

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

**March 24, 2020
City Council Meeting
6:00 PM**

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

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- B. COVID-19 Related Planning for Emergency Functions
- National, State & Local COVID19 Update by 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

PROCLAMATIONS

- C. Proclamation of Emergency by City Manager Michael Ciaravino
- D. Proclamation: Music4Life

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)

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.

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- M. Discuss the acquisition of real estate and potential litigation pursuant to RCW 42.30.110(1)(b) and (l)

ADJOURNMENT

COVID-19 Update

Grace M. Lockett, JD, MPH

COMC Council Meeting

March 24, 2020

What is COVID-19?

- ▶ The coronavirus is an infectious disease. It is a member of the coronavirus family and is most commonly referred to as COVID-19, and scientifically classified as SARS-CoV-2.
- ▶ The outbreak of COVID-19 started in the city of Wuhan, Hubei province of China in the Fall of 2019.
- ▶ The Chinese government significantly delayed publicizing the outbreak of the virus for several months.
- ▶ The failure of the Chinese government to disclose the veracity of the virus in its population has adversely impacted other countries' ability to effectively manage and control the spread of the virus worldwide.

COVID-19 Update

- ▶ Statistics (as of 3/24/20, Morning)

▶ Location	Number Confirmed Cases	Recovered Cases	Deaths
▶ Worldwide	384,429	102,536	16,591
▶ US	46,455	333	593
▶ China	81,171	73,159	3,277
▶ Italy	63,927	7,432	6,077
▶ Spain	39,675	3,794	2,800

- ▶ Source: Wikipedia

COVID-19 Update

- ▶ Washington State - First Epicenter in the United States
- ▶ Statistics to Date
- ▶ As of 3/23/20, King County leads the COVID-19 infection rate in the State with 1,170 confirmed cases and 87 deaths.
- ▶ Snohomish County ranks second with 519 confirmed cases and 11 deaths.
- ▶ Beginning at age 30, the age distribution of those infected with COVID-19 in the State is fairly even across the age categories:

▶ Age Group	% of Cases	% of Deaths
▶ <19	2%	0%
▶ 20-29	9%	0%

COVID-19 Update

▶ Age Group	% of Cases	% of Deaths
▶ 30-39	14%	0%
▶ 40-49	13%	2%
▶ 50-59	17%	5%
▶ 60-69	16%	12%
▶ 70-79	15%	30%
▶ 80+	14%	50%

Source: Washington State Department of Health

COVID-19 Update

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

▶ Gender	% of Cases	% of Deaths
▶ Female	51%	54%
▶ Male	46%	44%
▶ Unknown	4%	2%

▶ Source: Washington State Department of Health

COVID-19 Update

- ▶ Symptoms of the Infection:
 - ▶ Cough (non-productive)
 - ▶ Fever
 - ▶ Lethargy
 - ▶ Breathing Impairment
 - ▶ Gastrointestinal Issues (diarrhea and vomiting)
 - ▶ Sudden Loss of Smell and Taste
 - ▶ Onset within 2 to 14 days post-exposure
- ▶ Source: CDC COVID-19

COVID-19 Update FAQs

- ▶ Question: How long is recovery with COVID-19?
 - In mild cases, approximately two (2) weeks.
 - For patients with serious underlying health conditions, three to six weeks.
- ▶ Question: What is community spread?
 - It is transmission of the virus through activities of daily living. There is no direct relationship or exposure to a person who is infected.
- ▶ Question: Is quarantine necessary following exposure to a person who test positive to COVID-19?
 - Yes, the person should stay at home for the recommended fourteen day period, and should avoid contact with the infected person during that time period.

Source: CDC COVID-19

COVID-19 Update

FAQs

- ▶ Question: Are containment strategies working?
 - It is too early to tell. It is likely that containment may reduce the rate at which infections occur. However, we do not know exactly where we are on the bell shaped curve which is used to track epidemic and pandemic infection rates.
 - Containment supports our efforts to flatten the rise of the bell shaped curve.
 - It also serves to avoid overwhelming the capacity of our health care system.
- ▶ Question: Can I be re-infected a second time if I recover from a COVID-19 infection?
 - It is not known if reinfection is possible. Some individuals who have recovered from a COVID-19 infection have been found to have virus particles in their blood. More research is needed.

COVID-19 Update

Finally,

- ▶ What can the residents of the City of Mill Creek do during this challenging time?
 - Stay informed.
 - Remain calm and vigilant.
 - Follow the directives of the state and federal government on quarantine and stay at home mandates, the recommendations of the medical community and the preventive care guidelines from the CDC.
 - Local government should provide flexibility for the operational demands associated with managing a public health pandemic, and advocate for any federal funding to supplant its budget and manpower resources.

Proclamation

WHEREAS, on January 31, 2020, U.S. Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and,

WHEREAS, on February 28, 2020, a student at Henry M. Jackson High School in Mill Creek was diagnosed with the COVID-19 virus; and,

WHEREAS, on February 29, 2020, Governor Jay Inslee issued Proclamation 20-05 proclaiming that a State of Emergency exists in all counties of the state of Washington due to the outbreak of the COVID-19 virus and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and,

WHEREAS, the Governor directed state agencies and departments to utilize state resources and to do everything reasonably possible to assist affected political subdivisions in an effort to respond to and recover from the outbreak; and,

WHEREAS, RCW 38.52.010(9)(a) defines emergencies and disasters to include events or circumstances which demand action to preserve public health; and,

WHEREAS, RCW 38.52.070 grants political subdivisions of the state that have approved emergency management plans to conduct emergency management of incidents involving emergencies or disasters; and,

WHEREAS, the City of Mill Creek has adopted an emergency management plan set forth in Mill Creek Municipal Code (“MCMC”) Section 8.08.080; and,

WHEREAS, MCMC Section 8.08.040 defines an “emergency or disaster” as an event or set of circumstances which among other things “demand immediate action to preserve public health, protect life...or reaches such a dimension or degree of destructiveness as to warrant the city manager proclaiming the existence of a disaster or the Governor declaring a state of emergency with appropriate local and state statutes”; and,

WHEREAS, the City Manager is designated specific powers during an emergency, as set forth in MCMC 8.08.090; and

WHEREAS, MCMC 8.08.100 empowers the City Manager to proclaim the existence or threatened existence of a disaster and termination thereof, if the Mill Creek City Council is in session, or to issue such proclamation, if the Mill Creek City Council is not in session, subject to confirmation by the Mill Creek City Council at the earliest practicable time; and

WHEREAS, the City of Mill Creek’s Comprehensive Management Plan specifically states that it is the responsibility of the City Manager to proclaim local emergencies; and,

132583.0003/8011706.1

NOW THEREFORE, the City Manager for the City of Mill Creek does hereby proclaim that effective February 29, 2020, consistent with Proclamation 20-05 issued by Governor Inslee, the outbreak of the COVID-19 virus constitutes an emergency as defined by RCW 38.52.010(9)(a) and MCMC Section 8.08.040 and necessitates the utilization of emergency powers granted under RCW 38.52.070 and MMC 8.08.100.

FURTHER, in light of recommendations for social distancing issued by Centers for Disease Control, Washington Department of Health, and Snohomish Health District, effective Wednesday, March 18, 2020, the City of Mill Creek will restrict access to City Hall to the general public in an effort to slow the spread of the COVID-19 coronavirus. The closure is in effect until Saturday, April 18, 2020.

The City of Mill Creek will continue essential municipal government operations during this health crisis while prioritizing the safety of residents and employees.

Signed this 20th day of March 2020



Michael Ciaravino, City Manager

Proclamation

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Signed this 20th day of March 2020



Michael Ciaravino, City Manager

Proclamation

WHEREAS the benefits of participation in school-based instrumental music activities can last a lifetime; and

WHEREAS research now shows that students who participate in instrumental music programs do better in math, science, history, literature, international languages, reading and writing, even in computer science and other academic disciplines; and

WHEREAS music education is an integral part of a well-rounded education that prepares students for success in life by teaching teamwork and discipline; and

WHEREAS the cost of owning or renting an instrument is a barrier preventing students of low income families from participating in instrumental music; and

WHEREAS many adults have lovingly-used musical instruments that they no longer use stored in their garages, attics or closets and come to realize that their highest and best use is to put these instruments back into play; and

WHEREAS Music4Life™ (www.Music4Life.org) is a non-profit organization that has been repairing and providing ready-to-play musical instruments to participating public school districts for use by students in need since 2007; and

WHEREAS numerous community events are being held in the Puget Sound area during April and May to bring public attention to this need; and

WHEREAS Music4Life guarantees that all instruments will be used exclusively for the benefit of students in the school district for which they are donated; and

WHEREAS Music4Life has provided approximately 3,500 musical instruments to children in the greater Seattle area, including those attending Auburn, Bremerton, Edmonds, Everett, Highline, Kent, Marysville, Northshore, Seattle and Shoreline Public Schools, in addition to nearly 11,000 recorders to very young students;

NOW, THEREFORE, I, Mayor Pam Pruitt, declare that

April Is Music4Life Month

in the **City of Mill Creek** of and encourage all our citizens to donate any lovingly used musical instruments they may have to www.Music4Life.org and show what financial support they can to this fine home-grown organization.

Musical instrument Donor Forms must accompany the donated instrument and are available for downloading at www.Music4Life.org .

Signed this 24th day of March, 2020



Pam Pruitt, Mayor

Attest _____
Naomi Fay, Interim City Clerk



Agenda Item # _____

Meeting Date: March 24, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: PUBLIC HEARING CONTINUED ON THE 2019-2024 CAPITAL IMPROVEMENT PLAN AMENDMENT

KEY FACTS AND INFORMATION SUMMARY:

The Mill Creek City Council opened a public hearing on March 3, 2020 at the Regular City Council Meeting at 7:14 p.m. to hear public comment on the amendments to the 2019-2024 Capital Improvement Plan (CIP). The amendment proposed to add a new project to the CIP: RRFB Group A and Group B Installation; CIP No. 20-PW-01. There were no comments from the public.

To receive updates and continue Council discussion, Members of Council extended the Public Hearing Council Discussion portion to the March 24, 2020 regular City Council Meetings.

Background and Updates:

- 1) In March, the City advertised RRFB Group A and Group B Installation; CIP No. 20-PW-01. The City's bid request reserved the right for Council to reject all bids and to award none, one, or both schedules based on available funds. In order to receive competitive bids, staff advertised this work as a single project with two schedules (Group A and Group B):

Group A:

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) to increase operational reliability. Group A is fully funded by Transportation Improvement Board (TIB) funds. The 2019-2020 Budget Amendment added \$300,000 revenue to the Street Fund to reflect the TIB grant awarded to the City, and added corresponding capital expenditures. The deadline to spend Transportation Improvement Board funds (\$300K) is March 31, 2022.

Inadvertently, the CIP was not concurrently amended to include this work. Group A work is by definition a capital project—defined as new, replacement of, or improvements to infrastructure (e.g. buildings, roads, parks) that has a minimum life expectancy of five years and a minimum cost of \$25,000. Group A is added to the CIP at point to correct the oversight.

City Council Agenda Summary

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Group B:

Design and construction of a new crosswalk (with RRFB enhancement) at Jackson High School along 136th Street SE in the vicinity of the sports fields. This project includes the installations of American with Disabilities Act (ADA) ramps on both sides of the street. The Everett School District is in support of this project.

- 2) The City opened one bid on March 17, 2020 from Transportation Systems, Inc. There were no math errors on the bid. Contractor references have not been checked. A summary of the bid is shown below.

Bid Tab Summary

	Engineer's Estimate	Transportation Systems
Group A	\$ 232,610.00	\$ 248,939.00
Group B	\$ 124,010.00	\$ 121,510.00
A+B TOTAL	\$ 356,620.00	\$ 370,449.00

- 3) The two existing RRFBs (Group A) are functional and being used less frequently due to the Everett School District closure.
- 4) Research on the alternative of upgrading the batteries for the RRFBs in Group A is not complete. City staff is reaching out to vendors to gather more information. City staff is also reaching out to other agencies to learn from their experience in battery replacement.
- 5) On March 21st, City staff reached out to the County requesting that the \$100K REET2 funds be allocated to the Seattle Hill Road Pavement Preservation Project (an Essential Project) rather than Group B (a new crosswalk and RRFB at Jackson High School) as originally intended.
- 6) Former County Council Member Terry Ryan had presented a symbolic check at a previous City Council Meeting. A follow-up with former County CM Terry Ryan has yet to be conducted.
- 7) At this time, given the slowdown that the COVID-19 pandemic has caused on business operations, Project No. 20-PW-01 has been categorized as a Non-Essential Project.

Respectfully Submitted:

Michael G. Ciaravino

Michael G. Ciaravino
City Manager



Mill Creek
WASHINGTON

Date: March 24, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
02/20/2020	ACH Debit-DOR-Sales Tax-Jan	\$1,904.97
03/17/2020	61702-61771	\$1,214,508.66
Total		\$1,216,413.63

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 61702 through 61771, and ACH Debit in the amount of \$1,216,413.63.

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

Councilmember

Councilmember

Finance Director

City Manager

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

Export

Page 1 of 1

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is 0-012-831-901

Below is information from your Monthly Return for the period ending January 31, 2020

Filing Date	February 20, 2020
Account Id	600-598-011
Primary Name	CITY OF MILL CREEK
Payment Method	ACH Debit/E-Check
Payment Effective	February 20, 2020
Total Tax	1,904.97
Total Due	1,904.97

The email address on this return is different from the one in your profile
The Department is using email more frequently to communicate with taxpayers. Please verify that the email address in your profile is correct.
To update your email address click "Settings" link above, then click the "Update user profile" link in the "I Want To" menu.

Check the status of your return from the **Submissions** tab.

Print a copy of your return below. You can always "Print" your return by navigating to the "Submissions" tab and finding this request.

Give us your feedback

Prepared By:	Andrea Dowell
E-Mail Address:	andrea@dowellconsulting.com
Submitted Date:	2/20/2020
Confirmation #:	0-012-831-901
Payment Type:	ACH Debit/E-Check
Amount:	\$1,904.97
Effective Date:	2/20/2020



Combined Excise Tax Return

600-598-011
CITY OF MILL CREEK

Filing Period: January 31, 2020 Due Date: February 25, 2020
Filing Frequency: Monthly

Business & Occupation

Table with 6 columns: Tax Classification, Gross Amount, Deductions, Taxable Amount, Tax Rate, Tax Due. Rows include Retailing and Service and Other Activities; Gambling Contests of Chance.

State Sales and Use

Table with 6 columns: Tax Classification, Gross Amount, Deductions, Taxable Amount, Tax Rate, Tax Due. Row includes Retail Sales.

Deductions

Table with 3 columns: Tax Classification, Deduction, Amount. Row includes Retailing with Other: Governmental Activities.

Local City and/or County Sales Tax

Table with 4 columns: Location, Taxable Amount, Tax Rate, Tax Due. Row includes 3119 - MILL CREEK.

Summary table with 2 columns: Total Tax, Subtotal, Total Amount Owed. Values are 1,904.97.

**Washington State Combined Excise Tax Return
City of Mill Creek: 600-598-011
January 2020**

SERVICE & OTHER ACTIVITIES D&O

SURFACE WATER ACTIVITIES						
	Account No.	Taxable Amou	Rate	Tax Due	Comments	
Cash received from Surface Water Fees	401-000-343-10-0	\$ -				
Surface Water Charges from County		-				
R/W Deposit/Collection Agency		-				
Other Income		-				Do not include income from investments
		\$ -	0.01500	\$ -		

GENERAL FUND ACTIVITIES						
	Account No.	Taxable Amou	Rate	Tax Due	Comments	
Advertising Sponsor/Donation		\$ -				
		\$ -	0.01500	\$ -		

PARKS & RECREATIONAL ACTIVITIES						
	Account No.	Taxable Amou	Rate	Tax Due	Comments	
Facility Rentals	001-000-347-30-0	\$ 714.00				
Field Rentals	001-000-347-30-0	-				ADD: No receipts in January 2020.
Concession Stand	001-000-347-30-0	-				
Lights - MCSP Field	001-000-347-30-0	-				ADD: No receipts in January 2020.
Recreation Extra Fee Revenue	001-000-347-60-9	2,745.00				
Preschool - Miscellaneous	001-000-347-60-9	-				
Preschool - Playgroup	001-000-347-60-9	7,752.00				ADD: Added in unreported amount from December 2019
Youth - Miscellaneous	001-000-347-60-9	21,515.63				ADD: Added in unreported amount from December 2019
Youth - League Basketball	001-000-347-60-9	1,080.00				ADD: Added in unreported amount from December 2019
Teens - Miscellaneous	001-000-347-60-9	-				
Adults - Miscellaneous	001-000-347-60-9	330.00				
Family Events - Miscellaneous	001-000-347-60-9	325.00				ADD: Added in unreported amount from December 2019
Advertising	001-000-347-90-0	-				
Sponsorships	001-000-347-90-0	-				
Farmers Market Vendor Fees	001-000-347-90-0	-				
LESS sales tax revenue		\$ -				
LESS R&M MCSP field		-				
LESS sponsor/donation-special event		-				
LESS Registrat.Scholarship Donation	001-000-367-00-0	-				
LESS rec sponsorship-fun run		-				
LESS misc revenue/OFS		-				
LESS youth bb league scholarship		-				
LESS Youth bb league sponsorships		-				
LESS 3on3 sponsorship		-				
LESS donations- special events		-				
LESS Farmers market sales - sales tax already paid		-				
LESS revenue taxable as retail sales		-				
LESS non taxable donations		-				
		\$34,462.43	0.01500	\$ 516.94		should this be reduced by less section?

#####

RETAIL SALES D&O

	Account No.	Taxable Amou	Rate	Tax Due	Comments	
Passport Photos	001-000-341-99-0	\$ 13,375.00	\$12,104.07	0.10500	#####	Exception: General Gov't Function, sales tax only
CPL Laminating	001-000-322-99-0	39.00	35.29	0.10500	3.71	Exception: General Gov't Function, sales tax only
Park & Recreation Sales Subject To Sales Tax		-	0.00471	-		
Youth Kids Fun Run		-				Zero = NOT TAXABLE IF ON SCHOOL PROPERTY
Youth League Basketball	001-000-347-60-9	1,080.00				Zero = NOT TAXABLE IF ON SCHOOL PROPERTY
Youth 3 on 3 Basketball		-				Zero = NOT TAXABLE IF ON SCHOOL PROPERTY
Adult 3 on 3 Basketball		-				Zero = NOT TAXABLE IF ON SCHOOL PROPERTY
Adult Softball League		-				Zero = NOT TAXABLE IF ON SCHOOL PROPERTY
		1,080.00	0.00471	5.09		

TOTAL D&O FOR RETAIL SALES: #####

Passport Photos	#####	13,219.36			Governmental Activities
CPL Laminating	(35.29)				Governmental Activities
School Property Programs	(1,080.00)				School Property

TOTAL D&O DEDUCTIONS FOR RETAIL SALES: #####

USE TAX IDENTIFIED	001-000-229-00-0	\$ -	0.10500	-	
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Line Code	Tax Classification	Gross Amount	Total Deductions	Taxable Amount	Rate	Tax Due
State Business and Occupation Section						
0002	Retailing	13,219.37	(13,219.37)	-	0.004710	-
0004	Service & Other Act	34,462.43		34,462.43	0.015000	516.94
		34,462.43		34,462.43		516.94
State Sales and Use Section						
0001	Retail Sales	13,219.37		13,219.37	0.065000	859.28
Local Sales Section						
0045	3110	MI Creek		13,219.37	0.040000	528.77
State Use Tax Section						
	State Use Tax				0.065000	-
Local Use Tax Section						
0045	3110	MI Creek			0.040000	-
TOTAL Sales Tax						1,388.03
TOTAL Use Tax						-
Summary Section						
		State Business & Occupation Tax Total				516.94
		State Sales and Use Tax Total				859.28
		Local and regional Tax Total				528.77
TOTAL AMOUNT OWED:						1,904.97

Exclusively Govern

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 3/19/2020 11:07 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61702	911SUPPL 86159	911 Supply Inc 1 Pair Pants, Shirt, Gloves - Drone Pilot	03/17/2020		167.12 ✓
			Total for Check Number 61702:	0.00	167.12
61703	ADPLLC 553337163	ADP, LLC ADP Payroll Svcs 01/31, 02/15, W-2, Workforce	03/17/2020		2,600.43 ✓
			Total for Check Number 61703:	0.00	2,600.43
61704	ADVTRAFP 0000026256	Advanced Traffic Products 2 - Opticom Traffic Signal Pre-Emption Emitters	03/17/2020		2,298.17 ✓
			Total for Check Number 61704:	0.00	2,298.17
61705	ALEXPRCO 64425	Alexander Printing Company Inc Notice of Complaint Forms - Code Enforcement	03/17/2020		117.26 ✓
			Total for Check Number 61705:	0.00	117.26
61706	ALLBATRY 800-10059737	All Battery Sales & Service 2 - 12V Batteries - PW10	03/17/2020		269.51 ✓
			Total for Check Number 61706:	0.00	269.51
61707	INTEGRA 16686795	Allstream T-1 Monthly Chgs - March	03/17/2020		653.04 ✓
			Total for Check Number 61707:	0.00	653.04
61708	AMTESTIN 111996	Am Test, Inc 5 - Fecal Coliform Analysis	03/17/2020		125.00 ✓
			Total for Check Number 61708:	0.00	125.00
61709	AMAZON 179P-L49J-KX6J 1JN9-LRRN-7RW6 1XMQ-76XK-67W6	Amazon Capital Services Phone Case for S. Eastman 8 Tubs - Clorox Disinfecting Wipes 5 - Spigen Rugged Armor Phone Cases	03/17/2020		14.08 ✓ 34.74 ✓ 83.87 ✓
			Total for Check Number 61709:	0.00	132.69
61710	BENEAD 1202510	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - Feb	03/17/2020		144.00 ✓
			Total for Check Number 61710:	0.00	144.00
61711	BCS 2020-MC2	Bridge Coordination Services DV Services - February	03/17/2020		2,499.64 ✓
			Total for Check Number 61711:	0.00	2,499.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61712	BLDGS&G 9937	Builder's Sand And Gravel 14 Yds Crushed Rock - Heron Park	03/17/2020		618.80 ✓
		Total for Check Number 61712:		0.00	618.80
61713	CARLSONJ 7360	Jessica Carlson Adventures in Art - Winter 1 02/07 - 02/28 #736	03/17/2020		529.20 ✓
		Total for Check Number 61713:		0.00	529.20
61714	CDW WXF5542 XBW5286	CDW Government Yakima Firewall Renewal Communications & Mktg. Adobe License Renew	03/17/2020		163.26 ✓ 1,913.30 ✓
		Total for Check Number 61714:		0.00	2,076.56
61715	DAHLELEC 28419	Dahl Electric Inc Replace Outlet for Council Dais	03/17/2020		330.23 ✓
		Total for Check Number 61715:		0.00	330.23
61716	DLYJOURC 3356129 3356351	Daily Journal of Commerce BC: Street Pavement Markings CN: Seattle Hill Road Preservation 02/24, 03/02	03/17/2020		512.40 ✓ 680.40 ✓
		Total for Check Number 61716:		0.00	1,192.80
61717	DAY&NITE 034934-1	Day & Nite Plumbing & Heating Replaced Failed, Leaking Electric Water Heater	03/17/2020		1,563.34 ✓
		Total for Check Number 61717:		0.00	1,563.34
61718	DOWELLCN 2020.02.002	Andrea Dowell Prof Svcs - Financial Consultant - February	03/17/2020		11,760.00 ✓
		Total for Check Number 61718:		0.00	11,760.00
61719	Drivers 769991	Drivers License Guide Company 2020 ID Checking Guide - Passports	03/17/2020		29.95 ✓
		Total for Check Number 61719:		0.00	29.95
61720	HEATHI Reimb Heath	Ilia Heath Reimb. Meals - FBI-Lecda Conf - I Heath 03/02	03/17/2020		70.00 ✓
		Total for Check Number 61720:		0.00	70.00
61721	KCDA 300473847 300474764 300475014	KCDA Purchasing Cooperative 5 Cases - Copy Paper 5 Reams - 8.5 x 14 Copy Paper Clorox Disinfecting Wipes - Patrol	03/17/2020		200.02 ✓ 29.42 ✓ 102.15 -
		Total for Check Number 61721:		0.00	331.59
61722	KLB 220079-01P	KLB Construction Inc Snow Removal - Contract #2020-1548	03/17/2020		9,737.28 ✓
		Total for Check Number 61722:		0.00	9,737.28
61723	KLEIJ 10/23/2019 Dec2019-Feb2020 Nov 2019	John Klei Reimburse Dental 10/23/19 Reimburse Medicare Part B (3 x \$144.60) Dec. 2 Reimburse Medicare Part B 11/01 - 11/30	03/17/2020		95.00 ✓ 433.80 ✓ 135.50 -

AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61723:	0.00	664.30
61724	LANGLEYN Reimb Langley	Norris Langley Air/Hotel/Car Rent -N Langley-Finance Dir Can	03/17/2020		916.13
			Total for Check Number 61724:	0.00	916.13 ✓
61725	PAWSAFT 7340	Lise Lausiva Dog Obed - Basic Training for Dogs 01/13 - 03/03	03/17/2020		193.20
			Total for Check Number 61725:	0.00	193.20 ✓
61726	LERMAN Reimb Lerma	Nathan Lerma Meal Reimbursement - K9 Selection - N Lerma	03/17/2020		250.00
			Total for Check Number 61726:	0.00	250.00 ✓
61727	Connie 7337	Constance Lewis Babysitting Safety Class 03/03 - 03/05 #7337	03/17/2020		539.00 ✓
			Total for Check Number 61727:	0.00	539.00
61728	MMKIDS 7300A 7301A	M & M Kids Sports LLC Rep. Lost Ck #61184 - Tennis Classes For Kids - Rep. Lost Ck #61184 - Tennis Classes For Kids -	03/17/2020		739.20 ✓ 436.80 ✓
			Total for Check Number 61728:	0.00	1,176.00
61729	MAYBERM 7388 7390 7392	Mitch Mayberry Tiny Tiger Martial Arts - 01/10 - 02/28 #7388 Tiger Martial Arts - Beginner 01/10 - 02/28 #739 Tiger Martial Arts - Colored 01/10 - 02/28 #7392	03/17/2020		598.50 ✓ 465.50 ✓ 332.50 ✓
			Total for Check Number 61729:	0.00	1,396.50
61730	NATIONWI C-2557385-0	Nationwide Mutual Insurance Co Medical Plan - Hondo	03/17/2020		585.47 ✓
			Total for Check Number 61730:	0.00	585.47
61731	NELSNTRK 686484	Nelson Truck Snow Plow Repair - Bit Replacement	03/17/2020		1,305.06 ✓
			Total for Check Number 61731:	0.00	1,305.06
61732	NWIMT 2020-05	NW WA Incident Management Team 2020 Annual Assessment	03/17/2020		491.55 ✓
			Total for Check Number 61732:	0.00	491.55
61733	OREILLY 2986-241659 2986-242683 2986-243425 2986-243425A 2986-243459 2986-244707 2986-244996	O'Reilly Automotive Inc Mini Bulb - MC Library Capsule, Mini Bulb - PW5 Sealed Beam Headlights - PW5 Credit - Capsule Control Switch - Lights - PW5 2 Gallons Wiper Fluid - PD Mini Bulb - PW5, Screwdriver - Shop Supplies	03/17/2020		5.16 ✓ 29.57 ✓ 16.94 ✓ 24.41 22.53 ✓ 94.96 ✓ 8.82 ✓ 13.69 ✓
			Total for Check Number 61733:	0.00	174.73
61734	Otak	Otak, Inc.,	03/17/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	000022000257	Prof Svcs - MC Blvd Corridor Subarea Plan - Th			3,303.13 ✓
	000022000257A	Prof Svcs - MC Blvd Corridor Subarea Plan - Th			1,415.63 ✓
		Total for Check Number 61734:		0.00	4,718.76
61735	PACTOP	Pacific Topsoils, Inc.	03/17/2020		
	1-T1114449	Storm Clean-Up - ROW Seattle Hill Rd/Highlan			52.50 ✓
	1-T1114458	Storm Clean-Up - ROW Seattle Hill Rd/Highlan			52.50 ✓
	1-T1114460	Storm Clean-Up - ROW Streets/Village Green D			42.00 ✓
	1-T1114492	Storm Clean-Up - ROW Streets/25th			36.75 ✓
		Total for Check Number 61735:		0.00	183.75
61736	CLYDEWST	PacWest Machinery	03/17/2020		
	20336624	Sweeper Repair Parts - PW10			2,015.15 ✓
	20336849	Bushing Taper - PW10			101.93 ✓
	20336915	Bushing/Blower Wheel Hub - PW10			513.52 ✓
		Total for Check Number 61736:		0.00	2,630.60
61737	ELLITIRE	PepBoys-Remittance Dept	03/17/2020		
	064462012153	LOF, Bulb - Car #40			86.47 ✓
	064462012193	Replace Timing Cover, Water Pump, LOF - Car :			1,508.75 ✓
	064462012248	LOF - Car #32			46.02 ✓
	064462012407	LOF - Car #48			65.87 ✓
		Total for Check Number 61737:		0.00	1,707.11
61738	PHILPUB	Philips Publishing	03/17/2020		
	31277	Design & Layout - MC City Connection - Spring			15,112.41 ✓
	31277A	Ad Revenue - Design & Layout- MC City Conne			-6,442.00 ✓
	475L	Passport Ad - Lynnwood Parks & Rec - Spring 2			340.00 ✓
		Total for Check Number 61738:		0.00	9,010.41
61739	PILCHVT	Pilchuck Vet Hospital	03/17/2020		
	74827	Medical Exam/Health Certification - Bagira 02/C			209.31 ✓
		Total for Check Number 61739:		0.00	209.31
61740	PITNEYB	Pitney Bowes Global Financial Services	03/17/2020		
	3310727337	Lease Postage Machine, Meter & Scale			472.45 ✓
		Total for Check Number 61740:		0.00	472.45
61741	SNOCOPLD	Snohomish County Planning and Developm	03/17/2020		
	I000524022	2020 SCT Dues			3,912.00 ✓
		Total for Check Number 61741:		0.00	3,912.00
61742	SNOCUPD	PUD No. 1 of Snohomish County	03/17/2020		
	115197100	3401 148th St SE 01/23 - 02/24			133.44 ✓
	115200382	Street Lights - 189 Lights - 200W 02/01 - 02/29			1,736.91 ✓
	115201516	15601 22nd Ct SE 01/29 - 03/03			26.60 ✓
	115207032	15728 Main St 02/07 - 03/10			1,523.70 ✓
	118518712	902 164th St SE 02/05 - 03/09			37.89 ✓
	125148348	2501 147th Pl SE 01/23 - 02/21			16.20 ✓
	125155300	14600 16th Ave SE 02/05 - 03/05			24.21 ✓
	128432509	Street Lights - 91 Lights - 250W 02/01 - 02/29			985.53 ✓
	128432510	Street Lights - 841 Lights - 100W 02/01 - 02/29			5,121.69 ✓
	131739829	1700 Mill Creek Rd 01/25 - 02/26			92.67 ✓
	135042309	928 Dumas Rd 01/17 - 02/18			117.71 ✓

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	135042830	13903 N Creek Dr 01/17 - 02/18			999.38 ✓
	135049725	14729 12th Ave SE 01/30 - 02/28			16.20 ✓
	144909474	Street Lights - 21 Lights - 400W 02/01 - 02/29			312.90 ✓
	144910293	Street Lights - 386 Lights - 100W 02/01 - 02/29			1,389.60 ✓
	144913785	4842 SAC 02/07 - 03/10			81.37 ✓
	148190547	13628 N Creek Dr 01/17 - 02/18			195.86 ✓
	148192032	Street Light - 1 Light - 240W 02/01 - 02/29			7.94 ✓
	148196162	4560 SAC 02/05 - 03/06			59.29 ✓
	148197223	15429 1/2 Bothell Everett Hwy 02/07 - 03/10			19.42 ✓
	154741465	Street Lights - 17 Lights - 100W 02/01 - 02/29			52.87 ✓
	157943910	Street Lights - 6 Lights - 150W 02/01 - 02/29			28.98 ✓
	157946731	13332 44th Ave SE 02/04 - 03/06			66.35 ✓
	161127456	15429 Bothell Everett Hwy 02/07 - 03/10			25.95 ✓
	164338441	Street Light - 1 Light - 160W 02/01 - 02/29			5.18 ✓
	167568416	Street Lights - 8 Lights - 200W 02/01 - 02/29			47.68 ✓
	167568417	Street Lights - 38 Lights - 250W 02/01 - 02/29			285.38 ✓
	167568418	Street Lights - 39 Lights - 400W 02/01 - 02/29			441.48 ✓
			Total for Check Number 61742:	0.00	13,852.38
61743	RKSOLID 7334 7335	Rock Solid Learning LLC Marvelous Minerals - 03/07 #7334 Gems and Geodes - 03/07 #7335	03/17/2020		168.00 ✓ 17.50 ✓
			Total for Check Number 61743:	0.00	185.50
61744	RONGERJ 9204	John Rongerude P.S. Conflict Public Defender #9Z0463787	03/17/2020		300.00 ✓
			Total for Check Number 61744:	0.00	300.00
61745	SNOCOSHO I000526407	Snohomish County Sheriff's Office Range Use - 10 Hours 02/04	03/17/2020		580.00 ✓
			Total for Check Number 61745:	0.00	580.00
61746	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 32140-27632 32141-27633	Silverlake Water District 132nd & SR 527 Irrig 02/01 - 02/29 13617 28th Dr SE Irrig 02/01 - 02/29 15429 1/2 Bothell Everett Hwy 02/01 - 02/29 15429 Bothell Way - Irrig 02/01 - 02/29 13903 N Creek Dr - Irrig 02/01 - 02/29 13903 N Creek Dr 02/01 - 02/29	03/17/2020		7.60 ✓ 7.60 ✓ 7.60 ✓ 7.60 ✓ 7.60 ✓ 76.00 ✓
			Total for Check Number 61746:	0.00	114.00
61747	SCFIRDS INV00257	Sno County Fire District #7 Fire Interlocal Agreement - 1st Qtr Contract - #2	03/17/2020		1,007,253.50 ✓
			Total for Check Number 61747:	0.00	1,007,253.50
61748	SNOCOM 2283	Snohomish County 911 Dispatch Services - March	03/17/2020		21,804.54 ✓
			Total for Check Number 61748:	0.00	21,804.54
61749	SNOCOSH1 2020-6205	Snohomish County Treasurer Inmate Medical Billing - January	03/17/2020		4,667.05
			Total for Check Number 61749:	0.00	4,667.05 ✓
61750	SNDPUBIN	Sound Publishing Inc	03/17/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	EDH891383	Publish City Bids-2020 Street Pavement Marking			108.60 ✓
	EDH891814	Publish City Bids - CIP 18-PAVE-03, HIPUL-25			311.32 ✓
		Total for Check Number 61750:		0.00	419.92
61751	SPRBRK INV-ACC50843	Springbrook Software, Inc. Sprinkbrook Annual Maint 2020 - Finace Suite 6	03/17/2020		17,702.10 ✓
		Total for Check Number 61751:		0.00	17,702.10
61752	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - M	03/17/2020		3,907.72 ✓
		Total for Check Number 61752:		0.00	3,907.72
61753	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - March	03/17/2020		2,111.93 ✓
		Total for Check Number 61753:		0.00	2,111.93
61754	STARDMSV 012645-IN 012645-IN1	Stardom Services Inc February Services - Janitorial Services - CHS February Services - Janitorial Services - CHN	03/17/2020		995.00 ✓ 1,184.00 ✓
		Total for Check Number 61754:		0.00	2,179.00
61755	STERICYC 3005023739	Stericycle Inc Biomedical Waste Service - Monthly Fee	03/17/2020		10.36 ✓
		Total for Check Number 61755:		0.00	10.36
61756	TACSCREW 18269202 18270955	Tacoma Screw Products Inc Steel Hex Nuts - Sweeper Repair PW10 100 Flat Washers, 25 Tapping Screws	03/17/2020		11.49 ✓ 14.23 ✓
		Total for Check Number 61756:		0.00	25.72
61757	TODDM Reimb Todd	Mike Todd Reimburse Meals, Mileage - City Action Days -	03/17/2020		235.64 ✓
		Total for Check Number 61757:		0.00	235.64
61758	TRANSUN 02008648	Trans Union LLC Basic Service Monthly Fee - Credit Checks	03/17/2020		60.78 ✓
		Total for Check Number 61758:		0.00	60.78
61759	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Feb	03/17/2020		55.25 ✓
		Total for Check Number 61759:		0.00	55.25
61760	TUSCAN 796988 796989 796990	Tuscan Enterprises Inc Police Vehicle Graphics - Car #49 Police Vehicle Graphics - Motorcycle Police Vehicle Graphics - Car #5	03/17/2020		1,650.00 ✓ 550.00 ✓ 1,155.00 ✓
		Total for Check Number 61760:		0.00	3,355.00
61761	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges 02/01 - 02/29	03/17/2020		24.00 ✓

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61761:	0.00	24.00
61762	USIC 371863 371863A	USIC Locating Services, LLC 44 Ticket Locates/8 QH 02/01 - 02/29 44 Ticket Locates/8 QH 02/01 - 02/29	03/17/2020		1,084.16 ✓ 1,084.16 ✓
			Total for Check Number 61762:	0.00	2,168.32
61763	UULC 0020184 0020184A	Utilities Underground Location Center On-Call Location Service - 47 Locates On-Call Location Service - 47 Locates	03/17/2020		60.63 ✓ 60.63 ✓
			Total for Check Number 61763:	0.00	121.26
61764	VERIZON 9848780749 9848917733	Verizon Wireless Access & Usage Chgs - City Cell Phones 01/21 - Access & Usage Chgs - Public Safety 01/23 - 02	03/17/2020		776.36 ✓ 1,358.42 ✓
			Total for Check Number 61764:	0.00	2,134.78
61765	WWGRAIN 9462962268	W.W. Grainger, Inc. Disposable N95 Masks - COVID-19	03/17/2020		84.79 ✓
			Total for Check Number 61765:	0.00	84.79
61766	WALTNELS 746465 748627	Walter E. Nelson Co. Dial Basics Manual Foam - Parks 2 Cases - Purell Instant Hand Sanitizer - Parks	03/17/2020		271.19 ✓ 120.78 ✓
			Total for Check Number 61766:	0.00	391.97
61767	WASTPAT I200005702	Washington State Patrol Background Checks - Feb	03/17/2020		66.25 ✓
			Total for Check Number 61767:	0.00	66.25
61768	WAVEDIV 102743301000800	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	03/17/2020		641.25 ✓
			Total for Check Number 61768:	0.00	641.25
61769	WINSUPP 035791 01	Winsupply Company Pipe Glue & Primer - SR 527/Streets	03/17/2020		54.01 ✓
			Total for Check Number 61769:	0.00	54.01
61770	AFSCME Feb 2020	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Feb	03/17/2020		1,218.70 ✓
			Total for Check Number 61770:	0.00	1,218.70
			Total for 3/17/2020:	0.00	1,153,508.66
61771	HARBORPC 35th Ave Settle	Harbor Pacific Contractors, Inc 35th Ave Reconstruction Settlement	03/18/2020		61,000.00 ✓
			Total for Check Number 61771:	0.00	61,000.00
			Total for 3/18/2020:	0.00	61,000.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
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			Report Total (70 checks):	0.00	1,214,508.66
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Date: March 24, 2020

Payroll Check Batches		
Dated	Check Numbers	Amount
03/10/2020	ACH Wire- Assoc. of WA Cities	\$82,479.37
03/10/2020	ACH Automatic Deposit Checks	\$171,580.02
03/10/2020	ACH Wire- FWT & Medicare Taxes	\$31,475.67
03/10/2020	ACH Wire MEBT- Wilmington Trust	\$25,027.95
03/10/2020	ACH Wire- ICMA RC- Def. Comp	\$1,648.88
03/10/2020	ACH Wire- BAC- Flex Spending Acct	\$2,495.11
03/10/2020	ACH Wire- MCPD Guild Dues	\$2,040.00
Total		\$316,747.00

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 \$316,747.00.

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

Councilmember

Councilmember

Finance Director

City Manager

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 03/05/2020 02:34:27 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH:	03/2020
COVERAGE MONTH:	03/2020
PAYMENT DUE BY:	03/10/2020
CURRENT BILLING AMOUNT:	\$82,479.37
PRIOR OVRAGE OR SHORTAGE:	\$0.00
ADJUSTMENTS:	\$0.00
TOTAL AMOUNT DUE:	\$82,479.37

100 186 L 032020 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	03/2020	\$ <u>82,479.37</u>

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

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

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

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:11 Pay Date:03/10/2020 P/E Date:02/29/2020
 Qtr/Year:1/2020 Run Time/Date:19:10:40 PM EST 03/06/2020

Taxes Debited	Federal Income Tax	23,807.75		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,504.78		
	Medicare - ER	3,504.74		
	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	219.42		
	State Family Leave Insurance - ER	0.00		
	State Medical Leave Insurance - EE	197.50		
	State Medical Leave Insurance - ER	241.48		
	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	31,475.67		
Other Transfers	Full Service Direct Deposit Acct	171,580.02		
	Total Amount Debited From Your Account		203,055.69	Total Liability
				203,055.69
Bank Debits & Other Liability	Checks	0.00		203,055.69
	Adjustments/Prepay/Voids	0.00		203,055.69
Taxes- Your Responsibility	None this payroll			203,055.69

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 03/17/2020 4:45:00 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number:

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: 25,027.95 ✓

Value Date: 03/16/2020

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: lotleo
Modified: mciaravino
Approved: mciaravino
Initial Confirmation:
Confirmation #:

Input Time: 03/13/2020 3:33:31 PM CDT
Time: 03/13/2020 5:52:24 PM CDT
Time: 03/16/2020 3:49:17 PM CDT

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 03/17/2020 4:45:34 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank:
Debit Account:
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

Value Date: 03/16/2020

Optional Information

Sender's Reference Number:

Beneficiary Information: City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: mciaravino
Initial Confirmation
Confirmation . . .

Input Time: 03/14/2020 4:43:59 PM CDT
Time: 03/16/2020 3:48:41 PM CDT

ACH Cash Pro Online
City of Mill Creek

Report Date: 03/14/2020
Report Time: 04:51:40 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	03/16/2020
ACH ID:		Batch Sequence:	2
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Submitted	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	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$2,495.11	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$2,495.11	1
Prenotes	\$0.00	0

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 03/17/2020 4:46:04 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number:

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 2,040.00

Value Date: 03/16/2020

Optional Information

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: mclaravino
Initial Confirmation:
Confirmation #:

Input Time: 03/14/2020 4:45:34 PM CDT
Time: 03/16/2020 3:47:43 PM CDT



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 10, 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.

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

PRESENTATIONS

PUBLIC HEARING

- B. East-West Corridor Study and Light Rail Station Area Planning (Growth Management Act Planning)
(Gina Hortillosa, Director of Public Works and Development Services; Tom Rogers, Planning Manager; Jay Larson, Transportation Coordinator for Snohomish County)

Gina Hortillosa provided Members of Council with an overview of Growth Management

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Act (GMA) transportation and land use planning efforts conducted by Snohomish County for land within the Southwest Urban Growth Area (SWUGA). Presented at the meeting are the results and recommendations from two studies. The results of these studies have not yet been adopted in the Snohomish County Comprehensive Plan. The main intention for the presentation is to do the following:

1. Build General Awareness
2. Provide more information in context in order to understand and create a Vision Statement for the Mill Creek Subarea Study & Comprehensive Update 2023.

This was the second presentation to Council, as per their request, to obtain additional background information on issues related to growth that could affect the Mill Creek Boulevard Subarea.

To give your feedback to Snohomish County about these transportation issues go to the online survey by [clicking here](#) or at <https://content.govdelivery.com/accounts/WASNOHOMISHCO/bulletins/280208c>. Survey is open until April 26, 2020.

Council engaged in a discussion and Q&A.

- C.** The Public Hearing from March 3, 2020 has been extended to the March 10, 2020 City Council Meeting to receive updates from City Staff. Mayor Pruitt opened the Public Hearing for Council discussion and updates at 7:12 p.m. City Manager Ciaravino and City Staff are exploring alternatives to save money.

Mayor Pruitt extend the Public Hearing for Council discussion to the March 24th, 2020 City Council Regular Meeting.

NEW BUSINESS

- D.** Surface Water Aging Infrastructure (2020 Grade C Pipe Repairs) – Award Construction Contract
(Gina Hortillosa, Director of Public Works and Development Services; Matthew Feeley, Supervising Engineer)

Gina Hortillosa briefed City Council on the City's Surface Water Capital Program. Currently, pipes with a minimum diameter of 18 inches could potentially fail and have a negative effect on life, property or a combination of both. Matthew Feeley Supervising Engineer provided Council with a technical overview of the 2020 Grade C Pipe Repair project as well as a timeline review of the Surface Water Program Schedule. The project was advertised in January 2020. The City received three (3) bids. Staff checked references and confirmed that Allied Trenchless is the lowest responsible bidder with the total estimate not to exceed \$582,900. The total construction budget is \$741,190.

Council engaged in a discussion and Q&A.

Councilmember Cavaleri made a motion to authorize the City Manager to execute a contract with Allied Trenchless of Chelan, WA for the construction of

March 10, 2020 REGULAR COUNCIL MEETING MINUTES

**the Surface Water Aging Infrastructure (2020 Grace C Pipe Repairs) Project in an amount not to exceed \$582,900.00. Councilmember Steckler seconded the motion.
The motion passed unanimously.**

CONSENT AGENDA

- E. Approval of Checks #61547 through #61593 and ACH Wire Transfers in the Amount of \$154,984.54
*(Audit Committee: Councilmember Vignal and Councilmember Todd)***
- F. Payroll and Benefit ACH Payments in the Amount of \$230,868.07
*(Audit Committee: Councilmember Vignal and Councilmember Todd)***
- G. City Council Meeting Minutes of March 3, 2020**

**Councilmember Vignal made a motion to approve the consent agenda.
Councilmember Todd seconded the motion.
The motion passed unanimously.**

REPORTS

- H. Mayor/Council**

Mayor Pruitt reported that she and Councilmember Steckler will be meeting with the Communications and Marketing Department at the end of the week.

Councilmember Steckler reported that Kirkland Performing Arts Center will be coming to the April 7th, 2020 City Council meeting to present to Council the Center's potential use for the space at the Dobson Remillard Property.

Councilmember Cavaleri reported that Ethan Thong was the City of Mill Creek Nominee for the 2020 AWC Scholarship.

Councilmember Vignal added to Councilmember Cavaleri's report regarding the candidates for the AWC applicants and commended the students who applied for this year. She also thanked the City Manager and City Staff on the work performed during weekend hours for Passport service in light of the coronavirus (COVID19) pandemic.

Mayor Pro Tem Holtzclaw wanted to thank the Council's support Nathan's Eagle Scout project. Nathan was present to thank the Council personally and invited members of Council to ask any questions regarding a project of building raised beds at a Mill Creek Elementary school on April 18th.

Councilmember Todd reiterated Councilmember Vignal's comments regarding the City's Passport Service and noted the new impressive protocols put in place during weekend hours to ensure safety for our residents as well as City staff in light of the public health crisis.

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Councilmember Todd asked what efforts are being made to help support the efforts of the Census Campaign and what action may be needed by Members of Council regarding reaching out to potential stakeholder for the April 7th City Council Study Session Meeting in order for organizations to have the opportunity to express their ideas for the Dobson Remillard Property.

Councilmember Todd commented on how it is important to give the community information regarding the transportation plans throughout the county.

City Manger Ciaravino reported that he had met with Mike Kidd in supporting the census campaign. He also reported that he will follow up with Councilmembers regarding contact information for potential stakeholder who would like to present during the April 7, 2020 City Council Meeting study session. Manager Ciaravino also reported that a new competent Finance Director is coming onboard at the City of Mill Creek pending logistics and will update City Council accordingly.

- I. City Manager**
 - Council Planning Schedule
- J. Staff**
 - Report, etc.

AUDIENCE COMMUNICATION

Public comments on items on or not on agenda.

- K.** City of Mill Creek resident Barbara Heidel commended staff on the presentation on the East - West Corridor and shared her views on mass transportation. Ms. Heidel encouraged citizens to use mass transit.

RECESS TO EXECUTIVE SESSION

- L.** City Council recessed into Executive Session at approximately 7:52 p.m. to discuss potential litigation with legal counsel per RCW 42.30.110(1)(i) for 15 minutes. Members of Council extended executive session for another 15 minutes and returned to regular session at 8:24 p.m. No action was taken.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:24 p.m.

Pam Pruitt, Mayor

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Naomi Fay, Interim City Clerk

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