

CITY COUNCIL AGENDA

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



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

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

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

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

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

Next Ordinance No. 2020-859

Next Resolution No. 2020-586

**April 14, 2020
City Council Meeting
6:00 PM**

CITY OF MILL CREEK VIRTUAL CITY COUNCIL MEETING INSTRUCTIONS

Due to the COVID-19 pandemic, the City of Mill Creek has established a virtual and audio meeting for the Council meetings.

You may call one of these phone numbers and enter the access code:

United States (Toll-Free): 1 866 899 4679

One-touch: tel:+18668994679,,644789413#

Access Code: 644-789-413

United States: +1 (224) 501-3318

One-touch: tel:+12245013318,,644789413#

Access Code: 644-789-413

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

STUDY SESSION

- B. Update on COVID-19 Related Emergency Functions
National, State and Local Update
(Michael Ciaravino, City Manager & Grace Lockett, Interim Chief of Staff)
- C. Finance Department Update
(Jeff Balentine, Director of Finance)
- D. Update on the Police Department and Response to COVID-19
(Scott Eastman, Acting Chief of Police)
- E. Public Works and Development Services Situational Update
(Gina Hortillosa, Director of Public Works and Development Services)

CONSENT AGENDA

- F. Approval of Checks #61772 through #61821 and ACH Wire Transfers in the Amount of \$214,819.78
(Audit Committee: Councilmember Todd and Councilmember Steckler)
- G. Payroll and Benefit ACH Payments in the Amount of \$210,812.30
(Audit Committee: Councilmember Todd and Councilmember Steckler)
- H. City Council Meeting Minutes of March 24, 2020

REPORTS

- I. Mayor/Council
- J. City Manager
 - Council Planning Schedule
- K. Staff
 - Report, etc.

AUDIENCE COMMUNICATION

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

ADJOURNMENT

COVID-19 Update #2

Grace M. Lockett, JD, MPH
COMC Council Meeting
April 10, 2020

COVID-19 Update - International Statistics

▶ Location	Number Confirmed Cases	Recovered Cases	Deaths
▶ Worldwide	1,684,833	375,499	102,136
▶ US	500,392	28,706	18,626
▶ China	81,907	77,455	3,336
▶ Italy	147,577	30,455	18,849
▶ Spain	158,273	55,668	16,626

▶ Source: World Health Organization and Wikipedia

How is America Managing COVID-19?

- ▶ The strategy to slow the infection rate to allow the US health care system to ramp up and be ready to treat infected patients has proven to be effective.
- ▶ The strategy to implement nationwide social distancing guidelines and “stay at home” and quarantine interventions to slow both the infection and mortality rates have also proven to be very effective.
- ▶ The increase in testing for COVID-19 will result in more positive results and increases in mortality counts from COVID-19 infections. In contrast, the rate at which new cases require hospitalization will significantly decrease and result in a declines in the COVID-19 mortality rate.
- ▶ Government, at all levels, will be significantly challenged to determine the appropriate timing of Americans returning to work, and beginning to venture out in the public after the protracted length of time associated with stay at home mandates.

How is America Managing COVID-19?

▶ On a less positive note:

- the unemployment rate is higher than it has been since the Recession of 2008 with over 16.8 million individuals being currently unemployed.
- throughout the country, the unemployment compensation system has been overwhelmed with the number of new claims.
- the education system at all levels has been significantly disrupted.
- joblessness has created new vulnerabilities (e.g., loss of affordable housing, homelessness, increased food insecurity) for families in the US.

COVID-19 Update - State of Washington

- ▶ Washington State is no longer the principal epicenter in the United States; this status has been
- ▶ subsequently replaced by New York (NYC), New Jersey, California, Washington DC, Louisiana (New Orleans), Michigan (Detroit).
- ▶ Statistics to Date
- ▶ As of 4/10/20, there have been 9,887 confirmed cases and 475 deaths in the State.
- ▶ King County leads the COVID-19 infection rate in the State with 4,047 confirmed cases and 275 deaths.
- ▶ Snohomish County continues to ranks second with 1,802 confirmed cases and 67 deaths.
- ▶ Mill Creek has had 30 confirmed cases and 1 death.

Source: Washington State Department of Health, Snohomish Health District

COVID-19 Update - State of Washington

Demographic Data

▶ Beginning at 20, the age distribution of those infected with COVID-19 in the State is fairly even across the age categories. Surprisingly, the mortality statistics is lower in persons eighty and older.

▶ Age Group	% of Cases	% of Deaths
▶ 0-19	3%	0%
▶ 20-39	27%	0%
▶ 40-59	35%	8%
▶ 60-79	25%	36%
▶ >80	10%	55%

▶ Source: State of Washington Health Department

COVID-19 Update - State of Washington Demographics

▶ The rate of infection in women yet the rate of death is higher in men in the State:

▶ Gender	% of Cases	% of Deaths
▶ Female	51%	43%
▶ Male	44%	57%
▶ Unknown	5%	0%

▶ Source: Washington State Department of Health

COVID-19 Update - State of Washington Demographics

- ▶ Race and Ethnicity

▶ Category	# Confirmed Cases	% Cases	% Population	# Deaths	% Deaths
▶ Hispanic	965	22	13	2	4
▶ American Indian	33	1	1	3	1
▶ Asian	397	9	9	31	7
▶ Black	234	5	4	9	2
▶ White	2,555	58	68	242	51
▶ Pacific Islander	54	1	1	1	--
▶ Multiracial	95	2	4	3	1
▶ Other	87	2	NA	7	1
▶ Unknown	5,467	55	--	158	33

- ▶ Source: State of Washington Health Department

COVID-19 Update

- ▶ Current controversies related to COVID-19:
 - ▶ people of color are experiencing disproportionate infection and mortality rates
 - ▶ Why?
 - ▶ the level of adverse social determinants of health and the incidence of chronic disease (e.g., heart disease, diabetes mellitus, asthma, immunosuppressive conditions like HIV/AIDS, arthritis, lupus)
 - ▶ poverty and access to preventive health care services
- ▶ Source: CDC COVID-19

COVID-19 Update FAQs

Question: When can we expect the end of the “stay at home order” and begin to resume our “normal” lives?

- a definitive date is unknown
- States will periodically evaluate order status
- It is believed the “ramp down” must be well organized and will take substantially longer than the ramp up

Question: Can the coronavirus return again in the future?

- It is unknown at present. However its cousin viruses, MERS and SARS remain dormant public health threats

Source: CDC COVID-19

COVID-19 Update

FAQs

Question: Are containment strategies working?

- Absolutely...How?
- Significantly reduced COVID-19 infection and mortality rates as well as supported the capacity of our health care system to respond to the crisis.

Question: Will antibodies to COVID-19 “guarantee” immunity to reinfection in the future?

Though it is a well accepted immunological principle that antibodies provide some measure of protection, at present, it is not known for how long.

Source: CDC COVID-19

COVID-19 Update

Finally,

- ▶ What can the Council and Management Team of the City of Mill Creek do move the City forward during this challenging time?
 - Continue to stay informed.
 - Continue to follow the directives of the state and federal government on quarantine and stay at home mandates, and the preventive care guidelines from the CDC.
 - Local government should aggressively pursue any and all federal and state funding opportunities to supplant its biennial budget.
 - Work effectively with local businesses to support their operations.
 - Advocate for community residents.



Agenda Item # _____

Meeting Date: April 14, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: Finance Department Update

PROPOSED MOTION:

Not applicable.

KEY FACTS AND INFORMATION SUMMARY:

The Finance team is focused on analyzing historical financial data, forecasting revenues, and providing the Council with tools and recommendations for the May 2020 Study session. Current efforts include:

- Historical Fund analysis 2015 – 2019
 - Cash Balance Sufficiency
 - Operating Margin
 - Change in Cash
 - Debt Load
 - Enterprise Self-Sufficiency
- Review the City of Mill Creek lost revenue “2008 Recession” and possible implications
- Estimate COVID-19 revenue impacts
 - Sales and Use Tax
 - Recreation
 - SRO
- Budget versus Actual Budget variances
- Review fund structure and accounting
- Departmental efficiencies
 - IT – Help Desk model
 - Accounting – BIAS versus Springbrook
 - Payroll – BIAS versus ADP
- Prepare presentation for May Study Session
 - By Fund review through 2019 close
 - Preliminary Budget Amendment recommendations

CITY MANAGER RECOMMENDATION:

City Council Agenda Summary
Page 2

ATTACHMENTS:

- Attachment A: 4-14-20 Finance Department Update

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino
City Manager



Finance Department Update

April 14, 2020

Jeff Balentine



Agenda

- Historical Financial Analysis 2015 – 2019P
- City of Mill Creek Lost Revenue “2008 Recession” and Possible Implications
- Estimate COVID-19 Revenue Impacts
- Budget Versus Actual Variances
- Review Fund Structure and Accounting
- Departmental Efficiencies
- Prepare Presentation for May Study Session



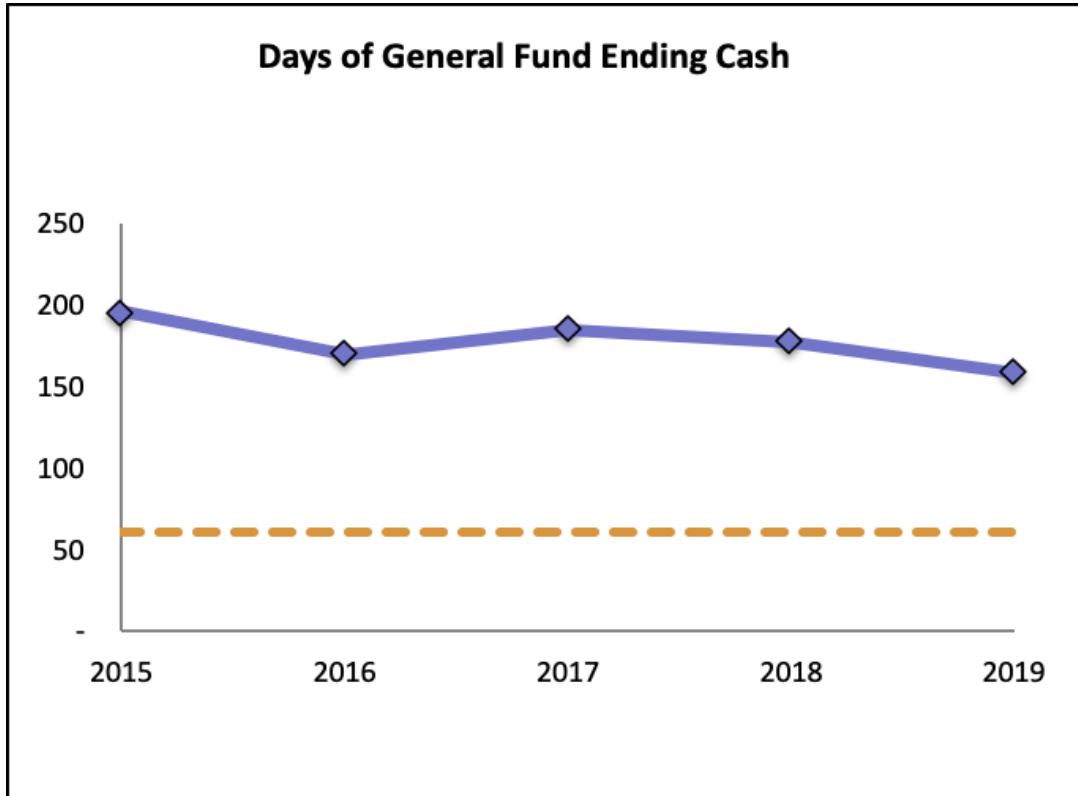
Historical Financial Analysis 2015 – 2019P

Financial Key Performance Indicators				
Ratio	What does it measure?	What does it reveal?	FIT Guideline	2019 Value
Cash Balance Sufficiency	Days of operating expenditures	What is the government's ability to manage emergencies and unanticipated needs?	at least 60	158.96
Operating Margin	Net income as percent of revenues	Are governmental activities sustainable?	greater than 0%	30.1%
Change in Cash Position	Percent change in cash position	Did the cash position of governmental funds improve or decline?	greater than 0%	10.8%
Debt Load	Debt as a percent of revenues	How much governmental fund revenue goes toward debt payments?	less than 12%	1.4%
Enterprise Fund Self-Sufficiency	Net enterprise fund income as a percent of revenues	Do enterprise funds cover their costs?	greater than 0%	54.5%



Historical Financial Analysis 2015 – 2019P

Cash Balance Sufficiency



The ending general fund cash and investments balance is the government's "savings account" that can be drawn on in times of need or shortfall. This ratio shows the number of days that the general fund could operate solely on its ending cash and investments balance.

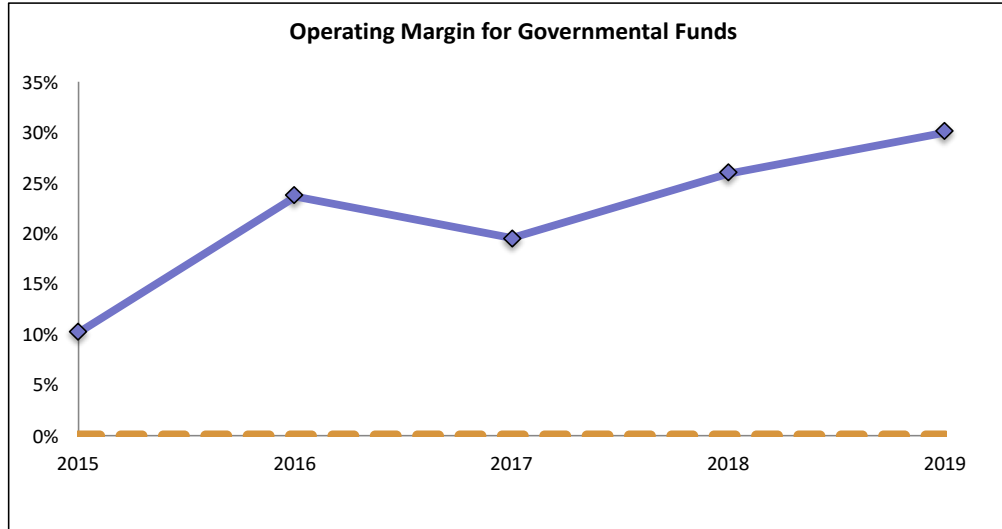
The higher this figure, the better able the government is to cope with future needs or shortfalls; 60 days is generally considered adequate.

	2015	2016	2017	2018	2019
Beginning Balance	\$ 6,539,649	\$ 6,118,312	\$ 6,274,708	\$ 7,237,217	\$ 6,191,480
General Fund Expenditures	\$ 12,107,525	\$ 12,492,599	\$ 12,264,936	\$ 13,648,094	\$ 14,216,461
Transfers Out	\$ 100,314	\$ 651,219	\$ 107,839	\$ 1,237,563	\$ -
Ratio / Days Covered	196	170	185	177	159



Historical Financial Analysis 2015 – 2019P

Operating Margin



This ratio shows the margin between money received and money spent. (Figures exclude payments for capital improvements.)

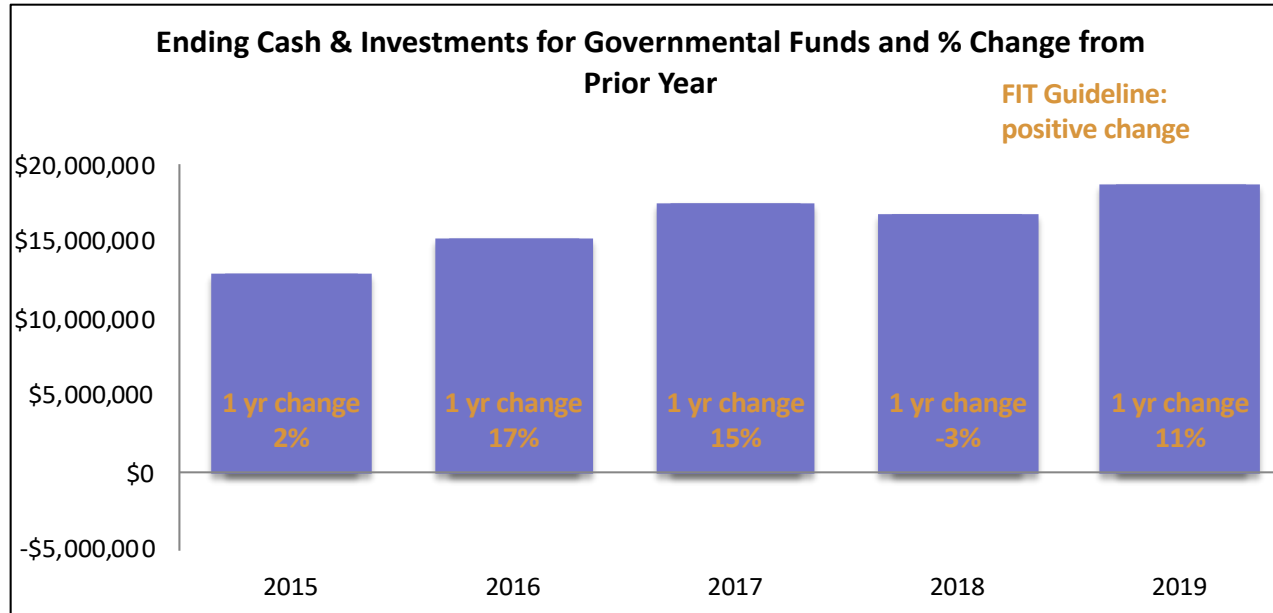
Positive margins suggest that receipts were sufficient to cover operational spending, leaving additional funds to contribute toward capital outlays, transfers, increases in fund balances or other uses.

	2015	2016	2017	2018	2019
TAXES	\$ 11,029,642	\$ 12,101,249	\$ 12,530,425	\$ 12,924,995	\$ 13,705,491
LICENSES and PERMITS	\$ 748,792	\$ 978,887	\$ 786,743	\$ 686,091	\$ 962,528
INTERGOVERNMENTAL REVENUES	\$ 732,576	\$ 906,388	\$ 848,314	\$ 3,127,144	\$ 2,283,863
CHARGES for GOODS and SERVICES	\$ 1,244,381	\$ 2,884,309	\$ 1,312,414	\$ 916,607	\$ 3,780,425
FINES and PENALTIES	\$ 119,122	\$ 179,922	\$ 212,997	\$ 179,913	\$ 132,292
MISCELLANEOUS REVENUES	\$ 293,245	\$ 362,091	\$ 418,495	\$ 590,194	\$ 650,913
Total Operating Revenues calculated	\$ 14,167,759	\$ 17,412,847	\$ 16,109,388	\$ 18,424,945	\$ 21,515,513
Operating Expenditures	\$ 12,694,593	\$ 13,251,842	\$ 12,931,288	\$ 13,604,061	\$ 14,752,823
Debt Service	\$ 33,656	\$ 33,299	\$ 33,194	\$ 33,024	\$ 296,067
Net Operating Revenues	\$ 1,439,510	\$ 4,127,706	\$ 3,144,907	\$ 4,787,859	\$ 6,466,623
RATIO: Operating Margin	10.2%	23.7%	19.5%	26.0%	30.1%



Historical Financial Analysis 2015 – 2019P

Change in Cash Position



This ratio shows the percent change in ending cash and investments compared to earlier years for all governmental funds combined.

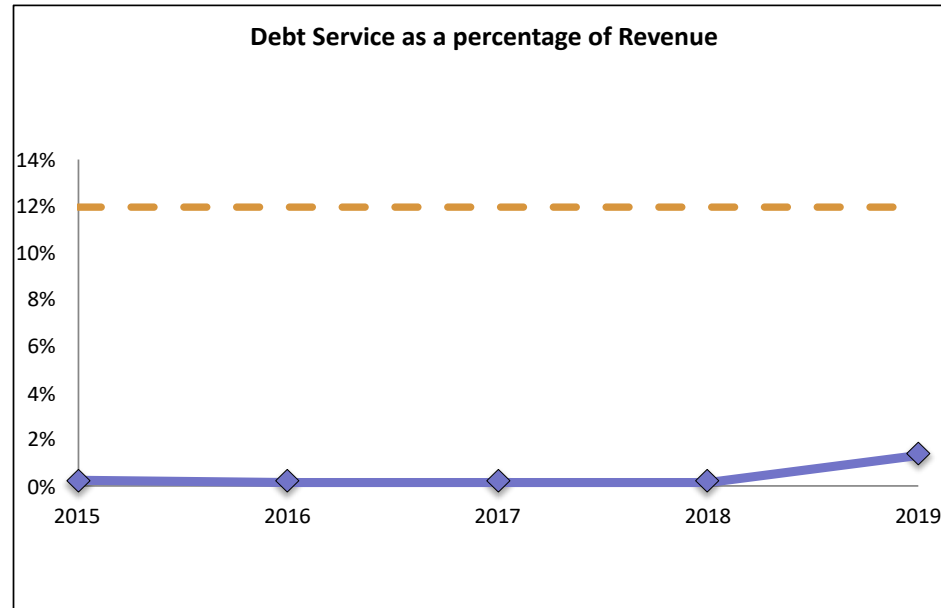
Unlike the Operating Margin, this figure includes all changes to cash position.

	2015	2016	2017	2018	2019
Adjusted Total Beginning Cash & Investments calculated	\$ 12,755,350	\$ 13,027,122	\$ 15,212,743	\$ 17,472,947	\$ 16,866,823
Ending Cash & Investments	\$ 13,027,122	\$ 15,212,743	\$ 17,472,947	\$ 16,866,823	\$ 18,688,351
Change in Cash Position calculated	\$ 271,772	\$ 2,185,621	\$ 2,260,204	\$ (606,124)	\$ 1,821,528
RATIO: Percent Change in Cash	2.1%	16.8%	14.9%	-3.5%	10.8%



Historical Financial Analysis 2015 – 2019P

Debt Load



This ratio shows the percent of the total governmental fund revenues that are used to pay the principal and interest on loans and other debt.

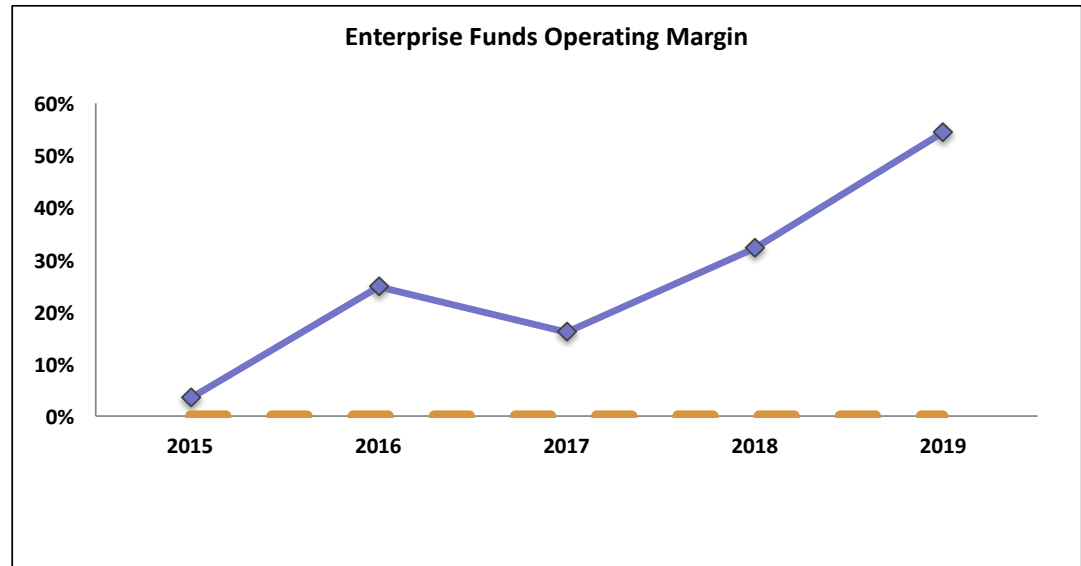
Debt service represents "money already spent." Therefore, the higher this ratio, the less flexibility a government has for future spending needs or opportunities.

	2015	2016	2017	2018	2019
Principal Payments	\$ 26,518	\$ 27,420	\$ 28,686	\$ 29,951	\$ 262,519
Interest Payments	\$ 7,138	\$ 5,879	\$ 4,508	\$ 3,073	\$ 33,548
Total debt service	\$ 33,656	\$ 33,299	\$ 33,194	\$ 33,024	\$ 296,067
Governmental Fund Revenues (operating)	\$ 14,167,759	\$ 17,412,847	\$ 16,109,388	\$ 18,424,945	\$ 21,515,513
RATIO: Debt Service Load	0.24%	0.19%	0.21%	0.18%	1.38%



Historical Financial Analysis 2015 – 2019P

Enterprise Fund Self-Sufficiency



This indicator shows if enterprise funds are generating enough revenues to cover its costs to operate and pay debt service each year. Enterprise funds are expected to recover their own costs through charges for services and other revenues. The ratio does not include the cost of capital outlay for capital improvements. Ideally the ratio indicator would be greater than zero to allow for capital improvements to be made.

This indicator considers all enterprise funds added together, but at times one fund might be struggling while another is doing well.

	2015	2016	2017	2018	2019
Ent Fund Operating Revenue	\$ 1,169,261	\$ 2,472,351	\$ 2,466,067	\$ 3,627,983	\$ 6,074,523
Ent Fund Operating Expenses	\$ 1,046,546	\$ 1,781,621	\$ 2,012,192	\$ 2,407,855	\$ 2,701,584
Ent Fund Debt Service	\$ 81,062	\$ 80,817	\$ 50,925	\$ 50,683	\$ 59,628
Net operating revenues	\$ 41,653	\$ 609,913	\$ 402,950	\$ 1,169,446	\$ 3,313,311
RATIO: Ent Fund Operating Margin	3.56%	24.67%	16.34%	32.23%	54.54%



City of Mill Creek lost revenue “2008 Recession” and Possible Implications

- Good overall Sales and Use Tax trend pre-COVID-19
 - Total Taxable Sales and Use +4.86% +\$144K v 2019 and +6.9% +\$159K 5-yr avg annual growth
- Population +0.59% v 2019
 - +1.9% 5-yr avg annual growth
- The last Budget Amendment added four new FTE and reduced one Marketing and Communications Coordinator
 - Funding present for an SRO
 - Net annual impact to the general fund is (\$327K)



City of Mill Creek lost revenue “2008 Recession” and Possible Implications

- General Funds
 - Ending Fund Balance
 - 2018 v 2013 +\$3.7M // +9.5% avg annual // 44.7% Fund Balance v revenue
 - 2020 P v 2013 (\$1.3M) // -4.0% avg annual // 26.0% Fund Balance v revenue
 - 2025 P // 14.3% Fund Balance
 - 2030P v 2013 (\$5.5M) // -16.9% avg annual (-\$367K per year) // 1.3% Fund Balance v revenue
 - Recession Risk on Sales & Use -12% Sales and Use Tax or \$649K annually

- Proprietary Funds _ Surface Water and Recreation
 - Ending Fund Balance – (per 2018 Surface Water Rate change – FCS rate study) (from 78.00 to \$150//2019 to \$175//2020 to \$200//2021 and 3% 2022-2026)
 - 2018 v 2013 +\$105K // +6.4% avg annual
 - 2020 P v 2013 +\$1.2M // +20.5% avg annual (less \$3.3M loan)
 - 2030 P v 2013 +9.8M // +111.7% avg annual (less \$3.3M loan)



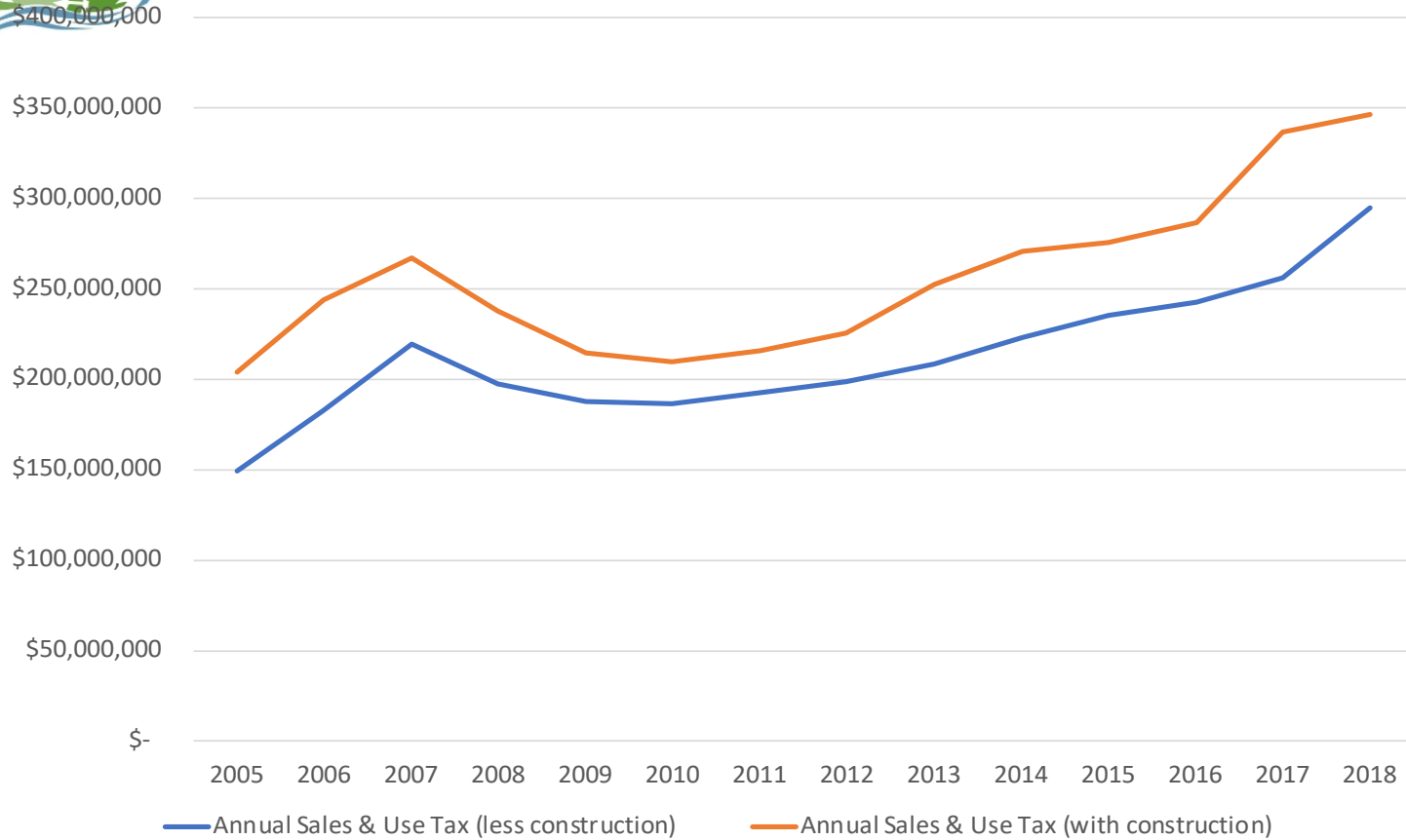
Estimate COVID-19 Revenue Impacts

Lessons Learned from 2008 Recession

- Sales and Use Tax
- Mill Creek Distribution by Industry
- Sales and Use Tax Sensitivity
- Summary by Industry



Mill Creek Sales & Use Tax



Average Annual Growth 2018 (with construction)

1 Year	2.7%
2 Year	10.5%
3 Year	8.6%
4 Year	7.0%
5 Year	7.5%
10 Year	4.6%
13 Year	5.4%

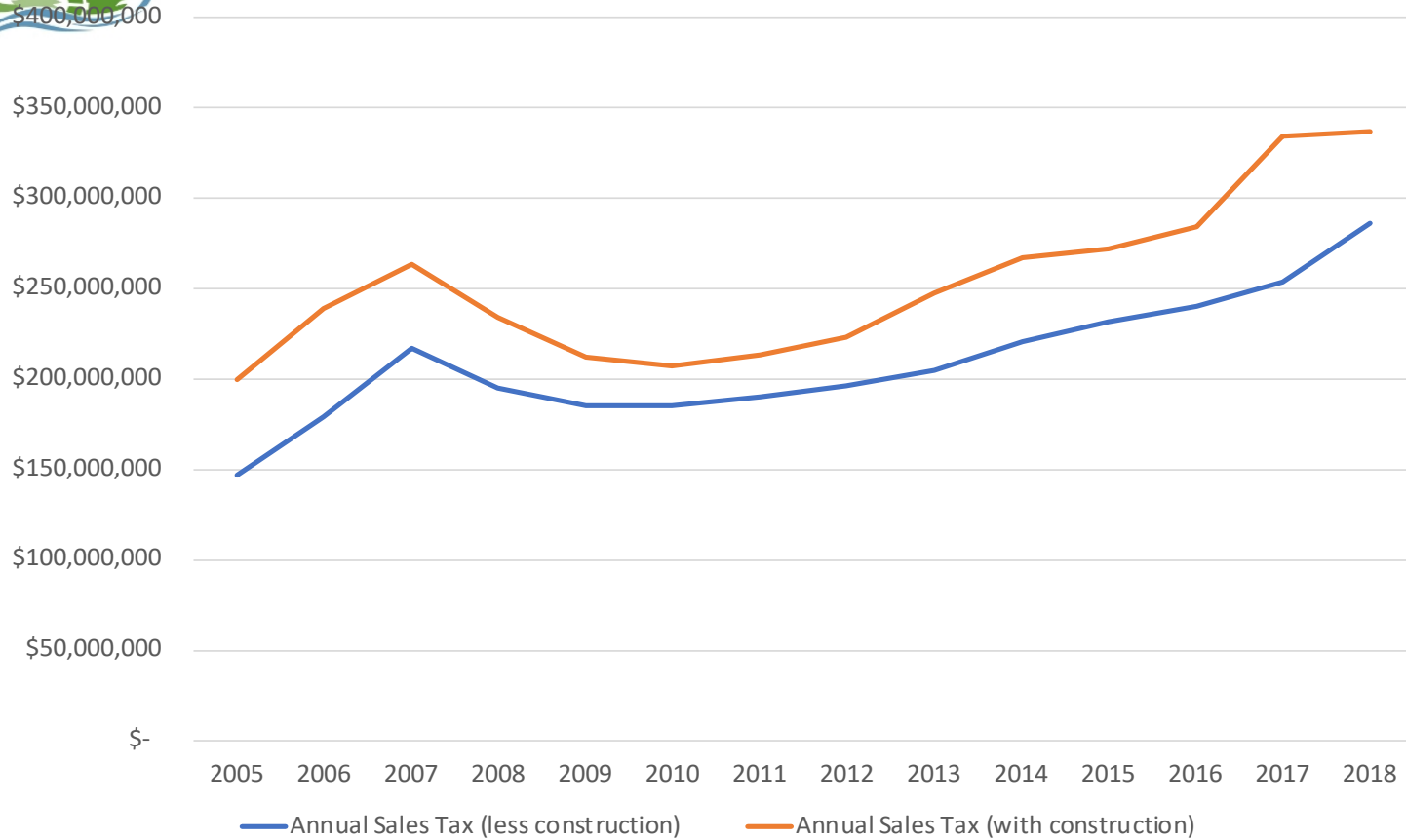
Average Annual Growth 2018 (less construction)

1 Year	15.2%
2 Year	10.7%
3 Year	8.4%
4 Year	8.0%
5 Year	8.3%
10 Year	4.9%
13 Year	7.5%

Taxable Sales	Q1 Avg	Q2 Avg	Q3 Avg	Q4 Avg
Less Construction	22.4%	25.7%	25.5%	26.5%
With Construction	22.0%	25.6%	25.9%	26.6%



Mill Creek Sales Tax (Less Use Tax)



Average Annual Growth 2018 (with construction)

1 Year	0.8%
2 Year	9.4%
3 Year	8.0%
4 Year	6.5%
5 Year	7.2%
10 Year	4.4%
13 Year	5.3%

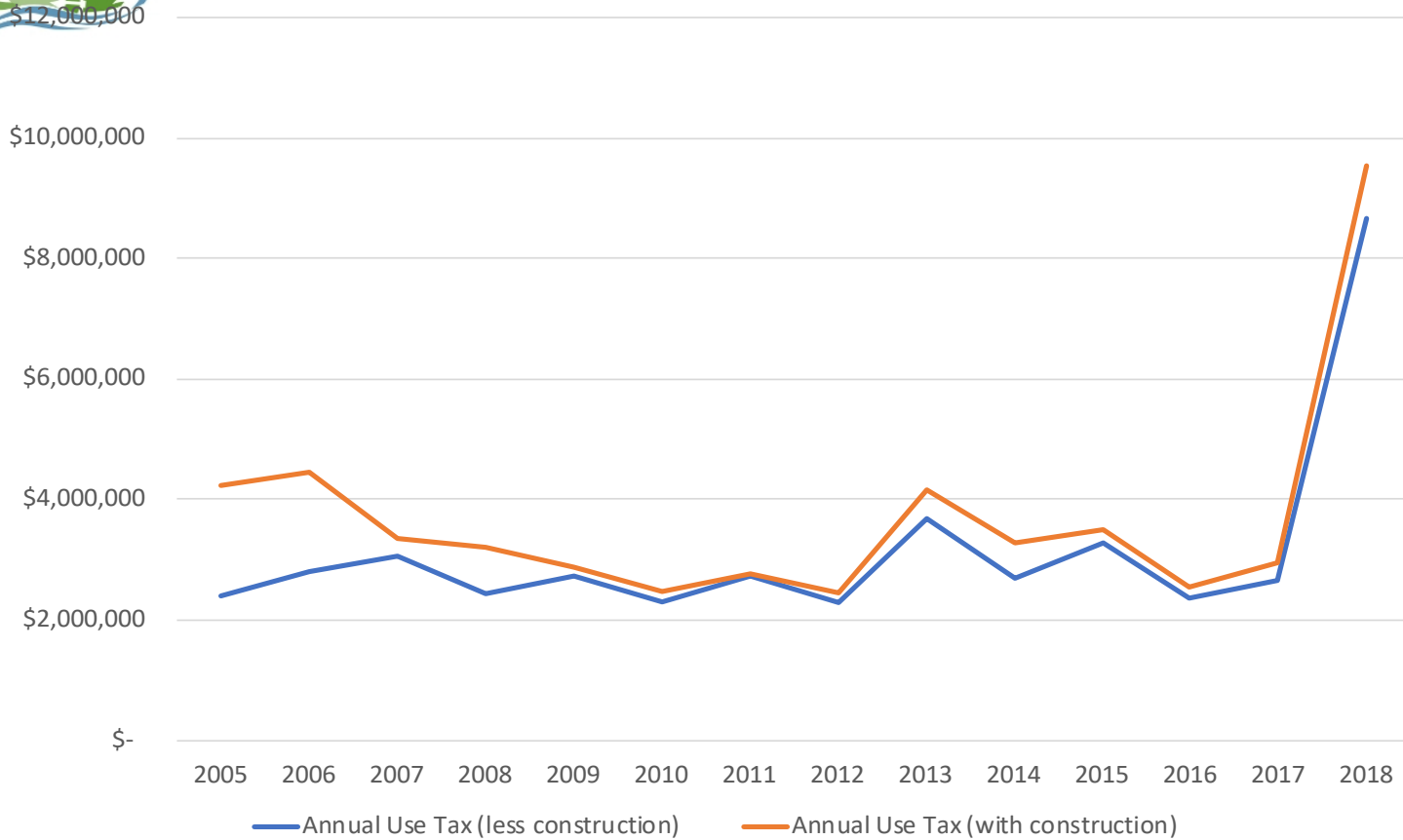
Average Annual Growth 2018 (less construction)

1 Year	13.0%
2 Year	9.5%
3 Year	7.7%
4 Year	7.5%
5 Year	8.0%
10 Year	4.6%
13 Year	7.3%

	Q1 Avg	Q2 Avg	Q3 Avg	Q4 Avg
Taxable Sales				
Less Construction	22.4%	25.7%	25.5%	26.4%
With Construction	22.0%	25.6%	25.9%	26.5%



Mill Creek Use Tax (Less Sales Tax)



Average Annual Growth 2018 (with construction)

1 Year	223.4%
2 Year	136.6%
3 Year	57.4%
4 Year	47.9%
5 Year	26.0%
10 Year	19.8%
13 Year	9.6%

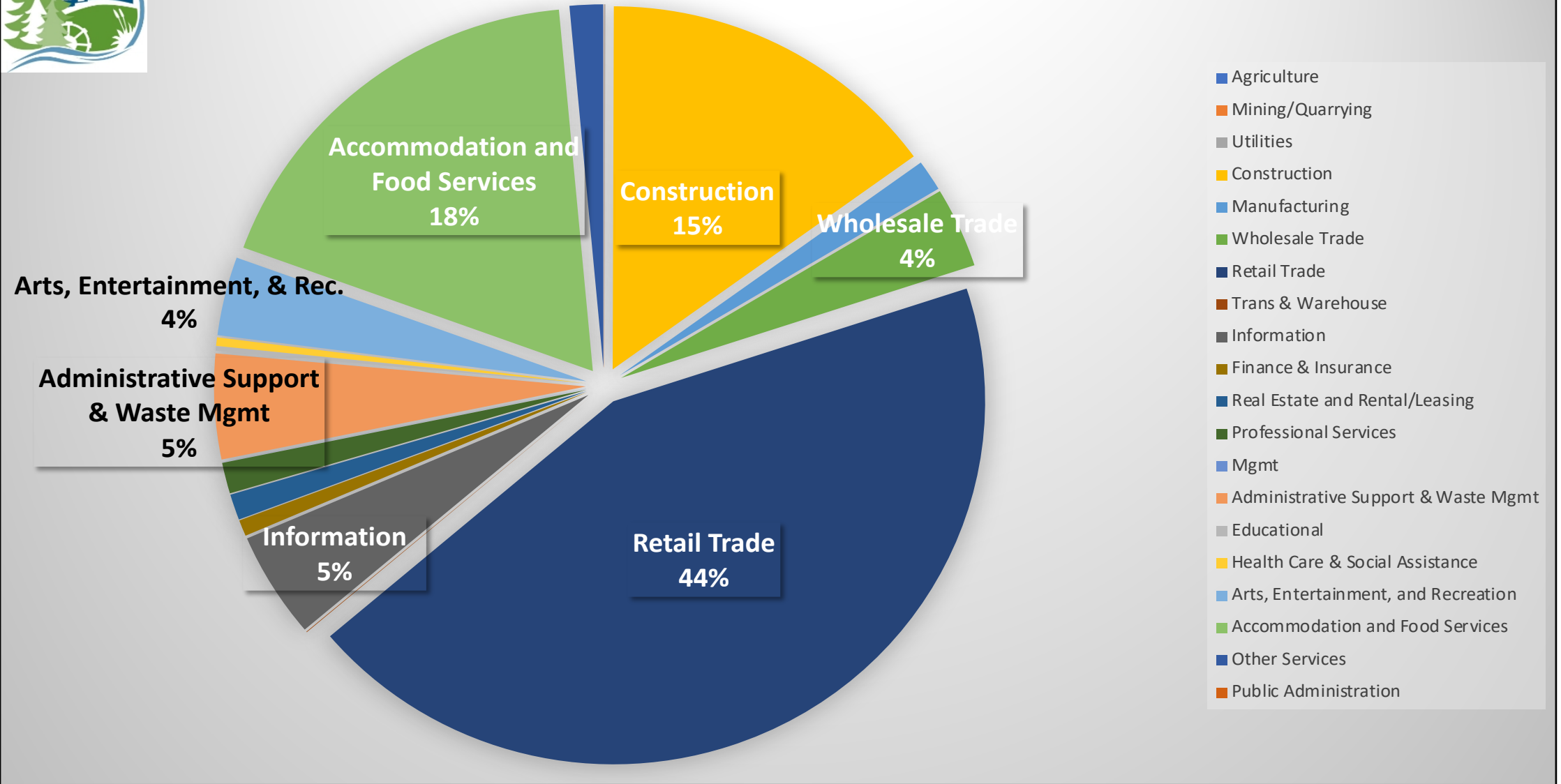
Average Annual Growth 2018 (less construction)

1 Year	223.7%
2 Year	133.8%
3 Year	55.0%
4 Year	55.0%
5 Year	27.2%
10 Year	25.4%
13 Year	20.2%

	Q1 Avg	Q2 Avg	Q3 Avg	Q4 Avg
Taxable Sales				
Less Construction	20.6%	23.9%	23.5%	32.1%
With Construction	21.6%	23.8%	24.1%	30.5%



Total Taxable Sales & Use Tax – 2018 – By Industry

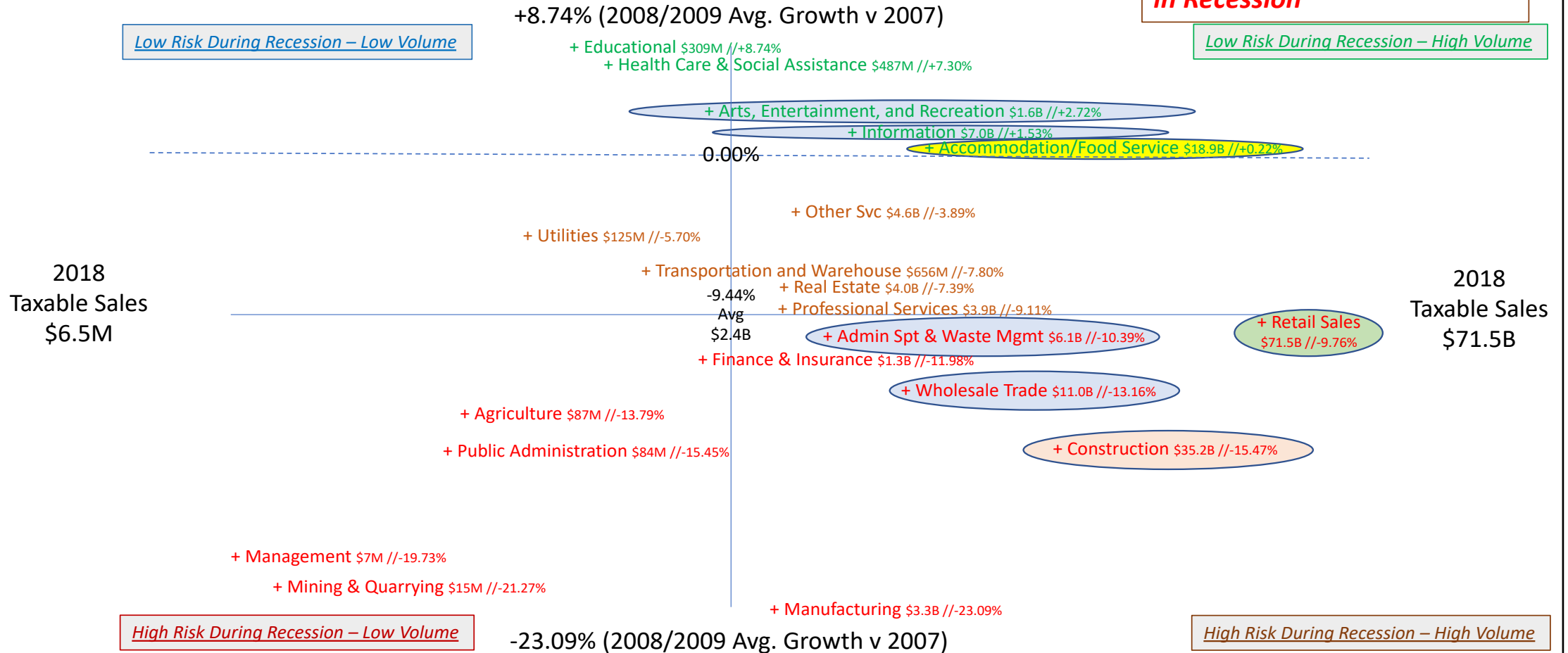




Washington State Industrial Portfolio

Lessons Learned – 2008/2009 Recession

Project -12% or \$649K annual Impact to Sales and Use Tax in Recession



● = 44% or greater of the current City portfolio
 ● = 18% or greater of the current City portfolio
 ● = 15% or greater of the current City portfolio
 ● = 4/5% or greater of the current City portfolio



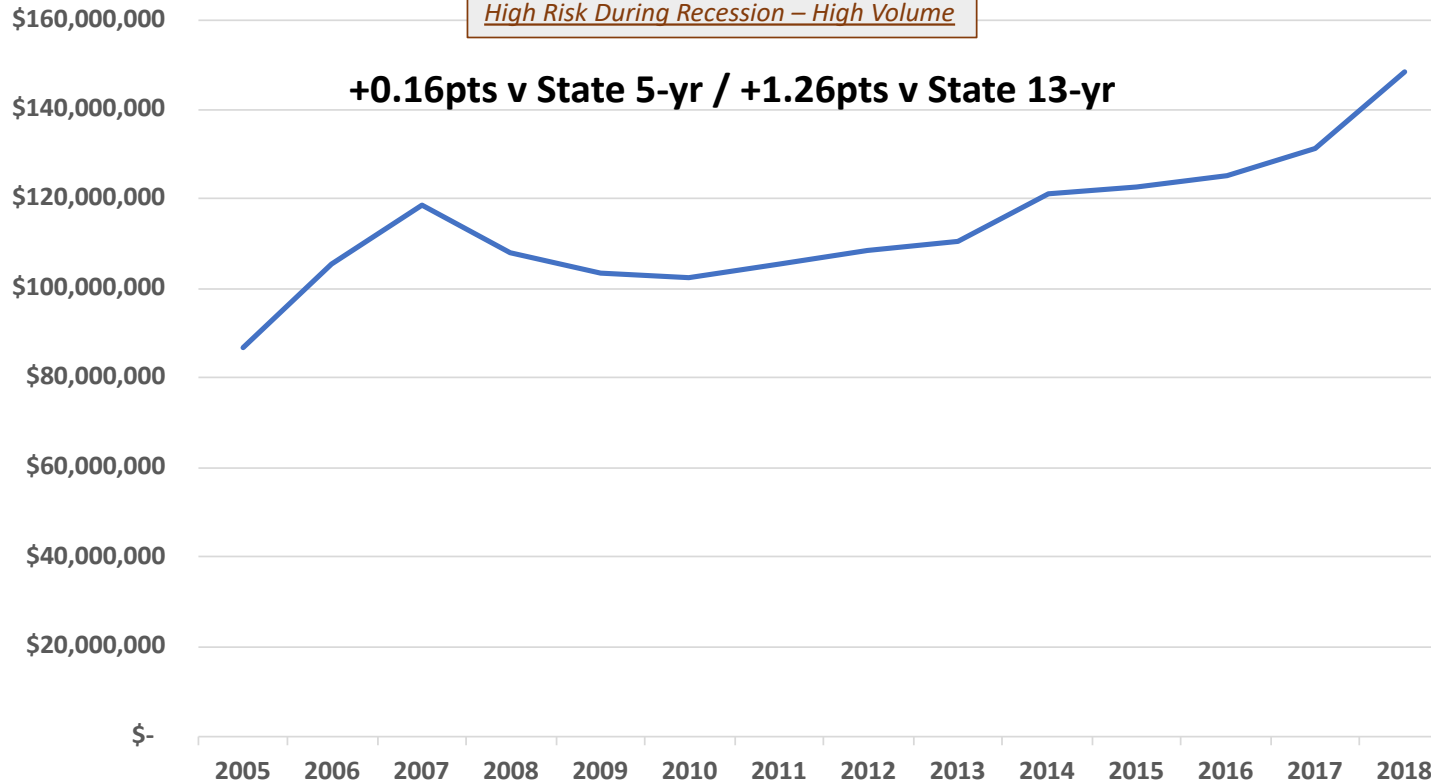
City of Mill Creek – Total Sales & Use Tax Summary by Industry

Ranked: #1 Industry in the City

43.82% of Total Sales & Use Taxable

Retail Trade

High Risk During Recession – High Volume



+0.16pts v State 5-yr / +1.26pts v State 13-yr

Examples

- Motor Vehicle
- Furniture
- Electronics and Appliance
- Bldg/Garden Material/Equip/Supplies
- Food and Beverage Stores
- Health & Personal Care Stores
- Gas Stations
- Clothing & Accessories Stores
- Sporting Goods, Hobby, Book, & Music Stores
- General Merchandise

+5.45% avg. annual since 2005 / +6.83% since 2013



City of Mill Creek – Total Sales & Use Tax Summary by Industry

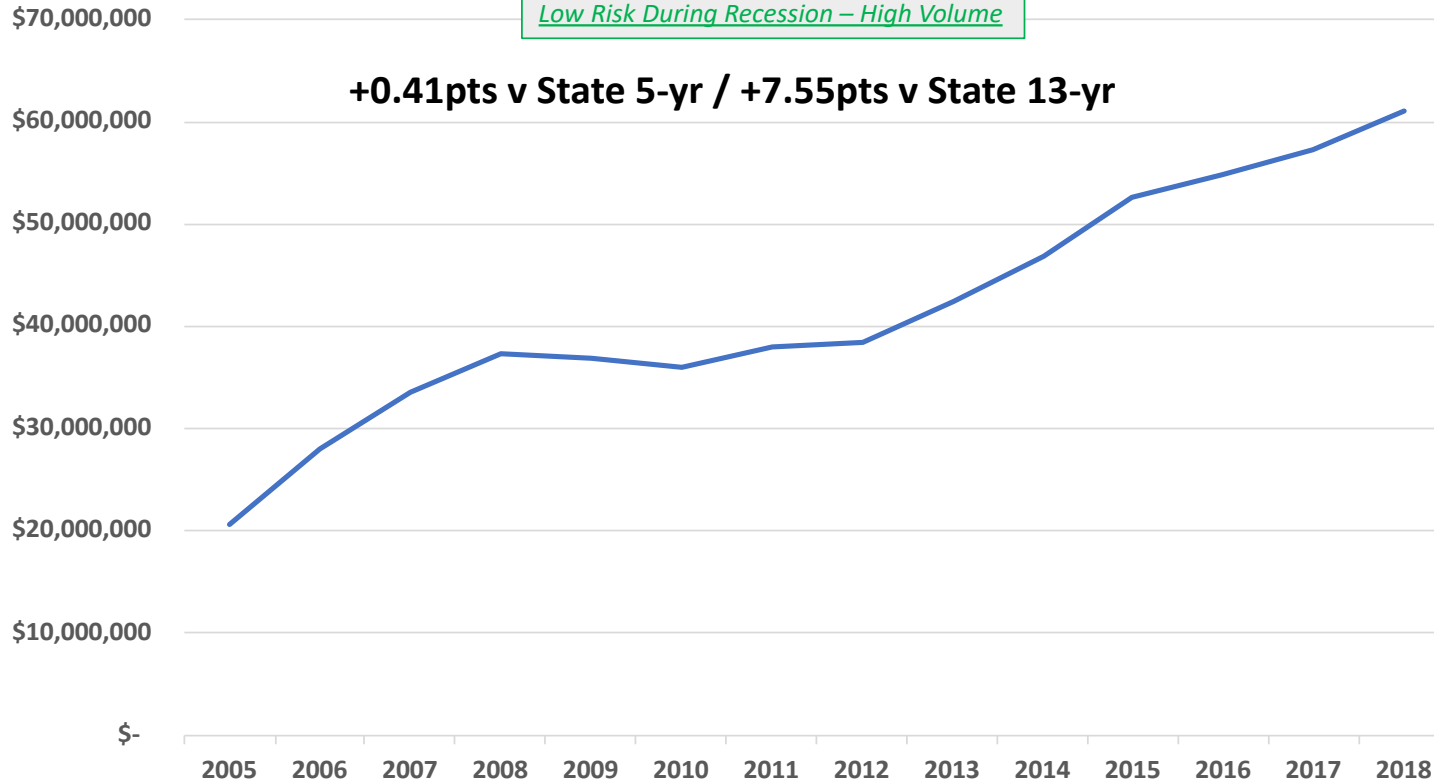
Ranked: #2 Industry in the City

18.01% of Total Sales & Use Taxable

Accommodation and Food Services

Low Risk During Recession – High Volume

+0.41pts v State 5-yr / +7.55pts v State 13-yr



Examples

- Accommodation (Hotel, RV)
- Food Service and Drinking Places

+15.06% avg. annual since 2005 / +8.71% since 2013



City of Mill Creek – Total Sales & Use Tax Summary by Industry

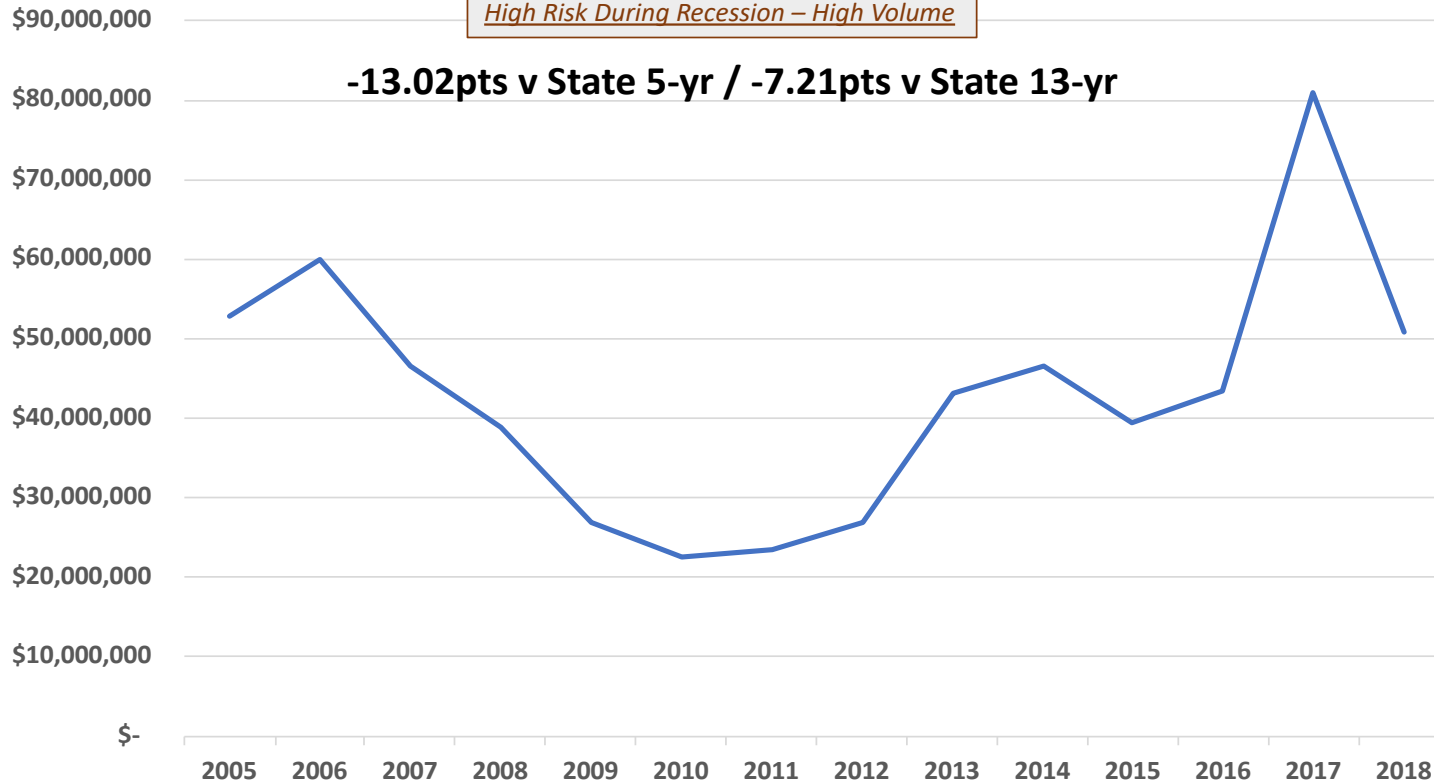
Ranked: #3 Industry in the City

Construction

High Risk During Recession – High Volume

-13.02pts v State 5-yr / -7.21pts v State 13-yr

14.98% of Total Sales & Use Taxable



Examples

- Construction and Buildings
- Heavy & Civil Engineering Construction
- Specialty Trade Contractors

-0.30% avg. annual since 2005 / +3.49% since 2013



City of Mill Creek – Total Sales & Use Tax Summary by Industry

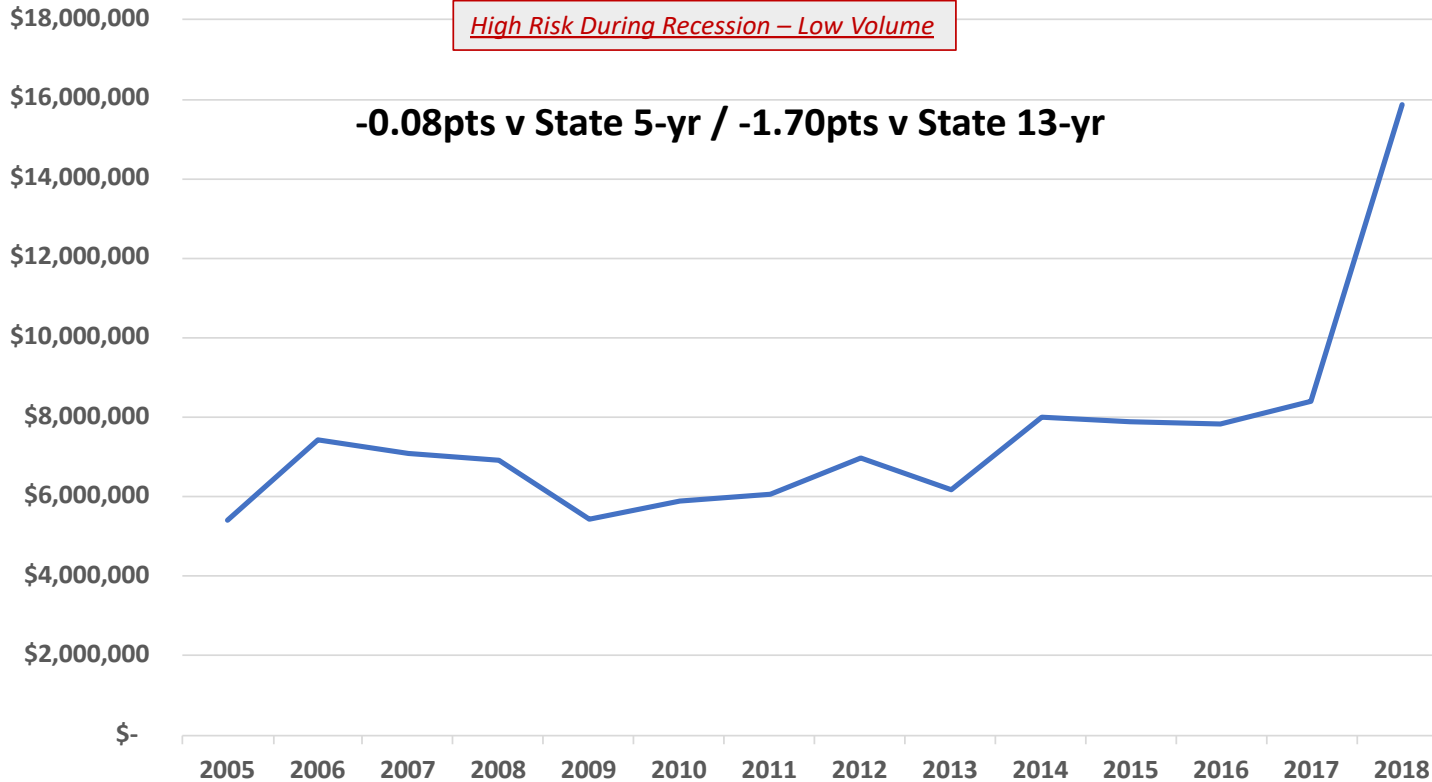
Ranked: #4 Industry in the City

4.68% of Total Sales & Use Taxable

Administrative, Support, & Waste Mgmt

High Risk During Recession – Low Volume

-0.08pts v State 5-yr / -1.70pts v State 13-yr



Examples

- Administrative and Support Services
- Waste Management and Remediation Services

+14.84% avg. annual since 2005 / +31.35% since 2013



City of Mill Creek – Total Sales & Use Tax Summary by Industry

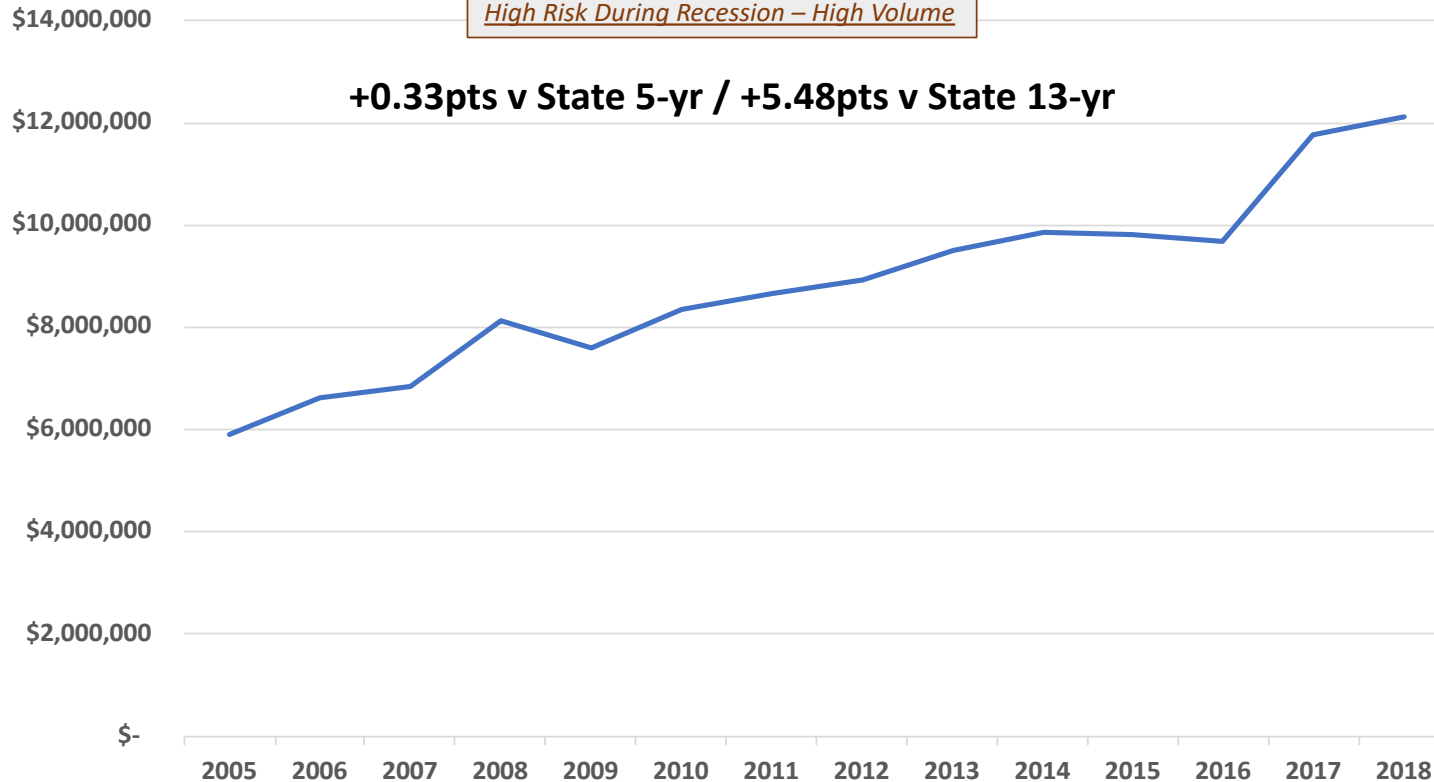
Ranked: #5 Industry in the City

Wholesale Trade

High Risk During Recession – High Volume

+0.33pts v State 5-yr / +5.48pts v State 13-yr

3.57% of Total Sales & Use Taxable



Examples

- Merchant Wholesalers/Durable Goods
- Merchant Wholesalers/Nondurable Goods
- Wholesale Electronic Markets and Agents/Brokers

+8.08% avg. annual since 2005 / +5.5% since 2013



City of Mill Creek – Total Sales & Use Tax Summary by Industry

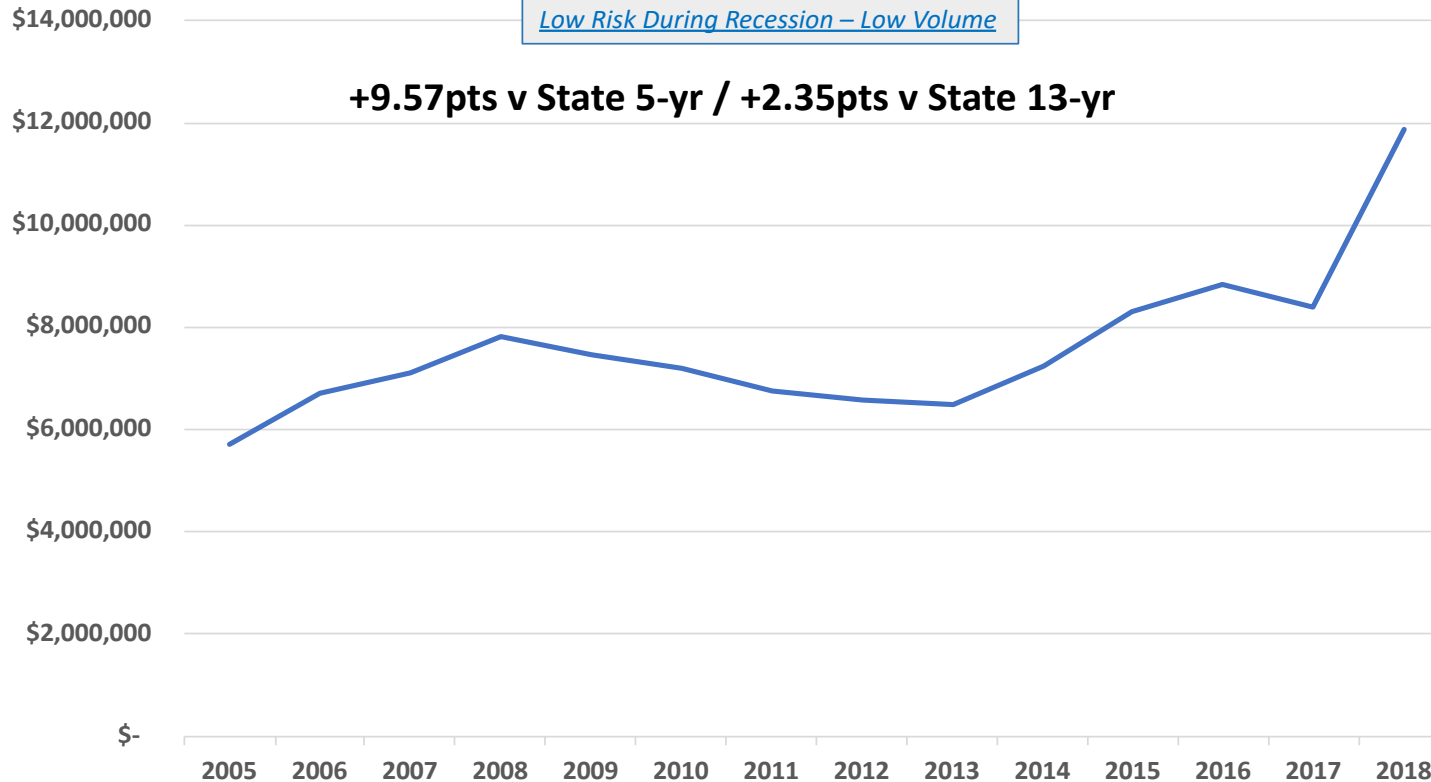
Ranked: #6 Industry in the City

3.50% of Total Sales & Use Taxable

Arts, Entertainment, and Recreation

Low Risk During Recession – Low Volume

+9.57pts v State 5-yr / +2.35pts v State 13-yr



+8.29% avg. annual since 2005 / +16.58% since 2013

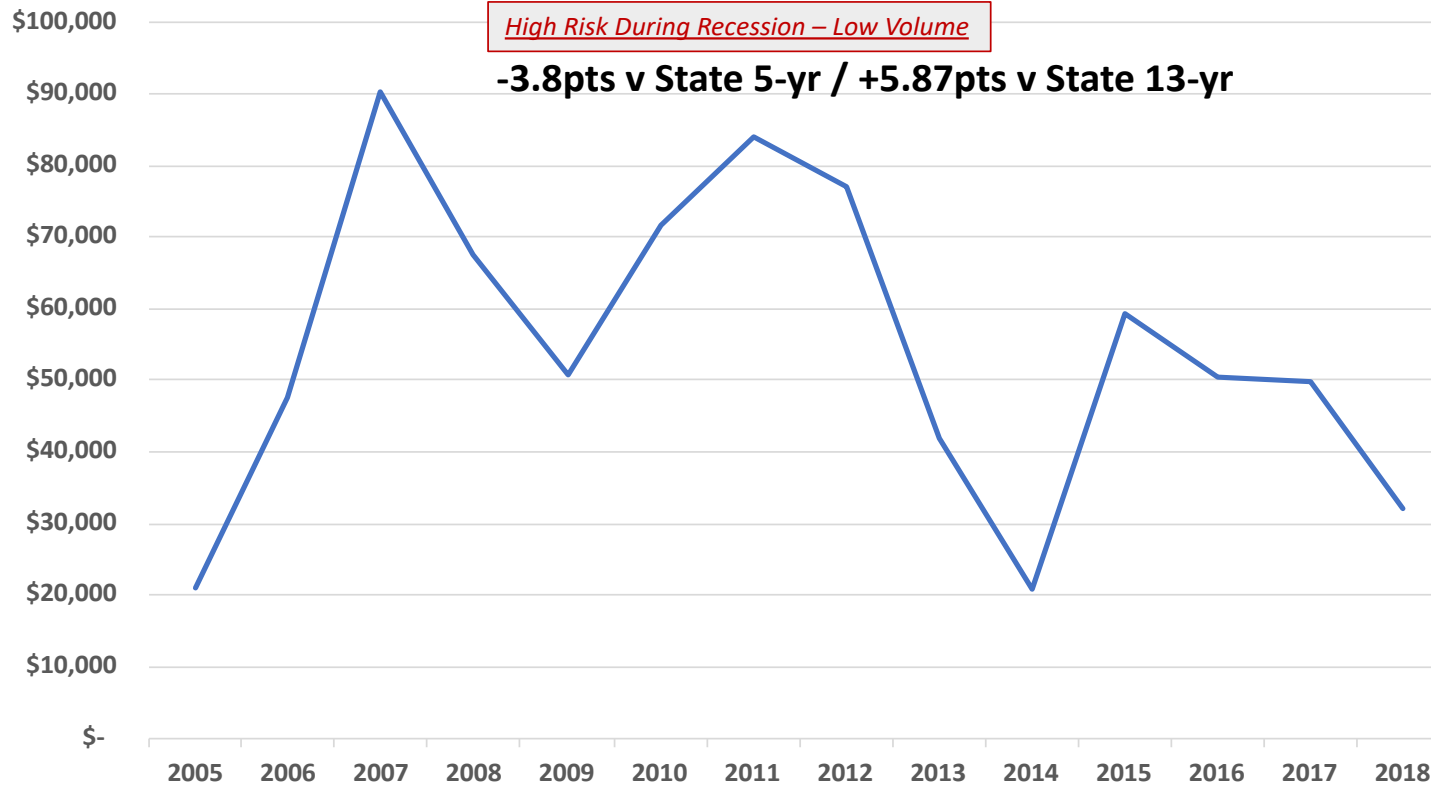
Examples

- Performing Arts, Spectator Sports, and Related Industries (Dance)
- Museums, Historical Sites, and Similar Institutions
- Amusement, Gambling, and Recreation Industries



City of Mill Creek – Total Sales & Use Tax Summary by Industry

Agriculture



0.01% of Total Sales & Use Taxable

Examples

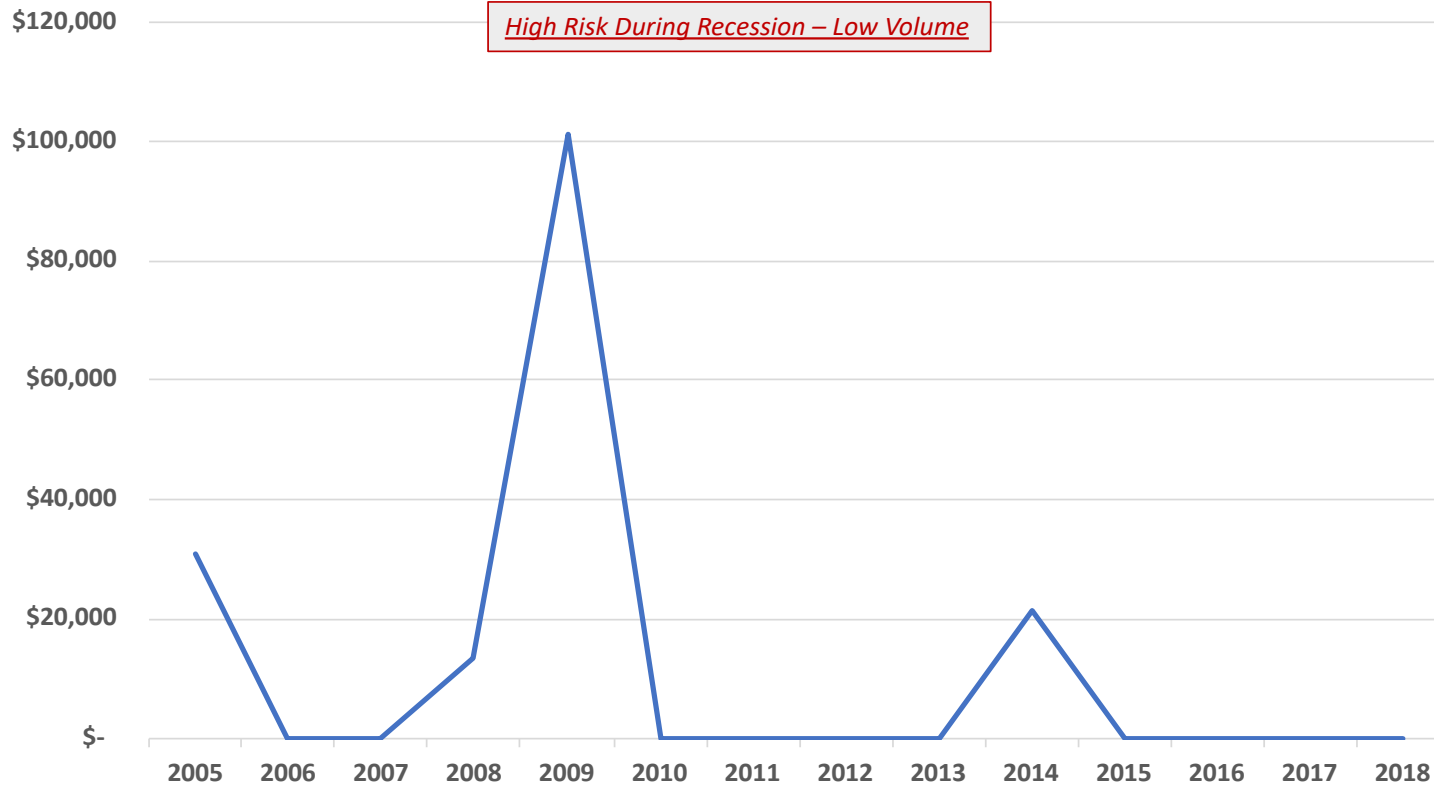
- Crop Production
- Animal Production
- Forestry & Logging
- Fishing, Hunting, & Trapping
- Support Activities (Ag & Forestry)

+3.99% avg. annual since 2005 / -4.77% since 2013



City of Mill Creek – Total Sales & Use Tax Summary by Industry

Mining and Quarrying



0.00% of Total Sales & Use Taxable

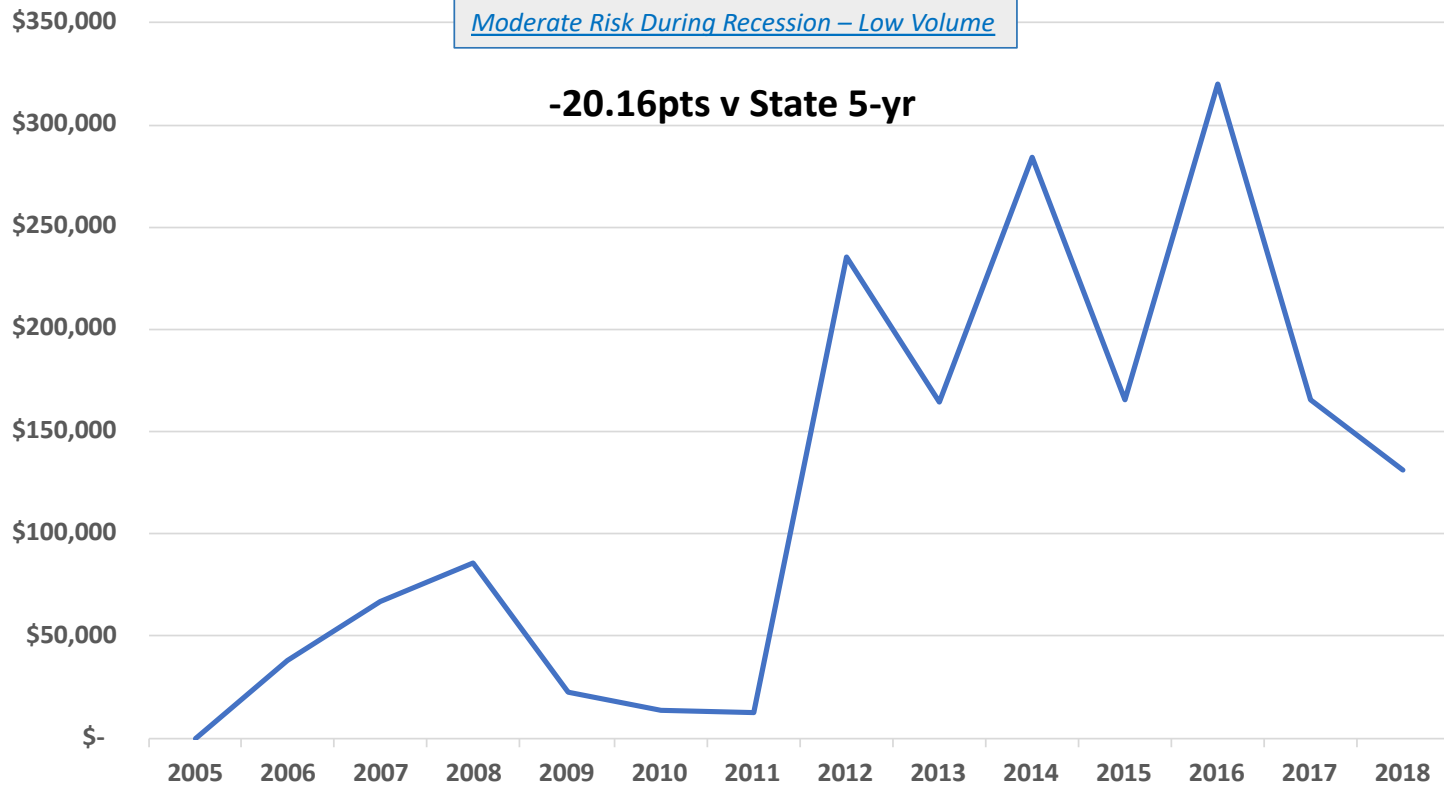
Examples

- Oil and Gas Extraction
- Mining
- Support Activities (Mining)



City of Mill Creek – Total Sales & Use Tax Summary by Industry

Utilities



Moderate Risk During Recession – Low Volume

-20.16pts v State 5-yr

0.04% of Total Sales & Use Taxable

Examples

- Electric Power Generation & Distribution
- Natural Gas Distribution
- Water, Sewage, and Other Systems

-4.01% avg. annual since 2013

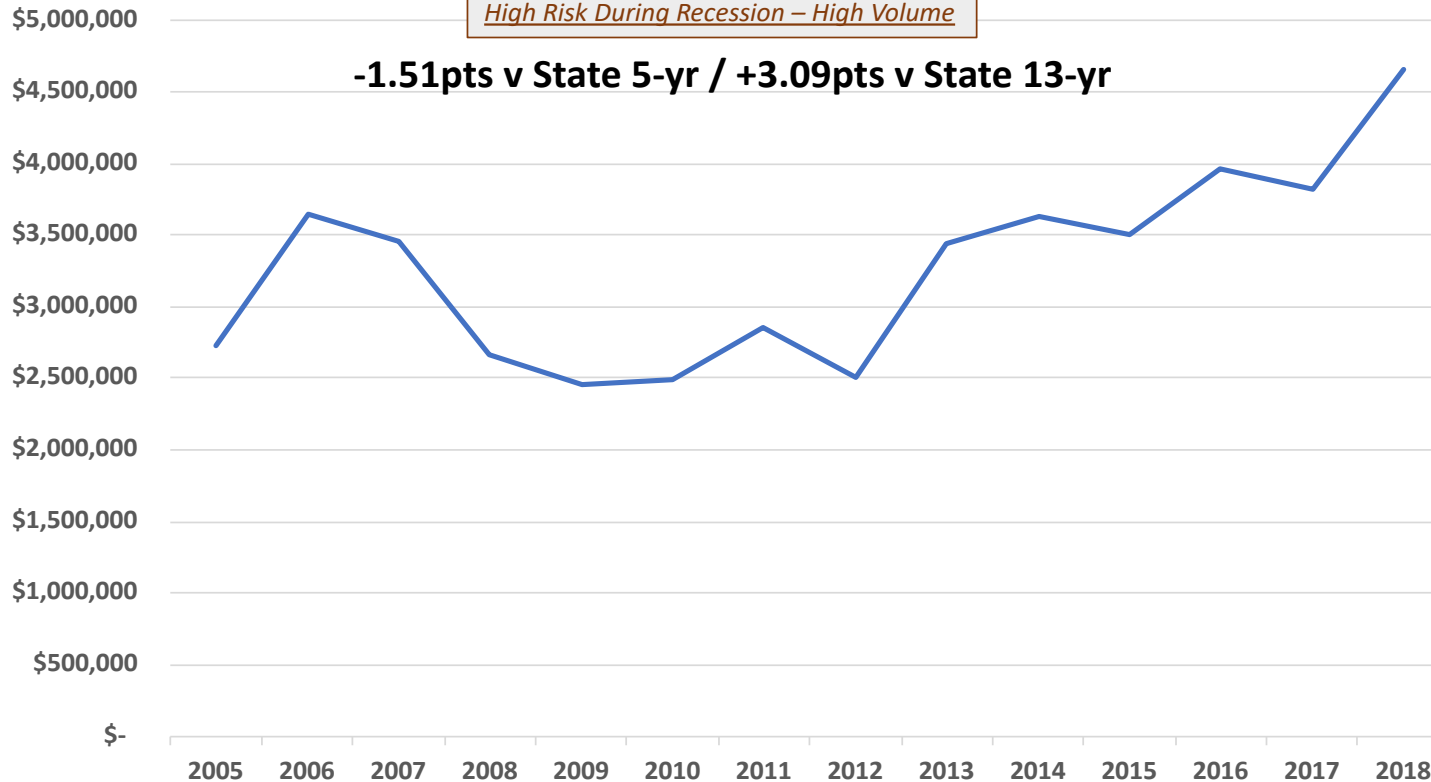


City of Mill Creek – Total Sales & Use Tax Summary by Industry

Manufacturing

High Risk During Recession – High Volume

-1.51pts v State 5-yr / +3.09pts v State 13-yr



+5.44% avg. annual since '05 / +7.01% since '13

1.37% of Total Sales & Use Taxable

Examples

- Food
- Beverage & Tobacco Products
- Textile & Product Mills
- Apparel
- Leather & Allied Product
- Wood Products
- Paper
- Printing & Related Spt Activities
- Petro & Coal Products
- Chemical
- Plastics & Rubber
- Nonmetallic Mineral Products
- Primary & Fabricated Metal
- Machinery
- Computer & Electronic
- Electr. Equip, Appliance, & Comp
- Transportation Equip
- Furniture

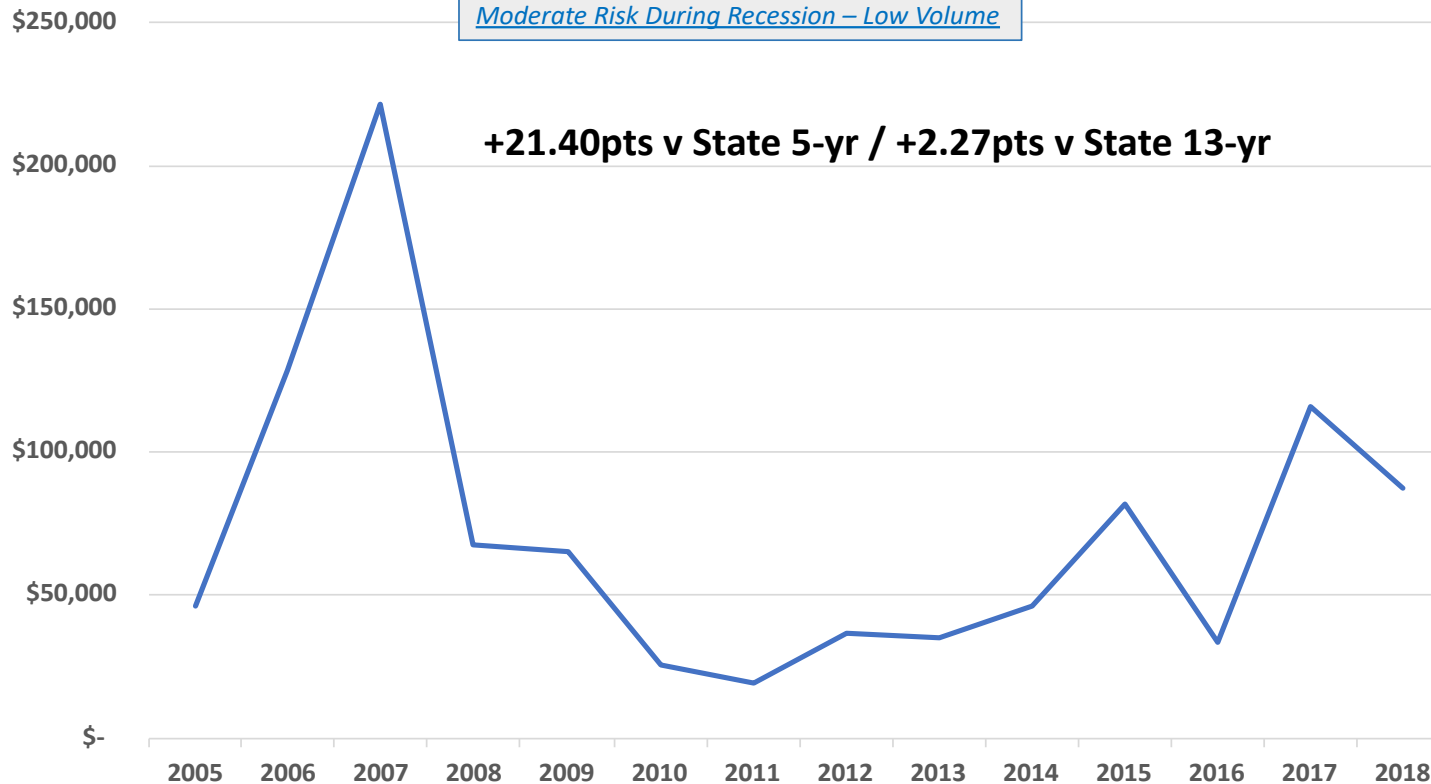


City of Mill Creek – Total Sales & Use Tax Summary by Industry

Transportation & Warehouse

0.03% of Total Sales & Use Taxable

Moderate Risk During Recession – Low Volume



+21.40pts v State 5-yr / +2.27pts v State 13-yr

Examples

- Air
- Rail
- Water
- Truck
- Transit and Ground
- Pipeline
- Scenic & Sightseeing
- Support Activities
- Postal Service
- Warehousing & Storage

+6.9% avg. annual since 2005 / +29.56% since 2013



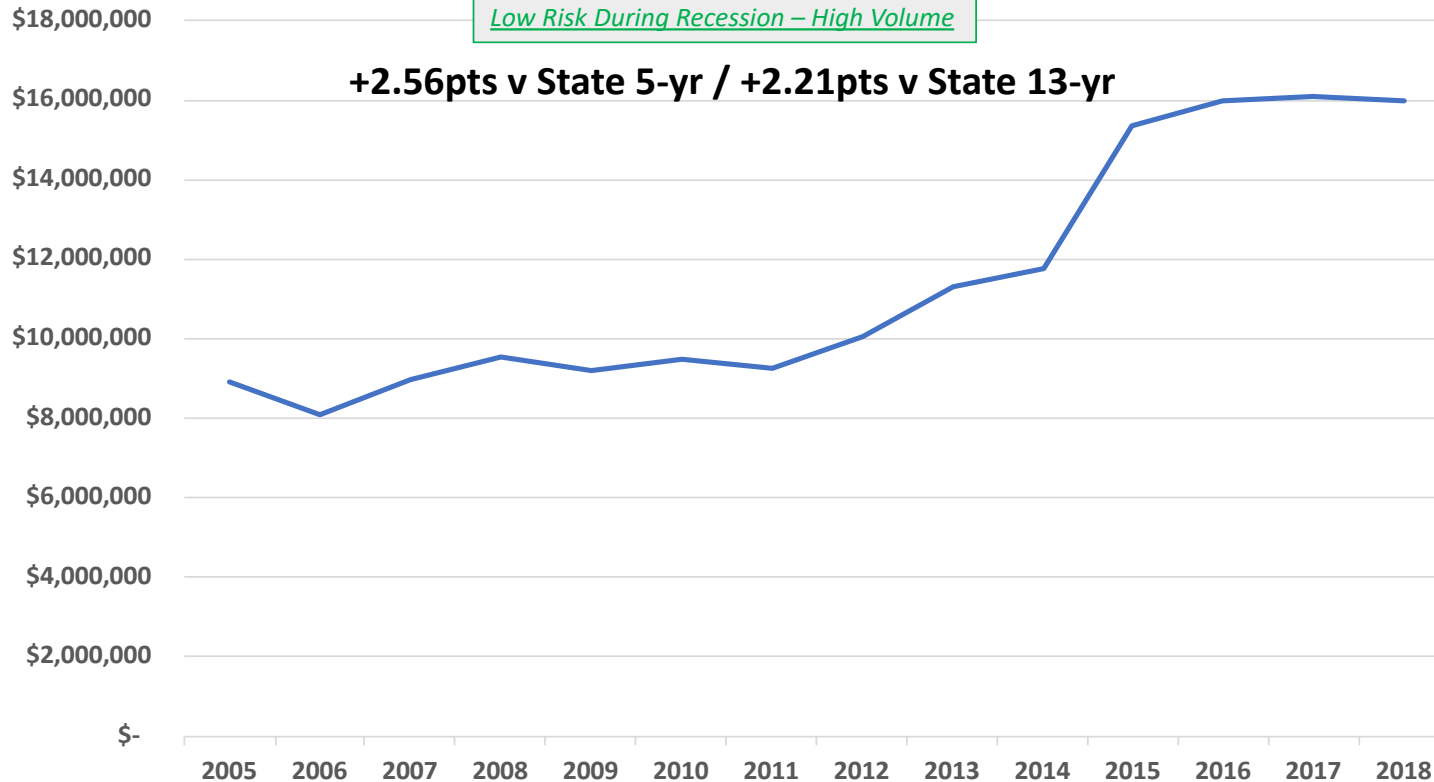
City of Mill Creek – Total Sales & Use Tax Summary by Industry

Information

4.71% of Total Sales & Use Taxable

Low Risk During Recession – High Volume

+2.56pts v State 5-yr / +2.21pts v State 13-yr



Examples

- Publishing
- Software
- Motion Picture & Sound
- Broadcasting (except internet)
- Telecommunications
- Data Processing, Hosting, & Other
- Internet Portals

+6.08% avg. annual since 2005 / +8.23% since 2013



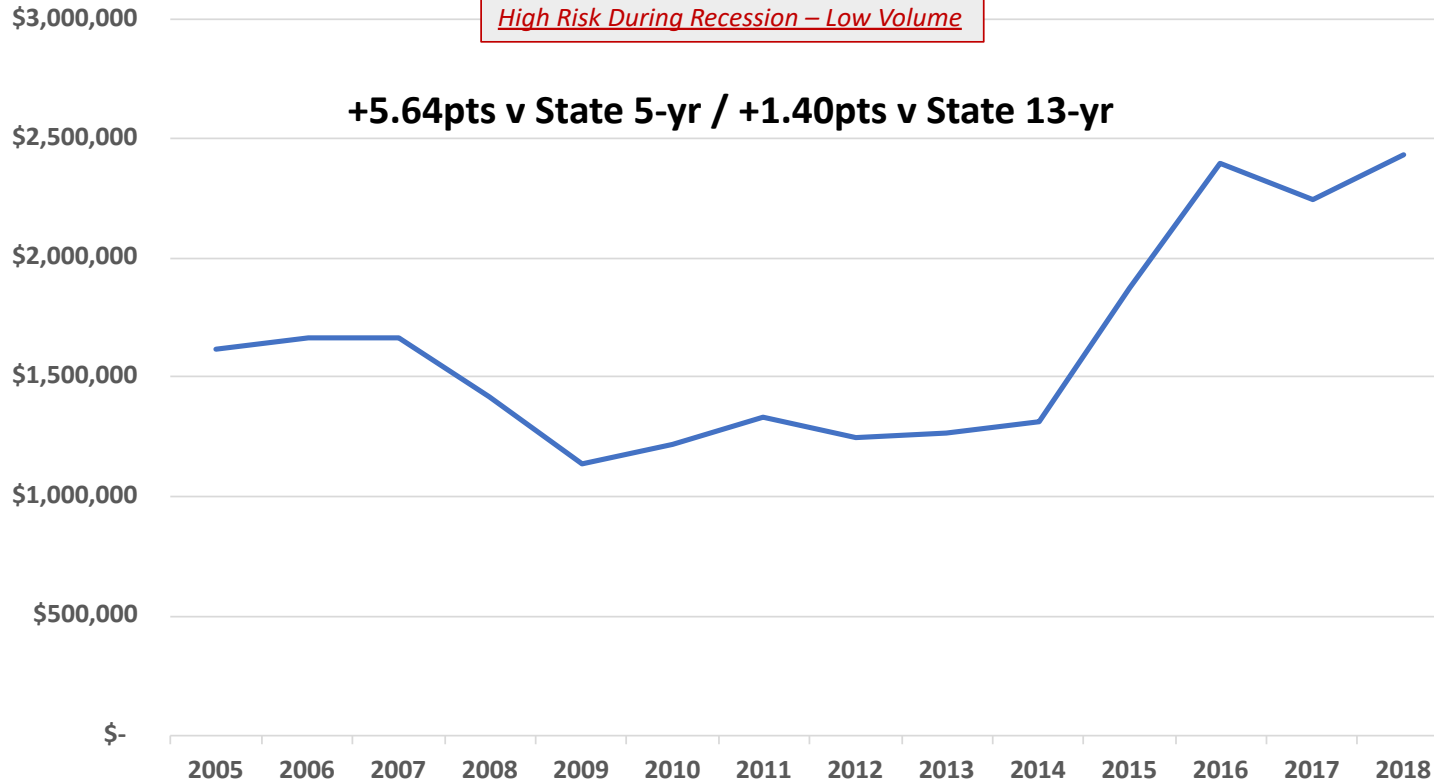
City of Mill Creek – Total Sales & Use Tax Summary by Industry

Finance & Insurance

0.72% of Total Sales & Use Taxable

High Risk During Recession – Low Volume

+5.64pts v State 5-yr / +1.40pts v State 13-yr



Examples

- Monetary Authorities – Bank
- Credit Intermediation
- Securities & Commodity
- Insurance Carriers
- Funds, Trusts, and Other

+3.87% avg. annual since 2005 / +18.31% since 2013



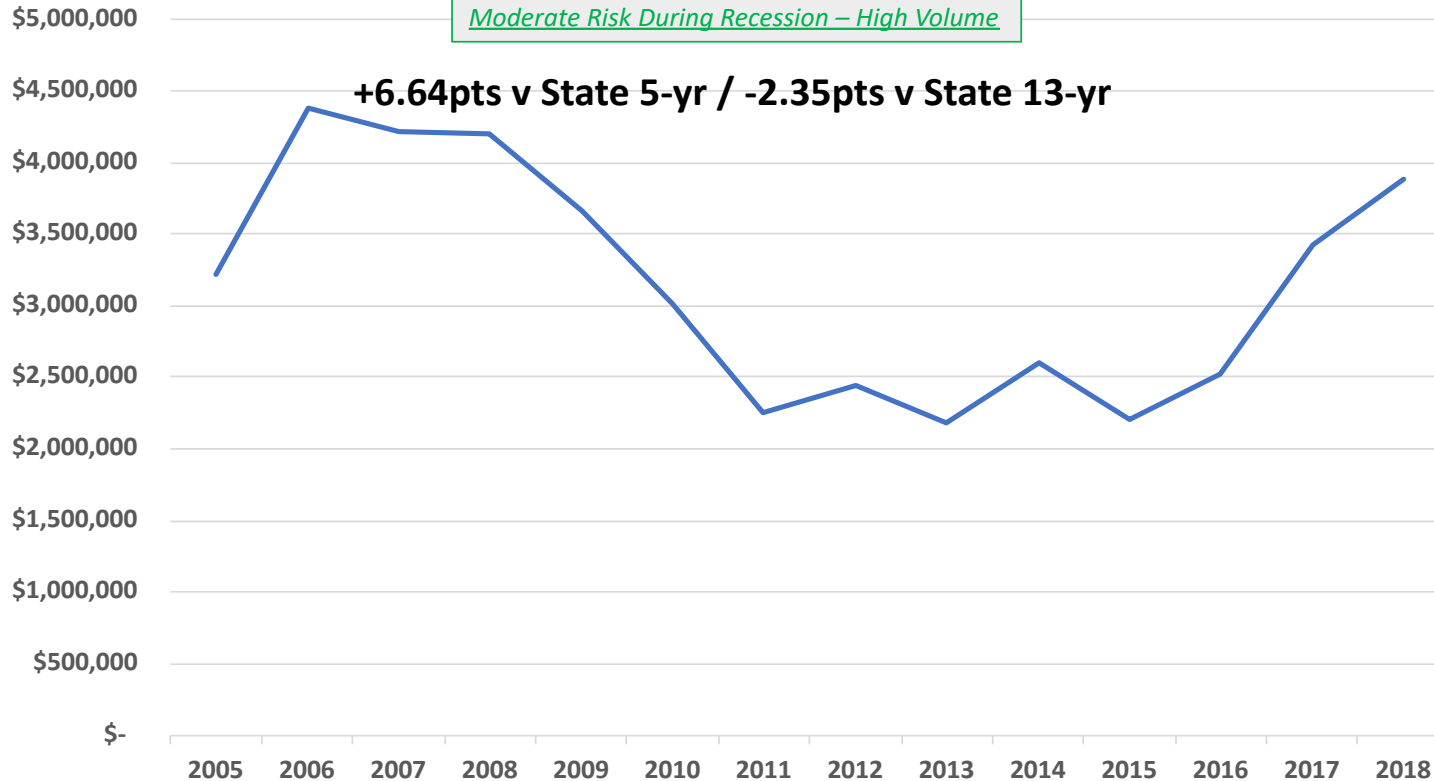
City of Mill Creek – Total Sales & Use Tax Summary by Industry

Real Estate & Rental/Leasing

1.15% of Total Sales & Use Taxable

Moderate Risk During Recession – High Volume

+6.64pts v State 5-yr / -2.35pts v State 13-yr



Examples

- Real Estate
- Rental & Leasing Services
- Lessors of Nonfinancial Intangible Assets

+1.59% avg. annual since 2005 / +15.6% since 2013

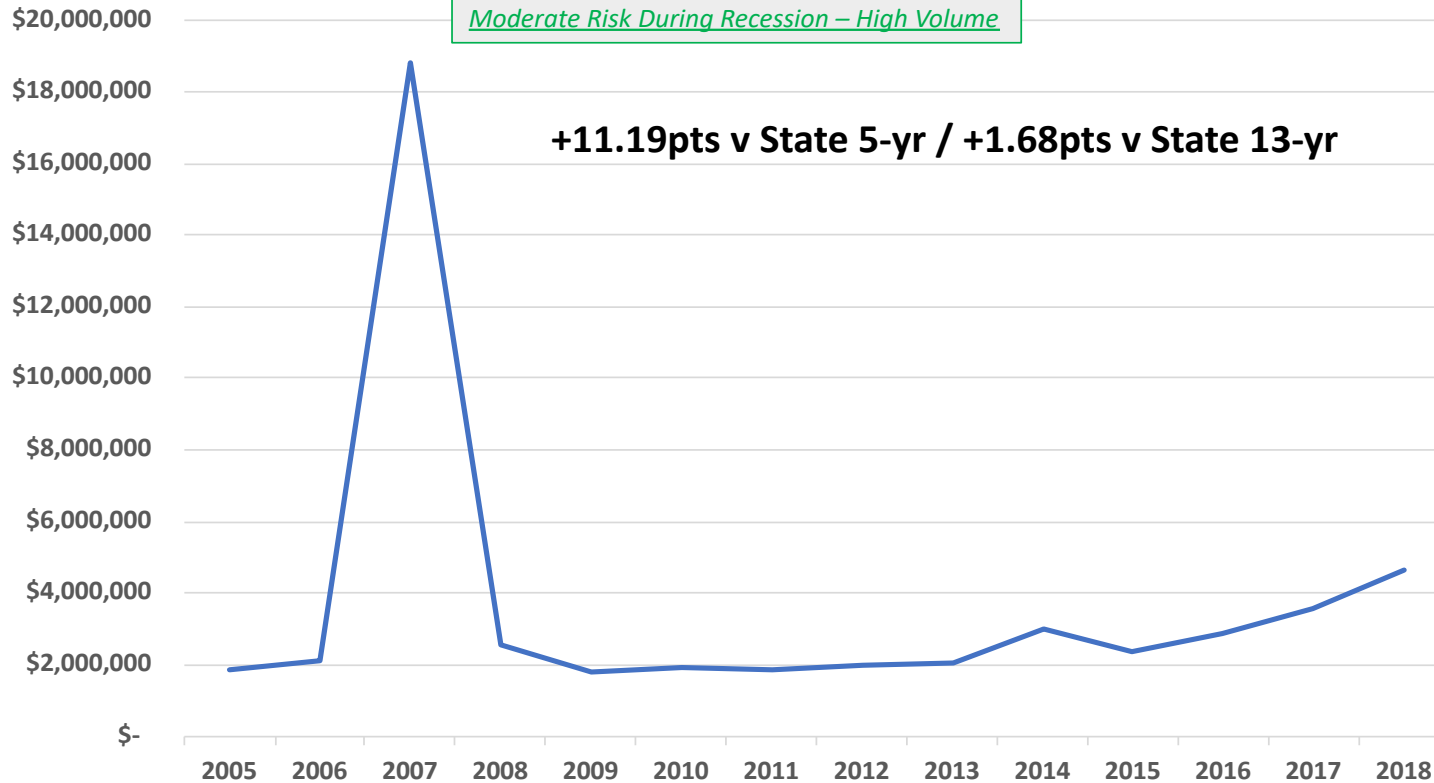


City of Mill Creek – Total Sales & Use Tax Summary by Industry

Professional Services

Moderate Risk During Recession – High Volume

1.37% of Total Sales & Use Taxable



+11.19pts v State 5-yr / +1.68pts v State 13-yr

Examples

- Professional, Scientific, and Technical Services

+11.24% avg. annual since 2005 / +25.81% since 2013



City of Mill Creek – Total Sales & Use Tax Summary by Industry

Educational

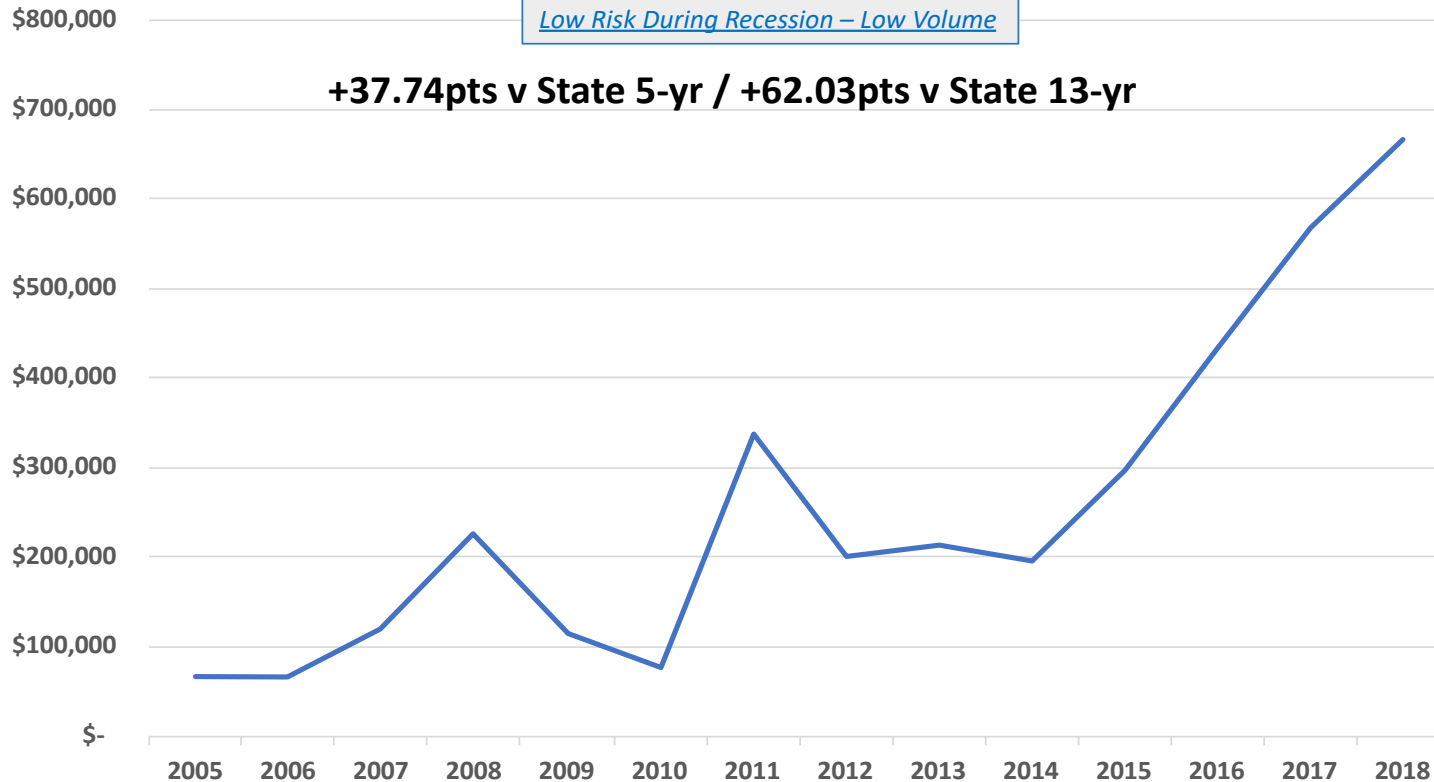
0.20% of Total Sales & Use Taxable

Low Risk During Recession – Low Volume

+37.74pts v State 5-yr / +62.03pts v State 13-yr

Examples

- Educational Services / Schools
- K-12
- Colleges & Universities
- Technical Schools



+68.85% avg. annual since 2005 / +42.56% since 2013



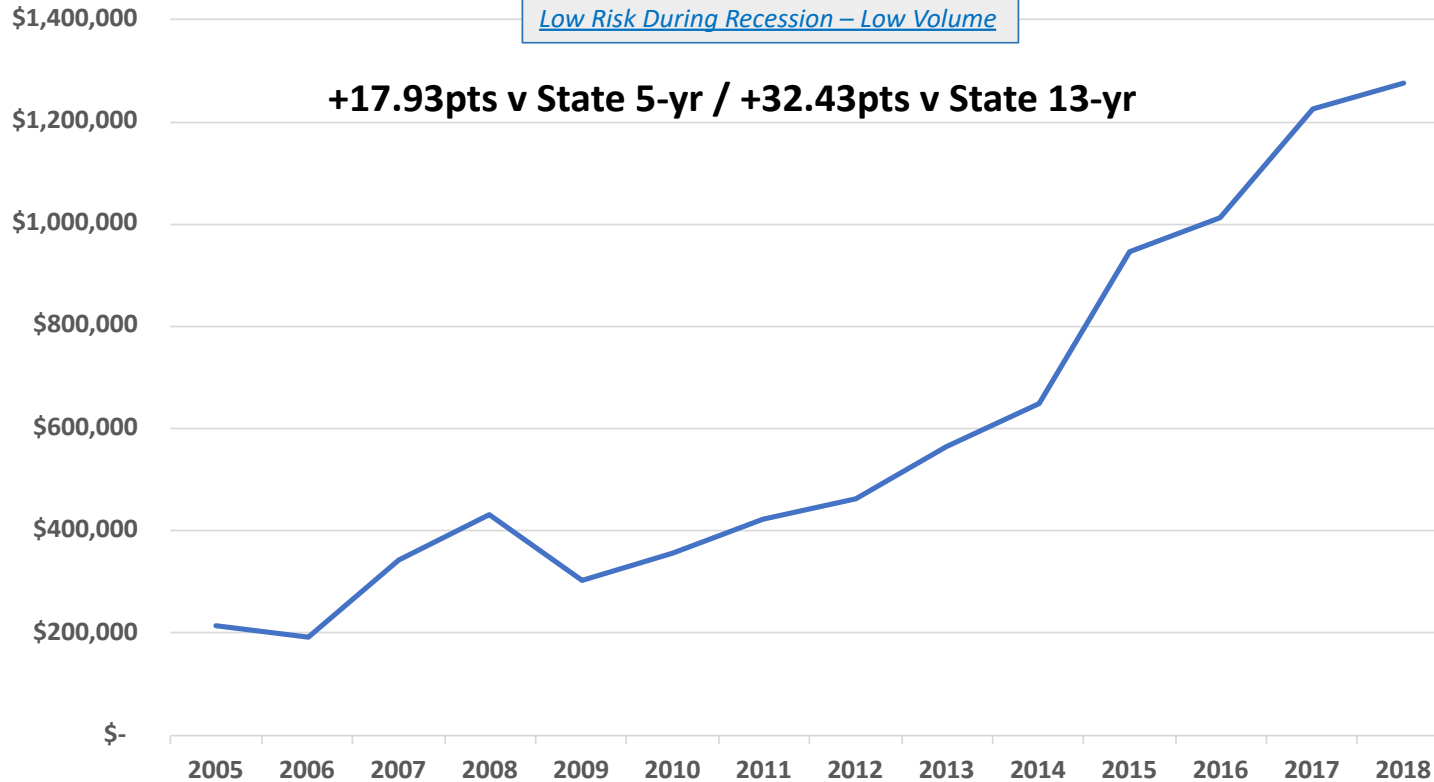
City of Mill Creek – Total Sales & Use Tax Summary by Industry

Health Care & Social Assistance

0.38% of Total Sales & Use Taxable

Low Risk During Recession – Low Volume

+17.93pts v State 5-yr / +32.43pts v State 13-yr



Examples

- Ambulatory Health Care Services
- Hospitals
- Nursing and Residential Care Facilities
- Social Assistance

+38.24% avg. annual since 2005 / +25.23% since 2013



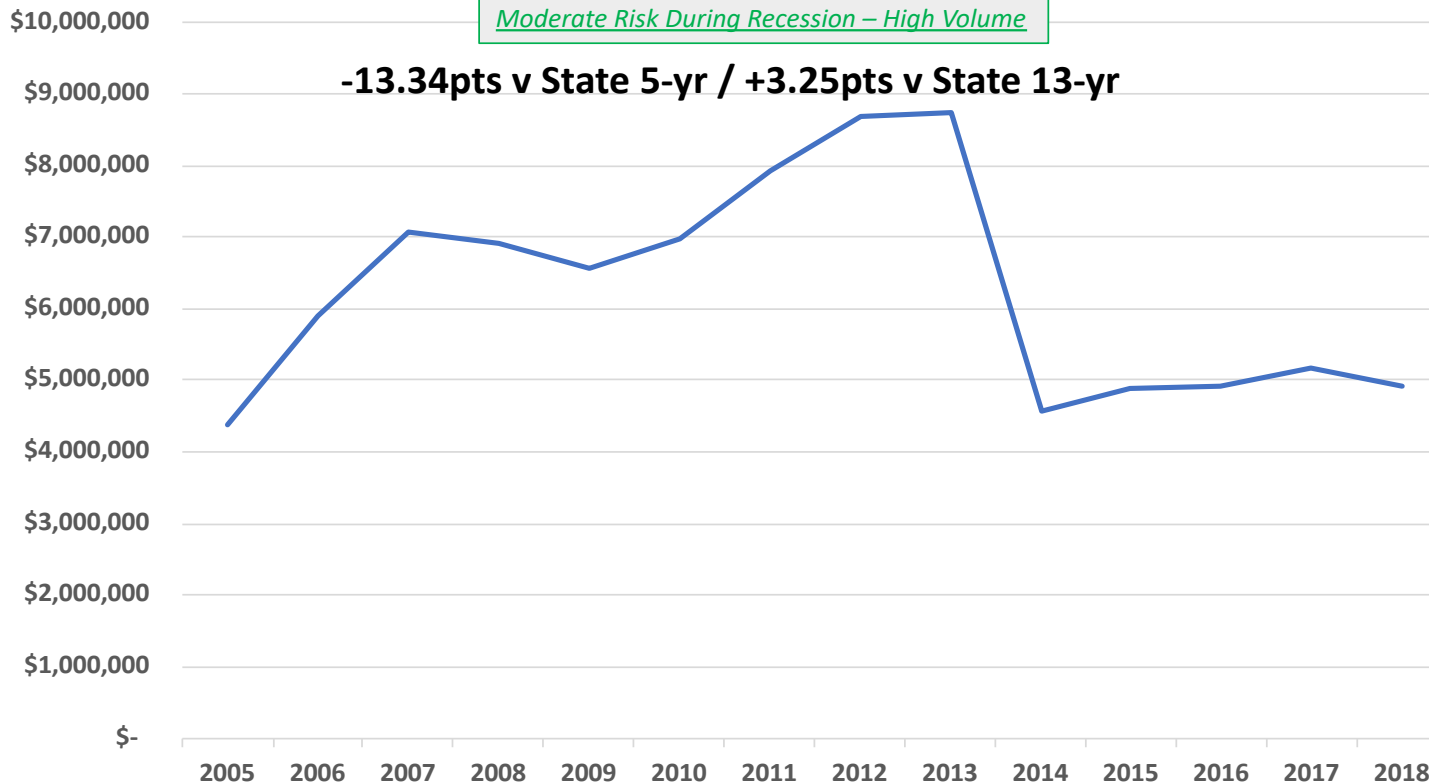
City of Mill Creek – Total Sales & Use Tax Summary by Industry

Other Services

1.45% of Total Sales & Use Taxable

Moderate Risk During Recession – High Volume

-13.34pts v State 5-yr / +3.25pts v State 13-yr



Examples

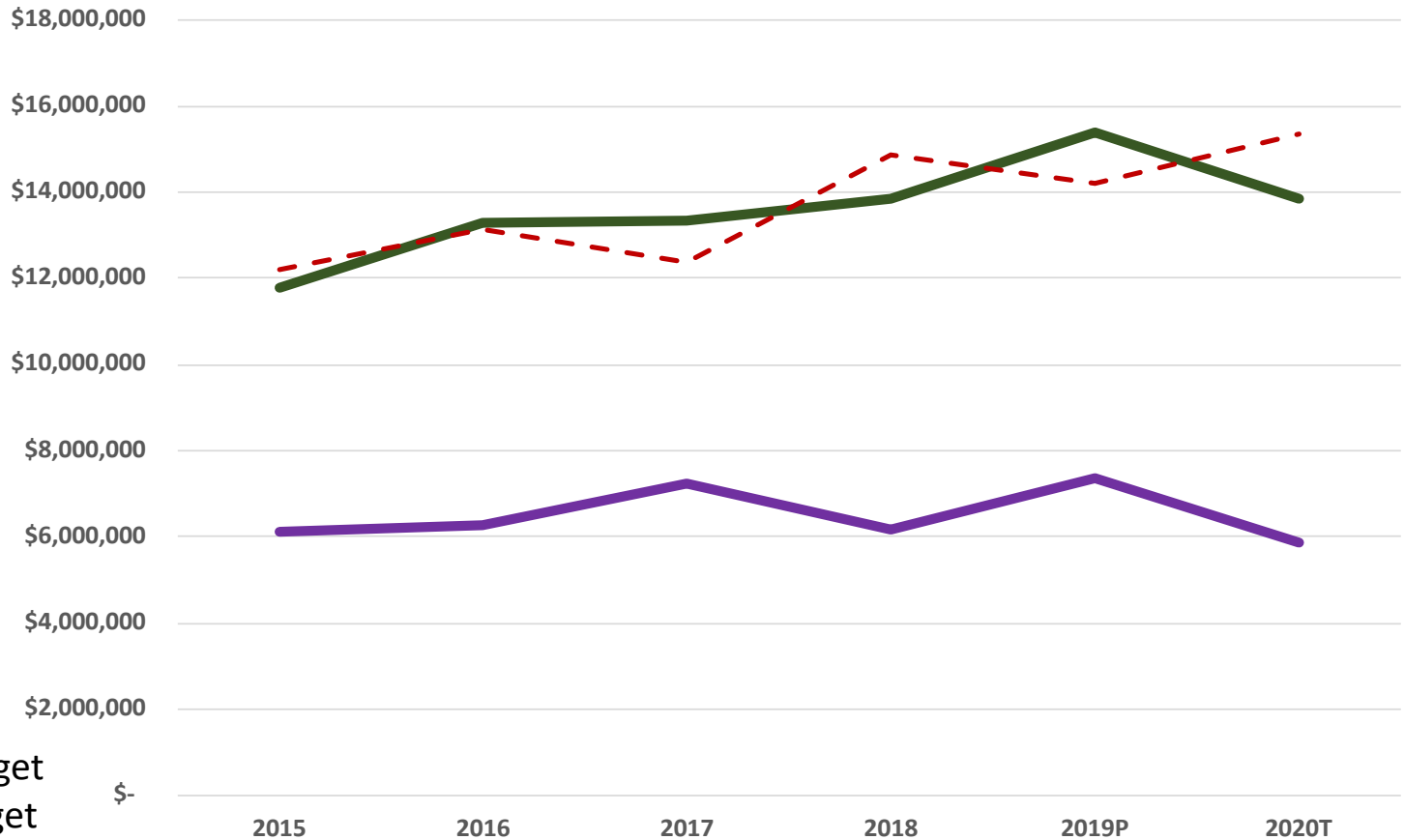
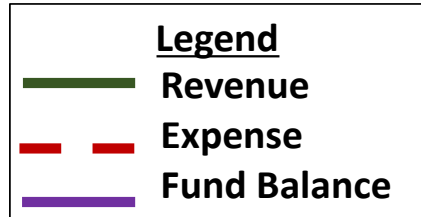
- Repair & Maintenance
- Personal Care
- Laundry
- Religious, Grantmaking, Civic, Professional, and Similar Organizations
- Private Households

+0.93% avg. annual since 2005 / -8.76% since 2013



Historical Fund Analysis 2015 – 2020T

General Fund – Annual (unaudited)



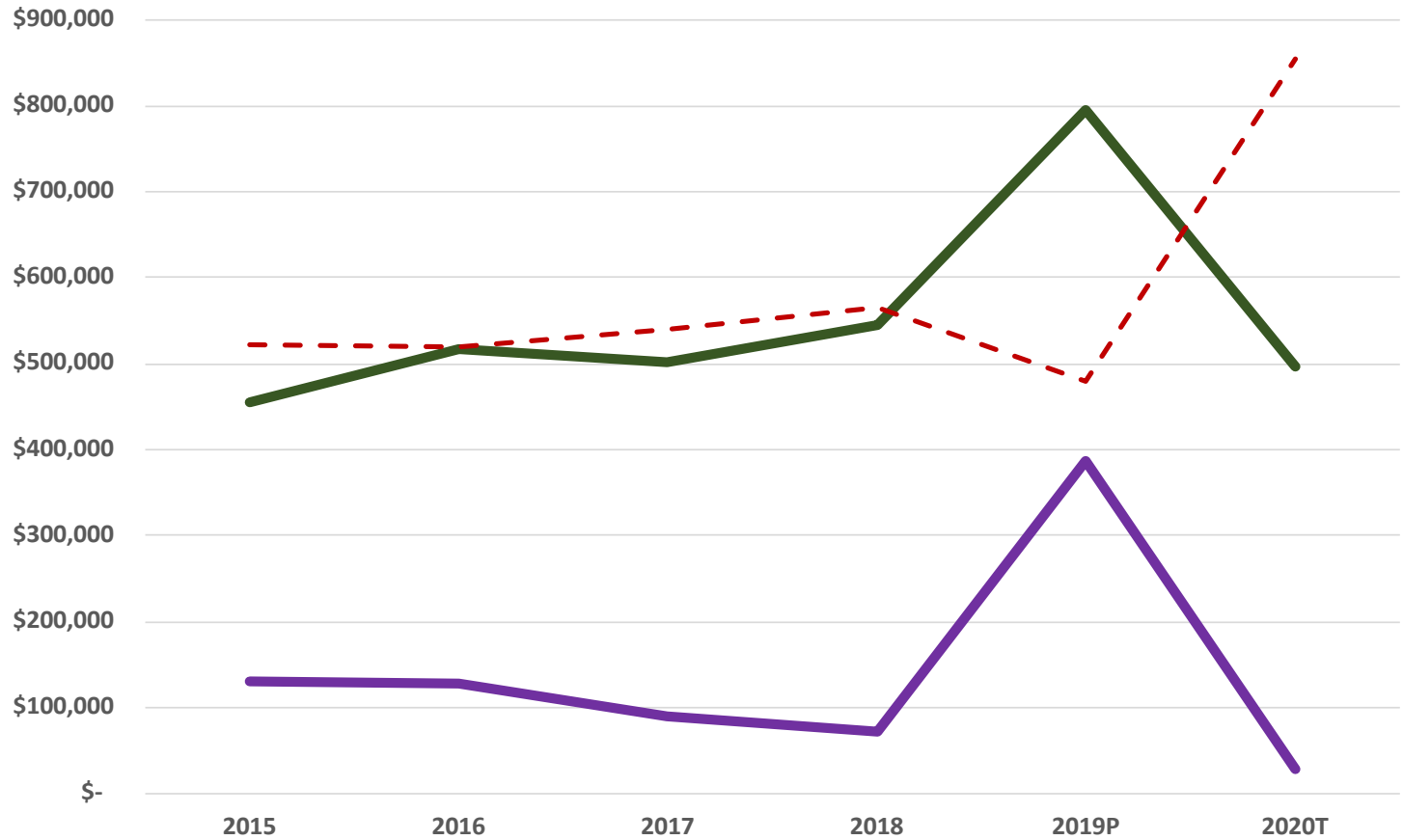
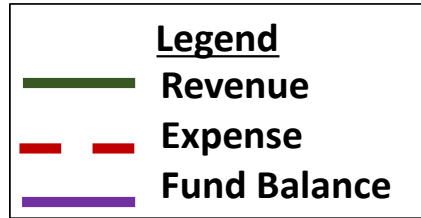
Notes:

- Revenue 5yr AGR +3.5%
- Revenue '20 v '19 -10.0%
- Expense 5yr AGR +5.2%
- Expense '20 v '19 +8.0%
- Fund Balance 5yr AGR -0.8%
- Fund Balance '20 v '19 -20.3%
- 19/20 Revenue trending +\$105K v Budget
- 19/20 Expense trending +\$215K v Budget



Historical Fund Analysis 2015 – 2020T

Streets Fund – Annual (unaudited)



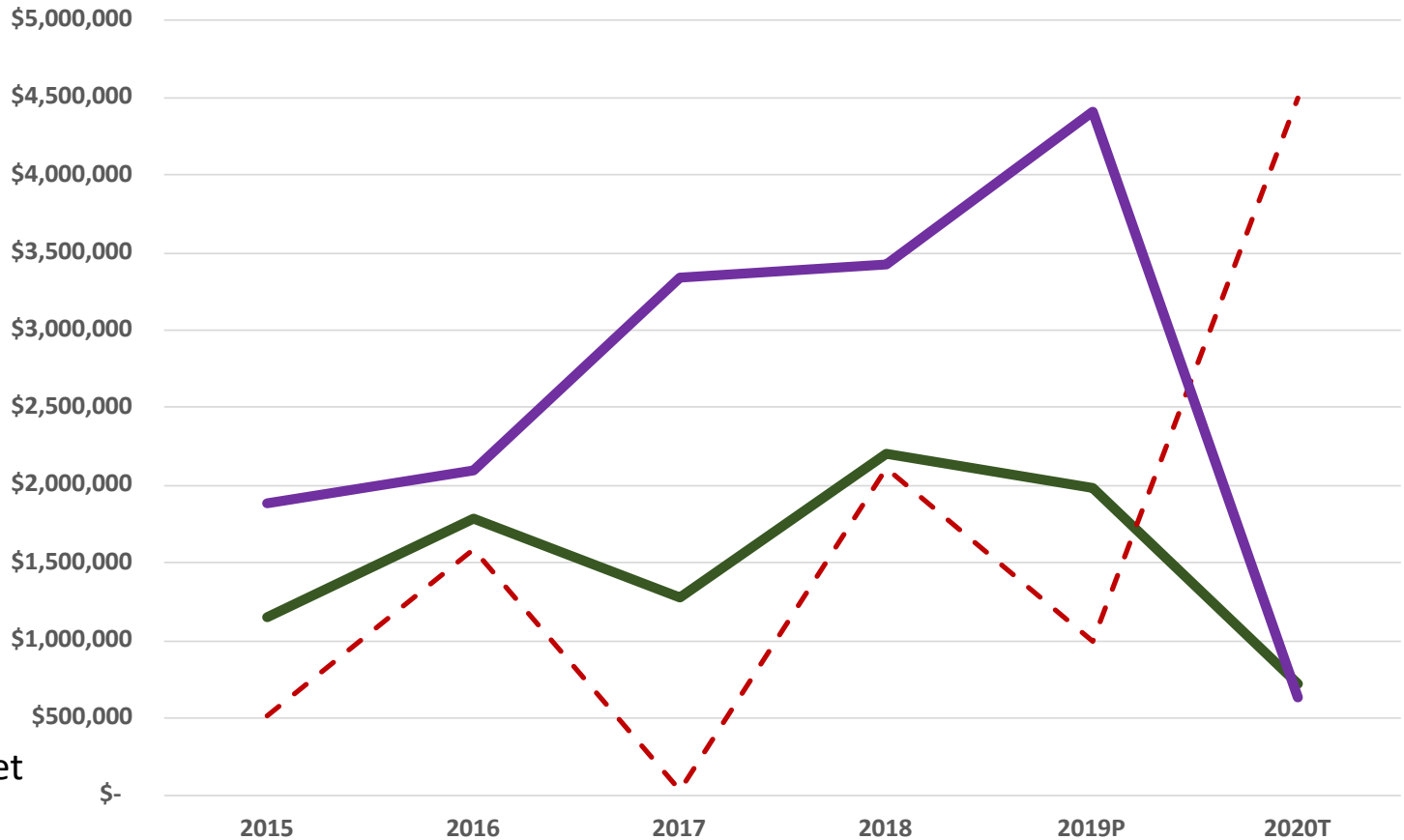
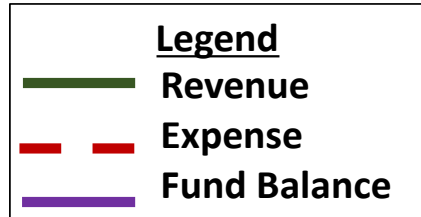
Notes:

- Revenue 5yr AGR +1.8%
- Revenue '20 v '19 -37.6%
- Expense 5yr AGR +12.7%
- Expense '20 v '19 +78.1%
- Fund Balance 5yr AGR -15.6%
- Fund Balance '20 v '19 -92.6%
- 19/20 Revenue trending -60K v Budget
- 19/20 Expense trending -47K v Budget



Historical Fund Analysis 2015 – 2020T

REET Fund – Annual (unaudited)



Notes:

- Revenue 5yr AGR -7.5%
- Revenue '20 v '19 -63.6%
- Expense 5yr AGR +156.4%
- Expense '20 v '19 +352.0%
- Fund Balance 5yr AGR -13.3%
- Fund Balance '20 v '19 -85.7%
- 19/20 Revenue trending +428K v Budget
- 19/20 Expense trending 0K v Budget



Budget Versus Actual Variances

- General Fund 15% Reserve
 - Current trend indicates the City will fall below the 15% in 2025
 - 2020 project 4-month reserve v. 6-month expense benchmark
 - 2030P v 2013 (\$5.5M) // -16.9% avg annual (-\$367K per year)
- Recommendations
 - More Budget Amendments to maintain transparency
 - Need to reflect trend revenues to predict the fund balances and adjust strategies more readily
 - Manage Sales Tax Projections through quarterly Budget Amendments
 - Reflect the new Surface Water Utility Rates
 - Projecting \$3.25M 2019/2020 – current budget
 - Create 10-year forecast and report effects of the Budget and Budget Amendments when considering budgetary recommendations
 - Reflect Sales & Use Tax projections (Best/Worse Case)
 - Capital and cashflow outlays
 - Create a full balance sheet approach – future cashflow considerations



Budget Versus Actual Variances

- Recommendations
 - Review SWOT with focus on business (12% total tax base decrease \$649K– recession)
 - Retail Trade #1 // 43.82% Business Share // High Risk During Recession – High Volume
 - Accommodation and Food Services #2 // 18.01% Business Share // Low Risk During Recession – High Volume
 - Construction #3 // 14.98% Business Share // High Risk During Recession – High Volume
 - Administrative, Support, & Waste Mgmt #4 // 4.68% Business Share // High Risk During Recession – Low Volume
 - Wholesale Trade #5 // 3.57% Business Share // High Risk During Recession – High Volume
 - Arts, Entertainment, and Recreation Trade #6 // 3.50% Business Share // Low Risk During Recession – Low Volume
 - Strategic Planning create “Financial Bookends” and best and worse case
 - Create Dept and supporting KPI’s to support Goals and Objectives



Budget Versus Actual Variances

- Recommendations
 - Maximize 1% property tax (if IPD allows) and “Banked Capacity”
 - Create CCIP and BHAG quarterly goals and reviews by Dept
 - Rank order Vendors and Categories and look for opportunity
 - RFQ Insurance (review values) and Professional Services
 - RFQ Medical
 - Review labor/staffing plans
 - Create quantifiable and easily measured KPIs
 - Drive marketing to bring in new business for existing and new businesses
 - Q1 opportunity 22.4% of business less construction
 - Review FCS study, incorporate in long range and study / implement possible O/H allocation to the General Fund



Budget Versus Actual Variances

- Recommendations
 - Review, compare, and evaluate current departmental spend.
 - 2018 Safety 63% v 42% (Avg. WA State – City)
 - 2018 General Government 22% v 22% (Avg. WA State – City)
 - 2018 Cultural and Recreation 3% v 12% (Avg. WA State – City)
 - 2018 Natural and Economic Environment 5% v 11% (Avg. WA State – City)
 - 2018 Transportation 7% v 11% (Avg. WA State – City)
 - 2018 Social Services 0% v 2% (Avg. WA State – City)
 - Transparency
 - When possible, create funds or Departments PnL style reporting
 - Investments
 - Heavy on LGIP –4.9% avg. monthly decrease since Dec 2018 (2.37%) – Feb Rate 1.68%
 - As of Dec 2019 75.16% of investments in LGIP
 - Shop callable and noncallable investment opportunities
 - Maximize interest in a balanced portfolio
 - Loans
 - Ample non-voted debt capacity
 - Last Loan \$3.3M 15-yr @ 2.44% Surface Water Infrastructure Improvements
 - LOCAL Program (Real Estate & Equipment Financing for Local Gvmt) Office of the State Treasurer offers ~1.5% savings could be \$85K over the POP



Review Fund Structure and Accounting

- General Fund
 - 2019 added Recreation and Preschool Related Activities
 - Changed Department codes in 2017 – History was not reclassified
 - Indirect Cost Allocations – extra steps
 - Roll-ups
- Other Funds
 - Changed Department codes– History was not reclassified
 - TIB Grants included in operational fund versus CIF
 - Changes fund account codes – restatements of funds
- Springbrook ERP (Accrual Base)



Departmental Efficiencies

- IT – Help Desk model
 - ISOutsource
 - T-1 \$7,500 flat – team approach
 - 10 hours onsite as needed
 - T-2 / T-3 Time and Material
 - 24/7 Server monitoring and maintenance
 - Potential annualized savings (post-COVID-19) \$50K
- Accounting – BIAS versus Springbrook
 - Springbrook – Accrual Base ~\$18K annual
 - BIAS – Cash Basis
 - G/L; Vouchering; Budgeting; SAO Reporting; Bank Reconciliation \$11.3K
 - Cash Receipting (Invoice & Cash Mgmt) \$1.4K
- Payroll – BIAS versus ADP
 - ADP – Payroll and HR (Payroll ~\$24K - annual)
 - Payroll (T&A; Payroll; Tax; DRS) \$7.3K



Prepare Presentation for the May Study Session

- Close 2019
- Project 2020 trend and out years (less capital projects)
- Provide possible COVID-19 revenue/reserve impacts
 - Sales Use
 - Property Tax (cash flow)
 - Recreation
 - Passport
 - Assistance
 - Grants
- Recommendation to reset 2020 Budget in preparation for Biennial Budget preparation



Agenda Item # _____

Meeting Date: April 14, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: UPDATE ON THE POLICE DEPARTMENT AND RESPONSE TO COVID-19

PROPOSED MOTION:

None.

KEY FACTS AND INFORMATION SUMMARY:

COVID-19 RESPONSE

Currently, the Mill Creek Police Department has been fortunate to not have any COVID-19 related illnesses. As a precautionary measure to the exposure of COVID -19, one police officer was quarantined to stay for one day.

The Police Department continues to operate at current staffing levels, providing police services 24/7. With the exception of patrol officers, SROs, and the Police Support Officers, all other police department employees are working remotely as much as possible.

Records staff spend four hours a day in the office and then work remotely. Detectives work remotely unless an investigation requires they go into the field. Acting Chief Eastman, the Support Services Supervisor, and the Evidence Technician work remotely as much as possible.

Officers are currently able to maintain the same level of service, but with some modifications. Officers continue to respond to emergency calls for service in person. People are still being arrested and crimes are still being investigated. Non-emergency calls for service may be handled differently. In order to maintain a safe distance, officers are handling many calls by phone. If in-person contact is necessary, officers maintain their distance and speak outside, rather than inside the caller's residence. Should the COVID-19 situation worsen or if staffing levels are reduced, Acting Chief Eastman is looking at internal staffing contingency plans and working with Snohomish County 911 and other police administrators on the development of a Law Enforcement Response Plan (LERP) that identifies calls for service restrictions or reductions in the event of an emergency.

The continued safety and welfare of our employees is a major concern. When officers do have close contact with members of the public, they use personal protective equipment (PPE) whenever it is safe and feasible to do so. This starts with a mask, goggles, and gloves, but can also include protective gowns, face shields, and foot covers. Officers sanitize their vehicles on a regular basis and all patrol vehicles are professionally cleaned every two weeks.

Our partnership with Snohomish County Fire District 7 resulted in the use of the disinfectant fogger to sanitize their fire vehicles. In addition to contracted cleaning services, police department and public works employees work together to keep office work spaces sanitized.

City Council Agenda Summary
Page 2

The COVID-19 crisis has impacted our number of incidents, the number of police reports being generated, and calls for service. When we compared the time period from March 1, 2019 – April 8, 2019 to March 1, 2020 - April 8, 2020, incidents, which are generated from calls to Snohomish County 911, decreased 39% and case reports decreased 30%. When we compared March 2019 to March 2020, calls for service through Snohomish County 911 decreased 37% for police, but fire calls in Mill Creek increased by 1%.

Agencies throughout Snohomish County support one another through this crisis. Acting Chief Eastman submits to the Snohomish County Department of Emergency Management (DEM) Emergency Coordination Center, daily and weekly situation reports and weekly PPE supply reports. He also participates in weekly conference calls with Emergency Managers and the Snohomish County Sheriff and Police Chiefs. The City placed orders through DEM for infrared thermometers, a UV sanitizer to clean N95 masks, and over five (5) gallons of hand sanitizer.

SCHOOL RESOURCE OFFICERS

With the cancellation of the rest of the school year, our School Resource Officers will no longer be serving in their respective schools. One SRO has been assigned to assist patrol and the other will be assigned to assist detectives. Assuming they are not cancelled, the SROs are still responsible for participating in school-related summer activities. SROs typically take their primary vacation and attend training during summer break.

POLICE VEHICLES

Our two newest police vehicles have arrived. Vehicle 49 went into service approximately 3 weeks ago and Vehicle 50 went into service April 10th. The look of the new vehicles has changed. They are now dark blue with reflective white markings. The officers had a lot of input on the redesign that was approved by Acting Chief Eastman.

K9 HONDO

K9 Hondo continues his training with Officer Lerma and the team of Snohomish County trainers and handlers. Hondo is making progress towards his certification.

ATTACHMENTS:

- PowerPoint slides for Police Department Update

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino
City Manager

Police Department Update COVID-19 Response

Acting Chief Scott Eastman



Agenda

- COVID-19 effect on staffing
- COVID-19 modifications to police response
- COVID-19 safety precautions
- COVID-19 effect on incidents, case reports, and calls for service
- Call type comparison
- Snohomish County inter-agency support
- School Resource Officer update
- Police vehicle update
- K9 Hondo update



COVID-19 Staffing

- Police Services 24/7
- All Police Department Employees are currently healthy
- No known contact with COVID-19 positive individuals



COVID-19 Staffing

- Records staff
 - 4 hours in the office
 - Remote work
- Detectives
 - Remote work
 - Investigations in the field
- Acting Chief, Support Services Supervisor, Evidence Technician
 - Remote Work



COVID-19 Modifications to Response

- Emergency calls handled in person
- Most non-emergency calls handled by phone
- Safe distancing for non-emergency calls requiring in-person contact
 - Speak outside
 - Stay outside the caller's residence
- Contingency Plans
 - Staffing assignments
 - Law Enforcement Emergency Response (LERP) protocols



COVID-19 Safety Precautions

- Personal Protective Equipment (PPE)
 - Mask
 - Goggles
 - Gloves
 - Gown
 - Shoe covers

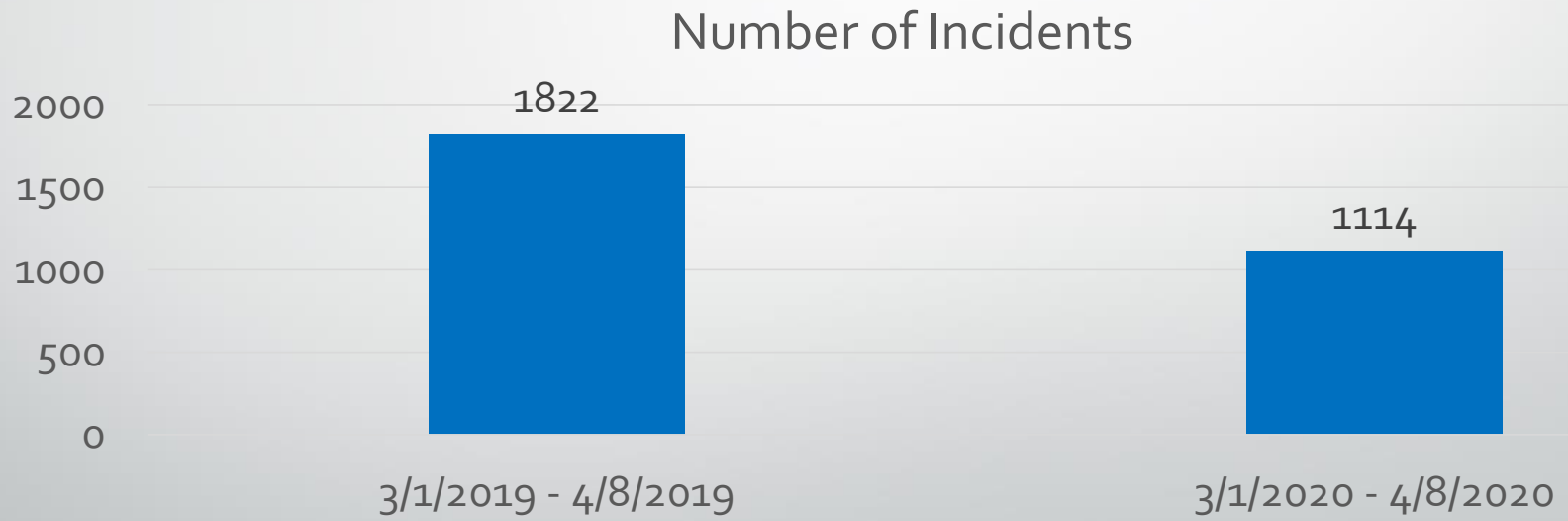


COVID-19 Safety Precautions

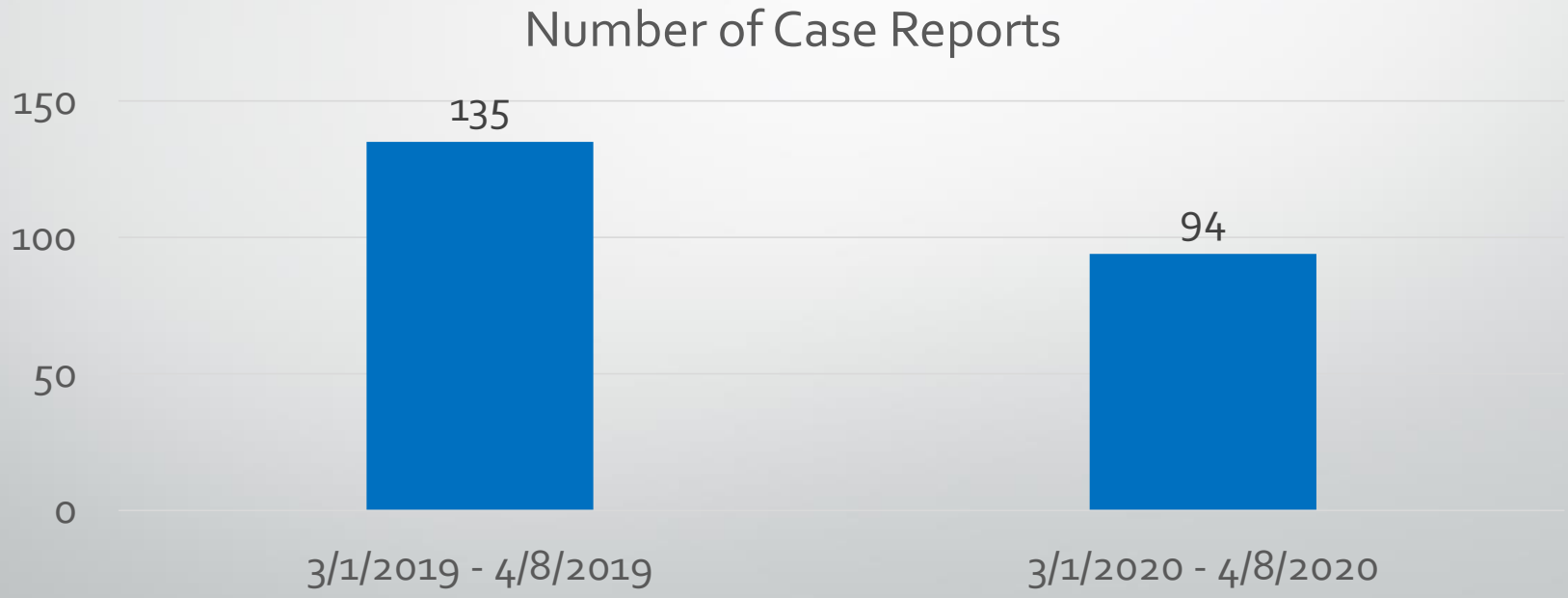
- Clean and Sanitize
 - Vehicles
 - Cleaned and sanitized by Officers
 - Professional cleaned every two weeks
 - Disinfectant fogger
 - Work spaces
 - Contracted cleaning service
 - Public Works
 - Police Department employees



COVID-19 Effect on Incidents

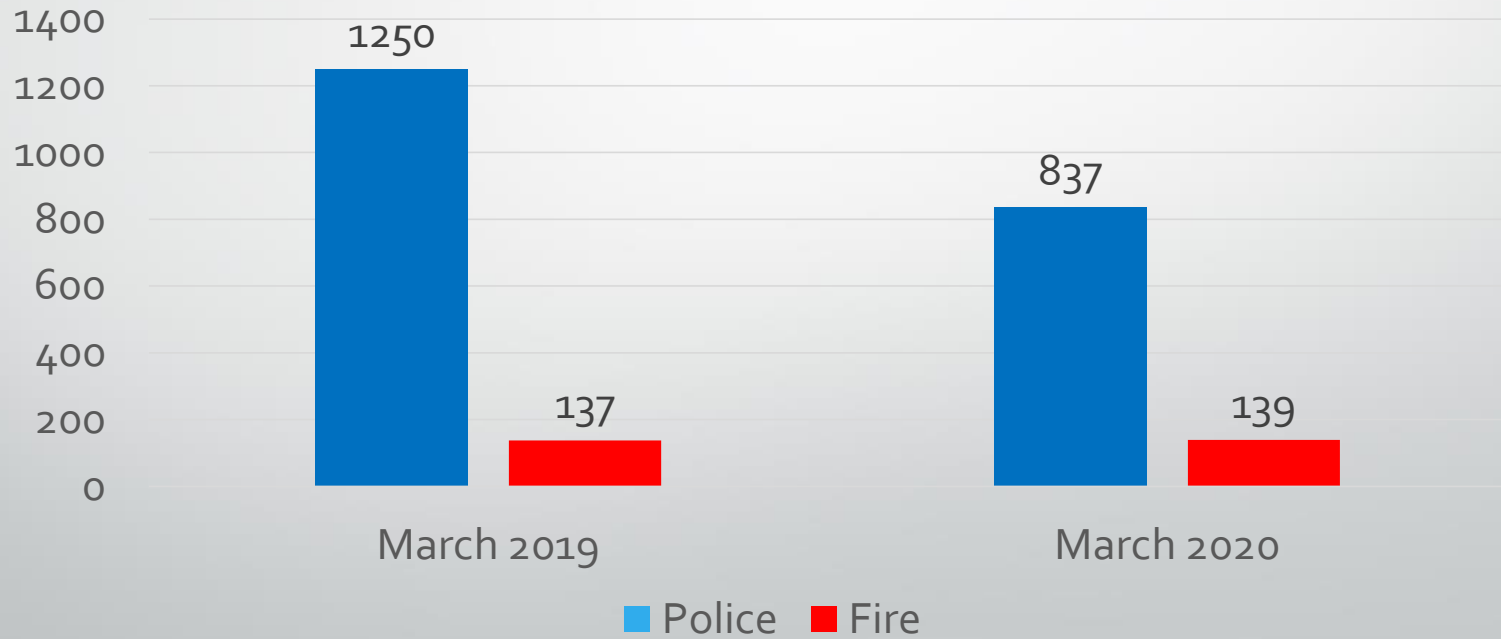


COVID-19 Effect on Case Reports



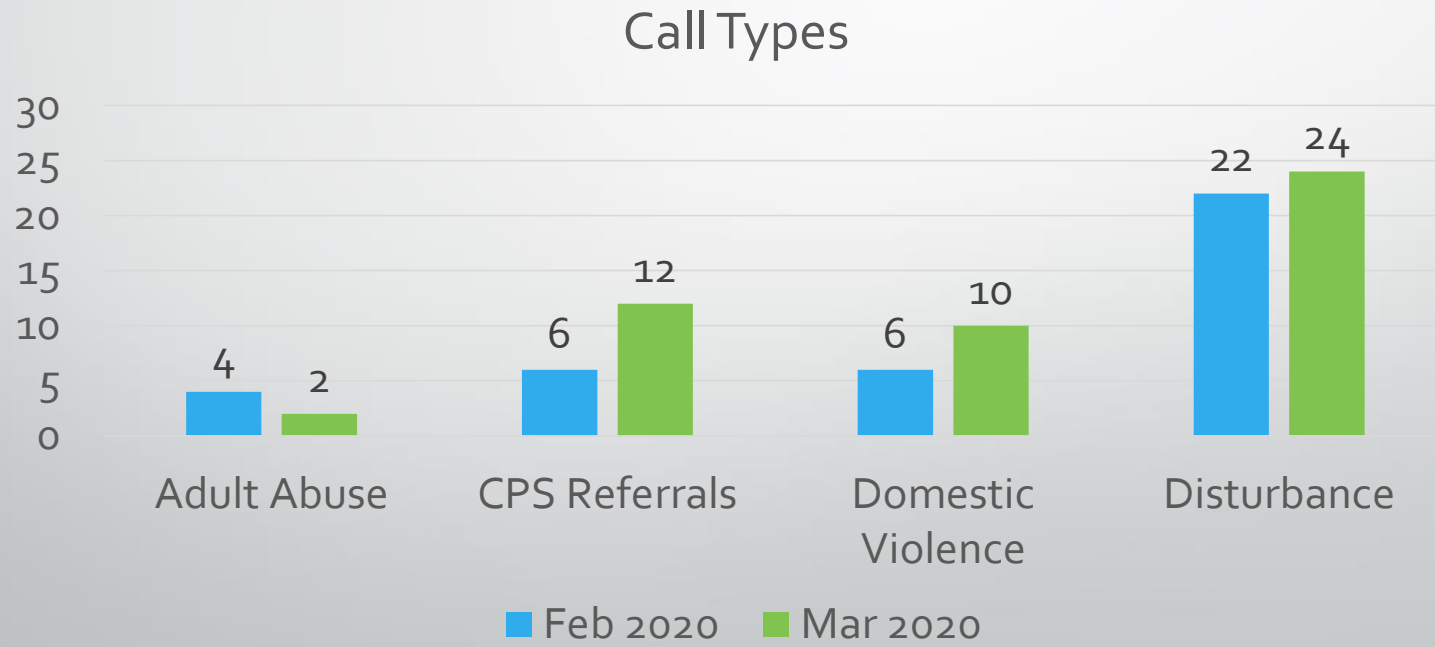
COVID-19 Effect on Calls for Service

Calls for Service - March 2019- 2020



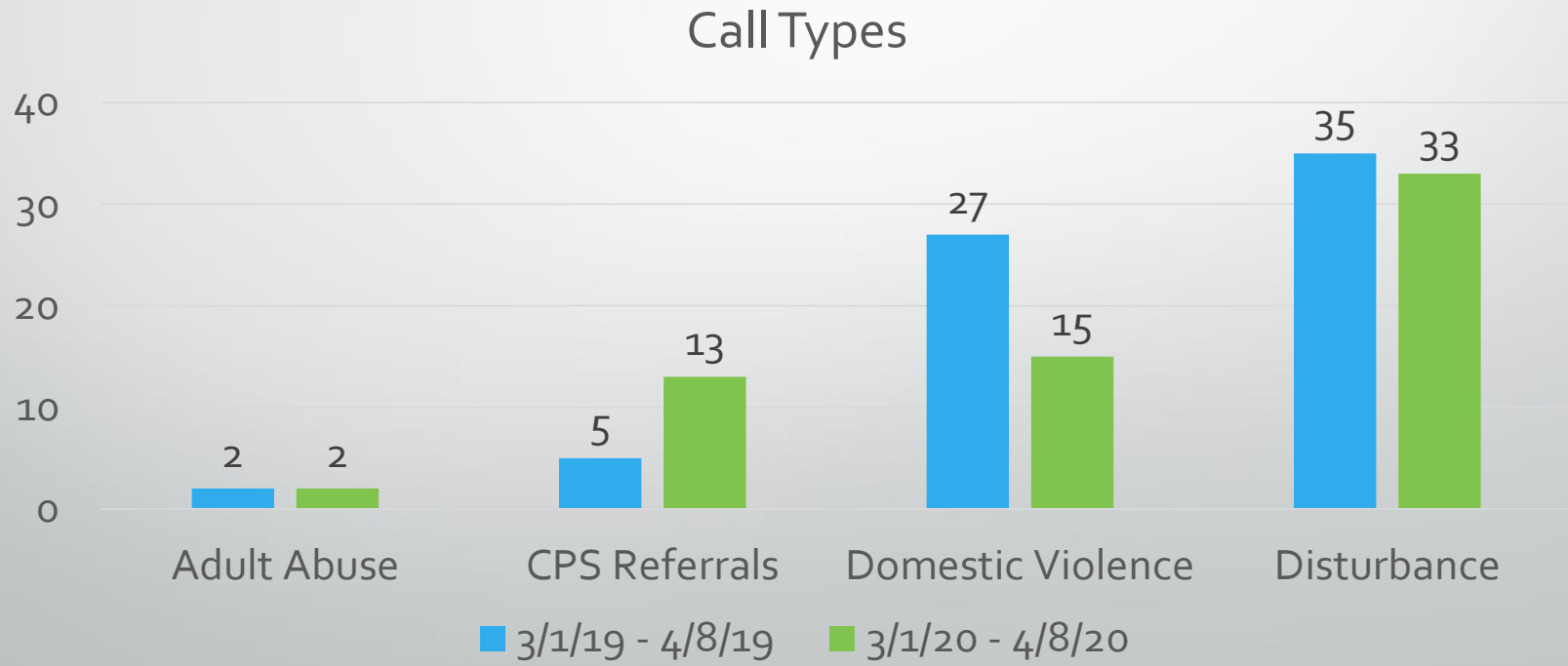


Call Type Comparison February – March 2020





Call Type Comparison 2019-2020



Snohomish County Inter-Agency Support

- Situation Reports to DEM – Daily and Weekly
- PPE Supply Reports – Weekly
- Emergency Managers Conference Call – Weekly
- Sheriff and Police Chiefs Conference Call – Weekly
- Resource Requests through DEM
 - Infrared thermometers
 - UV sanitizer for N95 masks
 - Sanitizer solution



School Resource Officer Update

- Cancellation of remainder of the school year
- Re-assignment of SROs
 - Patrol
 - Detectives
- School-related summer activities
- Vacation
- Training



Police Patrol Vehicle Update



K9 Hondo



Thank you





Agenda Item # _____

Meeting Date: **April 14, 2020**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: PUBLIC WORKS AND DEVELOPMENT SERVICES
DEPARTMENT SITUATIONAL UPDATE**

PROPOSED MOTION:

None.

KEY FACTS AND INFORMATION SUMMARY:

This agenda summary provides a situational update for the Public Works and Development Services Department regarding staff, services, projects and other relevant topics.

Staff

- Consistent with Governor Inslee's Executive Order, office staff (9) began telecommuting the week of March 23rd. The City's maintenance crew (4) began a rotation schedule on the week of April 6th. The rotation consists of having two maintenance workers on campus at a given time. All Department staff members have assignments to complete and are recording their time on a daily basis.
- Prior to the pandemic, interviews for the Maintenance Worker and Surface Water Engineer positions were conducted. A top candidate was identified for each position and background checks still need to be conducted. A decision on next steps will be made as more information is learned on COVID-19 revenue impacts and an environment more conducive to onboarding new staff is in place.
- Construction Management of Seattle Hill Road Pavement Preservation Project will be conducted by five department staff members. Delivery of this project is one of the top priorities for the Department.

Development Services

- The Farm construction is the only *new* residential construction that is exempt from the Governor's Executive Order. This affordable housing project is a tax exempt bond financed project. Bonds were issued by the Washington State Housing Finance Commission.
- Building inspections and development plan reviews continue being scheduled by City staff and conducted by Safebuilt. Inspections are conducted remotely with live video conferencing with the on-site owner representative.
- Temporary business signage: In response to the March 24th Council Meeting in which Council authorized staff to waive enforcement of the City's restrictions on temporary signage for 30 days, staff reached out over the phone and via email to the approximately 60 dining establishments located within City limits. Staff was able to make personal contact (or leave a message) with approximately 90% of these businesses. The waiver

was also published on the City's website and Facebook page. Three businesses have requested and have been granted a waiver.

Engineering

- Right-of-way Permit field inspections continue being performed by City staff.
- Due to the Governor's Executive Order and COVID-19 expanded safety measure needs, a significant number of capital projects in the Puget Sound area have been suspended. This includes construction projects led by Sound Transit, Washington State Department of Transportation (WSDOT), Snohomish County and Seattle Department of Transportation. At this time, the City of Mill Creek plans to move forward with the following Council awarded projects in the month of May or after the Governor's Executive Order ends:
 1. Seattle Hill Road Pavement Preservation
 - As confirmed by WSDOT Local Programs, the City of Mill Creek has *autonomy* to decide on the essential nature of projects during the Governor's Executive Order (currently scheduled to end on May 4th). City staff plans to start construction next month. In 2016, the road pavement condition index was rated at 59 (on a scale from 0 to 100). The PCI is lower now than it was in 2016 – conceivably in the mid to low 50s. If the City delays the project any longer, instead of a roadway *rehabilitation* we may need a roadway *reconstruction*. The latter is more costly and takes longer to complete.
 - Snohomish County staff has concurred with having \$100,000 REET 2 funds allocated to this project. These funds had originally been identified for a new crosswalk in the vicinity of Jackson High School. Recently, the County communicated that they are also assessing revenue loss impacts caused by COVID-19 and they anticipate a delay in making a decision on the 2020 REET backed Inter-Agency Agreements.
 - In accordance with the Local Agency Guidelines (LAG) manual and federal law, the City had originally advertised a request for qualifications (RFQs) for construction management professional services. Two RFQs were received and only one consultant was qualified - WH Pacific Inc. which completed the project's design (Contract 2018-1442).
 - At the request of the City, and with WSDOT Local Programs approval, the project's construction management will be conducted by City staff (estimated savings of \$250,000).
 - As approved by WSDOT Local Programs, Contract 2018-1442 with WH Pacific will need to be amended to include materials testing and a-la-carte advisory professional services.
 2. Surface Water Aging Infrastructure (C Failures)

At this time, this project is planned to begin in June or July (dry months) with construction management conducted by City staff.
 3. IMS Pavement Data Gathering

At this time, this project is planned to begin after the Executive Order ends.

4. Heron Playarea Upgrades

At this time, this project is planned to begin construction after the Executive Order ends. Construction Management will be conducted by City staff.

Prior to the COVID-19 pandemic, the City advertised three projects and bids (or proposals) were received/opened. At this time, due to uncertainty of City revenues and City staff being re-prioritized to conduct construction management on the aforementioned projects, the City of Mill Creek does not plan to move forward with these projects:

1. 2020 Street Pavement Marking (bid opening date: March 4, 2020)
In accordance with Section 1-03.2 of the WSDOT Standard Specifications, contract award or bid rejection normally occurs within 45 calendar days after bid opening. This deadline has been extended by mutual agreement to May 29, 2020.
2. RRFB Group A and Group B Installation (bid opening date: March 17th)
The deadline for a City decision on award or bid rejection has been extended by mutual agreement to May 29, 2020.

The purpose of the replacement of existing solar powered Rectangular Rapid Flashing Beacons (RRFBs) with electric powered RRFBs at two locations (Mill Creek Elementary School and Heatherwood Middle School, Group A) was to increase operational reliability. Group A is fully funded by Transportation Improvement Board (TIB) funds. Funds must be spent by March 31st, 2022 on the TIB approved work plan.

3. City Hall HVAC Replacement
Only one proposal was received. City staff is evaluating this proposal.

Operations and Maintenance

The City crew continues to conduct the following operations:

- Daily sanitation of high touch surfaces at City Hall South to support Police and City staff that is reporting to work.
- Empty trash cans and pick up litter at City Parks and the North Creek Trail.
- Monitor all critical waterways to ensure they are clear of debris and flowing.
- Street sweeping of State Routes, arterials and collectors.
- Monitor supplies available for City crew, citywide staff and facilities (a summary is shown in Table 1).

Other

- Continuous and uninterrupted services have been provided by Silver Lake Water District, Alderwood Water and Wastewater District, Snohomish Public Utility District, Puget Sound Energy and Waste Management. Waste Management's on-call bulky pickups (customers must call in to schedule) are temporarily suspended.
- Bucket truck
On April 9th, 2019 Council authorized the City Manager to execute a Capital Asset Request for the purchase of a new Ford F-550 Truck with a Dur-A-Lift Aerial Lift. After months of fabrication, the bucket truck arrived to City Hall on Wednesday April 8th.

Table 1. Public Works Supplies as of 4/8/2020 (for maintenance crew and office staff)

No.	Item	Quantity	Total Estimated Burn time	Notes
1	N95 masks	24 each	1 or 2 weeks for crew only	Additional have been ordered.
2	Lighter masks	50 each	1 or 2 weeks for crew only	
3	Lysol 1 gal.	6 gallons	9 weeks	Makes 4-5 gal. (per gallon of Lysol)
4	Hand sanitizer: <ul style="list-style-type: none"> • Gel (2 cases of 4) • Purell foam (10 cases of 2) • Foam (2 cases of 3) 		8 weeks	Passport is heaviest use.
5	Gloves: <ul style="list-style-type: none"> • Small (800 gloves or 400 pairs) • Medium (4,800 gloves or 2,400 pairs) • Large (2,400 gloves or 1,200 pairs) 		12 weeks	
6	Foam soap (13 cases of 3)		9 weeks	
7	Paper products (Toilet Paper; Paper Towels)		10 weeks	

CITY MANAGER RECOMMENDATION:

None.

ATTACHMENTS:

- PowerPoint Presentation

Respectfully Submitted:

Michael G. Ciaravino

 Michael G. Ciaravino
 City Manager



Public Works and Development Services Department Update

April 14, 2020

Agenda

- Staff
- Development Services
- Engineering
- Operations and Maintenance



Table 1. Public Works Supplies as of 4/8/2020 (for maintenance crew and office staff)

No.	Item	Quantity	Total Estimated Burn time	Notes
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2	Lighter masks	50 each	1 or 2 weeks for crew only	
3	Lysol 1gal.	6 gallons	9 weeks	Makes 4-5 gal. (per gallon of Lysol)
4	Hand sanitizer: <ul style="list-style-type: none"> • Gel (2 cases of 4) • Purell foam (10 cases of 2) • Foam (2 cases of 3) 		8 weeks	Passport is heaviest use.
5	Gloves: <ul style="list-style-type: none"> • Small (800 gloves or 400 pairs) • Medium (4,800 gloves or 2,400 pairs) • Large (2,400 gloves or 1,200 pairs) 		12 weeks	
6	Foam soap (13 cases of 3)		9 weeks	
7	Paper products (Toilet Paper; Paper Towels)		10 weeks	







Mill Creek
WASHINGTON

Date: April 14, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
03/31/2020	61772-61821	\$214,819.78
Total		\$214,819.78

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 61772 through 61821, in the amount of \$214,819.78.

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

Councilmember

Councilmember

Director of Finance

City Manager

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

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61772	AMAZON	Amazon Capital Services	03/31/2020		
	1HT7-NTHK-CKM7	GPS Antenna Remote Mount			38.92 ✓
	1TL4-VR7C-4TVD	Garden Hose Reel Cart			108.26 ✓
Total for Check Number 61772:				0.00	147.18
61773	BANKCARI	Bank of America	03/31/2020		
	1	Credit-Extension Kit			-71.81 ✓
	10	Airfare-Bagira			981.29 ✓
	11	Baggage Fee 02/16-N Lerma-K9 Selection Trip			30.00 ✓
	12	2 Bail Out Bags			106.06 ✓
	13	Examination/Health Certificate-Hondo			50.00 ✓
	14	Housing-K9 Selection Trip-N Lerma			228.80 ✓
	15	Fuel Rental Car-K9 Selection Trip-N Lerma			53.36 ✓
	16	Fuel Rental Car-K9 Selection Trip-N Lerma			23.30 ✓
	17	Parking 02/20-K9 Selection Trip-N Lerma			2.00 ✓
	18	Baggage Fee-02/20-N Lerma			30.00 ✓
	19	Airfare-02/20-Hondo			100.00 ✓
	2	Supplies-Wellness Healthy Heart-All Employee			61.50 ✓
	20	FBI-LEBDA CLI 3/2020-I Heath			695.00 ✓
	21	Parking-SeaTac K9 Selection Trip			149.00 ✓
	22	Lunch-Legislative Retreat 02/22			158.96 ✓
	23	Registration Fee Public Records Act-N Fay			125.00 ✓
	23a	2 Bail Out Bags			132.58 ✓
	24	DOL Application Fee -Notary Public-N Fay			30.00 ✓
	25	NASRO Membership Fee-T Bridgman			40.00 ✓
	26	Supplies-Wellness Healthy Heart Event			57.17 ✓
	26a	Economic Alliance Meeting-S Vignal			40.00 ✓
	27	MyBuildingPermit.com Monthly Fee			59.95 ✓
	28	WRPA Registration Fee-J Sandstrom & Kristen I			360.00 ✓
	29	KATS Platinum 1K-9 Training Software			174.00 ✓
	30	2 Evidence Boxes-Rifle Large, & Tie Downs			311.95 ✓
	30A	Use Tax - 2 Evidence Boxes-Rifle Large, & Tie I			-29.64 ✓
	31	UPS Shipment to Lab 2020-2061			43.91 ✓
	32	Refreshment-ICAC Warrant Service Outside Ag			9.48 ✓
	33	Snohomish County March 2020 Membership Me			45.00 ✓
	34	Int'l FeeArrowhead Scientific			5.22 ✓
	4	Economic Alliance Mtg - P Pruitt			45.00 ✓
	5	#12 Tug/#15 Tug-Hondo			75.87 ✓
	6	Notary Bond/Stamp/Insurance-N Fay			57.46 ✓
	6A	Notary Bond & Errors & Omissions Insurance-N			90.00 ✓
	7	3 Tab File Folders Letter/Pilot Gel Pens-City Cle			22.95 ✓
	8	Extension Kit for Sky Kennel-Bagira			171.81 ✓
	9	Parking-K9 Selection Trip 02/16-N Lerma			17.00 ✓
Total for Check Number 61773:				0.00	4,482.17
61774	BANKCR16	Bank of America	03/31/2020		
	1	Parking - PAC Mtg - T Rogers 02/11			7.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2	MC Rotary Mtg - T Rogers 02/12			17.00 ✓
	3	Parking - PAC Mtg 02/13 - T Rogers			4.00 ✓
	4	APA 2020 Membership WA Chapter - S Ringstac			236.00 ✓
	5	Parking - PAC Subcommittee - T Rogers 02/20			7.00 ✓
			Total for Check Number 61774:	0.00	271.00
61775	BHCCONS 0011846 0011986	BHC Consultants, LLC Bldg Insp & Plan Review Services 01/01 - 01/24 Bldg Insp & Plan Review Services 01/25 - 02/21	03/31/2020		9,595.19 ✓ 9,534.76 ✓
			Total for Check Number 61775:	0.00	19,129.95
61776	BUILDEX 1065186	Builders Exchange of Washington Inc Publish Projects Online - City Hall North HVAC	03/31/2020		91.00 ✓
			Total for Check Number 61776:	0.00	91.00
61777	BANKCR20 1 2 3 4 5 6 7 8 9	Business Card Misc. Cleaning Supplies-PW 30G 4.5KW 208V 3PH Water Heater/Elem Conv 2 x 4's/Plywood/Screws for Catwalk Above Brea Pressure Washer Parts Hardware-MCSP Grinder Disk, Cut Off Wheels, Sawzall Blades Coupler,Nipple,Hose,Nozzle-Pressure Washer S Lysol Multi Cleaner,10 Spray Bottles-COVID-19 1Qt Mesure Right Container/Lysol Multi Cleane	03/31/2020		27.44 ✓ 1,966.97 ✓ 207.46 ✓ 229.34 ✓ 13.64 ✓ 34.19 ✓ 310.96 ✓ 66.37 ✓ 19.60 ✓
			Total for Check Number 61777:	0.00	2,875.97
61778	BANKCR27 1 2 3 4	Business Card 20 - MAGPUL 30R Rifle Ammo Latent Prints to WSP Lab - Case #2020-2061 CPR Equipment-COVID-19 CPR/Response Equipment-COVID-19	03/31/2020		198.90 ✓ 38.75 ✓ 464.82 ✓ 141.05 ✓
			Total for Check Number 61778:	0.00	843.52
61779	Bankcr28 1	Business Card Postage-Certified Letter to City Employee	03/31/2020		7.60 ✓
			Total for Check Number 61779:	0.00	7.60
61780	CARLSONJ 7361	Jessica Carlson Adventures in Art - Winter 03/06 - 03/27 #7361	03/31/2020		56.70 ✓
			Total for Check Number 61780:	0.00	56.70
61781	CDW XHC2438	CDW Government MS EA WIN ENT UPG/SA PLTFRM - Finance	03/31/2020		827.81 ✓
			Total for Check Number 61781:	0.00	827.81
61782	CIEDMOND RGG-200007	City of Edmonds MC Contribution NSM SWAT BearCat	03/31/2020		12,678.01 ✓
			Total for Check Number 61782:	0.00	12,678.01
61783	COLUMBFL 3-L359	Columbia Ford 1 - 2020 Ford Police Utility Vehicle Vin#1FM5K	03/31/2020		41,016.39 ✓

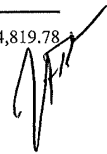
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61783:	0.00	41,016.39
61784	COMCAST 849831021045701 849831021072434	Comcast High Speed Internet Fee 03/18 - 04/17 Internet for ITS 03/14-04/13	03/31/2020		191.42 ✓ 106.42 ✓
			Total for Check Number 61784:	0.00	297.84
61785	COPIETC AR47369	Copiers Etcetera, Inc. Repairs & Maint - Copy Machines	03/31/2020		1,154.73 ✓
			Total for Check Number 61785:	0.00	1,154.73
61786	MOVOMOZ 7350 7351 7354 7355 7358 7397	Cornell & Cornell Move Over Mozart Piano Classes: 3.5 - 4 Yrs 01 Move Over Mozart Piano Classes: 3.5-4 Yrs 5:30 Move Over Mozart Piano Classes: 5-6 Yrs 01/09 Move Over Mozart Piano Classes: 5-6 Yrs 6:00 Move Over Mozart Piano Classes: 7-12 Yrs 01/0 Move Over Mozart Piano Classes: 7-12 Yrs 6:30	03/31/2020		415.80 ✓ 415.80 ✓ 415.80 ✓ 415.80 ✓ 400.40 ✓ 415.80 ✓
			Total for Check Number 61786:	0.00	2,479.40
61787	CORTEZA Reimb Cortez	Ana Cortez Reimb Rent Car, Airfare, Hotel-FD Candidate-A	03/31/2020		917.99 ✓
			Total for Check Number 61787:	0.00	917.99
61788	CRE SVCNE D20-24560 D20-24560A	Creative Services of New England 2,000 Jr Police Badge Stickers Use Tax - 2,000 Jr Police Badge Stickers	03/31/2020		361.28 ✓ -34.33 ✓
			Total for Check Number 61788:	0.00	326.95
61789	DAY&NITE 035625-1 035626-1	Day & Nite Plumbing & Heating Repaired Drinking Fountain - CHN Repaired Women's Restroom - Heron Park	03/31/2020		526.46 ✓ 1,020.25 ✓
			Total for Check Number 61789:	0.00	1,546.71
61790	ADLFSASC 153195	ESA Prof Svcs - Review Buffer Avg Plan-C's Pool Ho	03/31/2020		406.25 ✓
			Total for Check Number 61790:	0.00	406.25
61791	FCICUSPV 16772	FCI Custom Police Vehicles Build - Patrol Car #49	03/31/2020		19,733.77 ✓
			Total for Check Number 61791:	0.00	19,733.77
61792	FELDMAJ February	Feldman & Lee, P.S. Public Defender Contract - Flat Fee - Feb	03/31/2020		9,000.00 ✓
			Total for Check Number 61792:	0.00	9,000.00
61793	ALLSMILE Rec# 00194665	Ilna Furman Refund 2020 Sponsorship-Recreation	03/31/2020		1,500.00 ✓
			Total for Check Number 61793:	0.00	1,500.00
61794	GRYOSBRN 25	Gray & Osborne Inc Prof Svcs - 35th Ave SE Reconstruction 02/02 - (03/31/2020		2,960.80 ✓

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	6	Prof Svcs - EGUV Spine Road	02/02 - 02/29		166.64 ✓
	8	Prof Svcs - 2020 Grade C Pipe Repairs	02/02 - 0		228.06 ✓
Total for Check Number 61794:				0.00	3,355.50
61795	HOLIDAY	Holidaygoo, Inc	03/31/2020		
	18421	20 Cases - Unfilled Plastic Eggs - Eggstravaganz			1,403.35 ✓
	18421	Use Tax-20 Cases - Unfilled Plastic Eggs - Eggs			-133.35 ✓
Total for Check Number 61795:				0.00	1,270.00
61796	HUIK	Kelly Hui	03/31/2020		
	7375	Ballet: Creative 10:30AM 02/29 - 03/28 #7375			84.00 ✓
	7376	Ballet: Creative 11:15AM 02/29 - 03/28 #7376			25.20 ✓
	7378	Ballet: Beginning 12:00PM 02/29 - 03/28 #7378			60.76 ✓
Total for Check Number 61796:				0.00	169.96 ✓
61797	SNOCOHU	Snohomish County Human Services Dept.	03/31/2020		
	4th Qtr 2019	2% Liquor Profits/Liquor Taxes - 4th Qtr 2019			1,380.53 ✓
Total for Check Number 61797:				0.00	1,380.53
61798	KCDA	KCDA Purchasing Cooperative	03/31/2020		
	300471016	2 Boxes 2.5 x 4.25 Envelopes/Staples-Passport S			47.01 ✓
	300471016A	2 Black Step Racks-City Clerk			16.18 ✓
	300471016B	Scissors			8.54 ✓
	300471016C	8" Scissors			1.24 ✓
Total for Check Number 61798:				0.00	72.97
61799	MAYBERM	Mitch Mayberry	03/31/2020		
	7389	Tiger Martial Arts 03/06 - 03/27 #7389			96.25 ✓
	7391	Tiger Martial Arts: Beginner 03/06 - 03/27 #7391			92.75 ✓
	7393	Tiger Martial Arts: Colored 03/06 - 03/27 #7393			17.50 ✓
Total for Check Number 61799:				0.00	206.50
61800	NELSONM	Melissa Nelson	03/31/2020		
	7348	Music for Preschool - 9:30AM 02/14 - 03/13 #7348			655.20 ✓
	7349	Music for Preschool - 10:30AM 02/14 - 03/13 #7349			473.20 ✓
Total for Check Number 61800:				0.00	1,128.40
61801	KIDZLOVS	North American Youth Activities, LLC	03/31/2020		
	7379	KLS Soccer: Mommy/Daddy & Me 4:20PM 02/29 - 04/04 #7379			91.00 ✓
	7380	KLS Soccer: Mommy & Me 9:05AM 02/29 - 04/04 #7380			109.20 ✓
	7382	KLS Soccer: Tot-Soccer 9:40AM 02/29 - 04/04 #7382			116.20 ✓
	7383	KLS Soccer: Pre-Soccer 10:15AM 02/29 - 04/04 #7383			127.40 ✓
	7385	KLS Soccer: 1 10:55AM 02/29 - 04/04 #7385			236.60 ✓
	7386	KLS Soccer: Soccer 2 6:25PM 02/25 - 03/31 #7386			91.00 ✓
	7387	KLS Soccer: Soccer 2 11:45AM 02/29 - 04/04 #7387			218.40 ✓
Total for Check Number 61801:				0.00	989.80
61802	OMWATT	Ogden Murphy Wallace Attorneys	03/31/2020		
	834796	Prof Legal Services - Council - Jan			1,273.00 ✓
	834797	Prof Legal Services - Comcast Franchise - Jan			1,828.50 ✓
	834798	Prof Legal Services - DCD - Jan			2,709.00 ✓
	834799	Prof Legal Services - Engr - Jan			2,243.50 ✓
	834800	Prof Legal Services - Exec - Jan			393.50 ✓
	834801	Prof Legal Services - HR - Jan			1,546.50 ✓

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
834802		Prof Legal Services - Kirk PRA Suit - Jan			368.50 ✓
834803		Prof Legal Services - Kirschten Tort Claim - Jan			569.50 ✓
834804		Prof Legal Services - McClung V. Harbor Pacific			11,719.00 ✓
834805		Prof Legal Services - Olympic Dioceses - Jan			4,663.50 ✓
834806		Prof Legal Services - Police - Jan			603.00 ✓
834807		Prof Legal Services - City Clerk - Jan			536.00 ✓
835814		Prof Legal Services - Council - Feb			201.00 ✓
835815		Prof Legal Services - Comcast Franchise - Feb			345.00 ✓
835816		Prof Legal Services - CED - Feb			2,301.00 ✓
835817		Prof Legal Services - Engr - Feb			3,233.00 ✓
835818		Prof Legal Services - Exec - Feb			565.02 ✓
835819		Prof Legal Services - Finance - Feb			880.50 ✓
835820		Prof Legal Services - HR - Feb			3,155.00 ✓
835821		Prof Legal Services - Kirschten Tort Claim - Feb			234.50 ✓
835822		Prof Legal Services - McClung V. Harbor Pacific			3,041.50 ✓
835823		Prof Legal Services - Olympic Dioceses - Feb			7,001.50 ✓
835824		Prof Legal Services - City Clerk - Feb			192.50 ✓
Total for Check Number 61802:				0.00	49,604.02
61803	Peckman 3E	Peckham & McKenney Background Investigation - Tara Dunford	03/31/2020		363.98 ✓
Total for Check Number 61803:				0.00	363.98
61804	ELLITIRE 064462012465	PepBoys-Remittance Dept Battery, Brake Fluid, LOF - Car #29	03/31/2020		360.67 ✓
Total for Check Number 61804:				0.00	360.67
61805	PERTEET 20160281.020-4 20160281.022-4 20160281.024-1	Perteet Inc Prof Svcs - Crestview II Submittal Review 02/03 Prof Svcs - 7 C's Swim School Submittal Review Prof Svcs - NPDES Phase II Permit-2019 Annua	03/31/2020		1,042.50 ✓ 2,287.50 ✓ 2,142.00 ✓
Total for Check Number 61805:				0.00	5,472.00
61806	SNOCPUD 111904139 115209271 125158988 138270230 154742984 154751773 203348081 205495328	PUD No. 1 of Snohomish County 2720 Seattle Hill Rd 02/12-03/11 2725 Seattle Hill Rd 02/12 - 03/11 15803 32nd Ave SE 02/12 - 03/11 2501 147th Pl SE 02/22-03/23 15510 Village Green Dr 01/30 - 03/02 15720 Main St 02/15-03/18 14810 35th Ave SE 02/12-03/11 Street Lights - 49 Lights 20W 02/01-02/29	03/31/2020		15.66 ✓ 15.66 ✓ 51.86 ✓ 51.43 ✓ 17.82 ✓ 1,747.89 ✓ 57.01 ✓ 17.15 ✓
Total for Check Number 61806:				0.00	1,974.48
61807	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main Street 02/19-03/19 15728 Main Street 02/19-03/19	03/31/2020		461.87 ✓ 731.18 ✓
Total for Check Number 61807:				0.00	1,193.05
61808	PITNEYW 800090000046343	Purchase Power Postage - Refill Postage Meter	03/31/2020		3,025.00 ✓
Total for Check Number 61808:				0.00	3,025.00
61809	SAFEBLT 0066146-IN	SAFEbuilt LLC Prof Svcs - Plan Review Services 02/03 - 02/28	03/31/2020		3,599.00 ✓

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61809:	0.00	3,599.00
61810	SHREDIT 8129407424	Shred-It USA Inc Shredding Service Fee	03/31/2020		78.53
			Total for Check Number 61810:	0.00	78.53
61811	SILLKWTR 8826	Silver Lake Water & Sewer Half-Appraisal Property 2210 132nd Street SE	03/31/2020		1,450.00
			Total for Check Number 61811:	0.00	1,450.00
61812	SILVERL 24079-27593 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017 37680-27914 40191-27914	Silverlake Water District Hillside Irrig 02/01-02/29 SR 527-Irrig 02/01-02/29 14600 SR 527-Irrig 02/01-02/29 13800 N SR 527-Irrig 02/01-02/29 1600 SR 527-Irrig 02/01-02/29 15200 SR 527-Irrig 02/01-02/29 15100 N SR 527-Irrig 02/01-02/29 SR 527 & Trillium Blvd-Irrig 02/01-02/29 14600 SR 527-Irrig 02/01-02/29 SR 527 & Dumas Rd-Irrig 02/01-02/29 Dumas Rd Irrig 02/01-02/29 14721 12th Ave SE-Irrig 02/01-02/29 0 33rd Dr & Northpointe Circle-Irrig 02/01-02/29 13401 44th Ave SE-Restroom 02/01-02/29	03/31/2020		7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 22.30 7.60 7.60 68.00
			Total for Check Number 61812:	0.00	181.50
61813	SNOCOC 2020-6187	Snohomish County Corrections Jail Services Fees - Jan	03/31/2020		13,174.53
			Total for Check Number 61813:	0.00	13,174.53
61814	SNOCOPW I000526522 I000526522A I000526523	Snohomish County Public Works Signal Maintenance - RR7553 - Mill Cr Rd & Vi Signal Maintenance - RR7554 - 164th SE & 9th. RR7797 - ILA Snow Plowing - January	03/31/2020		92.09 112.98 492.78
			Total for Check Number 61814:	0.00	697.85
61815	SNOCOSHI 2020-6268	Snohomish County Treasurer Inmate Medical Billing - Feb	03/31/2020		14.05
			Total for Check Number 61815:	0.00	14.05
61816	STAPLEAD 70107960LA	Staples Advantage Cash Bags, Envelopes, File Folders, Legal Pads,	03/31/2020		329.44
			Total for Check Number 61816:	0.00	329.44
61817	ULINE 117962008	Uline N95 Deluxe Industrial Respirator Masks - Patrol	03/31/2020		199.88
			Total for Check Number 61817:	0.00	199.88
61818	VERIZON 9850877552 9851015033	Verizon Wireless Access & Uasage Chgs - City Cell Phones 02/21 Access & Uasage Chgs - Public Safety 02/23-03.	03/31/2020		1,608.64 1,813.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61818:	0.00	3,421.69
61819	WWGRAIN 9471798794	W.W. Grainger, Inc. Temp Fence - Accident Repair - PD Report #202	03/31/2020		61.68 ✓
			Total for Check Number 61819:	0.00	61.68
61820	WALTNELS 749671	Walter E. Nelson Co. Dial Sanitizer - COVID-19	03/31/2020		331.79 ✓
			Total for Check Number 61820:	0.00	331.79
61821	WAALARM 471914 471914A 485598 485598A 485598B 485598C 485598D 485598E	Washington Alarm Troubleshoot Security System - Panic Buttons - (Credit - Troubleshoot Security System - Panic Buttons - 2nd Qtr Monitoring Chgs - CHS 2nd Qtr Monitoring Chgs - MC Police Storage 2nd Qtr Monitoring Chgs - Cook House 2nd Qtr Monitoring Chgs - CHN 2nd Qtr Monitoring Chgs - MCSP 2nd Qtr Monitoring Chgs - Cook House PD Stor	03/31/2020		441.70 ✓ -435.10 ✓ 187.96 ✓ 139.23 ✓ 87.02 ✓ 299.34 ✓ 69.62 ✓ 132.27 ✓
			Total for Check Number 61821:	0.00	922.04
			Total for 3/31/2020:	0.00	214,819.78 ✓



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
Report Total (50 checks):				0.00	214,819.78



Date: April 14, 2020

Payroll Check Batches		
Dated	Check Numbers	Amount
03/25/2020	ACH Automatic Deposit Checks	\$152,440.59 ^A
03/25/2020	ACH Wire- FWT & Medicare Taxes	\$26,206.01 ^B
03/25/2020	ACH Wire MEBT – Wilmington Trust	\$28,021.71 ^C
03/25/2020	ACH Wire – BAC – Flex Savings Acct	\$2,495.11 ^D
03/25/2020	ACH Wire – ICMA RC – Def. Comp	\$1,648.88 ^E
Total		\$210,812.30

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 \$210,812.30.

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

Councilmember

Councilmember

Finance Director

City Manager

G:\FINANCE\Restricted (old I drive)\Payroll\Voucher Coversheets\2020\Payroll Voucher Approval 03.25.2020.docx
4/9/2020

Company Totals		Hours				Earnings				Statutory Deductions			Voluntary Deductions		Net Pay	S
Company Code																
A0W - City Of Mill Creek		Reg	4,623.35	Reg	188,283.82	O/T	716.61	FIT	19,410.11	Total Deductions		75 Pays			0.00	
		O/T	12.75	Earnings 3	30,612.70	Earnings 4	0.00	Med	3,112.86			0.00				
		Hours 3	625.79	Earnings 5	3,737.90	Gross	223,351.03	FLI	189.99							
		Hours 4	0.00					MLI	171.05							
Hours Analysis		AL Exempt Leave	32.00	C Comp Time	15.72	C1A Court Comp	3.00	C1B Meeting Comp	3.00							
		C1C Pass Down Comp	0.25	C2B Short Crew Comp	1.50	C2C Mod+4 Comp	8.00	C3A Late Case Comp	4.75							
		FH Floating Holida	34.52	O1A Court OT	18.00	O1B Meeting OT	17.00	O1C Pass Down OT	5.25							
		O1D Admin/Other OT	17.00	O2B Short Crew OT	1.75	O2C Modified+4 OT	16.00	O3A Late Case OT	3.00							
		O3B Specialty OT	18.75	O3C Contract OT	9.00	OAC O/T AS COMP	9.90	PAD Paid Admin Leave	80.00							
		PH POLICE HOLIDAY	37.00	SIC SICK	209.55	TSC WA Traffic Safe	8.00	VAC VACATION	44.35							
		VP VACA PAYOUT	28.50													
Earnings Analysis		AJ Adjust Pay	35.20	AL Exempt Leave	2,046.26	C Comp Time	672.24	C1B Meeting Comp	142.67							
		FH Floating Holida	1,364.19	O1A Court OT	1,319.19	O1B Meeting OT	1,281.73	O1C Pass Down OT	408.77							
		O1D Admin/Other OT	1,230.74	O2B Short Crew OT	124.84	O2C Modified+4 OT	1,111.07	O3A Late Case OT	223.21							
		O3B Specialty OT	1,348.60	O3C Contract OT	757.15	PAD Paid Admin Leave	5,841.18	PH POLICE HOLIDAY	1,878.20							
		SIC SICK	7,755.94	TSC WA Traffic Safe	528.42	VAC VACATION	1,687.48	VP VACA PAYOUT	855.62							
		CAR Car Allowance	225.00	NP NONTAX PREMS	3,512.90											
Memo Analysis		AL ADMIN LEAVE	424.00	D Max Elig/comp	222,678.79	FH Floating Holida	369.00	GTL GROUP TERM LIFE	1,330.44							
		LER LEOFF2 ER	5,911.81	LR L&I EMPLOYER	3,690.88	MEB MEB Elig Wage	223,351.03	MMR MEBT Medicare E	41.49							
		OAC Comp Time Earne	1,460.41	P2R PERS2 ER	11,129.76	P3R PERS3 ER	1,755.34	PH POLICE HOLIDAY	1,208.00							
		TER MEBT ER	13,263.88	Y MAX ELIG/COMP	223,351.03											
Statutory Ded. Analysis		WA FLI	189.99	WA MLI	171.05											
Voluntary Ded. Analysis		AFL AFLAC	210.01	AFP AFLAC 2 PRETAX	1,005.88	AFS AFSCME	580.58	CK1 CHECKING 1	124,766.24							
		CK2 CHECKING 2	16,735.52	CK3 CHECKING 3	3,159.54	DCP Def DRS 457Plan	4,424.38	DHP Def Healthcare	1,287.11							
		DRP Def Daycare	1,208.00	GLD GUILD DUES	1,020.00	ICM ICMA 457Plan	1,648.88	LEO LEOFF2 EE	9,527.66							
		LIE L&I Employee	882.10	MBX MEBT EXTRA	704.60	MEB MEBT EMPLOYEE	13,970.25	MEP MEDICAL EMPLOYE	3,802.40							
		MME MEBT MEDICARE E	41.49	P2E PERS2 EE	6,837.11	P3E PERS3 EE	875.98	SV1 SAVINGS 1	7,509.29							
		SV2 SAVINGS 2	220.00	SV3 SAVINGS 3	20.00	SV4 SAVINGS 4	15.00	SV5 SAVINGS 5	15.00							
Net Payroll :		0.00	Checks :	0	Flagged :	31	eVouchers :	73								
Total Deposits :		152,440.59	Vouchers :	75	Net Cash Pays 1,000.00 or More :	53	Paper Vouchers Printed :	2								
Net Voids :		0.00	Adjustments :	0												
Net Cash :		152,440.59														

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:13 Pay Date:03/25/2020 P/E Date:03/15/2020
 Qtr/Year:1/2020 Run Time/Date:18:34:04 PM EDT 03/23/2020

Taxes Debited	Federal Income Tax	19,410.11	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,112.86	
	Medicare - ER	3,112.91	
	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	
	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	189.99	
	State Family Leave Insurance - ER	0.00	
	State Medical Leave Insurance - EE	171.05	
	State Medical Leave Insurance - ER	209.09	
	Transit Tax - EE	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
Total Taxes Debited	26,206.01	^{-B}	
Other Transfers	Full Service Direct Deposit	152,440.59	^{-A}
	Total Amount Debited From Your Account	178,646.60	
			Total Liability
Bank Debits & Other Liability	Checks	0.00	178,646.60
	Adjustments/Prepay/Voids	0.00	178,646.60
Taxes- Your Responsibility	None this payroll		178,646.60

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 03/26/2020 1:53:31 PM CDT

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

Status: Confirmed By Bank
Transaction Number: 203QB1437NKA1233

Template Name: MATRIX/MEBT
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 28,021.71

Value Date: 03/26/2020

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lolleo
Approved: mclaravino
Initial Confirmation: WTX:2020032600491875
Confirmation #: CHPR:0410942

Input Time: 03/26/2020 11:14:45 AM CDT
Time: 03/26/2020 1:29:37 PM CDT

Payroll 03/25/2020	
MEBT ER	13,305.37
MEBT EE	14,716.34
Sub-Total	28,021.71
Less Standard Insurance	0.00
Wire Total	28,021.71 -c

9527.66	LEO	Total
704.6	MBX	Total
13263.9	MEB	Total
706.37	MEB2	Total
41.49	MME	Total
41.49	MMR	Total
6837.11	P2E	Total
875.98	P3E	Total
13263.9	TER	Total
45262.5	Grand Total	

ACH Cash Pro Online
 City of Mill Creek

Report Date: 03/26/2020
 Report Time: 02:52:34 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	03/27/2020
ACH ID:		Batch Sequence:	1
Application Name:	CGD Payments and Collections	Database Name:	BAC
Batch Status:	Released	Created By:	LOTLEO
Released By:	MCIARAVINO		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$2,495.11	C			C	
		<u>Total Amount in Batch</u>		<u>Total Count in Batch</u>			
	Debits	\$0.00					0
	Credits	\$2,495.11					1
	Prenotes	\$0.00					0
		<u>Grand Total Amount</u>		<u>Grand Total Count</u>			
	Debits	\$0.00					0
	Credits	\$2,495.11					1
	Prenotes	\$0.00					0

Payroll Date 03/25/2020	Deferred Healthcare	Daycare
Beagle, Nathan I	\$ 114.58	\$ 0.00
Busch, James G	\$ 114.58	\$ 0.00
Celustka, Larry A	\$ 5.00	\$ 0.00
Eastman, Scott Michael	\$ 114.58	\$ 0.00
Elwin, Gregory L	\$ 75.00	\$ 0.00
Fleming, Rodney J	\$ 81.94	\$ 0.00
Foutch, Bart A	\$ 114.58	\$ 0.00
Freeburg-Gunderson, Jodie A	\$ 25.00	\$ 0.00
Heath, Illia C	\$ 105.00	\$ 500.00
Hughes, Tyrone A	\$ 110.00	\$ 0.00
Lee, Joanna M	\$ 45.00	\$ 500.00
Oockett, Grace M	\$ 27.27	\$ 0.00
Pigott, Larissa V	\$ 114.58	\$ 0.00
Rasmussen, Kristen A	\$ 35.00	\$ 208.00
Ringstad, Sherrie M	\$ 30.00	\$ 0.00
Rogers, Thomas B	\$ 62.50	\$ 0.00
Schmidt, Christi A.M.	\$ 50.00	\$ 0.00
Wright, Jere A	\$ 62.50	\$ 0.00
Grand Totals		
Total	\$ 1,287.11	\$ 1,208.00
Total Due to BAC	\$ 2,495.11	

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 03/26/2020 1:54:00 PM CDT

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

Status: Confirmed By Bank
Transaction Number: 203QB1558OO90G53

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,648.88 -E

Value Date: 03/26/2020

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: mclaravino
Initial Confirmation: WTX:2020032600494537
Confirmation #: FEDR:20200326B6B7HU3R011433

Input Time: 03/26/2020 11:16:15 AM CDT
Time: 03/26/2020 1:33:56 PM CDT

Home ▾ Payroll ▾ Advanced Search Welcome

302029 CITY OF MILL CREEK

Dashboard / Work Order Details

Initializing → Entry → Validating → Errors

Funding → Complete

Work Order Detail

Work Order ID: 306385	Start Date: 3/25/2020	Available Actions
Work Order Sequence: 1	End Date: 3/25/2020	<input type="radio"/> View Data
Work Order Type Description: Payroll 032520	Due Date: 3/25/2020	<input checked="" type="checkbox"/> View Notifications
Division(s): All	Status: Complete	<input checked="" type="checkbox"/> View Validation History
Frequency: TwiceAMonth	Amount: \$1,648.88 ^{-E}	<input type="checkbox"/> Delete Work Order
Generation Method: Manual		<input checked="" type="checkbox"/> Download Payroll Adj Report

Work Order Activity Status

Payroll Date 03/25/2020	ICMA	
Elwin, Gregory L	\$ 254.34	
Fleming, Rodney J	\$ 450.00	
Hookland, Rebecca J	\$ 137.60	
Kidwell, Tyler A	\$ 531.94	
LaRose, Scot P	\$ 200.00	
Ringstad, Sherrie M	\$ 25.00	
White, Stanley R	\$ 50.00	
Grand Totals		
Total Due to ICMA	\$ 1,648.88	<i>-E</i>



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 24, 2020

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

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

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

City of Mill Creek Virtual Council Meeting Instructions

Due to the COVID-19 pandemic, the City of Mill Creek has established a virtual and audio meeting for the Council meetings.

- You may call one of these phone numbers and enter the access code:
- United States (Toll-Free): 1 866 899 4679
- One-touch: tel: 1-866-899-4679: 644789413#
- Access Code: 644-789-413

- United States: +1 (224) 501-3318
- One-touch: tel:1-224-501-3318: 644789413#
- Access Code: 644-789-413

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:08 p.m. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- B.** COVID-19 Related Planning for Emergency Functions

March 24, 2020 REGULAR COUNCIL MEETING MINUTES

- National, State & Local COVID-19 Update by Interim Chief of Staff Grace Lockett
- Proclamation of Emergency by City Manager Michael Ciaravino
- Continuity in Police Department Operations by Acting Chief Eastman
- Finance and Technology Update by Finance Director Jeff Balentine
- Contract Administration Update by Director of Public Works & Development Services Gina Hortillosa

City Manager Michael Ciaravino provided a brief introduction to City Council and introduced Chief of Staff Grace Lockett to provide a national, state and local overview of COVID-19. [Click here](#) to view presentation.

Due to the public health pandemic of COVID-19, City Manager Michael Ciaravino presented to City Council a [Proclamation of Emergency](#) to be effective retro-actively as of March 20, 2020 until April 18, 2020. City Manager Michael Ciaravino requested City Council's support pursuant to the Mill Creek Municipal Code Section 8.08.100 in ratifying his emergency powers to close City Hall to the public and order City Staff to work remotely. City Manager Michael Ciaravino reported that he and his staff meets daily regarding the emergency management of the COVID-19 Public Health Pandemic and informed City Council that all playgrounds were closed to the public. City staff were directed to install signs informing the public of the closures.

Acting Chief Eastman reported that the City of Mill Creek Police Officers have not been affected by the virus thus far and that they continue to monitor the situation and provide officers with protective personal equipment. He also reported that the City of Mill Creek Police Department is working closely with Fire District 7 in monitoring the situation and providing any assistance to residents who may be infected with the virus. He also reported that contingency emergency planning is underway in utilizing mutual aid with surrounding communities if needed.

Director of Finance Jeff Balentine presented an update to City Council regarding the finance department functions and the efforts to create efficiencies and processes in order to enable all departments at the City of Mill Creek City to work remotely. Mr. Balentine reported that finance department functions are already online or are in the process to perform functions remotely.

Gina Hortillosa updated the City Council regarding the Public Works and Development Services Department with the operations and maintenance crew of four (4) reporting to work at City Hall to continue to deliver essential functions. The engineering and planning teams are working remotely. As per the City Manager's directive of the closure to the public parks, the Public Works crew has installed barricades, yellow tape and signs alerting the public of the closures of the public parks. Capital Projects are under review with legal counsel to determine "essential and non-essential projects". At this time, Capital Projects determined as essential projects are those that have been awarded by City Council. The following projects are: Seattle Hill Rd. Pavement Preservation, Heron Park, Surface Water C Failures, and IMS Pavement Data Gathering.

City Council engaged in discussion and in Q&A.

March 24, 2020 REGULAR COUNCIL MEETING MINUTES

PROCLAMATIONS

C. Proclamation of Emergency by City Manager Michael Ciaravino

Councilmember Todd made a motion pursuant to the Mill Creek Municipal Code Section 8.08.100 that the City Council confirm the [City Manager's Proclamation](#) declaring an emergency and ratifying the actions taken by the City Manager in response to the City Manager declaring a State of Emergency in the City of Mill Creek.

Councilmember Cavaleri seconded the motion.
The motion passed unanimously.

D. [Proclamation: Music4Life](#)

Mayor Pruitt declares that April is Music 4 Life Month in the City of Mill Creek.

PUBLIC HEARING

E. Public Hearing Continued on the **2019-2024 Capital Improvement Plan Amendment**

(Michael Ciaravino, City Manager & Gina Hortillosa, Director of Public Works & Development Services)

Mayor Pruitt reopened the public hearing at 7:00 p.m. Michael Ciaravino and Gina Hortillosa gave an update of the amendment to the Capital Improvement Plan to be reallocated to the Seattle Hill Pavement Preservation Project, which due to the COVID-19 pandemic is currently listed as an essential project, instead of allocating the funding to the design and construction of a new crosswalk with Rectangular Rapid Flashing Beacons (RRFB) enhancement at Jackson High School.

Council engaged in a discussion.

Councilmember Todd motioned to table the amendment to the Capital Improvement Plan to allocate funding for the design and construction of a new crosswalk with RRFB enhancement at Jackson High School and to close the public hearing.

Councilmember Cavaleri seconded.

The motion passed unanimously.

CONSENT AGENDA

F. Approval of Checks #61702 through #61771 and ACH Wire Transfers in the Amount of \$1,216,413.63.

(Audit Committee: Councilmember Vignal and Councilmember Todd)

G. Payroll and Benefit ACH Payments in the Amount of \$316,747.00

(Audit Committee: Councilmember Vignal and Councilmember Todd)

H. City Council Meeting Minutes of March 10, 2020.

March 24, 2020 REGULAR COUNCIL MEETING MINUTES

- I. Councilmember Vignal made a motion to pass the consent agenda. Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

J. Mayor/Council

Mayor Pruitt reported that Congressman Rick Larson and Congresswoman Susan DelBene are working hard to get local municipalities reimbursed for some of the increased expenses and loss of revenues due to the COVID-19 coronavirus pandemic.

Councilmember Cavaleri provided the following suggestions in like of the COVID-19 pandemic: 1.) Temporarily suspend the current Mill Creek sign ordinance for local businesses and post to on the City of Mill Creek's platforms which establishments are open; 2.) Provide service to the City of Mill Creek residents who are in need of assistance in applying for unemployment and other reimbursement programs as well as other services needed due to the pandemic; 3.) Defer payments owed to the City of Mill Creek to extend to possibly May or June, 2020.

Council engaged in a discussion regarding suspending the sign ordinance. Council unanimously decided to give the City Manager direction to temporarily suspend the sign ordinance for 30 days after meeting with required approval.

Councilmember Steckler suggested moving the April 7, 2020 City Council Study Session to discuss and hear presentations regarding the Dobson Remillard Property to be postponed to a later date due to the pandemic. Mayor Pruitt agreed and informed Council that it was decided to cancel the April 7, 2020 Study Session City Council meeting.

Councilmember Vignal thanked City Staff for the notifications regarding updates due to the public health crisis and agreed with the posting information regarding the open hours of local businesses.

Councilmember Todd reported that the Snohomish County Committee for Improved Transportation (SCCIT) meeting was well attended and stated that projects that needed legislative action are now moving forward.

- K. City Manager
- L. Staff

AUDIENCE COMMUNICATION

- M. Public comment on items on or not on the agenda were made by:
 - Mill Creek resident Will Nelson who commented on the virtual meeting, reserve police officers assuming positions of authority and COVID 19 cases;
 - Mill Creek resident Barbara Heidel thanked the City of Mill Creek for providing the virtual city council meeting;
 - Scott Bower from Morgan Mechanical in Redmond asked the Council to consider continuing scheduled construction projects.

March 24, 2020 REGULAR COUNCIL MEETING MINUTES

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- N.** The City Council recessed to executive session at 7:45 p.m. to discuss the acquisition of real estate and potential litigation pursuant to RCW 42.30.110(1)(b) and (l) until 8 p.m. City Council voted unanimously to extend executive session for five (5) minutes and concluded at 8:05 p.m. No action was taken.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:05 p.m.

Pam Pruitt, Mayor

Naomi Fay, Interim City Clerk

March 24, 2020 REGULAR COUNCIL MEETING MINUTES