



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.

Next Ordinance No. 2015-799

Next Resolution No. 2015-536

**October 27, 2015
City Council Meeting
6:00 p.m.**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

NEW BUSINESS

- B. Appoint Three Members to the Art and Beautification Board and Two Members to the Park and

Recreation Board with Terms Expiring October 31, 2018
(*Council Interview Committee*)

- C. 132nd Street Corridor Market Feasibility and Fiscal Impact Study Kickoff
(*Rebecca C. Polizzotto, City Manager*)
- D. Development of a City Communications Plan
(*Rebecca C. Polizzotto, City Manager*)
- E. 2015 Comprehensive Plan Update
(*Rebecca C. Polizzotto, City Manager*)

CONSENT AGENDA:

- F. Approval of Checks #54428 through #54492 and ACH Wire Transfers in the Amount of \$105,579.95.
(*Audit Committee: Councilmember Michelson and Councilmember Bond*)
- G. Payroll and Benefit ACH Payments in the Amount of \$263,368.54.
(*Audit Committee: Councilmember Michelson and Councilmember Bond*)
- H. City Council Meeting Minutes of October 6, 2015
- I. City Council Meeting Minutes of October 13, 2015

REPORTS:

- J. Mayor/Council
City Manager
Boards and Commissions

AUDIENCE COMMUNICATION:

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

ADJOURNMENT



Agenda Item # B
Meeting Date: October 27, 2015

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE ART/BEAUTIFICATION BOARD

KEY FACTS AND INFORMATION SUMMARY:

There are currently three vacancies on the Art/Beautification Board. A notice soliciting new members was posted at City Hall, on the City's website, and a press release was sent to the local newspapers.

Three individuals provided written responses to the notice for the vacant positions and were interviewed by a committee consisting of Councilmember Michelson, Councilmember Holtzclaw and Councilmember Cavaleri.

CITY MANAGER RECOMMENDATION:

Appoint three applicants to the Art and Beautification Board with terms expiring October 31, 2018.

ATTACHMENTS:

Written responses expressing a desire to serve on the Art/Beautification Board from Matt Buchanan, Marlene King and David Wood.

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager

GA\EXECUTIVE\WP\COUNCIL\SUMMARY\2015\Art & Beautification Board Appointments.docx

Friday, September 18, 2015

TO: Kim Mason-Hatt

RE: Position on the Art & Beautification Board

Dear Kim,

During our last A&B meeting you told the various people that their terms expire in October 2015, and I was one of the names mentioned.

I do wish to re-apply to be on the A&B Board once again.

If you have any questions please give me a call.

Best regards,



Marlene King

425-337-1316

Kim Mason-Hatt

From: Matt Buchanan <mrmattfb@yahoo.com>
Sent: Wednesday, September 09, 2015 7:45 PM
To: Kim Mason-Hatt
Subject: Items discussed at todays A&B meeting

Good morning Kim,
The address we discussed regarding a letter being sent about a possible Sustainabel Garden candidare is:
14709 26th Dr SE.

Additionally, I would like to submit my name for possible consideration for another term on the A&B board. I have very much enjoyed my time and involment on this board and would like to continue for another term. If I need to submit this under a seperate cover just let me know and I will be happy to oblige.

Respectfully,
Matt Buchanan

David W. Wood
14904 21st Drive, SE
Mill Creek, WA 98012
425-316-0337

RECEIVED
OCT 01 2015
CITY OF MILL CREEK

Mrs. Kim Mason-Hatt
Administrative Assistant
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

Dear Mrs. Mason-Hatt,

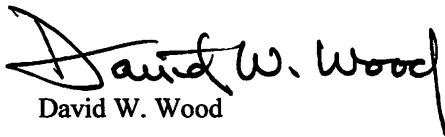
I wish to submit an application to participate on the Art & Beautification Board. I have a strong interest in maintaining and promoting the aesthetic beatification of the City of Mill Creek in keeping with the existing beauty and traditions of this lovely community. The Japanese United Development Corporation set a high standard of beauty in developing Mill Creek, and the Mill Creek Community Association and the City have continued to standard.

My qualifications include a strong interest in architectural beauty and art. I have a special appreciation for famous architects Frank Lloyd Wright and Green & Green for example. I'm also much in favor of the use of flowers , statuary and the like to further the beautification and attractiveness of our city.

I also have a BS and an MBA in management from San Diego State University.

I would appreciate your positive consideration of my application for this position.

Sincerely,


David W. Wood

cc: Kelly Chelin, Executive Assistant /City Clerk



Agenda Item # B
Meeting Date: October 27, 2015

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE PARK AND RECREATION BOARD

KEY FACTS AND INFORMATION SUMMARY:

There are currently two vacancies on the Park and Recreation Board. A notice soliciting new members was posted at City Hall, on the City's website, and a press release was sent to the local newspapers.

Two individuals provided written responses to the notice for the vacant positions and were interviewed by a committee consisting of Councilmember Michelson, Councilmember Holtzclaw, Councilmember Cavaleri with Park and Recreation Board Chair James Erlewine.

CITY MANAGER RECOMMENDATION:

Appoint two members to the Park and Recreation Board with terms expiring October 31, 2018.

ATTACHMENTS:

Written responses expressing a desire to serve on the Park & Recreation Board from Brett Nagle and Gordon Keene.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Rebecca C. Polizzotto".

Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY\2015\Park Board Appointments.docx

Kim Mason-Hatt

From: Kelly Chelin
Sent: Friday, October 23, 2015 9:56 AM
To: Kim Mason-Hatt
Subject: FW: Your Park & Recreation Board Position



Kelly Chelin
Director of Public Information
City Clerk
kellyc@cityofmillcreek.com
P: 425-921-5732 | F: 425-745-9650

From: Tom Gathmann
Sent: Friday, October 2, 2015 3:35 PM
To: Nagle, Brett; Kelly Chelin
Cc: Pam Olson
Subject: RE: Your Park & Recreation Board Position

Brett,

Thank you for the very timely reply! I am glad you are interested to continue to serve on the Parks & Recreation Board.

See you next Wednesday at 5:00. I will be sending out the agenda packet later this afternoon.



Tom Gathmann, PE
Facilities, Parks & Recreation Director
tomg@cityofmillcreek.com
P: 425-921-5722 | F: 425-745-9650

From: Nagle, Brett [<mailto:brett@wadefense.com>]
Sent: Friday, October 2, 2015 3:24 PM
To: Kelly Chelin
Cc: Pam Olson; Tom Gathmann
Subject: Re: Your Park & Recreation Board Position

Thanks for the reminder. I am interested in continuing to serve. Attached Please find a cover letter and resume. Please let me know if you need anything else.

Have a great weekend!

BRETT S. NAGLE
ATTORNEY
3400 188TH STREET SW
SUITE 310
LYNNWOOD, WA 98037

Kim Mason-Hatt

From: Kelly Chelin
Sent: Monday, October 12, 2015 2:07 PM
To: Kim Mason-Hatt
Subject: FW: Park and Recreation Board Position - Gordon Keene

Gordon letter



Kelly Chelin
Director of Public Information
City Clerk
kellyc@cityofmillcreek.com
P: 425-921-5732 | F: 425-745-9650

From: GJK [<mailto:gkeene@abbaintl.com>]
Sent: Friday, October 2, 2015 3:38 PM
To: Kelly Chelin
Subject: Park and Recreation Board Position - Gordon Keene

Dear Kelly,

Please be advised that I have a continued interest to serve on the Parks and Recreation Board for the City of Mill Creek. I have served on this board since 2003 and believe the experience gained during this period has allowed me to understand the needs of the community, as our city has evolved. I understand our role as an advisory board and have worked with many current and former council members in supporting their effort to provide what I believe are a great selection of parks for our community. I would be happy to continue on the board if that is the decision of the council.

Please let me know if you need anything further at this time.

Best regards,

Gordon Keene,
425-487-0301



Agenda Item # _____
Meeting Date: October 27, 2015

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 132ND STREET CORRIDOR MARKET FEASIBILITY AND FISCAL IMPACT STUDY KICKOFF

KEY FACTS AND INFORMATION SUMMARY:

On October 6, 2015, the City Council authorized the City Manager to negotiate and execute a contract with ECONorthwest for a market feasibility and fiscal impact study for the 132nd Street Corridor not to exceed \$33,000.

The purpose of the study is to:

- Give the City an understanding of the market for different land uses along the 132nd Street corridor, including the EGUV, and the potential fiscal impacts of these uses to the City as the areas build out, both in the near-term and long-term.
- Identify what, if any, zoning and design guideline changes and infrastructure investments the City could make to support the vision for the area.
- Evaluate fiscal impacts of utilizing LRF financing, the impact of potential development incentives, and changes to zoning regulations.

The City has negotiated the contract with ECONorthwest and will begin the project within a few days. The scope of work in the contract is attached.

To kick off the project, the Project Director, Morgan Shook, will make a brief presentation to the City Council. The purpose of the meeting is for Mr. Shook to introduce himself and present the scope of work for the project and the schedule to the Council.

CITY MANAGER RECOMMENDATION:

None at this time, information only.

ATTACHMENTS:

- Scope of Work for 132nd Street Corridor Market Feasibility Fiscal Impact Study

Respectfully Submitted:

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

Rebecca C. Polizzotto
City Manager

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DATE: October 21, 2015
TO: Tom Rogers
FROM: Morgan Shook and Erik Rundell
SUBJECT: DRAFT SCOPE OF WORK

Scope of Work

ECONorthwest's (ECO) approach to the Market Feasibility and Fiscal Impact Study is detailed analysis of the feasibility of different uses, how feasibility may or may not change under different circumstances, and the potential for implementing the City's Local Revitalization Financing (LRF) program to support desired changes. Specifically, the approach needs to address three important and related questions the City has posed:

- What land uses are currently economically feasible along the 132nd Street corridor, and how does this align with the uses envisioned in the EGUV master plan?
- How would zoning changes and transit and infrastructure improvements affect the feasibility equation?
- What are the fiscal impacts of likely development scenarios in the near-term and long-term?
- Finally, how do the answers to the questions above relate to the current moratorium in the EGUV?

The study has four tasks:

- Task 1: Project management and meetings
- Task 2: A real estate market assessment to understand the potential of different uses and a forecast of future development and an assessment of the development implications of transit improvements and zoning changes,
- Task 3. A fiscal revenue impact analysis of potential development scenarios, and
- Task 4. Summary of economic development implications and recommendations.

Task 1. Project Management and Meetings

The first task includes on-going project management and meetings with City staff and elected officials throughout the project. Given the relatively short timeline frequent communication and mutual trust will be critical. ECO will have regularly scheduled check-ins with City staff to ensure the project moves along smoothly. ECO will also attend 3 meetings with the City Council to brief them on the project and findings. ECO will also meet with City staff 3 times at key milestones to review the findings from the analytical tasks and the draft final deliverable products.

Task 2. Market Assessment

This task will analyze current market trends in the Mill Creek region and the 132nd Street corridor specifically to understand the current market and feasibility of different uses. This baseline understanding will inform the development of two to three different development scenarios that will be used in the fiscal impact analysis. This task will have three subtasks.

- **Assessment of real estate market fundamentals.** This subtask will analyze the real estate fundamentals for retail, office, and residential uses in Mill Creek and assess how competitive the 132nd Street corridor may be for them to identify the most likely use in the near-term. Specifically, the analysis will look at:
 - Development patterns and trends in Mill Creek and the surrounding area by use, scale and location to assess Mill Creek's market position compared to neighboring communities.
 - Building area and housing unit absorption over time for office, retail, and multi-family housing.
 - Rent and vacancy trends for office, retail, and multi-family housing.

Based on this analysis, the study will identify the types of uses Mill Creek is most likely to realize along the 132nd corridor in the near-term.

- **Development Prototype Feasibility.** This subtask will use the findings of the market analysis to construct development financial pro forma models for up to three prototype developments to assess current feasibility of development and redevelopment. ECO will work with City staff to identify appropriate prototypes, which will not be constrained by current zoning of the area.

The subtask will also use the prototype pro forma models to test the impacts of zoning changes on feasibility.

The subtask will also assess the potential impacts the Swift 2 bus rapid transit line may have on development. Using this background knowledge and an analysis, of potential user benefits from the Swift 2 line, ECONorthwest will estimate the potential premium for land the Swift 2 line will have in Mill Creek and the 132nd corridor. The change from the baseline conditions will be factored into the prototype pro forma modes to assess changes in feasibility in the near-term.

- **Land Development Forecast Scenarios.** This subtask will form two to three development scenarios based on different levels of growth and mix of uses to provide an instructive range of possible outcomes over the near, mid-, and long-term. ECO will work with the city on selecting an appropriate market area for the forecast. The scenarios will be based on three key factors:
 - Recent growth and market readiness,
 - The pipeline of permitted projects, and

-
- Existing structures and land capacity of parcels along the corridor.

Task 3. Fiscal Revenue Impact Analysis

Subtask 3A: Develop Mill Creek Revenue Model

We will develop a flexible public revenue model that will allow for estimation of likely net tax revenue impacts resulting from new development in the study area and for testing of alternative tax increment financing (TIF) tools or arrangements available in Washington. The model will be built with the expectation that it can be delivered for future use by the city.

The analysis will be conducted using a cash flow revenue model that will build up from the development assumptions, including phasing and timing of development, to estimate changes in affected tax bases, which in turn will be used to estimate revenues for all affected jurisdictions. The development-generated incremental revenue will provide the basis for assessing the funding potential and implications of alternative tax increment approaches.

Incremental revenues will highlight the potential study area generated cash flow that could be used to support various capital funding packages for supportive infrastructure or public goods needs irrespective of any particular TIF structure. The model will be very flexible and allow for multiple scenarios and sensitivity analysis regarding key assumptions. In particular, the following parameters will be explicitly called out within the model and subject to control:

- Development assumptions including type, scale, and timing of new development;
- Type and mix of tenant types and associated employment and business income levels;
- Productivity of new retail activity;
- Housing mix (owner-occupied, rental) and density;
- Assumptions about tax rates;
- Implications of tax credits and exemptions for certain types of development; and,
- Implications of sales tax streamlining on revenue potential of certain types of development.

Revenue analysis. Current tax rates will be applied to the incremental tax bases to estimate potential public revenues. Revenues will be organized according to the legislative or policy limits on their use and whether they are one-time or ongoing revenues. The revenue module will allow for the assessment and testing of alternative policy choices and estimation of revenues for all affected jurisdictions. The revenue model will include:

- Property Tax
- Utility Tax (not currently used by the city)
- Sales Tax (both on construction and ongoing from business operations)
- Sales Tax - Public Safety

-
- Real Estate Excise Tax
 - State Shared Revenues
 - Sales Tax – Criminal Justice
 - Cable Franchise Fees
 - B&O Taxes (both on construction and ongoing from business operations)

Subtask 3B: Evaluate Different Funding Tools

The revenue model will include a capital-funding element that will build on the revenue analyses and will allow for the assessment of current and proposed TIF mechanisms. Specific focus will be on the Local Revitalization Financing program (LRF) but the city may choose to evaluate other available programs. A summary for each potential mechanism will show the portion of incremental revenues that are allocated to debt service (either by rule or by policy choice) and the total available funds for capital investment purposes. The available capital funding will be shown for a range of bond terms (10, 20 and 30 years) and bond rates. Also, total debt service commitments will be compared with overall net revenues to indicate the level of debt service coverage provided by the project as a way of highlighting potential financial risks associated with implementing any of the TIF options.

Subtask 3C: Develop and Test Development Program Scenarios

We will work with the City team to develop alternative scenarios that illustrate mechanics and funding capacity of the programs studied. The output of the model will be displayed in ways that speak to key stakeholders, including identifying the potential benefits to the State, City, developers, and other interests with common metrics across the tools. Lastly, this task will develop a road map for implementing the LRF program including when the program may start, effective sales tax credit rate, and length of program.

Subtask 3D: Delivery and Training on Model

ECO will prepare the revenue model for delivery and ease-of-use updating by the city. We will deliver an Excel-based model and host a training session for its use.

Task 4. Final Deliverables

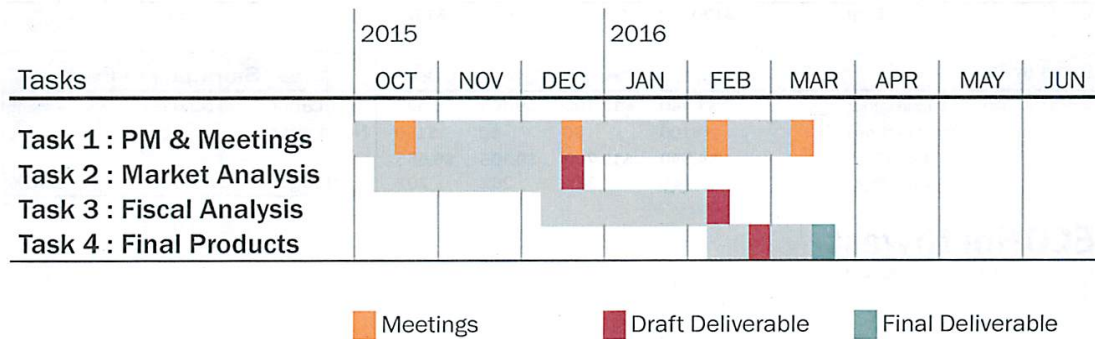
Lastly, the study will provide draft materials for the city to review/revise before final production. It is anticipated that ECO will prepare four types of materials for the city:

- An “executive summary” document (about 6-10 pages) summarizing findings and recommendations of the study aimed at decision-makers and the general public. The document will balance text and graphics in communicating the key points.
- A series of technical appendices summarizing the analytic methods and findings. This document will be written for technicians and city staff.

- A graphically oriented folio highlighting the market potential and key findings for the study to communicate to a broader audience.
- PowerPoint slide decks summarizing the study findings for City Council briefings.

These materials will cover the development and planning implications along 132nd Street based on the findings from Tasks 2 and 3 and will also make recommendations of potential changes and actions the City can make to the East Gateway Urban Village Plan and along the 132nd Street corridor more broadly. The recommendations will outline the path forward for regulatory changes (zoning), infrastructure investments, development incentives, and the implementation of LRF. ECO will also deliver the revenue model.

Schedule



Meetings:

- October
 - Workshop with city staff to better understand current conditions
 - Briefing with the Council on project goals and deliverables on October 27th.
- December
 - Workshop with city staff to review preliminary findings
 - Briefing with the Council on preliminary findings of market analysis and fiscal impacts on December 8th.
- January
 - Workshop with city staff to review draft final analysis and preliminary recommendations
- March
 - Final Presentation to Council on final results and recommendations (date TBD).

Budget

Labor Expenses	\$/Hour	HOURS BY TASK				TOTALS		
		Task 1 PM & Meetings	Task 2 Market Analysis	Task 3 Fiscal Analysis	Task 4 Final Products	Hours	\$	% of Budget
ECONorthwest								
Project Director (Shook)	180	13	10	20	15	58	\$10,440	32%
Senior Policy Analyst (Kitchen)	190		10			10	\$1,900	6%
Project Manager (Rundell)	140	15	40	12	15	82	\$11,480	35%
Analyst	85		40	45	5	90	\$7,650	23%
Graphic Design	65				20	20	\$1,300	4%
Sub-Total		28	100	77	55	260	\$32,770	99%

Non-Labor Expenses	Task 1	Task 2	Task 3	Task 4	Expense Totals	% of Budget
Travel	\$100				\$100	0%
Reproduction/Printing				\$130	\$130	0%
Computer/Data Expense					\$0	0%
Miscellaneous					\$0	0%
Total	\$100	\$0	\$0	\$130	\$230	1%

Totals by Task	Task 1	Task 2	Task 3	Task 4	Totals	Summary of Expenses
Total Labor	\$4,440	\$12,700	\$9,105	\$6,525	Labor	\$32,770 99%
Direct Expense	\$100	\$0	\$0	\$130	Non-Labor	\$230 1%
Total by Task	\$4,540	\$12,700	\$9,105	\$6,655	Budget	\$33,000 100%
% of Total Budget	14%	38%	28%	20%		

ECONorthwest
ECONOMICS • FINANCE • PLANNING

Market Feasibility and Fiscal Impact Study

132nd Street Corridor and
East Gateway Urban Village

About Us

Key Questions

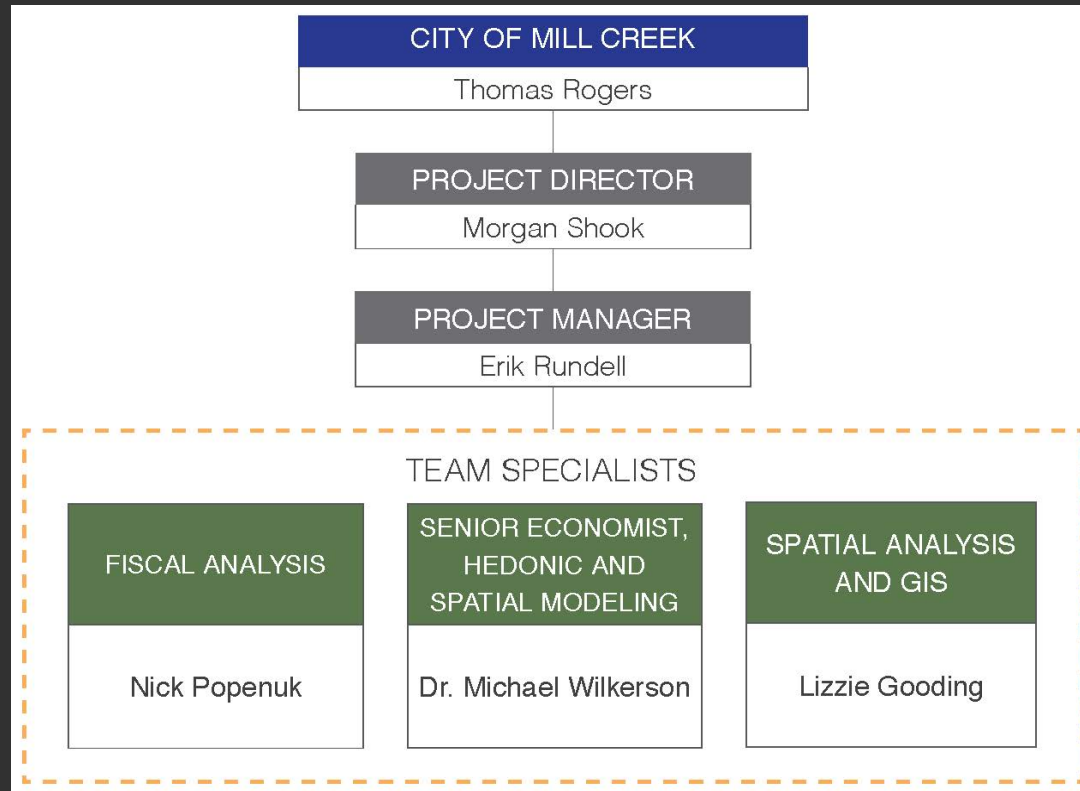
Project Approach

Project Deliverables

Questions

ABOUT “ECO”

Portland | Eugene | Seattle | Boise



- Comprehensive view of development process
- Experience with public and private clients and their perspectives
- Understand development and fiscal impacts and role for the city in shaping development

KEY QUESTIONS

Portland | Eugene | Seattle | Boise

What issues does this project address?

- Trajectory of 132nd Corridor
- Development Moratorium in the EGUV
- Impact of Swift 2
- Choices for the City (zoning, incentives, and infrastructure)

What information is needed to address these issues?

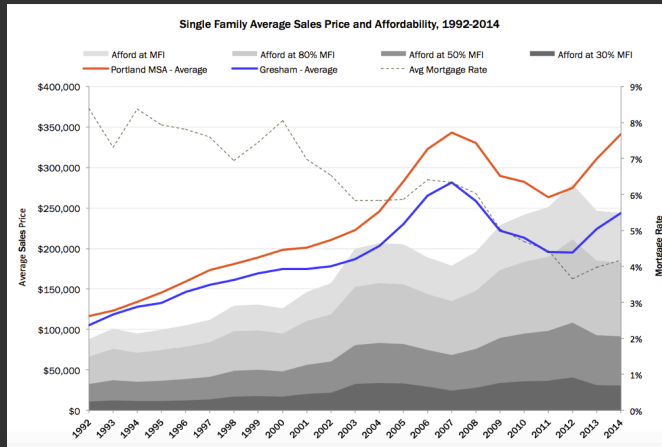
- Market assessment and understanding of Mill Creek's competitive position
- Relative financial feasibility of different development types
- Tax revenue impacts and LRF implementation

PROJECT APPROACH

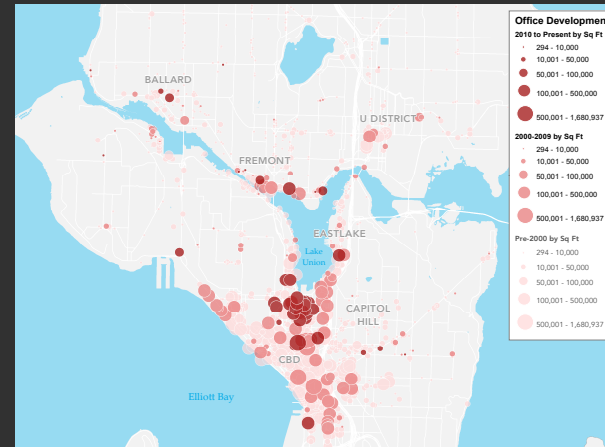
Portland | Eugene | Seattle | Boise

What's happening in the local real estate market?

- Building Trends (location, scale)
- Rents/Occupancy (productivity)



Portland | Eugene | Seattle | Boise



What development is feasible?

- Use types (retail, housing, office)
- Building types (big box, mixed use, etc.)

Revenue (Rent)

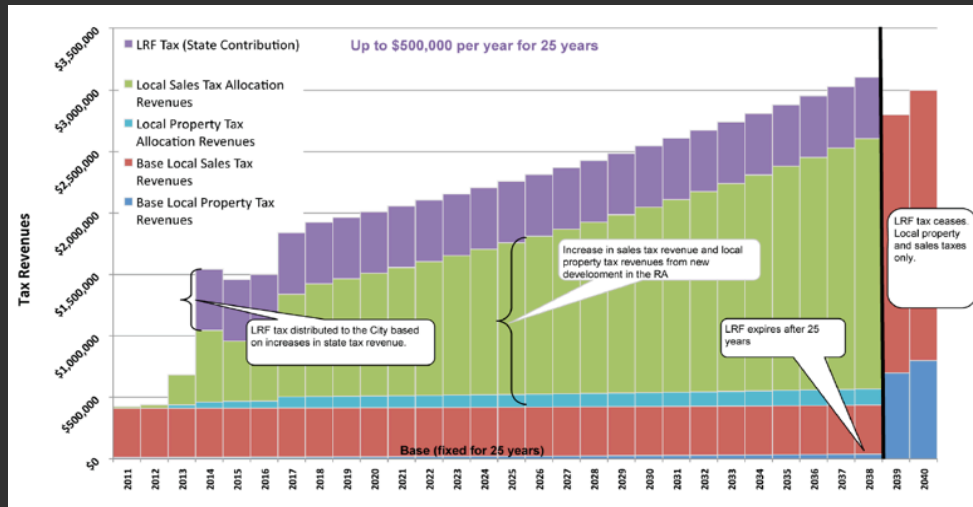
- Developer Costs

- Land
- Demolition
- Site Preparation
- Parking
- Financing
- Construction
- Operation & Maintenance

Return (+/-)

What are the tax impacts to the city?

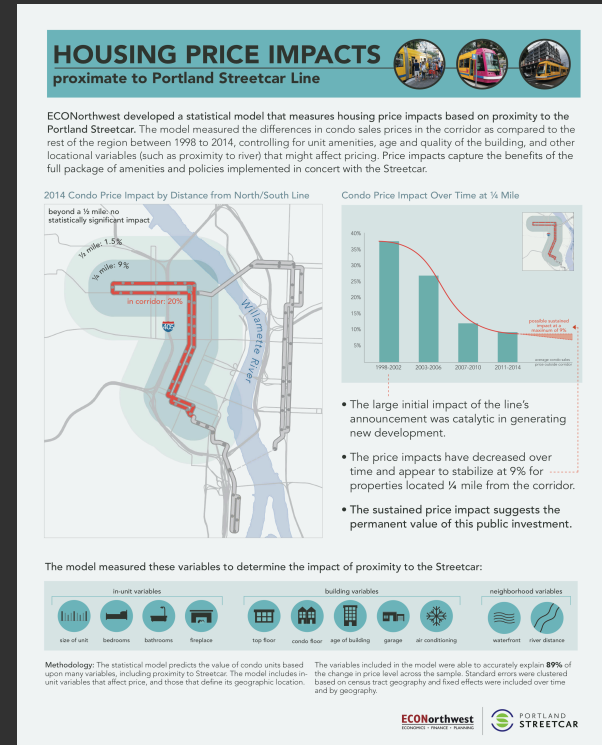
- Assess alternative futures
- Impact and timing of LRF

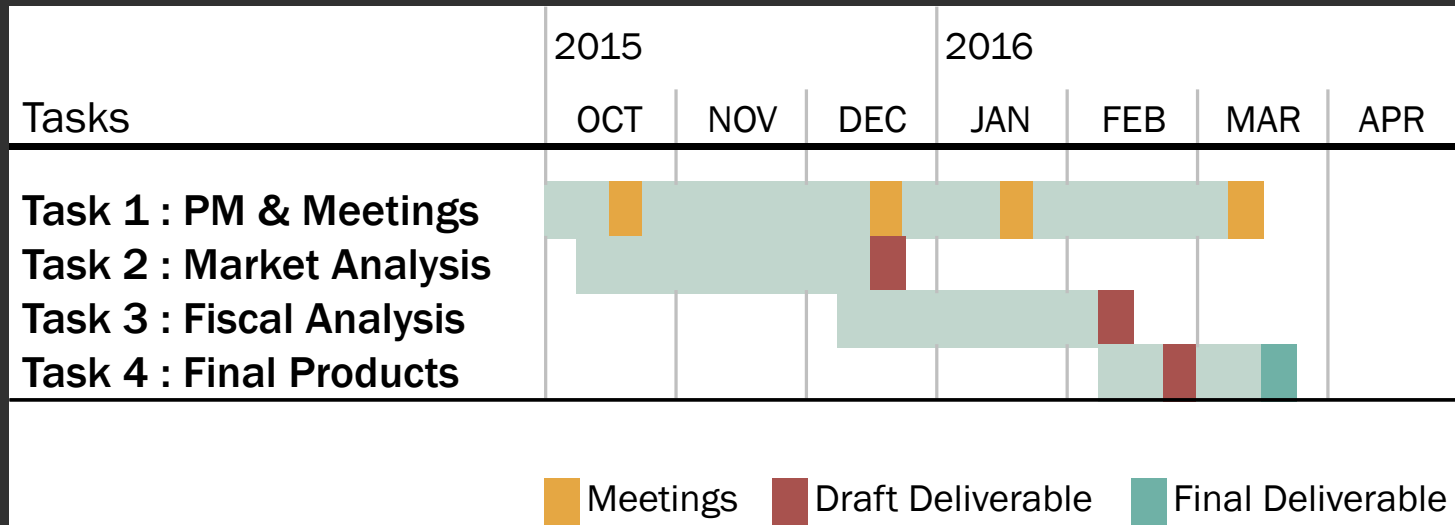


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How does the city shape and support growth?

- Zoning
- Incentives
- Infrastructure



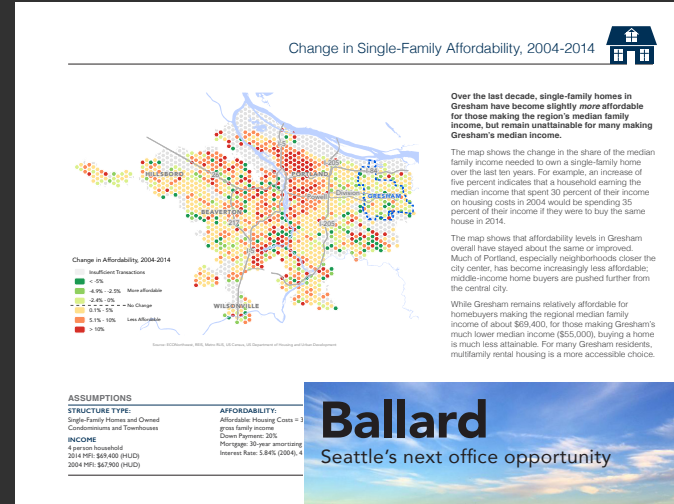


ECONorthwest

ECONOMICS • FINANCE • PLANNING

Final Deliverables

- Executive Summary Document
- Technical Appendices
- Graphically-oriented Folio
- Briefing Slide Decks



Ballard

Seattle's next office opportunity

TALENTED WORKFORCE

- Growing population
- Highly educated population
- Dynamic and vibrant neighborhood

IMPROVING OFFICE MARKET

- Vacancies decreasing
- Rents increasing
- Employment growth

COMING DEVELOPMENTS

- Land Use and Zoning Changes
- Transportation Investments (Sound Transit, Metro)
- Office Development in the Works

BALLARD
CHAMBER OF COMMERCE

For more information, please contact Mike Stewart at mike@ballardchamber.com

Thank You

Portland | Eugene | Seattle | Boise

ECONorthwest

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Portland



Eugene



Seattle



Boise



Agenda Item # _____

Meeting Date: October 27, 2015

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **DEVELOPMENT OF A CITY COMMUNICATIONS PLAN.**

KEY FACTS AND INFORMATION SUMMARY: On September 1, 2015, the City Manager re-organized the working departments of the City to include the creation of a Department of Public Information. This reorganization also served to expand the Department of Community Development to now include economic development (now referred to as the *Department of Community and Economic Development*). Further, this plan included the reorganization of the Department of Public Works to now serve as the Department of Facilities, Parks and Recreation which includes a tourism component. The development of a strategic City communications plan is necessary to the successful execution of specific work components for each of these departments, and to the City as a whole.

Currently, the City has no communications standards, nor does it have an integrated communication plan that coordinates traditional and digital communication channels. The City Manager recommends initiating the development of a strategic communications plan in order to enhance the City's economic development, tourism and public information efforts.

To ensure the City's communications outreach is purposeful, proactive and effective at building greater awareness and attractiveness, the City Manager recommends conducting targeted research and analysis in order to develop a communications plan. A "voice of the customer" approach is recommended that will identify business and citizen leader preferences and perceptions, perceived competing alternatives and quality of place motives that drive locating decisions. Further, this analysis will aid in developing an effective positioning strategy to establish and distinguish the City of Mill Creek as the "best" community to live, work and play.

The aforementioned marketing and research will provide the City with a comprehensive communications plan that will include the following components: Northstar Statement, Situational Analysis, Research Findings, Market Definition (Segmentation Strategy & Target Profiles), Service Definition (Product Matrix & Proposed Changes), Communications Objectives (Metrics & Milestones), Positioning (City Image and Competitive Distinction), Promotion (Advertising, Public/Media Relations, Direct Marketing, E-Marketing, Presentation, Collateral Materials/Media), and Implementation Plan (Tactics, Budget and Measurements).

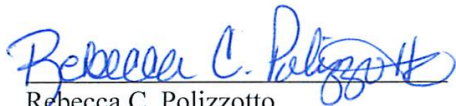
It is estimated that the development of Communications Plan will take approximately 16 weeks and cost \$39,750. Funds in the amount of \$60,000 for communication initiatives were included in the Executive Department for the 2015-2016 budget period.

City Council Agenda Summary
Page 2

CITY MANAGER RECOMMENDATION: The City Manager recommends the City Council authorize the City Manager to negotiate and execute a contract with Marketing Solutions in an amount not to exceed \$39,750, for the development of a City Communications Plan.

ATTACHMENTS: There are no attachments to this Agenda Summary. The City Manager, along with representatives from Marketing Solutions, and the Economic Alliance of Snohomish County will make a presentation regarding the importance of developing a City communications plan.

Respectfully Submitted:


Rebecca C. Polizzotto
City Manager



MARKETING SOLUTIONS
research-based growth strategies

Mill Creek Council Presentation

www.mktg-solutions.com

City of Mill Creek

City Communications Plan Presentation

1



Why a Communications Plan

To proactively control your public image

To coordinate all messaging and imaging

To deliver a consistent brand experience

To increase both awareness and attractiveness



Outreach Challenges

- > **Dynamic marketplace, constantly changing**
 - Customer attitudes and motives change
 - The competitive landscape changes
- > **A lack of essential market intelligence**
 - Many municipalities act on unproven assumptions
 - Action without validation increases risks



Best Practices

> Data-Driven

- Don't guess, develop outreach programs based on real-time and reliable market data

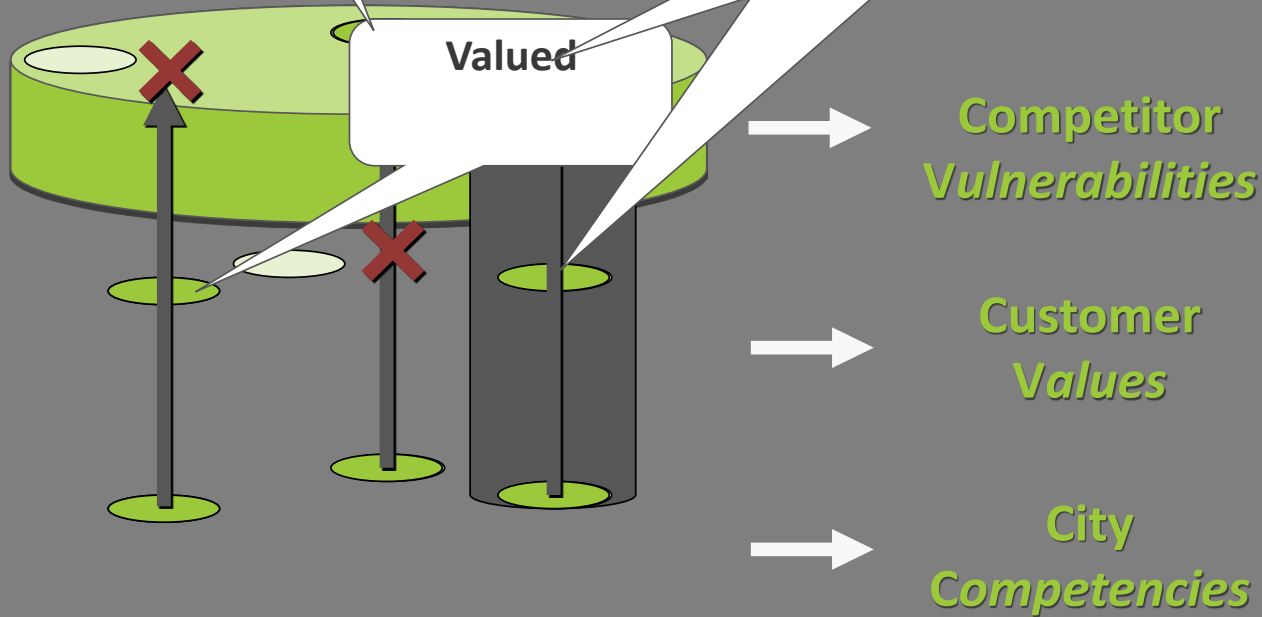
> Customer-Centric

- Positioning and promotion strategies are based on customer values and motives that drive behavior

> Outcomes-Based

- Outreach programs are measured against City metrics to monitor and optimize results

Research-Based Communication Plan





Scope of Work

- > **Project:** City Communications Plan
- > **Goal:** Increase awareness & attractiveness to advance development
- > **Timing:** Starts Q4 / 2015 (16 weeks)
Stages 1 through 3



Scope of Work

> Current Situation:

- Aligned to the new organizational plan, ready to develop and implement an outreach program

> Customer Segments:

- Business leaders, constituents & community

> Outcome Objectives:

- Branding, messaging and outreach deliverables



Situation Analysis

> Assets:

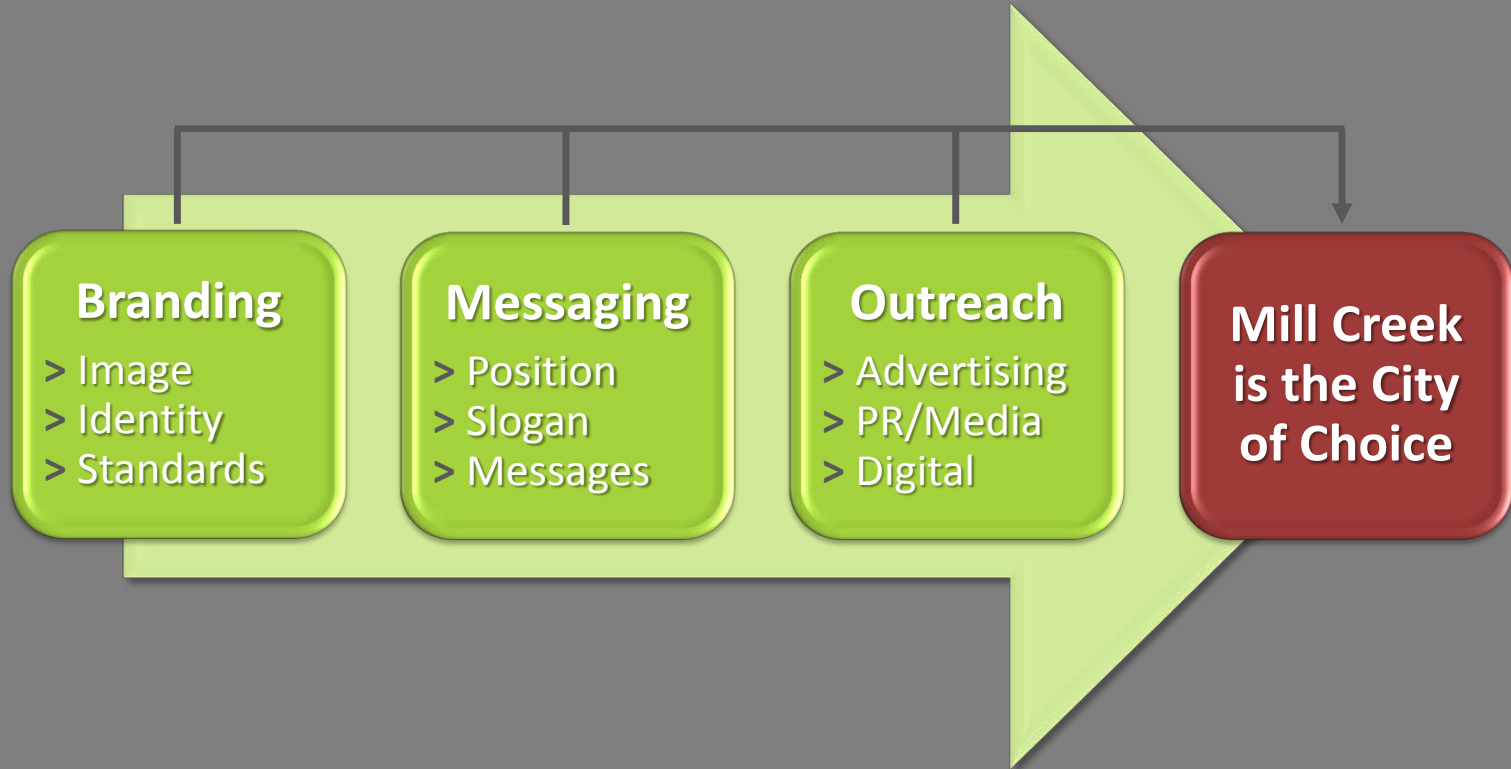
- City has many natural and developed assets that are leverageable in terms of community development

> Liabilities:

- Lack an integrated and coordinated plan, brand standards, key messages and delineated roles



Key Program Elements





Stages of Engagement

1) Discovery – *Analyzing the City*

Council interviews, staff retreat, situation analysis



2) Research – *Analyzing the Market*

Citizen & business focus groups, competitor



3) Planning – *Utilizing the Data*

Communication strategies, budget, action plan



4) Execution – *Launching the Program*

Production, launch, monitor & optimizing results



Discovery Stage – 4 weeks

- > Council interviews for situation & preferences
- > Staff retreat:
 - Statement of purpose (Northstar)
 - SWOT & PEST analysis (current situation)
 - Segmentation & profiling (target audiences)
 - Brand image (how we want to be known)
 - Touch point audit (audiences experience)



Research Stage – 8 weeks

- > Business leader focus groups (2)
- > Constituent focus groups (2)
- > Competitor Studies (3)



Planning Stage – 4- weeks

- > **Research Analysis**
 - Date entry & tabulation
- > **Communications objectives**
 - Metrics & milestones
- > **Communications strategies**
 - Positioning & promotion
- > **Implementation**
 - Budget & action plan



Execution Stage

- > **Production**
 - City identity integration & standards
 - Digital (website, e-news, social media, video, etc.)
- > **Launch: disseminate outreach**
 - Advertising, PR, digital, pushing content, etc.
- > **Monitor: track engagement**
- > **Optimize: based on results and feedback**



AARD PEST CONTROL

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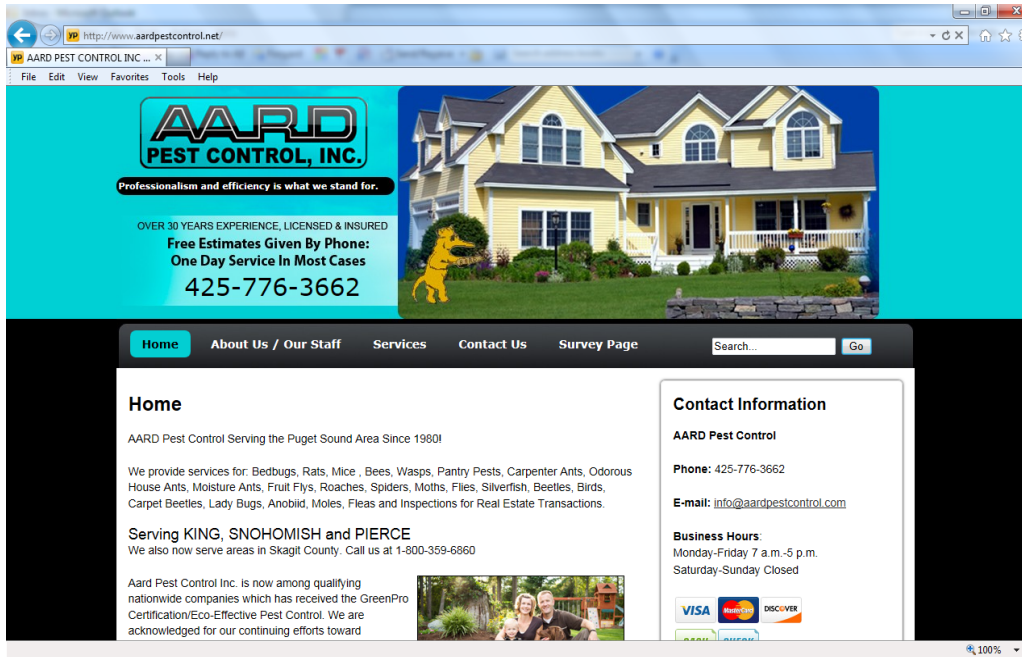
KING CO.
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(800) 359-6860

JOSEPH STEHLE
Manager

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Manager
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Agenda Item # _____
 Meeting Date: October 27, 2015

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2015 COMPREHENSIVE PLAN UPDATE

KEY FACTS AND INFORMATION SUMMARY: The overall purpose of the 2015 Comprehensive Plan update is to make revisions necessary to guide future development in the City and its Municipal Urban Growth Area (MUGA) through 2035. As updated, the Comprehensive Plan continues to focus on maintaining Mill Creek as a predominantly residential community, promoting the development of the City’s commercial core, maintaining urban densities that can be served by transit, ensuring the provision of urban services, planning for the construction of capital facilities, such as roads and sidewalks, providing for the recreational needs of the community, and protecting natural resources.

The update process began in early 2014 when the City staff and the Planning Commission prepared an audit of the existing Comprehensive Plan for consistency with the Countywide Planning Policies (CPPs) and GMA requirements. The result of the audit was that the majority of the updates would be “housekeeping” in nature and that significant revisions were not necessary.

To facilitate review, the revisions will be presented in three groups scheduled as follows:

Meeting Date	Chapters	Comments
10/27/15	Introduction; Consistency with CPPs; History; Goal Statements; Population & Employment	Agenda Summary and Comprehensive Plan Books delivered to Council - containing Executive Summary and redline and clean versions of first five chapters and the Public Participation Plan
11/10/15	Land Use; Housing; CFP; Utilities; Transportation	Redline and clean versions of second five elements, and Transportation related code amendments delivered to Council (1 week early).
11/24/15	Streetscape; Environmental Features; Parks and Open Space; Glossary	Redline and clean versions of last four elements delivered to Council. Code amendments related to Streetscape, Best Available Science and Amendment Criteria. Planning Commission Resolution
12/1/15	Adoption	Council Ordinance

CITY MANAGER RECOMMENDATION:

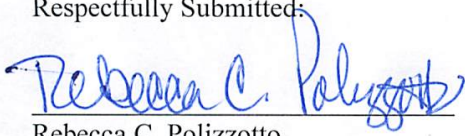
The City Manager recommends that the City Council review and provide input and direction on the proposed Comprehensive Plan amendments.

City Council Agenda Summary
Page 2

ATTACHMENTS:

- Executive Summary
- Comprehensive Plan Chapters 1-5 (available on the City's website:
<http://www.cityofmillcreek.com/index.aspx?NID=139>)

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY\2015\Comp Plan 2015 Update.docx

**Executive Summary
2015 Comprehensive Plan Update**

The City of Mill Creek Comprehensive Plan is a long-range planning document containing goals and policies, which are intended to be a guide concerning future land use, extensions of community services and facilities, parks and open space, designation of environmentally sensitive areas, and desirable urban design elements for the City. As the City of Mill Creek continues to grow and change, the City's Comprehensive Plan is intended to change and reflect the needs and vision of the community and current conditions.

In accordance with RCW 36.70A.130(5), the City is required to review, and if necessary, update its Comprehensive Plan in 2015. The City reviewed the Comprehensive Plan and determined that updates were necessary to reflect various trends regarding population, housing, employment, and availability of developable land.

The overall purpose of the 2015 Comprehensive Plan update is to make those revisions necessary to guide future development in the City and its Municipal Urban Growth Area (MUGA) through 2035. As updated, the Comprehensive Plan continues to focus on maintaining Mill Creek as a predominantly residential community, promoting the development of the City's commercial core, maintaining urban densities that can be served by transit, ensuring the provision of urban services, planning for the construction of capital facilities, such as roads and sidewalks, providing for the recreational needs of the community, and protecting natural resources.

The update process began in early 2014 when the City staff and the Planning Commission prepared an audit of the existing Comprehensive Plan for consistency with the Countywide Planning Policies (CPPs) and GMA requirements. The result of the audit is that the majority of the updates would be "housekeeping" in nature and that significant revisions were not necessary.

One global revision that has been made throughout the Plan is to remove the regulatory aspects of the Comprehensive Plan and place them in the Development Code, as well as restructuring of the goals and policies in the Plan to remove the words "should" and "shall." This was done on the advice of the WCIA since the Comprehensive Plan is more aspirational in nature, and those items that are to be a "shall" can only be enforced if they are within the City's Development Code or in other City implementing documents/programs (capital improvement plans/budget).

Following is a summary of the substantive amendments proposed within each chapter/ element:

Comprehensive Plan Element	Summary of Proposed Revisions
Chapter I: Introduction	<ul style="list-style-type: none"> • Added information regarding previous major Comprehensive Plan updates since 2004. • Updated to reference the Vision 2040 Growth Strategy. • Clarified that the Comprehensive Plan is a policy document and that implementation occurs through application of development regulations and City

Comprehensive Plan Element	Summary of Proposed Revisions
	implementation documents/programs (budget/capital improvement plans).
Chapter II: Consistency with Countywide Planning Policies	<ul style="list-style-type: none"> • Included background regarding the Multicounty Planning Policies (MPPs) and their relationship to the Countywide Planning Policies (CPPs).
Chapter III: History	<ul style="list-style-type: none"> • Updated with current City area and population. • Deleted outdated language for completed major projects such as the Town Center and the SR 527 Subarea. • Included information on the East Gateway Urban Village (EGUV), which is currently under construction.
Chapter IV: Goal Statements	<ul style="list-style-type: none"> • Additional goal statements are proposed to: <ul style="list-style-type: none"> ✓ support the state’s climate change initiatives, ✓ encourage the appropriate mix of land uses to maximize transportation options and minimize vehicle miles traveled, and ✓ recognize that hazard avoidance should be taken into account in developing a Comprehensive Plan. • These goal statements are required for consistency with the CPPs.
Chapter V: Population and Employment	<ul style="list-style-type: none"> • Proposed amendments provide a consistent format between population and employment sections with data for County, MUGA and City. • Statistics and data have been updated to reflect current numbers.
Chapter VI: Land Use Element	<ul style="list-style-type: none"> • It was noted that the City has the capacity to accommodate 2035 growth targets with existing land use and zoning designations and no major changes are required to meet targets. • A proposed policy was added to address potential redevelopment of Community Business (CB) and Business Park (BP) land uses. • A discussion of Lynnwood/Mill Creek MUGA overlap was added. • Amendments acknowledge that Essential Public Facilities cannot be precluded and states that they are reviewed through CUP process. • A private property owner has requested a land use map and zoning map change for property located at 13407 35th Avenue SE.
Chapter VII: Housing Element	<ul style="list-style-type: none"> • The data was updated based on the following: 2010 U.S. Census, 2008-2012 American Community Survey, Snohomish County’s H0-5 Report, Snohomish County’s Buildable Lands Report, and Alliance for Housing

Comprehensive Plan Element	Summary of Proposed Revisions
	<p>Affordability’s “Housing Profile for Mill Creek.”</p> <ul style="list-style-type: none"> • The inventory and analysis of existing and projected housing needs over the planning period has been updated. • Obsolete references, tables, graphs and figures were removed. • Kristina Gallant, Analyst for Alliance for Housing Affordability (AHA), assisted in the preparation of the element updates and the Housing Profile for Mill Creek.
Chapter VIII: Capital Facilities Plan Element	<ul style="list-style-type: none"> • Deleted outdated capital project lists. • Amendments are proposed to make references to the Capital Improvement Plan (CIP) consistent. • Updated Parks and Open Space facilities to reflect current inventory. • Added mitigation funding language. • Moved most of the content regarding Transportation facilities to the Transportation Element. • Addressed Level of Service issues on state highways. • Quantified City owned inventory of stormwater facilities. • Added language that reflects State Department of Ecology / NPDES permit requirements. • Added table of undeveloped City properties. • Moved water/sewer districts to Utilities Element. • Removed reference to solid waste management since no facilities are in the City of MUGA and service is provided by contract.
Chapter IX: Utilities Element	<ul style="list-style-type: none"> • Deleted "Essential Public Facilities" Designation/Siting Criteria and Policy 1.07 because they are outdated. • Edits are proposed that clarify Essential Public Facilities are processed through the CUP process. • Update facility locations, capacities and maps for all utilities. • For utilities provided by other entities, provided an analysis of existing facilities, projected facility needs, confirmation of the utilities ability to serve the City and its MUGA over the 20-year planning period. • Made the telecommunications (TV, Telephone, Cell Service, Cable, Internet) section more general in nature because these utilities are privately owned, publicly regulated, and driven by market forces rather than statutory requirements.
Chapter X: Transportation Element	<ul style="list-style-type: none"> • Revised Introduction, GMA Elements Land Use Assumption and Level of Service discussion sections. • Updated inventory of street system, and revised and

Comprehensive Plan Element	Summary of Proposed Revisions
	<p>added maps.</p> <ul style="list-style-type: none"> • Revisions are proposed to the LOS Standards for streets, and LOS Guidelines have been added for RSSH. • A new section was added to reflect the City’s emphasis on pavement preservation. • It has been noted that ADA compliance is mandatory. • Revised inventory discussion and LOS Standards and Guidelines where applicable for: sidewalks and trails, bicycle lanes and the transit system. • In regard to future needs, major revisions are proposed to the Street System section and a new Pavement Management section was added. • Added new sections on TDM and Intergovernmental Coordination. • Updated Financing and Funding sections. • Amendments are proposed to make references to the Capital Improvement Plan (CIP) consistent. • Policies are proposed to reflect PSRC’s Transportation 2040 requirements. • Code amendments to implement the Element are proposed
Chapter XI: Streetscape Element	<ul style="list-style-type: none"> • The current Comprehensive Plan identifies individual arterials and collector streets with a cross section for each type. Proposed amendments show a sample cross section for arterial and collector streets rather than an individual cross section for each roadway. • Reference made to the Approved Street Tree List. • Code amendments to implement the Element are proposed
Chapter XII: Environmental Features Element	<ul style="list-style-type: none"> • Updated and clarified based on Environmental Consultant review. • Removed obsolete references and updated critical area references. • Code amendments to the Critical Area Regulations are proposed to reflect “Best Available Science.”
Chapter XIII: Parks and Open Space Element	<ul style="list-style-type: none"> • Neighborhood park description change from 3-5 acres to 1-5 acres. • Proposed amendments use a portion of nearby regional parks in the community parks analysis. • A description of the Public Participation process was added as required for certification by the state Recreation Conservation Office. • The need for neighborhood park improvements in the

Comprehensive Plan Element	Summary of Proposed Revisions
	NW corner of the City was identified. <ul style="list-style-type: none">• A potential partnership with the Everett School District to collaborate on athletic fields was added under proposed community park facilities.

The chapters/elements of the 2015 Comprehensive Plan Update will be presented over the next several meetings, with adoption of the update in early December.

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2015 Comprehensive Plan Update

City Council
Review of Proposed Amendments
October 27, 2015

Background

- City adopted its first GMA complaint Comprehensive Plan in 1994, last major update in 2004.
- Comprehensive review and update required in 2015 (Next major mandatory update in 8 years - 2023)
- Early 2014, staff began update by preparing audit comparing existing Plan to new CPPs and State GMA checklist – presented to Planning Commission



Background

- Most revisions are “housekeeping” in nature to address changed conditions (growth targets, current documents, traffic counts and projections, park inventory, etc.)
- Exceptions:
 - Policy to explore options for redevelopment of CB/BP properties
 - 1-acre Land Use Map change
 - Transportation Element



2015 Update Process

- Work program in Public Participation Plan
- Drafted elements/chapters/code amendments and presented to Planning Commission
- Joint City Council/Planning Commission meeting in March 2015
- City web site has all documents reviewed by Planning Commission, meeting minutes, and audio recordings



2015 Update Process

- Next Step - City Council review
 - October 27 (Introduction, Consistency with CPPs, History, Goal Statements, Population and Employment)
 - November 10 (Land Use, Housing, Capital Facilities, Utilities, Transportation, and code amendments)
 - November 24 (Streetscape, Environmental Features, Parks and Open Space, Amendment Criteria, Glossary, and code amendments)



2015 Update Process

- Planning Commission Public Hearing
November 19, 2015
- City Council Adoption December 1.



CITY OF MILL CREEK 2012 COMPREHENSIVE PLAN

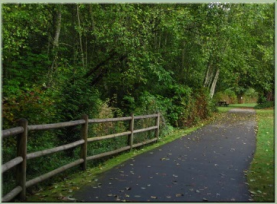


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| I. Introduction | IX. Utilities Element |
| II. Consistency with CPPs | X. Transportation Element |
| III. History | XI. Streetscape Element |
| IV. Goal Statements | XII. Environmental Features |
| V. Population and
Employment | XIII. Parks & Open Space |
| VI. Land Use Element | XIV. Amendment Criteria |
| VII. Housing Element | XV. Glossary |
| VIII. Capital Facilities Element | |

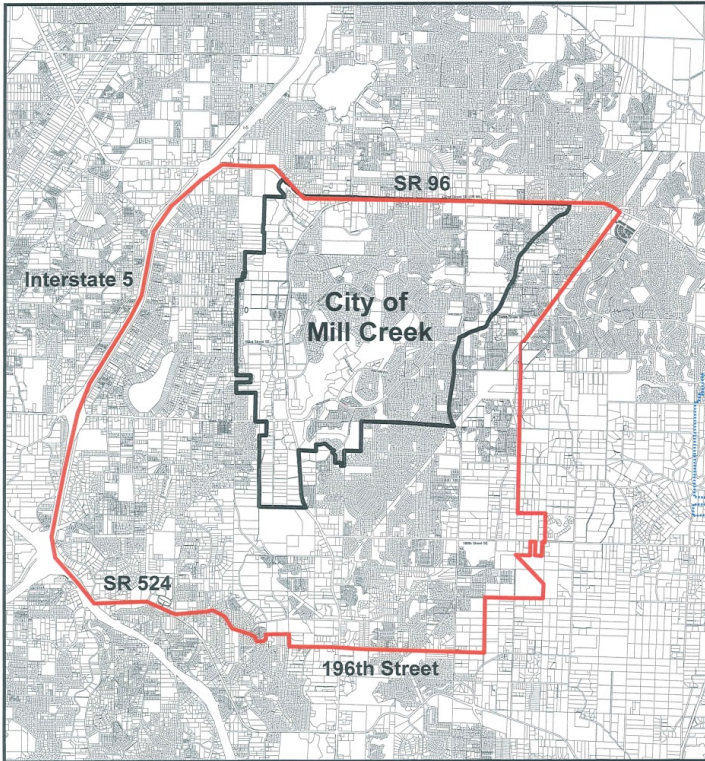


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- IX. Utilities Element
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- XI. Streetscape Element
- XII. Environmental Features
- XIII. Parks & Open Space
- XIV. Amendment Criteria
- XV. Glossary



Municipal Urban Growth Area



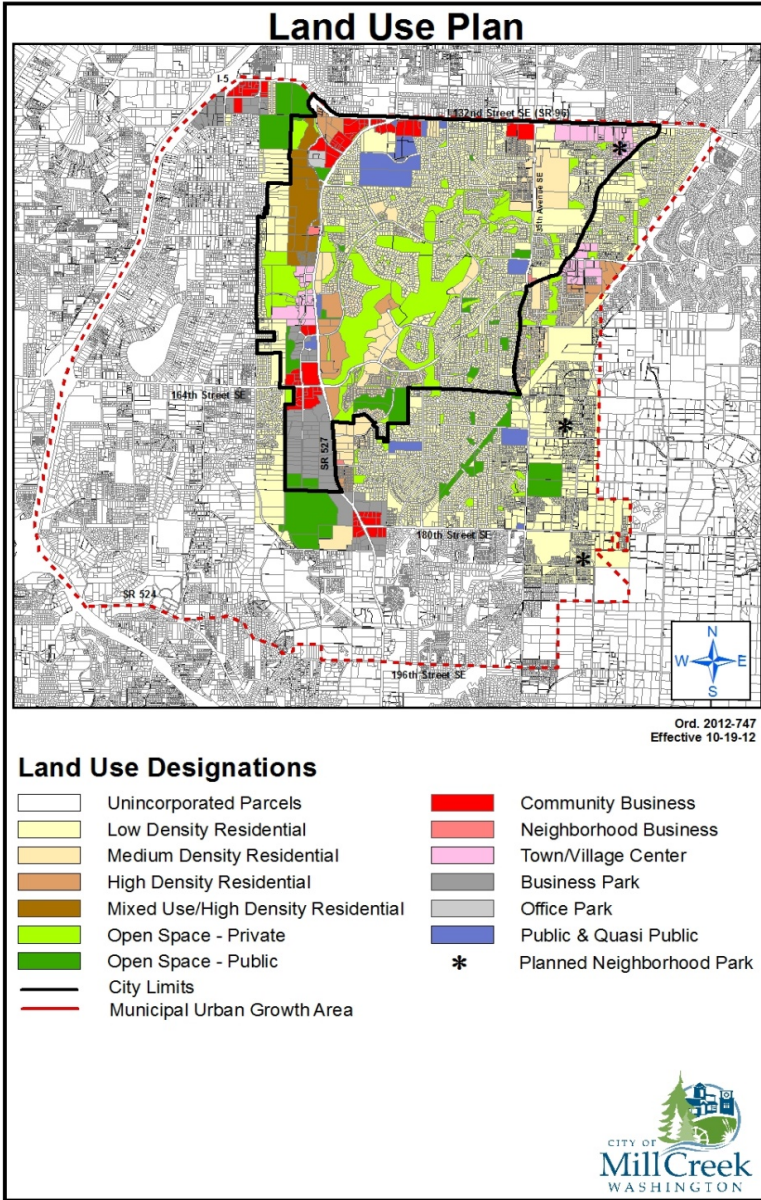
City of Mill Creek Boundaries

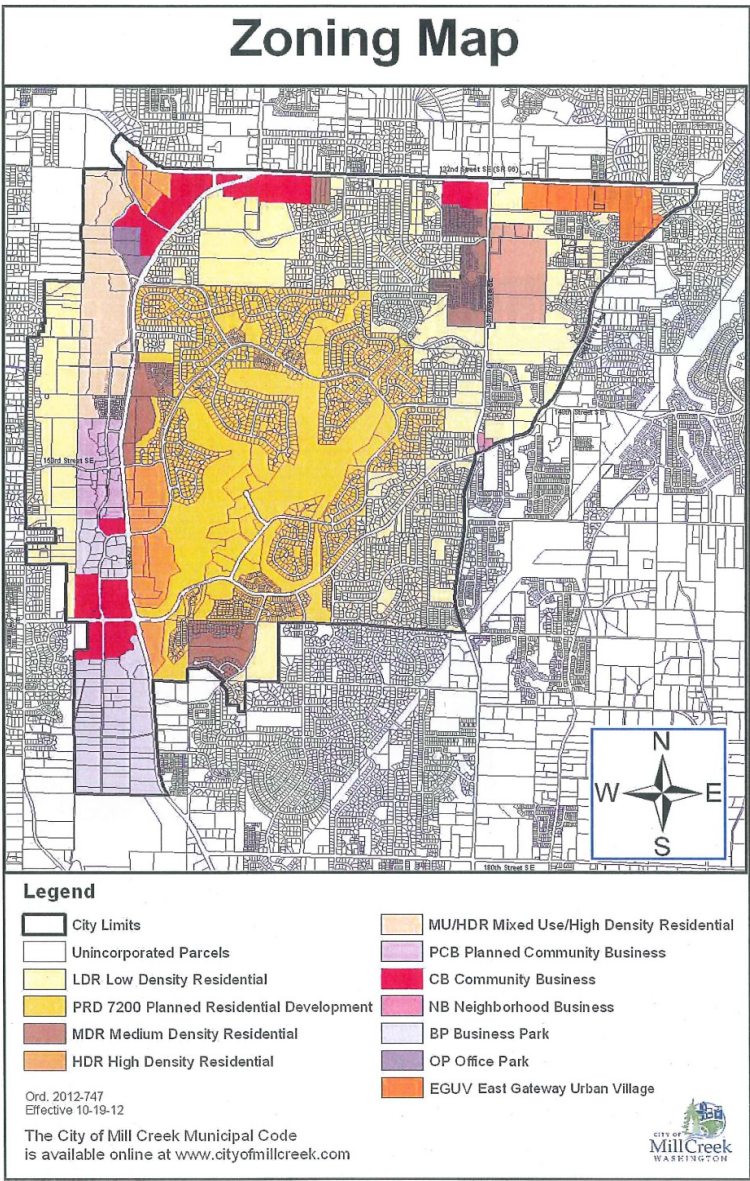
-  Municipal Urban Growth Area
-  2009 City Limits (4.68 SQ. Miles)

The City of Mill Creek Municipal Code is available online at www.cityofmillcreek.com



Department of Community Development, City of Mill Creek City Hall
15728 Main Street, Mill Creek, WA 98012
Fax: 425.745.9650 - Phone: 425.745.1891
Incorporated in 1983





GLOBAL CHANGES THROUGHOUT COMPREHENSIVE PLAN

Global Changes

- Removed regulatory language from Comprehensive Plan – moving into Development Code
 - Recommended by WCIA
 - Improved customer service – regulations all in one place
 - Increase efficiency for staff – simplified staff reports



Global Changes

- Restructure goals and policies to remove words “should” and “shall”
 - Consistent with aspirational nature of policy document
 - Consistent with removing regulatory element from plan
 - Exceptions: Level of Service Standards/Guidelines in Transportation and Parks and Open Space Elements



CHAPTER 1 - INTRODUCTION

Introduction

- Added information regarding Comprehensive Plan Updates since 2004
- Updated to reference Vision 2040 growth strategy
- Updated to indicate current status of Town Center and EGUV developments



Introduction

Clarified that Comprehensive Plan is policy document that is implemented by development regulations and City implementation documents such as budget/CIP.



CHAPTER 2 - CONSISTENCY WITH COUNTYWIDE PLANNING POLICIES

Consistency with CPPs

- Included discussion on role of Multicounty Planning Policies and Countywide Planning Policies
- Updated description of how City Comprehensive Plan is consistent with new CPPs



CHAPTER 3 - HISTORY

History

- Updated with current information regarding population and area to reflect growth and annexations
- Updated to Include discussion of EGUV development

History

Deleted outdated language regarding major projects that are completed, including Town Center and SR 527 Subarea



CHAPTER 4 - GOAL STATEMENTS

Goal Statements

- Goal statements added for consistency with CPPs
 - Support state climate change initiatives
 - Encourage mix of land uses to maximize transportation options and reduce vehicle miles traveled
 - Recognize that hazard avoidance should be taken into account in comprehensive planning
 - Desire for balanced mix of family wage jobs and high quality housing
 - Develop environmental policy that reduces greenhouse gasses and reduces other environmental impacts/hazards



Goal Statements

- Review zone districts to determine if mixed use is appropriate – especially in areas likely to redevelop
- Update Town Center goal statements to transition from “create” to “maintain” desirable qualities

CHAPTER 5 - POPULATION AND EMPLOYMENT

Population and Employment

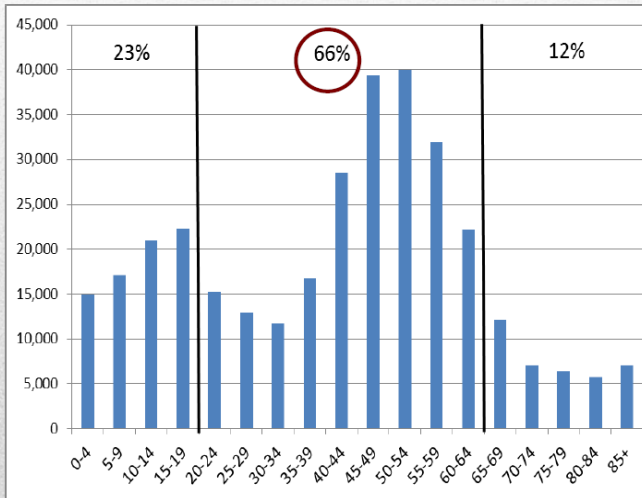
- Updated language and tables to include information regarding 2035 population and employment growth targets and land use capacity
- City has capacity for population target
 - 2014 - 19,760/2035 Target - 20,196/Capacity - 20,396
- City has access capacity for employment target
 - 2011 – 4377/2035 target – 6,020/Capacity – 6,829
- Updated City demographic information and trends



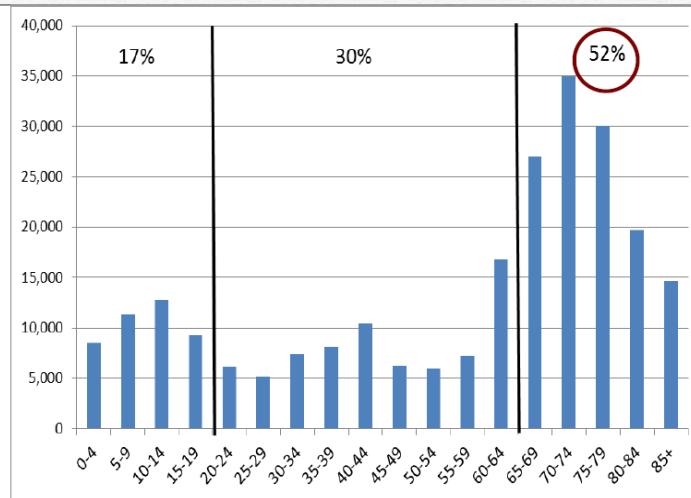
Population Growth by Age Group

Percent of Past and Projected County Total Population Growth by Age Group

1985 – 2010: Majority of County’s Growth was in Prime Working Age Groups



2010 – 2035: Majority of County’s Growth will be in 65 and Older Age Groups

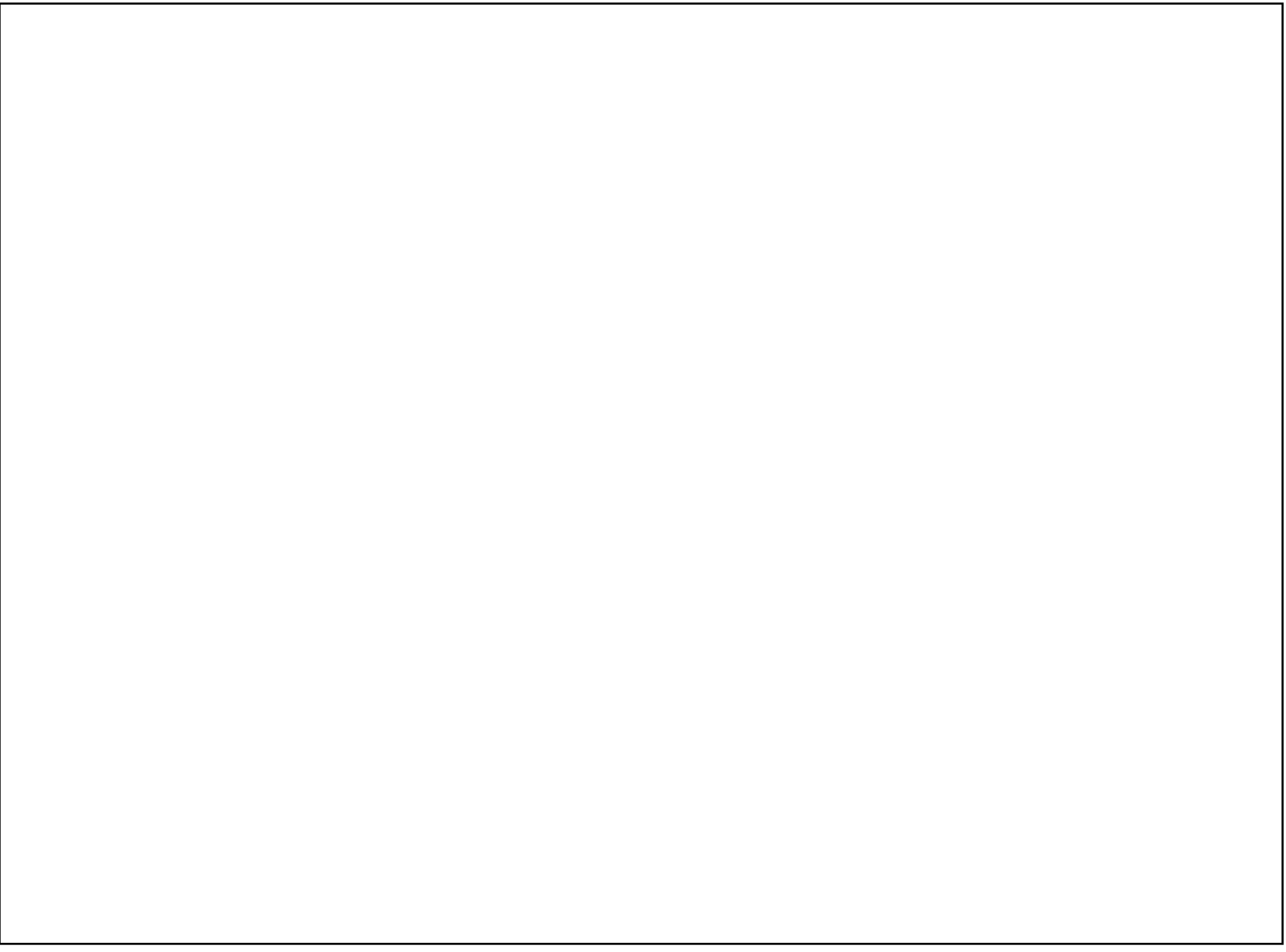


Possible planning considerations:

- Higher demand for housing closer to services
- Less demand for large single-family homes/lots
- Less reliance on automobile



AGENDA ITEM #E.





Date: October 27, 2015

A/P Check Batches		
Dated	Check Numbers	Amount
10/15/2015	54428-54492	\$103,303.60
10/27/2015	EFT Debit-Dept of Rev.-Sales Tax	\$2,276.35
Total		\$105,579.95

Voided Checks	
Numbers	Explanation


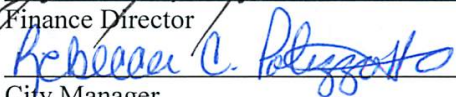
CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 54428 through 54492, in the amount of \$105,579.95.


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

 Electronic Filing – Washington State	E-file Time: 11:19 AM help?
	My Account Home Account(s) Account Activity List Server Suggestions Logout

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	16510942
Tax Registration Number	600598011
Reporting Period	09/2015
Payment Type	EFT Debit
Date and Time Submitted	10/16/2015 11:19:26 AM
Date of Transfer	10/27/2015
Payment Amount	2,276.35
Person Completing Return	JOSH 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.

Return to Account List	Print Confirmation
View Printable Return	

Confirmation

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

Accounts Payable

Checks by Date - Detail by Check Date

User: jodieg
 Printed: 10/21/2015 7:47 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
54428	ABSOLGRP 815000	Absolute Graphix Inc 2 Screen Chgs/435 T-Shirts-2015 Kids Fun Run	10/15/2015		405.15
			Total for Check Number 54428:	0.00	405.15
54429	ACCENTS 6088	Accents in Glass Inc Vibrant Fused Glass 10/03 #6088	10/15/2015		112.00
			Total for Check Number 54429:	0.00	112.00
54430	ALEXPRCO 44231	Alexander Printing Company Inc 250 Business Cards-T Rogers	10/15/2015		62.96
			Total for Check Number 54430:	0.00	62.96
54431	APAC 4194	Architectural Precast Accessories Co 2 Rubber Molds- Dumas Wall Repairs	10/15/2015		913.92
			Total for Check Number 54431:	0.00	913.92
54432	BANKCR11 1 1A 2	Bank of America Refund-On-Boarding & New Hire-B Lee WhirlyBall Event 9/26 Dept Mtg/Archiving Prj 8/26	10/15/2015		-150.00 691.97 75.64
			Total for Check Number 54432:	0.00	617.61
54433	BANKCR18 1 2	Business Card Lunch 10/02-WSAMA Conf-S Moloney Lodging 09/30-10/02-WSAMA Conf-S Moloney	10/15/2015		12.20 271.32
			Total for Check Number 54433:	0.00	283.52
54434	CBRDDYN 1077	cBoard Dynamic Displays System Use & Service-Lobby TV-Aug-Nov	10/15/2015		200.00
			Total for Check Number 54434:	0.00	200.00
54435	CDW ZH55565	CDW Government Apple Ipad Air 16GB/Slim KB Case-P Pruitt	10/15/2015		487.72
			Total for Check Number 54435:	0.00	487.72
54436	CIEDMOND RGG-150049	City of Edmonds Domestic Violence Coordinator - October	10/15/2015		791.11
			Total for Check Number 54436:	0.00	791.11
54437	CINTAS 460451509 460451509A	Cintas Corporation Loc. #460 Floor Mat Service 10/02 Floor Mat Service 10/02	10/15/2015		59.36 34.63

AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 54437:	0.00	93.99
54438	CITYLYN 11777	City of Lynnwood Jail Room & Board - June	10/15/2015		1,128.33
			Total for Check Number 54438:	0.00	1,128.33
54439	CODPUBCO 50966	Code Publishing Company Mill Creek Municipal Code-Binder, Test, Tabs	10/15/2015		82.20
			Total for Check Number 54439:	0.00	82.20
54440	COMCAST 0724345	Comcast Internet for ITS 10/14-11/13	10/15/2015		94.09
			Total for Check Number 54440:	0.00	94.09
54441	COPIETC AR10624 AR10624A AR10624B AR10624C	Copiers Etcetera, Inc. Admin Copier Maint 7/11-8/10 PD Copier Maint 7/11-8/10 Finance Share Copier Maint 7/11-8/10 P & R Share Copier Maint 7/11-8/10	10/15/2015		447.42 473.95 45.21 135.60
			Total for Check Number 54441:	0.00	1,102.18
54442	DAVEYTR 909382560 909382560A	The Davey Tree Expert Company Storm Hazard Tree Removal Storm Hazard Tree Removal	10/15/2015		1,029.15 686.09
			Total for Check Number 54442:	0.00	1,715.24
54443	DELLMARK XJN63DKP8 XJPKFF321	Dell Marketing LP Dell 19" Monitor-Admin Front Desk 1-300GB 10K Hot Plug Hard Drive	10/15/2015		210.97 263.03
			Total for Check Number 54443:	0.00	474.00
54444	ELLITIRE 072353	Elliott Tire & Service Inc 1 Spare Tire/Tire Care Pkg-Car #38	10/15/2015		172.45
			Total for Check Number 54444:	0.00	172.45
54445	EVERGR 74587	Evergreen Fire and Safety, Inc 5 Fire Extinguisher Brackets	10/15/2015		53.70
			Total for Check Number 54445:	0.00	53.70
54446	FCICUSPV 14798 14798A	FCI Custom Police Vehicles Patrol Car Build-Car #42 Patrol Car Build-Car #42	10/15/2015		11,545.84 3,994.19
			Total for Check Number 54446:	0.00	15,540.03
54447	FELDMAJ Sept 2015	Feldman & Lee, P.S. Public Defender Contract Flat Fcc-Sept	10/15/2015		8,750.00
			Total for Check Number 54447:	0.00	8,750.00
54448	FLEETSER 42477209 42477209A 42477209B	Wex Bank Fuel for City Vehicles - Sep Fuel for City Vehicles - Sep Fuel for City Vehicles - Sep	10/15/2015		2,709.47 54.18 264.00

AP Checks by Date - Detail by Check Date (10/21/2015 7:47 AM)

Page 2

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	42477209C	Fuel for City Vehicles - Sep			466.40
	42477209D	Fuel for City Vehicles - Sep/SW P/U			159.39
	42477209E	Fuel for City Vehicles - Sep/Sweepers			781.56
	42477209F	Fuel for City Vehicles - Sep/Sweepers			212.23
			Total for Check Number 54448:	0.00	4,647.23
54449	GALTJE 2913	John E. Galt Prehearing Conference 2015-0793 Chad E Somn	10/15/2015		60.00
			Total for Check Number 54449:	0.00	60.00
54450	GTENORTH 425 316-3862	Frontier Phone Line Chgs 10/04-11/03-Alarm	10/15/2015		140.14
			Total for Check Number 54450:	0.00	140.14
54451	HRSUSA 001771 054019	Capital One Commercial Fall Football BBQ Kick-Off 9/23-Wellness Wellness Brkfst-Eat The Rainbow	10/15/2015		45.04 51.93
			Total for Check Number 54451:	0.00	96.97
54452	HUIK 5941 5945 5949	Kelly Hui Ballet: Creative 9/19-10/10 #5941 Ballet: Creative 9/19-10/10 #5945 Ballet: Beg 9/19-10/10 #5949	10/15/2015		283.33 61.60 171.85
			Total for Check Number 54452:	0.00	516.78
54453	INTEGRA 13323433 13323433A	Integra T-1 Monthly Chgs - Oct Credit T-1 Monthly Chgs - July-Migration	10/15/2015		663.21 -432.71
			Total for Check Number 54453:	0.00	230.50
54454	INTELLPR 199595A	Intelligent Products Incorporated 18 Cs Mutt Mitts/2000 Per Ctn	10/15/2015		1,613.39
			Total for Check Number 54454:	0.00	1,613.39
54455	INTSTBAT 1905701027785	Interstate All Battery Center 1 Battery Recycle Bucket	10/15/2015		76.65
			Total for Check Number 54455:	0.00	76.65
54456	JACKSRPR 7704	Jack's Repair LLC Trouble Shoot Charging System-Chipper	10/15/2015		312.08
			Total for Check Number 54456:	0.00	312.08
54457	KCDA 3960972 3960972A 3960972B	KCDA Purchasing Cooperative Youth-BB Program Supplies Preschool Supplies General Office Supplies	10/15/2015		279.53 17.74 68.48
			Total for Check Number 54457:	0.00	365.75
54458	KROESENS 27904 28101 28395	Kroesen's Uniform Company 15 Glock Mags 300 Shoulder Patches/200 Badge Patches-MCPE Officer of The Year Badge 2015 & 2016	10/15/2015		351.82 907.49 201.88

AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	28417-1	2 Taclite Pants/Jacket w/logo- N Lewis			420.83
	28709	6 Corporal Chevs-J Mack			16.44
	28806	2 Polo Shirts w/Name/1 Vest-N Lewis			154.51
			Total for Check Number 54458:	0.00	2,052.97
54459	LDEDEGEGN 5953 5957 5961	Leading Edge Gymnastic Academy Inc Gymnastics-ToddleTime 9/16-10/14 #5953 Gymnastics-Preschool 9/16-10/14 #5957 Gymnastics-Youth-Fall I 9/16-10/14 #5961	10/15/2015		315.00 210.00 450.00
			Total for Check Number 54459:	0.00	975.00
54460	NELSONM 5923 5927	Melissa Nelson Music for Preschool 9/18-10/16 #5923 Music for Preschool 9/18-10/16 #5927	10/15/2015		630.00 672.00
			Total for Check Number 54460:	0.00	1,302.00
54461	OLSONBRO Pay Est #1 Pay Est #2 Pay Est #3 Pay Est #4 Pay Est #5	Olson Brothers Pro-Vac 2014 Catch Basin-5% Retainage-#1 2014 Catch Basin-5% Retainage-#2 2014 Catch Basin-5% Retainage-#3 2014 Catch Basin-5% Retainage-#4 2014 Catch Basin-5% Retainage-#5	10/15/2015		1,144.34 1,693.72 1,450.36 432.73 28.14
			Total for Check Number 54461:	0.00	4,749.29
54462	OREILLY 2986-422508	O'Reilly Automotive Inc Wiper Blade-PW 4	10/15/2015		17.71
			Total for Check Number 54462:	0.00	17.71
54463	PACAIR 182278	Pacific Air Control, Inc. HVAC PD/Server Room	10/15/2015		140.29
			Total for Check Number 54463:	0.00	140.29
54464	PACTOP 887648 887728 887783 887891 887911 888361 888558 888580 888643 888985 889166 889207	Pacific Topsoils, Inc. Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Brush Dump-Sweeper Chip Dump-ROW Tree Removal Brush Dump-Sweeper	10/15/2015		42.80 53.50 53.50 42.80 42.80 64.20 64.20 64.20 28.00 53.50 32.70 42.80
			Total for Check Number 54464:	0.00	585.00
54465	PERTEET 20150111.001-5 20150111.002-1	Perteet Inc ADA Compliance Self Evaluation 8/31-9/27 ADA Compliance-Signals & Parks 9/14-9/27	10/15/2015		2,263.70 622.50
			Total for Check Number 54465:	0.00	2,886.20
54466	PILCKREN 29880	Pilchuck Rentals and Equipment Sales Edgar Blade/File/Flat File/String Spool	10/15/2015		91.29

AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 54466:	0.00	91.29
54467	PLANTSCP 39532 39532A 39532B 39532C 39532D 39532E 39532F	Plantscapes Horticultural Services Landscape Maintenance/City Hall-Sept Landscape Maintenance/Annex-Sept Landscape Maintenance/Library-Sept Landscape Maintenance/Parks-Sept Landscape Maintenance/R/W Meadows-Sept Landscape Maintenance/Interior Medians-Sept Landscape Maintenance/Interior Medians-Sept	10/15/2015		329.77 138.14 329.77 5,682.12 1,031.65 110.31 89.13
			Total for Check Number 54467:	0.00	7,710.89
54468	PLATT H699575 H702391	Platt Electric Supply, Inc 12-12pk 368720/12-12pk 344465-Street Light B 12-12pk C70S62 - Street Light Bulbs	10/15/2015		242.43 78.18
			Total for Check Number 54468:	0.00	320.61
54469	POSTNET 361501	PostNet 2 Wide Format Copies-Plans-PRA	10/15/2015		9.81
			Total for Check Number 54469:	0.00	9.81
54470	RONGERJ 8165	John Rongerude P.S. Conflict Public Defender 5Z0150607 PDP	10/15/2015		300.00
			Total for Check Number 54470:	0.00	300.00
54471	SHERWILL 2631-3	The Sherwin-Williams Co Paint-Curb Marking-Parkside	10/15/2015		29.32
			Total for Check Number 54471:	0.00	29.32
54472	SHREDIT 9407305598 9407305598A 9407305598B 9407305598C 9407305598D 9407305598E 9407305598F 9407305598G 9407482135 9407482135A 9407482135B 9407482135C 9407482135D 9407482135E 9407482135F 9407482135G	Shred-It USA Inc On Site Shred 9/1-Archive Project On Site Shred 9/1-Archive Project On Site Shred 9/1-Archive Project On Site Shred 9/1-Archive Project On Site Shred 9/1-Archive Project On Site Shred 9/1-Archive Project On Site Shred 9/1-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project On Site Shred 9/9-Archive Project	10/15/2015		6.23 6.23 8.53 8.50 8.50 6.23 6.23 6.23 71.61 71.61 71.61 97.65 97.65 71.61 71.61 97.65
			Total for Check Number 54472:	0.00	707.68
54473	SHURKLEN 371	Kramer Enterprises, LLC 7 Carwash Survey Program Coupons	10/15/2015		56.01
			Total for Check Number 54473:	0.00	56.01
54474	SILVERL 14112-27585	Silverlake Water District 132nd & SR 527 Irrig 09/01-09/30	10/15/2015		41.80

AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	14737-19068	13617 28th Dr SE Irrig	09/01-09/30		7.60
	17679-27345	15429 1/2 Bothell Everett Hwy	09/01-09/30		16.60
	17684-27596	15429 Bothell Way-Irrig	09/01-09/30		16.60
	24079-27593	Hillside Irrig	09/01-09/30		45.40
	32140-27632	13903 N Creek Dr-Irrig	9/01-9/30		40.00
	32141-27633	13903 N Creek Dr	9/01-9/30		68.75
	35995-27914	SR 527-Irrig	09/01-09/30		20.20
	35996-27914	14600 SR 527-Irrig	09/01-09/30		7.60
	35997-27914	13800 N SR 527-Irrig	09/01-09/30		16.60
	35998-27914	1600 SR 527-Irrig	09/01-09/30		7.60
	35999-27914	15200 SR 527-Irrig	09/01-09/30		7.60
	36000-27914	15100 N SR 527-Irrig	09/01-09/30		7.60
	36016-27914	SR 527-Trillium Blvd-Irrig	09/01-09/30		13.00
	36025-27914	14600 SR 527-Irrig	09/01-09/30		7.60
	36026-27914	SR 527 & Dumas Rd-Irrig	09/01-09/30		144.40
	36365-27593	Dumas Rd Irrig	09/01-09/30		22.30
	37034-30017	14721 12th Ave SE-Irrig	09/01-09/30		7.60
			Total for Check Number 54474:	0.00	498.85
54475	SNOCOC 2015-2838	Snohomish County Corrections Jail Services Fees - Aug 2015	10/15/2015		9,891.08
			Total for Check Number 54475:	0.00	9,891.08
54476	SNOCOSHO 1000391718	Snohomish County Sheriff's Office SRDTF JAG Grant Contribution 7/2015-6/2016	10/15/2015		4,959.00
			Total for Check Number 54476:	0.00	4,959.00
54477	SNOCPU D 2007-4359-9 2013-5396-8 2013-6774-5 2016-6351-5 2016-6828-0 2017-5296-1 2017-8113-5 2025-2921-0 2025-7077-6 2026-2439-1 2027-6793-5 2029-0994-1 2029-2633-3 2029-5905-2 2030-2812-1 2032-5163-2 2033-8815-2 2047-1752-4 2047-1753-2 2047-1754-0 2050-8723-2 2054-9532-8 2203-1739-0 2206-1241-0	PUD No. 1 of Snohomish County 186 Lights - 200W 9/01-9/30 15728 Main St 9/05-10/06 902 164th St SE 9/03-10/02 14600 16th Ave SE 9/03-10/02 16110 1/2 29th Dr SE 8/27-9/25 15429 1/2 Bothell Everett Hwy 9/04-10/05 2701 155th St SE 07/29-09/28 386 Lights - 100W Var Loc 9/01-9/30 86 Lights - 250W Var Loc 9/01-9/30 828 Lights - 100W 9/01-9/30 21 Lights - 400W Var loc 9/01-9/30 6 Lights - 150W Var Loc 9/01-9/30 14729 12th Ave SE 8/28-9/28 4842 SAC 9/04-10/05 4560 SAC 9/02-10/01 15510 Village Green Dr 07/29-09/28 15429 Bothell Everett Hwy 9/04-10/05 9 Lights - 200W Var Loc 9/01-9/30 41 Lights - 250W Var Loc 9/01-9/30 39 Lights - 400 W Var Loc 9/01-9/30 17 Lights - 100W Var Loc 09/01-09/30 49 Lights - 20W 9/01-9/30 1 Light - 240W 9/01-9/30 15601 22nd Ct SE 8/19-9/28	10/15/2015		1,571.70 1,681.71 31.34 15.34 19.00 17.89 58.54 1,103.96 855.70 5,448.24 287.49 23.10 16.32 70.84 47.24 31.62 25.08 42.75 245.18 351.39 45.73 14.70 6.87 23.83
			Total for Check Number 54477:	0.00	12,035.56
54478	SNOCPU D1 WO# 10000505	PUD No 1 of Snohomish County Replace St Lt Standard-Excess Cost Beyond Sta	10/15/2015		554.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 54478:	0.00	554.00
54479	STERICYC 3003175871	Stericycle Inc Biomedical Waste Services - Monthly Fee	10/15/2015		10.36
			Total for Check Number 54479:	0.00	10.36
54480	SWSMITHC Rec # 110884	Craig Smith Refund Overpayment-SW Replace Check#52060	10/15/2015		156.00
			Total for Check Number 54480:	0.00	156.00
54481	THYSSEN 3002105032	Thyssenkrupp Elevator Corp. Elevator Maintenance 10/01-12/31	10/15/2015		1,111.38
			Total for Check Number 54481:	0.00	1,111.38
54482	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-Sept	10/15/2015		11.50
			Total for Check Number 54482:	0.00	11.50
54483	TRAFFSAF 102954	Traffic Safety Supply Co Inc Traffic Calming-Silver Crest	10/15/2015		2,418.55
			Total for Check Number 54483:	0.00	2,418.55
54484	usbank 386000139	US Bank NA - Custody Investment Custody Charges 09/01-09/30	10/15/2015		46.00
			Total for Check Number 54484:	0.00	46.00
54485	USIC 147564 147564A	USIC Locating Services Inc 132 NC Locates/102 Ticket Locates-Sep 132 NC Locates/102 Ticket Locates-Sep	10/15/2015		1,147.50 1,147.50
			Total for Check Number 54485:	0.00	2,295.00
54486	UULC 5090160 5090160A	Utilities Underground Location Center On Call Location Service-95 Locates On Call Location Service-95 Locates	10/15/2015		61.27 61.28
			Total for Check Number 54486:	0.00	122.55
54487	VERIZON 9752607106	Verizon Wireless Air Card/USB Cell Chgs 08/21-09/20-PD	10/15/2015		1,182.79
			Total for Check Number 54487:	0.00	1,182.79
54488	WASTEMN 0401303-2677-6	Waste Management-Northwest 15728 Main Street-St Sweeper-Sept	10/15/2015		47.70
			Total for Check Number 54488:	0.00	47.70
54489	WASTPAT 116002060	Washington State Patrol Background Check-P&R Instructor-Sep	10/15/2015		12.00
			Total for Check Number 54489:	0.00	12.00
54490	WTRSHDCC 2015-0995	The Watershed Company North MC Final Phase Monitoring 9/29	10/15/2015		4,538.28

AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 54490:	0.00	4,538.28
54491	WWGRAIN 9855440997	W.W. Grainger, Inc. 12 Fuses - Street Lights	10/15/2015		219.24
			Total for Check Number 54491:	0.00	219.24
54492	XHENDRW 2001069.002	Wendy Hendrickson Refund Youth BB-Boys 1st Grade-Oscar	10/15/2015		120.00
			Total for Check Number 54492:	0.00	120.00
			Total for 10/15/2015:	0.00	103,303.60
			Report Total (65 checks):	0.00	103,303.60



Date: October 27th, 2015

Payroll Check Batches		
Dated	Check Numbers	Amount
10/20/15	ACH Automatic Deposit Checks	\$146,743.33
10/21/15	ACH Wire MEBT- Wilmington Trust	\$29,104.62
10/21/15	ACH Wire- BAC- Flex Spending Acct	\$1,732.53
10/21/15	ACH Wire- ICMA RC- Def. Comp	\$2,048.93
10/10/15	ACH Wire- Assoc. of WA Cities	\$83,739.13
Total		\$263,368.54

Voided Checks	
Numbers	Explanation

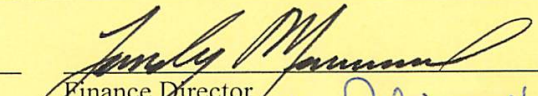
CLAIMS APPROVAL

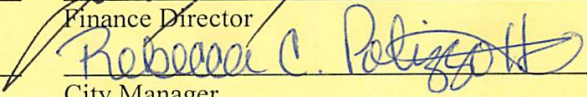
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$263,368.54.

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

Councilmember

Councilmember



 Finance Director


 City Manager

Validator Summary Report

Page 1 of 1

Validator Summary Report

Report Date: 10/16/2015
Report Time: 01:30:54 PM

Import Date: 10/16/2015
Import Time: 13:30:53
Customer: City of Mill Creek
User: JOSHROUNDY
File: oct0202015

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:	108	Total Records Accepted:	108	Total Records Rejected:	0
Total Accepted Debit Amount:	\$0.00	Total Accepted Dollar Amount:	\$146,743.33	Total Rejected Dollar Amount:	\$0.00
Total Accepted Credit Amount:	\$146,743.33				

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 10/21/2015 4:22:26 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing by Bank
Transaction Number: 15ALH09527W51G80

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: 29,104.62

Value Date: 10/21/2015

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: joshroundy
Approved: lm844883
Initial Confirmation: WTX:2015102100314814

Input Time: 10/21/2015 4:09:58 PM CDT
Time: 10/21/2015 4:22:11 PM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 10/21/2015 4:22:26 PM CDT

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

Status: Processing by Bank
Transaction Number: 15ALH13211G51P87

Template Name: Benefit Administration Company
Template Code: BAC

Debit Account Information

Debit Bank: 125000024
Debit Account: 00060104700
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: 1,732.53

Value Date: 10/21/2015

Optional Information

Sender's Reference Number: DayCare / Health

Beneficiary Information: City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: joshroundy
Approved: lm844883
Initial Confirmation: WTX:2015102100314815

Input Time: 10/21/2015 4:13:27 PM CDT
Time: 10/21/2015 4:22:11 PM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 10/21/2015 4:22:26 PM CDT

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

Status: Processing by Bank
Transaction Number: 15ALH10412A70O94

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: 2,048.93

Value Date: 10/21/2015

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: joshroundy
Approved: lm844883
Initial Confirmation: WTX:2015102100314816

Input Time: 10/21/2015 4:10:45 PM CDT
Time: 10/21/2015 4:22:11 PM CDT

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

ACCOUNT SUMMARY - contains all changes to this account as of 10/09/2015 04:05:21 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 10/2015
COVERAGE MONTH: 10/2015
PAYMENT DUE BY: **10/10/2015**
CURRENT BILLING AMOUNT: \$83,739.13
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$83,739.13**

100 186 L 102015 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	10/2015	\$ <u>83,739.13</u>

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

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

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



CITY COUNCIL MINUTES

October 6, 2015

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

October 6, 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

There were no comments from the audience.

OLD BUSINESS

Development Agreement Between Vintage at Mill Creek and the City of Mill Creek for Vintage at Mill Creek Binding Site Plan

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

On September 1, 2015, the City Council held a public hearing on a proposed development agreement between the City of Mill Creek and Vintage at Mill Creek, LLC (developer). A copy of the Agenda Summary is attached. At the hearing, testimony was received and the Council discussed the agreement. Since the public hearing, the draft agreement has been revised to address Council discussion at the hearing and further negotiations with the developer. The revisions are summarized below:

2.0 Purpose

This section was rewritten to more clearly define what the purpose of the agreement is and what it does and does not do. Specifically, it cites the MCMC section that requires the agreement and the process for its review and approval. It also clearly states that the actual Binding Site Plan will be reviewed by the Hearing Examiner in regard to its compliance with code requirements.

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4.0 Property Description

This section was revised to indicate the current property owner and clarify that the agreement binds the property only if the developer purchases the property.

5.0 Project Description

This section was revised to better describe the project, including specifying the ground floor commercial use requirement and that residential units are restricted to residents 55 years of age or older.

7.0 Development Review Procedures for Project

This section was revised to establish how the agreement will be terminated should the agreement be recorded and the developer not purchase the property.

8.0 Project Review and Evaluation; Vested Rights

Section 8.2.3 has been revised to clearly indicate that the City and the developer agree that the alignment of Road B is an approved deviation from the alignment of that road as originally contemplated with the Reid Middleton Study and authorizes the City Manager to make other deviations to the extent such deviations do not prevent the project from complying with other applicable aspects of the EGUV Regulations and will not materially impact existing or future developments within the EGUV zoning district.

9.0 Occupancy of Buildings; Sale of Lots; Uses

Sections 9.3.1 and 9.3.2 have been rewritten to clarify the uses permitted in the project. It specifically allows the developer up to 1,000 square feet of space for a leasing office and 2,500 square feet of space that will include a beauty parlor, kitchen, and fitness center for use by the project's residents on the ground floor subject to terms in Section 9.3.2.1. These terms include the developer entering into a long term lease (25 years) with an independent non-profit senior center at essentially no cost except for utilities, plus enter into a 25-year lease with the City for a 500 square foot space to be operated as a police satellite office.

Section 9.3.3 is new language that establishes what happens if a senior center does not locate in the development. If a lease is never entered into, the beauty parlor, community kitchen and fitness center will not be permitted on the ground floor. Once the senior center is located in the development, if the senior center decides to leave, the uses would be allowed to remain. If the senior center leaves because of default by the developer, the ground floor leasing office, beauty parlor, community kitchen, and fitness center would need to be removed from the ground floor.

10.0 Transportation and Traffic Requirements

Section 10.3 and 10.4 clarify that the developer dedicates or causes property to be dedicated to provide the full width and alignment of rights-of-way as shown in the Reid Middleton Engineering Study (with the exception of the Road B deviation addressed in Section 8.2) and construct the full

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width of the roadway.

11.0 Parking requirements

Section 11.3 has been rewritten to allow the parking management plan to be required by the Hearing Examiner as a condition of the binding site plan. Since the specific development including the exact parking lot configuration is not yet in final format, and since the project layout is subject to Hearing Examiner review, it is inappropriate to include such an exhibit in this development agreement.

14.0 East Gateway Owners Association

This section has been omitted in its entirety. The model for the owners association came from the Town Center Property Owners Association. In Town Center, there is shared ownership of drainage facilities, roadway buffers, and the North Creek wetland and trail. This is not the case in EGUV. EGUV has developed parcel by parcel and each property is self-contained in these respects. There are no commonly owned properties. Requiring the EGUV Owners Association results in making enforcement of regulations more complicated and provides little value to the City. Staff has contacted the other EGUV developers and, if the EGUV Owners Association is not required in this development agreement, the other development agreements would be brought back to the Council to be amended at a later date.

Remainder of Document

The remainder of the document has been renumbered to account for the omission of Section 14.

Discussion:

City Manager Polizzotto reviewed the agreement with the Council. Council and staff engaged in a discussion.

MOTION: Councilmember Cavaleri made a motion to approve Ordinance #2015-798, approving a Development Agreement between the City of Mill Creek and Vintage at Mill Creek, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

NEW BUSINESS

Presentation on Street Tree/Sidewalk Replacement Pilot Program Proposal
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

The City of Mill Creek strives to be a pedestrian friendly community. Maintaining sidewalks in good condition is an essential component of the City's goal of safe pedestrian facilities to promote walking. Within the City there are 75 miles of public sidewalks with street trees immediately adjacent to most of the sidewalks. We now know that hundreds of the street trees planted 10 to 20 years ago were not the appropriate species for the narrow, confined area between the curb and sidewalk. This has resulted in the roots of many of these trees growing under and lifting the

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sidewalk, necessitating repair and replacement work. Section 12.06.050 of the Mill Creek Municipal Code places the responsibility for repairs and reconstruction of sidewalks on the City.

Since 2010 the City has paid for sidewalk repairs at over 500 sites. The method of repair varies, based on the severity of the problem and other factors. The least expensive method is to “shave off” the raised sidewalk joint lip with a concrete saw. One typical sidewalk heaving site can be “fixed” with this method for roughly \$100. However, if a tree root is the underlying cause, it is not a permanent solution. If the root continues to grow, the same site must be shaved off again every few years until the concrete becomes too thin and replacement of the sidewalk is necessary. Removal and replacement of the concrete sidewalk, including cutting off and removing the tree root, is much more expensive – in the range of \$1,000 to \$2,000. Additionally, the stress to the tree of the root removal sometimes leads to its eventual death and can also reduce its stability and resistance to high winds. If a sidewalk repair is necessitated by a tree root, and there is reasonable likelihood that the root will continue to cause problems in the future, it is more cost effective in the long run to remove the sidewalk and tree root and replace the sidewalk. If the root removal will likely result in the death or significant instability of the tree, it should be removed and replaced as well.

The challenge of tree roots displacing sidewalks, curbs and pavement is not unique to Mill Creek and is common to most cities, large and small. The situation is exacerbated where the planting strip between the sidewalk and curb is narrow, which is a common occurrence in Mill Creek. The City of Seattle undertook a comprehensive multi-year study of the issue and published their findings earlier this year. The 120+ page report had a variety of recommendations that also varied widely in cost. Staff from Facilities, Parks and Recreation and Community and Economic Development met to discuss what approach might best apply to Mill Creek, and the proposed pilot project is the result of that discussion.

Key Elements of the Sidewalk Repair/Tree Replacement Pilot Project

- Focus on the worst sidewalk/root problem areas in the City.
- Remove the trees and replant appropriate species with the sidewalk replacement.
- Use a new (to Mill Creek) replacement technique to minimize potential of tree root problem reoccurrence.
 - Excavate a much larger volume to provide a healthier root growth area.
 - Provide commercially available deep watering tubes to encourage root growth and tree health.
 - Install a root barrier system surrounding excavation to stop root growth beneath the sidewalk.
 - Backfill the excavated pit with quality topsoil to promote tree health.

The Parks subdivision was selected for the pilot project because it has the most severe tree root/sidewalk cracking problems in Mill Creek. The block with the worst problem was targeted for the pilot, and has 19 trees recommended for removal. Four trees are not recommended for replacement due to proximity to utilities and spacing along the street. (See attached map.) Staff met

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with the Chairman of the Parks Subdivision Architectural Review Committee and the HOA manager on September 4, 2015 to discuss the proposal, and both were supportive of the project. On September 21, 2015, staff met with the Parks HOA Board to discuss the project. The Board supported the project but expressed concern regarding future funding for the tree replacement program. They want the project to continue into the future to address the many other tree/sidewalk conflicts.

The project as proposed is estimated to cost \$60,000. It will be funded from the Concrete Replacement Program, Capital Improvement Plan project T-01, that had \$200,000 appropriated in Fund 318, which has an overall budget of \$2.65 million. This is an on-going maintenance program that has been in all Capital Improvement Plans for many years. There is a current balance of \$174,000 in the project budget. Other anticipated expenditures to the T-01 budget include \$24,000 for ADA ramps work, leaving an available balance of \$150,000 for the proposed pilot project and additional concrete shaving and repair work through 2016.

Discussion.

Council discussed the proposal. This item is meant to be update to the Council for informational purposes only.

Results of Request for Qualifications for East Gateway Consultant
(Rebecca C. Polizzotto, City Manager)

Discussion.

Council discussed the East Gateway/132nd Street corridor study.

MOTION: Councilmember Michelson made a motion to authorize the City Manager to start negotiating, enter into and execute a contract with ECONorthwest, not to exceed \$33,000, Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pruitt reported on the growth management class she attended last week. She also reported on attending the grand opening of the First Financial Bank in Town Center last weekend.

Mayor Pro Tem Holtzclaw reported on the SCT general assembly meeting he attended last week.

Councilmember Todd reported on the PSRC meeting he attended last week. He also reported on the SCC Dinner coming up on October 15.

Councilmember Cavaleri reported that he has set up a donation to the new Senior Center from his dentist. The donation will consist of a dental chair, a hygienist and equipment.

City Manager Polizzotto asked the Council if they would like to cancel the November 3 Council meeting due to it being election night.

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Council discussed keeping the November 3 meeting date open in case there is City business to take care of. City Manager Polizzotto said she will work on a timeline for future Council meetings and bring it back to the next meeting.

City Manager Polizzotto also reported on the lean process. The first topic will be customer service. Training is scheduled for staff in November and a kaizen exercise in December. She also reported that Director Rogers was selected as Vice President of the AWC Planning Directors group. She also passed out the City's new employee newsletter and reminded Council about the Employee Appreciation Dinner on October 22.

AUDIENCE COMMUNICATION

There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:30 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk



CITY COUNCIL MINUTES

October 13, 2015

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

October 13, 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

There were no comments from the audience.

PROCLAMATIONS

Proclamation for Friends of the Library Week

(Pam Pruitt, Mayor)

Mayor Pruitt read the proclamation.

Meeting the Transportation Needs of Snohomish County

(Presentation by Community Transit)

Emmett Heath, CEO of Community Transit, gave a presentation to Council.

Police Community Outreach

(Rebecca C. Polizzotto, City Manager)

Sergeant Stan White gave a presentation to the Council.

Northwest Economic Development Conference Highlights

(Rebecca C. Polizzotto, City Manager)

Senior Planner Amrine, Planning Specialist Ringstad and Director Rogers gave a presentation to the Council.

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CONSENT AGENDA

Approval of Checks #54370 through #54427 and ACH Wire Transfers in the Amount of \$146,837.26.

(Audit Committee: Councilmember Michelson and Councilmember Bond)

Payroll and Benefit ACH Payments in the Amount of \$284,511.08.

(Audit Committee: Councilmember Michelson and Councilmember Bond)

City Council Meeting Minutes of September 22, 2015

There were no exceptions to the vouchers from the audit committee.

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

ACTION ITEMS

WRIA 8 Interlocal Agreement

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

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.

MOTION: Councilmember Cavaleri made a motion to approve the proposed Interlocal Agreement to continue participation in WRIA 8 activities, Councilmember Michelson seconded the motion. The motion passed unanimously.

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AUDIENCE COMMUNICATION

Wil Nelson
14925 25th Drive SE
Mill Creek, Washington 98012

Mr. Nelson expressed his frustration with the City's sign code. He thinks the restrictive codes don't help businesses. He also spoke to Community Transit.

REPORTS

Mayor Pruitt reminded the Council about the SCC dinner this week.

Councilmember Michelson reported that she will be attending the Art and Beautification Board meeting tomorrow at 4:00 p.m.

Councilmember Todd reported that the Personnel Committee (Councilmember Bond, Councilmember Michelson and Councilmember Todd) met earlier this evening. They discussed the process and goal development for the City Manager evaluation.

Council engaged in a discussion.

After discussion, Council agreed to wait and discuss the process in January.

MOTION: At 8:30 p.m., Councilmember Todd made a motion to extend the meeting to 8:45 p.m., Councilmember Michelson seconded the motion. The motion passed unanimously.

City Manager Polizzotto handed out a Council Planning Schedule of upcoming agenda items. She asked the Council if they would like to hold the November 3, 2015 Council meeting due to it being election night.

MOTION: Councilmember Michelson made a motion to cancel the November 3, 2015 Council meeting based on the fact that its election night, Councilmember Bond seconded the motion. The motion passed unanimously.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:38 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk



Washington State Auditor's Office

Independence • Respect • Integrity

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Entrance Conference: City of Mill Creek

About our Office

The Washington State Auditor's Office's vision is government that works for citizens. Our goal is for government that works better, costs less and earns greater public trust.

The purpose of this meeting is to share our planned audit scope so that we are focused in the most significant areas. We value and appreciate your input.

Audit Scope

Based on our preliminary planning, we will perform the following audits:

- **Accountability audit** for the fiscal years 2013 and 2014

We will assess for the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Cost allocations
- Third party receipting
- Safeguarding of assets
- Credit card and accounts
- Procurement – public works projects

- **Financial statement audit** for the fiscal years 2013 and 2014

The purpose of our financial statement audit will be to provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

Engagement Letter

We have provided an engagement letter which documents both of our responsibilities for conducting and performing the audit. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse with a less-than-material effect on the financial statements or other issues with significance to the audit objectives. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant or immaterial effect, or errors with an immaterial effect on the financial statements. These issues are informally communicated to management.

Other Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$45,000, plus estimated travel expenses of \$2,000.

Expected Communications

During the course of the audit, we will communicate with Landy Manual, Director of Finance on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Landy to keep us informed of any such matters.

Dispute Resolution

Please contact the Audit Manager or Deputy Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the

exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Customer service survey

When your report is released you will receive a customer service survey from us. We value your opinions on our audit services and hope you provide us feedback.

Loss Reporting

Local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at <http://portal.sao.wa.gov/saoportal/public.aspx/LossReport>.

Emerging Issues

Some of the emerging issues affecting local governments are the following:

- **Change to the Open Public Meetings Act**

During the 2014 legislative session, the Legislature added regular meeting agenda posting requirements to Chapter 42.30 RCW. The new section requires public agencies subject to the OPMA to "make the agenda of each regular meeting available online no later than 24 hours in advance of the published start time of the meeting." Entities that have no web site or those that employ less than 10 full-time equivalent employees are not subject to this new requirement.

The effective date of this new section of RCW 42.30 was June 12, 2014. Meetings that occur on or after June 12, 2014 must comply with this requirement.

- **Open Government Training Act, Effective July 1, 2014**

- Every member of a governing body of a public agency must complete training requirements on the Open Public Meetings Act.
- Every local elected official and every local government Public Records Officer must receive records training concerning the Public Records Act and Records Management and Retention laws
- Training must be completed within 90 days of assuming office, assuming their duties or taking the oath of office.
- In addition, every member of a governing body and the Public Records Officer must complete "refresher" training at intervals of no more than four years as long as they remain in office.

Training resources are available on our website at <http://www.sao.wa.gov/resources/Pages/Open-Government.aspx>

Additional information and on-line training is available at the Office of the Attorney General's website at <http://www.atg.wa.gov/OpenGovernmentTraining.aspx>

- **Grant Reform**

Significant changes have been made to grant administrative requirements, cost principles and audit requirements, including an increase in the Single Audit threshold to \$750,000. Updated requirements apply to new grants and additional funding awarded after December 26, 2014.

The federal Council on Financial Assistance Reform (COFAR) has made available a number of free resources and videos for understanding these new requirements at: <https://cfo.gov/COFAR/>.

- **New GASB Pension Standards (and additional hand out)**

GASB Statement No. 67, *Financial Reporting for Pension Plans*

- Effective for the year ended December 31, 2014
- Standards for financial reporting of pension plans that issue their own reports, as well as, for plans that are reported as fiduciary funds by a government
- Replaces Statement No. 25
- Fiduciary fund financial statements remain unchanged from prior standards
- BARS manual will be updated to include guidance and suggested disclosures

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*

- Effective for the year ended December 31, 2015
- Establishes standards of financial reporting for governments that provide pension benefits including those provided through the State's plans
- Replaces statement 27
- Net pension liability moves from a note disclosure to being reporting in the financial statements (Schedule 9 for cash basis reporters)
- Department of Retirement Systems is working to provide member employers in the State's plans with the information they will need
- BARS manual will be updated to include guidance and suggested disclosures

- **Public Records Study (see hand out)**

Available Resources

The Washington State Auditor's Office also has many resources available throughout the year.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

Local Government Performance Center

The Performance Center is a resource for local governments that need to solve problems, reduce costs, and improve the value of their services to citizens. The Center offers training and tools to help local governments

improve performance and effectiveness. One tool provided by the Center is the Financial Intelligence Tool or FIT. It is available to the majority of governments that report their financial statements using the BARS cash basis of accounting. You can download FIT through the online Client Portal where you sign in to file your annual report.

FIT is designed to provide understandable information to financial decision makers of any experience level. The financial data that you file online is clearly presented using widely accepted financial guidelines. To learn more about FIT and how to use it, please read a one-page explanation, which can be found at:

www.sao.wa.gov/local/Documents/FIT_Announcement_2015.pdf.

Audit Team Qualifications

Sadie Armijo, Deputy Director of Local Audit – Sadie has been with the Washington State Auditor’s Office since 1998. In her role as Deputy Director she assists with the statewide oversight and management of all the audits for local government, including fraud investigations. She is also member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee.

Kristina Baylor, Audit Manager – Kristina has been with the Washington State Auditor’s Office since 2005. In her role as Audit Manager, she manages the Everett team which performs financial, single and accountability audit work for local and state governments in the Snohomish and northern King County areas. Kristina has served as Audit Manager for Team Everett since February 2014 and has previous experience as an Assistant Audit Manager on Team Bellingham and Everett. Kristina also serves as the Program Manager for the Agency’s Fire District’s, Conservation District’s and EMS/Trauma Council audits.

Kirk Gadbois, Assistant Audit Manager – Kirk has worked for the State Auditor’s Office since 2009 and has previous experience leading audits of local governments in eight different counties across the State. In his current role, he assists with the management of the Everett team and supervises the financial, single and accountability work at local governments as well as any fraud work performed by the team. Kirk also serves as one of the statewide SAO staff recruiters.

Xialou “Amanda” Wang, Assistant State Auditor – Amanda has been with the Washington State Auditor’s Office (SAO) since 2014. In her role she has performed a variety of different audits (including Cities, Transits, Counties, Fire Districts, PFD, and School Districts). Prior to joining the SAO, Amanda worked as an auditor at a public accounting firm. She received a master’s degree in Accounting from University of Texas at San Antonio in 2013.

Lingyun Zhou, Assistant State Auditor - Lingyun has been with the Washington State Auditor’s Office since 2015. She holds a Bachelor of Arts degree in Accounting from University of Washington. During her time with the office, she has performed financial, accountability, and federal compliance audits at cities and a county.

Aron Keleta, Assistant State Auditor – Aron has been with the State Auditor’s Office since 2015. During his time with the Office, Aron has performed financial and accountability audits for several cities. In his role as audit staff, he performs audit work in accordance with the audit plan to ensure Office quality expectations and standards are met.



Washington State Auditor's Office

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PENSION UPDATE

Q. What are governments going to receive from the Department of Retirement Systems (DRS) to help them implement the new pension standards (GASB 68)?

The DRS will provide a Schedule of Employer Allocations and a Schedule of Collective Pension Amounts. In addition to these schedules, the DRS will publish amortization schedules for deferred outflows/inflows related to pensions (needed only by GAAP governments). These schedules will include instructions on how to use the information.

Q. When will governments receive information from the DRS?

The DRS plans on publishing the schedules for the state year ended 6/30/2014 in May of 2015. There will be separate schedules for each pension plan. These schedules will provide governments the 2015 beginning balances.

The DRS plans on publishing the schedules for the state year ended 6/30/2015 in late 2015. These schedules will provide governments the 2015 ending balances.

Governments need both the 6/30/2014 schedules and the 6/30/2015 schedules to implement GASB 68.

Q. How will governments with a fiscal year end of 6/30/2015 report their pension liabilities and related amounts?

Governments with a fiscal year end of 6/30/2015 will use the 6/30/2014 schedules and, for GAAP reporting governments, will reclassify the FY 2015 retirement contributions to a deferred outflow.

Q. Help! What do I do with these schedules?

The SAO will publish detailed instructions for GAAP and cash-basis governments, including sample journal entries, note disclosures, and RSI in the 2016 update to the BARS manuals.

Q. Will I report the pension liability on Schedule 09 in my annual report? Will it affect my statutory debt limit?

Pension liabilities are a long-term liability that will be reported on the Schedule of Liabilities (Schedule 9) in your annual report submission to SAO. Pension liabilities are not "debt" and will not affect your statutory debt limit.

Please visit the DRS website, www.drs.wa.gov, Employers section for further information and resources.

Local Government Support

(360) 725-5592 : www.sao.wa.gov / Local Government / Client Assistance



Washington State Auditor's Office

Performance Audit Division

New Study on Trends in Public Records Requests

Local and state governments are all expected to comply with laws that guarantee people have full access to public records, indeed prompt cooperation with requests helps maintain public confidence in government. The definition of a public record is very broad but it doesn't address the many types of records now common thanks to modern technology, which only exist electronically.

At the same time, government organizations have reported a significant growth in the volume and complexity of public records requests. Fulfilling these requests can absorb considerable staff time, but the Public Records Act of 1973 does not allow them to charge requesters for electronic records or the time and costs incurred in preparing records – paper or otherwise – for release. (Although the law does permit charges for making paper copies under certain circumstances.)

To account for changes in the volume and nature of the public records requests, the Legislature is considering revising the Public Records Act. Before they proceed, legislators want more information and have asked the State Auditor's Office to conduct to a study "to establish an accurate cost estimate for providing paper and electronic copies of records."

Coming this fall: Our survey will ask about your government organization's experiences

The Performance Audit team at the State Auditor's Office is preparing a survey of every state agency and local government organization in Washington, in order to collect information about the nature, volume and the associated costs of public records requests. We will also conduct research and interviews with other states to help us identify leading practices in the efficient management of records requests and expenses states allow government organizations to recover.

In addition to helping policy makers revise the Public Records Act, our results can help governments in the efficient management of public records requests.

What does this mean to your organization?

This fall you will receive notification that the survey is ready to begin and who should respond to our request. The survey will be available online for a limited period of time, so we will ask you to complete it promptly.

Note that participating in the survey does not affect your current audit schedule or audit results. The information you provide will only be used for the Performance Audit team's study of public records requests.

What is a public record?

The Public Records Act, established in 1973, defines a public record as: "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

"Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to... magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents..."

Technology has made photostats and punch cards obsolete, but computers, cell phones and email have all added new ways to communicate – and create public records.

Where can I get more information?

Email us at
Sohara.Monaghan@sao.wa.gov

Call us at
360-725-5616



MEMORANDUM

TO: Rebecca Polizzotto, City Manager
FROM: Joshua Roundy, Senior Accountant
DATE: October 22, 2015
SUBJECT: Financial Report as of September 30, 2015 relating actual performance to the biennial budget ending December 31, 2016

General Fund:

Fund balance at the end of September is \$4,667,131. Year to date expenses are \$9.3 million and revenues \$7.4 million. This fund balance amount is the bottom end of our fund balance cycle. Compared to the other bottom end, March, fund balance has deteriorated by \$49,371. We will rebuild fund balance temporarily when property tax is received in November. As mentioned on prior financial reports, we expect to see fund balance deteriorate over time as the forecasted budget deficit begins to evolve.

Revenues (see General Fund Revenue Report and related graphs):

Total General Fund revenues are \$180,400 ahead of budget year to date. The City continues to do well in the sales tax and development fee revenue areas.

Regular and EMS property tax revenue is tracking a little under projections. Property tax levies for 2016 will be coming up in November.

Sales tax continued strong in September and is now \$118,183 in excess of the budget prediction year to date.

Licenses and Permits is \$72,168 over budget year to date. Building permit activity is 43.7% collected and we are only 37.5% of the way through the biennium. Twenty thousand of the excess is from an unbudgeted contract fee from Waste Management for renewal of the franchise agreement.

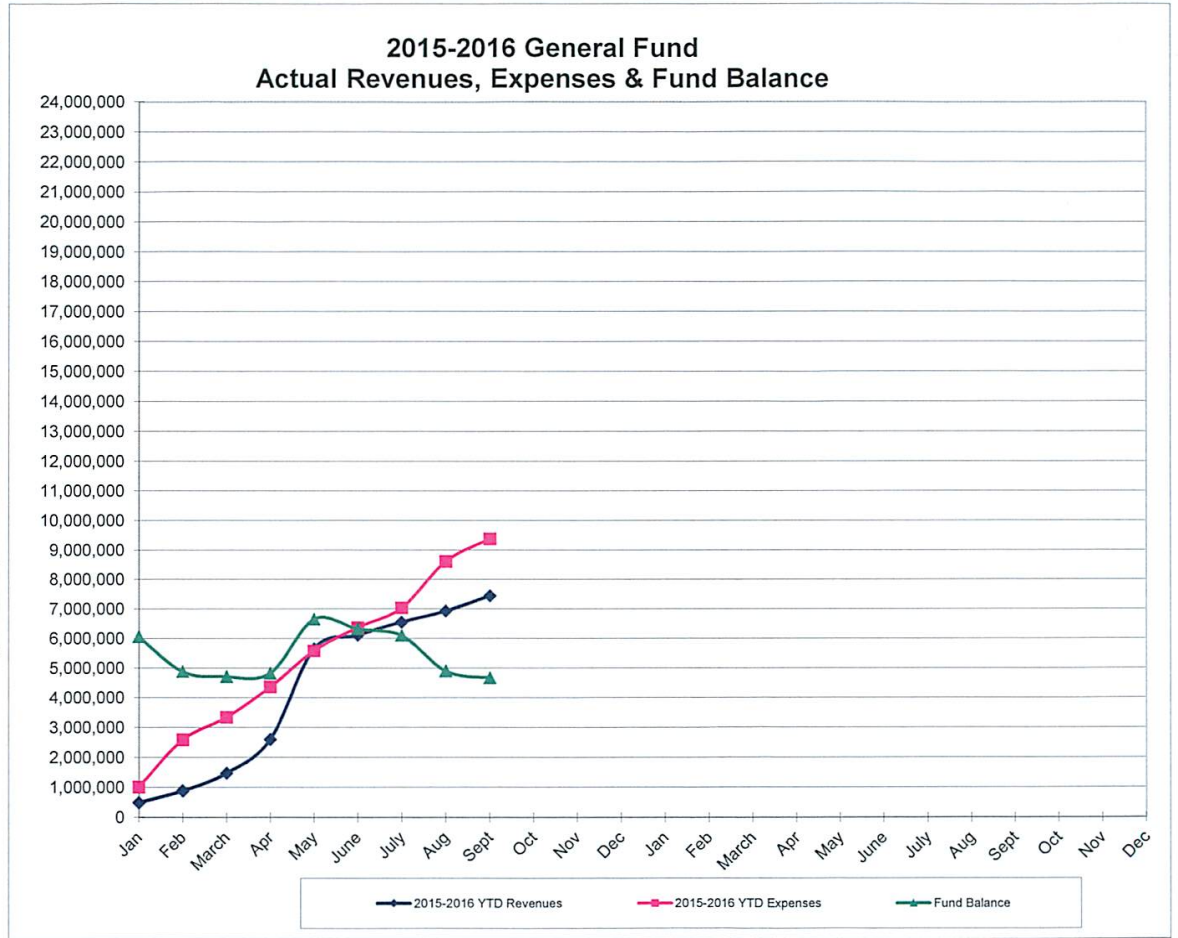
Intergovernmental and Grant revenue rebounded as expected. We billed the school district for School Resource Officer services. We also received the annual PUD privilege tax payment of \$80,000 two months earlier than anticipated.

Charges for Services is 55.1% collected and \$117,916 over budget through September. Passport and development fee activity continue at very strong levels.

Fines and Miscellaneous is \$67,005 under budget through September. Traffic infractions and investment interest revenues continue to run below budgeted expectations.

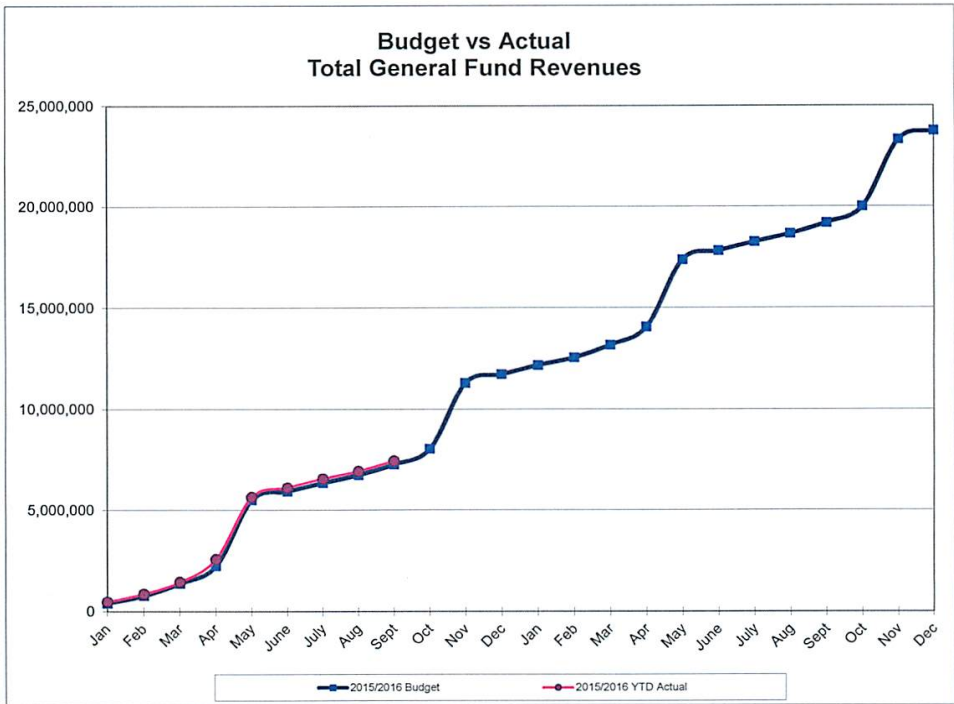
Expenditures (see General Fund Expenditure Report and related graphs):
Total General Fund expenses are 36.7% spent which is \$268,839 under budget through September. Other than Legislative the only department struggling to meet budget is Police. This is primarily due to significant overtime related to the New World project and staff vacancies due to injury and turnover. The situation is being monitored and some savings are being realized from the vacant positions.

Month	2015-2016 YTD Revenues	2015-2016 YTD Expenses	Fund Balance
Jan	498,453	1,020,434	6,067,540
Feb	888,356	2,589,195	4,888,681
March	1,477,497	3,350,515	4,716,502
Apr	2,600,618	4,363,653	4,826,486
May	5,649,205	5,584,091	6,654,635
June	6,117,974	6,372,560	6,334,934
July	6,556,574	7,039,286	6,106,809
Aug	6,931,719	8,617,609	4,903,632
Sept	7,454,298	9,376,688	4,667,131
Oct			
Nov			
Dec			
Jan			
Feb			
March			
Apr			
May			
June			
July			
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Sept			
Oct			
Nov			
Dec			



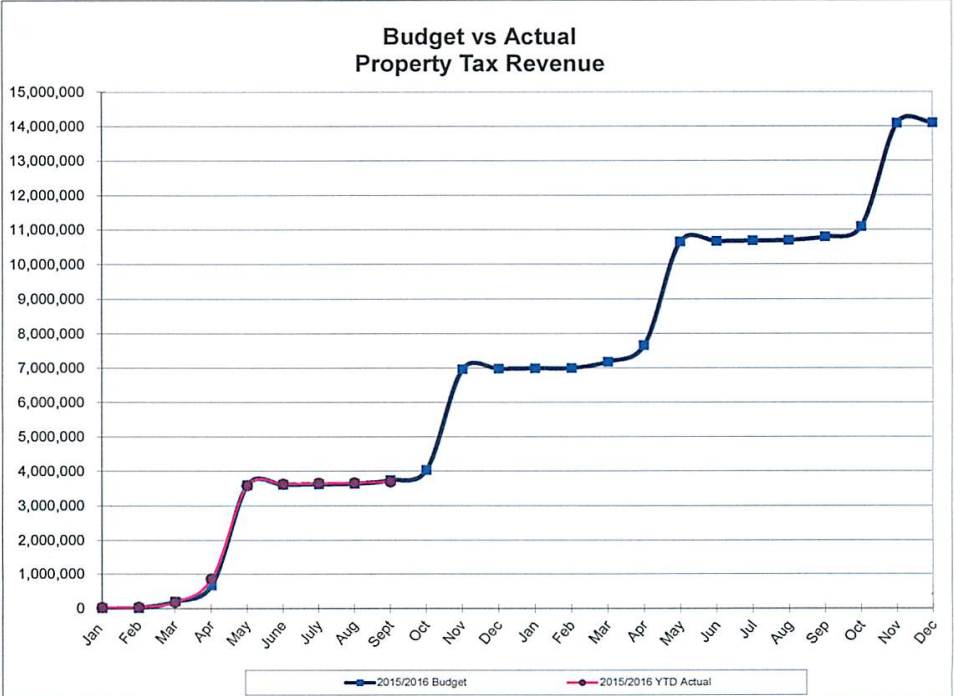
Total General Fund Revenues

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	426,231	498,453
Feb	792,238	888,356
Mar	1,404,547	1,477,497
Apr	2,270,336	2,600,618
May	5,512,894	5,649,205
June	5,935,487	6,117,974
July	6,352,897	6,556,574
Aug	6,745,742	6,931,719
Sept	7,273,898	7,454,298
Oct	8,055,817	
Nov	11,307,099	
Dec	11,734,138	
Jan	12,182,788	
Feb	12,561,664	
Mar	13,187,188	
Apr	14,081,538	
May	17,388,938	
June	17,822,289	
July	18,263,367	
Aug	18,668,171	
Sept	19,209,517	
Oct	20,007,403	
Nov	23,323,917	
Dec	23,762,157	
YTD over (under) Budget		180,400
Actual % of YTD Budget		102.5%
% of Total Budget Collected		31.4%



REGULAR & EMS PROPERTY TAX

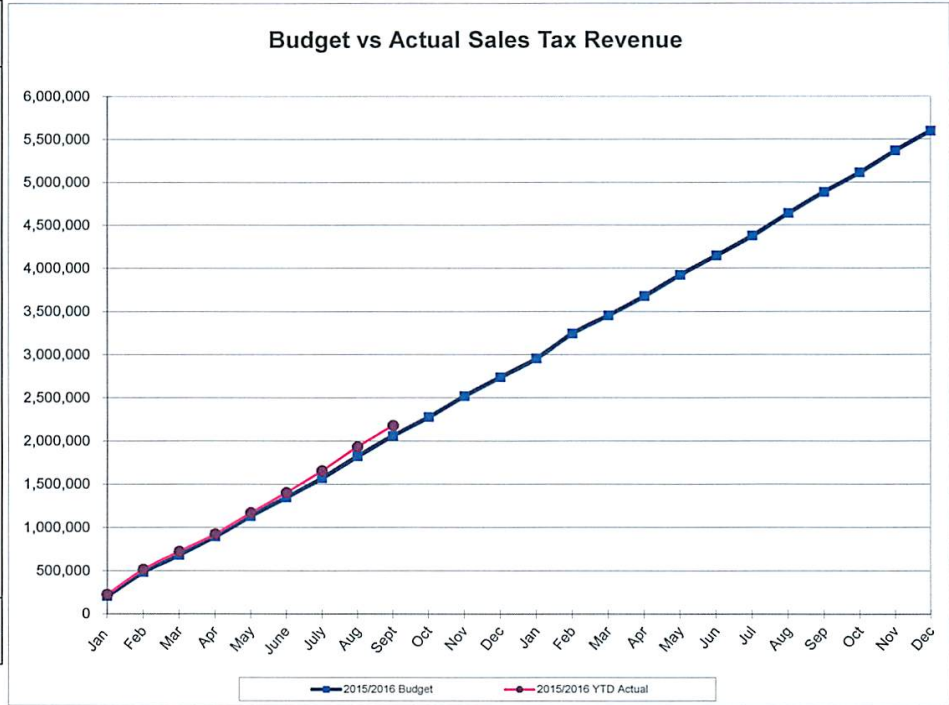
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	13,972	29,284
Feb	20,958	39,882
Mar	202,594	186,705
Apr	670,656	866,294
May	3,604,776	3,594,032
June	3,618,748	3,633,605
July	3,632,720	3,656,226
Aug	3,646,692	3,667,985
Sept	3,744,496	3,700,064
Oct	4,037,908	
Nov	6,972,028	
Dec	6,986,000	
Jan	7,000,228	
Feb	7,007,343	
Mar	7,192,311	
Apr	7,668,961	
May	10,656,916	
Jun	10,671,144	
Jul	10,685,373	
Aug	10,699,601	
Sep	10,799,199	
Oct	11,097,995	
Nov	14,085,950	
Dec	14,100,178	
YTD over (under) Budget		(44,432)
Actual % of YTD Budget		98.8%
% of Total Budget Collected		26.2%



General Fund Revenues

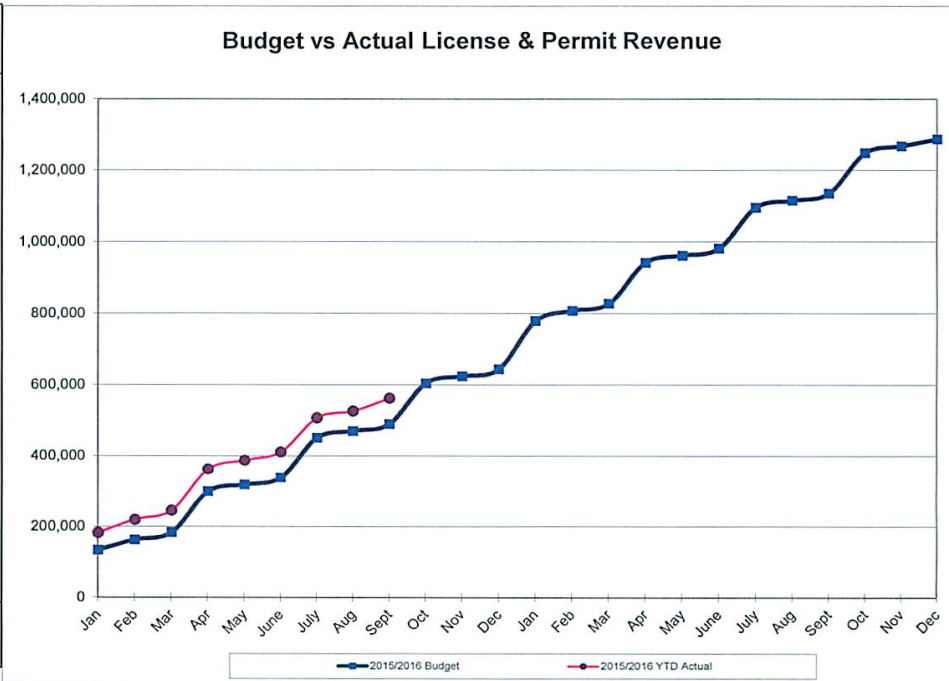
RETAIL, PUBLIC SAFETY & CRIMINAL JUSTICE SALES TAX

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	208,919	228,176
Feb	486,459	518,173
Mar	686,888	725,433
Apr	899,545	929,224
May	1,135,597	1,173,708
June	1,350,651	1,405,913
July	1,572,428	1,657,376
Aug	1,825,059	1,936,034
Sept	2,061,844	2,180,027
Oct	2,278,581	
Nov	2,523,351	
Dec	2,742,852	
Jan	2,960,456	
Feb	3,249,541	
Mar	3,458,292	
Apr	3,679,790	
May	3,925,649	
Jun	4,149,645	
Jul	4,380,643	
Aug	4,643,782	
Sep	4,890,404	
Oct	5,116,142	
Nov	5,371,114	
Dec	5,600,000	
YTD over (under) Budget		118,183
Actual % of YTD Budget		105.7%
% of Total Budget Collected		38.9%



LICENSES & PERMITS

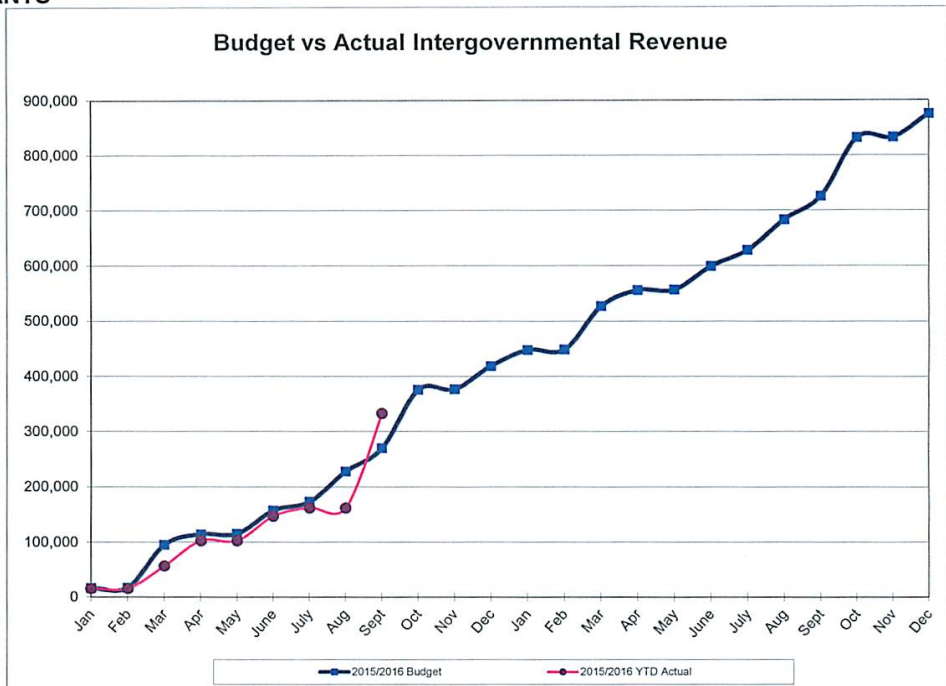
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	134,964	183,355
Feb	163,664	219,590
Mar	184,051	245,371
Apr	298,400	362,227
May	318,005	387,423
June	337,615	411,457
July	451,614	507,937
Aug	471,225	526,795
Sept	490,835	563,003
Oct	604,834	
Nov	624,445	
Dec	644,055	
Jan	779,019	
Feb	807,719	
Mar	828,106	
Apr	942,455	
May	962,065	
June	981,674	
July	1,095,673	
Aug	1,115,283	
Sept	1,134,892	
Oct	1,248,891	
Nov	1,268,500	
Dec	1,288,110	
YTD over (under) Budget		72,168
Actual % of YTD Budget		114.7%
% of Total Budget Collected		43.7%



General Fund Revenues

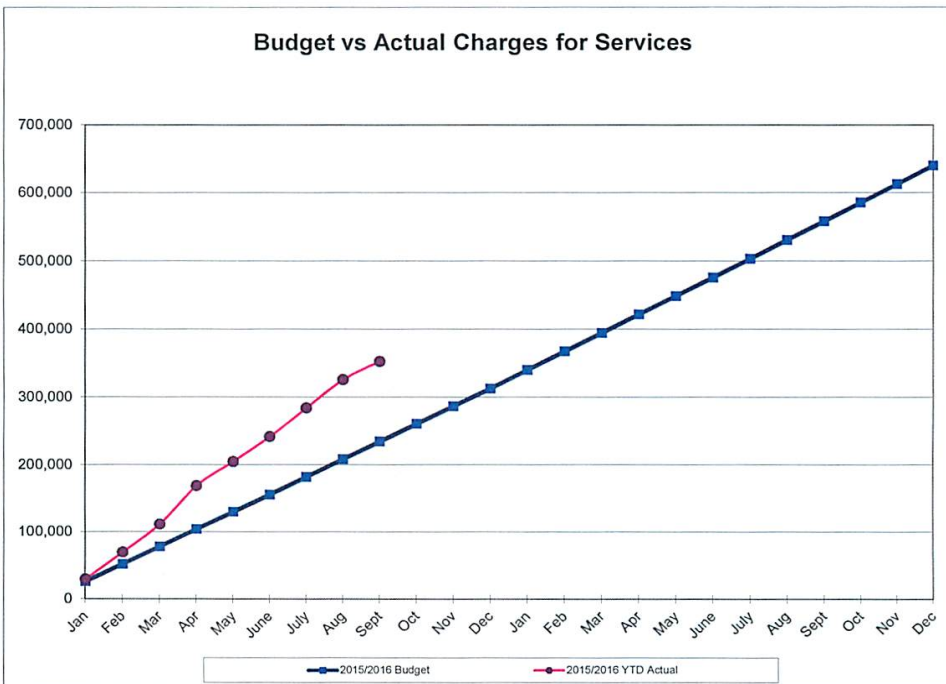
INTERGOVERNMENTAL & GRANTS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	16,553	15,897
Feb	17,512	15,897
Mar	95,545	57,048
Apr	114,443	102,878
May	115,402	102,878
June	157,535	147,414
July	173,374	162,460
Aug	228,183	162,460
Sept	270,316	333,236
Oct	376,265	
Nov	377,223	
Dec	419,357	
Jan	448,191	
Feb	449,149	
Mar	527,547	
Apr	556,382	
May	557,340	
June	599,838	
July	628,672	
Aug	683,481	
Sept	725,978	
Oct	832,313	
Nov	833,271	
Dec	875,769	
YTD over (under) Budget		62,920
Actual % of YTD Budget		123.3%
% of Total Budget Collected		38.1%



CHARGES FOR SERVICES

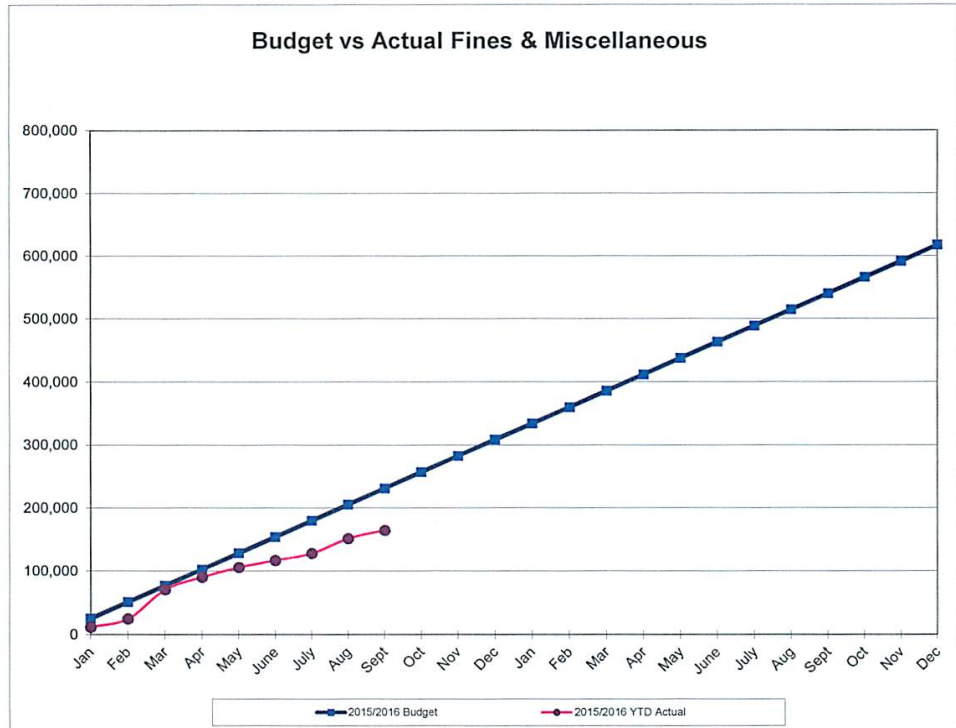
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	26,073	29,820
Feb	52,146	69,851
Mar	78,219	111,849
Apr	104,292	169,625
May	130,365	205,140
June	156,438	242,037
July	182,510	284,168
Aug	208,583	325,884
Sept	234,656	352,572
Oct	260,729	
Nov	286,802	
Dec	312,875	
Jan	340,144	
Feb	367,413	
Mar	394,681	
Apr	421,950	
May	449,219	
June	476,488	
July	503,756	
Aug	531,025	
Sept	558,294	
Oct	585,563	
Nov	612,831	
Dec	640,100	
YTD over (under) Budget		117,916
Actual % of YTD Budget		150.3%
% of Total Budget Collected		55.1%



General Fund Revenues

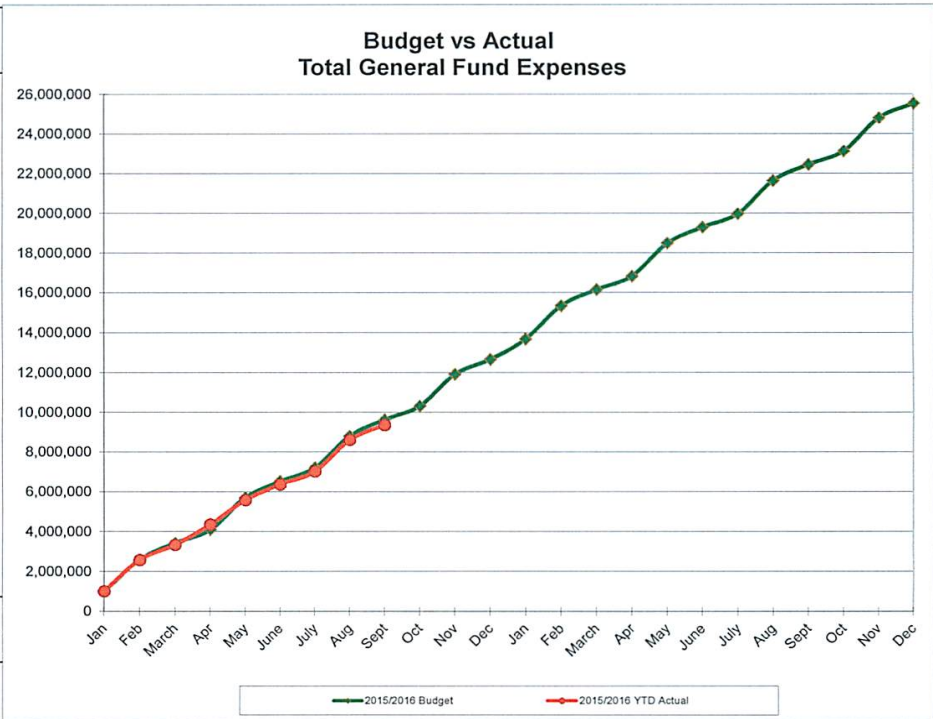
FINES & MISCELLANEOUS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	25,750	11,920
Feb	51,500	24,961
Mar	77,250	71,086
Apr	103,000	90,351
May	128,750	105,907
June	154,500	117,169
July	180,250	128,098
Aug	206,000	151,812
Sept	231,750	164,745
Oct	257,500	
Nov	283,250	
Dec	309,000	
Jan	334,750	
Feb	360,500	
Mar	386,250	
Apr	412,000	
May	437,750	
June	463,500	
July	489,250	
Aug	515,000	
Sept	540,750	
Oct	566,500	
Nov	592,250	
Dec	618,000	
YTD over (under) Budget		(67,005)
Actual % of YTD Budget		71.1%
% of Total Budget Collected		26.7%



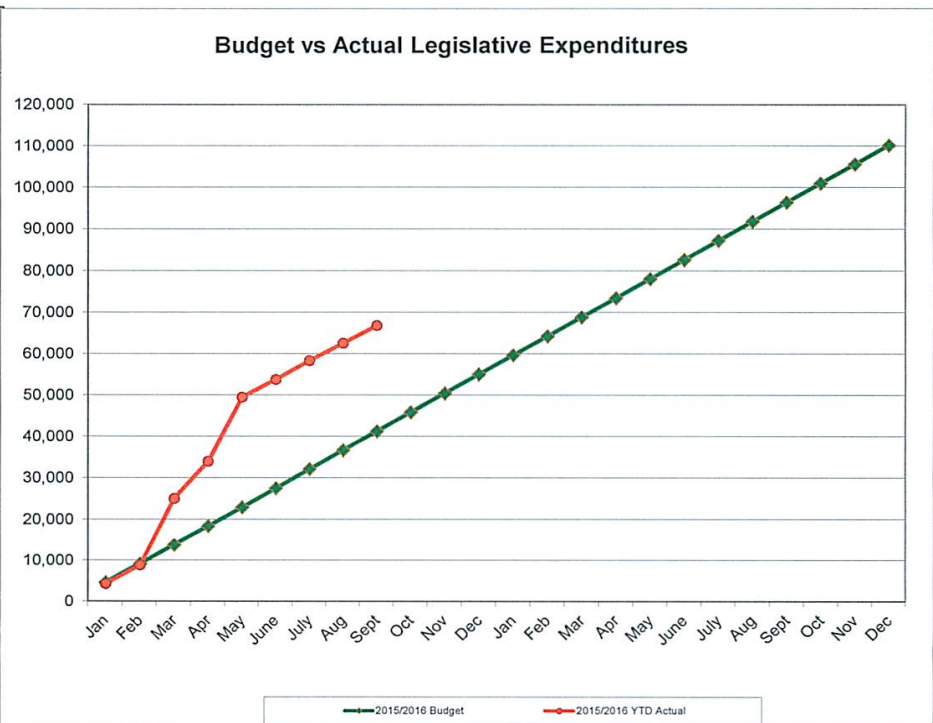
Total General Fund Expenses

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	1,010,405	1,020,434
Feb	2,602,914	2,589,195
March	3,429,036	3,350,515
Apr	4,118,650	4,363,653
May	5,711,160	5,584,091
June	6,537,282	6,372,560
July	7,226,896	7,039,286
Aug	8,819,405	8,617,609
Sept	9,645,527	9,376,688
Oct	10,335,141	
Nov	11,932,651	
Dec	12,676,350	
Jan	13,687,746	
Feb	15,349,047	
March	16,161,802	
Apr	16,838,050	
May	18,499,351	
June	19,312,106	
July	19,988,354	
Aug	21,649,654	
Sept	22,462,410	
Oct	23,138,657	
Nov	24,807,783	
Dec	25,539,291	
YTD over (under) Budget		(268,839)
YTD Actual % of YTD Budget		97.2%
% of Total Budget Expended		36.7%



LEGISLATIVE

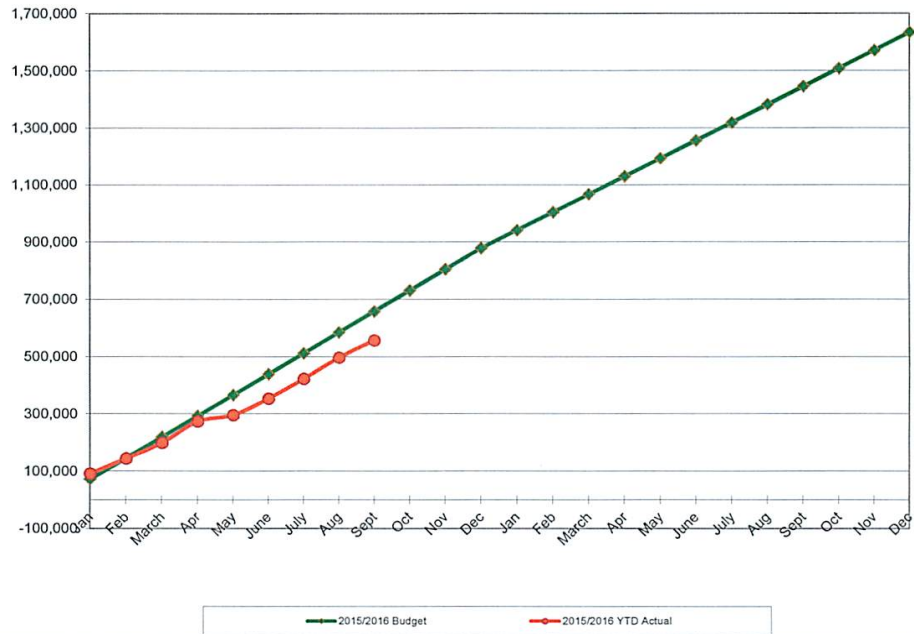
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	4,592	4,290
Feb	9,183	8,824
Mar	13,775	25,080
Apr	18,366	34,012
May	22,958	49,538
June	27,549	53,812
July	32,141	58,335
Aug	36,732	62,560
Sept	41,324	66,864
Oct	45,915	
Nov	50,507	
Dec	55,098	
Jan	59,689	
Feb	64,281	
Mar	68,872	
Apr	73,464	
May	78,055	
June	82,647	
July	87,238	
Aug	91,829	
Sept	96,421	
Oct	101,012	
Nov	105,604	
Dec	110,195	
YTD over (under) Budget		25,541
YTD Actual % of YTD Budget		161.8%
% of Total Budget Expended		60.7%



EXECUTIVE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	73,224	91,839
Feb	146,448	144,658
March	219,672	199,508
Apr	292,895	273,650
May	366,119	296,160
June	439,343	354,034
July	512,567	422,950
Aug	585,791	497,444
Sept	659,015	557,597
Oct	732,238	
Nov	805,462	
Dec	878,686	
Jan	941,712	
Feb	1,004,737	
March	1,067,763	
Apr	1,130,789	
May	1,193,814	
June	1,256,840	
July	1,319,866	
Aug	1,382,891	
Sept	1,445,917	
Oct	1,508,943	
Nov	1,571,968	
Dec	1,634,994	
YTD over (under) Budget		(101,417)
YTD Actual % of YTD Budget		84.6%
% of Total Budget Expended		34.1%

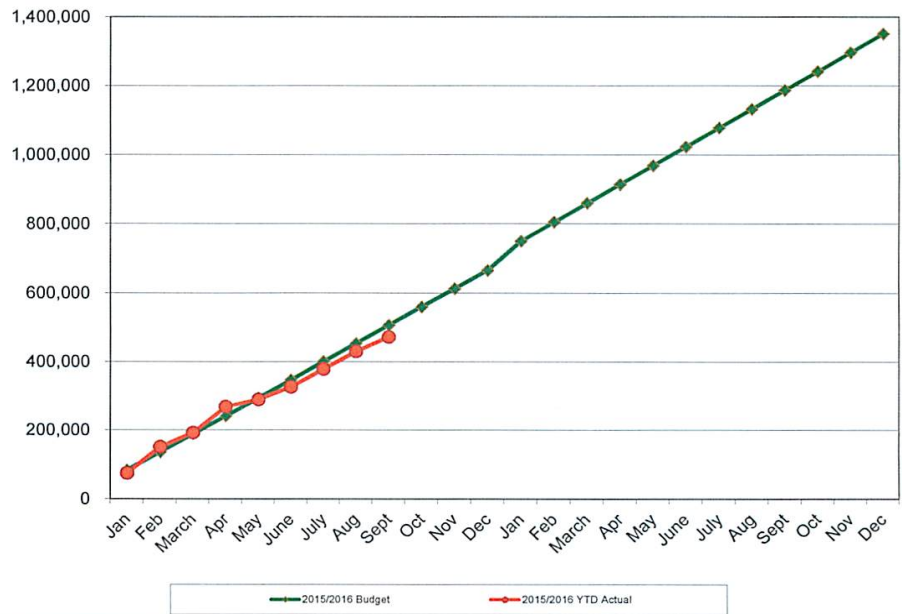
Budget vs Actual Executive Expenditures



FINANCE

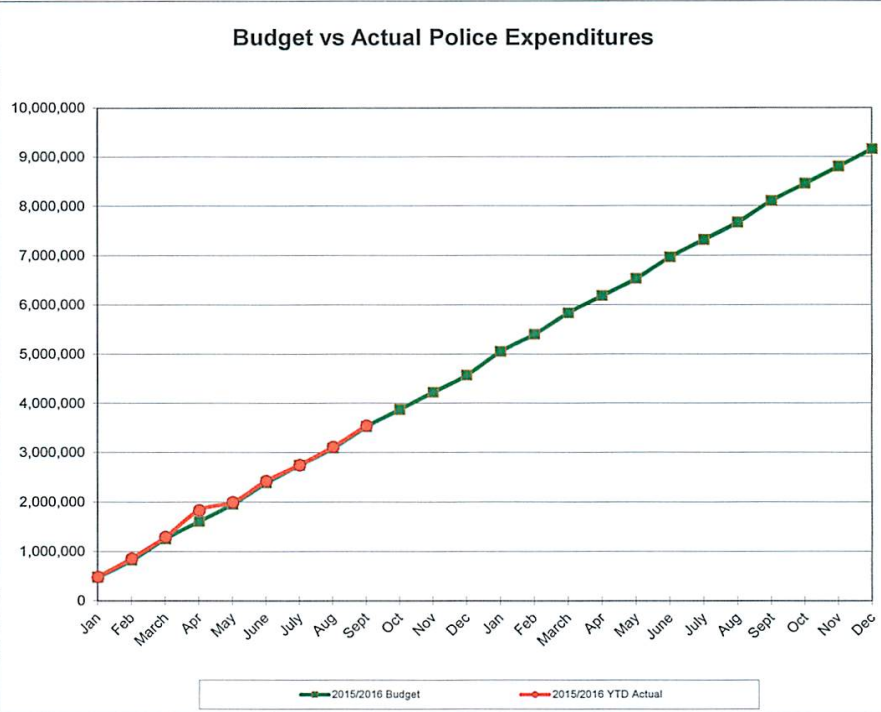
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	83,007	74,941
Feb	136,013	150,824
March	189,020	192,731
Apr	242,027	269,815
May	295,033	290,604
June	348,040	327,696
July	401,047	379,582
Aug	454,054	430,825
Sept	507,060	473,127
Oct	560,067	
Nov	613,074	
Dec	666,080	
Jan	750,673	
Feb	805,267	
March	859,860	
Apr	914,453	
May	969,046	
June	1,023,639	
July	1,078,232	
Aug	1,132,825	
Sept	1,187,418	
Oct	1,242,012	
Nov	1,296,605	
Dec	1,351,198	
YTD over (under) Budget		(33,933)
YTD Actual % of YTD Budget		93.3%
% of Total Budget Expended		35.0%

Budget vs Actual Finance Expenditures



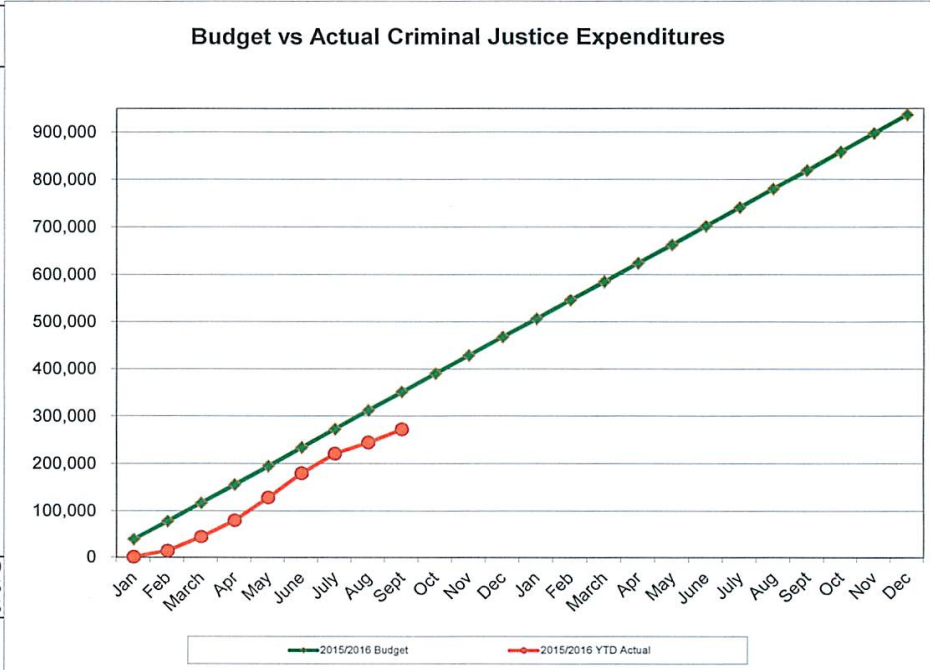
POLICE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	477,888	485,904
Feb	828,225	862,983
March	1,260,984	1,299,085
Apr	1,611,320	1,839,547
May	1,961,657	2,002,147
June	2,394,416	2,427,525
July	2,744,753	2,749,616
Aug	3,095,089	3,118,080
Sept	3,527,848	3,550,326
Oct	3,878,185	
Nov	4,228,521	
Dec	4,578,858	
Jan	5,057,987	
Feb	5,408,211	
March	5,840,857	
Apr	6,191,081	
May	6,541,305	
June	6,973,951	
July	7,324,175	
Aug	7,674,399	
Sept	8,107,045	
Oct	8,457,269	
Nov	8,807,492	
Dec	9,157,716	
YTD over (under) Budget		22,477
YTD Actual % of YTD Budget		100.6%
% of Total Budget Expended		38.8%



CRIMINAL JUSTICE

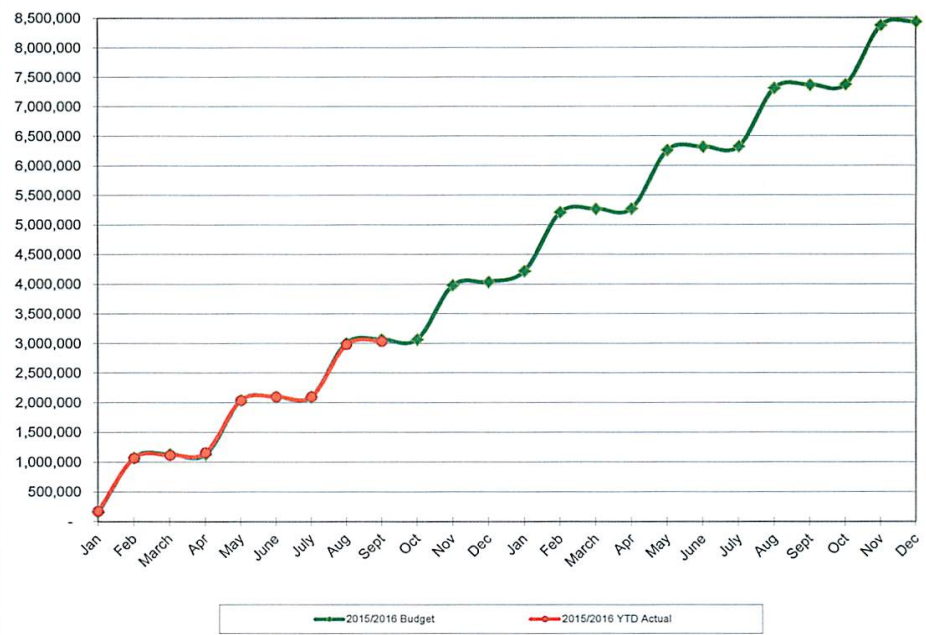
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	39,022	1,027
Feb	78,045	13,885
March	117,067	44,590
Apr	156,090	80,065
May	195,112	128,656
June	234,135	179,830
July	273,157	221,272
Aug	312,179	244,666
Sept	351,202	272,312
Oct	390,224	
Nov	429,247	
Dec	468,269	
Jan	507,291	
Feb	546,314	
March	585,336	
Apr	624,359	
May	663,381	
June	702,404	
July	741,426	
Aug	780,448	
Sept	819,471	
Oct	858,493	
Nov	897,516	
Dec	936,538	
YTD over (under) Budget		(78,890)
YTD Actual % of YTD Budget		77.5%
% of Total Budget Expended		29.1%



NON-DEPARTMENTAL

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	167,197	178,438
Feb	1,074,051	1,070,100
March	1,132,094	1,119,490
Apr	1,136,053	1,161,963
May	2,042,906	2,041,396
June	2,100,949	2,102,864
July	2,104,908	2,106,220
Aug	3,011,761	2,986,788
Sept	3,069,805	3,039,523
Oct	3,073,763	
Nov	3,985,616	
Dec	4,043,660	
Jan	4,223,861	
Feb	5,212,872	
March	5,270,916	
Apr	5,274,874	
May	6,263,885	
June	6,321,929	
July	6,325,887	
Aug	7,314,898	
Sept	7,372,942	
Oct	7,376,900	
Nov	8,373,736	
Dec	8,432,955	
YTD over (under) Budget		(30,282)
YTD Actual % of YTD Budget		99.0%
% of Total Budget Expended		36.0%

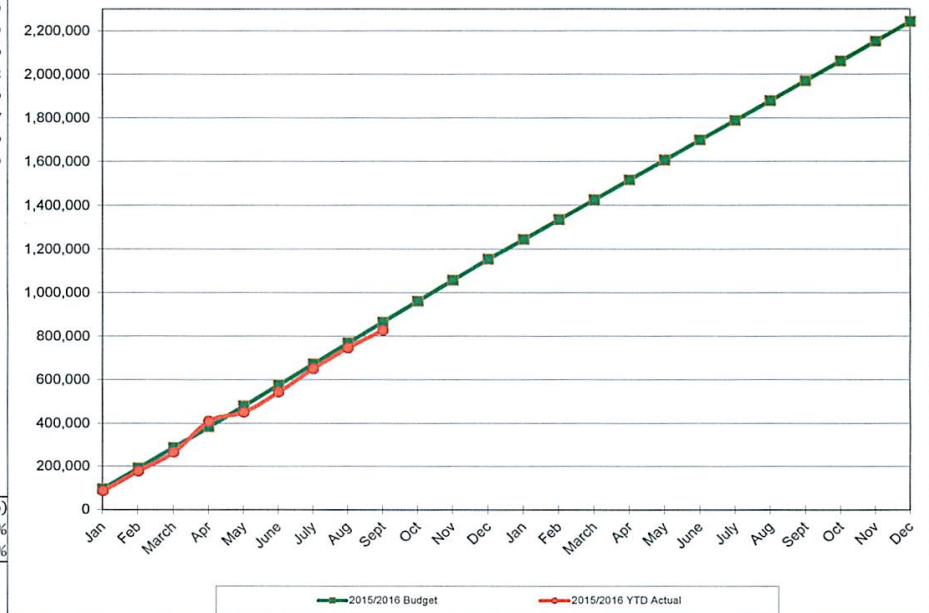
Budget vs Actual Non Department Expenditures



COMMUNITY DEVELOPMENT

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	96,205	86,235
Feb	192,410	178,200
March	288,615	264,589
Apr	384,820	411,766
May	481,025	452,492
June	577,230	544,106
July	673,435	651,617
Aug	769,640	747,066
Sept	865,845	828,076
Oct	962,050	
Nov	1,058,255	
Dec	1,154,460	
Jan	1,245,165	
Feb	1,335,869	
March	1,426,574	
Apr	1,517,278	
May	1,607,983	
June	1,698,688	
July	1,789,392	
Aug	1,880,097	
Sept	1,970,801	
Oct	2,061,506	
Nov	2,152,210	
Dec	2,242,915	
YTD over (under) Budget		(37,769)
YTD Actual % of YTD Budget		95.6%
% of Total Budget Expended		36.9%

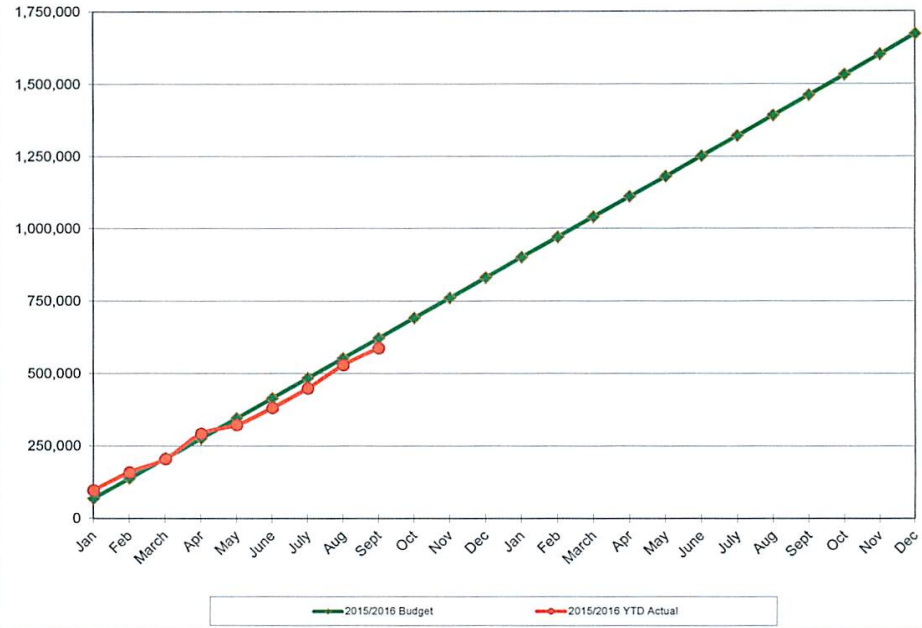
Budget vs Actual Community Development Expenditures



PUBLIC WORKS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	69,270	97,759
Feb	138,540	159,723
March	207,810	205,442
Apr	277,080	292,835
May	346,350	323,099
June	415,620	382,693
July	484,889	449,692
Aug	554,159	530,180
Sept	623,429	588,864
Oct	692,699	
Nov	761,969	
Dec	831,239	
Jan	901,367	
Feb	971,496	
March	1,041,624	
Apr	1,111,753	
May	1,181,881	
June	1,252,010	
July	1,322,138	
Aug	1,392,266	
Sept	1,462,395	
Oct	1,532,523	
Nov	1,602,652	
Dec	1,672,780	
YTD over (under) Budget		(34,565)
YTD Actual % of YTD Budget		94.5%
% of Total Budget Expended		35.2%

Budget vs Actual Public Works Expenditures



CITY OF MILL CREEK
General Fund Revenue Report
As of September 30, 2015

Revenues:	Biennial Estimate 2015/2016	Biennium Actual As of 09/30/15	Actual Over (Under) Estimate	% of Estimate Collected	Estimate of Receipts Through 09/30/15	Actual Over (Under) Estimate
Property Tax-Regular	11,615,627	3,050,447	(8,565,180)	26.3%	3,084,680	(34,233)
Property Tax-EMS Levy	2,484,551	649,617	(1,834,934)	26.1%	659,816	(10,199)
Sales Tax	4,600,000	1,783,699	(2,816,301)	38.8%	1,693,316	90,383
Public Safety Sales Tax	460,000	174,403	(285,597)	37.9%	169,327	5,076
Criminal Justice Sales Tax	540,000	221,925	(318,075)	41.1%	199,201	22,724
Other Taxes	0	0	0	-	0	0
TOTAL TAXES	19,700,178	5,880,091	(13,820,087)	29.8%	5,806,340	73,750
Franchise Fees	755,110	312,105	(443,005)	41.3%	283,166	28,938
Business Licenses	95,000	48,325	(46,676)	50.9%	43,419	4,906
Building Permits	410,000	187,271	(222,729)	45.7%	153,750	33,521
Other Licenses/Permits	28,000	15,303	(12,697)	54.7%	10,500	4,803
TOTAL LICENSES & PERMITS	1,288,110	563,003	(725,107)	43.7%	490,835	72,168
PUD Privilege Tax	155,000	80,057	(74,943)	51.6%	0	80,057
Liquor Excise Taxes	137,387	29,656	(107,731)	21.6%	29,657	(1)
Liquor Board Profit	330,859	123,430	(207,429)	37.3%	123,526	(95)
Criminal Justice Funding	50,023	19,529	(30,494)	39.0%	18,759	770
Everett School District SRO	179,500	77,169	(102,331)	43.0%	89,750	(12,581)
Grants	23,000	3,395	(19,605)	14.8%	8,625	(5,230)
Other Intergovernmental	0	0	0	0.0%	0	0
TOTAL INTERGOVERNMENTAL/GRANTS	875,769	333,236	(542,533)	38.1%	270,316	62,920
Development/Plan Check Fees	186,500	138,075	(48,425)	74.0%	64,556	73,518
Passport Fees	425,000	197,234	(227,766)	46.4%	159,375	37,859
Other Charges for Services	28,600	17,263	(11,337)	60.4%	10,725	6,538
TOTAL CHARGES FOR SERVICES	640,100	352,572	(287,528)	55.1%	234,656	117,916
TOTAL FINES & FORFEITURES	402,000	93,850	(308,150)	23.3%	150,750	(56,900)
Interest on Investments	100,000	7,793	(92,207)	7.8%	37,500	(29,707)
Other Miscellaneous Revenue	116,000	63,753	(52,247)	55.0%	43,500	20,253
Transfers In	640,000	160,000	(480,000)	25.0%	240,000	(80,000)
TOTAL MISCELLANEOUS REVENUES	856,000	231,547	(624,453)	27.0%	321,000	(9,453)
TOTAL REVENUES	23,762,157	7,454,298	(16,307,859)	31.4%	7,273,898	180,400
BEGINNING FUND BALANCE	6,589,521	6,589,521	(0)	100.0%	6,589,521	0
TOTAL RESOURCES	30,351,678	14,043,819	(16,307,859)	46.3%	13,863,419	180,400

**General Fund Expenditure Report
As of September 30, 2015**

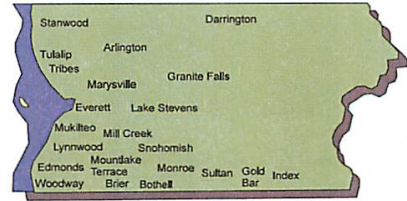
	Biennial Budget 2015/2016	Biennium Actual As of 09/30/15	Actual Over (Under) Budget	% of Budget Expended	Estimate of Spending Through 09/30/15	Actual Over (Under) Estimate
Expenditures:						
Legislative	110,195	66,864	(43,331)	60.7%	41,324	25,541
Executive	1,634,994	557,597	(1,077,397)	34.1%	659,015	(101,417)
Finance	1,351,198	473,127	(878,071)	35.0%	507,060	(33,933)
Police	9,157,716	3,550,326	(5,607,390)	38.8%	3,527,848	22,477
Criminal Justice	936,538	272,312	(664,226)	29.1%	351,202	(78,890)
Non-Department	8,432,955	3,039,523	(5,393,432)	36.0%	3,069,805	(30,282)
Community Development/Building	2,242,915	828,076	(1,414,839)	36.9%	865,845	(37,769)
Public Works	1,672,780	588,864	(1,083,916)	35.2%	623,429	(34,565)
TOTAL EXPENDITURES	25,539,291	9,376,688	(16,162,602)	36.7%	9,645,527	(268,839)
ENDING FUND BALANCE	4,812,387	4,667,131	(145,256)	97.0%	4,217,892	449,239
TOTAL FINANCIAL USES	30,351,678	14,043,819	(16,307,859)	46.3%	13,863,419	180,400

**CITY OF MILL CREEK
FINANCIAL REPORT - ALL OTHER FUNDS
As of September 30, 2015**

Fund	Revenues			Expenditures		
	2015/2016 Estimated Revenue	2015/2016 Revenue Collected	2015/2016 % of Estimate Collected	2015/2016 Budgeted Expenditures	2015/2016 Expended	% of Budget Expended
SPECIAL REVENUE FUNDS:						
City Street Fund	891,927	351,081	39.4%	1,094,222	347,524	31.8%
Council Contingency	100	0	0.0%	22,000	6,000	27.3%
Municipal Arts Fund	10,000	913	9.1%	15,000	0	0.0%
Paths & Trails	4,000	2,000	50.0%	4,000	0	0.0%
Drug Buy Fund	25,000	30,045	120.2%	15,000	9,877	65.8%
Beautification Fund	0	0	0.0%	1,500	237	15.8%
Annex Building Fund	369,000	133,506	36.2%	860,294	154,480	18.0%
35th Avenue Reserve Fund	0	0	0.0%	236,000	0	0.0%
DEBT SERVICE FUNDS:						
Debt Service Fund	259,485	26,625	10.3%	259,395	3,557	1.4%
Local Revitalization	22,000	0	0.0%	0	0	
CAPITAL PROJECT FUNDS:						
Real Estate Excise Tax	1,470,000	919,903	62.6%	2,876,000	211,685	7.4%
Capital Improvement	1,510,000	25,000	1.7%	1,510,000	63,666	4.2%
Park Capital Improvement	517,000	200,182	38.7%	1,410,000	3,572	0.3%
Road Improvement	3,222,000	259,958	8.1%	2,650,000	282,367	10.7%
ENTERPRISE FUNDS:						
Surface Water Utility	1,513,735	426,353	28.2%	2,362,752	1,124,479	47.6%
Recreation Enterprise	1,245,062	430,562	34.6%	1,260,385	457,603	36.3%
INTERNAL SERVICE FUNDS:						
Equipment Replacement	325,592	98,869	30.4%	340,622	268,665	78.9%
Unemployment/Self-Insurance Reserve	0	0	0.0%	15,000	0	0.0%

Snohomish County Tomorrow

A GROWTH MANAGEMENT ADVISORY COUNCIL



STEERING COMMITTEE
Wednesday, October 28, 2015
Snohomish County East Administration Building – Public Meeting Room 1 (F103)
6:00 p.m. to 8:00 p.m.

AGENDA

1. Call to Order, Roll Call and Opening Items (5 min.)
 - a. Introductions/Roll Call (Co-chair)
 - b. Citizen Comments (Co-chair)
 - c. Approval of Meeting Minutes ([7-22-15](#), [9-30-15](#)) (Co-chair)
2. Update Items (10 min.)
 - a. Summary of [July-October](#) PSRC Board Actions and Activities (Ben Brackett, 5 min.)
 - b. Economic Alliance Snohomish County (Glenn Coil, 5 min.)
3. Action Items
4. Briefings, Discussion Items (65 min.)
 - a. North Stillaguamish Valley Economic Recovery (Mayor Barbara Tolbert, Mayor Dan Rankin, Glenn Coil, Sean Connell, 40 min.)
 - b. City of Snohomish Comprehensive Plan (Owen Dennison, 20 min.)
 - c. Coordinator's Report (Cynthia Pruitt, 5 min.)
5. Future Agenda Items
 - Alliance for Housing Affordability Update (Quarterly)
 - Economic Alliance Snohomish County (Monthly)
 - Members' GMA 2015 Comprehensive Plan Updates (Monthly)
 - Sound Transit 3 Update (TBD)
 - Public Works Assistance Fund (TBD)
 - Arlington-Marysville MIC (TBD)
 - Eastside Rail (TBD)
 - SCT Role; Disaster Recovery (TBD)
 - Vision 2040 Schedule Update (TBD)
6. Next Meeting Date
December 2, 2015; 6:00-8:00 pm
7. Adjournment (Co-chair)

The SCT Steering Committee is seeking nominations for Community Advisory Board members. Any citizen residing in Snohomish County may apply by contacting Cynthia Pruitt, SCT Coordinator at 425-388-3185 for an application.

Steering Committee members please notify Leigh Mackie by Tuesday, Monday Oct 26th if you are unable to attend:

(425) 388-3311 x2157 or leigh.mackie@snoco.org. Thank you.



**Arts & Beautification Board Meeting
September 9, 2015**

Members Present:

Marlene King Matt Buchanan
Marla Nulph Danielle Foushee
Loyt Neiman

Not Present:

Zach Anders Julie David

Also Present:

Donna Michelson Rebecca Polizzotto
Scott Smith Kim Mason-Hatt

I. ROLL CALL

Members and staff present as noted above.

II. APPROVAL OF MINUTES

MOTION: Member Marla Nulph moved and Member Marlene King seconded to excuse Chair Anders and Member David from the meeting, the motion passed unanimously.

MOTION: Member Marla Nulph moved and Member Marlene King seconded to excuse Chair Anders and Member David from the meeting, the motion passed unanimously.

III. OLD BUSINESS

Art Walk: The Board gave City Manager Polizzotto some background on the Art Trail program. As part of economic development the program will be brought back to Council for presentation and consideration. The Board discussed having more sub-committee meetings.

Sustainable Landscape: Working with Snohomish Conservation District to get letters out to specific residents. The Board discussed allowing commercial properties and HOA's to be eligible for the program.

MOTION: Member Marla Nulph moved and Member Danielle Foushee seconded to allow commercial properties and homeowners' associations to receive sustainable landscape certifications, the motion passed unanimously.

IV. ANNOUNCEMENTS/REPORTS

Councilmember Donna Michelson reminded the Board about the free document shredding event on Saturday, September 12th.



ART/BEAUTIFICATION ADVISORY BOARD

AGENDA

15728 Main Street, Mill Creek, Washington 98012 - 425 745-1891

**September 9, 2015
4:00 p.m.**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
 - A. Approval of Minutes July 8, 2015
 - B. Approval of Minutes July 29, 2015
- IV. OLD BUSINESS
 - A. Sustainable Landscape
- V. NEW BUSINESS
- VI. ANNOUNCEMENTS AND REPORTS
- VII. ADJOURNMENT

Attachments:

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.

Arts & Beautification Board Meeting

Date: 09-09-2015

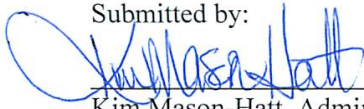
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V. ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for
October 14, 2015 at 4 pm City Hall Council Chambers

Submitted by:



Kim Mason-Hatt, Administrative Assistant



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

September 17, 2015

5:15 p.m.

COUNCIL CHAMBERS

- | | |
|--|------------------|
| I. CALL TO ORDER: | 5:15 p.m. |
| II. ROLL CALL: | 5:15 p.m. |
| III. APPROVAL OF MINUTES: | 5:16 p.m. |
| A. Approval of July 16, 2015 Meeting Minutes ⁽¹⁾ | |
| IV. NEW BUSINESS: | 5:17 p.m. |
| A. DRB 15-09-474 Yelena's Court Preliminary Plat –Landscaping ⁽²⁾ | |
| V. ADJOURNMENT: | 5:45 p.m. |

ATTACHMENTS:

1. July 16, 2015 Meeting Minutes
2. Staff report

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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 (425) 745-1891.



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
September 17, 2015**

Approved September 17, 2015

Members:

Dave Gunter, Chair
Beverly Tiedje, Vice Chair
D. Wayne Bisom
David Hambelton (5:23 p.m.)
Tina Hastings

Community Development Staff:
Camille Chriest, Senior Planner

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:15 p.m.

II. ROLL CALL:

All members were present except as noted above.

III. MINUTES:

A. Minutes of July 16, 2015

Vice Chair Tiedje corrected a typographical error in the minutes on page 1.

MOTION: Vice Chair Tiedje moved, seconded by Member Hastings, to approve the July 16, 2015 minutes as corrected. The motion was approved unanimously.

IV. NEW BUSINESS:

A. DRB 15-09-474 Yelena's Court Preliminary Plat - Landscaping

Senior Planner Camille Chriest stated that the project before the Board is landscaping for the five-lot plat of Yelena's Court, which is located on Seattle Hill Road. The proposed landscape areas are the 50-foot roadway buffer, the perimeter landscaping and the street trees. Ms. Chriest's presentation included a description of the project location, a

Design Review Board Meeting Minutes
September 17, 2015
Page 2

description of the surrounding properties, photos of the existing conditions, and she referenced the staff conditions contained in the staff report. Ms. Chriest concluded her presentation by stating that the proposed landscape plan as conditioned is consistent with the design guidelines contained in the code and she stated that staff is recommending approval.

Brian Harron, 14900 Interurban Avenue South #279, Seattle, WA 98168

Brian Harron, the applicant's engineer, responded to several of the Board Member's questions, clarifying the trees that are being retained versus the trees that are proposed to be removed. He also confirmed that the existing landscaping island in Seattle Hill Road adjacent to the development will be removed to provide a left/right turn pocket to facilitate access to the development.

MOTION: Member Hambelton moved, seconded by Member Bisom, to approve the proposed landscaping for the Yelena's Court Preliminary Plat as conditioned in the staff report. The motion was approved unanimously.

V. ADJOURNMENT:

MOTION: Chair Gunter adjourned the meeting with the consensus of the Board Members at 5:30 p.m. The motion was approved unanimously.

Submitted by:

Sherrie Ringstad, Planning Specialist

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PLANNING COMMISSION AGENDA

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

September 17, 2015

Regular Meeting

7:00 p.m.

	TIME
I. CALL TO ORDER	7:00 p.m.
II. ROLL CALL	7:01 p.m.
III. APPROVAL OF MINUTES	7:02 p.m.
A. Planning Commission Meeting of July 16, 2015 ⁽¹⁾	
IV. WORK SESSION	7:03 p.m.
A. Comprehensive Plan – Transportation Element ^{(2) (3)}	
B. Mill Creek Municipal Code Amendments – Title 16.02 ⁽⁴⁾	
V. FOR THE GOOD OF THE ORDER	7:50 p.m.
VI. ADJOURNMENT	8:00 p.m.

ATTACHMENTS:

1. Planning Commission Minutes from Meeting of July 16, 2015
2. Legislative Draft of Proposed Amendments to the Transportation Element
3. Draft of Proposed Amendments with strikeout removed.
4. Proposed Amendments to MCMC Title 16

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 (425) 745-1891.

**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
September 17, 2015**

Approved October 15, 2015

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:00 p.m.

II. ROLL CALL:

Chair Stan Eisner
Vice Chair Matthew Nolan
Commissioner Randy Blair
Commissioner Ed McNichol (absent)
Commissioner Jared Mead (absent)
Commissioner Daniel Mills
Commissioner Dennis Teschlog

Staff:
Tom Rogers, Director of Community & Economic
Development
Scott Smith, City Engineer
Shane Moloney, City Attorney
Sherrie Ringstad, Planning Specialist

III. APPROVAL OF MINUTES

Planning Commission Meeting of July 16, 2015

MOTION: Vice Chair Nolan moved, seconded by Commissioner Teschlog, to approve the July 16, 2015 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION

Comprehensive Plan – Transportation Element

City Engineer Scott Smith stated that the purpose of the work session is to review proposed amendments to the Transportation Element, which is the last element in the year-long process the Commission has undertaken to update the City's Comprehensive Plan. In addition, he noted that the Puget Sound Regional Council must also review the Transportation Element for compliance with Vision 2040. A consultant provided assistance with growth projections, Level of Service (LOS) analysis, and potential future capital improvements.

City Engineer Smith noted that the purpose of the Transportation Element is to:

- Ensure that the City is planning for adequate transportation facilities and services to support the planned land uses.
- Inventory motorized and non-motorized transportation facilities and establish LOS standards.
- Identify future needs, which become the basis for Capital Improvement Plan (CIP) projects and the traffic mitigation program.
- In addition, the policies guide land development and City investment in capital projects.

Planning Commission Minutes
September 17, 2015
Page 2

City Engineer Smith briefly summarized the proposed amendments as follows:

General Updates

- Revised Introduction, GMA Elements Land Use Assumption and Level of Service discussion sections
- Consistent references to Capital Improvement Plan (CIP)

Streets

- Updated inventory of roadway system
- Revised and added maps
- Major revision to LOS Standards, added LOS Guidelines for RSSH

Pavement Management

- New section to reflect City's emphasis on pavement preservation

Sidewalks and Trails

- Revised inventories
- Added new LOS Standards
 - ADA compliance is mandatory
- Revised LOS Guidelines

Bicycle Lanes

- Revised inventory and finding discussions

Transit System

- Revised inventory discussion
- Added new LOS Standards
 - ADA compliance is mandatory
- Revised LOS Guidelines

Future Needs

- Major revision to Street System section
 - List of future needed capital projects
- Added new Pavement Management section
- Revised Sidewalk, Trail and Transit sections
- Included more specific improvement areas for bicycle lanes

Additional Updates

- Added new sections on TDM and Intergovernmental Coordination
- Updated Financing and Funding sections
- Policies to reflect revisions and PSRC's *Transportation 2040* requirements

Commission Blair said that he was happy to see the City was addressing ADA requirements since it is such a liability risk for the City.

Vice Chair Nolan noted that the future needs section identifies a traffic signal as a potential capital improvement project for several intersections. He pointed out that in accordance with the Manual

Planning Commission Minutes
September 17, 2015
Page 3

for Uniform Traffic Control Devices (MUTCD), these intersections may not have enough volume to meet the warrants for a signal; therefore, he suggested that, since the City hasn't done the warrant analysis, a broader term such as "intersection control improvements" be utilized so as not to limit the City's options.

Vice Chair Nolan asked if we are addressing pass-through traffic with the surrounding jurisdictions. City Engineer Smith stated that we aren't adopting a hands-off policy; however, if we were to make it a standard, it would limit the City's ability to approve development within the City. There are some things that are mitigation measures such as Swift II bus rapid transit, which will run from Paine Field down SR 527 to Canyon Park. In addition both the state and the county are working on Intelligent Transportation System (ITS) improvements along that same corridor making the signals more responsive to traffic.

Vice Chair Nolan confirmed that the City does have an Interlocal Agreement regarding development outside of the City's boundaries and noted that it should be mentioned in the Transportation Element.

Commissioner Mills asked about the impact the 25,000 population would have on the City's control over the state highways. City Engineer Smith explained that the City would be responsible for striping and maintenance and would have control over access but the state would continue to be responsible for pavement management. He added that the City is not likely to reach a population of 25,000 without an annexation.

Commissioner Teschlog stated that he disagrees with the PSRC focus on alternate modes of transportation and would like to see more emphasis on the single-occupancy vehicle. He believes the transportation dollars that we do have need to be spent more efficiently with less emphasis on aesthetics and more on roads to achieve the maximum benefit.

Commissioner Teschlog referenced the second to last paragraph on Page 6, which ends with the statement, "Essentially, the City cannot build its way out of congestion, and the only way to improve traffic will be to encourage people to use alternate modes of transportation." He believes the statement is too definitive and that there are other options that should be acknowledged.

Commissioner Mills said that the policies regarding sidewalks are strong relative to the need, but the language in the future needs section, which states, "Capital projects to construct new sidewalks can be considered during the biennial update to the seven-year CIP" seems much weaker. He suggested that it be modified to read "new sidewalks shall be considered." Vice Chair Nolan suggested that while identifying all areas in need of sidewalks would be daunting, possibly the areas on collector streets that need sidewalks to improve connectivity could be identified.

Proposed Amendments to Mill Creek Municipal Code (MCMC) Section 16.02

City Engineer Scott Smith stated that amendments are proposed, which moves language from the policy section in the Comprehensive Plan to the Municipal Code. He briefly reviewed the proposed amendments.

Planning Commission Minutes
September 17, 2015
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Vice Chair Nolan stated that B. on 16.02.080 states, "Development shall be configured in a manner that provides for internal circulation and minimizes the number of intersections and access points." He believes it is also important to note that development should consider and provide access to future development in contiguous plats to minimize access on arterials. He suggested ending that sentence with, "and provides access for future development of undeveloped parcels."

Commissioner Mills suggested the following grammatical amendment could help clarify Section 16.02.080.F:

- F. Direct access to major arterials shall only be allowed at intersections with minor arterials, ~~and~~ collectors, or properties where no other reasonable alternative access can be provided.

Commissioner Mills also noted that Section 16.02.150 refers to LID but LID is not defined. He suggested that the first time the acronym is used that it be spelled (i.e., "Low Impact Development (LID)."

IX. FOR THE GOOD OF THE ORDER

Director of Community and Economic Development Rogers reminded the Commissioners about the Short Course on Local Planning scheduled for next Wednesday, September 23, 2015, from 6:15 to 9:15 p.m. in the Council Chambers and encouraged them all to attend.

X. ADJOURNMENT

MOTION: Commissioner Teschlog moved, seconded by Vice Chair Nolan, to adjourn the meeting at 8:02 p.m. The motion was approved unanimously.

Submitted by:

Sherrie Ringstad, Planning Specialist