

# 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 - 861

**Next Resolution No.** 2020 - 587

**June 9, 2020  
City Council Meeting  
6:00 PM**

## **Virtual City Council Meeting**

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

United States (Toll Free): 1 866 899 4679

United States: +1 (669) 224-3319

Access Code: 927-117-773

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

## **AUDIENCE COMMUNICATION**

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

## **PRESENTATIONS**

### **OLD BUSINESS**

### **NEW BUSINESS**

- B. Memorandum of Understanding Regarding Mill Creek PD Temporary Vehicle Storage; SnoCo Cathcart Facility  
*(Scott Eastman, Acting Chief of Police)*

## **STUDY SESSION**

- C. Financial Update  
*(Jeff Balentine, Director of Finance)*

## **CONSENT AGENDA**

- D. Approval of Checks #62009 through #62077 and ACH Wire Transfers in the Amount of \$163,120.92.  
*(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)*
- E. Payroll and Benefit ACH Payments in the Amount of \$218,535.92  
*(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)*
- F. City Council Meeting Minutes of June 2, 2020.

## **REPORTS**

- G. Mayor/Council
- AWC designated vote
- H. City Manager
- 2020 Graduating Class Car Parade
- I. Staff
- Temporary Expansion of Space for Restaurants (COVID 19)
  - Planning Commission Meeting Minutes

## **AUDIENCE COMMUNICATION**

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

## **RECESS TO EXECUTIVE SESSION**

- K. To discuss potential litigation with legal counsel per RCW 42.30.110 (1)(i).

## **ADJOURNMENT**



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

Meeting Date: June 9, 2020

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: RESOLUTION TO AUTHORIZE THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING WITH THE SNOHOMISH COUNTY SHERIFF'S OFFICE FOR VEHICLE EVIDENCE STORAGE**

**PROPOSED MOTION:**

Motion to adopt Resolution 2020- 587 authorizing the City Manager to sign a Memorandum of Understanding with the Snohomish County Sheriff's Office for vehicle evidence storage.

**KEY FACTS AND INFORMATION SUMMARY:**

The Mill Creek Police Department requires appropriate vehicle evidence storage for:

- Vehicles that are suspected of containing evidence and are being held pending a search warrant
- Vehicles that are the evidence (e.g. evidence from vehicular homicides, felony hit and run, etc.)

For many years, the Cook House has been used for vehicle evidence storage. The garage provided an area police officers could restrict access and it had its own alarm system. With the impending demolition of the Cook House, the police department needs a new vehicle evidence storage location.

The possibility of using the Public Works bay in City Hall South was discussed, but it would require the installation of an alarm system and would make the bay inaccessible to PW staff while a vehicle was stored inside. The Public Works bay may still work as short-term vehicle evidence storage location, but could not be used to store vehicle evidence for long periods of time while a felony case made its way through the court system.

Acting Chief Eastman had his staff reach out to the Snohomish County Sheriff's Office. For several years, the Sheriff's Office has allowed the Mill Creek Police Department to store long-term vehicle evidence in their Cathcart vehicle evidence storage facility. The Sheriff's Office is willing to sign a Memorandum of Understanding that would allow the Mill Creek Police Department to use the Cathcart facility to store short-term and long-term vehicle evidence at no cost to the City. This MOU is with the understanding that this is a temporary solution while the City seeks a permanent solution of its own. SCSO will issue two access cards that will be issued to our two Evidence Custodians. Vehicles being held pending a search warrant after hours or on weekends will be held in the PW bay until the next business day, at which point one of the Evidence Custodians will facilitate its transport to the Cathcart facility. An Evidence Custodian will be called out for vehicles involved in felony investigations.

City Council Agenda Summary  
Page 2

**ATTACHMENTS:**

- Attachment A: SCSO Memorandum of Understanding
- Attachment B: Proposed Resolution

**CITY MANAGER RECOMMENDATION:**

Adopt Resolution 2020- 587

Respectfully Submitted:

*Michael Ciaravino*

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Michael Ciaravino  
City Manager

• ADAM FORTNEY  
SHERIFF

**SNOHOMISH COUNTY  
SHERIFF'S OFFICE**

• JEFF BRAND  
UNDERSHERIFF

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**M E M O R A N D U M**

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**DATE:** June 5, 2020

**TO:** Scott Eastman Acting Chief of Police

**FROM:** Lieutenant Swenson

**RE:** Memorandum of Understanding Regarding Mill Creek PD Temporary Vehicle Storage; SnoCo Cathcart Facility

Mill Creek Police have expressed a need for temporary evidence vehicle storage while they make arrangements for a more permanent solution. Their needs have been communicated to SCSO as; temporary storage of vehicles for the purpose of serving search warrants, and long term storage of vehicles involved in significant injury car crashes.

Due to the long history of continued cooperation between the agencies, SCSO wishes to do what we can to accommodate this request. To that end, SCSO is offering the use of the facility we use for similar purposes at the county owned and managed Cathcart property. This storage location is completely fenced and is equipped with a key card security lock system.

For purposes of management and operation, this storage area is controlled by the SCSO Evidence Control Unit. It is primarily used operationally by the Collision Investigation unit, led by the Collision Investigation Supervisor.

The following paragraphs will outline the operational expectations, and procedures SCSO requires of the Mill Creek Police when using our Cathcart storage facility.

Access

SCSO will provide Mill Creek PD with two proximity cards for entry to the facility. These cards will be issued to the personnel of choice from Mill Creek PD. SCSO Security Support Specialist will be notified to whom the cards are issued and any subsequent changes. These cards are not to be used by anyone other than the persons to whom they were issued. One of these two members of the PD must be present at all times when the yard is being used by Mill Creek PD.

**NORTH PRECINCT**  
15100 40<sup>th</sup> Ave. N.E.  
Marysville, WA 98271  
Phone (425) 388-5200  
FAX (360) 653-7609

**SOUTH PRECINCT**  
15928 Mill Creek Blvd  
Mill Creek, WA 98012  
Phone (425) 388-5250  
FAX (425) 337-5809

**EAST PRECINCT**  
515 Main Street  
Sultan, WA 98294  
Phone (425) 388-6260  
FAX (360) 793-7774

**CORRECTIONS**  
3000 Rockefeller Ave. M/S 509  
Everett, WA 98201  
Phone (425) 388-3474  
FAX (425) 339-2244

**ADMINISTRATION**  
3000 Rockefeller Ave. M/S 606  
Everett, WA 98201  
Phone (425) 388-3393  
FAX (425) 388-3805

• ADAM FORTNEY  
SHERIFF

**SNOHOMISH COUNTY  
SHERIFF'S OFFICE**

• JEFF BRAND  
UNDERSHERIFF

Vehicle Identification and Storage

Vehicles stored at the facility must be properly marked. At a minimum, stored vehicles will reflect:

- The agency
- Case number
- Officer of record
- Impound date

When placing a vehicle in the facility an email will be sent to the SCSO Evidence Control Unit with the same information at email address: [SSH-EvidenceControlUnit@snoco.org](mailto:SSH-EvidenceControlUnit@snoco.org).

Corrective action must be taken to mitigate leaking fluid from stored vehicles. Leaks that are not contained will result in the need for cleanup and may result in cleanup costs.

Space in the facility is limited. At the time there is space available. However, should the facility become too crowded SCSO maintains the right of priority.

If during the course of this MOU the facility becomes too crowded, SCSO will inform Mill Creek PD to suspend further storage until the situation is eased.

With the premium of space in mind, SCSO requests Mill Creek PD make every effort to store vehicles in the facility with conservation of space the first consideration.

Responsibility and Termination of the MOU

The SCSO Vehicle Storage Facility is within the greater SnoCo. Cathcart facility. If an afterhours visit to the facility involves civilian personnel (adjustors, victims, attorneys etc.) Mill Creek PD understands they are responsible for these person(s) until they leave the Cathcart grounds.

At any time and for any reason either party can terminate this MOU. If SCSO terminates this MOU we will provide Mill Creek PD with ten business days' notice to remove any remaining vehicles from the facility.

With the understanding that this is a temporary arrangement, and that Mill Creek PD is actively looking for an alternate storage solution, this MOU will come up for review in one year's time.

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Phone (425) 388-3393  
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**RESOLUTION NO. 2020- 587**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AUTHORIZING THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING WITH THE SNOHOMISH COUNTY SHERIFF'S OFFICE FOR VEHICLE EVIDENCE STORAGE**

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WHEREAS, the Mill Creek Police Department currently uses the Cook House located at 13628 North Creek Drive for vehicle evidence storage; and

WHEREAS, the City plans to demolish the Cook House in the near future; and

WHEREAS, the Mill Creek Police Department requires secure vehicle evidence storage to secure and maintain evidentiary chain of custody; and

WHEREAS, the Snohomish County Sheriff's Office has agreed to allow the Mill Creek Police Department to use its Cathcart vehicle evidence storage facility located at 8915 Cathcart Way, Snohomish, WA 98296 at no cost to the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, RESOLVES AS FOLLOWS:

The City Manager is authorized to sign a Memorandum of Understanding with the Snohomish County Sheriff's Office for vehicle evidence storage subject to the terms set forth in the Memorandum of Understanding.

Adopted this 9th day of June, 2020, by a vote of \_\_\_ for, \_\_\_ against, and \_\_\_ abstaining.

APPROVED:

\_\_\_\_\_  
PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
NAOMI FAY, INTERIM CITY CLERK

APPROVED AS TO FORM:

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

FILED WITH THE CITY CLERK: \_\_\_\_\_

PASSED BY THE CITY COUNCIL: \_\_\_\_\_

RESOLUTION NO.: 2020- 587





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

Meeting Date: June 9, 2020

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:** Study Session – COVID-19 Revenue Mitigation – Staff Recommendations

**PROPOSED MOTION:**

N/A.

**KEY FACTS AND INFORMATION SUMMARY:**

- The Study Session will focus on the current financial trend of the City of Mill Creek, possible economic consequences resulting from the COVID-19 Pandemic, and staff recommendations to maintain a high level of service while mitigating the financial risks to the City.
- The Session will provide the Council with staff recommendations and solicit the Council’s feedback, which may result in a future budget amendment leading into the 2021-2022 Biennial Budget.
- Agenda objectives include:
  - Projected COVID-19 Revenue Impact on 2020 versus 2019
  - 2020 Projected Fund Balance
  - Staff Mitigation Recommendations
  - Council Discussion
  - Next Steps

**CITY MANAGER RECOMMENDATION:**

**ATTACHMENTS:**

- Study Session Presentation

Respectfully Submitted:

*Michael G. Ciaravino*  
\_\_\_\_\_  
Michael G. Ciaravino  
City Manager



# City of Mill Creek

Study Session  
City of Mill Creek COVID-19 Recovery Plan

6-9-2020



# Study Session

**City Manager**

**Introduction**



# Objective

- Mitigate the projected \$3.1M decrease versus 2019 in the City of Mill Creek's revenues
  - Phase 1 – Reset 2019-2020 Biennial Budget (freeze hiring on nine open positions across every department and suspend any non-project related incremental professional services) – **Complete**
  - Phase 2 – Staff Recommendation – Reorganize core operations in all departments as well as curtail non-essential contracts
    - Projected 2020 savings \$215K
    - Projected annual savings \$792K
  - Phase 3 – Departmental studies



# Study Session

## Background



# Background

- “On March 23, 2020, Governor Inslee issued an Executive Order directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect health and well-being of all Washingtonians.”
- The City of Mill Creek has projected a \$3.1M decrease in revenues versus 2019 across the General and REET funds.
- March 2020 Sales & Use Tax down \$40,455, -15.2% versus prior year.
  - The results apply to our economy's performance in March.
  - Full month tax decrease calculates to (\$179,158) versus 2019, -67.4%.
  - The City is currently projecting a -70% decrease.
  - ***Cautionary note – the decrease represents only one week and the City will need to analyze next month's posting.***



# Background

## Projected COVID-19 Revenue Impacts 2020

General Fund	2020 Annual Budget / Trend thru 12-31-2020	V. Annual 2019 thru 12-31-2019	V. Annual 2019 thru 12-31-2019
Property tax	\$ 8,020,858	\$ 79,414	1.0%
Sales & Use tax	\$ 2,557,144	\$ (1,257,451)	-33.0%
Permits, licenses, & fees	\$ 664,056	\$ (266,968)	-28.7%
Passport services	\$ 340,579	\$ (262,333)	-43.5%
Recreational services *	\$ 234,203	\$ (150,625)	-39.1%
Central services	\$ 574,024	\$ (233,395)	-28.9%
Intergovernmental	\$ 399,880	\$ 329	0.1%
Interest	\$ 153,434	\$ (31,434)	-17.0%
Fees & Penalties	\$ 123,047	\$ (21,355)	-14.8%
Other (one-time)	\$ 181,321	\$ 1,382	0.8%
<b>Total</b>	<b>\$ 13,248,546</b>	<b>\$ (2,142,435)</b>	<b>-13.9%</b>

Revenue - Post COVID-19 projected to be significantly down versus 2019

Current weekly fund impact (\$103K)



# Background

## Prior Recommendations

### Recommendations

- Establish a 180-day solvency reserve goal (current goal 120 days)
- ✓ • Immediate hiring freeze
- Maximize non-tax revenue opportunities (based on ROIs)
- ✓ • Budget Amendment – May 26, 2020 (fourth Tuesday)
- Study Session – June 9, 2020 (Second Tuesday)
- Budget Amendment – June 23, 2020 (Fourth Tuesday)
- Kickoff 2021/2022 Biennial Budget Process – July 7, 2020 (First Tuesday)





# 2020 Projected Fund Balance

## 2020 Budget Days Solvency

<b>General Fund</b>	<b>135</b>	<b>(decrease of 54 days – COVID-19 driven)</b>
<b>Streets</b>	<b>6</b>	<b>(decrease of 300 days – Dependent on General Fund and Grants)</b>
<b>Surface Water</b>	<b>113</b>	<b>(decrease of 43 days – LTGO driven)</b>



# 2020 Projected Fund Balance

Fund No.	Fund Description	Biennial Budget Revenues	Biennial Budget Expenditures	Biennial Budget Fund Balance
001	General Fund	\$ 28,639,528	\$ 29,278,464	\$ 5,511,296
103	City Street	\$ 1,255,119	\$ 1,312,249	\$ 14,365
110	Council Contingency	\$ 2,231	\$ 76	\$ 76
115	Municipal Arts	\$ 31,761	\$ 44,045	\$ 31,189
125	Paths & Trails	\$ 3,844	\$ 10,500	\$ 6,811
130	Drug Buy	\$ 14,909	\$ 18,092	\$ 12,623
145	15720 Main St Property	\$ 367,352	\$ 766,465	\$ 140,313
226	Debt Service	\$ 547,034	\$ 561,025	\$ (1,536)
227	Local Revitalization	\$ 53,535	\$ -	\$ 179,499
314	REET	\$ 3,132,498	\$ 5,491,641	\$ 1,066,730
316	CIF	\$ 5,971,132	\$ 3,256,911	\$ 4,130,779
317	Parks & Open Space CIF	\$ 3,080,353	\$ 4,992,997	\$ 931,173
318	Road Improvement Fund	\$ 8,012,597	\$ 6,400,117	\$ 3,822,965
401	Surface Water Utility	\$ 3,045,447	\$ 3,159,942	\$ 535,190
408	Recreation Enterprise	\$ -	\$ -	\$ 0
509	Equipment Replacement	\$ 396,524	\$ 770,155	\$ 1,286,993
521	Unemployment Comp/Self Ins.	\$ -	\$ 20,000	\$ 38,195
<b>Total All Funds</b>		<b>\$ 54,553,865</b>	<b>\$ 56,082,678</b>	<b>\$ 17,706,659</b>



# Staff Mitigation Recommendations

- Reorganize Departments in phases and reassess based on needs and economic recovery
  - Phase 1 – Budget Amendment (hiring freeze and with no incremental professional services) - **Complete**
  - Phase 2 – Reorganize Core Activities
    - Core Activities General Fund
    - Professional Service ~\$260K
  - Phase 3 – Review organizational structure with third-party subject matter experts
    - By Department
    - Consistent with Capital Plan
    - Engineering
    - Review discretionary non-project related professional services
    - Validated revenue impacts (April 2020 – two-month delay)



# Study Session

## Phase II Staff Mitigation Recommendations

- Reduce four FTE's
- Reduce indirect contracts



# Staff Mitigation Recommendations

- Reorganize Departments in phases and reassess based on needs and economic recovery
  - Phase 2 – Reorganize Core Activities
    - 2021 Revenue Mitigation Target \$792K annually
    - Professional service agreement analysis
  - Phase 2 - Recommendations
    - 2020 Potential Impact \$215K to fund(s) balance
    - 2021 Potential Impact +\$792K to fund(s) balance



# Study Session

**Chief of Staff**

**Employee Support Plan Overview**



# Study Session

## Council Discussion



# Study Session

## Next Steps





Date: June 9, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
05/22/2020	ACH Debit-DOR-Sales Tax-Apr	\$467.82
05/29/2020	62009-62077	162,653.10
<b>Total</b>		<b>\$163,120.92</b>

Voided Checks	
Numbers	Explanation
62005-62008	Printer Problem

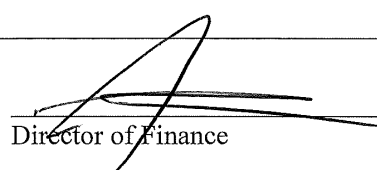
CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 62009 through 62077, and ACH in the amount of \$163,120.92.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

  
\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Councilmember

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

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



**Combined Excise Tax Return**

600-598-011  
CITY OF MILL CREEK

Filing Period: April 30, 2020      Due Date: May 26, 2020  
Filing Frequency: Monthly

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Service and Other Activities; Gambling Contests of Chance (less than \$50,000 a year)	31,188.32	0.00	31,188.32	0.015000	467.82
<b>Total Business &amp; Occupation</b>					<b>467.82</b>

**Deductions**

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Other:	0.00

<b>Total Tax</b>	<b>467.82</b>
<b>Subtotal</b>	<b>467.82</b>
<b>Total Amount Owed</b>	<b>467.82</b>

Prepared By: Andrea Dowell  
E-Mail Address: andrea@dowellconsulting.com  
Submitted Date: 5/22/2020  
Confirmation #: 0-014-329-607

Payment Type: ACH Debit/E-Check  
Amount: \$467.82  
Effective Date: 5/22/2020

**Washington State Combined Excise Tax Return**  
 City of Mill Creek: 600-598-011  
 04.2020

**SERVICE & OTHER ACTIVITIES B&O**

**SURFACE WATER ACTIVITIES**

	Account No.	Taxable Amount	Rate	Tax Due
Cash received from Surface Water Fees	401-000-343-10-00-0C	\$ 28,183.32		
Surface Water Charges from County		-		
ROW Deposit/Collection Agency		-		
Other Income		-		
		\$ 28,183.32	0.01500	\$ 422.75

**GENERAL FUND ACTIVITIES**

	Account No.	Taxable Amount	Rate	Tax Due
Advertising		\$ -		
Sponsor/Donation		-		
		\$ -	0.01500	\$ -

**PARKS & RECREATIONAL ACTIVITIES**

	Account No.	Taxable Amount	Rate	Tax Due
Facility Rentals	001-000-347-30-02-0C	\$ -		
Field Rentals	001-000-347-30-03-0C	1,540.00		
Concession Stand	001-000-347-30-04-0C	505.00		
Lights - MCSP Field	001-000-347-30-05-0C	960.00		
Recreation Extra Fee Revenue	001-000-347-60-90-0C	-		
Preschool - Miscellaneous	001-000-347-60-90-1C	-		
Preschool - Playgroup	001-000-347-60-90-11	-		
Youth - Miscellaneous	001-000-347-60-90-2C	-		
Youth - League Basketball	001-000-347-60-90-21	-		
Teens - Miscellaneous	001-000-347-60-90-3C	-		
Adults - Miscellaneous	001-000-347-60-90-4C	-		
Family Events - Miscellaneous	001-000-347-60-90-5C	-		
Advertising	001-000-347-90-00-0C	-		
Sponsorships	001-000-347-90-00-02	-		
Farmers Market Vendor Fees	001-000-347-90-00-1C	-		
LESS sales tax revenue		\$ -		
LESS R&M MCSP field		-		
LESS sponsor/donation-special event		-		
LESS Registrar/Scholarship Donation	001-000-367-00-00-11	-		
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		-		
		\$ 3,005.00	0.01500	\$ 45.08
		\$ 31,188.32		\$ 467.83

**RETAIL SALES B&O**

	Account No.	Taxable Amount	Rate	Tax Due
Passport Photos	001-000-341-99-00-01	\$ -	0.10500	\$ -
CPL Laminating	001-000-322-90-00-01	-	0.10500	-
Park & Recreation Sales Subject To Sales Tax		-	0.00471	-
Youth Kids Fun Run		-		-
Youth League Basketball	001-000-347-60-90-21	-		-
Youth 3 on 3 Basketball		-		-
Adult 3 on 3 Basketball		-		-
Adult Softball League		-		-
		-	0.00471	-
<b>TOTAL B&amp;O FOR RETAIL SALES:</b>		\$ -		\$ -

**TOTAL B&O FOR RETAIL SALES:**

Passport Photos	\$ -	0.10500	-
CPL Laminating	-	0.10500	-
School Property Programs	-	0.00471	-

**TOTAL B&O DEDUCTIONS FOR RETAIL SALES:**

	\$ -		\$ -
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*Handwritten:* Rounding Fun Tax Rate

**Accounts Payable**

Checks by Date - Detail by Check Date

User: Jodieg  
 Printed: 6/5/2020 11:33 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62009	911SUPPL INV-2-2470	911 Supply Inc 1 Pr Pants, 1 Tac Dry Rain Shell w/Badge - C W	05/29/2020		254.13
			Total for Check Number 62009:	0.00	254.13
62010	AMAZON IDK6-6XLL-GDF1 IDK6-6XLL-GDF1A	Amazon Capital Services 4 Cases Face Masks 50 Aluminum Alloy Metal Key Tags	05/29/2020		1,193.36 14.14
			Total for Check Number 62010:	0.00	1,207.50
62011	Bankcard	Bank of America	05/29/2020		
	1	Refund Public Records Act Training			-125.00
	10	Toll Charges-PW			3.25
	11	2020 LEIRA Member Dues-Ilia			50.00
	12	Front Cover Image-Mill Creek Connection Magz			32.05
	13	Mailing to WSP-Case #2019-1795			11.00
	14	Mailing to Marysville Crime Lab-Case#2018-13			21.20
	15	12 Month Online Subscription-Mill Creek Beacc			35.40
	16	Kinetic Performance Formula Dog Food-Hondo			54.43
	17	MyBuildingPermit.com Monthly Fee			59.95
	18	Images on Demand-C&M			32.05
	2	Synthetic Sleeve Cover w/Handle-K-9			92.17
	2a	Use Tax-Synthetic Sleeve Cover w/Handle-K-9			-8.76
	3	Replenish Expired Medical Supplies			1,908.62
	3a	Use Tax-Replenish Expired Medical Supplies			-181.36
	4	Social Media Investigation- T Hughes			295.00
	5	Death Investigation Training-Chris White			310.00
	6	Mailing to WSP - Case #2019-1104			20.10
	7	Kinetic Performance Dry Dog Food-Hondo			38.14
	8	Licensing Fees-Bucket Truck-PW 12			64.00
	9	80 Cases -Nitrile Gloves-PD			696.15
			Total for Check Number 62011:	0.00	3,408.39
62012	BANKCR16 1	Bank of America Plastic Mat for Chair	05/29/2020		77.34
			Total for Check Number 62012:	0.00	77.34
62013	XBATTERC 2002526.002	Caitlin Battershell Refund Music for Preschool - Sawyer #7439	05/29/2020		65.00
			Total for Check Number 62013:	0.00	65.00
62014	XBEEBEE 2002552.002	Elisa Beebe Refund Preschool Pals - John #7233	05/29/2020		288.00
			Total for Check Number 62014:	0.00	288.00
62015	Beyond	Beyond the Benchmark	05/29/2020		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	8	Leadership/Executive Coaching Training - PW 0			600.00
			Total for Check Number 62015:	0.00	600.00
62016	XBHATNGP 2002550.002	Pooja Bhatnagar Refund Preschool Pals - Bani #7233	05/29/2020		288.00
			Total for Check Number 62016:	0.00	288.00
62017	XBIGSTFR 2002556.002	Robyn Biggerstaff Refund Preschool Pals - Hattie #7233	05/29/2020		288.00
			Total for Check Number 62017:	0.00	288.00
62018	BIOCLEAN 11069	Bio Clean Inc COVID-19 Cleaning - Patrol Vehicles (10)	05/29/2020		3,591.25
			Total for Check Number 62018:	0.00	3,591.25
62019	BANKCR20	Business Card	05/29/2020		
	1	Pesticide Training - M Combs 04/06			75.00
	10	Pesticide Training - J Christ 04/14			45.00
	11	Pesticide Training - J Christ 04/15			45.00
	12	Pesticide Training - J Wright 04/14			15.00
	13	Replacement Parts - Toro Mower			401.10
	14	Replacement Parts - Toro Mower			65.60
	2	Pesticide Training - M Combs 04/08			60.00
	3	Pesticide Training - T Dyson 04/09			225.00
	4	Tick Biology & Tickborne Diseases Training - J			15.00
	5	Pesticide Training - J Christ 04/13			45.00
	6	Pesticide Training - J Christ 04/13			90.00
	7	Pesticide Training - J Wright 04/13			15.00
	8	Tick Biology and Tickborne Diseases Training -			15.00
	9	Pesticide Training - J Wright 04/14			15.00
			Total for Check Number 62019:	0.00	1,126.70
62020	BANKCR27	Business Card	05/29/2020		
	1	Replace Gun Lockers			334.49
	1A	Use Tax Payable - Replace Gun Lockers			-31.78
	2	COVID-19 Supplies			102.70
	3	NIK Test U Kit, Biohazard Seals and Labels			117.32
	3A	Evidence Label Tents			179.55
			Total for Check Number 62020:	0.00	702.28
62021	BANKCR28	Business Card	05/29/2020		
	1	MRSC Small Works Roster			135.00
	2	MRSC Webinar - PW 05/19			35.00
			Total for Check Number 62021:	0.00	170.00
62022	XCEBALLG 2002540.002	Guadalupe Ceballos Refund Preschool Pals - Selena #7235	05/29/2020		648.00
			Total for Check Number 62022:	0.00	648.00
62023	COMCAST 0457011 0724345	Comcast High Speed Internet Fee 05/18-06/17 Internet for ITS 05/14-06/13	05/29/2020		191.42 106.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62023:	0.00	297.84
62024	XCORMANI 2002535.002 2002542.002	Rachel Cormier Anderson Refund Preschool Pals - Eleanor #7239 Refund Preschool Pals - Eleanor #7237	05/29/2020		216.00 432.00
			Total for Check Number 62024:	0.00	648.00
62025	DVACHEAT 827 838 885	Dvac Heating & Air LLC Service Call Diagnostic - CHS - COVID-19 Installation of Air Filtration System - CHS - CO' Air Filters - Air Filtration System - CHS - COVI	05/29/2020		509.85 6,317.40 1,436.04
			Total for Check Number 62025:	0.00	8,263.29
62026	GTENORTH 425-745-6974 425-745-6974a	Frontier CC Line, Fax, Prop Rm 03/19-04/18 CC Line, Fax, Prop Rm 04/19-05/18	05/29/2020		173.53 172.45
			Total for Check Number 62026:	0.00	345.98
62027	XGILEC 2002534.002	Cynthia Gile Refund Music for Preschool - Jack #7438	05/29/2020		65.00
			Total for Check Number 62027:	0.00	65.00
62028	XHABIBIS 2002551.002	Samira Habibi Refund Preschool Pals - Arshan #7233	05/29/2020		288.00
			Total for Check Number 62028:	0.00	288.00
62029	XHINIKRJ 2002527.002	Jane Hiniker Refund Music for Preschool - Marley #7439	05/29/2020		65.00
			Total for Check Number 62029:	0.00	65.00
62030	HOUSAUTH 582848	Housing Authority of Snohomish County Annual Assessment-Alliance for Housing Afford	05/29/2020		2,138.00
			Total for Check Number 62030:	0.00	2,138.00
62031	IMS 50167-1	Infrastructure Management Services Pavement Condition Rating Work	05/29/2020		20,625.50
			Total for Check Number 62031:	0.00	20,625.50
62032	XIQBALN 2002545.002	Naveed Iqbal Refund Preschool Pals - Ayishah - #7237	05/29/2020		382.00
			Total for Check Number 62032:	0.00	382.00
62033	ISO CW239530	ISOOutsource IT Consultant/Tech Support 05/01 - 05/15	05/29/2020		3,768.78
			Total for Check Number 62033:	0.00	3,768.78
62034	XJACKSNE 2002531.002 2002532.002	Emily Jackson Refund Tennis Classes for Kids - Vespera #7576 Refund Tennis Classes for Kids - Hendrik #7576	05/29/2020		48.00 48.00
			Total for Check Number 62034:	0.00	96.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62035	XKHNGSWJ 2002537.002	Jarupa Khongsawat Refund Preschool Pals - Jaya #7235	05/29/2020		648.00
			Total for Check Number 62035:	0.00	648.00
62036	KNOWBE4 INV92629	KnowBe4 Inc Cybersecurity Awareness Training Renewal-80 L	05/29/2020		1,710.71
			Total for Check Number 62036:	0.00	1,710.71
62037	LESSCHW 39500498003	Les Schwab Repair Flat Tire - PW10	05/29/2020		22.10
			Total for Check Number 62037:	0.00	22.10
62038	XMAZARKC 2002548.002	Christine Mazarek Refund Preschool Pals - Grayson #7233	05/29/2020		288.00
			Total for Check Number 62038:	0.00	288.00
62039	McClure 8	McClure and Sons, Inc. Construction - Exploration Park - Progress Paym	05/29/2020		4,211.16
			Total for Check Number 62039:	0.00	4,211.16
62040	XMCCULLA 2002544.002	Mary McCulloch Refund Preschool Pals - Cooper #7237	05/29/2020		432.00
			Total for Check Number 62040:	0.00	432.00
62041	XNIELSNR 2002536.002	Rachel Nielsen Refund Preschool Pals - Charlotte #7235	05/29/2020		648.00
			Total for Check Number 62041:	0.00	648.00
62042	OMWATT 839371 839372 839373 839375	Ogden Murphy Wallace Attorneys Prof Legal Services - Comcast Franchise - April Prof Legal Services - DCD - April Prof Legal Services - Executive - April Prof Legal Services - Olympia Dioceses - April	05/29/2020		1,069.50 636.50 7,695.50 16,094.99
			Total for Check Number 62042:	0.00	25,496.49
62043	Otak 000042000168 000042000168A	Otak, Inc., Prof Svcs - MC Blvd Corridor Subarea Plan - Th Prof Svcs - MC Blvd Corridor Subarea Plan - Th	05/29/2020		1,997.25 4,660.25
			Total for Check Number 62043:	0.00	6,657.50
62044	PACAIR 29685	Pacific Air Control, Inc. 1st Semi-Annual HVAC Billing - CHS 02/01 - 0'	05/29/2020		769.08
			Total for Check Number 62044:	0.00	769.08
62045	PARKC INV0002	Chanwook Park Video Production/Editing - MC Memorial Day C	05/29/2020		352.50
			Total for Check Number 62045:	0.00	352.50
62046	XPELEGGJ 2002543.002	Jessica Pellegrini Refund Preschool Pals - Enzo #7237	05/29/2020		432.00

# AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62046:	0.00	432.00
62047	PERTEET 20160281.004-5 20160281.025-1	Perteet Inc Prof Svcs - Creekside West Drainage Review 09, Prof Svcs - Creekside Building 03/16 - 03/29	05/29/2020		391.25 2,114.44
			Total for Check Number 62047:	0.00	2,505.69
62048	SNOCPU 105345625 118564359 118564672 128476737 131761179 135094281 141614667 167599041 167605518	PUD No. 1 of Snohomish County 2720 Seattle Hill Rd 04/10 - 05/08 13903 N Creek Dr 04/17 - 05/15 13510 N Creek Dr 04/17 - 05/15 928 Dumas Rd 04/17 - 05/15 Street Lights - 49 Lights - 20W 03/01 - 03/31 13628 N Creek Dr 04/17 - 05/15 15720 Main St 04/17 - 05/18 4842 SAC 04/07 - 05/05 15720 Main St Unit B 04/17 - 05/18	05/29/2020		15.66 224.07 44.27 94.53 17.15 62.49 1,349.76 64.97 342.42
			Total for Check Number 62048:	0.00	2,215.32
62049	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 04/17 - 05/18 15728 Main St 04/17 - 05/18	05/29/2020		135.21 469.32
			Total for Check Number 62049:	0.00	604.53
62050	PITNEYW 800090000046343	Purchase Power Refill Postage Meter	05/29/2020		3,025.00
			Total for Check Number 62050:	0.00	3,025.00
62051	RAMERJ 2020-2	Jon Ramer Consulting Services - Memorial Day Parade (Fel	05/29/2020		3,722.00
			Total for Check Number 62051:	0.00	3,722.00
62052	XRUNDELK 2002557.002	Kiley Rundell Refund KLS Soccer: Pre-Soccer - Emilia #7494	05/29/2020		90.00
			Total for Check Number 62052:	0.00	90.00
62053	XSCHOENK 2002530.002	Kayley Schoentrup Refund Music for Preschool - Magnus #7438	05/29/2020		65.00
			Total for Check Number 62053:	0.00	65.00
62054	XSHAFFER 2002524.002	Chavell Shaffer Refund Ballet: Creative - Mabel #7472	05/29/2020		48.00
			Total for Check Number 62054:	0.00	48.00
62055	SNOCOSHO I000529659	Snohomish County Sheriff's Office Range Use - 5 Hours 04/23	05/29/2020		290.00
			Total for Check Number 62055:	0.00	290.00
62056	SHREDIT 8129753993	Shred-It USA Inc Shredding Service Fee	05/29/2020		78.53
			Total for Check Number 62056:	0.00	78.53



# AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62057	SNOCOM 2569	Snohomish County 911 Dispatch Services - June	05/29/2020		21,804.54
			Total for Check Number 62057:	0.00	21,804.54
62058	SNOCOC 2020-6327	Snohomish County Corrections Jail Service Fee - April	05/29/2020		8,699.93
			Total for Check Number 62058:	0.00	8,699.93
62059	XSODERLB 2002541.002	Brittany Soderlund Refund Preschool Pals - Willow #7235	05/29/2020		648.00
			Total for Check Number 62059:	0.00	648.00
62060	SNDPUBIN EDH897358	Sound Publishing Inc Seattle Hill Rd Preservation NPDES Notificatiior	05/29/2020		94.12
			Total for Check Number 62060:	0.00	94.12
62061	SDISTCRT I000525552 I000525552A I000529579 I000529579A	South District Court Filing Fees - SD Court - Jan Interpreter Costs - Jan Filing Fees - SD Court - April Interpreter Costs - April	05/29/2020		5,651.60 1,725.77 2,893.12 100.00
			Total for Check Number 62061:	0.00	10,370.49
62062	XSPECKA 2002539.002	Amanda Speck Refund Preschool Pals - Bronwyn #7235	05/29/2020		648.00
			Total for Check Number 62062:	0.00	648.00
62063	SUPERION 279944	Superion, LLC Trakit (5 Users) - Annual Maint. Fee 07/01/2020	05/29/2020		9,879.53
			Total for Check Number 62063:	0.00	9,879.53
62064	TERMINIX 396621977	Terminix Processing Center Pest Control - WO# 16954044713 - MC Library	05/29/2020		95.03
			Total for Check Number 62064:	0.00	95.03
62065	XTRANA 2002549.002	Alexander Tran Refund Preschool Pals - Elliana #7233	05/29/2020		288.00
			Total for Check Number 62065:	0.00	288.00
62066	XTRANL 2002547.002	Long Tran Refund Preschool Pals - Elly #7233	05/29/2020		288.00
			Total for Check Number 62066:	0.00	288.00
62067	ULINE 119618005	Uline Respirators, Hand Sanitizer - PD - COVID-19	05/29/2020		505.65
			Total for Check Number 62067:	0.00	505.65
62068	UPS 00009X8014200	United Parcel Service UPS Chgs - Send Pkg - G Lockett	05/29/2020		19.14
			Total for Check Number 62068:	0.00	19.14

# AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62069	XVENKATK 2002533.002	Karthick Venkatesan Refund Tennis Classes for Kids - Adithya #7575	05/29/2020		48.00
			Total for Check Number 62069:	0.00	48.00
62070	VERIZON 9854758464 9855141453	Verizon Wireless Access & Usage Chgs - City Cell Phones 04/17 - Access & Usage Chgs - Public Safety 04/23-05/2	05/29/2020		923.65 1,763.85
			Total for Check Number 62070:	0.00	2,687.50
62071	XVISHNA 2002528.002 2002529.002	Anastasia Vishniakova Refund Music for Preschool - Andrey #7438 Refund Music for Preschool - Yulia #7438	05/29/2020		65.00 65.00
			Total for Check Number 62071:	0.00	130.00
62072	XWACHNGI 202553.002	Lisa Wachong Refund Preschool Pals - Kathryn #7233	05/29/2020		288.00
			Total for Check Number 62072:	0.00	288.00
62073	WALTNELS 757984 758377 758684 759249	Walter E. Nelson Co. 1 Case - Hard Surface Disinfecting Wipes - COV Brawny Wipes, Toilet Tissue 1 Case Nitrile Gloves - COVID-19 6 Cs - Instafoam Hand Sanitizer - COVID-19	05/29/2020		57.92 264.84 87.16 386.66
			Total for Check Number 62073:	0.00	796.58
62074	XWORDEN 2002554.002	Amy Worden Refund Preschool Pals - Levi #7233	05/29/2020		288.00
			Total for Check Number 62074:	0.00	288.00
62075	XYANNN 2002546.002	Ninda Yann Refund Preschool Pals - Kasen #7237	05/29/2020		432.00
			Total for Check Number 62075:	0.00	432.00
62076	YUWANY 0002	Ye Yuwan Video Production/Editing - MC Memorial Day C	05/29/2020		345.00
			Total for Check Number 62076:	0.00	345.00
62077	XZHUUW 2002555.002	Wayne Zhu Refund Preschool Pals - Waylon #7233	05/29/2020		288.00
			Total for Check Number 62077:	0.00	288.00
			Total for 5/29/2020:	0.00	162,653.10
			Report Total (69 checks):	0.00	162,653.10



**Mill Creek**  
WASHINGTON

Date: June 9, 2020

<b>Payroll Check Batches</b>		
<b>Dated</b>	<b>Check Numbers</b>	<b>Amount</b>
05/22/2020	ACH Automatic Deposit Checks	\$155,726.46
05/22/2020	ACH Wire- FWT & Medicare Taxes	\$30,725.36
05/22/2020	ACH Wire MEBT – Wilmington Trust	\$28,809.03
05/22/2020	ACH Wire – BAC – Flex Savings Acct	\$1,880.53
05/22/2020	ACH Wire – ICMA RC – Def. Comp	\$1,394.54
<b>Total</b>		<b>\$218,535.92</b>

<b>Voided Checks</b>	
<b>Numbers</b>	<b>Explanation</b>

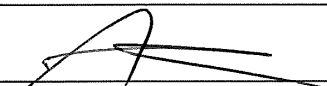
CLAIMS APPROVAL

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 \$218,535.92.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

  
\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Councilmember

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

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:21 Pay Date:05/22/2020 P/E Date:05/15/2020  
 Qtr/Year:2/2020 Run Time/Date:11:57:32 AM EDT 05/20/2020

Taxes Debited			
Federal Income Tax		23,701.96	
Earned Income Credit Advances		0.00	
Social Security - EE		0.00	
Social Security - ER		0.00	
Social Security Adj - EE		0.00	
Medicare - EE		3,200.48	
Medicare - ER		3,200.53	
Medicare Adj - EE		0.00	
Medicare Surtax - EE		0.00	
Medicare Surtax Adj - EE		0.00	
COBRA Premium Assistance Payments		0.00	
Federal Unemployment Tax		0.00	
Families First FMLA-PSL Payments Credit		0.00	
Families First ER Medicare Credit		0.00	
Families First FMLA-PSL Health Care Premium Credit		0.00	
CARES Retention Qualified Payments Credit		0.00	
CARES Retention Qualified Health Care Credit		0.00	
State Income Tax		0.00	
Non Resident State Income Tax		0.00	
State Unemployment Insurance - EE		0.00	
State Unemployment Insurance Adj - EE		0.00	
State Disability Insurance - EE		0.00	
State Disability Insurance Adj - EE		0.00	
State Unemployment/Disability Ins - ER		0.00	
State Family Leave Insurance - EE		207.36	
State Family Leave Insurance - ER		0.00	
State Medical Leave Insurance - EE		186.73	
State Medical Leave Insurance - ER		228.30	
Transit Tax - EE		0.00	
Workers' Benefit Fund Assessment - EE		0.00	
Workers' Benefit Fund Assessment - ER		0.00	
Local Income Tax		0.00	
School District Tax		0.00	
<b>Total Taxes Debited</b>		<b>30,725.36</b>	
<b>Other Transfers</b>	Full Service Direct Deposit Acct.	155,726.46	
	<b>Total Amount Debited From Your Account</b>		<b>186,451.82</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00	<b>186,451.82</b>
	Adjustments/Prepay/Voids	0.00	<b>186,451.82</b>
<b>Taxes- Your Responsibility</b>	None this payroll		<b>186,451.82</b>

**Outgoing Payments Report**



**Company:** City of Mill Creek  
**Requester:** Leo, Lota  
**Run Date:** 05/28/2020 2:58:12 PM CDT

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

**Status:** Confirmed By Bank  
**Transaction Number:** 205QF35598AX2G11

**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:** 530354845  
**Beneficiary Bank ID:** 021000021  
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:** 28,809.03

**Value Date:** 05/27/2020

**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  
**Approved:** mclaravino  
**Initial Confirmation:** WTX:2020052700840317  
**Confirmation #:** CHPR:0446139

**Input Time:** 05/26/2020 2:36:11 PM CDT  
**Time:** 05/27/2020 3:09:20 PM CDT

Payroll 05/22/2020

MEBT ER	13,781.44
MEBT EE	15,027.59
Sub-Total	28,809.03
Less Standard Insurance	0.00
<b>Wire Total</b>	<b>28,809.03</b>

8525.96	LEO	Total
704.6	MBX	Total
13740	MEB	Total
541.55	MEB2	Total
41.49	MME	Total
41.49	MMR	Total
6866.37	P2E	Total
1103.14	P3E	Total
13740	TER	Total
45304.5	Grand Total	

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online  
City of Mill Creek

Report Date: 05/29/2020  
Report Time: 01:16:42 PM

**Batch Summary Report by ID Number**

Company Name:	City of Mill 01	Effective Date:	05/29/2020
ACH ID:		Batch Sequence:	1
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	\$1,880.53	C			C	0017089

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$1,880.53	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$1,880.53 ✓	1
Prenotes	\$0.00	0

<https://cpo-ach.bankofamerica.com/wcmpr/rptbatchsumviewform.jsp?source=BATCHSU...> 5/29/2020

Payroll Date 05/22/2020	Deferred	
	Healthcare	Daycare
Beagle, Nathan I	\$ 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, Ilia C	\$ 105.00	\$ 500.00
Hughes, Tyrone A	\$ 110.00	\$ 0.00
Lee, Joanna M	\$ 45.00	\$ 0.00
Lockett, 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	\$ 1,172.53	\$ 708.00
<b>Total Due to BAC</b>	<b>\$ 1,880.53 ✓</b>	



**Outgoing Payments Report**



**Company:** City of Mill Creek  
**Requester:** Leo, Lota  
**Run Date:** 05/28/2020 2:57:28 PM CDT

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

**Status:** Confirmed By Bank  
**Transaction Number:** 205QF3441L4V0463

**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:** 42538001  
**Beneficiary Bank ID:** 022000046  
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:** 1,394.54

**Value Date:** 05/27/2020

**Optional Information**

**Sender's Reference Number:** 302029

**Beneficiary Information:** City of Mill Creek 302029

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** lolleo  
**Approved:** mclaravino  
**Initial Confirmation:** WTX:2020052700839949  
**Confirmation #:** FEDR:20200527B6B7HU3R014160

**Input Time:** 05/26/2020 2:34:48 PM CDT  
**Time:** 05/27/2020 3:08:31 PM CDT

<b>Payroll Date 05/22/2020</b>	<b>ICMA</b>	
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		
<b>Total Due to ICMA</b>	<b>\$ 1,394.54</b>	✓



**MINUTES**

**City Council Regular Meeting**

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**6:00 PM - Tuesday, June 2, 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 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](#).

**CALL TO ORDER**

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

**Virtual City Council Regular Meeting**

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

Call-In Number:

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

**PLEDGE OF ALLEGIANCE**

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- A.** The Pledge of Allegiance was led Mayor Pro Tem Holtzclaw.

**ROLL CALL**

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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:

June 2, 2020 REGULAR COUNCIL MEETING MINUTES

**AUDIENCE COMMUNICATION**

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- B.** Public comment on items on or not on the agenda were given by:  
Laura Peterson, Mill Creek resident commented on the 2020 Graduate Car Parade and thanked the City for its efforts and also mentioned that the registration for participation filled up very quickly and would like the City to consider to open more slots.

Carmen Fischer, Mill Creek resident commented that she was very impressed and proud by both the Mill Creek Police Department and George Floyd Protestors for a peaceful demonstration in Mill Creek.

**PRESENTATIONS**

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- C.** [Proclamation for Graduating Class of 2020](#)  
In light of the events of COVID 19 and the stay at home order, Mayor Pruitt and the City of Mill Creek City Council issued a Proclamation for High School Senior Graduates of the following:

WHEREAS, Jackson High School and their students have had to transition from physical classrooms to virtual classrooms; and

WHEREAS, the 2020 graduates have faced the challenges and changes of social distancing in their Senior year of High School head-on and adapted to a new normal as they prepared themselves for continuing education, training and success in their future paths; and

WHEREAS, the 2020 graduating seniors have encountered the disappointment and disillusion of unprecedented cancellations of traditional events that celebrate and honor their years of education with strength and a positive approach to the future; and

WHEREAS, the City of Mill Creek wishes to acknowledge and show support for the graduating class of 2020 with the recognition they deserve for showing the ability to adapt and change; and

NOW, THEREFORE, I, Pam Pruitt, Mayor of the City of Mill Creek, on behalf of the City Council, do hereby recognize the Graduating Class of 2020 for their diligent efforts, countless hours of study, triumphant wins, and tearful disappointments that have been experienced during their high school career.

- D.** COVID 19 Update  
*(Grace Lockett, Interim Chief of Staff)*

Interim Chief of Staff Grace Lockett presented to City Council an update on the following:

1. National, state and local statistics on confirmed COVID 19 cases and deaths.

**National Statistics include:**

COVID 19 confirmed cases: 1,802,470  
COVID 19 deaths: 105,157  
COVID 19 new deaths on June 2: 761  
COVID 19 new cases: 14,790

**State of Washington Statistics include:**

COVID 19 confirmed cases: 22,157  
COVID 19 deaths: 1,129

**Snohomish County statistics include:**

COVID 19 confirmed cases: 3,001  
COVID 19 new cases: 412  
COVID 19 deaths: 150

**City of Mill Creek statistics include:**

COVID 19 confirmed cases: 56  
COVID 19 deaths: 11

2. The current challenge in dealing with the coronavirus is testing.
3. Snohomish County is in Phase 1 of the Stay at Home Stay Healthy Order. An application for the county to be considered for Phase 2 has been submitted as of June 1, 2020.
4. Re-entry plan for the City of Mill Creek is being developed which includes:
  - Obtaining adequate supply of Personal Protective Equipment
  - Increase sanitizing of City Hall South and North
  - Reconfigure space to accommodate social distancing requirements
  - Evaluated City Hall's HVAC system
  - Installation of signage at parks regarding current regulations of social distancing and sanitizing.

**NEW BUSINESS**

- E.** Demolition of St. Francis Episcopal Church and Cook Property Structure – Award Construction Contract  
(*Gina Hortillosa, Director of Public Works and Development Services*)

Director Hortillosa presented to Members of Council information on the recent purchase of St. Francis Episcopal Church. The property includes a church structure, detached classroom building, two small storage sheds and a small wooden play structure. Demolition of the structures is being proposed to minimize the risk of vandalism on the property. The recommendation to City Council is to authorize the City Manager to execute a contract with Maltby Container Recycling and Demolition for the demolition of the structures on the Church Property and the single family home on the Cook Property in an amount not to exceed \$54,587.00.

Council engaged in discussion and Q & A,

**Councilmember Cavaleri made a motion to authorize the City Manager, to execute a contract with Maltby Container Recycling and Demolition for the demolition of the structures on the St. Francis Episcopal Church Property and the single family home on the Cook Property (Base Bid and Additive A) in an amount not to exceed \$54,587.00. Councilmember Steckler seconded the motion. The motion passed unanimously.**

- F. Ordinance Amending the Mill Creek Municipal Code related to Flood Damage Prevention  
(Gina Hortillosa, Director of Public Works and Development Services)

Director Hortillosa provided City Council with information on the adoption of the most recent FEMA Flood Insurance Rate Maps. The proposed amendments include: new/updated definitions, application process, development standards, variance review criteria and time frames for review, as well as revisions to the appeals process. Proposed Amendments will provide protection for the City residents and property and ensure that property owners will remain eligible to participate in the National Flood Insurance Program (NFIP). The recommendation to City Council is to adopt the Ordinance No. 2020 - 860 revoking MCMC Chapter 15.20 related to Flood Damage Prevention in its entirety, and replace it with a new MCMC Chapter 15.20 as recommended in Planning Commission Resolution 2020-167.

Council engaged in discussion.

**Councilmember Steckler made a motion to adopt Ordinance 2020-860 revoking Mill Creek Municipal Code (MCMC) Chapter 15.20 related to Flood Damage Prevention in its entirety and replacing it with a new MCMC Chapter 15.20. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

#### **CONSENT AGENDA**

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- G. City Council Meeting Minutes of May 26, 2020

**Councilmember Cavaleri made a motion to pass the consent agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.**

#### **REPORTS**

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- H. Mayor/Council

**Mayor Pruitt** reported that she attended the peaceful protest in light of the tragic event of the killing of George Floyd.

**Councilmember Cavaleri** commented on the tragic incident of the killing of George Floyd and police brutality and expressed that violence needs to stop and at some point a dialogue needs to happen.

June 2, 2020 REGULAR COUNCIL MEETING MINUTES

**Councilmember Vignal** acknowledged the peaceful protest that transpired, the high school students who attended, and the Mill Creek Police Officers. She commented on how the community of Mill Creek came together peacefully.

**Mayor Pro Tem Holtzclaw** reported that he attended the [Snohomish County Tomorrow \(SCT\) Steering Committee Meeting](#) to discuss the [SCT Buildable Lands Methodology & Reasonable Measures Program Documents](#). [Click here](#) to see the agenda.

**Councilmember Todd** reported that the Puget Sound Regional Council (PSRC) Executive Board convened and approved the 2020 Adjustment of PSRC's Federal Transit Administration Funds and Distribution of Funds to the FTA Regional Contingency List of Projects. He also reported that a update on the general assembly and that the amendments for the 2050 Vision were unable to pass due to meeting cancellations. [Click here](#) to view agenda. New business that will be voted on will be the election of Board members. Councilman Todd invites other Councilmembers to attend future meetings.

- I. City Manager
- Temporary Sign Ordinance Extension

**City Manager Michael Ciaravino** requested to continue the extension of the temporary sign ordinance for local businesses in order to help ease the effects of the COVID 19 closures.

Council engaged in discussion.

***Councilmember Todd made a motion to extend the sign ordinance until Phase 4 is declared by the County, Councilmember Vignal seconded the motion. The motion passed unanimously.***

**City Manager Michael Ciaravino** reported on the temporary use of sidewalks for outside dining for local restaurants in order to help local restaurants during the pandemic. Director Hortillosa provided the following information:

- Use of sidewalks (outside dining) is already allowed. In Town Center there is a minimum 8 foot required clearance for pedestrians. The approval process is administrative.
- Temporary use of sidewalk for outside dining (where min. 8 foot clearance for pedestrians cannot be provided) or in parking lots: The City can use the Special Event Permit. The approval process is administrative. An end date is specified in these types of permits. The fee could be waived by the City.

City Staff will follow up at the next Council Meeting regarding whether Council approval is needed to waive permit fee.

Council engaged in discussion.

June 2, 2020 REGULAR COUNCIL MEETING MINUTES

***Mayor Pro Tem Holtzclaw motioned to give the City Manager the authority to approval to take action regarding the special permit process for temporary use of the sidewalk. Councilmember Steckler seconded the motion. The motion passed unanimously.***

**Update on 2020 Graduating Class Car Parade:**

**City Manager Ciaravino** reported that since the 100 participant limit for the Car Parade had been met, he requested from Staff to evaluate safety and other logistics. Acting Chief Eastman reported to Members of Council details on an alternative parade route to accommodate more participants.

Council engaged in discussion. Council decided to open up registration to more participants. City Staff will work on the logistics and continue planning.

**AUDIENCE COMMUNICATION**

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**J.** Public comment on items on or not on the agenda were given by:

Lorna Martins, Mill Creek resident from the Jackson High School Parent Board commented on the 2020 Graduates Car Parade and the requested the need to open up more slots.

**ADJOURNMENT**

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With no objection, Mayor Pruitt adjourned the meeting at 8:04 p.m.

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Pam Pruitt, Mayor

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Naomi Fay, Interim City Clerk





## PLANNING COMMISSION AGENDA

15720 Main Street #201, Mill Creek, Washington 98012 - (425) 745-1891

**December 19, 2019**

**Regular Meeting  
7:00 p.m.**

	TIME
I. CALL TO ORDER	7:00 p.m.
II. ROLL CALL	7:01 p.m.
III. APPROVAL OF MINUTES	7:02 p.m.
A. Planning Commission Meeting of July 18, 2019 and September 19, 2019 <sup>(1)</sup>	
IV. WORK SESSION	7:03 p.m.
A. Update on Mill Creek Boulevard Subarea Plan	
V. FOR THE GOOD OF THE ORDER	7:50 p.m.
VI. ADJOURNMENT	8:00 p.m.

**ATTACHMENTS:**

1. September 19, 2019 Draft Planning Commission Minutes
2. Memorandum dated December 13, 2019 with Attachments

*We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting (425) 745-1891.*

**CITY OF MILL CREEK  
PLANNING COMMISSION MEETING MINUTES  
December 19, 2019**

Approved May 21, 2020

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:00 p.m.

II. ROLL CALL:

Chair Stan Eisner	Staff:
Vice Chair Matthew Nolan	Tom Rogers, Planning Manager
Commissioner April Berg	Sherrie Ringstad, Associate Planner
Commissioner Brian Hyatt (absent)	
Commissioner Daniel Mills	
Commissioner Nicolas Marin (absent)	
Commissioner Dennis Teschlog (7:04 p.m.)	

III. APPROVAL OF MINUTES

Planning Commission Meeting of July 18, 2019

**MOTION: Vice Chair Nolan moved, seconded by Commission Mills, to approve the July 18, 2019 minutes as presented. The motion was approved unanimously.**

Planning Commission Meeting of September 19, 2019

**MOTION: Vice Chair Nolan moved, seconded by Commission Berg, to approve the September 19, 2019 minutes as presented. The motion was approved unanimously.**

IV. WORK SESSION

Update on Mill Creek Boulevard Subarea Plan

Planning Manager Tom Rogers distributed a copy of the timeline for the Mill Creek Boulevard Subarea planning process. He noted that the Planning Advisory Committee (PAC) has met four times to date and summarized some of their progress. The PAC reviewed the existing zoning and allowed uses, they discussed the issue of the non-conforming uses adjacent to North Creek, and considered options for regional stormwater. The most recent meeting, which was earlier this week, consisted of a visioning exercise to create a vision statement and potentially goals and policies for the subarea. In January the PAC will be conducting a charrette with the goal of coming up with at least two alternatives, which will be compared with a no change alternative. The comparison will include an assessment of the pros and cons as well as the fiscal impacts.

Vice Chair Nolan, who is a member of the PAC, noted that the PAC is not in agreement on whether residential should be a component of the subarea. There is a small but vocal contingent who are opposed to any residential and many that realize that to make redevelopment economically successful, residential (apartments/condos) need to be included

Planning Commission Minutes  
December 18, 2019  
Page 2

in the plan. Mr. Rogers acknowledged that apartments have been a very political issue in the past. Several Commissioner's agreed that residential makes sense for the businesses in terms of an increased customer base, as well as for future residents who want services in close proximity in a walkable neighborhood.

One of the PAC members, who is a property owner in the subarea, has stated that one of the things they need to be successful is more day time employment.

Commissioner Teschlog said he feels it is important that any City investment proposed in the subarea plan should also include estimated costs.

VI. FOR THE GOOD OF THE ORDER

Planning Manager Tom Rogers advised the Commission that the Code Amendments they had reviewed earlier regarding adding a restaurant use in the BP zone district have been delayed until the conclusion of the Mill Creek Subarea planning process.

VII. ADJOURNMENT

Chair Eisner adjourned the meeting with the consensus of the Commission at 7:46 p.m.

Submitted by:



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Sherrie Ringstad, Associate Planner