

# 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.** 2018-826

**Next Resolution No.** 2018-572

**February 13, 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

## **PRESENTATIONS**

- B. Red Cross Chapter Impact Report  
(*Dan Limberg and Chuck Morrison*)
- C. Farmers Market Programming  
(*Rebecca C. Polizzotto, City Manager*)
- D. Long Term Strategic Planning  
(*Rebecca C. Polizzotto, City Manager*)

## **STUDY SESSION**

- E. Audit Recommendations  
(*Rebecca C. Polizzotto, City Manager*)
- Business Expense Policy
  - Cash Receipting Procedures

## **CONSENT AGENDA**

- F. Approval of Checks #58004 through #58187 and ACH Wire Transfers in the Amount of \$853,884.19  
(*Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw*)
- G. Payroll and Benefit ACH Payments in the Amount of \$297,933.94  
(*Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw*)
- H. City Council Meeting Minutes of January 9, 2018

## **REPORTS**

- I. Mayor/Council
- J. City Manager
- Legislative Summary
  - Labor Management Meeting Minutes
  - City Connections
  - 2018 Community Events Calendar
  - Council Planning Schedule

## **RECESS TO EXECUTIVE SESSION**

(*Confidential Session of the Council*)

- K. Review negotiations on the performance of a publicly bid contract per RCW 42.30.110 (1)(d)
- No action anticipated.*

## **AUDIENCE COMMUNICATION**

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

## **ADJOURNMENT**



## **Chapter Impact Report Snohomish County**

July 2016 - June 2017



The American Red Cross proudly serves the Snohomish County community. We exist to provide compassionate care to those in need.

Our network of generous donors, volunteers and employees share a mission of preventing and relieving suffering, here at home and around the world, through five key service areas - Disaster Relief; Supporting America's Military Families; Life-saving Blood; Health and Safety Services and International Services.

The Red Cross provides disaster preparedness education through a program called, "The Pillowcase Project".



Helped 169 local families recover after disasters



Installed 1,500 free smoke alarms for the Home Fire Campaign



Trained 5,200 people in life-saving skills like CPR/AED & first aid



Collected 360 units of blood with potential to save 1,000 lives



Provided 850 services to military members, veterans and families



340 local volunteers contributed more than 27,000 hours

For more information visit [redcross.org](http://redcross.org).

[facebook.com/RedCrossNW](https://facebook.com/RedCrossNW) | [twitter.com/RedCrossNW](https://twitter.com/RedCrossNW)



## **Northwest Region Impact Report Fiscal Year 2017**

July 2016 - June 2017



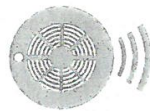
The American Red Cross Northwest Region proudly serves Washington State and the five northern counties of Idaho. We exist to provide compassionate care to those in need.

Our network of generous donors, volunteers and employees share a mission of preventing and relieving suffering, here at home and around the world, through five key service areas - Disaster Relief; Supporting America's Military Families; Life-saving Blood; Health and Safety Services and International Services.

More than 4,000 local youth received disaster preparedness education through the Red Cross program, "The Pillowcase Project".



Helped more than 1,500 local families recover after disasters



Installed 6,000 free smoke alarms for the Home Fire Campaign



Trained 68,000 people in life-saving skills like CPR/AED & first aid



Collected 27,000 units of blood with potential to save 75,000 lives



Provided 9,500 services to military members, veterans and families



Nearly 3,000 local volunteers made up 98% of the region's workforce

For more information visit [redcross.org](http://redcross.org).

[facebook.com/RedCrossNW](https://facebook.com/RedCrossNW) | [twitter.com/RedCrossNW](https://twitter.com/RedCrossNW)





Agenda Item #   C    
Meeting Date: February 13, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:   PRESENTATION: FARMERS MARKET PROGRAMMING**

**PROPOSED MOTION: N/A**

**KEY FACTS AND INFORMATION SUMMARY:**

For many years the City and Mill Creek Town Center Business Association have considered the idea of starting an annual summer farmers market in Mill Creek. In 2009, the Snohomish County farmers market arena was over saturated with events in Bothell, Edmonds, Everett, Mukilteo, Lynnwood, and Snohomish, as well as at Willis Tucker Park and other locations nearby in northern King County. In conversation with event organizers at the time, they stated that the City would be unsuccessful due to the limited number of farms and produce available due to competing events. Since then, the farmers market environment has shifted throughout the county. Now, with the City's new focus on tourism and growing opportunities for community engagement, and opportunity for new markets in Snohomish County, the idea of a Mill Creek Farmers Market has been revitalized.

The City of Mill Creek is no stranger to running highly successful annual community events. The business community is included in all event discussions through the two business associations and supports the City events through in-kind and financial contributions. The City's successful grant application for a new tourism website and the formation of the Communications and Marketing Department have led to an increased marketing capacity for the City to connect with community members and visitors through social media and traditional media avenues. These relationships and organizational building blocks have set a solid foundation for launching a farmers market this summer.

As the City explored formation of such a farmers market in 2017, staff met with local farmers market managers in neighboring cities, business association contacts, colleagues through Washington Parks and Recreation Association, and local grocery managers to obtain feedback on a farmer's market concept and learn about best practices. At the 2017 Mill Creek festival, the City conducted a survey asking community members what new event should the City add in 2018. There were 10 event suggestions on the survey and the clear favorite choice among festival goers was to add a farmers market. Out of 342 responses to the survey question, 225 individuals selected the farmer's market idea. Focus group sessions in fall 2017 also revealed overwhelming support for a local farmers market.

**Mill Creek Farmers Market**

Based on the situational analysis and community support, the City will launch the Mill Creek Farmers Market on May 25. It will run on Friday afternoons through August 31, from noon to 5 p.m. in the City Hall North parking lot. This particular location works best for the market

City Council Agenda Summary  
Page 2

because the City owns the property and there are no traffic impacts by closing this parking lot. This location offers restrooms and storage in City Hall North building, as well as easy load in / load out for vendors.

The Mill Creek Farmers Market is a place where the community has access to local and healthy food; where local merchants can sell their goods and services; and where education is available to people of all ages to learn about fresh, local produce and healthy eating.

Also, with its proximity to Mill Creek Town Center, it provides an entry point for visitors and community members to connect with other local businesses for shopping, dining and happy hour. Further, as the market launches the Friday of Memorial Day weekend, it will help draw people into the community at the start of our events season and provide a reason for people to keep coming back.

### Community Impact

This new market will focus on bringing the community together and showing that everyone working together fosters an exceptional community experience. Research from Michigan State University in 2012 shows that markets across the country feed local economic development by bringing people into towns which encourages them stay to enjoy other amenities. From their research they concluded markets act as business incubators because customers are more open to try new products, and markets allow start-up businesses a way to test their products in the marketplace with low investment. Farmers markets create an important gathering place which makes individuals feel anchored in their community. The City of Snohomish farmers market brought in over \$300,000 in market sales in 2017. Our market will focus on the key areas below:

- Supporting local merchants.
- Educating youth on farming and sustainability.
- Working with volunteers and non-profit groups established in our community.
- Providing healthy options to residents.
- Providing creative outlets for artists and school district students to be involved.

### Market Manager

The City has already secured an experienced market manager contractor to help the City run a successful 2018 market. She currently is the market manager for the City of Snohomish and has a proven track record of growing and managing a thriving farmers market. Ms. Jensen has already spoken with 10-15 vendors that are interested in participating in our upcoming market. The selected location will successfully house 25-32 vendors per week, for the 15-week market season.

### Communications and Marketing

The Communications and Marketing team has obtained the dedicated web domain, [www.millcreekfarmersmarket.org](http://www.millcreekfarmersmarket.org), which will redirect people to the Mill Creek Farmers Market page on the City's tourism website. Staff will soon launch a dedicated market Facebook page to create awareness in the social community. Further, work is underway with the contractor to set up vendor management software and policies for a successful market.

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The department has developed a robust communications plan for launching the farmers market, including:

- Press announcement (February);
- Promotions in the next Recreation Guide (March);
- Snohomish County Tourism Bureau Visitors Guide (March);
- Announcements at business association, community association and focus group meetings;
- Article in the next issue of *City Connection* (May);
- Web feature on the tourism website (May);
- Local advertising;
- Posters distributed throughout Mill Creek;
- Flyers shared with parents of local students; and
- Social media promotion.

In addition, the City can enhance visibility and awareness of the Mill Creek Farmers Market and the City as a whole through several key marketing initiatives, including:

- Poster contest for high school students to develop the seasonal poster (March – April);
- Volunteer opportunities, including “Adopt the Market for a Day”;
- Grand opening event (May 25);
- Specialty Farmers Market shopping bags that promote sustainability; and
- Cross promotion with local businesses.

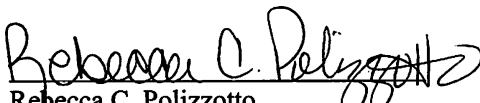
The Mill Creek Farmers Market is an exciting new program that brings the community together, supports nearby farmers and local merchants, and provides an avenue for tourism. Plan to join us starting May 25!

**CITY MANAGER RECOMMENDATION:** N/A

**ATTACHMENTS:**

- Farmers Market Power Point Presentation

Respectfully Submitted:

  
Rebecca C. Polizzotto  
City Manager

2/8/2018



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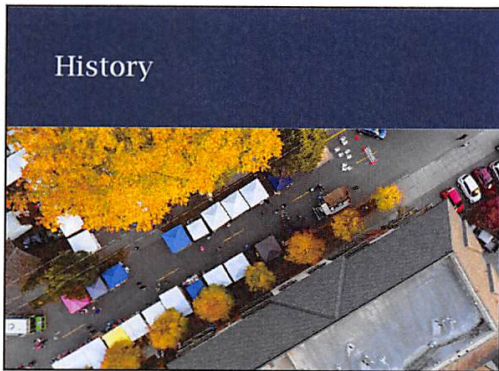
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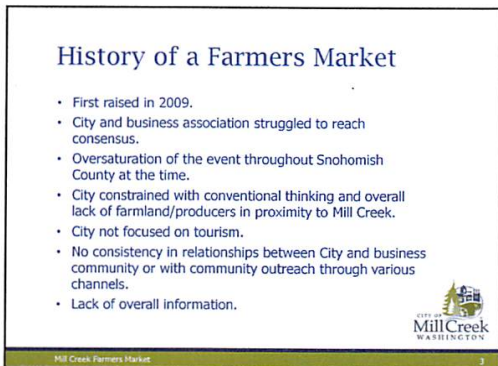
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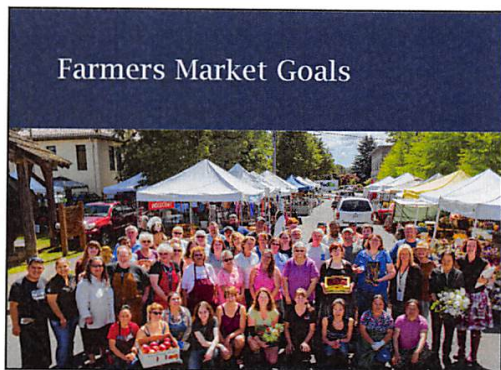
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2/8/2018

### Farmers Market Goals

- Support local merchants.
- Educate youth on farming and sustainability.
- Work with volunteers and non-profit groups established in our community.
- Provide healthy options to residents.
- Provide creative outlets for artists and school district students to be involved.



Mill Creek Farmers Market

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### Farmers Market Details




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### Farmers Market Details

- Dates: Friday, May 25 through Friday, August 31, 2018
  - Kicks off event season and Memorial Day weekend
- Time: Noon to 5 p.m.
  - Aids in connecting attendees to local shopping and dining.
  - Everett school district early release on Fridays.
  - Great way to start the weekend.
- Location: City Hall North Parking Lot
  - City owned property with no traffic impacts.
  - Restroom and storage access onsite.
  - City Hall still open if market manager needs assistance.
  - Great proximately to Town Center and merchants.



Mill Creek Farmers Market

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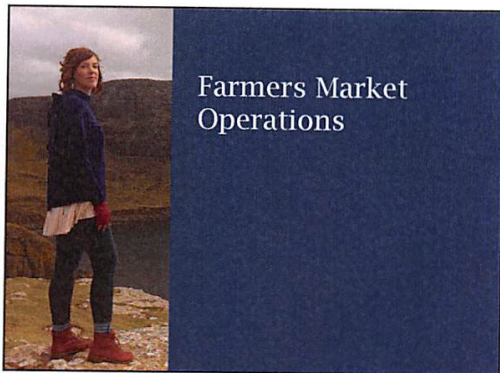
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2/8/2018

### Public Launch

A robust communications plan to launch the market includes:

- Press announcement (February)
- Promotions in the next Recreation Guide (March)
- Snohomish County Visitors Guide (March)
- Announcements at business association, community association and focus group meetings
- Article in the next issue of *City Connection* (May)
- Web feature on the tourism website (May)
- Local advertising
- Posters distributed throughout Mill Creek
- Flyers shared with parents of local students
- Social media promotion



Mill Creek Farmers Market

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### Marketing Initiatives

Key marketing initiatives to enhance visibility and create awareness of the Mill Creek Farmers Market (and the City as a whole) include:

- Poster contest for high school students to develop the seasonal poster (March – April)
- Volunteer opportunities, including "Adopt the Market for a Day"
- Grand opening event (May 25)
- Specialty Farmers Market shopping bags that promote sustainability
- Cross promotion with local businesses



Mill Creek Farmers Market

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Website: [www.millcreekfarmersmarket.org](http://www.millcreekfarmersmarket.org)  
Facebook: [www.facebook.com/millcreekfarmersmarket](http://www.facebook.com/millcreekfarmersmarket)

Questions: Brian Davern  
425-921-5736 • [briand@cityofmillcreek.com](mailto:briand@cityofmillcreek.com)



Mill Creek Farmers Market

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Agenda Item # D

Meeting Date: February 13, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:** PRESENTATION: 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*. The City Manager will present an overview of the integrated strategic planning process and describe the next steps in the process as the City continues to develop a long term strategic plan.

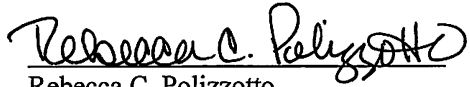
**CITY MANAGER RECOMMENDATION:** N/A

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**ATTACHMENTS:**

- Presentation

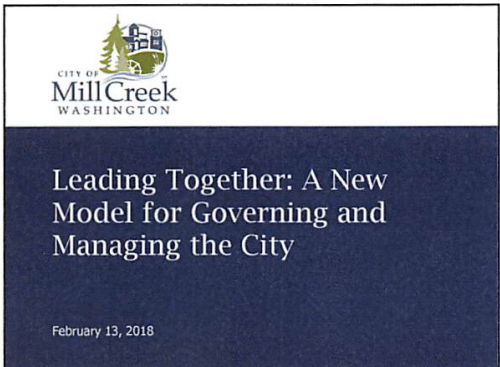
Respectfully Submitted:



Rebecca C. Polizzotto  
City Manager



2/9/2018



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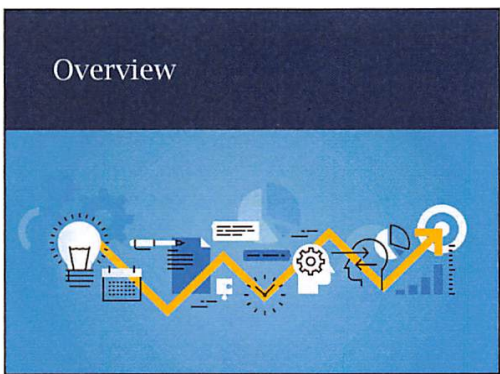
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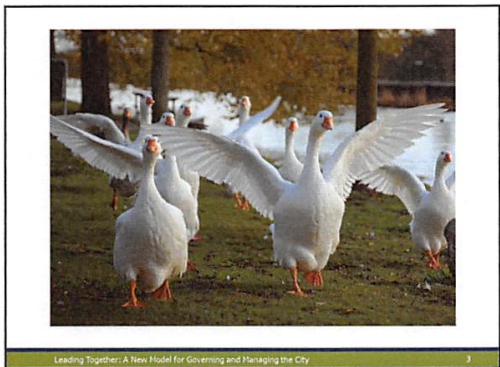
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2/9/2018

**Overview**

- Are we as smart as geese?
  - Of course?
  - Not so quick!
  
- Geese have figured out that by sharing leadership and working together they are much stronger and can fly further, with more efficiency.



Leading Together: A New Model for Governing and Managing the City

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**Overview**

- How can we as a City improve our effectiveness?
  - The key is to have systems and tools to "get everyone working off the same sheet of music."



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**Overview**

- Working together with the same purpose, expectations and goals creates a synergism that allows communities to accomplish great things by leading together.



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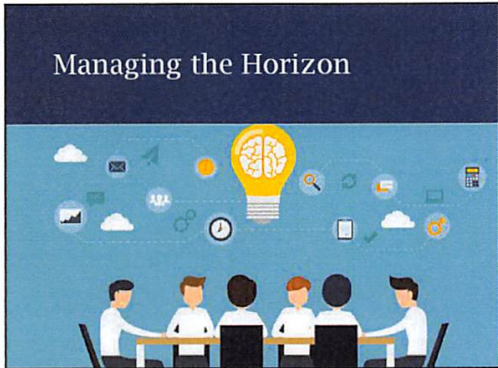
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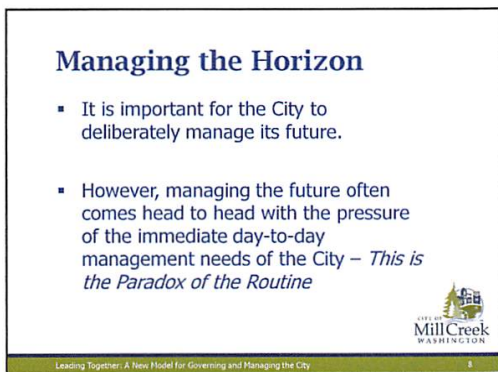
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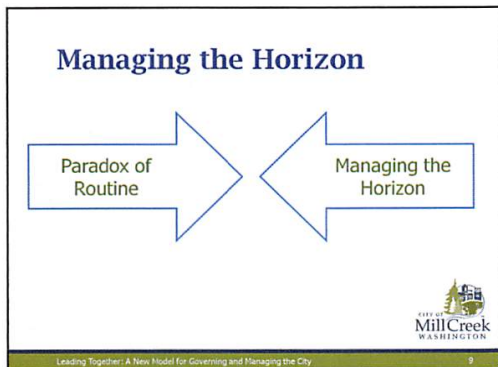
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2/9/2018

**Managing the Horizon**

- This drive to get things done can at times overshadow the need to think and act strategically on the future of the City.
- How do we balance these competing interests?
- The key is to develop a strategic plan that is integrated into the business systems of the City.



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**Managing the Horizon**

- The first step is to ask some very basic questions:
  - Do we know the current strategic direction of the City and are we satisfied with that direction?
  - Do we know the key priorities (Focus Areas) for the City to accomplish short term and long term?



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**Managing the Horizon**

- Do we have tools for continuously improving our operations and finances?
- Do we have clear expectations for the operational and strategic projects we want to accomplish this year and over the next several years?
- Do we know what strategic projects the department directors are assigned to get done this year?



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**Managing the Horizon**

- If the answer is NO to some or all of these questions, a strategic plan can help.



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**Why is Strategic Planning Important to the City?**




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**Why is it Important?**

- Governments are fanatical about managing their money.
- Budget processes are a key focal point of annual activity for governments.
- Unfortunately, the most significant innovative resource in the budget is overlooked – the staff’s time to work on opportunities for improving the City.



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### Why is it Important?

- Strategy drives opportunities!
- To develop strategies, organizations have to be very deliberate and focused.

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### Traditional Strategic Planning

- The "traditional" or "typical" strategic planning model began with a "SWOT" analysis.
  - Strengths
  - Weaknesses
  - Opportunities
  - Threats

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**Traditional Strategic Planning**

- The traditional strategic planning model was focused more on dreaming and hoping.
- In 2008, the way we looked at local government changed.
  - The focus became transparency and efficiency – not dream big and shoot for the stars.




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**Traditional Strategic Planning**

- Today, strategic planning is less about the dream and more about getting things done.




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**Traditional Strategic Planning**

- Best practices today recommend that a local government’s strategic plan be:
  - Designed specifically for us.
  - Collaboratively developed.
  - Created with a “clear line of sight” between the current Mission, Vision and Core Values.




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**Traditional Strategic Planning**

- Customer focused.
- Resource specific to ensure that staff has the resources to fully execute the plan.
- Today's strategic planning is called:  
*Integrated Strategic Planning*



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**Integrated Strategic Planning**



**Integrated Strategic Planning**

- An Integrated Strategic Plan will help:
  - Set annual priorities.
  - Report on significant accomplishments.
  - Implement projects that make a difference.
  - Improve transparency for citizens on City activities.



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**Integrated Strategic Planning**

- Improve coordination between the City Council, the City Manager and the Leadership Team.



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**Integrated Strategic Planning**

- An Integrated Strategic Plan will help the City Council:
  - Set clear direction on priorities for the City Manager.
  - Establish strategic focus areas and strategic objectives for the City.



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**Integrated Strategic Planning**

- Link the City budget to strategic projects.
- Provide one tool for evaluating the City Manager's performance.
- Improve transparency.
- Provide a concise way of describing "What the City is Doing."



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**Integrated Strategic Planning**

- An Integrated Strategic Plan will help the City Manager:
  - Create a team approach by focusing the Leadership Team on priority City projects.
  - Provide clear direction to the Leadership Team regarding City Council priorities.



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**Integrated Strategic Planning**

- Improve organizational accountability for projects.
- Create a system for budgeting staff time much like revenues are budgeted annually.
- Provide one tool for evaluating the Leadership Team's performance.

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**Integrated Strategic Planning**

- An Integrated Strategic Plan will help the Leadership Team:
  - Improve teamwork with the City Manager on key projects.
  - Set clear priorities for department work efforts.



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**Integrated Strategic Planning**

- Help to avoid shifting priorities.
- Help the City Council understand departmental workloads.
- Improve coordination on projects between departments.



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**Integrated Strategic Planning**

- The City's strategic plan should be integrated into our business practices by linking:
  - The Council's agenda.
  - Budgets.
  - Other approved plans.
  - Departmental annual work plans.



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**Integrated Strategic Planning**

- Any current and/or newly developed performance measures into the plan.
  - The results of these performance measures can be used to continuously update the plan and keep the City informed as to how our initiatives in the plan are working.



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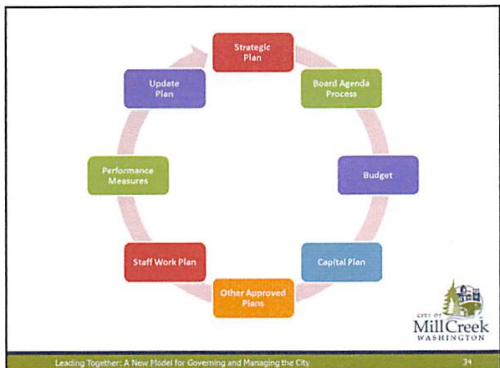
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### **Integrated Strategic Planning**

- The Integrated Strategic Planning approach creates a balance that aligns the City's financial and human capital to focus on achieving the strategic goals and objectives of the plan.



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**How do we start an Integrated Strategic Planning Process?**



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2/9/2018

**How do we get started?**

- We already have!
- An Integrated Strategic Plan starts with the development of a vision, mission and core values.



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**City of Mill Creek  
Guiding Principles**

The infographic is divided into four main sections: Vision, Mission, Star Values, and Goals. Each section contains a brief description and a list of specific principles or values. The Star Values section is highlighted in a darker color.

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**How do we get started?**

- Next comes the development of strategic focus areas – the "what."



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2/9/2018

**How do we get started?**

Strategic Focus Areas are the intersection of the City's Mission, the needs of its residents and, the City's competency. These focus areas are designed to keep the City's priorities from getting distracted by what may appear to be competing opportunities. This strategic focus will drive decisions and priorities for the community.



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**How do we get started?**

- We call our strategic focus area goals.



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2/9/2018

**How do we get started?**

- Next comes the development of strategic objectives – the “How”
  - This is where we need to pick up.
  - Strategic objectives guide the consistent execution of projects, initiatives and programs that continuously work toward achieving the goals expressed in the strategic focus areas.



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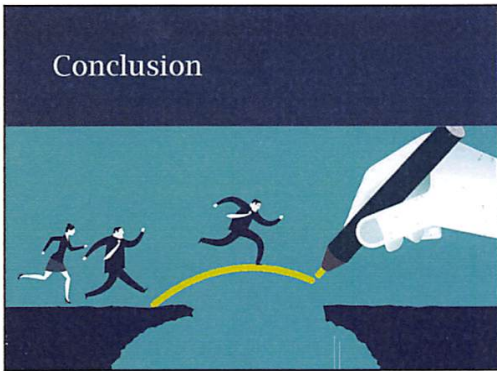
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**Conclusion**



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**Conclusion**

- A sustainable strategic plan is a plan:
  - Focused on doing and achieving rather than dreaming and hoping.
  - Where the City’s mission and vision statements, focus areas (goals) and performance data are used to brainstorm new projects.



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2/9/2018

**Conclusion**

- Where potential projects under each focus areas (goal) for the next 12 months or longer are identified through brainstorming.
- Where the projects and work plans are prioritized.



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**Conclusion**

- Where projects in the work plan and current or new performance measures are finalized for the annual strategic plan update.



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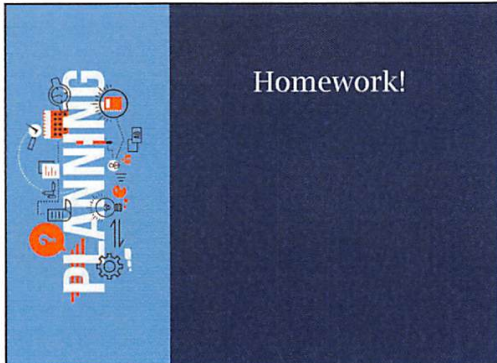
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2/9/2018

Thank you.

Rebecca Polizzotto  
City Manager  
(425) 921-5724  
[citymanager@cityofmillcreek.com](mailto:citymanager@cityofmillcreek.com)  
[www.cityofmillcreek.com](http://www.cityofmillcreek.com)



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Agenda Item # E

Meeting Date: **February 13, 2018**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: DRAFT BUSINESS EXPENSE POLICY**

**PROPOSED MOTION:** N/A – Study Session Review

**KEY FACTS AND INFORMATION SUMMARY:** In accordance with the City’s ongoing effort to implement new legal requirements; address audit recommendations; update, modernize and adopt important operational policies and municipal code provisions; and create reliable and efficient internal processes for recurrent actions, the City Manager and Director of Finance & Administration have prepared for Council consideration a proposed Business Expense Policy.

At the conclusion of the audit for the 2015 fiscal year, the State auditors recommended the City strengthen its internal controls by updating and/or developing formal written policies that govern the use of City funds to purchase items for employee appreciation and recognition, meals with meetings and volunteer compensation. The proposed policy is the first of several policies that are being developed to address past audit recommendations.

The purpose of the February 13<sup>th</sup> study session is to review the document in detail with Council, obtain comments and feedback, and thereafter finalize the document for adoption and implementation at the February 27<sup>th</sup> council meeting.

Because of the fiscal nature of this policy, it is designed to apply to all City elected and appointed officials, employees and members of boards and commissions.

The City’s Business Expense Policy has not been updated for nearly 30 years. The last update was in 1991.

**CITY MANAGER RECOMMENDATION:** N/A – Study Session Review

**ATTACHMENTS:**

- Draft Business Expense Policy

Respectfully Submitted:

A handwritten signature in cursive script that reads "Rebecca C. Polizzotto".

Rebecca C. Polizzotto  
City Manager



|                                     |                              |
|-------------------------------------|------------------------------|
| Subject:<br>BUSINESS EXPENSE POLICY | Index: Department<br>Number: |
|-------------------------------------|------------------------------|

|                 |   |                |                  |                       |
|-----------------|---|----------------|------------------|-----------------------|
| Effective Date: | Supersedes:<br><br>All prior conflicting ordinances, resolutions and policies | Staff Contact: | Clerk ID Number: | Approved By and Date: |
|-----------------|---|----------------|------------------|-----------------------|

**1.0 PURPOSE:**

To establish a policy and procedure for the City of Mill Creek for the reimbursement of business expenses including travel, subsistence and related expenses, and certain non-travel related expenses incurred by authorized persons while conducting City business or providing a service for the City.

**2.0 ORGANIZATIONS AFFECTED:**

- City Council
- All Departments
- Boards & Commissions
- Volunteers

**3.0 REFERENCE:**

- RCW Chapter 42.24
- IRS Regulations

**4.0 POLICY:**

It is the policy of the City of Mill Creek to reimburse City elected and appointed officials, employees, and members of boards and commissions for reasonable expenses incurred in the conduct of their business for the City. To qualify for reimbursement, expenses must be reasonable and prudent under the circumstances.

**5.0 DEFINITIONS:**

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

**5.2 Conference:** Examples may include, but are not limited to, a symposium, seminar, forum, or convention associated with a league, association, alliance, etc. "Conference" can be interpreted to include any formal training session typically attended by an audience from a wide geographic area and organized by a regionally or nationally known entity.

**5.3 Per Diem:** The Per Diem allowance is a daily payment instead of reimbursement for actual expenses for lodging, meals and incidental expenses. It is separate from transportation and other miscellaneous expenses.

**5.4 Reimbursement:** Includes expenses paid for by the City. Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the City directly to a vendor.

**5.5 Tax Home:** The IRS identifies this as your regular place of business regardless of where you maintain your family home. It includes the entire city or general area in which your business or work is located.

**5.6 Traveler:** Traveler usually means a City official or a person employed by the City. At times, the City Manager may authorize board, commission members, or volunteers to travel on City business. The City will apply this policy for nonemployees, except when travel reimbursement terms under a professional services contract differ.

**5.7 Travel Status:** The IRS defines this as a time when your duties require you to be away from the general area of your "tax home" substantially longer than an ordinary day's work, and you need to sleep or rest to meet the demands of your work while away from home. Generally, this means an overnight stay is involved.

#### **6.0 OVERNIGHT TRAVEL EXPENSES:**

This section covers expenses related to travel that requires an overnight stay. Section 7.0 covers guidelines for expenses related to local (non-overnight) activities.

The City will follow the US General Services Administration (GSA) schedules that provide for maximum reimbursement rates for lodging, meals and incidental expenses for authorized staff traveling on official business. Amounts exceeding those rates, except as otherwise noted herein may be deducted from reimbursement claims or repaid by the Traveler. These rates are adjusted annually by the General Services Administration.

Any travel time in excess of one day each way, which is brought about by the employee's choice of transportation or schedule, will be charged to the employee as vacation time. When travel is required of employees covered by FLSA standards, travel time may be considered as time worked depending on the time and day of



travel. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel.

**6.1 Prior Approval:** Prior approval for overnight travel is required for all Travelers except for the City Council and City Manager. A Travel/Training Authorization Form must be completed and approved by the Department Director and City Manager. The approved form should be forwarded to the Department of Finance and Administration prior to travel.

**6.2 Documentation:** No claim for reimbursement shall be paid unless it is accompanied by a Business Expense Report Form, a copy of the Travel/Training Authorization Form and bona fide vendor receipts, except for meal per diem claims. Such receipts should detail the following information when applicable: date, description of purchase, vendor identification and amount paid. Expense reports shall include name(s) of individual(s) incurring the expense and how the expense relates to City business.

**6.2.1** A Declaration of Lost Receipt or Declaration of Lost Itemized Receipt is acceptable only after all reasonable attempts to locate or obtain a copy have been exhausted.

**6.2.2** Credits such as gift cards, airfare credits and frequent flyer miles, whether earned on personal or business travel, are not reimbursable as there is no cash outlay for such a transaction.

**6.2.3** Any special approvals required by this policy shall be obtained by Travelers prior to applicable travel and shall accompany the Business Expense Report when submitted to the Department of Finance and Administration. Such special approvals shall be by separate memo, which identifies the policy exception being authorized and explains the reasons therefor.

**6.2.4** Travel reimbursement requests must be returned to the Finance Department within ten (10) days of returning to the City.

**6.2.5** Claim for reimbursement of any charge which could reasonably raise question should be accompanied by an explanation. Failure to provide adequate documentation (receipts) or explanation for all expenses claimed for reimbursement could result in the traveler being personally responsible for the charges.

**6.3 Registration Fees:** Subject to the provisions of Section 6.1, the actual cost of registration, tuition and fees at a meeting, conference, training or convention are reimbursable under this policy. Travelers may use their own funds and submit a request for reimbursement or they may use a City credit card that has been designated for travel purposes.

**6.4 Per Diem Reimbursable Meal Costs:** All City travelers and officials shall be entitled to reimbursement for meals consumed while traveling overnight on City business. Reimbursement will be based on the current per diem rate of the final destination of travel. The Meal and Incidental Expense rates are established by the GSA and are adjusted annually.

6.4.1 Per diem rates differ based on locations defined by the GSA; tax and tip are included. Current rates can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) or by calling Accounts Payable.

6.4.2 Per diem rates may be claimed for the first through the last day of travel provided the person is in travel status at the following times:

- 6:00 a.m. for breakfast
- 12:00 p.m. for lunch
- 6:00 p.m. for dinner

6.4.3 Travel status begins at the time the traveler would have left City Hall and ends at the time they would return to City Hall.

6.4.4 Receipts are not required for per diem reimbursement.

6.4.5 Any planned meals, the cost of which is included in a City-paid registration fee, whether or not the traveler actually partakes of the meal, will not be reimbursable or eligible for per diem. Planned meals include box lunches and banquets but exclude continental breakfasts. Receptions at which hors d' oeuvres are the primary offering are not considered meals.

6.4.6 When a meal is included in a meeting and the costs cannot be segregated, the actual cost of the event is reimbursable. A vendor receipt or copy of the meeting agenda is required as documentation.

**6.5 Reimbursable Actual Meal Costs:** It is understood that while conducting formal City business, and in the course of their official duties, there are times when the City Council, the City Manager and Department Directors may host or attend business meals with invited guests. The actual cost of such meals is specifically authorized for reimbursement only for the City Council, the City Manager and Department Directors.

6.5.1 Employees will be responsible for keeping their cost as close as possible to the per diem rate; however, any reasonable excess will be paid by the City. Cost of invited business guests will be borne by the City.

6.5.2 If reimbursement is claimed for actual meal costs, an itemized receipt is required. Meal ticket stubs alone are not considered adequate

documentation for reimbursement. Reimbursement will not be provided for liquor, including beer and wine.

6.5.3 Payment for table service at a restaurant, commonly referred to as a tip, not to exceed 20% of the restaurant prices of the meal, is reimbursable as a reasonable and necessary cost for such service and as a reasonable and necessary part of the cost of the meal.

## **6.6 Vehicle Expenses**

### **6.6.1 City Vehicle**

Costs of transportation and vehicle operation are acceptable, such as gas, oil, tires, tolls, ferry charges, parking and necessary repairs.

### **6.6.2 Personal Vehicle**

Mileage expenses shall be reimbursed for vehicular travel within a 300 mile radius of City Hall at the current maximum rate allowed by the United States Internal Revenue Service for reimbursement of such expenses for purposes of business travel expense deductions. Trips beyond this limit will be reimbursed in an amount equal to the lowest appropriate round trip air fare to the destination offered by a regularly scheduled commercial air carrier, plus an allowance for ground transportation based on the circumstances.

If two or more persons are attending the same out-of-town meeting and one of them is driving a City vehicle and the second person chooses to drive his/her personally owned vehicle, no mileage reimbursement will be made to the person who elects to drive a personally owned vehicle. If no City vehicle is to be used, and two or more persons choose to drive their own vehicles, only one mileage reimbursement will be paid by the City.

Mileage reimbursement will be calculated based on the round trip distance between City Hall and the traveler's destination or actual mileage, whichever is less.

When travel is scheduled by public conveyance (bus, train, air, etc.) outside a 300 mile radius, surface transportation to and from the conveyance depot/airport will be reimbursed.

Parking at SeaTac (Port of Seattle) parking lots is limited to a maximum of twelve (12) hours. Long term parking expenses will be reimbursed when "off-airport" (non Port of Seattle) parking lots and shuttle services are used (e.g., Budget).

City employees and City officials who receive an automobile allowance in lieu of City provided transportation shall not be entitled to further reimbursement for surface transportation costs within a 300 mile radius of the City. Travel outside of a 300 mile radius will be calculated as described above, except that no mileage reimbursement for surface transportation shall be allowed for travel to and from any Seattle area airport.

**6.6.3 Rental Vehicle**

The cost of vehicle rental is considered an exception to this policy and its justification must be clearly stated on the Travel/Training Authorization Form.

Liability coverage (through W.C.I.A.) is in effect when persons operate rental vehicles when in the course of City business. W.C.I.A also provides property coverage on a rental vehicle while the vehicle is in the traveler's "care and custody." The City will not be responsible for the loss of personal items taken from a rental vehicle.

**6.7 Air Travel:** Travelers are expected to make their own air travel arrangements. They may use their own funds and submit a request for reimbursement or they may use a City credit card that has been designated for travel purposes. All air travel shall be on a common carrier.

6.7.1 The City will reimburse no more than the lowest ticket class fare for the most direct route unless one or more of the following specific exemptions are met:

- The lowest ticket class accommodation is not available;
- Waiting for the lowest ticket class accommodation would cause a delay harmful to the City; or
- The City Manager determines that travel by lowest ticket class accommodation is not in the best interest of the City, and authorizes other accommodation.

6.7.2 Travelers and approvers are required to document reasons for declining savings where the lowest available airfare is not purchased.

6.7.3 First or business class is allowed if it is offered to the Traveler on a complimentary basis because of frequent flyer status and upgraded by the airline involved, at no cost to the City.

6.7.4 When personal travel is combined with business-related travel, the traveler shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The City shall pay for the lowest reasonable and available airfare for the round trip between a Seattle area airport and the business-related destination.

6.7.5 When personal travel is combined with business-related travel, the traveler shall provide documentation showing the cost of airfare for travel for City business only (at the time the reservation is made) as well as the receipt for the actual cost which includes personal travel. If the addition of personal travel makes the cost higher, the traveler should use their own funds to pay the fare and request reimbursement of the lesser amount. If the addition of personal travel makes the cost lower, the traveler may use a City travel credit card.

6.7.6 When changes in travel plans occur that are the result of City business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the City. However, all increases in cost of travel due to changes for personal convenience will be borne by the traveler.

**6.8 Accommodations:**

6.8.1 Directors may authorize lodging within the Puget Sound Metropolitan Region for multi-day functions but should use discretion when doing so. Factors that should be considered are length of travel from the traveler's regular work place, length of meeting and budget.

6.8.2 Reasonable hotel/motel accommodations for travelers and officials are acceptable and will be reimbursed or paid at a rate not to exceed the GSA maximum lodging rate for the area of travel. Rates may be obtained from the GSA website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) or by calling Accounts Payable. Note that rates listed by the GSA are for the base room rate only and do not include taxes or surcharges. These rates are adjusted annually by the GSA.

6.8.3 A vendor's itemized receipt for this category is required for all claims.

6.8.4 In the following situations, the maximum allowable lodging amounts may not be adequate and the Department Director or City Manager may approve payment of lodging expenses that exceed the allowable amount. Justification for exceeding the per diem lodging rate must be stated on the Travel/Training Authorization Form.

- When lodging accommodations in the area of travel are not available at or below the maximum lodging amount and the savings achieved



from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.

- The traveler attends a meeting, conference, convention, or training session where local hotels offer conference rates. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention or training session is held.
- To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.

**6.9 Incidental Expenses:** Incidental expenses allowed as part of the daily per diem rates include fees and tips given to porters, baggage carriers, bellhops and hotel maids. A vendor's receipt is not required; however, the daily total may not exceed \$5.00.

**6.10 Miscellaneous Expenses:** This category includes all reasonable and necessary miscellaneous expenses and includes, but is not limited to, the following:

**6.10.1 Allowable Miscellaneous Expenses**

- Bus, taxi, shuttle, bridge or other tolls.
- Parking fees.
- Ferry costs.
- Laundry expenses if away from home six (6) or more working days.
- Baggage checking.
- Business telephone and postage expenses.

**6.10.2 Non-Allowable Miscellaneous Expenses**

- Personal entertainment.
- Theft, loss or damage to personal property.
- Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy.
- Barber or beauty parlor.

- Airline and other trip insurance.
- Personal postage, reading material.
- Personal toiletry articles.
- Fines or penalties, including parking or traffic violations.

## **7.0 LOCAL TRAVEL EXPENSES (No Overnight Stay)**

This section covers expenses related to meals and transportation for trips not requiring an overnight stay. See Section 6.0 for guidelines on overnight travel expenses.

The City will follow the US General Services Administration (GSA) schedules that provide for maximum reimbursement rates for meals and incidental expenses for authorized staff while on official business. Amounts exceeding those rates may be deducted from reimbursement claims or repaid by the traveler. These rates are adjusted annually by the General Services Administration.

**7.1. Prior Approval:** Prior approval for local travel is required for all travelers except for the City Council, City Manager and Department Directors. A Travel/Training Authorization Form must be completed and approved by the Department Director. The approved form should be forwarded to the Department of Finance and Administration prior to travel.

**7.2 Documentation:** No claim for reimbursement shall be paid unless it is accompanied by a Business Expense Report Form, a copy of the Travel/Training Authorization Form and bona fide vendor receipts, except for meal per diem claims. Such receipts should detail the following information when applicable: date, description of purchase, vendor identification and amount paid. Expense reports shall include name(s) of individual(s) incurring the expense and how the expense relates to City business.

**7.2.1** A Declaration of Lost Receipt or Declaration of Lost Itemized Receipt is acceptable only after all reasonable attempts to locate or obtain a copy have been exhausted.

**7.2.2** No claim shall be paid for the value of items such as coupons used in lieu of cash.

**7.2.3** Any special approvals required by this policy shall be obtained by Travelers prior to applicable travel and shall accompany the Business Expense Report when submitted to the Department of Finance and Administration. Such special approvals shall be by separate memo, which

identifies the policy exception being authorized and explains the reasons therefor.

7.2.4 Travel reimbursement requests must be returned to the Finance Department within ten (10) days of returning to the City.

7.2.5 Claim for reimbursement of any charge which could reasonably raise question should be accompanied by an explanation. Failure to provide adequate documentation (receipts) or explanation for all expenses claimed for reimbursement could result in the traveler being personally responsible for the charges.

7.3 **Registration Fees:** Subject to the provisions of Section 7.1, the actual cost of registration, tuition and fees at a meeting, conference, training or convention are reimbursable under this policy. Travelers may use their own funds and submit a request for reimbursement or they may use a City credit card that has been designated for travel purposes.

7.4 **Reimbursable Meal Costs:** All City travelers and officials shall be entitled to reimbursement for meals consumed while on City business. Reimbursement will be based on the current per diem rate of the final destination of travel. The Meal and Incidental Expense rates are established by the GSA and are adjusted annually.

7.4.1 Per diem rates differ based on locations defined by the GSA; tax and tip are included. Current rates can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) or by calling Accounts Payable.

7.4.2 Per diem rates may be claimed provided the person is in travel status at the following times:

- 6:00 a.m. for breakfast
- 12:00 p.m. for lunch
- 6:00 p.m. for dinner

7.4.3. Travel status begins at the time the traveler would have left City Hall and ends at the time they would return to City Hall.

7.4.4 Receipts are not required for per diem reimbursement.

7.4.5 Any planned meals, the cost of which is included in a City-paid registration fee, whether or not the traveler actually partakes of the meal, will not be reimbursable or eligible for per diem. Planned meals include box lunches and banquets but exclude continental breakfasts. Receptions at which hors d'oeuvres are the primary offering are not considered meals.

7.4.6 When a meal is included in a meeting and the costs cannot be segregated, the actual cost of the event is reimbursable. A vendor receipt or copy of the meeting agenda is required as documentation.

**7.5 Reimbursable Actual Meal Costs:** It is understood that while conducting formal City business, and in the course of their official duties, there are times when the City Council, the City Manager and Department Directors may host or attend business meals with invited guests. The actual cost of such meals is specifically authorized for reimbursement for the City Council, the City Manager and Department Directors.

7.5.1 Travelers will be responsible for keeping their cost as close as possible to the per diem rate; however, any reasonable excess will be paid by the City. Cost of invited business guests will be borne by the City.

7.5.2. An itemized restaurant receipt is required. Meal ticket stubs alone are not considered adequate documentation for reimbursement. Reimbursement will not be provided for liquor, including beer and wine.

7.5.3 Payment for table service at a restaurant, commonly referred to as a tip, not to exceed 20% of the restaurant prices of the meal, is reimbursable as a reasonable and necessary cost for such service and as a reasonable and necessary part of the cost of the meal.

7.5.4 Payment for meals picked up or delivered may include a tip of 10-20% of the price of the meal, depending on the circumstances; for instance, difficulty of delivery.

**7.6 Vehicle Expenses**

**7.6.1 City Vehicle**

Costs of transportation and vehicle operation are acceptable, such as gas, oil, tires, tolls, ferry charges, parking and necessary repairs.

**7.6.2 Personal Vehicle**

Mileage expenses shall be reimbursed for vehicular travel within a 300 mile radius of City Hall at the current maximum rate allowed by the United States Internal Revenue Service for reimbursement of such expenses for purposes of business travel expense deductions.

Mileage reimbursement will be calculated based on the round trip distance between City Hall and the traveler's destination or actual mileage, whichever is less.

City employees and City officials who receive an automobile allowance in lieu of City provided transportation shall not be entitled to further reimbursement for surface transportation costs within a 300 mile radius of the City.

**7.7 Miscellaneous Expenses:** This category includes all reasonable and necessary miscellaneous expenses and includes, but is not limited to the following:

**7.7.1 Allowable Miscellaneous Expenses**

- Bus, taxi, shuttle bridge or other tolls.
- Parking fees.
- Ferry costs.
- Business telephone and postage expenses.

**7.7.2 Non-Allowable Miscellaneous Expenses**

- Personal entertainment.
- Theft, loss or damage to personal property.
- Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy.
- Personal postage, reading material.
- Fines or penalties, including parking or traffic violations.

**8.0 MOVING EXPENSES**

The reasonable moving expenses of new employees in certain management and "hard-to-fill" positions are reimbursable at the discretion of the City Manager. Moving expenses shall mean the costs of moving household goods, furniture, clothing and other personal effects of the new employee.

The City Manager may also approve reimbursements for reasonable transportation and lodging expenses. Expenses may not exceed GSA reimbursement rates. All moving expense reimbursement requests will be reviewed for taxation pursuant to IRS Publication 521. Reimbursed expenses that are not considered deductible under an accountable plan will be reported as taxable wages. For example, according to the IRS, only lodging reimbursement for



the day of arrival is considered deductible. Approved lodging reimbursement for additional days after arrival will be reported as taxable wages.

**9.0 FOOD AND BEVERAGES AT CITY MEETINGS, EVENTS AND EMERGENCIES**

Food and beverages may be provided for events such as those listed below. Efforts should be made to keep the costs within per diem rates.

**9.1 City Council Meetings:** At special meetings over meal times, food and beverages may be provided for Council members, the City Manager, other staff, and invited guests directly involved in the business discussed at the meeting.

**9.2 City Sponsored Public Meetings/Events:** The City may expend reasonable funds for food and beverages at City sponsored public meetings to encourage attendance and interaction.

**9.3 Ceremonies/Celebratory Events:**

- a) Food and beverages may be served at employee appreciation events.
- b) Food and beverages may be served at volunteer recognition events.

**9.4 Training Session and Staff Meetings:**

- a) Food and beverages may be provided at staff meetings and training sessions.
- b) Food and beverages may be provided to volunteers during staff supervised work or training sessions.
- c) Food and beverages may be provided during interviews with candidates for City positions.

**9.5 Council and Staff Retreats:** Food and beverages may be provided at both Council and staff retreats and should be budgeted for and provided as part of the retreat process.

**9.6 Workplace:** Beverage of minimal value may be provided to City employees at the worksite during business hours.

**9.7 Emergencies:** Emergency situations are events where it is determined that City assets or infrastructure and/or the public for which it protects is at risk. In these cases, City staff may be required to remain on-site outside of their normal work shift.

9.7.1 Food and beverages may be provided when an emergency situation is expected to span over a regular meal period and employees are required to remain on-site or available to respond to an emergency.

9.7.2 Reimbursement or direct City purchases may be made for food and beverage expenses incurred within an employee's official capacity to continue the operations of the City's programs or services that are necessary for the life, health or safety of Mill Creek's citizens.

9.7.3 The cost for City provided meals should generally be in line with allowable costs under the City's business expense policy.

## **10.0 EMPLOYEE DUES AND MEMBERSHIPS**

It is the policy of the City of Mill Creek to pay for the annual dues and memberships for employees in professional and civic organizations which directly relate to their specific job classification and directly benefit the City and the employee by providing staff with the network and information to further develop themselves in their professional capacity.

## **11.0 RECRUITING COSTS**

The reasonable expenses of candidates for certain management and "hard-to-fill" positions are reimbursable when such candidates are invited to visit Mill Creek for a personal interview. Approval by the City Manager or designee is required for all expenses to be reimbursed.

At the time the invitation is made, the candidate shall be informed of the specific expenses and/or maximum amount which will be reimbursed. A Recruiting Expense form will be filled out and signed by the candidate and Human Resources. The candidate will be informed of the requirement that the expenses be documented with itemized receipts and turned over to Human Resources, who will prepare the reimbursement claim. Unless otherwise directed by the City Manager, the invitation for interview and offer of reimbursement will be made by the Human Resources Director or designee.

Expenses which may be reimbursed include air fare, hotel expenses, car rental, meals and incidental expenses. Incidental expenses include transportation to and from Sea-Tac Airport.

A check request, a copy of the Recruiting Expense form and copies of travel receipts will be used as the customary vendor's statement.

The expense guidelines contained in Sections 6.0 and 7.0 of this policy will be applied to recruiting claims.



**Update: Audit Recommendation re:**

**Cash Receipting**

At the close of the 2015 audit, the State Auditor's Office (SAO) recommended, as an exit item, that the City consider having two people present while opening the City's mail. This internal control recommendation is designed to provide safeguards to prevent officials or employees from cashing checks payable to the City.

Internal controls should be based on a systematic and risk-oriented approach. The goal is to ensure there are adequate individual controls in areas with high risk, and that such controls are not excessive in areas with low risk. Before making the decision to adopt a control, an organization should analyze the cost/benefit of establishing and maintaining the control. Key considerations are:

- The potential benefits the control will provide;
- The possible consequences of not implementing the control; and
- The cost of the control in comparison to the risk.

After analysis, the City concluded the risk of monies received by mail being misappropriated were low because of several factors:

- Large sums of money are paid electronically;
- Checks are processed in an open office environment;
- Other revenues such as business licenses, franchise fees and surface water fees are trended and monitored. Drops in revenues are researched to determine a cause; and
- The City does not operate and/or manage the billing function for utilities that typically generate a lot of check transactions.

The City believes the internal controls associated with cash are appropriate and the additional cost to have two people open checks is not warranted. Other jurisdictions have also declined to implement this cash receipting recommendation (e.g., Woodinville).

For audit purposes, the City is documenting its decision with respect to the audit recommendation regarding cash receipting and allowing the Council an opportunity to

raise any concerns it may have with respect to the City's decision to decline to implement this specific recommendation.

The City Manager has reviewed and approved the above recommendation from the Director of Finance and finds the recommendation consistent with best practices in municipal finance administration.



Date: February 13, 2018

| A/P Check Batches |                           |                     |
|-------------------|---------------------------|---------------------|
| Dated             | Check Numbers             | Amount              |
| 12/31/2017        | 58004-58007, 58009-58104  | \$505,050.54        |
| 01/18/2018        | 58008                     | \$1,970.93          |
| 01/19/2018        | ACH-Union 76 Fleet-Dec    | \$4,494.27          |
| 01/19/2018        | 58105-58158               | \$249,610.45        |
| 01/26/2018        | EFT Debit-DOR Sales Tax   | \$5,205.43          |
| 01/31/2018        | Wire-DOR-Leasehold Excise | \$4,601.01          |
| 01/31/2018        | 58159-58187               | \$82,951.56         |
| <b>Total</b>      |                           | <b>\$853,884.19</b> |

| Voided Checks |             |
|---------------|-------------|
| Numbers       | Explanation |
|               |             |

CLAIMS APPROVAL

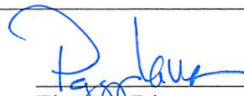
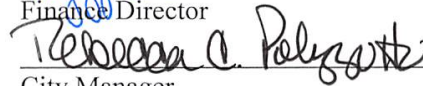
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 58004 through 58187, and EFT Debit and ACH in the amount of \$853,884.19.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

  
\_\_\_\_\_  
Finance Director  
  
\_\_\_\_\_  
City Manager

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**Accounts Payable**

**Checks by Date - Detail by Check Date**

User: Jodieg  
 Printed: 2/8/2018 1:09 PM



| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                      | Check Date<br>Reference | Void Checks | Check Amount |
|----------|-------------------------|---|-------------------------|-------------|--------------|
| 58004    | BANKCARE                | Bank of America                                 | 12/31/2017              |             |              |
|          | 1                       | Clarion Hotel Rebate Lodging Eikenberry&Feio    |                         |             | -12.72       |
|          | 10                      | MCSPP Hand Dryer                                |                         |             | 326.00       |
|          | 11                      | 3-30lb Bags Taste of the Wild-Rasko             |                         |             | 162.24       |
|          | 12                      | Supplies-Plumbing Disposal Repair-CHN           |                         |             | 124.71       |
|          | 13                      | Nutramax Dasuquin & Wild Salmon Oil Suppler     |                         |             | 177.92       |
|          | 14                      | 3 Yards Concrete 60/40 - K9 Bagira Kennel       |                         |             | 627.27       |
|          | 15                      | Masterlock Padlock, XL Bowl-K9 Bagira           |                         |             | 41.36        |
|          | 16                      | Large Bowl-K9 Bagira                            |                         |             | 4.89         |
|          | 16a                     | Dog Bed-K9 Bagira                               |                         |             | 119.78       |
|          | 16b                     | Use Tax, Dog Bed-K9 Bagira                      |                         |             | -9.79        |
|          | 17                      | Lodging Criminal Justice Training 11/06-11/10 E |                         |             | 318.24       |
|          | 18                      | K9 Patch-N Lerma                                |                         |             | 20.00        |
|          | 19                      | Masterlock Padlock-K9 Bagira Kennel             |                         |             | 14.85        |
|          | 2                       | Clarion Hotel Rebate Lodging Eikenberry&Feio    |                         |             | -12.72       |
|          | 20                      | Sensor Cloud Monitoring Fee 11/10-12/10         |                         |             | 9.95         |
|          | 21                      | Lunch 11/13 K9 Training-N Lerma & I Durkee      |                         |             | 19.87        |
|          | 22                      | Bfast/Dinner 11/13 K9 Training-N Lerma & I D    |                         |             | 51.71        |
|          | 23                      | Lodging K9 Training 12/11-12/15-N Lerma & E     |                         |             | 400.11       |
|          | 24                      | Lodging K9 Training 12/18-12/22-N Lerma & E     |                         |             | 400.11       |
|          | 25                      | Lodging K9 Training 12/26-12/29-N Lerma & E     |                         |             | 307.93       |
|          | 26                      | 3 Bfast/1 Dinner 11/14-11/19 K9 Training-N Ler  |                         |             | 60.51        |
|          | 27                      | Lunch 11/14 K9 Training-N Lerma & I Durkee      |                         |             | 23.73        |
|          | 28                      | ASAT 6' K9 Lead-Bagira                          |                         |             | 24.11        |
|          | 29                      | Dinner 11/15 K9 Training-N Lerma & I Durkee     |                         |             | 21.37        |
|          | 3                       | Airbnb PD Discount-Lodging K9 Training 12/11    |                         |             | -147.64      |
|          | 30                      | Lunch 11/15 K9 Training-N Lerma & I Durkee      |                         |             | 28.95        |
|          | 31                      | Dinner 11/16 K9 Training-N Lerma & I Durkee     |                         |             | 23.26        |
|          | 32                      | Lunch 11/16 K9 Training-N Lerma & I Durkee      |                         |             | 33.21        |
|          | 33                      | SSL Encryption Certificate-Website Redesign     |                         |             | 149.99       |
|          | 34                      | Toll Chgs - Car #43                             |                         |             | 2.75         |
|          | 35                      | Lodging Criminal Justice Training 11/13-11/17 E |                         |             | 318.24       |
|          | 36                      | 8 Aluminum 12x18 Reserved Parking Signs         |                         |             | 290.96       |
|          | 37                      | LOF, 2-Wiper Blades - Car #38                   |                         |             | 150.78       |
|          | 38                      | LOF, 2-Wiper Blades, Antifreeze - Car #43       |                         |             | 164.40       |
|          | 39                      | Lodging 01/07-01/12 SLI Training-S Conner       |                         |             | 542.95       |
|          | 4                       | Airbnb PD Discount-Lodging K9 Training 12/18    |                         |             | -147.64      |
|          | 40                      | 20 MP Infrared Trail Camera                     |                         |             | 163.34       |
|          | 41                      | 25 Year Service Award-S Ringstad                |                         |             | 98.26        |
|          | 42                      | Dinner 11/27 K9 Training-N Lerma                |                         |             | 15.09        |
|          | 43                      | 4 Breakfasts 11/27-11/30 K9 Training-N Lerma    |                         |             | 16.65        |
|          | 44                      | Lunch 11/27 K9 Training-N Lerma                 |                         |             | 10.82        |
|          | 45                      | 3 Dinners 11/28-11/30 K9 Training-N Lerma       |                         |             | 39.38        |
|          | 46                      | Lunch 11/28 K9 Training-N Lerma                 |                         |             | 13.24        |
|          | 47                      | ASAT 15' K9 Lead-Bagira                         |                         |             | 37.72        |
|          | 48                      | Lunch 11/29 K9 Training-N Lerma                 |                         |             | 10.80        |
|          | 49                      | Replacement E-Collar-Rasko                      |                         |             | 461.46       |
|          | 5                       | Airbnb PD Discount-Lodging K9 Training 12/26    |                         |             | -110.80      |
|          | 50                      | K9 Storm Tracking Harness                       |                         |             | 254.00       |

# AGENDA ITEM #F.

| Check No                      | Vendor No<br>Invoice No | Vendor Name<br>Description                      | Check Date<br>Reference | Void Checks | Check Amount |
|-------------------------------|-------------------------|---|-------------------------|-------------|--------------|
| 50a                           |                         | International Transaction Fee-K9 Storm Tracking |                         |             | 7.62         |
| 51                            |                         | Lunch 11/30 K9 Training-N Lerma                 |                         |             | 12.85        |
| 52                            |                         | Dinner 11/30 K9 Training-N Lerma                |                         |             | 12.36        |
| 53                            |                         | Lodging 11/27-11/30 PTO Training-B Thompsor     |                         |             | 402.90       |
| 54                            |                         | MyBuildingPermit.com Monthly Fee                |                         |             | 59.95        |
| 55                            |                         | Breakfast 12/04-12/08 K9 Training-N Lerma       |                         |             | 27.53        |
| 56                            |                         | Lunch 12/04 K9 Training-N Lerma                 |                         |             | 15.12        |
| 57                            |                         | Dinner 12/04 K9 Training-N Lerma                |                         |             | 12.96        |
| 58                            |                         | Vehicle Wash 12/05 - Car #43                    |                         |             | 7.00         |
| 59                            |                         | 2 Dinner, 1 Lunch 12/05-12/06 K9 Training-N L   |                         |             | 26.06        |
| 6                             |                         | Return-Master Lock Padlock-K9 Bagira Kennel     |                         |             | -27.76       |
| 7                             |                         | Clarion Hotel Rebate Lodging Eikenberry & Fei   |                         |             | -12.72       |
| 8                             |                         | Refund Amazon Billing Error-11/03 3.30          |                         |             | -3.30        |
| 9                             |                         | Rebate Dinner 11/28 K9 Training-N Lerma         |                         |             | -1.58        |
| Total for Check Number 58004: |                         |   |                         | 0.00        | 6,180.59     |
| 58005                         | BANKCR16                | Bank of America                                 | 12/31/2017              |             |              |
| 1                             |                         | MC Rotary Mtg 11/08-T Rogers                    |                         |             | 17.00        |
| 2                             |                         | Parking 11/09-PAC Meeting-T Rogers              |                         |             | 6.00         |
| 3                             |                         | Battery-City Van #1                             |                         |             | 46.31        |
| 4                             |                         | MC Rotary Mtg 11/29-T Rogers                    |                         |             | 17.00        |
| 5                             |                         | Supplies-Christmas Decorations                  |                         |             | 21.17        |
| 6                             |                         | Innovations&Partnerships in Transportation Con  |                         |             | 150.00       |
| 6a                            |                         | Innovations&Partnerships in Transportation Con  |                         |             | 150.00       |
| Total for Check Number 58005: |                         |   |                         | 0.00        | 407.48       |
| 58006                         | BANKCR20                | Business Card                                   | 12/31/2017              |             |              |
| 1                             |                         | De-Icer - Boom Valve                            |                         |             | 200.19       |
| 10                            |                         | Supplies-City Hall Christmas Decorations        |                         |             | 26.94        |
| 11                            |                         | Supplies-City Hall Christmas Lights             |                         |             | 35.06        |
| 12                            |                         | Christmas Tree-CHS                              |                         |             | 165.59       |
| 12a                           |                         | Christmas Tree-CHN                              |                         |             | 82.79        |
| 13                            |                         | 1 Gal Flame Retardant-Christmas Trees           |                         |             | 81.38        |
| 14                            |                         | Christmas Decorations-Poinsettias, Lights       |                         |             | 126.73       |
| 15                            |                         | Christmas Decorations-Poinsettias, Lights       |                         |             | 137.40       |
| 16                            |                         | Inside Door Handle - PW 9                       |                         |             | 14.99        |
| 17                            |                         | Preschool Outlet Protectors, Light Bulb, Hooks  |                         |             | 47.84        |
| 2                             |                         | De-Icer - Flow Control Valve                    |                         |             | 292.00       |
| 3                             |                         | Hydraulic Oil-Sweepers                          |                         |             | 97.26        |
| 4                             |                         | Drywall, Nitrile Gloves - PW Shop Supplies      |                         |             | 83.55        |
| 5                             |                         | Turkey Bowl Event Supplies                      |                         |             | 147.10       |
| 6                             |                         | AED Pads  |                         |             | 70.08        |
| 7                             |                         | 136th Flood-Food for Responders                 |                         |             | 96.90        |
| 8                             |                         | Pesticide Training Books                        |                         |             | 118.68       |
| 9                             |                         | Supplies-City Hall Christmas Decorations        |                         |             | 18.07        |
| Total for Check Number 58006: |                         |   |                         | 0.00        | 1,842.55     |
| 58007                         | BANKCR25                | Business Card                                   | 12/31/2017              |             |              |
| 1                             |                         | Annual Daily Subscription-Everett Herald-CHN    |                         |             | 186.00       |
| 10                            |                         | Christmas Tree Lighting Supplies                |                         |             | 52.03        |
| 11                            |                         | Retirement Gift-D Michelson                     |                         |             | 71.18        |
| 12                            |                         | Suggestion Box-CHN                              |                         |             | 27.59        |
| 12a                           |                         | Use Tax, Suggestion Box-CHN                     |                         |             | -2.60        |
| 2                             |                         | 9 Cases Water-Veterans Day Ceremony             |                         |             | 27.72        |
| 3                             |                         | MCBA Lunch Mtg 11/21-J Kirk                     |                         |             | 10.00        |
| 4                             |                         | 2-Portable Phone Battery Chargers               |                         |             | 45.24        |
| 5                             |                         | SMILE Conference Registration-J Kirk            |                         |             | 449.00       |

| Check No                      | Vendor No<br>Invoice No  | Vendor Name<br>Description   | Check Date<br>Reference | Void Checks | Check Amount   |
|-------------------------------|--|--|-------------------------|-------------|--|
| 6                             |  | Preschool Pals-Ceramic Christmas Crafts  |                         |             | 46.37  |
| 7                             |  | Building a Better Budget Document Training-J Kirk  |                         |             | 85.00  |
| 8                             |  | Airfare SMILE Conference 05/19-05/23-J Kirk  |                         |             | 619.01   |
| 9                             |  | Christmas Tree Lighting Supplies   |                         |             | 12.14  |
| Total for Check Number 58007: |  |  |                         | 0.00        | 1,628.68   |
| 58009                         | 911SUPPL<br>IN-11090   | 911 Supply Inc<br>5-Award Bars   | 12/31/2017              |             | 102.12   |
|                               | IN-11092   | 2 Pr Taclite Pants-D Gilbertson  |                         |             | 110.38   |
|                               | IN-11093   | Zipper Replacement Kidwell's Jacket Damaged  |                         |             | 29.81  |
|                               | IN-11114   | Embroider - "BAGIRA" - Ball Cap  |                         |             | 8.80   |
| Total for Check Number 58009: |  |  |                         | 0.00        | 251.11   |
| 58010                         | ADPLLC<br>505111514<br>505640071   | ADP, LLC<br>Payroll Processing Chgs-Workforce Now 12/11 ( )<br>Payroll Processing Chgs-Workforce Now 12/15   | 12/31/2017              |             | 705.75<br>535.00   |
| Total for Check Number 58010: |  |  |                         | 0.00        | 1,240.75   |
| 58011                         | AFSCME<br>November   | WSCCCE, AFSCME, AFL-CIO<br>Union Dues - AFSCME-Nov   | 12/31/2017              |             | 1,217.25   |
| Total for Check Number 58011: |  |  |                         | 0.00        | 1,217.25   |
| 58012                         | ALLBATRY<br>800-10029265   | All Battery Sales & Service<br>Battery-Sander Unit   | 12/31/2017              |             | 99.97  |
| Total for Check Number 58012: |  |  |                         | 0.00        | 99.97  |
| 58013                         | AMTESTIN<br>102819   | Am Test, Inc<br>5-Fecal Coliform Analysis  | 12/31/2017              |             | 125.00   |
| Total for Check Number 58013: |  |  |                         | 0.00        | 125.00   |
| 58014                         | ANHUNTER<br>257393   | Anderson Hunter Law Firm, PS<br>Prof Legal Services-Rhod-a-Zalea HOA 11/01-1:  | 12/31/2017              |             | 1,500.00   |
| Total for Check Number 58014: |  |  |                         | 0.00        | 1,500.00   |
| 58015                         | ASCAP<br>500606172   | ASCAP<br>ASCAP 2017 Music License Fees   | 12/31/2017              |             | 365.26   |
| Total for Check Number 58015: |  |  |                         | 0.00        | 365.26   |
| 58016                         | BANKCARI<br>1<br>10<br>11<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>2<br>20<br>21<br>22 | Bank of America<br>Airbnb PD Discount-Lodging K9 Training 01/08<br>Sensor Cloud Monitoring Fees 12/10-01/10<br>1 Wk Breakfast/1 Dinner K9 Training-N Lerma<br>Vehicle Wash 12/11 - Car #43<br>UV Pen With Light<br>Lunch 12/11 K9 Training-N Lerma<br>Lodging K9 Training 01/02-01/05-N Lerma & B<br>Lodging K9 Training 01/08-01/12-N Lerma & B<br>15' ASAT Lead-Bagira<br>Dinner 12/12 K9 Training-N Lerma<br>Dinner 12/13-12/14 K9 Training-N Lerma<br>Airbnb PD Discount-Lodging K9 Training 01/02<br>Lunch 12/12 K9 Training-N Lerma<br>Lunch 12/13 K9 Training-N Lerma<br>Seat Handle Repair - Car #44 | 12/31/2017              |             | -147.64<br>9.95<br>36.28<br>7.00<br>9.92<br>13.24<br>307.93<br>400.11<br>6.65<br>12.36<br>26.54<br>-110.80<br>11.99<br>8.02<br>41.76 |

| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                      | Check Date<br>Reference | Void Checks                   | Check Amount  |
|----------|-------------------------|---|-------------------------|-------------------------------|---------------|
| 23       |                         | Lunch 12/14 K9 Training-N Lerma                 |                         |                               | 20.78         |
| 24       |                         | 1 Wk Breakfast/2 Dinners K9 Training-N Lerma    |                         |                               | 58.56         |
| 25       |                         | ASAT 33' K9 Lead-Bagira                         |                         |                               | 24.00         |
| 26       |                         | Lunch 12/19 K9 Training-N Lerma                 |                         |                               | 13.39         |
| 27       |                         | Lunch 12/18 K9 Training-N Lerma                 |                         |                               | 16.04         |
| 28       |                         | Vehicle Wash 12/20 - Car #43                    |                         |                               | 7.00          |
| 29       |                         | Lunch 12/20 K9 Training-N Lerma                 |                         |                               | 11.05         |
| 3        |                         | Rebate-Dinner 12/21 K9 Training-N Lerma         |                         |                               | -1.30         |
| 30       |                         | 1 Lunch/1 Dinner K9 Training-N Lerma            |                         |                               | 32.57         |
| 31       |                         | Lunch 12/21 K9 Training-N Lerma                 |                         |                               | 9.18          |
| 32       |                         | 2-Guardian K9 Light, 50' K9 Lead, Nylon Mesh    |                         |                               | 101.27        |
| 33       |                         | Biothane 33' K9 Lead-Bagira                     |                         |                               | 47.09         |
| 34       |                         | Law Enforcement ID Panel,Tactical Collar,Mesh   |                         |                               | 144.41        |
| 35       |                         | Dinner 12/26 K9 Training-N Lerma                |                         |                               | 16.42         |
| 36       |                         | Lunch 12/26 K9 Training-N Lerma                 |                         |                               | 16.79         |
| 37       |                         | 1 Week Breakfast K9 Training-N Lerma            |                         |                               | 18.34         |
| 38       |                         | Lodging K9 Training 01/16-01/17-N Lerma & B     |                         |                               | 215.65        |
| 39       |                         | Dinner 12/27 K9 Training-N Lerma                |                         |                               | 7.29          |
| 4        |                         | Airbnb PD Discount-Lodging K9 Training 01/16    |                         |                               | -73.92        |
| 40       |                         | 4-Remote Shoulder Microphones                   |                         |                               | 263.67        |
| 41       |                         | Lunch 12/28 K9 Training-N Lerma                 |                         |                               | 17.49         |
| 42       |                         | Dinner 12/28 K9 Training-N Lerma                |                         |                               | 21.63         |
| 5        |                         | Lunch 12/05 K9 Training-N Lerma                 |                         |                               | 7.84          |
| 6        |                         | 2 - Bene-Bac K9 Probiotic                       |                         |                               | 40.00         |
| 7        |                         | Lunch 12/06 K9 Training-N Lerma                 |                         |                               | 7.75          |
| 8        |                         | Dinner 12/07 K9 Training-N Lerma                |                         |                               | 15.42         |
| 9        |                         | External USB Hard Drive                         |                         |                               | 60.71         |
|          |                         |   |                         |                               | <hr/>         |
|          |                         |   |                         | Total for Check Number 58016: | 0.00 1,752.43 |
| 58017    | BANKCR16                | Bank of America                                 | 12/31/2017              |                               |               |
|          | 1                       | APA & AICP 2018 Membership Dues-T Rogers        |                         |                               | 698.00        |
|          | 2                       | On Demand: A Play on Planning Ethics            |                         |                               | 4.99          |
|          |                         |   |                         |                               | <hr/>         |
|          |                         |   |                         | Total for Check Number 58017: | 0.00 702.99   |
| 58018    | BANKCR20                | Business Card                                   | 12/31/2017              |                               |               |
|          | 1                       | Pesticide Training - M Harbison                 |                         |                               | 70.00         |
|          | 10                      | Husky 46" 9 Drawer Tool Box                     |                         |                               | 328.69        |
|          | 11                      | Plier Set                                       |                         |                               | 69.84         |
|          | 2                       | Binoculars-Street Lights                        |                         |                               | 32.90         |
|          | 3                       | Pesticide Recertification Seminar 12/13-12/14-J |                         |                               | 180.00        |
|          | 4                       | Sol.P.E. Install-CHS                            |                         |                               | 9.27          |
|          | 5                       | Lever - De-Iccer Motor                          |                         |                               | 4.99          |
|          | 6                       | Honda Starter - De-Iccer Motor                  |                         |                               | 30.49         |
|          | 7                       | Tools-Poly Leaf Rake, True Temper Steel Tine    |                         |                               | 29.76         |
|          | 8                       | Pesticide Training-M Harbison                   |                         |                               | 30.00         |
|          | 9                       | Head Plug - De-Iccer                            |                         |                               | 3.52          |
|          |                         |   |                         |                               | <hr/>         |
|          |                         |   |                         | Total for Check Number 58018: | 0.00 789.46   |
| 58019    | BANKCR23                | Business Card                                   | 12/31/2017              |                               |               |
|          | 1                       | Refreshments-SCSPCA Mtg                         |                         |                               | 14.28         |
|          | 1a                      | Rebate, Negotiation Prep Lunch 12/15-G Elwin    |                         |                               | -1.62         |
|          | 2                       | Coffee-SCSPCA Mtg                               |                         |                               | 35.22         |
|          | 3                       | Refreshments-SCSPCA Mtg                         |                         |                               | 5.00          |
|          | 4                       | No Damage Picture Hanging Hardware-Squad R      |                         |                               | 11.49         |
|          | 5                       | Negotiation Prep Lunch 12/15-G Elwin & City I   |                         |                               | 40.53         |
|          | 6                       | Uniform Dry Cleaning-Dec                        |                         |                               | 42.23         |
|          | 7                       | Holiday Breakfast-Graveyard Patrol 12/20        |                         |                               | 33.45         |

| Check No | Vendor No<br>Invoice No           | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount   |
|----------|-----------------------------------|---|-------------------------------|-------------|----------------|
|          |                                   |   | Total for Check Number 58019: | 0.00        | 180.58         |
| 58020    | BANKCR24                          | Business Card   | 12/31/2017                    |             |                |
|          | 1                                 | 4-Aluminum 12x18 Reserved Parking Signs   |                               |             | 162.09         |
|          | 2                                 | Coffee-Deputy Chief of Police Interviews  |                               |             | 17.61          |
|          | 3                                 | Potluck Supplies-YAB Holiday Celebration  |                               |             | 55.66          |
|          | 4                                 | Coffee-All Employee Breakfast 12/20   |                               |             | 17.61          |
|          |                                   |   | Total for Check Number 58020: | 0.00        | 252.97         |
| 58021    | BANKCR25                          | Business Card   | 12/31/2017                    |             |                |
|          | 1                                 | Photos - Retirement-D Michelson   |                               |             | 1.87           |
|          | 2                                 | Basket-United Way Workplace Charitable Giving                                       |                               |             | 32.52          |
|          | 3                                 | 7-Med Referee Jerseys   |                               |             | 125.65         |
|          |                                   |   | Total for Check Number 58021: | 0.00        | 160.04         |
| 58022    | BANKCR26                          | Business Card   | 12/31/2017                    |             |                |
|          | 1                                 | Luncheon Mtg-Deputy Chief Recruiting  |                               |             | 31.62          |
|          | 2                                 | Working Lunch 12/06-Panel Debrief-Deputy Chi  |                               |             | 103.12         |
|          | 3                                 | Refreshments-D Michelson Recognition 12/12 C  |                               |             | 41.53          |
|          | 4                                 | Supplies-Sweets With Santa Staff Event  |                               |             | 20.98          |
|          | 5                                 | Supplies-Sweets With Santa Staff Event  |                               |             | 26.27          |
|          | 6                                 | Refreshments-Staff Holiday Breakfast & Sweets                                       |                               |             | 56.50          |
|          | 7                                 | Snacks-Sweets With Santa Staff Event  |                               |             | 19.45          |
|          | 8                                 | Staff Holiday Breakfast 12/20   |                               |             | 344.85         |
|          | 9                                 | Coffee Supplies-Exec Conf Room Meetings   |                               |             | 19.39          |
|          |                                   |   | Total for Check Number 58022: | 0.00        | 663.71         |
| 58023    | BANKOAM<br>17120063401            | Bank of America<br>Bank of America 2017 Account Analysis Fee                        | 12/31/2017                    |             | 11,165.46      |
|          |                                   |   | Total for Check Number 58023: | 0.00        | 11,165.46      |
| 58024    | BEACONPB<br>2635                  | Beacon Publishing Classifieds 2014<br>Human Resources/Labor Relations Specialist Ad | 12/31/2017                    |             | 34.80          |
|          |                                   |   | Total for Check Number 58024: | 0.00        | 34.80          |
| 58025    | BENEAD<br>1712515                 | Benefit Administration Co, LLC<br>Section 125 Flexible Benefits Plan-Dec            | 12/31/2017                    |             | 112.00         |
|          |                                   |   | Total for Check Number 58025: | 0.00        | 112.00         |
| 58026    | BLUFLAME<br>Refund                | Blue Flame Heating, Air & Electric<br>Refund Cancelled Building Permit B2017-0313   | 12/31/2017                    |             | 36.80          |
|          |                                   |   | Total for Check Number 58026: | 0.00        | 36.80          |
| 58027    | BMI<br>30912943                   | BMI<br>Music License 07/01/17-06/30/18  | 12/31/2017                    |             | 342.00         |
|          |                                   |   | Total for Check Number 58027: | 0.00        | 342.00         |
| 58028    | CINTAS<br>460259954<br>460259954a | Cintas Corporation Loc. #460<br>Floor Mat Service 11/24<br>Floor Mat Service 11/24  | 12/31/2017                    |             | 84.97<br>49.55 |
|          |                                   |   | Total for Check Number 58028: | 0.00        | 134.52         |



| Check No | Vendor No<br>Invoice No  | Vendor Name<br>Description  | Check Date<br>Reference  | Void Checks                   | Check Amount  |
|----------|--|---|--|-------------------------------|---|
| 58029    | CITYBELL<br>32726  | City of Bellevue<br>MBP Surcharge, Qtr 4, 2017  | 12/31/2017   |                               | 2,031.75  |
|          |  |   |  | Total for Check Number 58029: | 0.00 2,031.75   |
| 58030    | DAYWIRE<br>452488  | Day Wireless Systems (03)<br>Court Witness Testimony-Infraction #7Z079933:  | 12/31/2017   |                               | 187.68  |
|          |  |   |  | Total for Check Number 58030: | 0.00 187.68   |
| 58031    | DELLMARK<br>10214022195  | Dell Marketing LP<br>1.2TB Hotplug Hard Drive   | 12/31/2017   |                               | 1,600.82  |
|          |  |   |  | Total for Check Number 58031: | 0.00 1,600.82   |
| 58032    | DEPTLIC<br>F013930<br>F013935<br>F013936<br>F013937<br>F013944<br>F013945<br>F013946<br>F013947<br>F013948<br>F013949<br>F013950<br>F013952<br>F013953<br>F013954<br>F013958 | Department of Licensing<br>Replacement, CPL-F013930<br>Replacement, CPL-F013935<br>Replacement, CPL-F013936<br>Replacement, Late Renewal CPL-F013937<br>Replacement, CPL-F013944<br>Replacement, CPL-F013945<br>Replacement, CPL-F013946<br>Replacement, CPL-F013947<br>Replacement, CPL-F013948<br>Replacement, Late Renewal CPL-F013949<br>Replacement, CPL-F013950<br>Replacement, CPL-F013952<br>Replacement, CPL-F013953<br>Replacement, CPL-F013954<br>Replacement, Renewal CPL-F013958 | 12/31/2017<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248<br>Replacing Ck 49248 |                               | 18.00<br>18.00<br>18.00<br>21.00<br>18.00<br>18.00<br>18.00<br>18.00<br>18.00<br>21.00<br>18.00<br>18.00<br>18.00<br>18.00<br>18.00 |
|          |  |   |  | Total for Check Number 58032: | 0.00 276.00   |
| 58033    | DLYJOURC<br>3331941  | Daily Journal of Commerce<br>Ad: Exploration Park Const   | 12/31/2017   |                               | 344.00  |
|          |  |   |  | Total for Check Number 58033: | 0.00 344.00   |
| 58034    | DOSSETTJ<br>Reimb<br>Reimba<br>ReimbB  | Josh Dossett<br>Lodging 12/05-12/07-Deputy Chief Candidate-J<br>Rental Car 12/05-12/07-Deputy Chief Candidate<br>Airfare 12/05-12/07-Deputy Chief Candidate-J I   | 12/31/2017   |                               | 242.82<br>90.06<br>286.40   |
|          |  |   |  | Total for Check Number 58034: | 0.00 619.28   |
| 58035    | DOTNR<br>JA9826 L002   | Dept. of Transportation Northwest Region<br>09/17 Project Costs - SR96th-12th Dr SE Ditch   | 12/31/2017   |                               | 455.05  |
|          |  |   |  | Total for Check Number 58035: | 0.00 455.05   |
| 58036    | EASC<br>2017-538   | Economic Alliance Snohomish Co<br>Annual Investment 2018  | 12/31/2017   |                               | 10,000.00   |
|          |  |   |  | Total for Check Number 58036: | 0.00 10,000.00  |
| 58037    | EASTMANS<br>Reimb  | Scott Eastman<br>Reimb Lodging Chgs-Deputy Chief Process  | 12/31/2017   |                               | 352.68  |
|          |  |   |  | Total for Check Number 58037: | 0.00 352.68   |
| 58038    | ELLITIRE   | PepBoys - Remittance Dept.  | 12/31/2017   |                               |   |

| Check No | Vendor No<br>Invoice No                          | Vendor Name<br>Description   | Check Date<br>Reference       | Void Checks | Check Amount                                  |
|----------|--|--|-------------------------------|-------------|---|
|          | 080619   | LOF-Car #42  |                               |             | 71.41   |
|          | 080732   | Engine Runability Diagnosis, Fuel Filter & Pump  |                               |             | 1,272.11                                      |
|          |  |  | Total for Check Number 58038: | 0.00        | 1,343.52                                      |
| 58039    | ELWING<br>Reimb                                  | Greg Elwin<br>Reimb PLT Meeting 12/20-Refreshments   | 12/31/2017                    |             | 43.86   |
|          |  |  | Total for Check Number 58039: | 0.00        | 43.86   |
| 58040    | FELDMAJ<br>December 2017                         | Feldman & Lee, P.S.<br>Public Defender Contract Flat Fee-Dec   | 12/31/2017                    |             | 8,750.00                                      |
|          |  |  | Total for Check Number 58040: | 0.00        | 8,750.00                                      |
| 58041    | HRSUSA<br>015820<br>054610                       | Capital One Commercial<br>Supplies-Outgoing Council Member Recognition<br>General Office Supplies-File Folders, Writing Pa   | 12/31/2017                    |             | 18.99<br>89.09                                |
|          |  |  | Total for Check Number 58041: | 0.00        | 108.08  |
| 58042    | ICEMILLR<br>1500237                              | Ice Miller LLP<br>Prof Legal Services-Employee Benefit Matters-I   | 12/31/2017                    |             | 544.50  |
|          |  |  | Total for Check Number 58042: | 0.00        | 544.50  |
| 58043    | JOHNCLNR<br>2569                                 | John's Cleaning Services Inc<br>Uniform Dry Cleaning-Dec   | 12/31/2017                    |             | 30.01   |
|          |  |  | Total for Check Number 58043: | 0.00        | 30.01   |
| 58044    | KIDZLOVS<br>6670<br>6678<br>6684<br>6689<br>6694 | North American Youth Activities, LLC<br>KLS Soccer: Mommy & Me (Late Fall, Tue-4:20)<br>KLS Soccer: Tot-Soccer (Late Fall, Tue-5:00) 11<br>KLS Soccer: Pre-Soccer (Late Fall, Tue-5:30) 11<br>KLS Soccer: 1 (Late Fall, Tue-6:05) 11/07-12/12<br>KLS Soccer: Soccer 2 (Late Fall, Tue-6:50) 11/0 | 12/31/2017                    |             | 245.70<br>40.95<br>286.65<br>490.35<br>204.75 |
|          |  |  | Total for Check Number 58044: | 0.00        | 1,268.40                                      |
| 58045    | KPFFCON<br>173075<br>173158                      | KPFF Consulting Engineers<br>Prof Serv-Mill Creek Bridge Load Ratings Throu<br>Prof Serv-35th Ave Recon Proj Through 11/24   | 12/31/2017                    |             | 414.60<br>1,840.69                            |
|          |  |  | Total for Check Number 58045: | 0.00        | 2,255.29                                      |
| 58046    | KROESENS<br>47886                                | Kroesen's Uniform Company<br>Rain Bibs-T Bittinger   | 12/31/2017                    |             | 314.52  |
|          |  |  | Total for Check Number 58046: | 0.00        | 314.52  |
| 58047    | LEXNEXIS<br>3091222808<br>3091265153             | RELX Inc<br>Lexis Nexis Monthly Chgs 11/01-11/30<br>Lexis Nexis Monthly Chgs 12/01-12/31   | 12/31/2017                    |             | 177.24<br>186.09                              |
|          |  |  | Total for Check Number 58047: | 0.00        | 363.33  |
| 58048    | LYNHONDA<br>94929                                | Lynnwood Honda<br>De-Icer Motor  | 12/31/2017                    |             | 722.47  |
|          |  |  | Total for Check Number 58048: | 0.00        | 722.47  |
| 58049    | MAYBERM  | Mitch Mayberry   | 12/31/2017                    |             |   |

# AGENDA ITEM #F.

| Check No                      | Vendor No<br>Invoice No   | Vendor Name<br>Description  | Check Date<br>Reference | Void Checks | Check Amount  |
|-------------------------------|---|---|-------------------------|-------------|---|
|                               | 6705  | Tiny Tiger Martial Arts (Fall 2) 11/03-12/15 #67  |                         |             | 929.60  |
|                               | 6709  | Tiger Martial Arts: Beginner (Fall 2) 11/03-12/15   |                         |             | 290.50  |
|                               | 6713  | Tiger Martial Arts: Colored (Fall 2) 11/03-12/15  |                         |             | 290.50  |
| Total for Check Number 58049: |   |   |                         | 0.00        | 1,510.60  |
| 58050                         | MCVIEW<br>10376   | Mill Creek View<br>Human Resources/Labor Relations Specialist Ad  | 12/31/2017              |             | 69.00   |
| Total for Check Number 58050: |   |   |                         | 0.00        | 69.00   |
| 58051                         | MISTERTS<br>111971<br>112469  | Mister T's Trophies<br>Name Tag-G Hortillosa<br>Name Tag-J Mcad-Councilmember   | 12/31/2017              |             | 11.83<br>11.83  |
| Total for Check Number 58051: |   |   |                         | 0.00        | 23.66   |
| 58052                         | NATBARR<br>274050<br>274051   | National Barricade Co., LLC<br>25-Traffic Cones, 20-Delineators<br>50-Traffic Cones   | 12/31/2017              |             | 879.61<br>843.98  |
| Total for Check Number 58052: |   |   |                         | 0.00        | 1,723.59  |
| 58053                         | NELSONM<br>6659<br>6660   | Melissa Nelson<br>Music for Preschool-Dec (9:30) 12/01-12/15 #66<br>Music for Preschool-Dec (10:30) 12/01-12/15 #66   | 12/31/2017              |             | 409.50<br>409.50  |
| Total for Check Number 58053: |   |   |                         | 0.00        | 819.00  |
| 58054                         | NORTHSH<br>7965   | Northshore Senior Center<br>Allocation for Senior Program-4th Qtr 2017  | 12/31/2017              |             | 3,125.00  |
| Total for Check Number 58054: |   |   |                         | 0.00        | 3,125.00  |
| 58055                         | OFSTTRS<br>1st-4th Qtr<br>1st-4th Qtr a<br>1st-4th Qtr b<br>1st-4th Qtr c<br>1st-4th Qtr d<br>1st-4th Qtr e<br>1st-4th Qtr f<br>1st-4th Qtr g<br>1st-4th Qtr h<br>1st-4th Qtr i<br>1st-4th Qtr j<br>1st-4th Qtr k<br>1st-4th Qtr l<br>1st-4th Qtr m | Office of State Treasurer<br>Due to WA State-40 PSEA-1 Jan-Dec 2017<br>Due to WA State-50 PSEA-2 Jan-Dec 2017<br>Due to WA State-54 PSEA-3 Jan-Dec 2017<br>Due to WA State-JIS Jan-Dec 2017<br>Due to WA State-Trauma Care Jan-Dec 2017<br>Due to WA State-School Zone Jan-Dec 2017<br>Due to WA State-Lab Tests Jan-Dec 2017<br>Due to WA State-Auto Theft Jan-Dec 2017<br>Due to WA State-TraumaBrainInj Jan-Dec 2017<br>Due to WA State-Hwy Safety Act Jan-Dec 2017<br>Due to WA State-Death Inv Acct Jan-Dec 2017<br>Due to WA-WSP Hiway Act Jan-Dec 2017<br>Due to WA State-DV Prev State Jan-Dec 2017<br>Due to WA State-Veh Lic Fraud Jan-Dec 2017 | 12/31/2017              |             | 86,030.16<br>49,416.56<br>867.51<br>39,142.46<br>8,610.23<br>636.86<br>222.08<br>17,193.72<br>3,297.55<br>139.07<br>87.59<br>497.85<br>9.30<br>357.69 |
| Total for Check Number 58055: |   |   |                         | 0.00        | 206,508.63  |
| 58056                         | OMWATT<br>804647  | Ogden Murphy Wallace Attorneys<br>Prof Serv Telecom Legal Services- #2017-1322 -  | 12/31/2017              |             | 2,277.00  |
| Total for Check Number 58056: |   |   |                         | 0.00        | 2,277.00  |
| 58057                         | OREILLY<br>2986-140717<br>2986-141690<br>2986-142110<br>2986-143276   | O'Reilly Automotive Inc<br>2-Wiper Blades PW #5<br>De-Icing Pump<br>Oil & Filters PW #9, #10<br>Supplies-Wiper Fluid  | 12/31/2017              |             | 50.28<br>44.27<br>89.84<br>10.58  |

| Check No | Vendor No<br>Invoice No  | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount  |
|----------|--|---|-------------------------------|-------------|---|
|          |  |   | Total for Check Number 58057: | 0.00        | 194.97  |
| 58058    | PACAIR<br>7061   | Pacific Air Control, Inc.<br>Annex HVAC Controls Replacement Proj-Pay E:  | 12/31/2017                    |             | 39,460.71   |
|          |  |   | Total for Check Number 58058: | 0.00        | 39,460.71   |
| 58059    | PACTOP<br>1-T1037495   | Pacific Topsoils, Inc.<br>Leaves Cleared From Gutter  | 12/31/2017                    |             | 21.00   |
|          |  |   | Total for Check Number 58059: | 0.00        | 21.00   |
| 58060    | PAWS<br>December 2017<br>November 2017   | PAWS<br>Animals Brought to Shelter-Dec<br>Animals Brought to Shelter-Nov  | 12/31/2017                    |             | 175.00<br>525.00  |
|          |  |   | Total for Check Number 58060: | 0.00        | 700.00  |
| 58061    | PERTEET<br>20160281.003-6<br>20160281.006-2<br>20160281.008-1  | Perteet Inc<br>Prof Serv-General Engineering Support 11/27-12<br>Prof Serv-TMDL Testing 11/27-12/31<br>Prof Serv-The Learning Experience Dev Drainag  | 12/31/2017                    |             | 517.50<br>840.85<br>2,092.50  |
|          |  |   | Total for Check Number 58061: | 0.00        | 3,450.85  |
| 58062    | PETTY CA<br>1<br>10<br>11<br>12<br>13<br>14<br>15<br>16<br>17<br>18<br>19<br>2<br>20<br>21<br>22<br>23<br>24<br>25<br>26<br>27<br>28<br>29<br>3<br>30<br>31<br>32<br>33<br>34<br>35<br>4<br>5<br>6<br>7<br>8 | Petty Cash Fund<br>Screw Set-Table<br>On Duty Patrol Car Parking<br>Parking 03/22 Dept of Ecology-K Mahmoud<br>Parking 03/24 Puget Sound Regional Council-K<br>Parking 04/14 Infrastructure Coordination Com I<br>Parking 04/13 SnoCo PW Mtg-K Mahmoud<br>Parking 04/26-04/28 APWA Spring Conf-K Mah<br>SCCFOA Lunch Mtg 04/27-J Lee<br>Lunchroom Dish Soap<br>Supplies-Public Service Week 2017<br>MC Rotary Lunch Mtg 05/17-T Rogers<br>Tools-PD<br>Managing Risk Training 06/06-R Fleming<br>Managing Risk Training 06/06-S White<br>Wellness Supplies<br>Parking 06/06 35th Ave Mtg W/ SnoCo Staff-K I<br>Parking 06/23 Puget Sound Regional Council-K<br>Parking 07/10 Snohomish County-K Mahmoud<br>Parking 07/10 Snohomish County-2017 Overlay<br>Refreshments-Map Your Neighborhood Event<br>Parking 07/28 Puget Sound Regional Council-K<br>Parking 08/09 Snohomish County IT Mtg-J Busc<br>Supplies-Be Kind & Unwind<br>Parking 08/11 Infrastructure Coordination Comn<br>Olympus TP-8 Telephone Pick-up Microphone<br>Parking 09/08 Regional Transportation Mtg-K M<br>Parking 09/08 Infrastructure Coord Comm Mtg-I<br>Parking 10/13 Snohomish County IT Mtg-J Busc<br>Batteries-Ford Key/Dog Food-Animal Control<br>Supplies-Library Door<br>Office Supplies-Wellness<br>Supplies-Be Kind & Unwind<br>Wellness Breakfast-Colorful Choices<br>Wellness Breakfast-Colorful Choices | 12/31/2017                    |             | 5.84<br>7.00<br>3.00<br>8.13<br>3.00<br>2.00<br>18.00<br>25.00<br>10.98<br>7.44<br>17.00<br>1.23<br>10.00<br>10.00<br>11.37<br>3.00<br>8.00<br>2.00<br>2.00<br>21.69<br>6.00<br>3.00<br>5.50<br>3.00<br>5.89<br>14.00<br>3.00<br>6.00<br>19.71<br>10.03<br>9.88<br>5.50<br>2.19<br>3.26 |

| Check No | Vendor No<br>Invoice No   | Vendor Name<br>Description   | Check Date<br>Reference       | Void Checks | Check Amount   |
|----------|---|--|-------------------------------|-------------|--|
|          | 9   | Dinner 02/21-WSP & Detectives Case #2017-22  |                               |             | 19.62  |
|          |   |  | Total for Check Number 58062: | 0.00        | 293.26   |
| 58063    | PGFREEZ<br>INV-4248   | Page Freezer<br>PageFreezer Website Archiving-12 Months  | 12/31/2017                    |             | 1,288.00   |
|          |   |  | Total for Check Number 58063: | 0.00        | 1,288.00   |
| 58064    | PITNEYB<br>3304936269   | Pitney Bowes Global Financial Services<br>Lease Postage Machine, Meter & Scale   | 12/31/2017                    |             | 608.94   |
|          |   |  | Total for Check Number 58064: | 0.00        | 608.94   |
| 58065    | PROTHERO<br>Settle  | Hanis Irvine Prothero, PLLC<br>Prof Legal Services-35th Ave Recon Easements  | 12/31/2017                    |             | 1,500.00   |
|          |   |  | Total for Check Number 58065: | 0.00        | 1,500.00   |
| 58066    | PRYTHSP<br>546436<br>546436a<br>554349<br>567693<br>567693a   | Protect Youth Sports<br>Comm&Marketing Volunteer Background Check<br>Human Resources Intern Background Check<br>Preschool Parent Volunteers Background Checks<br>Youth Basketball Coach Background Checks<br>Customer Service Rep Background Check   | 12/31/2017                    |             | 8.95<br>8.95<br>71.60<br>716.00<br>8.00  |
|          |   |  | Total for Check Number 58066: | 0.00        | 813.50   |
| 58067    | PUBSAF<br>2017-8016   | Public Safety Testing<br>4th Qtr Subscription Fees - Oct-Dec 2017  | 12/31/2017                    |             | 257.00   |
|          |   |  | Total for Check Number 58067: | 0.00        | 257.00   |
| 58068    | RONGERJ<br>8725   | John Rongerude P.S.<br>Conflict Public Defender  | 12/31/2017                    |             | 300.00   |
|          |   |  | Total for Check Number 58068: | 0.00        | 300.00   |
| 58069    | SDISTCRT<br>December 2017<br>December 2017a<br>November 2017<br>November 2017a  | South District Court<br>Filing Fees SD Court-Dec<br>Interpreting Costs-Dec<br>Filing Fees SD Court-Nov<br>Interpreting Costs-Nov   | 12/31/2017                    |             | 5,258.22<br>134.74<br>5,745.02<br>326.42   |
|          |   |  | Total for Check Number 58069: | 0.00        | 11,464.40  |
| 58070    | SHORTCR<br>494058<br>494058a<br>494059<br>494060<br>494061<br>494062<br>494062a<br>494063<br>494064<br>494065<br>494156<br>494157<br>494158<br>494159<br>494160 | Short Cressman & Burgess PLLC<br>Prof Legal Services-Police-Oct<br>Prof Legal Services-Finance-Oct<br>Prof Legal Services-CED-Oct<br>Prof Legal Services-35th Ave-Oct<br>Prof Legal Services-Exec-Oct<br>Prof Legal Services-SHN Lease-Oct<br>Prof Legal Services-Signal ILA-Oct<br>Prof Legal Services-Police-Oct<br>Prof Legal Services-PRA-Oct<br>Prof Legal Services-Fire Contract-Oct<br>Prof Legal Services-City Council-Nov<br>Prof Legal Services-CED-Nov<br>Prof Legal Services-35th Ave-Nov<br>Prof Legal Services-Exec-Nov<br>Prof Legal Services-Finance-Nov | 12/31/2017                    |             | 1,426.00<br>865.00<br>2,080.65<br>6,048.00<br>753.95<br>124.00<br>31.00<br>9,627.63<br>8,507.62<br>1,891.00<br>10,936.59<br>1,840.00<br>1,650.00<br>279.00<br>305.00 |



| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                      | Check Date<br>Reference | Void Checks                   | Check Amount |
|----------|-------------------------|---|-------------------------|-------------------------------|--------------|
|          | 494161                  | Prof Legal Services-Police-Nov                  |                         |                               | 3,193.00     |
|          | 494162                  | Prof Legal Services-Exec-PRA-Nov                |                         |                               | 2,057.00     |
|          | 494163                  | Prof Legal Services-Fire Contract-Nov           |                         |                               | 3,038.00     |
|          | 494381                  | Prof Legal Services-Fire Contract-Dec           |                         |                               | 270.00       |
|          | 494382                  | Prof Legal Services-Finance-Dec                 |                         |                               | 300.00       |
|          | 494384                  | Prof Legal Services-Council-Dec                 |                         |                               | 4,766.00     |
|          | 494386                  | Prof Legal Services-Website Development-Dec     |                         |                               | 1,008.00     |
|          | 494387                  | Prof Legal Services-Police-Dec                  |                         |                               | 93.00        |
|          | 494388                  | Prof Legal Services-Exec-PRA-Dec                |                         |                               | 3,038.00     |
|          |                         |   |                         | Total for Check Number 58070: | 0.00         |
| 58071    | SILVERL                 | Silverlake Water District                       | 12/31/2017              |                               |              |
|          | 14112-27585             | 132nd & SR 527 Irrig 12/01-12/31                |                         |                               | 7.60         |
|          | 14737-19068             | Silver Crest Park 12/01-12/31                   |                         |                               | 7.60         |
|          | 17679-27345             | 15429 1/2 Bothell Everett Hwy 12/01-12/31       |                         |                               | 7.60         |
|          | 17684-27596             | 15429 Bothell Way-Irrig 12/01-12/31             |                         |                               | 7.60         |
|          | 24079-27593             | Hillside Irrig 12/01-12/31                      |                         |                               | 7.60         |
|          | 32140-27632             | 13903 N Creek Dr-Irrig 12/01-12/31              |                         |                               | 7.60         |
|          | 32141-27633             | 13903 N Creek Dr 12/01-12/31                    |                         |                               | 67.75        |
|          | 35995-27914             | SR 527-Irrig 12/01-12/31                        |                         |                               | 7.60         |
|          | 35996-27914             | 14600 SR 527-Irrig 12/01-12/31                  |                         |                               | 7.60         |
|          | 35997-27914             | 13800 N SR 527-Irrig 12/01-12/31                |                         |                               | 7.60         |
|          | 35998-27914             | 1600 SR 527-Irrig 12/01-12/31                   |                         |                               | 7.60         |
|          | 35999-27914             | 15200 N SR 527-Irrig 12/01-12/31                |                         |                               | 7.60         |
|          | 36000-27914             | 15100 N SR 527-Irrig 12/01-12/31                |                         |                               | 7.60         |
|          | 36016-27914             | SR 527 & Trillium Blvd-Irrig 12/01-12/31        |                         |                               | 7.60         |
|          | 36025-27914             | 14600 SR 527-Irrig 12/01-12/31                  |                         |                               | 7.60         |
|          | 36026-27914             | SR 527 & Dumas Rd-Irrig 12/01-12/31             |                         |                               | 7.60         |
|          | 36365-27593             | Dumas Rd Irrigation 12/01-12/31                 |                         |                               | 22.30        |
|          | 37034-30017             | 14721 12th Ave SE-Irrig 12/01-12/31             |                         |                               | 7.60         |
|          | 37680-27914             | 0 33rd Dr & Northpointe Circle-Irrig 12/01-12/3 |                         |                               | 7.60         |
|          | 40191-27914             | 13315 45th Ave SE-Restroom 12/01-12/31          |                         |                               | 61.60        |
|          |                         |   |                         | Total for Check Number 58071: | 0.00         |
| 58072    | SMARSH                  | Smarsh Inc                                      | 12/31/2017              |                               |              |
|          | INV00325854             | Text Archiving Platform-Verizon Monthly 12/01   |                         |                               | 240.60       |
|          | INV00325854a            | Use Tax, Text Archiving Platform-Verizon Mont   |                         |                               | -7.80        |
|          |                         |   |                         | Total for Check Number 58072: | 0.00         |
| 58073    | SNDPUBIN                | Sound Publishing Inc                            | 12/31/2017              |                               |              |
|          | EDH789462               | Pub of Ord No. 2017-824                         |                         |                               | 37.84        |
|          | EDH790826               | Pub of Ord No. 2017-825                         |                         |                               | 27.52        |
|          |                         |   |                         | Total for Check Number 58073: | 0.00         |
| 58074    | SNOCOC                  | Snohomish County Corrections                    | 12/31/2017              |                               |              |
|          | 2017-4293               | Jail Service Fees-Nov                           |                         |                               | 19,808.36    |
|          |                         |   |                         | Total for Check Number 58074: | 0.00         |
| 58075    | SNOCOPW                 | Snohomish County Public Works                   | 12/31/2017              |                               |              |
|          | 1000462872              | RR6138-Overlay Program-Nov                      |                         |                               | 3,313.88     |
|          | 1000462873              | RR7797-136th St Flood                           |                         |                               | 6,247.12     |
|          | 1000463626              | RR6138-Overlay Program-Dec                      |                         |                               | 795.58       |
|          | 1000463627              | RR6138-Aid Agreement-Sinkhole 144th St SE       |                         |                               | 4,656.82     |
|          | 1000463628              | RR6155-Luminaires-Dec                           |                         |                               | 956.51       |
|          | 1000463628a             | RR7573-35th Ave SE & 148th SE-Dec               |                         |                               | 174.74       |

# AGENDA ITEM #F.

| Check No | Vendor No<br>Invoice No   | Vendor Name<br>Description   | Check Date<br>Reference       | Void Checks | Check Amount   |
|----------|---|--|-------------------------------|-------------|--|
|          |   |  | Total for Check Number 58075: | 0.00        | 16,144.65  |
| 58076    | SNOCOSH1<br>2017-4273   | Snohomish County Treasurer<br>Inmate Medical Billing-Nov   | 12/31/2017                    |             | 70.59  |
|          |   |  | Total for Check Number 58076: | 0.00        | 70.59  |
| 58077    | SNOCOSHO<br>1000462837  | Snohomish County Sheriff's Office<br>SRDTF JAG Grant Contribution Oct-Dec 2017   | 12/31/2017                    |             | 1,314.00   |
|          |   |  | Total for Check Number 58077: | 0.00        | 1,314.00   |
| 58078    | SNOCPU<br>2007-4359-9<br>2007-9722-3<br>2013-4538-6<br>2013-5396-8<br>2016-6351-5<br>2016-6928-0<br>2017-8113-5<br>2018-9805-3<br>2025-2921-0<br>2025-7077-6<br>2026-2439-1<br>2027-6793-5<br>2029-0994-1<br>2029-2633-3<br>2030-2812-1<br>2032-5163-2<br>2047-1752-4<br>2047-1753-2<br>2047-1754-0<br>2050-8723-2<br>2054-9532-8<br>2203-1739-0<br>2206-1241-0<br>2207-6351-0<br>2212-9311-1 | PUD No. 1 of Snohomish County<br>Street Lights-190 Lights-200W 12/01-12/31<br>3401 148th St SE 11/18-12/20<br>2501 147th Pl SE 11/18-12/20<br>15728 Main St 12/07-01/04<br>14600 16th Ave SE 12/05-01/02<br>Highlands Park 11/28-12/27<br>2701 155th St SE 11/29-12/29<br>1700 Mill Creek Rd 11/22-12/22<br>Street Lights-386 Lights-100W 12/01-12/31<br>Street Lights-87 Lights-250W 12/01-12/31<br>Street Lights-841 Lights-100W 12/01-12/31<br>Street Lights-21 Lights-400W 12/01-12/31<br>Street Lights-6 Lights-150W 12/01-12/31<br>Hillside Park 11/29-12/28<br>4560 SAC 12/06-01/05<br>15510 Village Green Dr 11/29-12/29<br>Street Lights- 8 Lights-200W 12/01-12/31<br>Street Lights-38 Lights-250W 12/01-12/31<br>Street Lights-39 Lights-400W 12/01-12/31<br>Street Lights-17 Lights-100W 12/01-12/31<br>Street Lights-49 Lights-20W 12/01-12/31<br>Street Lights-1 Light-240W 12/01-12/31<br>15601 22nd Ct SE 11/29-12/29<br>13332 44th Ave SE 12/06-01/05<br>Street Lights-1 Light-160W 12/01-12/31 | 12/31/2017                    |             | 1,746.10<br>130.27<br>46.11<br>1,442.67<br>22.30<br>48.62<br>131.97<br>126.91<br>1,389.60<br>942.21<br>6,021.56<br>312.90<br>28.98<br>16.20<br>66.16<br>16.74<br>47.68<br>285.38<br>441.48<br>52.87<br>17.15<br>7.94<br>24.22<br>81.89<br>5.18 |
|          |   |  | Total for Check Number 58078: | 0.00        | 13,453.09  |
| 58079    | SNOCTTR<br>1st-4th Qtr  | Snohomish County Treasurer<br>Crime Victims Compensation Jan-Dec 2017  | 12/31/2017                    |             | 2,899.98   |
|          |   |  | Total for Check Number 58079: | 0.00        | 2,899.98   |
| 58080    | SNOKING<br>62850  | Sno-King Stamp, Inc.<br>Engraved Name Plate-J Mead   | 12/31/2017                    |             | 14.50  |
|          |   |  | Total for Check Number 58080: | 0.00        | 14.50  |
| 58081    | STAPLEAD<br>8048102807<br>8048102807a   | Staples Advantage<br>General Office Supplies<br>General Office Supplies  | 12/31/2017                    |             | 173.16<br>115.22   |
|          |   |  | Total for Check Number 58081: | 0.00        | 288.38   |
| 58082    | STATEAUD<br>L123360   | State Auditor's Office<br>Statutory Audit Services 2016-2016   | 12/31/2017                    |             | 17,549.35  |

| Check No | Vendor No<br>Invoice No  | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount   |
|----------|--|---|-------------------------------|-------------|--|
|          |  |   | Total for Check Number 58082: | 0.00        | 17,549.35  |
| 58083    | STERICYC<br>3004110616   | Stericycle Inc<br>Biomedical Waste Services-Monthly Fee   | 12/31/2017                    |             | 10.36  |
|          |  |   | Total for Check Number 58083: | 0.00        | 10.36  |
| 58084    | SUMLAW<br>88822<br>89427   | Summit Law Group<br>Prof Serv-General Labor-AFSCME/Guild Throu<br>Prof Serv-General Labor-AFSCME Through 11/  | 12/31/2017                    |             | 5,059.35<br>3,844.44                                   |
|          |  |   | Total for Check Number 58084: | 0.00        | 8,903.79   |
| 58085    | TLOLLC<br>839489   | TransUnion Risk and Alternative<br>Background/Identity Investigations-Dec   | 12/31/2017                    |             | 25.00  |
|          |  |   | Total for Check Number 58085: | 0.00        | 25.00  |
| 58086    | TODDM<br>Reimb Mileage   | Mike Todd<br>Reimb Mileage/Travel Expenses 06/01-12/18-M  | 12/31/2017                    |             | 266.38   |
|          |  |   | Total for Check Number 58086: | 0.00        | 266.38   |
| 58087    | TRAMMELI<br>6737   | Lori Trammel<br>Cupcake Class (Christmas Tree Cake) 12/09 #67   | 12/31/2017                    |             | 140.00   |
|          |  |   | Total for Check Number 58087: | 0.00        | 140.00   |
| 58088    | TRANSUN<br>12710652  | Trans Union LLC<br>Basic Service Monthly Fee-Credit Checks 11/26-   | 12/31/2017                    |             | 44.16  |
|          |  |   | Total for Check Number 58088: | 0.00        | 44.16  |
| 58089    | TURNERH<br>Reimb<br>ReimbA<br>ReimbB<br>ReimbC<br>ReimbD<br>ReimbE | Harold Turner<br>Lodging 12/04-12/08 Deputy Chief Candidate-H<br>Rental Car 12/04-12/08 Deputy Chief Candidate<br>Mileage 12/04-12/08 Deputy Chief Candidate-H<br>Bag Fees 12/04-12/08 Deputy Chief Candidate-I<br>Meals 12/04-12/08 Deputy Chief Candidate-H T<br>Airfare 12/04-12/08 Deputy Chief Candidate-H | 12/31/2017                    |             | 496.99<br>224.03<br>19.95<br>50.00<br>127.57<br>303.60 |
|          |  |   | Total for Check Number 58089: | 0.00        | 1,222.14   |
| 58090    | UPS<br>00009X8014517   | United Parcel Service<br>UPS Charges - WSP Tax Lab/WSP Crime Lab  | 12/31/2017                    |             | 21.44  |
|          |  |   | Total for Check Number 58090: | 0.00        | 21.44  |
| 58091    | USBANK<br>XXXXXXXX139  | US Bank NA - Custody<br>Investment Custody Charges 12/01-12/31  | 12/31/2017                    |             | 36.00  |
|          |  |   | Total for Check Number 58091: | 0.00        | 36.00  |
| 58092    | USIC<br>267271<br>267271a  | USIC Locating Services, LLC<br>115 NC Locates/107 Ticket Locates<br>115 NC Locates/107 Ticket Locates   | 12/31/2017                    |             | 1,086.52<br>1,086.52                                   |
|          |  |   | Total for Check Number 58092: | 0.00        | 2,173.04   |
| 58093    | UULC<br>7120165<br>7120165a  | Utilities Underground Location Center<br>On Call Location Service-97 Locates<br>On Call Location Service-97 Locates   | 12/31/2017                    |             | 62.57<br>62.56   |

| Check No | Vendor No<br>Invoice No       | Vendor Name<br>Description   | Check Date<br>Reference       | Void Checks | Check Amount     |
|----------|-------------------------------|--|-------------------------------|-------------|------------------|
|          |                               |  | Total for Check Number 58093: | 0.00        | 125.13           |
| 58094    | VENTPOWC<br>53073             | Ventilation Power Cleaning, Inc.<br>Prof Serv-Sinkhole 1328 144th St SE  | 12/31/2017                    |             | 1,244.76         |
|          |                               |  | Total for Check Number 58094: | 0.00        | 1,244.76         |
| 58095    | VERIZON<br>9798426823         | Verizon Wireless<br>Access & Usage Chgs 11/21-12/20 - City Cell Pl   | 12/31/2017                    |             | 1,964.58         |
|          |                               |  | Total for Check Number 58095: | 0.00        | 1,964.58         |
| 58096    | WABO<br>34530                 | Washington Assoc of Bldg off<br>WABO-Building Official Job Posting   | 12/31/2017                    |             | 50.00            |
|          |                               |  | Total for Check Number 58096: | 0.00        | 50.00            |
| 58097    | WALTNELS<br>409300<br>409300a | Walter E. Nelson Co.<br>Bath Tissue, Paper Towel Rolls, Handsfree Disp<br>Bath Tissue, Paper Towel Rolls, Handsfree Disp | 12/31/2017                    |             | 337.70<br>506.53 |
|          |                               |  | Total for Check Number 58097: | 0.00        | 844.23           |
| 58098    | WASTPAT<br>118000654          | Washington State Patrol<br>Background Checks-Dec   | 12/31/2017                    |             | 96.00            |
|          |                               |  | Total for Check Number 58098: | 0.00        | 96.00            |
| 58099    | WASTRESO<br>3rd Qtr 2017      | Washington State Treasurer's Office<br>Drug Forfeited Property 07/01/17-09/30/17   | 12/31/2017                    |             | 147.65           |
|          |                               |  | Total for Check Number 58099: | 0.00        | 147.65           |
| 58100    | WASTTRS<br>1st-4th Qtr        | Washington State Treasurer<br>Bldg State Surcharge 1st-4th Qtr 2017  | 12/31/2017                    |             | 1,579.50         |
|          |                               |  | Total for Check Number 58100: | 0.00        | 1,579.50         |
| 58101    | WAVEDIV<br>04164267           | WaveDivision Holdings, LLC<br>Fiber Lease-15728 Main St-To 3000 Rockefeller  | 12/31/2017                    |             | 657.78           |
|          |                               |  | Total for Check Number 58101: | 0.00        | 657.78           |
| 58102    | WDHRBNGI<br>1248305           | Wood Harbinger<br>Prof Engr Serv CHN HVAC Through 12/31  | 12/31/2017                    |             | 1,631.00         |
|          |                               |  | Total for Check Number 58102: | 0.00        | 1,631.00         |
| 58103    | WINTSERV<br>88227             | West Interactive Services Corporation<br>Website Development-Third Milestone Payment                                     | 12/31/2017 VOID               | 2,210.00    |                  |
|          |                               |  | Total for Check Number 58103: | 2,210.00    | 0.00             |
| 58104    | YBASHIRT<br>28546             | YBA Shirts<br>Youth Basketball Uniforms 2017-2018  | 12/31/2017                    |             | 8,410.50         |
|          |                               |  | Total for Check Number 58104: | 0.00        | 8,410.50         |
|          |                               |  | Total for 12/31/2017:         | 2,210.00    | 505,050.54       |
| 58008    | USPS                          | USPS   | 01/18/2018                    |             |                  |

| Check No | Vendor No<br>Invoice No                     | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount   |
|----------|---|---|-------------------------------|-------------|--|
|          | 20528                                       | Postage-City Quarterly Publication  |                               |             | 1,970.93   |
|          |   |   | Total for Check Number 58008: | 0.00        | 1,970.93   |
|          |   |   | Total for 1/18/2018:          | 0.00        | 1,970.93   |
| 58105    | 3CMA<br>2018 Dues                           | 3CMA<br>2018 Annual Membership Dues 3CMA-J Kirk   | 01/19/2018                    |             | 400.00   |
|          |   |   | Total for Check Number 58105: | 0.00        | 400.00   |
| 58106    | 911SUPPL<br>IN-11238                        | 911 Supply Inc<br>Patch Install/Remove-B Foutch   | 01/19/2018                    |             | 36.43  |
|          |   |   | Total for Check Number 58106: | 0.00        | 36.43  |
| 58107    | ADPLLC<br>506730863                         | ADP, LLC<br>Payroll Processing Chgs-Workforce Now & HCF   | 01/19/2018                    |             | 1,522.68   |
|          |   |   | Total for Check Number 58107: | 0.00        | 1,522.68   |
| 58108    | AFSCME<br>December                          | WSCCCE, AFSCME, AFL-CIO<br>Union Dues - AFSCME-Dec  | 01/19/2018                    |             | 1,198.83   |
|          |   |   | Total for Check Number 58108: | 0.00        | 1,198.83   |
| 58109    | ASPA<br>Member App                          | ASPA<br>ASPA 2018 Membership Application-R Polizzot   | 01/19/2018                    |             | 120.00   |
|          |   |   | Total for Check Number 58109: | 0.00        | 120.00   |
| 58110    | AWC1<br>56767<br>57612                      | Association of WA Cities<br>2018 Membership Dues<br>AWC Workers' Comp Retro Program Svc Fee 20  | 01/19/2018                    |             | 12,957.00<br>5,040.74                                      |
|          |   |   | Total for Check Number 58110: | 0.00        | 17,997.74  |
| 58111    | BANKCARI<br>1<br>2<br>3<br>4<br>5<br>6<br>7 | Bank of America<br>Breakfast 01/01-01/05 K9 Training-N Lerma<br>7-Glock Front Sights<br>MyBuildingPermit.com Monthly Fee<br>Vehicle Wash 01/02 - Car #43<br>Lunch 01/01 K9 Training-N Lerma<br>Lunch 01/03 K9 Training-N Lerma<br>Dog Pick-Up Bags - Bagira | 01/19/2018                    |             | 44.63<br>317.73<br>59.95<br>8.00<br>11.22<br>12.22<br>9.72 |
|          |   |   | Total for Check Number 58111: | 0.00        | 463.47   |
| 58112    | BANKCR20<br>1<br>2                          | Business Card<br>Light Bulb, Street Lights, Cable Tie Supplies<br>2-Sign Post   | 01/19/2018                    |             | 78.27<br>42.21   |
|          |   |   | Total for Check Number 58112: | 0.00        | 120.48   |
| 58113    | BANKCR23<br>1                               | Business Card<br>Frame-Deputy Chief Commissioning   | 01/19/2018                    |             | 8.48   |
|          |   |   | Total for Check Number 58113: | 0.00        | 8.48   |
| 58114    | BANKCR25<br>1                               | Business Card<br>2018 Rejuvenate Conference 01/27-L'Rae Hilby   | 01/19/2018                    |             | 110.00   |



| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                     | Check Date<br>Reference       | Void Checks | Check Amount |
|----------|-------------------------|--|-------------------------------|-------------|--------------|
|          | 2                       | Operation Gratitude Shipping                   |                               |             | 139.86       |
|          |                         |  | Total for Check Number 58114: | 0.00        | 249.86       |
| 58115    | BANKCR26                | Business Card                                  | 01/19/2018                    |             |              |
|          | 1                       | SnoCo Cities 2018 Annual Membership Renewa     |                               |             | 200.00       |
|          | 2                       | SCC Mtg 01/18/18 Registration-M Todd           |                               |             | 35.00        |
|          | 2a                      | SCC Mtg 01/18/18 Registration-R Polizzotto     |                               |             | 35.00        |
|          | 2b                      | SCC Mtg 01/18/18 Registration-G Elwin, S East  |                               |             | 70.00        |
|          | 3                       | Council Picture Frame-J Mead                   |                               |             | 25.88        |
|          |                         |  | Total for Check Number 58115: | 0.00        | 365.88       |
| 58116    | CINTAS                  | Cintas Corporation Loc. #460                   | 01/19/2018                    |             |              |
|          | 460298008               | Floor Mat Service 01/19                        |                               |             | 84.97        |
|          | 460298008a              | Floor Mat Service 01/19                        |                               |             | 49.55        |
|          |                         |  | Total for Check Number 58116: | 0.00        | 134.52       |
| 58117    | COMCAST                 | Comcast  | 01/19/2018                    |             |              |
|          | 849831021045701         | High Speed Internet Fee 01/18-02/17            |                               |             | 191.40       |
|          | 849831021072434         | Internet for ITS 01/14-02/13                   |                               |             | 106.40       |
|          |                         |  | Total for Check Number 58117: | 0.00        | 297.80       |
| 58118    | COPIETC                 | Copiers Etcetera, Inc.                         | 01/19/2018                    |             |              |
|          | AR29175                 | Repairs & Maint-Copy Machines-Jan              |                               |             | 1,059.77     |
|          |                         |  | Total for Check Number 58118: | 0.00        | 1,059.77     |
| 58119    | DEMOLMAI                | Demolition Man, LLC                            | 01/19/2018                    |             |              |
|          | B2018-0011              | Refund Building Permit #B2018-0011             |                               |             | 76.62        |
|          |                         |  | Total for Check Number 58119: | 0.00        | 76.62        |
| 58120    | DEPINFSR                | Dept of Enterprise Services                    | 01/19/2018                    |             |              |
|          | 16143624                | Program Participation Fee 2018                 |                               |             | 600.00       |
|          |                         |  | Total for Check Number 58120: | 0.00        | 600.00       |
| 58121    | ELLITIRE                | PepBoys - Remittance Dept.                     | 01/19/2018                    |             |              |
|          | 064462000406            | Remove & Replace Bypass Coolant Hose - Car #   |                               |             | 100.22       |
|          | 064462000427            | LOF, Front & Rear Brakes - Car #39             |                               |             | 1,580.51     |
|          |                         |  | Total for Check Number 58121: | 0.00        | 1,680.73     |
| 58122    | EPICFORD                | Epic Ford                                      | 01/19/2018                    |             |              |
|          | 125135                  | Remote Control System-Car #32                  |                               |             | 220.07       |
|          |                         |  | Total for Check Number 58122: | 0.00        | 220.07       |
| 58123    | GAMETIME                | GameTime                                       | 01/19/2018                    |             |              |
|          | PJI-0077545             | Highlands Park Play Structure Replacement-Inst |                               |             | 2,739.85     |
|          |                         |  | Total for Check Number 58123: | 0.00        | 2,739.85     |
| 58124    | GTENORTH                | Frontier                                       | 01/19/2018                    |             |              |
|          | 425745697408189         | CC Line/Security System Line 12/19-01/18       |                               |             | 166.84       |
|          |                         |  | Total for Check Number 58124: | 0.00        | 166.84       |
| 58125    | HERALD                  | The Daily Herald                               | 01/19/2018                    |             |              |
|          | DH-10115546             | 2018 Annual Newspaper Subscription             |                               |             | 224.21       |

| Check No | Vendor No<br>Invoice No   | Vendor Name<br>Description   | Check Date<br>Reference       | Void Checks | Check Amount                               |
|----------|---|--|-------------------------------|-------------|--|
|          |   |  | Total for Check Number 58125: | 0.00        | 224.21                                     |
| 58126    | IACP-MEM<br>2046419<br>2085750<br>2085751<br>2085758<br>2106364 | IACP-Membership<br>IACP Membership Dues-G Elwin<br>IACP Membership Dues-S White<br>IACP Membership Dues-B Fouch<br>IACP Membership Dues-R Phillips<br>IACP Membership Dues-R Fleming | 01/19/2018                    |             | 150.00<br>75.00<br>75.00<br>75.00<br>75.00 |
|          |   |  | Total for Check Number 58126: | 0.00        | 450.00                                     |
| 58127    | INTEGRA<br>15086820   | Allstream<br>T-1 Monthly Chgs-Jan  | 01/19/2018                    |             | 652.14                                     |
|          |   |  | Total for Check Number 58127: | 0.00        | 652.14                                     |
| 58128    | INTSTBAT<br>1905701042901                                       | Interstate All Battery Center<br>Emergency Light, Battery Backup-CHN   | 01/19/2018                    |             | 43.13                                      |
|          |   |  | Total for Check Number 58128: | 0.00        | 43.13                                      |
| 58129    | LESSCHW<br>39500370289  | Les Schwab<br>Flat Repair-Sweeper PW #10   | 01/19/2018                    |             | 33.12                                      |
|          |   |  | Total for Check Number 58129: | 0.00        | 33.12                                      |
| 58130    | LYNHONDA<br>1020499   | Lynnwood Honda<br>Honda Generator Service  | 01/19/2018                    |             | 99.36                                      |
|          |   |  | Total for Check Number 58130: | 0.00        | 99.36                                      |
| 58131    | MCROTARY<br>1835  | Rotary Club of Mill Creek<br>Facility Fee 01/01-03/31 - T Rogers   | 01/19/2018                    |             | 50.00                                      |
|          |   |  | Total for Check Number 58131: | 0.00        | 50.00                                      |
| 58132    | PACAIR<br>8730  | Pacific Air Control, Inc.<br>Boiler Repairs  | 01/19/2018                    |             | 3,029.14                                   |
|          |   |  | Total for Check Number 58132: | 0.00        | 3,029.14                                   |
| 58133    | PILCHVT<br>176520<br>176901<br>178108                           | Pilchuck Vet Hospital<br>Bagira-Exam 01/05<br>Rasko-Vet Visit 01/09<br>Rasko-Medical/Dental 01/17  | 01/19/2018                    |             | 391.70<br>590.44<br>1,910.70               |
|          |   |  | Total for Check Number 58133: | 0.00        | 2,892.84                                   |
| 58134    | PITNEYB<br>800090000046343                                      | Pitney Bowes Global Financial Services<br>Postage-Refill Postage Meter   | 01/19/2018                    |             | 2,000.00                                   |
|          |   |  | Total for Check Number 58134: | 0.00        | 2,000.00                                   |
| 58135    | PSCLEANA<br>18-063S   | Puget Sound Clean Air Agency<br>2018 Clean Air Assessment  | 01/19/2018                    |             | 15,875.00                                  |
|          |   |  | Total for Check Number 58135: | 0.00        | 15,875.00                                  |
| 58136    | SANDIEPE<br>630978<br>630989                                    | San Diego Police Equipment Co.<br>4 Case-40 S&W, 1 Case-40 S&W-Training Amn<br>1 Case-.223REM 42gr Frangible-SWAT  | 01/19/2018                    |             | 1,506.91<br>329.94                         |

| Check No | Vendor No<br>Invoice No  | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount                                    |
|----------|--|---|-------------------------------|-------------|---|
|          |  |   | Total for Check Number 58136: | 0.00        | 1,836.85  |
| 58137    | SCCFOA<br>01/25/18   | Snohomish County Clerks And Finance Off<br>SCCFOA Mtg 01/25-J Gunderson & P Lauermar  | 01/19/2018                    |             | 40.00   |
|          |  |   | Total for Check Number 58137: | 0.00        | 40.00   |
| 58138    | SHORTCR<br>494385  | Short Cressman & Burgess PLLC<br>Prof Legal Services-SW-Dec   | 01/19/2018                    |             | 496.00  |
|          |  |   | Total for Check Number 58138: | 0.00        | 496.00  |
| 58139    | SHREDIT<br>8123936222  | Shred-It USA Inc<br>Shredding Service Fee   | 01/19/2018                    |             | 72.75   |
|          |  |   | Total for Check Number 58139: | 0.00        | 72.75   |
| 58140    | SITEIMP<br>53458   | Siteimprove Inc<br>Web Governance Suite - Pro-rated Fee 01/01-03/   | 01/19/2018                    |             | 2,840.00  |
|          |  |   | Total for Check Number 58140: | 0.00        | 2,840.00  |
| 58141    | SNOCOAD<br>I-VR-11   | Snohomish County Auditor<br>2017 Voter Registration File Maintenance  | 01/19/2018                    |             | 23,445.33                                       |
|          |  |   | Total for Check Number 58141: | 0.00        | 23,445.33                                       |
| 58142    | SNOCOM<br>20   | SNOCOM<br>Dispatch Services - 1st Qtr   | 01/19/2018                    |             | 30,014.58                                       |
|          |  |   | Total for Check Number 58142: | 0.00        | 30,014.58                                       |
| 58143    | SNOCPOD<br>2019-4860-1<br>2022-1236-1<br>2028-5205-9<br>2029-9300-8<br>2032-1155-2 | PUD No. 1 of Snohomish County<br>13903 N Creek Dr 12/16-01/16<br>928 Dumas Rd 12/16-01/16<br>15720 Main St Unit B 12/16-01/16<br>15720 Main St Unit B 12/16-01/16<br>Cook House 12/16-01/17 | 01/19/2018                    |             | 937.54<br>145.54<br>351.74<br>1,790.91<br>88.19 |
|          |  |   | Total for Check Number 58143: | 0.00        | 3,313.92  |
| 58144    | STAND<br>600156-0001   | Standard Ins. Company RA<br>Life, AD&D&LTD Prem MEBT-ER Paid-Jan  | 01/19/2018                    |             | 4,095.55  |
|          |  |   | Total for Check Number 58144: | 0.00        | 4,095.55  |
| 58145    | STAND2<br>600156-0002  | Standard Ins. Company RA<br>Survivor Prem-MEBT-ER Paid-Jan  | 01/19/2018                    |             | 2,076.37  |
|          |  |   | Total for Check Number 58145: | 0.00        | 2,076.37  |
| 58146    | TACSCREW<br>18185679   | Tacoma Screw Products Inc<br>Supplies/Safe Install PD   | 01/19/2018                    |             | 51.32   |
|          |  |   | Total for Check Number 58146: | 0.00        | 51.32   |
| 58147    | TERMINIX<br>371875897  | Terminix Processing Center<br>Pest Control - WO#15064795705-MC Library  | 01/19/2018                    |             | 77.28   |
|          |  |   | Total for Check Number 58147: | 0.00        | 77.28   |
| 58148    | THYSSEN  | Thyssenkrupp Elevator Corp.   | 01/19/2018                    |             |   |

| Check No | Vendor No<br>Invoice No                                   | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount                                  |
|----------|---|---|-------------------------------|-------------|---|
|          | 3003654381  | Elevator Maintenance 01/01-03/31  |                               |             | 1,237.37                                      |
|          |   |   | Total for Check Number 58148: | 0.00        | 1,237.37                                      |
| 58149    | ULINE<br>93841403<br>93912838                             | Uline<br>4-25" Locking Drawers Under Counter-Passport:<br>200-Self Laminating Pouches CPL's   | 01/19/2018                    |             | 495.97<br>88.74                               |
|          |   |   | Total for Check Number 58149: | 0.00        | 584.71  |
| 58150    | UNUM<br>220603-0035                                       | UNUM Life Ins. Co. of America<br>Long Term Care (LTC EE) J Klei 01/01-12/31   | 01/19/2018                    |             | 882.00  |
|          |   |   | Total for Check Number 58150: | 0.00        | 882.00  |
| 58151    | UNWAYSNC<br>01/10/18                                      | United Way of Snohomish County<br>United Way EE for January 2018  | 01/19/2018                    |             | 360.00  |
|          |   |   | Total for Check Number 58151: | 0.00        | 360.00  |
| 58152    | WAALARM<br>425805<br>425806<br>425807<br>425808<br>425809 | Washington Alarm<br>1st Qtr Monitoring/Cellular Chgs-Cook House 0<br>1st Qtr Monitoring/Cellular Chgs-City Hall 01/0<br>1st Qtr Monitoring/Cellular Chgs-Library 01/01-<br>1st Qtr Monitoring/Cellular Chgs-Cook House P<br>1st Qtr Monitoring/Cellular Chgs-CHN 01/01-03 | 01/19/2018                    |             | 75.00<br>162.00<br>159.00<br>114.00<br>258.00 |
|          |   |   | Total for Check Number 58152: | 0.00        | 768.00  |
| 58153    | WABO<br>WABO2018  | Washington Assoc of Bldg off<br>2018 Annual Membership Dues-R Karns   | 01/19/2018                    |             | 95.00   |
|          |   |   | Total for Check Number 58153: | 0.00        | 95.00   |
| 58154    | WASPC<br>Dues 2018-00211                                  | WA. Assoc of Sheriffs & Police Chiefs<br>2018 WASPC Dues-G Elwin  | 01/19/2018                    |             | 245.00  |
|          |   |   | Total for Check Number 58154: | 0.00        | 245.00  |
| 58155    | WASTDTR<br>RE41JA9518L006                                 | Washington State Dept. of Transportation<br>De-Icer Salt Mixture  | 01/19/2018                    |             | 83.48   |
|          |   |   | Total for Check Number 58155: | 0.00        | 83.48   |
| 58156    | WCIA<br>18076<br>18076a                                   | WA Cities Insurance Authority<br>2018 Liability/Property Prog Assessment<br>2018 Liability/Property Prog Assessment   | 01/19/2018                    |             | 111,840.00<br>10,000.00                       |
|          |   |   | Total for Check Number 58156: | 0.00        | 121,840.00                                    |
| 58157    | WRIGHTJ<br>Reimb  | Jere Wright<br>2018 Pesticide License Renewal-J Wright  | 01/19/2018                    |             | 33.00   |
|          |   |   | Total for Check Number 58157: | 0.00        | 33.00   |
| 58158    | WWGRAIN<br>9661978610                                     | W.W. Grainger, Inc.<br>4-Emergency Exit Lights-CHN  | 01/19/2018                    |             | 312.95  |
|          |   |   | Total for Check Number 58158: | 0.00        | 312.95  |
|          |   |   | Total for 1/19/2018:          | 0.00        | 249,610.45                                    |

# AGENDA ITEM #F.

| Check No | Vendor No<br>Invoice No         | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount   |
|----------|---------------------------------|---|-------------------------------|-------------|----------------|
| 58159    | ABSOLGRP<br>118826              | Absolute Graphix Inc<br>2-City Sweatshirts-Youth Bball Gym Supervisor:                                | 01/31/2018                    |             | 59.57          |
|          |                                 |   | Total for Check Number 58159: | 0.00        | 59.57          |
| 58160    | CIEDMOND<br>RGG-180012          | City of Edmonds<br>2018 SWAT Advanced Training-R Phillips   | 01/31/2018                    |             | 1,954.99       |
|          |                                 |   | Total for Check Number 58160: | 0.00        | 1,954.99       |
| 58161    | DANAT<br>6719                   | Trudy Dana<br>Babysitting Safety Class (Jan) 01/22-01/24 #671   | 01/31/2018                    |             | 808.50         |
|          |                                 |   | Total for Check Number 58161: | 0.00        | 808.50         |
| 58162    | ELLITIRE<br>064462000442        | PepBoys - Remittance Dept.<br>LOF, Rear&Front Brakes, Calipers - Car #44                              | 01/31/2018                    |             | 2,071.27       |
|          |                                 |   | Total for Check Number 58162: | 0.00        | 2,071.27       |
| 58163    | EMSECDEP<br>600-598-011         | Employment Security Depart<br>Unemployment Claims-4th Qtr 2017  | 01/31/2018                    |             | 146.93         |
|          |                                 |   | Total for Check Number 58163: | 0.00        | 146.93         |
| 58164    | FELDMAJ<br>Aug-Dec              | Feldman & Lee, P.S.<br>Public Defender Contract Increase Effective 08/                                | 01/31/2018                    |             | 1,250.00       |
|          |                                 |   | Total for Check Number 58164: | 0.00        | 1,250.00       |
| 58165    | GRYOSBRN<br>1                   | Gray & Osborne Inc<br>Prof Serv-Constructability & Bidability Review                                  | 01/31/2018                    |             | 1,697.58       |
|          |                                 |   | Total for Check Number 58165: | 0.00        | 1,697.58       |
| 58166    | GTENORTH<br>425316032611080     | Frontier<br>Alarm System Line Chgs-Cook House   | 01/31/2018                    |             | 52.27          |
|          |                                 |   | Total for Check Number 58166: | 0.00        | 52.27          |
| 58167    | KCDA<br>300249094<br>300249094a | KCDA Purchasing Cooperative<br>Paper Clips/Staples-Passport Supplies<br>Rite In Rain 3x5 Pads- Patrol | 01/31/2018                    |             | 31.77<br>93.76 |
|          |                                 |   | Total for Check Number 58167: | 0.00        | 125.53         |
| 58168    | KENMORE<br>INV00035             | City of Kenmore<br>Trak-It Training 02/12-02/16 - S Ringstad & K N                                    | 01/31/2018                    |             | 1,168.00       |
|          |                                 |   | Total for Check Number 58168: | 0.00        | 1,168.00       |
| 58169    | KPFFCON<br>180141               | KPFF Consulting Engineers<br>Prof Serv-35th Ave Recon Proj Through 12/29                              | 01/31/2018                    |             | 1,517.23       |
|          |                                 |   | Total for Check Number 58169: | 0.00        | 1,517.23       |
| 58170    | LERMAN<br>Reimb                 | Nathan Lerma<br>8 Patches-N Lerma   | 01/31/2018                    |             | 43.28          |
|          |                                 |   | Total for Check Number 58170: | 0.00        | 43.28          |
| 58171    | NORTHSH                         | Northshore Senior Center  | 01/31/2018                    |             |                |

| Check No | Vendor No<br>Invoice No   | Vendor Name<br>Description  | Check Date<br>Reference       | Void Checks | Check Amount  |
|----------|---|---|-------------------------------|-------------|---|
|          | 7784  | Architectural Fees-Senior Center  |                               |             | 300.00  |
|          |   |   | Total for Check Number 58171: | 0.00        | 300.00  |
| 58172    | PAKOR<br>8027612  | Pakor Inc<br>2 Cs Media-Passport Film   | 01/31/2018                    |             | 626.55  |
|          |   |   | Total for Check Number 58172: | 0.00        | 626.55  |
| 58173    | PUGETSO<br>200004765331<br>200004765463   | Puget Sound Energy<br>15720 Main St 12/18-01/18<br>15728 Main St 12/18-01/18  | 01/31/2018                    |             | 488.31<br>840.16                                    |
|          |   |   | Total for Check Number 58173: | 0.00        | 1,328.47  |
| 58174    | SANDIEPE<br>631051  | San Diego Police Equipment Co.<br>2 Cs-223 55GR BTHP-Ammo   | 01/31/2018                    |             | 596.67  |
|          |   |   | Total for Check Number 58174: | 0.00        | 596.67  |
| 58175    | SCCFOA<br>2018  | Snohomish County Clerks And Finance Off<br>2018 SCCFOA Dues-P Lauerman & J Gunderson  | 01/31/2018                    |             | 50.00   |
|          |   |   | Total for Check Number 58175: | 0.00        | 50.00   |
| 58176    | SNDPUBIN<br>EDH792637<br>EDH792641  | Sound Publishing Inc<br>City Notice: Exploration Park NPDES Permit<br>City Notice: 35th Ave SE NPDES Permit   | 01/31/2018                    |             | 75.68<br>82.56                                      |
|          |   |   | Total for Check Number 58176: | 0.00        | 158.24  |
| 58177    | SNOCOC<br>2017-4319   | Snohomish County Corrections<br>Jail Service Fees-Dec   | 01/31/2018                    |             | 19,525.94   |
|          |   |   | Total for Check Number 58177: | 0.00        | 19,525.94   |
| 58178    | SNOCOM<br>120   | SNOCOM<br>Dispatch Services-Feb   | 01/31/2018                    |             | 30,014.58   |
|          |   |   | Total for Check Number 58178: | 0.00        | 30,014.58   |
| 58179    | SNOCOPW<br>1000464264   | Snohomish County Public Works<br>RR6138-Overlay Program-Dec-Final Costs   | 01/31/2018                    |             | 831.74  |
|          |   |   | Total for Check Number 58179: | 0.00        | 831.74  |
| 58180    | SNOCOSH1<br>2017-4338   | Snohomish County Treasurer<br>Inmate Medical Billing-Dec  | 01/31/2018                    |             | 743.11  |
|          |   |   | Total for Check Number 58180: | 0.00        | 743.11  |
| 58181    | SNOCOSHO<br>1000463980  | Snohomish County Sheriff's Office<br>Range Use-8 Hours 12/04  | 01/31/2018                    |             | 464.00  |
|          |   |   | Total for Check Number 58181: | 0.00        | 464.00  |
| 58182    | SNOCPUD<br>2001-0143-4<br>2001-5445-8<br>2007-9722-3<br>2013-4538-6<br>2013-6774-5<br>2017-5296-1 | PUD No. 1 of Snohomish County<br>2725 Seattle Hill Rd 12/09-01/08<br>2720 Seattle Hill Rd 12/09-01/08<br>3401 148th St SE 12/21-01/19<br>2501 147th Pl SE 12/21-01/19<br>902 164th St SE 12/06-01/08<br>15429 1/2 Bothell Everett Hwy 12/07-01/09 | 01/31/2018                    |             | 16.74<br>16.74<br>249.22<br>43.01<br>38.89<br>20.01 |



| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description  | Check Date<br>Reference              | Void Checks | Check Amount |
|----------|-------------------------|---|--------------------------------------|-------------|--------------|
|          | 2018-9805-3             | 1700 Mill Creek Rd  | 12/23-01/23                          |             | 131.35       |
|          | 2024-6104-2             | 15803 32nd Ave SE   | 12/09-01/08                          |             | 109.19       |
|          | 2026-6749-9             | 2024 Seattle Hill Rd  | 12/12-01/08                          |             | 33.23        |
|          | 2029-5905-2             | 4842 SAC  | 12/07-01/09                          |             | 90.69        |
|          | 2031-6469-4             | 13510 N Creek Dr  | 12/16-01/16                          |             | 52.34        |
|          | 2033-4808-1             | 14810 35th Ave SE   | 12/09-01/08                          |             | 73.94        |
|          | 2033-8815-2             | 15429 Bothell Everett Hwy   | 12/07-01/09                          |             | 33.01        |
|          |                         |   | <b>Total for Check Number 58182:</b> | 0.00        | 908.36       |
| 58183    | SUMLAW<br>89921         | Summit Law Group<br>Prof Serv-General Labor-Guild Through 12/31             | 01/31/2018                           |             | 4,579.47     |
|          |                         |   | <b>Total for Check Number 58183:</b> | 0.00        | 4,579.47     |
| 58184    | UPS<br>00009X8014028    | United Parcel Service<br>UPS Charges-Magnum Electronics                     | 01/31/2018                           |             | 24.07        |
|          |                         |   | <b>Total for Check Number 58184:</b> | 0.00        | 24.07        |
| 58185    | VERIZON<br>9800228043   | Verizon Wireless<br>Access & Usage Chgs 12/21-01/20 - City Cell Pl          | 01/31/2018                           |             | 2,193.96     |
|          |                         |   | <b>Total for Check Number 58185:</b> | 0.00        | 2,193.96     |
| 58186    | WAVEDIV<br>04425539     | WaveDivision Holdings, LLC<br>Fiber Lease-15728 Main St-To 3000 Rockefeller | 01/31/2018                           |             | 657.78       |
|          |                         |   | <b>Total for Check Number 58186:</b> | 0.00        | 657.78       |
| 58187    | ZAC&THOM<br>1400        | Zachor & Thomas, Inc., P.S.<br>Monthly Prosecution Legal Retainer-Jan       | 01/31/2018                           |             | 9,053.47     |
|          |                         |   | <b>Total for Check Number 58187:</b> | 0.00        | 9,053.47     |
|          |                         |   | <b>Total for 1/31/2018:</b>          | 0.00        | 82,951.56    |
|          |                         |   | <b>Report Total (184 checks):</b>    | 2,210.00    | 839,583.48   |


ACH Cash Pro Online  
City of Mill Creek

Report Date: 01/18/2018  
Report Time: 03:38:29 PM

Batch Summary Report by ID Number

|                   |                              |                 |            |
|-------------------|------------------------------|-----------------|------------|
| Company Name:     | City of Mill 01              | Effective Date: | 01/19/2018 |
| ACH ID:           | 2911225895                   | Batch Sequence: | 1          |
| Application Name: | CCD Payments and Collections | Database Name:  | 76         |
| Batch Status:     | Released                     | Created By:     | SANKOTTKE  |
| Released By:      | SANKOTTKE                    |                 |            |

| <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> |
|-------------------|-----------------|------------------------------|------------|-----------------------------|------------------|------------------|----------------|
| 76 FLEET WEX BANK | 0201-00-1059153 | \$4,494.27                   | C          | 071000288                   | 4539508          | C                |                |
|                   |                 | <u>Total Amount in Batch</u> |            | <u>Total Count in Batch</u> |                  |                  |                |
|                   | Debits          | \$0.00                       |            |                             |                  | 0                |                |
|                   | Credits         | \$4,494.27                   |            |                             |                  | 1                |                |
|                   | Prenotes        | \$0.00                       |            |                             |                  | 0                |                |
|                   |                 | <u>Grand Total Amount</u>    |            | <u>Grand Total Count</u>    |                  |                  |                |
|                   | Debits          | \$0.00                       |            |                             |                  | 0                |                |
|                   | Credits         | \$4,494.27                   |            |                             |                  | 1                |                |
|                   | Prenotes        | \$0.00                       |            |                             |                  | 0                |                |

|   |   |
|---|---|
|  <b>Electronic Filing – Washington State</b> | E-file Time: 1:20 PM <a href="#">help ?</a> |
| My Account Home Account(s) Account Activity List Server Suggestions Logout  |   |

CITY OF MILL CREEK 600-598-011

Confirmation

|                            |                      |
|----------------------------|----------------------|
| Confirmation Number        | 22584253             |
| Tax Registration Number    | 600598011            |
| Reporting Period           | 12/2017              |
| Payment Type               | EFT Debit            |
| Date and Time Submitted    | 1/25/2018 1:20:11 PM |
| Date of Transfer           | 01/26/2018 ✓         |
| Payment Amount             | 5,205.43 ✓           |
| Person Completing Return   | Sandy Kottke         |
| Person Authorizing Payment | Sandy Kottke         |

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

|  |                                    |
|--|------------------------------------|
| <a href="#">Return to Account List</a> | <a href="#">Print Confirmation</a> |
| <a href="#">View Printable Return</a>  |                                    |

Confirmation

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

**Payment Details Report**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 01/31/2018 1:01:56 PM CST

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 181VC5806HSP2722

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

**Debit Account Information**

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

**Beneficiary Details**

**Beneficiary Name:** Washington State Depart. of Revenue  
**Beneficiary Address:** PO Box 47464  
**Beneficiary City:** Olympia  
**Beneficiary Postal Code:** 98504  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** 153910882254  
**Beneficiary Bank ID:** 123000848  
U.S. BANK NATIONAL ASSOCIATION  
321 SW 6TH AVE  
PORTLAND  
US - United States of America  
**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 4,601.01

**Value Date:** 01/31/2018

**Optional Information**

**Sender's Reference Number:** Leasehold Excise

**Beneficiary Information:** Leasehold Excise Tax  
503-000-685  
Q4 2017 City of Mill Creek

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke  
**Approved:** sankottke  
**Initial Confirmation:** WTX:2018013100390023  
**Confirmation #:** FEDR:20180131B6B7HU1R015118

**Input Time:** 01/31/2018 12:58:18 PM CST  
**Time:** 01/31/2018 1:01:31 PM CST



Date: February 13, 2018

| Payroll Check Batches |                                   |                     |
|-----------------------|-----------------------------------|---------------------|
| Dated                 | Check Numbers                     | Amount              |
| 01/25/2018            | ACH Automatic Deposit Checks      | \$155,197.53        |
| 01/25/2018            | ACH Wire- FWT & Medicare Taxes    | \$25,955.31         |
| 01/25/2018            | ACH Wire MEBT- Wilmington Trust   | \$29,675.40         |
| 01/25/2018            | ACH Wire- ICMA RC- Def. Comp      | \$1,076.51          |
| 01/25/2018            | ACH Wire- BAC- Flex Spending Acct | \$1,007.05          |
| 02/05/2018            | ACH Wire- Assoc. of WA Cities     | \$85,022.14         |
| <b>Total</b>          |                                   | <b>\$297,933.94</b> |

| Voided Checks |             |
|---------------|-------------|
| Numbers       | Explanation |
|               |             |

CLAIMS APPROVAL

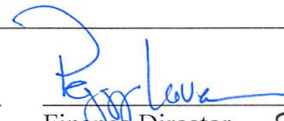
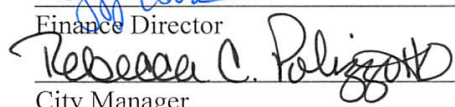
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$297,933.94.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

  
\_\_\_\_\_  
Finance Director  
  
\_\_\_\_\_  
City Manager

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West      Status:Cycle Complete  
 Week#:4      Pay Date:01/25/2018      P/E Date:01/15/2018  
 Qtr/Year:1/2018      Run Time/Date:17:26:10 PM EST 01/23/2018

|  |   |  |                        |  |
|--|---|--|------------------------|--|
| <b>Taxes Debited</b>   | Federal Income Tax                            | 19,628.03  |                        |  |
|  | Earned Income Credit Advances                 | 0.00   |                        |  |
|  | Social Security - EE                          | (4.28)   |                        |  |
|  | Social Security - ER                          | (4.28)   |                        |  |
|  | Social Security Adj - EE                      | 0.00   |                        |  |
|  | Medicare - EE                                 | 3,167.89   |                        |  |
|  | Medicare - ER                                 | 3,167.95   |                        |  |
|  | 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   |                        |  |
|  |   | <b>Total Taxes Debited</b>                       | <b>25,955.31</b>       |  |
|  | <b>Other Transfers</b>                        | ADP Check Acct. No.000060104700Tran/ABA125000024 | 230.87                 |  |
| Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024 |   | 155,197.53                                       |                        |  |
|  | <b>Total Amount Debited From Your Account</b> |  | <b>181,383.71</b>      |  |
| <b>Bank Debits &amp; Other Liability</b>                           | Adjustments/Prepay/Voids                      | 0.00   |                        |  |
| <b>Taxes- Your Responsibility</b>                                  | None this payroll                             |  |                        |  |
|  |   |  | <b>Total Liability</b> |  |
|  |   |  | <b>181,383.71</b>      |  |



**Payment Approval Confirmation**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 01/25/2018 2:45:48 PM CST

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 181PE4214L2A0B98

**Template Name:** WILTRUST  
**Template Code:** WILTRUST

**Debit Account Information**

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

**Beneficiary Details**

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

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

**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 29,675.40

**Value Date:** 01/25/2018

**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:2018012500380116  
**Confirmation #:** FEDR:20180125B6B7HU2R011798

**Input Time:** 01/25/2018 2:42:25 PM CST  
**Time:** 01/25/2018 2:45:33 PM CST

**Payment Approval Confirmation**



Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 01/25/2018 2:45:48 PM CST

**Domestic High Value (Wire)**

Payment Category: Urgent/Wire

Status: Confirmed by Bank  
Transaction Number: 181PE4106GHB2876

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: 1,076.51

Value Date: 01/25/2018

**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:2018012500380117  
Confirmation #: FEDR:20180125B6B7HU2R011796

Input Time: 01/25/2018 2:41:21 PM CST  
Time: 01/25/2018 2:45:33 PM CST

**ACH Cash Pro Online**  
**City of Mill Creek**

**Report Date: 01/25/2018**  
**Report Time: 02:40:09 PM**

**Batch Summary Report by ID Number**

|                          |                                     |                        |                   |
|--------------------------|-------------------------------------|------------------------|-------------------|
| <b>Company Name:</b>     | <b>City of Mill 01</b>              | <b>Effective Date:</b> | <b>01/26/2018</b> |
| <b>ACH ID:</b>           | <b>2911225895</b>                   | <b>Batch Sequence:</b> | <b>1</b>          |
| <b>Application Name:</b> | <b>CCD Payments and Collections</b> | <b>Database Name:</b>  | <b>BAC</b>        |
| <b>Batch Status:</b>     | <b>Released</b>                     | <b>Created By:</b>     | <b>SANKOTTKE</b>  |
| <b>Released By:</b>      | <b>SANKOTTKE</b>                    |                        |                   |

| <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<br>C | \$1,007.05    | C          | 125108366      | 310005566        | C                |                |

Total Amount in Batch

Total Count in Batch

|          |            |   |
|----------|------------|---|
| Debits   | \$0.00     | 0 |
| Credits  | \$1,007.05 | 1 |
| Prenotes | \$0.00     | 0 |

Grand Total Amount

Grand Total Count

|          |            |   |
|----------|------------|---|
| Debits   | \$0.00     | 0 |
| Credits  | \$1,007.05 | 1 |
| Prenotes | \$0.00     | 0 |

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

**ACCOUNT SUMMARY** - contains all changes to this account as of 02/05/2018 03:18:30 PM

**FUND: 100**

**ACCOUNT NUMBER: 186 L**

BILL MONTH: 02/2018  
COVERAGE MONTH: 02/2018  
PAYMENT DUE BY: **02/10/2018**  
CURRENT BILLING AMOUNT: \$82,979.23  
PRIOR OVERAGE OR SHORTAGE: \$0.00  
ADJUSTMENTS: \$2,042.91  
TOTAL AMOUNT DUE: **\$85,022.14**

100 186 L 022018 0

| Fund | Account Number | Bill Month | Amount Paid         |
|------|----------------|------------|---------------------|
| 100  | 186 L          | 02/2018    | \$ <u>85,022.14</u> |

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

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

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



**MINUTES**

**City Council Regular Meeting**

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**6:00 PM - Tuesday, January 9, 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**

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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**

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**ROLL CALL**

---

Councilmembers Present:

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

Councilmembers Absent:

**AUDIENCE COMMUNICATION**

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- A.** Herbie Martin, a Mill Creek resident, addressed the Council seeking to verify the date of Sean Kelly's resignation.

Terry Ryan, Snohomish County Councilmember, announced there is \$100,000 in the County's budget for the Exploration Park project. Mr. Ryan stated he has enjoyed working with City Manager Rebecca Polizzotto and is excited about the direction the City is going. Mr. Ryan also gave a brief update on adaptive traffic signals and dedicated bus lanes that will affect Mill Creek residents.

**NEW BUSINESS**

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- B.** Planning Commission Appointment

Mayor Pro Tem Holtzclaw stated that he, Councilmember Bond and Planning Commission Chair Stan Eisner interviewed eight candidates for the vacant Planning Commission Appointment and recommend Brian Hyatt to fill the vacancy.

January 9, 2018 REGULAR COUNCIL MEETING MINUTES

**Mayor Pro Tem Holtzclaw made a motion to appoint Brian Hyatt to fill a mid-term vacancy on the Planning Commission, expiring in April 2019. Councilmember Bond seconded the motion. The motion passed unanimously.**

- C. Amendment to the Interlocal Agreement Between the City of Mill Creek and the City of Lynnwood for Jail Services

City Manager Rebecca Polizzotto reviewed cost increases and the anticipated impact of the increases on the City. City Manager Polizzotto stated that while the City has an ongoing need for a place to house prisoners, the fees will be reviewed in the new biennium.

**Councilmember Todd made a motion to authorize the City Manager to sign the amended Interlocal Agreement between the City of Mill Creek and the City of Lynnwood for jail services. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**STUDY SESSION**

---

- D. Update Mill Creek Municipal Code 12.12.165 - Smoking in Parks

City Manager Rebecca Polizzotto reviewed the current Mill Creek Municipal Code section regarding the prohibition of tobacco use in the Mill Creek Sports Park. City Manager Polizzotto stated that the City received a request from the Snohomish County Health District to revisit the code and prohibit tobacco use in all City parks as other cities in the county have done. Council engaged in discussion. City Manager Polizzotto will have City staff research practices of other Cities in Snohomish County and will bring additional information back to Council by Spring.

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

City Manager Rebecca Polizzotto stated that as the City matures, a formalized process governing the way in which the City handles public records requests is needed. The City Manager introduced City Attorney Scott Missall who gave an overview of the rules put forth in the policy and structure of the ordinance. The Council engaged in discussion. The City Manager will bring a final draft back to Council for adoption.

**CONSENT AGENDA**

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- F. Approval of Checks #57906 through #58003 and ACH Wire Transfers in the Amount of \$173,722.88  
*(Audit Committee: Councilmember Bond and Councilmember Cavaleri)*
- G. Payroll and Benefit ACH Payments in the Amount of \$491,285.04  
*(Audit Committee: Councilmember Bond and Councilmember Cavaleri)*
- H. City Council Meeting Minutes of December 12, 2017
- I. City Council Meeting Minutes of December 18, 2017

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

January 9, 2018 REGULAR COUNCIL MEETING MINUTES



**REPORTS**

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**J. Mayor/Council**

Mayor Pruitt reported that she will be attending the official Arena Sports grand opening celebration on January 25.

Councilmember Cavaleri reported that he attended the Parks & Recreation Board meeting on January 3.

Councilmember Todd reported that he will be attending the SCC meeting and annual elections on January 18. He encouraged Council attendance to hear guest speaker Sue Rahr, Criminal Justice Training Commission Executive Director.

Councilmember Todd reported that he will be attending an Everett Public Schools meeting later in the month focused on achievement results and upcoming bond issues. Councilmember Todd reminded Council to vote.

**K. City Manager**

- Proposed Council Appointment Process
- Council Planning Schedule

City Manager Polizzotto reviewed the [draft Mill Creek City Council Position #1 Application Packet](#). Council engaged in discussion. After agreed edits are made to the application packet, the City Manager will move forward with the recruitment process and update the Council Planning Schedule to reflect candidate interviews to be held February 6.

**AUDIENCE COMMUNICATION**

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**L.** Fred Fillbrook, a Mill Creek resident, stated he is happy that the Council did not approve the ordinance prohibiting tobacco use in all City parks because enforcement would be an issue.

Wil Nelson, a Mill Creek resident, stated that he does not believe the City has much of a problem with smoking in parks.

**RECESS TO EXECUTIVE SESSION**

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*(Confidential Session of the Council)*

**M.** The meeting recessed to executive session at 7:50 p.m. for up to 30 minutes to discuss potential litigation pursuant to RCW 42.30.110 (1)(i)

**RECONVENE TO REGULAR SESSION**

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**N.** The meeting reconvened to regular session at 8:10 p.m. No action was taken.

**ADJOURNMENT**

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With no objection, Mayor Pruitt adjourned the meeting at 8:10 p.m.

January 9, 2018 REGULAR COUNCIL MEETING MINUTES

\_\_\_\_\_  
Pam Pruitt, Mayor

\_\_\_\_\_  
Gina Pfister, Acting City Clerk

January 9, 2018 REGULAR COUNCIL MEETING MINUTES



## Washington State 2018 Proposed Legislation Summary & Impacts

Updated February 8, 2018

Important dates to note:

- Feb. 2: Was the deadline to advance policy bills for further consideration. Many bills of concern to cities failed to move forward, while several key ones continued to make progress.
- Feb. 14: Last day to consider (pass) bills in the house of origin
- March 2: Last day to consider (pass) opposite house bills
- March 8: Last day allowed for regular session under state constitution

| Capital Budget |   |   |  |
|----------------|---|---|--|
| Item #         | Legislation Summary   | Status  | Analysis and Recommendation  |
| 1              | <p><b>Capital Budget Update</b></p> <p>The capital budget (expected be voted on in July) will likely include a loan list for the first time since 2011.</p> | <p><b>A state capital budget was adopted by the Legislature on January 18 and signed by the Governor on January 19, 2018.</b></p> | <p>Passage of this budget means a Public Works Trust Fund loan list is funded. This is the first time since the 2011-13 biennium.</p> <p>As part of the budget, the Department of Commerce will grant \$36.6 million through a competitive process for community-based behavioral health services. \$29 million is provided for 10 community-based projects for a variety of behavioral health services including triage, detox, diversion crisis, and adolescent services.</p> <p>It appears that the list of RCO grants proposals was fully funded, including the work on Freedom Field.</p> |

| NEW IN 2018 |   |   |  |
|-------------|---|---|--|
| Item #      | Legislation Summary   | Status  | Analysis and Recommendation  |
| 2           | <p><a href="#">HB1800</a> and <a href="#">SB6002</a> (General Government)</p> <ul style="list-style-type: none"> <li>These bills could change whether city council elections take place citywide or are divided by voting district.</li> </ul>  | <p><b>HB1800</b> – Passed by executive action in the House Committee on State Government, Elections &amp; Information Technology. Referred to Rules on 1/19.</p> <p><b>SB6002</b> – The Senate has passed this bill. The Senate's bill is scheduled for executive session on 2/16 in the House Committee on State Government, Elections &amp; Information Technology.</p> | <p>If a Washington voter presently believes that, as a member of a protected class, they do not have an equal opportunity to elect members of their choice, there exists a federal Voting Rights Act. The federal law broadly prohibits any voting procedure that impairs equal opportunity to elect candidates from minority groups. The Washington State version of the bill would implement a state Voting Rights Act, creating an opportunity to challenge specific local governments' voting procedures in state court.</p> |
| 3           | <p><a href="#">HB1160</a> (Human Resources)</p> <ul style="list-style-type: none"> <li>Requires public disclosure for personal information where the subject of the information consents to disclosure.</li> <li>Exempts public employee and volunteer passport and visa numbers from public disclosure.</li> <li>Exempts information regarding the ongoing investigations of employment-related discrimination from public disclosure until the agency provides notice of the outcome of the investigation.</li> <li>Exempts trade secrets from public disclosure.</li> <li>Allows attorney's fees to any defendant who successfully defends against an injunction of the public disclosure of financial, commercial, or proprietary records.</li> </ul> | <p>Executive session scheduled, but no action was taken in the House Committee on State Government, Elections &amp; Information Technology on 1/12.</p>   | <p>AWC supports this bill.</p>   |

|   |   |   |  |
|---|---|---|--|
| 4 | <p><a href="#">HB1298</a> (Human Resources)</p> <ul style="list-style-type: none"> <li>Prohibits an employer from seeking a job applicant's criminal records until <i>after</i> the employer has determined that the applicant is otherwise qualified for the position;</li> <li>Prohibits an employer from advertising job openings in a way that excludes people with criminal records from applying (such as stating "no felons"); and</li> <li>Prohibits an employer from implementing a policy that would automatically or categorically exclude individuals with criminal records.</li> </ul> | Executive action taken in the House Committee on Labor & Workplace Standards, but did not pass. A second substitute bill passed on 2/7. | This would have a minor impact on city hiring processes. The bill also provides exemptions from the above requirements to employers for the following reasons: any employer hiring a person who will or may have unsupervised access to children or vulnerable persons; any employer who is expressly permitted or required under federal or state law to request an applicant's criminal records; a general or limited authority law enforcement agency; and any employer seeking to hire a non-employee volunteer. |
| 5 | <p><a href="#">HB2407</a> (Public Works)</p> <ul style="list-style-type: none"> <li>Requires reporting of the use of out-of-state materials for public works projects</li> </ul>  | Public hearing in the House Committee on Capital Budget was 1/12.   | AWC opposes this bill.   |
| 6 | <p><a href="#">HB2599</a> (Public Works &amp; Development Services)</p> <ul style="list-style-type: none"> <li>Authorizes local governments to collect reasonable fees from an applicant for a permit or other governmental approval to cover the cost of long-range planning.</li> </ul>   | A public hearing was held on 1/29 in the House Environment Committee.   | This could be a beneficial local option for cities looking for ways to help cover some of the costs of long-range planning. Typically those cost are covered though a city's general fund.   |
| 7 | <p><a href="#">HB2719</a> (Police)</p> <ul style="list-style-type: none"> <li>Changes the population requirement for cities from 20,000 to 30,000 for when they must establish a law enforcement officers' and firefighters' retirement system plan 1 disability board.</li> </ul>  | Passed by majority in the House Committee on Local Government on 2/1. Referred to Appropriations.                                       | This would delay the requirement for Mill Creek to establish such a board.   |
| 8 | <p><a href="#">HB2729</a> (Public Works &amp; Development Services)</p> <ul style="list-style-type: none"> <li>Requires cities to prepare a plan to address the phase-in of retrofitting streets with accessible on-street parking spaces for individuals with a physical disability.</li> <li>Plans would be due to the Dept. of Commerce by Dec. 30, 2020.</li> </ul>   | Scheduled for executive session in the House Committee on Local Govt on Jan. 25.  | AWC has significant concerns around the ability of cities to carry out the requirements of the bill in the time allocated and with no resources provided.  |

|           |  |   |   |
|-----------|--|---|---|
| <p>9</p>  | <p><a href="#">HB2789</a> (Public Works &amp; Development Services)</p> <ul style="list-style-type: none"> <li>• Makes modifications and additions to current annexation law that would create significant new barriers to using annexation methods that have been in place for decades. Creates new public hearing requirements by both the city and the county.</li> <li>• Requires annexation elections to occur only during general elections.</li> <li>• Increases signature threshold requirements for annexation petitions.</li> <li>• Prohibits cities from requiring utility service annexation covenants as a condition of extending utilities to a property.</li> </ul> | <p>A public hearing was held in the Local Govt committee on 1/24.</p>   | <p>AWC opposes. This bill would fundamentally alter annexation law in our state and make it much more difficult for cities to annex. This is despite the directives of the Growth Management Act that requires cities and counties to work together to identify urban growth areas that are intended to become parts of cities</p>  |
| <p>10</p> | <p><a href="#">SB5576</a> (Public Works &amp; Dev. Services)</p> <ul style="list-style-type: none"> <li>• Specifies that apprenticeship utilization requirements apply to each and every contractor and subcontractor on a public works project, and that labor hours are measured on a per-contractor basis.</li> <li>• It also stipulates that noncompliance with these requirements is one of the violations that count toward debarring a contractor from bidding on public works.</li> <li>• Requires the awarding agency, such as a city, to monitor compliance with apprenticeship utilization requirements.</li> </ul>   | <p>Passed by majority action in the Senate Committee on Transportation on 2/6. Passed to Rules Committee for second reading.</p>  | <p>Cities are concerned with the new requirements of apprenticeship utilization due to the fact there are times when there are not enough apprentices available. This new requirement could limit the contractors available for cities to use on a project. Cities are also concerned about the potential burden and liability associated with monitoring for compliance with these new requirements.</p> |
| <p>11</p> | <p><a href="#">SB6408</a> (Police)</p> <ul style="list-style-type: none"> <li>• Makes minimal changes to the current body worn camera statutes but does remove the sunset clauses which would ensure that these statutes continue to remain in law.</li> </ul>   | <p>Executive action was taken in the Law &amp; Justice committee on 2/1. Passed to Rules Committee for second reading on 2/2. Placed on second reading consent calendar on 2/6.</p> | <p>AWC supports this bill.</p>  |



| 12   | <p><a href="#">SB6499</a> (Community Development)</p> <ul style="list-style-type: none"> <li>Provides infrastructure financing for business ecosystem areas.</li> </ul>   | Public hearing was held on 1/25 in the Senate Committee on Economic Development & International Trade.   | AWC supports this bill.  |
|--|---|--|--|
| <b><u>BILLS RETAINED FROM THE 2017 SESSION</u></b> |   |  |  |
| Item #   | Legislation Summary   | Status   | Analysis and Recommendation  |
| 13   | <p><a href="#">HB1113</a> (Finance &amp; Admin)</p> <ul style="list-style-type: none"> <li>Gradually increases the amount of liquor profits distributed to cities and counties until reinstating the traditional percentage based sharing formula in state fiscal year 2025.</li> </ul> | Referred to appropriations on 1/8.   | AWC notes the importance of these funds that help support key public safety services. This gradually increases the local government's share of excess liquor revenues until the percentage-based method for distributions is restored. Under the proposal, cities and counties would receive \$49.4 million annually plus \$2.5 additional per year beginning in 2019 through 2024. In state fiscal year 2025, the bill would reinstate the traditional percentage based formula of 50/40/10. The proposal would require 60 percent of any liquor profits distributed to cities and counties in excess of \$49.4 million to be used for public safety. |
| 14   | <p><a href="#">HB1123</a> &amp; <a href="#">SB5251</a> (Comms &amp; Marketing)</p> <ul style="list-style-type: none"> <li>Would create an industry-led Tourism Marketing Authority and provide performance-based industry funding mechanisms without additional taxes.</li> </ul>       | Because the tourism bill is considered "necessary to implement the budget", it will remain alive until the state budget is passed. HB1123 was reintroduced and retained status in House Committee on Appropriations. | The bill takes 0.1 percent of general sales taxes collected on retail sales of lodging, restaurants and rental cars for its Statewide Tourism Marketing Account. Deposits will be limited to \$5 million per biennium and are subject to private matching funds prior to expenditure. Cities support finding a dedicated source to promote tourism but   |

|    |  |  |  |
|----|--|--|--|
|    |  | SB 5251 was passed by executive action on 2/6 in the Senate Ways & Means Committee, and is passed to Rules for second reading. | AWC has concerns with the source of funding in this bill as currently written. The sales tax on rental cars is deposited into the multi-modal account, which funds a number of transportation related projects and programs that cities benefit from including grants for bicycle and pedestrian projects, safe routes to schools and support for transit. AWC is working with the sponsors of this legislation to find a funding source for a much-needed Tourism Authority that does not divert funds away from important local transportation needs |
| 15 | <a href="#">HB1655</a> (Police) <ul style="list-style-type: none"> <li>Seeks to expand presumptive occupational disease for police and fire personnel.</li> <li>Expands occupational disease coverage to posttraumatic stress disorder.</li> </ul>                     | Referred to Labor & Commerce on 1/22.  | AWC opposes expansion of occupational disease due to the potential for increased costs and the lack of scientific evidence tying these diseases to the occupation. <b>AWC would like to stop this bill.</b>  |
| 16 | <a href="#">HB1752</a> (Finance & Admin) <ul style="list-style-type: none"> <li>Would require governments who dispose of surplus property at fair market value to transfer 20 percent of the proceeds to the state for deposit into the Housing Trust Fund.</li> </ul> | Referred to Community Development, Housing & Tribal Affairs on 1/8.  | While cities are strong supporters of affordable housing, this proposal has met with significant concern and opposition from AWC over the years.   |
| 17 | <a href="#">HB1764</a> (Finance & Admin) <ul style="list-style-type: none"> <li>Replaces the one percent cap on annual property tax increases with a limit tied to cost drivers.</li> </ul>  | Referred to Finance on 1/8.  | This is priority legislation for AWC.  |

|    |  |   |   |
|----|--|---|---|
| 18 | <p><a href="#">HB1797</a> (Finance &amp; Admin)</p> <ul style="list-style-type: none"> <li>• Provides cities limited sales tax remittance for qualifying investments,</li> <li>• Provides cities and counties authority to use real estate excise taxes to support affordable housing.</li> <li>• Provides cities and counties with councilmanic authority to impose affordable housing sales tax.</li> </ul>  | Placed on second reading by Rules Committee on 1/16.  | AWC supports this.  |
| 19 | <p><a href="#">HB2006</a> (Finance &amp; Admin)</p> <ul style="list-style-type: none"> <li>• Removes non-supplant language from city and county criminal justice account distributions and the mental health sales tax. Currently, every city receives a portion of more than \$35M per biennium in criminal justice assistance.</li> </ul>  | Executive action taken in the House Committee on Appropriations on 1/24. Referred to Rules 2. | AWC supports this.  |
| 20 | <p><a href="#">SB5033</a> (Public Works)</p> <ul style="list-style-type: none"> <li>• This bill focuses more resources on cities under 50,000 in population.</li> <li>• Removes the requirement that the legislature approve the list of loans recommended by the Public Works board.</li> <li>• Institutes an interagency LEAN process to recommend improvements to all state infrastructure funding programs.</li> <li>• Includes a two-year extension of the tax revenue diversions that have been in place for several years.</li> </ul> | By resolution, reintroduced and retained in present status as of 4/24/17; no further status.  | AWC supports the House proposed version of this bill. Asking cities to contact their senators and encourage them to concur on the House passed version. |
| 21 | <p><a href="#">SB5445</a> (Community &amp; Econ Develop.)</p> <ul style="list-style-type: none"> <li>• Prohibits the use of eminent domain for economic development.</li> </ul>  | By resolution, reintroduced on 1/8 and retained in present status.                            | <b>AWC does not support this bill.</b>  |

|           |  |   |  |
|-----------|--|---|--|
| <p>22</p> | <p><a href="#">SB5545</a> (Finance &amp; Admin)</p> <ul style="list-style-type: none"> <li>• Would amend the Open Public Meetings Act by removing the exemption provided for collective bargaining sessions related to contract negotiations with unions.</li> <li>• Would add language requiring that contract negotiations be open to the public but does not require public comment.</li> <li>• Would allow public employers to provide a video of the negotiations to the public within twenty-four hours instead of firsthand observation by the public.</li> </ul> | <p>By resolution, reintroduced on 1/8 and retained in present status.</p> | <p>AWC has opposed previous proposals that open bargaining sessions. Recently, two counties and a school district in our state have opted to open their bargaining sessions to the public.</p>   |
| <p>23</p> | <p><a href="#">SB5711</a> (Finance &amp; Admin)</p> <ul style="list-style-type: none"> <li>• Pre-empts local government regulation of small cell 5G telecommunication facilities and exempts them from land use review.</li> </ul>   | <p>Referred to Energy, Environment &amp; Technology on 1/8.</p>           | <p><b>Sponsored by Sen. Hobbs.</b> For cities, there are two areas of particular concern: language that would preempt city authority to manage Rights-of-Way and city-owned infrastructure, and authority over municipal utility pole attachment policies. AWC and cities are refining language that would require cities above 5,000 population to adopt a small cell facility ordinance establishing a process for deployment of this infrastructure. This would give each individual city more flexibility to adopt an ordinance that would fit their own needs. It seems clear that this new technology is going to be deployed in urban areas during the next several years; therefore, cities can begin planning now to be ready for it.</p> |

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| <p>24</p> | <p><a href="#">SB5827</a> (Comms &amp; Marketing)</p> <ul style="list-style-type: none"> <li>• Would <i>create a new</i> definition of tourist under the lodging tax statute, <i>which would have the effect of restricting</i> expenditures of lodging tax for tourism promotion, events, and tourism-related facilities.</li> <li>• The definition of tourist would be limited to those who stay in overnight accommodations, have traveled more than 50 miles, or have traveled from a different state or country.</li> <li>• Prohibits any lodging tax recipient who fails to submit the required report on tourist activities as ineligible to receive additional distributions until the report is submitted.</li> </ul> | <p>By resolution, reintroduced and retained in present status.</p>        | <p>AWC testified in opposition to this bill because it breaks the compromise reached on lodging tax authority in legislation passed several years ago, including greater authority for the lodging tax advisory committee, additional reporting processes, and limits on city legislative authority on using this local revenue tool. Sufficient processes are <i>already</i> in place to ensure that lodging taxes are used in the best ways to meet community needs. <b>AWC wants to stop this bill.</b></p> |
| <p>25</p> | <p><a href="#">SB5896</a> (Finance &amp; Admin)</p> <ul style="list-style-type: none"> <li>• Would reduce state and local government liability in numerous ways.</li> <li>• Caps non-economic damages at \$1.5 million per claimant, change when interest starts to accrue, and cap attorney fees at 33 percent of an award.</li> </ul>  | <p>By resolution, reintroduced on 1/8 and retained in present status.</p> | <p>Senate budget does include fiscal impacts that the bill would create, so the bill will most likely continue to be relevant.</p>   |



**MINUTES**  
AFSCME Labor Management Monthly Meeting

*Thursday, January 4, 2018, 9:00 a.m.*  
*Executive Conference Room, City Hall South*

**ATTENDANCE**

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AFSCME

Matt Miller  
Kim Mason-Hatt  
Jodie Gunderson

MANAGEMENT

Rebecca Polizzotto

NOTE TAKER

Betsie Devenny

ABSENT

Chris Risen

**OLD BUSINESS**

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None

**NEW BUSINESS**

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No agenda items were set prior to the meeting.

1. The City Manager advised the Union that all job descriptions, other than the Police Guild descriptions, are now on the City website.
2. In Human Resources news, the City Manager informed the Union that the City has hired a Human Resources/Labor Relations Specialist. Charlie Miller will start on Tuesday, January 23. She comes to us with five years of HR experience, as well as some private sector labor relations experience. In addition, the new Deputy Chief, Scott Eastman, started on Tuesday, January 2.
3. The City Manager will be working with the City attorney and setting up work sessions with the City Council regarding implementation of a City-wide policy regarding the City's compliance with the Public Records Act. There will be department-by-department training on the new policy once finalized.
4. The City Manager asked the Union about the new Director of Public Works & Development Services, and how things were working out. Union members stated that day-to-day work is pretty similar. There is improved functionality and communication, and more accountability. There have not been any personnel issues.
5. With regard to the CPSM study, there are no immediate plans to make changes. The first order of business in the Police Department will be to work on updating policies.
6. At the February meeting, the Union and City Manager will review discipline issues in the past and how they were handled.

**ADJOURNMENT**


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The meeting adjourned at 9:20 a.m.



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Kim Mason-Hatt, President AFSCME



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Rebecca Polizzotto, City Manager





## **Mill Creek City Connection**

### **Overview**

The City of Mill Creek has produced a quarterly newsletter for many years. As Mill Creek residents experienced last week, the most current issue of the publication had a new look and was delivered directly to homes. Branded as *City Connection*, the quarterly publication is now a stand-alone mailing to put the City's news directly in the hands of its residents.

Previously, the City's newsletter was inserted into a quarterly magazine that was mailed out to all homes in Mill Creek. Due to its insertion in another publication, many people were unaware that the City of Mill Creek produced its own newsletter. Through this new approach, the City can deliver its content directly to residents rather than making them initiate connection with the City on the website or social media.

This approach follows industry trends. The Content Marketing Institute notes that print magazines are making a resurgence as marketers need to find ways to "cut through the digital clutter." With 49% of Mill Creek's population over the age of 40, traditional forms of information sharing still hold up. Research from *Chief Marketing Officer* magazine shows that the average reader of a branded magazine will spend up to 20 to 25 minutes with it. In its report, the magazine notes: "On the Web, you're hoping for two minutes, maybe. So if you're looking for engagement, a custom magazine can get you 25 minutes."

### **Options Considered**

As part of the Communications and Marketing department's ongoing program review, an analysis was conducted of several different news-sharing mechanisms, including maintaining the status quo, migrating to an online newsletter, developing a folded newsletter mailer, or developing a stand-alone publication. Staff reached out to other municipalities and public entities to determine their approaches and ascertain the pros and cons.

Based on the analysis, the City made the decision to produce a stand-alone glossy publication that would be direct-mailed quarterly to Mill Creek homes and businesses. All content would be created by the City. Design, production and printing would be handled by the contractor with full oversight by the City. The publisher sells ads to offset the cost of production. The business model for this approach provides for 50-50 profit sharing. Though initially advertising sales may be lower than the cost of production (which is normal for a new publication), the publisher's experience is that ads increase and the profit-sharing begins about the fifth issue. The pro forma shows that by the end of year two, the annual total cost for the publication will be less than a tenth of the cost with the previous approach. If at any time the ad revenue is not sufficient to cover production, the City has the option to not move forward with an issue.

Research in nearby communities with such news publications revealed that 87% of residents go to the city magazine exclusively for city news.

**Pros and Cons**

In making its decision, the City reviewed pros and cons of this approach.

Pros:

- The City retains full control of the design.
- The City can change the template as desired.
- The publication aligns with our branding.
- News can be printed on City-chosen schedule.
- The City selects the number of pages (in increments of four).
- The ad sales structure is meant to support local economic development.
- The City can develop content in such a way that it could have tourism or economic development pull-out sections.
- A flip book of the current issue is linked from the City’s website.
- The City will eliminate complaints from local media who believe the City is supporting their competitors.

Cons:

- Cost is initially more than the City’s previous approach. However, this provides a profit-sharing opportunity driven by advertising sales.
- We could impair a relationship with the editor of *Mill Creek Living*, who would lose income. However, the City continues to support that magazine by providing news content and inserting the semi-annual Recreation Guide.

Other regional municipalities using this same approach include:

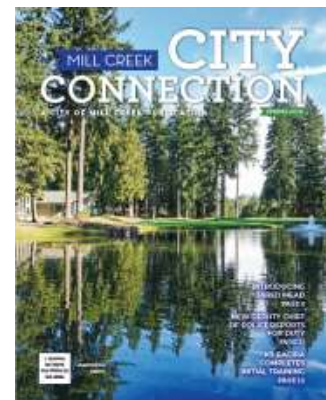
- |            |   |
|------------|---|
| • Auburn   | • Normandy Park                         |
| • Burien   | • Port Susan (Stanwood / Camano Island) |
| • Edgewood | • Sedro Woolley                         |
| • Lakewood | • Snohomish                             |
| • Lynnwood |   |
| • Monroe   |   |

**Initial Results**

The first issue of *City Connection* hit mailboxes starting Jan. 27. The publication also is linked from the City’s website at [www.cityofmillcreek.com/cityconnection](http://www.cityofmillcreek.com/cityconnection).

Feedback, both via social media and in person, has been largely positive and included requests to provide editorial content. One reader noted: “I thoroughly enjoyed the new ‘Mill Creek City Connection’ and hats off to the powers that be for putting forth this publication.” Advertisers have requested additional copies to share with visitors from outside of Mill Creek.

Advertising revenue was higher than expected for the first issue, and the advertising representative is optimistic that sales will continue to grow.





**Mill Creek Events for 2018**

**Event Overview**

The Communications and Marketing team currently is planning and executing 17 City-produced events for 2018 spanning nine months. The team is responsible for all logistics, marketing and staffing. A majority of the City-produced events for 2018 are perennial and continue to draw both residents and visitors. This year, the Children’s Summer Concerts are being transitioned to a Party in the Parks concept to encourage more community engagement in the City’s parks.

The Communications and Marketing department also provides support for 30 other community events in Mill Creek. The work includes processing special event permits, helping obtain sponsorships and donations, providing marketing assistance, providing volunteers, and more. In some instances, such as the Mill Creek Festival or school events, the City also participates in the events to share information about the City.

The Police department and the Public Works and Development Services department also are hands-on for a significant number of these events. With the number of staff engaged in the events, it is helpful for the City to plan the full scope of events in advance to ensure it is proactive, not reactive, in executing event-related work. As staff plan for the year ahead, they also are looking at where the City can gain efficiencies in its work and how it can improve on past events to strengthen its tourism draw and enhance collaboration with local businesses and organizations.

| <b>City of Mill Creek<br/>2018 Community Events Calendar</b> |                      |                         |                            |
|--|----------------------|-------------------------|----------------------------|
| <b>February</b>  | <b>Date</b>          | <b>Time</b>             | <b>Location</b>            |
| Mill Creek Elementary School Heath Fair                      | Thursday, February 8 | 5:00 p.m. - 7:30 p.m.   | Mill Creek Elementary      |
| <b>March</b>   | <b>Date</b>          | <b>Time</b>             | <b>Location</b>            |
| Flashlight Egg Hunt  | Friday, March 23     | 6:00 p.m. - 7:00 p.m.   | Heatherwood M.S. Gym       |
| Eggstravaganza   | Saturday, March 31   | 10:30 a.m. - 12:00 p.m. | Heatherwood M.S. Field     |
| <b>May</b>   | <b>Date</b>          | <b>Time</b>             | <b>Location</b>            |
| Mill Creek Garage Sale                                       | Saturday, May 5      | 8:00 a.m.               | Mill Creek Neighborhoods   |
| Town Center Wine Walk  | Saturday, May 12     | 5:00 p.m. - 8:00 p.m.   | Main Street in Town Center |
| Day of Hope  | Saturday, May 19     | 8:00 a.m. - 12:00 p.m.  | TBD                        |

|   |                         |                        |                             |
|---|-------------------------|------------------------|-----------------------------|
| Memorial Day Commemorative Ceremony         | Monday, May 28          | 9:00 a.m.              | Library Park                |
| Memorial Day Parade                         | Monday, May 28          | 11:00 a.m.             | Main Street in Town Center  |
| <b>June</b>                                 | <b>Date</b>             | <b>Time</b>            | <b>Location</b>             |
| Japanese Flower Arranging Exhibition & Show | Sunday, June 3          | 11:00 a.m. - 4:00 p.m. | Large Community Room        |
| Art Walk                                    | Thursday, June 14       | 5:00 p.m. - 8:00 p.m.  | Main Street in Town Center  |
| Party in the Park (Tentative)               | Tuesday, June 19        | TBD                    | TBD                         |
| Run of the Mill                             | Saturday, June 30       | 9:00 a.m. - 10:45 a.m. | Main Street in Town Center  |
| Mill Creek Garden Tour                      | Saturday, June 23       | 11:00 a.m. - 4:00 p.m. | Mill Creek Homes            |
| Pianos on Main                              | Last week June, 25 - 29 |                        | Town Center                 |
| <b>July</b>                                 | <b>Date</b>             | <b>Time</b>            | <b>Location</b>             |
| Town Center Concert                         | Wednesday, July 11      | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Art Walk                                    | Thursday, July 12       | 5:00 p.m. - 8:00 p.m.  | Main Street in Town Center  |
| Mill Creek Festival                         | Saturday, July 14       | 11:00 a.m. - 6:00 p.m. | Mill Creek Blvd             |
| Mill Creek Festival                         | Sunday, July 15         | 11:00 a.m. - 5:00 p.m. | Mill Creek Blvd             |
| 3-on-3 Basketball Tournament                | Saturday, July 14       | 12:00 p.m.             | City Hall North Parking Lot |
| 3-on-3 Basketball Tournament                | Sunday, July 15         | 12:00 p.m.             | City Hall North Parking Lot |
| Party in the Park (Tentative)               | Tuesday, July 17        | TBD                    | TBD                         |
| Town Center Concert                         | Wednesday, July 18      | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Town Center Concert                         | Wednesday, July 25      | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| <b>August</b>                               | <b>Date</b>             | <b>Time</b>            | <b>Location</b>             |
| Town Center Concert                         | Wednesday, August 1     | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Town Center Kid Fest                        | Saturday, August 4      | 1:00 p.m. - 4:00 p.m.  | Main Street in Town Center  |
| National Night Out                          | Tuesday, August 7       | 5:30 p.m. - 8:30 p.m.  | TBD                         |

|                                     |                         |                        |                             |
|-------------------------------------|-------------------------|------------------------|-----------------------------|
| Town Center Concert                 | Wednesday, August 8     | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Art Walk                            | Thursday, August 9      | 5:00 p.m. - 8:00 p.m.  | Main Street in Town Center  |
| Town Center Concert                 | Wednesday, August 15    | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Party in the Park<br>(Tentative)    | Tuesday, August 21      | TBD                    | TBD                         |
| Town Center Concert                 | Wednesday, August 22    | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Town Center Concert                 | Wednesday, August 29    | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| <b>September</b>                    | <b>Date</b>             | <b>Time</b>            | <b>Location</b>             |
| Town Center Concert                 | Wednesday, September 5  | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Run With Heart                      | Saturday, September 8   | 7:30 a.m. - 11:00 a.m. | McCullum Park               |
| Town Center Concert                 | Wednesday, September 12 | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Town Center Concert                 | Wednesday, September 19 | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Town Center Wine/Beer Walk          | Thursday, September 20  | 5:00 p.m. - 8:00 p.m.  | Main Street in Town Center  |
| Town Center Concert                 | Wednesday, September 26 | 6:00 p.m. - 8:00 p.m.  | The Forum in Town Center    |
| Town Center Wine/Beer Walk          | Saturday, September 29  | 5:00 p.m. - 8:00 p.m.  | Main Street in Town Center  |
| <b>October</b>                      | <b>Date</b>             | <b>Time</b>            | <b>Location</b>             |
| Mill Creek Garage Sale              | Saturday, October 6     | 8:00 a.m.              | Mill Creek Neighborhoods    |
| ESD High School & Beyond Night      | Wednesday, October 10   | 5:30 p.m. - 8:30 p.m.  | Jackson High School         |
| Teen Halloween Event                | Friday, October 26      | 7:00 p.m. - 9:00 p.m.  | Mill Creek Library          |
| Treats on Main Street               | Wednesday, October 31   | 4:30 p.m. - 6:30 p.m.  | Main Street in Town Center  |
| Trunk or Treat                      | Wednesday, October 31   | 6:30 p.m. - 8:00 p.m.  | City Hall North Parking Lot |
| <b>November</b>                     | <b>Date</b>             | <b>Time</b>            | <b>Location</b>             |
| Veterans Day Commemorative Ceremony | Saturday, November 10   | 9:00 a.m.              | Library Park                |

|                        |   |             |                             |
|------------------------|---|-------------|-----------------------------|
| Veterans Day Parade    | Saturday, November 10                     | 11:00 a.m.  | Main Street in Town Center  |
| Mukilteo Turkey Shoot  | Friday, November 16 - Sunday, November 18 | TBD         | Mill Creek Sports Park      |
| <b>December</b>        | <b>Date</b>                               | <b>Time</b> | <b>Location</b>             |
| Santa Parade           | Saturday, December 1                      | 2:30 p.m.   | Main Street in Town Center  |
| Tree Lighting Ceremony | Saturday, December 1                      | 4:00 p.m.   | City Hall South Parking Lot |
| Ginger Bread House     | Sunday, December 2                        | TBD         | Central Market              |

| <b>FEBRUARY</b> |     |         |     |     |     |     |
|-----------------|-----|---------|-----|-----|-----|-----|
| Sun             | Mon | Tue     | Wed | Thu | Fri | Sat |
|                 |     |         |     | 1   | 2   | 3   |
| 4               | 5   | 6       | 7   | 8   | 9   | 10  |
|                 |     | Council |     |     |     |     |
| 11              | 12  | 13      | 14  | 15  | 16  | 17  |
|                 |     | Council |     |     |     |     |
| 18              | 19  | 20      | 21  | 22  | 23  | 24  |
| 25              | 26  | 27      | 28  |     |     |     |
|                 |     | Council |     |     |     |     |

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

| <b>APRIL</b> |     |         |     |     |     |     |
|--------------|-----|---------|-----|-----|-----|-----|
| 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  |         |     |     |     |     |

**Tentative Council Meeting Agendas**  
**Subject to change without notice**

*Last updated: February 9, 2018*

**February 27, 2018**

*(Agenda Summary due February 13)*

- Employee Milestone Presentation
- AWC Scholarship Nominee Selection
- Work Session: Long Term Planning
  - Fiscal Responsibility
  - Community Preservation
  - Civic Pride
- Work Session: Public Records Act Policy
- Mill Creek Police Officers Guild Collective Bargaining Agreement 2018-2020
- Update: 35<sup>th</sup> Avenue Project
  - Construction Mgmt Contract
  - Cost Estimates Schedule
- Stormwater CIP Contract
- Reports
  - Quarterly Financial Report
  - Website Implementation Update

**March 6, 2018**

*(Agenda Summary due February 20)*

- Work Session: Long Term Planning
  - Customer Service
  - Recreational Opportunities
  - Public Safety
- Update - Exploration Park Project
  - Construction Mgmt Contract
  - Cost Estimates
  - Schedule
- Presentation:
  - EGUV Development Agreement
  - Sweetwater Ranch Stormwater Capital Project
- Reports
  - Budget Calendar

**March 13, 2018**

*(Agenda Summary due February 27)*

- Work Session: Long Term Planning
  - Economic Prosperity
  - Leadership
  - Long Term Planning
- Work Session:
  - CIP Financial Policies
- Reports:
  - Labor/Management Minutes



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

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

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

**March 27, 2018**

*(Agenda Summary due March 13)*

- Work Session:
  - Code Revision - Repeal of Board of Appeals/Adjustment
  - Administrative approval of long plats
  - Budget: Financial Policies

**April 3, 2018**

- Senior Center Contract Renewal - 2018

**April 10, 2018**

*(Agenda Summary due March 27)*

- WRIA 8 ILA
- 35<sup>th</sup> Construction Project
  - Bid Award
  - Communications Plan
- Reports
  - Labor Management Minutes

**April 24, 2018**

*(Agenda Summary due April 10)*

- Exploration Park
  - Bid Award
  - Communications Plan
- Reports
  - Quarterly Financial Report

**May 1, 2018**

*(Agenda Summary due April 17)*

- Presentation: Sports Tourism Feasibility Study
- Reports
  - Memorial Day Update

**May 22, 2018**

- Long term planning impacts from Paine Field commercial flights. Work Session:
  - CIP Financial Policies

**Work in Progress – Upcoming Agenda Items**

- Personnel Policies and Procedures
- Freedom Field Grant Contract
- Freedom Field Construction Contract

**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
- 128<sup>th</sup> 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