

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 • Jared Mead

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) 921-5776 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. 2018-826

Next Resolution No. 2018-571

**January 9, 2018
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

NEW BUSINESS

- B. Planning Commission Appointment
(*City Council Interview Committee*)
- C. Amendment to the Interlocal Agreement Between the City of Mill Creek and the City of Lynnwood for Jail Services
(*Rebecca C. Polizzotto, City Manager*)

STUDY SESSION

- D. Update Mill Creek Municipal Code 12.12.165 - Smoking in Parks
(Rebecca C. Polizzotto, City Manager)
- E. Public Records Access; New Management Rules and Policies; New MCMC Chapter Establishing Administrative Authority and Regulations
(Rebecca C. Polizzotto, City Manager)

CONSENT AGENDA

- F. Approval of Checks #57906 through #58003 and ACH Wire Transfers in the Amount of \$173,722.88
(Audit Committee: Councilmember Bond and Councilmember Cavaleri)
- G. Payroll and Benefit ACH Payments in the Amount of \$491,285.04
(Audit Committee: Councilmember Bond and Councilmember Cavaleri)
- H. City Council Meeting Minutes of December 12, 2017
- I. City Council Meeting Minutes of December 18, 2017

REPORTS

- J. Mayor/Council
- K. City Manager
 - Council Planning Schedule
 - Proposed Council Appointment Process

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # B
Meeting Date: January 9, 2018

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENT TO FILL MID-TERM PLANNING COMMISSION VACANCY

PROPOSED MOTION:

Motion to appoint _____ to fill a mid-term vacancy on the Planning Commission, such term to expire in April, 2019.

KEY FACTS AND INFORMATION SUMMARY:

There is one mid-term vacancy on the Planning Commission, created by the resignation of Councilmember Mead. Notices soliciting a new member were posted at City Hall, on the City’s website and a press release was sent to the local newspapers. In addition, this recruitment was advertised through the City’s social media outlets.

Eight individuals provided written responses to the notice for the vacant position on the Planning Commission. Interviews are scheduled with the Council Interview Committee at 4:25 p.m. on Tuesday before the Council meeting.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Written responses expressing a desire to serve on the Planning Commission from:

- Joshua Probert
- Benjamin Briles
- Jane Zimmet
- Norene Pen
- Jacki Johnson
- Marcus Barton
- Dan Laney
- Dr. Taso G. Lagos

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager

Joshua Probert
4004 154th PI SE
Bothell, WA, 98012
206.930.9208
jprobert@gmail.com

To Whom It May Concern,

I'm writing to express my interest in the vacant position on the planning commission.

I moved to Mill Creek a little over a year ago. My wife and I purchased our first home just outside city limits. We moved from Redmond, where we'd lived for about five years. In that time we saw Redmond transformed remarkably as their downtown was made more walkable and countless apartments moved in.

Experiencing that change made me think quite a bit about how cities change and how those changes impact their members. I'd like to be part of that process and see how some of those changes are managed and their impact on longtime residents and newcomers.

As an engineer, I like to think about how different systems interact and work together. Transit, housing and businesses have their needs met by local and regional government. I want to better understand that and help shape it to benefit all of us.

Thank you for your time,

Joshua Probert

To Whom It May Concern,

My name is Benjamin Briles, residing at 1431 141st Ct SE in Mill Creek, WA 98012. I am interested in joining the Mill Creek Planning Commission. I am primarily motivated by an interest in serving my community in whatever way my skills can be best used. I have a background in engineering, having graduated with a BS in Aerospace Engineering and worked for Boeing for 12 years, from supporting the International Space Station, to improving the design of the 787 and 777X. I am now employed as an Insurance Field Representative, regularly inspecting small commercial businesses, understanding their operations, and their concerns. My wife and I bought our house in Mill Creek because we love being surrounded by the tall trees, seemingly enveloped in natural beauty, while still having the convenience of most necessary services as close as the Mill Creek Town Center. We felt it would be a good community to raise our two small children. I want to ensure that those things remain true as the city grows in population, and one way I believe I can do that is to join the Planning Commission, where I can discuss proposed plans and ideas to maintain and improve our community, while maintaining a budget.

I think there are many ways we can maintain and improve the essence of our city, while keeping costs low. I love the fantastic Mill Creek Town Center, and its accessibility for everyone. It was one of the main aspects of Mill Creek which led us to settle here in the first place. I appreciate the community as it is, and believe it can continue to grow while remaining what it is at its core. The city of Mill Creek is growing, and the Planning Commission's recommendations can assure that we do so in a responsible and sustainable fashion.

Thank you,
Benjamin Briles.

Jane Zimmet
13246 27TH Dr. S.E.
Mill Creek, WA. 98012

12/27/17

This letter is to express my interest in joining the Planning Board.

I have experience in that area as well as developing a Master Plan.

Letters of recommendation are attached for your review.

Thank you for your time.

Jane Zimmet
578.755.0488 (cell)
janezimmet@gmail.com

RECEIVED
DEC 28 2017
CITY OF MILL CREEK



December 5, 2017

Re: Jane Zimmet

To Whom It May Concern:

I am the Association Manager for a private homeowners association, Sleepy Hollow Lake in Athens, NY. I have worked here for almost 20-years. My first position here was to assist the Environmental Control Committee (ECC), which is the community's architectural review board. At that time, Jane Zimmet was the chair of the committee. She spent many years in that position.

Sleepy Hollow Lake is a 2200 acre community with approximately 2000 building lots. We span 3 municipalities and have our own water and sewer companies. There are about 800 homes built in the community at this time. The ECC is responsible to review all incoming building applications with regards to engineering requirements; surveys, including topography and proposed final grading; location on the lot; and architectural styles and colors. As Chair, Jane dealt with 3 different code enforcement officers on a regular basis. She coordinated with surveyors, engineers, soils engineers and architects on multiple issues.

In addition, Jane is very familiar with environmental issues including, but not limited to stormwater management, wetlands and lake protection. In these areas, she has directly dealt with the US Army Corps of Engineers and the NYS Department of Environmental Conservation as well as the Greene County Soil and Water Conservation District.

It is my strong belief that Jane would be an asset to any Planning Board.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Mann".

Laurel Mann
Association Manager

UNIT 1095 · 92 RANDY ROAD · ATHENS, NY 12015 · (518) 731-6175 ·
WWW.SLEEPYHOLLOWLAKE.ORG

December 14, 2017

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

SUBJECT: PLANNING COMMISSION VACANCY

My family and I moved to Mill Creek in December 2016. One of the first things I did after moving was to sign up for board and commission opening notices on the City of Mill Creek website. I am very excited to find out there is a volunteer opening on the Planning Commission. On a personal level, I have two toddlers that will grow up in Mill Creek and serving on the planning Commission will allow me to provide input on development of land and building uses that will impact my neighborhood. These developments and building uses will hopefully improve the quality of life for Mill Creek residents, visitors to the Mill Creek area, and my kids as they grow up.

Professionally, I have over 22 years of project management, transportation engineering, traffic operation, planning, and construction management experience in Washington, California, Colorado, and the east coast for both the public sector and private consultant. My experience includes extensive experience in transportation planning and preparing comprehensive plans in both rural and urban environments.

I am a major proponent of multimodal facilities and promoting and designing projects to serve all users, including vehicle drivers, transit users, bicyclists, and pedestrians. If I were to be selected to serve on the Planning Commission, I would promote land development and building uses for all users.

I am looking forward to hearing from the Council and hope to have the opportunity to apply my professional expertise on the City that my family and I call home.

Regards,
Norene Pen

December 14, 2017

City of Mill Creek
Development Services
15728 Main Street
Mill Creek, WA 98012

To whom it may concern:

I am responding to a notice of a vacancy on the City of Mill Creek Planning Commission. I would like to express my interest in volunteering to fill this vacancy if it is still available.

My name is Jacki Johnson, and I originally moved with my family to Mill Creek in 1998. I attended Heatherwood Middle School and Henry M. Jackson High School and then went on to Stanford University and the University of Washington. I moved back to Mill Creek in 2011 when my husband and I purchased our first home in the Swordfern neighborhood of the Mill Creek Community Association. I have two daughters, ages 3 and 5, and plan to send them to Mill Creek schools and to live in this area for many years to come.

I believe I am uniquely qualified to serve on the Planning Commission due to both my long term residence here and interest in the success of the City, as well as my background in commercial real estate. Having been a commercial real estate appraiser in the Seattle area for 10 years (I received my MAI designation from the Appraisal Institute in 2016) I have become quite familiar with zoning regulations and land use policies in a variety of municipalities in the region and have closely followed the recent redevelopment of downtown Bothell, as well as the planned long-term redevelopment of the Port of Everett's Waterfront Place project.

Overall, my goal while serving on the Commission would be to balance my knowledge of highest and best use concepts and land use economics with my deep-rooted interest in the well-being of Mill Creek in order to work to keep this city not only successful economically, but also desirable as a place to live and work for many years to come.

Thank you for your consideration,

Jacki Johnson
2704 152nd PL SE
Mill Creek, WA 98012

To Whom It May Concern,

I would like to apply for the position of Commissioner with the City of Mill Creek Planning Commission. I am very much aligned with the goals and focus of the commission and I would like to use the logistical skills and leadership gained in the military and the private sector to help community projects such as yours reach its objectives.

I have been a Director of Logistics for a local Fiberglass Recycling company. Before that I served in the U.S. Army for 20 years. I have experience in chairing meetings and strategic solutions. My administrative experience and proven leadership skills will prove useful to the City of Mill Creek.

Enhancing staff performance and resourcefulness are some of my key strengths. I get along well with others and thrive on finding resolutions to problems. I am confident that these qualities together with my commitment to work will be an asset to the commission.

Some of my personal achievements in my professional capacity I can bring to your organization are as follows:

- Represent the community and serve as a spokesperson.
- Take an active part in the budget and logistics planning process.
- Offer a broad knowledge of programs, policies and implementation strategies.
- Superior leadership skills and the ability to spearhead negotiations.

I know that I can bring much benefit with my experience, vocational qualifications and skills and I look forward to putting these towards a good cause. I look forward to hearing from you and thank you for your time.

Sincerely,

Marcus Barton

Bart.d.barton@gmail.com

(253)548-7841

12/10/2017

• • •

Dan Laney
13515 29th Avenue Southeast
Mill Creek, WA 98012

Sherrie Ringstad
15728 Main Street
Mill Creek, WA 98012

Dear Sherrie,

I am interested in volunteering for the vacant position on the Development and Planning Commission. I have been a resident of Mill Creek since 2011 and originally grew up in Kirkland. My family moved to Mill Creek because we love the smaller town setting.

I would like to join the team to maintain the safe town setting and to help ensure new developments, additions, and improvements to the community do not come at a cost that would negatively impact families, environment, or ecology.

I believe my experience would be beneficial in making decisions that will utilize resources efficiently. I currently work for a company that builds and maintains cold storage and processing facilities for the most influential seafood producers, as well as food and beverage. My background also includes electrical design and industrial automation programming. I have met with inspectors for permitting, inspections, and occupancy. Although most of my background is industrial, it is my impression that these experiences would be transferrable in regards to planning and development.

Best regards,

Daniel S Laney

Dan Laney
Mobile: (206) 235-1543
Email: danlaney@gmail.com

December 11, 2017

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

Dear Mill Creek City Council:

I would like to be considered for the open position on the Mill Creek Planning Commission. I live with my wife and 3 year-old daughter at 137th Place SE just off Seattle Hill Road.

My interest in the Mill Creek Planning Commission position stems from my strong and committed passion for civic engagement. I teach civic engagement in one form or another at the University of Washington where I have helped students learn for the past 17 years. I am also the founder and current director of the UW Greece study abroad program as well as the founder of Street Soccer Seattle, an organization dedicated to helping homeless youth get off the street by playing soccer.

We have been residents of the Mill Creek area for five years, and deeply appreciate the great quality of life present in this community. I do not seek this position to promote my political beliefs, or any specific agenda; instead, I believe in the sanctity, vitality and nobility of community and wish to do all I can to maintain Mill Creek as a vibrant, economically healthy and progressive community.

My volunteer background has been extensive; besides helping to found SSS and the Greece program (hosted in Greece by Harvard University's Center for Hellenic Studies), I have served for numerous organizations, including on the Board of Trustees of PCC Community (formerly Natural) Markets, Friendship and International Understanding Through Students (FIUTS) at the UW as well as a Board member of the University District Chamber of Commerce. In addition, I have been a regular opinion-editorial contributor to the "Seattle Times" and most recently to the "News of Mill Creek" blog.

Thank you for considering my interest in the Planning Commission position and please feel free to contact me if you have any questions.

Best,

Dr Taso G. Lagos
425.316.8466

PLANNING COMMISSION INTERVIEWS

Tuesday, January 9, 2018
4:25 to 5:55 p.m.
Conference Room

Brian Holtzclaw Mayor Pro Tem
Mark Bond, Councilmember
Stan Eisner, Planning Commission Chair

There is one mid-term vacancy to fill on the Planning Commission that expires in 2019. Nine applicants have applied and the letters of interest are attached. The term will be through April 30, 2019. **The appointment will be made later this evening during the regular City Council meeting.**

Tuesday, January 9, 2018	
Planning Commission Interviews	
Applicant	Interview Time
Benjamin Briles	4:25 – 4:35 p.m.
Jane Zimmet	4:35 – 4:45 p.m.
Norene Pen	4:45 – 4:55 p.m.
Jacki Johnson	4:55 – 5:05 p.m.
Marcus Barton	5:05 – 5:15 p.m.
Dan Laney	5:15 – 5:25 p.m.
Brian Hyatt	5:25 – 5:35 p.m.
Joshua Probert	5:35 – 5:45 p.m.
<i>Deliberation</i>	<i>5:45 – 5:55 p.m.</i>

Interviews are being held in the Conference Room. Applicants have been instructed to have a seat in the lobby and wait for a member of the interview committee to escort them to the interview.

To Whom It May Concern,

My name is Benjamin Briles, residing at 1431 141st Ct SE in Mill Creek, WA 98012. I am interested in joining the Mill Creek Planning Commission. I am primarily motivated by an interest in serving my community in whatever way my skills can be best used. I have a background in engineering, having graduated with a BS in Aerospace Engineering and worked for Boeing for 12 years, from supporting the International Space Station, to improving the design of the 787 and 777X. I am now employed as an Insurance Field Representative, regularly inspecting small commercial businesses, understanding their operations, and their concerns. My wife and I bought our house in Mill Creek because we love being surrounded by the tall trees, seemingly enveloped in natural beauty, while still having the convenience of most necessary services as close as the Mill Creek Town Center. We felt it would be a good community to raise our two small children. I want to ensure that those things remain true as the city grows in population, and one way I believe I can do that is to join the Planning Commission, where I can discuss proposed plans and ideas to maintain and improve our community, while maintaining a budget.

I think there are many ways we can maintain and improve the essence of our city, while keeping costs low. I love the fantastic Mill Creek Town Center, and its accessibility for everyone. It was one of the main aspects of Mill Creek which led us to settle here in the first place. I appreciate the community as it is, and believe it can continue to grow while remaining what it is at its core. The city of Mill Creek is growing, and the Planning Commission's recommendations can assure that we do so in a responsible and sustainable fashion.

Thank you,
Benjamin Briles.

Jane Zimmet
13216 27TH AVE. S.E.
Mill Creek, WA. 98012

12/27/17

This letter is to express my interest in joining the Planning Board.

I have experience in that area as well as developing a Master Plan.

Letters of recommendation are attached for your review.

Thank you for your time.

Jane Zimmet
578.755.0488 (cell)
janezimmet@gmail.com

RECEIVED
DEC 28 2017
CITY OF MILL CREEK

Andrea Smallwood
89 Second Street
Athens, NY 12015
Smallwooda2@gmail.com

December 20, 2017

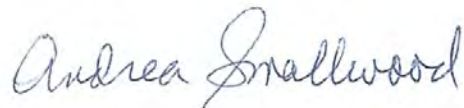
To Whom It May Concern,

During my tenure as Mayor of The Village of Athens, Jane Zimmet served as a pivotal member of the Village's planning board. She reviewed applications that came before the Planning Board and was responsible for the review and revision of certain building codes.

She also served as a member of the committee working on the Comprehensive Plan for the Village. Her experience as Chairperson of the Environmental Control Committee at Sleepy Hollow Lake, a private lake community, provided input for the committee with regard to establishing storm water control and good building practices. She worked well with committee members and State agencies such as the NYS Department of Environmental Conservation. The committee established a balance and devised guidelines for retail business growth and the maintenance of green space. The plan was adopted by the Village of Athens upon its completion.

Jane Zimmet worked tirelessly and listened to all parties in any task that was put before her. I highly recommend her for level headed talent and experience.

Sincerely,



Andrea Smallwood
Former Mayor, Village of Athens



December 5, 2017

Re: Jane Zimmet

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It is my strong belief that Jane would be an asset to any Planning Board.

Sincerely,

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Laurel Mann
Association Manager

UNIT 1095 · 92 RANDY ROAD · ATHENS, NY 12015 · (518) 731-6175 ·
WWW.SLEEPYHOLLOWLAKE.ORG

December 14, 2017

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

SUBJECT: PLANNING COMMISSION VACANCY

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I am a major proponent of multimodal facilities and promoting and designing projects to serve all users, including vehicle drivers, transit users, bicyclists, and pedestrians. If I were to be selected to serve on the Planning Commission, I would promote land development and building uses for all users.

I am looking forward to hearing from the Council and hope to have the opportunity to apply my professional expertise on the City that my family and I call home.

Regards,
Norene Pen

December 14, 2017

City of Mill Creek
Development Services
15728 Main Street
Mill Creek, WA 98012

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I believe I am uniquely qualified to serve on the Planning Commission due to both my long term residence here and interest in the success of the City, as well as my background in commercial real estate. Having been a commercial real estate appraiser in the Seattle area for 10 years (I received my MAI designation from the Appraisal Institute in 2016) I have become quite familiar with zoning regulations and land use policies in a variety of municipalities in the region and have closely followed the recent redevelopment of downtown Bothell, as well as the planned long-term redevelopment of the Port of Everett's Waterfront Place project.

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2704 152nd PL SE
Mill Creek, WA 98012

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Sincerely,

Marcus Barton

Bart.d.barton@gmail.com

(253)548-7841

12/10/2017

• • •

Dan Laney
13515 29th Avenue Southeast
Mill Creek, WA 98012

Sherrie Ringstad
15728 Main Street
Mill Creek, WA 98012

Dear Sherrie,

I am interested in volunteering for the vacant position on the Development and Planning Commission. I have been a resident of Mill Creek since 2011 and originally grew up in Kirkland. My family moved to Mill Creek because we love the smaller town setting.

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Best regards,

Daniel S Laney

Dan Laney
Mobile: (206) 235-1543
Email: danlaney@gmail.com

December 25, 2017

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

Dear Mill Creek City Council:

Hello,

I am writing to express my interest in the current vacancy on the Planning Commission.

I have lived in Mill Creek for over 16 years in the Springtree neighborhood and my wife have enjoyed living and raising our two boys in our great city.

I have been active in our community through our boys schools and coaching their sports for many years as well as volunteering at our church. I also have the privilege of directly serving the citizens of Mill Creek each day at work as I am currently a Battalion Chief with Snohomish Fire District 7.

As a long time resident and active community member, I have a vested interest in seeing our city thrive. I look forward to this opportunity and hope to hear from you soon.

Thank you,
Brian Hyatt, Springtree

Joshua Probert
4004 154th PI SE
Bothell, WA, 98012
206.930.9208
jprobert@gmail.com

To Whom It May Concern,

I'm writing to express my interest in the vacant position on the planning commission.

I moved to Mill Creek a little over a year ago. My wife and I purchased our first home just outside city limits. We moved from Redmond, where we'd lived for about five years. In that time we saw Redmond transformed remarkably as their downtown was made more walkable and countless apartments moved in.

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As an engineer, I like to think about how different systems interact and work together. Transit, housing and businesses have their needs met by local and regional government. I want to better understand that and help shape it to benefit all of us.

Thank you for your time,

Joshua Probert



Agenda Item # C
 Meeting Date: January 9, 2018

CITY COUNCIL AGENDA SUMMARY
 City of Mill Creek, Washington

AGENDA ITEM: AMENDMENT TO THE INTERLOCAL AGREEMENT (ILA) BETWEEN THE CITY OF MILL CREEK AND THE CITY OF LYNWOOD FOR JAIL SERVICES.

PROPOSED MOTION:

Move to authorize the City Manager to sign the amended Interlocal Agreement between the City of Mill Creek and the City of Lynnwood for jail services.

KEY FACTS AND INFORMATION SUMMARY: The City of Mill Creek has been party to an Interlocal Agreement (ILA) with the City of Lynnwood for jail services. Our current ILA was executed on January 1, 2015.

In mid-2015, the Lynnwood Jail implemented part-time nursing care at their facility. Their contract for nursing services was vital to bring the jail current with corrections facility best practices, to best serve the inmate population and to reduce the liability for the City of Lynnwood and therefore the liability of the City of Mill Creek as an ILA partner.

The nursing care contract, coupled with the increasing costs associated with jail management, necessitated an examination of the full fiscal picture at the City of Lynnwood. This examination was coupled with a comprehensive study of police department operations conducted by the Matrix Group. A review of these two studies allowed the City of Lynnwood to establish a true cost per bed day, an increase over current fees. These fees are commensurate with the full cost recovery of prisoner housing. This graph represents the cost adjustments:

	Current rate	New rate, effective 1/1/2018
Booking fee	\$10.00	\$30.00
Daily bed day rate	\$85.00	\$116.00

This represents a 200% increase in booking fees and a 36% increase in bed day rate fees.

By comparison, the Snohomish County jail charges \$118.23 for a booking fee and \$96.13 for a daily bed day rate.

In 2016, we incurred \$450.00 in booking fees and \$10803.33 in bed day rate fees (partial dollar amounts indicate that bed day rates were shared with allied agencies). Through August, 2017, those amounts were \$70.00 and \$3060.00, respectively. Annualized for 2017, the booking fees project at \$105.00 and the bed day rates project at \$4590.00. The decrease in 2017 from 2016 amounts may be attributed to the decrease of in-custody *misdemeanor* arrests; the Lynnwood jail accepts misdemeanants only, whereas the Snohomish County Jail accepts felony and misdemeanor detainees.

The average of 2016 and 2017 booking fees is \$277.50; the average of 2016 and 2017 bed day rate fees is \$7696.50.

- Based on a 200% increase in booking fees and utilizing the average of 2016 and 2017 costs, it is projected that in 2018 we will incur booking fees of **\$555.00**.
- Based on a 36% increase in bed-rate day fees and utilizing the average of 2016 and 2017 costs, it is projected that in 2018 we will incur bed day rate fees of **\$10467.00**.

The City will be reviewing this Interlocal Agreement and associated contracts for jail services as part of the 2019-2020 budget preparations.

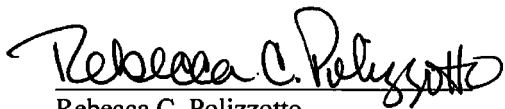
CITY MANAGER RECOMMENDATION:

The City Manager recommends the City Council authorize the City Manager to sign the amended jail services Interlocal Agreement as presented by the City of Lynnwood.

ATTACHMENTS:

- Increase in Lynnwood City Jail Rates letter, dated July 21, 2017
- Inmate Housing Interlocal Agreement contract # 2521-2528 Amendment #1
- Lynnwood Inmate Housing Interlocal Agreement contract # 2014-164, dated January 30, 2015

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager



LYNNWOOD
WASHINGTON
POLICE

July 21, 2017

To: Lynnwood City Jail Contract Agencies

From: Deputy Chief Jim Nelson
Lynnwood Police Department
PO Box 5008
Lynnwood, WA 98046
(425) 670-5607

RE: Increase in Lynnwood City Jail Rates

This letter is to advise all our contract agencies that the Lynnwood City Jail will be raising the daily housing rate effective January 1st, 2018. The decision to raise rates is not made lightly as we understand the budgetary constraints facing all our partners, especially in the area of prisoner housing.

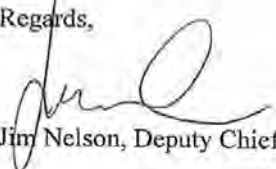
In mid-2015 the Lynnwood Jail implemented part-time nursing care at our facility. This contract was important to bring our jail into best practices, to best serve the inmate population and to reduce liability for our agency. This contract along with other rising jail costs necessitated an examination of our full fiscal picture. As part of a recent external comprehensive study conducted by the Matrix Group we established a true cost per bed day at our facility. This contract increase is commensurate with the full cost recovery of prisoner housing.

	Current Rate	New Rate – Effective 1/1/18
Booking Fee	\$10.00	\$30.00
Daily Bed Day Rate	\$85.00	\$116.00

We are sending our intent to raise rates to you now as many of you are in budget preparations for 2018. A contract addendum will be proposed to our City Council in the near term and if approved will be sent to your agencies.

If you have any questions please contact me.

Regards,



Jim Nelson, Deputy Chief

DEDICATED TO PUBLIC SAFETY SINCE 1959

19321 44TH Ave W | PO Box 5008 | Lynnwood, WA 98046-5008 | Phone: 425-670-5600 | Fax: 425-672-6835 | www.LynnwoodWA.gov

2014-164



PURCHASING AND CONTRACTS DIVISION

January 30, 2015

City of Mill Creek
Attn: Bob Crannell, Chief of Police
15728 Main St.
Mill Creek, WA 98012

Re: INMATE HOUSING INTERLOCAL AGREEMENT

Enclosed you will find your fully signed Interlocal Agreement #2521 between the City of Mill Creek and the City of Lynnwood relating to the housing of inmates in Lynnwood's Detention Facility.

If you have any questions please feel free to contact me.

Thank you,

Larry L. O'Connor, C.P.M.
Buyer, Purchasing and Contracts Division
City of Lynnwood
Tel: (425) 670-5168
Fax: (425) 771-6144
Email: loconnor@ci.lynnwood.wa.us

CITY OF LYNNWOOD

Contract Title: INMATE HOUSING INTERLOCAL AGREEMENT

Contract Number: 2521

THIS INTERLOCAL AGREEMENT FOR INMATE HOUSING (hereinafter "Agreement") is made and entered into by and between the City of Lynnwood, a municipal corporation organized under the laws of the State of Washington ("Lynnwood"), and the City of Mill Creek, a municipal corporation organized under the laws of the State of Washington (hereinafter the "City," and together with Lynnwood, the "Parties" or individually "Party").

This Agreement is made in accordance with Sections 39.34.080 and 39.34.180 and Chapter 70.48 of the Revised Code of Washington ("RCW") for the purpose of establishing the terms and conditions pursuant to which the City will transfer custody of certain Inmates to Lynnwood to be housed at Lynnwood's Detention Facility.

In consideration of the mutual covenants, conditions, and promises contained herein, the Parties hereto mutually agree as follows:

1. Purpose and Term. The purpose and intent of this Agreement is to establish the terms under which Lynnwood will house certain Inmates of the City for the period **January 1, 2015 through December 31, 2015. This Agreement shall be automatically renewed annually for one year terms until terminated as provided under this Agreement, or amended through a written and bilaterally executed amendment.**

2. Definitions.

Business Day – Monday through Friday excluding Lynnwood observed holidays.

Committing Court – The court that issued the order or sentence that established the City's custody of a City Inmate.

Credit for Time Served – Credit authorized by the sentencing court against the number of days to be served in confinement.

Detainer – A legal order authorizing or commanding another Party a right to take custody of a person.

City Inmate – A person subject to City custody who is transferred to Lynnwood's custody under this Agreement.

Good Time – Time earned by Inmates for good behavior while in custody. Good Time will be awarded at the conclusion of an Inmate's sentence and will comply with restrictions imposed by RCW 9.92.151.

Inmate – Persons transferred to Lynnwood's custody to be housed at the Lynnwood Detention Facility.

Lynnwood Detention Facility – The detention facility operated by Lynnwood located at 19321 44th Ave. W., Lynnwood, WA 98036.

3. General Provisions. Lynnwood shall accept and incarcerate City Inmates according to the terms of this Agreement and shall provide housing, care, and custody of those City Inmates pursuant to Lynnwood policies and procedures and in the same manner as it provides housing, care and custody to other Inmates.

Lynnwood shall manage, maintain, and operate the Lynnwood Detention Facility in compliance with all applicable federal, state, and local laws and regulations.

4. Right to Refuse or Return City Inmate. To the greatest extent permitted by law, Lynnwood shall have the right to refuse to accept a City Inmate or to return a City Inmate to the City if the City Inmate has a current illness or injury that is listed in **Attachment A – Medical Acceptability**, or in the reasonable judgment of Lynnwood presents a substantial risk of escape, or of injury to self or

other persons or property, or of adversely affecting or significantly disrupting the operations of the Lynnwood Detention Facility. Lynnwood shall provide notice to the City at least one (1) business day prior to transport if a City Inmate is being returned to the City if feasible. Lynnwood retains the right, in its sole discretion, of refusing or to return an inmate to the City.

5. **Inmate Transport and Delivery.** The City shall be responsible and provide for the transportation and delivery of City Inmates to the Lynnwood Facility and for court appearances, including costs associated therewith. At the time of delivery, the City shall provide a court commitment order to Lynnwood. Said order shall specify the release date for the Inmate.
6. **Inmate Medical Records.** Should a City Inmate receive medical care for injuries or illness at the time of arrest, and prior to booking at the Lynnwood Detention Facility, the City shall provide copies of medical records documenting such medical care to Lynnwood at the time of booking if the City has access to such records. Lynnwood may require these records to determine if City Inmates meet conditions identified in **Attachment A – Medical Acceptability**. If the City cannot provide such records, Lynnwood, in its sole discretion, may refuse to accept a City Inmate.
7. **Inmate Property.** Lynnwood shall accept City Inmate property in accordance with **Attachment B – Property**, and shall be responsible only for City Inmate property actually delivered into Lynnwood's possession. Lynnwood shall hold and handle each City Inmate's personal property pursuant to Lynnwood policies and procedures and in the same manner it holds and handles property of other Inmates. In the event a City Inmate is being transported from a City designated detention or correction facility, it will be the responsibility of the City to process the City Inmate's property not delivered and accepted into Lynnwood's possession.
8. **Booking.** City Inmates shall be booked pursuant to Lynnwood's booking policies and procedures.

Pursuant to RCW 70.48.130, and as part of the booking procedure, Lynnwood shall obtain general information concerning the City Inmate's ability to pay for medical care, including insurance or other medical benefits or resources to which a City Inmate is entitled. The information is to be used for third party billing.
9. **Classification.** City Inmates shall be classified pursuant to Lynnwood's classification policies and procedures, and within the sole discretion and judgment of Lynnwood. The City shall provide information regarding each City Inmate as specified in **Attachment C – Classification**.
10. **Housing.** City Inmates shall be assigned to housing pursuant to Lynnwood's policies and procedures, and within the sole discretion and judgment of Lynnwood.
11. **Inmate Work Programs.** Lynnwood may assign City Inmates to work programs such as inside and outside work crews, kitchen and facility duties, and other appropriate duties pursuant to Lynnwood's policies and procedures and within the sole discretion and judgment of Lynnwood.
12. **Health Care.** City Inmates shall be responsible for co-payment for health services. The City shall be responsible in the event the Inmate cannot pay these costs. No City Inmate shall be denied necessary health care because of an inability to pay for health services.

Lynnwood shall notify the City's designee(s) via electronic means, including e-mail or fax, at the notice address identified in this Agreement if a City Inmate requires medical, mental health, dental, or other medical services at an outside medical or health care facility. The City shall promptly notify Lynnwood of any changes in its designee(s).

Lynnwood shall notify the City within a reasonable time period before the City Inmate receives medical, mental health, dental or any other medical services outside of the Lynnwood Facility. The City acknowledges that such notice may not be reasonably possible prior to emergency care.

The City shall pay for all medical, mental health, all prescription medications, dental or any other medical services that are required to care for City Inmates outside of the Lynnwood Detention Facility. Lack of prior notice shall not excuse the City from financial responsibility for related medical expenses, and shall not be a basis for imposing financial responsibility for related medical expenses on Lynnwood. Lynnwood shall bear the expense of any such medical care necessitated by improper conduct of Lynnwood, or of its officers or agents.

If a City Inmate is admitted to a hospital, the City shall be responsible for hospital security unless other arrangements are made with Lynnwood. Lynnwood may provide hospital security services for an additional charge if staff is available, at Lynnwood's sole discretion.

Outside medical expenses for City Inmates housed on behalf of more than one (1) jurisdiction shall be the sole responsibility of the City, which will be solely responsible to recoup these expenses from other jurisdictions.

The City shall be responsible for transportation of an Inmate to non-emergency medical appointments outside of the Lynnwood Detention Facility.

13. Inmate Discipline. Lynnwood shall discipline City Inmates according to Lynnwood policies and procedures and in the same manner which other Inmates are disciplined; provided, however, nothing contained herein shall be construed to authorize the imposition of a type of discipline that would not be imposed on a comparable Inmate, up to and including the removal of earned early release credits as approved by the City.

14. Removal from the Lynnwood Detention Facility. Except for work programs or health care, and during emergencies, City Inmates shall not be removed from the Lynnwood Detention Facility without written authorization from the City or by the order of a court of competent jurisdiction. Other jurisdictions may "borrow" a City Inmate only according to the provisions of **Attachment D – Borrowing**. In the event of the City Inmate's emergency removal, Lynnwood shall notify the City by electronic means, including e-mail or fax, as soon as reasonably possible. No early release or alternative to incarceration, home detention, or work release shall be granted to any Inmate without written authorization by the committing court.

15. Visitation. Lynnwood shall provide reasonable scheduled visitation for attorneys, spouses, family and friends of City Inmates, in accordance with Lynnwood policies and procedures.

16. Inmate-Attorney Communication. Confidential telephones or visitation rooms shall be available to City Inmates to communicate with their legal counsel. The City shall provide to Lynnwood any known telephone numbers Inmates should use to reach legal counsel.

17. Detainers. Inmates in a "Detainer" status shall be handled according to **Attachment E – Warrants/Other Court Orders/Detainers**.

18. Releases. Inmates shall be released from the Lynnwood Detention Facility in accordance with court orders.

Lynnwood shall not transfer custody of a City Inmate housed pursuant to this Agreement to any Party other than the City, except as provided in this Agreement or as directed by the City.

19. Jail Sentence Calculations. Lynnwood shall award Good Time credits for Inmates in custody in accordance with state law and any policies adopted by Lynnwood. The City is responsible to notify Lynnwood of any credit days awarded for time served by use of court commitment forms.

20. Escape. If a City Inmate escapes Lynnwood's custody, Lynnwood shall notify the City as soon as reasonably possible. Lynnwood shall use all reasonable efforts to pursue and regain custody of escaped City Inmates.

21. Death. If a City Inmate dies while in Lynnwood custody, Lynnwood shall notify the City as soon as reasonably possible. The Snohomish County Medical Examiner shall assume custody of the City Inmate's body. Unless another Party becomes responsible for investigation, Lynnwood shall investigate and shall provide the City with a report of its investigation. The City may participate in the investigation. If another Party becomes responsible for investigation, Lynnwood shall serve as a liaison or otherwise facilitate the City's communication with and receipt of reports from the other Party.

The City shall provide Lynnwood with written instructions regarding the disposition of the City Inmate's body. The City shall pay for all reasonable expenses for the preparation and shipment of the body. The City may request in writing that Lynnwood arrange for burial and all matters related or incidental thereto and the City shall be responsible for all costs associated with this request.

22. City's Right of Inspection. The City shall have the right, upon reasonable advance notice, to inspect the Lynnwood Detention Facility at reasonable times. During such inspections, the City may interview City Inmates and review City Inmates' records. The City shall have no right to interview Inmates housed for other jurisdictions or to review their records, unless City is properly authorized to do so by the Inmate or the other jurisdiction.

23. Bed Rate. In consideration of Lynnwood's commitment to house City Inmates, the City shall pay Lynnwood based upon the rates and other applicable fees or charges stated in this Agreement.

Bed Rate per Day (or portion thereof): \$85.00

Booking Fee: \$10.00

All contract rates are established to recover full cost of services and may be adjusted by Lynnwood on a yearly basis. In the event rates are to be changed, amendments to this contract will be sent to the City no less than 180 days prior to December 31st of each year or otherwise as the Parties agree. Any revised fees shall be attached to this Agreement as an addendum. Nothing in this Section, or revision to fees, shall affect the right of either Party to terminate this Agreement according to Section 30.

24. Billing and Payment. Lynnwood shall provide the City with monthly statements itemizing the name of each City Inmate, the number of days of housing, including the date and time booked into the Lynnwood Detention Facility and date and time released from Lynnwood and itemization of any additional charges including a description of the service provided, date provided and reason for service.

Lynnwood shall provide said statement for each month on or about the 15th day of the following month. Payment shall be due to Lynnwood within 30 days from the date of the bill. Lynnwood may bill the City electronically.

The Daily Rate for City Inmates housed on charges from multiple agencies will be divided equally among those agencies.

25. Billing and Dispute Resolution. Withholding of any amount billed or alleging that any Party is in violation of any provision of this Agreement shall constitute a dispute, which shall first attempt to be resolved as follows, and as a mandatory predicate to termination as provided in Section 30(C):

A. For billing disputes, the City must provide written notice of dispute to Lynnwood within 60 days of the disputed billing stating the reason that the charges are disputed. Lynnwood shall respond in writing to such disputes within 60 days of receipt of such notice of dispute.

B. For both billing and other types of disputes, Lynnwood and the City shall attempt to resolve the dispute by negotiation between staff members of each Party. If such negotiation is unsuccessful, and the dispute involves billing issues, Lynnwood shall notify the City that the billing remains due, and give notice that if the City does not make payment within 30 days that Lynnwood may opt to cease accepting Inmates from the City. If the dispute involves another type of issue, or is not resolved through staff negotiations, the Parties agree to at least one (1) meeting between their executive leadership to attempt to reach an administrative remedy. The Parties agree that all administrative efforts will be exhausted prior to pursuing other contractual, legal, equitable or alternative dispute resolutions.

26. Duration of Agreement. The duration of this Agreement shall be as stated in Section 1 unless otherwise terminated in accordance with Section 30 of this Agreement.

27. Independent Contractor. In providing services under this Agreement, Lynnwood is an independent contractor and neither it nor its officers, nor its agents nor its employees shall be deemed employees of the City for any purpose, including responsibility for any federal or state tax, industrial insurance, or Social Security liability. The provision of services under this Agreement

shall not give rise to any claim of career service or civil service rights, which may accrue to an employee of the City under any applicable law, rule or regulation. Nothing in this Agreement is intended to create an interest in or give a benefit to third persons not signing as a Party to this Agreement.

28. Hold Harmless, Defense, and Indemnification. Lynnwood shall hold harmless, defend, and indemnify the City, its elected officials, officers, employees, and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) (also including but not limited to claims related to false arrest or detention, alleged mistreatment, alleged violation of civil rights, injury, or death of any City Inmate, or loss or damage to City Inmate property while in Lynnwood custody) that result from or arise out of the acts or omissions of Lynnwood, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of Lynnwood's services, duties, and obligations under this Agreement.

The City shall hold harmless, defend, and indemnify Lynnwood, its elected officials, officers, employees, and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) (also including but not limited to claims related to false arrest or detention, alleged mistreatment, alleged violation of civil rights, injury, or death of any City Inmate, or loss or damage to City Inmate property while in Lynnwood custody) that result from or arise out of the acts or omissions of the City, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of the City's services, duties, and obligations under this Agreement.

In the event the acts or omissions of the officials, officers, agents, and/or employees of both the City and Lynnwood in connection with or incidental to the performance or non-performance of the City's and or Lynnwood's services, duties, and obligations under this Agreement are the subject of any liability claims by a third party, the City and Lynnwood shall each be liable for its proportionate concurrent negligence in any resulting suits, actions, claims, liability, damages, judgments, costs and expenses and for their own attorney's fees.

Nothing contained in this section or this Agreement shall be construed to create a right in any third party to indemnification or defense.

Lynnwood and the City hereby waive, as to each other only, their immunity from suit under industrial insurance, Title 51 RCW. This waiver of immunity was mutually negotiated by the Parties hereto.

The provisions of this section shall survive any termination or expiration of this Agreement.

29. Insurance. Lynnwood and the City shall provide each other with evidence of insurance coverage, in the form of a certificate or other competent evidence from an insurance provider, insurance pool, or of self-insurance sufficient to satisfy the obligations set forth in this Agreement.

Lynnwood and the City shall each maintain throughout the term of this Agreement, Commercial General Liability coverage with limits not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; Employer's Liability with limits not less than one million dollars (\$1,000,000) per employee and two million dollars (\$2,000,000) aggregate; Police Professional or Law Enforcement Liability with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate; Errors & Omissions Liability with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate; and Automobile Liability insurance with limits not less than one million dollars (\$1,000,000) each accident. Any coverage provided on a Claims Made basis must include a Retroactive Date that is on or prior to the effective date of this contract. Any coverage provided on a Claims Made basis must be maintained at least three (3) years after termination of the contract.

30. Termination.

A. **Mutual Agreement:** This Agreement may be terminated by mutual written consent between Lynnwood and the City with 90 days written notice to the other party and to the State Office of Financial Management as required by RCW 70.48.090 stating the grounds for said termination and specifying plans for accommodating the affected City Inmates.

B. **Imperiling Conditions:** The City shall have the right to terminate this Agreement where: 1) conditions and/or circumstances at the Lynnwood Detention Facility present an imminent risk of serious injury or death to the City's Inmates ("Imperiling Conditions"); 2) the City has sent Lynnwood written notice by electronic means, including e-mail or fax, as soon as reasonably possible describing with reasonable specificity the Imperiling Conditions; and 3) Lynnwood has failed to cure the Imperiling Conditions within a reasonable period of time, which, unless the Parties agree in writing to a longer period, shall be no more than 45 days after Lynnwood receives the City's notice. Termination pursuant to this section 30(B) shall be effective if and when: 1) after at least 45 days, Lynnwood has not cured the Imperiling Condition(s); and 2) the City has removed its Inmates; and 3) the City has given Lynnwood formal written notice of final termination pursuant to this Section 30(B).

C. **Material Breach:** Subject to compliance with Section 25 above, either Party shall have the right to terminate this Agreement if: 1) the other Party is in material breach of any term of this Agreement; 2) the terminating Party has sent the breaching Party written notice of its intent to terminate this Agreement under this section by certified mail, return receipt requested describing with reasonable specificity the basis for the termination; and 3) the breaching Party has failed to cure the breach within 90 days, unless the Parties agree in writing to a longer cure period.

D. **By Either Party.** This Agreement may be terminated by written notice from either Party to the other Party delivered by regular mail to the contact person identified herein, provided that termination shall become effective 90 days after receipt of such notice. Within said 90 days, the City agrees to remove its Inmate(s) from the Lynnwood Detention Facility.

31. Equal Opportunity. Neither Party shall discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, veterans and military status, political affiliation or belief or the presence of any sensory, mental or physical handicap in violation of any applicable federal law, Washington State Law Against Discrimination (chapter 49.60 RCW) or the Americans with Disabilities Act (42 USC 12110 *et seq.*). In the event of the violation of this provision, the other Party may terminate this Agreement as provided in Sections 25 and 30 above.

32. Assignment. This Agreement, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by either Party to any other person or entity without the prior written consent of the other Party, which consent shall not be unreasonably withheld. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Party stated herein.

33. Non-Waiver. The failure of either Party to insist upon strict performance of any provision of this Agreement or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Agreement.

34. Severability. If any portion of this Agreement is changed per mutual Agreement or any portion is held invalid by a court, the remainder of the Agreement shall remain in full force and effect.

35. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any actions, suit, judicial or administrative proceeding for the enforcement of this Agreement shall be brought and tried in the Superior Court for the State of Washington in Snohomish County.

36. Approval and Filing. Each Party shall approve this Agreement by resolution, ordinance or otherwise pursuant to the laws of the governing body of each Party. The signatures of the

authorized signatory(ies) and Lynnwood below shall constitute a presumption that such approval was properly obtained. A copy of this Agreement shall be filed pursuant to RCW 39.34.040.

37. General Provisions. Unless otherwise agreed in writing and executed by both Parties, and so long as this Agreement remains in effect, this document constitutes the entire Agreement between the City and Lynnwood under which Lynnwood houses City Inmates, and no other oral or written agreements between the Parties shall affect this Agreement.

No changes or additions to this Agreement shall be valid or binding upon either Party unless such change or addition be in writing and executed by both Parties.

Any provision of this Agreement that is declared invalid or illegal shall in no way affect or invalidate any other provision.

This Agreement may be executed in any number of counterparts.

38. Notices. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the Parties to their addresses as follows:

TO CITY:

City of Mill Creek
Attn: Bob Crannell, Chief of Police
15728 Main St.
Mill Creek, WA 98012

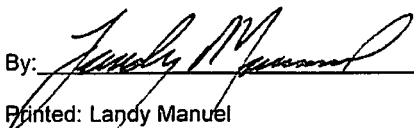
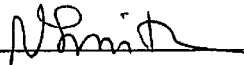

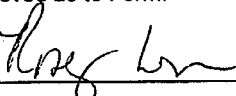
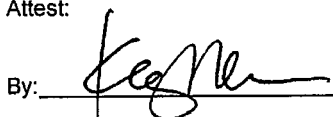
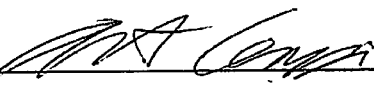
TO CITY OF LYNNWOOD:

City of Lynnwood
Purchasing and Contracts Division
P.O. Box 5008
Lynnwood, WA 98046-5008
Phone: (425) 670-5000

AND

City of Lynnwood
Attn: Detention Commander
P.O. Box 5008
Lynnwood, WA 98046-5008

Alternatively, to such other addresses as the Parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

SIGNATURE BLOCKS	
<p>City of Mill Creek:</p> <p>By: <u></u></p> <p>Printed: Landy Manuel</p> <p>Title: Acting City Manager</p> <p>Date: <u>12/3/14</u></p>	<p>City of Lynnwood:</p> <p>By: <u></u></p> <p>Printed: Nicola Smith</p> <p>Title: Mayor</p> <p>Date: <u>29 Dec 2014</u></p>
<p>Approved as to Form:</p> <p>By: <u></u></p> <p>Printed: Shane Moloney</p> <p>Title: City Attorney</p> <p>Date: <u>12/4/14</u></p>	<p>Approved as to Form:</p> <p>By: <u></u></p> <p>Printed: Rosemary Larson</p> <p>Title: Lynnwood City Attorney</p> <p>Date: <u>12-31-14</u></p>
<p>Attest:</p> <p>By: <u></u></p> <p>Printed: Kelly Chelin</p> <p>Title: City Clerk</p> <p>Date: <u>12/3/14</u></p>	<p>Attest:</p> <p>By: <u></u></p> <p>Printed: ART CERIZA</p> <p>Title: Interim Dir, Admin SVCS</p> <p>Date: <u>12/29/14</u></p>

ATTACHMENT A
MEDICAL ACCEPTABILITY

Lynnwood shall determine the medical and mental acceptability of Inmates for booking or housing using the following guidelines. Lynnwood retains the right to not accept an Inmate in its sole discretion.

Excluding criteria include but are not limited to:

1. Signs of untreated broken bones or dislocated joints.
2. Any injury or illness requiring emergency medical treatment.
3. Unconsciousness.
4. Inmates unable to stand and walk under their own power, unless they normally use an assistive device, such as a wheelchair, for mobility.
5. Bed bound individuals.
6. Individuals with attached IV or requiring IV medications.
7. Individuals requiring the use of oxygen tanks.
8. AMA (Against Medical Advice) from the hospital.
9. Individuals having had major invasive surgery within the last 72 hours. Non-invasive surgery such as oral surgery, laser-eye surgery and minor surgery may be evaluated on a case by case basis.
10. Wounds with drainage tubes attached.
11. Persons with Alzheimer's, dementia or other psychological conditions to the point where the Inmate cannot perform activities of daily living ("ADL's") or who do not have the capacity to function safely within a correctional environment.
12. Persons who are diagnosed as developmentally delayed and who do not have the capacity to function safely within a correctional environment or who cannot perform ADL's.
13. Persons undergoing chemotherapy and/or radiation treatment.
14. Persons undergoing dialysis.
15. Persons with suicidal ideations or gestures within the past 72 hours.
16. Persons, if prescribed and regularly using, who have not taken psychotropic medications for at least 72 hours.
17. Persons who have by self-disclosure, admitted to attempting suicide within the last 30 days.
18. Persons who have attempted suicide during their current incarceration.
19. Persons displaying current psychotic episode.

ATTACHEMENT B

PROPERTY

Lynnwood retains the right to refuse to accept Inmate property in its sole discretion. The following list of guidelines is an example only, will be amended from time to time, and be in force as implemented for Lynnwood Jail management without the requirement for amending this contract. Lynnwood will endeavor to notify a City of significant changes that may impact the services outlined in this agreement.

Lynnwood may accept Inmate property as follows:

1. The property must be able to fit in a single property bag no larger than a common paper grocery bag.
2. Money, valuables, checks and documents, and medications shall be placed in a clear envelope within the Inmate's property bag.
3. Lynnwood will not accept the following:
 - a) Backpacks, suitcases, etc.
 - b) Unpackaged food products or perishable food products.
 - c) Any type of weapon (includes pocket knives).
 - d) Liquids.
 - e) Helmets of any kind.
 - f) Any items that will not fit into the property bag.
 - g) Material deemed to be contraband.
 - h) Marijuana or associated drug paraphernalia.

Lynnwood will limit property returned with the Inmate to the City according to these criteria.

**ATTACHMENT C
CLASSIFICATION**

The City shall supply Lynnwood with the following Classification related information, if known to or in possession of the City:

1. If the City Inmate has been classified to a special housing unit and/or if the City Inmate has been classified as protective custody.
2. If the City Inmate is a violent offender or has displayed violent behavior during present or past incarcerations.
3. If the City Inmate is an escape risk.

ATTACHMENT D

BORROWING

One Party may "borrow" another Party's Inmate as follows:

1. If a Party requests the transport of another Party's Inmate from Lynnwood the requesting Party must notify each Party with rights to custody of the Inmate, and if each Party with rights to custody of the Inmate notifies Lynnwood in writing (e-mail) of its approval, Lynnwood shall provide the requested transport to the requesting Party. Lynnwood will complete a custody transfer form that lists all outstanding detainers. The custody transfer paperwork will accompany the Inmate.
2. Once custody of the Inmate has been transferred to the requesting Party, it is the responsibility of the requesting Party to determine whether the Inmate shall be returned to the custody of Lynnwood, and if so, the requesting Party shall make all necessary and proper arrangements with Lynnwood and any Party with rights to custody of the Inmate, for the Inmate's return according to the terms of this Agreement. The requesting Party, to the full extent permitted by law, defends, indemnify, save and hold harmless Lynnwood as provided in Section 28 of the Agreement.
3. Lynnwood will not track the Inmate once he or she has left Lynnwood's facility.
4. If the Inmate is returned to the custody of Lynnwood, the requesting Party shall provide Lynnwood with sentencing/charge information. The requesting Party shall supply all pre-sentence and post-sentence paperwork from agreeing Party's that authorized the borrowing of the Inmate. This will aid Lynnwood in determining split billing and release dates.

ATTACHMENT E

WARRANTS/OTHER COURT ORDERS/DETAINERS

The following shall apply to City Inmates who are subject to warrants from other jurisdictions or to other court orders for confinement or detainers:

1. When receiving a City Inmate, the Booking Officers shall review all paperwork provided by the City for all grounds to hold the Inmate.
2. Prior to releasing a City Inmate, Lynnwood shall check the NCIC and WACIC systems to determine if the Inmate is subject to any valid warrants or other detainers.
 - a) If the City Inmate is subject to a confirmed warrant from another Washington jurisdiction, Lynnwood will process the Inmate for transfer on the Cooperative Transport Chain.



Agenda Item # D
Meeting Date: January 9, 2018

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: UPDATE MILL CREEK MUNICIPAL CODE SECTION 12.12.165, SMOKING IN CITY PARKS

PROPOSED MOTION: Motion to approve ordinance number 2018-____; Amending and Restating Chapter 12.12 of the Mill Creek Municipal Code; Revising and Updating Section 12.12.165, Smoking and Tobacco Use Prohibitions in City Parks.

KEY FACTS AND INFORMATION SUMMARY:

On May 9, 2006, based upon a recommendation from the City's Park and Recreation Advisory Board, the City Council passed ordinance 2006-638 adding Section 12.12.165 to the Mill Creek Municipal Code (MCMC) prohibiting smoking and tobacco use in the Mill Creek Sports Park. At the time Ordinance 2006-638 was under consideration, the staff recommendation was to prohibit the smoking and tobacco use only to the Mill Creek Sports Park due to some complaints staff received at the time from skate park users.

Earlier this year, the City received a request from the Snohomish County Health District requesting the City update MCMC Section 12.12.165 to prohibit smoking and tobacco use in all City parks. Nine communities in Snohomish County have adopted tobacco-free park proclamations including: Edmonds, Everett, Gold Bar, Granite Falls, Index, Mountlake Terrace, Monroe, Mukilteo, Snohomish and Snohomish County. In addition, the cities of Lake Stevens, Marysville, Sultan, Lynnwood and Arlington not only passed the tobacco-free proclamation, but went one step further to pass tobacco-free city ordinances for their respective parks.

What these proclamations and ordinances have in common is that they all support and promote a healthy lifestyle for communities. The MCMC currently imposes certain restrictions on pets and prohibits alcohol use in City parks in order to ensure all users of City parks are afforded an enjoyable experience. Tobacco use is a behavior that can also affect the enjoyment of our City parks by the public at large. Tobacco use has very real consequences for individuals with health issues who are exposed to secondhand smoke. In addition, tobacco use results in the risk of fires and the need for ongoing maintenance due to tobacco related litter.

Staff brought the Health District's request to ban the use of tobacco and smoking in all City parks to the Park and Recreation Advisory Board meeting for discussion on October 4, 2017. The Board recommends the City Council update MCMC Section 12.12.165 to prohibit smoking and tobacco use at all City parks.

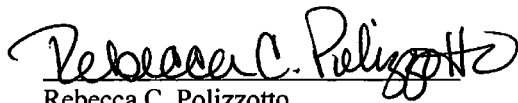
City Council Agenda Summary
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CITY MANAGER RECOMMENDATION: The City Manager recommends approving Ordinance 2018-___ banning the use of tobacco and smoking in all City parks.

ATTACHMENTS:

- Ordinance 2018-___

Respectfully Submitted:


Rebecca C. Polizzotto
City Manager

ORDINANCE NO. 2018-_____

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,
AMENDING AND RESTATING CHAPTER 12.12 OF THE MILL CREEK
MUNICIPAL CODE TO REVISE AND UPDATE SECTION 12.12.165 THE
SMOKING AND TOBACCO USE PROHIBITED REQUIREMENTS IN CITY
PARKS**

WHEREAS, the City of Mill Creek, through the exercise of its police power, has the authority to regulate parks, as defined in Mill Creek Municipal Code ("MCMC") Section 12.12.020, located within the City to promote public health, safety, morals, and general welfare; and

WHEREAS, the City's parks are intended for the healthy enjoyment of all citizens, including children and youth; and

WHEREAS, City staff has reported that smoking and tobacco use in parks has resulted in littering of cigarette butts, cigar butts, and other tobacco-related waste, which studies have shown can cause environmental degradation and pose a health risk to children and animals; and

WHEREAS, studies have shown that smoking and tobacco use, including second-hand smoke, are linked to development of adverse human health effects including lung cancer, heart attacks, low birth weight, bronchitis, pneumonia, asthma, chronic respiratory problems, and eye and nasal irritation; and

WHEREAS, studies have shown that children and youth exposed to smoking and tobacco use have greater incidents of smoking and tobacco use when they get older; and

WHEREAS, on October 4, 2017, the Mill Creek Park and Recreation Advisory Board recommended that the City Council prohibit smoking and tobacco use in all City parks; and

WHEREAS, MCMC Chapter 12.12 constitutes the park use regulations of the City; and

WHEREAS, the Snohomish County Health District has raised concerns relating to smoking and tobacco use in parks; and

WHEREAS, the Mill Creek City Council therefore desires to adopt new MCMC 12.12.165 to promote public health and welfare by prohibiting smoking and tobacco use in all City parks;

819000.1/014455.00063

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

Section 1. Mill Creek Municipal Code 12.12.165 is hereby adopted to read as follows:

12.12.165 Smoking and tobacco use prohibited.

Smoking and tobacco use are prohibited in all City Parks. For the purposes of this section, "smoking" means the carrying, holding, or smoking of any kind of lighted pipe, cigar, cigarette, e-cigarette, or any other lighted smoking equipment.

Section 2. Restated MCMC Chapter 12.12 as set forth above shall replace and supersede the existing provisions of MCMC Chapter 12.12 as of the effective date of this Ordinance.

Section 3. The City Clerk is directed to take steps as required to implement and effectuate the terms of this Ordinance and incorporate the foregoing changes into the Mill Creek Municipal Code. The Clerk is authorized to correct scrivener's errors, internal references, and the like.

Section 4. This Ordinance shall be in full force and effect five days after publication of a summary hereof consisting of the title of this Ordinance, in accordance with RCW 35A.13.200.

Adopted this _____ day of _____, 2018, by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR PAM PRUITT

ATTEST/AUTHENTICATED:

CITY CLERK

819000.1/014455.00063

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____

819000.1/014455.00063



Agenda Item # E
Meeting Date: January 9, 2018

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: PUBLIC RECORDS ACCESS; NEW MANAGEMENT RULES AND POLICIES; NEW MCMC CHAPTER ESTABLISHING ADMINISTRATIVE AUTHORITY AND REGULATIONS

PROPOSED MOTION: N/A Study Session Review

KEY FACTS AND INFORMATION SUMMARY:

In accordance with the City's ongoing effort to implement new legal requirements; update, modernize and adopt important operational policies and municipal code provisions; and create reliable and efficient internal processes for recurrent actions, the City Manager and City Attorney have prepared the following documents:

Proposed Policy: Public Records Act Rules

Proposed Ordinance: Adopting MCMC Ch. 2.06 (Public Records Management)

The purpose of the January 9th study session is to review these documents in detail with Council, obtain comments and feedback, and thereafter finalize the documents for adoption and implementation. Some short highlights of the documents follow, but it is recommended that the two documents be read in whole before the study session to maximize understanding of the state statutory requirements, and City policy goals and administrative processes to be implemented.

Public Records Act Rules

The proposed Public Records Act Rules (Rules) will be adopted pursuant to the PRA, RCW Ch. 42.56, and new MCMC Ch. 2.06, to establish efficient and uniform procedures Citywide that will facilitate compliance with PRA requirements for responding to requests for public records. These requirements include timely access to public records for inspection and copying; protection of City records from damage, alteration, and disorganization; prevention of excessive interference with other essential City functions; and proper determination of the status and disclosability of public records. The Rules also provide information to the public on how to request access to records, establish mechanisms to track records requests from start to finish, and provide various standard forms for Staff use to minimize errors and reduce legal issues and costs related to PRA compliance.

MCMC Chapter 2.06

The proposed ordinance will adopt a new chapter into the MCMC directing the adoption and maintenance of PRA policies and rules by the City Manager, with directives to meet records access and security standards; observe third-party legal rights and protect the City's interests; identify and implement appropriate fees and costs related to PRA records activities; provide an internal management structure for public records activities; establish an administrative review process for denials of records requests; and delineate judicial review requirements.

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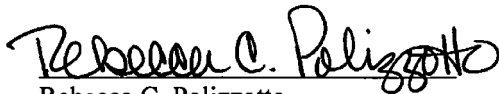
In accordance with the flexibility allowed under the PRA, both the Rules and MCMC Ch. 2.06 make findings in support of a decision that the City need not maintain a comprehensive index of public records because of the burdensome nature and expense of doing so. Notwithstanding that, the City's departments now and will continue to maintain other formats and systems for indexing records.

CITY MANAGER RECOMMENDATION: N/A – Study Session Review

ATTACHMENTS:

- Proposed Public Records Act Rules
- Proposed Ordinance adopting new MCMC Ch. 2.06 (Public Records Management)

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

**DRAFT FOR 1.9.2018
COUNCIL MEETING**

MEMORANDUM

TO: City Council
Rebecca Polizzotto

FROM: Scott Missall; Brian Epley

DATE: January 5, 2018

RE: *Proposed Policy: Public Records Rules*

SUBJECT: Council Review Draft

The attached Public Records Rules (v.7) reflect the current version of the Rules as of the date above and will comprise a new policy for Mill Creek. The Rules have been conformed to the draft Ordinance (and vice versa) that will adopt a new public records chapter 2.06 into the MCMC and authorize the implementation of these Rules.

The attached Rules do not yet include its appendices, which will be added after Council's initial review.

When the Rules and Ordinance are in final form and ready for adoption, they will presented for Council action. A second ordinance will accompany that package to amend MCMC 3.42 (City Fees) to implement the fees set forth in the Rules.

768137.7/014455.00072

**SHORT CRESSMAN
& BURGESS PLLC**

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**DRAFT FOR 1.9.2018
COUNCIL MEETING**

**City of Mill Creek
PUBLIC RECORDS RULES
Policy No. ##**

Adopted Pursuant to MCMC 2.06

Public Records Rules

- 1.0 Definitions**
- 2.0 Authority, Purpose and Adoption of Rules**
- 3.0 City Operations; Access to Public Records and Information**
- 4.0 Records Management and Protection**
- 5.0 Making a Request for Public Records**
- 6.0 Processing Records Requests**
- 7.0 Managing Records Requests**
- 8.0 Inspection of Records**
- 9.0 Protected Records; Non-Records; Redactions and Exemptions**
- 10.0 Providing Records**
- 11.0 Processing Requests for Electronic Records**
- 12.0 Costs of Providing and Payment for Records**
- 13.0 Review of Denials of Public Records Requests**
- 14.0 Judicial Review**
- 15.0 Appendices and Forms**

* * * * *

1.0 DEFINITIONS

1.1 General

The definitions in this Section shall have the meanings ascribed unless the context clearly requires otherwise. The definitions set forth in the state Public Records Act and the Mill Creek Public Record chapter. MCMC ch. 2.06, are incorporated herein by reference.

1.2 Definitions

"City" means the City of Mill Creek, including its elected and appointed officials and employees.

"Counter records" means records easily available at the City's customer service counters under Rule 5.4.

"Email" means a computer-based informational transfer system for sending and receiving messages. **"Text messages"** are less formal, phone-based equivalents to emails. Email and text messages are public records when they are prepared, owned, used, or retained by the City and relate to the conduct of government or performance of any governmental or proprietary function.

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& BURGESS PLLC**

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768137.7/014455.00072

"Exemption Log" means an exemption log that identifies exempt records as described in Rule 9.1.

"MCMC" or "Code" means the Mill Creek Municipal Code.

"Mill Creek Public Records Chapter" or "MCMC ch. 2.06" means MCMC ch. 2.06 as now or hereafter amended.

"Public Disclosure Coordinating Team" or "PDCT" means the team charged with managing the City's responses to records requests. See Rule 7.

"Public Record" has the same meaning as in the Act. Without limiting the foregoing, a public record means any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the City regardless of physical form or characteristics.

"Public Records Act" or "Act" means RCW Chapter 42.56, as now or hereafter amended.

"Public Records Officer" or "PRO" means the designated Public Records Officer. See Rule 3.

"Public Records Rules" or "Rules" or "Rule" means these Public Records Rules as adopted and amended from time to time.

"Public Records Steering Committee" or "PRSC" means the team composed of the City Manager, City Clerk, Public Records Officer and City Attorney, or their designees. See Rule 2.

"Record" or "Records" generally means the City's public records.

"Records Log" means the log maintained by the PRO tracking records requests submitted to and processed by the City. See Rule 7.

"Request" or "records request" means a request made in accordance with these Rules for disclosure of public records under the Act.

"Request Management System" or "RMS" means the public records management system designated by the City Manager for use in connection with these Rules.

"Requestor" means a person who has made a public records request in accordance with these Rules.

"Text messages" [see "Email"]

"Writing" has the same meaning as in the Act. Without limiting the foregoing, a writing includes handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

2.0 AUTHORITY, PURPOSE AND ADOPTION OF RULES

2.1 Authority

These Rules are adopted pursuant to the Act, RCW ch. 42.56, and the MCMC Chapter 2.06. RCW 42.56.070(1) requires the City to make available for inspection and copying nonexempt public records in accordance with published rules. RCW 42.56.070(2) requires

the City to set forth "for informational purposes" every law, in addition to the Act, that exempts or prohibits the production of public records held by that agency.

2.2 Purpose of Rules

2.2.1 The purpose of these Rules is to establish the procedures the City will follow to comply with the Act, including timely access to public records, and assistance to records requestors as required by RCW 42.56.100. It is further the purpose of these Rules to protect the City's records from damage, alteration, or disorganization; prevent excessive interference with other essential functions of the City; and properly determine the status and disclosability of public records.

2.2.2 These Rules provide information to persons wishing to request access to public records of the City and establish procedures for requestors and City staff to meet the purpose of the Act and these Rules.

2.3 Adoption and Amendment of Rules

The City Manager is authorized to adopt and amend these Rules pursuant to MCMC ch. 1.24 and MCMC ch. 2.06 as needed to remain in compliance with evolving law governing the handling of public records requests and to update related procedures. The Manager may consult with the Public Records Steering Committee as needed to perform that responsibility.

3.0 CITY OPERATIONS; ACCESS TO PUBLIC RECORDS AND INFORMATION

3.1 City Operations

3.1.1 The City is an "agency" under the Act and provides services as a noncharter code city and Washington municipal corporation organized under RCW Title 35A. The City's central office is located at City Hall South, 15728 Main Street, Mill Creek, WA 98012.

3.1.2 The general course and method by which the City's operations are channeled and determined is through laws adopted and direction given by the City Council and other competent authority in conformity with all applicable city, state and federal law, which are implemented by the City Manager, Department Directors and their designees. The City's ordinances of general applicability are contained in the Mill Creek Municipal Code. The City's general policies and procedures are contained in the Mill Creek Policies and Procedures.

3.1.3 Reporting. Pursuant to RCW 40.14.026(5), agencies that incur actual staff and legal costs associated with fulfilling public records requests in excess of \$100,000 annually must report such activity to the State. Reporting is optional if the costs incurred fall under that threshold.

3.2 Access to Records, Forms and General Information

A requestor or any person wishing to request access to public records of the City, or seeking assistance in making such a request, should follow the procedures in these Rules. Requestors are encouraged to view and/or obtain documents available on the website prior to submitting a records request. The City may make information, forms, and methods for

requesting records, along with other assistance, available through one or more of the following:

- 3.2.1** The City's website: www.cityofmillcreek.com.
- 3.2.2** The City's online RMS, which may be accessed through the City's website.
- 3.2.3** The City's self-help online kiosk located in the lobbies of City Hall North and/or South.
- 3.2.4** At the City's customer service counters located in the lobbies of City Hall North and/or South.

In addition, Requestors may seek assistance by submitting a letter or fax addressed to the PRO as specified in Rule 3.3.

3.3 Public Records Officer; Contact Information;

The Mill Creek Public Records Officer shall be designated by the City Manager from time to time and shall perform the functions set forth in these Rules. As used herein, PRO includes any designee of the PRO. The PRO can be contacted at:

Public Records Officer
City of Mill Creek
15728 Main Street, Mill Creek, WA 98012
Phone : 425-745-1891
Fax: 425-745-9650

4.0 RECORDS MANAGEMENT AND PROTECTION

4.1 General

Public records are available for inspection and to obtain copies during normal business hours of the City, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Inspection of records shall occur at the central offices of the City unless another location is approved by the PRO. A variety of records are available on the City's website at www.cityofmillcreek.com and may be downloaded at the viewer's convenience. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

4.2 Records Index Not Maintained

By Mill Creek Ordinance No.2018-## approving MCMC Chapter 2.06, the City Council issued a formal order finding that the maintenance of a records index was unduly burdensome. This finding was based in part on the fact that the City is comprised of several departments, divisions, subdivisions and boards, and serves approximately 20,000 citizens. The different departments and divisions currently maintain, and may continue to maintain, separate databases and/or record keeping and/or working systems containing records, each of which may have different systems or protocols for indexing records and information. Because these records and systems are diverse, complex and located in multiple places

and/or in or on multiple computer systems and databases, it is unduly burdensome to maintain a central index of records.

4.3 Organization of Records

The City will maintain its records in a reasonably organized manner.

4.4 Physical Protection of Records

While committed to compliance with the Act and these Rules, the City must also take reasonable and/or necessary actions to protect its records from damage, loss and disorganization, and to prevent interference with the essential functions of the City. A requestor shall not take City records from City offices and shall not mark, modify or alter any record. A requestor may be required to view records in the presence of a City representative and to account for all such records at the end of a viewing session. Photographing City records may only be allowed upon advance request, and may be prohibited by the PRO. See Rule 8.2 for other security requirements.

5.0 MAKING A REQUEST FOR PUBLIC RECORDS

5.1 General

5.1.1 A request for public records should be in writing but may be made orally. A requestor must provide the PRO with reasonable notice that the request is for disclosure of public records under the Act and must provide the information in this Rule 5.

5.1.2 Record requests may only encompass existing records. The ending search date for every request shall be the date the request is submitted to the City, unless an earlier date is stated in the request. A request cannot be used to inspect or obtain copies of records not yet in existence, and the PRO is authorized not to accept or to reject such a request.

5.2 Written and Oral Requests for Records

5.2.1 Written requests to obtain or inspect public records may be made using the methods listed in Rule 3.2. The City's records request form is attached at **Appendix 1**.

5.2.2 Oral requests to obtain or copy public records may be made to the PRO by direct telephone or in person as provided in Rule 3.2. An oral request cannot be made via voice message or answering system. The PRO may accept oral requests if the requestor provides the required information set forth in this Rule. If the PRO accepts an oral request, the PRO will enter and confirm receipt of the information, the substance of the request, and the requestor's contact information in the RMS and by writing or emailing to the requestor if possible. The confirmation will be deemed the correct statement of the request unless the requestor responds in writing or orally as set forth herein with a different statement of the scope of the request.

5.2.3 Each written or oral records request must contain the following information:

5.2.3.1 Date and time of the request

5.2.3.2 Name and full contact information provided by the requestor

5.2.3.3 Description of the records sufficient for the PRO to reasonably identify and locate the requested records.

5.2.3.4 Whether the requestor seeks to obtain or inspect records. If the requestor wishes to receive copies or digital scans of records, she/he should so indicate and make arrangements with the PRO to pay for such copies or scans as provided in these Rules. If the requestor seeks to inspect records, she/he should so indicate and make arrangements with the PRO.

5.2.3.5 Whether the requestor seeks to obtain or inspect records for commercial purposes.

5.3 Automated Records Requests

The City has no duty to accept automated or robotic request for records ("bot request"). A bot request means a request for records that the City reasonably believes was automatically generated by a computer or telephone program or script. The City may deny a bot request that is one of multiple requests from the requestor to the City within a twenty-four hour period, or over a period of days, if responding to such multiple requests would cause interference with other essential City functions.

5.4 Counter Records

Certain records may be provided quickly and easily at the City's customer service counters located at City facilities, such as City information sheets, schedules or handouts; certain commonly maintained or requested items like reports, agendas, and data compilations; and forms, booklets or other pre-printed materials. A request for such "counter records" does not comprise a records request subject to these Rules if it can be immediately fulfilled by City staff working at the customer service counter. In such situations, the requestor need not make a formal request as described in these Rules, and City staff need not treat the request as a records request subject to these Rules.

5.5 Police Records

[to be added]

6.0 PROCESSING RECORDS REQUESTS

6.1 Priority of Requests

Mindful of the requirements of RCW 42.56.100, and as reasonably feasible, the PRO will process requests in the order allowing the most requests to be processed in the most efficient manner. See generally Rule 7.

6.2 Clarification of Requests

To better understand a request and provide responsive records, the PRO may inquire about the purpose for the request and any other matters related to more precisely determining the nature of the request and how it might best be fulfilled. However, the requestor is not required to answer except to establish whether inspection and copying would violate RCW 42.56.070(9) or a statute which exempts, limits, or prohibits production of specific information or records to certain persons.

6.3 Acknowledging Receipt of Requests

6.3.1 Timely Acknowledgement. To meet the requirements of the Act, the PRO must take one or more of the actions described in this Rule within five business days of receiving

a records request, excluding the day the request was received (RCW 1.12.040).

6.3.2 5-Day Letter. Unless the request can be immediately fulfilled (as in the case of counter records; Rule 5.4), the PRO must prepare and send a written response to each requestor and every request using the 5-Day Response Form attached at **Appendix 2**. Every 5-Day Response will:

6.3.2.1 Acknowledge the date of receipt of the request.

6.3.2.2 Restate the request.

6.3.2.3 Enclose a portion of the requested records if feasible and available.

6.3.2.4 Seek clarification for any part of the request that is then unclear.

6.3.2.5 Provide a reasonable estimate of additional time needed to respond to the request per Rule 6.5, including the anticipated date by which the records will be produced in whole; or if the records will be produced in part or in installments, the first and anticipated follow-on dates of such installments.

6.2.2.6 Note the applicability and status of inspection, copying and payment arrangements for the records, and state the deposit required therefor.

As records are searched and produced, and/or the search is refined, subsequent written communication with the requestor will occur using the RMS to keep the response moving, advise of changes in workload, search impediments or anticipated production dates, and finalize the request. If the PRO does not respond to a requestor in writing within five business days of receipt of a records request, the requestor should consider contacting the PRO to determine the reason for the delay.

6.4 Response and Follow Up Options

Typical options and follow up steps for responding to a records request are listed below. Any response can be combined with another response to better address and complete the records production.

6.4.1 Make the requested records available for inspection or provide copies as applicable.

6.4.2 Identify to the requestor online or internet locations where all or a portion of the records can be obtained or accessed. Requestors who cannot access the internet may be provided copies of the requested records and/or advised of the availability of the City's lobby kiosk(s).

6.4.3 Stay in touch with the requestor as appropriate following delivery of the 5-day letter. Acknowledge receipt of subsequent contacts, ask the requestor to provide clarification or refine the search as appropriate, consult with the PRO as needed, and provide a reasonable estimate of the time required to respond to the request per Rule 6.5.

6.4.4 If a request changes significantly into a new request for different records, the PRO should consider requiring a new formal request to be filed for the new documents or purpose. This will keep each request focused and identifiable for purposes of completing requests, and enable City staff to go forward with other requests previously filed, on hold or in process and awaiting their turn to be processed.

6.4.5 If the requestor fails to respond to at least two written requests for clarification and the entire request is thus unclear, the PRO should advise the requestor of that fact and the City's consequent determination that the request will be considered terminated or abandoned in accordance with Rule 7. However, even if the requestor fails to respond to requests for clarification, if portions of the request are sufficiently clear to provide responsive records, then such records will be provided.

6.4.6 If full or partial payment or payment of a deposit is necessary and arranged as provided in the Rules, or if other terms of payment are agreed upon and made by the requestor, send the requested records to the requestor or make them available for pick up.

6.4.7 Deny or reject the request, specifying the reasons therefor.

6.5 Determination of Additional Time for Response

The PRO must make a reasonable inquiry into the nature of the records requested and make a reasonable estimate of the time needed to respond to each request. Factors used to estimate the additional time must be based upon criteria that can be articulated, and may be presented in a response letter. Allowable factors necessitating additional response time include the following:

6.5.1 To request clarification from the requestor if the request is unclear or does not sufficiently identify the requested records. Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

6.5.2 To locate and assemble the requested records.

6.5.3 To determine whether information in the requested records is exempt from disclosure or production, and if so, the time needed to prepare redactions and a privilege log.

6.5.4 To determine whether a denial should be made as to all or part of the request.

6.5.5 To notify third persons or agencies pursuant to Rule 6.6 in the event the requested records contain or may contain information that may affect rights of others and may be exempt from disclosure.

6.6 Notice to Third Parties

If requested records contain or may contain information that may affect rights of third persons or agencies ("third parties") and may be partially or wholly exempt from production or disclosure, the PRO will consult with the City Attorney to determine the need for issuance of a Third Party Notice. If the PRO and City Attorney determine such notice is appropriate, they shall prepare the notice using the Third Party Notice Form attached at **Appendix 3** ("Notice"). The Notice shall advise third parties of the City's determination that their rights may be affected by the requested disclosure, shall include a copy of the request and the contact information of the requestor, and shall be copied to the requestor.

The Notice shall be issued prior to providing the requested records to enable the third parties to contact the requestor to seek revision of the request, seek a court order to prevent or limit disclosure, or seek other remedies available to the third parties.

6.7 Participation by City in Judicial Action Related to Records Requests

6.7.1 Pursuant to the Act, the City may seek to enjoin the inspection or copying of any nonexempt public records by persons serving criminal sentences in state, local, or privately operated correctional facilities.

6.7.2 Pursuant to the Act, and for the purpose of protecting the City's interests as they may apply, the City may initiate judicial action, and/or may join in any judicial action commenced by a third person, related to a records request submitted to the City.

7.0 MANAGING RECORDS REQUESTS

7.1 Public Disclosure Coordinating Team

The Public Disclosure Coordinating Team, comprised of the Public Records Officer and staff members designated by each City department, is primarily responsible for managing and processing pending records requests. The PRO shall be the chair of the PDCT.

7.2 Records Log

The PDCT shall maintain a current log of records requests submitted to and processed by the City using the RMS. RMS entries must be kept current and shall include the identity and contact information of the requestor; the date the City received the request; the text of the original request and any significant clarifications; the classification of request made under this Rule; the date and a general description of the records produced in response to the request, including whether records were redacted or withheld and the reasons therefor; the status of the request; and the date of final disposition of the request. The records log must be retained in accordance with the applicable City and state record retention schedule, and is itself a public record subject to disclosure under the Act.

7.3 Records Management Criteria

The PDCT will manage, classify, and process pending records requests based on the following criteria:

7.3.1 The number of records responsive to a given request.

7.3.2 The number and size of other pending requests.

7.3.3 The amount of processing required for each pending request.

7.3.4 The status of a particular request that is waiting for or undergoing internal processing, document review and/or analysis; follow up action by a requestor, and/or third party review, response or action.

7.3.5 The current volume of other workload demands in the City as they may affect the amount of available staff time that can be devoted to compliance with the Act and records requests.

7.4 Categories of Requests

The PRO will categorize each record request when it is received using the following criteria. Record requests should be re-categorized as appropriate after initial categorization in response to new circumstances and/or additional information.

7.4.1 Category 1 requests require immediate response in the interest of public safety and/or imminent danger. These requests take priority over all other requests. Generally, the PRO will respond to Category 1 requests immediately or the next business day after the request is received.

7.4.2 Category 2 requests are routine or readily filled requests for easily identified and immediately accessible records requiring little or no coordination between departments. Generally, the PRO will respond to Category 2 requests within five business days.

7.4.3 Category 3 requests are routine requests that involve a large number of records; records not easily identified, located or accessible, and/or records that require some coordination between departments. Generally, the PRO will respond to Category 3 requests within 5 to 30 business days.

7.4.4 Category 4 requests are complex requests which may be especially broad or vague and which involve a large number of records that are not easily identified, located or accessible, requiring significant coordination between multiple departments; research by City staff who are not primarily responsible for public disclosure; review to determine whether any of the records are exempt from disclosure or production in whole or in part; legal review and creation of an exemption log; and/or notification of third persons. Generally, the PRO will respond to Category 4 requests within several weeks to several months based on the complexity of the request.

7.4.5 Category 5 requests are those requests that are on hold or pending further action for any of the following reasons: waiting for records to be retrieved from storage, or from persons or entities that hold them on behalf of the City (e.g. employees, consultants); waiting for the requestor to respond to a request for clarification; waiting for a response after notifying a third party named in a record; waiting for expiration of the time allowed a third party to obtain an order from a court enjoining release of records; waiting for resolution of a legal action affecting the records; waiting for consideration of a petition to review denial of access; waiting for the requestor to pay for the records or pay a deposit; waiting for external vendor reproduction of records and related invoicing; and/or waiting for the requestor to claim an installment or to physically inspect records.

7.5 Closing Records Requests

The PRO will close a records request and so inform or confirm that action to the requestor in writing in the following circumstances:

7.5.1 Completed. The request is completed. This notice is typically sent or delivered with the final installment of the records provided to the requestor.

7.5.2 Withdrawn. The requestor withdraws the request.

7.5.3 Abandoned. The requestor fails to perform any of the following after receiving or sending written confirmation of such obligation: fails to inspect or pick up records; fails to fulfill an obligation to pay for the records, including any deposit, partial or final payment, or third-party vendor cost; fails to complete a task as previously agreed with the PRO; or fails to respond to a request for clarification by the PRO. See Rule 7.6.

7.5.4 Rejected or Denied. The request is rejected or denied by action of the PRO under these Rules. See, e.g., Rules 5.1.2; 5.3; 6.4.5; 6.4.7; 9.2; 9.3; and 9.4.

7.6 Abandoned Requests

The City will deem a request abandoned in the following circumstances:

7.6.1 The requester fails to respond to City requests for clarification issued pursuant to Rule 6.4.5 and 30 days has passed since the last such request.

7.6.2 The requester has elected to inspect records and (i) the requester fails to contact the PRO to arrange for the review of the records or first installment thereof within 30 days of being notified that the records are available for inspection; or (ii) the requester misses an appointment to inspect the records or any installment thereof and fails to contact the PRO to arrange another appointment to inspect within 30 days of the missed appointment.

7.6.3 The requester has elected to receive copies of records and (i) the requester fails to open and download within 30 days copies of responsive records or any installment of records provided to the requester electronically; or (ii) the requester fails to pick up records within 30 days of being notified thereof.

7.6.4 The requester fails to pay within 30 days of receiving a notice of payment or invoice for copies of any records or any installment, any third party vendor costs, or any required deposit(s).

8.0 INSPECTION OF RECORDS

8.1 Time and Location

The PRO shall provide space and coordinate a time with the requestor to inspect records consistent with other City demands.

8.2 Security

The PRO shall ensure the security of records as provided in these Rules. To ensure the integrity of the City's records, no requestor may remove a record from the viewing area, disassemble any record, alter or mark on any record, or photograph any record. When necessary the PRO will assign a City staff person to monitor the inspection activity to ensure compliance with the foregoing. Following the viewing session and before leaving the premises, the requestor shall account to the PRO's or monitor's satisfaction for each record viewed, and the PRO or monitor shall verify the status of each such record. See Rule 4.4 for other security requirements.

8.3 Copies and Payment

The requestor may list or indicate which records or portions thereof she/he wishes to have

copied or scanned, and provide the required payment therefor in accordance with these Rules.

8.4 Inspection of Voluminous Records

When a request is made to inspect a large number of records, the PRO may provide access for inspection and copying in installments if the PRO reasonably determines that it would be practical or efficient to provide the records in that manner. If, within 30 days of notice, the requestor fails to inspect the entire set of records or one or more of the installments, the PRO may stop searching for the remaining records and close the request.

9.0 PROTECTED RECORDS; NON-RECORDS; REDACTIONS AND EXEMPTIONS

9.1 Exemptions Under the Act and Other Statutes

9.1.1 Scope of Exemptions. The Act and other state statutes provide that certain records are exempt in whole or in part from public inspection and copying. For information and convenience, a partial, non-exhaustive list of such records and authorizing statutes is attached at **Appendix 4**, along with identification of other, similar lists. Requestors should be aware of exemptions which may restrict the disclosure of some records held by the City and/or can delay disclosure of the records for completion of a detailed review thereof and preparation of a privilege log. In performing this review, the PRO should be alert to potential legal risks and issues in determining the application of exemptions and scope of redactions. The following sections support this by enabling consultation with the City Manager and City Attorney when appropriate or necessary.

9.1.2 Consultation with City Manager and City Attorney. The PRO will consult with the City Manager and City Attorney as necessary to confirm determinations of exempt records or redactions thereof, or to obtain advice regarding exemptions and redactions that may not be obvious. No record that is exempt, in whole or in part, under the Act or other applicable statutes or authority may be produced in response to a records request without prior approval of the City Manager, who will consult with the City Attorney as needed.

9.1.3 Redaction of Records. Records that are exempt from disclosure in their entirety should be withheld. If only a portion of a record is exempt but the remainder is not exempt, the PRO will redact the exempt portions in consultation with the City Manager or City Attorney and disclose the nonexempt portions.

9.1.4 Exemption/Redaction Log. If a record is wholly exempt from disclosure and should be withheld, or is partially exempt and should be redacted, the PRO will create an exemption/redaction log in consultation with the City Manager or City Attorney that identifies each exempt or redacted record, states the specific exemption(s) that applies, and provides a brief explanation of how the exemption applies to the record being withheld or redacted. The explanation should be sufficient to enable the requestor or a third party to make a threshold determination of whether the claimed exemption is appropriate. A form Exemption/Redaction Log is attached at **Appendix 5**.

9.2 Lists Requested for Commercial Purposes

The City is prohibited by the Act from producing lists of individuals or businesses for commercial purposes. The Records Request Form attached at **Appendix 1** contains a statement which the requestor can check to verify that any such list is not to be used for commercial purposes. If a records request is received and the verification is lacking, the PRO will enquire with the requestor to ascertain the requestor's intent. If the PRO determines the requested list is to be used for commercial purposes, the list will not be produced and the request will be denied.

9.3 Identifiable Records Required

A requestor must request an "identifiable record" or "class of records" before the City must comply with the request. Failure to do so may result in a request being denied. An identifiable record is one that the PRO can reasonably locate. The Act does not allow a requestor to search through the City's files for records which cannot be reasonably identified or described. A request for all or substantially all records prepared, owned, used, or retained by the City is not a valid request for identifiable records. A request for all records regarding a particular topic or containing a particular key word or name is not considered a request for all of the City's records.

9.4 Requests for Information or Nonexistent Records

Requests for information do not constitute a records request under the Act and may be denied. The City is not required to conduct research for a requestor, nor to create records in response to a request. Notwithstanding that, if the PRO in his/her discretion determines in clarifying a request that the request can be more easily fulfilled in such a manner, the PRO may be authorized to do so upon approval of the City Manager, provided that no such response will be considered to create a course of action, course of dealing, or precedent for any reason.

10.0 PROVIDING RECORDS

10.1 Payment for Records

No records may be inspected, sent or delivered to, obtained by, or claimed by a requestor prior to full payment of the charges therefor in accordance with these Rules.

10.2 Delivery of Records; Retention of Copy

Records delivered by email or other electronic form (e.g., drop box) are deemed received by the requestor upon transmittal of the records to the requestor's designated email or agreed drop box address. Records delivered by U.S. Mail or overnight delivery service will be deemed received upon placement of the records in the custody of the carrier or delivery service, postage or delivery prepaid, to the requestor's designated physical address. The City will retain an electronic/digital copy of all records produced and disclosed in that fashion in accordance with Rule 11.4. The City is not required to retain copies of counter records.

10.3 Pickup or Review of Records

The PRO will notify the requestor in writing when requested records are ready for retrieval

or inspection at the City. The notification will inform the requestor that s/he should contact the PRO to make arrangements to claim or review the records. A requestor must claim or review assembled records within 30 days of the PRO's notification that the records are available. If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period or make other arrangements, the PRO may stop searching for any remaining records, close the request as abandoned, and dispose of the records.

10.4 Installments

When a request is made for a large number of records, the PRO may copy and provide access in installments (also known as a rolling disclosure) in accordance with the foregoing subsections. If, within 30 days of notice, the requestor fails to pay for and retrieve any installment, the PRO may stop searching for any remaining records, close the request and dispose of the records.

10.5 Later Discovered Records

If, after the PRO has informed a requestor that all responsive records have been provided, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, the PRO will inform the requestor of such additional documents and provide them as soon as reasonably feasible. The City has no obligation to provide records created or occurring after the end date of the records request, whether responsive or not. See Rule 5.1.2.

11.0 PROCESSING REQUESTS FOR ELECTRONIC RECORDS

11.1 General

The procedure for requesting and paying for electronic records is the same as for paper records.

11.2 Providing Electronic Records

If records are requested in an electronic format, the PRO will provide such records as are reasonably locatable in an electronic format that is used by the City and is generally commercially available, or in a format that is reasonably translatable from the format in which the City keeps the records.

11.3 Customized Access to Databases

With the consent of the requestor and if efficient for the City, the PRO may provide customized electronic access to records in accordance with the Act if the records are not reasonably locatable or not reasonably translatable into the format requested. The City may charge a fee consistent with the Act for such customized access.

11.4 Retaining Electronic Copies

Because electronic records are more susceptible to manipulation and alteration than a paper record, the City will keep an electronic copy of the electronic records it provides to a requestor to be able to show the exact records provided. See Rule 10.2.

12.0 COSTS OF PROVIDING AND PAYMENT FOR RECORDS

12.1 Payment for Records

No records may be inspected, sent or delivered to, or claimed by, a requestor prior to full payment of the charges therefor in accordance with these Rules.

12.2 Cost Schedule

Because the City finds that calculating the actual costs incurred for each record request submitted to the City would be unduly burdensome, the City has determined it is most time and cost efficient to utilize the standard costs authorized by RCW 42.56.120, as now or hereafter amended.

12.3 Statutory Costs for Copies and Scans of Records

A requestor may obtain copies or scans or records as provided by RCW 42.56.120(2)(b)¹ and WAC 44-14-07003. The City will charge for such copies or scans according to the fee schedule in Table 12.3.1 below. For records in other forms, the City will charge the actual cost it pays for the medium used to reproduce the records provided.

Table 12.3.1 Statutory Costs for Records	
Form of Record Reproduction and/or Transmission	Cost
Photocopies of public records, printed copies of electronic public records when requested by the requestor, or use of agency equipment to photocopy public records	\$0.15 per page
Public records scanned into electronic format, or use of agency equipment to scan the records	\$0.10 per page
For every four (4) electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 per page
Transmission of public record in electronic format or for use of agency equipment to send the records electronically (the City will take reasonable means to provide records in most efficient manner available to City in its normal operations)	\$0.10 per gigabyte
Digital storage media or device provided by City (e.g. tapes, floppy disks, CDs, DVDs, flash storage devices); container or envelope used to mail copies to requestor; actual postage or delivery charge	Actual cost

12.4 Combined Charges

The charges in Table 12.3.1 may be combined to the extent more than one type of charge applies to copies produced in response to a particular request. The statements providing actual costs to the City for digital storage media, containers or envelopes, and postage or

¹ See RCW 42.56.120, as amended, EHB 1595, 2017 Regular Session, ch. 304, at § 3 (2017).

delivery are the invoices paid to obtain them and are available for public inspection and copying.

12.5 Estimated Charges

If requested by the requestor, the City will provide a summary of applicable charges before any copies or scans are made and the requestor may revise the request to reduce the number of copies and/or request production in alternative form to reduce applicable charges.

12.6 Deposits and Installments

Before starting to make copies, the PRO may require a deposit of up to ten percent of the estimated costs of copying, scanning, and/or reproduction of the records requested by the requestor, including a customized service charge if applicable. The PRO will require full payment of the remainder of the copying/scanning costs before providing all of the records, or the payment of the costs of copying/scanning a future installment before providing that installment.

12.7 Sales Tax; Outside Vendors

The City will not charge sales tax for copies or scans of records in house. However, if records are sent to a third party or outside vendor for copying or scanning, that third party may charge sales tax and the requestor will be responsible for payment of the tax as well as the third party's actual charges for copies or scans.

12.8 Mailing and Delivery Costs

The City may charge actual costs of mailing or delivery, including the cost of the shipping container.

12.9 Certification or Notary Costs

The City shall impose the charge established under MCMC 3.42 per record for certification or notarization.

12.10 Other Applicable Copying Charges

The Act generally governs copying charges for public records, but several statutes govern charges for particular kinds of records. As to such records, the City will charge the amount authorized pursuant to such other statutes rather than as provided under the Act. The following non-exhaustive list provides some examples of those records: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories).

12.11 Use of Outside Vendor

The City is not required to copy or scan records at its own facilities, and copies may be outsourced as appropriate. The City may send records requests to commercial copying and scanning businesses and bill the requestor for the amount charged by the outside vendor. At its discretion, the City may agree to allow the requestor to pay the vendor directly. The City cannot charge the default per page copying or scanning charge when its actual cost at an outside vendor is less.

12.12 Customized Service Charge

12.12.1 In addition to charges imposed for providing copies and for the use of City equipment for copying, the City may include a customized service charge. A customized

service charge may only be imposed if the City estimates that the request would require use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations require customized access services and are not generally used by the City for other City purposes.

12.12.2 The City may require reimbursement by the requestor up to the actual cost of providing the customized service. The City may only assess a customized service charge after notifying the requestor of the customized service charge to be applied to the request, an explanation of why the charge applies, a description of the specific expertise, and a reasonable estimated cost of the charge.

12.12.3 The requestor will be afforded the opportunity to amend the request to avoid or reduce the cost of a customized service charge.

12.13 De Minimis Charges

12.13.1 The City will waive de minimis charges for providing public records when all of the following apply to a request: The total amount of the charge is \$5.00 or less; the total number of pages produced is 25 pages or less; no outside vendor costs are incurred by the City; no redaction or exemption determination is required; and the request comprises a Category 1 or Category 2 request under Rule 7.4.

12.13.2 The City may enter into any contract or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in these Rules, or in response to a voluminous or frequently occurring request.

12.14 Copying Charges for Documents Routinely Posted on City Website

The City will not impose charges for the requestor's access to or downloading of records that are routinely available on the City's website. However, if the requested records are routinely posted on the City's website prior to receipt of a request and the requestor specifically asks the City to provide the requestor with hard or electronic copies thereof, then the charges specified in this Rule will apply.

12.15 Payment

Payment shall be made by cash, debit card, or credit card. Payment by money order or check must be preapproved by the PRO, and if allowed shall be made payable to the City of Mill Creek. The City reserves the right to charge a convenience fee for credit card charges exceeding \$100.00.

13.0 REVIEW OF DENIALS OF PUBLIC RECORDS REQUESTS

13.1 Administrative Review of Denial of Records Request

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email, but not text message) to the PRO for an internal administrative review of that decision. The petition shall include a copy of the written statement by the PRO denying the request, shall be filed within ten (10) business days of the date of the denial, and shall contain a short and plain statement of the requestor's reasons for the petition and remedy desired.

13.2 Consideration of Petition

The PRO shall promptly provide the petition and any other relevant information to the Public Records Steering Committee for its review. The PRSC, without participation by the PRO, will consider and decide the petition within thirty days following the PRSC's receipt of the petition, or within such other time as the City and the requestor agree. The PRSC may consult with the requestor or other persons for that purpose as deemed appropriate. The PRSC shall either uphold, reverse or modify the PRO's decision in whole or in part, and state its decision in the form provided at **Appendix 6**. The PRSC decision shall be distributed to the requestor, PRO and other persons as appropriate. The PRO shall be responsible to implement the PRSC decision.

13.3 The availability or use of this administrative review process is provided as a convenience to requestors, and it shall not in any manner alter or affect the requirements, provisions or time limits of judicial review applicable to any City action taken under these Rules.

14.0 JUDICIAL REVIEW

14.1 Any requestor aggrieved by a qualifying action or decision of the City taken under these Rules may obtain judicial review thereof if, as, and to the extent allowed under RCW 42.56.550.

15.0 APPENDICES AND FORMS

- Appendix 1:** Records Request Form [Rule 5.2]
- Appendix 2:** 5-Day Response Form [Rule 6.3.2]
- Appendix 3:** Third Party Notice Form [Rule 6.6]
- Appendix 4:** Partial Listing of Exemption Statutes [Rule 9.1.1]
- Appendix 5:** Exemption/Redaction Log Form [Rule 9.1.4]
- Appendix 6:** PRSC Administrative Review Decision Form [Rule 13.2]

**DRAFT FOR 1.9.2018
COUNCIL MEETING**

ORDINANCE NO. 2018-_____

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,
ESTABLISHING REGULATIONS, POLICIES AND AN ORDER
IMPLEMENTING THE STATE PUBLIC RECORDS ACT, RCW
CHAPTER 42.56; ADOPTING NEW CHAPTER 2.06 OF THE MILL
CREEK MUNICIPAL CODE AND ADOPTING NEW POLICY NO. ##
CONCERNING PUBLIC RECORDS MANAGEMENT RULES; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Public Records Act, RCW Chapter 42.56, requires all cities and public agencies to maintain and make publicly available access to and copies of public records; and

WHEREAS, the City Council desires to formalize its procedures for doing so through adoption of a new Mill Creek Municipal Code (MCMC) chapter 2.06, entitled Public Records Management, and so better enable the Council to oversee and the City to manage and implement its public records responsibilities in compliance with the Act; and

WHEREAS, such new MCMC ch. 2.06 is subjoined and incorporated into this Ordinance as **Exhibit 1**; and

WHEREAS, the City Council further desires to approve new City Policy No. ##, entitled Public Records Rules, to implement MCMC ch. 2.06 and provide more uniform and reliable guidance to City staff in the course of responding to requests for public records under the Act, while simultaneously providing guidance to the public wishing to make such requests; and

WHEREAS, the City Manager has prepared new City Policy No. ## for adoption by the City Council to achieve those goals, which Policy is attached and incorporated into this Ordinance as **Exhibit 2**; and

WHEREAS, the Act, at RCW 42.56.070, requires the City to maintain a current index of various public records containing certain identifying information, unless maintaining such an index would be unduly burdensome, in which case the City need not maintain such an index; and

WHEREAS, the City is comprised of numerous departments, divisions and subdivisions, which maintain separate databases and/or record keeping systems for the indexing of records and information; and

WHEREAS, the City has and maintains records which are diverse, complex, stored in multiple locations and in multiple computer systems and databases, and which utilize different indexing procedures and systems, all of which are available in conformance with the Act; and

WHEREAS, the City produces or receives an uncountable number of records each day, and maintains an uncountable number of records in numerous City files; and

WHEREAS, the City's operations do not allow for the addition, revision, or reassignment of duties of existing personnel so that a current records index as described under the Act may be developed and maintained, and anticipated City revenues do not allow additional staffing for the purpose of creating and maintaining such an index; and

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WHEREAS, the development and maintenance of a current records index would be extremely costly, and would provide little benefit to the public compared to the expense of maintaining such index; and

WHEREAS, the City Council therefore finds that it would be unduly burdensome, if not physically and fiscally impossible, for the City to maintain a current index of records as described by the Act; and

WHEREAS, the City Council has therefore determined, in accordance with the Act and RCW 42.56.070(4), that maintaining such index would be unduly burdensome and would materially and substantially interfere with City operations; and

WHEREAS, the City Council has further determined that the City qualifies for the Act's provisions allowing the City to declare that such an index is not required under the circumstances of the City, and that the City thus will not maintain such an index; and

WHEREAS, the foregoing findings and determinations shall constitute a formal order under RCW 42.56.070(4); and

WHEREAS, the City Manager shall hereafter maintain, update and promulgate Policy No. ## as appropriate to ensure the City has current policies and rules that implement MCMC ch. 2.06 and the Act, as they may hereafter be amended; and

WHEREAS, MCMC ch. 2.06 and Policy No. ## shall be made available on the City's website and published in the usual manner of the City; and

WHEREAS, the City Council has reviewed MCMC ch. 2.06 and Policy No. ## and concurs in the statements and findings made therein, and adopts those as findings of the Council in the adoption of this Ordinance; and

WHEREAS, the City Council has reviewed MCMC ch. 2.06 and Policy No. ## and finds that they conform with and implement the Act, and will benefit the City and the public in carrying out the requirements of the Act;

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

Section 1. The City Council adopts the foregoing recitals as its findings and conclusions pertinent to the actions taken herein.

Section 2. Based on its findings and conclusions, the City Council hereby adopts new Mill Creek Municipal Code Chapter 2.06, entitled Public Records Management, subjoined hereto as **Exhibit 1**.

Section 3. Based on its findings and conclusions, the City Council hereby adopts new Mill Creek Policy No. ##, entitled Public Records Rules, attached to and incorporated herein as **Exhibit 2**.

Section 4. Based on its findings and conclusions, the City Council hereby declares this Ordinance to comprise a formal order as required under RCW 42.56.070(4) concerning the maintenance of a current index of public records within the City.

Section 5. The City Clerk is directed to take steps as required to implement and effectuate the terms of this Ordinance, including publication and dissemination of Exhibits 1 and 2 in the

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City's official compilations of ordinances and policies. The Clerk is authorized to correct and/or approve correction of scrivener's errors, internal references, and the like.

Section 6. This Ordinance shall be in full force and effect five days after publication of a summary hereof consisting of the title of this Ordinance, in accordance with RCW 35A.13.200.

Adopted this _____ day of _____, 2018, by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR PAMELA PRUITT

ATTEST/AUTHENTICATED:

CITY CLERK

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____

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EXHIBIT 1

**MCMC Chapter 2.06
Public Records Management**

Sections:

- 2.06.010 Purpose and intent
- 2.06.020 Definitions
- 2.06.030 Public records index not required – Findings & order
- 2.06.040 Public records rules authorized
- 2.06.050 Public records officer
- 2.06.060 Public records steering committee (PRSC)
- 2.06.070 Public disclosure coordinating team (PDCT)
- 2.06.080 Security of public records
- 2.06.090 Access to public records
- 2.06.100 Legal rights and interests of the city
- 2.06.110 Fees and costs
- 2.06.120 Administrative review of records denials
- 2.06.130 Judicial review

2.06.010 Purpose and intent

A. The Public Records Act, RCW Chapter 42.56, requires all cities and public agencies to maintain and make publicly available access to and copies of public records. The city has adopted this chapter 2.06 pursuant to the Act, and maintains a public records policy as authorized herein, to implement and provide the specific means and mechanisms for accessing the city's public records in conformance with the Act. The city will conform with the Act and the city's public records policy to implement and manage access to its records.

B. Pursuant to the Act, the city shall disclose all public records and any indexes of public records maintained by the city to the extent such records are not exempt, in whole or in part, from disclosure under the Act or other applicable laws.

C. The Act requires the city to maintain a current index of various public records, unless maintaining such an index would be unduly burdensome or would interfere with city operations, in which case the city need not maintain such an index. The city has determined at section 2.06.030 that maintaining such index would be unduly burdensome and interfere with city operations, and thus the city thus does not maintain such an index as permitted by the Act.

2.06.020 Definitions

A. The following terms have the indicated meanings unless the context clearly requires otherwise. Other definitions may be found in the text of this chapter or the city's public records rules:

"City" means the City of Mill Creek, including its elected and appointed officials and employees.

"MCMC" or "Code" means the Mill Creek Municipal Code.

"Public Disclosure Coordinating Team" or "PDCT" means the team charged with managing the city's responses to records requests.

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"Public Record" has the same meaning as in the Act. Without limiting the foregoing, a public record means any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the city regardless of physical form or characteristics.

"Public Records Act" or "Act" means RCW ch. 42.56, as now or hereafter amended.

"Public Records Officer" or "PRO" means the designated public records officer.

"Public Records Rules" or "Rules" or "Rule" means the city's Public Records Rules, Policy No. ##, as authorized, adopted and amended pursuant to this chapter.

"Public Records Steering Committee" or "PRSC" means the committee composed of the city manager, city clerk, public records officer and city attorney, or their designees.

"Record" or "Records" generally means the city's public records.

"Request" or "records request" means a request made in accordance with these Rules for disclosure of public records under the Act.

"Requestor" means a person who has made a public records request in accordance with the Rules.

"Writing" has the same meaning as in the Act. Without limiting the foregoing, a writing includes handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

2.06.030 Public records index not required – Findings & order

A. Findings. Pursuant to RCW 42.56.070(4), the city makes the following findings:

1. The city is comprised of numerous departments, divisions and subdivisions, which maintain separate databases and/or record keeping systems for the indexing of records and information.

2. The city has and maintains records which are diverse, complex, stored in multiple locations and in multiple computer systems and databases, and which utilize different indexing procedures and systems.

3. The city produces or receives an uncountable number of records each day, and maintains an uncountable number of records in numerous city files.

4. The development and maintenance of a current records index would be extremely costly, and would provide little benefit to the public compared to the expense of maintaining such index.

5. The city's operations do not allow for the addition, revision, or reassignment of duties of existing personnel so that a records index may be developed and maintained, and anticipated city revenues do not allow additional staffing for the purpose of creating and maintaining such an index.

6. For the foregoing reasons, it is unduly burdensome for the city, if not physically and fiscally impossible, to maintain a central index of records.

B. Order. Pursuant to RCW 42.56.070(4) and the foregoing findings, the city council makes the following order:

**DRAFT FOR 1.9.2018
COUNCIL MEETING**

1. The city is not required to maintain a current index of public records as required by the Act because that requirement is unduly burdensome for the city, would materially and substantially interfere with city operations, and there is insufficient funding for such work.

2.06.040 Public records rules authorized

The city manager shall promulgate and maintain Public Records Rules for the city that implement this chapter and the Act, as they may be amended, consulting as necessary with the Public Records Steering Committee. The Rules shall be made available on the city's website and published in conjunction with the MCMC.

2.06.050 Public records officer

The city manager shall designate a city employee or employees to serve as the city's Public Records Officer. The PRO shall perform the functions set forth herein and in the Rules.

2.06.060 Public records steering committee

A Public Records Steering Committee (PRSC) is established composed of the city manager, city clerk, PRO, and city attorney, or their designees. The PRSC shall provide guidance to the Public Disclosure Coordinating Team, review denials of public records requests, recommend and/or review changes to the Rules and this chapter, and perform other tasks as assigned by the city manager.

2.06.070 Public disclosure coordinating team

A Public Disclosure Coordinating Team (PDCT) is established, to be chaired by the PRO and composed of departmental representatives approved by the city manager. The PDCT shall be responsible for managing records requests and responses as set forth in the Rules under the direction of the PRO.

2.06.080 Security of public records

The Rules shall provide appropriate methods to maintain the security of the city's records and records systems; to prevent loss, damage, removal and/or alternation of records; to prevent other detrimental actions inconsistent with the Act; and to maintain appropriate retention of records responses for the city's benefit. Public records shall be maintained in manner consistent with state and city requirements for record retention.

2.06.090 Access to public records

A. The Rules shall provide for access, inspection and dissemination of records in a manner that is consistent with the Act; consistent with the city's duties and obligations to perform all of its other municipal, governmental, and public service functions; and consistent with the city's fiscal capabilities.

B. The Rules shall provide reasonable and efficient mechanisms for the public to make records requests and timely obtain records from the city, and for the city to verify, categorize, track, manage and provide timely responses to records requests.

C. The Rules shall provide mechanisms and guidance to assure legally proper and sufficient redaction and exemption of records consistent with the Act.

**DRAFT FOR 1.9.2018
COUNCIL MEETING**

2.06.100 Legal rights and interests of the city

Without limiting the scope of the city's legal authority, for the purpose of protecting the city's interests under or in connection with the Act, the city may initiate judicial action, and/or may join in any judicial action commenced by a third person, related to a records request submitted to the city. The city may seek to enjoin the inspection or copying of any nonexempt public records by persons serving criminal sentences in state, local, or privately operated correctional facilities as provided by the Act.

2.06.110 Fees and costs

The Rules shall provide for the recovery of charges, fees and costs as permitted under the Act, including statutory charges, customized charges when appropriate, waiver of de minimis charges, and efficient payment methods. To the extent necessary, such charges, fees and costs shall be included in and/or coordinated with the city's fee schedule at MCMC ch. 3.42.

2.06.120 Administrative review of records denials

In the interest of ensuring proper public access to records and timely resolution of issues regarding the denial, in whole or in part, of a public records request, the Rules shall provide aggrieved persons with an efficient internal administrative review process to be handled by the PRO and PRSC. Such administrative review shall be limited solely to the denial by the city of a public records request, whether in whole or in part, and solely to the records so denied. The availability and use of this administrative review process is provided as a convenience to records requestors, and it shall not in any manner alter or affect the requirements, scope, provisions or time limits of judicial review applicable to any city action taken under the Act.

2.06.130 Judicial review

A. Any requestor aggrieved by a qualifying action or decision of the city taken under this chapter or the Rules may obtain judicial review thereof if, as, and to the extent allowed under RCW 42.56.550.

B. If any appeal under this section concerns the city's denial of a record for which administrative review was available under MCMC 2.06.120, and the appellant failed to first avail herself or himself of such administrative review, such failure to exhaust remedies shall preclude appeal of such issue or issues in any judicial appeal.

*****END CHAPTER*****

**DRAFT FOR 1.9.2018
COUNCIL MEETING**

**Exhibit 2
to
Ordinance No. 2018-_____**

**Mill Creek Policy No. ##
Public Records Rules**

[see attached]



Date: January 9, 2018

A/P Check Batches		
Dated	Check Numbers	Amount
12/13/2017	ACH-CPSM	\$334.50
12/15/2017	ACH-Union 76 Fleet-Nov	\$5,555.37
12/15/2017	57906-57967	\$116,085.84
12/27/2017	EFT Debit-DOR Sales Tax	\$1,225.60
12/29/2017	57968-58003	\$50,521.57
Total		\$173,722.88

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 57906 through 58003, and EFT Debit and ACH in the amount of \$173,722.88.

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

Councilmember

Councilmember

Edwina
Finance Director Accountant

Rebecca C. Polizzotto
City Manager

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

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 12/13/2017
Report Time: 11:01:55 AM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	12/13/2017
ACH ID:	2911225895	Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	CPSM
Batch Status:	Submitted	Created By:	SANKOTTKE
Released By:	PLAUERMAN		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
CPSM CENTER FOR PUBLIC	CPSM	\$334.50	C	052000113	9856252680	C	0080739

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$334.50	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$334.50	1
Prenotes	\$0.00	0

<https://cpo-ach.bankofamerica.com/wcmpr/rptbatchsumviewform.jsp?source=BATCHSU...> 12/13/2017

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 01/04/2018
Report Time: 02:29:40 PM


Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	12/15/2017
ACH ID:	2911225895	Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	76
Batch Status:	Submitted	Created By:	SANKOTTKE
Released By:	PLAUERMAN		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
76 FLEET WEX BANK	0201-00-1059153	\$5,555.37	C	071000288	4539508	C	0215885

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$5,555.37	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$5,555.37	1
Prenotes	\$0.00	0

 Electronic Filing – Washington State	E-file Time: 2:45 PM help?
My Account Home Account(s) Account Activity List Server Suggestions Logout	

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	22256016
Tax Registration Number	600598011
Reporting Period	11/2017
Payment Type	EFT Debit
Date and Time Submitted	12/21/2017 2:44:13 PM
Date of Transfer	12/27/2017
Payment Amount	1,225.60
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.

Return to Account List	Print Confirmation
View Printable Return	

Confirmation

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

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 1/4/2018 12:13 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57906	911SUPPL	911 Supply Inc	12/15/2017	
	IN-10892	1 Pr Wool Pants - G Elwin		93.83
	IN-10893	2 Pairs Pants - G Elwin		199.80
	IN-10993	9 Hero's Stripes/18 Hero's Horiz Stripes		37.26
Total for Check Number 57906:				330.89
57907	ADLFSASC 132277	ESA Prof Serv Nursery Site Development Review 10/	12/15/2017	
				1,102.50
Total for Check Number 57907:				1,102.50
57908	ADPLLC 503234836	ADP, LLC Payroll Processing Chgs-Workforce Now 11/06	12/15/2017	
				740.12
Total for Check Number 57908:				740.12
57909	AFSCME1 November	AFSCME Local 1811-M Union Dues - AFSCME-Nov	12/15/2017	
				1,217.25
Total for Check Number 57909:				1,217.25
57910	AWC 56140	AWC Employee Benefit Trust Webinar-WA Paid Sick Leave-B Devenny	12/15/2017	
				25.00
Total for Check Number 57910:				25.00
57911	BANKCR21	Business Card	12/15/2017	
	1	Office Supplies-Exec Office		17.66
	2	Lunch Mtg 11/17 HR Dir & CM		42.30
Total for Check Number 57911:				59.96
57912	BANKCR23	Business Card	12/15/2017	
	1	Coffee-Police Volunteers Veterans Day Parade		17.61
	2	Lodging 11/13-11/14 WASPC Conf-G Elwin		103.42
	3	Lunch 11/16 Academy Graduation-Elwin,White		32.16
	4	1 Dinner, 2 Brkfasts 11/20-11/21 K9 Training-N		67.88
	5	Lunch 11/20 K9 Training-N Lerma + I Durkee		19.76
	6	Dinner 11/21 K9 Training-N Lerma + I Durkee		18.39
	7	Lunch 11/21 K9 Training-N Lerma + I Durkee		21.72
8	6-8x10 Black Wooden Frames Dept Photos/Iring		92.01	
Total for Check Number 57912:				372.95
57913	BANKCR24	Business Card	12/15/2017	
	1	10 Keys-File Cabinet Vault		24.84
	2	Ad "Assistant Director of Finance" 11/01-11/15		35.50
	3	Suspension Inspection, Road Test Verified Car 4		402.99
	4	Budget Analyst Training Academy 02/06-02/09 -		925.00
5	Holiday Cookies-CHS Lobby		5.97	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	6	Apple Defender Phone Case-K Mahmoud		6.61
	7	Stic Pens/Crayons-Passports		11.36
	7a	Red File Folders-City Contracts		18.21
Total for Check Number 57913:				1,430.48
57914	BELLT Mileage Reimb	Troy Bell Reimb Mileage-Airport 9/27-9/30-Director of P\	12/15/2017	79.97
Total for Check Number 57914:				79.97
57915	BLUEBEAM 1103256 1104108 1164198	Bluebeam Software Inc 2-Bluebeam:User License/Prorated Annual Main 1-Bluebeam:User License/Prorated Annual Main 10-Bluebeam: Standard Annual Maintenance Re	12/15/2017	612.00 301.00 872.16
Total for Check Number 57915:				1,785.16
57916	CBRDDYN 1238	cBoard Dynamic Displays System Use & Service Dec-Mar - Lobby Info Sc	12/15/2017	200.00
Total for Check Number 57916:				200.00
57917	CHRIESTJ Reimb	Joshua Christ Reimb 1 Pr Boots Per AFSCME Contract	12/15/2017	98.70
Total for Check Number 57917:				98.70
57918	CIEDMOND RGG-170081	City of Edmonds Domestic Violence Coordinator-Dec	12/15/2017	954.90
Total for Check Number 57918:				954.90
57919	CINTAS 460269644 460269644a	Cintas Corporation Loc. #460 Floor Mat Service 12/08 Floor Mat Service 12/08	12/15/2017	84.97 49.55
Total for Check Number 57919:				134.52
57920	COHENLAW 415-001M 415-002M	Cohen Law Group Contract No. 2017-1326 Prof Service-Comcast F Contract No. 2017-1326 Prof Service-Cable Frar	12/15/2017	1,770.00 2,670.00
Total for Check Number 57920:				4,440.00
57921	COMCAST 849831021072434	Comcast Internet for ITS 12/14-01/13	12/15/2017	106.40
Total for Check Number 57921:				106.40
57922	DATAQST 4073 4073a	DataQuest, LLC Background Check-Richard Karns Background Check-Gina Hortillosa	12/15/2017	80.00 80.00
Total for Check Number 57922:				160.00
57923	DELLMARK 10207962457	Dell Marketing LP 3-Police Vehicle Laptop Batteries	12/15/2017	132.45
Total for Check Number 57923:				132.45
57924	DLYJOURC 3331575	Daily Journal of Commerce 35th Ave Re-Construction RFQ Pub 11/27 + 12/	12/15/2017	324.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57924:	324.00
57925	DYSONT Reimb	Tracy Dyson 6 Online Classes-Pesticide License	12/15/2017	90.00
			Total for Check Number 57925:	90.00
57926	ELLITIRE 080625 080637 080658 080673	Elliott Tire & Service Inc LOF, Timing Cover Set, Midpipe Assembly-Car 4 Tires, LOF - Car #39 LOF - Car #41 Battery - Car #44	12/15/2017	2,389.72 828.07 34.14 122.37
			Total for Check Number 57926:	3,374.30
57927	FELDMAJ November 2017	Feldman & Lee, P.S. Public Defender Contract Fee-Nov	12/15/2017	8,750.00
			Total for Check Number 57927:	8,750.00
57928	GRAYBAR 9301231018	Graybar Street Light Repairs-Main St	12/15/2017	356.17
			Total for Check Number 57928:	356.17
57929	INTEGRA 15031236	Allstream T-1 Monthly Chgs-Dec	12/15/2017	686.62
			Total for Check Number 57929:	686.62
57930	JOHNCLNR 2554	John's Cleaning Services Inc Uniform Dry Cleaning-Nov	12/15/2017	42.46
			Total for Check Number 57930:	42.46
57931	KIMA Veterans Day	Andrew Kim Veterans Day Ceremony 11/11 Photography	12/15/2017	200.00
			Total for Check Number 57931:	200.00
57932	KROESENS 47490	Kroesen's Uniform Company 100-"Subdued" MCPD Patches - K9 Uniform	12/15/2017	340.02
			Total for Check Number 57932:	340.02
57933	LESSCHW 39500361767	Les Schwab Flat Repair-Sweeper PW 9	12/15/2017	33.12
			Total for Check Number 57933:	33.12
57934	LEXIPOL 22692	Lexipol LLC Law Enf. Police Policy Manual Update Subscrip	12/15/2017	3,920.00
			Total for Check Number 57934:	3,920.00
57935	MC MAG 4239	Mill Creek Living Magazine 19,500-Winter Issue MC Living Magazine	12/15/2017	4,300.00
			Total for Check Number 57935:	4,300.00
57936	MIGSVR 0050809	MIG/SvR Prof Serv-North Pointe Park-Final Design 09/01-	12/15/2017	781.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57936:	781.25
57937	OREILLY	O'Reilly Automotive Inc	12/15/2017	
	2986-137232	1-Air Filter PW 1, 2-Air Filters PW 2		116.13
	2986-137232a	1-Air Filter PW 7, 1-Air Filter PW 8		31.64
	2986-137827	1-Bullet Term		4.40
	2986-137884	2-Fuse Holders		7.37
	2986-137911	PW 9 & PW 10 Sweepers-Belts		136.18
	2986-137999	Terminal Kit-Electrical Ties		8.82
	2986-138776	Air Filter,Coil,Bulb-Car 3 / Bulb-PW 5		272.05
	2986-138776a	1-Air Filter PW 9		36.14
			Total for Check Number 57937:	612.73
57938	PACAIR	Pacific Air Control, Inc.	12/15/2017	
	7787	HP 2 HVAC Repair-CHN		1,046.15
			Total for Check Number 57938:	1,046.15
57939	PACLAB	PacLab	12/15/2017	
	PEMC1065	Blood Draw Fee-DUI Case #2017-13861		15.50
			Total for Check Number 57939:	15.50
57940	PERTEET	Perteet Inc	12/15/2017	
	20130281.007-1	Mill Creek Arena Sports Stormwater Walk Throu		1,202.13
	20160281.000-4	Gen Engineering Support NPDES 10/02-10/29		3,011.24
	20160281.000-5	Gen Engineering Support NPDES + TMDL Testi		3,413.49
	20160281.004-1	Prof Serv Creekside West Drainage Review 10/0		4,245.00
			Total for Check Number 57940:	11,871.86
57941	SHREDIT	Shred-It USA Inc	12/15/2017	
	8123534730	Shredding Service Fee		68.59
			Total for Check Number 57941:	68.59
57942	SILVERL	Silverlake Water District	12/15/2017	
	14112-27585	132nd & SR 527 Irrig 11/01-11/30		7.60
	14737-19068	Silver Crest Park 11/01-11/30		7.60
	17679-27345	15429 1/2 Bothell Everett Hwy 11/01-11/30		7.60
	17684-27596	15429 Bothell Way-Irrig 11/01-11/30		7.60
	24079-27593	Hillside Park 11/01-11/30		7.60
	32140-27632	13903 N Creek Dr-Irrig 11/01-11/30		7.60
	32141-27633	MCSP 11/01-11/30		73.45
	35995-27914	SR 527-Irrig 11/01-11/30		7.60
	35996-27914	14600 SR 527-Irrig 11/01-11/30		7.60
	35997-27914	13800 N SR 527-Irrig 11/01-11/30		7.60
	35998-27914	1600 SR 527-Irrig 11/01-11/30		7.60
	35999-27914	15200 SR 527-Irrig 11/01-11/30		7.60
	36000-27914	15100 N SR 527-Irrig 11/01-11/30		7.60
	36016-27914	SR 527 & Trillium Blvd-Irrig 11/01-11/30		7.60
	36025-27914	14600 SR 527-Irrig 11/01-11/30		7.60
	36026-27914	SR 527&Dumas Rd-Irrig 11/01-11/30		7.60
	36365-27593	Dumas Rd Irrigation 11/01-11/30		22.30
	37034-30017	14721 12th Ave SE-Irrig 11/01-11/30		7.60
	37680-27914	33rd Dr + North Pointe Circle 11/01-11/30		7.60
	40191-27914	13315 45th Ave SE-Restroom 11/01-11/30		63.50
			Total for Check Number 57942:	288.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57943	SMARSH INV00308315 INV00308315a	Smarsh Inc Text Archiving Platform-Verizon Monthly 11/01- Use Tax, Text Archiving Platform-Verizon Mond	12/15/2017	240.60 -7.80
Total for Check Number 57943:				232.80
57944	SNDPUBIN EDH785389 EDH786888 EDH788045	Sound Publishing Inc Legal Notice PL2017-0027 35th Re-Construction RFQ Pub 11/27 & 12/04 Notice 2017-2018 Mid Biennial Budget Amend	12/15/2017	61.92 147.92 39.56
Total for Check Number 57944:				249.40
57945	SNOCOC 2017-4217	Snohomish County Corrections Jail Service Fecs-Oct	12/15/2017	16,779.50
Total for Check Number 57945:				16,779.50
57946	SNOCOPW I000456793 I000456794 I000456794a I000456794b I000456794c	Snohomish County Public Works RR6138-Overlay Program-Oct RR7552-Dumas Rd & Park Rd-Oct RR7571-Mill Creek Rd & Seattle Hill-Oct RR7573-35th SE & 148th SE-Oct RR7864-Dumas at No Crk Dr-Oct	12/15/2017	15,377.62 160.73 107.13 545.50 160.73
Total for Check Number 57946:				16,351.71
57947	SNOCOSH1 2017-4239 2017-4255	Snohomish County Treasurer Inmate Medical Billing-Sept Inmate Medical Billing-Oct	12/15/2017	49.33 72.73
Total for Check Number 57947:				122.06
57948	SNOCOSHO I000456828	Snohomish County Sheriff's Office Range Use-10 Hours 10/03	12/15/2017	580.00
Total for Check Number 57948:				580.00
57949	SNOCPUD 2007-4359-9 2007-9722-3 2013-4538-6 2013-6774-5 2016-6351-5 2016-6928-0 2017-5296-1 2017-8113-5 2018-9805-3 2025-2921-0 2025-7077-6 2026-2439-1 2027-6793-5 2029-0994-1 2029-2633-3 2029-5905-2 2030-2812-1 2031-6469-4 2032-5163-2 2033-8815-2 2047-1752-4 2047-1753-2	PUD No. 1 of Snohomish County Street Lights-190 Lights-200W 11/01-11/30 3401 148th St SE 10/19-11/17 2501 147th Pl SE 10/19-11/17 902 164th St SE 11/02-12/05 14600 16th Ave SE 11/01-12/04 Highlands Park 10/25-11/27 Library Park 11/03-12/06 2701 155th St SE 10/26-11/28 1700 Mill Creek Rd 10/21-11/21 Street Lights-386 Lights-100W 11/01-11/30 Street Lights -87 Lights-250W 11/01-11/30 Street Lights-100W-841 Lights 11/01-11/30 Street Lights-21 Lights-400W 11/01-11/30 Street Lights-6 Lights-150W 11/01-11/30 Hillside Park 10/26-11/28 4842 SAC 11/03-12/06 4560 SAC 11/01-12/05 13510 N Creek Dr 10/14-11/14 15510 Village Green Dr 10/26-11/28 15429 Bothell Everett Hwy 11/03-12/06 Street Lights-8 Lights-200W 11/01-11/30 Street Lights-38 Lights-250W 11/01-11/30	12/15/2017	1,749.78 65.34 36.05 38.71 19.90 37.08 20.01 105.69 125.29 1,389.60 1,891.28 6,021.56 312.90 28.98 18.36 89.78 72.07 52.61 18.36 33.46 47.68 285.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2047-1754-0	Street Lights-39 Lights-400W	11/01-11/30	441.48
	2050-8723-2	Street Lights-17 Lights-100W	11/01-11/30	52.87
	2054-9532-8	Street Lights-49 Lights-20W	11/01-11/30	17.15
	2203-1739-0	Street Lights-1 Light-240W	11/01-11/30	7.94
	2206-1241-0	15601 22nd Ct SE	10/26-11/28	25.51
	2207-6351-0	13332 44th Ave SE	11/01-12/05	90.06
	2212-9311-1	Street Lights-1 Light-160W	11/01-11/30	5.18
			Total for Check Number 57949:	13,100.06
57950	STARDMSV 0117244-IN 0117244-INa	Stardom Services Inc Janitorial Services-Nov-CHN Janitorial Services-Nov-CHS	12/15/2017	1,184.13 995.00
			Total for Check Number 57950:	2,179.13
57951	STERICYC 3004075504	Stericycle Inc Biomedical Waste Services-Monthly Fee	12/15/2017	10.36
			Total for Check Number 57951:	10.36
57952	STOWE MC 09	Stowe Development & Strategies, LLC Prof Serv Aug-Sept Recruiting Director of PW &	12/15/2017	1,125.00
			Total for Check Number 57952:	1,125.00
57954	THOMPSONB 1 2 3 4 5 6 7	Brett Thompson Lunch 11/27 PTO Training-B Thompson Dinner 11/27 PTO Training-B Thompson Lunch 11/28 PTO Training-B Thompson Dinner 11/28 PTO Training-B Thompson Lunch 11/29 PTO Training-B Thompson Dinner 11/29 PTO Training-B Thompson Lunch 11/30 PTO Training-B Thompson	12/15/2017	13.10 18.17 8.22 17.16 9.79 12.61 14.74
			Total for Check Number 57954:	93.79
57955	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-Nov	12/15/2017	25.00
			Total for Check Number 57955:	25.00
57956	TRAFFSAF 134961	Traffic Safety Supply Co Inc Cross Walk Flags-100 Flags	12/15/2017	342.36
			Total for Check Number 57956:	342.36
57957	TRANSUN 11710924	Trans Union LLC Basic Service Monthly Fee-Credit Checks 10/26	12/15/2017	27.60
			Total for Check Number 57957:	27.60
57958	UNWAYSNC 12082017	United Way of Snohomish County Payroll 12/08 - United Way	12/15/2017	95.00
			Total for Check Number 57958:	95.00
57959	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges 11/01-11/30	12/15/2017	36.00
			Total for Check Number 57959:	36.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57960	USIC 262793 262793a	USIC Locating Services, LLC 112 NC Locates/107 Ticket Locates 112 NC Locates/107 Ticket Locates	12/15/2017	1,245.81 1,245.81
Total for Check Number 57960:				2,491.62
57961	UJULC 7110165 7110165a	Utilities Underground Location Center On Call Location Service-92 Locates On Call Location Service-92 Locates	12/15/2017	59.34 59.34
Total for Check Number 57961:				118.68
57962	VERIZON 9796628720	Verizon Wireless Access & Usage Chgs 10/21-11/20 - City Cell PI	12/15/2017	2,092.33
Total for Check Number 57962:				2,092.33
57963	VOICESNW Tree Lighting	Voices Northwest Tree Lighting Ceremony 12/02 - Chorus	12/15/2017	100.00
Total for Check Number 57963:				100.00
57964	WASTPAT I18003712	Washington State Patrol Background Checks-Nov	12/15/2017	48.00
Total for Check Number 57964:				48.00
57965	WRPA 2503	WA Recreation & Park Assoc. 2017 Gold Agency Membership Renewal-WRPA	12/15/2017	443.00
Total for Check Number 57965:				443.00
57966	ZAC&THON 1314	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Dec	12/15/2017	8,875.95
Total for Check Number 57966:				8,875.95
57967	ZUMAR 0191697	Zumar Industries, Inc. 5-No Parking Any Time Signs	12/15/2017	94.02
Total for Check Number 57967:				94.02
Total for 12/15/2017:				116,085.84
57968	ALDWTR 00320003-01 01100176-01 01300169-01 01550006-01 02170002-01 02460002-01 02470001-01 03050003-01 03095000-01 03805002-01 03865000-01 04900159-01 05400166-01 05590004-02 05600177-03	Alderwood Water District Seattle Hill Rd I/R 09/18-11/20 Median 4&5 I/R 09/18-11/20 1901 Mill Fern Dr SE I/R Median #2 09/18-11/2 16011 28th Dr SE I/R 09/18-11/20 Seattle Hill Rd I/R 09/18-11/20 155 Village Grn Dr I/R 09/18-11/20 155 Village Grn Dr/Heron Pk 09/18-11/20 15933 29th Dr SE I/R 09/18-11/21 16220 27th Dr SE I/R 09/18-11/21 16217 27th Dr SE I/R 09/18-11/21 16205 25th Dr SE I/R 09/18-11/21 Seattle Hill Rd I/R 09/18-11/20 Median Number 6 I/R 09/18-11/20 15720 Mill Creek Blvd D/C 09/19-11/20 15720 Main Street 09/19-11/20	12/29/2017	87.77 68.49 207.81 68.49 68.49 131.81 184.74 68.49 68.49 68.49 30.50 68.49 131.81 14.32 556.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	05700181-01	15728 Main St I/R 09/19-11/21		131.81
	05702001-01	15728 Main St D/C 09/18-11/20		14.32
	05705005-01	15728 Main Street 09/18-11/20		425.09
	06900173-02	1300 156th Pl SE I/R 09/18-11/20		30.50
	07850004-01	16101 Highland Blvd/Restr 09/18-11/21		182.33
	07855001-01	16101 28th Dr SE I/R 09/18-11/21		153.50
	07895001-01	16021 28th Dr SE I/R 09/18-11/21		68.49
	07900155-01	Seattle Hill Rd I/R 09/18-11/20		68.49
	08000152-01	Seattle Hill Rd I/R 09/18-11/20		68.49
	08300050-01	3310 157th Pl SE I/R 09/18-11/20		198.82
	08800024-01	Seattle Hill Rd I/R 09/18-11/20		68.49
	08900020-01	Seattle Hill Rd I/R 09/18-11/20		68.49
	09000017-01	Seattle Hill Rd I/R 09/18-11/20		68.49
	09080000-01	14600 Mill Creek Blvd I/R 09/18-11/21		30.50
	09100016-01	Seattle Hill Rd I/R 09/18-11/20		68.49
	13233000-01	15200 Mill Creek Blvd I/R 09/18-11/21		30.50
	25703000-01	14725 32nd Dr SE I/R 09/18-11/21		68.49
	26070000-01	15803 32nd Ave SE 09/18-11/21		182.33
	26467000-01	1900 164th St SE 09/18-11/21		68.49
	26468000-01	1900 164th St SE I/R 09/18-11/21		68.49
	33254000-01	14725 32nd Dr SE 09/18-11/21		182.33
	34493000-01	15720 Main St I/R 09/18-11/20		47.37
			Total for Check Number 57968:	4,119.44
57969	ALLBATRY 800-10029032	All Battery Sales & Service School Zone Lights	12/29/2017	205.18
			Total for Check Number 57969:	205.18
57970	HUMEA 12/14/17	Allen Hume Ph.D., C.D.P. Pre-Employment Psych-S Eastman	12/29/2017	650.00
			Total for Check Number 57970:	650.00
57971	AMTESTIN 102372	Am Test, Inc 6-Fecal Coliform Analysis	12/29/2017	150.00
			Total for Check Number 57971:	150.00
57972	BESTTREE 120717-2	Best Tree Service Tree Removal-Country Club Dr Median	12/29/2017	910.80
			Total for Check Number 57972:	910.80
57973	BANKCR26	Business Card	12/29/2017	
	1	Tourism Website Domain millcreektourism.com		13.44
	10	Luncheon 12/06 - Deputy Chief Candidates & P		175.44
	2	Blankets for WWII Vets on Stage - Veterans' Day		35.30
	2a	VIP Refreshments Exec Conf Room - Veterans' I		9.77
	3	3x3 Post-It Notes-R Polizzotto & G Pfister		15.32
	3a	Use Tax, 3x3 Post-It Notes-R Polizzotto & G Pf		-1.44
	4	136th Flood Supplies-Socks & Water		18.18
	5	Staff Lunch-Event Cancelled Due to Emergency		84.48
	6	Event Photography - Veterans' Day Ceremony		300.00
	7	Lunch-Turkey Bowl Staff Event 11/17		87.41
	8	City Hall Holiday Decorations		57.62
	9	City Hall Holiday Decorations		12.14
			Total for Check Number 57973:	807.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57974	CARLSONJ 6730	Jessica Carlson Adventures in Art-Fall 2 10/27-12/15 #6730	12/29/2017	269.50
Total for Check Number 57974:				269.50
57975	CINTAS 460279001 460279001a	Cintas Corporation Loc. #460 Floor Mat Service 12/22 Floor Mat Service 12/22	12/29/2017	84.97 49.55
Total for Check Number 57975:				134.52
57976	CIEDMOND MCreek	City of Edmonds North Sound Metro SWAT Team 2018 Contribut	12/29/2017	1,642.35
Total for Check Number 57976:				1,642.35
57977	COMCAST 849831021045701	Comcast High Speed Internet Fee 12/18-01/17	12/29/2017	191.40
Total for Check Number 57977:				191.40
57978	COPIETC AR28656	Copiers Etcetera, Inc. Repairs & Maint-Copy Machines-Dec	12/29/2017	1,268.19
Total for Check Number 57978:				1,268.19
57979	EVERGRML MC082 2017 MC083 2017 MC084 2017 MC085 2017 MC086 2017 MC087 2017 MC088 2017 MC089 2017 MC090 2017 MC091 2017 MC092 2017 MC093 2017 MC094 2017 MC095 2017	Evergreen Maintenance Landscaping, LLC Landscape Maintenance-Hillside Park-Nov Landscape Maintenance-Heron Park-Nov Landscape Maintenance-Nickel Creek Park-Nov Landscape Maintenance-Buffalo Park-Nov Landscape Maintenance-Highlands Park-Nov Landscape Maintenance-Library Park-Nov Landscape Maintenance-Public Library-Nov Landscape Maintenance-CHS-Nov Landscape Maintenance-North Creek Sports Parl Landscape Maintenance-CHN-Nov Landscape Maintenance-Cougar Park-Nov Landscape Maintenance-Pine Meadow Park-Nov Landscape Maintenance-ROW Medians-Nov Landscape Maintenance-ROW Medians-Nov	12/29/2017	220.80 110.40 110.40 220.80 110.40 110.40 220.80 220.80 110.40 165.60 110.40 220.80 735.53 1,349.37
Total for Check Number 57979:				4,016.90
57980	GTENORTH 425316032611080 425745697408189	Frontier Alarm System Line Chgs-Cook House CC Line/Security System Line 11/19-12/18	12/29/2017	52.16 166.84
Total for Check Number 57980:				219.00
57981	GAMETIME PJI-0074544	GameTime Highlands Park Play Structure Replacement-Arc	12/29/2017	6,482.04
Total for Check Number 57981:				6,482.04
57982	JJPOLYSR 1328	JJ Polygraph Services LLC Pre-Employment Polygraph Exam-Deputy Chief	12/29/2017	200.00
Total for Check Number 57982:				200.00
57983	LESSCHW 39500365423	Les Schwab Flat Repair-Sweeper PW 9	12/29/2017	42.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 57983:	42.86
57984	MIGSVR 0050205	MIG/SvR Prof Serv-North Pointe Park-Final Design 08/01-	12/29/2017	2,335.00
			Total for Check Number 57984:	2,335.00
57985	PACAIR 8398	Pacific Air Control, Inc. HVAC Repair-CHN	12/29/2017	1,785.15
			Total for Check Number 57985:	1,785.15
57986	PAKOR 8027083	Pakor Inc 1 Case Media-Passport Film	12/29/2017	316.76
			Total for Check Number 57986:	316.76
57987	PHILPUB 408	Philips Publishing Passport Ad-Lynnwood Recreation Guide Winter	12/29/2017	340.00
			Total for Check Number 57987:	340.00
57988	PILCKREN 60143 60143a	Pilchuck Rentals and Equipment Sales Tractor Backhoe Rental 12/11-12/13 Highland P; Tractor Backhoe Rental 12/11-12/13 Pond 6 Rep	12/29/2017	332.52 332.51
			Total for Check Number 57988:	665.03
57989	SNOCPUD 2001-0143-4 2001-5445-8 2013-5396-8 2019-4860-1 2022-1236-1 2022-3010-8 2024-6104-2 2026-6749-9 2026-9300-8 2028-5205-9 2031-6469-4 2032-1155-2 2033-4808-1	PUD No. 1 of Snohomish County 2725 Seattle Hill Rd 11/07-12/08 2720 Seattle Hill Rd 11/07-12/08 15728 Main St 11/03-12/06 13903 N Creek Dr 11/15-12/15 928 Dumas Rd 11/15-12/15 1900 164th St SE 11/08-12/08 15803 32nd Ave SE 11/07-12/08 2024 Seattle Hill Rd 11/08-12/11 15720 Main St 11/15-12/15 15720 Main St Unit B 11/15-12/15 13510 N Creek Dr 11/15-12/15 Cook House - 11/15-12/18 14810 35th Ave SE 11/07-12/08	12/29/2017	17.28 17.28 1,751.88 857.61 144.27 23.58 111.37 39.88 1,768.85 409.23 51.52 98.58 75.03
			Total for Check Number 57989:	5,366.36
57990	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 11/16-12/18 15728 Main St 11/16-12/18	12/29/2017	395.24 823.44
			Total for Check Number 57990:	1,218.68
57991	PITNEYW 800090000046343	Purchase Power Postage-Refill Postage Meter	12/29/2017	2,000.00
			Total for Check Number 57991:	2,000.00
57992	SHI B07471289	SHI International Corp Email Archiver Support & Barracuda Archiver v	12/29/2017	2,438.74
			Total for Check Number 57992:	2,438.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
57993	SHREDIT 9123734253	Shred-It USA Inc Shredding Service Fee	12/29/2017	68.59
Total for Check Number 57993:				68.59
57994	SNOSDIST 5991700025	Snohomish School Dist No. 201 Glacier Peak High School Band-Veterans' Day C	12/29/2017	761.29
Total for Check Number 57994:				761.29
57995	SNDPUBIN EDH788591 EDH788734	Sound Publishing Inc City Notice: Updated HRG City Notice: Exploration Park Construction RFQ	12/29/2017	43.00 73.96
Total for Check Number 57995:				116.96
57996	STAPLEAD 8047628124 8047628124A 8047628124B 8047628124C	Staples Advantage Copy Ppr General Office Supplies-Gina H General Office Supplies-Lindsey R Toner Cartridge-Investigations	12/29/2017	788.66 49.40 123.00 105.97
Total for Check Number 57996:				1,067.03
57997	STARMSV 0117278IN 0117278INa	Stardom Services Inc Janitorial Services-Dec-CHN Janitorial Services-Dec-CHS	12/29/2017	1,184.13 995.00
Total for Check Number 57997:				2,179.13
57998	STATEAUD L122778	State Auditor's Office Statutory Audit Services 2016-2016	12/29/2017	6,423.90
Total for Check Number 57998:				6,423.90
57999	SUNBELT 74672550-0001 74672550-0001a	Sunbelt Rentals Irrigation Blowout 12/05-12/12 Air Compressor Irrigation Blowout 12/05-12/12 Air Compressor	12/29/2017	319.81 319.81
Total for Check Number 57999:				639.62
58000	TERMINIX 371171607	Terminix Processing Center Pest Control-WO#14977070450-MC Library	12/29/2017	77.28
Total for Check Number 58000:				77.28
58001	ADTSEC 29770404 29770404a	Tyco Integrated Security LLC Panic Button Monitoring Chgs 01/01-03/31 Evidence Room Monitoring Chgs 01/01-03/31	12/29/2017	328.86 328.85
Total for Check Number 58001:				657.71
58002	WDHRBNGI 1248278	Wood Harbinger Prof Engr Serv CHN HVAC Through 11/30	12/29/2017	684.50
Total for Check Number 58002:				684.50
58003	APT 2018 Dues 2018Dues	WSAPT 2018 Membership Dues WSAPT - S Ringstad 2018 Membership Dues WSAPT - K Mason-Hat	12/29/2017	35.00 35.00
Total for Check Number 58003:				70.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
Total for 12/29/2017:				50,521.57
Report Total (97 checks):				166,607.41



Date: January 9, 2018

Payroll Check Batches		
Dated	Check Numbers	Amount
12/08/2017	ACH Automatic Deposit Checks	\$152,344.86
12/08/2017	ACH Wire- FWT & Medicare Taxes	\$32,175.09
12/08/2017	ACH Wire MEBT- Wilmington Trust	\$24,298.44
12/08/2017	ACH Wire- ICMA RC- Def. Comp	\$532.70
12/11/2017	ACH Wire- BAC- Flex Spending Acct	\$766.16
12/08/2017	ACH Wire- MCPD Guild Dues	\$2,140.00
12/21/2017	ACH Automatic Deposit Checks	\$140,537.01
12/21/2017	ACH Wire- FWT & Medicare Taxes	\$28,156.83
12/21/2017	ACH Wire MEBT- Wilmington Trust	\$28,158.77
12/21/2017	ACH Wire- ICMA RC- Def. Comp	\$507.70
12/21/2017	ACH Wire- BAC- Flex Spending Acct	\$731.16
01/03/2018	ACH Wire- Assoc. of WA Cities	\$80,936.32
Total		\$491,285.04

Voided Checks	
Numbers	Explanation

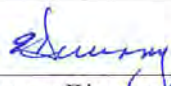
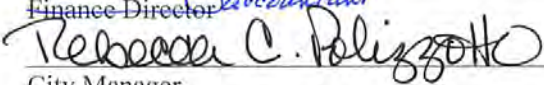
CLAIMS APPROVAL

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 \$491,285.04.

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

Councilmember

Councilmember


 Finance Director

 City Manager

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:49 Pay Date:12/08/2017 P/E Date:11/30/2017
 Qtr/Year:4/2017 Run Time/Date:15:53:02 PM EST 12/06/2017

Taxes Debited	Federal Income Tax	25,809.11		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,182.99		
	Medicare - ER	3,182.99		
	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		
	Total Taxes Debited	32,175.09		
Other Transfers	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	152,344.86		
	Total Amount Debited From Your Account		184,519.95	Total Liability 184,519.95
Bank Debits & Other Liability	Checks	0.00		184,519.95
	Adjustments/Prepay/Voids	0.00		184,519.95
Taxes- Your Responsibility	None this payroll			184,519.95

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 12/08/2017 2:41:32 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 17C8B3055APW1H27

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

Debit Bank: ~~02600024~~
Debit Account: ~~026000104700~~
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: ~~0332974535~~
Beneficiary Bank ID: ~~022000040~~
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: 24,298.44

Value Date: 12/08/2017

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:2017120800356205
Confirmation #: FEDR:20171208B6B7HU4R012610

Input Time: 12/08/2017 11:31:05 AM CST
Time: 12/08/2017 2:41:15 PM CST

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 12/08/2017 2:41:32 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 17C8E384647S0576

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: 430000024
Debit Account: 000000000000
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: 430000024
Beneficiary Bank ID: 000000000000
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: 532.70

Value Date: 12/08/2017

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:2017120800356206
Confirmation #: FEDR:20171208B6B7HU4R012609

Input Time: 12/08/2017 2:38:54 PM CST
Time: 12/08/2017 2:41:15 PM CST

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 12/08/2017
Report Time: 05:39:32 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 12/11/2017
 ACH ID: ~~011100000~~ Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: BAC
 Batch Status: Released Created By: SANKOTTKE
 Released By: SANKOTTKE

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
BAC	BENEFIT ADMIN C	\$766.16	C	425100006	010000000	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$766.16	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$766.16	1
Prenotes	\$0.00	0

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 12/08/2017 2:41:32 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 17C8E3749B0S1434

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank: 430000024
Debit Account: 00000104700
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: 0000010001
Beneficiary Bank ID: 430000024
BANK OF AMERICA, NA
1424 164TH ST SW
LYNNWOOD
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 2,140.00

Value Date: 12/08/2017

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:2017120800356204
Confirmation #: BOOK:2017120800356204

Input Time: 12/08/2017 2:37:56 PM CST
Time: 12/08/2017 2:41:15 PM CST

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:51 Pay Date:12/21/2017 P/E Date:12/15/2017
 Qtr/Year:4/2017 Run Time/Date:17:09:51 PM EST 12/19/2017

Taxes Debited	Federal Income Tax	22,335.33		
	Earned Income Credit Advances	0.00		
	Social Security - EE	3.92		
	Social Security - ER	3.92		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,906.82		
	Medicare - ER	2,906.84		
	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		
	Total Taxes Debited	28,156.83		
	Other Transfers	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	140,537.01	
	Total Amount Debited From Your Account		168,693.84	
Bank Debits & Other Liability	Checks	0.00		168,693.84
	Adjustments/Prepay/Voids	0.00		168,693.84
Taxes- Your Responsibility	None this payroll			168,693.84
				Total Liability
				168,693.84

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 12/21/2017 4:17:33 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 17CLG1233FUT1A27

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

Beneficiary Name: MATRIX TRUST COMPANY
Beneficiary Address: NA
Beneficiary City: NA
Beneficiary Postal Code: NA
Beneficiary Country: US - United States of America

Beneficiary Account: ██████████
Beneficiary Bank ID: ██████████
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: 28,158.77

Value Date: 12/21/2017

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:2017122100478241
Confirmation #: FEDR:20171221B6B7HU4R017554

Input Time: 12/21/2017 4:12:41 PM CST
Time: 12/21/2017 4:17:13 PM CST

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 12/21/2017 4:24:58 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 17CLF39358HT0A45

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: ~~430000024~~
Debit Account: ~~00000104700~~
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: ~~4300000~~
Beneficiary Bank ID: ~~02000046~~
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: 507.70

Value Date: 12/21/2017

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:2017122100461612
Confirmation #: FEDR:20171221B6B7HU1R016637

Input Time: 12/21/2017 3:39:47 PM CST
Time: 12/21/2017 3:43:28 PM CST

ACH Cash Pro Online
City of Mill Creek

Report Date: 12/21/2017
Report Time: 03:38:39 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 12/21/2017
 ACH ID: ~~0011225885~~ Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: BAC
 Batch Status: Released Created By: SANKOTTKE
 Released By: SANKOTTKE

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$731.16	C	426408888	346005588	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$731.16	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$731.16	1
Prenotes	\$0.00	0

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

ACCOUNT SUMMARY - contains all changes to this account as of 01/03/2018 08:50:45 AM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 01/2018
COVERAGE MONTH: 01/2018
PAYMENT DUE BY: **01/10/2018**
CURRENT BILLING AMOUNT: \$80,936.32
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$80,936.32**

100 186 L 012018 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	01/2018	<u>\$80,936.32</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



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, December 12, 2017

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](#).

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
Donna Michelson, Councilmember
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember*

Councilmembers Absent:

AUDIENCE COMMUNICATION

- A. Kathy Nielsen, a Mill Creek resident, asked Council if Sean Kelly had submitted his official resignation letter and returned funds to the City. City Manager Rebecca Polizzotto confirmed that he had.

PRESENTATIONS

- B. Outgoing Councilmember Recognition - Donna Michelson

Mayor Pruitt read a proclamation recognizing and honoring Councilmember Donna Michelson for her years of service to the City of Mill Creek. Several Mill Creek residents including John Lovick, Bart Masterson, Lynn Sordel, Herbie Martin and Pam Olson thanked Councilmember Michelson for her service to the community.

RECESS

- C. The meeting recessed at 6:38 p.m. to celebrate Councilmember Michelson with cake and punch.

December 12, 2017 REGULAR COUNCIL MEETING MINUTES

RECONVENE TO REGULAR SESSION

- D. The meeting reconvened to regular session at 6:56 p.m.

OLD BUSINESS

- E. Emergency Communications Dispatch Services: Snohomish County 911 Interlocal Agreement and Election as Principal Members

City Manager Rebecca Polizzotto reviewed background information, previous discussions and agenda packet materials regarding the consolidation of SNOCOM and SNOFAC into a consolidated regional dispatch agency pursuant to the prepared Interlocal Agreement (ILA), which was included in the packet materials.

Councilmember Cavaleri made a motion to approve Ordinance #2017-824, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON RELATING TO THE MERGER OF SNOCOM AND SNOFAC DISPATCH AGENCIES; APPROVING AN INTERLOCAL AGREEMENT CREATING A NEW COMBINED ENTITY KNOWN AS SNOHOMISH COUNTY 911, A COUNTYWIDE CONSOLIDATED PUBLIC EMERGENCY COMMUNICATIONS AGENCY; AUTHORIZING OTHER ACTIONS RELATED TO SAID AGENCY AND THE CITY'S PARTICIPATION THEREIN; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE INTERLOCAL AGREEMENT AND RELATED DOCUMENTS ON BEHALF OF THE CITY OF MILL CREEK. Councilmember Michelson seconded the motion. The motion passed unanimously.

NEW BUSINESS

- F. Presentation: Snohomish County Emergency Radio System (SERS) System-Wide Upgrade

City Manager Polizzotto introduced Ralph Krusey and Andy Rushack, representatives from SERS, who presented a [PowerPoint](#) that reviewed the radio system, replacement needs, benefits of a new system, timeline and next steps. Mr. Krusey provided [handouts](#) showing possible proportional costs and an FAQ sheet.

The City Manager advised the Council that this presentation was for informational purposes only and that she would continue to brief the Council as the project progressed.

CONSENT AGENDA

- G. Approval of Checks #57854 through #57905 and ACH Wire Transfers in the Amount of \$257,226.76
(Audit Committee: Mayor Pruitt and Councilmember Bond)
- H. Payroll and Benefit ACH Payments in the Amount of \$291,595.29
(Audit Committee: Mayor Pruitt and Councilmember Bond)

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

REPORTS

December 12, 2017 REGULAR COUNCIL MEETING MINUTES

I. Mayor/Council

Councilmember Bond reported that he attended a Health Board meeting tonight and that they approved the 2018 budget. Councilmember Bond stated that a Bothell Councilmember will be taking over his position on the Health Board and thanked Council for letting him serve on the Board.

Councilmember Cavaleri reported that he will not be at the December 18 Special City Council meeting.

Councilmember Michelson reported that she will be attending the Art & Beautification Board meeting tomorrow.

J. City Manager

City Manager Rebecca Polizzotto introduced Chief of Police Greg Elwin who announced the hiring of Deputy Chief of Police Scott Eastman.

AUDIENCE COMMUNICATION

K. There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:51 p.m.

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk



MINUTES

City Council Regular Meeting

6:00 PM - Monday, December 18, 2017

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](#).

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 (via phone)
Donna Michelson, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember*

Councilmembers Absent:

Vince Cavaleri, Councilmember

Councilmember Michelson made a motion to excuse Councilmember Cavaleri due to vacation. Councilmember Todd seconded the motion. The motion passed unanimously.

Councilmember Todd made a motion to allow Mayor Pro Tem Holtzclaw to participate and vote telephonically. Councilmember Michelson seconded the motion. The motion passed unanimously.

PUBLIC HEARING

A. Biennial Budget Adjustments

City Manager Rebecca Polizzotto led Council through a PowerPoint presentation that highlighted a personnel summary and significant accomplishments from 2017.

City Manager Polizzotto introduced Director of Finance Peggy Lauerman who continued the presentation with a financial summary showing fund revenues and expenditures. City Manager Polizzotto reviewed the summary of amendments (Exhibit

December 18, 2017 REGULAR COUNCIL MEETING MINUTES

A and Exhibit B), broken down by fund.

Mayor Pruitt opened the public hearing for public comments and/or testimony. There were no comments or testimony from the audience.

Council engaged in discussion.

Councilmember Michelson made a motion to approve Ordinance #2017-825, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, RELATING TO THE 2017-2018 BUDGET; AMENDING THE 2017-2018 BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR SPECIFIED FUNDS; ORIGINALLY ADOPTED BY ORDINANCE 2016-810. Councilmember Todd seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

- B.** Herbie Martin, a Mill Creek resident, asked Council what the next steps are to fill the vacant Council position. City Manager Rebecca Polizzotto stated that the City is awaiting a formal order from the court and will evaluate that order with the City Attorney.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 6:47 p.m.

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk

December 18, 2017 REGULAR COUNCIL MEETING MINUTES

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

FEBRUARY						
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
		Council				
18	19	20	21	22	23	24
25	26	27	28			
		Council				

MARCH						
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
		Council				
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Council				

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: January 4, 2018

January 23, 2018

(Agenda Summary due January 9)

- Presentation: Long Term Planning
- Work Session: Long Term Planning
 - Fiscal Responsibility
 - Community Preservation
 - Civic Pride
- Work Session
 - SERS Resolution of Support
 - Business Expense Policy
- Update: Senior Center
- Reports
 - Budget Calendar

February 6, 2018

(Agenda Summary due January 23)

- Red Cross Presentation - Dan Limberg
- WRIA 8 ILA
- Work Session: Long Term Planning
 - Economic Prosperity
 - Leadership
 - Long Term Planning
- Update: 35th Avenue Project
 - Construction Mgmt Contract
 - Cost Estimates
 - Schedule

February 13, 2018

(Agenda Summary due January 30)

- Work Session: Long Term Planning
 - Customer Service
 - Recreational Opportunities
 - Public Safety
- Update - Exploration Park Project
 - Construction Mgmt Contract
 - Cost Estimates
 - Schedule
- Reports
 - Quarterly Financial Report

February 27, 2018

(Agenda Summary due February 13)

- AWC Scholarship Nominee Selection
- Work Session: CIP Financial Policies
- Work Session: EGUV Development Agreement

March 6, 2018

(Agenda Summary due February 20)

- Work Session:
 - Code Revision - Repeal of Board of Appeals/Adjustment

March 13, 2018

(Agenda Summary due February 27)

- Work Session:
 - Administrative approval of long plats

March 27, 2018

(Agenda Summary due March 13)

April 10, 2018

- 35th Construction Project
 - Bid Award
 - Communications Plan

April 24, 2018

- Exploration Park
 - Bid Award
 - Communications Plan

Work in Progress – Upcoming Agenda Items

- CIP Work Plan
 - CIP Financial Policies
 - Citizen Budget Tool
 - Stormwater Review & Cost Projections
- Fire Contract
- Guild Contract
- Personnel Policies and Procedures
- Public Works Shop Design

Possible Work Session Topics for Discussion

- Parking Codes
- Business signs
- MCCA storm water discussions
- Sports Fields
- Repair Issues

- Utility Project Management
- Review of Criminal Justice Costs/Alternatives
- Status update on County's SHR project
- 128th St as an ST3 Station
- Issues re: no parking on sidewalks
- Development Projects in Progress
- Hotel/Motel Theater Tax
- Resort Fees
- Partnerships with Everett School District
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- Council Chambers Configuration