



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) 921-5747 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. 2017-815
Next Resolution No. 2017-564

February 28, 2017
City Council Meeting
6:00 PM

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

PRESENTATIONS:

- B. Milestone Anniversary Presentation - Marci Chew
(*Rebecca C. Polizzotto, City Manager*)

NEW BUSINESS:

- C. Contract for Services Between the City of Mill Creek and the Northshore Senior Center
(*Rebecca C. Polizzotto, City Manager*)

STUDY SESSION:

- D. Financial Review

(Rebecca C. Polizzotto, City Manager)

1. Financial Statements for the Period Ending December 31, 2016
2. Review and Recommendation Regarding Financial Operations

CONSENT AGENDA:

- E. Approval of Checks #56527 through #56605 and ACH Wire Transfers in the Amount of \$226,279.72
(Audit Committee: Councilmember Todd and Councilmember Cavaleri)
- F. Payroll and Benefit ACH Payments in the Amount of \$364,569.39
(Audit Committee: Councilmember Todd and Councilmember Cavaleri)
- G. City Council Meeting Minutes of January 24, 2017
- H. City Council Meeting Minutes of February 7, 2017

REPORTS:

- I. Mayor/Council
- J. City Manager
 - Council Planning Schedule

RECESS TO EXECUTIVE SESSION:

(Confidential Session of the Council)

- K. Discussion of the Performance of a Public Employee per RCW 42.30.110 (1) (g)

AUDIENCE COMMUNICATION:

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

ADJOURNMENT



Agenda Item # C
Meeting Date: **February 28, 2017**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CONTRACT FOR SERVICES BETWEEN THE CITY OF MILL CREEK AND THE NORTSHORE SENIOR CENTER.

ACTION REQUESTED:

Authorize the City Manager to execute the Contract for Services between the City of Mill Creek and the Northshore Senior Center.

KEY FACTS AND INFORMATION SUMMARY:

The Northshore Senior Center leases Suite 210 (approximately 1,980 sq ft) of City Hall North. The City provides the following services to the Northshore Senior Center at no cost: water, electricity, heating, air conditioning and janitorial services. The Northshore Senior Center pays no rent for the leased space.

In exchange, the Northshore Senior Center provides senior services out of the leased space to seniors of Mill Creek and surrounding communities. In addition to providing the space and utilities, the City provides compensation in the amount of \$12,000 annually to the Northshore Senior Center for services provided.

The City Council approved funding for the Northshore Senior Center in the 2015-2016 Biennium and the 2017-2018 Biennium budgets respectively. Execution of the attached documents is a housekeeping item to memorialize in writing the terms of the agreement and provide the documentation necessary for payment.


CITY MANAGER RECOMMENDATION:

The City Manager recommends the City Council authorize the City Manager to executive the Contract for Community Services including the Lease Agreement incorporated as Exhibit B.

ATTACHMENTS:

- Contract for Community Services

Respectfully Submitted:


Rebecca C. Polizzotto
City Manager

**CITY OF MILL CREEK
CONTRACT FOR COMMUNITY SERVICES
CONTRACT NO. 2017-954**

1. Parties

1.1 THIS AGREEMENT is entered between the City of Mill Creek, a Washington municipal corporation (hereinafter City), and Northshore Senior Center, 10201 E. Riverside Drive, Bothell, WA 98011, a qualified non-profit organization (hereinafter Agency).

2. Recitals

2.1 The City desires to contract with the Agency for senior services, and the Agency is agreeable to performing such services for the City in accordance with the terms and conditions set forth below.

IN CONSIDERATION of the mutual benefits of such performance and in consideration of the terms and conditions specified below, the parties agree as follows:

3. Scope of Services

3.1 The Agency shall furnish labor, materials, and supplies necessary to perform the Scope of Services attached as **Exhibit A** and incorporated by this reference. All services shall be conducted in a timely and professional manner and shall meet the approval of the City Manager and/or City Council, as appropriate. All activities shall be of a nature to not create a disturbance to other occupants of the building.

3.2 The City shall review performance, reports or other submittals as identified in Exhibit A, and may require such modifications as it deems appropriate to bring the services into compliance with this Agreement.

4. Term

4.1 The term of the Agency's performance shall be effective as of July 1, 2015 and end on December 31, 2017 unless the parties agree in writing to extend the term or as otherwise provided herein.

4.2 This Agreement may be renewed not more than twice, each renewal for an additional twelve (12) month term unless the parties agree in writing to a shorter term.

5. Compensation

5.1 In consideration for Agency providing the services contemplated by this Agreement, the City shall pay Agency three thousand one hundred twenty-five dollars (\$3,125.00) for each three months of services provided by Agency pursuant to the terms

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of this Agreement. In no event shall the total monetary compensation paid to the Agency under this Agreement exceed twelve thousand five hundred dollars (\$12,500) per calendar year. The Agency is solely responsible for all costs and expenses it incurs to provide the services contemplated by this Agreement.

5.2 Agency shall invoice the City on a quarterly basis for services rendered under this Agreement. The invoice shall include a quarterly report summarizing the services provided by the Agency during the time period for which the invoice covers. Upon acceptance by the City of the invoiced work, which acceptance shall not be unreasonably withheld, the Agency shall be compensated in accordance with the City's usual procedures.

5.3 In addition to the quarterly monetary compensation, the City will provide the Agency with the use of approximately 1,980 square feet of space in Suite 210 of the City's building located at 15720 Main Street, Mill Creek, WA, pursuant to and conditioned upon performance of the terms set forth in the lease agreement attached and incorporated hereto as **Exhibit B** (Lease Agreement). Use of the leased facilities shall be limited to carrying out the services contemplated by this Agreement. Agency may not sublease or assign its rights to the leased space.

6. **Independent Contractor**

6.1 Agency is an independent agency with respect to the services provided under this Agreement. Nothing in this Agreement shall create the relationship of employer and employee between the parties. Neither the Agency nor any employee of the Agency shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not for any reason be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the state industrial insurance program, or otherwise assuming the duties of an employer with respect to the Agency, or any employee of the Agency.

7. **Insurance**

Agency shall provide written verification of coverage as outlined below prior to commencing Services, which shall be attached to this agreement as **Exhibit C**.

7.1 The Agency shall procure and maintain for the duration of the Agreement, or in connection with the performance of the work hereunder by the Agency, its agents, insurance against claims for injuries to persons or damage to property which may arise from representatives or employees.

7.2 Agency's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Agency to the coverage provided by such

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insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

7.3 Minimum Scope of Insurance - Agency shall obtain insurance of the types described below:

7.3.1 Automobile Liability insurance covering all owned non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

7.3.2 Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. **The City shall be named as an insured under the Agency's Commercial General Liability insurance policy with respect to the work performed for the City.**

7.3.3 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

7.3.4 Professional Liability insurance to the extent appropriate and generally available to the Agency's profession.

7.4 Minimum Amounts of Insurance - Agency shall maintain the following insurance limits:

7.4.1 Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

7.4.2 Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

7.4.3 Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

7.5 Other Insurance Provision - The Agency's Automobile Liability and Commercial General Liability insurance policies are to contain, or **be endorsed to contain that they shall be primary insurance as respect the City.** Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Agency's insurance and shall not contribute with it.

7.6 Acceptability of Insurers - Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

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7.7 Verification of Coverage - Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

7.8 Notice of Cancellation - The Agency shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

7.9 Failure to Maintain Insurance - Failure on the part of the Agency to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Agency to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Agency from the City.

8. Indemnification

8.1 Agency shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Agency in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

8.2 Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Agency and the City, its officers, officials, employees, and volunteers, the Agency's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Agency's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Agency's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration, abandonment, or termination of this Agreement.

9. Termination

9.1 The City may terminate this Agreement, with or without cause, upon thirty (30) days written notice to the Agency at the address given above. The City shall pay the Agency only for the work completed by the Agency and accepted by the City in accordance with this Agreement.

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10. General Provisions

10.1 Integrated Agreement. This negotiated Agreement and its exhibits are an integrated agreement and represent the entire agreement between the parties. This Agreement supersedes all prior negotiations, representations, and agreements whether written or oral, and may be amended only by written agreement of the parties.

10.2 Assignment. The Agency shall not assign all or any portion of its duties or obligations under this Agreement without the City's prior written consent.

10.3 Waiver. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

10.4 Choice of Law. All questions concerning the validity, interpretation, performance and enforcement of this Agreement shall be governed by the laws of the state of Washington, and venue shall lie in Snohomish County, Washington.

10.5 Compliance with Laws. The Agency shall comply with all applicable federal, state, and local laws and regulations, and City ordinances, in performing this Agreement.

10.6 Attorney's Fees. In any action arising out of or relating to this Agreement, the prevailing party shall be awarded its reasonable costs, including attorney fees.

10.7 Authorized Signatures. By their signatures below, each party represents that they are fully authorized to sign for and on behalf of the named principal above.

WHEREFORE, the parties agree to be bound by the terms and conditions set forth above.

DATED this ____ day of _____, 2017.

CITY OF MILL CREEK

NORTSHORE SENIOR CENTER

Rebecca C. Polizzotto, City Manager

Randy Busch, Board President

ATTEST:

Peggy Lauerman, City Clerk

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ATTACHMENTS:

EXHIBIT A: Scope of Services

EXHIBIT B: Lease Agreement

EXHIBIT C: Insurance Verification

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**EXHIBIT A
SCOPE OF SERVICES**

Northshore Senior Center — Mill Creek Branch will provide a variety of programs and services to Mill Creek residents to promote the emotional, social, and physical well-being of senior citizens. The Mill Creels Center will operate Monday —Friday from 9:00am to 4:00pm. The Senior Center provides health, education and socialization services to older adults residing in the City of Mill Creek. The services include:

- Free health and wellness support with a weekly Wellness Clinic; the clinic is supervised by an RN who checks blood pressure and for two hours answers health questions. A Bi-monthly Caregiver Support group which is facilitated by two social workers; the group not only gives each Caregiver emotional support but also directs them to community resources. Social workers are available after the group for individual consultations and confidential support.
- Educational programs are provided by community partners. Evergreen Health Care brings educators to speak on topics like, 'Eating for Healthy Weight Loss,' 'Managing Life's Transitions,' and 'Strength Training for Seniors.' There is also a six week class on 'Understanding Gluten and Its Effects on Many Inflammatory Disorders,' all taught by a Basytr University Professor.
- Providence Hospice provides a series on 'Taking Care of Yourself While You Care for Others,' and the Alzheimer's Associations teaches classes on 'Identifying the 10 Sign of Beginning Alzheimer's Disease'.
- Computer classes are taught weekly by retired Mill Creek Community members, broadening the members' ability to interact with their families and friends via the Internet.
- Men's and women's groups meet twice monthly for more than two hours providing fun, interaction and interesting conversation. The socialization, comradery and friendship members form with each other is vital to their well-being.
- Weekly day trips through-out the Puget Sound area are designed to be educational, interesting and social. Most trips end with a group luncheon at a local restaurant.
- Mill Creek's recreational services include Line Dancing, Tai Chi, Yoga, and Meditation, and are held weekly at the center to promote physical activity. The Mill Creek Fitness classes are held three times a week for an hour; the movement, dance steps and music promotes interaction, independence and happiness.
- A monthly newsletter called 'The Navigator' is produced by Northshore Senior Center, Bothell. The newsletter includes news from Northshore/Kenmore and Mill Creek.

In performing the above services, the Agency shall at all times comply with all Federal, State and local statues, rules and ordinances applicable to the performance of such services.

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**EXHIBIT B
LEASE AGREEMENT**

In consideration of mutual covenants set forth herein, the CITY OF MILL CREEK, WASHINGTON, a municipal corporation existing under the laws of the State of Washington, and hereafter referred to as "City", and the "NORTHSHORE SENIOR CENTER" a nonprofit organization, hereafter referred to as "Tenant", hereby enter into this lease agreement (Lease) as follows:

1. **Leased Premises.** The City does hereby lease to Tenant, and Tenant does hereby lease from City an agreed upon area of 1,980 rentable square feet of space in suite 210 of the City's building located at 15720 Main Street, Mill Creek, WA and hereafter referred to as "Leased Premises." A floor plan is attached to this Lease as Exhibit 1.
2. **Purpose.** The purpose of this Lease is to provide Tenant with a site to provide the services contemplated by City Contract No. 2017 - 954.
3. **Term.** This Lease shall be effective only so long as City Contract No. 2017 - 954 remains in effect.
4. **Improvements.** Any improvements to the Leased Premises by the Tenant shall conform to all applicable City ordinances. The Tenant shall be solely responsible for obtaining all necessary permits and approvals. The execution of this Lease by the City will not affect its powers to approve or disapprove any required permits and shall not be deemed to constitute a waiver, estoppel, or evidence of prior approval of the City for any improvement, permit, or approval required.
5. **Utilities and Services.** The City shall provide the following services at the Leased Premises at no cost to the Tenant: water, electricity, heating, ventilation, air conditioning and janitorial services. The City makes no representation or warranty that such utilities will be adequate for Tenant's needs, and Tenant shall determine whether the available capacity will meet Tenant's needs. The City will not establish any accounts with utility providers, nor arrange for such services, nor pay any deposits or start-up fees of any kind whatsoever. Tenant shall furnish all other utilities (including but limited to, telephone, cable service, and Internet service if available) and other services which Tenant requires with respect to the Leased Premises, except those to be provided by the City as described above.
6. **Alterations.** Tenant may make alterations, additions or improvements to the Leased Premises only with the prior written consent of the City, which, with respect to alterations not affecting the structural components of the Premises or utility systems therein, shall not be unreasonably withheld, conditioned, or delayed.
7. **Ownership of Improvements.** Upon termination of this Lease or termination of any renewal period provided for herein, all buildings, structures, and other improvements

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on the Leased Premises shall become the sole property of the City, without further consideration.

8. Liens. Tenant agrees that under no circumstances will it suffer or permit any liens for work performed, materials furnished, or any other obligation incurred by Tenant to be placed on said Leased Premises and agrees to indemnify, defend and hold the City harmless and pay any and all costs incurred by the City in removing said liens or encumbrances, including a reasonable attorney's fee.

9. Use of Leased Premises. Tenant shall use the Leased Premises in a manner that does not unreasonably interfere with use of the building in which the Leased Premises are located by other tenants or by the City, its elected and appointed officials, employees and agents, or volunteers. Unreasonable use includes but is not limited to unreasonably loud use of the Leased Premises that disrupts, interferes, or otherwise impairs others' reasonable use of the building. The City shall have sole discretion to determine whether Tenant's use constitutes unreasonable interference as prohibited by this Section.

10. Indemnification.

10.1 The indemnification and defense obligations specified in this Section 10 ("Indemnity Obligations") have been mutually negotiated and shall survive the expiration, abandonment, or termination of this Lease. The Indemnity Obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation.

10.2 To the maximum extent permitted by law, Tenant, for itself, its employees and agents (collectively- "Tenants" for purposes of this Section 10), agrees to indemnify and hold harmless the City and its elected and appointed officers, employees and agents (collectively "City" for purposes of this Section 10) from and against any and all suits, claims, actions, losses, costs, attorney fees and expenses, liabilities, penalties, judgments, settlements, and damages of whatsoever kind or nature (collectively "Claims") arising out of, in connection with, or incident to Tenant's occupation of the Leased. Premises and Tenant's obligations under this Lease, except and to the extent judicially determined to have been caused by the sole negligence of City. Tenant's Indemnity Obligations include the obligation to (a) satisfy any judgment or other final decision of a court or other tribunal, (b) pay any reasonable settlement negotiated by City with respect to the Claims, and (c) pay all Claims against City by an employee or former employee of Tenant.

10.3 Tenant further agrees to waive, and that this indemnification constitutes the Tenant's waiver of, immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification, and that this waiver has been mutually negotiated.

10.4 Tenant further agrees to defend all Claims against the City which, if proven, could result in liability to the City for loss or damage caused by all acts or

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omissions of Tenant. Tenant's obligation to defend shall include prompt payment of all reasonable attorney fees, costs and expenses incurred in the defense of such claims, including those incurred by the City.

11. Insurance.

11.1 Insurance Term: The Tenant shall procure and maintain for the duration of the Lease, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Tenant's operation and use of the Leased Premises.

11.2 No Limitation: Tenant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Tenant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

11.3 Minimum Scope of Insurance: Tenant shall obtain insurance of the types and coverage described below:

11.3.1 Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premise and contractual liability. The City shall be named as additional an insured on Tenant's Commercial General Liability insurance policy using ISO Additional Insured Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.

11.3.2 Property insurance shall be written on an all risk basis.

11.4 Minimum Amounts of Insurance: Tenant shall maintain the following insurance limits:

11.4.1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

11.4.2. Property insurance shall be written covering the full value of Tenant's property and improvements with no coinsurance provisions.

11.5 Other Insurance Provisions: The Tenant's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Lessee's insurance and shall not contribute with it.

11.6 Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

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11.7 **Verification of Coverage:** Tenant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Tenant.

11.8 **Waiver of Subrogation:** Tenant and City hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the Leased Premises or said building within which the Leased Premises is located. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

11.9 **City's Property Insurance:** City shall purchase and maintain during the term of the Lease all-risk property insurance covering the Leased Premises for its full replacement value without any coinsurance provisions.

11.10 **Notice of Cancellation:** The Tenant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

11.11 **Failure to Maintain Insurance:** Failure on the part of the Tenant to maintain the insurance as required shall constitute a material breach of Lease, upon which the City may, after giving five business days' notice to the Tenant to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand.

11.12 **City Full Availability of Lessee Limits:** If the Tenant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Tenant, irrespective of whether such limits maintained by the Tenant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Tenant.

12. **Default and Reentry.** If Tenant shall breach Contract No. 2017 – 954 or default in any of the covenants contained herein, the City may terminate this Lease upon giving thirty (30) days' notice to the Tenant.

13. **Nonwaiver of Breach.** The failure of the City to insist upon strict performance of any of the terms, covenants and provisions of this Lease shall not be construed to be a waiver or relinquishment of any such provisions, but the same shall remain in full force and effect.

14. **Notices.** All notices required by this Lease or for breaches hereof shall be sent by certified or registered mail to the parties at the addresses set forth below. Delivery of all

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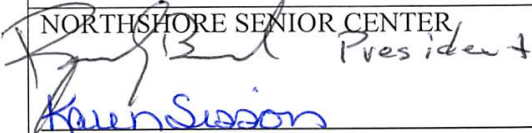
14. Notices. All notices required by this Lease or for breaches hereof shall be sent by certified or registered mail to the parties at the addresses set forth below. Delivery of all such notices shall be conclusively presumed to be effective upon such posting in the United States mail, postage prepaid:

To the City: City of Mill Creek
 Office of the City Manager
 15728 Main Street
 Mill Creek, WA 98012

To Northshore: Northshore Senior Center
 Office of the Director
 10201 East Riverside Drive
 Bothell, WA 98011

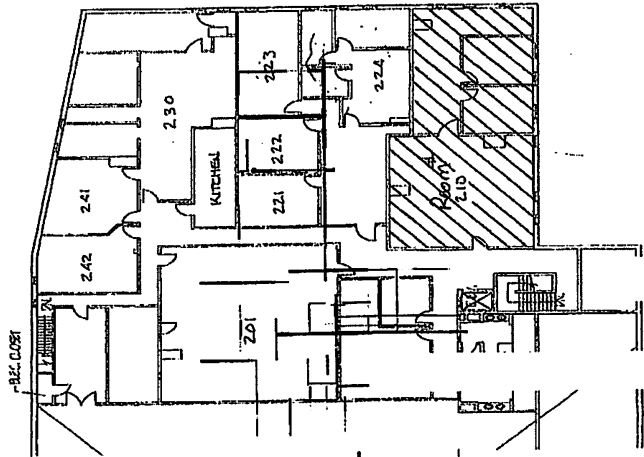
15. Maintenance and Repairs. City shall be responsible for all maintenance and repair of structural components, foundation, subfloor, exterior walls, roof structure and surface, and HVAC components and other utilities and systems serving more than one tenant. Tenant shall maintain the Leased Premises in good condition and promptly make all non-structural repairs necessary to keep the Leased Premises safe and in good condition. Damages caused by the Tenant will be repaired at the Tenant's expense.

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

CITY OF MILL CREEK <hr/> Rebecca Polizzotto, City Manager	Date: _____
NORTHSHORE SENIOR CENTER  Karen Sisson, Interim Executive Director	Date: <u>2/21/2017</u>

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EXHIBIT 1
FLOOR PLAN



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**EXHIBIT C
INSURANCE VERIFICATION**

(See attached)

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Agenda Item # D
Meeting Date: **February 28, 2017**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **STUDY SESSION: FINANCIAL REVIEW**

ACTION REQUESTED: No Action Required. Information provided for Council review and discussion only.

KEY FACTS AND INFORMATION SUMMARY:

The City has materially closed the financial period ending December 31, 2016. The Director of Finance & Administration will present the preliminary financial statements for the period and discuss the City's financial position at the end of the 2015-2016 biennium. She will also provide an overview and recommendations regarding the City's financial operations.

CITY MANAGER RECOMMENDATION: N/A

ATTACHMENTS:

- Financial Statements for the Period Ending December 31, 2016

Respectfully Submitted:

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

Rebecca C. Polizzotto
City Manager

**CITY OF MILL CREEK
General Fund Revenue Report
As of December 31, 2016**

Revenues:	Biennial Budget 2015/2016	Biennial Actual 2015/2016	Budget vs Actual Over/(Under)	% of Budget Collected
Property Tax-Regular	11,615,627	11,790,815	175,188	101.5%
Property Tax-EMS Levy	2,484,551	2,491,900	7,349	100.3%
Sales Tax	4,600,000	4,784,580	184,580	104.0%
Public Safety Sales Tax	460,000	468,542	8,542	101.9%
Criminal Justice Sales Tax	540,000	630,268	90,268	116.7%
TOTAL TAXES	19,700,178	20,166,106	465,928	102.4%
Franchise Fees	755,110	811,541	56,431	107.5%
Business Licenses	95,000	100,462	5,462	105.7%
Building Permits	410,000	670,440	260,440	163.5%
Other Licenses/Permits	28,000	47,986	19,986	171.4%
TOTAL LICENSES & PERMITS	1,288,110	1,630,430	342,320	126.6%
PUD Privilege Tax	155,000	163,907	8,907	105.7%
Liquor Excise Taxes	137,387	143,323	5,936	104.3%
Liquor Board Profit	330,859	334,774	3,915	101.2%
Criminal Justice Funding	50,023	54,617	4,594	109.2%
Everett School District SRO	179,500	147,234	(32,266)	82.0%
Grants	23,000	99,915	76,915	434.4%
Other Intergovernmental	0	0	0	0.0%
TOTAL INTERGOVERNMENTAL/GRANTS	875,769	943,770	68,001	107.8%
Development/Plan Check Fees	186,500	486,524	300,024	260.9%
Passport Fees	425,000	583,648	158,648	137.3%
Other Charges for Services	28,600	149,262	120,662	521.9%
TOTAL CHARGES FOR SERVICES	640,100	1,219,434	579,334	190.5%
TOTAL FINES & FORFEITURES	402,000	293,121	(108,879)	72.9%
Interest on Investments	100,000	52,715	(47,285)	52.7%
Other Miscellaneous Revenue	116,000	141,453	25,453	121.9%
TOTAL MISCELLANEOUS REVENUES	216,000	194,168	(21,832)	89.9%
Insurance recovery	0	16,855	16,855	0.0%
Transfers In	640,000	640,000	-	100.0%
TOTAL OTHER FINANCING SOURCES	640,000	656,855	16,855	102.6%
TOTAL REVENUES	23,762,157	25,103,883	1,341,726	105.6%
BEGINNING FUND BALANCE	6,589,521	6,589,521	-	100.0%
TOTAL RESOURCES	30,351,678	31,693,404	1,341,726	104.4%

**CITY OF MILL CREEK
General Fund Expenditure Report
As of December 31, 2016**

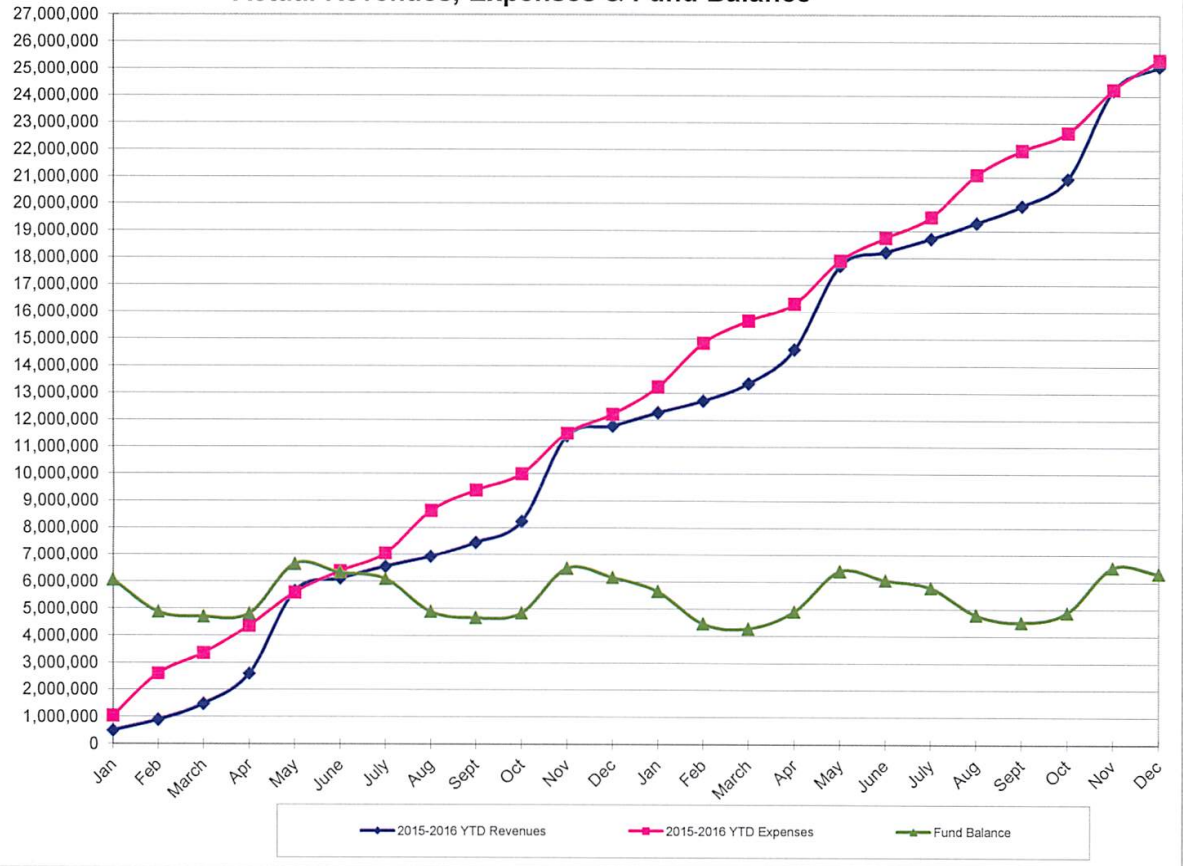
Expenditures:	Biennial Budget 2015/2016	Biennial Actual 2015/2016	Budget vs Actual Over/(Under)	% of Budget Expended
Legislative	141,445	141,431	(14)	100.0%
Executive	1,522,044	1,480,818	(41,226)	97.3%
Finance	1,432,898	1,430,342	(2,556)	99.8%
Police	8,845,716	8,844,861	(855)	100.0%
Criminal Justice	869,538	850,253	(19,285)	97.8%
Non-Department	1,228,350	1,227,294	(1,056)	99.9%
Fire Services	7,541,391	7,534,260	(7,131)	99.9%
Community Development/Building	2,242,915	2,206,046	(36,869)	98.4%
Public Works	1,672,780	1,632,514	(40,266)	97.6%
TOTAL EXPENDITURES	25,497,077	25,347,819	(149,258)	99.4%
ENDING FUND BALANCE	4,854,601	6,345,585	1,490,984	130.7%
TOTAL FINANCIAL USES	30,351,678	31,693,404	1,341,726	104.4%

**CITY OF MILL CREEK
Financial Report - Other Funds
As of December 31, 2016**

Fund	Revenues				Expenditures			
	Biennial Budget 2015/2016	Biennial Actual 2015/2016	Budget vs Actual Over/(Under)	% of Budget Collected	Biennial Budget 2015/2016	Biennial Actual 2015/2016	Budget vs Actual Over/(Under)	% of Budget Expended
SPECIAL REVENUE FUNDS:								
City Street Fund	908,713	955,599	46,886	105.2%	1,094,222	1,042,768	(51,454)	95.3%
Council Contingency	100	14	(86)	13.6%	22,000	14,000	(8,000)	63.6%
Municipal Arts Fund	10,000	9,904	(96)	99.0%	15,000	1,511	(13,489)	10.1%
Paths & Trails	4,000	4,002	2	100.0%	4,000	327	(3,673)	8.2%
Drug Buy Fund	25,000	35,830	10,830	143.3%	26,000	20,735	(5,265)	79.8%
Beautification Fund	0	0	0	0.0%	1,500	1,070	(430)	71.3%
Annex Building Fund	369,000	342,854	(26,146)	92.9%	860,294	609,483	(250,811)	70.8%
35th Avenue Reserve Fund	0	0	0	0.0%	236,000	191,860	(44,140)	81.3%
DEBT SERVICE FUNDS:								
Debt Service Fund	259,485	71,004	(188,481)	27.4%	259,395	66,955	(192,441)	25.8%
Local Revitalization	22,000	35,023	13,023	159.2%	0	0	0	
CAPITAL PROJECT FUNDS:								
Real Estate Excise Tax	1,470,000	2,944,172	1,474,172	200.3%	2,876,000	2,093,606	(782,394)	72.8%
Capital Improvement	1,510,000	805,017	(704,983)	53.3%	1,510,000	488,533	(1,021,467)	32.4%
Park Capital Improvement	517,000	1,459,967	942,967	282.4%	1,410,000	19,368	(1,390,632)	1.4%
Road Improvement	2,722,000	2,613,220	(108,780)	96.0%	2,150,000	2,020,371	(129,629)	94.0%
ENTERPRISE FUNDS:								
Surface Water Utility	1,513,735	1,447,387	(66,348)	95.6%	2,362,752	2,095,266	(267,486)	88.7%
Recreation Enterprise	1,245,062	1,207,967	(37,095)	97.0%	1,260,385	1,213,764	(46,621)	96.3%
INTERNAL SERVICE FUNDS:								
Equipment Replacement	325,592	301,356	(24,236)	92.6%	383,622	355,801	(27,821)	92.7%
Unemployment Insurance Reserve	0	3	3	0.0%	22,500	22,214	(286)	98.7%

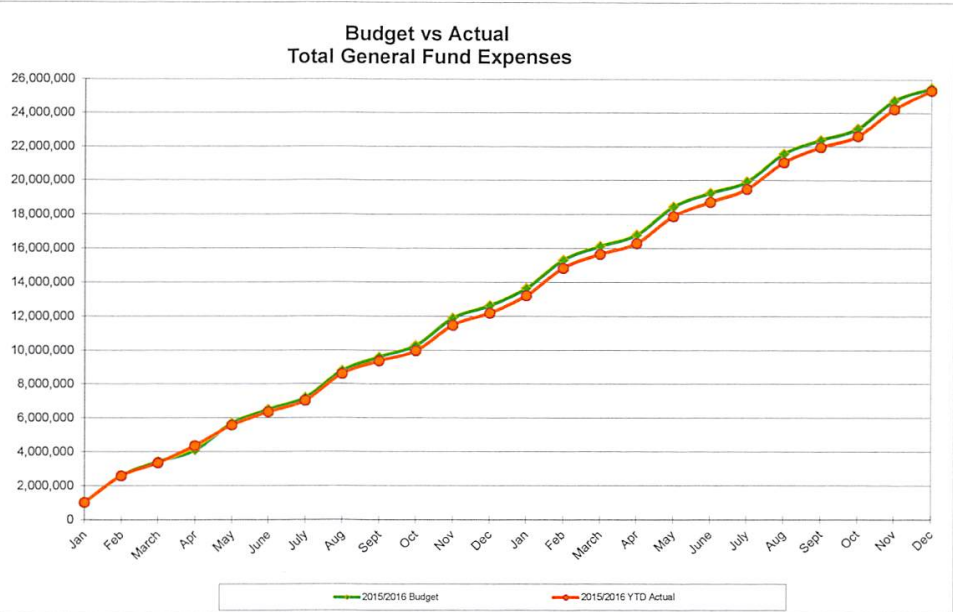
Month	2015-2016 YTD Revenues	2015-2016 YTD Expenses	Fund Balance
Jan	498,453	1,020,434	6,067,540
Feb	888,356	2,589,195	4,888,681
March	1,477,497	3,350,515	4,716,502
Apr	2,600,618	4,363,653	4,826,486
May	5,649,205	5,584,091	6,654,635
June	6,117,974	6,372,560	6,334,934
July	6,556,574	7,039,286	6,106,809
Aug	6,931,719	8,617,609	4,903,632
Sept	7,454,298	9,376,688	4,667,131
Oct	8,242,928	9,986,026	4,846,423
Nov	11,404,037	11,495,950	6,497,608
Dec	11,786,601	12,208,131	6,167,991
Jan	12,276,914	13,219,323	5,647,111
Feb	12,717,087	14,839,088	4,467,521
March	13,356,451	15,659,994	4,285,978
Apr	14,618,407	16,297,589	4,910,339
May	17,709,105	17,895,785	6,402,840
June	18,221,760	18,739,228	6,072,053
July	18,714,779	19,505,423	5,798,877
Aug	19,295,982	21,082,234	4,803,269
Sept	19,924,010	21,983,228	4,530,303
Oct	20,941,420	22,644,906	4,886,035
Nov	24,215,291	24,250,338	6,554,474
Dec	25,103,883	25,347,819	6,345,585

2015-2016 General Fund
Actual Revenues, Expenses & Fund Balance



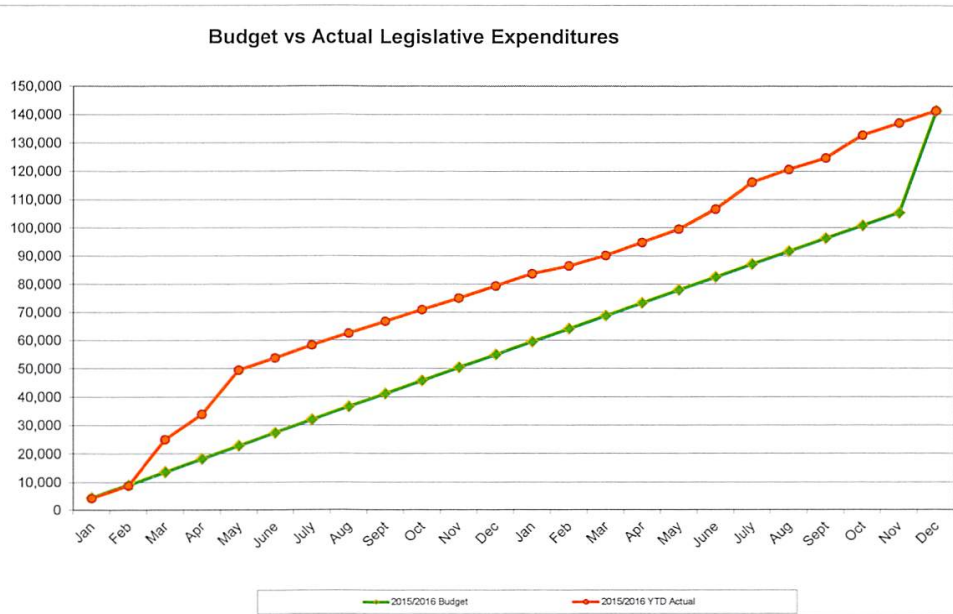
Total General Fund Expenses

Month	2015/2016	2015/2016
	Budget	YTD Actual
Jan	1,010,405	1,020,434
Feb	2,602,914	2,589,195
March	3,423,759	3,350,515
Apr	4,113,374	4,363,653
May	5,705,883	5,584,091
June	6,526,728	6,372,560
July	7,216,342	7,039,286
Aug	8,808,852	8,617,609
Sept	9,629,697	9,376,688
Oct	10,319,311	9,986,026
Nov	11,916,820	11,495,950
Dec	12,655,243	12,208,131
Jan	13,666,639	13,219,323
Feb	15,327,940	14,839,088
March	16,135,419	15,659,994
Apr	16,811,666	16,297,589
May	18,472,967	17,895,785
June	19,280,445	18,739,228
July	19,956,693	19,505,423
Aug	21,617,994	21,082,234
Sept	22,425,472	21,983,228
Oct	23,101,720	22,644,906
Nov	24,770,846	24,250,338
Dec	25,497,077	25,347,819
YTD over (under) Budget		(149,258)
YTD Actual % of YTD Budget		99.4%
% of Total Budget Expended		99.4%



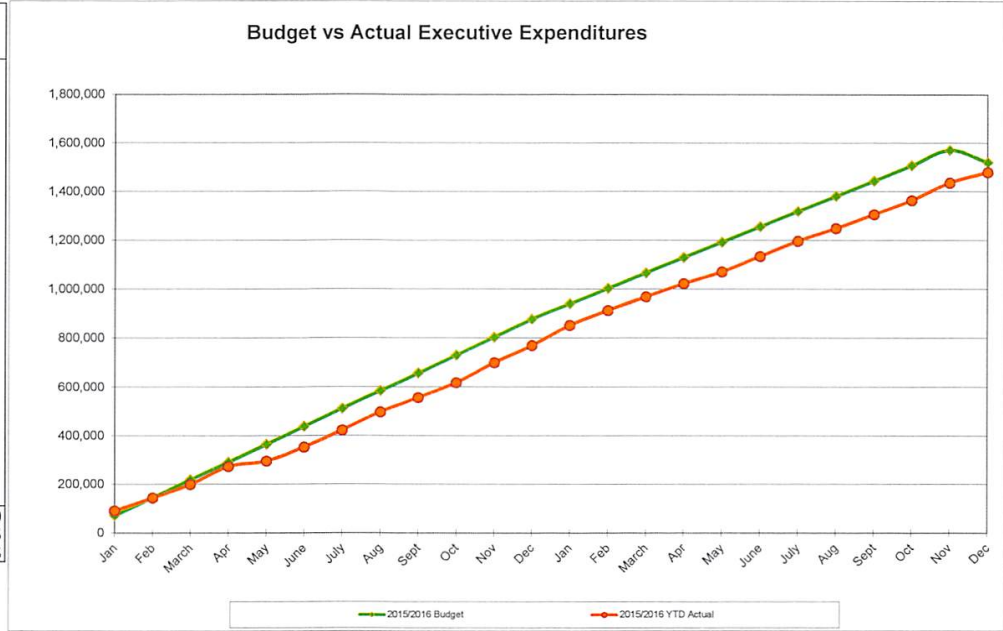
LEGISLATIVE

Month	2015/2016	2015/2016
	Budget	YTD Actual
Jan	4,592	4,290
Feb	9,183	8,824
Mar	13,775	25,080
Apr	18,366	34,012
May	22,958	49,538
June	27,549	53,812
July	32,141	58,335
Aug	36,732	62,560
Sept	41,324	66,864
Oct	45,915	71,011
Nov	50,507	75,089
Dec	55,098	79,408
Jan	59,689	83,774
Feb	64,281	86,523
Mar	68,872	90,230
Apr	73,464	94,866
May	78,055	99,666
June	82,647	106,765
July	87,238	116,207
Aug	91,829	120,712
Sept	96,421	124,740
Oct	101,012	132,840
Nov	105,604	137,121
Dec	141,445	141,431
YTD over (under) Budget		(14)
YTD Actual % of YTD Budget		100.0%
% of Total Budget Expended		100.0%



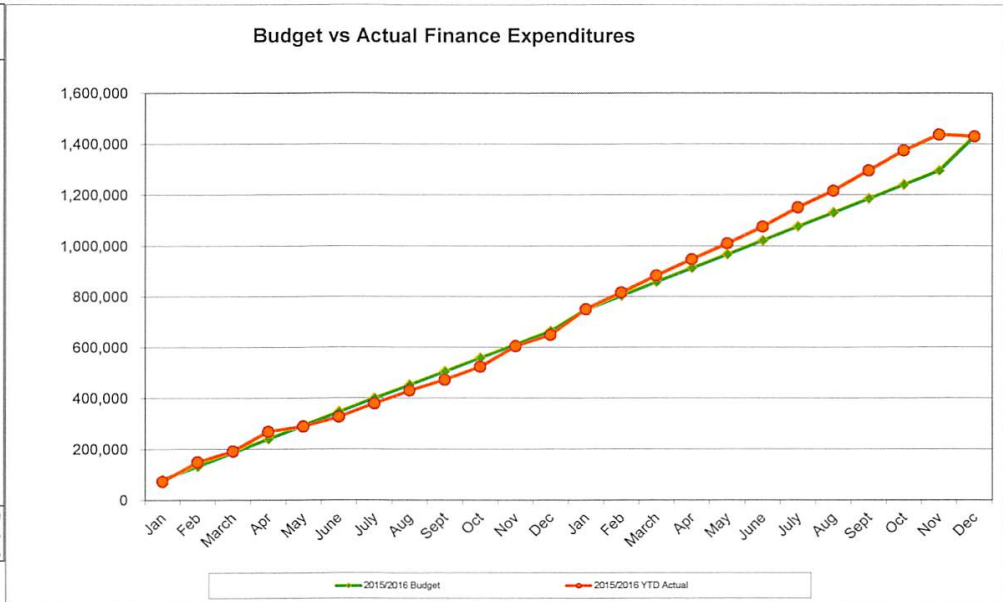
EXECUTIVE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	73,224	91,839
Feb	146,448	144,658
March	219,672	199,508
Apr	292,896	273,650
May	366,119	296,160
June	439,343	354,034
July	512,567	422,950
Aug	585,791	497,444
Sept	659,015	557,597
Oct	732,238	619,087
Nov	805,462	701,035
Dec	878,686	770,861
Jan	941,712	852,242
Feb	1,004,737	913,725
March	1,067,763	969,655
Apr	1,130,789	1,023,213
May	1,193,814	1,071,598
June	1,256,840	1,134,316
July	1,319,866	1,196,871
Aug	1,382,891	1,248,817
Sept	1,445,917	1,306,400
Oct	1,508,943	1,364,663
Nov	1,571,968	1,436,905
Dec	1,522,044	1,480,818
YTD over (under) Budget		(41,226)
YTD Actual % of YTD Budget		97.3%
% of Total Budget Expended		97.3%



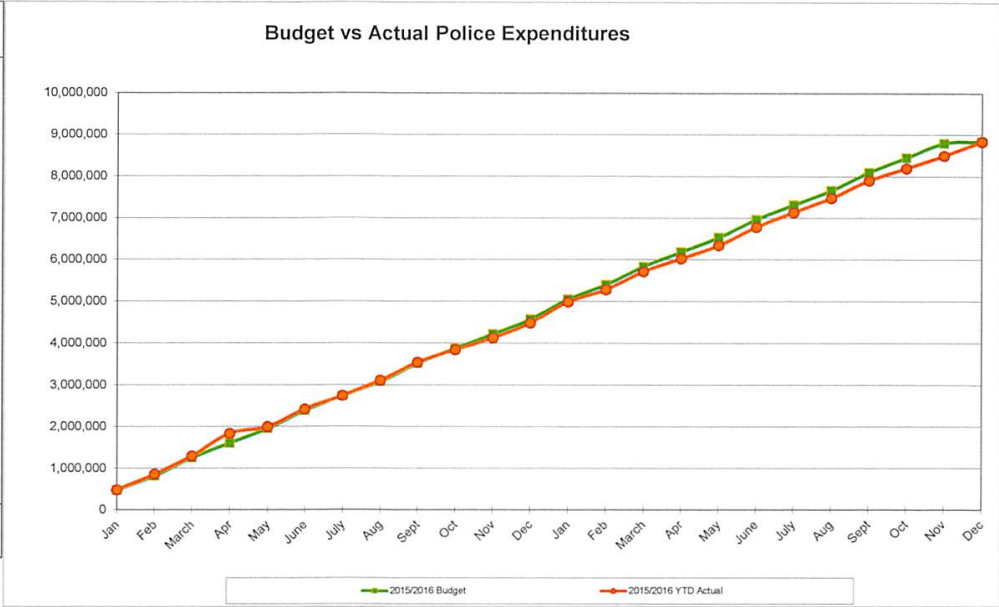
FINANCE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	83,007	74,941
Feb	136,013	150,824
March	189,020	192,731
Apr	242,027	269,815
May	295,033	290,604
June	348,040	327,696
July	401,047	379,582
Aug	454,054	430,825
Sept	507,060	473,127
Oct	560,067	524,327
Nov	613,074	605,563
Dec	666,080	649,525
Jan	750,673	751,269
Feb	805,267	817,721
March	859,860	883,749
Apr	914,453	948,310
May	969,046	1,010,918
June	1,023,639	1,076,953
July	1,078,232	1,151,999
Aug	1,132,825	1,216,873
Sept	1,187,418	1,296,662
Oct	1,242,012	1,375,430
Nov	1,296,605	1,437,372
Dec	1,432,898	1,430,342
YTD over (under) Budget		(2,556)
YTD Actual % of YTD Budget		99.8%
% of Total Budget Expended		99.8%



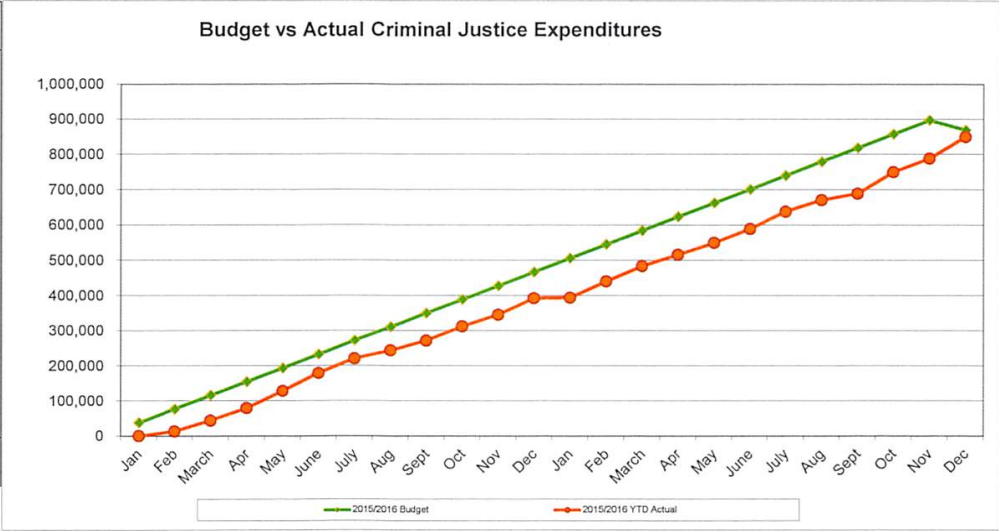
POLICE

Month	2015/2016	
	Budget	YTD Actual
Jan	477,888	485,904
Feb	828,225	862,983
March	1,260,984	1,299,085
Apr	1,611,320	1,839,547
May	1,961,657	2,002,147
June	2,394,416	2,427,525
July	2,744,753	2,749,616
Aug	3,095,089	3,118,080
Sept	3,527,848	3,550,326
Oct	3,878,185	3,849,739
Nov	4,228,521	4,131,287
Dec	4,578,858	4,488,576
Jan	5,057,987	4,990,912
Feb	5,408,211	5,287,148
March	5,840,857	5,717,385
Apr	6,191,081	6,027,427
May	6,541,305	6,344,774
June	6,973,951	6,781,662
July	7,324,175	7,139,500
Aug	7,674,399	7,485,480
Sept	8,107,045	7,906,630
Oct	8,457,269	8,200,151
Nov	8,807,492	8,504,987
Dec	8,845,716	8,844,861
YTD over (under) Budget		(855)
YTD Actual % of YTD Budget		100.0%
% of Total Budget Expended		100.0%



CRIMINAL JUSTICE

Month	2015/2016	
	Budget	YTD Actual
Jan	39,022	1,027
Feb	78,045	13,885
March	117,067	44,590
Apr	156,090	80,065
May	195,112	128,656
June	234,135	179,830
July	273,157	221,272
Aug	312,179	244,666
Sept	351,202	272,312
Oct	390,224	313,112
Nov	429,247	346,088
Dec	468,269	393,309
Jan	507,291	394,535
Feb	546,314	441,135
March	585,336	484,863
Apr	624,359	516,710
May	663,381	550,113
June	702,404	589,563
July	741,426	638,229
Aug	780,448	670,931
Sept	819,471	689,610
Oct	858,493	750,821
Nov	897,516	788,658
Dec	869,538	850,253
YTD over (under) Budget		(19,285)
YTD Actual % of YTD Budget		97.8%
% of Total Budget Expended		97.8%

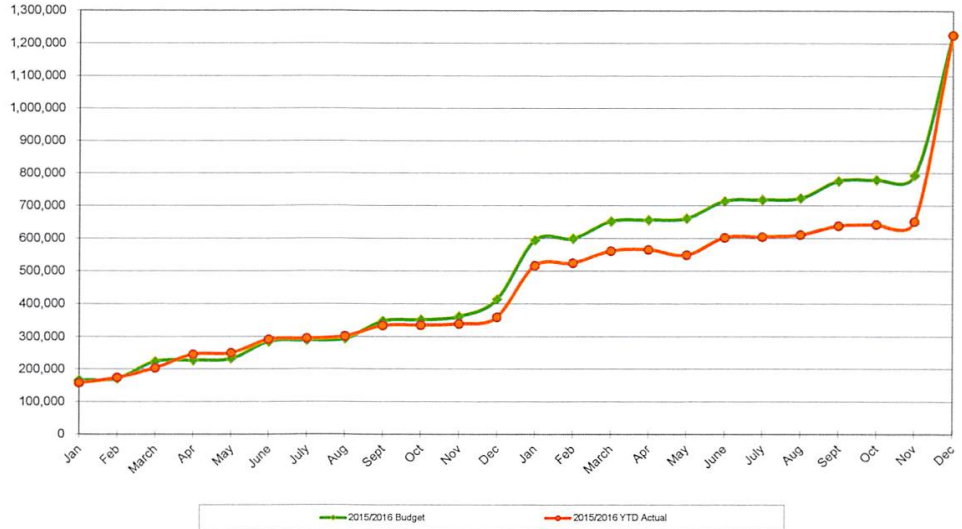


December 31, 2016 General Fund Expenses - Preliminary 2/24/2017

NON-DEPARTMENTAL

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	167,197	158,413
Feb	172,331	175,022
March	225,097	204,387
Apr	229,056	246,860
May	234,189	251,239
June	286,956	292,682
July	290,914	296,039
Aug	296,048	302,649
Sept	348,814	335,358
Oct	352,773	336,422
Nov	362,906	340,258
Dec	415,673	360,823
Jan	595,874	517,207
Feb	601,007	525,478
March	653,774	562,261
Apr	657,732	566,449
May	662,866	549,692
June	715,632	603,412
July	719,591	605,645
Aug	724,724	612,096
Sept	777,491	639,487
Oct	781,449	643,518
Nov	795,408	652,824
Dec	1,228,350	1,227,294
YTD over (under) Budget		(1,056)
YTD Actual % of YTD Budget		99.9%
% of Total Budget Expended		99.9%

Budget vs Actual Non Department Expenditures



FIRE SERVICES

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	0	20,025
Feb	901,720	895,078
March	901,720	915,103
Apr	901,720	915,103
May	1,803,440	1,790,156
June	1,803,440	1,810,181
July	1,803,440	1,810,181
Aug	2,705,160	2,684,139
Sept	2,705,160	2,704,164
Oct	2,705,160	2,704,164
Nov	3,606,880	3,570,822
Dec	3,606,880	3,570,822
Jan	3,606,880	3,592,359
Feb	4,590,758	4,558,608
March	4,590,758	4,576,405
Apr	4,590,758	4,576,405
May	5,574,636	5,563,322
June	5,574,636	5,563,322
July	5,574,636	5,560,161
Aug	6,558,514	6,439,102
Sept	6,558,514	6,568,011
Oct	6,558,514	6,568,011
Nov	7,541,391	7,534,260
Dec	7,541,391	7,534,260
YTD over (under) Budget		(7,131)
YTD Actual % of YTD Budget		99.9%
% of Total Budget Expended		99.9%

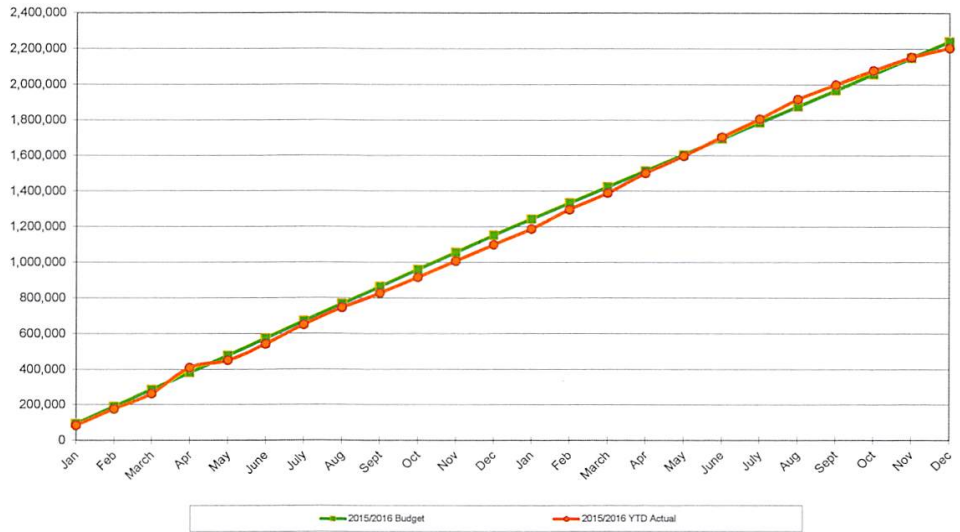
Budget vs Actual Fire Services Expenditures



COMMUNITY DEVELOPMENT

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	96,205	86,235
Feb	192,410	178,200
March	288,615	264,589
Apr	384,820	411,766
May	481,025	452,492
June	577,230	544,106
July	673,435	651,617
Aug	769,640	747,066
Sept	865,845	828,076
Oct	962,050	916,525
Nov	1,058,255	1,008,148
Dec	1,154,460	1,100,067
Jan	1,245,165	1,188,617
Feb	1,335,869	1,297,704
March	1,426,574	1,390,768
Apr	1,517,278	1,502,984
May	1,607,983	1,599,688
June	1,698,688	1,706,911
July	1,789,392	1,808,058
Aug	1,880,097	1,919,546
Sept	1,970,801	2,000,843
Oct	2,061,506	2,079,775
Nov	2,152,210	2,154,292
Dec	2,242,915	2,206,046
YTD over (under) Budget		(36,869)
YTD Actual % of YTD Budget		98.4%
% of Total Budget Expended		98.4%

Budget vs Actual Community Development Expenditures



PUBLIC WORKS

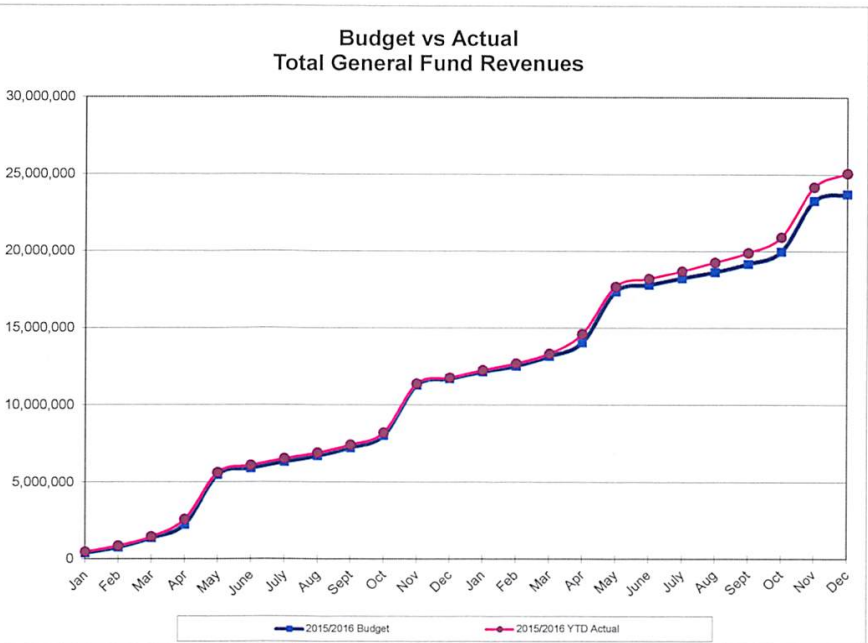
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	69,270	97,759
Feb	138,540	159,723
March	207,810	205,442
Apr	277,080	292,835
May	346,350	323,099
June	415,620	382,693
July	484,889	449,692
Aug	554,159	530,180
Sept	623,429	588,864
Oct	692,699	651,639
Nov	761,969	717,660
Dec	831,239	794,740
Jan	901,367	848,407
Feb	971,496	911,047
March	1,041,624	984,678
Apr	1,111,753	1,041,224
May	1,181,881	1,106,013
June	1,252,010	1,176,324
July	1,322,138	1,288,753
Aug	1,392,266	1,368,676
Sept	1,462,395	1,450,846
Oct	1,532,523	1,529,696
Nov	1,602,652	1,603,919
Dec	1,672,780	1,632,514
YTD over (under) Budget		(40,266)
YTD Actual % of YTD Budget		97.6%
% of Total Budget Expended		97.6%

Budget vs Actual Public Works Expenditures



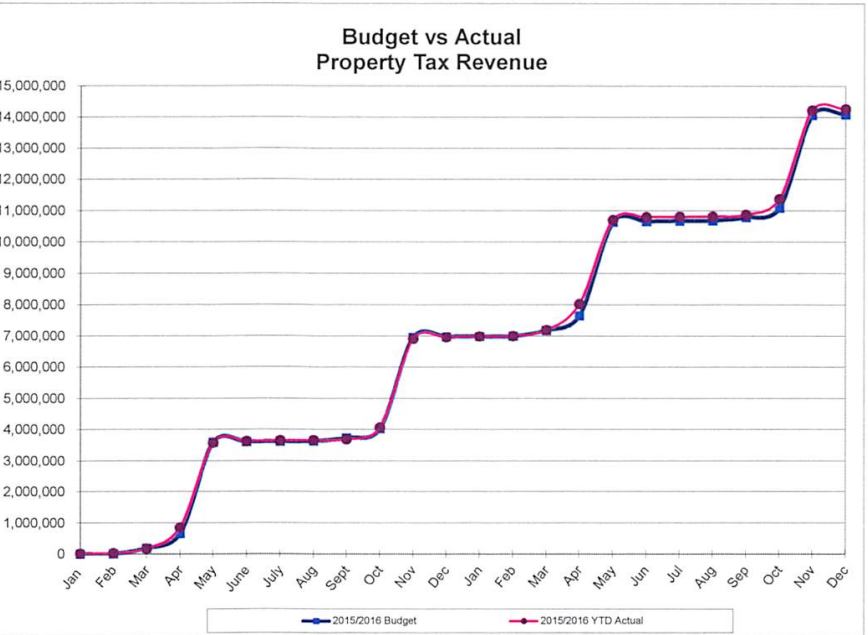
Total General Fund Revenues

Month	2015/2016	
	Budget	YTD Actual
Jan	426,231	498,453
Feb	792,238	888,356
Mar	1,404,547	1,477,497
Apr	2,270,336	2,600,618
May	5,512,894	5,649,205
June	5,935,487	6,117,974
July	6,352,897	6,556,574
Aug	6,745,742	6,931,719
Sept	7,273,898	7,454,298
Oct	8,055,817	8,242,928
Nov	11,307,099	11,404,037
Dec	11,734,138	11,786,601
Jan	12,182,788	12,276,914
Feb	12,561,664	12,717,087
Mar	13,187,188	13,356,451
Apr	14,081,538	14,618,407
May	17,388,938	17,709,105
June	17,822,289	18,221,760
July	18,263,367	18,714,779
Aug	18,668,171	19,295,982
Sept	19,209,517	19,924,010
Oct	20,007,403	20,941,420
Nov	23,323,917	24,215,291
Dec	23,762,157	25,103,883
YTD over (under) Budget		1,341,726
Actual % of YTD Budget		105.6%
% of Total Budget Collected		105.6%



REGULAR & EMS PROPERTY TAX

Month	2015/2016	
	Budget	YTD Actual
Jan	13,972	29,284
Feb	20,958	39,882
Mar	202,594	186,705
Apr	670,656	866,294
May	3,604,776	3,594,032
June	3,618,748	3,633,605
July	3,632,720	3,656,226
Aug	3,646,692	3,667,985
Sept	3,744,496	3,700,064
Oct	4,037,908	4,077,658
Nov	6,972,028	6,922,224
Dec	6,986,000	6,971,129
Jan	7,000,228	6,999,605
Feb	7,007,343	7,009,427
Mar	7,192,311	7,204,628
Apr	7,668,961	8,038,363
May	10,656,916	10,719,975
Jun	10,671,144	10,806,512
Jul	10,685,373	10,819,055
Aug	10,699,601	10,829,717
Sep	10,799,199	10,887,064
Oct	11,097,995	11,385,907
Nov	14,085,950	14,239,270
Dec	14,100,178	14,282,715
YTD over (under) Budget		182,537
Actual % of YTD Budget		101.3%
% of Total Budget Collected		101.3%

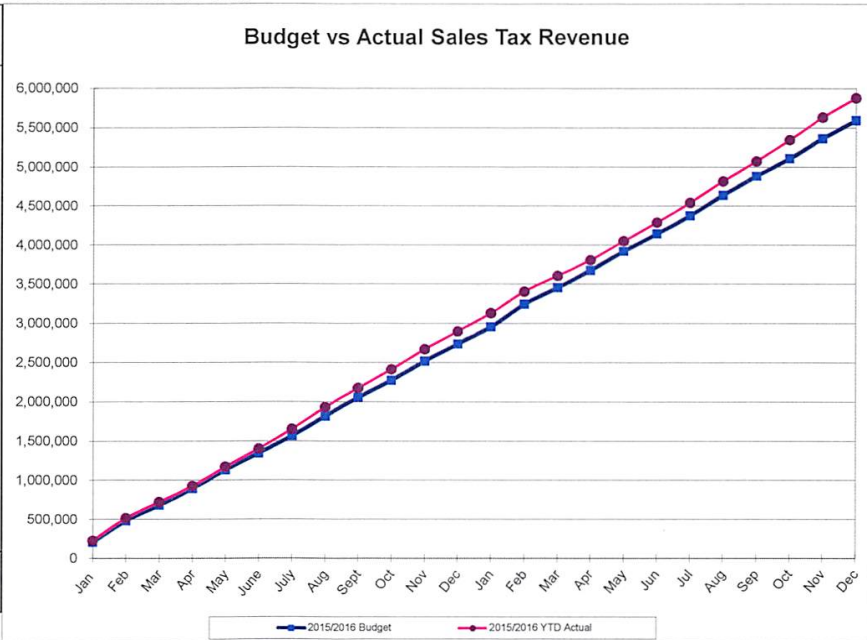


December 31, 2016 General Fund Revenues - Preliminary 2/24/2017

General Fund Revenues

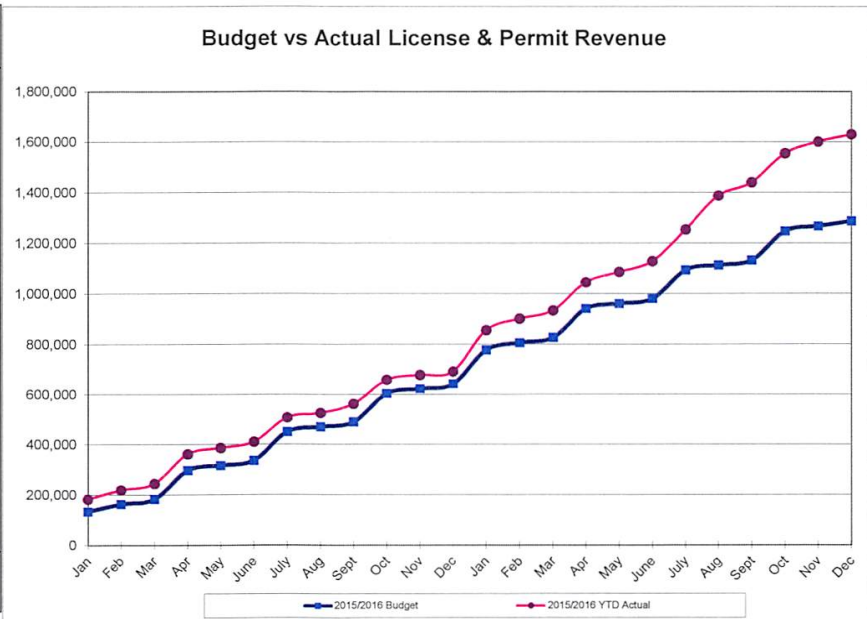
RETAIL, PUBLIC SAFETY & CRIMINAL JUSTICE SALES TAX

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	208,919	228,176
Feb	486,459	518,173
Mar	686,888	725,433
Apr	899,545	929,224
May	1,135,597	1,173,708
June	1,350,651	1,405,913
July	1,572,428	1,657,376
Aug	1,825,059	1,936,034
Sept	2,061,844	2,180,027
Oct	2,278,581	2,416,925
Nov	2,523,351	2,672,116
Dec	2,742,852	2,902,198
Jan	2,960,456	3,134,268
Feb	3,249,541	3,408,163
Mar	3,458,292	3,607,068
Apr	3,679,790	3,811,355
May	3,925,649	4,055,855
Jun	4,149,645	4,293,016
Jul	4,380,643	4,546,438
Aug	4,643,782	4,822,271
Sep	4,890,404	5,078,494
Oct	5,116,142	5,351,024
Nov	5,371,114	5,638,110
Dec	5,600,000	5,883,391
YTD over (under) Budget		283,391
Actual % of YTD Budget		105.1%
% of Total Budget Collected		105.1%



LICENSES & PERMITS

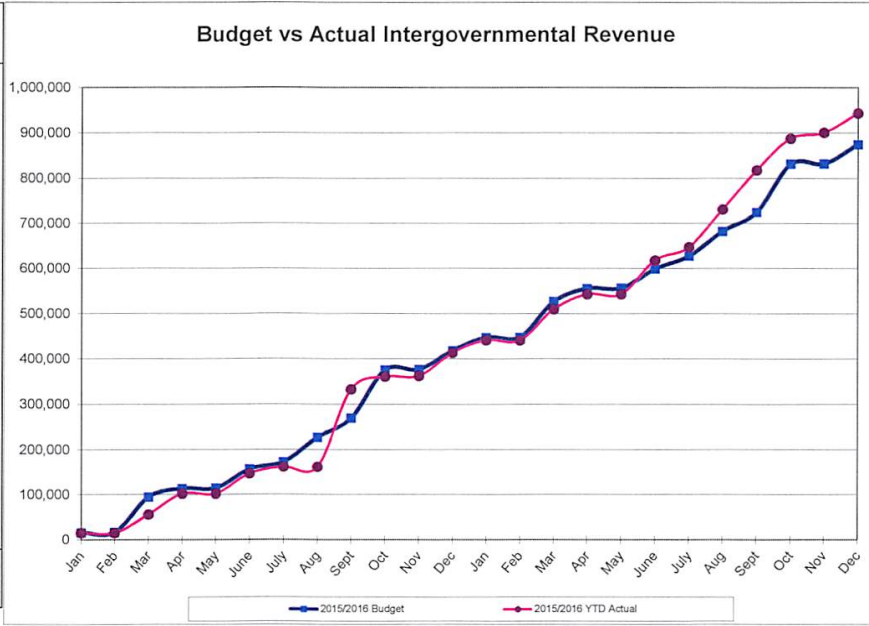
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	134,964	183,355
Feb	163,664	219,590
Mar	184,051	245,371
Apr	298,400	362,227
May	318,005	387,423
June	337,615	411,457
July	451,614	507,937
Aug	471,225	526,795
Sept	490,835	563,003
Oct	604,834	660,033
Nov	624,445	679,319
Dec	644,055	692,997
Jan	779,019	856,800
Feb	807,719	902,089
Mar	828,106	934,992
Apr	942,455	1,046,060
May	962,065	1,087,979
June	981,674	1,130,252
July	1,095,673	1,254,377
Aug	1,115,283	1,388,408
Sept	1,134,892	1,440,871
Oct	1,248,891	1,554,937
Nov	1,268,500	1,601,243
Dec	1,288,110	1,630,430
YTD over (under) Budget		342,320
Actual % of YTD Budget		126.6%
% of Total Budget Collected		126.6%



General Fund Revenues

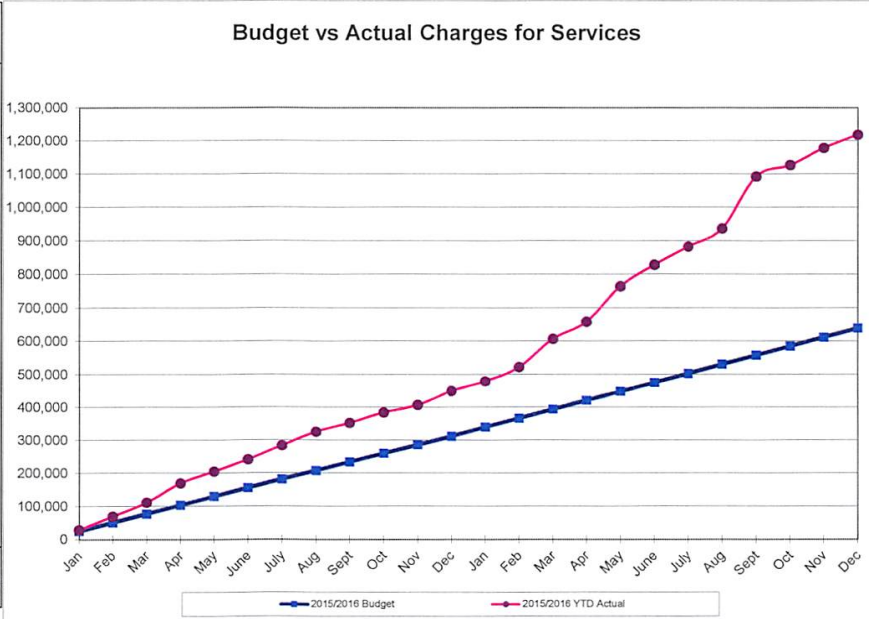
INTERGOVERNMENTAL & GRANTS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	16,553	15,897
Feb	17,512	15,897
Mar	95,545	57,048
Apr	114,443	102,878
May	115,402	102,878
June	157,535	147,414
July	173,374	162,460
Aug	228,183	162,460
Sept	270,316	333,236
Oct	376,265	361,431
Nov	377,223	363,023
Dec	419,357	414,013
Jan	448,191	441,919
Feb	449,149	441,919
Mar	527,547	510,487
Apr	556,382	543,644
May	557,340	543,644
June	599,838	618,964
July	628,672	648,213
Aug	683,481	732,062
Sept	725,978	818,739
Oct	832,313	888,419
Nov	833,271	901,253
Dec	875,769	943,770
YTD over (under) Budget		68,001
Actual % of YTD Budget		107.8%
% of Total Budget Collected		107.8%



CHARGES FOR SERVICES

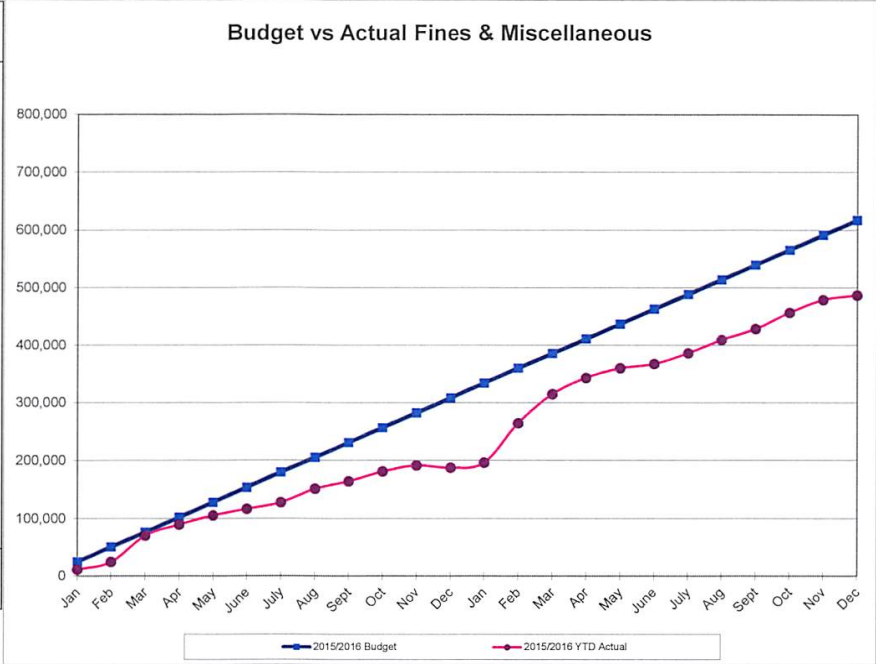
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	26,073	29,820
Feb	52,146	69,851
Mar	78,219	111,849
Apr	104,292	169,625
May	130,365	205,140
June	156,438	242,037
July	182,510	284,168
Aug	208,583	325,884
Sept	234,656	352,572
Oct	260,729	384,631
Nov	286,802	407,655
Dec	312,875	450,261
Jan	340,144	479,922
Feb	367,413	522,624
Mar	394,681	607,124
Apr	421,950	658,863
May	449,219	764,676
June	476,488	828,557
July	503,756	883,352
Aug	531,025	936,857
Sept	558,294	1,093,011
Oct	585,563	1,127,177
Nov	612,831	1,179,170
Dec	640,100	1,219,434
YTD over (under) Budget		579,334
Actual % of YTD Budget		190.5%
% of Total Budget Collected		190.5%



General Fund Revenues

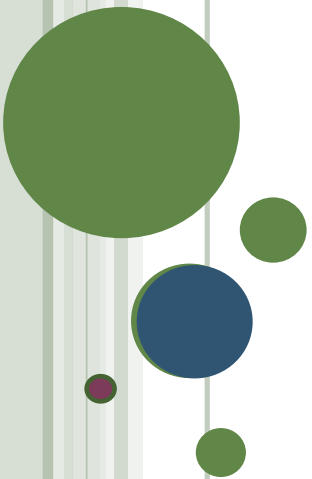
FINES & MISCELLANEOUS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	25,750	11,920
Feb	51,500	24,961
Mar	77,250	71,086
Apr	103,000	90,351
May	128,750	105,907
June	154,500	117,169
July	180,250	128,098
Aug	206,000	151,812
Sept	231,750	164,745
Oct	257,500	181,594
Nov	283,250	192,170
Dec	309,000	188,346
Jan	334,750	196,739
Feb	360,500	265,203
Mar	386,250	315,308
Apr	412,000	343,276
May	437,750	360,129
June	463,500	367,614
July	489,250	386,499
Aug	515,000	409,813
Sept	540,750	428,977
Oct	566,500	457,101
Nov	592,250	479,390
Dec	618,000	487,289
YTD over (under) Budget		(130,711)
Actual % of YTD Budget		78.8%
% of Total Budget Collected		78.8%





FINANCIAL REVIEW 2015-2016



BASIC FINANCIAL STATEMENTS: FUND FINANCIAL STATEMENTS

- ❑ The financial transactions of the City are reported in individual funds in the fund financial statements.
- ❑ Each fund is accounted for by providing a separate set of self-balancing accounts that are comprised of its assets, liabilities, reserves, net position, revenues, and expenditures/expenses.

FUND STRUCTURE

3 DIFFERENT FUND TYPES

General Governmental

General
Special Revenue

- City Streets

Debt Service
Capital Projects

- CIP
- Park Improvements
- Road Improvements

Proprietary

Enterprise

- Storm

Internal Service

- Equipment Rental
- Recreation

Fiduciary

Investment Trust
Pension Trust

GENERAL FUND

City of Mill Creek
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual
For the Year Ended, December 31, 2016

	Biennium Budget	Biennium Actual	Budget vs Actual Over/(Under)
REVENUES			
Taxes	19,700,178	20,166,106	465,928
Licenses & Permits	1,288,110	1,630,430	342,320
Intergovernmental	875,769	943,770	68,001
Charges for Services	640,100	1,219,434	579,334
Fines & Forfeitures	402,000	293,121	(108,879)
Miscellaneous revenues	216,000	194,168	(21,832)
Total Revenues	<u>23,122,157</u>	<u>24,447,029</u>	<u>1,324,872</u>
EXPENDITURES			
Legislative	141,445	141,431	14
Executive	1,522,044	1,480,818	41,226
Finance	1,432,898	1,430,343	2,555
Public Safety	9,715,254	9,695,114	20,140
Non-Department	839,248	475,761	363,487
Fire	7,541,391	7,534,260	7,131
Community and Economic Development	2,242,915	2,206,046	36,869
Public Works	1,672,780	1,632,514	40,266
Total Expenditures	<u>25,107,975</u>	<u>24,596,287</u>	<u>511,688</u>
Excess(deficiency) of revenues over expenditures	(1,985,818)	(149,258)	1,836,560
OTHER FINANCING SOURCES (USES)			
Transfers in	640,000	656,855	16,855
Transfers out	(389,102)	(751,532)	(362,430)
Total other financing sources and uses	<u>250,898</u>	<u>(94,677)</u>	<u>(345,575)</u>
Net change in fund balance	(1,734,920)	(243,935)	1,490,985
FUND BALANCES - JANUARY 1, 2015	6,589,521	6,589,521	-
FUND BALANCES - DECEMBER 31, 2016	<u>4,854,601</u>	<u>6,345,586</u>	<u>1,490,985</u>



GENERAL FUND REVENUE

- ❑ Taxes
 - Property tax increased due to use of banked capacity in 2016
 - Sales tax increased; construction/retail
 - Criminal Justice sales tax – budget issue

- ❑ Licenses & Permits
 - Waste Management franchise fee
 - Building Permits

- ❑ Intergovernmental
 - Grants
 - SRO under budget

- ❑ Charge for services
 - Engineering/plan check fees
 - Passports – extended hours
 - Fire mitigation fees



GENERAL FUND REVENUES

- ❑ Fines and Penalties
 - Tickets fell short of revenue projections

- ❑ Miscellaneous
 - Investment interest fell short of budget - 48%
 - Received funds for dissolution of ESCA

- ❑ Other Financing Sources
 - REET transfer



GENERAL FUND EXPENSES

- Expenditures were 500k under budget
 - Budget transfers made between departments
 - Expenditures not contemplated in budget include
 - Executive search
 - Communications strategic plan
 - Economic feasibility study
 - LEMAP
 - Invested in training for staff
 - State audit



GENERAL FUND EXPENSES (CONTINUED)

- General Fund transfer to CIP \$480k
 - Unbudgeted and accomplished with reduction in general departmental expenditures

- Positive impacts to expense budget
 - Debt service on PW facility
 - Personnel costs savings due to reorganizations
 - Jail services/district court

OTHER FUNDS – BUDGET VS ACTUAL

	Revenue			Expense		
	Biennium Budget	Biennium Actuals	Budget vs Actual over/(under)	Biennium Budget	Biennium Actuals	Budget vs Actual over/(under)
Special Revenue Funds						
City Streets	908,713	955,599	46,886	1,094,222	1,042,768	(51,454)
City Hall North (aka Annex)	369,000	342,854	(26,146)	860,294	609,483	(250,811)
Debt Service Funds	259,485	71,004	(188,481)	259,395	66,955	(192,440)
Capital Project Funds						
REET	1,470,000	2,944,172	1,474,172	2,876,000	2,093,606	(782,394)
CIP	1,510,000	805,017	(704,983)	1,510,000	488,533	(1,021,467)
Park Improvement	517,000	1,459,967	942,967	1,410,000	19,368	(1,390,632)
Road Improvement	2,722,000	2,613,220	(108,780)	2,150,000	2,020,371	(129,629)
Enterprise Funds						
Surface Water Utility	1,513,735	1,447,387	(66,348)	2,362,752	2,095,266	(267,486)
Recreation	1,245,062	1,207,967	(37,095)	1,260,385	1,213,764	(46,621)



INVESTMENTS

As required by state law, all investments of the City's funds are obligations of the U.S. Government or its agencies, obligations of the State of Washington, general obligations of Washington State municipalities, the State Treasurer's Local Government Investment Pool (LGIP), or certificates of deposit with Washington State banks and savings and loan institutions.

Concentration of risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The City diversifies its investments by security type and issuer. With the exception of U.S. Treasury securities and authorized state pools, no more than 50% of the City's total investment portfolio will be invested in any one security issuer.



INVESTMENTS (CONTINUED)

As of December 31, 2016, the City had the following investments and maturities.

Description	Moody Rating	Settlement Date	Maturity Date	Yield to Maturity	Purchase Price
Federal National Mortgage Assc. Financing Corporation	AAA	01/31/2014	06/01/2017	1.0352%	1,008,221.17
Federal National Mortgage Assc. Financing Corporation	AAA	02/05/2014	10/26/2017	0.8749%	1,000,000.00
Federal Farm Credit Bank	AAA	01/31/2014	04/24/2018	1.3805%	983,612.00
Federal Home Loan Bank Financing Corporation	AAA	7/31/2015	8/22/2018	1.1575%	995,280.00
Federal Home Loan Bank Financing Corporation	AAA	10/14/2015	12/27/2018	1.1620%	499,161.38
Federal Farm Credit Bank	AAA	2/22/2016	2/22/2019	1.1200%	750,000.00
Federal Home Loan Mortgage Corp	AAA	5/27/2016	4/15/2019	1.0599%	1,001,840.00
Federal Farm Credit Bank Financing Corporation	AAA	11/9/2015	09/26/2019	1.9670%	999,891.64
Federal Farm Credit Bank	AAA	7/13/2016	7/13/2020	1.1900%	1,000,000.00
Federal Home Loan Bank	AAA	8/31/2016	8/28/2020	1.2500%	999,999.00
Local Govt Inv Pool				0.4582%	6,902,867.58
					<u>17,131,677.04</u>



INVESTMENT CREDIT RISK

Federal Farm Credit Bank	2,733,612	16%
Federal Home Loan Mortgage Corp	1,001,840	6%
Federal National Mortgage Assc.	2,008,221	12%
Financing Corporation	2,489,857	15%
Local Gov't Investment Pool	6,902,868	40%
Total	<u>17,131,677</u>	100%



COMPENSATED BALANCES

- ❑ The City does not accrue accumulated unpaid vacation and associated employee-related costs when earned by the employee.
- ❑ Other post-employment benefits: police and fire personnel who became members of the Law Enforcement Officers and Fire Fighters (LEOFF 1) retirement system prior to October 1, 1977, are provided lifetime full medical coverage.

CASH BASIS-ACCOUNTING ISSUES

3.1.7.40 BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements.

Revenues are recognized only when cash is received and expenditures are recognized when chargeable against the report year's budget appropriations as required by state law.

An exception to expenditure recognition would be during any open period after the close of the fiscal year when expenditures can be charged against the previous period for claims incurred in the previous period. Open periods are required by statute for cities (RCW 35.33.151 and RCW 35A.33.150) and allowed for counties (RCW 36.40.200)

Cities are required to use an open period of twenty days, which means if the expenditure is paid in the first 20 days of 2017, you would report the expenditures in 2016.



CUT OFF ISSUES

- Payroll

The City processes the month end payroll in the beginning of the subsequent month and pays by the 10th of the month.

For several years, accounting for this payroll has not been in compliance with the RCW mentioned above.

We are currently working with the auditors to properly record a prior period adjustment (PPA). Given that this has taken place in previous periods, the impact of this adjustment on current earnings is immaterial.

- Surface Water Receivable

In previous years, the City directly billed for surface water fees. The City invoiced these amounts to customers and set up a corresponding receivables account and tracked payments in the subsidiary ledger.

CUT OFF ISSUES (CONTINUED)

Under cash basis accounting, the City should not have recognized revenue until cash was received. The accounts receivable ledger was set up incorrectly and the City recognized revenue when the invoice was issued. An accrual to cash entry should have been prepared to eliminate the income.

In addition, the amounts sent to collections were not reversed or reserved for.

The impact to the City was to record revenue on an accrual basis and not recognize a write-off for the bad debt. Impact ~100k



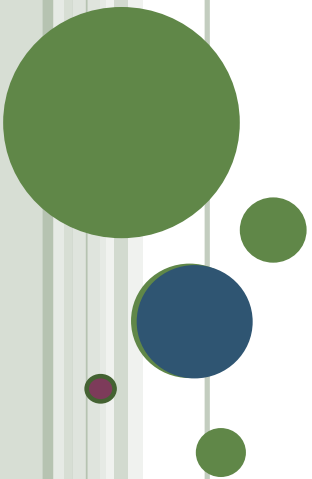
CONCLUDING REMARKS

- ❑ Overwhelming accomplishments by City staff have contributed to the dramatic turnaround.
- ❑ 2017-2018 budget provides the structure for us to be responsible fiduciaries with taxpayer's money.
- ❑ The City has a cohesive leadership team with clear objectives which will set the City up for continued success.





FINANCE DEPARTMENT REVIEW



TONIGHT'S REVIEW

- ❑ Overview
- ❑ Purpose
- ❑ Paradigm Shift



TONIGHT'S REVIEW

- ❑ Policies

- ❑ Roles and Responsibilities
 - Cash Receipting
 - Accounts Payable/Procurement
 - Reporting and Financial Statements
 - Cash Management
 - Payroll/Benefits Administration
 - Financial Controls
 - Passports

- ❑ ERP/Systems

- ❑ Other considerations





OVERVIEW

MISSION STATEMENT

The mission of the Financial Services Division of the Department of Finance & Administration is to achieve excellence in accounting and financial service delivery by:

- ❑ Providing accurate, timely and relevant financial information
- ❑ Assuring financial integrity by adhering to Generally Accepted Accounting Principles (GAAP), accounting standards and best practices
- ❑ Evaluating and developing appropriate internal controls
- ❑ Continuous improvement and efficiencies through cooperation and consultation
- ❑ Safeguarding public resources by acting as fiduciary stewards for the citizens of Mill Creek



REASONS FOR CHANGE...

- ❑ As Mill Creek matures, the financial landscape of the City is changing
- ❑ Our city is nearly built out – less cash is coming in
- ❑ Conversely, more cash will be required due to aging infrastructure and higher costs of goods/services
- ❑ Financial planning and analysis is required to develop and accomplish the organization's long-term financial strategy
- ❑ An agency of this size requires more comprehensive safeguards



So.....

WHAT DOES THIS MEAN FOR THE DEPARTMENT?

- ❑ The focus of the work we do needs to change
- ❑ We must be prepared, yet flexible and nimble
- ❑ We need to create new efficiencies to offset costs
- ❑ We must explore continual improvement efforts related to our tools and resources





DEPARTMENT REVIEW

POLICIES

- ❑ Fiscal Policies outlined and review with 2017-2018 Biennium budget

- ❑ Operational policies
 - Designed to strengthen internal controls to safeguard public resources

 - Develop and/or update formal written policies
 - Ordinance 91-252 was adopted and is the last update to establish travel and expense reimbursement policies. It reflects the size and place of the City in 1991 by detailing rules that would be better placed under the administration of staff with Council guidance as spelled out in the proposed ordinance.

 - Meals with meetings

 - Employee recognition

 - Volunteer compensation



ROLES AND RESPONSIBILITIES

- ❑ Cash Receipting
 - Utilized reports available in ERP system
 - Pushed issues upstream with processors
 - Eliminated the time to process deposit
 - Eliminated mountains of paper

- ❑ Accounts Payable/Procurement
 - Implemented manual requisition process
 - Procurement module will allow for work flow and visibility into encumbered funds
 - A/P process to be improved and streamlined to eliminate waste and reduce time required
 - Resolved issues



ROLES AND RESPONSIBILITIES (CONTINUED)

- ❑ General Ledger/Reporting/Financial Statements
 - Chart of Accounts - revamped and consolidated to streamline
 - Creation of new financial statements underway
 - Unresolved issues

- ❑ Cash Management
 - Cash flow forecasting
 - Bank reconciliation
 - Business processes make this cumbersome
 - Various software systems utilize own credit card processors
 - ACH vs. wires
 - Unresolved issues



ROLES AND RESPONSIBILITIES (CONTINUED)

- Payroll
 - ADP Implementation
 - The goal is to utilize the features and benefits of a comprehensive human capital management system rather than designing the new system around old payroll procedures
 - Time and attendance module is not integrated with payroll processing function, which creates inefficiencies
 - Unresolved issues



ROLES AND RESPONSIBILITIES

- ❑ HRIS module
 - Software designed for best practices
 - Replaces paper records and processes
 - Better communication and integration between HR and Finance
 - Facilitates legal compliance
 - Eliminates need for separate recruiting tool
 - Provides employee communication portal

- ❑ Benefit Administration
 - Numerous issues uncovered and resolved; processes now in place to prevent in the future
 - Unresolved issues



ROLES AND RESPONSIBILITIES

- ❑ Passports
 - Transitioned to Finance
 - Extended hours
 - Exploring other revenue streams





SYSTEMS

ERP/SYSTEM REVIEW

- ❑ What is an ERP?
- ❑ Springbrook
 - Not utilized as an enterprise-wide system
 - Independent programs create duplicative work
 - Conversion to the cloud – lost functionality, connectivity issues
- ❑ Internal Controls
 - Security Matrix for all software programs
- ❑ Procedures Manual



OTHER CONSIDERATIONS

- ❑ Internal Controls
 - Document and clarify functions, including segregation of duties in significant accounting activities
 - Establish/implement financial control policies and procedures related to accounts payable, cash disbursements, bank reconciliation, and payroll

- ❑ Training
 - Ensure that adequate training is provided and financial systems are integrated with business needs
 - Training should be tailored to the position





Date: February 28, 2017

A/P Check Batches		
Dated	Check Numbers	Amount
02/09/2017	56527-56604	\$218,064.48
02/17/2017	Union 76 Fleet-Jan	\$4,203.12
02/17/2017	56605	\$4,012.12
Total		\$226,279.72

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 56527 through 56605, and wires in the amount of \$226,279.72.

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

Councilmember

[Signature]

Finance Director
[Signature]

City Manager

Councilmember

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

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 02/17/2017 10:28:17 AM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 172HB2515NY91X33

Template Name: Fleet
Template Code: Fleet

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 4,203.12

Value Date: 02/17/2017

Optional Information

Sender's Reference Number: 172HB2515NY91X33

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:2017021700244047
Confirmation #: FEDR:20170217B6B7HU3R006728

Input Time: 02/17/2017 10:25:30 AM CST
Time: 02/17/2017 10:27:56 AM CST

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 2/23/2017 10:36 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56527	3CMA 2017 Dues	3CMA 2017 Membership Dues-J Kirk	02/09/2017		400.00
				Total for Check Number 56527:	0.00 400.00
56528	ADPLLC 486244624	ADP, LLC Payroll Processing Chgs 12/31/Workforce HR 01	02/09/2017		1,036.57
				Total for Check Number 56528:	0.00 1,036.57
56529	ADTSEC 27749115 27749115A 27913519	Tyco Integrated Security LLC Evidence Room Monitoring Chgs 01/01-03/31 Panic Button Monitoring Chgs 01/01-03/31 Monitoring Chgs MCSP 02/01-04/30	02/09/2017		311.71 311.72 321.70
				Total for Check Number 56529:	0.00 945.13
56530	AFSCME December January	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME-Dec Union Dues - AFSCME-Jan	02/09/2017		1,286.21 1,288.63
				Total for Check Number 56530:	0.00 2,574.84
56531	ALLGUARD 23916 23917 23918 23919	All Guard Security Systems Inc 1st Qtr Monitoring Chgs - Cook House 1st Qtr Monitoring Chgs - City Hall 1st Qtr Monitoring Chgs - Library 1st Qtr Monitoring Chgs - Cook House PD Stora	02/09/2017		75.00 84.00 84.00 114.00
				Total for Check Number 56531:	0.00 357.00
56532	AMTESTIN 96890	Am Test, Inc 5 Fecal Coliform Analysis	02/09/2017		125.00
				Total for Check Number 56532:	0.00 125.00
56533	BENEAD 1701515 1701515A	Benefit Administration Co, LLC 2017 Plan Renewal Fee Section 125 Flexible Benefits Plan-Jan	02/09/2017		250.00 145.10
				Total for Check Number 56533:	0.00 395.10
56534	BICKFORD 819619	Bickford Ford Install 2 F150 Steps-PSO Truck #32	02/09/2017		406.31
				Total for Check Number 56534:	0.00 406.31
56535	CENTRO 211464 211464A 211584	Centro Print Solutions 1099 Misc Forms-A/P 1099 Misc Forms-A/P-Use Tax Credit 1099 Misc Envelopes-A/P	02/09/2017		61.68 -5.56 -10.66

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	211584A	Credit 1099 Misc Envelopes-A/P-Use Tax			0.96
			Total for Check Number 56535:	0.00	46.42
56536	CIEDMOND RGG-170001 RGG-170019	City of Edmonds Domestic Violence Coordinator - January Domestic Violence Coordinator - February	02/09/2017		954.90 954.90
			Total for Check Number 56536:	0.00	1,909.80
56537	CINTAS 460786826 460786826A	Cintas Corporation Loc. #460 Floor Mat Service 01/20 Floor Mat Service 01/20	02/09/2017		64.72 38.01
			Total for Check Number 56537:	0.00	102.73
56538	CITYBELL 31584	City of Bellevue MBP Surcharge, Qtr 4, 2016	02/09/2017		1,734.23
			Total for Check Number 56538:	0.00	1,734.23
56539	COMCAST 0457011 0724345	Comcast High Speed Internet Fee 01/18-02/17 Internet for ITS 01/14-02/13	02/09/2017		200.83 96.33
			Total for Check Number 56539:	0.00	297.16
56540	DRIFTMRA 0006514	The Driftmier Architects, P.S. Prof Serv MC Public Works Shop 12/26-01/25	02/09/2017		32,536.78
			Total for Check Number 56540:	0.00	32,536.78
56541	DWAYNLNS R/O #6197011/1	Dwayne Lane LOF, Ignition Cylinder Replaced, Battery-Car#	02/09/2017		865.56
			Total for Check Number 56541:	0.00	865.56
56542	ECITYHAR W.O.#21514	Emerald City Harley-Davidson Replaced Headlight Bulb-Motorcycle #36	02/09/2017		77.57
			Total for Check Number 56542:	0.00	77.57
56543	ELLITIRE 077315	Elliott Tire & Service Inc LOF, Front Brake Reline-Car #33	02/09/2017		287.81
			Total for Check Number 56543:	0.00	287.81
56544	EMSECDEP 000-945199-10-6	Employment Security Depart Unemployment Claims - 4th Qtr 2016	02/09/2017		72.35
			Total for Check Number 56544:	0.00	72.35
56545	FELDMAJ January 2017	Feldman & Lee, P.S. Public Defender Contract Flat Fee - Jan	02/09/2017		8,750.00
			Total for Check Number 56545:	0.00	8,750.00
56546	FOSSIND F74042	Fossil Industries Inc North Creek Trail Signage-2015 SPP Grant	02/09/2017		7,945.00
			Total for Check Number 56546:	0.00	7,945.00
56547	FRSTLNCM	Firstline Communications Inc	02/09/2017		

AP Checks by Date - Detail by Check Date (2/23/2017 10:36 AM)

Page 2

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	141030	Software Assurance - 12 Months Phone System 1			2,934.60
			Total for Check Number 56547:	0.00	2,934.60
56548	GLOBAL 110508142	Global Equipment Company 6 New Lockers PW Shop	02/09/2017		3,411.27
			Total for Check Number 56548:	0.00	3,411.27
56549	GTEORTH 425 316-0326 425 357-9268 425 745-6974	Frontier Alarm System Line Chgs 01/16-02/18 Fire Alarm Line Chgs 01/22-02/21 CC Line/Security System Line 01/19-02/18	02/09/2017		50.90 128.72 158.79
			Total for Check Number 56549:	0.00	338.41
56550	GUARDSEC 711630	Guardian Security Alarm Monitoring-CH Annex 03/01-05/31	02/09/2017		111.00
			Total for Check Number 56550:	0.00	111.00
56551	HARRISF ITCS434885	Harris Ford Replaced Fuel Pump Assy/Fuel Tank-PW3	02/09/2017		2,122.55
			Total for Check Number 56551:	0.00	2,122.55
56552	HERALD 10115546	The Daily Herald 2017 Annual Newspaper Subscription	02/09/2017		224.21
			Total for Check Number 56552:	0.00	224.21
56553	HRSUSA 014102 57677405	Capital One Commercial 70 - 27 Gallon Storage Bins 2 - 2017 Labor Law Posters	02/09/2017		547.20 65.92
			Total for Check Number 56553:	0.00	613.12
56554	IBSINC 634529-1	IBS Inc 50 - 3/8-16 x 1-1/4 Hex-Stock Bolts For Equipm	02/09/2017		20.34
			Total for Check Number 56554:	0.00	20.34
56555	INTEGRA 14363430 14428592	Integra T-1 Monthly Fees - January T-1 Monthly Fees - February	02/09/2017		628.29 648.40
			Total for Check Number 56555:	0.00	1,276.69
56556	INTSTBAT 1905701036585 1905701036591	Interstate All Battery Center 2 Batteries-Emergency Exit Lights 1 Battery-Emergency Exit Lights	02/09/2017		32.50 16.25
			Total for Check Number 56556:	0.00	48.75
56557	IWORQSYS 8589	iWorQ Systems, Inc iWorQ Systems Internet Management 02/17-01/1	02/09/2017		1,908.00
			Total for Check Number 56557:	0.00	1,908.00
56558	JOHNCLNR 1913	John's Cleaning Services Inc Uniform Dry Cleaning & Repairs - Jan	02/09/2017		22.40

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56558:	0.00	22.40
56559	KCDA 300114436 300114436A	KCDA Purchasing Cooperative Pocket File Folders/Ltr Class Folders-General St Clorox Disinfecting Wipes-Patrol Cars	02/09/2017		76.35 70.11
			Total for Check Number 56559:	0.00	146.46
56560	KPFFCON 96881	KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 10/29-12/30	02/09/2017		1,574.98
			Total for Check Number 56560:	0.00	1,574.98
56561	KROESENS 41751 42075	Kroesen's Uniform Company 8 Sgt Chevrons/4 CPL Chevrons 15 Commendation Bars	02/09/2017		42.86 249.91
			Total for Check Number 56561:	0.00	292.77
56562	LACALEQP 0248873-IN	Lacal Equipment Inc 2 Hoses-Street Sweepers	02/09/2017		596.06
			Total for Check Number 56562:	0.00	596.06
56563	LIGHTENW 64124	LithtexNW Business Cards-T Bridgman	02/09/2017		54.95
			Total for Check Number 56563:	0.00	54.95
56564	MCROTARY 1631	Rotary Club of Mill Creek Rotary Club Facility Fcc 01/01-03/31-T Rogers	02/09/2017		50.00
			Total for Check Number 56564:	0.00	50.00
56565	NATBUSFN MK475132-HNC MK475132-TDQ	National Business Furniture 5-Multi-Purpose Guest Chairs-City Hall Remode 12-Mesh Mid Back Chair-Exec Conf Room Cha	02/09/2017		1,022.02 2,954.11
			Total for Check Number 56565:	0.00	3,976.13
56566	PACAIR 348	Pacific Air Control, Inc. HVAC/Heat Pump Repair-Community Room	02/09/2017		2,291.26
			Total for Check Number 56566:	0.00	2,291.26
56567	PACRIMC 01/2017	Pacific Rim Code Services, Inc Prof Service-Plan Review 01/03-01/30 45.75 Hr	02/09/2017		2,715.00
			Total for Check Number 56567:	0.00	2,715.00
56568	Pakor 8021628 8021845	Pakor Inc 1 Cs Media PP-Passports 1 Cs Media PP-Passports	02/09/2017		256.33 256.33
			Total for Check Number 56568:	0.00	512.66
56569	PIGSKIN 2017-02	Pigskin Uniforms Jumpsuit - J Saga	02/09/2017		585.90
			Total for Check Number 56569:	0.00	585.90
56570	PLATT	Platt Electric Supply, Inc	02/09/2017		

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	L165654	4 - CFL LMPHLDR-City Hall Light Repairs			39.24
			Total for Check Number 56570:	0.00	39.24
56571	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 12/17-01/18 15728 Main St 12/17-01/18	02/09/2017		864.56 1,166.86
			Total for Check Number 56571:	0.00	2,031.42
56572	RONGERJ 8514	John Rongerude P.S. Conflict Public Defender 6Z0592382	02/09/2017		300.00
			Total for Check Number 56572:	0.00	300.00
56573	SANDIEPE 625949 626076	San Diego Police Equipment Co. 2 Cs 9MM 147GR Ammo 12 Cs 223 55GR FMJ BT Ammo	02/09/2017		470.24 2,255.81
			Total for Check Number 56573:	0.00	2,726.05
56574	SDISTCRT December 2016 December 2016A	South District Court Filing Fees SD Court - Dec Interpreter Costs - Dec	02/09/2017		4,937.08 357.35
			Total for Check Number 56574:	0.00	5,294.43
56575	SERS 1000430759	Sno Co Emergency Radio System 2017 SERS Operating Assessment	02/09/2017		49,879.00
			Total for Check Number 56575:	0.00	49,879.00
56576	SHANWILS 95888	Shannon & Wilson Inc Prof Serv-North Pointe Park Project Exploration:	02/09/2017		122.50
			Total for Check Number 56576:	0.00	122.50
56577	SHREDIT 9413919336	Shred-It USA Inc Shredding Service Fee	02/09/2017		92.61
			Total for Check Number 56577:	0.00	92.61
56578	SNDPUBIN EDH738512 EDH738577 EDH738695 EDH739547	Sound Publishing Inc Pub of Ord No. 2016-813 City Notice-PH, January 19, 2017 LID Code Ad 2016 Projects Lien Notice-CIP Project Closeouts 2016 Card Entry System Project Lein Notice	02/09/2017		24.08 58.48 46.44 18.92
			Total for Check Number 56578:	0.00	147.92
56579	SNOCOAD I-VR-11	Snohomish County Auditor 2016 Voter Registration File Maintenance	02/09/2017		25,652.80
			Total for Check Number 56579:	0.00	25,652.80
56580	SNOCOC 2016-3550	Snohomish County Corrections Jail Service Fees - December	02/09/2017		6,230.01
			Total for Check Number 56580:	0.00	6,230.01
56581	SNOCOPW 1000430979	Snohomish County Public Works RR6138-Overlay Program-MC Road Overlay-A	02/09/2017		1,533.80

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56581:	0.00	1,533.80
56582	SNOCOSH1 2016-3570	Snohomish County Treasurer Inmate Medical Billing - Dec	02/09/2017		542.16
			Total for Check Number 56582:	0.00	542.16
56583	SNOCPU 2001-5445-8 2007-9722-3 2013-4538-6 2013-5396-8 2016-6351-5 2016-6928-0 2017-5296-1 2018-9805-3 2022-1236-1 2022-3010-8 2024-6104-2 2025-2921-0 2026-6749-9 2026-9300-8 2028-5205-9 2029-5905-2 2032-5163-2	PUD No. 1 of Snohomish County 2720 Seattle Hill Rd 12/11-01/10 3401 148th St SE 12/21-01/24 2501 147th Pl SE 12/22-01/23 15728 Main St 12/07-01/06 14600 16th Ave SE 01/04-02/02 16110 1/2 29th Dr SE 12/28-01/27 15429 1/2 Bothell Everett Hwy 12/08-01/11 1700 Mill Creek Rd 12/23-01/25 928 Dumas Rd 12/17-01/17 1900 164th St SE 12/11-01/11 15803 32nd Ave SE 12/11-01/10 386 Lights - 100W Var Loc 01/01-01/31 2024 Seattle Hill Rd 12/11-01/09 15720 Main St 12/16-01/17 15720 Main St Unit B 12/16-01/17 4842 SAC 12/08-01/11 15510 Village Green Dr 01/04-02/01	02/09/2017		16.43 127.18 33.83 1,430.01 15.98 85.70 20.22 133.67 149.37 27.50 104.93 1,312.40 35.03 2,380.58 347.82 68.79 15.37
			Total for Check Number 56583:	0.00	6,304.81
56584	SNOKING 61010	Sno-King Stamp, Inc. 1 Name Plate-Steven Maloney-Planning Commi:	02/09/2017		14.38
			Total for Check Number 56584:	0.00	14.38
56585	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem MEBT-ER Paid-Jan	02/09/2017		3,769.16
			Total for Check Number 56585:	0.00	3,769.16
56586	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem. MEBT-ER Paid-Jan	02/09/2017		1,744.09
			Total for Check Number 56586:	0.00	1,744.09
56587	STAPLEAD 8042520922 8042520922A	Staples Advantage General Office Supplies 4 Wall Files/Catalog Envelopes/CD Env Window	02/09/2017		376.78 113.79
			Total for Check Number 56587:	0.00	490.57
56588	STARMSV 0116914-IN 0116915-IN	Stardom Services Inc Janitorial Services-Jan-Annex Janitorial Services-Jan-City Hall	02/09/2017		1,184.13 995.00
			Total for Check Number 56588:	0.00	2,179.13
56589	STOWE INV-000002	Stowe Development & Strategies, LLC Fire Contract Negotiations - January Retainer	02/09/2017		4,500.00
			Total for Check Number 56589:	0.00	4,500.00
56590	SUMLAW	Summit Law Group	02/09/2017		

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	82613	Prof Serv-General Labor-AFSCME through 12/2			3,870.68
			Total for Check Number 56590:	0.00	3,870.68
56591	TERMINIX 361328868	Terminix Processing Center Pest Control-WO#14511098217-MC Library	02/09/2017		76.86
			Total for Check Number 56591:	0.00	76.86
56592	THYSSEN 3002965196	Thyssenkrupp Elevator Corp. Elevator Maintenance 01/01-03/31	02/09/2017		1,192.65
			Total for Check Number 56592:	0.00	1,192.65
56593	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-Jan	02/09/2017		25.00
			Total for Check Number 56593:	0.00	25.00
56594	UPS 00009X8014037 00009X8014047	United Parcel Service UPS Chgs-Operations Gratitude UPS Chgs-Operations Gratitude	02/09/2017		90.83 53.67
			Total for Check Number 56594:	0.00	144.50
56595	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges	02/09/2017		42.00
			Total for Check Number 56595:	0.00	42.00
56596	UULC 7010168 7010168A	Utilities Underground Location Center On Call Location Service - 106 Locates On Call Location Service - 106 Locates	02/09/2017		68.37 68.37
			Total for Check Number 56596:	0.00	136.74
56597	VERIZON 9779003897 9779012730 9779012730A 9779012731 9779018823	Verizon Wireless Air Cards/Cell Chgs 12/21-01/20-PD Access & Usage Cell Chgs 11/21-12/20-Bldg Access & Usage Cell Chgs 12/21-01/20-Bldg Broadband Unlimited-Hot Spot/Access & Usage Access & Usage Chgs 12/21-01/20-P & R	02/09/2017		1,359.28 140.48 140.93 95.71 131.52
			Total for Check Number 56597:	0.00	1,867.92
56598	WASTDTR RE41JA9518L001	Washington State Dept. of Transportation 2 CY Salt and Sand Mixed-Snow Removal	02/09/2017		90.01
			Total for Check Number 56598:	0.00	90.01
56599	WASTEMN 0439645-2677-6	Waste Management-Northwest 15728 Main St-St Sweeper-Jan	02/09/2017		48.14
			Total for Check Number 56599:	0.00	48.14
56600	WASTPAT 117005336	Washington State Patrol Background Checks - Jan	02/09/2017		48.00
			Total for Check Number 56600:	0.00	48.00
56601	WAVEDIV 01526652	WaveDivision Holdings, LLC Fiber Lease-15728 Main St-To 3000 Rockefeller	02/09/2017		654.93

AP Checks by Date - Detail by Check Date (2/23/2017 10:36 AM)

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AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56601:	0.00	654.93
56602	WWGRAIN 9320286538	W.W. Grainger, Inc. 4 Emergency Exit Lights - City Hall North	02/09/2017		142.66
			Total for Check Number 56602:	0.00	142.66
56603	ZAC&THOM 1300	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Jan	02/09/2017		8,875.95
			Total for Check Number 56603:	0.00	8,875.95
56604	ZUMAR 0186804	Zumar Industries, Inc. 14 - Street Signs - Replacements	02/09/2017		561.49
			Total for Check Number 56604:	0.00	561.49
			Total for 2/9/2017:	0.00	218,064.48
56605	MORRIERP 02/17	Paul Morrier Delivery & Installation-HBC & Global Furniture	02/17/2017		4,012.12
			Total for Check Number 56605:	0.00	4,012.12
			Total for 2/17/2017:	0.00	4,012.12
			Report Total (79 checks):	0.00	222,076.60



Date: February 28, 2017

Payroll Check Batches		
Dated	Check Numbers	Amount
02/10/2017	ACH Automatic Deposit Checks	\$139,123.17
02/10/2017	ACH Wire- FWT & Medicare Taxes	\$27,079.26
02/10/2017	ACH Wire MEBT- Wilmington Trust	\$22,783.05
02/10/2017	ACH Wire- ICMA RC- Def. Comp	\$1,035.36
02/10/2017	ACH Wire- BAC- Flex Spending Acct	\$936.16
02/10/2017	ACH Wire- MCPD Guild Dues	\$1,940.00
02/10/2017	ACH Wire- United Way Donations	\$447.00
02/13/2017	ACH Automatic Deposit Checks	\$2,530.01
02/13/2017	ACH Wire- FWT & Medicare Taxes	\$83.86
02/24/2017	ACH Automatic Deposit Checks	\$140,504.22
02/24/2017	ACH Wire- FWT & Medicare Taxes	\$28,107.30
Total		\$364,569.39

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 \$364,569.39.

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

Councilmember

Councilmember

[Signature]
Finance Director

[Signature]
City Manager

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

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:6 Pay Date:02/10/2017 P/E Date:01/31/2017
 Qtr/Year:1/2017 Run Time/Date:19:16:55 PM EST 02/08/2017

Taxes Debited	Federal Income Tax	21,299.88	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	2,889.69	
	Medicare - ER	2,889.69	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
Total Taxes Debited	27,079.26		
Other Transfers	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	139,123.17	Total Liability
	Total Amount Debited From Your Account	166,202.43	166,202.43
Bank Debits & Other Liability	Checks	0.00	166,202.43
	Adjustments/Prepay/Voids	0.00	166,202.43
Taxes- Your Responsibility	None this payroll		166,202.43

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 02/10/2017 3:57:19 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 172AG4501L5Y1N97

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 22,783.05

Value Date: 02/10/2017

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2017021000361717
Confirmation #: FEDR:20170210B6B7HU2R013230

Input Time: 02/10/2017 3:45:10 PM CST
Time: 02/10/2017 3:53:01 PM CST

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 02/10/2017 3:56:26 PM CST

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

Status: Confirmed by Bank
Transaction Number: 172AG43507000P21

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 1,035.36

Value Date: 02/10/2017

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2017021000361720
Confirmation #: FEDR:20170210B6B7HU4R013630

Input Time: 02/10/2017 3:44:01 PM CST
Time: 02/10/2017 3:53:01 PM CST

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ACH Cash Pro Online
City of Mill Creek

Report Date: 02/10/2017
Report Time: 04:07:46 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 02/10/2017
 ACH ID: ██████████ Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: BAC
 Batch Status: Released Created By: SANKOTTKE
 Released By: SANKOTTKE

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
BAC	BENEFIT ADMIN C	\$936.16	C	125108366	310005560	C	
		<u>Total Amount in Batch</u>			<u>Total Count in Batch</u>		
	Debits	\$0.00					0
	Credits	\$936.16					1
	Prenotes	\$0.00					0
		<u>Grand Total Amount</u>			<u>Grand Total Count</u>		
	Debits	\$0.00					0
	Credits	\$936.16					1
	Prenotes	\$0.00					0

Help Print Close

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2:08 PM

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 02/10/2017 3:53:30 PM CST

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

Status: Confirmed by Bank
Transaction Number: 172AG413240Z1458

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank: 125000001
Debit Account: [REDACTED]
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: Mill Creek Police Officer Guild
Beneficiary Address: PO Box 13261
Beneficiary City: Mill Creek
Beneficiary Postal Code: 98082
Beneficiary Country: US - United States of America

Beneficiary Account: 000000150001
Beneficiary Bank ID: [REDACTED]
BANK OF AMERICA, NA
1424 164TH ST SW
LYNNWOOD
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,940.00

Value Date: 02/10/2017

Optional Information

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2017021000361718
Confirmation #: BOOK:2017021000361718

Input Time: 02/10/2017 3:41:44 PM CST
Time: 02/10/2017 3:53:01 PM CST

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 02/10/2017 3:54:58 PM CST

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

Status: Confirmed by Bank
Transaction Number: 172AG4252EMZ1441

Template Name: United Way
Template Code: United Way

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 447.00

Value Date: 02/10/2017

Optional Information

Sender's Reference Number: 172AG4252EMZ1441

Beneficiary Information: United Way from City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2017021000361719
Confirmation #: FEDR:20170210B6B7HU1R013264

Input Time: 02/10/2017 3:43:05 PM CST
Time: 02/10/2017 3:53:01 PM CST

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:6-2 Pay Date:02/13/2017 P/E Date:02/09/2017
 Qtr/Year:1/2017 Run Time/Date:18:05:39 PM EST 02/09/2017

Taxes Debited	Federal Income Tax	4.28	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	39.79	
	Medicare - ER	39.79	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	Total Taxes Debited	83.86	
Other Transfers	Full Service Direct DepositAcct. No.000060104700Tran/ABA125000024	2,530.01	
	Total Amount Debited From Your Account		2,613.87
Bank Debits & Other Liability	Checks	0.00	
	Adjustments/Prepay/Voids	0.00	
Taxes- Your Responsibility	None this payroll		
			2,613.87

Statistical Summary

Statistical Summary

Company:AOW - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:8 Pay Date:02/24/2017 P/E Date:02/15/2017
 Qtr/Year:1/2017 Run Time/Date:13:12:15 PM EST 02/22/2017

Taxes Debited	Federal Income Tax	22,238.60		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,934.32		
	Medicare - ER	2,934.38		
	Medicare Adj - EE	0.00		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	COBRA Premium Assistance Payments	0.00		
	Federal Unemployment Tax	0.00		
	State Income Tax	0.00		
	Non Resident State Income Tax	0.00		
	State Unemployment Insurance - EE	0.00		
	State Unemployment Insurance Adj - EE	0.00		
	State Disability Insurance - EE	0.00		
	State Disability Insurance Adj - EE	0.00		
	State Unemployment/Disability Ins - ER	0.00		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
School District Tax	0.00			
	Total Taxes Debited	28,107.30		
Other Transfers	Full Service Direct DepositAcct. No.000060104700Tran/ABA125000024	140,504.22		Total Liability
	Total Amount Debited From Your Account		168,611.52	168,611.52
Bank Debits & Other Liability	Checks	0.00		168,611.52
	Adjustments/Prepay/Voids	0.00		168,611.52
Taxes- Your Responsibility	None this payroll			168,611.52



CITY COUNCIL MINUTES

January 24, 2017

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

January 24, 2017
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

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

FLAG SALUTE

Flag Salute was conducted with the assistance of Troop #221 of the Boy Scouts of America.

ROLL CALL

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

AUDIENCE COMMUNICATION:

Gordon LeBar
Mill Creek, WA

Mr. LeBar lives in the Wildflower sub-division and . He discussed concerns regarding street repair issues and shared that the street was in better condition before the chip seal was done. Mr. LeBar discussed concerns over slurry seal over chip seal, and thanked the Council for addressing the issue. He asked the City to do adequate research and be sure to hire qualified contractors for future projects.

Bundi Olson
Mill Creek, WA

Ms. Olson lives in the Wildflower sub-division. She discussed the deep ruts they are already experiencing in the chip seal on their road. Ms. Olson asked the Council to consider an asphalt overlay to make this right by her neighborhood.

PRESENTATIONS:

Proclamation: Preserving Mill Creek History
(Rebecca C. Polizzotto, City Manager)

Milestone Anniversary Presentation – Larissa Pigott
(Rebecca C. Polizzotto, City Manager)

Council Meeting Minutes
January 24, 2017
Page 2

NEW BUSINESS:

Pavement Preservation Alternatives – Agenda Summary provided
(Rebecca C. Polizzotto, City Manager)

Discussion

After concerns were raised by citizens and the Council regarding the chip seal project in Wildflower, City Manager Polizzotto discussed the immediate need for repairs in Wildflower, but also an ongoing need for the rest of the 106 miles of aging pavement in the City. She reported that staff is reworking the entire Capital Improvement Plan (CIP) as part of the new budget process and clarified that pavement preservation and other infrastructure-type costs come from REET monies. This component of the CIP will be brought to Council in coming months as one of the costs to be funded through that revenue source. A presentation was provided by Public Works Director, Scott Smith.

The Council discussed various potential funding sources for different repair options such an agreement with Snohomish County Road Maintenance, property tax increases, motor vehicle fees, etc., if citizens were informed and made the choice. Director Smith advised that the City will need to make a decision by mid-February on what projects it intends to focus on this summer in order to adequately schedule for the 2017 paving season.

City Manager Polizzotto offered that this may be an opportunity for Mill Creek and Director Smith to help coordinate with and lead other cities to find better solutions to this common pavement preservation problem. Staff will look into this further and report back to the Council. Councilmember Todd asked to have the topic of looking for alternative vendors for long-term paving solutions added to the Council Planning Schedule.

North Pointe Park Final Design Contract – Agenda Summary presented
(Rebecca P. Polizzotto, City Manager)

Discussion

City Manager Polizzotto advised that construction is expected to begin towards the end of October if everything stays on track; however the design and bids received may change staff's recommendation for the project. Councilmember Michelson mentioned that the Art and Beautification Board discussed a possible desire to place a piece of artwork in this park and wondered if the Council would support it. City Manager Polizzotto recommended looking at all City parks and putting together a city-wide plan to present to Council. Councilmember Michelson agreed that this would be a great idea, and provided that a graphic design artist was currently sketching designs for utility box wraps. Councilmember Kelly suggested inviting Arts and Beautification Board representatives to the Park and Recreation Board meeting on February 15 to have a joint discussion.

MOTION: Councilmember Kelly made a motion to approve Resolution #2017-563, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDED THE CONTRACT FOR LANDSCAPE ARCHITECTURE AND ENGINEERING DESIGN SERVICES FOR THE FINAL DESIGN OF NORTH POINTE PARK. Councilmember Cavaleri seconded the motion.

Council Meeting Minutes
January 24, 2017
Page 3

Discussion

Councilmember Todd expressed concern about spending the balance of an account on this, or any other project. City Manager Polizzotto agreed and assured him that with the new budget process, and as with all other projects, will be continually and diligently reviewed and managed.

The motion passed unanimously.

CONSENT AGENDA:

City Manager Polizzotto advised the Council that staff is currently reviewing the process for the Council meeting minutes. She thanked the Council for their recommendations on the structure of the minutes and assured that changes had been made to the minutes they were provided for review tonight. Councilmember Todd also asked that the voting portion on page 8 of the December 6, 2016 minutes be moved up to just below the top paragraph.

Payroll and Benefit ACH payments in the amount of \$192,257.63 (corrected).
(Audit Committee: Councilmember Kelly and Councilmember Todd)

City Council Meeting Minutes of November 22, 2016

City Council Meeting Minutes of December 6, 2016 (corrected)

City Council Meeting Minutes of December 20, 2016

City Council Meeting Minutes of January 3, 2017

City Council Meeting Minutes of January 10, 2017

There were no further exceptions from the audit committee.

MOTION: Councilmember Kelly made a motion to approve the consent agenda with the discussed corrections, Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS:

Mayor Pruitt asked to add a discussion on legislative updates, specifically House Bill 1268, to a future study session.

In addition to her earlier report regarding the Arts and Beautification Board, Councilmember Michelson asked City Manager Polizzotto for an update on the personnel manual. The City Manager assured that it is under way and asked the Council to let her know how in depth of a review they would like to do. Mayor Pruitt advised that the Council needs to decide how many retreats they want, along with deciding their wants and priorities for the biennium. She asked the Council to bring their wants and priorities back for the February 7 Council meeting and for the City Manager to add this to the Council Planning Schedule. City Manager Polizzotto advised that she would like to bring

Council Meeting Minutes
January 24, 2017
Page 4

all departmental work plans for the biennium to the Council for their review along with the Council's projects and priorities.

City Manager Polizzotto encouraged the Council to take a look at the new "At Your Service" signage in City Hall and on the police cars. Chief Elwin reported working with Public Works Director Scott Smith, Washington State Department of Transportation Traffic Engineers and Snohomish County Traffic Engineers to review and update the programming at the intersections of 164th Street SE at Bothell Everett Highway and Mill Creek Blvd. These changes were implemented last week with the hope of helping traffic flush out more efficiently during rush hour. The Chief intends to install signage to educate drivers and increase the police presence to help further alleviate the concerns.

Chief Elwin reported working with Washington State Department of Transportation (DOT) to review how the vehicle preemption system on emergency vehicles, also known as Opticom, is communicating with transmitters on the lights owned, operated and maintained by DOT along the Bothell Everett Highway corridor. The Chief and DOT confirmed that conflicting technology exists between the equipment on their lights and the transmitters found on emergency vehicles from the City, Fire Department and Sheriff's Office. These inconsistencies have resulted in ineffective equipment and safety concerns when emergency vehicles can't get where they are needed. The agencies involved are now looking to find a cost effective and time-sensitive solution that works for all local agencies and DOT.

The Mill Creek Police Department Traffic Unit is hosting a Pedestrian and Bicycle Safety Seminar this Saturday in the Council Chambers. Depending on participation, Chief Elwin expects the seminar to last 45 – 90 minutes and will be followed by a similar seminar in early spring. Representatives from SNOCOM will also be in attendance to answer questions and get the dialog going.

AUDIENCE COMMUNICATION:

Gordon LeBar
Mill Creek, WA

Mr. LeBar lives in the Wildflower sub-division. He asked the Council to review road work done successfully in other cities to find an effective solution for Mill Creek. Mr. LeBar also asked the Council to look at clarifying the language in the contracts for this work so the City has recourse if it ends up in a similar situation in the future. At this point, he stated that chip seal should be off the table as an option.

Robert Detransik (spelling unknown)

Mr. Detransik thanked the Council for putting such thought and consideration into getting the City's roads right. He believes overlay is probably the way to go at this point.

MOTION: At 8:26 p.m., Councilmember Michelson made a motion to extend the meeting to 9:00 p.m., Councilmember Kelly seconded the motion. The motion passed unanimously.

Council Meeting Minutes
January 24, 2017
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RECESS TO EXECUTIVE SESSION:

The meeting recessed to executive session at 8:26 p.m. for up to 30 minutes to discuss the performance of a public employee under RCW 42.30.110 (1) (g), to discuss the status of collective bargaining negotiations, and review negotiations on the performance of a publicly bid contract under RCW 42.30.110 (1) (d); which was subsequently extended.

RECONVENE TO REGULAR SESSION:

The meeting reconvened to regular session at approximately 9:29 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 9:29 p.m.

Pam Pruitt, Mayor

Joanna Lee, Acting Deputy City Clerk



CITY COUNCIL MINUTES

February 7, 2017

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

February 7, 2017
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

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

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

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

AUDIENCE COMMUNICATION:

Susan Paschke
Mill Creek, WA 98012

Ms. Paschke lives in the Heatherwood West sub-division and asked the Council to recall similar concerns from work done in Heatherwood West over two years ago. She reminded the Council that these concerns were brought to Former City Manager Ken Armstrong, and she respectfully requested that repairs to their roads be included in the Council's current plans.

NEW BUSINESS:

Low Impact Development Code Amendments – Agenda Summary provided

(Rebecca C. Polizzotto, City Manager)

Discussion

City Manager Polizzotto introduced City Attorney Scott Missall for a review of his memorandum on this topic. City Attorney Missall went over the memorandum in detail with the Council. Mayor Pro Tem Holtzclaw asked if the City has been able to determine how many projects it has that could be potentially affected. City Manager Polizzotto reported a preliminary total of three projects which have the potential to be affected, two of which will not likely be an issue due to their specific circumstances. Director Smith confirmed that there are only a few areas in the City with the type of soil that these changes will affect, and City Manager Polizzotto clarified that they are still unsure if this will affect the new public works shop.

Council Meeting Minutes
February 7, 2017
Page 2

MOTION: Councilmember Cavaleri made a motion to approve Ordinance #2017-814, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING MILL CREEK MUNICIPAL CODE CHAPTERS 12.18 (PAVEMENT MANAGEMENT), 15.12 (GRADING AND EXCAVATION), 15.14 (SURFACE WATER MANAGEMENT), 16.02 (DESIGN STANDARDS), 16.04 (PLATS), 16.06 (SHORT SUBDIVISIONS), 16.12 (PLANNED AREA DEVELOPMENTS), 17.01 (INTRODUCTION), 17.24 (MAINTENANCE AND ALTERATIONS), 17.27 (PARKING STANDARDS), AND 17.34 (DESIGN REVIEW) TO IMPLEMENT THE 2013 PHASE II MUNICIPAL STORMWATER PERMIT REQUIREMENTS, INCLUDING LOW IMPACT DEVELOPMENT PRINCIPLES AND BEST MANAGEMENT PRACTICES; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Kelly seconded the motion.

Discussion

The Council agreed with Councilmember Todd's concerns that the new requirements are fundamentally poor but also understands that the City is required to make these changes. Mayor Pro Tem Holtzclaw suggested the Council move forward with the changes, but work to identify any limits the City could add for proposal to the Department of Ecology for approval.

The motion passed unanimously.

STUDY SESSION:

Discussion: Purple Heart Parking Designations – Agenda Summary presented
(Vince Cavaleri, Councilmember)

Discussion

City Manager Polizzotto shared that staff agrees with Councilmember Todd's suggestion to add the new spots to larger parking lots only and is recommending the designated stalls in specific areas for this reason. Per the Council's request, she agreed to bring a resolution back for Council's consideration in the next Council meeting or two.

REPORTS:

Councilmember Cavaleri reported that the Parks & Recreation Board meeting was cancelled and he had no further report.

Councilmember Michelson reported having an Art & Beautification Board meeting tomorrow where they plan to discuss North Pointe Park and utility box wrap designs.

Councilmember Todd reported on an upcoming opportunity to meet with state legislatures and represent Snohomish County in Olympia from 11 a.m.–1 p.m. this Friday. He also invited the Council to attend the AWC City Action Days next Wednesday, along with Director of Communications & Marketing, Joni Kirk, and himself.

City Manager Polizzotto recognized Councilmember Michelson for sharing safety concerns she had received about a crosswalk near Mill Creek Elementary School used by large numbers of students and their parents. Staff reviewed this and other crosswalks in the area, developed a signage plan and

Council Meeting Minutes
February 7, 2017
Page 3

finished installation of signs and flags at all affected crosswalks. Positive feedback has been received by Council and staff from parents and kids affected by the changes.

City Manager Polizzotto introduced the City's new Director of Communications & Marketing, Joni Kirk. The City is very fortunate to have someone of this caliber on the team.

AUDIENCE COMMUNICATION:

Fred Fillbrook
Mill Creek, WA 98012

Mr. Fillbrook lives in the Douglas Fir sub-division and asked the Council if preparations had been made for parking by users of the upcoming Swift 2 stops. Mayor Pruitt offered that representatives from Community Transit are expected to attend the March 7 Council Meeting and this will be included as a topic of discussion.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:04 p.m.

Pam Pruitt, Mayor

Joanna Lee, Acting Deputy City Clerk

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

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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: February 24, 2017

March 7, 2017

- Community Transit Presentation
- Study Session: Pavement Preservation
- 35th Update
- Affordable Housing Act Funding
- AWC Scholarship Nomination Selection

March 14, 2017

- Work Session
 - Communications Strategic Plan Review
 - Social Media Policy
- Board of Appeals/Adjustment Code Amendment

March 28, 2017

- Work Session
 - Departmental Work Plans
 - Policy Development Process

April 4, 2017

- Code Revision – Art & Beautification Board
- Work Session – Updates to Traffic Calming Manual

April 11, 2017

- Legal Update: Public Records Act/Public Meetings Act
- Update: Health District Building Purchase

April 25, 2017 – City Manager Out of Town

- City Wide 911 Addressing Issues

Work in Progress – Upcoming Agenda Items

- Code Revision – Repeal of Board of Appeals/Adjustment
- City Hall North HVAC Control System Replacement Contract
- Fire Contract
- Public Works Shop Design
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- SNOCOM Consolidation Updates
- SERS Radio Acquisition Updates
- Partnerships with Everett School District
- Council Chambers Configuration
- Traffic Calming Manual