

# 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.** 2018-831

**Next Resolution No.** 2018-574

**July 10, 2018  
City Council Meeting  
6:00 PM**

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

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

## **NEW BUSINESS**

- B. 2018 Landscape Maintenance Services Contract Award  
(*Bob Stowe, Interim City Manager*)
- C. Ordinance Adopting a Complete Streets Policy for the City of Mill Creek and Adding a New Mill Creek Municipal Code Chapter 12.20  
(*Bob Stowe, Interim City Manager*)

## **CONSENT AGENDA**

- D. Approval of Checks #58726 through #58858 and ACH Wire Transfers in the Amount of \$1,678,483.01  
*(Audit Committee: Councilmember Bond and Councilmember Cavaleri)*
- E. Payroll and Benefit ACH Payments in the Amount of \$295,520.87  
*(Audit Committee: Councilmember Bond and Councilmember Cavaleri)*

**REPORTS**

- F. Mayor/Council
- G. City Manager
  - Council Planning Schedule
- H. Staff
  - Party in the Parks Update

**AUDIENCE COMMUNICATION**

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

**ADJOURNMENT**



Agenda Item # B  
 Meeting Date: July 10, 2017

**CITY COUNCIL AGENDA SUMMARY**  
 City of Mill Creek, Washington

**AGENDA ITEM: 2018 LANDSCAPE MAINTENANCE SERVICES CONTRACT AWARD**

**PROPOSED MOTION:**

Motion to authorize the Interim City Manager to execute a contract with Plantscapes Inc. for the 2018 Landscape Maintenance Services Contract in an amount not to exceed \$138,937.30.

**KEY FACTS AND INFORMATION SUMMARY:**

Per the terms of their contract, the City's current landscape maintenance contractor, Evergreen Landscape and Maintenance LLC, has declined to renew the contract executed with the City in 2017. The contract will expire July 31, 2018. As such, the City needs to hire a contractor to perform landscape maintenance services starting August 1, 2018.

The landscape services needed by the City consist of providing landscape maintenance services to ten (10) City park sites, City Hall South, City Hall North, the Mill Creek Library and landscaped medians located in the rights-of-way on various roadways within the City. Work also involves maintenance of some ponds and ditches located in the City.

The landscaping services provided include mowing with clipping collection, edging, shrub pruning, brush pruning, weeding, planting bed maintenance, tree maintenance, hard surface cleaning, litter removal, leaf removal, application of fertilizers, and groundcover pruning.

A Request for Proposals for the 2018 Landscape Maintenance Services was advertised in the Everett Herald on June 12 and June 19. Notice was also issued on the website of Builders Exchange of Washington via "Projects Posting." Only one proposal was received and opened on June 26, 2018, from Plantscapes Inc. in the amount of \$138,937.30.

Table 1. 2018 Landscape Maintenance Service Expenditures and Revenues

Category	2018 Proposed Amount	2017 Budgeted Amount	Cost Increase
Facilities	\$7,952.00	\$5,163.00	\$2,789.03
Parks	\$84,530.00	\$51,177.50	\$33,352.50
Medians	\$18,762.00	\$13,587.00	\$5,175.00
Ponds & Ditches	\$14,605.00	\$13,587.00	\$1,018.00
Subtotal	\$125,849.00	\$83,514.50	\$42,334.53
Sales Tax 10.4 %	\$13,088.30	\$8,685.50	\$4,402.77
<b>Total</b>	<b>\$138,937.30</b>	<b>\$92,200.00</b>	<b>\$46,737.30</b>

As shown on Table 1, the cost of the contract is \$46,737.30 over the 2017 budgeted amount. Several factors contribute to the higher cost including:

- Increased scope of work:
  - \* Mowing of three additional City Parks (Exploration Park, Silver Creek Crest and Cougar Park) accounts for approximately \$20,000 of the increased costs,
  - \* Addition of Evergreen Median/Island maintenance, and
  - \* Addition of ditch by Fire Station 76, and
  - \* Increased maintenance frequency of Pond 6 located south of City Hall (from once per month to twice per month).
- On the advice of the City Attorney, a Bid and Performance Bond was required for the first time with the 2018 request for proposals and this increases the cost to the contractor, which is passed on to the City.
- In all likelihood, Evergreen underbid the contract in 2017, which probably impacted their decision not to renew the contract.

Staff contacted references for Plantscapes, Inc., confirmed fulfillment of supplemental and mandatory bidder responsibility criteria and interviewed the contractor. All of the aforementioned came back positive. Plantscapes, Inc. previously provided landscape maintenance services to the City (2011 to 2017).

The 2018 Landscape Maintenance Services Contract (attached) is for one year with the option of renewing for two additional one-year terms should both parties agree.

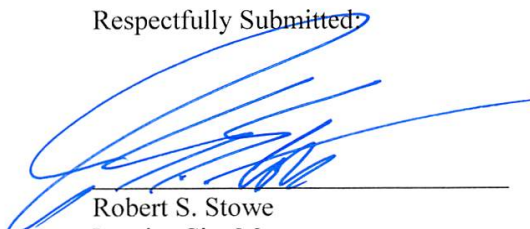
**CITY MANAGER RECOMMENDATION:**

Authorize the Interim City Manager to execute a contract with Plantscapes Inc. for the 2018 Landscape Maintenance in an amount not to exceed \$138,937.30.

**ATTACHMENTS:**

Attachment A: Contract 2018-\_\_\_\_\_ 2018 Landscape Maintenance Services

Respectfully Submitted



\_\_\_\_\_  
Robert S. Stowe  
Interim City Manager

**CITY OF MILL CREEK  
AGREEMENT FOR 2018 LANDSCAPE MAINTENANCE SERVICES  
Contract Number 2018- \_\_\_\_\_**

**1.0 PARTIES**

1.1 THIS AGREEMENT, dated this \_\_\_\_ day of July, 2018, is between the City of Mill Creek, 15728 Main Street, Mill Creek, Washington 98012, (hereinafter referred to as "City"), and Plantscapes, Inc., (hereinafter referred to as "Contractor").

**2.0 RECITALS**

2.1 The City desires to contract with the Contractor for the performance of 2018 Landscape Services ("Services") and Contractor is agreeable to performing the Services in accordance with the terms and conditions set forth herein.

IN CONSIDERATION of the mutual benefits, terms and conditions specified below, the parties agree as follows:

**3.0 SCOPE OF SERVICES**

3.1 Contractor shall furnish all labor, materials, and supplies necessary to perform the Services as described in the scope attached hereto as Attachment A, and incorporated by this reference. All Services shall be completed in a professional, workmanlike manner and shall meet the approval of the City. Services shall be provided based on a weekly schedule.

**4.0 TERM AND TIME FOR PERFORMANCE**

4.1 Contractor shall commence Services on receipt of written notice by the City ("Commencement Date"), and shall provide Services in accordance with the Performance Schedule attached as Attachment B and incorporated by this reference.

4.2 Contractor shall continue providing the Services under this Agreement for one year from the Commencement Date ("Initial Term") unless earlier terminated pursuant to Section 13 of this Agreement. This Agreement will automatically renew on the annual anniversary of the commencement date for additional one-year terms for up to two (2) one-year extensions (each, a "Renewal Term"), unless the City provides the Contractor no less than 30 days' written notice of its intent not to renew the Agreement for a Renewal Term.

**5.0 COMPENSATION**

5.1 Contractor shall be paid for the Services described in Attachment A based on acceptable work performed at the rate specified in Attachment C, attached and incorporated by this reference. The total compensation paid to the Contractor for the Services described in Attachment A shall not exceed \$138,937.30, during the Initial Term of this Agreement.

5.2 In addition, City and Contractor may agree in writing for Contractor to perform work outside of the scope of Services described in Attachment A for additional compensation not to exceed an agreed-upon total amount. The agreed-upon amount for the additional work shall be stated in an amendment that is executed by the parties and incorporated into this Agreement prior to Contractor performing the additional work.

5.3 At the start of each Renewal Term, any agreed-upon costs for additional work, will be adjusted by a percentage equal to the annual percentage change, if any, in the Snohomish County prevailing wages.

5.4 Contractor shall invoice the City monthly for Services and additional work rendered under this Agreement and include the appropriate sales tax as a separate line item. Upon acceptance by the City of the invoiced Services and additional work, which acceptance shall not be unreasonably withheld, Contractor shall be compensated in accordance with the City's usual procedures.

**6.0 INDEPENDENT CONTRACTOR**

6.1 Contractor is an independent Contractor with respect to the Services. Nothing in this Agreement shall create the relationship of employer and employee between the parties. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded to City employees by virtue of the Services provided under this Agreement. The City shall not for any reason be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the state industrial insurance program, or otherwise assuming the duties of an employer with respect to Contractor, or any employee of Contractor.

**7.0 CHANGES IN SERVICES**

7.1 The Services and the compensation to be paid therefore may be changed only by written amendment to this Agreement, signed by both parties.

**8.0 SUBCONTRACTORS**

8.1 As soon as practicable after the executing this Agreement, Contractor shall furnish in writing to the City the names of any subcontractors for each of the principal portions of the Goods/Services. Contractor shall not contract with any subcontractor to whom the City has made reasonable and timely objection. Contractor shall, within seven (7) days of execution, furnish the City with a copy of all agreements with its subcontractors.

8.2 Contractor further agrees to bind every subcontractor to the terms and conditions of this Agreement so far as is applicable to the subcontractor's work; provided, however that nothing contained in any provision of this Agreement shall create any contractual relationship between the City and any subcontractor.

8.3 Contractor agrees that any subcontractor it engages to provide Services under this Agreement shall be reputable entities and bonded by a reputable company. The Contractor guarantees that any subcontractor used in the provision of the Services hereunder is qualified to provide such Services. Furthermore, the Contractor shall cause and ensure that such subcontractors shall, without limitation, comply with the Compliance with Laws/Prevailing Wages provisions in this Agreement and shall require and cause the same insurance coverage requirements and indemnifications set forth in the Indemnification and Insurance provisions contained in this Agreement, prior to any subcontractor's commencement of services.

**9.0 CONFIDENTIALITY**

9.1 Contractor understands that work performed by the City and its offices and employees may be sensitive, and that disclosure of such work in any manner, whether premature or otherwise, would be harmful to the City, its citizens and the public welfare.

9.2 Contractor agrees that Contractor, its employees, agents or officers shall not disclose at any time any information, data or documents obtained by or available to Contractor during the performance of this Agreement.

9.3 As assurance that Contractor shall be bound by this section, Contractor warrants that each and every employee, agent or officer performing work under this Agreement is bonded in an amount not less than \$5,000.00, and that in the event of any breach if this section or any other term of this Agreement, the City shall be entitled to recover such sums from said bond(s) as determined by the City to be sufficient to remedy the disclosure or compensate for the harm caused by such disclosure or other breach. Evidence of such bonds shall be attached to this Agreement as Attachment D and incorporated by this reference.

**10.0 INDEMNIFICATION**

10.1 Contractor will indemnify, defend or pay for the defense (at the City's option), and hold harmless the City, its agents, and employees from and against any and all actual or alleged losses, claims, damages (including interest penalties, fines, monetary sanctions and attorneys' fees), liabilities and costs incurred or suffered from, in connection with, or arising in any manner whatsoever out of the actual or alleged negligence, willful misconduct, violation of law, or breach of this Agreement by Contractor, its employees or its agents. For the purposes of this Section 10, "costs" includes, without limitation, reasonable attorneys' and accountants' fees and expenses, court costs, and all other out-of-pocket expenses.

10.2 Notwithstanding anything herein to the contrary, if (and only if) the provisions of RCW 4.24.115 apply to the work and any injuries to persons or property arising out of performance of this Agreement are caused by or result from the concurrent negligence of Contractor, its agents or employees, and the City, its agents or employees, Contractor's duty to indemnify, defend (or pay defense costs), and hold harmless in regard to such injuries does not apply to the comparative extent of the negligence of the City, its agents or employees. Nothing in this Section 10 shall require Contractor to indemnify, defend (or pay defense costs), or hold harmless the City, its agents or employees for their own negligence.

10.3 Contractor specifically assumes potential liability for actions brought by Contractor's own employees against the City and for that purpose Contractor specifically waives any immunity against claims by the City under the Workers Compensation Act, RCW Title 51;

10.4 CONTRACTOR ACKNOWLEDGES THAT THIS WAIVER WAS SPECIFICALLY ENTERED INTO PURSUANT TO THE PROVISIONS OF RCW 4.24.115 AND WAS THE SUBJECT OF MUTUAL NEGOTIATION.

**11.0 INSURANCE**

11.1 The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Services hereunder by the Contractor, their agents, representatives, employees or subcontractors.

11.2 Contractor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

11.3 Contractor shall obtain insurance of the types described below:

11.3.1 Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form



providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

11.3.2 Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85. There shall be no endorsement or modification of the Commercial General Liability insurance for liability arising from explosion, collapse or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability and Automobile insurance policies with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.

11.3.3 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

11.4 Contractor shall maintain the following insurance limits:

11.4.1 Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

11.4.2 Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

11.5 The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

11.5.1 The Contractor's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

11.5.2 The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

11.6 Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

11.7 Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

11.8 Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

12.0 COMPLIANCE WITH LAWS / PREVAILING WAGE

12.1 Contractor shall comply with all applicable federal, state, and local laws in performing Services under this Agreement.

12.2 Nondiscrimination. In all hiring or employment decisions arising from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status, sexual orientation, political ideology, veteran or military status, genetic information, family medical history, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to, but not be limited to, the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement because of any of the protected characteristics identified above.

12.3 This Agreement is subject to the minimum wage requirements of Chapter 39.12 of the Revised Code of Washington, as now existing or hereafter amended or supplemented. In the payment of hourly wages and fringe benefits to any of Contractor's employees performing work under this Agreement, Contractor shall not pay less than the "prevailing rate of wage" for an hour's work in the same trade or occupation in the locality within the State of Washington where such labor is performed, as determined by the Industrial Statistician of the Department of Labor and Industries of the State of Washington. The current "prevailing rates of wage" are available online at: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>. The City will provide a paper copy of the referenced wage tables upon request.

12.4 For the first year of Services under this Agreement, the applicable prevailing rate of wage shall be based upon the rates in effect on the effective date of this Agreement. For any renewal term, the applicable prevailing wage shall be based upon the rates in effect on the first day of the renewal term.

12.5 Contractor shall comply with all reporting requirements of the Department of Labor and Industries of the State of Washington. Upon execution of this Agreement, Contractor shall complete and file a Statement of Intent to Pay Prevailing Wages with the Department of Labor and Industries and deliver a labor and industries approved copy of the same to the City. The final monthly payment under each term of this Agreement may be withheld as retainage by the City until the Department certifies Contractor's prevailing wage affidavits.

12.6 In the event any dispute arises as to what are the prevailing rates of wages for a specific trade, craft or occupation, and such dispute cannot be adjusted by the parties in interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries, and the Director's decision shall be final, conclusive, and binding on all parties involved in the dispute.

13.0 TERMINATION

13.1 The City has the absolute right to terminate this Agreement in its sole discretion:

13.1.1 with cause immediately upon delivery to the Contractor of written notice of termination if the City determines that the Services being provided hereunder are not being provided satisfactorily or that Contractor has failed to perform or observe any other duties or obligations required of it pursuant to this Agreement, and if such failure shall have continued for a period of seven (7) calendar days after written notice thereof has been delivered by the City to the Contractor unless the City has determined that the Contractor is then taking steps reasonably calculated to cure such failure; or

13.1.2 with cause immediately upon delivery to the Contractor of written notice of termination specifying such cause; or

13.1.3 without cause upon delivery to the other party of seven (7) calendar days prior written notice.

13.2 If the City terminates the Agreement under Section 13.1.1, the Contractor shall be liable for damages, including any additional costs of procurement of similar services from another source. If it is ever determined that the cause stated by the City as the reason for termination did not exist, then the termination shall be considered a termination for convenience pursuant to Section 13.1.3.

13.3 If the City terminates the Agreement under Section 13.1.2 or 13.1.3, its only remaining obligation to Contractor under this Agreement shall be the amount of unpaid balance due for Contractor's Services properly performed up to, and including, the date of termination. Such amount shall not, however, exceed the compensation stated in Attachment C for those Services, as may have been changed by contract amendment.

14.0 GENERAL PROVISIONS

14.1 Waiver. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

14.2 Integrated Agreement. This negotiated Agreement, together with the below-listed Attachments, which are incorporated herein by this reference, represents an integrated agreement and the entire agreement

between parties. This Agreement supercedes all prior negotiations, representations, and agreements whether written or oral and may be amended only by written agreement of the parties.

14.3 Assignment. Contractor shall not assign all or any portion of its duties or obligations under this Agreement.

14.4 Choice of Law. All questions concerning the validity, interpretation, performance and enforcement of this Agreement shall be governed by the laws of the state of Washington, and venue shall lie in Snohomish County.

14.5 Attorney Fees. In any action arising out of or relating to this Agreement, the prevailing party shall be entitled to recover from the other its reasonable costs, including attorney fees.

14.6 Authorized Signature. By their signatures below each party represents that they are fully authorized to sign for and on behalf of the named principal above.

WHEREFORE, the parties agree to be bound by the terms and conditions set forth above.

DATED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF MILL CREEK

PLANTSCAPES, INC.

\_\_\_\_\_  
Interim City Manager, Bob Stowe

By:\_\_\_\_\_

Title:\_\_\_\_\_

ATTEST:

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

APPROVED AS TO FORM:

By:\_\_\_\_\_  
Scott Missall, City Attorney

**ATTACHMENTS:**

- ATTACHMENT A: Specifications and Requirements**
- ATTACHMENT B: Scope of Services**
- ATTACHMENT C: Contractor's Bid Proposal**
- ATTACHMENT D: Certificate(s) and Endorsement(s) of Insurance**

ATTACHMENT A  
**SPECIFICATIONS AND REQUIREMENTS**

**2018 LANDSCAPE MAINTENANCE SERVICES**

**GENERAL REQUIREMENTS**

**INTENT**

These specifications, together with the scope of work of the contract, describe the labor, materials, equipment and services necessary for performance of all work included in and required by the Contract for the Landscape Maintenance Services.

**WORK INCLUDED**

Work includes, but is not limited to: **mowing with clipping collection, edging shrub pruning, brush pruning, weeding, planting bed maintenance, tree maintenance, hard surface cleaning, litter removal, leaf removal, applications of fertilizers, and ground cover pruning.** Traffic Control Plans for all roadway work on Seattle Hill Road, Dumas Road and SR 527. Specific description of the work is contained in the Scope of Services in the Contract.

**WORK NOT INCLUDED**

Work not included is graffiti removal, structural repairs, irrigation system repairs, restroom cleaning, and emptying of waste receptacles.

**LOCATIONS**

The sites of work are:

- **SITE A** City Hall South *15728 Main Street*
- **SITE B** City Hall North *15720 Main Street*
- **SITE C** Public Library *15429 Bothell-Everett Highway (SR 527)*
- **SITE D** Library Park *15429 Bothell-Everett Highway (SR 527)*
- **SITE E** Heron Park *2701 155<sup>th</sup> Street Southeast*
- **SITE F** North Creek Sports Park *13903 North Creek Drive*
- **SITE G** Highlands Park *16101 Highlands Boulevard*
- **SITE H** Pine Meadow Park *15803 32<sup>nd</sup> Avenue Southeast*
- **SITE I** Nickel Creek Park *1900 164<sup>th</sup> Street Southeast*
- **SITE J** Cougar Park *3221 148<sup>th</sup> St. Southeast*
- **SITE K** Hillside Park *14721 12<sup>th</sup> Ave. Southeast*
- **SITE L** Silver Crest Park *13621 28<sup>th</sup> Drive Southeast*
- **SITE M** Buffalo Park *13401 44<sup>th</sup> Ave. Southeast*
- **SITE N** Exploration Park *13901 North Pointe Circle*
- **SITE 1** *132nd St SE ditch(N side of the 132nd St SE between Dumas Road and 1400 block)*
- **SITE 2** *W of 14415 on 35th Ave Ditch (City ROW is grassy area between wall/fence S to driveway)*
- **SITE 3** *Canyon Creek Church Ditch (W side 35th Ave SE/ Between 144th Street SE and 14616)*
- **SITE 4** *Fire Station Ditch (1020 -153rd St. SE) & Library Ditch (15429 Bothell-Everett Hwy)*
- **SITE 5** *North Creek Drive Pond (Between 13824 & 13628 North Creek Drive)*

- **SITE 6** Pond 6 (*Mill Creek Blvd & 161st Street SE*)
- **SITE 7** 9th Avenue SE Pond (*East side of 9th Ave SE South of 926 164th Street SE*)
- **MEDIANS:** All landscaped medians located within the public right-of-way located within City limits:

**Collector and Arterial Road Medians**

Village Green Drive  
Country Club Drive  
Mill Creek Boulevard (*9 medians between Village Green Drive & 35<sup>th</sup> Ave SE*)  
Seattle Hill Road/Mill Creek Rd  
Highlands Boulevard  
Dumas Road (*between SR 527 & 132<sup>nd</sup> Street SE*)  
Main Street

**State Route Medians**

SR 527 (*between Mill Creek Rd & 132<sup>nd</sup> Street SE*)

**Local Road Medians in Plats**

Spring Tree  
Woodfern  
Heatherstone  
Wildflower  
Vine Maple  
Juniper  
Evergreen

**SAFETY RESPONSIBILITIES**

The Contractor will be solely and completely responsible for conditions of the Project sites, including safety of all persons and property during performance of the Work.

The Contractor, and all Subcontractors, shall adhere to the requirements of the Occupational Safety and Health Act (OSHA); State of Washington Industrial Safety Health Act (WISHA), Chapter 49.17 RCW; as well as other applicable federal, state, and local safety and health statutes.

The Contractor and all Subcontractors shall immediately report all accidents, injuries, and health hazards to the City representative, in writing. This shall not obviate any mandatory reporting under the provisions of the Occupational Safety and Health Act of 1970. This program shall become a part of the Contract Documents and the Contract between the City and the Contractor, and all Subcontractors, as though fully written therein.

Signs used for posting shall be consistent with applicable provisions of the State of Washington *Manual on Uniform Traffic Control Devices for Streets and Highways*.

All costs for Contractor safety responsibilities shall be merged in the prices bid for the work.

If the City or Engineer notifies the Contractor of any noncompliance with safety, the Contractor shall (immediately if so directed; otherwise in not more than twenty-four (24) hours after receipt of such notice) make all reasonable efforts to correct the existing conditions. If the Contractor fails to do so, the City may stop all or any part of the Work hereunder. When satisfactory

corrective action has been taken by the Contractor, a start order will be issued by the City or Engineer.

**TRAFFIC CONTROL**

The Contractor, utilizing Contractor labor and Contractor-provided equipment and materials shall plan, manage, supervise and perform all temporary traffic control activities needed to support the Work of the Contract.

Traffic control and maintenance for the safety of the traveling public on this work shall be the sole responsibility of the Contractor and all methods and equipment used will be subject to the approval of the City.

Traffic control devices and their use shall conform to the latest edition of the *Manual on Uniform Traffic Control Devices (MUTCD)*. All flaggers providing traffic control for the Project shall be certified by an accredited agency.

The Contractor shall not proceed with any work until proper traffic control has been provided to the satisfaction of the City. All workers shall wear fluorescent orange or fluorescent green safety vests while working in or near roadway and center medians. Safety vest shall be in New Condition and conform to all the national safety standards.

The attached Proposed WSDOT Traffic Control Plans must be followed when providing maintenance service in medians on SR 527 / Bothell-Everett Highway, Dumas Road and Seattle Hill Road.

**WASTE MATERIAL**

All landscape waste material shall be hauled off-site. Composting on site will not be allowed.

No waste site has been provided by the City for the disposal of waste material. The Contractor shall make all arrangements, at Contractor expense, for the disposal of waste materials and shall protect the City from any and all damages arising there from.

Contractor is solely and alone responsible for any and all damages done or regulations violated in the disposal of waste material, and for any other actions that they perform. Contractor holds the City faultless and free from liability for any and all damages and costs incurred as a result of Contractor's actions. It shall be the responsibility of the Contractor to pay all fees and costs incurred in the disposal of waste material.

**CHANGES**

Should any changes in the Annual Maintenance Schedule and/or the specifications be required, the Contractor shall refer same to City in writing for approval before work that deviated from the original requirements is started. In the event of disagreement on the necessity of such changes, the City's decision shall be final.

A Contract Change Order Agreement shall be executed and filed with the City for all changes, additional work, or materials in excess of the requirements covered in specifications. The Contract Change Order Agreement, when endorsed by the Contractor and by City authorities, shall become binding to both parties hereto.



**INVOICING**

The Contractor shall provide a breakdown (matrix) of site costs per month based on submitted proposal at the beginning of the contract term. The Contractor providing services must submit an invoice (monthly) for services rendered to the Finance Department. The Contractor shall invoice only for services rendered. Invoices shall be delivered to:

City of Mill Creek  
Attention: Finance  
15728 Main Street  
Mill Creek, WA 98012

The invoice must show invoice number, site name and number of visits, billing period, amount due for each site, Washington State Sales Tax, and grand total. Any reduced billing amount, payment deductions or approved additional work shall be included on the monthly invoice in an itemized manner. In addition, the name, address, telephone number of company performing services must be shown. Payment will be made in the normal course of business following acceptance of invoice.

**PREVAILING WAGE RATES**

The Contractor shall pay the latest Snohomish County prevailing wage rates. A “statement of intent to pay prevailing wages” shall be submitted to the City prior to the first payment. For information contact:

The Department of Labor & Industries  
PO Box 44540  
Olympia, WA 98504-4540  
360-902-5335

**REQUIREMENTS**

**2018 LANDSCAPE MAINTENANCE SERVICES**

The following are the City's requirements of the services to be provided by the Contractor.

**PERFORMANCE REQUIREMENTS**

Contractor shall provide a clean, accessible, functional, and aesthetically pleasing park and facility through the following:

- Cost effective use of manpower, equipment and materials.
- Attention to environmentally sound practices and procedures.
- Application of the best management practices to natural resources.
- Providing visually comparable services between parks/facilities and surrounding neighborhoods.
- Customer friendly scheduling and application of services and promoting safety, risk management, and conformance with state and federal regulations.

**OPERATION EXPECTATIONS**

- Contractor shall furnish all labor, tools, vehicles, specialized equipment, materials, supervision, and transportation to perform landscape maintenance services as specifically outlined in these maintenance expectations and maintenance schedule.

*Note: All gas powered equipment shall be in manufacturer's recommended operating order and have all mufflers and other noise suppressants properly installed and in working order.*

*Refueling of gas powered equipment shall not take place within 30' of any storm drain or residential property and done in a manner to prevent spillage to the greatest extent possible.*

*Vehicles and equipment shall be in good working condition and may not have oil or other fluid leaks.*

- All field work shall be performed under the supervision of a qualified horticulturist. Workers providing tree maintenance and pruning shall be trained with the proper shaping of the type of trees involved. Operators shall be licensed for all functions including pesticide applications where required.
- The Contractor shall ensure that employees comply with all City of Mill Creek, Washington State Department of Agriculture and Washington State Department of Labor and Industries regulations and practices.
- All pesticide applications shall have prior approval by the City. Any damage to desirable plant material due to Contractor negligence or misuse of pesticides will be remedied by the Contractor at his or her expense and in a timely manner. When pesticide applications have been approved; proper signage must be posted according to WSDA standards; including product name, application area and contact information.
- All persons employed by the Contractor to provide landscape services, whether directly employed by the Contractor or otherwise acting on behalf of the Contractor, shall be 18 years of age or older.

- No guests, including but not limited to, minor children or other family members, shall be permitted to accompany the Contractors employees during the provision of the landscape services.
- Any Contractor having employees working on or near a street shall comply with City of Mill Creek and Washington State regulations pertaining to safety equipment, warning signs, and traffic control as stated in the current issue of the MUTCD. Including a minimum of two 12-inch orange cones (New Condition) on the outside corners of all parked vehicles.
- The Contractor shall provide close supervision of maintenance operations and management of the site. Workers shall not accept or request any food, drink, restroom privileges, etc. from home/property owners/residents. Worker shall not listen to music during the site work or use music playing devices for ear protection. The City encourages the Contractor to remove all invasive species manually. Invasive species removal by chemical means (as approved by the Department of Ecology and City of Mill Creek regulations) shall not be under taken prior to approval by the Project Manager.
- Incidents, altercations, or accidents including park patrons, Contractor's employees, or City employees shall be reported to the Public Works Supervisor in a timely manner, within 24 hours (1 business day) of occurrence. The Public Works Supervisor, at their discretion, may require a written report from the Contractor describing the incident or accident.
- Any damage to park structures, equipment, or plant material due to Contractor negligence or general operations shall be remedied by the Contractor at his or her expense and within 72 hours. All work must be approved by the City before any further contract service payments will be made.
- The Contractor shall provide an identification system (shirts, hats, jackets, vest, etc.) for personnel assigned to City sites that clearly indicate to City staff and the public the name of the contractor responsible for maintenance services. All vehicles shall have company name professionally installed on both sides of the work vehicles.
- The Contractor shall establish a regular work schedule. This schedule shall not be adjusted unless the Public Works Supervisor grants prior approval.
- The Contractor shall provide a weekly report of what work was performed at each site. This report must include, but not limited to: date, arrival time (at each site), departure time (at each site), a detailed report of what work was performed at each site during each visit and any observed hazards or property damage. The weekly report shall be given to the City's representative, the Public Works Supervisor, via email or in person by the following Monday for the previous week's work.

### **LEAF BLOWING**

The use of power blowers is acceptable, however, debris accumulations must not be blown onto adjacent street surfaces or neighboring properties.

#### **General Courtesy**

- Be aware of neighbors, pedestrians and others nearby. Some may have respiratory illness or allergies that could be triggered by flying dust and debris.
- Be aware of surroundings. Do not use in close proximity to children playing, people reading, school groups gathering, or others nearby.
- When using equipment do not point blower at people or pets.

- Do not blow toward open windows or doors, and if possible, do not use within 10 feet of windows or doors.
- Do not blow debris onto adjacent property, the street, catch basins, gutters, vehicles, people or pets.

**Sound Reduction**

- Use portable leaf blowers rated 65 decibels or lower are encouraged.
- Use at lowest possible speed/throttle to accomplish task.
- Use longest possible nozzle for equipment.
- Orient nozzle to reduce sound.
- Check equipment regularly for proper operation (i.e. muffler, filters, motor).

**Reduction of Dust/Particulate Matter**

- Use the full nozzle extension so that the air stream can work close to the ground.
- Do not use for construction dust, plaster dust or dry garden topsoil.
- Do not use blower to move large mounds of debris from one location to another.
- Use rakes or brooms to loosen heavier debris.

**ATTACHMENT B  
SCOPE OF SERVICES**

**I. Scheduling**

- A. All landscape maintenance will be performed on **Thursday and Friday** each week. Fertilization can be performed any day of the week but must have prior approval from the City and coordinate with watering schedule.
- B. Mowing will begin in February with one (1) visit and end in December with one (1) visit and will involve a minimum of thirty-six (36) mowings.
- C. Weeding and leaf removal in turf and bed areas will be performed at a minimum of bi-weekly 12 months a year, except January
- D. Pond & Ditch Schedule will be monthly unless otherwise specified in Section IV.
- E. **Equipment intensive work** such as mowing, edging, and blowing done at all sites shall not commence before **7:00 am** on weekdays, and **9:00 am** on weekends and work shall not extend beyond **11:00 am** on any day, it is advisable that work in medians be performed during non-peak traffic times. **Hand work that does not require equipment may be done throughout the work day.**

**II. Turf**

- A. All turf shall be mowed to a height of two inches. Collection and offsite disposal of grass clippings are required. **Grass clumps shall not be left on turf, sidewalks and/or hardscapes.**
- B. All turf areas shall be inspected by the operator before each mowing and assessed for extreme wet conditions. If the operator decides that conditions are too wet to mow without causing damage, the Public Works Maintenance Supervisor shall be contacted; options such as using a smaller mower, using a line trimmer or skipping a mowing may be decided upon after the assessment of a location.
- C. All turf around posts, fences, trees, shrubs and other obstructions shall be trimmed each week. Care shall be taken not to damage structures or trees with equipment. Turf around vaults, valve boxes, and irrigation heads shall be trimmed as NECESSARY to ensure proper access and operation.
- D. All turf areas shall be edged at sidewalks, curbs, and formal beds on a minimum schedule of every other week. Extreme caution should be used to prevent chipping of concrete structures by edging equipment.
- E. Mower shall leave a clean and even cut edge. Methods and equipment shall be used that will best prevent scalping and damaging tips of the turf.
- F. Beginning the first of the contract, Contractor shall provide soils test performed by an authorized laboratory at least once every three years to determine fertility and pH requirements of turf areas. Submit soil test analysis and recommendations to Owner.
- G. Apply agricultural grade pellet form lime at a rate of up to 40 lbs. /1000 sq. ft. in turf areas only as recommended by soil test results, and no more than once annually in the spring. Do not apply lime and fertilizer at the same time. Lime should go on first: wait 30 days after applying lime before fertilizing.
- H. Approved fertilizer schedule must include two to three times per year (or less if supported by soil test results), recommended fertilization in March and September, no more than one pound of nitrogen per thousand square feet per application, and no more than three pounds of nitrogen per thousand square feet applied annually.

Nitrogen applications in excess of three pounds per thousand annually are allowed only if supported by soil test results.

**III. Trees, Shrubs, and Ground Cover Beds and Medians**

- A. Bed areas shall be kept clean and in weed free condition. All beds shall be weeded by mechanical means. The City reserves the right to limit use of specific pesticides and/or applications of said pesticides. **All pesticides applications shall have prior approval of the City.** Any damage to desirable plant material due to Contractor negligence or misuse of pesticides will be remedied by the Contractor at his or her expense and in a timely manner. When pesticide applications have been approved; proper signage must be posted according to WSDA standards; including product name, application area and contact information.
- B. ROW Medians shall be done weekly March through November to include mowing, weeding, pruning and cleaning
- C. Roadway medians in plats shall be done every other week March through November to include weeding, pruning and cleaning
- D. SR 527 Medians shall be done once every other month March through November (5 times total) to include weeding, pruning and cleaning face of curb and street surface, up to 3 feet of sides and 20 feet on the ends, surrounding median.

**IV. Hard Surface**

- A. Undesirable vegetation in sidewalks, curbs, and other hard surfaces shall be removed. In no case shall any pre- or post-emergent herbicides with residual characteristics (i.e., Casaron) be used in these areas.
- B. All sidewalks, curbs, trails, tennis/sports courts, parking lots and hard surfaces shall be blown clear of debris once each week.

**V. Other Services**

- A. Leaves shall be removed from all maintained areas, including turf, beds and hard surfaces. The use of power blowers is acceptable; however, debris accumulations shall not be blown into adjacent street surfaces.
- B. Leaves may be blown back onto adjacent natural areas where applicable as approved by the City, otherwise, accumulations should be removed from the site.
- C. All litter and animal feces shall be removed from turf, bed, and hard surface areas when each area is serviced. Litter shall be removed from all developed areas for disposal by the Contractor.
- D. Windfall branches and debris shall be removed from all developed areas for disposal by the Contractor. Wind fallen trees are not in the contract.
- E. Sand, dirt, and wood chips shall be blown off of play structures, walkways, picnic tables, and benches.
- F. All non-power type work may be performed on any weekday between 7:00 am and 2:00 pm.
- G. Work on weekends must be approved by the Public Works Supervisor prior to commencing.
- H. No work will be allowed on City recognized holidays.

**VI. Detention Pond Landscape Maintenance on City of Mill Creek Property**

The following work shall be done for all sites, 1-7, during each site visit;

- Trash and Debris cleared from site.
- Mowing up to the Right of Way/edge of street, sides and bottom of ditches, **March through October**. All vegetation shall be mowed to a height of two inches. Collection and offsite disposal of clippings is required.
- Keeping inlets and outlets of pipes clear of grass, sediment and trash
- Removal of any non-aquatic vegetation including on middle cell berm if present.
- Removal of any poisonous vegetation in areas maintenance personnel or public might encounter.
- Removal of invasive species (i.e.; blackberry, scotch broom), and alder starts growing on sides of detention ponds.

Site Specific additional work to be performed;

- 4. Fire Station (1020 -153<sup>rd</sup> St SE) and Library (15429 Bothell-Everett Hwy) Ditch**
  - Bed areas shall be kept clean and in weed free condition. All beds shall be weeded by mechanical means. The City reserves the right to limit use of specific pesticides and/or applications of said pesticides. **All pesticides applications shall have prior approval of the City**. Any damage to desirable plant material due to Contractor negligence or misuse of pesticides will be remedied by the Contractor at his or her expense and in a timely manner. When pesticide applications have been approved; proper signage must be posted according to WSDA standards; including product name, application area and contact information
  - Trim / Prune vegetation between curb and sidewalk keeping bottom of ditch curved and mowed with string trimmer.
  - Bi-Weekly (March –October) mow and edge around perimeter of sidewalk.
- 6. Pond 6 (Mill Creek Blvd & 161<sup>st</sup> Street SE)**
  - Site requires Bi-Weekly Maintenance March through October.
  - Mowing around perimeter of pond and frontage area up to back of curb. Edge all sidewalks and curbs. Grass or ground cover shall be mowed to leave a two inch vertical height. A dense grass cover must be maintained on slopes.
- 7. 9<sup>th</sup> Avenue SE Pond (E side of 9<sup>th</sup> Ave SE, S of 926 164<sup>th</sup> Street SE)**
  - Mowing around perimeter of pond. Grass or ground cover shall be mowed to leave a two inch vertical height. A dense grass cover must be maintained on slopes.
  - Road surface shall be kept free of weeds.

**ATTACHMENT C**

Bid proposal pages will be included in the contract documents at time of execution.



**PROPOSAL FORM**

**PROPOSAL FOR 2018 LANDSCAPE MAINTENANCE SERVICES**

**PROPOSAL DUE**  
**JUNE 26, 2018 11:00 AM**

To: City of Mill Creek  
City Clerk  
15728 Main Street  
Mill Creek, WA 98012

The undersigned hereby certifies that they have carefully examined the Request for Proposal entitled **2018 LANDSCAPE MAINTENANCE SERVICES** and fully understand the manner in which payment is proposed to be made (no retainage will be withheld) for the cost thereof, hereby proposes to furnish all materials and to perform all labor which may be required to complete said work upon the terms and conditions provided in the said Request for Proposal for consideration of the following amount:

**PROPOSAL**

For all work in the Request for Proposal for **2018 Landscape Maintenance Services**, the lump sum of:

Total Computed Price (from page 6)	\$ <u>125,849.00</u>	PER YEAR.
	( in numerical form)	
Washington State Sales Tax 10.4%	\$ <u>13,088.30</u>	
	( in numerical form)	
<b>Total Bid</b>	\$ <u>138,937.30</u>	
	(in numerical form)	

Total Bid (in words) One hundred thirty eight thousand nine hundred thirty seven dollars and thirty cents

The following breakdown of cost is requested for City of Mill Creek budget purposes only. The lump sum cost per year provided above will be the only cost used in evaluating the proposal.

\$ 18,762.00 for Median Landscaping  
 \$ 84,530.00 for Parks  
 \$ 7,952.00 for Facilities  
 \$ 14,605.00 for Ponds/Ditches

**TO MILL CREEK CITY COUNCIL, MILL CREEK, WASHINGTON**

Pursuant to the City's Request for Proposals the undersigned hereby certifies that they have examined the location for the Landscape Maintenance of the work sites listed below in Mill Creek, Washington, that they have read and thoroughly understands the terms of the contract documents and the cost of the complete work at the place where the work is to be done, and that they proposes to provide and furnish any and all labor, materials, tools, expendable equipment, utility and transportation services necessary to perform the service as outlined in the proposal, in a workmanlike manner for the price identified.





**CONDITIONS OF PROPOSAL**

Overhead and Profit

The above Proposal Price shall include overhead and profit.

Sales Tax

The Above Proposal shall include Washington State Sales Tax as a separate line item as shown. All sales taxes will be calculated and billed ( 10.4 %) as a separate line item on each monthly invoice pursuant to the attached Agreement.

The undersigned designates the above as the firm and address to which "NOTICE OF CONTRACT AWARD" may be mailed or hand delivered.

Note: If a Contractor is a corporation, write state of incorporation; and if a partnership, give full names and addresses of all partners below:

Washington State - Terry Posner

Pursuant to the City's Request for Proposals the undersigned hereby certifies that they have examined the locations, for the 2018 Landscape Maintenance Services, of the work sites listed in Mill Creek, Washington, that they have read and thoroughly understand the terms of the contract documents and the cost of the complete work at the place where the work is to be done, and that they propose to provide and furnish any and all labor, materials, tools, expendable equipment, utility and transportation services necessary to perform the service as outlined in the proposal, in a workmanlike manner for the price identified.

The undersigned certifies that the above is a firm and valid Proposal to accomplish all work and comply with all requirements of the request for Proposal.

Plantscapes Inc  
Contractor (Firm Name)

  
Signature

1127 Poplar Pl S, Seattle, WA 98144  
Address

Terry Posner - President  
Name (Print) & Title

Phone Number 206-623-7100

Date 6/25/18

Fax Number 206-682-0772

E-mail tposner@plantscapes.com

**END OF PROPOSAL**

Agenda Item #     C    

Meeting Date: July 10, 2018

## CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM:    ORDINANCE ADOPTING A COMPLETE STREETS POLICY  
FOR THE CITY OF MILL CREEK AND ADDING A NEW MILL  
CREEK MUNICIPAL CODE CHAPTER 12.20**

**PROPOSED MOTION:**

Motion to adopt Ordinance 2018-\_\_\_\_\_ adopting a Complete Streets Policy and amending the Mill Creek Municipal Code (MCMC) to add a new Chapter 12.20.

**KEY FACTS AND INFORMATION SUMMARY:**

“Complete streets” refers to the concept that roadways should be designed with all users in mind, not just motorists. The City of Mill Creek Comprehensive Plan has numerous policies that encourage transportation facilities to serve all users safely and conveniently, including motorists, pedestrians, bicyclists, and transit users. In addition, the City has adopted Design Guidelines for both the Town Center and the East Gateway subarea that require facilities to be designed to accommodate all users. In essence the City has promoted the philosophy of complete streets for many years.

In 2011, the state legislature passed the Complete Streets Act encouraging local governments to adopt their own complete streets ordinances. The Washington State Legislature created the Complete Streets Award Program as an incentive to encourage city and county governments to adopt a complete streets policy. The Complete Streets Award is a funding opportunity for local governments, which is administered by the Transportation Improvement Board (TIB).

The TIB has developed this new funding source to be different from its other grant programs. The Complete Streets Award is flexible money given to any city or county in Washington state who has an adopted complete streets ordinance and shows an ethic of and commitment to planning and building streets that use context sensitive solutions to accommodate all users, including pedestrians, transit users, cyclists, and motorists. The Complete Streets Award can be used by a jurisdiction to build eligible complete streets projects. Once awarded cities and counties can propose a work plan for TIB approval. This work plan will include one or more project(s) to support walking, bicycling, access to transit and/or streetscape aesthetics.

The legislature provided funding in 2015 and the first awards were given in January of 2017. The next awards are scheduled for an open call for nominations July through December, 2018 and award in 2019. Cities or counties must be nominated by an approved state agency or nonprofit organization. Nominating organizations are state agencies and transportation non-profits with a statewide charter, and include: Department of Transportation, Department of Health, Department of Commerce, Department of Archaeology and Historic Preservation, Feet First,

City Council Agenda Summary  
Page 2

Cascade Bicycle Club, Community Transportation Association – NW, and Futurewise.  
Nominations from these groups are due to the TIB by December 14, 2018.

Adopting the Complete Streets Ordinance does not obligate the City, it simply acknowledges the philosophies the City already promotes and makes the City eligible to qualify for grant funding. If the Ordinance is approved, staff will contact the nominating organizations to educate them about the City's commitment to complete streets and ask them to nominate the City of Mill Creek for an award.

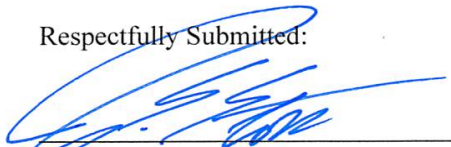
**CITY MANAGER RECOMMENDATION:**

City Council adoption of a Complete Streets Policy and adding a new MCMC Chapter 12.20.

**ATTACHMENTS:**

Proposed Ordinance  
Excerpt from TIB Website

Respectfully Submitted:



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Robert S. Stowe  
Interim City Manager

ORDINANCE NO. 2018-\_\_\_\_\_  
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
MILL CREEK, WASHINGTON, ADOPTING A COMPLETE  
STREETS POLICY FOR THE CITY OF MILL CREEK AND  
ADDING A NEW CHAPTER 12.20 TO THE MILL CREEK  
MUNICIPAL CODE, AND ESTABLISHING AN EFFECTIVE  
DATE.

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WHEREAS, the term "Complete Streets" describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel for all users, including pedestrians, bicyclists, motor vehicle drivers, transit users, emergency service providers and freight, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities; and

WHEREAS, more than 110,000 pedestrians and bicyclists are injured each year on roads in the United States with children and older adults at greatest risk and disproportionately affected; and

WHEREAS, the occurrence and severity of pedestrian and bicyclist injuries could readily be decreased by implementing Complete Streets practices; and

WHEREAS, the one-third of Americans that do not drive, disproportionately represented by older adults, low-income people, people with disabilities, and children would greatly benefit from the equitable distribution of safe, alternative means of travel that result from Complete Streets practices; and

WHEREAS, historically the City has created, and wants to continue to create, convenient, safe, enjoyable connections to the original downtown core, the Town Center and the East Gateway Urban Village subarea to promote tourism and create economic development opportunities, while creating a more sustainable community; and

WHEREAS, the City's 2015 Comprehensive Plan, Transportation Element Policy 3.02, states, "Design, construct, and operate transportation facilities to serve all users safely and conveniently, including motorists, pedestrians, bicyclists, and transit users, while accommodating the movement of freight and goods..."; and

WHEREAS, the City's 2015 Comprehensive Plan, Transportation Element Policy 5.03, states, "Emphasize transportation investments that provide and encourage alternatives to single-occupancy vehicle travel and increase travel options, especially to and within centers and along corridors connecting centers"; and

WHEREAS, the City's 2015 Comprehensive Plan, Transportation Element Policy 6.05, states, "Coordinate state, regional, and local planning efforts for transportation through the Puget



Sound Regional Council to develop and operate a highly efficient, multimodal system that supports the regional growth strategy"; and

WHEREAS, on October 14, 2003, the City Council adopted Ordinance 2003-575 adopting the Town Center Design Guidelines. These guidelines include standards that require the main street to be designed to accommodate 1) transit, bicycle, vehicle, and pedestrian uses; 2) crosswalks at all street intersections, parallel and/or diagonal parking in front of ground floor uses; 3) curb bulbs to minimize street crossing distance for pedestrians at intersections; 4) street trees and pedestrian furniture on 12-14 foot wide sidewalks. These standards are consistent with Complete Streets objectives and have been implemented successfully on development in the Town Center area; and

WHEREAS, on July 1, 2008, the City Council adopted Ordinance 2008-684 adopting the East Gateway Urban Village (EGUV) Design Guidelines. These guidelines include standards that require the main street to be designed to accommodate 1) transit, bicycle, vehicle, and pedestrian uses; 2) crosswalks at all street intersections, parallel and/or diagonal parking in front of ground floor uses; 3) curb bulbs to minimize street crossing distance for pedestrians at intersections; 4) street trees and pedestrian furniture on 12-14 foot wide sidewalks. These standards are consistent with Complete Streets objectives and have been implemented successfully on new development in the EGUV area; and

WHEREAS, the City's 2015 Comprehensive Plan sets transportation goals for improving public street connectivity and providing alternate traffic circulation routes, as well as enhance walking, bicycling and transit use; and

WHEREAS, adoption of a "complete streets policy" will provide city planners and engineers with clear direction to develop on-the-ground solutions that promote multi-modal transportation; and

WHEREAS, the Mill Creek City Council intends to improve the safety of City streets, enhance the quality of life of residents, encourage active living, and reduce traffic congestion and fossil fuel use by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1: NEW CODE CHAPTER ADOPTED. The following Chapter 12.20 "Complete Streets Policy" is hereby added to the Mill Creek Municipal Code:

Chapter 12.20  
COMPLETE STREETS POLICY

Sections:

- 12.20.010 Purpose.
- 12.20.020 Exceptions.
- 12.20.030 Complete streets infrastructure.
- 12.20.040 Goals to foster partnerships.
- 12.20.050 Best practice criteria.
- 12.20.060 Performance standards.

12.20.010 Purpose.

The City shall, to the extent practical and within its determination, plan, design, construct, operate, and maintain appropriate facilities for the safe accommodation of pedestrians, bicyclists, transit users, motorists, emergency responders, freight, and users of all ages and abilities in all new construction, retrofit, or reconstruction projects. Cost-effective opportunities to include complete streets practices shall be identified by the City as part of the standard operations and maintenance of City streets.

12.20.020 Exceptions.

Facilities for pedestrians, bicyclists, transit users, and people of all abilities are not required to be provided when:

1. A documented absence of current or future need exists;
2. Nonmotorized users are prohibited by law;
3. The activity is routine maintenance that does not change the roadway geometry or operations, such as mowing, sweeping, and spot repair;
4. The costs would be disproportionate to the current need or probable future uses; or
5. Project costs would drastically increase and equivalent alternatives exist within close proximity.

12.20.030 Complete streets infrastructure.

The City shall incorporate complete streets infrastructure into existing public and private streets, as feasible and within its sole determination, to create a comprehensive, integrated, connected transportation network for the City of Mill Creek that balances access, mobility, health and safety needs of pedestrians, bicyclists, transit users, motorists, emergency responders, freight and users of all ages and abilities, ensuring a fully connected, integrated network that provides transportation options. "Complete streets infrastructure" means design features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to features such as: sidewalks; shared use paths; bicycle lanes; automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb outs; crosswalks; refuge islands; pedestrian and traffic signals, including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; transit priority signalization; traffic calming devices such as rotary circles, traffic bumps, and surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; raised medians; and dedicated transit lanes.

12.20.040 Goals to foster partnerships.

It is a goal of the City to foster partnerships with all Washington State transportation funding agencies including the Washington State Department of Transportation (WSDOT), the Federal Highway Administration, Snohomish County, Everett School District, neighboring cities, citizens, businesses, interest groups, neighborhoods, and any funding agency to implement the complete streets ordinance.

12.20.050 Best practice criteria.

The City shall continue to apply its adopted Complete Street Standards, contained in the Town Center and EGUV Design Guidelines, and shall modify the Design Guidelines and other City roadway and development standards, as necessary, based upon recognized best practices in street design, construction, and operations including but not limited to the latest editions of American Association of State Highway Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), and National Association of City Transportation Officials (NACTO) while reflecting the context and character of the surrounding built and natural environments and enhance the appearance of such.

12.20.060 Performance standards.

The City shall utilize the performance standards contained in the Design Guidelines and other City roadway and development standards to continuously evaluate the complete streets ordinance for success and opportunities for improvement.

Section 2. If any section, sentence, clause, phrase or application of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, phrase or application of this ordinance.

Section 3. The City Clerk is directed to take steps as required to implement and effectuate this Ordinance. The Clerk is authorized to correct or have corrected scrivener's errors, internal references, and the like.

Section 4. This Ordinance shall be in full force and effect thirty days after publication of a summary hereof consisting of the title of this Ordinance, in accordance with RCW 35A.13.200.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining.

APPROVED:

\_\_\_\_\_  
MAYOR PAMELA PRUITT

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
GINA PFISTER, ACTING CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY  
SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: \_\_\_\_\_

PASSED BY THE CITY COUNCIL: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

ORDINANCE NO.: \_\_\_\_\_

G:\EXECUTIVE\WP\Ordinances\2018\Complete Streets.docx

Home Grants Board Projects Performance E-Services

### TIB Funding Opportunity - Complete Streets Award

An overview of the Complete Streets Award.

#### Overview

The Complete Streets Award is a new funding opportunity for local governments. The legislature provided funding in 2015 and the first awards were given in January of 2017. The next awards are scheduled for an open call in 2018 and awards in 2019.

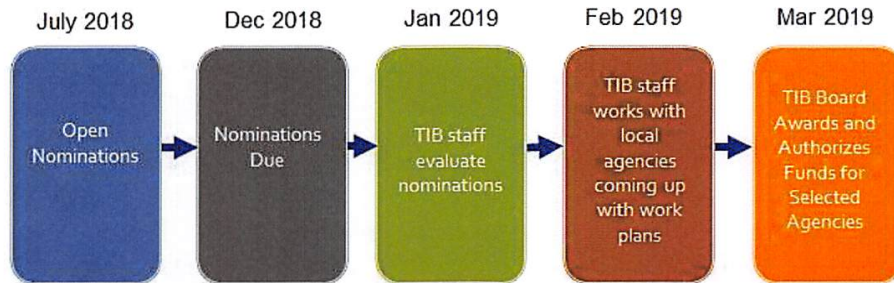
TIB has developed this new funding source to be different from its other grant programs. The Complete Streets Award is flexible money given to any city or county in Washington state who has an adopted complete streets ordinance and shows an ethic of planning and building streets that use context sensitive solutions to accommodate all users, including pedestrians, transit users, cyclists, and motorists.

Download the [Complete Streets Framework](#).

Download the list of [Complete Streets Nominations - October 2016](#).

#### Next Opportunity

The next awards are scheduled for an open call in July 2018 and awards in 2019. Nominations by nominating organizations will be due to TIB by December 14th, 2018. Nominating organizations will set their own deadlines for local agencies to be considered. Cities and counties with a current complete streets award must finish their work plan items and have their closeout paperwork processed by December 13th, 2018 in order to be eligible for this cycle of awards. Awards range between \$100,000 and \$1,000,000.



#### Award Information

##### Who is Eligible?

Any city and county that has an adopted complete streets ordinance is eligible to be nominated. Agencies with a known complete streets ordinance are listed below. If your agency has an ordinance and it is not listed below, please contact your TIB engineer. Cities and counties with a current complete streets award must finish their work plan items and have their closeout paperwork processed by December 13th, 2018 in order to be eligible for this cycle of awards.

##### How to be Considered for the Award

Eligible agencies may be nominated by any of the established nominating partners. Nominating partners include board approved state agencies and non-profit organizations that have an interest in transportation or complete streets. Current approved nominators include:

##### State Agency Partners

- Department of Transportation
  - Charlotte Claybrooke  
Active Transportation Programs Manager  
[ClaybrC@wsdot.wa.gov](mailto:ClaybrC@wsdot.wa.gov)  
(360) 705-7302

##### Non-Profit Organizations

- Feet First
  - John Stewart, Policy Committee Chair  
[director@feetfirst.org](mailto:director@feetfirst.org)  
(206) 652-2310  
[Feet First Complete Streets Nomination Overview](#)

- **Department of Health**
  - Paula Reeves  
[Paula.Reeves@doh.wa.gov](mailto:Paula.Reeves@doh.wa.gov)  
(360) 236-3357
- **Department of Commerce**
  - Gary Idleburg, Senior Planner - Project Lead  
[Gary.idleburg@commerce.wa.gov](mailto:Gary.idleburg@commerce.wa.gov)  
(360) 725-3045
  - Anne Fritzel, Planner  
[Anne.fritzel@commerce.wa.gov](mailto:Anne.fritzel@commerce.wa.gov)  
(360) 725-3064
  - Valerie Smith, Planner  
[Valerie.smith@commerce.wa.gov](mailto:Valerie.smith@commerce.wa.gov)  
(360) 725-3062
- **Dept. of Archaeology and Historic Preservation**
  - Greg Griffith  
[Greg.griffith@dahp.wa.gov](mailto:Greg.griffith@dahp.wa.gov)  
(360) 586-3073
- **Cascade Bicycle Club**
  - Blake Trask, Senior Policy Director  
[blake@cascade.org](mailto:blake@cascade.org)  
(206) 310-4762
- **Community Transportation Association - NW**
  - Ryan Acker, Executive Director, CTANW  
[ryan@ctanw.org](mailto:ryan@ctanw.org) or Office Team at  
[info@ctanw.org](mailto:info@ctanw.org)  
[CTA - NW Complete Streets Nomination Overview](#)
- **Futurewise**
  - Chris Wierzbicki, Interim Executive Director  
[chris@futurewise.org](mailto:chris@futurewise.org)  
(206) 343-0681 x122
  - Bryce Yadon, State Policy Director  
[bryce@futurewise.org](mailto:bryce@futurewise.org)  
(206) 343-0681

#### How to Nominate

Nominating agencies will fill out a simple 2-page form describing what motivates a nominator to nominate a city or county for an award. Nominators may describe activities or projects that indicate an ethic of building complete streets. Examples include: non-motorized master plans, current projects that accommodate non-motorized users, or future projects that retrofit streets and roads to include more users.

#### What Should Agencies Do?

Cities and counties should have an adopted complete streets policy and show an ethic of building for all users. Many agencies have been doing this without an official policy and these activities may be considered during nomination and evaluation by TIB staff. TIB encourages working with nominating organizations, especially during design and development of projects to ensure nomination.

#### Who is Awarded?

TIB staff will evaluate all nominations to determine who will receive awards. Unlike other TIB programs, there will not be set criteria established. TIB staff will evaluate based on policy quality, plan integration, community outreach and engagement, past project actions, and future project plans.

#### How Can Funds be Used?

Nominated agencies will submit a work program to TIB. Immediately after board approval of the city's or county's proposed work plan, TIB will disburse funds to the city or county. The city or county will hold the funds in a restricted account to be used only on activities in the approved work plan. TIB staff can approve work plan amendments administratively. Cities and counties must expend funds within three years of payment or the funds will be recovered by TIB.

#### More Information on Complete Streets Award and Ordinances

For more information about this program please contact Chris Workman at [ChrisW@tib.wa.gov](mailto:ChrisW@tib.wa.gov).

More information about complete streets policies can be found on the [MRSC website](#) as well as through [Smart Growth America's website](#).

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Date: July 10, 2018

A/P Check Batches		
Dated	Check Numbers	Amount
06/15/2018	58726-58798	\$365,295.30
06/19/2018	ACH-Union 76 Fleet-May	\$6,131.24
06/21/2018	58799	\$5,049.46
06/25/2018	EFT Debit-Dept of Rev-Sales Tax	\$6,797.44
06/29/2018	58800-58858	\$1,295,209.57
<b>Total</b>		<b>\$1,678,483.01</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 58726 through 58858, and ACH and EFT Debit in the amount of \$1,678,483.01.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

*Peggy Love*  
\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Councilmember

*[Signature]*  
\_\_\_\_\_  
Interim City Manager

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

BatchSumViewForm

Page 1 of 1

ACH Cash Pro Online  
City of Mill Creek

Report Date: 06/18/2018  
Report Time: 01:41:33 PM

**Batch Summary Report by ID Number**

Company Name:	City of Mill 01	Effective Date:	06/19/2018
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	\$6,131.24	C	071000288	4539508	C	

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$6,131.24	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$6,131.24	1
Prenotes	\$0.00	0

*chr 6/19*



**Business Licensing and Taxes**

**Return Payment**

[Home](#)    [Excise Return for 600-598-011 - 5/31/2018](#)    [May-31-2018](#)    [Return Payment](#)

**Return Payment**

CITY OF MILL CREEK  
600-598-011

Excise Tax  
600-598-011

May 31 2018

\$6,797.44

**Applies To**

May-31-2018

**History**

Source : ACH Debit

Posted : Jun-25-2018

Received : Jun-25-2018

6,797.44

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[View Support ID](#)



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**Accounts Payable**

Checks by Date - Detail by Check Date

User: Jodieg  
 Printed: 7/6/2018 8:44 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58726	911SUPPL IN-12585	911 Supply Inc Body Armor, M1-M Carrier-J Mack	06/15/2018		985.87
				Total for Check Number 58726:	0.00 985.87
58727	ADPLLC 515711727	ADP, LLC ADP Payroll Services 05/31	06/15/2018		397.30
				Total for Check Number 58727:	0.00 397.30
58728	AFSCME May	WSCCCE, AFSCME, AFL-CIO Union Dues-AFSCME-May	06/15/2018		1,230.23
				Total for Check Number 58728:	0.00 1,230.23
58729	ALEXPRCO 54508 54508a 54508b 54508c 54508d	Alexander Printing Company Inc Business Cards-J Steckler Business Cards-C Miller Business Cards-Rec Business Cards-K Mahmoud Business Cards-T Rogers	06/15/2018		28.29 28.29 56.58 28.29 28.29
				Total for Check Number 58729:	0.00 169.74
58730	ALWTEST 419 419a	Always Testing, Inc. 2018 Annual Backflow Assembly Test 2018 Annual Backflow Assembly Test	06/15/2018		1,020.00 1,020.00
				Total for Check Number 58730:	0.00 2,040.00
58731	AMTESTIN 104211 105129	Am Test, Inc 5-Fecal Coliform Analysis 5-Fecal Coliform Analysis	06/15/2018		125.00 125.00
				Total for Check Number 58731:	0.00 250.00
58732	AWC1 62010	Association of WA Cities Annual 2018 AWC Conf-M Todd	06/15/2018		400.00
				Total for Check Number 58732:	0.00 400.00
58733	BLUELINE 15187	The BlueLine Group Sweetwater Ranch Sinkhole-Construction Inspe	06/15/2018		21,835.55
				Total for Check Number 58733:	0.00 21,835.55
58734	BUILDEX 1058644	Builders Exchange of Washington Inc Online Pub-Plans, Specs, Addendum #1 & #2-E	06/15/2018		110.25
				Total for Check Number 58734:	0.00 110.25
58735	CIEDMOND	City of Edmonds	06/15/2018		

# AGENDA ITEM #D.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	RGG-180043	Domestic Violence Coordinator-June			1,116.85
			Total for Check Number 58735:	0.00	1,116.85
58736	CINTAS 460393631 460393631a	Cintas Corporation Loc. #460 Floor Mat Service 06/08 Floor Mat Service 06/08	06/15/2018		84.97 49.55
			Total for Check Number 58736:	0.00	134.52
58737	CITYEVE 118001859	City of Everett Animals Brought to Shelter-April	06/15/2018		370.00
			Total for Check Number 58737:	0.00	370.00
58738	COMCAST 021 0724345	Comcast Internet for ITS 06/14-07/13	06/15/2018		106.40
			Total for Check Number 58738:	0.00	106.40
58739	CUTEDGET 20180528	Cutting Edge Training Supervisor Force Liability Prevention Training 0	06/15/2018		124.00
			Total for Check Number 58739:	0.00	124.00
58740	DVNPTGRP 100129	Davenport Group, Inc Workstation Replacement CIP	06/15/2018		82,840.35
			Total for Check Number 58740:	0.00	82,840.35
58741	ELLITIRE 064462002224 064462002228 064462002258 064462002415 064462002417	PepBoys-Remittance Dept LOF-Car #43 LOF, LF Sway Bar, RF Sway Bar-Car #44 LOF-Car #32 LOF, Wiper Blades, Small Bulbs-Car #10 LOF, Bulbs-Car #39	06/15/2018		36.89 197.78 33.75 73.73 93.14
			Total for Check Number 58741:	0.00	435.29
58742	ESRI 93475187	Environmental Systems Research Institute ArcGIS Desktop Basic Primary/Secondary Main	06/15/2018		772.80
			Total for Check Number 58742:	0.00	772.80
58743	FELDMAJ May 2018	Feldman & Lee, P.S. Public Defender Contract Flat Fee-May	06/15/2018		9,000.00
			Total for Check Number 58743:	0.00	9,000.00
58744	FONGJ 6803	Jeffrey Fong Photography: Intermediate Digital (Spring) 05/2-	06/15/2018		262.50
			Total for Check Number 58744:	0.00	262.50
58745	GRYOSBRN 17559.02-2 17559.03-3	Gray & Osborne Inc Prof Serv-132nd Mid-Block Crossing 2018 Gran Prof Serv-35th Ave Overlay/N Creek Trail Study	06/15/2018		1,289.76 2,899.71
			Total for Check Number 58745:	0.00	4,189.47
58746	HARRISF 179028	Harris Ford Element Kit-PW #9	06/15/2018		19.74

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58746:	0.00	19.74
58747	HORIZON 2M071515 2M071714	Horizon Distributors Inc Leather Scabbard, Bolts, Washers, Nuts Misc Bolts, Washers, Nuts	06/15/2018		22.60 32.61
			Total for Check Number 58747:	0.00	55.21
58748	HUBERJ PL2018-0006	Jeff and Janelle Huber Refund Appeal Fee PL2018-0006 Receipt #1669	06/15/2018		250.00
			Total for Check Number 58748:	0.00	250.00
58749	INTEGRA 15363237	Allstream T-1 Monthly Chgs-June	06/15/2018		662.40
			Total for Check Number 58749:	0.00	662.40
58750	IWORQSYS 10388	iWorQ Systems, Inc iWorQ Systems Internet Management July 2018-	06/15/2018		1,000.00
			Total for Check Number 58750:	0.00	1,000.00
58751	KGCTYOF 91781	King County Finance WRIA Watershed Planning Interlocal	06/15/2018		6,723.00
			Total for Check Number 58751:	0.00	6,723.00
58752	LERMAN Per Diem Per Diem1 Per Diem2 Per Diem3 Per Diem4 Per Diem5 Per Diem6 Per Diem7 Per Diem8	Nathan Lerma Meals 05/29-K9 Narcotics Training-N Lerma Meals 05/30-K9 Narcotics Training-N Lerma Meals 05/31-K9 Narcotics Training-N Lerma Meals 06/01-K9 Narcotics Training-N Lerma Meals 06/04-K9 Narcotics Training-N Lerma Meals 06/05-K9 Narcotics Training-N Lerma Meals 06/06-K9 Narcotics Training-N Lerma Meals 06/07-K9 Narcotics Training-N Lerma Meals 06/08-K9 Narcotics Training-N Lerma	06/15/2018		48.00 64.00 64.00 33.00 48.00 64.00 64.00 64.00 33.00
			Total for Check Number 58752:	0.00	482.00
58753	LESSCHW 39500388651	Les Schwab Thread Lug Nut-PW #10	06/15/2018		6.07
			Total for Check Number 58753:	0.00	6.07
58754	LEXNEXIS 3091447106	RELX Inc LexisNexis Monthly Chgs 04/01-04/30	06/15/2018		186.09
			Total for Check Number 58754:	0.00	186.09
58755	MAYBERM 6848 6850 6852	Mitch Mayberry Tiny Tiger Martial Arts (Spring) 04/20-06/08 #6i Tiger Martial Arts: Beginner (Spring) 04/20-06/08 Tiger Martial Arts: Colored (Spring) 04/20-06/08	06/15/2018		931.00 665.00 332.50
			Total for Check Number 58755:	0.00	1,928.50
58756	MMKIDS 6882 6883	M & M Kids Sports LLC Tennis Classes for Kids: Mill Creek Elem 04/16- Tennis Classes for Kids: Cedar Wood Elem 04/16-	06/15/2018		655.20 1,646.40

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58756:	0.00	2,301.60
58757	MOCKINGJ MCFM6-12 MCFM6-12a	Sarah Dylan Farmers Market June 1st-35 Vendors Farmers Market June 8th-26 Vendors	06/15/2018		350.00 260.00
			Total for Check Number 58757:	0.00	610.00
58758	NATBARR 276360 276361	National Barricade Co., LLC 20-28" Traffic Cones 50-28" Traffic Cones-35th Ave Flooding	06/15/2018		358.80 855.60
			Total for Check Number 58758:	0.00	1,214.40
58759	NWCASC 165134	Honey Bucket Honey Bucket Rental-Memorial Day Ceremony	06/15/2018		350.00
			Total for Check Number 58759:	0.00	350.00
58760	OLBRECAS April, May 2018	Olbrechts & Associates PLLC Hearing Examiner Services 04/25-05/24	06/15/2018		2,089.00
			Total for Check Number 58760:	0.00	2,089.00
58761	OREILLY 2986-160965 2986-160968 2986-163036 2986-163620	O'Reilly Automotive Inc Fuel Filter-PW #10 Grease Gun, Coupler Lock, 1 H-TMP Grease-Chipper 2-Mini Bulb-PW #5 Mini Torch/Butane/Splice	06/15/2018		86.60 4.63 10.64 46.33
			Total for Check Number 58761:	0.00	148.20
58762	PAWS April 2018	PAWS Animals Brought to Shelter-Apr	06/15/2018		905.00
			Total for Check Number 58762:	0.00	905.00
58763	PERTEET 20180015.000-2	Perteet Inc Prof Serv-Storm Pipe Assessment 04/02-04/29	06/15/2018		18,372.50
			Total for Check Number 58763:	0.00	18,372.50
58764	PHILPUB 28804 423	Philips Publishing Mill Creek City Connection-Summer 2018 Passport Ad-Lynnwood Parks & Rec	06/15/2018		7,215.00 340.00
			Total for Check Number 58764:	0.00	7,555.00
58765	PILCHVT 193971	Pilchuck Vet Hospital Bagira-General Exam 05/07	06/15/2018		75.40
			Total for Check Number 58765:	0.00	75.40
58766	PITNEYB 3306254948	Pitney Bowes Global Financial Services Lease Postage Machine, Meter & Scale 03/30-06	06/15/2018		465.98
			Total for Check Number 58766:	0.00	465.98
58767	PLATT R446553	Platt Electric Supply, Inc Power Cord Extension-PW Welder	06/15/2018		41.70

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58767:	0.00	41.70
58768	PRYTHSP 606174	Protect Youth Sports Background Checks-Recreation Class Instructor:	06/15/2018		17.90
			Total for Check Number 58768:	0.00	17.90
58769	RAMERJ 2018-04	Jon Ramer Consulting Services-Memorial Day Parade	06/15/2018		2,000.00
			Total for Check Number 58769:	0.00	2,000.00
58770	RDAYARTS 6793	Rainy Day Art Studio LLC Explore Art! (Spring 2) 05/16-06/06 #6793	06/15/2018		315.00
			Total for Check Number 58770:	0.00	315.00
58771	RKSOLID 6767	Rock Solid Learning LLC Fossils & Tiny Treasures (June) 06/09 #6767	06/15/2018		126.00
			Total for Check Number 58771:	0.00	126.00
58772	SHORECON 1	Shoreline Construction Co. Sweetwater Ranch Sinkhole Repairs 04/09-04/1:	06/15/2018		90,732.36
			Total for Check Number 58772:	0.00	90,732.36
58773	SHORTCR 494899 494902 494903 494904 494905 494906 494907 494908 494909	Short Cressman & Burgess PLLC Prof Legal Services-Council-March Prof Legal Services-Exec-March Prof Legal Services-CHN-March Prof Legal Services-Business Expense Policy-M Prof Legal Services-HR-March Prof Legal Services-Website-March Prof Legal Services-Police-March Prof Legal Services-Exec-PRA-March Prof Legal Services-Fire Contract-March	06/15/2018		2,198.64 124.00 62.00 939.40 1,446.00 1,030.40 31.00 3,768.00 248.00
			Total for Check Number 58773:	0.00	9,847.44
58774	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 24079-27593 32140-27632 32141-27633 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017 37680-27914 40191-27914	Silverlake Water District 132nd & SR 527 Irrig 05/01-05/31 Silver Crest Park 05/01-05/31 15429 1/2 Bothell Everett Hwy 05/01-05/31 15429 Bothell Way-Irrig 05/01-05/31 Hillside Irrig 05/01-05/31 13903 N Creek Dr-Irrig 05/01-05/31 13903 N Creek Dr 05/01-05/31 SR 527-Irrig 05/01-05/31 14600 SR 527-Irrig 05/01-05/31 14600 SR 527-Irrig 05/01-05/31 1600 SR 527-Irrig 05/01-05/31 15200 SR 527-Irrig 05/01-05/31 15100 N SR 527-Irrig 05/01-05/31 SR 527 & Trillium Blvd-Irrig 05/01-05/31 14600 SR 527-Irrig 05/01-05/31 SR 527 & Dumas Rd-Irrig 05/01-05/31 Dumas Rd Irrigation 05/01-05/31 14721 12th Ave SE-Irrig 05/01-05/31 0 33rd Dr & Northpointe Circle-Irrig 05/01-05/3 13315 45th Ave SE-Restroom 05/01-05/31	06/15/2018		17.40 7.60 54.15 34.55 66.40 66.40 97.42 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 22.30 7.60 100.70 67.95

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58774:	0.00	610.87
58775	SMARSH INV00376826 INV00376826a	Smarsh Inc Text Archiving Platform-Verizon Monthly 05/01- Use Tax, Text Archiving Platform-Verizon Mont	06/15/2018		240.60 -7.80
			Total for Check Number 58775:	0.00	232.80
58776	SNOCOC 2018-4513	Snohomish County Corrections Jail Service Fees-April	06/15/2018		15,499.00
			Total for Check Number 58776:	0.00	15,499.00
58777	SNOCOM 457	Snohomish County 911 Dispatch Services-June	06/15/2018		30,014.58
			Total for Check Number 58777:	0.00	30,014.58
58778	SNOCOPW 1000468605 1000468605a 1000468605b	Snohomish County Public Works RR7554-164th SE & 9th SE-Apr RR7573-35th Ave SE & 148th SE-Apr RR7869-Mill Crk Blvd @ Main-Apr	06/15/2018		174.37 1,271.77 183.49
			Total for Check Number 58778:	0.00	1,629.63
58779	SNOCPU 200743599 200797223 201353968 201367745 201663515 201669280 201752961 201781135 202529210 202570776 202624391 202767935 202909941 202926333 202959052 203028121 203251632 203388152 204717524 204717532 204717540 205087232 205495328 220317390 220612410 220763510 221293111	PUD No. 1 of Snohomish County Street Lights-190 Lights-200W 05/01-05/31 3401 148th St SE 04/22-05/18 15728 Main St 05/08-06/05 902 164th St SE 05/08-06/05 14600 16th Ave SE 05/05-06/04 16110 1/2 29th Dr SE 04/27-05/24 15429 1/2 Bothell Everett 05/08-06/06 2701 155th St SE 05/01-05/29 Street Lights-386 Lights-100W 05/01-05/31 Street Lights-87 Lights-250W 05/01-05/31 Street Lights-842 Lights-100W 05/01-05/31 Street Lights-21 Lights-400W 05/01-05/31 Street Lights-6 Lights-150W 05/01-05/31 Hillside Park 04/27-05/25 4842 SAC 05/08-06/06 4560 SAC 05/05-06/04 15510 Village Green Dr 05/01-05/29 15429 Bothell Everett Hwy 05/08-06/06 15510 Village Green Dr 05/01-05/29 Street Lights-6 Lights-150W 05/01-05/31 Street Lights-39 Lights-400W 05/01-05/31 Street Lights-17 Lights-100W 05/01-05/31 Street Lights-49 Lights-20W 05/01-05/31 Street Lights-1 Light-240W 05/01-05/31 15601 22nd Ct SE 05/01-05/29 13332 44th Ave SE 05/05-06/04 Street Lights-1 Light-160W 05/01-05/31	06/15/2018		1,737.21 36.75 1,572.84 32.70 16.74 29.62 17.66 28.09 1,389.60 942.21 6,021.56 312.90 28.98 15.66 62.00 40.94 15.66 23.67 47.68 285.38 441.48 52.87 17.15 7.94 17.51 49.44 5.18
			Total for Check Number 58779:	0.00	13,249.42
58780	STAPLEAD 70107960LA 70107960LAa 70107960LAb	Staples Advantage General Supplies-Envelopes/Pens General Supplies-Toner General Supplies-File Folders	06/15/2018		68.60 68.44 46.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	70107960LAc	General Supplies-AA Batteries			33.78
	70107960LAd	General Supplies-Storage Boxes, Dividers, Bind			195.32
	70107960LAe	General Supplies-Pens-Passports			3.64
	70107960LAF	General Supplies-Manila Folders, Copy Paper			511.58
			Total for Check Number 58780:	0.00	927.37
58781	STARDMSV 011863-IN 011863-INa	Stardom Services Inc Janitorial Services-May-CHS Janitorial Services-May-Graduation Party Clean-	06/15/2018		995.00 1,259.13
			Total for Check Number 58781:	0.00	2,254.13
58782	STERICYC 3004285306	Stericycle Inc Biomedical Waste Services-Monthly Fee	06/15/2018		10.36
			Total for Check Number 58782:	0.00	10.36
58783	THORBARN 79431	Thorson Barnett & McDonald, P.C. Prof Legal Services-Finance 05/01	06/15/2018		714.00
			Total for Check Number 58783:	0.00	714.00
58784	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-May	06/15/2018		27.61
			Total for Check Number 58784:	0.00	27.61
58785	TRANSUN 05810685	Trans Union LLC Basic Service Monthly Fee-Credit Checks 04/26	06/15/2018		44.16
			Total for Check Number 58785:	0.00	44.16
58786	ULINE 98181561	Uline Handgun, Knife & Rifle Evidence Boxes	06/15/2018		457.55
			Total for Check Number 58786:	0.00	457.55
58787	UNWAYSNC 06/08/18	United Way of Snohomish County United Way EE for June 2018	06/15/2018		322.00
			Total for Check Number 58787:	0.00	322.00
58788	UPS 00009X8014228	United Parcel Service UPS-2 Day Air-PD Docking Station	06/15/2018		78.31
			Total for Check Number 58788:	0.00	78.31
58789	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges 05/01-05/31	06/15/2018		34.00
			Total for Check Number 58789:	0.00	34.00
58790	UULC 8050167 8050167a	Utilities Underground Location Center On-Call Location Service-172 Locates On-Call Location Service-172 Locates	06/15/2018		110.94 110.94
			Total for Check Number 58790:	0.00	221.88
58791	WAALARM 436799	Washington Alarm Service Call 05/16 & 05/23	06/15/2018		193.21



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58791:	0.00	193.21
58792	WASPC INV028137	WA. Assoc of Sheriffs & Police Chiefs WASPC 2018 Spring Conf-G Elwin & S Eastma	06/15/2018		600.00
			Total for Check Number 58792:	0.00	600.00
58793	WASTEMN 0482701-2677-3	Waste Management-Northwest Day of Hope-Cook House 05/01-05/31	06/15/2018		943.75
			Total for Check Number 58793:	0.00	943.75
58794	WASTPAT I18008231 I18008231a	Washington State Patrol Background Checks-May Background Check-G Hortillosa	06/15/2018		48.00 20.00
			Total for Check Number 58794:	0.00	68.00
58795	WINSUPP 024863 00	Winsupply Company Heron Park-Irrigation Repair	06/15/2018		96.55
			Total for Check Number 58795:	0.00	96.55
58796	WTRSHD 0076050-IN	Watershed Inc 6 Patrol Jackets	06/15/2018		2,685.58
			Total for Check Number 58796:	0.00	2,685.58
58797	ZAC&THOM 1402 1403	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Apr Monthly Prosecution Legal Retainer-May	06/15/2018		9,053.47 9,053.47
			Total for Check Number 58797:	0.00	18,106.94
58798	ZUMAR 22805	Zumar Industries, Inc. 6-Roundabout Directional/Sign Posts/Anchors	06/15/2018		1,021.99
			Total for Check Number 58798:	0.00	1,021.99
			Total for 6/15/2018:	0.00	365,295.30
58799	TRAILPLU TRPL26-30022	TrailersPlus Marysville Trailer-City Events-7x14 Patriot Cargo #4YMBG	06/21/2018		5,049.46
			Total for Check Number 58799:	0.00	5,049.46
			Total for 6/21/2018:	0.00	5,049.46
58800	ALDWTR 00320003-01 01100176-01 01300169-01 01550006-01 02170002-01 02460002-01 02470001-01 03050003-01 03095000-01	Alderwood Water District Seattle Hill Rd I/R 03/19-05/21 Median 4 & 5 I/R 03/19-05/21 1901 Mill Fern Dr SE I/R Median 03/19-05/21 16011 28th Dr SE I/R 03/19-05/22 Seattle Hill Rd I/R 03/19-05/22 155 Vlg Grm Dr I/R 03/19-05/22 155 Vlg Grm Dr/Heron Pk 03/19-05/22 15933 29th Dr SE I/R 03/19-05/22 16220 27th Dr SE I/R 03/19-05/22	06/29/2018		69.86 69.86 211.97 69.86 69.86 181.19 195.06 69.86 69.86

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	03805002-01	16217 27th Dr SE I/R 03/19-05/22			69.86
	03865000-01	16205 25th Dr SE I/R 03/19-05/22			31.11
	04900159-01	Seattle Hill Rd I/R 03/19-05/21			69.86
	05400166-01	Median Number 6 I/R 03/19-05/21			134.45
	05590004-02	15720 Mill Creek Blvd D/C 03/19-05/21			14.62
	05600177-03	15720 Main Street 03/19-05/21			555.23
	05700181-01	15728 Main St I/R 03/20-05/21			325.53
	05702001-01	15728 Main St D/C 03/20-05/21			14.62
	05705005-01	15728 Main Street 03/20-05/21			452.87
	06900173-02	1300 156th Pl SE I/R 03/19-05/21			31.11
	07850004-01	16101 Highland Blvd/Restr 03/19-05/22			187.68
	07855001-01	16101 28th Dr SE I/R 03/19-05/22			287.05
	07895001-01	16021 28th Dr SE I/R 03/19-05/22			69.86
	07900155-01	Seattle Hill Rd I/R 03/19-05/22			69.86
	08000152-01	Seattle Hill Rd I/R 03/19-05/22			69.86
	08300050-01	3310 157th Pl SE I/R 03/19-05/22			448.74
	08800024-01	Seattle Hill Rd I/R 03/19-05/21			69.86
	08900020-01	Seattle Hill Rd I/R 03/19-05/21			69.86
	09000017-01	16101 28th Dr SE I/R 03/19-05/21			69.86
	09080000-01	14600 Mill Creek Blvd I/R 03/19-05/22			31.11
	09100016-01	Seattle Hill Rd I/R 03/19-05/21			69.86
	13233000-01	15200 Mill Creek Blvd I/R 03/19-05/21			31.11
	25703000-01	14725 32nd Dr SE I/R 03/19-05/22			123.98
	26070000-01	15803 32nd Ave SE 03/19-05/22			187.68
	26467000-01	1900 164th St SE 03/19-05/21			69.86
	26468000-01	1900 164th St SE I/R 03/19-05/21			69.86
	33254000-01	14725 32nd Dr SE 03/19-05/22			187.68
	34493000-01	15720 Main St I/R 03/19-05/21			79.55
			<b>Total for Check Number 58800:</b>	<b>0.00</b>	<b>4,899.96</b>
58801	APRNWINC Triple Net 2017	Appraisals Northwest Inc 2017 Triple Net Refund - Suite #230	06/29/2018		621.81
			<b>Total for Check Number 58801:</b>	<b>0.00</b>	<b>621.81</b>
58802	ARTISPHO Headshots	Artis Photography Staff Headshots	06/29/2018		605.00
			<b>Total for Check Number 58802:</b>	<b>0.00</b>	<b>605.00</b>
58803	ARTSANDN Veterans Mon	Artistic Sandblasting NW Veterans Memorial Engraving-7 Names Added	06/29/2018		717.60
			<b>Total for Check Number 58803:</b>	<b>0.00</b>	<b>717.60</b>
58804	BANKCARE	Bank of America	06/29/2018		
	1	Refund-Whelen 500L Tube Strobe Replacement			-132.77
	10	Tie Down Straps, Wheel Blocks, First Aid Kit-C			201.50
	10a	Games-City Events Trailer			73.82
	11	Supplies-Pre-School Pals Spring 2018			125.65
	12	Supplies-Pre-School Pals Spring 2018			150.14
	13	Cases for Narcotics Storage			114.02
	14	PST-Backup UPS			133.42
	15	Facebook Ad & Event Posting 05/14-Memorial I			25.00
	16	Toll Chgs-Car #42			9.75
	17	Facebook Ad & Event Posting 05/14-Memorial I			50.00
	18	American Flag-VIP Bucket Giveaways-Memorie			24.28
	19	Toll Chgs-Car #43			6.75
	2	Refund-Wheel Chock Blocks/First Aid Kit-City			-154.47
	20	Container of Beads/Extension Cord-Memorial D			102.72

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
21		Facebook Ad & Event Posting 05/14-05/16-Men			250.00
22		Jars for Narcotics Storage			25.59
23		Tools for Narcotics Training			27.54
24		Facebook Ad & Event Posting 05/16-05/20-Men			500.00
25		Refreshments-Citizens Academy Graduation 05/			11.36
26		Refreshments-Citizens Academy Graduation 05/			32.50
27		Refreshments-Map Your Neighborhood Comm E			6.00
28		Refreshments-Citizens Academy Graduation 05/			35.94
29		150 Stem Carnations-Memorial Day Ceremony			88.31
3		Drying Cabinet Filter Replacement			893.14
30		Lodging 07/11-07/13 Deposit-Adv Motor Office			102.30
31		Lock Box-Evidence Room/Light Bulbs-Evidenc			77.52
32		2 Tennis Net Center Straps-Heron & Highlands I			35.29
33		High Grip Wheel Chocks/First Aid Kit-City Eve			169.13
33a		Games-City Events Trailer			19.41
34		Necklace Beads-VIP Bucket Giveaways-Memor			190.50
35		Toll Chgs 05/11-PW #1			9.00
36		Facebook Ad & Event Posting 05/19-05/25-Men			750.00
37		E-Collar K-9			7.20
38		2 Packages-Blue Slash Jackets-HR			36.86
39		Refreshments-Volunteers-Memorial Day Ceremc			28.56
3a		Use Tax, Drying Cabinet Filter Replacement			-84.14
4		5gal Beverage Jugs-City Events Trailer			53.25
40		Coffee-Volunteers-Memorial Day Ceremony 05/			18.71
41		Facebook Ad & Event Posting 05/24-05/28-Men			425.00
42		Vinyl Lettering for Patrol Car			46.60
43		1 Pr Water Proof Boots-B Phillips			209.70
44		Magnetic Roll Sheeting for Vinyl Lettering			27.53
45		Vortex Rangefinder/Shadow Tech Saddle w/ Pad			677.86
46		DVI Cable & USB Adapter			83.38
47		Vortex Binoculars-B Phillips			165.43
48		Lodging 06/01-06/02 Use of Force Liability-B F			107.29
49		Marpat Boonie Hat-B Phillips			33.11
5		Games, Coolers, Chairs-City Events Trailer			685.82
50		Gunslinger Military Pack, Tri-Pod, Bi-Pod, Vort			765.90
51		Marpat-Top/Bottom-B Phillips			218.85
52		Air Dent Puller-Pull Out Dents			73.88
53		MyBuildingPermit.com Monthly Fee			59.95
6		Swag Items Giveaway-City & Local Events			3,408.58
6a		Use Tax, Swag Items Giveaway-City & Local E			-321.10
7		Games-City Events Trailer			264.45
8		250 Wooden Nickels-Farmers Market			129.35
9		Supplies-Pre-School Pals Spring 2018			59.59
					<hr/>
				Total for Check Number 58804:	0.00 11,134.95
58805	BANKCR16	Bank of America	06/29/2018		
1		MC Rotary Mtg 05/09-T Rogers			17.00
2		Bill's Blueprint-1 Set Full Size Drawings-35th A			95.03
3		EPIC Conference Registration-C Amrine			85.00
4		MC Rotary Mtg 05/30-T Rogers			17.00
					<hr/>
				Total for Check Number 58805:	0.00 214.03
58806	BANKCR20	Business Card	06/29/2018		
1		Chains for Trucks			36.74
10		Supplies-Sponges/Scouring Pads			8.79
11		Power Equipment Sleeve/Cover			59.46
12		Fertilizer/Granular Lime			28.64
2		3-31gal Trash Cans-North Creek Trail			72.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	3	HVAC Drip Pans-CHN			16.43
	4	Splice/Power Cord-Welder Machine			33.78
	5	Soil/Zip Ties/Sharpie			175.03
	6	Supplies-Pliers/Tape-Memorial Day Ceremony			69.20
	7	Keys-Truck/Inspection Ranger/Cook House			208.41
	8	All Purpose Cleaner			11.02
	9	Chemical Sprayer			30.58
			Total for Check Number 58806:	0.00	750.88
58807	BANKCR24	Business Card	06/29/2018		
	1	Fuel Cost for B-25 Fly-Over Memorial Day Para			500.00
	2	GFOA Financial Policies Class 06/06-P Lauerm			370.00
			Total for Check Number 58807:	0.00	870.00
58808	BANKCR25	Business Card	06/29/2018		
	1	Ground Breaking Ceremonial Ribbon-35th Ave I			61.80
	10	Baggage Fee 05/23 SMILE Conf-J Kirk			25.00
	11	Lodging 05/19-05/23 SMILE Conf-J Kirk			705.12
	12	Bottled Water-Memorial Day Ceremony			16.74
	13	Lunch 06/01 Team Recognition/De-Brief-Kirk, F			69.17
	14	Lunch 06/01-YAB Year-End Recognition			83.60
	2	Honey Bee Mix Seeds-City Event Giveaway			478.50
	2a	Use Tax, Honey Bee Mix Seeds-City Event Give			-45.08
	3	Mtg 05/08-Advertising Plan 2018-2019-M Wilsc			4.76
	4	Gold Spray Paint-Ground Breaking Shovels-35th			6.60
	5	Refreshments-Senior Focus Group 05/15			20.99
	6	100 Sheets-Shipping Labels, Clasp Envelopes			28.36
	7	Transportation 05/19 SMILE Conf-J Kirk			89.50
	8	Baggage Fee 05/19 SMILE Conf-J Kirk			25.00
	9	Transportation 05/24 SMILE Conf-J Kirk			42.83
			Total for Check Number 58808:	0.00	1,612.89
58809	BANKCR26	Business Card	06/29/2018		
	1	Refund, May SCC Membership Dinner 05/17-M			-35.00
	2	May SCC Membership Dinner 05/17-M Todd			35.00
	3	May SCC Membership Dinner 05/17-P Pruitt			35.00
	4	VIP Buckets-Memorial Day Ceremony			20.46
	5	Bracelets-VIP Bucket Giveaways-Memorial Day			9.94
	6	Pens-Planning Calendars			7.42
	7	Refreshments-Memorial Day VIPs-Council, Har			14.98
			Total for Check Number 58809:	0.00	87.80
58810	BANKCR27	Business Card	06/29/2018		
	1	Lunch 05/04 Labor Relations Institute-S Eastma			26.08
	10	Mail Items to Crime Lab			23.70
	11	Dinner 05/21 WASPC Conf-S Eastman			33.19
	12	Lunch 05/21 WASPC Conf-S Eastman			18.06
	13	Lodging 05/21-05/24 WASPC Conf-S Eastman			436.86
	2	Lodging 05/02-05/04 Labor Relations Institute-C			210.84
	3	Lodging 05/02-05/04 Labor Relations Institute-S			210.84
	4	Good To Go WSDOT Monthly Fee-S Eastman			30.00
	5	Mail Items to Crime Lab			24.65
	6	Refreshments-Regional Trainers Mtg 05/08			18.71
	7	Refreshments-Regional Trainers Mtg 05/08			15.99
	8	Refreshments-Citizens Academy 05/09			11.97
	9	Refreshments-Citizens Academy 05/16			29.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58810:	0.00	1,090.85
58811	BENNETTN Triple Net 2017	Nancy Bennett Consulting 2017 Triple Net Refund - Suite #241	06/29/2018		263.78
			Total for Check Number 58811:	0.00	263.78
58812	CANNONR 6789	Rosario Cannon Circle Time with Friends (Spring 2) 05/21-06/25	06/29/2018		280.00
			Total for Check Number 58812:	0.00	280.00
58813	CARLSONJ 6795	Jessica Carlson Adventures in Art - Spring 2 (4 Weeks) 05/25-06	06/29/2018		226.80
			Total for Check Number 58813:	0.00	226.80
58814	CH20INC 269413	CH20, Inc Cooling Tower-HVAC CHN	06/29/2018		198.72
			Total for Check Number 58814:	0.00	198.72
58815	CITYEVE 118002142	City of Everett Animals Brought to Shelter-May 2018	06/29/2018		185.00
			Total for Check Number 58815:	0.00	185.00
58816	COMCAST 021 0457011	Comcast High Speed Internet Fee 06/18-07/17	06/29/2018		191.40
			Total for Check Number 58816:	0.00	191.40
58817	COPIETC AR32828	Copiers Etcetera, Inc. Repairs & Maint-Copy Machines	06/29/2018		1,379.40
			Total for Check Number 58817:	0.00	1,379.40
58818	DEPTECOG 2018-WAR306248	Department of Ecology WSDOE Stormwater Permit #WAR306248	06/29/2018		176.22
			Total for Check Number 58818:	0.00	176.22
58819	ELLITIRE 064462002394 064462002529 064462002548 064462002589	PepBoys-Remittance Dept Engine Diagnostics, LOF, Remove Ignition Coil LOF, Battery & Wiper Blades-Car #39 4 Tires/Wheel Alignment, LOF-Car #40 Diagnose Brakes/ABS-Remove & Replace Whe	06/29/2018		335.75 181.05 778.40 226.39
			Total for Check Number 58819:	0.00	1,521.59
58820	EVERGRML MC063 2018 MC064 2018 MC064a 2018 MC065 2018 MC067 2018 MC068 2018 MC069 2018 MC070 2018 MC071 2018 MC072 2018	Evergreen Maintenance Landscaping, LLC Landscape Maintenance-Apr-SR 527 Medians Landscape Maintenance-May-Hillside Park Landscape Maintenance-May-Library Park Landscape Maintenance-May-North Creek Sport Landscape Maintenance-May-Public Library Landscape Maintenance-May-Highlands Park Landscape Maintenance-May-Pine Meadow Parl Landscape Maintenance-May-CHN Landscape Maintenance-May-CHS Landscape Maintenance-May-Buffalo Park	06/29/2018		662.40 552.00 321.20 28.60 772.80 993.60 772.80 496.80 662.40 662.40

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	MC073 2018	Landscape Maintenance-May-Nickel Creek Park			386.40
	MC074 2018	Landscape Maintenance-May-Heron Park			321.20
	MC075 2018	Landscape Maintenance-May-Cougar Park			496.80
	MC076 2018	Landscape Maintenance-May-ROW Medians			736.06
	MC077 2018	Landscape Maintenance-May-ROW Medians			1,349.37
	MC078 2018	Landscape Maintenance-May-Ditch #1			154.56
	MC079 2018	Landscape Maintenance-May-Ditch #2			154.56
	MC080 2018	Landscape Maintenance-May-Ditch #3			154.56
	MC081 2018	Landscape Maintenance-May-Pond #4			154.56
	MC082 2018	Landscape Maintenance-May-Pond #5			154.56
	MC083 2018	Landscape Maintenance-May-Pond #6			154.56
			Total for Check Number 58820:	0.00	10,142.19
58821	GRYOSBRN 18471.00-1	Gray & Osborne Inc Prof Serv-35th Ave Construction Mgmt & Inspec	06/29/2018		20,702.97
			Total for Check Number 58821:	0.00	20,702.97
58822	GTHENORTH 0326-110804-5 6974-081899-5	Frontier Alarm System Line Chgs-Cook House CC Line, Fax 06/19-07/18	06/29/2018		52.69 158.11
			Total for Check Number 58822:	0.00	210.80
58823	HUIK 6812 6813 6817	Kelly Hui Ballet: Creative 10:30am (Spring 2) 06/02-06/23 Ballet: Creative 11:15am (Spring 2) 06/02-06/23 Ballet: Beginning 12:00pm (Spring 2) 06/02-06/23	06/29/2018		336.00 235.20 403.20
			Total for Check Number 58823:	0.00	974.40
58824	HUNTRON Triple Net 2017	Huntron Inc 2017 Triple Net Refund - Suite #100	06/29/2018		7,298.12
			Total for Check Number 58824:	0.00	7,298.12
58825	INNOMWSL Triple Net 2017	Innovative Mill Work Solutions 2017 Triple Net Refund - Suite #224	06/29/2018		498.76
			Total for Check Number 58825:	0.00	498.76
58826	KIDZLOVS 6819 6820 6821 6825 6826 6827 6831 6832 6833 6837 6838 6842 6843	North American Youth Activities, LLC KLS Soccer: Mommy & Me (Spring, Sat-8:30am) KLS Soccer: Mommy & Me (Spring, Sat-9:05am) KLS Soccer: Mommy & Me (Spring, Tue-9:30am) KLS Soccer: Tot-Soccer (Spring, Sat-9:45am) 04/28-06/1 KLS Soccer: Tot-Soccer (Spring, Tue-10:10am) KLS Soccer: Tot-Soccer (Spring, Tue-4:10pm) 04/28-06/1 KLS Soccer: Pre-Soccer (Spring, Sat-10:15am) 04/28-06/1 KLS Soccer: Pre-Soccer (Spring, Tue-10:40am) KLS Soccer: Pre-Soccer (Spring, Tue-4:40pm) 04/28-06/1 KLS Soccer: 1 (Spring, Sat-10:50am) 04/28-06/1 KLS Soccer: 1 (Spring, Tue-5:15pm) 05/01-06/1 KLS Soccer: Soccer 2 (Spring, Sat-11:35am) 04/28-06/1 KLS Soccer: Soccer 2 (Spring, Tue-6:00pm) 05/01-06/1	06/29/2018		168.00 1,008.00 112.00 280.00 112.00 280.00 672.00 112.00 224.00 1,120.00 1,204.00 504.00 616.00
			Total for Check Number 58826:	0.00	6,412.00
58827	KIRKJ Per Diem Per Diem1	Joni Kirk Meals 05/19-SMILE Conference-J Kirk Meals 05/20-SMILE Conference-J Kirk	06/29/2018		59.00 31.00

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	Per Diem2	Meals 05/21-SMILE Conference-J Kirk			43.00
	Per Diem3	Meals 05/22-SMILE Conference-J Kirk			43.00
	Per Diem4	Meals 05/23-SMILE Conference-J Kirk			59.00
					<hr/>
				Total for Check Number 58827:	0.00 235.00
58828	LEXNEXIS 3091494524	RELX Inc LexisNexis Monthly Chgs 05/01-05/31	06/29/2018		186.09
				Total for Check Number 58828:	0.00 186.09
58829	MOCKINGJ MCFM6-15 MCFM6-25	Sarah Dylan Farmers Market June 15th-35 Vendors Farmers Market June 22nd-35 Vendors	06/29/2018		350.00 350.00
				Total for Check Number 58829:	0.00 700.00
58830	OMWATT 811425 811427 811427a 811427b 811428 811430 811431 811432 811433 813100 813102 813103 813104 813105	Ogden Murphy Wallace Attorneys Prof Legal Services-Council-April Prof Legal Services-35th Ave Recon-April Prof Legal Services-Engr-April Prof Legal Services-Exploration Park-April Prof Legal Services-Exec-April Prof Legal Services-Finance-April Prof Legal Services-HR-April Prof Legal Services-Web Contract Issues-April Prof Legal Services-Police-April Prof Legal Services-Exec-May Prof Legal Services-Finance-May Prof Legal Services-HR-May Prof Legal Services-Police-May Prof Legal Services-Exec-PRA-May	06/29/2018		11,056.93 1,090.00 150.00 330.00 1,380.90 1,984.00 392.70 620.00 391.00 651.00 1,953.00 31.00 300.00 403.00
				Total for Check Number 58830:	0.00 20,733.53
58831	PAWS May 2018	PAWS Animals Brought to Shelter-May	06/29/2018		724.00
				Total for Check Number 58831:	0.00 724.00
58832	PAWSAFT 6778 6780	Paws Afoot Dog Obed-Puppy ABCs (Spring) 04/30-06/18 #6 Dog Obed-Basic Training for Dogs (Spring) 04/:	06/29/2018		192.50 462.00
				Total for Check Number 58832:	0.00 654.50
58833	PERTEET 20180015.000-3	Pertect Inc Prof Serv-Storm Pipe Assessment 04/30-06/03	06/29/2018		18,503.53
				Total for Check Number 58833:	0.00 18,503.53
58834	PITNEYW 800090000046343	Purchase Power Postage-Refill Postage Meter	06/29/2018		2,000.00
				Total for Check Number 58834:	0.00 2,000.00
58835	PLATT R596701	Platt Electric Supply, Inc 130 Lights-Facilities	06/29/2018		412.30
				Total for Check Number 58835:	0.00 412.30
58836	PROPLYRS	Pro Player Supply	06/29/2018		

**AGENDA ITEM #D.**

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	Triple Net 2016	2016 Triple Net Refund-Remaining Credit - Suit			32.06
	Triple Net 2017	2017 Triple Net Refund - Suite #242			259.20
			Total for Check Number 58836:	0.00	291.26
58837	PROVAC 180605-005	Pro-Vac CCTV Services 06/05	06/29/2018		1,614.60
			Total for Check Number 58837:	0.00	1,614.60
58838	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 05/17-06/18 15728 Main St 05/17-06/18	06/29/2018		40.20 313.68
			Total for Check Number 58838:	0.00	353.88
58839	RNRCSMNC Triple Net 2017	Rainier Case Management Inc 2017 Triple Net Refund - Suite #223	06/29/2018		281.45
			Total for Check Number 58839:	0.00	281.45
58840	SANDAACLN May 2018	Sanda Cleaners Uniform Dry Cleaning-May-G Elwin, S Eastmar	06/29/2018		334.89
			Total for Check Number 58840:	0.00	334.89
58841	SCFIRDS MC-18-02	Sno County Fire District #7 Fire Interlocal Agreement-2nd Qtr	06/29/2018		930,227.25
			Total for Check Number 58841:	0.00	930,227.25
58842	SDISTCRT May 2018 May 2018a	South District Court Filing Fees SD Court-May Interpreter Costs-May	06/29/2018		7,962.13 1,009.55
			Total for Check Number 58842:	0.00	8,971.68
58843	SEINVEST 2296 2297	Southeast Investment Group Lease-19 Parking Spaces 2017-N Creek Trail Lease-19 Parking Spaces 6 Months of 2018-N C.	06/29/2018		2,280.00 1,140.00
			Total for Check Number 58843:	0.00	3,420.00
58844	SHORECON 2	Shoreline Construction Co. Sweetwater Ranch Sinkhole Repairs 05/02-06/01	06/29/2018		196,403.96
			Total for Check Number 58844:	0.00	196,403.96
58845	SHORTCR 494900 494901 494901a 494901b	Short Cressman & Burgess PLLC Prof Legal Services-CED-March Prof Legal Services-SW-Mar Prof Legal Services-35th Ave Recon-Mar Prof Legal Services-PW-Mar	06/29/2018		2,703.60 574.00 210.00 330.00
			Total for Check Number 58845:	0.00	3,817.60
58846	SHREDIT 8124960246	Shred-It USA Inc Shredding Service Fee	06/29/2018		68.59
			Total for Check Number 58846:	0.00	68.59
58847	SNDPUBIN EDH811928	Sound Publishing Inc City Bids: 2018 Landscape Maint Svcs RFP	06/29/2018		144.48



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58847:	0.00	144.48
58848	SNOCOHU 1000469132	Snohomish County Human Services Dept. 2% Liquor Profits/Liquor Excise Taxes-1st Qtr	06/29/2018		1,372.72
			Total for Check Number 58848:	0.00	1,372.72
58849	SNOCOSHO 1000469263	Snohomish County Sheriff's Office SRDTF JAG Grant Contribution Jan-Mar 2018	06/29/2018		2,078.63
			Total for Check Number 58849:	0.00	2,078.63
58850	SNOCPUJ 200101434 200154458 201948601 202212361 202230108 202461042 202667499 202693008 202852059 203164694 203211552 203348081	PUD No. 1 of Snohomish County 2725 Seattle Hill Rd 05/11-06/08 2720 Seattle Hill Rd 05/11-06/08 13903 N Creek Dr 05/17-06/18 928 Dumas Rs 05/17-06/18 1900 164th St SE 05/11-06/08 15803 32nd Ave SE 05/11-06/08 2024 Seattle Hill Rd 05/10-06/08 15720 Main St 05/16-06/14 15720 Main St Unit B 05/16-06/14 13510 N Creek Dr 05/17-06/18 13628 N Creek Dr 05/17-06/18 14810 35th Ave SE 05/11-06/08	06/29/2018		15.66 15.66 959.60 104.42 16.43 21.94 36.14 1,544.28 336.54 49.36 40.51 47.25
			Total for Check Number 58850:	0.00	3,187.79
58851	SUMLAW 93080	Summit Law Group Prof Serv-General Labor Through 05/31	06/29/2018		213.50
			Total for Check Number 58851:	0.00	213.50
58852	SUPERION 210010	Superion, LLC TRAKiT (5 Users) Maintenance 7/1/18-6/30/19	06/29/2018		8,952.90
			Total for Check Number 58852:	0.00	8,952.90
58853	ULINE 98464638	Uline Supplies-Property & Evidence Room	06/29/2018		2,053.91
			Total for Check Number 58853:	0.00	2,053.91
58854	USIC 286196 286196a	USIC Locating Services, LLC 173 NC Locates/163 Ticket Locates 173 NC Locates/163 Ticket Locates	06/29/2018		1,925.03 1,925.03
			Total for Check Number 58854:	0.00	3,850.06
58855	VANHOLLT 6806	Tenille Van Hollebeke Cupcake Class: Father's Day Burger Cake 06/16	06/29/2018		210.00
			Total for Check Number 58855:	0.00	210.00
58856	WINSUPP 025057 00 025162 00	Winsupply Company Supplies-Falcon 6504/Rad Strips Elec Valve	06/29/2018		109.64 169.64
			Total for Check Number 58856:	0.00	279.28
58857	ZAC&THOM	Zachor & Thomas, Inc., P.S.	06/29/2018		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1404	Monthly Prosecution Legal Retainer-June			9,053.47
			Total for Check Number 58857:	0.00	9,053.47
58858	ZUMAR 22932	Zumar Industries, Inc. Special Project Sign-35th Ave Recon	06/29/2018		610.80
			Total for Check Number 58858:	0.00	610.80
			Total for 6/29/2018:	0.00	1,295,209.57
			Report Total (133 checks):	0.00	1,665,554.33



Date: July 10, 2018

Payroll Check Batches		
Dated	Check Numbers	Amount
06/25/2018	ACH Automatic Deposit Checks	\$156,095.51
06/25/2018	ACH Wire- FWT & Medicare Taxes	\$26,544.66
06/25/2018	ACH Wire MEBT- Wilmington Trust	\$28,409.99
06/25/2018	ACH Wire- ICMA RC- Def. Comp	\$2,087.60
06/25/2018	ACH Wire- BAC- Flex Spending Acct	\$1,237.05
07/02/2018	ACH Wire- Assoc. of WA Cities	\$81,146.06
<b>Total</b>		<b>\$295,520.87</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 \$295,520.87.

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

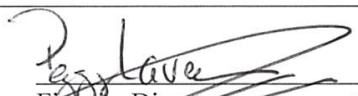
\_\_\_\_\_


\_\_\_\_\_

Councilmember

\_\_\_\_\_

Councilmember

  
 Finance Director

  
 City Manager

G:\FINANCE\Restricted (old I drive)\Payroll\ Voucher Coversheets\2018\Payroll Voucher Approval 07102018.docx

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Under Review  
 Week#:25 Pay Date:06/25/2018 P/E Date:06/15/2018  
 Qtr/Year:2/2018 Run Time/Date:18:28:43 PM EDT 06/19/2018

<b>Taxes Debited</b>	Federal Income Tax	20,190.01		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,177.31		
	Medicare - ER	3,177.34		
	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>26,544.66</b>		
<b>Other Transfers</b>	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	156,095.51		
	<b>Total Amount Debited From Your Account</b>		<b>182,640.17</b>	<b>Total Liability 182,640.17</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00		<b>182,640.17</b>
	Adjustments/Prepay/Voids	0.00		<b>182,640.17</b>
<b>Taxes- Your Responsibility</b>	None this payroll			<b>182,640.17</b>

**Payment Confirmation**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 06/25/2018 11:48:47 AM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Pending Approval  
**Transaction Number:** 186PC48254GK0C20

**Template Name:** MATRIX/MEBT  
**Template Code:** WILTRUST

**Debit Account Information**

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

**Beneficiary Details**

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

**Beneficiary Account:** ██████████  
**Beneficiary Bank ID:** ██████████  
JPMORGAN CHASE BANK, NA  
1111 POLARIS PKWY  
COLUMBUS  
US - United States of America

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

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 28,409.99

**Value Date:** 06/25/2018

**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

**Input Time:** 06/25/2018 11:48:35 AM CDT

**Payment Confirmation**



Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 06/25/2018 11:47:33 AM CDT

**Domestic High Value (Wire)**

Payment Category: Urgent/Wire

Status: Pending Approval  
Transaction Number: 186PC4712DFM1027

Template Name: ICMA 457 Plan  
Template Code: ICMA

**Debit Account Information**

Debit Bank: (05000001)  
Debit Account: 0000000000000  
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: (05000001)  
Beneficiary Bank ID: (05000001)  
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: 2,087.60

Value Date: 06/25/2018

**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

Input Time: 06/25/2018 11:47:19 AM CDT

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

**Report Date: 06/25/2018**  
**Report Time: 11:57:29 AM**

**Batch Summary Report by ID Number**

<b>Company Name:</b>	<b>City of Mill 01</b>	<b>Effective Date:</b>	<b>06/26/2018</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>Entered</b>	<b>Created By:</b>	<b>SANKOTTKE</b>
<b>Released By:</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 C	\$1,237.05	C	*****	*****	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,237.05	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,237.05	1
Prenotes	\$0.00	0

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

**ACCOUNT SUMMARY** - contains all changes to this account as of 07/02/2018 09:23:25 AM

**FUND: 100**

**ACCOUNT NUMBER: 186 L**

BILL MONTH: 07/2018  
COVERAGE MONTH: 07/2018  
PAYMENT DUE BY: **07/10/2018**  
CURRENT BILLING AMOUNT: \$81,146.06  
PRIOR OVERAGE OR SHORTAGE: \$0.00  
ADJUSTMENTS: \$0.00  
TOTAL AMOUNT DUE: **\$81,146.06**

100 186 L 072018 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	07/2018	<u>\$ 81,146.06</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



<b>JULY</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	31	27	28	29	30

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

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

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

*Last updated: July 6, 2018*

**July 24, 2018**

*(Agenda Summary due July 10)*

- Presentation: Tourism Bureau Annual Report
- Exploration Park
  - Bid Award
  - Schedule
  - Communications Plan
  - Snohomish County ILA
- Quarterly Financials
- Building Permit Surcharge
- Study Session: 2019-2020 Budget Preparation

**August 12, 2018 – Proposed**

*(Agenda Summary due by July 31)*

- Presentations
  - EGUV Development Agreement
- 35<sup>th</sup> Ave Reconstruction Project – Change Orders

**September 4, 2018**

*(Agenda Summary due August 19)*

**September 11, 2018**

*(Agenda Summary due August 26)*

**September 25, 2018**

*(Agenda Summary due September 11)*

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

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

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

**Work in Progress – Upcoming Agenda Items**

- Personnel Policies and Procedures
- Budget Calendar
  - CIP Policies
  - Financial Policies
- Beaver Management Plan
- Presentation: Sports Tourism Feasibility Study
- HR Policies – Chapter 6 (Leave)

**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
- Adoption of business license ordinance – deadline 1/1/19



## **Party in the Parks Report July 10, 2018**

### **Key Facts and Information Summary**

The City launches a new community engagement event starting July 17. Party in the Parks is an opportunity for Mill Creek residents and City staff to connect in a fun and engaging manner while showcasing the City's local parks. The general idea is to create a neighborhood block party hosted by the City.

One of the reasons Mill Creek is an attractive place to live is its strong neighborhoods. Neighborhood block parties strengthen relationships within and between neighborhoods and help Mill Creek to be a more welcoming and inclusive community.

The Parks and Recreation Board, along with City staff, will pick three parks a year for Party in the Park events, and will rotate through the entire 10 City park network on a tri-annual basis. Instead of making community members leave their neighborhood to attend an event, the City will bring the event to them. This is a great opportunity to showcase local parks.

The monthly summer event series may include entertainers, games, music and food items provided by the City's business partners and sponsors. The parties will be open to the whole community and are free. People are encouraged to pack a picnic.

The Party in the Parks also supports public safety. The City anticipates residents of the neighborhoods immediately surrounding the specific park utilized for the monthly event will be most likely to attend. As such, the events will build relationships between neighbors and create City-community partnerships. When people know their neighbors, it becomes easier to discuss neighborhood issues.

An added benefit of the program is that by going to the community instead of making them come to City Hall, there is an opportunity to obtain informal and formal feedback on City initiatives and programs. City Councilmembers also could engage with residents in an informal setting to obtain constituent feedback on a number of topics.

The Party in the Parks event series replaces the Annual Children's Concert Series, which showed a steep decline in participation in the past few years, largely due to the event being held in the middle of the day on a weekday.

### **Days and Time**

Staff will hold the events on the third Tuesday of the month during the summer to prevent competition with Mill Creek Town Center's concert series on Wednesdays and the Art Walk events on Thursdays. There are no Council meetings on the third Tuesday, which opens the event to attendance by Councilmembers and helps them meet with constituents – a need identified in a recent Council long-term planning session. The event will be held from 5-7 p.m., which provides time for working parents time to make the event. The time also factors in bedtimes for families with small children.

**Event Locations**

It is anticipated that attendees for the Party in the Park events will be primarily from the subdivision the park is located in. Therefore, a rotation of the parks will be important. This year, events take place in the following locations:

- Tuesday, July 17, 2018, 5-7 p.m. at Buffalo Park. Buffalo Park is one of the newest and most heavily used parks due to the proximity of houses that border the park. Last year the park was used as the location for National Night Out.
- Tuesday, August 21, 2018, 5-7 p.m. at Heron Park. Heron Park is suggested due to the proximity to neighborhoods and the fact that the City does not currently use the park for any classes or events. Parking is limited at this park, but attendees will be encouraged to walk to the event from the local neighborhoods.
- Tuesday, Sept. 18, 2018, 5-7 p.m. at Cougar Park. Cougar Park is recommended to throw a start-of-the-year party for Mill Creek Elementary students and their families. There is street parking and additional parking across the street at Mill Creek Elementary.

The Mill Creek Police Department will use Pine Meadow Park on August 7 for the National Night Out event.

**Neighborhood Event Trailer**

To help with this and other events, the City purchased an enclosed 7-foot by 14-foot event trailer. The funds for the trailer were fully provided by sponsorships designated for the trailer (see budget section below). The trailer is packed full of basic event supplies for a fun block party event including: tables, chairs, water coolers, games and other party supplies. The trailer also has road closure materials and first aid supplies.

In addition to being used for Party in the Parks events, the trailer will be available for neighborhood block parties. Neighborhoods can check out the trailer free of charge for local events. This encourages community building. To use the trailer, residents fill out paperwork online and request a date they would like to use the trailer. As part of the paperwork process, residents must submit a copy of their individual home or Home Owners Association policy to cover the trailer and supplies inside the trailer. In the event that the trailer or supplies are damaged, a claim would be filed with their insurance provider. City staff inventory, prep and deliver the trailer to the selected neighborhood. City staff pick up the trailer following the event and bring it back to City Hall for storage.

Other cities offering a neighborhood block party trailer program include:

- Arlington, TX
- Ames, IA
- Arvada, CO
- Bellingham, WA
- Boulder, CO
- Gresham, OR
- Lewisville, TX
- Plano, TX
- Surprise, AZ
- Vadnais Heights, MN

This trailer will serve another great purpose for the City by providing a means by which Communications and Marketing staff can transport supplies to City events, such as parades.

Currently, Communications and Marketing staff borrow trucks from the Public Works department in advance of an event to load up event supplies. This historically has impacted Public Works staff's daily operations, as the truck needs to be stored in the shop after being loaded with event supplies the day before the event, due to all of the trucks being open and susceptible to weather and theft. This takes one or two trucks out of operation by the Public Works staff for two days.

The enclosed trailer provided event staff with an easy way to transport supplies, which are protected from weather elements. The trailer can be secured in the parking lot versus taking up already reduced inside garage space in the Public Works shop, which is also used to store impounded vehicles being processed by our Police Department. The trailer will be pulled by a Public Works truck, but will have limited impact on operations due to most events happening over the weekend or in the evenings when trucks are available for use. The trailer includes rear stabilization jacks to support the trailer while it is not connected to a tow vehicle. Locks will be used to secure the trailer doors and a hitch lock for when the trailer is disconnected from the tow vehicle.

The trailer also could be used in emergency disasters or for incidents, such as the flooding incident on Trillium Blvd last fall, to support staff members in the field and provide a dry place to run operations.

**Budget**

The budget for the inaugural Party in the Parks series is as follows.

<b>Item</b>	<b>Cost</b>
<b>7x14ft New Enclosed Trailer with Tax</b> <ul style="list-style-type: none"> <li>• 2018 Cargo Mate trailer on state contract.</li> <li>• Cargo doors, 36 inch RV style side door.</li> <li>• Stone guard, four wheel electric brakes and LED lights.</li> <li>• Rear corner post jacks to support trailer when disconnected from tow vehicle.</li> <li>• Interior lights.</li> <li>• E-track system to secure supplies during transportation.</li> </ul>	\$ 5,500.00
<b>Trailer Wrap</b>	\$3,100.00
<b>Trailer Supplies</b> <ul style="list-style-type: none"> <li>• Wheel chocks, fire extinguisher, padlocks, trailer lock, first aid kit, hooks for type three barricades and miscellaneous unknown supply costs.</li> <li>• 20 Cones</li> </ul>	\$ 600.00
<b>Event Supplies</b> <ul style="list-style-type: none"> <li>• Eight 6-foot tables, 20 folding chairs, water cooler and cleaning supplies.</li> <li>• Giant Jenga game, Connect Four game, bean bag toss and other games.</li> <li>• Bubble machine, bubbles, sports balls and hula hoops.</li> <li>• Blocks for creative play.</li> </ul>	\$ 1,300.00
<b>Total</b>	<b>\$ 10,500.00</b>

Additional funding to purchase the trailer and supplies was provided by sponsorships from local organizations. The Communications and Marketing Department has already secured applicable sponsorship funding for this event, including:

- Community Transit: \$2000
- Windermere Real Estate: \$2500
- Mill Creek Rotary: \$2500

- Mill Creek Business Association \$1000
- The Goddard School \$500
- MST (Kevin Giboney): \$500

Total Designated Sponsorships: \$9,000

In return for sponsorship funding, sponsors receive benefits in accordance with the City's monetary sponsorship packages. Depending on the level of the sponsorship, this includes promotional event booth space at City events, sponsorship placard on the Mill Creek Sports Park scoreboard, logo in the Recreation Guide, advertisement in *City Connection*, name/logo on the community events sponsor banner, and logo on all City-produced marketing materials. For this specific event, as sponsorships were needed primarily to obtain the trailer, sponsor names will be noted on the trailer.

The additional expenses will be met by the \$1,500 in funding allocated in the 2018 budget for the Children's Concert Series, which has been diverted to the Party in the Parks series. In subsequent years, the annual programming funds will be set at \$500 to ensure supplies are kept current and provide for any unforeseen expenses.