

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 office of the City Clerk at (425) 921-5776 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Next Ordinance No. 2017-821

Next Resolution No. 2017-567

**July 11, 2017
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- B. Employee Milestone Presentation
(*Rebecca C. Polizzotto, City Manager*)
- C. SNOCOM/SNOPAC Joint Task Force Consolidation
(*Rebecca C. Polizzotto, City Manager*)

CONSENT AGENDA

- D. Approval of Checks #57142 through #57200 and ACH Wire Transfers in the Amount of

\$209,484.57

(Audit Committee: Councilmember Michelson and Councilmember Kelly)

- E. Payroll and Benefit ACH Payments in the Amount of \$280,830.04
(Audit Committee: Councilmember Michelson and Councilmember Kelly)
- F. City Council Meeting Minutes of June 27, 2017

REPORTS

- G. Mayor/Council
 - Scheduling of called meeting for July 18, 2017.
- H. City Manager
 - Code Enforcement Program Update
 - Legislative Summary
 - Council Planning Schedule

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- I. Discussion of the performance of a public employee per RCW 42.30.110 (1)(g)

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # C
Meeting Date: July 11, 2017

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **SNOCOM/SNOPAC JOINT TASK FORCE ON CONSOLIDATION PRESENTATION**

PROPOSED MOTION: N/A

KEY FACTS AND INFORMATION SUMMARY: Since June of 2016, the two Public Safety Access Points (PSAP's) in Snohomish County (also known as 'Dispatch Centers'), SNOCOM and SNOPAC, have been actively involved in reviewing options associated with potential consolidation of the two centers. The Executive Boards from each PSAP created a Joint Task Force (JTF) comprised of operational executives and elected officials. The JTF has been charged with examining the feasibility of consolidating the two PSAP's into one combined organization. This presentation is being conducted by the JTF Facilitator, Karen Reed as well as the SNOCOM Executive Director Terry Peterson and the SNOPAC Executive Director Kurt Mills.

Throughout 2016 and 2017, the JTF has been meeting regularly to work through issues associated with consolidation. The JTF has also conducted a number of presentations to the Joint Boards of SNOCOM and SNOPAC, the most recent of which was June 19th, 2017. To date, the Joint Boards have been able to reach consensus on a number of issues associated with consolidation and the JTF continues to work through a small number of points of discussion.

To date, the following points have been approved by the Joint Boards:

- Governance board structure
- Guidelines for a supermajority
- Guidelines for membership
- Assessment formula

A number of issues are still being worked through, including what has been called "a path to consolidation", in which the Joint Boards will identify timelines and necessary work to achieve consolidation. It is the hope of the JTF to begin consolidated operations, albeit in separate PSAP locations, January 1, 2018. Under the path to consolidation, SNOCOM and SNOPAC will perform the necessary facility upgrades at the SNOPAC facility, consolidate policies and procedures, and work through the task of integrating personnel.

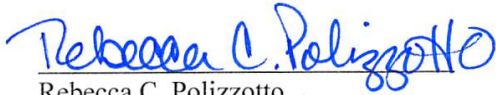
This presentation is intended to provide a summary of the issues, an explanation of the work done thus far, and insight into what the immediate and long term future of a consolidated PSAP would look like.

CITY MANAGER RECOMMENDATION: N/A

ATTACHMENTS:

- Agenda packet from the June 19, 2017 SNOCOM – SNOPAC Joint Board Meeting on Consolidation.
- Printed slide presentation from the JTF representatives

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

SNOCOM – SNOPAC Joint Board Meeting on Consolidation

Monday, June 19, 2017

8:30 A.M. – 11:00 A.M.

Headquarters of Fire District #1 | 12425 Meridian Ave. S. Everett, WA

Proposed Agenda

1. Call to Order and Introductions (5 min.) Board Chairs Jerry Smith
(SNOCOM) and Steve Guptill (SNOPAC)
2. Remarks of JTF Chair and Vice-Chair (5 min.) Bob Colinas and
Roy Waugh
3. Review and Approval of Agenda (2 min.) Jerry Smith, Steve Guptill
4. Recap of Project Status and Remaining Issues (10 min.) Karen Reed
5. **Governance** (15 min.)
 - a. **Action:** Defining supermajority vote – *feedback from Boards, decision*
 - b. **Action:** Path to consolidation—confirming May Joint Boards Action
6. **Finance Issues** (60 min.)
 - a. Review of Reserve Funds of Both Agencies Kurt, Terry
 - b. **Action:** Funding Transition Costs
 - i. Funding Source: pre- and post-consolidation
 - c. **Action:** Rate Smoothing –*feedback from SNOCOM, decision* (briefing materials for this item are the same as the May Joint Boards meeting)
 - d. **JTF Recommendation/Potential Action:** Cost Controls—*feedback from Boards, decision*
 - i. Threshold for supermajority vote on budget (**new JTF Recommendation**)
 - ii. Threshold for supermajority vote on capital expenditures
 - iii. Option to be a subscriber
 - e. **JTF Recommendation/Potential Action:** Assessment formula to be applied prior to consolidated operations (in transition phase)
7. **JTF Recommendation/Potential Action:** Schedule for Consolidation (20 min.)

8. Next phase of work/Is JTF authorized to continue work? (15 min.)

Major tasks in next phase include: ILA drafting, refining transition plan, 2018 consolidated agency organization and budget, due diligence in advance of consolidation vote, employee engagement

9. Next meeting date

10. Closing Comments / Adjourn (5 min.)

SNOCOM-SNOPAC Joint Boards Meeting June 19, 2017
 Agenda Item 4

SNOCOM – SNOPAC Consolidation Discussions

Joint Boards Actions Status Re-cap—as of May 31, 2017

Governance	Notes/Next steps
Approved:	
<ul style="list-style-type: none"> Board structure approved, including size of board, how selected; how alternates selected 	
<ul style="list-style-type: none"> When a supermajority vote would be used 	
<ul style="list-style-type: none"> Supermajority vote requires 70% of board members present and voting, and at least 1 board member representing a fire agency 	
<ul style="list-style-type: none"> At least 2 weeks-notice must be given before a supermajority vote 	Attorneys recommend this be in bylaws, subject to emergency exception
<ul style="list-style-type: none"> Members of ILA are direct service providers 	
<ul style="list-style-type: none"> Associate Members: non-direct service providers (cities, towns or fire districts) may sign onto ILA, and have a single non-voting Board Member, no latecomer fees if they become a direct service provider 	
In process:	
<ul style="list-style-type: none"> Supermajority vote definition: will there also be a requirement for participation by caucuses? 	June Joint Boards
Finance	
Approved:	
<ul style="list-style-type: none"> Assessment Formula 	
In process:	
<ul style="list-style-type: none"> Rate smoothing 	June Joint Boards
<ul style="list-style-type: none"> Funding Transition Costs <ul style="list-style-type: none"> Source of funds Allocation between agencies 	June Joint Boards
<ul style="list-style-type: none"> Cost Controls 	June Joint Boards
Path Moving Forward	
In process:	
<ul style="list-style-type: none"> Pursue consolidation under the nonprofit corporation statutes, pending feedback from labor counsel 	June Joint Boards
<ul style="list-style-type: none"> Timeline for consolidation 	June Joint Boards

SNOCOM-SNOPAC Consolidation Issues Still To Be Determined

K. Reed note: These tasks have substantive impacts on the consolidation of the PSAPs and will be addressed either in the ILA or accompanying formation documents. They will require policy direction and input, but are not as complex as the issues already decided by the Joint Boards. Yellow shaded items could be addressed in the bylaws rather than ILA.

	Item	Next steps
	Items that need to be in ILA	
1	Name of agency	Allow stall to offer ideas. Need to decide when to do this—sync up with other staff outreach.
2	Confirm choice of legal entity structure w/legal counsel (nonprofit corporation is recommendation from JTF)	Ask legal.
3	Initial term of agreement during with no withdrawal	Would recommend 5 years
4	Annual Principals Assembly—annual meeting with elected officials of members; annual message from Executive Director, Board Chair, forecast about budget for next year, engagement with members on priorities, concerns, etc.	Should we do one? (NORCOM has one and it's reportedly quite popular)
5	Subscriber contract terms (non ILA members who receive service under contract with the new consolidated agency)	If there is a cost cap, what is the risk-premium associated with that, and should that be in the ILA?
6	Budget development schedule	When is budget policy set? When is draft budget circulated? When is final budget sent for approval?
7	Delinquencies	What are penalties for nonpayment? What notice provisions apply?
8	Dispute resolution	
9	Budget year—any reason to do other than a calendar year?	
10	2018 Assessments –transitional formula prior to consolidation in one-shop?	
11	Budget principles	What can be included in ILA/appendix to confirm the service level/staffing approach and facility life assumptions – or other items--that are the key assumptions in the 10-year pro-forma?
12	Withdrawal from ILA	Would recommend 1 year advance notice, syncing up with end of budget year.
13	Reserves – general requirements	Details would be in the Bylaws and Transition plan, not in the ILA, but the ILA should probably note that Operating and Capital reserves will be established and set at levels as periodically determined by the Board

14	Calls for Service definition (as used in assessment formula)	
15	Smoothing formula details	
	Items that will be approved by boards, legislative bodies but not in ILA	
16	Transition Plan	Not all details of the plan will be in the document, but will be more detailed than what we have now—costs, funding (dollars to be placed in reserves, operating funds, etc., coming over from each agency), how existing subscriber contracts will be handled, tasks, proposed timeline, lead staff, etc. --2018 Budget
17	Articles of Incorporation	Will be needed as part of legislative package
18	Bylaws	Begin building draft as appropriate; will be approved by new board on first day of operations. --Board meeting schedule, etc.
	Not in ILA, or approved by Boards/legislative bodies but important transition tasks	
19	ILA drafting	Create small legal team to confirm ILA reflects the policy deal negotiated between the Boards
20	Due diligence review and any follow up items – to ensure that contracts can and will be assumed as need be, identify liabilities of existing agencies, etc.	Secure funding and authorize work to proceed Launch work to complete and report.
21	Employee engagement plan	Prepare, fund, implement
22	Supervisory Structure of New Agency / Org Chart / Executive Director selection	This can probably be handled as a transitional issue, but the board would need to confirm as one of its first actions.

<p>Issue: Defining a supermajority vote in a consolidated PSAP agency</p>
<p>Joint Boards Recommendation at May 30 meeting:</p> <p>A supermajority vote should be defined as an item requiring both:</p> <ul style="list-style-type: none">(1) support from 70% of board members in number present and voting, <i>and</i>(2) support from at least 1 board member representing a fire agency. <p>Situations requiring a Supermajority Vote are as follows:</p> <ul style="list-style-type: none">a. Adding a new memberb. Terminating a memberc. Amending the ILAd. Amendments to bylawse. Approving the budget if it exceeds a specified % increase over last yearf. Capital expenditures exceeding a specified amountg. Dissolution or merger/consolidation of the agencyh. Hiring the Executive Director of the Agency.
<p>Rationale:</p> <p>This ensures that a supermajority item must receive:</p> <ul style="list-style-type: none">• More than a typical 2/3rds supermajority support.• Support of both police and fire agency representatives <p>This also ensures that no single caucus could veto a measure and the largest agencies acting alone could not approve a measure.</p>
<p>Next steps:</p> <p>At the May Joint Boards meeting it was agreed that</p> <ul style="list-style-type: none">(1) the Boards would separately consider whether additional requirements should be included in the definition of a supermajority vote and this issue would be taken up again at the June Joint Boards meeting.(2) The Boards and JTF would also continue to consider how to define items (e) and (f) under the situations requiring a supermajority vote

SNOCOM SNOPAC Joint Board Meeting June 19 2017
Agenda Item 6.b

<p>Issue: Funding Transition Costs</p>
<p>JTF Recommendation:</p> <p>Fund transition costs out of the reserve funds held by SNOCOM and SNOPAC</p> <p>Some transition costs (anticipated as a relatively small percentage of the total) are likely to be incurred in advance of consolidation. For example, pre-consolidation costs would include costs to engage employees in the transition, continued support from the facilitator and Pacifica, as well as due-diligence review of internal contracts and finances.</p> <p>For these “pre-consolidation costs,” The JTF recommends that legal and facilitation costs continue to be split evenly, but that employee engagement and other items may best be addressed on a different basis, and this should be considered on a case-by-case basis.</p> <p>In terms of costs of transition incurred after consolidation – for example, the costs of reconfiguring the SNOPAC facility and parking lot to accommodate the combined operations—there is not a need to allocate costs as between the two agencies, since they will at that point be a single agency with reserve funds established as per the transition plan and new governing board.</p>
<p>Mayor Colinas abstained from this recommendation.</p>
<p>Rationale:</p> <p>Transition costs are one-time expenses, and given that both agencies have a relatively healthy level of reserves, these monies should be used to fund transition rather than increase the financial burden on member agencies making a transition to a new consolidated agency.</p>

SNOCOM SNOPAC June 19, 2017
 Agenda Item 6.c

Note: these briefing materials are identical to those presented at the May Joint Boards meeting

<p>Issue: Rate Smoothing for Transition to New Assessment Formula</p>												
<p>JTF Recommendation:¹ Fix a smoothing solution (participants, dollars) based on the 2017 hypothetical assessment run (see pp .6-7). (Table 1 shows agencies seeing an assessment decrease (and how much); Table 2 shows agencies seeing an assessment increase (and how much).)</p> <p>Implement smoothing in the first full year of operations of the consolidated agency (2019).</p> <p>Smoothing beneficiaries would be all member agencies seeing 9% or greater increase in the 2017 hypothetical assessment run. In 2019, these agencies would see a deduction from their 2019 assessment as otherwise calculated equal to 85% of the 2017 hypothetical assessment run increase over 2017 actual assessments.</p> <ul style="list-style-type: none"> • Fire District 1 • Fire District 15 • Fire District 24 • Fire District 26 <p>The specific dollar amounts these agencies would receive is set forth in Table 3.</p> <p>Smoothing contributors would be all member agencies seeing a 9% or greater decrease in the 2017 hypothetical assessment run. These agencies would see an increase in their 2019 assessment over and above the assessment as otherwise calculated, equal to between 20% and 25% of their 2017 hypothetical assessment run decrease below 2017 actual assessments (depends on whether the South Snohomish County RFA is approved by voters in August). This money would be used to fund the smoothing for the smoothing beneficiaries.</p> <table border="0"> <tr> <td>• Brier</td> <td>• Woodway</td> </tr> <tr> <td>• Edmonds</td> <td>• Fire District 16</td> </tr> <tr> <td>• Lynnwood</td> <td>• Fire District 22</td> </tr> <tr> <td>• Mill Creek</td> <td>• Fire District 27</td> </tr> <tr> <td>• Mountlake Terrace</td> <td>• Fire District 7 (and 3)</td> </tr> <tr> <td>• Mukilteo</td> <td></td> </tr> </table> <p>The specific amount these agencies would contribute is set forth at Table 4.</p>	• Brier	• Woodway	• Edmonds	• Fire District 16	• Lynnwood	• Fire District 22	• Mill Creek	• Fire District 27	• Mountlake Terrace	• Fire District 7 (and 3)	• Mukilteo	
• Brier	• Woodway											
• Edmonds	• Fire District 16											
• Lynnwood	• Fire District 22											
• Mill Creek	• Fire District 27											
• Mountlake Terrace	• Fire District 7 (and 3)											
• Mukilteo												
<p>Rationale: Balance the beneficiaries of smoothing with those seeing cost increases at or above same level as those "rewarded" by the new assessment formula. Extend it beyond SNOCOM agencies. The new assessment formula is the primary cause of major cost shifts, so assessments should be the funding source for smoothing.</p>												

able 1: Agencies with NET (police + fire) estimated rate increases in

¹ Mayor Colinas did not participate in the development of this recommendation as he had to leave before this discussion was concluded.

Hypothetical 2017 assessment run

Agency	1%+	4%+	5%+	10%+	20%+	30%+	% increase	\$ Increase
Fire District 1	✓	✓	✓	✓	✓	✓	38.13%	\$234,752
Everett	✓						1.58%	\$46,108
Fire District 15	✓	✓	✓				9.43%	\$3287
Fire District 17	✓	✓					4.70%	\$3935
Fire District 23	✓	✓					4.29%	\$216
Fire District 24	✓	✓	✓				9.0%	\$1,935
Fire District 26	✓	✓	✓	✓			10.10%	\$2,926
Fire District 5	✓	✓	✓				5.2%	\$2,862
Marysville Fire District (#12)	✓						2.09%	\$12,104
Stillaguamish Police (contract agency)	✓	✓	✓	✓	✓	✓	30.75%	\$12,086

Table 2: Agencies with NET (police + fire) estimated rate decreases in Hypothetical 2017 assessment run

Agency	1%+	4%+	5%+	10%+	20%+	30%+	% Decrease	\$ decrease
Brier	✓	✓	✓	✓			-15.24%	(\$17,246)
Edmonds	✓	✓	✓	✓	✓		-24.17%	(\$248,682)
Lynnwood (if RFA approved, city saves over XX%)	✓	✓	✓	✓	✓		-26.49%	(\$312,442)
Mill Creek	✓	✓	✓	✓	✓		-26.44%	(\$117,745)
MLT	✓	✓	✓	✓	✓		-21.46%	(\$101,945)
Mukilteo	✓	✓	✓	✓	✓		-25.29%	(\$132,048)
Woodway	✓	✓	✓	✓	✓	✓	-37.68%	(\$10,726)
Arlington	✓						-1.23%	(\$5,266)
Darrington Police	✓	✓	✓	✓			-12.86%	(\$1,710)
Fire 16	✓	✓	✓	✓			-14.83%	(\$2,737)
Fire 19	✓	✓	✓				-5.87%	(\$1,517)
Fire 21	✓						-3.02%	(\$1,523)
Fire 22	✓	✓	✓				-9.14%	(\$2,876)
Fire 25 (Oso)	✓						-2.17%	(\$141)
Fire 27	✓	✓	✓	✓	✓	✓	-40.50%	(\$1,147)
Fire 28	✓						-1.96%	(\$151)
Fire 4	✓	✓	✓				-7.50%	(\$16,735)
Fire 7 (and 3)	✓	✓	✓	✓			-10.66%	(\$67,336)
Fire 8	✓						-2.39%	(\$6,452)
Gold Bar Police	✓	✓	✓	✓			-10.09%	(\$3,418)
Granite Falls Police	✓	✓	✓				-5.30%	(\$2,763)
Lake Stevens Police	✓	✓	✓				-8.57%	(\$27,763)
Marysville Police	✓	✓					-4.13%	(\$40,545)
Monroe Police	✓	✓	✓				-5.46%	(\$15,548)
North County Fire	✓	✓	✓				-5.92%	(\$7,308)
SCSO (unincorp)	✓						-1.17%	(\$33,846)
SCSO (total)								
Snohomish Police	✓						-2.78%	(\$3,586)
Sultan Police	✓	✓	✓				-8.80%	(\$6,045)
Fire Marshall	✓	✓	✓	✓	✓	✓	-45.77%	(\$3,267)
Airport Fire	✓	✓	✓	✓	✓	✓	-45.78%	(\$7,130)

Tables 3 and 4: Smoothing Contributions and Receipts, by Agency

Table 3:				
Year 1 cost increases in Hypothetical 2017 assessment run – agencies seeing 9% or more cost increase over 2017 actual assessments.				
Target: Remit 0.85% of year 1 cost increase				
Agency	Amount of estimated increase as compared to 2017 assessments	If Sno County RFA approved	Amount each Agency would receive	
			No RFA	w/RFA
FD1	\$234,752	\$323,364	\$199,539	\$274,859
DF15	\$3287	\$3287	\$2794	\$2794
FD24	\$1,935	\$1,935	\$1645	\$1645
FD26	\$2,926	\$2,926	\$2487	\$2487
Sum of Losses	\$242,900.00	\$331,512.00	\$206,465.00	\$281,785.00
Amount to be funded through smoothing	X 0.85= \$206,465	X 0.85 = \$281,785		

Table 4:				
Year 1 cost decreases in Hypothetical 12017 assessment run—agencies seeing 9% or more cost decrease over 2017 actual assessments				
Target: Contribute pro rata to fund the targeted smoothing funding total				
Agency	Amount of estimated savings as compared to 2017 assessments	If Sno County RFA approved	Amount each agency would contribute	
			No RFA	w/RFA
Brier	\$17,246	\$17,246	\$3,510	\$4,406
Edmonds	\$248,682	\$248,682	\$50,607	\$63,538
Lynnwood	\$312,442	\$401,054	\$63,582	\$102,469
Mill Creek	\$117,745	\$117,745	\$23,961	\$30,084
MLT	\$101,945	\$101,945	\$20,746	\$26,047
Mukilteo	\$132,048	\$132,048	\$26,872	\$33,738
Woodway	\$10,726	\$10,726	\$2,183	\$2740
FD 16	\$2,737	\$2,737	\$557	\$699
FD 22	\$2,876	\$2,876	\$585	\$735
FD 27	\$1,147	\$1,147	\$233	\$293
FD 7 (and 3)	\$67,336	\$67,336	\$13,703	\$17,204
Sum of gains	\$1,014,930.00	\$1,103,542.00	\$206,539.00	\$281,953.00
Amount contributed for smoothing	X 20.35% = \$206,538	X 25.55% = \$281,954		

Option: Formulaic approach

As an alternative, a formula could be used to determine smoothing receipts and contributions to be made in 2019. In sum:

- In 2019, a determination is made as to how many agencies experienced an assessment increase or decrease equal or greater to 9%*
- Those experiencing an assessment increase equal or greater than 9%* would receive a smoothing amount equal to 85% of the increase (or a capped amount, whichever is less**)
- Those experiencing an assessment decrease equal or greater than 9%* would contribute towards smoothing, with each such agency paying the same percentage amount of their respective incremental assessment decrease (capped at some amount***) as necessary to fund the smoothing

Additional formula components should be defined if this approach is used – specifically:

*a way to define the assessment “increase” or “decrease.” (for example, compare 2019 assessments to 2019 hypothetical assessments run off the formulas currently in use at SNOCOM and SNO PAC)

**a cap on maximum total dollars contributed towards smoothing (for example, not to exceed the amount that would be funded under the JTF recommendation)

***a maximum amount that any one agency would be asked to contribute (for example, not to exceed 30% of the assessment decrease experienced by any contributing agency)

“2017 Hypothetical Assessment Run”

SNOCOM/SNOPAC Option 4B- SNOCOM As Warm Backup By Consolidated Jurisdiction

2/20/2017

Note: The assessment information contained in this estimate is based on the Option 4B – Consolidated Agency Two Facilities pro forma. The estimate is based on 2015 Calls for Service (including self-initiated activity), Assessed Valuation (Snohomish County Assessor February 2016), and Population (Washington State Office of Financial Management, Fire Protection Districts 10/2016, Cities, Towns and Counties 4/2016). Official data is not available for Airport Fire, Fire Marshall, and Stillaguamish PD. The assessment for these agencies is based on a cost-per-call formula. The estimate does not include one-time transition costs and assumes the agency has reduced staff through attrition. This information should only be used to evaluate PSAP consolidation.

Combined Jurisdiction	2017 Actual Assessment	2017 Consolidated Assessment	Difference \$	Difference %
Brier	\$113,134	\$95,887	(\$17,246)	-15.24%
Edmonds	\$1,028,703	\$780,021	(\$248,682)	-24.17%
Lynnwood	\$1,179,433	\$866,990	(\$312,442)	-26.49%
Mill Creek	\$445,399	\$327,654	(\$117,745)	-26.44%
MLT	\$475,025	\$373,081	(\$101,945)	-21.46%
Mukilteo	\$522,198	\$390,150	(\$132,048)	-25.29%
Woodway	\$28,464	\$17,738	(\$10,726)	-37.68%
Fire Dist 1	\$615,660	\$850,412	\$234,752	38.13%
Arlington	\$427,717	\$422,451	(\$5,266)	-1.23%
Darrington Police	\$13,297	\$11,587	(\$1,710)	-12.86%
Everett	\$2,911,404	\$2,957,512	\$46,108	1.58%
Fire 15	\$34,876	\$38,163	\$3,287	9.43%
Fire 16	\$18,453	\$15,716	(\$2,737)	-14.83%
Fire 17	\$83,746	\$87,681	\$3,935	4.70%
Fire 19	\$25,840	\$24,323	(\$1,517)	-5.87%
Fire 21	\$50,477	\$48,954	(\$1,523)	-3.02%
Fire 22	\$31,484	\$28,608	(\$2,876)	-9.14%
Fire 23	\$5,038	\$5,254	\$216	4.29%
Fire 24	\$21,491	\$23,426	\$1,935	9.00%
Fire 25 (Oso)	\$6,529	\$6,388	(\$141)	-2.17%
Fire 26	\$28,973	\$31,899	\$2,926	10.10%
Fire 27	\$2,831	\$1,684	(\$1,147)	-40.50%
Fire 28	\$7,707	\$7,556	(\$151)	-1.96%
Fire 4	\$223,248	\$206,513	(\$16,735)	-7.50%
Fire 5	\$54,991	\$57,853	\$2,862	5.20%

Fire 7 (and 3)	\$631,385	\$564,049	(\$67,336)	-10.66%
Fire 8	\$269,589	\$263,137	(\$6,452)	-2.39%
Gold Bar Police	\$33,861	\$30,443	(\$3,418)	-10.09%
Granite Falls Police	\$52,159	\$49,396	(\$2,763)	-5.30%
Lake Stevens Police	\$323,863	\$296,100	(\$27,763)	-8.57%
Marysville Fire Dist	\$578,908	\$591,012	\$12,104	2.09%
Marysville Police	\$982,416	\$941,871	(\$40,545)	-4.13%
Monroe Police	\$284,553	\$269,005	(\$15,548)	-5.46%
North County Fire	\$123,393	\$116,085	(\$7,308)	-5.92%
SCSO (unincorp)	\$2,900,449	\$2,866,603	(\$33,846)	-1.17%
Snohomish Police	\$129,068	\$125,482	(\$3,586)	-2.78%
Stanwood	\$160,684	\$159,860	(\$824)	-0.51%
Sultan Police	\$68,727	\$62,682	(\$6,045)	-8.80%
Fire Marshall	\$7,137	\$3,870	(\$3,267)	-45.77%
Airport Fire	\$15,577	\$8,447	(\$7,130)	-45.78%
Stillaguamish Police	\$39,023	\$51,109	\$12,086	30.97%

<p>Issue: Cost Controls</p>
<p>JTF Recommendation:</p> <p>The JTF recommends that cost control be accomplished consistent with adopted governance principles by requiring a supermajority vote be required if a budget exceeds a specified level increase over last year’s budget. The adopted governance principles state in part:</p> <p style="padding-left: 40px;">“Supermajority votes approval should be required for major issues, including, but not necessarily limited to: ...</p> <ul style="list-style-type: none"> e. Approving the budget if it exceeds a specified % increase over last year. f. Capital expenditures exceeding a specified amount.” <p>After consideration of the materials on p. 2 of this briefing, the JTF is recommending that a supermajority vote be required for approval of <i>a budget exceeding last year’s budget by a percentage equivalent to the Seattle-Tacoma-Everett-Bremerton-CPU-U (or its successor index) plus 4%</i>. The proposal is not a “cost – cap” – i.e., it does not guarantee costs won’t exceed a certain amount, just that a supermajority vote is required to approve amounts over the threshold.</p> <p>The JTF does not have a recommendation with respect to a supermajority threshold for capital expenditures.</p> <p>Because some agencies may be interested in a firm “cost cap”, the JTF further recommends that the ILA include the option for a direct service provider who would otherwise be able to sign the ILA as a member to instead choose to be a “subscriber” for contract services from the consolidated agency. A subscriber would not sign the ILA, but would instead negotiate a shorter term service contract with the consolidated agency. The JTF further recommends that these subscribers pay on the same assessment formula as if they were members, provided that if the contract includes a firm “cost-cap” then a “risk premium” (to be negotiated between the parties) should be added to the assessment formula for any such subscriber contracts, to address the fact that the subscribers are asking the consolidated agency to assume the price risk.</p>
<p>Rationale:</p> <p>This type of cost control is currently written into the SERS ILA and the SNOPAC ILA. The approach to cost control is consistent with the governance principles, and ensures the agency will (with sufficient Board support) be able to fund items necessary to its continued operation.</p> <p>The budget threshold of CPI + 4% was selected because it would not have been triggered by the any of the routine budgets in the last four years in either agency.</p> <p>The proposal provides an option for current member agencies who feel more strongly about a cost cap guarantee than about being a member of the agency. Adding a risk premium as proposed would be a change to the JTF recommendation (in the assessments discussion from the March Joint Boards meeting), upon reflection that there is value to the subscriber for the agency assuming the price risk and that value should be reflected in the contract fee.</p>
<p>Attachments: Examples of cost data and thresholds.</p>

Examples of Cost Data and Thresholds

NORCOM:

Supermajority vote required for:

- i. Approval or amendment of NORCOM budget, including the User Fee formula;
- ii. A decision to request Principals issue debt for or on behalf of NORCOM;
- iii. A decision to acquire assets, equipment, real or personal property valued at over \$500,000 per Section 14

SERS:

70% by number (+66.6% by weight) Supermajority vote required for:

- i. Adoption of the annual budget if the increase from the prior year's budget exceeds 10%
- ii. [radio system project] expenditures in excess of [amount defined in attachment to ILA]

Option 1:

Operating budget cap: Approval of a budget that exceeds the prior year's budget by the combined percentage increases of CPI and Calls for Service

Option 2:

Operating budget cap: Approval of a budget that exceeds the prior year's operating budget by CPI plus X%.

PSAP Average Change 2013-2017

	3 Year	4 Year	5 Year
SNOPAC Budget	3.62%	3.27%	2.59%
SNOPAC Assessment	3.26%	2.04%	1.29%
SNOCOM Budget	4.03%	4.33%	3.51%
SNOCOM Assessment	5.44%	5.50%	2.57%

Seattle-Tacoma-Everett-Bremerton CPI-U June-June

2016	2015	2014	2013	2012
1.8%	1.6%	2.0%	1.4%	2.7%

Year-over-year Salary and Labor cost increase %

	2016	2015	2014	2013
SNOCOM	5.64%	5.48%	5.61%	2.42%
SNOPAC	4.83%	3.71%	1.35%	-0.02%

SNOCOM-SNOPAC Joint Boards Meeting June 19, 2017

Agenda Item 6.e

<p>Issue: Assessment Formula During Transition Period (after consolidated agency is created, but before operations are integrated).</p>
<p>JTF Recommendation:</p> <p>In the transition period, each agency should pay an assessment based on the formula in their current ILA. That is, SNOCOM agencies would pay per the SNOCOM ILA and SNOPAC agencies would pay per the SNOPAC ILA.</p>
<p>Rationale:</p> <p>In the transition period, both dispatch operations will continue to be staffed and operating under current practices, but with a combined single management structure. Current assessment formulas are designed to support those operations, and are a simple way to proceed.</p> <p>Transition costs – building out the space at SNOPAC, moving costs, etc., will be funded through reserve funds held by the newly consolidated agency (recommended), transferred from each agency upon the start date of the new consolidated agency.</p> <p>Any operating shortfalls or surpluses that arise during the transition period would be addressed by the new board.</p>

SNOCOM SNOPAC Joint Board Meeting June 19, 2017

Agenda Item 7

Issue: Path to Consolidation
JTF Recommendation: The JTF recommends that SNOCOM and SNOPAC pursue a legal consolidation of SNOCOM and SNOPAC, as allowed under the state nonprofit corporation statutes, to accomplish the consolidation of the two agencies. Dissenting from recommendation: Mayor Colinas
Joint Boards Recommendation: The Joint Boards endorsed the JTF Recommendation at the May Joint Boards meeting, subject to a check in with labor counsel.
Rationale: <ul style="list-style-type: none">• Because this path can be accomplished with support from 2/3rds of the members of each agency's board, this path allows consolidation to occur more quickly and with more certainty once the decision has been made by the boards to consolidate.• It avoids the need to dissolve either agency.• It greatly simplifies the transfer of assets or assignment of contracts to the new consolidated agency: unless there are specific provisions to the contrary in existing agreements, assets and contracts automatically transfer to the new consolidated agency without any further action needed.• It avoids the risk of a single-agency stopping the process.• It provides more certainty to the member agencies, the public and employees as to the timeline and outcome.• It creates an entirely "new agency" which may feel more equitable, rather than a situation where one agency is absorbing the other. (In a "merger" of 2 nonprofits, state law requires one of the two agencies be designated as the "surviving agency"). <p>A "due diligence" review of all agency contracts will still be required to ensure that any and all applicable terms relative to the new agency assuming each contract is met.</p>
Attachments <ul style="list-style-type: none">A. Memo from Pacifica Law and Karen Reed providing overview of merger and consolidation processes.B. Select merger and consolidation statutes

ATTACHMENT A

Steps to Merge or Consolidate two nonprofit corporations whose members are local government agencies

Prepared by Jay Reich, Deanna Gregory and Karen Reed
May 16, 2017

Introductory note:

The nonprofit corporation statutes (Ch. 24.03 and 24.06 RCW) identify two distinct processes—merger or consolidation – but both are accomplished in the same manner. The difference is that in a merger, one of the two agencies is designated as the “surviving corporation,” and under a consolidation, the two agencies are deemed to consolidate into a *new* corporation.

Under either scenario, the surviving or new corporation acquires all the rights of the merging/consolidating agencies and all their properties and contract interests, etc., are deemed transferred to the surviving/new agency “without further act or deed.” (RCW 24.03.210; RCW 24.06.235).

The process, generally:

1. The parties reach general agreement on the terms of the merger or consolidation of the two nonprofit corporations and reflect this agreement in a written proposed plan of merger or consolidation with the following attachments: amended and restated articles, bylaws and interlocal agreement of the consolidated entity.

The merger/consolidation plan will identify the sequence of steps required to transition from two entities to a single combined entity (timeline, funding, major action items, etc.). The amended and restated articles, bylaws and ILA will set forth the governance structure, budget process, cost allocation methodology, as well as additional provisions such as member entry and departure and corporate dissolution.

2. By a vote of 2/3 of the members of each board, a resolution approving the proposed plan of merger (or consolidation) is adopted. SNOCOM: 8 votes from 11 members. SNOFAC: 8 votes from 11 members. (If a weighted vote pursuant to Section 10.D. of the SNOFAC ILA is required, there may be a different calculation.)
3. Because the boards of the ILA chose to be non-profit corporations and the respective ILAs do not speak to merger or consolidation, the votes will merge (or consolidate) the two entities. Upon passage of the two resolutions in accordance with #2 above and compliance with RCW 24.03.200 and 205, the two entities will be merged or consolidated (whichever path is chosen).

4. Because each ILA is also an agreement among municipal corporations, it is prudent to have the legislative authority of each member jurisdiction approve the amended and restated ILA.
5. A current member municipal corporation of either SNOCOM or SNOPAC that does not approve the amended and restated ILA may be deemed to qualify to be a “subscriber” of the new merged entity in accordance with the terms of the proposed plan of merger and the amended and restated articles and bylaws. A subscriber may be offered a service contract under terms to be negotiated separate from the ILA.

The new ILA could also include terms to provide for “associate membership” of jurisdictions that do not directly provide police or fire service if the parties so desired (in response to a request raised by cities currently contracting with the Sheriff’s Office).

Attachment B

Select Merger & Consolidation Statutes

RCW 24.06.210

Procedure for merger.

Any two or more domestic corporations may merge into one of such corporations pursuant to a plan of merger approved in the manner provided in this chapter.

Each corporation shall adopt a plan of merger setting forth:

- (1) The names of the corporations proposing to merge, and the name of the corporation into which they propose to merge, which is hereinafter designated as the surviving corporation.
- (2) The terms and conditions of the proposed merger.
- (3) A statement of any changes in the articles of incorporation of the surviving corporation to be effected by such merger.
- (4) Such other provisions with respect to the proposed merger as are deemed necessary or desirable.

RCW 24.06.215

Procedure for consolidation.

Any two or more domestic corporations may consolidate into a new corporation pursuant to a plan of consolidation approved in the manner provided in this chapter.

Each corporation shall adopt a plan of consolidation setting forth:

- (1) The names of the corporations proposing to consolidate, and the name of the new corporation into which they propose to consolidate, which is hereinafter designated as the new corporation.
- (2) The terms and conditions of the proposed consolidation.
- (3) With respect to the new corporation, all of the statements required to be set forth in articles of incorporation for corporations organized under this chapter.
- (4) Such other provisions with respect to the proposed consolidation as are deemed necessary or desirable.

RCW 24.06.235

Effect of merger or consolidation.

When such merger or consolidation has been effected

- (1) The several corporations party to the plan of merger or consolidation shall be a single corporation, which, in the case of a merger, shall be that corporation designated in the plan of merger as the surviving corporation, and, in the case of a consolidation, shall be the new corporation provided for in the plan of consolidation.
- (2) The separate existence of all corporations party to the plan of merger or consolidation, except the surviving or new corporation, shall cease.
- (3) The surviving or new corporation shall have all the rights, privileges, immunities and powers, and shall be subject to all the duties and liabilities of a corporation organized under

this chapter.

- (4) The surviving or new corporation shall thereupon and thereafter possess all the rights, privileges, immunities, and franchises, whether of a public or a private nature, of each of the merging or consolidating corporations; all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to each of the corporations so merged or consolidated, shall be taken and deemed to be transferred to and vested in such single corporation without further act or deed; and no title to any real estate, or any interest therein, vested in any of such corporations shall not revert nor be in any way impaired by reason of such merger or consolidation.
- (5) The surviving or new corporation shall thenceforth be responsible and liable for all the liabilities and obligations of each of the corporations so merged or consolidated and any claim existing or action or proceeding pending by or against any of such corporations may be prosecuted as if such merger or consolidation had not taken place, or such surviving or new corporation may be substituted in its place. No rights of creditors nor any liens upon the property of any such corporation shall be impaired by such merger or consolidation.
- (6) In the case of a merger, the articles of incorporation of the surviving corporation shall be deemed to be amended to the extent, if any, that changes in its articles of incorporation are stated in the plan of merger; and, in the case of a consolidation, the statements set forth in the articles of consolidation and which are required or permitted to be set forth in the articles of incorporation of corporations organized under this chapter shall be deemed to be the articles of incorporation of the new corporation.

SNOCOM BOARD of DIRECTORS MEETING

June 8, 2017

Board Members & SNOCOM Management in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input type="checkbox"/> Al Compaan	Edmonds	<input checked="" type="checkbox"/> Kent Saltonstall	Woodway
	<input type="checkbox"/> Thomas Mesaros	Edmonds	<input checked="" type="checkbox"/> David Chan	Fire District 1
	<input checked="" type="checkbox"/> George Hurst	Lynnwood	<input checked="" type="checkbox"/> Terry Peterson	SNOCOM
	<input type="checkbox"/> Ian Cotton	Lynnwood	<input checked="" type="checkbox"/> Marlin Herolaga	SNOCOM
	<input checked="" type="checkbox"/> Pam Pruitt	Mill Creek	<input checked="" type="checkbox"/> Karen McKay	SNOCOM
	<input checked="" type="checkbox"/> Jerry Smith	Mountlake Terrace	<input checked="" type="checkbox"/> Andie Burton	SNOCOM
	<input checked="" type="checkbox"/> Shaun Richards	Mountlake Terrace		
Alternate Board Members in Attendance	<input type="checkbox"/> Mike Catlett	Brier	<input type="checkbox"/> Chris Alexander	Mukilteo
	<input checked="" type="checkbox"/> Jim Lawless	Edmonds	<input type="checkbox"/> Steve Edin	Mukilteo
	<input checked="" type="checkbox"/> Don Anderson	Edmonds	<input checked="" type="checkbox"/> Cheol Kang	Mukilteo
	<input checked="" type="checkbox"/> Bryan Stanifer	Lynnwood	<input checked="" type="checkbox"/> Tom Howard	Woodway
	<input checked="" type="checkbox"/> Gregg Sieloff	Lynnwood	<input type="checkbox"/> Tom Whitson	Woodway
	<input checked="" type="checkbox"/> Greg Elwin	Mill Creek	<input type="checkbox"/> Brad Reading	Fire District 1
	<input checked="" type="checkbox"/> Scott Hugill	Mountlake Terrace	<input checked="" type="checkbox"/> Bob Eastman	Fire District 1
	<input type="checkbox"/> Greg Wilson	Mountlake Terrace		
Guests and SNOCOM Staff in Attendance	Karen Reed - JTF Facilitator		Ralph Krusey - SERS	
	Carla Nichols - Woodway		Sharon Brendle - SNOCOM	
	Pete Caw - Mountlake Terrace			

AGENDA ITEMS	REPORTS & COMMENTS	ACTION/ FOLLOW-UP
Call to Order & Introductions	SNOCOM Board President, Jerry Smith, called the meeting to order at 8:36 a.m.	
Public Comments	None	
President & Board Comments	None	
Consent Agenda: Minutes, Payroll, and Expenditures	<p>1. SC 2017-05-1 Minutes of the following meetings: Regular Board of May 18, 2017 and the Joint Board Meeting of May 30, 2017</p> <p>2. SC 2017-06-2 Payroll and Adjustments for May 2017, in the amount of \$384,408.25.</p> <p>3. SC 2017-06-3 Expenditures and Adjustments for May 2017, in the amount of \$142,835.18.</p> <p>Mayor Colinas moved to approve the Consent Agenda, items 1, 2, and 3, as listed. The motion was seconded by Dr. Saltonstall, and approved by all, except Commissioner Chan, who abstained.</p>	Consent Agenda approved
Reports	<p>1. Director's Report.</p> <p>Financials. May financials weren't received in time from Mountlake Terrace, and will be included in the next board packet.</p> <p>Pro-QA EMD Project. The director reports that this project is rapidly moving along. They held a 3 day kick-off meeting with the vendor last week. He thanked Fire District 1 for allowing Shaughn</p>	

AGENDA ITEMS	REPORTS & COMMENTS	ACTION/ FOLLOW-UP
	<p>Maxwell, Deputy Chief of Emergency Medical Services, to help with the kick-off. He also thanked and acknowledged SNOCOM Operations Manager, Karen McKay, for her help in getting the project going, as well as coordinating with SNOPAC and its agencies.</p> <p>Consolidation Committee Update. The director spoke on the balance of funds earmarked for the facilitator's expenses. He explained that out of the original \$35,000 approved, there remains about \$500 in that fund. The facilitator, Karen Reed, provided a proposal that was included in the board packet. This proposal covers her expenses as well as projected legal expenditures for the remainder of the project. She will initially draft a new Interlocal Agreement with Pacifica Law Group providing the legal review. Pacifica estimated \$10-\$15,000 for this work. SNOCOM's portion of the Karen Reed and Pacifica Law Group, which is shared 50/50 with SNOPAC is \$20,000-\$26,250. The director requested authorization for an additional \$40,000 which will cover SNOCOM's portion of Karen Reed's cost, Pacifica Law Group, and two other expenditures. One of these expenses would cover legal costs to cover a due diligence process whereby existing contracts are reviewed and evaluated to see if they qualify to move over to a consolidated agency under State Statute. This process is estimated to run around \$10,000-\$15,000. The other expense would cover the hiring of an organizational consultant to help in the process of bringing the two employee groups together.</p> <p>Personnel Update. The director updated the board on the current staffing level. He reported that there are now 2 openings on the dispatch floor.</p> <p>Board Meeting Schedule. The director reported that the Joint Task Force has recommended monthly joint board meetings going forward. He presented some tentative dates to consider.</p> <ul style="list-style-type: none"> ▪ June 19th - Joint Board Meeting at FD1. ▪ July 13th - Regularly scheduled meeting. ▪ August 24th - Possible Joint Board Meeting, following SNOCOM's regular board meeting of August 10th. ▪ September 21st - Possible Joint Board Meeting, following SNOCOM's regular board meeting of September 14th. <p>Director Peterson will present the August and September dates to SNOPAC to see if these would be acceptable to them. There was board consensus today against holding regular meetings on the same day as joint meetings. He will look for another date in July to hold a joint board meeting with SNOPAC.</p> <p>Regarding the director's earlier request for authorization of additional funds for the ILA development, the funding would potentially come out of underspent year end funds or year-end reserves. At month end, April, the balance in the General Reserve Fund amounted to \$393,000.</p>	

AGENDA ITEMS	REPORTS & COMMENTS	ACTION/ FOLLOW-UP
	<p>Assistant Chief Lawless moved to authorize \$40,000 for facilitation and legal services related to the ILA development. Funds to come out of the General Reserve Fund. The motion was seconded by Councilmember Hurst. The motion passed unanimously.</p> <p>2. SERS. CAO Ralph Krusey said that the SERS system was stable this month. They didn't experience any issues with last month's electrical and wind storms. Two sites did report some rodent problems, and they've contacted a company to take care of these issues. At an earlier meeting, he had reported an inverter failure from aging equipment at the Gold Hill site. That equipment has now been replaced. He is working with their budget committee to develop the 2018 budget.</p> <p>3. Budget Report. No report - committee did not meet.</p> <p>4. Personnel Report. No report - committee did not meet.</p> <p>5. E-911 Committee Report. Mayor Colinas reported that discussion at the meeting centered on the creation of the 2018 budget. The E-911 budget committee has scheduled some meetings to begin working on this.</p> <p>6. TAC Reports: Police - No Police TAC meeting was held due to the semiannual Police Chief's Conference. Fire - No Fire TAC meeting was held due to the state-wide Fire Chief's Conference.</p>	<p>Motion approved</p>
<p>Status of PSAP Consolidation Issues</p>	<p>An updated document packet was included in the board meeting binders. These materials were carried over from the last Joint Board meeting held on May 30th.</p> <p>Ms. Reed gave a recap on those items that have been decided on as well as the issues that are still being discussed by the individual boards.</p> <p>1. <u>Supermajority vote defined.</u> Mayor Colinas moved that SNOCOM restate its approval that a supermajority vote should be defined as requiring both support from 70% of board members in number present and voting, and support from at least 1 board member from a large caucus (police or fire), a medium caucus (police or fire), and a small caucus (police or fire). The motion was seconded by Dr. Saltonstall.</p> <p>This motion and the second were withdrawn. Following discussion, the board decided to adhere to the approved motion that had been made by the SNOCOM board at the joint board meeting on 5/30/17, requiring that one fire voting member be present for a supermajority vote to occur.</p> <p>2. <u>Rate Smoothing issue.</u> A lengthy discussion centered on this topic. Mayor Colinas asked a clarifying question regarding future board representation on the fire side for those receiving fire service from Fire District 1. Brier, as well as other cities receiving fire</p>	<p>Motion withdrawn</p>

AGENDA ITEMS	REPORTS & COMMENTS	ACTION/ FOLLOW-UP
	<p>service from Fire District 1 will have a non-voting voice at the Fire Caucus.</p> <p><i>Mayor Pruitt moved that SNOCOM authorize rate smoothing for one year for those agencies who would experience more than a 9% assessment increase to be contributed by those agencies who would receive more than a 9% rate decrease in their actual assessment costs during 2019. The motion was seconded by Mayor Colinas. The motion was approved unanimously.</i></p> <p>3. Funding Transition Costs. Ms. Reed led the discussion on this topic and stated that the directors will be refining the numbers over the summer. The range for transition costs was initially estimated to run \$800,000 to \$1.5 million. She said she expects more accurate numbers to be available in September. President Smith suggested that this topic be tabled until September.</p> <p>There was some additional discussions centered on the building evaluation project that SNOPAC is currently in negotiations on with the selected vendor. The project only covers future building considerations for a combined agency, not the remodeling or improvements of the current structure that SNOPAC rents from the City of Everett. Director Peterson said that there is enough space in SNOPAC's building to accommodate the current staff of both agencies for the next ten years.</p> <p>A question was asked of Director Peterson on the projected costs of labor negotiations during the transition period. The director said that they had estimated \$90,000 - \$120,000 specific to that issue.</p> <p>4. Cost Controls. This issue follows previous discussions to determine what the percentage threshold should be if a supermajority vote would be required. Capital expenditure thresholds were also previously discussed. At the May meeting, the board was leaning towards the following recommendation of a CPI, plus an undetermined amount. SNOCOM had decided to table the discussion until June when more data would be available. Following a recent JTF meeting, Ms. Reed reported that the JTF is recommending that a supermajority vote be required for approval of a budget exceeding last year's budget by a percentage equivalent to the Seattle-Tacoma-Everett-Bremerton-CPU-U (or its successor index) plus 4%. Mayor Pruitt suggested more time be taken on this subject and that each agency's finance director and/or city manager be brought in to work on this specific issue. President Smith asked Mountlake Terrace City Manager to take the lead on setting up a meeting with finance directors and other city managers. Mr. Hugill said he will work with Director Peterson on this.</p> <p>5. Path to Consolidation. Ms. Reed said that this topic is on hold until information is received from the labor attorneys.</p> <p>6. Timeline for Consolidation. Ms. Reed presented a hypothetical timeline at the May Joint Board Meeting. Following further discussion at the recent Joint Task Force meeting, the start date</p>	<p>Smoothing Motion approved</p> <p>A meeting with City Finance Directors and/or City Managers to discuss cost controls was recommended.</p>

AGENDA ITEMS	REPORTS & COMMENTS	ACTION/ FOLLOW-UP
	<p>for the consolidated agency would be moved up to 1/1/2018. Following that would be one full year of separate operations while the new board works on the transition. A fully integrated operations would commence on 1/1/2019.</p> <p>By moving the timeline up slightly, the consolidation vote would still occur in October, but jurisdictions would then be asked to approve the consolidation plan, ILA, and articles, by the end of December 2017.</p> <p>Ms. Reed also said that there is no unanimous requirement for the individual jurisdictions to sign on and participate in the ILA. They can choose to join in or decide to opt out.</p>	
Executive Session	None	
Announcements	Commissioner Chan reported that Fire District 1 Board of Commissioners has reached an agreement with the union. If a RFA is formed, Lynnwood and Fire District 1 would merge to form a new Regional Fire Authority.	
Adjourn	<p>There being no further business, the meeting was adjourned by President Smith at 10:29 a.m.</p> <p>The next Joint Board Meeting will be held on June 19th at Fire District 1. The next regular meeting of the SNOCOM Board of Directors is July 13, 2017.</p>	

Jerry Smith, SNOCOM Board President

Date



9-1-1 Consolidation Presentation for City of Mill Creek

PREPARED BY: KURT MILLS, TERRY PETERSON

JULY 2017

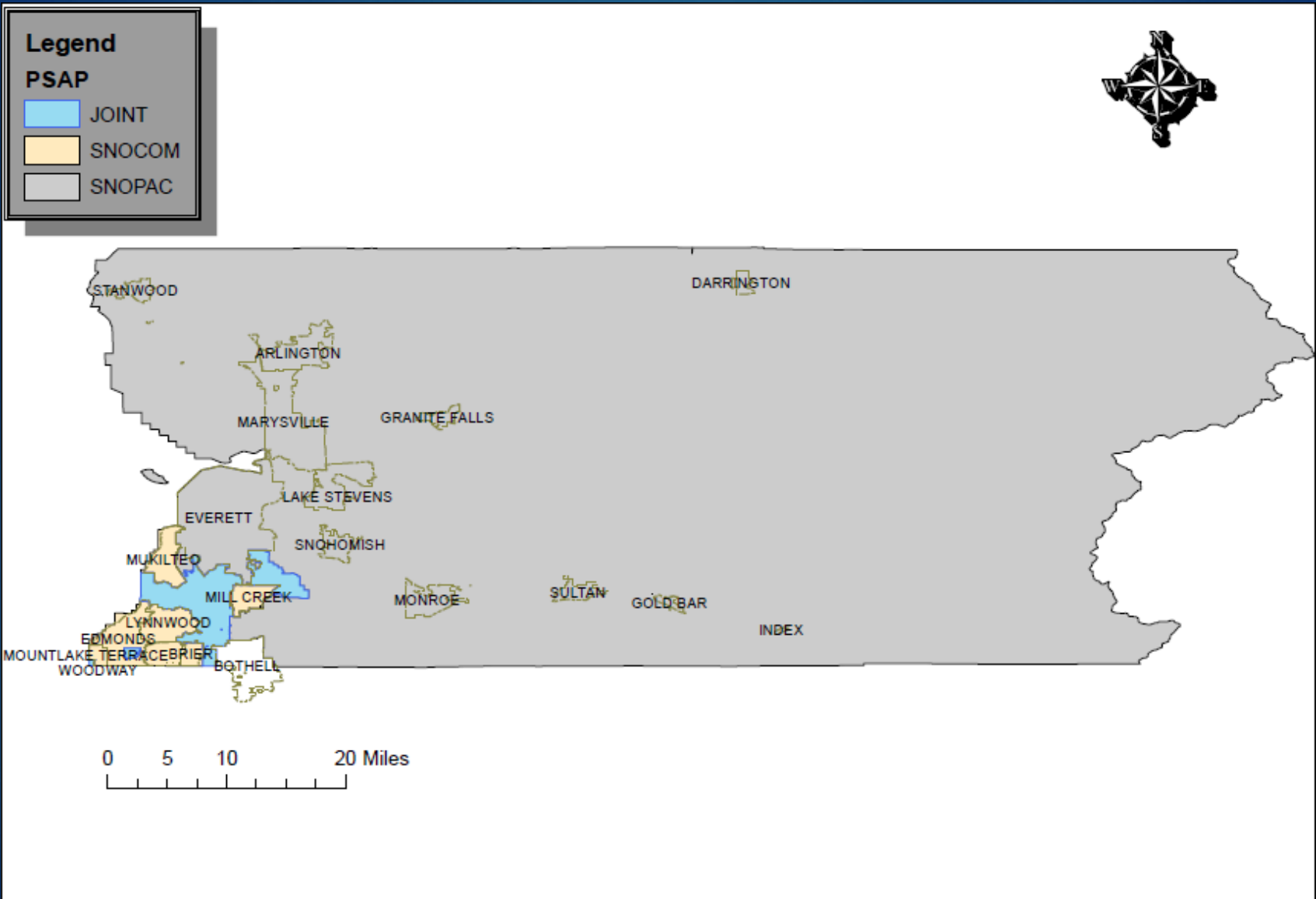
Background

Three separate entities:

SNOPAC PSAP – Formed in the 70's, located in Everett, a consolidated 9-1-1 Center serving roughly 70% of Snohomish County's population.

SNOCOM PSAP – Formed in the 70's, located in Mountlake Terrace, consolidated 9-1-1 Center serving roughly 30% of Snohomish County's population.

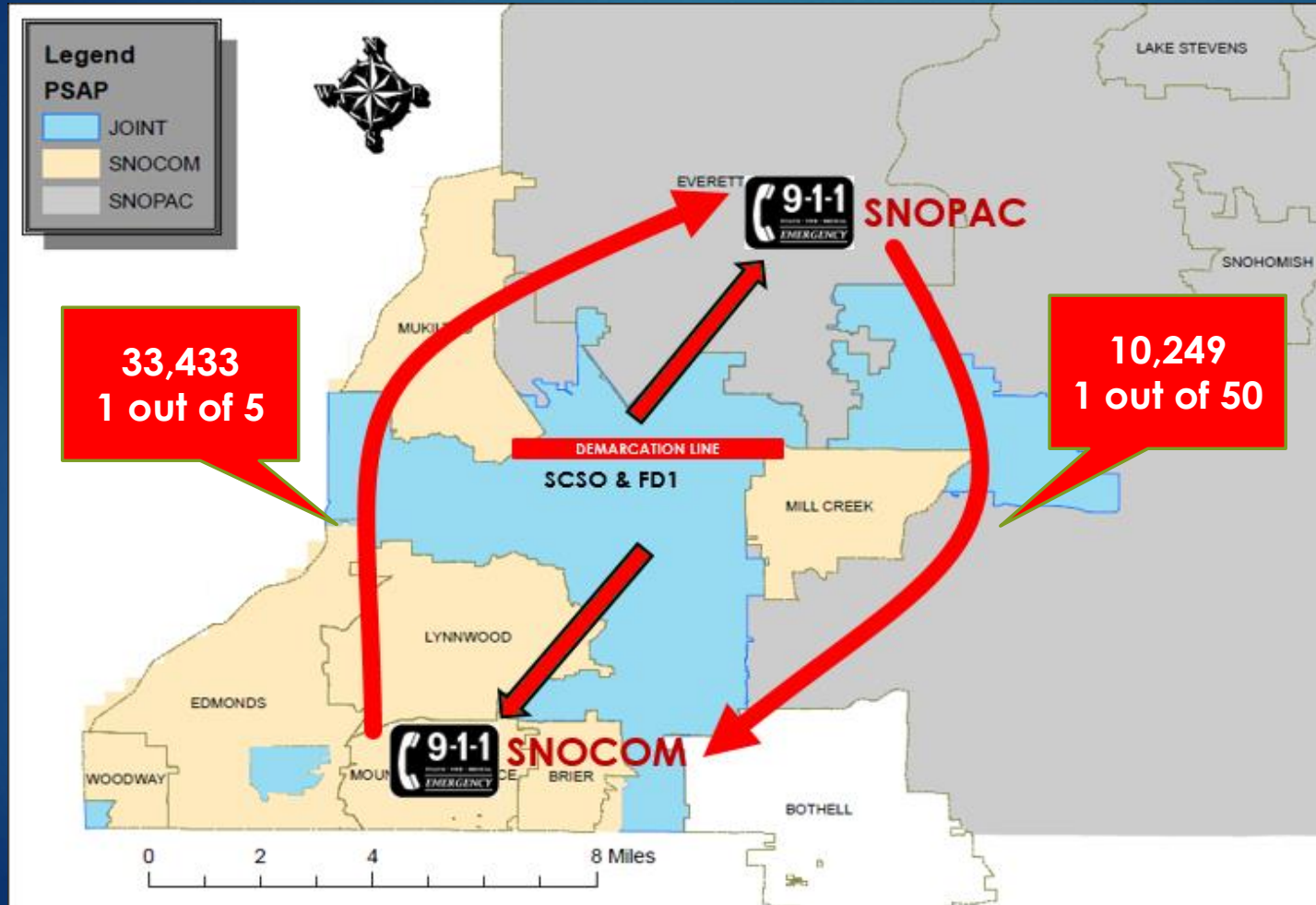
SERS – Formed in the 90's, Emergency **Radio** System, group responsible for the voice radio system used by police, fire and 911 countywide.



Background

- A serious service deficiency exists within a Jointly Served Area (**JSA**) covered by **FD1/SNOCOM** and **SCSO/SNOPAC**
 - Excessive 9-1-1 transfers resulting in delays to emergencies
 - Includes an imbalance of funding in relation to workload
- County E911 funded a three-part study completed in March 2015 which concluded “...*significant opportunity for efficiency and effectiveness gains through consolidation...*” and would address the existing 9-1-1 transfers issue. It included several other options including virtual consolidation and co-location
- A Snohomish County Joint Task Force (JTF) was formed to further consider these options

Why are we looking at consolidation?



- ▶ 2016: **44K Transfers**
 - ▶ 66% within the JSA
 - ▶ 34% along borders
- ▶ Over 11 days of hold time a year
- ▶ Significant life/safety issue for the public and for police and fire service providers

Joint Task Force (JTF)

- Includes Operational and Board Representatives from SNOCOM, SNOPAC & SERS and an independent facilitator with consolidation experience
 - Formed in early 2016 at direction of SNOCOM & SNOPAC Boards
 - Multiple process check-points through Joint (SNOCOM/SNOPAC) Board Meetings to validate process and direction
 - SERS is ex-officio until PSAPs make a decision about consolidation
 - Open transparent process with regular updates to stakeholders including sharing documents online

Primary Decision Points

- **Service Levels:** Goal of eliminating SNOPAC/SNOCOM Transfers.
- **Costs:** Consider opportunities for cost savings. Labor savings over time through attrition.
- **Resiliency/Redundancy:** Current two PSAP model offers important resilience and goal not to lose this.
- **Governance:** Structure which ensures a fair voice for diverse group including police/fire, large/medium/small agency

Multiple Solutions Evaluated

- Evaluated a number of options focused on service levels and resolve SNOPAC/SNOCOM 9-1-1 Transfer problem
 - Includes two other options that attempt to address transfers through routing and procedural changes
 - Concluded that both options have significant operational and fiscal impacts to the PSAPs

Status of Primary Decision Points

Excessive 9-1-1 Transfer

Annual 9-1-1 transfers of 45,000-50,000 is a serious problem

- SNOCOM/SNOPAC Transfers are completely eliminated through consolidation
- Maintain or improve service levels and eliminate other operational inefficiencies present in a two-PSAP setting

Cost

Both Boards sought ways to decrease costs

- Projected savings of just under \$1MM annually
- Labor savings recognized over time through attrition (estimated within 2 years)

Resiliency/Redundancy

Current two-PSAP environment provides good resiliency

- Proposing maintain existing SNOCOM facility as warm backup (secondary location)

Governance

Multiple options considered and evaluated

- Consensus reached on board make-up and general set of rules.

Estimated One-Time Transition Costs

	Low Estimate	High Estimate
Office space Renovation	\$ 500,000	\$ 750,000
Organizational/Team Building/Reorganization	\$ 30,000	\$ 50,000
Phone system (reconfigure as Multi-Node)	\$ 30,000	\$ 50,000
Contract Negotiations	\$ 90,000	\$ 120,000
Recorder Modifications	\$ 5,000	\$ 10,000
New ILA Development	\$ 15,000	\$ 30,000
Corporate Structure Legal Review	\$ 4,000	\$ 6,000
Technology Transition (reconfiguration)	\$ 30,000	\$ 125,000
Contingency	\$ 50,000	\$ 100,000
Radio Console Reorganization (MCC7500)	\$ 15,000	\$ 20,000
Parking Needs at SNOPAC	\$ 50,000	\$ 250,000
Total	\$ 819,000	\$ 1,511,000

* Matrix Consulting Study estimated transition costs at between \$229,500 & \$372,500

Governance

- ▶ Consensus on majority of governance issues
 - ▶ The County and all local governments which are police or fire service providers, or which contract for service, can join.
 - ▶ **15 member board**
 - ▶ 10 Police Seats
 - ▶ 5 Fire seats
 - ▶ Board members selected by caucuses of large, medium & small agencies
 - ▶ **Plus 1 non-voting** board member selected by contract agencies
 - ▶ Elected and operational staff serve on board
 - ▶ Supermajority vote on key decisions: 70% and at least 1 fire vote
 - ▶ 1 year of “rate smoothing” for those significantly impacted by new assessment formula

Supermajority Vote Items

- ▶ Adding a new member
- ▶ Terminating a member
- ▶ Amending the ILA (unless unanimous consent required by law)
- ▶ Amendments to bylaws
- ▶ Approving the budget if it exceeds last year's budget by a rate over CPI-U + 4%
- ▶ Capital expenditures exceeding \$500,000
- ▶ Dissolution or merger/consolidation of the agency
- ▶ Hiring the Executive Director of the Agency.

Rate Smoothing

- ▶ New assessment formula projected to provide savings for most.
- ▶ One agency expected to see 30+% increase
- ▶ Rate smoothing used to reduce the “pain” associated with change of assessment formula
 - ▶ Those agencies seeing 9% or greater savings will contribute up to 30% of that savings in 2019 to those agencies seeing 9% or great cost increase.

Next Steps in Process

- ▶ Detailed financial reviews (completed)
- ▶ May thru July – Individual agency briefings (mostly completed)
- ▶ Over the summer – Work on new Interlocal Agreement, transition budget, timeline
- ▶ Sept – Joint Board review and advisory position on new ILA
- ▶ Oct thru Dec – Depending on Joint Board Action, Individual agencies re-briefed and have decision whether to sign on to new ILA
- ▶ New Agency could start work as soon as Jan. 2018

Questions? Comments?

Information and regular updates available:

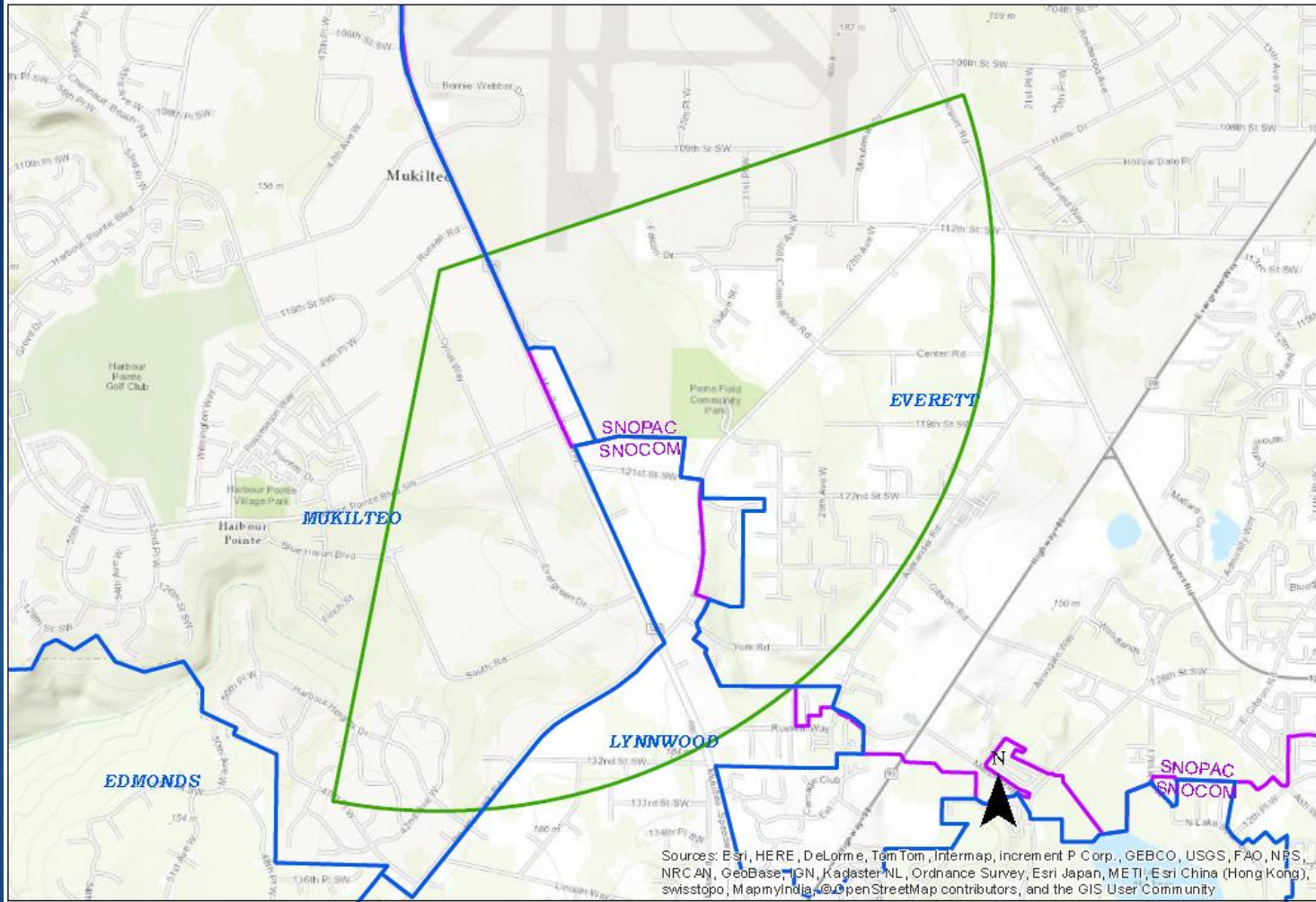
http://www.snopac911.us/Consolidation_Discussion.html

<http://www.snocom.org/public-records-request/snocom-snopac-consolidation-documents>

Reference Slides

Will the call transfer issue go away with Next-Gen 911 Technology?

- ▶ Next Gen 911 **Will have NO impact** on 911 call transfers in the SCSO/FD1 Jointly Served Area
 - ▶ Next-gen technologies cannot discern a Police call from a Fire/EMS call and automatically route the call based on the needs of the caller
- ▶ Next Gen 911 **WILL** reduce some 911 call transfers along border areas
 - ▶ Requires new ESI network currently underway
 - ▶ Requires carrier adoption (not mandated)
 - ▶ Requires device compatibility, some legacy devices not supported



SNOCO Unique ID

SNO-3726

Original PSAP

SNOCOM

Recom. PSAP

SNOPAC

Call Count

Coverage Area

Population

SNOCOM

SNOPAC

SNOPAC

SNOPAC Calls

SNOPAC Area

SNOPAC Pop.

818

24964838

619

SNOCOM Calls

SNOCOM Area

SNOCOM Pop.

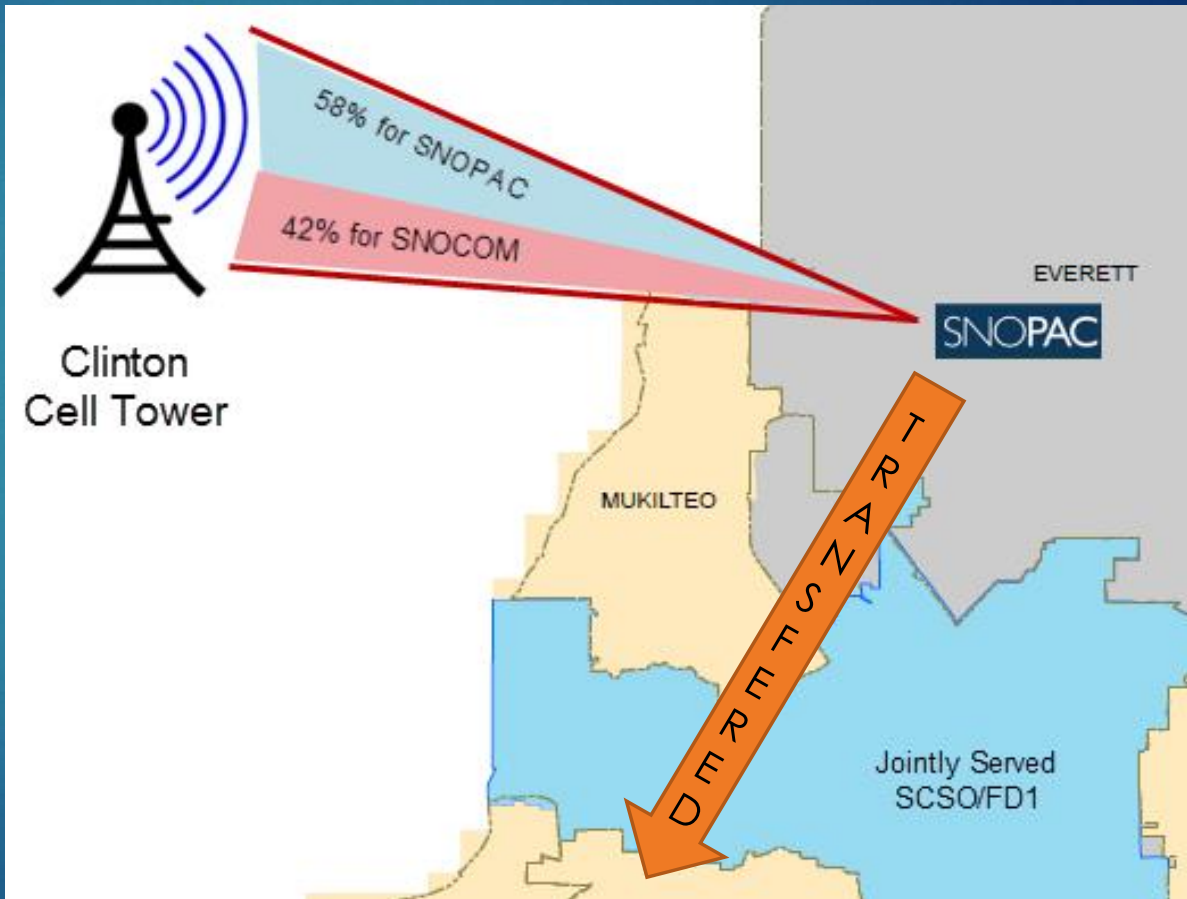
1155

19924133

376

CPP Example: Mukilteo Shooting

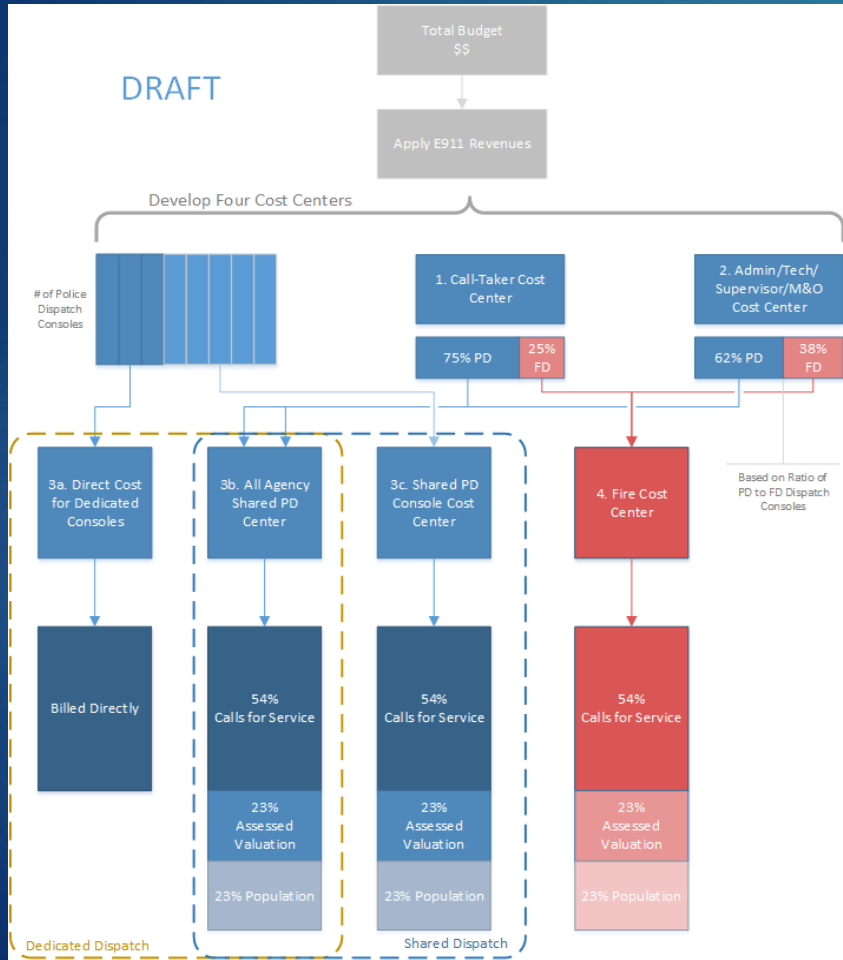
- ▶ Parts of Everett & Mukilteo served by a cell tower in Clinton (across the water)
- ▶ All calls on that tower route to SNOPAC
 - ▶ Based on our analysis 58% of those calls are for SNOPAC
 - ▶ There are other cell towers which serve both SNOPAC & SNOCOM.



Proposed Assessment Formula

- ▶ Hybrid of SNOCOM & SNOPAC's existing formulas
- ▶ Uses SNOPAC's cost-center approach to assign costs appropriately (Police/Fire, Shared/Dedicated Dispatch)
- ▶ Uses SNOCOM's ratio of Calls for Service, Population and Assessed Value
- ▶ Adheres to assessment framework principles approved in January

Assessment Formula Walk-Through



Please refer to Handouts

Step 1. Determine total budget and apply E911 Revenue

Consolidated Cost Centers				
Cost Center	FTEs	Sub Total	Revenues	Assessment Total
Police	45.5	\$ 4,644,012	\$ 53,539	\$ 4,590,473
Fire	28.5	\$ 2,902,507	\$ 12,810	\$ 2,889,697
Call-Taking	22.0	\$ 2,243,560	\$ 2,243,560	\$ -
Supervision	16.0	\$ 2,034,688	\$ -	\$ 2,034,688
Admin/Tech	32.0	\$ 4,609,745	\$ -	\$ 4,609,745
M&O	N/A	\$ 2,902,016	\$ 3,013,393	\$ (111,376)
Total	144.0	\$ 19,336,529	\$ 5,323,302	\$ 14,013,227

Step 2. Determine Per Console/Type Cost

Console Type	Consoles #	Consoles%	Console \$	Total
Police	8	62%	\$ 573,809	\$ 4,590,473
Fire	5	38%	\$ 577,939	\$ 2,889,697

Step 3. Determine Shared PD/FD, Dedicated Cost

Console Assignment	Consoles #	Console \$
Everett	2	\$ 1,147,618
Marysville	1	\$ 573,809
Shared Police	5	\$ 2,869,046
Shared Fire	5	\$ 2,889,697

Step 4. Determine PD/FD Split of Admin/IT/Supervisor/M&O Cost Center

Cost Center	Consoles %	Ad/IT/Sup/M&O \$
Police	62%	\$ 4,020,343
Fire	38%	\$ 2,512,714
Total		\$ 6,533,057

Step 5a. Determine **Dedicated Console Assessment = (Dedicated Console \$) + (PD Share of Ad/It/Sup/M&O \$)**

Step 5b. Determine **Shared PD Console Assessment = (Shared PD Console \$) + (PD Share of Ad/It/Sup/M&O \$)**

Step 5c. Determine **Shared FD Console Assessment = (Shared FD Console \$) + (FD Share of Ad/It/Sup/M&O \$)**

Step 6. Apply **Individual Agency Percentage based on CFS, AV, and Population.**

Option 4 – Attrition & “Right Size”

- ▶ Based on historical attrition trends we can expect call taker and dispatch staff will be “right-sized” within the first year
- ▶ Turnover of supervisory staff is less frequent and reasonable to expect right-sizing within two years

Pro-Forma Options Requested

- ▶ Option 1 – Status Quo
- ▶ Option 2A – Reroute JSA calls to SNOPAC
- ▶ Option 2B – Reroute JSA calls to SNOCOM
- ▶ Option 3 – Aggressive Cross PSAP Call Entry
- ▶ Option 4A & 4B – Consolidated Agency
 - ▶ Option 4A – one facility (SNOPAC's current facility)
 - ▶ Option 4B – maintaining SNOCOM's facility as a "warm back-up"

Fiscal

- ▶ 10-Yr Pro Forma Budgets were developed
 - ▶ Compare status quo (two separate PSAPs) against several alternative models including consolidation
 - ▶ Stand-alone options resulted in operational and fiscal impacts
 - ▶ Consolidated Option resulted in annual cost reductions of \$1M+ with equal or improved staffing and service levels



Date: July 11, 2017

A/P Check Batches		
Dated	Check Numbers	Amount
06/27/2017	EFT Debit-DOR Sales Tax	\$6,937.43
06/30/2017	57142-57200	\$202,547.14
Total		\$209,484.57

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 57142 through 57200, and EFT Debit in the amount of \$209,484.57.

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


Councilmember

Councilmember

Peggy Law
Finance Director

Rebecca C. Polyzotte
City Manager

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

 Electronic Filing – Washington State	E-file Time: 5:23 PM help?
My Account Home Account(s) Account Activity List Server Suggestions Logout	

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	20958094
Tax Registration Number	600598011
Reporting Period	05/2017
Payment Type	EFT Debit
Date and Time Submitted	6/23/2017 5:23:09 PM
Date of Transfer	06/27/2017
Payment Amount	6,937.43
Person Completing Return	Sandy Kottke
Person Authorizing Payment	Sandy Kottke

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

Return to Account List	Print Confirmation
View Printable Return	

Confirmation

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

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 7/6/2017 8:43 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
57142	SEADAIJ 3326568	Daily Journal of Commerce BC: City Hall North HVAC 06/12 & 06/20	06/30/2017		470.00
Total for Check Number 57142:				0.00	470.00
57143	ADPLLC 494772597 495096214 495643735	ADP, LLC Payroll Processing Chgs-Workforce Now 05/31 Payroll Processing Chgs-Workforce-Managemen Payroll Processing Chgs-Workforce Now 06/15	06/30/2017		556.56 709.10 389.52
Total for Check Number 57143:				0.00	1,655.18
57144	AGRII 1524	AGRII Party & Events Tent 20" x 20" White-Memorial Day Parade-VIF	06/30/2017		579.60
Total for Check Number 57144:				0.00	579.60
57145	SCCFOA 06/22	Snohomish County Clerks And Finance Of SCCFOA Mtg 06/22-P Lauerman, J Gunderson	06/30/2017		40.00
Total for Check Number 57145:				0.00	40.00
57146	AWCPLNDR 2017 Dues	AWCPD 2017 AWCPD Membership-T Rogers	06/30/2017		100.00
Total for Check Number 57146:				0.00	100.00
57147	BANKCR16 1 2 3 4 5 6	Bank of America AAA Batteries-Mouse/Keyboard 2015 ISPSC Code and Commentary Boot Camp 06/23-T Rogers MC Rotary Lunch Mtg 05/24-T Rogers Notary Bond, State Licensing Fee, Self Inking St MC Rotary Lunch Mtg 05/31-T Rogers	06/30/2017		13.24 91.64 120.00 17.00 175.20 17.00
Total for Check Number 57147:				0.00	434.08
57148	BENEAD 1706515	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-June	06/30/2017		112.00
Total for Check Number 57148:				0.00	112.00
57149	BANKCR20 1 2 3 4 5 6 7 7A	Business Card Wood & Hardware-Highlands Bench Cedar-Bench Repair Highlands Park Hardware-138th School Gate Hose Washer Assortment/Hose Washers 2 Hoses-Buffalo Park/Highlands Park Slug Bait Caution Tape/Cable Ties-Memorial Day Parade Chain-Supplies	06/30/2017		39.28 62.52 40.90 23.00 77.24 21.92 38.59 45.30

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	8	3 Bottles Vinegar-MCSP			11.97
	9	Fertilizer			20.94
Total for Check Number 57149:				0.00	381.66
57150	BANKCR23	Business Card	06/30/2017		
	1	Dinner 05/04 LRI-G Elwin			32.92
	10	Fuel-Chief's Car			38.95
	1A	Dinner 05/04 LRI-P Lauerman			32.92
	1B	Dinner 05/04 LRI-R Polizzotto			32.93
	2	Lodging LRI 05/03-05/05-G Elwin			277.56
	3	Car Wax & Tire Shine-PD			40.48
	4	Bite Sleeve Cover-K9			85.56
	5	Breakfast 05/23-WASPC Conf-G Elwin			5.84
	6	Breakfast 05/24-WASPC Conf-G Elwin			7.47
	7	Parking-WASPC Conf-G Elwin			23.94
	8	Lodging 05/22-05/25-WASPC Conf-G Elwin			439.83
	9	Replace Worn Flag-CHS			33.10
Total for Check Number 57150:				0.00	1,051.50
57151	BANKCR24	Business Card	06/30/2017		
	1	Dinner 05/03-LRI Conf-G Elwin			24.46
	1A	Dinner 05/03-LRI Conf-R Polizzotto			24.46
	1B	Dinner 05/03-LRI Conf-P Lauerman			24.46
	2	Lodging-LRI 05/03-05/04-P Lauerman			277.56
	3	Dinner-GFOA Conf 05/19-P Lauerman			16.03
	4	Bag Fee Alaska Airlines-GFOA Conf 05/18-P La			25.00
	5	Parking-GFOA Conf-P Lauerman			104.98
	6	Bag Fee Alaska Airlines-GFOA Conf 05/24-P La			25.00
Total for Check Number 57151:				0.00	521.95
57152	CARLSONJ 6561	Jessica Carlson Adventures In Art-Spring4/19-6/16 #6561	06/30/2017		351.75
Total for Check Number 57152:				0.00	351.75
57153	VENTPOWC Pay Est #2	Ventilation Power Cleaning, Inc. 2017 Catch Basin Cleaning & CCTV Inspec-Pay	06/30/2017		38,124.55
Total for Check Number 57153:				0.00	38,124.55
57154	CODPUBCO 56825	Code Publishing Company MC Municipal Code-Electronic Update-Ord 816	06/30/2017		142.08
Total for Check Number 57154:				0.00	142.08
57155	COMCAST 0457011	Comcast High Speed Internet Fee	06/30/2017		191.40
Total for Check Number 57155:				0.00	191.40
57156	CONNERS Reimb Exp	Sean Conner Reimb Meals-K9 360 Liability Training 06/12-06	06/30/2017		70.20
Total for Check Number 57156:				0.00	70.20
57157	CONTECHE 15215027	Contech Engineered Solutions LLC Catch Basin Manhole Cleaning	06/30/2017		4,025.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 57157:	0.00	4,025.95
57158	COPIETC AR24409	Copiers Etcetera, Inc. Repairs & Maint - Copy Machines - June	06/30/2017		1,331.10
			Total for Check Number 57158:	0.00	1,331.10
57159	DCTED PWTF-265828 PWTF-265828A	Department of Commerce Penny Creek Culvert Replacement Penny Creek Culvert Réplacement-Interest	06/30/2017		48,500.00 2,425.00
			Total for Check Number 57159:	0.00	50,925.00
57160	EVERMARK 50835 51029	Ever-Mark, LLC 3 Dibond Signs-MCSP Sponsorship Memorial Day Parade Banner	06/30/2017		659.09 121.44
			Total for Check Number 57160:	0.00	780.53
57161	GTENORTH 425 316-0326	Frontier Alarm System Line Chgs - Cook House	06/30/2017		56.76
			Total for Check Number 57161:	0.00	56.76
57162	NWCASC 0550333883	Honey Bucket ADA Honey Bucket-Parade Participants	06/30/2017		240.00
			Total for Check Number 57162:	0.00	240.00
57163	HORIZON 2MO59507 2MO59563	Horizon 5 Shindaiwa Drum Lid-Trimmer Bump Heads 1 Rain Bird-4" Pop-Up PC Rotor-Hillside Park	06/30/2017		70.48 13.04
			Total for Check Number 57163:	0.00	83.52
57164	HUIK 6506 6507 6509	Kelly Hui Ballet: Creative 06/03-06/24 #6506 Ballet: Creative 06/03-06/24 #6507 Ballet: Beg 06/03-06/24 #6509	06/30/2017		343.00 336.00 100.80
			Total for Check Number 57164:	0.00	779.80
57165	JOHNCLNR June	John's Cleaning Services Inc Uniform Dry Cleaning - June	06/30/2017		37.34
			Total for Check Number 57165:	0.00	37.34
57166	KCDA 300166116	KCDA Purchasing Cooperative 2 Pads Tracing Paper-Preschool Supplies	06/30/2017		5.05
			Total for Check Number 57166:	0.00	5.05
57167	KPFFCON 126754	KPFF Consulting Engineers Prof Serv 35th Ave through 05/26	06/30/2017		5,063.80
			Total for Check Number 57167:	0.00	5,063.80
57168	KROESENS 41448	Kroesen's Uniform Company Motorcycle Unit Uniform-T Bittinger	06/30/2017		1,669.35
			Total for Check Number 57168:	0.00	1,669.35

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
57169	MAYBERM	Mitch Mayberry	06/30/2017		
	6544	Tiny Tiger Martial Arts (Spring) 04/21-06/09 #6:			798.00
	6546	Tiger Martial Arts: Beg 04/21-06/09 #6546			598.50
	6548	Tiger Martial Arts: Colored 04/21-06/09 #6548			266.00
			Total for Check Number 57169:	0.00	1,662.50
57170	MERCAS	Samantha Merca	06/30/2017		
	6645	Spanish for Adults: Beg 4/17-6/12 #6645			280.00
	6646	Spanish for Adults: Intermediate 4/17-6/12 #664			168.00
			Total for Check Number 57170:	0.00	448.00
57171	NELSONM	Melissa Nelson	06/30/2017		
	6489	Music for Preschool-Spring 2 5/19-6/23 #6489			637.00
	6490	Music for Preschool-Spring 2 5/19-6/23 #6490			682.50
			Total for Check Number 57171:	0.00	1,319.50
57172	KIDZLOVS	North American Youth Activities, LLC	06/30/2017		
	6510	KLS Soccer: Pre-Soccer 05/02-06/13 #6510			147.70
	6513	KLS Soccer: Mommy & Me 04/29-06/17 #6513			280.00
	6514	KLS Soccer: Mommy & Me 04/29-06/17 #6514			1,064.00
	6517	KLS Soccer: Tot-Soccer 05/02-06/13 #6517			196.00
	6518	KLS Soccer: Tot-Soccer 05/02-06/13 #6518			375.20
	6521	KLS Soccer: Tot-Soccer 04/29-06/17 #6521			1,064.00
	6523	KLS Soccer: Pre-Soccer 05/02-06/13 #6523			245.00
	6524	KLS Soccer: Pre-Soccer 2 05/02-06/13 #6524			1,064.00
	6527	KLS Soccer: Pre-Soccer 04/29-06/17 #6527			1,400.00
	6529	KLS Soccer: Soccer 1 04/29-06/17 #6529			1,120.00
	6532	KLS Soccer: Soccer 1 04/29-06/17 #6532			1,239.00
	6534	KLS Soccer: Soccer 2 05/02-06/13 #6534			672.00
	6536	KLS Soccer: Soccer 2 04/29-06/17 #6536			873.60
			Total for Check Number 57172:	0.00	9,740.50
57173	OUTEREDG	Outer Edge Crossfit	06/30/2017		
	6550	Youth Fitness 4/22-6/17 #6550			836.00
			Total for Check Number 57173:	0.00	836.00
57174	PACAIR	Pacific Air Control, Inc.	06/30/2017		
	3696	HVAC Repair-Huntron Server Room			779.83
			Total for Check Number 57174:	0.00	779.83
57175	PETTIJ	Jeffrey Pettijohn	06/30/2017		
	6557	Group Piano Class Beginners: 1st-2nd Grade 4/1			352.00
			Total for Check Number 57175:	0.00	352.00
57176	PIGSKIN	Pigskin Uniforms	06/30/2017		
	2017-27	3 Jumpsuits-Durkee, Bittinger, & Larose			1,757.70
			Total for Check Number 57176:	0.00	1,757.70
57177	PRYTHSP	Protect Youth Sports	06/30/2017		
	513633	Background Checks-Recreation Class Instructor:			134.25
			Total for Check Number 57177:	0.00	134.25
57178	SNOCPUD	PUD No. 1 of Snohomish County	06/30/2017		

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2001-0143-4	Speed Radar Sign SHR	05/10-06/08		16.20
	2001-5445-8	2720 Seattle Hill Rd	05/10-06/08		16.20
	2007-9722-3	3401 148th St SE	05/20-06/20		33.22
	2017-8113-5	2701 155th St SE	05/26-07/27		31.19
	2019-4860-1	13903 N Creek Dr	05/17-06/15		973.38
	2022-1236-1	928 Dumas Rd	05/17-06/15		89.33
	2022-3010-8	1900 164th St SE	05/10-06/08		21.08
	2024-6104-2	Pine Meadow Park	05/10-06/08		22.50
	2026-6749-9	Signal	05/10-06/08		36.14
	2026-9300-8	CHN	05/18-06/15		1,543.25
	2031-6469-4	13510 N Creek Dr	05/17-06/15		40.16
	2033-4808-1	148th & 35th Signal	05/10-06/08		55.12
			Total for Check Number 57178:	0.00	2,877.77
57179	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main Street 15728 Main Street	05/19-06/19 05/19-06/19		46.84 402.56
			Total for Check Number 57179:	0.00	449.40
57180	PITNEYW PBP# 16524092	Purchase Power Postage-Refill Postage Meter	06/30/2017		4,007.00
			Total for Check Number 57180:	0.00	4,007.00
57181	SHI B06623790	SHI International Corp 9-250 GB Hardware, 9 Memory-Upgrade-Police	06/30/2017		1,381.31
			Total for Check Number 57181:	0.00	1,381.31
57182	SHORTCR 493019 493020 493022 493023 493024 493025 493026 493183 493184 493185 493186 493187 493189 493190	Short Cressman & Burgess PLLC Prof Legal Services-Council-April Prof Legal Services-CED-April Prof Legal Services-Exec-April Prof Legal Services-SHN Lease-April Prof Legal Services-Police-April Prof Legal Services-City Clerk-April Prof Legal Services-Fire Contract-April Prof Legal Services-Council-May Prof Legal Services-CED-May Prof Legal Services-PW-May Prof Legal Services-Exec-May Prof Legal Services-P & R-May Prof Legal Services-City Clerk-May Prof Legal Services-Fire Contract-May	06/30/2017		2,418.00 248.00 3,433.00 155.00 124.00 3,737.00 1,426.00 708.40 589.00 390.00 4,838.20 1,643.00 2,473.00 1,933.80
			Total for Check Number 57182:	0.00	24,116.40
57183	SHREDIT 8122548838	Shred-It USA Inc Shredding Service Fee	06/30/2017		62.35
			Total for Check Number 57183:	0.00	62.35
57184	SILVERL 24079-27593 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914	Silverlake Water District Hillside Park SR 527-Irrig 14600 SR 527-Irrig 13800 N SR 527-Irrig 1600 SR 527-Irrig 15200 SR 527-Irrig	05/01-05/31 05/01-05/31 05/01-05/31 05/01-05/31 05/01-05/31 05/01-05/31		7.60 7.60 7.60 7.60 7.60 7.60

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	36000-27914	15100 N SR 527-Irrig 05/01-05/31			7.60
	36016-27914	SR 527 & Trillium Blvd-Irrig 05/01-05/31			7.60
	36025-27914	14600 SR 527-Irrig 05/01-05/31			7.60
	36026-27914	SR 527 & Dumas Rd-Irrig 05/01-05/31			7.60
	36365-27593	Dumas Rd Irrigation 05/01-05/31			22.30
	37034-30017	Hillside Park 5/01-05/31 05/01-05/31			7.60
	37680-27914	North Pointe Park 05/01-05/31			7.60
	40191-27914	13315 45th Ave Se-Restroom 05/01-05/31			66.30
			Total for Check Number 57184:	0.00	179.80
57185	SNOCOPW I000437368 I000437371 I000437371A I000437371B	Snohomish County Public Works RR6138-Overlay Program-May RR7552-Dumas Rd & Park Rd-May RR7552-35th SE & 148th SE-May RR7864-Dumas @ N Crk Dr-May	06/30/2017		1,878.74 389.73 217.63 169.04
			Total for Check Number 57185:	0.00	2,655.14
57186	SNDPUBIN EDH762460 EDH763391 EDH763393 EDH763395	Sound Publishing Inc Bid Call: Control System Repair Proj-CityHall Pub of Ord No. 2017-818 Pub of Ord No. 2017-819 Pub of Ord No. 2017-820	06/30/2017		86.00 29.24 32.68 29.24
			Total for Check Number 57186:	0.00	177.16
57187	SDISTCRT May MayA	South District Court Filing Fees SD Court - May Interpreter Costs - May	06/30/2017		11,342.88 199.98
			Total for Check Number 57187:	0.00	11,542.86
57188	STAPLEAD 3342655312 3342655312A 3342655313 3342933498	Staples Advantage 4 CT Washroom Cleaner, Gloves, Ppr Towel, Ba 4 CT Washroom Cleaner, Gloves, Ppr Towel, Ba 4 CT-Washroom Cleaner 1 CT Disinfectant-Park Supplies	06/30/2017		456.50 684.74 223.14 109.28
			Total for Check Number 57188:	0.00	1,473.66
57189	STEWRTNL 6628 6630	Neli Stewart Inline Skating All Levels: Youth 6/06-6/20 #662: Inline Skating All Levels: Teens/Adults 6/06-6/2	06/30/2017		49.00 49.00
			Total for Check Number 57189:	0.00	98.00
57190	SUMLAW 85496	Summit Law Group Prof Serv-General Labor-AFSCME Through 05/	06/30/2017		6,403.10
			Total for Check Number 57190:	0.00	6,403.10
57191	WDFRMT 98556 98556A 98556B	The Wide Format Company 5 Rolls Plotter Paper-Dept Share 5 Rolls Plotter Paper-Dept Share 5 Rolls Plotter Paper-Dept Share	06/30/2017		61.59 61.58 61.58
			Total for Check Number 57191:	0.00	184.75
57192	ADTSEC 28782094 28782094A	Tyco Integrated Security LLC Evidence Room Monitoring Chgs 07/01-09/30 Panic Button Monitoring Chgs 07/01-09/30	06/30/2017		311.71 311.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 57192:	0.00	-623.43
57193	UPS 00009X8014247	United Parcel Service UPS Chgs-Send MC Flag AWC Conf	06/30/2017		8.51
			Total for Check Number 57193:	0.00	8.51
57194	VANHOLLT 6642	Tenille Van Hollebeke Cupcake Class 06/03 #6642	06/30/2017		105.00
			Total for Check Number 57194:	0.00	105.00
57195	VERIZON 9780678156 9780687048 9780687049 9780693116	Verizon Wireless Access & Usage Chgs 01/21-02/20-PD Access & Usage Chgs 01/21-02/20-Bldg Broadband Unlimited-Hot Spot/Access & Usage Access & Usage Chgs 01/21-02/20-P & R	06/30/2017 Replacement Check for 56754		1,245.36 66.84 128.40 131.52
			Total for Check Number 57195:	0.00	1,572.12
57196	WASTPAT 00063959 I17008454	Washington State Patrol Access User Terminal Fee - 2nd Qtr Background Checks - May	06/30/2017		600.00 84.00
			Total for Check Number 57196:	0.00	-684.00
57197	WINSUPP 018479 00 018515 00 018516 00 018521 00 018647 00	Winsupply Company Irrigation Supplies-Double Check-Pine Meadow Irrigation Supplies-Double Check-Heron Park Irrigation Supplies--Library Park Irrigation Supplies-Heron Park Irrigation Repairs-Medians	06/30/2017		453.79 391.11 212.82 9.75 240.87
			Total for Check Number 57197:	0.00	1,308.34
57198	ZAC&THON 1306	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-June	06/30/2017		8,875.95
			Total for Check Number 57198:	0.00	8,875.95
57199	ZAYOGROU 3417	Zayo Group, LLC Refund Unused Portion Application Fee	06/30/2017		1,500.00
			Total for Check Number 57199:	0.00	1,500.00
57200	BANKCARE 1 10 11 12 13 13A 14 14A 15 16 16A 17 18 19 2	Bank of America Credit-Lodging-Active Shooter Training-Tyler K Working Lunch-Fire Negotiation Team Cutting Edge Training 05/10-R Fleming Wireless Keyboard/Mouse Combo/Dry Erase Bo HUD-K9 Car Heating Use Tax Payable HUD-K9 Car Heating Vinyl Lettering-Everyone's A Leader & Prioritiz Vinyl Lettering-Everyone's A Leader & Prioritiz Supplies-Remove Varnish-Piano Project Wall Mountable Suggestion Box-CHS-Internal C Use Tax-Wall Mountable Suggestion Box-CHS-I Refreshments-Map Your Neighborhood/Citizens Paint Supplies-"Pianos on Main" Coffee-Map Your Neighborhood Credit-Returned Supplies-Memorial Day Parade	06/30/2017		-91.80 66.83 -119.00 81.26 149.69 -14.10 109.32 -10.30 50.63 38.96 -3.67 25.53 214.85 35.22 -53.41

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
20		Lodging-NRPA Conf-09/26-28-B Davern			462.37
21		Coffee-SNO Co Tourism Board Mtg 05/18			17.61
22		NRPA Nat'l Conf Fee-B Davern			326.25
23		EASC Amnual Mtg 05/25-M Todd			55.00
24		150 Stem Carnations-Memorial Day Parade			88.31
25		Constant Contact-6 Month Subscription			536.58
26		Refreshments Regional Training 05/22			24.63
27		Supplies-P & R			21.53
27A		Supplies-Memorial Day Event			53.33
28		Coffee-Regional Training Class 05/22			35.22
29		Hose Clamps/Zip Ties			62.08
3		Credit-Lodging Rebate			-8.72
30		Wreath-Memorial Day Monument Ceremony			192.66
31		Airfare-NRPA Nat'l Conf-B Davern			342.40
32		20 Small Flags/4 Patriotic Roll Stickers			273.47
32A		Use Tax-20 Small Flags/4 Patriotic Roll Stickers			-25.76
33		Lodging-K9 Liability Training-S Conner			218.08
34		Toll Chgs-PD Car#45			9.50
35		Refreshments-Leadership Team Mtg 05/31-Gues			6.98
36		5 Yr Service Awards-S Steepy & G Pfister			73.97
37		Laminate-Big Map for Special Event Permit Me			39.74
38		Branded Backdrop-Press Conferences/City Even			1,738.80
38A		Use Tax-Branded Backdrop-Press Conferences/C			-163.80
39		Master Builders Assoc Mtg 06/08-Cavaleri			65.00
3A		Refund-SCCT Dinner			-70.00
3B		Refund-SCCT Dinner			-35.00
4		Taser CEW Instructor Cert-B- Thompson			435.00
40		MyBuildingPermit.com Monthly Fee			59.95
5		SCCT Dinner 05/18-G Elwin			35.00
6		Supplies-Citizens Academy			289.34
7		Refreshments Milton's Going Away Reception			30.79
8		PELRA Webinar-Labor Management Team 06/0'			89.00
9		SenSor Cloud Wireless Monitoring Plan 05/10-0t			9.95
					<hr/>
				Total for Check Number 57200:	0.00 6,006.66
					<hr/>
				Total for 6/30/2017:	0.00 202,547.14
					<hr/>
				Report Total (59 checks):	0.00 202,547.14
					<hr/> <hr/>



Date: July 11, 2017

Payroll Check Batches		
Dated	Check Numbers	Amount
06/23/2017	ACH Wire- BAC- Flex Spending Acct	\$766.16
06/23/2017	ACH Wire- ICMA RC- Def. Comp	\$532.70
06/23/2017	ACH Wire MEBT- Wilmington Trust	\$28,955.54
07/05/2017	ACH Wire- Assoc. of WA Cities	\$76,826.49
07/10/2017	ACH Automatic Deposit Checks	\$144,021.32
07/10/2017	ACH Wire- FWT & Medicare Taxes	\$29,727.83
Total		\$280,830.04

Voided Checks	
Numbers	Explanation

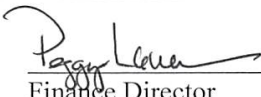
CLAIMS APPROVAL

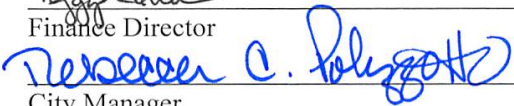
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$280,830.04.

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

Councilmember

Councilmember



 Finance Director


 City Manager

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

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 06/23/2017
Report Time: 01:54:22 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	06/26/2017
ACH ID:	2911225895	Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Released	Created By:	SANKOTTKE
Released By:	SANKOTTKE		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$766.16	C	125108366	310005566	C	

Total Amount in Batch

Total Count in Batch

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

Grand Total Amount

Grand Total Count

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

Payment Details Report

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 06/23/2017 1:51:04 PM CDT



Domestic High Value (Wire)

Payment Category:Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 176ND4736GCE0R96

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

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

Beneficiary Details

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

Beneficiary Account: 42530001
Beneficiary Bank ID: 022000046
MANUFACTURERS AND TRADERS TR C
ONE M AND T PLAZA, 15TH FL
BUFFALO
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 532.70

Value Date: 06/23/2017

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:2017062300322225
Confirmation #: FEDR:20170623B6B7HU1R010372

Input Time: 06/23/2017 1:47:46 PM CDT
Time: 06/23/2017 1:50:46 PM CDT

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 06/23/2017 3:36:23 PM CDT

Domestic High Value (Wire)

Payment Category:Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 176NF3411ARD1W14

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

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

Beneficiary Account: 0852374995
Beneficiary Bank ID: 022000046
MANUFACTURERS AND TRADERS TR C
ONE M AND T PLAZA, 15TH FL
BUFFALO
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 28,955.54

Value Date: 06/23/2017

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:2017062300367808
Confirmation #: FEDR:20170623B6B7HU2R012889

Input Time: 06/23/2017 3:34:23 PM CDT
Time: 06/23/2017 3:35:56 PM CDT

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 07/05/2017 08:00:49 AM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 07/2017
COVERAGE MONTH: 07/2017
PAYMENT DUE BY: **07/10/2017**
CURRENT BILLING AMOUNT: \$76,826.49
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$76,826.49**

100 186 L 072017 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	07/2017	\$ 76,826.49

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

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

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

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:27 Pay Date:07/10/2017 P/E Date:06/30/2017
 Qtr/Year:3/2017 Run Time/Date:18:58:33 PM EDT 07/06/2017

Taxes Debited	Federal Income Tax	23,748.24		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,989.82		
	Medicare - ER	2,989.77		
	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	29,727.83		
Other Transfers	Full Service Direct DepositAcct. No.000060104700Tran/ABA125000024	144,021.32		
	Total Amount Debited From Your Account		173,749.15	Total Liability 173,749.15
Bank Debits & Other Liability	Checks	0.00		173,749.15
	Adjustments/Prepay/Voids	0.00		173,749.15
Provide correct message for the None this payroll				173,749.15



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, June 27, 2017

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

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

A recording of this City Council meeting can be found [here](#).
The agenda packet for this City Council meeting can be found [here](#).

CALL TO ORDER

Councilmember Michelson called the meeting of the Mill Creek City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:
Sean Kelly, Councilmember
Donna Michelson, Councilmember
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember

Councilmembers Absent:
Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem

Councilmember Cavaleri made a motion to excuse Mayor Pruitt due to illness and Mayor Pro Tem Holtzclaw due to vacation. Councilmember Kelly seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

- A. There were no public comments.

PRESENTATIONS

- B. Eagle Scout Recipient
City Manager Polizzotto presented Mill Creek resident and Youth Advisory Board member, Edan Ybarra, with a certificate recognizing his Eagle Scout rank.
- C. Pianos on Main
City Manager Polizzotto explained the project's civic engagement and community collaboration. She acknowledged those in attendance from the Everett School District; Assistant Superintendent for Teaching & Learning Larry Fleckenstein, Jackson High School AP Art teacher Kaja Smith and JHS students Justine Teoh and Nicole Anderson. City Manager Polizzotto reviewed the history behind the project and the collaboration with the City of Everett. The Art & Beautification Board along with the Parks & Recreation Board were also helpful in making this project a success. City

June 27, 2017 REGULAR COUNCIL MEETING MINUTES

Manager Polizzotto introduced Recreation & Tourism Manager Brian Davern who shared a PowerPoint presentation showing the history, current status, next steps and future plans of the Pianos on Main. He also mentioned the City will team up with JHS to expand collaborations possibly to include a rotating art wall in City Hall featuring student artwork.

D. Internet Exchange Safe Location Program

City Manager Polizzotto introduced Chief of Police Greg Elwin. Chief Elwin explained the City is still in the development stages of the project and the next steps are being determined, including the location of the designated parking stalls at City Hall North and City Hall South. The goal of the Safe Internet Purchase Exchange Location (SIPE) is to provide a well-lit, recorded location for people to conduct internet e-commerce such as Craigslist buying and selling. Chief Elwin read a list of other cities who currently participate in the SIPE program and is happy the City is able to provide this additional community service. The Council discussed pros and cons of the program and determined that the benefits outweigh the risk. City Manager Polizzotto discussed how public safety programs are changing to keep up with technology.

E. MCPD Traffic Safety Unit (TSU) Year 1 Report

Chief of Police Greg Elwin reminded Council that the Traffic Unit has been in place for a little over a year and its focus remains centered on the "Three E's": education, engineering and enforcement. Chief Elwin shared a PowerPoint presentation focused on the history and evolution of the program, current configuration, statistics, regional and City partnerships and the future of the program. Chief Elwin stated the TSU received over \$13,000 in grants from the WASPC traffic safety grant program.

NEW BUSINESS

F. North Pointe Park Update

City Manager Polizzotto gave an informational update on the natural play park to be completed at North Pointe. The Design Review Board has approved the landscape plan and the bid packet is being prepared. City Manager Polizzotto explained the four elements of the bid packet and the engineer's cost estimate. Bids will be advertised in July, opened in August and tabulations will come to Council in September.

G. Parks & Recreation Board Recommendation for New Neighborhood Park Name

City Manager Polizzotto reviewed the processes for developing a name for the North Pointe development park and the resolution guidelines for naming new City parks. She presented the list of fourteen possible names created by the Parks & Recreation Board and indicated the top two for consideration as Penny Creek Park and Beaver Pond Park. After Council discussion it was determined there was not a clear-cut favorite. Since time is not critical, Council will turn the park naming project over to City Manager Polizzotto and Director of Communications and Marketing Joni Kirk to develop a plan that garners public involvement and community buy-in.

H. 2017 Landscape Maintenance Services Contract Award

City Manager Polizzotto explained the new process of departmental cost analysis when reviewing contracts and bids. After a cost analysis on landscape maintenance services, staff recommends moving forward with Evergreen Maintenance.

Councilmember Kelly made a motion to authorize the City Manager to execute the 2017 landscape maintenance services contract with Evergreen Maintenance, LLC. Councilmember Todd seconded the motion. The motion passed

June 27, 2017 REGULAR COUNCIL MEETING MINUTES

unanimously.

CONSENT AGENDA

- I. Approval of Checks #57068 through #57141 and ACH Wire Transfers in the Amount of \$226,989.93
(Audit Committee: Councilmember Bond and Councilmember Michelson)
- J. Payroll and Benefit ACH Payments in the Amount of \$195,249.47
(Audit Committee: Councilmember Bond and Councilmember Michelson)
- K. City Council Meeting Minutes of June 13, 2017

Councilmember Bond made a motion to approve the consent agenda, with the noted corrections to the City Council Meeting Minutes of June 13, 2017. Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

- L. Mayor/Council
Councilmember Michelson is happy to have pianos on Main Street for the next Art Walk.

Councilmember Todd shared a brochure from Community Transit explaining upcoming work on the Swift Green Line Corridor project.

Councilmember Todd attended the AWC Annual Conference and reported on legislative updates and the state budget.

- M. City Manager
 - Council Planning Schedule
 - Mill Creek Festival

City Manager Polizzotto reminded Council there are only two meetings before the August break.

The City Manager reported on City staffing at the Mill Creek Festival and encouraged Council to participate.

The City Manager followed up on Councilmember Todd's earlier comments about the state budget and sizeable impacts to the City.

The City Manager shared a letter received by Acting Director of Public Works Kamal Mahmoud from WSDOT granting the City \$750,000 towards the 35th Ave SE project.

AUDIENCE COMMUNICATION

- N. There were no public comments.

ADJOURNMENT

June 27, 2017 REGULAR COUNCIL MEETING MINUTES

With no objection, Councilmember Michelson adjourned the meeting at 8:06 p.m.

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk

June 27, 2017 REGULAR COUNCIL MEETING MINUTES



Washington State 2017 Proposed Legislation Summary & Impacts

Updated July 6, 2017

The third special session is underway and ends July 20. There are still several policy bills and the capital budget for legislators to act on.

Legislation Summary	Status	City of Mill Creek Analysis and Recommendation
<p><u>HB1113 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Gradually increases the amount of liquor profits distributed to cities and counties until reinstating the traditional percentage based sharing formula in state fiscal year 2025. 	<p>Still alive; may be held for consideration during budget negotiations and may be considered "necessary to implement the budget." Reintroduced, retained status in Rules 2 review.</p>	<p>AWC notes the importance of these funds that help support key public safety services. This gradually increases the local government's share of excess liquor revenues until the percentage-based method for distributions is restored. Under the proposal, cities and counties would receive \$49.4 million annually plus \$2.5 additional per year beginning in 2019 through 2024. In state fiscal year 2025, the bill would reinstate the traditional percentage based formula of 50/40/10. The proposal would require 60 percent of any liquor profits distributed to cities and counties in excess of \$49.4 million to be used for public safety.</p>
<p><u>HB1123 & SB5251 (Comms & Marketing)</u></p> <ul style="list-style-type: none"> Would create an industry-led Tourism Marketing Authority and provide performance-based industry funding mechanisms without additional taxes. 	<p>Because the tourism bill is considered "necessary to implement the budget", it will remain alive until the state budget is passed. HB1123 was reintroduced and retained status in House Committee on Appropriations. SB 5251 reintroduced and retained status in Ways & means.</p>	<p>The bill takes 0.1 percent of general sales taxes collected on retail sales of lodging, restaurants and rental cars for its Statewide Tourism Marketing Account. Deposits will be limited to \$5 million per biennium and are subject to private matching funds prior to expenditure. Cities support finding a dedicated source to promote tourism but AWC has concerns with the source of funding in this bill as currently written. The</p>

		sales tax on rental cars is deposited into the multi-modal account, which funds a number of transportation related projects and programs that cities benefit from including grants for bicycle and pedestrian projects, safe routes to schools and support for transit. AWC is working with the sponsors of this legislation to find a funding source for a much-needed Tourism Authority that does not divert funds away from important local transportation needs
<p><u>SHB1417 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Concerns the harmonization of the open public meetings act with the public records act in relation to information technology security matters. Allows a governing body to hold an executive session during a regular or special meeting to consider information regarding: Infrastructure and security of computer and telecommunications networks; Security and service recovery plans; and Security risk assessments and security test results. 	Passed by the House. Passed by the Senate. House Speaker signed on 4/14. Senate President signed 4/17. Governor signed this into law on 4/27. Effective 7/23/2017.	Supported by the Association of County and City Information Systems.
<p><u>HB1490 (Public Works)</u></p> <ul style="list-style-type: none"> Defers pavement condition reporting. Studies ways to consolidate various reporting requirements. 	Passed by the House. Passed by the Senate. House Speaker signed on 4/14. Senate President signed 4/17. Governor signed into law 4/27. Effective 7/23/2017.	AWC supports this.
<p><u>HB1540 & SB5046 (Police, Comms)</u></p> <ul style="list-style-type: none"> Would require city emergency management departments to provide emergency notices in languages represented by their communities who speak a language other than English. Would also require cities to maintain updated demographic and language data on their jurisdiction. 	SB 5046 Passed by the House. Passed by the Senate. Governor Signed into law 5/16. Effective 7/23/2017.	AWC and other local government representatives testified with concerns about the construction of the bill, practical problems with implementation, and cost.

<p><u>HB1594 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Requires training for records officers to address issues of retention, production and disclosure of electronic records. • Creates a grant program within the Office of the Secretary of State for local governments to improve their public record management systems. • Creates a study on the feasibility of establishing a statewide open records portal. • Provides for mediation between a city and a requestor when there is disagreement on a request. 	<p>Passed by the House. Amended by the Senate so it will head back to the House for concurrence. House concurred; Speaker Signed. Governor signed into law 5/16. Effective date 7/23/2017.</p>	<p>AWC supports this bill, which improves public records administration. Current law lacks provisions to protect the public from those who misuse or abuse public records law. Further, the current law has failed to keep up with changing technologies and best practices. This provides reasonable charges for providing electronic data, allows for alternative dispute resolution, and provides technical and funding assistance. This bill also is supported by the Association of County and City Information Systems.</p>
<p><u>HB1595 (Finance & Admin)</u></p> <ul style="list-style-type: none"> ○ Amends the PRA to allow cities to charge a small fee for providing copies of electronic records. A city may establish different fees by conducting its own cost-study, but the default charges in the bill are as follows: <ul style="list-style-type: none"> ○ 10 cents per scanned page ○ 5 cents per four files or attachments ○ 10 cents per gigabyte ○ These charges may be applied cumulatively • Allows an agency to charge a flat fee of \$2 for providing copies when the estimated costs are expected to be \$2 or more. • Creates the ability for cities to deny overwhelming computer generated “bot” requests. • Prohibits overly broad requests for all of a city’s records. • Creates a way for cities to apply a service charge to exceptionally complex requests. 	<p>Passed by the House. Amended by the Senate so it will head back to the House for concurrence. House concurred with Senate amendments. Speaker signed. Governor signed into law 5/16. Effective date 7/23/2017.</p>	<p>AWC supports. Addresses costs associated with responding to public records requests.</p>

<p><u>HB1655 (Police)</u></p> <ul style="list-style-type: none"> • Seeks to expand presumptive occupational disease for police and fire personnel. • Expands occupational disease coverage to posttraumatic stress disorder. 	<p>Passed House and moves to the Senate. Referred to the committee on Commerce, Labor and Sports. Public hearing scheduled for 3/22. Senate returned bill to House. Reintroduced in 1st special session to Rules for 3rd reading.</p>	<p>AWC opposes expansion of occupational disease due to the potential for increased costs and the lack of scientific evidence tying these diseases to the occupation. AWC would like to stop this bill.</p>
<p><u>HB1677 & SB5496 (Public Works)</u></p> <ul style="list-style-type: none"> • Would build back a reformed Public Works Assistance account from loan repayments and a small amount of remaining tax revenue. 	<p>Passed in the Senate and House, delivered to Governor on June 30.</p>	<p>AWC considers this priority legislation to maintain and expand our critical municipal infrastructure.</p>
<p><u>HB1752 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Would require governments who dispose of surplus property at fair market value to transfer 20 percent of the proceeds to the state for deposit into the Housing Trust Fund. 	<p>Looks likely that this will still move in the House, but not right away. A bipartisan workgroup of legislators from the House Capital Budget Committee has been meeting to find a path forward on a proposal for local infrastructure funding. Reintroduced in 1st special session, and retained in Rules two considerations.</p>	<p>While cities are strong supporters of affordable housing, this proposal has met with significant concern and opposition from AWC over the years.</p>
<p><u>HB1764 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Replaces the one percent cap on annual property tax increases with a limit tied to cost drivers. 	<p>Still alive; may be held for consideration during budget negotiations and may be considered "necessary to implement the budget." Executive action taken in Committee on Finance, passed. Reintroduced in 1st special session, and retained in Rules two considerations.</p>	<p>This is priority legislation for AWC.</p>

<p><u>HB1797 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Provides cities limited sales tax remittance for qualifying investments, • Provides cities and counties authority to use real estate excise taxes to support affordable housing. • Provides cities and counties with councilmanic authority to impose affordable housing sales tax. 	<p>Executive action taken in Community Development, Housing & Tribal Affairs. Reintroduced in 1st special session, and retained in second reading by Rules. Rules committee relieved of further consideration, placed on second reading 5/23.</p>	<p>AWC supports this.</p>
<p><u>HB2005 and SB5777 (Community & Econ Dev)</u></p> <ul style="list-style-type: none"> • HB2005 includes an amendment by the Senate Ways & Means Committee changing the timeline to phase in cities to partner with the state's business licensing system from 10 years to five years, if funding is appropriated. • SB5777's provisions are almost identical to EHB 2005, with the exception of the timeline to phase in cities to partner with the business license system, which is 10 years in the House Finance amended version of the bill. 	<p>EHB 2005 House concurred with Senate amendments; passed the House. Speaker signed. Governor Signed into law 5/5. Effective Date 7/23/2017.</p>	
<p><u>HB2006 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Removes non-supplant language from city and county criminal justice account distributions and the mental health sales tax. Currently, every city receives a portion of more than \$35M per biennium in criminal justice assistance. 	<p>Passed House; moves to the Senate. Referred to the Local Government committee. Executive action taken, passed with amendments. Returned to House Rules for third reading. Reintroduced in 1st special session, and retained in Rules for third reading.</p>	<p>AWC supports this.</p>
<p><u>SB5033 (Public Works)</u></p> <ul style="list-style-type: none"> • This bill focuses more resources on cities under 50,000 in population. • Removes the requirement that the legislature approve the list of loans recommended by the Public Works board. • Institutes an interagency LEAN process to recommend improvements to all state infrastructure funding programs. • Includes a two-year extension of the tax revenue diversions that have been in place for several years. 	<p>Passed third reading in House. Senate refuses to concur on House amendments; asks House to recede from amendments.</p>	<p>AWC supports the House proposed version of this bill. Asking cities to contact their senators and encourage them to concur on the House passed version.</p>

<p><u>SB5445 (Community & Econ Develop.)</u></p> <ul style="list-style-type: none"> Prohibits the use of eminent domain for economic development. 	<p>Passed in the Senate; moves to the House. Executive Action in Judiciary passed on 3/23. Referred to rules 2. Senate placed on Rules White Sheet. Reintroduced in 1st special session, and retained in Rules for third reading.</p>	<p>AWC does not support this bill.</p>
<p><u>SB5472 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Requires more ballot drop boxes to be installed. Requires at least one ballot drop box for every 15,000 registered voters in a county, and a minimum of one box in each city. This is an unfunded mandate. 	<p>Passed in the Senate. Passed in the House. Signed into law by the Governor. Governor signed into law. Effective date 7/23/2017.</p>	
<p><u>SB5545 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Would amend the Open Public Meetings Act by removing the exemption provided for collective bargaining sessions related to contract negotiations with unions. Would add language requiring that contract negotiations be open to the public but does not require public comment. Would allow public employers to provide a video of the negotiations to the public within twenty-four hours instead of firsthand observation by the public. 	<p>Executive action taken in Ways & Means. Referred to Rules for second reading. Senate Rules "X" file on 3/21. Reintroduced in 1st special session, and retained as "X" file.</p>	<p>AWC has opposed previous proposals that open bargaining sessions. Recently, two counties and a school district in our state have opted to open their bargaining sessions to the public.</p>
<p><u>SB5711 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Pre-empts local government regulation of small cell 5G telecommunication facilities and exempts them from land use review. 	<p>Officially dead for 2017. But discussions continue. Reintroduced in 1st special session, and retained in Rules.</p>	<p>Sponsored by Sen. Hobbs. For cities, there are two areas of particular concern: language that would preempt city authority to manage Rights-of-Way and city-owned infrastructure, and authority over municipal utility pole attachment policies. AWC and cities are refining language that would require cities above 5,000 population to adopt a small cell facility ordinance establishing a process for deployment of this infrastructure. This would give each</p>

		<p>individual city more flexibility to adopt an ordinance that would fit their own needs. Cities over 20,000 population would need to have an ordinance in place by the first of 2018, and cities above 5,000 population by July 2018. It seems clear that this new technology is going to be deployed in urban areas during the next several years; therefore, cities can begin planning now to be ready for it.</p>
<p><u>SB5827 (Comms & Marketing)</u></p> <ul style="list-style-type: none"> • Would <i>create a new</i> definition of tourist under the lodging tax statute, <i>which would have the effect of restricting</i> expenditures of lodging tax for tourism promotion, events, and tourism-related facilities. • The definition of tourist would be limited to those who stay in overnight accommodations, have traveled more than 50 miles, or have traveled from a different state or country. • Prohibits any lodging tax recipient who fails to submit the required report on tourist activities as ineligible to receive additional distributions until the report is submitted. 	<p>Executive action taken in Ways & Means. Referred to Rules for second reading. Senate Rules "X" File on 3/17. Reintroduced in 1st special session, and retained as "X" file.</p>	<p>AWC testified in opposition to this bill because it breaks the compromise reached on lodging tax authority in legislation passed several years ago, including greater authority for the lodging tax advisory committee, additional reporting processes, and limits on city legislative authority on using this local revenue tool. Sufficient processes are <i>already</i> in place to ensure that lodging taxes are used in the best ways to meet community needs. AWC wants to stop this bill.</p>
<p><u>SB5896 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Would reduce state and local government liability in numerous ways. • Caps non-economic damages at \$1.5 million per claimant, change when interest starts to accrue, and cap attorney fees at 33 percent of an award. 	<p>Passed in Senate Executive committee. Referred to Rules for second reading. Reintroduced in 1st special session, and retained in Rules second reading.</p>	<p>Senate budget does include fiscal impacts that the bill would create, so the bill will most likely continue to be relevant.</p>

<p>Operating Budget Update</p> <p>The \$43.7 billion biennial operating budget includes \$5.4 billion of new revenue over two biennia 2017-2021, with some of these new revenues also yielding additional city revenues.</p> <p>New revenues will be available from two major tax changes:</p> <ul style="list-style-type: none"> • A state version of the Marketplace Fairness Act to collect sales tax on internet purchases from out-of-state retailers to compliment taxes already collected on in-state retailers; and • An increase to state property tax levy to a flat rate of \$2.70 per-thousand assessed value for the next four years for education funding. 	<p>Passed by both houses and signed by the Governor on June 30.</p>	<p>LEOFF 2 pension state contributions are fully funded.</p>
<p>Capital Budget Update</p> <p>The capital budget (expected be voted on in July) will likely include a loan list for the first time since 2011.</p>		<p>AWC notes that the operating budget uses loan repayment and revenue dollars for the general fund, but we hear the Legislature plans to partially replace them with state bond proceeds. While not ideal, the Legislature has demonstrated its intent to keep the program alive with this expected funding and passage of the public works trust fund reform bill HB 1677.</p>

**Report: Code Enforcement Program**

(Presented: July 11, 2017 Mill Creek City Council Meeting)

The City has many land use codes that promote safety, livability, and maintain property values. These codes also help create and maintain a community's identity. Examples of land use codes include codes that: prohibit parking on the front lawn, storing recreational and/or inoperable vehicles in the driveway, require that trash cans not be left out on the street, and require that properties be maintained. The City's land use codes are especially important in areas without active homeowners associations, which often have privately enforced regulations or covenants of their own. If the City is going to have codes to set minimum standards for private property, it is important for the City to enforce the codes, or they will be ignored. Even though it may seem obvious, it should be noted that the objective in code enforcement is having the property owner bring a violation into compliance with the Code. Usually all that is needed is to educate the property owner and compliance is achieved voluntarily. However, in those cases where voluntary compliance does not occur, the City can levy a civil fine(s) to encourage code compliance. Fines are a last step.

As part of the budget discussions late last year, the City Council discussed moving code enforcement tasks from the Police Department to the Department of Community and Economic Development (DCED). The reason for the proposal was twofold. First, it would be more efficient for the person that was enforcing the code to be more familiar with the codes. Second, over time, the Support Services Officer, who had been responsible for code enforcement, had been given additional duties and code enforcement was not getting enough attention. Beginning in May, responsibility for land use code enforcement cases transitioned from the Police Department to the DCED. At the time of transition many cases were pending without resolution, some after many months.

Upon taking responsibility for code enforcement, DCED staff reviewed the process and determined that there were changes that could be done to more effectively resolve code violations.

Prior to May, the first step in responding to a reported or observed code violation was entering the violation into Request Tracker and issuing a Notice of Violation (NOV) to the property owner. The NOV identified the violation, set a deadline for compliance, and warned of a potential fine if compliance was not achieved by the deadline. If the compliance deadline was not met, a \$100 fine was issued. If the fine was not paid, the fine was sent to collections. This was often the last step, even though the property remained in violation.

Different than the previous process, now when a violation is logged in Request Tracker, instead of starting with a NOV, staff makes the first contact with the property owner in an easy to read letter that contains the following information:

- States what the violation is and that the purpose of the letter is to advise the property owner of the regulations and give them an opportunity to bring their property into compliance with the Code prior to Code Enforcement action (NOV) being initiated;
- Identifies how the Code Violation can be remedied;
- Establishes a deadline for bringing the property into compliance;
- Outlines the consequences if the violation is not corrected (NOV and Civil Fine); and
- Finally, invites/encourages the property owner to call City staff to discuss their specific circumstances so that a plan can be agreed upon to bring the property into compliance.

At the time the above process changes were implemented, there were 13 open cases. In the past two months 10 cases have been resolved and the cases closed. There are currently seven open Code Enforcement cases (the three old cases and four new cases submitted since DCED assumed responsibility). All seven cases have an agreement between the City and the property owner to voluntarily bring the subject property into compliance with the City Code. These agreements include deadlines that expire next month. It has been staff's experience that if you can get a property owner to contact the City (as a result of the initial letter) an agreement to abate the violation can be reached.

Another significant change that has occurred since May is an emphasis on monitoring the deadlines and timely follow-up. The deadline for resolving a violation is tracked and an inspection is done the day after the deadline expires. If the property is in compliance, the case is closed. If not, staff immediately follows through on the next step in the Code Enforcement process, which is the issuance of a Notice of Violation and Civil Fine.

Another step that DCED has taken to help reduce code violations and educate property owners is to create educational materials to hand out as appropriate. The informational brochures created so far address two of the most common issues: 1) vehicle parking restrictions and inoperable vehicles; and 2) property maintenance and owner responsibilities. The brochures are attached.

Next Steps - Potential Code Amendments

There are a few provisions and processes that are established within the City's Development Code that could/should be clarified to better communicate the intent of the code and the ability to enforce the code. These code sections are identified below.

Commercial Vehicles - The following code section is written in a confusing manner and goes beyond what staff believe is intended... to prevent "commercial vehicles" from being parked in a residential zone.

MCMC 17.22.080.C. Vehicle Parking C. Commercial Vehicles: No commercial vehicles or combination of vehicle and trailer of 6,000 pounds total gross weight shall be parked on any lot in a residential zone. (Ord. 2010-717 § 2 (Exh. B); Ord. 2005-609 § 2)

Many vehicles that are not commercial vehicles (pickup trucks and SUVs) for example, weigh more than 6,000 pounds. Does the trailer and the vehicle need to exceed the 6,000 pound limit? The code should clearly define a commercial vehicle in a practical manner.

Property Maintenance – The following code section sets an unachievable standard to maintain buildings and property.

MCMC 17.24.030.A Maintenance: All buildings and other structures shall be maintained by the property owner in original or better than original condition with respect to exterior appearance and landscaping.

The code should be amended to replace “as good as or better than original condition” with language that has specific and enforceable standards. Subsection B could also be amended to have more descriptive standards.

ATTACHMENTS:

- Presidential Property Maintenance and Owner Responsibilities Brochure
- Vehicle Parking Restrictions and Inoperable Motor Vehicles Brochure

Vehicle Licensing Offices

Silver Lake Licensing Service
13300 Bothell-Everett Hwy
Mill Creek, WA 98012
Phone: 425-385-8755

Canyon Park Licensing
20631 Bothell-Everett Hwy
Bothell, WA 98012-7159
Phone: 425-481-7113



City of Mill Creek

15728 Main Street
Mill Creek, WA 98012
425-745-1891
www.cityofmillcreek.com

Vehicle Parking Restrictions and Inoperable Motor Vehicles



www.cityofmillcreek.com



Inoperable Vehicles

Inoperable vehicles may not be parked or stored in any front yard or front yard setback area **including the driveway**. In addition, Mill Creek Municipal Code (MCMC) Section 17.12.125, prohibits a vehicle without valid state tabs from being parked on public roads. The car may be ticketed or impounded.

MCMC definition of “Inoperable motor vehicle” means any motor vehicle, which by reason of dismantling, disrepair, **lack of licensing** or other cause is either incapable of being propelled under its own power or is prevented by law from being propelled on a public roadway. Therefore, a car without current vehicle tabs is considered an inoperable motor vehicle.

Large Vehicles Restricted

Commercial vehicles may not be parked on any lot in a residential zone, including the driveway (MCMC 17.22.080). In addition, large vehicles may not be parked on any street between the hours of 2:00 a.m. and 5:00 a.m. unless the owner notifies the Police Department in advance and obtains a permit from the department for such parking. A vehicle parking permit may be requested in person (15728 Main Street) or by phone 425-745-6175. Extended parking permits are limited to either four permits per month (each for a maximum of a 24-hour period) or one permit per month for a 96-hour period.

Inoperable Vehicle Removal

Removing inoperable vehicles helps make Mill Creek a cleaner, more attractive place to visit and live, while enhancing the quality of life for present and future generations.

If you have the vehicle title, call your local licensed auto recycler. You may want to look in the Yellow Pages or Google for a

list of charitable organizations who accept donated vehicles. Also, a listing of recyclers in your area may be found by calling 1-800-RECYCLE, or at the Washington State Department of Ecology’s website.

If you own the junk vehicle but cannot find the title, take the license plate number, the vehicle identification number (VIN), and your personal ID to your local vehicle licensing agent. Tell the licensing agent you want an *Affidavit in Lieu of Title* to be used for the purpose of disposal (recycling) of the vehicle. Once you acquire this documentation, the vehicle may be legally removed and disposed of by the property owner, a license auto recycler.



Large Vehicles Restricted

Commercial vehicles may not be parked on any lot in a residential zone, including the driveway (MCMC 17.22.080). In addition, large vehicles may not be parked on any street between the hours of 2:00 a.m. and 5:00 a.m. unless the owner notifies the Police Department in advance and obtains a permit from the department for such parking. A vehicle parking permit may be requested in person (15728 Main Street) or by phone 425-745-6175. Extended parking permits are limited to either four permits per month (each for a maximum of a 24-hour period) or one permit per month for a 96-hour period.



Recreational vehicles may not be parked in the front yard, including the driveway, or on the street, without an extended parking permit.

CODE ENFORCEMENT PROCESS

The City will notify the property owner if there is a violation present on their property and set a time period for the violation to be corrected. If a property owner fails to correct a violation, the City will issue a \$100 fine. If the Code violation is still not corrected, a \$250 fine will be issued, with fines accruing at \$250 per day for every day the violation remains uncorrected. The City prefers to resolve violations voluntarily without the need to proceed to Code Enforcement and is willing to work with property owners on a plan to abate the violation.

Blank lined area for notes or contact information.

City of Mill Creek
15728 Main Street, Mill Creek, WA 98012
425-551-7254 — www.cityofmillcreek.com

Vehicle Parking Restrictions and Inoperable Motor Vehicles



www.cityofmillcreek.com



Inoperable Vehicles

Inoperable vehicles may not be parked or stored in any front yard or front yard setback area **including the driveway**. In addition, Mill Creek Municipal Code (MCMC) Section 17.12.125, prohibits a vehicle without current state tabs from being parked on public roads. Without valid tabs, the car may be ticketed or impounded.

MCMC definition of inoperable motor vehicle: any motor vehicle, which by reason of dismantling, disrepair, **lack of licensing** or other cause is either incapable of being propelled under its own power or is prevented by law from being propelled on a public roadway. Therefore, a car without current vehicle tabs is considered an inoperable motor vehicle.

Inoperable Vehicle Removal

Inoperable vehicles need to be stored out of view or removed from the property. Removing inoperable vehicles helps make Mill Creek neighborhoods cleaner, safer and more attractive, which enhances the quality of life for residents and visitors.

Disposing of Inoperable Vehicles: If you have the vehicle title, call your local licensed auto recycler. You may want to look in the Yellow Pages or online for a list of charitable organizations that accept donated vehicles. Also, a listing of recyclers in your area may be found on the Washington State Department of Ecology's website or by calling 1-800-RECYCLE.

If you own the inoperable vehicle but cannot find the title, take the license plate number, the vehicle identification number (VIN), and your personal ID to your local vehicle licensing agent. Tell the licensing agent you want an *Affidavit in Lieu of Title* to be used for the purpose of disposal (recycling) of the vehicle. Once you acquire this documentation, the vehicle may be legally removed and disposed of by the property owner or a licensed auto recycler.

Vehicle Licensing Offices

Silver Lake Licensing Service
13300 Bothell-Everett Hwy
Mill Creek, WA 98012
Phone: 425-385-8755

Canyon Park Licensing
20631 Bothell-Everett Hwy
Bothell, WA 98012-7159
Phone: 425-481-7113

Link to Vehicle Licensing Office List:
<https://fortress.wa.gov/dol/dolprod/vehoffices/DisplayOffices.aspx?County=31>

If it has been several years since your vehicle was licensed and the Department of Licensing no longer has your vehicle in their system, you may not be able to apply for an *Affidavit in Lieu of Title*. In that case you can complete a *Junk Vehicle Affidavit* and request an inspection by the Police Support Officer at 425-921-5765 or via email at 532@cityofmillcreek.com. Once signed this form can then be used to dispose of your vehicle.



JULY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
		CLOSED				
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		Council				
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		Council				

AUGUST						
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SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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		Council				
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		Council				

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: July 7, 2017

July 25, 2017

(Agenda Summary due July 11)

- Presentation: Employee Milestones
- Stormwater Pipe Repair
- HVAC Contract Award
- Community Transit Bus Stop
- Rucker Building Quit Claim Deed
- Motion to cancel August meetings
- Reports
 - Twitter/Facebook Update
 - 2nd Quarter Financial Reports
 - Quarterly Reports
 - Recent Policies Implemented

September 5, 2017

(Agenda Summary due August 18)

- A&B Board – Great Garden Awards
- Work Session
 - CIP Work Plan
 - Chapter 1 – Updated Personnel Policies & Procedures

September 12, 2017

(Agenda Summary due August 25)

- Work Session:
 - Code Revision – Repeal of Board of Appeals/Adjustment
 - Draft City Code & Policy – Public Records Act Compliance

September 26, 2017

(Agenda Summary due September 12)

- Work Session
 - Traffic Calming Manual
- Presentation: Body Camera Pilot Project

Work in Progress – Upcoming Agenda Items

- 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