

CITY COUNCIL AGENDA

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



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

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the office of the City Clerk at (425) 921-5776 three days prior to the meeting.

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

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

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

Next Ordinance No. 2017-821

Next Resolution No. 2017-567

**July 25, 2017
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- B. Employee Milestone Presentation

NEW BUSINESS

- C. Wildflower and Mill Park Village Stormwater Pipes and Pavement Recommendation
- D. 2017 City Hall North HVAC Control System Repair Contract Award
- E. New Community Transit Bus Stop

- F. Quit Claim Deed to Health District to Clear Title to Rucker Building

CONSENT AGENDA

- G. Approval of Checks #57201 through #57266 and ACH Wire Transfers in the Amount of \$223,397.68
(Audit Committee: Councilmember Michelson and Councilmember Kelly)
- H. Benefit ACH Payments in the Amount of \$27,452.66
(Audit Committee: Councilmember Michelson and Councilmember Kelly)
- I. City Council Meeting Minutes of July 11, 2017

REPORTS

- J. Mayor/Council
- K. City Manager
- Social Media Update
 - Recent Policies Implemented
 - Council Planning Schedule

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- L.
- Discussion of the performance of a public employee per RCW 42.30.110 (1)(g)
 - Discussion of the status of collective bargaining negotiations

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # C
Meeting Date: July 25, 2017

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: WILDFLOWER AND MILL PARK VILLAGE STORM WATER PIPES AND PAVEMENT RECOMMENDATION

PROPOSED MOTION: None. The purpose of this agenda item is to provide an update about the status of storm water pipes and pavement preservation in the Wildflower and Mill Park Village neighborhoods to allow for further Council discussion and consider taking action.

KEY FACTS AND INFORMATION SUMMARY:

The City of Mill Creek has 106 lane miles within the City limits, which is about 875,000 square yards of pavement. The typical life expectancy of original pavement is about 30 to 40 years. City streets currently range in age from 10 years to 40 years. As pavement begins to deteriorate, the deterioration rate is not constant. While pavement holds up for most of its life expectancy, as it nears the end of its life, pavement life quickly deteriorates. The general concept of pavement preservation is that as pavement deteriorates, intervention is done at the proper time with some type of surface treatment that returns it to a like-new condition and extends the pavement life. The City's goal is to intervene before roads deteriorate in order to preserve City infrastructure.

The use of surface preservation treatments have been part of the City's ongoing Pavement Preservation Program. Recommendations for pavement preservation applications are based on the condition of the roadway, and the proposed work plan is approved by the City Council at the start of each year. Chip seal is a structurally sound pavement preservation approach that had been used on an annual basis in Mill Creek since 2012, and had been applied in most of the 136th Street / Heatherwood West / Silver Crest neighborhood areas.

In summer 2016, the City of Mill Creek contracted with Snohomish County as part of its interlocal agreement to apply a chip seal treatment to preserve the roadway surface in Mill Creek's Mill Park Village (built in 1985) and Wildflower (built in 1990) neighborhoods. Shortly after the chip seal was applied in these neighborhoods, the Mill Creek Community Association contacted the City about concerns from its members over the use of the chip seal process for roadway surface preservation within the City of Mill Creek. Residents noted that the pavement surface was not even; the application of chip seal was not cleanly done, covering some curb cement or leaving gaps between the roadway and the curb; and in some instances, the application was uneven in the middle of the street, leaving lines. In addition, it was noted that during the application of chip seal in a portion of the Heatherwood West neighborhood in 2014, an unexpected rainfall occurred, which left some blotches in the pavement aesthetic.

A discussion about chip seal occurred at the Oct. 24, 2016 City Council meeting. In response to the concerns raised by Mill Creek residents, and to give the City an opportunity to look at the aggregate of pavement preservation work and funding alternatives, City Manager Rebecca Polizzotto suspended urban chip seal road overlays. The City Council directed staff to investigate two items:

1. Pavement preservation options and costs.
2. How to resolve the issue presented in the Wildflower and Mill Park Village neighborhoods, and on 26th Avenue SE in the Heatherwood West neighborhood.

Citizen comments about chip seal were made at the Jan. 24, 2017, City Council meeting. Then-Public Works Director Scott Smith presented application options. [See the presentation.](#)

On Feb. 14, 2017, Smith presented cost comparisons to help the City Council understand costs of addressing immediate concerns and long-term fiscal implications for moving to an overlay approach. [See the presentation.](#)

City staff prepared additional information for the March 7, 2017, City Council meeting, including firm costs for addressing the Wildflower, Mill Park Village, and Heatherwood West neighborhoods; a tentative list of upcoming projects; and life cycle cost estimates for various pavement preservation options. The discussion acknowledged that while the structural integrity of the roadway was improved by the application of chip seal, the application has had undesirable aesthetic impacts to neighborhoods. Central to the pavement preservation discussion were three issues: 1) Maintaining City infrastructure; 2) Preserving the community aesthetic; and 3) Achieving the first two items in a fiscally responsible manner. It was noted that the issue of pavement preservation is a larger policy issue for the City and has significant financial implications. [Listen to the discussion.](#)

The City Council made the decision at its March 14, 2017, meeting to move forward with overlay work in four neighborhoods: Wildflower and Mill Park Village neighborhoods, as well as two Heatherwood West neighborhoods, including 26th Avenue SE and the "Racetrack" area comprising 27th Drive SE and 28th Avenue SE. It was noted that in the Wildflower and Mill Park Village neighborhoods, CCTV inspection of storm water pipes would be scheduled no later than June 2017 to determine if pipe repairs or replacement are necessary. The City also noted it would work with utility providers to determine if any utility work is planned for the area that must be addressed before paving. If there were no issues, the City planned work with the paving contractor to schedule overlay work for late summer. If repair or replacement work must occur, the timing would be determined during the City's Capital Improvement Plan work scheduled to begin in 2017.

As agreed upon by the City Council on March 14, the two Heatherwood West neighborhoods, including 26th Avenue SE and the "Racetrack" area comprising 27th Drive SE and 28th Avenue SE, will eventually receive a grind and overlay treatment. Impacting the timing of this project is the fact that there is some storm water and pipe repair work that needs to be completed in this neighborhood. If the City does the pavement work before the storm water and pipe work, it would have to once again tear up the roadway to do the storm water and pipe repair work. To be fiscally responsible, the City will tear up the roadway one time. The work will be scheduled as part of the City's Capital Improvement Plan that is developed and residents will be kept informed about the timing. [See the press release.](#)

The City opened bids for the scoping/CCTV work on April 19 and selected Ventilation Power and Cleaning, Inc. as the contractor. In a [notification letter to residents of Mill Park Village and Wildflower](#) on May 3, 2017, the City noted that the goal was for the grind and overlay work to occur in July or August 2017.

In anticipation of moving forward with the grind and overlay work in Wildflower and Mill Park Village, on June 7 the City tentatively scheduled the grind and overlay work with Snohomish County for the week of August 28 through August 31.

When the City reviewed the scoping/CCTV footage, it discovered what appeared to be some issues with the stormwater pipes. The City asked a third-party consulting engineer expert (Perteet) to also review the CCTV footage, and they identified that some of the pipes were indeed crushed, damaged, and in need of replacement.

In a [letter to residents of Wildflower and Mill Park Village on July 11](#), the City shared the update and noted it is awaiting final recommendations from the outside consulting engineer and plans to present options to the City Council at the July 25 City Council meeting. At a minimum, it appears that the grind and overlay work the City had hoped to complete this summer will be delayed.

Perteet, an experienced infrastructure consulting firm, reviewed 7.5 hours of CCTV pipe video and more than 500 photos from the Wildflower and Mill Park Village neighborhoods. It categorized 146 segments of storm pipe functionality and life expectancy into three categories:

- A. Immediate repair is needed.
- B. Repair is recommended when the 20-year street overlay life cycle expectancy has occurred.
- C. Pipes requiring no action.

Perteet prepared a recommendation that was provided to City Manager Rebecca Polizzotto on July 12. Its findings revealed that 13 segments of pipe needed immediate repair, spanning both neighborhoods. It is recommended that the City replace the entire pipe run (catch basin to catch basin) where each Category A pipe failure has occurred and that the pipe work take place during the dryer months of the year. Further, it is recommended by Perteet that the two neighborhoods are paved the year following the pipe work to ensure proper trench settlement.

Cost

There are four options for repairing the storm water pipes:

Option	Work Entailed	Length of Work	Cost
Spot Repair	Dig a 4-square-foot pit for each broken pipe and install pipe banding.	5 Days	\$57,300
Linear Repair	Dig a 28-foot trench, remove the complete 20-foot segment of pipe for each broken pipe and install a new pipe.	10 Days	\$87,000
Full Length Repair	Remove and replace the full defective pipe run between two catch basins.	12 Days	\$231,300
Full Replacement	Replace all corrugated metal pipe.	N/A	N/A

The duration and cost has not been estimated for full replacement and this approach is not recommended.

CITY MANAGER RECOMMENDATION:

Based upon Perteet's review and analysis, the City Manager recommends that the storm water pipe work occur prior to the grind and overlay work.

ATTACHMENTS:

- Perteet's Storm Pipe Video Review memorandum
- Perteet's Storm Pipe Presentation

Respectfully Submitted:

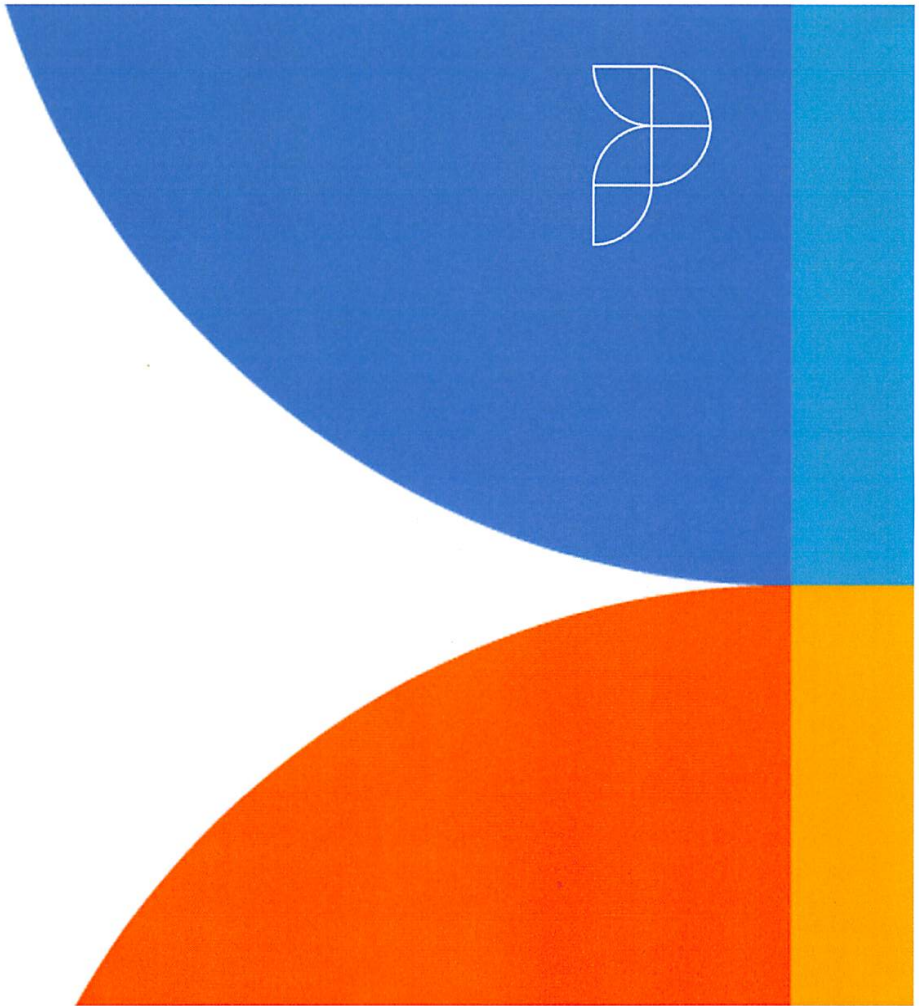


Rebecca C. Polizzotto
City Manager

CITY OF MILL CREEK

Wildflower & Mill Park Village Neighborhoods
Storm Pipe Video Review

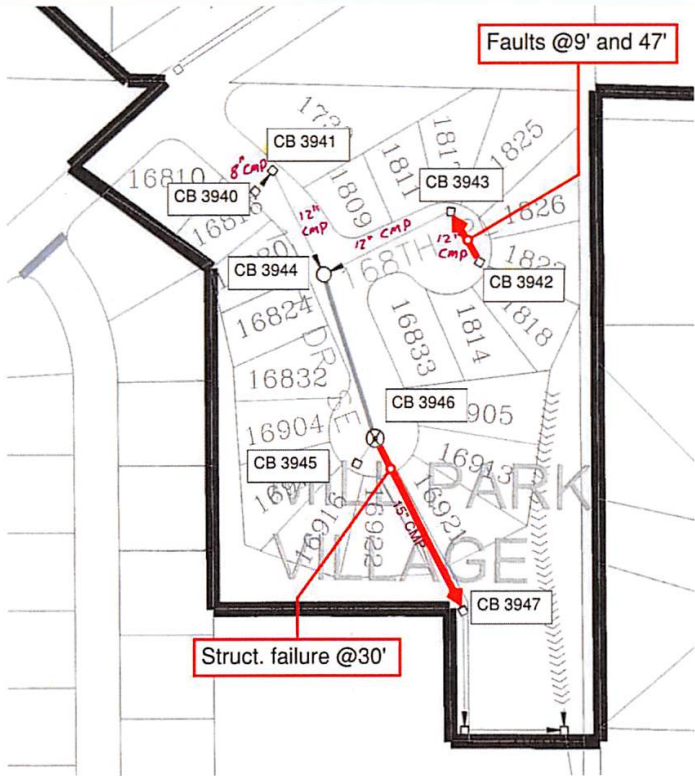
7/25/2017



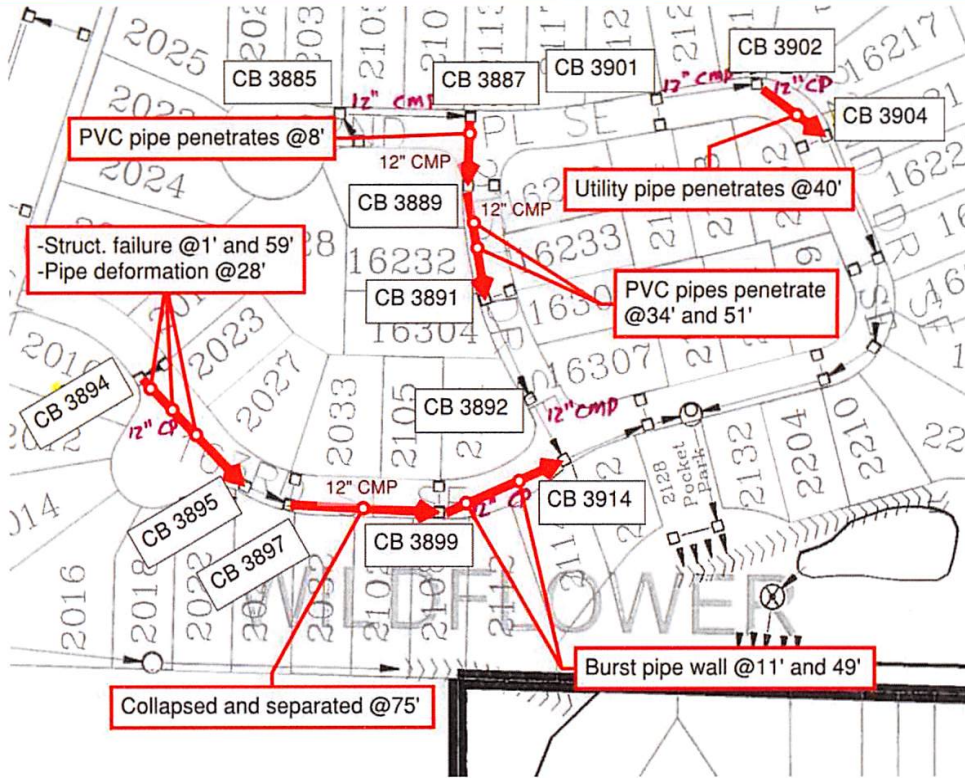
Summary of Work Performed

- Storm Pipe Video Review
 - Reviewed 7 ½ hours of pipe inspection video
 - Reviewed 500 still photos
 - Reviewed 146 runs of pipe
 - Identified 13 failed segments of pipe
 - Jim Dexter, PhD, PE performed the review

Mill Park Village Storm Pipes Requiring Repair



Wildflower Pipes Requiring Repair



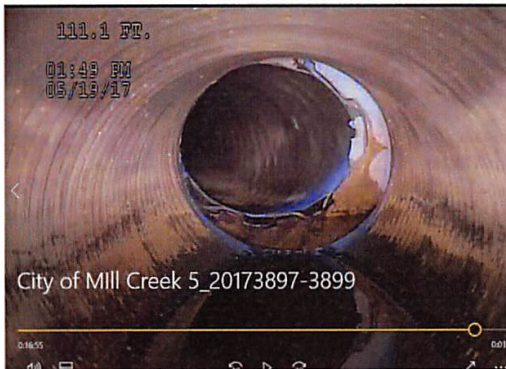
Typical Category A Pipe Failures



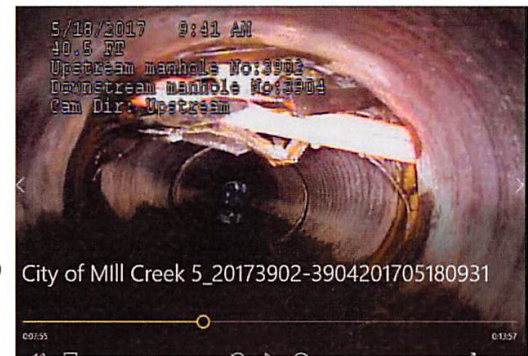
1. Pipe deformation at invert



2. PVC pipe penetrating wall



3. Collapsed and separated pipe invert



4. Utility pipe crossing CMP

Pipe Repair Options

- Spot Repair (4' x 4' pit)
 - 5 days
 - \$57,300
- Linear Repair (28' trench)
 - 10 days
 - \$87,000
- Full Length Repair (catch basin to catch basin)
 - 12 days
 - \$231,300
- Replace all Corrugated Metal Pipe in neighborhood
 - Duration and cost not estimated at this time.

Recommendation

- Repair all category A pipe failures within 12 months.
- For best results replace entire pipe run (catch basin to catch basin).
- Perform work during dry months of the year.
- Repave these two neighborhoods the following year. This will allow proper trench settlement to occur.



Q&A



MEMORANDUM

2707 Colby Avenue, Suite 900, Everett, WA 98201 | P 425.252.7700

To: Marci Chew
 From: Darrell Smith
 Date: 7/17/17
 Re: City of Mill Creek – Storm Pipe Video Review

Mill Creek Storm Drain Videos Observations J. Dexter, 7 June 2017

Perteet reviewed City of Mill Creek storm pipe videos for the Wildflower and Mill Park Village Neighborhoods the week of June 5, 2017. We specifically reviewed 7 ½ hours of CCTV pipe video and over 500 photos.

Perteet prepared a prioritized list of improvements including a cost estimate for each location requiring immediate repair. Perteet categorized 146 segments of CMP storm pipe functionality and life expectancy.

- Category A - Immediate repair is needed for 13 segments of pipe (correct within 1-2 years maximum).
- Category B - Repair recommended after 20 years street overlay life cycle expectancy has occurred.
- Category C - Pipes requiring no action will be noted. (50 years of expected durability)

General Observations and Notes

- Pipe material is primarily spiral (predominant) and annular CMP; lesser amount of PVC
- A significant amount of the spiral CMP pipe run was butt joined without any banding or welding (as far as could be determined in the videos) with one exception
- Pipe sizes varied. Most, however, were 8" to 12" in diameter.
- Where joints are allowing the entry of the supporting soil, the channels have more sediment loads
- Infiltration is also evident in the disjointed piping in some locations
- Severe corrosion is not predominant, though there is some evident
- Primary structural integrity and hydraulic capacity issues include:
 - Lack of pipe joint bands which allows infiltration (evident in some videos)
 - Structural failure of pipe (less common) which allows entry of supporting soil that can obstruct flows
- There are two classes of failures: pipe deformation and pipe subsidence. In the first the diameter of a longitudinal section is distorted; however, in the second only the joints are dislocated leading to infiltration of water and soil.
- There are three stages associated with each class of failure: 1, 2, 3
- Repair categories A, B, and C correspond generally with stages (for each class) 3, 2, and 1, respectively

Page 1

File location: X:\Mill Creek, City of\Projects\20160281 - 2017 Mill Creek On-Call Engineering Services\001 - Mill Creek Storm Pipe Video Review\Design\Exhibits\7-12-17 Presentation\Mill Creek Storm Drain Videos Observations Memorandum_7-17-17.docx

PERTEET

MEMORANDUM

- The rehabilitation and replacement costs can be simplified to two categories with different dimensional characteristics:

Construction Cost Item	Joint Rehabilitation	Pipe Replacement
Mobilization and Traffic Control	Spot	Linear
Pavement Saw Cutting and Removal	Spot	Linear
Common Excavation/Shoring	Typically, 3 to 4 feet pit	Typically, trench for one pipe run plus pit at each end for jointing
Pipe Repair	Pipe banding	New pipe
Bedding and Compaction		
Backfill and Compaction	Pit	Trench
Pavement Base and HMA Replacement		
Cleanup		

Note: there are construction length quantities in the logs that should be considered only as place holders until more specific dimensions are determined. For smaller pipes, I considered the band length might only be about 1-foot; and for large pipes a length of 3-feet was assumed.

- The common steel pipe banding that would join pipe runs and reduce loss of supporting soil and infiltration are shown at right:

Recommendations

- Repair all category A pipe failures within 12 months.
- For best results, replace entire pipe run, including catch basins, where a category A pipe failure has occurred.
- Recommend performing the work during dryer months of the year.

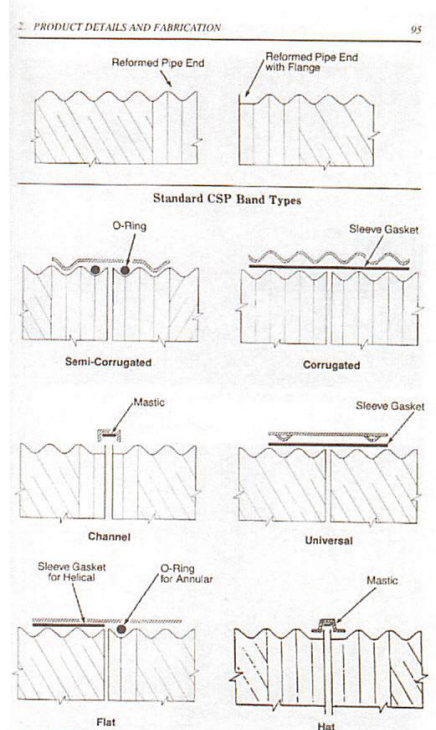
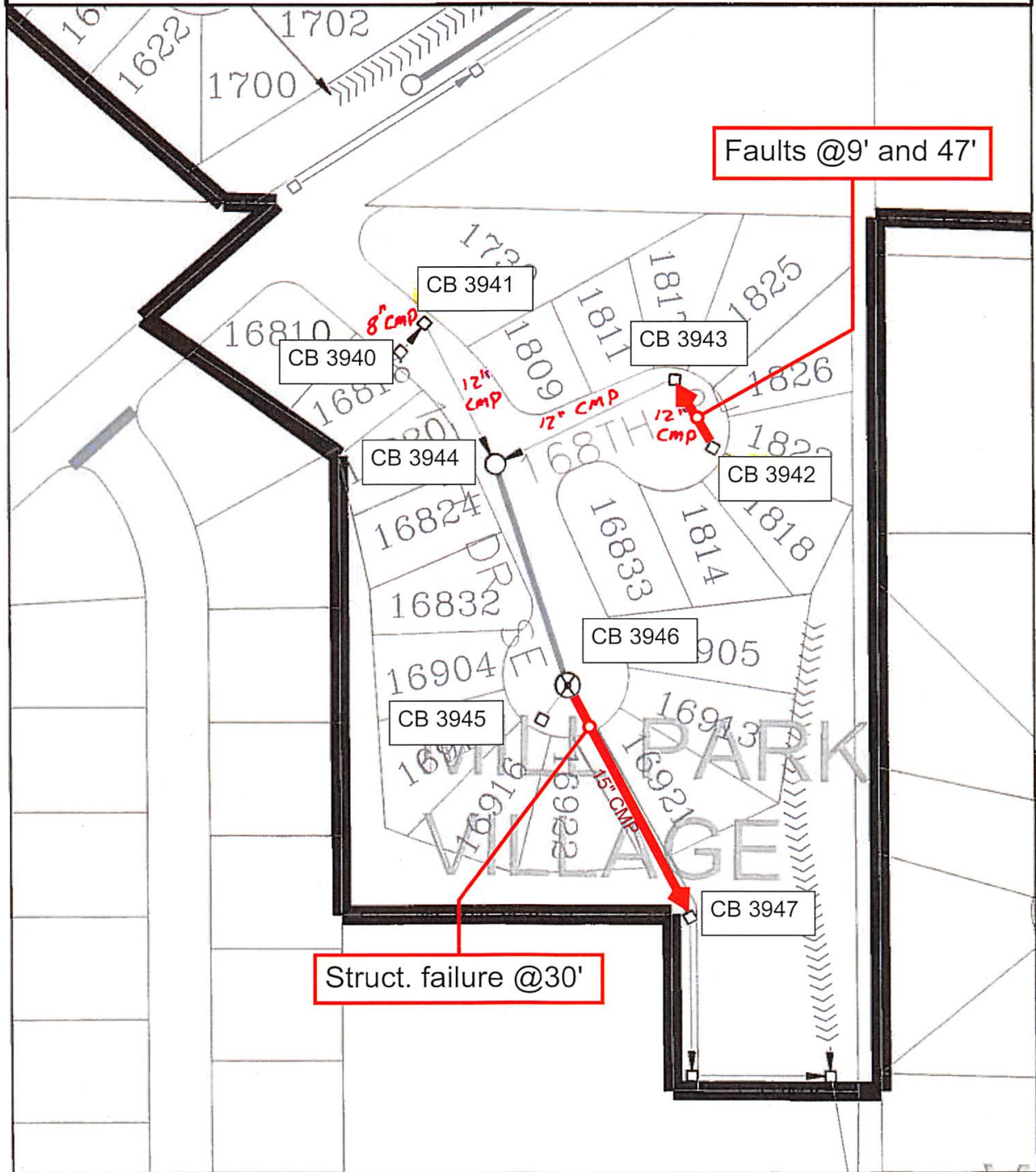
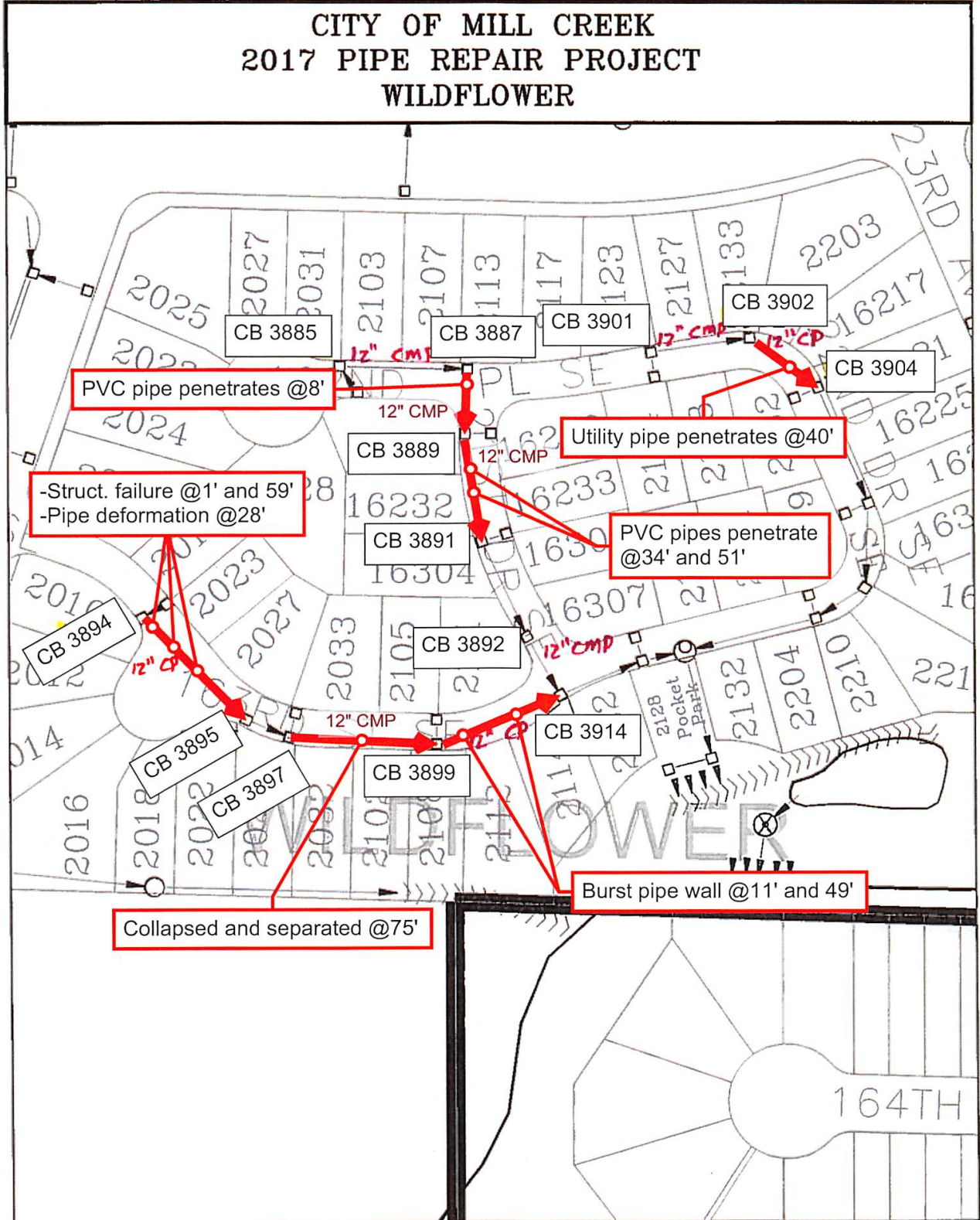


Figure 2.29 Standard corrugated steel pipe bands. When gaskets are required, they are placed as shown.

CITY OF MILL CREEK
2017 PIPE REPAIR PROJECT
MILL PARK VILLAGE



CITY OF MILL CREEK
2017 PIPE REPAIR PROJECT
WILDFLOWER



Mill Creek Storm Pipe Videolog Summary								
Priority Category:								
A - immediate repair is needed								
B - repair recommended after 20 year street overlay cycle has occurred								
C - pipe/structure require no action								
Priority	Videolog	File Number		Pipe Material	Cost Quantities			Remarks
Category	Number	US/DS SDMH	Distance		Unit	length	Pipe ID Ft	
A	45	3887-3889	8	CMP	FT	3	1	PVC pipe penetrating wall of CMP
A	40,41	3889-3891	51	CMP	FT	10	1	PVC drain pipe penetrating wall of CMP obstructing flow
A	40,41	3889-3891	34	CMP	FT	3	1	PVC drain pipe penetrating wall of CMP obstructing flow
A	36	3894-3895	28	CMP	FT	10	1	pipe deformation at invert, new pipe run and banding
A	33	3897-3899	75	CMP	FT	10	1	pipe invert has collapsed and separated
A	30	3899-3914	11	CMP	FT	3	1	pipe wall burst
A	30	3899-3914	49	CMP	FT	3	1	pipe wall burst
A	27	3902-3904	40	CMP	FT	20	1	structural failure - utility pipe crossing storm
A	1,2,3	3942-3943	47	CMP	Ft	6	1	Joint banding sleeve
A	1,2,3	3942-3943	9	CMP	FT	6	1	replace pipe run
A	9,10	3946-3947	30	CMP	FT	20	1.25	structural failure replace pipe runs U/S and D/S
A	12	3985-3984	1	horizontal elliptical CMP	FT	20	1	Structural failure, resulted in settlement and change in grade
A	12	3985-3984	59	elliptical CMP	FT	20	1	Structural failure, resulted in settlement and change in grade
B	46,44	3885-3887	17	CMP	FT	3	1	joint separation
B	46,44	3885-3887	40	CMP	FT	3	1	joint separation
B	46,44	3885-3887	60	CMP	FT	3	1	joint separation
B	46,44	3885-3887	81	CMP	FT	3	1	joint separation
B	46,44	3885-3887	17	CMP	FT	3	1	joint separation
B	45	3887-3889	18	CMP	FT	3	1	joint separation
B	45	3887-3889	24	CMP	FT	3	1	joint separation
B	45	3887-3889	32	CMP	FT	3	1	joint separation
B	40,41	3889-3891	18	CMP	FT	3	1	joint separation
B	40,41	3889-3891	38	CMP	FT	3	1	joint separation
B	40,41	3889-3891	11	CMP	FT	3	1	joint separation
B	40,41	3889-3891	32	CMP	FT	3	1	joint separation
B	38	3891-3892	35	CMP	FT	3	1	joint separation
B	38	3891-3892	54	CMP	FT	3	1	joint separation
B	38	3891-3892	75	CMP	FT	3	1	joint separation
B	38	3891-3892	96	CMP	FT	3	1	joint separation
B	36	3894-3895	17	CMP	FT	3	1	joint separation
B	36	3894-3895	23	CMP	FT	3	1	joint separation
B	35	3895-3897	17	CMP	FT	3	1	joint separation
B	35	3895-3897	25	CMP	FT	3	1	joint separation
B	33	3897-3899	16	CMP	FT	3	1	joint separation
B	33	3897-3899	57	CMP	FT	3	1	joint separation & pipe wall rupture
B	31,32	3898-3899	3	PVC	FT	10	0.66	the pipe invert is deformed as if there was a construction error in grad; replace pipe run back to CB and recore CB
B	31,32	3898-3899	9	PVC	FT	3	0.66	joint separation
B	30	3899-3914	35	CMP	FT	3	1	joint separation
B	30	3899-3914	56	CMP	FT	3	1	joint separation
B	30	3899-3914	75	CMP	FT	3	1	joint separation
B	30	3899-3914	97	CMP	FT	3	1	joint separation
B	28	3901-3902	28	CMP	FT	3	1	joint separation
B	28	3901-3902	48	CMP	FT	3	1	joint separation
B	28	3901-3902	70	CMP	FT	3	1	joint separation
B	27	3902-3904	16	CMP	FT	3	1	joint separation - end of sag and standing water
B	26	3906-3904	15	CMP	FT	3	1	joint separation

B	26	3906-3904	36	CMP	FT	3	1	joint separation
B	26	3906-3904	55	CMP	FT	3	1	joint separation
B	26	3906-3904	76	CMP	FT	3	1	joint separation
								joint separation - previous banding failing?
B	26	3906-3904	98	CMP	FT	3	1	
B	25	3906-3907	20	CMP	FT	3	1	joint separation
B	25	3906-3907	23	CMP	FT	3	1	joint separation
B	23,24	3907-3909	20	CMP	FT	3	1	joint separation
B	23,24	3907-3909	38	CMP	FT	3	1	joint separation
B	23,24	3907-3909	18	CMP	FT	3	1	joint separation
B	23,24	3907-3909	20	CMP	FT	3	1	joint separation
B	18,20	3909-3910	4	elliptical CMP	FT	3	1	joint separation
B	18,20	3909-3910	26	elliptical CMP	FT	3	1	joint separation
B	18,20	3909-3910	45	elliptical CMP	FT	3	1	joint separation
B	18,20	3909-3910	65	elliptical CMP	FT	3	1	joint separation
B	18,20	3909-3910	87	elliptical CMP	FT	3	1	joint separation
B	18,20	3909-3910	108	elliptical CMP	FT	3	1	joint separation
B	16	3914-3912	36	CMP	FT	3	1.5	minor joint
B	16	3914-3912	58	CMP	FT	3	1.5	some infiltration
B	1,2,3	3942-3943	4.3	CMP	ft	1	1	Joint repair, banding
B	1,2,3	3942-3943	16	CMP	Ft	3	1	Joint banding sleeve
B	1,2,3	3942-3943	36	CMP	Ft	3	1	Joint banding sleeve
B	4,5	3943-3944	9	CMP	FT	2	1	Joint repair band
								joint is separated and evidences infiltration
B	4,5	3943-3944	65	CMP	FT	6	1	
B	7	3945-3946	29	CMP	FT	20	0.66	reset DS pipe run and lower outlet invert
								settlement sag in pipe profile - standing water about 1/3 springline, Repair: raise pipe and provide adequate bedding for foundation
B	17	3945-3984	15	horizontal elliptical CMP	FT	20	?-24"	
B	9,10	3946-3947	14	CMP	FT	3	1.25	camera stuck, repair with joint banding
B	9,10	3946-3947	16	CMP	FT	3	1.25	repair with joint banding
B	12	3985-3984	11	horizontal elliptical CMP	FT	20	?-36"	Structural tear at joint
B	12	3985-3984	31	horizontal elliptical CMP	FT	20	?-36"	Structural tear at joint
B	12	3985-3984	31	horizontal elliptical CMP	FT	20	?-36"	Structural tear at joint
C	37	3893-3894	5	PVC	FT	3	0.66	minor joint separation
C	37	3893-3894	5	PVC	FT	3	0.66	minor joint separation
C	31,32	3898-3899	5	PVC	FT	1	0.66	minor joint separation
C	23,24	3907-3909	50					
C	22	3908-3906	9	PVC	FT	1	?-8"	minor joint separation
C	22	3908-3906	22	PVC	FT	1	?-8"	minor joint separation
C	22	3908-3906	27					
C	21	3908-3909	14	PVC	FT	1	0.66	minor joint separation
C	21	3908-3909	16					
C	18,20	3909-3910	110					
								minor joint separation standing water downstream
C	19	3910-3912	18	CMP	FT	3	1.5	
C	19	3910-3912	33					
C	19	3910-3912	16	CMP	FT	1	1.5	minor joint separation
C	14,15	3940-3941	5	CMP	FT	1	0.66	minor joint
C	14,15	3940-3941	25	CMP	FT	1	0.66	minor jointseparation
								joint is separated but little infiltration or soil loss
C	4,5	3943-3944	22	CMP	FT	2	1	
								joint is separated but little infiltration or soil loss
C	4,5	3943-3944	43	CMP	FT	6	1	
								joint is separated but little infiltration or soil loss
C	4,5	3943-3944	84	CMP	FT	6	1	
								joint is separated but little infiltration or soil loss
C	4,5	3943-3944	103	CMP	FT	6	1	
								joint is separated but little infiltration or soil loss
C	4,5	3943-3944	124	CMP	FT	6	1	
								joint is separated but little infiltration or soil loss
C	4,5	3943-3944	145	CMP	FT	6	1	
C	6,8,11	3944-3946	78	CMP	FT	1	6	minor separation on one side
C	7	3945-3946	9	CMP	FT	1	0.66	minor area no infiltration evident
C	17	3945-3984	35					
C	11	3946-3944	9	CMP	FT		6	camera stuck limited video

AGENDA ITEM #C.

C	11	3946-3944	45	CMP	FT		6	no action, change in alignment and grade but joint appears to have been butt welded very tight and no infiltration
C		3946-3944	45	CMP	FT		6	no action
C	13	3985-3984	1	CMP	FT	1	?-8"	minor joint separation
C	13	3985-3984	22	CMP	FT	1	?-8"	minor joint separation
C	13	3985-3984	41	CMP	FT	1	?-8"	minor joint separation
C	13	3985-3984	63	CMP	FT	1	?-8"	minor joint separation
C	13	3985-3984	82	CMP	FT	1	?-8"	minor joint separation
C	13	3985-3984	102	CMP	FT	1	?-8"	minor joint separation
C	13	3985-3984	122	CMP	FT	1	?-8"	minor joint separation
C	47	3803-3804	5	PVC	FT	3	?-12"	minor joint separation
C	47	3803-3804	18	PVC	FT	3	?-12"	minor joint separation
C	47	3803-3804	27					
C	46,44	3885-3887	101				1	
C	45	3887-3889	51					
C	43	3886-3885	6	PVC	FT	3	0.66	joint separation
C	43	3886-3885	19	PVC	FT	3	0.66	joint separation
C	43	3886-3885	27					
C	42	3888-3889	9	PVC	FT	3	0.66	minor joint separation
C	42	3888-3889	22	PVC	FT	3	0.66	minor joint separation
C	42	3888-3889	26					
C	40,41	3889-3891						
C	40,41	3889-3891						
C	39	3890-3891	11	PVC	FT	3	0.66	minor joint separation
C	39	3890-3891	22	PVC	FT	3	0.66	minor joint separation
C	39	3890-3891	26					
C	38	3891-3892	115					
C	37	3893-3894	27					
C	35	3895-3897	44				1	
C	34	3896-3897	11	PVC	FT	3	0.66	minor joint separation
C	34	3896-3897	23	PVC	FT	3	0.66	minor joint separation
C	34	3896-3897	28					
C	31,32	3898-3899	27					
C	31,32	3898-3899	27					
C	30	3899-3914	113					
C	29	3900-3912	22	PVC	FT	3	1.5	joint separation
C	28	3901-3902	80					
C	27	3902-3904	62					
C	26	3906-3904	118					
C	25	3906-3907	61					
C	16	3914-3912	68					minor debris
	33	3897-3899	111					relay pipe run and joint with banding
	29	3900-3912	27					
	19	3910-3912	24				1.5	
	14,15	3940-3941	142					
	13	3985-3984	142					



Agenda Item # D
Meeting Date: July 25, 2017

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2017 CITY HALL NORTH HVAC CONTROL SYSTEM REPAIR CONTRACT AWARD

PROPOSED MOTION: Move to adopt resolution 2017-xxx and authorize the City Manager to execute a contract with Pacific Air Control for \$40,714 for the 2017 City Hall North HVAC control system repair project with a \$9,000 contingency, for a total authorized amount of \$49,714.

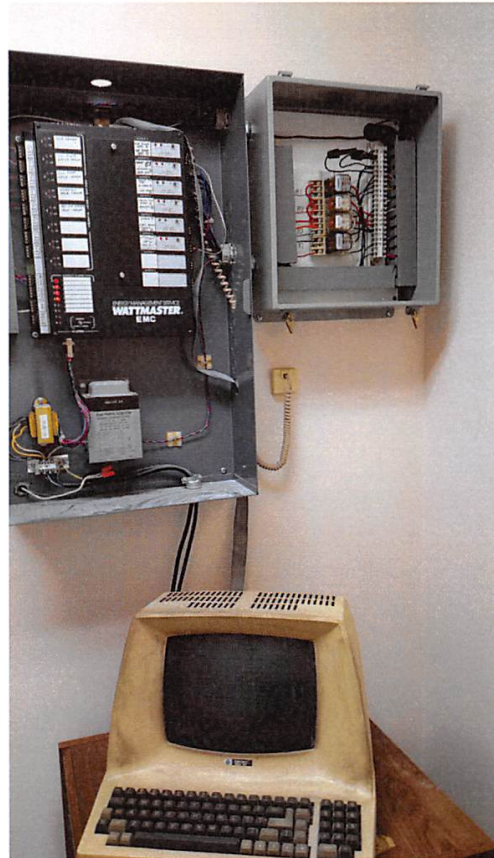
KEY FACTS AND INFORMATION SUMMARY:

This project will repair the Direct Digital Control (DDC) system in the City Hall North building.

A DDC system is a computerized heating, ventilation, and air conditioning (HVAC) controller that continually monitors changing conditions and sends signals to the HVAC system to adjust for temperature and air flow. The controller is shown at right.

The 32,000-square-foot City Hall North building uses a gas boiler and a closed loop water recirculation system with 24 heat pumps. This system has not seen significant upgrades since construction of the building in the mid-1980s. Some components of the existing DDC system have failed. In addition, there are possible other unforeseen issues that may arise pertaining to the condenser water system once the controller is repaired.

A new operational DDC system will operate the heat pumps to match the varied tenant schedules, provide optimized control strategies for starts and stops, and monitor the system to avoid energy waste. The new system will support software updates, have history reporting capability, have demonstrated reliability and robustness, and be easy to use. Finally, it will provide web-based operator access, which allows access by authorized users from anywhere on the network, versus needing a solely dedicated terminal.



A Request for Proposals for the 2017 City Hall North HVAC Control System Repair Contract was advertised in the Seattle Daily Journal of Commerce and the Everett Herald, and posted with [Builders Exchange of Washington](#) and the [Washington State Department of Enterprise Services](#). Four proposals were received and opened on June 27, 2017:

Contractor	Bid Amount
Pacific Air Control	\$40,714
MacDonald-Miller	\$49,477
Automated Controls	\$72,643
Johansen Mechanical	\$100,350

After reviewing the proposals, two vendors appeared to be the most competitive for these repairs: Pacific Air Control Inc. (PAC) and MacDonald Miller. Both vendors offer a modern Niagara N4-based system that meets City requirements and proposed to use the existing thermostat wiring, which was a major concern during project conception.

Bid synopses are as follows:

- The PAC bid was the lowest in price and ranked the highest during bid proposal review. PAC also has familiarity with the building since the company currently maintains the City’s HVAC system.
- MacDonald Miller showed solid experience and a good solution, but didn’t provide a schedule.
- Automated Controls’ bid proposal was more expensive than PAC and did not offer anything substantially different in their bid proposal. Its bid included a good statement of scope, experience, and approach.
- The Johansen Mechanical bid proposal was significantly more expensive than PAC and had the least responsive submittal. It proposed using Niagara AX, which is an older version of Niagara than N4 (about 10 years old). The fee proposal letter was correctly addressed but referenced the “Parker system for Fremont Family and Child.” The scope is correct for the City’s project, but the fee is very high.

In conclusion, Pacific Air Control submitted the most responsive proposal, which leverages its knowledge of the building HVAC system to offer the lowest-cost solution and should lead to a more successful project. Therefore, it is recommended that the City select Pacific Air Control as the contractor for this project.

As City Hall North is an existing older building that is occupied with City staff, offices and tenants, it is possible that during the repair process the vendor may encounter unknown, out-of-scope system issues or unforeseen site conditions that may require repairs and additional cost. Therefore, staff recommends adding a \$9,000 contingency to the \$40,714.00 bid proposal for a total project expenditure of up to \$49,714.

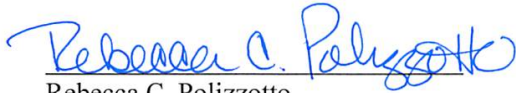
CITY MANAGER RECOMMENDATION:

The City Manager recommends that the Council authorize execution of the 2017 City Hall North HVAC Control System Repair Contract with Pacific Air Control in the amount of \$40,714.00 and approve a \$9,000 contingency allowance, for a total of \$49,714.

ATTACHMENTS:

- Resolution awarding the contract for the 2017 City Hall North HVAC Control System Repair Contract.
- Proposal review matrix

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

City Hall North
DDC Repair Bid Comparison

		Pacific Air Control	MacDonald-Miller
Total	125	98	96
	Notes	Project team seems small with project experience missing for individuals. Thorough approach narrative and low cost help this score.	No schedule provided, response is not targeted to scope.
Complete	10	9	8
	Notes	currently maintains City Hall HVAC system	incomplete sched, proj detail
Relevant Exp	25	25	20
	Occ Bldg	5	?
	Exist Ctrl	5	5
	TI	5	5
	Notes	targeted scope type	many, all without details
Qualifications	25	10	15
	Proj Exp	0	6
Role/Resp.		1 manager, 1 designer	4 managers, 1 supervisor, 1 engineer
Years Exp		63	138
	Notes	no proj exp listed	little project detail
Equip and Approach	25	20	17
	Equip Spec	Tridium N4 (4)	Honeywell Niagara N4 (5)
	PM: Occ, Comm, Sched	3 of 3 (5)	not addressed
	Exist Wire	yes (5)	yes (5)
	Cx sched	incl (3)	mentioned (1)
	Notes	written out sched and equip	no sched
References	10	5	10
	Notes	no descr	relevant descr
Fee Proposal	30	29	26
	Fee (\$)	40714	44816
	Notes	options, equip list, best price	good price, equip listed, approach looks good.

City Hall North
DDC Repair Bid Comparison

		Automated Controls	Johansen Mechanical
Total	125	81	58
Complete	Notes	Best relevant experience, did not address existing wiring specifically, no equipment list provided but system diagram included. Solid looking control package.	Plan is loose and cost is high.
	10	7	8
	Notes	incomplete ref, fee	incomplete sched/plan
Relevant Exp	25	22	18
	Occ Bldg	4	2
	Exist Ctrl	4	2
	TI	4	2
Notes		JCI authorized, school districts, tower TI	subs Elec and TAB
Qualifications	25	20	15
	Proj Exp	6	6
Role/Resp.		3 managers, 1 engineer, 2 integrators	1 engineer, 1 executive, 3 startup
Years Exp		151	61
Notes			est. years, little project detail
Equip and Approach	25	17	12
	Equip Spec	JCI Metasys (5)	Tridium AX (4)
	PM: Occ, Comm, Sched	3 of 3 (5)	3 of 3 (5)
	Exist Wire	not spec	possible (3)
	Cx sched	yes (5)	1 week (2)
Notes		no equip list	loose plan
References	10	5	5
	Notes	no details about clients' projects	no descr
Fee Proposal	30	10	0
	Fee (\$)	65800	90896
	Notes	no cost breakdown	high cost, scope listed, many exclusions

RESOLUTION NO. 2017-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDED THE CONTRACT FOR THE CITY HALL NORTH HVAC CONTROL SYSTEM REPAIR.

WHEREAS, the City of Mill Creek has properly issued invitations to bid for the 2017 City Hall North HVAC Control System Repair; and

WHEREAS, the City received responsive and responsible bids from four 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 2017 City Hall North HVAC Control System Repair does not exceeds \$50,000; and

WHEREAS, the City Manager has recommended the City Council select Pacific Air Control Inc. as the lowest responsive and responsible bidder for the City Hall North HVAC Control System Repair; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary dated July 25, 2017; and

WHEREAS, the City Council has determined that Pacific Air Control Inc. 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 Pacific Air Control Inc.

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

Section 1. The contract for the 2017 City Hall North HVAC Control System Repair is hereby awarded to Pacific Air Control Inc. 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 timely completion of the 2017 City Hall North HVAC Control System Repair, and that this Resolution shall therefore be effective immediately upon adoption.

Adopted this 25th day of July, 2017, by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

PEGGY LAUERMAN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

RESOLUTION NO.: 2017-_____



Agenda Item # E
Meeting Date: July 25, 2017

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: NEW COMMUNITY TRANSIT BUS STOP

PROPOSED MOTION: Approve the installation of a Community Transit bus stop along Route 109 on the southeast side of the intersection located at 132nd Street SW (SR 96) eastbound and 16th Avenue SE.

KEY FACTS AND INFORMATION SUMMARY:

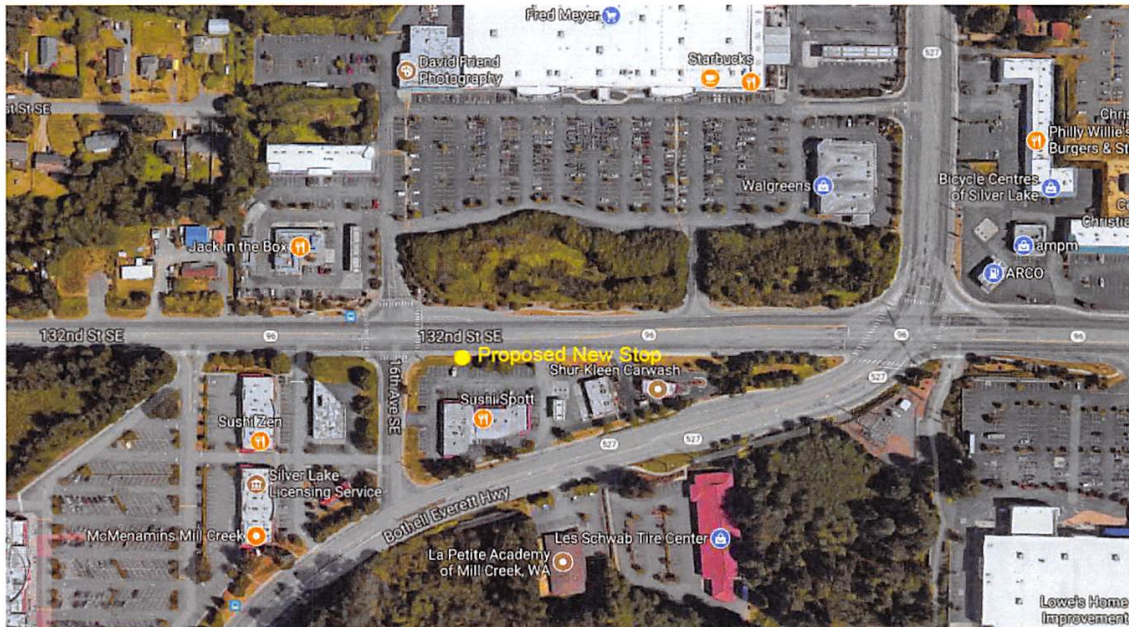
Community Transit Route 109 service began in September 2016 and connects the communities of Lake Stevens, Snohomish, Mill Creek, Everett and Lynnwood. Cross-routing allows customers to connect to other local routes by way of five major Park & Ride locations and on street connectivity.

Key stops along route 109 include:

- Ash Way Park & Ride (Lynnwood)
- Mariner High School
- Snohomish High School
- Henry M Jackson High School
- Archbishop Murphy High School
- Thomas Lake Shopping Center
- Downtown Snohomish
- Snohomish Station Shopping Center
- Frontier Village Shopping Center (Lake Stevens)
- Lake Stevens Marketplace Shopping Center

At the March 14, 2017 City Council meeting, a Mill Creek resident, citing her age and disability, shared concerns about the lack of stops along Route 109. She cited increased development along 132nd Street SE and noted there were very few transit stops along a vital transportation link for retail and service workers, seniors and people who live in nearby affordable housing.

In response to the resident's input, Acting Public Works Director Kamal Mahmoud worked collaboratively with Tony Smith, transit facilities planner for Community Transit, to research options to be responsive to community needs. They walked the area and made the determination that the best solution would be to install a new stop along 132nd Street SE by 16th Avenue SE. This location would provide proximity access to Fred Meyer, McMenamins, Lowes and other nearby businesses to transit riders who live, work or shop in the area, and would provide more viable connections to Community Transit Routes 105, 106 and 115.



It is recommended that the City authorize this new bus stop, which will be installed by Community Transit at no cost to the City. If this recommendation is approved, Community Transit would incorporate this stop into the service change that goes into effect the week of September 10, 2017.

In the future, Community Transit would be interested in placing a shelter at the new location, but only after the ridership shows a shelter is warranted. Starting in March 2018, more Sunday evening trips will be added to route 109 to expand service, which may contribute to increased demand.

CITY MANAGER RECOMMENDATION:

Approve a new Community Transits bus stop installation on the southeast side of the intersection located at 132nd Street SW (SR 96) eastbound and 16th Avenue SE.

ATTACHMENTS:

Proposed bus stop drawing

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager





Agenda Item # F
Meeting Date: July 25, 2017

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: QUIT CLAIM DEED TO HEALTH DISTRICT TO CLEAR TITLE TO RUCKER BUILDING

PROPOSED MOTION:

Motion to approve Quit Claim Deed clearing title to Rucker Building and authorizing City Manager to execute and deliver Deed to Health District.

KEY FACTS AND INFORMATION SUMMARY:

City staff has verified that Mill Creek made contributions to the Snohomish Health District (District) in the 1990s in the amount of \$40,476. Similar contributions were made by many cities in Snohomish County, and the County itself, all on a roughly proportional basis. Those contributions were generally recognized at the time to be part of each city's annual payments made to fund the activities of the District. The express purpose of the contributions was to enable the District to purchase the Rucker Building in order to house District facilities and enhance the District's performance of its public health functions.

The District now plans to sell the Rucker Building, and has advised that it will use the proceeds to purchase a smaller administration building and apply any remaining proceeds to performance of its public health functions. In order to clear title to the Rucker Building, the District's attorneys are asking Mill Creek and all cities that made similar contributions, to relinquish whatever ownership interest in the Rucker Building such contribution may have created in favor of the City. Doing so would remove the cloud on the District's title and facilitate sale of the Rucker Building, but would also comprise a release by Mill Creek of any claim it might have for a whole or partial return or rollover of its 1990s contribution.

The City Attorney has looked into this situation, including the available background documents and statutes. He concludes it is unlikely that the City could successfully prove that it holds an ownership interest in the Rucker Building, and it is questionable whether the City could present a viable claim for any of the proceeds from the sale thereof. Because the District has asserted that it will contest any such claim, the cost of litigating the matter would quickly exceed the value of the City's contribution.

For all of the foregoing reasons, most cities facing this issue have already agreed to relinquish their interest (whatever it might be) to the District. The attached Quit Claim Deed has been prepared by the City Attorney should the Council choose to do likewise.

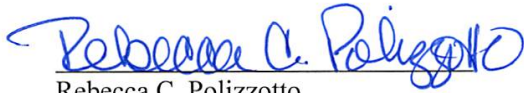
CITY MANAGER RECOMMENDATION:

The City Manager recommends that the Council approve the attached Quit Claim Deed and authorize the City Manager to execute and deliver the Deed to Health District.

ATTACHMENTS:

Quit Claim Deed

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

770475.1/014455.00066

AFTER RECORDING RETURN TO:

Snohomish Health District
 3020 Rucker Avenue, Suite 306
 Everett, WA 98201

(Space above this line for recorder's use only)

DOCUMENT TITLE:	Quit Claim Deed
REFERENCE NUMBER(S) OF RELATED DOCUMENTS:	N/A
Additional reference numbers on page(s) <u>N/A</u>	
GRANTOR:	City of Mill Creek
GRANTEE:	Snohomish County Health District
ABBREVIATED LEGAL DESCRIPTION:	Lots 8-10 & 22-29, Block 720, Plat of Everett, Div H, V. 4, p. 50, Snohomish Cty, WA; and Lots 5-7, Block 719, Plat of Everett, V. 3, P. 32, Snohomish Cty, WA
Additional legal descriptions on Exhibit A	
ASSESSOR'S TAX PARCEL NOS.	004375-720-008-00; 004375-720-009-00 004375-720-022-00; 004375-720-028-00 004391-719-005-00

QUIT CLAIM DEED

1. **Parties**

The parties to this Quit Claim Deed are the City Of Mill Creek, a Washington municipal corporation situated in Snohomish County, Washington, as Grantor, and the Snohomish County Health District, a Washington municipal corporation situated in Snohomish County, Washington, as Grantee.

2. **Recitals**

2.1 In the 1990s Mill Creek (City) made contributions to the Snohomish Health District (District) the amount of \$40,476. Those contributions, along with the contributions

of other cities in Snohomish County, were made to assist in the District's acquisition of real property known as the Rucker Building for the purpose of enabling the District to better perform its public health responsibilities pursuant to RCW ch. 70.05 and ch. 70.46. Overall, the City's contribution represents approximately 0.45% of the total \$8,938,349 of all such contributions made by other entities for acquisition of the Rucker Building.

2.2 The District now plans to sell the Rucker Building and has asked all cities in Snohomish County that made similar contributions to relinquish their interests in the Rucker Building to clarify the District's title and to facilitate the sale. The proceeds from the sale will be used by the District to acquire another, but smaller, headquarters facility with the balance of proceeds to be placed into a fund of the District to be used for District purposes authorized by state law.

2.3 The City has investigated and evaluated the facts and background related to this matter, including its internal records, information provided by the District, the 1990 Purchase and Sale Agreement for the Rucker Building, a 1990 Memorandum of Understanding between the cities that made contributions to the District, and a 1990 Interlocal Agreement between the District, Snohomish County and the contributing cities concerning such contributions.

2.4 After due consideration, the Mill Creek City Council concludes in part that (i) ensuring public health and the protection it provides is both a shared community responsibility and benefit; (ii) the District has provided continuing public health actions that directly benefit the City and its residents as a consequence of the City's contributions to the District; and (iii) the District's actions in delivering, maintaining and improving public health comprises a public benefit, particularly when such services address the needs of community residents lacking their own personal resources or capabilities.

2.5 Based on the foregoing, the City Council at its regularly scheduled meeting on July 11, 2017, duly approved this Quit Claim Deed in favor of the District so that the District may move forward with replacement of the Rucker Building and continuation of the District's public health activities benefiting Mill Creek and other cities. The City Council also authorized the Mill Creek City Manager to execute and deliver this Quit Claim Deed to the District for such purposes.

3. Quit Claim

FOR AND IN CONSIDERATION of the public benefits and purposes described above, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Grantor hereby releases and forever quitclaims to Grantee, its successors and assigns, all right, title, and interest which Grantor now has or may hereafter acquire in the real property described in **Exhibit A** hereto, attached and incorporated by this reference, situated in Snohomish County, State of Washington.

IN WITNESS WHEREOF, Grantor has duly authorized the undersigned to affix her signature on this ____ day of _____, 2017.

**Grantor:
City of Mill Creek**

Rebecca Polizzotto
City Manager, City of Mill Creek

ATTEST:

Peggy Lauerman, City Clerk

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY

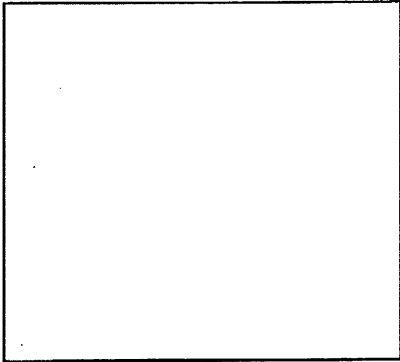
Scott M. Missall, City Attorney

[Notary acknowledgments and exhibits on following pages]

STATE OF WASHINGTON)
) SS.
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that **Rebecca Polizzotto**, is the person who appeared before me on the date below, and to me known to be the individual described in and who executed the foregoing instrument as the City Manager of the City of Mill Creek, and acknowledged that she signed the same pursuant to authorization of the Mill Creek City Council as her free and voluntary act and deed for the uses and purposes therein mentioned.

DATED: _____



(Use this space for notarial stamp/seal)

Print Name: _____

NOTARY PUBLIC in and for the State of

Washington, residing at _____

My Appointment expires: _____

EXHIBIT A
to
QUIT CLAIM DEED

Legal Description of
Rucker Building Property

Parcel A:

LOTS 8, 9, 10, 22, 23, 24, 25, 26, 27, 28, AND 29, BLOCK 720, PLAT OF EVERETT, DIVISION "H", AS PER PLAT RECORDED IN VOLUME 4 OF PLATS, PAGE 50, RECORDS OF THE AUDITOR OF THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

SITUATE IN THE CITY OF EVERETT, COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

Parcel B:

LOTS 5, 6, AND 7, BLOCK 719, PLAT OF EVERETT, AS PER PLAT RECORDED IN VOLUME 3 OF PLATS, PAGE 32, RECORDS OF THE AUDITOR OF THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

SITUATE IN THE CITY OF EVERETT, COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

769579.1/014455.00073



Date: July 25, 2017

A/P Check Batches		
Dated	Check Numbers	Amount
06/07/2017	ACH-CPSM	\$18,540.00
07/14/2017	57201-57266	\$204,857.68
Total		\$223,397.68

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 57201 through 57266, and ACH in the amount of \$223,397.68.

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

Councilmember

Councilmember

Peggy Lane

Finance Director

Rebecca C. Polyzoff

City Manager

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

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 06/07/2017
Report Time: 06:14:46 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 06/07/2017
 ACH ID: 2911225895 Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: CPSM
 Batch Status: Released Created By: SANKOTTKE
 Released By: PLAUERMAN

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
CPSM CENTER FOR PUBLIC	CPSM	\$18,540.00	C	052000113	9856252680	C	

	Total Amount in Batch	Total Count in Batch
Debits	\$0.00	0
Credits	\$18,540.00	1
Prenotes	\$0.00	0

	Grand Total Amount	Grand Total Count
Debits	\$0.00	0
Credits	\$18,540.00	1
Prenotes	\$0.00	0

Accounts Payable

Checks by Date - Detail by Check Date

User: jodieg
Printed: 7/17/2017 10:32 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
57201	ALDWTR	Alderwood Water District	07/14/2017		
	00320003-01	Seattle Hill Rd I/R			68.49
	01100176-01	Median 4 & 5 I/R			68.49
	01300169-01	1901 Mill Fern DR SE I/R Median #2			207.81
	01550006-01	16011 28th DR SE I/R			68.49
	02170002-01	Seattle Hill Rd I/R			68.49
	02460002-01	155 Village Grn Dr I/R			131.81
	02470001-01	155 VLG Dr/Heron Pk			187.15
	03050003-01	15933 29th DR SE I/R			68.49
	03095000-01	16220 27th DR SE I/R			68.49
	03805002-01	16217 27th DR SE I/R			68.49
	03865000-01	16205 25th Dr SE I/R			30.50
	04900159-01	Seattle Hill Rd I/R			68.49
	05400166-01	Median Number 6 I/R			131.81
	05590004-02	15720 Mill Creek Blvd D/C			14.32
	05600177-03	15720 Main Street			546.37
	05700181-01	15728 Main St I/R			131.81
	05702001-01	15728 Main St D/C			14.32
	05705005-01	15728 Main Street			409.57
	06900173-02	1300 156th Pl SE I/R			30.50
	07850004-01	16101 Highland Blvd/Restr			182.33
	07850001-01	16101 28th DR SE I/R			131.81
	07895001-01	16021 28th DR SE I/R			68.49
	07900155-01	Seattle Hill Rd I/R			68.49
	08000152-01	Seattle Hill Rd I/R			68.49
	08300050-01	3310 157th PL SE I/R			68.49
	08800024-01	Seattle Hill Rd I/R			68.49
	08900020-01	Seattle Hill Rd I/R			68.49
	09000017-01	Seattle Hill Rd I/R			68.49
	09080000-01	14600 Mill Creek Blvd I/R			30.50
	09100016-01	Seattle Hill Rd I/R			68.49
	13233000-01	15200 Mill Creek Blvd I/R			30.50
	25703000-01	14725 32nd DR SE I/R			68.49
	26070000-01	15803 32nd Ave SE			182.33
	26467000-01	1900 164th ST SE			68.49
	26468000-01	1900 164th ST SE I/R			68.49
	33254000-01	14725 32nd Dr SE			182.33
	34493000-01	15720 Main St I/R			30.50
			Total for Check Number 57201:	0.00	3,907.58
57202	INTEGRA 14735741	Allstream T-1 Monthly Fees - July	07/14/2017		631.49
			Total for Check Number 57202:	0.00	631.49
57203	BICKFORD 828861	Bickford Ford Replaced Spark Coil/Plug-Car #38	07/14/2017		753.45

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 57203:	0.00	753.45
57204	HRSUSA 017471 038039	Capital One Commercial File Folders/Binders - General Office Supplies Food & Snacks - 2017 Memorial Day Participan	07/14/2017		72.23 97.39
			Total for Check Number 57204:	0.00	169.62
57205	Cintas 460127865 460127865A 460137505 460137505A	Cintas Corporation Loc. #460 Floor Mat Service 05/12 Floor Mat Service 05/12 Floor Mat Service 05/26 Floor Mat Service 05/26	07/14/2017		65.01 38.19 65.01 38.19
			Total for Check Number 57205:	0.00	206.40
57206	CIEDMOND RGG-170044	City of Edmonds Domestic Violence Coordinator - July	07/14/2017		954.90
			Total for Check Number 57206:	0.00	954.90
57207	CODPUBCO 56931	Code Publishing Company MC Municipal Code-Electronic Update Ord 815	07/14/2017		142.08
			Total for Check Number 57207:	0.00	142.08
57208	COMCAST 0724345	Comcast Internet for ITS 07/14-08/13	07/14/2017		106.40
			Total for Check Number 57208:	0.00	106.40
57209	CRSSMTCH 280462	Crossmatch Training-Livescan Fingerprint Machine	07/14/2017		3,272.58
			Total for Check Number 57209:	0.00	3,272.58
57210	ELLITIRE 078642 078712	Elliott Tire & Service Inc LOF, Tires, Alignment, Car#41 LOF-Car #33	07/14/2017		908.63 36.39
			Total for Check Number 57210:	0.00	945.02
57211	ADLFSASC 129329 129330 129347	ESA Prof Serv Star Roofing & Construction Violation Prof Serv Mill Creek Commons Phase II 04/12-C Prof Serv Worden wetland Rating Verification 05	07/14/2017		372.30 315.00 993.19
			Total for Check Number 57211:	0.00	1,680.49
57212	FELDMAJ June 2017	Feldman & Lee, P.S. Public Defender Contract Flat Fee - June	07/14/2017		8,750.00
			Total for Check Number 57212:	0.00	8,750.00
57213	GOKSELA Rec# 152363	Aycan Goksel Reimb Filing Fee: SD Case No. 7Z0187925-PD	07/14/2017		113.68
			Total for Check Number 57213:	0.00	113.68
57214	NWCASC 0550357671	Honey Bucket Porta Potty-Skyhawks Summer Camps	07/14/2017		189.50

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 57214:	0.00	189.50
57215	KCDA 300166117	KCDA Purchasing Cooperative Clipboards,Pens,Staples,Pic Envelopes-Passport:	07/14/2017		54.12
			Total for Check Number 57215:	0.00	54.12
57216	KPFFCON 105713	KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 01/28-02/24	07/14/2017		856.22
			Total for Check Number 57216:	0.00	856.22
57217	KROESENS 45297 45301 45302 45303 45526	Kroesen's Uniform Company 2 Taclite Pro Pants - R Feiock 1 L/S Shirt, 1 Pr Pants, 2 Taclite TDU Pants-T E 1 L/S Shirt - Ryan Feiock 1 Pr Pants-T Eikenberry Uniform Accessories-T Eikenberry	07/14/2017		110.08 259.79 59.44 67.15 372.07
			Total for Check Number 57217:	0.00	868.53
57218	MPIANOS 259390	Mike's Piano Service Piano Tuning-Piano Art on Main Street	07/14/2017		225.00
			Total for Check Number 57218:	0.00	225.00
57219	MISTERTS 109589	Mister T's Trophies Reorder-STAR Award-2016 Awards Dinner-Jere	07/14/2017		79.33
			Total for Check Number 57219:	0.00	79.33
57220	NORTHSH 7426	Northshore Senior Center Allocation for Senior Program-2nd Qtr 2017	07/14/2017		3,125.00
			Total for Check Number 57220:	0.00	3,125.00
57221	PACRIMC 06/2017	Pacific Rim Code Services, Inc Prof Service-Plan Reviews 06/06-06/29 35.25 Hr	07/14/2017		2,115.00
			Total for Check Number 57221:	0.00	2,115.00
57222	PACTOP 1-T1017769	Pacific Topsoils, Inc Rock 5/8 Minus Crushed-Sweet water Ranch-Sir	07/14/2017		37.04
			Total for Check Number 57222:	0.00	37.04
57223	PACLAB PEMC1065	PacLab Blood Draw Fee-DUI	07/14/2017		15.50
			Total for Check Number 57223:	0.00	15.50
57224	CLYDEWST 20315538	PacWest Machinery Valve Kit, Discharge Manifold-Sweeper-#9	07/14/2017		644.34
			Total for Check Number 57224:	0.00	644.34
57225	PAWSAFT 6637	Paws Afoot Dog Obed-Basic Training for Dogs 06/05-07/10	07/14/2017		462.00
			Total for Check Number 57225:	0.00	462.00
57226	PIGSKIN	Pigskin Uniforms	07/14/2017		

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2017-31	Jumpsuit - T Hoflack			591.33
			Total for Check Number 57226:	0.00	591.33
57227	PLAYWELL 6567 6568	Play-Well TEKnologies Play-Well TEKnology: Intro to STEM 06/26-06/ Play-Well TEKnology: STEM Challenge Camp t	07/14/2017		1,320.00 1,080.00
			Total for Check Number 57227:	0.00	2,400.00
57228	SNOCPUD 2007-4359-9 2013-5396-8 2016-6351-5 2016-6928-0 2017-5296-1 2018-9805-3 2025-2921-0 2025-7077-6 2026-2439-1 2027-6793-5 2029-0994-1 2029-2633-3 2029-2633-3A 2029-5905-2 2030-2812-1 2032-5163-2 2033-8815-2 2047-1752-4 2047-1753-2 2047-1754-0 2050-8723-2 2054-9532-8 2203-1739-0 2206-1241-0 2207-6351-0 2212-9311-1	PUD No. 1 of Snohomish County 190 Lights-200W 05/01-05/31 15728 Main St 06/07-07/06 14600 16th Ave SE 06/03-07/03 Highlands Park 04/27-06/26 Library Park 06/06-07/06 1700 Mill Creek Rd 05/24-06/23 386 Lights-100W 05/01-05/31 88 Lights-240W 05/01-05/31 841 Lights-100W 05/01-05/31 21 Lights-400W 05/01-05/31 6 Lights-150W 05/01-05/31 Hillside Park 04/28-05/26 Hillside Park 05/27-06/27 4842 SAC 06/06-07/06 4560 SAC 06/03-07/03 15510 Village Green Dr 05/27-06/27 15429 Bothell Everett Hwy 06/06-07/06 8 Lights-200W 05/01-05/31 38 Lights-250W 05/01-05/31 39 Lights-400W 05/01-05/31 17 Lights-100W 05/01-05/31 49 Lights-20W 05/01-05/31 1 Light-240W 05/01-05/31 15601 22nd CT SE 05/26-06/27 13332 44th Ave SE 06/02-06/30 1 Light-160W 05/01-05/31	07/14/2017		1,711.90 1,696.87 16.74 46.45 18.22 83.20 1,351.00 934.56 5,920.68 306.81 28.20 15.66 17.28 59.76 37.93 17.28 22.07 46.40 277.78 429.39 51.51 16.66 7.73 19.07 25.34 5.04
			Total for Check Number 57228:	0.00	13,163.53
57229	LEXNEXIS 3090978364	RELX Inc LexisNexis Monthly Chgs 05/01-05/31	07/14/2017		177.24
			Total for Check Number 57229:	0.00	177.24
57230	MCROTARY 1740 1740A	Rotary Club of Mill Creek Ducs-Rotary Year July 1, 2017-June 30, 2018 Facility Fee July 1, 2017-September 30, 2017	07/14/2017		250.00 50.00
			Total for Check Number 57230:	0.00	300.00
57231	SAFELITE 00446-646953	Safelite Fulfillment Inc Windshield-SW P/U	07/14/2017		121.72
			Total for Check Number 57231:	0.00	121.72
57232	SERKING 9c22fade	Service King #224 Mill Creek Deductable-Bumper/Fender Damage-Car#41	07/14/2017		1,000.00
			Total for Check Number 57232:	0.00	1,000.00
57233	SNOCOSH0	Snohomish County Sheriff's Office	07/14/2017		

AP Checks by Date - Detail by Check Date (7/17/2017 10:32 AM)

Page 4

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1000437888	Range Use - 9 Hours 06/05			522.00
			Total for Check Number 57233:	0.00	522.00
57234	SHORTCR 493188	Short Cressman & Burgess PLLC Prof Legal Services-Web Services Contract-May	07/14/2017		3,720.00
			Total for Check Number 57234:	0.00	3,720.00
57235	COLATHSL 6605 6607 6632	Columbia Athletic Club- Silver Lake Junior Tennis Camp: 5-7 Yrs 06/26-06/29 #6605 Junior Tennis Camp: 8-12 Yrs 06/26-06/29 #660 Tennis for Adult Beg: Tues & Thur 06/27-06/29	07/14/2017		369.60 722.40 119.00
			Total for Check Number 57235:	0.00	1,211.00
57236	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 32140-27632 32141-27633	Silverlake Water District 132nd & SR 527 Irrig 06/01-06/30 Silver Crest Park 06/01-06/30 15429 1/2 Bothell Everett Hwy 06/01-06/30 15429 Bothell Way-Irrig 06/01-06/30 13903 N Creek Dr-Irrig 06/01-06/30 MCSP 06/01-06/30	07/14/2017		9.95 7.60 61.65 56.95 165.05 80.40
			Total for Check Number 57236:	0.00	381.60
57237	SNOCOM 17-0630-5 17-0630-5A	SNOCOM Dispatch Services - 3rd Qtr Dispatch Services - 3rd Qtr	07/14/2017		87,054.75 24,295.00
			Total for Check Number 57237:	0.00	111,349.75
57238	SNOCOC 2017-3766	Snohomish County Corrections Jail Service Fees - May	07/14/2017		16,529.81
			Total for Check Number 57238:	0.00	16,529.81
57239	SNOCOPW 1000437370	Snohomish County Public Works RR7797-Aid Agreement-Vactor-North Pointe Pa	07/14/2017		2,165.80
			Total for Check Number 57239:	0.00	2,165.80
57240	SNOCOSH1 2017-3822	Snohomish County Treasurer Inmate Medical Billing - May	07/14/2017		29.90
			Total for Check Number 57240:	0.00	29.90
57241	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem.-MEBT-ER Paid-July	07/14/2017		3,774.27
			Total for Check Number 57241:	0.00	3,774.27
57242	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem. MEBT-ER Paid-July	07/14/2017		1,806.39
			Total for Check Number 57242:	0.00	1,806.39
57243	STARDMSV 0117041-IN 0117041-INA	Stardom Services Inc Janitorial Services-June-City Hall North Janitorial Services-June-City Hall South	07/14/2017		1,184.13 995.00
			Total for Check Number 57243:	0.00	2,179.13

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
57244	STERICYC 30039029285	Stericycle Inc Biomedical Waste Services - Monthly Fee	07/14/2017		10.36
			Total for Check Number 57244:	0.00	10.36
57245	STEWARTN 7/19	Nancy Stewart Children's Concert Series 07/19	07/14/2017		375.00
			Total for Check Number 57245:	0.00	375.00
57246	STOWE INV-000007	Stowe Development & Strategies, LLC Fire Contract Negotiations - June Retainer	07/14/2017		4,500.00
			Total for Check Number 57246:	0.00	4,500.00
57247	THYSSEN 3003315659	Thyssenkrupp Elevator Corp. Elevator Maintenance 07/01-09/30	07/14/2017		1,198.07
			Total for Check Number 57247:	0.00	1,198.07
57248	TPQGLOVE LA408139 LA408139A	Top Quality Glove 20 Bx - Nitrile Black Gloves-Variou Sizes Use Tax-20 Bx Nitrile Black Gloves-Variou Siz	07/14/2017		143.52 -13.52
			Total for Check Number 57248:	0.00	130.00
57249	MCTCBA 2017 Concert	Mill Creek Town Center Business Associati 2017 Summer Concert Series Sponsorship-Silver	07/14/2017		1,000.00
			Total for Check Number 57249:	0.00	1,000.00
57250	TRANSUN 06711257	Trans Union LLC Basic Service Monthly Fee-Credit Checks 05/26	07/14/2017		27.60
			Total for Check Number 57250:	0.00	27.60
57251	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-June	07/14/2017		25.00
			Total for Check Number 57251:	0.00	25.00
57252	TRUSAMPL 2016 Triple Net	True Sample Holdings II LLC Refund-2016 Triple Net	07/14/2017		41.57
			Total for Check Number 57252:	0.00	41.57
57253	ADTSEC 28791398	Tyco Integrated Security LLC Service Call-Monitoring Evidence Room	07/14/2017		16.50
			Total for Check Number 57253:	0.00	16.50
57254	ULINE 86550203	Uline Blue 2-digit Take A Number-Passports	07/14/2017		156.80
			Total for Check Number 57254:	0.00	156.80
57255	UPS 00009X8014267	United Parcel Service UPS Chgs-PD-Watershed	07/14/2017		10.59
			Total for Check Number 57255:	0.00	10.59
57256	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges 06/01-06/30	07/14/2017		42.00

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 57256:	0.00	42.00
57257	UULC 7060164 7060164A	Utilities Underground Location Center On Call Location Service - 179 Locates On Call Location Service - 179 Locates	07/14/2017		115.46 115.45
			Total for Check Number 57257:	0.00	230.91
57258	VANHOLLT 6643	Tenille Van Hollebeke Cupcake Class 07/01 #6643	07/14/2017		122.50
			Total for Check Number 57258:	0.00	122.50
57259	VERIZON 9787842193	Verizon Wireless Access & Usage Chgs 05/21-06/20-City Cell Ph	07/14/2017		2,044.05
			Total for Check Number 57259:	0.00	2,044.05
57260	WABO 34375	Washington Assoc of Bldg off Job Posting-Building Official-WABO Website	07/14/2017		50.00
			Total for Check Number 57260:	0.00	50.00
57261	WASTPAT 117009240	Washington State Patrol Background Checks - June	07/14/2017		36.00
			Total for Check Number 57261:	0.00	36.00
57262	WAVEDIV 02660302	WaveDivision Holdings, LLC Fiber Lease-15728 Main St-To 3000 Rockefeller	07/14/2017		657.78
			Total for Check Number 57262:	0.00	657.78
57263	WINSUPP 018592 00	Winsupply Company Supplies-Country Club Median	07/14/2017		207.45
			Total for Check Number 57263:	0.00	207.45
57264	WDHRBNGI 1242856	Wood Harbinger Prof Engr Serv City Hall North HVAC Through	07/14/2017		815.50
			Total for Check Number 57264:	0.00	815.50
57265	AFSCME June	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME-June	07/14/2017		1,072.12
			Total for Check Number 57265:	0.00	1,072.12
57266	ZUMAR 0189287 0189386	Zumar Industries, Inc. 4-12x18 No Parking Signs/24x18 No Parking-Ci 3 Speed Limit Signs/1 St Name-Double Sided	07/14/2017		154.23 204.91
			Total for Check Number 57266:	0.00	359.14
Total for 7/14/2017:				0.00	204,857.68
Report Total (66 checks):				0.00	204,857.68



Date: July 25, 2017

Payroll Check Batches		
Dated	Check Numbers	Amount
07/11/2017	ACH Wire- BAC- Flex Spending Acct	\$766.16
07/10/2017	ACH Wire- ICMA RC- Def. Comp	\$532.70
07/10/2017	ACH Wire MEBT- Wilmington Trust	\$23,918.80
07/10/2017	ACH Wire- MCPD Guild Dues	\$2,140.00
07/10/2017	ACH Wire- United Way Donations	\$95.00
Total		\$27,452.66

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Wire Transfers in the amount of \$27,452.66.

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

Councilmember

Councilmember

Finance Director

City Manager

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

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 07/10/2017
Report Time: 11:19:19 AM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	07/11/2017
ACH ID:	2911225895	Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Released	Created By:	SANKOTTKE
Released By:	SANKOTTKE		

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

Total Amount in Batch

Total Count in Batch

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

Grand Total Amount

Grand Total Count

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

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 07/10/2017 11:16:14 AM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing by Bank
Transaction Number: 177AB1024ADE0599

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 532.70

Value Date: 07/10/2017

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2017071000301502

Input Time: 07/10/2017 11:10:32 AM CDT
Time: 07/10/2017 11:16:00 AM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 07/10/2017 11:16:14 AM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 177AB1206F8E1235

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 23,918.80

Value Date: 07/10/2017

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2017071000301501
Confirmation #: FEDR:20170710B6B7HU2R007711

Input Time: 07/10/2017 11:12:11 AM CDT
Time: 07/10/2017 11:16:00 AM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 07/10/2017 11:16:14 AM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 177AB0835IEC0C29

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
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: 000060159001
Beneficiary Bank ID: 125000024
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: 2,140.00

Value Date: 07/10/2017

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:2017071000301499
Confirmation #: BOOK:2017071000301499

Input Time: 07/10/2017 11:08:41 AM CDT
Time: 07/10/2017 11:16:00 AM CDT

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 07/10/2017 11:16:14 AM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing by Bank
Transaction Number: 177AB09268IE2134

Template Name: United Way
Template Code: United Way

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
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: 9590003708
Beneficiary Bank ID: 122000496
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: 95.00

Value Date: 07/10/2017

Optional Information

Sender's Reference Number: 177AB09268IE2134

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:2017071000301500

Input Time: 07/10/2017 11:09:32 AM CDT
Time: 07/10/2017 11:16:00 AM CDT



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, July 11, 2017

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

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

Sean Kelly, Councilmember

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

AUDIENCE COMMUNICATION

B. There were no public comments.

PRESENTATIONS

C. SNOCOM/SNOPAC Consolidation

City Manager Polizzotto introduced SNOCOM Executive Director Terry Peterson and SNOPAC Executive Director Kurt Mills. Executive Director Peterson and Executive Director Mills, later joined by Facilitator Karen Reed, shared a PowerPoint presentation that reviewed how the consolidation Joint Task Force (JTF) was formed, who plays an active role and explained how the JTF has been charged with examining the feasibility of consolidating the two Public Safety Access Points (PSAP's) in Snohomish County into one combined organization. The presentation described points already approved by the JTF, including a governance board structure, guidelines for a supermajority, guidelines for membership and the assessment formula. The path to

July 11, 2017 REGULAR COUNCIL MEETING MINUTES

consolidation will identify timelines and necessary work to achieve consolidation. Facilitator Reed explained the desire to begin consolidation operations in January 2018 with another year of facility upgrades before the complete consolidation will be in effect.

CONSENT AGENDA

- D. Approval of Checks #57142 through #57200 and ACH Wire Transfers in the Amount of \$209,484.57
(Audit Committee: Councilmember Michelson and Councilmember Todd)
- E. Payroll and Benefit ACH Payments in the Amount of \$280,830.04
(Audit Committee: Councilmember Michelson and Councilmember Todd)
- F. City Council Meeting Minutes of June 27, 2017

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

REPORTS

G. Mayor/Council

Council discussed and agreed to hold a Special Council Meeting on July 18 dedicated as an executive session to work on the City Manager's annual evaluation.

Mayor Pruitt attended the AWC Annual Conference and encouraged Council to attend next year.

Councilmember Michelson will be attending the Arts & Beautification Board meeting on July 12 and reminded Council that the next Art Walk is Thursday, July 13.

Councilmember Todd attended the Economic Alliance Advocacy Board meeting. Economic Alliance of Snohomish County, along with Snohomish County Cities and the City of Everett are sending a letter to legislators concerning the capital budget. Council agreed to have City Manager Polizzotto draft a letter from Council to our legislators emphasizing the sports park grant and encouraging them to do good work.

Councilmember Todd attended the Community Transit Center groundbreaking event.

Councilmember Todd reminded Council of the upcoming Snohomish County Cities meeting.

H. City Manager

City Manager Polizzotto discussed the upcoming storm pipe repair agenda item and stated the consulting engineer from Perteet will be at the July 25 Council meeting to review the findings and recommendations from the last video inspection that identified multiple issues with varying degrees of severity. Director of Communications & Marketing Joni Kirk is compiling an update for residents in the affected areas.

City Manager Polizzotto reported on the new code enforcement program that emphasizes resident education with a philosophy of voluntary compliance and not just enforcement. She explained that the code enforcement function had previously been

July 11, 2017 REGULAR COUNCIL MEETING MINUTES

housed in the police department and has transitioned to Community & Economic Development. City Manager Polizzotto introduced Director of Community & Economic Development Tom Rogers, who credited Planning Specialist Sherrie Ringstad for spearheading the new program. Director Rogers explained the customer friendly communication style that educates property owners on regulations, codes and violations and encourages property owners to work with the City to come up with a plan together. He credits the creation of new brochures, being proactive and the use of Request Tracker for drastically reducing the number of standing violations. Director Rogers reported on the next steps for the program, including working with the Planning Commission to re-write code definitions that are unclear or outdated.

City Manager Polizzotto reviewed the status of AFSCME negotiations and reported there are only two negotiation meetings left in July. She explained the cost difference in proposals, the impending deadline for retroactive wage increases and, due to vacation schedules, mediation would be unlikely in August. City Manager Polizzotto reported there is a hearing scheduled at PERC in September.

AUDIENCE COMMUNICATION

- I. Ms. Bundie G. Olsen, Wildflower resident, addressed the Council with her concern over the delay in paving the streets in her neighborhood.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- J. The meeting recessed to executive session at 8:06 p.m. which was subsequently extended. No action was taken.
 - Discussion of the performance of a public employee per RCW 42.30.110 (1)(g)

RECONVENE TO REGULAR SESSION

The meeting reconvened to regular session at 9:20 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 9:20 p.m.

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk

July 11, 2017 REGULAR COUNCIL MEETING MINUTES



Report: Social Media Update

(Presented: July 25, 2017 Mill Creek City Council Meeting)

In May, 2017 the Council approved the establishment and use of social media as City communication tools. On May 17, the City officially launched three social media channels:

- Facebook: www.facebook.com/millcreekwa
- Twitter: www.twitter.com/millcreekwa
- Instagram: www.instagram.com/cityofmillcreek

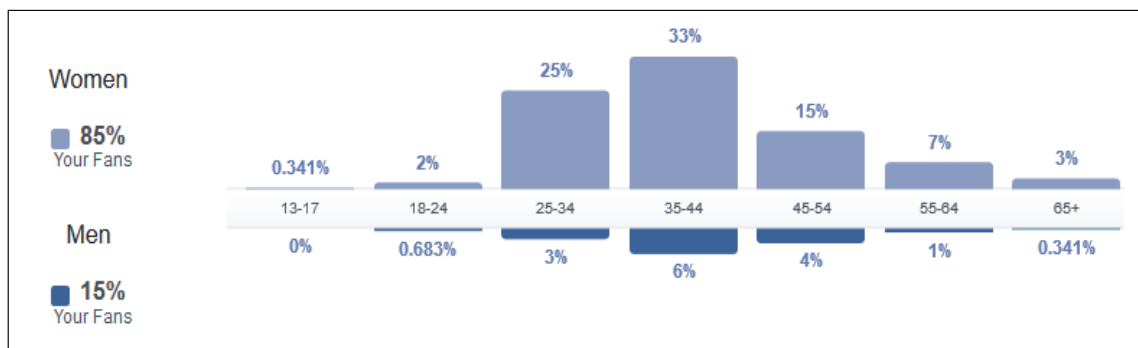
In the first six weeks since the launch of social media tools, the City has experienced steady growth in the number of people “following” the City and engaging with the content posted. From this point forward, City staff will be able to document increases in followers and other significant engagement trends.

As of June 30, baseline statistics for the City’s social media channels are as follows:

Facebook

- 294 followers
- 48 posts
- 257 likes of posted content
- 58 comments on posted content
- 125 shares of posted content

Noteworthy, the demographics for Facebook followers are spread out between ages 25-54, and with a female focus. Knowing this information will help the City better target messages.



Twitter

- 94 followers
- 47 posts
- 14 likes of posted content
- 11 retweets of posted content
- 22 comments or messages pertaining to posted content

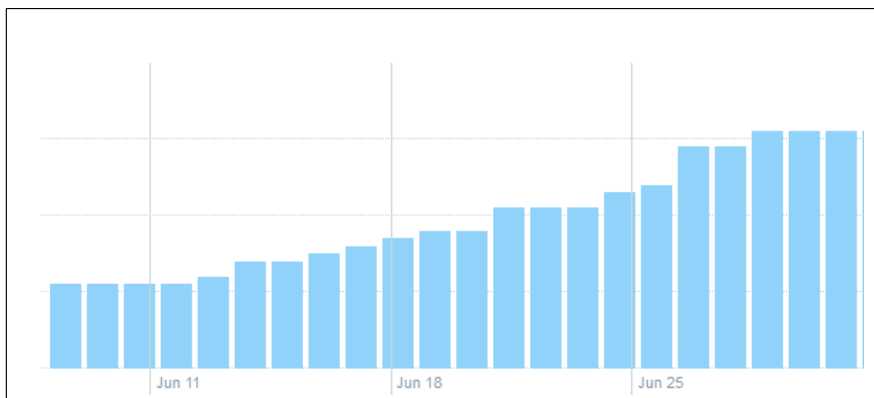
Instagram

- 104 followers
- 24 posts
- 222 likes of posted content
- 9 comments on posted content

Increasing followers takes time and requires engagement with other influential social media users. The following graph demonstrates our growth in Facebook likes over the first six weeks of operation. It generally is slow, steady climb, but events and news spur growth.



The City's follower growth on Twitter is slow but steady, as this chart reflecting the number of followers demonstrates:



The City's Facebook presence has proven to be its most successful social platform. Content varies significantly, depending on the City's communications calendar. Diversity on this platform is critical, as it provides a broad overview of City initiatives to a large number of followers.

Followers on Twitter tend to be more news and business oriented. Therefore, the content that this particular audience responds to is different than that of Facebook or Instagram.

Finally, Instagram is a tool best used to spark interest in people. In general, it is very tourism-focused, with audiences that like to travel, experience new things (e.g., food, beverages, shops), and want visually stimulating content. As the City builds its photography portfolio this year to complement its programming, Instagram will continue to flourish.

Specific engagement activities generate interest and growth, and will help the City continue to grow its social presence. For example, working with the [Mill Creek Community](#) Facebook page moderator, we were able to promote the City's social media channels. As a result, the City's number of Facebook followers nearly doubled overnight. To increase engagement, the City's social platforms are following many businesses within the City and we're helping to cross-promote content, particularly as content supports City initiatives.

Other factors contribute to growth in followers. One such factor is posting news that creates excitement. The announcement about Sprouts Farmers Market on June 26 also spurred new followers, who commented and shared. This particular post had an engagement reach of more than 20,000 people. Also, while the City's Facebook analytics only cover what happens on the City's page, it does show high-level analytics for actions taken by other people off our page. While the City's Facebook page shows 149 likes, 122 shares and 37 comments for the Sprouts post, the post received expanded coverage through the sharing of others, including 2,700 clicks, 1,300 likes and additional shares. The social sharing of the City's content does help expand the reach of its messages.

In general, social media tools are already helping to the City to achieve its communications goals:

- **Create awareness and understanding of the City's places, programs and people.** From information about City parks and businesses, to police safety tips and construction projects, social media is helping create awareness and people are responding.
- **Build confidence in the City and trust with target audiences.** People who see social media content are asking clarifying questions and raising issues to City staff. As the City responds and engages on these social platforms, the City continues to build rapport and confidence with these audiences.
- **Be responsive and provide methods for feedback to residents.** The City is responding very quickly to questions and messages. Some questions are moved

into the citizen response management tool when questions are beyond the Communication team's scope of knowledge or require more work by the City. However, through the process, the City keeps people informed.

- **Prompt action by stakeholders as needed.** From knowledge sharing about road closures and construction projects, to providing advice for what people should do in non-emergencies, the information the City is providing enables and encourages stakeholders to take appropriate action. Further, people are helping share the messages.

Top content for each social media channel over the first six weeks includes:

Facebook

1. Big news! Sprouts Farmers Market is coming to Mill Creek (20.1K people reached, 6/26)
2. The first planned closure of Seattle Hill Road for construction will take place June 23-26. (2.5K people reached, 6/14)
3. Save the date! The Mill Creek Festival is July 8-9 this year. (2.2K people reached 6/11)
4. If you find yourself in a non-emergency situation, do you know who to call? (1.5K people reached, 6/20)
5. Construction projects in summer 2017 (2.1K people reached, 5/30)

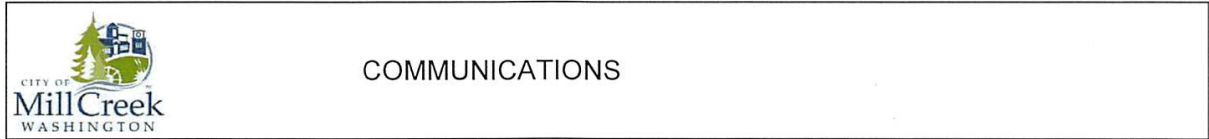
Instagram

1. Memorial Day Parade (19 likes, 5/29)
2. Take Your Dog to Work (17 likes, 6/23)
3. Art Walk – Mill Creek Rocks (17 likes, 6/5)
4. Arts and Beautification Board (16 likes, 6/15)
5. Officer Durkee and Rasko (16 likes, 5/20)

Twitter

1. We are now live on social media. (22 engagements, 5/17)
2. Do you know who to call in a non-emergency situation? (14 engagements, 6/20)
3. We are hiring a Building and Right of Way Inspector, and a Seasonal Maintenance Aid. (12 engagements, 5/19)
4. By the city's math, the fire contract could account for 40 percent of Mill Creek general fund spending by 2020. (10 engagements, 6/14)
5. What do you do when you want to become the preeminent Police Department in the region? (10 engagements, 6/7)

Tracking the kinds of content that people respond to will help the City provide more meaningful social engagement. While the City wouldn't necessarily stop sharing a particular type of content (such as news announcements if they don't generate retweets), content could be specifically tailored to include more of what people like and respond to, as demonstrated by the metrics.



Subject PRESENTATION AND MEETING REQUEST PROTOCOL	Index: Communications & Marketing Number: 200-02
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Effective Date: July 17, 2017	Supersedes:	Staff Contact: Joni Kirk	Clerk ID Number:	Approved By and Date: 7.17.2017 RCP
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1.0 PURPOSE:

The City of Mill Creek strives to provide comprehensive communications to encourage informed citizen participation in local government.

This document defines the types of meetings that the City of Mill Creek has with outside parties and describes the procedures for scheduling and holding meetings with outside parties.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCE:

- RCW 42.30 – Open Public Meetings Act
- RCW 42.56 – Public Records Act

4. POLICY

The following procedures will be used by all City staff for scheduling and holding meetings with or presentations to outside parties that may have implications for other departments.

5.0 DEFINITIONS:

5.1 **Citizen Request Management System:** The City’s web-based tool for tracking and responding to requests made by outside parties.

5.2 **City:** The City of Mill Creek, including any office, department, division, board, committee or other entity therein.

5.3 **City Manager** – The City’s chief executive officer.

5.4 Communications Resources: Any items used to convey City messaging on a topic, including handouts, flyers, graphics, web pages, or any other communications tool.

5.5 Meeting or Presentation: Any substantive oral discussion, whether by telephone, videoconference, social media, or in person.

5.6 Outside Party: A person(s) external to the City of Mill Creek staff and elected officials who has requested a meeting with City staff. An outside party may be: 1) a community member; 2) a community group member (e.g., Parent Teacher Association); 3) a representative of industry or a special interest group, or 4) any other external constituent.

5.7 Public Information Officer: The individual at the City of Mill Creek who is authorized by the City Manager to handle public communications requests and coordinate an official response. At the City of Mill Creek, this is the Director of Communications and Marketing.

5.8 Recipient: The person at the City of Mill Creek staff who receives a request from an outside party.

5.9 Respondent: The individual responsible for responding to the outside party's meeting request.

5.10 Scheduler: The individual at the City of Mill Creek who responsible for scheduling the meeting.

6.0 PROCEDURES:

6.1 When an outside party requests a meeting with City staff that may have implications for other departments, the recipient of the meeting request shall log the request into the citizen request management system and assign it to the PIO. Such records are subject to public inspection and copying according to the Public Records Act (RCW 42.56).

6.2 If the request recipient is a City Councilmember, the recipient should contact the City Manager, who will coordinate with the PIO. This does not preclude City Councilmembers from meeting with individual constituents.

6.3 The PIO shall review the request and work with the recipient, the City Manager and other City staff to determine 1) if a meeting is required or if another type of response would suffice, 2) if a meeting is required, who should participate, 3) if a larger public information campaign is required, and 4) who the respondent is for the request.

6.4 The respondent is responsible to update a response to the request and must communicate with the outside party only via the citizen request management system. Responses must occur within two business days.

6.5 If the determination is made that a meeting should occur, the PIO will designate a scheduler to coordinate meeting logistics, including attendees, date, time and location.

6.5 The PIO will work with the recipient, respondent and other impacted City departments and staff to determine if any communications resources are needed for the meeting.

6.6 Any meeting that takes place must not result in official City action that violates the Open Public Meetings Act. Such meetings also must not result in policy decisions, which fall under the purview of the City Council or City Manager.

6.7 When the meeting has taken place, the respondent shall document the meeting in the citizen request management system and close the request.



Subject CITIZEN RESPONSE AND CENTRALIZED COMMUNICATIONS LOG	Index: Communications & Marketing Number: 200-04
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Effective Date: July 17, 2017	Supersedes:	Staff Contact: Joni Kirk	Clerk ID Number:	Approved By and Date: 7.17.2017 TRCP
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1.0 PURPOSE:

The City of Mill Creek strives to provide consistent communications in a timely manner to its citizens

This document defines the process for responding to citizen requests that the City of Mill Creek receives.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCE:

- Policy 200-02: Presentation and Meeting Request Protocol
- Policy 200-03: Media Protocol for Responding to Media Information Requests
- RCW 42.56: Public Records Act

4. POLICY

The following procedures will be used by all City staff for responding to citizen comments and requests.

5.0 DEFINITIONS:

5.1 **Citizen Comment:** A request or a comment by an outside party that is in need of a response from the City.

5.2 **Citizen Request Management System (CRMS):** The City’s web-based tool for tracking and responding to citizen comments made by outside parties.

5.3 **City:** The City of Mill Creek, including any office, department, division, board, committee or other entity therein.

5.4 **City Manager** – The City’s chief executive officer.

5.5 **Communications Resources:** Any items used to convey City messaging on a topic, including handouts, flyers, graphics, web pages, or any other communications tool.

5.6 **CRMS Coordinator:** The City staff member responsible for ensuring compliance with this policy and reporting on it to the City Manager. At the City of Mill Creek, this is the City Manager’s Executive Assistant.

5.7 **Entry:** The record of the citizen comment that is entered into the citizen request management system.

5.8 **Outside Party:** A person external to the City of Mill Creek staff and elected officials.

5.9 **Public Information Officer:** The individual at the City of Mill Creek who is authorized by the City Manager to handle public communications requests and coordinate an official response. At the City of Mill Creek, this is the Director of Communications and Marketing.

5.10 **Respondent:** The primary City staff member responsible for responding to the outside party’s comment or request.

5.11 **Response:** The City’s official answer or reply to a citizen comment.

6.0 PROCEDURES:

6.1 When an outside party contacts City staff with a citizen comment, whether in written or verbal form, the citizen comment must be entered into the citizen request management system.

6.1.1 If the outside party desires a response, their name and email address are required to be logged as part of entry in the citizen request management system to ensure the City can respond directly to them about the citizen request.

6.1.2 The entry must include all the details from the citizen comment.

6.1.3 The entry must be assigned to a respondent.

6.1.4 If the citizen comment comes from a member of the media, the PIO will be assigned as respondent on the entry and will coordinate with other City staff as necessary on a response, per Policy 200-03.

6.1.5 Elected officials of the City may forward to City staff a citizen

comment for response. In this instance, it must be logged by the staff member who receives it and assigned to the appropriate respondent with a cc: assignment in the CRMS to the elected official who forwarded it. The elected official must be copied on all subsequent responses.

6.1.6 Directors are responsible for ensuring timely response to a citizen comment and shall assign appropriate staff within their departments to do so.

6.2 The respondent must respond to the citizen comment within two business days.

6.2.1 The response to the citizen comment must be handled through the CRMS unless there are emergent circumstances or circumstances beyond the respondent's control that would prohibit doing so.

6.2.2 If circumstances prevent the initial response from coming from within the CRMS, the respondent must enter details of the response and the date of response into the system to keep the entry updated.

6.2.3 Even if there is not resolution to the citizen comment within the two-day requirement, the respondent must let the outside party know that the City is addressing the citizen comment and will respond in a timely manner.

6.2.4 If the respondent has failed to respond to the citizen comment within two business days, the CRMS coordinator shall notify the City Manager.

6.3 If other City staff are required to help form a response to the citizen comment, the respondent must coordinate the response within the required response time.

6.3.1 If the respondent believes s/he was incorrectly assigned responsibility for the citizen comment, s/he must reassign the entry to the appropriate person.

6.4 The respondent is responsible to update a response to the request and must communicate with the outside party only via the citizen request management system.

6.5 If the determination is made that a meeting with the outside party should occur to resolve the citizen comment, the CRMS coordinator will assign the PIO as a secondary respondent on the entry. The PIO will then follow Policy 200-02.

6.6 If citizen comments demonstrate a trend or the potential for escalation of the topic, the CRMS coordinator will ask the PIO to develop language for a common response to related citizen comments.

6.6.1 The PIO will work with the City Manager as needed to ensure the response appropriately reflects the City's official position.

6.7 When a response has been logged to the entry that demonstrates the citizen comment is resolved, the respondent shall close the entry after seven business days but no later than 30 days after the citizen comment has been resolved. This ensures that the outside party has the opportunity to respond.

6.7.1 An entry or a group of entries may be left open for a period of time when the resolution of the citizen comment has an anticipated long-term solution.

6.7.2 If a trend becomes apparent in citizen comments, the respondent and/or CRMS coordinator may request and/or develop a new category for such requests that will facilitate seamless response.

6.7.3 The CRMS coordinator shall review all open entries each month to determine if additional response is needed. If so, the CRMS coordinator will reassign a respondent as appropriate.

6.8 The CRMS coordinator shall on a biweekly (every other week) basis prepare a report of citizen comments that have not received a response. This report must be provided to the PIO and the City Manager.

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

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: July 17, 2017

September 5, 2017

(Agenda Summary due August 18)

- A&B Board – Great Garden Awards
- Work Session
 - CIP Work Plan

September 12, 2017

(Agenda Summary due August 25)

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

September 26, 2017

(Agenda Summary due September 12)

- Work Session
 - Traffic Calming Manual
- Presentation: Body Camera Pilot Project
- Chapter 1 – Updated Personnel Policies & Procedures

Work in Progress – Upcoming Agenda Items

- Fire Contract
- AFSCME Contract
- Snocom/Snopac Consolidation Updates
- Public Works Shop Design
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- SERS Radio Acquisition Updates
- Partnerships with Everett School District
- Council Chambers Configuration