



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, November 5, 2019

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

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor

Brian Holtzclaw, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mike Todd, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Stephanie Vignal, Councilmember

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

Jon Ramer, a Mill Creek resident and City Parade Coordinator, commented on the positive environment of the Mill Creek City Council meetings and thanked outgoing City Clerk Gina Pfister for her service.

Carmen Fisher, a Mill Creek resident, encouraged Council to fully staff the Mill Creek Police Department and commented on the impacts of overtime.

PRESENTATIONS

B. Proclamation: Small Business Saturday

Mayor Pruitt and Members of Council issued a [proclamation](#) recognizing November 30, 2019, as Small Business Saturday and encouraged the community to support small businesses and merchants on Small Business Saturday and throughout the year.

C. Proclamation: Veterans Day

Mayor Pruitt issued a [proclamation](#) recognizing November 11, 2019, as Veterans Day and encouraged the community to acknowledge and honor the contributions of our veterans to the principles of democracy, individual freedom, and human rights.

STUDY SESSION

D. 2020 Property and EMS Tax Levies

(Interim Director of Finance & Administration Tara Dunford)

Interim Director of Finance & Administration Tara Dunford began the discussion with the proposed schedule, stating that November 27, 2019 is the deadline to have the ordinances adopted to receive property and EMS tax revenue in 2020.

- November 5, 2019 - Initial discussion
- November 12, 2019 - Public hearing
- November 27, 2019 - Council adoption of ordinances

Ms. Dunford reviewed the preliminary certification letters from the Snohomish County Assessor's Office regarding the 2020 Property and EMS Tax Levies. Ms. Dunford explained:

- How levy numbers are derived -
 - Based off 2019 Mill Creek tax year levy limit calculations
 - County estimates for 2020 - New construction and annexation
- Levy numbers and Mill Creek's options - 0%-1% increase for EMS and property taxes
- How fluctuations in assessed taxes occur at 0%

Council engaged in discussion.

[2020 Property and EMS Tax Levies](#) [11-5-19 Preliminary Certification Letters](#)

E. 2019-2020 Proposed Budget Amendments

(Michael Ciaravino, City Manager)

City Manager Michael Ciaravino opened the discussion on the 2019-2020 proposed budget amendments and reviewed the proposed schedule:

- November 5, 2019 - Initial discussion
- November 12, 2019 - Study session
 - policy direction from legislators
 - proposed work plans including new positions
- November 26, 2019 - Public hearing
- December 3, 2019 - Council adoption

Interim Director of Finance & Administration Tara Dunford gave broad overview of the proposed items for mid-biennium amendment including:

- General fund - Revenue impacts, position changes, and one time expenditures
- Special revenue funds - Drug buy fund, street fund, and asset replacement schedule

- Surface water management funds - Budget adjustments following completed rate study
- Equipment replacement funds - Two police cars, one police motorcycle and two dump trucks
- Capital project funds - Acquisition of new grants, canceled projects, new capital improvement projects

Council engaged in discussion.

[2019-2020 Proposed Budget Amendments](#)

OLD BUSINESS

- F. 2020-2025 Transportation Improvement Program Adoption
(Gina Hortillosa, Director of Public Works & Development Services)

Director of Public Works & Development Services Gina Hortillosa reviewed changes made to the proposed 2020-2025 Transportation Improvement Program (TIP) since the October 22, 2019 council meeting including the status of projects removed from the TIP:

- Mill Creek Elementary School Sidewalk Marking
- 146th St SE (Webster's Pond) Speed Radar Installation
- 144th St SE and Bothell Everett Highway (Sweetwater Ranch) - requires WSDOT coordination
- North Creek Drive Pedestrian Shoulder Improvements

Director Hortillosa further noted content changes in the overview section and a project added to the TIP creating a new bicycle lane improvement plan.

Council engaged in discussion.

[2020-2025 Transportation Improvement Program Adoption](#)

Councilmember Todd made a motion to adopt resolution 2019-584, thus adopting the 2020-2025 Transportation Improvement Plan, after receiving public testimony during the public hearing on the regular October 22nd, 2019 Council Meeting. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

- G. City Manager
- [Council Planning Schedule](#)
- H. Staff
- [Design Review Board Meeting Minutes of August 15, 2019](#)
 - [Design Review Board Meeting Minutes of September 19, 2019](#)
- I. Mayor and Council

Mayor Pruitt reported on requests received by local robotics teams.

Councilmember Vignal reported that she, Director Hortillosa, and City Manager Ciaravino met with the robotics team from Cedar Wood Elementary and will set up time prior to a Council meeting to allow the team to present. Council discussed options to support the local teams.

Councilmember Steckler reported on the successful document destruction event on October 26, 2019 where 1000 cubic feet of documents were shredded.

Councilmember Bond thanked City Clerk Gina Pfister for her service.

Councilmember Steckler thanked City Clerk Gina Pfister for her service.

Councilmember Cavaleri thanked City Clerk Gina Pfister for her service.

Councilmember Vignal thanked City Clerk Gina Pfister for her service.

Councilmember Vignal noted that she will be attending this week's HART meeting on behalf of Mayor Pro Tem Holtzclaw.

Councilmember Holtzclaw thanked City Clerk Gina Pfister for her service.

Councilmember Holtzclaw asked staff to ensure the upcoming budget amendment request, discussed at tonight's meeting, adhere to the financial management policies adopted at the May 7, 2019 council meeting.

Councilmember Todd reported that he attended the Providence Community Partners most recent meeting on diversion programs aimed at reducing the number of calls to law enforcement for people who are sick or injured and thought it was really well done.

Councilmember Todd thanked City Clerk Gina Pfister for her service.

AUDIENCE COMMUNICATION

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

No audience comments.

RECESS TO EXECUTIVE SESSION

- K. At 7:35 p.m. Council recessed to executive session for 30 minutes with no action being taken.**
- To review the performance of a public employee pursuant to RCW 42.30.110(1)(g)
 - To discuss with legal counsel potential litigation pursuant to RCW 42.30.110(1)(i)

City Manager Michael Ciaravino stated that item two had been removed from the executive session agenda.

The executive session concluded at approximately 8:00 p.m.

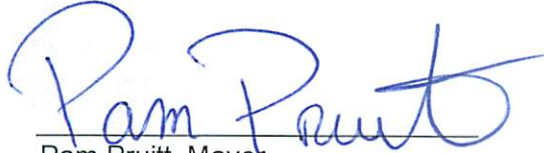
RECONVENE TO REGULAR SESSION

L.

At approximately 8:00 p.m. the meeting reconvened to regular session.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at approximately 8:01 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk



Snohomish County

Assessor's Office

September 26, 2019

Tara Dunford, Interim Finance Director
 City of Mill Creek
 15728 Main St
 Mill Creek, WA 98012

Linda Hjelle
 County Assessor

Laura Washabaugh
 Chief Deputy

M/S #510
 3000 Rockefeller Avenue
 Everett, WA 98201-4046

(425) 388-3433
 FAX (425) 388-3961

RE: 2020 Available Nos. for Mill Creek levy

Dear Ms. Dunford:

We are providing numbers to assist you with your budgeting process and completing the Levy Certification and Resolution(s)/Ordinance(s) documents for the coming year. We need to receive these by **November 27, 2019**. The Actual Levy and Highest Lawful Levy amounts are based on your 2019 tax year levy limit calculations. The new construction and annexation are preliminary numbers for the coming tax year. The State Assessed Utility numbers are unavailable at this time.

We show the population of your district to be over/under 10,000: over

Actual Levy: **\$6,289,668.45**

This is the amount you levied last year for your Mill Creek levy.

Highest Lawful Levy: **\$6,446,381.52**

This is the amount you could have levied last year for your Mill Creek levy. If you did not levy the maximum allowed, but "banked" the difference then this amount will be higher than the previous year's actual levy amount.

Banked Capacity: **\$156,713.07**

This is the amount available for tax year 2020 which is the difference between highest lawful levy that could have been made and the actual levy that was imposed. Note: if your levy is capped at the statutory limit this may preclude you from using banked capacity this year.

The following are estimated "add-ons" amounts that can be used for the coming tax year:

Estimated New Construction: **\$3,650.49**

This is the amount allowed for new construction using this year's new construction value at roll close of \$2,396,000

Estimated Annexation: **\$0.00**

This is the amount allowed for annexations using this year's annexation assessed value times last year's levy rate.

Refund: **see attached**

This is the amount allowed to recoup refunds. This is the final refund amount reported from the Snohomish County Treasurer's Office.



Snohomish County

Assessor's Office

September 26, 2019

Tara Dunford, Interim Finance Director
City of Mill Creek
15728 Main St
Mill Creek, WA 98012

Linda Hjelle
County Assessor

Laura Washabaugh
Chief Deputy

M/S #510
3000 Rockefeller Ave.
Everett, WA 98201-4046

(425) 388-3433
FAX (425) 388-3961

RE: 2020 Available Nos. for Mill Creek EMS 2017-2022 levy

Dear Ms. Dunford:

We are providing numbers to assist you with your budgeting process and completing the Levy Certification and Resolution(s)/Ordinance(s) documents for the coming year. We need to receive these by **November 27, 2019**. The Actual Levy and Highest Lawful Levy amounts are based on your 2019 tax year levy limit calculations. The new construction and annexation are preliminary numbers for the coming tax year. The State Assessed Utility numbers are unavailable at this time.

We show the population of your district to be over/under 10,000: **over**

Actual Levy: **\$1,709,328.37**

This is the amount you levied last year for your Mill Creek EMS 2017-2022 levy.

Highest Lawful Levy: **\$1,709,328.37**

This is the amount you could have levied last year for your Mill Creek EMS 2017-2022 levy. If you did not levy the maximum allowed, but "banked" the difference then this amount will be higher than the previous year's actual levy amount.

Banked Capacity: **\$0.00**

This is the amount available for tax year 2020 which is the difference between highest lawful levy that could have been made and the actual levy that was imposed. Note: if your levy is capped at the statutory limit this may preclude you from using banked capacity this year.

The following are estimated "add-ons" amounts that can be used for the coming tax year:

Estimated New Construction: **\$992.09**

This is the amount allowed for new construction using this year's new construction value at roll close of \$2,396,000

Estimated Annexation: **\$0.00**

This is the amount allowed for annexations using this year's annexation assessed value times last year's levy rate.

Refund: **see attached**

This is the amount allowed to recoup refunds. This is the final refund amount reported from the Snohomish County Treasurer's Office.