

CITY COUNCIL AGENDA

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



Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem
Mark Bond • Mike Todd • Vince Cavaleri • Jared Mead • John Steckler

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 Acting City Clerk at (425) 921-5725 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. 2018-829
Next Resolution No. 2018-573

April 24, 2018
City Council Meeting
6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

NEW BUSINESS

- B. 35th Ave SE Reconstruction Project - Contract Award
(*Rebecca C. Polizzotto, City Manager*)

STUDY SESSION

- C. Wrap up: Long Term Strategic Planning
(*Rebecca C. Polizzotto, City Manager*)

CONSENT AGENDA

- D. Approval of Checks #58440 through #58518 and ACH Wire Transfers in the Amount of \$190,114.54
(Audit Committee: Mayor Pruitt and Councilmember Mead)
- E. Payroll and Benefit ACH Payments in the Amount of \$230,948.01
(Audit Committee: Mayor Pruitt and Councilmember Mead)
- F. City Council Meeting Minutes of March 6, 2018
- G. City Council Meeting Minutes of March 13, 2018
- H. City Council Meeting Minutes of March 27, 2018
- I. City Council Meeting Minutes of April 3, 2018

REPORTS

- J. Mayor/Council
- K. City Manager
 - Neighborhood Focus Group
 - Guild Labor Management Meeting Minutes
 - Council Planning Schedule

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # B
 Meeting Date: **April 24, 2018**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: 35TH AVE SE RECONSTRUCTION PROJECT – AWARD
 CONSTRUCTION CONTRACT**

PROPOSED MOTION:

Motion to authorize the City Manager to take all necessary action, and effectuate all necessary documents, to execute a contract with Harbor Pacific Contractors, Inc. for the construction of the 35th Ave. SE Reconstruction Project in an amount not to exceed \$4,692,000.00.

Please note that because this is a construction project the contract itself consists of the contract document that incorporates the call for bids, the contractor's proposal, including bid schedules, information required of bidder, proposal bond and all required certificates and affidavits, the performance bond, the Public Works Payment Bond, the contract provisions included within the bid package, the plans and specifications, addendums and future change orders. The entire package has been reviewed by staff, our consulting engineers and City Attorney's Office prior to bid. Due to the size and technical nature of these documents, they are not included as part of this agenda item; however, the contract template included in the bid package that incorporates the aforementioned documents is included as a reference. When the contract is formally authorized by Council, the staff, consulting engineers and contractor will effectuate the various provisions of the documents

KEY FACTS AND INFORMATION SUMMARY:

35th Avenue SE is a three-lane minor arterial in Mill Creek that carries approximately 15,000 vehicles per day. The road was widened by Snohomish County in 2003 by using light weight fill on top of a large peat deposit, and has been continually settling since annexation by the City in 2005. The rising water over the roadway by Penny Creek and adjacent wetland areas combined with a sinking roadway have resulted in flooding and several road closures over the past few years.

The 35th Avenue SE Reconstruction Project will address the chronic settlement and flooding between 141st Street SE and 144th Street SE (project length is approximately 1,000 feet). The roadway will be reconstructed on a pin pile-supported slab that will prevent future settlement. Other work includes installing modular block walls, storm drainage improvements, pavement, sidewalks and maintenance of traffic. The width and alignment of the roadway will not change. 35th Ave SE will be closed to traffic in both directions during construction.

Construction Bids

The project was advertised on March 6th. Four addendums were issued during the bidding period. Bids were opened on March 27, 2018 at 3:00PM. The City received a total of three bids -all responsive (complete). Subsequently, as required by the project contract documents, the City received Supplemental Bidder Responsibility Criteria from the two lowest bidders on March 29. Staff confirmed mandatory criteria, called references and evaluated supplemental criteria for the

lowest bidder. Although not required, staff requested Supplemental Bidder Responsibility Criteria from Granite Construction Company. After a thorough assessment, staff determined that Harbor Pacific Contractors, Inc. is the lowest responsible bidder with a bid amount of \$4,692,000.00 (approximately 5% below the project engineer's estimate of \$4,930,548.00, shown in Attachment A).

Table 1. 35th Ave. SE Reconstruction Project Bids

Contractor	Bid Amount
Harbor Pacific Contractors, Inc.	\$4,692,000.00
IMCO General Construction	\$5,296,946.00
Granite Construction Company	\$5,624,419.50

Hydrologic and Hydraulic Analysis of Penny Creek

At the February 27th Council meeting, Council authorized the City Manager to execute Addendum No. 6 to Contract 2013-1091 for professional services with KPFF Consulting Engineers in an amount not to exceed \$19,000. Tasks conducted under this addendum included additional survey for use in HEC-RAS (Hydrologic Engineering Center's River Analysis System) modeling of Penny Creek. The HEC-RAS model was used to determine sensitivity of water levels at 35th Ave. SE to beaver dams and produce information for the City to manage post-construction flooding expectations. Addendum No. 6 also included Bid Support Services.

The revised HEC-RAS project model revealed that the originally proposed 24-inch culvert did not appropriately convey water and would thus result in a 1.02-foot rise in the flood water surface elevations upstream from the road, compared to existing conditions. This rise is not allowable per the City's and federal floodplain regulations (City of Mill Creek Municipal Code 15.20). In order to increase conveyance, the 24-inch pipe was eliminated from the design and replaced with excavation of the existing roadbed to create a 40-foot-wide, 4-foot-tall hydraulic opening (similar to a box culvert). This design change was captured in Addendum 2 and Addendum 3 of the project contract documents. The hydraulic opening significantly reduces the probability of post-construction roadway puddling or flooding compared to the originally proposed 24-inch diameter culvert.

On March 23, the Washington Department of Fish and Wildlife issued the Hydraulic Project Approval (HPA) approving the aforementioned change. The original project HPA permit (issued on November 6, 2015) acknowledged that the City would replace the existing two 54-inch diameter culverts at a future date. The current HPA permit (issued on March 23, 2018) includes a provision for the City to develop concept plans for stream daylighting by March 23, 2020 and construction a year later. City staff is currently evaluating how to deliver on this permit provision. Options include a change order to the current contract (this would most likely require environmental re-permitting), a future capital improvement project or seeking removal of this permit condition.

On April 4, the United States Army Corps of Engineers confirmed that the design modification is authorized under the current permit.

Table 2. 35th Ave. SE Reconstruction Project Permits

Agency	Permit	Issue Date	Expiration Date
City of Mill Creek	State Environmental Policy Act (SEPA)	10/7/15	None
Washington Department of Fish and Wildlife	Hydraulic Project Approval (HPA)	3/23/18	11/5/20
U.S. Army Corps of Engineers	Section 404	8/24/17	3/18/22

Construction Cost and Funding

On March 6, Council authorized the City Manager to execute a contract with Gray & Osborne for construction management and inspection services for the 35th Ave SE Reconstruction Project in an amount not to exceed \$611,300.

Table 3. 35th Ave. SE Reconstruction Project Current Construction Cost

Contract/bid	Amount
Gray & Osborne (contract)	\$611,300
Harbor Pacific Contractors, Inc. (bid)	\$4,692,000
Total	\$5,303,300

The project’s construction phase is funded with local and external funds. An amount of \$500,000 in 2018 Supplemental Transportation Budget funds were awarded to the City on March 28th and are in the process of being obligated through coordination with Washington State Department of Transportation Local Programs. Also, the City is in the process of executing a Small Capital Projects Partnership (SCPP) grant with Snohomish County in the amount of \$50,000.

Table 4. 35th Ave. SE Reconstruction Project Construction Funding

Funding Source	Amount
Connecting Washington	\$4,750,000
2018 Supplemental Transportation Budget	\$500,000
Snohomish County SCCP Grant	\$50,000
City of Mill Creek	\$3,300
Total	\$5,303,300

Construction duration is estimated at 30 weeks with pile driving having a 60 day duration.

CITY MANAGER RECOMMENDATION:

The City’s CIP projected construction management and construction costs for this project to total \$5,900,000. Of that amount, \$4,000,000 in funding was projected from state funds and the remaining \$1,900,000 in funding was budgeted to be taken from the City’s REET Funds.

Actual costs are less than anticipated at \$5,303,300. Additionally, the City was able to obtain an additional \$1,300,000 in state and local funding thereby reducing the City’s cost for the project to \$3,300.

Engineering costs of approximately \$484,000 were paid for by the City through its capital funds.

Through this project, the City is able to address a significant capital need. As a result of Mayor Pruitt's leadership in obtaining State funding for the project, the City is able to address this significant capital need with minimal financial impact to the City thereby freeing up significant REET dollars for use towards other capital needs within the City.

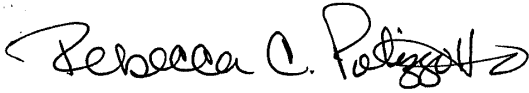
Completion of this project will improve a major arterial within the City limits and this project exemplifies the City's goals of Leadership and Fiscal Responsibility.

The City Manager recommends the City Council authorize the City Manager to take all action necessary, and effectuate all necessary documents, to execute a contract with Harbor Pacific Contractors, Inc. for construction of the 35th Avenue Reconstruction Project in an amount not to exceed \$4,692,000.00.

ATTACHMENTS:

- Attachment A: 35th Ave. SE Reconstruction Construction Bid Tab
- Attachment B: Contract 2018-X Construction Contract –Harbor Pacific Contractors, Inc.

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

CONTRACT


THIS AGREEMENT is entered into by and between the _____
_____ (hereinafter called the Contracting
Agency) and _____ (hereinafter called the
Contractor).

The Contracting Agency and the Contractor agree as follows:

ARTICLE 1. WORK.

This Contract provides for the improvement of 35th Avenue Southeast Reconstruction Project to address the chronic settlement of the roadway between 144th Street Southeast and 141st Street Southeast. The work includes, but is not limited to the installation of a pin pile supported slab, a voided slab span, installation of lightweight fill, paving, drainage, modular block walls, traffic control signage, temporary erosion control and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

ARTICLE 2. CONTRACT TIME.

The Contractor shall physically complete the Work within  working days (the Physical Completion Date).

ARTICLE 3. LIQUIDATED DAMAGES.

The Contracting Agency and the Contractor recognize that time is of the essence and that the Contracting Agency will suffer financial loss if the Work is not completed within the time, plus any extensions thereof, allowed in accordance with the Contract. They also recognize the inconvenience, expense, and difficulties involved in a legal proceeding to prove the actual loss suffered by the Contracting Agency if the Work is not completed within the time allowed in the Contract. Accordingly, instead of requiring any such proof, the Contracting Agency and the Contractor agree that as liquidated damages for delay, and not as a penalty, the Contractor shall pay the Contracting Agency in accordance with Section 1-08.9 of the Standard Specifications for each working day beyond the Physical Completion Date that the Contractor achieves physical completion of the Work.

ARTICLE 4. CONTRACT PRICE.

The Contracting Agency shall pay the Contractor the amount(s) set forth in the Proposal (in United States dollars) for completion of the Work in accordance with the Contract.

AGREEMENT – Continued

ARTICLE 5. CONTRACT.

The Contract, which comprises the entire agreement between the Contracting Agency and the Contractor concerning the Work, consists of the following:

- This Agreement;
- The Call for Bids;
- The Contractor's Proposal including the bid, bid schedule(s), information required of bidder, Proposal bond, and all required certificates and affidavits;
- The Performance Bond and the Public Works Payment Bond;
- The Contract Provisions, dated _____, including the 2016 WSDOT Standard Specification as referenced;
- The Plans (or drawings) consisting of _____ sheets, as listed in the index on sheet _____ of the Plans;
- Addenda numbers _____, inclusive; and
- Change Orders issued after the effective date of this Agreement.

There are no Contract Documents other than those listed in this Article 5. The Contract may be amended only in writing by Change Order as provided in the Contract.

ARTICLE 6: MISCELLANEOUS.

For purpose of defending any work place injury claims by employees of the Contractor and Subcontractors, the Contractor waives any immunity granted under the State Industrial Insurance Law, RCW Title 51. This waiver has been specifically negotiated between the parties and is hereby acknowledged by the Contractor.
_____(Contractor's initials)

The Contractor shall not assign any rights under or interests in the Contract, including but not limited to rights to payment, without the prior written consent of the Contracting Agency. Unless specifically stated in a written consent to an assignment, no assignment will release or discharge the Contractor-assignor from any duty or responsibility under the Contract.

The Contract is binding upon the Contracting Agency and the Contractor, and their respective partners, successors, assigns and legal representatives.

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AGREEMENT – Continued

IN WITNESS WHEREOF, Contracting Agency and Contractor have caused this Agreement to be executed the day and year indicated below.

CITY OF MILL CREEK

CONTRACTOR

By _____

License No. _____

By _____

Date _____

Title _____

Attest _____

Name and Address for giving notices (print)

**PERFORMANCE BOND
to CITY OF MILL CREEK, WA**

Bond No. _____

The **CITY OF MILL CREEK**, Washington, (City) has awarded to _____ (Principal), a contract for the construction of the project designated as **35TH AVENUE SE RECONSTRUCTION PROJECT**, Project No. **17-ROAD-02**, in **SNOHOMISH COUNTY**, Washington (Contract), and said Principal is required to furnish a bond for performance of all obligations under the Contract.

The Principal, and _____ (Surety), a corporation, organized under the laws of the State of _____ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the City, in the sum of _____ US Dollars (\$) Total Contract Amount, subject to the provisions herein.

This statutory performance bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall well and faithfully perform all of the Principal's obligations under the Contract and fulfill all the terms and conditions of all duly authorized modifications, additions, and changes to said Contract that may hereafter be made, at the time and in the manner therein specified; and if such performance obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

PRINCIPAL

SURETY

Principal Signature Date

Surety Signature Date

Printed Name

Printed Name

Title

Title

Name, address, and telephone of local office/agent of Surety Company is:

Approved as to form:

City Attorney, City of Mill Creek Date

PUBLIC WORKS PAYMENT BOND
to CITY OF MILL CREEK, WA

Bond No. _____

The CITY OF MILL CREEK, Washington, (City or County) has awarded to _____ (Principal), a contract for the construction of the project designated as 35TH AVENUE SE RECONSTRUCTION PROJECT, Project No. 17-ROAD-02, in SNOHOMISH COUNTY, Washington (Contract), and said Principal is required under the terms of that Contract to furnish a payment bond in accord with Title 39.08 Revised Code of Washington (RCW) and (where applicable) 60.28 RCW.

The Principal, and _____ (Surety), a corporation organized under the laws of the State of _____ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the CITY OF MILL CREEK, in the sum of _____ US Dollars (\$ _____) Total Contract Amount, subject to the provisions herein.

This statutory payment bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall pay all persons in accordance with RCW Titles 39.08 and 39.12 including all workers, laborers, mechanics, subcontractors, and materialmen, and all persons who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work; and if such payment obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

PRINCIPAL

SURETY

Principal Signature

Date

Surety Signature

Date

Printed Name

Printed Name

Title

Title

Name, address, and telephone of local office/agent of Surety Company is:

Approved as to form:

City of Mill Creek Attorney, City of Mill Creek

Date

Agenda Item # C

Meeting Date: April 24, 2018

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: WRAP UP: LONG TERM STRATEGIC PLANNING

PROPOSED MOTION: N/A

KEY FACTS AND INFORMATION SUMMARY:

The Government Finance Officers Association recommends that all governmental entities use some form of strategic planning to provide a long-term perspective for service delivery and budgeting, thus establishing logical links between authorized spending and broad organizational goals.

In his management book *The Dance of Change*, management author Peter Senge, references the importance for organizations to deliberately manage their future. Unfortunately, managing the future often comes head to head with the pressure of the immediate day-to-day management needs of the organization.

The need to get critical day-to-day management issues handled is important to every organization. This drive to get things done can at times overshadow the need to think and act strategically on the future of the organization. How does an organization find balance?

The key is to develop a strategic plan that is integrated into the business systems of the organization. The strategic plan should be integrated into the City's business practices by linking the Council's agenda (goals), budget, other approved plans (e.g., Capital Improvement Plan, Comprehensive Plan), departmental work plans and any current and/or newly developed performance measures into the plan.

Integrated strategic planning creates a balance that aligns both the City's financial and human capital to focus on achieving strategic goals and objectives.

The City began integrated strategic planning in 2016 with development and implementation of the City's *Guiding Principles*. At the Council's February 13, 2018 meeting, the City Manager presented an overview of the integrated strategic planning process and described the next steps in the process as the City continues to develop a long term strategic plan.

At its February 27, March 6, March 13, March 27 and April 3 meetings, the Council, City Manager and Leadership Team engaged in several "brainstorming" sessions. The purpose of these brainstorming sessions was to begin to identify those strategies that would allow the City to achieve each of the goals set forth in its Guiding Principles.

At the April 24 meeting, the City Council and City Manager will review the City's goals as set forth in the Guiding Principles and discuss why each goal is important to the Council. This discussion will ensure that the strategies developed through the aforementioned brainstorming are in line with the goals.

City Council Agenda Summary
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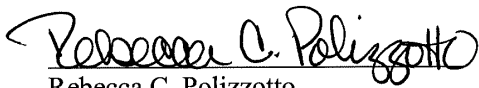
This work will ultimately generate a long term strategic plan that will link the Council's goals, budget, other approved plans, departmental work plans and any current and/or newly developed performance measures into the plan.

CITY MANAGER RECOMMENDATION: N/A

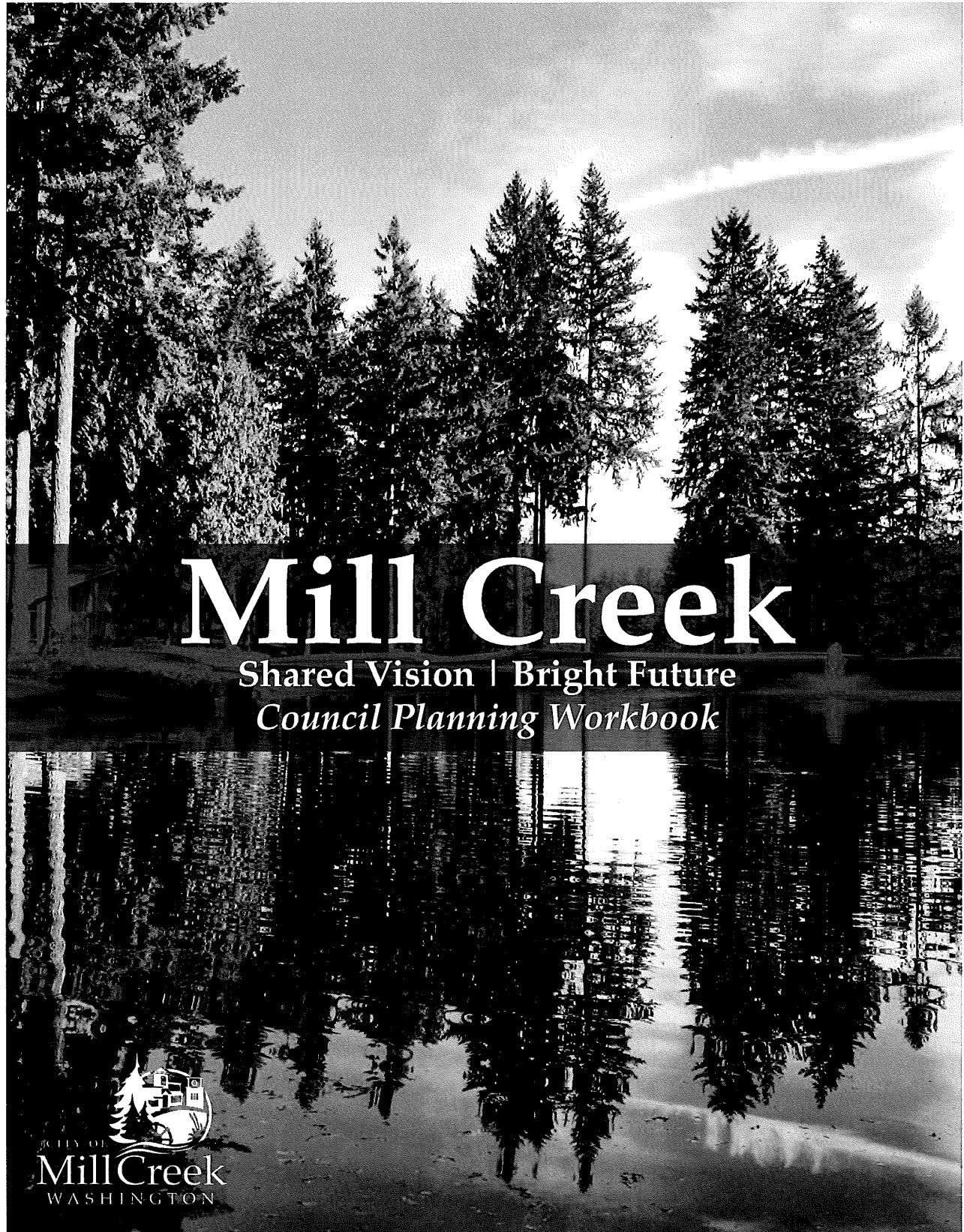
ATTACHMENTS:

- Planning Workbook

Respectfully Submitted:



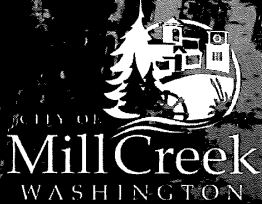
Rebecca C. Polizzotto
City Manager



Mill Creek

Shared Vision | Bright Future

Council Planning Workbook



Goal 1: Fiscal Responsibility

To responsibly manage the City's financial resources to provide quality public services, cultivate economic prosperity, and maintain a sustainable budget.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Avoid deficit spending; ability to withstand economic downturns; ability to finance long-term needs.

SAMPLE

Council Priorities

Strategies

1. Develop, adopt and implement a long-term fiscal management plan and accompanying policies as needed.

2. Institute data analysis and performance management systems.

3. Implement linkage between budget and strategic planning

4. Complete comprehensive fee and rate studies.

Projects / Initiatives

1. To ensure financial resources are available in the long term.

2. To identify financial trends that impact the City and take appropriate proactive measures.

3. To ensure the City's strategies are integrated into its business practices.

4. To ensure services are supported by the appropriate fee and rate structure and lessen the overall tax burden.

Goal 1: Fiscal Responsibility

To responsibly manage the City's financial resources to provide quality public services, cultivate economic prosperity, and maintain a sustainable budget.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Identify wasteful spending, increase capacity and create a culture where employees are empowered to bring Lean ideas forward.
2. Implement short- and long-term planning, including how to avoid deficits, establishing thresholds for deficits and surplus, determining profit centers and cost centers, and reviewing five-year trends to forecast needs.
3. Develop financial policies around one-time revenue streams/events, reserve funding, and keeping spending at or below projected revenues.
4. Explore more sophisticated financial planning options to maximize return on investments.
5. Seek out economic growth opportunities, including annexation possibilities and a tourism feasibility study.
6. Review and improve economic development processes to maximize the timeliness and flow of revenue.
7. Explore the impacts of crypto currency and opportunities to use it.
8. Keep Mill Creek affordable for residents.
9. Educate the public on financial operations to develop and maintain public trust and transparency.
10. Evaluate the long-term viability of core services from a cost perspective. Update fee schedules as needed.

(Continued)

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 1: Fiscal Responsibility

To responsibly manage the City's financial resources to provide quality public services, cultivate economic prosperity, and maintain a sustainable budget.

Strategies (continued)

11. Ensure funds are reserved for unexpected projects.
12. Determine the long-term viability of core services from a cost perspective and weigh against contributing to the quality of life in the community.
13. Invest in preservation of Mill Creek's infrastructure for the long-term.

Goal 2: Community Preservation

To support the development, maintenance and revitalization of public and private property to ensure the continuation of Mill Creek as a safe, clean and well maintained community.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Prioritize maintenance of City facilities, roads and parks to preserve the look and feel of Mill Creek.
2. Work with regional partners to ensure maintenance and preservation of their land and facilities that border or are visible in Mill Creek.
3. Encourage civic pride mentality and initiatives to help ensure cleanliness (e.g., no littering, picking up dog poop).
4. Ensure community design and maintenance standards are upheld by providing education and enforcing codes.
5. Invest in the health and sustainability of Mill Creek's natural environment and provide environmental education.
6. Develop pathways to help modernize older commercial development, including providing incentives for redevelopment.
7. Provide services that encourage (re)investment in Mill Creek.
8. Implement continuous improvement to identify issues and create solutions to ensure business compliance in maintaining community standards.
9. Enhance community connectivity and transportation alternatives within Mill Creek and to nearby communities.

(Continued)

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 2: Community Preservation

To support the development, maintenance and revitalization of public and private property to ensure the continuation of Mill Creek as a safe, clean and well maintained community.

Strategies (continued)

10. Preserve public safety to protect the safe neighborhood feel and ensure low call response times.
11. Facilitate community feedback on land-use ideas to ensure the City meets and cultivates the needs of its residents.
12. Expand tourism through unique ventures that enhance sales tax revenue.

Goal 3: Civic Pride

To achieve strong community spirit by promoting active civic participation, public-private partnerships and transparency in government.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Underscore a strong community spirit by being open to new ideas and providing opportunities for residents to be engaged.
2. Promote activities that use Mill Creek's resources such as trails and the Town Center.
3. Develop bigger signature events that draw people to the community (e.g., Taste of Town Center, Mill Creek Olympics, scavenger walk, music festival).
4. Organize groups of all ages to collaborate on projects.
5. Recognize and honor community engagement.
6. Invest in portable event resources that can be used by staff and the community alike.
7. Develop resources to encourage and support business development and growth.
8. Foster partnerships with the schools.
9. Create City Council community engagement opportunities.
10. Enhance public access to Council meetings (e.g., live stream).
11. City Council models good civic behavior.
12. Develop a brand identity / tagline.

(Continued)

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 3: Civic Pride

To achieve strong community spirit by promoting active civic participation, public-private partnerships and transparency in government.

Strategies (continued)

- 13. License and sell Mill Creek merchandise to foster community pride.
- 14. Provide a robust community calendar.
- 15. Identify areas of improvement within the community (e.g., traffic flow, neglected business areas, inclusion of neighborhoods outside of MCCA).

Goal 4: Customer Service

To provide excellent service to all who interact with the City by recruiting, training and retaining a skilled, innovative and dynamic workforce.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Exceed customer service expectations to ensure repeat customers.
2. Continuously improve the customer service experience and find creative ways to meet their needs.
3. Make every interaction positive through courteous and helpful behavior.
4. Educate employees on customer service disconnects and how it impacts the City (e.g., delay in approval of plans can impact sales tax revenue).
5. Empower and support people who are the face of the City by providing training and equipment; take care of the people who take care of people.
6. Hire the best-qualified people.
7. Feature employees in *City Connection* to celebrate their successes and highlight how they're helping the community.
8. Recognize and honor employees for creativity and a job well done.
9. Find new customer service opportunities to generate revenue.
10. Establish a level of performance management for customer service expectations.

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 5: Recreational Opportunities

To facilitate diverse recreational opportunities for people of all ages.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Define what "recreational opportunities" encompass.
2. Maintain public space for recreational activities; do not sell park land.
3. Continue the City's level of service for neighborhood parks and recreational facilities.
4. Provide safe, connected places.
5. Provide opportunities that take advantage of Mill Creek's world-class trail system.
6. Evaluate scope of recreation classes for unmet needs and to eliminate programs that compete with those offered by local businesses.
7. Partner with other organizations to maximize recreational opportunities.
8. Ensure programming is available for all ages, and cross-market recreational offerings by other organizations in Mill Creek.
9. Develop a sports tourism corridor.
10. Conduct a sports summit and/or feasibility study to determine recreational needs and opportunities for long-term development; determine partnership opportunities.
11. Provide recreational opportunities that facilitate tourism, economic development and revenue generation.

(Continued)

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 5: Recreational Opportunities

To facilitate diverse recreational opportunities for people of all ages.

Strategies (continued)

- 12. Partner with local businesses to cross-market tourism opportunities and encourage more visitor spend per person.
- 13. Identify grants to support tourism initiatives.
- 14. Leverage current recreational capital funds to maximize grant and other funding opportunities.

Goal 6: Public Safety

To protect the life, health and property of residents, visitors and businesses through the delivery of community focused public safety services.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Continue to grow public involvement (e.g., officers in neighborhoods, neighborhood watch groups, citizens academy, citizens patrol).
2. Partner with schools and local groups to provide public safety education (e.g., gun safety, cybersecurity, opioid epidemic).
3. Maintain the public's sacred trust through the consistent delivery of public safety services.
4. Ensure low response times for emergencies and threats.
5. Explore technology tools to share public safety information (e.g., local alert system).
6. Ensure police and fire are properly staffed to meet service needs.
7. Solidify emergency response program.
8. Obtain accreditation and ensure public safety practices protect the City from liability.
9. Develop strong partnerships with other agencies in the region.
10. Utilize grants and alternative funding sources to pay for programs and equipment.
11. Look for outside partnerships to reduce criminal justice costs.

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 7: Economic Prosperity

To engage in proactive economic development efforts that result in a robust local economy and position the City as a destination of choice.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Continue to market our current assets to set us apart. Understand Mill Creek's place in the regional economy.
2. Find opportunities that meet unmet needs in the City and the County to create tourism avenues.
3. Don't sacrifice local quality of life to become a destination for other people.
4. Focus on building our local economy: jobs, people, education, sports, and culture.
5. Revise the City's goal language to note that we should achieve our nine goals without sacrificing the other goals.
6. Publicize community events to support local businesses.
7. Maintain current and obtain new revenue streams with no new taxes.
8. Identify services that we can provide to Mill Creek residents that they would be willing to pay for.
9. Attract employers of knowledge workers.
10. Retain and grow households with above-average income / wealth.
11. Identify options and make wise choices with existing resources, including the East Gateway and Dobson-Remillard properties.

(Continued)

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 7: Economic Prosperity

To engage in proactive economic development efforts that result in a robust local economy and position the City as a destination of choice.

Strategies (continued)

12. Explore options with Everett Public Schools for the SR527 property and partner with them.
13. Provide the greatest opportunity for businesses to thrive. Develop outreach strategies for local businesses and continue to be friendly to local businesses.
14. Support and perpetuate businesses and commercial investor returns.
15. Take a fresh look at annexation possibilities and priorities.
16. Make capital investments to enhance long-term revenue.
17. Readjust zoning requirements to enhance economic success.
18. Balance growth against short-term gain.
19. Change design standards to make certain types of development acceptable, while enforcing certain standards to protect Mill Creek's quality.
20. Develop ecotourism opportunities for the wetlands.
21. Identify challenges in and around Mill Creek that could create an opportunity for us to provide enhancement and new revenue.

Goal 8: Leadership

To influence regional, state and national matters impacting our community through the engagement of staff and elected officials.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Revise Leadership goal language to include local leadership.
2. Lead by example.
3. Be strategic first and tactical second.
4. Get out of the way and allow people to do their jobs.
5. Look to cities and states that are doing innovative things and identify opportunities that may work for us.
6. Identify and be informed about matters that impact our vision and mission.
7. Don't be afraid to take calculated risks.
8. Individual Council members must be involved regionally and actively participate in local and regional groups.
9. Have a larger presence in Olympia and more informed involvement with the state legislature.
10. Develop healthy relationships with our neighbor policy makers and leaders. Identify, foster and utilize partnerships for shared goals.
11. Maintain open government.
12. Create a Mill Creek resident satisfaction index that provides feedback and creates a benchmark against which to measure.

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 9: Long Term Planning

To maintain the City's special community character by carefully evaluating future opportunities for short and long term benefits in order to protect land use, infrastructure, economic development and service delivery standards.

Goal Overview

From a policy perspective: 1) Why is this goal important to you? 2) What do you envision achieving for the City through this goal?

Council Priorities

Strategies

1. Long-term planning is essential to long-term financial stability. We must plan and control our destiny.
2. Develop and implement tools for planning.
3. Weigh current and future opportunities against current and future needs.
4. Survey the community for current and future needs.
5. Look broadly at City connectivity as a framework for sports tourism.
6. Plan for pride and a successful community.
7. Define our future in one word.
8. Focus or emphasize on the long-term to match our vision.
9. Identify and set realistic 5- and 10-year goals.
10. Explore opportunities with Snohomish County and Everett Public Schools for the school district's property along SR527, including opportunity for an interlocal agreement.
11. Revisit annexation policies and goals.
12. Work with county and state agencies to provide services our residents expect.
13. Support and encourage local economic development.
14. Isolate current and future trends to base planning on.

(Continued)

Projects / Initiatives

1. _____

2. _____

3. _____

4. _____

Goal 9: Long Term Planning

To maintain the City's special community character by carefully evaluating future opportunities for short and long term benefits in order to protect land use, infrastructure, economic development and service delivery standards.

Strategies (continued)

- 15. Don't jeopardize Mill Creek's identity.
- 16. Don't be afraid to be an oasis, but don't ignore reality.
- 17. Plan with other cities and agencies regarding our growth and to encourage growth in the urban growth area.
- 18. Be innovative and open to new ideas.
- 19. Plan a long-term direction and execute toward that direction.



Mill Creek
WASHINGTON

Date: April 24, 2018

A/P Check Batches		
Dated	Check Numbers	Amount
04/13/2018	ACH-Union 76 Fleet-Mar	\$4,319.61
04/16/2018	58440-58518	\$185,794.93
Total		\$190,114.54

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 58440 through 58518, and ACH in the amount of \$190,114.54.

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

Councilmember

Councilmember

Rebecca C. Pelizzotti

Finance Director

Rebecca C. Pelizzotti

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: 04/12/2018
Report Time: 01:26:21 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 04/13/2018
 ACH ID: 2911225895 Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: 76
 Batch Status: Released Created By: SANKOTTKE
 Released By: SANKOTTKE

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
76 FLEET WEX BANK	0201-00-1059153	\$4,319.61	C	071000288	4539508	C	

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$4,319.61	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$4,319.61	1
Prenotes	\$0.00	0

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 4/18/2018 9:29 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58440	911SUPPL	911 Supply Inc	04/16/2018		
	IN-11120	Uniform & Accessories-S Eastman			1,349.57
	IN-11308	3-Custom PD Badge-S Eastman			463.68
	IN-11335	2-Name Tags W/ Clutchback-S Eastman			34.54
	IN-12039	Vest & Trauma Plate-M Schuermeyer			965.45
	IN-12044	S/S Shirt & Name Tag-Chief For A Day			108.17
		Total for Check Number 58440:		0.00	2,921.41
58441	ADLFSASC	ESA	04/16/2018		
	133514	Prof Serv The Learning Experience Prop Review			1,652.65
	133515	Prof Serv Eastgate Village Wetland Rating Rebut			592.50
	134822	Prof Serv Eastgate Village Wetland Rating Rebut			2,108.97
	134823	Prof Serv The Learning Experience Review 01/1			986.25
		Total for Check Number 58441:		0.00	5,340.37
58442	ADPLLC	ADP, LLC	04/16/2018		
	511396355	Payroll Processing Chgs-Workforce Now 03/15			510.70
		Total for Check Number 58442:		0.00	510.70
58443	AFSCME	WSCCCE, AFSCME, AFL-CIO	04/16/2018		
	March	Union Dues-AFSCME-Mar			1,129.55
		Total for Check Number 58443:		0.00	1,129.55
58444	ALLCLIMA	All Climate Inc	04/16/2018		
	B2018-0223	Refund-Mechanical Permit B2018-0223-Duplica			46.00
		Total for Check Number 58444:		0.00	46.00
58445	AMTESTIN	Am Test, Inc	04/16/2018		
	103879	5-Fecal Coliform Analysis			125.00
		Total for Check Number 58445:		0.00	125.00
58446	APPLCONC	Applied Concepts, Inc.	04/16/2018		
	324453	Stalker II Moving Radar-Serial #14365			2,330.09
		Total for Check Number 58446:		0.00	2,330.09
58447	BANKCR24	Business Card	04/16/2018		
	1	C Risen Retirement Recognition Cake			31.99
		Total for Check Number 58447:		0.00	31.99
58448	BANKCR26	Business Card	04/16/2018		
	1	Refund-SAO Lean Training Mtg Room&Lunch			-474.28
	10	PRA Case Law Update Webinar 01/17-G Pfister			35.00
	11	Employee Recognition Lunch 03/23			85.56

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
12		Adobe Auto Portfolio Plug-in-Public Records Re			199.00
13		Economic Alliance State of the Station 04/12-P F			40.00
2		SCC Mtg 03/15-B Holtzclaw			35.00
3		SCC Mtg 03/15-M Todd & J Steckler			70.00
3a		SCC Mtg 03/15-R Polizzotto			35.00
4		Tablecovers-C Risen Retirement Recognition			8.83
5		IIMC Admission Application-G Pfister			50.00
6		Airfare Modification-NPELRA 2018 Conference			461.71
7		Dinner 03/12 WMCA Conference-G Pfister			12.86
8		Dinner 03/13 WMCA Conference-G Pfister			14.95
9		Lodging 03/12-03/15 WMCA Conference-G Pfi:			432.72
Total for Check Number 58448:				0.00	1,006.35
58449	BENEAD 1803515	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-Mar	04/16/2018		120.00
Total for Check Number 58449:				0.00	120.00
58450	BRAUNB 2018-0315 2018-0406	Beth Braun Comm&Marketing Consulting Services 03/19-0: Comm&Marketing Consulting Services 04/02-0:	04/16/2018		1,650.00 300.00
Total for Check Number 58450:				0.00	1,950.00
58451	CARLSONJ 6732	Jessica Carlson Adventures in Art-Winter 2 (6 Weeks) 02/23-03/	04/16/2018		560.00
Total for Check Number 58451:				0.00	560.00
58452	CIEDMOND April 2018	City of Edmonds Domestic Violence Coordinator-April	04/16/2018		1,116.85
Total for Check Number 58452:				0.00	1,116.85
58453	CITYBELL 32958	City of Bellevue MBP Surcharge-Qtr 1, 2018	04/16/2018		2,093.25
Total for Check Number 58453:				0.00	2,093.25
58454	CITYLYN 14019	City of Lynnwood Jail Room & Board-Jan 2018	04/16/2018		300.00
Total for Check Number 58454:				0.00	300.00
58455	COMCAST 0457011 0724345	Comcast High Speed Internet Fee 04/18-05/17 Internet for ITS 04/14-05/13	04/16/2018		67.36 106.40
Total for Check Number 58455:				0.00	173.76
58456	COPIETC AR31397	Copiers Etcetera, Inc. Repairs & Maint-Copy Machines-Mar	04/16/2018		1,119.08
Total for Check Number 58456:				0.00	1,119.08
58457	CRIMJTC 201129933 201129994	Criminal Justice Training Commission Blue Courage Workshop 03/05-03/06-C White Hostage Negotiations 03/19-03/23-T Hoflack	04/16/2018		70.00 100.00
Total for Check Number 58457:				0.00	170.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58458	DEPTL&I 295741 295888	Department of Labor & Industries Pressure Vessel Inspection-CHS Pressure Vessel Inspection-CHN	04/16/2018		69.90 69.90
Total for Check Number 58458:				0.00	139.80
58459	ELLITIRE 064462001279 064462001570	PepBoys-Remittance Dept Diag Front End Noise, Front Sway Bar End Link Replace Heater Hose, LOF-Car #33	04/16/2018		279.32 654.96
Total for Check Number 58459:				0.00	934.28
58460	EVERGRMI MC023 2018 MC024 2018 MC025 2018 MC026 2018 MC027 2018 MC028 2018 MC029 2018 MC030 2018 MC031 2018 MC032 2018 MC033 2018 MC034 2018 MC035 2018 MC036 2018 MC037 2018 MC038 2018 MC039 2018 MC040 2018 MC041 2018 MC042 2018	Evergreen Maintenance Landscaping, LLC Landscape Maintenance-Mar-Hillside Park Landscape Maintenance-Mar-North Creek Sport Landscape Maintenance-Mar-Library Park Landscape Maintenance-Mar-Public Library Landscape Maintenance-Mar-Highlands Park Landscape Maintenance-Mar-Pine Meadow Park Landscape Maintenance-Mar-CHN Landscape Maintenance-Mar-CHS Landscape Maintenance-Mar-Buffalo Park Landscape Maintenance-Mar-Nickel Creek Park Landscape Maintenance-Mar-Heron Park Landscape Maintenance-Mar-Cougar Park Landscape Maintenance-Mar-ROW Medians Landscape Maintenance-Mar-ROW Medians Landscape Maintenance-Mar-Ditch #1 Landscape Maintenance-Mar-Ditch #2 Landscape Maintenance-Mar-Ditch #3 Landscape Maintenance-Mar-Pond #4 Landscape Maintenance-Mar-Pond #5 Landscape Maintenance-Mar-Pond #6	04/16/2018		552.00 303.60 321.20 772.80 993.60 772.80 616.03 662.40 662.40 386.40 321.20 552.00 736.06 1,349.37 154.56 154.56 154.56 154.56 154.56 154.56
Total for Check Number 58460:				0.00	9,929.22
58461	FCICUSPV 16096	FCI Custom Police Vehicles Replace Ignition Override-Car #40	04/16/2018		381.15
Total for Check Number 58461:				0.00	381.15
58462	FELDMAJ March 2018	Feldman & Lee, P.S. Public Defender Contract Flat Fee-March	04/16/2018		9,000.00
Total for Check Number 58462:				0.00	9,000.00
58463	GFOA 0116940	Government Finance Officers Association GFOA Annual Membership-P Lauerman	04/16/2018		150.00
Total for Check Number 58463:				0.00	150.00
58464	HORIZON 2MO66999 2MO68767	Horizon Ditch/Pond Maint Supplies-5gal Oil Mix, Turf G Blower Repair Supplies-Air Filter Base, Band A:	04/16/2018		204.46 114.13
Total for Check Number 58464:				0.00	318.59
58465	HUGHESK Reimb	Kyle Hughes Reimb 4-4Pk Tire Shine & Cleaner	04/16/2018		39.45
Total for Check Number 58465:				0.00	39.45

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58466	ICC 3191914	International Code Council, Inc Annual ICC Membership Dues	04/16/2018		135.00
			Total for Check Number 58466:	0.00	135.00
58467	INTEGRA 15254376	Allstream T-1 Monthly Chgs-April	04/16/2018		681.50
			Total for Check Number 58467:	0.00	681.50
58468	JOHNCLNR 2611	John's Cleaning Services Inc Uniform Dry Cleaning-March	04/16/2018		30.01
			Total for Check Number 58468:	0.00	30.01
58469	JRWENTRP 4043	JRW Enterprises PD Holding Area Lock Repair	04/16/2018		149.04
			Total for Check Number 58469:	0.00	149.04
58470	KCDA 300267539	KCDA Purchasing Cooperative 12-Boxes Jumbo Paper Clips	04/16/2018		6.33
			Total for Check Number 58470:	0.00	6.33
58471	KLEIJ Reimb	John Klei Reimb Prescriptions & Dental-J Klei	04/16/2018		209.69
			Total for Check Number 58471:	0.00	209.69
58472	KPFFCON 195072-1	KPFF Consulting Engineers Prof Serv-North Pointe Park-Constructability Re	04/16/2018		10,302.50
			Total for Check Number 58472:	0.00	10,302.50
58473	LEWISN Mileage Reimb	Nick Lewis Mileage Reimb FEMA Training 03/21-03/25-N I	04/16/2018		269.10
			Total for Check Number 58473:	0.00	269.10
58474	LVDCONST 1722	LVD Construction, LLC Sunset Lane-Replace 190ft of Wood Fencing	04/16/2018		4,460.27
			Total for Check Number 58474:	0.00	4,460.27
58475	LYNHONDA 1028248	Lynnwood Honda Edger Maint-Oil Change, Fuel Tank, Air Filter	04/16/2018		95.73
			Total for Check Number 58475:	0.00	95.73
58476	MAYBERM 6707 6711 6715	Mitch Mayberry Tiny Tiger Martial Arts (Winter 2) 02/23-04/06 # Tiger Martial Arts: Beginner (Winter 2) 02/23-04/ Tiger Martial Arts: Colored (Winter 2) 02/23-04/	04/16/2018		871.50 348.60 297.50
			Total for Check Number 58476:	0.00	1,517.60
58477	MCROTARY 1890	Rotary Club of Mill Creek Facility Fee 04/01-06/30 - T Rogers	04/16/2018		50.00
			Total for Check Number 58477:	0.00	50.00
58478	NWCASC	Honey Bucket	04/16/2018		

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0550604875	Honey Bucket Rental-Eggstravaganza Event			350.00
			Total for Check Number 58478:	0.00	350.00
58479	OLBRECAS March, April 18	Olbrechts & Associates PLLC Hearing Examiner Services-March & April	04/16/2018		928.00
			Total for Check Number 58479:	0.00	928.00
58480	PERTEET 20160281.010-3	Perteet Inc Prof Serv-NPDES Stormwater Permit Complianc	04/16/2018		3,765.00
			Total for Check Number 58480:	0.00	3,765.00
58481	PLATT P961966 P975168	Platt Electric Supply, Inc Exterior Light Repair-CHS Exterior Light Repair-CHS	04/16/2018		52.66 163.80
			Total for Check Number 58481:	0.00	216.46
58482	PUBSAF 2018-8221	Public Safety Testing 1st Qtr Subscription Fees - Jan-Mar 2018	04/16/2018		264.00
			Total for Check Number 58482:	0.00	264.00
58483	RAMERJ 2018-02	Jon Ramer Consulting Services-Memorial Day Parade	04/16/2018		2,000.00
			Total for Check Number 58483:	0.00	2,000.00
58484	RONGERJ 8781	John Rongerude P.S. Conflict Public Defender 8Z0165038	04/16/2018		300.00
			Total for Check Number 58484:	0.00	300.00
58485	SANDAACLN Mar 2018	Sanda Cleaners Uniform Dry Cleaning-Feb/Mar-G Elwin & S E	04/16/2018		233.37
			Total for Check Number 58485:	0.00	233.37
58486	SCCFOA 04/26/18	Snohomish County Clerks And Finance Off SCCFOA Mtg 04/26-B Devenny & S Kottke	04/16/2018		50.00
			Total for Check Number 58486:	0.00	50.00
58487	SCD 2664 3108	Snohomish Conservation District SW Education Efforts 10/01/2016-12/31/2016 SW Education Efforts 01/01/2017-12/31/2017	04/16/2018		3,137.26 4,505.04
			Total for Check Number 58487:	0.00	7,642.30
58488	SESAC 749643	SESAC Annual Music License-2017 & 2018	04/16/2018		898.04
			Total for Check Number 58488:	0.00	898.04
58489	SHI B07955320 B07964565 B07999702 B08007486	SHI International Corp 2-Surface Pro & Accessories 2-Extended Warranty-Surface Pro Adobe Acrobat Pro 2017-Upgrade Licensing Renewal-Software	04/16/2018		3,311.29 744.52 155.79 13,753.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58489:	0.00	17,965.44
58490	SILVERL	Silverlake Water District	04/16/2018		
	14112-27585	132nd & SR 527 Irrig 03/01-03/31			7.60
	14737-19068	Silver Crest Park 03/01-03/31			7.60
	17679-27345	15429 1/2 Bothell Everett Hwy 03/01-03/31			7.60
	17684-27596	15429 Bothell Everett Way-Irrig 03/01-03/31			7.60
	24079-27593	Hillside Irrig 03/01-03/31			7.60
	32140-27632	13903 N Creek Dr-Irrig 03/01-03/31			7.60
	32141-27633	13903 N Creek Dr 03/01-03/31			148.70
	35995-27914	SR 527-Irrig 03/01-03/31			7.60
	35996-27914	14600 SR 527-Irrig 03/01-03/31			7.60
	35997-27914	13800 N SR 527-Irrig 03/01-03/31			7.60
	35998-27914	1600 SR 527-Irrig 03/01-03/31			7.60
	35999-27914	15200 SR 527-Irrig 03/01-03/31			7.60
	36000-27914	15100 N SR 527-Irrig 03/01-03/31			7.60
	36016-27914	SR 527 & Trillium Blvd-Irrig 03/01-03/31			7.60
	36025-27914	14600 SR 527-Irrig 03/01-03/31			7.60
	36026-27914	SR 527 & Dumas Rd-Irrig 03/01-03/31			7.60
	36365-27593	Dumas Rd Irrigation 03/01-03/31			22.30
	37034-30017	14721 12th Ave SE-Irrig 03/01-03/31			7.60
	37680-27914	33rd Dr & Northpointe Circle-Irrig 03/01-03/31			7.60
	40191-27914	13315 45th Ave SE-Restroom 03/01-03/31			63.50
			Total for Check Number 58490:	0.00	363.70
58491	SIXROBLE	Six Robblees' Inc.	04/16/2018		
	14-365869	Hitch Repair-PW #2			307.53
	14-365914	Hitch Repair-PW #2			5.03
			Total for Check Number 58491:	0.00	312.56
58492	SMARSH	Smarsh Inc	04/16/2018		
	INV00351347	Text Archiving Platform-Verizon Monthly 03/01-			240.60
	INV00351347a	Use Tax, Text Archiving Platform-Verizon Montl			-7.80
			Total for Check Number 58492:	0.00	232.80
58493	SNDPUBIN	Sound Publishing Inc	04/16/2018		
	EDH803132	Pub of Ord No. 2018-826			30.96
	EDH803133	Pub of Ord No. 2018-827			34.40
	EDH803135	Pub of Ord No. 2018-828			30.96
			Total for Check Number 58493:	0.00	96.32
58494	SNOCOF	Snohomish County Finance	04/16/2018		
	I000466992	Camper Disposal 35th & 139th			25.00
			Total for Check Number 58494:	0.00	25.00
58495	SNOCOM	Snohomish County 911	04/16/2018		
	279	Dispatch Services-April			30,014.58
			Total for Check Number 58495:	0.00	30,014.58
58496	SNOCOPLD	Snohomish County Planning and Developpr	04/16/2018		
	I000464164	2018 SCT Dues			3,614.00
			Total for Check Number 58496:	0.00	3,614.00
58497	SNOCOTRS	Snohomish County Treasurer	04/16/2018		

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	00625800014700	2017-2018 Surface Water Management Fee-Silv			156.00
	00689100001400	2017 Surface Water Management Fee-CHS			1,678.45
	00689100001500	2017-2018 Surface Water Management Fee-CHP			4,114.64
	00756100030100	2017-2018 Surface Water Management Fee-Libr			156.00
	00769500006500	2017-2018 Surface Water Management Fee-Higl			156.00
	00791700010000	2017-2018 Surface Water Management Fee-Herc			156.00
	00791700010200	2017-2018 Surface Water Management Fee-Herc			156.00
	00846400099800	2017-2018 Surface Water Management Fee-Pine			156.00
	00846500099900	2017-2018 Surface Water Management Fee-Pine			156.00
	00853900099900	2017-2018 Surface Water Management Fee-Cou			156.00
	00860200099900	2017-2018 Surface Water Management Fee-Nick			156.00
	00945700010100	2017-2018 Surface Water Management Fee-Hills			156.00
	27050600202300	2017-2018 Surface Water Management Fee-Libr			1,827.44
	28053100102500	2017-2018 Surface Water Management Fee-MC			2,582.24
	28053100201400	2017-2018 Surface Water Management Fee-Cool			156.00
	28053300108400	2017-2018 Surface Water Management Fee-Buff			156.00
			Total for Check Number 58497:	0.00	12,074.77
58498	SNOCPUD	PUD No. 1 of Snohomish County	04/16/2018		
	2007-4359-9	Street Lights-190 Lights-200W 03/01-03/31			1,746.10
	2007-9722-3	3401 148th St SE 02/21-03/21			66.50
	2013-4538-6	2501 147th Pl SE 02/21-03/22			31.26
	2013-5396-8	15728 Main St 03/08-04/06			1,529.82
	2013-6774-5	902 164th St SE 03/08-04/05			32.79
	2016-6351-5	14600 16th Ave SE 03/07-04/04			16.88
	2016-6928-0	16110 1/2 29th Dr SE 02/28-03/29			56.21
	2017-5296-1	15429 1/2 Bothell Everett Hwy 03/10-04/06			16.48
	2017-8113-5	2701 155th St SE 03/01-03/30			125.09
	2018-9805-3	1700 Mill Creek Rd 02/24-03/24			102.12
	2025-2921-0	Street Lights-386 Lights-100W 03/01-03/31			1,389.60
	2025-7077-6	Street Lights-87 Lights-250W 03/01-03/31			942.21
	2026-2439-1	Street Lights-842 Lights-100W 03/01-03/31			6,021.56
	2027-6793-5	Street Lights-21 Lights-400W 03/01-03/31			312.90
	2029-0994-1	Street Lights-6 Lights-150W 03/01-03/31			28.98
	2029-2633-3	Hillside Park 02/28-03/30			16.74
	2029-5905-2	15728 Main St 03/08-04/06			67.59
	2030-2812-1	4560 SAC 03/08-04/05			50.23
	2032-5163-2	15510 Village Green Dr 03/01-03/30			16.20
	2047-1752-4	Street Lights-8 Lights-200W 03/01-03/31			47.68
	2047-1753-2	Street Lights-38 Lights-250W 03/01-03/31			285.38
	2047-1754-0	Street Lights-39 Lights-400W 03/01-03/31			441.48
	2050-8723-2	Street Lights-17 Lights-100W 03/01-03/31			52.87
	2054-9532-8	Street Lights-49 Lights-20W 03/01-03/31			17.15
	2203-1739-0	Street Lights-1 Light-240W 03/01-03/31			7.94
	2206-1241-0	15601 22nd Ct SE 03/01-03/30			20.50
	2207-6351-0	13332 44th Ave SE 03/07-04/04			56.56
	2212-9311-1	Street Lights-1 Light-160W 03/01-03/31			5.18
			Total for Check Number 58498:	0.00	13,504.00
58499	STAPLEAD	Staples Advantage	04/16/2018		
	8049313176	Copy Paper-All Depts			418.42
			Total for Check Number 58499:	0.00	418.42
58500	THYSSEN	Thyssenkrupp Elevator Corp.	04/16/2018		
	3003826190	Elevator Maintenance 04/01-06/30			1,237.37
			Total for Check Number 58500:	0.00	1,237.37

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58501	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-Mar	04/16/2018		27.61
			Total for Check Number 58501:	0.00	27.61
58502	TRANSUN 03810570	Trans Union LLC Basic Service Monthly Fee-Credit Checks 02/26-	04/16/2018		44.16
			Total for Check Number 58502:	0.00	44.16
58503	UNWAYSNC 04/10/18	United Way of Snohomish County United Way EE for April 2018	04/16/2018		302.00
			Total for Check Number 58503:	0.00	302.00
58504	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges 03/01-03/31	04/16/2018		36.00
			Total for Check Number 58504:	0.00	36.00
58505	USIC 279141 279141a	USIC Locating Services, LLC 140 NC Locates/124 Ticket Locates 140 NC Locates/124 Ticket Locates	04/16/2018		1,464.44 1,464.44
			Total for Check Number 58505:	0.00	2,928.88
58506	USPS 21200	USPS Postage-City Quarterly Publication	04/16/2018		1,981.21
			Total for Check Number 58506:	0.00	1,981.21
58507	UULC 8030166 8030166a	Utilities Underground Location Center On Call Location Service-132 Locates On Call Location Service-132 Locates	04/16/2018		85.14 85.14
			Total for Check Number 58507:	0.00	170.28
58508	VERIZON 9803874586	Verizon Wireless Access & Usage Chgs 02/21-03/20	04/16/2018		2,135.67
			Total for Check Number 58508:	0.00	2,135.67
58509	VFWEDMOI Veterans Day	VFW, Post 8870 Monies Collected-VFW Poppies-Veteran's Day 2	04/16/2018		156.00
			Total for Check Number 58509:	0.00	156.00
58510	WASTPAT 118006712	Washington State Patrol Background Checks-March	04/16/2018		60.00
			Total for Check Number 58510:	0.00	60.00
58511	WDFRMT 106820 106820a 106820b	The Wide Format Company 5 Boxes-Plotter Paper 5 Boxes-Plotter Paper 5 Boxes-Plotter Paper	04/16/2018		46.19 92.38 46.18
			Total for Check Number 58511:	0.00	184.75
58512	WMCA Dues	WMCA c/o Gina Anderson WMCA Membership Renewal 5/1/17-4/30/18 - C	04/16/2018		75.00

AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58512:	0.00	75.00
58513	WRKSPACE Retainage	Working Spaces Retainage-2016 Annex Furniture Contract #2016	04/16/2018		2,489.12
			Total for Check Number 58513:	0.00	2,489.12
58514	WSPCA	WA State Police Canine Association WSPCA Fall Conf-N Lerma	04/16/2018		300.00
			Total for Check Number 58514:	0.00	300.00
58515	WSUVET 183493	WSU Veterinary Teaching Hospital Balance Owing-Rasko-Surgery	04/16/2018		47.50
			Total for Check Number 58515:	0.00	47.50
58516	WTRSHD 0075790-IN	Watershed Inc Motorcycle Grip Covers	04/16/2018		302.30
			Total for Check Number 58516:	0.00	302.30
58517	WWGRAIN 9743011885	W.W. Grainger, Inc. Safety Supplies-Ear Plugs	04/16/2018		97.72
			Total for Check Number 58517:	0.00	97.72
58518	ZAC&THOM 1401	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Feb & Mar	04/16/2018		18,106.94
			Total for Check Number 58518:	0.00	18,106.94
			Total for 4/16/2018:	0.00	185,794.93
			Report Total (79 checks):	0.00	185,794.93



Mill Creek
WASHINGTON

Date: April 24, 2018

Payroll Check Batches		
Dated	Check Numbers	Amount
04/10/2018	ACH Automatic Deposit Checks	\$170,240.04
04/10/2018	ACH Wire- FWT & Medicare Taxes	\$31,664.04
04/10/2018	ACH Wire MEBT- Wilmington Trust	\$24,787.91
04/10/2018	ACH Wire- ICMA RC- Def. Comp	\$1,078.97
04/10/2018	ACH Wire- BAC- Flex Spending Acct	\$1,037.05
04/10/2018	ACH Wire- MCPD Guild Dues	\$2,140.00
Total		\$230,948.01

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$230,948.01.

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

Councilmember

Councilmember

Finance Director

City Manager

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

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:15 Pay Date:04/10/2018 P/E Date:03/31/2018
 Qtr/Year:2/2018 Run Time/Date:12:30:59 PM EDT 04/06/2018

Taxes Debited	Federal Income Tax	24,765.32	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,449.36	
	Medicare - ER	3,449.36	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
Total Taxes Debited	31,664.04		
Other Transfers	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	170,240.04	Total Liability
	Total Amount Debited From Your Account	201,904.08	201,904.08
Bank Debits & Other Liability	Checks	0.00	201,904.08
	Adjustments/Prepay/Voids	0.00	201,904.08
Taxes- Your Responsibility	None this payroll		201,904.08

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 04/10/2018 12:00:09 PM CDT

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

Status: Confirmed by Bank
Transaction Number: 184AB5148HHJ1182

Template Name: MATRIX/MEBT
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: 530354845
Beneficiary Bank ID: 021000021
JPMORGAN CHASE BANK, NA
1111 POLARIS PKWY
COLUMBUS
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 24,787.91

Value Date: 04/10/2018

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:2018041000298257
Confirmation #: CHPR:0376645

Input Time: 04/10/2018 11:52:07 AM CDT
Time: 04/10/2018 11:59:54 AM CDT

*ck
4/10*

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 04/10/2018 12:00:09 PM CDT

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

Status: Confirmed by Bank
Transaction Number: 184AB49311611Z28

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: 1,078.97

Value Date: 04/10/2018

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:2018041000298258
Confirmation #: FEDR:20180410B6B7HU3R007424

Input Time: 04/10/2018 11:49:45 AM CDT
Time: 04/10/2018 11:59:54 AM CDT

CS
4/10

INPLDACHSUMVIEWFORM

ACH Cash Pro Online
City of Mill Creek

Report Date: 04/10/2018
Report Time: 11:57:30 AM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 04/11/2018
 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	\$1,037.05	C	125108366	310005566	C	

<u>Total Amount in Batch</u>		<u>Total Count in Batch</u>	
Debits	\$0.00		0
Credits	\$1,037.05		1
Prenotes	\$0.00		0

<u>Grand Total Amount</u>		<u>Grand Total Count</u>	
Debits	\$0.00		0
Credits	\$1,037.05		1
Prenotes	\$0.00		0

*CR
4/11*

<https://cpo-ach.bankofamerica.com/wcmpr/rptbatchsumviewform.jsp?source=BATCHSU...> 4/10/2018

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 04/10/2018 12:00:09 PM CDT

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

Status: Confirmed by Bank
Transaction Number: 184AB4353AUK0299

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: 04/10/2018

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:2018041000298256
Confirmation #: BOOK:2018041000298256

Input Time: 04/10/2018 11:44:16 AM CDT
Time: 04/10/2018 11:59:54 AM CDT

*ck
4/10*



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 6, 2018

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
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
Jared Mead, Councilmember
John Steckler, Councilmember*

Councilmembers Absent:

AUDIENCE COMMUNICATION

- A.** There were no comments from the audience.

STUDY SESSION

- B.** Long Term Strategic Planning
- Fiscal Responsibility
 - Customer Service

City Manager Rebecca Polizzotto led an interactive exercise with the Council to brainstorm strategic goals and objectives in order to identify priorities, projects and initiatives to be accomplished over the next several years in the areas of fiscal responsibility and customer service.

NEW BUSINESS

- C.** Contract for Construction Management Services for 35th Ave SE Reconstruction Project

March 6, 2018 REGULAR COUNCIL MEETING MINUTES

City Manager Rebecca Polizzotto advised Council that the 35th Ave SE Reconstruction Project went out for bid today and briefly reviewed project expectations. City Manager Polizzotto introduced Director of Public Works and Development Services Gina Hortillosa who reviewed the [Hydrologic and Hydraulic \(H&H\) Analysis Report](#) and explained that the study was needed to clearly set expectations on what the design is expected to do and to address future potential flooding.

City Manager Polizzotto reviewed the City's Request for Qualifications (RFQ) process for construction management services and stated that 6 firms responded to the RFQ. City Manager Polizzotto explained the purpose and duties of construction management services. Director Hortillosa reviewed the construction cost estimate and schedule. Council engaged in discussion.

At 8:30 p.m. Councilmember Cavaleri made a motion to extend the meeting up to 15 minutes. Councilmember Mead seconded the motion. The motion passed unanimously.

Councilmember Cavaleri made a motion authorizing the City Manager to execute a contract with Gray & Osborne for construction management and inspection services for the 35th Ave SE Reconstruction Project in an amount not to exceed \$611,300. Councilmember Steckler seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- D. City Council Meeting Minutes of January 23, 2018
- E. City Council Meeting Minutes of February 6, 2018

Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

- F. Mayor/Council

Mayor Pro Tem Holtzclaw reported that he will be attending the Snohomish County Cities (SCC) meeting on March 15.

- G. City Manager
 - Quarterly Financial Report
 - AWC Legislative Bulletin
 - Council Planning Schedule

City Manager Rebecca Polizzotto introduced Director of Finance Peggy Lauerman who provided Council with a quarterly financial overview of the period ending December 31, 2017. Director Lauerman provided Council with a [corrected pie chart](#) from page 14 of the report.

At 8:43 p.m. Councilmember Cavaleri made a motion to extend the meeting up

to 10 minutes. Councilmember Mead seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

H. There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:51 p.m.

Pam Pruitt, Mayor

Gina Pfister, Acting City Clerk

March 6, 2018 REGULAR COUNCIL MEETING MINUTES



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 13, 2018

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

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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:

*Brian Holtzclaw, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
Jared Mead, Councilmember*

Councilmembers Absent:

*Pam Pruitt, Mayor
John Steckler, Councilmember*

Councilmember Cavaleri made a motion to excuse Mayor Pruitt and Councilmember Steckler due to illness. Councilmember Bond seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

- A.** Neil Johnson, a Mill Creek resident, addressed Council to voice his concerns about the RV that appears to be parked at the library on a regular basis.

STUDY SESSION

- B.** Long Term Strategic Planning
- Recreational Opportunities
 - Public Safety

City Manager Polizzotto led an interactive exercise with the Council to brainstorm strategic goals and objectives in order to identify priorities, projects and initiatives to be accomplished over the next several years in the areas of recreational opportunities and public safety.

March 13, 2018 REGULAR COUNCIL MEETING MINUTES

NEW BUSINESS

C. Sweetwater Ranch Stormwater Project:

- Overview
- Emergency Declaration
- Construction Contract Award

City Manager Rebecca Polizzotto gave Council an overview of the sinkhole related issues in the Sweetwater Ranch subdivision and explained the importance of timely infrastructure replacement and rehabilitation of stormwater infrastructure. City Manager Polizzotto introduced Director of Public Works & Development Services Gina Hortillosa who led Council through a PowerPoint presentation that identified several components of the emergency situation including location, chronological events, schematic design, and product information. Director Hortillosa reviewed the CCTV inspections map and answered questions from Council.

Councilmember Todd made a motion to adopt Resolution 2018-572, declaring an emergency related to the Sweetwater Ranch stormwater infrastructure failure and authorize the City Manager to execute a small public works contract with Shoreline Construction Co. in an amount not to exceed \$250,000. Councilmember Mead seconded the motion. The motion passed unanimously.

D. CIP Project 17-IT-01: Citywide Computer Workstation Replacement

City Manager Rebecca Polizzotto stated that this CIP project was approved as part of the 2017-2018 biennial budget. City Manager Polizzotto recognized IT Manager James Busch for working the last several months identifying department needs and pricing out equipment. The City Manager explained how this project coincides with the City's Lean philosophy and introduced IT Manager James Busch who reviewed the summary of equipment and purchasing options.

Councilmember Cavaleri made a motion to authorize the City Manager to execute a purchase order with Davenport Group for \$82,840.30; a purchase order with SHI International Corp. for \$3,929.98; and, a purchase order with ISOutsource for an amount not to exceed \$10,000.00 for the 2018 Citywide Computer Workstation Replacement project for a total authorized purchase amount of \$96,770.28. Councilmember Mead seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- E. Approval of Checks #58272 through #58309 and ACH Wire Transfers in the Amount of \$86,275.06**
(Audit Committee: Councilmember Bond and Mayor Pro Tem Holtzclaw)
- F. Payroll and Benefit ACH Payments in the Amount of \$296,320.36**
(Audit Committee: Councilmember Bond and Mayor Pro Tem Holtzclaw)

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

March 13, 2018 REGULAR COUNCIL MEETING MINUTES

REPORTS

G. Mayor/Council

Councilmember Todd reported that the legislative session has ended and noted several regional transportation projects approved through the offices of Senator Steve Hobbs and Senator Guy Palumbo.

Councilmember Todd reported that he has volunteered to join the Secretary of Transportation's I-5 working group.

Councilmember Todd reported that Community Transit will be holding an open house at Mill Creek City Hall on March 20 to share information about service expansion and fare changes.

Councilmember Todd reported that a transportation forum is being put together by the League of Women Voters and other partners to be held on April 18.

Mayor Pro Tem Holtzclaw requested a list of upcoming traffic construction projects and expressed concern over the WSDOT trestle project that detours vehicles onto 132nd St SE during the same time as the 132nd St SE resurfacing project.

H. City Manager

- Council Planning Schedule

City Manager Polizzotto reported that Director of Communications & Marketing Joni Kirk organized, and Director of Public Works & Development Services Gina Hortillosa facilitated, a multi-jurisdictional meeting with representatives from WSDOT, Snohomish County, PSE, PUD, Fire District 7 and Community Transit to coordinate construction dates, timelines, impacts to residents, emergency response impacts and communications for 13 upcoming construction projects. The above mentioned entities will be co-hosting an open house at City Hall North on April 12 to increase awareness of the projects and educate the public on potential impacts. City Manager Polizzotto presented Council with a [color coded construction map](#) that will be part of the open house materials. The City Manager reported that Director Kirk is preparing a communications plan that will be brought to Council on March 27.

AUDIENCE COMMUNICATION

- I. There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pro Tem Holtzclaw adjourned the meeting at 8:12 p.m.

Pam Pruitt, Mayor

March 13, 2018 REGULAR COUNCIL MEETING MINUTES

Gina Pfister, Acting City Clerk

March 13, 2018 REGULAR COUNCIL MEETING MINUTES



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 27, 2018

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

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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.

PLEDGE OF ALLEGIANCE

Led by Councilmember Cavaleri.

ROLL CALL

Councilmembers Present:

*Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
Jared Mead, Councilmember
John Steckler, Councilmember*

Councilmembers Absent:

AUDIENCE COMMUNICATION

A. There were no comments from the audience.

STUDY SESSION

- B. Long Term Strategic Planning
- Economic Prosperity
 - Leadership

City Manager Polizzotto led an interactive exercise with the Council to brainstorm strategic goals and objectives in order to identify priorities, projects and initiatives to be accomplished over the next several years in the areas of economic prosperity and leadership.

OLD BUSINESS

- C. Public Records Access; New Management Rules and Policies; New MCMC Chapter Establishing Administrative Authority and Regulations; Amended MCMC Chapter

March 27, 2018 REGULAR COUNCIL MEETING MINUTES

Amending Fees and Other Assessments

City Manager Rebecca Polizzotto detailed the City's commitment to records organization, transparency and how creating a policy system and architecture was crucial in these efforts. City Manager Polizzotto introduced City Attorney Scott Missall and recognized his dedication to this project. The City Manager presented the proposed Public Records Act (PRA) Policy that will establish efficient and uniform procedures Citywide that will facilitate compliance with PRA requirements for responding to requests for public records and create reliable and efficient internal processes.

City Manager Polizzotto reviewed the proposed ordinance amending MCMC 3.42 that accommodates the fee schedule set forth in the PRA policy.

Councilmember Cavaleri made a motion to approve Ordinance #2018-826, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ESTABLISHING REGULATIONS AND POLICIES IMPLEMENTING THE PUBLIC RECORDS ACT, RCW CHAPTER 42.56, ADOPTING NEW MILL CREEK MUNICIPAL CODE CHAPTER 2.06, APPROVING A NEW PRA POLICY, ISSUING AN ORDER RELATING TO MAINTENANCE OF A PUBLIC RECORDS INDEX, AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Todd seconded the motion. The motion passed unanimously.

Councilmember Cavaleri made a motion to approve Ordinance #2018-827, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING MILL CREEK MUNICIPAL CODE CHAPTER 3.42, FEES AND OTHER ASSESSMENTS, FOR THE PURPOSE OF ADDING AND ADOPTING FEES, COSTS CHARGES AND OTHER ASSESSMENTS APPLICABLE TO ACTIONS TAKEN IN CONFORMANCE WITH THE STATE PUBLIC RECORDS ACT, RCW 42.56, AND THE MILL CREEK PUBLIC RECORDS MANAGEMENT REGULATIONS, MCMC CH. 2.06; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Todd seconded the motion. The motion passed unanimously.

- D. Adoption of Ordinance Approving a New City Policy Regarding Reimbursement of Business Expenses

City Manager Rebecca Polizzotto stated that the City's Business Expense Policy had not been updated since 1991. Therefore, to address audit recommendations and new legal requirements, staff has spent several months researching and identifying appropriate and necessary provisions to be incorporated into an updated policy. City Manager Polizzotto reviewed the proposed Business Expense Policy that promotes the City's goal of fiscal responsibility and incorporates Council comments from the February 13 Council meeting when the draft policy was first presented.

City Manager Polizzotto briefed Council on outdated Policy No. CCP 97-006: Employee Computer Lease/Purchase Program and outdated Policy No. CCP 04-01: Police Officer Firearms Purchase Program.

Councilmember Bond made a motion to approve Ordinance #2018-828, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING MILL

March 27, 2018 REGULAR COUNCIL MEETING MINUTES

CREEK MUNICIPAL CODE CHAPTER 2.08 CONCERNING REIMBURSEMENT OF EXPENSES; RESCINDING PRIOR CODE PROVISIONS, POLICIES AND PROCEDURES CONCERNING EXPENSE REIMBURSEMENTS; APPROVING A NEW CITY POLICY REGARDING REIMBURSEMENT OF EXPENSES; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Todd seconded the motion. The motion passed unanimously.

Councilmember Todd made a motion to repeal City of Mill Creek Policy 97-006 (Employee Computer Lease/Purchase Program) effective July 8, 1997. Councilmember Bond seconded the motion. The motion passed unanimously.

Councilmember Cavaleri made a motion to repeal City of Mill Creek Policy 04-01 (Police Officer Firearms Purchase Program) effective September 28, 2004. Councilmember Bond seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- E.** Approval of Checks #58310 through #58380 and ACH Wire Transfers in the Amount of \$158,197.84
(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)
- F.** Payroll and Benefit ACH Payments in the Amount of \$243,797.07
(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)
- G.** City Council Meeting Minutes of February 13, 2018

Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda. Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

- H.** Mayor/Council
 - Mayor Pro Tem Holtzclaw - CPP Amendments

Mayor Pruitt reported that Stellar Kids Dentistry and Brooklyn Bros. Pizza are both open for business.

Mayor Pro Tem Holtzclaw reported on proposed Countywide Planning Policy (CPP) DP-2A and asked for Council direction to take to the Snohomish County Tomorrow (SCT) Steering Committee meeting on March 28. Council engaged in discussion.

Councilmember Todd reported that the PRSC Executive Board met on March 22 to discuss regional growth centers.

Councilmember Todd reported that he attended the State of the County on March 21.

Councilmember Todd commended Director of Communications & Marketing Joni Kirk for her communication efforts with residents regarding the Community Transit Swift Line project.

Councilmember Todd made a motion to approve proposed CPP DP-2A as

March 27, 2018 REGULAR COUNCIL MEETING MINUTES

proposed in Clay White's memo dated January 7, 2018 and direct Council's SCT representative to vote accordingly and request SCT to take under advisement, a complete definition of the word "affected" as relates to cities. Councilmember Steckler seconded the motion. The motion passed 6-0-1 with Mayor Pro Tem Holtzclaw abstaining.

- I. City Manager
 - Labor Management Meeting Minutes
 - 35th Ave SE Preliminary Communications Plan
 - Council Planning Schedule

City Manager Polizzotto reported that the Guild Labor Management Team had their first meeting and that meeting minutes will be included in an upcoming Council packet.

City Manager Polizzotto reviewed the preliminary 35th Ave SE Reconstruction Communications Plan.

AUDIENCE COMMUNICATION

- J. There were no comments from the audience.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- K. The meeting recessed to executive session at 8:10 p.m. for up to 20 minutes to discuss the performance of a public employee per RCW 42.30.110(1)(g).

RECONVENE TO REGULAR SESSION

- L. The meeting reconvened to regular session at 8:30 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:30 p.m.

Pam Pruitt, Mayor

Gina Pfister, Acting City Clerk

March 27, 2018 REGULAR COUNCIL MEETING MINUTES



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, April 3, 2018

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
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
Jared Mead, Councilmember
John Steckler, Councilmember*

Councilmembers Absent:

AUDIENCE COMMUNICATION

- A.** There were no comments from the audience.

PRESENTATIONS

- B.** Snohomish County Update

Snohomish County Executive Dave Somers gave an overview of the Multi Agency Coordination Group (MAC Group), consisting of himself, Sheriff Ty Trenary, the Snohomish County Council, the Department of Emergency Management and the Snohomish Health District Board of Health, that together are committed to ending the opioid epidemic in Snohomish County through strong partnerships, coordination and collaboration.

Executive Somers introduced Director of Emergency Management Jason Biermann and Senior Analyst Alessandra Durham who led Council through a PowerPoint presentation that reviewed goals and objectives of the MAC Group, tools used to help fight the epidemic and key successes of the Group.

April 3, 2018 REGULAR COUNCIL MEETING MINUTES

STUDY SESSION

- C. Strategic Planning
 - Long Term Planning

City Manager Polizzotto led an interactive exercise with the Council to brainstorm strategic goals and objectives in order to identify priorities, projects and initiatives to be accomplished over the next several years in the area of long term planning.

NEW BUSINESS

- D. Exploration Park Project - Construction Management and Inspection (Professional Services Contract)

City Manager Rebecca Polizzotto reviewed historical details and benchmarks of the Exploration Park Project and stated that the project is scheduled to advertise for construction bids in April. City Manager Polizzotto introduced Director of Public Works & Development Services Gina Hortillosa who reviewed the construction schedule and services provided in the proposed contract with KPFF.

Council engaged in discussion and agreed to hold off on the construction management contract award until the construction bid award is presented in May.

CONSENT AGENDA

- E. City Council Meeting Minutes of February 27, 2018

Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

- F. Mayor/Council

Mayor Pro Tem Holtzclaw reported that SCT voted to recommend against moving forward with CPP DP-2A and that a public hearing regarding the policy will be held on April 4.

Councilmember Todd suggested that the City should set clear expectations with developers regarding donated land designated for parks that address potential drainage concerns, bathrooms and play structures.

Councilmember Todd expressed concerns with the City's new website developer including the search bar functionality.

- G. City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION

- H. There were no comments from the audience.

April 3, 2018 REGULAR COUNCIL MEETING MINUTES

RECESS TO EXECUTIVE SESSION

I. The meeting recessed to executive session at 8:05 p.m. for up to 20 minutes 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 8:40 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:40 p.m.

Pam Pruitt, Mayor

Gina Pfister, Acting City Clerk

April 3, 2018 REGULAR COUNCIL MEETING MINUTES



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

Neighborhood Focus Group Agenda April 26, 2018

Quarterly meeting of the Mill Creek Neighborhood Focus Group.

- *Facilitated by Joni Kirk, City of Mill Creek Communications and Marketing Director*

- I. Welcome and Reminder of Meeting Purpose
- II. Introductions of Members
- III. Introduce Mill Creek Police Chief Greg Elwin
- IV. City Projects or Programs
 - 35th Avenue SE Reconstruction
 - City Council Long-term Planning
 - Party in the Parks Events
- V. City Responses to Issues Previously Raised
- VI. Current Issues / Topics from Focus Group Members and Their Residents
- VII. Upcoming Events
 - May 5: Semi-Annual Mill Creek Garage Sale
 - May 12: Art Walk / Wine Walk in Mill Creek Town Center
 - May 19: Day of Hope
 - May 25: Mill Creek Farmers Market grand opening
 - May 28: Memorial Day Commemorative Ceremony and Parade
- VIII. Closing Thoughts

cityofmillcreek.com

Facebook: [Facebook.com/MillCreekWA](https://www.facebook.com/MillCreekWA)

Twitter: [@MillCreekWA](https://twitter.com/MillCreekWA)

Instagram: [@CityofMillCreek](https://www.instagram.com/CityofMillCreek)



15728 Main Street, Mill Creek, WA 98012

Administration 425-745-1891

Police 425-745-6175

All Other Departments 425-551-7254

Neighborhood Focus Group Agenda January 16, 2018

Quarterly meeting of the Mill Creek Neighborhood Focus Group.

- *Facilitated by Joni Kirk, City of Mill Creek Communications and Marketing Director*

I. Welcome and Reminder of Meeting Purpose

Communications and Marketing Director Joni Kirk introduced herself and Communications and Marketing Coordinator Holly Harvey. She thanked participants for coming and reminded attendees that the meeting's purpose is to talk about issues in their neighborhoods, and learn about and provide feedback on what the City is doing.

II. Introductions of Members

The 12 neighborhood representatives introduced themselves and their respective neighborhoods, including:

- Amberleigh: Mark Beales
- Apple Tree at Thomas Lake: Jerry Popovice
- Copper Tree: Carolyn Sacco
- Fairway: Jamie Teschlog
- Heatherwood West: Paul Heise
- Holly: Scott Harder
- Huckleberry: Dawn Sabin
- Seattle Hill Estates: Herbie Martin
- The Lakes: Janet Ott
- The Masters: Nik Halladay
- The Parks: Bob Goodmark
- The Springs: Rich Dockendorff

III. Introduce Gina Hortillosa

Director Kirk introduced Gina Hortillosa, Director of Public Works and Development Services. Director Hortillosa provided a brief overview of her experience in the engineering and public works sector, which included working with neighborhood advocates and community residents.

IV. Upcoming City Projects or Programs

- **New websites**

Director Kirk shared about the redesign of the City's website, www.cityofmillcreek.com, which is more user-friendly and features a modern design. She also shared that the City has launched a new tourism site, www.millcreektourism.com, which features shopping, dining, and recreational opportunities for visitors and residents.

- **Farmers Market**

cityofmillcreek.com

Facebook: [Facebook.com/MillCreekWA](https://www.facebook.com/MillCreekWA)

Twitter: [@MillCreekWA](https://twitter.com/MillCreekWA)

Instagram: [@CityofMillCreek](https://www.instagram.com/CityofMillCreek)

Director Kirk shared that the City is looking at implementing a farmers market this summer, and asked for the group's feedback on such a concept. Attendees unanimously expressed excitement at potential of a new farmers market. Director Kirk presented the idea of holding the market on Fridays from noon to 5 p.m., and noted that the City was considering a location in the City Hall North parking lot, which has proximity to Mill Creek Town Center. The group agreed this day and time would work, and the location next to Town Center would be desirable.

Update:

The Mill Creek Farmers Market will launch on May 25, and will run on Fridays through Aug. 31 from noon to 5 p.m. It will be held in the City Hall North parking lot. More information is at www.millcreekfarmersmarket.org.

One attendee noted that it would be good if the City reserved parking spots in the City Hall South parking lot for those people wishing to conduct business with the City, such as passports or building licenses, during the market times.

Response:

The City will designate parking spaces for City business to ensure market attendees do not take all the parking. The City also is working with the business park across the street to determine if additional parking is available.

- **35th Avenue SE Reconstruction**

Director Hortillosa discussed how the City is working to solve the problem of 35th Ave SE due to the road settling and sinking. She informed residents that there will be increased noise due to construction and the installation of pin piles. About 550 pin piles will be driven into the bedrock. The City is working with consultants on the project to ensure quality control and risk management. An attendee asked about water flow. Director Hortillosa noted there will be conveyance pipes under the roadway to better manage water flow in Penny Creek.

An attendee asked if the funds were immediately available or if they were contingent on the capital budget. Director Hortillosa noted that the project is funded through Connecting Washington funds, so the funds are available for the City's use and not held up. Construction is slated to start in April and should take about eight months to complete.

The impact to traffic is being coordinated with Snohomish County and the Police department. Traffic will be challenging due to the sheer volume of cars on the roadway each day. Director Hortillosa noted there will be traffic control variable boards to provide advance knowledge of detour routes. An attendee suggested installing such boards further south by 180th to provide an opportunity for drivers to divert to SR 527 at that point.

Response:

The City has coordinated with Snohomish County on signage. There will be a variable message board south of 180th that would provide enough warning of construction and enable drivers to make an early decision to avoid the construction area.

Director Kirk noted that despite the City's best efforts to establish detour routes, some people will not adhere to the detours. The City will have a Police presence at the start of construction, and periodically throughout the project, to help encourage people to be courteous to the neighborhoods. Further, the City is exploring things

such as temporary speed bumps and digital speed feedback signs in the neighborhoods to ensure that any local traffic is not speeding through the area.

As part of the discussion, other summer construction projects surrounding Mill Creek were raised. This includes grind and overlay work on 132nd Street SE, the conclusion of the Seattle Hill Road project by Snohomish County, Community Transit work along SR 527 to install Swift Green Line bus stops, and underground gas line work by Puget Sound Energy. The City is coordinating with other jurisdictions and will provide additional information to the public as more details are known.

V. City Responses to Issues Raised at the September 2017 Meeting

- An attendee revisited the issue of parking requirements in the City. Kirk noted that the City Manager is aware of the issue, as identified in the City's response to it being raised at the last meeting. The plan is to make it a priority in the next biennium.

Response:

As previously noted, parking standards and requirements are noted in the Mill Creek Municipal Code:

www.codepublishing.com/WA/MillCreek/#!/MillCreek17/MillCreek1727.html.

This was affirmed by Ordinance 2009-702. The code stipulates the number of parking spaces per dwelling unit. The City's requirements have not changed since 2009.

The City Manager has taken note of this concern and is currently considering incorporating a review of the ordinance as a part of the senior leadership team's work plan in the new biennium. In the interim, she has directed staff to carefully review parking plans associated with new development applications.

- An attendee again raised the issue of the roundabout in The Parks, which received a City response following the last meeting. He noted that people do not drive the wrong way when police are present, but that the issue persists. He requested that this be reviewed again. Director Hortillosa noted this might be a signage issue. The City will review this issue.

Response:

Periodic monitoring of the roundabout reveals no issues. This monitoring has been done by all manner of police vehicle, including marked cars, unmarked cars and police motorcycles. It is possible that violations occur when there is no law enforcement presence.

Public Works and Development Services also has reviewed the location and will install directional signs at the roundabout. The signs have been ordered and will be installed in the May/June timeframe.

VI. Current Issues / Topics from Focus Group Members and Their Residents

- An attendee shared his concerns about the new flight service in and out of Paine Field. He wonders what the City is doing to ensure property values are not diminished with more overhead flight traffic.

Response:

The City doesn't have regulatory authority over Paine Field; that belongs to the Federal Aviation Administration. However, here's what we know about air service at Paine Field.

Approximately 24 new flights will be added to the Paine Field schedule. There currently are several hundred flights per day out of Paine Field. In general, the commercial flights out of Paine Field will use smaller aircraft than is already being flown out of Paine Field. Alaska Airlines will be using Embraer regional jets to begin; while United Airlines hasn't announced which aircraft they'll be using, it is likely to be planes of a similar class. Southwest Airlines uses newer 737s, which were designed with noise abatement in mind.

While the City is watching this issue with great interest, the FAA and the Courts have already made decisions about commercial air service that limit any action by the City. According to *Seattle Business Magazine*, the FAA concluded in 2012 that commercial airplanes could use Paine Field without significantly affecting the neighborhood. Jet engines are much quieter today than they were two generations ago, and Paine Field officials say the noise level meets federal guidelines within the footprint of the airport itself. In fact, the noisier aircraft tend to be private planes that use the only runway that takes them over Mukilteo.

Under the approval decision, Propeller Airports must work with air carriers and Paine Field administrators on a program to minimize noise from departing aircraft. The company also must seek agreements with air carriers to limit flights between 10 p.m. to 6 a.m. to no more than four within a 24-hour period. The restriction does not apply to schedule changes for weather or mechanical problems.

Paine Field representatives are tentatively scheduled for a presentation to the City Council on June 12 about long-term planning impacts from Paine Field commercial flights. The public is welcome to attend. As Council agendas change, please review the Council agenda online for updates: www.cityofmillcreek.com/agendas.

- An attendee asked where people will be parking when they use the Swift Green Line along SR 527. The City will reach out to Community Transit to understand its proposed solution.

Response:

The City reached out to Community Transit for a response. Community Transit noted that Swift is local bus service. They anticipate that most people riding the Swift Green Line will walk to the stations or connect from other buses. That has been the case on the Swift Blue Line along Hwy 99 where a survey last year indicated that about 3% of riders get to the bus by driving their car. That said, there are three park and ride lots along the Swift Green Line -- Canyon Park, McCollum Park and Mariner. Park and ride lots are typically used by commuters taking long-distance bus trips, such as to downtown Seattle and the University of Washington. Additional information about Swift Green Line is online at www.communitytransit.org/swiftgreen.

- An attendee raised the issue of a power outage in his neighborhood and had questions about the quality of PUD infrastructure. Another attendee responded that he has observed PUD replacing transformers, lines and other equipment. Some outages are still occurring while the work is progressing because the upgrades have not been made in all the neighborhoods.

Response:

The City reached out to Snohomish County PUD for more information. SnoPUD noted that they have some underground replacement work that will occur later this year. The work is being done to improve overall reliability as some of the lines date back to the early 1960s. These projects are generally a day or two in length, and they re-route power whenever possible to minimize impact on customers. SnoPUD invests considerable time and resources on preventative maintenance throughout our system. However, the reality is that power outages do occur at times. As they continue to modernize their system, they will continue to see even more improvements to reliability and response to outages.

- An attendee noted that last fall, a car had driven through the railing into the pond across from the Lively Environmental Center. The area has been marked with cones, but needs a new railing. Residents want to know when it will be repaired for safety reasons. Director Hortillosa noted she will personally look into this issue.

Response:

The City received quotes for the repair of the railing, and the repair was slated to be made by mid- to late-March. However, the railing project was delayed after another car hit the same area in February and additional railing needed to be ordered. In April, the vendor of the railing noted that delivery of the railing is slated for early May due to material availability. Once the City receives the railing and posts, it should be relatively quick to install. The new railing will be a more structurally robust railing than the existing one.

- An attendee had a question about noise ordinance regarding cars, particularly on a vehicle in the neighborhood that has an after-market muffler that increases sound; the car generally is started in the early morning hours and is a disturbance. Another attendee who has experienced similar issues in his neighborhood suggested that the impacted party call Mill Creek Police and inform them of the issue. An officer could be called to witness the incident since it happens at a consistent time. He noted that there is a City code regarding a noise issue. Director Kirk requested that information and details about this vehicle be entered into Request Tracker at the City website at www.cityofmillcreek.com/requesttracker.

Response:

Additional information about noise regulations is found in the Mill Creek Municipal Code, Chapter 9: www.codepublishing.com/WA/MillCreek/#!/MillCreek09/MillCreek0914.html. According to the code, "Public disturbance noise" means any sound that endangers or injures the safety or health of humans or animals, or endangers or damages personal or real property, or annoys, or disturbs any reasonable person of normal sensitivities. Further, any sound that can be clearly heard and discerned by a person of normal sensitivities within a residence not located on the property from where the noise originates, or in the case of multi-family dwellings, any sound that can be clearly heard and discerned by a person of normal sensitivities within a residence that is not the location of the source of the sound, shall be considered loud and raucous. Such noise is not to occur during non-daytime hours; daytime hours are defined as the hours between 7:00 a.m. and 9:00 p.m. on weekdays, and between 8:00 a.m. and 9:00 p.m. on weekends. The Chief of Police of the Mill Creek Police

department, and all duly appointed and commissioned police officers, are authorized and directed to administer and enforce the provisions of the noise regulations.

- A resident wondered if an HOA could deny a tree removal permit on private property when the City had approved a tree removal permit. Other attendees suggested that the individual check with their HOA for their bylaws and for more information about an HOA permit.

Response:

Yes, the HOA may deny such a permit. The City informs tree removal permit applicants in its approval letter that residents should check with their HOA, as HOAs may have requirements that are more restrictive than the City's.

- An attendee noted that cars continue to block the intersection at SR 527 and 164th Street SE. He asked if police presence could be increased at intersections to deter speeding cars, even if it means paying overtime. Attendees also asked about the timing of the lights. These issues were raised at the previous meeting, so the City's response was revisited.

Response:

Regarding turns that block intersections, the City is aware of the issue. However, making adjustments to the turn lane also impacts access to the local businesses. A long-term solution may be considered as part of the Capital Improvement Plan.

The Police Department will continue to focus on education and enforcement efforts in this intersection for speeding and blocking the intersection. Much like the other solutions to this intersection, enforcement is a challenge. There is little space to park a patrol car or police motorcycle, and the activity requires multiple officers: one to observe the violators and one to contact them. From October 1, 2017, through February 28, 2018, the Police Department issued 9 traffic tickets related to 'rules of the road' violations at this intersection. This continues to be a point of emphasis for patrol and traffic officers, and as we get into the spring and summer months, we will increase our presence.

VII. Spring Events

- Upcoming events were provided to attendees.
 - Teen Flashlight Egg Hunt, March 23 at 6 p.m.
 - Eggstravaganza, March 31 at 10:30 a.m.

VIII. Closing Thoughts

- Director Kirk suggested the next meeting be held on Thursday, April 19, at 6:30 p.m. The group concurred. The meeting was adjourned at 7:35 p.m.



MINUTES
Guild Labor Management Monthly Meeting

Tuesday, March 6th, 2018, 1:00 p.m.
Executive Conference Room, City Hall South

ATTENDANCE

Guild
Corporal Jesse Mack

MANAGEMENT
Rebecca Polizzotto
Charlie Miller

ABSENT

NOTE TAKER
Charlie Miller

OLD BUSINESS

None.

NEW BUSINESS

No agenda items were set prior to the meeting.

1. The City Manager outlined her vision for the purpose of regular meetings between management and the Guild and referenced the success of current meetings between management and AFSCME. The Guild agreed that these meetings could be mutually beneficial.


It was agreed that:

- The City Manager and HR/LR Specialist would attend to represent management. No directors would attend.
 - The Guild President would attend and the members of the Guild Executive Board would also attend if available.
 - The HR/LR Specialist would take minutes. Draft minutes would be distributed to both parties for mutual review and approval. When approved, the minutes would be signed and posted on the City website.
 - The parties agreed that either party could ask for "an off the record" discussion. If both parties agreed, the "off the record discussion" would proceed, would be confidential, and would not be reflected in the minutes.
2. The frequency of these meetings was discussed and it was agreed that, scheduling permitted, monthly meetings would be sufficient.

3. In order to ensure that she and the HR/LR Specialist have current information, the City Manager requested that a list of the Guild Executive Board members be sent to her, and the Guild committed to having their Secretary provide that information.
4. The City Manager provided a copy of the final Guild Bargaining Agreement for 2018-2020 and both parties reviewed the document and signed it.
5. The City Manager opened the floor to the Guild for any business they wished to bring up or discuss. The Guild brought up a few recent and specific issues that were causing concern for the Guild membership. Those concerns were discussed to provide mutual understanding. The City Manager indicated she would personally follow up on the concerns and schedule a follow up meeting with the Guild president.
6. Due to upcoming vacations, it was decided that the Guild would look at their schedules and reach out to the City Manager and HR/LR Specialist with their preferred date and time for the next meeting to be held in April.

ADJOURNMENT

The meeting adjourned at 2:30 p.m.



Corporal Jesse Mack, Guild President


Rebecca Polizzotto, City Manager

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: April 19, 2018

May 1, 2018

(Agenda Summary due April 17)

- Proclamation: Music4Life
- Presentation: EGUV Development Agreement
- Beaver Management Plan
- Work Session:
 - Code Revision - Repeal of Board of Appeals/Adjustment
 - Administrative approval of long plats

May 8, 2018

(Agenda Summary due April 24)

- Exploration Park
 - Bid Award
 - Schedule
 - Communications Plan
- Presentation: Website Update – 6 Month Check In
- Reports
 - Memorial Day Update

May 22, 2018

(Agenda Summary due May 8)

- Check Presentation: AWC Scholarship Nominee
- WRIA 8 ILA
- Work Session:
 - HR Policies – Chapter 6 (Leave)

June 5, 2018

- YAB Recognition

June 12, 2018

(Agenda Summary due May 29)

- Long term planning impacts from Paine Field commercial flights.

June 26, 2018

- Presentation: Sports Tourism Feasibility Study
- Tourism Bureau Annual Report

JUNE						
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				

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

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

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

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

Work in Progress – Upcoming Agenda Items

- Personnel Policies and Procedures
- Freedom Field Grant Contract
- Freedom Field Construction Contract
- Budget Calendar
 - CIP Policies
 - Financial Policies

Possible Work Session Topics for Discussion

- Parking Codes
- Business signs
- MCCA storm water discussions
- Sports Fields
- Repair Issues
- Utility Project Management
- Review of Criminal Justice Costs/Alternatives
- Status update on County’s SHR project
- 128th St as an ST3 Station
- Issues re: no parking on sidewalks
- Development Projects in Progress
- Hotel/Motel Theater Tax
- Resort Fees
- Partnerships with Everett School District
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- Council Chambers Configuration