

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



-
- Brian Holtzclaw, Mayor • Stephanie Vignal, Mayor Pro Tem • Mark Bond
 - Vince Cavaleri • John Steckler • Benjamin Briles

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. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

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.

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. 2020 - 864

Next Resolution No. 2020 - 590

October 6, 2020
City Council Meeting
6:00 PM

Virtual Meeting Info

- A. City Council Regular Meeting
Tue, Oct 6, 2020 6:00 PM - 8:30 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/576938557>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code:576-938-557

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<https://global.gotomeeting.com/install/576938557>

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- C. Appointment of Councilmember Benjamin Briles and Voting Tabulation at City Council Special Meeting
(Mayor Holtzclaw and Grant Degginger, City Attorney)
- D. Legal Fees Presentation
(Grant Degginger, City Attorney)
- E. 2020 Draft Mill Creek Stormwater Management Plan (SWMP) Requirements
(Mike Todd, Director of Public Works and Development Services & Stacey Clear, Gray & Osborne)

STUDY SESSION

- F. 2021-2011 Preliminary Revenue Sources and Expenses
(Jeff Balentine, Finance Director)

NEW BUSINESS

- G. Resolution to Approve the Sale of a 2014 Ford Police Interceptor Sedan (Car 39) by Live Auction
(Robert Phillips, Acting Police Chief)

PROPOSED NEW INITIATIVES

- H. Proposed Resolution Supporting the City of Mill Creek Police Department
(Councilmember Vincent Cavaleri)

CONSENT AGENDA

- I. City Council Meeting Minutes of September 22, 2020.

REPORTS

- J. Mayor/Council
 - Community Transit - City of Mill Creek Representative
- K. City Manager
 - Proclamation of Emergency - Extension
 - Police Department Awards
 - Sno 911 Communications Site Lease Agreement
 - Planning Schedule

AUDIENCE COMMUNICATION

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

ADJOURNMENT

From: [John Steckler](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 - ROUND 1 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:44:52 PM

Sent from my iPad

On Sep 29, 2020, at 9:42 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

**BALLOT 1 – Round 1 - FOR SELECTION OF COUNCIL POSITION #3 –
September 29, 2020**

Voting Round: **1** 2 3 4 5 6 7 8 9 10

Ballot #: **1** 2 3 4 5

- Carmen Fisher**
- Mark Harmsworth**
- Sid Siegel**
- Benjamin Briles**
- Abstain**



Naomi Fay
City Clerk
City of Mill Creek
naomif@cityofmillcreek.com
P: 425-921-5725 | F: 425-745-9650
[Facebook](#) | [Twitter](#) | [Instagram](#)

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From: [Mark Bond](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 - ROUND 1 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:43:12 PM

Mark Harmsworth

Sent from my iPad

On Sep 29, 2020, at 9:42 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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- _____ **Carmen Fisher**
- Xx**
- _____ **Mark Harmsworth**
- _____ **Sid Siegel**
- _____ **Benjamin Briles**
- _____ **Abstain**

<image001.jpg> | **Naomi Fay**
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From: [Stephanie Vignal](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 - ROUND 1 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:43:51 PM

Benjamin Briles

Stephanie Vignal
Mayor Pro Tem
City of Mill Creek

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From: [Vincent Cavaleri](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 - ROUND 1 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:42:59 PM

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Naomi Fay

From: Brian Holtzclaw
Sent: Tuesday, September 29, 2020 9:44 PM
To: Naomi Fay; DeggingerG@LanePowell.com; Michael Ciaravino
Subject: Re: BALLOT 1 - ROUND 1 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020

Brian Holtzclaw
Councilmember/Mayor
(425) 478-7453 (cell)

Sent from my iPad

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From: [Brian Holtzclaw](#)
To: [Naomi Fay](#); [Michael Ciaravino](#)
Subject: Re: BALLOT 1 – Round 2 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:51:08 PM

Brian Holtzclaw
Councilmember/Mayor
(425) 478-7453 (cell)

Sent from my iPad

On Sep 29, 2020, at 9:50 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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- _____ **Abstain**

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From: [John Steckler](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 2 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:51:33 PM

Sent from my iPad

On Sep 29, 2020, at 9:50 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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September 29, 2020**

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X

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_____ **Mark Harmsworth**

_____ **Sid Siegel**

_____ **Benjamin Briles**

_____ **Abstain**

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From: [Stephanie Vignal](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 2 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:51:15 PM

Sid Siegel

Stephanie Vignal
Mayor Pro Tem
City of Mill Creek

On Sep 29, 2020, at 9:50 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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From: [Vincent Cavaleri](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 2 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:50:57 PM

Sent from my iPad

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From: [Brian Holtzclaw](#)
To: [Naomi Fay](#); [Michael Ciaravino](#)
Subject: Re: BALLOT 1 – Round 3 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:56:33 PM

Brian Holtzclaw
Councilmember/Mayor
(425) 478-7453 (cell)

Sent from my iPad

On Sep 29, 2020, at 9:56 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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September 29, 2020**

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From: [John Steckler](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 3 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:56:39 PM

Sent from my iPad

On Sep 29, 2020, at 9:56 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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Carmen Fisher

Mark Harmsworth

Sid Siegel

Benjamin Briles

Abstain

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From: [Mark Bond](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 3 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:56:40 PM

Mark Harmsworth

Sent from my iPad

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From: [Stephanie Vignal](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 3 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:57:07 PM

Benjamin Briles

Stephanie Vignal
Mayor Pro Tem
City of Mill Creek

On Sep 29, 2020, at 9:56 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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From: [Vincent Cavaleri](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 3 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 9:56:37 PM

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From: [Brian Holtzclaw](#)
To: [Naomi Fay](#); [Michael Ciaravino](#)
Subject: Re: BALLOT 1 – Round 4 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 10:03:07 PM

Brian Holtzclaw
Councilmember/Mayor
(425) 478-7453 (cell)

Sent from my iPad

On Sep 29, 2020, at 10:02 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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From: [John Steckler](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 4 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 10:06:37 PM

Hi

Sent from my iPad

On Sep 29, 2020, at 10:02 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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From: [Mark Bond](#)
To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 4 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 10:02:42 PM

Mark Harmsworth

Sent from my iPad

On Sep 29, 2020, at 10:02 PM, Naomi Fay <naomif@cityofmillcreek.com> wrote:

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Subject: Re: BALLOT 1 – Round 4 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 10:02:40 PM

Benjamin Briles

Stephanie Vignal
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To: [Naomi Fay](#)
Subject: Re: BALLOT 1 – Round 4 - FOR SELECTION OF COUNCIL POSITION #3 – September 29, 2020
Date: Tuesday, September 29, 2020 10:02:43 PM

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<image001.jpg> **Naomi Fay**
City Clerk
City of Mill Creek
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Council Meeting

Tuesday, October 6, 2020
6:00 PM

10/6/2020

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City of Mill Creek's Legal Needs

- Ongoing
 - Public Records Consultation
 - Governance & Compliance
 - Legal & Operational Advice to City Departments
 - Contract Review & Compliance
 - Employment Law & Compliance
 - Civil Enforcement
 - Criminal Prosecution & Indigent Defense
- Periodic
 - Real Estate Transactions
 - Vendor & Franchise Agreements
 - Employment (claims, complaints, discipline & termination, investigations)
 - Financial & Governmental Audits
 - Labor Relations & Negotiations (grievances & arbitrations; bargaining)
- Litigation & Administrative Proceedings
 - Negligence Claims
 - Employment Claims
 - Construction Claims
 - Unfair Labor Practice Complaints
 - Equal Employment Opportunity Charges



2019-2020 Legal Expenses on Public Records Act (PRA) Requests

	PRA Work	% PRA Work	Non-PRA Work*	% Non-PRA Work
2019	\$95,961.02	37.39%	\$160,697.83	62.61%
2020	\$283,111.75	27.04%	\$764,012.10	72.96%
Total	\$379,072.77	29.07%	\$924,709.93	70.93%

*Approximately \$80,000 of “non-PRA work” was payment of third-party consultants/investigators hired through counsel.



2019-2020 Other Legal Expenses

	Former City Attorney	Prosecutor	Indigent Defense
2019	\$267,340.48	\$124,621.86	\$108,000.00
2020	\$120,972.67	\$79,040.00	\$53,798.00
Total	\$388,313.15	\$203,661.86	\$161,798.00

2019-2020 Budget vs. Actual Spend

	Original Budget	Amended Budget (approved 5/26/2020)	Spend To Date
Legal Services	\$668,000	\$1,824,425	\$1,692,095.85
Prosecutor	\$240,000	\$249,244	\$203,661.86
Indigent Defense	\$225,000	\$223,800	\$161,798.00

2019-2020 Unanticipated Legal Needs

- March 2019 employee termination leading to unfair labor practice charge, resulting in negotiated resolution in June 2019
- Employee misconduct leading to investigation followed by wrongful termination lawsuit
- Employee complaint of hostile work environment leading to investigation and negotiated resolution
- Employees' complaints re: former Police Chief, resulting in preliminary inquiry and formal investigation, followed by separation and informal resolution with no monetary payout
- Evaluation of City's compensation system
- Former employee's misconduct leading to termination, investigation, and responding to grievance filed by the union

2019-2020 Unanticipated Legal Needs (cont'd)

- Inadequate performance by employee leading to termination, and responding to grievance filed by the union
- Address governance, telework, contracting, and employee leave issues relating to COVID-19 pandemic
- Layoffs, bargaining, response to union grievance and unfair labor practice charge before Public Employment Relations Commission
- Significant increase in number and complexity of public records requests
- Negotiate to resolve potential claims associated with construction contracts affected by COVID-19
- Defend two public records lawsuits: one dismissed on summary judgment, one ongoing

Potential Areas for Cost Reduction

- Reform City's public records policy
- Improve internal human resources processes for hiring, respond to complaints, and informally resolve concerns
- Reorganize Public Works and Development Services Department to streamline processes
- Audit contract management protocol and implement process improvements



Agenda Item # _____

Meeting Date: October 6, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: 2020 DRAFT MILL CREEK STORMWATER
MANAGEMENT PLAN (SWMP) REQUIREMENTS**

PROPOSED MOTION:

None. Presentation and City Council discussion only.

KEY FACTS AND INFORMATION SUMMARY:

As part of the City's NPDES (National Pollutant Discharge Elimination System) permit, the City is required to prepare an annual Stormwater Management Plan (SWMP), accept public comments, and file the Plan with the State Department of Ecology (DOE). Normally, that would have been completed early in January and February and submitted for DOE approval as part of our Annual Report due at the end of March each year. The 2020 SMWP Report was not generated, and the Annual Report filed in March 2020 was incomplete. Upon notification of the deficiency by DOE, the City recently engaged a consultant to lead the corrective actions required by the DOE. The City has obtained DOE's concurrence that presentation of the Draft SWMP plan at the October 6, 2020 Council meeting is essential as the City works to come back into compliance.

The City engaged Gray and Osborne to prepare a Draft 2020 SWMP plan, which was posted on the City website on September 25, 2020. The public has been invited to send comments to stormwater@cityofmillcreek.com.

Ms. Stacey Clear of Gray and Osborne will give a presentation about the NPDES permit and the Draft 2020 SWMP, and field questions from Council. Her presentation will cover all 13 requirement areas in the permit, give examples of the non-compliance areas the City is facing, and provide a high-level overview of the schedule commitments the City has made.

Background:

The NPDES permit covers the stormwater infrastructure (e.g., catch basins, pipes, vaults, ponds); water quality testing and identification of sources of pollutants; spill response; requirements for cross functional planning and communication; system mapping; education for staff and the public; and outreach and partnerships to effect the plan. Ms. Clear's presentation will provide more specificity, but for context, the following information is provided:

Stormwater infrastructure: The plan lays out a substantial body of work required for the City's stormwater system, both for the immediate future (six months), as well as for the entire 2019-2024 permit period.

City Council Agenda Summary

Page 2

- The City's recent work to inspect and repair the storm water pipe system (i.e., the F Failure and C Failure repair projects in 2019 and 2020) is related to this work, but only addresses a small portion of the permit requirements.
- In particular, the City needs to annually inspect on the order of one hundred private and public water control facilities (e.g. detention ponds, stormwater vaults, filters), and develop action plans for maintenance and repair of the public structures where deficiencies are found.
- The City also needs to restart our traditional catch basin inspection and cleaning program, whereby all catch basins are inspected biennially. That inspection process similarly will dictate a maintenance and repair program, typically sump cleaning by vactor truck as the City has traditionally done on a biennial basis.
- The City has many of the structures mapped for location, but additional information about the system components needs to be acquired and captured (preferably in a GIS database) for future use in inspecting the entire system, and maintaining the public structures in the system. Maps of the City's system and the underlying topography of the entire City will help guide focus areas for improvement in the later years of the permit.

Pollution source monitoring and control:

The present permit cycle (2019-2024) requires increased identification, monitoring, and control of pollution sources over the previous permit.

- The City must continue to identify pollution sources (actual and potential) that have high impact on water quality.
- Training is required for City staff, partners, and the community at large to address both illicit discharges and everyday activities like pet waste disposal and residential car washing that affect the quality of the water that traverses our system and eventually enters Puget Sound.
- The City's existing programs under the previous permit will be enhanced and expanded to address the new requirements in the 2019-2024 permit.

Education, outreach, engagement:

- The permit spells out requirements for the City to provide education to the community about stormwater issues, and to connect the public with partners (e.g., Snohomish Conservation District) that provide education and outreach programs.
- The City is also required to help the public connect with opportunities to become involved in addressing stormwater issues. The City's website has some of this information as required under the previous permit, but the 2019-2024 permit requires substantial enhancements in this arena.

At the conclusion of the presentation, staff and the Consultant will answer questions and outline upcoming steps the City must take to address current deficiencies in our performance under the NPDES permit. At a later meeting during the budget cycle, staff will have more detail on the internal resources and external contractors likely to be required to achieve full compliance and set the City up for success throughout the permit cycle.

City Council Agenda Summary
Page 3

STAFF INFORMATION CONTACT: Mike Todd, Director Public Works and Development Services, ext. 5708.

CITY MANAGER RECOMMENDATION:

None. Presentation and City Council discussion only.

ATTACHMENTS:

- NPDES Phase II Municipal Stormwater Permit Presentation (PowerPoint)

Respectfully Submitted:



Mike Todd, Director, Public Works and Development Services

Michael Ciaravino

Michael G. Ciaravino
City Manager



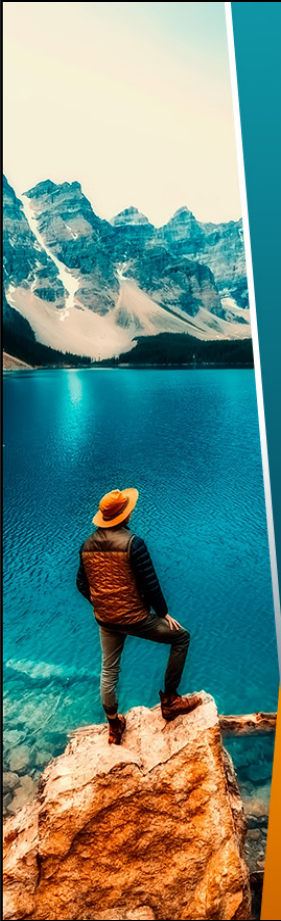
NPDES Phase II Municipal Stormwater Permit

October 6, 2020

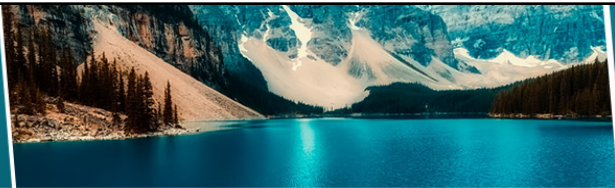


Overview

- Background
- Permit/SWMP Elements
- Non-compliance History
- Next Steps



Background





Background

- Purpose of the Permit
 - For governments to reduce and control polluted stormwater
(per Clean Water Act)
- 5-Year Permit (2019- 2024); Originally began in 2007
- Overseen by the Department of Ecology
- Covers 83 cities and 5 counties in Western WA
- Estimated ~1.5 FTE/year to address permit needs
- Requires cities to create a Stormwater Management Plan (SWMP)
 - Presented here tonight



Permit / SWMP Elements

Permit/SWMP Contents

- Comprehensive Stormwater Planning
- Public Education and Outreach
- Public Involvement and Participation
- MS4 Mapping and Documentation
- Illicit Discharge Detection Elimination (IDDE)
- Controlling Runoff from New Development, Redevelopment and Construction Sites
- Operations and Maintenance
- Source Control Program for Existing Development
- Monitoring and Reporting





Comprehensive Stormwater Planning

- Review City Plans/Policies to ensure stormwater is addressed

(Comprehensive Plan, Transportation Plans, etc.)

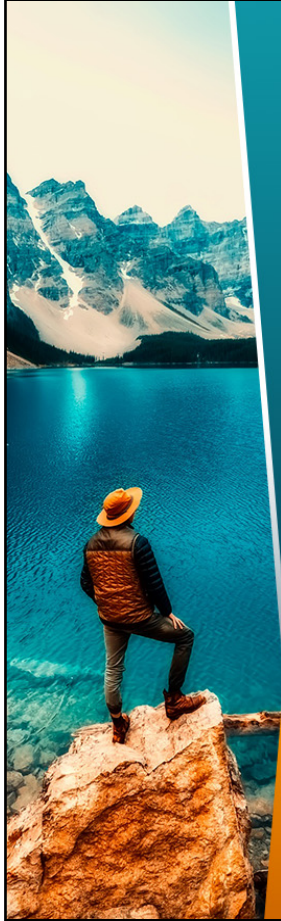
- Low Impact Development codes in place

(i.e. for raingardens, porous pavement)

- Stormwater Management Action Plan (SMAP)

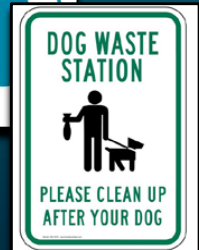
(i.e. plan to retrofit areas w/ stormwater facilities)

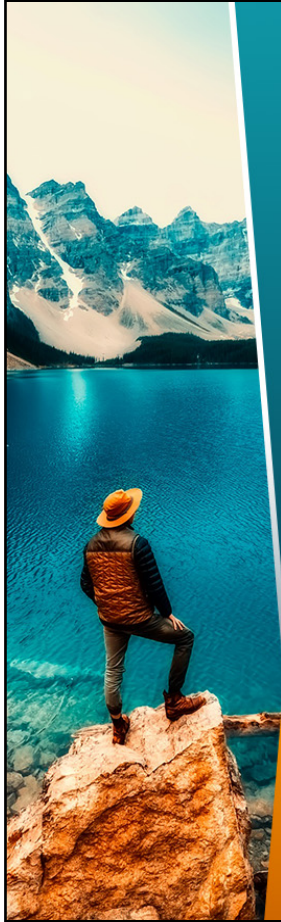




Public Education and Outreach

- Educate public on stormwater topics
- Behavior change campaign
 - Survey before educating
 - Educate
 - Then survey after to determine the success of the campaign

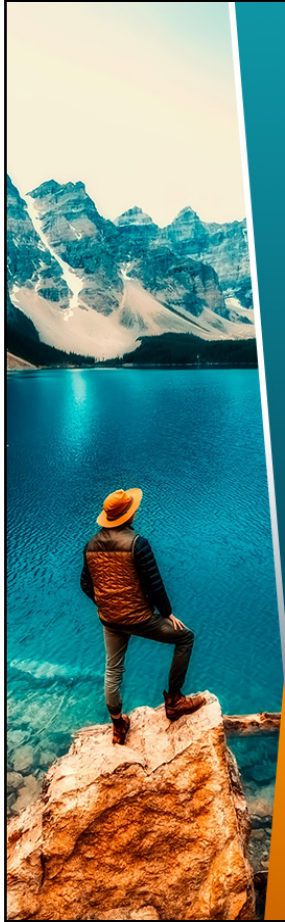




Public Involvement and Participation

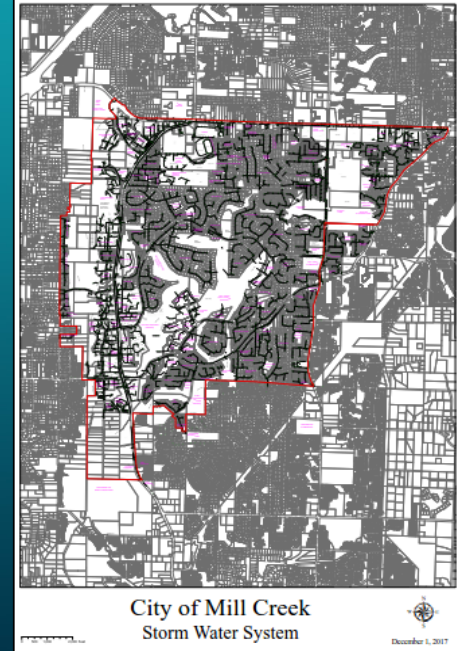
- Create opportunities for public to comment on SWMP
- Post SWMP and Annual Report annually

The screenshot shows the website for Mill Creek's Surface Water Utility (SWU). The navigation bar includes links for CITY GOVERNMENT, RESIDENT RESOURCES, DOING BUSINESS, and COVID-19 COMMUNITY RESOURCE CENTER, along with social media icons for Facebook, Instagram, and Twitter, and a search icon. The main content area is titled "Ecology NPDES Permit" and includes a description of the permit, a "Quick Links" section with links to the Bacterial Pollution Control Plan, City Hall SWPPP, NPDES Permit Document, Mill Creek Annual Report, and the 2018 Stormwater Management Plan, and a "Clean Water Act" section explaining the requirements for municipal agencies.



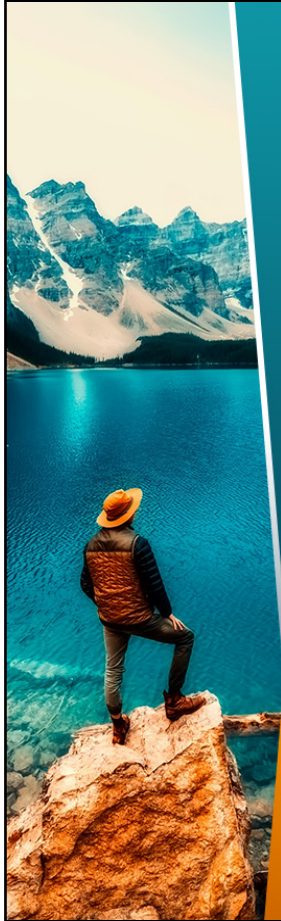
Mapping and Documentation

- Provide electronic, stormwater basemap
- Map all known connections from private to public systems



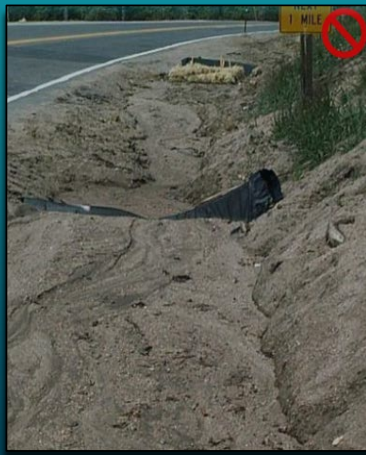
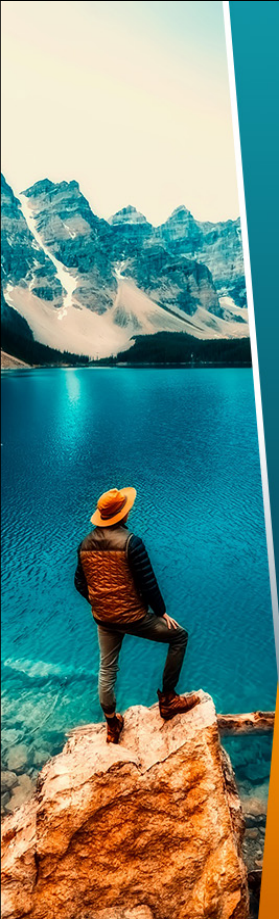
Illicit Discharge Detection and Elimination (IDDE)

- IDDE Field Screening: 12% annually
(i.e. look at catch basins for spills, etc.)
- Keep a database of spills that reach the City's stormwater system
- Maintain codes to prohibit illicit connections/discharges
- Staff trained to look for spills/connections



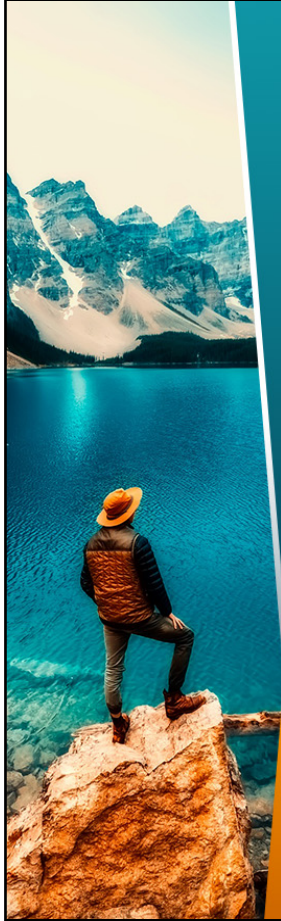
Controlling Runoff from New Development, Redevelopment and Construction Sites

- City code to have stormwater standards
- Review construction plans so they meet stormwater standards
- Perform inspections during construction to control erosion and ensure stormwater facilities installed correctly



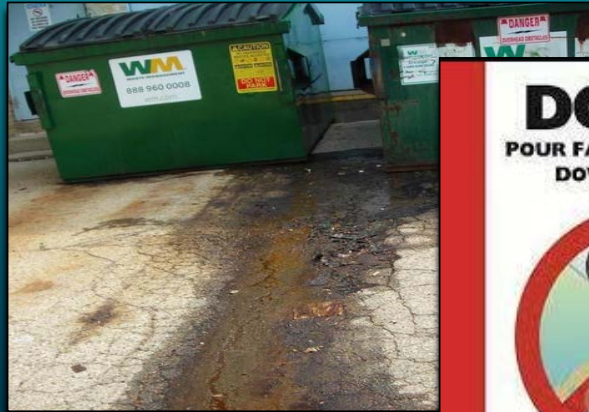
Operation and Maintenance

- Inspect catch basins every 2 years
- Inspect all private and public flow control / water quality treatment facilities annually
- Provide maintenance to public catch basins, flow control / water quality treatment facilities
- Train staff on O&M



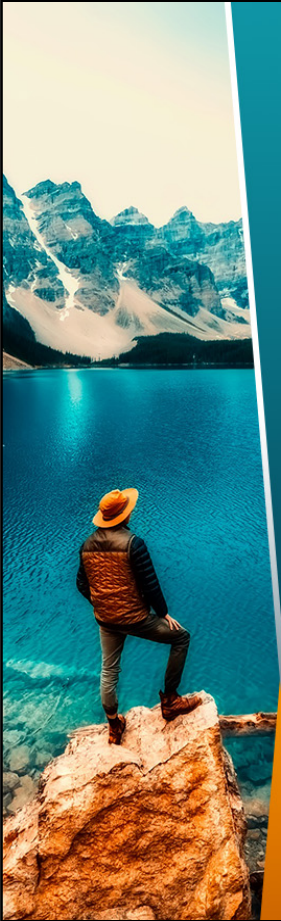
Source Control Program for Existing Development

- City to inspect businesses to ensure they are protecting stormwater
(i.e. not dumping grease/oil down stream, protection from leaky dumpsters)



Monitoring / Reporting

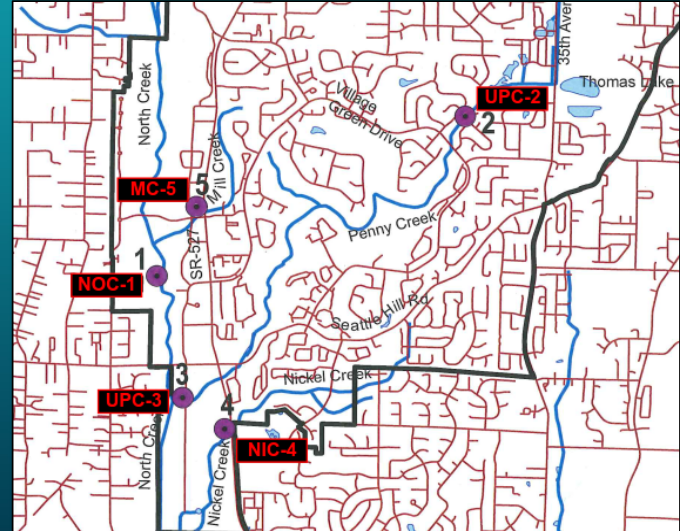
- City pays into a regional monitoring program annually
- Annual report showing permit compliance submitted to Ecology every March





Total Maximum Daily Load (TMDL) Requirements

- Monthly stormwater sampling done in local creeks for fecal coliform
- Analyze data and select high priority area to determine/eliminate the source of fecal coliform
- Interview veterinary based offices to ensure best practices are done



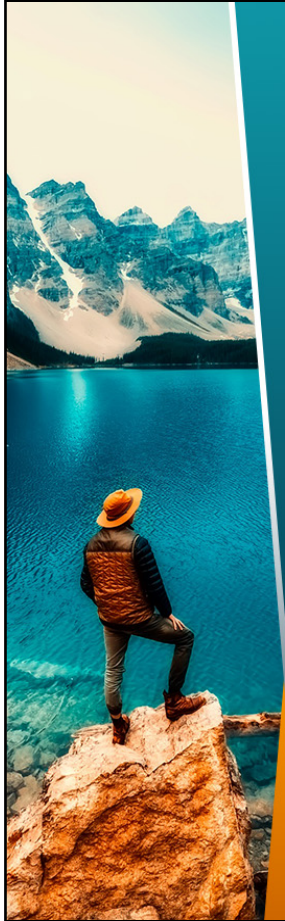


Non-compliance History



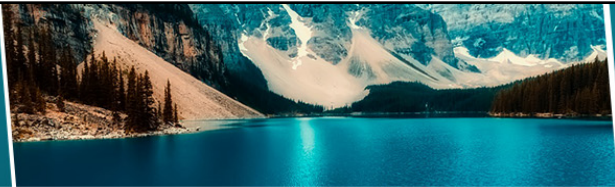
Non-compliance History

- “G20” letter written when the City is out of compliance
- Ecology has determined 15 instances of non-compliance since January 2019
 - Can fine \$10,000/day per instance of non-compliance
- Occurred due to various reasons including:
 - Transition of staff
 - Misunderstanding of the permit language
 - Strengthened Ecology audits



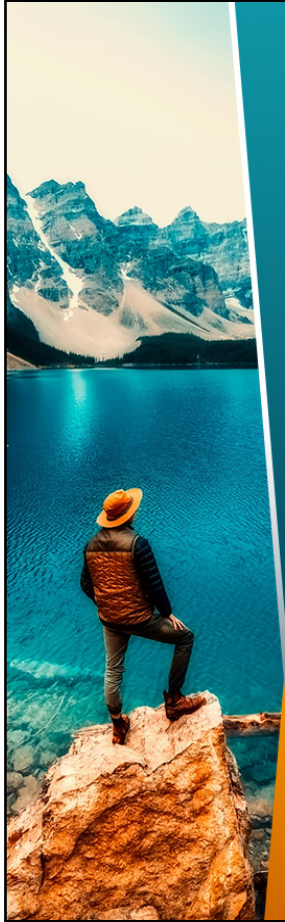
Non-compliance Item	Non-compliance Item
<ul style="list-style-type: none"> Stormwater Management Plan (SWMP) had not been updated since 2017 <i>(Completed in Sept. 2020)</i> 	<ul style="list-style-type: none"> Had not started mapping outfalls
<ul style="list-style-type: none"> Interdisciplinary team was not formed for planning purposes 	<ul style="list-style-type: none"> Training did not occur for employees <ul style="list-style-type: none"> Illicit discharges Plan reviews O&M procedures
<ul style="list-style-type: none"> Stewardship Opportunities not provided for public to get involved in stormwater 	<ul style="list-style-type: none"> Inspections of stormwater facilities <ul style="list-style-type: none"> 75 additional private stormwater facilities missed Did not meet timeline for inspecting City's own facilities (2,655 catch basins/water quality filters, etc.)

Next Steps



Next Steps

- **Compliance for 2019 items:** Various dates
(From September 2020 to August 2021)
- **Ongoing:** Monthly staff meetings to ensure permit compliance
- **Budget:** Incorporate funds to pay for permit needs



Questions?



AGENDA ITEM #E.



Agenda Item # _____
Meeting Date: October 6, 2020

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: Study Session 2021-2022 Preliminary Revenue Sources and Expenses

PROPOSED MOTION:

Not applicable.

KEY FACTS AND INFORMATION SUMMARY:

- Per RCW 35.32A.030, the Study Session's objective is to provide the public and the City Council with an estimate of the 2021-2022 revenue sources and provide a preliminary forecast through 2026 across all of the City's funds.
- The preliminary forecast includes sources previously established by law and unencumbered fund balances estimated to be available at the close of 2020. The estimated expenditures for the 2021-2022 Biennial Budget do and should not exceed such estimated revenues.
- The Session will provide the Council with preliminary budgetary projections and recommendations to solicit the Council's guidance. The presentation includes:
 - All estimates of revenues
 - Necessary departmental expenditures
 - Interest
 - Debt service
 - Outlook by fund through 2026

CITY MANAGER RECOMMENDATION:

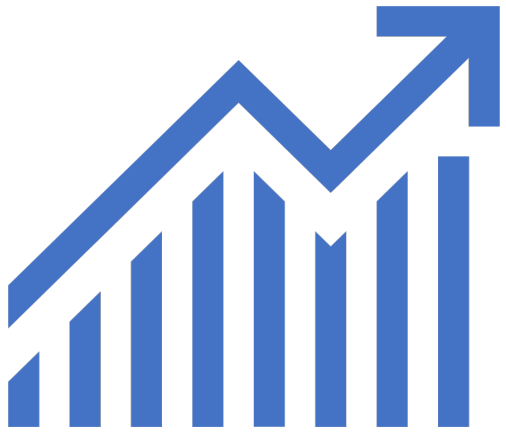
ATTACHMENTS:

- Attachment A: COMC 2021-2022 Estimate of Revenue Sources Expenses

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino
City Manager



Jeff Balentine
Oct. 6, 2020

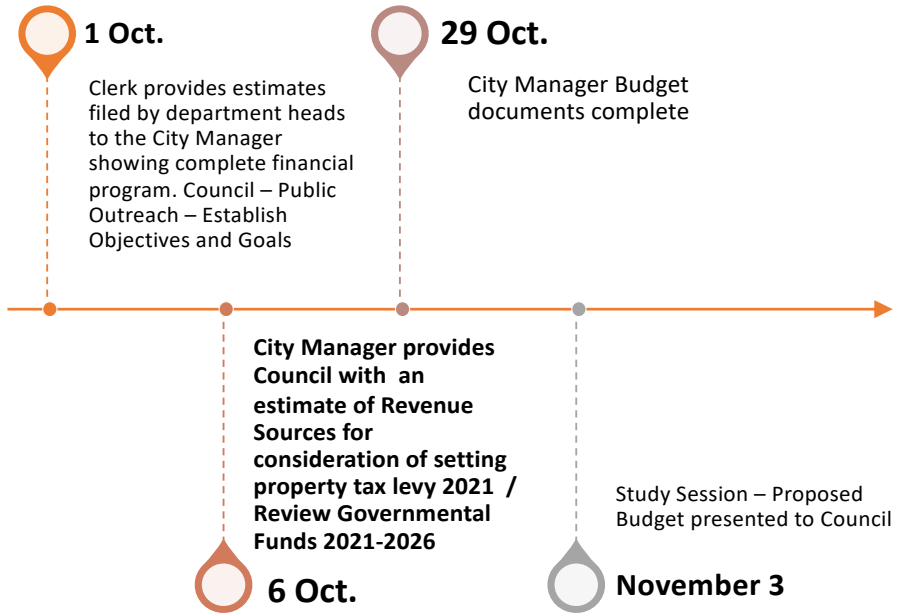
Study Session

2021-2022
Estimate of
Revenue Sources

Review Funds
2021-2026

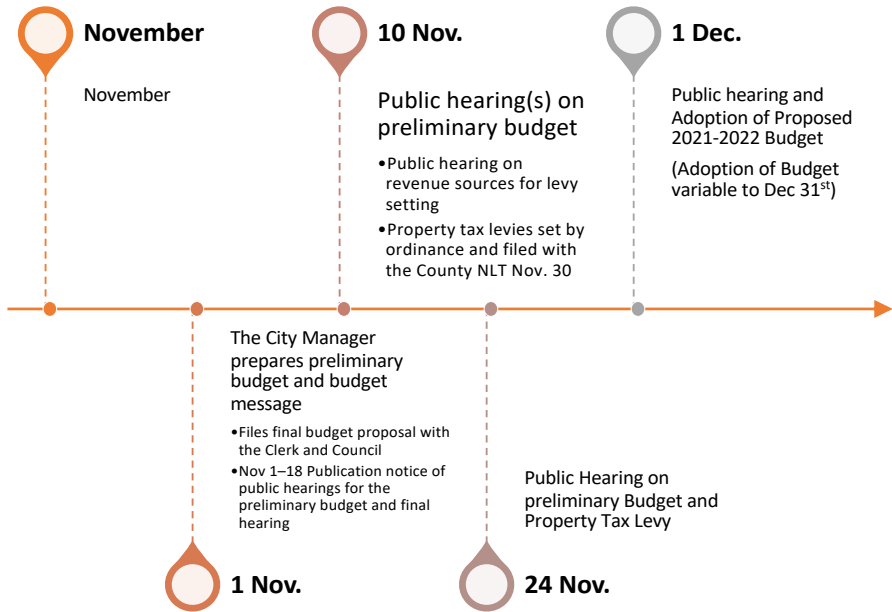


Mill Creek 2021-2022 Budget - Calendar





Mill Creek 2021-2022 Budget - Calendar





Mill Creek
2021-2022
Budget –
Considerations

• General Fund

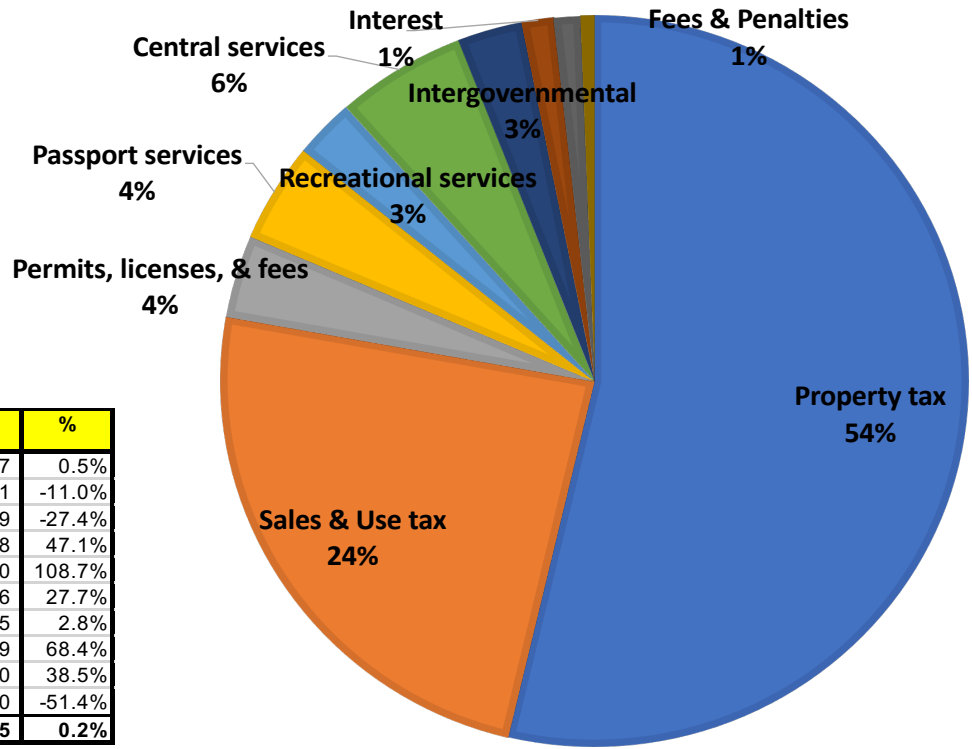
	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$15,390,982	\$14,400,071	\$15,173,949	\$14,690,999
Expense	\$14,220,644	\$14,829,431	\$14,163,250	\$14,667,774
Reserve	\$7,320,570	\$6,891,209	\$7,901,785	\$7,925,010

- Assumes pre-pandemic operations and economic growth 2021-2022
- The Farm Sales and Use Tax falls off in 2022
- Identify reserve targets – one-time expenses – Fund support reserves
- Does not include CARES Act Grant - Revenue or Expense \$926,550



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

2021-2022 Estimated General Fund Revenues

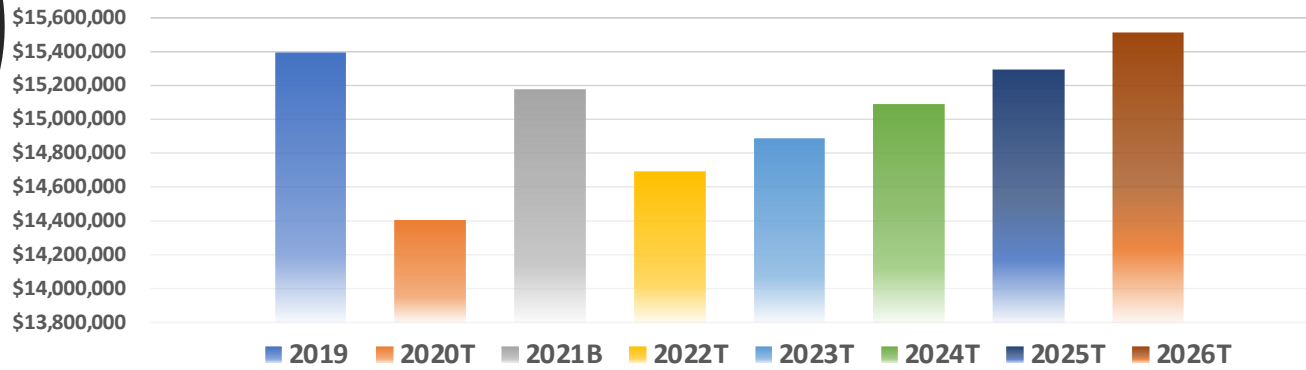


Description	2019/2020T	2021/2022P	%
Property tax	\$ 15,962,302	\$ 16,041,717	0.5%
Sales & Use tax	\$ 8,089,349	\$ 7,196,971	-11.0%
Permits, licenses, & fees	\$ 1,500,443	\$ 1,089,369	-27.4%
Passport services	\$ 892,221	\$ 1,312,698	47.1%
Recreational services	\$ 374,308	\$ 781,200	108.7%
Central services	\$ 1,314,023	\$ 1,678,596	27.7%
Intergovernmental	\$ 815,215	\$ 837,915	2.8%
Interest	\$ 247,569	\$ 416,789	68.4%
Fees & Penalties	\$ 244,804	\$ 338,950	38.5%
Other (one-time)	\$ 350,819	\$ 170,620	-51.4%
Revenue	\$ 29,791,053	\$ 29,864,825	0.2%



**Mill Creek
2021-2022
Budget –
Preliminary
Estimates**

Estimated General Fund Revenues



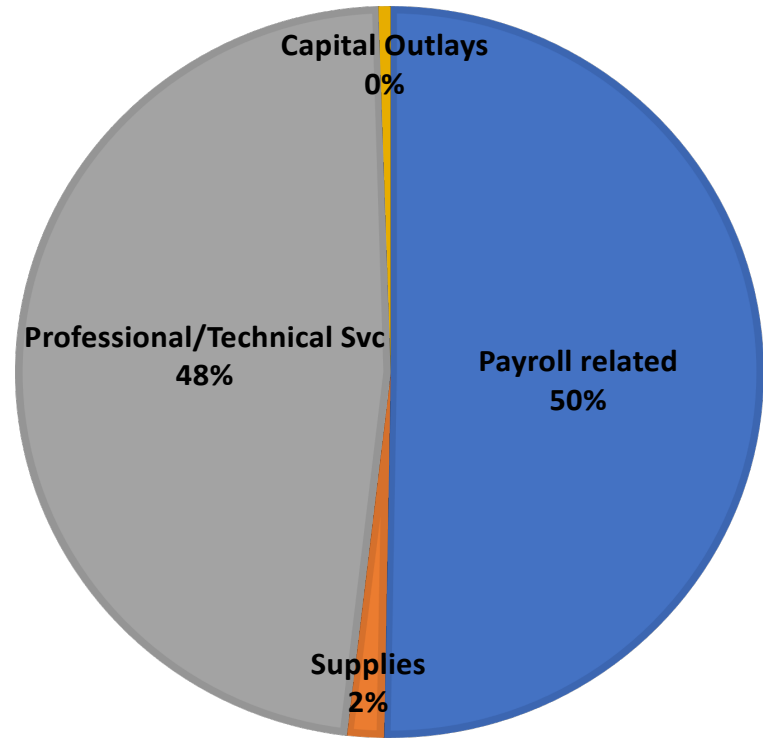
Description	2019	2020	2021	2022	2023	2024	2025	2026
Property tax	\$ 7,941,444	\$ 8,020,858	\$ 8,020,858	\$ 8,020,858	\$ 8,020,858	\$ 8,020,858	\$ 8,020,858	\$ 8,020,858
Sales & Use tax	\$ 3,814,594	\$ 4,274,754	\$ 3,781,503	\$ 3,415,468	\$ 3,569,163	\$ 3,734,459	\$ 3,910,104	\$ 4,096,747
Permits, licenses, & fees	\$ 931,024	\$ 569,419	\$ 555,601	\$ 533,768	\$ 519,275	\$ 509,802	\$ 504,657	\$ 504,264
Passport services	\$ 602,912	\$ 289,309	\$ 646,649	\$ 666,049	\$ 686,030	\$ 706,611	\$ 727,810	\$ 749,644
Recreational services	\$ 384,828	\$ (10,520)	\$ 384,828	\$ 396,372	\$ 408,264	\$ 420,511	\$ 433,127	\$ 446,121
Central services	\$ 807,420	\$ 506,603	\$ 833,280	\$ 845,316	\$ 859,203	\$ 871,046	\$ 883,115	\$ 895,433
Intergovernmental	\$ 399,551	\$ 415,665	\$ 417,022	\$ 420,893	\$ 426,378	\$ 430,888	\$ 435,508	\$ 440,243
Interest	\$ 184,867	\$ 62,702	\$ 194,954	\$ 221,835	\$ 222,576	\$ 216,242	\$ 202,641	\$ 181,603
Fees & Penalties	\$ 144,402	\$ 100,401	\$ 168,511	\$ 170,438	\$ 172,392	\$ 174,373	\$ 176,382	\$ 178,418
Other (one-time)	\$ 179,939	\$ 170,880	\$ 170,620	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ 15,390,982	\$ 14,400,071	\$ 15,173,826	\$ 14,690,999	\$ 14,884,139	\$ 15,084,792	\$ 15,294,202	\$ 15,513,330



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

2021-2022 Estimated General Fund Expenses - Category

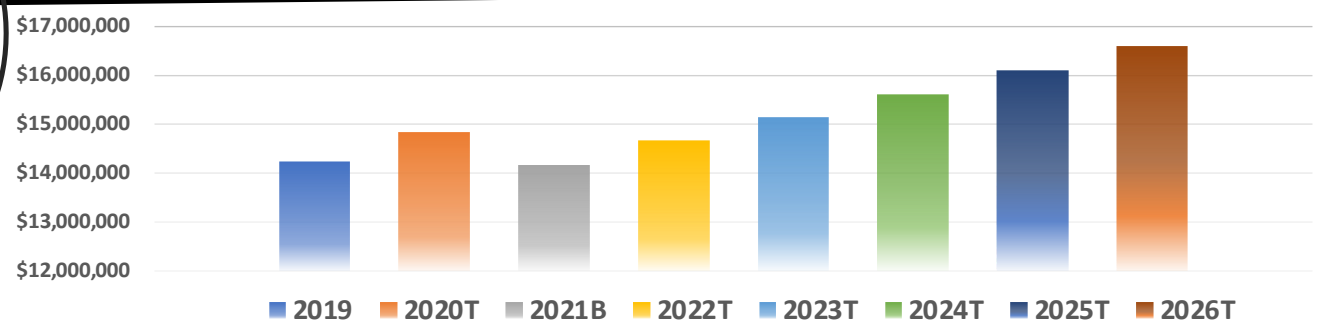
Description	2019/2020T	2021/2022P	%
Payroll related	\$ 13,794,063	\$ 14,493,005	5.1%
Supplies	\$ 410,950	\$ 460,644	12.1%
Professional/Technical Svc	\$ 14,783,080	\$ 13,737,413	-7.1%
Capital Outlays	\$ 61,983	\$ 139,962	125.8%
Debt Service	\$ -	\$ -	
Expense	\$ 29,050,076	\$ 28,831,024	-0.8%





Mill Creek
2021-2022
Budget –
Preliminary
Estimates

Estimated General Fund Expenses - Categories

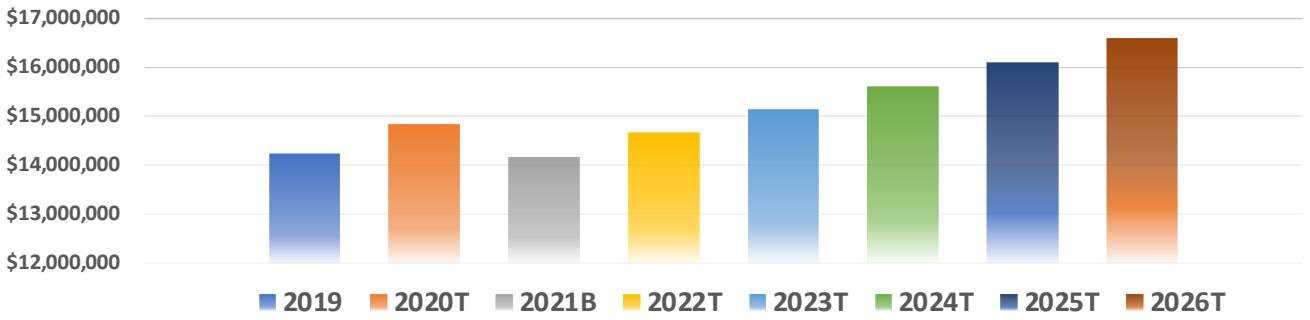


Description	2019	2020	2021	2022	2023	2024	2025	2026
Payroll related	\$ 6,922,454	\$ 6,871,609	\$ 7,122,701	\$ 7,370,305	\$ 7,626,575	\$ 7,891,815	\$ 8,166,338	\$ 8,450,469
Supplies	\$ 269,569	\$ 145,898	\$ 231,531	\$ 227,569	\$ 233,258	\$ 239,090	\$ 245,067	\$ 251,194
Legal	\$ 819,619	\$ 1,689,966	\$ 596,799	\$ 611,719	\$ 627,012	\$ 642,688	\$ 658,755	\$ 675,224
Professional/Technical Sv	\$ 1,028,691	\$ 878,690	\$ 834,124	\$ 855,016	\$ 876,431	\$ 898,383	\$ 920,885	\$ 943,951
Travel/Training	\$ 198,645	\$ 118,469	\$ 169,855	\$ 163,601	\$ 167,691	\$ 171,884	\$ 176,181	\$ 180,585
Utilities	\$ 59,460	\$ 61,693	\$ 63,235	\$ 64,816	\$ 66,437	\$ 68,098	\$ 69,800	\$ 71,545
R&M	\$ 147,415	\$ 106,298	\$ 133,803	\$ 135,023	\$ 138,398	\$ 141,858	\$ 145,405	\$ 149,040
Fire Services	\$ 3,930,745	\$ 4,029,015	\$ 4,129,742	\$ 4,336,227	\$ 4,466,314	\$ 4,600,303	\$ 4,738,312	\$ 4,880,462
Jail/Dispatch/Emergency	\$ 426,128	\$ 394,116	\$ 448,196	\$ 459,401	\$ 470,886	\$ 482,658	\$ 494,724	\$ 507,092
Capital Outlays	\$ 57,671	\$ 4,312	\$ 64,366	\$ 65,975	\$ 67,624	\$ 69,315	\$ 71,048	\$ 72,824
IT	\$ 258,846	\$ 329,502	\$ 259,932	\$ 266,431	\$ 273,091	\$ 279,919	\$ 286,917	\$ 294,089
Transfers	\$ 101,401	\$ 199,863	\$ 108,967	\$ 111,691	\$ 114,484	\$ 117,346	\$ 120,279	\$ 123,286
Total Expense	\$ 14,220,644	\$ 14,829,431	\$ 14,163,250	\$ 14,667,774	\$ 15,128,202	\$ 15,603,355	\$ 16,093,711	\$ 16,599,762



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

Estimated General Fund Expenses - Departments

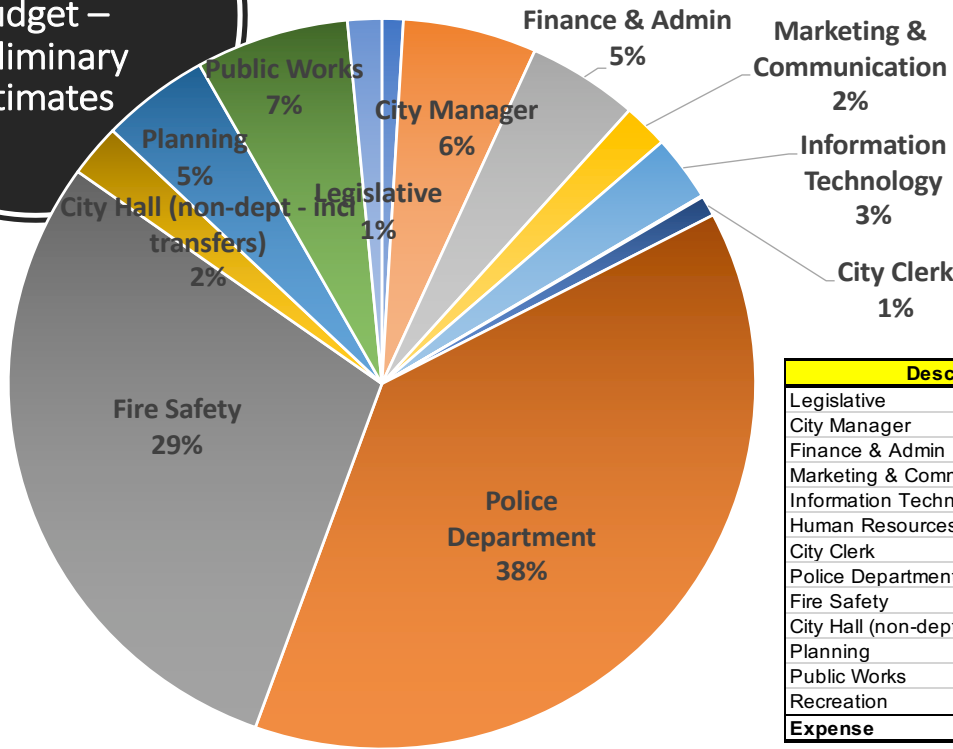


Description	2019	2020	2021	2022	2023	2024	2025	2026
Legislative	\$ 120,960	\$ 54,902	\$ 131,756	\$ 133,842	\$ 135,981	\$ 138,173	\$ 140,420	\$ 142,723
City Manager	\$ 729,214	\$ 1,862,716	\$ 822,487	\$ 848,673	\$ 875,712	\$ 903,629	\$ 932,456	\$ 962,222
Finance & Admin	\$ 678,780	\$ 632,861	\$ 681,865	\$ 704,287	\$ 727,459	\$ 751,404	\$ 776,150	\$ 801,722
Marketing & Communicati	\$ 464,958	\$ 280,984	\$ 277,714	\$ 286,667	\$ 295,915	\$ 305,466	\$ 315,331	\$ 325,522
Information Technology	\$ 432,978	\$ 391,892	\$ 411,911	\$ 423,564	\$ 435,556	\$ 447,896	\$ 460,596	\$ 473,666
Human Resources	\$ 151,126	\$ 13,680	\$ 9,512	\$ 9,750	\$ 9,994	\$ 10,244	\$ 10,500	\$ 10,762
City Clerk	\$ 136,164	\$ 103,047	\$ 128,403	\$ 132,826	\$ 137,402	\$ 142,137	\$ 147,035	\$ 152,103
Police Department	\$ 5,179,002	\$ 5,192,905	\$ 5,421,977	\$ 5,576,061	\$ 5,757,803	\$ 5,945,571	\$ 6,139,567	\$ 6,340,000
Fire Safety	\$ 3,930,745	\$ 4,029,015	\$ 4,129,742	\$ 4,336,227	\$ 4,466,314	\$ 4,600,303	\$ 4,738,312	\$ 4,880,462
City Hall (non-dept - incl tr	\$ 302,565	\$ 317,923	\$ 330,757	\$ 339,065	\$ 347,581	\$ 356,312	\$ 365,262	\$ 374,438
Planning	\$ 689,901	\$ 836,647	\$ 665,807	\$ 687,805	\$ 710,541	\$ 734,038	\$ 758,324	\$ 783,425
Public Works	\$ 1,068,415	\$ 911,241	\$ 941,851	\$ 972,446	\$ 1,004,054	\$ 1,036,706	\$ 1,070,439	\$ 1,105,290
Recreation	\$ 335,836	\$ 201,619	\$ 209,468	\$ 216,559	\$ 223,892	\$ 231,475	\$ 239,317	\$ 247,428
Expense	\$ 14,220,644	\$ 14,829,431	\$ 14,163,250	\$ 14,667,774	\$ 15,128,202	\$ 15,603,355	\$ 16,093,711	\$ 16,599,762



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

2021-2022 Estimated General Fund Expenses - Department

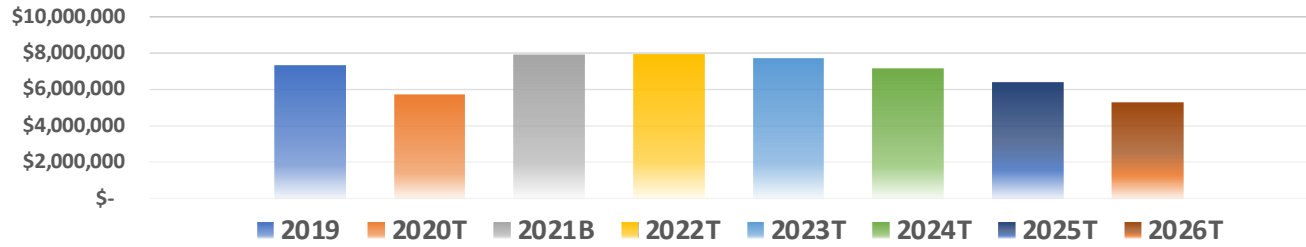


Description	2019/2020T	2021/2022P	%
Legislative	\$ 175,862	\$ 265,598	51.0%
City Manager	\$ 2,591,930	\$ 1,671,160	-35.5%
Finance & Admin	\$ 1,311,640	\$ 1,386,152	5.7%
Marketing & Communication	\$ 745,942	\$ 564,382	-24.3%
Information Technology	\$ 824,870	\$ 835,475	1.3%
Human Resources	\$ 164,806	\$ 19,262	-88.3%
City Clerk	\$ 239,211	\$ 261,229	9.2%
Police Department	\$ 10,371,907	\$ 10,998,038	6.0%
Fire Safety	\$ 7,959,760	\$ 8,465,969	6.4%
City Hall (non-dept - incl transfers)	\$ 620,488	\$ 669,821	8.0%
Planning	\$ 1,526,548	\$ 1,353,613	-11.3%
Public Works	\$ 1,979,656	\$ 1,914,297	-3.3%
Recreation	\$ 537,454	\$ 426,027	-20.7%
Expense	\$ 29,050,076	\$ 28,831,024	-0.8%



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

Estimated General Fund Reserves



Description	2019	2020	2021	2022	2023	2024	2025	2026
Fund Balance	\$ 7,320,570	\$ 5,720,872	\$ 7,901,785	\$ 7,925,010	\$ 7,680,947	\$ 7,162,383	\$ 6,362,874	\$ 5,276,442



Mill Creek
2021-2022
Budget –
Considerations

• Street Fund

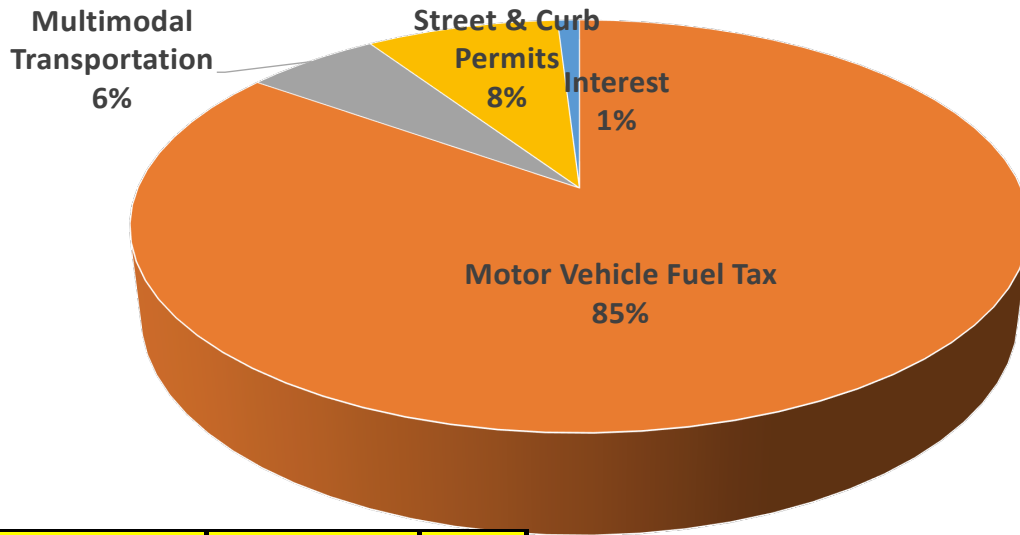
	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$795,275	\$435,524	\$497,951	\$510,400
Expense	\$471,426	\$612,298	\$572,246	\$485,595
Reserve	\$395,344	\$218,569	\$144,273	\$169,078

- 2019 Revenue includes \$300K TIB
- 2020 Expense includes \$33K Traffic Control – Capital
- 2020 Expense includes \$99K Capital Outlay – Equipment
- 2021 Expense includes \$100K Traffic Control – Capital



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

2021-2022 Estimated Street Fund Revenues

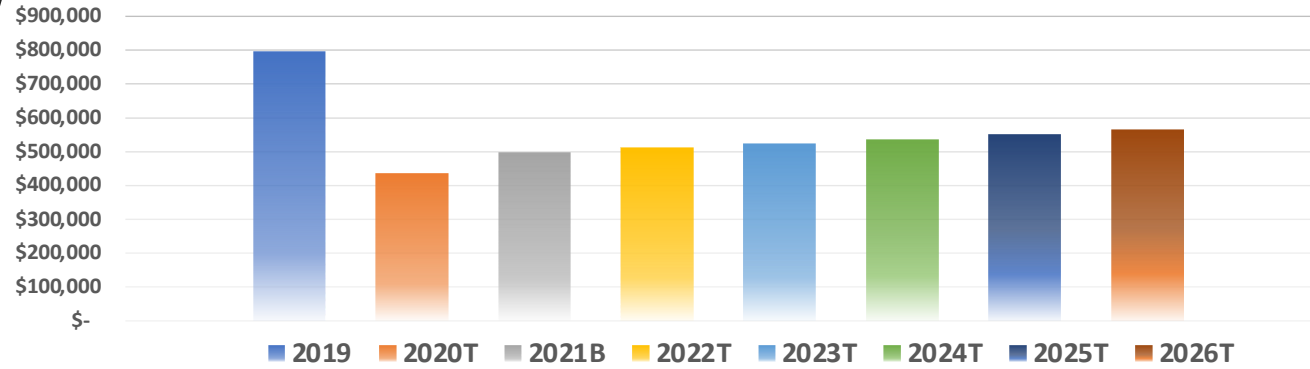


Description	2019/2020T	2021/2022P	%
Grants & One-time (insurance)	\$ 300,034	\$ -	-100.0%
Motor Vehicle Fuel Tax	\$ 787,267	\$ 857,111	8.9%
Multimodal Transportation	\$ 56,404	\$ 58,254	3.3%
Street & Curb Permits	\$ 76,870	\$ 83,477	8.6%
Interest	\$ 10,224	\$ 9,508	-7.0%
Revenue	\$ 1,230,799	\$ 1,008,350	-18.1%



**Mill Creek
2021-2022
Budget –
Preliminary
Estimates**

Estimated Street Fund Revenues

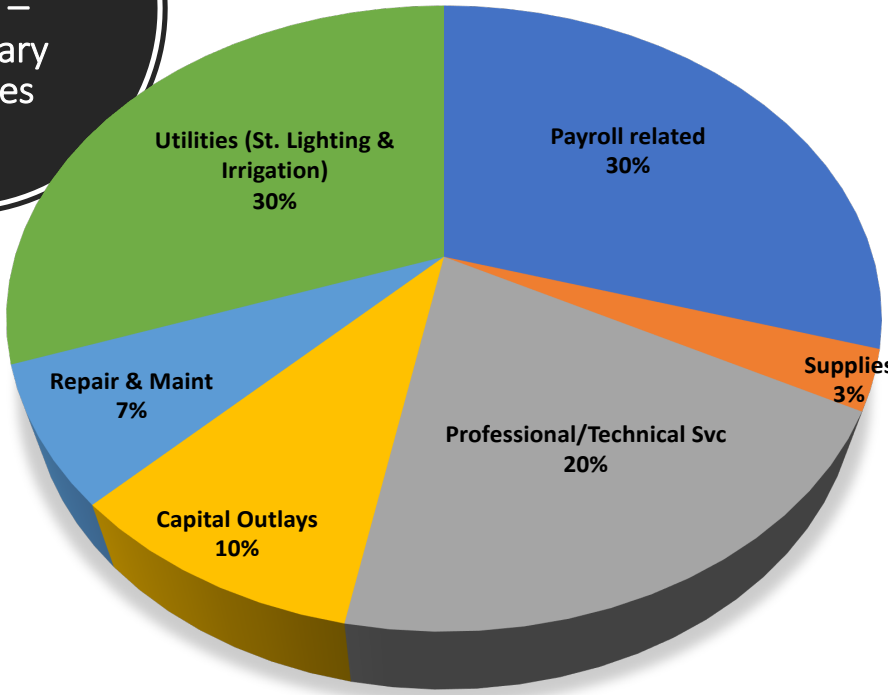


Description	2019	2020	2021	2022	2023	2024	2025	2026
Grants & One-time (insura	\$ 300,000	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Motor Vehicle Fuel Tax	\$ 429,854	\$ 357,413	\$ 423,265	\$ 433,846	\$ 444,692	\$ 455,810	\$ 467,205	\$ 478,885
Multimodal Transportati	\$ 28,338	\$ 28,066	\$ 28,768	\$ 29,487	\$ 30,224	\$ 30,979	\$ 31,754	\$ 32,548
Street & Curb Permits	\$ 32,275	\$ 44,596	\$ 41,223	\$ 42,254	\$ 43,310	\$ 44,393	\$ 45,503	\$ 46,641
Interest	\$ 4,809	\$ 5,415	\$ 4,695	\$ 4,813	\$ 4,933	\$ 5,056	\$ 5,183	\$ 5,312
Revenue	\$ 795,275	\$ 435,524	\$ 497,951	\$ 510,400	\$ 523,160	\$ 536,239	\$ 549,644	\$ 563,386



2021-2022 Estimated Street Fund Expenses - Department

Mill Creek
2021-2022
Budget –
Preliminary
Estimates

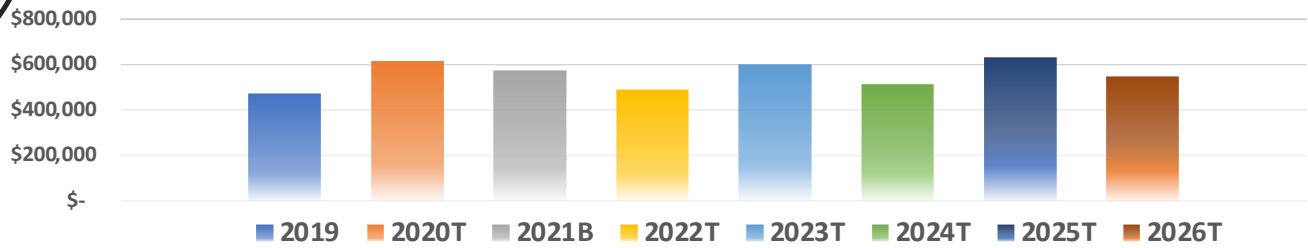


Description	2021/2022P
Payroll related	\$ 313,859
Supplies	\$ 32,455
Professional/Technical Svc	\$ 214,276
Capital Outlays	\$ 100,000
Repair & Maint	\$ 75,324
Utilities (St. Lighting & Irriga	\$ 321,928
Expense	\$ 1,057,841



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

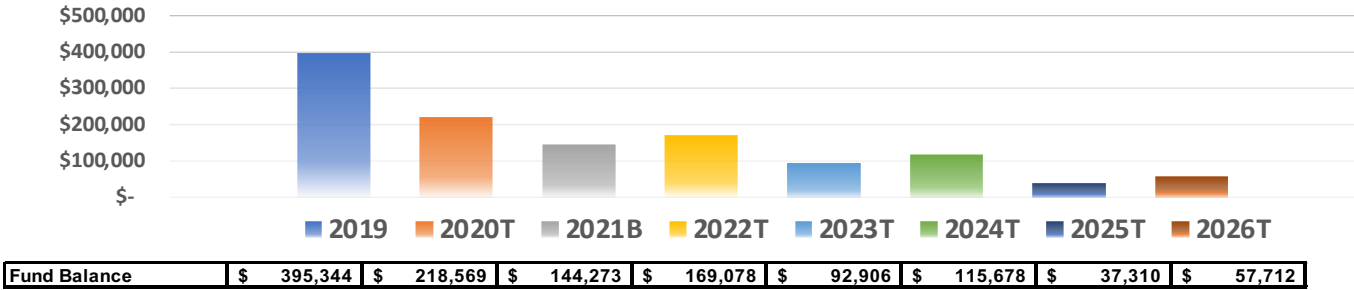
Estimated Street Fund Expenses - Department



Description	2019	2020	2021	2022	2023	2024	2025	2026
Payroll related	\$ 158,463	\$ 170,362	\$ 154,231	\$ 159,629	\$ 165,216	\$ 170,998	\$ 176,983	\$ 183,178
Supplies	\$ 22,972	\$ 10,331	\$ 16,027	\$ 16,428	\$ 16,838	\$ 17,259	\$ 17,691	\$ 18,133
Professional/Technical Sv	\$ 84,474	\$ 118,653	\$ 105,815	\$ 108,461	\$ 111,172	\$ 113,951	\$ 116,800	\$ 119,720
Capital Outlays	\$ 14,915	\$ 132,553	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
Repair & Maint	\$ 32,115	\$ 31,989	\$ 37,197	\$ 38,127	\$ 39,080	\$ 40,057	\$ 41,059	\$ 42,085
Utilities (St. Lighting & Irrig	\$ 158,486	\$ 148,410	\$ 158,977	\$ 162,951	\$ 167,025	\$ 171,201	\$ 175,481	\$ 179,868
Expense	\$ 471,426	\$ 612,298	\$ 572,246	\$ 485,595	\$ 599,331	\$ 513,467	\$ 628,013	\$ 542,983

Mill Creek
2021-2022
Budget –
Preliminary
Estimates

Estimated Street Fund Reserves





Mill Creek
2021-2022
Budget –
Considerations

- Council Contingency

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,376	\$426	\$0	\$0
Expense	\$249	\$1,552	\$0	\$0
Reserve	\$1,127	\$0	\$0	\$0



Mill Creek
2021-2022
Budget –
Considerations

- Municipal Arts

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$3,275	\$28,233	\$638	\$638
Expense	\$13,851	\$30,464	\$0	\$0
Reserve	\$32,896	\$30,665	\$31,303	\$31,940

- 2020 Expense includes \$25,000 Hist Preservation



Mill Creek
2021-2022
Budget –
Considerations

- Paths and Trails

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$2,024	\$1,527	\$1,565	\$1,605
Expense	\$48	\$10,000	\$0	\$0
Reserve	\$33,191	\$6,970	\$8,536	\$10,140

- 2020 Expense includes Trail Preservation



Mill Creek
2021-2022
Budget –
Considerations

- Drug Buy

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$10,843	\$0	\$3,707	\$3,707
Expense	\$5,414	\$12,678	\$5,000	\$5,000
Reserve	\$21,235	\$8,557	\$7,264	\$5,970

- Expenses for investigation supplies and costs



Mill Creek
2021-2022
Budget –
Considerations

- City Hall North

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$199,041	\$180,184	\$169,956	\$174,205
Expense	\$137,305	\$621,152	\$125,327	\$128,461
Reserve	\$601,162	\$160,194	\$204,822	\$250,567

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



Mill Creek
2021-2022
Budget –
Considerations

- Debt Service

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

- 2019 expense includes General Obligation Bond and 800 MHZ
- 2020 – 2022 expense includes General Obligation Bond



Mill Creek
2021-2022
Budget –
Considerations

- Local Revitalization

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$27,518	\$26,018	\$26,018	\$26,018
Expense	\$0	\$0	\$0	\$0
Reserve	\$153,482	\$179,500	\$205,518	\$231,536

- Revenue from Property Tax



Mill Creek
2021-2022
Budget –
Considerations

• REET

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,977,967	\$1,082,014	\$1,264,611	\$1,845,122
Expense	\$994,918	\$4,496,723	\$0	\$0
Reserve	\$4,408,922	\$994,212	\$2,258,824	\$4,103,946

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



Mill Creek
2021-2022
Budget –
Considerations

• CIF

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$3,516,339	\$2,699,743	\$8,835	\$8,526
Expense	\$111,430	\$237,681	\$3,073,415	\$167,682
Reserve	\$4,421,465	\$7,283,528	\$4,224,831	\$4,065,688

- 2019 revenue includes reclassification on General Obligation Bond \$3.3M
- 2020 revenue includes \$2.2M transfers in from other Funds
- 2021 Expense - 2020 projects move due to pandemic to 2021
 - CHN Roof & Seismic Retrofit \$675K; ADA upgrades CH & Library \$40K; Emergency Op Ctr \$38K; PW Shop – Study Design \$2.0M; Gateway and Presence Improvement \$133K; Historical Preservation Project \$25K



Mill Creek
2021-2022
Budget –
Considerations

- Parks and Open Space CIF

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,872,999	\$1,197,438	\$105,810	\$109,477
Expense	\$2,141,392	\$2,851,604	\$0	\$0
Reserve	\$2,575,422	\$921,256	\$1,027,066	\$1,136,543

- 2019 - 2020 revenue includes mitigation of \$1.3M
- 2021 - 2022 revenue includes mitigation of \$1.2M
- 2020 Expense includes \$2.2M MC Park Land Acquisition and Heron Park upgrades of \$366K



Mill Creek
2021-2022
Budget –
Considerations

- Road Improvement Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$2,197,825	\$4,799,620	\$98,572	\$117,219
Expense	\$2,454,741	\$2,552,919	\$1,285,000	\$0
Reserve	\$1,953,570	\$4,200,270	\$3,013,842	\$3,131,119

- 2019 - 2020 revenue and expense includes WSDOT 35th Ave Connecting \$2.0M
- 2020 revenue includes \$2.5M transfer from REET
- 2021 Expense includes move of projects affected by COVID-19
 - Concrete Sidewalk Rep 19-PW-05 \$180K; Pavement Pres and Reh 19-PW-06 \$955K; Bridges Monitoring 19-PW-07 \$50K; Traffic Signal 17-ROAD-03 \$75K; Traf Safety & Calming 19-PW-08 \$25K



Mill Creek
2021-2022
Budget –
Considerations

- Surface Water Fund

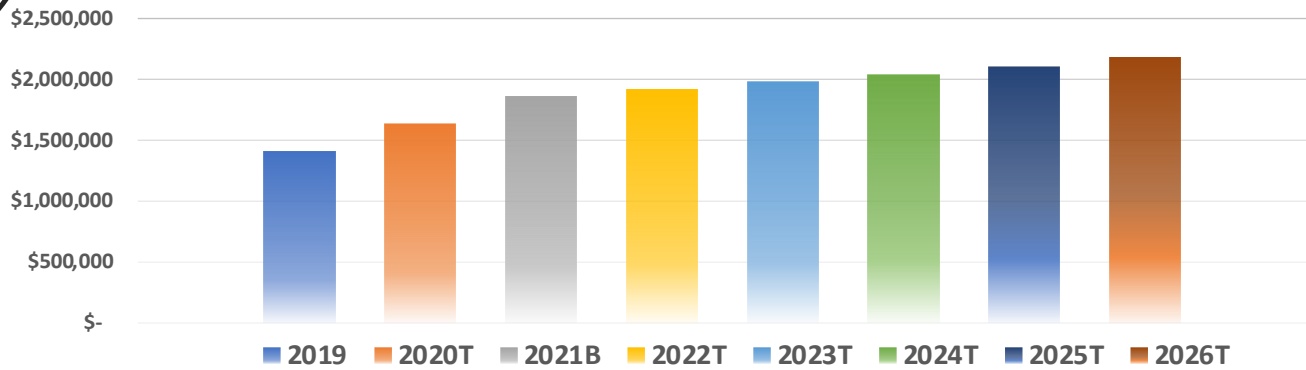
	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$1,404,292	\$1,637,523	\$1,859,886	\$1,918,058
Expense	\$1,437,921	\$1,650,588	\$1,809,593	\$1,864,654
Reserve	\$616,055	\$602,991	\$653,283	\$706,688

- 2020 Expense includes \$445K Stormwater Related Repairs
- 2021 Expense includes \$200K Stormwater Related Repairs
- 2022 Expense includes \$400K Stormwater Related Repairs



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

Estimated Surface Water Fund Revenues

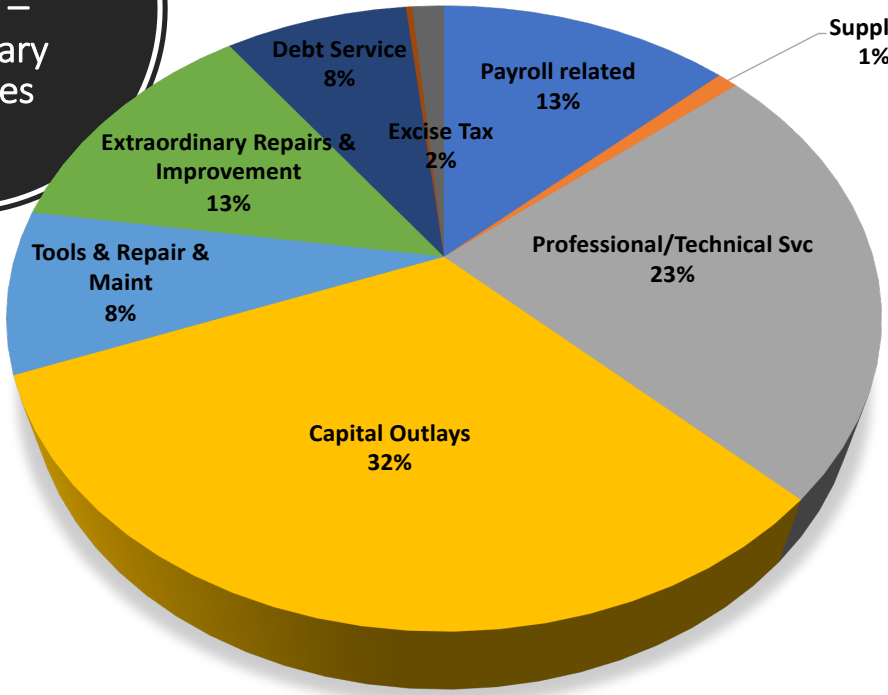


Description	2019	2020	2021	2022	2023	2024	2025	2026
Grants & One-time	\$ -	\$ 3,598	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Water Fees	\$ 1,364,661	\$ 1,588,472	\$ 1,815,397	\$ 1,869,859	\$ 1,925,955	\$ 1,983,733	\$ 2,043,245	\$ 2,104,543
Interest	\$ 39,631	\$ 45,453	\$ 44,489	\$ 48,200	\$ 52,140	\$ 52,058	\$ 62,522	\$ 77,047
Revenue	\$ 1,404,292	\$ 1,637,523	\$ 1,859,886	\$ 1,918,058	\$ 1,978,094	\$ 2,035,791	\$ 2,105,768	\$ 2,181,589



2021-2022 Estimated Street Fund Expenses - Department

Mill Creek
2021-2022
Budget –
Preliminary
Estimates

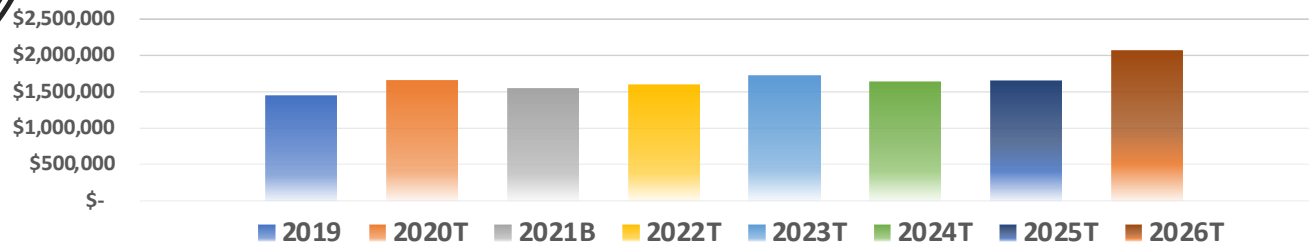


Description	2021/2022P
Payroll related	\$ 408,929
Supplies	\$ 28,565
Professional/Technical Svc	\$ 735,560
Capital Outlays	\$ 1,000,000
Tools & Repair & Maint	\$ 263,821
Extraordinary Repairs & Imp	\$ 400,000
Debt Service	\$ 256,933
Training	\$ 8,769
Excise Tax	\$ 44,714
Expense	\$ 3,147,290



Mill Creek
2021-2022
Budget –
Preliminary
Estimates

Estimated Surface Water Fund Expenses - Department

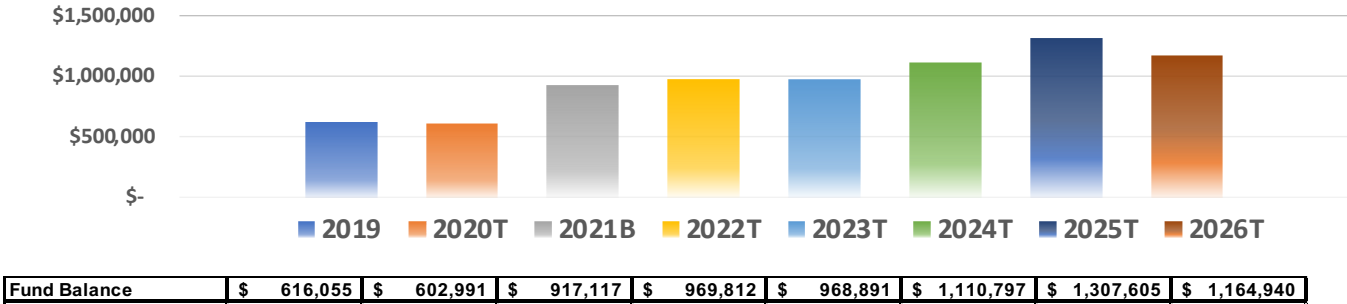


Description	2019	2020	2021	2022	2023	2024	2025	2026
Payroll related	\$ 177,863	\$ 97,573	\$ 200,948	\$ 207,981	\$ 215,261	\$ 222,795	\$ 230,593	\$ 238,663
Supplies	\$ 8,475	\$ 13,762	\$ 14,106	\$ 14,459	\$ 14,820	\$ 15,191	\$ 15,570	\$ 15,960
Professional/Technical Sv	\$ 73,127	\$ 100,501	\$ 103,014	\$ 105,589	\$ 108,229	\$ 110,934	\$ 113,708	\$ 116,550
Capital Outlays	\$ 868,173	\$ 538,434	\$ 400,000	\$ 600,000	\$ 700,000	\$ 600,000	\$ 600,000	\$ 1,000,000
Tools & Repair & Maint	\$ 22,808	\$ 127,104	\$ 130,282	\$ 133,539	\$ 136,877	\$ 140,299	\$ 143,807	\$ 147,402
Extraordinary Repairs & It	\$ 38,746	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Debt Service	\$ 222,573	\$ 749,716	\$ 471,053	\$ 312,837	\$ 312,787	\$ 312,616	\$ 312,323	\$ 311,907
Training	\$ 9,636	\$ 4,225	\$ 4,330	\$ 4,439	\$ 4,550	\$ 4,663	\$ 4,780	\$ 4,899
Excise Tax	\$ 16,520	\$ 19,273	\$ 22,027	\$ 22,687	\$ 23,368	\$ 24,069	\$ 24,791	\$ 25,535
Expense	\$ 1,437,921	\$ 1,650,588	\$ 1,545,760	\$ 1,601,530	\$ 1,715,892	\$ 1,630,567	\$ 1,645,571	\$ 2,060,917

Mill Creek
2021-2022
Budget –
Preliminary
Estimates



Estimated Street Fund Reserves





Mill Creek
2021-2022
Budget –
Considerations

- Equipment Replacement Fund

	<u>2019</u>	<u>2020 Trend</u>	<u>2021 Trend</u>	<u>2022 Trend</u>
Revenue	\$155,408	\$242,143	\$130,844	\$134,753
Expense	\$243,677	\$180,478	\$346,000	\$0
Reserve	\$1,572,356	\$1,634,021	\$1,421,101	\$1,555,868

- 2021 Expense includes COVID-19 delayed City Streets Equipment \$230K
- 2021 Expense includes COVID-19 delayed City Streets Equipment \$116K



Mill Creek
2021-2022
Budget –
Considerations

- Unemployment Comp. / Self Insurance Fund

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



Mill Creek Budget

Questions?

Thank You!

**Mill Creek
Budget**



Agenda Item # _____

Meeting Date: October 6, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: RESOLUTION TO APPROVE THE SALE OF A 2014 FORD POLICE INTERCEPTOR SEDAN (CAR 39) BY LIVE AUCTION

PROPOSED MOTION:

Motion to adopt Resolution 2020- 590 authorizing the City Manager to sell Car 39, a 2014 Ford Police Interceptor Sedan, by a live auction and that the City Manager direct James G. Murphy Company to accept the highest bid that exceeds the City's estimated value of \$8,640.

KEY FACTS AND INFORMATION SUMMARY:

Per Mill Creek Municipal Code 3.44, Acting Chief Phillips certified to the City Manager that police department Car 39, a white 2015 Ford Police Interceptor Sedan VIN/1FAHP2MT6EG1223162009, is a surplus property that is no longer of public use.

For approximately 1½ years, the Mill Creek Police Department has been aware of Car 39's major mechanical issues and prohibitive repair cost that prevented it from being used as a primary patrol vehicle. The vehicle was assigned to a School Resource Officer to use as long as possible. Recently, the engine issues have worsened, making the vehicle unsuitable for City use. The estimated cost to repair Car 39's engine is \$10,366.62.

Based on an analysis of fair market value for the vehicle, its use as a police vehicle, and its current condition, Finance Director Jeff Balentine estimates the present value of the 2014 Ford Police Interceptor Sedan to be a minimum of \$8,640.

The City expects the cost to remove all emergency equipment to be \$600-1,000.

If no bids are received, or no bids exceed the City's estimated value, the City Manager may direct the sale or disposition of such surplus property under the procedures adopted according to MCMC 3.44.020.

ATTACHMENTS:

- Attachment A: Proposed Resolution
- Attachment B: Interim Chief Phillip's Certification Letter
- Attachment C: Mill Creek Municipal Code 3.44
- Attachment D: Repair Estimate/Maintenance Records

City Council Agenda Summary
Page 2

CITY MANAGER RECOMMENDATION:

Adopt Resolution 2020- 590

Respectfully Submitted:

Michael Ciaravino

Michael Ciaravino
City Manager

RESOLUTION NO. 2020- 590

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE SALE OF A SURPLUS PROPERTY BY LIVE AUCTION

WHEREAS, the City of Mill Creek has a white 2014 Ford Police Interceptor Sedan VIN/1FAHP2MT6EG122316 (Car 39) that is no longer of public use; and

WHEREAS, the City estimates the present value of the vehicle to be a minimum of \$8,640; and

WHEREAS, the City Council must authorize the sale of surplus property greater than \$1,000 in value by sealed bid or live auction per MCMC 3.44.030;

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

The white 2014 Ford Police Interceptor Sedan VIN/1FAHP2MT6EG122316 (Car 39) is a surplus property that is no longer of public use that will be sold by live auction and the City Manager will accept the highest bid that exceeds \$8,640:

Adopted this 6th day of October, 2020, by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

BRIAN HOLTZCLAW, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:

GRANT DEGGINGER, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

RESOLUTION NO.: 2020-_____



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

October 2, 2020

Michael Ciaravino
City Manager
City of Mill Creek

RE: Certification of City Property No Longer of City Use - 2014 Ford Police Interceptor Sedan (Car 39)

Dear Michael,

Per Mill Creek Municipal Code 3.44, I am certifying that police department Car 39, a white 2014 Ford Police Interceptor Sedan VIN/1FAHP2MT6EG122316, is surplus property that is no longer of public use. For approximately 1½ years, the Mill Creek Police Department has been aware of Car 39's major mechanical issues and prohibitive repair cost that prevented it from being used as a primary patrol vehicle. The vehicle was assigned to a School Resource Officer to use as long as possible. Recently, the engine issues have worsened, making the vehicle unsuitable for City use. The estimated cost to repair Car 39's engine is \$10,366.62.

Based on an analysis of fair market value for the vehicle, its use as a police vehicle, and its current condition, Finance Director Jeff Balentine estimates the present value of Car 39 to be a minimum of \$8,640.

Considering the age of the Ford Police Interceptor Sedan, limited useful life, and its fair market value, I cannot justify the cost to repair the vehicle.

Per MCMC 3.44.030, I request City Council approval of a Resolution to approve the sale of Car 39 by a live auction and that the City Manager direct James G. Murphy to accept the highest bid that exceeds the City's estimated value of \$8,640. If no bids are received, or no bids exceed the City's estimated value, the City Manager may direct the sale or disposition of such surplus property under the procedures adopted according to MCMC 3.44.020.

Respectfully submitted,

Robert Phillips

Robert Phillips
Acting Chief of Police

**Chapter 3.44
SALE AND DISPOSAL OF SURPLUS PROPERTY**

Sections:

[3.44.010 Sale or donation of surplus property owned by the city – General requirements.](#)

[3.44.020 Sale of surplus property of \\$1,000 or less in value.](#)

[3.44.030 Sale of surplus property over \\$1,000 in value.](#)

[3.44.040 Sale of surplus property to another governmental entity.](#)

[3.44.050 Trade-in of surplus vehicles valued at over \\$1,000.](#)

[3.44.060 Trade-in or sale of firearms valued at over \\$1,000.](#)

Legislative history: Ords. 96-391 and 97-427.

3.44.010 Sale or donation of surplus property owned by the city – General requirements.

A. Subject to this chapter, the city manager may authorize department directors to sell property that is in the custody of the departments and owned by the city when said properties are no longer of public use to the city.

B. Department directors shall certify in writing to the city manager that city-owned property is no longer of public use, that they have taken reasonable steps to determine the value of the property, and the estimated value of such property.

C. The city manager may also authorize a donation of surplus property with an estimated value less than \$250.00 to a specific bona fide charitable organization, which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

D. This chapter shall not apply to the sale or disposal of real property.

3.44.020 Sale of surplus property of \$1,000 or less in value.

A. Approval of the city council is not required for the sale or disposition of any city-owned surplus property with an estimated value of \$1,000 or less.

B. When such property has been certified for disposition by a department director, sale or disposition shall be made by the city manager in accordance with informal procedures. No member of the city council or members of their immediate family, and/or city employees or members of their immediate family, may acquire such property if the city employee or official had any role in establishing the valuation or price of said property.

The Mill Creek Municipal Code is current through Ordinance 2020-860, passed June 2, 2020.

3.44.030 Sale of surplus property over \$1,000 in value.

Upon approval by the city council, surplus property owned by the city which is no longer of public use and which is valued at more than \$1,000 shall be sold by calling for sealed bids or by live auction, at the council's discretion.

A. Sale by Sealed Bidding.

1. The call for sealed bids shall contain a description of the property to be sold, the location thereof, the name and address of the person with whom the bid is to be filed, the last date for filing bids, and any other pertinent information required by the city manager. Such call shall be published at least once in the official newspaper of the city not less than five days before the last date for filing of bids.
2. Each bid shall be accompanied by a deposit in the form of a certified or cashier's check in the amount equal to but not less than 10 percent of the amount of the bid. All such deposits so made shall be returned to the unsuccessful bidders after award of a bid, if any. The deposit of the successful bidder shall be applied toward the bid price, or upon failure of such bidder to consummate the purchase, such deposit shall be forfeited as liquidated damages and such deposit shall be credited to the appropriate account.
3. Sealed bids shall be opened in public by the city clerk or duly authorized agent at the time and place specified in the call for bids. The city clerk or duly authorized agent shall make a tabulation of all bids received and forward the bids to the city manager for approval or rejection. The city manager shall accept the highest bid that exceeds the city's estimated value.
4. In the event no bids are received, all bids are rejected, or no bid exceeds the city's estimated value, the city manager may either ask for new sealed bids or direct the sale or disposition of such surplus property under the procedures adopted pursuant to MCMC [3.44.020](#).

B. Sale by Live Auction.

1. Notice of the live auction, a description of the property to be sold and any other pertinent information required by the city manager shall be published at least once in the official newspaper of the city not less than five days before the auction.
2. The auction shall be conducted by the city manager or at his direction. The city manager shall accept the highest bid that exceeds the city's estimated value.
3. In the event no bids are received or no bids exceed the city's estimated value, the city manager may direct the sale or disposition of such surplus property under the procedures adopted pursuant to MCMC [3.44.020](#).

The Mill Creek Municipal Code is current through Ordinance 2020-860, passed June 2, 2020.

3.44.040 Sale of surplus property to another governmental entity.

A. Sale or disposition of surplus property with a value of \$5,000 or less to another governmental entity shall be in accordance with MCMC [3.44.020](#).

B. Sale or disposition of surplus property with a value of more than \$5,000 shall be in accordance with the procedures for public notice and hearing in RCW 39.33.020.

3.44.050 Trade-in of surplus vehicles valued at over \$1,000.

A. Notwithstanding MCMC [3.44.030](#), approval of the city council is not required for the trade-in of surplus city vehicles valued at more than \$1,000 when purchasing new city vehicles, so long as the city receives appropriate trade-in value for the surplus vehicle. Appropriate trade-in value shall be determined by reference to "The Blue Book" or other similar published reference book.

B. When a surplus city vehicle has been certified for trade-in by a department director in accordance with this chapter, such trade-in may be approved by the city manager in accordance with informal procedures. No member of the city council or members of their immediate family, and/or city employees or members of their immediate family, may acquire such property if the city employee or official had any role in establishing the valuation or price of said property.

3.44.060 Trade-in or sale of firearms valued at over \$1,000.

A. Notwithstanding MCMC [3.44.030](#), firearms held or owned by the city and valued at more than \$1,000 may be sold or traded in without call for sealed bids or auction upon approval of the city council. The chief of police shall verify to the council that the city will receive appropriate value for the firearms, and shall otherwise certify the sale or trade-in of the firearms in accordance with this chapter. The proceeds of such sale may be used to purchase new police firearms.

B. No member of the city council or members of their immediate family, and/or city employees or their immediate family, may acquire such firearms if the city employee or official had any role in establishing the valuation or price of said firearms. (Ord. 2001-515 § 1)



Work Order - Customer Copy - Page 1

EVERETT
 PEP BOYS #6446
 531 128TH ST SW
 EVERETT WA 98204
 (425) 348-4270

EPA# WAH00038088

Service Manager: JOHNNYHELMS

TRACKING ID# *	
Store ID #	Service Work Order #
6446	2014601

Insurance :

If you have any questions
 or concerns, please call:
 (425) 354-8334

Policy Number :

Name:	CITY OF MILL CREEK	Year:	2014
Address:	15728 MAIN ST	Make:	FORD
City:	MILL CREEK	Model:	POLICE INTERCEPTOR
State:	WA	Engine:	V6-3496 3.5L DOHC
Zip:	98012-1518	Vin No.:	1FAHP2MT6EG122316
Home Phone:	(425)471-4856	License No.:	WA 523950D
Contact Phone:		Mileage In / Out:	109950 /
		Color:	white-#39

Date : 2020-09-04
 Entered By: NA
 Time In: 13:13:50
 Date/Time Promised:
 Old Parts Returned: no

Storage Charges: Any vehicle that is left unattended for more than 7 business days may be towed at the owner's expense. For more information, please see Store Manager

I HEREBY AUTHORIZE PEP BOYS TO PERFORM THE REPAIRS ON THIS WORK ORDER AND TO FURNISH THE NECESSARY MATERIALS AND ITS EMPLOYEES TO OPERATE THE VEHICLE FOR PURPOSES OF INSPECTION, TESTING AND DELIVERY. I UNDERSTAND THAT ANY COST QUOTED IS AN ESTIMATE. I UNDERSTAND THAT UNLESS DIRECTLY CAUSED BY PEP BOYS, IT IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE VEHICLE OR ITS CONTENTS THAT THE VEHICLE MAY BE PARKED IN THE PEP BOYS' PARKING LOT AND THAT VEHICLES ARE LEFT OVERNIGHT AT OWNERS RISK.

Initial Estimate	Parts \$:	Labor \$:	Total \$:	Date and Time:
	7917.61	1523.74	10366.62	2020-09-04 13:13:50

CUSTOMER NOTIFIED OF AND APPROVED INCREASE(S) IN THE ORIGINAL ESTIMATED PRICE

() IN PERSON () PHONE

SIGNED _____ DATE _____

TYPE	PART	DESCRIPTION	CODE	MECHANIC	HRLY RATE	HRS	QTY	SOURCE	EACH	TOTAL
------	------	-------------	------	----------	-----------	-----	-----	--------	------	-------

Not Yet Authorized

PK	9330544	FLEET SYNTHETIC OIL CHANGE PKG								
LB		FLEET SYNTHETIC OIL CHANGE LABOR	N				1		7.61	7.61
PN	63019	QT SW30 PROLINE SYN	N				6		5.34	32.04
PN	L22500	Purrolator Oil Filter	N				1		5.34	5.34

Package SubTotal : 44.99

PK	8581875	COMPLETE COOLANT EXCHANGE								
LB		COOLANT EXCHANGE	N				1		62.02	58.92
									-3.10	
PN	PJA003	PROLINE LL FULL STRENGTH ANTIFREEZE	N				2		14.99	28.48
									-0.75	
PN	20001	80Z SOLTEC COOLING SYSTEM FLUSH	N				1		6.99	6.64
									-0.35	

Package SubTotal : 94.04

PK	9151127	TRANS FLUID EXCHANGE								
		!! Please Verify Modifier in Catalog !!								
LB		TRANS FLUID EXCHANGE - LABOR	N				1		22.13	19.92
									-2.21	
PN	400-1030AS	ATF HIGH FRICTION MODIFIER 2055	N				1		15.99	14.39
									-1.60	
PN	80790	QT DEX III PROLINE	N				12		6.49	70.08
									-0.65	
PN	17101	100Z SOLTEC AUTO TRANSMISSION CLEANER	N				1	0528	13.99	12.60
									-1.39	

Package SubTotal : 116.99

PK	9292778	POWER STEERING FLUSH PKG								
LB		POWER STEERING FLUSH LBR	N				1		36.99	33.29
									-3.70	

* You can now track your Vehicle's Status online. Just go to www.pepboys.com and enter your Tracking ID number (6446 - 2014601), in the E-Service Center

Store ID - Service Work Order



NEED A TOW? CALL 1-800-PEP-BOYS or
 1-800-737-2697





Work Order - Customer Copy - Page 2

PN	M2732	GUNK 32OZ PS FLUID	N	1	0528	7.87	7.17
						-0.80	
PN	63349	12OZ PROLINE PSF PSF12P	N	1		3.29	2.95
						-0.33	
						Package SubTotal : 43.42	
LB	5055	PROVIDE ESTIMATE FOR ENGINE REPLACEMENT	N	0		0.00	0.00
LB	8501	Remove & Replace Engine Assembly (COMPLETE)	N	100.00	1	1560.00	1404.00
						-156.00	
PN	1577258AA	COMPLETE LONG BLOCK-3YR UNLIMITED MILE WARRANTY-10061655-81C	N	1	OP	8626.64	7502.64
						-1324.00	
PN	6030	WASTE ANTIFREEZE DISPOSAL/RECYCLING	N	1		1.60	1.60
						-0.16	
PN	72391	Dayco Upper Radiator Or Coolant Hose	N	1		83.07	74.76
		LIMITED 12 MONTH WARRANTY				-8.31	
PN	72488	Dayco Lower Radiator Or Coolant Hose	N	1		102.77	92.49
		LIMITED 12 MONTH WARRANTY				-10.28	
PN	9016	Champion Iridium Plug	N	6		12.30	66.42
		LIMITED SEVEN YEAR WARRANTY				-1.23	

Parts: 7917.61 Labor : 1523.74 Other : 0.00 Tax : 925.27 Total : 10366.62
 Payment Due From Driver : 0.00
 Charge Fleet Acct(80495985) : 10366.62

FLEET TRANSACTION **Fleet Invoice: 6446 2014601**
 CITY OF MILL CREEK Fleet Acct: 80495985 PO NUMBER:

Code Descriptions
 N:New

* You can now track your Vehicle's Status online. Just go to www.pepboys.com and enter your Tracking ID number (6446 - 2014601), in the E-Service Center

Store ID - Service Work Order



NEED A TOW? CALL 1-800-PEP-BOYS or 1-800-737-2697



9/4/2020

iWorQ

Mileage 110,000

Equipment Name: Car 39 (PATROL)

Description: Patrol Car

Category: Police Vehicles

Make: 2014 Ford

Model: Interceptor Sedan AWD

Serial #: 52395D / 1FAHP2MT6EG1

Purchase Price: 30,054.33

Units: NMC39

Unit Cost: 38120.762

Active: Active

Maintenance

- > 11/29/2019
Alternator and Serp belt replaced
109276.0
\$957.70
- > 10/21/2019
Brake fluid change, coolant exchange; oil change; rear shocks; oil separator, inter cooler, air charge cooler replaced.
10921.0
\$1,607.93
- > 01/24/2019
Vehicle Inspection and Oil Change
108228.0
\$132.30
- > 11/09/2018
Check of heater/defrost
106453.0
\$0.00
- > 10/29/2018
Clean and flush fuel system, injectors, and tune up.
106262.0
\$841.78

9/4/2020

iWorQ

- 06/09/2018
Oil Change, Air filter install, bulb replacement
1006696.0
\$93.14 🗑
- 03/19/2018
R&R Fuel Pump Harness Connector
97385.0
\$657.09 🗑
- 03/08/2018
Wire harness between fuel pump and fuel module had burnt. This harness was replaced.
97383.0
\$657.09 🗑
- 01/15/2018
Oil Change and R&R front and rear brakes to include front and rear pads, front and rear rotors, and rear calipers.
95622.0
\$1,580.51 🗑
- 11/30/2017
Oil change; 4 new tires
92543.0
\$828.07 🗑
- 09/22/2017
Replace Fuel Pump
89938.0
\$735.72 🗑
- 09/18/2017
Flat Repair, Engine Runnability Diagnostic, Replace Fuel Pump Control Modul.
59681.0
\$571.75 🗑
- 06/12/2017
LOF, Rebuild Right Front Drive Axle
86127.0
\$455.81 🗑
- 03/21/2017
Replaced various EVT solenoids and associated gaskets, LOF
84520.0
\$184.79 🗑
- 02/15/2017
Replacement of cracked windshield.
0.0
\$226.14 🗑
- 01/23/2017
Replaced Oil Pressure Switch
82263.0
\$173.82 🗑
- 01/06/2017
Replaced camshaft sensor and associated hardware, seals, gaskets. Installed fuel pump control module per Recall Notice 16V-621. Diagnosed charging problem and replaced battery and associated fuse.
82249.0
\$371.97 🗑
- 09/23/2016
Oil Change
79156.0
\$38.46 🗑
- 09/17/2016
Replaced R/F CV Axle; alignment
78587.0
\$514.21 🗑

9/4/2020

iWorQ

- 07/13/2016
 Warranty fixed coolant leak, water pump, gaskets, rebuilt top/front end. Fixed bent exhaust and checked brakes.
 75698.0
 \$127.21 🗑
- 03/09/2016
 Oil Change, Front brakes
 70110.0
 \$497.62 🗑
- 12/22/2015
 Oil Change; 4 tires
 64296.0
 \$163.29 🗑
- 12/11/2015
 Crankcase Vent Oil Separator (Replaced) Rear brakes installed
 63500.0
 \$471.87 🗑
- 10/20/2015
 Oil Change, Safety Inspection, Tire rotation Tires - 5/32 tread depth Brakes - Front 6MM / Back 5MM
 59657.0
 \$38.35 🗑
- 08/20/2015
 Oil Change
 0.0
 \$38.35 🗑
- 06/29/2015
 Oil change, rotate tires.
 49386.0
 \$36.12 🗑
- 05/04/2015
 Power take off replaced (warranty). new front brakes, rotors and calipers
 43987.0
 \$1,490.90 🗑
- 03/23/2015
 Windshield Wipers
 40531.0
 \$39.43 🗑
- 03/16/2015
 Oil Change
 39945.0
 \$36.12 🗑
- 01/23/2015
 Oil Change, 4 tires, front brakes (police edition pads used).
 34768.0
 \$1,233.44 🗑
- 01/12/2015
 left headlamp replacement
 32383.0
 \$84.25 🗑
- 01/12/2015
 right headlamp replacement
 33001.0
 \$84.25 🗑
- 12/05/2014
 oil change, EVAP line repair
 30847.0
 \$250.74 🗑

9/4/2020

iWorQ

- > 10/07/2014
 Replace O2 sensor, License plate recall, Replace FDIM vehicle radio control in steering wheel.
 25276.0
 \$0.00 🗑
- > 08/08/2014
 Replaced passenger side front wheel bearing
 21470.0
 \$0.00 🗑
- > 08/08/2014
 Received a recall from Ford regarding an inspection for the half shaft bearing.
 21470.0
 \$0.00 🗑
- > 08/07/2014
 Oil Change, replaced all brakes front and rear.
 21463.0
 \$0.00 🗑
- > 07/02/2014
 Vehicle brakes making noise and grinding. Warranty repairs performed.
 19000.0
 \$0.00 🗑
- > 06/25/2014
 Replace secondary battery
 18669.0
 \$196.85 🗑
- > 04/03/2014
 Two front tire replacement Oil Change
 13609.0
 \$335.15 🗑
- > 02/27/2014
 Oil service.
 9910.0
 \$36.12 🗑
- > 01/03/2014
 Oil Change.
 4395.0
 \$59.95 🗑
- > 12/17/2013
 Engine light back on, taken to Ford and left until problem fixed. Light did come on at Ford and they determined it was a broken wire to the sensor
 2523.0
 \$0.00 🗑
- > 12/04/2013
 Engine light on again; replaced CVT solenoid.
 2409.0
 \$0.00 🗑
- > 12/03/2013
 Engine light on; found to be the camshaft positioning sensor was unplugged.
 2343.0
 \$0.00 🗑
- > 11/13/2013
 Equipped at FCI, placed into service.
 162.0
 \$8,330.82 🗑
- > 10/22/2013
 Licensed at DOL
 150.0
 \$47.75 🗑

9/4/2020

iWorQ

- 05/30/2013
Parts/Labor FCI to replace Car 36.
0.0
\$8,066.43 🗑
- 05/22/2013
Vehicle ordered through State bid. Unknown if we will receive a 2013/2014, depends on stock
0.0
\$30,054.33 🗑

DELETE EQUIPMENT

RESOLUTION NO. 2020- 591

**A RESOLUTION OF THE MILL CREEK CITY COUNCIL SUPPORTING
THE MILL CREEK POLICE DEPARTMENT**

WHEREAS, on September 12, 2020 two LA County Sheriff's Deputies were shot multiple times while in their patrol vehicle in an unprovoked ambush, and

WHEREAS, there have been calls around the United States, and some locally, for municipalities to cut the budgets of law enforcement to promote racial justice, and

WHEREAS, the City Council wants to affirm its support for the Mill Creek Police Department and our commitment to protecting and preserving the peace in our community, and

WHEREAS, the services of law enforcement, including the MCPD, are vital to the safety of the community, and

WHEREAS, the City Council is committed to ensuring our city is a safe and welcoming place to live and visit for everyone.

NOW, THEREFORE, BE IT RESOLVED, that the Mill Creek City Council supports our Police Officers and will make public safety a top priority in the 2021-2022 biennium budget and will not compromise the safety of our community.

PASSED IN OPEN MEETING this ____ day of ____, 2020 by a vote of _____ for, _____ against, and _____ abstaining.

BRIAN HOLTZCLAW, MAYOR

ATTEST:

NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

GRANT DEGGINGER, CITY ATTORNEY

RESOLUTION NO. 2020- 591

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NOW, THEREFORE, BE IT RESOLVED, that the Mill Creek City Council supports our Police Officers and will make public safety a top priority in the 2021-2022 biennium budget and will strive to promote a strong and safe community.

PASSED IN OPEN MEETING this ____ day of ____, 2020 by a vote of _____ for, _____ against, and _____ abstaining.

BRIAN HOLTZCLAW, MAYOR

ATTEST:

NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

GRANT DEGGINGER, CITY ATTORNEY

FILED WITH THE CITY CLERK: 10-06-2020
PASSED BY THE CITY COUNCIL: 10-06-2020
RESOLUTION NO. 2020-591



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, September 22, 2020

Virtual and Audio Meeting Format during COVID-19 Pandemic

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

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

VIRTUAL MEETING INFO

- A. City Council Regular Meeting
Tue, Sep 22, 2020 6:00 PM - 8:30 PM (PDT)

<https://global.gotomeeting.com/join/614020997>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (224) 501-3412
- One-touch: tel:[+12245013412,,614020997#](tel:+12245013412,,614020997#)

Access Code: 614-020-997

CALL TO ORDER

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:01 PM

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Steckler

ROLL CALL

Councilmembers Absent:

Councilmembers Present:
Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember

September 22, 2020 CITY COUNCIL REGULAR MEETING MINUTES

AUDIENCE COMMUNICATION

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

Wil Nelson, a Mill Creek Resident, commented on the following agenda items: The Mill Creek Boulevard Subarea Plan and the Development Agreement regarding Community Transit's Swift Orange Line Bus Rapid Transit Program. Mr. Nelson inquired on whether recent changes in working conditions have been considered.

PRESENTATIONS

C. Snohomish Health District
(Heather Thomas, Public & Government Affairs Manager)

Heather Thomas Public & Government Affairs Manager for the Snohomish Health District provided a [PowerPoint presentation](#) titled: Supporting & Fostering Healthy, Thriving Communities. The presentation included the following:

- An update on COVID-19 and encourages people to see the following link: www.snohd.org/covid.
- Snohomish Health District continues to provide essential work and outreach while social distancing.
- Implementing a Strategic Plan
- Monitoring budgets and projections

Council engaged in discussion and Q & A.

D. Children's Cancer Awareness Month Proclamation
(Mayor Holtzclaw)

Mayor Holtzclaw proclaimed September 2020 as Childhood Cancer Awareness Month.

[Childhood Awareness Month Proclamation Sept. 2020](#)

NEW BUSINESS

E. Council Position #6 Vacancy
(Mayor Holtzclaw & Grant Degginger, Interim City Attorney)

Mayor Holtzclaw briefed Members of Council with a proposed schedule for filling the Council Position #6 vacancy.

Proposed Schedule:

September 23, 2020 – Advertise and publish the Candidate Application

October 14, 2020 – Applications due by 5:00 p.m.

October 20, 2020 – City Council Interviews & Appointment at a City Council Special Meeting

Interim City Attorney Grant Degginger apprised Council of the rules for filling a second vacancy under RCW 42.12.070 which states: *Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.*

This appointment shall be for a term commencing on the date of appointment until certification of the next election in November 2021.

With no objection, the schedule for filling Council Position #6 will proceed as outlined above.

[AS Position 6 Council Interviews and Appointment](#)
[FINAL Council Position 6 Recruitment Brochure Sept. 2020](#)

- F. Development Agreement Regarding Community Transit's Swift Orange Line Bus Rapid Transit Program
(Tom Rogers, Planning Manager)

Planning Manager Tom Rogers introduced Christopher Silveira and Roland Behee from Community Transit who provided a presentation regarding the development agreement regarding Community Transit's Swift Orange Bus Rapid Transit Program.

Council engaged in discussion and Q &A.

Mayor Pro Tem Vignal made a motion to authorize the City Manager to execute the Development Agreement regarding Community Transit's Swift Orange Line Bus Rapid Transit Program. Councilmember Steckler seconded the motion. The motion passed 4-1-0 with Councilmember Cavaleri in opposition.

[2020-09-14 - Orange Line DA Agenda Summary](#)
[2020-09-22 - Swift Orange Line Mill Creek City Council Meeting - Packet Presentation](#)
[2020-09-04 - Swift Orange Line Mill Creek - Development Agreement](#)

- G. SAFEbuilt Addendum No. 2 To Professional Services Contract 2018-1474 For Building Inspection and Plan Review Services
(Tom Rogers, Planning Manager)

Planning Manager Tom Rogers provided a historical overview of the SAFEbuilt Consultant Services Contract and briefed Members of Council on the proposed Addendum No. 2 to provide building inspection and plan review services.

Council engaged in discussion.

Councilmember Cavaleri made a motion authorize the City Manager to execute Addendum No. 2 to Professional Services Contract 2018-1474 for Building

September 22, 2020 CITY COUNCIL REGULAR MEETING MINUTES

Official, inspection and plan review services with SAFEbuilt to increase the maximum amount of the contract to not exceed \$250,000.00. Councilmember Steckler seconded the motion. The motion passed unanimously.

[Summary - Safebuilt Addendum 2](#)
[Consultant Contract Addendum No. 2 August 21.20](#)
[Safe Built Contract Addendum No. 1](#)
[2018-1474 Signed Contract](#)

- H.** Addendum No. 2 To Contract 2019-1504 With Otak For Professional Services
(Tom Rogers, Planning Manager)

Planning Manager Tom Rogers briefed Members of Council on the contract with Otak for professional services. Otak provides design services related to the Mill Creek Boulevard land use and infrastructure plan. Due to COVID-19, work has been delayed on the project. The City's procurement procedures require City Council approval to extend the completion date beyond October 31, 2020. Addendum No. 2 with Otak was presented for City Council authorization to extend the contract until May 31, 2021 for work to be performed prior to the State grant reimbursement deadline of June 30, 2021.

Council engaged in discussion.

Councilmember Bond made a motion to authorize the City Manager to execute Addendum No. 2 to Professional Services Contract 2019- 1504 with Otak for professional design services related to the Mill Creek Boulevard Land Use and Infrastructure Plan extending the Completion Date to May 31, 2021. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

[Summary - Otak Addendum 2](#)
[1 - Consultant Contract Addendum 2 Final](#)
[2 - Mill Creek Boulevard Schedule Draft September 10 2020](#)
[3 - Fully Executed Contract 2019_ 1504 Addendum 1_Otak Signed](#)
[4 - 2019-1504 Signed Contract](#)

STUDY SESSION

- I.** Status Update on Governance Manual
(Mayor Holtzclaw)

Mayor Holtzclaw recommended that Council delay this discussion until the two new Council Position vacancies are filled. Without objection, the discussion was postponed to a future Council meeting.

- J.** CARES Act Update and Actions
(Jeff Balentine, Finance Director)

September 22, 2020 CITY COUNCIL REGULAR MEETING MINUTES

Finance Director Jeff Balentine provided a [presentation](#) outlining the current financial trends as well as recommendations for the City of Mill Creek to utilize the Coronavirus Relief Fund (CARES) Funds.

Council engaged in discussion.

At 8:27 PM Councilmember Cavaleri made a motion to extend the City Council Regular Meeting until 10:00 PM. Councilmember Steckler seconded the motion. The motion passed unanimously.

Councilmember Cavaleri made a motion to utilize the CARES Act funds for the Mill Creek totaling \$927,000 to be executed as soon as possible and utilized by November 30, 2020 as outlined by staff. Councilmember Steckler seconded the motion. The motion passed unanimously.

[9-22-20 Finance Agenda Summary](#)
[Sep 22, 2020 Coronavirus Relief Fund COMC](#)

- K.** Mill Creek Boulevard Corridor Subarea Planning Presentations - Town Center from Vision to Reality, And Mill Creek Boulevard Subarea Plan Market Analysis and Alternatives
(Tom Rogers, Planning Manager)
Planning Manager Tom Rogers and Brian Vanneman with Leland Consulting gave presentations about the economics of the Mill Creek Boulevard Corridor Subarea, including what type of incentives/land use and zoning changes would be necessary to stimulate redevelopment in the area.

At 9:55 PM Councilmember Bond made a motion to extend the regular meeting until 10:30. Councilmember Cavaleri seconded. The motion passed unanimously.

[MC Blvd. Subarea Planning Presentation Agenda Summary September 22](#)
[MCB Subarea - Market Analysis and Alternatives Presentation - 09-2020](#)
[Town Center Vision to Reality MC Blvd Vision Alternatives](#)

PROPOSED NEW INITIATIVES

- L.** Proposed Resolution of the Snohomish County Council Supporting Snohomish County Sheriff Deputies and Law Enforcement Officials across the County in Response to the Tragic Shooting of Two Sheriff Deputies in LA County
(Councilmember Cavaleri)

Without objection, this item was pulled from the agenda and will be placed on the next City Council Regular Meeting agenda due to the limitation of time.

[Resolution Sample](#)

September 22, 2020 CITY COUNCIL REGULAR MEETING MINUTES

CONSENT AGENDA

- M. Approval of Checks #62445 through #62510 and ACH Wire Transfers in the Amount of \$1,286,310.83.
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Bond)
[Check Vouchers Sept. 22, 2020](#)
- N. Payroll and Benefit ACH Payments in the Amount of \$268,659.98.
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Bond)
[ACH Wire Transfers](#)
- O. City Council Meeting Minutes of August 25, 2020, September 1, 2020 & September 8, 2020.
[Special Meeting Minutes - 25 Aug 2020](#)
[Meeting Minutes- 01 Sep 2020 - Minutes](#)
[Meeting Minutes- 08 Sep 2020 - Minutes](#)

Mayor Pro Tem Vignal made a motion to adopt the Consent Agenda. Councilmember Bond seconded the motion. The motion passed unanimously.

REPORTS

- P. Mayor/Council
Mayor Holtzclaw reported on
 - The Community Transit Board seat vacated by former Councilmember Todd
 - A conversation with MCCA Director Hilary Bublitz regarding stormwater, median maintenance and increased transient activity.
- Q. City Manager
 - Department of Ecology Update
 - Fire District 7
 - Council Planning Schedule

City Manager Michael Ciaravino reported on:

 - The City's actions to regain compliance with the NPDES permit requirements
 - The status of the City's contractual relationship with Fire District 7
 - The updated planning calendar
- R. Staff

AUDIENCE COMMUNICATION

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

There was no one from the audience wishing to address Council.

RECESS TO EXECUTIVE SESSION

At 10:05 Council recessed into Executive Session. No action was to be taken.

- T.
 - To discuss the performance of a public employee and to evaluate the qualifications of an applicant for public employment per RCW 42.30.110 (1)(g)

September 22, 2020 CITY COUNCIL REGULAR MEETING MINUTES

- To discuss the evaluation of the qualifications of a candidate(s) for an appointment to elective office per RCW 42.30.110(1)(h).
- To discuss potential litigation per RCW 42.30.110(1)(i).

City Council reconvened into regular session at 10:29 p.m.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 10:30 PM

Brian Holtzclaw, Mayor

Naomi Fay, City Clerk

September 22, 2020 CITY COUNCIL REGULAR MEETING MINUTES

SEPTEMBER 2020						
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			
		Special Meeting				

OCTOBER 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
		Council				
11	12	13	14	15	16	17
		Council				
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Council				

NOVEMBER 2020						
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					

Tentative Council Meeting Agendas

Subject to change without notice

Last updated: October 2, 2020

City Council Meetings are the first, second and four Tuesdays of every month at 6 p.m.,

October 13, 2020

- Study Session – Present Proposed CIP 2021-2026

October 20, 2020

- Special Council Meeting for Council Position #6 Vacancy Interviews and Appointment

October 27, 2020

- Communication & Marketing plan/
- Adoption of CIP 2021-2026
- Great Garden Awards – Arts & Beautification Board

November 3, 2020

- Study Session – Proposed Budget
- Veterans Day Update
- Victim Coordination Services Agreement

November 10, 2020

- Public Hearing on Preliminary Budget & Property Tax Levy

November 24, 2020

- Public Hearing on Potential Surface Water Utility Rate Hearing
- Public Hearing on Preliminary Budget & Property Tax Levy

Possible Work Session Topics for Discussion

- Body Worn Camera Update – equipment cost estimates, workload analysis, financial impact of video processing
- HART Presentation Housing Report
- Public Records Ordinance and Amendment