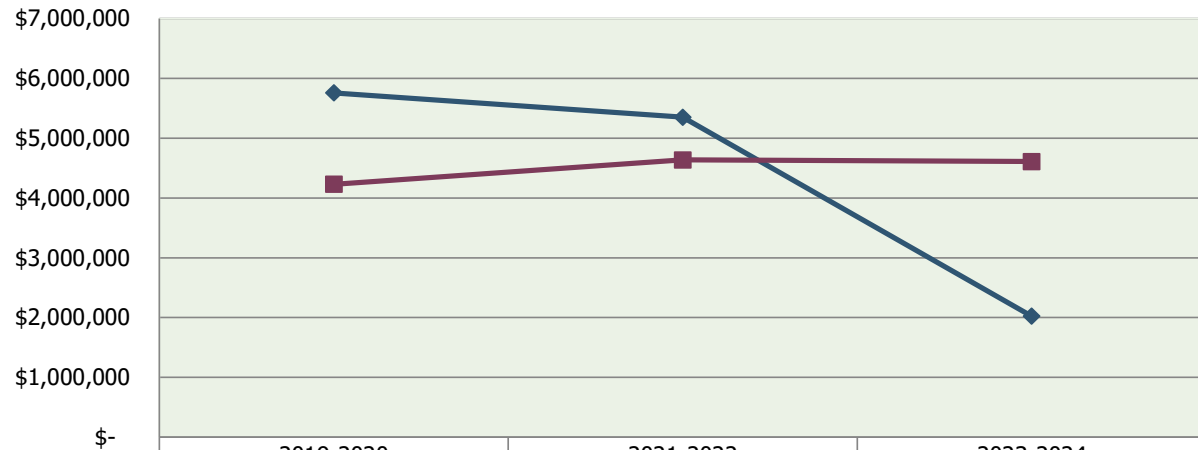


Six-Year General Fund Forecast

November 26, 2019

Copy of Forecasts Presented 11/6/18

Six-Year Financial Forecast (Gen Fund) Without 1% Property Tax Levy

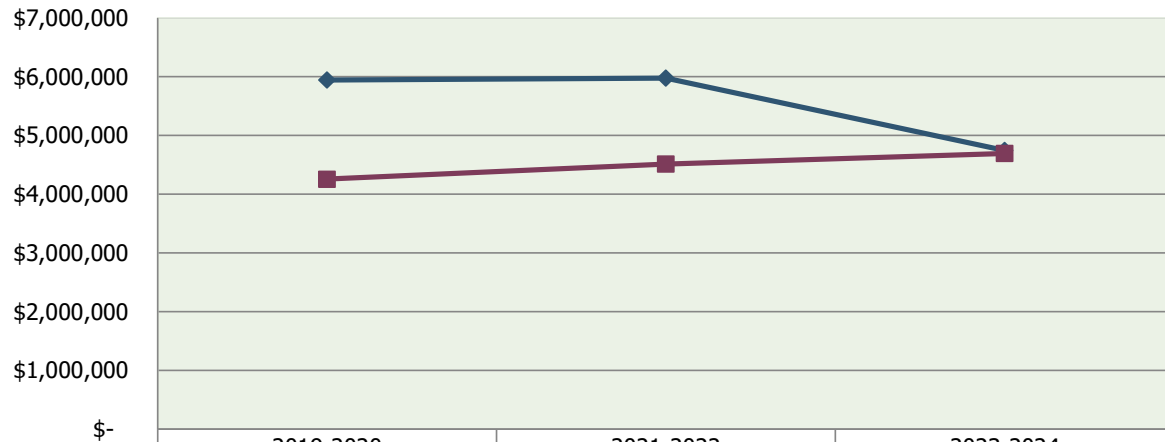


	2019-2020	2021-2022	2023-2024
ENDING FUND BALANCE	\$5,756,811	\$5,350,963	\$2,023,178
MINIMUM BALANCE @ 15%	\$4,229,305	\$4,635,153	\$4,608,678



Copy of Forecasts Presented 11/6/18

Six-Year Financial Forecast (Gen Fund) With 1% Property Tax Levy



	2019-2020	2021-2022	2023-2024
◆ ENDING FUND BALANCE	\$5,943,431	\$5,977,194	\$4,744,923
■ MINIMUM BALANCE @ 15%	\$4,257,298	\$4,513,379	\$4,693,879



UPDATES TO PRIOR PROJECTIONS

- Sales tax and charges for services revenue projections used in the 2019-2020 budget development process have been updated based on actuals received in 2019.
- Property tax revenue projections have been updated based on 2019 valuations for tax year 2020.
- Three new positions are being proposed during the mid-biennium budget review which would be funded by general revenue sources. The positions are Chief of Staff, Executive Assistant and Maintenance Worker.
- The new School Resource Officer and related revenue has been added. This has a “net zero” impact on the budget.



Options for 2020 and Future

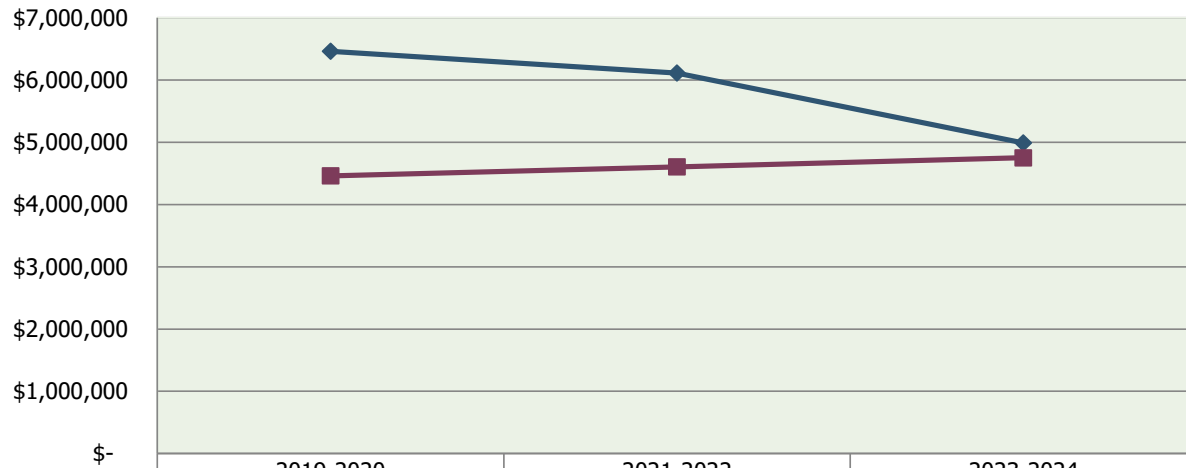
- Projected fund balance for the General Fund is shown on the following pages using four different scenarios:
 - 1) 1% property tax increase each year, starting in 2020, and funding of three new positions*.
 - 2) 0% property tax increase each year and funding of three new positions*.
 - 3) 1% property tax increase each year, starting in 2020, without the additional positions*.
 - 4) 0% property tax increase each year, without the additional positions*.

*Chief of Staff, Executive Assistant, Maintenance Worker



SCENARIO 1

Six-Year Forecast (Gen Fund) With 1% Property Tax Levy and With Proposed New Positions*

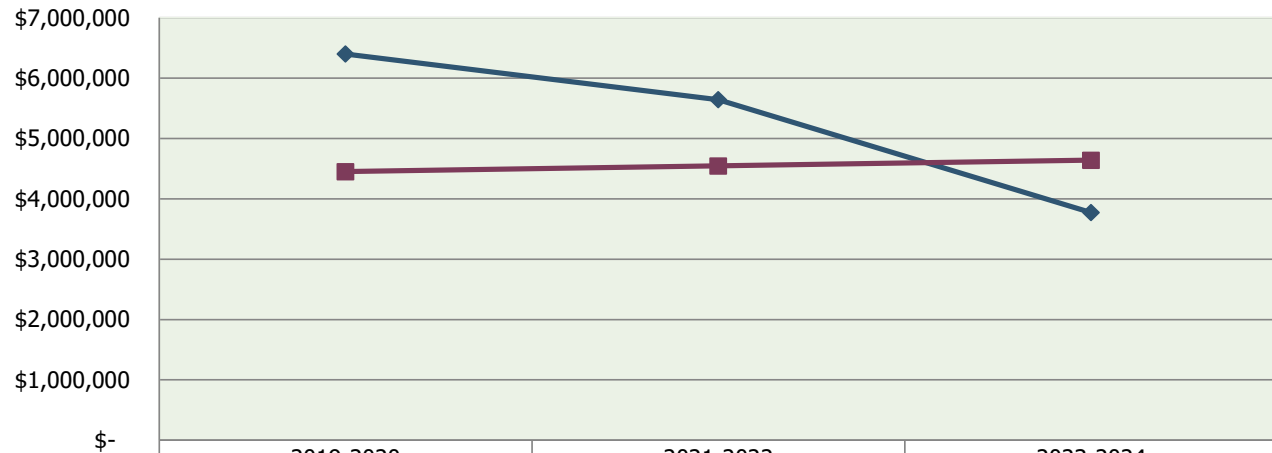


	2019-2020	2021-2022	2023-2024
ENDING FUND BALANCE	\$6,462,251	\$6,112,995	\$4,988,794
MINIMUM BALANCE @ 15%	\$4,460,281	\$4,605,447	\$4,751,699



SCENARIO 2

Six-Year Forecast (Gen Fund) Without 1% Property Tax Levy and With Proposed New Positions

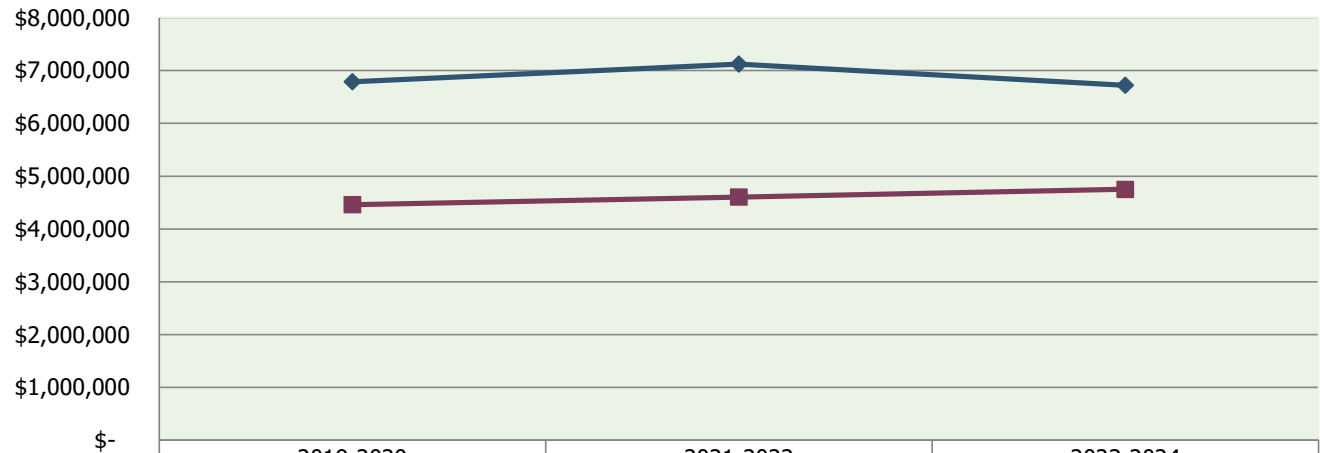


	2019-2020	2021-2022	2023-2024
◆ ENDING FUND BALANCE	\$6,399,354	\$5,643,777	\$3,773,416
■ MINIMUM BALANCE @ 15%	\$4,450,847	\$4,544,499	\$4,639,775



SCENARIO 3

Six-Year Forecast (Gen Fund) With 1% Property Tax Levy and Without Proposed New Positions*

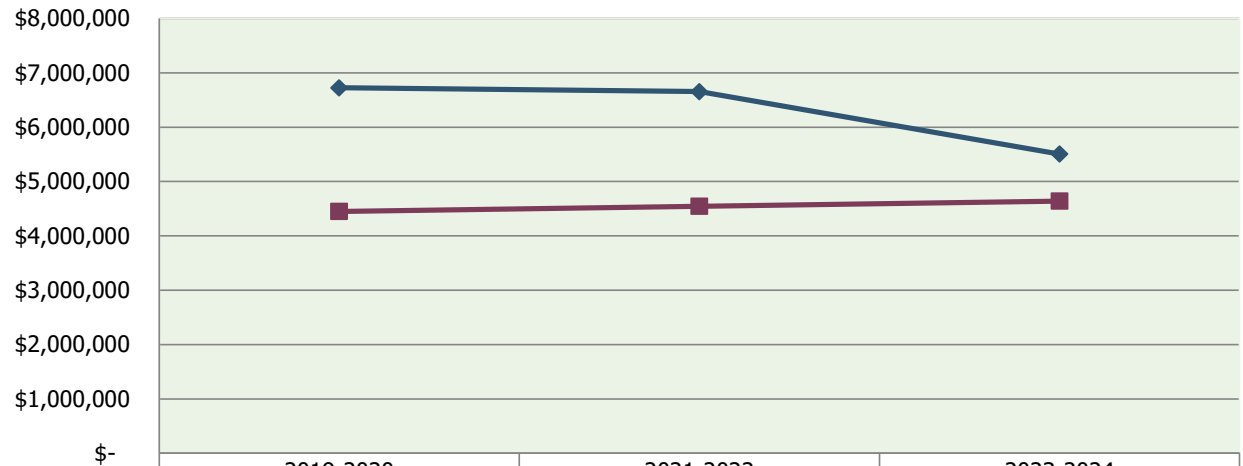


	2019-2020	2021-2022	2023-2024
◆ ENDING FUND BALANCE	\$6,788,475	\$7,123,173	\$6,721,115
■ MINIMUM BALANCE @ 15%	\$4,460,281	\$4,605,447	\$4,751,699



SCENARIO 4

Six-Year Forecast (Gen Fund) Without 1% Property Tax Levy and Without Proposed New Positions



	2019-2020	2021-2022	2023-2024
◆ ENDING FUND BALANCE	\$6,725,578	\$6,653,955	\$5,505,738
■ MINIMUM BALANCE @ 15%	\$4,450,847	\$4,544,499	\$4,639,775





Date: November 26, 2019

A/P Check Batches		
Dated	Check Numbers	Amount
10/17/2019	ACH-Union 76 Fleet-Sep	\$4,035.13
11/15/2019	61156-61237	\$664,844.52
Total		\$668,879.65

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 61156 through 61237, and ACH in the amount of \$668,879.65.


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

Councilmember



Interim Finance Director

Councilmember



City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval 1.doc

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 10/16/2019
Report Time: 04:08:15 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 10/17/2019 ✓
 ACH ID: 2911225895 Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: 76
 Batch Status: Entered *File 10/17/19* Created By: LOTLEO
 Released By:

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
76 FLEET WEX BANK	0201-00-1059153	\$4,035.13 ✓	C	071000288	4539508	C	

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$4,035.13	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$4,035.13	1
Prenotes	\$0.00	0

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 11/21/2019 2:55 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61156	ABSVAL 19-0372A	ABS Valuation Prof Svcs - Appraisal of Templo Emanuel Site	11/15/2019		2,900.00
			Total for Check Number 61156:	0.00	2,900.00
61157	ADPLLC 545359747	ADP, LLC ADP - Payroll Svcs - Workforce Now, HCM Sui	11/15/2019		1,223.72
			Total for Check Number 61157:	0.00	1,223.72
61158	AGRII 2051	AGRII Party & Events 20x20 Tent & Sidewall - Veteran's Day Parade	11/15/2019		728.64
			Total for Check Number 61158:	0.00	728.64
61159	INTEGRA 16455838	Allstream T-1 Monthly Chgs - Nov	11/15/2019		647.98
			Total for Check Number 61159:	0.00	647.98
61160	AMTESTIN 112467	Am Test, Inc 5 - Fecal Coliform Analysis	11/15/2019		125.00
			Total for Check Number 61160:	0.00	125.00
61161	AMAZON 14QN-WKKK-KPCT 177P-VN41-GQG6 1CLV-WP4F-DDPM 1CLV-WP4F-DDPM1 1CLV-WP4F-DKG1 1FGL-HDNW-GCDK 1JYK-9Q37-GXH9 1MG1-6HHT-JP11 1MG1-6HHT-JP11A 1YWW-VJFC-7TCP	Amazon Capital Services 2 Basketball Hoop Backboard Adapters - Youth 1 Yellow Reflective Foil Pavement Marking Tape - File Folders - Exec Postage Meter Tape 24 Pack - Black Whistles - Traffic Control Gear Selector Shift Knob - Polaris 7 Acrylic Certificate Holders 30 - Black Whistles - Youth Basketball Outlet Covers - Preschool Child Safety Cabinet Lock Latches - Community	11/15/2019		2,142.12 54.62 39.19 27.60 15.46 32.02 181.79 164.95 8.66 33.04
			Total for Check Number 61161:	0.00	2,699.45
61162	AWARDS 18556	Awards Service Inc. Award Plaque - PD Corporal Steve Smith	11/15/2019		73.76
			Total for Check Number 61162:	0.00	73.76
61163	BNOVPHOT 0257	Bella Nova Photography Professional Photographer - 4 Hours - Veteran's 1	11/15/2019		330.00
			Total for Check Number 61163:	0.00	330.00
61164	BHCCONS 0011552	BHC Consultants, LLC Prof Services - Building Inspections 09/21 - 10/2	11/15/2019		5,434.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61164:	0.00	5,434.08
61165	BRINKG Reimb Brink	Gordon Brink Red/White/Blue Beads for Veteran's Day Parade	11/15/2019		129.30
			Total for Check Number 61165:	0.00	129.30
61166	CARLSONJ 7259	Jessica Carlson Adventures in Art - Fall 2 10/11 - 11/08 #7259	11/15/2019		281.40
			Total for Check Number 61166:	0.00	281.40
61167	CITYBELL 35564	City of Bellevue MBP Surcharge - Qtr 3, 2019	11/15/2019		2,138.97
			Total for Check Number 61167:	0.00	2,138.97
61168	COMCAST 849831021045701 849831021072434	Comcast High Speed Internet Fee 11/18 - 12/17 Internet for ITS 11/14 - 12/13	11/15/2019		191.42 106.42
			Total for Check Number 61168:	0.00	297.84
61169	DILIGENT INV236126	Diligent Corporation iCompass Agenda/Minutes Management IT Soft	11/15/2019		10,186.44
			Total for Check Number 61169:	0.00	10,186.44
61170	EASTMANS Reimb Eastman	Scott Eastman Reimb Airfare, Meals, Trans. - IACP Conf - S E	11/15/2019		717.80
			Total for Check Number 61170:	0.00	717.80
61171	EASC 2019-484	Economic Alliance Snohomish Co Annual Investment 2020	11/15/2019		10,000.00
			Total for Check Number 61171:	0.00	10,000.00
61172	FELDMAJ October 2019	Feldman & Lee, P.S. Public Defender Contract Flat Fee - Oct	11/15/2019		9,000.00
			Total for Check Number 61172:	0.00	9,000.00
61173	FOUTCHB Reimb Foutch	Bart Foutch Range Fee @ Shooting Sports NW-Pistol Testing	11/15/2019		22.08
			Total for Check Number 61173:	0.00	22.08
61174	GRAFIXSP 130701	Grafix Shoppe Graphics - Car #40	11/15/2019		190.00
			Total for Check Number 61174:	0.00	190.00
61175	GRYOSBRN 1 3	Gray & Osborne Inc Prof Svcs - EGUV Spine Road 07/21 - 08/17 Prof Svcs - 2020 Grade C Stormwater Pipe Repa	11/15/2019		3,129.27 4,156.78
			Total for Check Number 61175:	0.00	7,286.05
61176	HARRISF ITCS508118	Harris Ford LOF, Fuel Filter - PW2	11/15/2019		308.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61176:	0.00	308.00
61177	HEATHI Reimb Heath	Ilia Heath Reimb Meals, Mileage - IAPE Conf - I Heath 11	11/15/2019		390.88
			Total for Check Number 61177:	0.00	390.88
61178	NWCASC 0551295245	Honey Bucket Honey Bucket Rental - Jackson HS - Sky Hawks	11/15/2019		156.50
			Total for Check Number 61178:	0.00	156.50
61179	KPFFCON 292362-9	KPFF Consulting Engineers Prof Svcs - Exploration Park Through 09/30	11/15/2019		6,375.00
			Total for Check Number 61179:	0.00	6,375.00
61180	LANEP 3804028 3806980 3806981	Lanepowell Prof Legal Svcs - Employment - Aug Prof Legal Svcs - Employment - Sept Prof Legal Svcs - Public Records Act Lawsuit - 5	11/15/2019		40,255.36 32,527.43 2,839.00
			Total for Check Number 61180:	0.00	75,621.79
61181	LEEJ Reimb Lee	Joanna Lee Reimburse Meals, Mileage - LEIRA Training - J	11/15/2019		414.96
			Total for Check Number 61181:	0.00	414.96
61182	LESSCHW 39500469121 39500469853 39500469878	Les Schwab Chains - Staff Car #6 & PW5 Flat Repair - Radial PW9 Replace Right Rear Tire - PW10	11/15/2019		306.09 98.01 424.16
			Total for Check Number 61182:	0.00	828.26
61183	LONGBUIL SRVCE0102927	LONG Building Technologies, Inc Repair Front Door Lock - CHS	11/15/2019		528.53
			Total for Check Number 61183:	0.00	528.53
61184	MMKIDS 7300 7301	M & M Kids Sports LLC Tennis Classes for Kids - MC Elem - 5:00PM 09 Tennis Classes for Kids - MC Elem - 4:45PM 09	11/15/2019		739.20 436.80
			Total for Check Number 61184:	0.00	1,176.00
61185	MASHATTK Reimb MasonHatt	Kim Mason-Hatt Root Beer Float Day Supplies - Recognition Eve	11/15/2019		44.04
			Total for Check Number 61185:	0.00	44.04
61186	OMWATT 829335 829339 829340 829341 829342 829344 829345 829464	Ogden Murphy Wallace Attorneys Prof Legal Services - Council - Aug Prof Legal Services - Exec - Aug Prof Legal Services - Finance - Aug Prof Legal Services - HR - Aug Prof Legal Services - IT - Aug Prof Legal Services - Olympia Dioceses - Aug Prof Legal Services - Police - Aug Prof Legal Services - Council - Sept	11/15/2019		67.00 1,019.50 3,117.50 100.50 67.00 2,994.00 301.50 3,216.00

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	829465	Prof Legal Services - Comcast Franchise - Sept			239.50
	829467	Prof Legal Services - Heron Park - Sept			46.00
	829467A	Prof Legal Services - 35th Ave SE Recon - Sept			66.00
	829467B	Prof Legal Services - Seattle Hill Road Overlay -			33.50
	829467C	Prof Legal Services - PW - Sept			429.00
	829468	Prof Legal Services - Exec - Sept			1,275.00
	829470	Prof Legal Services - IT - Sept			100.50
	829471	Prof Legal Services - Olympia Dioceses - Sept			1,842.50
	830476	Prof Legal Services - Frontier Cable Franchise -			1,406.50
			Total for Check Number 61186:	0.00	16,321.50
61187	OREILLY	O'Reilly Automotive Inc	11/15/2019		
	2986-228225	Air Plug, Air Chuck - Tire Inflation - Shop			6.14
	2986-229844	Fuel/Water, Wrench, 2 Qts Transmission Fluid -			51.54
	2986-229845	Filter Wrench - PW Shop			8.83
			Total for Check Number 61187:	0.00	66.51
61188	Otak	Otak, Inc.,	11/15/2019		
	000101900323	Prof Svcs - MC Blvd Corridor Subarea Plan Thr			9,600.50
	000101900323A	Prof Svcs - MC Blvd Corridor Subarea Plan Thr			4,114.50
			Total for Check Number 61188:	0.00	13,715.00
61189	PACAIR	Pacific Air Control, Inc.	11/15/2019		
	24800	2nd Semi-Annual Billing - HVAC Maint 08/01 -			429.29
			Total for Check Number 61189:	0.00	429.29
61190	PACFIRSE	Pacific Fire and Security, Inc.	11/15/2019		
	68746	Alarm Testing - 4th Qtr Billing - CHN			284.54
	68747	Alarm Testing - 4th Qtr Billing - CHS			284.54
	69309	Annual Fire Alarm Inspection - MC Library			729.30
			Total for Check Number 61190:	0.00	1,298.38
61191	PACDETD	Pacific Power Group, LLC	11/15/2019		
	891827-00	Complete Generator Service - CHS			1,839.83
			Total for Check Number 61191:	0.00	1,839.83
61192	PACRIMC	Pacific Rim Code Services, Inc	11/15/2019		
	10-2019	Prof Svcs - Building Permit Plan Review			1,630.92
			Total for Check Number 61192:	0.00	1,630.92
61193	CLYDEWST	PacWest Machinery	11/15/2019		
	20334648	Spray Gun Assy & Pressure Line - PW10			653.92
			Total for Check Number 61193:	0.00	653.92
61194	ELLITIRE	PepBoys-Remittance Dept	11/15/2019		
	064462010241	LOF, Coolant Exchange, Brake Fluid, Rear Shoc			1,607.93
	064462010251	LOF, Replace Seat Belt Buckle, Rear Sway Bar			758.61
			Total for Check Number 61194:	0.00	2,366.54
61195	PERTEET	Per-teet Inc	11/15/2019		
	20160281.014-11	Prof Svcs - The Farm 07/29 - 09/29			405.00
	20160281.014-12	Prof Svcs - The Farm 09/30 - 10/27			431.25
	20160281.021-1	Prof Svcs - Emanuel SP Submittal Review 09/06			1,020.00

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61195:	0.00	1,856.25
61196	PHILPUB 268SN	Philips Publishing Passport Ad - Lynnwood Parks & Rec	11/15/2019		160.00
			Total for Check Number 61196:	0.00	160.00
61197	PLANTSCP 48805E 48805E1 48805E2 48805E3 48805E4 49101E 49101E1 49101E2 49101E3 49101E4	Plantscapes Horticultural Services Landscape Maint - June Landscape Maint - June Landscape Maint - June Landscape Maint - June Landscape Maint - June Landscape Maint - July Landscape Maint - July Landscape Maint - July Landscape Maint - July Landscape Maint - July	11/15/2019		1,756.33 968.96 10,916.21 218.46 2,604.39 1,756.33 775.18 1,285.02 174.77 8,732.95
			Total for Check Number 61197:	0.00	29,188.60
61198	PLATT X196407	Platt Electric Supply, Inc Light Replacement - City Hall	11/15/2019		332.52
			Total for Check Number 61198:	0.00	332.52
61199	POLK 191029057	Polk County Copies for Public Records Request #191029057	11/15/2019		4.00
			Total for Check Number 61199:	0.00	4.00
61200	425Magaz 2019-25813	Premier Media Group Advertisement - Shop/Explore/Experience Mill C	11/15/2019		500.00
			Total for Check Number 61200:	0.00	500.00
61201	SNOCPUD 100404368 115131682 121767403 125088542 128366993 131669178 131671390 131672536 131673993 134980624 134980905 138192240 141498832 141498833 141498834 141498835 141500930 144839509 144840627 154674795 154674796 154679016 157875287	PUD No. 1 of Snohomish County 2501 147th Pl SE 09/20 - 10/18 15601 22nd Ct SE 10/04 - 10/29 15728 Main St 10/04 - 11/02 15429 1/2 Bothell Everett Hwy 10/11 - 11/05 13332 44th Ave SE 10/09 - 11/01 16110 1/2 29th Dr SE 09/26 - 10/23 2701 155th St SE 10/04 - 10/29 Street Lights - 189 Lights - 200W 10/01 - 10/31 902 164th St SE 10/09 - 11/02 Street Lights - 91 Lights - 250W 10/01 - 10/31 Street Lights - 386 Lights - 100W 10/01 - 10/31 15510 Village Green Drive 10/04 - 10/29 Street Lights - 8 Lights - 200W 10/01 - 10/31 Street Lights - 38 Lights - 250W 10/01 - 10/31 Street Lights - 39 Lights - 400W 10/01 - 10/31 Street Lights - 17 Lights - 100W 10/01 - 10/31 14600 16th Ave SE 10/02 - 10/30 14729 12th Ave SE 09/27 - 10/28 Street Lights - 49 Lights - 20W 10/01 - 10/31 Street Lights - 841 Lights - 100W 10/01 - 10/31 Street Lights - 21 Lights - 400W 10/01 - 10/31 13901 North Pointe Cir Irrig 10/12 - 11/05 Street Lights - 6 Lights - 150W 10/01 - 10/31	11/15/2019		15.66 18.84 1,417.72 15.30 50.55 19.40 17.67 1,736.91 27.87 985.53 1,389.60 14.04 47.68 285.38 441.48 52.87 23.48 17.28 17.15 6,021.56 312.90 13.50 28.98

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	157877861	15429 Bothell Everett Hwy	10/11 - 11/05		20.74
	161055873	Street Lights - 1 Light - 160W	10/01 - 10/31		5.18
	161058818	4842 SAC	10/11 - 11/05		65.49
	164271601	Street Lights - 1 Light - 240W	10/01 - 10/31		7.94
	167508270	4560 SAC	10/09 - 11/02		45.95
			Total for Check Number 61201:	0.00	13,116.65
61202	PUGETSO 200004765463	Puget Sound Energy 15728 Main St	09/18 - 10/18		408.97
			Total for Check Number 61202:	0.00	408.97
61203	RAMERJ 2019-11	Jon Ramer Consulting Services - Veteran's Day Parade	11/15/2019		2,000.00
			Total for Check Number 61203:	0.00	2,000.00
61204	EMPSECD 19-049340-RDU-G 19-049341-RDU-G	Employment Security Dept- Records 5 Work History Research - Hailey Nolan 5 Work History Research - Kristopher Martin	11/15/2019		13.50 13.50
			Total for Check Number 61204:	0.00	27.00
61205	RH2 74514	RH2 Engineering, Inc. Prof Svcs - RRFB Upgrade Project Through 09/2	11/15/2019		4,005.44
			Total for Check Number 61205:	0.00	4,005.44
61206	RCN Inc 4	Road Construction Northwest, Inc. Grade F Pipe Repairs - Contract #2019-1515 - T	11/15/2019		52,321.96
			Total for Check Number 61206:	0.00	52,321.96
61207	RKSOLID 7241	Rock Solid Learning LLC Marvelous Minerals 11/02 #7241	11/15/2019		84.00
			Total for Check Number 61207:	0.00	84.00
61208	RONGERJ 9107	John Rongerude P.S. Conflict Public Defender 8Z0172759	11/15/2019		300.00
			Total for Check Number 61208:	0.00	300.00
61209	SANDACLN October 2019 October 2019A	Sanda Cleaners Uniform Dry Cleaning - S Eastman Uniform Dry Cleaning - S Conner, M Schuerme	11/15/2019		206.31 88.84
			Total for Check Number 61209:	0.00	295.15
61210	SERKING 224000010	Service King #224 Mill Creek Deductible - Claim #19-1810 - Body Damage C	11/15/2019		1,000.00
			Total for Check Number 61210:	0.00	1,000.00
61211	SHANWILS 111473	Shannon & Wilson Inc Prof Svcs - Church Parcel Through 10/19	11/15/2019		3,446.17
			Total for Check Number 61211:	0.00	3,446.17
61212	SNOCODEM I000512082	Sno Co Department of Emergency Manage 2019 Emergency Management Services - 4th Qtr	11/15/2019		6,497.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61212:	0.00	6,497.25
61213	SNOCOM 1938	Snohomish County 911 Dispatch Service - Nov	11/15/2019		19,690.67
			Total for Check Number 61213:	0.00	19,690.67
61214	SNOCOC 2019-5490	Snohomish County Corrections Jail Services Fees - Sept	11/15/2019		15,480.59
			Total for Check Number 61214:	0.00	15,480.59
61215	SNOCOF I000512127 I000512127A	Snohomish County Finance Principal 800 MHZ - 2nd Half 2019 Interest - Principal 800 MHZ - 2nd Half 2019	11/15/2019		31,519.08 787.98
			Total for Check Number 61215:	0.00	32,307.06
61216	SNOCOPW I000512043 I000512043A I000512043B I000512043C	Snohomish County Public Works Signal Maintenance - RR7552 Dumas Rd/Park R Signal Maintenance - RR7554 164th SE/9th Ave Signal Maintenance - RR7571 Mill Crk Rd/Sea I Signal Maintenance - RR7869 Mill Crk Blvd @	11/15/2019		436.74 306.56 167.56 223.44
			Total for Check Number 61216:	0.00	1,134.30
61217	SNYDERRF 5874351	Snyder Roofing 2019 Fall Annual RAM Maintenance - CHN Bld	11/15/2019		1,913.86
			Total for Check Number 61217:	0.00	1,913.86
61218	SNDPUBIN EDH878961 EDH878962 EDH880286 EDH880369	Sound Publishing Inc Notice of EMS Levies for 2020 Public Hearing Publication of Ordinance No. 2019-852 Notice of Application - Barghausen Consulting E City Notice - Crestview Village Phase II Public I	11/15/2019		41.63 28.96 72.40 68.78
			Total for Check Number 61218:	0.00	211.77
61219	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem - MEBT - ER Paid - 1	11/15/2019		4,036.99
			Total for Check Number 61219:	0.00	4,036.99
61220	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - Nov	11/15/2019		2,039.29
			Total for Check Number 61220:	0.00	2,039.29
61221	STAPLEAD 70107960LA 70107960LA1 70107960LA2	Staples Advantage Copy Paper - Central Supplies General Supplies - Passports 11x17 Paper - PW	11/15/2019		361.22 59.97 72.70
			Total for Check Number 61221:	0.00	493.89
61222	STARMSV 012512-IN 012512-IN1 012512-IN2 012512-IN3	Stardom Services Inc October Services - Janitorial CHS October Services - Janitorial Annex Oct Svcs - Janitorial-Deep Clean Lobby Bathroo October Services - Janitorial - Semi-Annual Win	11/15/2019		995.00 1,184.13 1,010.00 575.00

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61222:	0.00	3,764.13
61223	STERICYC 3004879546	Stericycle Inc Biomedical Waste Service - Monthly Fee	11/15/2019		10.36
			Total for Check Number 61223:	0.00	10.36
61224	SUMLAW 105728	Summit Law Group Prof Svcs - General Labor - ULP	11/15/2019		4,714.36
			Total for Check Number 61224:	0.00	4,714.36
61225	TACSCREW 18259680	Tacoma Screw Products Inc Supplies to Install Finger Guards & Door Catche	11/15/2019		48.24
			Total for Check Number 61225:	0.00	48.24
61226	TERMINIX 390818278	Terminix Processing Center Pest Control - WO# 16530753151	11/15/2019		83.98
			Total for Check Number 61226:	0.00	83.98
61227	BLUELINE 17801 17922	The Blueline Group Prof Svcs - Grade F Pipe Repairs 10/01 - 10/26 Prof Svcs - Heron Park Play Area Renovation	11/15/2019		6,035.50 12,270.00
			Total for Check Number 61227:	0.00	18,305.50
61228	TRANSUN 10908912	Trans Union LLC Basic Service Monthly Fee - Credit Check 09/26	11/15/2019		55.25
			Total for Check Number 61228:	0.00	55.25
61229	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Oct	11/15/2019		55.25
			Total for Check Number 61229:	0.00	55.25
61230	UNWAYSNC Nov. 2019	United Way of Snohomish County United Way EE - Nov 2019	11/15/2019		180.00
			Total for Check Number 61230:	0.00	180.00
61231	USBANK Oct. 2019	US Bank NA - Custody Investment Custody Charges 10/01 - 10/31	11/15/2019		24.00
			Total for Check Number 61231:	0.00	24.00
61232	WALTNELS 729525	Walter E. Nelson Co. Janitorial Supplies - Paper Towels, 1 Play Toilet	11/15/2019		1,157.87
			Total for Check Number 61232:	0.00	1,157.87
61233	WABO 38066	Washington Assoc of Bldg off Job Posting - Bldg Official - WABO Website	11/15/2019		50.00
			Total for Check Number 61233:	0.00	50.00
61234	WASTPAT I20002880 I20002880A	Washington State Patrol Background Checks - October Background Checks - October	11/15/2019		42.00 53.00

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61234:	0.00	95.00
61235	WAVEDIV 102743301000698	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	11/15/2019		640.68
			Total for Check Number 61235:	0.00	640.68
61236	AFSCME October 2019	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Oct	11/15/2019		1,256.76
			Total for Check Number 61236:	0.00	1,256.76
61237	ZIONS 1010000328524 1010000328524A	Zions Bank Principal - Debt Service - Payment #1 Interest - Debt Service - Payment #1	11/15/2019		231,000.00 31,972.40
			Total for Check Number 61237:	0.00	262,972.40
			Total for 11/15/2019:	0.00	664,844.52
			Report Total (82 checks):	0.00	664,844.52



Date: November 26, 2019

Payroll Check Batches		
Dated	Check Numbers	Amount
11/08/2019	ACH Wire-Assoc. of WA Cities	\$87,096.60
11/08/2019	ACH Automatic Deposit Checks	\$156,962.48
11/08/2019	ACH Wire- FWT & Medicare Taxes	\$27,382.92
11/08/2019	ACH Wire MEBT – Wilmington Trust	\$22,164.85
11/08/2019	ACH Wire – BAC – Flex Savings Acct	\$1,312.15
11/08/2019	ACH Wire – ICMA RC – Def. Comp	\$1,606.11
11/08/2019	ACH Wire – MCPD Guild Dues	\$2,040.00
Total		\$298,565.11

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$298,565.11.

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

Councilmember

Councilmember

Finance Director

City Manager

G:\FINANCE\Restricted (old I drive)\Payroll\Voucher Coversheets\2019\Payroll Voucher Approval 11.08.2019.docx
11/22/2019

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 11/08/2019 03:31:58 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH:	11/2019
COVERAGE MONTH:	11/2019
PAYMENT DUE BY:	11/10/2019
CURRENT BILLING AMOUNT:	\$87,096.60
PRIOR OVERAGE OR SHORTAGE:	\$0.00
ADJUSTMENTS:	\$0.00
TOTAL AMOUNT DUE:	\$87,096.60

100 186 L 112019 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	11/2019	\$ <u>87,096.60</u>

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

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

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

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:45 Pay Date:11/08/2019 P/E Date:10/31/2019
 Qtr/Year:4/2019 Run Time/Date:14:18:02 PM EST 11/06/2019

Taxes Debited	Federal Income Tax	20,437.70			
	Earned Income Credit Advances	0.00			
	Social Security - EE	0.00			
	Social Security - ER	0.00			
	Social Security Adj - EE	0.00			
	Medicare - EE	3,192.99			
	Medicare - ER	3,193.07			
	Medicare Adj - EE	0.12			
	Medicare Surtax - EE	0.00			
	Medicare Surtax Adj - EE	0.00			
	COBRA Premium Assistance Payments	0.00			
	Federal Unemployment Tax	0.00			
	State Income Tax	0.00			
	Non Resident State Income Tax	0.00			
	State Unemployment Insurance - EE	0.00			
	State Unemployment Insurance Adj - EE	0.00			
	State Disability Insurance - EE	0.00			
	State Disability Insurance Adj - EE	0.00			
	State Unemployment/Disability Ins - ER	0.00			
	State Family Leave Insurance - EE	186.30			
	State Family Leave Insurance - ER	0.00			
	State Medical Leave Insurance - EE	167.70			
	State Medical Leave Insurance - ER	205.04			
	Transit Tax - EE	0.00			
	Workers' Benefit Fund Assessment - EE	0.00			
	Workers' Benefit Fund Assessment - ER	0.00			
	Local Income Tax	0.00			
	School District Tax	0.00			
		Total Taxes Debited	27,382.92		
	Other Transfers	Full Service Direct Deposit Acct. No.	156,962.48		
Total Amount Debited From Your Account			184,345.40	Total Liability 184,345.40	
Bank Debits & Other Liability	Checks	0.00		184,345.40	
	Adjustments/Prepay/Voids	(0.12)		184,345.28	
Taxes- Your Responsibility	None this payroll			184,345.28	

Outgoing Payments Report

Company: City of Mill Creek
Requester: Gobrael, Silvea
Run Date: 11/08/2019 2:33:07 PM CST



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

Status: Confirmed Bv Bank
Transaction Number:

Template Name: MATRIX/MEBT
Template Code: WILTRUST

Debit Account Information

Debit Bank: 1
Debit Account: C
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

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

Beneficiary Account: f
Beneficiary Bank ID: C
JPMORGAN CHASE BANK, NA
1111 POLARIS PKWY
COLUMBUS
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 22,164.85

Value Date: 11/08/2019

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: sgobraiel
Initial Confirmation:
Confirmation #:

Input Time: 11/08/2019 1:54:58 PM CST
Time: 11/08/2019 2:28:42 PM CST

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 11/08/2019
Report Time: 02:30:45 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	11/12/2019
ACH ID:		Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Released	Created By:	LOTLEO
Released By:	SGOBRAIEL		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,312.15	C			C	

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$1,312.15	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$1,312.15	1
Prenotes	\$0.00	0

Outgoing Payments Report

Company: City of Mill Creek
Requester: Gobrael, Silvea
Run Date: 11/08/2019 2:32:19 PM CST



Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number:

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 1,606.11

Value Date: 11/08/2019

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: sgobraiel
Initial Confirmation:
Confirmation #

Input Time: 11/08/2019 1:47:31 PM CST
Time: 11/08/2019 2:28:42 PM CST

Outgoing Payments Report



Company: City of Mill Creek
Requester: Gobraiel, Silvea
Run Date: 11/08/2019 2:32:42 PM CST

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

Status: Confirmed By Bank
Transaction Number:

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 2,040.00

Value Date: 11/08/2019

Optional Information

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: sgobraiel
Initial Confirmation:
Confirmation "

Input Time: 11/08/2019 1:56:41 PM CST
Time: 11/08/2019 2:28:42 PM CST



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, November 12, 2019

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

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

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

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

MINUTES

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Pruitt welcomed representatives from Boy Scout Troop 90 to lead the Pledge of Allegiance.

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

Representative John Lovick, Mill Creek resident, thanked the City Council and the City of Mill Creek for the Veterans Day Parade as being "class every step of the way". Representative Lovick stated that he and other participants he had spoken with during the parade were very proud to honor our Veterans.

Wil Nelson, Mill Creek resident, spoke on the Washington Initiative 976, the Limits on Motor Vehicle Taxes & Fees Measure of 2019 that was approved on November 5,

November 12, 2019 REGULAR COUNCIL MEETING MINUTES

2019. Mr. Nelson mentioned that the courts will determine the final fate. He believes we will see this again if the courts turn it down and determine it is unconstitutional. Mr. Nelson mentioned how taxes paid towards this initiative goes mostly to the downtown Seattle area and less in the City of Mill Creek and in Pierce County. He encouraged our Elected officials to become aware of what he believes is a trend regarding ballot initiatives passing by a small margin of votes.

PRESENTATIONS

OLD BUSINESS

NEW BUSINESS

- B.** Appointments to the Park & Recreation Board
(Council Interview Committee: Councilmember Cavaleri and Councilmember Vignal)
Councilmember Cavaleri defers to Councilmember Vignal to make the announcement of appointments to the Board.

Nine (9) letters of interest were submitted. Due to the quality and level of the applicants the decision to appoint was difficult, said Councilmember Vignal. The Councilmember acknowledged how fortunate the City of Mill Creek is to have residents who want to volunteer their time and efforts on these boards and commissions.

Councilmember Vignal made a motion to appoint Jim Erlewine and Peter Lalic to the three (3) year term and Bridget Casey for the two (2) year term. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

- C.** Lane Powell Legal Services Agreement
(Michael Ciaravino, City Manager)
City Manager Michael Ciaravino gave an overview of the Lane Powell Legal Services Agreement.

Councilmember Todd asked for clarification on the agreement. City Manager Ciaravino indicated that services rendered are related to employment and labor related services and travel time expenses were excluded from the agreement.

Councilmember Cavaleri made a motion to authorize the City Manager to enter into a professional services agreement with Lane Powell Legal Services. Councilmember Vignal seconded the motion. The motion passed unanimously.

- D.** Seattle Hill Road Pavement Preservation Project Local Agency Agreement Supplement with WSDOT
(Gina Hortillosa, Public Works and Development Services Director)
Director of Public Works & Development Services Gina Hortillosa gave an overview of the Seattle Hill Road Pavement Preservation Project and recommended that the City Council authorize the City Manager to enter into a Local Agency Agreement (LAA) with the Washington State Department of Transportation to receive the awarded \$720,000 in federal grant monies for the purpose of funding the Seattle Hill Road Pavement Preservation Project. Funds need to be obligated by December 31, 2019.

November 12, 2019 REGULAR COUNCIL MEETING MINUTES

After the monies are obligated the City will be able to advertise for the project Council engaged in discussion.

Councilmember Todd made a motion to authorize the City Manager to execute a Local Agency Agreement with the Washington State Department of Transportation to receive \$720,000 for the purpose of assisting the City of Mill Creek to fund construction for the Seattle Hill Road Pavement Preservation Project. Councilmember Bond seconded the motion. The motion passed unanimously.

- E. 35th Avenue SE Reconstruction Project Local Programs State Funding Agreement Supplement with WSDOT
(Gina Hortillosa, Public Works and Development Services Director)
Director of Public Works and Development Services Gina Hortillosa briefed Council on the project and provided an update as well as information to advise Council to execute a Local Programs State Funding Agreement Supplement with the Washington State Department of Transportation to receive up to \$1,000,000 for the purpose of funding the project. The update regarding change orders provided by Director Hortillosa can be viewed by [clicking here](#) and referring to Agenda Item E.

Council engaged in discussion.

Councilmember Todd made a motion to authorize the City Manager to execute a Local Programs State Funding Agreement Supplement with Washington State Department of Transportation to receive up to \$1,000,000 for the purpose of helping the City of Mill Creek fund construction for the 35th Avenue SE Reconstruction Project. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

STUDY SESSION

- F. 2019-2020 Mid Biennium Budget Adjustments
(City Manager Michael Ciaravino's Work Plan)
City Manager Michael Ciaravino facilitated a study session on the budget to engage the Council in a conversation to discuss the present state of the City of Mill Creek. Manager Ciaravino's spoke on his experiences thus far and gave a presentation on the City Manager's Work Plan for the coming year in order to execute the Council's objectives. The City Manager presented a slideshow to discuss the budget adjustments for the 2019 - 2020 Mid Biennium Budget. [Click here](#) to view the City Manager's Work Plan Power Point Presentation in Agenda Item F.

Council engaged in discussion.

CONSENT AGENDA

- G. Approval of Checks #61085 through #61155 and ACH Wire Transfers in the Amount of \$310,582.64
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)

November 12, 2019 REGULAR COUNCIL MEETING MINUTES

- H.** Payroll and Benefit ACH Payments in the Amount of \$217,893.44
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)

REPORTS

I. Mayor/Council

Mayor Pruitt said the City of Mill Creek's Veterans Day Parade was an amazing event. Mayor Pruitt thanked all who were part of making this event possible especially the staff in Public Works who were part of the clean up. She looks forward to the next parade that the City puts forth on Memorial Day.

Councilmember Steckler concurred with the comments on the Veterans Day Parade by other Council Members and wanted to thank Jon Ramer, Parade Coordinator for his efforts. Councilmember Steckler also wanted to encourage the community and join in on supporting our Sailors on ships during the Thanksgiving holiday. Also, Councilmember Steckler expressed his sincere respect to Mr. Nelson during his public comment.

Councilmember Cavaleri would like the Council to discuss and consider banning vaping products in the City of Mill Creek because the supporting evidence indicates that these products are harmful.

Councilmember Vignal briefed the Council and the community that she attended the City of Mill Creek's Hart Meeting and had a robust discussion working on implementing HB 1406. She reported that discussions have been extended to January 2020. Councilmember Vignal thanked the following for their hard work and efforts: 1) Jerry from the Public Works Department for taking care of a safety hazard in one of Mill Creek's Parks; 2) Naomi, the new Interim City Clerk for her assistance; 3) Marketing & Communications Department, including Jay, Meredith and Gordon 4) Public Works Department, and all involved in organizing the Veterans Day Parade. Moreover, Councilmember Vignal reiterated how important it is to have this parade.

Mayor Pro Tem Holtzclaw thanked everyone on their efforts in the Veterans Day Parade. Mayor Pro Tem Holtzclaw requested for the next Council Meeting to discuss the budget in relation to whether or not a 1% property tax increase would be recommended for the coming year. He welcomes another spirited discussion and would like an update in comparing the 2018 budget projections chart presented at the November 6, 2018 City Council meeting budget discussions.

Furthermore, Mayor Pro Tem Holtzclaw requested a letter to be drafted on behalf of the City of Mill Creek to the Puget Sound Regional Council (PSRC) to express the concerns regarding the proposed changes in the Snohomish County rural population allocation.

Councilmember Todd continued the discussion on Snohomish County Rural Population Allocation to send a letter on behalf of the City of Mill Creek.

November 12, 2019 REGULAR COUNCIL MEETING MINUTES

Councilmember Todd provided an update on the Community Transit Meeting and mentioned that the Ten (10) year anniversary promotion that Community Transit is having for the SWIFT line. The 10 year anniversary was on October 29, 2019. SWIFT bus service is celebrating their anniversary by providing free unlimited rides for a designated time. Councilman Todd encouraged all to obtain a special pre-loaded ORCA card to try out the bus service. Click the following link: www.communitytransit.org/swift10 for more information and to sign up.

Councilman Todd gave an update from the Community Transit meeting. He stated that the City of Everett has been analyzing their budget deficit and are having discussions on the financial aspects to maintain efficiency and sustainability for the City of Everett. Interested parties were encouraged to contact Councilman Todd and he will direct those to their respective representatives.

Snohomish County Community Transit (SCC) group meeting will be next Thursday, November 21, 2019. The meeting is the annual opportunity to develop legislative priorities for Snohomish County that will in turn affect the countywide priorities which the Economic Alliance develops. Councilman Todd welcomed input and or participation in the Nov. 21, 2019 meeting.

J. City Manager

Council Planning Schedule

K. Staff

- Report, etc.

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- M.**
- To consider the selection of real property and acquisition thereof when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b) .
 - To discuss with legal council potential litigation pursuant to RCW 42.30.110 (1) (l).

The executive session ended at 8:00 p.m. No action was taken.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:00 p.m.

November 12, 2019 REGULAR COUNCIL MEETING MINUTES

Pam Pruitt, Mayor

Naomi Fay, Interim City Clerk

November 12, 2019 REGULAR COUNCIL MEETING MINUTES



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, June 4, 2019

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

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

Councilmember Todd participated via phone.

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

AUDIENCE COMMUNICATION

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

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

June 4, 2019 REGULAR COUNCIL MEETING MINUTES

PRESENTATIONS

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

OLD BUSINESS

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

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

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

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

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

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

NEW BUSINESS

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

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

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

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

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

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

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

REPORTS

F. Mayor/Council

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

Councilmember Todd reported on the PSRC handout and that dues would be

increasing in 2020.

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

Councilmember Todd reported on the Housing Affordability Regional Taskforce (HART) meeting he attended last week and that the Council would need to appoint a representative to attend future meetings.

- G.** City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION

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

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

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

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

RECONVENE TO REGULAR SESSION

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

ADJOURNMENT

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

Pam Pruitt, Mayor

Naomi Fay, Interim City Clerk

June 4, 2019 REGULAR COUNCIL MEETING MINUTES



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, June 11, 2019

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

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CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

ALL MEMBERS PRESENT

AUDIENCE COMMUNICATION

- A.** Public comment on items on or not on the agenda
Chuck Wright spoke about Memorial Day festivities.
John Lovick thanked Council for the work provided at the local level on the 35th Ave SE Reconstruction project, it was a well managed project.

NEW BUSINESS

- B.** Surface Water Aging Infrastructure (2019 Grade F Pipe Repairs) - Construction Management and Inspection Services
(Gina Hortillosa, Director of Public Works & Development Services)

Councilmember Todd made a motion to authorize the City Manager to execute a contract with Blueline Group for construction management and inspection services for Surface Water Aging Infrastructure (2019 Grade F Pipe Repairs) Project in an amount not to exceed \$108,900.00. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

- C.** Bond Ordinance & Bank RFP
(Peggy Lauerman, Director of Finance & Administration)

June 11, 2019 REGULAR COUNCIL MEETING MINUTES

Councilmember Todd made a motion to adopt Ordinance 2019-851, and Ordinance of the City of Mill Creek, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of up to \$3,322,000 aggregate principal amount of limited tax general obligation bond to provide funds to finance surface water capital improvements and other capital improvements of the City; fixing certain terms and covenants of the bond; and providing for other related matters. Councilmember Steckler seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- D.** Approval of Checks #60359 through #60424 and ACH Wire Transfers in the Amount of \$170,043.82
(Audit Committee: Councilmember Bond and Councilmember Vignal)
- E.** Payroll and Benefit ACH Payments in the Amount of \$212,112.84
(Audit Committee: Councilmember Bond and Councilmember Vignal)

The audit committee reported no exceptions in either the check or payroll vouchers.

Councilmember Bond made a motion to approve the consent agenda.

Councilmember Vignal seconded the motion. The motion passed unanimously.

REPORTS

F. Mayor/Council

Mayor Pruitt read a proclamation for Pride Month June 2019.

Councilmember Vignal gave a report of the Snohomish County Housing Affordability Regional Taskforce meeting she attended.

Councilmember Todd reported the Economic Alliance Board met to discuss I-976 impacts. Participating in WSDOT regional traffic planning.

Mayor Pruitt announced she and Councilmember Todd would be attending the AWC Conference in Spokane and asked for concurrence that they would be the City's voting delegates. There were no objections.

Councilmember Todd asked staff to secure parking spaces off site for Council on Farmer's Market Tuesdays, maybe in Sydney Plaza.

G. City Manager

- Council Planning Schedule

H. Staff

- Farmers Market

AUDIENCE COMMUNICATION

- I.** Public comment on items on or not on the agenda
There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:30 pm

June 11, 2019 REGULAR COUNCIL MEETING MINUTES

Pam Pruitt, Mayor

Naomi Fay, Interim City Clerk

June 11, 2019 REGULAR COUNCIL MEETING MINUTES

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

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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: November 21, 2019

November 26, 2019

(Agenda Summary due November 18)

- Public Hearing: Proposed Budget Amendments – Michael Ciaravino
- Public Hearing: Property Tax & EMS Levies – Michael Ciaravino
- Ordinances: Property & EMS Levies – Michael Ciaravino

December 3, 2019 EARLY START TIME 5:30

(Agenda Summary due November 22 due to Holiday)

- Tentative Presentation: Congresswoman DelBene (Still need to confirm date)
- Cedarwood Robotics Team Presentation 5:30 pm
- Audit Exit Interview
- Ordinance: Budget Amendments – Michael Ciaravino
- 2020 Community Events – Gordon
- Lateral Incentive Package - Greg

December 10, 2019

(Agenda Summary due December 2)

- Tentative Presentation: Congresswoman DelBene (Still need to confirm date)
- Ordinance Amending MCMC 2.04 – Council Schedule - ???

December 24, 2019

- Cancel or Reschedule?

January 7, 2020

(Agenda Summary due December 31)

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

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

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

Possible Work Session Topics for Discussion

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



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

DATE: November 26, 2019
TO: Mayor and Council
THROUGH: Michael Ciaravino, City Manager
FROM: Tara Dunford, Interim Director of Finance and Administration
SUBJECT: Financial Reports for the period ending September 30, 2019

Attached for your review is the City's budget status report as of September 30, 2019. This report represents 37.5% of the 2019-2020 biennium.

Please contact City Manager Ciaravino or me if you have any questions concerning the attached financial data.

General Fund Revenues and Expenditures - Budget to Actual

- ❖ Sales tax revenue received through September is approximately 11% or \$277 thousand higher than projected.
- ❖ Licenses and permits revenue is lower than projected at this point due to the cyclical nature of building permit revenue.
- ❖ Grants and intergovernmental revenues are lower than projected as of September 30. This is due to the annual PUD privilege tax payment of \$89 thousand which was received in October.
- ❖ Charges for services revenues are significantly higher than projected mainly due to passport fees. Through September, passport fee revenue totaled \$472 thousand, or 48% of the biennial revenue estimate of \$975 thousand.
- ❖ Revenue from fines is slightly lower than projected due to civil infractions revenue, which is somewhat unpredictable by nature. This revenue can also fluctuate based on schedules of officers assigned to the Traffic Safety Unit.
- ❖ Legislative and City Manager expenditures are higher than projected due to the cost of the Interim City Manager and City Manager search contracts, which were not included in 2019-2020 budget projections, and due to professional services (legal).
- ❖ Non-departmental expenditures include annual payments for property and liability insurance, voter registration and memberships.

Other Funds Revenues and Expenditures - Budget vs Actual

	2019-2020 Budget	Actuals Through 9/30/19	% of Budget
SPECIAL REVENUE FUNDS			
City Street Fund			
Beginning Fund Balance	129,768	71,495	
Revenues	1,051,000	664,733	63.2%
Expenditures	(1,079,047)	(346,472)	32.1%
Ending Fund Balance	101,721	389,756	
City Hall North			
Beginning Fund Balance	556,222	539,198	
Revenues	374,000	153,953	41.2%
Expenditures	(817,441)	(145,258)	17.8%
Ending Fund Balance	112,781	547,893	
DEBT SERVICE FUNDS			
Debt Service Fund			
Beginning Fund Balance	13,991	12,455	
Revenues	20,641	-	0.0%
Expenditures	(34,632)	(788)	2.3%
Ending Fund Balance	-	11,667	

- ❖ Street revenue is higher than projected due to a \$300 thousand grant from the Transportation Improvement Board which was not included in the original budget. This new revenue source and the related expenditures will be included in the mid-biennium adjustment.
- ❖ City Hall North expenditure budget includes \$440 thousand for the roof and \$80 thousand for HVAC, none of which had been spent as of September 30.
- ❖ Debt service principal payments are not due until December.

Other Funds Revenues and Expenditures - Budget vs Actual

	2019-2020 Budget	Actuals Through 9/30/19	% of Budget
CAPITAL PROJECT FUNDS			
Real Estate Excise Tax			
Beginning Fund Balance	3,413,733	3,425,872	
Revenues	1,550,000	1,627,116	105.0%
Expenditures	(4,771,641)	(1,554,842)	32.6%
Ending Fund Balance	192,092	3,498,146	
Capital Improvement			
Beginning Fund Balance	1,414,806	1,416,557	
Revenues	740,000	62,651	8.5%
Expenditures	(1,062,640)	(73,832)	6.9%
Ending Fund Balance	1,092,166	1,405,376	
Park Capital Improvement			
Beginning Fund Balance	2,816,780	2,843,816	
Revenues	2,951,000	1,715,483	58.1%
Expenditures	(2,980,000)	(1,792,636)	60.2%
Ending Fund Balance	2,787,780	2,766,663	
Road Improvement			
Beginning Fund Balance	2,223,108	2,210,485	
Revenue	8,020,000	2,877,843	35.9%
Expenditures	(7,140,000)	(2,370,755)	33.2%
Ending Fund Balance	3,103,108	2,717,573	

- ❖ Real Estate Excise Tax revenue received to date is significantly higher than projected. \$700 thousand was received in July from the sale of apartment complexes.
- ❖ Capital project expenditures are expected to fluctuate based on timing of projects. Spending in the Park Capital Improvement fund reflects progress on Exploration Park and MCSP Turf & Light projects.

Other Funds Revenues and Expenditures - Budget vs Actual

	2019-2020 Budget	Actuals Through 9/30/19	% of Budget
ENTERPRISE FUNDS			
Surface Water Utility			
Beginning Fund Balance	702,060	649,684	
Revenues	4,200,000	4,149,199	98.8%
Expenditures	(3,980,748)	(804,947)	20.2%
Ending Fund Balance	921,312	3,993,936	
INTERNAL SERVICE FUNDS			
Equipment Replacement			
Beginning Fund Balance	1,679,081	1,660,624	
Revenues	262,449	147,401	56.2%
Expenditures	(375,155)	(242,791)	64.7%
Ending Fund Balance	1,566,375	1,565,234	

- ❖ Surface Water Utility revenues as of September 30 include \$3.3 million in LTGO bond proceeds (\$2 million higher than planned in original 2019-2020 budget).
- ❖ Equipment Replacement budgeted expenditures include only 2019 vehicle and equipment purchases. The budget and supporting asset replacement schedule will be updated with the mid-biennium amendment.

Cash and Investments Balances

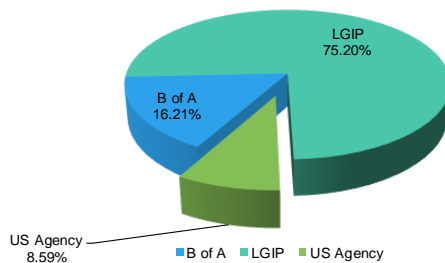
	9/30/2019	12/31/2018
Cash Bank Accounts ⁽¹⁾	\$ 3,775,847	\$ 108,583
State Local Government Investment Pool (LGIP)	\$17,512,233	\$ 14,377,057
US Government Agency Securities ⁽²⁾	\$ 1,999,999	\$ 4,751,731
Total Cash and Investment Holdings	\$23,288,079	\$ 19,237,371

(1) Reflects General Ledger balances, not actual bank cash balances.

(2) Investments are reported at original cost

Investment Summary

Cash and Investments by Category



Security Type	Amount	% of Investments
US Agency - Original Cost		
Federal Home Loan Bank	\$ 999,999	5.12%
Federal Farm Credit Bank	1,000,000	5.12%
	<u>\$ 1,999,999</u>	<u>10.25%</u>
Local Government Investment Pool (LGIP)	<u>\$ 17,512,233</u>	<u>89.75%</u>
Total Investment Portfolio	\$ 19,512,232	100.00%
Bank of America Checking	\$ 3,775,847	
Total Cash and Investments	<u>\$ 23,288,079</u>	

Economic Information

The State Economic and Revenue Forecast for September 2019 indicates that the Washington economy is continuing to expand at a rapid pace. Washington job growth remains strong and the unemployment rate remains near its all-time low. Washington personal income growth was highest in the nation in 2018. Seattle home prices declined over the year, but Washington housing construction remains strong. Washington exports declined sharply over the year due to decline in transportation equipment exports (Boeing). Washington manufacturing activity continues to expand. Seattle consumer price inflation remains above the national average.

Compared to June, the Washington economic forecast has slightly higher personal income and housing construction and slightly lower employment. The forecast expects 1.9% Washington employment growth this year, down from 2.2% expected in the June forecast. Employment growth is anticipated to average 1.2% per year in 2020 through 2023, which is the same rate expected in the June forecast. The forecast for nominal personal income growth this year is 4.8%, down slightly from 4.9% in the June forecast.



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
October 24, 2019**

Approved November 21, 2019

DRB Members:

Dave Gunter, Chair (absent)
David Hambelton, Vice Chair
Tina Hastings
Diane Symms
Beverly Tiedje (absent)

Development Services Staff:

Tom Rogers, Planning and Development Services Manager
Sherrie Ringstad, Associate Planner

I. CALL TO ORDER:

Vice Chair Hambelton called the meeting to order at 5:16 p.m.

II. ROLL CALL:

All members were present except as noted above. Chair Gunter and Member Tiedje's absences are considered excused.

III. MINUTES:

A. Minutes of August 15, 2019 and September 19, 2019

MOTION: Member Symms moved, seconded by Member Hastings, to approve the August 15, 2019 and September 19, 2019 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION:

Three Oaks – Roadway Buffer and Streetscape Landscaping

Associate Planner Sherrie Ringstad noted that the applicant was unable to attend the meeting this evening but staff discussed the recommended Conditions of Approval with the applicant and he was in agreement. Ms. Ringstad's presentation included a vicinity map, a background, a review of the site plan, site photos, a review of the design criteria,

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and recommended Conditions of Approval. Staff responded to several questions by the Board.

MOTION: Member Hastings moved, seconded by Member Symms, to approve the roadway buffer and streetscape landscape plan for the Three Oaks Preliminary Plat as conditioned in the staff report, with the following additional condition:

- On-site grading shall avoid the Critical Root Zone of the existing trees in the roadway buffer that are designated for preservation.

The motion was approved unanimously.

Venture Church – Monument Sign

Ms. Ringstad noted that the Venture Church is proposing a reface of their existing monument sign. Ms. Ringstad's presentation included a vicinity map, background, site plan showing the location of the sign, design criteria, and the proposed sign plan.

MOTION: Member Symms moved, seconded by Member Hastings, to approve the proposed monument sign for Venture Church as conditioned in the staff report. The motion was approved unanimously.

Kazziep Short Plat – Roadway Buffer Landscaping

Ms. Ringstad stated that the Board is reviewing the roadway buffer landscaping for the Kazziep 3-lot short plat. The 50-foot roadway buffer is adjacent to 132nd Street SE. Ms. Ringstad's presentation included a vicinity map, background, site photos, design criteria, a review of the proposed landscape plan. She noted that there are five mature Cedar trees being retained in the buffer. In addition, there are several areas designated to retain vegetation without a clear idea of what is proposed for retention; thus, there is a Condition of Approval requiring a site inspection once the buffer has been cleared and a staff determination of what is acceptable for retention. If the vegetation that can be retained is not adequate, it will be augmented with additional plants.

MOTION: Member Hastings moved, seconded by Member Symms, to approve the roadway buffer landscape plan for the Kazziep Short Plat as conditioned in the staff report. The motion was approved unanimously.

7C's Swim School Binding Site Plan – Building Elevations

Ms. Ringstad stated that the item under review is an informal review for a new proposed 10,000 square foot swim school. Ms. Ringstad's presentation included a vicinity map, background, site plan, site photos, design criteria, and a description of the elevations. The north elevation is the primary front entrance, the west elevation faces North Creek Drive, the south elevation faces City owned property, and the east elevation faces the wetland. The locker rooms are located on the east elevation as well as the pool equipment rooms and windows would not be appropriate.

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Daniel Carr, the property owner and applicant, addressed several of the Board Members questions. He gave the Board sample colors and clarified that the windows will be clear vision glass. The two doors on the back of the building are roll up doors as this area will be used for indoor/outdoor use. The applicant stated that they would not be opposed to planting a couple of trees in the lawn area adjacent to the southern elevation as suggested to give this elevation a little more interest.

The Board Members discussed the south and the east elevations, which could use additional details to add interest. Member Hastings stated that she believes the Code requirement stating that a consistent visual identity shall be applied to all sides of buildings visible to the general public applies to every single façade, even though some elevations would only be visible from the parking lot.

The applicant explained that the eastern elevation will have the HVAC systems, which will be screened by a wall constructed of split face CMU. The modulation also adds interest on the east elevation.

The Board had several suggestions to add interest to the southern elevation including adding a trellis between the two roll-up doors, either with plants or just as an architectural element without plants. Since this elevation is going to be the side where people might walk outside, the trellis would create more of a sense of an outdoor space where people may want to spend time. They also suggested adding a personnel door on this elevation to provide access to this area without having to open the roll-up doors.

Member Hastings asked whether the proposed metal roofing material contains zinc that would leach into stormwater. The applicant confirmed that it does not, which is why they chose the Galvalume product so there wouldn't be any leaching. The color of the roof was discussed and the applicant explained that the color was chosen because of its low solar reflectance and for long-term maintenance since colored roofs show the dirt sooner.

IV. ADJOURNMENT:

Vice Chair Hambelton adjourned the meeting with the consensus of the Board at 6:05 p.m.

Submitted by:


Sherrie Ringstad, Associate Planner