Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 three days prior to the meeting.

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

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

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

Next Ordinance No. 2015-799
Next Resolution No. 2015-536

November 10, 2015
City Council Meeting
6:00 p.m.

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

  A. Public comment on items or not on the agenda

PUBLIC HEARING:

  B. Property Tax Levies for 2016
NEW BUSINESS:

C. Appoint One Member to the Art and Beautification Board with a Term Expiring October 31, 2018 (Council Interview Committee)

D. 2015 Comprehensive Plan Updates (Chapters 6 through 10) (Rebecca C. Polizzotto, City Manager)

Land Use Element
Housing Element
Capital Facilities Element
Utilities Element
Transportation Element
Transportation Element Code Amendments

CONSENT AGENDA:

E. Approval of Checks #54493 through #54554 and ACH Wire Transfers in the Amount of $132,254.65. (Audit Committee: Councilmember Bond and Mayor Pruitt)

F. Payroll and Benefit ACH Payments in the Amount of $172,596.01. (Audit Committee: Councilmember Bond and Mayor Pruitt)

G. City Council Meeting Minutes of October 27, 2015

AUDIENCE COMMUNICATION:

H. Public comment on items or not on the agenda

REPORTS:

I. Mayor/City Council

J. City Manager

ADJOURNMENT
AGENDA ITEM: PUBLIC HEARING ON PROPERTY TAX LEVIES FOR 2016

KEY FACTS AND INFORMATION SUMMARY:

**Highest Lawful Levy:**
The basis for the City’s maximum property tax levy for 2016 begins with the highest lawful levy from the preceding year. The highest lawful levy for 2015 for Mill Creek is $5,965,311. This compares to our actual 2015 levy of $5,748,412. The difference between these figures is our banked capacity of $216,899.

For 2016, the City is entitled to calculate its highest lawful levy based on an increase of: (1) the lessor of 1% or the Implicit Price Deflator (IPD) over the 2015 highest lawful levy; plus (2) new construction; plus (3) changes in the value of State utilities plus/minus refunds.

For 2016 the IPD is below 1% at .251%. If the IPD is lower than 1%, as it is this year, the City may still increase the 2016 highest lawful levy by 1% if it finds “substantial need”.

A finding of “substantial need” preserves the City’s maximum banked capacity. Thus, a finding of substantial need allows the City to bank more capacity for future use or, in the alternative, make more banked capacity available for 2016.

By failing to make a finding of substantial need, the City will forego future banked capacity in the amount of $44,680.

For many cities the highest lawful levy, and the actual levy for 2015, are the same amount meaning they have zero banked capacity. Thus, a finding of substantial need would allow for a 1% property levy increase for 2016 for the City of Mill Creek instead of the lower IPD.

**Regular Property Tax Levy**
As noted above, the City, by law, is limited to the lessor of 1% or the IPD unless the Council passes an ordinance of substantial need by a super majority vote. For the property tax levy, the lower of the IPD or 1% applies only to the City’s highest lawful levy (a maximum ceiling that includes all banked levy capacity) and not to annual increases in the amount levied. The Council can by simple majority vote levy taxes up to the highest lawful levy amount.

**Emergency Medical Services Levy:**
The impact of the IPD falling below 1% affects the EMS levy differently. Because the EMS levy has no banked capacity the City would need to follow the process of passing an ordinance of substantial need if the City wanted a 1% EMS levy. Otherwise the levy limit would be .251%. The City can levy $9,209 more if a substantial need is declared.
City Council Agenda Summary
Page 2

The 2015-2016 budgeted General Fund expenditures exceed budgeted revenues by approximately $1.8 million. The budgeted deficit would be $2.4 million without the REET subsidy. By law, the ability to subsidize the General Fund with REET monies sunsets in 2016. While year-to-date budget actuals are good, costs continue to outpace revenues. The City faces a substantial fire/EMS cost increase in 2016, and an unknown fire/EMS contract that will have substantial future fiscal impacts. Passing the substantial need ordinance could help provide some fiscal relief in future years.

**Regular Property Tax Levy:**
In 2016, the City’s Assessed Value (AV) increased by 8.9% to $3,058 billion. New construction in the City exceeded $50 million. This is the highest level of new construction since the onset of the recession in 2008.

For 2016, the City Council can raise, by simple majority vote: (1) the property tax levy up to the 2015 highest lawful levy amount; (2) plus 1%; (3) plus new construction. This calculation results in a maximum regular levy of $6,129,153, assuming a substantial need ordinance is passed. This compares to an actual levy amount for 2015 of $5,748,412. The City has existing banked capacity of $216,899 which may be tapped by the City without a finding of substantial need. The table below shows levy rates, and property tax revenues, for various levy increases up to the maximum levy. Each one percent increase results in about $57,000 in revenue to the City.

<table>
<thead>
<tr>
<th>% Levy Increase</th>
<th>2015 Levy</th>
<th>Revenue Increase over 2015 Levy</th>
<th>Levy Rate</th>
<th>New construct. &amp; Refunds</th>
<th>Tax Revenue (A + B + C)</th>
<th>Substantial need?</th>
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<tbody>
<tr>
<td>0.251%</td>
<td>5,748,412</td>
<td>14,429</td>
<td>1.876</td>
<td>104,189</td>
<td>5,867,029</td>
<td>no</td>
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<td>1.0%</td>
<td>5,748,412</td>
<td>57,484</td>
<td>1.890</td>
<td>104,189</td>
<td>5,910,085</td>
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<td>2.0%</td>
<td>5,748,412</td>
<td>114,968</td>
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<td>104,189</td>
<td>5,967,569</td>
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<td>3.0%</td>
<td>5,748,412</td>
<td>172,452</td>
<td>1.927</td>
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<td>no</td>
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<td>4.034%</td>
<td>5,748,412</td>
<td>231,872</td>
<td>1.946</td>
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<td>4.811%</td>
<td>5,748,412</td>
<td>276,552</td>
<td>1.960</td>
<td>104,189</td>
<td>6,129,153</td>
<td>yes</td>
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**Emergency Medical Services Levy:**
As mentioned above, the EMS levy is limited to .251% unless a substantial need ordinance is passed. The table below shows levy rates and property tax revenues for various EMS levy increases and the maximum levy.

<table>
<thead>
<tr>
<th>% Levy Increase</th>
<th>2015 Levy</th>
<th>Revenue Increase over 2015 Levy</th>
<th>Levy Rate</th>
<th>New construct. &amp; Refunds</th>
<th>Tax Revenue (A + B + C)</th>
<th>Substantial need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.251%</td>
<td>1,229,547</td>
<td>3,086</td>
<td>0.401</td>
<td>22,288</td>
<td>1,254,921</td>
<td>no</td>
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<td>Max %</td>
<td>1,229,547</td>
<td>12,295</td>
<td>0.404</td>
<td>22,288</td>
<td>1,264,130</td>
<td>yes</td>
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It is important to keep in mind the compounding nature of increasing the levy each year. Although it is a small amount relative to a $13 million annual budget, if consistently applied over time, it has a cumulative effect that can make a significant impact on revenues and balancing the budget.

**Impact on a Single-Family Home Owner:**
The impact to an average single-family homeowner depends on both the change in the total tax levied and the change in the City’s total assessed value. Overall, the City’s AV increased by 8.9% so it is assumed that the value of an average residence increased by a similar amount.

The actual increase/decrease for a specific home would be dependent upon the change in AV for each individual property (e.g. if the City raises tax revenues by 3%, an individual homeowner’s tax bill may change by more or less than the 3% depending on their property’s change in assessed value).

**CITY MANAGER RECOMMENDATION:**
The City Manager recommends the City Council adopt an ordinance authorizing an increase in the regular and emergency medical services levy limits due to substantial need.

**ATTACHMENTS:**
Ordinance finding substantial need for property tax levy limits

Respectfully Submitted:
Rebecca C. Polizzotto
City Manager
ORDINANCE NO. 2015 - ___

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AUTHORIZING AN INCREASE IN THE REGULAR AND EMERGENCY MEDICAL SERVICES LEVY LIMITS DUE TO SUBSTANTIAL NEED.

WHEREAS, on December 9, 2014, the City Council of the City of Mill Creek adopted Ordinance No. 2014-791 establishing revenues and expenditures for the 2015 – 2016 biennial budget; and

WHEREAS, the originally adopted budgeted General Fund expenditures exceed budgeted revenues by approximately $1.8 million; and

WHEREAS, the adopted General Fund budget assumed a 1% regular property tax and Emergency Medical Service tax increase for the year 2016 over the previous year; and

WHEREAS, these funds are expended for core services of the City such as public safety, public works, park maintenance, planning services and general operation expenses; and

WHEREAS, the City’s fire/EMS services costs will increase by $365,000, a 10.4% increase for 2016 over 2015; and

WHEREAS, the City desires to maintain an adequate level of reserves in order to prudently manage the financial well-being of the City; and

WHEREAS, the City Council of the City of Mill Creek, after duly considering all relevant evidence has determined that in order to discharge the expected expenses and obligations of the City there is a substantial need to set the levy limit at one hundred one percent (101%) for the regular property tax levy and there is a substantial need to set the levy limit at one hundred one percent (101%) for the Emergency Medical Services levy.
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. In accordance with the requirements of law the City Council finds and determines that pursuant to RCW 84.55.0101 that there is a substantial need to set the 2016 levy limits for regular and Emergency Medical Services property taxes at one hundred one percent (101%).

Section 2. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication but no sooner than January 1, 2016.

Passed in open meeting this 10th day of November, 2015 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

____________________________
PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

____________________________
KELLY M. CHELIN, CITY CLERK

APPROVED AS TO FORM:

____________________________
SHANE MOLONEY, CITY ATTORNEY

FILED WITH THE CITY CLERK: ____________
PASSED BY THE CITY COUNCIL: ____________
PUBLISHED: ______________________
EFFECTIVE DATE: ____________________
ORDINANCE NO. ________________
Review of Proposed Amendments
Chapters 6 through 10
November 10, 2015
# Table of Contents

I. Introduction  
II. Consistency with CPPs  
III. History  
IV. Goal Statements  
V. Population and Employment  
VI. Land Use Element  
VII. Housing Element  
VIII. Capital Facilities Element  
IX. Utilities Element  
X. Transportation Element  
XI. Streetscape Element  
XII. Environmental Features  
XIII. Parks & Open Space  
XIV. Amendment Criteria  
XV. Glossary
CHAPTER 6 - LAND USE
The purpose of the Land Use Element is to present a practical and balanced set of policies to address and/or resolve land use issues within the City of Mill Creek and surrounding Municipal Urban Growth Area (MUGA).
The City has capacity to accommodate 2035 growth targets with existing land use and zoning designations.

- No changes are required to meet targets.
- Most revisions are housekeeping – CPP compliance.

Exceptions:
- Potential redevelopment of CB and BP land uses – proposed policy.
- Proposed land use change.
Summary of Proposed Amendments

- Added a discussion of Lynnwood/Mill Creek MUGA overlap
- Deleted references to SR 527 and East Neighborhood Subarea Plans (Obsolete)
- Referenced updated 2035 Growth Targets
- Acknowledged that Essential Public Facilities cannot be precluded and are reviewed through CUP process
- Numerous housekeeping edits
Summary of Proposed Amendments

• Identified redevelopment potential for older commercial properties, including along Mill Creek Boulevard between Town Center and 164th Street SE

• Included discussion about potential of Community Transit Swift 2 and potential pressure for redevelopment along route in future
Summary of Proposed Amendments

- Commercial Policy 2.09 calls for an analysis of the feasibility and desirability of alternative lands uses in the Community Business and Business Park zone districts.
- EGUV Policy 4.11 encouraging pedestrian-oriented commercial uses to provide shopping and dining opportunities and provide economic benefits to the City through generation of sales tax.
Summary of Proposed Amendments

• Land Use Map removes symbols for future neighborhood parks in MUGA and designates Buffalo Park as Open Space - Public
Property Owner Initiated Request

- Wilcox Group LLC submitted application for change to Land Use Map and Zoning Map
- 1-acre parcel adjacent to 35th Avenue, north of Pacific Topsoils property
- Original proposal is from Low Density Residential to High Density Residential
- Staff recommending Medium Density Residential
Property Owner Initiated Request

Plat of Creekside Place
35th Ave SE
Subject Site
35th Ave SE
Wetlands/buffer

Property Owner Initiated Request
Approx. 200
Chapter 7 - Housing
Housing Element

Purpose:
Assess the housing status in the City in regard to its condition, availability and affordability and to develop goals and policies that ensure that adequate housing is available to future residents
Housing Element

Updated Data and Text Based On:

• U.S. Census: 2010
• American Community Survey: 2008-2012
• Snohomish County’s H0-5 Report, “Housing Characteristics and Needs in Snohomish County” - January 2014
• Snohomish County’s Buildable Lands Report: 2012
• Alliance for Housing Affordability’s “Housing Profile for the City of Mill Creek” - August 2014
Housing Element

Audit Issues Identified need for:
- An inventory and analysis of existing and projected housing needs over the planning period
- Determination that there is sufficient land for housing
- Compliance with Countywide Planning Policies

Other Revisions:
- Removed obsolete references, tables, graphs and figures
- Updated and clarified element based on review and comments by Analyst, Kristina Gallant, Alliance for Housing Affordability (AHA)
Housing Element

- Interesting Findings
  - 64% Owner-occupied dwelling units/36% renter-occupied units
  - Average market rate rental units with 2 bedrooms or less are affordable to households earning at least 50% of Average Median Income ($44,500)
Interesting Findings

- 424 subsidized housing units
  - Heatherwood Apartments
  - Brookdale Senior Housing
  - Vouchers – can be used anywhere

- 833 more residential units needed to meet 2035 target (from 2010)

- Of these, target for affordable units is 326 units:
  - 142 - 51% to 80% AMI
  - 92 - 31% to 50% AMI
  - 92 - under 30% AMI

- Newer market rate and Vintage development in EGUV will go long way to meeting targets
Challenges to providing affordable housing identified, especially for households less than 30% AMI
- High cost and limited amount of undeveloped land

Minimal change to policies
- Identifies Alliance for Housing Affordability (AHA) to provide a regional approach to addressing need
Chapter 8 – Capital Facilities Plan
The purpose of the Capital Facility Plan Element is to ensure there is adequate infrastructure to meet Level of Service (LOS) standards.
Summary of Proposed Amendments

General Updates

• Deleted outdated capital project lists
• Consistent references to Capital Improvement Plan (CIP) instead of CFP
• Numerous housekeeping and policy edits
Summary of Proposed Amendments

Parks and Recreation Facilities
• Updated to reflect current inventory of City parks
• No LOS gap / capacity / CIP project needs
• Added mitigation funding language
Summary of Proposed Amendments

Transportation Facilities
  • Moved most content to Transportation Element

Stormwater Facilities
  • Quantified City inventory, added new map
  • Language to reflect State Department of Ecology / NPDES permit requirements
  • No LOS gap / CIP project needs
Summary of Proposed Amendments

City (Building) Facilities

• Added table of Undeveloped Properties
• Updated CFP map
• Included discussion about recent decisions regarding meeting facilities needs with remodel of City Hall and movement of some services to City Hall Annex Building
Summary of Proposed Amendments

Other Facilities

• Updated Library, school and fire districts
• Moved water/sewer districts to Utilities Element
• Deleted Waste Management services from Capital Facilities Element
  • Contracted service, no City facilities
Chapter 9 - Utilities
Utilities Element

Purpose:
Identify and address utility services within the City and its MUGA
Utilities Element

- Utility services are provided by others, updated facilities inventory, needs, and capacity to serve over next 20 years
  - PUD, PSE, both water districts
- Added Olympic Pipeline near EGUV
- Rewrote outdated Telecommunications section to be more general and flexible
- Updated Utility Map, policies
Chapter 10 – Transportation
Transportation Element

• Major revision of element
• PSRC must also approve for *Transportation 2040* compliance
• Traffic consultant used for growth projection, LOS analysis, potential future capital improvements
Transportation Element - Purpose

• Provide transportation facilities and services to support Land Use Plan
• Establish Inventory and Levels of Service for motorized and non-motorized
• Future needs are basis for CIP projects and traffic mitigation program
• Policies guide land developments and City capital projects
Summary of Proposed Amendments

General Updates

• Revised Introduction, GMA Elements Land Use Assumption and Level of Service discussion sections
• Consistent references to Capital Improvement Plan (CIP)
• Revised and added maps
Summary of Proposed Amendments

Streets
• Updated inventory of roadway system
• Major revision to LOS Standards, added LOS Guidelines for RSSH

Pavement Management
• New section to reflect City’s emphasis on pavement preservation
Summary of Proposed Amendments

Sidewalks and Trails
• Revised inventories
• Added new LOS Standards
  o ADA compliance is mandatory
• Revised LOS Guidelines

Bicycle Lanes
• Revised inventory and finding discussions
Summary of Proposed Amendments

Transit System

• Revised inventory discussion
• Added new LOS Standards
  o ADA compliance is mandatory
• Revised LOS Guidelines
Summary of Proposed Amendments

Future Needs

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

Additional Updates

• Added new sections on TDM and Intergovernmental Coordination
• Updated Financing and Funding sections
• Policies to reflect revisions and PSRC’s Transportation 2040 requirements
MCMC 16.02 Amendments

MCMC 16.02.080
• Define access criteria and standards
• Previously policy language in Comp Plan

MCMC 16.02.150
• Define design standards

MCMC 16.02.160(C)
• Housekeeping change for cul-de-sacs
NOVEMBER 24 – STREETSCAPE, ENVIRONMENTAL FEATURES, PARKS AND OPEN SPACE, GLOSSARY
## A/P Check Batches

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<th>Dated</th>
<th>Check Numbers</th>
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<td>$128,572.28</td>
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<td>10/29/2015</td>
<td>Wire-Leasehold Excise Tax-3rd Qtr</td>
<td>$3,682.37</td>
</tr>
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**Total** $132,254.65

## Voided Checks

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<tr>
<th>Numbers</th>
<th>Explanation</th>
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**CLAIMS APPROVAL**

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 54493 through 54554, in the amount of $132,254.65.

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

Councilmember

Finance Director

Councilmember

City Manager
## Payment Details Report

**Company:** City of Mill Creek  
**Requester:** Manuel, Landy  
**Run Date:** 10/29/2015 12:27:57 PM CDT

### Domestic High Value (Wire)

- **Payment Category:** Urgent/Wire  
- **Status:** Confirmed by Bank  
- **Transaction Number:** 15ATD08493Q40G23

### Debit Account Information

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

### Beneficiary Details

- **Beneficiary Name:** Washington State Depart. of Revenue  
- **Beneficiary Address:** PO Box 47464  
- **Beneficiary City:** Olympia  
- **Beneficiary Postal Code:** 98504  
- **Beneficiary Country:** US - United States of America  
- **Beneficiary Account:** 153910882254  
- **Beneficiary Bank ID:** 123000848  
- **Beneficiary Bank:** U.S. BANK NATIONAL ASSOCIATION  
- **Beneficiary Email:**  
- **Beneficiary Mobile Number:**

### Payment Details

- **Credit Currency:** USD  
- **Credit Amount:** 3,682.37  
- **Value Date:** 10/29/2015

### Optional Information

- **Sender's Reference Number:** Leasehold Excise  
- **Beneficiary Information:** Leasehold Excise Tax 3rd QTR 2015

### Additional Routing

- **Intermediary Bank ID:**

### Control Information

- **Input:** joshroundy  
- **Approved:** lm844883  
- **Initial Confirmation:** WTX:2015102900273447  
- **Confirmation #:** FEDR:20151029B8B7HU3R008764  
- **Input Time:** 10/29/2015 12:08:54 PM CDT  
- **Time:** 10/29/2015 12:26:21 PM CDT
### Accounts Payable

#### Checks by Date - Detail by Check Date

**User:** judieg  
**Printed:** 11/5/2015 5:17 PM

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<td>Action Athletics</td>
<td>Intro To Cheerleading 9/14-10/26 #6009</td>
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**AP Checks by Date - Detail by Check Date (11/5/2015 5:17 PM)**
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AP Checks by Date - Detail by Check Date (11/5/2015 5:17 PM)
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<th>Vendor No</th>
<th>Vendor Name</th>
<th>Description</th>
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<th>Reference</th>
<th>Void Checks</th>
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<tr>
<td>54545</td>
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<td>Erica Strauss</td>
<td>Puma Yoga-Beg 9/16-10/21 #6068</td>
<td>10/29/2015</td>
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<tr>
<td>54546</td>
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<td>Verizon Wireless</td>
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<td>The Wide Format Company</td>
<td>6 Rolls-Plotter Paper</td>
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<td>Required PTO Training-R Mundwiler</td>
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<td>1 Case GoJo Wipes-Fingerprinting Towels</td>
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<td>10/29/2015</td>
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Total for Check Number 54544: 1,949.20
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Total for Check Number 54546: 28,304.96
Total for Check Number 54547: 182.61
Total for Check Number 54548: 73.75
Total for Check Number 54549: 60.00
Total for Check Number 54550: 200.19
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Total for Check Number 54552: 150.00
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AGENDA ITEM #E.

Approval of Checks #54493 through #54554 and ACH Wire Transf...
Date: November 10th, 2015

**Payroll Check Batches**

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<th>Dated</th>
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<td>11/05/15</td>
<td>ACH Automatic Deposit Checks</td>
<td>$144,150.89</td>
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<tr>
<td>10/22/15</td>
<td>ACH Wire- FWT &amp; Medicare Taxes</td>
<td>$28,445.12</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$172,596.01</strong></td>
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**VOIDED CHECKS**

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<thead>
<tr>
<th>Numbers</th>
<th>Explanation</th>
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**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 $172,596.01.

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

Report Date: 11/03/2015
Report Time: 02:14:38 PM

Import Date: 11/03/2015
Import Time: 14:14:36
Customer: City of Mill Creek
User: JOSHROUNDY
File: nov052015

Exception List:

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<th>Rec #</th>
<th>Name</th>
<th>ID Number</th>
<th>Amount</th>
<th>D/C</th>
<th>Comments</th>
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<td></td>
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</tr>
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</table>

Total Batches in File: 1
Total Records in File: 107
Total Accepted Debit Amount: $0.00
Total Accepted Credit Amount: $144,150.89

Total Batches Accepted: 1
Total Records Accepted: 107
Total Accepted Dollar Amount: $144,150.89
Total Rejected Dollar Amount: $0.00
Total Batches Rejected: 0
Total Records Rejected: 0

Payment Details Report
Company: City of Mill Creek
Requester: Manuel, Landy
Run Date: 10/22/2015 10:30:10 AM CDT

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

Status: Processing by Bank
Transaction Number: 15AMB2905PH70F61

Debit Account Information
Debit Bank: 1250000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details
Beneficiary Name: City of Mill Creek
Beneficiary Address: 15728 Mill Creek Blvd.
Beneficiary City: NA
Beneficiary Postal Code: NA
Beneficiary Country: US - United States of America

Payment Details
Credit Currency: USD
Credit Amount: 28,445.12

Optional Information
Sender's Reference Number: IRS/MEDIC TAXES

Additional Routing
Intermediary Bank ID:

Control Information
Input: lm844883
Approved: lm844883
Initial Confirmation: WTX:2015102200208776

Bank of America
Merrill Lynch

Template Name: IRS FEDERAL
Template Code: IRS FEDERAL

Beneficiary Account: 20094900
Beneficiary Bank ID: 091036164
Beneficiary Address: US TREASURY SINGLE TAXPAYORS 90 HENNEPIN AVE MINNEAPOLIS US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:
Value Date: 10/23/2015

Beneficiary Information:
Federal ID: 911225895
Control Name: CITY Tax Code 94105 941 Report for 4th QTR For 10-20 Payroll for October 2015

Receiver Information:
From BOA Treas to: IRS FWT/Medicare Tax Pmts.

Input Time: 10/22/2015 10:29:13 AM CDT
Time: 10/22/2015 10:29:55 AM CDT
CALL TO ORDER
Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE
Flag Salute was conducted.

ROLL CALL
Roll was called by the City Clerk with all Councilmembers present and Councilmember Todd participating by phone. City Clerk Chelin stated for the record that Councilmember Todd was called out of town to assist his parents, and regrets that he is not able to hear the presentations tonight first hand.

AUDIENCE COMMUNICATION:
Lynn Sordel
15229 3rd Drive SE
Mill Creek, Washington 98012

Mr. Sordel spoke to the County development going in by the Lakes division. He urged the Council to work with the County to stop this development.

Jan Ott
1726 166th Place SE
Mill Creek, Washington 98012

Ms. Ott serves as the President of the Lakes Homeowners Association. She stated that the County multi-family development that was going in behind them has a substantial impact on their homes. She urged the Council to look at alternatives.

Mary Jo Moriarty
1628 166th Place SE
Mill Creek, Washington 98012

Ms. Moriarty also lives in the Lakes division. She stated that the schools and the library are overcrowded as it is. Another development will only make matters worse.
Sara Grode  
1612 166th Place SE  
Mill Creek, Washington 98012

Ms. Grode stated that she agreed with the comments that were made. She urged the Council to work with the County and look for a different solution.

Unknown (spelling not confirmed)  
1605 166th Place SE  
Mill Creek, Washington 98012

She thanked the Mayor for reaching out last weekend to talk to her about her concerns. She stated that she was concerned about the added traffic from this new development.

Shelly Henderson  
1616 166th Place SE  
Mill Creek, Washington 98012

Ms. Henderson spoke to how she is directly impacted by this. She would have 4 townhomes looking at her. She also spoke to the man-made pond that could be affected.

Nick Cirelli  
Lakes division

Mr. Cirelli also spoke to the impacts of this development. He is concerned about the impacts.

Lynn Sordel  
(spoke earlier)

Mr. Sordel spoke to the stormwater issues with this new development.

Tracy Hopkins  
(Address not given)

Ms. Hopkins spoke to her concerns about all of the traffic this new development will bring to the City.

Mayor Pruitt let the audience know that the City just received the County plans for review and staff will provide comments to the County. She urged the residents in the Lakes division to make comments to the County’s Hearing Examiner.

NEW BUSINESS

Appoint Three Members to the Art and Beautification Board and Two Members to the Park and Recreation Board with Terms Expiring October 31, 2018  
(Council Interview Committee)
Council Meeting Minutes
October 27, 2015
Page 3

Councilmember Michelson explained that one incumbent wasn’t able to make his interview. The Council agreed to reschedule his interview to November 10.

MOTION: Councilmember Michelson made a motion to appoint David Wood and Marlene King to the Art and Beautification Board with terms expiring October 31, 2018 and ask the indulgence of the Council to have staff contact Matt Buchanan to come for another interview time, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

MOTION: Mayor Pro Tem Holtzclaw made a motion to re-appoint Gordon Keene and Brett Nagle to the Park and Recreation Board for three year terms expiring October 31, 2018, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

132nd Street Corridor Market Feasibility and Fiscal Impact Study Kickoff
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:
On October 6, 2015, the City Council authorized the City Manager to negotiate and execute a contract with ECONorthwest for a market feasibility and fiscal impact study for the 132nd Street Corridor not to exceed $33,000.

The purpose of the study is to:

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

The City has negotiated the contract with ECONorthwest and will begin the project within a few days.

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

Morgan Shook, Project Director with ECONorthwest, joined the table for discussion with the Council.

Development of a City Communications Plan
(Rebecca C. Polizzotto, City Manager)
The following agenda summary information was presented:
On September 1, 2015, the City Manager re-organized the working departments of the City to include the creation of a Department of Public Information. This reorganization also served to expand the Department of Community Development to now include economic development (now referred to as the Department of Community and Economic Development). Further, this plan included the reorganization of the Department of Public Works to now serve as the Department of Facilities, Parks and Recreation which includes a tourism component. The development of a strategic City communications plan is necessary to the successful execution of specific work components for each of these departments, and to the City as a whole.

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

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

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

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

Andrew Ballard with Marketing Solutions gave an overview to the Council. Jim Stephanson with Economic Alliance also joined the discussion. Mr. Stephanson spoke to the need for cities to do their own marketing and branding.

MOTION: Councilmember Kelly made a motion to authorize the City Manager to negotiate and execute a contract with Marketing Solutions in an amount not to exceed $39,750, for the development of a City Communications Plan, Councilmember Michelson seconded the motion. The motion passed unanimously.

2015 Comprehensive Plan Update
(Rebecca C. Polizzotto, City Manager)
The following agenda summary information was presented:

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

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

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

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

MOTION: At 8:28 p.m., Councilmember Michelson made a motion to extend the meeting to 9:00 p.m., Councilmember Todd seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Approval of Checks #54428 through #54492 and ACH Wire Transfers in the Amount of $105,579.95.
(Audit Committee: Councilmember Michelson and Councilmember Bond)

Payroll and Benefit ACH Payments in the Amount of $263,368.54.
(Audit Committee: Councilmember Michelson and Councilmember Bond)
City Council Meeting Minutes of October 27, 2015

Councilmember Michelson and Councilmember Bond stated for the record that they had no exceptions to the vouchers.

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

AUDIENCE COMMUNICATION:
There were no comments from the audience.

REPORTS
Mayor Pruitt reported that she spoke at a third grade class at Mill Creek Elementary. She also reported that she attended the MCBA Luncheon and the EASC reception.

Mayor Pro Tem Holtzclaw thanked staff for the great employee appreciation dinner on October 22.

Councilmember Cavaleri and Councilmember Michelson also thanked staff for the dinner.

Councilmember Todd thanked Council and staff for accommodating him and allowing him to participate on the phone.

City Manager Polizzotto passed out the latest edition of Rebecca's Round-up to the Council. She updated the Council about the recent New World launch in the Police Department.

Senior Accountant Roundy reported that the recent financial report is included in the packet.

Director Rogers reported on the SCT agenda that was included in the packet.

Director Gathmann reported on the FEMA meeting he attended last week.

ADJOURNMENT
With no objection, Mayor Pruitt adjourned the meeting at 8:55 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk