



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. 2016-807

Next Resolution No. 2016-545

**April 12, 2016
City Council Meeting
6:00 p.m.**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

NEW BUSINESS:

- B. Presentation: Everett School District

(Mary Waggoner, APR, Director of Communications)

- C. IT Security Performance Audit Report
(Rebecca C. Polizzotto, City Manager)
- D. Construction Contract Award for the 2016 City Hall Police Locker Rooms Tenant Improvement Project
(Rebecca C. Polizzotto, City Manager)
- E. Contract Award for the Replacement of Police Lockers
(Rebecca C. Polizzotto, City Manager)

CONSENT AGENDA:

- F. Approval of Checks #55135 through #55210 and ACH Wire Transfers in the Amount of \$283,224.77
(Audit Committee: Councilmember Michelson and Councilmember Bond)
- G. Payroll and Benefit ACH Payments in the Amount of \$214,282.21
(Audit Committee: Councilmember Michelson and Councilmember Bond)

REPORTS:

- H. Mayor/Council
- I. City Manager
- J. Boards and Commissions
 - 1. Design Review Board - February 18, 2016

AUDIENCE COMMUNICATION:

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

ADJOURNMENT

Everett Public Schools

A story of growth, change,
continuous improvement

And what's on the horizon

We are Everett
Public Schools.
Thanks for helping
us prepare for our
futures.



Mill Creek City Council, April 12, 2016

Who we are

From Marysville to Bothell

26 SCHOOLS

19,500 STUDENTS

Our student population makes Everett Public Schools the twelfth largest school district in Washington state.

39 SQUARE MILES

Everett Public Schools is a long district spanning 39 square miles.

EVERETT

MILL CREEK

Everett Public Schools - Secondary Map & Legend

- Elementary School
- Middle School
- Secondary Center
- High School
- Support Center

PHOTO: EVERETT PUBLIC SCHOOLS

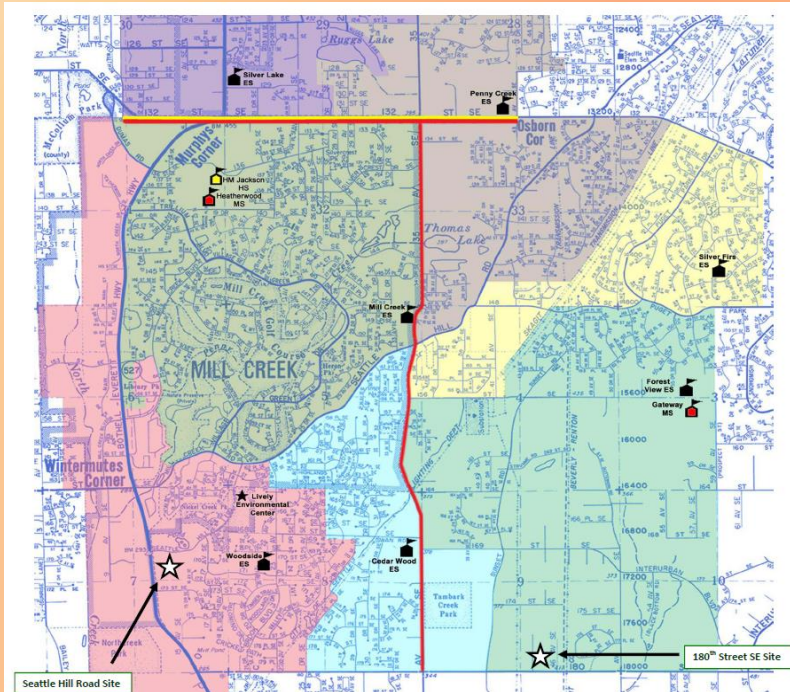
PHOTO: EVERETT PUBLIC SCHOOLS

- 2 cities – Everett & Mill Creek
- 3 regions, each connected with a comprehensive high school
- Multiple neighborhoods and enclaves



Who we are

Where most *Mill Creek* students attend school



Jackson HS	863
Mill Creek	635
Heatherwood	526
Penny Creek	215
Cedar Wood	166
Gateway	134
Silver Lake	129
Woodside	95
Silver Firs	53
Forest View	19

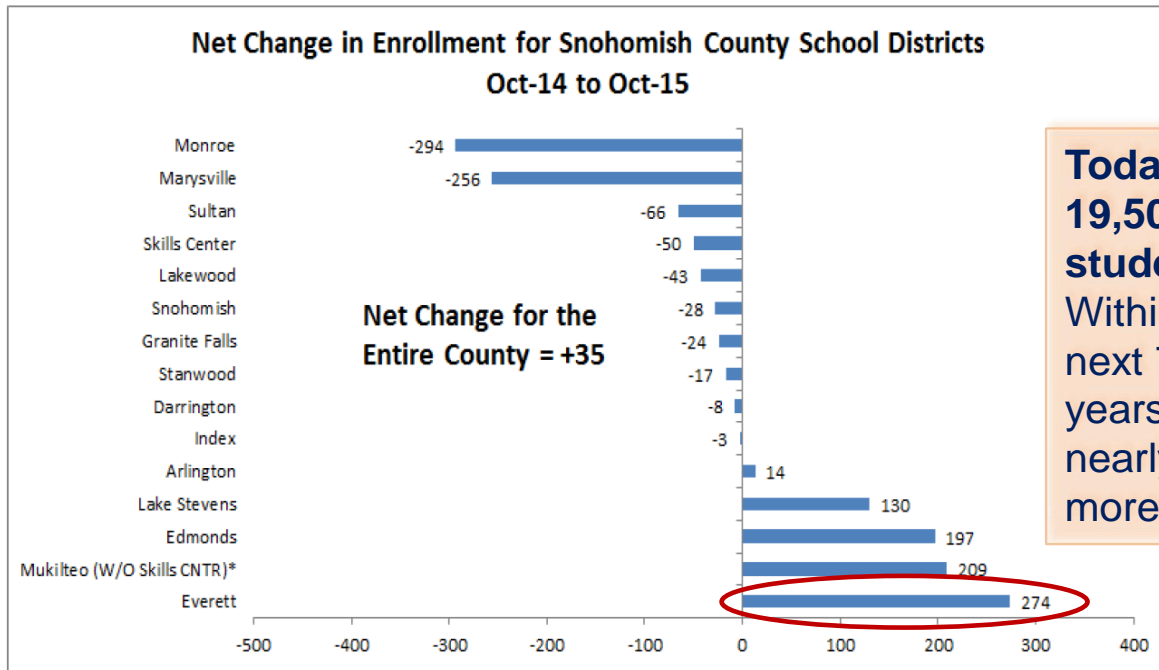
2,883 students with *Mill Creek* addresses attend **21** different district schools

Growing

Everett Public Schools – fastest growing county school district



EPS Enrollment Growth Comparison



Today, 19,500 students. Within the next 7 years, nearly 2,000 more.

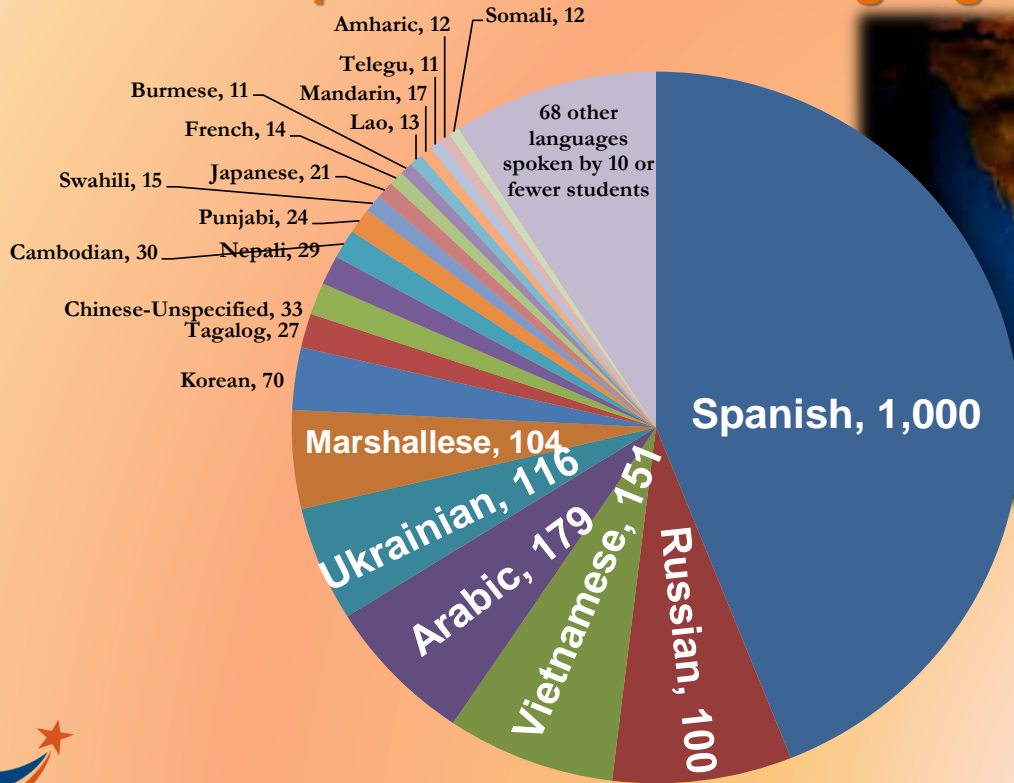


February 9, 2016

Growing & changing

On Oct. 1, 2015

Students spoke 89 different languages



Growing & changing

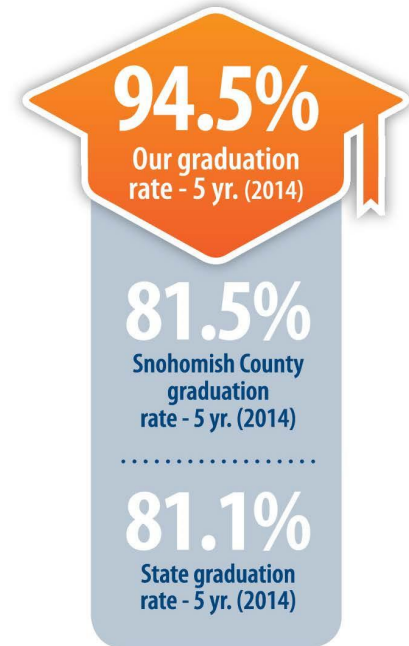
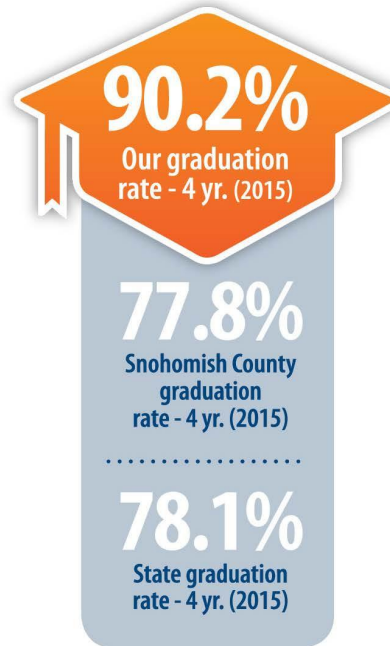
District poverty rate is 40.4%

Four out of 10
of our students
live in poverty



Continuous improvement

Everett graduation rates compared to state & county



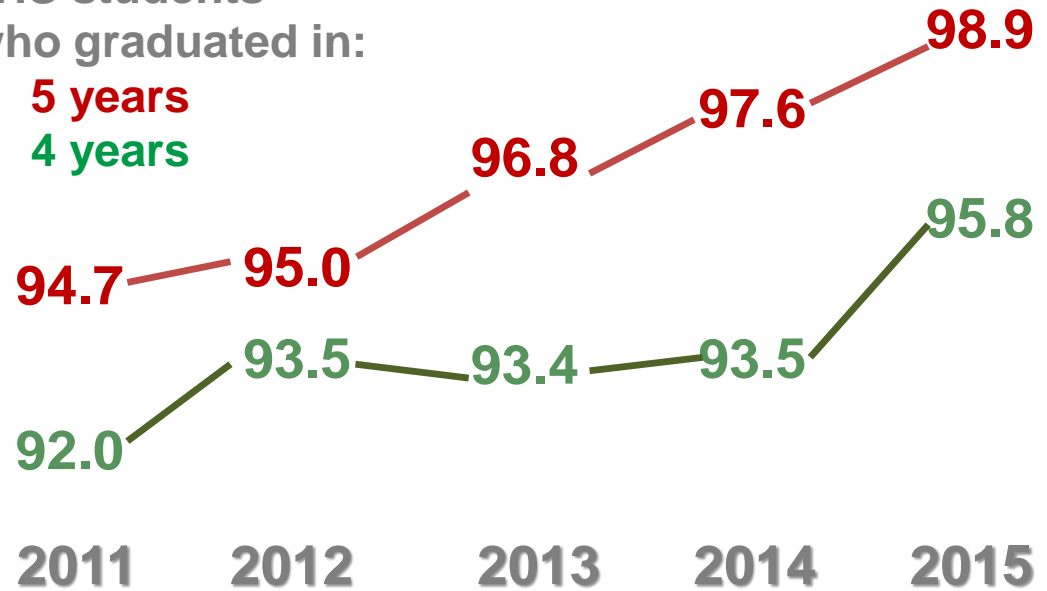
Continuous improvement

JHS graduation rate upward trend



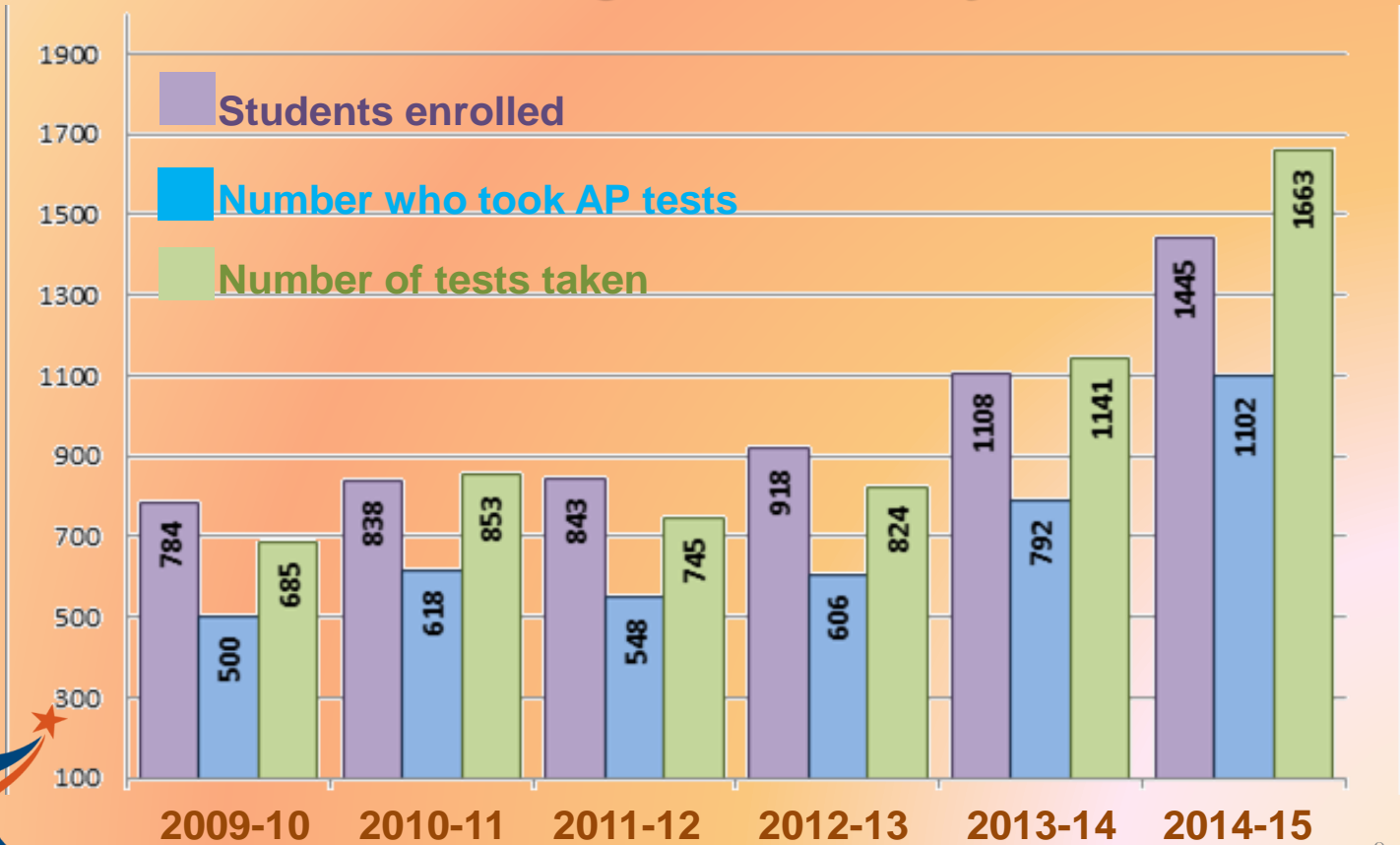
JHS students who graduated in:

- 5 years
- 4 years



Continuous improvement

More students taking challenging classes
Advanced Placement growth over 5 years



Continuous improvement

More students taking challenging classes

College in the High School enrollment trend

2012	
Students	Classes
2,048	6,128

2015	
Students	Classes
2,612	8,784



On the horizon

For 2016 and beyond

1. Replacement Safety, Building, and Instructional Technology Improvements Levy
2. Capital Bond

Who has been involved?
What are the projects?
Why these projects?
What might this cost?
What's the timeline?



On the horizon

Bond & Capital Levy

Who has been working on this?
For how long?

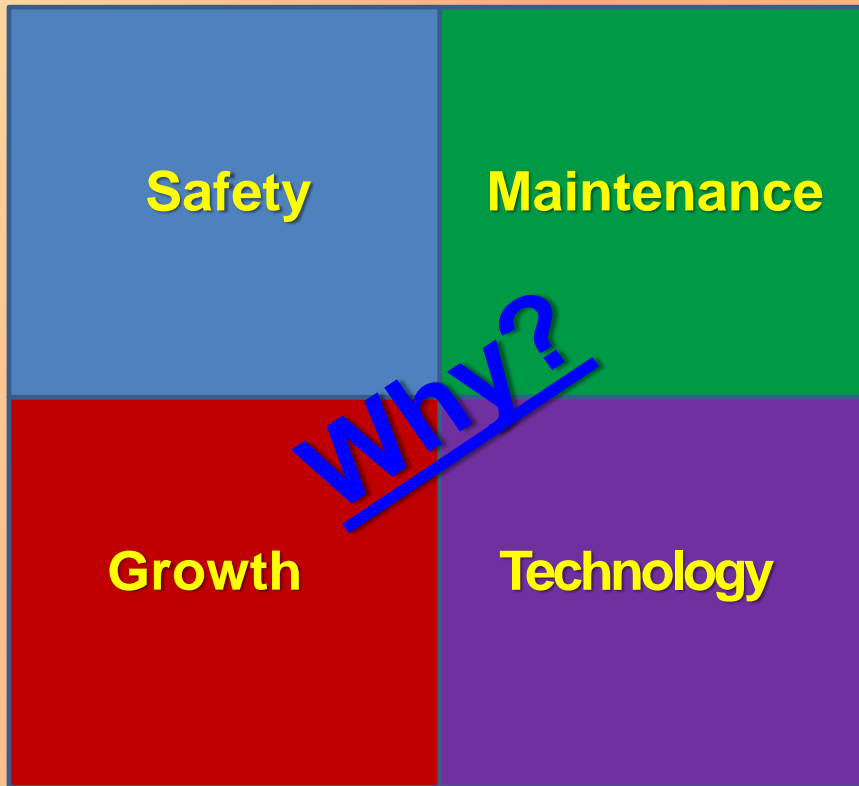
Since spring 2014

- 14 public board meetings, study sessions, *Fishbowls*
- Board tours of Microsoft and Microsoft Demonstration School
- 2 *Thoughtexchange* online community perception engagements
- Capital Facilities Advisory Council
- Facilities Advisory Council
- Technology Advisory Council
- Presidents' Advisory Council
- PTSA Council
- Economic Alliance of Snohomish County



On the horizon

Bond & Capital Levy, April 26, 2016



If approved on April 2016, bond funds would be available as projects launch

Capital Levy funds would be available over 6 years, beginning spring 2017

On the horizon

Bond & Capital Levy

What might this cost?



Purple = Past & present tax rates for district

2014 bond failure and EXPIRING capital levy brought rate to low of \$5.18.

Green = Projected tax rates if both bond and levy are approved.

New rate would begin in 2017 and remain stable through 2020. The new projected rate is LOWER than what residents paid in 2013 and 2014.

Thank you!

We are growing, changing & continuously improving because of your support

Suggestions?
Questions?

We are Everett Public Schools. Thanks for helping us prepare for our futures.





Agenda Item # C
Meeting Date: April 12, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: IT SECURITY PERFORMANCE AUDIT REPORT

KEY FACTS AND INFORMATION SUMMARY: In early 2015, the Washington State Auditor's Office began offering IT security performance audits as an opt-in, no cost option for local governments. The audits are designed to identify areas of risk or vulnerability, recommend best practices tailored to the local government environment and provide guidance for resolving the risks identified. Under the recommendation of the IT Manager, Mill Creek contacted the Auditor's office to participate in the IT security audit program.

Peg Bodin, Local Information Systems Audit Manager, and Kelly Collins, Director of Local Audit from the State Auditor's Office will be presenting the attached audit report.

CITY MANAGER RECOMMENDATION:

None at this time, for information and discussion only.

ATTACHMENTS:

- Performance Audit: Opportunities to Improve City of Mill Creek Information Technology Security

Respectfully Submitted:

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

Rebecca C. Polizzotto
City Manager

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Washington State Auditor's Office

Government that works for citizens

Performance Audit

Opportunities to Improve City of Mill Creek Information Technology Security

April 7, 2016



Report Number: 1016397

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The mission of the Washington State Auditor’s Office

The State Auditor’s Office holds state and local governments accountable for the use of public resources.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic **subscription service**.

We take our role as partners in accountability seriously. We provide training and technical assistance to governments and have an extensive quality assurance program.

For more information about the State Auditor’s Office, visit **www.sao.wa.gov**.

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State Auditor’s Office contacts

State Auditor Troy Kelley

360-902-0370, Auditor@sao.wa.gov

Jan M. Jutte, CPA, CGFM – Deputy State Auditor

360-902-0360, Jan.Jutte@sao.wa.gov

Chuck Pfeil, CPA – Director of State & Performance Audit

360-902-0366, Chuck.Pfeil@sao.wa.gov

Kelly Collins – Director of Local Audit

360-902-0091, Kelly.Collins@sao.wa.gov

Peg Bodin, CISA – Local Information Systems Audit Manager

360-464-0113, Peggy.Bodin@sao.wa.gov

Adam Wilson – Deputy Director for Communications

360-902-0367, Adam.Wilson@sao.wa.gov

To request public records

Public Records Officer

360-725-5617, PublicRecords@sao.wa.gov

Introduction

Government organizations have become increasingly dependent on computerized information systems to carry out their operations. These systems are used to process, share and store sensitive and confidential information, including personal and financial data, in order to deliver services to residents.

Risks to a local government's information technology (IT) environment go beyond the activities of hackers stealing credit card numbers or Social Security numbers, or malware being placed to disrupt communications. Errors or misuse of the system by employees or contractors can also jeopardize the smooth, secure operation of any entity that relies on computers and networks.

A study published in 2014 found that governments have a one-in-four chance of experiencing a data breach of more than 10,000 records within the next two years, and estimated that the average cost for each government record lost is \$172. That study also found that the public sector experienced the greatest number of cybersecurity incidents and confirmed data losses of any industry.

To help Washington's local governments protect their IT systems, we are offering them the opportunity to participate in a performance audit designed to assess whether there are opportunities to improve their IT security.

The City of Mill Creek was the first local government to take advantage of this opportunity.

Scope and methodology

The performance audit we conducted was designed to answer the following questions:

- Do the local government's IT security policies, standards and procedures align with leading practices?
- Has the local government implemented effective IT security practices to protect its information and are they consistent with leading practices?

Comparing the City's IT security program to leading practices

To determine whether Mill Creek's IT security program aligns with leading practices, we engaged subject matter experts to compare the City's IT security policies, procedures and practices to leading practices, and identify areas that could benefit from revision to make them stronger. The leading practices we used for our comparison were primarily based on the IT security standards developed and used by the U.S. government. These standards are written and maintained by the National Institute of Standards and Technology (NIST) in Special Publication 800-53, Revision 4 "Security and Privacy Controls for Federal Information Systems and Organizations".

In conducting our analysis we also reviewed documentation and conducted interviews with City staff.

Evaluating effective implementation of IT security practices

To determine if the City has implemented effective IT security practices, our subject matter experts used customized software scripts to determine if controls were implemented properly and functioning effectively.

Additionally, our subject matter experts conducted vulnerability tests on the City’s IT infrastructure and ranked the identified weaknesses by the severity and ease in which the identified weakness could be exploited, based on their professional experience.

We gave City management the results of the tests as they were completed, then conducted follow-up testing to determine if they had successfully mitigated the weaknesses we identified.

Audit performed to standards

We conducted this performance audit under the authority of state law (RCW 43.09.470), approved as Initiative 900 by Washington voters in 2005, and in accordance with Generally Accepted Government Auditing standards (December 2011 revision) issued by the U.S. Government Accountability Office. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. See Appendix A, which addresses the I-900 areas covered in the audit.

Next steps

Our performance audits of local government programs and services are reviewed by the local government’s legislative body and/or by other committees of the local government whose members wish to consider findings and recommendations on specific topics. Representatives of the State Auditor’s Office will review this audit with the City of Mill Creek’s legislative body in the City of Mill Creek. The public will have the opportunity to comment at this hearing. Please check the City of Mill Creek website for the exact date, time and location. The State Auditor’s Office conducts periodic follow-up evaluations to assess the status of recommendations and may conduct follow-up audits at its discretion.

Audit Results

The City of Mill Creek has already addressed the most significant issues but opportunities exist to further strengthen its IT systems

The City of Mill Creek has taken measures to protect its IT systems from risks, but opportunities exist to strengthen its IT security. We found that while the City's information security policies and practices partially align with industry leading practices, there are several areas where improvements can be made. The City of Mill Creek has already addressed the most significant issues we identified and is continuing to improve its security program.

We have provided the management of the City of Mill Creek the details of our results and recommendations. To protect the City's IT systems, and the confidential and sensitive information contained in those systems, this report does not include detailed descriptions of our results. These detailed results are exempt from public disclosure in accordance with RCW 42.56.420 (4).

Recommendations

To help ensure the City of Mill Creek protects its information technology systems and the information contained in those systems, we make the following recommendations:

- Continue remediating identified gaps.
- Revise the City's IT security policies and procedures to more closely align with leading practices.

Auditor's Remarks

The State Auditor's Office recognizes the City of Mill Creek's willingness to volunteer as the first local government to participate in this audit demonstrating their dedication to making government work better. It is apparent the City's management and staff want to be accountable to the citizens and good stewards of public resources. They understand the value of our audits and have fostered a positive and professional working relationship with the Washington State Auditor's Office.

Auditee Response



March 14, 2016

Jan Jutte
Deputy State Auditor
P.O. Box 40021
Olympia, WA 98504-0021

Dear Ms.Jutte:

On behalf of the City of Mill Creek, thank you for the opportunity to review and respond to the State Auditor’s Office performance audit report “Opportunities to Improve City of Mill Creek Information Technology Security.”

It was a pleasure to work with Peg Bodin, Aaron Munn, and other staff from your office as well as the subject matter experts who evaluated Mill Creek’s IT security program. We have been continually impressed with the professionalism and collaborative approach taken by your office in our many interactions.

Thank you for recognizing the measures we have already taken to protect our IT systems from numerous threats. We appreciate the efforts of your staff and subject matter experts to evaluate our current IT security posture and recommend opportunities for improvement. Many of the recommendations have already been put into place and have strengthened our IT security program. We remain committed to continuous improvement to address the recommendations in the report.

Sincerely,

A handwritten signature in black ink that reads "James A. Busch".

James Busch
Director of IT
City of Mill Creek

15728 Main Street Mill Creek, WA 98012 • Administration ph: 425-745-1891 fx: 425-745-9650
Police ph: 425-745-6175 fx: 425-745-4680 • www.cityofmillcreek.com

Appendix A: Initiative 900

Initiative 900, approved by Washington voters in 2005 and enacted into state law in 2006, authorized the State Auditor’s Office to conduct independent, comprehensive performance audits of state and local governments.

Specifically, the law directs the Auditor’s Office to “review and analyze the economy, efficiency, and effectiveness of the policies, management, fiscal affairs, and operations of state and local governments, agencies, programs, and accounts.” Performance audits are to be conducted according to U.S. General Accountability Office government auditing standards.

In addition, the law identifies nine elements that are to be considered within the scope of each performance audit. The State Auditor’s Office evaluates the relevance of all nine elements to each audit. The table below indicates which elements are addressed in the audit. Specific issues are discussed in the Results and Recommendations sections of this report.

I-900 element	Addressed in the audit
1. Identify cost savings	No. The audit objectives were focused on improving information security and did not identify cost savings.
2. Identify services that can be reduced or eliminated	No. The audit objectives were focused on improving information security and did not address services that could be reduced or eliminated.
3. Identify programs or services that can be transferred to the private sector	No. The audit objectives were focused on improving information security and did not address programs or services that can be transferred to the private sector.
4. Analyze gaps or overlaps in programs or services and provide recommendations to correct them	Yes. The audit identified gaps in the City’s information security program.
5. Assess feasibility of pooling information technology systems within the department	No. The audit objectives were focused on improving information security and did not address pooling information technology systems.
6. Analyze departmental roles and functions, and provide recommendations to change or eliminate them	Yes. The audit identified recommendations to improve the City’s information security function.
7. Provide recommendations for statutory or regulatory changes that may be necessary for the department to properly carry out its functions	No. The audit objectives were focused on improving information security and did not identify a need for statutory or regulatory change.
8. Analyze departmental performance, data performance measures, and self-assessment systems	No. The audit objectives were focused on improving information security and did not address the local government’s performance measures and self-assessment systems.
9. Identify relevant best practices	Yes. The audit used leading practices to identify improvements that can be made to the City’s information security program.



Agenda Item # D
Meeting Date: April 12, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CONSTRUCTION CONTRACT AWARD FOR THE 2016 CITY HALL POLICE LOCKER ROOMS TENANT IMPROVEMENT PROJECT

KEY FACTS AND INFORMATION SUMMARY: On September 1, 2015, the City Manager presented the City Hall expansion and space planning concept to the City Council. This involved the relocation of Planning, Building, Engineering and Recreation staff to the first floor of the Annex building to expand the space available in City Hall for the patrol division of the Police Department. The construction work in the Annex is nearly complete and the next step in the overall plan is to make changes within the City Hall building.

The scope of work for the 2016 City Hall Police Locker Rooms Tenant Improvement Project includes demolition and expansion of the existing men’s and women’s locker rooms and installation of a unisex bathroom. Additional work will be done by City maintenance crews and other outside vendors to expand the evidence holding room and relocate evidence processing by officers to a more secure area.

The project was advertised for bids for three weeks in the Daily Journal of Commerce, the Everett Herald and through the Builder’s Exchange contractor plan center. Six lump sum bids were received and opened on April 5, 2016, and results are summarized below.

Contractor	Bid Amount (including tax)
K-A General Construction Contractors, LLC	\$82,422.92
K & K Construction, LLC	\$91,217.00
Klinge & Associates, Inc.	\$114,820.23
Brown Dog Enterprises	\$122,461.57
Talakai Construction, LLC	\$125,897.04
Grenlar Holdings, Inc.	\$150,000.00

K-A General Construction Contractors, LLC submitted the lowest responsive and responsible bid in the total amount of \$82,422.92. The architect’s estimate was \$98,000. This cost was included in the space planning budget presented to the Council in September.

K-A General Construction Contractors, LLC is a local company based in Woodinville. Reference checks with the cities of Everett, Mukilteo, Mount Vernon and Bainbridge Island were all very positive, and the contractor can meet the insurance, bonding and thirty day construction period time limit.

City Council Agenda Summary
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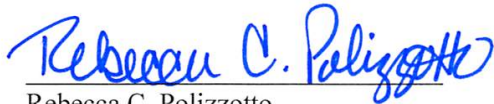
CITY MANAGER RECOMMENDATION:

- The City Manager recommends the City Council resolve to award the construction contract for the 2016 City Hall Police Locker Rooms Tenant Improvement Project to K-A General Construction Contractors, LLC, in an amount not to exceed \$82,422.92, unless otherwise approved in accordance with City Policy No. CCP 96-002 and authorize the City Manager to execute all documents necessary to execute such award.

ATTACHMENTS:

- Resolution awarding a contract for the 2016 City Hall Police Locker Rooms Tenant Improvement Project.

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

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RESOLUTION NO. 2016-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDING THE CONTRACT FOR THE 2016 CITY HALL POLICE LOCKER ROOMS TENANT IMPROVEMENT PROJECT.

WHEREAS, the City of Mill Creek has properly issued invitations to bid for the 2016 City Hall Police Locker Rooms Tenant Improvement Project; and

WHEREAS, the City received responsive and responsible bids from six companies; and

WHEREAS, the City staff has evaluated the bid responses and presented that information to the City Council for review and consideration; and

WHEREAS, the cost to complete the work or improvement, including materials, supplies, and equipment required under the contract for the 2016 City Hall Police Locker Rooms Tenant Improvement Project exceeds \$50,000; and

WHEREAS, the City Manager has recommended the City Council select K-A General Construction Contractors, LLC as the lowest responsive and responsible bidder for the 2016 City Hall Police Locker Rooms Tenant Improvement Project; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary memorandum dated April 12, 2016; and

WHEREAS, the City Council has determined that K-A General Construction Contractors, LLC is the lowest responsive and responsible bidder on the project; and

WHEREAS, the City Council has determined it is in the public interest to award the contract for the project to K-A General Construction Contractors, LLC.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, THAT:

Section 1. The contract for the 2016 City Hall Police Locker Rooms Tenant Improvement Project is hereby awarded to K-A General Construction Contractors, LLC as the lowest responsive and responsible bidder. The City Manager is authorized to execute the contract and such other documents as are pertinent to this award.

Section 2. The City Council finds that a need exists to award the bid in a timely manner to ensure the construction of the 2016 City Hall Police Locker Rooms Tenant Improvement Project, and that this Resolution shall therefore be effective immediately upon adoption.

Adopted this 12th day of April, 2016 by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

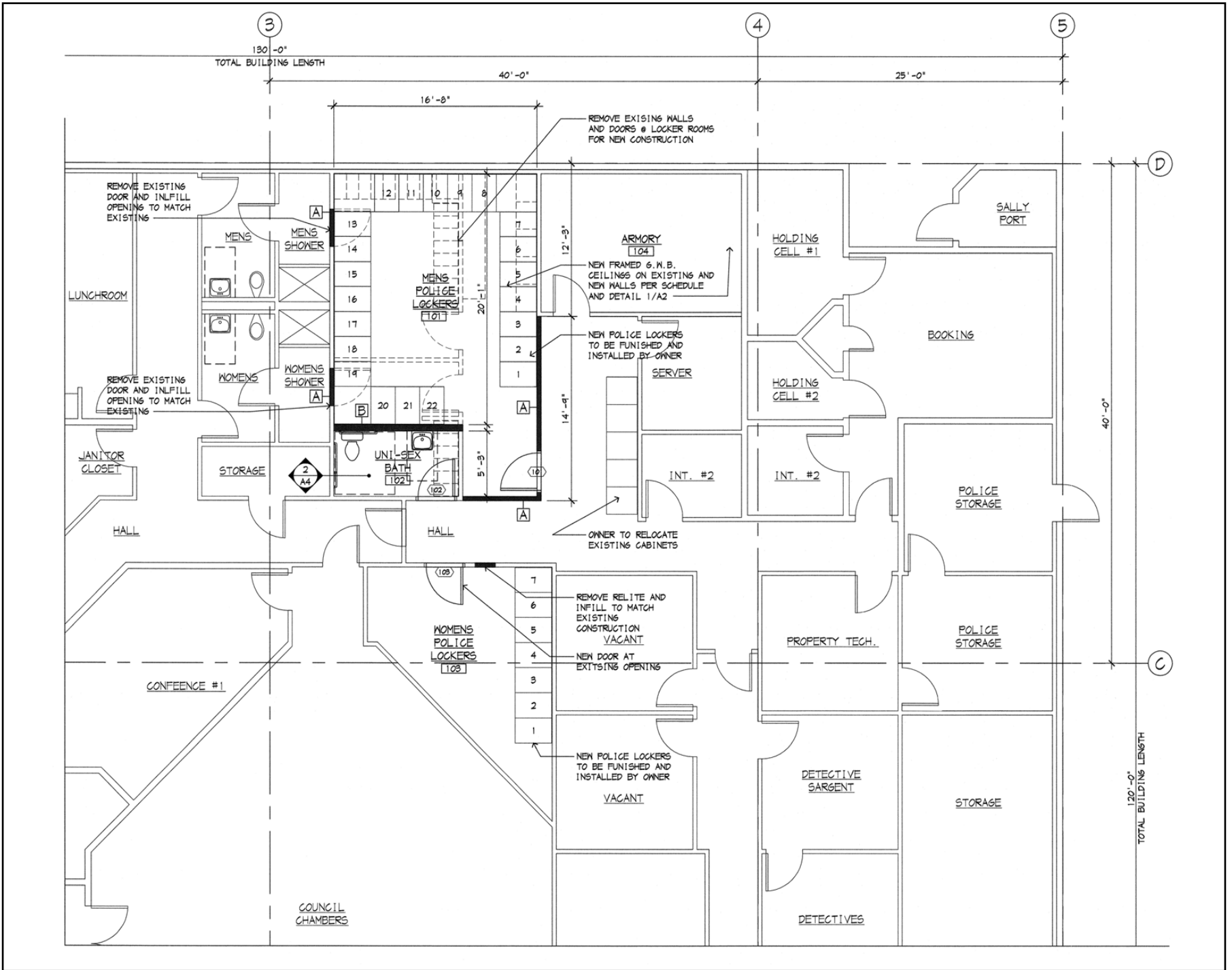
KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: _____

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Agenda Item # E
Meeting Date: April 12, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CONTRACT AWARD FOR THE REPLACEMENT OF POLICE LOCKERS

KEY FACTS AND INFORMATION SUMMARY: On September 1, 2015, the City Manager presented the City Hall expansion and space planning concept to the City Council. Planning, Building, Engineering and Recreation staff are moving to the first floor of the Annex Building. Space in City Hall will be repurposed and staff will move to new locations, significantly expanding the area and functionality for Police Patrol and the Police locker rooms. The existing Police lockers were installed when City Hall opened in 1989. Advancements in technology, including body armor, the advent of less lethal tools, heavy reliance on electronics, and additional required equipment have rendered the current lockers undersized.

The new lockers will be purchased through the National Joint Purchasing Alliance, a national purchasing cooperative that competitively bids a wide variety of goods to provide lower costs to member agencies. The purchase contract includes installation of the lockers by the vendor.

The cost for this project was included in the space planning budget presented to the Council in September.

CITY MANAGER RECOMMENDATION:

- The City Manager recommends the City Council authorize the City Manager to award the contract for the Police Department Lockers to WorkPointe in an amount not to exceed \$59,249.29, including sales tax, unless otherwise approved in accordance with City Policy No. CCP 96-002, and authorizes the City Manager to execute all documents necessary to execute such award.

ATTACHMENTS:

- Police locker vendor quotation to supply and install 29 new police lockers in the remodeled and expanded locker rooms.

Respectfully Submitted:

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

Rebecca C. Polizzotto
City Manager

GAEXECUTIVE\WP\COUNCIL\SUMMARY\2016\Police Locker Replacement.docx



Workpointe
 9877 40th Avenue S
 Seattle, WA 98118
 Phone: 206-763-4030
 Fax: 206-763-4961
 Email/Web: www.workpointe.com

Quotation
 Page: 1 of 1

Date Due:
Project: S4141
Quote: S4141.001
Status: New
Print Date: 03/30/16

Sold To: 1528-00
 Mill Creek Police Department
 Attention: Nathan Beagle
 15728 Main St
 Mill Creek, WA 98012
 United States

Bill To: 1528-00
 Mill Creek Police Department
 Attention: Accounts Payable
 15728 Main St
 Mill Creek, WA 98012
 United States

Ship To: 1528-00
 Mill Creek Police Department
 15728 Main St
 Mill Creek, WA 98012
 United States

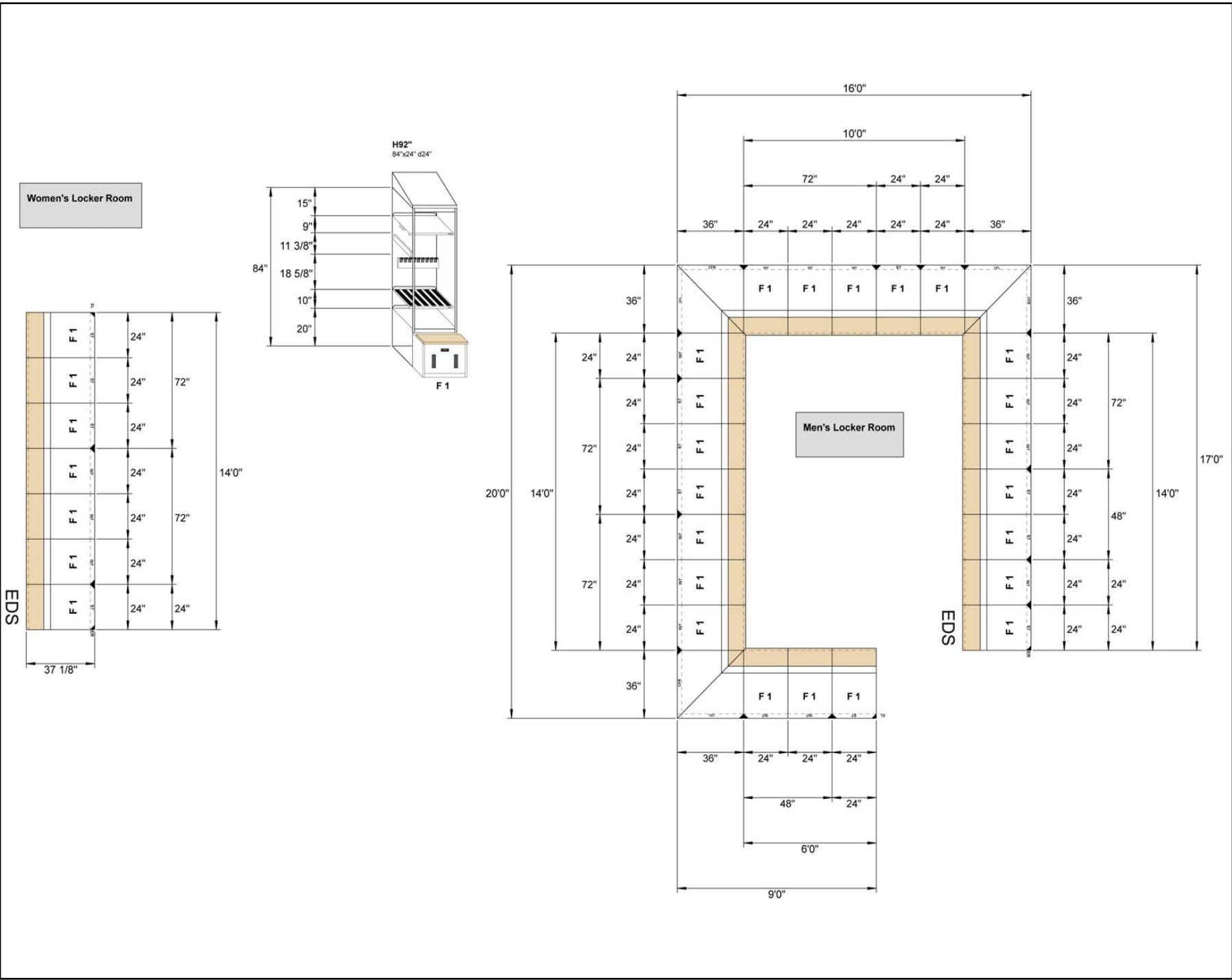
Date Entered	Salesperson	FOB	Terms
11/23/2015	Cameron Stone	D	Net 30

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
1	00	QUOTE	QUOTE (29) Freestyle lockers 84"H(excluding slope top) x 24"W x 24"D Configured with the following accessories: - Built in bench seat with hardwood seat and boot drawer - Sliding ventilated rack in boot drawer - (1) ventilated adjustable shelf - (1) EZ Rail with support rod - (1) 3-hook kit - (1) solid adjustable shelf with hanging bracket under - Power - Slope top for ventilation - Combination lock Delivery and installation included at prevailing labor rate AS PER NJPA CONTRACT #031715-KII SSC# 4108	1	53,912.00	53,912.00 T

This Quote Expires On 06/21/2016

Subtotal 53,912.00
 Total Tax 5,337.29
TOTAL AMOUNT - USD \$59,249.29

Approved By _____ Date _____





Date: April 12th, 2016

A/P Check Batches		
Dated	Check Numbers	Amount
03/21/2016	Wire-Union 76-Fuel-February	\$2,868.76
03/28/2016	EFT Debit-Dept of Rev.-Sales Tax	\$969.08
03/30/2016	55135-55210	\$279,386.93
Total		\$283,224.77

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 55135 through 55210, EFT Debit and Wire in the amount of \$283,224.77.

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

Councilmember

Councilmember

Judy Munn

Finance Director
Rebecca C. Polignone

City Manager

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Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 03/18/2016 12:23:08 PM CDT

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

Status: Processing by Bank
Transaction Number: 1631C18556PH2L85

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: 2,868.76

Value Date: 03/21/2016

Optional Information

Sender's Reference Number: 1631C18556PH2L85

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:2016031800261708

Input Time: 03/18/2016 12:19:38 PM CDT
Time: 03/18/2016 12:22:22 PM CDT

 Electronic Filing – Washington State	E-file Time: 2:01 PM help?
My Account Home Account(s) Account Activity List Server Suggestions Logout	

CITY OF MILL CREEK 600-598-011

Confirmation

Confirmation Number	17696879
Tax Registration Number	600598011
Reporting Period	02/2016
Payment Type	EFT Debit
Date and Time Submitted	3/18/2016 2:00:58 PM
Date of Transfer	03/28/2016
Payment Amount	969.08
Person Completing Return	Sandy Kottke
Person Authorizing Payment	Sandy Kottke

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

Return to Account List	Print Confirmation
View Printable Return	

Confirmation

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

Accounts Payable

Checks by Date - Detail by Check Date

User: jodieg
 Printed: 4/6/2016 10:51 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55135	SEADAJ 3311170	Daily Journal of Commerce BC: Asphalt Repair Project 03/14, 03/21	03/30/2016		304.20
			Total for Check Number 55135:	0.00	304.20
55136	2812ARCH 1	2812 Architecture Prof Serv 01/15-02/29-City Hall Remodel	03/30/2016		2,112.50
			Total for Check Number 55136:	0.00	2,112.50
55137	ADPLLC 470636628	ADP, LLC Payroll Processing Chgs/Implementation Chgs-E	03/30/2016		1,948.45
			Total for Check Number 55137:	0.00	1,948.45
55138	AGOSTINO Pay Est #4	Agostino Construction Inc 2015 Median & Drainage Repairs-Pay Est #4	03/30/2016		15,362.20
			Total for Check Number 55138:	0.00	15,362.20
55139	AMTESTIN 91374	Am Test, Inc 5 Fecal Coliform Analysis	03/30/2016		125.00
			Total for Check Number 55139:	0.00	125.00
55140	AT&TWIR 287245699226	AT&T Mobility Pine Meadow Irrig Line 03/12-04/11	03/30/2016		17.26
			Total for Check Number 55140:	0.00	17.26
55141	Bankcard 1	Bank of America 2 Code Books	03/30/2016		90.14
	10	Supplies-City Council Retreat			120.82
	11	Lodging 02/08-02/18 - L Dickerson			1,090.00
	12	Lodging 02/18-02/19 -L Dickerson			218.00
	13	Supplies-Welcome Basket-G Elwin			12.00
	14	Supplies-Welcome Basket-G Elwin			23.66
	15	Licensing Fee-1999 Honda Civic			16.75
	16	Airfare/Lodging-NPELRA Annual Conf-R Poliz			3,378.04
	17	NPELRA Dues-L Orlando			200.00
	18	NPELRA Dues-R Polizzotto			200.00
	19	NPELRA Dues-G Elwin			200.00
	2	Lodging 01/29-02/08 - L Dickerson			1,090.00
	20	NPELRA Conf 4/17-4/21-R Polizzotto			1,237.00
	21	Source Intellegence Techniques-T Hoffack & T I			212.98
	22	Coffee-Police chief-Swearing In Ceremony 3/1			32.77
	23	Coffee-Police Chief-Swearing In Ceremony 3/1			15.41
	24	Refreshments-Police Chief Swearing In 03/01			197.37
	25	Refreshments-Police Chief Swearing In 03/01			41.00
	26	Supples-Wellness Taco Bar			18.16
	27	Polycom SoundStation IP 7000 Conf Phone-Ann			651.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
28		My BuildingPermit.com Monthly Fee			59.95
29		Take A Walk Book-Wellness Prize-February Wel			19.67
3		Ethernet Network Patch Cble-Annex Remodel			54.68
30		Ruler, Calculator-G Elwin			26.38
31		45 City Picture ID Cards			321.00
4		ACCIS Membership-J Busch			75.00
5		Lessons Learned: Sandy Hook-Hughes,Hamilton			300.00
6		Sensor Cloud Wireless Plan 02/10-03/10			9.95
7		Code Specialist Module			175.00
8		10 Year Service Award-S Smith/Pen-L Dickerson			91.96
9		Pizza-Staff 02/12			143.21
Total for Check Number 55141:				0.00	10,322.89
55142	BANKCR16	Bank of America	03/30/2016		
	1	Annual Economic Forecast-T Rogers			35.00
	1A	Annual Economic Forecast-S Ringstad			35.00
	2	MCBA Mtg 2/16/16-T Rogers			8.00
Total for Check Number 55142:				0.00	78.00
55143	BENEAD 1603517	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-March	03/30/2016		184.00
Total for Check Number 55143:				0.00	184.00
55144	BUILDEX 1049711	Builders Exchange of Washington Inc Publish Projects Online-2016 City Hall Annex R	03/30/2016		45.25
Total for Check Number 55144:				0.00	45.25
55145	BANKCR19	Business Card	03/30/2016		
	1	Farewell Basket-L Dickerson			59.26
	2	Tablecovers-Farewell Potluck-L Dickerson			8.77
	3	Supplies-City Council Retreat			10.98
	4	Supplies-City Council Retreat			21.92
	5	Team Lanyards/Gold Star Pins-Employee Recog			201.08
	6	NPELRA Conf 4/17-4/21-L Orlando			1,237.00
	7	Affordable Housing Breakfast 3/10-P Pruitt			15.00
	8	EASC Annual Economic Forecast-P Pruitt			45.00
	9	ICMA Webinar-Retail Recruitment Bootcamp-D			149.00
Total for Check Number 55145:				0.00	1,748.01
55146	BANKCR20	Business Card	03/30/2016		
	1	4 Anchor Wedges-Library Exterior Shelf			3.50
	10	PW Shop Supplies			79.05
	11	Pull Rope			10.77
	12	Fuel Tank Sealer			129.37
	13	12 Bulk Fasteners-Highland Barrier @ 28th Dr			30.58
	2	Seat Cover			8.59
	2A	Oil			66.93
	2B	Oil			66.93
	2C	Oil			66.94
	3	CAT AC Fir Exterior-Annex T1 Com Board-Anr			36.47
	4	Miscellaneous Fittings-PW			13.07
	5	Supplies-Annex Remodel			18.59
	6	PVC-Annex Remodel			40.01
	7	Hardware-MCSP Netting			44.21
	8	1-4Pk Fuse			3.81
	9	Batteries			6.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55146:	0.00	625.36
55147	BANKCR21	Business Card	03/30/2016		
	1	Business Lunch Meeting 02/11			58.23
	2	Business Lunch Meeting 02/16			23.78
	3	Business Lunch Meeting 02/29			31.30
			Total for Check Number 55147:	0.00	113.31
55148	BANKCR23	Business Card	03/30/2016		
	1	Batteries-PBT-6 Month Certification			22.24
			Total for Check Number 55148:	0.00	22.24
55149	CARLSONJ 6031	Jessica Carlson Adventures in Art 2/26-3/25 #6031	03/30/2016		478.80
			Total for Check Number 55149:	0.00	478.80
55150	CDW CJF7593 CKN5324	CDW Government HP 2920-48G POE+Switch/Proline 1000BSX/B; HP 1820-24G Switch US-City Hall Remodel	03/30/2016		5,726.09 259.69
			Total for Check Number 55150:	0.00	5,985.78
55151	CILYNNWD 2013 Harley	City of Lynnwood 2013 Harley Davidson FLHPI Motorcycle #1HD	03/30/2016		17,201.96
			Total for Check Number 55151:	0.00	17,201.96
55152	CITYLYN 12107 12135	City of Lynnwood Jail Room & Board - Jan Jail Room & Board - Feb	03/30/2016		2,302.50 1,340.00
			Total for Check Number 55152:	0.00	3,642.50
55153	COMCAST 0457011	Comcast High Speed Internet Fee 03/18-04/17	03/30/2016		191.29
			Total for Check Number 55153:	0.00	191.29
55154	COPIETC AR14186 AR14186A AR14186B AR14186C	Copiers Etcetera, Inc. Admin Copier/Printer/Supplies 01/11-02/10 P & R Share Copier Maint/Supplies 01/11-02/10 Finance Share Copier Maint & Supplies 01/11-02/10 Police Copier/Printer Maint & Supplies 01/11-02/10	03/30/2016		849.39 90.46 30.15 420.07
			Total for Check Number 55154:	0.00	1,390.07
55155	DANIELM Reimb Exp	Mark Daniel Reimb Lodging, Meals, Mileage 1/05-1/07-Chic	03/30/2016		643.55
			Total for Check Number 55155:	0.00	643.55
55156	DAY&NITE T132224	Day & Nite Plumbing & Heating Water Leak Repair-Annex	03/30/2016		626.86
			Total for Check Number 55156:	0.00	626.86
55157	EVERMARK 32618	Ever-Mark, LLC 2016 Community Sponsor Banner	03/30/2016		93.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55157:	0.00	93.60
55158	FCICUSPV 15070 15071	FCI Custom Police Vehicles Move Radio, Light Controls, Install SL20-Chief Speaker-Car#41	03/30/2016		1,992.87 130.68
			Total for Check Number 55158:	0.00	2,123.55
55159	FELDMAJ February 2016	Feldman & Lee, P.S. Public Defender Contract Flat Fee - Feb	03/30/2016		8,750.00
			Total for Check Number 55159:	0.00	8,750.00
55160	FRSTLNCM 137962	Firstline Communications Inc 1-Cat F IP License	03/30/2016		109.50
			Total for Check Number 55160:	0.00	109.50
55161	FOSTERJ Raffle #631673	Jim Foster Winner 50/50 Raffle-Eggstravaganza 3/26	03/30/2016		46.50
			Total for Check Number 55161:	0.00	46.50
55162	FREESEL 01/19	Lois Freese Conflict Public Defender 5Z0456583,5Z0456583	03/30/2016 Replacement Check - 54957 I		900.00
			Total for Check Number 55162:	0.00	900.00
55163	GTENORTH 425 316-0326 425 357-9268 425 745-6974	Frontier Alarm System Line Chgs 03/16-04/15 Fire Alarm Line Chgs 02/22-03/21 Admin Fax Line/CC Line 03/19-04/18	03/30/2016		50.83 123.54 154.28
			Total for Check Number 55163:	0.00	328.65
55164	DOSSETTJ Reimb Exp	Josh Dossett Reimburse Travel Expenses-Police Chief Intervi	03/30/2016		697.74
			Total for Check Number 55164:	0.00	697.74
55165	KROESENS 31136-2 63300 63518 63519	Kroesen's Uniform Company Gold Tie Bar-G Elwin 1 Pr Ringers Gloves-Traffic Unit-T Bitterger Leather Duty Gloves/Custom Bibs-Traffic Unit- Embroidery-1 Line-G Elwin	03/30/2016		43.73 54.80 240.02 4.93
			Total for Check Number 55165:	0.00	343.48
55166	LDEDEGEM 5956 5960 5964	Leading Edge Gymnastic Academy Inc Gymnastics-Preschool-Wtr 2/24-3/23 #5956 Gymnastics-Preschool-Wtr 2 2/24-3/23 #5960 Gymnastics-Youth-Wtr 2 2/24-3/23 #5964	03/30/2016		105.00 100.00 388.00
			Total for Check Number 55166:	0.00	593.00
55167	LESSCHW 39500271097 39500272826	Les Schwab LOF-#42 Rotors/Brake Labor, Dismount/Mount Tires-#40	03/30/2016		38.35 639.06
			Total for Check Number 55167:	0.00	677.41
55168	PIERCEM	Maureen C. Pierce, Ph.D. Inc P.S	03/30/2016		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	01/22	Pre-Employment Psychological Evaluation-G EI			650.00
	01/25	Pre-Employment Psychological Evaluation-C Sc			650.00
					<hr/>
				Total for Check Number 55168:	0.00 1,300.00
55169	MAYBERM	Mitch Mayberry	03/30/2016		
	5934	Tiger Martial Arts:Wtr 2/26-3/25 #5934			308.00
	6016	Tiger Martial Arts:Beg 2/26-3/25 #6016			308.00
	6020	Tiger Martial Arts:Clr 2/26-3/25 #6020			115.50
					<hr/>
				Total for Check Number 55169:	0.00 731.50
55170	MERCAS	Samantha Merca	03/30/2016		
	6004	Spanish for Kids: 3Yrs-6Yrs-Wtr 1/25-3/21 #6004			264.60
	6006	Spanish for Kids: 6Yrs-10Yrs-Wtr 1/25-3/21 #6006			389.90
	6008	Spanish for Adults-Wtr 1/25-3/21 #6008			453.60
					<hr/>
				Total for Check Number 55170:	0.00 1,108.10
55171	MORRIERP	Paul Morrier	03/30/2016		
	03/04	Furniture Parts-Steelcase 9000 Enhanced Series			493.20
					<hr/>
				Total for Check Number 55171:	0.00 493.20
55172	GENUINEP	NAPA Auto Parts	03/30/2016		
	306039	Oil Filters-PW8			14.87
	306039A	Oil Filters-PW4			43.85
	306138	Fuel Filter Cap-PW6			25.35
	306225	Fuel Filter Cap, Napa Ext Lif-PW4, PW5, PW6			82.86
					<hr/>
				Total for Check Number 55172:	0.00 166.93
55173	OLDDOMB	Old Dominion Brush	03/30/2016		
	0087169-IN	20 Brooms, 2 Rub Curtn Sets-St Sweeper			3,140.00
					<hr/>
				Total for Check Number 55173:	0.00 3,140.00
55174	OUTEREDG	Outer Edge Crossfit	03/30/2016		
	6049	Youth Fitness 01/23-03/19 #6049			792.00
					<hr/>
				Total for Check Number 55174:	0.00 792.00
55175	PACAIR	Pacific Air Control, Inc.	03/30/2016		
	185525	HVAC Service Call-Annex			275.09
					<hr/>
				Total for Check Number 55175:	0.00 275.09
55176	PAKOR	Pakor Inc	03/30/2016		
	8017158	3 Cs Media PP, 1 Cs Folders-Passports			794.02
					<hr/>
				Total for Check Number 55176:	0.00 794.02
55177	PAWS	PAWS	03/30/2016		
	February 2016	Animals Brought To Shelter - February			299.32
					<hr/>
				Total for Check Number 55177:	0.00 299.32
55178	PERTEET	Pertect Inc	03/30/2016		
	20150228.000-4	Mill Creek 2016 Overlay-Curb Ramp/Channeliz:			4,680.00
	20150260.000-4	Mill Creek Road Surface Water Retrofit 02/01-0:			3,090.00
					<hr/>
				Total for Check Number 55178:	0.00 7,770.00

AGENDA ITEM #F.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55179	PLANTSCP	Plantscapes Horticultural Services	03/30/2016		
	40345	Landscape Maintenance/City Hall-Dec			164.89
	40345A	Landscape Maintenance/Annex-Dec			138.14
	40345B	Landscape Maintenance/Library-Dec			164.89
	40345C	Landscape Maintenance/Parks-Dec			2,944.62
	40345D	Landscape Maintenance/R/W Medians-Dec			1,031.65
	40345E	Landscape Maintenance/Pond 6 - Dec			43.84
			Total for Check Number 55179:	0.00	4,488.03
55180	PLATT	Platt Electric Supply, Inc	03/30/2016		
	1849203	6-LED 20W Retro-Pathway Light Repair SR-52'			365.87
			Total for Check Number 55180:	0.00	365.87
55181	WASPC	WA. Assoc of Sheriffs & Police Chiefs	03/30/2016		
	DUES 2016-00478	Active Dues - G Elwin			245.00
			Total for Check Number 55181:	0.00	245.00
55182	PROFORCE	ProForce Law Enforcement	03/30/2016		
	268691	1 800 LUM Flashlight/5 Red Safety Cones			84.72
			Total for Check Number 55182:	0.00	84.72
55183	SNOCPUD	PUD No. 1 of Snohomish County	03/30/2016		
	2001-0143-4	2725 Seattle Hill Rd 02/11-03/10			15.37
	2001-5445-8	2720 Seattle Hill Rd 02/11-03/10			15.37
	2007-4359-9	186 Lights - 200W Var Loc 2/01-2/29			1,629.36
	2007-9722-3	3401 148th St SE 02/25-03/23			116.67
	2013-4538-6	2501 147th Pl SE 2/25-03/23			25.71
	2013-5396-8	15728 Main St 02/09-03/09			1,499.89
	2013-6774-5	902 164th St SE 02/05-03/08			36.55
	2016-6351-5	14600 16th Ave SE 02/05-03/08			17.49
	2017-5296-1	15429 1/2 Bothell Everett Hwy 02/06-03/09			19.07
	2019-4860-1	13903 N Creek Dr 02/20-03/18			677.36
	2022-1236-1	928 Dumas Rd 02/20-03/18			108.33
	2022-3010-8	1900 164th St SE 02/12-03/11			25.45
	2024-6104-2	15803 32nd Ave SE 2/11-3/14			67.37
	2026-2439-1	828 Lights - 100W Var Loc 2/01-2/29			5,646.96
	2026-6749-9	2024 Seattle Hill Rd 02/12-03/11			34.06
	2026-9300-8	15720 Main St 02/18-03/17			1,517.16
	2027-6793-5	21 Lights - 400W Var Loc 02/01-02/29			298.20
	2028-5205-9	15720 Main St Unit B 02/18-03/17			339.82
	2029-0994-1	6 Lights - 150 W Var Loc 2/01-2/29			25.26
	2029-5905-2	4842 SAC 02/06-03/09			79.93
	2030-2812-1	4560 SAC 02/04-03/08			66.50
	2031-6469-4	13510 N Creek Dr 02/20-03/18			42.48
	2032-1155-2	13628 N Creek Dr 02/20-03/18			48.01
	2033-4808-1	14810 35th Ave SE 02/11-03/14			76.94
	2033-8815-2	15429 Bothell Everett Hwy 02/06-03/09			26.02
	2047-1753-2	41 Lights - 250W Var loc 02/01-02/29			268.14
	2054-9532-8	49 Lights - 20W Var Loc 02/01-02/29			16.17
	2203-1739-0	1 Light - 240W Var Loc 02/01-02/29			7.51
	2207-6351-0	13332 44th Ave SE 02/04-03/07			72.11
			Total for Check Number 55183:	0.00	12,819.26
55184	PUGETSO	Puget Sound Energy	03/30/2016		
	200004765331	15720 Main St 02/19-03/18			335.46
	200004765463	15728 Main St 02/19-03/18			720.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55184:	0.00	1,055.73
55185	PITNEYW 16524092	Purchase Power Refill Postage Meter	03/30/2016		1,000.00
			Total for Check Number 55185:	0.00	1,000.00
55186	RKSOLID 6055	Rock Solid Learning LLC Geology Rocks! 03/19 #6055	03/30/2016		88.20
			Total for Check Number 55186:	0.00	88.20
55187	SEAFURN B2016-0110	Seattle Furnace Refund 80% Mechanical Bldg Fee-Customer Ca	03/30/2016		36.00
			Total for Check Number 55187:	0.00	36.00
55188	SHANWILS 93989	Shannon & Wilson Inc Environmental Engr Serv-3032 138th St Floodin	03/30/2016		2,259.00
			Total for Check Number 55188:	0.00	2,259.00
55189	SHREDIT 9409928746	Shred-It USA Inc Shredding Service Fee	03/30/2016		56.68
			Total for Check Number 55189:	0.00	56.68
55190	SILVERL 24079-27593 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017	Silverlake Water District Hillside Irrig 02/01-02/29 SR 527-Irrig 02/01-02/29 14600 SR 527-Irrig 02/01-02/29 13800 N SR 527-Irrig 02/01-02/29 1600 SR 527-Irrig 02/01-02/29 15200 SR 527-Irrig 02/01-02/29 15100 N SR 527-Irrig 02/01-02/29 SR 527 & Trillium Blvd-Irrig 02/01-02/29 14600 SR 527-Irrig 02/01-02/29 SR 527 & Dumas Rd-Irrig 02/01-02/29 Dumas Rd Irrig 02/01-02/29 14721 12th Ave SE-Irrig 02/01-02/29	03/30/2016		7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 22.30 7.60
			Total for Check Number 55190:	0.00	105.90
55191	SCSPCA SCSPCA Dues	Sno Co Sheriff and Police Chiefs Assoc SCSPCA Annual Dues - 01/01-12/31-G Elwin	03/30/2016		75.00
			Total for Check Number 55191:	0.00	75.00
55192	SNOCOM 16-0301-5 16-0301-5A 16-0301-5AA	SNOCOM Dispatch Services - 2nd Qtr Fire Dispatch Services - 2nd Qtr Police New World Assessment - 2nd Qtr	03/30/2016		22,511.50 80,033.50 11,307.00
			Total for Check Number 55192:	0.00	113,852.00
55193	SNOCOPW 1000407123 1000407123A 1000407123B 1000407123C 1000407123D	Snohomish County Public Works RR6138-Overlay Program-February RR6155-Luminaires-February RR6156-Traffic Projects-February RR7552-Dumas Rd & Park-February RR7553-Mill Crk Rd & Village G-February	03/30/2016		1,487.72 229.81 459.50 142.51 234.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	I000407123E	RR7554-164th SE & 9th SE-February			203.69
	I000407123F	RR7571-Mill Crk Rd & Sea Hill-February			173.05
	I000407123G	RR7573-35th SE & 148th SE-February			695.32
	I000407123H	RR7864-Dumas @ N Crk Dr-February			142.51
			Total for Check Number 55193:	0.00	3,768.71
55194	SNOCOSHI 2016-3043	Snohomish County Treasurer Inmate Medical Billing - Jan	03/30/2016		7.21
			Total for Check Number 55194:	0.00	7.21
55195	SNOCOTRS	Snohomish County Treasurer	03/30/2016		
	00625800014700	2016 Surface Water Management Fee-Silver Cre			78.00
	00689100001400	2016 Surface Water Management Fee-City Hall			1,678.45
	00689100001500	2016 Surface Water Management Fee-Annex Bk			2,057.32
	00756100030100	2016 Surface Water Management Fee-Library Pa			78.00
	00769500006500	2016 Surface Water Management Fee-Highlands			78.00
	00791700010000	2016 Surface Water Management Fee-Heron Par			78.00
	00846400099800	2016 Surface Water Management Fee-Pine Meac			78.00
	00847100010200	2016 Surface Water Management Fee-Nickel Cr			78.00
	00853900099900	2016 Surface Water Management Fee-Cougar Pa			78.00
	00945700010100	2016 Surface Water Management Fee-Hillside P			78.00
	27050600202300	2016 Surface Water Management Fee-Library			913.72
	28053100102500	2016 Surface Water Management Fee-MCSP			1,291.12
	28053100201400	2016 Surface Water Management Fee-Cook Proj			78.00
	28053300108400	2016 Surface Water Management Fee-Buffalo P			78.00
			Total for Check Number 55195:	0.00	6,720.61
55196	SFTWRONE US-PSI-464608 US-PSI-466481	SoftwareONE US P73-05897 - WinSvrStd ALNG LicSAPk MVL 2 MS EA Renewal-Per Quote 02/18/16 77-W06-01	03/30/2016		641.48 13,654.18
			Total for Check Number 55196:	0.00	14,295.66
55197	SNDPUBIN EDH688123 EDH688251	Sound Publishing Inc Notice of Public Hearing 03/22 BC: 2016 Citywide Asphalt Repair Project	03/30/2016		68.80 134.16
			Total for Check Number 55197:	0.00	202.96
55198	SDISTCRT February 2016 February 2016A	South District Court Filing Fees SD Court - February Interpreter Costs - February	03/30/2016		4,244.06 212.09
			Total for Check Number 55198:	0.00	4,456.15
55199	STANTEC 1023386	Stantec Consulting Services Inc Prof Serv 35th Monitor - Jan 2016	03/30/2016		2,839.49
			Total for Check Number 55199:	0.00	2,839.49
55200	STARDMSV 0116476-IN 0116477-IN	Stardom Services Inc Janitorial Services - Mar - Annex Janitorial Services - Mar - City Hall	03/30/2016		927.94 995.00
			Total for Check Number 55200:	0.00	1,922.94
55201	STERICYC 3003311224 3003344608	Stericycle Inc Biomedical Waste Services - Monthly Fee Biomedical Waste Services - Monthly Fee	03/30/2016		10.36 10.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55201:	0.00	20.72
55202	STRATINS 16Plan-It-066	Strategic Insights Inc Capital Planning Software-License Renewal	03/30/2016		1,483.65
			Total for Check Number 55202:	0.00	1,483.65
55203	TEKNON 19880	Teknon Cube-It Enclosed Rack-Annex Remodel	03/30/2016		438.00
			Total for Check Number 55203:	0.00	438.00
55204	ADTSEC 26146391 26146391A	Tyco Integrated Security LLC Panic Button Monitoring Chgs 04/01-06/30 Evidence Room Monitoring Chgs 04/01-06/30	03/30/2016		295.47 295.46
			Total for Check Number 55204:	0.00	590.93
55205	VERIZON 9760806918 9760806918A 9760806918B 9762439426 9762454519	Verizon Wireless Broadband Unlimited 01/21-02/20-Exec Access & Usage Chgs 01/21-02/20-Bldg Access & Usage Chgs 01/21-02/20-SW Air Card/USB Cell Chgs 02/21-03/20-PD Access & Usage Chgs 02/21-03/20-P & R	03/30/2016		40.01 119.20 36.60 1,189.47 131.46
			Total for Check Number 55205:	0.00	1,516.74
55206	WAENERGY B2016-0123	Washington Eney Services Co LLC Refund 80% Mechanical Permit B2016-0123-Ca	03/30/2016		36.00
			Total for Check Number 55206:	0.00	36.00
55207	WASTPAT 00060307	Washington State Patrol Access User Terminal Fee - 1st Qtr	03/30/2016		534.00
			Total for Check Number 55207:	0.00	534.00
55208	WELLSFRL 5002942737	Wells Fargo Financial Leasing Ricoh Printer Lease 04/18-05/17	03/30/2016		61.89
			Total for Check Number 55208:	0.00	61.89
55209	WINSUPP 011529-00 011557-00	Winsupply Company Supplies-Highlands Median Project 80-1x20 PVC40 BE Pipe-Highlands Median Pro	03/30/2016		509.62 45.28
			Total for Check Number 55209:	0.00	554.90
55210	ZAC&THOM 1203	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-March	03/30/2016		8,701.91
			Total for Check Number 55210:	0.00	8,701.91
			Total for 3/30/2016:	0.00	279,386.93
			Report Total (76 checks):	0.00	279,386.93



Date: April 12th, 2016

Payroll Check Batches		
Dated	Check Numbers	Amount
04/08/16	ACH Automatic Deposit Checks	\$153,785.97
03/18/16	ACH Wire MEBT- Wilmington Trust	\$29,261.22
03/18/16	ACH Wire- FWT & Medicare Taxes	\$28,487.30
03/18/16	ACH Wire- BAC- Flex Spending Acct	\$1,739.78
03/18/16	ACH Wire- ICMA RC- Def. Comp	\$1,007.94
Total		\$214,282.21

Voided Checks	
Numbers	Explanation


CLAIMS APPROVAL

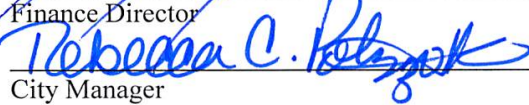
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$214,282.21.

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

Councilmember

Councilmember



 Finance Director


 City Manager

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Validator Summary Report

Validator Summary Report

Report Date: 04/06/2016
Report Time: 02:18:03 PM

Import Date: 04/06/2016
Import Time: 14:17:35
Customer: City of Mill Creek
User: SANKOTTKE
File: apr 8 2016

Exception List:

<u>Rec #</u>	<u>Name</u>	<u>ID Number</u>	<u>Amount</u>	<u>D/C</u>	<u>Comments</u>
Total Batches in File:	1	Total Batches Accepted:	1	Total Batches Rejected:	0
Total Records In File:	115	Total Records Accepted:	115	Total Records Rejected:	0
Total Accepted Debit Amount:	\$0.00	Total Accepted Dollar Amount:	\$153,785.97	Total Rejected Dollar Amount:	\$0.00
Total Accepted Credit Amount:	\$153,785.97				

Payroll

Deduction Register - Totals Only

User: brooklynl
 Printed: 3/17/2016 - 7:56 AM
 Check Date Range: All
 Period End Range: 03/01/2016 to 03/15/2016
 Batch Info: All
 Deductions: MEBTA1, MEBTA2, MEBTAA, MEBTEE, MEBTER, MEBTME, MEBTMR, MEBTPSTotals Only



	<u>Amount</u>
MEBTA1: MEBT Add < 10% -Employee	179.37
MEBTA2: MEBT Add >10% -Employee	440.33
MEBTAA: MEBT Additional Amount	200.00
MEBTEE: MEBT - Employee	13,520.70
MEBTER: MEBT - Employer	12,948.26
MEBTME: MEBT Medicare-EE	37.30
MEBTMR: MEBT Medicare-ER	37.30
MEBTPS: MEBT PREMIUM \$'S	1,897.96
	<hr/> <hr/>
Report Total:	29,261.22
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 10:08 AM
Check Date Range: All
Period End Range: 03/01/2016 to 03/15/2016
Batch Info: All
Deductions: FED, MEDI, MEDIRTotals Only



	<u>Amount</u>
FED: Federal Income Tax	22,260.58
MEDI: Medicare - Employee	3,113.36
MEDIR: Medicare - Employer	3,113.36
Report Total:	<u>28,487.30</u>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 7:17 AM
Check Date Range: All
Period End Range: 03/01/2016 to 03/15/2016
Batch Info: All
Deductions: DCARE, DEFDAY, DEFHEA, HCARETotals Only



	<u>Amount</u>
DCARE: Day Care Premium S's	566.00
DEFDAY: Def. Day Care - EE	135.00
DEFHEA: Def Health Care-EE	888.41
HCARE: Health Care Premium S's	150.37
	<hr/> <hr/>
Report Total:	1,739.78
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 7:49 AM
Check Date Range: All
Period End Range: 03/01/2016 to 03/15/2016
Batch Info: All
Deductions: DEFICM, ICMATotals Only



	<u>Amount</u>
DEFICM: Def ICMA - EE	585.21
ICMA: ICMA Premium \$	422.73
	<hr/> <hr/>
Report Total:	1,007.94
	<hr/> <hr/>



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

**February 18, 2016
5:15 p.m.
COUNCIL CHAMBERS**

- | | |
|--|------------------|
| I. CALL TO ORDER: | 5:15 p.m. |
| II. ROLL CALL: | 5:15 p.m. |
| III. APPROVAL OF MINUTES: | 5:16 p.m. |
| A. Approval of January 21, 2016 Meeting Minutes ⁽¹⁾ | |
| IV. NEW BUSINESS: | 5:17 p.m. |
| A. PL2016-0001 Canyon Creek Church – Monument Sign ⁽²⁾ | |
| B. PL2016-0002 Gill Short Plat – Roadway Buffer Landscaping ⁽³⁾ | |
| V. ADJOURNMENT: | 6:00 p.m. |

ATTACHMENTS:

1. January 18, 2016 Meeting Minutes
2. Staff report, with attached plans
3. Staff report, with attached plans

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We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting (425) 745-1891.



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
February 18, 2016**

Approved March 17, 2016

Members:

Dave Gunter, Chair
Beverly Tiedje, Vice Chair
D. Wayne Bisom (absent)
David Hamblen
Tina Hastings

Community Development Staff:
Christi Amrine, Senior Planner
Camille Chriest, Senior Planner
Sherrie Ringstad, Planning Specialist

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:15 p.m.

II. ROLL CALL:

All members were present as noted above, except Member Bisom, whose absence shall be considered excused.

III. MINUTES:

A. Minutes of January 21, 2016

MOTION: Vice Chair Tiedje moved, seconded by Member Hastings, to approve the January 21, 2016 minutes as presented. The motion was approved unanimously.

IV. NEW BUSINESS:

PL2016-0001 Canyon Creek Church – Monument Sign

Senior Planner Christi Amrine stated that application before the Board is a proposed freestanding sign for Canyon Creek Church. She noted that representatives from the church and the sign company were present to answer questions. Ms. Amrine presented

Design Review Board Meeting Minutes
February 18, 2016
Page 2

the staff report which included a vicinity map, existing site photos and a description of the sign, materials and colors. Senior Planner Amrine concluded her presentation by stating that the sign as proposed meets the dimensional requirements and design guidelines outlined in the code and staff is recommending approval as conditioned in the staff report.

MOTION: Member Hambelton moved, seconded by Vice Chair Tiedje, to approve the monument sign for Canyon Creek Church as conditioned in the staff report. The motion was approved unanimously.

PL2016-0002 Gill Short Plat – Roadway Buffer Landscaping

Senior Planner Camille Chriest stated that application before the Board is roadway buffer landscaping for a proposed three lot short plat located at 2726 132nd Street Southeast. Ms. Chriest presented the staff report which included a vicinity map, aerial photos, review of the landscape design requirements, and a description of the proposed plan. She noted that staff has made a recommendation that the Raywood ash that were proposed as a street tree be replaced with another species. Recently the Raywood ash was removed from the City's Approved Street Tree list because the City has had problems with these trees being susceptible to disease. In addition there are overhead power lines in this location. Staff is recommending another species from the Approved Street Tree list that has a mature height of no more than 20 – 25 feet. She concluded her presentation by stating that the landscaping as proposed meets the design requirement contained in the Code and staff is recommending approval.

MOTION: Member Hambelton moved, seconded by Member Hastings, to approve the roadway buffer landscaping for Gill Short Plat as conditioned in the staff report. The motion was approved unanimously.

V. ADJOURNMENT:

MOTION: Chair Gunter adjourned the meeting with the consensus of the Board Members at 5:27 p.m. The motion was approved unanimously.

Submitted by:

Sherrie Ringstad, Planning Specialist

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