



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, October 1, 2019

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 asked Boy Scouts of America Troop 120 to lead 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. Public comment on items on or not on the agenda

Jon Ramer, a Mill Creek resident, posed a question regarding the City of Mill Creek's management structure.

PRESENTATIONS

A. 2nd Quarter Budget Report
(*Tara Dunford, Interim Director of Finance & Administration*)

City Manager Michael Ciaravino introduced Interim Director of Finance and Administration Tara Dunford who gave a presentation on the 2nd Quarter Budget Report.

Ms. Dunford explained that this report is focused on variances from budget to actual in both revenues and expenditures. The report is through June 2019, which equates to 25% of the biennium budget. Ms. Dunford reported:

- General Fund revenues are at 25.9% of budget, some highlights include:

- Higher than expected sales tax revenue
- Passport revenue is well above the biennial budget revenue estimate
- License and permit revenue is lower than projected, but expected to increase during the warmer summer construction months
- Revenue from fines is slightly lower than projected
- General Fund expenditures are at 24.8% of budget
 - Legislative and City Manager expenditures are higher than projected due to unforeseen expenses that were not included in the 2019-2020 budget projections
 - Non-departmental expenditures include annual payments for property and liability insurance, voter registration and memberships
- Special Revenue funds include City Street Funds and City Hall North
 - Street revenue is higher than projected due to a \$300 thousand grant from the Transportation Improvement Board which was not included in the original budget. This new revenue source and the related expenditures will be included in the mid-biennium adjustment
 - City Hall North expenditure budget includes \$440 thousand for the roof and \$80 thousand for HVAC, none of which had been spent as of June 30, 2019
- Capital Projects Funds highlights include:
 - Real Estate Excise Tax revenue received to date is significantly higher than projected. It is too early to tell if that positive trend will continue for the remainder of the biennium
 - Capital Improvement revenues and expenditures to date are low relative to overall budget due to timing and progress of capital projects

Ms. Dunford also reported on Enterprise Funds such as Surface Water funds and Internal Service Funds such as equipment replacement, as well as cash and investment balances.

Council engaged in discussion and praised Ms. Dunford for the work she and her department have done to put this data together and present it to Council and the public.

2nd Quarter Budget Report

NEW BUSINESS

- B.** Small Capital Projects Partnership (SCPP) Grant Agreement Between Snohomish County and the City of Mill Creek for Heron Park
(Gina Hortillosa, Director of Public Works & Development Services)

Director of Public Works & Development Services Gina Hortillosa updated Council on a Small Capital Projects Partnership (SCPP) agreement with Snohomish County, to receive up to \$5,000 for the purpose of helping the City of Mill Creek fund the Heron Park Play Area Upgrades. This grant award will be used for the design phase of the project which is currently underway.

Council engaged in discussion.

[SCPP Grant Agreement Between Snohomish County and the City of Mill Creek for Heron Park](#)

Councilmember Cavaleri made a motion to authorize the City Manager to execute a Small Capital Projects Partnership agreement with Snohomish County to receive up to \$5,000 for the purpose of helping the City of Mill Creek fund the Heron Park play area upgrades. Councilmember Steckler seconded the motion. The motion passed unanimously.

REPORTS

C. Mayor/Council

Mayor Pruitt reminded Council that the Economic Alliance Elected Officials reception is on October 10, 2019 at the Tulalip Casino and encouraged attendance.

Mayor Pruitt received an invitation from Providence Hospital to attend their ongoing programming event. The topic for the next class is mental health. Mayor Pruitt said she has been to several of these programs and finds them to be worthwhile. Providence is also offering free flu shots.

Councilmember Steckler was pleased to see that the new School Resource Officer (SRO) position for Heatherwood Middle School has been filled.

Councilmember Steckler reported that he sent a link to the City Manager regarding a proposed good faith employment agreement between retired and reserve service members. Councilmember Steckler would like to see the City set an example and encourage local businesses to hire retired and reserve service men and women.

Councilmember Cavaleri praised Interim Director of Finance and Administration Tara Dunford for her succinct and professional budget presentation. Councilmember Cavaleri also thanked City staff who write grant requests and secure funding for the City.

Councilmember Vignal reported that she attended some of the focus group meetings for the Mill Creek Subarea study. Councilmember Vignal further reported that group members are doing a great job and asking good questions.

Mayor Pro Tem Holtzclaw reported that had the opportunity to speak to AP Government classes at the high school which he really enjoyed.

Mayor Pro Tem Holtzclaw will be attending the Housing Affordability Regional Task Force (HART) meeting on Thursday, October 3rd and will report back at next week's Council meeting.

Councilmember Todd reported that he attended that Snohomish County Tomorrow (SCT) annual assembly. The topic of discussion was a summary of the work that the Housing Affordability Regional Task Force (HART) has been doing.

Councilmember Todd reminded Council that there is a short legislative session this year and suggested that Council update the legislative priorities agenda. Councilmember Todd recommended attendance at the AWC Regional Meeting - Cities on Tap - which will be held at the Lynnwood Embassy Suites from 5:30-7:00 on October 17th. Councilmember Todd further encouraged attendance at the Snohomish County Cities (SCC) meeting on November 21, 2019 to learn about other Cities' priorities.

Councilmember Todd reported seeing a lot in the news about initiative I-976 and the impacts to transportation programs throughout the region. He suggested that the Council consider having a study session on I-976 and asked Council if they would like to take a position as a group.

D. City Manager

- [Council Planning Schedule](#)

City Manager Michael Ciaravino provided a reminder that tomorrow is Coffee with a Cop event.

Police Chief Greg Elwin provided details on the three locations and times for Coffee with a Cop event.

Police Chief Greg Elwin reported that members of the Mill Creek Police Department participated in the Chamber of Commerce annual golf tournament last Friday.

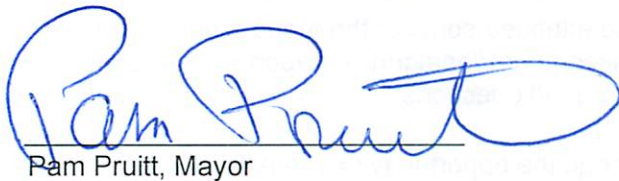
AUDIENCE COMMUNICATION

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


Carmen Fisher, a Mill Creek resident, requested that Council consider, during their legislative priorities discussions, advocating to allow for delivery services of marijuana.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 6:31 pm



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk