

# 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.** 2017-822

**Next Resolution No.** 2017-571

**October 10, 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

## **NEW BUSINESS**

- B. Appointment to the Art & Beautification Board  
*(City Council Interview Committee)*

## **CONSENT AGENDA**

- C. Approval of Checks #57523 through #57647 and ACH Wire Transfers in the Amount of \$421,884.76  
*(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Cavaleri)*

- D. Payroll and Benefit ACH Payments in the Amount of \$275,898.32  
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Cavaleri)
- E. City Council Meeting Minutes of September 26, 2017

**REPORTS**

- F. Mayor/Council
- G. City Manager
  - Council Planning Schedule
  - ICMA Recognition
  - Quarterly Financial Report

**AUDIENCE COMMUNICATION**

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

**ADJOURNMENT**



Agenda Item # B  
Meeting Date: **October 10, 2017**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: APPOINTMENT TO THE ART & BEAUTIFICATION BOARD**

**PROPOSED MOTION:**

Motion to appoint a new member to serve a one-year term on the Art & Beautification Board.

**KEY FACTS AND INFORMATION SUMMARY:**

There is one position on the Art & Beautification Board that expires on October 31, 2018. Notices soliciting a new member were posted at City Hall (North and South), on the City's website and a press release was sent to the local newspapers.

One individual submitted a letter of interest for the vacant position on the Art & Beautification Board. The interview is scheduled with the Council Interview Committee at 5:30 p.m. on Tuesday before the Council meeting.

**CITY MANAGER RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Written response expressing a desire to serve on the Art and Beautification Board from:

- Benjamin Briles

Respectfully Submitted:

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

Rebecca C. Polizzotto  
City Manager

To Whom It May Concern,

My name is Benjamin Briles, residing at 1431 141<sup>st</sup> Ct SE in Mill Creek, WA 98012. I am interested in joining the Mill Creek Arts & Beautification Board. I am primarily motivated by an interest in serving my community in whatever way my skills can be best used.

I have a background in engineering, having graduated with a B.S. in Aerospace Engineering and working for Boeing for 12 years, from supporting the International Space Station, to improving the design of the 787 and 777X.

My wife and I bought our house in Mill Creek because we love being surrounded by the tall trees, seemingly enveloped in natural beauty, while still having the convenience of most necessary services as close as the Mill Creek Town Center. We felt it would be a good community to raise our two small children. I want to ensure that those things remain true as the city grows in population, and one way I believe I can do that is to join the Arts & Beautification Board, where I can discuss proposed plans and ideas to maintain and improve the beauty of our community, while maintaining a budget. I think there are many ways we can maintain and improve the looks of our city, while keeping costs low.

I love the Pianos on Main Street project, having obtained the pianos and their decoration from the community for low cost, being both an assistance to those who have unwanted pianos, and to provide them for free access in the fantastic Town Center. I greatly appreciate the Great Garden Award program, where community members are recognized for maintaining a wonderful garden, visible to the community, and only at the cost of an annual plaque program.

I would like to discuss implementing a painted rock project, where community members can paint rocks, and then hide them for other folks to find along our pathways, brightening their day. Finally, I would like to discuss beginning a community garden project, possibly in or near the Town Center, both for visibility, and proximity and ease of access to many of our community members. I believe that working with the soil in a place greatly increases one's attachment to that place, and I believe it might help to strengthen our citizens' bonds to the city.

Thank you,

Benjamin Briles



Date: October 10, 2017

A/P Check Batches		
Dated	Check Numbers	Amount
09/19/2017	ACH-CPSM	\$2,037.99
09/26/2017	EFT Debit-DOR Sales Tax	\$2,976.66
09/29/2017	57585-57646	\$316,151.97
09/30/2017	57647	\$100,718.14
<b>Total</b>		<b>\$421,884.76</b>

Voided Checks	
Numbers	Explanation
57523-57584	Void-Wrong Check Layout

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 57523 through 57647, and ACH in the amount of \$421,884.76.

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

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
City Manager

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RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online  
City of Mill Creek

Report Date: 09/19/2017  
Report Time: 10:52:32 AM

Batch Summary Report by ID Number

Company Name: City of Mill 01      Effective Date: 09/20/2017  
 ACH ID: 2911225895      Batch Sequence: 1  
 Application Name: CCD Payments and Collections      Database Name: CPSM  
 Batch Status: Entered      Created By: SANKOTTKE  
 Released By:


Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
CPSM CENTER FOR PUBLIC	CPSM	\$2,037.99	C	052000113	9856252680	C	

	Total Amount in Batch	Total Count in Batch
Debits	\$0.00	0
Credits	\$2,037.99	1
Prenotes	\$0.00	0

	Grand Total Amount	Grand Total Count
Debits	\$0.00	0
Credits	\$2,037.99	1
Prenotes	\$0.00	0

*Released 9/19/17*

*CLM  
9/20*

 <b>Electronic Filing – Washington State</b>	E-file Time: 5:26 PM <a href="#">help?</a>
	<a href="#">My Account</a> <a href="#">Home</a> <a href="#">Account(s)</a> <a href="#">Account Activity</a> <a href="#">List</a> <a href="#">Server</a> <a href="#">Suggestions</a> <a href="#">Logout</a>

CITY OF MILL CREEK 600-598-011

**Confirmation**

Confirmation Number 21594421  
Tax Registration Number 600598011  
Reporting Period 08/2017  
Payment Type EFT Debit  
Date and Time Submitted 9/22/2017 5:26:30 PM  
Date of Transfer 09/26/2017  
Payment Amount 2,976.66  
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: 10/5/2017 11:01 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
57585	ADPLLC 499746912	ADP, LLC Payroll Processing Chgs 08/31	09/29/2017		385.15
			Total for Check Number 57585:	0.00	385.15
57586	ADTSEC 29276286 29276286A	Tyco Integrated Security LLC Panic Button Monitoring Chgs 10/01-12/31 Evidence Room Monitoring Chgs 10/01-12/31	09/29/2017		328.86 328.85
			Total for Check Number 57586:	0.00	657.71
57587	AFSCME Aug Dues	WSCCCE, AFSCME, AFL-CIO Union Dues-AFSCME-Aug	09/29/2017		1,019.54
			Total for Check Number 57587:	0.00	1,019.54
57588	AFSCME1 01 02	AFSCME Local 1811-M Finance Intern Fee 6/17-8/17 Union Work Permit Fee-Seasonal Work 2017	09/29/2017		75.00 130.78
			Total for Check Number 57588:	0.00	205.78
57589	ALEXPRCO 52294	Alexander Printing Company Inc 250 - Business Cards - V Cavaleri	09/29/2017		66.24
			Total for Check Number 57589:	0.00	66.24
57590	ALLCLIMA B2017-0611	All Climate Inc Refund - Mechanical Permit B2017-0611 Withd	09/29/2017		29.66
			Total for Check Number 57590:	0.00	29.66
57591	BANKCARI 1 10 11 12 13 14 15 16 17 18 19 2 20 21 22 23 24 25	Bank of America Refund SCC Dinner Mtg 07/07 - M Todd FBI-LEEDA Training 10/2-10/6 - S White ICMA Job Advertisement - Director of PW&Dev Passport Lunch Meeting 8/7 Passport Techs, Jod ICMA Annual Conference 10/20-10/25 - R Poliz Lodging Criminal Justice Training 8/8-8/11 Eike APA WA Job Advertisement-Director of PW&Dt Asset Mgmt Class Dinner 08/09 - K Mahmoud Days Inn Lodging 08/09 Asset Mgmt Class-K M Airfare ICMA Annual Conf 10/20-10/25 - R Poli Airfare Change Fee ICMA Annual Conf 10/20-1 Clarion Hotel Rebate Lodging Eikenberry & Fei Breakfast 08/10 Asset Mgmt Class - K Mahmou Sensor Cloud Monitoring Fee 08/10-09/10 Go Daddy Research - Domain Buy Service Toll Charges - Car #44 FBI-LEEDA Training 10/2-10/6 - R Mundwiler Autodesk AutoCAD Map 3D Annual Subscriptior	09/29/2017		-35.00 650.00 222.75 10.91 1,250.00 238.68 100.00 13.89 107.33 214.20 125.00 -6.36 12.63 9.95 77.27 6.50 650.00 862.00

*R 10/5/2017*



# AGENDA ITEM #C.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
26		Dog Hero Coloring Books - Police Community I			240.57
26A		Use Tax, Dog Hero Coloring Books - Police Con			-22.66
27		Rental Car Reservation-Collision Rec Training 9			631.12
28		Airfare Cancellation Plan Collision Rec. Training			26.00
29		Lodging Criminal Justice Training 8/14-8/18 Eik			318.24
3		Clarion Hotel Rebate Lodging Eikenberry & Fei			-9.54
30		Airfare Collision Recon Training 10/10-10/23-C			362.40
31		Criminal Intelligence & Analysis Training 8/21-1			595.00
32		Olympus TP-8 Telephone Pick-up Microphone			-21.97
32A		Use Tax, Olympus TP-8 Telephone Pick-up Mici			-2.07
33		cityofmillcreek.com Domain Name Renewal			16.75
34		Lodging Criminal Justice Training 8/21-8/25 Eik			318.24
35		8 NIK Pouch Drug Test-Opiates			269.38
36		4 Custom 10x10 City Logo Tent Canopies			2,514.19
36A		Use Tax, 4 Custom 10x10 City Logo Tent Canop			-236.84
37		MyBuildingPermit.com Mqnthly Fee 08/17			59.95
4		Refund Car Rental Canccl-Collision Rec Training			-54.00
5		Clarion Hotel Rebate Lodging Eikenberry & Fei			-12.72
6		Clarion Hotel Rebate Lodging Eikenberry & Fei			-12.72
7		Refund Car Rental Collision Recon Training 9/1			-447.12
8		Refund-Car Rental Insrance Collision Rec Train			-130.00
9		Lodging Criminal Justice Training 8/2-8/4 Eiken			159.12
Total for Check Number 57591:				0.00	9,115.01
57592	BANKCR16	Bank of America	09/29/2017		
1		APA Membership Dues/WA Chapter/AICP Mem			473.00
2		Mill Creek Rotary Mtg 08/16-T Rogers			17.00
3		Mill Creek Rotary Mtg 08/23-T Rogers			17.00
4		WSAPT Membership-K Mason-Hatt			35.00
5		APA Planning A Collaborative Future Conf 9/28-			275.00
6		Mill Creek Rotary Mtg 08/30-T Rogers			17.00
7		Text Books-Permit Tech Certification-Kim/Sherr			216.00
Total for Check Number 57592:				0.00	1,050.00
57593	BANKCR20	Business Card	09/29/2017		
1		Silver Crest Park Bench Repair Supplies			34.85
10		CHN/Annex Leaf Rake			5.50
11		PW Vehicle #9 Repair			67.67
12		High School 138th St Gate-Chain			24.84
2		2 Orbit Tripod Base Sprinklers - Parks			22.08
3		Annex Upstairs Kitchen Repair - High Head Dra			441.54
3A		Use Tax Payable - Annex Upstairs Kitchen Repa			-41.59
4		Library Door Repair Supplies			10.25
5		Toro Mower Repair Supplies			294.10
6		CHN Annex Kitchen Repairs/Supplies			37.81
7		Irrigation Repair Supplies - Heron Park			13.62
8		CHN Kitchen Repair Supplies			11.65
9		Library Irrigation Repair Supplies			271.90
Total for Check Number 57593:				0.00	1,194.22
57594	BANKCR21	Business Card	09/29/2017		
1		Transportation WCMA Conference 08/22-R Poli			39.75
2		Transportation WCMA Conference 08/25-R Poli			60.00
3		Transportation WCMA Conference 08/25-R Poli			-25.00
4		Transportation WCMA Conference 08/25-R Poli			10.00
5		Lodging WCMA Conference 08/22-08/25 - R Po			536.74
6		Breakfast WCMA Conference 08/25 - R Polizzo			45.71

**AGENDA ITEM #C.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	7	Airline Baggage Fee WCMA Conference 08/22-			25.00
			Total for Check Number 57594:	0.00	742.20
57595	BANKCR25	Business Card	09/29/2017		
	1	Survey Monkey Svcs 08/06-09/05			29.00
	2	Lodging-Basic Public Info Officer Training 09/2			86.52
	3	Supplies-North Point Neighborhood Mtg 08/14			20.64
	4	Supplies-Veterans Day Citizen Advisory Mtg 08/			34.04
	5	10lb Bag Paracord-Operation Gratitude			79.49
	5A	Use Tax-10lb Bag Paracord-Operation Gratitude			-7.49
	6	12 Great Garden Award Paperweights			251.03
	7	Dinner 3CMA Conference-J Kirk			25.40
	8	Use Tax - 48 Life Whistle-Referees Youth BB-Ju			6.91
			Total for Check Number 57595:	0.00	511.72
57596	BENEAD 1709515	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-Sept	09/29/2017		112.00
			Total for Check Number 57596:	0.00	112.00
57597	BHCCONS 0009161	BHC Consultants, LLC Bldg Insp & Plan Review Services Through 08/2	09/29/2017		6,721.36
			Total for Check Number 57597:	0.00	6,721.36
57598	CHIEFSU 244600 244600	Chief/Law Enforcement Supply 1 LED Rechargeable Stinger-Patrol Use Tax - 1 LED Rechargeable Stinger-Patrol	09/29/2017		183.56 -17.29
			Total for Check Number 57598:	0.00	166.27
57599	CINTAS 460184349 460184349A 460193894 460193894A	Cintas Corporation Loc. #460 Floor Mat Service 08/04 Floor Mat Service 08/04 Floor Mat Service 08/18 Floor Mat Service 08/18	09/29/2017		84.97 49.55 84.97 49.55
			Total for Check Number 57599:	0.00	269.04
57600	CITYEVE 117002329	City of Everett Animals Brought To Shelter - August	09/29/2017		370.00
			Total for Check Number 57600:	0.00	370.00
57601	CITYLYN 13441	City of Lynnwood Jail Room & Board - August	09/29/2017		95.00
			Total for Check Number 57601:	0.00	95.00
57602	COLATHSL Sponsorship	Columbia Athletic Club- Silver Lake Northshore Capital Funding - Level 3 Sponsorsh	09/29/2017		250.00
			Total for Check Number 57602:	0.00	250.00
57603	COMCAST 0457011	Comcast High Speed Internet Fee 09/18-10/17	09/29/2017		191.40
			Total for Check Number 57603:	0.00	191.40
57604	COPIETC	Copiers Etcetera, Inc.	09/29/2017		

# AGENDA ITEM #C.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	AR25754	Repairs & Maintenance Copy Machines - Augus			1,054.76
			Total for Check Number 57604:	0.00	1,054.76
57605	DEVENNYE Reimb Mileage	Elizabeth Devenny ReimbMileage Edm/Yakima 9/18 Civil Svc Train	09/29/2017		180.40
			Total for Check Number 57605:	0.00	180.40
57606	DOTNR JA9826 L001	Dept. of Transportation Northwest Region 08/17 Project Costs - SR 96th-12th Dr SE Ditch	09/29/2017		7,642.17
			Total for Check Number 57606:	0.00	7,642.17
57607	ELLITIRE 079712 079779 079900	Elliott Tire & Service Inc Rear Disc Brakes, Front Brake Flush, Battery-Ce Fuel Pump Control, Engine Runability Car #39 Fuel Pump - Car #39	09/29/2017		1,454.17 571.75 735.72
			Total for Check Number 57607:	0.00	2,761.64
57608	EVERGRML MC019 2017 MC020 2017 MC021 2017 MC022 2017 MC023 2017 MC024 2017 MC025 2017 MC026 2017 MC027 2017 MC028 2017 MC029 2017 MC030 2017 MC031 2017 MC033 2017 MC034 2017 MC035 2017 MC036 2017	Evergreen Maintenance Landscaping, LLC Landscape Maintenance - Hillside Park - 08/01-0 Landscape Maintenance - Heron Park - 08/01-08 Landscape Maintenance - Nickel Creek Park - 08 Landscape Maintenance - Buffalo Park - 08/01-0 Landscape Maintenance - Highlands Park - 08/0 Landscape Maintenance - Library Park - 08/01-0 Landscape Maintenance - Public Library - 08/01 Landscape Maintenance - CHS - 08/01-08/31 Landscape Maintenance - North Creek Sports Pa Landscape Maintenance - CHN - 08/01-08/31 Landscape Maintenance - Cougar Park - 08/01-0 Landscape Maintenance - Pine Meadow Park - 0 Landscape Maintenance - ROW Medians - 08/01 Landscape Maintenance - ROW Medians - 08/01 Landscape Maintenance - Ditch #1 WSDOT - 08 Landscape Maintenance - Ditch #2 - 08/01-08/31 Landscape Maintenance - Ditch #3 - 08/01-08/31	09/29/2017		552.00 1,331.20 386.40 695.52 993.60 331.20 772.80 770.59 303.60 496.80 298.08 772.80 736.06 1,349.32 154.56 154.56 154.56
			Total for Check Number 57608:	0.00	9,253.65
57609	GTENORTH 425316032611080	Frontier Alarm System Line Chgs-Cook House 09/16-10-	09/29/2017		51.94
			Total for Check Number 57609:	0.00	51.94
57610	HORIZON 2M063195 2M063196	Horizon Fertilizer-Parks Returned-1 Bag Fertilizer-Parks	09/29/2017		152.60 21.59
			Total for Check Number 57610:	0.00	131.01
57611	KIRKJ Reimb Mileage	Joni Kirk Reimb Mileage MC/SeaTac-3CMA Conf-J Kirk	09/29/2017		36.70
			Total for Check Number 57611:	0.00	36.70
57612	KOTTKES Reimb Mileage	Sandy Kottke Reimb Mileage MC/Kennewick 9/11-9/15 WFO.	09/29/2017		261.08

**AGENDA ITEM #C.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 57612:	0.00	261.08
57613	KPFFCON 147333	KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 07/29-08/25	09/29/2017		1,304.74
			Total for Check Number 57613:	0.00	1,304.74
57614	LAUERMAF Reimb Mileage	Peggy Lauerman Reimb Mileage MC/Seatac --Conference in West	09/29/2017		38.63
			Total for Check Number 57614:	0.00	38.63
57615	LEADONLN 242502	LeadsOnline LLC Annual Renewal - Online Investigations System	09/29/2017		948.00
			Total for Check Number 57615:	0.00	948.00
57616	LESSCHW 39500351805 39500352051	Les Schwab 2 Flat Repair - PW10 Flat Repair - PW9	09/29/2017		82.47 36.37
			Total for Check Number 57616:	0.00	118.84
57617	MAHMOUD Reimb Mileage	Kamal Mahmoud Reimb Mileage MC/Snoqualmie Grant Prozesse:	09/29/2017		42.80
			Total for Check Number 57617:	0.00	42.80
57618	OFSTRS 8500 1405 8500 1405A 8500 1405B 8500 1405C 8500 1405D 8500 1405E 8500 1405F 8500 1405G 8500 1405H	Office of State Treasurer Replacement, St Gen Fund 40 (PSEA 1) Jan-Dec Replacement, St Gen Fund 50 (PSEA 2) Jan-Dec Replacement, St Gen Fund 54 (PSEA 3) Jan-Dec Replacement, EMS & Trauma Care Jan-Dec 201 Replacement, Wa Auto Theft Prevention Jan-Dec Replacement, Traumatic Brain Injury Acct Jan-Dec Replacement, JIS Acct Jan-Dec 2010 Replacement, Lab Test Jan-Dec 2010 Replacement, School Zone Jan-Dec 2010	09/29/2017 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10 Replacing Ck 45791 12/31/10		108,171.14 60,309.71 2,802.16 6,531.96 12,643.38 1,957.18 22,113.57 4,243.57 37.68
			Total for Check Number 57618:	0.00	218,810.35
57619	PACAIR 5652 5654	Pacific Air Control, Inc. HVAC Repairs-City Hall South HVAC Repairs-City Hall South	09/29/2017		1,289.47 338.93
			Total for Check Number 57619:	0.00	1,628.40
57620	PAKOR 8025685	Pakor Inc 1 Case Media PP-Passports	09/29/2017		315.91
			Total for Check Number 57620:	0.00	315.91
57621	PERTEET 20160281.003-1	Perteet Inc Prof Serv NPDES Permit Review-08/16-08/27	09/29/2017		3,712.50
			Total for Check Number 57621:	0.00	3,712.50
57622	PHAMHIEU Refund	Hieu Pham Parking Ticket #11413 Late Fee Refund	09/29/2017		25.00
			Total for Check Number 57622:	0.00	25.00

**AGENDA ITEM #C.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
57623	PRYTHSP	Protect Youth Sports	09/29/2017		
	521923	Background/Driving Record Screening For New			8.95
	521923A	Background/Driving Record Screening For New			27.45
	521923B	Background/Driving Record Screening For New			17.90
	538117	Volunteer Background Screening			8.95
Total for Check Number 57623:				0.00	63.25
57624	PUGETSO	Puget Sound Energy	09/29/2017		
	200004765331	15720 Main St 08/17-09/18			39.18
	200004765463	15728 Main St 08/17-09/18			325.59
Total for Check Number 57624:				0.00	364.77
57625	SDISTCRT	South District Court	09/29/2017		
	August 2017	Filing Fees SD Court - August			5,176.62
	August 2017A	Interpreter Costs - August			100.00
Total for Check Number 57625:				0.00	5,276.62
57626	SHI	SHI International Corp	09/29/2017		
	B07060449	Adobe Acrobat Pro Upgrade-PD			169.24
Total for Check Number 57626:				0.00	169.24
57627	SHORTCR	Short Cressman & Burgess PLLC	09/29/2017		
	493664	Prof Legal Services-Council-August			837.00
	493665	Prof Legal Services-CED-August			2,883.00
	493667	Prof Legal Services-Exec-August			186.00
	493668	Prof Legal Services-City Clerk-August			125.00
	493669	Prof Legal Services-Fire Contract-August			6,370.95
Total for Check Number 57627:				0.00	10,401.95
57628	SHREDIT	Shred-It USA Inc	09/29/2017		
	8123138718	Shredding Service Fee			152.60
Total for Check Number 57628:				0.00	152.60
57629	SMARSH	Smarsh Inc	09/29/2017		
	INV00273051	Text Archiving Platform-Verizon Monthly 8/1-8/			248.41
	INV00273051A	Use Tax,Text Archiving Platform-Verizon Mont			-15.60
Total for Check Number 57629:				0.00	232.81
57630	SNDPUBIN	Sound Publishing Inc	09/29/2017		
	EDH775579	2016 City Hall Police Locker Room Lien Notice			17.20
Total for Check Number 57630:				0.00	17.20
57631	SNOCPUD	PUD No. 1 of Snohomish County	09/29/2017		
	2001-0143-4	Speed Radar Sign SHR 08/09-09/07			16.20
	2001-5445-8	2720 Seattle Hill Rd 08/09-09/07			16.20
	2007-9722-3	3401 148th St SE 08/19-09/19			35.27
	2013-4538-6	2501 147th Pl SE 08/23-09/19			22.92
	2013-6774-5	902 164th St SE 08/04-09/01			32.38
	2016-6351-5	14600 16th Ave SE 08/03-08/31			15.66
	2018-9805-3	1700 Mill Creek Rd 08/23-09/21			96.10
	2019-4860-1	13903 N Creek Dr 08/16-09/14			420.96
	2022-1236-1	928 Dumas Rd 08/16-09/14			101.09
	2026-9300-8	15720 Main St 08/16-09/15			1,978.80
	2028-5205-9	15720 Main St Unit B 08/16-09/15			339.36

**AGENDA ITEM #C.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2030-2812-1	4560 SAC Snohomish	08/03-08/31		38.17
	2031-6469-4	13510 N Creek Dr	08/16-09/14		41.22
	2033-4808-1	148th & 35th Signal	08/09-09/07		58.86
	2207-6351-0	13332 44th Ave SE	08/03-08/31		27.21
			Total for Check Number 57631:	0.00	3,240.40
57632	SNYDERRF 5871671	Snyder Roofing CHN Roof Repairs	09/29/2017		1,912.13
			Total for Check Number 57632:	0.00	1,912.13
57633	STAND 600156	Standard Ins. Company RA Life, AD+D+LTD Prem - MEBT-ER Paid-Oct	09/29/2017		3,889.90
			Total for Check Number 57633:	0.00	3,889.90
57634	STAND2 600156	Standard Ins. Company RA Survivor Prem MEBT-ER Paid-Oct	09/29/2017		959.95
			Total for Check Number 57634:	0.00	959.95
57635	STAPLEAD 8046191765 8046191765A	Staples Advantage Copy Ppr, Post-Its, Writing Pads-General Suppli Adding Machine Tape-Finance Department	09/29/2017		627.05 16.33
			Total for Check Number 57635:	0.00	643.38
57636	SUMLAW 87418 87418A	Summit Law Group Prof Serv-General Labor-AFSME/Guild through Prof Serv-General Labor-AFSME/Guild through	09/29/2017		960.75 960.75
			Total for Check Number 57636:	0.00	1,921.50
57637	TERMINIX 368643828	Terminix Processing Center Pest Control-WO #14723945593-MC Library	09/29/2017		77.28
			Total for Check Number 57637:	0.00	77.28
57638	THYSSEN 5000745920	Thyssenkrupp Elevator Corp. Elevator Repair 09/05 - CHN	09/29/2017		877.13
			Total for Check Number 57638:	0.00	877.13
57639	UPS 00009X8014357	United Parcel Service UPS Charges - WSP Latents Lab	09/29/2017		12.02
			Total for Check Number 57639:	0.00	12.02
57640	USIC 250297 250297A	USIC Locating Services, LLC 205 NC Locates/161 Ticket Locates 205 NC Locates/161 Ticket Locates	09/29/2017		1,863.58 1,863.57
			Total for Check Number 57640:	0.00	3,727.15
57641	WAALARM 418586	Washington Alarm 4th Qtr Monitoring/Cellular Chgs-City Hall Nort	09/29/2017		258.00
			Total for Check Number 57641:	0.00	258.00
57642	WASTPAT 00064821	Washington State Patrol Access User Terminal Fee - 3rd Qtr	09/29/2017		600.00

AP Checks by Date - Detail by Check Date (10/5/2017 11:01 AM)

**AGENDA ITEM #C.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 57642:	0.00	600.00
57643	WDRBNGI 1247858	Wood Harbinger Prof Engr Serv City Hall North HVAC Through	09/29/2017		466.00
			Total for Check Number 57643:	0.00	466.00
57644	WINSUPP 020503 00	Winsupply Company Hose Swivel	09/29/2017		41.91
			Total for Check Number 57644:	0.00	41.91
57645	WOLFEPFR 5818 5819	Wolfe Fire Protection Inc Annual Inspection-Fire,Sprinkler System-CHN Annual Inspection-Fire,Sprinkler System-CHS	09/29/2017		250.00 250.00
			Total for Check Number 57645:	0.00	500.00
57646	ZAC&THOM 1309	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-September	09/29/2017		8,875.95
			Total for Check Number 57646:	0.00	8,875.95
			Total for 9/29/2017:	0.00	316,151.97
57647	OFSTTRS Jan-Dec 2015 Jan-Dec 2015A Jan-Dec 2015B Jan-Dec 2015C Jan-Dec 2015D Jan-Dec 2015E Jan-Dec 2015F Jan-Dec 2015G Jan-Dec 2015H Jan-Dec 2015I Jan-Dec 2015J Jan-Dec 2015K	Office of State Treasurer Replacement, 40 PSEA Jan-Dec 2015 Replacement, 50 PSEA-2 Jan-Dec 2015 Replacement, 54 PSEA-3 Jan-Dec 2015 Replacement, JIS Jan-Dec 2015 Replacement, Trauma Care Jan-Dec 2015 Replacement, School Zone Jan-Dec 2015 Replacement, Lab Tests Jan-Dec 2015 Replacement, Trauma Brain Injury Jan-Dec 2015 Replacement, Hwy Safety Jan-Dec 2015 Replacement, Death Inv.Acct Jan-Dec 2015 Replacement, WSP Highway Acct Jan-Dec 2015 Replacement, AutoTheft Jan-Dec 2015	09/30/2017 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15 Replacing Ck 54837 12/31/15		47,850.76 27,794.29 1,070.18 11,726.24 3,226.36 276.06 82.39 1,127.01 228.49 143.94 817.38 6,375.04
			Total for Check Number 57647:	0.00	100,718.14
			Total for 9/30/2017:	0.00	100,718.14
			Report Total (63 checks):	0.00	416,870.11



Date: October 10, 2017

Payroll Check Batches		
Dated	Check Numbers	Amount
09/25/2017	ACH Automatic Deposit Checks	\$140,117.14
09/25/2017	ACH Wire- FWT & Medicare Taxes	\$28,942.47
09/25/2017	ACH Wire MEBT- Wilmington Trust	\$28,444.99
09/25/2017	ACH Wire- ICMA RC- Def. Comp	\$532.70
09/25/2017	ACH Wire- BAC- Flex Spending Acct	\$766.16
10/04/2017	ACH Wire- Assoc. of WA Cities	\$77,094.86
<b>Total</b>		<b>\$275,898.32</b>

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 \$275,898.32.

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

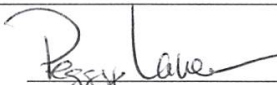
\_\_\_\_\_


\_\_\_\_\_

Councilmember

\_\_\_\_\_

Councilmember

  
 \_\_\_\_\_  
 Finance Director

  
 \_\_\_\_\_  
 City Manager

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



Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:38 Pay Date:09/25/2017 P/E Date:09/15/2017  
 Qtr/Year:3/2017 Run Time/Date:17:18:59 PM EDT 09/21/2017

<b>Taxes Debited</b>	Federal Income Tax	23,066.57		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,937.95		
	Medicare - ER	2,937.95		
	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		
	<b>Total Taxes Debited</b>	<b>28,942.47</b>		
<b>Other Transfers</b>	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	140,117.14		
	<b>Total Amount Debited From Your Account</b>		<b>169,059.61</b>	<b>Total Liability</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00		<b>169,059.61</b>
	Adjustments/Prepay/Voids	0.00		<b>169,059.61</b>
<b>Taxes- Your Responsibility</b>	None this payroll			<b>169,059.61</b>

**Payment Confirmation**

Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 09/25/2017 12:44:06 PM CDT



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

Status: Pending Approval  
Transaction Number: 179PC434781T0912

Template Name: WILTRUST  
Template Code: WILTRUST

**Debit Account Information**

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

**Beneficiary Details**

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

Beneficiary Account: 9852374595  
Beneficiary Bank ID: 022000046  
MANUFACTURERS AND TRADERS TR C  
ONE M AND T PLAZA, 15TH FL  
BUFFALO  
US - United States of America

Beneficiary Email:  
Beneficiary Mobile Number:

**Payment Details**

Credit Currency: USD  
Credit Amount: 28,444.99 ✓

Value Date: 09/25/2017 ✓

**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

Input Time: 09/25/2017 12:43:54 PM CDT

**Payment Confirmation**

**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 09/25/2017 12:42:43 PM CDT



**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Pending Approval  
**Transaction Number:** 179PC40586AU0E44

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

**Debit Account Information**

**Debit Bank:** 125000024  
**Debit Account:** 000080104700  
**Debit Account Name:** Treas Checking  
**Debit Currency:** USD

**Beneficiary Details**

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

**Beneficiary Account:** 42538001  
**Beneficiary Bank ID:** 022000046  
MANUFACTURERS AND TRADERS TR C  
ONE M AND T PLAZA, 15TH FL  
BUFFALO  
US - United States of America

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

**Payment Details**

**Credit Currency:** USD ✓  
**Credit Amount:** 532.70 ✓

**Value Date:** 09/25/2017 ✓

**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

**Input Time:** 09/25/2017 12:41:06 PM CDT

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online  
City of Mill Creek

Report Date: 09/26/2017  
Report Time: 12:48:12 PM

**Batch Summary Report by ID Number**

Company Name:	City of Mill 01	Effective Date:	09/26/2017
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

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

**ACCOUNT SUMMARY** - contains all changes to this account as of 10/04/2017 10:10:43 AM

**FUND: 100**

**ACCOUNT NUMBER: 186 L**

BILL MONTH:	10/2017
COVERAGE MONTH:	10/2017
PAYMENT DUE BY:	<b>10/10/2017</b>
CURRENT BILLING AMOUNT:	\$77,093.37
PRIOR OVERAGE OR SHORTAGE:	\$1.49
ADJUSTMENTS:	\$0.00
<b>TOTAL AMOUNT DUE:</b>	<b>\$77,094.86</b>

100 186 L 102017 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	10/2017	\$ 77,094.86

*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



**MINUTES**

**City Council Regular Meeting**

---

**6:00 PM - Tuesday, September 26, 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**

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Mayor Pruitt 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**

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**ROLL CALL**

---

Councilmembers Present:

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

Councilmembers Absent:

**AUDIENCE COMMUNICATION**

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- A.** Bundie Olson, a Wildflower resident, thanked Council for a fabulous new road. She gave special thanks to the Public Works crew, and brought chocolate chip cookies for Council and staff.

Gordon LeBar, a Wildflower resident, thanked Council and staff for paving the road and for their clear communication.

State Representative John Lovick thanked Councilmember Donna Michelson for her years of service, thanked the Public Works Department for their ongoing communication, and recognized the City's police officers for their engagement in the community.

**PRESENTATIONS**

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- B.** Employee Milestone Presentation

City Manager Rebecca Polizzotto recognized maintenance workers Tracy Dyson and

September 26, 2017 REGULAR COUNCIL MEETING MINUTES

Missy Harbison for 10 years of service to the City.

**OLD BUSINESS**

---

- C.** Telecommunications Franchise Agreement with Astound Broadband, LLC, D/B/A Wave

City Manager Rebecca Polizzotto reviewed the indirect change of control of Astound Broadband, LLC, D/B/A Wave and noted the June Council meeting with Franchise Attorney Alana Zana in attendance, who reviewed and prepared the documents needed to finalize this housekeeping item.

**Councilmember Cavaleri made a motion to adopt Ordinance 2017-821 AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE INDIRECT CHANGE OF CONTROL OF ASTOUND BROADBAND, LLC D/B/A WAVE WITH CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Kelly seconded the motion. The motion passed unanimously.**

**NEW BUSINESS**

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- D.** 2017-2019 Agreement for Indigent Defense Services

City Manager Rebecca Polizzotto stated that the City is required by law to provide indigent defense services. City Manager Polizzotto reviewed previous and current fees, including the contract extension fee increase, sharing with Council that Director of Finance Peggy Lauerman negotiated down the contract fee increase.

**Councilmember Michelson made a motion to approve Resolution 2017-569 approving the 2017-2019 Contract for Indigent Defense Services with Feldman & Lee P.S. and authorizing the City Manager to execute the contract. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

- E.** Interlocal Agreement Between Snohomish County and the City of Mill Creek for the Installation of an Adaptive Traffic Signal Control System

City Manager Rebecca Polizzotto reviewed the history of the project. She stated that the City budgeted \$50,000, and based on the current ILA and grant funds from the County, we are projecting a cost well under budget at \$12,000 and stated that the project goes out to bid in a couple of months.

**Councilmember Todd made a motion to approve Resolution 2017-570 authorizing the City Manager to execute an Interlocal Agreement with Snohomish County for the installation of an Adaptive Traffic Signal Control System. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**CONSENT AGENDA**

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- F.** Approval of Checks #57452 through #57522 and ACH Wire Transfers in the Amount of \$179,923.35  
*(Audit Committee: Councilmember Todd and Councilmember Cavaleri)*

September 26, 2017 REGULAR COUNCIL MEETING MINUTES

- G. Payroll and Benefit ACH Payments in the Amount of 102,320.32  
*(Audit Committee: Councilmember Todd and Councilmember Cavaleri)*
- H. City Council Meeting Minutes of September 5, 2017
- I. City Council Meeting Minutes of September 12, 2017

**Councilmember Cavaleri made a motion to approve the consent agenda.  
Councilmember Todd seconded the motion. The motion passed unanimously.**

**REPORTS**

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**J. Mayor/Council**

Mayor Pruitt reported that if consolidation occurs, she has been appointed to the SNOCOM/SNOPAC Transition Board effective January 1, 2018.

Mayor Pruitt reported that she will be attending the ribbon cutting at the new Kids 'N Us facility and encouraged Council to attend.

Councilmember Bond reported he would not be at the October 10 meeting due to vacation.

Councilmember Cavaleri reported he would not be at the October 10 meeting due to vacation.

Councilmember Michelson reported she would not be at the October 24 meeting due to vacation.

Mayor Pro Tem Holtzclaw reported he would be attending the SCT meeting on September 27.

Councilmember Todd encouraged Council to attend the AWC Regional Meeting on November 1 in Edmonds.

**K. City Manager**

- HOA Presidents Focus Group
- Recommendation on Use of Nextdoor
- Project Updates
- Council Planning Schedule

City Manager Rebecca Polizzotto introduced Director of Communications & Marketing Joni Kirk who updated Council on the HOA Presidents Focus Group meeting. She stated she hopes to get participation from non HOA represented neighborhoods by doing outreach to citizens and will be renaming the group Neighborhoods Focus Group.

Director of Communications & Marketing Joni Kirk reported that after lots of research, peer outreach and talking to other organizations that the social media platform Nextdoor doesn't appeal to the City at this time but will be looked at again in the future.

September 26, 2017 REGULAR COUNCIL MEETING MINUTES



City Manager Rebecca Polizzotto reviewed the Council Planning Schedule and updated Council on projects that will be upcoming agenda items.

**AUDIENCE COMMUNICATION**

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- L. There were no comments from the audience.

**RECESS TO EXECUTIVE SESSION**

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*(Confidential Session of the Council)*

- M. • Discussion of the status of collective bargaining negotiations

The meeting recessed to executive session at 6:56 p.m. for up to 20 minutes, which was subsequently extended up to 7:30.

No action was taken.

**RECONVENE TO REGULAR SESSION**

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- N. The meeting reconvened to regular session at 7:30 p.m.

**ADJOURNMENT**

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

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

\_\_\_\_\_  
Peggy Lauerman, City Clerk

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

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

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

**Tentative Council Meeting Agendas**  
**Subject to change without notice**

*Last updated: October 5, 2017*

**October 24, 2017 - No Meeting**

**November 7, 2017 - Election Day**  
*(Agenda Summary due October 24)*

- Health District Update - Jeff Ketchel
- Tax Ordinance
- Presentation: Veterans Day Activities

**November 14, 2017**  
*(Agenda Summary due October 31)*

- Presentation: Website Design Update
- CPSM Report - Mill Creek Police Dept
- Work Session
  - Fire Contract

**November 28, 2017**

- Naming of new City park
- Update Ordinance 2006-638

**December 5, 2017**

**December 12, 2017**

- SERS Presentation

**December 26, 2017 - No Meeting**

**Work in Progress - Upcoming Agenda Items**

- CIP Work Plan
  - Director Recruitment
  - CIP Financial Policies
  - Budget Calendar
  - Citizen Budget Tool
  - Stormwater Review & Cost Projections
  - Council Retreat
- Fire Contract
- Guild Contract
  - Bargaining Dates Scheduled
- Snocom/Snopac Consolidation Updates
- SERS Presentation
- Draft city Code & Policy - Public Records Act Compliance
  - Next Work Session October 3
- Audit
- Budget Amendments
- Web Site Design Project
- Frontier Franchise Agreement (October)
- Personnel Policies and Procedures
  - Job Descriptions Finalized
  - Compensation Analysis Complete
  - ADP Performance Evaluation System being built.
- Public Works Shop Design
- Code Revision - Repeal of Board of Appeals/Adjustment



MEMORANDUM

TO: Rebecca Polizzotto, City Manager  
FROM: Peggy Lauerman, Director of Finance and Administration  
DATE: October 8, 2017  
SUBJECT: Financial Reports for the period ending September 30, 2017

**General Fund:**

**Fund Balance (see related reports and graphs)**

Fund balance at the end of September is \$5,440,000. This represents an increase of \$910K over the same period in 2016 and an increase of \$907K when compared to budget.

**Revenues (see related reports and graphs):**

General Fund revenues of \$8,331,171 are \$821K ahead of the revenue budget to date. Revenues have increased \$194K when compared to the same period last year.

Regular and EMS property tax revenue for the quarter slowed due to the time of year. Collections will increase during Q4, 2017 as the City begins to receive the second half of the taxes from the County. The City anticipates collecting an additional \$3.6M in property & EMS tax by year end.

The City received \$788K in sales tax in Q3 which represents an increase of \$154K over the same period in 2016. Sales tax collections for this quarter represent proceeds from May, June, and July, 2017 as the state has a two month lag remitting to jurisdictions. Construction sales tax revenue of \$185,000 has been recorded in the CIP Fund to fund one time revenues with one time expenditures as budgeted for the biennium.

Charges for Services are \$345K ahead of plan for the year as a result of plan check fees and passport revenues. Passport revenue continues to remain steady with revenues ahead of plan by \$191K. We believe this will continue as the City of Bothell has terminated their passport services and the Everett Post Office has temporarily discontinued processing. The customer service team processed 3,180 passports which is an increase of 1,050, or 50% increase over the same period in the previous year. Fire mitigation fees of \$15K were also collected in Q3, 2017. In previous years, mitigation fees were netted with the fire payments.

**Expenditures (see General Fund Expenditure Report and related graphs):**

General Fund expenditures to date are \$9,242,028 and are under plan by \$86K. These expenditures represent 37.5% of the biennium budget. Payments for fire services and dispatch for Q3, 2017 were 908K. This represents a reduction in the average quarterly amount of \$56K. Total payments for fire services were \$2,833K through September, 2017.

**Other Funds:**

**CIP**

IT expenditures related to replacing the old tape back-up system in Q3 totaled \$22K. Website development costs are \$16K through September, 2017. The City has been awarded a grant in the amount of \$10,000 to be used for reimbursement against website design costs.

**Road Improvement Fund:**

The first installment payment of \$100,000 in accordance with Section 3.3 of the Interlocal Agreement between Snohomish County and the City of Mill Creek for the Seattle Hill Road improvement was made during Q2, 2017. Expenditures incurred to date for pavement preservation and 35<sup>th</sup> Avenue were 51K.

**Balance Sheet:**

**Cash and Investments (see Cash and Investment Report):**

The City's cash and investment balances were \$1,465,558 and \$16,640,198 respectively. The City invests in U.S. Government Securities and the Local Government Investment Pool (LGIP). As of September 30, 2017, the City had \$8,229,784 invested in securities and \$8,410,414 invested in the LGIP.

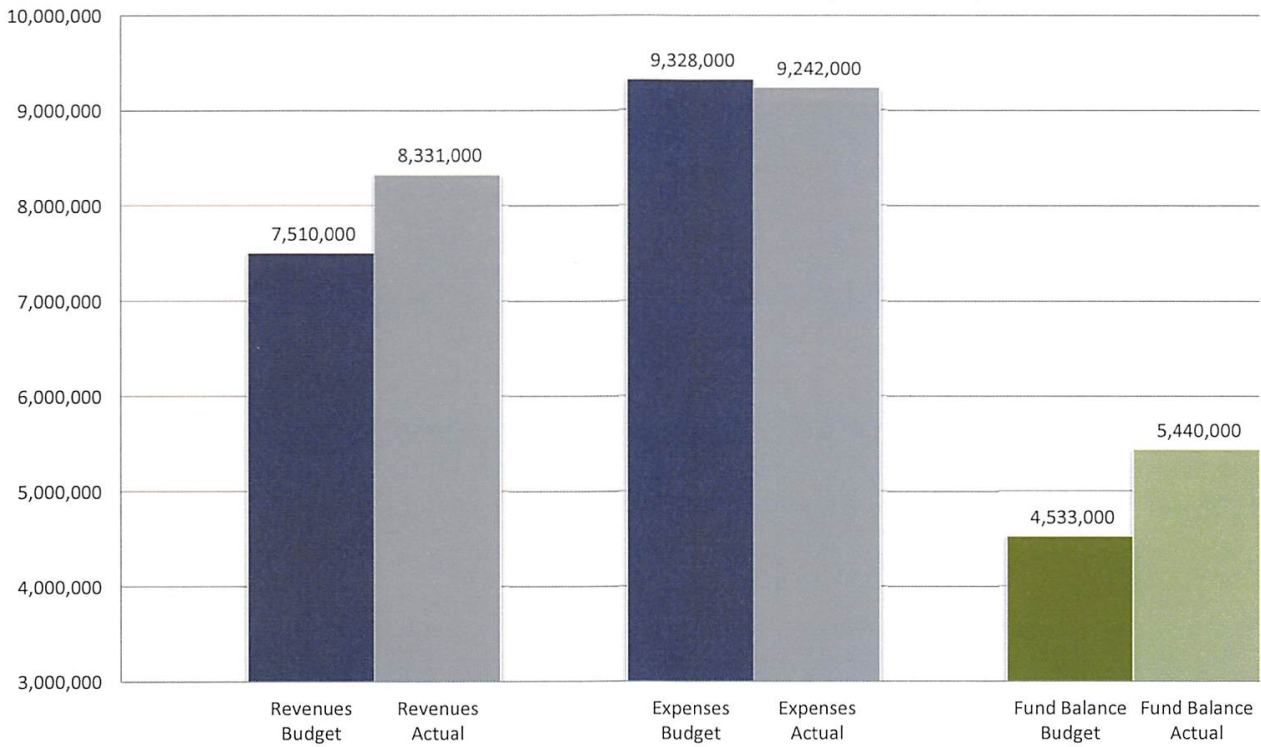
The City will review cash flow for CIP needs before investing in longer term securities.

**Compensated Absences:**

Compensated absences are absences for which employees will be paid, such as vacation and sick leave. The City does not accrue accumulated unpaid vacation and associated employee-related costs when earned by the employee and are not reflected in the financial statements. The value of these absences is \$471,466 on September 30, 2017.

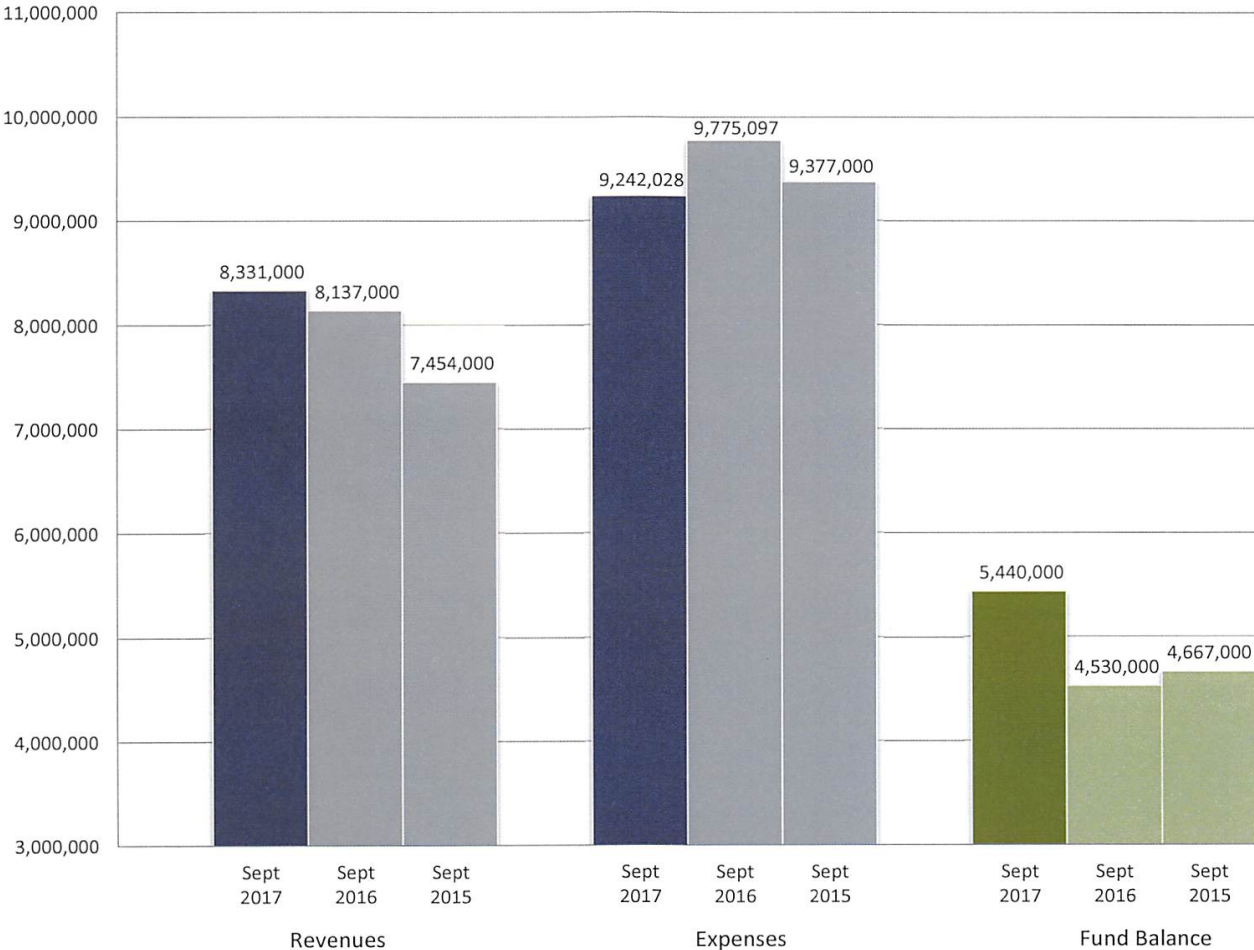


**General Fund Budget Comparison  
For the nine months ended September 30, 2017**





**General Fund Comparison  
For the nine months ended September 30, 2017**





**General Fund Revenue Report**  
For the period ending September 30, 2017

	Biennial Budget 2017/2018	Biennial Actual YTD 9/30/2017	Budget vs Actual Over/(Under)	% of Budget Collected	Budget Through 09/30/17	Actual Over (Under) Budget
<b>REVENUES</b>						
Property Tax-Regular	12,319,670	3,249,661	(9,070,009)	26.4%	3,276,128	(26,467)
Property Tax-EMS Levy	3,314,686	868,319	(2,446,367)	26.2%	883,915	(15,596)
Sales Tax	4,558,000	1,901,286	(2,656,714)	41.7%	1,678,874	222,413
Public Safety Sales Tax	455,800	205,131	(250,669)	45.0%	167,887	37,243
Criminal Justice Sales Tax	569,750	254,235	(315,515)	44.6%	209,860	44,376
<b>TOTAL TAXES</b>	<b>21,217,906</b>	<b>6,478,633</b>	<b>(14,739,273)</b>	<b>30.5%</b>	<b>6,216,664</b>	<b>261,969</b>
Franchise Fees	777,000	291,650	(485,350)	37.5%	284,510	7,140
Business Licenses	100,000	51,638	(48,363)	51.6%	49,745	1,893
Building Permits	415,000	242,230	(172,770)	58.4%	182,934	59,296
Other Licenses/Permits	26,250	18,850	(7,400)	71.8%	11,192	7,658
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,318,250</b>	<b>604,368</b>	<b>(713,882)</b>	<b>45.8%</b>	<b>528,381</b>	<b>75,987</b>
PUD Privilege Tax	172,664	0	(172,664)	0.0%	0	0
Liquor Excise Taxes	189,810	69,974	(119,836)	36.9%	69,699	275
Liquor Board Profit	335,580	126,047	(209,533)	37.6%	125,569	478
Criminal Justice Funding	54,600	21,678	(32,922)	39.7%	20,149	1,529
Grants	14,400	19,884	5,484	138.1%	8,133	11,751
Other Intergovernmental	0	0	0	0.0%	0	0
<b>TOTAL INTERGOVERNMENTAL/GRANTS</b>	<b>767,054</b>	<b>237,583</b>	<b>(529,471)</b>	<b>31.0%</b>	<b>223,550</b>	<b>14,034</b>
Development/Plan Check Fees	189,020	221,198	32,178	117.0%	92,779	128,419
Passport Fees	450,000	360,210	(89,790)	80.0%	168,750	191,460
Other Charges for Services	190,100	113,348	(76,752)	59.6%	87,750	25,598
<b>TOTAL CHARGES FOR SERVICES</b>	<b>829,120</b>	<b>694,756</b>	<b>(134,364)</b>	<b>83.8%</b>	<b>349,279</b>	<b>345,477</b>
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>350,000</b>	<b>176,729</b>	<b>(173,271)</b>	<b>50.5%</b>	<b>125,250</b>	<b>51,479</b>
Interest	35,000	81,046	46,046	231.6%	15,416	65,629
Insurance recovery	0	6,252	6,252	0.0%	0	6,252
Other Miscellaneous Revenue	105,000	51,804	(53,196)	49.3%	51,375	429
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>140,000</b>	<b>139,102</b>	<b>(898)</b>	<b>99.4%</b>	<b>66,791</b>	<b>72,310</b>
Transfers In	0	0	-	0.0%	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES</b>	<b>24,622,330</b>	<b>8,331,171</b>	<b>(16,291,159)</b>	<b>33.8%</b>	<b>7,509,914</b>	<b>821,257</b>
BEGINNING FUND BALANCE	6,351,133	6,351,133	-	100.0%	6,351,133	0
<b>TOTAL RESOURCES</b>	<b>30,973,463</b>	<b>14,682,304</b>	<b>(16,291,159)</b>	<b>47.4%</b>	<b>13,861,047</b>	<b>821,257</b>



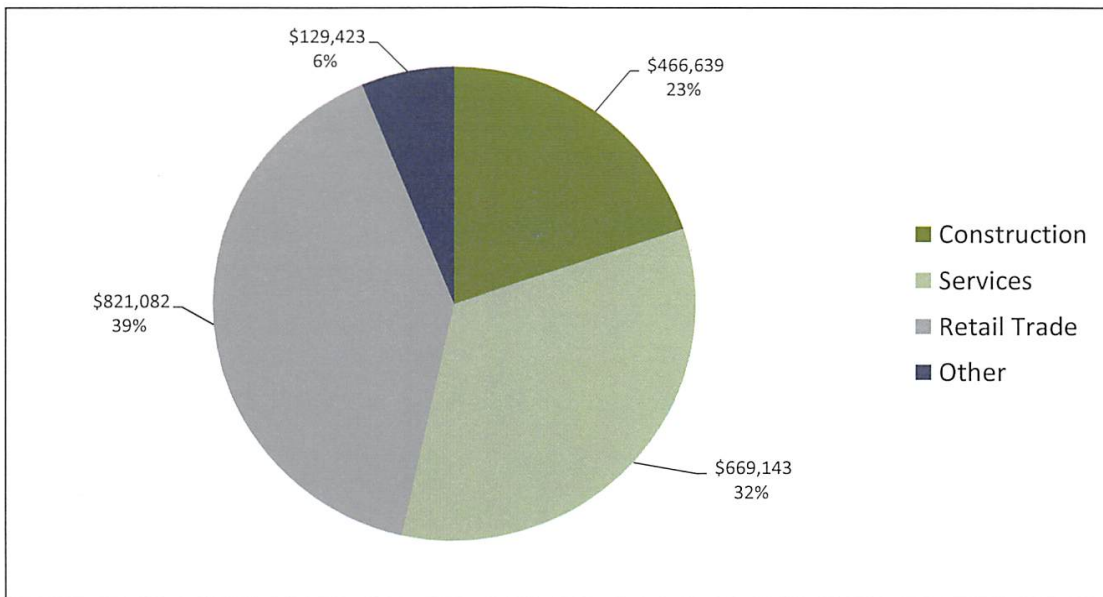
**General Fund Expenditure Report**  
For the period ending September 30, 2017

	<b>Biennial Budget 2017/2018</b>	<b>Biennial Actual YTD 9/30/2017</b>	<b>Budget vs Actual Over/(Under)</b>	<b>% of Budget Collected</b>	<b>Budget Through 09/30/17</b>	<b>Actual Over (Under) Budget</b>
<b>EXPENDITURES</b>						
Legislative	110,897	54,077	(56,820)	48.8%	41,586	12,491
City Manager	1,412,915	550,469	(862,446)	39.0%	603,891	(53,422)
Finance & Administration	1,349,405	544,802	(804,603)	40.4%	500,299	44,503
Information Technology	834,375	242,684	(591,691)	29.1%	316,299	(73,615)
Patrol	9,425,826	3,482,937	(5,942,889)	37.0%	3,479,337	3,600
Fire Services	7,557,900	2,920,507	(4,637,393)	38.6%	2,870,063	50,445
Non-Department	834,580	356,772	(477,808)	42.7%	367,238	(10,466)
Community Development/Building	1,253,586	497,012	(756,574)	39.6%	462,650	34,362
Public Works	1,842,846	592,767	(1,250,080)	32.2%	686,682	(93,916)
<b>TOTAL EXPENDITURES</b>	<b>24,622,330</b>	<b>9,242,028</b>	<b>(15,380,302)</b>	<b>37.5%</b>	<b>9,328,045</b>	<b>(86,018)</b>
<b>ENDING FUND BALANCE</b>	<b>6,351,133</b>	<b>5,440,276</b>	<b>(910,857)</b>	<b>85.7%</b>	<b>4,533,002</b>	<b>907,274</b>
<b>TOTAL FINANCIAL USES</b>	<b>30,973,463</b>	<b>14,682,304</b>	<b>(16,291,159)</b>	<b>47.4%</b>	<b>13,861,047</b>	<b>821,257</b>





**2017 YTD Sales Tax Revenue**



<b>Paid to the City in 2017</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Total</b>
Construction	109,115	149,206	208,318	466,639
Services	218,538	217,031	233,574	669,143
Retail Trade	271,886	251,036	298,160	821,082
Other	43,271	37,538	48,614	129,423
<b>Total Received</b>	<b>642,810</b>	<b>654,811</b>	<b>788,666</b>	<b>2,086,287</b>



**Other Fund Revenue and Expenditure Report  
For the period ending September 30, 2017**

Fund	Revenues				Expenditures			
	Biennial Budget 2017/2018	Biennial Actual YTD 2017/2018	Budget vs Actual Over/(Under)	% of Budget Collected	Biennial Budget 2017/2018	Biennial Actual YTD 2017/2018	Budget vs Actual Over/(Under)	% of Budget Expended
<b>SPECIAL REVENUE FUNDS</b>								
City Street Fund	1,016,446	370,818	(645,628)	36.5%	1,016,000	344,656	(671,344)	33.9%
Paths & Trails	4,000	1,277	(2,723)	31.9%	0	155	155	n/a
Drug Buy Fund	0	1,477	1,477	0.0%	0	0	0	0.0%
Local Revitalization	66,000	42,999	(23,001)	65.2%	0	0	0	n/a
Annex Building Fund	359,482	153,783	(205,699)	42.8%	861,243	117,921	(743,322)	13.7%
<b>DEBT SERVICE FUNDS</b>								
Debt Service Fund	66,218	0	(66,218)	0.0%	66,218	2,254	(63,964)	3.4%
<b>CAPITAL PROJECT FUNDS</b>								
Real Estate Excise Tax	1,520,000	914,203	(605,797)	60.1%	3,112,250	0	(3,112,250)	0.0%
Capital Improvement	956,032	194,578	(761,454)	20.4%	2,018,036	199,179	(1,818,857)	9.9%
Park Capital Improvement	970,000	32,885	(937,115)	3.4%	1,321,000	115,513	(1,205,487)	8.7%
Road Improvement	6,707,000	427,046	(6,279,954)	6.4%	6,590,000	150,596	(6,439,404)	2.3%
<b>ENTERPRISE FUNDS</b>								
Surface Water Utility	1,426,000	462,428	(963,572)	32.4%	1,248,735	383,271	(865,464)	30.7%
Recreation Enterprise	1,225,000	441,653	(783,347)	36.1%	1,225,000	423,804	(801,196)	34.6%



**General Fund  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
For the period ending September 30, 2017**

	2017-2018 Biennium Budget	9/30/2017 YTD Actuals	Remaining Budget	9/30/2017 YTD Budget	Budget vs Actual over/(under)
<b>REVENUES</b>					
Taxes	21,217,906	6,478,633	(14,739,273)	6,216,664	261,969
Licenses & Permits	1,318,250	604,368	(713,882)	528,381	75,987
Intergovernmental	767,054	237,583	(529,471)	223,550	14,034
Charges for Services	829,120	694,756	(134,364)	349,279	345,477
Fines & Forfeitures	350,000	176,729	(173,271)	125,250	51,479
Miscellaneous Revenues	140,000	139,102	(898)	66,791	72,310
<b>TOTAL REVENUES</b>	<b>24,622,330</b>	<b>8,331,171</b>	<b>(16,291,159)</b>	<b>7,509,914</b>	<b>821,257</b>
<b>EXPENDITURES</b>					
Legislative	110,897	54,077	(56,820)	41,586	12,491
City Manager	1,412,915	550,469	(862,446)	603,891	(53,422)
Finance & Administration	1,349,405	544,802	(804,603)	500,299	44,503
Information Technology	834,375	242,684	(591,691)	316,299	(73,615)
Patrol	9,425,826	3,482,937	(5,942,889)	3,479,337	3,600
Fire Services	7,557,900	2,920,507	(4,637,393)	2,870,063	50,445
Non-Department	834,580	265,434	(569,146)	282,863	(17,429)
Community Development/Building	1,253,586	497,012	(756,574)	462,650	34,362
Public Works	1,842,846	592,767	(1,250,080)	686,682	(93,916)
<b>TOTAL EXPENDITURES</b>	<b>24,622,330</b>	<b>9,150,689</b>	<b>(15,471,641)</b>	<b>9,243,670</b>	<b>(92,981)</b>
Excess (deficiency) of revenues over expenditures	-	(819,518)	(819,518)	(1,733,756)	914,238
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	-	-	-	-	-
Transfers out	(225,000)	(91,339)	(133,661)	(84,375)	6,964
<b>TOTAL OTHER FINANCING SOURCES AND USES</b>	<b>(225,000)</b>	<b>(91,339)</b>	<b>(133,661)</b>	<b>(84,375)</b>	<b>6,964</b>
Net change in fund balance	(225,000)	(910,857)	(953,180)	(1,818,131)	907,274
FUND BALANCE - JANUARY 1, 2017	6,351,133	6,351,133	-	6,351,133	-
FUND BALANCE - September 30, 2017	<u>6,126,133</u>	<u>5,440,276</u>	<u>(953,180)</u>	<u>4,533,002</u>	<u>907,274</u>



**Cash and Investments**  
As of September 30, 2017

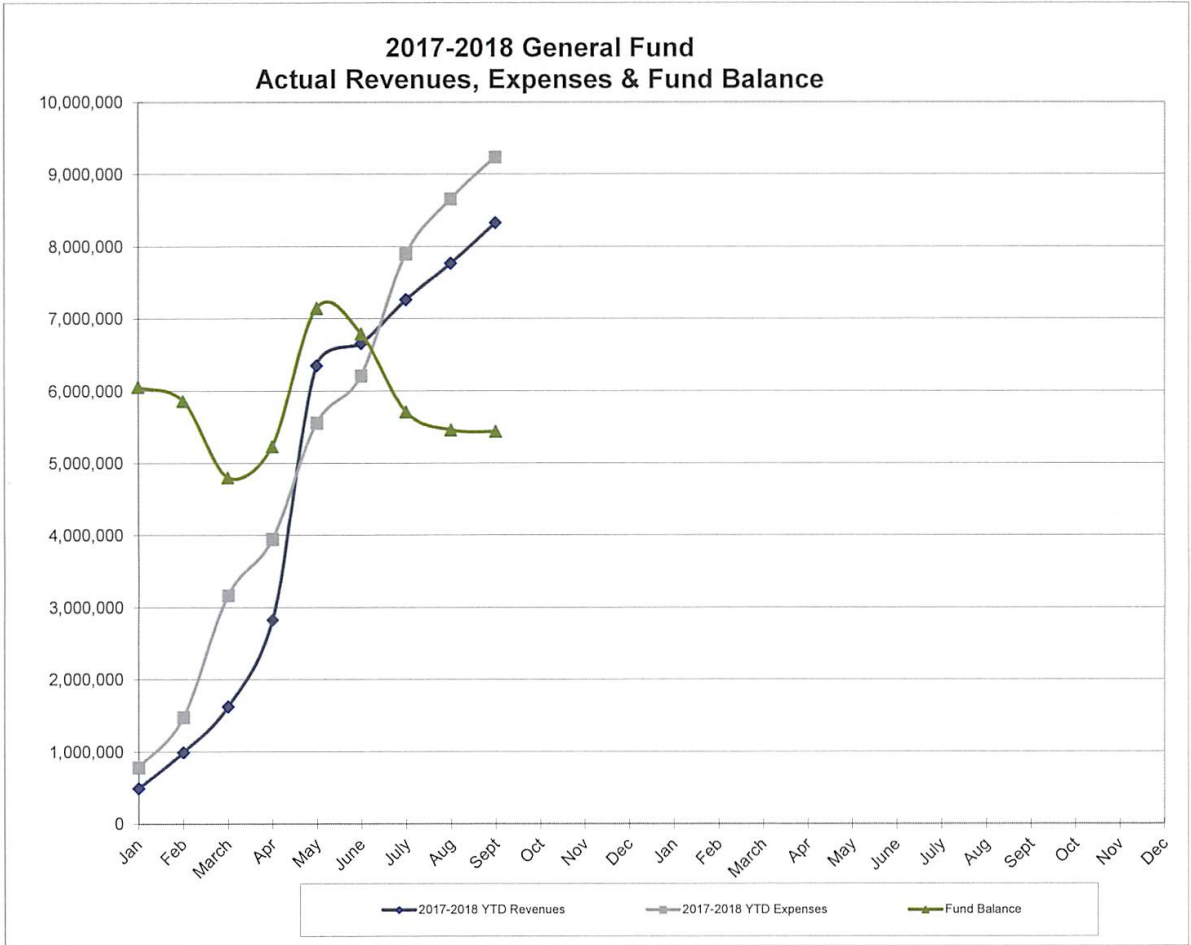
<b>Investments</b>	<b>Maturity Date</b>	<b>Amount</b>
Federal National Mortgage Assc.	10/26/2017	1,000,000
Federal Farm Credit Bank	4/24/2018	983,612
Federal Home Loan Bank	8/22/2018	995,280
Financing Corporation	12/27/2018	499,161
Federal Farm Credit Bank	2/22/2019	750,000
Federal Home Loan Mortgage Corp	4/15/2019	1,001,840
Financing Corporation	9/26/2019	999,892
Federal Farm Credit Bank	7/13/2020	1,000,000
Federal Home Loan Bank	8/28/2020	999,999
Sub-Total		<u>8,229,784</u>
Local Govt Invt Pool		8,410,414
<b>Total Investments</b>		<u><b>16,640,198</b></u>
<b>Bank of America - Checking</b>		1,465,558
<b>Total Cash and Investments</b>		<u><u><b>18,105,756</b></u></u>



**Cash and Investments - by Fund**  
As of September 30, 2017

<b>General Fund</b>			5,440,277
<b>Special Revenue Funds</b>			
	City Street	218,673	
	Council Contingency	63,735	
	Municipal Arts	45,809	
	Paths & Trails	11,281	
	Annex Building	545,395	
	Local Revitalization Fund	78,022	
	Drug Buy	57,922	
	<b>Total</b>		<b>1,020,836</b>
<b>Debt Service Fund</b>			11,737
<b>Capital Improvement Funds</b>			
	Capital Improvement	1,876,748	
	Real Estate Excise Tax	3,901,662	
	Parks & Open Space Cap.	3,447,844	
	Road Improvement	1,526,147	
	<b>Total</b>		<b>10,752,400</b>
<b>Enterprise &amp; Internal Service Funds</b>			
	Surface Water Utility	684,516	
	Recreation Enterprise	16,873	
	<b>Total</b>		<b>701,389</b>
<b>Other</b>			
	Traffic Violations		179,118
<b>Total Cash and Investments</b>			<b>18,105,756</b>

Month	2017-2018 YTD Revenues	2017-2018 YTD Expenses	Fund Balance
Jan	491,187	782,129	6,060,192
Feb	994,686	1,481,174	5,864,645
March	1,627,223	3,171,580	4,806,776
Apr	2,829,996	3,946,843	5,234,286
May	6,355,003	5,557,668	7,148,469
June	6,659,072	6,215,283	6,794,922
July	7,263,387	7,903,362	5,711,158
Aug	7,771,259	8,660,377	5,462,015
Sept	8,331,171	9,242,028	5,440,277
Oct			
Nov			
Dec			
Jan			
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March			
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Dec			

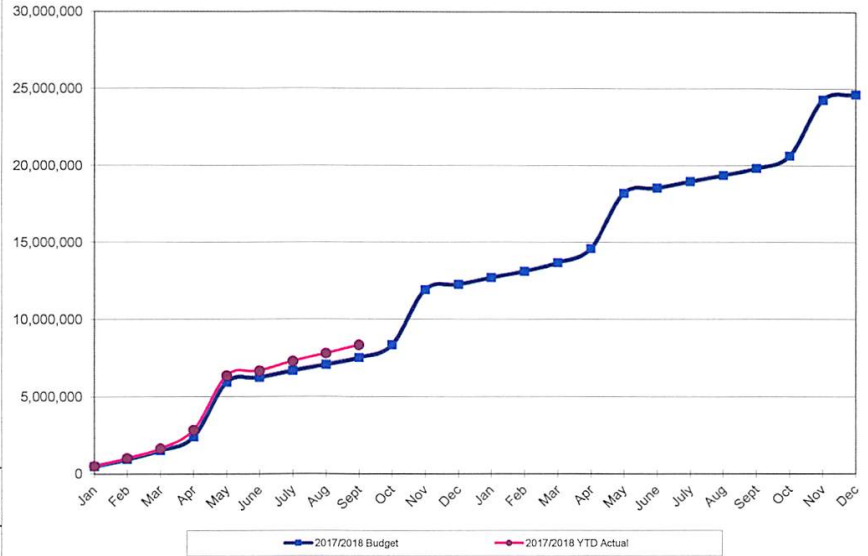


December 31, 2016 Fund Balance - Preliminary 10/10/2017

**Total General Fund Revenues**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	466,353	491,187
Feb	931,371	994,686
Mar	1,502,438	1,627,223
Apr	2,382,800	2,829,996
May	5,932,565	6,355,003
June	6,238,733	6,659,072
July	6,661,393	7,263,387
Aug	7,054,411	7,771,259
Sept	7,509,914	8,331,171
Oct	8,327,494	
Nov	11,909,183	
Dec	12,254,303	
Jan	12,688,081	
Feb	13,109,496	
Mar	13,659,157	
Apr	14,586,864	
May	18,206,446	
June	18,546,329	
July	18,971,385	
Aug	19,370,042	
Sept	19,826,951	
Oct	20,648,856	
Nov	24,277,526	
Dec	24,622,330	
YTD over (under) Budget		821,257
Actual % of YTD Budget		110.9%
% of Total Budget Collected		33.8%

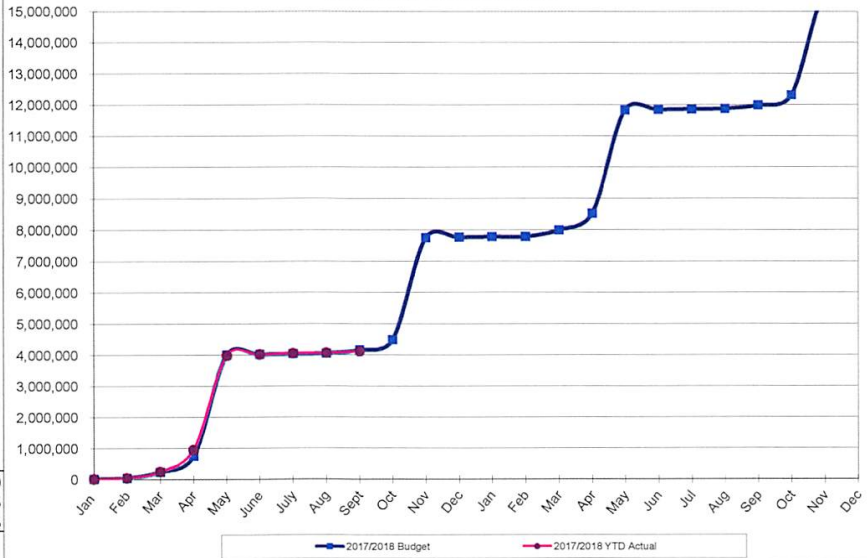
**Budget vs Actual  
Total General Fund Revenues**



**REGULAR & EMS PROPERTY TAX**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	15,523	13,085
Feb	43,284	45,888
Mar	235,077	243,476
Apr	745,082	951,905
May	4,004,818	3,983,616
June	4,020,340	4,016,712
July	4,035,863	4,052,916
Aug	4,051,386	4,065,325
Sept	4,160,043	4,117,981
Oct	4,486,017	
Nov	7,745,752	
Dec	7,761,275	
Jan	7,777,021	
Feb	7,784,894	
Mar	7,989,594	
Apr	8,517,091	
May	11,823,785	
Jun	11,839,531	
Jul	11,855,277	
Aug	11,871,023	
Sep	11,981,246	
Oct	12,311,916	
Nov	15,618,610	
Dec	15,634,355	
YTD over (under) Budget		(42,063)
Actual % of YTD Budget		99.0%
% of Total Budget Collected		26.3%

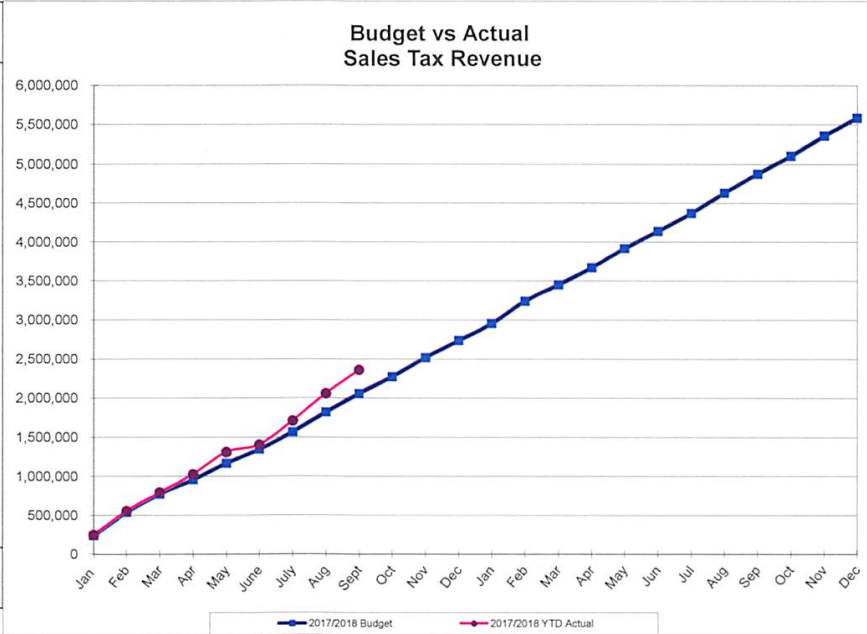
**Budget vs Actual  
Property Tax Revenue**



**General Fund Revenues**

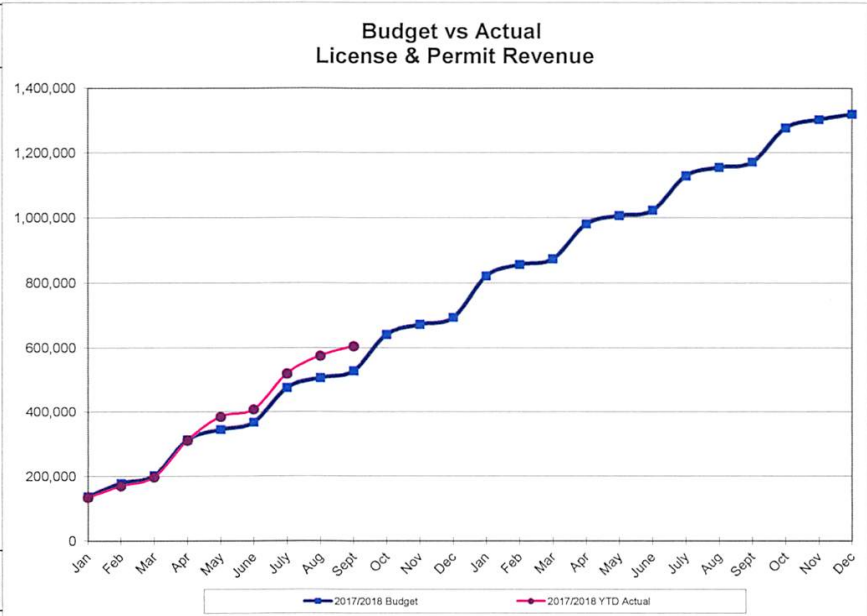
**RETAIL, PUBLIC SAFETY & CRIMINAL JUSTICE SALES TAX**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	237,791	245,491
Feb	539,129	554,008
Mar	774,577	792,003
Apr	957,294	1,025,133
May	1,168,249	1,310,348
June	1,347,232	1,405,324
July	1,568,446	1,710,676
Aug	1,820,436	2,056,071
Sept	2,056,620	2,360,652
Oct	2,272,807	
Nov	2,516,956	
Dec	2,735,892	
Jan	2,952,772	
Feb	3,240,894	
Mar	3,448,947	
Apr	3,669,705	
May	3,914,743	
Jun	4,137,991	
Jul	4,368,217	
Aug	4,630,477	
Sep	4,876,273	
Oct	5,101,256	
Nov	5,355,382	
Dec	5,583,551	
YTD over (under) Budget		304,032
Actual % of YTD Budget		114.8%
% of Total Budget Collected		42.3%



**LICENSES & PERMITS**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	136,740	133,900
Feb	178,309	168,808
Mar	202,129	196,786
Apr	312,668	310,199
May	344,593	383,975
June	367,247	407,438
July	476,072	519,065
Aug	506,726	574,141
Sept	528,381	604,368
Oct	641,205	
Nov	671,860	
Dec	693,514	
Jan	821,295	
Feb	856,497	
Mar	873,948	
Apr	980,029	
May	1,005,662	
June	1,022,295	
July	1,128,007	
Aug	1,153,640	
Sept	1,170,272	
Oct	1,275,985	
Nov	1,301,617	
Dec	1,318,250	
YTD over (under) Budget		75,987
Actual % of YTD Budget		114.4%
% of Total Budget Collected		45.8%

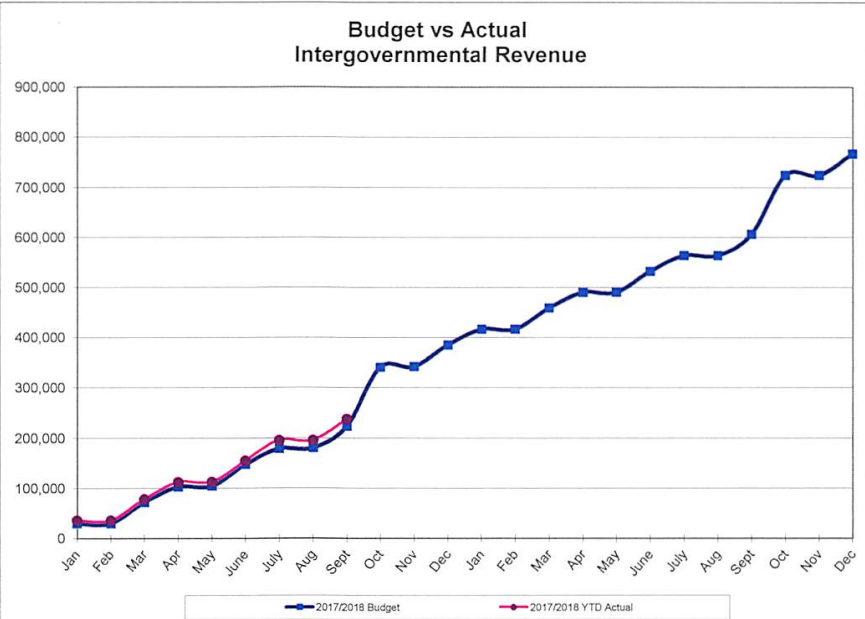




**General Fund Revenues**

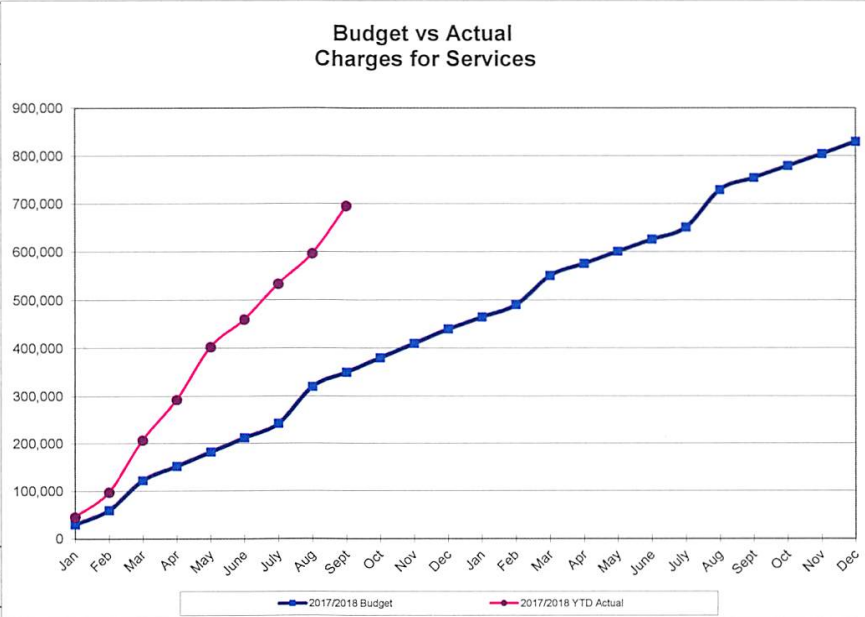
**INTERGOVERNMENTAL & GRANTS**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	29,949	36,044
Feb	29,949	36,044
Mar	71,806	78,061
Apr	103,110	112,170
May	104,466	112,923
June	147,678	154,939
July	178,982	195,570
Aug	180,338	195,570
Sept	223,550	237,583
Oct	340,350	
Nov	341,705	
Dec	384,917	
Jan	416,253	
Feb	416,437	
Mar	458,659	
Apr	489,995	
May	490,178	
June	532,401	
July	563,737	
Aug	563,920	
Sept	606,142	
Oct	724,649	
Nov	724,832	
Dec	767,054	
YTD over (under) Budget		14,034
Actual % of YTD Budget		106.3%
% of Total Budget Collected		31.0%



**CHARGES FOR SERVICES**

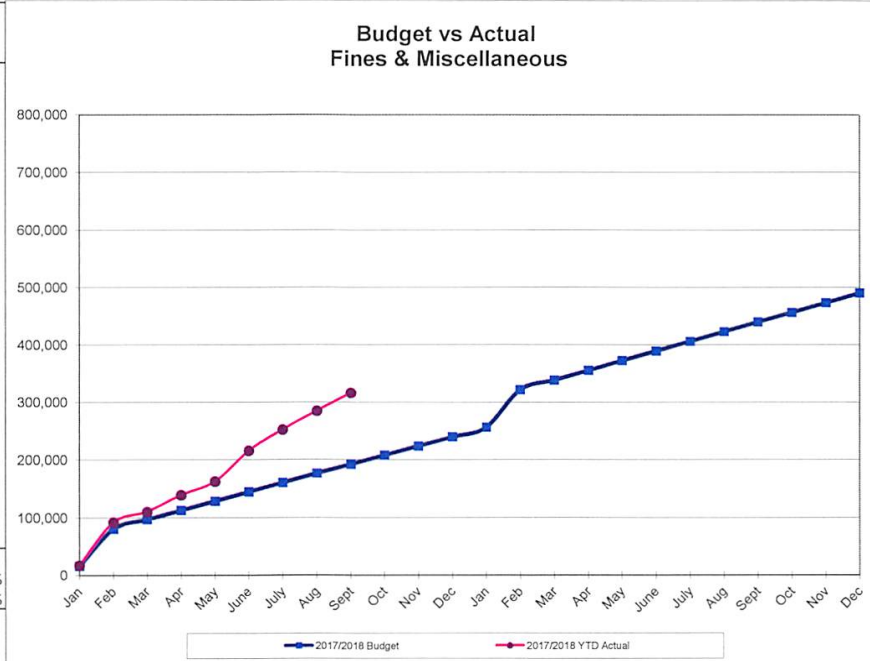
Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	29,975	45,481
Feb	59,951	97,426
Mar	121,726	206,206
Apr	151,702	291,702
May	181,677	401,936
June	211,653	459,369
July	241,628	533,069
Aug	319,303	595,915
Sept	349,279	694,756
Oct	379,254	
Nov	409,230	
Dec	439,205	
Jan	464,365	
Feb	489,524	
Mar	549,884	
Apr	575,043	
May	600,203	
June	625,363	
July	650,522	
Aug	728,482	
Sept	753,641	
Oct	778,801	
Nov	803,960	
Dec	829,120	
YTD over (under) Budget		345,477
Actual % of YTD Budget		198.9%
% of Total Budget Collected		83.8%



**General Fund Revenues**

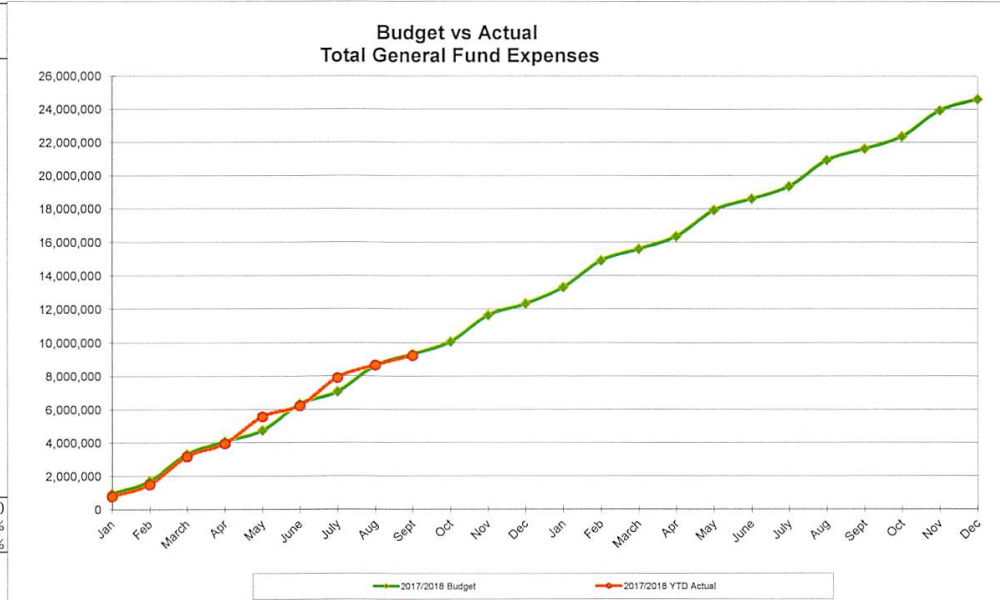
**FINES & MISCELLANEOUS**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	16,375	17,187
Feb	80,749	92,037
Mar	97,124	110,213
Apr	112,944	138,888
May	128,763	162,206
June	144,583	215,289
July	160,402	252,091
Aug	176,222	284,237
Sept	192,041	315,831
Oct	207,861	
Nov	223,680	
Dec	239,500	
Jan	256,375	
Feb	321,250	
Mar	338,125	
Apr	355,000	
May	371,875	
June	388,750	
July	405,625	
Aug	422,500	
Sept	439,375	
Oct	456,250	
Nov	473,125	
Dec	490,000	
YTD over (under) Budget		123,790
Actual % of YTD Budget		164.5%
% of Total Budget Collected		64.5%



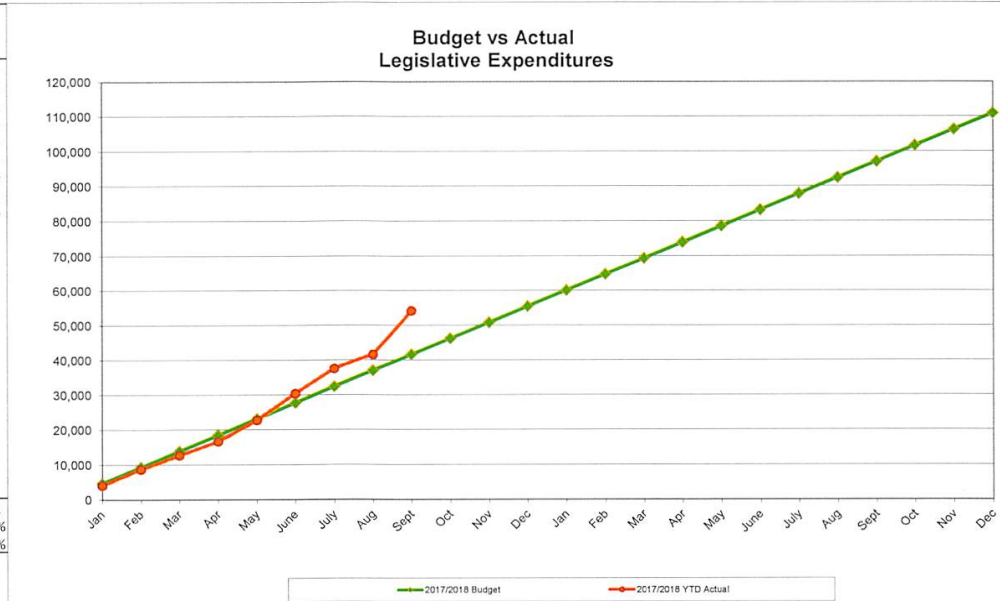
**Total General Fund Expenses**

Month	2017/2018	2017/2018
	Budget	YTD Actual
Jan	954,330	782,129
Feb	1,700,917	1,481,174
March	3,318,978	3,171,580
Apr	4,084,572	3,946,843
May	4,749,659	5,557,668
June	6,331,708	6,215,283
July	7,075,535	7,903,362
Aug	8,644,434	8,660,377
Sept	9,328,045	9,242,028
Oct	10,071,872	
Nov	11,640,772	
Dec	12,324,383	
Jan	13,307,168	
Feb	14,911,025	
March	15,599,695	
Apr	16,349,680	
May	17,921,037	
June	18,609,707	
July	19,355,991	
Aug	20,927,349	
Sept	21,616,018	
Oct	22,362,603	
Nov	23,933,960	
Dec	24,622,330	
YTD over (under) Budget		(86,018)
YTD Actual % of YTD Budget		99.1%
% of Total Budget Expended		37.5%



**LEGISLATIVE**

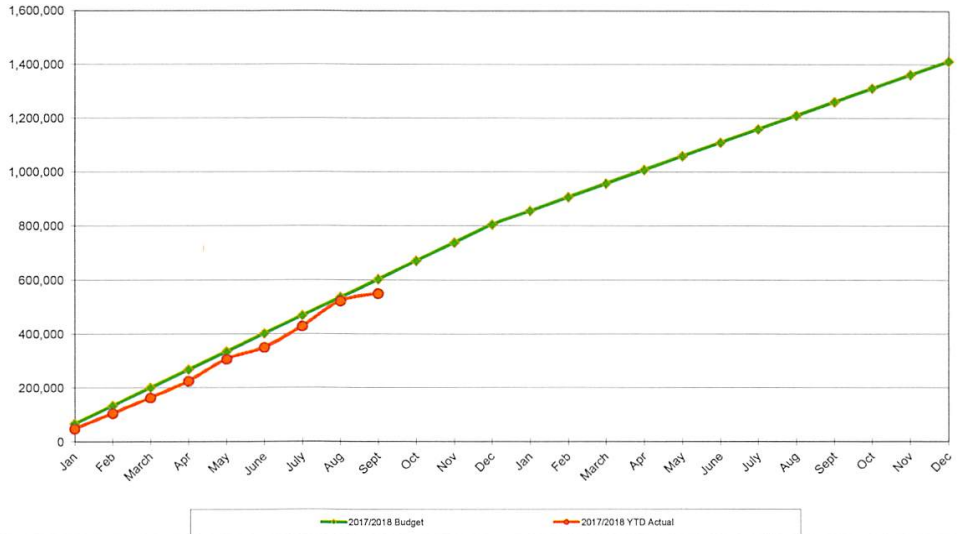
Month	2017/2018	2017/2018
	Budget	YTD Actual
Jan	4,621	4,006
Feb	9,241	8,619
Mar	13,862	12,602
Apr	18,483	16,610
May	23,103	22,690
June	27,724	30,309
July	32,345	37,447
Aug	36,965	41,519
Sept	41,586	54,077
Oct	46,207	
Nov	50,827	
Dec	55,448	
Jan	60,069	
Feb	64,690	
Mar	69,310	
Apr	73,931	
May	78,552	
June	83,173	
July	87,793	
Aug	92,414	
Sept	97,035	
Oct	101,656	
Nov	106,276	
Dec	110,897	
YTD over (under) Budget		12,491
YTD Actual % of YTD Budget		130.0%
% of Total Budget Expended		48.8%



**CITY MANAGER**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	67,099	47,556
Feb	134,198	105,009
March	201,297	162,804
Apr	268,396	225,185
May	335,495	306,697
June	402,594	350,118
July	469,693	429,055
Aug	536,792	522,988
Sept	603,891	550,469
Oct	670,990	
Nov	738,089	
Dec	805,188	
Jan	855,832	
Feb	906,476	
March	957,120	
Apr	1,007,764	
May	1,058,408	
June	1,109,052	
July	1,159,695	
Aug	1,210,339	
Sept	1,260,983	
Oct	1,311,627	
Nov	1,362,271	
Dec	1,412,915	
YTD over (under) Budget		(53,422)
YTD Actual % of YTD Budget		91.2%
% of Total Budget Expended		39.0%

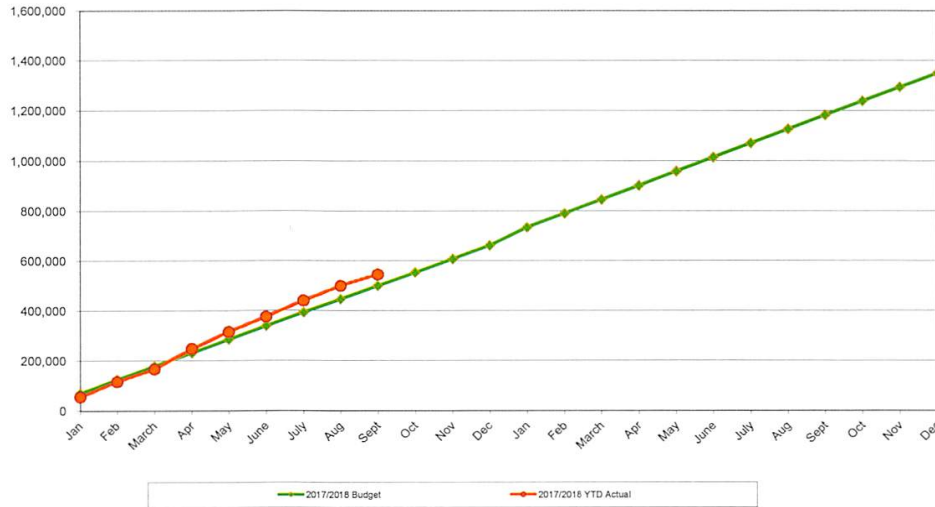
**Budget vs Actual Executive Expenditures**



**FINANCE & ADMIN**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	70,700	55,246
Feb	124,400	116,045
March	178,100	166,209
Apr	231,800	247,406
May	285,500	314,300
June	339,200	374,408
July	392,899	439,198
Aug	446,599	499,799
Sept	500,299	544,802
Oct	553,999	
Nov	607,699	
Dec	661,399	
Jan	734,316	
Feb	790,233	
March	846,151	
Apr	902,068	
May	957,985	
June	1,013,902	
July	1,069,819	
Aug	1,125,736	
Sept	1,181,654	
Oct	1,237,571	
Nov	1,293,488	
Dec	1,349,405	
YTD over (under) Budget		44,503
YTD Actual % of YTD Budget		108.9%
% of Total Budget Expended		40.4%

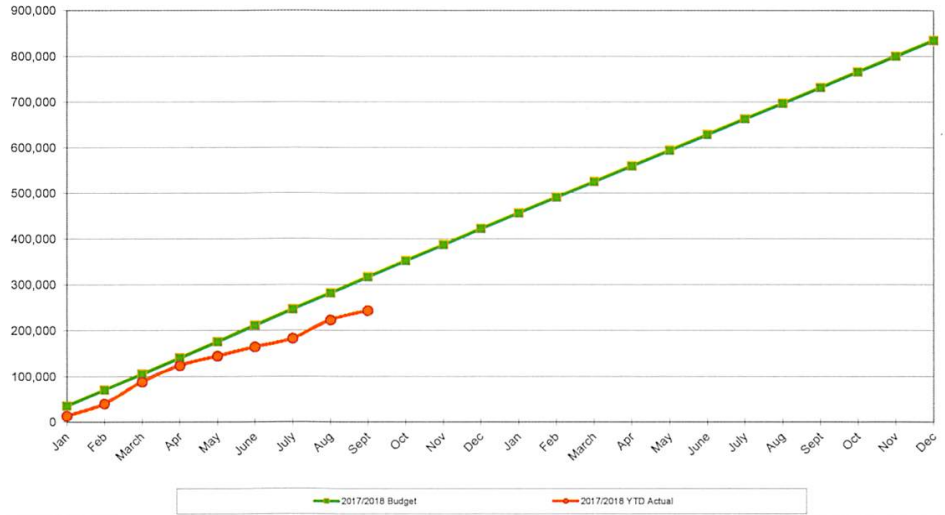
**Budget vs Actual Finance Expenditures**



**INFORMATION TECHNOLOGY**

Month	2017/2018	
	Budget	YTD Actual
Jan	35,144	12,818
Feb	70,289	39,749
March	105,433	87,802
Apr	140,577	123,668
May	175,722	144,333
June	210,866	164,145
July	246,010	182,284
Aug	281,155	222,509
Sept	316,299	242,684
Oct	351,443	
Nov	386,588	
Dec	421,732	
Jan	456,119	
Feb	490,506	
March	524,893	
Apr	559,280	
May	593,667	
June	628,054	
July	662,440	
Aug	696,827	
Sept	731,214	
Oct	765,601	
Nov	799,988	
Dec	834,375	
YTD over (under) Budget		(73,615)
YTD Actual % of YTD Budget		76.7%
% of Total Budget Expended		29.1%

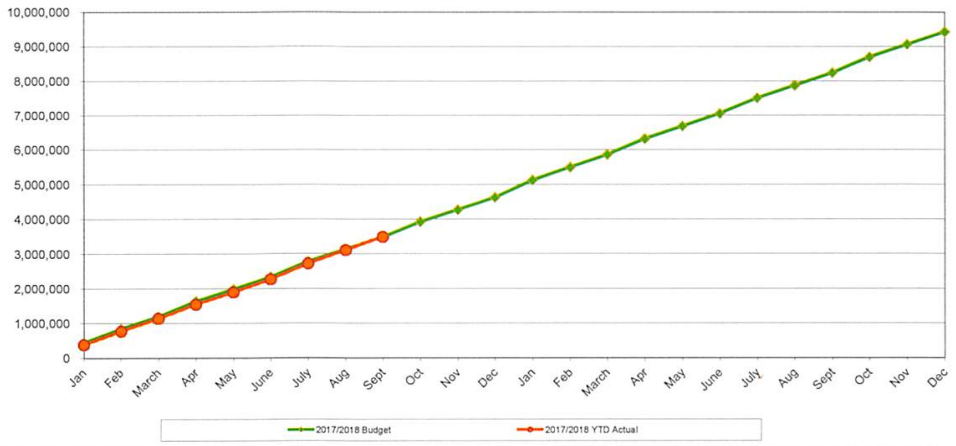
**Budget vs Actual  
Information Technology Expenditures**



**PATROL**

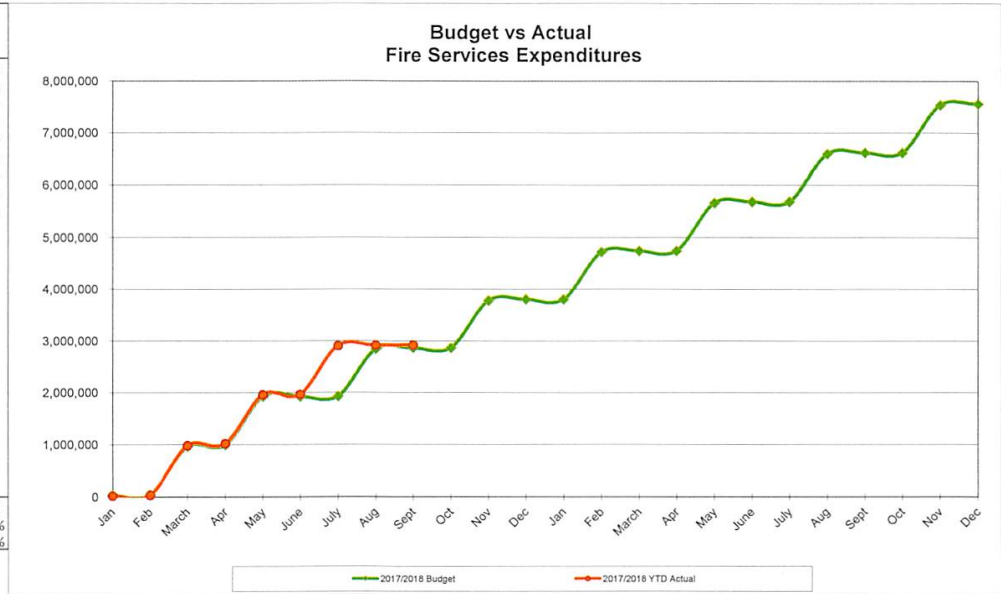
Month	2017/2018	
	Budget	YTD Actual
Jan	439,975	373,478
Feb	840,711	759,324
March	1,192,446	1,128,602
Apr	1,632,421	1,534,209
May	1,984,156	1,888,444
June	2,335,892	2,265,074
July	2,775,867	2,714,336
Aug	3,127,602	3,102,917
Sept	3,479,337	3,482,937
Oct	3,919,313	
Nov	4,271,048	
Dec	4,623,083	
Jan	5,127,030	
Feb	5,493,737	
March	5,860,444	
Apr	6,315,391	
May	6,682,098	
June	7,048,805	
July	7,503,751	
Aug	7,870,458	
Sept	8,237,165	
Oct	8,692,412	
Nov	9,059,119	
Dec	9,425,826	
YTD over (under) Budget		3,600
YTD Actual % of YTD Budget		100.1%
% of Total Budget Expended		37.0%

**Budget vs Actual  
Police Expenditures**



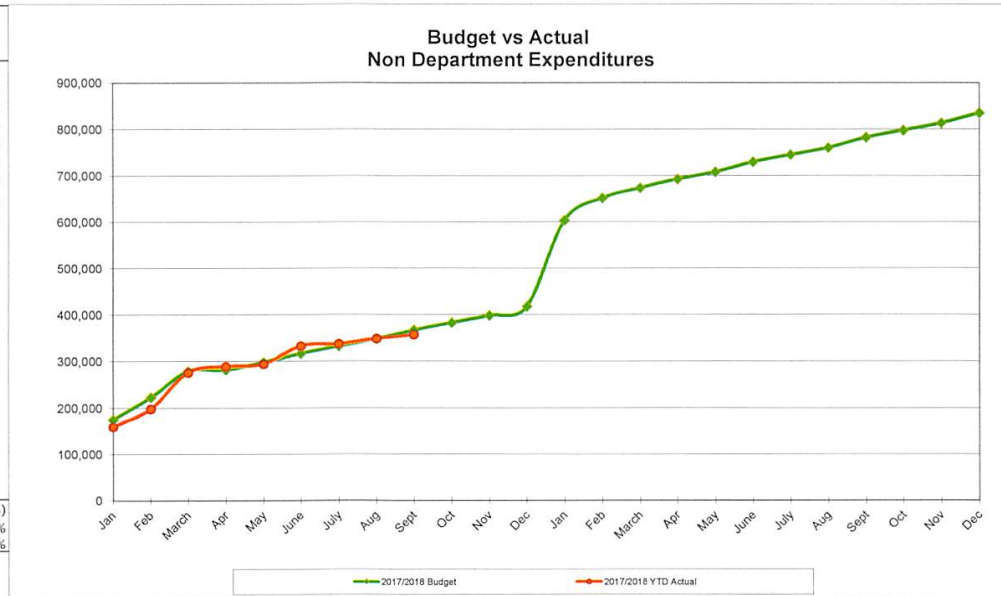
**FIRE SERVICES**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	33,875	24,295
Feb	43,375	35,305
March	966,188	982,977
Apr	1,000,063	1,020,582
May	1,932,375	1,960,827
June	1,932,375	1,968,687
July	1,932,375	2,902,357
Aug	2,845,688	2,914,137
Sept	2,870,063	2,920,507
Oct	2,870,063	
Nov	3,783,375	
Dec	3,807,450	
Jan	3,807,450	
Feb	4,720,763	
March	4,745,138	
Apr	4,745,138	
May	5,658,450	
June	5,682,825	
July	5,682,825	
Aug	6,596,138	
Sept	6,620,513	
Oct	6,620,513	
Nov	7,533,825	
Dec	7,557,900	
YTD over (under) Budget		50,445
YTD Actual % of YTD Budget		101.8%
% of Total Budget Expended		38.6%



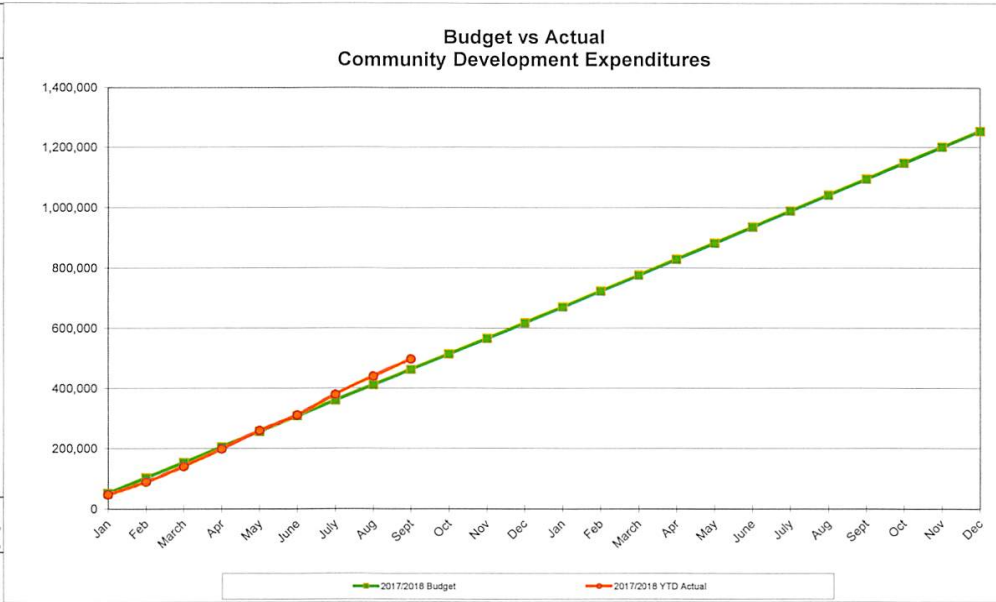
**NON DEPARTMENT**

Month	2017/2018 Budget	2017/2018 YTD Actual
Jan	175,212	159,421
Feb	223,297	197,941
March	278,542	275,364
Apr	282,018	288,260
May	297,603	293,682
June	316,836	332,539
July	332,420	336,766
Aug	348,005	347,934
Sept	367,238	356,772
Oct	382,822	
Nov	398,407	
Dec	417,640	
Jan	603,577	
Feb	651,513	
March	673,200	
Apr	692,337	
May	707,773	
June	729,460	
July	744,897	
Aug	760,333	
Sept	782,020	
Oct	797,457	
Nov	812,893	
Dec	834,580	
YTD over (under) Budget		(10,466)
YTD Actual % of YTD Budget		97.2%
% of Total Budget Expended		42.7%



**COMMUNITY DEVELOPMENT**

Month	2017/2018	
	Budget	YTD Actual
Jan	51,406	46,633
Feb	102,811	88,786
March	154,217	140,363
Apr	205,622	199,112
May	257,028	259,614
June	308,434	310,793
July	359,839	378,772
Aug	411,245	439,687
Sept	462,650	497,012
Oct	514,056	
Nov	565,461	
Dec	616,867	
Jan	669,927	
Feb	722,987	
March	776,047	
Apr	829,107	
May	882,167	
June	935,227	
July	988,286	
Aug	1,041,346	
Sept	1,094,406	
Oct	1,147,466	
Nov	1,200,526	
Dec	1,253,586	
YTD over (under) Budget		34,362
YTD Actual % of YTD Budget		107.4%
% of Total Budget Expended		39.6%



**PUBLIC WORKS**

Month	2017/2018	
	Budget	YTD Actual
Jan	76,298	58,677
Feb	152,596	130,396
March	228,894	214,858
Apr	305,192	291,811
May	381,490	367,080
June	457,788	419,210
July	534,086	483,147
Aug	610,384	568,888
Sept	686,682	592,767
Oct	762,980	
Nov	839,278	
Dec	915,576	
Jan	992,849	
Feb	1,070,121	
March	1,147,394	
Apr	1,224,666	
May	1,301,939	
June	1,379,211	
July	1,456,484	
Aug	1,533,756	
Sept	1,611,029	
Oct	1,688,301	
Nov	1,765,574	
Dec	1,842,846	
YTD over (under) Budget		(93,916)
YTD Actual % of YTD Budget		86.3%
% of Total Budget Expended		32.2%

