



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, November 3, 2020

Virtual and Audio Meeting Format during COVID-19 Pandemic

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

A recording of this City Council meeting can be found [here](#):

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

VIRTUAL MEETING INFO

- A. City Council Regular Meeting
Tue, Nov 3, 2020 6:00 PM - 8:30 PM (PST)

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CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Steckler.

ROLL CALL

Councilmembers Present:

Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Mark Bond, Councilmember
John Steckler, Councilmember
Benjamin Briles, Councilmember
Adam Morgan, Councilmember

Councilmembers Absent:

Vince Cavaleri, Councilmember

Councilmember Bond made a motion to excuse Councilmember Cavaleri. Councilmember Morgan seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

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

NEW BUSINESS

- C. City Council LEOFF Board Vacancy Appointment
(Mayor Hotzclaw)

Councilmember Bond motioned to appoint Councilmember Steckler on the LEOFF Board. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

[LEOFF Agenda Summary](#)
[ORD 2019-844 LEOFF Board](#)

OLD BUSINESS

- D. Proclamation of Emergency - Extension
City Manager Ciaravino requested an extension to the Proclamation of Emergency to December 1, 2020 consistent with the State Legislature and Governor Inslee.

Councilmember Steckler made a motion to extend the Proclamation of Emergency to December 1, 2020. Councilmember Bond seconded the motion. The motion passed unanimously.

- E. Veterans Day Update

City Manager Ciaravino updated City Council on the following regarding the Mill Creek Veterans Day Ceremony and Reverse Parade:

- The City's annual Veterans Day celebration will take place on Wednesday, November 11th, 2020 to include a pre-recorded commemorative ceremony.
- The Ceremony will be aired on the City's Facebook page at 9:00 am.
- Following the ceremony a reverse parade will take place on Main St. between 155th St. SE and 153rd St. SE.
- The display of military memorabilia will be available for public viewing from 10:20 am to 12:30 p.m. on Veterans Day.

STUDY SESSION

- F. Proposed 2021 - 2022 Budget & 2021 Property Tax Levy (if any)
(Jeff Balentine, Finance Director)

City Manager Michael Ciaravino addressed Members of Council with introductory remarks for the budget.

He noted the following:

- The need to evaluate on a recurrent basis and update City Council during these historic and unprecedented times
- Observe trends early and make corrections as needed
- The City maintains a balanced budget while maintaining the current service levels without using any of its reserves
- The budget does not include any property tax increases for 2021 or 2022.
- The budget consists of funding required to complete the capital projects delayed due to COVID-19.
- Team is reviewing the current Capital Improvement Plan and will provide Council recommendations consistent with Council's direction
- Organization of budget
- Budget comparison to previous biennium of 2017, 2018, 2019 and 2020.
- Washington State requirements for the budget
- Current financial conditions, the economic impacts of COVID-19 are significant: the city projects, a loss of \$4.2 million in revenue due to the effects of the pandemic.
- Reserve must cover losses from sales and use tax.
- Second wave of the pandemic has not been factored into the current budget forecasts.

Finance Director Jeff Balentine provided Council with the proposed budgetary projections and recommendations including:

- Property tax review
- Estimates of revenues (all funds)
- Necessary departmental operational expenditures (all funds)
- Capital outlays (all funds)
- Interest (all funds)
- Debt service

Council engaged in discussion and Q & A.

- Topics that were brought up were: Jackson HS crosswalk and project and whether monies were to be reallocated to another project. City Manager Ciaravino will seek clarification and get back to Council with an update.
- The budget timeline process (see planning schedule)

[11-4-20 Finance Agenda Summary](#)
[Nov 3 2020 Study Session - Property Tax and Budget](#)
[2021-2022 COMC Proposed Budget](#)

CONSENT AGENDA

- G. City Council Special Meeting Minutes of October 20, 2020 and Regular Meeting Minutes of October 27, 2020.
[Special Meeting Minutes- 20 Oct 2020](#)
[Regular Meeting Minutes - 27 Oct 2020](#)

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

REPORTS

H. Mayor/Council

Mayor Holtzclaw reported on the following items:

- Virtual online meetings and the testing of Zoom online platform as a possible replacement for the GoToMeeting;
- Update on the Snohomish County Tomorrow (SCT) meeting;
- Bring Your Own Beverage (BYOB) with Mayor Holtzclaw & Mayor Pro Tem Vignal Town Hall Event to be held November 4, 2020 for an information virtual chat.

Mayor Pro Tem Vignal reported to Members of Council and the public on the Puget Sound Regional Council (PSRC) meeting. She provided an update on discussions regarding the Vision 2050 topic and the percentage of growth allocated to rural areas.

Councilmember Briles reported that he and his children attended the Candy Grab and Go event held by the City.

I. City Manager

- [Planning Schedule](#)

J. Staff

- Report, etc.

Finance Director Jeff Balentine provided Council with an update on local CARES Act funding grant awards:

- The City has received 37 applications for small business grants
- The City has received 3 service organization grants
- The City will be able to fully allocate the \$670,000 it has for small business and service organization grants
- Final grant awards will be announced on November 10, 2020

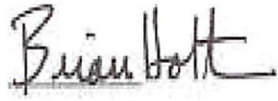
AUDIENCE COMMUNICATION

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

Wil Nelson, a Mill Creek resident, spoke about property tax and EMS levies.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 7:53 p.m.



Brian Holtzclaw, Mayor



Naomi Fay, City Clerk