

# 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.** 2019-859

**Next Resolution No.** 2019-585

**January 14, 2020  
City Council Meeting  
6:00 PM**

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **OATH OF OFFICE**

- A. Oath of Office for Newly Elected Mayor Pro Tem Brian Holtzclaw  
(Naomi Fay, Interim City Clerk)

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

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

## **PRESENTATIONS**

## **OLD BUSINESS**

- C. 2020 Council Assignments

(Michael Ciaravino, City Manager)

## **NEW BUSINESS**

- D. Infrasource Road Construction Support Contract  
(Chief Greg Elwin)
- E. 2020 Community Events  
(Michael Ciaravino, City Manager)

## **CONSENT AGENDA**

- F. City Council Meeting Minutes for January 7, 2020

## **REPORTS**

- G. Mayor/Council
- H. City Manager
  - Council Planning Schedule
- I. Staff
  - Report, etc.

## **RECESS TO EXECUTIVE SESSION**

*(Confidential Session of the Council)*

- J.
  - Discuss potential litigation pursuant to RCW 42.30.110(1)(I)

## **AUDIENCE COMMUNICATION**

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

## **ADJOURNMENT**

**Mill Creek Boards - For Reference Only**

<b>Board/ Commission/ Committee</b>	<b>Meeting Date/Time &amp; # Meetings Annually</b>	<b>2020 Proposed Staff Representatives</b>	<b>2020 Council Representatives</b>	<b>2020 Proposed Council Representatives Alternates</b>
<b>Art/ Beautification Advisory Board</b>	2 <sup>nd</sup> Weds/4:00 p.m. (12 mtgs)		John Steckler	Vince Cavaleri
<b>Park and Recreation Board</b>	1 <sup>st</sup> Weds/5:00 p.m. (12 mtgs)		Vince Cavaleri	Stephanie Vignal
<b>LEOFF 1 Board</b>	To be determined by Board		Mike Todd Mark Bond	
<b>Mill Creek Sub Area Study</b>	<i>TBD</i>	Tom Rogers	Mike Todd Brian Holtzclaw Stephanie Vignal	Pam Pruitt
<b>Planning Commission</b>				
<b>Design Review Board</b>				
<b>Civil Service Commission</b>				
<b>Youth Advisory Board</b>				

**Council Liaison - Appointments**

<b>Board/ Commission/ Committee</b>	<b>Meeting Date/Time &amp; # Meetings Annually</b>	<b>2020 Proposed Staff Representatives</b>	<b>2020 Council Representatives</b>	<b>2020 Proposed Council Representatives Alternates</b>
<b>Community Transit Board Selection Meeting</b>	January 16, 2020		Mike Todd	
<b>Community Transit Board</b>	1st Thurs/3:00 p.m. (12 mtgs)	N/A	Mike Todd	
<b>Alliance for Housing Affordability (AHA)</b>	Monthly; then Quarterly	Tom Rogers	Brian Holtzclaw	Stephanie Vignal
<b>Puget Sound Regional Council General Assembly</b>	Annually One Mtg late May	N/A	Mike Todd	
<b>Transportation Improvement Board</b>		Gina Hortillosa	Mike Todd	
<b>Snohomish County Committee for Improved Transportation (SCCIT)</b>	2020: 1/28, 2/25, 3/24, 4/28, 5/26, 6/23, 7/28, 8/25, 9/15, 10/27, 11/17, 12/15 @ 7:30am – 9am	Gina Hortillosa	Mike Todd	
<b>WRIA 8 Forum</b>	2020: 1/16, 3/19, 5/21,7/16, 9/17, 11/19 (6 mtgs)	Gina Hortillosa		Todd /Steckler

<b>Board/ Commission/ Committee</b>	<b>Meeting Date/Time &amp; # Meetings Annually</b>	<b>2020 Proposed Staff Representatives</b>	<b>2020 Council Representatives</b>	<b>2020 Proposed Council Representatives Alternates</b>
<b>Snohomish County Tomorrow (SCT) Steering Committee</b>	4 <sup>th</sup> Weds/6:00 p.m. (12 mtgs)	ICC – Gina Hortillosa PAC – Tom Rogers	Brian Holtzclaw	Stephanie Vignal
<b>Joint Fire Board</b>		Michael Ciaravino	Vince Cavaleri Mark Bond Pam Pruitt	
<b>Snohomish Health Board</b> (1 rep for Bothell, Brier & Mill Creek)	2 <sup>nd</sup> Tues/3:00-5:00 p.m. (12 mtgs)	N/A	Brier	
<b>Mill Creek Chamber of Commerce</b>	3 <sup>rd</sup> Tues/12 noon (12 mtgs)	City Manager	City Council will rotate	
<b>Mayors Lunch Meetings</b>	1 <sup>st</sup> Weds/12 noon (12 mtgs)		Pam Pruitt	Brian Holtzclaw
<b>Snohomish County Cities &amp; Towns (SCC)</b>	3 <sup>rd</sup> Thurs Typically: 5:30 p.m. social 6:00 p.m. dinner (12 mtgs)	N/A	Mike Todd	
<b>Snohomish County 911</b>	3 <sup>rd</sup> Thurs/8:30 a.m. (12 mgs)	Chief Greg Elwin (Board Member)	Pam Pruitt	



Agenda Item # \_\_\_\_\_  
Meeting Date: **January 14, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM:    INFRA SOURCE ROAD CONSTRUCTION SUPPORT CONTRACT**

#### **PROPOSED MOTION:**

Motion to authorize the City Manager to execute a Police Department extra-duty services contract with InfraSource Services LLC that provides uniformed police support for a road construction project in an amount not to exceed \$71,300.

#### **KEY FACTS AND INFORMATION SUMMARY:**

InfraSource Services LLC will be undertaking an overnight utility construction project in the 16600 block of Bothell-Everett Hwy within the corporate City limits of Mill Creek. The construction project will include lane closures and lane detours and InfraSource Services LLC is in need of uniformed police presence to assist with these tasks. This is a significant overnight project that will *commence early January 2020 and continue through and into March 2020*. The conclusion date of the project is TBD and dependent upon numerous factors commonly associated with utility projects.

The contract term provides for *two uniformed officers* in marked patrol cars working high-visibility traffic control from **8:00 PM until 5:00 AM** each night of the project (Sunday through Thursday each week) commencing on January 19<sup>th</sup>, 2020.

InfraSource Services LLC shall pay the City of Mill Creek *\$88.00 per each officer hour worked* during this contract term. Based on a projected project completion date of March 20<sup>th</sup>, this accounts for 810 hours of officer time, or \$71,300. The total cost of this contract exceeds the spending authority of both the Department Director and the City Manager, requiring Council action to proceed.

Should the project conditions dictate a need for additional police officer services over a longer period than is initially specified and agreed upon, any additional hours and dates are nonetheless covered by this contract. The contract specifies a “per hour” rate and is not constrained by a total-dollar amount.

The contract also allows for the Mill Creek Police Department to notify InfraSource Services LLC *by the preceding Thursday of each week* whether or not there are officers available to fill all shifts the following week. Should MCPD not be able to fill the scheduled shifts, InfraSource Services LLC will fill them using an outside vendor. In practice, this means that InfraSource LLC will work with a(n) allied law enforcement agency(ies) to provide these services (e.g. SCSO, WSP)

Under the General Terms and Conditions of this contract, described in Exhibit “A”, each police officer engaged in extra duty employment is considered on-duty and subject to call by the Chief

of Police or designee at any time for emergencies, special assignment or overtime duty. Should an extra duty officer assigned to the InfraSource Services LLC project be called away for other city-related business, InfraSource will only be billed for the actual hours worked on their project. All officers working this detail have are primary obligation to the City of Mill Creek and are obligated to adhere to the City of Mill Creek and the Mill Creek Police Department policies and procedures at all times.

The Deputy Chief of Police will administer scheduling of the details and will be the primary point of contact with InfraSource Services LLC. It is anticipated that the MCPD *will not* be able to fill all of the required shifts and therefore the expenses will not exceed the total dollar amount identified (\$71,300).

**CITY MANAGER RECOMMENDATION:**

Authorize the City Manager to execute a Police Department extra-duty services contract with InfraSource Services LLC to provided uniformed police support for a road construction project in an amount not to exceed \$71,300.

**ATTACHMENTS:**

- Attachment A: City of Mill Creek Contract Routing Sheet for MCPD Extra Duty Services contract
- Attachment B: Contract 2020-\_\_\_\_\_ Mill Creek Police Department Extra Duty Services Contract with InfraSource Services LLC

Respectfully Submitted:

*Michael G. Ciaravino* \_\_\_\_\_

Michael G. Ciaravino  
City Manager



## CONTRACT ROUTING SHEET

Originated by: Scott Eastman

Title: MCPD Extra Duty Services	Contractor: InfraSource Construction	Purpose: Traffic Control
Related Contracts:	Department: Police	Amount: \$79,200.00
Effective Date: January 5, 2020	Termination Date: Approx. March 20, 2020	Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BARS #:  001-008-521-70-12-00	Insurance Expiration Date:	Business License #:

CONTRACT TYPE: *check one*

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> ILA          | <input type="checkbox"/> Employment  |
| <input type="checkbox"/> Grant        | <input type="checkbox"/> Amendment   |
| <input type="checkbox"/> Franchise    | <input type="checkbox"/> Collective Bargaining                               |
| <input type="checkbox"/> Consultant   | <input type="checkbox"/> Parks & Recreation                                  |
| <input type="checkbox"/> Small Works  | <input checked="" type="checkbox"/> Professional Services                    |
| <input type="checkbox"/> Lease        | <input type="checkbox"/> Agreement: Type (ex. Development, Mitigation) _____ |
| <input type="checkbox"/> Easement     | <input type="checkbox"/> Bond: Type of Bond _____                            |
| <input type="checkbox"/> Usage        | <input type="checkbox"/> Other: Explain _____                                |
| <input type="checkbox"/> Change Order |  |

Council Approval	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Approved	
Authority: Res #, Ord #, or Motion & Agenda Item	
Number of Originals	
Mail to:	
Email to:	

**REQUIRED SIGNATURES:**

- |                  |   |
|------------------|---|
| Other Party      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Required |
| Director         | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Required |
| Finance Director | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required |
| City Attorney    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required |
| City Manager     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Required |
| City Clerk       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Required |

*Contracts are to be signed in order as indicated above.*

### CONTRACT NUMBER

2020-\_\_\_\_\_

*Form must be complete before  
assigning a contract number.*

Retention: \_\_\_\_\_

DAN #: \_\_\_\_\_





**Mill Creek Police Department**  
15728 Main Street, Mill Creek, WA 98012  
425-745-6175  
cityofmillcreek.com

**Mill Creek Police Department  
Extra Duty Services  
Contract #** Click or tap here to enter text.

THIS IS A CONTRACT between the City of Mill Creek Police Department, hereinafter referred to as the DEPARTMENT, located at 15728 Main Street, Mill Creek WA 98012, and the InfraSource Construction, hereinafter referred to as Entity with a billing address of PLEASE PROVIDE.

Jointly, the DEPARTMENT and the ENTITY are referred to herein as the 'PARTIES'. This is an Extra-duty service contract in which the DEPARTMENT agrees to provide Police Officers to the ENTITY as stipulated in the following provisions:

THE PARTIES agree as follows:

**1. PERFORMANCE**

a. The DEPARTMENT shall provide the ENTITY extra duty Police Officer services to include:

- Specific location of service: **16618 Bothell Everett Hwy, Mill Creek, WA**
- Assignment of Police Officers shall be based on the ENTITY's needs and the availability of Police Officers.

b. The Parties shall agree upon the length of assignment for Police Officers at the time of service.

c. Subsequently, if the conditions dictate a need for Police Officer services over a longer period than is initially specified and agreed upon, any additional hours and dates are nonetheless covered by this contract as renegotiated and agreed upon by the parties.

d. The ENTITY shall provide the DEPARTMENT a site familiarization tour for safety of the officers, familiarity with facility layouts, site terrain and workforce orientation.

**2. CONTRACT TERM**

The provisions of this contract shall be in effect commencing on January 5, 2020 and ending on March 2020 (exact dates TBD). Dates and hours for said service shall be as follows;

**Starting Sunday January 5, 2020, and then Sunday-Thursday, two (2) officers 2000-0500 hours each night.**

*At Your Service*

On Thursday of each week, if there are any slots that have not been filled by Mill Creek Police Officers, the DEPARTMENT will notify the ENTITY so they have sufficient time to fill them using an outside vendor.

Either party may cancel this contract at any time with thirty days' notice to the other party in writing.

3. **COMPENSATION**

The ENTITY shall pay the DEPARTMENT as full compensation for everything furnished and done under this contract at a fee of \$88.00 per hour per officer. The ENTITY agrees to pay for any and all costs incurred by the city under this contract, including but not limited to any costs that may be incurred by the city if the ENTITY cancels the overtime detail.

4. **PAYMENT**

The ENTITY shall pay for the services under this contract in accordance with Paragraph B of the General Terms and Conditions.

5. **GENERAL TERMS AND CONDITIONS**

The parties have read and agree to the General Terms and Conditions set forth on "Exhibit" A.

BY: Stuart Bennett  
Entity Signature

BY: [Signature]  
Chief of Police or designee

Stuart Bennett  
Printed name

Gregory Elwin  
Printed name

Date Signed: 1/02/20

Date Signed: 1/2/2020

BY: \_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Printed name

Date Signed: \_\_\_\_\_

**EXHIBIT "A"**

**GENERAL TERMS AND CONDITIONS**

A. FEES: The City has established fees for services as follows:

Police officer:

Cost per hour per officer: \$88.00

B. PAYMENT:

The DEPARTMENT shall produce a billing to the ENTITY within thirty-days of the event. All checks shall be made payable to the City of Mill Creek and mailed to:

City of Mill Creek  
15728 Main Street  
Mill Creek WA 98012  
Attn: Finance Department

C. DUTY STATUS:

Each Police Officer engaged in extra duty employment of a law enforcement nature is considered to be an on-duty status. Police Officers are subject to call by the Chief of Police or his designee at any time for emergencies, special assignment, or overtime duty. Extra duty employment does not infringe on this obligation. Should this occur the ENTITY would be billed only for the hours for which the Police Officer was present.

D. ADHERENCE TO POLICE DEPARTMENT POLICIES AND PROCEDURES:

Police Officers engaged in extra duty employment are obligated to discharge all duties of their office and to adhere to Mill Creek Police Department policies and procedures at all times.

E. PRIMARY DUTY TO THE CITY:

Police Officers on extra duty assignment have a primary obligation to the City, not the ENTITY. They are expected to discharge all duties of their position, to enforce all laws and ordinances, and to adhere to all Police Department policies, procedures, rules and regulations, as well as meeting the ENTITY's needs.

F. NON-DISCRIMINATION:

During the performance of this Contract, the ENTITY shall not discriminate on the basis of race, color, sex, religion, national origin, creed, marital status veteran status, sexual orientation, age or the presence of any sensory, mental or physical disability.

G. LIABILITY:

Each PARTY shall be responsible and liable for the consequences of any act or failure to act on the part of itself, its employees and its agents. Each party shall be responsible for its own negligence.

H. EVENT SCHEDULING:

All events will be scheduled with Deputy Chief Scott Eastman of the Mill Creek Police Department. Deputy Chief Eastman can be reached at 425-921-5720 or [scotte@cityofmillcreek.com](mailto:scotte@cityofmillcreek.com).

I. DISPUTE RESOLUTION:

In the event of a dispute among the parties, both parties shall go before seek resolution via a recognized dispute resolution center and their decision shall be final. Any legal dispute will be subject to Washington Law.

J. COMPLAINTS:

Service complaints, questions or issues shall be directed to the On-Duty Shift Supervisor. The supervisor may be contacted via Snohomish County 911 at 425-774-3583.



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

**Meeting Date: January 14, 2020**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:** 2020 City and Community Events

**PROPOSED MOTION:**

N/A

**KEY FACTS AND INFORMATION SUMMARY:**

The City of Mill Creek plans to deliver many successful events to serve the City of Mill Creek community in 2020. This work will be supported by the Communications, Marketing and Recreation Team with essential support from all departments.

The list of attached events are intended to serve as a basis for discussion to ensure that the City of Mill Creek's Community Events align with the intention of City Council for 2020.

**CITY MANAGER RECOMMENDATION:**

N/A

**ATTACHMENTS:**

2019 Community Events  
2019 Community Event Costs  
2019 Community Event Costs ppt

Respectfully Submitted:

*Michael Ciaravino*

Michael G. Ciaravino  
City Manager



**2019 Community Events**

Month	Date	Time	Location		PD	PW
April						
Eggstravaqanza	Saturday, April 20 <sup>th</sup>	10:30 a.m. - 12:00 p.m.	Heatherwood M.S.Field	X	X	X
May						
Town Center Wine Walk & Art Walk	Saturday, May 11	5:00 p.m. - 8:00 p.m.	Main Street in Town Center	X		
Day of Hope	Saturday, May 18	9 a.m. - 12 p.m.	Mill Creek area	X		X
Day of Hope	Sunday, May 19	9 a.m. - 12 p.m.	Mill Creek area	X		
Memorial Day Commemorative	Monday, May 27	9:00 a.m.	Library Park	X	X	X
Memorial Day Parade	Monday, May 27	11:00 a.m.	Main Street in Town Center	X	X	X
June						
Art Walk	Thursday, June 13	5:00 p.m. - 8:00 p.m.	Main Street in Town Center	X	X	
Mill Creek Farmers Market	Tuesdays, June 18 & 25	3:00 p.m. - 7:00 p.m.	City Hall North Parking Lot	X		X
Pianos on Main	Starts last week of June		Town Center	X		X
Party in the Park	Thursday, June 27	5:00 p.m. - 7:00 p.m.	Highlands Park		X	X
Run of the Mill	Saturday, June 29	9:00 a.m. - 10:45 a.m.	Main Street in Town Center	X	X	X
July						
Mill Creek Farmers Market	Tuesdays, July 2, 9, 16, 23 & 30	3:00 p.m. - 7:00 p.m.	City Hall North Parking Lot	X		X
Art Walk	Thursday, July 11	5:00 p.m. - 8:00 p.m.	Main Street in Town Center	X		
Mill Creek Festival	Saturday, July 13	11:00 a.m. - 6:00 p.m.	Mill Creek Blvd	X	X	X
Mill Creek Festival	Sunday, July 14	11:00 a.m. - 5:00 p.m.	Mill Creek Blvd	X	X	X
3-on-3 Basketball Tournament	Saturday, July 13	12:00 p.m.	City Hall North Parking Lot	X		X
3-on-3 Basketball Tournament	Sunday, July 14	12:00 p.m.	City Hall North Parking Lot	X		X
Party in the Park	Thursday, July 25	5:00 p.m. - 7:00 p.m.	Mill Creek Sports Park	X	X	X
August						
Mill Creek Farmers Market	Tuesdays, Aug. 6, 13, 20	3:00 p.m. - 7:00 p.m.	City Hall North Parking Lot	X		X
National Night Out	Tuesday, August 6	5:30 p.m. - 8:30 p.m.	Pine Meadow Park	X	X	X
Art Walk	Thursday, August 8	5:00 p.m. - 8:00 p.m.	Main Street in Town Center	X		
Run With Heart	Saturday, August 10	7:00 a.m. - 11:00 a.m.	Mill Creek Sports Park	X	X	X
Party in the Park	Thursday, August 22	5:00 p.m. - 7:00 p.m.	Heron Park		X	X
September						
October						
Treats on Main Street	Thursday, October 31	5:00 p.m. - 7:00 p.m.	Main Street in Town Center	X	X	X
Trunk or Treat	Thursday, October 31	6:00 p.m. - 7:30 p.m.	City Hall North Parking Lot	X	X	X
November						
Veterans Day Commemorative	Monday, November 11	9:00 a.m.	Library Park	X	X	X
Veterans Day Parade	Monday, November 11	11:00 a.m.	Main Street in Town Center	X	X	X
Shop Local	Saturday, November 30	10 a.m. - 8 p.m.	Town Center			
December						
Santa Parade	Saturday, December 7	2:30 p.m.	Main Street in Town Center	X	X	X
Tree Lighting Ceremony	Saturday, December 7	4:00 p.m.	City Hall South Parking Lot	X		X

Compiled by Gordon Brink, Communications and Marketing Coordinator



### 2019 Community Event Costs

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Eggstravaganza	April	Plastic eggs, stickers, craft supplies	Fun Express	\$ 1,410.00		
		Porta Pottie Units	Honey Bucket	\$ 510.00		
		Candy jar, jelly beans and table cloths	Dollar Store	\$ 30.00		
		Wood stakes, caution tape	Lowe's	\$ 116.00		
		Balloonist	contractor	\$ 440.00		
		Hellium tank	Central Welding	\$ 200.00		
		Bottled water and snacks for 50 volunteers	Grocery Store		\$ 200.00	
		18,000 Hershey Kisses for eggs	Central Market		\$ 2,000.00	
		Sponsorship Donations			\$ 2,000.00	
		Comms & Rec Staff Time		\$ 11,500.00		115
		Public Works Staff Time		\$ 800.00		8
		Police Staff Time		\$ 2,000.00		20
		Canyon Creek Church Volunteer Hours				75
		Citizen Patrol Volunteers				5
Youth Advisory Board Volunteer Hours				125		
TOTALS				\$ 17,006.00	\$ 4,200.00	348

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Art Walks	May - Aug	Comms & Rec Staff Time		\$ 1,600.00		16
		Youth Advisory Board Volunteer Hours				48
TOTALS				\$ 1,600.00		64

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Day of Hope	May	Project Supplies		\$ 300.00		
		Comms & Rec Staff Time		\$ 5,000.00		50
		Public Works Staff Time		\$ 1,000.00		10
		Youth Advisory Board Volunteer Hours				60
TOTALS				\$ 6,300.00		120

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Memorial Day Ceremony & Parade	Memorial Day (May)	VIP 20x20 and stage Set-up	Argii Rentals	\$ 761.76		
		Honey Bucket Rental	Honey Bucket NW	\$ 310.00		
		Photography	Bella Nova	\$ 300.00		
		Wreath @ Hansen's Florist	Advant Florist	\$ 193.00		
		Beads for Council	Amazon	\$ 305.00		
		Flags, Stickers, Give-a-ways	Amazon	\$ 305.00		
		caution tape/zip ties	Lowe's	\$ 40.00		

Compiled by Gordon Brink, Communications and Marketing Coordinator

Carnations (150)	Costco	\$ 182.29		
Professional Services	Jon Ramer	\$ 22,000.00		
Contractor Staff Hours (Jon Ramer)				500
Comms & Rec Staff Time		\$ 13,700.00		137
Staff Overtime Hours		\$ 7,200.00		72
Public Works Staff Time		\$ 16,500.00		165
Police Staff Time		\$ 6,000.00		60
Citizen Patrol Volunteer Hours				30
Youth Advisory Board Volunteer Hours				140
TOTALS		\$ 67,797.05		1104

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Run of the Mill	July	Comms & Rec Staff Time		\$ 500.00		5
		Public Works Staff Time		\$ 23,300.00		233
		Police Staff Time		\$ 1,000.00		10
		TOTALS		\$ 24,800.00		248

Event Name	Month of Event	Expense Item	Vendor	Cost	Donation	Hours	
Mill Creek Farmers Market	June - August	Sarah Jensen- Contractor Staff	Pre-season Compensation	\$ 1,800.00			
		Posters	PostNet	\$ 126.56			
		Woven Tote Bags	4AllPromos	\$ 347.50			
		Wooden Nickels	Wooden Nickels	\$ 103.20			
		Farm Guide	Tilth Alliance	\$ 175.00			
		10 Week fee based on vendors to Contractor	Sarah Jensen	\$ 3,750.00			
		Social Media Advertising Campaign	Facebook Ads	\$ 220.00			
		Banners	Evermark	\$ 210.00			
		Marketwurks Software		\$ 496.80			
		Credit Card Transaction Fee		\$ 13.50			
		In Kind Food Donations for Kids POP Program	Safeway		\$ 500.00		
		Sponsorship	YMCA		\$ 250.00		
		Comms and Rec Staff Time		8000		80	
		Public Works Staff Time		4000		40	
		Finance Staff Time		1000		10	
		Contractor Staff Hours				300	
		Kiwanis Volunteers to run the Kids POP Program				136	
		Youth Advisory Board Volunteer Hours				136	
		TOTALS		\$ 20,242.56	\$ 750.00		702

Compiled by Gordon Brink, Communications and Marketing Coordinator



Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Pianos on Main	June - Sept.	Piano Tuning	Turner Piano Services	\$ 60.00		30
		Comms and Rec Staff Time		\$ 3,000.00		30
		Public Works Staff Time		\$ 1,600.00		16
		TOTALS			\$ 4,660.00	

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Party in the Parks	June - Aug	Additional Trailer Supplies		\$ 200.00		
		Sponsorship Donations			\$ 2,250.00	
		Comms and Rec Staff Time		\$ 14,400.00		144
		Public Works Staff Time		\$ 4,800.00		48
		Police Staff Time		\$ 3,000.00		30
		Citizen Patrol Volunteers				30
		Youth Advisory Board Volunteer Hours				135
TOTALS				\$ 22,400.00	\$ 2,250.00	387

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Mill Creek Festival	July	Comms & Rec Staff Time		\$ 4,500.00		45
		Public Works Staff Time		\$ 13,000.00		130
		Police Staff Time		\$ 7,000.00		70
		Citizen Patrol Volunteer Hours				40
		Youth Advisory Board Volunteer Hours				160
TOTALS				\$ 24,500.00		445

Event Name	Month of Event	Expense Item	Vendor	Cost	Revenue	Hours
3 on 3 Basketball	July	Contractor for Services	Main Street Madness		\$ 1,100.00	
		Comms & Rec Staff Time		\$ 3,500.00		35
		Public Works Staff Time		\$ 2,400.00		24
		Contractor Staff Time				250
		Youth Advisory Board Volunteer Hours				160
TOTALS				\$ 5,900.00	\$ 1,100.00	469

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
National Night Out	August	Comms and Rec Staff		\$ 2,500.00		25
		Public Works Staff		\$ 600.00		6
		Police Staff Prep		\$ 8,000.00		80
		Citizen Patrol Volunteers				75
		Youth Advisory Board Volunteer Hours				80

Compiled by Gordon Brink, Communications and Marketing Coordinator

TOTALS \$ 11,100.00 266

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Hispanic Heritage Parade	September	Comms and Rec Staff		\$ 1,200.00		12
		Public Works Staff		\$ 3,200.00		32
		Police Staff		\$ 1,000.00		10
TOTALS				\$ 5,400.00		54

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Run with Heart	September	Comms and Rec Staff		\$ 10,000.00		100
		Public Works Staff		\$ 3,500.00		35
		Police Staff		\$ 1,000.00		10
		Youth Advisory Board Volunteer Hours				192
TOTALS				\$ 14,500.00		337

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Shred It Event	July	Comms & Rec Staff Time		\$ 1,500.00		15
		Citizen Patrol Volunteers				25
		Public Works Staff Time		\$ 800.00		8
TOTALS				\$ 2,300.00		48

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Treats on Main Street	July	Comms & Rec Staff Time		\$ 200.00		2
		Public Works Staff Time		\$ 3,500.00		35
		Police Staff Time		\$ 2,400.00		24
TOTALS				\$ 6,100.00		61

Event Name	Month of Event	Expense Item	Vendor	Cost	Donation	Hours
Trunk or Treat	31-Oct	2 Pallets of Candy	Fred Meyer			
		1/2 Pallet of Candy	Central Market			
		Sponsorship Donations			\$ 2,000.00	
		Comms and Rec staff		\$ 3,500.00		35
		Public Works Staff		\$ 4,000.00		40
		Police Staff		\$ 4,500.00		45
		Canyon Creek Church Volunteer Hours				115
		Youth Advisory Board Volunteer Hours				125
TOTALS				\$ 12,000.00	\$ 2,000.00	360

Compiled by Gordon Brink, Communications and Marketing Coordinator

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Veterans Day Parade & Ceremony	Nov. Vets Day	Glacier Peak Band Bus Transportation	Snohomish School District	\$ 700.00		
		VIP 20x20 and stage Set-up	Argii Rentals	\$ 761.76		
		Honey Bucket Rental	Honey Bucket NW	\$ 310.00		
		Photography	Bella Nova	\$ 300.00		
		Wreath @ Hansen's Florist	Advant Florist	\$ 193.00		
		Flags, Stickers, Give-a-ways	Amazon	\$ 305.00		
		caution tape/zip ties	Lowe's	\$ 40.00		
		Carnations (150)	Costco	\$ 182.29		
		Professional Services	Jon Ramer	\$ 22,000.00		
		Contractor Staff Hours (Jon Ramer)				500
		Comms and Rec Staff		\$ 13,700.00		137
		Public Works Staff		\$ 16,500.00		165
		Police Staff		\$ 6,000.00		60
		Citizen Patrol Volunteer Hours				30
		Youth Advisory Board Volunteer Hours				140
TOTALS				\$ 60,992.05		1032

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Santa Parade	July	Comms & Rec Staff Time		\$ 500.00		5
		Public Works Staff Time		\$ 3,500.00		35
		Police Staff Time		\$ 1,000.00		10
		Youth Advisory Board Volunteer Hours				30
		TOTALS				\$ 5,000.00

Event Name	Month of Event	Expense Item	Vendor	Cost	Donations	Hours
Tree Lighting Ceremony	Dec. - First Sat	300 Cookies	Central Market		\$ 300.00	
		Coffee	Starbucks		\$ 150.00	
		Hot Chocolate	Calvery Mill Creek Church		\$ 50.00	
		Choir performance at event	Voices Northwest Choir	\$ 100.00		
		Cookie decorating supplies	Fred Meyer	\$ 30.00		
		Comms and Rec Staff		\$ 4,000.00		40
		Public Works Staff		\$ 13,500.00		135
		Youth Advisory Board Volunteer Hours				75
TOTALS				\$ 17,630.00	\$ 500.00	250

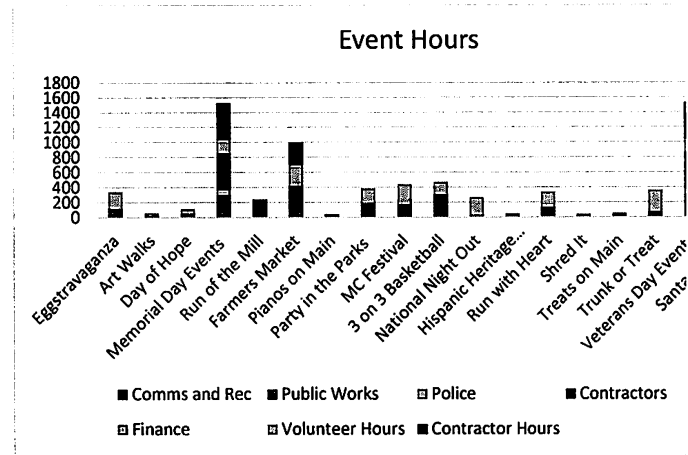
Compiled by Gordon Brink, Communications and Marketing Coordinator

**Hours Spent**

	Eggstravaganza	Art Walks	Day of Hope	Memorial Day Events	Run of the Mill	Farmers Market	Pianos on Main	Party in the Parks	MC Festival	3 on 3 Basketball
Comms and Rec	115	16	50	137	5	80	30	144	45	35
Public Works	8		10	165	233	40	16	48	130	24
Police	20			60	10			30	70	
Contractors				500		300				250
Finance						10				
Volunteer Hours	205	48	60	170		272		165	200	160
Contractor Hours				500		300				

**Cost of Event**

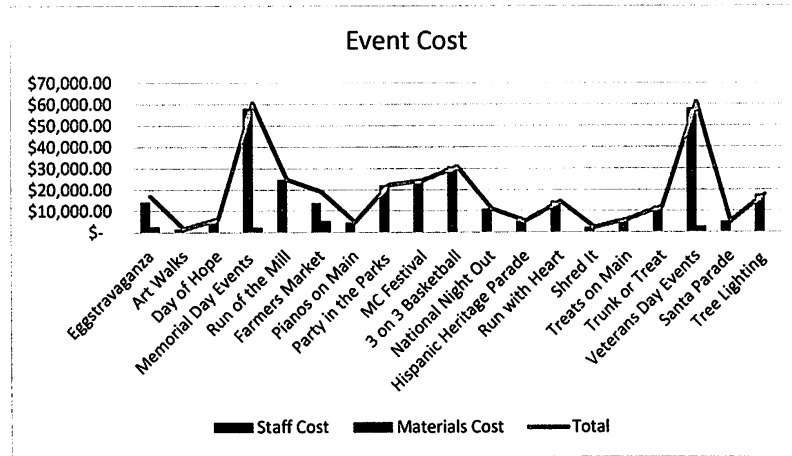
	Eggstravaganza	Art Walks	Day of Hope	Memorial Day Events	Run of the Mill	Farmers Market	Pianos on Main	Party in the Parks	MC Festival	3 on 3 Basketball
Staff Cost	\$ 14,300.00	\$ 1,600.00	\$ 6,000.00	\$ 58,200.00	\$ 24,800.00	\$ 13,800.00	\$ 4,600.00	\$ 22,200.00	\$ 24,500.00	\$ 30,900.00
Materials Cost	\$ 2,706.00	\$ -	\$ 300.00	\$ 2,397.05	\$ -	\$ 5,442.56	\$ 60.00	\$ 200.00	\$ -	\$ -
Total	\$ 17,006.00	\$ 1,600.00	\$ 6,300.00	\$ 60,597.05	\$ 24,800.00	\$ 19,242.56	\$ 4,660.00	\$ 22,400.00	\$ 24,500.00	\$ 30,900.00



Compiled by Gordon Brink, Communications and Marketing Coordinator

National Night Out	Hispanic Heritage Parade	Run with Heart	Shred It	Treats on Main	Trunk or Treat	Veterans Day Events	Santa Parade	Tree Lighting	Total
25	12	100	15	2	35	137	5	40	1028
6	32	35	8	35	40	165	35	135	1165
80	10	10		24	45	60	10		429
						500			1550
									10
155		192	25		240	170	30	75	2167
						500			1300

National Night Out	Hispanic Heritage Parade	Run with Heart	Shred It	Treats on Main	Trunk or Treat	Veterans Day Events	Santa Parade	Tree Lighting	Total
\$ 11,100.00	\$ 5,400.00	\$ 14,500.00	\$ 2,300.00	\$ 6,100.00	\$ 12,000.00	\$ 58,200.00	\$ 5,000.00	\$ 17,500.00	\$ 333,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,792.05	\$ -	\$ 130.00	\$ 14,027.66
\$ 11,100.00	\$ 5,400.00	\$ 14,500.00	\$ 2,300.00	\$ 6,100.00	\$ 12,000.00	\$ 60,992.05	\$ 5,000.00	\$ 17,630.00	\$ 347,027.66



Compiled by Gordon Brink, Communications and Marketing Coordinator



# 2019 Community Events Costs

January 14, 2020

Power point and financial data compiled by Gordon Brink – Communications and Marketing Coordinator

# City Sponsored Events

- Eggstravaganza (\$17,006)
- Art Walks (\$1,600)
- Memorial Day Events (\$60,597)
- Farmers Market (\$19,242)
- Pianos on Main (\$4,660)
- Party in the Parks (\$22,400)
- 3 on 3 Basketball (\$30,900)
- National Night Out (\$11,100) {Does not include Materials Cost}
- Run with Heart (\$14,500)
- Trunk or Treat (\$12,000)
- Veterans Day Events (\$60,992)
- Tree Lighting (\$17,630)

**Total: \$272,627**



# Privately Sponsored Events

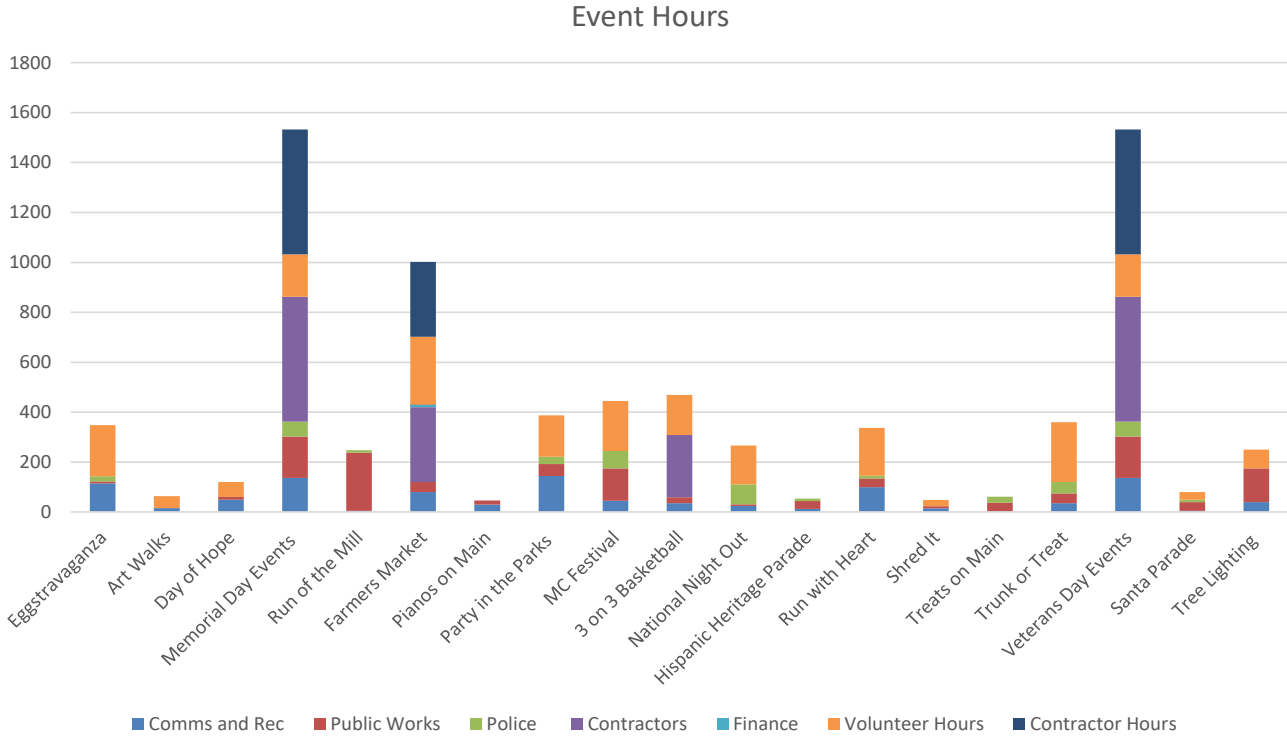
- Day of Hope (\$6,300)
- Run of the Mill (\$24,800)
- Mill Creek Festival (\$24,500)
- Hispanic Heritage Parade (\$5,400)
- Shred It (\$2,300) – shared expense with City
- Treats on Main (\$6,100)
- Santa Parade (\$5,000)

**Total: \$74,400**



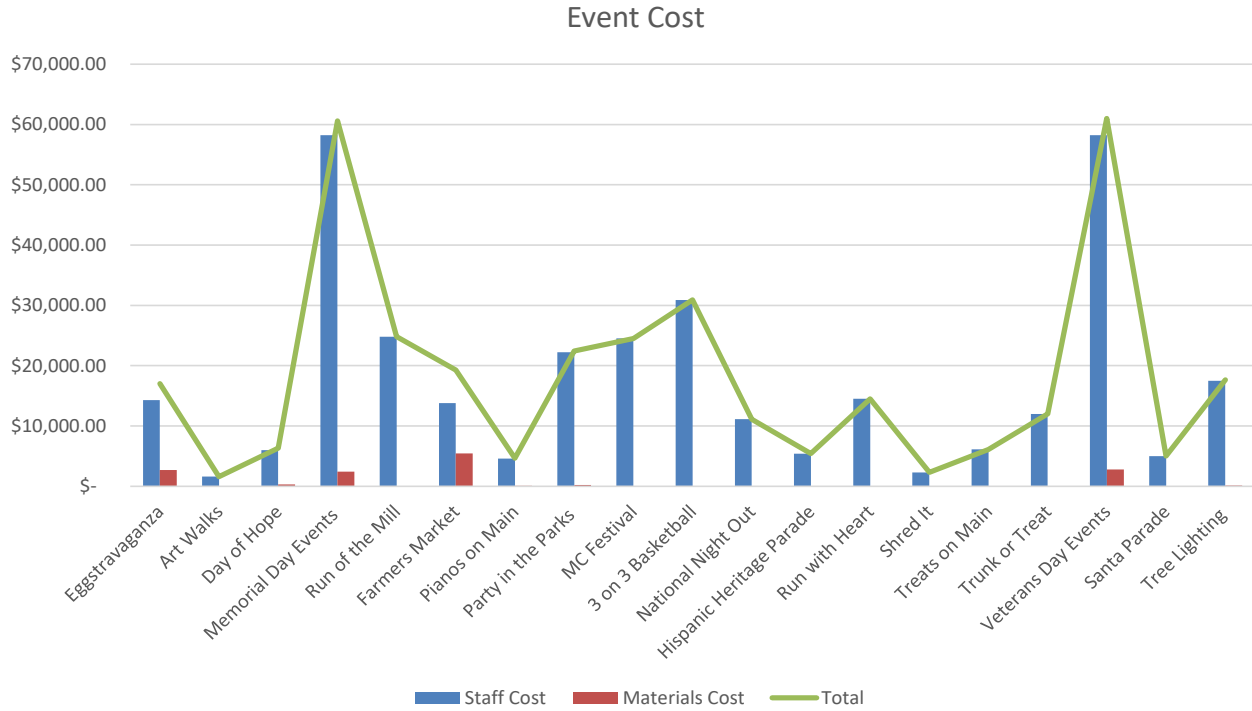


# Hours Spent per Event



Power point and financial data compiled by Gordon Brink – Communications and Marketing Coordinator

# Cost per Event



# Thank you!

Power point and financial data compiled by Gordon Brink – Communications and Marketing Coordinator



**MINUTES**

**City Council Regular Meeting**

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**6:00 PM - Tuesday, January 7, 2020**

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

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

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

**CALL TO ORDER**

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Interim City Clerk Naomi Fay called the meeting of the Mill Creek City Council to order at 6:02 p.m. and led the Pledge of Allegiance.

**PLEDGE OF ALLEGIANCE**

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**OATH OF OFFICE**

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- A.** Oath of Office for Re-Elected Councilmembers: Vincent Cavaleri, Mike Todd and Mark Bond  
*(Naomi Fay, Interim City Clerk)*  
Interim City Clerk Naomi Fay administered the oath of office for re-elected Councilmembers: Vincent Cavaleri, Mark Bond and Mike Todd.

**ROLL CALL**

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*Councilmembers Present:*  
*Pam Pruitt, Councilmember*  
*Mark Bond, Councilmember*  
*Vince Cavaleri, Councilmember*  
*John Steckler, Councilmember*  
*Mike Todd, Councilmember*  
*Stephanie Vignal, Councilmember*

*Councilmembers Absent:*  
*Brian Holtzclaw, Councilmember*

*Councilmember Todd made a motion to excuse Councilmember Holtzclaw who was on vacation. Councilmember Vignal seconded the motion. The motion passed unanimously.*

**ELECTION OF MAYOR**

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- B.** Election of Mayor and Oath of Office for Re-Elected Mayor  
*(Naomi Fay, Interim City Clerk)*

Interim City Clerk, Naomi Fay opened the nominations for the position of Mayor.

Councilmember Cavaleri nominated Councilmember Pruitt for the position of Mayor.  
Councilmember Bond seconded the motion.

January 7, 2020 REGULAR COUNCIL MEETING MINUTES

Councilmember Steckler nominated Councilmember Todd for the position of Mayor. Councilmember Cavaleri seconded the motion.

Ballots were passed out, collected, and tabulated by City Manager Michael Ciaravino and Interim City Clerk Naomi Fay. Councilmember Pruitt received 4 votes from Councilmembers: Vincent Cavaleri, Mark Bond, Stephanie Vignal and Pam Pruitt and 2 votes for Councilmember Todd from Councilmember John Steckler and Councilmember Todd. Pam Pruitt was sworn in as Mayor by Interim City Clerk Naomi Fay.

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**ELECTION OF MAYOR PRO TEM**

**C. Election and Oath of Office for Newly Elected Mayor Pro Tem**

Mayor Pruitt opened the nominations for the position of Mayor Pro Tem.

Councilmember Vignal nominated Councilmember Hotlzclaw for the position of Mayor Pro Tem.

Councilmember Bond seconded the motion.

Ballots were passed out, collected, and tabulated by City Manager Michael Ciaravino and Interim City Clerk Naomi Fay.

Councilmember Hotlzclaw received 6 votes for the position of Mayor Pro Tem and will be sworn in at a later date.

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**AUDIENCE COMMUNICATION**

**D. Public comment on items on or not on the agenda**

---

**COUNCIL COMMITTEE ASSIGNMENTS**

**E. 2020 Council Liaison Positions**  
*(Michael Ciaravino, City Manager)*

At approximately 6:27 p.m., Mayor Pruitt, Members of Council and the City Manager reviewed the 2019 Council liaison assignments to discuss and assign new position for the 2020 new year. Council engaged in a discussion and agreed that the working draft of assignments will be brought back at the next Regular City Council meeting.

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**PRESENTATIONS**

**F. Proclamation for January 20, 2020 as Martin Luther King Jr. Day.**  
*(Mayor Pam Pruitt)*

Mayor Pam Pruitt proclaimed January 20, 2020 as Martin Luther King Jr. Day.

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**CONSENT AGENDA**

**G. Approval of Checks #61295 through #61364 and ACH Wire Transfers in the Amount**

January 7, 2020 REGULAR COUNCIL MEETING MINUTES

of \$1,197,426.36

*(Audit Committee: Pam Pruitt and Mark Bond)*

**H. Payroll and Benefit ACH Payments in the Amount of \$505,360.68**

*(Audit Committee: Pam Pruitt and Mark Bond)*

- I. Councilmember Bond made a motion to approve the consent agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.**

**REPORTS**

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**J. Mayor/Council**

At approximately 6:48 p.m. Mayor Pruitt reported that she will be one of the judges at the Washington DECA Competition. Each year Washington DECA, whose mission is to prepare emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management, recruits more than 200 business professionals to volunteer at the state career development conference. Mayor Pruitt will join other industry judges and DECA emerging leaders as they take part in a conference where they are put to the test with an examination and multiple rounds of performances.

Mayor Pruitt also reported that she will be speaking at the Heatherwood Middle School at the end of January.

Councilmember Steckler reported the Arts and Beautification Board discussed citizen of Mill Creek Chuck Wright's proposal for a creation of a Wall of Honor for citizens of Mill Creek. Mr. Wright presented this proposal at the regular City Council meeting on December 10, 2019. Councilman Steckler reported that the board is willing to help with the creation and artistic design of the wall of honor if Council decides to move forward with the proposal.

Councilmember Todd reported that he will be attending the Association of Washington Cities (AWC) City Action day on Tuesday, January 28 and Wednesday, 28th, 2020. The City Action day is an opportunity for legislators to interact with colleagues and participate in informative sessions, networking opportunities, and a day of focused Capitol Campus meetings. Councilman Todd invited all Councilmembers to attend.

Councilman Todd also informed newly elected Councilmembers about a session to learn more about the Puget Sound Regional Council. Councilman Todd was going to confirm the date of when if this session is happening.

**K. City Manager**

- City Council Planning Schedule

City Manager Michael Ciaravino reported to the Council that new power outlets have been installed at the Council table to charge their electronic devices. Manager Ciaravino thanked Gina Hortillosa's staff for installing the equipment.

City Manager also reported that at the next city council meeting on January 14, 2020 an agenda item regarding the 2020 community events will be presented for council discussion and feedback. Manager Ciaravino also stated that on the January 14, 2020 agenda that a potential executive session will need to be scheduled to discuss a

January 7, 2020 REGULAR COUNCIL MEETING MINUTES

settlement matter regarding litigation.

The City Manager thanked the City Council and the leadership for their patience while the manager is reconstituting the administrative team.

- L. Staff
  - Report, etc.
- M. Park and Recreation Board Meeting Minutes for September 4, 2019
- N. Design Review Board Agenda and Minutes for November 21, 2019
  
- O. Planning Commission Agenda and Minutes for July 18, 2019 and September 19, 2019.
- P. Audit Committee Schedule

**AUDIENCE COMMUNICATION**

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

**ADJOURNMENT**

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With no objection, the meeting was adjourned at 6:55 p.m.

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Pam Pruitt, Mayor

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Naomi Fay, Interim City Clerk

<b>JANUARY 2020</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Council	8	9	10	11
12	13	14 Council	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Council	29	30	31	

<b>FEBRUARY 2020</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Council	5	6	7	8
9	10	11 Council	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Council	26	27	28	29

<b>MARCH 2020</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Council	4	5	6	7
8	9	10 Council	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Council	25	26	27	28
29	30	31				

**Tentative Council Meeting Agendas**  
**Subject to change without notice**

*Last updated: January 10, 2020*

**City Council Meetings are the first, second and four Tuesdays of every month at 6 p.m.,**

**January 28, 2020**

- Request for Proposals: 2019 City Hall North HVAC Repair Project (19-BLDG-01)

**February 4, 2020**

**February 11, 2020**

- Construction Contract Award: Heron Park Play Area Upgrades (19-PARK-01)
- Construction Contract Award: Seattle Hill Road Preservation Project (18-PAVE-03)
- ILA with Alderwood Water and Wastewater District for Seattle Hill Road Preservation Project

**February 25, 2020**

**March 3, 2020**  
**March 10, 2020**  
**March 24, 2020**

**Possible Work Session Topics for Discussion**

- ST3 Stations – Sound Transit
- East-West Corridor (Snohomish County)
- Construction Tax Revenue – TBD
- Appropriation vs. Authorization – Michael
- Snohomish Health District Update – Shawn Frederickson
- Spring 2020: Ordinance Amending MCMC re: Business Park Zone District – Gina Hortillosa
- City Publication Final Analysis – Michael
- SLWD Property (LOI) Gina H
- Dept. of Commerce Grant \$300K Mill Creek Blvd (Gina H)
- Southwest UGA Boundary Manning Study
- \$100K ILA SnoCo (REET 2) Gina H