

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 • John Steckler • Stephanie Vignal

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the office of the City Clerk at (425) 921-5725 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 residency 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. 2019-852

Next Resolution No. 2019-583

**October 8, 2019
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- B. Audit Entrance Conference
(*Sarrah Superville, Assistant State Auditor*)
- C. Historic Preservation Program Grant Funding Check Presentation
(*Terry Ryan, Snohomish County Council Chair*)

STUDY SESSION

- D. Cable Franchise Transfer of Frontier Communications Corporation to Northwest Fiber
(Scott Snyder, Ogden Murphy Wallace P.L.L.C.)
- E. 2020-2025 Transportation Improvement Program
(Gina Hortillosa, Director of Public Works & Development Services)
- F. 2019 Farmers Market Summary
(Gordon Brink, Interim Director of Communications & Marketing)

NEW BUSINESS

- G. Appointments to the Art & Beautification Board
(City Council Interview Committee: Councilmember Steckler and Councilmember Vignal)
- H. House Bill 1406 - An Act Relating to Encouraging Investments in Affordable and Supportive Housing
(Gina Hortillosa, Director of Public Works & Development Services)

CONSENT AGENDA

- I. Approval of Checks #60944 through #61007 and ACH Wire Transfers in the Amount of \$747,890.60
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
- J. Payroll and Benefit ACH Payments in the Amount of \$212,919.42
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
- K. City Council Meeting Minutes of May 7, 2019
- L. City Council Meeting Minutes of May 14, 2019

REPORTS

- M. Mayor/Council
- N. City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # D
Meeting Date: October 8, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CABLE FRANCHISE TRANSFER OF FRONTIER COMMUNICATIONS CORPORATION TO NORTHWEST FIBER

PROPOSED MOTION:

None. Discussion only at this time. This item will be brought to the City Council for consideration at a future City Council meeting

KEY FACTS AND INFORMATION SUMMARY:

On July 19, 2019, Northwest Fiber, LLC (“Northwest Fiber”) filed a Form 394 with the FCC and sent notice to the City of Mill Creek (the “City”) of an anticipated purchase of Frontier Communications Northwest, Inc. (“Frontier”) the current franchisee of the Frontier Cable Franchise in the City. This summary provides background on the Cable Franchise and its history, explains the transaction, and recommends that the City Council approve the attached Ordinance consenting to the transfer and extending the Frontier Cable Franchise to November 9, 2020 (Attachment A).

BACKGROUND:

Frontier is a cable television franchisee in multiple jurisdictions within Snohomish County and northern King County. The original cable franchise was granted to Verizon Communications Inc. (“Verizon”), the parent company of Verizon Northwest Inc., in 2008. Approximately ten months after the franchise agreements were completed, Verizon announced that it had signed an agreement to transfer control of Verizon Northwest Inc. to Frontier Communications Corporation. The City consented to this transfer.

Verizon, which then sold to Frontier, originally inherited the prior GTE telephone franchise and asserts that it has a state-wide franchise to operate telephone and telecommunications services within the City. However, this state-wide franchise does not apply to cable services, which is why Verizon originally requested a cable franchise in 2008. Frontier continues to operate telephone and telecommunications services, as well as a cable system, throughout the City (Attachment B).

Frontier has now decided to sell its operations in Washington, Oregon, Idaho and Montana for \$1.352 billion to Northwest Fiber. Pursuant to the Purchase Agreement, Northwest Fiber will acquire control of all of Frontier’s operations, networks, and systems that currently provide voice, video and broadband services.

Section 11 of the Frontier Franchise prohibits any transfer of control without the prior consent of the City. The City, along with five other Washington cities, requested that Ogden Murphy Wallace, review the Form 394 and additional information submitted by Frontier and Northwest Fiber. The City sent out a Data Request asking Northwest Fiber for additional information, which Northwest

City Council Agenda Summary
Page 2

Fiber promptly responded to. Northwest Fiber and Frontier also met in person with City representatives regarding the proposed transfer.

The current Franchise expires in November 2019. The proposed transfer ordinance also contains an extension to November 9, 2020 to allow the parties to negotiate a renewal franchise. Currently, Frontier has approximately 300 cable customers and pays the City slightly over \$6,000 per quarter in franchise fees.

TRANSACTION:

On May 28, 2019, Northwest Fiber entered into a Purchase Agreement with Frontier Communications Corporation, and its wholly owned subsidiary Frontier Communications ILEC Holdings, LLC (Attachment C). Under the Purchase Agreement, Northwest Fiber will acquire control of Frontier Communications Northwest, Inc. the cable franchisee in the City. Following the closing of the transaction, the franchisee will remain the same and all terms, conditions and obligations will remain. Northwest Fiber will continue to abide by the terms of the Franchise.

Northwest Fiber is led by industry veterans with local expertise. Management includes Steve Weed as the Chairman of the Board, Harold Zeitz as CEO, Wayne Schattenkerk as CFO, and Byron Springer as General Counsel. These individuals are all formally the leadership at Wave Broadband, a Kirkland based telecommunications provider that maintains a separate telecommunications franchise within the City. Wave sold to Radiate in 2017. Northwest Fiber's leadership will remain local in Kirkland, will continue to employ more than 1,000 employees in the Pacific Northwest (600-700 in Washington), and will maintain a call center in Everett.

Northwest Fiber is a newly formed entity jointly owned by WaveDivision Capital VII, LLC and investment funds affiliated with Searchlight Capital Partners, L.P. Searchlight related entities have invested more than \$2.65 billion in 10 different communications companies, including Charter Communications and Electric Lightwave.

The transaction is all-cash, and is valued at about \$1.352 billion. At closing, Northwest Fiber will have approximately \$300 million dollars on the balance sheet to continue operations, and more than half a billion dollars in available liquidity. Northwest Fiber will take ownership of all Frontier state entities, networks, and assets in the Pacific Northwest. Northwest Fiber's business plan aims to expand the fiber availability for both residential and commercial customers, as well as improve product capabilities and service quality.

To support the transition, Frontier will continue to provide transition services for at least six months (up to three years) after closing. Frontier will assist with a smooth transition of critical operations support systems and functions, as well as employees. As part of this transition, Frontier is creating a replica system which will run in parallel to the same current system. There is no anticipated cut over, meaning no interruption in service.

Though the Franchise is only for cable services, the infrastructure within the City includes both telephone and broadband services. Northwest Fiber plans to continue to operate the cable system throughout the City. Northwest Fiber plans on building better and more reliable networks, providing better internet service and changing out the older coax cable for fiber.

City Council Agenda Summary
Page 3

Northwest Fiber has committed to abide by the terms of the current franchise, continue to pay franchise fees, provide insurance certificates and additional insured endorsements, and maintain any bonds required by the Franchise.

CITY MANAGER RECOMMENDATION:

At a future City Council meeting, approve an ordinance consenting to transfer of ownership from Fiber Communications Corporation to Northwest Fiber and extending the Franchise one year to November 9, 2020.

ATTACHMENTS:

- Attachment A: Draft Ordinance extending the Franchise to November 9, 2020 and consenting to the transfer
- Attachment B: Current Build-Out Map (Cable System)
- Attachment C: Frontier Communications press release dated May 29, 2019

Respectfully Submitted:



Michael G. Ciaravino
City Manager

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF MILL CREEK,
WASHINGTON, APPROVING THE CHANGE OF
CONTROL OF FRONTIER COMMUNICATIONS
NORTHWEST, INC., AND GRANTING AN EXTENSION
OF THE CABLE FRANCHISE WITH CONDITIONS AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Mill Creek (the “City”) adopted Ordinance No. 2008-687 granting a nonexclusive cable franchise to Verizon Northwest Inc., to operate a cable system (the “System”) within the city limits of the City of Mill Creek, with an effective date November 7, 2008 (the “Franchise”); and

WHEREAS, on August 31, 2009, the City approved the transfer of control of Verizon Northwest Inc., from Verizon Communications Inc. (its parent entity) to Frontier Communications Corporation by way of Resolution 2009-434; and

WHEREAS, Frontier Communications Corporation changed the name of the franchisee Verizon Northwest Inc., to Frontier Communications Northwest Inc., (the “Franchisee”) which is the duly authorized holder of the Franchise; and

WHEREAS, on September 25, 2018, the City adopted Ordinance No. 2018-835, extending the term of the Franchise to November 7, 2019; and

WHEREAS, on May 28, 2019, Northwest Fiber, LLC (“Northwest Fiber”) entered into an agreement (the “Purchase Agreement”) with Frontier Communications Corporation and its wholly-owned subsidiary Frontier Communications ILEC Holdings, LLC (together “Frontier”) in order to acquire control of the Franchisee, among other Frontier controlled entities (the “Transaction”); and

WHEREAS, pursuant to the Purchase Agreement, Franchisee will become a direct, wholly-owned subsidiary of Northwest Fiber; and

WHEREAS, Northwest Fiber has requested that the City consent to the Transfer and, in accordance with the requirements of the Franchise and federal law, Northwest Fiber has filed an FCC Form 394, together with Exhibits and related materials (all hereinafter collectively the "Application") with the City; and

WHEREAS, Section 11 of the Franchise requires that the Franchisee obtain the consent of the City for any change of control, including such change of control that will occur as a result of this Transaction; and

WHEREAS, the consent of the City to the change of control, that will occur as a consequence of the closing of the Transaction, shall not constitute a waiver or release of any rights the City or Franchisee may have under the Franchise; and

WHEREAS, the City is willing to consent to the change of control, subject to the closing of the Transaction between Northwest Fiber and Frontier and the appropriate approvals by the Washington State Utilities and Transportation Commission and federal regulatory entities; and

WHEREAS, Northwest Fiber, who will become the parent company of Franchisee, has agreed to continue to unconditionally accept the terms of the existing Franchise, and to comply with any other agreements existing between the Franchisee and the City; and

WHEREAS, the City Council deems it to be in the public interest to grant the requested consent; and

WHEREAS, the parties desire to extend the Franchise for an additional year to conduct negotiations of the Franchise renewal; and

WHEREAS, the extension of the Franchise will occur prior to the closing of the Transaction, and Frontier will still be the authorized holder of the Franchise and therefore the correct party to agree to such extension; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON DO
ORDAIN AS FOLLOWS:

Section 1. The term of the Franchise granted under Ordinance No. 2008-687 and extended by Ordinance No. 2018-835 is hereby extended up to and through November 9, 2020, or until such time as the City has adopted a further franchise ordinance that supersedes this Ordinance, whichever occurs sooner.

Section 2. As a condition of the extension granted by this Ordinance, Frontier shall provide its written and acknowledged unconditional acceptance and promise to comply with all provisions, terms and conditions of the Franchise during this extension period. Acceptance shall be accomplished by the submission of a written instrument, executed and sworn to by a corporate officer of Frontier before a Notary Public, and filed with the City within thirty (30) days after the effective date of this Ordinance. By the adoption of this Ordinance, the City agrees to continue to comply with all provisions, terms and conditions of the Franchise during the extension period. All previous provisions in the Franchise shall remain in effect throughout the duration of the Franchise extension as identified in this Ordinance, except the provision for the duration of the Franchise which will be extended to November 9, 2020.

Section 3. Both the City and Frontier reserve and retain all of their rights under both the formal renewal process and informal renewal process under 47 U.S.C. § 546.

Section 4. The City hereby consents to the change of control that will occur as a consequence of the closing of the Transaction and, in accordance with the terms of applicable law, subject to and contingent on the fulfillment of the conditions set forth in Section 5 hereof.

Section 5. Section 4 of this Ordinance is contingent on the fulfillment of the following condition: Northwest Fiber shall acknowledge that the change of control will not affect, diminish, impair or supersede the binding nature of the Franchise and any other ordinances, resolutions, side letters or agreements, if any, applicable to the operation of the System in the City. Further, Northwest Fiber shall acknowledge that the Franchisee shall remain responsible for any and all non-compliance issues, if any, under the Franchise and any other ordinances, resolutions, side letters, or agreements, if any, applicable to the operation of the System in the City that may have arisen prior to, or that may arise contemporaneous with, or after, the closing of the Transaction.

Section 6. The Franchise shall remain in full effect through the remainder of the Franchise term, as extended. The Transaction and the City's consent to the change of control do not modify the terms of the Franchise. Franchisee remains responsible for any obligations and liabilities under the Franchise. The City's consent to the change of control shall not be construed to constitute a waiver or release of any rights the City may have now, or in the future, under federal, state or local law, the Franchise, or any separate written agreements or side letters, if any, between the City and the Franchisee that relate to the Franchise.

Section 7. By consenting to this change of control, the City expressly reserves, and does not waive or release, any rights of the City in and to the rights-of-way as provided by state law and the Mill Creek Municipal Code, nor does the City waive or release any claim or issue of non-compliance it may have, known or unknown, now or in the future related to the Franchise.

Section 8. Written acknowledgement as provided in Section 5 shall be filed by Northwest Fiber with the City Clerk within thirty (30) days of the date of the closing of the Transaction. If any of the construction and completion bonds, security funds or insurance are amended as a result of the change of control, then Northwest Fiber shall file with the City Clerk such revised bonds, security funds or evidence of insurance within thirty (30) days of the date of the closing of the Transaction. This provision in no way permits Northwest Fiber to operate the System under the Franchise without bonds, security funds and insurance in place.

Section 9. Northwest Fiber or Franchisee may change the name or legal form of the Franchisee subsequent to the passage of this Ordinance.

Section 10. If any section, sentence, clause or phrase 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 or phrase of this Ordinance.

Section 11. In the event that the Transaction does not close for any reason; or in the event approval is not granted by the Washington State Utilities and Transportation Commission and appropriate federal regulatory entities, or in the event that the Transaction closes on terms substantially or materially different from the terms described in the Application and supplemental written information provided by Frontier and Northwest Fiber that is relied upon by the City, or Northwest Fiber does not provide the Statement of Acknowledgement; then the consent for change in control provided for herein shall be null and void, and the City shall be deemed to have disapproved the change of control under the Franchise and federal law, and all remedies under the Franchise and applicable laws shall be available to the City. In the event the Transaction does not close before May 28, 2020, Northwest Fiber and Frontier will provide

notice of that event to the City as well as an update on the reasons for such a delay in closing or notice of the termination of the Transaction.

Section 12. This Ordinance, or a summary thereof, consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED by the City Council of the City of Mill Creek this _____ day of _____, 2019. Signed by the Mayor on this _____ day of _____, 2019.

Pam Pruitt, Mayor

ATTEST/AUTHENTICATED:

Gina Pfister, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.

SUMMARY OF ORDINANCE NO. _____
City of Mill Creek, Washington

On the ___ day of _____, 2019, the City Council of the City of Mill Creek passed Ordinance No. _____. A summary of the content of said Ordinance, consisting of the title, is provided as follows:

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE CHANGE OF CONTROL OF FRONTIER COMMUNICATIONS NORTHWEST, INC., AND GRANTING AN EXTENSION OF THE CABLE FRANCHISE WITH CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

GINA PFISTER, CITY CLERK

{ERZ2015976.DOC;1/00005.080028/ }7

STATEMENT OF ACKNOWLEDGEMENT

WHEREAS, the City Council of the City of Mill Creek, Washington, has acknowledged the pending transaction (the "Transaction") between Frontier Communications Corporation, the parent company of Frontier Communications Northwest, Inc. ("Franchisee"), and Northwest Fiber LLC ("Northwest Fiber") and has consented to the resulting change of control of the Franchisee, the holder of the cable franchise (the "Franchise") issued by the City to the Franchisee as Ordinance No. _____.

NOW, THEREFORE, Northwest Fiber hereby acknowledges said Franchise and any side letter agreements or ancillary agreements and all the terms and conditions thereof, and files this, its written acknowledgement of the change of control of the Franchisee.

Northwest Fiber hereby acknowledges that the change of control will not affect, diminish, impair or supersede the binding nature of the Franchise and any other ordinances, resolutions, and agreements, if any, applicable to the operation of the System in the City. Northwest Fiber hereby agrees that Franchisee will comply with the Franchise, and, subject to the Franchise, the Mill Creek Municipal Code and all applicable federal and state laws, lawful orders, contracts, agreements, commitments, and regulatory actions. Northwest Fiber affirms that all bonds, security funds and insurance required by the Franchise remain in full effect and in place or will be replaced consistent with the requirements of the Franchise. Further, Northwest Fiber acknowledges that the Franchisee shall remain responsible for any and all non-compliance issues, if any, under the Franchise and any other ordinances, resolutions, and agreements, if any, applicable to the operation of the System in the City that may have arisen prior to or that may arise contemporaneous with or after the closing of the Transaction.

This Statement of Acknowledgement is contingent upon the consummation of the Transaction.

IN TESTIMONY WHEREOF, Northwest Fiber has caused this written Statement of Acknowledgement to be executed in its name by its duly authorized officer on this _____ day of _____, 2019.

NORTHWEST FIBER LLC

By: _____
Name Printed: _____
Title: _____
_____, 2019

STATE OF _____)
)ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ of _____, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Printed: _____
Notary Public in and for _____,
My appointment expires: _____

ACKNOWLEDGEMENT OF EXTENSION OF FRANCHISE

This Acknowledgement of Extension of Franchise is made this _____ day of _____, _____, by and between Frontier Communications Northwest, Inc. (“Frontier”) and the City of Mill Creek, Washington, a Washington municipal corporation (the “City”).

Frontier and the City acknowledge and agree as follows:

1. Term. The Franchise is hereby acknowledged and agreed to be extended until November 9, 2020 or until such time as the City has adopted a new franchise ordinance, whichever occurs sooner.
2. Ratification. All terms and conditions of the Franchise are hereby ratified and confirmed, except the provision for the duration of the Franchise which is hereby extended to November 9, 2020. Frontier hereby unconditionally accepts and promises to comply with all provisions, terms and conditions of the Franchise during the extension period, and shall maintain during this extended term the Performance Bond and insurance policies as described in the Franchise.

CITY OF MILL CREEK

By: _____
PAM PRUITT, MAYOR

Dated: _____

FRONTIER COMMUNICATIONS NORTHWEST, INC.

By: _____
Its: _____
Dated: _____

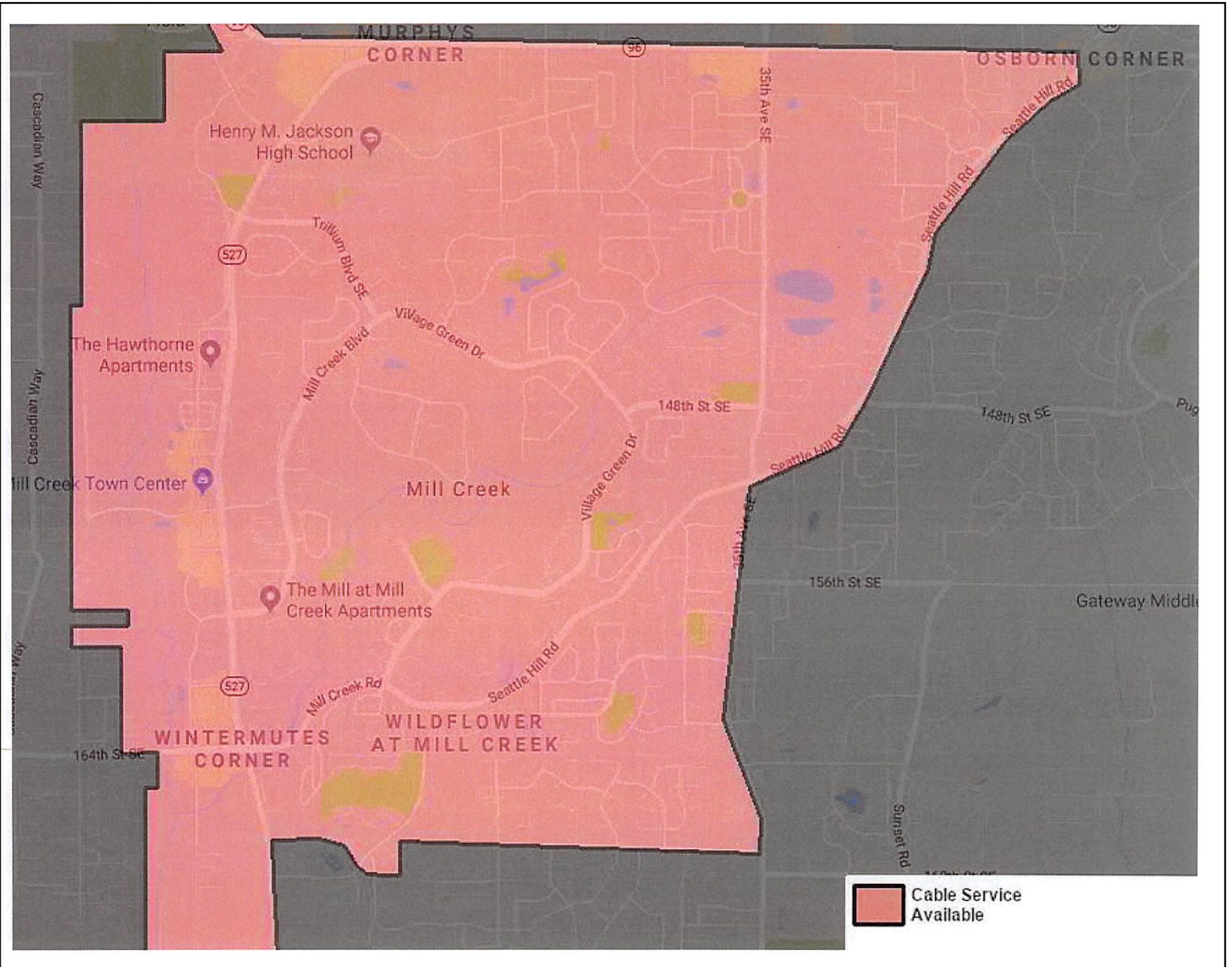
[Notarized on the Following Page]

STATE OF _____)
)ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ of _____, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Printed: _____
Notary Public in and for _____,
My appointment expires: _____





FOR IMMEDIATE RELEASE

www.frontier.com

Frontier Communications Announces Sale of Operations in Washington, Oregon, Idaho, and Montana

NORWALK, Conn., May 29, 2019 -- Frontier Communications Corporation (NASDAQ: FTR) today announced it has entered into a definitive agreement to sell its operations and all associated assets in Washington, Oregon, Idaho, and Montana to WaveDivision Capital, LLC (WDC) in partnership with Searchlight Capital Partners, LLC (Searchlight) for \$1.352 billion in cash subject to certain closing adjustments.

Frontier's operations in these states serve more than 350,000 residential and commercial customers as of March 31, 2019 and account for \$619 million of revenue, \$46 million of net income and \$272 million of Adjusted EBITDA¹ for the twelve months ending March 31, 2019. The transaction is subject to regulatory approvals and other customary closing conditions, with closing anticipated to occur within one year.

"The sale of these properties reduces Frontier's debt and strengthens liquidity," said Dan McCarthy, Frontier President and Chief Executive Officer. "We are pleased to have a buyer with extensive experience building and operating advanced fiber-based communications assets in these regions. We will be working very closely with the new owners to ensure a smooth, successful transition for our customers and the communities we serve."

WDC, headed by broadband entrepreneur Steve Weed, is based in Kirkland, Washington, and brings extensive technical, organizational, and management experience in building and operating residential and business next-generation fiber networks.

"We are excited to be partnering with Searchlight on this opportunity to acquire Frontier's operations in the Northwest," said Steve Weed, CEO of WDC, and Founder and former CEO of Wave Broadband. "We have a proven track record of customer satisfaction by providing fast, reliable internet connectivity combined with great service and support. Having grown up in the Northwest, I'm excited to be able to continue to serve my community through this new venture."

"Searchlight is pleased to have reached this agreement with Frontier," said Eric Zinterhofer, Founding Partner of Searchlight. "We are excited to partner with Steve and his team, who have an outstanding track record of building best-in-class fiber networks, and who will enable us to accelerate the deployment of superior next generation products for our residential and business customers."

Additional Transaction Details

Frontier will continue to operate the business and serve customers with existing products and services until the transaction closes. WDC and Searchlight have formed a new company to operate the business and honor existing customer commitments and contracts after the transaction closes.

Under the terms of the transaction, Frontier will receive \$1.352 billion in cash at closing subject to certain adjustments, including working capital as compared to an agreed target, and certain pension and retiree medical liabilities. Frontier has also agreed to provide certain transition services to the new ownership group following the closing.

The transaction is subject to regulatory approvals by the Federal Communications Commission, the U.S. Department of Justice, the Committee on Foreign Investment in the United States (CFIUS), applicable state regulatory agencies, and certain local video franchise authorities.

¹ See "Non-GAAP Measures" for a description of this measure and its calculation. See Appendix A for a reconciliation to net income/(loss).

Frontier was advised by Evercore and Cravath, Swaine & Moore LLP. WDC and Searchlight were advised by Bank of America, Credit Suisse, and Deutsche Bank and Paul, Weiss, Rifkind, Wharton & Garrison LLP.

Additional Details of Frontier Operations

Across the four states, Frontier's network passes 1.7 million residential and business locations, of which approximately 500,000 are fiber-to-the-premises capable. As of March 31, 2019, Frontier served approximately 150,000 fiber broadband, 150,000 copper broadband and 35,000 video connections in these states.

About Frontier Communications

Frontier Communications Corporation (NASDAQ: FTR) is a leader in providing communications services to urban, suburban, and rural communities in 29 states. Frontier offers a variety of services to residential customers over its fiber-optic and copper networks, including video, high-speed internet, advanced voice, and Frontier Secure® digital protection solutions. Frontier Business™ offers communications solutions to small, medium, and enterprise businesses. More information about Frontier is available at www.frontier.com.

About WaveDivision Capital

Founded in 2003 by broadband entrepreneur Steve Weed, WaveDivision Capital ("WDC"), headquartered in Kirkland, WA, is a private investment firm focused on the broadband industry. Steve was founder and CEO of Wave Broadband, and the managing directors of WDC, Harold Zeitz and Wayne Schattenkerk, were formerly the President and CFO, respectively, of Wave Broadband, which grew to one of the largest broadband companies on the West coast, until its multi-billion dollar sale in 2018. WDC's goal is to bring better internet connections to more homes and businesses throughout North America. WDC's current investments include Hargray Communications, Xplornet Communications, MetroNet, and RCN/Wave/Grande. You can learn more about WDC at www.wavedc.com.

About Searchlight Capital Partners

Searchlight is a global private investment firm with offices in New York, London and Toronto. Searchlight seeks to invest in business where their long-term capital and strategic support accelerate value creation for all stakeholders. For more information, please visit www.searchlightcap.com.

Non-GAAP Financial Measures

Frontier uses certain non-GAAP financial measures in evaluating its performance, including EBITDA and Adjusted EBITDA, each of which is described below. Management uses these non-GAAP financial measures internally to (i) assist in analyzing Frontier's underlying financial performance from period to period, (ii) analyze and evaluate strategic and operational decisions, (iii) establish criteria for compensation decisions, and (iv) assist in the understanding of Frontier's ability to generate cash flow and, as a result, to plan for future capital and operational decisions. Management believes that the presentation of these non-GAAP financial measures provides useful information to investors regarding Frontier's financial condition and results of operations because these measures, when used in conjunction with related GAAP financial measures (i) provide a more comprehensive view of Frontier's core operations and ability to generate cash flow, (ii) provide investors with the financial analytical framework upon which management bases financial, operational, compensation, and planning decisions and (iii) present measurements that investors and rating agencies have indicated to management are useful to them in assessing Frontier and its results of operations.

A reconciliation of these measures to the most comparable financial measures calculated and presented in accordance with GAAP is included in the accompanying tables. These non-GAAP financial measures are not measures of financial performance or liquidity under GAAP, nor are they alternatives to GAAP measures and they may not be comparable to similarly titled measures of other companies.

EBITDA is defined as net income (loss) less income tax expense (benefit), interest expense, investment and other income, and depreciation and amortization. EBITDA margin is calculated by dividing EBITDA by total revenue.

Adjusted EBITDA is defined as EBITDA, as described above, adjusted to exclude certain pension/OPEB expenses, restructuring costs and other charges, stock-based compensation expense, goodwill impairment

charges, and certain other non-recurring items. Adjusted EBITDA margin is calculated by dividing adjusted EBITDA by total revenue.

Management uses EBITDA and adjusted EBITDA to assist it in comparing performance from period to period and as measures of operational performance. Management believes that these non-GAAP measures provide useful information for investors in evaluating Frontier's operational performance from period to period because they exclude depreciation and amortization expenses related to investments made in prior periods and are determined without regard to capital structure or investment activities. By excluding capital expenditures, debt repayments and dividends, among other factors, these non-GAAP financial measures have certain shortcomings. Management compensates for these shortcomings by utilizing these non-GAAP financial measures in conjunction with the comparable GAAP financial measures.

Forward-Looking Statements

This press release contains forward-looking statements pursuant to the safe harbor provisions of the Private Securities Litigation Reform Act of 1995. All statements other than statements of historical facts may be forward-looking statements. When used in this press release, the words "believe", "expect", "could", "may", "would", "will", "trend" and similar words are intended to identify forward-looking statements. Examples of forward-looking statements include, but are not limited to, statements that relate to Frontier's future prospects, developments and business strategies, as well as Frontier's sale of operations and associated assets to WDC. We caution you to not place undue reliance on these forward-looking statements, as they speak only as of the date they are made. Except for the company's ongoing obligations under the U.S. federal securities laws, the company does not intend to update or otherwise revise the forward-looking information to reflect actual results of operations, changes in financial condition, changes in estimates, expectations or assumptions, changes in general economic or industry conditions or other circumstances arising and/or existing since the preparation of this press release or to reflect the occurrence of any unanticipated events.

Many factors and uncertainties relating to the proposed transaction, our operations and our business environment, all of which are difficult to predict and many of which are outside of our control, influence whether any forward-looking statements can or will be achieved. Any one of these factors could cause our actual results or the impact of the acquisition to differ materially from those expressed or implied in writing in any forward-looking statements made by Frontier or on its behalf. Such factors related to the completion and impact of the proposed transaction include, but are not limited to, statements related to the amount of cash Frontier will receive at closing, the ability of the parties to obtain regulatory approvals and meet other closing conditions, and Frontier's strategy to reduce debt and operate its ongoing business.

For additional information on other factors related to Frontier's business that could cause our actual results to differ materially from expected results, please see our filings with the Securities and Exchange Commission, including the company's Annual Report on Form 10-K for the year ended December 31, 2018 and any subsequent reports on Forms 10-Q and 8-K.

APPENDIX A

**Frontier Communications Corporation
Washington, Oregon, Montana and Idaho**

Reconciliation of Non-GAAP Financial Measures

(unaudited)

<i>(\$ in millions)</i>	For the quarter ended		For the year ended	Twelve Months ended
	March 31, 2019	March 31, 2018	December 31, 2018	March 31, 2019
<i>EBITDA</i>				
Net income	\$ 23	\$ 22	\$ 45	46
<i>Add back:</i>				
Income tax expense	7	7	14	14
Interest expense	-	-	1	1
Operating income	30	29	60	61
Depreciation and amortization	36	41	150	145
EBITDA	\$ 66	\$ 70	\$ 210	206
<i>Add back:</i>				
Pension/OPEB expense	2	2	7	7
Restructuring costs and other charges	1	1	1	1
Goodwill impairment	-	-	58	58
Adjusted EBITDA	\$ 69	\$ 73	\$ 276	272

Frontier Communications

INVESTORS:

Luke Szymczak
Vice President, Investor Relations
(203) 614-5044
luke.szymczak@ftr.com

MEDIA:

Javier Mendoza
Vice President, Corporate Communications
(562) 305-2345
javier.mendoza@ftr.com

or

Brigid Smith
Assistant Vice President, Communications
(203) 614-5042
brigid.smith@ftr.com

WDC

MEDIA:
Phil Sgro
(206) 264-2400
wavedc@rhstrategic.com



Agenda Item # E
Meeting Date: October 8, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: 2020-2025 TRANSPORTATION IMPROVEMENT PROGRAM
PUBLIC HEARING AND ADOPTION**

PROPOSED MOTION:

None. This is a study session only.

KEY FACTS AND INFORMATION SUMMARY:

In accordance with RCW 35.77.010 and RCW 36.81.121, the City is required to update its Transportation Improvement Plan (TIP) annually. The annual adoption of the six-year TIP utilizes a public hearing process to provide an opportunity for the public to comment and provide input on transportation projects being planned by the City.

The projects identified in the TIP directly mirror both the funded and unfunded portions of the transportation element of the CIP (Capital Improvement Plan) which is aligned with the City of Mill Creek 2015 Comprehensive Plan (Transportation Element and Capital Facilities Element).

The TIP identifies transportation projects that the City may not have funding for but would like to build sometime in the future and that are eligible for state and federal transportation funds or other sources such as private development. Unlike the City's CIP, the TIP is not financially constrained. Transportation projects that have funding allocated to them within the next 6-year period are included in the City's CIP.

The final TIP is transmitted to the Puget Sound Regional Council, the Washington State Department of Transportation, Snohomish County, and adjacent public utilities companies. The state Department of Transportation and the Puget Sound Regional Council (PSRC) use local TIPs as tools for coordinating the transportation programs of local jurisdictions with those of regional agencies. The PSRC monitors local TIPs for projects of regional significance, which need to be modeled for regional air quality conformity with federal standards, and to track projects supported by federal funds.

CITY MANAGER RECOMMENDATION:

None. This is a study session only.

City Council Agenda Summary
Page 2

ATTACHMENTS:

- Attachment A: Proposed 2020-2025 Transportation Improvement Plan (with Word Track-Changes)
- Attachment B: Proposed 2020-2025 Transportation Improvement Plan (without Word Track-Changes)

Respectfully Submitted:



Michael Ciaravino
City Manager

ATTACHMENT A



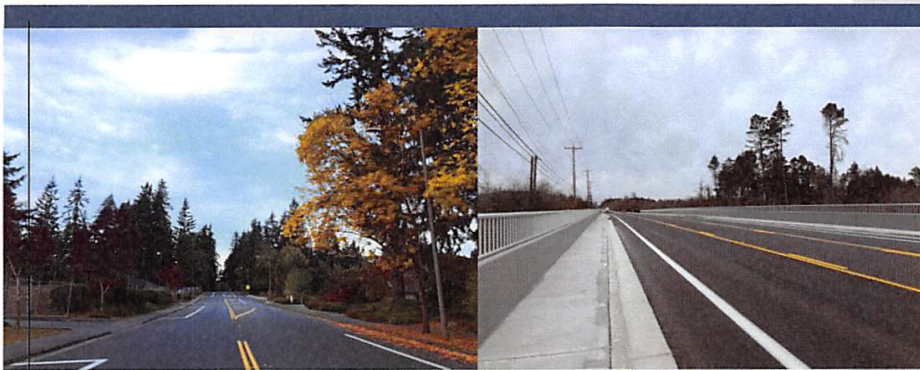
TRANSPORTATION IMPROVEMENT PLAN DRAFT

Formatted: Indent: Left: -0.13", First line: 0.13", Right: -0.08"

UPDATED OCTOBER 2019

2020-2025

Deleted: 8



Overview

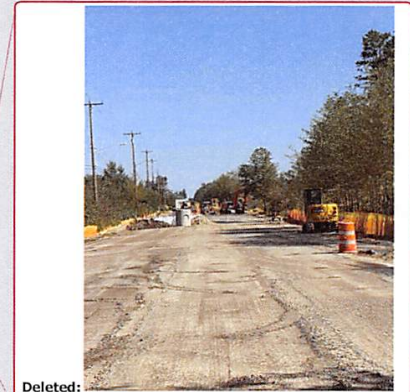
In accordance with RCW 35.77.010, all cities and towns are required to prepare and adopt a comprehensive transportation program annually that spans at least six calendar years. This comprehensive transportation program is typically called a Transportation Improvement Plan (TIP). The TIP identifies transportation projects that the City may not have funding for but would like to build sometime in the future. The six-year TIP must also be consistent with any adopted comprehensive plan. The annually adopted TIP should be transmitted to the Washington State Secretary of Transportation on or before July 1 of each year. Although not required by the RCWs, the City also sends a copy of the TIP to the Puget Sound Regional Council (PSRC), the regional body that coordinates the transportation plans of individual entities within King, Snohomish, Pierce and Kitsap counties.

The TIP usually includes projects valued at \$25,000 or more and, in accordance with state law, must cover a six-year period. The City updates its Capital Improvement Plan (CIP) as part of its biennial budget process, so the proposed TIP covers a seven-year period in order to comply with the six-year reporting requirement. Projects that have funding allocated to them within the next 6-year period are included in the City's CIP.

Brief Project Descriptions

1. Seattle Hill Road Pavement Preservation: Repave Seattle Hill Road between Village Green Drive and 35th Avenue Southeast. The scope of work includes a full width, two-inch grind and overlay, replacement of landscaped median curbs, and Americans with Disabilities (ADA) upgrades at all curb ramps and two traffic signals. A federal grant was obtained for construction in 2019 in the amount of \$720,000. In 2016, the pavement condition for this minor arterial was 59 (scale 0 to 100). The existing curb ramps and traffic signals do not meet current ADA standards. The curbs on all landscape medians have been damaged beyond repair over the years by vehicle collisions. No new operational expenses would result from this project.

2. 35th Avenue SE Pavement Preservation: The project would include a full-width, 2-inch grind and overlay of 35th Avenue from 132nd Street SE to 141st Street SE (.57 miles), including traffic control, upgrade of ADA ramps, signing, channelization and other work. This project would connect to the section of 35th Avenue SE upgraded in the City's 2018 35th Avenue SE Reconstruction project. Per the Comprehensive Plan Level of Service Guidelines, the City should maintain a minimum average Pavement Condition Index (PCI) rating of 65 for collector and arterial roadways. The PCI of 35th Avenue SE within the project limits will be assessed to confirm project need. Project design and construction are contingent on project need confirmation.



Deleted:

Deleted: 35th Avenue SE Reconstruction Project: The 35th Avenue Southeast Reconstruction Project will address the chronic settlement of the roadway between 144th Street Southeast and 141st Street Southeast that has occurred over time. The roadway was constructed across Penny Creek in an area underlain with compressible peat deposits. The project site is bound on the east by Thomas Lake and Penny Creek, which flows from the north along the east side of 35th Avenue Southeast, crossing within the study limits and continuing westerly. This project will construct a pile-supported concrete slab to support the roadway and prevent any future settlement. 35th Avenue Southeast has a functional classification of major arterial.¶

Deleted: 1.

Formatted: List Paragraph

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: (Default) Tahoma, 11 pt

Formatted: Font: (Default) Tahoma, 11 pt



3. Street Pavement Marking Program: The goal of the Annual Street Pavement Marking Program is to maintain markings that identify travel lanes and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. Per the 2015 Comprehensive Plan, the City owns and maintains 77 lane miles of residential and local streets, 19 lane miles of collector streets and 10 lane miles of arterial streets (total of 106 lane miles of roadway).



Deleted: ¶
132nd Street SE Mid-Block Crossing Improvement (HAWK): The proposed mid-block crossing with American with Disabilities (ADA) compliant curb ramps, pedestrian refuge island, marked crosswalk, High-intensity Activated crossWalK beacon (HAWK) signal and illumination are needed to provide pedestrians a safer place to cross 132nd Street SE. A HAWK signal at the mid-block crossing on 132nd Street SE, west of 35th Avenue SE, would be installed to allow pedestrians to stop vehicular traffic in order to cross the street safely. The proposed HAWK signal would be interconnected with the existing traffic signal at 35th Ave SE in order to reduce the potential of rear-end collisions as vehicles move from one signal to the next. The proposed improvements would install a pedestrian refuge island at the midblock crossing to reduce the crossing distance to 20-30 ft. Illumination is limited to street lighting around the adjacent shopping area. In order to increase pedestrian visibility to drivers, the proposed improvements include additional lighting focused on the mid-block crossing location.¶

4. Mill Creek Boulevard Corridor Improvements Study: Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The goal of the Mill Creek Boulevard Corridor Improvements Study is to enhance economic vitality and provide a framework to multiple capital improvements which include: intersection improvements at 164th Street, 161st Street, Main and SR 527; surface water aging infrastructure failures identified in a 2018 study produced by Pertee; pavement preservation and roadway re-configurations to better support Community Transit's bus rapid transit (BRT) lines. This study will peripherally address zoning and land use.



Deleted: ould

5. Concrete Sidewalk Replacement Program: The goal of this annual program is the preservation of the City's sidewalk systems which includes 75 miles of public sidewalks and more than 1,000 curb ramps. The scope of work would include repair or replacement of damaged sections of curb, gutter, sidewalk and curb ramps that meet the American with Disabilities Act (ADA). The first year of the program would include a citywide assessment and rating of sidewalks and prioritization of needed repairs as well as recommendations on alternative repair methods. This program may include tree removal or alternative construction methods to preserve existing trees. Some of the benefits of this program include: 1) improved pedestrian safety, 2) compliance with ADA standards, and 3) savings in maintenance costs.

Deleted: <object>

Deleted: ¶

6. Pavement Preservation and Rehabilitation Program: The goal of this annual program is to extend the useful life of the City's streets by assessing, preserving and rehabilitating pavement conditions. Typical work would include crack filling, removal and replacement of failed pavement, patching, surface preservation treatments (seal coat, slurry seal, microsurfacing, chip seals) and asphalt overlays. The City is responsible for approximately 106 lane miles of roadway. The Program would include replacement or installation of accessible curb ramps to meet the requirements of the Americans with



Formatted: Right: 0.06", Tab stops: 3", Left + Not at 6"



Disabilities Act (ADA). Per the Comprehensive Plan, the City's level of service guidelines for pavement management identifies a minimum pavement condition index of 65 for collectors and arterial roadways and 70 for local and residential roadways. In 2019, an assessment and pavement rating would be conducted to establish a priority list for future repairs. Federally funded roadway preservation projects are programmed in 2020 (Seattle Hill Road) and 2021 (35th Ave. SE).

Deleted: ¶

Deleted: 19

Formatted: Not Highlight

7. Citywide Traffic Signal Upgrades: The City owns seven traffic signals that are operated and maintained by Snohomish County. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for the signals to work within the County's integrated system. The project scope would include the installation of new pedestrian push buttons for compliance with the American with Disabilities Act (ADA), new side mounted battery backup systems (164th Street and Mill Creek Boulevard; Dumas Road at Park Road; Mill Creek Road and Village Green Drive), new controllers and conflict monitors. All work would be completed by Snohomish County.

8. Bridge Monitoring and Improvement Program: The City of Mill Creek owns a total of 11 bridges. Construction of the newest bridge MILL CR 11 (35th Ave SE, was completed in 2019. 5 of those bridges have a structure length over 20LF. In 2017, 10 bridges were inspected by WSDOT and load ratings were completed by KPFF on four of the structures with span lengths greater than 20LF. A bridge inspection was completed for MILL CR 11 in 2019. Bridge scour conditions were identified at two bridges: North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and Penny Creek Bridge (Bridge Number: MILL CR 2 located on 144th Street SE). Based on service stresses, posted load restrictions were recommended at the North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and 153rd Street SE Bridge (Bridge Number: MILL CR 3). In 2019, the City will post load restriction signs at these two bridges. A load rating was also conducted on Mill Creek Road Bridge (Bridge Number: MILL CR 10).



Deleted: 0

Formatted: Superscript

Deleted: Only four

Deleted: all

Deleted: four

Deleted: The City could elect to post load limits based on strength load rating, in which case the tonnages would be much higher, but the bridge would see greater deterioration over time.

9. East Gateway Urban Village "Spine Road" West Connection (Phase 1): The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments.



Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage, and the Farm. This project would complete the "Spine Road" from 39th Avenue SE to 44th Avenue SE. Partial right-of-way purchase would be needed at two parcels for subsequent roadway design and construction.

10. East Gateway Urban Village "Spine Road" East Connection (Phase 2): The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage, and the Farm. This project would complete the "Spine Road" from 44th Ave. SE to Seattle Hill Road. Partial right-of-way purchase would be needed at three parcels for subsequent roadway design and construction.

11. SR 96 at Dumas Road: Operations at this intersection do not meet LOS guidelines primarily due to the existing split phasing required for traffic on Dumas Road/Elgin Way. The current channelization provides an exclusive left-turn lane and a shared left/through/right lane for northbound traffic. In addition to high through volumes on SR 96, this intersection has a high number of left turns from northbound Dumas Road to westbound SR 96 (529 vehicles in the 2040 PM peak hour). Installing a second northbound left-turn lane for northbound Dumas Road and a shared through/right-turn lane would allow protected left-turn phases on each approach. This modification, in combination with optimizing timings, would reduce the average control delay by over 10 seconds per vehicle, resulting in LOS D.

12. SR 96th at 35th Avenue SE Intersection Improvements: 35th Avenue SE has high left-turn movement volumes onto SR 96. Two left-turn lanes are provided for southbound traffic, but northbound users only have one. This intersection currently has a Level of Service E with an average vehicle delay of 71.7 seconds. Adding a second northbound left-turn lane and optimizing signal timing would improve intersection operations to an average delay of 55.3 seconds per vehicle.

13. SR 527 / 164th Street Intersection Improvements: This location is an intersection of two major arterials that connect users to regional destinations. The critical movement at this intersection is the eastbound left-turn movement, which is projected to have over 300 vehicles in the 2040 PM peak hour. Currently, this movement is served by a single left-turn lane with short storage length in order to maintain access to properties north of 164th Street SE. Removing the property access to the north, extending the turn-lane storage length, and optimizing the traffic signal timing would reduce delays to 80 seconds per vehicle and achieve a Level of Service E. Community Transit's bus rapid transit (BRT) Orange Line is planned to connect from the Lynnwood Light Rail station east on 164th Street SE. Intersection improvements at this location would support BRT Orange Line operations.

14. SR 527 / SR96 Intersection Improvements: This project proposes to add an additional Eastbound/Westbound through lane, install intelligent transportation systems

Deleted:
Deleted: would be required with
Deleted: T
Deleted: (project application submitted in 2018)
Formatted: Not Highlight
Formatted: Highlight

Deleted: would be required with T
Deleted: (project application submitted in 2018)
Formatted: Not Highlight



(ITS) infrastructure to direct traffic to use alternate routes, which may include 16th Avenue SE or Dumas Road.

15. Traffic Safety and Calming Program: Ongoing program to install traffic calming devices to improve neighborhood livability and pedestrian safety. Improvements can include additional signage, pavement markings, speed "bumps," medians/islands, mini-roundabouts, flashing crosswalk lights, speed radar signs, etc. Improvements are evaluated and prioritized when citizen requests are received. City Council approved the formation of a formal citywide traffic calming program in April 2006 (revised in October 2007) and it has been well received by citizens. This program builds upon the City's Traffic Calming Program prepared in 2007, which focused on the safety and livability of City neighborhoods and was focused on streets with an average daily traffic (ADT) of less than 8,000 vehicles. The 2020-2025 TIP Traffic Safety and Calming Program would expand to address safety and traffic calming concerns to collectors and arterials.

16. (Old) Seattle Hill Road at SR 527: The project consists of intersection control improvements coordinated by the City of Mill Creek, Snohomish County and the Washington State Department of Transportation.

17. 164th Street SE at Mill Creek Boulevard Intersection Improvements: This intersection has a high volume left-turn movement, which results in a Level of Service F. Eastbound left-turn volumes exceed 500 vehicles in the PM peak hour, while the remaining approaches have over 100 vehicles per hour each. Currently, each approach has one left-turn lane. Adding an additional eastbound left-turn lane and optimizing signal timings would decrease the average delay per vehicle by around 40 seconds, resulting in a Level of Service E. This modification would require an additional receiving lane on the north leg, likely terminating at the intersection of Mill Creek Boulevard and 161st Street SE.

18. Silver Crest Sidewalk – 35th Ave SE to 27th Ave SE (North Side): The Silver Crest Sidewalk Gap project will provide sidewalk improvements on the south side of Silver Crest Drive, between 35th Ave SE, and 27th Drive SE. The project is located within a residential area and is in proximity to Jackson High School, Heatherwood Middle School, and nearby parks. Sidewalk improvements include the construction of approximately 2,300 linear feet of sidewalk, installation of ADA compliant curb ramps, and infrastructure for stormwater drainage.

19. North Creek Drive Sidewalk - SR 527 to Mill Creek Sports Park (South Side): The south side of North Creek Drive, between SR 527 and Mill Creek Sports Park currently does not have existing sidewalk. This project proposes the construction of approximately 175 ft of sidewalk to fill the gap along that section of North Creek Drive. The sidewalk improvements would provide nearby residences with a connection to local bus stops along SR 527 including



Deleted: 019

Deleted: 4

Deleted: ¶

Trail Preservation Program: As a part of the development of several subdivisions in ¶ **<object>**the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and assess their current condition. A priority list will be established ranking the severity of the deficiencies as well ¶ as establishing a schedule for future repairs and ¶ resurfacing.¶

¶

North Creek Trail Study: The North Creek Trail connects multiple regional trails including the Burke Gilman and Sammamish River Trails to the south with the Interurban Trail to the north. The result is a network of trails, which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system serves and connects the significant Regional Growth Centers of Bothell Canyon Park, Lynnwood and Everett as well as the locally designated Mill Creek Town Center and the Paine Field Manufacturing Industrial Center. The North Creek Trail Study would look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This feasibility study would include assessment of American with Disabilities (ADA) compliance for built out sections, high-level cost estimates for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Not Highlight

Community Transit's BRT Green Line and the future orange line.

20. North Creek Drive Sidewalk – Mill Creek Sports Park to Heatherwood Apartments (East Side): This project would provide sidewalk improvements on the east side of North Creek Drive, just north of Mill Creek Sports Park. Improvements include approximately 900 linear feet of sidewalk, curb, and gutter. This project would provide connectivity to the Mill Creek Sports Park, and would provide a safer walking path for pedestrians who currently use the street shoulder.

21. Trail Preservation Program: As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and assess their current condition. A priority list will be established ranking the severity of the deficiencies as well as establishing a schedule for future repairs and resurfacing.



Formatted: Right: 0"

22. North Creek Trail Study: The North Creek Trail connects multiple regional trails including the Burke Gilman and Sammamish River Trails to the south with the Interurban Trail to the north. The result is a network of trails, which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system serves and connects the significant Regional Growth Centers of Bothell Canyon Park, Lynnwood and Everett as well as the locally designated Mill Creek Town Center and the Paine Field Manufacturing Industrial Center. The North Creek Trail Study would look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This feasibility study would include assessment of American with Disabilities (ADA) compliance for built out sections, high-level cost estimates for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

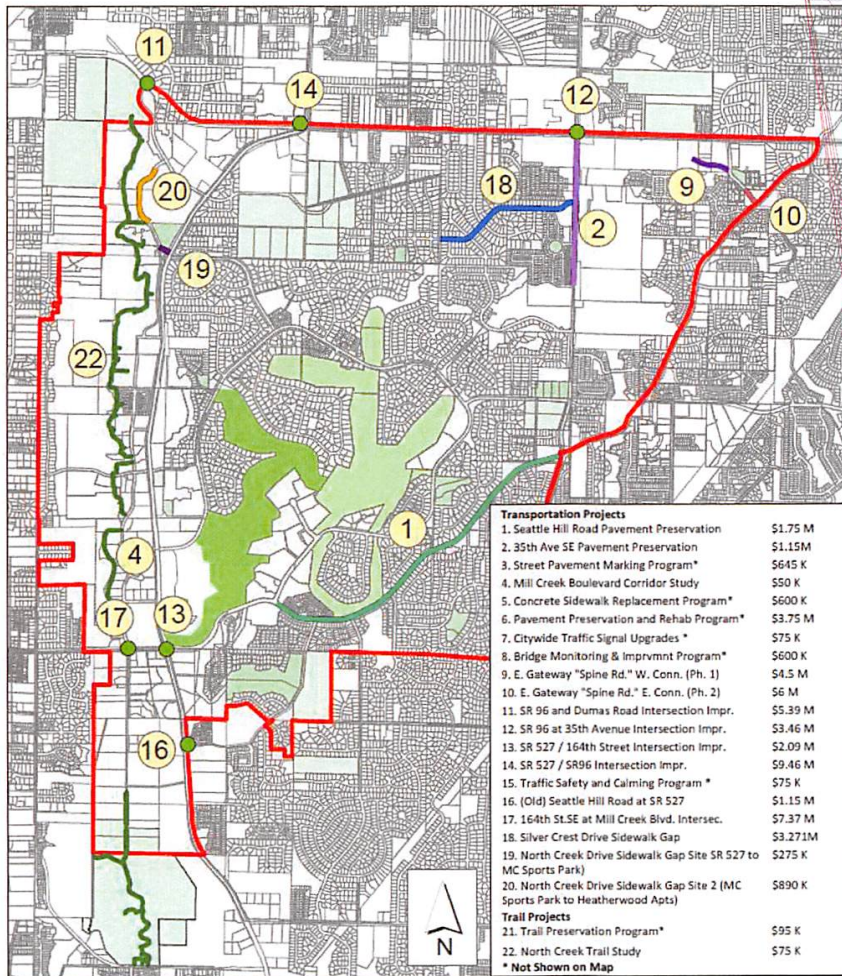
Deleted: ¶

Funding Sources

Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.



2020-2025 Transportation Improvement Plan



Transportation Projects	
1. Seattle Hill Road Pavement Preservation	\$1.75 M
2. 35th Ave SE Pavement Preservation	\$1.15M
3. Street Pavement Marking Program*	\$645 K
4. Mill Creek Boulevard Corridor Study	\$50 K
5. Concrete Sidewalk Replacement Program*	\$600 K
6. Pavement Preservation and Rehab Program*	\$3.75 M
7. Citywide Traffic Signal Upgrades *	\$75 K
8. Bridge Monitoring & Imprvmt Program*	\$600 K
9. E. Gateway "Spine Rd." W. Conn. (Ph. 1)	\$4.5 M
10. E. Gateway "Spine Rd." E. Conn. (Ph. 2)	\$6 M
11. SR 96 and Dumas Road Intersection Impr.	\$5.39 M
12. SR 96 at 35th Avenue Intersection Impr.	\$3.46 M
13. SR 527 / 164th Street Intersection Impr.	\$2.09 M
14. SR 527 / SR96 Intersection Impr.	\$9.46 M
15. Traffic Safety and Calming Program *	\$75 K
16. (Old) Seattle Hill Road at SR 527	\$1.15 M
17. 164th St.SE at Mill Creek Blvd. Intersec.	\$7.37 M
18. Silver Crest Drive Sidewalk Gap	\$3.271M
19. North Creek Drive Sidewalk Gap Site SR 527 to MC Sports Park)	\$275 K
20. North Creek Drive Sidewalk Gap Site 2 (MC Sports Park to Heatherwood Apts)	\$890 K
Trail Projects	
21. Trail Preservation Program*	\$95 K
22. North Creek Trail Study	\$75 K

* Not Shown on Map

Moved down [1]: Funding Sources¶
Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.¶

Deleted: Funding Sources¶
Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.¶

TIP Master Project List¶
<object>¶

Page Break

Moved (insertion) [1]

Formatted: Left, Indent: Left: 0"

Formatted: Left

Deleted: 19

Deleted: 4





**City of Mill Creek
Transportation Improvement Plan
Master Project List
(2020-2025)**

Project Name		Total	2020	2021	2022	2023	2024	2025
Transportation Projects								
1	Seattle Hill Road Pavement Preservation	\$1,750,000	\$1,750,000					
2	35th Avenue SE Pavement Preservation	\$1,150,000	\$150,000	\$1,000,000				
3	Street Pavement Marking Program	\$645,000	\$120,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
4	Mill Creek Boulevard Corridor Improvements Study	\$50,000	\$50,000					
5	Concrete Sidewalk Replacement Program	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
6	Pavement Preservation and Rehabilitation Program	\$3,750,000	\$750,000	\$0	\$750,000	\$750,000	\$750,000	\$750,000
7	Citywide Traffic Signal Upgrades	\$75,000	\$75,000					
8	Bridge Monitoring & Improvement Program	\$600,000	\$50,000	\$250,000	\$50,000	\$250,000		
9	East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$0	\$250,000	\$250,000	\$4,000,000		
10	East Gateway Urban Village "Spine Road" East Connection (Phase 2)	\$6,000,000	\$0	\$0	\$2,000,000	\$750,000	\$3,250,000	
11	SR 96 and Dumas Road Intersection Improvements	\$5,390,000	\$0	\$0	\$200,000	\$5,190,000		
12	SR 96 at 35th Avenue Intersection Improvements	\$3,460,000	\$150,000	\$3,310,000				
13	SR 527 / 164th Street Intersection Improvements	\$2,090,000	\$0	\$250,000	\$1,840,000			
14	SR 527 / SR96 Intersection Improvements	\$9,460,000	\$0	\$0	\$0	\$860,000	\$8,600,000	
15	Traffic Safety and Calming Program	\$75,000	\$25,000	\$0	\$25,000	\$0	\$25,000	
16	(Old) Seattle Hill Road at SR 527	\$1,150,000	\$150,000	\$1,000,000				
17	164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000	\$0	\$0	\$0	\$0.00	\$670,000	\$6,700,000
18	Silver Crest Sidewalk Gap	\$3,271,000	\$0	\$0	\$700,000	\$857,000	\$857,000	\$857,000
19	North Creek Drive Sidewalk Gap (SR 527 to MC Sports Park)	\$275,000	\$0	\$55,000	\$220,000			
20	North Creek Drive Sidewalk Gap (MC Sports Park to Heatherwood Apts.)	\$890,000	\$0	\$0	\$0	\$200,000	\$690,000	
Transportation Project Totals		\$52,551,000	\$3,370,000	\$6,320,000	\$6,240,000	\$13,062,000	\$15,047,000	\$8,512,000
Trail Projects								
21	Trail Preservation Program	\$95,000	\$45,000	\$0	\$25,000	\$0	\$25,000	\$0
22	North Creek Trail Study	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0
Trail Project Totals		\$170,000	\$120,000	\$0	\$25,000	\$0	\$25,000	\$0
TIP Totals All Project Categories		\$52,721,000	\$3,490,000	\$6,320,000	\$6,265,000	\$13,062,000	\$15,072,000	\$8,512,000

*All total project costs are in 2019 dollars and do not account for inflation



City of Mill Creek
 Transportation Improvement Plan
 Potential Funding Sources
 (2020-2025)

Project Name	Total	TMF	Federal Grant	State Grant	Other	General or REET Funds
Transportation Projects						
1 Seattle Hill Road Pavement Preservation	\$1,750,000		\$720,000			\$1,030,000
2 35th Avenue SE Pavement Preservation	\$1,150,000		\$504,208			\$645,792
3 Street Pavement Marking Program	\$645,000					\$645,000
4 Mill Creek Boulevard Corridor Improvements Study	\$50,000			\$50,000		\$0
5 Concrete Sidewalk Replacement Program	\$600,000					\$600,000
6 Pavement Preservation and Rehabilitation Program	\$3,750,000					\$3,750,000
7 Citywide Traffic Signal Upgrades	\$75,000					\$75,000
8 Bridge Monitoring & Improvement Program	\$600,000					\$600,000
9 East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$3,100,000				\$1,400,000
10 East Gateway Urban Village "Spine Road" East Connection (Phase 2)	\$6,000,000				\$6,000,000	\$0
11 SR 96 and Dumas Road Intersection Improvements	\$5,390,000					\$5,390,000
12 SR 96 at 35th Avenue Intersection Improvements	\$3,460,000					\$3,460,000
13 SR 527 / 164th Street Intersection Improvements	\$2,090,000					\$2,090,000
14 SR 527 / SR96 Intersection Improvements	\$9,460,000					\$9,460,000
15 Traffic Safety and Calming Program	\$75,000					\$75,000
16 (Old) Seattle Hill Road at SR 527	\$1,150,000					\$1,150,000
17 164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000					\$7,370,000
18 Silver Crest Sidewalk Gap	\$3,271,000			\$1,000,000		\$2,271,000
19 North Creek Drive Sidewalk Gap (SR 527 to MC Sports Park)	\$275,000			\$220,000		\$55,000
20 North Creek Drive Sidewalk Gap (MC Sports Park to Heatherwood Apts.)	\$890,000			\$300,000		\$590,000
Transportation Project Totals	\$52,551,000	\$3,100,000	\$1,224,208	\$1,570,000	\$6,000,000	\$40,656,792
Trail Projects						
21 Trail Preservation Program	\$95,000					\$95,000
22 North Creek Trail Study	\$75,000					\$75,000
Trail Project Totals	\$170,000	\$0	\$0	\$0	\$0	\$170,000
TIP Totals All Project Categories	\$52,721,000	\$3,100,000	\$1,224,208	\$1,570,000	\$6,000,000	\$40,826,792

* All total project costs are in 2019 dollars and do not account for inflation
 *TMF = Traffic Mitigation Fees
 * REET = Real Estate Excise Tax
 * State Grants include: Transportation Improvement Board, Pedestrian/Bike, Safe Routes to School

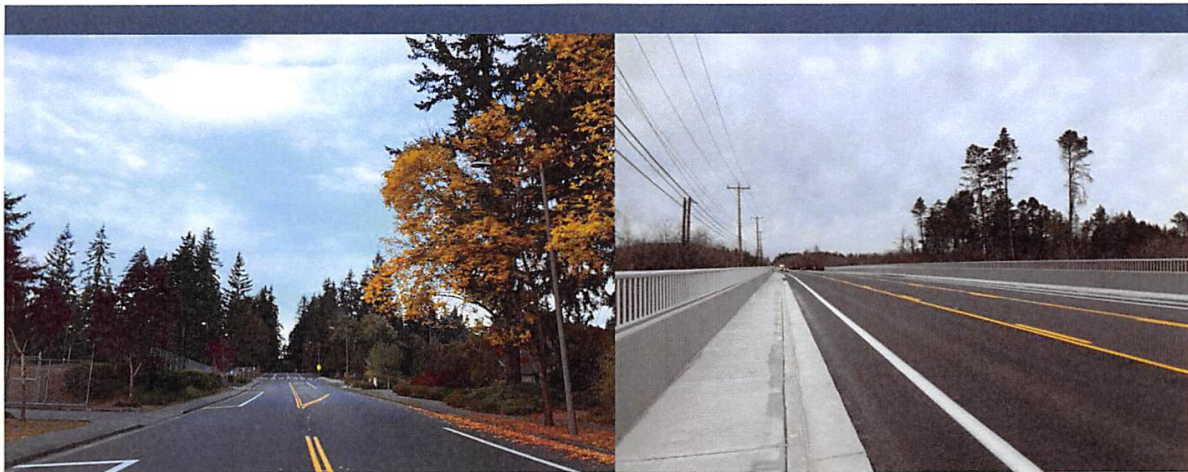
ATTACHMENT B



TRANSPORTATION IMPROVEMENT PLAN DRAFT

UPDATED OCTOBER 2019

2020-2025



Overview

In accordance with RCW 35.77.010, all cities and towns are required to prepare and adopt a comprehensive transportation program annually that spans at least six calendar years. This comprehensive transportation program is typically called a Transportation Improvement Plan (TIP). The TIP identifies transportation projects that the City may not have funding for but would like to build sometime in the future. The six-year TIP must also be consistent with any adopted comprehensive plan. The annually adopted TIP should be transmitted to the Washington State Secretary of Transportation on or before July 1 of each year. Although not required by the RCWs, the City also sends a copy of the TIP to the Puget Sound Regional Council (PSRC), the regional body that coordinates the transportation plans of individual entities within King, Snohomish, Pierce and Kitsap counties.

The TIP usually includes projects valued at \$25,000 or more and, in accordance with state law, must cover a six-year period. The City updates its Capital Improvement Plan (CIP) as part of its biennial budget process, so the proposed TIP covers a seven-year period in order to comply with the six-year reporting requirement. Projects that have funding allocated to them within the next 6-year period are included in the City's CIP.

Brief Project Descriptions

1. Seattle Hill Road Pavement Preservation: Repave Seattle Hill Road between Village Green Drive and 35th Avenue Southeast. The scope of work includes a full width, two-inch grind and overlay, replacement of landscaped median curbs, and Americans with Disabilities (ADA) upgrades at all curb ramps and two traffic signals. A federal grant was obtained for construction in 2019 in the amount of \$720,000. In 2016, the pavement condition for this minor arterial was 59 (scale 0 to 100). The existing curb ramps and traffic signals do not meet current ADA standards. The curbs on all landscape medians have been damaged beyond repair over the years by vehicle collisions. No new operational expenses would result from this project.

2. 35th Avenue SE Pavement Preservation: The project would include a full-width, 2-inch grind and overlay of 35th Avenue from 132nd Street SE to 141st Street SE (.57 miles), including traffic control, upgrade of ADA ramps, signing, channelization and other work. This project would connect to the section of 35th Avenue SE upgraded in the City's 2018 35th Avenue SE Reconstruction project. Per the Comprehensive Plan Level of Service Guidelines, the City should maintain a minimum average Pavement Condition Index (PCI) rating of 65 for collector and arterial roadways. The PCI of 35th Avenue SE within the project limits will be assessed to confirm project need. Project design and construction are contingent on project need confirmation.



3. Street Pavement Marking Program: The goal of the Annual Street Pavement Marking Program is to maintain markings that identify travel lanes and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. Per the 2015 Comprehensive Plan, the City owns and maintains 77 lane miles of residential and local streets, 19 lane miles of collector streets and 10 lane miles of arterial streets (total of 106 lane miles of roadway).



4. Mill Creek Boulevard Corridor Improvements Study: Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The goal of the Mill Creek Boulevard Corridor Improvements Study is to enhance economic vitality and provide a framework to multiple capital improvements which include: intersection improvements at 164th Street, 161st Street, Main and SR 527; surface water aging infrastructure failures identified in a 2018 study produced by Pertee; pavement preservation and roadway re-configurations to better support Community Transit's bus rapid transit (BRT) lines. This study will peripherally address zoning and land use.



5. Concrete Sidewalk Replacement Program: The goal of this annual program is the preservation of the City's sidewalk systems which includes 75 miles of public sidewalks and more than 1,000 curb ramps. The scope of work would include repair or replacement of damaged sections of curb, gutter, sidewalk and curb ramps that meet the American with Disabilities Act (ADA). The first year of the program would include a citywide assessment and rating of sidewalks and prioritization of needed repairs as well as recommendations on alternative repair methods. This program may include tree removal or alternative construction methods to preserve existing trees. Some of the benefits of this program include: 1) improved pedestrian safety, 2) compliance with ADA standards, and 3) savings in maintenance costs.

6. Pavement Preservation and Rehabilitation Program: The goal of this annual program is to extend the useful life of the City's streets by assessing, preserving and rehabilitating pavement conditions. Typical work would include crack filling, removal and replacement of failed pavement, patching, surface preservation treatments (seal coat, slurry seal, microsurfacing, chip seals) and asphalt overlays. The City is responsible for approximately 106 lane miles of roadway. The Program would include replacement or installation of accessible curb ramps to meet the requirements of the Americans with



Disabilities Act (ADA). Per the Comprehensive Plan, the City's level of service guidelines for pavement management identifies a minimum pavement condition index of 65 for collectors and arterial roadways and 70 for local and residential roadways. In 2019, an assessment and pavement rating would be conducted to establish a priority list for future repairs. Federally funded roadway preservation projects are programmed in 2020 (Seattle Hill Road) and 2021 (35th Ave. SE).

7. Citywide Traffic Signal Upgrades: The City owns seven traffic signals that are operated and maintained by Snohomish County. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for the signals to work within the County's integrated system. The project scope would include the installation of new pedestrian push buttons for compliance with the American with Disabilities Act (ADA), new side mounted battery backup systems (164th Street and Mill Creek Boulevard; Dumas Road at Park Road; Mill Creek Road and Village Green Drive), new controllers and conflict monitors. All work would be completed by Snohomish County.

8. Bridge Monitoring and Improvement Program: The City of Mill Creek owns a total of 11 bridges. Construction of the newest bridge MILL CR 11 (35th Ave SE, was completed in 2019. 5 of those bridges have a structure length over 20LF. In 2017, 10 bridges were inspected by WSDOT and load ratings were completed by KPFF on four of the structures with span lengths greater than 20LF. A bridge inspection was completed for MILL CR 11 in 2019. Bridge scour conditions were identified at two bridges: North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and Penny Creek Bridge (Bridge Number: MILL CR 2 located on 144th Street SE). Based on service stresses, posted load restrictions were recommended at the North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and 153rd Street SE Bridge (Bridge Number: MILL CR 3). In 2019, the City will post load restriction signs at these two bridges. A load rating was also conducted on Mill Creek Road Bridge (Bridge Number: MILL CR 10).



9. East Gateway Urban Village "Spine Road" West Connection (Phase 1): The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments.



Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage, and the Farm. This project would complete the "Spine Road" from 39th Avenue SE to 44th Avenue SE. Partial right-of-way purchase would be needed at two parcels for subsequent roadway design and construction.

10. East Gateway Urban Village "Spine Road" East Connection (Phase 2): The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage, and the Farm. This project would complete the "Spine Road" from 44th Ave. SE to Seattle Hill Road. Partial right-of-way purchase would be needed at three parcels for subsequent roadway design and construction.

11. SR 96 at Dumas Road: Operations at this intersection do not meet LOS guidelines primarily due to the existing split phasing required for traffic on Dumas Road/Elgin Way. The current channelization provides an exclusive left-turn lane and a shared left/through/right lane for northbound traffic. In addition to high through volumes on SR 96, this intersection has a high number of left turns from northbound Dumas Road to westbound SR 96 (529 vehicles in the 2040 PM peak hour). Installing a second northbound left-turn lane for northbound Dumas Road and a shared through/right-turn lane would allow protected left-turn phases on each approach. This modification, in combination with optimizing timings, would reduce the average control delay by over 10 seconds per vehicle, resulting in LOS D.

12. SR 96th at 35th Avenue SE Intersection Improvements: 35th Avenue SE has high left-turn movement volumes onto SR 96. Two left-turn lanes are provided for southbound traffic, but northbound users only have one. This intersection currently has a Level of Service E with an average vehicle delay of 71.7 seconds. Adding a second northbound left-turn lane and optimizing signal timing would improve intersection operations to an average delay of 55.3 seconds per vehicle.

13. SR 527 / 164th Street Intersection Improvements: This location is an intersection of two major arterials that connect users to regional destinations. The critical movement at this intersection is the eastbound left-turn movement, which is projected to have over 300 vehicles in the 2040 PM peak hour. Currently, this movement is served by a single left-turn lane with short storage length in order to maintain access to properties north of 164th Street SE. Removing the property access to the north, extending the turn-lane storage length, and optimizing the traffic signal timing would reduce delays to 80 seconds per vehicle and achieve a Level of Service E. Community Transit's bus rapid transit (BRT) Orange Line is planned to connect from the Lynnwood Light Rail station east on 164th Street SE. Intersection improvements at this location would support BRT Orange Line operations.

14. SR 527 / SR96 Intersection Improvements: This project proposes to add an additional Eastbound/Westbound through lane, install intelligent transportation systems



(ITS) infrastructure to direct traffic to use alternate routes, which may include 16th Avenue SE or Dumas Road.

15. Traffic Safety and Calming Program: Ongoing program to install traffic calming devices to improve neighborhood livability and pedestrian safety. Improvements can include additional signage, pavement markings, speed “bumps,” medians/islands, mini-roundabouts, flashing crosswalk lights, speed radar signs, etc. Improvements are evaluated and prioritized when citizen requests are received. City Council approved the formation of a formal citywide traffic calming program in April 2006 (revised in October 2007) and it has been well received by citizens. This program builds upon the City’s Traffic Calming Program prepared in 2007, which focused on the safety and livability of City neighborhoods and was focused on streets with an average daily traffic (ADT) of less than 8,000 vehicles. The 2020-2025 TIP Traffic Safety and Calming Program would expand to address safety and traffic calming concerns to collectors and arterials.

16. (Old) Seattle Hill Road at SR 527: The project consists of intersection control improvements coordinated by the City of Mill Creek, Snohomish County and the Washington State Department of Transportation.

17. 164th Street SE at Mill Creek Boulevard Intersection Improvements: This intersection has a high volume left-turn movement, which results in a Level of Service F. Eastbound left-turn volumes exceed 500 vehicles in the PM peak hour, while the remaining approaches have over 100 vehicles per hour each. Currently, each approach has one left-turn lane. Adding an additional eastbound left-turn lane and optimizing signal timings would decrease the average delay per vehicle by around 40 seconds, resulting in a Level of Service E. This modification would require an additional receiving lane on the north leg, likely terminating at the intersection of Mill Creek Boulevard and 161st Street SE.

18. Silver Crest Sidewalk – 35th Ave SE to 27th Ave SE (North Side): The Silver Crest Sidewalk Gap project will provide sidewalk improvements on the south side of Silver Crest Drive, between 35th Ave SE, and 27th Drive SE. The project is located within a residential area and is in proximity to Jackson High School, Heatherwood Middle School, and nearby parks. Sidewalk improvements include the construction of approximately 2,300 linear feet of sidewalk, installation of ADA compliant curb ramps, and infrastructure for stormwater drainage.

19. North Creek Drive Sidewalk - SR 527 to Mill Creek Sports Park (South Side): The south side of North Creek Drive, between SR 527 and Mill Creek Sports Park currently does not have existing sidewalk. This project proposes the construction of approximately 175 ft of sidewalk to fill the gap along that section of North Creek Drive. The sidewalk improvements would provide nearby residences with a connection to local bus stops along SR 527 including



Community Transit's BRT Green Line and the future orange line.

20. North Creek Drive Sidewalk – Mill Creek Sports Park to Heatherwood Apartments (East Side): This project would provide sidewalk improvements on the east side of North Creek Drive, just north of Mill Creek Sports Park. Improvements include approximately 900 linear feet of sidewalk, curb, and gutter. This project would provide connectivity to the Mill Creek Sports Park, and would provide a safer walking path for pedestrians who currently use the street shoulder.

21. Trail Preservation Program: As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and assess their current condition. A priority list will be established ranking the severity of the deficiencies as well as establishing a schedule for future repairs and resurfacing.



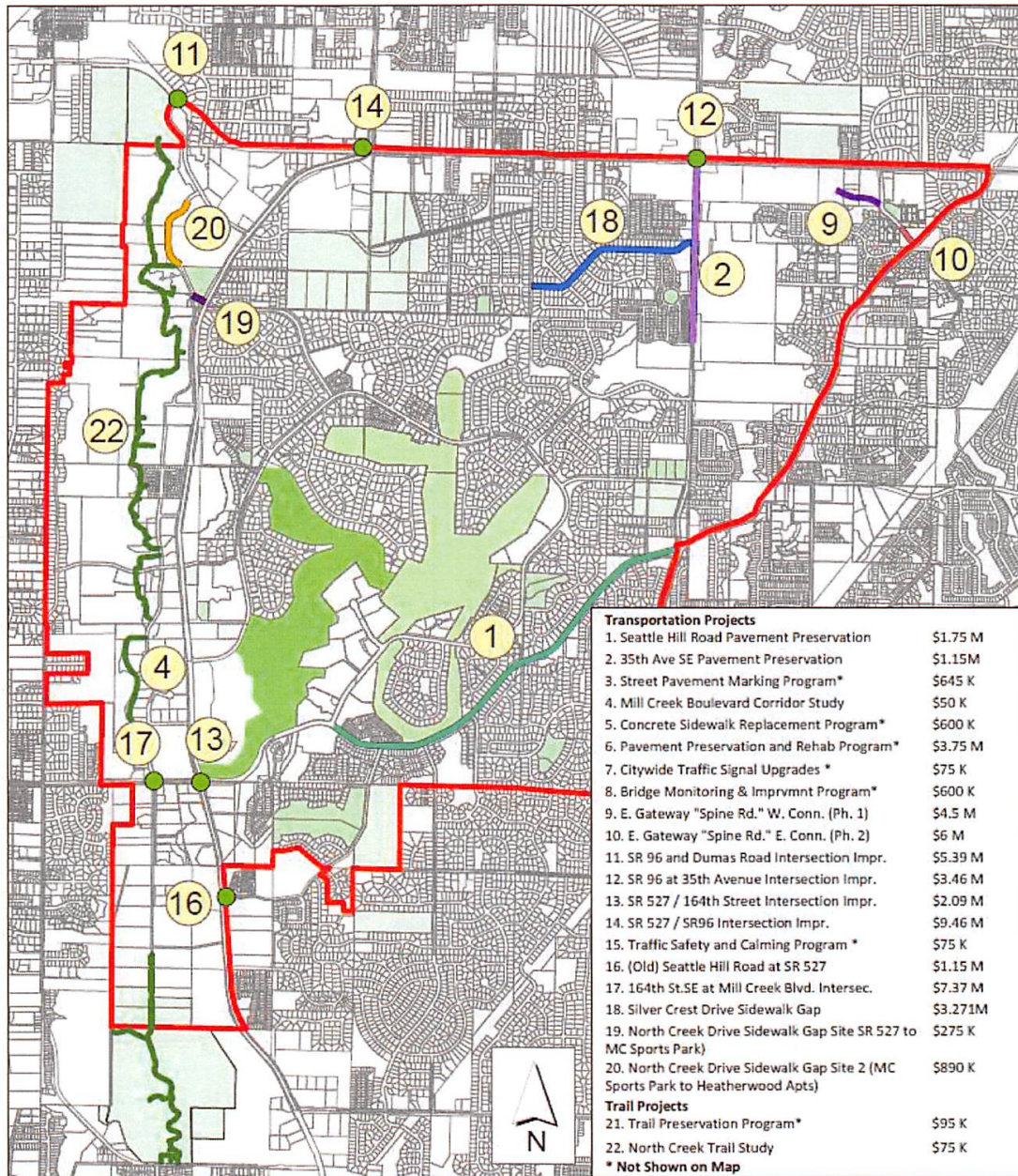
22. North Creek Trail Study: The North Creek Trail connects multiple regional trails including the Burke Gilman and Sammamish River Trails to the south with the Interurban Trail to the north. The result is a network of trails, which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system serves and connects the significant Regional Growth Centers of Bothell Canyon Park, Lynnwood and Everett as well as the locally designated Mill Creek Town Center and the Paine Field Manufacturing Industrial Center. The North Creek Trail Study would look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This feasibility study would include assessment of American with Disabilities (ADA) compliance for built out sections, high-level cost estimates for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

Funding Sources

Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.



2020-2025 Transportation Improvement Plan





**City of Mill Creek
Transportation Improvement Plan
Master Project List
(2020-2025)**

Project Name		Total	2020	2021	2022	2023	2024	2025
Transportation Projects								
1	Seattle Hill Road Pavement Preservation	\$1,750,000	\$1,750,000					
2	35th Avenue SE Pavement Preservation	\$1,150,000	\$150,000	\$1,000,000				
3	Street Pavement Marking Program	\$645,000	\$120,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
4	Mill Creek Boulevard Corridor Improvements Study	\$50,000	\$50,000					
5	Concrete Sidewalk Replacement Program	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
6	Pavement Preservation and Rehabilitation Program	\$3,750,000	\$750,000	\$0	\$750,000	\$750,000	\$750,000	\$750,000
7	Citywide Traffic Signal Upgrades	\$75,000	\$75,000					
8	Bridge Monitoring & Improvement Program	\$600,000	\$50,000	\$250,000	\$50,000	\$250,000		
9	East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$0	\$250,000	\$250,000	\$4,000,000		
10	East Gateway Urban Village "Spine Road" East Connection (Phase 2)	\$6,000,000	\$0	\$0	\$2,000,000	\$750,000	\$3,250,000	
11	SR 96 and Dumas Road Intersection Improvements	\$5,390,000	\$0	\$0	\$200,000	\$5,190,000		
12	SR 96 at 35th Avenue Intersection Improvements	\$3,460,000	\$150,000	\$3,310,000				
13	SR 527 / 164th Street Intersection Improvements	\$2,090,000	\$0	\$250,000	\$1,840,000			
14	SR 527 / SR96 Intersection Improvements	\$9,460,000	\$0	\$0	\$0	\$860,000	\$8,600,000	
15	Traffic Safety and Calming Program	\$75,000	\$25,000	\$0	\$25,000	\$0	\$25,000	
16	(Old) Seattle Hill Road at SR 527	\$1,150,000	\$150,000	\$1,000,000				
17	164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000	\$0	\$0	\$0	\$0.00	\$670,000	\$6,700,000
18	Silver Crest Sidewalk Gap	\$3,271,000	\$0	\$0	\$700,000	\$857,000	\$857,000	\$857,000
19	North Creek Drive Sidewalk Gap (SR 527 to MC Sports Park)	\$275,000	\$0	\$55,000	\$220,000			
20	North Creek Drive Sidewalk Gap (MC Sports Park to Heatherwood Apts.)	\$890,000	\$0	\$0	\$0	\$200,000	\$690,000	
Transportation Project Totals		\$52,551,000	\$3,370,000	\$6,320,000	\$6,240,000	\$13,062,000	\$15,047,000	\$8,512,000
Trail Projects								
21	Trail Preservation Program	\$95,000	\$45,000	\$0	\$25,000	\$0	\$25,000	\$0
22	North Creek Trail Study	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0
Trail Project Totals		\$170,000	\$120,000	\$0	\$25,000	\$0	\$25,000	\$0
TIP Totals All Project Categories		\$52,721,000	\$3,490,000	\$6,320,000	\$6,265,000	\$13,062,000	\$15,072,000	\$8,512,000
*All total project costs are in 2019 dollars and do not account for inflation								



City of Mill Creek
 Transportation Improvement Plan
 Potential Funding Sources
 (2020-2025)

Project Name	Total	TMF	Federal Grant	State Grant	Other	General or REET Funds
Transportation Projects						
1 Seattle Hill Road Pavement Preservation	\$1,750,000		\$720,000			\$1,030,000
2 35th Avenue SE Pavement Preservation	\$1,150,000		\$504,208			\$645,792
3 Street Pavement Marking Program	\$645,000					\$645,000
4 Mill Creek Boulevard Corridor Improvements Study	\$50,000			\$50,000		\$0
5 Concrete Sidewalk Replacement Program	\$600,000					\$600,000
6 Pavement Preservation and Rehabilitation Program	\$3,750,000					\$3,750,000
7 Citywide Traffic Signal Upgrades	\$75,000					\$75,000
8 Bridge Monitoring & Improvement Program	\$600,000					\$600,000
9 East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$3,100,000				\$1,400,000
10 East Gateway Urban Village "Spine Road" East Connection (Phase 2)	\$6,000,000				\$6,000,000	\$0
11 SR 96 and Dumas Road Intersection Improvements	\$5,390,000					\$5,390,000
12 SR 96 at 35th Avenue Intersection Improvements	\$3,460,000					\$3,460,000
13 SR 527 / 164th Street Intersection Improvements	\$2,090,000					\$2,090,000
14 SR 527 / SR96 Intersection Improvements	\$9,460,000					\$9,460,000
15 Traffic Safety and Calming Program	\$75,000					\$75,000
16 (Old) Seattle Hill Road at SR 527	\$1,150,000					\$1,150,000
17 164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000					\$7,370,000
18 Silver Crest Sidewalk Gap	\$3,271,000			\$1,000,000		\$2,271,000
19 North Creek Drive Sidewalk Gap (SR 527 to MC Sports Park)	\$275,000			\$220,000		\$55,000
20 North Creek Drive Sidewalk Gap (MC Sports Park to Heatherwood Apts.)	\$890,000			\$300,000		\$590,000
Transportation Project Totals	\$52,551,000	\$3,100,000	\$1,224,208	\$1,570,000	\$6,000,000	\$40,656,792
Trail Projects						
21 Trail Preservation Program	\$95,000					\$95,000
22 North Creek Trail Study	\$75,000					\$75,000
Trail Project Totals	\$170,000	\$0	\$0	\$0	\$0	\$170,000
TIP Totals All Project Categories	\$52,721,000	\$3,100,000	\$1,224,208	\$1,570,000	\$6,000,000	\$40,826,792

* All total project costs are in 2019 dollars and do not account for inflation
 *TMF = Traffic Mitigation Fees
 * REET = Real Estate Excise Tax
 * State Grants include: Transportation Improvement Board, Pedestrian/Bike, Safe Routes to School



Agenda Item # F
Meeting Date: October 8, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: FARMERS MARKET 2019 SUMMARY PRESENTATION

PROPOSED MOTION:

N/A – For discussion only.

KEY FACTS AND INFORMATION SUMMARY:

The Communications, Marketing and Recreation Department worked hand in hand this summer with Sarah Jensen, the City's Market Manager, to implement the Mill Creek Farmers Market. The market was held every Tuesday at the City Hall North parking lot; running from June 18 through August 20.

Over the 10 week market season, City Staff surveyed customers and vendors to attain insight in regards to their market experience and perception. Feedback from both parties ranged from enthusiasm and kudos to disappointment and frustration.

Below notes the positive aspects of the Mill Creek Farmers Market:

- Vendors emphasized the organization and management of the market, all thanks to Sarah Jensen. She gracefully managed all vendor relationships.
- The POP Club, hosted by the Kiwanis Club of Mill Creek, was a great market staple; educating our City's youngest residents about produce and nutrition.
- The market adds a wonderful community event to our City's event calendar and contributes to the small town feel that we strive for in Mill Creek.
- Supports local business, farms and artisans.
- Provides another option for fresh produce and homemade goods to Mill Creek residents.

Below outlines negative aspects of the Mill Creek Farmers Market:

- Low overall attendance from Mill Creek community; resulted in low vendor sales.
- Number of participating vendors dropped significantly over the course of the season. The market hosted 42 vendors at the start of the season and ended at 29 vendors.
- Many vendors expressed dissatisfaction in marketing and advertising efforts. Many pinned their frustration to lack of street signage.
- Vendors expressed frustration in lack of support from the City of Mill Creek and its residents.
- Lack of parking was a constant complaint from customers, vendors, neighboring business and City Staff throughout the entirety of the season.

The attached PowerPoint presentation translates many of the above comments into tangible data as received by vendor and customer survey results. With the gathered information in hand, the

City Council Agenda Summary
Page 2

Communication, Marketing and Recreation Department would like to open a conversation with City Council in regards to the state of the market. It is a wonderful community event that has potential to be a great thing for both Mill Creek residents and local farms alike. Unfortunately, low attendance and disgruntled vendors has left a sour taste in some mouths. If there are other avenues for the City to potentially coordinate, implement or support the market, we would like to explore them.

Today's City Council presentation does not require a motion. Today's presentation is simply for conversation purposes to plan for 2020.

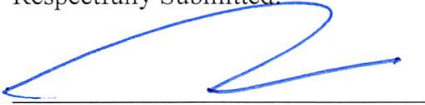
CITY MANAGER RECOMMENDATION:

N/A – For discussion only.

ATTACHMENTS:

- Mill Creek Farmers Market 2019 Season Summary PowerPoint Presentation

Respectfully Submitted:



Michael G. Ciaravino
City Manager

10/2/2019



Market Pros (*majority of comments derived from customers*):

- Strong management.
- Supplements City's event calendar.
- POP Kids Club.
- Supports local business.
- Contributes to the small town feel.



10/2/2019

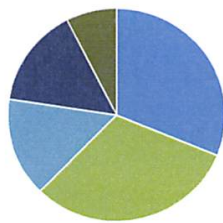
Market Cons (*majority of these comments derived from vendors*):

- Low attendance; low vendor sales.
- Significant drop in participating vendors over course of season.
- Dissatisfaction in advertising efforts.
- Lack of support from Mill Creek residents and the City.
- Lack of parking.



Survey Results from Market Customers:

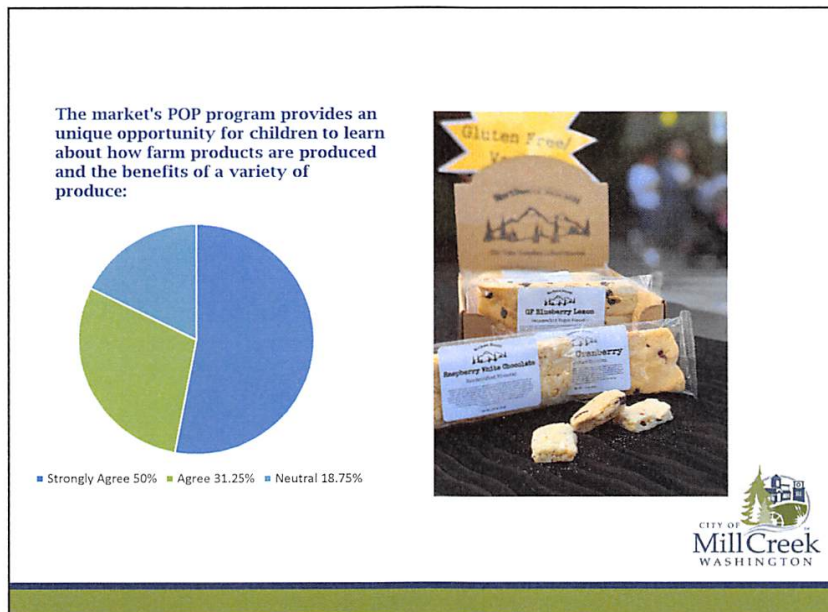
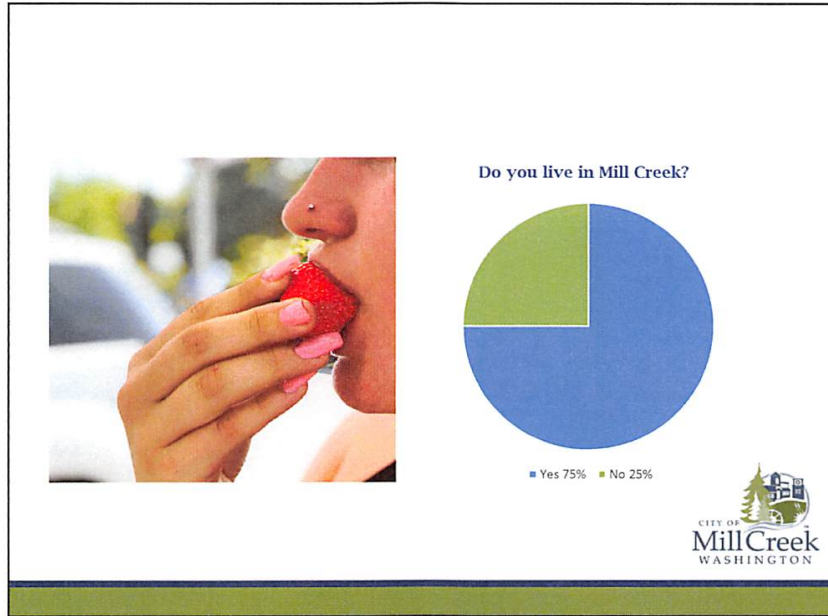
How did you hear about the market?



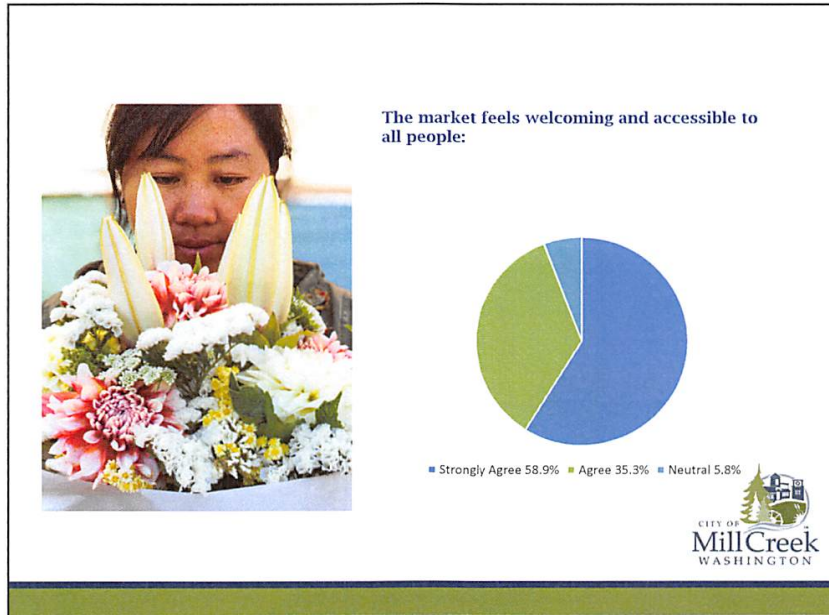
- Facebook 29%
- Signage 29%
- Word of Mouth 14%
- Spotted the market from the road 14%
- Mill Creek City Connection 7%



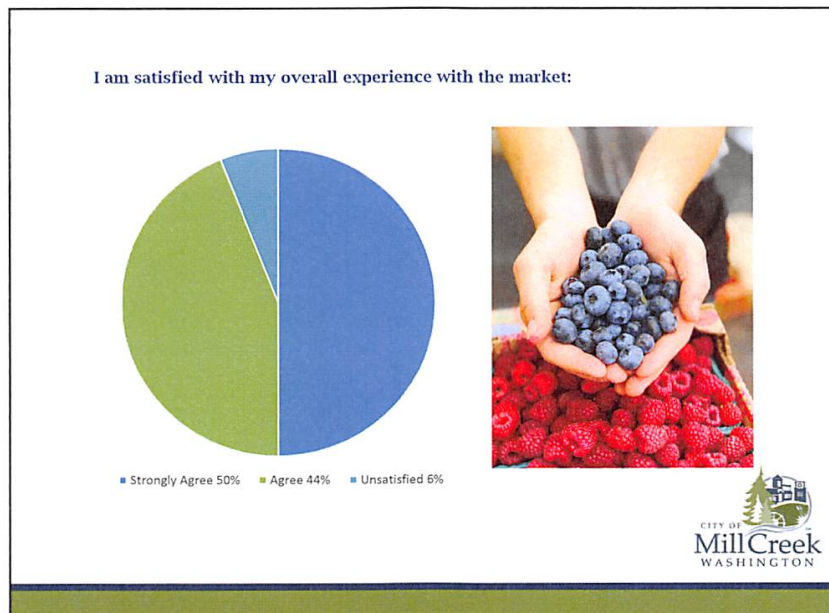
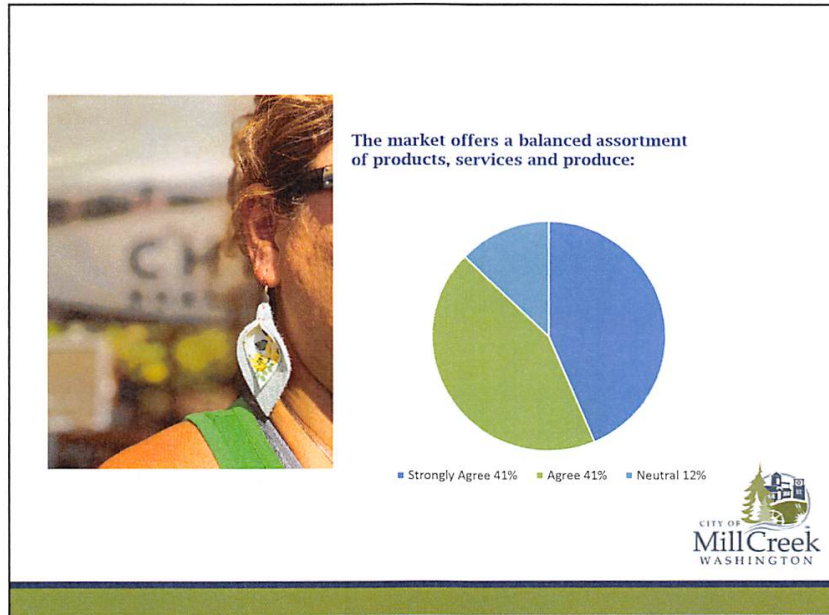
10/2/2019



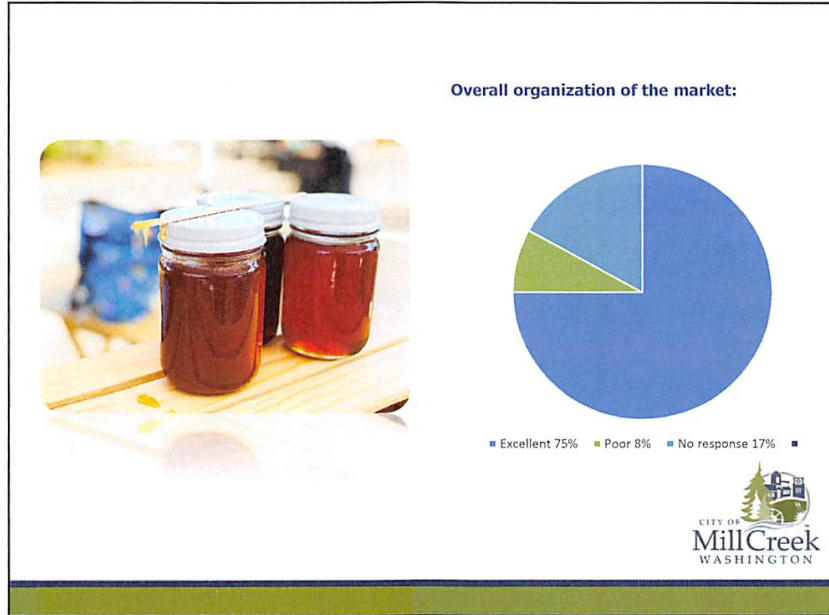
10/2/2019



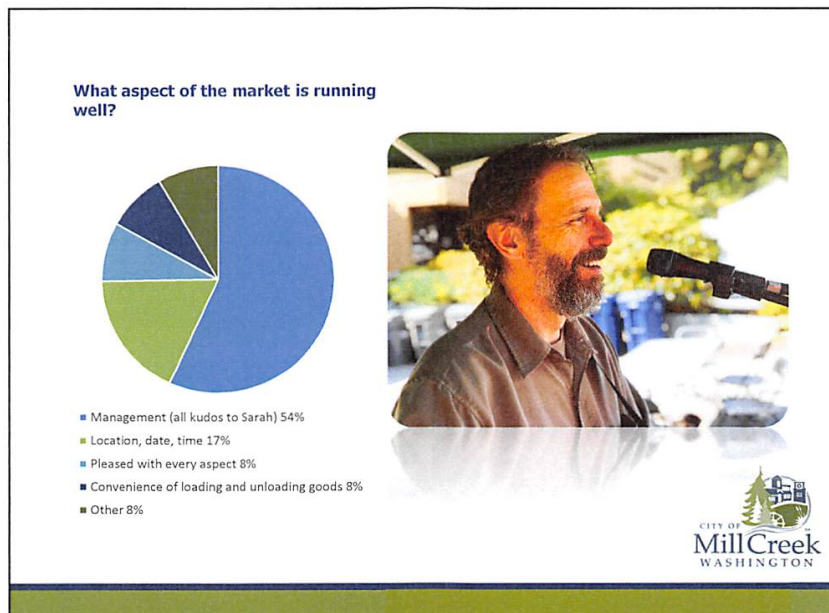
10/2/2019



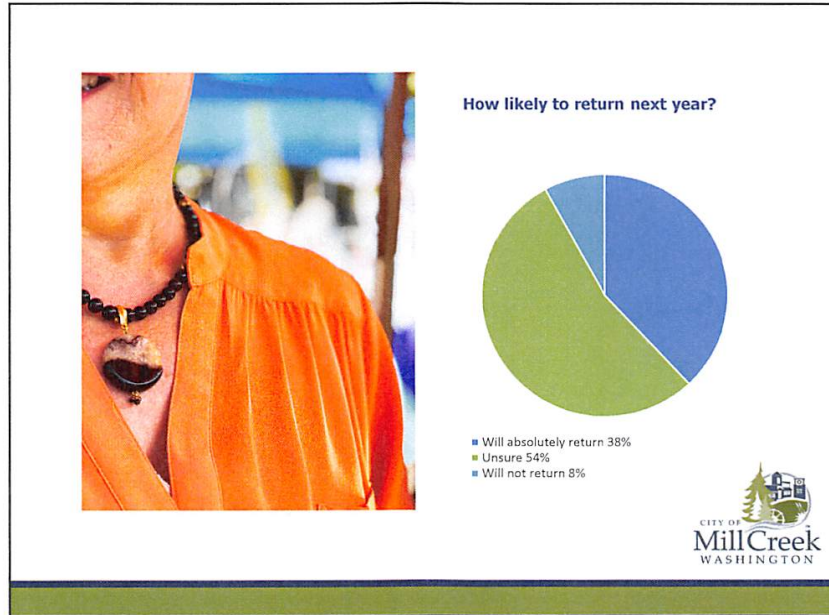
10/2/2019



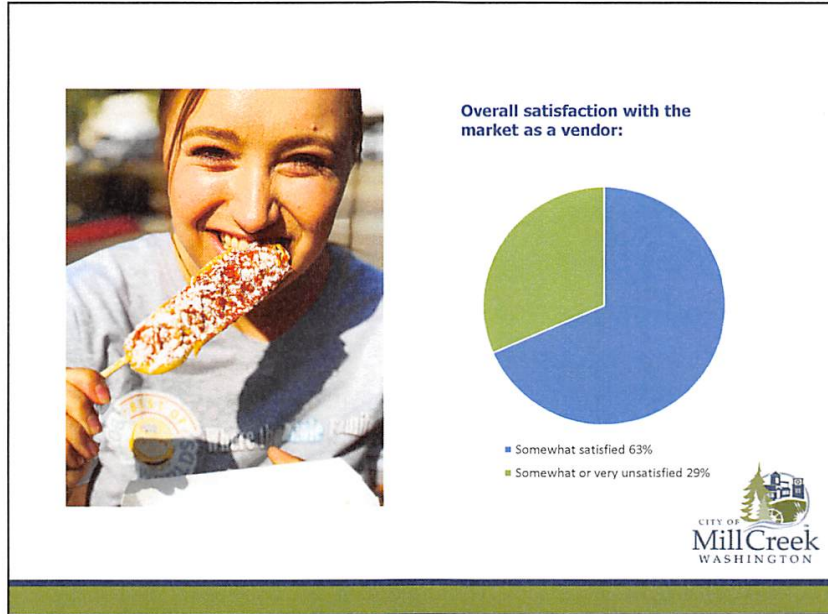
10/2/2019



10/2/2019



10/2/2019



Thank you!

Sarah Dylan Jensen, Mill Creek Farmers Market Coordinator (contractor)

Gordon Brink, Interim Communications & Marketing Director
Meredith Cook, Communications & Marketing Coordinator
Jay Sandstrom, Recreation Coordinator
Kristen Rasmussen, Community Engagement Coordinator





Agenda Item # G
Meeting Date: **October 8, 2019**

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE ART & BEAUTIFICATION BOARD

PROPOSED MOTION:

Motion to appoint two volunteers to serve a three-year term on the City's Art & Beautification Board.

KEY FACTS AND INFORMATION SUMMARY:

Two positions on the Art & Beautification Board are due to expire on October 31, 2019. City Staff conducted a recruitment process that included the following steps:

- A press release was extended to our City's local media outlets.
- The City's social media outlets were utilized to advertise the vacancies.
- The notice was posted on the City Hall bulletin boards.
- The notice was posted via the City's website.

Two applicants applied for the two available positions on the Art & Beautification Board. One of those candidates, Michelle Edwards, is a current board member nearing the end of her term and has applied to be reappointed. Interviews are scheduled for Tuesday, October 8, 2019. The Interview Committee is comprised of Councilmember Steckler, Councilmember Todd and Art & Beautification Chair Matt Buchanan.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

- Applications from Michelle Edwards and Vanessa Good are attached.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Michael G. Ciaravino", is written over a horizontal line.

Michael G. Ciaravino
City Manager



**City of Mill Creek
Boards & Commissions Application**

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

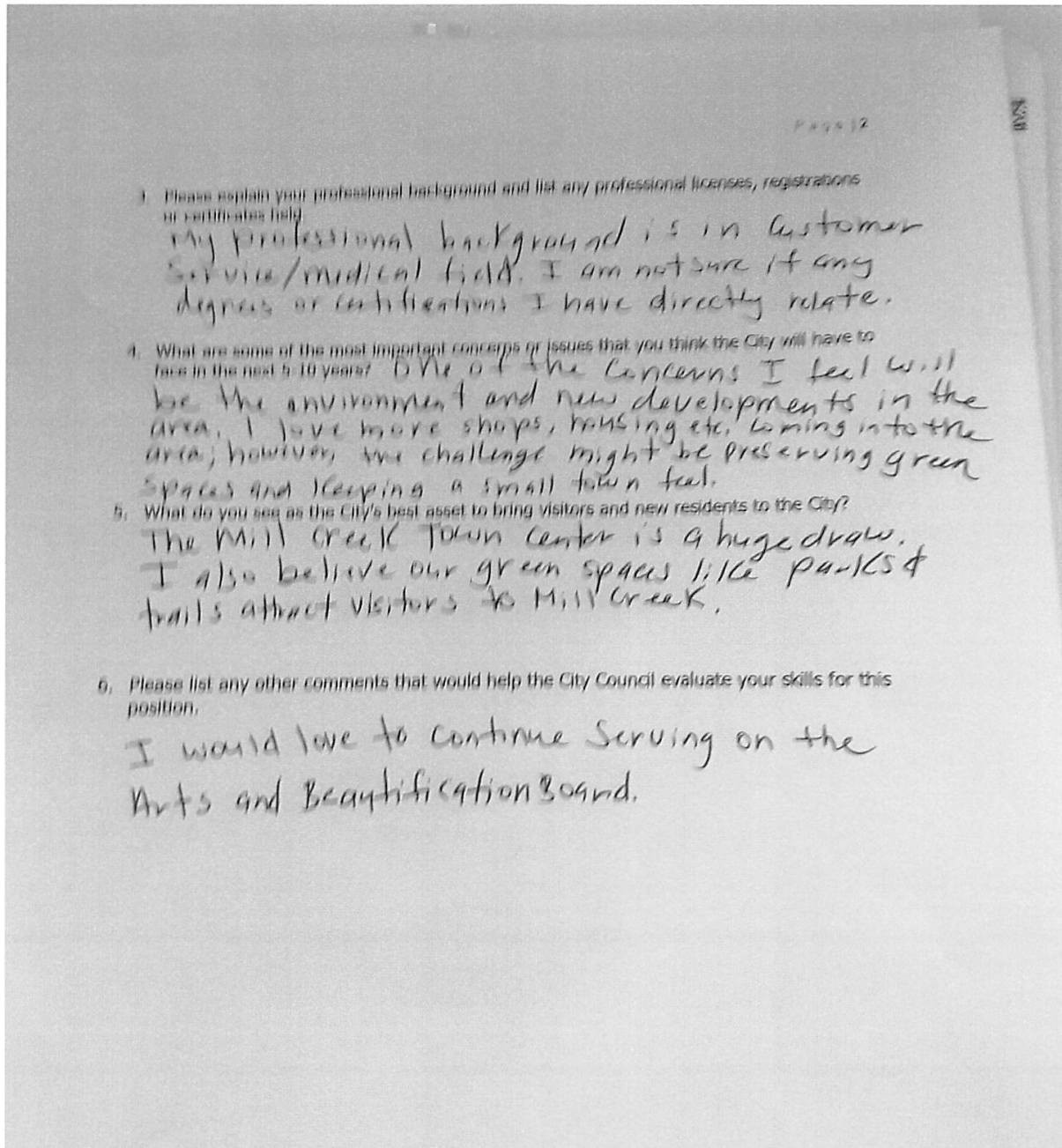
City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Michelle Last Name: Edwards
Address: [REDACTED] City: Mill Creek Zip: 98082
Email: [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?
The Arts and Beautification Board.
2. Why are you interested in serving on a board or commission?
I am a current board member seeking to renew my term.





**City of Mill Creek
Boards & Commissions Application**

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

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

Please fill out the following information:

First Name: Vanessa Last Name: Good

Address: [REDACTED] City: Mill Creek Zip: 98012

Email: [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Art and Beautification Board!

2. Why are you interested in serving on a board or commission?

I have always been passionate about the arts, and have recently been looking for ways to give back to and become involved with the community here at Mill Creek! When I saw that the board had open spots, I knew this was an opportunity I wouldn't want to miss.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

Professionally, my background is in brand management and marketing. This work includes budget management with numbers as small as \$1K to as large as \$4 million per year, event planning and creative design. Beyond this, I've also worked on numerous community boards at the UW and throughout my high school career.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

As any city continues to grow, one of the most important issues that are often faced is managing the community in a way that allows newcomers to feel welcomed while maintaining a clean and healthy environment for the community as a whole. I believe it will be important to continue to support the community through events and the arts in order to provide transparency and a sense of togetherness and security as time goes on.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Mill Creek's greatest asset being the large number of spaces that are available to the community to come together to learn and celebrate. From the town center, to it's number of parks and trails- there is a lot that the landscape itself can offer, and with a strong team of passionate community members to lead I believe there is room for further growth in providing events and activities for all.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

Above all, I am a passionate learner and contributor who is very excited about a potential opportunity to give back to the community and participate in an area that can give so much. I look forward to using my communication, event planning, budget management, and general team building skills to work with and get to know others within my community.



Agenda Item # H

Meeting Date: October 8, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: HOUSE BILL 1406 - AN ACT RELATING TO ENCOURAGING INVESTMENTS IN AFFORDABLE AND SUPPORTIVE HOUSING.

PROPOSED MOTION:

Motion to adopt Resolution 2019-_____ declaring the City of Mill Creek's intent to impose a local sales and use tax credit as authorized by SHB 1406.

KEY FACTS AND INFORMATION SUMMARY:

SHB 1406 was passed in the 2019 legislative session and approved a revenue sharing program for local governments to encourage investments in providing affordable housing. If the City takes part in the program up to 0.0146% local sales and use tax would be made available to the City for investing in affordable housing. The revenues that would be provided to the City would come from the State's portion of the sales tax, so there would be no increase the amount of sales tax being paid for by the consumer. Any revenues received by the City would be revenues lost by the State. The tax credit is in place for up to 20 years and can be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and, for smaller cities, rental assistance. In addition, and perhaps most importantly for Mill Creek, the funds could be used to finance loans or grants to nonprofit organizations (e.g.; Alliance for Housing Affordability) or public housing authorities (e.g.; Housing Authority of Snohomish County). The funding must be spent on projects that serve persons whose income is at or below sixty percent of the area median income. The estimated revenues from the program for Mill Creek are estimated to be \$24,500.

If the City wants to be eligible to take part in this program, the City Council must pass a resolution of intent prior to January 31, 2020. If the resolution is adopted, an ordinance officially imposing the sales and use tax credit must be adopted by July 27, 2020.

At the September 10, 2019, Council meeting, the Council discussed SHB 1406. The consensus of the Council was: 1) that the funds from the revenue sharing program may be a valuable tool in addressing the need for affordable housing; and 2) that passing a resolution of intent would make the City eligible to impose the local sales and use tax. After the discussion, the City Council directed staff to bring a resolution of intent to impose the local sales and use tax to a future meeting.

A DRAFT resolution of intent is attached for Council consideration.

CITY MANAGER RECOMMENDATION:

Adopt Council Resolution 2019-_____ declaring the City of Mill Creek's intent to impose a local sales and use tax credit as authorized by SHB 1406.

ATTACHMENTS:

- Attachment A: Resolution 2019-_____
- Attachment B: MRSC Article

Respectfully Submitted:



Michael Ciaravino
City Manager

RESOLUTION 2019-_____

A RESOLUTION OF THE CITY OF MILLCREEK, WASHINGTON, DECLARING THE INTENT OF THE CITY OF MILL CREEK TO ADOPT LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND OTHER MATTERS RELATED THERETO.

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) (“SHB 1406”); and

WHEREAS, SHB 1406 authorizes the governing body of a city with a population under 100,000 to adopt and impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of affordable or supportive housing, or, if eligible, for providing rental assistance to tenants, or, finance loans or grants to nonprofit organization or public housing authorities to carry out the purposes of SHB 1406; and

WHEREAS, in Snohomish County, there are 52,000 very low-income households that pay more than 30 percent of their incomes for housing, the amount at which a household will need to sacrifice other needs like health care and food to be able to pay rent; and 33,000 of these households pay more than 50 percent for housing; and

WHEREAS, in the City of Mill Creek, there are 2,220 low-income households, of which 702 pay more than 30% of their incomes for housing; and 983 pay more than 50 percent of their income for housing; and

WHEREAS, the tax will be credited against existing state sales taxes collected within the City of Mill Creek and, therefore, will not result in higher sales and use taxes within the City of Mill Creek and will represent an additional source of funding to address housing needs in the City of Mill Creek; and

WHEREAS, the City of Mill Creek has determined that imposing the sales and use tax to address this need will benefit its citizens; and

WHEREAS, in order for a city or county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

WHEREAS, this resolution constitutes the resolution of intent required by SHB 1406; and

WHEREAS, the City Council now desires to declare its intent to adopt and impose a local sales and use tax as authorized by SHB 1406 as set forth herein;

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

Section 1. Resolution of Intent. The City Council declares its intent to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 within one year of the effective date of SHB 1406, or by July 28, 2020.

Section 2. Further Authority; Ratification. All City officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the actions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified.

Section 3. Effective Date. This resolution shall take effect five days after the passage and publication.

Adopted this _____ day of _____, 2019 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

GINA PFISTER, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

RESOLUTION NO.: 2019-_____



SHB 1406: Understanding the Affordable Housing Sales Tax Credit

July 17, 2019 by [Toni Nelson](#)

Category: [Housing](#), [New Legislation and Regulations](#), [Sales and Use Taxes](#)



Editor's note: Due to the high-profile and fast-moving nature of this topic, we will be updating this post with new information and examples as they become available. Readers are encouraged to bookmark this page and check back frequently, or eligible government agencies may also submit questions about SHB 1406 to our [Ask MRSC service](#). Recent updates include:

- *August 28, 2019: Clarified timing of adoption of enacting ordinances and calculation of maximum distribution caps, emphasizing need for counties to adopt their ordinances first to maximize revenues; added Pacific County ordinance.*
- *August 20, 2019: Added links to WSAC resources and Pierce County ordinance.*
- *August 8, 2019: Updated revenue estimate worksheet with Q1 2019 sales tax data from DOR; added sample resolutions of intent.*
- *July 24, 2019: Added examples of resolutions of intent.*

The 2019 legislative session produced a plethora of bills, but [SHB 1406](#) has generated significant buzz as it will provide a new affordable housing revenue stream for those counties, cities, and towns that choose to participate. This sales tax option is actually a credit against the state sales tax rate of 6.5%, so it will not increase the tax rate for

consumers. However, cities, towns, and counties have a limited time to take advantage of this option and must act rather quickly if they wish to participate.

It is imperative that cities and counties communicate and coordinate closely to implement this legislation, or else both cities and counties may lose out on some revenues. See the "tax rates for participating cities" and "annual maximum distribution cap" sections below for more information.

In order to understand the foundation of this bill, it's important to understand what is considered a participating and non-participating city or county. A "participating" city or county is one that chooses to impose the affordable housing sales tax credit provided in SHB 1406 and completes the required steps for adoption within the next 12 months, while a "nonparticipating" city or county is one that chooses not to implement the affordable housing sales tax credit.

In this blog we discuss this complicated piece of legislation and some of the key decisions that eligible local governments will need to make within the next few months.

How Can This Revenue Be Used?

The intent of the legislation is to encourage local government investments in affordable and supportive housing, and as such, the funds will be considered a restricted revenue subject to reporting requirements and audit review for compliance. The use of this sales tax partially depends upon the size of your jurisdiction:

For counties over 400,000 population and cities over 100,000 population: The funds may only be used for (a) acquiring, rehabilitating, or constructing affordable housing, which may include new units within an existing structure or facilities providing supportive housing services under [RCW 71.24.385](#) (behavioral health organizations); OR (b) operations and maintenance costs of new units of affordable or supportive housing.

For counties under 400,000 population and cities under 100,000 population: The funds may be used for the same purposes listed above, but they may also be used to provide rental assistance to tenants that are at or below 60% of the median income of the county or city that is imposing the tax.

For any city or county, they may finance loans or grants to nonprofit organization or public housing authorities to carry out the purposes of the bill and may pledge the tax proceeds from SHB 1406 for repayment of bonds in accordance with debt limitations imposed by the state constitution or statute.

Additionally, any participating city or county may enter into an interlocal agreement with other cities, counties, and/or housing authorities to pool and allocate the tax revenues received under SHB 1406 to fulfill the intent of the legislation.

How Much Revenue Will We Receive?

The answer to this question depends on whether your entity has a "qualifying local tax" (see below), the local economy, and the calculation of the revenue cap included in SHB 1406. Participating jurisdictions will receive revenues for 20 years, and the amount that you receive annually will be equivalent to either 0.0073% or 0.0146% of taxable retail sales in your jurisdiction, up to an annual maximum distribution cap that is based on FY 2019 taxable retail sales.

Tax rates for participating counties

Counties do not need a “qualifying local tax” and will automatically receive the maximum 0.0146% rate within the unincorporated areas, up to the annual maximum distribution cap described later. Within the boundaries of each city or town, you will receive 0.0146%, minus the rate being received by the city/town. Here are the variables:

- If the city chooses not to participate but the county does participate, the county will receive the full 0.0146% within the city boundaries.
- If a city elects to participate but does not have a “qualifying local tax” (see below), the city will receive the 0.0073% “half share” and the county will also receive a 0.0073% half share within the city boundaries.
- If a city elects to participate and imposes a “qualifying local tax” by the deadline, the city will receive the full 0.0146% share and the county will not receive any revenues within the city boundaries.

As the legislation is currently written, if the county elects not to participate, cities located within said county that have not enacted a qualifying local tax will not receive SHB 1406 revenues after the first year.

Tax rates for participating cities

The rate your city receive depends on whether it enacts a local qualifying tax (see below) prior to the deadline of July 27, 2020, as well as whether or not your county participates.

- For cities that impose a qualifying local tax by the deadline, you will receive the maximum 0.0146% rate, up to the annual maximum distribution cap described below, regardless of whether your county participates.
- For cities that do not have a qualifying local tax, you will receive the 0.0073% “half share,” up to the annual maximum distribution cap, but *only if* your county also elects to participate.

If your county declares it will not participate or does not adopt the required resolution of intent by the end of January 2020, you will receive the full 0.0146% through July 27, 2020, but after that you will not receive any further revenues. In discussions with both Association of Washington Cities (AWC) and the Department of Revenue it is believed that this is due to a drafting error in the bill. AWC does not anticipate this scenario but asks that you let them know if your city finds itself in this situation!

Annual maximum distribution cap

SHB 1406 sets a cap on the maximum sales tax revenues to be credited to local government within any state fiscal year (July 1 to June 30). The cap will be calculated based upon the jurisdiction's taxable retail sales during the state's 2019 fiscal year (July 1, 2018 – June 30, 2019). Just like the state shared revenue cycle, distributions will start July 1, and the state will cease distribution until the beginning of the next fiscal cycle if at any time during the fiscal period your distributions meet the cap.

It is very important that counties adopt the enacting legislation prior to cities and towns, or else the counties may lose out on some revenues. (This applies only to the enabling “legislation” – the order of adoption of the “resolutions of intent” does not matter.) If the county adopts the imposing legislation prior to the city(s) within its boundaries, the county's revenue cap will be calculated based on the total countywide taxable retail sales in FY 2019, including both the unincorporated and incorporated areas of the county. But if any city adopts their enabling ordinance before the county, that city's taxable retail sales will be subtracted from the county's taxable retail sales, resulting in the county's annual maximum distribution cap being reduced for the entire 20-year state tax sharing period. (See section 4(a) of the legislation.)

It's also important to remember that retail sales can fluctuate from year to year depending upon a number of economic factors, so your revenues being generated from this sales tax credit (particularly in the early years when some jurisdictions might not hit their annual caps) may fluctuate as well.

Revenue Estimates

We have developed a [worksheet for your revenue forecasting](#) that was updated on August 9, 2019 to include Q2 2018-Q1 2019 taxable sales with projections for both the 0.0073% and 0.0146% tax credit options. This data comes from DOR's [Retail Sales for Cities and Counties](#).

How Do We Impose This New Tax Option?

To receive the affordable housing sales tax credit, you must:

- **Pass a resolution of intent by January 27, 2020** that indicates intention to impose the sales tax credit at the maximum capacity by a simple majority vote of the legislative body. *This is the single most important step in being able to receive this sales tax credit option.* If this deadline is missed, there are no other opportunities to access the tax. Here is a [sample resolution of intent](#) that has been prepared by Pacifica Law Group for the Association of Washington Cities (AWC) that will assist you in this process. Also see the sample resolutions at the end of this article.
- **Adopt legislation to authorize by July 27, 2020** to impose the maximum capacity of the affordable sales tax credit. This step must be completed in order to continue to access this sales tax credit whether you decide to impose a qualifying local tax or not. See the examples at the end of this article.

Since the bill explicitly requires both a "resolution of intent," which must be adopted by January 27, 2020, and "legislation to authorize the maximum capacity of the tax" (an ordinance for most jurisdictions, but for some counties this may be a resolution), which must be adopted by July 27, 2020, it is our recommendation that these documents be adopted separately.

What Is a Qualifying Local Tax?

A "qualifying local tax" (QLT) is a local property or sales tax that a city has imposed, separately from SHB 1406, to address affordable housing or related issues. This provision within the bill *only applies to cities and towns*, and it allows them to double the sales tax credit.

The QLT options are:

- An affordable housing levy ([RCW 84.52.105](#));
- A sales and use tax for affordable housing ([RCW 82.14.530](#));
- A levy lid lift ([RCW 84.55.050](#)) that is restricted solely to affordable housing; or
- A mental health and chemical dependency sales tax ([RCW 82.14.460](#)), which is only authorized by statute for those cities of at least 30,000 population located within Pierce County.

According to our data, there are currently only six cities that have implemented at least one of these qualifying local taxes: Bellingham, Ellensburg, Olympia, Seattle, Tacoma, and Vancouver. Port Angeles has also placed a qualifying local tax on the ballot for November 2019 – see the resolution at the end of this article which also provides a good analysis of election timing and costs.

All of the qualifying local taxes require voter approval with a simple majority vote (with the exception of the mental health and chemical dependency sales tax) and may be presented at any special, primary, or general election. (For more detailed information on any of these qualifying local taxes, refer to our [Revenue Guide for Cities and Towns](#).)

Deciding to present a qualifying local tax before the voters in order to gain the full tax credit will require some timing considerations, as the legislation requires that the qualifying local tax must be “instated” (which DOR is interpreting to mean “approved by voters”) within 12 months of the effective date of SHB 1406. This deadline is July 27, 2020. The deadline for placement on the general election ballot is fast approaching (August 6), and the only other elections before the July 2020 deadline are the special elections in February and April. (See our Key Deadlines for voted sales and property taxes in the recently updated Revenue Guides for [Cities/Towns](#) and [Counties](#)).

When Will We Start to Receive Revenues from SHB 1406?

The Department of Revenue (DOR) typically requires a 75-day notice for sales tax rate changes, but since this is a sales tax credit (not a new sales tax) it will therefore only require a 30-day wait period. The credit will take effect on the first day of the month following the 30-day period ([RCW 82.14.055\(2\)](#)). For example, if you adopt the resolution of intent and then the enabling legislation (ordinance/resolution) during August 2019, the tax will take effect on October 1. The sales tax revenues from October will be remitted by retailers to DOR by the 25th of the following month (November), and you will receive your first distribution of this tax credit on your end-of-month December disbursement from the State Treasurer’s office. *Editor’s note: In this example, the original article incorrectly stated that the revenues would be distributed at the end of November.*

For cities that have a qualifying local tax in place, you will receive the full credit of 0.0146% as soon as you adopt the enacting ordinance. For all other cities and towns that have adopted the enacting ordinance, you will collect a tax credit of 0.0073% until your ballot measure for a qualifying local tax has passed.

This piece of legislation is complex and a bit confusing. We have worked closely with the DOR and the AWC to bring you as much information as possible to assist with your decisions to take the first step in the process – which is to pass a resolution of intent. MRSC is ready to answer any further questions that you may have. Please do not hesitate to [send me an email](#) or give me call.

AWC and WSAC Resources

For cities, the Association of Washington Cities (AWC) has prepared an [implementation guide and flowchart](#) to help in your decision-making process.

For counties, the Washington State Association of Counties (WSAC) has prepared an [implementation guide and flowchart](#).

Sample Resolutions

In addition to the [Pacifica Law Group sample resolution of intent](#) provided by AWC, below are a few examples of SHB 1406 resolutions we have come across. This is not a comprehensive list of all the cities and counties that are adopting resolutions. Many of the resolutions that have been adopted use very similar language based on the Pacifica Law Group example, but we will continue to monitor this topic and periodically add distinct or noteworthy examples to this list.

Counties

- [Pierce County Resolution No. R2019-103](#) (2019) – Resolution of intent for county over 400,000 population
- [Thurston County Resolution No. 15801](#) (2019) – Resolution of intent for county under 400,000 population, with intent to enter into interlocal agreement with cities to pool revenue.

Cities

- [Port Angeles Resolution No. 14-19](#) (2019) – Submitting 0.1% affordable housing sales tax ([RCW 82.14.530](#)) to voters as a qualifying local tax under SHB 1406. Includes analysis of election timing and costs, concluding it is much less expensive to submit a measure at the November 2019 general election (filing deadline: August 6) than at the February or April special election.
- [Tumwater Resolution No. R2019-006](#) (2019) – Resolution of intent for city under 100,000 population.
- [Vancouver Resolution No. M-4026](#) (2019) – Resolution of intent for city over 100,000 population. Includes staff report; note that Vancouver qualifies for the maximum 0.0146% because it already has a qualifying local tax.

Sample Adopting Ordinances

We will post selected examples of enacting ordinances that we receive below.

- [Pacific County Ordinance No. 188](#) (2019) – Adopting maximum sales tax credit for county under 400,000 population. Ordinance clearly indicates which cities plan to participate; note that "qualifying local taxes" apply only to cities and are not required for counties to receive maximum distribution.
- [Pierce County Ordinance No. 2019-57s](#) (2019) – Adopting maximum sales tax credit for county over 400,000 population.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



About Toni Nelson

Toni has over 24 years of experience with Local Government finance and budgeting. Toni's area of expertise include "Cash Basis" accounting and reporting, budgeting, audit prep and the financial issues impacting small local government.

[VIEW ALL POSTS BY TONI NELSON](#) ▶

© 2019 MRSC of Washington. All rights reserved. [Privacy & Terms](#).



Date: October 8, 2019

A/P Check Batches		
Dated	Check Numbers	Amount
09/26/2019	ACH Debit-DOR-Sales Tax-Aug	\$4,304.41
09/30/2019	60944-61007	\$743,586.19
Total		\$747,890.60

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 60944 through 61007, and ACH in the amount of \$747,890.60.

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

Councilmember

Interim Finance Director

Councilmember

City Manager

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

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 10/4/2019 8:58 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
ACH	WADOR	Department of Revenue DOR Sales Tax August 2019 DOR Use Tax August 2019 DOR SW Services & Other B&O Tax August 20 DOR Services & Other B&O Tax August 2019	09/26/2019		1,008.10 412.53 2,185.16 698.62
Total for this ACH Check for Vendor WADOR:				0.00	4,304.41
Total for 9/26/2019:				0.00	4,304.41
60944	A&CGLASS 14663	A & C Glass Replace Broken Window - Library 09/11/19	09/30/2019		442.00
Total for Check Number 60944:				0.00	442.00
60945	ADPLLC 542829183	ADP, LLC ADP Payroll Services -Local Jurisdiction Fee-W	09/30/2019		831.83
Total for Check Number 60945:				0.00	831.83
60946	ALEXPRCO 62145	Alexander Printing Company Inc 250 - Business Cards - Councilmember V Cavale	09/30/2019		71.83
Total for Check Number 60946:				0.00	71.83
60947	ALLBATRY 800-10053213	All Battery Sales & Service Battery - Car #43	09/30/2019		141.38
Total for Check Number 60947:				0.00	141.38
60948	AUTOGR 82971	Autographics 12 - Great Garden 2019 Signs "2019 Winners"	09/30/2019		357.70
Total for Check Number 60948:				0.00	357.70
60949	BANKCARE 1 10 11 12 13 14 15 16 17 18 2 3 4	Bank of America Parking - Passport Training - J Gunderson & C M File Holder - Patrol - T Kidwell Flagger Training - T Dyson 08/19 2 Sports Skill Instruction Coach Textbook - DT I Parking Violation Notices Advanced Governmental Account/GASB Updates Federal Award Requirements - S Gobrael 11/05 Federal Award Requirements - J Gunderson 11/0 Constant Contact - Monday Minute My Building Permit.com Monthly Fee Flat Rate Overnight Charges Cancellation of Plane Reservation - J Kirk Facebook Ad - Farmer's Market Event 07/13 - 08	09/30/2019		24.52 20.43 85.00 113.64 212.43 350.00 125.00 125.00 104.98 59.95 25.50 125.00 116.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
5		SSL Certificate Renewal - ADFS			79.99
6		Toll Charges - PD Motorcycle			10.50
7		Registration - Leading Without Rank - S LaRose			149.00
8		Audio Interface for Council Chambers Recording			495.70
9		Preschool Pals Supplies			150.20
Total for Check Number 60949:				0.00	2,373.24
60950	BANKCR16	Bank of America	09/30/2019		
1		MC Rotary Mtg. - T Rogers 08/07			17.00
2		MC Rotary Mtg. - T Rogers 08/14			17.00
3		APA, Washington Chapter & AICP Membership			473.00
4		MC Rotary Mtg - T Rogers 08/21			17.00
5		Parking - SCT Steering Committee - T Rogers 08/21			3.00
Total for Check Number 60950:				0.00	527.00
60951	Beyond	Beyond the Benchmark	09/30/2019		
3		Leadership/Executive Coaching Training 09/06 - 09/06			300.00
Total for Check Number 60951:				0.00	300.00
60952	BCS	Bridge Coordination Services	09/30/2019		
	2019-03MC	DV Services - July			2,547.71
	2019-04MC	DV Services - August			1,730.52
Total for Check Number 60952:				0.00	4,278.23
60953	BANKCR20	Business Card	09/30/2019		
1		Return - Sink Repair Supplies - CHN			-4.95
10		15 Foot Extension Cord			4.07
11		Small Tools/Supplies - Parks			169.73
12		Bark Mulch, Plants - CHS			84.07
13		Staple Gun Tack, Staples			24.27
14		Misc. Parts for A/C			55.89
15		Misc. Parts for A/C			45.39
16		Redmax Air Filter Body - Blower Repair			18.72
17		Cleaner			15.44
18		Hardware for PW Shop			48.12
19		Tooling for Street Sweeper			95.45
1A		Return - 16" Expansion Line - CHS			-8.82
1B		Return - 16" Expansion Line - CHS			-8.82
1C		Return - Danco Sink Strainer Locknut - CHS			-3.62
2		2 - 16" Expansion Lines - CHS			30.87
20		5 - Galvanized Trash Cans - Parks			138.01
21		Tape/Wire Brush			41.66
22		Restroom Signs - Parks			391.88
23		Tail Lamp/Rear Back Lamp Lens - Surface Water			33.14
24		Cable/Zip Ties - Parade/Event Signage Installation			49.73
25		Paint Striping Supplies			26.43
26		4 - Replacement Rollers, Pins, Washers -Trailer 1			46.40
27		Men's Room Sign Adhesive - Cougar Park			10.48
3		Silicone, Hacksaw Blade, Irwin Wood Handle Drill			21.81
4		Danco Sink-Strainer Locknut, 100 Ft. Galvanized			18.39
5		14-OZ Plumber's Putt - CHS			3.30
6		Water/Ice - PW Crew			20.02
7		Sink Clip For Elkay Stain			7.71
8		North Creek Trail Fence Repair Supplies			22.06
9		Extension Cord - PD			15.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 60953:	0.00	1,412.28
60954	BANKCR26	Business Card	09/30/2019		
	1	September SCC Membership Mtg - M Todd 09/1			45.00
	2	September SCC Membership Mtg - B Holtzclaw			45.00
	3	Handling PRA Requests for Sensitive & Pers. In:			35.00
			Total for Check Number 60954:	0.00	125.00
60955	BANKCR27	Business Card	09/30/2019		
	1	CLI - Marysville, WA 09/2019 - S Eastman			695.00
	2	ELI - Marysville, WA 09/2019 - S Eastman			695.00
	3	ICMA Membership - S Eastman			150.00
			Total for Check Number 60955:	0.00	1,540.00
60956	CINTAS	Cintas Corporation Loc. #460	09/30/2019		
	4030181025	Floor Mat Service 09/13			51.59
	4030181025A	Floor Mat Service 09/13			112.83
	4031229011	Floor Mat Service 09/27			51.59
	4031229011A	Floor Mat Service 09/27			112.83
			Total for Check Number 60956:	0.00	328.84
60957	CITYLYN 15496	City of Lynnwood Jail Room & Board - July 2019	09/30/2019		
			Total for Check Number 60957:	0.00	872.00
60958	COPIETC AR43489	Copiers Etcetera, Inc. Repairs & Maint - Copy Machines	09/30/2019		
			Total for Check Number 60958:	0.00	1,154.73
60959	DEPTECOG	Department of Ecology	09/30/2019		
	2019RSWAR045529	Stormwater Action Monitoring - FY 2019 - 2013			9,336.00
	2020-WAR306158	Exploration Park - WSDOE Stormwater Permit			740.00
			Total for Check Number 60959:	0.00	10,076.00
60960	FBILEEDA 200025521	FBI-LEEDA CLI - Marysville, WA - S White 09/2019	09/30/2019		
			Total for Check Number 60960:	0.00	695.00
60961	FCICUSPV 16553	FCI Custom Police Vehicles Equipment/Install Build - 2019 Tahoe - Car #48	09/30/2019		
			Total for Check Number 60961:	0.00	17,341.21
60962	FIELDTRF 5	FieldTurf USA, Inc MCSP Lighting & Turf - Progress Payment #5 T	09/30/2019		
			Total for Check Number 60962:	0.00	7,492.31
60963	GTENORTH	Frontier	09/30/2019		
	425-316-0326	Alarm System Line Chgs-Cook House 08/16-09/			65.05
	425-745-6974	CC Line, Fax, Prop Rm 07/19-08/18			174.85
			Total for Check Number 60963:	0.00	239.90
60964	GRAIN	Grain Artisan Bakery	09/30/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	08/20/2019	Pop Program - Farmer's Market 08/20 - Grain Ar			6.00
			Total for Check Number 60964:	0.00	6.00
60965	GUARDSEC 940090 949149	Guardian Security Fire System Installation - Library AES Radio Monitoring - Library 09/01 - 10/31	09/30/2019		9,083.10 143.65
			Total for Check Number 60965:	0.00	9,226.75
60966	HARRISF 190677	Harris Ford Tail Light Lenses - PW9	09/30/2019		46.10
			Total for Check Number 60966:	0.00	46.10
60967	NWCASC 0551219287	Honey Bucket Honey Bucket Rental - Tennis Camps - Jackson	09/30/2019		156.50
			Total for Check Number 60967:	0.00	156.50
60968	INTSTBAT 1905701052593	Interstate All Battery Center 1 - 12V Battery - Cook House - PD Alarm	09/30/2019		29.42
			Total for Check Number 60968:	0.00	29.42
60969	WISEMANK 7326	Wiseman Karalee Jones Learn to Sew a Pillow - Lettering & Animals 09/	09/30/2019		137.20
			Total for Check Number 60969:	0.00	137.20
60970	TARTS 08/20/2019	King of Tarts Pop Program - Farmer's Market 08/20 - King of	09/30/2019		6.00
			Total for Check Number 60970:	0.00	6.00
60971	KPFFCON 285181-8	KPFF Consulting Engineers Prof Svcs - Exploration Park Thru 08/31	09/30/2019		8,215.71
			Total for Check Number 60971:	0.00	8,215.71
60972	DEPTL&I 249889	Department of Labor & Industries Elevator Operating Permit - CHN 11/01/19 - 11/	09/30/2019		134.10
			Total for Check Number 60972:	0.00	134.10
60973	LESSCHW 39500455893	Les Schwab 1 Wheel, Spin/Balance & Alignment - PW2	09/30/2019		117.12
			Total for Check Number 60973:	0.00	117.12
60974	McClure 5	McClure and Sons, Inc. Construction -Exploration Park-Progress Pmt #5	09/30/2019		207,234.74
			Total for Check Number 60974:	0.00	207,234.74
60975	MCCOUCB 6284	Mill Creek Country Club MC Country Club Swing - Replacement Check f	09/30/2019		950.40
			Total for Check Number 60975:	0.00	950.40
60976	NWIMT 016-026	NW WA Incident Management Team NWIMT 2016 Annual Assessment - Lost Check	09/30/2019 Replaces Lost Check #56468		988.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 60976:	0.00	988.00
60977	OFSTTRS	Office of State Treasurer	09/30/2019		
	1st-4th Qtr	Due to WA State-40 PSEA-1 Jan-Dec 2017	Replaces Check #58055 - 12/		86,030.16
	1st-4th Qtr a	Due to WA State-50 PSEA-2 Jan-Dec 2017	Replaces Check #58055 - 12/		49,416.56
	1st-4th Qtr b	Due to WA State-54 PSEA-3 Jan-Dec 2017	Replaces Check #58055 - 12/		867.51
	1st-4th Qtr c	Due to WA State-JIS Jan-Dec 2017	Replaces Check #58055 - 12/		39,142.46
	1st-4th Qtr d	Due to WA State-Trauma Care Jan-Dec 2017	Replaces Check #58055 - 12/		8,610.23
	1st-4th Qtr e	Due to WA State-School Zone Jan-Dec 2017	Replaces Check #58055 - 12/		636.86
	1st-4th Qtr f	Due to WA State-Lab Tests Jan-Dec 2017	Replaces Check #58055 - 12/		222.08
	1st-4th Qtr g	Due to WA State-Auto Theft Jan-Dec 2017	Replaces Check #58055 - 12/		17,193.72
	1st-4th Qtr h	Due to WA State-TraumaBrainInj Jan-Dec 2017	Replaces Check #58055 - 12/		3,297.55
	1st-4th Qtr i	Due to WA State-Hwy Safety Act Jan-Dec 2017	Replaces Check #58055 - 12/		139.07
	1st-4th Qtr j	Due to WA State-Death Inv Acct Jan-Dec 2017	Replaces Check #58055 - 12/		87.59
	1st-4th Qtr k	Due to WA State-WSP Hiway Acct Jan-Dec 2017	Replaces Check #58055 - 12/		497.85
	1st-4th Qtr l	Due to WA State-DV Prev State Jan-Dec 2017	Replaces Check #58055 - 12/		9.30
	1st-4th Qtr m	Due to WA State-Veh Lic Fraud Jan-Dec 2017	Replaces Check #58055 - 12/		357.69
			Total for Check Number 60977:	0.00	206,508.63
60978	OMWATT	Ogden Murphy Wallace Attorneys	09/30/2019		
	828334	Prof Legal Svcs - Council - July			4,656.50
	828337	Prof Legal Svcs - Seattle Hill Rd Preservation - J			1,371.75
	828337A	Prof Legal Svcs - Heron Park Upgrades - July			328.50
	828337B	Prof Legal Svcs - Hawk Signal/132nd Crossing -			301.50
	828337C	Prof Legal Svcs - 2020 Grade C Pipe Repairs - J			184.00
	828337D	Prof Legal Svcs - 35th Ave Recon - July			66.00
	828337E	Prof Legal Svcs - EGUV Spine Road - July			311.75
	828337F	Prof Legal Svcs - RRHB - July			67.00
	828341	Prof Legal Svcs - 35th Ave SE Recon - July			1,155.00
	828756	Prof Legal Svcs - PSE Franchise - Aug			69.00
			Total for Check Number 60978:	0.00	8,511.00
60979	PACAIR	Pacific Air Control, Inc.	09/30/2019		
	23307	HVAC VAV Repair - CM Office & Admin Area			607.20
			Total for Check Number 60979:	0.00	607.20
60980	PACFIRSE	Pacific Fire and Security, Inc.	09/30/2019		
	68210	Fire System Repairs - CHN			524.88
			Total for Check Number 60980:	0.00	524.88
60981	PACTOP	Pacific Topsoils, Inc.	09/30/2019		
	1-T1100579	Rock 5/8" Minus Crushed - North Creek Trail			47.52
	1-T1101553	MCSP Sign Mulch			25.69
	1-T1101631	Dump Brush - Dumas Rd Trimming			52.50
	1-T1101652	Dump Brush - Dumas Rd Trimming			36.75
			Total for Check Number 60981:	0.00	162.46
60982	PAWS	PAWS	09/30/2019		
	August 2019	Animals Brought to Shelter - Aug			748.00
			Total for Check Number 60982:	0.00	748.00
60983	ELLITIRE	PepBoys-Remittance Dept	09/30/2019		
	064462008703	4 Tires, Wheel Balance & Alignment - Car #40			879.39
	064462009516	Wiper Washer Pump/Install Washer Pump - Car #			75.19
	064462009517	LOF, Replace Engine Mount, Coolant Exchange -			499.12

AGENDA ITEM #1.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	064462009672	Battery - Car #41			107.59
			Total for Check Number 60983:	0.00	1,561.29
60984	PERTEET	Perteet Inc	09/30/2019		
	20160281.004-3	Prof Svcs - Creekside West Drainage Review 03:			435.00
	20160281.017-4	Prof Svcs - Three Oaks 07/29 - 09/01			581.25
	20160281.018-8	Prof Svcs - Muttley Square 07/29 - 09/01			243.75
	20160281.019-3	Prof Svcs - Kassiep Short Plat 07/29 - 09/01			153.75
	20160281.020-1	Prof Svcs - Crestview II Submittal Review 08/14			1,702.50
			Total for Check Number 60984:	0.00	3,116.25
60985	PILCHVT	Pilchuck Vet Hospital	09/30/2019		
	643751	Emergency Fee - Emesis Induction - Apomorphi			248.67
	645094	Flee, Tick, Parasite & Heartworm Meds - Bagira			478.20
			Total for Check Number 60985:	0.00	726.87
60986	PLATT	Platt Electric Supply, Inc	09/30/2019		
	X042028	60 Lights - CHS & Library			239.13
			Total for Check Number 60986:	0.00	239.13
60987	POSTNET	PostNet	09/30/2019		
	09132019	Prof Svcs - Public Records Request #4378			129.64
			Total for Check Number 60987:	0.00	129.64
60988	SNOCPUD	PUD No. 1 of Snohomish County	09/30/2019		
	105188466	2725 Seattle Hill Rd 08/09 - 09/07			16.20
	105189197	2720 Seattle Hill Rd 08/09 - 09/07			16.20
	118424689	13901 North Pointe Cir - Irrig 08/20 - 09/13			28.50
	118426069	13510 N Creek Dr 08/16 - 09/16			44.75
	121737972	928 Dumas Rd 08/16 - 09/14			101.50
	125054016	1900 164th St SE 08/09 - 09/06			26.64
	128331317	14600 16th Ave SE 08/02 - 09/03			26.49
	128334186	15803 32nd Ave SE 08/09 - 09/09			23.77
	131639571	13332 44th Ave SE 08/06 - 09/06			55.77
	131644878	13903 N Creek Dr 08/16 - 09/14			441.40
	134946026	Street Lights - 386 Lights - 100W 08/01 - 08/31			1,389.60
	134950109	2024 Seattle Hill Rd 08/09 - 09/07			37.32
	138160539	4842 SAC 08/09 - 09/11			75.68
	138164250	13628 N Creek Dr 08/16 - 09/16			25.83
	144805006	14729 12th Ave SE 07/27 - 08/26			16.74
	144806515	15510 Village Green Dr 07/31 - 08/30			16.74
	144810559	15429 1/2 Bothell Everett Hwy 08/09 - 09/11			20.01
	148091983	15728 Main St 08/07 - 09/04			1,536.68
	161024889	14810 35th Ave SE 08/09 - 09/07			54.76
	161024891	15429 Bothell Everett Hwy 08/09 - 09/11			23.79
	161028276	15720 Main St 08/16 - 09/16			1,458.24
	161028277	15720 Main St Unit B 08/16 - 09/16			342.42
	164242313	4560 SAC 08/06 - 09/09			47.66
			Total for Check Number 60988:	0.00	5,826.69
60989	PUGETSO	Puget Sound Energy	09/30/2019		
	200004765331	15720 Main St 08/19 - 09/18			47.18
	200004765463	15728 Main St 08/19 - 09/18			219.39
			Total for Check Number 60989:	0.00	266.57

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
60990	PITNEYW 800009000000463	Purchase Power Postage - Refill Postage Meter	09/30/2019		2,520.00
			Total for Check Number 60990:	0.00	2,520.00
60991	RAMERJ 2019-09	Jon Ramer Consulting Services - Veteran's Day Parade	09/30/2019		2,000.00
			Total for Check Number 60991:	0.00	2,000.00
60992	RCN Inc 2	Road Construction Northwest, Inc. Grade F Pipe Repairs - Contract #2019-1515 Thu	09/30/2019		174,068.01
			Total for Check Number 60992:	0.00	174,068.01
60993	SHANWILS 110483	Shannon & Wilson Inc Prof Svcs - Church Parcel Thru 08/24	09/30/2019		4,530.16
			Total for Check Number 60993:	0.00	4,530.16
60994	SHREDIT 8128134841	Shred-It USA Inc Shredding Service Fee	09/30/2019		83.25
			Total for Check Number 60994:	0.00	83.25
60995	SNOCOC 2019-5450	Snohomish County Corrections Jail Services Fees - Aug	09/30/2019		19,833.37
			Total for Check Number 60995:	0.00	19,833.37
60996	SNOCOSH1 2019-5428 2019-5470	Snohomish County Treasurer Inmate Medical Billing - July Inmate Medical Billing - Aug	09/30/2019		4.79 1,334.35
			Total for Check Number 60996:	0.00	1,339.14
60997	SNDPUBIN EDH874156	Sound Publishing Inc City Applications - Preliminary Short Plat PL201	09/30/2019		65.16
			Total for Check Number 60997:	0.00	65.16
60998	SDISTCRT I000510701 I000510701A	South District Court Filing Fees SD Court - Aug Interpreter Costs - Aug	09/30/2019		4,966.88 288.01
			Total for Check Number 60998:	0.00	5,254.89
60999	SCHUSTER 00187213 00187213A	The Shuster Group Duplicate Pmt. - Technology Fee - PL2019-0010 Duplicate Pmt. - Design Review Board Fee - PL:	09/30/2019		22.50 750.00
			Total for Check Number 60999:	0.00	772.50
61000	WDFRMT 118481	The Wide Format Company Plotter Paper - General City Use	09/30/2019		239.57
			Total for Check Number 61000:	0.00	239.57
61001	USIC 345743 345743A	USIC Locating Services, LLC 163 NC Locates/ 153 Ticket Locates 163 NC Locates/ 153 Ticket Locates	09/30/2019		1,850.53 1,850.54

AGENDA ITEM #1.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61001:	0.00	3,701.07
61002	UULC 9080190 9080190A	Utilities Underground Location Center On-Call Location Service - 153 Locates On-Call Location Service - 153 Locates	09/30/2019		98.68 98.69
			Total for Check Number 61002:	0.00	197.37
61003	VERIZON 9838476091	Verizon Wireless Access & Usage Chgs - City Cell Phones 08/21 -	09/30/2019		1,524.26
			Total for Check Number 61003:	0.00	1,524.26
61004	WWGRAIN 9283829134	W.W. Grainger, Inc. Fire Door Stencils - CHN	09/30/2019		58.04
			Total for Check Number 61004:	0.00	58.04
61005	WAALARM 471469 471469A 471469B 471469C 471469D 471469E	Washington Alarm 4th Qtr 2019 Monitoring Fees - CHS 4th Qtr 2019 Monitoring Fees - 15728 Main St - 4th Qtr 2019 Monitoring Fees - Cook House 4th Qtr 2019 Monitoring Fees - CHN 4th Qtr 2019 Monitoring Fees - MCSP 4th Qtr 2019 Monitoring Fees - Cook House PD	09/30/2019		179.01 132.60 82.88 285.09 66.30 125.97
			Total for Check Number 61005:	0.00	871.85
61006	WCLLC August 2019	WIESE CONSULTING, LLC Prof Svcs - Grade "F" Pipe Repairs thru 08/30	09/30/2019		10,250.42
			Total for Check Number 61006:	0.00	10,250.42
61007	ZAC&THOM 19-MCR0009	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - Sept	09/30/2019		9,500.00
			Total for Check Number 61007:	0.00	9,500.00
			Total for 9/30/2019:	0.00	743,586.19
			Report Total (65 checks):	0.00	747,890.60



Date: October 10, 2019

Payroll Check Batches		
Dated	Check Numbers	Amount
09/25/2019	ACH Automatic Deposit Checks	\$158,233.97
09/25/2019	ACH Wire- FWT & Medicare Taxes	\$28,766.52
09/25/2019	ACH Wire MEBT – Wilmington Trust	\$22,926.79
09/25/2019	ACH Wire – BAC – Flex Savings Acct	\$1,332.15
09/25/2019	ACH Wire – ICMA RC – Def. Comp	\$1,659.99
Total		\$212,919.42

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 \$212,919.42.

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

Councilmember

Finance Director

Councilmember

City Manager

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:37 Pay Date:09/10/2019 P/E Date:08/31/2019
 Qtr/Year:3/2019 Run Time/Date:15:05:20 PM EDT 09/06/2019

Taxes Debited	Federal Income Tax	21,680.41		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,253.91		
	Medicare - ER	3,253.87		
	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		
	State Family Leave Insurance - EE	192.76		
	State Family Leave Insurance - ER	0.00		
	State Medical Leave Insurance - EE	173.47		
	State Medical Leave Insurance - ER	212.10		
	Transit Tax - EE	0.00		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
	School District Tax	0.00		
	Total Taxes Debited	28,766.52		
Other Transfers	Full Service Direct Deposit Acct. No	158,233.97		
	Total Amount Debited From Your Account		187,000.49	Total Liability 187,000.49
Bank Debits & Other Liability	Checks	0.00		187,000.49
	Adjustments/Prepay/Voids	782.01		187,782.50
Taxes- Your Responsibility	None this payroll			187,782.50

Outgoing Payments Report

Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 09/11/2019 4:20:59 PM CDT



Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Numt.

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: 22,926.79

Value Date: 09/11/2019

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: lolleo
Approved: sqobraiel
Initial Confirmation:
Confirmation:

Input Time: 09/11/2019 2:56:25 PM CDT
Time: 09/11/2019 3:06:52 PM CDT

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 09/12/2019
Report Time: 10:58:16 AM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 09/12/2019
 ACH ID: Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: BAC
 Batch Status: Submitted Created By: LOTLEO
 Released By: SGOBRAIEL

<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	\$1,332.15	C			C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,332.15	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,332.15	1
Prenotes	\$0.00	0

Outgoing Payments Report

Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 09/11/2019 4:20:42 PM CDT



Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number:

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,659.99

Value Date: 09/11/2019

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: sachraiel
Initial Confirmation
Confirmation #:

Input Time: 09/11/2019 2:55:16 PM CDT
Time: 09/11/2019 3:06:52 PM CDT



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, May 7, 2019

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

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor

Brian Holtzclaw, Mayor Pro Tem

Mike Todd, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Stephanie Vignal, Councilmember

Councilmembers Absent:

Vince Cavaleri, Councilmember

Councilmember Vignal made a motion to excuse Councilmember Cavaleri due to vacation. Councilmember Steckler seconded the motion. The motion passed unanimously.

NEW BUSINESS

A. Introduction of City Manager Michael Ciaravino

Mayor Pruitt introduced the City's new City Manager, Michael Ciaravino and encouraged Council to schedule an introductory one-on-one meeting with Mr. Ciaravino.

AUDIENCE COMMUNICATION

B. There were no comments from the audience.

PRESENTATIONS

C. Proclamation: Music4Life

Mayor Pruitt issued a Proclamation recognizing the great work of Music4Life and designating the month of May as Music4Life month. Mark Wilder accepted the

May 7, 2019 REGULAR COUNCIL MEETING MINUTES

Proclamation on behalf of Music4Life. Mr. Wilder invited Council to attend the Music4Life Benefit event on May 9 at the Historic Everett Theater.

D. Proclamation: Public Works Week

Mayor Pruitt issued a Proclamation recognizing the City's public works professionals for the substantial contributions they make to protecting and enhancing our community's safety and quality of life, and designating May 19-25, 2019 as Public Works Week.

OLD BUSINESS

E. Financial Management Policies

Director of Finance & Administration Peggy Lauerman reviewed the minor clerical revisions that have been incorporated in the policies since the April 23 study session.

Council engaged in discussion. Director Lauerman will develop procedures relating to reinvestment thresholds.

Councilmember Todd made a motion to adopt the City's Financial Management Policies. Councilmember Steckler seconded the motion. The motion passed unanimously.

NEW BUSINESS CONTINUED

F. Puget Sound Energy Fee in Lieu Agreement with the City of Mill Creek

Director of Public Works & Development Services Gina Hortillosa reviewed the gas line upgrade project done by Puget Sound Energy (PSE) in the spring of 2018 and explained how their delay of pavement restoration would affect the City's two projects within the footprint of PSE's work along Mill Creek Boulevard. Director Hortillosa provided Council with a [revised fee-in-lieu](#) of pavement restoration agreement between PSE and the City.

Council engaged in discussion. Director Hortillosa will discuss alternatives with PSE and bring this topic back at an upcoming meeting.

CONSENT AGENDA

G. City Council Meeting Minutes of January 8, 2019

H. City Council Meeting Minutes of January 22, 2019

Councilmember Steckler made a motion to approve the consent agenda. Councilmember Vignal seconded the motion. The motion passed unanimously.

REPORTS

I. Mayor/Council

- Snohomish County Tomorrow (SCT) Letter

Mayor Pruitt reported that she and Councilmember Vignal attended the Safeway

May 7, 2019 REGULAR COUNCIL MEETING MINUTES

grand opening event.

Councilmember Bond reported that he and Councilmember Steckler will be attending a day cruise on the USS Ralph Johnson on July 2.

Councilmember Steckler reported that the recycling event hosted by the City and Mill Creek Kiwanis Club last weekend was a huge success. Councilmember Steckler thanked Director of Communications & Marketing Joni Kirk for her advertising efforts.

Councilmember Vignal reported that she attended the Safeway grand opening event with Mayor Pruitt.

Mayor Pro Tem Holtzclaw reported that he attended Mill Creek Little League Day, it was a great event, and reported that the League serves 650 youth in the community.

Mayor Pro Tem Holtzclaw reported that he attended the Southwest Urban Growth Area Boundary Study Workshop and is happy to share notes with interested Councilmembers.

Mayor Pro Tem Holtzclaw reported on the Snohomish County Tomorrow (SCT) letter included in the Council packet regarding SCT's comments on the draft Supplemental Environmental Impact Statement (SEIS) for Vision 2050. Mayor Pro Tem Holtzclaw commented on the amendment giving agencies the ability to reserve decision making authority.

Councilmember Todd expressed disappointment that Mill Creek didn't submit a letter to Puget Sound Regional Council (PSRC) with a collective position on Vision 2050. Councilmember Todd encouraged Council to be more engaged. Council engaged in discussion. Staff will follow up at an upcoming study session.

Councilmember Todd reported that the AWC Center for Quality Communities scholarship nominee, Elijah Beals, was not selected for the statewide award, and will still receive the City's monetary scholarship award of \$500.00.

J. City Manager

- Council Planning Schedule

City Manager Michael Ciaravino commented on work that occurred during the interview process and questions developed regarding priorities during his first 90 days. City Manager Ciaravino expressed his desire to support objectives of policy makers and his overarching goal of building trust with the legislative team. City Manager Ciaravino stated that he is in the process of scheduling appointments with community members and groups and welcomes additional suggestions from Council.

Councilmember Todd commented on the upcoming Waste Management presentation related to recycling efforts and a potential cost increase.

K. Staff

- Quarterly Sponsorship Report

May 7, 2019 REGULAR COUNCIL MEETING MINUTES

- Quarterly Financial Report
- Design Review Board Meeting Minutes of February 21, 2019
- Planning Commission Meeting Minutes of March 21, 2019

AUDIENCE COMMUNICATION

- L. There were no comments from the audience.

RECESS TO EXECUTIVE SESSION

(Confidential session of the Council)

- M. At 7:07 p.m. the meeting recessed to executive session up to 8:00 p.m. to discuss potential litigation pursuant to RCW 42.30.110(1)(i). City Attorney Scott Missall was present during the executive session. The executive session concluded at 7:59 p.m.

RECONVENE TO REGULAR SESSION

- N. At 8:00 p.m. the meeting reconvened to regular session.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:00 p.m.

Pam Pruitt, Mayor

Gina Pfister, City Clerk



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, May 14, 2019

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

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember
Stephanie Vignal, Councilmember

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

Mike Backstrom, not a resident of Mill Creek, spoke to Council about his granddaughter's accident as a pedestrian on 132nd St SE and asked Council to consider lowering the speed limit.

Sarah Backstrom, not a resident of Mill Creek, spoke to Council about her daughter's accident as a pedestrian on 132nd St SE and asked Council to consider a crosswalk in that location.

Carmen Fisher, a Mill Creek resident, yielded her time to Mr. Backstrom.

Mr. Backstrom read a letter from his granddaughter asking Council for their support to make the area safer where her accident occurred.

PRESENTATIONS

B. Proclamation: National Police Week

May 14, 2019 REGULAR COUNCIL MEETING MINUTES

Mayor Pruitt issued a proclamation recognizing May 12-18 as National Police Week encouraging the members of our community to join in honoring our law enforcement officers in our community and remembering those who have made the ultimate sacrifice. Police Chief Greg Elwin accepted the proclamation.

C. Check Presentation to the City's AWC Scholarship Nominee

The Council presented Elijah Beals with a \$500 scholarship check for being named the City's 2019 AWC Center for Quality Communities Scholarship Nominee and recognized his volunteerism, community, and non-profit activities.

D. Mill Creek Chamber of Commerce Presentation

City Manager Michael Ciaravino introduced Mill Creek Chamber of Commerce President Kevin Giboney. Mr. Giboney gave a brief history of the Chamber of Commerce, previously known as the Mill Creek Business Association, and gave an overview of goals, partnerships, and opportunities to showcase the community. Mr. Giboney thanked Council for their support and discussed the approved lease terms for space in City Hall North, specifically asking to lengthen the lease to 3-5 years.

Council engaged in discussion. City Manager Ciaravino will bring the lease term topic back at a later date.

Mr. Giboney provided Council with the [Mill Creek Chamber of Commerce Action Plan](#).

STUDY SESSION

E. 132nd Street SE Mid Block Crossing

City Manager Michael Ciaravino provided Council with a [draft grant support resolution](#) to use going forward that reflects intentions and provides direction from Council before the grant application process.

Director of Public Works & Development Services Gina Hortillosa and Police Chief Greg Elwin facilitated a study session surrounding the 132nd Street SE corridor and mid-block crossing improvements. Presentation topics included: corridor background, crash data, engineering options, and the pedestrian signal grant application.

Study session handouts:

- [PowerPoint presentation](#)
- [Capital Improvement Plan project sheet](#)

NEW BUSINESS

F. 132nd Street Mid Block Crossing - Pedestrian and Bicycle Program Advance Notice of Potential Grant Award

City Manager Michael Ciaravino advised Council that staff will take a closer look at signal options. Director of Public Works & Development Services Gina Hortillosa

detailed the difference between the WSDOT advance notice of potential funding award and actual grant acceptance. Director Hortillosa explained that the signed project summary sheet is requested by WSDOT in preparation for the Governor's signature of the Transportation Budget.

Council engaged in discussion. An amendment was made to the motion to include "or pedestrian signal" at the end of item number two of the detailed project summary sheet.

Councilmember Steckler made a motion to authorize the City Manager to execute a project summary sheet for the 132nd Street Mid-Block Crossing Pedestrian and Bicycle Grant Program as amended that confirms the final scope of work, timeline and budget for the project. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed 6-1-0 with Mayor Pruitt opposed.

G. Art & Beautification Utility Box Project on SR 527

City Manager Michael Ciaravino reviewed the motion as proposed in the agenda summary.

Director of Communications & Marketing Joni Kirk reviewed the utility box project accomplishments from 2018 and briefed Council on the proposed new location, design concepts, community engagement opportunities, cost, funding, and next steps.

Councilmember Cavaleri made a motion to approve the Art & Beautification Board's second utility box project and authorize staff to utilize up to \$4,389 from the Municipal Arts Fund. Councilmember Vignal seconded the motion. The motion passed unanimously.

H. Surface Water Aging Infrastructure Construction Contract Award - Grade F Pipe Repairs

City Manager Michael Ciaravino reviewed the motion as proposed in the agenda summary.

Director of Public Works & Development Services Gina Hortillosa gave a brief status update on the surface water aging infrastructure and storm pipe assessment related to the grade F pipes. Director Hortillosa reviewed the contract award bid process and construction phase cost and funding estimate. Director Hortillosa noted that affected neighborhoods will be notified when construction is slated to begin.

Council engaged in discussion. Director of Finance & Administration Peggy Lauerman answered funding and bond related questions.

At 8:30 p.m. Councilmember Cavaleri made a motion to extend the meeting up to 9:00 p.m. Councilmember Steckler seconded the motion. The motion passed unanimously.

Councilmember Bond made a motion to authorize the City Manager to execute a contract with Road Construction Northwest, Inc. for the construction of the

Surface Water Aging Infrastructure 2019 Grade F Pipe Repairs Project in an amount not to exceed \$749,325. Councilmember Steckler seconded the motion. The motion passed 6-0-1. Councilmember Todd abstained for lack of information.

CONSENT AGENDA

- I. Approval of Checks #60203 through #60282 and ACH Wire Transfers in the Amount of \$534,618.38
(Audit Committee: Mayor Pruitt and Councilmember Bond)
- J. Payroll and Benefit ACH Payments in the Amount of \$320,718.43
(Audit Committee: Mayor Pruitt and Councilmember Bond)
- K. City Council Meeting Minutes of February 5, 2019

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

REPORTS

L. Mayor/Council

Councilmember Steckler reported that he attended the Music4Life concert last Thursday.

Councilmember Steckler reported that he participated in the Boys & Girls Club auction event as the Master of Ceremonies.

Councilmember Steckler reported that the ArtsFund Executive Director will be presenting at the June 25 Council meeting.

Councilmember Vignal acknowledged and thanked the City's police officers for their community engagement efforts and for building relationships with the youth of the community.

Councilmember Todd reported that he will be attending the Transportation Improvement Board meeting and encouraged staff to attend one of the Board's upcoming grant workshops.

M. City Manager

- Council Planning Schedule

N. Staff

- Park & Recreation Board Meeting Minutes of March 6, 2019
- Art & Beautification Board Meeting Minutes of April 10, 2019

AUDIENCE COMMUNICATION

- O. There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:59 p.m.

May 14, 2019 REGULAR COUNCIL MEETING MINUTES

Pam Pruitt, Mayor

Gina Pfister, City Clerk

May 14, 2019 REGULAR COUNCIL MEETING MINUTES

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

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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: October 4, 2019

October 22, 2019

(Agenda Summary due October 14)

- Proclamation: Friends of the Library
- Proclamation: Financial Literacy
- Presentation: Snohomish Health District
- Appointments to the Park & Rec Board
- Public Hearing: TIP – Gina Hortillosa
- Frontier/NW Cable Franchise Resolution – Gina Hortillosa
- Study Session: Armed Forces Day – Jon Ramer
- Study Session: City Connections Magazine – Gordon Brink
- Study Session: Grant Funding Application Process – Michael Ciaravino
- Exploration Park Change Order& Project Update – Gina Hortillosa
- SRO Staffing Impacts – Greg Elwin
- Tactical Rescue Vehicle – Greg Elwin

November 5, 2019

(Agenda Summary due October 28)

- Study Session: Property Tax & EMS Levies – Michael Ciaravino
- Study Session: Proposed Budget Amendments – Michael Ciaravino
- PRA Policy Update – Gina Pfister

November 12, 2019

(Agenda Summary due November 4)

- Public Hearing: Property Tax & EMS Levies – Michael Ciaravino
- Ordinances: Property & EMS Levies – Michael Ciaravino

November 26, 2019

(Agenda Summary due September 30)

- Public Hearing: Proposed Budget Amendments – Michael Ciaravino

December 3, 2019

(Agenda Summary due November 25)

- Ordinance: Budget Amendments – Michael Ciaravino

December 10, 2019

(Agenda Summary due December 2)

- Ordinance Amending MCMC 2.04 – Council Schedule – Gina Pfister
- Study Session: Ordinance Amending MCMC re: Business Park Zone District – Gina Hortillosa

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

JANUARY						
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	

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

Possible Work Session Topics for Discussion

- Utility Project Management - Michael
- Hotel/Motel Theater Tax - Michael
- ST3 Stations - Sound Transit
- Legislative Retreat - Michael
- Gold Star Memorial - Michael
- Dobson Remillard Property - Michael
- Fleet Program - Gina H/Greg
- Community Funding Criteria and Source of Funds - Michael
- Surface Water System Study Group - Gina H
- Updates to the Governance Manual - Michael
- Compensation Strategies - Charlie
- Construction Tax Revenue - TBD
- Emergency Operations Center - Greg
- Crosswalk Locations & Standards - Gina H
- Appropriation vs. Authorization - Michael
- Business License Fee Schedule Review - TBD