



CITY COUNCIL AGENDA

15728 Main Street, Mill Creek, WA 98012 (425) 745-1891

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

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

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

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

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

Next Ordinance No. 2016-808
Next Resolution No. 2016-563

November 8, 2016
City Council Meeting
6:00 PM

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

PRESENTATIONS:

- B. Employee Recognition - Veterans
(*Rebecca C. Polizzotto, City Manager*)
- C. Veterans Day Events
(*Rebecca C. Polizzotto, City Manager*)

NEW BUSINESS:

- D. Development Agreement Regarding Community Transit's SWIFT II Bus Rapid Transit Program
(*Rebecca C. Polizzotto, City Manager*)

CONSENT AGENDA:

- E. Approval of checks #56113 through #56176 and ACH wire transfers in the amount of \$162,350.12.
(Audit Committee: Councilmember Bond and Councilmember Michelson)
- F. Payroll and benefit ACH payments in the amount of \$472,296.18.
(Audit Committee: Councilmember Bond and Councilmember Michelson)
- G. City Council Meeting Minutes of October 25, 2016

REPORTS:

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

AUDIENCE COMMUNICATION:

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

ADJOURNMENT



Agenda Item # D
Meeting Date: **November 8, 2016**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: DEVELOPMENT AGREEMENT REGARDING COMMUNITY TRANSIT'S SWIFT II BUS RAPID TRANSIT PROGRAM

ACTION REQUESTED:

Authorize the City Manager to execute the attached Development Agreement regarding Community Transit's Swift II Bus Rapid Transit Program.

KEY FACTS AND INFORMATION SUMMARY:

Community Transit is currently in the design stage for the second phase of their Swift Bus Rapid Transit (BRT) Program. BRT is often described as light rail on pavement, and operates in a different manner than typical bus service. There are no scheduled stops, but a BRT coach will arrive at a station at regular intervals (i.e. every 10 minutes). Riders simply exit and enter the coach through open doors and the bus departs after a brief stop. Tickets are sold at each station but are essentially on an honor system, with occasional spot checks for enforcement.

The Swift II route will start at a new transit center next to Boeing field, run along Airport Road and 128th / 132nd Streets to SR 527, then down SR 527 to Canyon Park in Bothell. As seen on Exhibit A in the attached Development Agreement (DA), the route will have five stops in Mill Creek, with one station in each direction.

Physical improvements will be required at each intersection with a new BRT station, which are depicted in Exhibit B of the attached DA. Each location will require construction of sidewalk improvements and a standard Swift station, which will be separate from the existing transit stops. However, major changes will be done at the 164th Street intersection, including northbound and westbound lane modifications and traffic signal reconstruction to allow for a transit queue jump.

The DA for the Swift II stations in Mill Creek is required by the Federal Transit Administration, which is providing funding. The DA also memorializes several administrative matters, such as design standards, permitting and maintenance responsibilities. As part of the DA, Community Transit has agreed to pay the City a total of \$25,000 to mitigate for stormwater impacts and administrative costs.

CITY MANAGER RECOMMENDATION:

The City Manager recommends approval of the attached Development Agreement regarding Community Transit's Swift II Bus Rapid Transit Program.

ATTACHMENTS:

- Development Agreement regarding Community Transit's Swift II Bus Rapid Transit Program, including Exhibits A – C

City Council Agenda Summary
Page 2

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\Swift 2 DA.docx

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

DEVELOPMENT AGREEMENT
Regarding
Community Transit's Swift II Bus Rapid Transit Program

I. Parties

This Development Agreement (Agreement) is entered into by the City of Mill Creek, Washington, a municipal corporation (City) and Snohomish County Public Transportation Benefit Area dba Community Transit (Community Transit), a municipal corporation, in consideration of the mutual benefits to be derived. The City and Community Transit are each of Party, and collectively the Parties, to this Agreement.

II. Recitals

WHEREAS, RCW 36.70B.170, et seq., MCMC 17.38.050, and other laws authorize development agreements between the City and persons having ownership or control of real property in order to establish and implement development standards that will govern and vest the development and use of real properties and provide mitigation for impacts relating thereto; and

WHEREAS, Community Transit owns real property and/or will acquire easements, and has established standard Swift II Bus Rapid Transit (BRT) Station designs for its Swift II BRT program, along SR527 within the City; and

WHEREAS, Community Transit has proposed that the City agree to apply consistent design standards and a uniform review process to the Swift II BRT program (Program) in order to ensure that future Swift II BRT Stations ("BRT Stations") along the entire transportation corridor (depicted in attached **Exhibit A**) are visually coherent and easily identifiable to the general public regardless of the jurisdiction in which a particular BRT Station may be located; and

WHEREAS, the Parties intend that (i) those portions of this Agreement related to authorization of BRT Station review process and construction of BRT Stations be limited to a duration of 5 years as set forth below, and (ii) those portions of this Agreement related to the land use status of the BRT Stations, easements, maintenance requirements, and other terms that by their nature comprise continuing obligations of the Parties should continue in perpetuity or until changed by the Parties; and

WHEREAS, Community Transit and the City now desire to enter into this Agreement to establish such consistent development standards and uniform review processes for Community Transit's Swift II BRT program; and

WHEREAS, the City Council has found that the proposed Agreement is consistent with the City's applicable development regulations and is in the best interests of the public and general welfare of the City;

1 **III. Terms and Conditions of Agreement**

2
3 NOW, THEREFORE, in consideration of the mutual benefits and advantages to the
4 Parties arising from this Agreement, the Parties agree as follows:

5
6 1. Statement of Authority. This Agreement is entered into pursuant to the
7 authorization of RCW 36.70B.170 and MCMC 17.38.050 and is intended and designed to
8 vest the Program to the development standards and review processes set forth in this
9 Agreement. Vesting is limited to the specific topics and subjects referenced in this
10 Agreement. Any applicable development requirement of the City not specifically
11 referenced herein that would thwart the Program and the intent of this Agreement shall
12 apply based on the date of vesting as determined by the City in accordance with City
13 regulations, ordinances and state law.

14
15 2. Stormwater Measures and Mitigation Payments.

16
17 2.1 Stormwater mitigation measures, development conditions and other
18 requirements levied pursuant to Chapter 43.21C RCW are a proper subject of
19 development agreements pursuant to RCW 36.70B.170(3)(c) and MCMC 17.38.050. As
20 partial consideration for this Agreement, Community Transit offers, and the City agrees
21 to accept, a payment (Stormwater Mitigation Payment, or SMP) of \$2,000 per each City-
22 approved BRT Station. Stormwater Mitigation Payments shall be made to the City as a
23 condition of the City's issuance of a building or other construction permit for the
24 approved BRT Station. SMPs are in lieu of on-site stormwater improvements for any
25 such approved BRT Station impacts, and are final and nonrefundable when made. At the
26 City's discretion, SMPs may be applied to any of the following: an existing stormwater
27 mitigation site within the jurisdiction of the City, a regional stormwater mitigation
28 project, or any other stormwater quality or quantity program or project providing general
29 stormwater benefits to the City.

30
31 2.2 Notwithstanding Section 2.1, stormwater impacts for the northbound right
32 turn/queue bypass lane at 164th Street SE will be mitigated by Community Transit per
33 standard City and Department of Ecology stormwater requirements.

34
35 3. Review Process and Design Standards.

36
37 3.1 SEPA Review. Community Transit shall be the SEPA lead agency for the
38 Project.

39
40 3.2 CUP Review Process. Subject to Section 3.3 below, Community Transit
41 shall prepare and apply for, and the City shall review and issue pursuant to the City's
42 development code, one conditional use permit (CUP) inclusive of all planned BRT
43 Stations within the City. The CUP shall establish common conditions, requirements and
44 authorizations for the BRT Stations, inclusive of the design standards set forth herein,
45 and shall be appealable as provided in the development code. Upon issuance of the CUP
46 and expiration of any appeals, Community Transit may apply for individual building

1 permits for each planned BRT Station which permits shall be issued by the City in
2 accordance with the CUP. The CUP issued hereunder shall survive termination of this
3 Agreement.

4
5 3.3 CUP Exemption. Any BRT Station that is wholly located within (i) the
6 public right-of-way, or (ii) Community Transit property owned in fee and/or controlled
7 by easement, or (iii) any combination thereof, and shall be exempt from the CUP
8 application and review process described in Section 3.2 above.

9
10 3.4 ROW Permit. Community Transit shall prepare and apply for, and the
11 City shall review and issue pursuant to MCMC Chapter 12.04, one right-of-way work
12 permit (ROW Permit) inclusive of all planned BRT Stations within the City for portions
13 thereof located within the public right-of-way. The ROW Permit shall establish common
14 conditions, requirements and authorizations for the BRT Stations, inclusive of the design
15 standards set forth herein, and shall be appealable as provided for such ROW Permits.
16 Upon issuance of the ROW Permit and expiration of any appeals, Community Transit
17 may apply for individual building permits for each planned BRT Station which permits
18 shall be issued by the City in accordance with the ROW Permit. The ROW Permit issued
19 hereunder shall survive termination of this Agreement.

20
21 3.5 Design Standards. RCW 36.70B.180(3)(d) and MCMC 17.38.050
22 authorize the establishment of design standards by development agreement. For the
23 duration of this Agreement as established in Section 8 hereof, the City agrees that the
24 Swift II BRT Station sites at the locations shown and depicted on attached **Exhibits A**
25 **and B** shall be constructed to incorporate the specific design features shown on attached
26 **Exhibit C**, which exhibits are fully incorporated into this Agreement by this reference.
27 The foregoing design features have been approved by the City in this Agreement to
28 ensure the consistency of basic Swift II BRT Station design throughout the transportation
29 corridor and to facilitate public awareness and utilization of the Swift II BRT Station
30 program and service. Since the BRT Station improvements are to be located within the
31 public rights-of-way and/or Community Transit property owned in fee or controlled by
32 easement, the Swift II BRT Stations are exempt from the City's design review program
33 except as set forth in this Agreement. The iconic markers identified in the Exhibits that
34 are part of each BRT Station shall be reviewed and approved pursuant to this Agreement
35 during the building permit review process with the intent of achieving the uniform look
36 desired by Community Transit for the BRT Stations. The Design Standards approved
37 hereunder and applied to the BRT Stations shall survive termination of this Agreement
38 and remain applicable to the BRT Stations to the same extent as provided under the City's
39 development code for other design standards.

40
41 3.6 To allow for multi-agency review and coordination for the Swift II BRT
42 Station design, Community Transit and the City will work together to complete the CUP.
43 ROW Permit, structural and other building reviews early in the permitting process. To
44 facilitate this early review, the City will accept and process permit applications from
45 Community Transit prior to Community Transit's formal ownership of each of the BRT
46 Station sites. Individual development and building permits for a BRT Station will not be

1 issued by the City until Community Transit has legal control of the necessary property,
2 either by written ownership deed, authorization from the owner, or "Access and Use"
3 stipulation or judgment.

4
5 3.7 Some of the BRT Stations may utilize easements from private property
6 owners. The Parties agree that the area used for the BRT Station sites pursuant to the
7 Agreement will be classified as landscaped area when determining site setbacks, lot
8 coverage and landscaping requirements for the existing and future development of the
9 private property adjacent to or on which the BRT Station is located.

10
11 4. Status of BRT Stations as Conforming Uses. The BRT Stations at the locations
12 shown on **Exhibit B** shall comprise conforming uses. So long as said Stations continue
13 to serve a transit purpose, as described and originally authorized in applicable Federal
14 Transit Administration (FTA) or as otherwise approved by the FTA, they shall continue
15 to be considered conforming uses.

16
17 5. FTA Status and Control. The Swift II BRT Project is funded by the Federal
18 Transit Administration (FTA). The City acknowledges that pursuant to FTA grant
19 requirements, Community Transit must demonstrate and retain satisfactory continuing
20 control over the use of the Project, related improvements and right-of-way. To address
21 FTA continuing control requirements, BRT Stations, right-of-way acquisitions, and
22 related improvements must remain available to be used for its originally authorized FTA
23 grant purpose throughout its useful life, including but not limited to retaining
24 undiminished transit function for the useful life of the Station, as defined by and in a
25 manner satisfactory to the FTA. If a future project requires any BRT Station(s) approved
26 pursuant to this Agreement to be modified or relocated, the project proponent will be
27 required to obtain all applicable City permits and approvals, and will be responsible for
28 coordinating the transportation planning and project design with Community Transit to
29 support continued transit service at the relocated or modified facility. The City
30 acknowledges the Federal interest in the Project property and agrees that it will take no
31 action which compromises or otherwise diminishes such interest. The future project
32 proponent will be charged all applicable planning, design, construction, administrative,
33 and relocation costs, expenses and fees incurred and recoverable by the Parties in
34 addressing the future project.

35
36 6. Maintenance Obligations. Community Transit shall be responsible for all routine
37 and ongoing maintenance and all structural maintenance of the BRT Stations, loading
38 platform and facilities. The City shall be responsible for all routine and ongoing
39 maintenance and all structural maintenance of any new roadway, sidewalks, signals, and
40 stormwater facilities constructed as part of the BRT Stations within the City limits and
41 lying outside the red dotted line on **Exhibit C** hereto. Community Transit shall be
42 responsible for all routine and structural maintenance for BRT Station area within the red
43 dotted line on **Exhibit C** hereto.

44
45 7. Reservation of Authority to Impose New Regulations. The City does not waive
46 its police power authority and specifically reserves its authority pursuant to RCW

- 1 36.70B.180(4) and its police power, to impose new or different regulations to the extent
2 determined necessary or advisable by the City and/or as allowed by law.
3
- 4 8. Duration. This Agreement shall vest Community Transit with the authority to
5 develop the BRT Stations shown and described on **Exhibits A, B and C** for a period of
6 five (5) years from the date of execution of this Agreement under current City
7 development standards and review processes and the Terms of this Agreement. These
8 rights may be exercised by filing fully complete building permit applications within such
9 five-year period in accordance with state law and City ordinance. If and when
10 Community Transit, in its sole discretion, deems it appropriate to terminate the Swift II
11 BRT program, the provisions of this Agreement shall automatically lapse, if said five-
12 year period has not run; provided that the terms of this Agreement identified in Section
13 14 hereof shall survive.
14
- 15 9. Delay in Effective Date in Event of Appeal. This Agreement relates to project
16 permit applications and approvals, such as building permits, conditional use, right-of-way
17 use and construction, and encroachment permits. Therefore, this Agreement shall be
18 effective upon the expiration of the appeal period provided in Chapter 36.70C RCW. In
19 the event of an appeal of this Agreement, if the Agreement is upheld in the final judicial
20 decision, the five-year period established under Section 8 shall automatically be extended
21 to commence upon the date of entry of such final order upholding the Agreement and to
22 run for a period of five years thereafter.
23
- 24 10. Entire Agreement; Amendment. This is the entire agreement between the Parties.
25 Any prior understandings, written or oral, shall be deemed merged with its provisions.
26 This Agreement shall not be amended except in writing with the express consent of the
27 Parties hereto. Neither Party shall be deemed the drafter of this Agreement.
28
- 29 11. Effective Date; Recording. This Agreement shall be effective when filed with the
30 Snohomish County Auditor in accordance with the provisions of RCW 36.70B.190
31 subject to the provisions of Section 8 above. This Agreement shall be promptly recorded
32 in the official real property records of Snohomish County. All costs of recording shall be
33 borne by Community Transit.
34
- 35 12. Assignment. Community Transit shall not assign, transfer, or encumber any
36 rights, duties or interest accruing from this Agreement without the prior written consent
37 of the City.
38
- 39 13. Administrative Costs. In recognition of the City's costs of entering into this
40 Agreement and providing administrative services related thereto, including ROW and
41 building permit fees, Community Transit shall reimburse the City in the amount of
42 \$5,000. Such payment shall be made on or before issuance of the first building permit
43 authorized pursuant to this Agreement.
44
- 45 14. Dispute Resolution. In the event of any dispute between the Parties that remains
46 unresolved 45 days after written notice thereof, the Parties shall promptly engage a

1 professional mediator working in Seattle, Washington with JAMS, WAMS, JDR or a
2 similar service and shall meet in good faith with such mediator within 30 days thereafter.
3 Each Party shall bear its own costs, expenses, and attorney fees. Venue and jurisdiction
4 for any action on or arising from this Agreement shall be exclusively in Snohomish
5 County superior court.
6

7 15. Survival of Terms. The following sections of this Agreement are not limited by
8 the 5-year duration set forth in Section 8 and shall continue in effect until altered or
9 terminated by further agreement of the Parties pursuant to this Agreement: Section III.1,
10 III.2, III.3.2, III.3.5, III.3.7, III.4, III.5, III.6, III.7, III.9, III.10, III.11, III.12, and III.14.
11

12 16. Exhibits. The following exhibits are incorporated into this Agreement:

- 13 Exhibit A – Swift II BRT Corridor Map
- 14 Exhibit B – Swift II BRT Station Location Aerials
- 15 Exhibit C – Swift II BRT Station Platform Design Details
- 16 and Maintenance Limits

17
18 DATED this ____ day of _____, 2016.
19

20
21 CITY OF MILL CREEK
22

23
24 _____
25 City Manager Rebecca Polizzotto
26

27 ATTEST/AUTHENTICATED:
28

29
30 By: _____
31 City Clerk
32

33
34 APPROVED AS TO FORM:
35

36
37 By: _____
38 City Attorney
39

40
41 COMMUNITY TRANSIT
42

43
44 _____
45 Emmett Heath, Chief Executive Officer

Exhibit "A"

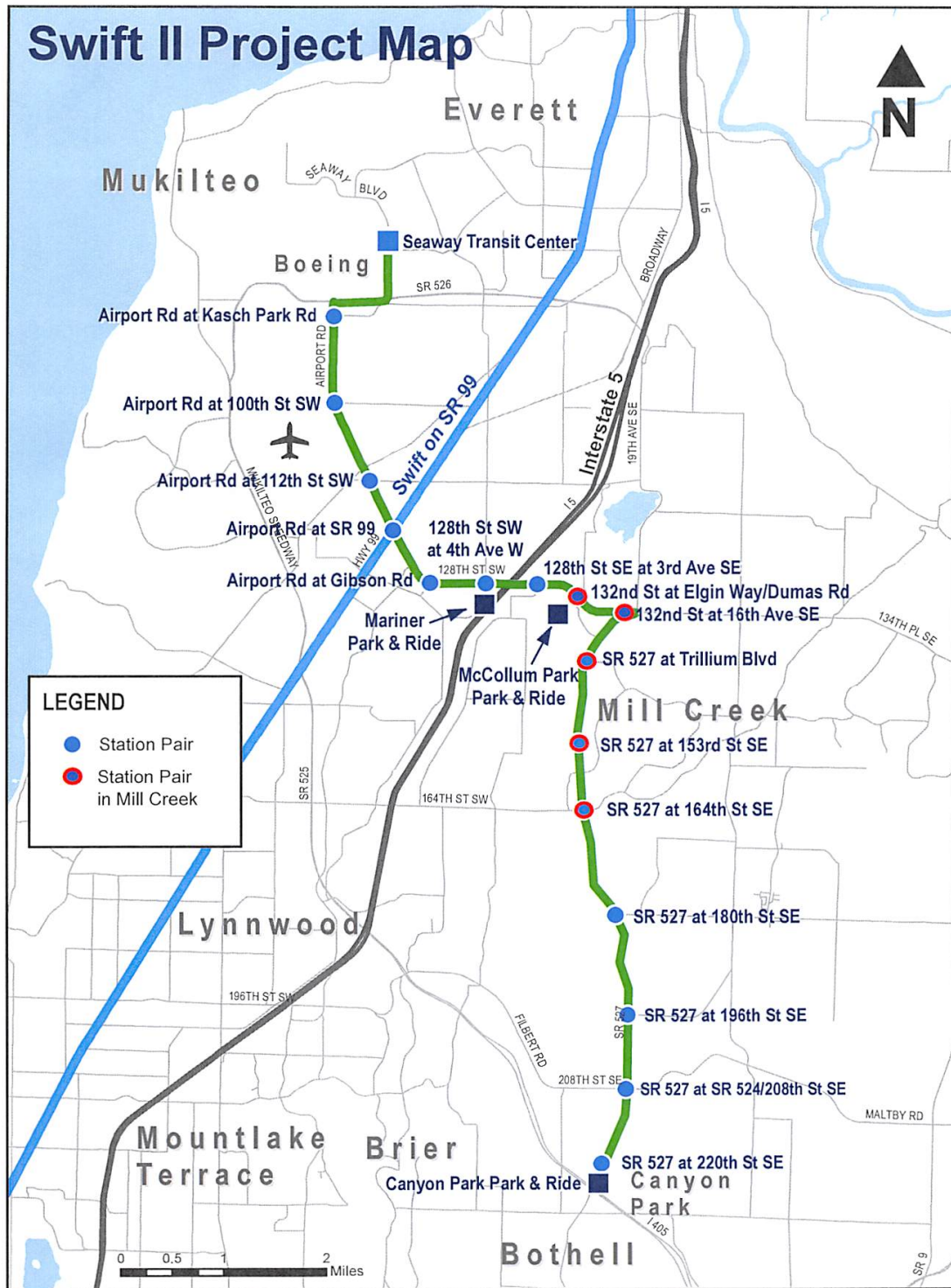


Exhibit "B"



LEGEND

- Station
- Site Improvements

0' 40' 80'

DATE: 10/18/11

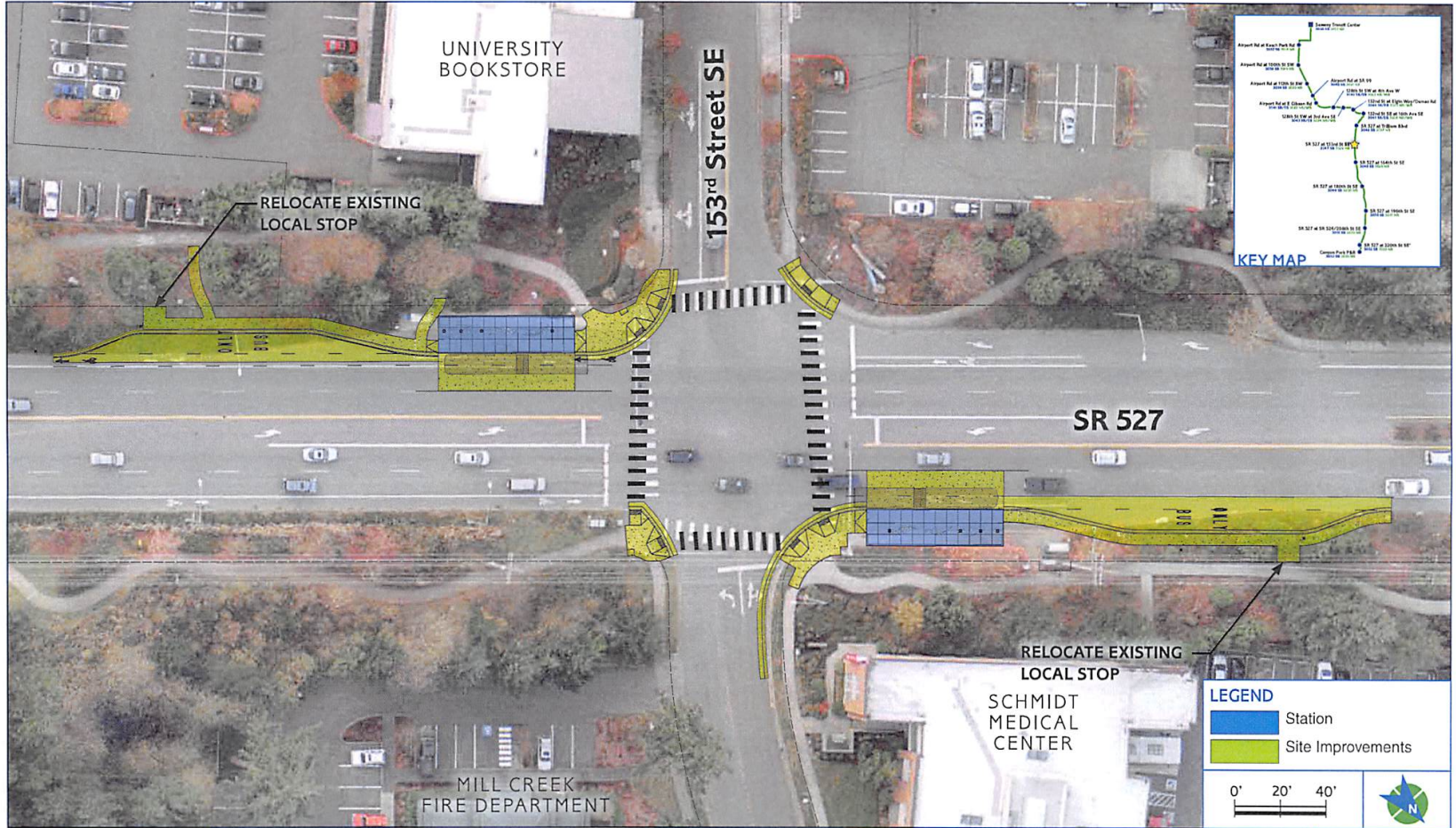
Swift
BUS RAPID TRANSIT

communitytransit

SR 527 at 164th Street SE



STATION #
SB 3048
&
NB 3029



DATE: 10/18/10



communitytransit
SR 527 at 153rd Street SE



STATION #
 SB 3047
 &
 NB 3028



DATE: 10/18/11

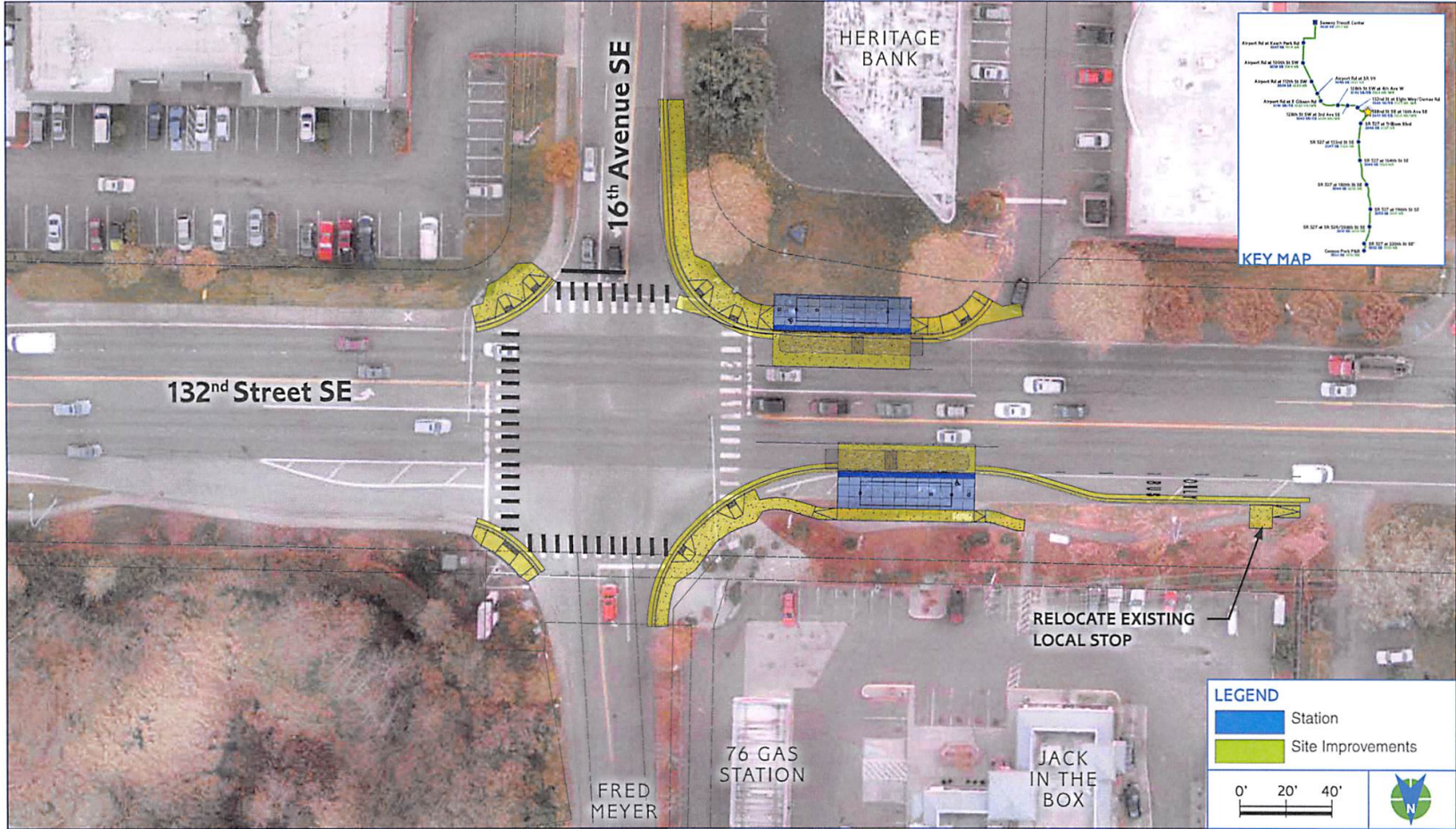


communitytransit

SR 527 at Trillium Boulevard



STATION #
SB 3046
&
NB 3027



DATE: 10/18/10

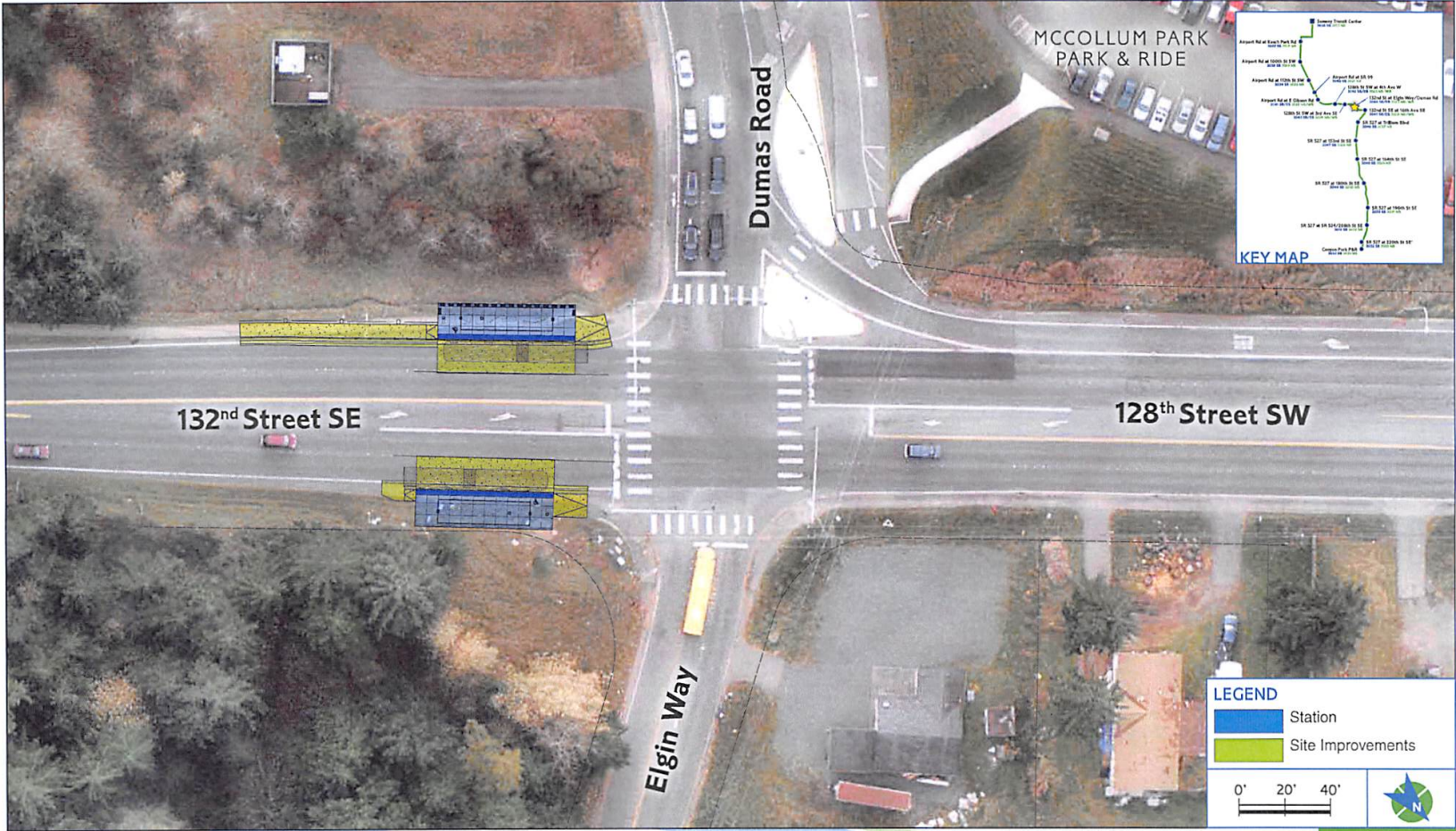


communitytransit

132nd Street SE at 16th Avenue SE



STATION #
SB/EB 3045
&
NB/WB 3026



DATE: 10/18/16



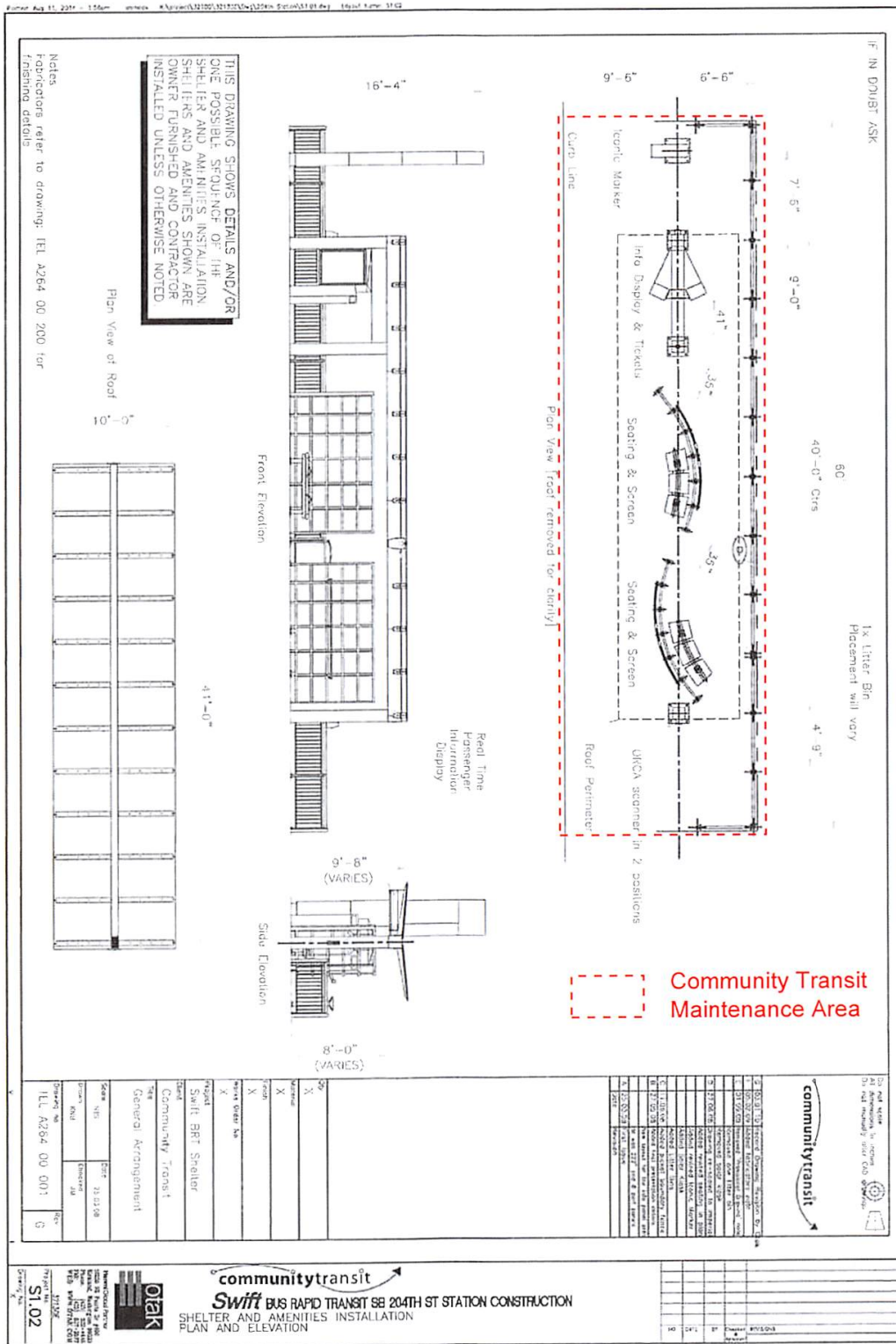
communitytransit

132nd Street SE at Elgin Way/Dumas Road



STATION #
SB/EB 3044
&
NB/WB 3025

Exhibit "C"





Date: November 8, 2016

A/P Check Batches		
Dated	Check Numbers	Amount
10/19/2016	Wire-Union 76-Fuel-Sept	\$3,929.13
10/26/2016	EFT Debit-Dept of Rev.-Sales Tax	\$3,501.99
10/27/2016	56113-56176	\$151,175.32
10/31/2016	Leasehold Excise Tax-3 rd Qtr 2016	\$3,743.68
Total		\$162,350.12

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 56113 through 56176, and Wire in the amount of \$162,350.12.

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

Councilmember

Councilmember

Finance Director

City Manager

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

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/19/2016 10:38:29 AM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 16AJA30414Z51O82

Template Name: Fleet
Template Code: Fleet

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 3,929.13

Value Date: 10/19/2016

Optional Information

Sender's Reference Number: 16AJA30414Z51O82

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

Additional Routing


Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016101900232924
Confirmation #: FEDR:20161019B6B7HU2R005945

Input Time: 10/19/2016 10:30:51 AM CDT
Time: 10/19/2016 10:36:57 AM CDT

 Electronic Filing – Washington State	E-file Time: 3:47 PM help?
	My Account Home Account(s) Account Activity List Server Suggestions Logout

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	19223849
Tax Registration Number	600598011
Reporting Period	09/2016
Payment Type	EFT Debit
Date and Time Submitted	10/25/2016 3:46:59 PM
Date of Transfer	10/26/2016
Payment Amount	3,501.99
Person Completing Return	Sandy Kottke
Person Authorizing Payment	Sandy Kottke

Depth of Revenue/Sales Tax

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**

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/28/2016 6:13:05 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing by Bank
Transaction Number: 16ASI0426PMC1P93

Template Name: Leasehold Excise Tax
Template Code: Leasehold Excise Tax

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
U.S. BANK NATIONAL ASSOCIATION
321 SW 6TH AVE
PORTLAND
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 3,743.68

Value Date: 10/31/2016

Optional Information

Sender's Reference Number: Leasehold Excise

Beneficiary Information: Leasehold Excise Tax
2016 3rd QTR
City of Mill Creek
Tax Reg 503-000-685

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke

Input Time: 10/28/2016 6:07:54 PM CDT
Time: 10/28/2016 6:11:14 PM CDT

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 11/3/2016 9:15 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56113	A&CFLAGS 10/13	A & C Flags and Flagpoles 2 - 5 x 8 US Nylon Flags-Veterans Monument	10/27/2016		91.40
			Total for Check Number 56113:	0.00	91.40
56114	ADPLLC 481104584	ADP, LLC Payroll Processing Chgs/Workforce Ending 09/3	10/27/2016		393.50
			Total for Check Number 56114:	0.00	393.50
56115	APPLCONC 296326	Applied Concepts, Inc. Stalker XS Handheld Lidar Serial #2862	10/27/2016		1,550.93
			Total for Check Number 56115:	0.00	1,550.93
56116	AT&TWIR 287245699226	AT&T Mobility Pine Meadow Irrig Line	10/27/2016		29.67
			Total for Check Number 56116:	0.00	29.67
56117	AUTOGR 8114	Autographics Graphics-Retro Police Car	10/27/2016 Replacement Check for Check		488.61
			Total for Check Number 56117:	0.00	488.61
56118	BANKCARE	Bank of America	10/27/2016		
	1	Refund Lodging ICMA Conf-Kansas City-R Pol			-1,818.78
	10	Front & Rear Sights			148.23
	11	Ceiling PA Speakers-City Hall Remodel			78.90
	12	Creamer-Executive Mtg w/Everett School Dist 0			1.29
	13	17 Ceramic Mugs w/MC Logo-In-House Execut			99.74
	14	Creamer-Executive Meetings w/VC3 08/29			1.99
	15	SCC Mtg 09/15-M Todd			35.00
	16	Licensing Fees-Retro Police Car			49.25
	17	Pen-15 Year Service Award-Scott Smith			36.22
	18	Office Supplies			8.22
	19	Laminating 9 Large Sheets-Preschool Pals			32.64
	2	Refund ICMA Conf Reg Fee-Kansas City-R Poli			-1,130.00
	20	APWA Fall Conf-10/04-10/06-S Smith			465.00
	20	MybuildingPermit.com Monthly Fee			59.95
	21	Rotary Mtg 09/07-P Olson			17.00
	22	10 Drug Test Kits			326.40
	23	20 Boxes Nitra Stretch Gloves			130.00
	24	WSAPT Conf Reg 10/03 & 10/04 - M Miller			90.00
	25	Sensor Cloud Monitoring Plan 09/10-10/10			9.95
	26	Paint,Glue,Paper-Preschool Pals Supplies			185.15
	27	Major Medical Plan-K9 Rasko			642.65
	28	Kinetic Sand Jumbo Pack-Preschool Pals			43.14
	29	WRPA Fall Summit-Focus on Success-B Davern			149.00
	3	Returned-Mirror-Annex Remodel			-105.49

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
30		Credit Checks-Employment Crd Report-Jun-Aug			94.09
31		Connection Cable-School Safety Lights			74.66
32		Supplies-Wellness Pancake Breakfast 10/04			33.73
33		Supplies-Wellness Pancake Breakfast 10/04			8.98
34		Performance and Accountability 09/21-9/22-S W			240.00
35		CESCL: Stormwater BMs for Construction Rece			200.00
36		ACCIS 2016 Fall Conf 10/19-10/21-J Busch			125.00
37		2 Pens-Service Awards-Todd Bridgman 10 yr, CI			68.05
38		Manfrotto Self Standing Pro Monopod/Brackets			142.24
39		Lodging 10/02-10/04 WSAPT Conf-M Miller			351.40
4		Dog/Cat Food-Kennel			2.42
5		Nickel Brush Mirror-Annex Remodel			105.49
5A		Parts-Faucet Fix			14.21
6		Annual Summer Networking 8/18-EASC-M Tod			45.00
7		Good2Go-Toll Charges-Lic#			2.75
8		Sensor Cloud Wireless Plan 08/10-09/10			9.95
9		Domain Name Renewal-CITYOFMILLCREEK.			16.67
Total for Check Number 56118:				0.00	1,090.09
56119	BANKCR16	Bank of America	10/27/2016		
1		Lodging-WA Co Reg Planners Conf 9/13-9/15-T			573.78
2		MC Rotary Meeting 9/21-T Rogers			17.00
3		MC Rotary Meeting 9/28-T Rogers			17.00
4		MC Rotary Meeting 10/05-T Rogers			17.00
Total for Check Number 56119:				0.00	624.78
56120	BANKCR13	Business Card Bank of America	10/27/2016		
1		Shuttle-3CMA Conf-San Antonio,TX-B Davern			34.00
2		Dinner 09/06-3CMA Conf-San Antonio,TX-B D			21.10
3		Lunch 09/07-3CMA Conf-San Antonio,TX-B D:			11.56
4		Dinner 09/07-3CMA Conf-San Antonio,TX-B D			22.41
5		Brkfst 09/08-3CMA Conf-San Antonio,TX-B D:			9.20
6		Dinner 09/08-3CMA Conf-San Antonio,TX-B D			23.58
7		Lodging 09/06-09/10-3CMA Conf-San Antonio;			770.56
8		Dinner 09/09-3CMA Conf-San Antonio,TX-B D			22.39
Total for Check Number 56120:				0.00	914.80
56121	BLUMARBL 3-2016	Blue Marble Environmental Business Recycling Expansion Contract #2015-1	10/27/2016		4,228.00
Total for Check Number 56121:				0.00	4,228.00
56122	BANKCR19	Business Card	10/27/2016		
1		Shuttle Between Hotel & Airport-3CMA Conf-S			34.00
10		Bag Fees-3CMA Conf-San Antonio-K Chelin			25.00
11		Email Newsletter Subscription-Annual			734.48
12		Balloons-Mayor ProTem Brian Holtzclaw			4.40
2		Breakfast 09/06-3CMA Conf-K Chelin			17.56
2A		Breakfast 09/06-3CMA Conf-B Davern			17.55
3		Dinner 09/06-3CMA Conf-San Antonio-K Cheli			13.98
4		Dinner 09/07-3CMA Conf-San Antonio-K Cheli			21.99
5		Bag Fee 09/06-3CMA Conf-San Antonio-K Chel			25.00
6		Dinner 09/08-3CMA Conf-San Antonio-K Cheli			20.19
7		Lodging 09/06-09/10-3CMA Conf-San Antonio-			770.56
8		Breakfast 09/10-3CMA Conf-San Antonio-K Ch			21.16
9		Dinner 09/09-3CMA Conf-San Antonio-K Cheli			23.64

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56122:	0.00	1,729.51
56123	BANKCR20	Business Card	10/27/2016		
	1	Field Tape/Semi-Gloss Paint			35.51
	10	100 FT 18-Gauge Speaker Wire-PD Remodel/Sp			16.20
	11	String Trimmer Spool			65.38
	12	Faucet Mother Board-MCSP Faucet Controller			121.10
	13	Light Repair Trailer			37.76
	14	Sump Pump-City Hall North			274.71
	15	Pizza Lunch-PW Crew-Large Project			77.21
	16	Vet Monument Repair/Pavers			63.62
	17	Moving Supplies-City Hall			91.58
	2	Epoxy-Post Cap Repair			4.15
	3	Ran Camera-Plumbing Issue-PD			274.75
	4	Lighting Hardware			12.24
	5	Latex Paint-Paint Striping			25.67
	6	Supplies-Flag Pole Repair			19.19
	7	ADA Signs-Restrooms Buffalo Park			21.94
	7A	Garden Bark-Filtara			134.78
	8	Parts-Buffalo Park Drinking Fountain			24.30
	9	Sink Faucet Sensor-MCSP			76.07
			Total for Check Number 56123:	0.00	1,376.16
56124	BANKCR23	Business Card	10/27/2016		
	1	23 Cloth Name Tags-Officers Load Bearing Vest			114.50
	2	3 Cases Bottled Water-Case #2016-13294			10.00
	3	Lunch 9/29-Sgts Assessment			90.05
	4	Coffee 09/29-Sgts Assessment			17.53
	5	Half Dozen Doughnuts 09/29-Sgts Assessment			11.99
			Total for Check Number 56124:	0.00	244.07
56125	BANKCR24	Business Card	10/27/2016		
	1	Ad Recreation Leader/Gym Supervisor-Temp			45.00
	2	Ad Recreation Assistant/Basketball Coordinator-			45.00
	3	Index Tabs-Budget Notebooks			10.43
			Total for Check Number 56125:	0.00	100.43
56126	CARLSONJ 6441	Jessica Carlson Adventures in Art-Fall 1 09/16-10/21	10/27/2016		310.80
			Total for Check Number 56126:	0.00	310.80
56127	CINTAS 460703484 460703484A	Cintas Corporation Loc. #460 Floor Mat Service 10/14 Floor Mat Service 10/14	10/27/2016		64.72 38.01
			Total for Check Number 56127:	0.00	102.73
56128	COMCAST 0457011	Comcast High Speed Internet Fee 10/18-11/17	10/27/2016		191.33
			Total for Check Number 56128:	0.00	191.33
56129	DANAT 6329	Trudy Dana Babysitting Safety Class 10/18-10/20 #6329	10/27/2016		588.00
			Total for Check Number 56129:	0.00	588.00

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
56130	DELLMARK XK2112J95	Dell Marketing LP Battery for Police Vehicles Laptop	10/27/2016		45.05
			Total for Check Number 56130:	0.00	45.05
56131	DEVENNYE Reimb Exp	Elizabeth Devenny Reimb Airfare,Shuttle,Parking,Meals-ADP Conf	10/27/2016		445.90
			Total for Check Number 56131:	0.00	445.90
56132	ELLITIRE 076148 076220	Elliott Tire & Service Inc Replaced Brake Light Switch-PW 8 Replaced Upper Ball Joint Assemblys/Alignmen	10/27/2016		249.72 676.55
			Total for Check Number 56132:	0.00	926.27
56133	EMSECDEP 000-945199-10-6	Employment Security Depart Unemployment Claims - 3rd Qtr 2016	10/27/2016		2,701.50
			Total for Check Number 56133:	0.00	2,701.50
56134	EVERGTEC 11264RT 14264RTA	Evergreen Technologies Inc Retainage-Installed 82 Cat 6 Cables CH & Anne Retainage-Installed 82 Cat 6 Cables CH & Anne	10/27/2016		728.75 728.75
			Total for Check Number 56134:	0.00	1,457.50
56135	FELDMAJ September 2016	Feldman & Lee, P.S. Public Defender Contract Flat Fee - Sept	10/27/2016		8,750.00
			Total for Check Number 56135:	0.00	8,750.00
56136	FLOWTECH Pay Est #5	Flow Technologies 2016 Catch Basin Cleaning & CCTV Inspec-Pay	10/27/2016		20,647.91
			Total for Check Number 56136:	0.00	20,647.91
56137	GTENORTH 425 316-0326 425 745-6974	Frontier Alarm System Line Chgs 10/16-11/15 Admin Fax/CC Line 10/09-11/18	10/27/2016		50.98 154.21
			Total for Check Number 56137:	0.00	205.19
56138	GILLESP B2016-0718	Paulette Gilles Refund Duplicate Building Permit B2016-0718	10/27/2016		48.80
			Total for Check Number 56138:	0.00	48.80
56139	HORIZON 2MO52669	Horizon 25 Sandbags/Chain Saw Oil-Storm Preparation I	10/27/2016		107.59
			Total for Check Number 56139:	0.00	107.59
56140	HUIK 6363 6371	Kelly Hui Ballet: Creative 09/10-10/08 #6363 Ballet: Beg 09/10-10/08 #6371	10/27/2016		336.00 126.00
			Total for Check Number 56140:	0.00	462.00
56141	ICOMPTEC 16552	iCompass Technologies Inc Meeting Management-Renewal & Storage	10/27/2016		8,845.00

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56141:	0.00	8,845.00
56142	INNOVAC INV8178	INNOVAC Emergency Response-Public Street Inlet-Seattle	10/27/2016		1,261.43
			Total for Check Number 56142:	0.00	1,261.43
56143	JRWENTRP 3584	JRW Enterprises Police Dept Door Locks-Remodel City Hall	10/27/2016		828.31
			Total for Check Number 56143:	0.00	828.31
56144	KAGENCON 10154	K-A General Construction Cont. 2016 City Hall Locker Room Tenant-T1-CO#1	10/27/2016		27,734.06
			Total for Check Number 56144:	0.00	27,734.06
56145	KCDA 300092480	KCDA Purchasing Cooperative 2 - 4-Hook Coat Racks-Annex Remodel	10/27/2016		271.45
			Total for Check Number 56145:	0.00	271.45
56146	KUKERR INV-023558	Kuker-Ranken, Inc. 2 Lufkin Power Tapes, 2 Cs Glo Red Paint	10/27/2016		88.57
			Total for Check Number 56146:	0.00	88.57
56147	LDEDEGEM 6387 6395	Leading Edge Gymnastic Academy Inc Gymnastics-Toddle Time-Fall 10/9/14-10/12 #63 Gymnastics-Youth-Fall 1 09/14-10/12 #6395	10/27/2016		336.00 540.00
			Total for Check Number 56147:	0.00	876.00
56148	MAYBERM 6399 6403 6407	Mitch Mayberry Tiny Tiger Martial Arts 09/09-10/21 #6399 Tiger Martial Arts: Beg 09/09-10/21 #6403 Tiger Martial Arts: Colored 09/09-10/21 #6407	10/27/2016		448.00 448.00 224.00
			Total for Check Number 56148:	0.00	1,120.00
56149	MCCOUCB 28053200300500	Mill Creek Country Club Refund Overpayment-Surface Water-Parcel#280	10/27/2016		390.73
			Total for Check Number 56149:	0.00	390.73
56150	NELSONM 6421 6425	Melissa Nelson Music for Preschool-Fall1 09/16-10/14 #6421 Music for Preschool-Fall1 09/16-10/14 #6425	10/27/2016		728.00 728.00
			Total for Check Number 56150:	0.00	1,456.00
56151	OREILLY 2986-483037	O'Reilly Automotive Inc Wiper Blades-Bldg Jeep	10/27/2016		37.56
			Total for Check Number 56151:	0.00	37.56
56152	PACAIR 188259	Pacific Air Control, Inc. Repairs-Library HVAC	10/27/2016		1,681.40
			Total for Check Number 56152:	0.00	1,681.40
56153	PACFIRSE	Pacific Fire and Security, Inc.	10/27/2016		

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	54814	Annual Fire Alarm Inspection-City Hall			686.88
	54815	Annual Fire Alarm Inspection-Library			483.56
	54830	Annual Fire Alarm Inspection-Annex			824.25
			Total for Check Number 56153:	0.00	1,994.69
56154	PACRIMC 09/2016	Pacific Rim Code Services, Inc Plan Review 09/13-10/05 Sept-23hrs, Oct-12hrs	10/27/2016		2,100.00
			Total for Check Number 56154:	0.00	2,100.00
56155	PERTEET 20150111.004-3 20150111.005-2	Perteet Inc Prof Serv ADA Self-Evaluation-Parks Inventory 2016 Sno County Overlay Prog-Bidding & Cons	10/27/2016		285.00 97.50
			Total for Check Number 56155:	0.00	382.50
56156	PLATT K514414	Platt Electric Supply, Inc 3 Wallpacks-Lighting Repairs Heron Park	10/27/2016		763.98
			Total for Check Number 56156:	0.00	763.98
56157	PUBSAF 2016-7053	Public Safety Testing 3rd Qtr Subscription Fees Jul-Sept 2016	10/27/2016		250.00
			Total for Check Number 56157:	0.00	250.00
56158	SNOCPUD 2001-0143-4 2001-5445-8 2016-6351-5 2019-4860-1 2022-1236-1 2022-3010-8 2024-6104-2 2026-6749-9 2026-9300-8 2028-5205-9 2031-6469-4 2033-4808-1	PUD No. 1 of Snohomish County 2725 Seattle Hill Rd 09/09-10/10 2720 Seattle Hill Rd 09/09-10/10 14600 16th Ave SE 08/04-10/03 13903 N Creek Dr 09/16-10/18 928 Dumas Rd 09/16-10/18 1900 164th St SE 09/09-10/11 15803 32nd Ave SE 09/09-10/10 2024 Seattle Hill Rd 09/09-10/11 15720 Main St 09/15-10/13 15720 Main St Unit B 09/15-10/13 13510 N Creek Dr 09/16-10/18 14810 35th Ave SE 09/09-10/10	10/27/2016		16.96 16.96 12.13 338.50 121.28 20.57 26.18 38.48 1,482.12 332.81 47.09 65.87
			Total for Check Number 56158:	0.00	2,518.95
56159	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 09/19-10/18 15728 Main St 09/19-10/18	10/27/2016		91.69 561.04
			Total for Check Number 56159:	0.00	652.73
56160	PITNEYW 800090000046343	Purchase Power Refill Postage Meter	10/27/2016		2,000.00
			Total for Check Number 56160:	0.00	2,000.00
56161	QCK&EAS 18185	Quick & Easy Concrete, Inc. Delivery Charge-4000 PSI Concrete-Nickle Cree	10/27/2016		422.02
			Total for Check Number 56161:	0.00	422.02
56162	SHORTCR 491765	Short Cressman & Burgess PLLC Prof Legal Serv-Exec-Sept	10/27/2016		42.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56162:	0.00	42.00
56163	SKYNW 2253	Sky Northwest Inc Interior Painting City Hall-Progress Payment #1	10/27/2016		4,450.95
			Total for Check Number 56163:	0.00	4,450.95
56164	SNOCODEM 1000418523	Sno Co Department of Emergency Manage 2016 Emergency Services-4th Qtr	10/27/2016		5,689.50
			Total for Check Number 56164:	0.00	5,689.50
56165	SCD 2483	Snohomish Conservation District SW Education Efforts 04/01-06/30	10/27/2016		2,392.70
			Total for Check Number 56165:	0.00	2,392.70
56166	SDISTCRT August 2016 August 2016A September 2016 September 2016A	South District Court Filing Fees SD Court - Aug Interpreter Costs - Aug Filing Fees SD Court - September Interpreter Costs - September	10/27/2016		4,978.72 625.35 4,536.80 578.42
			Total for Check Number 56166:	0.00	10,719.29
56167	STANTEC 1111718	Stantec Consulting Services Inc 35th Ave SE, Semi-Annual Settlement Monitorir	10/27/2016		3,269.51
			Total for Check Number 56167:	0.00	3,269.51
56168	STARDMSV 0116796-IN 0116797-IN 0116807-IN 0116808-IN	Stardom Services Inc Janitorial Services - Oct - Annex Janitorial Services - Oct - City Hall Window Cleaning, Floor Waxing, Carpet Cleanin Window Cleaning - City Hall - Oct	10/27/2016		1,184.13 995.00 1,815.00 220.00
			Total for Check Number 56168:	0.00	4,214.13
56169	STATEAUD L116799	State Auditor's Office Statutory Audit Services 2015-2015	10/27/2016		5,000.17
			Total for Check Number 56169:	0.00	5,000.17
56170	SUMLAW 81273	Summit Law Group Prof Serv-General Labor-Guild through 09/30	10/27/2016		436.00
			Total for Check Number 56170:	0.00	436.00
56171	TACSCREW 18136145	Tacoma Screw Products Inc Bolts, Lock Nuts, Washers-PW 9 & PW 10	10/27/2016		24.77
			Total for Check Number 56171:	0.00	24.77
56172	TERMINIX 359127555	Terminix Processing Center Pest Control-WO#14511098214	10/27/2016		75.39
			Total for Check Number 56172:	0.00	75.39
56173	STORYMAK 6448	The StoryMakers Photography: Youth Photo Class 09/17-10/01 #6	10/27/2016		140.00

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 56173:	0.00	140.00
56174	TRAMMELI 6450	Lori Trammel Cupcake Class-Spooky Owl 10/15 #6450	10/27/2016		169.40
			Total for Check Number 56174:	0.00	169.40
56175	ADTSEC 27394557	Tyco Integrated Security LLC Monitoring chgs MCSP 11/01-01/31	10/27/2016		321.70
			Total for Check Number 56175:	0.00	321.70
56176	ZAC&THOM 1210	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Oct	10/27/2016		8,701.91
			Total for Check Number 56176:	0.00	8,701.91
			Total for 10/27/2016:	0.00	151,175.32
			Report Total (64 checks):	0.00	151,175.32



Date: November 8, 2016

Payroll Check Batches		
Dated	Check Numbers	Amount
10/06/2016	ACH Wire MEBT- Wilmington Trust	\$22,976.17
10/06/2016	ACH Wire- ICMA RC- Def. Comp	\$907.94
10/07/2016	ACH Wire- BAC- Flex Spending Acct	\$1,197.62
10/06/2016	ACH Wire- MCPD Guild Dues	\$1,940.00
10/06/2016	ACH Wire- United Way Donations	\$605.76
10/06/2016	ACH Wire- Assoc. of WA Cities	\$72,843.22
10/07/2016	ACH Automatic Deposit Checks	\$142,974.80
10/07/2016	ACH Wire- FWT & Medicare Taxes	\$28,360.66
10/25/2016	ACH Automatic Deposit Checks	\$141,404.11
10/25/2016	ACH Wire- FWT & Medicare Taxes	\$28,108.26
10/25/2016	ACH Wire- ICMA RC- Def. Comp	\$907.94
10/25/2016	ACH Wire- BAC- Flex Spending Acct	\$1,197.62
10/25/2016	ACH Wire MEBT- Wilmington Trust	\$28,872.08
Total		\$472,296.18

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 \$472,296.18.

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

Councilmember

Councilmember

[Signature]

Finance Director
[Signature]

City Manager

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/06/2016 5:38:21 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing by Bank
Transaction Number: 16A6H1415CD41E85

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 22,976.17

Value Date: 10/07/2016

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016100600355203

Input Time: 10/06/2016 5:14:30 PM CDT
Time: 10/06/2016 5:37:59 PM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/06/2016 5:38:21 PM CDT

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

Status: Processing by Bank
Transaction Number: 16A6H15468220U15

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 907.94

Value Date: 10/07/2016

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016100600355204

Input Time: 10/06/2016 5:15:54 PM CDT
Time: 10/06/2016 5:37:59 PM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/07/2016 1:43:32 PM CDT

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

Status: Confirmed by Bank
Transaction Number: 16A7D36290532D32

Debit Account Information

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

Beneficiary Details

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

Beneficiary Account: ██████████
Beneficiary Bank ID: ██████████
THE BANK OF WASHINGTON
5901 196TH ST SW
LYNNWOOD
US - United States of America
Beneficiary Email: sli@baclink.com
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,197.62

Value Date: 10/07/2016

Optional Information

Sender's Reference Number: Daycare/Health

Beneficiary Information: City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016100700290382
Confirmation #: FEDR:20161007B6B7HU1R010038

Input Time: 10/07/2016 1:38:37 PM CDT
Time: 10/07/2016 1:42:55 PM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/06/2016 5:38:21 PM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing by Bank
Transaction Number: 16A6H19377P51G63

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank: ~~42000024~~
Debit Account: ~~00000104700~~
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

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

Beneficiary Account: ~~00000100001~~
Beneficiary Bank ID: ~~42000024~~
BANK OF AMERICA, NA
1424 164TH ST SW
LYNNWOOD
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,940.00

Value Date: 10/07/2016

Optional Information

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016100600355201

Input Time: 10/06/2016 5:19:44 PM CDT
Time: 10/06/2016 5:37:59 PM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/06/2016 5:38:21 PM CDT

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

Status: Processing by Bank
Transaction Number: 16A6H17517Y31156

Template Name: United Way
Template Code: United Way

Debit Account Information

Debit Bank: ~~060000004~~
Debit Account: ~~060000104700~~
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

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

Beneficiary Account: ~~050000700~~
Beneficiary Bank ID: ~~722000100~~
UNION BANK, N.A.
30343 CANWOOD ST, STE 100
AGOURA HILLS
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 605.76

Value Date: 10/07/2016

Optional Information

Sender's Reference Number: 16A6H17517Y31156

Beneficiary Information: United Way from City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016100600355202

Input Time: 10/06/2016 5:18:03 PM CDT
Time: 10/06/2016 5:37:59 PM CDT

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

ACCOUNT SUMMARY - contains all changes to this account as of 10/06/2016 03:13:52 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 10/2016
COVERAGE MONTH: 10/2016
PAYMENT DUE BY: **10/10/2016**
CURRENT BILLING AMOUNT: \$72,843.22
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$72,843.22**

100 186 L 102016 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	10/2016	\$ <u>72,843.22</u>

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

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

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

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:40 Pay Date:10/07/2016 P/E Date:09/30/2016
 Qtr/Year:4/2016 Run Time/Date:13:25:45 PM EDT 10/05/2016

Taxes Debited	Federal Income Tax	22,436.82	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	2,961.96	
	Medicare - ER	2,961.88	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	Total Taxes Debited	28,360.66	
Other Transfers	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	142,974.80	
	Total Amount Debited From Your Account		171,335.46
Bank Debits & Other Liability	Checks	0.00	
	Adjustments/Prepay/Voids	0.00	
Taxes- Your Responsibility	None this payroll		
			171,335.46

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:43 Pay Date:10/25/2016 P/E Date:10/15/2016
 Qtr/Year:4/2016 Run Time/Date:18:46:03 PM EDT 10/21/2016

Taxes Debited	Federal Income Tax	22,224.81	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	2,941.70	
	Medicare - ER	2,941.75	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	Total Taxes Debited	28,108.26	
Other Transfers	Full Service Direct DepositAcct. No.000060104700Tran/ABA125000024	141,404.11	
	Total Amount Debited From Your Account		169,512.37
Bank Debits & Other Liability	Checks	0.00	
	Adjustments/Prepay/Voids	0.00	
Taxes- Your Responsibility	None this payroll		
			Total Liability
			169,512.37
			169,512.37
			169,512.37

Payment Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/25/2016 1:54:36 PM CDT

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

Status: Pending Approval
Transaction Number: 16APD5356JIB2C84

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: ~~435000004~~
Debit Account: ~~60000010770~~
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: ~~600000046~~
Beneficiary Bank ID: ~~600000046~~
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: 907.94

Value Date: 10/25/2016

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke

Input Time: 10/25/2016 1:54:06 PM CDT

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 10/27/2016
Report Time: 10:40:27 AM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	10/27/2016
ACH ID:	2911225895	Batch Sequence:	2
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		\$1,197.62	C	081001002	2911225895	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,197.62	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,197.62	1
Prenotes	\$0.00	0

Payment Confirmation

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 10/25/2016 1:55:57 PM CDT



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

Status: Pending Approval
Transaction Number: 16APD5522PPC1883

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

Debit Bank: ██████████
Debit Account: ██████████104700
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: ██████████95
Beneficiary Bank ID: ██████████
MANUFACTURERS AND TRADERS TR C
ONE M AND T PLAZA, 15TH FL
BUFFALO
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 28,872.08

Value Date: 10/25/2016

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankotke

Input Time: 10/25/2016 1:55:37 PM CDT



CITY COUNCIL MINUTES

October 25, 2016

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

October 25, 2016
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

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

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

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

City Manager Polizzotto stated the staff has contacted the County about the quality of the chip seal in some areas in the City. The staff will work with the Council on alternatives to chip seal, perhaps slurry seal. More information will come to the Council about options and costs in 2017. The process will be open to the public for input.

AUDIENCE COMMUNICATION:

Bundie Olsen
16304 21st Drive SE
Mill Creek, Washington 98012

Ms. Olsen stated that she lives in the Wildflower division. She believes the chip seal that was recently done in her neighborhood has downgraded and damaged her division. She submitted a petition signed by her neighbors to have the chip seal replaced. Ms. Olsen passed out photos of the damage to the Council. She asked the Council to have the replacement be a priority in Spring of 2017. She is asking that funds be put aside now in the budget to fix the problem.

Jon Erickson
16323 17th Avenue SE
Mill Creek, Washington 98012

Mr. Erickson lives in Amberleigh and is the President of the Mill Creek Community Association. He stated that the chip seal is terrible. The residents are demanding that it be re-done and replaced. He stated that it's difficult for kids to ride their bikes with all the rocks and uneven surfaces.

Council Meeting Minutes
October 25, 2016
Page 2

Allen Gibbs
16228 21st Drive SE
Mill Creek, Washington 98012

Mr. Gibbs lives in the Wildflower division. He stated that he is waiting for the City to restore the asphalt they had previously. He said that the chip seal is inappropriate and inadequate.

Gordan LeBar
2014 163rd Street SE
Mill Creek, Washington 98012

Mr. LeBar lives in the Wildflower division. Mr. LeBar stated that the streets in Wildflower were old but still in good shape. After the chip seal, the kids can't play in the neighborhood. He believes the County did a lousy job with the chip seal and it's a mess. He stated that the chip seal is ruining tires and kids are getting more injuries.

John Finch
2018 163rd Street SE
Mill Creek, Washington 98012

Mr. Finch also lives in Wildflower. Mr. Finch stated that he is not happy with the chip seal. He said the tar and gravel is a mess. He urged the Council to fix the problem and adopt a policy for pavement preservation.

Charles Doepp
2103 140th Place SE
Mill Creek, Washington 98012

Mr. Doepp stated that he has lived in Mill Creek for 18 years. He believes the chip seal is not an appropriate project for the City of Mill Creek. He stated that the City will be a less desirable place to live with chip seal.

Susan Paschke
13621 26th Avenue SE
Mill Creek, Washington 98012

Ms. Paschke stated that she had chip seal put down in her neighborhood in 2014. She said chip seal is terrible. She is upset that the County laid the chip seal when it was raining. She urged the Council to re-do the chip seal in all neighborhoods that have it.

Didrik Voss
15226 12th Drive SE
Mill Creek, Washington 98012

Mr. Voss stated that he is a civil engineer and evaluates streets in the City and the County. He stated that chip seal is not good in a City environment. He said slurry seal would be better and cheaper.

Council Meeting Minutes
October 25, 2016
Page 3

Kathy Nielsen
3015 146th Place SE
Mill Creek, Washington 98012

Ms. Nielsen stated that she was at the last meeting where job descriptions and salaries were reviewed with the Council. She stated she is concerned about all of the changes. She specifically talked about the Recreation and Tourism Manager position. She stated that the City is about community and not about tourism.

Brian O'Reilly
16227 22nd Drive
Mill Creek, Washington 98012

Mr. O'Reilly thanked everyone that showed up tonight. He urged the Council to fix the streets with chip seal.

Hassan Woorbakhsh
2024 162nd Place SE
Mill Creek, Washington 98012

Mr. Woorbakhsh stated that he does not want to live with chip seal. He believes the market value of homes is going to drop.

Mayor Pruitt thanked everyone that came down and stated that the Council has heard the concerns. This will be addressed in 2017.

Councilmember Bond thanked the citizens for coming down. He said he believes that the City failed in the chip seal program and we need to fix it. He apologized to the citizens.

NEW BUSINESS:

2017-2018 Budget Review:

Capital Improvement Plan

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

The budget is an economic plan that focuses the entity's financial and human resources on the accomplishment of specific goals and objectives established by the policy makers. During Part I of the 2017-2018 Biennial Budget Presentation, the City Manager reviewed with the City Council the goals established by the Council during their annual retreat this year and discussed how those goals facilitate budgeting planning. The City Manager also presented for discussion with the City Council proposed financial goals that serve as the framework for revenue and expenditure forecasting. In Part II of the 2017-2018 Biennial Budget Presentation, the City Manager reviewed the proposed Pay & Classification Plan for the upcoming biennium and how that Pay & Classification Plan provides the framework for achievement of the Council's goals and departmental strategic objectives. In Part III of the 2017-2018 Biennial Budget Presentation, the City Manager will review the proposed Capital Improvement Plan. To create a sustainable capital plan, the City must consider all capital needs as a whole, assess fiscal capacity, and understand the impact on

Council Meeting Minutes
October 25, 2016
Page 4

reserves and operating budgets. Capital planning policies provide an essential framework for managing these tasks and for ensuring that capital plans are consistent with overall organizational goals. Towards that end, the City Manager has drafted for Council consideration capital planning policies to guide the City's capital planning efforts. Those policies will be discussed during the presentation.

Discussion.

The Council and staff discussed the projects in the Capital Improvement Plan. The Council asked the City Manager to put in place holders for project costs. These project cost estimates will be brought back to the next meeting. The Council also discussed the chip seal project and the concerns that were addressed tonight. The Council agreed to address these concerns in the first quarter of 2017 with enough time to fix the issues by Spring of 2017.

MOTION: At 8:30 p.m., Mayor Pruitt extended the meeting to 9:30 p.m., Councilmember Michelson seconded the motion. The motion passed unanimously.

CONSENT AGENDA:

Approval of Checks #56055 through #56112 and ACH Wire Transfers in the Amount of \$148,452.03.

(Audit Committee: Mayor Pruitt and Councilmember Bond)

City Council Meeting Minutes of October 4, 2016

City Council Meeting Minutes of October 11, 2016

There were no exceptions from the audit committee.

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

REPORTS:

Mayor Pro Tem Holtzclaw reported that the SCT Steering Committee meeting is scheduled for tomorrow night.

City Manager Polizzotto reported that she is working with a developer next to the Gateway Shopping Center for an arena sports complex.

Police Chief Elwin gave an update on the postal keys that were stolen from a mail carrier recently.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

MOTION: At 9:20 p.m., Councilmember Todd made a motion to extend the meeting to 10:00 p.m., Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Council Meeting Minutes
October 25, 2016
Page 5

RECESS TO EXECUTIVE SESSION:

The meeting recessed to executive session at 9:21 p.m. to discuss performance of a public employee per RCW 42.30.110 (g) for approximately 30 minutes; which was subsequently extended.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 10:56 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk

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

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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: November 2, 2016

November 22, 2016

- Preliminary Budget Presentation
 - Revenue Projections
 - Personnel Projections
 - Contracted Expenses
 - Operating Expenses
- Property & EMS Tax Levy Public Hearing
 - Notice to be published on November 13
 - Certified Ordinances to County by November 30
 - EMS Tax
- Planning Commission appointment

December 6, 2016

- Budget Adoption Public Hearing (*Notice published on November 23 & November 29*)

December 13, 2016

- Presentation: Fire Department Contract Analysis

December 20, 2016

Work in Progress – Upcoming Agenda Items

- Social Media Policy
- Code Revision – Repeal of Board of Appeals/Adjustment
- City Wide 911 Addressing Issues
- City Hall North HVAC Control System Replacement Contract
- Fire Contract
- Public Works Shop Design
- Code Revision – Low impact development requirements
- Harms plat – Final plat