



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. 2016-807

Next Resolution No. 2016-550

**May 10, 2016
City Council Meeting
6:00 p.m.**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

PRESENTATIONS:

- B. Employee Milestones

(Rebecca C. Polizzotto, City Manager)

- C. Proclamation for Leadership Day in Snohomish County
(Pam Pruitt, Mayor)
- D. Legislative Update
(Mark Harmsworth, State Representative)

OLD BUSINESS:

- E. Appoint Members to the EMS Levy Pro and Con Committees
(City Council)

NEW BUSINESS:

- F. Records Committee Presentation
(Rebecca C. Polizzotto, City Manager)
- G. Interlocal Agreement for Domestic Violence Coordinator Services
(Rebecca C. Polizzotto, City Manager)
- H. Interlocal Agreement for In-Service Training Sessions
(Rebecca C. Polizzotto, City Manager)
- I. Interlocal Agreement for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT)
(Rebecca C. Polizzotto, City Manager)
- J. Finalize City Manager Evaluation Schedule
(Personnel Committee)

CONSENT AGENDA:

- K. Approval of Checks #55280 through #55347 and ACH Wire Transfers in the Amount of \$138,850.43
(Audit Committee: Councilmember Bond and Councilmember Kelly)
- L. Payroll and Benefit ACH Payments in the Amount of \$205,226.64
(Audit Committee: Councilmember Bond and Councilmember Kelly)

REPORTS:

- M. Mayor/Council
City Manager

AUDIENCE COMMUNICATION:

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

ADJOURNMENT:

Proclamation

WHEREAS, Leadership Snohomish County is recognized as the local organization specializing in developing leaders for a lifetime, making Snohomish County vibrant and providing education and opportunities for the past 18 years to strengthen our community; and

WHEREAS, more than 100 employers in all sectors have participated in Leadership Snohomish County; and

WHEREAS, in 2016, more than 500 Snohomish County professionals will have graduated from Leadership Snohomish County programs; and

WHEREAS, Leadership Snohomish County intends to use Leadership Day to unite and recognize the role of leadership in our County, and encourage community celebrations on this day, as well; and

WHEREAS, Leadership Snohomish County will undertake the recognition of the many contributions from our community leaders across Snohomish County as part of this day, as well as coordinate a leadership service opportunity; and

WHEREAS, this will be an annual recognition of the importance of leadership.

NOW, THEREFORE, I, Pam Pruitt, the Mayor of the City of Mill Creek, on behalf of the City Council and the citizens of Mill Creek, do hereby proclaim October 14, 2016 as Leadership Day in the City of Mill Creek.



Signed this 10th day of May, 2016.

Pam Pruitt, Mayor

Attest _____
Kelly M. Chelin, City Clerk

Rebecca C. Polizzotto, City Manager



Agenda Item # E
Meeting Date: May 10, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINT EMS LEVY COMMITTEE MEMBERS

KEY FACTS AND INFORMATION SUMMARY: At the May 3, 2016 Council Meeting, the City Council passed a resolution to place the EMS levy on the ballot for the August primary election. As a result of this action, the City is required by State law to appoint a committee to prepare statements advocating voter's approval of the measure and appoint a committee advocating rejection of the measure. These statements will appear in the local voter's pamphlet. The committee appointments need to be made and submitted to the County by May 13, 2016. Each committee shall have no more than three members; however, a committee may seek the advice of any person or persons.

On April 29, 2016, staff issued a public notice seeking committee members and delivered the notice to the local media and posted it on the City's website.

The notice requires letters of interest to be submitted by Tuesday, May 10, 2016 at 5:00 p.m. As of the date of the packet distribution, two letters have been received. One letter from Mark Risen for the Pro Committee and one letter from Wil Nelson for the Con Committee. Any other letters received before the deadline will be shared with the Council at the meeting on Tuesday.

CITY MANAGER RECOMMENDATION: N/A

ATTACHMENTS:

- Letters of Interest Received

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Tom Gathmann", is written over a horizontal line.

Tom Gathmann
Acting City Manager

May 2, 2016

Mark Risen
2722 144th Ct. SE
Mill Creek, WA 98012

Attention – City Clerk:

I would like to express my interest in serving on the committee being established for the Emergency Medical Services (EMS) levy. I am a supporter of the levy, therefore would be interested in developing the “pro levy” statement for the voters pamphlet.

I am a 20 year resident of Mill Creek and this has been a wonderful community to raise our family in. I have a vested interest in ensuring we have the best City services possible as I see that as a direct reflection on the quality of community that we live in.

Professionally, I have been in the fire service for over 37 years. I am currently the Fire Chief of a 240 member agency protecting one of the larger cities in the state. As a provider of both fire and emergency medical services, I have seen countless times over the years the positive and lifesaving impacts of a professionally managed fire service based emergency medical system (such as the one we currently enjoy).

It would be unthinkable to see this levy to fail. Therefore, I am more than willing help educate the voters on this issue as part of my duty as a citizen of Mill Creek.

Respectfully,



Mark Risen
markarisen@yahoo.com

(425) 359-5683

Kelly Chelin

From: Rebecca Polizzotto
Sent: Thursday, April 28, 2016 8:08 AM
To: Kelly Chelin
Subject: FW: EMS Levy Con Committee Volunteer Request

Please keep with letters to provide to Council at appropriate council meeting.

Thank you,

Rebecca Polizzotto
City Manager
rebeccap@cityofmillcreek.com
P: 425-921-5724 | F: 425-745-9650

-----Original Message-----

From: Wilfred Nelson [<mailto:wpnelson44@gmail.com>]
Sent: Wednesday, April 27, 2016 8:59 PM
To: Rebecca Polizzotto
Subject: EMS Levy Con Committee Volunteer Request

To: Rebecca Polizzotto
City Manager
City of Mill Creek

I would like to be on the Con Committee for the Mill Creek EMS Levy. I have over 40 years experience in the Fire Service and Fire Protection related experience in municipal government, heavy industry, in both civilian and federal nuclear facilities on safe shutdown systems, and served on the Con Committee for the 2010 Mill Creek EMS Levy ballot.

Regards,

Wilfred P. Nelson
14925 29th Dr SE
Mill Creek, WA 98012
425-379-7568



Records Management

Project Update



Where We've Been

One of City Manager Polizzotto's priorities when joining the City was to have all paper and electronic records strategically reviewed and cleaned up.

With her direction and guidance, a Records Committee was formed and 11 staff members from across the City were selected to accomplish this objective.



Why ?

Every step taken in this project aides in continuous process improvement.

- Improved customer service.
- Improved accountability.
- Lowers potential for disclosure liability.
- Promotes teamwork, understanding, and additional respect amongst staff.

Service Teamwork Accountability Respect



Phase 1

Paper Destruction

- What records do we have?
- How long do we have to keep it?
- Record what is being destroyed.



Phase 1 is complete when all paper records have been reviewed and cleaned out appropriately.

We are happy to report that Phase 1 is 95% Complete.





Where Did We Start?



- Became familiar with the department records.
- Toured all departments together to get the global picture.
- We stopped to catch our breath... and dove in.



Go Team!

Training

Go Team!

The Regional Archivist provided free training on the purpose and use of records retention schedules.

Countless hours were spent by each committee member and applicable staff to:

1. Become familiar with the relevant sections of the records retention schedules.
2. Destroy the obvious records with no retention value.
3. Organize remaining records for further review.



Roll Up Your Sleeves

Goals Identified:

1. Review *every* record.
2. Organize records into types, or series.
3. Identify retention requirements.
4. Shred what the City isn't required to keep.
5. Complete the bulk of destruction before moving next door.



We accomplished these goals with input and assistance from:

- * Co-workers
- * Management Team
- * Staff from other local cities
- * State Archivist



Big Picture



YES



**YES
WE
CAN**

yes



To Give You An Idea...



The majority of these records were transferred to the State Archivist for permanent retention.



Kristen and Brian digging through Parks & Recreation records.



Scott working with the Shred-It driver on one of their visits.





This is a portion of the Finance records reviewed.



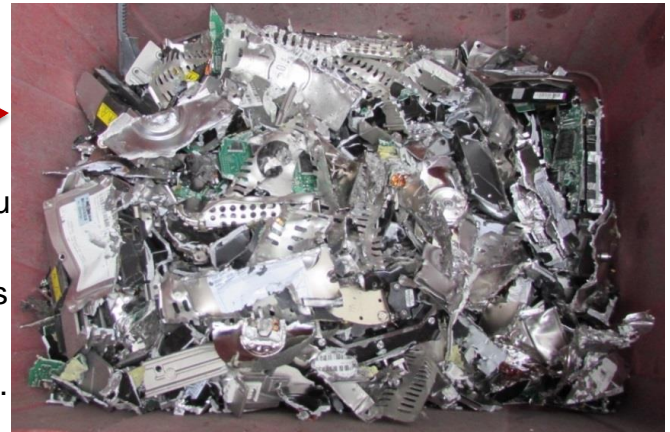
Hundreds of plans staged for destruction.



More records staged for destruction.



In case you wondered what 42 hard-drives look like after being shredded...





80+ boxes lined the Police Records department and hallway in anticipation of one of many Shred-It visits.



All records were reviewed before being boxed and staged for destruction.





Denise, Becky and Joanna working in the police archives.

This shelf now stands empty!



Before & After

Shelves in police archives nearly emptied after records review.

This shelf *used* to hold hundreds of plans.



Where Are We Now?

- Staff logged many night and weekend hours to get this far.
- Tens of thousands of records destroyed.
- File cabinets, desks and book shelves emptied.
- Staff are reviewing their offices again while preparing to move.
- Operations are already more efficient.
- Records are more easily located and identified.





Facts & Stats



Between 2015 and 2016, the City has saved 68 trees by recycling almost 4 TONS of paper.

7,926.75 pounds & 42 hard-drives

AND:

- A total of 89 boxes of records were transferred to the State Archivist for permanent retention.
- 5 more boxes will be transferred to the Washington Association of Sheriffs and Police Chiefs (WASPC) for retention.



Phase 2 – General Overview

Compile Data

Compile:

- City- specific retention schedules.
- Records of prior destruction.

Begin a records “map” to assist with locating different types of records in different locations.

Phase 2 will be complete when we’ve compiled the useful data from Phase 1 for City-wide use, and the records “map” has been started.

Estimated completion date - July 1st



Phase 3 - General Overview

Annual Review

- City Clerk's office will manage the City retention schedule on an annual basis.
- Create a work plan to make annual destruction projects more accurate and effective.

Phase 3 is complete when a plan is in place for annual City-wide retention review.



Phase 4 - General Overview

- Create work plan to become nearly paperless.
 - Verify all electronic records storage methods meet the Scan & Toss guidelines provided by the State Archivist.
- Identify electronic file structure and City-wide file naming requirements.
- Review all electronic records to reduce duplicates and better organize the remainder.
- Work with IT Director Busch to stay compliant with the City IT Policy.
- Review options and recommend any necessary equipment to meet this goal.

Phase 4 is complete when an initial review of electronic records has been completed and a work plan has been created to transition from paper to electronic records wherever possible.



Phase 5 - General Overview

- Identify specific City priorities to consistently compare Electronic Content Management Systems.
- Schedule on site demos of top rated Electronic Content Management Systems (ECM) which meet this criteria and have obtained state contracts.



Phase 5 is complete when the top ECM vendors have been identified and presented to the Management Team and City Council.



Phase 6 - General Overview

- Negotiate contract with final ECM vendor.
- Determine the level of consultant necessary to create a final file structure, build in retention requirements per records type, convert all existing data and launch the ECM.
- Identify what can be done internally to further prepare for the ECM; assign tasks.
- Implement ECM

Phase 6 is complete when the City is live with an ECM designed and fit for its current and future needs.



Could we
REALLY
BE paperless
SOMEDAY??



Maybe...

we know we can get a lot closer!

- Using principles from LEAN and the tools provided by an Electronic Content Management system, the way the City uses and stores records will be designed around the requirements of those records.
- The future of records storage will be electronic for reasons such as space, organization, staff time, disclosure, retention, consistency.
- One record, with access by everyone who needs it, stored in one location, for the life of the record.
- When all files are cleaned and organized, the interface with the website will be a lot cleaner.
- These records will also result in a much cleaner and more efficient integration with an ECM, and allow online access to those documents for the public.
- With all files cleaned and organized, the interface with the website will be much cleaner. It will also greatly reduce the amount of preparation necessary when we prepare for an ECM.
- ECM will provide a streamlined and efficient method to provide online access City documents by the public.



Unexpected Rewards!

- Fosters teamwork.
- Departmental lines fading.
- Helped prepare for moving departments and offices.
- Opening our eyes to how buried-in-paper the City was.
- Reducing the amount of paper the City stores and processes.
- Shared knowledge of the records in each department - *very* helpful when planning for an ECM.
- Continually increasing efficiencies for public disclosure request responses.
 - A standardized organizational system for paper and electronic records will reduce staff time for searches, eliminate any loss of knowledge with staff turn-over, and provide better service to the public overall.



Your Records Committee!

Kelly Chelin, Director of Public Information – Co-chair

Joanna Lee, Public Records Officer – Co-chair

Brian Davern, Recreation Coordinator

James Busch, Director of Information Technology

Jodie Gunderson, Accounting Specialist

Kim Mason-Hatt, Administrative Assistant

Laura Orlando, Director of Human Resources

Michele Miller, Permit Coordinator

Scott Smith, Director of Engineering

Sherrie Ringstad, Planning Specialist





Your support has been
Invaluable



Thank You!





Agenda Item # G
Meeting Date: May 10, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: RENEWAL OF THE INTERLOCAL AGREEMENT BETWEEN THE CITIES OF EDMONDS AND MILL CREEK FOR DOMESTIC VIOLENCE COORDINATOR SERVICES

KEY FACTS AND INFORMATION SUMMARY: This Interlocal Agreement (Agreement) extends the cooperative relationship between the City of Mill Creek and the City of Edmonds for Domestic Violence Coordinator services. The City of Mill Creek has contracted these services through the City of Edmonds since 2007.

The term of this Agreement is for a period of three years beginning January 1, 2016 and terminating on December 31, 2018. The Agreement may be renewed for additional periods of three years upon approval of both parties, or terminated by either party after 90 days written notice. As per Section 4(a) of the Agreement, "Compensation," the City of Edmonds will bill the City of Mill Creek monthly in the amount of \$926.59, not to exceed \$11,119.08 for the calendar year. Reflected is a slight increase in the amount of \$29.89 per month or \$358.68 annually. Future increases, if any, will be made in accordance with the terms and conditions contained within the Collective Bargaining Agreement between the City of Edmonds and the Edmonds Police Officers Association and Section 4(d) of the Agreement.

Per RCW 10.99.030 and 7.69.030, the City is required to provide information to victims. Domestic Violence Coordinators serve as liaisons between the police and victims of Domestic Assault. Coordinators review all investigative reports of domestic violence, including verbal incidents, and provide advocacy services for the victim or the abused. Coordination services include, but are not limited to, locating safe alternative housing, assistance with protective orders, accompanying victims to court and to hearings, and can assist in locating family counseling or financial aid programs.

Under the terms of the Agreement, Mill Creek will receive Domestic Violence Coordinator services equaling 33% of the total work time by the Coordinator. Previous versions of this Agreement included a specific amount of hours the Coordinator would provide each agency. Due to work hour reductions at Edmonds and other factors, Edmonds determined it was impractical to ensure a precise distribution of hours and amendments to this Agreement anytime there was a change in the number hours the Coordinator was working.

CITY MANAGER RECOMMENDATION:

Authorize the City Manager to execute the Agreement between the City of Mill Creek and the City Edmonds for Domestic Violence Coordinator services through December 31, 2018.

City Council Agenda Summary
Page 2

ATTACHMENTS:

Proposed Interlocal Agreement between the City of Mill Creek and the City of Edmonds for Domestic Violence Coordinator services.

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

Y:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\Renew ILA for Domestic Violence Advocate Services.docx

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF EDMONDS, WASHINGTON
AND THE CITY OF MILL CREEK, WASHINGTON
FOR A DOMESTIC VIOLENCE COORDINATOR**

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into on this ____ day of _____, 2016, by and between the CITY OF EDMONDS, a Washington municipal corporation (hereinafter referred to as “Edmonds”) and the CITY OF MILL CREEK, Washington municipal corporation (hereinafter referred to as “Mill Creek”), each party having been duly organized and existing under the laws of the State of Washington.

RECITALS

WHEREAS, Edmonds and Mill Creek each require the services of a Domestic Violence Coordinator to assist the Prosecutor and victims of domestic violence in each City; and

WHEREAS, Edmonds is authorized by law to hire and retain an employee to provide domestic violence coordination services to assist victims and the City Prosecutor in domestic violence cases for the Municipal Court; and

WHEREAS, Edmonds continues to require Domestic Violence Coordinator services for the benefit of Edmonds; and

WHEREAS, Edmonds is amenable to allowing Mill Creek to compensate Edmonds in exchange for receiving services that will be performed by the Edmonds Domestic Violence Coordinator under the employment, direction, and supervision of Edmonds; and

WHEREAS, RCW 39.34.080 and other Washington laws authorize any public agency to contract with another agency to perform services and activities that each such public agency is authorized by law to perform; and

WHEREAS, Edmonds and Mill Creek have considered the costs for such services and skills required, and determined it is in each of their best interests to enter into this Agreement as authorized and provided for by RCW 39.34.080 and other Washington law to share such services in cooperation with each other; and

WHEREAS, this interlocal Agreement was authorized by the Edmonds City Council on January 5, 2016 and the Mill Creek City Council on _____, 2016;

NOW THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. **Purpose:** The purpose of this Agreement is to clarify the conditions under which Edmonds will provide the following services to Mill Creek (and as itemized further in Attachment A):
 - a. The Domestic Violence Coordinator (hereinafter referred to as “DVC”) is employed by Edmonds at all times, and is under the direction, supervision, and control of Edmonds.
 - b. In return for compensation, Edmonds shall direct the DVC to provide Mill Creek with services for approximately 33% of the total work time by the DVC at mutually agreed upon days and times. Both parties accept minor variations to the 66% of the total time to Edmonds or 33% of the total time to Mill Creek. It is considered impractical to insure precise distribution due to the variation of workload requirements on any particular day, and distribution of holidays, sick leave, and vacation days.
 - c. As the employer, Edmonds shall provide an office and all supplies necessary for the DVC’s work. At the convenience of Mill Creek, Mill Creek may also provide an alternative workspace in Mill Creek.
 - d. The DVC will work under Edmonds’ rules and directions. In the event that there is a conflict between Edmonds’ personnel activities and rules, and Mill Creek’s, then Edmonds’ will prevail.
2. **Duration:** The term of the Agreement shall be from January 1, 2016 through December 31, 2018. The Agreement may be renewed for successive periods of three years, upon approval by each respective City Council at the time of renewal.
3. **Contacts:** Notice regarding the Agreement terms, conditions, rates, or other communications shall be addressed to:

City of Edmonds
Assistant Chief of Police
250 5th Avenue North
Edmonds, WA 98020

City of Mill Creek
Chief of Police
15728 Main Street
Mill Creek, WA 98012
4. **Compensation from Mill Creek**
 - a. Mill Creek shall pay Edmonds a percentage of Edmonds’ salary and benefits costs for the DVC that is equal to the percentage of time the DVC is assigned to provide services to Mill Creek. The amount will be billed in monthly installments. For 2016, Mill Creek shall pay Edmonds an amount not to exceed \$11,119.08, in monthly installments of \$926.59 as billed to Mill Creek by Edmonds, as its share of the DVC yearly salary and benefits. Should the DVC position be vacant for a portion of the month, Edmonds shall pro-rate the invoice accordingly. The annual not to exceed amount will be adjusted annually by an amount equal to the percentage of Edmonds’ hourly salary and benefits costs increases for the DVC as negotiated within its

collective bargaining agreement with the Edmonds Police Officers Association, Staff Support Group. Mill Creek understands that the DVC position is represented by this union, and that the salary for the position is governed by the current Collective Bargaining Agreement (CBA) between the EPOA and Edmonds and may increase as a result of negotiated Cost-of-Living Adjustments (COLA), step increases, longevity pay, and pro-rated increases associated with the 1% accreditation premium. Mill Creek will be invoiced for its pro-rata share of all pay and benefits (Social Security, L&I, and PERS 2) that may be due based on the current rate of pay and any increases negotiated for the DVC.

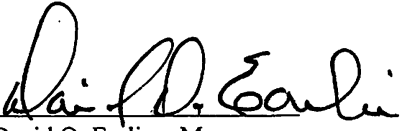
- b. Edmonds will send the monthly invoice to the Mill Creek Chief of Police.
 - c. Should Mill Creek require services under the Agreement that require overtime pay under Edmonds' rules, Edmonds shall pay the overtime pay to the DVC and invoice Mill Creek for reimbursement as soon as such costs are known to Edmonds.
 - d. In future budget cycles, Edmonds shall notify Mill Creek of any anticipated DVC yearly salary and benefits rate increases, as described in Section 4(a), by October 15th of the year preceding the effective date of any change. By budgeting sufficient funds to pay the increased yearly salary rate, Mill Creek will be deemed to have approved the change and the rate charged to Mill Creek under this Agreement, which shall thereby be deemed amended.
5. **Record Keeping:** Edmonds agrees to maintain records relative to the DVC employment, and to make such records available to Mill Creek upon request.
6. **Indemnification and Insurance:** Edmonds shall indemnify Mill Creek, its officers, agents and employees, from and against any claim, damages, losses, and expenses, including but not limited to reasonable attorney's fees, arising from Edmonds' performance under this Agreement; provided, to the extent the claim, damages, losses, and expenses are caused by intentional acts of or by the concurrent negligence of Mill Creek, its officers, agents or employees, Edmonds' indemnification obligation hereunder shall be limited to Edmonds' proportionate share of liability as agreed to by the parties to this Agreement or determined by a court of competent jurisdiction.
7. **Termination:** This Agreement may be terminated before expiration by written notice from either party. Termination by such notice shall become effective 90 days after receipt of notice.
8. **Governing Law:** The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to this Agreement.
9. **Entire Agreement:** This Agreement represents the entire integrated Interlocal Agreement between Edmonds and Mill Creek and supersedes all prior negotiations, representations, or agreements on this matter, either written or oral.

10. **Interlocal Cooperation Act:** The parties agree that no separate legal or administrative entities are necessary in order to carry out this Agreement. If determined by a court to be necessary for purposes of the Interlocal Cooperation Act, Ch. 39.34 RCW, an administrator or joint board responsible for administering the Agreement will be established by mutual agreement. Any real or personal property used by either party in connection with this Agreement will be acquired, held, and disposed of by that party in its discretion, and the other party will have no joint or other interest herein. No partnership or joint venture between the parties is created by this Agreement.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the parties hereto and made effective on _____, 2016.

CITY OF EDMONDS

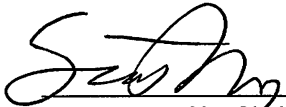
CITY OF MILL CREEK


David O. Earling, Mayor
1-8-2016

Rebecca Polizzotto, City Manager

ATTEST/AUTHENTICATED:

ATTEST/AUTHENTICATED:


Scott Passey, City Clerk

Kelly Chelin, City Clerk

APPROVED AS TO FORM

APPROVED AS TO FORM


Office of the City Attorney

Attachment A

**City of
EDMONDS
Washington**

DOMESTIC VIOLENCE COORDINATOR – Part Time

Department:	Police	FLSA Status:	Non Exempt
Bargaining Unit:	Law Support	Reports To:	Sergeant
Revised Date:	January 2012		

POSITION PURPOSE: Under the supervision of a sergeant, responsible for the coordination of domestic violence related cases between victims, police department, prosecuting attorney’s office and the Courts of jurisdiction; provides victims of domestic violence with education; assists with safety planning and refers them to community agencies as needed for safe housing or other immediate needs; makes recommendations to the City Prosecutor regarding case outcomes and provides input to the Municipal Court Judge regarding issuing/terminating No Contact Orders on criminal cases; provides support to victims at court hearings and assists victims in understanding the civil and criminal legal system; provides information and assistance related to obtaining civil protection orders.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Supports, educates and assists victims of domestic violence through the criminal proceedings in municipal and superior courts; provides information regarding criminal justice procedures and appears with domestic violence victims at arraignments, pre-trial hearings, trials and other court hearings as deemed necessary.
- Provides information to domestic violence victims regarding the benefits of prosecuting domestic violence cases.
- Receives and reviews all police reports concerning domestic violence regardless if a crime has occurred.
- Assists officers and detectives in obtaining evidence of domestic violence; takes photographs of victims’ injuries, researches prior history of abuse and obtains medical records and document findings in accordance with departmental policy.
- Contacts victims of domestic violence by phone to provide information or to set up appointments to meet in person.

- Assesses victim's immediate needs (i.e. safe housing, income, etc.), helps victim develop a safety plan; provides information regarding filing for and obtaining civil protection orders.
- Mails domestic violence related materials and community resource information to domestic violence victims and meets with victims of domestic violence to provide case information, domestic violence education, safety planning and referrals to community resources.
- Appears at court hearings related to domestic violence cases; provides input to the Prosecutor and the Judge regarding No Contact Orders and attends arraignments and pretrial hearings.
- Updates domestic violence victims on the status of criminal cases after court hearings where victims are not present.
- Reviews domestic violence cases with City Prosecutor to discuss best outcomes for each case and makes charging and sentencing recommendations.
- Develops reference materials for use by court staff, prosecuting attorney and domestic violence victims.
- Responds to telephone and walk-in requests for service and refers victims to social service or community agencies as appropriate.
- Prepares statistical reports as directed and attends department staff meeting when requested.
- Keeps updated file information pertaining to all criminal cases via computer; communicates via email with the Prosecutor and Probation Department regarding criminal cases and corresponds with outside agencies and other professionals to discuss domestic violence related issues.
- Prepares required reports and other documents as required and assist in developing operational policies and procedures. Assists in training department personnel relative to domestic violence.
- Maintains physical abilities as noted under Working Conditions (below).
- Performs other duties as assigned.

Required Knowledge of:

- Principles and dynamics of domestic violence.
- Federal, state and local laws relating to domestic violence, protection orders and No Contact Orders.
- City and department policies.
- Criminal justice system and procedures in municipal court and state court.
- Victimology and crisis intervention techniques.
- Locating and finding resources for victims' assistance.
- Report preparation and record keeping.
- Effective communication principles and practices to include public relations.
- Current office procedures, methods, and equipment including computers and computer applications such as word processing and spreadsheets.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Ability to manage multiple tasks, assignments and follow-up investigations.
- Responding effectively in crisis situations with a judgment free attitude.
- Working with individuals and agencies with a variety of backgrounds and purposes.
- Familiarity with community resources and ability to make appropriate referrals.
- Working directly with adult and child victims of domestic violence.
- Testifying accurately and effectively in court.
- Interviewing victims, witnesses, and suspects.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods and equipment including computers and computer applications affecting work.
- English usage, spelling, grammar and punctuation.

MINIMUM QUALIFICATIONS:

Education and Experience:

Preferred education and experience are an Associate's Degree in Social or Behavioral Science, Criminal Justice, Psychology, or related field and prior experience in the legal system working in a non-profit victim oriented program or within the criminal justice system performing domestic violence/victims advocacy, assisting victims, or performing crisis/counseling intervention; OR an equivalent combination of education, training and experience.

Licenses or Certifications:

Valid Washington State Driver License.

Must be able to successfully complete and pass background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations.

WORKING CONDITIONS:

Environment:

- Standard office environment.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking, or otherwise communicating to exchange information with others in person or on the telephone.

- Sitting, standing or otherwise remaining stationary for extended periods of time.
- Operating a computer keyboard and camera.
- Ascending/descending stairs and walking.
- Lifting/carrying, pushing or pulling heavy items up to 50 pounds.
- Bending at the waist, kneeling or crouching or otherwise positioning oneself to accomplish tasks.
- Operating a computer keyboard.

Hazards:

- The nature of the position can involve situations which may present a danger to personal safety.
- Exposure to infectious disease.

Incumbent Signature: _____ **Date:** _____

Department Head: _____



Agenda Item # H
Meeting Date: May 10, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: INTERLOCAL AGREEMENT BETWEEN THE CITY OF MILL CREEK AND THE SNOHOMISH COUNTY CITIES OF ARLINGTON, BOTHELL, BRIER, EDMONDS, EVERETT, LAKE STEVENS, LYNNWOOD, MONROE, MOUNTLAKE TERRACE, MUKILTEO AND TULALIP TRIBAL POLICE

KEY FACTS AND INFORMATION SUMMARY: The proposed Interlocal Agreement (ILA) defines the terms and conditions for the Snohomish County Regional Training Group to provide regular in-service training sessions. The trainings are required by WAC 139-05-300, which states “Effective January 1, 2006, every peace officer certified under RCW 43.101.095 or 43.101.157 will complete a minimum of twenty-four hours of in-service training annually.” Sessions focus on various law enforcement topics such as defensive tactics, blood borne pathogens, firearms and first aid. These trainings are generally held at the Everett Police Department. This is a renewal of an ILA that started in 2001. The term of the ILA is five years, from January 1, 2016 to December 31, 2021.

The purpose of the ILA is to provide a mechanism for all the Cities involved to share in the costs associated with hosting, conducting and participating in the trainings.

The cost of the ILA is \$800.00 per calendar year and is based on the number of sworn officers in an agency.

CITY MANAGER RECOMMENDATION:

Authorize the City Manager to execute the Interlocal Agreement.

ATTACHMENTS:

- Interlocal agreement between the City of Mill Creek and the Snohomish County cities of Arlington, Bothell, Brier, Edmonds, Everett, Lake Stevens, Lynnwood, Monroe, Mountlake Terrace, Mukilteo and Tulalip Tribal Police.
- 2016 Training Rosters

Respectfully Submitted:

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

Rebecca C. Polizzotto
City Manager

\\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\POLICE IN-SERVICE TRAINING INTERLOCAL AGREEMENT.DOCX

INTERLOCAL GOVERNMENT AGREEMENT REGARDING IN-SERVICE TRAINING SESSIONS

THIS AGREEMENT is made and entered into this 30th day of September, 2015, by the following governmental entities ("Participating Entities") ("Parties"):

City of Arlington
City of Bothell
City of Brier
City of Edmonds
City of Everett
City of Lake Stevens

City of Lynnwood
City of Mill Creek
City of Monroe
City of Mountlake Terrace
City of Mukilteo
Tulalip Tribal Police

RECITALS:

WHEREAS, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. RCW 39.34 permits one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each agency is authorized by law to perform; and

WHEREAS, the Participating Entities comprise the Snohomish County Regional Training Group and are empowered by law to train their law enforcement personnel; and

WHEREAS, the Participating Entities conduct regular in-service training sessions on various law enforcement topics; and

WHEREAS, the City of Everett Police Department is typically the host of the regular in-service training sessions, and has incurred and will incur costs associated with these regular in-service training sessions, including but not limited to, miscellaneous expendable goods, wear and tear on equipment, and use of facilities; and

WHEREAS, other Participating Entities may host the regular in-service training sessions at future times; and

WHEREAS, it is appropriate that all of the Participating Entities share in the costs associated with hosting, conducting, and participating in the regular in-service training sessions:

NOW, THEREFORE, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties agree as follows:

1.0 Payment

The undersigned Participating Entities shall contribute fees at the rates indicated below* per year toward paying for the costs of instructors, classes and certifications, equipment wear and tear, and expendable items used in the regular in-service training sessions: Payment for the year 2016 shall be paid to the City of Everett as custodian of the funds on or before January 31, 2016. Subsequent payments shall be made on or before January 31 of each year thereafter, and shall be payable to the City of Everett as custodian of the funds until notice of a change of custodian is given in accordance with Section 4 below.

*Participating Entities shall contribute fees at a rate commensurate to the number of sworn officers in the agency.

Less than 50 officers	\$800.00 per year
50 – 100 officers	\$1200.00 per year
Over 100 officers	\$1600.00 per year

The annual contribution entitles each Participating Entity to have officers attend the regular training sessions.

2.0 Scope of Services

- 2.1 Until notice of a change is given, in accordance with Section 4 below, the Everett Police Department shall coordinate the facilities necessary to conduct regular in-service training sessions. The Everett Police Department shall schedule regular in-service training sessions on various law enforcement-related topics, and shall give reasonable prior notice to each Participating Entity of the date, time and place where each training session will be held, and the nature of the topic for each regular training session.
- 2.2 Training for Participating Entities' personnel shall be jointly provided by the law enforcement personnel of the Participating Entities.

3.0 Effective Date and Term

The initial term of this Agreement shall commence on January 1, 2016, and it shall continue in effect through December 31, 2021, unless sooner terminated as provided under this agreement. Thereafter, this Agreement shall automatically renew and continue on a year-to-year basis, until terminated as provided under this Agreement.

4.0 Changes

- 4.1 This Agreement may be modified by mutual agreement of the Participating Entities. No such amendment shall be effective until it is reduced to writing and signed by all Participating Entities with the same formality as this Agreement.
- 4.2 The fund custodian and regular in-service training site may be changed by majority agreement of the Participating Entities without modifying this Agreement, but with reasonable notice to all Participating Entities.

5.0 Waiver

No waiver by any party of any term or condition of this Agreement shall be deemed or construed as a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different provision of this Agreement.

6.0 Allocation of Liability/Insurance

- 6.1 Each Participating Entity shall be responsible for the conduct and liability of its own personnel in the performance of this Agreement. Each Participating Entity agrees to save, indemnify, defend and hold the other Participating Entities harmless from any allegations, complaints, or claims of wrongful or negligent acts or omissions, by said Participating Entity and/or its elected officers, agents, or employees. In the case of allegations, complaints, or claims against more than one Participating Entity, any damages allowed shall be levied in proportion to the percentage of fault attributable to each Participating Entity, and each Participating Entity shall have the right to seek contribution from the other Participating Entities in proportion to the percentage of fault attributable to each other Participating Entity. A Participating Entity that has withdrawn from the agreement assumes no responsibility for the actions of the remaining members arising after the date of withdrawal, but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.
- 6.2 Each Participating Entity shall maintain appropriate insurance coverage for the activities occurring under this Agreement, including but not limited to personal injury, death and property damage limits of not less than \$1,000,000 (one million dollars) per occurrence, or provide proof of self-insurance or of participating in an insurance pool acceptable to the city.
- 6.3 This Section 6 shall survive termination of this Agreement.

7.0 Legal Requirements

The Participating Entities shall comply with all applicable federal, state and local laws in performing this Agreement.

8.0 Termination and Notice

- 8.1 Any Participating Entity may terminate or suspend its participation in this Agreement, with or without reason, by providing written notice to the other Participating Entities at least thirty (30) days prior to the effective date of any such termination or suspension. Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.
- 8.2 Termination shall not relieve a Participating Entity of its obligations as set forth in Section 6 and shall not entitle it to any refund of the payments made pursuant to Section 1, prior to the effective date of termination.

9.0 Governing Law - Entire Agreement - Severability

This Agreement shall be governed by the laws of the State of Washington, as to interpretation and performance. Any action hereunder may be brought only in the Superior Court of Washington for Snohomish County. This Agreement constitutes the entire agreement of the parties. Should any part, term or provision of the Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of the Agreement shall not be affected, and the same shall continue in full force and effect.

10.0 Agreement – Amendment

This Agreement contains the terms and conditions agreed upon by the Participating Entities. The Participating Entities agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement. This Agreement may only be amended by written instrument executed by the Participating Entities.

11.0 Execution of Multiple Counterparts

This Agreement and any Amendment thereto, may be reproduced in any number of original counterparts. Each participating agency need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the participating agencies.

12.0 Recording

As required by RCW 39.34.040, this Agreement shall be filed with the County Auditor, or, alternatively, posted on the website of each party.

13.0 No joint venture.

Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties (Participating Entities). Participating Entity employees who provide services under this Agreement shall at all times be considered employees of their respective Participating Entity and acting in their official capacities as employees of their respective Participating Entity. All rights, duties, and obligations of the employer and the employee shall remain with the individual jurisdiction/Participating Entity. Each Participating Entity shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations, with regard to its employees.

The parties agree that no separate legal administrative entities are necessary in order to carry out this Agreement. If determined by a court to be necessary for the purpose of the Interlocal Cooperation ACT, Ch. 39.34 RCW, an administrator or joint board responsible for administering the Agreement will be established by mutual agreement. Any real or personal property used by the parties in connection with this Agreement will be acquired, held and disposed of by that party in its discretion, and other parties will have no joint or other interest herein.

14.0 Liability/ No Third Party Beneficiaries

This Agreement is for the sole benefit of the Participating Entities and shall not confer third-party beneficiary status on any non-party to this Agreement. No liability shall attach to any of the parties by reason of entering into this Agreement except as expressly provided herein. None of the parties to this Agreement assume any duty to any third party.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

CITY OF EVERETT:

Ray Stephanson
Ray Stephanson, Mayor

By: Ray Stephanson
Its: Mayor

ATTEST:
Sharon Full
Clerk

APPROVED AS TO FORM:

James R. Iles
By:

Participating Entity

By: _____

Its: _____

ATTEST:

Clerk

APPROVED AS TO FORM:

By:

Exhibit A

List each Participating Entity's contact person and address for notice purposes. (see attached)

Exhibit A**ARLINGTON PD**

Dan Cone Work 360-403-4609
Cell 425-754-2963
110 East 3rd St. Arlington WA 98223
dcone@arlingtonwa.gov
(Public Safety Dir. Bruce Stedman) FAX 360/435-4677

BOTHELL PD

Cedric Collins W) 425-487-5180 C) 425-280-3056
Jeremy Wilson W) 425-487-5517 C) 253-740-8442
18410 - 101st Ave NE Bothell, WA 98011-3455
Cedric.Collins@ci.bothell.wa.us
Jeremy.Wilson@ci.bothell.wa.us
(Chief Carol Cummings) FAX 425-487-5556

BRIER PD

Patrick Murphy Work 425-775-5452 ext 141
Cell 425-772-0540
2901 228th St, Brier, WA 98036
pmurphy@ci.brier.wa.us
(Chief Mike Catlett) FAX 425-673-7527

EDMONDS PD

Mike Bard Work 425-771-0275
Cell 206-786-9138
250 5th Ave. N, Edmonds, WA 98020
Michael.Bard@edmondswa.gov
(Chief Al Compaan) FAX 425-771-0276

EVERETT PD

Trevor Townsend W) 425-257-7491 C) 425-508-3196
Ursula Clifton W) 425-257-8445 C) 425-754-7896
Ryan Terpening W) 425-257-8414 C) 425-754-8274
Janelle Lyman W) 425-257-8531
3002 Wetmore Ave Everett, WA 98201
trtownsend@everettwa.gov
uclifton@everettwa.gov
rterpening@everettwa.gov
jlyman@everettwa.gov
(Chief Dan Templeman) FAX 425/257-6506

LAKE STEVENS PD

Jeff Lambier Work 425-334-9537 ext 3525
Cell 425-583-1064
2211 Grade Road, Lake Stevens, WA 98258
jlambier@lakestevenswa.gov
(Chief Dan Lorentzen) FAX 425-334-9842

LYNNWOOD PD

Sean Doty W) 425-670-5628
Josh Kelsey W) 425/670-5618 C) 425-754-0125
PO Box 5008
19321 44th Ave W, Lynnwood 98046
sdoty@ci.lynnwood.wa.us
jkelsey@ci.lynnwood.wa.us
(Chief Steve Jensen) FAX 425-672-1418

MILL CREEK PD

Stan White Work 425-921-5762
15728 Mill Creek Blvd., Mill Creek, WA 98012
022@cityofmillcreek.com
(Chief Greg Elwin) FAX 425/745-4680

MONROE PD

Brian Johnston Work 360-863-4576
Personal Cell (best) 425-268-0828
Work Cell 425-345-9945
818 West Main St. Monroe, WA 98272-2125
bjohnston@ci.monroe.wa.us
(Chief Timothy Quenzer) FAX 360-794-3129

MOUNTLAKE TERRACE PD

Joie Worthen Work 425-744-6248
Cell 425-218-5009
5906 232nd St. SW Mountlake Terrace, WA 98403
JWorthen@ci.mlt.wa.us
(Chief Greg Wilson) FAX 425-776-5788

MUKILTEO PD

Colt Davis W) 425-263-8104 C) 425-328-6512
Joe Evans W) 425-263-8105 C) 425-328-6778
Cheol Kang Work 425-263-8106
10500 - 47th Pl. W., Mukilteo, WA 98275
c.davis@ci.mukilteo.wa.us
j.evans@ci.mukilteo.wa.us
c.kang@ci.mukilteo.wa.us
(Chief Chuck Macklin) FAX 425-348-1275

TULALIP PD

Kenn Johnson Work 360-716-5942
Cell 425-508-1575
6103 31st Ave. NE, Tulalip, WA 98271
kjohnson@tulaliptribalpolice.org
(Chief Carlos Echevarria) FAX 360-716-5999

Revised 12/3/15

2016 PSR Sign-Up

January 6-7		February 3 - 4
1 S. White		1
2		2
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15
16		16
17		17
18		18
19		19

Revised 12/3/15

2016 PSR Sign-Up

March 2-3		April 6-7
1 T. Bittigner		1 B. Thompson
2 S. Conner		2 T. Hughes
3		3 Schuermeyer
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15
16		16
17		17
18		18
19		19

Revised 12/3/15

2016 PSR Sign-Up

May 6-7		June 8-9	
1	Lerma		1 Smith
2	Hoflack		2 Mack
3	Kidwell		3 Hamilton
4			4
5			5
6			6
7			7
8			8
9			9
10			10
11			11
12			12
13			13
14			14
15			15
16			16
17			17
18			18
19			19

Revised 12/3/15

2016 PSR Sign-Up

August 3-4		August 31 & Sept. 1
1 Fleming		1 Durkee
2 Mundwiler		2 Bridgman
3		3
4		4
5		5
6		6
7		7
8		8
9		9
10		10
11		11
12		12
13		13
14		14
15		15
16		16
17		17
18		18
19		19

Revised 12/3/15

2016 PSR Sign-Up

Oct. 5-6	Tuesday, November 8, 2016
1 R. Phillips - MCPD	1 B. Foutch - MCPD
2 C. White - MCPD	2 K. Hughes - MCPD
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19

Revised 12/3/15

2016 PSR Sign-Up

Tuesday, November 22, 2016

1		
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Agenda Item # I
Meeting Date: May 10, 2016

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

**AGENDA ITEM: AMENDMENT #1 TO THE INTERLOCAL AGREEMENT (ILA)
BETWEEN THE CITIES OF BOTHELL, EDMONDS, KIRKLAND,
LAKE FOREST PARK, LYNNWOOD, MILL CREEK, MONROE,
MUKILTEO, AND MOUNTLAKE TERRACE; FOR THE NORTH
SOUND METRO SPECIAL WEAPONS AND TACTICS
(SWAT)CRISIS NEGOTIATING TEAM (CNT)**


KEY FACTS AND INFORMATION SUMMARY: In 2013, the City Council authorized participation on the North Sound Metro SWAT Team. The SWAT Team is comprised of law enforcement officers representing Bothell, Edmonds, Kirkland, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mountlake Terrace and Mukilteo.

This Interlocal Agreement amendment proposes that the City of Redmond receive approval as the tenth member jurisdiction. Redmond has been recommended for membership by the North Sound Metro SWAT Team Executive Board.

Per section 4.5 of the ILA the SWAT Commander will establish a budget in May of each year. The total budget for 2016 increased from \$25,000 to \$30,000. With the addition of Redmond as a member jurisdiction, and the increase in the SWAT budget, our portion decreased by \$0.58 from \$1,589.05 to \$1,588.47 per year.

CITY MANAGER RECOMMENDATION:
Authorize the City Manager to execute the Interlocal Agreement.

ATTACHMENTS:
Amendment # 1 to Interlocal agreement between the City of Mill Creek and Snohomish County cities of Bothell, Edmonds, Kirkland, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mukilteo, Mountlake Terrace and Redmond.

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager

Y:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\NORTH SOUND SWAT ILA AMENDMENT.DOCX

**FIRST AMENDMENT
TO
INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BOTHELL, EDMONDS,
KIRKLAND, LAKE FOREST PARK, LYNNWOOD, MILL CREEK, MONROE,
MUKILTEO, AND MOUNTLAKE TERRACE; FOR THE NORTH SOUND METRO
SPECIAL WEAPONS AND TACTICS (SWAT)/
CRISIS NEGOTIATING TEAM (CNT)**

THIS FIRST AMENDMENT TO INTERLOCAL AGREEMENT (First Amendment) is entered into by and between the City of Bothell, a Washington municipal corporation (Bothell), the City of Edmonds, a Washington municipal corporation (Edmonds), the City of Kirkland, a Washington municipal corporation (Kirkland), the City of Lake Forest Park, a Washington municipal corporation (Lake Forest Park), the City of Lynnwood, a Washington municipal corporation (Lynnwood), the City of Mill Creek, a Washington municipal corporation (Mill Creek), the City of Monroe, a Washington municipal corporation (Monroe), the City of Mukilteo, a Washington municipal corporation (Mukilteo), the City of Mountlake Terrace, a Washington municipal corporation (Mountlake Terrace), and the City of Redmond, a Washington municipal corporation (Redmond) (collectively referred to as Parties or Cities).

WHEREAS, the Cities are public agencies as defined by Chapters 39.34 and 10.93 RCW, and are authorized to enter into interlocal agreements to provide for joint or cooperative actions to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, incidents of a serious criminal nature occur which require a need for a specially trained and equipped unit to effectively resolve the situation. These incidents create a demand upon the undersigned Cities respective to resources which are better and more economically served by combining resources to form a joint specialty team called the NORTH SOUND METRO SPECIAL WEAPONS AND TACTICS, (the SWAT Team); and

WHEREAS, in June of 2015, the Cities of Bothell, Edmonds, Kirkland, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mukilteo and Mountlake Terrace entered into the "Interlocal Agreement Between the Cities of Bothell, Edmonds, Kirkland, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mukilteo and Mountlake Terrace; for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT)" (the Interlocal Agreement), for the purpose of creating the SWAT Team and establishing the respective Cities' rights, duties and obligations regarding the SWAT Team; and

WHEREAS, the Parties to the Interlocal Agreement and the City of Redmond wish to add the City of Redmond to the Interlocal Agreement through the execution of this First Amendment to the Interlocal Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. Amendment to the Preamble to the Interlocal Agreement to Add City of Redmond to the Interlocal Agreement. The Preamble to the Interlocal Agreement is amended to add the City of Redmond, a Washington municipal corporation, as a Party to the Interlocal Agreement. The City of Redmond shall be included in the terms "Party," "Parties," "City" and "Cities." By executing this First Amendment, the City of Redmond agrees to the terms and conditions of the Interlocal Agreement.

2. Amendment to Section 3 of the Interlocal Agreement. The introductory paragraphs of Section 3 of the Interlocal Agreement are amended to read as follows:

The undersigned Cities hereby create an Executive Board (Board) to direct the SWAT Team. The Executive Board shall be comprised of the Police Chiefs of all participating Cities. Based upon recommendations from the SWAT Commander and or Board members, the Board reviews and approves changes and updates to the SWAT Policy and Procedures Manual (SWAT Policy) and also provides approval and gives direction on operational matters as presented and requested by the SWAT Team Commander.

Each member of the Board shall have an equal vote and voice on all Board decisions. All decisions, except those related to the SWAT Policy and Procedure manual, shall be made by a majority of voting Board members, provided a quorum of ~~six~~ **five (5)** Board members are present. SWAT Policy and Procedure decisions shall require a unanimous vote from all Board members. The Board will meet at least once a quarter.

3. Amendment to Section 10 of the Interlocal Agreement. Section 10 of the Interlocal Agreement is amended to read as follows:

10. NOTICES AND CONTACTS

Unless otherwise directed in writing, notices, reports, invoices, payments and other documents shall be delivered to each City as follows:

City of Bothell
Attn: Police Chief
18410 101st Ave., N.E.
Bothell WA 98011

City of Edmonds
Attn: Police Chief
250 5th Ave., N.
Edmonds WA 98020

City of Kirkland
Attn: Police Chief
123 5th Ave.
Kirkland, WA 98033

City of Lake Forest Park
Attn: Police Chief
17425 Ballinger Way, N.E.
Lake Forest Park WA 98155

City of Lynnwood
Attn: Police Chief/Purchasing

City of Mill Creek
Attn: Police Chief

19321 44th Ave., W.
Lynnwood WA 98036

City of Monroe
Attn: Police Chief
806 West Main Street
Monroe WA 98272

City of Mukilteo
Attn: Police Chief
10500 47th PL W.
Mukilteo, WA 98275

15728 Main St.
Mill Creek, WA 98012

City of Mountlake Terrace
Attn: Police Chief
5906 232nd St., S.W.
Mountlake Terrace WA 98043

City of Redmond
Attn: Police Chief
8701 160th Ave NE
Redmond, WA 98052

Notices mailed by any City shall be deemed effective on the date mailed. Any City may change its address for receipt of reports, notices, invoices, payments and other documents by giving the other Cities written notice of not less than seven (7) days prior to the effective date.

4. Amendment to Title of the Interlocal Agreement. The title of the Interlocal Agreement is amended to read as follows:

**INTERLOCAL AGREEMENT FOR THE NORTH SOUND METRO
SPECIAL WEAPONS AND TACTICS (SWAT)/
CRISIS NEGOTIATING TEAM (CNT)**

5. No Further Changes or Modifications. Except as otherwise specifically provided in this First Amendment, the terms, conditions, and provisions of the Interlocal Agreement shall remain in full force and effect.

6. Execution. This First Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, and all of which shall together constitute one and the same instrument.

7. Filing. As provided by RCW 39.34.040, this First Amendment shall be filed prior to its entry in force with the Snohomish County Auditor, or, alternatively, listed by subject on the website of each participating City.

Dated this _____ day of _____, 2016.

CITY OF BOTHELL

By: _____

Title: _____

Dated: _____

ATTEST:

By: _____

City Clerk

Dated: _____

APPROVED AS TO FORM:

By: _____

City Attorney

Dated: _____

CITY OF EDMONDS

By: _____

Title: _____

Dated: _____

ATTEST:

By: _____

City Clerk

Dated: _____

APPROVED AS TO FORM:

By: _____

City Attorney

Dated: _____

CITY OF KIRKLAND

By: _____

Title: _____

Dated: _____

ATTEST:

By: _____

City Clerk

Dated: _____

APPROVED AS TO FORM:

By: _____

City Attorney

Dated: _____

CITY OF LAKE FOREST PARK

By: _____

Title: _____

Dated: _____

ATTEST:

By: _____

City Clerk

Dated: _____

APPROVED AS TO FORM:

By: _____

City Attorney

Dated: _____

CITY OF LYNNWOOD

By: _____

Title: _____

Dated: _____

ATTEST:

By: _____

City Clerk

Dated: _____

APPROVED AS TO FORM:

By: _____

City Attorney

Dated: _____

CITY OF MILL CREEK

By: _____
Title: _____
Dated: _____

ATTEST:

By: _____
City Clerk
Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney
Dated: _____

CITY OF MONROE

By: _____
Title: _____
Dated: _____

ATTEST:

By: _____
City Clerk
Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney
Dated: _____

CITY OF MUKILTEO

By: _____
Title: _____
Dated: _____

ATTEST:

By: _____
City Clerk
Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney
Dated: _____

CITY OF MOUNT LAKE TERRACE

By: _____
Title: _____
Dated: _____

ATTEST:

By: _____
City Clerk
Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney
Dated: _____

CITY OF REDMOND

By: _____
Title: _____
Dated: _____

ATTEST:

By: _____
City Clerk
Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney
Dated: _____

SWAT Team Cost Per Agency

	Population	% of Total Population Served	Total Contribution Per City
Bothell	41,630	12.08%	\$3,624.65
Edmonds	40,490	11.75%	\$3,525.40
Kirkland	80,505	23.36%	\$7,009.44
Lynnwood	35,836	10.40%	\$3,120.18
Lake Forest Park	12,629	3.67%	\$1,099.59
Mill Creek	18,244	5.29%	\$1,588.47
Monroe	17,304	5.02%	\$1,506.63
Mountlake Terrace	19,909	5.78%	\$1,733.44
Mukilteo	20,480	5.94%	\$1,783.16
Redmond	57,530	16.70%	\$5,009.04
Totals	344,557	100.00%	\$30,000.00

Total budget including equipment and consumables based on % of total population

Individual agency is responsible for equipment and ammunition (~\$2685 per officer/per year) for its members

Proposed 2016 Budget Distribution

SWAT Team Cost Per Agency

	Population	% of Total Population Served	Total Contribution Per City
Bothell	41,630	14.50%	\$3,625.97
Edmonds	40,490	14.11%	\$3,526.67
Kirkland	80,505	28.05%	\$7,011.97
Lynnwood	35,836	12.49%	\$3,121.31
Lake Forest Park	12,629	4.40%	\$1,099.98
Mill Creek	18,244	6.36%	\$1,589.05
Monroe	17,304	6.03%	\$1,507.18
Mountlake Terrace	19,909	6.94%	\$1,734.07
Mukilteo	20,480	7.14%	\$1,783.80
Totals	287,027	100.00%	\$25,000.00

Total budget including equipment and consumables based on % of total population

Individual agency is responsible for equipment and ammunition (~\$2685 per officer/per year) for its members

Proposed 2016 Budget Distribution



Agenda Item # J
Meeting Date:

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CITY MANAGER ANNUAL PERFORMANCE EVALUATION SCHEDULE

KEY FACTS AND INFORMATION SUMMARY:

Per City Manager Polizzotto's employment contract, the City Manager's performance shall be reviewed and measured by the City Council annually on or around June 1, 2016, the anniversary of her date of hire. At the May 3, 2016 meeting, the Council discussed a schedule in order to complete the evaluation in a timely manner. Mayor Pro Tem Holtzclaw had a work commitment and was unable to attend the last meeting; therefore, the schedule still needs to be finalized with the entire Council and the City Manager.

After discussion at the last meeting, the schedule was revised to have the City Manager fill out the survey prior to Councilmembers doing so, and to work around some schedule conflicts. Council needs to confirm that the revised schedule will allow full attendance at the two discussions June 7 and June 21.

The proposed schedule for the process is:

- May 24: City Manager Polizzotto's survey is due to the Personnel Committee
- May 24: Council receives survey document
- May 30: Completed Council surveys due to the Personnel Committee
- May 31-June 3: Personnel Committee collates results into one summary document
- June 3: Personnel Committee provides Council with the summary document
- June 7: Council meets in executive session to review the survey document either for a special meeting between 5:00 p.m. to 6:00 p.m. or 6:00 p.m. to 6:45 p.m. (Mayor Pro Tem Holtzclaw can only attend until 6:45 p.m. on June 7 due to a prior engagement.)
- June 21: Council and City Manager meet in executive session to discuss performance in a special meeting. Propose 6:00 p.m. start time.

No changes were proposed for the content of the survey instrument. Staff will provide copies that can be filled out electronically. Staff will confirm with the City Attorney that the correct procedures are in place to ensure confidentiality of the performance evaluation survey documents.

PERSONNEL COMMITTEE RECOMMENDATION:

1. Finalize schedule with the City Council and City Manager
2. Perform City Manager annual performance evaluation per schedule.

ATTACHMENTS:

None.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Mike Todd".

Mike Todd, on behalf of the Personnel Committee



Date: May 10, 2016

A/P Check Batches		
Dated	Check Numbers	Amount
04/20/2016	Wire-Union 76-Fuel-March	\$3,900.11
04/25/2016	55280	\$535.86
04/26/2016	EFT Debit-Dept of Rev.-Sales Tax	\$3,408.46
04/28/2016	EFT Debit-L & I-1 st Qtr	\$19,411.76
04/28/2016	55281-55347	\$108,060.12
04/29/2016	EFT-Leasehold Tax Return-1 st Qtr	\$3,534.12
Total		\$138,850.43

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 55280 through 55347, EFT Debits and Wire in the amount of \$138,850.43.

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

Councilmember

Councilmember

Finance Director

Acting _____

City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval1.doc

Payment Details Report

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 04/20/2016 3:59:02 PM CDT



Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 164KF5432OUX1931

Template Name: Fleet
Template Code: Fleet

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 3,900.11

Value Date: 04/20/2016

Optional Information

Sender's Reference Number: 164KF5432OUX1931

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

Additional Routing


Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016042000343084
Confirmation #: FEDR:20160420B6B7HU3R013010

Input Time: 04/20/2016 3:54:51 PM CDT
Time: 04/20/2016 3:58:42 PM CDT

 Electronic Filing – Washington State	E-file Time: 3:07 PM help?
My Account Home Account(s) Account Activity List Server Suggestions Logout	

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	17954218
Tax Registration Number	600598011
Reporting Period	03/2016
Payment Type	EFT Debit
Date and Time Submitted	4/22/2016 3:02:59 PM
Date of Transfer	04/26/2016
Payment Amount	3,408.46
Person Completing Return	Sandy Kottke
Person Authorizing Payment	Sandy Kottke

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

Return to Account List	Print Confirmation
View Printable Return	

Confirmation

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



Washington State Department of
Labor & Industries

Quarterly Report
Submit Date: 4/28/2016
Confirmation Number: 4303466

Quarterly Report

CITY OF MILL CREEK
15728 MAIN ST
MILL CREEK, WA 98012

WA UBI: 600598011
L&I Account ID: 467,389-00
Phone Number: 4259215723 Ext: 0

Account Manager: THAO NGUYEN

1st Quarter: 1/1/2016 - 3/31/2016

Class Code	Nature of Work	Gross Payroll	Worker Hours	Rate Per Hour	Amount Owed
0803-00	Cities & Towns All Operations	\$154,547.00	6,119	0.9577	\$5,860.17
5305-06	Cities/Towns: Admin/CI Office	\$459,331.00	11,600	0.1793	\$2,079.88
6901-00	Volunteers-Excl Law Enf Offrs	\$0.00	3,506	0.0496	\$173.90
6905-00	Cities/Towns Law Enforc Offr	\$452,271.00	11,004	1.0267	\$11,297.81
Total of Premiums:					\$19,411.76
Previous Balance:					\$0.00
Grand Total:					\$19,411.76

Preparer's Information.

Preparer: Sandra Kottke
Daytime Phone: 425-921-5714
Email: sandyk@cityofmillcreek.com

Payment Information

Method of Payment: EFT
Payment Amount: \$19,411.76
Bank Routing Information: 125000024
Bank Account Information: XXXXXXXXXXXX4700
Bank Account Type: BusinessChecking
Payment Amount: \$19411.76
Scheduled Payment Date: 4/28/2016



Welcome kathyhun

[Log Off](#)

- My account home
- File a return
- Excise tax
- Use tax
- Forest tax
- Leasehold tax
- Cigarette tax
- Manage account
- Payment Options
- More services
- E-mail & notices
- My logon profile

CITY OF MILL CREEK

Tax Registration Number: 503-000-685
Frequency: Quarterly

15728 MAIN ST
MILL CREEK, WA 98012-0000
Edit

You have successfully submitted your Leasehold tax return

Make sure to pay by the payment due date below.

Payment method	EFT Credit
Amount Due	\$3,534.12
Payment Due Date	5/2/2016

Your payment must be received by the Department's bank by 5:00 pm on the payment due date. Please contact your financial institution and provide the following information to initiate the EFT Credit

Bank Name	US Bank
Account Name	Washington State Department of Revenue
Account Number	153910882254
ABA Routing Number	123000848

[Print Return Confirmation](#) [My Account Home](#)

Need Assistance? 1-360-534-1503 - option 4

Your Privacy | ©2013 Washington State Department of Revenue and its licensors. All rights reserved.

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 5/4/2016 2:59 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55280	MUNOZE Apr 1st-15th	Edna Munoz Wages Apr 1st-15th-Apr 25th Pay Date	04/25/2016		535.86
Total for Check Number 55280:				0.00	535.86
Total for 4/25/2016:				0.00	535.86
55281	2812ARCH 2	2812 Architecture Prof Serv City Hall Remodel-PD Lockers 3/01-3	04/28/2016		8,611.84
Total for Check Number 55281:				0.00	8,611.84
55282	ADPLLC 472059468 472542141	ADP, LLC Payroll Processing Chgs/Implementation Ending Payroll Processing Chgs/Implementation Ending	04/28/2016		398.35 1,901.46
Total for Check Number 55282:				0.00	2,299.81
55283	ADTSEC 26329322	Tyco Integrated Security LLC Monitoring Chgs MCSP 05/01-07/31	04/28/2016		299.25
Total for Check Number 55283:				0.00	299.25
55284	AFSCME1 Permit Fee	AFSCME Local 1811-M Union Work Permit Fee-Maint Worker	04/28/2016		263.53
Total for Check Number 55284:				0.00	263.53
55285	ALLGUARD 23387 23388 23389 23390	All Guard Security Systems Inc 2nd Qtr Monitoring Chgs - Cook House 2nd Qtr Monitoring Chgs - City Hall 2nd Qtr Monitoring Chgs - Library 2nd Qtr Monitoring Chgs - PD Storage	04/28/2016		75.00 84.00 84.00 114.00
Total for Check Number 55285:				0.00	357.00
55286	AMTESTIN 91941	Am Test, Inc 5 Fecal Coliform Analysis	04/28/2016		125.00
Total for Check Number 55286:				0.00	125.00
55287	APT 010-2016	WSAPT Conf Reg-Complete Permit Technician-S Steepy	04/28/2016		175.00
Total for Check Number 55287:				0.00	175.00
55288	AT&TWIR 287245699226	AT&T Mobility Pine Meadow Irrig Line 03/12-04/11	04/28/2016		16.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55288:	0.00	16.93
55289	BANKCARE	Bank of America	04/28/2016		
	1	Credit-Refund 5 Frames-Recognition Committee			-87.30
	10	Sensor Cloud Monitoring Plan 03/10-04/10			9.95
	11	Adjustable Radio Pouch			42.73
	12	Supplies-Traffic Unit			130.15
	13	2 CT Envelopes			76.98
	14	Yellow Tire Crayons-Parking Enforcement			16.50
	15	25 Year Milestone Pen/Clock-L Celustka			105.12
	16	Parking 03/16-Leadership Academy-M Miller, J			16.00
	17	WSPCA Member Seminar-Ian Durkee			300.00
	18	3 Mesh Organizer/Baskets-Passports			53.82
	19	5 Duty Belts-Munwiler, Phillips, Fouch, Thomp			454.54
	2	APC Smart-UPS-Annex Remodel			418.95
	20	2015 Building Code Books			1,683.02
	21	2015 Building Code Books			1,004.66
	22	Scan Fujitsu-G Pfister			424.99
	23	SCA Networking Dinner-Pam Pruitt			45.00
	24	Pemko Door Jamb Weatherstrip Kit-Annex Rem			36.44
	25	ACCIS 2016 Spring Conf-J Busch			175.00
	26	Pemko Door Jamb Weatherstrip Kit-Annex Rem			36.44
	27	Pemko Door Jamb Weatherstrip Kit-Annex Rem			36.44
	28	Craigslist-Ad Director of Finance			45.00
	29	AA Batteries - Patrol			56.28
	3	2016 WRPA Annual Conf-B Davern & K Rasmu			598.00
	30	Planning Calendar Frame			36.12
	31	Planning Calendar Frame			30.10
	32	Dell Power Supply			48.99
	33	Toll Chgs 03/11-Car #41			2.75
	34	Planning Calendar Frame			30.10
	35	7 Gray Blankets-Holding Cell			105.90
	36	Email Server Security Certificate			149.99
	37	Polycom Conference Phone-City Hall Remodel			619.39
	38	SCC Mtg 04/21-M Todd			35.00
	39	3 ETS Glock 22-.40 Caliber-Firearms			57.07
	4	2 - Head Lights-Car #39			65.74
	40	APC Smart-UPS-Annex Remodel			525.20
	41	MRSC Roster			120.00
	42	Domain Name Renewal-Mainstreetmadness/Kid			33.34
	43	MyBuildingPermit.com Monthly Fee			59.95
	44	Maintenance Aide-Seasonal			45.00
	45	GFOA-AD Director of Finance			150.00
	5	Coffee - Mtg 03/08			16.39
	6	Milestone Pens-Service Awards			320.96
	7	Refreshments 03/08			18.99
	8	APC UPS Network Management Card 2			233.98
	9	CESCL Re-Certification Training 3/17-S Smith			200.00
			Total for Check Number 55289:	0.00	8,583.67
55290	BANKCR13	Business Card Bank of America	04/28/2016		
	1	MCBA Lunch Mtg 3/15-T Gathmann			8.00
	2	Green Veggie Tray-St. Patty's Day Wellness Eve			27.33
	2A	Bottled Water-YAB			5.98
	3	1,000- 2" x 2" Circle Stickers-P & R Stickers			172.00
	4	Pizza- Communications Focus Group 3/31			110.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55290:	0.00	323.94
55291	BANKCR15	Bank of America	04/28/2016		
	1	Supplies-Eggstravaganza Prize Baskets			211.45
	2	Supplies-Flashlight Egg Hunt-Teens			74.96
	3	Supplies-Flashlight Egg Hunt-Teens			31.98
	3A	Supplies-Eggstravaganza & Memorial Day Even			215.52
	4	Rotary Lunch Mtg 3/09-P Olson			20.00
	5	Supplies for Craft Table-Eggstravaganza			6.52
	6	Helium Tank-Eggstravaganza Egg Hunt			38.31
	7	Wood Stakes			30.62
	8	Buckets & Paper Plates-Eggstravaganza			16.29
			Total for Check Number 55291:	0.00	645.65
55292	BANKCR19	Business Card	04/28/2016		
	1	SCC March 16 Membership Meeting-M Todd			35.00
	2	Constant Contact Training-K Chelin			149.00
	2A	Constant Contact Training-G Pfister			149.00
	2B	Constant Contact Training-K Rasmussen			149.00
	2C	Constant Contact Training-K Mason-Hatt			149.00
	3	Travel Deposit 6/6-6/10-G Pfister			100.00
	3A	Travel Deposit 6/6-6/10-M Miller			100.00
	3B	Travel Deposit 6/6-6/10-K Chelin			100.00
	4	NPELRA-Smarter Bargaining-R Polizzotto			89.00
	5	SCA Networking Dinner-Legislative Session Up			45.00
	6	Coffee-Communications Plan Focus Group 3/29			16.39
	7	Pizza-Communications Plan Focus Group 3/29			100.32
			Total for Check Number 55292:	0.00	1,181.71
55293	bankcr20	Business Card	04/28/2016		
	1	Returned Door Seal			-10.95
	10	Anti-Oxidant-Street Lights			6.55
	11	Misc Shop Supplies			31.69
	2	Backup Spring-Honda			7.68
	3	Misc PW Tools			81.76
	4	Stud Finder			43.82
	5	3 Single Fused Connector			105.42
	6	Paint & Rollers-Bed Replacement-PW3			50.83
	7	18 2x6-16' Tongue & Groove/Sealer-Bed Replac			538.94
	8	Supplies-Fuel Tank Repair-PW3			14.36
	9	Supplies-Bed Replacement PW3			53.38
			Total for Check Number 55293:	0.00	923.48
55294	BANKCR21	Business Card	04/28/2016		
	1	Business Lunch Mtg 3/03-R Polizzotto			42.08
	10	Tabs-Budget Binder			31.73
	11	GFOA Membership Dues			190.00
	2	Business Lunch Mtg 3/04-R Polizzotto			32.10
	3	Business Lunch Mtg 3/08-R Polizzotto			35.32
	4	ICMA-Ad Director of Finance 3/10-4/15			222.75
	5	Flowers-Councilmember Cavaleri			73.90
	6	Coffee-Meeting w/ESD Superintendent & City S			16.39
	7	Lunch Meeting w/Developer 3/14-R Polozotto .			199.19
	8	Refreshments-Meeting w/ESD Superintendent &			18.99
	9	Supplies-Staff Retreat			8.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55294:	0.00	871.43
55295	BENEAD 1604517	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-Apr	04/28/2016		177.10
			Total for Check Number 55295:	0.00	177.10
55296	BICKFORD 802140	Bickford Ford Replaced Rear View Mirror Assembly-Car#38	04/28/2016		494.18
			Total for Check Number 55296:	0.00	494.18
55297	BUILDEX 1050092	Builders Exchange of Washington Inc Publish PD Locker Rooms Project Online	04/28/2016		55.25
			Total for Check Number 55297:	0.00	55.25
55298	BUSCHJ Reimb Travel Ex	James Busch Reimb Meals, Lodging 4/19-4/22 ACCIS Conf-J	04/28/2016		361.47
			Total for Check Number 55298:	0.00	361.47
55299	CINTAS 460577115 460577115A	Cintas Corporation Loc. #460 Floor Mat Service 04/15 Floor Mat Service 04/15	04/28/2016		59.52 34.73
			Total for Check Number 55299:	0.00	94.25
55300	CITYEVE 116000780	City of Everett 2016 Training Costs Interlocal Agreement	04/28/2016		800.00
			Total for Check Number 55300:	0.00	800.00
55301	COASTWD GW2853845 NW2853845	Coastwide Laboratories 2 Cs Washroom Cleaner/2 Cs Gloves-Parks 2 Cs TT, 2 CS Enzyme Plus,3 Cs Handwash,3 C.	04/28/2016		373.81 473.81
			Total for Check Number 55301:	0.00	847.62
55302	CODPUBCO 52765	Code Publishing Company MC Municipal Code-Supplement Update #16	04/28/2016		1,033.52
			Total for Check Number 55302:	0.00	1,033.52
55303	COMCAST 0457011	Comcast High Speed Internet Fee 04/18-05/17	04/28/2016		191.29
			Total for Check Number 55303:	0.00	191.29
55304	DEVINEWN 6293	DeVine Wines Wine 101 Class 04/26 #6293	04/28/2016		240.00
			Total for Check Number 55304:	0.00	240.00
55305	EMSECDEP 000-945199-10-6	Employment Security Depart Unemployment Claims - 1st Qtr 2016	04/28/2016		9,336.02
			Total for Check Number 55305:	0.00	9,336.02
55306	EVERMARK 32767	Ever-Mark, LLC 4-2'x6' Sign Panels-MCSP Sponsor-PRIMRO	04/28/2016		874.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55306:	0.00	874.80
55307	FCICUSPV 15058	FCI Custom Police Vehicles Replace Ignition Override-Car #40	04/28/2016		152.46
			Total for Check Number 55307:	0.00	152.46
55308	FELDMAJ April 2016	Feldman & Lee, P.S. Public Defender Contract Flat Fee - April	04/28/2016		8,750.00
			Total for Check Number 55308:	0.00	8,750.00
55309	FRSTLNCM 138422	Firstline Communications Inc Mitel Cat F ONS License-City Hall Remodel	04/28/2016		109.50
			Total for Check Number 55309:	0.00	109.50
55310	GTENORTH 425 316-0326 425 357-9268 425 745-6974	Frontier Alarm System Line Chgs 04/16-05/15 Fire Alarm Line Chgs 04/22-05/21 Admin Fax Line/CC Line 04/19-05/18	04/28/2016		50.94 123.80 154.50
			Total for Check Number 55310:	0.00	329.24
55311	IACP-MEM 1001215678 1001215681 1001215683 1001215686 1001215688	IACP-Membership IACP-Leader of Tomorrow Training-S White IACP-Leader of Tomorrow Training-B Foutch IACP-Leader of Tomorrow Training-K Hamilton IACP-Leader of Tomorrow Training-S Conner IACP-Leader of Tomorrow Training-R Phillips	04/28/2016		75.00 75.00 75.00 75.00 75.00
			Total for Check Number 55311:	0.00	375.00
55312	IDVILLE 3033288	IDVille Item# 14218-Systems-ID Maker Primacy Dual S	04/28/2016		3,132.08
			Total for Check Number 55312:	0.00	3,132.08
55313	INTELLPR 217444A	Intelligent Products Incorporated 80 Cs Mutt Mitts	04/28/2016		5,520.00
			Total for Check Number 55313:	0.00	5,520.00
55314	KIDZLOVS 5975 5979 5983 5985 5989 5991 5994 5996 5999 6001	North American Youth Activities, LLC KLS Soccer: M&M 03/08-04/19 #5975 KLS Soccer: M&M 03/05-04/16 #5979 KLS Soccer: Tot-Soccer 03/08-04/19 #5983 KLS Soccer: Tot-Soccer 03/05-04/16 #5985 KLS Soccer: Pre-Soccer 03/08-04/19 #5989 KLS Soccer: Pre-Soccer 03/05-04/16 #5991 KLS Soccer: 1 03/08-04/19 #5994 KLS Soccer: 1 03/05-04/16 #5996 KLS Soccer: Soccer 2 03/08-04/19 #5999 KLS Soccer: Soccer 2 03/05-04/16 #6001	04/28/2016		364.00 910.00 455.00 591.50 364.00 955.50 500.50 1,137.50 910.00 764.40
			Total for Check Number 55314:	0.00	6,952.40
55315	KROESENS 31013-2 31135-2 31870	Kroesen's Uniform Company 1 LS Shirt/Taper Body w/Name-R Mundwiler 1 Pr Pants/2 L/S Shirts/1 SS Shirt/Hashmarks-G 1 Belt-B Hookland, 1 Belt-D Gilbertson	04/28/2016		102.75 316.39 37.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	32243	1 Name Tag-J Saga			10.99
	32369	4 Crpl Cheverons/5 Sgt Cheverons-PD Jumpsuit:			27.48
	32465	1 Pr Danner Boots/1 Leather Jacket-T Bittinger			695.45
			Total for Check Number 55315:	0.00	1,190.32
55316	LAWLESS 307255	Lawless Harley-Davidson of Renton Replaced Sensor & Rear Brake Pads-Motorcycle	04/28/2016		228.39
			Total for Check Number 55316:	0.00	228.39
55317	MCROTARY 1526	Rotary Club of Mill Creek Pro-Rated Rotary Dues 7/1/15-6/30/16/Facility F	04/28/2016		113.00
			Total for Check Number 55317:	0.00	113.00
55318	NWCASC 2-1606521 2-1635144	Northwest Cascade Inc ADA Honey Bucket-Eggstravaganza Event Honey Bucket-Eggstravaganza Event	04/28/2016		207.00 157.00
			Total for Check Number 55318:	0.00	364.00
55319	PAKOR 8017571	Pakor Inc 3 Cs Media PP, 1 Cs Folders-Passports	04/28/2016		798.50
			Total for Check Number 55319:	0.00	798.50
55320	PERTEET 20150111.002-4 20150228.000-5 20150260.000-5	Perteet Inc ADA Compliance-Signals & Parks 11/30-03/31 Mill Creek 2016 Overlay-Curb Ramp/Channeliz: Mill Creek Road Surface Water Retrofit 2/29-4/C	04/28/2016		962.50 2,522.50 1,535.00
			Total for Check Number 55320:	0.00	5,020.00
55321	PILCKREN 34278 34278A	Pilchuck Rentals and Equipment Sales KM Hedge Trimmer Attachment Air Filters, Hex Nuts, Bar Scabbards	04/28/2016		271.95 166.44
			Total for Check Number 55321:	0.00	438.39
55322	PITNEYW 16524092	Purchase Power Refill Postage Meter	04/28/2016		1,000.00
			Total for Check Number 55322:	0.00	1,000.00
55323	POSCONC 0182416-IN	POSitive Concepts 3 Cs Sector Paper	04/28/2016		214.00
			Total for Check Number 55323:	0.00	214.00
55324	PUBSAF 2016-6698	Public Safety Testing 1st Qtr Subscription Fees - Jan-Mar 2016	04/28/2016		250.00
			Total for Check Number 55324:	0.00	250.00
55325	PUGETSO 200004765463	Puget Sound Energy 15728 Main St 03/19-04/19	04/28/2016		516.55
			Total for Check Number 55325:	0.00	516.55
55326	SHI B04749616 B04881941	SHI International Corp SFP Transceiver Module 1000Base-SX-Annex R Panasonic Toughbook-Motorcycle Unit	04/28/2016		70.09 4,602.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55326:	0.00	4,672.19
55327	SHORTCR	Short Cressman & Burgess PLLC	04/28/2016		
	490570	Prof Legal Services-Exec-Feb			124.00
	490571	Prof Legal Services-C & E Dev-Feb			899.00
	490572	Prof Legal Services-C & E Dev-Feb			1,426.00
	490572A	Prof Legal Services-Engr-Feb			1,290.00
	490572B	Prof Legal Services-SW-Feb			1,055.00
	490573	Prof Legal Services-C & E Dev-Feb			248.00
	490574	Prof Legal Services-Annex Remodel-Feb			1,410.00
	490575	Prof Legal Services-Annex Leases-Feb			124.00
			Total for Check Number 55327:	0.00	6,576.00
55328	SHREDIT	Shred-It USA Inc	04/28/2016		
	9410325890	Shredding Service Fee			84.21
			Total for Check Number 55328:	0.00	84.21
55329	SILVERL	Silverlake Water District	04/28/2016		
	14112-27585	132nd & SR 527 Irrig 03/01-03/31			7.60
	17679-27345	15429 1/2 Bothell Everett Hwy 03/01-03/31			7.60
	17684-27596	15429 Bothell Way-Irrig 03/01-03/31			7.60
	24079-27593	Hillside Irrig 03/01-03/31			7.60
	32140-27632	13903 N Creek Dr-Irrig 03/01-03/31			7.60
	32141-27633	13903 N Creek Dr 03/01-03/31			70.55
	35995-27914	SR 527-Irrig 03/01-03/31			7.60
	35996-27914	14600 SR 527-Irrig 03/01-03/31			7.60
	35997-27914	13800 N SR 527-Irrig 03/01-03/31			7.60
	35998-27914	1600 SR 527-Irrig 03/01-03/31			7.60
	35999-27914	15200 SR 527-Irrig 03/01-03/31			7.60
	36000-27914	15100 N SR 527-Irrig 03/01-03/31			7.60
	36016-27914	SR 527 & Trillium Blvd-Irrig 03/01-03/31			7.60
	36025-27914	14600 SR 527-Irrig 03/01-03/31			7.60
	36026-27914	SR 527 & Dumas Rd-Irrig 03/01-03/31			7.60
	36365-27593	Dumas Rd Irrig 03/01-03/31			22.30
	37034-30017	14721 12th Ave SE-Irrig 03/01-03/31			7.60
			Total for Check Number 55329:	0.00	206.85
55330	SNDPUBIN	Sound Publishing Inc	04/28/2016		
	EDH693085	Public Hearing MCSP 4/20			51.60
	EDH693189	BC: 2016 Catch Basin Cleaning & CCTV Inspe			58.48
			Total for Check Number 55330:	0.00	110.08
55331	SNOCPUD	PUD No. 1 of Snohomish County	04/28/2016		
	2001-0143-4	2725 Seattle Hill Rd 03/11-04/11			16.96
	2001-5445-8	2720 Seattle Hill Rd 03/11-04/11			16.96
	2007-9722-3	3401 148th St SE 02/25-04/21			3.41
	2013-4538-6	2501 147th Pl SE 03/24-04/21			23.43
	2013-5396-8	15728 Main St 03/10-04/07			1,446.85
	2018-9805-3	1700 Mill Creek Rd 3/26-4/25			91.06
	2019-4860-1	13903 N Creek Dr 03/19-04/19			622.61
	2022-1236-1	928 Dumas Rd 03/19-04/19			109.07
	2022-3010-8	1900 164th St SE 03/12-04/12			17.31
	2024-6104-2	15803 32nd Ave SE 03/15-04/11			43.97
	2026-6749-9	2024 Seattle Hill Rd 03/12-04/12			35.49
	2026-9300-8	15720 Main St 03/18-04/15			1,334.95
	2028-5205-9	15720 Main St Unit B 03/18-04/15			311.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2031-6469-4	13510 N Creek Dr 03/19-04/19			48.04
	2033-4808-1	14810 35th Ave SE 03/15-04/11			55.56
			Total for Check Number 55331:	0.00	4,177.45
55332	SNOKING 59213	Sno-King Stamp, Inc. 4 - Mill Creek Passport-Self Inking Stamps	04/28/2016		88.79
			Total for Check Number 55332:	0.00	88.79
55333	STAPLEAD 8037865160 8037865160A 8037865160B 8037865160C 8037865160D 8037865160E 8037865160F	Staples Advantage General Office Supplies Copy Ppr/Toner Cart/Business License Ppr Copy Ppr Copy Ppr Copy Ppr Copy Ppr Copy Ppr/Labels	04/28/2016		121.11 156.63 50.40 50.40 50.40 50.40 82.26
			Total for Check Number 55333:	0.00	561.60
55334	STARDMSV 0116515-IN 0116516-IN 0116533-IN 0116553-IN	Stardom Services Inc Janitorial Services - April - Annex Janitorial Services - April - City Hall Window Cleaning/Waxing/Carpet Cleaning-City Window Cleaning-Annex	04/28/2016		927.94 995.00 1,450.00 295.00
			Total for Check Number 55334:	0.00	3,667.94
55335	STRAUSE 6071 Drop-In	Erica Strauss Purna Yoga-Beg 3/2-4/13 #6071 Drop-In Yoga 03/11-03/31	04/28/2016		157.50 54.60
			Total for Check Number 55335:	0.00	212.10
55336	SUMLAW 78587	Summit Law Group Prof Serv-General Labor-Guild - 03/31	04/28/2016		220.50
			Total for Check Number 55336:	0.00	220.50
55337	TACSCREW 18110885	Tacoma Screw Products Inc 100 Steel Floor Board Screws/4 Drill Bits-Bed R	04/28/2016		49.68
			Total for Check Number 55337:	0.00	49.68
55338	TERMINIX 352620834	Terminix Processing Center General Pest Control-Library	04/28/2016		236.94
			Total for Check Number 55338:	0.00	236.94
55339	TMACS 05/27	TMACS INC Combat Strength Training 05/27-Robert Phillips	04/28/2016		250.00
			Total for Check Number 55339:	0.00	250.00
55340	TRUSAMPL Suite #242 Suite #242	True Sample Holdings II LLC Release Security Deposit #242 Release Security Deposit #242 & #224	04/28/2016		628.98 66.34
			Total for Check Number 55340:	0.00	695.32
55341	ULINE	Uline	04/28/2016		

AGENDA ITEM #K.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	76053130	2 Bx-Self-Laminating Card Pouchers-CPL's			87.49
			Total for Check Number 55341:	0.00	87.49
55342	USIC 174206 174206A	USIC Locating Services, LLC 87 NC Locates/83 Ticket Locates 87 NC Locates/83 Ticket Locates	04/28/2016		951.59 951.60
			Total for Check Number 55342:	0.00	1,903.19
55343	VERIZON 9762446352 9762446352A 9762446352B 9764095312	Verizon Wireless Access & Usage Chgs 02/21-03/20-Parks Access & Usage Chgs 02/21-03/20-PW Access & Usage Chgs 02/21-03/20-Admin Access & Usage Chgs 03/21-04/20-P & R	04/28/2016		126.68 63.34 21.10 131.61
			Total for Check Number 55343:	0.00	342.73
55344	WASTPAT 116007020 116007020A 116007020B	Washington State Patrol Background Checks - March Background Checks-Contractors - March Background Checks-Contractors - March	04/28/2016		177.00 131.88 131.87
			Total for Check Number 55344:	0.00	440.75
55345	WELLSFRL 5003017437	Wells Fargo Financial Leasing Ricoh Printer Lease 05/18-06/17	04/28/2016		62.06
			Total for Check Number 55345:	0.00	62.06
55346	WWGRAIN 9087105590	W.W. Grainger, Inc. 12 Pleated Filters-HVAC	04/28/2016		74.77
			Total for Check Number 55346:	0.00	74.77
55347	ZAC&THOM 1204	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-April	04/28/2016		8,701.91
			Total for Check Number 55347:	0.00	8,701.91
			Total for 4/28/2016:	0.00	108,060.12
			Report Total (68 checks):	0.00	108,595.98



Date: May 5, 2016

Payroll Check Batches		
Dated	Check Numbers	Amount
04/25/16	ACH Automatic Deposit Checks	\$144,365.32
04/25/16	ACH Wire- FWT & Medicare Taxes	\$29,055.38
04/27/16	ACH Wire MEBT- Wilmington Trust	\$29,258.22
04/27/16	ACH Wire- BAC- Flex Spending Acct	\$1,739.78
04/27/16	ACH Wire- ICMA RC- Def. Comp	\$807.94
Total		\$205,226.64

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 \$205,226.64.

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

Councilmember

Finance Director

Councilmember

Acting _____
City Manager

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

Payment Details Report



Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 04/25/2016 2:18:18 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 164PD56125N00D78

Template Name: ADP Payroll
Template Code: ADP

Debit Account Information

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

Beneficiary Details

Beneficiary Name: Deutche Bank Trust Company Americas
Beneficiary Address: 60 Wall Street
Beneficiary City: New York
Beneficiary Postal Code: 10005-2858
Beneficiary Country: US - United States of America

Beneficiary Account: 00153170
Beneficiary Bank ID: 021001033
DEUTSCHE BANK TR CO AMERICAS
60 WALL ST, MAIL STOP NYC 60-2710
NEW YORK CITY
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 172,884.84

Value Date: 04/25/2016

Optional Information

Sender's Reference Number: ADP 05 A0W

Beneficiary Information: ADP Payroll Deposit Custodial Acct
ADP, LLC
400 Covina Blvd
San Dimas, CA 91773

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lm844883
Approved: lm844883
Initial Confirmation: WTX:2016042500334828
Confirmation #: CHPR:0457366

Input Time: 04/25/2016 1:56:25 PM CDT
Time: 04/25/2016 2:17:43 PM CDT

*Had to direct wire ADP payroll.
No JE if we can get G/P
staff to work*

Landy

*143,829.46 PD- W/Mon ch
29,055.38 ERS*

S&S

Net Pay	Checks		.00
	Direct Deposits	144,365.32	
	Subtotal Net Pay		144,365.32
	Adjustments		.00
	Total Net Pay Liability (Net Cash)		144,365.32

- includes check returned for bad account # (*535.86)

Federal	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				22,997.85	
	Earned Income Credit Advances					
	Social Security					
	Medicare				3,028.70	3,028.83
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				26,026.55	3,028.83
	Cobra Premium Assistance Payments					
	Total Federal				26,026.55	3,028.83
	Total Taxes		.00	.00	26,026.55	3,028.83

Amount ADP Debited From Account XXXXXXXX4700 Tran/ABA XXXXXXXXXX 29,055.38

Excludes Taxes That Are Your Responsibility wire

Other	ADP Direct Deposit		144,365.32
Transfers	Amount ADP Debited From Account XXXXXXXX4700 Tran/ABA XXXXXXXXXX		144,365.32

108 Employee Transactions

- 535.86 march = 143,829.46 wire

Total Amount ADP Debited From Your Accounts 173,420.70

- 535.86 march
172,884.84

Payment Details Report

Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 04/27/2016 7:55:48 PM CDT



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

Status: Processing by Bank
Transaction Number: 164RI2347E4X2B83

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: 29,258.22

Value Date: 04/28/2016

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: lm844883
Initial Confirmation: WTX:2016042800045417

Input Time: 04/27/2016 6:24:08 PM CDT
Time: 04/27/2016 7:55:25 PM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 04/27/2016 10:32:23 AM CDT

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

Status: Confirmed by Bank
Transaction Number: 164QI4231K0Z1C85

Template Name: Benefit Administration Company
Template Code: BAC

Debit Account Information

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

Beneficiary Details

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

Beneficiary Account: 310000070
Beneficiary Bank ID: 125108366
THE BANK OF WASHINGTON
5901 196TH ST SW
LYNNWOOD
US - United States of America

Beneficiary Email: sli@baclink.com
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,739.78

Value Date: 04/27/2016

Optional Information

Sender's Reference Number: DayCare / Health

Beneficiary Information: City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: lm844883
Initial Confirmation: WTX:2016042700231162
Confirmation #: FEDR:20160427B6B7HU2R006724

Input Time: 04/26/2016 6:42:56 PM CDT
Time: 04/27/2016 10:31:34 AM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 04/27/2016 10:32:23 AM CDT

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

Status: Confirmed by Bank
Transaction Number: 164QI4449LEX1S41

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: 807.94

Value Date: 04/27/2016

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankotlke
Approved: lm844883
Initial Confirmation: WTX:2016042700231161
Confirmation #: FEDR:20160427B6B7HU1R006596

Input Time: 04/26/2016 6:45:02 PM CDT
Time: 04/27/2016 10:31:34 AM CDT