



# CITY COUNCIL AGENDA

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

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

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 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.

Times listed on the agenda are approximate only. Discussions may sometimes cause remaining agenda items to be considered before or after their scheduled time. Citizens are welcome and encouraged to attend all sessions (except for Executive Sessions) of the meeting.

**Next Ordinance No.** 2015-799

**Next Resolution No.** 2015-536

**October 13, 2015  
City Council Meeting  
6:00 p.m.**

**CALL TO ORDER:**

**FLAG SALUTE:**

**ROLL CALL:**

**AUDIENCE COMMUNICATION:**

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

**PRESENTATIONS:**

- B. Proclamation for Friends of the Library Week  
*(Pam Pruitt, Mayor)*
- C. Meeting the Transportation Needs of Snohomish County  
*(Presentation by Community Transit)*
- D. Police Community Outreach  
*(Rebecca C. Polizzotto, City Manager)*
- E. Northwest Economic Development Conference Highlights  
*(Rebecca C. Polizzotto, City Manager)*

**CONSENT AGENDA:**

- F. Approval of Checks #54370 through #54427 and ACH Wire Transfers in the Amount of \$146,837.26.  
*(Audit Committee: Councilmember Michelson and Councilmember Bond)*
- G. Payroll and Benefit ACH Payments in the Amount of \$284,511.08.  
*(Audit Committee: Councilmember Michelson and Councilmember Bond)*
- H. City Council Meeting Minutes of September 22, 2015

**ACTION ITEMS:**

- I. WRIA 8 Interlocal Agreement  
*(Rebecca C. Polizzotto, City Manager)*

**AUDIENCE COMMUNICATION:**

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

**REPORTS:**

- K. Mayor/Council
- L. City Manager
- M. Boards and Commission Reports

**ADJOURNMENT**

# *Proclamation*

**WHEREAS**, Friends of the Library groups are community-based groups of citizens who promote, encourage, and enhance the work of their local library; and

**WHEREAS**, in Mill Creek there is a Friends of the Library group; and

**WHEREAS**, this group raises funds annually to enhance the programs and services of their local library; and

**WHEREAS**, the members volunteer countless hours of service to their local library; and

**WHEREAS**, dedicated citizens assist the library in volunteering time, raising money and communicating the library's services; and

**WHEREAS**, Friends of the Mill Creek Library is vital to the enhancement of the library in Mill Creek.

**NOW THEREFORE**, I Pam Pruitt, Mayor of the City of Mill Creek, on behalf of the members of the City Council, do hereby proclaim the week of October 18, 2015 as:

***FRIENDS OF THE LIBRARY WEEK***

In Mill Creek, and urge all citizens to recognize and applaud their invaluable service.

Signed this 13<sup>th</sup> day of October, 2015.



Attest: \_\_\_\_\_  
Kelly Chelin, City Clerk

\_\_\_\_\_  
Pam Pruitt, Mayor

\_\_\_\_\_  
Rebecca C. Polizzotto, City Manager

10/12/2015

## **Mill Creek City Council**

### ***Meeting the Transportation Needs of Snohomish County***

**Presented by Emmett Heath  
Chief Executive Officer**

October 13, 2015



**Transit investments help  
our economy grow**

**AND**

**protect OUR quality of life**



10/12/2015

## Transit-Oriented Development



communitytransit

## Mill Creek Quality of Life



communitytransit

10/12/2015

### Mill Creek Transit Map



communitytransit

10/12/2015

**Our Challenge: People LOVE  
Community Transit and need MORE!**

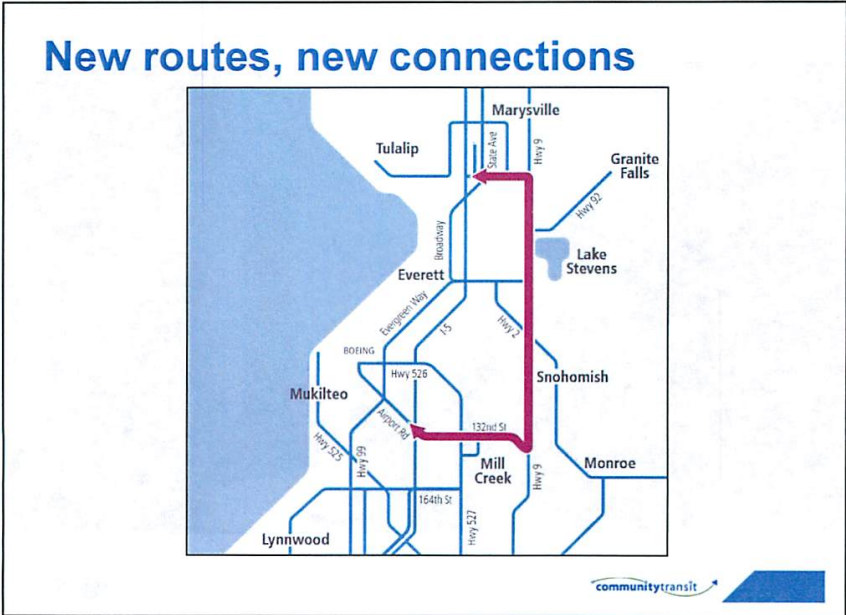


communitytransit



communitytransit

10/12/2015





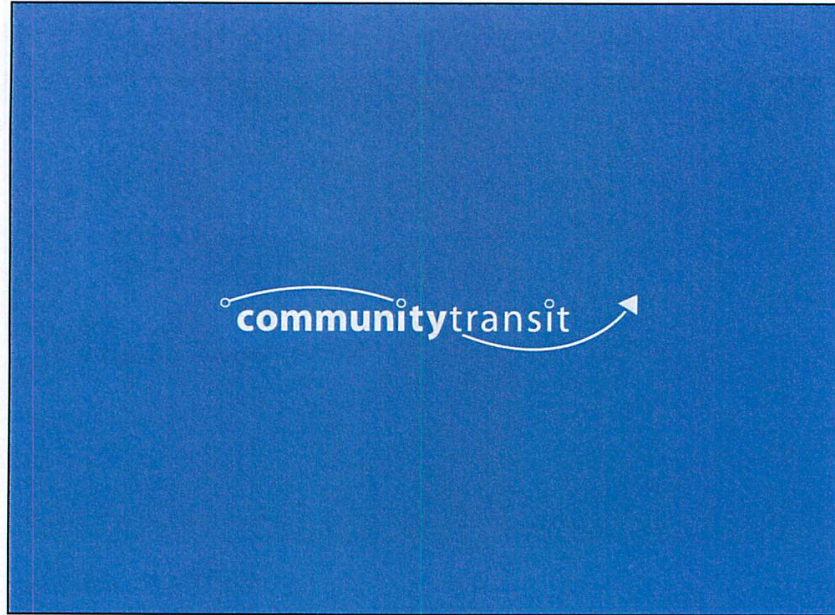
10/12/2015



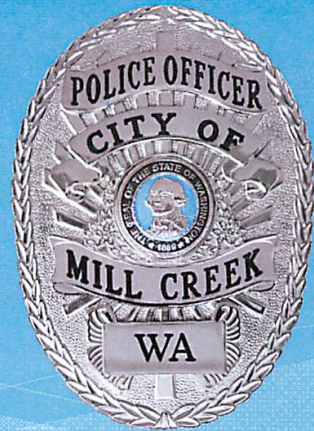
10/12/2015



10/12/2015



# Community Outreach



Mill Creek Police Department  
October 6, 2015

# Community Outreach



- In August 2015, City Manager Polizzotto encouraged Mill Creek patrol supervisors to collect empirical data regarding daily community contacts and community outreach efforts.
- The motivation behind this effort was to document and record positive citizen contacts between officers and our community, to improve upon historic positive community interactions and further public trust.

# Community Outreach



*“Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.”*

*– U.S. Department of Justice*

# Community Outreach



- Community outreach encourages interactive partnerships with relevant stakeholders.
- These partnerships are then used to accomplish goals of developing solutions to problems through collaborative problem solving and building public trust.

# Community Outreach



*Three key components of community outreach:*

- Community Partnerships
  - Individuals and Organizations
  - Increased trust in police
- Organizational Transformation
  - Structure
  - Information Systems
- Problem Solving
  - Proactive and systematic approach
  - Develop and evaluate effective responses



# Community Outreach



## Mill Creek Police Department Mission Statement

***“We strive to enhance the quality of life by providing a safe and secure community through proactive law enforcement and by creating regional and community partnerships.”***

# Community Outreach



Its understood that community outreach, involvement and interaction, is the responsibility of all department personnel.

The Departments Mission Statement is intended to promote, maintain and improve the relationship between the community and their police department.

# Community Outreach



- Sergeants identified several patrol activities associated with community outreach; citizen contacts, park checks, business checks, school checks and foot patrols. This information memorialized activities that patrol officers perform daily in addition to responding to calls for service.

# Community Outreach



From August 13-31, officers completed the following contacts:

- Neighborhood Checks - 358
  - Apartments Checks - 68
  - Business Checks - 155
  - School Checks – 28
  - Park Checks - 75
- Town Center Foot Patrol - 642 minutes (10+ hours)
  - Social Contacts - 198

# Community Outreach



From September 1-30, officers completed the following contacts:

- Neighborhood Checks – 696
- Apartments Checks – 474
- Business Checks – 545
- School Checks – 62
- Park Checks – 240
- Town Center Foot Patrol – 2146 minutes (35+ hours)
- Social Contacts – 674

# Community Outreach



## *Moving Forward...*

Members of the Department have received many positive and supportive comments about the level of service delivered by our staff. Field personnel will continue documenting community outreach efforts in the coming months to examine the benefits of expanding upon those efforts and/or strategies to improve upon public support and relationships.

# Community Outreach



*Questions or Comments?*



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# Northwest Economic Development Conference Highlights

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October 13, 2015  
City Council



## What is economic development?

**Economic development** is a group of policies/activities, that seek to improve the economic well-being and **quality of life** for a community. Ideally, it will create and retain jobs that facilitate growth and provide a stable tax base.



# Training Curriculum

- Rewards of Risk Taking
- Small Business & Entrepreneurship
- Finance
- Reuse & Redevelopment of Sites
- Location Factors
- Data You Need
- Workforce Development
- Managing an ED Organization
- Ethics



# Economic Development Strengths

## City Operations

- Customer service culture in all City departments
- Support of elected officials for economic development
- Adopted Strategic Plan
- Reorganization – new focus and proactive outreach philosophy



# Economic Development Strengths

## Opportunities

- EGUV Development Potential:
  - Existing LRF option to finance infrastructure
- Existing Business Associations (TCBA and MCBA)
- Swift II – Bus Rapid Transit between Canyon Park and Boeing via SR 527



# Economic Development Strengths

## Desirable Community

- Safe
- Good school district
- Attractive – development regulations that promote high quality development
- North Creek Greenway, buffers, open space
- Demographics – education, income home values, etc.
- Strong sense of community pride
- Strong commercial core



# Economic Development Strengths

## Strategic Location

- Surrounding residential density that patronizes Mill Creek businesses, bringing sales tax dollars to the City
- Close proximity to:
  - I-5 & I-405
  - Rail
  - Port of Everett
  - Boeing
  - UW Branch Campus
  - Cascadia CC
  - Canyon Park



# Economic Development Challenges

- Lacking a chamber of commerce
- Separate business associations (TCBA and MCBA) makes collaboration challenging
- City experiences retail “leakage” to larger retail cores



# Initial Ideas Gleaned from Training





## Economic Development Ideas

### **Assessment of Existing Conditions:**

- Have staff complete the “Know Your Community” questionnaire – Know the results

*“The finest way to serve your community is to know it inside and out: the people and their livelihoods; the schools; the businesses; the churches and civic organizations; its history and landmarks; and especially, its current economic situation.”*



# Economic Development Ideas

## Assessment of Existing Conditions:

- Use volunteers to conduct a short business survey
  - Get to know vision and challenges of associations and individual businesses
  - Ask existing businesses what the City can do to assist in retention/expansion
  - Know and utilize available economic development resources
- Comprehensive Inventory of development opportunities



# Economic Development Ideas

## Technology Improvements:

- Add vicinity map to City website to show location of Mill Creek
- Promote local businesses on City's website (use intern to upgrade economic development info on website)
- Add the City as an organization on Google maps
- Update the demographic information on the City's website with the new online data sources from conference



## Economic Development Ideas

### **Coordination with Business Owners/Groups:**

- Establish Chamber of Commerce and/or work collaboratively with TCBA & MCBA and encourage their interaction and cooperation
- Appoint Economic Development Advisory Board (smaller group with emphasis on experience)
- Share [tourism branded banners](#) created by Snohomish County Office of Economic Development with the MCBA and TCBA and brainstorm additional efforts to expand on “Culinary Tourism” theme



*Mill Creek  
Tastes Good!*

**MILL CREEK**

SNOHOMISH COUNTY  
WASHINGTON  
OPEN UP

**OPEN UP**

TO CULINARY TOURISM  
IN YOUR OWN BACKYARD

Snohomish.org | 888-338-0976

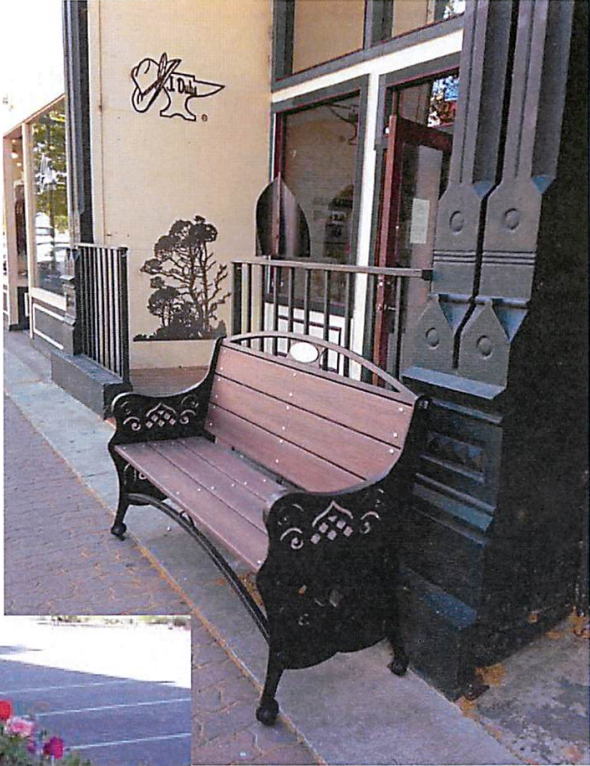


# Economic Development Ideas

## Potential City Investments:

- More emphasis and City investment in public spaces
  - Utilize the LRF for EGUV to stimulate development
  - Create business incubator space in Annex building
  - Promote North Creek Trail – signage and amenities
  - City Entry improvements
  - Enhance Mill Creek’s identity of high quality development with aesthetic improvements such as [artistic street furniture](#) (benches, trash receptacles, bike racks, flower planters, etc.)
- Promote City Branding





[Examples from City of Ellensburg Downtown Association](#)



# Economic Development Ideas

## Potential Development Review & Zoning Changes:

- Revise the City's BSP process to be less cumbersome/time consuming and cost prohibitive for "minor" BSP projects
- Mill Creek Blvd/Original Commercial – create subarea plan to unify this area with Town Center (opportunity to add retail and evening oriented businesses), City investment in infrastructure and public spaces
- Look at undeveloped property in the City and/or property with apparent leasing challenges to see if subarea plans or zoning changes could improve development potential





# Concluding Remarks





Date: October 13, 2015

A/P Check Batches		
Dated	Check Numbers	Amount
09/28/2015	EFT Debit-Dept of Rev.-Sales Tax	\$2,566.04
09/29/2015	54370-54423	\$137,077.45
10/06/2015	54424-54427	\$7,193.77
<b>Total</b>		<b>\$146,837.26</b>

Voided Checks	
Numbers	Explanation
54424	Printing Problem

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 54370 through 54427, in the amount of \$146,837.26.

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


\_\_\_\_\_

Councilmember

Councilmember

\_\_\_\_\_  
 Finance Director  
 \_\_\_\_\_  
 City Manager

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

 <b>Electronic Filing – Washington State</b>	E-file Time: 3:46 PM <a href="#">help?</a>
<a href="#">My Account Home</a> <a href="#">Account(s)</a> <a href="#">Account Activity</a> <a href="#">List Server</a> <a href="#">Suggestions</a> <a href="#">Logout</a>	

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	16412818
Tax Registration Number	600598011
Reporting Period	08/2015
Payment Type	EFT Debit
Date and Time Submitted	9/25/2015 3:46:14 PM
Date of Transfer	09/28/2015
Payment Amount	2,566.04
Person Completing Return	Joshua Roundy
Person Authorizing Payment	Josh Roundy

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

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

Confirmation

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

**Accounts Payable**

Checks by Date - Detail by Check Date

User: jodieg  
 Printed: 10/8/2015 7:34 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
54370	ADTSEC 25042726 25042726A	Tyco Integrated Security LLC Panic Button Monitoring Chgs 10/01-12/31 Evidence Room Monitoring 10/01-12/31	09/29/2015		295.47 295.46
			Total for Check Number 54370:	0.00	590.93
54371	ALEXPRCO 41872 41872A 41872B 41872C 41872D 41872E 41872F 41872G 41872H 43979	Alexander Printing Company Inc Dept Share Letterhead Dept Share Letterhead Dept Share Letterhead Dept Share Letterhead Dept Share Letterhead Dept Share Letterhead Dept Share Letterhead Dept Share Letterhead Dept Share Letterhead City Note Cards w/Envelopes	09/29/2015		27.61 55.20 27.61 331.24 55.20 27.61 55.20 55.20 27.61 467.02
			Total for Check Number 54371:	0.00	1,129.50
54372	ALLBATRY 882960	All Battery Sales & Service 2 RRFB Trillium Battery-School Crosswalk	09/29/2015		245.39
			Total for Check Number 54372:	0.00	245.39
54373	AMTESTIN 88497	Am Test, Inc 5 Fecal Coliform Analysis	09/29/2015		125.00
			Total for Check Number 54373:	0.00	125.00
54374	ASBESTNW 201511228	Asbestos Northwest LLC Asbestos Study-Cook House for W Shop	09/29/2015		1,000.00
			Total for Check Number 54374:	0.00	1,000.00
54375	AT&TWIR 287245699226	AT&T Mobility Pine Meadow Irrig Line	09/29/2015		16.34
			Total for Check Number 54375:	0.00	16.34
54376	BANKCAR2 1 2 3 4	Bank of America Credit-5-Test K Nik Kit Refills 3-ID Cards 2015 WHIA Membership Dues-T Hughes WAPRO Fall Training-J Lee	09/29/2015		-135.00 27.00 25.00 140.00
			Total for Check Number 54376:	0.00	57.00
54377	BANKCARE 1 10	Bank of America Refreshments-MBP Mtg 8/06 Whirly Ball Event 9/26	09/29/2015		25.62 400.00

# AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	11	Sharp Shooter Award			172.75
	12	ACCIS 2015 Fall Conf-J Busch			175.00
	13	Refreshments-Wellness Health Screening 8/26			10.83
	14	Digital Government Summit 9/29-30-J Busch			50.00
	15	Deposit 1 Night Lodging ACCIS Conf-J Busch			139.38
	16	Patrol Vehicle Licensing-Car #43 & #44			97.50
	17	Patrol Vehicle Licensing-Car #42			49.25
	18	MybuildingPermit.com Monthly Fee			59.95
	19	Crime Reports Monthly Fee			99.00
	2	Targets-Firearms			236.09
	20	Coffee-Employee Coffee Fund			256.73
	3	Prize-August Wellness Event			16.18
	4	Sensor Cloud Monthly Fee 08/10-09/10			9.95
	5	Prize-August Wellness Event			18.45
	6	Lunch-Economic Conf-Amrine,Christ,Ringstad			13.02
	7	LexisNexis Subscription-June			152.35
	8	LexisNexis Subscription-July			152.35
	9	Prize-August Wellness Event			15.63
			Total for Check Number 54377:	0.00	2,150.03
54378	BANKCR13	Business Card Bank of America	09/29/2015		
	1	Parking 8/6-Grant Writing-T Gathmann			12.00
	2	Parking 8/7-Grant Writing-T Gathmann			12.00
	3	Coffee-Lean Training			32.77
			Total for Check Number 54378:	0.00	56.77
54379	BANKCR15	Bank of America	09/29/2015		
	1	Credit-Return Kids Fun Run Start/finish Line			-41.66
	2	Credit-Return Kids Fun Run Start/finish Line			-17.83
	3	Supplies-Kids Fun Run Start/Finish Line			70.25
	4	Ad 8/26-Preschool Playgroup Assistant Instructo			25.00
			Total for Check Number 54379:	0.00	35.76
54380	BANKCR19	Business Card	09/29/2015		
	1	Lunches-Lean Training 8/19			174.48
	10	Future of Government 10/6-M Todd			50.00
	11	Affordable Housing Breakfast 9/10-P Pruitt			15.00
	2	Retirement Book-K Neaville			46.12
	3	Coffee-Developer Meeting 8/28			16.39
	4	Work Mtg-Boxed Lunches 8/28-Todd & Polizzo			21.81
	5	IIMC Annual Dues-K Chelin			155.00
	6	Supplies-Recognition Committee-Raffle Prizes			9.00
	7	30 Folders-Press Packets-Council Meetings			4.93
	8	Supplies-Recognition Committee-Raffle Prizes			46.39
	9	Spirit of Sno Co Breakfast 9/24-K Chelin			30.00
			Total for Check Number 54380:	0.00	569.12
54381	BANKCR20	Business Card	09/29/2015		
	1	Chipper Saw Manual			91.72
	10	Ultra Flush Toilet-Library			297.93
	11	Troq Set/Bable Ties/Wasp/Hornet Spray			57.80
	12	Lunch Room Faucet			187.35
	1A	Chipper Saw Manual			22.93
	2	Supply Hoses/Fittings-MCSP Fire Damage			61.05
	3	RH SLT/PH MS-Speed Radar Sign-MC Blvd			1.29
	4	Galv Malleable Fitting/Steel Nipple-VG Drive M			20.72
	5	MCSP-Fire Damage-Auger Stops/Fittings			92.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
6		Basket Cover/Scabbard w/Liner-Bucket Truck			390.90
7		Safety Helmet & Replacement Blades			259.75
8		IMP Reg Fee-T Dyson/M Stomberg			150.00
8A		IMP Reg Fee-T Dyson/M Stomberg			150.00
9		Electrical Connectors			4.36
					<hr/>
				Total for Check Number 54381:	0.00 1,788.71
54382	BENEAD 1509517	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - Sept	09/29/2015		160.00
					<hr/>
				Total for Check Number 54382:	0.00 160.00
54383	BLUEBEAM 92754	Bluebeam Software Inc Bluebeam-User License/Annual Maint-T Rogers	09/29/2015		261.00
					<hr/>
				Total for Check Number 54383:	0.00 261.00
54384	CDW XZ04609 XZ04769	CDW Government 77 Symantec Protection-Antivirus Renewal 2 Symantec Backup License Renewal	09/29/2015		2,816.16 745.28
					<hr/>
				Total for Check Number 54384:	0.00 3,561.44
54385	CINTAS 460433781 460433781A 460442709 460442709A	Cintas Corporation Loc. #460 Floor Mat Service 09/04 Floor Mat Service 09/04 Floor Mat Service 09/18 Floor Mat Service 09/18	09/29/2015		59.36 34.63 59.36 34.63
					<hr/>
				Total for Check Number 54385:	0.00 187.98
54386	COASTWD GW2809838 GW2809838A GW2809840 NW2809838 NW2809838A NW2809840	Coastwide Laboratories 10 Cs - 2 Ply Jumbo TT/10 Cs RI Twl 10 Cs - 2 Ply Jumbo TT/10 Cs RI Twl 8 Cs Liner/3 Cs Glove/10 Disp Fmx 5 Cs Foam Handwash/6 Cs Liners 5 Cs Foam Handwash/6 Cs Liners 2 Cs Luxury Foam Handwash	09/29/2015		313.46 470.19 559.90 144.45 216.67 83.22
					<hr/>
				Total for Check Number 54386:	0.00 1,787.89
54387	CODPUBCO 50914	Code Publishing Company MC Municipal Code-Supplement Update #15	09/29/2015		1,154.35
					<hr/>
				Total for Check Number 54387:	0.00 1,154.35
54388	COMCAST 0457011	Comcast High Speed Internet Fee 09/18-10/17	09/29/2015		189.09
					<hr/>
				Total for Check Number 54388:	0.00 189.09
54389	FIRESTON 197431	Firestone Complete Auto Care LOF-98 Jeep-Bldg	09/29/2015		26.73
					<hr/>
				Total for Check Number 54389:	0.00 26.73
54390	GTENORTH 425 316-0326 425 357-9268 425 745-6974	Frontier Alarm System Line Chgs 09/16-10/15 Fire Alarm Line Chgs 09/22-10/21 Admin Fax Line/CC Line	09/29/2015		49.56 122.12 157.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 54390:	0.00	328.79
54391	HARRISF FOCS399012	Harris Ford FICM Repair-PW5	09/29/2015		1,092.97
			Total for Check Number 54391:	0.00	1,092.97
54392	HORIZON 2M041615	Horizon Shovel & Chain Saw Blades	09/29/2015		81.15
			Total for Check Number 54392:	0.00	81.15
54393	INNOVAC Pay Est #2	Innovac 2015 Catch Basin Cleaning/CCTV Inspec-Pay E	09/29/2015		32,134.69
			Total for Check Number 54393:	0.00	32,134.69
54394	KINGCGIS 15A-116B 15A-116B-1	King County GIS Center 2015 Mill Creek Aerial Mapping 2015 Mill Creek Aerial Mapping	09/29/2015		1,565.50 1,565.50
			Total for Check Number 54394:	0.00	3,131.00
54395	KPFFCON 0915-113521	KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 8/1-8/31	09/29/2015		17,138.69
			Total for Check Number 54395:	0.00	17,138.69
54396	KROESENS 28396 28521	Kroesen's Uniform Company 2 Commendation Bars-PD Custom Retirement Badge-K Neaville	09/29/2015		33.23 146.86
			Total for Check Number 54396:	0.00	180.09
54397	LEADONLN 233470	LeadsOnline LLC Annual Renewal-Online Investigations Sys	09/29/2015		948.00
			Total for Check Number 54397:	0.00	948.00
54398	MAXWELL 5971	Martha Maxwell Cooking w/Kids:Back To School 9/22 #5971	09/29/2015		84.00
			Total for Check Number 54398:	0.00	84.00
54399	OREILLY 2986-420145 2986-420323 2986-420324	O'Reilly Automotive Inc Washer Fluid-St Sweeper Mirco-V Belt-PW7 Mini Bulb-2002 Sonoma	09/29/2015		4.92 35.88 5.92
			Total for Check Number 54399:	0.00	46.72
54400	PAKOR 8014544 8014544-2	Pakor Inc 1 Cs Media PP, 1 Cs Folders-Passports 2 Cs Media PP-Passports	09/29/2015		299.78 500.99
			Total for Check Number 54400:	0.00	800.77
54401	PAWS August 2015	PAWS Animals Brought To Shelter - August	09/29/2015		591.56
			Total for Check Number 54401:	0.00	591.56

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
54402	PILCKREN 28543	Pilchuck Rentals and Equipment Sales Pole Pruner Saw/String Line Attachment	09/29/2015		293.67
			Total for Check Number 54402:	0.00	293.67
54403	PITNEYB 8387441-SP15	Pitney Bowes Global Financial Services Lease Postage Machine, Meter & Scale	09/29/2015		603.97
			Total for Check Number 54403:	0.00	603.97
54404	PITNEYW 16524092	Purchase Power Refill Postage Meter	09/29/2015		2,000.00
			Total for Check Number 54404:	0.00	2,000.00
54405	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 08/18-09/17 15728 Main St 08/19-09/17	09/29/2015		43.73 372.48
			Total for Check Number 54405:	0.00	416.21
54406	ROUNDYJ Travel Exp	Joshua Roundy Reimb Lodging 9/16-9/18-WFOA Conf-J Round	09/29/2015		275.41
			Total for Check Number 54406:	0.00	275.41
54407	SCD 1952 2005	Snohomish Conservation District SW Education Efforts 04/01-06/30 SW Education Efforts 04/01-06/30	09/29/2015		600.00 3,997.11
			Total for Check Number 54407:	0.00	4,597.11
54408	SHERWILL 4640-4 4917-6	The Sherwin-Williams Co Fire Lane Paint-Annex 5 Gal-Pro Park Yellow-SHR Median Paint	09/29/2015		26.76 109.39
			Total for Check Number 54408:	0.00	136.15
54409	SHREDIT 9407383670	Shred-It USA Inc Shredding Service Fee	09/29/2015		56.68
			Total for Check Number 54409:	0.00	56.68
54410	SIXROBLE 14-311912 14-312898	Six Robblees' Inc. Bushing Spring Roller-Bucket Truck-PW8 Trailer Plug-PW2	09/29/2015		188.29 18.07
			Total for Check Number 54410:	0.00	206.36
54411	SKYHAWK 5708 5712 5715 5721 5723 5725 5726 5727	Skyhawks Sports Academy Inc. Skyhawks Mini-Hawks 8/10-8/14 #5708 Skyhawks Volleyball 8/17-8/21 #5712 Skyhawks Golf: AM 8/24-8/28 #5715 Skyhawks Multi-Sport 8/03-8/07 #5721 Skyhawks Baseball 8/17-8/21 #5723 Skyhawks Basketball 8/03-8/07 #5725 Skyhawks Basketball 8/24-8/28 #5726 Skyhawks Cheerleading 8/03-8/07 #5727	09/29/2015		993.30 1,444.80 1,896.30 2,170.00 2,170.00 2,061.50 3,363.50 1,354.50
			Total for Check Number 54411:	0.00	15,453.90
54412	SNOCOCT	Snohomish County Cities	09/29/2015		



# AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0925	Sno Co Cities Dinner Mtg 8/20-M Todd			35.00
	0925A	Sno Co Cities Dinner Mtg 8/20-R Polizzotto			35.00
	0928	Sno Co Cities Dinner Mtg 9/17-P Pruitt			35.00
	0928A	Sno Co Cities Dinner Mtg 9/17-M Todd			35.00
	0928B	Sno Co Cities Dinner Mtg 9/17-R Polizzotto			35.00
			Total for Check Number 54412:	0.00	175.00
54413	SNOCOPW	Snohomish County Public Works	09/29/2015		
	I000392734	RR6127-164th SE & Preservation-Aug			27.92
	I000392734A	RR6138-Overlay Program-Aug			2,909.75
	I000392734B	RR7552-Dumas Rd & Park-Aug			313.34
	I000392734C	RR7553-Mill Crk Rd & Village G-Aug			222.38
	I000392734D	RR7571-Mill Crk Rd & Sea Hill-Aug			166.54
	I000392734E	RR7797-Aid Agreement-2015 Chip Seal-Aug			20,490.08
			Total for Check Number 54413:	0.00	24,130.01
54414	SNOCOSH1	Snohomish County Sheriff's Office	09/29/2015		
	2015-2855	Inmate Medical Billing - Aug			6.27
			Total for Check Number 54414:	0.00	6.27
54415	SNOCPOD	PUD No. 1 of Snohomish County	09/29/2015		
	2001-0143-4	2725 Seattle Hill Rd 7/11-9/08			30.60
	2001-5445-8	2720 Seattle Hill Rd 7/11-9/08			30.60
	2007-9722-3	3401 148th St SE 8/21-9/21			42.81
	2013-4538-6	2501 147th Pl SE 8/21-9/21			30.74
	2013-5396-8	15728 Main St 8/07-9/04			1,635.58
	2013-6774-5	902 164th St SE 7/07-9/02			60.36
	2017-5296-1	15429 1/2 Bothell Everett Hwy 7/08-9/03			32.22
	2018-9805-3	1700 Mill Creek Rd 8/25-9/23			95.68
	2019-4860-1	13903 N Creek Dr 8/18-9/16			529.76
	2022-1236-1	928 Dumas Rd 8/18-9/16			101.96
	2022-3010-8	1900 164th St SE 8/11-9/09			25.37
	2024-6104-2	15803 32nd Ave SE 7/11-9/09			48.39
	2026-6749-9	2024 Seattle Hill Rd 8/11-9/09			32.99
	2026-9300-8	15720 Main St 8/15-9/15			1,522.37
	2028-5205-9	15720 Main St Unit B 8/15-9/15			322.02
	2029-5905-2	4842 SAC 7/08-9/03			112.32
	2031-6469-4	13510 N Creek Dr 8/18-9/16			36.60
	2033-4808-1	14810 35th Ave SE 7/11-9/08			108.05
			Total for Check Number 54415:	0.00	4,798.42
54416	STAPLEAD	Staples Advantage	09/29/2015		
	8035825284	General Office Supplies/Lrg Mailing Env			160.99
	8035825284A	Lrg Mailing Env			17.18
	8035825284B	General Office Supplies			286.49
	8035825284C	General Office Supplies/Lrg Mailing Env			174.93
	8035825284D	General Office Supplies/Lrg Mailing Env			48.38
	8035825284E	Lrg Mailing Env			17.18
			Total for Check Number 54416:	0.00	705.15
54417	STARDMSV	Stardom Services Inc	09/29/2015		
	0116234-IN	Janitorial Services - Sept - Annex			927.94
	0116235-IN	Janitorial Services - Sept - City Hall			995.00
	0116253-IN	Carpet Cleaning - Sept - Annex Community Roo			195.00

# AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 54417:	0.00	2,117.94
54418	SUMLAW 75689	Summit Law Group Prof Serv-General Labor 8/06	09/29/2015		94.00
			Total for Check Number 54418:	0.00	94.00
54419	TACSCREW 18090657 18090657A 18090970	Tacoma Screw Products Inc 1 Adjustable 18" Wrench 1 Adjustable 18" Wrench Hex Cap Screw/Nut/Flat Washer-Rd Closed Sigr	09/29/2015		20.34 20.34 78.76
			Total for Check Number 54419:	0.00	119.44
54420	VERMEER S37149	Vermeer Northwest 2 Chipper Blades	09/29/2015		113.13
			Total for Check Number 54420:	0.00	113.13
54421	WASTPAT 00058720	Washington State Patrol Access User Terminal Fee - 3rd Qtr	09/29/2015		534.00
			Total for Check Number 54421:	0.00	534.00
54422	WELLSFRL 5002493784	Wells Fargo Financial Leasing Ricoh Printer Lease 10/18-11/17	09/29/2015		61.89
			Total for Check Number 54422:	0.00	61.89
54423	ZAC&THOM 1149	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Sept	09/29/2015		8,531.28
			Total for Check Number 54423:	0.00	8,531.28
<i>54424 voided - Printing Problem</i>			Total for 9/29/2015:	0.00	137,077.45
54425	AFSCME	WSCCCE, AFSCME, AFL-CIO PR Batch 00002.09.2015 Union Dues PR Batch 00001.10.2015 Union Dues	10/06/2015 PR Batch 00002.09.2015 Unio PR Batch 00001.10.2015 Unio		668.12 618.82
			Total for Check Number 54425:	0.00	1,286.94
54426	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD- Prem MEBT ER Paid	10/06/2015		3,946.26
			Total for Check Number 54426:	0.00	3,946.26
54427	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem- MEBT ER Paid	10/06/2015		1,960.57
			Total for Check Number 54427:	0.00	1,960.57
			Total for 10/6/2015:	0.00	7,193.77
			Report Total (57 checks):	0.00	144,271.22



Date: October 13th, 2015

<b>Payroll Check Batches</b>		
<b>Dated</b>	<b>Check Numbers</b>	<b>Amount</b>
10/05/15	ACH Automatic Deposit Checks	\$148,871.69
09/21/15	ACH Wire MEBT- Wilmington Trust	\$33,310.76
10/06/15	ACH Wire MEBT- Wilmington Trust	\$24,156.66
09/23/15	ACH Wire- FWT & Medicare Taxes	\$37,283.01
10/08/15	ACH Wire- FWT & Medicare Taxes	\$29,356.94
10/06/15	ACH Wire- MCPD Guild Dues	\$2,000.00
09/17/15	ACH Wire- BAC- Flex Spending Acct	\$1,806.08
10/06/15	ACH Wire- BAC- Flex Spending Acct	\$1,806.08
09/17/15	ACH Wire- ICMA RC- Def. Comp	\$2,548.93
10/06/15	ACH Wire- ICMA RC- Def. Comp	\$2,548.93
10/06/15	ACH Wire- United Way Donations	\$822.00
<b>Total</b>		<b>\$284,511.08</b>

<b>Voided Checks</b>	
<b>Numbers</b>	<b>Explanation</b>

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 \$284,511.08.

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

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

*Judy Marshall*  
\_\_\_\_\_  
Finance Director

*Rebecca C. Polizzotto*  
\_\_\_\_\_  
City Manager

Validator Summary Report

Validator Summary Report

Report Date: 10/01/2015  
 Report Time: 12:53:37 PM

Import Date: 10/01/2015  
 Import Time: 12:53:28  
 Customer: City of Mill Creek  
 User: LM844883  
 File: oct052015

Exception List:

<u>Rec #</u>	<u>Name</u>	<u>ID Number</u>	<u>Amount</u>	<u>D/C</u>	<u>Comments</u>
Total Batches in File:		1	Total Batches Accepted:	1	Total Batches Rejected: 0
Total Records In File:		107	Total Records Accepted:	107	Total Records Rejected: 0
Total Accepted Debit Amount:	\$0.00	Total Accepted Dollar Amount:	\$148,871.69	Total Rejected Dollar Amount:	\$0.00
Total Accepted Credit Amount:	\$148,871.69				

**Payment Details Report**



**Company:** City of Mill Creek  
**Requester:** Manuel, Landy  
**Run Date:** 09/21/2015 3:05:01 PM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 159LG0353QWO0H99

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

**Debit Account Information**

**Debit Bank:** 125000024  
**Debit Account:** 000060104700  
**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:** 9852374595  
**Beneficiary Bank ID:** 022000046  
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:** 33,310.76

**Value Date:** 09/21/2015

**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:** Im844883  
**Approved:** Im844883  
**Initial Confirmation:** WTX:2015092100332022  
**Confirmation #:** FEDR:20150921B6B7HU4R011630

**Input Time:** 09/21/2015 3:04:00 PM CDT  
**Time:** 09/21/2015 3:04:41 PM CDT

**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Roundy, Joshua  
**Run Date:** 10/06/2015 3:53:24 PM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 15A6F513212X0C68

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

**Debit Account Information**

**Debit Bank:** 125000024  
**Debit Account:** 000060104700  
**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:** 9852374595  
**Beneficiary Bank ID:** 022000046  
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:** 24,156.66

**Value Date:** 10/06/2015

**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:** joshroundy  
**Approved:** joshroundy  
**Initial Confirmation:** WTX:2015100600302488  
**Confirmation #:** FEDR:20151006B6B7HU3R010355

**Input Time:** 10/06/2015 2:51:41 PM CDT  
**Time:** 10/06/2015 3:53:08 PM CDT

**Payment Details Report**



**Company:** City of Mill Creek  
**Requester:** Manuel, Landy  
**Run Date:** 09/23/2015 10:25:34 AM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Processing by Bank  
**Transaction Number:** 159NB24196GO2222

**Template Name:** IRS FEDERAL  
**Template Code:** IRS FEDERAL

**Debit Account Information**

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

**Beneficiary Details**

**Beneficiary Name:** City of Mill Creek  
**Beneficiary Address:** 15728 Mill Creek Blvd.  
**Beneficiary City:** NA  
**Beneficiary Postal Code:** NA  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** 20094900  
**Beneficiary Bank ID:** 091036164  
US TREASURY SINGLE TAXPAYORS  
90 HENNEPIN AVE  
MINNEAPOLIS  
US - United States of America  
**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 37,283.01

**Value Date:** 09/23/2015

**Optional Information**

**Sender's Reference Number:** IRS/MEDIC TAXES

**Beneficiary Information:** Federal ID911225895  
Control Name: CITY Tax Code 94105  
941 Report for 3rd QTR 2015  
For 9-20 Payroll. for Sept 2015

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:** From BOA Treas to: IRS FWT/Medicare Tax Pmts.

**Control Information**

**Input:** lm844883  
**Approved:** lm844883  
**Initial Confirmation:** WTX:2015092300192441

**Input Time:** 09/23/2015 10:24:27 AM CDT  
**Time:** 09/23/2015 10:25:19 AM CDT

**Payment Details Report**



**Company:** City of Mill Creek  
**Requester:** Roundy, Joshua  
**Run Date:** 10/08/2015 4:50:33 PM CDT

**Domestic High Value (Wire)**

**Payment Category:**Urgent/Wire

**Status:** Processing by Bank  
**Transaction Number:** 15A8H4413EUW1U28

**Template Name:** IRS FEDERAL  
**Template Code:** IRS FEDERAL

**Debit Account Information**

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

**Beneficiary Details**

**Beneficiary Name:** City of Mill Creek  
**Beneficiary Address:** 15728 Mill Creek Blvd.  
**Beneficiary City:** NA  
**Beneficiary Postal Code:** NA  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** 20094900  
**Beneficiary Bank ID:** 091036164  
US TREASURY SINGLE TAXPAYORS  
90 HENNEPIN AVE  
MINNEAPOLIS  
US - United States of America

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

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 29,356.94

**Value Date:** 10/09/2015

**Optional Information**

**Sender's Reference Number:** IRS/MEDIC TAXES

**Beneficiary Information:** Federal ID911225895  
Control Name:CITY Tax Code 94105  
941 Report for 4th QTR 2015  
For 10-5 Payroll. for OCTOBER 2015

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:** From BOA Treas to:IRS FWT/Medicare  
Tax Pmts.

**Control Information**

**Input:** joshroundy  
**Approved:** joshroundy

**Input Time:** 10/08/2015 4:45:28 PM CDT  
**Time:** 10/08/2015 4:50:26 PM CDT



**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Roundy, Joshua  
**Run Date:** 10/06/2015 3:53:24 PM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Processing by Bank  
**Transaction Number:** 15A6G0020O1X0C02

**Template Name:** GUILD DUES  
**Template Code:** GUILD

**Debit Account Information**

**Debit Bank:** 125000024  
**Debit Account:** 000060104700  
**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:** 000060159001  
**Beneficiary Bank ID:** 125000024  
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:** 2,000.00

**Value Date:** 10/06/2015

**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:** joshroundy  
**Approved:** joshroundy  
**Initial Confirmation:** WTX:2015100600302489

**Input Time:** 10/06/2015 3:00:25 PM CDT  
**Time:** 10/06/2015 3:53:08 PM CDT

**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Manuel, Landy  
**Run Date:** 09/17/2015 4:17:57 PM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Approved  
**Transaction Number:** 159HH16190VB0T96

**Template Name:** Benefit Administration Company  
**Template Code:** BAC

**Debit Account Information**

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

**Beneficiary Details**

**Beneficiary Name:** Benefit Administration Company  
**Beneficiary Address:** P.O. Box 550  
**Beneficiary City:** Seattle  
**Beneficiary Postal Code:** 98101-0550  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** 310000070  
**Beneficiary Bank ID:** 125108366  
THE BANK OF WASHINGTON  
5901 196TH ST SW  
LYNNWOOD  
US - United States of America  
**Beneficiary Email:** sli@baclink.com  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 1,806.08

**Value Date:** 09/21/2015

**Optional Information**

**Sender's Reference Number:** DayCare / Health

**Beneficiary Information:** City of Mill Creek

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** lm844883  
**Approved:** lm844883

**Input Time:** 09/17/2015 4:16:19 PM CDT  
**Time:** 09/17/2015 4:17:42 PM CDT

**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Roundy, Joshua  
**Run Date:** 10/06/2015 3:53:24 PM CDT

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

**Status:** Processing by Bank  
**Transaction Number:** 15A6F5223L7X1O28

**Template Name:** Benefit Administration Company  
**Template Code:** BAC

**Debit Account Information**

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

**Beneficiary Details**

**Beneficiary Name:** Benefit Administration Company  
**Beneficiary Address:** P.O. Box 550  
**Beneficiary City:** Seattle  
**Beneficiary Postal Code:** 98101-0550  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** 310000070  
**Beneficiary Bank ID:** 125108366  
THE BANK OF WASHINGTON  
5901 196TH ST SW  
LYNNWOOD  
US - United States of America  
**Beneficiary Email:** sli@baclink.com  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 1,806.08

**Value Date:** 10/06/2015

**Optional Information**

**Sender's Reference Number:** DayCare / Health

**Beneficiary Information:** City of Mill Creek

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** joshroundy  
**Approved:** joshroundy  
**Initial Confirmation:** WTX:2015100600302491

**Input Time:** 10/06/2015 2:52:28 PM CDT  
**Time:** 10/06/2015 3:53:08 PM CDT

**Payment Approval Confirmation**



Company: City of Mill Creek  
Requester: Manuel, Landy  
Run Date: 09/17/2015 4:17:57 PM CDT

**Domestic High Value (Wire)**

Payment Category: Urgent/Wire

Status: Approved  
Transaction Number: 159HH1650J090C91

Template Name: ICMA 457 Plan  
Template Code: ICMA

**Debit Account Information**

Debit Bank: 125000024  
Debit Account: 000060104700  
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: 42538001  
Beneficiary Bank ID: 022000046  
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: 2,548.93

Value Date: 09/21/2015

**Optional Information**

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

**Additional Routing**

Intermediary Bank ID:

Receiver Information:

**Control Information**

Input: lm844883  
Approved: lm844883

Input Time: 09/17/2015 4:17:04 PM CDT  
Time: 09/17/2015 4:17:42 PM CDT

**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Roundy, Joshua  
**Run Date:** 10/06/2015 3:53:24 PM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Processing by Bank  
**Transaction Number:** 15A6G0104K1X0W81

**Template Name:** ICMA 457 Plan  
**Template Code:** ICMA

**Debit Account Information**

**Debit Bank:** 125000024  
**Debit Account:** 000060104700  
**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:** 42538001  
**Beneficiary Bank ID:** 022000046  
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:** 2,548.93

**Value Date:** 10/06/2015

**Optional Information**

**Sender's Reference Number:** 302029

**Beneficiary Information:** City of Mill Creek 302029

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** joshroundy  
**Approved:** joshroundy  
**Initial Confirmation:** WTX:2015100600302490

**Input Time:** 10/06/2015 3:01:20 PM CDT  
**Time:** 10/06/2015 3:53:08 PM CDT

**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Roundy, Joshua  
**Run Date:** 10/06/2015 3:53:24 PM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Processing by Bank  
**Transaction Number:** 15A6G4815NAX0G69

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

**Debit Account Information**

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

**Beneficiary Details**

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

**Beneficiary Account:** 9590003708  
**Beneficiary Bank ID:** 122000496  
UNION BANK, N.A.  
30343 CANWOOD ST, STE 100  
AGOURA HILLS  
US - United States of America

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

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 822.00

**Value Date:** 10/06/2015

**Optional Information**

**Sender's Reference Number:** 15A6G4815NAX0G69

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

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** joshroundy  
**Approved:** joshroundy  
**Initial Confirmation:** WTX:2015100600302495

**Input Time:** 10/06/2015 3:48:23 PM CDT  
**Time:** 10/06/2015 3:53:08 PM CDT



**CITY COUNCIL MINUTES**

**September 22, 2015**

**15728 Main Street, Mill Creek, WA 98012 # 425-745-1891**

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

**September 22, 2015**  
**Regular City Council Meeting**  
**6:00 p.m.**

**CALL TO ORDER**

Mayor Pruitt called the meeting to order at 6:00 p.m.

**FLAG SALUTE**

Flag Salute was conducted.

**ROLL CALL**

Roll was called by the City Clerk with all Councilmembers present.

**AUDIENCE COMMUNICATION**

John Lovick  
2403 157<sup>th</sup> Pl SE  
Mill Creek, WA

Mr. Lovick wanted to thank Councilmember Michelson, City staff and the volunteers for a very well executed shredding event.

**PRESENTATIONS**

Proclamation for Police Commander Ken Neaville  
*(Pam Pruitt, Mayor and Bob Crannell, Police Chief)*

Mayor Pruitt and Police Chief Crannell read the Proclamation for retiring Police Commander Ken Neaville.

**CONSENT AGENDA**

Approval of Checks #54239 through #54369 and ACH Wire Transfers in the Amount of \$490,101.49.

*(Audit Committee: Councilmember Cavaleri and Councilmember Michelson)*

Payroll and Benefit ACH Payments in the Amount of \$458,650.92.

*(Audit Committee: Councilmember Cavaleri and Councilmember Michelson)*

There were no exceptions by the audit committee on the vouchers.

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Regular City Council Meeting Minutes of September 1, 2015

Regular City Council Meeting Minutes of September 8, 2015

**MOTION: Councilmember Michelson made a motion to approve the consent agenda, Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**NEW BUSINESS**

Application of Public Records Act to Information on Personal Devices  
(Rebecca Polizzotto, City Manager)

The following agenda summary information was presented:

Department of Law Director Moloney summarized the impacts of the Washington State Supreme Court decision in Nissen v. Pierce County, which held that "text messages sent and received by a public employee in the employee's official capacity are public records of the employer, even if the employee uses a private cell phone." Director Moloney discussed the case and what the City is doing to limit potential City liability under the Public Records Act. He then informed Council that an updated IT policy will be presented at a future meeting on how the City will handle correspondence received through personal devices.

Interlocal Agreement Between the City of Mill Creek and Snohomish County for Emergency Services  
(Rebecca Polizzotto, City Manager)

The following agenda summary information was presented:

The proposed Interlocal Agreement (ILA) defines the terms and conditions for the Snohomish County Department of Emergency Management (SCDEM) to provide emergency support services to the City of Mill Creek. These services will replace those provided by the Emergency Services Coordinating Agency (ESCA) which will dissolve on December 31, 2015. The seven current ESCA cities within Snohomish County are all adopting the same ILA, and on January 1, 2016, all the cities within the County will be members of SCDEM except Everett, which has an emergency management division within its Fire Department. The initial term of the ILA is three years, from January 1, 2016 to December 31, 2018.

The purpose of the ILA is to use the emergency management service resources and capability of a much larger agency in the event the City must deal with a significant disaster or emergency. Short term services will be available in the interim period, while ESCA is winding down operations, through December 31, 2015. The long term services include the following:

- Provide a SCDEM liaison to the City to directly assist with incident management leadership, technical support and/or mobile assets when necessary.
- Request additional assistance on behalf of the City to the State and FEMA.
- Make available the County's emergency resources not required elsewhere during an emergency.
- Coordinate post-disaster preliminary damage assessment and provide technical assistance to support the City's disaster recovery efforts.



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- Provide technical assistance to maintain a compliant comprehensive emergency management plan (CEMP).
- Provide technical assistance to develop and update functional emergency management plans and procedures.
- Provide one county-wide annual training exercise and at least two training sessions and at least two exercise opportunities.
- Provide training and technical assistance to ensure communications interoperability during a crisis.
- Provide training and access to incident management sites and software.
- Help develop volunteer capabilities to augment disaster response efforts.
- Maintain a central database of volunteers and facilitate their registration as emergency workers in accordance with State regulations.
- Provide training and coordination of volunteers for various specific programs with the overarching goal of strengthening the capability of the City to respond to emergencies.
- Provide at least four presentations a year to promote public preparedness for emergencies.
- Provide one seat on the SCDEM advisory board, which shall meet quarterly.

The ILA also includes the expectations for the City regarding emergency management. These include the following:

- Maintain an incident management structure and disaster procedures per the principles of the National Incident Command System (NIMS).
- Actively work with SCDEM on updating and/or developing appropriate emergency management plans.
- Participate with SCDEM on developing appropriate training and exercises.
- Participate with SCDEM on emergency communications protocols and processes.
- Work in collaboration with SCDEM to develop a robust emergency volunteer program.
- Work in conjunction with SCDEM to provide public education to the community to improve community resilience to disaster.

The cost is outlined as follows:

- For 2016 it is \$1.15 per capita per year for all cities. Each year thereafter the rate will vary with the local CPI. This compares to a cost of \$2.37 per capita in 2015 for ESCA, resulting in a savings of over \$24,000 in 2016 from what is currently budgeted. There will probably also be a small refund to the City from ESCA late in 2015, but that amount will not be known until all ESCA finances are closed out and audited.

**MOTION:** Councilmember Michelson made a motion to execute the Interlocal Agreement between the City of Mill Creek and the County Department of Emergency Management to become effective upon full execution though December 31, 2018, Councilmember Cavaleri seconded the motion. The motion passed unanimously 7-0.

**REPORTS**

Mayor Pruitt reminded the Council about the Short Course in Growth Management tomorrow evening. She also spoke of a draft letter handed out to Council in which the City states it is in favor

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of the Community Transit (CT) Swift II program. Letters of support will help CT get federal funding for the project.

Councilmember Bond reported he attended the most recent Joint Fire Board meeting. He informed the Fire Board that City Manager Polizzotto will be negotiating the contract on behalf of the City and to contact her, not Council, regarding the negotiations.

Councilmember Kelly mentioned that he is eager for the upcoming Map Your Neighborhood event on September 29 and that it will be good for the citizens to participate.

Councilmember Cavaleri handed out a report from the most recent WRIA 8 meeting that stated the area had reduced water usage by 14%, which exceeded the 10% they were hoping to achieve.

Councilmember Michelson stated she had attended the most recent Art & Beautification Board meeting and the Board is gaining momentum with the Art Trail project, how to get it off the ground and how it will work with economic development in the City. At that meeting, it was discussed to include commercial properties and homeowners' associations in the Sustainable Landscape Certification program. She also reported the shredding event was very successful. Four trucks were filled, which shredded 27,000 lbs. of paper, equaling 13.5 tons. There were 24 Youth Advisory Board volunteers, the City Manager and the City Manager's daughter, all who handled traffic control and helped collect 1725 lbs. of food and \$782.00 for the Mill Creek food bank.

Councilmember Todd thanked Councilmember Michelson for putting together the shredding event. He then mentioned to Council that the next Association of Washington Cities (AWC) regional meeting would be during the upcoming Snohomish County Cities dinner. Councilmember Todd brought up the most recent financial report and it looked as if the City was doing better than expected and as such he wanted to know if the City really needed to continue the REET fund transfers to balance the budget.

**MOTION: Councilmember Todd made a motion for the City Manager to prepare an amendment to the City's 2015-2016 biennial budget that removes the remaining \$480,000.00 transfer from the REET fund to the General Fund, such amendment should be presented to the Council for consideration no later than October 20, 2015, Councilmember Michelson seconded the motion.**

Council discussed the motion amongst themselves and with City Manager Polizzotto and Finance Director Manuel. The date of October 20, 2015, to provide an accurate analysis, is too short. It was suggested instead of just stopping the next transfer from happening that Council should make another motion putting all upcoming transfers on hold.

**MOTION VOTE: The motion failed 1-6. (Councilmember Todd voted in favor)**

**MOTION: Councilmember Todd made a motion to suspend any upcoming transfers from the REET fund to the General fund until such time that the Council has an opportunity to instruct the City Manager on whether to make said transfers or not, Mayor Pruitt seconded the motion. The motion passed unanimously 7-0.**

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City Manager Polizzotto reported on offers to two police officer candidates (one entry level and one lateral.) She talked of how Chief Crannell and Human Resource Director Orlando have streamlined the hiring process and how they are analyzing the structure of the Department. She then reported that Recreation Assistant Brian Davern had been appointed to the Snohomish County Tourism Bureau Board. Additionally, City Manager Polizzotto wanted to thank staff and the management team for a myriad of projects in the background as well as all the regular work they do. In conclusion, she reminded Council she would be out of the office next week to attend the ICMA conference in Seattle.

Finance Director Manuel handed out the most recent financial report.

Community and Economic Development Director Rogers reminded Council that the next Snohomish County Tomorrow meeting was cancelled but there would be a general assembly meeting at the end of the month.

**AUDIENCE COMMUNICATION**

There were no comments from the audience.

**RECESS TO EXECUTIVE SESSION**

The meeting recessed to executive session to discuss potential litigation per RCW 42.30.110 (1) (g) at 7:25 p.m. for approximately 20 minutes.

At 7:45 p.m., the executive session was extended for 5 minutes.

**RECOVENE TO REGULAR SESSION**

The meeting reconvened to regular session at 7:50 p.m.

**ADJOURNMENT**

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

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Pam Pruitt, Mayor

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Kim Mason-Hatt, Acting City Clerk



Meeting Date: October 13, 2015

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM:    **WRIA 8 INTERLOCAL AGREEMENT****

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**KEY FACTS AND INFORMATION SUMMARY:** On February 3, 2015, the City Council received a presentation from Jason Mulvihill-Kuntz, the local Water Resource Inventory Areas (WRIA) Coordinator. The Washington State Department of Ecology has divided the state into different major drainage basin areas, and Mill Creek is located in WRIA 8, which is for Lake Washington. The City participates in WRIA 8 activities through an Interlocal Agreement, which expires at the end of 2015.

All of our local streams, such as Nickel, Penny, Sitka and Mill Creek(s), drain into North Creek, which runs into the Sammamish River, which flows south into Lake Washington. WRIA 8 also consists of drainage basins to the south, such as the Cedar River. More information on the WRIA 8 programs is available on their website at: <http://www.govlink.org/watersheds/8/>.

The purpose of the WRIA system is to provide regional coordination, guidance and funding for a wide range of salmon recovery projects and stormwater issues. Past examples in Mill Creek include the replacement of the Penny Creek culvert on 9th Avenue, which was a major fish passage barrier, as well as the stream bank stabilization / restoration work behind City Hall.

While involvement in WRIA 8 is not mandatory, it is highly recommended since it provides shared resources to address larger regional watershed problems that would require additional staff or consultants, as well as grant funding opportunities for future storm water projects. The annual proportional cost for Mill Creek based on population is \$6,404.00, which was included in the approved Surface Water Utility biennial budget.

### **CITY MANAGER RECOMMENDATION:**

- The City Manager recommends the City Council resolve to approve the proposed Interlocal Agreement to continue participation in WRIA 8 activities.

### **ATTACHMENTS:**

- WRIA 8 Interlocal Agreement with Exhibit A for cost sharing

Respectfully Submitted:

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

Rebecca C. Polizzotto  
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY\2015\WRIA 8 ILA approval.docx

**INTERLOCAL AGREEMENT**

**For the Watershed Basins within Water Resource Inventory Area 8**

**PREAMBLE**

**THIS AGREEMENT** ("Agreement") is entered into pursuant to Chapter 39.34 RCW by and among the eligible county and city governments signing this agreement that are located in King and Snohomish Counties, lying wholly or partially within the management area of Watershed Resource Inventory Area ("WRIA") 8, which includes all or portions of the Lake Washington, Cedar River, and Sammamish River basins, all political subdivisions of the State of Washington (individually for those signing this Agreement, "party", and collectively "parties"). The parties share interests in and responsibility for addressing long-term watershed planning and conservation.

**WHEREAS**, the parties share interests in and responsibility for addressing long-term watershed planning and conservation of the aquatic ecosystems and floodplains for purposes of implementing the Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Chinook Salmon Conservation Plan ("WRIA 8 Plan") and improving watershed health for the watershed basins in WRIA 8 and wish to provide for funding and implementation of various activities and projects therein; and

**WHEREAS**, Puget Sound Chinook salmon, including the WRIA 8 Cedar and Sammamish populations, were listed as threatened under the Endangered Species Act (ESA) in 1999; and

**WHEREAS**, the parties recognize their participation in this Agreement demonstrates their commitment to proactively working to address the ESA listing of Chinook salmon; and

**WHEREAS**, the parties recognize achieving WRIA 8 salmon recovery and watershed health goals requires a recommitment to, and acceleration of, the collaborative implementation and funding of salmon recovery actions, and

**WHEREAS**, the parties have participated in an Interlocal Agreement for the years 2001-2005 to develop the WRIA 8 Plan, contributed to the federally-approved Puget Sound Salmon Recovery Plan, and desire to continue providing efficient participation in the implementation of such plans; and

**WHEREAS**, the parties took formal action in 2005 and 2006 to ratify the WRIA 8 Plan, and

**WHEREAS**, the parties have participated in an extension of the 2001-2005 Interlocal Agreement and an Interlocal Agreement for the years 2007-2015 to implement the WRIA 8 Plan; and

**WHEREAS**, the parties seek information on watershed conditions and salmon conservation and recovery needs to inform local decision-making bodies regarding actions in response to listings under the ESA; and

**WHEREAS**, the parties have prioritized and contributed resources and funds for implementing projects and programs to protect and restore salmon habitat; and

**WHEREAS**, the parties wish to monitor and evaluate implementation of the WRIA 8 Plan through adaptive management; and

**WHEREAS**, the parties wish to continue to use adaptive management for identifying, coordinating and implementing basin plans and water quality, flood hazard reduction, water quantity, and habitat projects in the watersheds; and

**WHEREAS**, the parties recognize climate change is likely to affect watershed ecosystem function and processes, and salmon habitat restoration actions are a proactive approach to making the watershed ecosystem more resilient to changing conditions, which supports watershed health for human communities and salmon populations; and

**WHEREAS**, the parties have an interest in participating on the Puget Sound Salmon Recovery Council and other groups associated with Puget Sound recovery because of the contributions of the Lake Washington/Cedar/Sammamish Watershed to the overall health of Puget Sound and to collectively seek funding to implement the WRIA 8 Plan; and

**WHEREAS**, the parties have an interest in participating on the Washington Salmon Coalition and other groups associated with the Salmon Recovery Funding Board to collectively seek funding to implement the WRIA 8 Plan; and

**WHEREAS**, the parties have an interest in supporting implementation of the Puget Sound Partnership Action Agenda to restore the health of Puget Sound as it relates to salmon recovery and WRIA 8 priorities; and

**WHEREAS**, the parties recognize the importance of efforts to protect and restore habitat for multiple species in the Lake Washington/Cedar/Sammamish Watershed, including Lake Sammamish kokanee, and will seek opportunities to partner and coordinate Chinook recovery efforts with these other efforts where there are overlapping priorities and benefits; and

**WHEREAS**, the parties have an interest in achieving multiple benefits by integrating salmon recovery planning and actions with floodplain management, water quality and agriculture; and

**WHEREAS**, the parties recognize that identification of watershed issues, and implementation of salmon conservation and recovery actions may be carried out more efficiently if done cooperatively than if carried out separately and independently;

**NOW, THEREFORE**, in consideration of the mutual promises, benefits and covenants contained herein, the parties hereto do mutually covenant and agree as follows:

**MUTUAL COVENANTS AND AGREEMENTS**

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:
  - 1.1. **ELIGIBLE JURISDICTIONS:** The governments eligible for participation in this Agreement as parties are the Counties of King and Snohomish; the cities of Bellevue, Bothell, Brier, Clyde Hill, Edmonds, Everett, Issaquah, Kenmore, Kent, Kirkland, Lake Forest Park, Lynnwood, Maple Valley, Medina, Mercer Island, Mill Creek, Mountlake Terrace, Mukilteo, Newcastle, Redmond, Renton, Sammamish, Seattle, Shoreline, Woodinville; the towns of Beaux Arts, Hunts Point, Woodway and Yarrow Point; and other interested public agencies and tribes.
  - 1.2. **WRIA 8 SALMON RECOVERY COUNCIL:** The *WRIA 8 Salmon Recovery Council* created herein is the governing body responsible for implementing this Agreement and is comprised of members who are designated representatives of eligible jurisdictions who have authorized the execution of and become parties to this Agreement. In addition, the *WRIA 8 Salmon Recovery Council* includes members who are not representatives of the parties and are comprised of a balance of stakeholder representatives and any other persons who are deemed by the parties to this Agreement to be appropriate for the implementation and adaptive management of the *WRIA 8 Plan*. The appointed representatives of parties will appoint the members who are not representing parties, using the voting provisions of Section 5 of this Agreement.
  - 1.3. **LAKE WASHINGTON/CEDAR/SAMMAMISH WATERSHED (WRIA 8) CHINOOK SALMON CONSERVATION PLAN, JULY 2005:** *WRIA 8 Plan* as referred to herein is the three volume document, and any subsequent updates adopted in accordance with the procedures provided for in Section 6 below, developed in partnership with stakeholder representatives and ratified by the parties to this Agreement for the purposes of preserving, protecting, and restoring habitat with the intent to recover listed species, including sustainable, genetically diverse, harvestable populations of naturally spawning Chinook salmon.
  - 1.4. **MANAGEMENT COMMITTEE:** *Management Committee* as referred to herein consists of five (5) elected officials or their designees which elected officials are chosen by the party members of the *WRIA 8 Salmon Recovery Council*, according to the voting procedures in Section 5, and charged with staff oversight and administrative duties on the *WRIA 8 Salmon Recovery Council's* behalf.
  - 1.5. **SERVICE PROVIDER(S):** *Service Provider(s)*, as used herein, means that agency, government, consultant or other entity which supplies staffing or other resources to and for the *WRIA 8 Salmon Recovery Council*, in exchange for payment. The *Service Provider(s)* may be a party to this Agreement.

- 1.6 **FISCAL AGENT:** The *Fiscal Agent* refers to that agency or government which performs all accounting services for the **WRIA 8 Salmon Recovery Council**, as it may require, in accordance with the requirements of Chapter 39.34 RCW.
- 1.7 **STAKEHOLDERS:** Stakeholders refers to those public and private entities within the WRIA who reflect the diverse interests integral for planning, implementation, and adaptive management for the recovery of the listed species under the Endangered Species Act, and may include but are not limited to environmental and business interests.
- 2. **PURPOSES.** The purposes of this Agreement include the following:
  - 2.1 To provide a mechanism and governance structure for the implementation and adaptive management of the implementation of the **WRIA 8 Plan**
  - 2.2 To share the cost of the WRIA 8 Service Provider team to coordinate and provide the services necessary for the successful implementation and management of the **WRIA 8 Plan**. The maximum financial or resource obligation of any participating eligible jurisdiction under this Agreement shall be limited to its share of the cost of the Service Provider staff and associated operating costs.
  - 2.3 To provide a mechanism for securing technical assistance and funding from state agencies or other sources.
  - 2.4 To provide a mechanism for the implementation of other multiple benefit habitat, water quality and floodplain management projects with local, regional, state, federal and non-profit funds as may be contributed to or secured by the **WRIA 8 Salmon Recovery Council**.
  - 2.5 To annually recommend WRIA 8 salmon recovery programs and projects for funding by the King County Flood Control District through the District's Cooperative Watershed Management grant program.
  - 2.6 To serve as the salmon recovery "Lead Entity" as designated by state law (Chapter 77.85 RCW) for WRIA 8, The Lead Entity is responsible for developing a salmon recovery strategy, working with project sponsors to develop projects, convening local technical and citizen committees to annually recommend WRIA 8 salmon habitat restoration and protection projects for funding by the State of Washington Salmon Recovery Funding Board, and representing WRIA 8 in Puget Sound region and state wide salmon recovery forums.
  - 2.7 To provide a framework for cooperation and coordination among the parties on issues relating to the implementation and management of the implementation of the **WRIA 8 Plan** and to meet the requirement or a commitment by any party to participate in WRIA-based or watershed basin planning in response to any state or federal law which may require such participation as a condition of any funding, permitting or other program of state or federal agencies, at the discretion of such party to this Agreement.



- 2.8 To .develop and articulate WRIA-based positions on salmon habitat, conservation and funding to state and federal legislators.
- 2.9 To provide for the ongoing participation of citizens and other stakeholders in such efforts and to ensure continued public outreach efforts to educate and garner support for current and future ESA efforts.
- 2.10 To provide information for parties to use to inform land use planning, regulations, and outreach and education programs.
- 2.11 To provide a mechanism for on-going monitoring and adaptive management of the **WRIA 8 Plan** as defined in the Plan.

It is not the purpose or intent of this Agreement to create, supplant, preempt or supersede the authority or role of any individual jurisdiction or water quality policy bodies such as the Regional Water Quality Committee.

- 3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective on January 1, 2016 provided it has been signed by that date by at least nine (9) of the eligible jurisdictions within WRIA 8 representing at least seventy percent (70%) of the affected population, as authorized by each jurisdiction's legislative body, and further provided that after such signatures this Agreement has been filed by King County and Snohomish County in accordance with the terms of RCW 39.34.040 and .200. If such requirements are not met by January 1, 2016, then the effective date of this Agreement shall be the date on which such requirements are met. This Agreement provides the mechanism and governance structure for implementation of the **WRIA 8 Plan** from January 1, 2016 through December 31, 2025. Once effective, this Agreement shall remain in effect through December 31, 2025; provided, however, that this Agreement may be extended for such additional terms as the parties may agree to in writing, with such extension being effective upon its execution by at least nine (9) of the eligible jurisdictions within WRIA 8 representing at least seventy per cent (70%) of the affected population..
- 4. **ORGANIZATION AND NATURE OF WRIA 8 SALMON RECOVERY COUNCIL.** The parties hereby establish a governing body for WRIA 8 and the Lake Washington-Cedar and Sammamish watershed basins and associated Puget Sound drainages (hereinafter the "**WRIA 8 Salmon Recovery Council**") the precise boundaries of which are established in Chapter 173-500 WAC, or as determined by the **WRIA 8 Salmon Recovery Council**, to serve as the formal governance structure for carrying out the purposes of this Agreement in partnership with non-party members. Each party to this agreement shall appoint one (1) elected official to serve as its representative on the **WRIA 8 Salmon Recovery Council**. The **WRIA 8 Salmon Recovery Council** is a voluntary association of the county and city governments, and other interested public agencies and tribes, located wholly or partially within the management area of WRIA 8 and the Lake Washington/Cedar/Sammamish watershed basins and associated Puget Sound drainages who

choose to be parties to this Agreement. Representatives from stakeholder entities who are selected under the voting provisions of Section 5.2 of this agreement are also part of this association.

4.1 Upon the effective execution of this agreement and the appointment of representatives to the **WRIA 8 Salmon Recovery Council**, the party members of the **WRIA 8 Salmon Recovery Council** shall meet and choose from among its members, according to the voting provisions of Section 5, five (5) elected officials or their designees, to serve as a **Management Committee** to oversee and direct the funds and personnel contributed under this Agreement, in accordance with the adopted annual budget and such other directions as may be provided by the party members of the **WRIA 8 Salmon Recovery Council**. Representatives of the **Fiscal Agent** and **Service Provider** may serve as non-voting ex officio members of the Management Committee. The **Management Committee** shall act as an executive subcommittee of the **WRIA 8 Salmon Recovery Council**, responsible for oversight and evaluation of any **Service Providers** or consultants, for administration of the budget, and for providing recommendations on administrative matters to the **WRIA 8 Salmon Recovery Council** for action, consistent with the other subsections of this section.

4.1.1 Services to the **WRIA 8 Salmon Recovery Council** for the term of this agreement shall be provided by King County Department of Natural Resources which shall be the primary **Service Provider** unless the party members pursuant to the voting provisions of Section 5 choose another primary **Service Provider**. The **Management Committee** shall prepare a Memorandum of Understanding to be signed by an authorized representative of King County and an authorized representative of WRIA 8, which shall set out the expectations for services to be provided. Services should include, without limitation, identification of and job descriptions for dedicated staff in increments no smaller than .5 FTE, description of any supervisory role retained by the **Service Provider** over any staff performing services under this Agreement, and a method of regular consultation between the **Service Provider** and the **Management Committee** concerning the performance of services hereunder.

4.1.2 The **Management Committee** shall make recommendations to the party members of the **WRIA 8 Salmon Recovery Council** for action, including decisions related to work program, staffing and service agreements, and budget and financial operations, annually for each year of this Agreement. All duties of the **Management Committee** shall be established by the party members of the **WRIA 8 Salmon Recovery Council**.

- 4.2 The party members of the **WRIA 8 Salmon Recovery Council** shall have the authority and mandate to establish and adopt the following:
- 4.2.1 By September 1 of each year, establish and approve an annual budget, establishing the level of funding and total resource obligations of the parties which are to be allocated on a proportional basis according to the average of the population, assessed valuation and area attributable to each party to the Agreement, in accordance with the formula set forth in Exhibit A, which formula shall be updated every third year by the **WRIA 8 Salmon Recovery Council**, as more current data become available, and in accordance with Section 2.2. Individual party cost shares may change more frequently than every three years for parties involved in an annexation that changes the area, population, and assessed value calculation of such party to the extent that the cost shares established by the formula set forth in Exhibit A would be changed by such annexation. For parties that are not county or city governments, the level of funding and resource obligation will be determined in communications with the **Management Committee**, which will develop a recommendation for review and approval by, the **WRIA 8 Salmon Recovery Council**.
- 4.2.2 Review and evaluate annually the duties to be assigned to the **Management Committee** hereunder and the performance of the **Fiscal Agent** and **Service Provider(s)** to this Agreement, and provide for whatever actions it deems appropriate to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of the purposes of this Agreement. In evaluating the performance of any **Service Provider(s)**, at least every three (3) years, the **WRIA 8 Salmon Recovery Council** may retain an outside consultant to perform a professional assessment of the work and services so provided. Evaluations of the **Service Provider(s)** shall occur in years 3, 6, and 9 of the Agreement
- 4.2.3 Oversee and administer the expenditure of budgeted funds and allocate the utilization of resources contributed by each party or obtained from other sources in accordance with an annual prioritized list of implementation and adaptive management activities within the WRIA during each year of this Agreement.
- 4.3 The **WRIA 8 Salmon Recovery Council** through the primary **Service Provider** may contract with similar watershed forum governing bodies or any other entities for any lawful purpose related hereto, including specific functions and tasks which are initiated and led by another party to this Agreement beyond the services provided by the primary **Service Provider**. The parties may choose to create a separate legal or administrative entity under applicable state law, including without limitation a nonprofit corporation or

general partnership, to accept private gifts, grants or financial contributions, or for any other lawful purposes.

4.4 The party members of the **WRIA 8 Salmon Recovery Council** shall adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation.

5. **VOTING.** The party members on the **WRIA 8 Salmon Recovery Council** shall make decisions; approve scope of work, budget, priorities and any other actions necessary to carry out the purposes of this Agreement as follows:

5.1 No action or binding decision will be taken by the **WRIA 8 Salmon Recovery Council** without the presence of a quorum of active party members. A quorum exists if a majority of the party members are present at the **WRIA 8 Salmon Recovery Council** meeting, provided that positions left vacant on the **WRIA 8 Salmon Recovery Council** by parties shall not be included in calculating the quorum. In addition, positions will be considered vacant on the third consecutive absence and shall not be included in calculating a quorum until that time in which the party member is present. The voting procedures provided for in 5.1.1 through 5.1.2 are conditioned upon there being a quorum of the active party members present for any action or decision to be effective and binding.

5.1.1 Decisions shall be made using a consensus model as much as possible. Each party agrees to use its best efforts and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the party members at the meeting, or by a majority recommendation agreed upon by the active party members, with a minority report. Any party who does not accept a majority decision may request weighted voting as set forth below.

5.1.2 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **WRIA 8 Salmon Recovery Council**, the **WRIA 8 Salmon Recovery Council** shall take action on a dual-majority basis, as follows:

5.1.2.1 Each party, through its appointed representative, may cast its weighted vote in connection with a proposed **WRIA 8 Salmon Recovery Council** action.

5.1.2.2 The weighted vote of each party in relation to the weighted votes of each of the other parties shall be determined by the percentage of the annual contribution by each party set in accordance with Subsection 4.2.1 in the year in which the vote is taken.

5.1.2.3 For any action subject to weighted voting to be deemed approved, an affirmative vote must be cast by both a majority of the active party members to this Agreement and by a majority of the weighted votes of the active party members to this Agreement. No action shall be valid

and binding on the parties to this Agreement until it shall receive majority of votes of both the total number of active party members to the Agreement and of the active members representing a majority of the annual budget contribution for the year in which the vote is taken. A vote of abstention shall be recorded as a "no" vote.

5.2 The party members on the **WRIA 8 Salmon Recovery Council** may deem it appropriate to appoint to the **WRIA 8 Salmon Recovery Council** non-party stakeholder representatives and other persons who are appropriate for the implementation and adaptive management of the **WRIA 8 Plan**.

5.2.1 Nomination of such non-party members may be made by any member of the **WRIA 8 Salmon Recovery Council**. Appointment to the **WRIA 8 Salmon Recovery Council** of such non-party members requires either consensus or dual majority of party members as provided in Section 5.1.

5.2.2 The party members on the **WRIA 8 Salmon Recovery Council** may deem it appropriate to allow non-party members to vote on particular **WRIA 8 Salmon Recovery Council** decisions. The party members may determine which issues are appropriate for non-party voting by either consensus or majority as provided in Sections 5.1, except in the case where legislation requires non-party member votes.

5.2.3 Decisions of the entire **WRIA 8 Salmon Recovery Council**, both party and non-party members, shall be made using a consensus model as much as possible. Voting of the entire **WRIA 8 Salmon Recovery Council** will be determined by consensus or majority as provided in Sections 5.1 and a majority of the non-party members.

6. **ADAPTIVE MANAGEMENT OF THE WRIA 8 CHINOOK SALMON CONSERVATION PLAN.**

The **WRIA 8 Plan** shall be implemented with an adaptive management approach. Such an approach anticipates updates and amendments to the **WRIA 8 Plan**. Such amendments to be effective and binding must comply with the following provisions:

6.1 The **WRIA 8 Salmon Recovery Council** shall act to approve or remand any **WRIA 8 Plan** amendments prepared and recommended by the committees of the **WRIA 8 Salmon Recovery Council** within ninety (90) calendar days of receipt of the plan amendments, according to the voting procedures described in Section 5.

6.2 In the event that any amendments are not so approved, they shall be returned to the committees of the **WRIA 8 Salmon Recovery Council** for further consideration and amendment and thereafter returned to the **WRIA 8 Salmon Recovery Council** for decision.

- 6.3 After approval of the **WRIA 8 Plan** amendments by the **WRIA 8 Salmon Recovery Council**, the plan amendments shall be referred to the parties to this Agreement for ratification prior to the submission to any federal or state agency for further action. Ratification means an affirmative action, evidenced by a resolution, motion, or ordinance of the jurisdiction's legislative body, by at least nine (9) jurisdictions within WRIA 8 representing at least seventy per cent (70%) of the total population of WRIA 8. Upon ratification, the **WRIA 8 Salmon Recovery Council** shall transmit the **updated WRIA 8 Plan** to any state or federal agency as may be required for further action.
- 6.4 In the event that any state or federal agency to which the **WRIA 8 Plan** or amendments thereto are submitted shall remand the **WRIA 8 Plan** or amendments thereto for further consideration, the **WRIA 8 Salmon Recovery Council** shall conduct such further consideration and may refer the plan or amendments to the committees of the **WRIA 8 Salmon Recovery Council** for recommendation on amendments thereto.
- 6.5 The parties agree that any amendments to the **WRIA 8 Plan** shall not be forwarded separately by any of them to any state or federal agency unless it has been approved and ratified as provided herein.

7. **OBLIGATIONS OF PARTIES; BUDGET; FISCAL AGENT; RULES.**

- 7.1 Each party shall be responsible for meeting its financial obligations hereunder as described in Section 2.2, and established in the annual budget adopted by the **WRIA 8 Salmon Recovery Council** under this Agreement and described in Section 4.2.1. The maximum funding responsibilities imposed upon the parties during the first year of this Agreement shall not exceed the amounts set forth in Exhibit A, which shall be updated every third year as described in Section 4.2.1, or as annexations result in changes to the area, population, and assessed value calculation for those parties involved in the annexation to the extent that the cost shares established by the formula set forth in Exhibit A would be changed for such parties by the annexation
- 7.2 No later than September 1 of each year of this Agreement, the **WRIA 8 Salmon Recovery Council** shall adopt a budget, including its overhead and administrative costs, for the following calendar year. The budget shall propose the level of funding and other responsibilities (e.g. staffing) of the individual parties for the following calendar year and shall propose the levels of funding and resources to be allocated to specific prioritized implementation and adaptive management activities within the WRIA. The parties shall thereafter take whatever separate legislative or other actions that may be necessary to timely address such individual responsibilities under the proposed budget, and shall have done so no later than December 1st of each such year.

7.3 Funds collected from the parties or other sources on behalf of the **WRIA 8 Salmon Recovery Council** shall be maintained in a special fund by King County as **Fiscal Agent** and as *ex officio* treasurer on behalf of the **WRIA 8 Salmon Recovery Council** pursuant to rules and procedures established and agreed to by the **WRIA 8 Salmon Recovery Council**. Such rules and procedures shall set out billing practices and collection procedures and any other procedures as may be necessary to provide for its efficient administration and operation. Any party to this Agreement may inspect and review all records maintained in connection with such fund at any reasonable time.

8. **LATECOMERS.** A county or city government, or other interested public agency or tribe in King or Snohomish County lying wholly or partially within the management area of WRIA 8 and the Lake Washington-Cedar and Sammamish watershed basins and adjacent Puget Sound drainages which has not become a party to this Agreement within twelve (12) months of the effective date of this Agreement may become a party only with the written consent of all the parties. The provisions of Section 5 otherwise governing decisions of the **WRIA 8 Salmon Recovery Council** shall not apply to Section 8. The parties and the county, city, or other public agency or tribe seeking to become a party shall jointly determine the terms and conditions under which the county, city, or other public agency or tribe may become a party. These terms and conditions shall include payment by such county, city, or other public agency or tribe to the **Fiscal Agent** of the amount determined jointly by the parties and the county, city, or other public agency or tribe to represent such county, city, or other public agency or tribe's fair and proportionate share of all costs associated with activities undertaken by the **WRIA 8 Salmon Recovery Council** and the parties on its behalf as of the date the county, city, or other public agency or tribe becomes a party. Any county, city, or other public agency or tribe that becomes a party pursuant to this section shall thereby assume the general rights and responsibilities of all other parties to this Agreement. After the inclusion of such entity as a party to this Agreement, the formula for party contribution shall be adjusted for the following year to reflect the addition of this new party.<sup>9</sup>

**TERMINATION.** This Agreement may be terminated by any party, as to that party only, upon sixty (60) calendar days' written notice to all other parties. The terminating party shall remain fully responsible for meeting all of its funding and other obligations through the end of the calendar year in which such notice is given, together with any other costs that may have been incurred on behalf of such terminating party up to the effective date of such termination. This Agreement may be terminated at any time by the written agreement of all parties. It is possible that the makeup of the parties to this Agreement may change from time to time. Regardless of any such changes, the parties choosing not to exercise the right of termination shall each remain obligated to meet their respective share of the obligations of the **WRIA 8 Salmon Recovery Council** as reflected in the annual budget.

10. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by state law, and for the limited purposes set forth in this agreement, each party shall protect, defend, hold harmless and indemnify the other parties, their officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such party's own negligent acts or omissions related to such party's participation and obligations under this Agreement. Each party agrees that its obligations under this subsection extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each party, by mutual negotiation, hereby waives, with respect to the other parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this subsection shall survive and continue to be applicable to parties exercising the right of termination pursuant to Section 9.
11. **NO ASSUMPTION OF LIABILITY.** In no event do the parties to this Agreement intend to assume any responsibility, risk or liability of any other party to this Agreement or otherwise with regard to any party's duties, responsibilities or liabilities under the Endangered Species Act, or any other act, statute or regulation of any local municipality or government, the State of Washington or the United States.
12. **VOLUNTARY AGREEMENT.** This is a voluntary agreement and it is acknowledged and agreed that, in entering into this Agreement, no party is committing to adopt or implement any actions or recommendations that may be contained in the *WRIA 8 Plan* pursuant to this Agreement.
13. **NO PRECLUSION OF ACTIVITIES OR PROJECTS.** Nothing herein shall preclude any one or more of the parties to this Agreement from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any party to this Agreement which is not a party to such decision or agreement.
14. **NO THIRD PARTY RIGHTS.** Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation the non-party members, NMFS, USFWS, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the *WRIA 8 Salmon Recovery Council* or any of the parties, or their officers, elected officials, agents and employees, to any third party.
15. **AMENDMENTS.** This Agreement may be amended, altered or clarified only by the unanimous consent of the parties to this Agreement, represented by affirmative action by their legislative bodies.
16. **COUNTERPARTS.** This Agreement may be executed in counterparts.



- 17. **APPROVAL BY PARTIES' GOVERNING BODIES.** The governing body of each party must approve this Agreement before any representative of such party may sign this Agreement.
- 18. **FILING OF AGREEMENT.** This Agreement shall be filed by King County and Snohomish County in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement on the dates indicated below:

Approved as to form:

TOWN OF BEAUX ARTS VILLAGE:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**SIGNATURE PAGES OMITTED**

Approved as to form:

CITY OF MILL CREEK:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Exhibit A**  
**Regional Watershed Funding**  
**WRIA Based Cost-share: WRIA 8**  
**For 2016**

**Total : \$553,713**

*Note: Total reflects WRIA 8 Salmon Recovery Council decision (March 19, 2015) to provide for an annual increase in the ILA cost share not to exceed the Consumer Price Index for Wages, which is estimated to be 2.18% in 2016. Jurisdictional area, population, and assessed value is to be recalculated every three years per the WRIA 8 interlocal agreement for 2016-2025.*

**WRIA 8 Salmon Recovery Council approved 3-19-15**

WRIA 8 Jurisdiction	Population (Pop)		Assessed Value (AV)		Area (Sq. Mi.)		Cost-Share Amount (Average of Pop, AV, Area)		WRIA 8 Jurisdiction
Beaux Arts	290	0.0%	\$104,734,000	0.0%	0.08	0.0%	0.0%	\$143	Beaux Arts
Bellevue	132,100	9.3%	\$33,167,992,493	12.5%	33.53	7.2%	9.7%	\$53,631	Bellevue
Bothell	40,540	2.9%	\$5,955,222,655	2.2%	13.66	2.9%	2.7%	\$14,849	Bothell
Clyde Hill	2,980	0.2%	\$1,714,510,000	0.6%	1.06	0.2%	0.4%	\$2,004	Clyde Hill
Edmonds	39,950	2.8%	\$7,512,735,402	2.8%	8.99	1.9%	2.5%	\$14,007	Edmonds
Hunts Point	395	0.0%	\$784,473,000	0.3%	0.28	0.1%	0.1%	\$709	Hunts Point
Issaquah	32,130	2.3%	\$6,132,631,583	2.3%	11.4	2.4%	2.3%	\$12,981	Issaquah
Kenmore	21,170	1.5%	\$2,835,378,679	1.1%	6.14	1.3%	1.3%	\$7,169	Kenmore
Kent	0	0.0%	\$1,714,000	0.0%	0.45	0.1%	0.0%	\$180	Kent
King County (Uninc.)	129,665	9.2%	\$16,265,512,387	6.1%	166.03	35.7%	17.0%	\$94,041	King County (Uninc.)
Kirkland	81,730	5.8%	\$14,356,215,877	5.4%	17.81	3.8%	5.0%	\$27,719	Kirkland
Lake Forest Park	12,680	0.9%	\$1,844,674,400	0.7%	3.51	0.8%	0.8%	\$4,330	Lake Forest Park
Maple Valley	2,454	0.2%	\$357,899,600	0.1%	1.3	0.3%	0.2%	\$1,085	Maple Valley
Medina	3,000	0.2%	\$2,822,326,500	1.1%	1.41	0.3%	0.5%	\$2,918	Medina
Mercer Island	22,720	1.6%	\$9,132,580,404	3.5%	6.21	1.3%	2.1%	\$11,790	Mercer Island
Mill Creek	18,600	1.3%	\$3,048,481,121	1.2%	4.68	1.0%	1.2%	\$6,404	Mill Creek
Mountlake Terrace	20,160	1.4%	\$2,269,630,481	0.9%	4.17	0.9%	1.1%	\$5,862	Mountlake Terrace
Mukilteo	20,440	1.4%	\$3,843,580,393	1.5%	6.00	1.3%	1.4%	\$7,722	Mukilteo
Newcastle	10,640	0.8%	\$1,888,944,600	0.7%	4.46	1.0%	0.8%	\$4,471	Newcastle
Redmond	55,840	3.9%	\$11,941,569,998	4.5%	16.45	3.5%	4.0%	\$22,123	Redmond
Renton	59,193	4.2%	\$6,961,057,377	2.6%	13.81	3.0%	3.3%	\$18,040	Renton
Sammamish	48,060	3.4%	\$8,110,684,304	3.1%	17.05	3.7%	3.4%	\$18,675	Sammamish
Seattle	435,487	30.7%	\$92,061,834,922	34.8%	53.01	11.4%	25.6%	\$141,950	Seattle
Shoreline	53,670	3.8%	\$7,322,409,100	2.8%	11.59	2.5%	3.0%	\$16,693	Shoreline
Sno. Co. (Uninc.)	159,369	11.3%	\$20,454,964,615	7.7%	55.51	11.9%	10.3%	\$57,030	Snoh. Co. (Uninc.)
Woodinville	10,990	0.8%	\$2,507,893,071	0.9%	5.66	1.2%	1.0%	\$5,424	Woodinville
Woodway	1,300	0.1%	\$441,766,909	0.2%	1.08	0.2%	0.2%	\$905	Woodway
Yarrow Point	1,015	0.1%	\$838,037,500	0.3%	0.36	0.1%	0.2%	\$859	Yarrow Point
<b>Totals</b>	<b>1,416,568</b>	<b>100.0%</b>	<b>\$264,679,455,371</b>	<b>100.0%</b>	<b>465.69</b>	<b>100.0%</b>	<b>100.0%</b>	<b>\$553,713</b>	<b>Totals</b>
								<b>\$553,713</b>	

NOTE: King County land area excludes the Upper Cedar basin

DATA SOURCES:

- Parcels with 2013 Assessment data
- 2010 Census Tracts
- 2013 Population
- King County Cities
- Snohomish County Cities

**TENTATIVE Council Agenda  
Planning Schedule**

**OCTOBER**

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	29	30	31

**NOVEMBER**

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

**DECEMBER**

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

**October 27, 2015:**

1. Presentation – ECONorthwest
  - Economic Feasibility Study Kickoff
2. Comprehensive Plan Review – Part I
  - Chapter 1 – Introduction
  - Chapter 2 – Consistency w/Countywide Planning Policies
  - Chapter 3 – History of Mill Creek
  - Chapter 4 – Goal Statements
  - Chapter 5 – Population & Employment
  - Related Code Amendments
2. City Communications Strategic Plan
3. Monthly Financial Report

**November 10, 2015:**

1. Veteran Recognition
2. Public Hearing – 2016 Property Tax Levy
3. Comprehensive Plan Review – Part II
  - Chapter 6 – Land Use Element
  - Chapter 7 – Housing Element
  - Chapter 8 – Capital Facilities
  - Chapter 9 – Utilities Element
  - Chapter 10 – Transportation Element
  - Related Code Amendments

**November 24, 2015:**

1. 2016 Property Tax Levy Ordinances
2. Comprehensive Plan Review – Part III
  - Chapter 11 – Streetscape
  - Chapter 12 – Environmental Features
  - Chapter 13 – Parks & Open Space
  - Chapter 14 – Amendment Criteria
  - Related Code Amendments

**December 1, 2015:**

1. Comprehensive Plan
  - Ordinance for Adoption

**December 8, 2015:**

1. Records Committee Presentation
2. Everett School District Stormwater Contract
3. Park Mitigation Fees
4. Proclamation – Bob Crannell Retirement

**January 5, 2016:**

1. Presentation – Lean Project Update
2. Mayor & Mayor Pro Tem Election (2016-2017 term)
3. Mid-Year Biennial Budget Amendment



## **PARKS & RECREATION BOARD**

**Agenda  
Sept 2, 2015  
5:00 p.m.**

**I. CALL TO ORDER:**

**II. MINUTES:**

- A. Approval of July 1, 2015 Minutes

**III. REPORTS:**

- A. Children's Concerts
- B. 3 on 3 Basketball Tournament – July 11
- C. Kids Fun Run – August 8
- D. Board Bash – August 22

**IV. NEW BUSINESS:**

- A. North Point Park Planning Process
- B. North Creek Trail Signage

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

**VII. ADJOURN:**

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

**CITY OF MILL CREEK  
PARKS AND RECREATION ADVISORY BOARD MEETING**

September 2, 2015

**Members Present:** Jim Erlewine, Chair (absent)  
Brett Nagle, Vice Chair  
Gary Harrison  
Mark Johnson  
Gordon Keene (absent)  
Matt McGrath (absent)  
David Chapin  
Sean Kelly, Council Representative  
Vince Cavaleri, Council Representative Alternate  
Xilonen Vela-Garcia, Youth Advisory Board Representative

**Staff Present:** Pam Olson, Recreation Manager  
Tom Gathmann, Director of Public Works

**I. CALL TO ORDER**

Vice Chair Nagle called the meeting to order at 5:01 p.m.

**II. MINUTES**

**MOTION:** Member Chapin moved to approve the July 1, 2015 minutes as presented, seconded by Member Johnson. The motion passed unanimously.

**III. REPORTS:**

Summer Events Wrap-Up

Recreation Manager Olson thanked all the Board members that assisted in the City booth during Mill Creek Festival. Ms. Olson stated the Children's Concerts were well attended this year with around 300 per concert plus the weather held with no rainouts. The 3 on 3 Basketball Tournament held on July 11, 2015 had 67 teams participate in the event which was an increase of 20 teams from last year. Recreation Assistant, Brian Davern unfortunately turned away 40 teams due to lack of space this year. In reviewing options, it was suggested by the board members to hold the event two days or at a larger location. The Kids Fun Run was well attended with 223 participants which was also increase from last year's event. The Board Bash held on August 22, 2015 had 35 participants. Member Johnson noted he attended the Board Bash event and recommended that the music get reviewed prior to next year event.

Youth Advisory Board Representative's Report

Youth Board representative, Vela-Garcia gave a brief summary on the summer

Parks and Recreation Board Minutes  
September 2, 2015  
Page 2

events the board members participated in to include the end of the year “social” which was held at McCollum Park. Community transit gave a presentation to the YAB board members at their last meeting.

**IV. NEW BUSINESS:**

North Pointe Park

Director Gathmann very briefly mentioned that the planning for North Pointe Park was on hold and will be a topic of future discussion.

North Creek Trail Signage

Director Gathmann shared that the City is applying for a \$10,000 grant, in partnership with Snohomish County Parks for the North Creek Trail signage. Currently the North Creek trail signage is poor throughout Main Street in Town Center and along Mill Creek Boulevard. An application will be submitted by September 10, 2015 asking for additional high quality signage which would be installed at several location along the trail and also mile markers. The board members felt by adding signage to the North Creek trail, this could increase awareness and usage of the trail.

**MOTION: Member Harrison moved to support the grant application as presented, seconded by Member Chapin. The motion passed unanimously.**

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

Ms. Olson reminded board members of the Shredding Event scheduled for September 12, 2015 at City Hall Annex parking lot.

**VI. ADJOURN:**

**MOTION: Member Chapin moved to adjourn the meeting at 5:45 p.m., seconded by Member Harrison. The motion passed unanimously.**