

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

May 12, 2020
City Council Meeting
6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

OLD BUSINESS

- B. Heron Park Acceptance of Donation-Ordinance Adoption - **Withdrawn**
(Gina Hortillosa, Director of Public Works and Development Services)

NEW BUSINESS

STUDY SESSION

- C. Finance Department Update
(Jeff Balentine, Finance Director)

CONSENT AGENDA

- D. Approval of Checks #61905 through #61955 and ACH Wire Transfers in the Amount of \$2,222,571.90
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
- E. Payroll and Benefit ACH Payments in the Amount of \$212,800.39
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
- F. City Council Meeting Minutes of May 5, 2020.

REPORTS

- G. Mayor/Council
- H. City Manager

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- I. Discuss potential litigation with legal counsel per RCW 42.30.110 (1)(i) and performance of a public employee per RCW 42.30.110 (1)(g).

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # _____

Meeting Date: May 12, 2020

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: Finance Department Update

PROPOSED MOTION:

Not applicable.

KEY FACTS AND INFORMATION SUMMARY:

- The Study Session will focus on the current financial condition of the City of Mill Creek and the potential impacts as it relates to ongoing operations, resources, and possible economic consequences resulting from the COVID-19 Pandemic. The Session will provide the Council with updated financials, trends, and recommendations to solicit the Council's guidance and create a pathway to routinely review and adjust based upon the changing local economy, project funding, and required resources. Agenda objectives include:
 - COVID-19 related expenses to date
 - Current Fund financials (biennial budget to date)
 - Financial trends based on active resources (2019/2020 biennial)
 - Strategic projection by fund
 - Recommendations
 - Budget Amendment – May 19, 2020
 - Study Session – June 9, 2020
 - Budget Amendment – June 16, 2020
 - Kickoff 2021/2022 Biennial Budget Process – July 7, 2020

CITY MANAGER RECOMMENDATION:

ATTACHMENTS:

- Attachment A: 5-12-20 Finance Department Update

Respectfully Submitted:

Michael G. Ciaravino _____

Michael G. Ciaravino
City Manager



City of Mill Creek

April 2020

5-12-2020



Agenda

- Fund Summary
- Review Major Funds
 - 2019 Financial Performance
 - 2019/2020 Financial Performance
 - Fund Activity Variance
 - Financials Trends through 2030
 - Recommendations
- Other Fund Overview
- Conclusion and Staff Recommendations
- Next Steps



Fund Summary

April 2020 – Est.

Fund No.	Fund Name	Trend Biennial Revenues	Trend Biennial Expenditures	Trend Ending Fund Balance	Variance Biennial Revenues	Variance Biennial Expenditures	Variance Ending Fund Balance
001	General Fund	\$ 28,643,722	\$ 29,274,281	\$ 5,560,921	\$ (726,144)	\$ (81,572)	\$ (644,572)
103	City Street	\$ 1,367,619	\$ 1,312,249	\$ 126,865	\$ 16,619	\$ (69,228)	\$ 85,847
110	Council Contingency	\$ 2,231	\$ 576	\$ 576	\$ 2,231	\$ 3,076	\$ 3,076
115	Municipal Arts	\$ 31,761	\$ 31,545	\$ 216	\$ 8,761	\$ 1,545	\$ 7,216
125	Paths & Trails	\$ 3,844	\$ 10,500	\$ 6,811	\$ (156)	\$ -	\$ (156)
130	Drug Buy	\$ 14,909	\$ 18,092	\$ 12,623	\$ (11,091)	\$ (7,908)	\$ (3,183)
145	15720 Main St Property	\$ 367,352	\$ 766,465	\$ 140,313	\$ (6,648)	\$ (50,976)	\$ 44,328
226	Debt Service	\$ 22,241	\$ 561,025	\$ (526,329)	\$ 1,600	\$ 526,393	\$ (524,793)
227	Local Revitalization	\$ 53,535	\$ -	\$ 179,499	\$ (46,465)	\$ -	\$ (46,465)
314	REET	\$ 3,133,056	\$ 5,340,349	\$ 1,218,579	\$ 863,056	\$ (151,292)	\$ 1,014,348
316	CIF	\$ 2,178,810	\$ 3,256,911	\$ 338,456	\$ (261,190)	\$ 244,271	\$ (505,461)
317	Parks & Open Space CIF	\$ 3,080,353	\$ 4,992,997	\$ 931,173	\$ 129,353	\$ (187,003)	\$ 316,357
318	Road Improvement Fund	\$ 7,989,781	\$ 6,400,117	\$ 3,800,148	\$ 819,781	\$ 110,117	\$ 709,663
401	Surface Water Utility	\$ 3,045,447	\$ 3,887,681	\$ (192,549)	\$ (1,154,553)	\$ (882,925)	\$ (271,627)
408	Recreation Enterprise	\$ -	\$ -	\$ 2,225	\$ -	\$ -	\$ -
509	Equipment Replacement	\$ 396,524	\$ 770,155	\$ 1,286,993	\$ 60,605	\$ -	\$ 60,605
521	Unemployment Comp/Self Ins.	\$ -	\$ 20,000	\$ 38,195	\$ -	\$ -	\$ -
Total All Funds		\$ 50,331,185	\$ 56,642,942	\$ 12,924,716	\$ (304,241)	\$ (545,503)	\$ 245,184

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress





001 – General Fund

Fund Overview

- The General Fund is the City's basic operating fund.
 - Revenues include:

• Property tax	~52%
• Sales & Use tax	~25%
• Permits, licenses, & fees	~6%
• Passport services	~4%
• Recreational services	~2%
• Central services	~5%
• Intergovernmental	~3%
• Interest	~1%
• Fees & Penalties	~1%
• Other (one-time)	~1%



001 – General Fund

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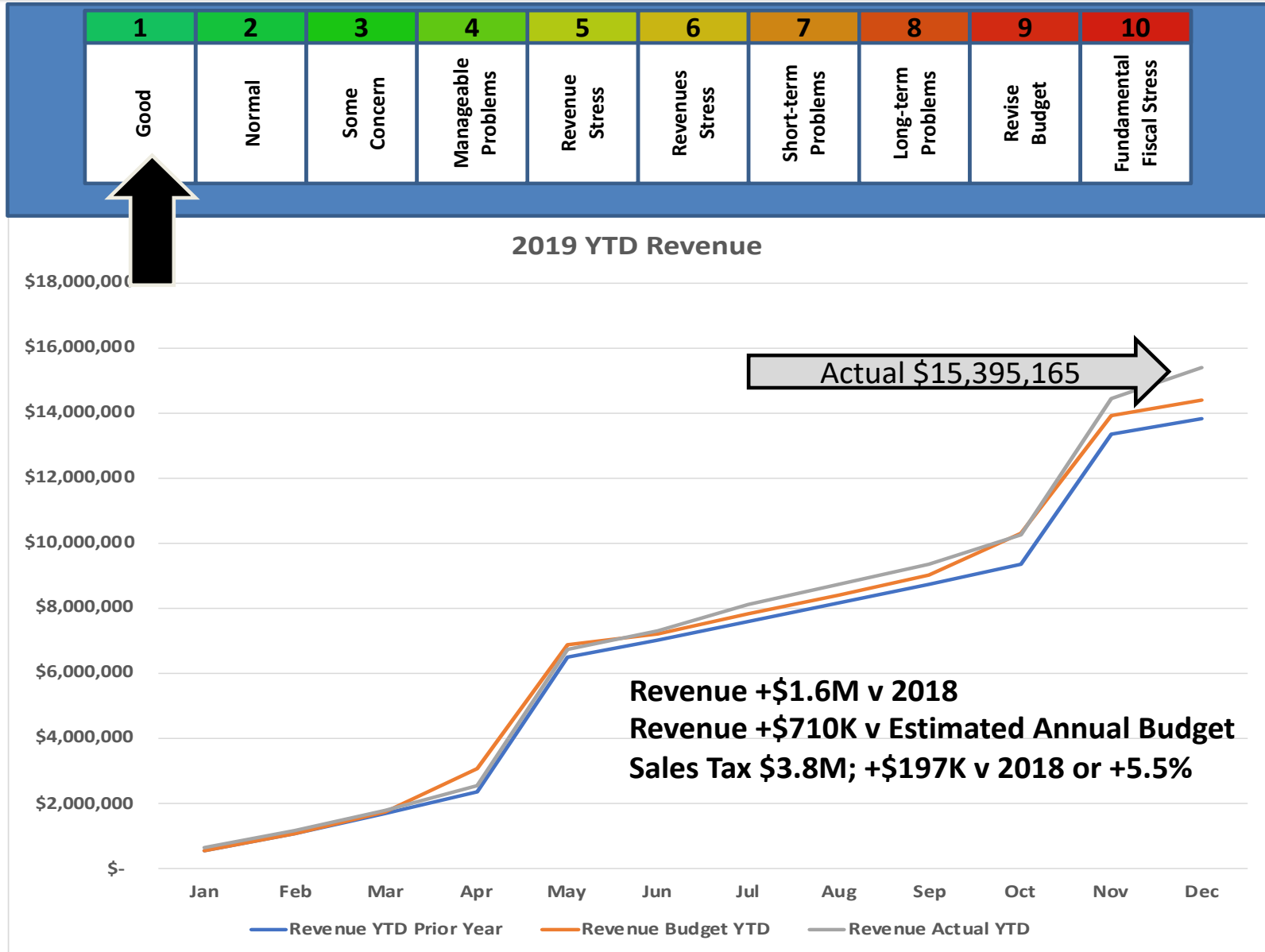


Assumptions

- Model assumes growth pattern similar to 2008 Recession
- Maintain current level of effort and active resources
- No unanticipated, one-time emergency actions
- No repeat of COVID-19 or similar economic downturns



001 – General Fund





001 – General Fund



2019 YTD Revenue

Key Notes:

- Pre-COVID-19 - Strong Revenue
- Sales Tax +5.5% v 2018
- 2018 Recreation in own fund
 - Down \$230K in revenue or -37.4%

General Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Property tax	\$ 7,941,444	\$ 25,551	0.3%	\$ (152,556)	-1.9%
Sales & Use tax	\$ 3,814,594	\$ 197,419	5.5%	\$ 152,094	4.2%
Permits, licenses, & fees	\$ 931,024	\$ 278,477	42.7%	\$ 248,024	36.3%
Passport services	\$ 602,912	\$ 83,007	16.0%	\$ 115,412	23.7%
Recreational services *	\$ 384,828	\$ 384,828	62.6%	\$ (67,172)	-14.9%
Central services	\$ 807,420	\$ 367,899	83.7%	\$ 327,820	68.4%
Intergovernmental	\$ 399,551	\$ 14,104	3.7%	\$ 8,751	2.2%
Interest	\$ 184,867	\$ 78,101	73.2%	\$ 130,867	242.3%
Fees & Penalties	\$ 144,402	\$ (35,511)	-19.7%	\$ (61,598)	-29.9%
Other (one-time)	\$ 184,123	\$ 161,372	709.3%	\$ 8,590	4.9%
Total	\$ 15,395,165	\$ 1,555,245	11.2%	\$ 710,232.27	5.1%

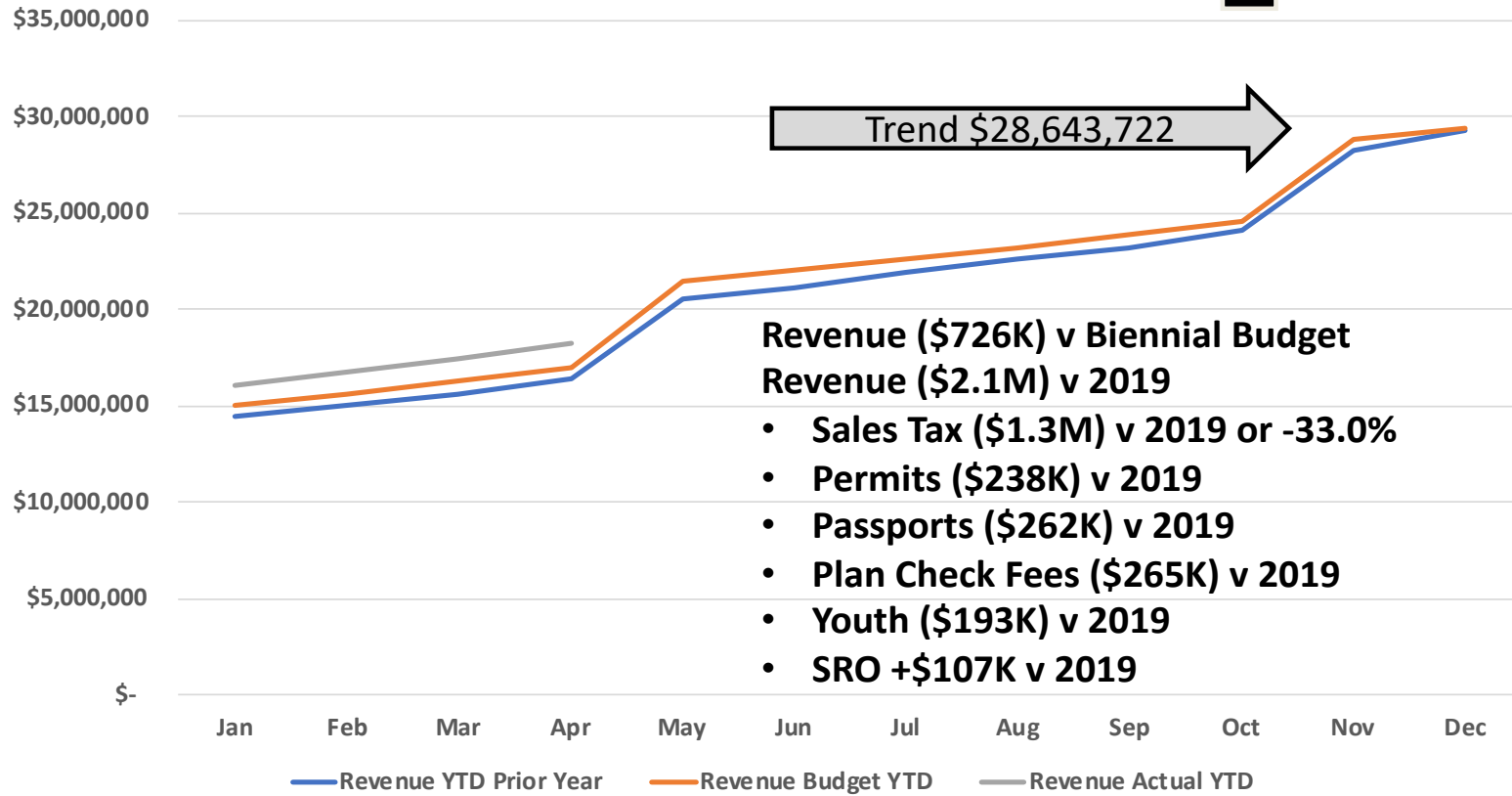


001 – General Fund

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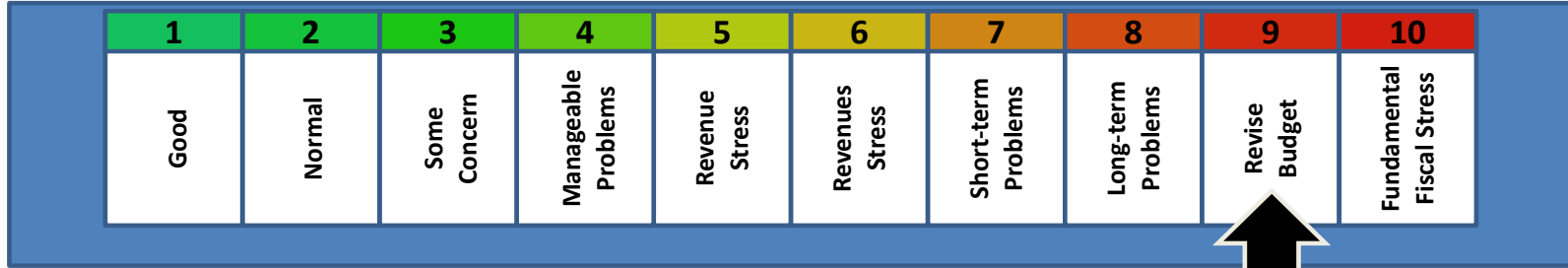


2020 Biennial Revenue Cumulative





001 – General Fund



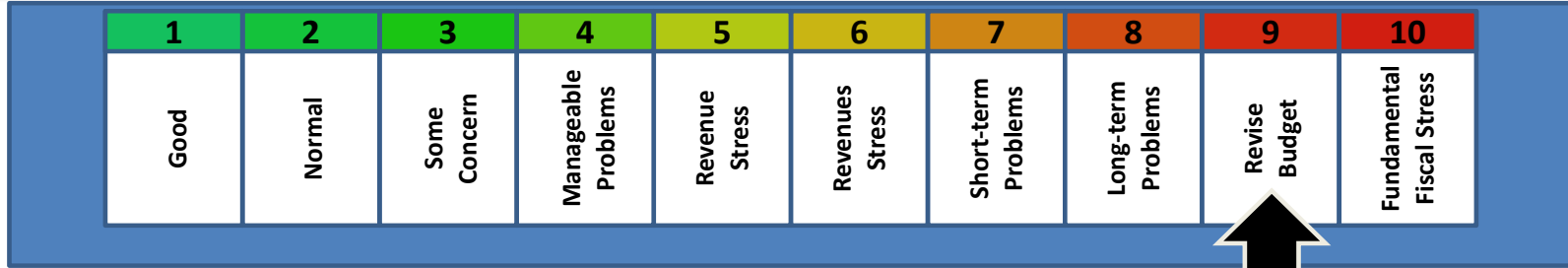
Key Notes:

- Post COVID-19 Revenue significantly down
 - (\$2,146,609) v 2019
 - (\$1,436,376) v est. annual budget

General Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Property tax	\$ 8,020,858	\$ 79,414	1.0%	\$ (73,142)	-0.9%
Sales & Use tax	\$ 2,557,144	\$ (1,257,451)	-33.0%	\$ (1,105,356)	-30.2%
Permits, licenses	\$ 664,056	\$ (266,968)	-28.7%	\$ (18,944)	-2.8%
Passport service	\$ 340,579	\$ (262,333)	-43.5%	\$ (146,921)	-30.1%
Recreational serv	\$ 234,203	\$ (150,625)	-39.1%	\$ (217,797)	-48.2%
Central services	\$ 574,024	\$ (233,395)	-28.9%	\$ 94,424	19.7%
Intergovernmenta	\$ 399,880	\$ 329	0.1%	\$ 9,080	2.3%
Interest	\$ 153,444	\$ (31,423)	-17.0%	\$ 99,444	184.2%
Fees & Penalties	\$ 123,047	\$ (21,355)	-14.8%	\$ (82,953)	-40.3%
Other (one-time)	\$ 181,321	\$ (2,801)	-1.5%	\$ 5,788	3.3%
Total	\$ 13,248,557	\$ (2,146,609)	-13.9%	\$ (1,436,376.31)	-9.8%



001 – General Fund



Key Notes:

- Post COVID-19 Revenue significantly down
 - (\$726,144) v Biennial Budget

General Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Property tax	\$ 15,962,302	\$ (225,698)	-1.4%
Sales & Use tax	\$ 6,371,738	\$ (953,262)	-13.0%
Permits, licenses	\$ 1,595,080	\$ 229,080	16.8%
Passport service	\$ 943,491	\$ (31,509)	-3.2%
Recreational serv	\$ 619,030	\$ (284,970)	-31.5%
Central services	\$ 1,381,444	\$ 422,244	44.0%
Intergovernmenta	\$ 799,431	\$ 17,831	2.3%
Interest	\$ 338,311	\$ 230,311	213.3%
Fees & Penalties	\$ 267,449	\$ (144,551)	-35.1%
Other (one-time)	\$ 365,444	\$ 14,378	4.1%
Total	\$ 28,643,722	\$ (726,144.04)	-2.5%



001 – General Fund

Fund Overview

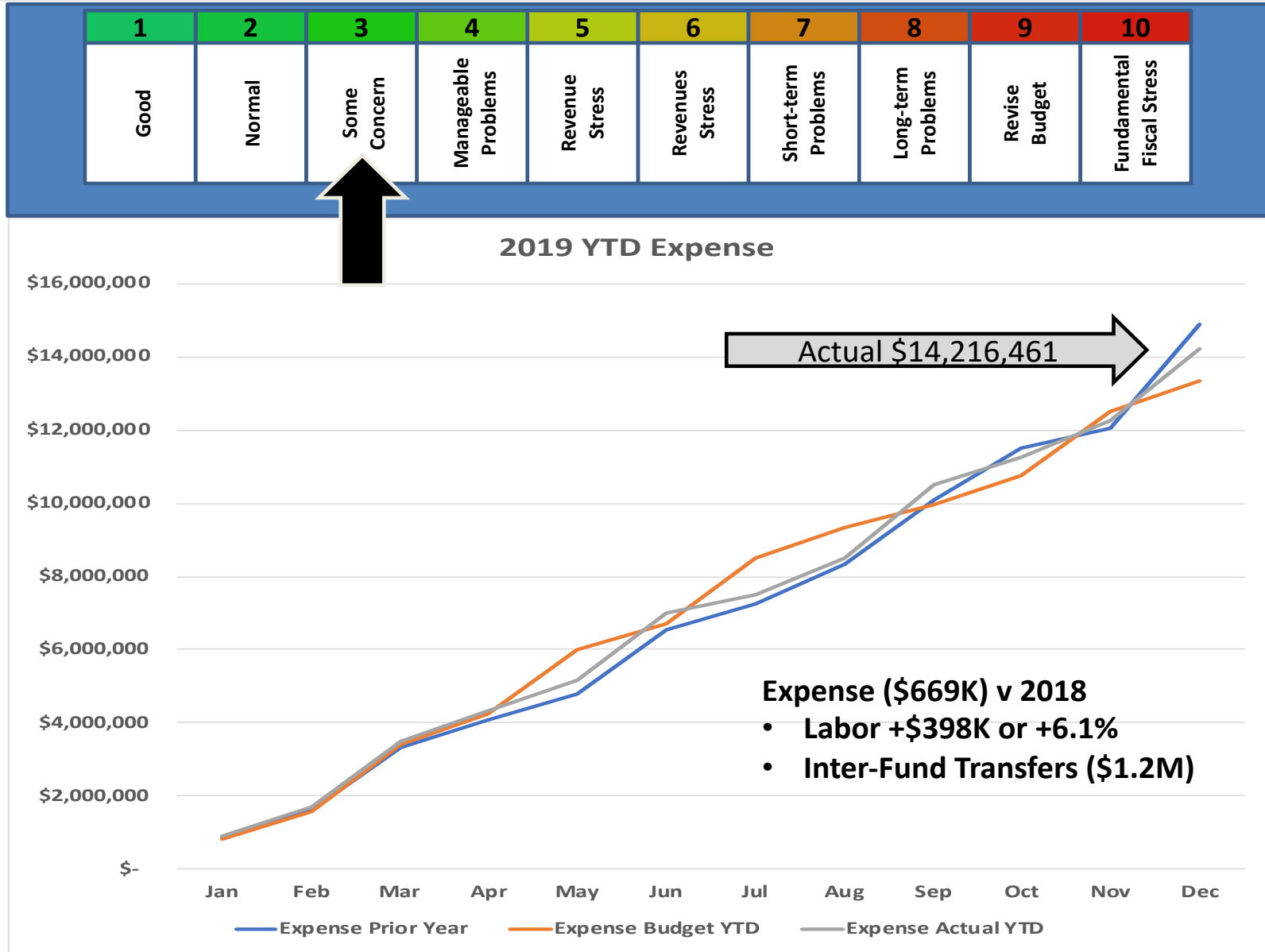
- **The General Fund is the City’s basic operating fund.**
 - **Expenses include:**

• Payroll related	~49%
• Supplies	~2%
• Professional/Technical Services	~49%
• Capital Outlays	<1%
• Debt Service	0
 - **Dept. Expenses include:**

• Legislative	~1%
• City Management	~5%
• Finance & Admin	~5%
• Marketing & Communication	~3%
• Information Technology	~3%
• Human Resources	~1%
• City Clerk	~1%
• Police Department	~36%
• Fire Safety	~28%
• City Hall (non-dept)	~2%
• Planning	~5%
• Public Works	~8%
• Recreation	~2%



001 – General Fund





001 – General Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Key Notes:

- Expense (\$669K) v 2018
 - Labor +\$398K or +6.1%
 - Inter-Fund Transfers (\$1.2M)

General Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Payroll related	\$ 6,922,454	\$ 398,307	6.1%	\$ 6,922,454	#DIV/0!
Supplies	\$ 264,760	\$ 105,752	66.5%	\$ (24,302)	-8.4%
Professional/Technical Svc	\$ 6,971,576	\$ (1,030,873)	-12.9%	\$ (7,329,864)	-51.3%
Capital Outlays	\$ 57,671	\$ (142,382)	-71.2%	\$ (29,753)	-34.0%
Debt Service	\$ -	\$ -	0.0%	\$ -	0.0%
Total	\$ 14,216,461	\$ (669,196)	-4.5%	\$ (461,466)	-3.1%

General Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Legislative	\$ 116,776	\$ (228,951)	-66.2%	\$ 4,225	3.8%
City Manager	\$ 729,214	\$ (94,839)	-11.5%	\$ 135,234	22.8%
Finance & Admin	\$ 678,780	\$ 41,408	6.5%	\$ (70,597)	-9.4%
Marketing & Communication	\$ 464,958	\$ 464,958		\$ 16,989	3.8%
Information Technology	\$ 432,978	\$ 9,625	2.3%	\$ (116,871)	-21.3%
Human Resources	\$ 151,126	\$ 151,126		\$ (21,068)	-12.2%
City Clerk	\$ 136,164	\$ 136,164		\$ (10,064)	-6.9%
Police Department	\$ 5,179,002	\$ (6,081)	-0.1%	\$ (136,534)	-2.6%
Fire Safety	\$ 3,930,745	\$ 202,481	5.4%	\$ (49,135)	-1.2%
City Hall (non-dept - incl trans	\$ 302,565	\$ (1,797,508)	-85.6%	\$ (76,137)	-20.1%
Planning	\$ 689,901	\$ (2,054)	-0.3%	\$ (130,456)	-15.9%
Public Works	\$ 1,068,415	\$ 118,639	12.5%	\$ 15,022	1.4%
Recreation	\$ 335,836	\$ 335,836	#DIV/0!	\$ (22,076)	-6.2%
Total	\$ 14,216,461	\$ (669,196)	-4.5%	\$ (461,466)	-3.1%

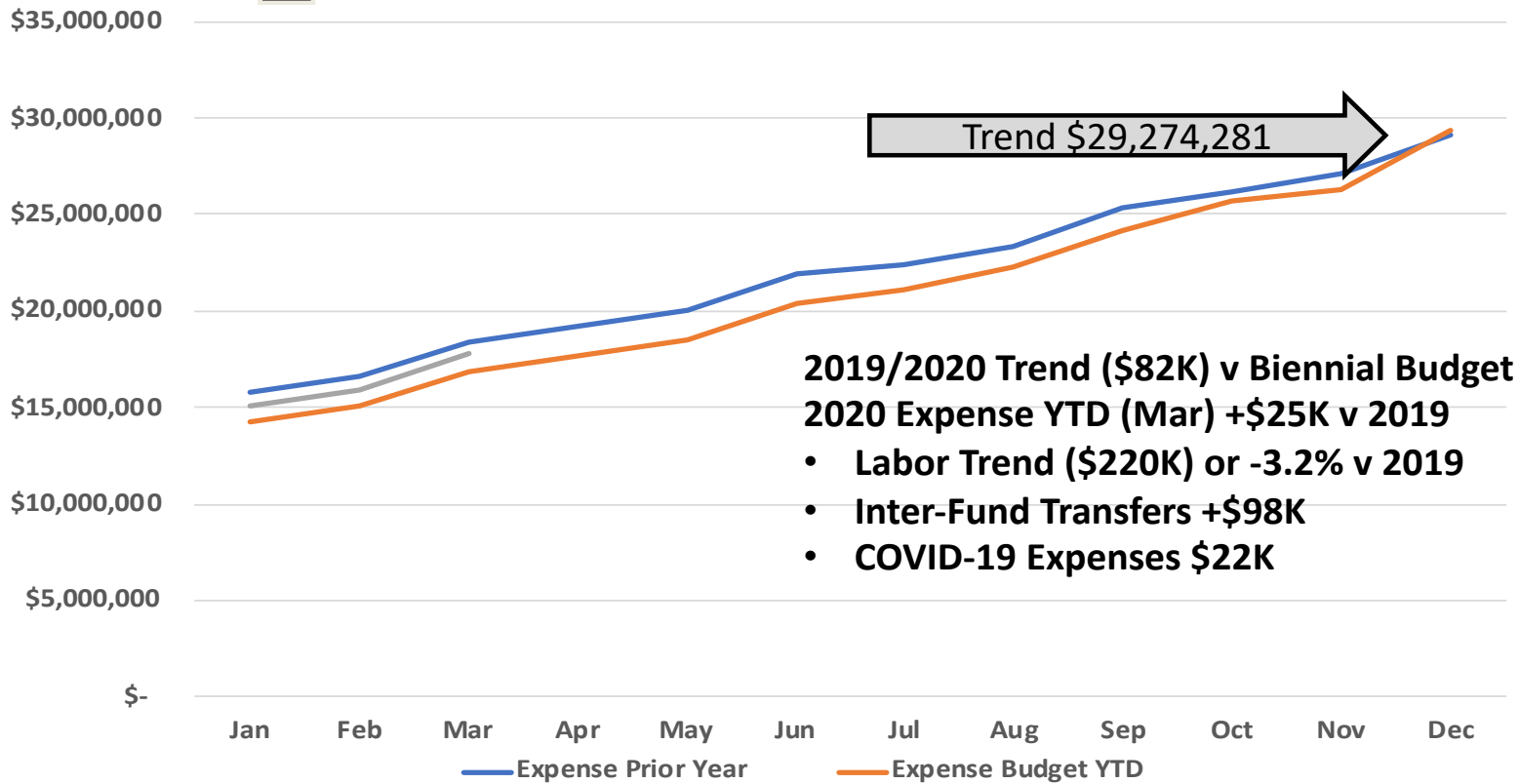


001 – General Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

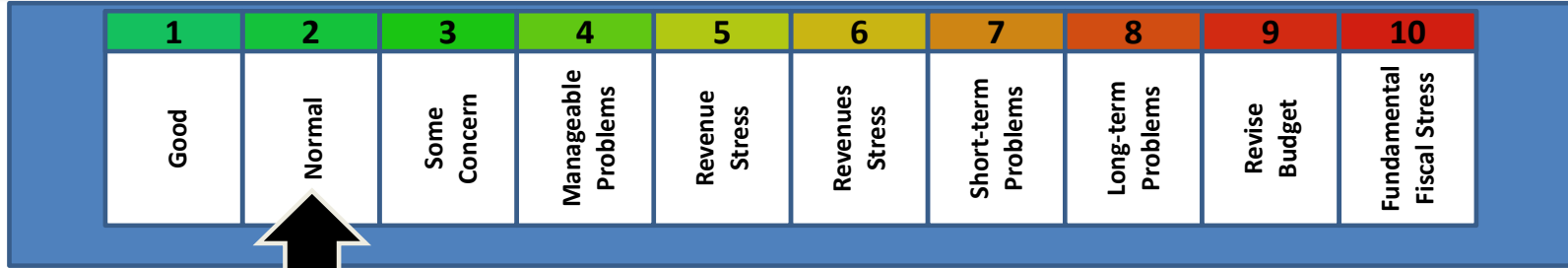


2020 Biennial Expense Cumulative





001 – General Fund



Key Notes:

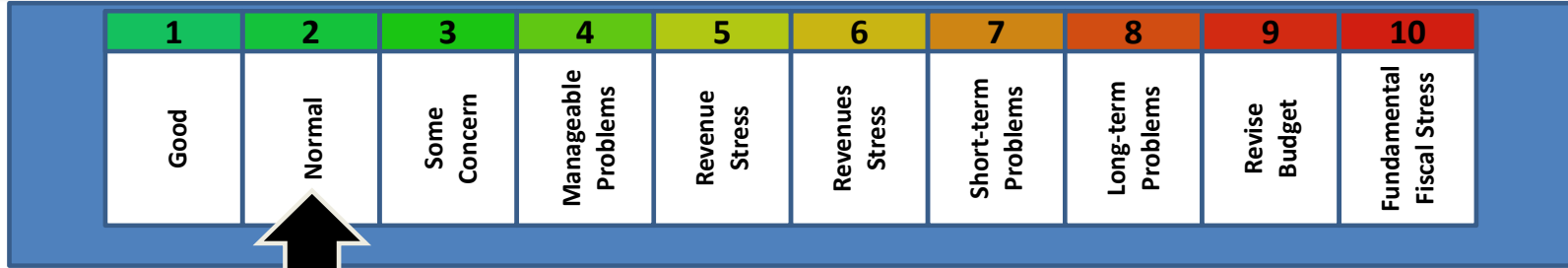
- 2020 Expense Trend +\$841K v 2019
- Departmental Expense Allocations Work in Process

General Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Payroll related	\$ 6,702,089	\$ (220,365)	-3.2%	\$ (705,858)	-9.5%
Supplies	\$ 266,096	\$ 1,336	0.5%	\$ (22,966)	-7.9%
Professional/Technical Svc	\$ 8,083,258	\$ 1,111,682	15.9%	\$ 1,189,764	17.3%
Capital Outlays	\$ 6,377	\$ (51,294)	-88.9%	\$ (81,047)	-92.7%
Debt Service	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total	\$ 15,057,820	\$ 841,359	5.9%	\$ 379,893	2.6%

General Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Legislative	\$ 85,316	\$ (31,460)	-26.9%	\$ (27,235)	-24.2%
City Manager	\$ 1,586,966	\$ 857,752	117.6%	\$ 992,986	167.2%
Finance & Admin	\$ 758,035	\$ 79,256	11.7%	\$ 8,659	1.2%
Marketing & Communication	\$ 375,540	\$ (89,419)	-19.2%	\$ (72,429)	-16.2%
Information Technology	\$ 493,858	\$ 60,879	14.1%	\$ (55,991)	-10.2%
Human Resources	\$ 32,361	\$ (118,764)	-78.6%	\$ (139,833)	-81.2%
City Clerk	\$ 112,464	\$ (23,700)	-17.4%	\$ (33,764)	-23.1%
Police Department	\$ 5,222,640	\$ 43,637	0.8%	\$ (92,896)	-1.7%
Fire Safety	\$ 4,029,014	\$ 98,269	2.5%	\$ 49,135	1.2%
City Hall (non-dept - incl transfers)	\$ 363,709	\$ 61,144	20.2%	\$ (14,994)	-4.0%
Planning	\$ 705,019	\$ 15,118	2.2%	\$ (115,338)	-14.1%
Public Works	\$ 1,007,926	\$ (60,489)	-5.7%	\$ (45,467)	-4.3%
Recreation	\$ 284,972	\$ (50,863)	-15.1%	\$ (72,939)	-20.4%
Total	\$ 15,057,820	\$ 841,359	5.9%	\$ 379,893	2.6%



001 – General Fund



Key Notes:

- 2019/2020 Expense Trend (\$82K) v Biennial Budget
- Payroll down (\$1.2M) v Biennial Budget

General Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Payroll related	\$ 13,624,543	\$ (1,191,350)	-8.0%
Supplies	\$ 530,855	\$ (47,269)	-8.2%
Professional/Technical Svc	\$ 15,054,835	\$ 1,267,847	9.2%
Capital Outlays	\$ 64,048	\$ (110,800)	-63.4%
Debt Service	\$ -	\$ -	#DIV/0!
Total	\$ 29,274,281	\$ (81,572)	-0.3%

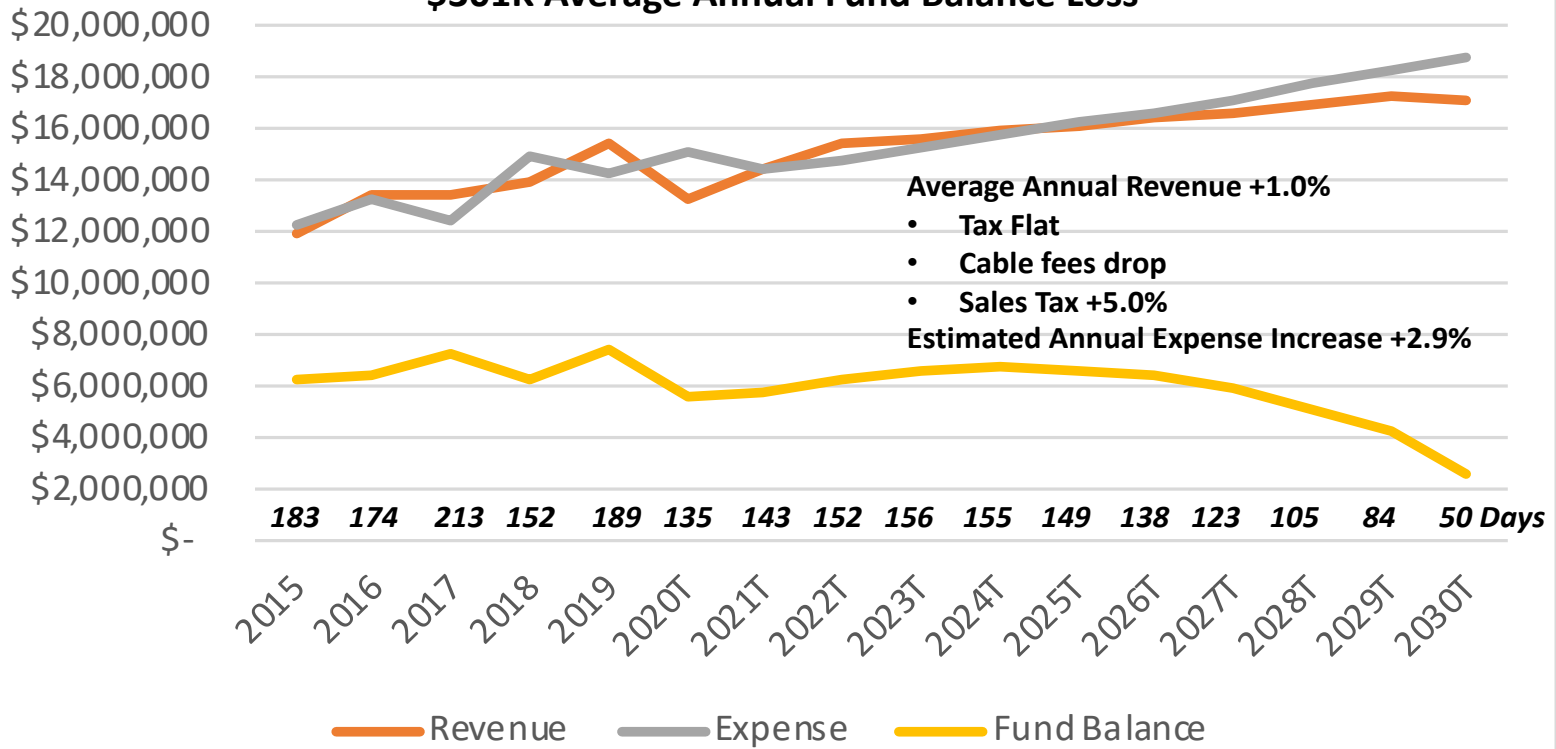
General Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Legislative	\$ 202,093	\$ (23,009)	-10.2%
City Manager	\$ 2,316,180	\$ 1,128,220	95.0%
Finance & Admin	\$ 1,436,815	\$ (61,938)	-4.1%
Marketing & Communication	\$ 840,498	\$ (55,440)	-6.2%
Information Technology	\$ 926,836	\$ (172,862)	-15.7%
Human Resources	\$ 183,487	\$ (160,901)	-46.7%
City Clerk	\$ 248,628	\$ (43,829)	-15.0%
Police Department	\$ 10,401,642	\$ (229,430)	-2.2%
Fire Safety	\$ 7,959,759	\$ -	0.0%
City Hall (non-dept - incl transfers)	\$ 666,274	\$ (91,131)	-12.0%
Planning	\$ 1,394,920	\$ (245,793)	-15.0%
Public Works	\$ 2,076,341	\$ (30,445)	-1.4%
Recreation	\$ 620,808	\$ (95,014)	-13.3%
Total	\$ 29,274,281	\$ (81,572)	-0.3%



001 – General Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

Long-term Projection - Current Resources
 ~\$301K Average Annual Fund Balance Loss





001 – General Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Take Away

- Without any additional action, the City is projected to decline annually an average of \$301K

Recommendations

- Establish a 180-day solvency reserve goal
- Immediate hiring freeze
- Maximize non-tax revenue opportunities (based on ROIs)
- Establish Budget Amendment on May 19, 2020 to “2020 Trend”
- Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)
- Establish Budget Amendment on June 16, 2020
- Kickoff Biennial Budget on July 7, 2020



103 – Street Fund

Fund Overview

- The Street Fund is a Special revenue funds intended to be used to report specific revenue sources that are limited to being used for City road maintenance and traffic control.
 - Revenues include:

• Grants & One-time (insurance)	Variable
• Motor Vehicle Fuel Tax	~87%
• Multimodal Transportation	~6%
• Street & Curb Permits	~6%
• Interest	~1%



103 – Street Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Assumptions

- Model assumes growth pattern similar to 2008 Recession
- Maintain current level of effort and active resources
- No unanticipated, one-time emergency actions
- No repeat of COVID-19 or similar economic downturns

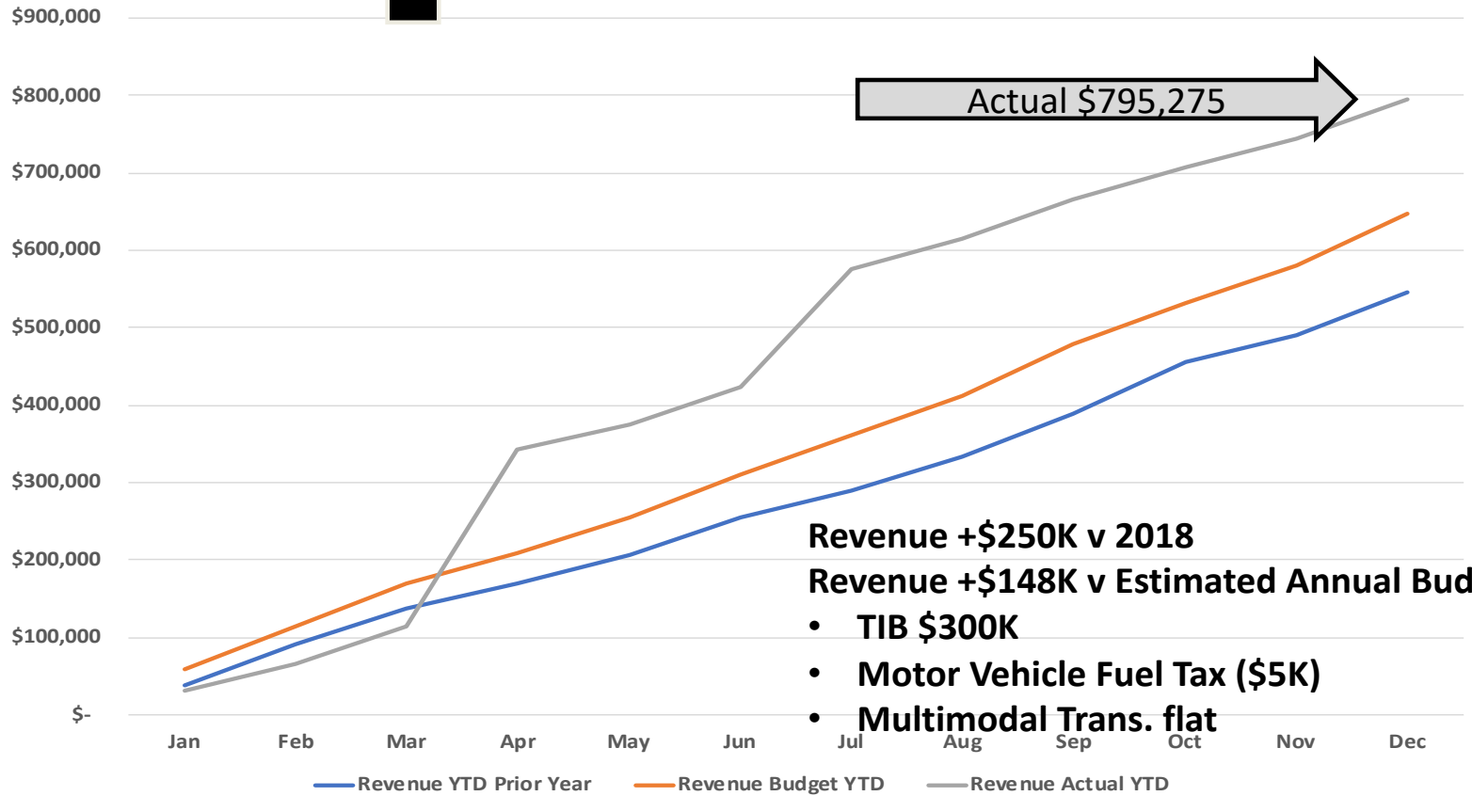


103 – Street Fund

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2019 YTD Revenue





103 – Street Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Key Notes:

- Revenue +\$250K v 2018
- Revenue +\$120K v Estimated Annual Budget
 - TIB \$300K
 - Motor Vehicle Fuel Tax (\$5K)
 - Multimodal Trans. flat

Street Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants & One-time (insurance)	\$ 300,000	\$ 259,188	635.1%	\$ 150,000	100.0%
Motor Vehicle Fuel Tax	\$ 429,854	\$ (5,400)	-1.2%	\$ (20,146)	-4.5%
Multimodal Transportation	\$ 28,338	\$ 251	0.9%	\$ (162)	-0.6%
Street & Curb Permits	\$ 32,275	\$ (6,176)	-16.1%	\$ (12,726)	-28.3%
Interest	\$ 4,809	\$ 1,772	58.4%	\$ 2,809	140.5%
Total	\$ 795,275	\$ 249,636	45.8%	\$ 119,775	17.7%

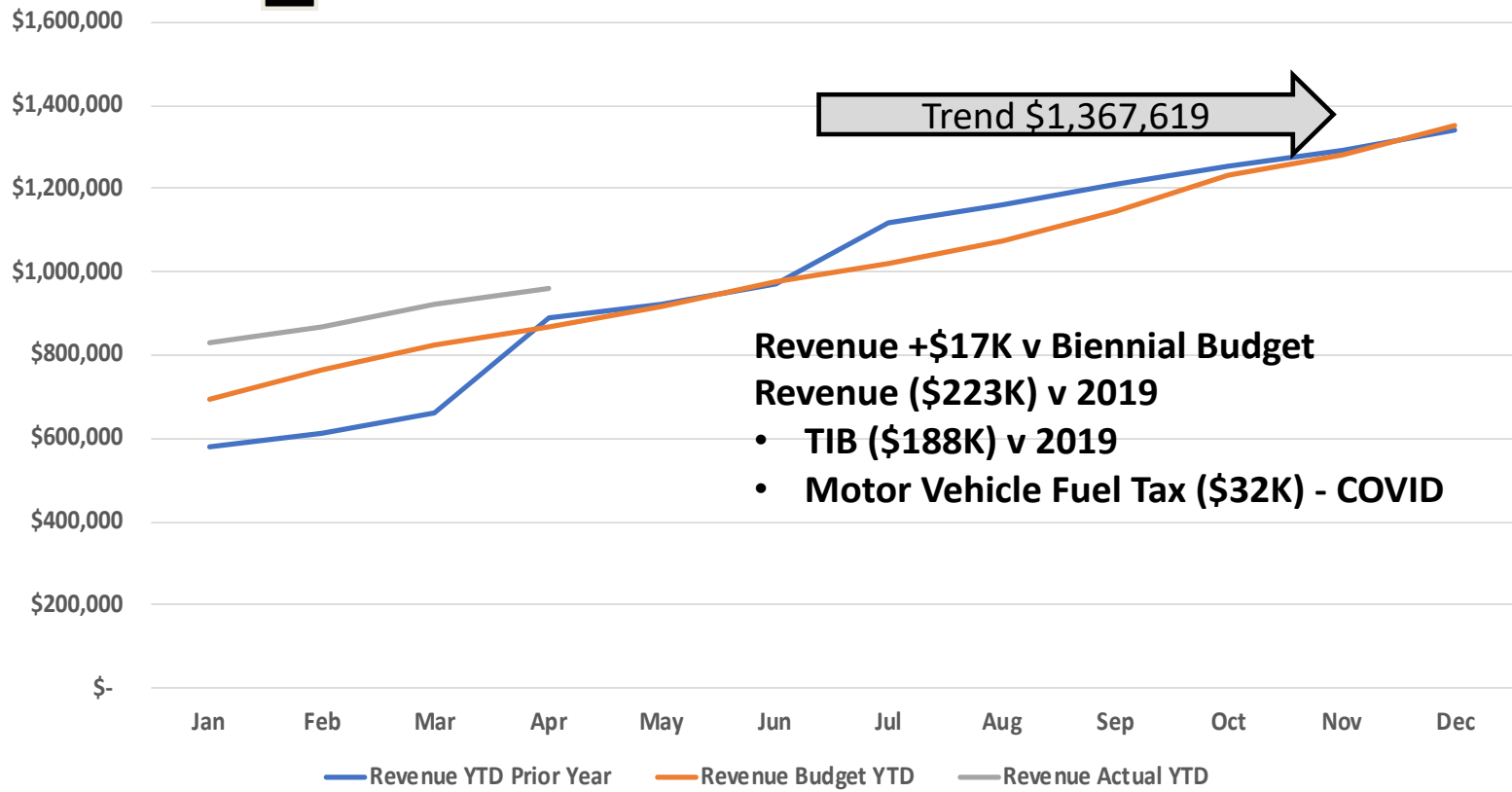


103 – Street Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

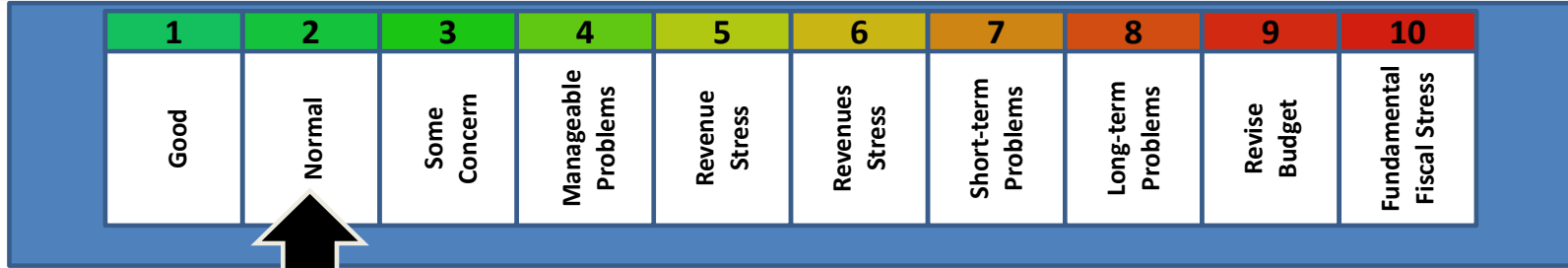


2020 Biennial Revenue Cumulative





103 – Street Fund



Key Notes:

- Revenue +\$17K v Biennial Budget
- Revenue (\$223K) v 2019

Street Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants & One-time (insurance)	\$ 112,500	\$ (187,500)	-62.5%	\$ (37,500)	-25.0%
Motor Vehicle Fuel Tax	\$ 398,047	\$ (31,807)	-7.4%	\$ (51,953)	-11.5%
Multimodal Transportation	\$ 28,070	\$ (268)	-0.9%	\$ (430)	-1.5%
Street & Curb Permits	\$ 28,312	\$ (3,962)	-12.3%	\$ (16,688)	-37.1%
Interest	\$ 5,415	\$ 606	12.6%	\$ 3,415	170.7%
Total	\$ 572,344	\$ (222,931)	-28.0%	\$ (103,156)	-15.3%

Street Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Grants & One-time (insurance)	\$ 412,500	\$ 112,500	37.5%
Motor Vehicle Fuel Tax	\$ 827,900	\$ (72,100)	-8.0%
Multimodal Transportation	\$ 56,408	\$ (592)	-1.0%
Street & Curb Permits	\$ 60,587	\$ (29,413)	-32.7%
Interest	\$ 10,224	\$ 6,224	155.6%
Total	\$ 1,367,619	\$ 16,619	1.2%



103 – Street Fund

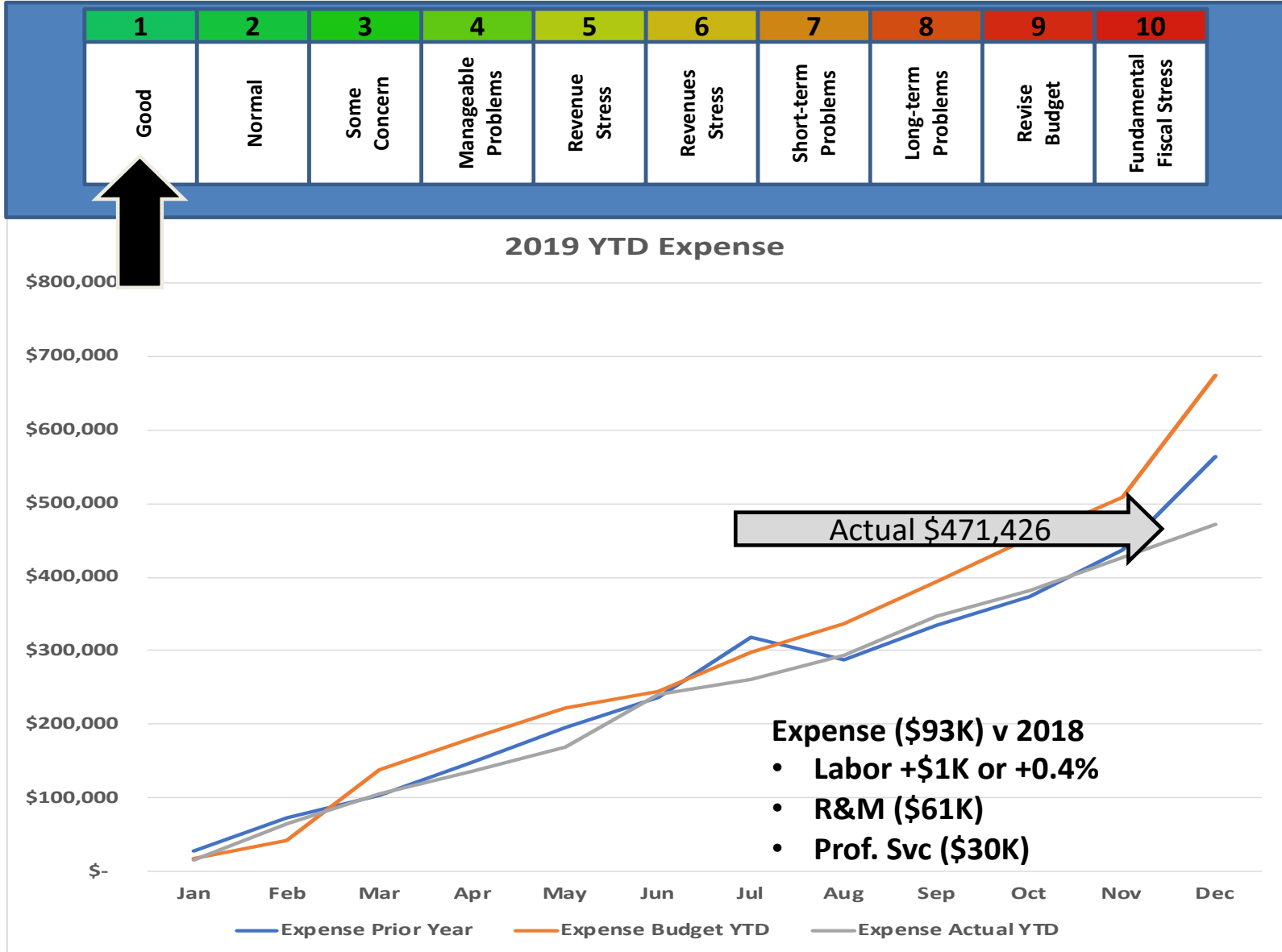
Fund Overview

- The Street Fund is a Special revenue funds intended to be used to report specific revenue sources that are limited to being used for City road maintenance and traffic control.
 - Expenses include:

• Payroll related	~17%
• Supplies	~2%
• Professional/Technical Svc	~14%
• Capital Outlays	~48%
• Repair & Maint.	~1%
• Utilities (St. Lighting & Irrigation)	~17%

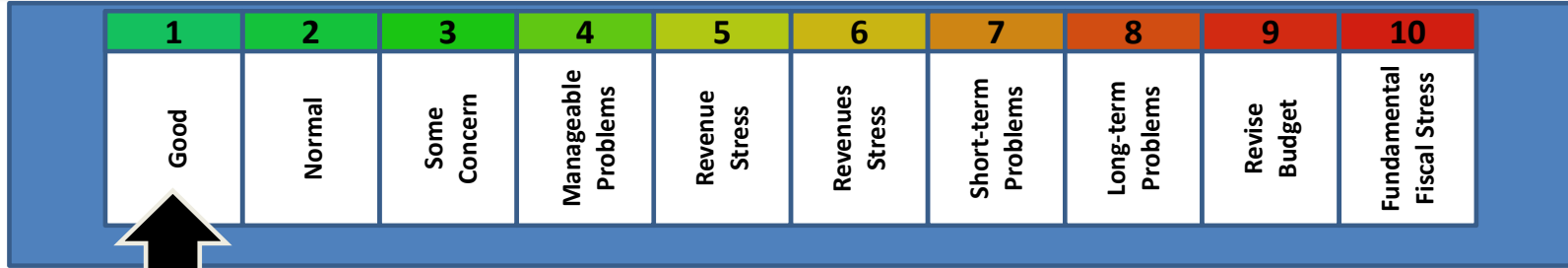


103 – Street Fund





103 – Street Fund



Key Notes:

- Expense (\$93K) v 2018
 - Labor +\$1K or +0.4%
 - R&M (\$61K)
 - Prof. Svc (\$30K)

Street Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Payroll related	\$ 158,463	\$ 663	0.4%	\$ (7,751)	-4.7%
Supplies	\$ 22,972	\$ 9,305	68.1%	\$ 6,472	39.2%
Professional/Technical Svc	\$ 84,474	\$ (30,453)	-26.5%	\$ (41,950)	-33.2%
Capital Outlays	\$ 14,915	\$ (9,397)	-38.7%	\$ (195,085)	-92.9%
Repair & Maint	\$ 32,115	\$ (61,414)	-5462.7%	\$ 10,115	46.0%
Utilities (St. Lighting & Irrigati	\$ 158,486	\$ (1,617)	-1.0%	\$ 8,886	5.9%
Total	\$ 471,426	\$ (92,911)	-16.5%	\$ (219,312.72)	-38.9%

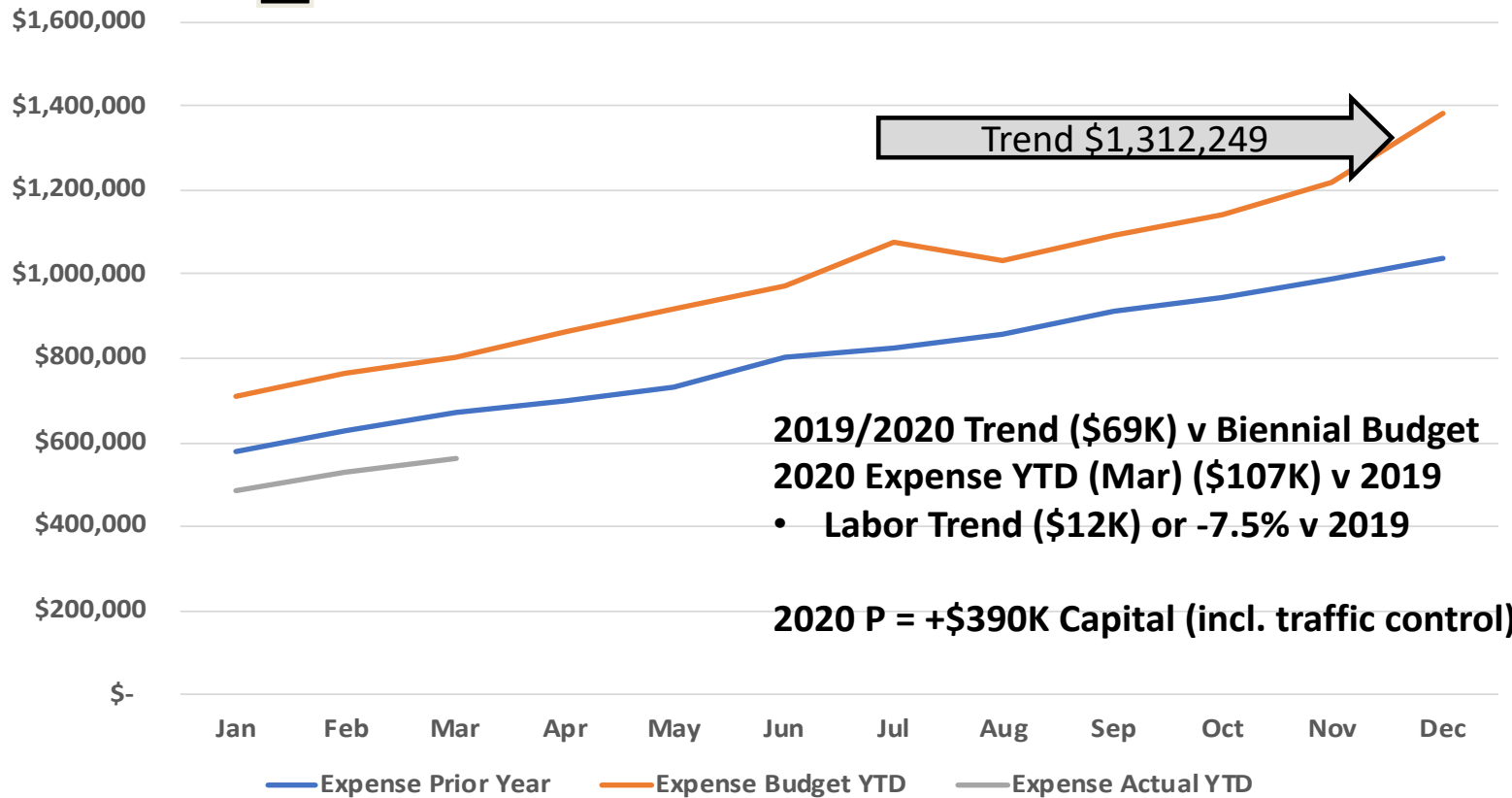


103 – Street Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

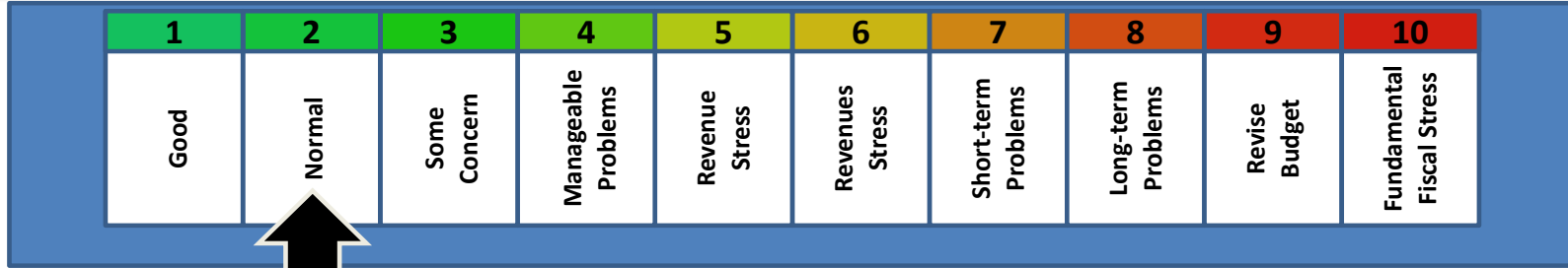


2020 Biennial Expense Cumulative





103 – Street Fund



Key Notes:

- **2019/2020 Trend (\$69K) v Biennial Budget**
- **2020T Expense +\$1369K v 2019 (incl. Traffic Control Devices)**
 - **Labor Trend (\$27K) or -8.2% v Biennial Budget**

Street Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Payroll related	\$ 146,612	\$ (11,851)	-7.5%	\$ (19,602)	-11.8%
Supplies	\$ 12,900	\$ (10,073)	-43.8%	\$ (3,600)	-21.8%
Professional/Technical Svc	\$ 119,726	\$ 35,252	41.7%	\$ (6,698)	-5.3%
Capital Outlays	\$ 405,085	\$ 390,169	2615.9%	\$ 195,085	92.9%
Repair & Maint	\$ 11,885	\$ (20,230)	-63.0%	\$ (10,115)	-46.0%
Utilities (St. Lighting & Irrigation)	\$ 144,615	\$ (13,871)	-8.8%	\$ (4,985)	-3.3%
Total	\$ 840,823	\$ 369,398	78.4%	\$ 150,084.87	21.7%

Street Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Payroll related	\$ 305,075	\$ (27,354)	-8.2%
Supplies	\$ 35,872	\$ 2,872	8.7%
Professional/Technical Svc	\$ 204,200	\$ (48,648)	-19.2%
Capital Outlays	\$ 420,000	\$ -	0.0%
Repair & Maint	\$ 44,000	\$ -	0.0%
Utilities (St. Lighting & Irrigation)	\$ 303,102	\$ 3,902	1.3%
Total	\$ 1,312,249	\$ (69,227.85)	-5.0%

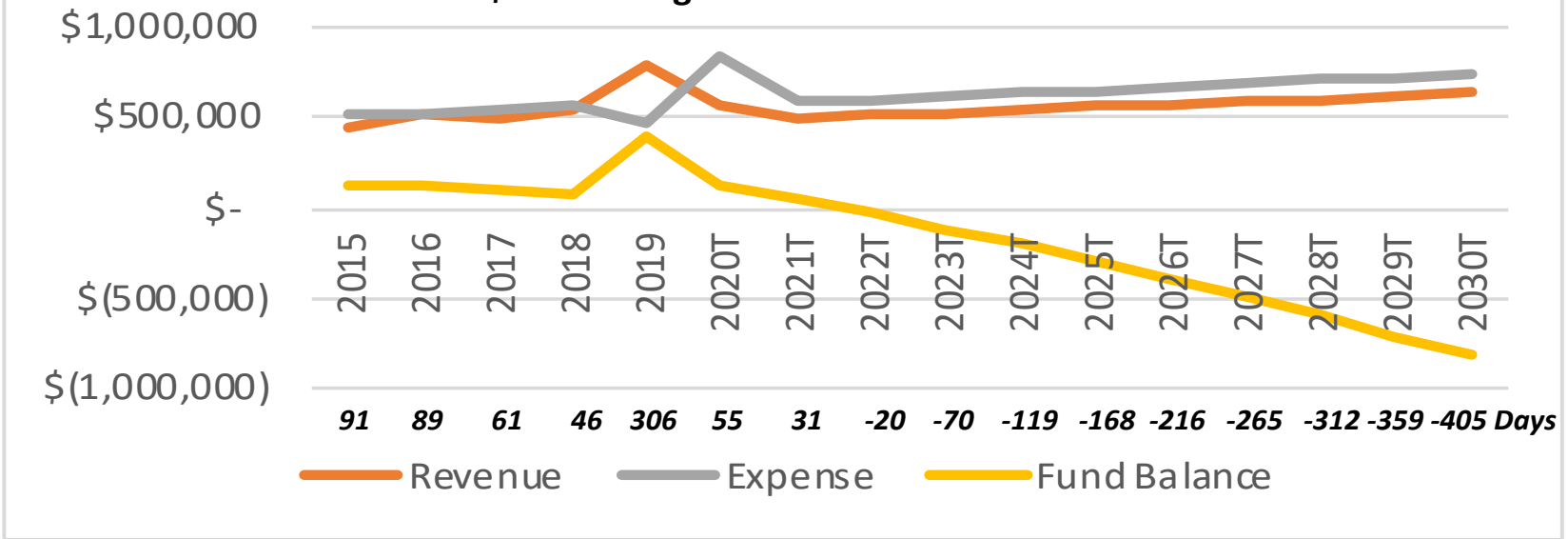


103 – Street Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Long-term Projection - Current Resources
 ~\$95K Average Annual Fund Balance Loss



- Average Annual Revenue -1.9%
- Fuel Tax & Permits +2.5%
- Estimated Annual Expense Increase +5.3%
- Labor +3.5%
- Average Capital outlay +2.5%



103 – Street Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Take Away

- Consistent revenue streams are not available (e.g. TBD)
- Grant money may be difficult to attain in the near future
- The General Fund may need to subsidize the Street Fund

Recommendations

- Establish a 180-day solvency reserve goal
- Immediate hiring freeze
- Maximize grants and potential annual allocations from General Fund
- Establish Budget Amendment on May 19, 2020 to “2020 Trend”
- Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)
- Establish Budget Amendment on June 16, 2020
- Kickoff Biennial Budget on July 7, 2020



401 – Surface Water Fund

Fund Overview

- **The Surface Water Fund is an Enterprise fund used to cost to build, maintain, and operate the City’s Surface Water Management System. This includes storm drains and pipes, flood control projects, water quality testing and improvements, billing systems, and other infrastructure projects.**

- **Revenues include:**

- | | |
|----------------------|----------|
| • Grants | Variable |
| • Surface Water Fees | ~97% |
| • Interest | ~3% |

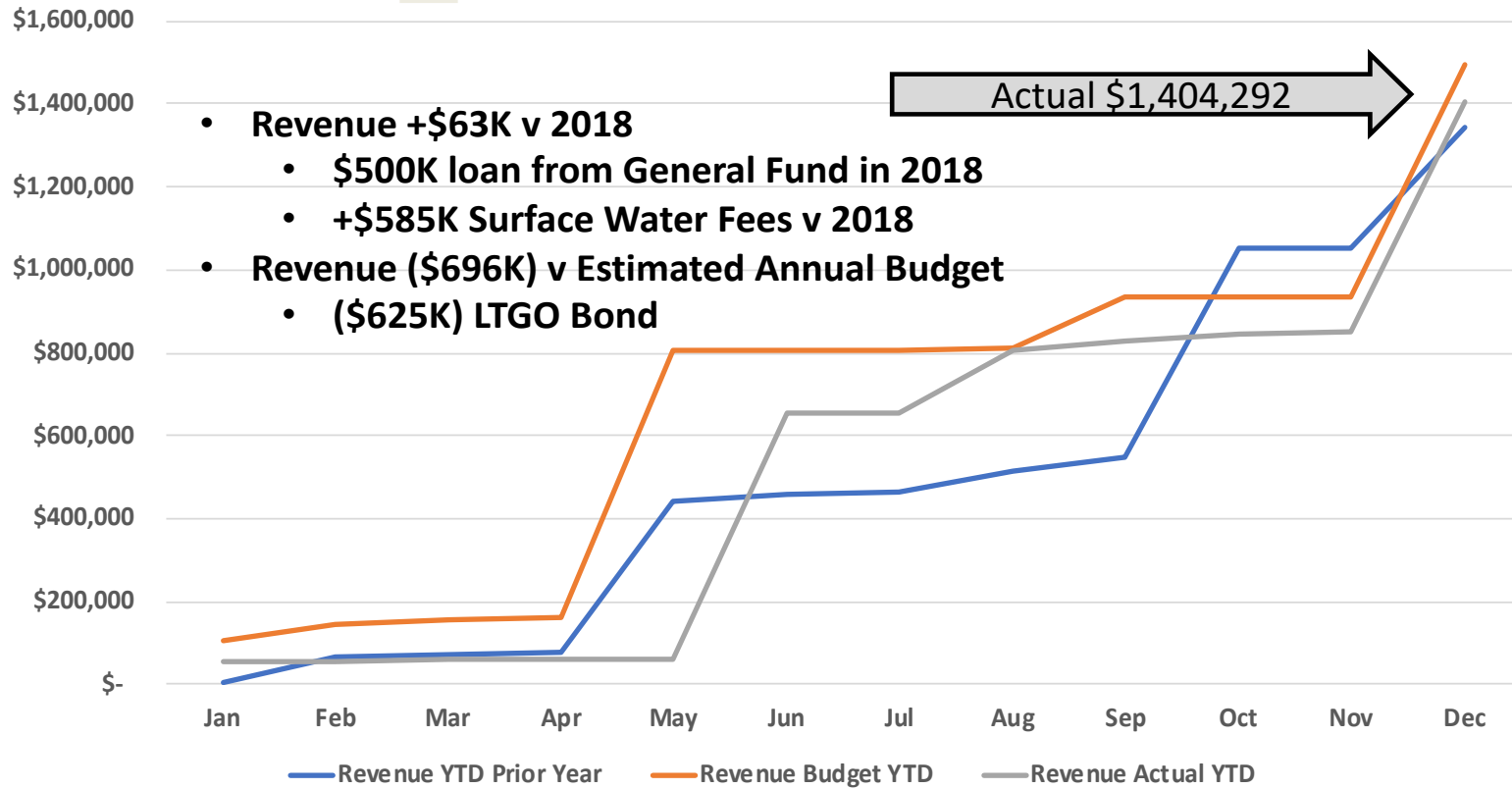


401 – Surface Water Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



2019 YTD Revenues





401 – Surface Water Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Key Notes:

- Revenue +\$63K v 2018
 - \$500K loan from General Fund in 2018
 - +\$585K Surface Water Fees v 2018
- Revenue (\$696K) v Estimated Annual Budget
 - (\$625K) LTGO Bond

Surface Water Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants & One-time	\$ -	\$ (550,000)	-100.0%	\$ (650,000)	-100.0%
Surface Water Fees	\$ 1,364,661	\$ 584,536	74.9%	\$ (85,339)	-5.9%
Interest	\$ 39,631	\$ 28,334	250.8%	\$ 39,631	#DIV/0!
Total	\$ 1,404,292	\$ 62,870	4.7%	\$ (695,708)	-33.1%

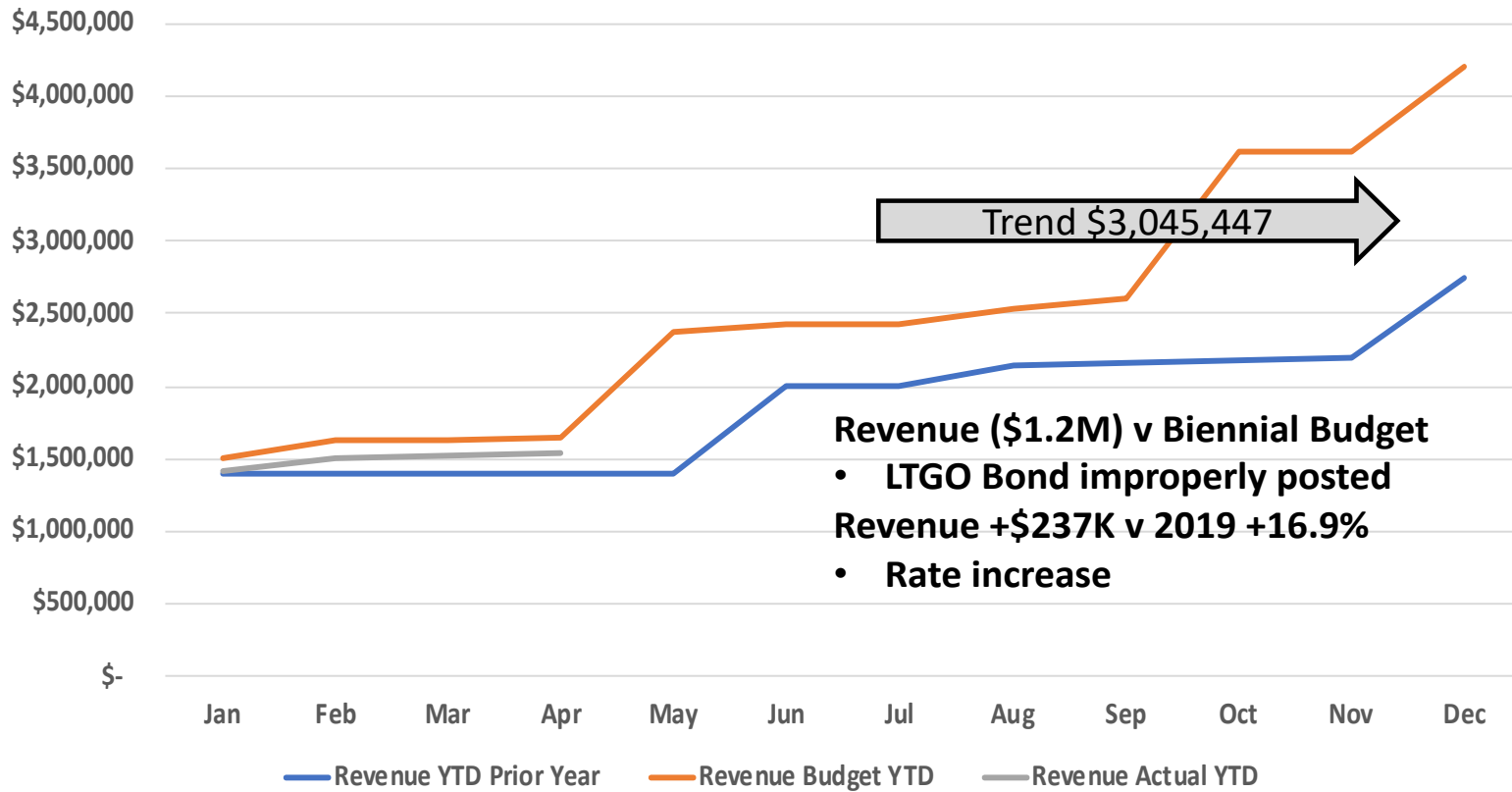


401 – Surface Water Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

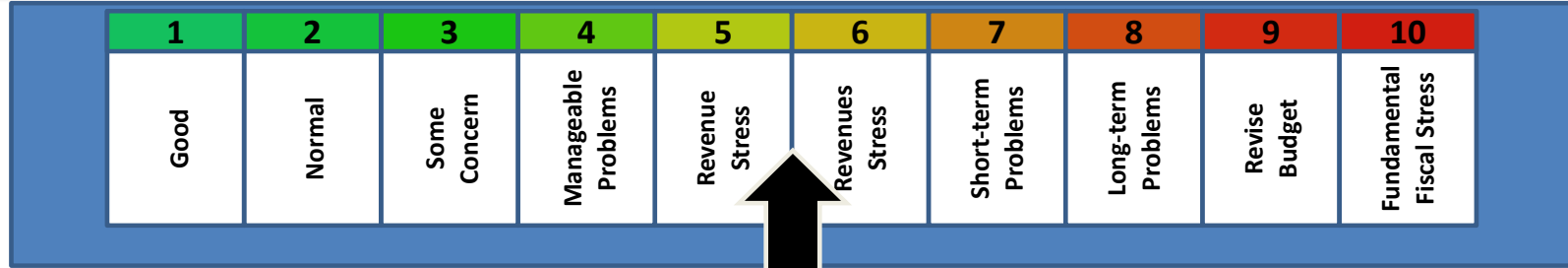


2020 Biennial Revenue Cumulative





401 – Surface Water Fund



Key Notes:

- Revenue (\$1.2M) v Biennial Budget
 - LTGO Bond improperly posted
- Revenue +\$237K v 2019 +16.9%
 - Rate increase

Surface Water Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants & One-time	\$ 3,598	\$ 3,598	#DIV/0!	\$ (646,402)	-99.4%
Surface Water Fees	\$ 1,592,105	\$ 227,444	16.7%	\$ 142,105	9.8%
Interest	\$ 45,453	\$ 5,822	14.7%	\$ 45,453	#DIV/0!
Total	\$ 1,641,155	\$ 236,863	16.9%	\$ (458,845)	-21.8%

Surface Water Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Grants & One-time	\$ 3,598	\$ (1,296,402)	-99.7%
Surface Water Fees	\$ 2,956,766	\$ 56,766	2.0%
Interest	\$ 85,084	\$ 85,084	#DIV/0!
Total	\$ 3,045,447	\$ (1,154,553)	-27.5%



401 – Surface Water Fund

Fund Overview

- **The Surface Water Fund is an Enterprise fund used to cost to build, maintain, and operate the City’s Surface Water Management System. This includes storm drains and pipes, flood control projects, water quality testing and improvements, billing systems, and other infrastructure projects.**

- **Expenses include:**

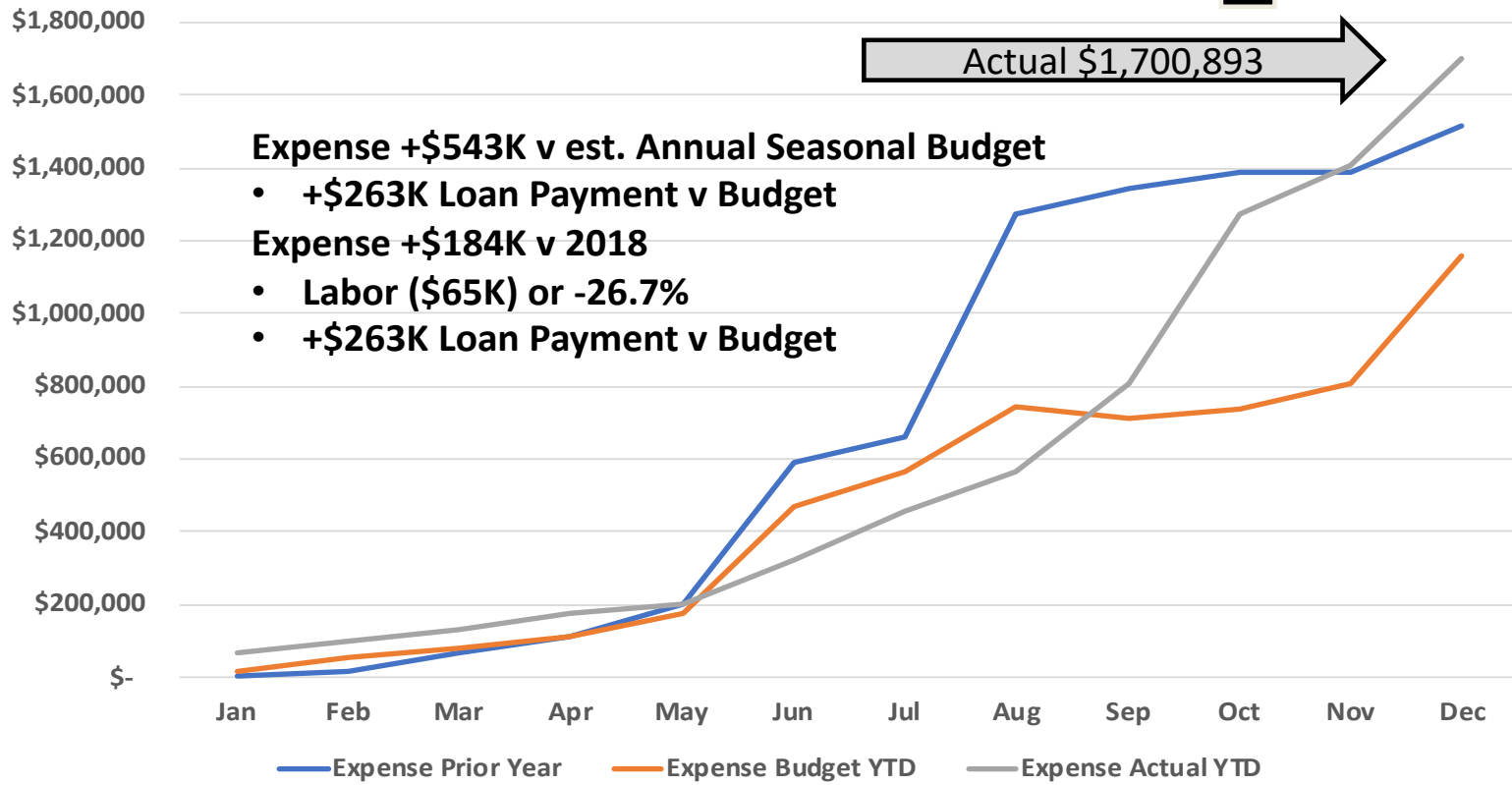
- | | |
|---------------------------------------|----------|
| • Payroll related | ~4% |
| • Supplies | ~1% |
| • Professional/Technical Svc | ~8% |
| • Capital Outlays | ~69% |
| • Tools & Repair & Maint | ~6% |
| • Extraordinary Repairs & Improvement | Variable |
| • Debt Service | ~11% |
| • Training | ~0% |
| • Excise Tax | ~1% |



401 – Surface Water Fund

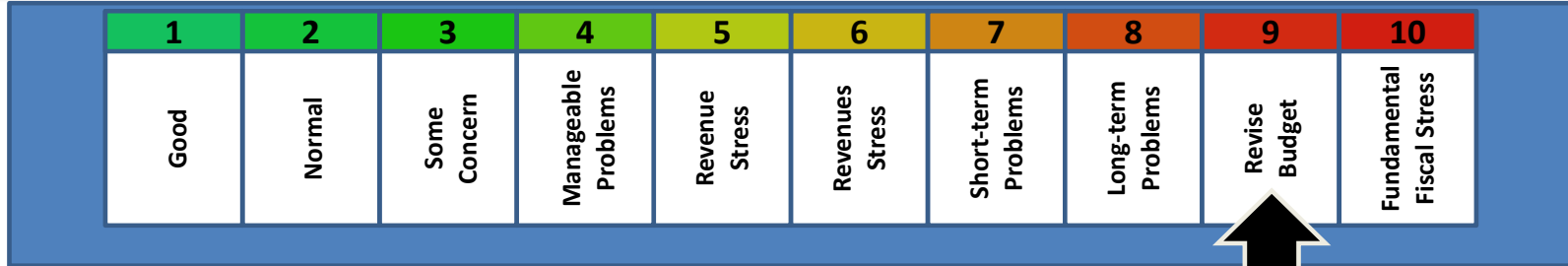
1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

2019 YTD Expenses





401 – Surface Water Fund



Key Notes:

- Expense +\$184K v 2018
 - Labor (\$65K) or -26.7%
 - +\$172K Loan Payment v 2018

Surface Water Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Payroll related	\$ 177,863	\$ (64,917)	-26.7%	\$ (148,595)	-45.5%
Supplies	\$ 8,475	\$ (4,562)	-35.0%	\$ (28,525)	-77.1%
Professional/Technical Svc	\$ 73,127	\$ (246,008)	-77.1%	\$ (159,397)	-68.6%
Capital Outlays	\$ 1,131,145	\$ 1,122,156		\$ 73,973	7.0%
Tools & Repair & Maint	\$ 22,808	\$ (10,708)	-31.9%	\$ (215,692)	-90.4%
Extraordinary Repairs & Improvement	\$ 38,746	\$ (795,937)		\$ 38,746	#DIV/0!
Debt Service	\$ 222,573	\$ 171,890		\$ (262,576)	-54.1%
Training	\$ 9,636	\$ 7,874	446.8%	\$ 8,636	863.6%
Excise Tax	\$ 16,520	\$ 4,197	34.1%	\$ 9,020	120.3%
Total	\$ 1,700,893	\$ 183,984	19.7%	\$ (684,410)	-28.7%

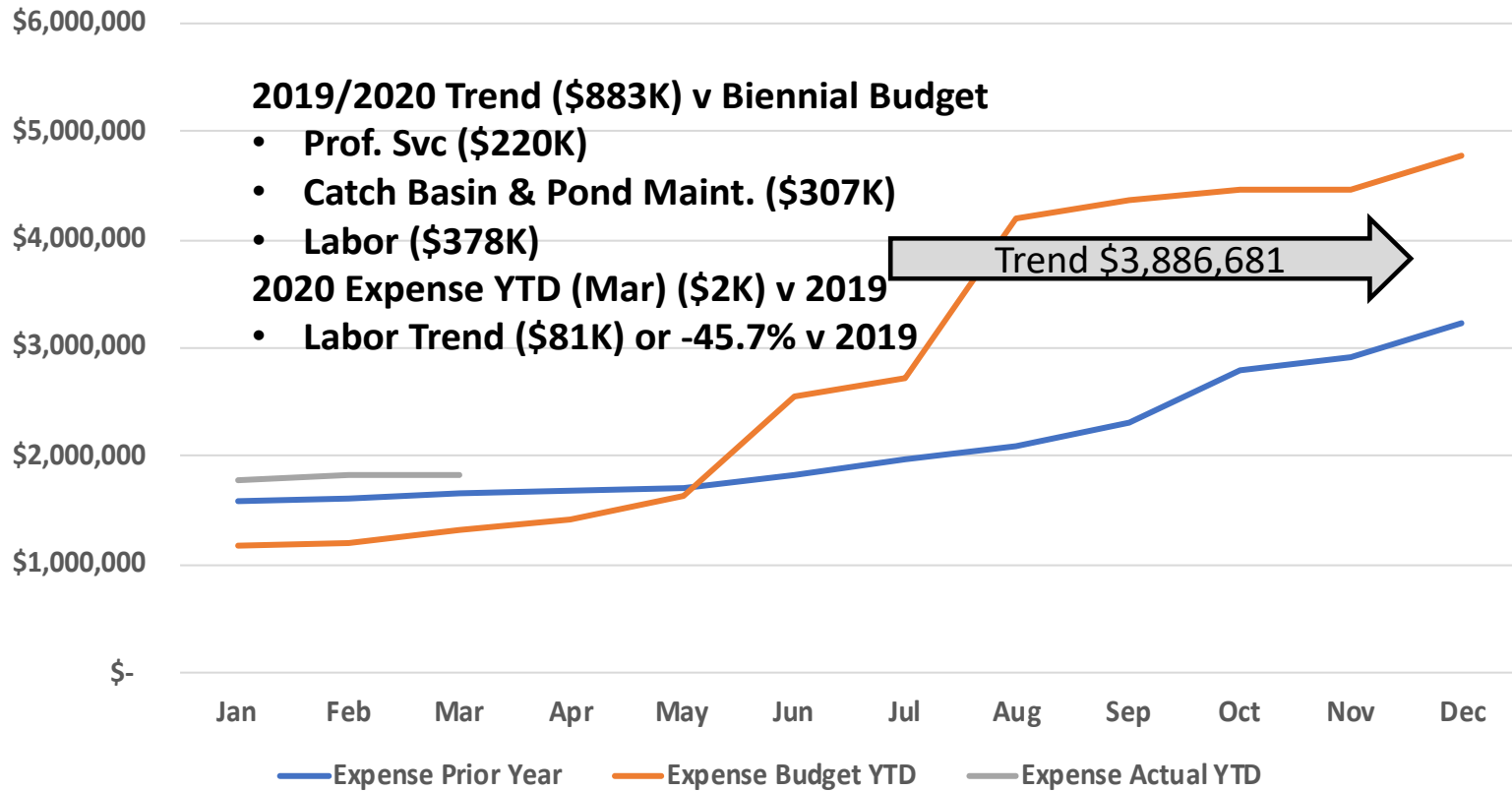


401 – Surface Water Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

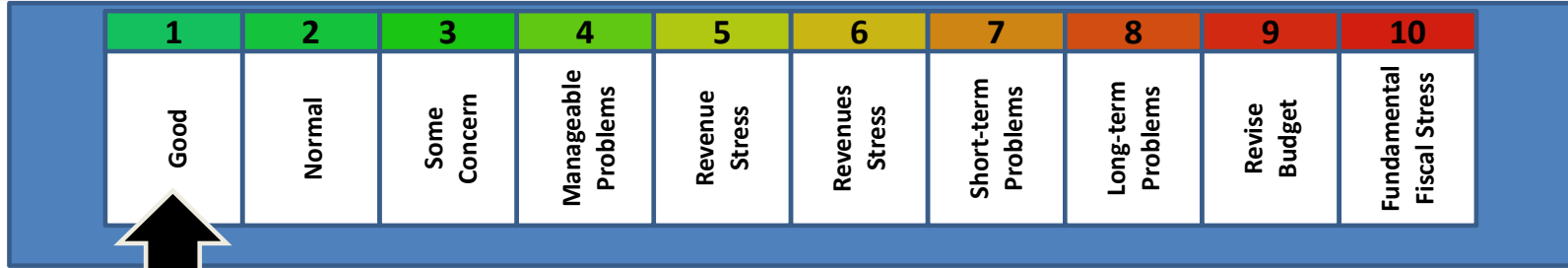


2020 Biennial Expense Cumulative





401 – Surface Water Fund



Key Notes:

- **2019/2020 Trend (\$883K) v Biennial Budget**
 - Prof. Svc (\$220K)
 - Catch Basin & Pond Maint. (\$307K)
 - Labor (\$378K)

Surface Water Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Payroll related	\$ 274,503	\$ (378,412)	-58.0%
Supplies	\$ 24,025	\$ (49,975)	-67.5%
Professional/Technical Svc	\$ 244,976	\$ (220,073)	-47.3%
Capital Outlays	\$ 2,640,738	\$ 526,393	24.9%
Tools & Repair & Maint	\$ 155,588	\$ (321,412)	-67.4%
Extraordinary Repairs & Improveme	\$ 38,746	\$ 38,746	#DIV/0!
Debt Service	\$ 459,452	\$ (510,845)	-52.6%
Training	\$ 13,861	\$ 11,861	593.0%
Excise Tax	\$ 35,793	\$ 20,793	138.6%
Total	\$ 3,887,681	\$ (882,925)	-18.5%

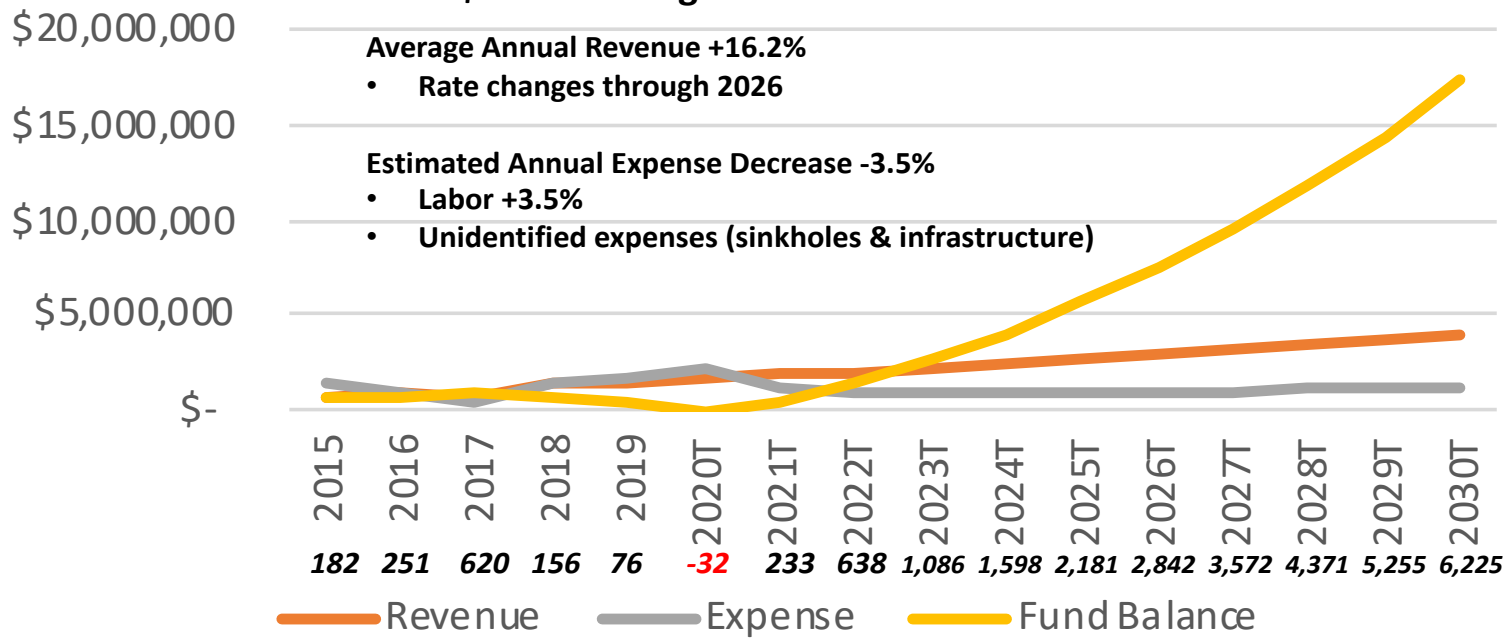


401 – Surface Water Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Long-term Projection Current Resources ~ +\$1.8M Average Annual Fund Balance Gain





401 – Surface Water Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Take Away

- 2020T Fund Balance goes negative due to improper LTGO accounting
- Rate increases allow for future upgrades

Recommendations

- Establish a 180-day solvency reserve goal
- Immediate hiring freeze
- Establish Budget Amendment on May 19, 2020 to “2020 Trend”
- Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)
- Transfer or loan funds from General Fund to cover projected (\$192K) fund balance
- Establish Budget Amendment on June 16, 2020
- Kickoff Biennial Budget on July 7, 2020



314 – REET Fund

Fund Overview

- **The Real Estate Excise Tax (REET) Fund is a restrictive fund restricted to acquisition, development, and major maintenance of certain types of capital assets, such as parks, roads, and other public facilities.**
 - **REET 1** - public works for the improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; storm systems; parks; **recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative facilities, judicial facilities, river flood control projects [...] and technology infrastructure that is integral to the capital project.**
 - **REET 2** - public works for the improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, storm systems; parks; and until January 1, 2026, improvement of **facilities for those experiencing homelessness and affordable housing projects.**

- **Revenues include:**
 - **REET 1 - First Quarter Percent ~48%**
 - **REET 2 - Second Quarter Percent ~48%**
 - **Interest ~4%**



314 – REET Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

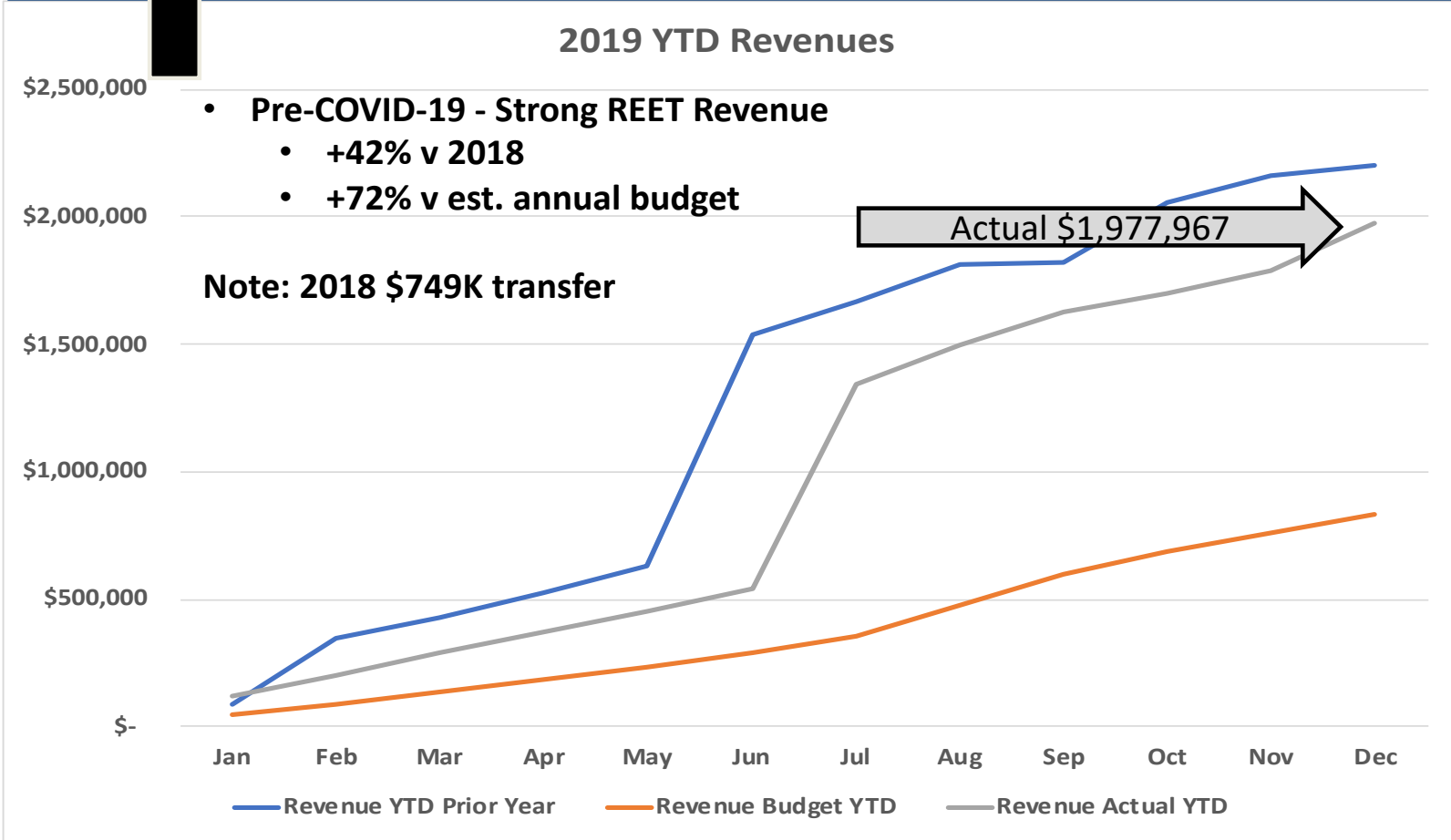
Assumptions

- Model assumes growth pattern similar to 2008 Recession
- Maintain current level of effort and active resources
- No unanticipated, one-time emergency actions
- No repeat of COVID-19 or similar economic downturns



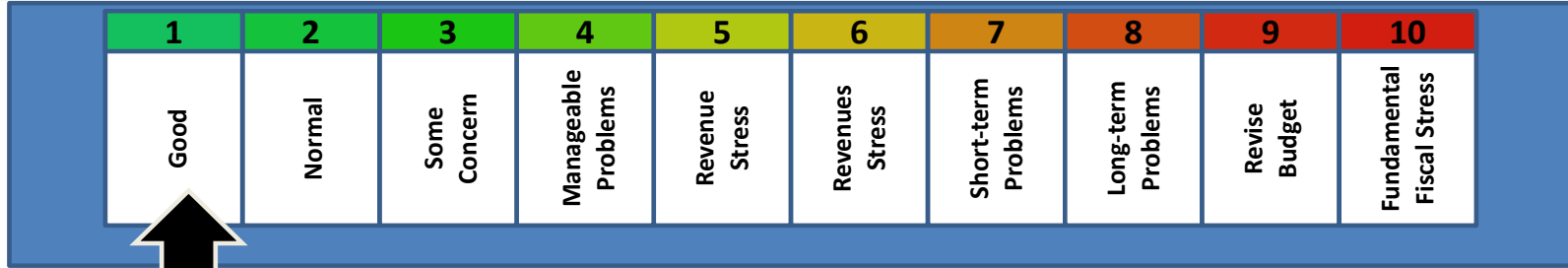
314 – REET Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress





314 – REET Fund



2019 YTD Revenue

Key Notes:

- Pre-COVID-19 - Strong REET Revenue
 - +42% v 2018
 - +72% v est. annual budget

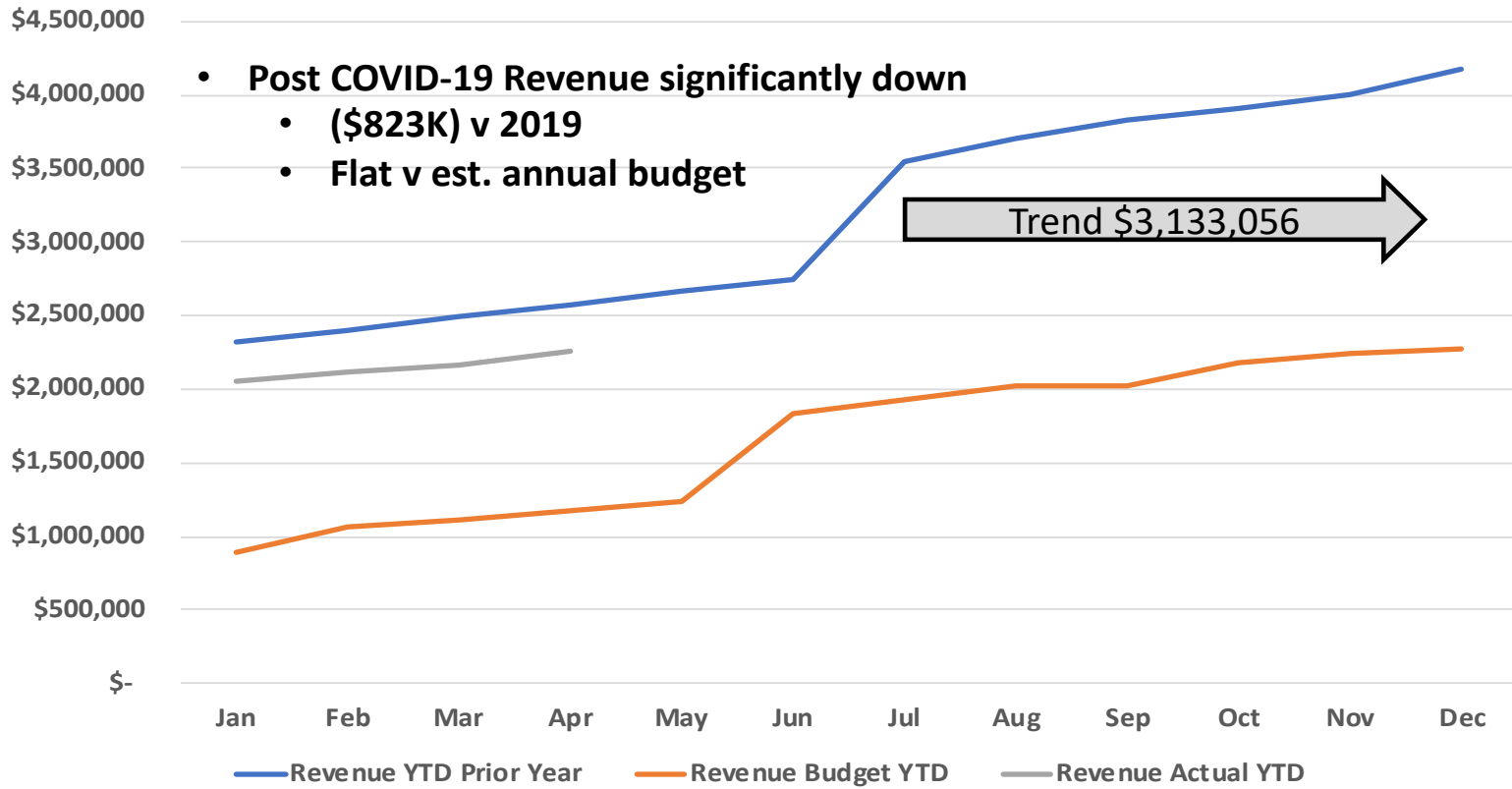
REET Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
REET 1 - First Quarter Percent	\$ 952,829	\$ 281,842	42.0%	\$ 397,829	71.7%
REET 2 - Second Quarter Percent	\$ 951,217	\$ 280,230	41.8%	\$ 396,217	71.4%
Interest	\$ 73,921	\$ (38,096)	-34.0%	\$ 48,921	195.7%
Interfund Transfers	\$ -	\$ (749,423)	-100.0%	\$ -	#DIV/0!
Total	\$ 1,977,967	\$ (225,447)	-10.2%	\$ 842,967	74.3%



314 – REET Fund

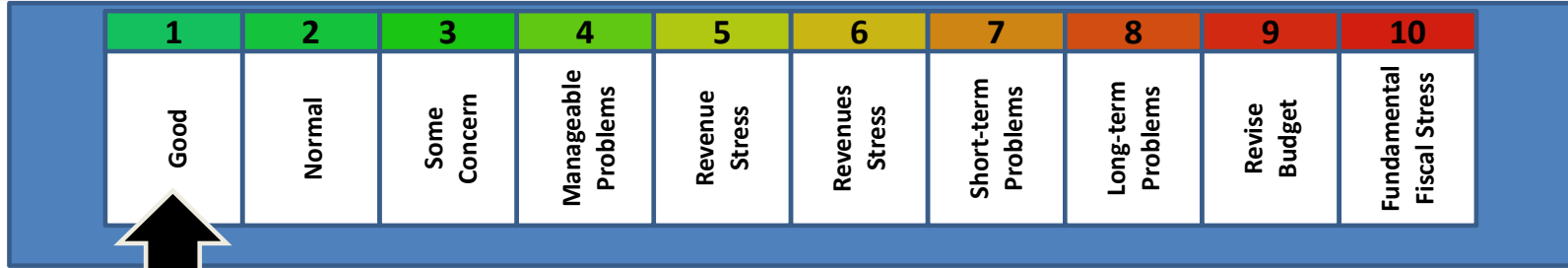
1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

2020 Biennial Revenue Cumulative





314 – REET Fund



Key Notes:

- Post COVID-19 Revenue significantly down
 - (\$823K) v 2019
 - Flat v est. annual budget

REET Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
REET 1 - First Quarter Percent	\$ 562,806	\$ (390,023)	-40.9%	\$ 7,806	1.4%
REET 2 - Second Quarter Percent	\$ 562,248	\$ (388,969)	-40.9%	\$ 7,248	1.3%
Interest	\$ 30,035	\$ (43,886)	-59.4%	\$ 5,035	20.1%
Interfund Transfers	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total	\$ 1,155,089	\$ (822,878)	-41.6%	\$ 20,089	1.8%

REET Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
REET 1 - First Quarter Percent	\$ 1,515,635	\$ 405,635	36.5%
REET 2 - Second Quarter Percent	\$ 1,513,466	\$ 403,466	36.3%
Interest	\$ 103,955	\$ 53,955	107.9%
Interfund Transfers	\$ -	\$ -	#DIV/0!
Total	\$ 3,133,056	\$ 863,056	38.0%



314 – REET Fund

Fund Overview

- **The Real Estate Excise Tax (REET) Fund is a restrictive fund restricted to acquisition, development, and major maintenance of certain types of capital assets, such as parks, roads, and other public facilities.**
 - **REET 1 - public works for the improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; storm systems; parks; *recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative facilities, judicial facilities, river flood control projects [...]* and technology infrastructure that is integral to the capital project.**
 - **REET 2 - public works for the improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, storm systems; parks; and until January 1, 2026, improvement of *facilities for those experiencing homelessness and affordable housing projects.***

- **Expenses include:**
 - **Transfer to Debt Service 800 MHZ (REET 1) ~0.4%**
 - **Transfer to Parks (REET 1 & 2) ~20%**
 - **Transfer to Road Improvement (REET 1 & 2) ~65%**
 - **Transfer to Capital Improvement (REET 1) ~15%**

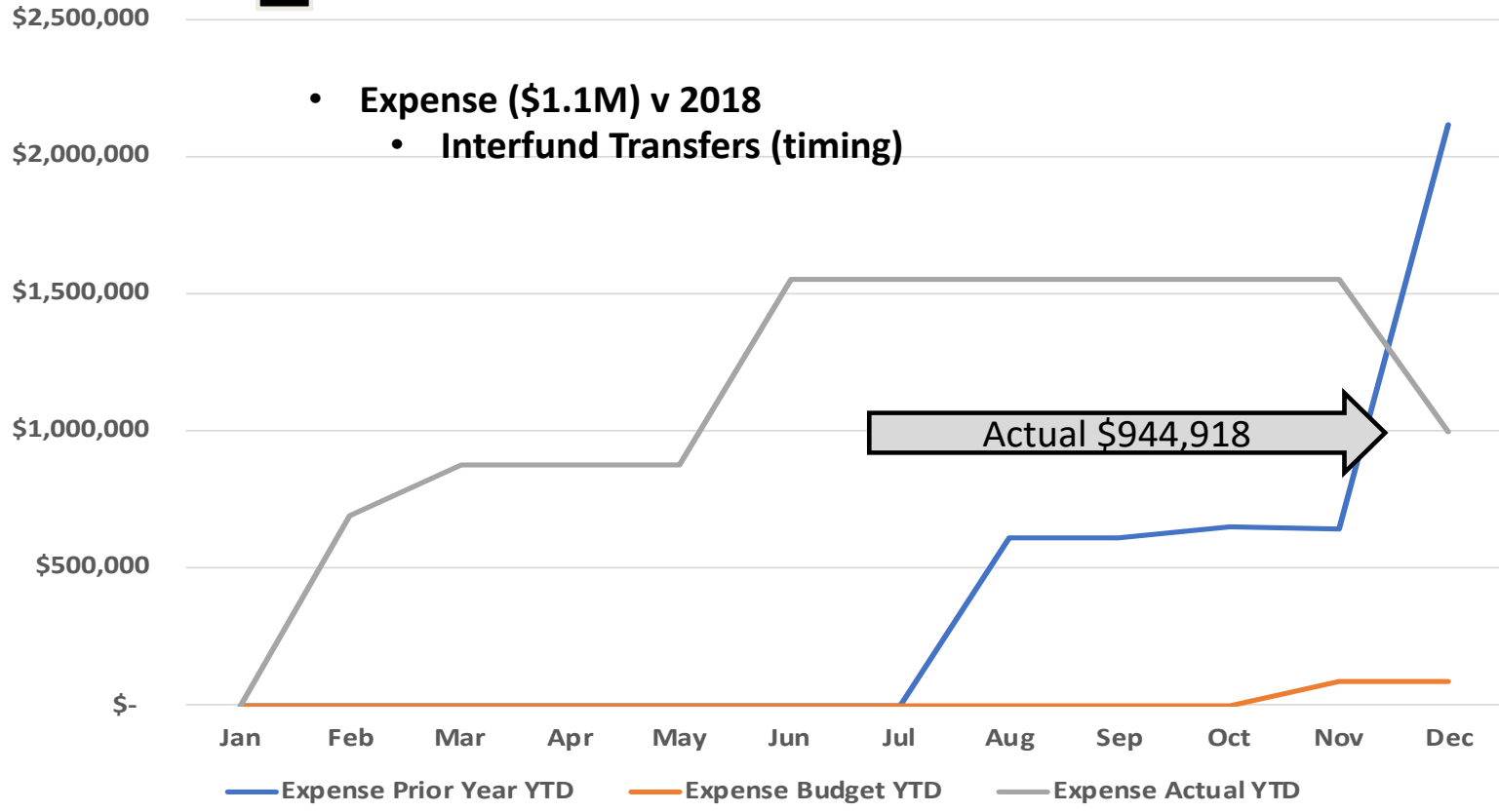


314 – REET Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

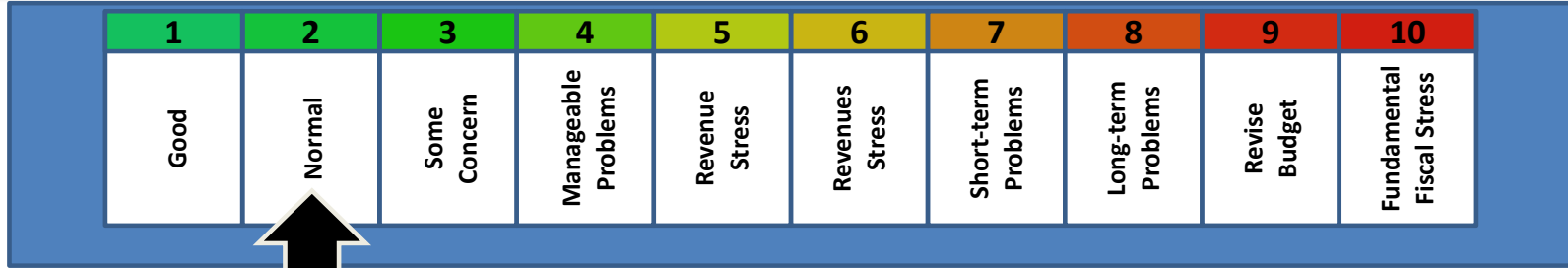


2019 YTD Expenses





314 – REET Fund



Key Notes:

- Expense (\$1.1M) v 2018
 - Interfund Transfers (timing)

REET Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Transfer to Debt Service 800 MHZ (REET 1)	\$ -	\$ (31,487)	-100.0%	\$ (10,321)	-100.0%
Transfer to Parks (REET 1 & 2)	\$ 678,108	\$ 678,108	#DIV/0!	\$ 117,608	21.0%
Transfer to Road Improvement (REET 1 & 2)	\$ 876,734	\$ (1,206,894)	-57.9%	\$ (895,766)	-50.5%
Transfer to Capital Improvement (REET 1)	\$ (559,924)	\$ (559,924)	#DIV/0!	\$ (962,424)	-239.1%
Total	\$ 994,918	\$ (1,120,197)	-53.0%	\$ (1,750,903)	-63.8%

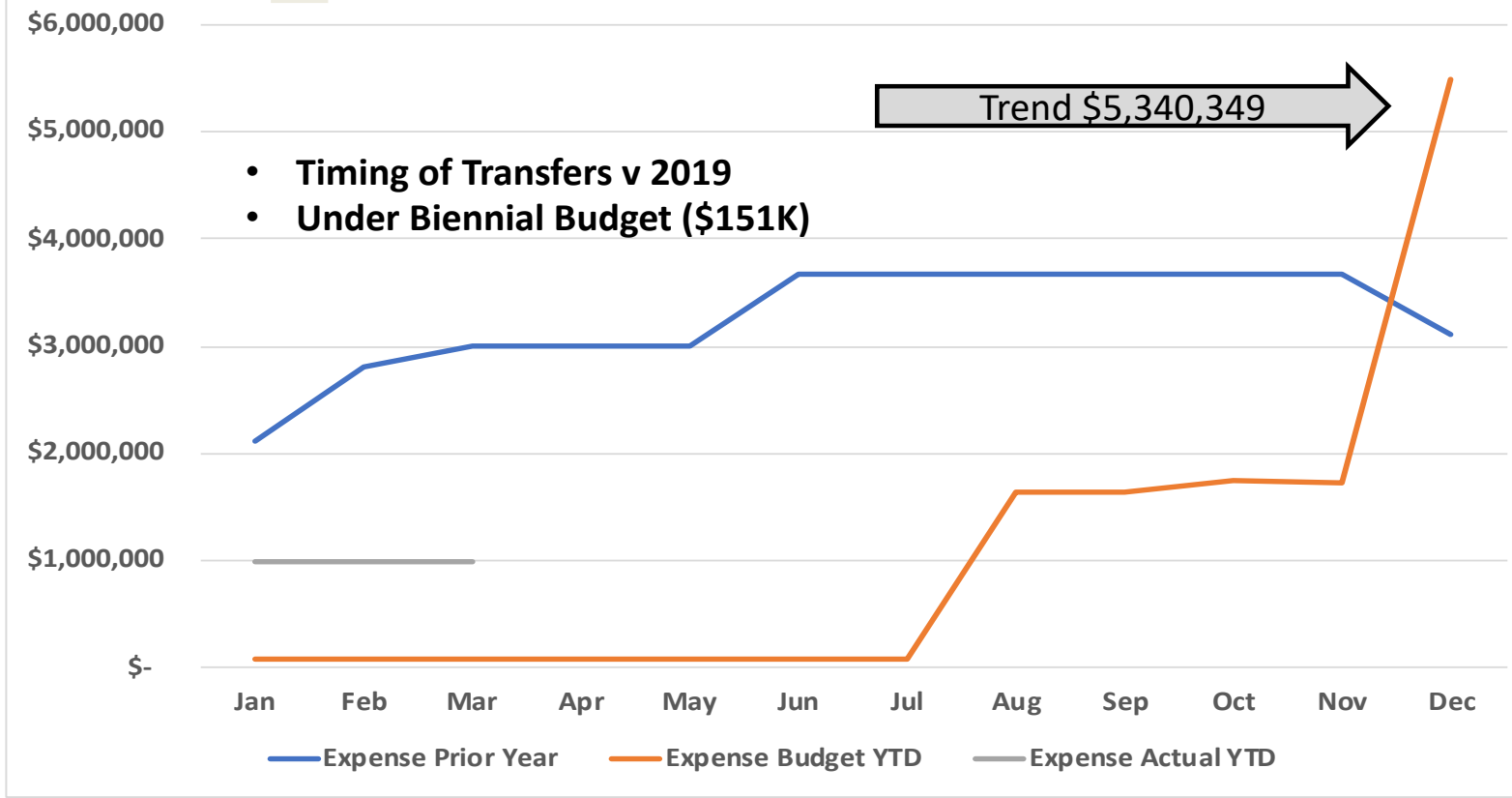


314 – REET Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

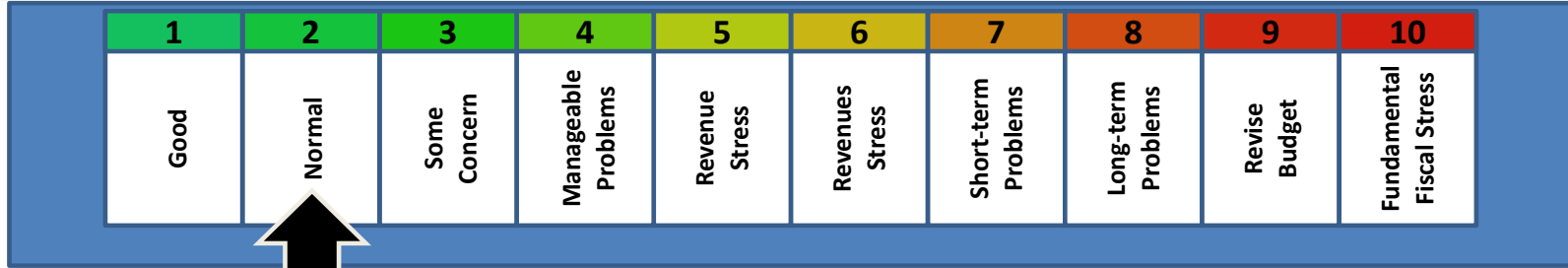


2020 Biennial Expense Cumulative





314 – REET Fund



Key Notes:

- Timing of Transfers v 2019
- Under Biennial Budget (\$151K)

REET Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Transfer to Debt Service 800 MHZ (R)	\$ 22,241	\$ 22,241	#DIV/0!	\$ 11,921	115.5%
Transfer to Parks (REET 1 & 2)	\$ 290,000	\$ (388,108)	-57.2%	\$ (270,500)	-48.3%
Transfer to Road Improvement (REET 1 & 2)	\$ 2,668,266	\$ 1,791,532	204.3%	\$ 895,766	50.5%
Transfer to Capital Improvement (REET 1 & 2)	\$ 1,364,924	\$ 1,924,849	-343.8%	\$ 962,424	239.1%
Total	\$ 4,345,431	\$ 3,350,513	215.5%	\$ 1,599,611	68.3%

REET Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Transfer to Debt Service 800 MHZ (R)	\$ 22,241	\$ 1,600	7.8%
Transfer to Parks (REET 1 & 2)	\$ 968,108	\$ (152,892)	-13.6%
Transfer to Road Improvement (REET 1 & 2)	\$ 3,545,000	\$ -	0.0%
Transfer to Capital Improvement (REET 1 & 2)	\$ 805,000	\$ -	0.0%
Total	\$ 5,340,349	\$ (151,292)	-3.2%

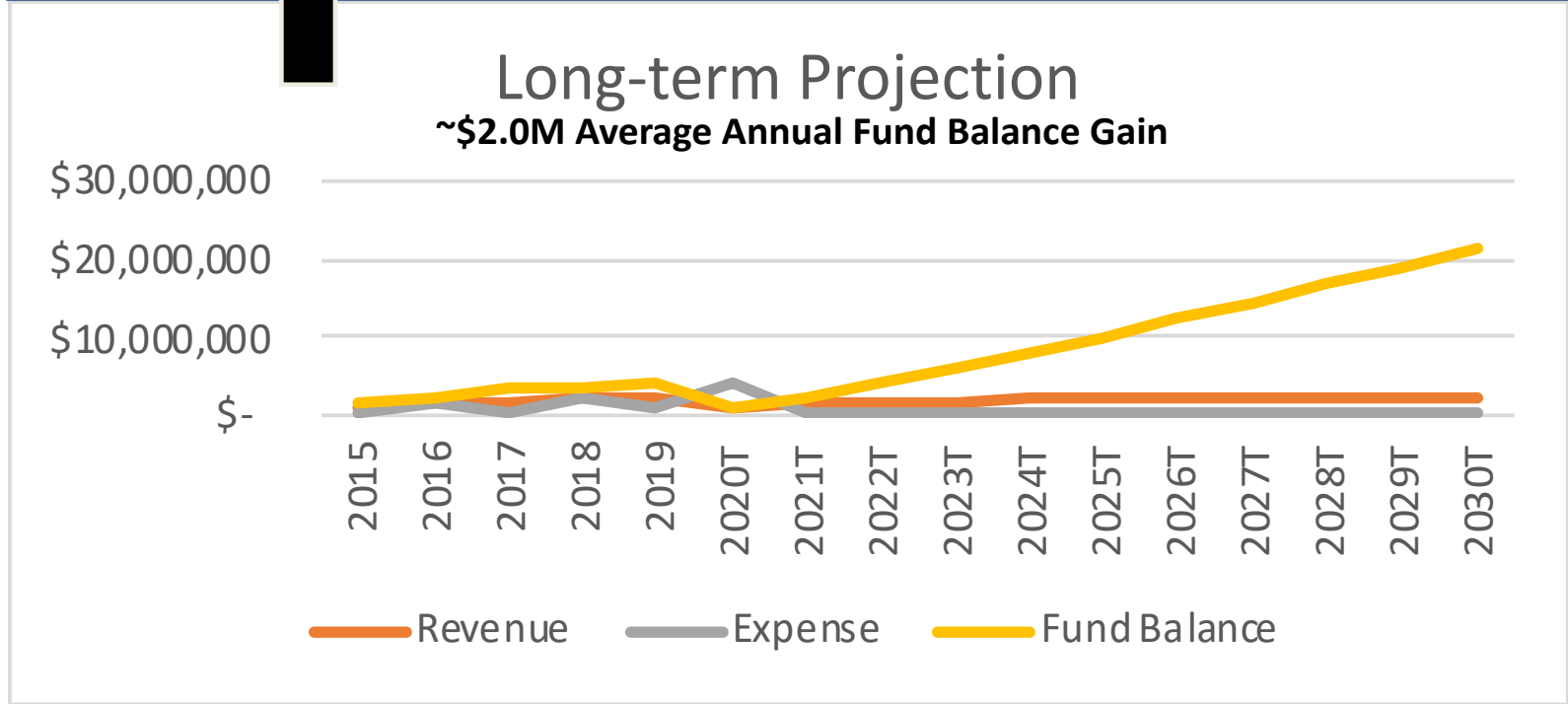


314 – REET Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Long-term Projection
 ~\$2.0M Average Annual Fund Balance Gain



Average Annual Revenue +1.7%



314 – REET Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

Take Away

- Without any additional action, the City is projected to increase annually an average of \$2.0M
- ~50% reserve fund balance reserved for REET 1 Projects
- ~50% reserve fund balance reserved for REET 2 Projects

Recommendations

- Establish Budget Amendment on May 19, 2020 to “2020 Trend”
- Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)
- Establish Budget Amendment on June 16, 2020
- Kickoff Biennial Budget on July 7, 2020



316 – Capital Improvement Fund

Fund Overview

- The Capital Improvement Fund (CIF) supports the planning, design, acquisition, construction, preservation, and improvement to capital assets.
 - Revenues include:
 - Grants Variable
 - Interfund Transfers Variable
 - Interest ~\$40K

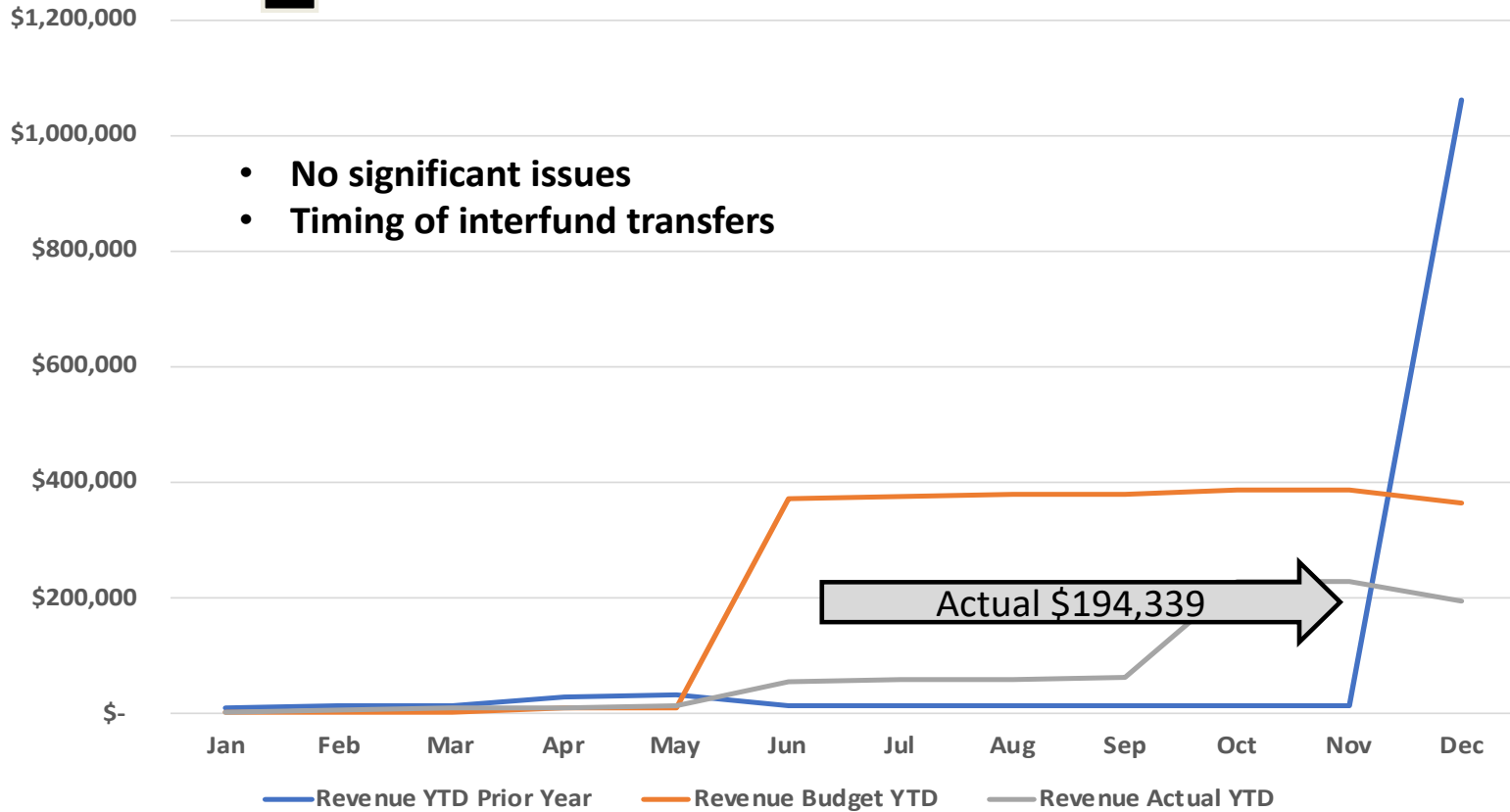


316 – Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



2019 YTD Revenues





316 – Capital Improvement Fund



2019 YTD Revenue

Key Notes:

- No significant issues
- Timing of interfund transfers

CIF Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants	\$ 162,640	\$ 152,640	1526.4%	\$ 37,640	30.1%
Interfund Transfers	\$ -	\$ (1,044,703)	-100.0%	\$ (1,095,000)	-100.0%
Interest	\$ 31,699	\$ 22,997	264.3%	\$ 31,699	#DIV/0!
Total	\$ 194,339	\$ (869,066)	-81.7%	\$ (1,025,661)	-84.1%

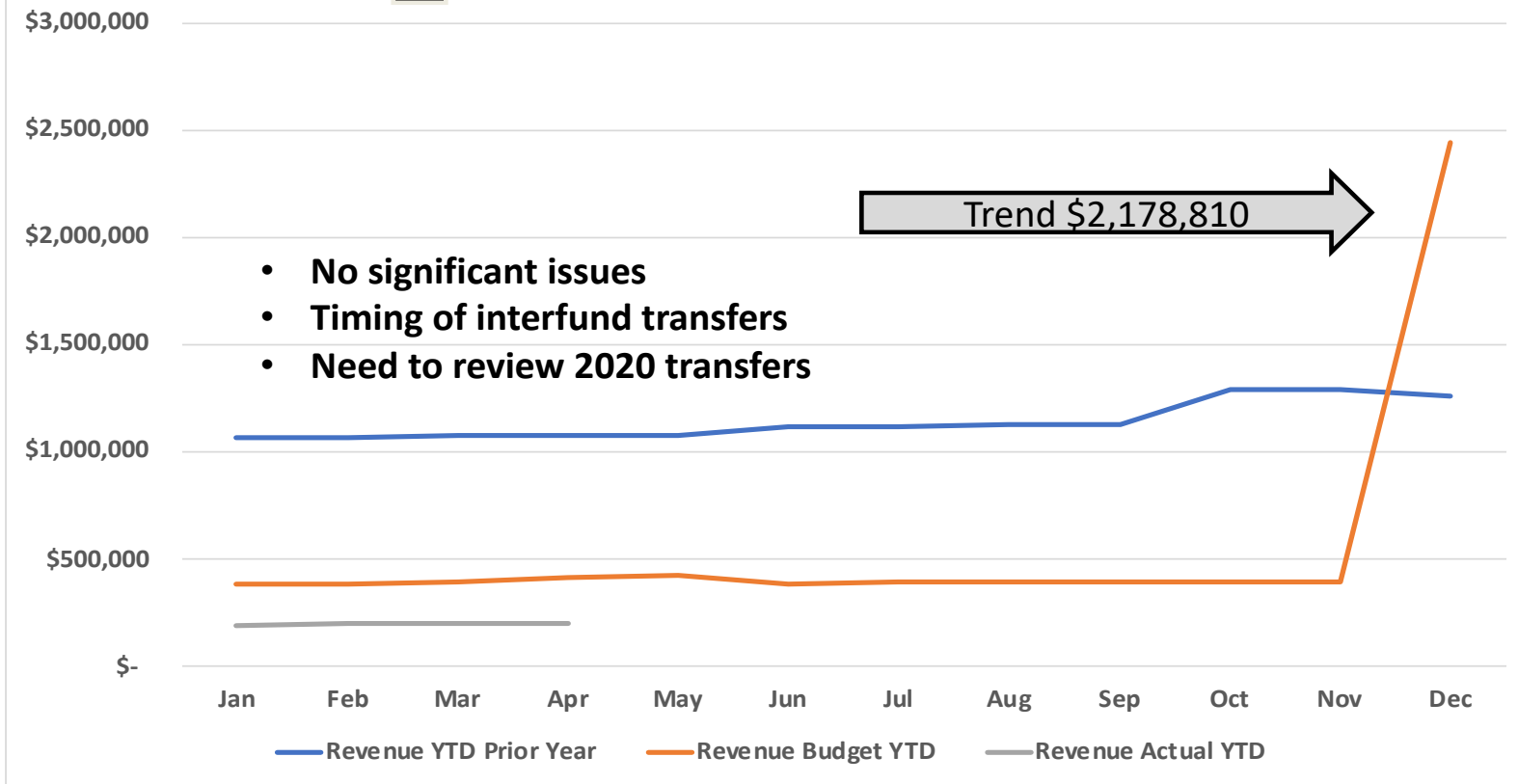


316 – Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



2020 Biennial Revenue Cumulative





316 – Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Key Notes:

- No significant issues
- Timing of interfund transfers
- Need to review 2020 transfers

CIF Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants	\$ 250,000	\$ 87,360	53.7%	\$ 125,000	100.0%
Interfund Transfers	\$ 1,719,678	\$ 1,719,678	#DIV/0!	\$ 624,678	57.0%
Interest	\$ 14,794	\$ (16,905)	-53.3%	\$ 14,794	#DIV/0!
Total	\$ 1,984,471	\$ 1,790,133	921.1%	\$ 764,471	62.7%

CIF Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Grants	\$ 412,640	\$ 162,640	65.1%
Interfund Transfers	\$ 1,719,678	\$ (470,322)	-21.5%
Interest	\$ 46,492	\$ 46,492	#DIV/0!
Total	\$ 2,178,810	\$ (261,190)	-10.7%



316 – Capital Improvement Fund

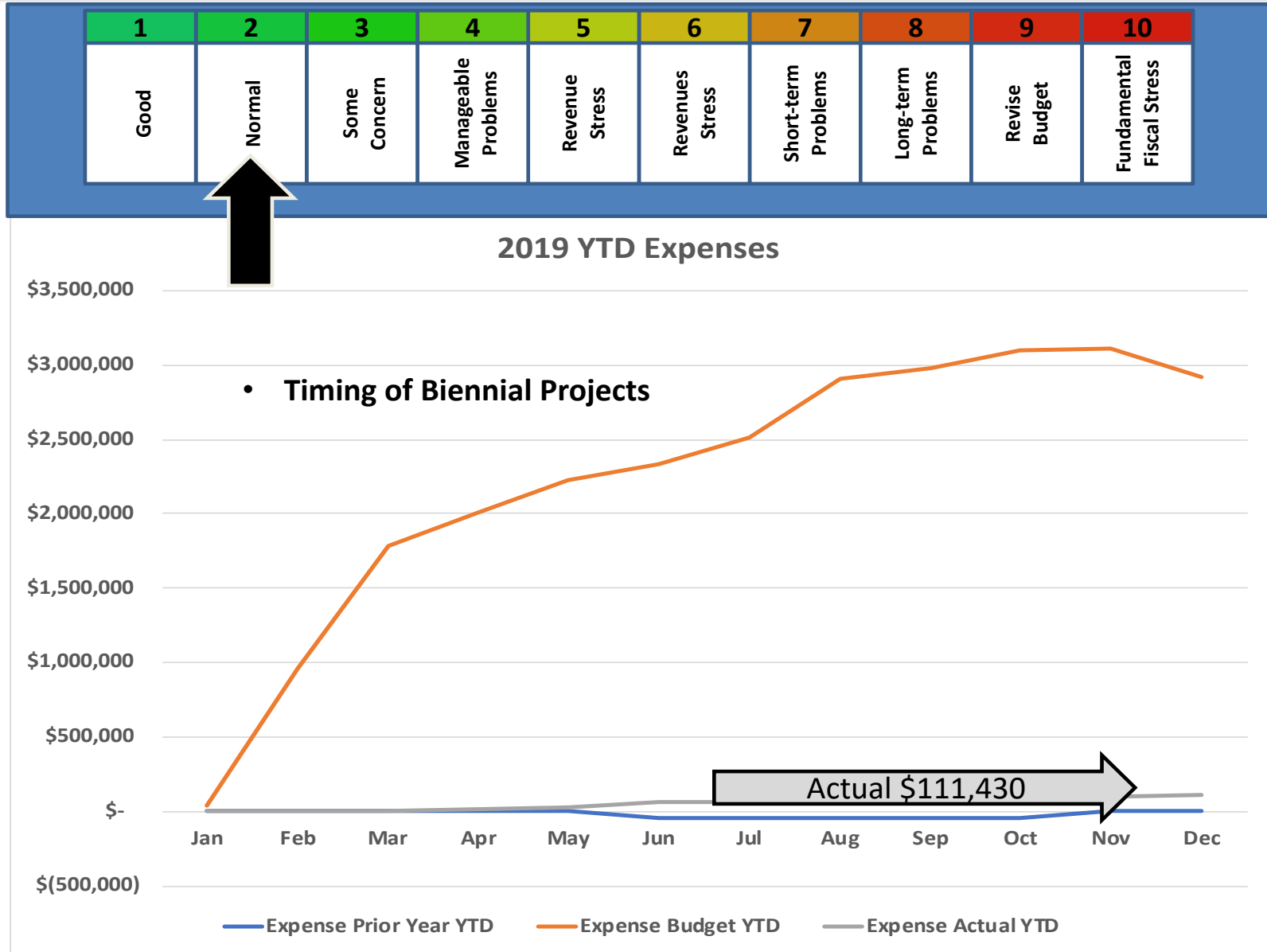
Fund Overview

- The Capital Improvement Fund (CIF) supports the planning, design, acquisition, construction, preservation, and improvement to capital assets.
 - Expenses include:

• Equipment	Variable
• Technology	Variable
• Improvement	Variable
• Repair	Variable
• Buildings/Facilities	Variable
• Labor	Variable

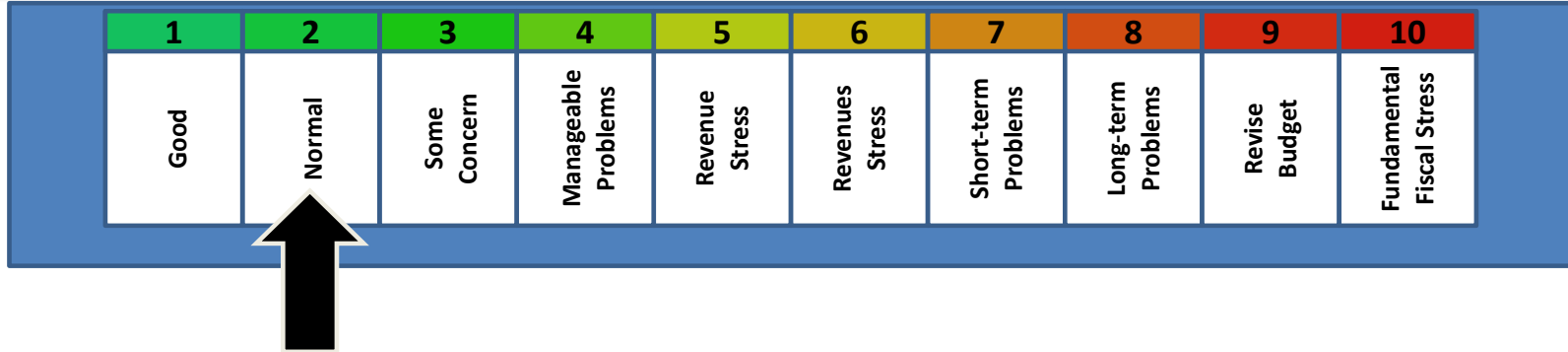


316 – Capital Improvement Fund





316 – Capital Improvement Fund



Key Notes:

- Timing of Biennial Projects

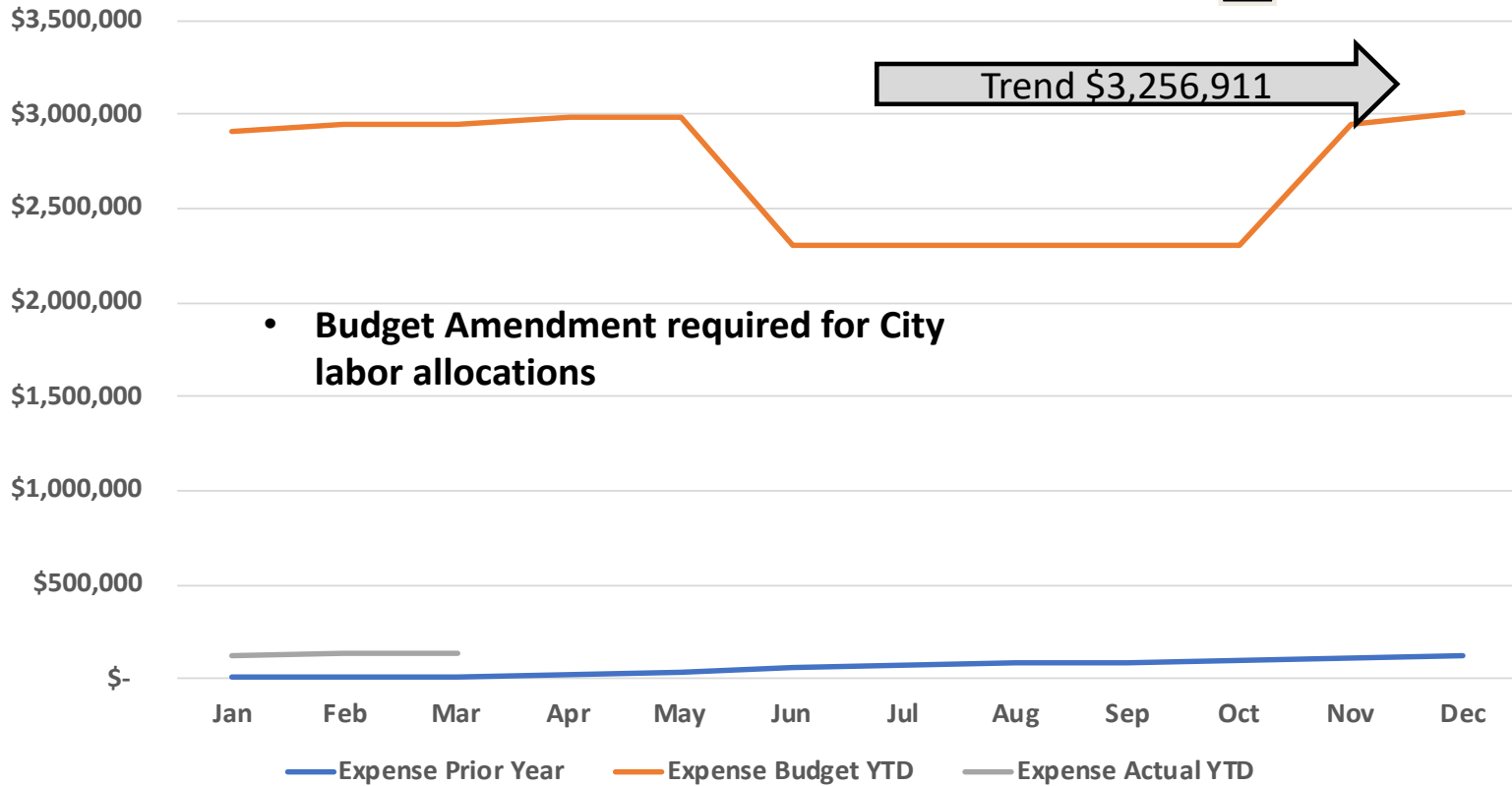
CIF Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Equipment	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Technology	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Improvement	\$ -	\$ -	#DIV/0!	\$ (1,416,500)	-100.0%
Repair	\$ -	\$ -	#DIV/0!	\$ (40,000)	-100.0%
Buildings/Facilities	\$ 21,236	\$ 14,563	#DIV/0!	\$ (28,584)	-57.4%
Labor	\$ 90,195	\$ 90,195	#DIV/0!	\$ 90,195	#DIV/0!
Total	\$ 111,430	\$ 104,757	#DIV/0!	\$ (1,394,890)	-92.6%



316 – Capital Improvement Fund

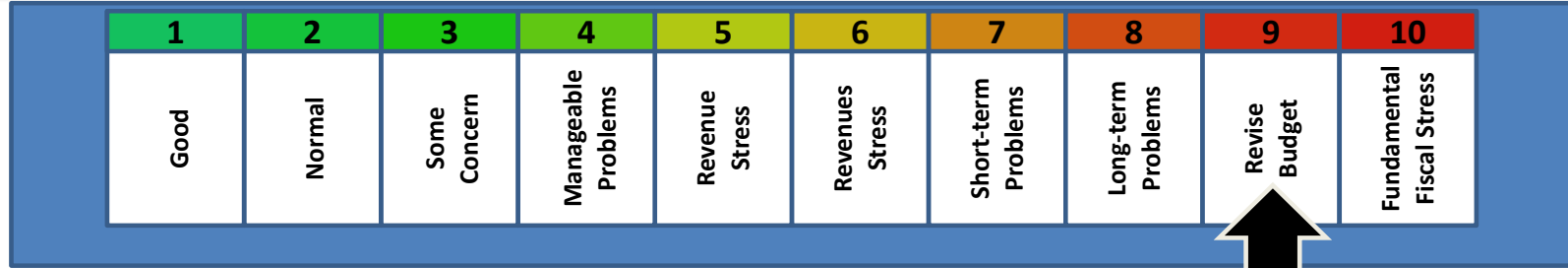
1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

2020 Biennial Expense Cumulative





316 – Capital Improvement Fund



Key Notes:

- Budget Amendment required for City labor allocations

CIF Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Equipment	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Technology	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Improvement	\$ 2,833,000	\$ 2,833,000	#DIV/0!	\$ 1,416,500	100.0%
Repair	\$ 80,000	\$ 80,000	#DIV/0!	\$ 40,000	100.0%
Buildings/Facilities	\$ 78,404	\$ 57,168	269.2%	\$ 28,584	57.4%
Labor	\$ 154,076	\$ 63,882	70.8%	\$ 154,076	#DIV/0!
Total	\$ 3,145,480	\$ 3,034,050	2722.8%	\$ 1,639,160	108.8%

CIF Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Equipment	\$ -	\$ -	#DIV/0!
Technology	\$ -	\$ -	#DIV/0!
Improvement	\$ 2,833,000	\$ -	0.0%
Repair	\$ 80,000	\$ -	0.0%
Buildings/Facilities	\$ 99,640	\$ -	0.0%
Labor	\$ 244,271	\$ 244,271	#DIV/0!
Total	\$ 3,256,911	\$ 244,271	8.1%

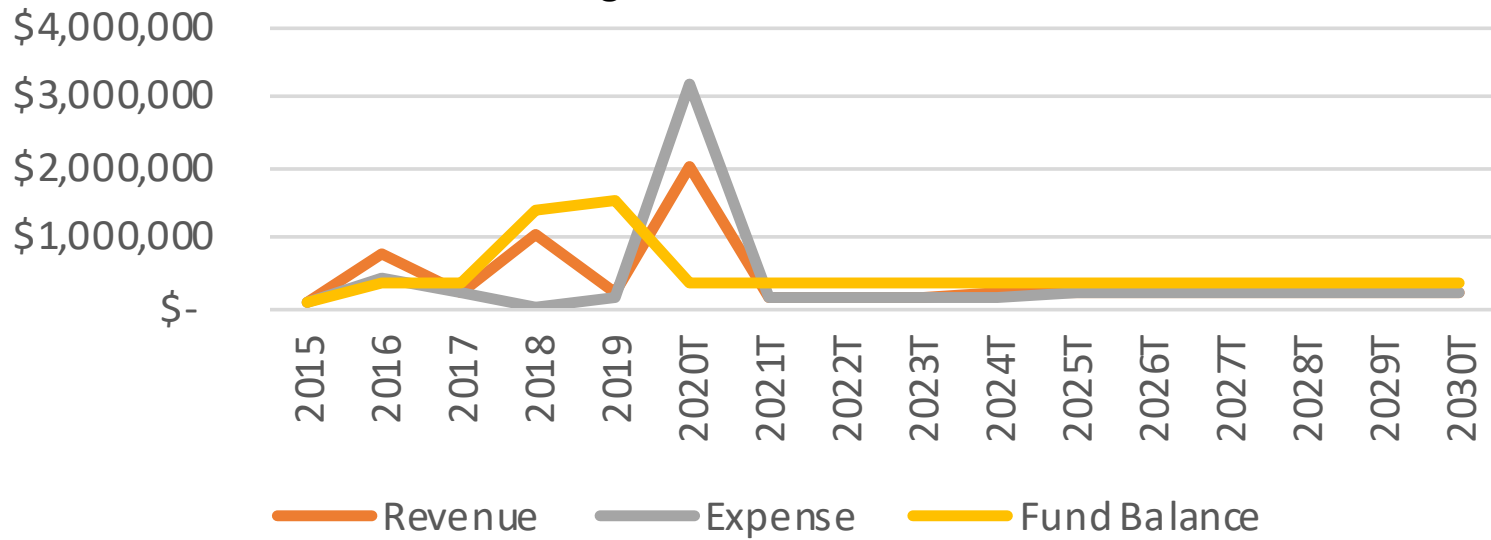


316 – Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Long-term Projection
 ~\$3K Average Annual Fund Balance Gain

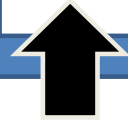


Average Annual Revenue +1.2%



316 – Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Take Away

- Without any additional action, the City is projected to increase annually an average of \$3K
- Highly dependent on grants and interfund transfers
- Budget Amendment required for City labor allocations

Recommendations

- Maximize grant opportunities
- Establish Budget Amendment on May 19, 2020 to “2020 Trend”
- Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)
- Establish Budget Amendment on June 16, 2020
- Kickoff Biennial Budget on July 7, 2020



317 – Parks Capital Improvement Fund

Fund Overview

- The Parks Capital Improvement Fund (CIF) supports the planning, design, acquisition, construction, preservation, and improvement to the City Parks' capital assets.
 - Revenues include:

• Grants	Variable
• Interfund Transfers	Variable
• Interest	~\$40K
• Mitigation	Variable

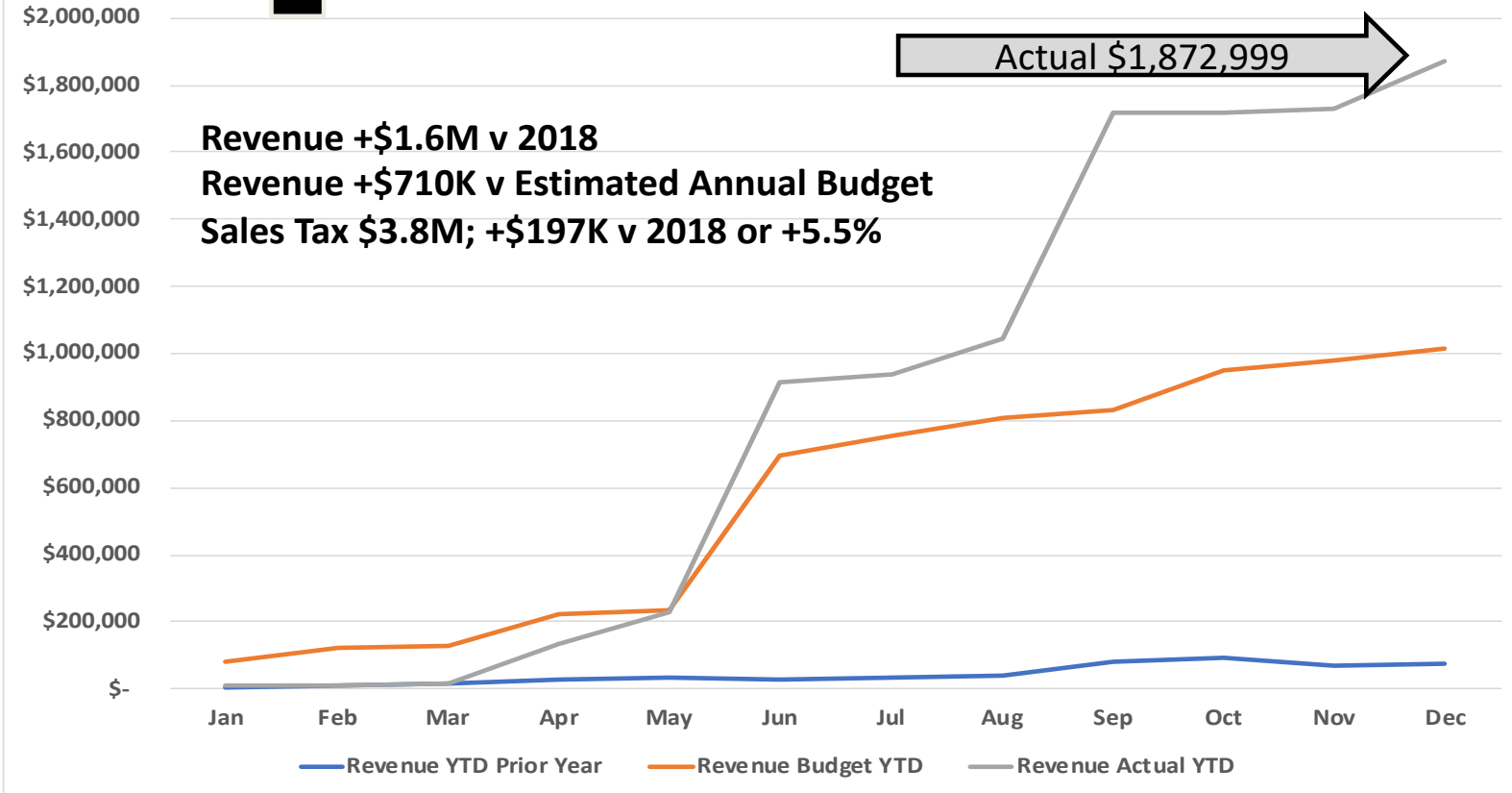


317 – Parks Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

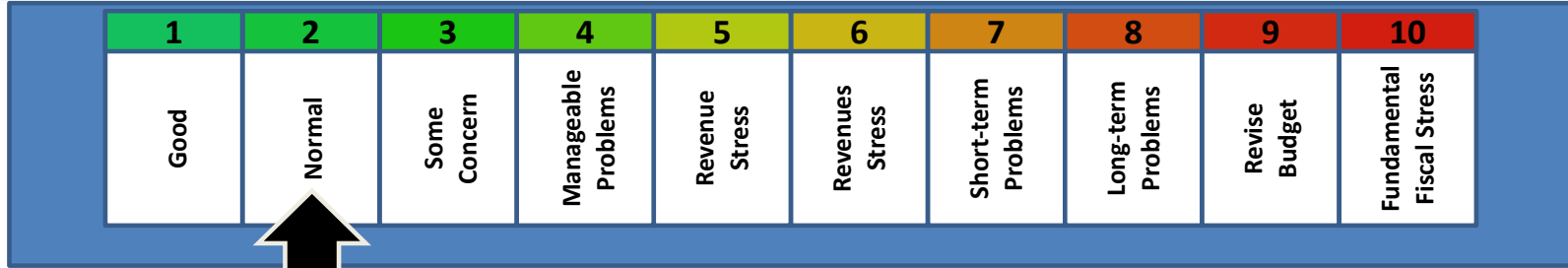


2019 YTD Revenues





317 – Parks Capital Improvement Fund



2019 YTD Revenue

Key Notes:

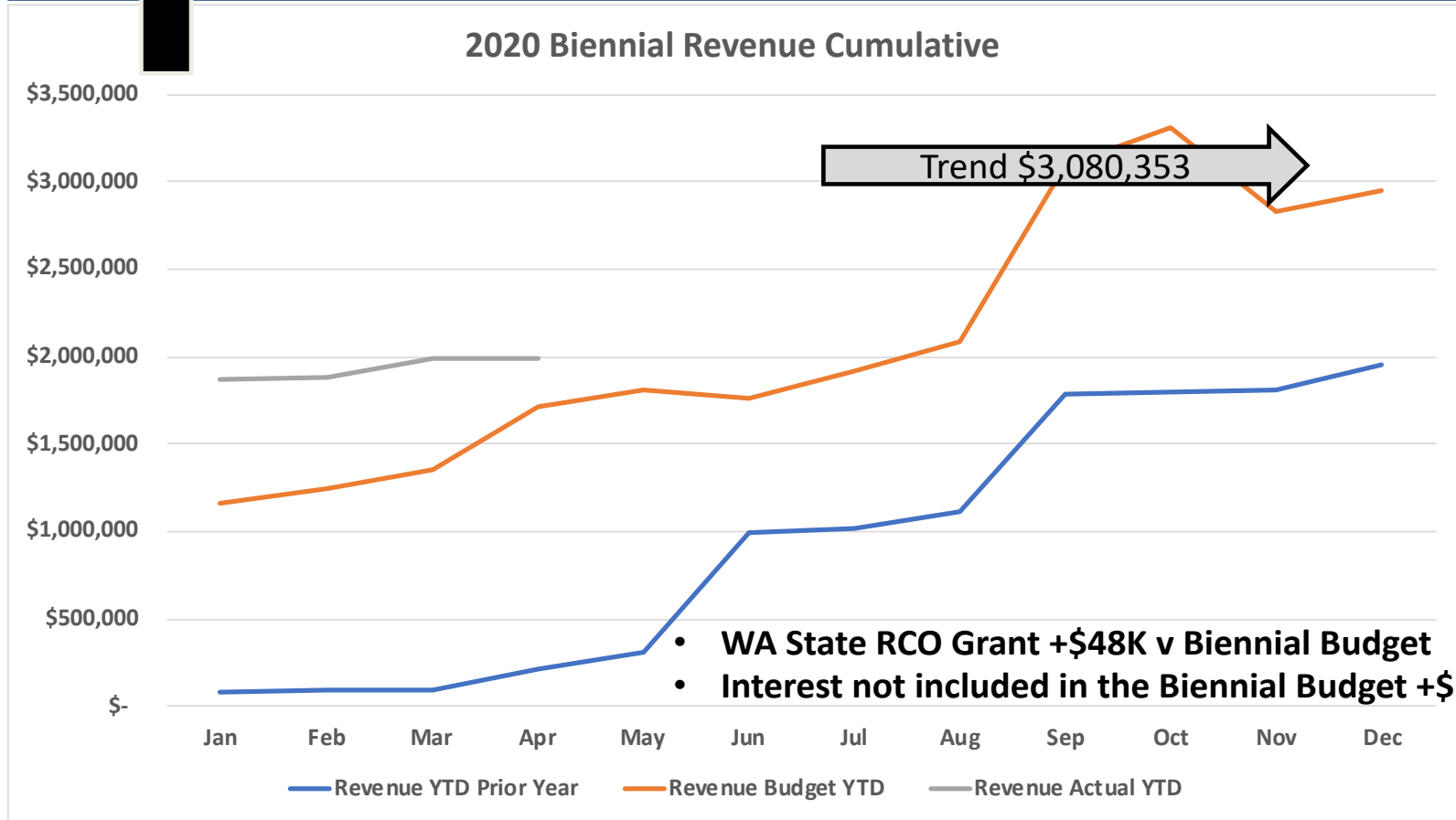
- Timing of Projects
- Mitigation 3.4% better than est. budget

Parks CIF Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants	\$ 332,242	\$ 314,484	1770.9%	\$ 62,742	23.3%
Interfund Transfers	\$ 826,712	\$ 826,712	#DIV/0!	\$ 268,712	48.2%
Interest	\$ 44,242	\$ (14,343)	-24.5%	\$ 44,242	#DIV/0!
Mitigation	\$ 669,803	\$ 669,803	#DIV/0!	\$ 21,803	3.4%
Total	\$ 1,872,999	\$ 1,796,656	2353.4%	\$ 397,499	26.9%



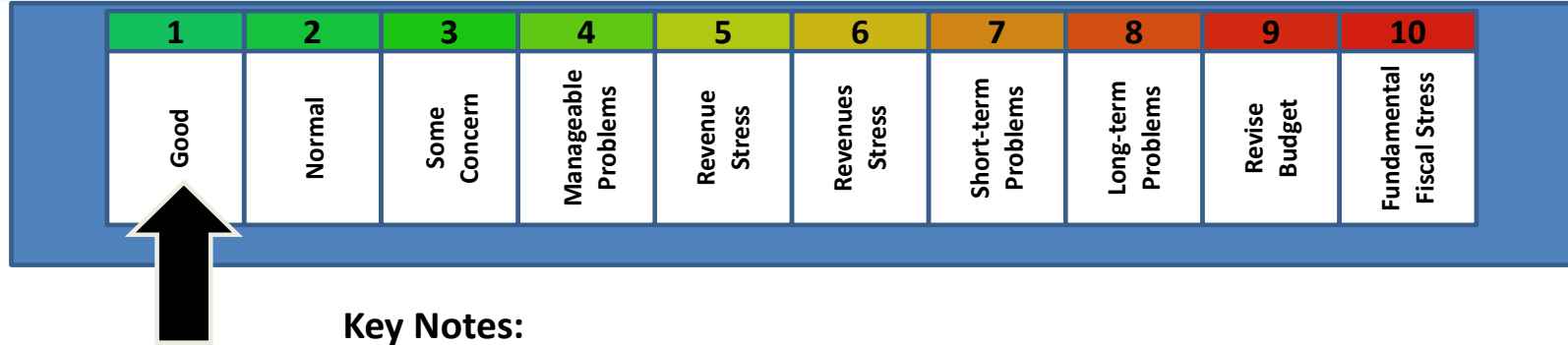
317 – Parks Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress





317 – Parks Capital Improvement Fund



Key Notes:

- WA State RCO Grant +\$48K v Biennial Budget
- Interest not included in the Biennial Budget +\$70K

Parks CIF Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants	\$ 255,000	\$ (77,242)	-23.2%	\$ (14,500)	-5.4%
Interfund Transfers	\$ 300,000	\$ (526,712)	-63.7%	\$ (258,000)	-46.2%
Interest	\$ 26,157	\$ (18,085)	-40.9%	\$ 26,157	#DIV/0!
Mitigation	\$ 626,197	\$ (43,607)	-6.5%	\$ (21,803)	-3.4%
Total	\$ 1,207,354	\$ (665,645)	-55.3%	\$ (268,146)	-32.4%

Parks CIF Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Grants	\$ 587,242	\$ 48,242	9.0%
Interfund Transfers	\$ 1,126,712	\$ 10,712	1.0%
Interest	\$ 70,399	\$ 70,399	#DIV/0!
Mitigation	\$ 1,296,000	\$ -	0.0%
Total	\$ 3,080,353	\$ 129,353	7.8%



317 – Parks Capital Improvement Fund

Fund Overview

- The Parks Capital Improvement Fund (CIF) supports the planning, design, acquisition, construction, preservation, and improvement to the City Parks' capital assets.
 - Expenses include:

• Equipment	Variable
• Technology	Variable
• Improvement	Variable
• Land Acquisition	Variable
• Buildings/Facilities	Variable
• Labor	Variable

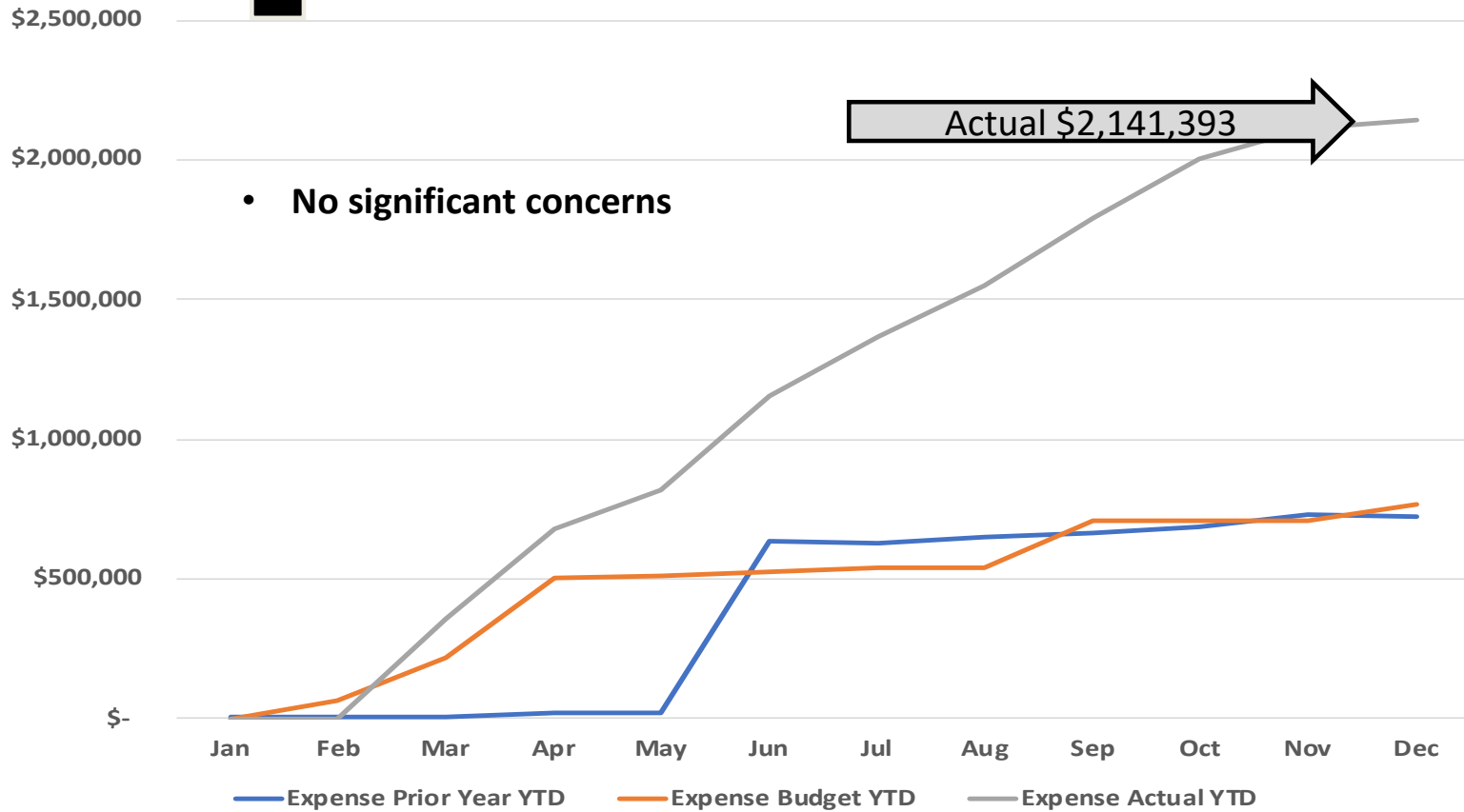


317 – Parks Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

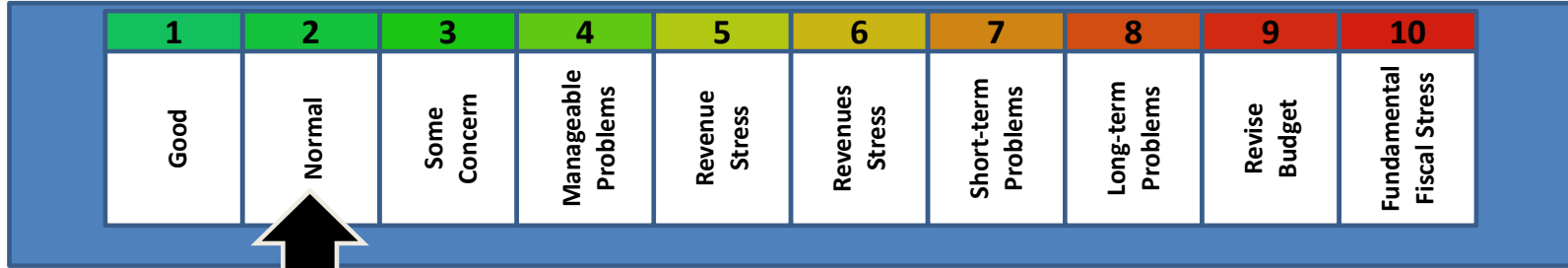


2019 YTD Expenses





317 – Parks Capital Improvement Fund



Key Notes:

- No significant concerns

Parks CIF Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Equipment	\$ 896,292	\$ 762,392	569.4%	\$ 346,292	63.0%
Technology	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Improvement	\$ 1,228,396	\$ 638,973	108.4%	\$ 313,396	34.3%
Land Acquisition	\$ -	\$ -	#DIV/0!	\$ (1,100,000)	-100.0%
Buildings/Facilities	\$ -	\$ -	#DIV/0!	\$ (25,000)	-100.0%
Labor	\$ 16,704	\$ 16,704	#DIV/0!	\$ 16,704	#DIV/0!
Total	\$ 2,141,393	\$ 1,418,069	#DIV/0!	\$ (448,607)	-17.3%

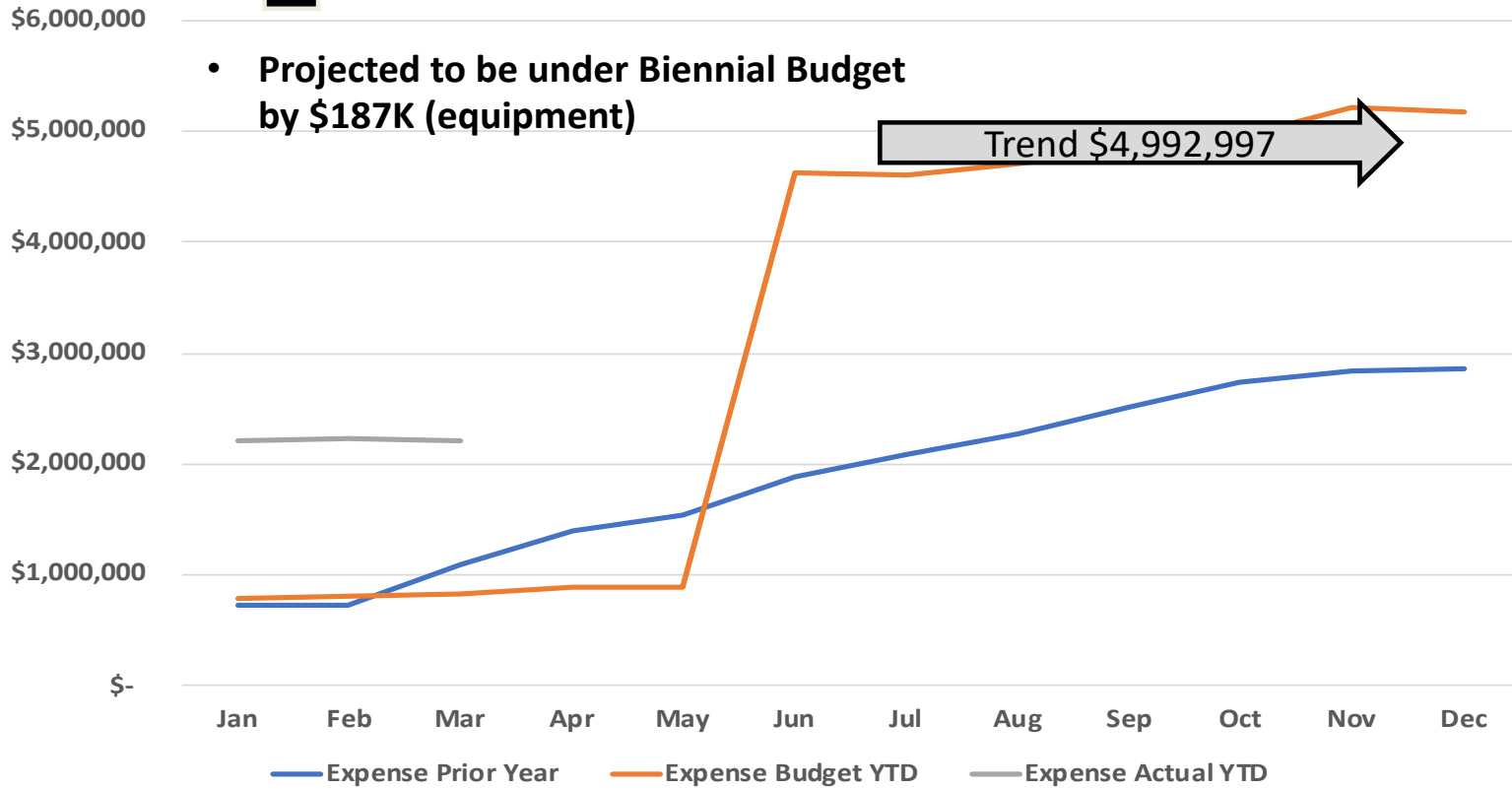


317 – Parks Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

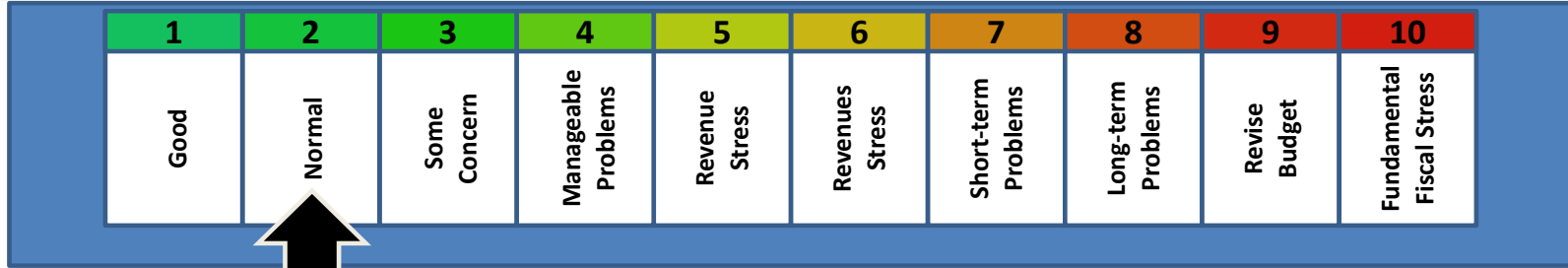


2020 Biennial Expense Cumulative





317 – Parks Capital Improvement Fund



Key Notes:

- Projected to be under Biennial Budget by \$187K

Parks CIF Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Equipment	\$ -	\$ (896,292)	-100.0%	\$ (550,000)	-100.0%
Technology	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Improvement	\$ 601,604	\$ (626,793)	-51.0%	\$ (313,396)	-34.3%
Land Acquisition	\$ 2,200,000	\$ 2,200,000	#DIV/0!	\$ 1,100,000	100.0%
Buildings/Facilities	\$ 50,000	\$ 50,000	#DIV/0!	\$ 25,000	100.0%
Labor	\$ -	\$ (16,704)	-100.0%	\$ -	#DIV/0!
Total	\$ 2,851,604	\$ 710,211	33.2%	\$ 261,604	10.1%

Parks CIF Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Equipment	\$ 896,292	\$ (203,708)	-18.5%
Technology	\$ -	\$ -	#DIV/0!
Improvement	\$ 1,830,000	\$ -	0.0%
Land Acquisition	\$ 2,200,000	\$ -	0.0%
Buildings/Facilities	\$ 50,000	\$ -	0.0%
Labor	\$ 16,704	\$ 16,704	#DIV/0!
Total	\$ 4,992,997	\$ (187,003)	-3.6%

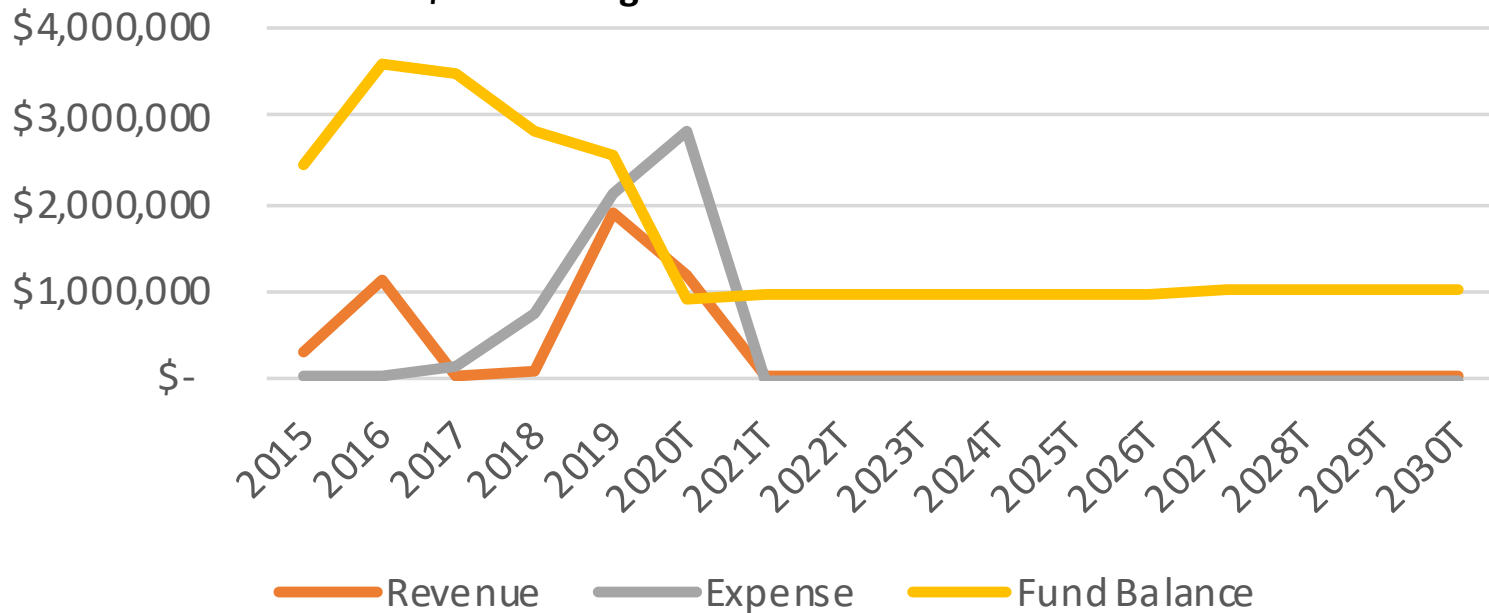


317 – Parks Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Long-term Projection
 ~\$10K Average Annual Fund Balance Gain





317 – Parks Capital Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

Take Away

- Without any additional action, the City is projected to increase annually an average of \$10K
- Dependent on mitigation, grants, and interfund transfers

Recommendations

- Maximize grant opportunities
- Establish Budget Amendment on May 19, 2020 to “2020 Trend”
- Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)
- Establish Budget Amendment on June 16, 2020
- Kickoff Biennial Budget on July 7, 2020



318 – Road Improvement Fund

Fund Overview

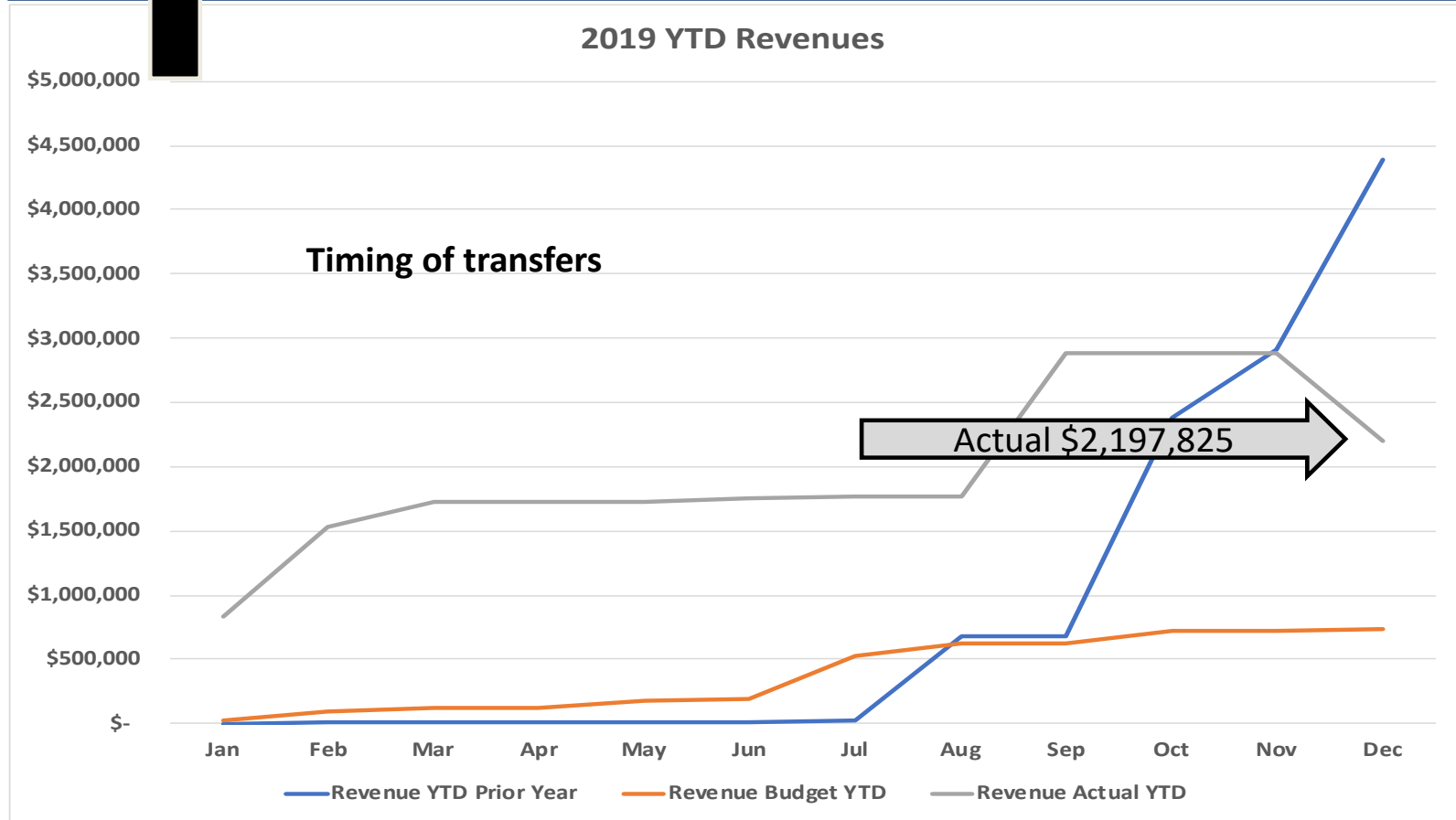
- The Road Improvement Fund (CIF) supports the planning, design, acquisition, construction, preservation, and improvement to the City's Streets.
 - Revenues include:

• Grants	Variable
• Interfund Transfers	Variable
• Interest	~\$40K
• Mitigation	Variable



318 – Road Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress





318 – Road Improvement Fund



2019 YTD Revenue

Key Notes:

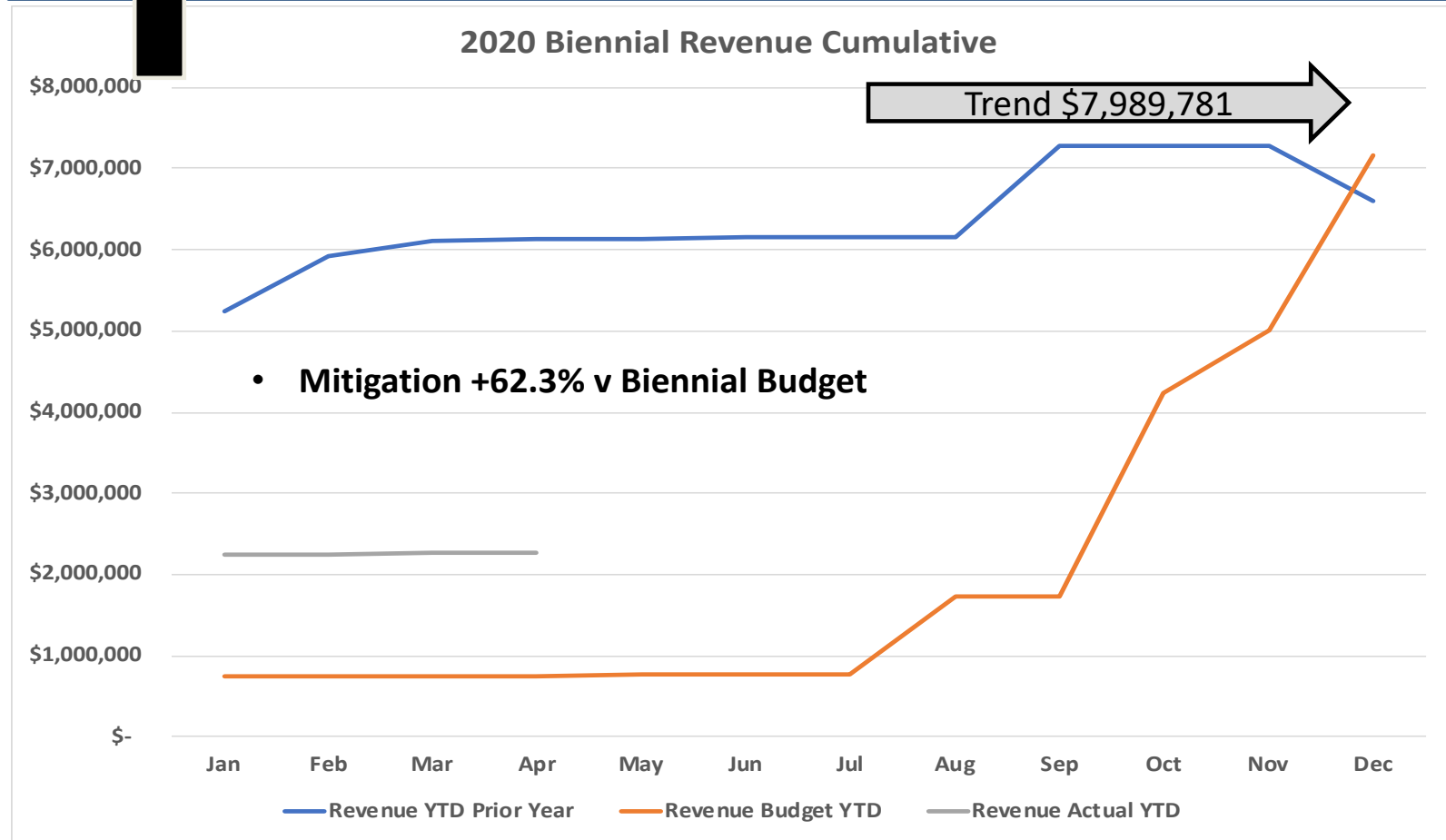
- Timing of transfers

Road CIF Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants	\$ 773,176	\$ (1,460,213)	-65.4%	\$ (761,824)	-49.6%
Interfund Transfers	\$ 178,918	\$ (1,904,710)	-91.4%	\$ (1,256,082)	-87.5%
Interest	\$ 44,846	\$ 19,030	73.7%	\$ 44,846	#DIV/0!
Mitigation	\$ 1,200,886	\$ 1,150,170	2267.9%	\$ 585,886	95.3%
Total	\$ 2,197,825	\$ (2,195,722)	-50.0%	\$ (1,387,175)	-38.7%



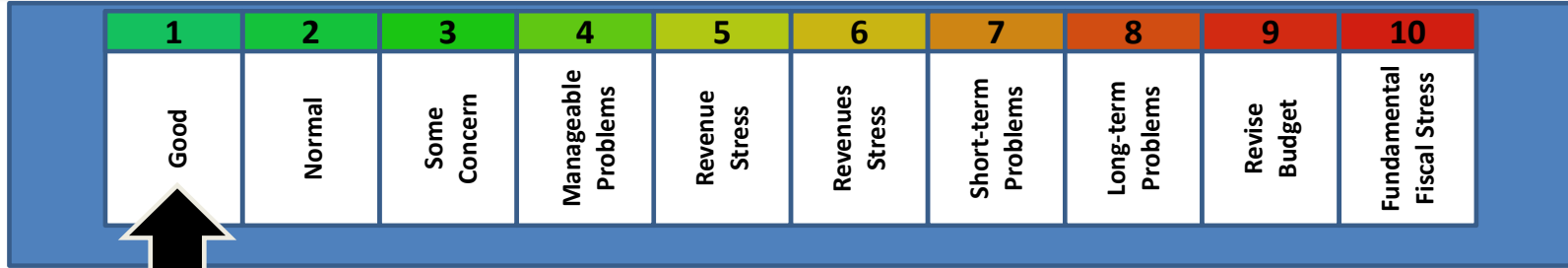
318 – Road Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress





318 – Road Improvement Fund



Key Notes:

- Mitigation +62.3% v Biennial Budget

Road CIF Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Grants	\$ 2,296,824	\$ 1,523,649	197.1%	\$ 761,824	49.6%
Interfund Transfers	\$ 2,668,266	\$ 2,489,348	1391.3%	\$ 1,233,266	85.9%
Interest	\$ 30,860	\$ (13,986)	-31.2%	\$ 30,860	#DIV/0!
Mitigation	\$ 796,005	\$ (404,881)	-33.7%	\$ 181,005	29.4%
Total	\$ 5,791,955	\$ 3,594,130	360.5%	\$ 2,206,955	74.3%

Road CIF Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Grants	\$ 3,070,000	\$ -	0.0%
Interfund Transfers	\$ 2,847,184	\$ (22,816)	-0.8%
Interest	\$ 75,706	\$ 75,706	#DIV/0!
Mitigation	\$ 1,996,891	\$ 766,891	62.3%
Total	\$ 7,989,781	\$ 819,781	13.8%



318 – Road Improvement Fund

Fund Overview

- The Road Improvement Fund (CIF) supports the planning, design, acquisition, construction, preservation, and improvement to the City's Streets.
 - Expenses include:

• Street Marking	Variable
• Traffic Control	Variable
• Sidewalks	Variable
• Bridges	Variable
• Streets	Variable
• Labor	Variable

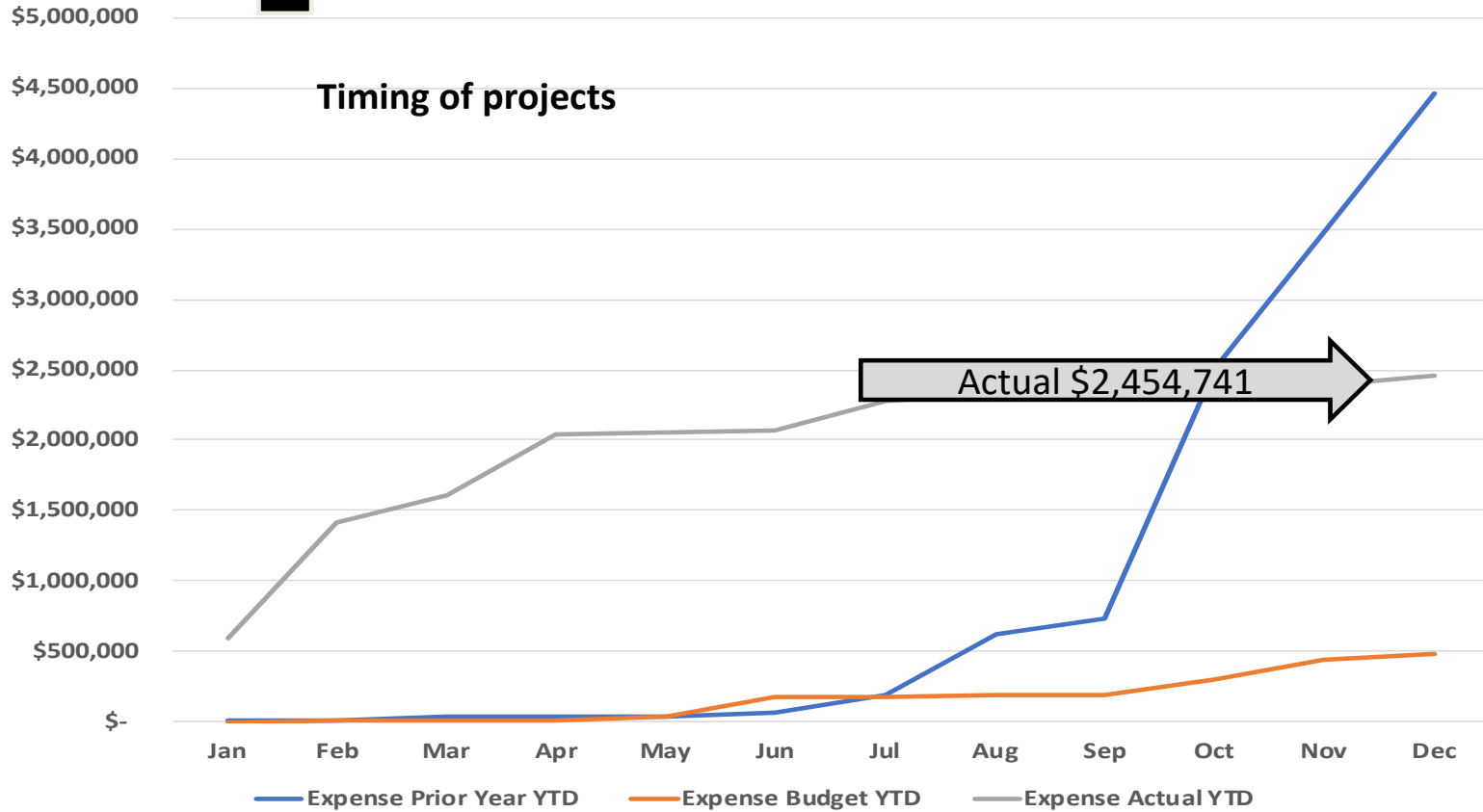


318 – Road Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

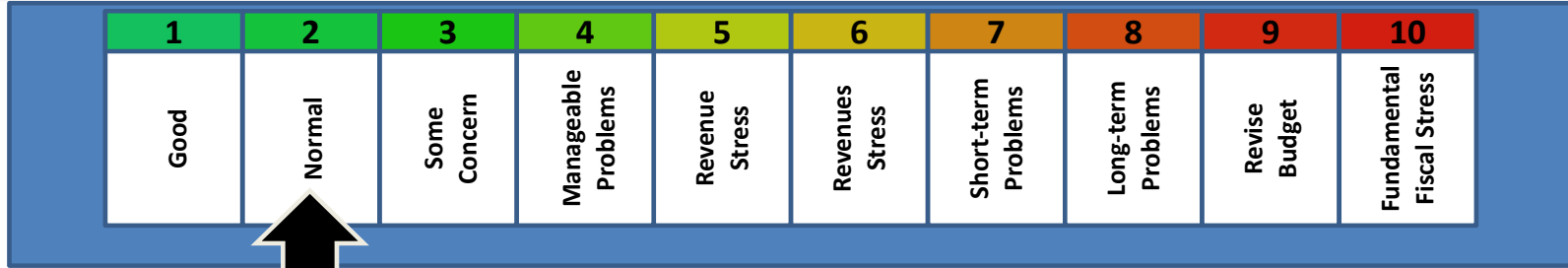


2019 YTD Expenses





318 – Road Improvement Fund



Key Notes:

- Timing of projects

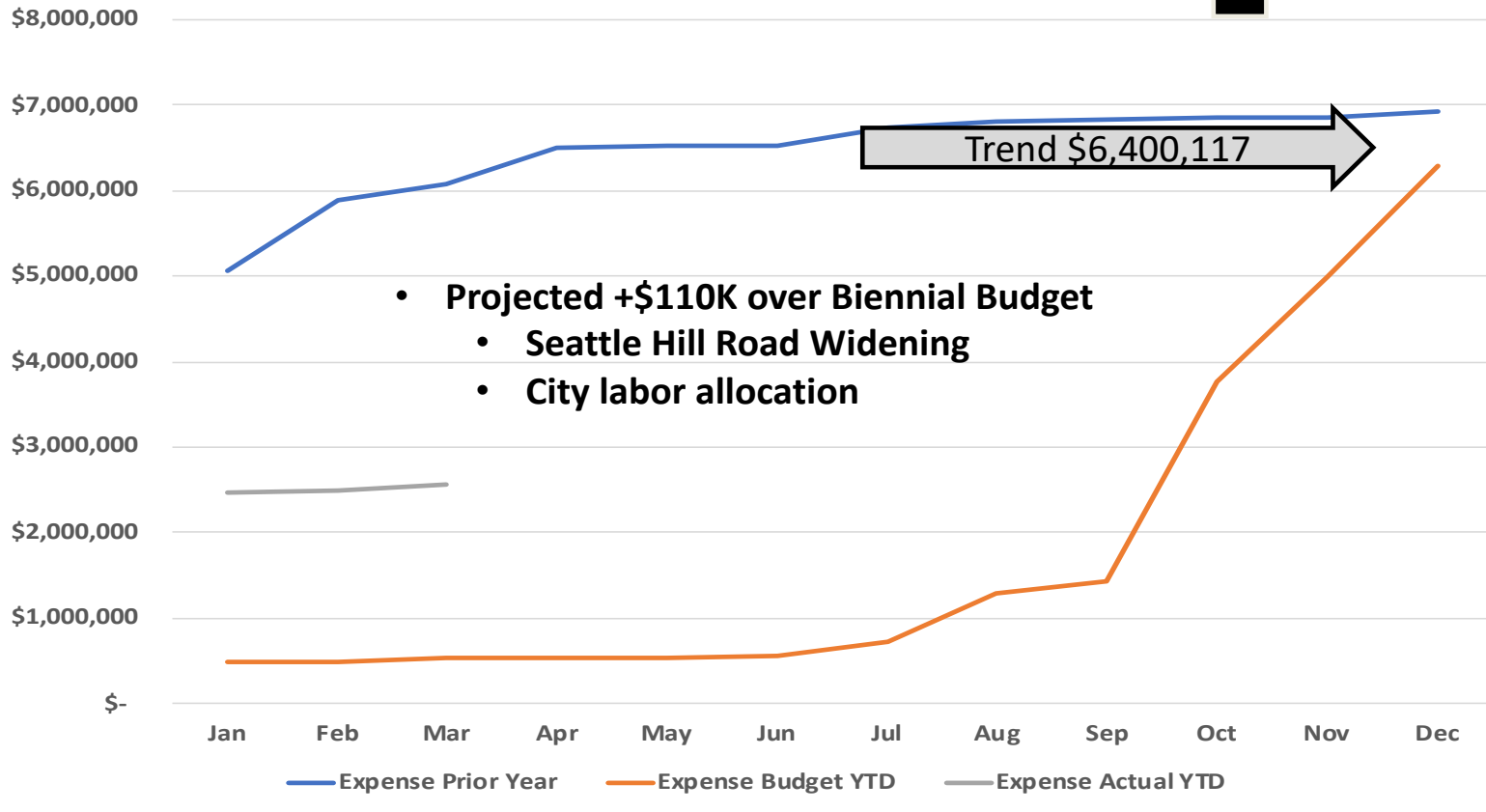
Road CIF Fund	2019	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Street Marking	\$ 178,918	\$ 178,918		\$ 28,918	19.3%
Traffic Control	\$ -	\$ -		\$ (75,000)	-100.0%
Sidewalks	\$ 302	\$ 302		\$ (89,699)	-99.7%
Bridges	\$ 13	\$ (16,072)	-99.9%	\$ 13	
Streets	\$ 2,268,383	\$ (2,176,258)		\$ (561,617)	-19.8%
Labor	\$ 7,126	\$ 7,126		\$ 7,126	
Total	\$ 2,454,741	\$ (2,005,985)	-45.0%	\$ (690,259)	-21.9%



318 – Road Improvement Fund

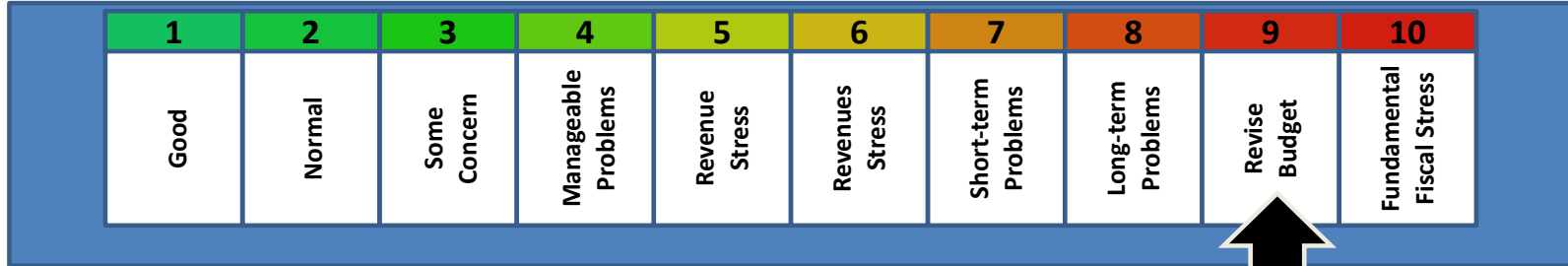
1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress

2020 Biennial Expense Cumulative





318 – Road Improvement Fund



Key Notes:

- **Projected +\$110K over Biennial Budget**
 - **Seattle Hill Road Widening**
 - **City labor allocation**

Road CIF Fund	2020T	V. Prior Year	V. Prior Year	V. Budget	V. Budget
Street Marking	\$ 121,082	\$ (57,836)	-32.3%	\$ (28,918)	-19.3%
Traffic Control	\$ 150,000	\$ 150,000		\$ 75,000	100.0%
Sidewalks	\$ 180,000	\$ 179,699	59601.5%	\$ 90,000	100.0%
Bridges	\$ 5	\$ (8)	-62.5%	\$ 5	
Streets	\$ 3,491,617	\$ 1,223,234	53.9%	\$ 661,617	23.4%
Labor	\$ 2,672	\$ (4,453)	-62.5%	\$ 2,672	
Total	\$ 3,945,376	\$ 1,490,636	60.7%	\$ 800,376	25.4%

Road CIF Fund	2019/2020T	V. Biennial Budget	V. Biennial Budget
Street Marking	\$ 300,000	\$ -	0.0%
Traffic Control	\$ 150,000	\$ -	0.0%
Sidewalks	\$ 180,302	\$ 302	0.2%
Bridges	\$ 18	\$ 18	
Streets	\$ 5,760,000	\$ 100,000	1.8%
Labor	\$ 9,798	\$ 9,798	
Total	\$ 6,400,117	\$ 110,117	1.8%

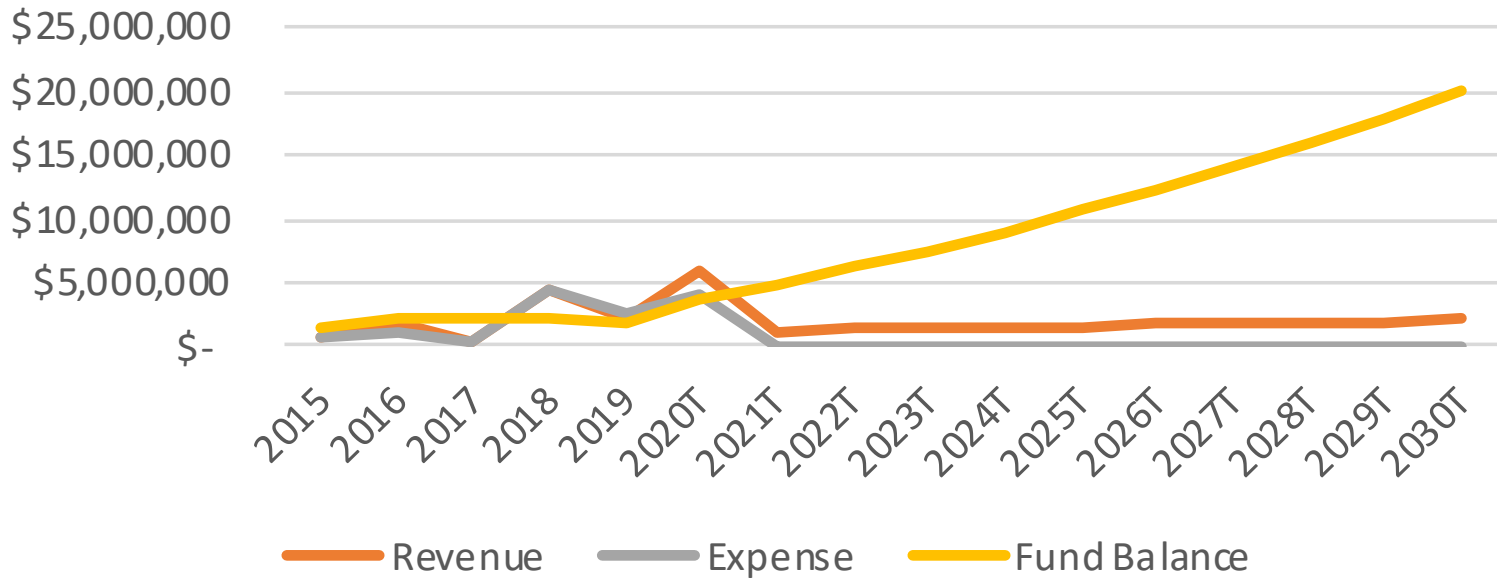


318 – Road Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Long-term Projection



Average Annual Revenue +5.5%



318 – Road Improvement Fund

1	2	3	4	5	6	7	8	9	10
Good	Normal	Some Concern	Manageable Problems	Revenue Stress	Revenues Stress	Short-term Problems	Long-term Problems	Revise Budget	Fundamental Fiscal Stress



Take Away

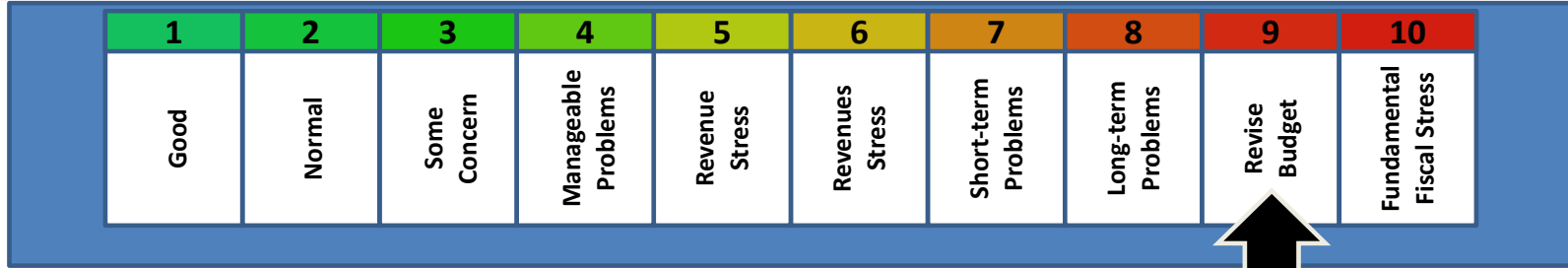
- 2019/2020 Budget Amendments are required
- Mitigation (Traffic – Developers) estimated at 5.5% growth
- Reserve funds designated for roads, sidewalks, traffic safety, and traffic control

Recommendations

- Maximize grant opportunities
- Establish Budget Amendment on May 19, 2020 to “2020 Trend”
- Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)
- Establish Budget Amendment on June 16, 2020
- Kickoff Biennial Budget on July 7, 2020



Other Funds



Fund No.	Fund Name	Trend Biennial Revenues	Trend Biennial Expenditures	Trend Ending Fund Balance	Variance Biennial Revenues	Variance Biennial Expenditures	Variance Ending Fund Balance
110	Council Contingency	\$ 2,231	\$ 576	\$ 576	\$ 2,231	\$ 3,076	\$ 3,076
115	Municipal Arts	\$ 31,761	\$ 31,545	\$ 216	\$ 8,761	\$ 1,545	\$ 7,216
125	Paths & Trails	\$ 3,844	\$ 10,500	\$ 6,811	\$ (156)	\$ -	\$ (156)
130	Drug Buy	\$ 14,909	\$ 18,092	\$ 12,623	\$ (11,091)	\$ (7,908)	\$ (3,183)
145	15720 Main St Property	\$ 367,352	\$ 766,465	\$ 140,313	\$ (6,648)	\$ (50,976)	\$ 44,328
226	Debt Service	\$ 22,241	\$ 561,025	\$ (526,329)	\$ 1,600	\$ 526,393	\$ (524,793)
227	Local Revitalization	\$ 53,535	\$ -	\$ 179,499	\$ (46,465)	\$ -	\$ (46,465)
408	Recreation Enterprise	\$ -	\$ -	\$ 2,225	\$ -	\$ -	\$ -
509	Equipment Replacement	\$ 396,524	\$ 770,155	\$ 1,286,993	\$ 60,605	\$ -	\$ 60,605
521	Unemployment Comp/Self Ins.	\$ -	\$ 20,000	\$ 38,195	\$ -	\$ -	\$ -
Total All Funds		\$ 892,397	\$ 2,178,358	\$ 1,141,123	\$ 8,837	\$ 472,130	\$ (459,371)



Conclusion

- **COVID Annual Impact v Prior Year \$3.1M**
 - **\$22K YTD COVID-19 Direct Expenses**
 - **\$823K Projected REET Revenue Loss**
 - **\$2,226K Projected General Fund Revenue Loss**
 - **Sales & Use**
 - **Permits & Licenses**
 - **Passport Services**
 - **Central and Recreation Services**
- **Projections through 2030 are optimistic and do not account for emergency expense or a repeat of COVID-19 in the Fall**
- **The General Fund may need to subsidize other funds as grants and mitigation may slow**
 - **Street Fund**
 - **CIP**
 - **Parks CIP**
- **The City anticipates the General Fund may lose significantly more reserves than Trend**



Recommendations

- 1. Establish a 180-day solvency reserve goal**
- 2. Immediate hiring freeze**
- 3. Maximize non-tax revenue opportunities (based on ROIs)**
- 4. Establish Budget Amendment on May 19, 2020 to “2020 Trend”**
- 5. Study Session on June 9, 2020 present staff recommended actions (reverse negative trend)**
- 6. Establish Budget Amendment on June 16, 2020**
- 7. Kickoff Biennial Budget on July 7, 2020**



Mill Creek
WASHINGTON

Date: May 12, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
04/27/2020	Wire-First American Title Insurance Co	\$1,958,219.66
04/30/2020	61905-61955	\$264,352.24
Total		\$2,222,571.90

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 61905 through 61955, and Wire in the amount of \$2,222,571.90.

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

Councilmember

Councilmember

Director of Finance

City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval 1.doc

Transaction Detail



Transaction Details	
Date:	04/27/2020
Account Number:	
Bank ID:	
Transaction:	Outgoing Money Transfer Debit (495)
Currency:	USD
Amount:	1,958,219.66
Credit/Debit:	DEBIT
Customer Ref #:	000000000000
Bank Reference:	903704270563198
Value Date:	
Immediate Avail:	0.00
1 Day Float:	0.00
2 Day Float:	0.00
Text:	WIRE TYPE:WIRE OUT DATE:042720 TIME:1404 ET TRN:2020042700563198 SERVICE REF:010934 FED IMAD:20200427B6B7HU2R010934 RELATED REF:GMSJDBKKG ORIG:CITY OF MILL CREEK#TREASURER ID:000060104700 BNF:FIRST AMERICAN TITLE INS COMPANY SEATTLE WASHINGTON US ID:3015980000 BNF BK:FIRST AMERICAN TRUST FSB ID:122241255 INT BK: ID: RECV BK: ID: PAYMENT DETAILS: Other PROPERTY:13716 BOTHELL-EVERET //T HIGHWAY MILL CREEK WA 98012 REF //:317-317594766300 FILE:NCS-969064 //WA1(CF) WIR/CRYSTAL FLOOD 206-448-6286



First American Title Insurance
Company National Commercial
Services
920 Fifth Avenue, Suite 1200
Seattle, WA 98104

INCOMING WIRE INSTRUCTIONS

PAYABLE TO: First American Title Insurance Company National Commercial Services
BANK: First American Trust-Santa Ana
ADDRESS: 5 First American Way, Santa Ana, CA 92707
ACCOUNT NO.: 3015980000
ROUTING NUMBER: 122241255
SWIFT Code: FATUUS66

PLEASE REFERENCE THE FOLLOWING:
PROPERTY: 13716 Bothell-Everett Highway, Mill Creek, WA 98012-5517
FILE NUMBER: NCS-969064-WA1 (CF)

Failure to reference all of the above information may result in a delay of your funds being applied to your file.

PLEASE NOTE: With cybercrimes on the increase, it is important to be ever vigilant. If you receive an e-mail or any other communication that appears to be generated from a First American employee that contains new, revised or altered bank wire instructions, consider it suspect and call our office at a number you trust. Our bank wire instructions rarely change.

If funds are coming from other than buyer, seller or Lender please contact your Escrow Officer before remitting for additional requirements

ACH Transfers are NOT wire transfers: An ACH transfer is not immediately available funds and requires additional time for clearance. An ACH transfer cannot be confirmed for earnest money, additional funds due in connection with your transaction or closing funds until the ten business day clearance period has expired. The acceptance of ACH transfers is subject to state law.

Contact our office at (206)448-6286, Crystal Flood before remitting such a transfer for more details.

Contact our office at (206)448-6286, Crystal Flood when funds are sent.

In the event funds are received after 2:00 PM (Pacific Time), we cannot guarantee funding by close of business that day. The Company will not be responsible for additional interest, penalties, fees, or charges that may be due.

\$1,958,219.66 - ,

317-317-594-76-63-00

Handwritten signature
4-27-20

Version 2.0

June 2019

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 5/8/2020 1:54 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61905	911SUPPL INV-2-1294 INV-2-2081	911 Supply Inc Embroider Badge, Holster, Vest Carrier, Rain Sh Bulletproof Vest - K Hughes	04/30/2020		250.80 1,315.60
Total for Check Number 61905:				0.00	1,566.40
61906	ACTIVENT AN652810_03-16 AN652810_03-16A AN652810_03-16B AN652810_03-16C AN652810_03-16D AN652810_03-16E AN652810_03-16F AN652810_03-16G AN653380_03-16 AN654858_03-23 AN654858_03-23A AN654858_03-23B AN654858_03-23C AN655449_03-23	Active Network LLC Refund Recreation Program Fees 03/09-03/15-C Refund Recreation Program Fees 03/09-03/15-C Refund Facility Rental Fees 03/09-03/15-COVID Refund Program Fees Fees 03/09-03/15-COVID Refund Rental Depost Fees 03/09-03/15-COVID Refund Recreation Programt Fees 03/09-03/15-C Refund Recreation Program Fees 03/09-03/15-C Refund ActiveNet Fees 03/09-03/15-COVID-19 ActiveNet Fees 03/09-03/15-COVID-19 Refund Recreation Programs 03/16-03/22-COVI Refund Recreation Programs 03/16-03/22-COVI Refund Recreation Programs 03/16-03/22-COVI Refund Recreation Programs Fees 03/16-03/22-C ActiveNet Fees 03/16-03/22-COVID-19	04/30/2020		274.50 200.80 385.10 835.70 150.10 225.90 451.90 -89.34 89.34 8,721.61 5,222.29 110.10 -61.86 61.86
Total for Check Number 61906:				0.00	16,578.00
61907	ALDWTR 00320003-01 01100176-01 01300169-01 01550006-01 02170002-01 02460002-01 02470001-01 03050003-01 03095000-01 03805002-01 03865000-01 04900159-01 05400166-01 05590004-02 05600177-03 05700181-01 05702001-01 05705005-01 06900173-02 07850004-01 07855001-01 07895001-01 07900155-01 08000152-01	Alderwood Water District Seattle Hill Rd I/R 01/24-03/19 Median 4 & 5 I/R 01/24 - 03/19 1901 Mill Fern Dr SE I/R Median 01/24 - 03/19 16011 28th Dr SE I/R 01/24 - 03/19 Seattle Hill Rd I/R 01/24 - 03/19 155 Village Grn Dr I/R 01/24 - 03/19 155 Village Grn Dr/Heron Pk 01/24 - 03/19 15933 29th Dr SE I/R 01/24 - 03/19 16220 27th Dr SE I/R 01/24 - 03/19 16217 27th Dr SE I/R 01/24 - 03/19 16205 25th Dr SE I/R 01/24 - 03/19 Seattle Hill Rd I/R 01/24 - 03/19 Median Number 6 I/R 01/24 - 03/19 15720 Mill Creek Blvd D/C 01/24 - 03/19 15720 Main Street 01/24 - 03/19 15728 Main St I/R 01/24 - 03/19 15728 Main St D/C 01/24 - 03/19 15728 Main Street 01/24 - 03/19 1300 156th Pl SE I/R 01/24 - 03/19 16101 Highland Blvd/Restr 01/24 - 03/19 16101 28th Dr SE I/R 01/24 - 03/19 16021 28th Dr SE I/R 01/24 - 03/19 Seattle Hill Rd I/R 01/24 - 03/19 Seattle Hill Rd I/R 01/24 - 03/19	04/30/2020		72.68 72.68 220.52 72.68 72.68 139.88 200.74 72.68 72.68 72.68 32.36 72.68 139.88 15.20 535.68 139.88 15.20 456.23 32.36 200.74 139.88 72.68 72.68 72.68

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	08300050-01	3310 157th Pl SE I/R 01/24 - 03/19			72.68
	08800024-01	Seattle Hill Rd I/R 01/24 - 03/19			72.68
	08900020-01	Seattle Hill Rd I/R 01/24 - 03/19			72.68
	09000017-01	Seattle Hill Rd I/R 01/24 - 03/19			72.68
	09080000-01	14600 Mill Creek Blvd I/R 01/24 - 03/19			32.36
	09100016-01	Seattle Hill Rd I/R 01/24 - 03/19			72.68
	13233000-01	15200 Mill Creek Blvd I/R 01/24 - 03/19			32.36
	25703000-01	14725 32nd Dr SE I/R 01/24 - 03/19			72.68
	26070000-01	15803 32nd Ave SE I/R 01/24 - 03/19			200.74
	26467000-01	1900 164th St SE 01/24 - 03/19			72.68
	26468000-01	1900 164th St SE I/R 01/24 - 03/19			72.68
	33254000-01	14725 32nd Dr SE 01/24 - 03/19			200.74
	34493000-01	15720 Main St I/R 01/24 - 03/19			32.36
			Total for Check Number 61907:	0.00	4,148.03
61908	AMTESTIN 114583	Am Test, Inc 5 - Fecal Coliform Analysis	04/30/2020		125.00
			Total for Check Number 61908:	0.00	125.00
61909	AMAZON 16TG-PWFD-9YKC 16TG-PWFD-9YKC1	Amazon Capital Services Post-It Notes - Central Supplies Lapel Microphone	04/30/2020		19.89 25.40
			Total for Check Number 61909:	0.00	45.29
61910	BANKCARI 1 10 11 12 13 14 15 16 17 18 19 2 20 21 3 4 5 5A 6 7 8 9	Bank of America Refund FBI-LEEDA Education Conf-I Durkee Fruit-St Patrick's Day-Wellness Breakfast Mail Evidence to Crime Lab-Case #2019-4310 & Mail Certifies Envelope-Amsberry's Painting-DC 60 Cases - Nitrile Gloves Tarp/Sander Cover-PW Wipes/10Pk Storage Boxes-Central Supplies Hand Sanitizer Bottles-COVID-19 Laminating Park Closure Signs-COVID-19 Licensing Fees-2020 Ford Interceptor-Car #50 Mail Evidence to Crime Lab - Case # 18-2281 Refund FBI-LEEDA Education Conf-R Fleming 500 Paper Targets - Firearms Training MyBuildingPermit.com-Monthly Fee Refund WRPA Annual Conf J Sandstrom & K R Coffee-Warrant Service Outside Agency Temp Sensors for IT Temp Sensors for PD Homicide Investigation & Crime Scene Manager FBI-ELI 03/2020-I Durkee Mailing Evidence to Crime Lab-Case#2020-611 Tape/15 Pkg Bankers Boxes	04/30/2020		-350.00 15.86 23.36 8.00 488.96 41.97 27.60 16.58 187.28 64.00 11.00 -350.00 182.24 59.95 -360.00 19.83 66.65 133.30 310.00 695.00 8.62 32.54
			Total for Check Number 61910:	0.00	1,332.74
61911	BANKCR16 1	Bank of America 2 Hot Spots - Work Remote - COVID-19	04/30/2020		331.20
			Total for Check Number 61911:	0.00	331.20
61912	XBATTERC 2002507.002	Caitlin Battershell Refund Music for Preschool - Sawyer	04/30/2020		65.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61912:	0.00	65.00
61913	BENEAD 2003510 2004510	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - March Section 125 Flexible Benefits Plan - April	04/30/2020		144.00 144.00
			Total for Check Number 61913:	0.00	288.00
61914	BHCCONS 0011773 0012080	BHC Consultants, LLC Prof Svcs - Plan Review/Building Inspection 12/ Prof Svcs - Plan Review/Inspection Services 02/	04/30/2020		8,483.61 8,888.85
			Total for Check Number 61914:	0.00	17,372.46
61915	BIOCLEAN 10965	Bio Clean Inc COVID-19 Cleaning - Patrol Vehicles (10)	04/30/2020		3,591.25
			Total for Check Number 61915:	0.00	3,591.25
61916	BUILDEX 1065533	Builders Exchange of Washington Inc Publish Projects Online - 2020 Street Pavement I	04/30/2020		74.00
			Total for Check Number 61916:	0.00	74.00
61917	BANKCR20 1 2 3 3A 4 5 6 7 8	Business Card Cleaning Supplies - CHS Extension Cord - Shop Supplies Masonry Drill Bits - Install Street Signs Return - Masonry Drill Bits - Install Street Signs Concrete Masonry Bit Lysol Multi Cleaner - COVID 19 Cleaning Supp 5-Gal Bucket, Paint, Spray Bottle, Adjustable Nc Plastic Toilet Seat Covers - Parks Sneeze Guard Supplies - Passports - COVID 19	04/30/2020		49.46 75.11 30.87 -30.87 64.55 35.76 113.04 138.01 256.60
			Total for Check Number 61917:	0.00	732.53
61918	CDW XMV9486	CDW Government Sonicwall Adv Gateway Ste Bundle - 1 Year	04/30/2020		590.18
			Total for Check Number 61918:	0.00	590.18
61919	CITYEVE I20002159	City of Everett Animals Brought to Shelter - March	04/30/2020		410.00
			Total for Check Number 61919:	0.00	410.00
61920	ADLFSASC 153931	ESA Prof Svcs - On-Call Creekside Offices 03/01 - 02	04/30/2020		1,488.30
			Total for Check Number 61920:	0.00	1,488.30
61921	FAYN Reimb Exp-April	Naomi Fay Reimb HDMI Cable,HP 61 Blk/Tricolor Ink Car	04/30/2020		158.80
			Total for Check Number 61921:	0.00	158.80
61922	FCICUSPV 16807	FCI Custom Police Vehicles Build - Patrol Car #50	04/30/2020		20,191.15
			Total for Check Number 61922:	0.00	20,191.15

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61923	FRSTLNCM 157869 157908	Firstline Communications Inc Remote Maintenance/Phone Support Remote Maintenance/Phone Support	04/30/2020		115.92 57.96
Total for Check Number 61923:				0.00	173.88
61924	XHINIKRJ 2002509.002	Jane Hiniker Refund Music for Preschool - Marley	04/30/2020		65.00
Total for Check Number 61924:				0.00	65.00
61925	ISO CW238485	ISOOutsource IT Consultant/Tech Support 04/01 - 04/15	04/30/2020		4,409.80
Total for Check Number 61925:				0.00	4,409.80
61926	XJACKSNE 2002508.002	Emily Jackson Refund Music for Preschool - Ryker	04/30/2020		65.00
Total for Check Number 61926:				0.00	65.00
61927	XKACIREC 2002512.002 2002515.002	Casey Kacirek Refund Move Over Mozard Piano - Finley Refund Move Over Mozard Piano - Declan	04/30/2020		121.00 121.00
Total for Check Number 61927:				0.00	242.00
61928	LERMAN Reimb WSPCA	Nathan Lerma WSPCA Membership Dues-N Lerma	04/30/2020		50.00
Total for Check Number 61928:				0.00	50.00
61929	LYNNPEAV 368945	Lynn Peavey Company 1 Case - Mask SK Faceshield w/Headband 35/C:	04/30/2020		315.48
Total for Check Number 61929:				0.00	315.48
61930	XMCEWEN 2002506.002	Gail McEwen Refund Music for Preschool - Audrey	04/30/2020		65.00
Total for Check Number 61930:				0.00	65.00
61931	NELSNTRK 678575 678575A 678602	Nelson Truck 2019 Ford F-550 Truck w/Dur-A-Lift DTAX 39I 2019 Ford F-550 Truck w/Dur-A-Lift DTAX 39I Safety Equipment for Dur-A-Lift DTAX 39FP A	04/30/2020		30,000.00 92,849.58 6,375.69
Total for Check Number 61931:				0.00	129,225.27
61932	XNGUYENN 2002523.002	Michelle Nguyen-Jefferson Refund Play-Well TEKnology:Jedi Starship-Wes	04/30/2020		175.00
Total for Check Number 61932:				0.00	175.00
61933	OMWATT 837773	Ogden Murphy Wallace Attorneys Prof Legal Services - Franchises - March	04/30/2020		1,000.50
Total for Check Number 61933:				0.00	1,000.50
61934	PGFREEZ INV-7579	Page Freezer Page Freezer Website Archiving - 12 Months	04/30/2020		3,588.00

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61934:	0.00	3,588.00
61935	PAWS March 2020	PAWS Animals Brought to Shelter - March	04/30/2020		374.00
			Total for Check Number 61935:	0.00	374.00
61936	ELLITIRE 064462012799	PepBoys-Remittance Dept LOF - Car #43	04/30/2020		65.87
			Total for Check Number 61936:	0.00	65.87
61937	PROFORCE 404244 406818	ProForce Law Enforcement 1 - AAC TI-Raid 30 Suppressor - SWAT 1 - AAC Muzzle Brake - Suppressor Modificatio	04/30/2020		979.58 120.45
			Total for Check Number 61937:	0.00	1,100.03
61938	SNOCPUD 105333093 111911486 115237082 121858497 128444132 128460774 128461125 131772308 131772905 138264162 154766611 161140658 167558028	PUD No. 1 of Snohomish County 2501 147th Pl SE 03/24-04/21 3401 148th st SE 02/25-03/23 3401 148th st SE 03/24-04/21 13903 N Creek Dr 03/21-04/16 13510 N Creek Dr 02/19 - 03/20 13628 N Creek Dr 03/19-04/16 13510 N Creek Dr 03/21-04/16 15720 Main St 03/19 - 04/16 928 Dumas Rd 03/20-04/16 13901 North Pointe Cir Irrig 02/07-03/11 15720 Main St Unit B 03/19-04/16 13332 44th Ave SE 03/07-04/02 13901 North Pointe Cir Irrig 01/10-02/06	04/30/2020		47.25 152.74 44.36 165.17 49.89 58.68 42.35 1,334.19 101.03 18.36 310.32 51.94 15.12
			Total for Check Number 61938:	0.00	2,391.40
61939	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main Street 03/19 - 04/17 15728 Main Street 03/19 - 04/17	04/30/2020		336.36 653.12
			Total for Check Number 61939:	0.00	989.48
61940	XREEDM 2002513.002	Marcella Reed Refund Move Over Mozart Piano - Remington	04/30/2020		121.00
			Total for Check Number 61940:	0.00	121.00
61941	XRINGORA 2002522.002	Andrea Ringor Refund Preschool Pals - Dante	04/30/2020		288.00
			Total for Check Number 61941:	0.00	288.00
61942	SHANWILS 114390	Shannon & Wilson Inc Prof Svcs - Church Parcel Thru 03/21	04/30/2020		700.00
			Total for Check Number 61942:	0.00	700.00
61943	SHREDIT 8129604189	Shred-It USA Inc Shredding Service Fee	04/30/2020		78.53
			Total for Check Number 61943:	0.00	78.53

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61944	SNOCOPW I000528146 I000528146A	Snohomish County Public Works Signal Maintenance - RR6155 - Mill Creek Lum Signal Maintenance - RR7552 - Dumas Rd & Pa	04/30/2020		1,263.13 313.31
Total for Check Number 61944:				0.00	1,576.44
61945	SNOCOTRS 00625800014700 00689100001500 00756100030100 00769500006500 00791700010000 00791700010200 00846400099800 00846500099900 00853900009990 00860200099900 00945700010100 27050600202300 28053100102500 28053100201400 28053300108400	Snohomish County Treasurer 2020 Surface Water Mgmt Fee-Silver Crest Park 2020 Surface Water Mgmt Fee-CHN 2020 Surface Water Mgmt Fee-Library Park 2020 Surface Water Mgmt Fee-Highlands Park 2020 Surface Water Mgmt Fee-Heron Park 2020 Surface Water Mgmt Fee-Heron Park Tenn 2020 Surface Water Mgmt Fee-Pine Meadow Pa 2020 Surface Water Mgmt Fee-Pine Meadow Pa 2020 Surface Water Mgmt Fee-Cougar Park 2020 Surface Water Mgmt Fee-Nickel Creek Par 2020 Surface Water Mgmt Fee-Hillside Park 2020 Surface Water Mgmt Fee-Library 2020 Surface Water Mgmt Fee-MCSP 2020 Surface Water Mgmt Fee-Cook Property 2020 Surface Water Mgmt Fee-Buffalo Park	04/30/2020		175.00 4,615.78 175.00 175.00 175.00 175.00 175.00 175.00 175.00 175.00 175.00 2,050.01 2,896.74 175.00 175.00
Total for Check Number 61945:				0.00	11,662.53
61946	SDISTCRT I000526775 I000526775A I000528826 I000528826A	South District Court Interpreter Costs - Feb Filing Fee - SD Court - Feb Filing Fee - SD Court - March Interpreter Costs - March	04/30/2020		421.62 5,647.27 4,340.66 54.99
Total for Check Number 61946:				0.00	10,464.54
61947	TERMINIX 395777206	Terminix Processing Center Pest Control - WO# 16907812614 - MC Library	04/30/2020		89.51
Total for Check Number 61947:				0.00	89.51
61948	BLUELINE 18750	The Blueline Group Prof Svcs - Heron Park Play Area Renovation TH	04/30/2020		2,025.00
Total for Check Number 61948:				0.00	2,025.00
61949	XTRESCOT 2002521.002	Terry Trescott Refund Move Over Mozart Piano - Matthew	04/30/2020		121.00
Total for Check Number 61949:				0.00	121.00
61950	ULINE 118613926	Uline Indirect Vent Safety Goggles - PPE for Officers	04/30/2020		104.39
Total for Check Number 61950:				0.00	104.39
61951	VERIZON 9852703032	Verizon Wireless Access & Usage Chgs - City Cell Phones 03/17 -	04/30/2020		1,376.52
Total for Check Number 61951:				0.00	1,376.52
61952	WSBA 000009426560	Washington State Bar Assoc 2020 Supplement to PRA Deskbook	04/30/2020		120.44

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61952:	0.00	120.44
61953	WHPACIFI 150176	WHPacific, Inc Prof Svcs - Seattle Hill Rd Preservation 07/29-11	04/30/2020		12,239.30
			Total for Check Number 61953:	0.00	12,239.30
61954	ZAC&THON 20-MCR0003	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - March	04/30/2020		9,880.00
			Total for Check Number 61954:	0.00	9,880.00
61955	XZHOUT 2002514.002	Zhou Refund Move Over Mozart Piano - Kayee	04/30/2020		121.00
			Total for Check Number 61955:	0.00	121.00
			Total for 4/30/2020:	0.00	264,352.24
			Report Total (51 checks):	0.00	264,352.24



Date: May 12, 2020

Payroll Check Batches		
Dated	Check Numbers	Amount
04/10/2020	ACH Wire- MCPD Guild Dues	\$2,040.00
04/24/2020	ACH Automatic Deposit Checks	\$152,212.15
04/24/2020	ACH Wire- FWT & Medicare Taxes	\$27,140.20
04/24/2020	ACH Wire MEBT - Wilmington Trust	\$27,878.63
04/24/2020	ACH Wire - BAC - Flex Savings Acct	\$1,880.53
04/24/2020	ACH Wire - ICMA RC - Def. Comp	\$1,648.88
Total		\$212,800.39

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 \$212,800.39.

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

Councilmember

Finance Director

Councilmember

City Manager

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 04/29/2020 2:05:57 PM CDT

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

Status: Confirmed By Bank
Transaction Number: 204SB3511DGH1F78

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: 04/29/2020

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: WTX:2020042800578897
Confirmation #: BOOK:2020042800578897

Input Time: 04/28/2020 11:35:42 AM CDT
Time: 04/28/2020 3:21:36 PM CDT

Police Guild Dues for March 2020

Payroll Name	Guild Dues
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Phillips, Robert	\$ 100.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Marks, Tara N	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 2,040.00 //

Mar-20

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:17 Pay Date:04/24/2020 P/E Date:04/15/2020
 Qtr/Year:2/2020 Run Time/Date:14:45:59 PM EDT 04/22/2020

Taxes Debited				
	Federal Income Tax		20,327.13	
	Earned Income Credit Advances		0.00	
	Social Security - EE		0.00	
	Social Security - ER		0.00	
	Social Security Adj - EE		0.00	
	Medicare - EE		3,111.52	
	Medicare - ER		3,111.59	
	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		196.65	
	State Family Leave Insurance - ER		0.00	
	State Medical Leave Insurance - EE		176.96	
	State Medical Leave Insurance - ER		216.35	
	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		27,140.20	
			152,212.15	
	Total Amount Debited From Your Account			179,352.35
Other Transfers	Full Service Direct Deposit Acct.			179,352.35
Bank Debits & Other Liability	Checks	0.00		179,352.35
	Adjustments/Prepay/Voids	0.00		179,352.35
Taxes- Your Responsibility	None this payroll			

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 04/29/2020 2:05:33 PM CDT

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

Status: Confirmed By Bank
Transaction Number: 204SB2246PZG1V73

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: 27,878.63

Value Date: 04/29/2020

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lolleo
Approved: mclaravino
Initial Confirmation: WTX:2020042800577186
Confirmation #: CHPR:0190445

Input Time: 04/28/2020 11:23:02 AM CDT
Time: 04/28/2020 3:22:13 PM CDT

Payroll 04/24/2020

MEBT ER	13,238.03
MEBT EE	14,640.60
Sub-Total	27,878.63
Less Standard Insurance	0.00
Wire Total	27,878.63

9433.78	LEO	Total
704.6	MBX	Total
13196.5	MEB	Total
697.97	MEB2	Total
41.49	MME	Total
41.49	MMR	Total
6801.6	P2E	Total
1103.14	P3E	Total
13196.5	TER	Total
45217.2	Grand Total	

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 04/30/2020
Report Time: 05:57:08 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	05/01/2020
ACH ID:	2911225895	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	0105583

Total Amount in Batch Total Count in Batch

Debits	\$0.00	0
Credits	\$1,880.53	1
Prenotes	\$0.00	0

Grand Total Amount Grand Total Count

Debits	\$0.00	0
Credits	\$1,880.53	1
Prenotes	\$0.00	0

<https://cpo-ach.bankofamerica.com/wcmpr/rptbatchsumviewform.jsp?source=BATCHSU...> 4/30/2020

Payroll Date 04/24/2020	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
Total Due to BAC	\$ 1,880.53	

Outgoing Payments Report



Company: City of Mill Creek
 Requester: Leo, Lota
 Run Date: 04/29/2020 2:05:11 PM CDT

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

Status: Confirmed By Bank
 Transaction Number: 204SB19308UK2282

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 64653
 Beneficiary City: Baltimore
 Beneficiary Postal Code: 21264-4653
 Beneficiary Country: US - United States of America

Beneficiary Account:
 Beneficiary Bank ID: 1
 MANUFACTURERS AND TRADERS TR C
 ONE M AND T PLAZA, 16TH FL
 BUFFALO
 US - United States of America
 Beneficiary Email:
 Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
 Credit Amount: 1,648.88

Value Date: 04/29/2020

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:2020042800577808
 Confirmation #: FEDR:20200428B6B7HU3R003309

Input Time: 04/28/2020 11:19:45 AM CDT
 Time: 04/28/2020 3:22:59 PM CDT

Payroll Date 04/24/2020	ICMA
Elwin, Gregory L	\$ 254.34
Fleming, Rodney J	\$ 450.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 531.94
LaRose, Scot P	\$ 200.00
Ringstad, Sherrie M	\$ 25.00
White, Stanley R	\$ 50.00
Grand Totals	
Total Due to ICMA	\$ 1,648.88



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, May 5, 2020

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

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

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

City of Mill Creek Virtual Council Meeting Info

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: 1-866-899-4679: 644789413#
- Access Code: 644-789-413

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Steckler.

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 comment on items on or not on the agenda were given.

May 5, 2020 REGULAR COUNCIL MEETING MINUTES

PRESENTATIONS

B. COVID 19 Update
(Grace Lockett, Interim Chief of Staff)

City Manager Michael Ciaravino introduced Interim Chief of Staff Grace Lockett to give an update on the COVID 19 pandemic.

Ms. Lockett presented to Council an update on the following:

- National, State and Local Statistics
- COVID 19 Related Unemployment Statistics
- [Governor Inslee's Phase 4 Re-entry Plan](#).

Council engaged in discussion and Q & A.

STUDY SESSION

C.
Heron Park Public Access and Ownership
(Gina Hortillosa, Director of Public Works and Development Services)

Director Hortillosa updated Members of Council on topics pertaining to ownership and the responsibility of maintenance at Heron Park. The following is a summary of what was presented:

- On February 11, 2020, Council awarded a contract to Neptune Marine LLC for the construction of the Heron Park Play Area Upgrades Project (CIP 19-PARK-01) in an amount not to exceed \$325,422.50.
- Heron Park consists of three parcels. Two parcels are owned by the City of Mill Creek and the other parcel is owned by the Parkside Home Owners Association (HOA).
- The Rotary Club of Mill Creek has expressed interest in donating time and materials to replace the decking of a small pedestrian bridge located on the west end of the Park.
- As per RCW 35.21.100 (Donations –authority to accept and Use), Members of Council will need to approve an ordinance to accept money and/or property donated.

Council engaged in a discussion and directed the City Manager and staff to work with legal counsel to prepare an ordinance, an agreement with the Rotary Club, and letter to the Parkside HOA.

D. Rectangular Rapid Flashing Beacons (RRFBs) Solar Option Update
(Gina Hortillosa, Director of Public Works and Development Services)

Director Hortillosa provided an update to Members of Council regarding the RRFB Group A and Group B Installation Project. The following updates were given:

- In March, the City advertised the RRFB Group A and Group B Installation Project.
- The City opened one bid on March 17, 2020 from Transportation Systems, Inc.
- The deadline for contract award or bid rejection has been extended to May 29, 2020.
- City staff is assessing the feasibility of upgrading the existing solar RRFBs (Group A) and has reached out to TAPCO (the RRFB manufacturer) and other agencies to learn more about battery replacement.

Council engaged in discussion.

E. Status Update Cook Property Land Use
(Gina Hortillosa, Director of Public Works and Development Services)

City Manager Michael Ciaravino briefed Members of Council with the current status of Cook Property located at 13628 North Creek Drive, south of and adjacent to the Heatherwood Apartments. A single family home exists on the property. The update included the use and condition of the property. City Manager Ciaravino discussed with Members of Council the historical use and possibilities for the property. Council engaged in a discussion. City staff will obtain cost estimates for the demolition of Cook Property to be presented at a future Council meeting.

F. Memorial Day Update
(Michael Ciaravino)

City Manager Michael Ciaravino and the Communications and Marketing team updated Members of Council on the Virtual Memorial Day Ceremony and reverse parade.

Council engaged in discussion and Q & A.

CONSENT AGENDA

G. City Council Meeting Minutes of April 28, 2020

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

REPORTS

H. Mayor/Council

Mayor Pruitt reported that the following were suggestions to honor, recognize, and support the graduating seniors from the Jackson High School (JHS) Class of 2020:

- Issue a Proclamation in recognition of the JHS Graduating Class of 2020.
- Proclaim a "Spirit Week" by decorating and posting signs and banners to congratulate the graduating seniors.

May 5, 2020 REGULAR COUNCIL MEETING MINUTES

- Post posters of recognition and signage on social media platforms and the City of Mill Creek website.
- Decorate cars and have a Class of 2020 Graduation Car Parade throughout the City of Mill Creek.
- Congratulatory posters created by students to be seen on City website and social media platforms.

Council engaged in discussion. **Councilmember Todd** reported that the Mill Creek Chamber of Commerce will donate towards the efforts of recognizing the Class of 2020.

Councilmember Cavaleri reported that it is important to support the senior citizen community and suggested to designate or liaison be appointed in order to help seniors in the community during the public health pandemic.

Council engaged in discussion.

Councilmember Vignal reported that May 4 through May 8, 2020 is Teacher Appreciation Week and noted that by recognizing the Graduating Class of 2020 the City of Mill Creek helps to build community.

Councilmember Todd reported that he supports the idea of helping the City of Mill Creek's senior citizens and referenced the Northshore Senior Center and the services they provide.

As a Mill Creek Chamber of Commerce Board Member, Councilmember Todd informed the public and Members of Council that the Chamber's Annual Mill Creek Festival has been postponed until an alternative date is decided upon. He also noted that the first concert of the Chamber's Summer Concert Series has been cancelled. For more info on the Mill Creek Chamber of Commerce [click here](#).

- I. City Manager Michael Ciaravino requested to extend to the Proclamation of Emergency to May 31, 2020. **Councilmember Steckler made a motion to extend the Proclamation of Emergency to May 31, 2020. Councilmember Vignal seconded the motion. The motion passed unanimously.**

AUDIENCE COMMUNICATION

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

Mill Creek resident, Barbara Heidel commented on Councilmember Cavaleri's statements regarding Mill Creek Senior Citizens. She noted that it is important to reach out to this community during this public health crisis.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:28 p.m.

May 5, 2020 REGULAR COUNCIL MEETING MINUTES

Pam Pruitt, Mayor

Naomi Fay, Interim City Clerk

May 5, 2020 REGULAR COUNCIL MEETING MINUTES