

**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 • Adam Morgan

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 - 592

**October 27, 2020**  
**City Council Meeting**  
**6:00 PM**

**VIRTUAL MEETING INFO**

A.

City Council Regular Meeting  
Tue, Oct 27, 2020 6:00 PM - 8:30 PM (PDT)

**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/449149493>

**You can also dial in using your phone.**  
United States: [+1 \(408\) 650-3123](tel:+14086503123)

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AUDIENCE COMMUNICATION**

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

**PRESENTATIONS**

- C. Great Garden Awards 2020  
*(Councilmember John Steckler)*

**OLD BUSINESS**

- D. Mill Creek Subarea Study  
*(Planning and Development Services Manager Tom Rogers)*

**NEW BUSINESS**

- E. Extension of a Cable Franchise Agreement with Frontier Communications Northwest Inc.  
*(Planning and Development Services Manager Tom Rogers and Ziplly Representative Jessica Epley)*

**CONSENT AGENDA**

- F. Approval of Checks #62559 through #62603 and ACH Wire Transfers in the Amount of \$130,017.60  
*(Audit Committee: Councilmember Bond and Mayor Pro Tem Vignal)*
- G. Payroll and Benefit ACH Payments in the Amount of \$259,489.72  
*(Audit Committee: Councilmember Bond and Mayor Pro Tem Vignal)*
- H. City Council Regular Meeting Minutes of October 13, 2020.

**REPORTS**

- I. Mayor/Council
- J. City Manager
- Snohomish Regional Drug Task Force ILA
  - Planning Schedule
- K. Staff
- Finance Director Jeff Balentine - CAREs Report Update

**AUDIENCE COMMUNICATION**

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

**ADJOURNMENT**



Agenda Item # \_\_\_\_\_

Meeting Date: **October 27, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: GREAT GARDEN AWARD 2020 PRESENTATION**

**PROPOSED MOTION:**

N/A.

**KEY FACTS AND INFORMATION SUMMARY:**

Each year, members of the City of Mill Creek’s Art and Beautification Board tour Mill Creek and take note of residents who have put exceptional time and effort into the beautification of their property. The board firmly believes that it is the little things, like acknowledging someone’s green thumb, that contribute to a wonderful small-town feel.

The City is divided into eight zones. Each member of the board is assigned a zone and tours the neighborhoods within those boundaries to find their nominations. The Art and Beautification Board then meets to review all nominees and selects 12 (one in each zone and then an additional four “at large” winners) to receive Great Garden Awards.

Chosen gardens exhibit great design elements, creativity, diversity, and overall beauty. It is apparent how much love has gone into the homeowner’s property. The Art and Beautification Board met on July 8 to select this year’s award winners and delivered award notifications and yard signs to the 12 winners on August 20. The temporary award signs have been replaced by a smaller, permanent paperweight to keep in their home.

Great Garden Award recipients are recognized at this Council meeting by Councilmember John Steckler and Art and Beautification Board.

The winners of this year’s Great Garden Awards are as follows:

- 16317 29th Dr. SE**
- 2227 162nd St. SE**
- 15808 25th Dr. SE**
- 3021 149th Pl. SE**
- 15220 20th Cir. SE**
- 14513 16th Ct. SE**
- 2419 147th Pl. SE**
- 2419 139th St. SE**
- 3906 145th Pl. SE**
- 3927 137th Pl. SE**
- 14115 24th Dr. SE**
- 15027 3rd Dr. SE**

**CITY MANAGER RECOMMENDATION:**

City Council Agenda Summary  
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N/A

**ATTACHMENTS:**

- A&B Board Great Garden Awards 2020 Presentation, October 27, 2020

Respectfully Submitted:

*Michael G. Ciaravino*

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Michael G. Ciaravino  
City Manager



# Great Garden Awards

October 27, 2020

# Nomination and Voting Process

- Map of Mill Creek is broken into eight geographic zones (one for each board member and the City Council representative)
- 12 winners are selected (one from each zone and an additional four “at large” winners)



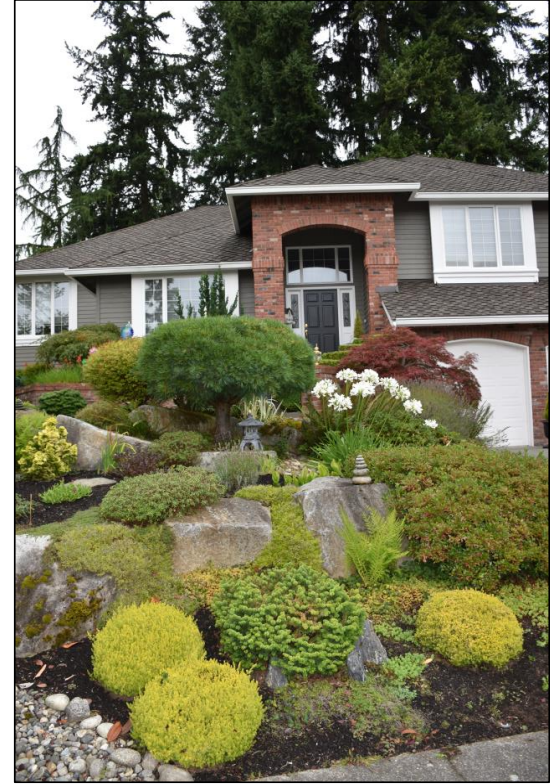
# What Does a Winning Mill Creek Garden Exemplify?

Chosen gardens exhibit great design elements, creativity, diversity and overall beauty. It is apparent how much love has gone into the homeowner's property.



# *Dennis Maher*

## **16317 29<sup>th</sup> Dr. SE**





# *Paul Gross & Sara Moskowitz*

## **2227 162<sup>nd</sup> St. SE**



# *Joe Dasilva & Lori Greenhaw*

## **15808 25<sup>th</sup> Dr. SE**



# *Barbara McCarron* 3021 149<sup>th</sup> Pl. SE



# *Phillip Dineen*

## 15220 20<sup>th</sup> Cir. SE



# *Cynthia Oster*

## 14513 16<sup>th</sup> Ct. SE



# *Sachin & Julia Bulgannawar*

## 2419 147<sup>th</sup> Pl. SE



# *Alexander & Kae Kwok*

## **2419 139<sup>th</sup> St. SE**



# *Robert & Crispina Foss*

## **3906 145<sup>th</sup> Pl. SE**





# *Nancy & Craig Lee* **3927 137<sup>th</sup> Pl. SE**



# *Richard & Yvonne Vanni*

## 14115 24<sup>th</sup> Dr. SE



# *Dorothy Nerison* 15027 3<sup>rd</sup> Dr. SE



# Thank you!

Benjamin Briles, Former Chair

Vanessa Good, Vice Chair

Guy Armfield, Board member

Jeanne Smart, Board member

Ken Lowery, Board member

Michelle Edwards, Board member

John Steckler, Council Representative

Kristen Rasmussen, City Representative





Agenda Item # \_\_\_\_\_

**Meeting Date: October 27, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:    MILL CREEK BOULEVARD CORRIDOR SUBAREA PLANNING:  
PROPOSED ALTERNATIVES TO BE STUDIED**

**PROPOSED MOTION:**

Motion to direct staff and inform the Planning Advisory Committee (PAC) to evaluate and compare the following proposed three (3) alternatives for the Mill Creek Boulevard Subarea Plan:

- 1) No land use changes. Infrastructure and public facilities improvements only.
- 2) Land use changes to allow a moderate amount of high density residential/mixed use development and supporting infrastructure; and
- 3) Land use changes to allow a large amount high density residential/mixed use development and supporting infrastructure.

**KEY FACTS AND INFORMATION SUMMARY:**

At the September 22nd City Council meeting, City staff made a presentation on the history of actions taken by the City to develop the Mill Creek Town Center. Brian Vanneman, Principle of Leland Consultant Group, also made a presentation about market analyses and related alternatives for the Mill Creek Boulevard Subarea. A copy of the presentation and a narrative report to support the presentation is attached.

Because of the late hour at the Sept 22<sup>nd</sup> meeting, and the fact that two new councilmembers were soon to be appointed, the Council directed that further discussion and possible action on this matter would take place after the Council vacancies were filled.

**Need to Select Study Alternatives**

The next step in the planning process is for the PAC to prepare a cost benefit analysis of land use alternatives. Once this work is completed, the City Council will be able to make a better informed decision and direct staff accordingly. No work will take place until the scope of what will be studied is determined by Council. Timing is important as the plan is scheduled to be completed by May 31, 2021. This ensures that the project is completed during the State's current biennial budget so that grant funding this work will not be jeopardized (approximately \$300,000). The project schedule is attached.

**CITY MANAGER RECOMMENDATION:**

Motion to direct staff and inform the Planning Advisory Committee (PAC) to evaluate and compare the following proposed three (3) alternatives for the Mill Creek Boulevard Subarea Plan:

City Council Agenda Summary

Page 2

- 1.) No land use changes. Infrastructure and public facilities improvements only.
- 2.) Land use changes to allow a moderate amount of high density residential/mixed use development and supporting infrastructure; and
- 2.) Land use changes to allow a large amount high density residential/mixed use development and supporting infrastructure.

**ATTACHMENTS:**

- Narrative report – Mill Creek Boulevard Subarea Plan Market Analysis and Alternatives Evaluation
- PowerPoint Presentation from September 22nd Council Meeting - Mill Creek Boulevard Subarea Plan – Market Analysis & Alternatives
- Project Schedule.

Respectfully Submitted,

*Michael G. Ciaravino*

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Michael G. Ciaravino  
City Manager



# Mill Creek Boulevard Subarea Plan Market Analysis and Alternatives Evaluation

**Date** October 16, 2020 | DRAFT  
**To** Tom Rogers, Planning Manager, City of Mill Creek  
**From** Brian Vanneman, Leland Consulting Group and  
Mandi Roberts, Principal, Otak, Inc.

## Introduction

In 2019, the City of Mill Creek initiated the Mill Creek Boulevard Subarea Plan, in order to define the community’s vision for an approximately 78-acre subarea located south of the Mill Creek Town Center, and the implementation actions to realize that vision.

Leland Consulting Group (LCG) completed this market analysis and alternatives evaluation as a component of the Subarea Plan. The intent of this report is to inform the plan’s advisory committee and other stakeholders regarding development context—relevant demographic and economic drivers of development; the development of several town centers located nearby in the Puget Sound region; and evaluate several potential development alternatives for the subarea.

This report document (Section 1) is accompanied by a closely related presentation (Section 2, September 2020), and makes numerous references to figures and tables in that presentation. The two sections should be read together. More information about the Subarea Plan can be found [here](#).

This report is organized into the following sections:

Context ..... 1  
Nearby Town Centers ..... 5  
Subarea Alternatives ..... 11  
Covid-19 Considerations ..... 16  
Conclusions ..... 17

Most of this analysis was completed prior to the Covid-19 pandemic. Some efforts have been made to update the analysis and adjust them to recognize the impacts that the outbreak may have on real estate development and place making (pages 5-14). However, it is not possible at this time to know or fully understand how Covid-19 and ongoing related health and social practices will impact our communities. And, in many cases, our baseline view is that over the long term, there will be a return to a new “normal;” the development dynamics identified in this report will remain relevant; and that Covid-19 likely will accelerate but not change the underlying course of many trends that were already in place in 2019.

## Context

### Retail Development

During the subarea planning process, participants have asked what the role and extent of retail and other ground floor commercial uses should be in the subarea in the future. Participants have asked whether the character of the Mill Creek Town Center (north of the subarea) could be extended through the subarea; and whether retail and ground floor commercial uses could line Mill

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Creek Boulevard along most or all of its half-mile length through the subarea.

The chart on page 3 provides some context for these questions. It shows the square footage of retail space built each year in the Puget Sound region since 2006. The trend is striking. After peaking in 2008, retail development decreased dramatically, despite some upticks in 2015 and 2017.

The consensus among real estate professionals is that there are several reasons for this sharp downturn in development. First, the great recession, which began in late 2007, reduced consumer spending and was a reminder to developers and lenders that retail in many locations was overbuilt. Second, online shopping has increased steadily over the past decade, and now may account for as much as 25% of all spending. Online shopping has impacted many of the retailers with the largest traditional footprints, such as home goods, appliances, books, electronics, and video stores. Finally, even successful “bricks and mortar” retailers have found they need less space to warehouse goods due to just-in-time shipping.

#### **Retail: Thriving and Declining**

The Retail Formats shown on page 4 underscore the types of shops that are thriving and declining. Two formats were particularly resilient between 2010 and 2020, as online shopping increasingly asserted itself. One is food and drink, including restaurants, brewpubs and bars, coffee shops, grocery stores, food halls, etc. While people can get these goods online, the experience of sharing food with friends cannot be replicated. The other is “experiential” retail. While this can be difficult to define, it is something that provides a special experience as opposed to offering a grab-and-go commodity, must be done in-person, and is something people often do with friends or family. One example

is the Starbucks Reserve Roastery in Capitol Hill, Seattle. While the “product” could be thought of as a cup of coffee, in reality it is much more; visitors are treated to the experience of smelling, seeing, hearing, and ultimately tasting the process of coffee being ground, roasted, and brewed. It’s an experience that cannot yet be matched online. Spas, yoga, wine tasting, and many other stores can be in this experiential category.

It is also notable that much of what we traditionally think of as “retail” may fit better within the category of “ground floor commercial” or general commercial. For example, yoga and neighborhood-scale health clinics now occupy many ground floors but are not providing retail goods in the traditional sense.

#### **Takeaways**

The takeaways of this analysis are that retail development is not what it once was, pre-recession. Its footprint is smaller, and the most successful formats are related to food and beverage, experience, and other goods and services that must be completed in-person. We expect these trends to be applicable in the Mill Creek subarea.

#### **Demographics**

Page 15 shows the Puget Sound Regional Council’s (PSRC) forecast for which age groups will grow and shrink as a share of the region’s population, between 2015 and 2040.

The big change will be the significant increase in residents aged 65 and older, which is expected to double and increase from about 10 to 20 percent of the population. Meanwhile, the share of children (aged 0 to 19), and adults (aged 20 to 64) will decrease slightly. Planning for the 2020 to 2040 timeframe should consider this increasing senior population.



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Page 17 shows some of the preferences of baby boomers, based on studies conducted nationwide. Many boomers want to age in place—in other words, remain where they are. Those who move, however, talk about “rewinding”—doing new things—as opposed to winding down. They are living longer than any previous generation and want to stay mentally and physically active. Some may continue working part or full time. As a result, there is a great attraction to mixed-use, walkable places with many amenities in close proximity.

**Neighborhood Preferences.** Page 16 shows the results of a survey conducted by the National Association of Realtors. When asked where they would most like to live, the greatest number of participants said it would be in a “suburban neighborhood with a mix of houses, shops, and businesses”—an option that was nearly twice as popular as the next most popular option. This underscores the popularity of mixed-use places, and shows it is a nationwide phenomenon that is not confined to a single generation. The Mill Creek Town Center fits in this category.

**Millennials / Gen Y.** Now in their late 20s through early 40s, Millennials (or Generation Y) are like the Boomers, a large demographic cohort, and have had a significant impact on housing and real estate markets throughout the past decade.

Page 18 shows how they have chosen a new set of products and cultural references than previous Americans. For example, Millennials are more interested in owning a smart phone than a car, and they use their phones to navigate the internet, social media, and the sharing economy. One study indicated that 39% of millennials either do work while riding on transit, or see others doing so.<sup>1</sup> College-educated millennials have clustered in eclectic, mixed-use, urban areas over the last two decades. Their cultural references—beginning with Seinfeld and Sex and the City and

continuing to How I Met Your Mother—are more urban than suburban.

### Regional Context

The City of Mill Creek and the Subarea Plan take place within many “layers” of regional and subregional context. A few of pieces of context are shown here. While most residents of Mill Creek will continue to drive for most trips, transit will have a growing role in the subarea.

Community Transit’s SWIFT green line is already in operation. The orange line is expected to be operating in 2024; the region’s light rail network is also expanding, with service to Lynwood and the orange line also beginning in 2024. Together, these lines could have a significant impact on the study area. The green line’s connection to the Paine Field commercial air terminal—with service to destinations around the west—and the surrounding employment area, should have a positive impact on Mill Creek, and particularly on the housing market, as residents can easily get to and from the airport. The Mill Creek Town Center and surrounding areas are the most attractive, mixed-use environment along the green line. This connection could also have a more subtle but positive impact on the office and lodging markets. Canyon Park business center is another significant employment center, at the other end of the green line. In the long-term future, the green line could be extended to downtown Bothell and UW Bothell.<sup>2</sup> The orange line will connect travelers to LINK light rail at 164<sup>th</sup> St. and Ash Way, Alderwood Mall, and Edmonds Community College. Via LINK, transit users can ride to Downtown Seattle and many other regional destinations, though these trips will require a transfer and therefore take longer.

Transit’s impact on district development can range from being transformative to negligible, particularly in suburban locations

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where driving is the norm, distances are longer, and the “first and last-mile” trip from transit to home is also longer. That said, these transit investments are significant. In LCG’s view, few if any other Snohomish County locations will have the same combination of high-quality transit service that connects travel origins and some high-use destinations, an attractive mixed-use environment (Town Center and surroundings), and general community desirability. Mill Creek can leverage this combination to encourage “transit-oriented development,” if desired.

**The Subarea**

The subarea itself is today a collection of office, light-industrial, and general retail/commercial uses, with building heights ranging from between one and three stories. Four streets connect through the subarea: Main Street, Mill Creek Boulevard, and 161<sup>st</sup> Street SE, and 164<sup>th</sup> Street SE. The Bothell-Everett Highway (State Route 527) is the subarea’s eastern boundary.

Compared to the Town Center to the north, the building stock generally appears to be older and not as carefully maintained. There is a sense among some stakeholders that the area is “underutilized”—again, this is likely to be in relation to the Town Center, which is attractive and visibly bustling with auto and pedestrian activity. However, one of the goals of this planning process is to determine what the desired type of future use is. Other aspects of the subarea are described in greater detail in other documents related to the Subarea Plan.

LCG’s view is that the Subarea is a special opportunity. Two reasons for this—the success of the adjacent Town Center and high-capacity transit—are described above. The reputation, desirability, and demographics of Mill Creek is another reason. As covered in more detail later in this report, Mill Creek has strong demographics—for example, high levels of income and education

when compared to other “competitive” communities, in North King County. All other factors equal, developers and businesses seek out locations in communities like Mill Creek. During conversations with developers and planning professionals conducted as part of this market analysis, we have heard positive impressions of the City.

The presence of three grocery stores (Safeway and QFC in the study area, Central Market just north in the Town Center) in or adjacent to the study area, is a unique feature, and will create interest in housing development. Lastly, North Creek, surrounding natural areas, and connections to the North and South, are a great natural amenity.

**The City’s Return on Investment**

When real estate developers and business owners make investments, achieving a financial return on investment is critical, though they often take other things into account, such as reputation, social responsibility, and corporate standards.

Cities must also consider the fiscal impacts of investment, but typically make investments in order to achieve a broader set of goals. Cities also have a longer time horizon, since it is safe to assume they will be “in business” for decades to come.

For this Subarea Plan, LCG together with lead consultants Otak and City staff, believe that the City’s return on investment is reflected by participants answers to the question “What is most important to you in the subarea?” Achieving these things (while balancing fiscal considerations) offer *returns* on City investments (efforts; Council, staff, and consultant time; studies; and capital investments).

Participants in the Subarea Plan’s first workshop series (which was conducted in November 2019 and included more than 100

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residents) identified nine different categories of goals they felt were important for the subarea. The most popular five goals, in order of the number of votes received, were:

- Thriving Businesses
- Places for Events and Festivals
- Placemaking (creating places that attract people and businesses)
- Parks and Green Spaces, and
- Stronger Civic Core

Other goals also received some votes and are shown below. These goals may need to be refined further (or replaced) by City Council, Project Advisory Committee, or others, however, they provide a starting point against which to test alternative futures for the study area.

### Nearby Town Centers

In this section, we compare recent town center/subarea redevelopment in three nearby cities: Woodinville, Kenmore, and Bothell. We discuss the goals of each city, some of the key actions taken, the results, and certain metrics that enable us to compare the comparable subareas to Mill Creek and the Mill Creek Boulevard subarea.

#### Woodinville

Over the past five years, the City of Woodinville has focused on several significant projects in its downtown and adjacent areas. These include the Downtown Illustrative Guide (design guidelines), Woodin Creek Village mixed-use project, and the Schoolhouse District/Civic Campus project (pages 25 and 26). This section

focuses on the Schoolhouse District project, as it is the most recent and City Council and staff were intimately involved.

The Schoolhouse District project focuses on a 3.3 acre, formerly City-owned site, within a larger (20+ acre) set of City owned properties. The larger area includes City Hall, ball fields, parking lots, and Sammamish Riverfront parks. As of 2017, the Schoolhouse site was occupied by the vacant, early-20th-century, brick Old Woodinville Schoolhouse, and a recreation center built in the 1960s and 1970s that housed a YMCA/rec center. Both buildings required significant reinvestment in order to fulfill their potential. For nearly 20 years, the City has been actively seeking to redevelop the Civic Campus site.

The City's goals for the site were to renovate the schoolhouse; retain and expand the recreation center/YMCA; create community gathering places on the site; be a model for the City's new downtown design guidelines; and be financially feasible for the City and any private developers.

The City released a developer request for qualifications for the site in 2017, and in 2018 selected a preferred developer. Following negotiations and design, the parties agreed to a project that includes renovation of the Schoolhouse; renovation and expansion of the YMCA to include day care, renovated gyms, and outdoor play spaces; 30,000 square feet of commercial space including a "wine walk" featuring local wine producers; 30,000 square feet of plazas and open space overlooking the City's ballfields where public events can be held; 260 apartments; and underground private and public parking. The City's investment comprised approximately \$5 million in direct investment, and transfer of the land to the selected developer (though the City will have access to and control certain parts of the site including the YMCA and open

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spaces). The project is now under construction with expected completion in 2021.

In late 2017, LCG led marketing of the property to potential developers. With City staff and Council, LCG selected Main Street Properties of Kirkland, Washington, as the preferred developer. In early 2018, Council approved a memorandum of understanding with Main Street for the development of this \$80+ million project, including the features described above. During 2018 and 2019, LCG worked with the City and Main Street to negotiate and sign a series of agreements including a Development Agreement, Purchase and Sale Agreement, and public-use agreement (for plazas and public open spaces), and supported the City in its lease negotiations with the YCMA, will lease space from both the City and developer. The project broke ground in June 2019. The project consists largely of five-story buildings over a two-story parking garage. However, the project may seem lower in scale due to the grade of the site and the fact that the two-story parking garage is largely hidden below ground.

### Kenmore

Kenmore’s downtown revitalization has been guided by an intentional “vision of downtown Kenmore as a walkable place with a public square where Kenmore-area residents and workers can meet their daily needs and see one another face-to-face.”

The city’s efforts began in the late 1990s to early 2000s, when the city acquired just under 10 acres of property at the northwest corner of 68th Avenue NE and NE 181st Street—a former park and ride lot and shopping center. Unlike Mill Creek, there was little sense of place that Kenmore had to build on in the 1990s—to many passersby on Highway 522, it was just another intersection on the road, with Kenmore Camera serving as one notable draw.

Between 2006 and 2012, the City worked with a developer to build out the sites consistent with the City’s vision, but the parties were unable to finalize a workable deal.

The City built a new City Hall in 2010, and a new library followed the next year. Both are attractive, modern buildings that serve as civic anchors.

Since the mid-2010s, Kenmore has successfully worked with private developers to build out a series of residential and mixed-use projects on formerly City-owned property. This includes the Spencer, LINQ, and Flyway projects; and new ground floor tenants such as EvergreenHealth.

These projects put people and “eyes” on the street. They also set the stage for the City to complete several “crown jewels” of downtown between 2016 and 2018: the Town Square (a city-owned plaza with fountain, open space, bike maintenance station, landscaping, and heated rocks); The Hangar building (a publicly owned hang-out space with roll up doors and coffee shop); and upscale restaurant Seaplane Kitchen + Bar, which opens onto the square.<sup>3</sup>

According to Kenmore Mayor David Baker, “you can’t force things to happen. But what you can do is plan, and you can put the policy framework into place to allow it to happen. That’s what we have been trying to do for the last 19 years.”<sup>4</sup>

### Bothell

The City of Bothell’s downtown redevelopment has undoubtedly been one of the most dramatic and transformational projects in North King or Snohomish Counties over the past decade (see images on pages 32 through 35). And like most dramatic changes, the process has had both strong supporters and detractors.

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In 2005, the City began work on the Bothell Downtown Subarea Plan, which ultimately contained a vision, development regulation, City action plan, and other components. Part of the vision was to “give the community “A Place to Go” in the heart of the City—one that is meaningful to community members, provides for daily needs as well as special events, and appeals to families and Bothell citizens of all ages.” Bothell has benefitted from a committed citizenry and leadership, connection to the regional transportation network via SR 522, and the presence of a number of regionally-significant institutions such as the UW Bothell campus, Northshore Performing Arts Center, library, and nearby tech and biotech employment.

A number of key projects accelerated the community’s vision into action: the Crossroads Project/realignment of SR 522; Wayne Curve (western gateway, also on SR 522); the Bothell Way multiway boulevard—downtown’s main north-south artery; and the City’s purchase of 18 acres of land from the Northshore School District. Together, the dramatic reshaping of downtown’s transportation infrastructure to be better-functioning, far more friendly to pedestrian and bicycle traffic, more attractive, while also creating large parcels of developable land that could be sold by the city, proved to be a game changer. The cost of the transportation projects combined easily exceeded \$100 million, and the City was aggressive about partnering with numerous county, regional, state, and federal agencies to fund and build them. The funds came from both transportation and economic development sources.

The first public-private development success was the Anderson School, the adaptive reuse of a former junior high school into an eclectic collection of hotel, restaurants and pubs, movie theater, meeting spaces, and community pool by McMenamins. The project was made possible by the City selling part of its school

district property, under conditions of ongoing public access to the pool, meeting areas, and other School facilities.

Numerous “mid-rise” mixed use and residential projects have followed, adding hundreds of housing units and new commercial tenants including restaurants, a coffee shop, bike store, daycare, and others. The earlier projects were generally 5 to 6 story buildings with rental apartment above ground floor commercial space (such as the Junction and Mercantile on pages 33 and 34), which have been followed by three-story owner-occupied townhomes to the west. Between 2010 and 2020, more than 3 million square feet of development was built in the greater downtown area. The primary frontage for new commercial spaces has been the west side of the new Bothell Way, a pleasant promenade that leads from the Anderson School to the Park at Bothell Landing and Sammamish River.

While the “new downtown” boomed, the City also sought to maintain the health of its historic Main Street, a much smaller and more intimate thoroughfare than Bothell Way, lined by historic buildings. The City rebuilt the main street right of way, including new sidewalks, gathering places, crosswalks, trees, and lighting. After a fire that caused damage to several buildings, storefronts are now full again.

Daylighting and other improvements to Horse Creek and adjacent riparian areas, shown on page 35, are an important part of the downtown Bothell story. By reducing the setback requirements from the creek and improving the creek’s capacity to handle stormwater, the City allows developers to discharge their stormwater directly into the creek rather than build stormwater management vaults on site—a cost and logistical savings. Developers pay a fee to take advantage of the creek’s capacity.

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In 2020, downtown Bothell's development continues, as the City looks to sell some of the final available blocks. In many regards, the efforts appear to be a success. Retail and restaurants on old Main Street are thriving and connected to the new, mixed-use "Bothell Landing." The community has certainly created a "place to go" in the heart of the City."

#### Similarities and Differences

Each of the above "subarea" redevelopments is different, in ways highlighted above and in other ways that cannot be captured in a short summary that covers more than 10 years. And, each location is different from the Mill Creek Boulevard subarea.

But the Woodinville, Kenmore, and Bothell projects do share a number of similarities. All began with a *vision*, developed by either the public, Council, or both. Elements of that vision include mixed-use redevelopment that creates a unique place where members of the community can meet and interact. All prepared plan documents of varying kinds to document the vision, goals, and actions to be taken. Zoning and regulation then changed to match the cities' vision. Bothell's subarea plan is probably the most extensive. All have been successful in the eyes of most participants (not all), though that success in all cases took many years.

The redevelopment in all cases includes shared community open space, including redesigned streets, hardscape plazas, and green and park space. Two of the areas were formerly retail/commercial (Kenmore and Bothell).

All three used publicly owned land to achieve their goals.

While all the cities relied on some public investments, Bothell most clearly used *transportation infrastructure* as a catalyst for change, ranging in scale from SR 522 to Bothell Way to Main Street.

These precedents show that district change takes time. It is reasonable to expect that significant, district wide change will take at least a decade. Moreover, both Woodinville and Kenmore experienced at least one time-consuming, failed attempt to get their proposed redevelopment off the ground.

The areas show that both planned and unplanned redevelopment will take place. Bothell has probably seen the most unplanned redevelopment: While many projects were shepherded by the City, others were the result of private developers buying and redeveloping private sites without any specific guidance from the City (except suitable regulation).

#### Comparing the Areas

Pages 37 and 38 show some demographic data—incomes and education—comparing the area near the Mill Creek Boulevard Subarea and the comparable cities. Data for the areas within 1, 3, and 5 miles of the Subarea and the other city centers are shown. Income and education, of course, are only two of many data points that planners and real estate developers look at when considering future actions and investments. However, in our experience, they are among the first data points that developers look at. And other data for the cities that we have reviewed show similar dynamics. Developers also often look at 1, 3, and 5-mile rings from subject sites, since cities vary in size and therefore looking at citywide data force a comparison of apples and oranges.

**Household Incomes.** Within a half-mile of the subarea, median household incomes are \$86,700; within 3 miles they are \$106,000. These are very competitive with the other cities reviewed, and in most cases, higher. This indicates that, all things equal, developers will seek out opportunities to invest in Mill Creek. The half-mile

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incomes are the highest of all areas except for Bothell. The 3-mile incomes are the highest of all areas except Woodinville.

Interestingly, three of the four cities share a pattern in which incomes increase as one moves away from the center. Bothell is the exception, with lower incomes overall and the highest incomes closest to the center. This may be because of all of the recent development, and because of there are many students at UW Bothell and recently graduated young professionals living in the new apartments there.

**Education.** Within a half-mile of the subarea, 52.4% of residents have a bachelor's degree or advanced degree (masters, doctorate, or other); within 3 miles 54.3% of residents have a bachelor's or advanced degree. These education rates are much higher than Bothell, just slightly higher than Kenmore, and just slightly lower than Woodinville.

In any case Mill Creek has a very highly educated population, and since education correlates strongly with incomes, consumer spending, and overall economic vitality, this is another indicator that developers will seek out opportunities to invest in Mill Creek.

#### **Development, 2010 to 2020**

The chart on page 39 shows the total square feet of new, ground-up development within one mile of the Mill Creek subarea and each of the comparable city locations during the past decade.

Different land uses—office, industrial, multifamily (rental apartments), retail, specialty, health care, and hospitality (hotels)—are shown in different colors.

Several takeaways are striking from this chart. First, compared to the other locations, there has been very little new development (just under 20,000 square feet of retail) in and near the Mill Creek

subarea. Bothell has seen the most development, about 3.4 million square feet of development. Kenmore and Woodinville have seen significantly less than Bothell, and far more than Mill Creek.

Measured by occupied square footage, apartments have comprised the vast majority of all development built in the three comparable city center areas. In Bothell, apartments comprise more than 90% of all development space.

LCG expects this trend to remain consistent during the study time frame (2020 to 2045). This is partly because of the trend for retail space illustrated shown on page 3: consumers simply need less retail space. The same is true for office space: as more people work from home, space-consuming systems such as filing cabinets are digitized, and more employers move towards open floor plans with fewer enclosed offices, less office space is needed.

Cities seeking to effect redevelopment should expect that a large share of new, infill development will include a housing component. They should allow housing as part of redevelopment plans. The alternative may be little or no new development.

#### **Acres of Development, 2010 to 2020**

The chart on page 40 shows another way to look at development in the comparison areas over the last decade: by the acreage (i.e., site area) occupied by new development.

Viewed this way, Mill Creek's modest amount of development (2 acres of retail) becomes more visible. Woodinville appears to have experienced three or four times the amount of development as Bothell, with significant areas of new retail and industrial development.

There are several reasons for the difference between this chart and the one on the preceding page. The first and most significant is

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the fact that mixed-use and residential development tends to be much denser than retail, office, and industrial development. In other words, mixed-use and residential projects put much more square footage on smaller pieces of land. By contrast, commercial development tends to consume a large amount of *site area* with small amounts of *building area*. This is primarily because commercial development usually requires large surface parking areas; setbacks and landscaping are also factors. Woodinville's developed area is inflated by several retail and industrial projects that happened early in the last decade and now seem "old;" also, some of Woodinville's industrial developments are occupied by wine tasting and wine-related tenants and therefore could be classified as retail/commercial as much as industrial.

#### Kenmore and Bothell Project Comparison

Page 41 compares two "infill" projects—one each in Kenmore and Bothell—along with an average of several projects recently completed in central Bothell.

The Spencer 68 (Kenmore) and Junction (Bothell) projects are typical of two different development "prototypes." Some developers conceptualize potential projects in terms of prototypes, and each has a corresponding construction/structural type, parking type, rent revenue target, density and height, and other features.

The **Spencer 68** project is typical of a wood frame apartment project, which is usually 3 or 4 stories, but can sometimes reach five stories. As shown by the chart, the project includes 51,000 square feet of apartment space; no commercial space; its density is 53 units per acre. Projects that are wood frame and have surface or "tuck under" parking are generally less expensive than podium projects (below). However, because parking is not fully structured, it occupies more site area and limits the overall density of the

project. The wood frame construction limits the amount of retail and often such projects include no retail space.<sup>5</sup>

**The Junction** in Bothell is a larger and denser project. It is just over 120,000 square feet in total size. Two thirds of this space is residential, and the remaining 38,500 square feet is commercial and includes restaurants, retailers, and a health care clinic. The Junction is a "podium" or "mid-rise" project, with four floors of wood-frame housing over a two-floor concrete podium of commercial space and structured parking. This parking podium introduces a significant new expense, but also enables the project to be denser, and makes it easier for developers to include retailers and restaurants at the ground floor. Podium projects usually range from 5 to 7 stories; recent revisions to the state building code now allow 8 story podium projects.

Podium projects are more expensive to build on a per square foot basis than wood frame projects, and therefore rents need to be higher to justify the extra cost. For this reason, podium projects are built in desirable locations where many professional, one- and two-person households want to live and tend not be built in lower demand locations such as in suburbs near the edge of the region.

The Junction is reasonably representative of the average project in central Bothell. The average Bothell project has about 17,000 square feet of commercial space, 90 units per acre, and is a 5 or 6 story podium project. The average project is a bit smaller in terms of overall square footage.

Therefore, one can think of mid-rise projects as "pulling in" ground-floor retail, restaurants, and other commercial space along with the housing above. If the housing above is not built, the new commercial space often does not materialize.



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And, if designed right, people perceive and remember the bottom 20 feet of a building rather than the upper floors. This is one reason that the ratio of housing to commercial space in such buildings is often a surprise.

#### **Retail Follows Rooftops**

Retail developers have said for decades that “retail follows rooftops.” In other words, where housing development goes, retail and commercial development will follow to serve the new residents. In the 20<sup>th</sup> century, this was true for new single-family home development.

It is also true where new, “infill” projects such as the ones in Bothell and Kenmore have been completed. The chart on page 42 shows one reason that retail follows rooftops: each new household spends a considerable amount on a range of goods and services, including groceries, restaurants, healthcare, apparel, etc. These expenditures are based on data collected by the Bureau of Labor Statistics Consumer Expenditure Surveys (CEX) and ESRI Business Analyst and show the average spending for each household currently living within 1 miles of the subarea.

New residents in the subarea have the potential to support new ground-floor commercial space in the subarea itself, and also to support existing commercial space, particularly in the Town Center.

#### **Subarea Alternatives**

In collaboration with Otak, the lead planning consultants for the subarea plan, and using Mill Creek staff input, LCG prepared three to four preliminary alternatives representing the future of the subarea, shown on pages 44 and 45 of the presentation.

These are *preliminary alternatives* that intended to illustrate some of the options and trade offs in the subarea. We expect the Project Advisory Committee, City Council, and citizens to provide input that will shape and potentially eliminate some alternatives.

The alternatives are:

1. Baseline
2. 4 to 5 Stories, Mixed Use; and
3. Mixed Use TOD – “Some” (3A) and “More” (3B)

#### **Summary of Alternatives**

The Baseline alternative assumes that there are no “significant” zone changes. None of the subarea would be rezoned, and housing would not be a permitted use. Nonetheless, for currently allowed employment and commercial uses, 4 to 5 stories of height would continue to be allowed.

One “model”—in terms of uses, appearance, and height—for this alternative is the Mill Creek Boulevard subarea as it looks today.

The 4 to 5 Stories, Mixed Use alternative would rezone about half of the subarea to allow housing as well as the employment and commercial uses that are already allowed. Four and 5 story buildings would be allowed, potentially with some conditions on the latter. One “model”—in terms of uses, height, and appearance—for this alternative is downtown Kenmore.

The Mixed Use TOD alternative would rezone between 30 and 50 percent of the subarea to allow housing as well as the employment and commercial uses that are already allowed. Six and 7 story buildings would be allowed. One model for this alternative is downtown Bothell.

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### **Envisioning the Alternatives: Baseline**

The Baseline alternative is represented by images (of the subarea today) on pages 46 and 47.

Because of the dynamics of real estate development feasibility, we expect that most of the buildings in the subarea would remain the same during the study time frame (2020 to 2045). A significant proportion of the buildings might also undergo substantial renovations, modifications, and improvements, while still maintaining their existing structure and footprint.

An example of this is the MOD Pizza shown on page 36, which was previously a Shari's and then was renovated and "reskinned" with an attractive brick façade. Another example of a significant renovation is Mill Creek Square (page 47) including Mud Bay pet supplies. In some cases, "infill" buildings are possible, such as the Starbucks shown on page 46, which replaced a Round Table Pizza.

These renovation and adaptive reuse projects can introduce new tenants and enhance the functionality and appearance of the subarea, but they are unlikely to add significant new square footage because the majority of the sites are needed for parking (and circulation and landscaping) and unless parking demands change dramatically, these areas will still be needed in the future.

### **Alternative 2: 4 to 5 Story Mixed Use**

Images that are representative of Alternative 2 that have been completed in downtown Kenmore are shown on page 48.

Pages 49 through 54 show a key challenge for Alternative 2. Page 49 shows the Snohomish County Assessor's estimate for property values (building and land values combined) in the subarea.

These values are important since they represent the cost for a developer to acquire an existing property in the subarea, prior to

demolishing the existing building and building a new building. The cost of acquisition has a significant impact on the feasibility of development; if it is too high, developers cannot afford it and new development will not take place. Note that this is a development challenge that developers of other earlier "greenfield" projects, for example, the Mill Creek Town Center, did not have to face. The cost to acquire undeveloped, formerly agricultural or otherwise undeveloped land is usually much less than to acquire already developed and occupied properties.

The assessor estimates that the value of many of the retail/commercial properties in the subarea is between \$60 and \$80 per square foot of site area, including Mill Creek Plaza (Safeway-anchored center) and Mill Creek Square (QFC-anchored center). Several multistory office/medical office properties in the center of the subarea are valued at \$77 and \$97 per square foot. Office/industrial properties are valued at between \$20 and \$30 per square foot. In the Town Center to the north, several properties are valued at \$129 (Central Market) and \$158 per square foot.

LCG's estimates are shown on page 50 and are based on asking rents, cap rates, floor area ratios, and other metrics observed in and near the subarea. Our estimates for property values and acquisition prices are higher than the Assessor's estimates, and range between about \$60 per square foot for office/industrial/light distribution to \$130 to \$180 per square foot for mid to high end retail spaces. The higher the rent paid by the tenant, the more expensive the property will be to acquire. LCG's estimates may also reflect the fact that property owners may want a "good offer" to motivate them to sell and potentially relocate or experience a taxable event.

The chart on page 51 illustrates a general principal: In general, the denser a residential building is (the more units per acre), the more

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the developer is able to pay for land. In general, based on the recent transactions that took place in King and Snohomish Counties (each represented by a blue dot), developers can afford a bit less than \$1 per square foot of land for each 1 unit they build. There a developer building a 50-unit-per-acre project could pay a bit less than \$50 per square foot for land.

Page 52 shows that developers building four story wood frame projects have paid \$20 to \$40 per square foot for land, while developers building 6 and 7 story podium or mid-rise projects have paid \$60 to \$100 per square foot for land.

The chart on page 54 compares the likely cost to acquire various types of properties in the subarea with the housing/mixed use project transactions.

This shows that the economics of podium projects should enable developers to acquire some of the light industrial, general employment, and office buildings (particularly older and lower scale office buildings) in the subarea. It is less likely that podium projects would be able to pay an adequate amount to acquire retail or medical office properties, whose values we estimate would start at about \$100 per square foot and go up from there.

#### **Alternative 3: Mixed Use TOD**

Images of downtown Bothell, which are representative of Alternative 3, are shown on page 55.

#### **Development Forecast**

A development forecast for each of the alternatives is shown on page 56.

These forecasts are largely based on projections for the amount of the subarea that would redevelop under each alternative, and the development "prototypes" (e.g., downtown Kenmore for

alternative 2 and downtown Bothell for alternative 3A and B) for each alternative.<sup>6</sup>

Alternative 1 assumes the continuation of the small amount of commercial infill development that has taken place over the past decade. The forecast for Alternative 3B is about 2,500 new housing units and 433,000 square feet of combined retail, restaurant, office and commercial space. This is similar to the amount of development that has occurred in downtown Bothell in the past *decade*. (LCG does not expect that redevelopment of the subarea could occur as quickly as downtown Bothell, even if desired, partly because there are so many different properties that would be costly to acquire and are owned by many different property owners.

Alternative 3A assumes that less of the study area is rezoned and less redevelops. This would result in a total amount of development that is more than what has occurred in central Woodinville and less than central Bothell.

Alternative 2 assumes that about 150 new housing units and 5,000 square feet of commercial and employment space are added to the study area over the next 25 years. This modest amount of activity is largely because of the cost of land and development feasibility issues described above.

#### **ROI: Fiscal Impact**

New housing, commercial, and/or mixed-use projects will generate new taxes and fees for the City of Mill creek, as well as other public agencies such as Everett School District, Snohomish County, Community Transit, the State of Washington, and other agencies.

The chart on page 58 shows the amount of new taxes and fees (the fiscal impacts) that would be generated by each of the

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alternatives in an “average” year, between 2020 and 2045, for example, the year 2033.

We chose to show estimates for an average year, since the cumulative amount of development, and most of the associated taxes and fees, will increase over time, with modest City revenues in the beginning of the time frame and large revenues towards the end. The City’s revenues will also be “lumpy” and unpredictable. For example, the real estate excise tax (REET) is paid when properties are bought or sold, and while we can estimate how often this is likely to happen over the 25 year study period, it is impossible to know which properties will transact in which years.

LCG evaluated six major City revenue sources. The first three are “one time” sources of revenue that occur during project construction: Transportation Impact Fees, Parks Impact Fees, and Retail Sales Tax during Construction. However, since redevelopment will involve the construction of many new projects, these “one time” revenues will be generated numerous times during the 25-year study period. The REET takes place upon sale of a property, which we estimate occurs once every 7.5 years for the average property. Property and sales taxes are collected annually by the City.

The charts also shows Stormwater Impact Fee, which is not currently levied by the City but could be imposed in order to offset the cost of any regional or district level stormwater infrastructure required for redevelopment (e.g., a stormwater detention vault shared by some or all property owners in the district). This revenue source is included as a place holder since LCG believes it would be wise to consider implementing a stormwater assessment similar to those implemented in Bothell and Redmond Overlake if the City pursues a strategy like alternative 3A or B, but the amount of that fee is unknown.

Largely because the amount of development increases significantly when moving from alternative 1 to 3B, City revenues also increase significantly. Annual City revenues for alternative 1 are projected at about \$33,000 (or \$0.03 million), for 2 revenues are \$130,000. Projected revenues for alternative 3A are \$1.8 million, about 14 times more than alternative 2. Projected revenues for alternative 3A are \$3.0 million.

As stated on page 59, LCG did not evaluate some aspects of the total fiscal impact to the City. We did not evaluate the impacts of redevelopment on the City’s operating costs. For example, redevelopment might require new staff in some City departments. Forecasting a realistic impact on City costs would require additional work with the City’s finance department and is beyond the current scope of work. Redevelopment may have impacts such as contributing to additional traffic congestion. Lastly, as mentioned above, a stormwater fee, and associated City stormwater improvements (e.g., a district vault) may be appropriate.

### ROI: Goals

Generating additional City revenues is a good outcome, as cities need to be fiscally healthy in order to continue to provide services to citizens. However, for the Mill Creek Boulevard Subarea, city stakeholders may decide to measure the return on investment of subarea planning and redevelopment against the project stakeholder’s desires and goals, shown again on page 50. On pages 63 through 67, we compare the alternatives against these goals.

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**Thriving Businesses**

There are a number of ways to interpret the goal of “thriving businesses.” On the one hand, alternatives 1 and 2 should limit displacement of and keep rents low for existing businesses, because little redevelopment is expected to occur in these alternatives and older buildings tend to charge lower rents.

On the other hand, alternatives 3A and B are expected to introduce far more new ground floor commercial tenants, and to bring in more residents who will support new businesses in the subarea and existing businesses in the Town Center.

The capacity for the alternatives to meet this goal are shown on page 63. The greener the box below the alternative, the more we believe the alternative will meet the goal.

**Placemaking - Creating special places**

**Places for Events and Festivals**

**Stronger Civic Core**

**Parks and Green Spaces**

Page 64 summarizes two metrics that can be used to assess the alternatives’ ability to meet the above goals: annual fiscal impacts, and total (private sector) construction costs.

LCG believes that fiscal impacts are positively correlated with the above goals because taxes and fees can be used to make capital improvements and if desired, enhanced operational/maintenance activities. For example, parks impact fees could be used to improve parks and green spaces including the North Creek area, and transportation impact fees could be used to transform Mill Creek Boulevard or Main Street into more special, pedestrian oriented places. Mill Creek should have discretion about how to spend new property and sales taxes; these sources could be used to manage additional events or strengthen the civic core.

Private construction can also help to achieve the above goals. As private developers redevelop, they can be required to make frontage improvements. Most redevelopment projects will also bring buildings and ground floor commercial space up closer to the sidewalk and street’s edge, creating a stronger sense of place. Some (though not all) developers are likely to provide additional plazas and a gathering places within their projects, since if done right they will realize benefits in terms of higher residential and commercial rents. The City can also provide impact fee credits when developers build a transportation or park-related public improvement.

In general, the process of significant redevelopment opens up the opportunity for the City or developers to redesign and rebuild special places, streets, and even parks, and the additional cost of “doing things right” becomes an increasingly small percentage of the parties overall costs (for example, \$803 million developer costs in alternative 3B).

**Stronger Civic Core**

**Parks and Green Spaces**

While more City revenue and private investment create an *opportunity* to build a stronger civic core and improved parks and green spaces, accomplishing these goals will also require City planning, resolve, and action. Revenue alone will not accomplish these goals, as indicated on page 65. In addition, if not designed properly, the taller buildings likely in alternatives 2 and 3 could shade open spaces. This is an issue that can be addressed in City zoning or design review processes.

**Other Goals**

Several other potential goals are listed on page 66. These reflect comments that LCG has heard from community members—during

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stakeholder interviews and meetings—that were not captured in the November 2019 workshop survey. In general, LCG believes that Alternatives 3A and B would make it easier for the subarea and City to achieve these goals.

*More employment space for 21st century jobs.* As described above, mixed-use development has the capacity to “pull in” new commercial space along with new residents, who are often employed in professional service industries. Some of this new commercial space could be office space, which could expand Mill Creek’s job base. Mixed-use redevelopment also has the capacity to redesign and remake districts, which are appealing to talented professionals. Employers seek locations with an educated and skilled population base.

*Improved likelihood of attracting hotel.* In some ways, hotels are like retail—they are a “following use.” Typically, hotels follow other development and locate near major employment hubs and activity centers (downtowns, suburban office campuses, hospitals) to capture business travelers; tourist destinations; and/or high-volume travel routes to capture ambient travel. In the past decade, hotels have gravitated towards mixed-use, pedestrian oriented places. The Anderson School in downtown Bothell and several new hotels in central Everett are examples.

Mill Creek today is not a major employment center or tourist destination. The City’s transportation infrastructure is probably adequate if not exceptional for lodging: Bothell Everett Highway and 164<sup>th</sup> Street carry significant traffic volumes, and the SWIFT line to Paine Field is a plus. If the subarea redeveloped with a mix of uses and was connected to the Town Center and transit, it would make a more compelling location for hotel development.

*More transit users, more transit investment.* When more people are located within a mixed-use, walkable place that is adjacent to high

quality transit, transit ridership at that location should increase. And transit agencies are sometimes willing to make additional investments (e.g., in stations amenities and service frequency) to serve the additional ridership. With alternatives 3A and B, the City creates an opportunity to work with Community Transit to enhance transit service over time.

### Covid-19 Considerations

Trends related to the 2020 Covid-19 pandemic are shown on pages 5 through 14 in the presentation attached as Section 2 of this report. While the demand for office space has steeply declined, housing demand levels and values continue to increase. No one has a crystal ball that will show us what the new normal will be in the wake of the pandemic and as people return to previous patterns of working and community. However, we can anticipate there will be changes. There will be a transitional recovery period that starts as the pandemic begins to subside, such as with the availability of a vaccination. Then, eventually, there will be a return to a new “normal.” During the recovery period, some types of businesses will continue to struggle while others may stay strong. Restaurants, for example, may continue to struggle. Once we reach a new normal stage, restaurants should rebound and there may even be an increase in business.

During the pandemic, most people have become accustomed to remote working from home and technological resources have improved to support web conferencing and online communications. More public meetings and community engagement events are being held online. While restrictions during the pandemic have heavily affected many retail establishments and restaurants, many grocery stores, office

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supplies, and other types of retail and services have seen increases in business and revenue.

Travel and vacation patterns have changed dramatically, and it is difficult to predict what the long-term changes may be. Currently, more people are staying close to home, but when they do venture out, it has been to the outdoors-trails and parks and open spaces within close proximity or driving distance to/from home. Many parks and trails experienced very high use during the summer months of the pandemic.

Overall, we anticipate that the trends experienced prior to the pandemic—high demand for all types of housing, lower demand for office and commercial, declining retail from previous decades, and increasing emphasis on creating public amenity spaces and experiential retail and dining will continue, if not accelerate.

There are some patterns of change showing related to people wanting to move from large urban cities to suburban cities and smaller towns. This could increase the demand for a variety of housing types in Mill Creek. People have been able to increase the amount of time they work remotely, another trend that may continue. As such there may be more demand for live/work types of housing units, and when a vaccine becomes available and social distancing restrictions are reduced and eventually lifted, we may see more demand for remote working centers close to home/in neighborhoods that provide services such as meeting rooms, printing/copying, and access to technology to support new patterns of working.

Access to groceries, goods, services, medical care, and other essential needs close to home/neighborhoods will also continue to be important. Placemaking and creating opportunities for community amenities and social engagement as part of redevelopment will continue to be important. People are looking

forward to opportunities to gather again with family and friends and be an active part of their communities.

## Conclusions

Development has changed from the time that the Mill Creek Town Center was built. Prior to the recession, many community centers were focused primarily on retail and commercial development; in the last decade, the development of special community places has been led by housing and mixed use development that pulls in restaurant, retail, office, and lodging development.

Looking ahead—because of surveys that show community preferences; the preferences of Boomers, Millennials, and others; and the economic health of the Puget Sound region—we anticipate continued demand for community-oriented, mixed-use development, once the danger of the Covid pandemic has been brought under control via therapeutics, a vaccine, and other measures.

The Mill Creek Boulevard Subarea is a special area and opportunity for the City of Mill Creek due to its proximity to the Town Center (a unique address in Snohomish County), the desirability of the community, North Creek, and bus rapid transit that connects to Paine Field and other significant locations.

The subarea also offers the City a set of choices and alternatives. The Baseline alternative is a viable choice. Leaving the zoning and other regulation as-is would likely result in the subarea remaining physically more or less as it is for the coming decades, though individual tenants will change. Unfortunately, our analysis indicates that alternative 2—rezoning to allow four and five story mixed use buildings—will result in a change to regulations but little development because of development economics—particularly the

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cost to acquire occupied buildings and land. Alternatives 3A and B show that there may be a way to find the “right” amount (e.g., 30, 50, or another percent) of change in the subarea that results in new mixed-use development, new City revenue, and if executed thoughtfully and carefully, the realization of the goals identified thus far: place making, places for events, a strong civic core, and parks and green spaces.

If only a portion of the area is rezoned, the most logical areas would include some of the northern, western, central, and southern areas, particularly where property values are lower (more likely to redevelop) and properties are closest to the Town Center and transit. The City-owned properties, though not discussed extensively here, could provide the City with an asset to catalyze redevelopment. However, alternatives 3A and B imply significant changes to allowed heights and uses that may not be acceptable to the City.

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<sup>1</sup> <https://www.apta.com/wp-content/uploads/Resources/resources/reportsandpublications/Documents/APTA-Millennials-and-Mobility.pdf>

<sup>2</sup> <https://seattletransitblog.com/2018/12/24/swift-green-line-is-90-days-from-launch/>

<sup>3</sup> <http://www.kenmorewa.gov/downtown>

<sup>4</sup> <https://seattletransitblog.com/2018/03/15/kenmore-casting-off-industrial-past/>

<sup>5</sup> In addition to several wood-frame housing projects, one mixed-use podium project has been built in downtown Kenmore, the LINQ. However, this project was completed on formerly City-owned land, transferred to developers at less

than the cost of acquiring an occupied commercial site, and therefore we do not consider it to be a “market” transaction or development representative of what could happen in the subarea without more significant City intervention.

<sup>6</sup> For all the alternatives, LCG and Otak’s calculations are that there is a total of 77.3 acres located within privately or publicly owned tax lots in the subarea. There is also a considerable amount of publicly owned right of way (streets, sidewalks, etc.) that is not considered for the purposes of redevelopment. Of the 77.3 total tax lot area, about 25.4 acres are assumed to be undevelopable. This includes properties in the flood plain, the stormwater pond, and not fully within the subarea. This leaves about 52 acres that are potentially developable. If 50% of all potentially developed area is redeveloped (alternative 3B), 26 acres would be redeveloped.





# Section 2: Market Analysis & Alternatives Evaluation Mill Creek Boulevard Subarea

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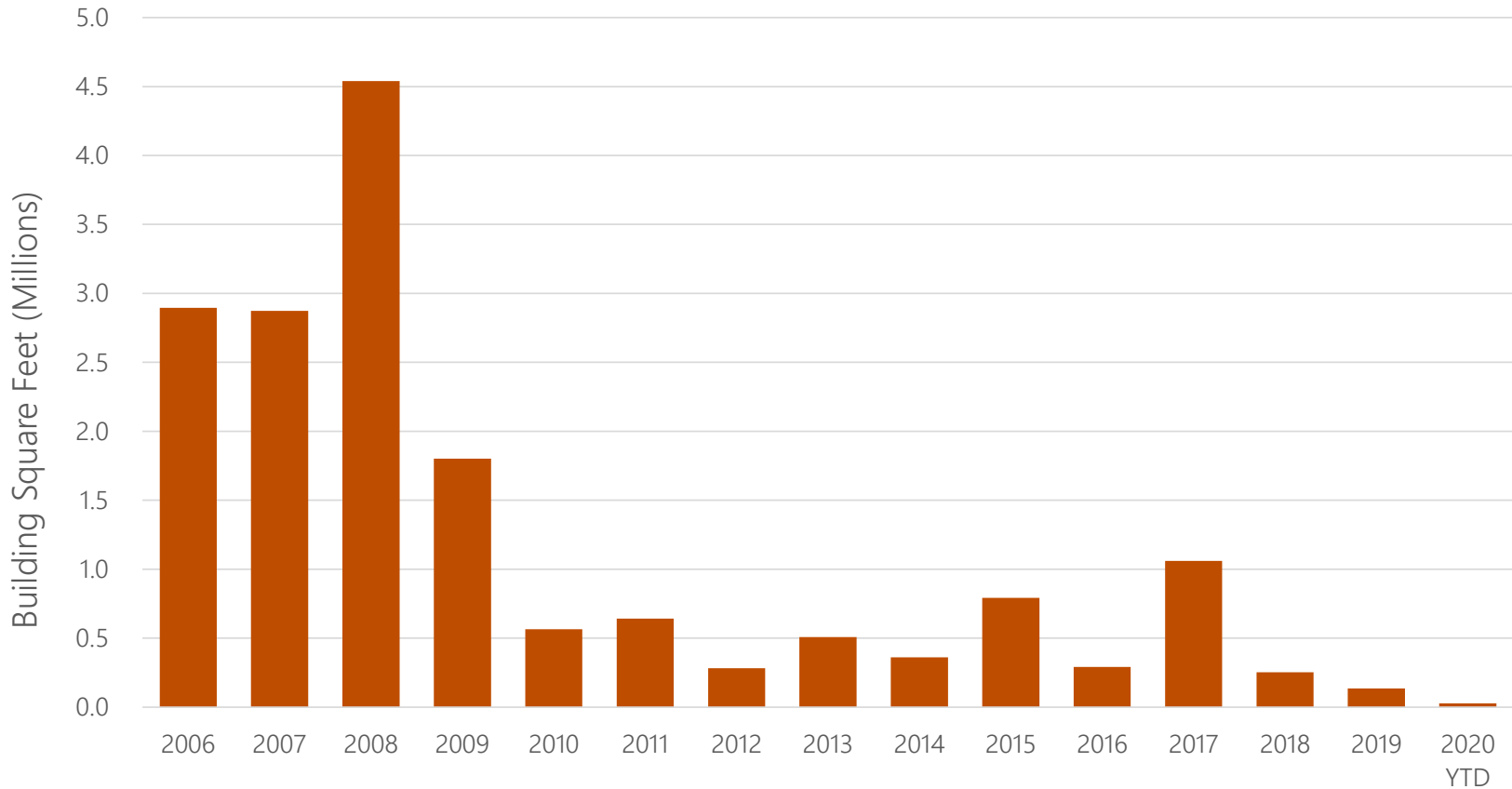
PRESENTED TO CITY COUNCIL  
SEPTEMBER 22, 2020 |

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- Discussion and direction



# Retail Development, Puget Sound Region



Source: CoStar, Leland Consulting Group. Seattle MSA Retail Deliveries, built since 2010 (Building SF).

# Retail Formats



## THRIVING

- Stores that offers a special experience
- Food & beverage
- "Fast Casual," i.e. MOD Pizza
- Food Halls, artisanal markets
- Trucks to Bricks
- Grocery: Ranging from discount, to organic, to small format, and ethnic
- Healthcare, incl. Zoom Care
- Apparel: Fast fashion, off-price, active sportswear
- Sporting clubs
- Yoga, Fitness, & Health Clubs
- Marijuana dispensaries
- Auto repair
- Convenience stores
- Car dealerships
- Home improvement and home furnishings

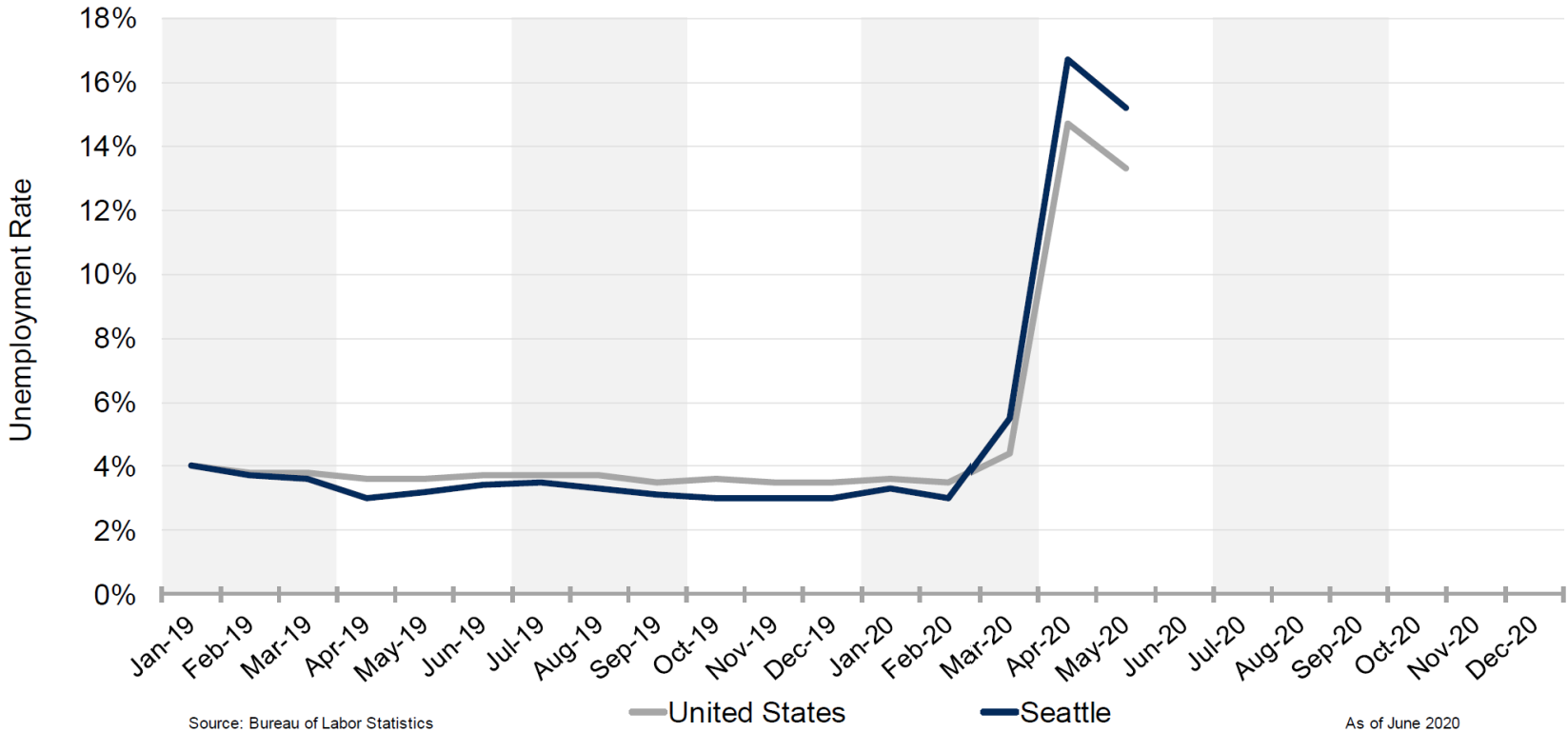


## DECLINING

- Commodity retail that competes primarily on price
- Office Supplies
- Bookstores
- Toy Stores
- Video stores
- Food: Generic mid-range and weaker fast-food chains
- Mid-priced apparel and shoes; children's
- Pet supplies
- Electronics
- Bank Branches

# Covid-19 Impacts on Real Estate & Place Making

# Unemployment: Seattle vs. US



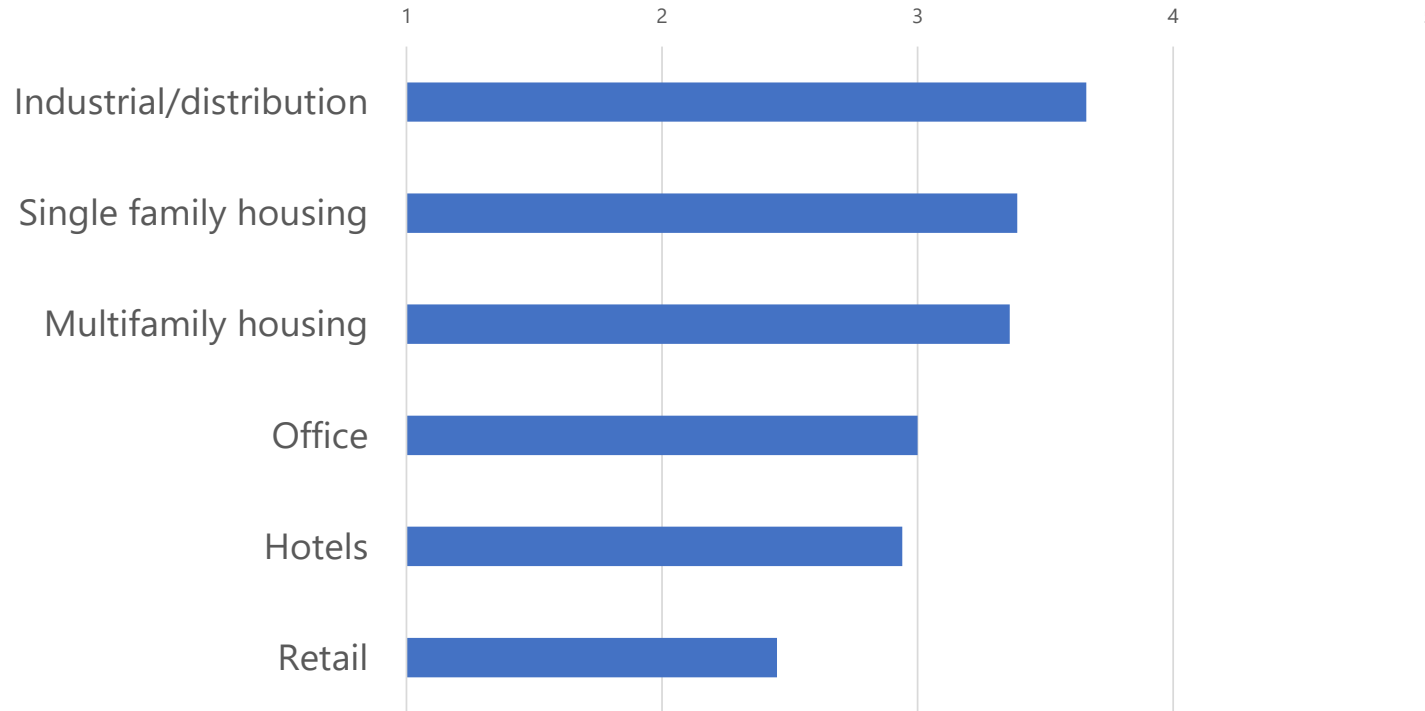
Source: Bureau of Labor Statistics

As of June 2020

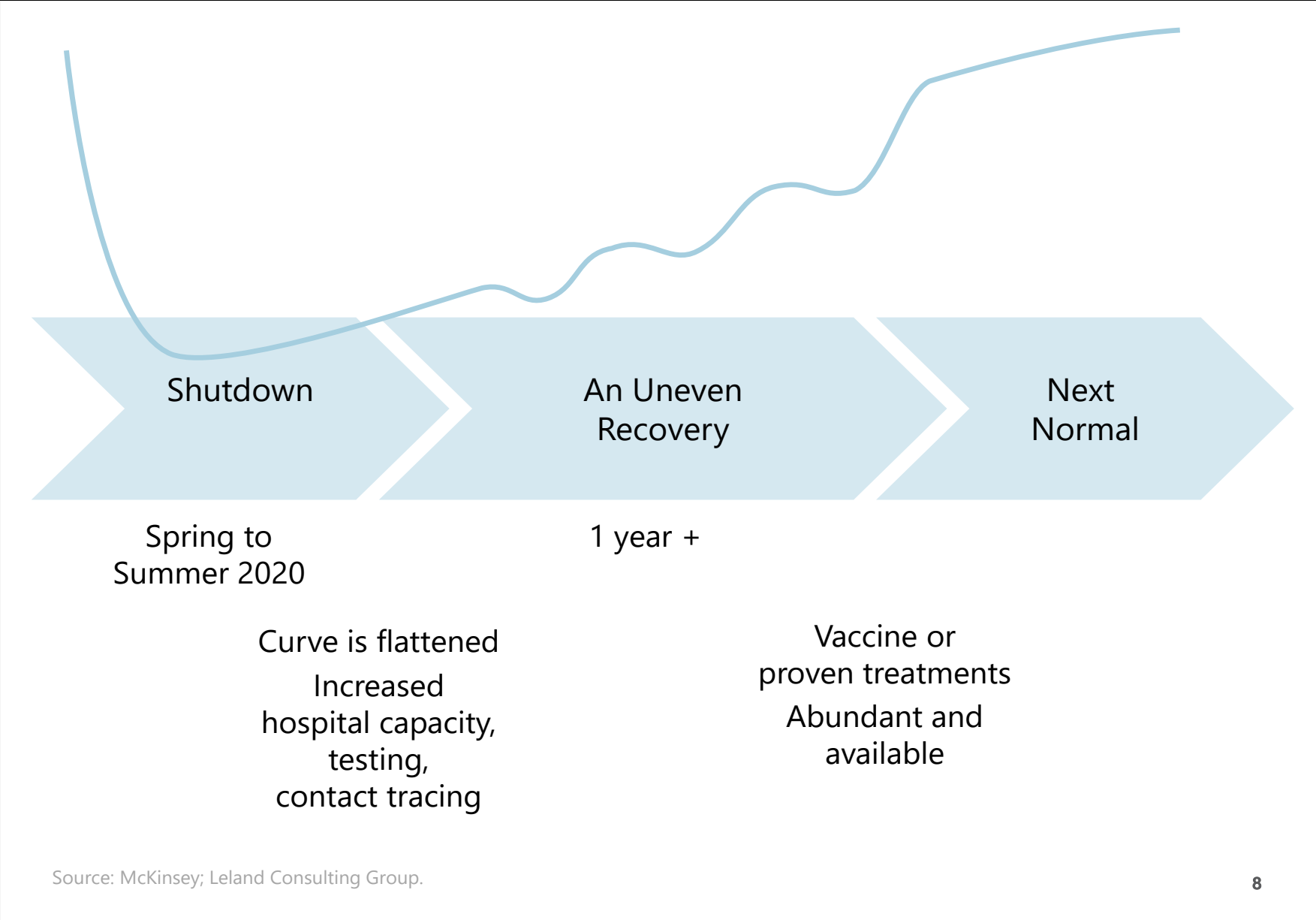


# Development Prospects – January 2020

Emerging Trends in Real Estate, Urban Land Institute.



<https://americas.uli.org/research/centers-initiatives/center-for-capital-markets/emerging-trends-in-real-estate/americas/>

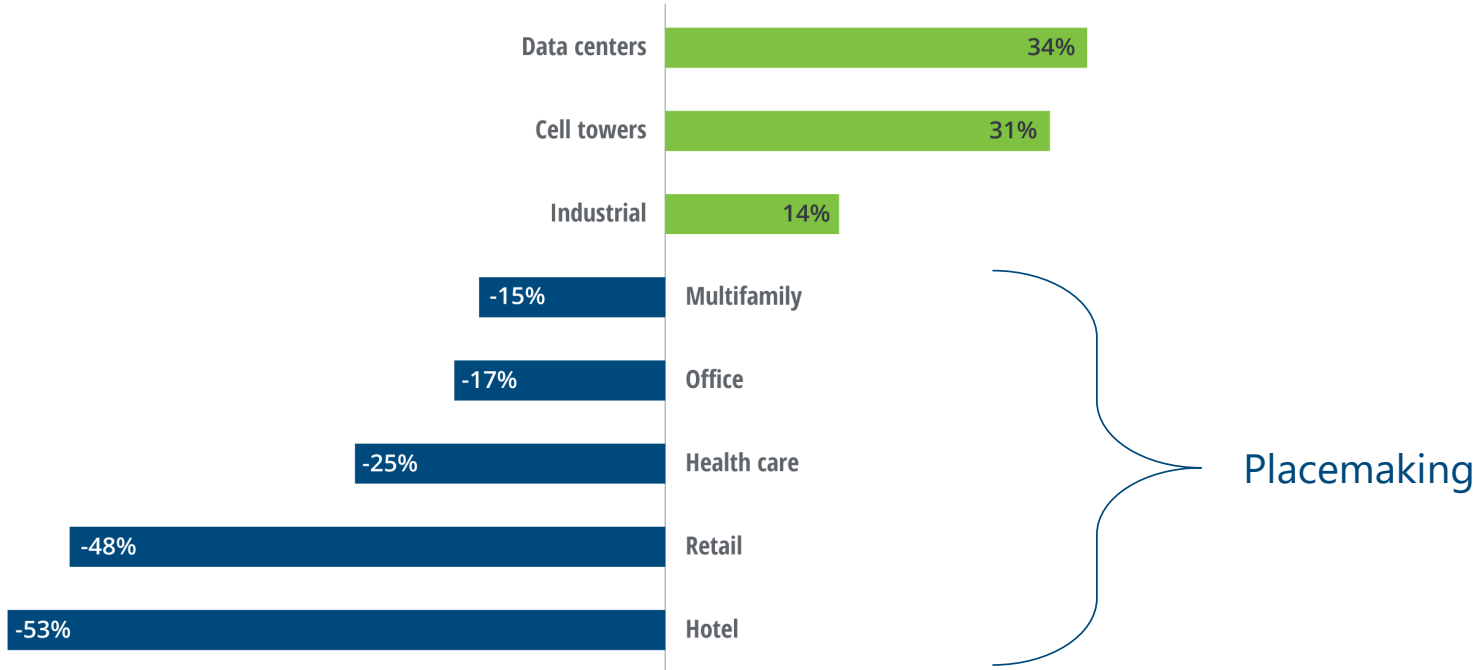


Source: McKinsey; Leland Consulting Group.



### Returns on REIT property indices

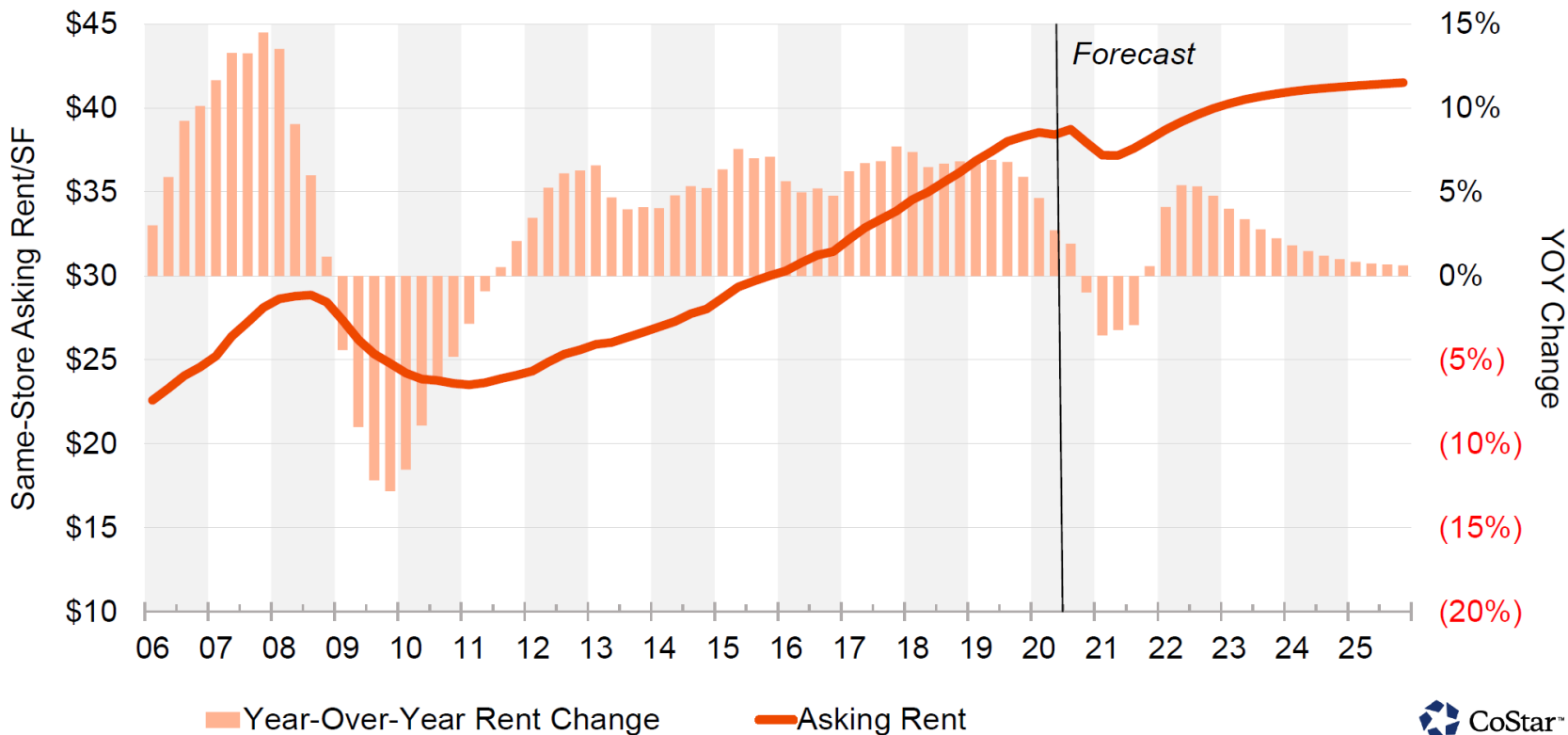
Year-over-year percentage change in US REIT property indices



Source: Nareit, "FTSE Nareit U.S. Real Estate Index," accessed April 16, 2020.

<https://www2.deloitte.com/us/en/insights/economy/covid-19/covid-19-implications-for-commercial-real-estate-cre.html>

# Puget Sound Office Rent

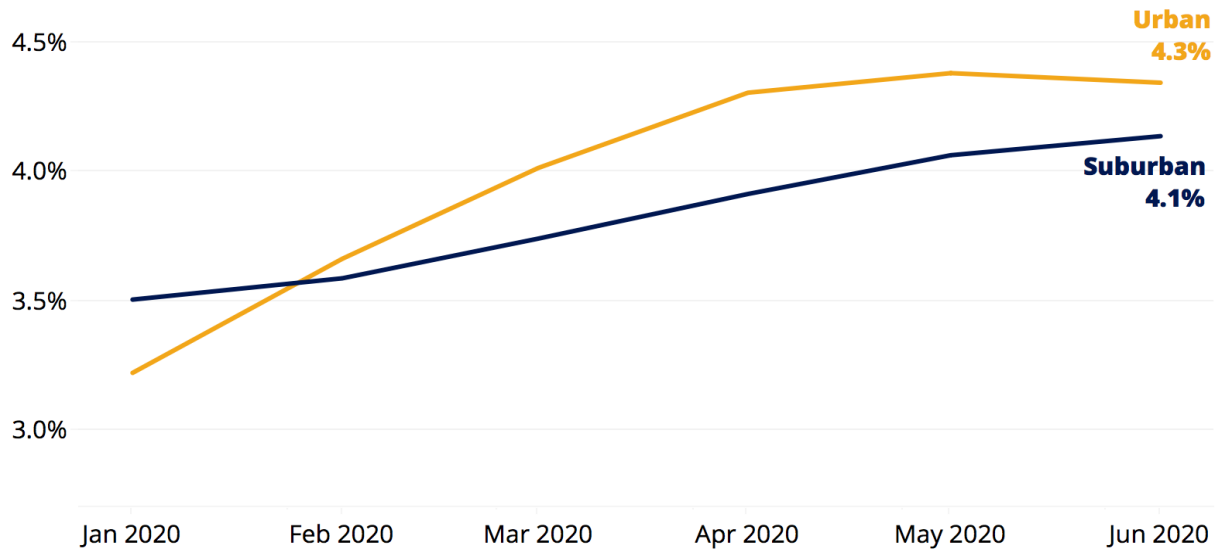


[www.costar.com](http://www.costar.com)

# Impact of Covid on Housing



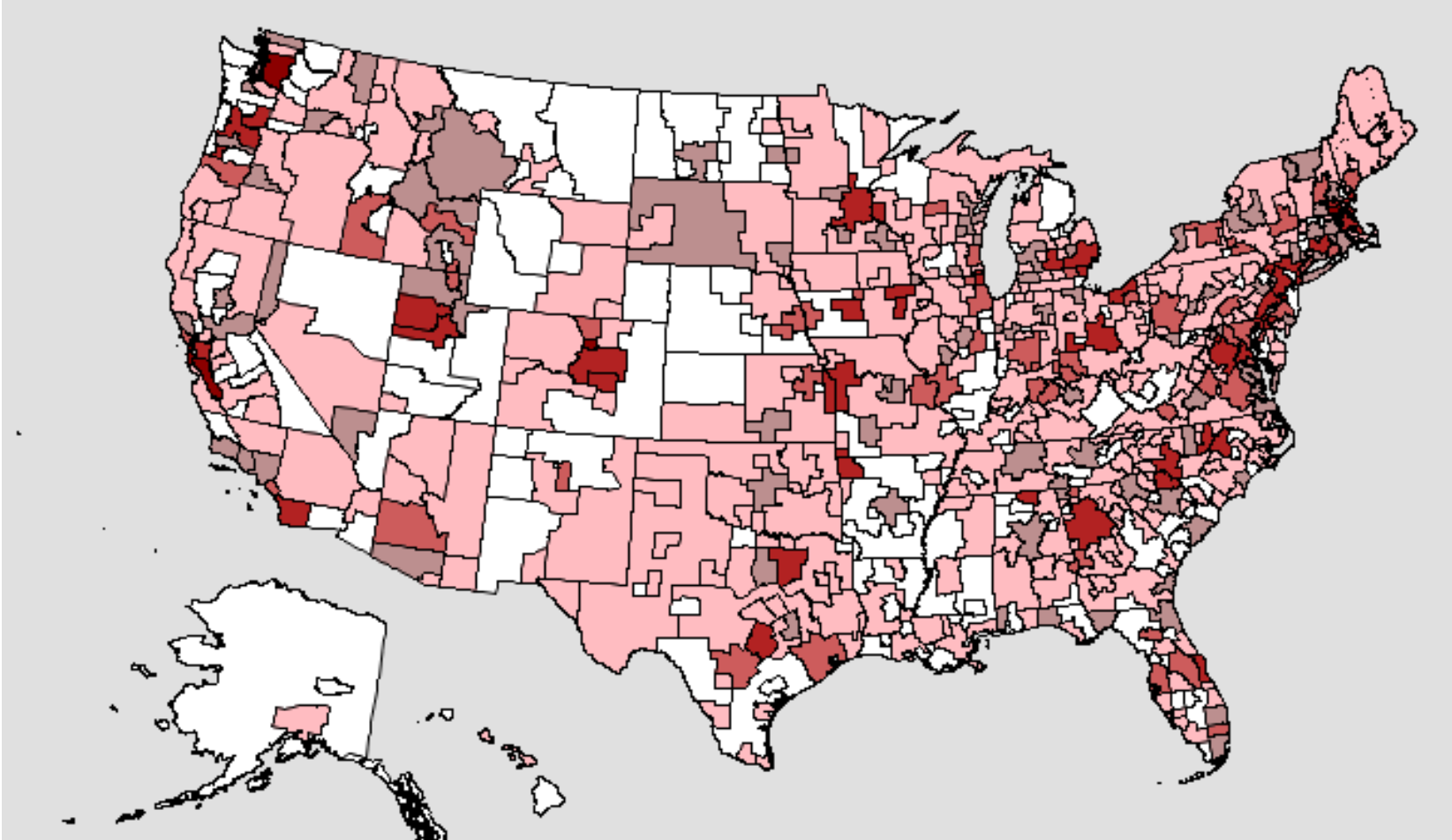
**Zillow Home Value Index, Year-Over-Year**  
Weighted median of **urban** and **suburban** ZIP codes



<https://www.zillow.com/research/2020-urb-suburb-market-report-27712/>

<https://www.bloomberg.com/news/articles/2020-09-16/the-truth-about-american-migration-during-covid>

## Where software developers live:



Shown above: Software Developers, location quotient, 2017; Source: <https://www.bls.gov/oes/2017/may/oes151132.htm>

## Philadelphia, Spanish Flu, 1918/1919



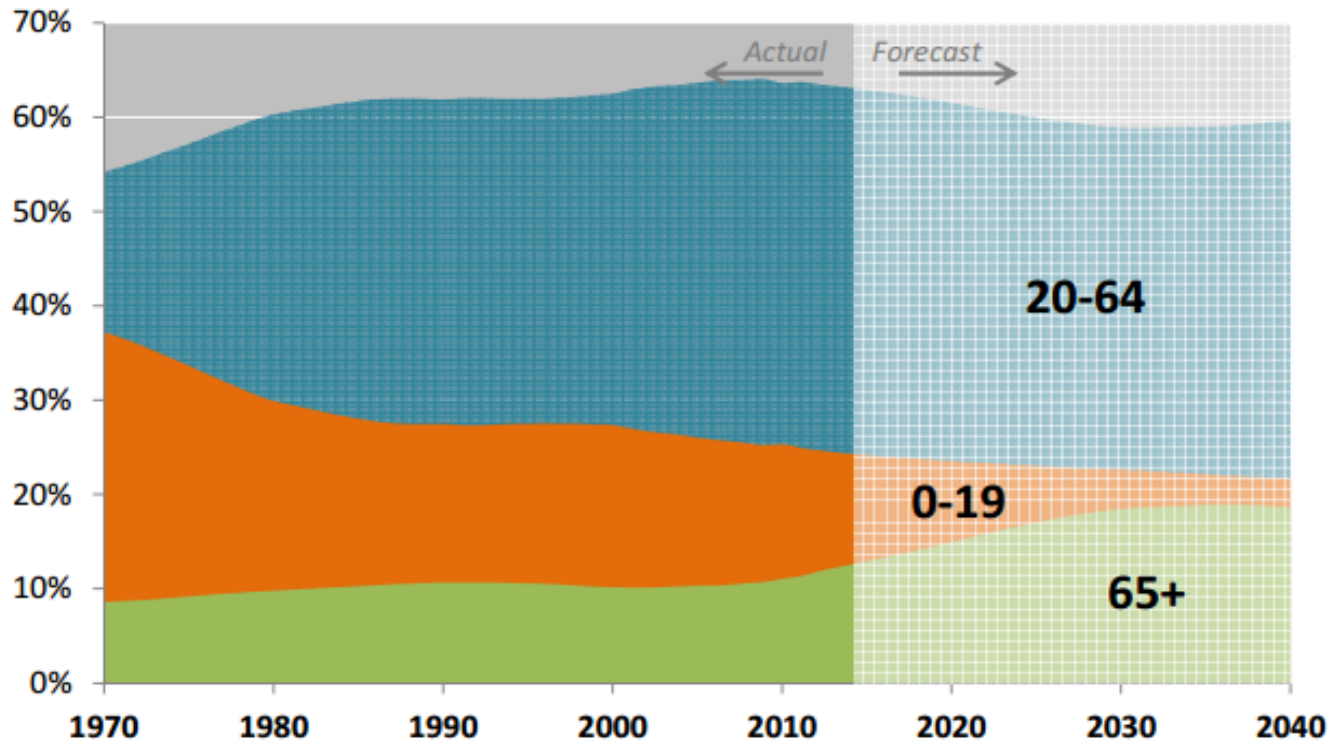
<https://www.phillyvoice.com/100-years-ago-spanish-flu-philadelphia-killed-thousands-influenza-epidemic-liberty-loan-parade/>

## Philadelphia, 1920s



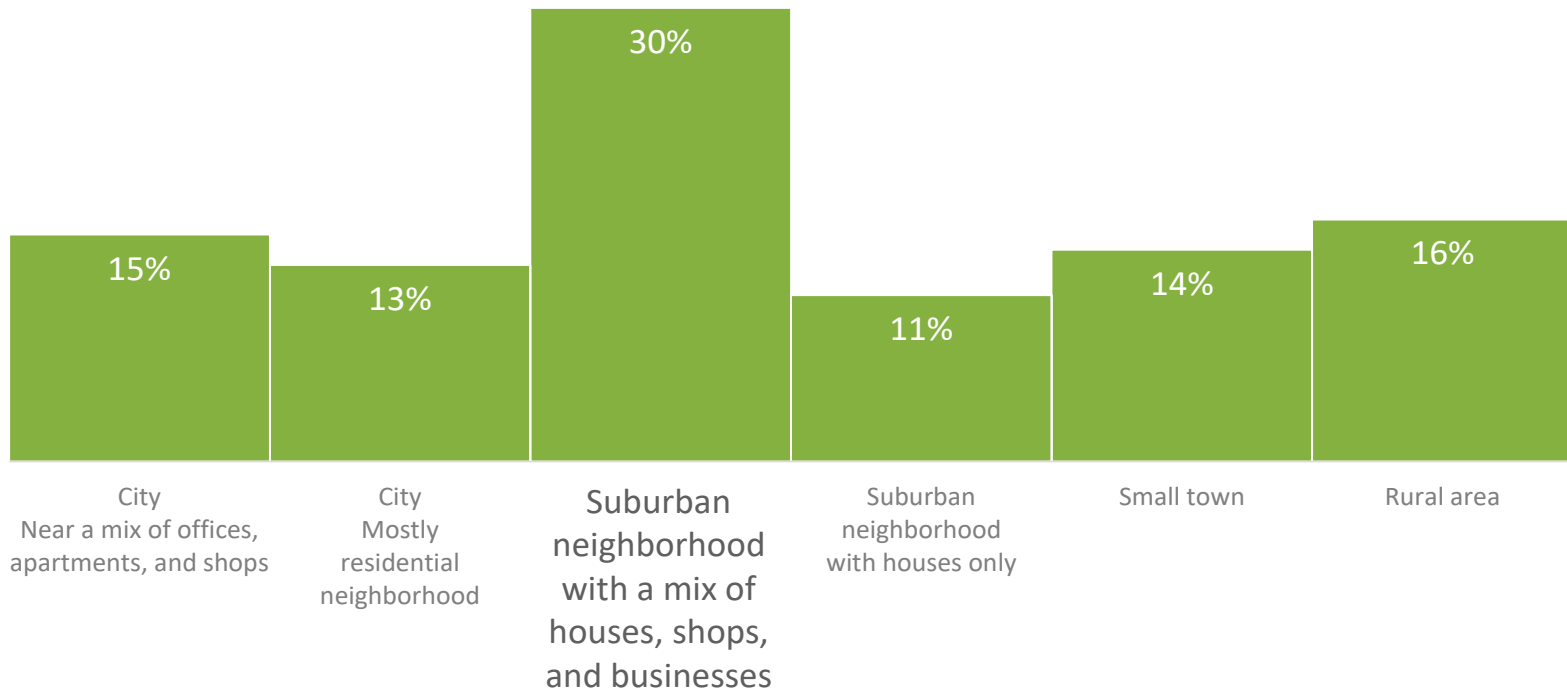
<https://hiddencityphila.org/2019/09/bootleggers-back-alley-bars-philadelphia-during-prohibition-a-city-soaked-in-alcohol/>

# Age Categories as Share of Population 2015 – 2040, Puget Sound Region



Source: PSRC.

If you could choose where to live, in which type of the following locations would you most like to live?



Source: National Association of Realtors, 2013.



# Boomers

## **Not winding down—rewinding “Lock and leave”**

Living longer, staying more active,  
mentally and physically

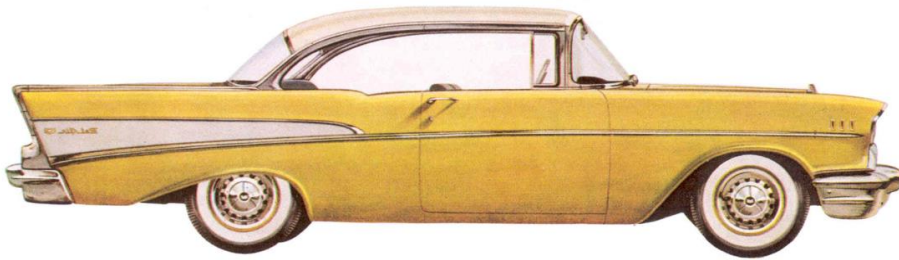
Many plan to continue working indefinitely

Neighborhood centers in, golf courses out

Urbanity and activity

# Generation Y

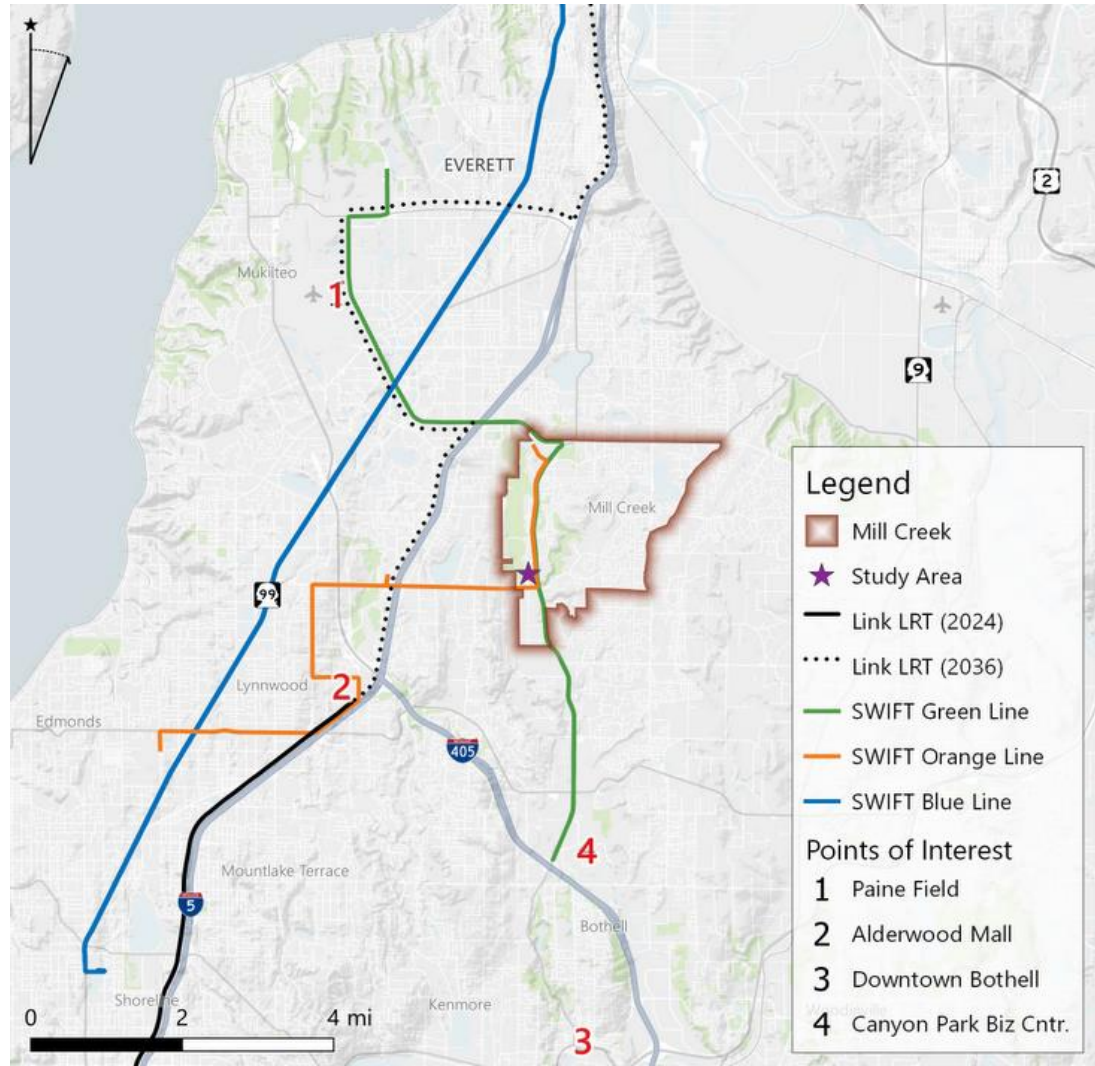
Must-have product



Lifestyle



# Mill Creek Boulevard Subarea



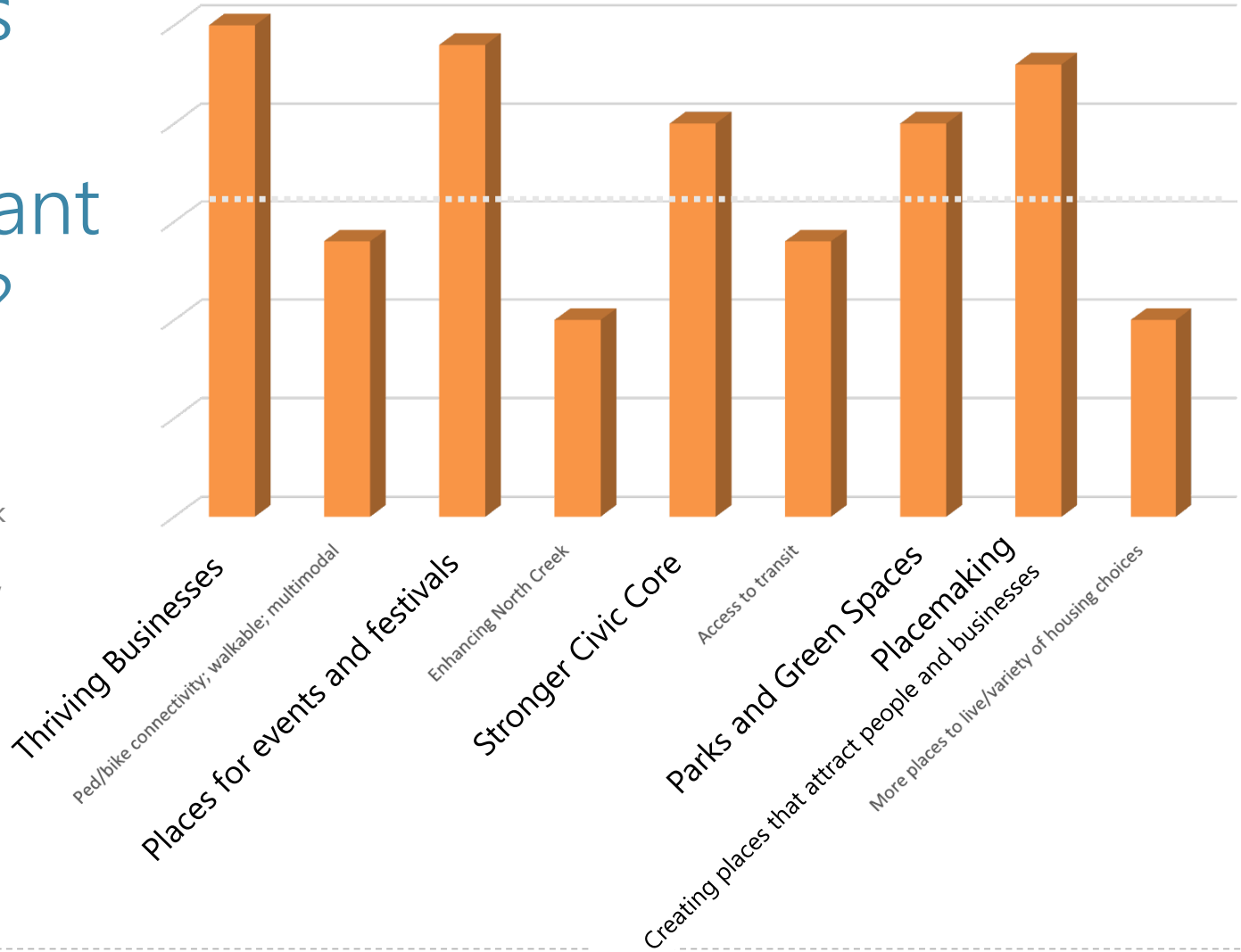
# Mill Creek Boulevard Subarea

- A special opportunity
- Mill Creek: A desirable community
- Town Center:  
A great pedestrian- and community-oriented place, including restaurants, coffee, and three grocery stores nearby.
- Bus Rapid Transit, connecting to Paine Field airport and jobs, jobs at Canyon Park, higher ed, light rail
- North Creek



# What is most important to you? (ROI)

Results of feedback from Subarea Plan Workshop Series 1, during November 2019, which included more than 100 participants.



# Return on Investment



# Nearby Town Centers: King and Snohomish Counties

# Downtown Woodinville





# Schoolhouse District / Civic Campus

- **Size:** 3.5 acres
- **Retail Space:** 30,000 SF
- **Number of Units:** 261 apartments
- **Height:** 5 stories
- **FAR:** 79 du/ac
- **Open space:** 30,000 SF of public outdoor space
- **Other:** Development is restoring the Historic Woodinville School House and building a new space for the YMCA
- **Parking:** For residential, commercial, YMCA, and public uses



# Schoolhouse District / Civic Campus



# Downtown Kenmore – Town Square

- Community Open Space
- Size: .55 acres
- Retail Space: 8,750 SF of retail/office in Seaplane building, 1,000 SF of Café space in Hangar
- Number of Units: None
- Height: 1-2 stories
- FAR: N/A
- Parking: Surface Parking
- Open space: 12,750 SF of outdoor public space
- Other: Outdoor space has heated rock seating. The Hanger is a community gathering space, featuring two rooms that are available to rent by the community, the 1,985 SF Otter Room, and the 208 SF Beaver Room



# Kenmore



# Spencer 68

## Two-phase multifamily apartment development

- **Size:** Total size of the development is 4.17 acres, Phase I: 2.35 acres, Phase II: 1.82 acres
- **Retail Space:** N/A
- **Number of Units:** Total number of multifamily units is 222, 138 apartment units in Phase I, 84 units built in Phase II, a combination of townhomes and apartments
- **Height:** 3-5 stories
- **FAR:** 53 du/ac
- **Parking:** 203 Parking spots combination of structured and surface parking. Phase I: 94 surface and 21 structural. Phase II: 51 spaces in garage and 37 surface
- **Open space:**
- **Other:** Development includes affordable housing; twenty five percent of the units are affordable at 85 percent of King County median income. Five of the units affordable at 50 percent of King County median income



# Kenmore



# Fly Way

## Mixed-use development

- **Size:** Development is .90 acres
- **Retail Space:** 5,700 SF of retail
- **Number of Units:** 27 multifamily apartments
- **Height:** 4-5 stories
- **FAR:** 30 du/ac
- **Parking:** Structural: 9,278 SF dedicated to parking
- **Open space:**
- **Other:**



# Downtown Bothell





# The Junction

## Mixed-use Development

- **Size:** Development is 1.56 acres
- **Retail Space:** 60,000 SF pf combined retail and office, 49,000 SF of office, 11,000 retail
- **Number of Units:** 130 multifamily apartments
- **Height:** 6 stories
- **FAR:** 83 du/ac
- **Parking:** Structural, 184 parking spaces in underground garage
- **Open space:** No open space requirements
- **Other:**



# The Mercantile

Apartment development, historic renovation

- **Size:** Development is .53 acres
- **Retail Space:** N/A
- **Number of Units:** 122 Multifamily apartments, 4 live/work units
- **Height:** 5 stories
- **FAR:**
- **Parking:** Structural, 108 Parking spots
- **Open space:**
- **Other:** Historic façade



# Downtown Bothell: Horse Creek Stormwater Improvements



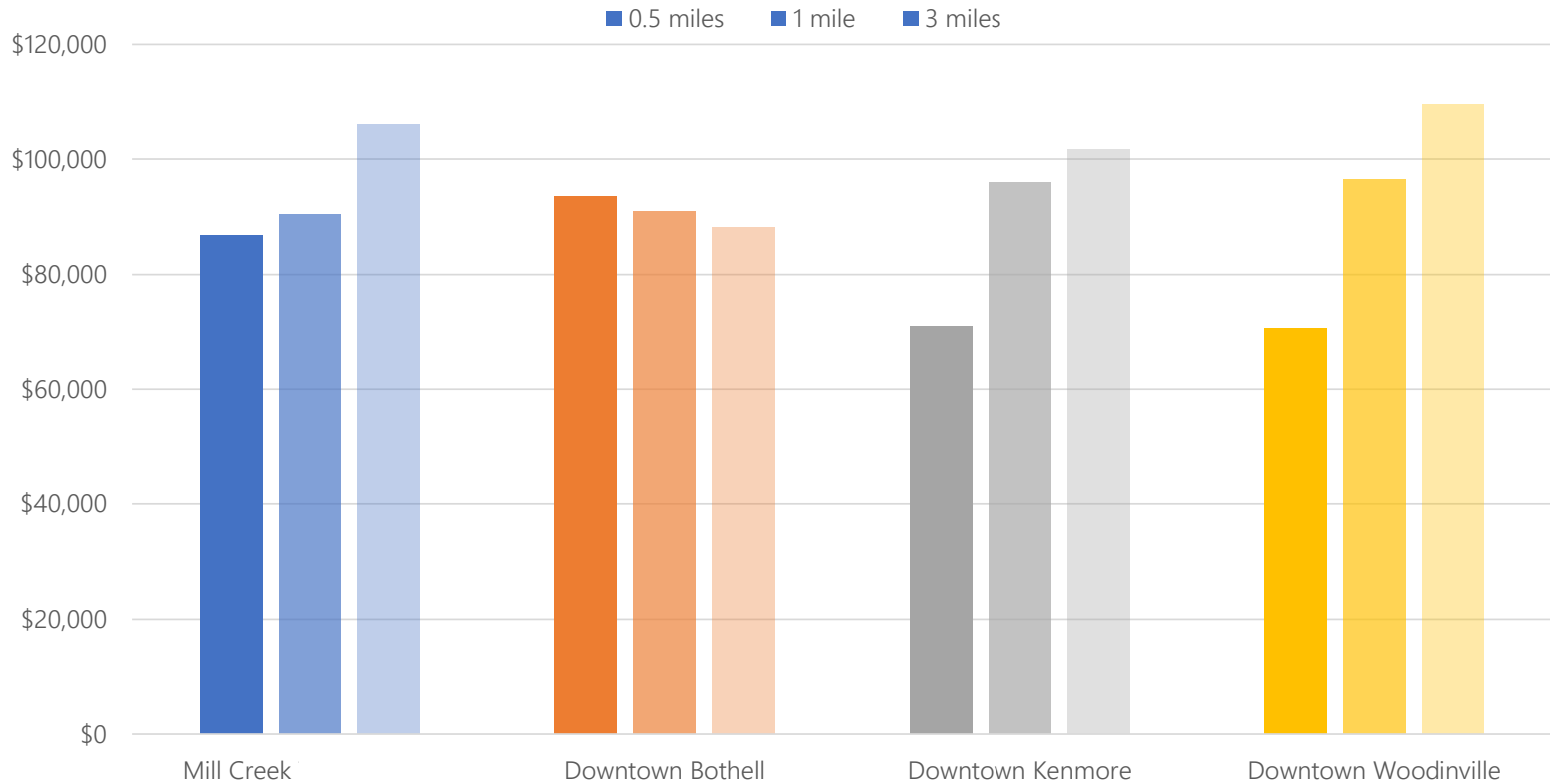
# Beardslee Crossing, Bothell



# Comparing the Subareas

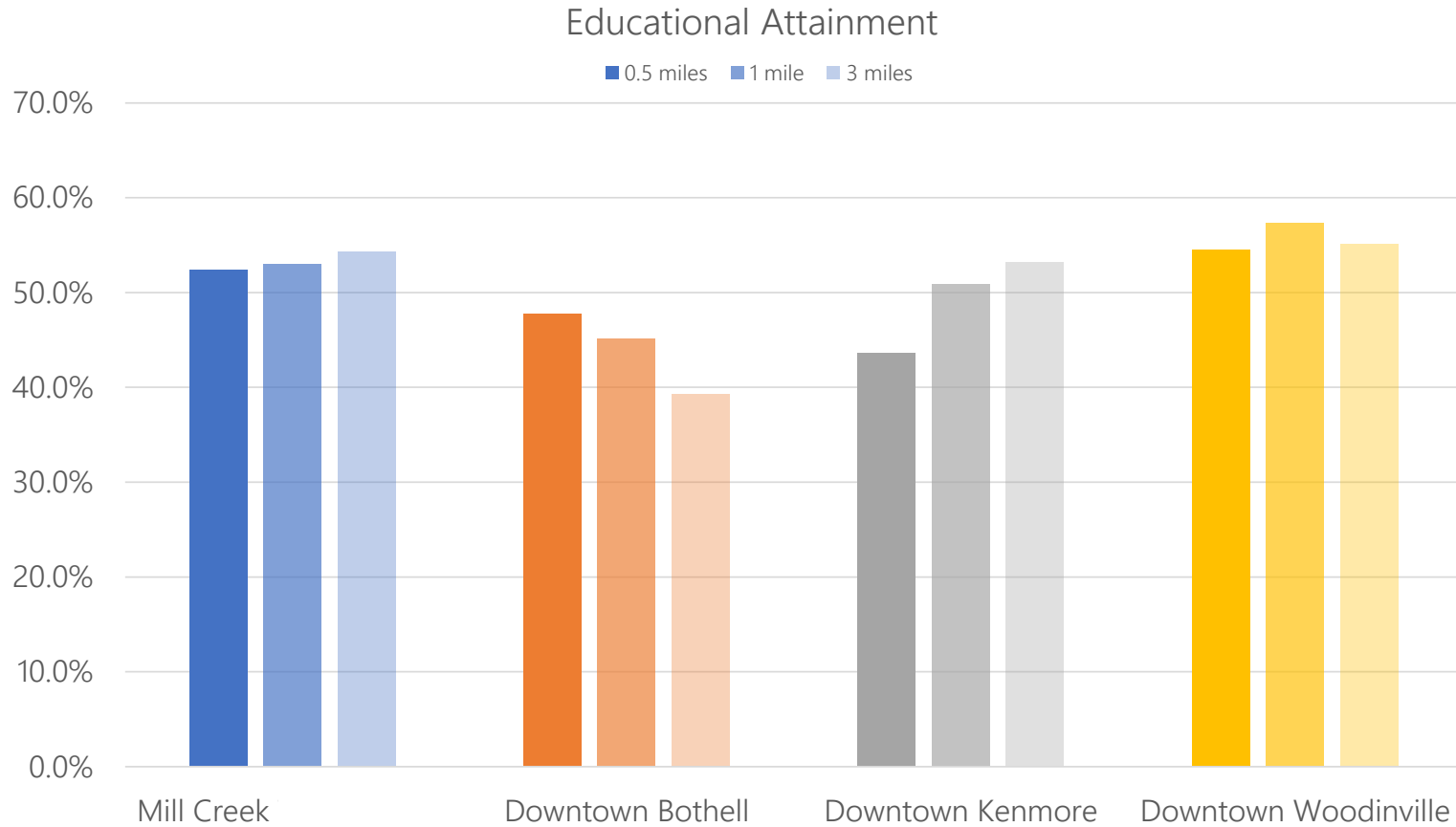
# Median Household Income

Mill Creek compares well on key demographic metrics and therefore should be able to capture a comparable share of development, if desired.



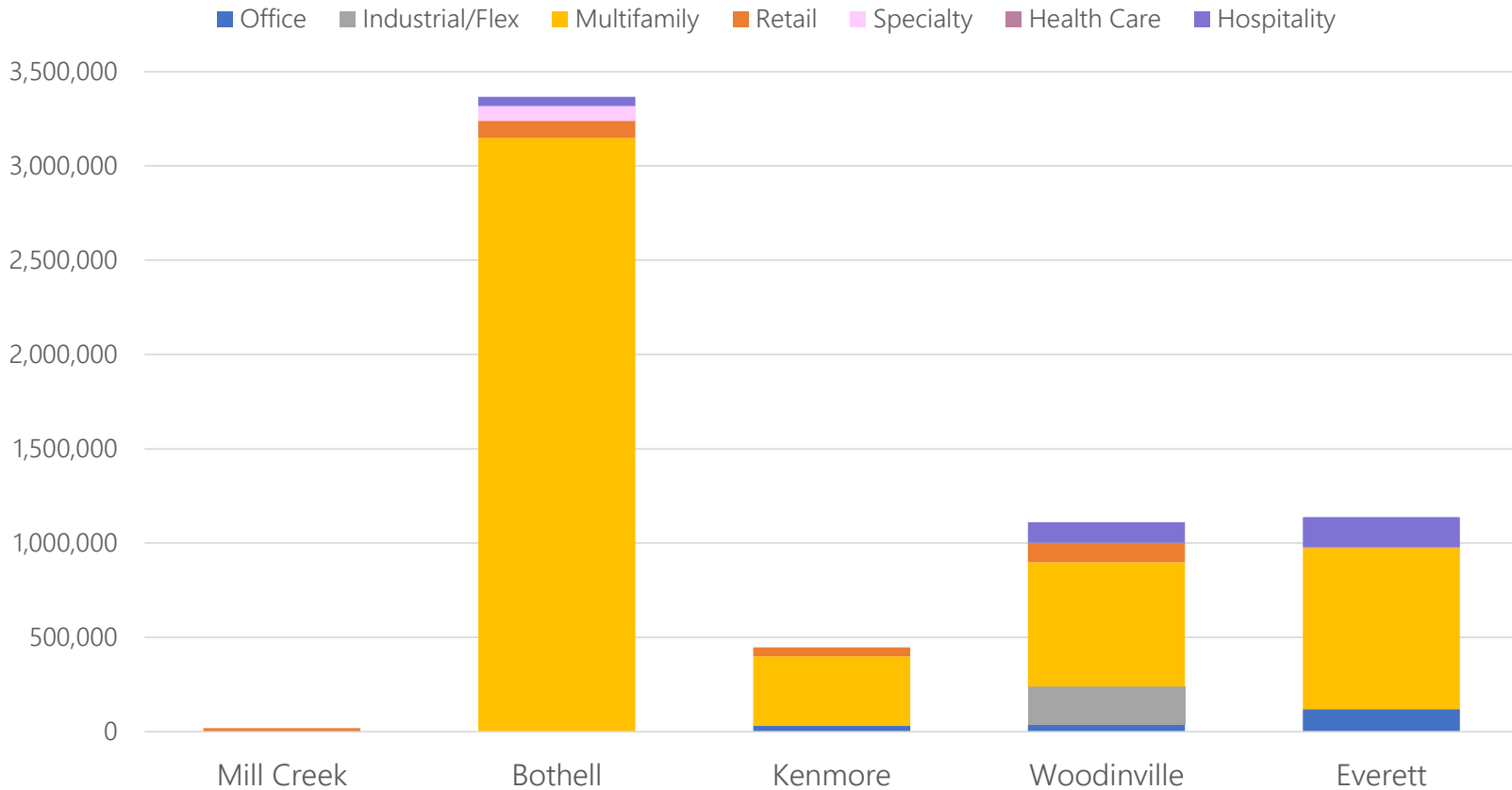
Source: US Census, Leland Consulting Group

# Bachelor's or Advanced Degree



Source: US Census, Leland Consulting Group

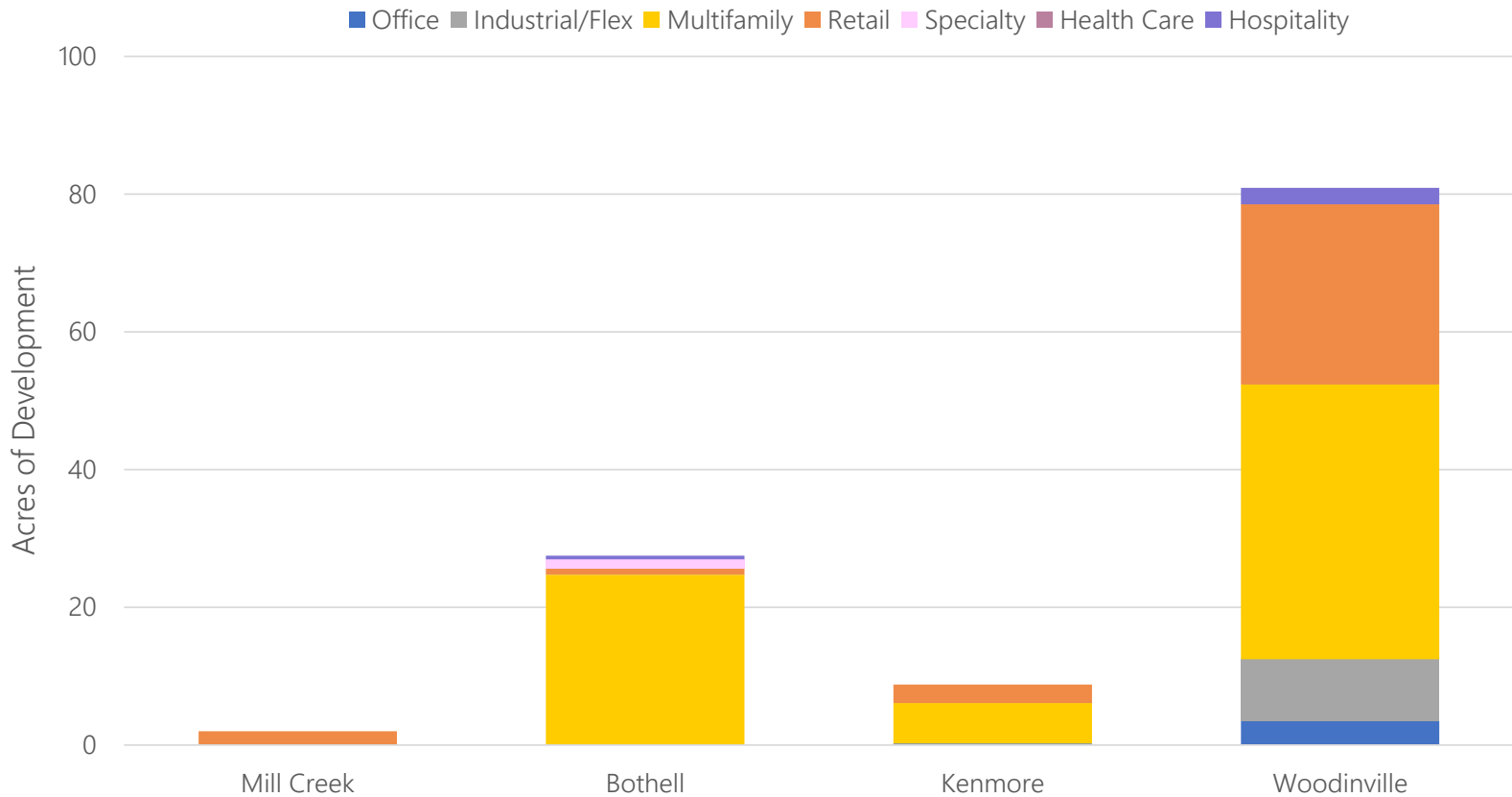
# Development (Building Square Feet), 2010 – 2020



Source: CoStar, Leland Consulting Group. Built since 2010 by Building SF One-Mile Market Area Commercial and Multifamily Development



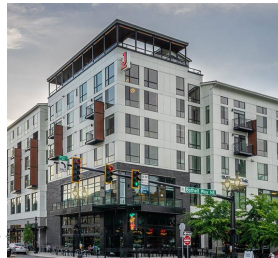
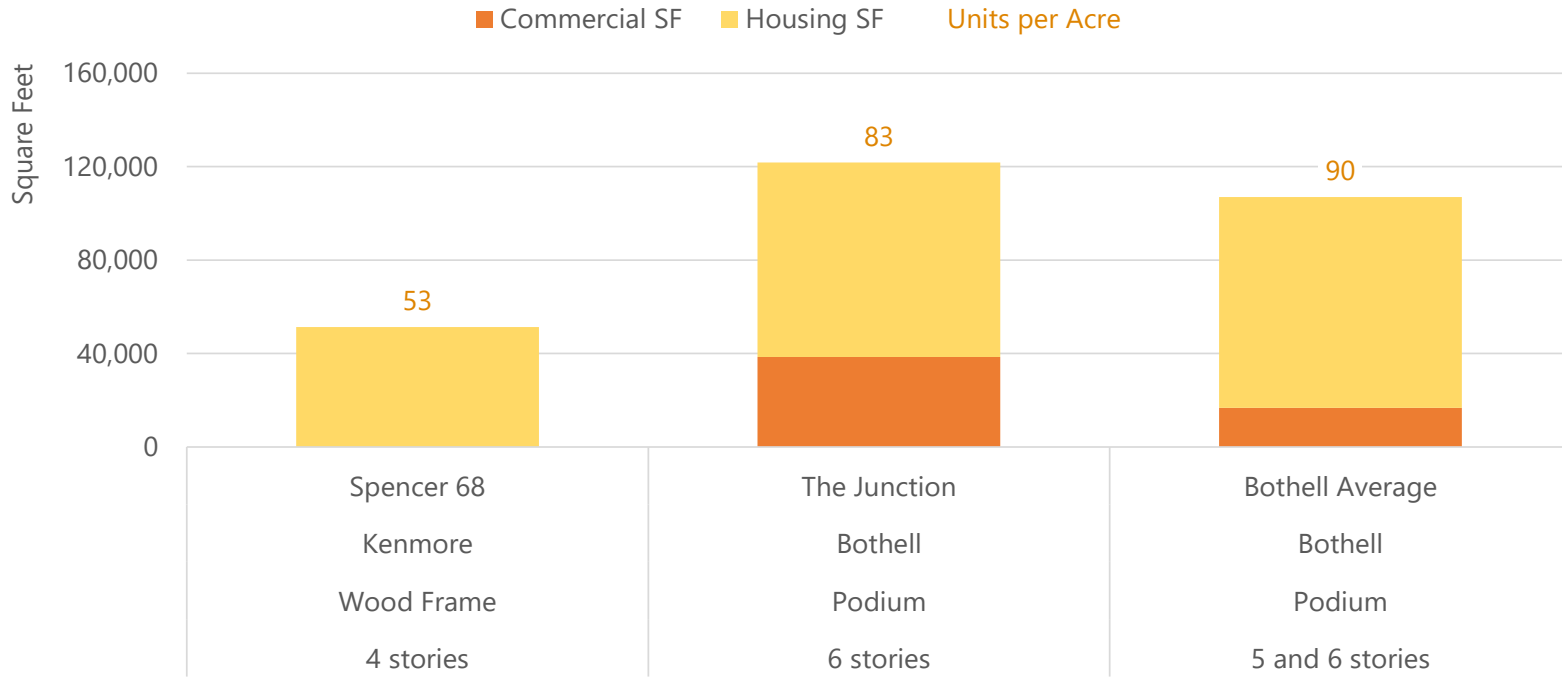
# Acres of Development, 1-mile radius, 2010 to 2020



Source: CoStar, Leland Consulting Group.

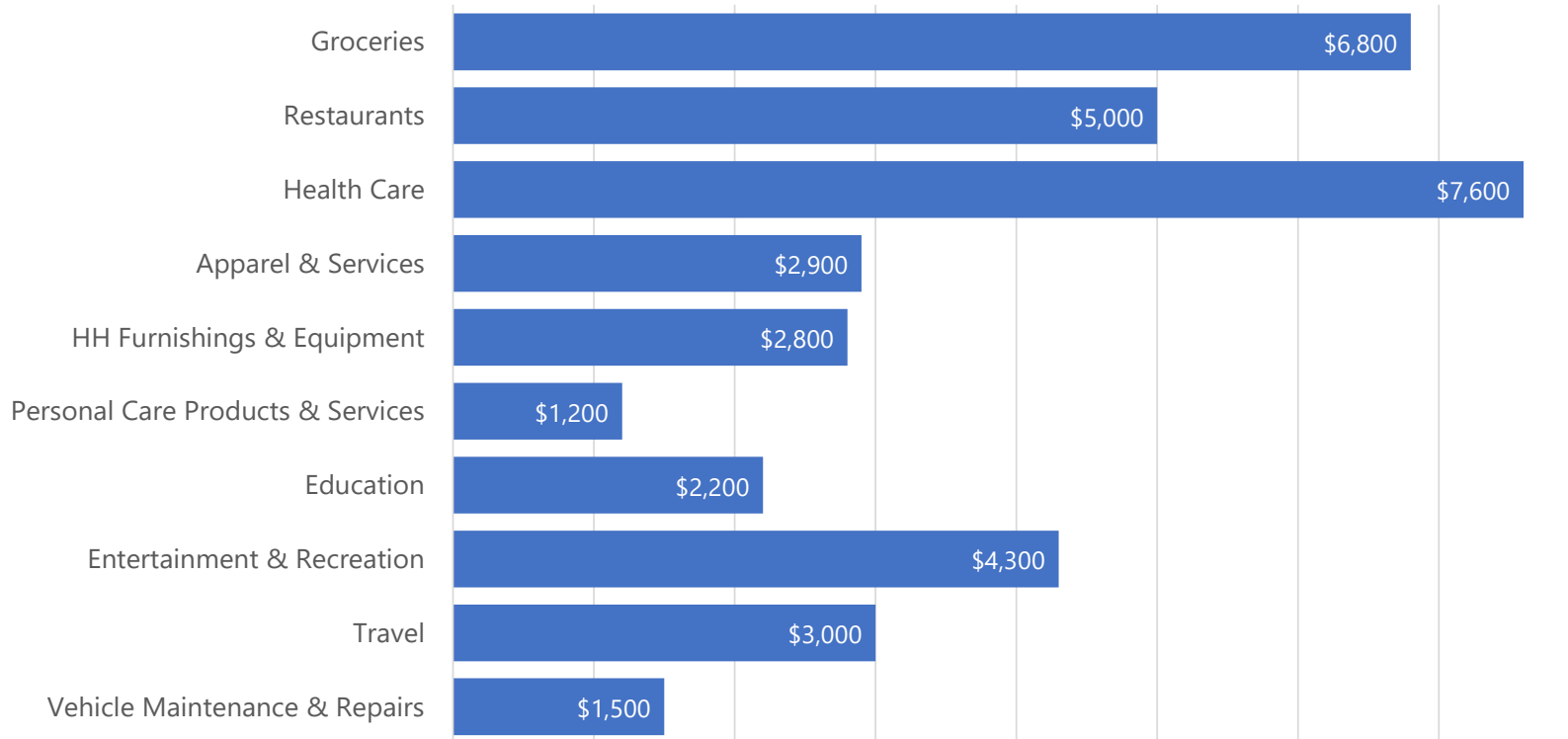
Built since 2010 by Land Area (Acres) One-Mile Market Area Commercial and Multifamily Development

# Kenmore and Bothell Project Comparison



# “Retail Follows Rooftops”

Annual Spending per Household, within 1 mile of MCB Subarea, 2019



Source: ESRI Business Analyst, Leland Consulting Group

# Mill Creek Boulevard Subarea: Alternatives

# Alternatives

Variables	1	2	3	
	Baseline	4 to 5 Stories Mixed Use	Mixed Use TOD A: Some B: More	
Significant Zoning Changes?	No	Yes	Yes	Yes
% of Subarea Rezoned	0%	50%	30%	50%
Housing Permitted?	No	Yes	Yes	Yes
Maximum Building Height (Floors)				
Must be	4 to 5	4	6	6
Optimum	Now allowed	5	7	7
Building Type	No change	Urban Garden Apt. / Wrap	Mid Rise (Podium)	Mid Rise (Podium)
Model	MCB Subarea	Downtown Kenmore	Downtown Bothell	Downtown Bothell

# Alternatives

**Variables**

	<b>1</b>	<b>2</b>	<b>3</b>	
	<b>Baseline</b>	<b>4 to 5 Stories Mixed Use</b>	<b>Mixed Use TOD</b>	
			<b>A: Some</b>	<b>B: More</b>

We are seeking guidance from Council regarding appropriate building heights and uses.

We anticipate that the Project Advisory Committee (PAC) will “fine tune” the preferred alternative(s), such as the percent of the subarea to be rezoned.

# 1. Baseline



# 1. Baseline

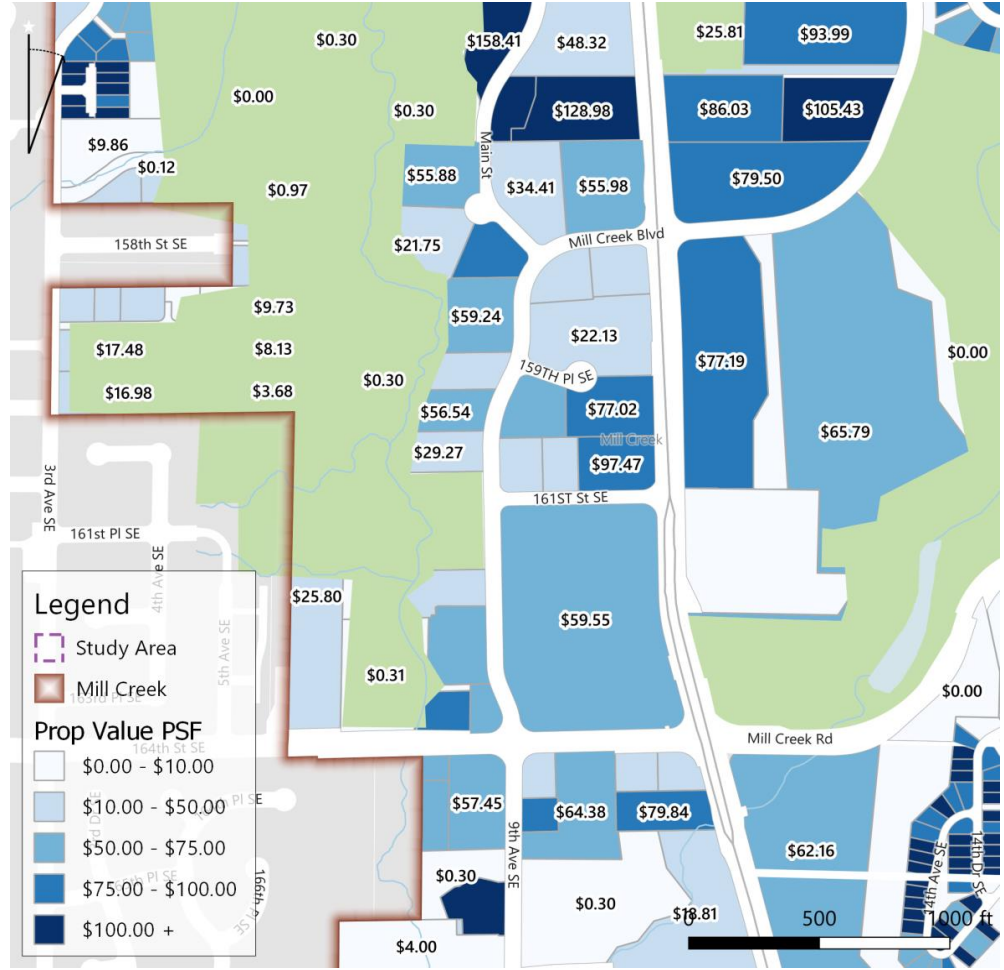




## 2. 4 to 5 Story Mixed Use



# Supply: Property Acquisition Cost



# Property Cost

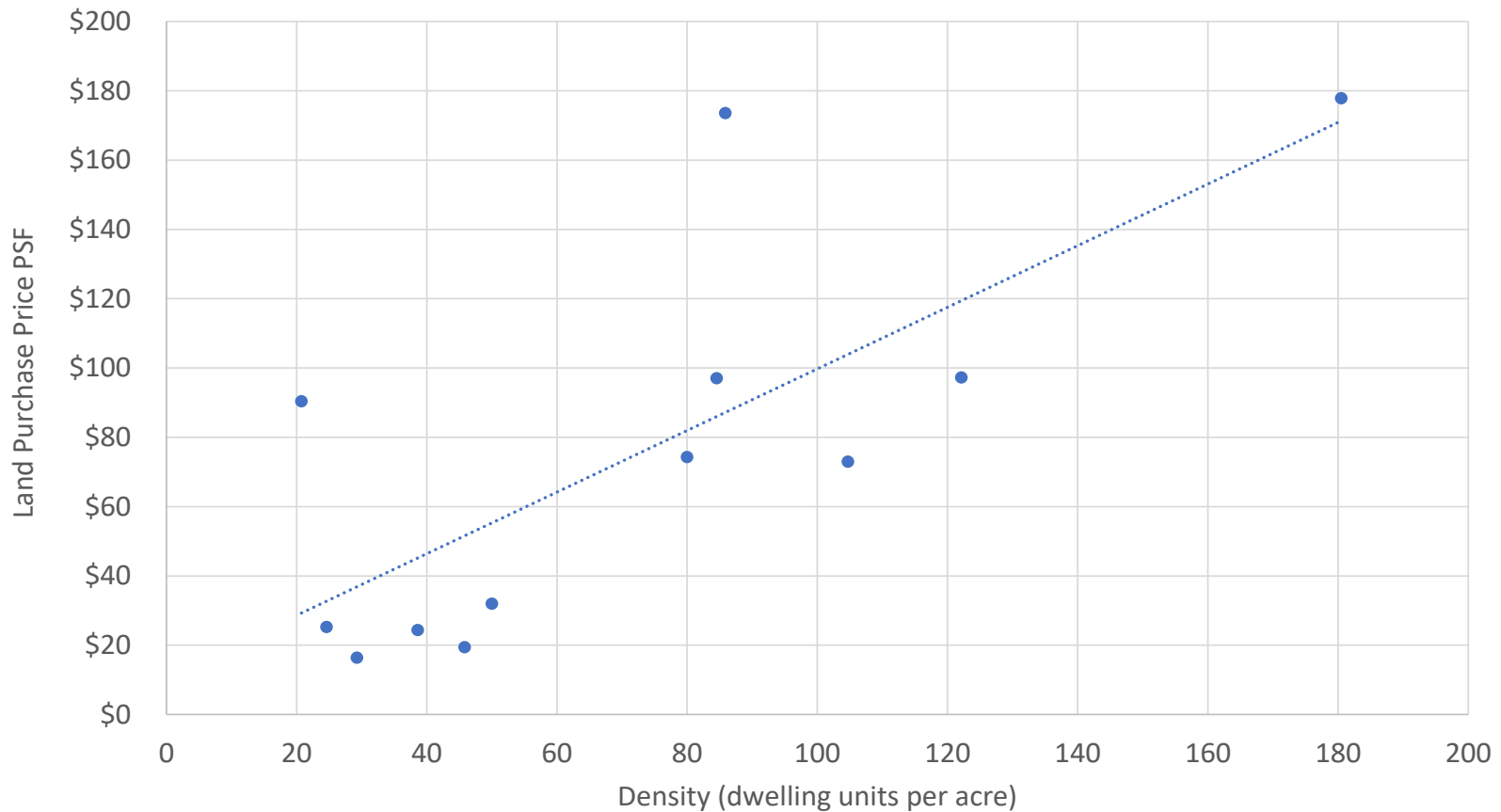
We estimate that most properties will cost \$80 per square foot or more to acquire. Some older properties may cost around \$60 per square foot to acquire.

	"Light Distribution"	Office Typical	Med. Office Typical	Retail Low	Retail Mid+	Retail High
Asking Rent	\$18.00	\$25.00	\$25.00	\$24.00	\$28.00	\$38.00
Lease Type	MG	Gross	NNN	NNN	NNN	NNN
Operating Expenses	\$4.45	\$8.00	-	-	-	-
Net Rent	\$14	\$17	\$25	\$24	\$28	\$38
Cap Rate (Sub-Market Average)	6.6%	6.5%	6.5%	6.5%	6.3%	6.3%
Value / GBA	\$205	\$262	\$385	\$369	\$444	\$603
Floor Area Ratio (FAR)	0.3	0.3	0.3	0.26	0.3	0.3
Value per sq. ft. of Land Area	\$62	\$78	\$115	\$96	\$133	\$181

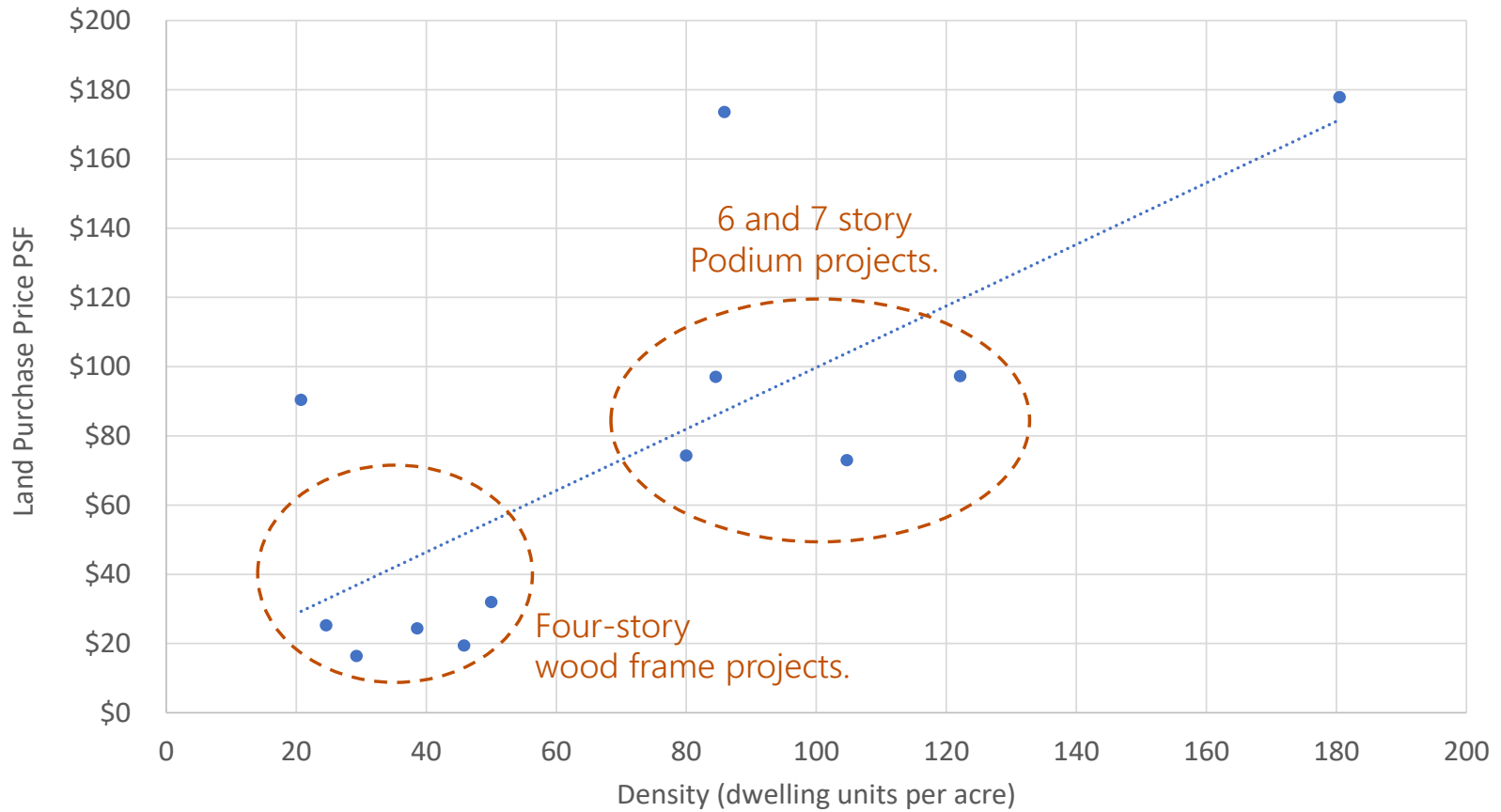
Source: CoStar, Leland Consulting Group.

# Development Density and Land Value

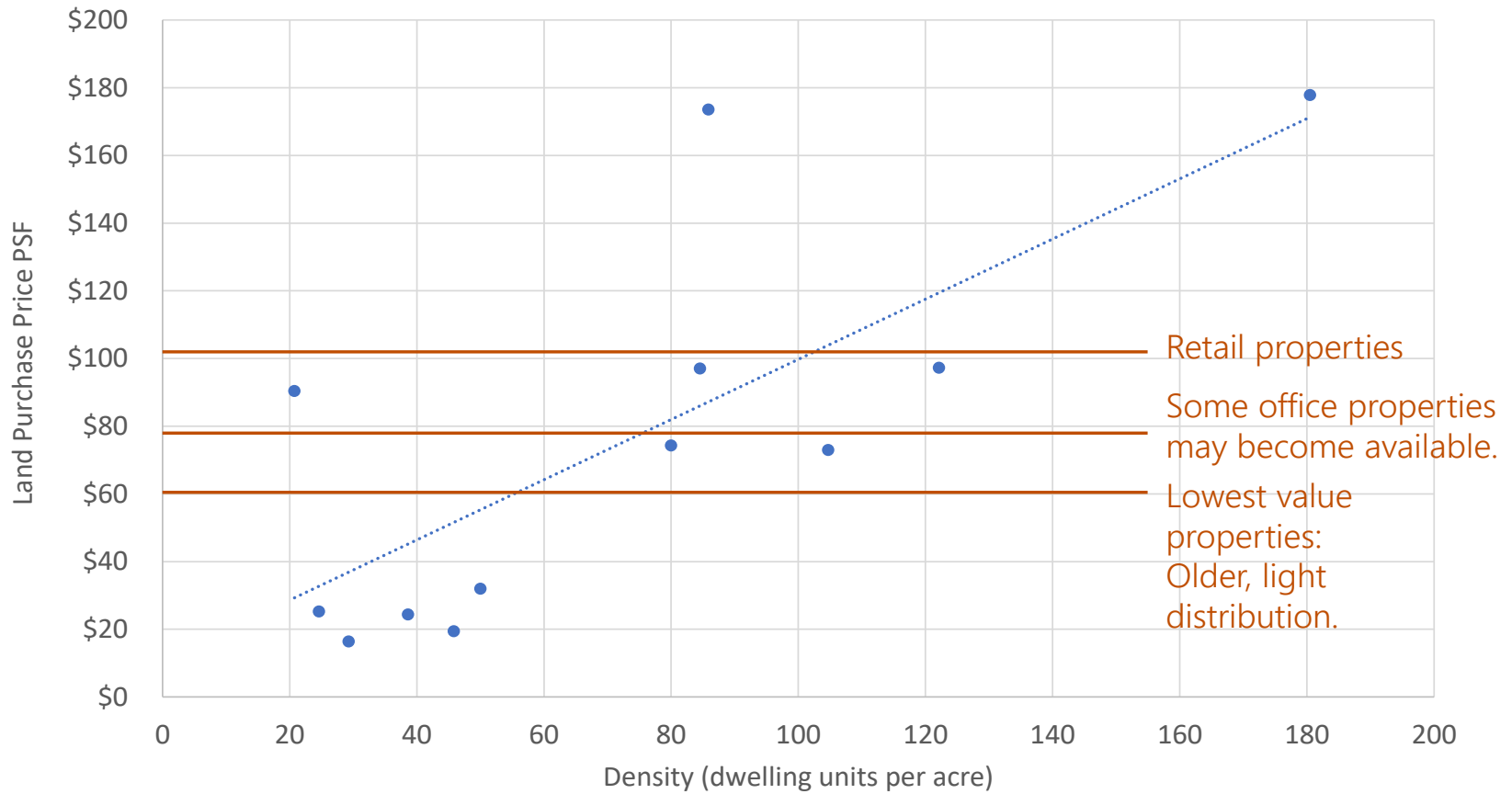
The more units per acre, the more a development project can pay for land.



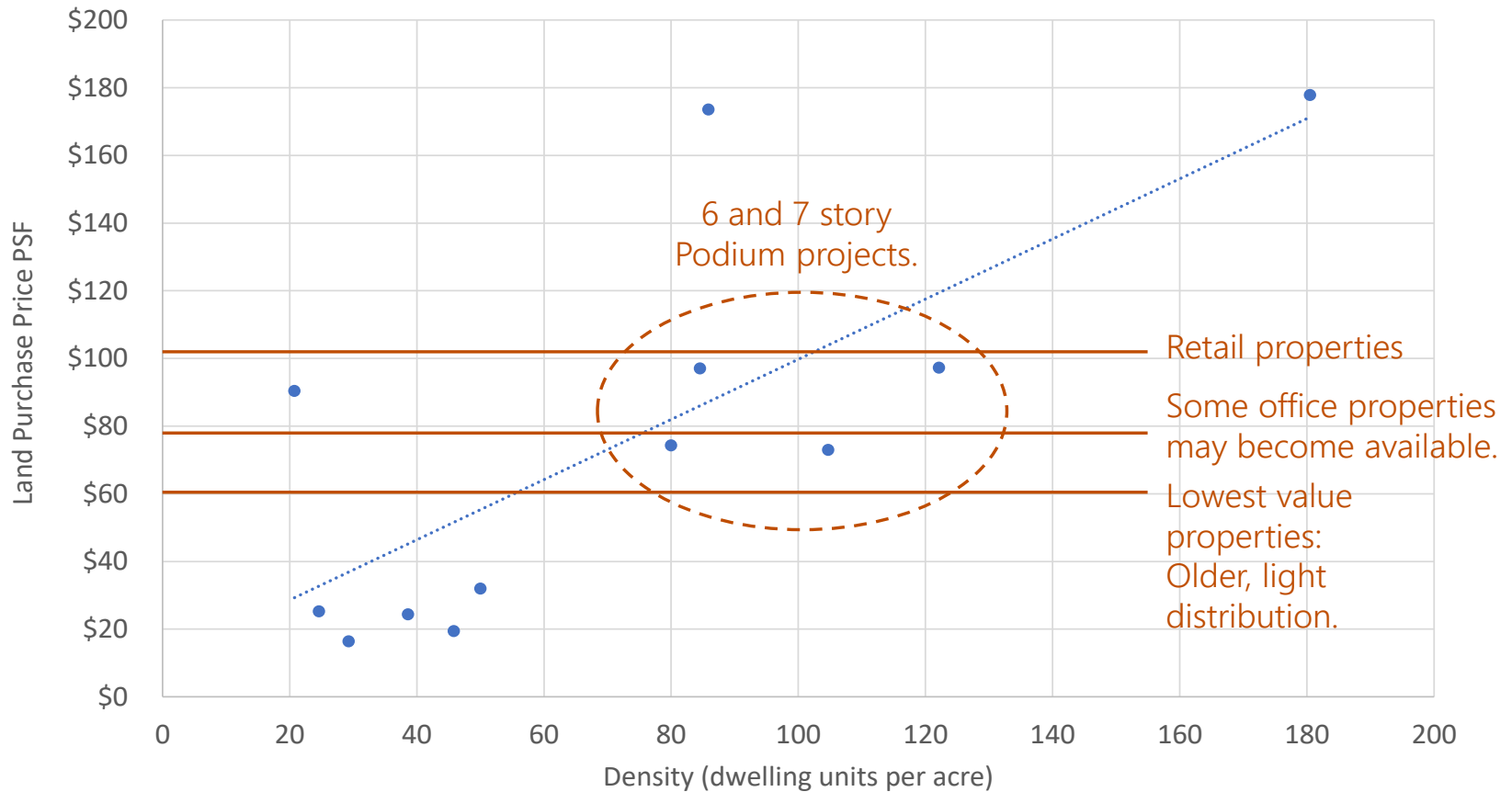
# Development Density and Land Value



# Development Density and Land Value



# Development Density and Land Value

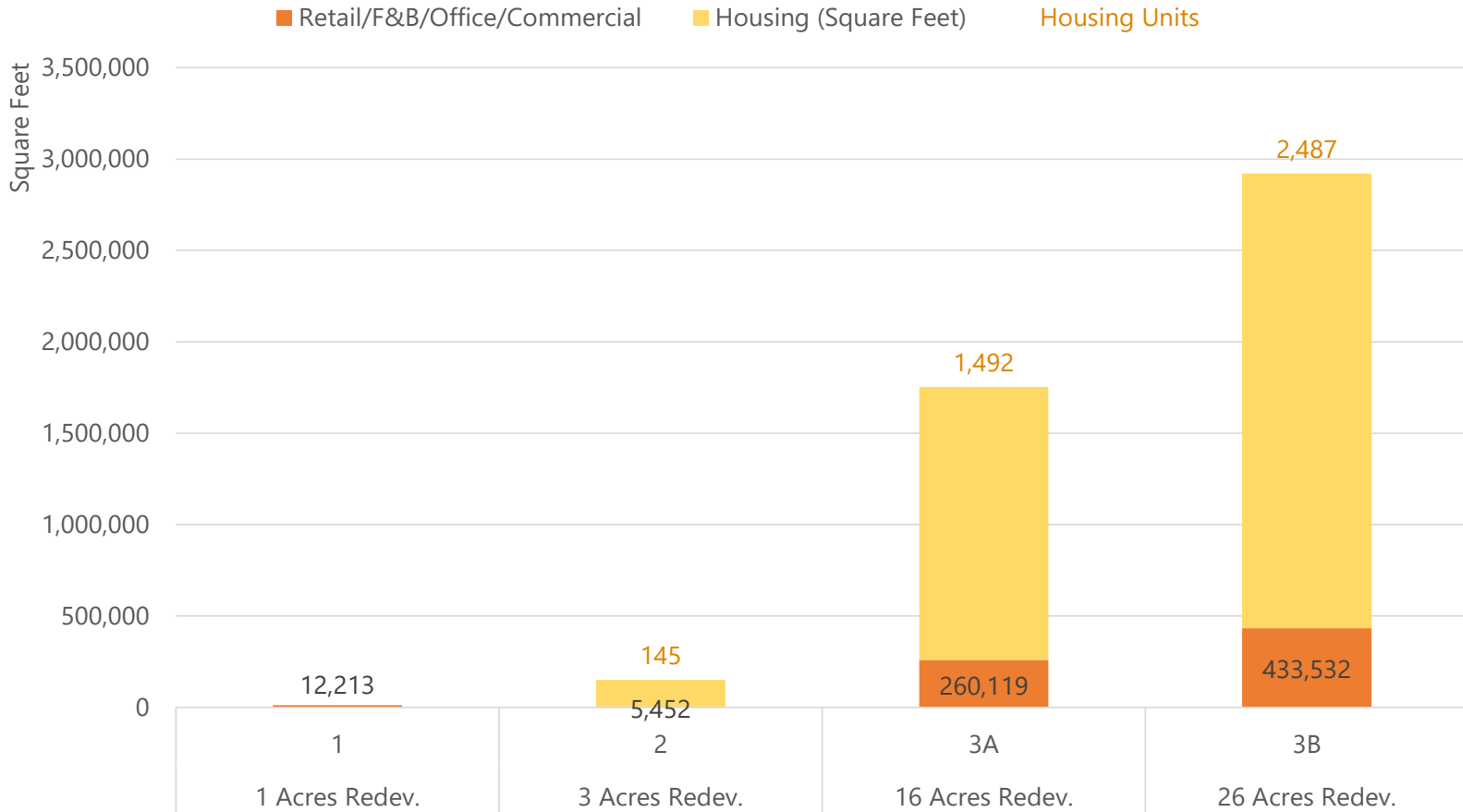


# 3. Mixed Use TOD





# Development Forecast, 2020 to 2045

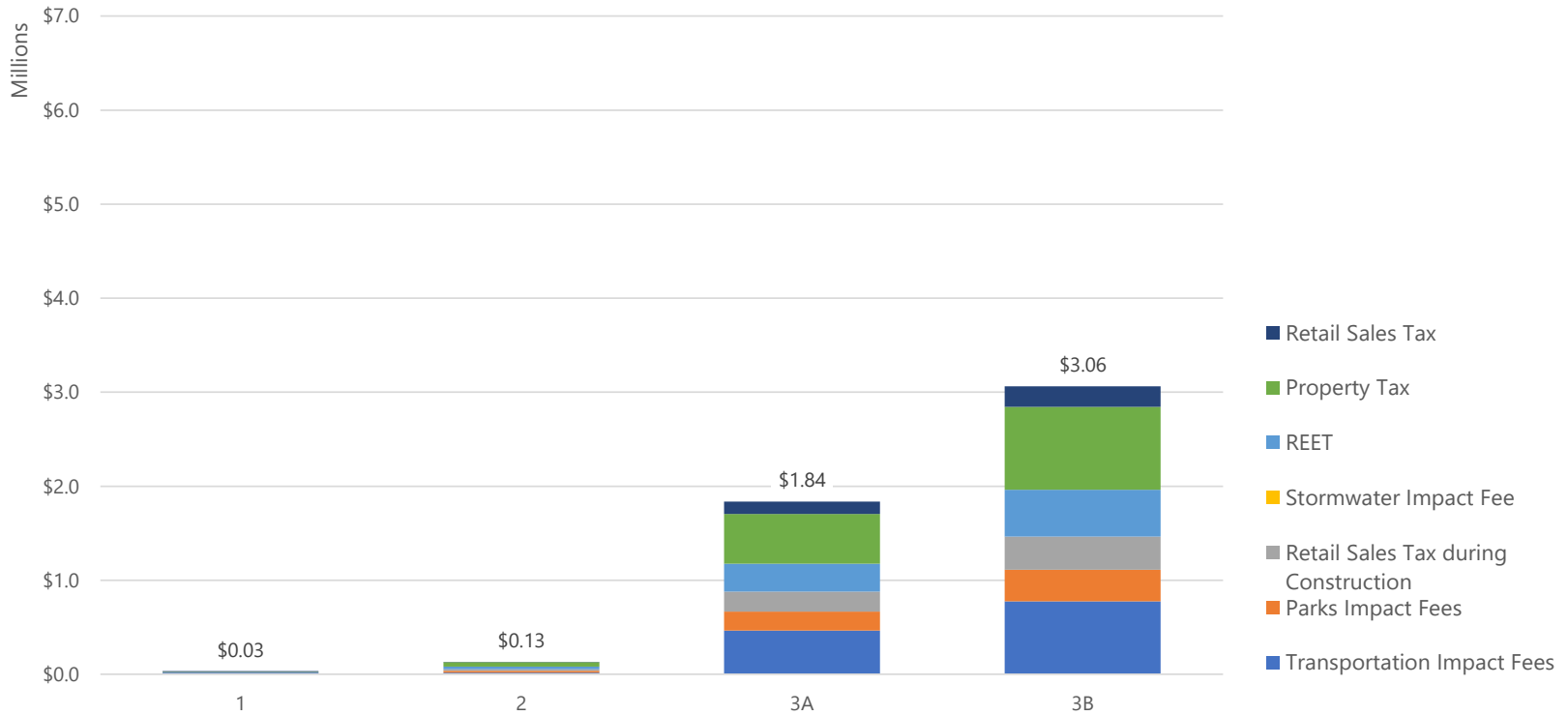


# Alternative Evaluation

1 Baseline	2 Emerging Town Center	3A and 3B Mixed Use TOD
<p>Incremental renovations, retenanting, and rehabs; some small “infill” commercial buildings. Change will be modest.</p>	<p>Challenged or Infeasible</p> <p>In most cases, unlikely to generate the residual land value (dollars for land acquisition) that developers require to acquire existing and occupied commercial land and buildings, demolish them, and redevelop. Likely to result in some small infill in underutilized parking areas.</p>	<p>Likely feasible, based on the desirability and excellent attributes of the surrounding area including Town Center, market data and demographics, and developer feedback/interest.</p> <p>However, challenges/limiting factors include higher value properties (e.g., high-rent, highly occupied medical office; high rent retail) in parts of the subarea which are unlikely to be displaced, even with mid-rise development; apartment rents at \$2.50 to \$3.00 PSF that are reasonable but not yet proven here (probably due to that no new apartments have been built near the subarea in the last 10 years). These high rents are required for mid rise development. Due to the large size of the subarea, development is expected to happen incrementally over time, not all at once.</p>

# Alternatives: ROI - Fiscal Impact

City Tax and Fee Revenue, Average Year, 2020 Dollars



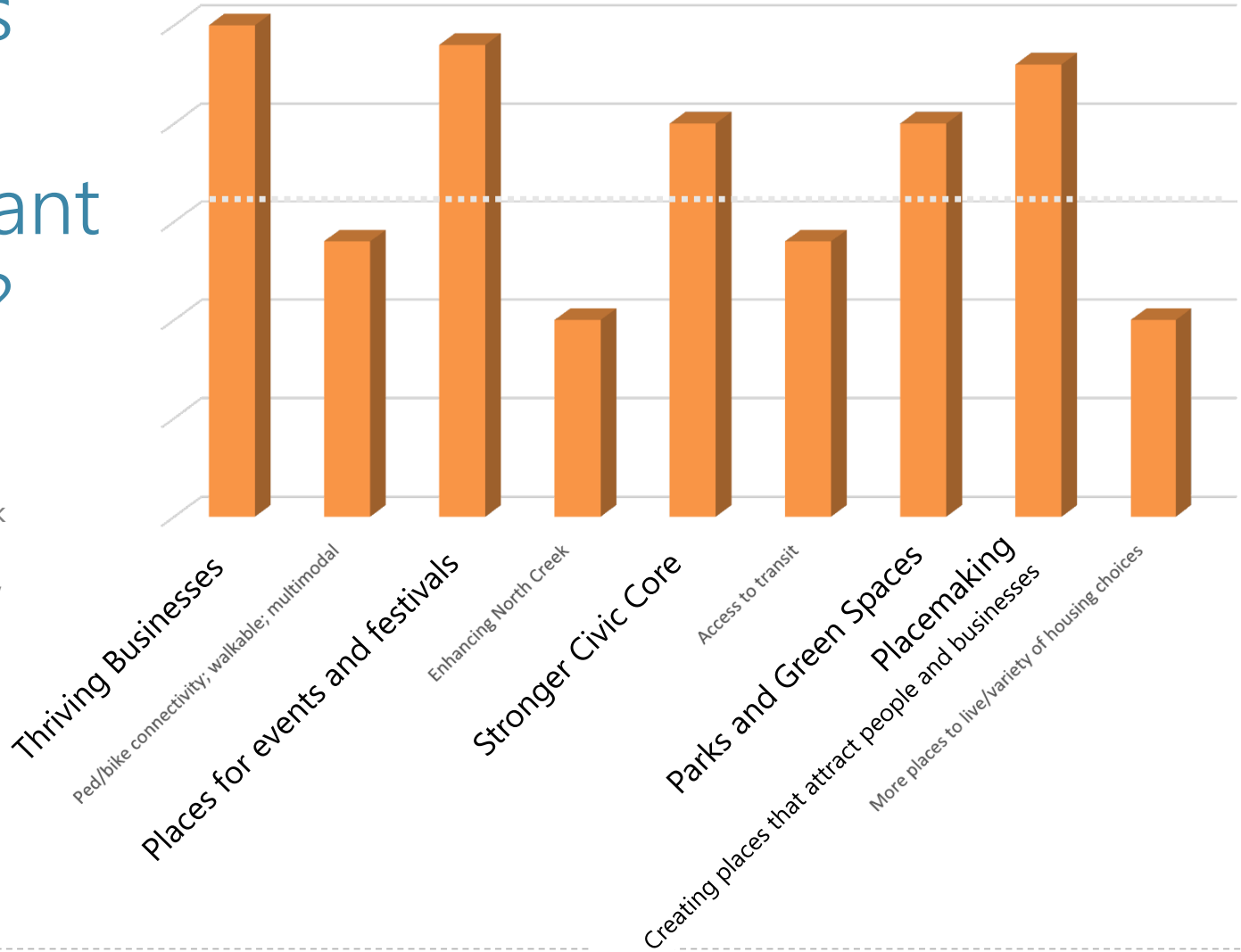
Source: Leland Consulting Group, City of Mill Creek.  
 All figures in 2020 dollars. Escalation to future years, discounting to present, and comparison to additional City operating costs have not been evaluated.

# Alternatives: ROI - Fiscal Impact

- Other considerations, not evaluated:
  - Effects on City operating costs
  - Transportation/traffic impacts
  - Cost/challenge associated with regional stormwater facility, which can be offset by stormwater fee.

# What is most important to you? (ROI)

Results of feedback from Subarea Plan Workshop Series 1, during November 2019, which included more than 100 participants.



# What is most important to you? ROI / Vision / Goals

- Thriving Businesses
- Placemaking - Creating special places
- Places for Events and Festivals
- Stronger Civic Core
- Parks and Green Spaces

# Alternative Evaluation

Variables	1	2	3	
	Baseline	4 to 5 Stories Mixed Use	Mixed Use TOD	
			A: Some	B: More
Significant Zoning Changes?	No	Yes	Yes	Yes
% of Subarea Rezoned	0%	50%	30%	50%
Housing Permitted?	No	Yes	Yes	Yes
Maximum Building Height (Floors)				
Must be	4 to 5	4	6	6
Optimum	Now allowed	5	7	7
Building Type	No change	Urban Garden Apt. / Wrap	Mid Rise (Podium)	Mid Rise (Podium)
Model	MCB Subarea	Downtown Kenmore	Downtown Bothell	Downtown Bothell

## Alternatives Evaluation

	1 Baseline	2 4 to 5 Stories Mixed Use	3 Mixed Use TOD	
			A: Some	B: More
<b>Thriving Businesses</b>				
Limits Displacement (Area that redevelops)	0%	5%	30%	50%
Keeps Rent Low for Existing Businesses	0%	5%	30%	50%
Brings new ground floor commercial tenants		✓	✓	✓
Brings addt'l households & discretionary income		✓	✓	✓



## Alternatives Evaluation

	1 Baseline	2 4 to 5 Stories Mixed Use	3 Mixed Use TOD	
			A: Some	B: More

**Placemaking - Creating special places**

**Places for Events and Festivals**

**Stronger Civic Core**

**Parks and Green Spaces**

Annual Fiscal Impacts

Total Construction Cost

\$0.0

\$0

✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓
\$0.1	\$1.8	\$3.1
\$41	\$482	\$803

## Alternatives Evaluation

**1  
Baseline**

**2  
4 to 5 Stories  
Mixed Use**

**3  
Mixed Use TOD  
A: Some  
B: More**

**Stronger Civic Core**

Requires City Action

TBD

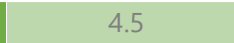
TBD

TBD

TBD

**Parks and Green Spaces**

Building height could shade green spaces



## Alternatives Evaluation

**1  
Baseline**

**2  
4 to 5 Stories  
Mixed Use**

**3  
Mixed Use TOD  
A: Some  
B: More**

**Other**

- More employment space for 21st century jobs
- Improved likelihood of attracting hotel
- More transit users, more transit investment

	✓	✓	✓
	✓	✓	✓
	✓	✓	✓

## Alternatives Evaluation

	1 Baseline	2 4 to 5 Stories Mixed Use	3 Mixed Use TOD	
			A: Some	B: More
<b>Thriving Businesses</b>				
Limits Displacement (Area that redevelops)	0%	5%	30%	50%
Keeps Rent Low for Existing Businesses	0%	5%	30%	50%
Brings new ground floor commercial tenants		✓	✓	✓
Brings add'l households & discretionary income		✓	✓	✓
<b>Placemaking - Creating special places</b>				
<b>Places for Events and Festivals</b>				
<b>Stronger Civic Core</b>				
<b>Parks and Green Spaces</b>				
Annual Fiscal Impacts	\$0.0	\$0.1	\$1.8	\$3.1
Total Construction Cost	\$0	\$41	\$482	\$803
<b>Stronger Civic Core</b>				
Requires City Action	TBD	TBD	TBD	TBD
<b>Parks and Green Spaces</b>				
Building height could shade green spaces	2.0	4.5	6.5	6.5
<b>Other</b>				
More employment space for 21st century jobs		✓	✓	✓
Improved likelihood of attracting hotel		✓	✓	✓
More transit users, more transit investment		✓	✓	✓

# Discussion / Q & A





LELAND CONSULTING GROUP

People Places Prosperity



Part of the Otak Team

**Brian Vannemann**

503.222.1600

[www.lelandconsulting.com](http://www.lelandconsulting.com)

Strategic Advisors to Public and Private Development





Agenda Item # \_\_\_\_\_

Meeting Date: **October 27, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:    EXTENSION OF A CABLE FRANCHISE AGREEMENT WITH FRONTIER COMMUNICATIONS NORTHWEST, LLC**

**PROPOSED MOTION:**

Motion to adopt Ordinance 2020-\_\_\_\_\_ extending the existing cable franchise with Frontier Communications Northwest, LLC for two years (to November 9, 2022).

**KEY FACTS AND INFORMATION SUMMARY:**

City regulations require non-public entities (that utilize the City's right-of-way to place their facilities) to enter into a franchise agreement with the City. The agreement sets the terms of how any facility installation or maintenance work will be conducted in the right-of-way and includes procedures and sureties for ensuring that the City's right-of-way is maintained/restored consistent with City Code.

The City of Mill Creek granted a cable television franchise to Verizon Northwest, Inc. (Verizon NW) by way of Ordinance No. 2008-687, on October 28, 2008. Several amendments have been made to the agreement since it was adopted:

- Verizon NW changed its name to Frontier Communications Northwest, Inc. and became a wholly owned subsidiary of Frontier Communications Corporation, Inc. The City approved the transfer of control of Verizon NW to Frontier Communications Corporation, Inc. by way of Resolution No. 2009 -434, dated August 31, 2009.
- The franchise agreement, as amended, was originally set to expire on November 9, 2018. On September 25, 2018, the City adopted Ordinance No. 2018-835, extending the term of the franchise agreement to November 7, 2019.
- On May 28, 2019, Northwest Fiber, LLC dba Ziplly Fiber ("Ziplly") entered into a purchase agreement with Frontier Communications Corporation and its wholly-owned subsidiary Frontier Communications ILEC Holdings, LLC (together "Frontier") in order to acquire control of the Franchisee, now known as Frontier Communications Northwest, LLC, among other Frontier controlled entities. On October 22, 2019, because of the pending purchase, the City approved the transfer of control of Franchisee to Northwest Fiber, LLC and granted another extension of the Franchise to Franchisee (to November 7, 2020) by way Ordinance 2019-852.
- The franchise agreement extension granted by Ordinance No. 2019-852 will expire on November 7, 2020.



City Council Agenda Summary  
Page 2

This past June, Frontier Communications Northwest, LLC executed the sale and began doing business as Zply Fiber. Because of the sale, there has not been enough time to negotiate a new franchise agreement. In addition, Zply is currently focusing on system operations improvements and formulating its business plan. As a result, the City's legal representatives regarding this franchise agreement, Elana Zana and Daniel P. Kenny, Ogden Murphy Wallace (OMW), worked with Frontier Communications Northwest, LLC to prepare the attached ordinance that extends the existing agreement another two years. This will allow enough time to prepare the new agreement.

As a side note, pursuant to the City's Code, the City's entire cost of services provided by OMW in regard to extending the agreement and the upcoming negotiation of a new agreement is subject to reimbursement by the applicant, Frontier Communications Northwest, LLC.

**CITY MANAGER RECOMMENDATION:**

Approve the attached ordinance extending the cable television franchise with Frontier Communications Northwest, Inc. for two years (to November 7, 2022).

**ATTACHMENTS:**

Proposed Ordinance extending the cable franchise agreement with Frontier Communications Northwest, LLC until November 7, 2022.

Respectfully Submitted:

*Michael Ciaravino*

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Michael Ciaravino  
City Manager

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,  
GRANTING AN EXTENSION OF THE CABLE FRANCHISE TO FRONTIER  
COMMUNICATIONS NORTHWEST, LLC WITH CONDITIONS AND  
ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, the City of Mill Creek (the “City”) adopted Ordinance No. 2008-687 granting a nonexclusive cable franchise to Verizon Northwest Inc. (“Franchisee”), to operate a cable system (the “System”) within the city limits of the City of Mill Creek, with an effective date November 7, 2008 (the “Franchise”); and

**WHEREAS**, on August 31, 2009, the City approved the transfer of control of Verizon Northwest Inc., from Verizon Communications Inc. (its parent entity) to Frontier Communications Corporation by way Resolution 2009-434; and

**WHEREAS**, Frontier Communications Corporation changed the name of the franchisee Verizon Northwest Inc., to Frontier Communications Northwest Inc.; and

**WHEREAS**, on September 25, 2018, the City adopted Ordinance No. 2018-835, extending the term of the Franchise to November 7, 2019; and

**WHEREAS**, on May 28, 2019, Northwest Fiber, LLC dba Ziply Fiber (“Ziply”) entered into a purchase agreement with Frontier Communications Corporation and its wholly-owned subsidiary Frontier Communications ILEC Holdings, LLC (together “Frontier”) in order to acquire control of the Franchisee, now known as Frontier Communications Northwest, LLC, among other Frontier controlled entities; and

**WHEREAS**, on October 22, 2019, the City approved the transfer of control of Franchisee to Northwest Fiber, LLC and granted a further extension of the Franchise to Franchisee by way Ordinance 2019-852; and

**WHEREAS**, both Franchisee and the City find it mutually beneficial to extend the existing Franchise for an additional two (2) years in order to promote and facilitate an orderly franchise renewal process; and

{ERZ2272936.DOC;1/00005.080028/ } 1

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. The term of the Franchise granted under Ordinance No. 2008-687 and extended by Ordinance No. 2018-835 and Ordinance No. 2019-852 is hereby extended up to and through November 9, 2022, or until such time as the City has adopted a further franchise ordinance that supersedes this Ordinance, whichever occurs sooner.

Section 2. As a condition of the extension granted by this Ordinance, Franchisee shall provide its written and acknowledged unconditional acceptance and promise to comply with all provisions, terms and conditions of the Franchise during this extension period. Acceptance shall be accomplished by the submission of a written instrument, executed and sworn to by an officer of Franchisee, and filed with the City within thirty (30) days after the effective date of this Ordinance. By the adoption of this Ordinance, the City agrees to continue to comply with all provisions, terms and conditions of the Franchise, as amended herein, during the extension period. All previous provisions in the Franchise shall remain in effect throughout the duration of the Franchise extension as identified in this Ordinance, except the provision for the duration of the Franchise which will be extended to November 9, 2022.

Section 3. Both the City and Franchisee reserve and retain all of their rights under both the formal renewal process and informal renewal process under 47 U.S.C. § 546.

Section 4. The Performance Bond and insurance policies provided by Franchisee pursuant to the Franchise shall remain in effect during the extension period.

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

Section 6. This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

{ERZ2272936.DOC;1/00005.080028/ }2

Section 7. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

**FINALLY PASSED AND RATIFIED** by the City Council of the City of Mill Creek this \_\_\_\_ day of \_\_\_\_\_, 2020. Signed by the Mayor on this \_\_\_\_ day of \_\_\_\_\_, 2020.


APPROVED:

\_\_\_\_\_  
BRIAN HOLTZCLAW  
MAYOR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
NAOMI FAY  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
GRANT DEGGINGER  
INTERIM CITY ATTORNEY

FILED WITH THE CITY CLERK: \_\_\_\_\_  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
ORDINANCE NO.: \_\_\_\_\_

**SUMMARY OF ORDINANCE NO. \_\_\_\_\_**  
City of Mill Creek, Washington

On the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the City Council of the City of Mill Creek passed Ordinance No. \_\_\_\_\_. A summary of the content of said Ordinance, consisting of the title, is provided as follows:

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, GRANTING AN EXTENSION OF THE CABLE FRANCHISE TO FRONTIER COMMUNICATIONS NORTHWEST, LLC WITH CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

\_\_\_\_\_  
NAOMI FAY  
CITY CLERK

FILED WITH THE CITY CLERK: \_\_\_\_\_  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_  
PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
ORDINANCE NO.: \_\_\_\_\_

**ACKNOWLEDGEMENT OF EXTENSION OF FRANCHISE**

This Acknowledgement of Extension of Franchise is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Frontier Communications Northwest, LLC (“Franchisee”) and the City of Mill Creek, Washington, a Washington municipal corporation (the “City”).

Franchisee and the City acknowledge and agree as follows:

1. Term. The Franchise is hereby acknowledged and agreed to be extended until November 9, 2022 or until such time as the City has adopted a new franchise ordinance, whichever occurs sooner.
2. Ratification. All terms and conditions of the Franchise are hereby ratified and confirmed, except the provision for the duration of the Franchise which is hereby extended to November 9, 2022. Franchisee hereby unconditionally accepts and promises to comply with all provisions, terms and conditions of the Franchise during the extension period, and shall maintain during this extended term the Performance Bond and insurance policies as described in the Franchise.

**CITY OF MILL CREEK**

By: \_\_\_\_\_  
BRIAN HOLTZCLAW, MAYOR

Dated: \_\_\_\_\_

**FRONTIER COMMUNICATIONS NORTHWEST, LLC**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Dated: \_\_\_\_\_



Mill Creek  
WASHINGTON

Date: October 27, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
10/15/2020	62559-62603	\$130,017.60
<b>Total</b>		<b>\$130,017.60</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 62559 through 62603, in the amount of \$130,017.60.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

*Jeffrey Balentine*  
\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval1.doc

**Accounts Payable**

Checks by Date - Detail by Check Date

User: Jodieg  
 Printed: 10/22/2020 4:34 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62559	911SUPPL INV-2-4931 INV-2-5395 INV-2-5513	911 Supply Inc 2 S/S Shirt - J Saga Corporal Stripes Install - T Kidwell 2 Pr Taotical Trousers - J Saga	10/15/2020		113.24 19.80 201.47
Total for Check Number 62559:				0.00	334.51
62560	ADPLLC 565532247	ADP, LLC ADP Workforce Now 08/31 & 09/15, HCM 09/1	10/15/2020		1,335.49
Total for Check Number 62560:				0.00	1,335.49
62561	INTEGRA 17084106	Allstream T-1 Monthly Chgs - Oct	10/15/2020		739.20
Total for Check Number 62561:				0.00	739.20
62562	AMAZON 1P1N-HCXT-HTJH 1T9C-R4QM-PPV6	Amazon Capital Services 2 Swat Phone Case, Pals Armor, 5" Series Moun Mailing Envelopes, Ballpoint Bens - PD	10/15/2020		163.53 117.75
Total for Check Number 62562:				0.00	281.28
62563	BANKCR16 1	Bank of America Annual APA Membership Dues - C Schmidt	10/15/2020		490.00
Total for Check Number 62563:				0.00	490.00
62564	BCS 2020-MC9	Bridge Coordination Services DV Services - September	10/15/2020		3,449.02
Total for Check Number 62564:				0.00	3,449.02
62565	BANKCR27 1 2 3 4 5 6	Business Card Credit-Lodging-WA Assoc of Sheriffs & Police 1 Hurricane Ultra II Portable Electric Fogger 6 Evidence Tape Lodging-WA Assoc of Sheriffs & Police Training 6 - 64oz. Purell Refill Jug Grant Management Zoom Class - S Eastman 09/	10/15/2020		-152.48 506.39 101.64 152.48 178.68 565.00
Total for Check Number 62565:				0.00	1,351.71
62566	CABDOW Sept 2020	Cabot Dow Associates, Inc Labor Relations Services 09/01 - 09/30	10/15/2020		393.75
Total for Check Number 62566:				0.00	393.75
62567	CDW 1938731	CDW Government Antivirus Renewal - Symantec Licenses	10/15/2020		2,453.10



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62567:	0.00	2,453.10
62568	COMCAST 849831021072434	Comcast Internet for ITS 10/14 - 11/13	10/15/2020		106.42
			Total for Check Number 62568:	0.00	106.42
62569	DAHLELEC 28998	Dahl Electric Inc Door Lock Repair - Buffalo Park	10/15/2020		681.10
			Total for Check Number 62569:	0.00	681.10
62570	DEPTECOG 21-WAR045529-3	Department of Ecology Permit FY 2021	10/15/2020		17,605.53
			Total for Check Number 62570:	0.00	17,605.53
62571	DOWELLCN 2020.09.002	Andrea Dowell Prof Svcs - Financial Consultant - September	10/15/2020		1,925.00
			Total for Check Number 62571:	0.00	1,925.00
62572	GRYOSBRN 1 10 2	Gray & Osborne Inc Prof Svcs - 2021 Grade C Pipe Repairs 08/16 - 0 Prof Svcs - 2020 Grade C Pipe Repairs 09/13 - 1 Prof Svcs - 2021 Grade C Pipe Repairs 09/13 - 1	10/15/2020		3,408.44 474.30 1,381.80
			Total for Check Number 62572:	0.00	5,264.54
62573	GUARDSEC 1067464	Guardian Security ABS Radio Monitoring 11/01 - 01/31	10/15/2020		215.48
			Total for Check Number 62573:	0.00	215.48
62574	ISO CW244647	ISOOutsource Remote Desktop Support Services - Tier 1 Supp	10/15/2020		7,679.01
			Total for Check Number 62574:	0.00	7,679.01
62575	KETCHMFG INV159141 INV159141	Ketchum Mfg Co., Inc. Sales Tax Payable - 200 - #164 Heart Stainless A 200 - #164 Heart Stainless Animal Licenses	10/15/2020		-16.85 177.31
			Total for Check Number 62575:	0.00	160.46
62576	OMWATT 844134	Ogden Murphy Wallace Attorneys Prof Legal Services - Exec - Sept	10/15/2020		268.00
			Total for Check Number 62576:	0.00	268.00
62577	OREILLY 2986-270498	O'Reilly Automotive Inc Oil Filter - PW10	10/15/2020		4.74
			Total for Check Number 62577:	0.00	4.74
62578	PACFIRSE 72315 74485 74580 74731	Pacific Fire and Security, Inc. Alarm Panel Fault - CHN Fire & Sprinklers - Oct-Dec - CHN Fire & Sprinklers - Oct-Dec 2020 - CHS Emergency Fire Alarm System Reset - CHN	10/15/2020		552.50 284.54 740.35 828.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62578:	0.00	2,406.14
62579	PLANTSCP	Plantscapes Horticultural Services	10/15/2020		
	51801E	Landscape Maint - CHS - Sept			395.41
	51801E1	Landscape Maint - CHN - Sept			174.77
	51801E10	Landscape Maint - Hillside Park - Sept			781.27
	51801E11	Landscape Maint - Silver Crest Park - Sept			304.74
	51801E12	Landscape Maint - Buffalo Park - Sept			1,000.48
	51801E13	Landscape Maint - R/W Medians - Sept			1,173.22
	51801E14	Landscape Maint - Interior Medians - Sept			111.80
	51801E15	Landscape Maint - Ditches - Sept			1,756.33
	51801E2	Landscape Maint - MC Library - Sept			379.77
	51801E3	Landscape Maint - Library Park - Sept			670.05
	51801E4	Landscape Maint - Heron Park - Sept			729.30
	51801E5	Landscape Maint - MCSP - Sept			602.07
	51801E6	Landscape Maint - Highland Park - Sept			1,362.80
	51801E7	Landscape Maint - Pine Meadows Park - Sept			1,484.40
	51801E8	Landscape Maint - Nickel Creek Park - Sept			429.09
	51801E9	Landscape Maint - Cougar Park - Sept			1,368.76
			Total for Check Number 62579:	0.00	12,724.26
62580	SNOCPUD	PUD No. 1 of Snohomish County	10/15/2020		
	115330873	3401 148th St SE 08/25 - 09/22			23.30
	115334063	16110 1/2 29th Dr SE 08/29 - 09/28			16.74
	115336947	902 164th St SE 09/03 - 10/01			32.25
	118648193	14600 16th Ave SE 09/04 - 10/02			18.59
	118648194	15429 1/2 Bothell Everett Hwy 09/05 - 10/05			18.24
	118649872	15728 Main St 09/10 - 10/07			1,395.29
	121957392	14729 12th Ave SE 08/30 - 09/29			16.74
	121957393	4560 SAC 09/02 - 09/30			42.46
	125280512	Street Lights - 189 Lights - 200W 09/01 - 09/30			1,736.91
	125281357	Street Lights - 386 Lights - 100W 09/01 - 09/30			1,389.60
	128555638	Street Lights - 21 Lights - 400W 09/01 - 09/30			312.90
	128555639	Street Lights - 6 Lights - 150W 09/01 - 09/30			28.98
	131867687	15510 Village Green Dr 08/28 - 09/25			15.66
	131869981	13332 44th Ave SE 09/02 - 09/30			53.67
	131873590	13901 North Pointe Cir Irrig 09/05 - 10/07			17.82
	135171612	Street Lights - 8 Lights - 200W 09/01 - 09/30			47.68
	135171613	Street Lights - 38 Lights - 250W 09/01 - 09/30			285.38
	135171614	Street Lights - 39 Lights - 400W 09/01 - 09/30			441.48
	145022300	1700 Mill Creek Rd 08/22 - 09/25			87.08
	145023561	2701 155th St SE 08/28 - 09/25			20.67
	148316223	15429 Bothell Everett Hwy 09/05 - 10/05			26.93
	151610840	15601 22nd Ct SE 08/28 - 09/28			21.78
	154855982	Street Light - 1 Light - 240W 09/01 - 09/30			7.94
	158054764	Street Lights - 91 Lights - 250W 09/01 - 09/30			985.53
	158054765	Street Lights - 841 Lights - 100W 09/01 - 09/30			5,121.69
	158057848	4842 SAC 09/05 - 10/06			74.04
	161229059	Street Lights - 49 Lights - 20W 09/01 - 09/30			17.15
	161229411	Street Light - 1 Light - 160W 09/01 - 09/30			5.18
	164443900	Street Lights - 17 Lights - 100W 09/01 - 09/30			52.87
			Total for Check Number 62580:	0.00	12,314.55
62581	RICHARDR 4	Robert Richardson Prof Svcs - Law Enforcement Consultant 09/23 -	10/15/2020		4,289.38
			Total for Check Number 62581:	0.00	4,289.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62582	SANDACLN July/Aug/Sept July/Aug/Sept1	Sanda Cleaners Uniform Dry Cleaning - S Eastman - July - Sept Uniform Dry Cleaning - S Conner & R Mundwil	10/15/2020		471.44 240.32
Total for Check Number 62582:				0.00	711.76
62583	SILVERL 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017	Silverlake Water District 15200 SR 527 - Irrig 09/01 - 09/30 15100 N SR 527 - Irrig 09/01 - 09/30 SR 527 & Trillium Blvd - Irrig 09/01 - 09/30 14600 SR 527 - Irrig 09/01 - 09/30 SR 527 & Dumas Rd - Irrig 09/01 - 09/30 Dumas Rd Irrigation 09/01 - 09/30 14721 12th Ave SE - Irrig 09/01 - 09/30	10/15/2020		7.60 7.60 39.85 29.10 39.85 22.30 7.60
Total for Check Number 62583:				0.00	153.90
62584	SNOCOM 2919	Snohomish County 911 Dispatch Services - Oct	10/15/2020		21,804.54
Total for Check Number 62584:				0.00	21,804.54
62585	SNOCOPW 1000529673 1000533082 1000534620 10005346201	Snohomish County Public Works Adaptive Traffic Signal Control System - ILA - 1 Adaptive Traffic Signal Control System - ILA - 2 Signal Maint - RR7552 Dumas Rd & Park Rd - / Signal Maint - RR7554 164th St SE & 9th Ave -	10/15/2020		468.64 246.71 732.05 292.70
Total for Check Number 62585:				0.00	1,740.10
62586	SNOTREEC 1497 1498	Snohomish Tree Company Tree Removal -Nickel Creek Pk, Pine Meadows Tree Removal - Heron Park	10/15/2020		3,978.00 1,635.00
Total for Check Number 62586:				0.00	5,613.00
62587	SNYDERRF 5875474	Snyder Roofing 2020 Fall Annual RAM Maintenance - CHN	10/15/2020		1,913.86
Total for Check Number 62587:				0.00	1,913.86
62588	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - O	10/15/2020		3,028.45
Total for Check Number 62588:				0.00	3,028.45
62589	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - October	10/15/2020		1,706.98
Total for Check Number 62589:				0.00	1,706.98
62590	STAPLEAD 70107960LA	Staples Advantage Copy Paper, Bankers Boxes, Pens	10/15/2020		252.28
Total for Check Number 62590:				0.00	252.28
62591	STARDMSV 0124220-IN 0124220-IN1 0124220-IN2 0124220-IN3	Stardom Services Inc September Services - Janitorial - CHS September Services - Janitorial - CHN September Services - Janitorial - Extra Friday Cl September Services - Janitorial - Extra Friday Cl	10/15/2020		1,105.40 1,349.60 175.00 125.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62591:	0.00	2,755.00
62592	TERMINIX 400935974	Terminix Processing Center Pest Control - WO #17254279634 - Library	10/15/2020		95.03
			Total for Check Number 62592:	0.00	95.03
62593	SHERWILL 2313-1189-5	The Sherwin-Williams Co Paint - No Parking Hash Marks - MC Library	10/15/2020		125.69
			Total for Check Number 62593:	0.00	125.69
62594	TRANSUN 09008230	Trans Union LLC Basic Service Monthly Fee - Credit Checks 08/2	10/15/2020		60.78
			Total for Check Number 62594:	0.00	60.78
62595	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Sept	10/15/2020		55.25
			Total for Check Number 62595:	0.00	55.25
62596	USIC 401150 401150A	USIC Locating Services, LLC 54 Ticket Locates/1 AH 09/01 - 09/30 55 Ticket Locates/1 AH 09/01 - 09/30	10/15/2020		1,391.07 1,391.07
			Total for Check Number 62596:	0.00	2,782.14
62597	UULC 0090175 0090175A	Utilities Underground Location Center On-Call Location Services - 55 Locates On-Call Location Services - 56 Locates	10/15/2020		71.59 71.60
			Total for Check Number 62597:	0.00	143.19
62598	VALORSOL 2020-100	Valor Solutions USA, LLC Prof Svcs - Contract Mgmt Consulting/Audit	10/15/2020		4,998.00
			Total for Check Number 62598:	0.00	4,998.00
62599	VERIZON 9862979022 9863372043	Verizon Wireless Access & Usage Chgs - City Cell Phones 08/17 - Access & Usage Chgs - Public Safety 08/23 - 09	10/15/2020		495.65 1,798.03
			Total for Check Number 62599:	0.00	2,293.68
62600	WALTNELS 776996 776997 778585	Walter E. Nelson Co. Paper Towels, Disinfectant, Sanitizing Wipers Paper Towels, Toilet Paper, Toilet Seat Covers 1 Case - Disinfectant Cleaner - COVID-19	10/15/2020		795.19 697.38 65.23
			Total for Check Number 62600:	0.00	1,557.80
62601	WAVEDIV 102743301000841	WaveDivision Holdings, LLC Fiber lease - 15728 Main St to 3000 Rockefeller	10/15/2020		641.25
			Total for Check Number 62601:	0.00	641.25
62602	AFSCME Sept 2020	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Sept	10/15/2020		773.01
			Total for Check Number 62602:	0.00	773.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62603	ZESBAUGH 20378	Zesbaugh, Inc. Men's Restroom Partition - CHS	10/15/2020		339.24
Total for Check Number 62603:				0.00	339.24
Total for 10/15/2020:				0.00	130,017.60
Report Total (45 checks):				0.00	130,017.60



**Mill Creek**  
WASHINGTON

Date: October 27, 2020

Payroll Check Batches		
Dated	Check Numbers	Amount
10/09/2020	ACH Wire- Assoc. of WA Cities	\$73,240.35
10/09/2020	ACH Automatic Deposit Checks	\$134,528.64
10/09/2020	ACH Wire- FWT & Medicare Taxes	\$26,469.04
10/09/2020	ACH Wire MEBT- Wilmington Trust	\$19,781.20
10/09/2020	ACH Wire- ICMA RC- Def. Comp	\$1,894.54
10/09/2020	ACH Wire- BAC- Flex Spending Acct	\$1,685.95
10/09/2020	ACH Wire- MCPD Guild Dues	\$1,890.00
<b>Total</b>		<b>\$259,489.72</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$259,489.72.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

*Jeffrey Balentine*  
Finance Director

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
City Manager

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10/22/20

**AWC Employee Benefit Trust**

PO Box 6  
C/o Vimly Benefit Solutions, Inc  
Mukilteo, WA 98275-0006

**MILL CREEK, CITY OF**

15728 Main St  
Mill Creek, WA 98012-1518

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**Billing Details**

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Billing ID: 6966	Month: 10/2020
Customer Ref: 000180177X000	Invoice Date: 09/18/2020

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**Payment Details**

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Payment Amount: \$73,240.35	ACH Payment Ref: N/A
Settlement Date: N/A	Account Type: Checking
Date/Time Paid: 10/06/2021 10:07:33 am	Account Number:
Paid By: Dana Volk	Transaction Number:

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**Simon has processed your payment request**

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:41 Pay Date:10/09/2020 P/E Date:09/30/2020  
 Qtr/Year:4/2020 Run Time/Date:13:21:22 PM EDT 10/07/2020

<b>Taxes Debited</b>	Federal Income Tax	20,327.38		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,787.11		
	Medicare - ER	2,787.08		
	Medicare Adj - EE	0.00		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	COBRA Premium Assistance Payments	0.00		
	Federal Unemployment Tax	0.00		
	Families First FMLA-PSL Payments Credit	0.00		
	Families First ER Medicare Credit	0.00		
	Families First FMLA-PSL Health Care Premium Credit	0.00		
	CARES Retention Qualified Payments Credit	0.00		
	CARES Retention Qualified Health Care Credit	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	189.10		
	State Family Leave Insurance - ER	0.00		
	State Medical Leave Insurance - EE	170.22		
	State Medical Leave Insurance - ER	208.15		
	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		
	<b>Total Taxes Debited</b>	<b>26,469.04</b>		
<b>Other Transfers</b>	Full Service Direct Deposit Acct. N	134,528.64		
	<b>Total Amount Debited From Your Account</b>		<b>160,997.68</b>	
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00		<b>160,997.68</b>
	Adjustments/Prepay/Voids	0.00		<b>160,997.68</b>
<b>Taxes- Your Responsibility</b>	None this payroll			<b>160,997.68</b>
				<b>160,997.68</b>





**Funds Transfer Request Authorization (FTRA)**

**Customer Information**

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST  
 Phone: (425)921-5723 MILL CREEK  
 WA 980121518 US

**Account Information**

Account: BUS\_4700  
 Account Title: CITY OF MILL CREEK TREASURER  
 CHECKING  
 Requestor Name: JEFFREY BALENTINE

**Wire Information**

Wire Type: DOMESTIC Wire Date: 10/14/2020  
 Country: US Wire Amount (USD): 19,781.20  
 Currency of Recipient Account: USD Wire Fee: 30.00  
 Source: IN PERSON  
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH  
 ID Verification/Type: DEBIT CARD WITH VISA OR MASTERCARD

**Recipient Information**

Recipient Name: MATRIX TRUST COMPANY Bank Name: JPMORGAN CHASE BANK NATIONAL  
 ASSOCIATION  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 1111 POLARIS PKWY  
 Address: COLUMBUS  
 OHIO US OH 43240 US

**Information about payment:**

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: REF: CITY MILL CREEK N3177E Additional Bank Instructions:

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)**

<p><b>Not Applicable</b> (check box if no signature verification is required)</p> <input type="checkbox"/>	<p><b>Signature Card</b> (check box if signature card was reviewed)</p> <input type="checkbox"/>	<p><b>Business Resolution</b> (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p><b>Posted Check#</b> (reference PRO for date guidelines)</p> <p>(complete field below)</p> <p>Check # _____</p>	<p><b>Leader Exception Granted</b> (leader must place their initials or signature in box below)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Exception Reason: _____</p>
--	--	--	--	--

**FOR BANK USE ONLY: Financial Center Information**

Financial Center Name	MILL CREEK BANKING CENTER	Date:	October 13, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	6LNYLEUQQ

Payroll 10/09/2020

MEBT ER	11,896.91
MEBT EE	12,619.72
Sub-Total	24,516.63
Less Standard Insurance	(4,735.43)
<b>Wire Total</b>	<b>19,781.20</b>

9364.09	LEO	Total
579.60	MBX	Total
11855.42	MEB	Total
143.21	MEB2	Total
41.49	MME	Total
41.49	MMR	Total
5543.91	P2E	Total
950.11	P3E	Total
11855.42	TER	Total
40374.74	Grand Total	



**Funds Transfer Request Authorization (FTRA)**

**Customer Information**

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST  
 Phone: (425)921-5723 MILL CREEK  
 WA 980121518 US

**Account Information**

Account: BUS\_4700  
 Account Title: CITY OF MILL CREEK TREASURER  
 CHECKING  
 Requestor Name: JEFFREY BALENTINE

**Wire Information**

Wire Type: DOMESTIC Wire Date: 10/14/2020  
 Country: US Wire Amount (USD): 1,894.54  
 Currency of Recipient Account: USD Wire Fee: 30.00  
 Source: IN PERSON  
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH  
 ID Verification/Type:

**Recipient Information**

Recipient Name: ICMA RC Bank Name: MANUFACTURERS AND TRADERS TRUST  
 COMPANY  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: ONE M AND T PLAZA, 15TH FL  
 Address: BALTIMORE BUFFALO  
 MARYLAND US NY 14203 US

Information about payment:  
 Purpose of Payment: SERVICES Additional Phone Advice:

Additional Reference Information: CITY OF MILL CREEK Additional Bank Instructions:

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)**

<b>Not Applicable</b> (check box if no signature verification is required)	<b>Signature Card</b> (check box if signature card was reviewed)	<b>Business Resolution</b> (check box if business resolution was reviewed)	<b>Posted Check#</b> (reference PRO for date guidelines)  (complete field below)  Check # _____	<b>Leader Exception Granted</b> (leader must place their initials or signature in box below)  _____  Exception Reason: _____
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**FOR BANK USE ONLY: Financial Center Information**

Financial Center Name	MILL CREEK BANKING CENTER	Date:	October 13, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	634F2XFGS

<b>Payroll Date 10/09/20</b>	<b>ICMA</b>
Fleming, Rodney J	\$ 450.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 531.94
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
White, Stanley R	\$ 50.00
Total	\$ 1,894.54



**Funds Transfer Request Authorization (FTRA)**

Customer Information	
Name:	MILL CREEK, WA CITY OF
Address:	15728 MAIN ST MILL CREEK WA 980121518 US
Phone:	(425)921-5723

Account Information	
Account:	BUS_4700
Account Title:	CITY OF MILL CREEK TREASURER CHECKING
Requestor Name:	JEFFREY BALENTINE

Wire Information			
Wire Type:	DOMESTIC	Wire Date:	10/14/2020
Country:	US	Wire Amount (USD):	1,685.95
Currency of Recipient Account:	USD	Wire Fee:	30.00
Source:	IN PERSON		
ID Verification/Type:	U.S. DRIVER'S LICENSE (WITH OR WITH		
ID Verification/Type:			

Recipient Information			
Recipient Name:	BENEFIT ADMINISTRATION COMPANY LLC	Bank Name:	SOUND CU
Account Number Type:	ACCOUNT NUMBER	Bank ID:	
Account Number:		Address:	1331 BROADWAY TACOMA WA 98402 US
Address:	TACOMA WASHINGTON US		

**Information about payment:**

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: Additional Bank Instructions:

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)				
<b>Not Applicable</b> (check box if no signature verification is required)  <input type="checkbox"/>	<b>Signature Card</b> (check box if signature card was reviewed)  <input type="checkbox"/>	<b>Business Resolution</b> (check box if business resolution was reviewed)  <input type="checkbox"/>	<b>Posted Check#</b> (reference PRO for date guidelines)  (complete field below)  _____ Check #	<b>Leader Exception Granted</b> (leader must place their initials or signature in box below)  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>  Exception Reason: _____

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name:	MILL CREEK BANKING CENTER	Date:	October 13, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	GRSAYEMQU

<b>Payroll Date 10/09/2020</b>	<b>Deferred Daycare</b>	<b>Deferred Healthcare</b>
Eastman, Scott Michael	\$ 0.00	\$ 114.58
Fleming, Rodney J	\$ 0.00	\$ 81.94
Foutch, Bart A	\$ 0.00	\$ 114.58
Freeburg-Gunderson, Jodie A	\$ 0.00	\$ 25.00
Heath, Ilia C	\$ 0.00	\$ 105.00
Hughes, Tyrone A	\$ 0.00	\$ 110.00
Lee, Joanna M	\$ 500.00	\$ 45.00
Lockett, Grace M	\$ 0.00	\$ 27.27
Pigott, Larissa V	\$ 0.00	\$ 114.58
Rasmussen, Kristen A	\$ 208.00	\$ 35.00
Ringstad, Sherrie M	\$ 0.00	\$ 30.00
Rogers, Thomas B	\$ 0.00	\$ 62.50
Schmidt, Christi A.M.	\$ 0.00	\$ 50.00
Wright, Jere A	\$ 0.00	\$ 62.50
Grand Totals	\$ 708.00	\$ 977.95
<b>Total</b>	\$ 708.00	\$ 977.95
<b>Total Due to BAC</b>	<b>\$ 1,685.95</b>	



**Funds Transfer Request Authorization (FTRA)**

**Customer Information**

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST  
 Phone: (425)921-5723 MILL CREEK  
 WA 980121518 US

**Account Information**

Account: BUS\_4700  
 Account Title: CITY OF MILL CREEK TREASURER  
 CHECKING  
 Requestor Name: JEFFREY BALENTINE

**Wire Information**

Wire Type: DOMESTIC Wire Date: 10/14/2020  
 Country: US Wire Amount (USD): 1,890.00  
 Currency of Recipient Account: USD Wire Fee: 30.00  
 Source: IN PERSON  
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH  
 ID Verification/Type:

**Recipient Information**

Recipient Name: MILL CREEK POLICE OFFICER GUILD Bank Name: BANK OF AMERICA NATIONAL ASSOCIATION  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 306 MAIN ST  
 EDMONDS  
 Address: MILL CREEK WASHINGTON US WA 98020 US

**Information about payment:**

Purpose of Payment: OTHER Additional Phone Advice:  
 Additional Reference Additional Bank  
 Information: REF: POLICE GUILD BEN INFO:POLICE GUILD Instructions:  
 DUES DIRECT DEPOSIT

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

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<b>FOR BANK USE ONLY: Financial Center Information</b>			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	October 13, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	UPLYEABLS

Police Guild Dues for September 2020

<b>Payroll Name</b>	<b>Guild Dues</b>
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Phillips, Robert	\$ 50.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 1,890.00

Sep-20





**MINUTES**  
**City Council Regular Meeting**

---

**6:00 PM - Tuesday, October 13, 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**

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- A.** City Council Regular Meeting - October 13, 2020  
Tue, Oct 13, 2020 6:00 PM - 8:30 PM (PDT)

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

<https://global.gotomeeting.com/join/834413565>

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

United States: +1 (408) 650-3123  
- One-touch: tel:+14086503123,,834413565#

Access Code: 834-413-565

New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/834413565>

**CALL TO ORDER**

---

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

**PLEDGE OF ALLEGIANCE**

---

The Pledge of Allegiance was led by Councilmember Briles.

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October 13, 2020 CITY COUNCIL REGULAR MEETING MINUTES

**ROLL CALL**

---

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

Councilmembers Absent:  
Mark Bond, Councilmember

**Councilmember Cavaleri made a motion to excuse Councilmember Bond's absence from the meeting. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

**AUDIENCE COMMUNICATION**

---

- B. There were no public comments from the audience on items on or not on the agenda.

**NEW BUSINESS**

---

- C. Snohomish County 911 (SNO911) Vacancy  
(Brian Holtzclaw, Mayor)

Due to the recent vacancy on the Snohomish County 911 Board (SNO911), Mayor Holtzclaw requested if any Councilmember had any interest in serving as the Mill Creek Representative on the SNO911 Board.

Councilmember Cavaleri indicated that he is interested in being Mill Creek's representative.

**Mayor Pro Tem Stephanie Vignal made a motion to appoint Councilmember Cavaleri as Mill Creek's representative on the SNO911 Board. Councilmember Briles seconded the motion. The motion passed unanimously.**

**CONSENT AGENDA**

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- D. Approval of Checks #62511 through #62558 and ACH Wire Transfers in the Amount of \$423,487.93  
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Cavaleri)  
[ACH 423,487.93](#)
- E. Payroll and Benefit ACH Payments in the Amount of \$186,557.56  
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Cavaleri)  
[Payroll & Benefits ACH Payments 10-13-20](#)
- F. City Council Special Meeting Minutes of September 29, 2020 & City Council Regular Meeting of October 6, 2020  
[Special Meeting Minutes - 29 Sep 2020](#)  
[City Council Regular Meeting Minutes- 06 Oct 2020](#)

October 13, 2020 CITY COUNCIL REGULAR MEETING MINUTES

**Mayor Pro Tem Vignal made a motion to approve the consent agenda. Councilmember Briles seconded the motion. The motion passed unanimously.**

**REPORTS**

---

**G. Mayor/Council**

**Mayor Holtzclaw** reported that he and Mayor Pro Tem Vignal would be hosting a virtual town hall later in the month. Council engaged in discussion regarding requirements if a quorum would be present during the event.

**Councilmember Cavaleri** noted from the Park and Recreation Board meeting that staff liaison, Jay Sandstrom, has accepted a position with the City of Edmonds and wished him well.

**Mayor Pro Tem Vignal** reported that she will be attending the special meeting of the Community Transit Board on October 19, 2020 as Mill Creek's representative.

**H. City Manager**

- Veteran's Day Update
- Progress Updates Regarding Budget, Planning and Reorganization
- Planning Schedule - [Council Planning Schedule 10-08-20](#)

City Manager Michael Ciaravino provided an update on the following:

- The Veterans Day Ceremony will be conducted virtually and will be posted on the City's website the morning of November 11, 2020.
- The Shred-it event on October 24, 2020 from 11:00-1:00 at City Hall North
- Budget planning and reorganization process
- Virtual recreation classes
- Council Planning Schedule

**I. Staff**

Mike Todd, Director of Public Works and Development Services

- Capital Improvement Plan (CIP) Process Update

Jeff Balentine, Finance Director

- Mill Creek CARES Small Business Relief Fund

Director of Public Works and Development Services Mike Todd gave a PowerPoint presentation on the City's Capital Improvement Plan (CIP) summarizing:

- COVID-19 restrictions and cost avoidance measures.

October 13, 2020 CITY COUNCIL REGULAR MEETING MINUTES

- 2021-2022 capital improvement projects include pending projects from the 2019-2024 Capital Improvement Plan (CIP)
- Preliminary Biennial Budget
- Potential Public Hearing on 2021-2026 CIP Nov. 10th

Finance Director Jeff Balentine gave a PowerPoint presentation updating Council on the status of CAREs Act funding including:

- Status of Economic Support Vouchers for Mill Creek residents
  - Department of Commerce requirements
- Economic Support Grants to Small Businesses
  - Application requirements
  - Proposed timeline
  - Updated status of CARES Act funding

Council engaged in discussion.

**Councilmember Steckler made a motion to accept the revised CARES Act allocations as presented by Finance Director Jeff Balentine and approve execution. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

Mayor Holtzclaw noted that changes in planning schedule should reflect the budgetary schedule as presented in the Capital Improvement Plan (CIP) Study Session by Jeff Balentine and Mike Todd.

[2021-2026 CIP Update](#)  
[COMC CARES Update 10-13-2020](#)

---

**AUDIENCE COMMUNICATION**

- J. No public comments on items on or not on the agenda were given.

---

**ADJOURNMENT**

With no objection, Mayor Holtzclaw adjourned the meeting at 7:01 PM

---

Brian Holtzclaw, Mayor

---

Naomi Fay, City Clerk

October 13, 2020 CITY COUNCIL REGULAR MEETING MINUTES



**Snohomish Regional  
Drug Task Force**

M/S #606  
3000 Rockefeller Ave.  
Everett, WA 98201  
(425) 388-3479  
FAX (360) 658-7664

October 13, 2020

To: A/C Robert Phillips  
Mill Creek Police Department  
15728 Main St.  
Mill Creek, WA 98012

**Re: Interlocal Agreement (ILA) with Revisions**

Greetings,

Enclosed you will find the Snohomish Regional Drug Task Force (S.R.D.T.F.) Interlocal Agreement. I am proud to present this document which has undergone several revisions in the past few months. These revisions remove outdated and irrelevant language, while promoting transparency and answers to previously unexplained calculations. One of the most noticeable changes is the reduction in contributions requested. The contributions are now based solely on the salary of the commander. With the disappearance of the Byrne/Jag Grant, the contributions have become critical in maintaining a functioning task force.

Despite pandemic restrictions, this task force has continued to combat the upper level drug trade while keeping employees and public safe. A few statistics we are proud to report are:

- Seizure of 9,761.7g of heroin (drug seizures are measured in grams)
- Seizure of 4,144 counterfeit oxycodone pills believed to be Fentanyl
- Seizure of 18,069g of methamphetamine
- Seizure of 49 firearms
- 6 DMIs (Drug Market Interdictions)
- Completed over 100 arrests

The cooperative language of this new agreement reflects the cooperation of all participating agencies that make up the SRDTF as regional asset.

Thank you for your prompt attention in returning the signature page to us.

Sincerely,

**MARK RICHARDSON**  
Bureau Chief, Special Operations

**INTERLOCAL AGREEMENT ESTABLISHING  
SNOHOMISH REGIONAL DRUG TASK FORCE**

This Interlocal Agreement Establishing the Snohomish Regional Drug Task Force (“Agreement”), is entered into by and among Snohomish County, a political subdivision of the State of Washington, and the following municipal corporations and department of the State of Washington (hereinafter collectively referred to as the “Participating Jurisdictions”):

- |                       |                           |
|-----------------------|---------------------------|
| City of Arlington     | City of Mill Creek        |
| City of Bothell       | City of Monroe            |
| City of Brier         | City of Mountlake Terrace |
| City of Darrington    | City of Mukilteo          |
| City of Edmonds       | City of Snohomish         |
| City of Everett       | City of Stanwood          |
| City of Gold Bar      | City of Sultan            |
| City of Granite Falls | Washington State Patrol   |
| City of Index         | Snohomish Health District |
| City of Lake Stevens  |                           |
| City of Lynnwood      |                           |
| City of Marysville    |                           |

**WITNESSES THAT:**

WHEREAS, since 1988, Snohomish County, and multiple cities and towns located in Snohomish County, have collaborated in a countywide multi-jurisdictional task force to address illegal drug trafficking in the region (“Snohomish Regional Drug Task Force” or “Task Force”). The Task Force has operated on a continuous basis since 1988 under a series of interlocal agreements;

WHEREAS, the Participating Jurisdictions desire to continue operation of the Task Force, with Snohomish County administering task force project grants and other funding on their behalf; and

**NOW, THEREFORE**, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties hereto agree as follows:

**1.0 TASK FORCE TERM AND PURPOSE**

1.1 The term of this Agreement (“Term”) shall begin on January 1, 2021 (“Effective Date”), and continue through December 31, 2021, unless earlier terminated or modified as provided in this Agreement. The Snohomish County Sheriff, with the concurrence of the Executive Board, may extend this Agreement for up to three additional one-year terms by providing written notice to each of the participating jurisdictions.

1.2 The purpose of the Task Force is to formally structure and jointly coordinate selected law enforcement activities, resources, and functions in order to disrupt illegal drug trafficking systems and to remove traffickers through a cooperative

program of investigation, prosecution, and asset forfeiture. The parties do not intend that this Agreement create a separate legal entity subject to suit.

- 1.3 The Task Force goals are:
  - a. Reduce the number of drug traffickers in the communities of Snohomish County through the professional investigation, apprehension, and conviction;
  - b. Efficiently attack, disrupt, and prosecute individual and organized mid to upper level drug traffickers who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations previously impregnable;
  - c. Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions and the sharing of resources and information; and
  - d. To address these issues with the foremost consideration of safety for both law enforcement and the community.
- 1.4 The Task Force will follow a management system for the shared coordination and direction of personnel as well as financial, equipment, and technical resources, as stated in this Agreement.
- 1.5 The Task Force will implement operations, including:
  - a. Development of intelligence
  - b. Target identification
  - c. Investigation



- d. Arrest of Suspects
- e. Successful prosecution of offenders, and
- f. Asset forfeiture/disposition

1.6 The Task Force shall evaluate and report on Task Force performance as required in any applicable grant or funding agreement.

**2.0 ORGANIZATION**

2.1 The Task Force shall be organized according to the chart contained in Exhibit A, incorporated herein by this reference.

2.2 Personnel assigned to the Task Force shall be directed in their Task Force duties by the Snohomish County Sheriff's Office (SCSO), through the Task Force Commander. The Task Force Commander is an employee of Snohomish County. Selection of the Task Force Commander will be conducted in accordance with Exhibit B, incorporated herein by this reference. Appointment and removal of the Task Force Commander remains at the sole discretion of the Snohomish County Sheriff.

2.3 Exhibit C, incorporated herein by this reference, sets forth the personnel currently assigned to the Task Force by each Participating Jurisdiction. Nothing in this Agreement shall restrict the ability of the Snohomish County Prosecuting Attorney, Snohomish County Sheriff, Everett Police Chief, or chief law enforcement officer of any Participating Jurisdiction to reassign personnel now or later assigned to the Task Force.

2.4 Participating Jurisdiction Employees: Any employees assigned to the Task Force by a Participating Jurisdiction shall remain, and be considered, an employee of the assigning Participating Jurisdiction. Each Participating Jurisdiction shall pay all costs associated with its employees when assigned to the Task Force. All rights, duties, and obligations of the employer and the employee shall remain with the Participating Jurisdiction. Each Participating Jurisdiction shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations, applicable to its employees.

**3.0 GOVERNANCE**

3.1 The activities of the Task Force shall be governed by an Executive Board. The Task Force Executive Board shall be comprised of one representative from each Participating Jurisdiction that contributes at least one (1) full-time employee to the Task Force. Executive Board member votes shall be allocated according to the number of full-time personnel his/her jurisdiction contributes to the Task Force. As an example, if the Snohomish County Sheriff provides six employees and the City of Lynnwood provides three, the Snohomish County Sheriff has six votes and the City of Lynnwood has three. Additional Executive Board members, with one vote each include: the Snohomish County Prosecuting Attorney, the Everett City Attorney, the Northwest HIDTA Director, and one chief of police from the remaining Participating Jurisdictions, selected by a majority vote of the chiefs of police of the remaining Participating Jurisdictions.

If a Participating Jurisdiction that has no personnel assigned to the Task Force as of the effective date of this Agreement, assigns full-time personnel to the Task Force, a representative from that agency will be added as an Executive Board member after the full-time personnel has been assigned to the Task Force for three months.

- 3.2 The Snohomish County Sheriff shall serve as Chair of the Executive Board. The Task Force Executive Board may adopt bylaws which include provision for appointment of alternates to attend Executive Board meetings in the absence of members. At such meetings, the alternate shall have the same rights as the appointing member. Any action taken by the Task Force Executive Board under this Agreement shall be based on simple majority of votes.

**4.0 TASK FORCE BUDGET**

- 4.1 The 2021 Task Force budget is attached as Exhibit D, incorporated herein by reference. Each Participating Jurisdiction shall contribute funding to the Task Force as specified in Exhibit D.
- 4.2 The Snohomish County Sheriff will annually review and revise the Task Force budget to provide a sufficient level of funding and total resource obligation for the following calendar year. The Task Force budget will be allocated to each Participating Jurisdiction on a proportional basis. Each Participating Jurisdiction's proportional share will be based on the Participating Jurisdiction's average population, as determined by Washington State Office of Fiscal Management.

- 4.3 No later than November 1 of each year, the Sheriff shall provide notice to each Participating Jurisdiction of subsequent year Task Force budget, and each Participating Jurisdiction's proportional share.
- 4.4 Snohomish County shall maintain designated financial accounts for the purpose of supporting Task Force operations. Except as modified by section 6.0, all revenues collected or generated by or for the Task Force shall be forwarded to the Snohomish County Treasurer and placed in the designated accounts. All real or personal property of the Task Force will be held in Snohomish County's name for the benefit of the Task Force.
- 4.5 Each Participating Jurisdiction agrees to provide funding that is no less than the amount indicated in Exhibit D, and to pay its funding share to Snohomish County as administrator of Task Force funds no later than March 1, of the year in which the funding is due.
- 4.6 Each Participating Jurisdiction agrees that the funding it contributes shall be provided in addition to that currently appropriated to drug enforcement activities and that no Task Force activity will supplant or replace any existing drug enforcement activities.

**5.0 GENERAL ADMINISTRATION**

- 5.1 Each Participating Jurisdiction agrees to provide Snohomish County with any documentation necessary to apply for, receive, or comply with any applicable grant requirements.

- 5.2 By executing this Agreement, each Participating Jurisdiction agrees to make any certified or other assurances required by any applicable grant agreement that are within its particular control, and agrees to make all its records related to the Task Force available for inspection if required as a condition of receipt of grant funding.
- 5.3 Snohomish County is granted the authority to execute on behalf of the Participating Jurisdictions all agreements and contracts signed as approved by the Task Force Executive Board, by and through its Chair, including but not limited to all contracts for professional services. Agreements and contracts executed in this manner shall have the same legal effect as if they were executed by each Participating Jurisdiction. All Task Force contracts and agreements executed on behalf of Participating Jurisdictions under this Agreement must first be approved on motion of the Task Force Executive Board. By executing this Agreement, each Participating Jurisdiction agrees that, for the purpose of administering the assets and resources available to the Task Force, no such agreement or contract may impose or waive liability with respect to a Participating Jurisdiction in a manner that is inconsistent with the hold harmless provision in section 10.0 of this Agreement.
- 5.4 Any dispute arising under this Agreement will be forwarded to the Task Force Executive Board for resolution. The determination made by the Executive Board shall be final and conclusive as between the parties. This provision shall not

apply to issues of indemnity and liability governed by the hold harmless provision in Section 10.0 of this Agreement.

**6.0 ASSET FORFEITURE**

6.1 The Participating Jurisdictions shall refer all potential asset forfeitures initiated or investigated by deputies/officers assigned to the Task Force during the pendency of this Agreement to the Task Force for disposition at the discretion of the Task Force Executive Board or prosecuting authority (Prosecuting Attorney or United States Attorney). Any such referred asset forfeiture that is pursued in state court will be prosecuted in the name of Snohomish County, on behalf of the Task Force and its Participating Jurisdictions.

6.2 The Task Force Commander, under the direction of the Task Force Executive Board, shall manage the acquisition and disposition of assets seized or forfeited as a result of this Agreement in compliance with state and federal law and Task Force procedures.

6.3 Federal Forfeiture.

- a. For purposes of receipt and processing of federal equitable sharing distributions, Snohomish County shall be designated as the fiduciary agency for the Task Force.
- b. Snohomish County will be compliant with federal Equitable Sharing Program guidelines and reporting requirements.

- c. Snohomish County will submit request(s) to the federal government, on behalf of the Task Force, in order to obtain equitable sharing related to federal forfeitures.
- d. Participating Jurisdictions agree and understand that all proceeds from federal forfeitures of seized assets, which may be awarded to the County on behalf of the Task Force, will be retained by the County for Task Force operations and expenses.
- e. Except as allowed in Section 6(g), Participating Jurisdictions will not submit individual equitable sharing requests, nor will Participating Jurisdictions receive shared federal funds from Snohomish County.
- f. The Task Force may only use proceeds from federal seizures and forfeitures for law enforcement purposes, as defined by the United States Department of Justice.
- g. If the Task Force participates in an investigation that results in a federal forfeiture of seized assets greater than \$500,000, each Participating Jurisdiction may file an individual request for equitable sharing under its own agency code. A Participating Jurisdiction's equitable sharing request will be based on its percentage of participation in the investigation or prosecution. The Task Force will advise each participating jurisdiction of its percentage participation in the investigation or prosecution.

**6.4 State Forfeiture.**

Interlocal Agreement Establishing  
Snohomish Regional Drug Task Force – Page 10

- a. The net monetary proceeds of each state asset forfeiture made by the Task Force shall be retained by the County for Task Force operations and expenses. If proceeds from state asset forfeitures exceeds the amount necessary for Task Force operations and expenses, the excess state forfeiture proceeds shall be distributed to Participating Jurisdictions in accordance with each Participating Jurisdiction's participation percent, listed in Exhibit C.
- b. The Task Force may retain funds in an amount up to \$250,000.00 from the net proceeds of vehicle seizures for the purchase of Task Force vehicles and related fleet costs.
- c. Any Participating Jurisdiction receiving a distribution of assets forfeited under RCW 69.50.505 shall use such assets in accordance with RCW 69.50.505(10), which limits use to the expansion and improvement of controlled substances related law enforcement activity and prohibits use to supplant preexisting funding sources.

**7.0 ACQUISITION AND USE OF EQUIPMENT**

- 7.1 For purposes of this Agreement, the term "Equipment" shall refer to all personal property used by the Task Force in performing its purpose and function, including but not limited to materials, tools, machinery, equipment, vehicles, supplies, and facilities.



- 7.2 If any Equipment is acquired with grant funds, the Participating Jurisdictions agree that the Task Force will use that equipment only for specified law enforcement purposes for the term of the grant.
- 7.3 Personnel assigned to the Task Force may use Equipment that is provided or acquired for Task Force purposes as directed by the Task Force Commander.
- 7.4 Upon termination of the Task Force, any Equipment provided to the Task Force by a Participating Jurisdiction will be returned to that jurisdiction.
- 7.5 Upon termination of the Task Force, any equipment acquired by the Task Force will be disposed of in accordance with applicable federal, state or local requirements or this Agreement.

**8.0 MODIFICATION**

Participating Jurisdictions hereto reserve the right to amend this Agreement in the future from time to time as may be mutually agreed upon. No such amendment shall be effective unless written and signed by all then-contributing jurisdictions with the same formality as this Agreement.

**9.0 NONDISCRIMINATION**

There shall be no discrimination against any employee or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

**10.0 TERMINATION OF AGREEMENT**

10.1 Notwithstanding any provisions of this Agreement, any party may withdraw from the Agreement by providing written notice of such withdrawal to all other parties, specifying the effective date thereof at least thirty (30) days prior to such date. A withdrawing party may take with it any Equipment it has provided to the Task Force and shall be entitled to distributions under section 6 of this Agreement with respect to asset forfeitures which that Participating Jurisdiction participated before the effective date of withdrawal.

10.2 If there is a reduction in funds by the source of those funds, and if such funds are the basis of this agreement, Snohomish County may unilaterally terminate all or part of the agreement or may reduce its scope of work and budget.

**11.0 HOLD HARMLESS**

Each party hereto agrees to save, indemnify, defend and hold the other parties harmless from any allegations, complaints, or claims of wrongful and/or negligent acts or omissions, by said party and/or its officers, agents, or employees to the fullest extent allowed by law. In the case of allegations, complaints, or claims against more than one party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each party, and each party shall have the right to seek contribution from each of the other parties in proportion to the percentage of fault attributable to each of the other parties. Moreover, the parties agree to cooperate and jointly defend any such matter to the extent allowed by law. A jurisdiction that has withdrawn assumes no responsibility for the actions of the remaining members arising after the date of

withdrawal but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.

**11.0 GOVERNING LAW AND VENUE**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington without reference to choice of law principles, and venue of any suit between the parties arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.

**12.0 INTEGRATION**

With the exception of necessary operational agreements between law enforcement agencies of the Participating Jurisdictions and agreements pursuant to section 5.3 hereof, this Agreement constitutes the whole and entire agreement among those parties as to the Task Force and no other understandings, oral, or otherwise, regarding the Task Force shall be deemed to exist or bind the parties.

**13.0 EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS**

This Agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this Agreement, the Agreement, once filed or posted as specified in section 15.0, shall be effective as between the parties that have executed the Agreement to the same extent as if no other parties had been named.

**14.0 SEVERABILITY**

If any part of this Agreement is unenforceable for any reason the remainder of the agreement shall remain in full force and effect.

**15.0 POSTING/RECORDING**

This Agreement will be filed with the Snohomish County Auditor or posted on the County or Participating Jurisdiction's interlocal agreements webpage, in compliance with RCW 39.34.040.

In witness whereof, the parties have executed this Agreement.

SNOHOMISH COUNTY:

Snohomish County, a political subdivision  
of the State of Washington

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Approved as to Form:

 10/15/2020  
Deputy Prosecuting Attorney

Exhibit A

**SRDTF Executive Board**  
 Snohomish County Sheriff (Chair), Everett Police Chief (Asst Chair), Edmonds Police Chief, Lynnwood Police Chief,  
 Mountlake Terrace Police Chief, Director of Northwest H.I.D.T.A

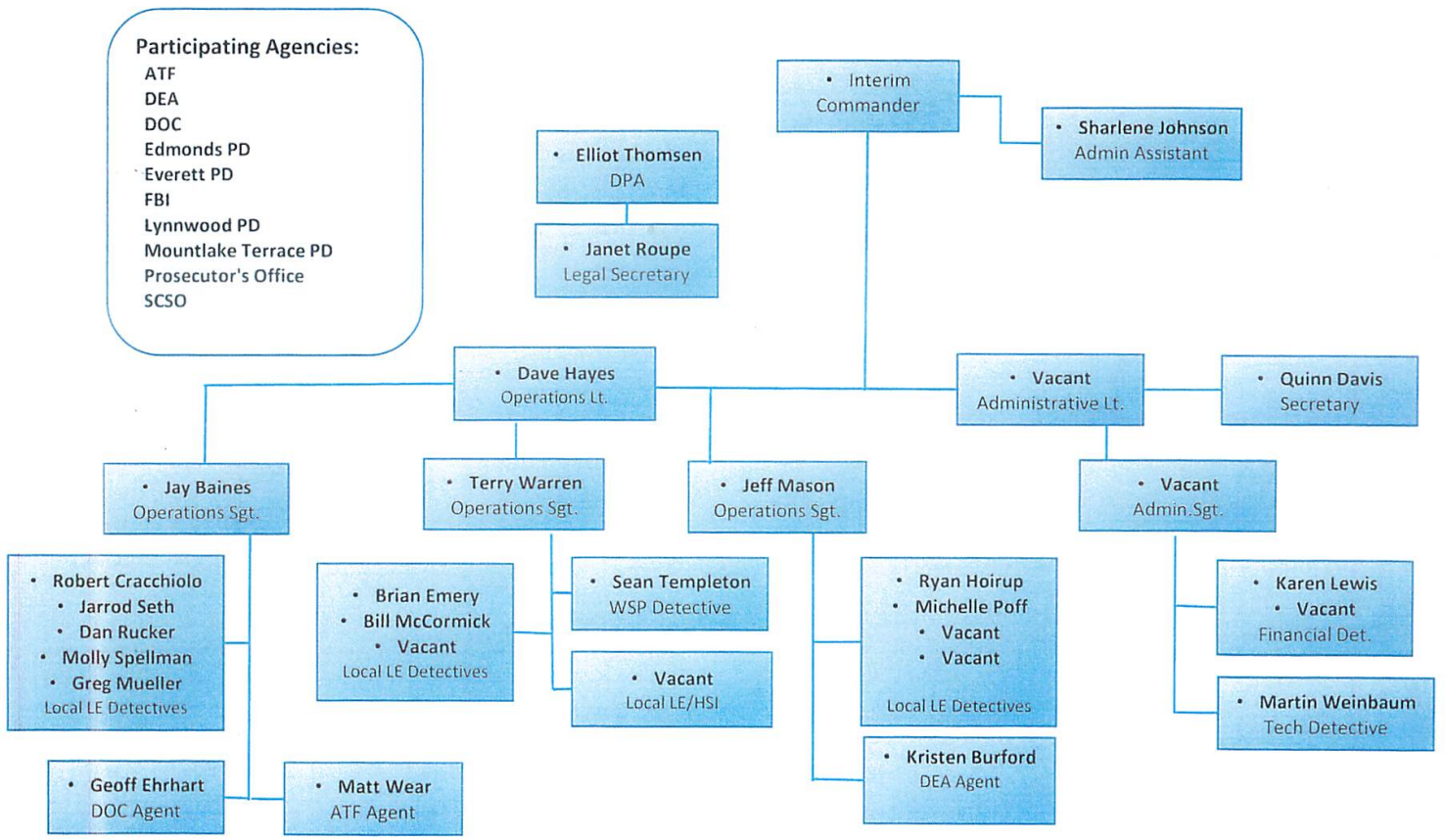


EXHIBIT B

Snohomish Regional Drug Task Force

Commander Selection

The Drug Task Force Commander is a management exempt (“at will”) employee of the Sheriff’s Office.

With the objective of selecting the best possible candidate for the position of Drug Task Force Commander, and ensuring the best fit into the organization, the Executive Board will recommend to the Sheriff three candidates to be considered for the position of Drug Task Force Commander. Candidates for the Drug Task Force Commander position must demonstrate a strong leadership skill set, the ability to build consensus, and direct the efforts of a multi-agency team to achieve established goals. He or she must meet the performance objectives set by the Executive Board and the Sheriff. The Sheriff will select the Drug Task Force Commander from the Executive Board’s three recommended candidates.

The Drug Task Force Commander’s initial commitment of service is four years, with the option of a year by year extension after that period. The Sheriff shall consult with the Executive Board before authorizing any extension of the Drug Task Force Commander’s service commitment.

**EXHIBIT \_C\_**

**Snohomish Regional Drug Task Force**

Personnel Assigned by Jurisdiction  
January 1, 2021-December 31, 2021

**EVERETT POLICE DEPARTMENT**

1 Lieutenant  
1 Sergeant  
1 Detective  
1 Detective  
1 Detective  
1 Detective  
1 Detective  
1 Detective  
1 Detective  
1 Support Personnel

**FUNDING**

Everett PD- Vacant  
Everett PD  
Everett PD  
Everett PD  
Everett PD  
Everett PD  
Everett PD  
Everett PD- Vacant  
Everett PD

**SNOHOMISH COUNTY SHERIFF'S OFFICE**

1 Task Force Commander  
1 Lieutenant  
1 Sergeant  
1 Sergeant  
1 Detective  
1 Detective  
1 Detective  
1 Detective  
1 Detective  
1 Detective  
1 K9 Detective  
1 Support Staff

**FUNDING**

Snohomish County Sheriff- Vacant  
Snohomish County Sheriff  
Snohomish County Sheriff-Vacant  
Snohomish County Sheriff  
Snohomish County Sheriff  
Snohomish County Sheriff  
Snohomish County Sheriff  
Snohomish County Sheriff  
Snohomish County Sheriff- Vacant  
Snohomish County Sheriff- Vacant  
Snohomish County Sheriff  
Snohomish County Sheriff

**LYNNWOOD POLICE DEPARTMENT**

1 Sergeant  
1 Detective

**FUNDING**

Lynnwood PD  
Lynnwood PD

**MOUNTLAKE TERRACE POLICE DEPARTMENT**

1 Detective

**FUNDING**

Mountlake Terrace PD

**EDMONDS POLICE DEPARTMENT**

1 Detective

**FUNDING**

Edmonds PD

SNOHOMISH COUNTY PROSECUTOR'S OFFICE

1 Support Staff  
1 Deputy Prosecutor

FUNDING

Snohomish County Prosecutor  
Snohomish County Prosecutor

STATE OF WASHINGTON

1 Detective  
1 Agent

FUNDING

Washington State Patrol  
Department of Corrections

BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

1 Agent

FUNDING

ATF

DRUG ENFORCEMENT AGENCY

1 Agent

FUNDING

DEA

Agency	Participants	E- Board Vote	Pcnt	Notes
Everett PD	7	7	38.88%	
Snoh Co Sheriff's Off	7	7	38.88%	
Lynnwood PD	2	2	11.11%	
Mountlake Terr PD	1	1	5.55%	
Edmonds PD	1	1	5.55%	
WSP	1	1		Fr. 10% WaSt Tx
DOC	1	1		Fr. 10% WaSt Tx
SC Pros Atty	1.5	1		
Evt City Atty	0	1		
NWHIDTA Dir	0	1		
At Large PD	0	1		
<b>Totals</b>	<b>21.5</b>	<b>24</b>	<b>99.97%</b>	



<https://www.cfm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>

Jurisdiction	2015 Population Est.	2019 Population Est.	2019 % of Population Est.	2021 Allocation
Unincorporated Snohomish County	330,260	365,480	44.80%	\$ 70,890
Arlington	18,490	19,740	2.41%	\$ 3,815
Bothell (part)	17,230	18,180	2.22%	\$ 3,514
Bner	6,500	6,665	0.81%	\$ 1,288
Darrington	1,350	1,410	0.17%	\$ 273
Edmonds	40,490	42,170	5.15%	\$ 8,150
Everett	105,800	111,800	13.66%	\$ 21,608
Gold Bar	2,115	2,150	0.26%	\$ 416
Granite Falls	3,390	3,900	0.48%	\$ 754
Index	160	175	0.02%	\$ 34
Lake Stevens	29,900	33,080	4.04%	\$ 6,393
Lynnwood	36,420	39,600	4.84%	\$ 7,654
Marysville	64,140	67,820	8.28%	\$ 13,108
Mill Creek	19,760	20,590	2.51%	\$ 3,979
Monroe	17,620	19,250	2.35%	\$ 3,720
Mountlake Terrace	21,090	21,590	2.64%	\$ 4,173
Mukilteo	20,900	21,350	2.61%	\$ 4,128
Snohomish	9,385	10,200	1.25%	\$ 1,971
Stanwood	6,585	7,020	0.86%	\$ 1,357
Sultan	4,680	5,180	0.83%	\$ 1,001
Woodway*	1,335	1,350	0.00%	\$ -
	757,600	818,700	100.00%	\$ 158,223
*Woodway does not pay into TF added into unincorporated Sno Co	Population Growth Number: 61,100		Increase from 2020	
	Population Growth %: 8.06%		-\$55,191.09	


REFERENCE ONLY		
2020 Allocation	\$ Increase to 2021	% Increase to 2021
\$ 93,197	\$ (22,307)	-24%
\$ 5,218	\$ (1,403)	-27%
\$ 4,862	\$ (1,348)	-28%
\$ 1,834	\$ (546)	-30%
\$ 381	\$ (108)	-28%
\$ 11,426	\$ (3,276)	-29%
\$ 29,856	\$ (8,248)	-28%
\$ 597	\$ (181)	-30%
\$ 957	\$ (203)	-21%
\$ 46	\$ (12)	-26%
\$ 8,437	\$ (2,044)	-24%
\$ 10,277	\$ (2,623)	-26%
\$ 18,100	\$ (4,992)	-28%
\$ 5,576	\$ (1,597)	-29%
\$ 4,972	\$ (1,252)	-25%
\$ 5,952	\$ (1,779)	-30%
\$ 5,898	\$ (1,772)	-30%
\$ 2,648	\$ (677)	-26%
\$ 1,859	\$ (502)	-27%
\$ 1,321	\$ (320)	-24%
\$ -	\$ -	0%
\$ 213,414	\$ (55,191.09)	

	Salary	Benefits
Commander	\$ 133,979.00	\$ 19,643.00
	\$ -	\$ -
	\$ 133,979.00	\$ 19,643.00
	2020 TOTAL	\$ 153,622.00
	2021 TOTAL (3% increase)	\$ 158,230.66

Exhibit D

**ATTEST:**

**APPROVED AT THE DIRECTION OF THE PARTICIPATING JURISDICTION:**

  
\_\_\_\_\_  
Title ACTING CHIEF OF POLICE

Dated 10/21/2020

Jurisdiction of MILL CREEK

**ATTEST:**

\_\_\_\_\_  
Jurisdiction Clerk

Dated \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jurisdiction Attorney

Dated \_\_\_\_\_

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

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

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

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

***Last updated: October 22, 2020***

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

**November 3, 2020**

- Study Session – Proposed 2021-2022 Budget & 2021 Property Tax Levy (if any)
- Veterans Day Update

**November 10, 2020**

- Public Hearing on 2021-2022 Preliminary Budget & 2021 Property Tax Levy (if any)
- Study Session on 2021-2026 Capital Improvement Plan (CIP)

**November 24, 2020**

- Public Hearing on Proposed 2021-2022 Budget & 2021 Property Tax Levy (if any)
- Council action on any 2021 Property Tax levy (if proposed)
- Public Hearing on 2021 – 2026 CIP

**December 1, 2020**

- Study Session on proposed final 2019-2020 Budget Amendments
- Council action on adoption of final 2021-2022 Budget
- Council action on adoption of final 2021- 2026 CIP

**December 8, 2020**

- Public Hearing and Adoption of 2019 – 2020 final Budget Amendments
- Public Hearing on Adoption of 2021- 2022 Final Budget (**as necessary if not completed 12/1/2020**)
- Public Hearing on Adoption of 2021-2026 CIP (**as necessary if not completed 12/1/2020**)

**Possible Work Session Topics for Discussion**

- Public Records Ordinance Amendment
- Body Worn Camera Update – equipment cost estimates, workload analysis, financial impact of video processing
- Victim Coordination Services Agreement