CITY COUNCIL AGENDA

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

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

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

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

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

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

Next Ordinance No. 2018-829
Next Resolution No. 2018-573

May 8, 2018
City Council Meeting
6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

B.   Proclamation - National Police Week
        (Pam Pruitt, Mayor)

NEW BUSINESS

C.   2018 Memorial Day Events
        (Joni Kirk, Director of Communications & Marketing)

D.   Website Update

(Joni Kirk, Director of Communications & Marketing)

STUDY SESSION

    E.   Long Term Strategic Planning

CONSENT AGENDA

    F.   Approval of Checks #58519 through #58582 and ACH Wire Transfers in the Amount of $114,502.48
           (Audit Committee: Councilmember Mead and Councilmember Todd)

    G.   Payroll and Benefit ACH Payments in the Amount of $296,660.53
           (Audit Committee: Councilmember Mead and Councilmember Todd)

REPORTS

    H.   Mayor/Council

    I.   City Manager
           • Council Planning Schedule

AUDIENCE COMMUNICATION

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

ADJOURNMENT

Proclamation

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, there are more than 900,000 law enforcement officers serving in communities across the United States; and

WHEREAS, the men and women of the Mill Creek Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the City of Mill Creek; and

WHEREAS, it is important that all citizens know and understand the challenges, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the Mill Creek Police Department has grown to be a modern and scientific law enforcement agency that unceasingly provides this vital public service; and

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, 360 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 129 officers killed in 2017; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff.

NOW, THEREFORE, I, Pam Pruitt, Mayor of the City of Mill Creek, on behalf of the City Council, proclaim May 13-19, 2018, as National Police Week and encourage 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.

Signed this 8th day of May, 2018

_____
Pam Pruitt, Mayor

Attest _____   _____
Gina Pfister, Acting City Clerk   Rebecca C. Polizzotto, City Manager

Agenda Item #_____ C _____

Meeting Date: **May 8, 2018**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2018 MEMORIAL DAY EVENTS PRESENTATION

PROPOSED MOTION:
N/A

KEY FACTS AND INFORMATION SUMMARY:
This year the City is excited to host its fourth annual Memorial Day celebration. This will be the biggest year to date with many exciting new components added to the normal commemorative ceremony and parade. This year is the 150th anniversary of the creation of Memorial Day. As such, this significant milestone will be mentioned both at the ceremony and during the parade. The theme of this year's parade is "the American Flag" to focus on honoring our veterans and with the intent of building the biggest and best Memorial Day celebration north of Seattle. Staff began preparing for the events in January, and has developed a robust multifaceted plan to showcase civic pride and engagement.

Commemorative Ceremony
The Commemorative Ceremony at Veterans Monument has become a great way for the Mill Creek community to honor those who have served in the United States Armed Forces. The event takes place at 9 a.m. on Monday, May 28, at the Veterans Monument at Library Park (15429 Bothell-Everett Highway, Mill Creek) and will last just over half an hour.

The Veterans Monument includes a courtyard of pavers surrounding a flagpole centerpiece with six basalt columns engraved with the names of men and women who served in the armed forces. Native plantings in reds, whites, and blues enhance the natural beauty of the site and monument. The event includes opening remarks from Mayor Pam Pruitt, a letter from Senator Patty Murray, a prayer by Mill Creek Police Chaplain Nick Lewis, South Snohomish County Police Color Guard presenting the colors and Mill Creek Police Veterans raising the Colors. The ceremony also includes laying a wreath on the monument while a bugler plays Taps. The Mill Creek Chorale will sing the National Anthem and America the Beautiful.

Volunteers will hand out red carnations, which attendees are encouraged to place on the monument followed by a moment of silence during the ceremony. We will seek donations for the carnations with proceeds going to the local VFWs.

Parade
The parade has grown each year, starting in 2015 with 12 participating groups. In 2016, the number of entrants tripled to 36, and for 2017 more than 50 groups participated with more than 700 individual participants. We anticipate over 5,000 spectators will line the parade route from LA Fitness North Parking Lot (15024 Main St., Mill Creek), heading South on Main Street to City Hall North Parking Lot (15720 Main St. Mill Creek). The parade will start at 11 a.m. and will conclude around noon. There will be one parade participant performance area located at the

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intersection of 153rd Street SE and Main Street in front of Boston's Restaurant and Sports Bar. The Master of Ceremonies and VIP tent will be located there as well. There are currently 41 confirmed parade participants for this year, and another 13 participants awaiting confirmation.

The parade's Grand Marshal is World War II veteran Brigadier General William G. Hathaway, who enlisted in the U.S. Army Air Corps in 1942. Among the confirmed parade entrants are an FV433 British Abbot Tank, the Glacier Peak High School marching band, the Seattle Police Department Mounted Patrol Unit, several honor guards, a number of military vehicles, robotic dinosaurs in military apparel and much more. The parade will be arranged in three major sections: modern and civic groups such as police, firetrucks, schools and police horses; military support organizations like AMVETS, VFW, American Legion, USO, Civil Air Patrol, military recruiters and Wounded Warriors; and then a convoy of military vehicles culminating with a street-safe driving antique tank.

New this year, display tents will be placed along Main Street and will feature historical memorabilia from World War I, II, the Korean War, and Vietnam War from the NW Veterans Museum, as well as static displays of antique military vehicles. These items will give attendees something to look at between the commemorative ceremony and the parade.

Veterans Citizen Group
The City launched a Veteran Advisory Committee on August 15, 2017. This is a group of 12 Mill Creek veterans and community members that now meet regularly to advise City staff on Veterans activities. The group has provided many useful ideas. Members have volunteered their time to help the City generate new parade participants and connect various groups to the City.

In addition to event-specific advice, this group has been instrumental in developing new ideas to honor veterans for their service. This included helping to start up a local AMVETS (American Veterans) chapter. AMVETS is a group similar to the American Legion and VFW but is open to all veterans. The group has made numerous suggestions for sequencing of the parade and conduct of the commemorative ceremony. Much of the historical displays planned for along Main Street are a direct result from this group.

We look forward to hosting these events on Monday, May 28, 2018. More event information is online at: www.millcreektourism.com/memorialday.

CITY MANAGER RECOMMENDATION:
N/A

Respectfully Submitted:

_____
Rebecca C. Polizzotto
City Manager

CITY OF MillCreek WASHINGTON

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: WEBSITE UPDATE – SIX MONTHS PAST LAUNCH

PROPOSED MOTION:
N/A

KEY FACTS AND INFORMATION SUMMARY:
In early 2017, the decision was made to develop a new website. The decision to develop a new website was made because the City of Mill Creek's website had not kept pace with innovation in technology in the last decade. Though the site was hosted on a platform that is used by many municipalities, the site had a dated look, was not intuitive to users, had a rigid structure that was not modifiable, and had a back-end that requires a lot of staff effort to navigate functionality. Further, the site was not responsive, meaning that mobile users could not adequately see and easily navigate the website due to the majority of the site not being viewable on a mobile device.

The City's web team includes the Director of Communications and Marketing, Information Technology Manager and the City Manager's Executive Assistant. The team provides a broad spectrum of perspectives based on functional work, as well as interaction with different web audiences.

To make the best recommendation for a website provider, various web platforms were demonstrated and capabilities reviewed. Criteria include a dynamic design (mobile friendly), a fully editable homepage, page templates that provide for a consistent look across the website, photo organization, webpage expiration dates, customizable URLs, levels of permissions for administrators and editors, unlimited storage, I-Frame capabilities, and a calendar with abilities for outside users to add events, among other criteria.

The seven vendors included in the review were:
- CivicLive
- Civic Plus
- Qcontent
- Revize
- VC3
- Seamless Gov
- Vision

Feedback from users also played into the recommendation for a platform. The web team's research with Association of County and City Information Systems identified that other local municipalities moving to CivicLive include some nearby cities, such as Woodinville, Newcastle,

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Renton, and Bellevue. Other municipalities cited their experience with CivicLive as being very good and that they are responsive. Noteworthy, the web team's other top vendor had very negative feedback from municipalities, some of which was validated by the vendor as issues they are trying to address.

Based on the team's research, the recommendation was made to use CivicLive. This recommendation was based on the platform's design, special features that were available, social media and third-party application integration capabilities, ability to fulfill accessibility requirements, tourism features, technology and implementation details, and cost.

The new website launched on Dec. 13, 2017. In addition to overhauling the existing website, the launch included a tourism sub-site, which was funded with a grant from Snohomish County's Lodging Tax Advisory Committee.

The new web platform has a very clean look. It is a dynamic design, meaning it adapts well to mobile users. One of the favorite features is that the website design is not from a template; it was custom-built for the City of Mill Creek to meet the City's needs.

Unlike our previous site, the new website is fully editable by staff in an easy-to-use, live-edit format. No confusing back-end editing is required nor do we have to call the web provider to make changes to prominent features, such as main page images or features. The new website allows the City to set different levels of user permissions, so internal controls are enabled for web content development and editing. Capabilities include a version control manager that enables side-by-side comparison of content history, making it easy for administrators to check content history and see what has been changed. It includes an automatic rollback feature to support any historical version, and makes it easy to switch back to an earlier version. The platform also includes a page "checkout" feature so that administrators cannot overwrite another's work or accidentally remove important new information.

Other features that stand out about the new website include: the City's ability to execute brand standards on the web; the ability for the City to create unique URLs that help users easily access topical information; a photo organization/library tool (including an approval process for uploads to maintain standards); the ability to develop content in advance and schedule it to go live at a given date; web page expiration dates; and stale-content reporting functionality to help ensure that content is fresh.

Further, the platform complies fully with Section 508 of the Federal Rehabilitation Act, including: providing text alternatives for non-text content; prompts for captions and other alternatives for multimedia; presenting content in different ways, including by assistive technologies, without losing meaning; and making it easier for users to see and hear content.

Staff Work in Preparation for Launch
Preparatory work by the web team included mapping the City's old website and developing the information architecture (the organization and structure) for the new site. In order to do this, City staff cleaned up numerous pages, documents and links on the existing site, including

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reorganizing content to align with the goal of allowing users to find desired content within three clicks. In addition, the team used an analytical tool to identify top-accessed pages, content flow issues and other data to help shape the new site.

In alignment with the Council's vision and the City goal of more civic pride through engagement, a web focus group was formed in September following news and social media requests for participation. The group includes several community members and Councilmember Mike Todd. Meetings took place in person and virtually, with the format for each touchpoint shaped by the need to obtain timely feedback as the website was developed. This group remained intact until the site was launched. The focus group members provided insight about a number of topics, including:
- Wireframe design (the basic framework for the site)
- Menu titles and hot buttons
- Colors and images used for the main site and the tourism sub-site
- Design elements
- Layout options, such as how Council meeting agendas, minutes and audio will be displayed
- Names of features, such as what the citizen response module will be called

The web team worked with the vendor to migrate all content to the new platform, including all documents and other files that were on the City's old site. During this time, to ensure content was in place when the new site was launched, all modifications to the existing site were tracked and cross-checked during the cut-over period in November.

During this time, the web team also developed content for the new tourism subsite. This included compiling business listings by categories, identifying initial events to be added to the calendar, and developing and grouping activities and things to experience in Mill Creek. This work supports our business community, both new and established businesses, and demonstrates the City's interest in helping them be successful. It also helps the City as a whole provide better customer service to its residents and the larger community.

During the launch period, the web team literally went through each of more than 500 pages to ensure the content was correct and properly linked.

Stabilization and Optimization Period
It is not possible to identify all issues in advance of a new product or software launch. Therefore, it is standard to have a stabilization and optimization phase following go-live (the launch). This phase may take several months. Such was the case with the City's new website.

Over the last six months, the web team has continued to refine the website. Some changes were immediate issues that needed to be resolved, such as the social media icons not appearing when the website resized for a mobile solution or the menu not appearing when a "page not found" message would appear.

Some changes were cosmetic in nature, such as the color of text in the search bar, the placement

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of photos on some pages, or the number of words showing in a news item.

Other requested changes focused on improving the customer experience, such as providing the Council packet in an easier-to-navigate format, categorizing dining establishments on the tourism site, and working with mapping technology to ensure pinpoints actually identified the correct location of a business.

Some of the issues identified pertained to website provider capabilities. For example, visitors to the website may have noticed that sometimes downloads take longer than expected. Also, some web platforms, such as an outdated version of Internet Explorer, did not activate email links when clicked. We reached out to other cities using the same provider to understand the universal nature of such issues and provide collective feedback to the web provider. As a result, the City has been an advocate for continuous improvement in the web provider's product.

Finally, some of the feedback provided centered on process and procedure. City staff have been reviewing feedback and adjusting practices as appropriate. For example, if a Council meeting was cancelled last week, should it still show up in the news feed this week? In the interest of eliminating potential confusion, the decision was made to archive the news story rather than keep it visible along with other current news. In the past, the practice has been to keep all news visible rather than removing outdated items. Another example pertained to the process of applying to City Boards and Commissions. In the past, the process for each Board and Commission was different. Now, the City has implemented a standardized application process. In addition, training currently is underway for staff liaisons to Boards and Commissions to create standardization in the way agendas are created and minutes are logged and displayed.

Lingering Issues
Having gone through the stabilization and optimization period, there are two lingering issues to be resolved for the website.

- Search Functionality:
  One feature that City staff were unable to test prior to launch was the search functionality of the website. According to the functionality promised by the web developer, the search engine should include simple and complex searches, ranking and results control, and metadata search. The functionality delivered has been underwhelming at best. Complicating the search issue, Google Site Search – a service used by many websites to provide robust search functionality – was discontinued effective April 1, 2018.

  A related issue that we discovered is that documents uploaded as part of the Council Meeting Packets and Meeting Minutes (both PDF files) do not appear in any search results.

  Early conversations with our web provider after the new website launched in December indicated that CivicLive would provide a new search engine in spring 2018. However, after turnover of key CivicLive personnel and extensive questioning by our staff, we have learned that they cancelled the improved search functionality mid-development.

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To achieve promised functionality, a third-party solution was recommended by the provider. CivicLive was attempting to partner with a company called Cludo to offer reduced pricing for clients for robust search functionality. Unfortunately, CivicLive did not end up finalizing a pricing agreement with Cludo and has noted they would not be in a position to cover the cost of third party solutions. However, they have helped some customers implement their third party search tools like Cludo or Google, and noted they would cover that change to our configuration at no additional cost should we choose to go that route.

City staff are still not please with CivicLive's efforts and are pursuing other options at the web provider's expense.

- Website Speed:
We have experienced a significant issue with slowness related to load times on the site, be it loading a web page or trying to download a Word or PDF file. The slowness problem is not with the processing of the file; it is with the downloading (throughput) of getting the file from the server to a user's computer. Once it gets to a user's computer, it opens in a split second. It is our understanding that the issue resides where the connection crosses between the U.S. and CivicLive's Toronto office.

Staff have been in touch with other cities whose websites are hosted with CivicLive and they are experiencing the same slowness issues we are. They have brought up the problem with CivicLive and had already identified it as being an infrastructure networking issue that is causing a bottleneck and slowing down performance. This is a system-wide problem at CivicLive.

CivicLive migrated to a new cloud-based server in early March that was supposed to address the speed performance issues. However, it did not do so. Given the issues we're experiencing, and the problems Civic is having with other cities, this has the potential of being or becoming a significant contract enforcement issue.

Unfortunately, in these two areas CivicLive is not meeting our expectations. We are pursuing other solutions should they not deliver to our satisfaction.

Next Phase: Customer Response System
When we purchased the solution, CivicLive touted a user-friendly citizen response system (CRS) for the community to report issues/concerns and provide feedback on City matters. However, about six weeks before the launch of the website, we were made aware that the City would be using a new CRS that had been in production. Unfortunately, as the website's launch drew near, it was clear that the CRS was not ready for customer use.

An addendum to our purchase contract was signed by all parties in December. Under this agreement, CivicLive has been paying to maintain our old citizen request module while they attempt to deliver the new CRS. However, since the solution is still not ready for customer use,

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per the terms of our agreement the City is moving forward with securing a third-party vendor. Per the amended contract, CivicLive will reimburse the City for the costs incurred to provide CRS functionality.

Staff currently are reviewing third-party CRS vendors and comparing criteria. A recommendation is expected to be made in the coming weeks. We look forward to successfully launching a high-quality, modern CRS solution that will provide a user-friendly experience. Key features will include ability to map issues from a mobile device, see current updates on the status, and an ability for the City to seamlessly escalate the issue internally as needed to ensure a high response rate.

Payment for web services was structured in a milestone format. Though the first two milestones were met and paid (about 70% of web installation cost), no other payments have been provided to CivicLive since October 13, 2017.

CITY MANAGER RECOMMENDATION:
N/A

ATTACHMENTS:
Community Web Feedback List

Respectfully Submitted:

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Rebecca C. Polizzotto
City Manager

Community Feedback on Website

It is not possible to identify all issues in advance of a new product or software launch, as is the case with the City's new website. Therefore, it is standard to have a stabilization and optimization phase following go-live (the launch). This phase may take several months. The City's new website launched on December 13, 2017. Additional feedback on the website may be provided to the web team via Request Tracker: www.cityofmillcreek.com/requesttracker.

Issue #	Problem	Section	Date Reported	Reported By	Reported To	Notes	Date Resolved
1	Rich VanWinkle prefers the HTML format of the packet	Agendas, Minutes, Audio	12/19/17	Rich VanWinkle	Gina	We see the benefit for multiple users in having an HTML version of the agenda. City staff have asked the developer to add an HTML version to the Agendas, Minutes and Audio page. The developer believes this will be a simple task.	1/17/18
2	Tourism site: likes the map, would like it to use location services of web browser to know where you are	Tourism	12/19/17	Rich VanWinkle	Gina	This is a feature of sites like Yelp or Google, but not a design feature of the City's site.	1/17/18
3	Dining (etc) is missing several restaurants. In particular, I see establishments across from the Main Street Starbucks (Tablas, I think it's called, at about 15500 Main) as missing. Others, too.Are you going from a business license list (in which case we have some businesses without licenses?) or just staff knowledge? Completeness inside of Mill Creek for licensed businesses is important so that no one feels disrespected.	Tourism	1/2/18	Mike Todd	Joni	The data set for the listings is the business license data, but the issue of missing businesses is beyond that of website listings. The City Manager will be addressing this with the City Council. The web team has added a note to each page of listings sharing how to contact the City if someone desires to add another Mill Creek establishment.	2/1/18
4	Categorization may also be useful in some ways, but "All" needs to be provided as well. For example, is Starbucks a coffee place or a dining place if they serve breakfast bagels (yes, both)? Is Spotted Cow a coffee place (yes) or a sweets place (yes). Is Central market a dining place if they have a food bar? Or a coffee place if they have coffee? Maybe we need a map that has them "all", with color coded pins for the different categories, or ????	Tourism	1/2/18	Mike Todd	Joni	Categorization of businesses is based on the primary offering of each business. This layout follows best practices for tourism listings.	1/17/18
5	On the tourism site, for businesses listed on the maps, the list name the user sees should probably be simply "Sweet Treats", not "Sweet Treats.xlsx"	Tourism	1/2/18	Mike Todd	Joni	The mapping feature was created using a free "my maps" application in google. The businesses were loaded as a group through Excel, which was the reason for the .xlsx tag. This has been resolved.	1/17/18
6	Also curious that Subway (by BECU on 164th) has an address that puts the pin in the wrong place. That may be a problem that Subway needs to fix - google also pins them in the wrong building.	Tourism / Dining	1/2/18	Mike Todd	Brian	Google doesn't always pinpoint the exact location of an address, especially when a suite number is involved. Therefore, staff have built out the business listings at the bottom of the page to include the full address.	1/17/18
7	In News on home page, the headline probably has a set length max, as does the first words that show in the box. We should have those words be descriptive enough to know if the reader wants to click or not. "Notice of Public Hearing..." one is an example of one that could use more words in the box (Maybe headline could have been "Notice of Special Council Meeting for December 18"). And this item is in the past (see next item, too, on timing of News).	News	1/2/18	Mike Todd	Joni	Headlines are generally descriptive. The issue raised pertains specifically to templates used for City Clerk functions, which is the proper format. Staff has worked with the developer to add more characters to the summary of the news story.	1/17/18
8	In News on home page, it is strange to have an item like "Council meeting cancelled" that is in the past appear as the lead item (first item at about 11 am this morning). Yes, it WAS news, but now it is not really the most interesting thing to have.	News	1/2/18	Mike Todd	Joni	The staff have now archived the public hearing and meeting cancellation notices from December. While news items generally are not archived due to occasional media requests for those items or the date such notices were published, with the new website functionality we are able to archive items that pertain to specific meetings and retain important information about the dates of posting.	1/2/18

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Community Feedback on Website

Issue #	Problem	Section	Date Reported	Reported By	Reported To	Notes	Date Resolved
9	Applying for a Board: says that one can apply by clicking on a link to go to [second screenshot]. That captures a name as "interested", but we (council) really want a letter or resume to make our very short interview process goes well. So I think that form is not very helpful to us (council) in gathering info we want, and is not giving an applicant who just does that the same "chance" at being successful as someone who goes old school and sends us a letter/resume. This page implies that only some of the boards are covered by expressing interest here? Either we collect a list of interest for ALL boards, or not? If one goes to the Planning Commission page, it has a link to "Notify Me" as the way to express future interest - different than the "Interest in Boards and Commission" page. For Planning Commission, that link takes you to subscribe to a newsletter - (not the "Boards and Commission interest" page). Process questions: 1. What are we trying to collect, and for whom? (i.e., Council is an end customer of the process; make sure it works for us) 2. Maybe it is useful to collect general interest to know who wants to get a specific email about specific openings when they occur (staff is an end customer of this element) 3. Maybe we want to have a page to collect interested parties to be on the mail list, and a separate page for specific applications (which need to have more than just name and address; they need to have a letter of interest/resume, in my opinion In general, we have processes that are different depending on how you navigate the web site, and processes that don' t really get us what we want. I suggest we review the processes (with all of the customers of the process in mind) and then fix the website to be consistent with our needs and clean navigation. Also, we need to review all of the Boards' pages for consistency and completeness. For example, the DRB has a bunch of agendas and minutes listed; the Planning Commission only has two weird dates. Other have no agendas or minutes.	Boards and Commissions	1/2/18	Mike Todd	Joni	The City has re-evaluated its process. Each Board and Commission will have a "notify me" link at the top of its description page to allow people to sign up for notifications about Board/Commission vacancies. When such a vacancy is created, the staff liaison will send an email to the "notify me" list, as well as working with Communications and Marketing on a press announcement. The notification will invite people to apply for a position using a standard application form. Training will be provided to applicable staff regarding the Board/Commission liaison role to help ensure consistency. This includes making audio recordings of the meetings, and uploading agendas and minutes.	1/31/18
10	This page tells about the council members, bit does not offer the obvious thing that people may be looking for - our email addresses. Yes, if someone is clever, they can find the directory at the bottom the page footer, and then paw through it (7 pages to get to Mike Todd; many clicks) to send me an email from a form - but it still doesn't give them my email address, which I feel strongly should be publically and easily available to the public. The form is fine is someone wants to generate a simple email right then and there, but if they are trying to copy me on something, forward something to me, include me in an email list (maybe sent to several people, like several CT Board members or SCC leaders, or ...), the form doesn't work well. I think our email addresses need to be right by our bios: one click to get to council profiles including how to contact me. Please don't try to distance me from the populace - that's one of the fundamentals of my job as councilmember.	City Council	1/2/18	Mike Todd	Joni	It is an IT industry best practice to not provide direct email addresses on a website, but to mask them through pop-up windows. This is done for security and to reduce spam. Further, for maintenance reasons, consistency will be applied to all directory listings. City staff added a "Contact Your Councilmember" link to the Council page to make the information more prominent. Staff were unable to replicate needing to navigate through seven pages to find contact information.	1/24/18
11	City Manager office page (when asking for "staff directory"): lists all in that department alphabetically (default, I surmise), so Gina is first, followed by Rebecca. I would prefer to see it in organizational hierarchy: Rebecca first, then followed by Gina. A bigger department like Police is more difficult to use if I am trying to figure out the hierarchy/chain of command other than the chief (listed on the first "Police" page). For the general directory of all employees, maybe makes sense for pure alpha, but if a web visitor went to a department, I think they are cognizant of departments, so let the page show at least the primary elements of the hierarchy.	City Manager	1/2/18	Mike Todd	Joni	The information fror a directory is pulled from a database and is only presentable in ascending and descending order. However, to ensure the hierarchy/chain of command is apparent for each department, the director's name and contact information is displayed on the main page for each department.	1/17/18

Community Feedback on Website

Issue #	Problem	Section	Date Reported	Reported By	Reported To	Notes	Date Resolved
12	When I go to FAQ from Parks and Trails, the "landing" puts the first item partly under the top banner menu. I think it should go to the heading "Recreation - FAQ" so you are certain you hit the top of the list and can scroll down for browsing the FAQ search from there.	FAQ	1/2/18	Mike Todd	Brian	City staff has added this as an issue for the developer. The header for each section of the FAQ ends up under the website's menu bar at the top. While it displays the first question for each department, such as is the case with Parks and Trails, identifying information is helpful.	2/14/18
13	Parks page dutifully lists our 10 parks which is good from our standpoint. But from a customer point of view, I might come to the site looking for an off leash dog park, for example. We have a high dog population, and certainly want someone interested in coming to Mill Creek to know that while dogs can't go off leash at City parks, we welcome them to go to the regional parks AND THEN come to MC Town Center for a treat for themselves! My kids have a dog, and do a lot of searching for "off leash dog park" to find where they can go for an outing. They have found some gems in areas that they get excited about beyond the dog park itself. If we want hits for Mill Creek Tourism, getting guidance for "off leash dog park" on our site will help traffic come through us for other "Explore Mill Creek" ideas to get planted in visitors' minds. Presently, once you are at our site, searching for "dog park" or "off leash dog area" in OUR search window gets 400+ totally irrelevant results (it "hits" on "park", not the boolean [dog AND park], which is what the naive user wants to search for. (Not sure boolean is supported? Do we have plans for some sort of user friendly advanced search?) I suggest we consider adding information on dog parks, and also other regional/county parks that taxpayers have access to: • Tambark - off leash • Tambark - play area and fields • Willis Tucker - off leash • Willis Tucker playfields, events • McCollum (Northwest Stream Center is an attraction, plus fields and nature trails) • North Creek (Board walk starts in Mill Creek, connects to County Park) • Maybe Martha Lake Airport park	Parks and Trails	1/2/18	Mike Todd	Brian	The City is focused on information specifically within Mill Creek. However, to help people learn about other regional amenities, we have provided links from our website to the Snohomish County Tourism Bureau and Snohomish County Parks websites.	1/17/18
14	I am going on 3 minutes waiting for this week's packet to download. Other sites are working quickly on my computer/internet connection, so not clear why either the city's website connection or the website design itself is taking so long, but it is not user friendly at this moment. Chrome, Windows 10 PC.	Agendas, Minutes, Audio	1/9/18	Mike Todd	Joni	The City has worked extensively to ensure files on the new website are reduced sizes for optimization. However, it appears that there is an issue in general with images and documents loading on all websites hosted by CivicLive. This is not an issue unique to Mill Creek; the web team is continuing to raise this as an issue with the web provider.	

Community Feedback on Website

Issue #	Problem	Section	Date Reported	Reported By	Reported To	Notes	Date Resolved
15	I just tried it out, and it is 20+ times faster to load than it was the other day - now acceptable response, whereas before it was really unusable. I still think the headings of the columns are not the best, and are not what we agreed to when we were designing the page last fall. To me, AGENDA is just the agenda (which should always be very fast to load on any device over any connection, since it is only two pages or so). We also need to have a column for "FULL PACKET" that the user will accept a slower load time because it could be up to a hundred pages or more in certain instances. PSRC does it that way, and it works well; I thought that is what we talked about when we were designing it. It is lost on me why I would "view online" versus "download". From a web design standpoint, I get it that they are different, but from a user standpoint, I am puzzled - so why confuse things for people? If we maintain the distinction of view online versus down, there needs to be some visual delineation/grouping that shows which columns are which (i.e., headings of "view online" or "download" need to apply to several columns.) I find the vertical list on the left kind of useless if the first item I have selected is "below the fold" and I have to scroll down to see it. If the list "centered"on the date I selected so that I could go "oops, the thing I was looking for must have been one meeting earlier or later and I could therefore QUICKLY get to that, it would make sense, but as it is, the "menu" of all meeting dates is too long to be useful. And try what I described: • Click on a meeting date agenda • "window" shows that agenda, page one, centered in the window • click on new date on the menu on the left • result is NOT centered in the window: I have to use scroll bars to center it to make it readable. This is just plain sloppy on our vendor's part; makes we worry about their coding regimens. • If I have the agenda open and click on the tab for minutes or audio, nothing happens. It I click on those links above that window, it goes quickly to display the minutes or audio. So the tabs are not activated?	Agendas, Minutes, Audio	1/12/18	Mike Todd	Gina	As we work to resolve the issues identied, we have provided the direct link to iCompass, where these documents are stored. Regarding the stand-alone agenda request, we can separate the agenda from the packet, but this would require so many extra steps that it is not efficient. Staff will revisit this topic after the speed issue (issue #14) is resolved. The web team worked with the web provider to develop both a PDF and an HTML version of the packet. The last issue raised is one the web team cannot duplicate.	2/14/18
16	The search bar has grey text "search" to start. When I type in my search term, I would prefer that it be black text so it is easier for me to read what I have typed. Many other web sites do it that way.	Main	2/26/18	Mike Todd	Request Tracker	Staff submitted this stylistic change to the web provider and they updated the search bar.	3/1/18
17	Font for Mill Creek on landing page for "search" is the wrong font (wrong type face, and has a shadow). Font for Mill Creek on landing page for "search" is the wrong font (wrong type face, and has a shadow).	Main	2/26/2018, 3/18/18	Mike Todd	Request Tracker	Staff submitted this to the web provider for review. They updated the font to be the same as other page text. The type face did not have a shadow. Verified again per submitter request that the font on the search results page is Monserrat Sans Serif and it is the same font that is used on the rest of the website.	3/1/2018, 3/28/18
18	Icon on button for "requests and feedback" is not "full black" like other buttons - that is, it appears dark gray instead of black compared to the others.	Main	2/26/18	Mike Todd	Request Tracker	Staff submitted this to the web provider; they reviewed the icon and it was dark gray. They have changed it to black.	3/1/18
19	Search landing page is wrong type face (still, or they changed it back, or ????) as of today 5:30 pm. See attached screen shot.	Search	3/19/18	Mike Todd	Request Tracker	Staff submitted to web provider. This was updated by the provider.	3/21/18
20	I tested the process by which a citizen clicks on a Councilmember link on the city website to send an email to a councilmember. From a citizen standpoint, there are some user interface issues that I would like to discuss with the web team. But the topic right now is that the test message I sent (see below) was labeled as Junk by our email system. I wondered why it didn't come through, and went looking for it, but the average citizen might have this happen to them and I would not necessarily know to go looking in my Junk folder? Not good. I have now "whitelisted" notification@cityofmillcreek.com, but maybe we need to ensure that it is whitelisted more generally? It is puzzling to me that a citizen was successful in sending me an email earlier this week and it did get through - maybe it was the content of my test message rather than the address it came from. It looks like I have received about 9 messages from notification@cityofmillcreek.com since the the start of 2018 when I think the new system started operation; this is the first I recall that went to Junk.	Notification	4/21/18	Mike Todd	James Busch	To ensure that all emails from the website make it to our inboxes, staff have put in a global whitelist to bypass spam filtering checks. This is not the preferred method as it introduces a low level risk of spam messages making it to our inboxes. However, after weighing the risks it is an acceptable trade-off. Often times IT Security and User Convenience are at odds and we do our best to make the experience seamless to the end-user when we can.	4/24/18

Page 4

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: LONG TERM STRATEGIC PLANNING

PROPOSED MOTION: N/A

KEY FACTS AND INFORMATION SUMMARY:

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

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

At its February 27, March 6, March 13, March 27 and April 3 meetings, the Council, City Manager and Leadership Team engaged in several "brainstorming" sessions. The purpose of these brainstorming sessions was to begin to identify those strategies that would allow the City to achieve each of the goals set forth in its Guiding Principles. Staff collected and summarized those brainstorming inputs, and created a draft summary to facilitate Council's review and further discussion.

Councilmembers Steckler and Todd reviewed both that summary and the raw input from the brainstorming sessions at an all-day work session on April 27. The intent was to help provide a focus for further discussions on the plan by the full Council and senior staff. At the May 8 Council meeting, Councilmembers Steckler and Todd will inform the Council about the thoughts and suggestions they had as they reviewed the Guiding Principles, the Goals, and the Council Priorities that have been created to date. The Council will have a chance to digest the body of materials and discuss the evolution of goals and priorities to this point.

No decisions are expected to be made May 8; rather, Council will have a chance to reflect on the status of the plan summary for discussion at a future Council meeting.

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

RECOMMENDATION: Discussion only

City Council Agenda Summary
Page 2

ATTACHMENTS:
- None (materials will be provided at the meeting)

Respectfully Submitted:

Councilmembers John Steckler and Mike Todd

**April 24, 2018
Brainstorming Session Wrap-up**

Mill Creek
Shared Vision | Bright Future
Council Planning Workbook

CITY OF
Mill Creek
WASHINGTON

City of Mill Creek
Guiding Principles

Vision

Mill Creek will be a City where everyone works together to foster an exceptional community experience - a place where people are safe, the natural beauty is preserved, neighborhoods flourish, businesses thrive and recreational opportunities abound.

Mission

Mill Creek's mission is to set the standard of excellence for local government. Through dynamic and innovative strategies, we provide outstanding public services in a fiscally responsible manner to promote a safe, active and vibrant City.

**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 2

Goal 1: Fiscal Responsibility

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

Goal Overview

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

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Council Priorities

Strategies

1. Identify wasteful spending, increase capacity and create a culture where employees are empowered to bring Lean ideas forward.

2. Implement short- and long-term planning, including how to avoid deficits, establishing threshholds for deficits and surplus, determining profit centers and cost centers, and reviewing five-year trends to forecast needs.

3. Develop financial policies around one-time revenue streams/events, reserve funding, and keeping spending at or below projected revenues.

4. Explore more sophisticated financial planning options to maximize return on investments.

5. Seek out economic growth opportunities, including annexation possibilities and a tourism feasibility study.

6. Review and improve economic development processes to maximize the timeliness and flow of revenue.

7. Explore the impacts of crypto currency and opportunities to use it.

8. Keep Mill Creek affordable for residents.

9. Educate the public on financial operations to develop and maintain public trust and transparency.

10. Evaluate the long-term viability of core services from a cost perspective. Update fee schedules as needed.

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**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • • • • • • • • • • • • • • • • • • • 3

Goal 1: Fiscal Responsibility

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

Strategies (continued)

11. Ensure funds are reserved for unexpected projects.

12. Determine the long-term viability of core services from a cost perspective and weigh against contributing to the quality of life in the community.

13. Invest in preservation of Mill Creek's infrastructure for the long-term.

**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 4

Goal 2: Community Preservation

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

Goal Overview

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

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Council Priorities

Strategies

1. Prioritize maintenance of City facilities, roads and parks to preserve the look and feel of Mill Creek.

2. Work with regional partners to ensure maintenance and preservation of their land and facilities that border or are visible in Mill Creek.

3. Encourage civic pride mentality and initiatives to help ensure cleanliness (e.g., no littering, picking up dog poop).

4. Ensure community design and maintenance standards are upheld by providing education and enforcing codes.

5. Invest in the health and sustainability of Mill Creek's natural environment and provide environmental education.

6. Develop pathways to help modernize older commercial development, including providing incentives for redevelopment.

7. Provide services that encourage (re)investment in Mill Creek.

8. Implement continuous improvement to identify issues and create solutions to ensure business compliance in maintaining community standards.

9. Enhance community connectivity and transportation alternatives within Mill Creek and to nearby communities.

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April 24, 2018 Brainstorming Session Wrap-up

Goal 2: Community Preservation

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

Strategies (continued)

10. Preserve public safety to protect the safe neighborhood feel and ensure low call response times.

11. Facilitate community feedback on land-use ideas to ensure the City meets and cultivates the needs of its residents.

12. Expand tourism through unique ventures that enhance sales tax revenue.

**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 6

Goal 3: Civic Pride

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

Goal Overview

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

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Council Priorities

Strategies

1. Underscore a strong community spirit by being open to new ideas and providing opportunities for residents to be engaged.

2. Promote activities that use Mill Creek's resources such as trails and the Town Center.

3. Develop bigger signature events that draw people to the community (e.g., Taste of Town Center, Mill Creek Olympics, scavenger walk, music festival).

4. Organize groups of all ages to collaborate on projects.

5. Recognize and honor community engagement.

6. Invest in portable event resources that can be used by staff and the community alike.

7. Develop resources to encourage and support business development and growth.

8. Foster partnerships with the schools.

9. Create City Council community engagement opportunities.

10. Enhance public access to Council meetings (e.g., live stream).

11. City Council models good civic behavior.

12. Develop a brand identity / tagline.

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**April 24, 2018
Brainstorming Session
Wrap-up**

Goal 3: Civic Pride

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

Strategies (continued)

13. License and sell Mill Creek merchandise to foster community pride.

14. Provide a robust community calendar.

15. Identify areas of improvement within the community (e.g., traffic flow, neglected business areas, inclusion of neighborhoods outside of MCCA).

**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 8

Goal 4: Customer Service

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

Goal Overview

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

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Council Priorities

Strategies

1. Exceed customer service expectations to ensure repeat customers.

2. Continuously improve the customer service experience and find creative ways to meet their needs.

3. Make every interaction positive through courteous and helpful behavior.

4. Educate employees on customer service disconnects and how it impacts the City (e.g., delay in approval of plans can impact sales tax revenue).

5. Empower and support people who are the face of the City by providing training and equipment; take care of the people who take care of people.

6. Hire the best-qualified people.

7. Feature employees in *City Connection* to celebrate their successes and highlight how they're helping the community.

8. Recognize and honor employees for creativity and a job well done.

9. Find new customer service opportunities to generate revenue.

10. Establish a level of performance management for customer service expectations.

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April 24, 2018 Brainstorming Session Wrap-up

Mill Creek Citywide Vision | Project Identification • 9

Goal 5: Recreational Opportunities

To facilitate diverse recreational opportunities for people of all ages.

Goal Overview

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

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Council Priorities

Strategies

1. Define what "recreational opportunities" encompass.

2. Maintain public space for recreational activities; do not sell park land.

3. Continue the City's level of service for neighborhood parks and recreational facilities.

4. Provide safe, connected places.

5. Provide opportunities that take advantage of Mill Creek's world-class trail system.

6. Evaluate scope of recreation classes for unmet needs and to eliminate programs that compete with those offered by local businesses.

7. Partner with other organizations to maximize recreational opportunities.

8. Ensure programming is available for all ages, and cross-market recreational offerings by other organizations in Mill Creek.

9. Develop a sports tourism corridor.

10. Conduct a sports summit and/or feasibility study to determine recreational needs and opportunities for long-term development; determine partnership opportunities.

11. Provide recreational opportunities that facilitate tourism, economic development and revenue generation.

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April 24, 2018 Brainstorming Session Wrap-up

Mill Creek Citywide Vision | Project Identification • 10

Goal 5: Recreational Opportunities

To facilitate diverse recreational opportunities for people of all ages.

Strategies (continued)

12. Partner with local businesses to cross-market tourism opportunities and encourage more visitor spend per person.

13. Identify grants to support tourism initiatives.

14. Leverage current recreational capital funds to maximize grant and other funding opportunities.

April 24, 2018 Brainstorming Session Wrap-up

Mill Creek Citywide Vision | Project Identification • 11

Goal 6: Public Safety

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

Goal Overview

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

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Council Priorities

Strategies

1. Continue to grow public involvement (e.g., officers in neighborhoods, neighborhood watch groups, citizens academy, citizens patrol).

2. Partner with schools and local groups to provide public safety education (e.g., gun safety, cybersecurity, opioid epidemic).

3. Maintain the public's sacred trust through the consistent delivery of public safety services.

4. Ensure low response times for emergencies and threats.

5. Explore technology tools to share public safety information (e.g., local alert system).

6. Ensure police and fire are properly staffed to meet service needs.

7. Solidify emergency response program.

8. Obtain accreditation and ensure public safety practices protect the City from liability.

9. Develop strong partnerships with other agencies in the region.

10. Utilize grants and alternative funding sources to pay for programs and equipment.

11. Look for outside partnerships to reduce criminal justice costs.

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**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 12

Goal 7: Economic Prosperity

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

Goal Overview

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

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Council Priorities

Strategies

1. Continue to market our current assets to set us apart. Understand Mill Creek's place in the regional economy.

2. Find opportunities that meet unmet needs in the City and the County to create tourism avenues.

3. Don't sacrifice local quality of life to become a destination for other people.

4. Focus on building our local economy: jobs, people, education, sports, and culture.

5. Revise the City's goal language to note that we should achieve our nine goals without sacrificing the other goals.

6. Publicize community events to support local businesses.

7. Maintain current and obtain new revenue streams with no new taxes.

8. Identify services that we can provide to Mill Creek residents that they would be willing to pay for.

9. Attract employers of knowledge workers.

10. Retain and grow households with above-average income / wealth.

11. Identify options and make wise choices with existing resources, including the East Gateway and Dobson-Remillard properties.

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**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 13

Goal 7: Economic Prosperity

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

Strategies (continued)

12. Explore options with Everett Public Schools for the SR527 property and partner with them.

13. Provide the greatest opportunity for businesss to thrive. Develop outreach strategies for local businesses and continue to be friendly to local businesses.

14. Support and perpetuate businesses and commercial investor returns.

15. Take a fresh look at annexation possibilities and priorities.

16. Make capital investments to enhance long-term revenue.

17. Readjust zoning requirements to enhance economic success.

18. Balance growth against short-term gain.

19. Change design standards to make certain types of development acceptable, while enforcing certain standards to protect Mill Creek's quality.

20. Develop ecotourism opportunities for the wetlands.

21. Identify challenges in and around Mill Creek that could create an opportunity for us to provide enhancement and new revenue.

**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 14

Goal 8: Leadership

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

Goal Overview

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

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Council Priorities

Strategies

1. Revise Leadership goal language to include local leadership.

2. Lead by example.

3. Be strategic first and tactical second.

4. Get out of the way and allow people to do their jobs.

5. Look to cities and states that are doing innovative things and identify opportunities that may work for us.

6. Identify and be informed about matters that impact our vision and mission.

7. Don't be afraid to take calculated risks.

8. Individual Council members must be involved regionally and actively participate in local and regional groups.

9. Have a larger presence in Olympia and more informed involvement with the state legislature.

10. Develop healthy relationships with our neighbor policy makers and leaders. Identify, foster and utilize partnerships for shared goals.

11. Maintain open government.

12. Create a Mill Creek resident satisfaction index that provides feedback and creates a benchmark against which to measure.

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**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 15

Goal 9: Long Term Planning

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

Goal Overview

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

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Council Priorities

Strategies

1. Long-term planning is essential to long-term financial stability. We must plan and control our destiny.

2. Develop and implement tools for planning.

3. Weigh current and future opportunities against current and future needs.

4. Survey the community for current and future needs.

5. Look broadly at City connectivity as a framework for sports tourism.

6. Plan for pride and a successful community.

7. Define our future in one word.

8. Focus or emphasize on the long-term to match our vision.

9. Identify and set realistic 5- and 10-year goals.

10. Explore opportunities with Snohomish County and Everett Public Schools for the school district's property along SR527, including opportunity for an interlocal agreement.

11. Revisit annexation policies and goals.

12. Work with county and state agencies to provide services our residents expect.

13. Support and encourage local economic development.

14. Isolate current and future trends to base planning on.
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**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 16

Goal 9: Long Term Planning

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

Strategies (continued)

15. Don't jeopardize Mill Creek's identity.

16. Don't be afraid to be an oasis, but don't ignore reality.

17. Plan with other cities and agencies regarding our growth and to encourage growth in the urban growth area.

18. Be innovative and open to new ideas.

19. Plan a long-term direction and execute toward that direction.

**April 24, 2018
Brainstorming Session
Wrap-up**

Mill Creek Citywide Vision | Project Identification • 17

May 8, 2018
Discussion Draft

Mill Creek
Shared Vision | Bright Future
Council Planning Workbook

CITY OF
Mill Creek
WASHINGTON

Mill Creek
An Active Community

Vision

Mill Creek is a community where everyone actively works together to foster an exceptional experience for all.

Mission

Mill Creek's mission is to provide leadership that ensures a safe and active community through innovative strategies and solutions.

May 8, 2018
Discussion Draft

Goal 1: Fiscal Responsibility

Responsibly manage the City's financial resources and maintain a sustainable budget by proactively forecasting future trends and potential impacts.

Council Priorities

1. Identify wasteful spending, increase capacity and create a culture where employees are empowered to bring Lean ideas forward.

2. Implement short- and long-term planning, including how to avoid deficits, establishing thresholds for deficits and surplus, determining profit centers and cost centers, and reviewing five-year trends to forecast needs.

3. Develop financial policies around one-time revenue streams/events, reserve funding, and keeping spending at or below projected revenues.

4. Review and improve economic development processe to maximize the timeliness and flow of revenue.

5. Educate the public on financial operations to develo and maintain public trust and transparency.

6. Evaluate the long-term viability of core services from a cost perspective. Update fee schedules as needed.

7. Ensure funds are reserved for unexpected projects.

8. Determine the long-term viability of core services from a cost perspective and weigh against contributing to the quality of life in the community.

9. Invest in preservation of Mill Creek's infrastructure for the long-term.

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May 8, 2018
Discussion Draft

Mill Creek Citywide Vision | Project Identification • 3

Goal 2: Preservation of Built and Natural Environment

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

Council Priorities

1. Prioritize maintenance of City facilities, roads and parks to preserve the look and feel of Mill Creek.

2. Work with regional partners to ensure maintenance and preservation of their land and facilities that border or are visible in Mill Creek.

3. Encourage civic pride mentality and initiatives to help ensure cleanliness (e.g., no littering, picking up dog poop).

4. Ensure community design and maintenance standards are upheld by providing education and enforcing codes.

5. Invest in the health and sustainability of Mill Creek's natural environment and provide environmental education.

6. Develop pathways to help modernize older commercial development, including providing incentives for redevelopment.

7. Provide services that encourage (re)investment in Mill Creek.

8. Implement continuous improvement to identify issues and create solutions to ensure business compliance in maintaining community standards.

9. Facilitate community feedback on land- use ideas to ensure the City meets and cultivates the needs of its residents.

Projects / Initiatives

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**May 8, 2018
Discussion Draft**

Mill Creek Citywide Vision | Project Identification • 4

Goal 3: Civic Pride

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

Council Priorities

1. Underscore a strong community spirit by being open to new ideas and providing opportunities for residents to be engaged.

2. Promote activities that use Mill Creek's resources such as trails and the Town Center.

3. Develop bigger signature events that draw people to the community (e.g., Taste of Town Center, Mill Creek Olympics, scavenger walk, music festival).

4. Organize groups of all ages to collaborate on projects.

5. Recognize and honor community engagement.

6. Invest in portable event resources that can be used by staff and the community alike.

7. Develop resources to encourage and support business development and growth.

8. Foster partnerships with the schools.

9. Create City Council community engagement opportunities.

10. License and sell Mill Creek merchandise to foster community pride.

11. Provide a robust community calendar.

12. Identify areas of improvement within the community (e.g., neglected business areas, inclusion of neighborhoods, uncover what's missing).

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**May 8, 2018
Discussion Draft**

Mill Creek Citywide Vision | Project Identification • 5

Goal 4: Customer Service

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

Council Priorities

1. Exceed customer service expectations to ensure repeat customers.

2. Establish a level of performance management for customer service expectations and manage to it.

3. Empower and support people who are the face of the City by providing training and equipment; take care of the people who take care of people.

4. Recognize and honor employees for creativity and a job well done.

5. Educate employees on customer service disconnects and how it impacts the City (e.g., delay in approval of plans can impact sales tax revenue).

6. Continuously improve the customer service experience and find creative ways to meet their needs.

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May 8, 2018
Discussion Draft

Mill Creek Citywide Vision | Project Identification • 6

Goal 5: Recreational Opportunities

To facilitate diverse recreational opportunities for people of all ages.

Council Priorities	Projects / Initiatives

Council Priorities

1. Define what "recreational opportunities" encompass.

2. Maintain public space for recreational activities; do not sell park land.

3. Continue the City's level of service for neighborhood parks and recreational facilities.

4. Provide safe, connected places.

5. Provide opportunities that take advantage of Mill Creek's world-class trail system.

6. Evaluate scope of recreation classes for unmet needs and to eliminate programs that compete with those offered by local businesses.

7. Partner with other organizations to maximize recreational opportunities.

8. Ensure programming is available for all ages, and cross-market recreational offerings by other organizations in Mill Creek.

9. Develop a sports tourism corridor.

10. Conduct a sports summit and/or feasibility study to determine recreational needs and opportunities for long-term development; determine partnership opportunities.

11. Provide recreational opportunities that facilitate tourism, economic development and revenue generation.

12. Partner with local business to cross-market tourism opportunities and encourage more visitor spend per person.

13. Identify grants to support tourism initiatives.

14. Leverage current recreational capital funds to maximize grant and other funding opportunities.

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**May 8, 2018
Discussion Draft**

Goal 6: Public Safety

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

Council Priorities

1. Continue to grow public involvement (e.g., officers in neighborhoods, neighborhood watch groups, citizens academy, citizens patrol).

2. Partner with schools and local groups to provide public safety education (e.g., gun safety, cybersecurity, opioid epidemic).

3. Maintain the public's sacred trust through the consistent delivery of public safety services.

4. Ensure low response times for emergencies and threats.

5. Explore technology tools to share public safety information (e.g., local alert system).

6. Ensure police and fire are properly staffed to meet service needs.

7. Solidify emergency response program.

8. Obtain accreditation and ensure public safety practices protect the City from liability.

9. Develop strong partnerships with other agencies in the region.

10. Utilize grants and alternative funding sources to pay for programs and equipment.

11. Look for outside partnerships to reduce criminal justice costs.

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May 8, 2018
Discussion Draft

Goal 7: Economic Prosperity

To engage in proactive economic development efforts that result in a robust local economy that serves our community and attracts visitors.

Council Priorities

1. Continue to market our current assets to set us apart. Understand Mill Creek's place in the regional economy.

2. Find opportunities that meet unmet needs in the City and the County to create tourism avenues.

3. Don't sacrifice local quality of life to become a destination for other people.

4. Focus on building our local economy: jobs, people, education, sports, and culture.

5. Identify challenges in and around Mill Creek that could create an opportunity for us to provide enhancement and new revenue.

6. Publicize community events to support local businesses.

7. Maintain current and obtain new revenue streams with no new taxes.

8. Identify services that we can provide to Mill Creek residents that they would be willing to pay for.

9. Attract employers of local employees.

10. Explore options with Everett Public Schools for the SR527 property and partner with them.

11. Take a fresh look at annexation possibilities and priorities.

12. Make capital investments to enhance long-term revenue.

13. Readjust zoning requirements to enhance economic success.

14. Balance growth against short-term gain.

15. Develop ecotourism opportunities for the wetlands.

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May 8, 2018
Discussion Draft

Goal 8: Leadership

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

Council Priorities

Leadership to Influence:

1. Look to cities and states that are doing innovative things and identify opportunities that may work for us.

2. Individual Council members must be involved regionally and actively participate in local and regional groups.

3. Have a larger presence in Olympia and more informed involvement with the state legislature.

4. Develop healthy relationships with our neighbor policy makers and leaders. Identify, foster and utilize partnerships for shared goals.

5. Maintain open government.

Leadership to Manage:

6. Revise Leadership goal language to include local leadership.

7. Lead by example.

8. Be strategic first and tactical second.

9. Get out of the way and allow people to do their jobs.

10. Identify and be informed about matters that impact our vision and mission.

11. Don't be afraid to take calculated risks.

12. Create a Mill Creek resident satisfaction index that provides feedback and creates a benchmark against which to measure.

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**May 8, 2018
Discussion Draft**

Mill Creek Citywide Vision | Project Identification •   10

Goal 9: Long Term Planning

To evaluate future opportunities for short and long term benefits to infrastructure, economic development and service delivery standards.

Council Priorities

1. Develop and implement tools for planning.

2. Weigh current and future opportunities against current and future needs.

3. Survey the community for current and future needs.

4. Look broadly at City connectivity as a framework for sports tourism.

5. Identify and set realistic 5- and 10-year goals.

6. Explore opportunities with Snohomish County and Everett Public Schools for the school district's property along SR527, including opportunity for an interlocal agreement.

7. Revisit annexation policies and goals.

8. Work with county and state agencies to provide services our residents expect.

9. Support and encourage local economic development.

10. Isolate current and future trends to base planning on.

11. Plan with other cities and agencies regarding our growth and to encourage growth in the urban growth area.

12. Be innovative and open to new ideas and calculated risks.

13. Plan a long-term direction and execute toward that direction.

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May 8, 2018
Discussion Draft

Mill Creek Citywide Vision | Project Identification • 11

Mill Creek
WASHINGTON

Date: May 8, 2018

A/P Check Batches		
Dated	**Check Numbers**	**Amount**
04/25/2018	EFT Debit-Dept of Rev-Sales Tax	$1,825.52
04/27/2018	Wire-Leasehold Excise Tax-Q1	$2,897.40
04/30/2018	58519-58582	$109,779.56
Total		**$114,502.48**

Voided Checks	
Numbers	**Explanation**
58560	Surety Bond-Covered Under Contractor's Overhead

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 58519 through 58582, EFT Debit & Wire in the amount of $114,502.48.

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

_____   _____
Councilmember   Finance Director

_____   _____
Councilmember   City Manager

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Business Licensing and Taxes

My DOR

Return Payment

Welcome, Sandra Kottke   Settings   Log Out

Home	Excise Return for 600-598-011 - 3/31/2018	Mar-31-2018	Return Payment

Return Payment

CITY OF MILL CREEK
600-598-011

Excise Tax
600-598-011

Mar-31-2018

$1,825.52

Applies To

Mar-31-2018   1,825.52

History

Source   : ACH Debit

Posted   : Apr-25-2018

Received   : Apr-25-2018

Contact us   View Support ID   powered by
SecureAccess
Washington™

Department of
Revenue
Washington State

Access other State Agencies

Your Privacy | Access Agreement

1   4/27/2018

Payment Details Report

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 04/27/2018 3:23:30 PM CDT

**Bank of America
Merrill Lynch**

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

Status: Processing by Bank	**Template Name:** Leasehold Excise Tax
Transaction Number: 184RF1745KMP0D59	**Template Code:** Leasehold Excise Tax

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 2,897.40

Value Date: 04/27/2018

Optional Information

Sender's Reference Number: Leasehold Excise

Beneficiary Information: Leasehold Excise Tax

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2018042700425511

Input Time: 04/27/2018 3:18:03 PM CDT
Time: 04/27/2018 3:23:13 PM CDT

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
Printed: 5/4/2018 8:48 AM

CITY OF
MillCreek
WASHINGTON

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
	Invoice No	Description	Reference		
58519	911SUPPL	911 Supply Inc	04/30/2018		
	IN-12003	2 Pr Pants, 2 Polo Shirts w/ Logo-J Lee			242.26
			Total for Check Number 58519:	0.00	242.26
58520	ADPLLC	ADP, LLC	04/30/2018		
	510969557	ADP Payroll Services 02/28 & 03/12			1,250.58
	512507214	ADP Payroll Services 03/31 & HCM Suite 04/09			1,471.88
			Total for Check Number 58520:	0.00	2,722.46
58521	ALDWTR	Alderwood Water District	04/30/2018		
	00320003-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	01100176-01	Median 4 & 5 I/R 01/19-03/19			69.86
	01300169-01	1901 Mill Fern Dr SE I/R Median #2 01/19-03/1			211.97
	01550006-01	16011 28th Dr SE I/R 01/19-03/19			69.86
	02170002-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	02460002-01	155 Village Grn Dr I/R 01/19-03/19			134.45
	02470001-01	155 Vlge Grn Dr/Heron Pk 01/19-03/19			190.14
	0305003-01	15933 29th Dr SE I/R 01/19-03/19			69.86
	03095000-01	16220 27th Dr SE I/R 01/19-03/19			69.86
	03805002-01	16217 27th Dr SE I/R 01/19-03/19			69.86
	03865000-01	16205 25th Dr SE I/R 01/19-03/19			31.11
	04900159-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	05400166-01	Median Number 6 I/R 01/19-03/19			134.45
	05590004-02	15720 Mill Creek Blvd D/C 01/22-03/20			14.62
	05600177-03	15720 Main Street 01/22-03/19			552.77
	05700181-01	15728 Main St I/R 01/22-03/20			134.45
	05702001-01	15728 Main St D/C 01/22-03/20			14.62
	05705005-01	15728 Main Street 01/22-03/20			396.66
	06900173-02	1300 156th Pl SE I/R 01/19-03/19			31.11
	07850004-01	16101 Highland Blvd/Restr 01/19-03/19			187.68
	07855001-01	16101 28th Dr SE I/R 01/19-03/19			134.45
	07895001-01	16021 28th Dr SE I/R 01/19-03/19			69.86
	07900155-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	08000152-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	08300050-01	3310 157th Pl SE I/R 01/19-03/19			69.86
	08800024-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	08900020-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	09000017-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	09080000-01	14600 Mill Creek Blvd I/R 01/19-03/19			31.11
	09100016-01	Seattle Hill Rd I/R 01/19-03/19			69.86
	13233000-01	15200 Mill Creek Blvd 01/19-03/19			31.11
	25703000-01	14725 32nd Dr SE I/R 01/19-03/19			69.86
	26070000-01	15803 32nd Ave SE 01/19-03/19			187.68
	26467000-01	1900 164th St SE 01/19-03/19			69.86
	26468000-01	1900 164th St SE I/R 01/19-03/19			69.86
	33254000-01	14725 32nd Dr SE 01/19-03/19			187.68
	34493000-01	15803 32nd Ave SE 01/19-03/19			31.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58521:	0.00	3,964.51
58522	ALLBATRY 800-10033315	All Battery Sales & Service 2-12V Batteries-Car #4 & Car #5	04/30/2018		247.99
			Total for Check Number 58522:	0.00	247.99
58523	BANKCARD 1	Bank of America Retirement Memory Book-C Risen	04/30/2018		44.27
	10	Binders & Tabs-Police Citizens Academy 2018			99.12
	11	12 Pack-Patrol Phone Charging Cables			16.55
	12	St Patrick's Day-Wellness Event			37.43
	13	Refreshments-Chief for a Day			23.95
	14	Evidence Tape, Zip Ties, & Sharp Containers			95.95
	15	Postage Meter Tape			44.37
	16	ACCIS Conference 04/18-04/20-J Busch			275.00
	17	3 Nik Test U/3 Nik Test A			115.26
	18	20 Pack-Carabiner Badge Holders			18.38
	19	FBINAA Chapter Spring Training-T Kidwell			84.00
	2	Replacement Microphone Sponges-Motorcycle I			13.13
	20	Small Bags for Parking Tickets-PSO			5.50
	3	K9 Phone Case			13.24
	4	Sensor Cloud Monitoring Fees 03/10-04/10			9.95
	5	2 Labor Law Posters			66.22
	6	Tent Card Holder-Police Citizens Academy 2018			26.11
	7	St Patrick's Day-Wellness Event			47.80
	8	Business Card Binder Pages-Police Citizens Aca			24.06
	9	Motorcycle Grip Covers			302.30
			Total for Check Number 58523:	0.00	1,362.59
58524	BANKCR16 1	Bank of America MC Rotary Mtg 03/14-T Rogers	04/30/2018		17.00
	2	Lodging-ICC Conf 03/13-03/16-R Karns			350.91
	3	MC Rotary Mtg 03/28-T Rogers			17.00
	4	MC Rotary Mtg 04/04-T Rogers			17.00
			Total for Check Number 58524:	0.00	401.91
58525	BANKCR20 1	Business Card Hardware-Heron Park	04/30/2018		8.24
	10	Hose End Fitting			5.50
	11	Concrete-CHN Signage			10.97
	12	Sprinkler Heads-Parks			55.07
	13	Braille-Restroom Signage & Lights-Parks			61.81
	14	Flagger Certification-J Chriest			77.00
	15	Supplies-Glue, Compost			12.08
	16	Rotor-Pine Meadow Irrigation			27.75
	17	Wall Clock-CHN			15.35
	18	Flagger Certification-J Wright			77.00
	19	Flagger Certification-M Combs			77.00
	2	Pesticide Pre-License Exam Review 03/28-03/29			120.00
	3	Supplies-Library Address Sign			4.93
	4	Hardware, 10pc Drive Tool Accessories-Park Re			59.47
	5	Tie Downs, Drill Bit Set			52.61
	6	Bolts & Paint			43.56
	7	Vinegar-Cleaning De-Icer			19.96
	8	Vehicle Wash Tokens			80.00
	9	Paint, Tape, LED Flashlight			33.46

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
	Invoice No	Description	Reference		
			Total for Check Number 58525:	0.00	841.76
58526	BANKCR21	Business Card	04/30/2018		
	1	Supplies-City Council Strategic Planning Session			43.37
			Total for Check Number 58526:	0.00	43.37
58527	BANKCR23	Business Card	04/30/2018		
	1	20 Boxes Nitrile Stretch Gloves			130.00
	2	6 NIK Pouch Drug Kits			199.82
	3	Refreshments-Citizens Academy 03/28			12.00
	4	Refreshments-Citizens Academy 04/04			27.00
			Total for Check Number 58527:	0.00	368.82
58528	BANKCR25	Business Card	04/30/2018		
	1	Glow in the Dark Eggs, Bracelets, Easter Banner			1,141.50
	2	2-Balloon Artist-Eggstravaganza			400.00
	3	9-Guiding Principle Poster			171.20
	4	Dinner 03/14 BBall Referee Appreciation Mtg			58.46
	5	MCBA Lunch Mtg 03/20-J Kirk			10.00
	6	Survey-Youth Basketball League Evaluations 03.			35.00
	7	Wooden Stakes-Eggstravaganza			30.85
	8	Jelly Beans & Jars-Eggstravaganza			42.81
	9	G Brink Welcome Lunch 04/02-G Brink, K Rasn			64.12
			Total for Check Number 58528:	0.00	1,953.94
58529	BANKCR27	Business Card	04/30/2018		
	1	Airfare-IACP Conf 10/05-10/09-S Eastman			514.60
	2	WASPC Associate Membership Dues-S Eastman			75.00
	3	Refreshments-Citizens Academy			16.56
	4	Sales Tax-LED Dome Light			5.65
	5	Replacement Tailgate LED Dome Light			54.33
	6	Interior Vehicle Detailing-Car #38			496.80
	7	WAPRO Membership-J Lee			25.00
			Total for Check Number 58529:	0.00	1,187.94
58530	BANKCR28	Business Card	04/30/2018		
	1	2018 National PW Week Poster			41.41
	2	MRSC-Coaching Your Staff Webinar 04/11-K M			35.00
			Total for Check Number 58530:	0.00	76.41
58531	BICCNTR	Bicycle Centres Inc	04/30/2018		
	041218163816970	Police Bike Repairs & Tune-Up			322.02
	041718115457894	Police Mountain Bike Tune-Up			115.82
			Total for Check Number 58531:	0.00	437.84
58532	BLUELINE	The Blueline Group	04/30/2018		
	14779	Sweetwater Ranch Sinkhole Repairs			3,330.50
			Total for Check Number 58532:	0.00	3,330.50
58533	BUILDEX	Builders Exchange of Washington Inc	04/30/2018		
	1058292	Publish: 35th Ave Recon Project			172.00
			Total for Check Number 58533:	0.00	172.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
	Invoice No	Description	Reference		
58534	BUSCHJ	James Busch	04/30/2018		
	Reimb 1	Dinner 04/17 ACCIS Conference-J Busch			23.00
	Reimb 2	Lunch 04/20 ACCIS Conference-J Busch			12.00
			Total for Check Number 58534:	0.00	35.00
58535	CH2OINC	CH2O, Inc	04/30/2018		
	267135	Cooling Tower-HVAC CHN			798.47
			Total for Check Number 58535:	0.00	798.47
58536	CINTAS	Cintas Corporation Loc. #460	04/30/2018		
	460355046	Floor Mat Service 04/13			84.97
	460355046a	Floor Mat Service 04/13			49.55
	460364981	Floor Mat Service 04/27			84.97
	460364981a	Floor Mat Service 04/27			49.55
			Total for Check Number 58536:	0.00	269.04
58537	CLYDEWST	PacWest Machinery	04/30/2018		
	20321779	PW #10 Repairs-Stiffener Clamp			75.42
			Total for Check Number 58537:	0.00	75.42
58538	CODPUBCO	Code Publishing Company	04/30/2018		
	59786	20pgs-Ord. 200-01 & 300-01			473.62
			Total for Check Number 58538:	0.00	473.62
58539	DAYWIRE	Day Wireless Systems (03)	04/30/2018		
	455395	Diagnostic Pro-Lite Lidar			142.62
	460953	SMD Calibrations-2 Radar Units			165.60
			Total for Check Number 58539:	0.00	308.22
58540	EASTMANS	Scott Eastman	04/30/2018		
	Reimb	Framing-PD Guiding Principles			179.44
			Total for Check Number 58540:	0.00	179.44
58541	EMSECDEP	Employment Security Depart	04/30/2018		
	600-598-011	Unemployment Claims-1st Qtr 2018			1,858.79
			Total for Check Number 58541:	0.00	1,858.79
58542	GRYOSBRN	Gray & Osborne Inc	04/30/2018		
	17559.01-3	Prof Serv-WO1-Division 1 Boiler Plate 03/04-0:			695.52
	17559.02-1	Prof Serv-132nd Mid-Block Crossing 2018 Gran			676.24
	17559.03-1	35th Ave Overlay/N Creek Trail Study PSRC Gr.			230.24
	18410.00-4	35th Ave Recon-Constructability & Bidability R(			1,217.16
			Total for Check Number 58542:	0.00	2,819.16
58543	GTENORTH	Frontier	04/30/2018		
	0326-110804-5	Alarm System Line Chgs-Cook House			52.69
	6974-081899-5	CC Line/Security System Line			332.05
			Total for Check Number 58543:	0.00	384.74
58544	HDFOWLER	HD Fowler Company, Inc	04/30/2018		
	O5872309	Pipe & Coils-Sweetwater Ranch Sinkhole Constı			218.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58544:	0.00	218.66
58545	ICMA1 832022	ICMA ICMA Membership Renewal-R Polizzotto	04/30/2018		1,400.00
			Total for Check Number 58545:	0.00	1,400.00
58546	INTSTBAT 1905701044765	Interstate All Battery Center 12Pk-9V ALK Procell	04/30/2018		24.60
			Total for Check Number 58546:	0.00	24.60
58547	KIDZLOVS 6675 6679 6681 6685 6687 6690 6692 6695 6697	North American Youth Activities, LLC KLS Soccer: Mommy & Me (Winter, Sat-9:05an KLS Soccer: Tot-Soccer (Winter, Tue-5:00pm) 0 KLS Soccer: Tot-Soccer (Winter, Sat-9:45am) 0: KLS Soccer: Pre-Soccer (Winter, Tue-5:30pm) 0 KLS Soccer: Pre-Soccer (Winter, Sat-10:15am) (KLS Soccer: 1 (Winter, Tue-6:05pm) 03/06-04/1 KLS Soccer: 1 (Winter, Sat-10:50am) 02/24-04/(KLS Soccer: Soccer 2 (Winter, Tue-6:50pm) 03/ KLS Soccer: Soccer 2 (Winter, Sat-11:35am) 02	04/30/2018		490.00 261.10 441.00 392.00 203.00 245.00 1,085.00 539.00 196.00
			Total for Check Number 58547:	0.00	3,852.10
58548	KPFFCON 202192-2	KPFF Consulting Engineers Prof Serv-Exploration Park-Constructability Rev	04/30/2018		1,210.00
			Total for Check Number 58548:	0.00	1,210.00
58549	LEXNEXIS 3091403168	RELX Inc LexisNexis Monthly Chgs 03/01-03/31	04/30/2018		186.09
			Total for Check Number 58549:	0.00	186.09
58550	MAHMOUD Reimb Reimb1 Reimb2 Reimb3	Kamal Mahmoud Reimb Mileage-PMI Seminar 04/09-K Mahmou Reimb Mileage-PMI Seminar 04/10-K Mahmou Reimb Parking-PMI Seminar 04/09-K Mahmou Reimb Parking-PMI Seminar 04/10-K Mahmou	04/30/2018		22.80 22.80 16.00 16.00
			Total for Check Number 58550:	0.00	77.60
58551	MASONSCC 2209925-00	Masons Supply Company Sweetwater Ranch Sinkhole Construction	04/30/2018		30.84
			Total for Check Number 58551:	0.00	30.84
58552	NATBARR 275484	National Barricade Co., LLC Cones & Signage-35th Ave Flooding	04/30/2018		1,002.21
			Total for Check Number 58552:	0.00	1,002.21
58553	NORTHSH 8228	Northshore Senior Center Allocation for Senior Program-1st Qtr 2018	04/30/2018		3,125.00
			Total for Check Number 58553:	0.00	3,125.00
58554	OPENNRTH 151	Open North Inc Citizen Budget Base Package	04/30/2018		900.00

AP Checks by Date - Detail by Check Date (5/4/2018 8:48 AM)

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58554:	0.00	900.00
58555	PAWS March 2018	PAWS Animals Brought to Shelter-Mar	04/30/2018		543.00
			Total for Check Number 58555:	0.00	543.00
58556	PAWSAFT 6742 6745	Paws Afoot Dog Obed-Puppys ABCs (Winter 2) 03/19-04/23 Dog Obed-Basic Training for Dogs (Winter 2) 0:	04/30/2018		154.00 385.00
			Total for Check Number 58556:	0.00	539.00
58557	PERTEET 20160281.009-3 20180015.000-1	Perteet Inc Prof Serv-NPDES Stormwater Permit Applicatio Prof Serv-Storm Pipe Assessment 03/05-04/01	04/30/2018		760.26 17,587.89
			Total for Check Number 58557:	0.00	18,348.15
58558	PITNEYW 800090000046343	Purchase Power Postage-Refill Postage Meter	04/30/2018		2,000.00
			Total for Check Number 58558:	0.00	2,000.00
58559	POSCONC 0200945-IN	POSitive Concepts 3 Cases POS Thermal-Sector Paper	04/30/2018		735.00
			Total for Check Number 58559:	0.00	735.00
58560	PROPELIN 482227	Propel Insurance Surety Bond 3/1/18-3/1/19 Sweetwater Ranch Si	04/30/2018 VOID	3,168.00	
			Total for Check Number 58560:	3,168.00	0.00
58561	PSRC 2018048	Puget Sound Regional Council Annual Membership-FY 2018	04/30/2018		7,325.00
			Total for Check Number 58561:	0.00	7,325.00
58562	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 03/20-04/18 15728 Main St 03/20-04/18	04/30/2018		247.42 422.65
			Total for Check Number 58562:	0.00	670.07
58563	RKSOLID 6766	Rock Solid Learning LLC Fossils & Tiny Treasures (April) 04/14 #6766	04/30/2018		94.50
			Total for Check Number 58563:	0.00	94.50
58564	RNRCSMNC Refund	Rainier Case Management Inc Release Security Deposit-Suite #223	04/30/2018		500.00
			Total for Check Number 58564:	0.00	500.00
58565	SDISTCRT March 2018 March 2018a	South District Court Filing Fees SD Court-Mar Interpreter Costs-Mar	04/30/2018		8,763.11 1,086.46
			Total for Check Number 58565:	0.00	9,849.57
58566	SESHADRI	Sridhar Seshadri	04/30/2018		

AP Checks by Date - Detail by Check Date (5/4/2018 8:48 AM)   Page 6

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	Refund	Refund Passport Photos Receipt #165197			16.00
			Total for Check Number 58566:	0.00	16.00
58567	SHI B08073627	SHI International Corp Adobe Installation-G Brink	04/30/2018		319.00
			Total for Check Number 58567:	0.00	319.00
58568	SHREDIT 8124545331	Shred-It USA Inc Shredding Service Fee	04/30/2018		92.15
			Total for Check Number 58568:	0.00	92.15
58569	SITEIMP 54764	Siteimprove Inc Annual Renewal-Website Analytics/Error Check	04/30/2018		5,840.00
			Total for Check Number 58569:	0.00	5,840.00
58570	SNDPUBIN EDH803918 EDH803991 EDH804253	Sound Publishing Inc City Bids: Sweetwater Ranch Sinkhole Repair City Notice: Demolish Church, Construct New F City Notice: Applications-The Farm at Mill Crec	04/30/2018		29.24 56.76 75.68
			Total for Check Number 58570:	0.00	161.68
58571	SNOCOC 2018-4422	Snohomish County Corrections Jail Service Fees-Feb	04/30/2018		12,888.78
			Total for Check Number 58571:	0.00	12,888.78
58572	SNOCOPW 1000466574 1000466575 1000466576 1000466576a 1000466576b	Snohomish County Public Works RR6138-Overlay Program-Feb RR7797-Snowplow-Feb RR7552-Dumas Rd & Park Rd-Feb RR7864-Dumas at North Creek Dr-Feb RR7869-Mill Creek Blvd at Main-Feb	04/30/2018		130.44 151.50 139.57 139.56 3,748.33
			Total for Check Number 58572:	0.00	4,309.40
58573	SNOCPUD 2001-0143-4 2001-5445-8 2007-9722-3 2013-4538-6 2019-4860-1 2022-1236-1 2022-3010-8 2024-6104-2 2026-6749-9 2026-9300-8 2028-5205-9 2031-6469-4 2032-1155-2 2033-4808-1 2033-8815-2	PUD No. 1 of Snohomish County 2725 Seattle Hill Rd 03/13-04/11 2720 Seattle Hill Rd 03/14-04/11 3401 148th St SE 03/22-04/21 2501 147th Pl SE 03/23-04/23 13903 N Creek Dr 03/20-04/18 928 Dumas Rd 03/20-04/18 1900 164th St SE 03/14-04/11 15803 32nd Ave SE 03/13-04/11 2024 Seattle Hill Rd 03/14-04/11 15720 Main St 03/16-04/16 15720 Main St Unit B 03/16-04/16 13510 N Creek Dr 03/18-04/18 13628 N Creek Dr 03/20-04/18 14810 35th Ave SE 03/13-04/11 15429 Bothell Everett Hwy 03/09-04/06	04/30/2018		16.20 15.66 56.40 32.81 972.96 112.62 18.78 71.94 34.14 1,769.22 358.98 51.98 55.10 59.28 24.56
			Total for Check Number 58573:	0.00	3,650.63
58574	SNYDERRF 5872668	Snyder Roofing CHN Roof Repairs	04/30/2018		966.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58574:	0.00	966.00
58575	STATEAUD L124750	State Auditor's Office Statutory Audit Services 2016-2016	04/30/2018		2,234.85
			Total for Check Number 58575:	0.00	2,234.85
58576	TERMINIX 374576789	Terminix Processing Center Pest Control-WO#15254560791	04/30/2018		80.59
			Total for Check Number 58576:	0.00	80.59
58577	UPS 00009X8014168	United Parcel Service UPS Charges-Hon Accessories Fulfillment	04/30/2018		21.60
			Total for Check Number 58577:	0.00	21.60
58578	VANHOLLT 6804	Tenille Van Hollebeke Cupcake Class: Spring Garden Path Cupcakes 04	04/30/2018		105.00
			Total for Check Number 58578:	0.00	105.00
58579	WAALARM 430374 432091 432280	Washington Alarm Electrical Permit-PD Storage 2nd Qtr Monitoring/Cellular Chgs-City Hall 04/(PD Storage-Balance of Installation	04/30/2018		77.93 162.00 1,401.65
			Total for Check Number 58579:	0.00	1,641.58
58580	WALTNELS 647282	Walter E. Nelson Co. Flannel Wiping Rags	04/30/2018		127.53
			Total for Check Number 58580:	0.00	127.53
58581	WASTDTR JA9518	Washington State Dept. of Transportation 2 CY Salt and Sand Mixed-Snow & Ice Remova	04/30/2018		96.81
			Total for Check Number 58581:	0.00	96.81
58582	WINSUPP 023650 00	Winsupply Company Irrigation Fix-City Hall	04/30/2018		40.37
			Total for Check Number 58582:	0.00	40.37
			Total for 4/30/2018:	3,168.00	109,779.56
			Report Total (64 checks):	3,168.00	109,779.56

MillCreek
WASHINGTON

Date: May 8, 2018

Payroll Check Batches		
Dated	**Check Numbers**	**Amount**
04/25/2018	ACH Automatic Deposit Checks	$156,988.18
04/25/2018	ACH Wire- FWT & Medicare Taxes	$27,010.22
04/25/2018	ACH Wire MEBT- Wilmington Trust	$28,603.63
04/25/2018	ACH Wire- ICMA RC- Def. Comp	$1,679.05
04/25/2018	ACH Wire- BAC- Flex Spending Acct	$1,027.05
05/03/2018	ACH Wire- Assoc. of WA Cities	$81,352.40
Total		**$296,660.53**

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 $296,660.53.

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

_____

Councilmember _____   Finance Director _____

Councilmember _____   City Manager _____

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

Payroll and Benefit ACH Payments in the Amount of $296,660.53 (Audit Com...

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Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West   Status:Cycle Complete
Week#:17   Pay Date:04/25/2018   P/E Date:04/15/2018
Qtr/Year:2/2018   Run Time/Date:19:40:36 PM EDT 04/23/2018

Taxes Debited	Federal Income Tax	20,613.71			
	Earned Income Credit Advances	0.00			
	Social Security - EE	0.00			
	Social Security - ER	0.00			
	Social Security Adj - EE	0.00			
	Medicare - EE	3,198.26			
	Medicare - ER	3,198.25			
	Medicare Adj - EE	0.00			
	Medicare Surtax - EE	0.00			
	Medicare Surtax Adj - EE	0.00			
	COBRA Premium Assistance Payments	0.00			
	Federal Unemployment Tax	0.00			
	State Income Tax	0.00			
	Non Resident State Income Tax	0.00			
	State Unemployment Insurance - EE	0.00			
	State Unemployment Insurance Adj - EE	0.00			
	State Disability Insurance - EE	0.00			
	State Disability Insurance Adj - EE	0.00			
	State Unemployment/Disability Ins - ER	0.00			
	Workers' Benefit Fund Assessment - EE	0.00			
	Workers' Benefit Fund Assessment - ER	0.00			
	Local Income Tax	0.00			
	School District Tax	0.00			
	Total Taxes Debited	27,010.22			
Other Transfers	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	156,988.18		**Total Liability**	
	Total Amount Debited From Your Account		183,998.40		183,998.40
Bank Debits & Other Liability	Checks	0.00			183,998.40
	Adjustments/Prepay/Voids	0.00			183,998.40
Taxes- Your Responsibility	None this payroll				
					183,998.40

AGENDA ITEM #G.

Payment Details Report

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 04/25/2018 1:00:27 PM CDT

Bank of America
Merrill Lynch

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

Status: Confirmed by Bank	**Template Name:** MATRIX/MEBT
Transaction Number: 184PC2157RRS2D96	**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 Account: ~~█████████~~
Beneficiary Address: NA	Beneficiary Bank ID: ~~████████~~
Beneficiary City: NA	JPMORGAN CHASE BANK, NA
Beneficiary Postal Code: NA	1111 POLARIS PKWY
Beneficiary Country: US - United States of America	COLUMBUS
	US - United States of America
	Beneficiary Email:
	Beneficiary Mobile Number:

Payment Details

Credit Currency: USD	Value Date: 04/25/2018
Credit Amount: 28,603.63	

Optional Information

Sender's Reference Number: CITY MILL CREEK	Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:	Receiver Information:

Control Information

Input: sankottke	Input Time: 04/25/2018 12:22:04 PM CDT
Approved: sankottke	Time: 04/25/2018 12:59:59 PM CDT
Initial Confirmation: WTX:2018042500326253	
Confirmation #: CHPR:0416301	

cr
4/25

Payment Details Report

Bank of America 🦅
Merrill Lynch

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 04/25/2018 1:00:59 PM CDT

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

Status: Confirmed by Bank	**Template Name:** ICMA 457 Plan
Transaction Number: 184PC1736A6S2481	**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 Account:** ████████
Beneficiary Address: P.O. Box 64553	**Beneficiary Bank ID:** ████████
Beneficiary City: Baltimore	MANUFACTURERS AND TRADERS TR C
Beneficiary Postal Code: 21264-4553	ONE M AND T PLAZA, 15TH FL
Beneficiary Country: US - United States of America	BUFFALO
	US - United States of America
	Beneficiary Email:
	Beneficiary Mobile Number:

Payment Details

Credit Currency: USD	**Value Date:** 04/25/2018
Credit Amount: 1,679.05	

Optional Information

Sender's Reference Number: 302029	**Beneficiary Information:** City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:	**Receiver Information:**

Control Information

Input: sankottke	**Input Time:** 04/25/2018 12:17:50 PM CDT
Approved: sankottke	**Time:** 04/25/2018 12:59:59 PM CDT
Initial Confirmation: WTX:2018042500326255	
Confirmation #: FEDR:20180425B6B7HU2R009715	

ACH Cash Pro Online   **Report Date:**   **04/25/2018**
City of Mill Creek   **Report Time:**   **12:50:38 PM**

Batch Summary Report by ID Number

Company Name:	**City of Mill 01**	**Effective Date:**	**04/26/2018**
ACH ID:	**2911225895**	**Batch Sequence:**	**1**
Application Name:	**CCD Payments and Collections**	**Database Name:**	**BAC**
Batch Status:	**Released**	**Created By:**	**SANKOTTKE**
Released By:	**SANKOTTKE**		

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
BAC	BENEFIT ADMIN C	$1,027.05	C	~~█████████~~	~~█████████~~	C	

	Total Amount in Batch	Total Count in Batch
Debits	$0.00	0
Credits	$1,027.05	1
Prenotes	$0.00	0

	Grand Total Amount	Grand Total Count
Debits	$0.00	0
Credits	$1,027.05	1
Prenotes	$0.00	0

[handwritten] 4/26

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - *contains all changes to this account as of 05/03/2018 09:55:19 AM*

FUND: 100   **ACCOUNT NUMBER: 186 L**

BILL MONTH:	05/2018
COVERAGE MONTH:	05/2018
PAYMENT DUE BY:	**05/10/2018**
CURRENT BILLING AMOUNT:	$81,352.40
PRIOR OVERAGE OR SHORTAGE:	$0.00
ADJUSTMENTS:	$0.00
TOTAL AMOUNT DUE:	**$81,352.40**

100   186   L   052018   0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	05/2018	$ 81,352.40

If you have questions concerning your billing, please contact the Association of Washington Cities Office at (800) 562-8981 or (360) 753-4137 or Northwest Administrators, Inc. at (206) 726-3345.
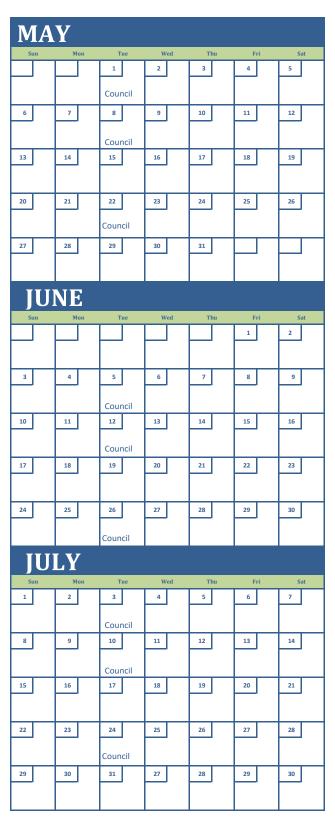
MAIL PAYMENT TO: *If payment is made by check, please print a copy of this page and mail it with your payment to the following address.*

ASSOCIATION OF WASHINGTON CITIES

PO BOX 84303

SEATTLE, WA 98124-5603

Page 1 of 3

MAY

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		

JUNE

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

JULY

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	27	28	29	30

Tentative Council Meeting Agendas
Subject to change without notice
Last updated: May 4, 2018

May 22, 2018
(Agenda Summary due May 8)
- Exploration Park
  - Bid Award
  - Schedule
  - Communications Plan
- WRIA 8 ILA
- Work Session:
  - HR Policies – Chapter 6 (Leave)

June 5, 2018
(Agenda Summary due May 22)
- Check Presentation: AWC Scholarship Nominee
- YAB Recognition
- Beaver Management Plan
- Code Revision - Repeal of Board of Appeals/Adjustment
- Administrative approval of long plats
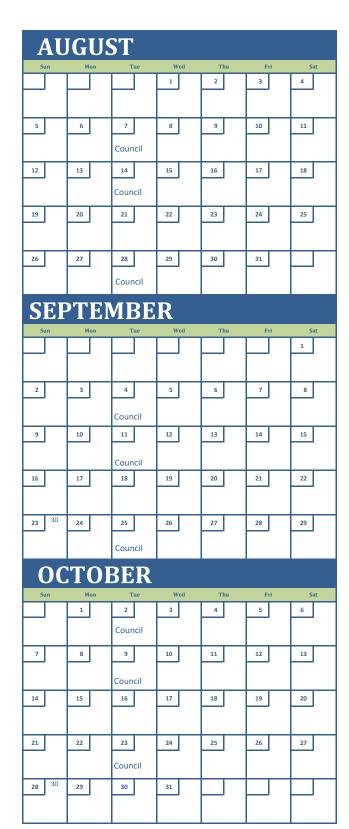
June 12, 2018
(Agenda Summary due May 29)
- Long term planning impacts from Paine Field commercial flights.

June 26, 2018
(Agenda Summary due June 12)
- Presentation: Sports Tourism Feasibility Study
- Tourism Bureau Annual Report
- Presentation: EGUV Development Agreement

AUGUST

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

SEPTEMBER

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

OCTOBER

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

Work in Progress – Upcoming Agenda Items
- Personnel Policies and Procedures
- Freedom Field Grant Contract
- Freedom Field Construction Contract
- Budget Calendar
  - CIP Policies
  - Financial Policies

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