



# CITY COUNCIL AGENDA

15728 Main Street, Mill Creek, WA 98012 (425) 745-1891

Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Sean Kelly • Donna Michelson •  
Vince Cavaleri • Mike Todd • Mark Bond

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 City Clerk at (425) 745-1891 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 address 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.** 2016-813  
**Next Resolution No.** 2016-563

**December 20, 2016**  
**City Council Meeting**  
**6:00 PM**

## **CALL TO ORDER:**

## **FLAG SALUTE:**

Led by Boy Scout Troop #35

## **ROLL CALL:**

## **AUDIENCE COMMUNICATION:**

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

## **NEW BUSINESS:**

- B. 2016 Budget Amendment  
(*Rebecca C. Polizzotto, City Manager*)

## **CONSENT AGENDA:**

- C. Approval of Checks #56251 through #56311 and ACH Wire Transfers in the Amount of \$154,749.58  
(*Audit Committee: Councilmember Michelson and Councilmember Kelly*)

- D. Payroll and Benefit ACH Payments in the Amount of \$484,207.90  
(*Audit Committee: Councilmember Michelson and Councilmember Kelly*)

**PRESENTATIONS:**

- E. Historical Review: Contract for Fire and EMS Services  
(*Rebecca C. Polizzotto, City Manager*)

**RECESS TO EXECUTIVE SESSION:**

(*Confidential Session of the Council*)

- F. Executive Session of the Council to discuss publicly bid contracts and potential litigation with the City Attorney pursuant to RCW 42.30.110(1)(d) and (i). The Council may take action or final action as to such matters.

**REPORTS:**

- G. Mayor/Council
- H. City Manager
- Council Planning Schedule
- I. Boards and Commissions
- Parks & Recreation Board Meeting Minutes of October 5, 2017

**AUDIENCE COMMUNICATION:**

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

**ADJOURNMENT**



Agenda Item # B  
Meeting Date: **December 20, 2016**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: 2015-2016 BUDGET AMENDMENT**

**ACTION REQUESTED:** ADOPTION OF ORDINANCE ADJUSTING APPROPRIATIONS FOR THE 2015-2016 BIENNIAL BUDGET.

**KEY FACTS AND INFORMATION SUMMARY:** In December, 2014, the City Council adopted the 2015-2016 budget for all funds. RCW 35A.33.120 limits annual expenditures to the amounts appropriated for each fund for the current fiscal year. A standard year-end fiscal management procedure is to examine year-to-date expenditures and forecast them through the year-end period. When this analysis reveals a variance between the budgeted appropriations and expenditure projections, a budget amendment is necessary. Based on the foregoing analysis, the recommended budget amendments for 2016 are set forth on the exhibit to the attached ordinance.

**CITY MANAGER RECOMMENDATION:** The City Manager recommends the City Council adopt the proposed budget amendments as summarized in the attached ordinance.

**ATTACHMENTS:**

- Ordinance amending the 2015-2016 biennial budget.

Respectfully Submitted:

A handwritten signature in blue ink that reads "Rebecca C. Polizzotto".

Rebecca C. Polizzotto  
City Manager

**ORDINANCE NO 2016-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,  
ADJUSTING APPROPRIATIONS IN THE 2015-2016 BUDGET,  
ORIGINALLY ADOPTED BY ORDINANCE 2014-791.**

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WHEREAS, the City of Mill Creek ("City") previously adopted the 2015-2016 budget by adopting Ordinance 2014-791; and

WHEREAS, the City adjusted appropriations in the 2015-2016 budget by adopting Ordinance 2015-804; and

WHEREAS, the City is required by law to ensure expenditures do not exceed appropriations in any fund; and

WHEREAS, certain expenses have been identified for adjustment in the Drug Buy Fund, and Unemployment Fund.

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

Section 1: Section 1 of Ordinance 2014-791 is hereby amended as follows: In accordance with the provisions of RCW 35A.33.075, the appropriations budget of the City of Mill Creek for the years 2015-2016 in the aggregate amount of \$39,990,747 is hereby adopted.

Section 2: Exhibit A to Ordinance 2014-791 is amended as shown in Exhibit A attached to this Ordinance.

Section 3: This Ordinance shall take effect and be in full force five (5) days after publication of the ordinance, or a summary thereof, consisting of the title.

Passed in open meeting this 20<sup>th</sup> day of December, 2016 by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining.

APPROVED:

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

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Peggy Lauerman, Acting City Clerk

**EXHIBIT A**

<b>FUND</b>	<b>2015-2016 Budgeted</b>	<b>Change</b>	<b>Amended 2015-2016</b>
	<b>Expenditures as Amended</b>		<b>Budgeted Expenditures</b>
<b>General Fund</b>	<b>\$25,497,077</b>	<b>\$0</b>	<b>\$25,497,077</b>
<b>Special Revenue Funds</b>			
City Streets	1,094,222		1,094,222
Council Contingency	22,000		22,000
Municipal Arts	15,000		15,000
Paths & Trails	4,000		4,000
Drug Buy Fund	15,000	11,000	26,000
Beautification Fund	1,500		1,500
Annex Building	860,294		860,294
35th Avenue Reserve	236,000		236,000
<b>Debt Service Funds</b>			
Debt Service Fund	259,395		259,395
Local Revitalization Financing Debt Service Fund	0		0
<b>Capital Improvement Funds</b>			
Real Estate Excise Tax	2,876,000		2,876,000
Capital Improvement	1,510,000		1,510,000
Park Improvement	1,410,000		1,410,000
Road Improvement	2,150,000		2,150,000
<b>Enterprise &amp; Internal Service Funds</b>			
Surface Water	2,362,752		2,362,752
Recreation Enterprise	1,260,385		1,260,385
Equipment Replacement	383,622		383,622
Unemployment Self-Insurance	15,000	7,500	22,500
<b>Total All Funds</b>	<b>\$39,972,247</b>	<b>\$18,500</b>	<b>\$39,990,747</b>



Date: December 20, 2016

A/P Check Batches		
Dated	Check Numbers	Amount
11/17/2016	Union 76 Fleet-Oct	\$4,407.85
11/29/2016	EFT Debit-Dept of Rev.-Sales Tax	\$7,356.40
11/30/2016	56251-56311	\$142,985.33
<b>Total</b>		<b>\$154,749.58</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 56251 through 56311, and wire in the amount of \$154,749.58.

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

_____	_____
Councilmember	Finance Director
_____	Rebecca C. Palozzo
Councilmember	City Manager

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**Payment Approval Confirmation**

**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 11/17/2016 10:01:16 AM CST

**Bank of America**   
**Merrill Lynch**

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 16BH95647OLD0057

**Template Name:** Fleet  
**Template Code:** Fleet

**Debit Account Information**

**Debit Bank:** 125000024  
**Debit Account:** 000060104700  
**Debit Account Name:** Treas Checking  
**Debit Currency:** USD

**Beneficiary Details**

**Beneficiary Name:** 76 Fleet WEX BANK  
**Beneficiary Address:** 97 Darling Ave.  
**Beneficiary City:** Portland  
**Beneficiary Postal Code:**  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** 4539508  
**Beneficiary Bank ID:** 071000288  
BMO HARRIS BANK NA  
111 W MONROE ST  
CHICAGO  
US - United States of America

**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 4,407.85

**Value Date:** 11/17/2016

**Optional Information**

**Sender's Reference Number:** 16BH95647OLD0057

**Beneficiary Information:** 76 FLEET  
Acct 0201 00 105915 3  
City of Mill Creek

**Additional Routing**


**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke  
**Approved:** sankottke  
**Initial Confirmation:** WTX:2016111700231479  
**Confirmation #:** FEDR:20161117B6B7HU2R005609

**Input Time:** 11/17/2016 9:57:12 AM CST  
**Time:** 11/17/2016 10:00:47 AM CST

 <b>Electronic Filing – Washington State</b>	E-file Time: 6:29 PM <a href="#">help ?</a>
<a href="#">My Account</a> <a href="#">Home</a> <a href="#">Account(s)</a> <a href="#">Account Activity</a> <a href="#">List Server</a> <a href="#">Suggestions</a> <a href="#">Logout</a>	

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	19423365
Tax Registration Number	600598011
Reporting Period	10/2016
Payment Type	EFT Debit
Date and Time Submitted	11/23/2016 6:25:32 PM
Date of Transfer	11/29/2016
Payment Amount	7,356.40
Person Completing Return	Sandy Kottke
Person Authorizing Payment	Sandy Kottke

Your return and payment have been submitted. For easy reference, print this page and retain it with your tax records.

<a href="#">Return to Account List</a>	<a href="#">Print Confirmation</a>
<a href="#">View Printable Return</a>	

Confirmation

**For Assistance Call:**  
**1-877-345-3353**



# Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg  
Printed: 12/7/2016 4:30 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56251	AMERWEST 12009	America West 14.5 Tons CCB-Deicer Tank Refill for Winter	11/30/2016		3,345.01
Total for Check Number 56251:				0.00	3,345.01
56252	AT&TWIR 287245699226	AT&T Mobility Pine Meadow Irrig Line	11/30/2016		99.33
Total for Check Number 56252:				0.00	99.33
56253	BANKCARE	Bank of America	11/30/2016		-258.20
	1	Credit-Airfare-G Elwin			9.95
	10	Sensor Cloud Monthly Fee 11/10-12/10			109.99
	11	10 Pk Magpul-Rifle Magazines			6.63
	12	Zip Lock Bags, Dog Treats			40.00
	13	Public Officials Reception 10/27-P Pruitt			270.00
	14	Standard Board w/School ICS & School Site Em			119.67
	15	Pizza-Staff Appreciation Lunch 10/14			21.99
	16	Surface Pro Case			36.92
	16A	iPhone Cases & Screen Protectors-P & R			149.00
	17	Asking Fire Chief-Right Questions Seminar-R P.			8.21
	18	Lunch 10/21-ACCIS Fall Conf-J Busch			298.36
	19	Lodging 10/19-10/21-ACCIS Fall Conf-J Busch			200.00
	2	NPELRA Dues- P Lauerman			22.83
	20	Teal File Folders-P Lauerman			24.38
	21	American Flag Lapel Pins-Veterans Day Event			150.00
	22	HPA Permit Application Fee-SW			31.46
	23	Refreshments-Sergeant Promotional Ceremony-I			59.95
	24	Mybuilding Permit.com Monthly Fee			7.49
	25	1-20ft Network Cable			7.49
	26	1-20ft Network Cable			27.32
	27	Refreshments-Open Enrollment Meeting 11/03			200.00
	3	NPELRA Dues- R Polizzotto			200.00
	4	NPELRA Dues- G Elwin			200.00
	5	NPELRA Dues- L Orlando			108.15
	6	Binders & Tabs-Council Budget Books			9.29
	7	Colored Pencils			59.95
	8	Mybuilding Permit.com Monthly Fee			17.53
	9	Coffee-Economic Development Mtg 10/12			
Total for Check Number 56253:				0.00	2,138.36
56254	BANKCR16	Bank of America	11/30/2016		70.00
	1	MRSC Purchasing & Contracting Workshop 03/			70.00
	2	MRSC Purchasing & Contracting Workshop 03/			17.00
	3	MC Rotary Lunch Mtg 10/12-T Rogers			165.48
	4	9 3ft x 6ft Patriotic Bunting			
Total for Check Number 56254:				0.00	322.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56255	BANKCR13	Business Card Bank of America	11/30/2016		
	1	Patriotic American Flags & Patriotic Stickers			252.75
	2	Caution Tape/1000 Ft WizTape			50.47
	3	10 - Dz Bags Plastic/10 - Dz Blue Plastic Bags			89.75
Total for Check Number 56255:					0.00 392.97
56256	BENEAD 1611515	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-Nov	11/30/2016		152.00
Total for Check Number 56256:					0.00 152.00
56257	BLUMARBI 4-2016	Blue Marble Environmental Prof Serv-Commercial Recycling & Waste Redu	11/30/2016		1,690.06
Total for Check Number 56257:					0.00 1,690.06
56258	BANKCR20	Business Card	11/30/2016		
	1	Returned-Supplies-PW			-74.68
	10	Front Door ADA Transmitter			68.27
	11	Supplies-Beaver Dam Repair			11.97
	12	2 Toilet Seats			54.91
	13	Toggles			41.70
	14	File Cabinet Keys-Laura			14.00
	15	Black Melamine-Peggy's Desk			58.47
	16	2 Cortega-Ceiling-Old Copy Room-Remodel			133.77
	17	Shop Vac Filter			18.63
	18	PD Evidence Wall Remodel			291.40
	19	PD Evidence Wall Remodel			77.44
	2	Supplies-PW			83.45
	20	Building Supplies-City Hall Remodel			125.54
	21	Staples-Evidence Wall-City Hall Remodel			3.80
	22	Electric Supplies-PD Remodel			13.02
	23	3 Sets Blinds-PD Remodel			115.30
	24	Commercial Receptacle-PD Remodel			5.48
	3	Split Metal Rings-Sign Hanging MCSP			4.35
	4	Plexiglass-Info Board Repair			79.10
	5	Flowers-Veterans Monument			121.48
	6	Flowers-Veterans Monument			24.55
	7	8' Step Ladder			130.66
	8	Chain Saw Files			31.12
	9	Bottled Water-Oct Storm Response			6.67
Total for Check Number 56258:					0.00 1,440.40
56259	CENTRAL 240160 240160A	Central Welding Supply 1 Tank Helium-Recreation 1 Tank Compressed Gas-PW Shop Welder	11/30/2016		188.31 51.60
Total for Check Number 56259:					0.00 239.91
56260	CIEDMOND RGG-160087	City of Edmonds North Sound Metro SWAT Team-Camp Rilea Tr	11/30/2016		583.32
Total for Check Number 56260:					0.00 583.32
56261	COMCAST 0457011	Comcast High Speed Internet Fee 11/18-12/17	11/30/2016		191.33
Total for Check Number 56261:					0.00 191.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56262	COPIETC	Copiers Etcetera, Inc.	11/30/2016		
	AR19703	Admin Copier/Printer Maint/Supplies 10/10-11/1			540.68
	AR19703A	Police Copier/Printer Maint/Supplies 10/10-11/0			259.64
	AR19703B	P & R Share/Printer Maint/Supplies 10/10-11/09			207.72
	AR19703C	Finance Share/Printer Maint/Supplies 10/10-11/1			51.92
Total for Check Number 56262:				0.00	1,059.96
56263	EASC 2016-520	Economic Alliance Snohomish Co Annual Investment 2017	11/30/2016		10,000.00
Total for Check Number 56263:				0.00	10,000.00
56264	ELLITIRE	Elliott Tire & Service Inc	11/30/2016		
	076243	LOF-PW5			113.08
	076419	LOF-PW6			102.10
	076422	LOF-PW2			102.10
	076431	LOF-PW4			102.10
	076433	LOF-PW9			102.10
	076444	LOF-PW8			108.14
	076458	LOF-PW10			107.32
	076464	LOF-PW3			107.32
	076543	LOF-PW1			36.22
	076545	4 Tires/Serpentine Belt-PW6			1,235.98
Total for Check Number 56264:				0.00	2,116.46
56265	ECITYHAR 116750	Emerald City Harley-Davidson Replaced Voltage Regulator/ Lower Rocker Box	11/30/2016		1,842.08
Total for Check Number 56265:				0.00	1,842.08
56266	EVERGR 79059	Evergreen Fire and Safety, Inc 2 Cans Smoke/2 Smoke Detector Testers	11/30/2016		66.08
Total for Check Number 56266:				0.00	66.08
56267	EVERGTEC 11550	Evergreen Technologies Inc Network Cable Drop-Live Scan Machine	11/30/2016		525.32
Total for Check Number 56267:				0.00	525.32
56268	EVERMARK 50029	Ever-Mark, LLC 1 - 3' x 9' "Thank you Veterans" Banner	11/30/2016		85.69
Total for Check Number 56268:				0.00	85.69
56269	FCICUSPV 15267	FCI Custom Police Vehicles Outfit Traffic Unit-Car #33	11/30/2016		2,820.51
Total for Check Number 56269:				0.00	2,820.51
56270	FINTOUCH 6331	Final Touch Finishing School, Inc. Young Ladies and Gentlemen 11/12 #6331	11/30/2016		252.00
Total for Check Number 56270:				0.00	252.00
56271	GTHENORTH	Frontier	11/30/2016		
	425 316-0326	Alarm System Line Chgs 11/16-12/15			50.98
	425 357-9268	Fire Alarm Line Chgs 11/22-12/21			123.88
	425 745-6974	CC Line/Security System Line 11/19-12/18			159.21

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56271:	0.00	334.07
56272	GRTFLRS 742180	Great Floors LLC Supply & Install Carpet-City Offices/PD-Contr	11/30/2016		34,658.13
			Total for Check Number 56272:	0.00	34,658.13
56273	NWCASC 0550181819 0550189134	Honey Bucket Honey Bucket Rental-Veterans Day Parade Equip Delivery Charge-Honey Bucket Rental-Ve	11/30/2016		270.00 50.00
			Total for Check Number 56273:	0.00	320.00
56274	HUIK 6364 6368 6372	Kelly Hui Ballet: Creative 10/15-11/19 #6364 Ballet: Creative 10/15-11/19 #6368 Ballet: Beg 10/15-11/19 #6372	11/30/2016		302.40 134.40 67.20
			Total for Check Number 56274:	0.00	504.00
56275	INNOVAC INV8405	INNOVAC Emergency Response-Pond Flooding-Wexford C	11/30/2016		4,588.33
			Total for Check Number 56275:	0.00	4,588.33
56276	KPFFCON 83845	KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 10/01-10/28	11/30/2016		388.80
			Total for Check Number 56276:	0.00	388.80
56277	SHURKLEN 383 383A 383B	Kramer Enterprises, LLC Vehicle Washes - 2nd Qtr - Police Vehicle Washes - 2nd Qtr - Staff Cars Vehicle Washes - 2nd Qtr - PW	11/30/2016		420.03 80.02 10.00
			Total for Check Number 56277:	0.00	510.05
56278	KROESENS 40616	Kroesen's Uniform Company 1 Polo Shirt - Sally Dagna	11/30/2016		69.02
			Total for Check Number 56278:	0.00	69.02
56279	KUKERR INV-024495	Kuker-Ranken, Inc. 6 - Industrial Safety Vest w/Reflec Stripes	11/30/2016		49.41
			Total for Check Number 56279:	0.00	49.41
56280	LAWENFSM 84721479335394	Law Enforcement Seminars LLC Background Investigations Training-T Hughes	11/30/2016		325.00
			Total for Check Number 56280:	0.00	325.00
56281	LDEDGEGM 6388 6392 6396	Leading Edge Gymnastic Academy Inc Gymnastics-Toddle time 10/19-11/16 #6388 Gymnastics-Preschool 10/19-11/16 #6392 Gymnastics-Youth Fall 10/19-11/16 #6396	11/30/2016		280.00 56.00 180.00
			Total for Check Number 56281:	0.00	516.00
56282	LEIRA 12/07	LEIRA Public Disclosure-Advanced 12/07-J Lee	11/30/2016		100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56282:	0.00	100.00
56283	MERCAS 6325	Samantha Merca Spanish for Adults: Beginner 09/19-11/14 #6325	11/30/2016		336.00
			Total for Check Number 56283:	0.00	336.00
56284	KIDZLOVS 6337 6338 6345 6351 6356 6361	North American Youth Activities, LLC KLS Soccer: M & M 09/17-10/22 #6337 KLS Soccer: M & M 09/17-10/22 #6338 KLS Soccer: Tot-Soccer 09/17-10/22 #6345 KLS Soccer: Pre-Soccer 09/17-10/22 #6351 KLS Soccer: 1 09/17-10/22 #6356 KLS Soccer: Soccer 2 09/17-10/22 #6361	11/30/2016		285.60 952.00 952.00 1,047.20 952.00 952.00
			Total for Check Number 56284:	0.00	5,140.80
56285	NCFLORST 047622	North Creek Florist Veterans Day Wreath-Veterans Day Monument C	11/30/2016		109.80
			Total for Check Number 56285:	0.00	109.80
56286	NORTHSH 6802	Northshore Senior Center Allocation for Senior Program-3rd & 4th Qtr 201	11/30/2016		6,250.00
			Total for Check Number 56286:	0.00	6,250.00
56287	OUTEREDG 6413	Outer Edge Crossfit Youth Fitness 09/24-11/19 #6413	11/30/2016		836.00
			Total for Check Number 56287:	0.00	836.00
56288	CLYDEWST 20310799	PacWest Machinery Disc-GB Top 21 Sweeper Part-PW10	11/30/2016		205.76
			Total for Check Number 56288:	0.00	205.76
56289	PAKOR 8020711	Pakor Inc 3 Cs Media PP-Passports	11/30/2016		751.84
			Total for Check Number 56289:	0.00	751.84
56290	PETTIJJ 6429 6433	Jeffrey Pettijohn Group Piano Class Beg: Tues 10/04-11/22 #6425 Group Piano Class Beg: Tues 10/04-11/22 #6433	11/30/2016		176.00 176.00
			Total for Check Number 56290:	0.00	352.00
56291	WASPC INV027404	WA. Assoc of Sheriffs & Police Chiefs WASPC 2016 Fall Conf-G Elwin	11/30/2016		300.00
			Total for Check Number 56291:	0.00	300.00
56292	SNOCPUD 200797223 2013-4538-6 201364694 201898053 201948601 202212361 202693008	PUD No. 1 of Snohomish County 3401 148th St SE - 10/22-11/18 2501 147th Pl SE 10/23-11/18 13510 N Creek Dr - 10/19-11/15 1700 Mill Creek Rd - 10/19-11/15 13903 N Creek Dr - 10/19-11/15 928 Dumas Rd - 10/19-11/15 15720 Main St - 10/14-11/14	11/30/2016		33.26 25.61 42.92 109.65 470.15 124.66 1,630.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2028-5205-9	15720 Main St Unit B 10/14-11/14			361.92
	2032-1155-2	13628 N Creek Dr 09/16-11/15			126.24
			Total for Check Number 56292:	0.00	2,924.78
56293	PUGETSO	Puget Sound Energy	11/30/2016		
	200004765331	15720 Main St 10/19-11/16			152.66
	200004765463	15728 Main St 10/19-11/16			569.67
			Total for Check Number 56293:	0.00	722.33
56294	SHI	SHI International Corp	11/30/2016		
	B05736833	1 Year Energize Updates/Barracuda Instant Repl			2,262.37
	B05749142	Desktop Document Scanner-Archival			711.05
	B05756395	Surface Pro 3 Power Supply-P Lauerman			64.67
			Total for Check Number 56294:	0.00	3,038.09
56295	SHORTCR	Short Cressman & Burgess PLLC	11/30/2016		
	491764	Prof Legal Serv-Council-Travel Exp-Sept			43.20
	491969	Prof Legal Serv-Exec-Oct			3,157.80
	491970	Prof Legal Serv-PW-Oct			406.00
	491971	Prof Legal Serv-Finance-Oct			120.00
			Total for Check Number 56295:	0.00	3,727.00
56296	SKYNW	Sky Northwest Inc	11/30/2016		
	2272	Interior Painting City Hall-Retainage Funds			9,891.00
			Total for Check Number 56296:	0.00	9,891.00
56297	SCD	Snohomish Conservation District	11/30/2016		
	2530	SW Education Efforts 07/01-09/30			1,760.89
			Total for Check Number 56297:	0.00	1,760.89
56298	SNOCOC	Snohomish County Corrections	11/30/2016		
	2016-3417	Jail Service Fees - Sept			11,526.89
			Total for Check Number 56298:	0.00	11,526.89
56299	SNDPUBIN	Sound Publishing Inc	11/30/2016		
	EDH731170	City Notice: 2017 Prop Tax Levies			41.28
			Total for Check Number 56299:	0.00	41.28
56300	SDISTCRT	South District Court	11/30/2016		
	October	Filing Fees SD Court - Oct			5,109.78
	OctoberA	Interpreter Costs - Oct			363.53
			Total for Check Number 56300:	0.00	5,473.31
56301	STAPLEAD	Staples Advantage	11/30/2016		
	8041676413	Copy Ppr Dept Share			42.92
	8041676413A	Copy Ppr Dept Share			42.92
	8041676413B	Copy Ppr Dept Share/Computer Batteries			48.03
	8041676413C	Copy Ppr Dept Share			42.92
	8041676413D	Copy Ppr Dept Share			42.92
	8041676413E	Copy Ppr Dept Share			42.92
	8041676413F	Copy Ppr Dept Share			85.84
	8041676413G	Copy Ppr Dept Share			42.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56301:	0.00	391.39
56302	STARDMSV 0116842-IN 0116843-IN 0116864-IN	Stardom Services Inc Janitorial Services-Nov-Annex Janitorial Services-Nov-City Hall Floor Waxing/Partial Carpet Cleaning-Nov-City	11/30/2016		1,184.13 995.00 885.00
			Total for Check Number 56302:	0.00	3,064.13
56303	STATEAUD L117213	State Auditor's Office Statutory Audit Services 2015-2015	11/30/2016		931.00
			Total for Check Number 56303:	0.00	931.00
56304	SUMLAW 81729	Summit Law Group Prof Serv-General Labor-AFSCME through 11/C	11/30/2016		3,083.56
			Total for Check Number 56304:	0.00	3,083.56
56305	TACSCREW 18138320 18139700	Tacoma Screw Products Inc 200 Natural Cable Tie-Parade Signs Steel Speed Nuts, Steel Hex Cap Screws, Steel N	11/30/2016		56.92 36.62
			Total for Check Number 56305:	0.00	93.54
56306	TRAMMELI 6451	Lori Trammel Cupcake Class 11/19 #6451	11/30/2016		154.00
			Total for Check Number 56306:	0.00	154.00
56307	TRANSUN 09612741 10612566	Trans Union LLC Basic Service Monthly Fee-Credit Checks 8/26-5 Basic Service Monthly Fee-Credit Checks 9/26-1	11/30/2016		27.48 27.48
			Total for Check Number 56307:	0.00	54.96
56308	VERIZON 9773994959 9773994959A 9773994959B 9773994959C 9773994960 9773994960A 9775671487	Verizon Wireless Access & Usage Chgs 09/21-10/20-Bldg Access & Usage Chgs 09/21-10/20-SW Access & Usage Chgs 09/21-10/20-Engr Credit Broadband Unlimited-Hot Spot-Exec Access & Usage Chgs 09/21-10/20-Exec Broadband Unlimited-Hot Spot 09/21-10/20 Access & Usage Chgs 10/21-11/20-P & R	11/30/2016		100.04 73.24 80.02 -9.03 111.46 40.01 131.57
			Total for Check Number 56308:	0.00	527.31
56309	WWGRAIN 9288198006 9288511398	W.W. Grainger, Inc. Manhole Cover Hook-Lean Tool Purchase 5 Concave Wall Door Stops-Annex	11/30/2016		152.95 61.80
			Total for Check Number 56309:	0.00	214.75
56310	WAVEDIV 01296825	WaveDivision Holdings, LLC Fiber Lease-15728 Main St-to 3000 Rockefeller	11/30/2016		654.93
			Total for Check Number 56310:	0.00	654.93
56311	ZAC&THOM 1211	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Nov	11/30/2016		8,701.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
Total for Check Number 56311:				0.00	8,701.91
Total for 11/30/2016:				0.00	142,985.33
Report Total (61 checks):				0.00	142,985.33





Date: December 20, 2016

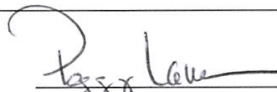
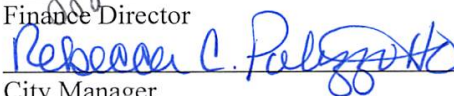
Payroll Check Batches		
Dated	Check Numbers	Amount
11/23/2016	ACH Automatic Deposit Checks	\$142,134.73
11/23/2016	ACH Wire- FWT & Medicare Taxes	\$28,316.70
11/23/2016	ACH Wire MEBT- Wilmington Trust	\$29,572.91
11/23/2016	ACH Wire- ICMA RC- Def. Comp	\$907.94
11/23/2016	ACH Wire- BAC- Flex Spending Acct	\$1,062.62
12/09/2016	ACH Automatic Deposit Checks	\$150,338.58
12/09/2016	ACH Wire- FWT & Medicare Taxes	\$30,730.64
12/09/2016	ACH Wire MEBT- Wilmington Trust	\$25,184.17
12/08/2016	ACH Wire- ICMA RC- Def. Comp	\$705.19
12/08/2016	ACH Wire- MCPD Guild Dues	\$1,940.00
12/08/2016	ACH Wire- United Way Donations	\$598.26
12/06/2016	ACH Wire- Assoc. of WA Cities	\$72,716.16
<b>Total</b>		<b>\$484,207.90</b>

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 \$484,207.90.

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

_____	_____
Councilmember	 Finance Director
_____	 City Manager
Councilmember	

G:\Finance\WP\Payroll\Payroll Voucher Approval .doc

## Statistical Summary

## Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
Week#:47 Pay Date:11/23/2016 P/E Date:11/15/2016  
Qtr/Year:4/2016 Run Time/Date:15:21:29 PM EST 11/18/2016

Taxes Debited	Federal Income Tax	22,387.68		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,964.50		
	Medicare - ER	2,964.52		
	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		
	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		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
	School District Tax	0.00		
	<b>Total Taxes Debited</b>	<b>28,316.70</b>		
Other Transfers	Full Service Direct DepositAcct. No.000060104700Tran/ABA125000024	142,134.73		
	<b>Total Amount Debited From Your Account</b>		170,451.43	<b>Total Liability 170,451.43</b>
Bank Debits & Other Liability	Checks	0.00		170,451.43
	Adjustments/Prepay/Voids	0.00		170,451.43
Taxes- Your Responsibility	None this payroll			170,451.43

**Payment Approval Confirmation**

**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 11/23/2016 2:56:45 PM CST



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

**Status:** Confirmed by Bank  
**Transaction Number:** 16BNE5248MED2218

**Template Name:** WILTRUST  
**Template Code:** WILTRUST

**Debit Account Information**

**Debit Bank:** 420000024  
**Debit Account:** 000000101100  
**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:** 0000001005  
**Beneficiary Bank ID:** 000000016  
 MANUFACTURERS AND TRADERS TR C  
 ONE M AND T PLAZA, 15TH FL  
 BUFFALO  
 US - United States of America

**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 29,572.91

**Value Date:** 11/23/2016

**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:** sankottke  
**Approved:** sankottke  
**Initial Confirmation:** WTX:2016112300356972  
**Confirmation #:** FEDR:20161123B6B7HU4R012758

**Input Time:** 11/23/2016 2:52:57 PM CST  
**Time:** 11/23/2016 2:56:03 PM CST

**Payment Approval Confirmation**

Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 11/23/2016 2:56:45 PM CST



**Domestic High Value (Wire)**

Payment Category: Urgent/Wire

Status: Confirmed by Bank  
Transaction Number: 16BNE243066C2F79

Template Name: ICMA 457 Plan  
Template Code: ICMA

**Debit Account Information**

Debit Bank: [REDACTED]  
Debit Account: [REDACTED]  
Debit Account Name: Treas Checking  
Debit Currency: USD

**Beneficiary Details**

Beneficiary Name: ICMA RC  
Beneficiary Address: P.O. Box 64553  
Beneficiary City: Baltimore  
Beneficiary Postal Code: 21264-4553  
Beneficiary Country: US - United States of America

Beneficiary Account: [REDACTED]  
Beneficiary Bank ID: [REDACTED]  
MANUFACTURERS AND TRADERS TR C  
ONE M AND T PLAZA, 15TH FL  
BUFFALO  
US - United States of America

Beneficiary Email:  
Beneficiary Mobile Number:

**Payment Details**

Credit Currency: USD  
Credit Amount: 907.94

Value Date: 11/23/2016

**Optional Information**

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

**Additional Routing**

Intermediary Bank ID:

Receiver Information:

**Control Information**

Input: sankottke  
Approved: sankottke  
Initial Confirmation: WTX:2016112300356973  
Confirmation #: FEDR:20161123B6B7HU1R012747

Input Time: 11/23/2016 2:24:47 PM CST  
Time: 11/23/2016 2:56:03 PM CST

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online  
City of Mill Creek

Report Date: 11/23/2016  
Report Time: 02:19:51 PM

## Batch Summary Report by ID Number

Company Name: City of Mill 01      Effective Date: 11/23/2016  
ACH ID: 2911225895      Batch Sequence: 1  
Application Name: CCD Payments and Collections      Database Name: BAC  
Batch Status: Entered      Created By: SANKOTTKE  
Released By:

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
BAC	BENEFIT ADMIN C	\$1,062.62	C	<del>4381225895</del>	<del>840885566</del>	C	

### Total Amount in Batch

### Total Count in Batch

Debits	\$0.00	0
Credits	\$1,062.62	1
Prenotes	\$0.00	0

### Grand Total Amount

### Grand Total Count

Debits	\$0.00	0
Credits	\$1,062.62	1
Prenotes	\$0.00	0

<https://cpo-ach.bankofamerica.com/wcmpr/rptbatchsumviewform.jsp?source=BATCHSU...> 11/23/2016

## Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West

Status:Cycle Complete

Week#:49

Pay Date:12/09/2016

P/E Date:11/30/2016

Qtr/Year:4/2016

Run Time/Date:14:03:48 PM EST 12/05/2016

<b>Taxes Debited</b>	Federal Income Tax	24,496.92		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,116.89		
	Medicare - ER	3,116.83		
	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		
	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		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
	School District Tax	0.00		
	<b>Total Taxes Debited</b>	<b>30,730.64</b>		
<b>Other Transfers</b>	Full Service Direct DepositAcct. No.000060104700Tran/ABA125000024	150,338.58		
	<b>Total Amount Debited From Your Account</b>		<b>181,069.22</b>	<b>181,069.22</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00		<b>181,069.22</b>
	Adjustments/Prepay/Voids	0.00		<b>181,069.22</b>
<b>Taxes- Your Responsibility</b>	None this payroll			<b>181,069.22</b>

**Payment Details Report**

Company: City of Mill Creek  
 Requester: Kottke, Sandy  
 Run Date: 12/09/2016 10:57:03 AM CST



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

Status: Confirmed by Bank  
 Transaction Number: 16C9A5400DSL1242

Template Name: WILTRUST  
 Template Code: WILTRUST

**Debit Account Information**

Debit Bank: 438888024  
 Debit Account: 000000401720  
 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: 10000074559  
 Beneficiary Bank ID: 00000040  
 MANUFACTURERS AND TRADERS TR C  
 ONE M AND T PLAZA, 15TH FL  
 BUFFALO  
 US - United States of America

Beneficiary Email:  
 Beneficiary Mobile Number:

**Payment Details**

Credit Currency: USD  
 Credit Amount: 25,184.17

Value Date: 12/09/2016

**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: sankottke  
 Approved: sankottke  
 Initial Confirmation: WTX:2016120900247821  
 Confirmation #: FEDR:20161209B6B7HU2R007044

Input Time: 12/09/2016 10:54:13 AM CST  
 Time: 12/09/2016 10:56:38 AM CST

**Payment Approval Confirmation**

Company: City of Mill Creek  
 Requester: Kottke, Sandy  
 Run Date: 12/08/2016 5:58:47 PM CST



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

Status: Processing by Bank  
 Transaction Number: 16C8H49442BI1114

Template Name: ICMA 457 Plan  
 Template Code: ICMA

**Debit Account Information**

Debit Bank: ██████████  
 Debit Account: ██████████  
 Debit Account Name: Treas Checking  
 Debit Currency: USD

**Beneficiary Details**

Beneficiary Name: ICMA RC  
 Beneficiary Address: P.O. Box 64553  
 Beneficiary City: Baltimore  
 Beneficiary Postal Code: 21264-4553  
 Beneficiary Country: US - United States of America

Beneficiary Account: ██████████  
 Beneficiary Bank ID: ██████████  
 MANUFACTURERS AND TRADERS TR C  
 ONE M AND T PLAZA, 15TH FL  
 BUFFALO  
 US - United States of America  
 Beneficiary Email:  
 Beneficiary Mobile Number:

**Payment Details**

Credit Currency: USD  
 Credit Amount: 705.19

Value Date: 12/09/2016

**Optional Information**

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

**Additional Routing**

Intermediary Bank ID:

Receiver Information:

**Control Information**

Input: sankottke  
 Approved: sankottke  
 Initial Confirmation: WTX:2016120800385326

Input Time: 12/08/2016 5:50:04 PM CST  
 Time: 12/08/2016 5:58:16 PM CST



**Payment Approval Confirmation**

Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 12/08/2016 5:58:47 PM CST



**Domestic High Value (Wire)**

Payment Category: Urgent/Wire

Status: Processing by Bank  
Transaction Number: 16C8H5416O8K1L79

Template Name: GUILD DUES  
Template Code: GUILD

**Debit Account Information**

Debit Bank: 437000004  
Debit Account: 600000167700  
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: 600000160001  
Beneficiary Bank ID: 100000004  
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: 1,940.00

Value Date: 12/09/2016

**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: sankottke  
Approved: sankottke  
Initial Confirmation: WTX:2016120800385328

Input Time: 12/08/2016 5:54:31 PM CST  
Time: 12/08/2016 5:58:16 PM CST

**Payment Approval Confirmation**

**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 12/08/2016 5:58:47 PM CST



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

**Status:** Processing by Bank  
**Transaction Number:** 16C8H5106PRL2652

**Template Name:** United Way  
**Template Code:** United Way

**Debit Account Information**

**Debit Bank:** 185000024  
**Debit Account:** 00000104700  
**Debit Account Name:** Treas Checking  
**Debit Currency:** USD

**Beneficiary Details**

**Beneficiary Name:** United Way of Snohomish County  
**Beneficiary Address:** 3120 McDougall Ave, STE 200  
**Beneficiary City:** Everett  
**Beneficiary Postal Code:** 98201  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** 0500000308  
**Beneficiary Bank ID:** 0500000308  
 UNION BANK, N.A.  
 30343 CANWOOD ST, STE 100  
 AGOURA HILLS  
 US - United States of America

**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 598.26

**Value Date:** 12/09/2016

**Optional Information**

**Sender's Reference Number:** 16C8H5106PRL2652

**Beneficiary Information:** United Way from City of Mill Creek

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke  
**Approved:** sankottke  
**Initial Confirmation:** WTX:2016120800385327

**Input Time:** 12/08/2016 5:52:37 PM CST  
**Time:** 12/08/2016 5:58:16 PM CST

**ASSOCIATION OF WASHINGTON CITIES**  
**MILL CREEK, CITY OF**

**ACCOUNT SUMMARY** - contains all changes to this account as of 12/06/2016 03:54:58 PM

**FUND: 100**

**ACCOUNT NUMBER: 186 L**

BILL MONTH: 12/2016  
COVERAGE MONTH: 12/2016  
PAYMENT DUE BY: **12/10/2016**  
CURRENT BILLING AMOUNT: \$71,945.68  
PRIOR OVERAGE OR SHORTAGE: \$0.00  
ADJUSTMENTS: \$770.48  
TOTAL AMOUNT DUE: **\$72,716.16**

100 186 L 122016 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	12/2016	\$ <u>72,716.16</u>

*If you have questions concerning your billing, please contact the Association of Washington Cities Office at (800) 562-8981 or (360) 753-4137 or Northwest Administrators, Inc. at (206) 726-3345.*

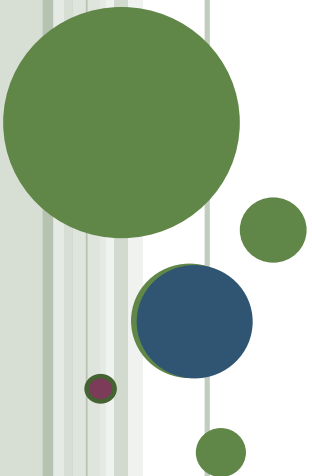
**MAIL PAYMENT TO:** *If payment is made by check, please print a copy of this page and mail it with your payment to the following address.*

ASSOCIATION OF WASHINGTON CITIES  
PO BOX 84303  
SEATTLE, WA 98124-5603



# **HISTORICAL REVIEW**

## **Fire and EMS Contract**



# THE TEAM

- Rebecca Polizzotto, City Manager
- Bob Stowe, Owner of Stowe Development & Strategies - and Former Mill Creek City Manager (1995-2005)
- Scott Missall, City Attorney
- Peggy Lauerman, Director of Finance & Administration



# HISTORICAL PERSPECTIVE: ORIGINAL LONG-TERM FIRE/EMS CONTRACT



# OVERARCHING GOALS

- Major emphasis for the City was financial and service stability.
- The District had very similar interests and wanted to eliminate the threat of the City contracting with a neighboring agency or establishing its own fire services agency.
- Both parties wanted to provide professional, reliable life safety services to the citizens and businesses of Mill Creek.



# CITY'S SPECIFIC INTERESTS

- Cost Containment
- Quality Fire and EMS Services
- The Physical Presence of a Fire Station





# MAIN PROVISIONS OF THE ORIGINAL AGREEMENT

- Created baseline amount for Fire and EMS Services – adjusted every 4 years.
- Adjustment could not exceed more than 6 percent of the baseline from the preceding year.
- For each intervening or subsequent year, any cost increases based upon the allocation formula (up or down) was limited to the lesser of CPI with a 3 percent maximum or the percentage of the City property tax increase, if any.



# PURPOSE AND INTENT

- Provide financial and work security for the District.
- Provide financial stability for the City.



## OTHER CITY GOALS/PROVISIONS OF ORIGINAL AGREEMENT

- Establish a City owned fire station;
- Maintain a certain level of service;
- Establish a reopener for annexations of a certain size only;
- Continuance of a Joint Fire Advisory Board;
- Memorializing that the District Fire Chief would be the City's Fire Chief.



# SUMMARY OF CHANGES TO INITIAL CONTRACT IMPLEMENTED BY SUBSEQUENT AMENDMENTS



# CONTRACT DOCUMENT: LOS MOU (8.17.99)

Established two level of service (LOS) standards for fire services to be applied and annually reported under Contract Section 2.2:

- An average 6-minute or less fire/EMS response time.
- Adequate fire flow criteria.

The 6-minute LOS was increased to 7.5-minutes by the 2012 Amendment



# CONTRACT DOCUMENT: UGA MOU (12.19.06)

Council declared intent not to change the City's UGA boundary in order to maintain consistency with overlapping FPD boundary. Requested that future Councils renew intent.



## CONTRACT DOCUMENT: 2006 AMENDMENT (12.19.06)

Changed the Assessment to account for additional services to the NE Area Annexation and future annexations:

- Increased the Annual Assessment for 2006 through 2016 by 1% each year.
- Added a one-time lump sum payment of \$60,000 in 2006 and 2007.
- Added automatic increases in Annual Assessment for all future annexations “in an amount equal to (the District’s) property taxes for basic fire and EMS services in area annexed.”



## *2006 AMENDMENT CONTINUED*

- Specific identified cost increases due to NE Area Annexation were \$70,523 for 2006 and \$71,228 for 2007.





# CONTRACT DOCUMENT: 2011 AMENDMENT (10.12.11)

Increased Annual Assessment for 2011-2016:

- Added annual lump sum payments for 2011-2016 starting at \$75,000 and ending at \$276,269.
- Added 6% increase in assessment for 2012 over 2011.
- Added 1% increase in assessment for 2013-2015.
- Added 6% increase in assessment for 2016.

Established/confirmed minimum 5-person staffing at Fire Station:

- 3-person truck
- 2-person EMS

Reconfirmed 6-minute average response time & out-of-service call percentage not to exceed 12%



# CONTRACT DOCUMENT: 2012 AMENDMENT (7.10.12)

Restructured basic components of Contract and previous amendments:

- Increased and restructured the Annual Assessment formula.
- Restructured additional EMS funding payments.
- “Corrected” or restated changes made by the 2011 Amendment.
- Increased Fire/EMS response time LOS to 7.5 minutes.
- Specified amount of City’s equity interest in Fire Station.
- Changed the title and vesting plan for ownership of Fire Station.



## *2012 AMENDMENT CONTINUED*

- Replaced 5-year renewal periods with rolling 1-year renewal terms.
- Added automatic COLA increases to Annual Assessment for all renewal terms commencing 2017.
- Transferred cost of 911 dispatching service from District to City.

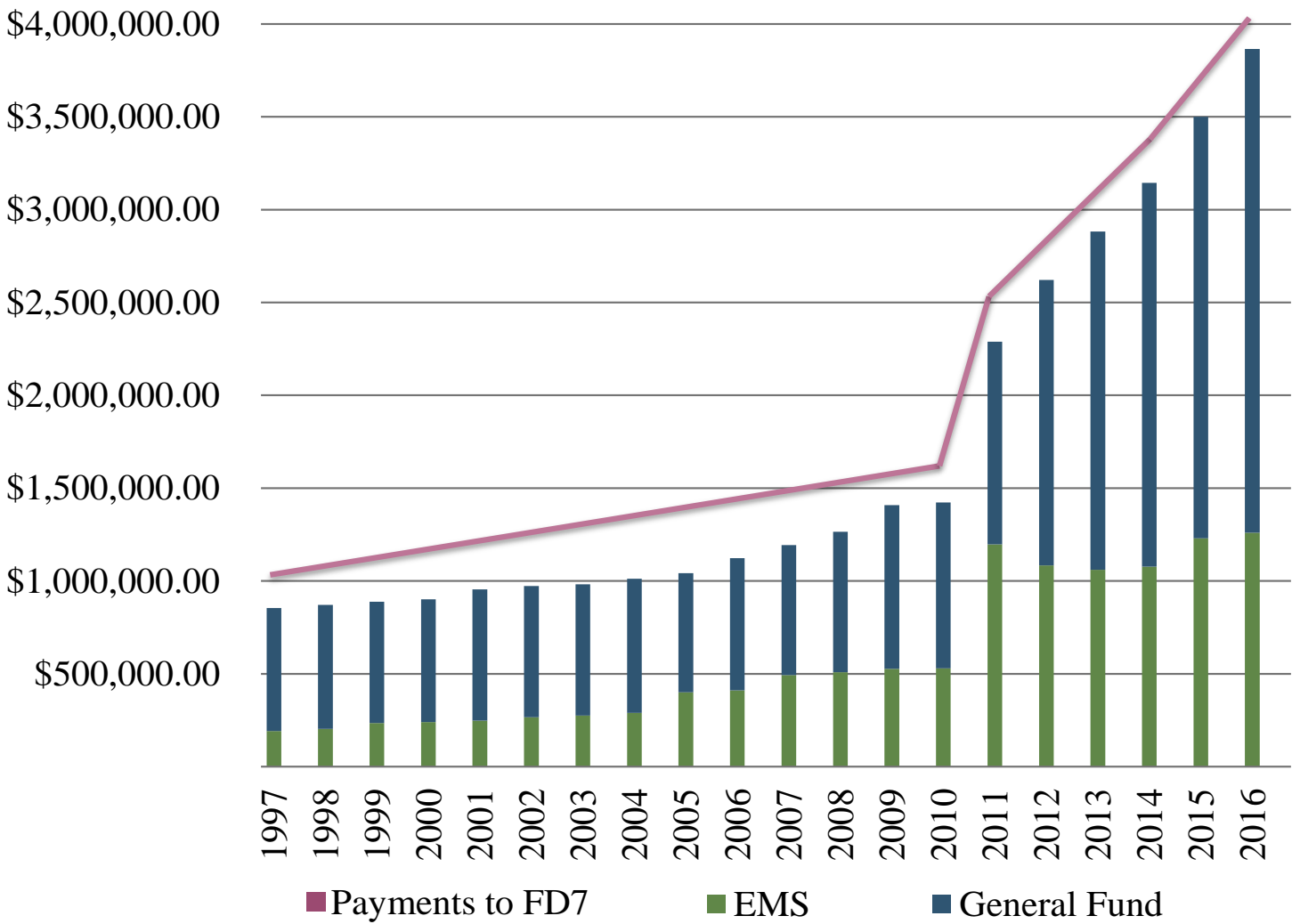
In general, the 2012 Amendment substantially recast the Contract, removing nearly all of the Contract's cost containment features, softened LOS response standards and changed equity interests and terms relating to ownership of the Fire Station.



	Payments to Fire District 7	EMS \$	General Fund \$
1997	854,323	192,641	661,682
1998	871,277	203,246	668,031
1999	888,232	235,284	652,947
2000	900,845	240,503	660,341
2001	954,895	248,556	706,339
2002	973,140	265,755	707,385
2003	982,872	275,616	707,255
2004	1,011,844	289,432	722,412
2005	1,041,843	400,928	640,915
2006	1,122,774	410,994	711,780
2007	1,194,002	492,746	701,256
2008	1,265,642	508,283	757,359
2009	1,408,526	526,881	881,645
2010	1,422,611	530,084	892,527
2011	2,288,987	1,197,392	1,091,595
2012	2,621,833	1,083,801	1,538,032
2013	2,881,801	1,060,635	1,821,166
2014	3,144,369	1,076,960	2,067,409
2015	3,500,212	1,229,547	2,270,665
2016	3,864,997	1,260,398	2,604,599
	<b>33,195,024</b>	<b>11,729,683</b>	<b>21,465,342</b>



# CONTRACT PAYMENTS



# CONCLUDING REMARKS

- The provision of fire/EMS services was a significant issue for the City in 1996 and 1997 as it is today.
- The original contract:
  - Was meant to provide consistent, reliable service.
  - Ensured that the City could meet its other demands of municipal service.
  - Allowed the District to receive the benefit of a stable funding partner ensuring its ability to meet its financial and work security needs.



DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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
		Council				

JANUARY						
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	28	29	30	31

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

## Tentative Council Meeting Agendas Subject to change without notice

*Last updated: December 16, 2016*

### December 27, 2016

### January 3, 2017

- Employee milestone recognition
- Pay & Classification Plan – Non Represented Employees

### January 10, 2017

- Park Board Assignments
- Proclamation – Preserving Mill Creek History
- Code Revision – Low impact development requirements

### January 24, 2017

- Final design consultant contract for North Pointe Park
- Chip seal alternatives

### February 7, 2017

### February 14, 2017

### February 28, 2017

### Work in Progress – Upcoming Agenda Items

- Social Media Policy
- Code Revision – Repeal of Board of Appeals/Adjustment
- City Wide 911 Addressing Issues
- City Hall North HVAC Control System Replacement Contract
- Fire Contract
- Public Works Shop Design
- Code Revision – Low impact development requirements
- Code Revision – Art & Beautification Board
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- Community Transit Presentation March 7



## **PARKS & RECREATION BOARD**

**Agenda  
October 5, 2016  
5:00 p.m.**

- I. CALL TO ORDER:
  - A. Roll Call
- II. MINUTES:
  - A. Approval of October 5, 2016 Minutes
- III. REPORTS:
  - A. Staff liaison to Parks and Recreation Board
  - B. Youth Advisory Board
  - C. North Pointe Park
  - D. Park Board Member Recruitment
- IV. NEW BUSINESS:
- V. FOR THE GOOD OF THE ORDER:
  - A.
- VII. ADJOURN:

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





**CITY OF MILL CREEK  
PARKS AND RECREATION ADVISORY BOARD MEETING  
October 5, 2016**

**Members Present:** Jim Erlewine, Chair  
David Chapin  
Gary Harrison  
Mark Johnson  
Vincent Cavaleri, Council Liaison

**Not Present:** Brett Nagle, Vice Chair  
Gordon Keene

**Staff Present:** Tom Gathmann                      Scott Smith  
Brian Davern                              Greg Elwin  
Nathan Beagle                            Kim Mason-Hatt

**I. CALL TO ORDER**

Chair Erlewine called the meeting to order at 5:00 p.m.

Members were present as noted above.

**II. MINUTES**

**MOTION:** Member Chapin moved to approve the September 7, 2016 minutes as presented, seconded by Member Johnson. The motion passed unanimously.

**III. REPORTS:**

Reorganization

Due to reorganizations in City Hall, Community & Economic Development will be the staff liaison to the parks and Recreation Board. Tom Rogers will be the main contact and may include staff from Engineering, Public Works and Recreation as needed.

Youth Advisory Board (YAB)

Recreation Supervisor Davern reported topics discussed at the most recent YAB meeting were Trunk or Treat, Veterans Day parade and the Santa Parade/Tree Lighting.

Cougar Park Safety

Police Chief Elwin spoke regarding the Board's concern for public safety in the undeveloped sections of Cougar Park. He advised that officers have been doing

Parks and Recreation Board Minutes  
October 5, 2016  
Page 2

regular foot patrols through the park and there doesn't seem to be any new/recent activity occurring and he feels that the wooded area of the park isn't extremely dangerous.

Citywide Park Repairs

Public Works Supervisor Beagle provided the Board an updated list of park repairs. He will provide the Board will regular updates as well.

North Pointe Park:

Public Works Director Smith spoke about the timeline of the project, which would start with design and construction in the spring at the earliest.

**IV. NEW BUSINESS:**

Membership

Gary Harrison will be leaving the board after this meeting. Along with the vacancy created by Matt McGrath leaving, the Board will have four positions to fill, two incumbents have reapplied.

**V. FOR THE GOOD OF THE ORDER:**

Member Gary Harrison recommended looking into having a Parks Foundation created. It could be a good way to fund projects. Having civic leaders, like Rotary be involved, would be a good way to start.

**V. ADJOURN:**

**MOTION: Member Chapin moved to adjourn the meeting at 5:37 p.m., seconded by Chair Erlewine. The motion passed unanimously.**

The next regular meeting is scheduled for November 2, 2016, at 5:00 pm in the City Hall Council Chambers

Submitted by:

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Kim Mason-Hatt, Administrative Assistant