

# 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.** 2018-832  
**Next Resolution No.** 2018-574

**July 24, 2018**  
**City Council Meeting**  
**6:00 PM**

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

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

## **PRESENTATIONS**

- B. Snohomish County Tourism Bureau Annual Report  
(Amy Spain, Executive Director)

## **OLD BUSINESS**

- C. Motion to Reject all Bids Received for Exploration Park  
(Bob Stowe, Interim City Manager)

## **NEW BUSINESS**

- D. Planning Commission Appointments  
*(City Council Interview Committee: Councilmember Bond and Mayor Pro Tem Holtzclaw)*
- E. 35th Ave SE Reconstruction Project Contract Change Order  
*(Bob Stowe, Interim City Manager)*
- F. Sweetwater Ranch Stormwater Project Addendum No 2. to Shoreline Construction Co. Contract 2018-1418  
*(Bob Stowe, Interim City Manager)*
- G. Sweetwater Ranch Stormwater Project Addendum No. 2 to Blueline Group, LLC. Contract 2017-1381  
*(Bob Stowe, Interim City Manager)*

**STUDY SESSION**

- H. 2019-2020 Budget Planning  
*(Bob Stowe, Interim City Manager)*

**CONSENT AGENDA**

- I. Approval of Checks #58859 through #58929 and ACH Wire Transfers in the Amount of \$183,622.88  
*(Audit Committee: Councilmember Bond and Councilmember Cavaleri)*
- J. Payroll and Benefit ACH Payments in the Amount of \$209,456.79  
*(Audit Committee: Councilmember Bond and Councilmember Cavaleri)*
- K. City Council Meeting Minutes of May 8, 2018
- L. Special City Council Meeting Minutes of May 15, 2018
- M. Special City Council Meeting Minutes of May 17, 2018
- N. City Council Meeting Minutes of May 22, 2018
- O. Building Permit Surcharge

**REPORTS**

- P. Mayor/Council
- Q. City Manager
  - Council Planning Schedule
- R. Staff
  - 2nd Quarter Financial Report

**AUDIENCE COMMUNICATION**

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

**RECESS TO EXECUTIVE SESSION**

*(Confidential Session of the Council)*

- T.
  - Discussion of the performance of a public employee per RCW 42.30.110(1)(g)
  - Discuss potential litigation pursuant to RCW 42.30.110(1)(i)

*Action may or may not be taken.*

**ADJOURNMENT**



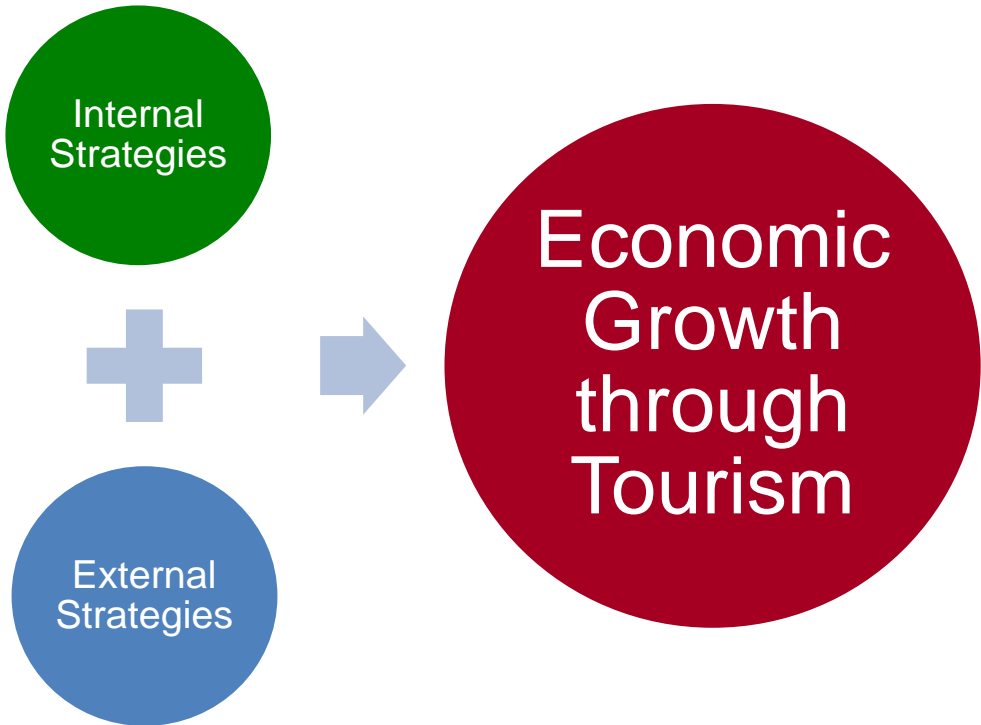
# Tourism = \$1 Billion to Snohomish County

Snohomish County Tourism Bureau  
2017 Annual Report

# Purpose of the SCTB:

- **Economic development of Snohomish County through tourism**
- **\$1.11 Billion Industry**
- **10,910 jobs**

# What we do:

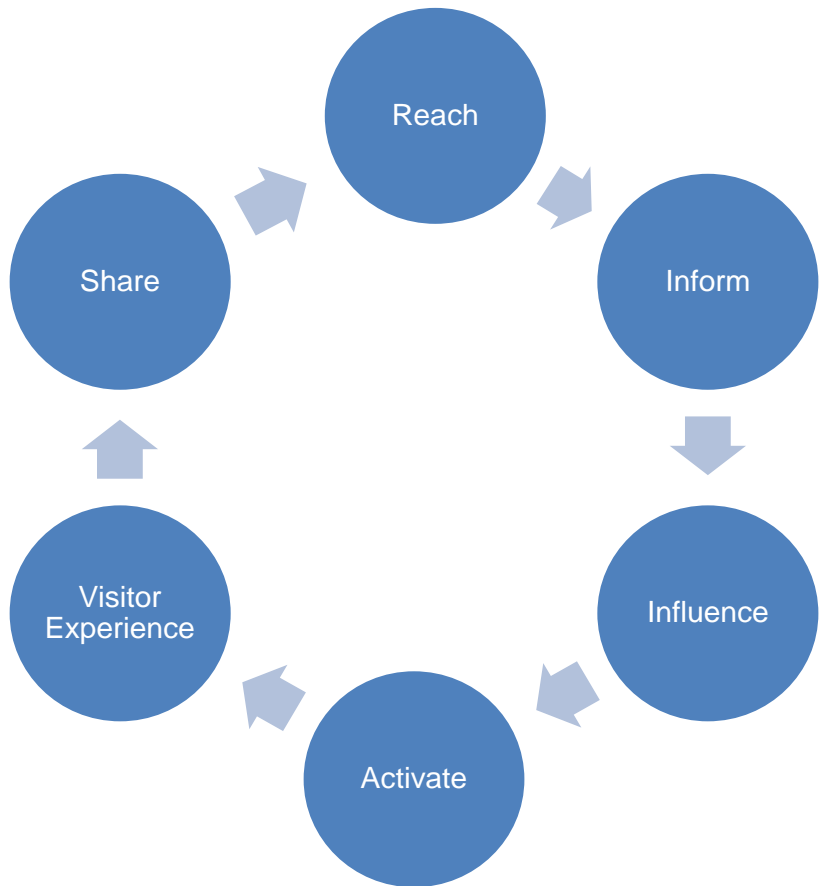


## How we do it:

- Industry Education
- Marketing Platforms
- Referrals and Sponsorships
- Lead Generation



# What we do:



External Strategies

## How we do it:

### Marketing:

- Website
- Advertising
- Collateral Development and Distribution
- E-Newsletters
- Social Media
- Services (Visitor services and convention services)



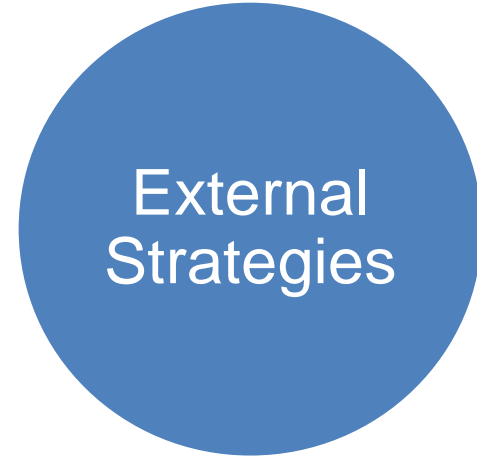
External  
Strategies



# How we do it:

## Direct Sales:

- Trade shows
- Sales Missions
- Direct Sales Calls
- Membership Organizations



Tourism IS  
economic  
development

Visitors to Washington State  
spent nearly **\$21.4 billion** in 2016;  
accounting for **\$1.3 billion** in  
local/state tax revenues; creating  
**177,100 jobs!**

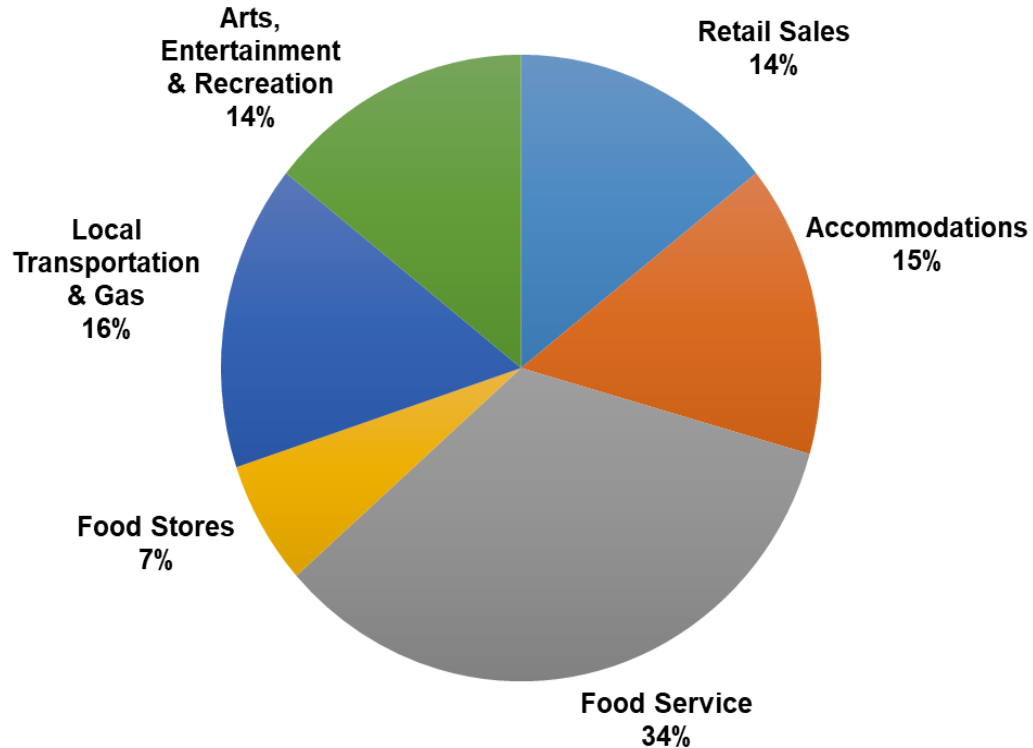
# Because Tourism Matters

## *Effect of Tourism in Snohomish County*

<i>10,910</i>	<i>jobs</i>
<i>\$ 307.5 million</i>	<i>payroll</i>
<i>\$ 22.8 million</i>	<i>local taxes</i>
<i>\$ 58.2 million</i>	<i>state taxes</i>

*\*\*Data provided by Dean Runyan and Associates April 2018*

# Visitor spending in Snohomish County is \$1.11 billion per year; Up 6.2% from previous year:

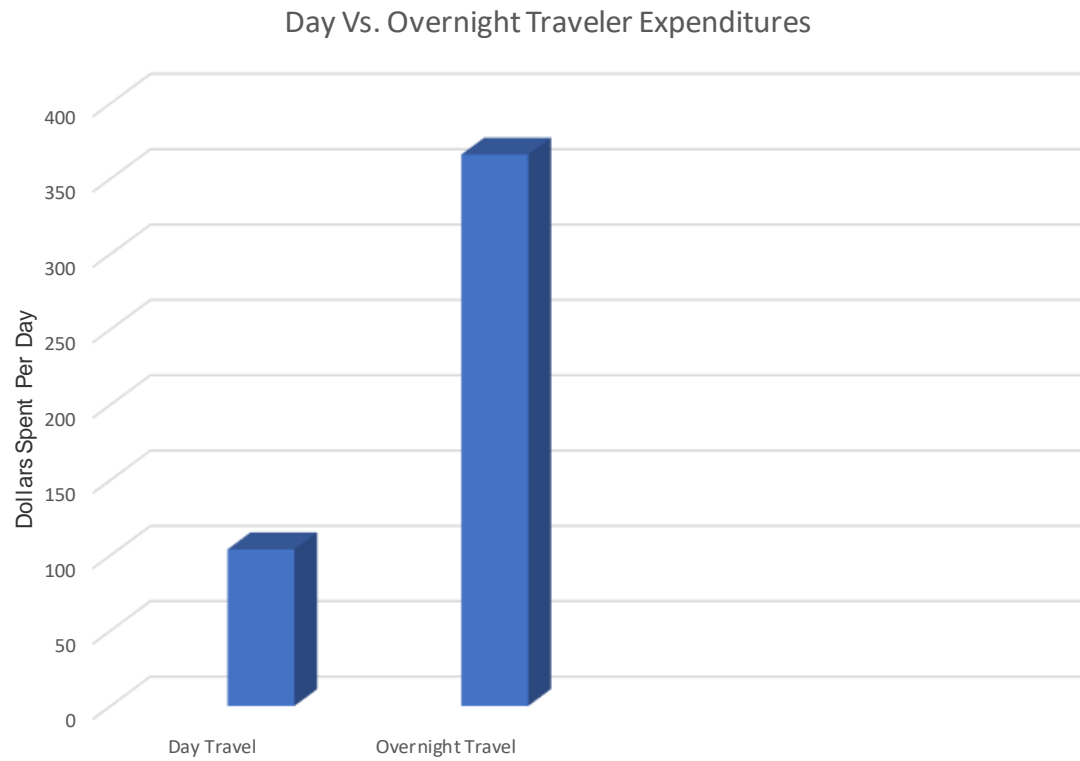


# Impact of Travel to Local Economy

## Overnight Travelers to Snohomish County (staying in commercial lodging)

- average 2.1 people per travel party
- stay 2.1 nights
- spend \$366 per travel party per day

# Impact of Travel to Local Economy



\*\*Data provided by Dean Runyan and Associates April 2018

# Interagency Collaboration:

## SCTB

**Destination Marketing and Promotion, Sales, visitor Services and Industry Education**

- Marketing, Promotion and Advertising
- Branding
- Tourism Research
- Website and Social Media
- Public Relations and Communications
- Meetings, Conventions and Groups Marketing and Sales
- Sports Marketing and Sales
- Visitor Services
- Collateral Materials
- Statewide Cooperation
- Industry Education

## SCPRT

**Sustainable Destination Development**

- Sustainable Regional Destination Development, Marketing and Promotion
- Regional Bike Trail Network
- Trails and Trail Town Development
- Visitor Capacity Planning
- Mobile Connectivity and Open Data
- Visitor Wayfinding
- Lodging and Facility Options
- Aviation District and Commercial Air Service
- Events and Festival Strategy
- Seasonality
- Infrastructure Gaps

# New State Tourism Funding!

- **E4SSB 5251 signed into legislation**
- **This bill does not raise taxes and requires a 2 to 1 non-state to state match.**
- **Provides up to \$1.5 million in 2019; and up to \$3 million for each future biennium**



## Stats At A Glance:

- **3,441 requests for information from ads**
- **Website visitation was down 7%**
- **Achieved over \$216,400 of free media coverage**
- **T & D convention room nights represented \$45.9 million in economic impact**
- **Served over 31,500 visitors. Countywide centers served nearly 108,000 visitors – a 14% increase**
- **Tourism spending = over \$1.11 billion; up 6.2%**
- **All hotel measurements are up:**
  - Hotel occupancy: up 3.6%**
  - Average Daily Rate: up 0.3%**
  - RevPar: up 3.9%**
- **Hotel/Motel tax: up 4.2%**

# Group Sales



# Convention, Sports and Group Tour Sales and Service

Ads generate leads, support branding and generate interest in Snohomish County as a meeting/event destination

**OPEN UP**  State of the art conference facilities  
 hotels with meeting space  
 Percent less compared to Downtown Seattle

to savings north of Seattle  
 Snohomish.org | 888-338-0976



**OPEN UP**  
 TO DEDICATION




JUST MINUTES NORTH OF SEATTLE, WHERE DEDICATION TO YOUR SUCCESSFUL EVENT IS OUR BADGE OF HONOR.

**SNOHOMISH COUNTY**  
 LIVE YOUR BEST NOW  
 SPORTS COMMISSION

SNOHOMISH COUNTY  
 Greater-Thrombolium Area

Snohomish.org  
 888-338-0976

**SNOHOMISH COUNTY**  
 WASHINGTON



**OPEN UP**  
 WHERE DEDICATION TO YOUR SUCCESSFUL EVENT IS OUR BADGE OF HONOR.



**OPEN UP TO DEDICATION**  
 Just minutes north of Seattle, you'll find a great selection of sports venues for your event. In addition to complete event organization assistance, you'll find over 5,000 hotel rooms, endless outdoor adventures and unlimited opportunities for fun.

**SNOHOMISH COUNTY**  
 LIVE YOUR BEST NOW  
 SPORTS COMMISSION

Contact Tammy Dunn, CSEE  
 at 888-338-0976, ext. 102

Snohomish.org | 888-338-0976

# Convention, Sports and Group Tour Sales and Service

**20** trade shows  
**627** direct leads



# Convention, Sports and Group Tour Sales and Service

**3** sales missions to Vancouver BC, Olympia and Colorado Springs, along with:

- Lynnwood Convention Center
- Future of Flight Aviation Center
- Seattle Premium Outlets
- Flying Heritage and Combat Armor Museum
- Edward D. Hansen Conference Center
- Angel of the Winds Casino
- City of Lynnwood
- County hotels

**39** new leads for hotels and attractions.

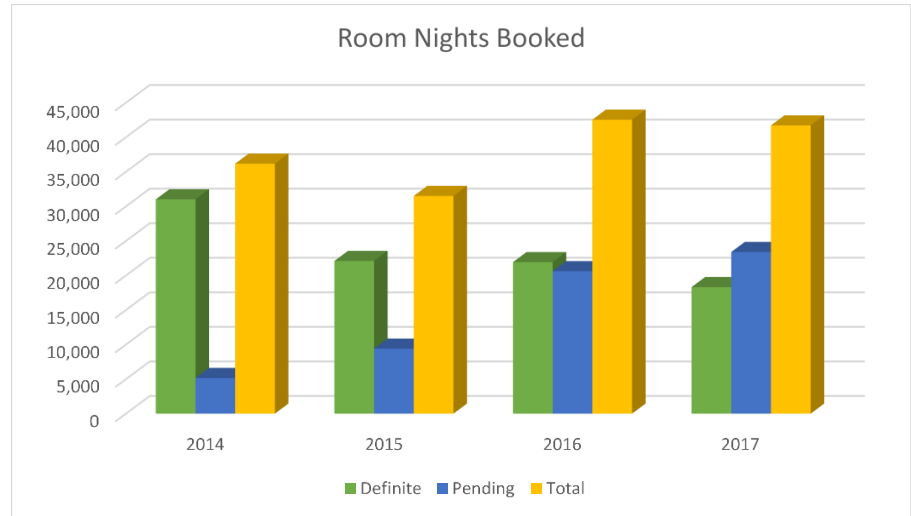
# Convention, Sports and Group Tour Sales and Service

**12** familiarization tours were conducted for meeting, group tour, sports and international tour and travel planners and domestic and international media



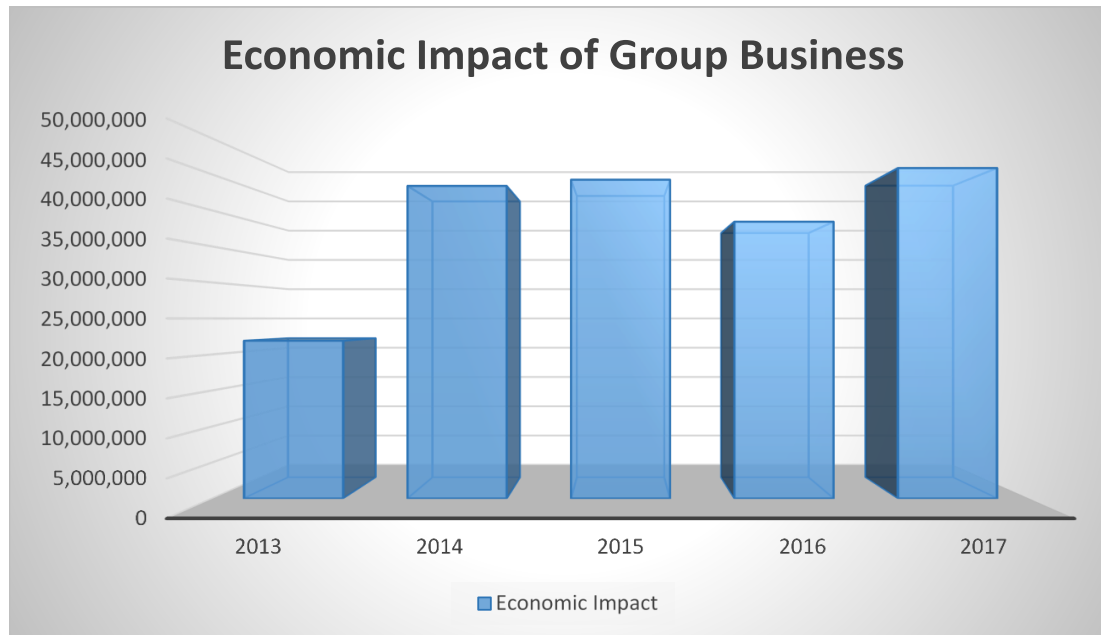
# Convention, Sports and Group Tour Sales and Service

- **Group tour, meeting and event planner bids were prepared which resulted in 18,314 total definite room nights**
- **Additional pending bookings at year end totaled 23,390 room nights**
- **Totaling 41,704 room nights**



# Convention, Sports and Group Tour Sales and Service

**Economic Impact totals \$45.9 million**





# Sports Sales and Service

## ***\$26.8 Million***

### **Economic impact derived from Sports**



- **USA Curling National Championships**
- **USA Triathlon Youth and Jr. Elite Series**
- **NWAC Men and Women Basketball Championships**
- **Spartan Super & Sprint Race – US Championship Series**
- **Spartan Beast & Sprint Race**

# Sports Marketing

## Recognition and Awards:



- ✓ Sports Events Magazine Readers' Choice Award – 7 time winner!
- ✓ Champions of Economic Impact in Sports Tourism
- ✓ Sports Events Top Sports Vacation Spot
- ✓ Sports Events #8 Outdoor Adventure Sports Destination

# Tourism Development



# Tourism Development

**3,198** requests for information from ads

- 425 Magazine
- Cascade Loop
- Northwest Travel
- North Sound Living
- Outdoors NW
- Washington State Visitors Guide
- Vancouver BC print/online



# Online Presence

**ULTIMATE SEATTLE AVIATION EXPERIENCE**  
— PAST, PRESENT & FUTURE —



**HISTORIC FLIGHT FOUNDATION**      **FUTURE OF FLIGHT CENTER & BOEING TOUR**

**MUSEUM OF FLIGHT RESTORATION CENTER**      **FLYING HERITAGE & COMBAT ARMOR MUSEUM**

**SNOHOMISH COUNTY WASHINGTON**  
Snohomish.Org/Aviation 888-338-0976

**SNOHOMISH COUNTY WASHINGTON**



**OPEN UP TO ADVENTURE!**  
Snohomish.org | 888-338-0976

**OPEN UP**


**SNOHOMISH COUNTY WASHINGTON**  
SEATTLE BACKCOUNTRY

**OPEN UP**

TO OUT-OF-THIS-WORLD ADVENTURES JUST 15 MILES FROM SEATTLE

**SEATTLE BACKCOUNTRY**

**SNOHOMISH COUNTY WASHINGTON**



# Tourism Development

## New E-Newsletters:



# Tourism Development

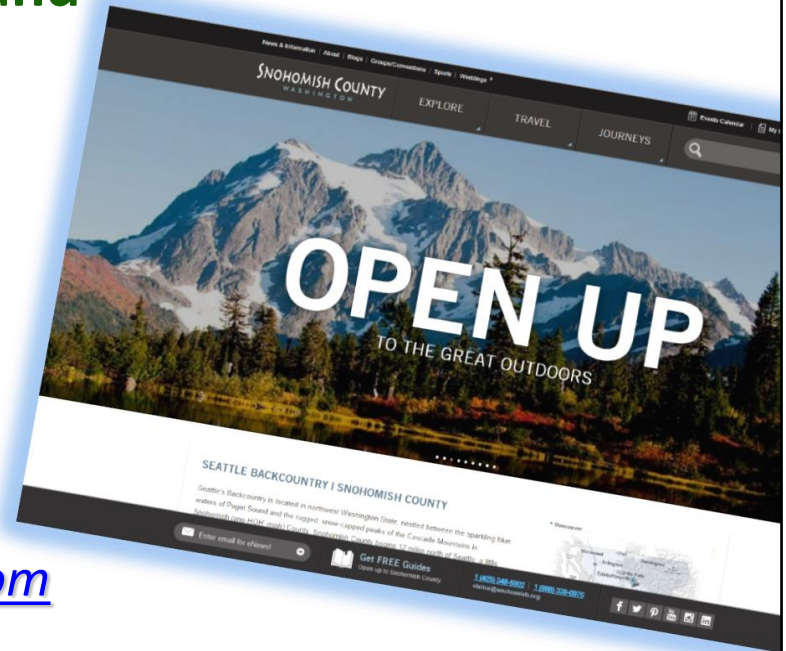
- Website visitation was down 7%
- 2,640 visits to RoomsAtPar and StayShopAndSave websites, with click thru's to Snohomish.org

[www.snohomish.org](http://www.snohomish.org)

[www.RoomsAtPar.com](http://www.RoomsAtPar.com)

[www.StayShopAndSave.com](http://www.StayShopAndSave.com)

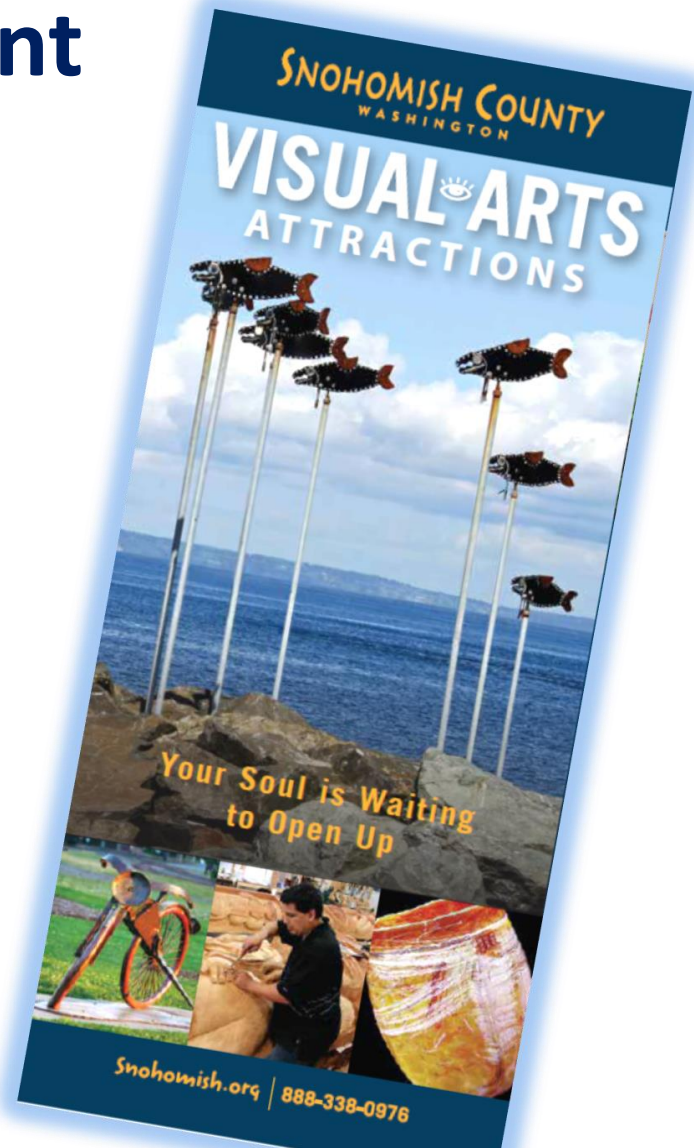
[www.SnohomishCountyWeddings.com](http://www.SnohomishCountyWeddings.com)



# Tourism Development

## New collateral

- Arts and Culture Guide

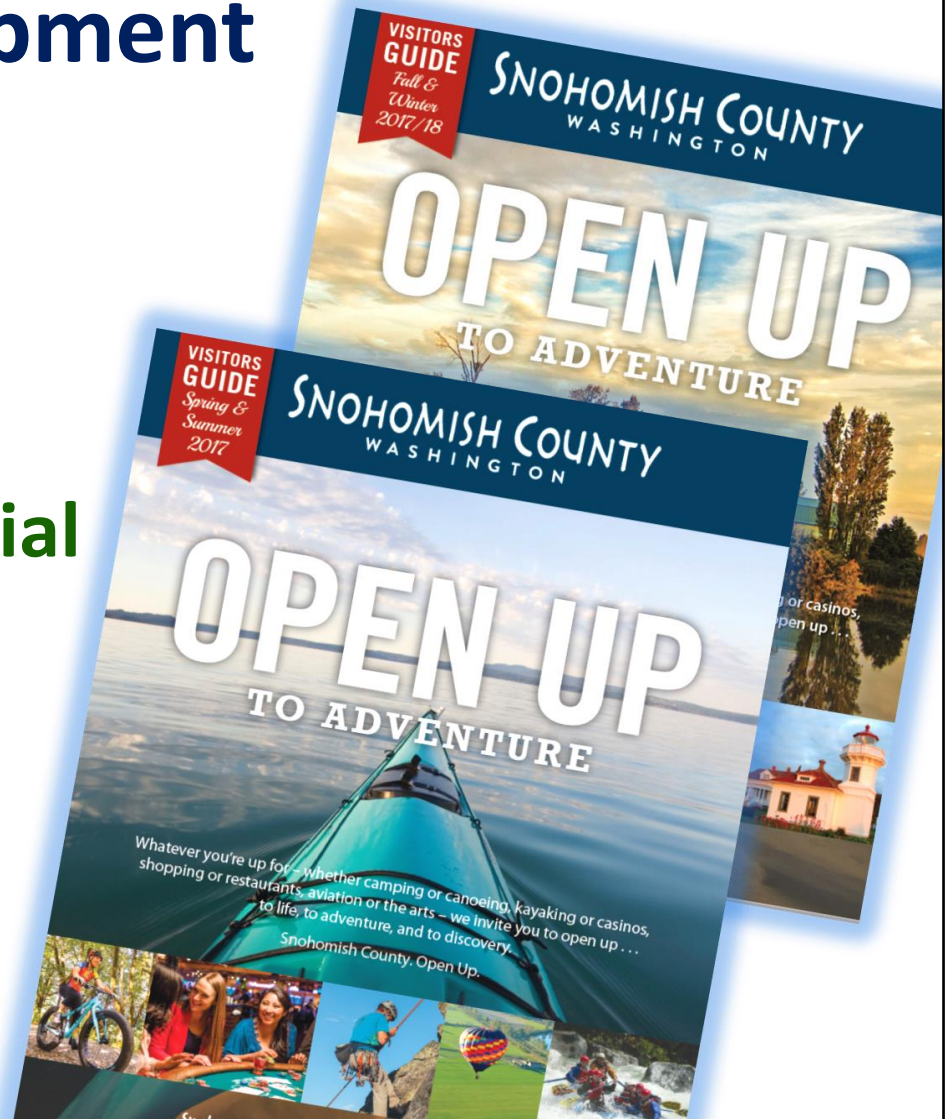




# Tourism Development

**85,000**

**copies of the official  
visitor guide  
distributed**



# Public Relations and Media



# Public Relations and Media

4 quarterly issues of StoryLine were mailed to 400 targeted travel writers with each issue.



# Public Relations and Media

**18** *Press Releases Sent*

**7** *Fam tours*

**25** *Media Pitches*

**\$216,444** *Free Media Coverage*

# Social Media: Flickr, Twitter, Facebook, Instagram & Pinterest

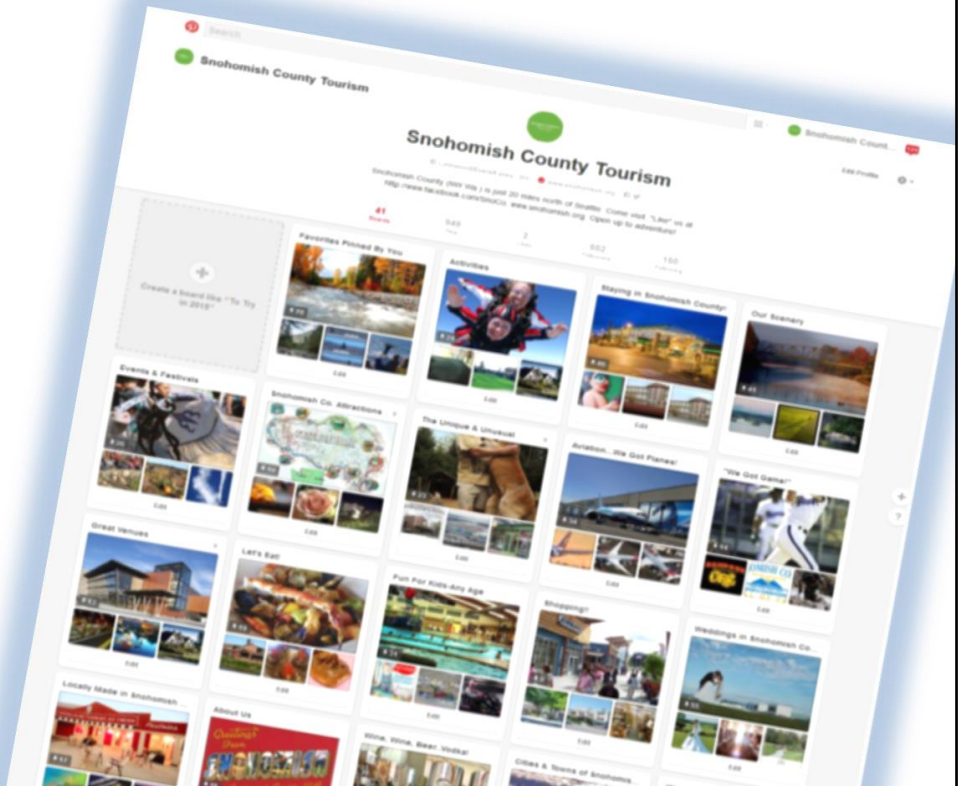
- Twitter
- Facebook presence: Tourism, Sports, Weddings, Meetings and Conventions, and for VIC volunteer recruitment



# Social Media: Flickr, Twitter, Facebook, LinkedIn, Instagram & Pinterest

## Pinterest Boards:

- ✓ Activities
- ✓ Hotels
- ✓ Shopping
- ✓ Fun for families
- ✓ Great Outdoors
- ✓ Wildlife
- ✓ And much more!



# Social Media: YouTube



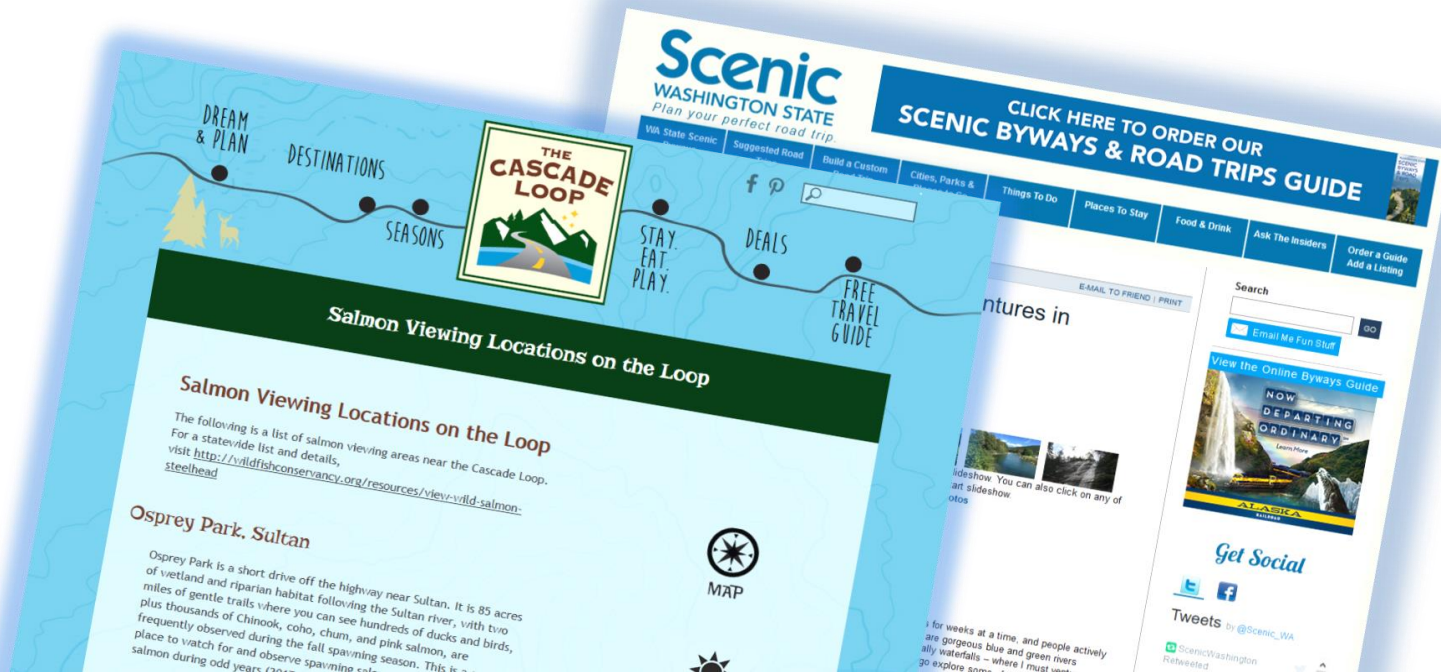
**31 different videos**

**2 added in 2017:**

- **Family biking adventures**
- **Stay Wild in Seattle Backcountry**

# Social Media: Blogs

- Cascade Loop – 8 articles
- Scenic WA – 6 articles
- Taste Washington Travel – 3 articles





# Visitor Services



# Visitor Services

## Partnerships Make it Happen!

- City of Snohomish, Snohomish Chamber of Commerce, Historic Downtown Snohomish and the Historical Society of Snohomish
- City of Lynnwood Tourism and Parks & Recreation, as well as Alderwood Manor Heritage Association and Snoisle Genealogical Society
- Future of Flight and Paine Field

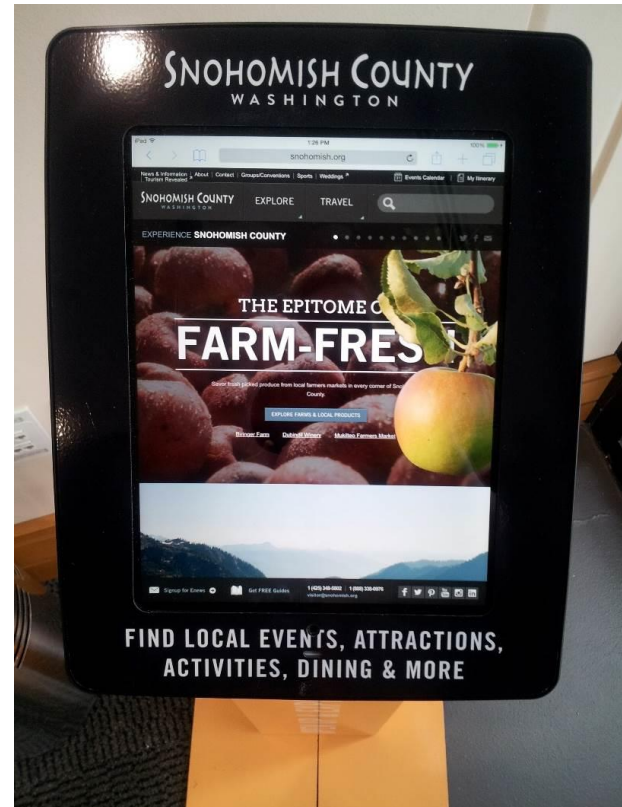


# Visitor Services

## Ambient advertising at Everett Mall



# Visitor Services Are Digital – Kiosks at Future of Flight, Lynnwood Convention Center and Tulalip Resort



# Visitor Services

Mobile VICs  
operating at events  
and festivals:

- Sky Fair at Paine Field
- Fair on 44<sup>th</sup> - Lynnwood
- Return of the Salmon - Sultan
- Strawberry Festival - Marysville
- Community Days at Everett Mall
- Evergreen State Fair - Monroe
- And MORE! 10 events in all



# Visitor Services

## Visitor snapshot:

**71% from more than 50 miles away**

- 5% from other WA counties
- 34% from other states
- 32% from other countries

**29% from local area  
(including surrounding counties)**

**Served 108,000 visitors  
countywide**



# Industry Education

## APP ANALYTICS

Overview – page views, visits, unique visitors

- devices & operating systems used to access app
- view performance of marketing campaigns over results, QR code scans, audio guide calls, and more

Metric	Value
Page Views	10,000
Visits	5,000
Unique Visitors	3,000

The slide also features three data visualizations: a table with columns for 'Metric' and 'Value', a line graph showing trends over time, and a pie chart with a legend.



# Industry Education

**3** countywide tourism related programs conducted including:

- **Mobile Tour Apps**
- **Social Media**
- **Geocaching**





# Industry Education

## Continue Industry Training Tools:

- ✓ Monthly Hotel Hot Sheet
- ✓ Tourism Industry Month Tours

Get deals on aviation experiences in Snohomish County!

[View this email in your browser](#)



### Just a reminder...

Don't forget to take advantage of the exclusive discounts throughout Snohomish County! These deals are open to ALL employees that have direct contact with visitors at any hospitality business! If you interact with tourists as part of your job, then you're eligible to receive these special industry education discounts. Keep reading for more information, or skip to the bottom to print the coupons.



### What's Happening in Snohomish County This Month?

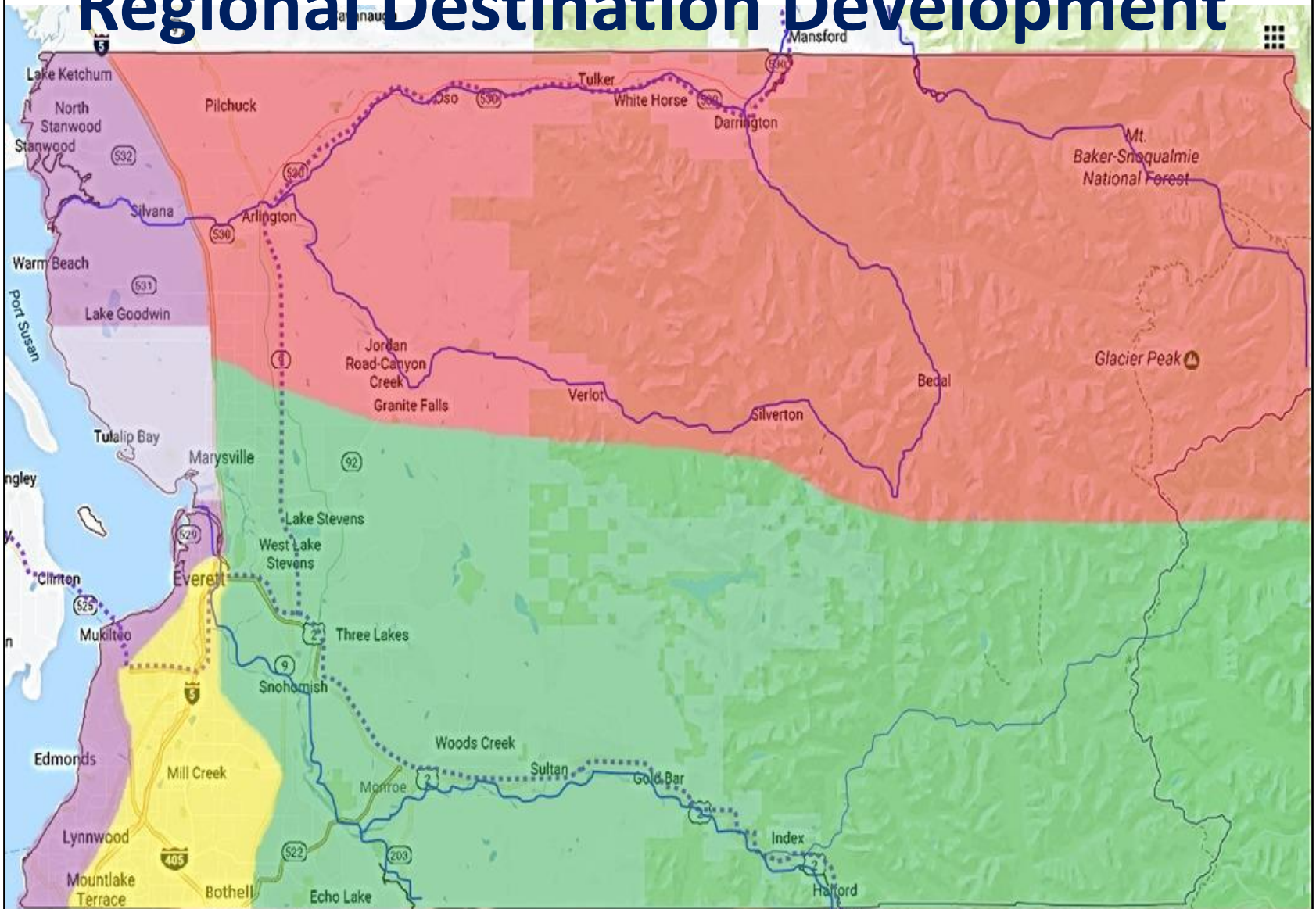
We know it can be hard to keep up with everything that's going on in Snohomish County each month, so we've created this monthly hot sheet as a way for you to be in the know to better assist your customers and/or guests find fun things to do in Snohomish County. We'll be sending these hot sheets each month, so please let us know if there are other members of your staff that would benefit from receiving these emails and we'll be happy to add them to the distribution list.

Feel free to print this out, pass it on to staff members or customers and let's show our visitors the best Snohomish County has to offer!

# 2018: A Look Ahead

- **Executive Order naming tourism a primary economic driver**
- **Partnership with Marketing Agencies**
- **New Tourism Website**
- **A New Tourism Brand**
- **County Destination Development**
- **Regional Development**
- **Feasibility Study for Sports Complex**

# Regional Destination Development



# Regional Development Examples:

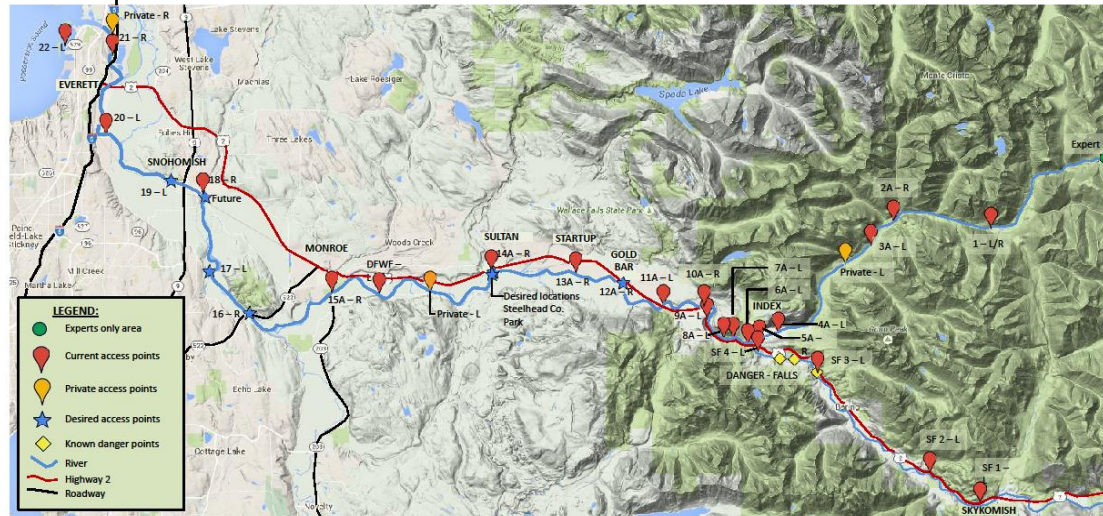
- **Aviation District Wayfinding**



# Regional Development Examples:

- Sky to Sound Water Coalition

SKY TO SOUND WATER TRAIL MAP



# Tourism Matters to Snohomish County!

**10,910** jobs

**\$1.11 billion** in visitor spending

**\$ 22.8 million** in local taxes

**Thank you for  
supporting tourism  
in Snohomish County!**

SEATTLE  
**NORTHCOUNTRY**





Agenda Item # C  
Meeting Date: July 24, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: MOTION TO REJECT ALL BIDS RECEIVED FOR EXPLORATION PARK**

**PROPOSED MOTION:**

Motion to reject all bids received for Exploration Park.

**KEY FACTS AND INFORMATION SUMMARY:**

In 2006, in conjunction with the development of the North Pointe subdivision, the developer dedicated a one-acre parcel to the City for neighborhood park land in lieu of park mitigation fees. In 2016, the City's Parks and Recreation Board worked with staff and several members of the Design Review Board to develop design concepts. The Parks and Recreation Board recommended the Natural Play Park design concept to the Council at their regular meeting on September 27, 2016, and the Council adopted the master plan.

From 2016 through 2018, the City contracted with consultants for geotechnical studies to prepare the design and construction documents, and to advertise the project for bid. On April 30, 2018, the City received two bids: one for \$1,306,228 and one for \$1,752,216. The Engineer's Estimate was \$1,078,983.

The timing of the City's bid was a likely factor for the higher than anticipated bids. Staff recommends rejecting all bids and re-bid the project early in 2019. As part of the re-bid package, staff will pursue a contract amendment with MIG/SVR to revise the final design to include additive alternate bid items such as Climbing Boulders, and Climbing Play features to provide cost saving measures if needed.

Alternatively, the City Council could accept the low bid and authorize the City Manager to execute the attached contract with LW Sundstrom. Staff contacted references for LW Sundstrom and all of the references came back positive.

**CITY MANAGER RECOMMENDATION:**

Reject all bids received for Exploration Park and direct staff to re-bid the project no later than January 2019.

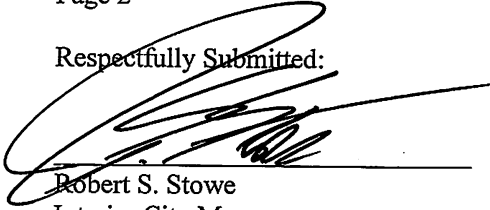
**ATTACHMENTS:**

- Exploration Park Construction Bid Tabulation
- Contract



City Council Agenda Summary  
Page 2

Respectfully Submitted:

A large, stylized handwritten signature in black ink, appearing to read 'R. Stowe', is written over a horizontal line.

Robert S. Stowe  
Interim City Manager



**CONTRACT**

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

The Contracting Agency and the Contractor agree as follows:

**ARTICLE 1. WORK.**

The proposed project will construct improvements to the existing park to provide amenities on a scale typical of a neighborhood park. The existing parking for the park will remain and no additional parking is proposed. After an extensive public involvement process, the Parks and Recreation Board recommended, and the City Council adopted a conceptual natural play park design. This project's improvements will include a new concrete walking path around the park perimeter and to the top of a new earthen berm, natural play features like large logs, climbing rocks, a tunnel through a berm and a slide built into the berm, park benches, new shade trees, and maintain roughly half the park area as an open informal play lawn. Work includes site demolition, site grading, storm drainage utilities, lawn and play area underdrains, concrete paths, ADA ramps, ADA routes of travel, ADA plazas, site play furnishings, custom shotcrete features, wood fiber and rubber safety surfacing, and landscape improvements including plantings, design-build irrigation, signage and miscellaneous items as further shown, described, and indicated in the Contract Documents.

**ARTICLE 2. CONTRACT TIME.**

The Contractor shall physically complete the Work within **80** working days (the Physical Completion Date).

**ARTICLE 3. LIQUIDATED DAMAGES.**

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

AGREEMENT – Continued

**ARTICLE 4. CONTRACT PRICE.**

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

**ARTICLE 5. CONTRACT.**

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

- This Agreement;
- The Call for Bids;
- The Contractor’s Proposal including the bid, bid schedule(s), information required of bidder, Proposal bond, and all required certificates and affidavits;
- The Performance Bond and the Public Works Payment Bond;
- The Contract Provisions, dated 4/10/2018 , including the 2016 WSDOT Standard Specification as referenced;
- The Plans (or drawings) consisting of \_\_\_\_\_ sheets, as listed in the index on sheet G0.0 of the Plans;
- Addenda numbers \_\_\_\_\_, inclusive; and
- Change Orders issued after the effective date of this Agreement.

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

**ARTICLE 6: MISCELLANEOUS.**

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

The Contractor shall not assign any rights under or interests in the Contract, including but not limited to rights to payment, without the prior written consent of the Contracting

AGREEMENT – Continued

Agency. Unless specifically stated in a written consent to an assignment, no assignment will release or discharge the Contractor-assignor from any duty or responsibility under the Contract.

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

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

**CITY OF MILL CREEK**

**CONTRACTOR**

By \_\_\_\_\_

License No. \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Attest \_\_\_\_\_

Name and Address for giving notices (print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Agenda Item # D

Meeting Date: July 24, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM: APPOINTMENTS TO THE PLANNING COMMISSION**

#### **PROPOSED MOTION:**

Motion to appoint two volunteers to serve a three-year term on the Planning Commission.

#### **KEY FACTS AND INFORMATION SUMMARY:**

Two positions on the Planning Commissions expired on April 30, 2018. Staff conducted a recruitment process that included the following:

- The notice was posted on the bulletin boards at City Hall and at the Library.
- A press release was sent to the local newspapers.
- The notice was also posted on the City's website.
- The notice was sent out through the "Notify Me" feature on the City's website, where people interested in serving on the Planning Commission have signed-up to receive notice when a vacancy occurs.
- The City's social media outlets were utilized to advertise the vacancies.

Five applicants applied for the two vacancies on the Planning Commission. Interviews are scheduled for Tuesday, July 24, 2018. The Interview Committee is comprised of Mayor Pro Tem Holtzclaw, Councilmember Bond, and Planning Commission Chair Stan Eisner.

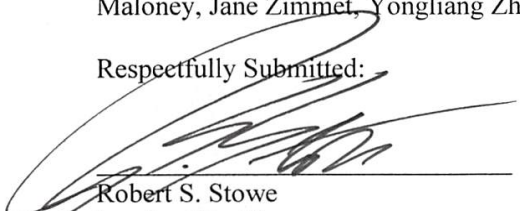
#### **CITY MANAGER RECOMMENDATION:**

N/A

#### **ATTACHMENTS:**

Written responses expressing a desire to serve on the Planning Commission from: Steve Maloney, Jane Zimmet, Yongliang Zhu, Jose Borunda, and Daniel Mills.

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager

July 16, 2018

City of Mill Creek, Public Works and Development Services  
Mill Creek, WA

Subject: Planning Commission Vacancy

To whom it may concern,

Thank you for taking time to review my qualifications for the Planning Commission vacancy with the City of Mill Creek. Please be thoughtful in reviewing my career highlights through creation, development and management of various projects and programs within both public and private sector oversight.

I am currently employed with Keller Williams Everett Realty as a residential and commercial real estate broker, giving me a good understanding and attachment to our local community through this affiliation. I also specialize in working with clients in the areas of Military/First Responders, Seniors, and Probate, along with local clients from the Mill Creek and Everett communities.

I have had extensive experience working in the government sector through my affiliation with the California Office of Emergency Services as State Cyber Coordinator with responsibility of strategic planning, program and policy development for federal, state and local agencies within the state. I am also certified as a Master Exercise Planner (MEP) through the US Department of Homeland Security and FEMA. My dual role also as Emergency Operations Planner also involved the assistance of the same agencies, but also supporting in other areas of emergency planning while assisting with the procurement, implementation and oversight of Homeland Security grant funding for those agencies as well. I was also integral in planning and facilitating the activities of numerous federal, state, local and private sector agencies in the largest earthquake exercise in the world, the inaugural Great Shake-Out Exercise in Southern California; along with coordinating numerous other exercises at the local, state and federal level, and also coordinating the planning for Executive Level Exercises at the Governor's Office for the State of California.

I also had full-time experience with the California National Guard, with a noteworthy position as state Family Support Officer, responsible for establishing a network of 18 centers in 3 months in support of thousands of deployed service members for all branches of service. Extensive community outreach was essential for the job, along with implementing the establishment of a statewide family support network and coordinated services from other federal agencies, including medical, legal, financial and psychological assistance.

My military background provides extensive experience in areas complimentary to urban planning and policy. Responsibilities included Civil/Military Support Operation planning, Emergency IT/Interoperable Communications planning, as well as assignments as a Medical Service Corps officer and 12 years as a MedEvac Helicopter pilot for the California National Guard. My career and training involved the extensive collaboration with medical personnel, infrastructure and organizations. It is important to understand that I have had a great degree of interagency support planning and policy development in my various assignments, developing diplomatic and bureaucratic skills necessary for effective management.

I would greatly appreciate the opportunity to meet with you and to further discuss my qualifications in greater detail. I appreciate your consideration and I look forward to helping you to understand the extent that my qualifications will help with advancing city planning initiatives and urban planning.

Steven M. Maloney  
[steven.maloney.wa@gmail.com](mailto:steven.maloney.wa@gmail.com)  
Cell/text: 425-412-3312

Jane F Zimmet  
13216 27th Drive SE  
Mill Creek, WA 98012

July 2, 2018

City Council Members  
City of Mill Creek, WA 98012

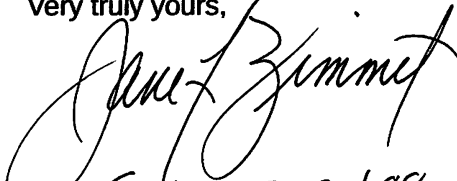
Dear Members,

This letter is to inform you of my interest in joining the Planning Board in Mill Creek.

The enclosed reference letters demonstrate my past involvement on several boards while a resident of New York State. My experience has been with both rural and urban communities.

Thank you for your consideration in this matter.

Very truly yours,

  
518-755-0488



**Andrea Smallwood**  
**89 Second Street**  
**Athens, NY 12015**  
*Smallwooda2@gmail.com*

December 20, 2017


To Whom It May Concern,

During my tenure as Mayor of The Village of Athens, Jane Zimmet served as a pivotal member of the Village's planning board. She reviewed applications that came before the Planning Board and was responsible for the review and revision of certain building codes.

She also served as a member of the committee working on the Comprehensive Plan for the Village. Her experience as Chairperson of the Environmental Control Committee at Sleepy Hollow Lake, a private lake community, provided input for the committee with regard to establishing storm water control and good building practices. She worked well with committee members and State agencies such as the NYS Department of Environmental Conservation. The committee established a balance and devised guidelines for retail business growth and the maintenance of green space. The plan was adopted by the Village of Athens upon its completion.

Jane Zimmet worked tirelessly and listened to all parties in any task that was put before her. I highly recommend her for level headed talent and experience.

Sincerely,



Andrea Smallwood  
Former Mayor, Village of Athens



December 5, 2017

Re: Jane Zimmet

To Whom It May Concern:

I am the Association Manager for a private homeowners association, Sleepy Hollow Lake in Athens, NY. I have worked here for almost 20-years. My first position here was to assist the Environmental Control Committee (ECC), which is the community's architectural review board. At that time, Jane Zimmet was the chair of the committee. She spent many years in that position.

Sleepy Hollow Lake is a 2200 acre community with approximately 2000 building lots. We span 3 municipalities and have our own water and sewer companies. There are about 800 homes built in the community at this time. The ECC is responsible to review all incoming building applications with regards to engineering requirements; surveys, including topography and proposed final grading; location on the lot; and architectural styles and colors. As Chair, Jane dealt with 3 different code enforcement officers on a regular basis. She coordinated with surveyors, engineers, soils engineers and architects on multiple issues.

In addition, Jane is very familiar with environmental issues including, but not limited to stormwater management, wetlands and lake protection. In these areas, she has directly dealt with the US Army Corps of Engineers and the NYS Department of Environmental Conservation as well as the Greene County Soil and Water Conservation District.

It is my strong belief that Jane would be an asset to any Planning Board.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Mann".

Laurel Mann  
Association Manager

UNIT 1095 · 92 RANDY ROAD · ATHENS, NY 12015 · (518) 731-6175 ·  
WWW.SLEEPYHOLLOWLAKE.ORG

**Sherrie Ringstad**

---

**From:** Yongliang Zhu <yongliangzhu68@gmail.com>  
**Sent:** Tuesday, June 19, 2018 3:33 PM.  
**To:** Sherrie Ringstad  
**Subject:** Fwd: Planning Commission Vacancies: Planning Commission Vacancies

Hi,

I am writing to apply for one of the vacancies on the Planning Commission. Of particular interest to me would be the opportunity to support the city's planning programs as a resident living in this wonderful city.

I am a civil engineer with more than 20 years working experiences with my background in urban planning (residential, commercial, and industrial), I have been involved in many planning initiatives, including large regional plans. My responsibilities in such projects have included land use analysis, alternatives analysis, and transportation network modeling.

Thank you for your email. If needed, I can send you my resume and would be very pleased to the opportunity of an interview to discuss how I could contribute my skills to the city's Planning Commission programs.

Yours sincerely,

Yongliang Zhu

Jose Borunda  
13513 31<sup>st</sup> Dr. SE  
Mill Creek, WA 98012  
July 16, 2018

City of Mill Creek  
Department of Community Development  
15728 Main Street  
Mill Creek, Washington 98012

I recently received a notice that there was an opening in the Planning Commission for the City of Mill Creek. I would like to express my interest in joining the Commission for the 3 year term. I would like to be part of the process as Mill Creek continues to grow in the future.

I have a Bachelor of Science degree in Mechanical Engineering from UC-San Diego as well as a Masters Degree in Systems Architecting and Engineering from USC. I think this background would fit well with the planning commission as I am able to look at items in detail as well as take a step back and look at an issue from a more holistic view. I've worked for Boeing since 2007 helping with production issues. In my work experience I have dealt with having to accommodate changes while having to deal with challenging constraints. I think this background would assist me in understanding how the city can continue to grow with the limited real estate that is available.

I have been living in the city since 2012 and intend to stay here for many more years as my children grows up in this wonderful community. I want to make sure that the growth we continue to see here in the city will be beneficial to all the families that live here. I hope you consider be for a position on the Planning Commission and I look forward to hearing from you.

Sincerely,

Jose Borunda

**RECEIVED**  
JUL 13 2018  
CITY OF MILL CREEK

July 13, 2018

City of Mill Creek  
Department of Community Development  
15728 Main Street  
Mill Creek, Washington 98012

Re: Planning Commission Vacancy

To Whom It May Concern,

I am interested in a second term on the planning commission of Mill Creek. I have lived in Mill Creek for 17 years; my wife and I work in Mill Creek; our children go to school in Mill Creek. Needless to say, I have an interest in seeing that the city is able grow and adapt to a changing environment for many years to come.

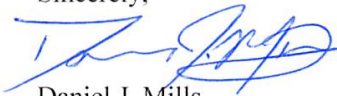
As an attorney, research and fact finding are my stock and trade, so I would bring a high level of skill in one of the key functions of a commissioner. I was a business executive for 15 years, prior to devoting myself full-time to the private practice of law. In my roles as an executive and manager, I had to develop budgets, build teams, analyze information, make recommendations to a board of directors, and build vision and trust with my organization. This experience will also serve me well as these are part of the primary role of a commissioner.

As a resident of Mill Creek, I want to see the city maintain its beauty, charm, and quality for a long time because I plan on living here for a very long time. I would feel deeply honored to be a part of the process that ensures that Mill Creek will be able to meet the needs of its citizens and maintain or improve the quality of life that presently exists.

During my first term as Commissioner, I feel that I was only able to scratch the surface of the position because the comprehensive plan was in its final stages and there were many months where there was no new business. I am very interested in serving a second term, to build upon the experience of my first term and help the Planning Department in a meaningful way.

Thank you for your consideration. I look forward to hearing from you about the next step in the process.

Sincerely,



Daniel J. Mills

14503 28<sup>th</sup> Dr SE  
Mill Creek, WA 98012  
425.754.7188



Agenda Item # E  
Meeting Date: July 24, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: 35<sup>TH</sup> AVE SE RECONSTRUCTION PROJECT – APPROVE CONTRACT CHANGE ORDER TO REMOVE 2 54-INCH CULVERTS**

**PROPOSED MOTION:**

Consider a Change Order with Harbor Pacific Contractors, Inc. adding removal of two 54-inch culverts as a part of the 35<sup>th</sup> Ave. SE Reconstruction Project in an amount not to exceed \$5,870,682.00 (adds \$1,136,114.00).

**KEY FACTS AND INFORMATION SUMMARY:**

On April 24, 2018, the City entered into a contract with Harbor Construction Contractors to reconstruct 35<sup>th</sup> Avenue SE for \$4,692,000.00. On July 16, 2018, the City Manager approved Change Order No. 1 for 42,568.00 for additional traffic control. The proposed Change Order No. 2 would add another \$1,136,114.00 to the overall project cost. Attachment A is a draft summary of the proposed Change Order.

When the project was originally bid, the plans called for leaving the 54-inch culverts in place and adding a 24-inch culvert. To alleviate flooding concerns, the bid specifications were revised to leave the two 54-inch culverts in place and excavate five feet between the road slab and the culverts instead of the additional 24 inch culvert. This plan revision required a new Hydraulic Project Approval (HPA) permit, which was issued by the Washington Department of Fish and Wildlife on March 23, 2018, requiring the removal of the two existing 54-inch culverts by 2021. At the time the contract was awarded, the City did not know if a permit would also be required from the US Corps of Engineers to remove the two 54-inch culverts. The Corps of Engineers indicated on June 26, 2018 that a permit would not be required.

Since receiving word from the Corps of Engineers, the City has been working with Harbor Pacific to design and prepare an estimate for removing the culverts. The City received a proposal from Harbor Pacific on July 18, 2018 for the added work. The City's project manager, Gray and Osborne, is reviewing the proposal to determine if the bid is reasonable. This assessment is on-going and will be completed prior to the July 24 Council meeting. Staff will provide an update to the Council prior to, or at the meeting, including a detailed report regarding the change order from Gray and Osborne.

Unless the HPA permit can be modified, removing the culverts now instead of waiting until 2021 has several advantages:

- The cost of construction will likely be less today than in three years. Project engineers are using an inflation rate of 10% to 20% increase annually given the current active market.

- If the project is put off until 2021, the cost of the project will include mobilization. Harbor Pacific Contractors has already mobilized on site and is in place to complete the work.
- Waiting until 2021 would require another road closure, which would create additional impacts to the community immediately adjacent to the project.

The project is currently under construction and work over Penny Creek must be completed between July 1 and September 30 (known as the fish window) to meet the requirements of the HPA. If the City wishes to remove the two 54-inch culverts as part of this year's project, work on removal of the culverts must begin by August 1, 2018 to be completed on time. Thus, to remove the culverts this year, the City Council would need to approve the change order at the July 24, 2018 Council meeting.

The City's Capital Improvement Plan estimated construction management and construction costs of \$5,900,000 for this project. Of that amount, \$4,000,000 in funding was projected from state funds and the remaining \$1,900,000 in funding was budgeted to be taken from the City's real estate excise tax (REET) proceeds. Actual costs came in less than anticipated at \$5,303,300. Additionally, the City was able to obtain an additional \$1,300,000 in state and local funding thereby reducing the City's cost for the project to \$3,300. The funds originally anticipated to support this project remain available and have not been reassigned to another project. The REET Fund balance of \$5,774,438 can support the proposed change order if authorized.

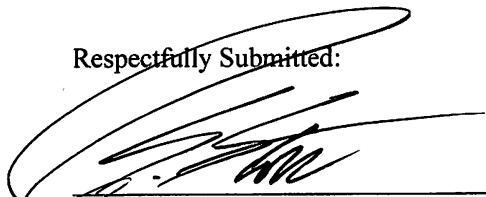
**CITY MANAGER RECOMMENDATION:**

Consider the attached Change Order removing the two 54-inch culverts.

**ATTACHMENTS:**

- Attachment A: Change Order No. 2 Draft Summary
- Attachment B: Project Award Agenda Summary from April 24, 2018

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager



**DRAFT**

# COP 002

## Summary of HPC Cost

Location	Labor Hours	Labor Total	Mat Total	Subs Total	Equip Total	Other Total	Grand Total
01 Penny Creek Bypass	200	\$ 11,390	\$ 3,000		\$ 67,368	\$ 14,500	\$ 96,258
02 Sheet Piling	32	\$ 2,013	\$ 500	\$ 341,800			\$ 344,313
03 Dewatering	244	\$ 16,355	\$ 6,800	\$ 79,970	\$ 49,440	\$ 5,400	\$ 157,965
04 Culvert Removal				\$ 188,951			\$ 188,951
05 Temorary Support of Frontier Fiber				\$ 26,385			\$ 26,385
06 Temporary Access	150.8	\$ 10,108	\$ 8,800	\$ 67,000	\$ 13,508	\$ 3,920	\$ 103,336
07 Impacts to Contract Work	424	\$ 26,574	\$ 2,870		\$ 17,420	\$ 27,236	\$ 74,100
<b>Grand Total</b>	<b>1,050.80</b>	<b>\$ 66,441</b>	<b>\$ 21,970</b>	<b>\$ 704,106</b>	<b>\$ 147,736</b>	<b>\$ 51,056</b>	<b>\$ 991,308</b>

## Summary of HPC Cost with Markup

Location	Grand Total	Labor Total	Mat Total	Subs Total	Equip Total	Other Total	Subtotal
01 Penny Creek Bypass		\$ 11,390	\$ 3,000	\$ -	\$ 67,368	\$ 14,500	\$ 96,258
Markup		21%	21%	12%	21%	21%	
	<b>\$ 116,472</b>	\$ 13,782	\$ 3,630	\$ -	\$ 81,515	\$ 17,545	
02 Sheet Piling		\$ 2,013	\$ 500	\$ 341,800	\$ -	\$ -	\$ 344,313
Markup		21%	21%	12%	21%	21%	
	<b>\$ 385,857</b>	\$ 2,436	\$ 605	\$ 382,816	\$ -	\$ -	
03 Dewatering		\$ 16,355	\$ 6,800	\$ 79,970	\$ 49,440	\$ 5,400	\$ 157,965
Markup		21%	21%	12%	21%	21%	
	<b>\$ 183,941</b>	\$ 19,790	\$ 8,228	\$ 89,566	\$ 59,822	\$ 6,534	
04 Culvert Removal		\$ -	\$ -	\$ 188,951	\$ -	\$ -	\$ 188,951
Markup		21%	21%	12%	21%	21%	
	<b>\$ 211,625</b>	\$ -	\$ -	\$ 211,625	\$ -	\$ -	
05 Temorary Support of Frontier Fiber		\$ -	\$ -	\$ 26,385	\$ -	\$ -	\$ 26,385
Markup		21%	21%	12%	21%	21%	
	<b>\$ 29,551</b>	\$ -	\$ -	\$ 29,551	\$ -	\$ -	
06 Temporary Access		\$ 10,108	\$ 8,800	\$ 67,000	\$ 13,508	\$ 3,920	\$ 103,336
Markup		21%	21%	12%	21%	21%	
	<b>\$ 119,007</b>	\$ 12,231	\$ 10,648	\$ 75,040	\$ 16,345	\$ 4,743	
07 Impacts to Contract Work		\$ 26,574	\$ 2,870		\$ 17,420	\$ 27,236	\$ 74,100
Markup		21%	21%	12%	21%	21%	
	<b>\$ 89,661</b>	\$ 32,155	\$ 3,473	\$ -	\$ 21,078	\$ 32,955	
<b>GRAND TOTAL</b>	<b>\$ 1,136,114</b>						





**ATTACHMENT B**

Agenda Item # \_\_\_\_\_

Meeting Date: **April 24, 2018**

**CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: 35<sup>TH</sup> AVE SE RECONSTRUCTION PROJECT – AWARD  
CONSTRUCTION CONTRACT**

**PROPOSED MOTION:**

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

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

**KEY FACTS AND INFORMATION SUMMARY:**

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

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

**Construction Bids**

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

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

Table 1. 35<sup>th</sup> Ave. SE Reconstruction Project Bids

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

**Hydrologic and Hydraulic Analysis of Penny Creek**

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

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

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

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

Table 2. 35<sup>th</sup> Ave. SE Reconstruction Project Permits

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

**Construction Cost and Funding**

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

Table 3. 35<sup>th</sup> Ave. SE Reconstruction Project Current Construction Cost

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

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

Table 4. 35<sup>th</sup> Ave. SE Reconstruction Project Construction Funding

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

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

**CITY MANAGER RECOMMENDATION:**

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

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

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

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

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

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

**ATTACHMENTS:**

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

Respectfully Submitted:

---

Rebecca C. Polizzotto  
City Manager



Agenda Item #     F      
 Meeting Date: July 24, 2018

## CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM:    SWEETWATER RANCH STORMWATER PROJECT  
 ADDENDUM NO. 2 TO SHORELINE CONSTRUCTION CO.  
 CONTRACT 2018-1418 (CONSTRUCTION SERVICES)**

**PROPOSED MOTION:**

Motion to authorize the City Manager to execute a second amendment to Contract 2018-1418 for construction services with Shoreline Construction Co. in an amount not to exceed \$840,000.

**KEY FACTS AND INFORMATION SUMMARY:** On March 13, City Council adopted Resolution 2018-572, declaring an emergency related to the Sweetwater Ranch stormwater infrastructure failure (sinkhole) and authorized the City Manager to execute a small public works contract with Shoreline Construction Co. in an amount not to exceed \$250,000. The project scope of work consists of the replacement and rehabilitation of approximately 250LF of CMP (corrugated metal pipe) and perform associated roadway, curb, gutter, sidewalk and lawn restoration. The original pipe rehabilitation approach consisted of slip lining the pipe (if feasible).

In April, it was determined that slip lining the pipe was not feasible and that open trench replacement of the pipes posed high risk and was not feasible. On May 1, 2018, the City Council approved an amendment to the construction contract to increase the contract to \$480,000 for the trenchless construction work (see attached Agenda Summary from May 1, 2018 Council meeting).

The cost of the construction to replace the stormwater pipes has now increased from \$480,000 to \$840,000 as a result of the following factors:

- The initial boring plan called for a pilot boring technique, which increases speed and accuracy of the boring process. Changing soil conditions encountered during the southern bore caused the pilot boring bit to be damaged. After receiving a replacement bit and continuing to attempt the pilot it was determined that the soils were not conducive to this method. The contractor switched to an unguided boring method, which was much more time intensive as the entire auger had to be removed at intervals to check the line and grade and adjusted as necessary. These difficulties and change in method substantially increased the project schedule.
- The bore pit also experienced water issues as the damaged 36-inch CMP pipe caved out the area adjacent to the pit and caused stormwater to fill the pit. This required 24/7 bypass pumping of the stormwater to avoid flooding out the boring equipment, which was accomplished through a mix of rental and contractor-owned generators and pumps. The extended boring schedule compounded the cost of having this additional equipment on-site.

- After boring was complete and excavation began, the contractor ran in to difficulties maintaining the excavation for the new manhole structures as there was substantial groundwater intrusion and sloughing of the pit. For safety reasons it was determined that the excavation for the manhole structures on the south end of the project should be completed in the same day to avoid any potential damage to the adjacent foundations in the event of a cave in or rain event. The increased manpower and overtime cost over several days of excavation was more than originally anticipated.
- Final backfill and restoration of the work area took longer than planned due to ongoing coordination with the residents and availability of subcontractors. In an effort to minimize disturbance to the residents, the contractor self-performed some additional work like fence repair, concrete prep, and paving.
- The estimated completion date of the previous construction management and inspection amendment was June 8. All work except landscaping restoration was completed by July 6, 4 weeks past the previous estimate. The increased construction management and inspection scope will also require an amendment to the contract to reflect their increased costs.

The following table shows the increased costs of the project resulting from the unanticipated difficulties encountered while replacing the stormwater pipe.

	Contract Amount	Revised Cost	Difference
Construction Cost (w/ 5% Contingency)	\$480,000 (5/1/2018)	\$840,000	\$360,000
Construction Management and Inspection	\$70,000 (5/22/2018)	\$95,000	\$25,000
<b>Total Cost</b>	<b>\$550,000</b>	<b>\$935,000</b>	<b>\$385,000</b>

The project is completed except for a few final punch list items for Shoreline in July and landscape restoration, which is being worked out with the residents that were impacted by the construction project.

The Surface Water Fund is an enterprise fund that provides services to the public for a fee that makes the entity self-supporting. The fund balance at 6/30/2018 was \$728,000. Given the cost and timing of the payments of the project, additional funding of up to \$300,000 may be necessary to provide additional liquidity for the change order. To facilitate any funding shortfall, an inter fund loan will be provided by the General Fund or REET. Any loans will carry an interest charge at the rate of the Local Government Investment Pool (LGIP). As of 7/19/2018 the 30 day yield rate is 1.97%.

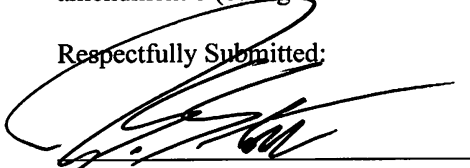
**CITY MANAGER RECOMMENDATION:**

To pay the contractor for work completed to replace and rehabilitate the stormwater infrastructure and sinkholes in the Sweetwater Ranch neighborhood, the City Manager recommends the City Council authorize the City Manager to execute an amendment to Contract 2018-1418 for construction services with Shoreline Construction Company in an amount not to exceed \$840,000.

**ATTACHMENTS:**

Agenda Summary dated May 1, 2018 addressing Shoreline Construction Company contract amendment 1 (background information)

Respectfully Submitted:

A handwritten signature in black ink, appearing to read 'R. Stowe', is written over a horizontal line.

Robert S. Stowe  
Interim City Manager



Agenda Item # \_\_\_\_\_

Meeting Date: **May 1, 2018**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: SWEETWATER RANCH STORMWATER PROJECT  
(AUTHORIZE CONSTRUCTION CONTRACT AMENDMENT)**

**PROPOSED MOTION:** Motion to authorize the City Manager to execute an amendment to Contract 2018-1418 for construction services with Shoreline Construction Co. in an amount not to exceed \$480,000.

**KEY FACTS AND INFORMATION SUMMARY:**

On March 13, City Council adopted Resolution 2018-572, declaring an emergency related to the Sweetwater Ranch stormwater infrastructure failure (sinkhole) and authorized the City Manager to execute a small public works contract with Shoreline Construction Co. in an amount not to exceed \$250,000. The project scope of work consists of the replacement and rehabilitation of approximately 250LF of CMP (corrugated metal pipe) and perform associated roadway, curb, gutter, sidewalk and lawn restoration. The original pipe rehabilitation approach consisted of slip lining the pipe (if feasible).

Construction began on Monday April 9<sup>th</sup> with the contractor mobilizing to the site and installing appropriate erosion control measures. During this first week of construction, the contractor conducted a CCTV (closed circuit television) inspection of the section of the pipe that had not been previously inspected. The CCTV revealed the pipe being in poor condition with multiple holes and areas of the pipe that have either settled or partially collapsed. As construction trucks accessed the site, two additional sinkholes developed in the front yard of 1328 144<sup>th</sup> Street SE. Thus bringing to the total number of sinkholes developed at this site to four since December 2017.

During the second week of construction, Shoreline Construction addressed the four sinkholes by placing repair bands around the failed pipe and backfilling the sinkholes with CDF (Controlled Density Fill). The naturally loose wet soils in the area, in addition to the water that has been exiting the CMP for what appears to be an extended period of time, contribute to the soil easily caving into itself even when digging at shallow elevations.

Given the poor condition of the CMP, the slip lining method is not feasible on this project. Additionally, given the proximity to structures (a total of four homes along the CMP alignment) and the wet-loose soil conditions, open trench methodology poses a high risk to all parties involved. Hence, from a risk management perspective, trenchless technology is the best method available to replace the existing CMP.

The proposed trenchless method consists of open face auger boring. This technology requires digging two large pits on either end of the pipe: an insertion pit (approximately 24 LF long by 12 LF wide) and a retrieval pit (approximately 12 LF long by 8 LF wide). A train is placed in the insertion pit and a 42 in steel casing is inserted into the ground with minimal to no vibration.



The new pipe (27 inch vinyl) will be inserted into the steel casing (stay-in-place) and secured on both ends to manholes that connect to the draining system in both neighborhoods, Douglas Fir and Sweetwater Ranch. The new pipe will be located within the existing 30 LF easement and installed 7.5 LF east of the existing CMP to maximize distance from structures.

**Sweetwater Ranch Surface Water Emergency Repair (Construction Cost Estimate)**

<b>Item</b>	<b>Approximate Amount</b>
Shoreline Construction Estimate	\$634,500
Contingency (15%)	\$95,175
The Blueline Group: Construction Inspection	\$40,000
<b>Total</b>	<b>\$769,675</b>

The construction is estimated to be completed by early June.

**CITY MANAGER RECOMMENDATION:**

In order to proceed with the timely infrastructure replacement and rehabilitation of stormwater infrastructure and sinkholes in the Sweetwater Ranch neighborhood, the City Manager recommends the City Council authorize the City Manager to execute an amendment to Contract 2018-1418 for construction services with Shoreline Construction Co. in an amount not to exceed \$480,000.

**ATTACHMENTS:**

- Attachment A: Sweetwater Ranch CMP schematic design (revised)

Respectfully Submitted:

\_\_\_\_\_  
Rebecca C. Polizzotto  
City Manager



Agenda Item # 6

Meeting Date: July 24, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: SWEETWATER RANCH STORMWATER PROJECT  
ADDENDUM NO. 2 TO BLUELINE CONTRACT 2017-1381  
(ON-CALL ENGINEERING SERVICES)**

**PROPOSED MOTION:**

Motion to authorize the City Manager to execute Addendum No. 2 to Contract 2017-1381 for engineering services with The Blueline Group, LLC in an amount not to exceed \$95,000.

**KEY FACTS AND INFORMATION SUMMARY:**

The City of Mill Creek executed Contract 2017-1381, an on-call engineering services contract, with The Blueline Group on May 26, 2017. Under this contract, the City orders consulting services for each individual project issuing a Work Order to the consultant. Work Order 1 was executed on February 13, 2018, for The Blueline Group to provide a schematic design, contractor selection assistance and full-time inspection for the Sweetwater Ranch Stormwater Project in the amount of \$40,000.

Construction started on April 9 and was estimated to be completed in twenty working days for the originally planned pipe rehabilitation method (slip lining method). However, as discussed at the May 1 Council Meeting, the slip lining method was determined to be not feasible. To best manage project risk, trenchless technology (open face auger boring) was determined to be the best method available to replace the existing 36-inch diameter CMP (corrugated metal pipe). On May 22, 2018, the City Council approved an addendum to the engineering services contract for \$70,000 to account for the increased time of managing the project (see attached Agenda Summary from May 22, 2018 City Council meeting).

The amount of cost and time to complete the replacement of the stormwater pipe increased significantly as a result of the following factors:

- The initial boring plan called for a pilot boring technique, which increases speed and accuracy of the boring process. Changing soil conditions encountered during the southern bore caused the pilot boring bit to be damaged. After receiving a replacement bit and continuing to attempt the pilot, it was determined that the soils were not conducive to this method. The contractor switched to an unguided boring method, which was much more time intensive as the entire auger had to be removed at intervals to check the line and grade and be adjusted as necessary. These difficulties and change in method substantially increased the project schedule.
- The bore pit also experienced water issues as the damaged 36-inch CMP pipe caved out the area adjacent to the pit and caused stormwater to fill the pit. This required 24/7 bypass pumping of the stormwater to avoid flooding out of the boring equipment, which was accomplished through a mix of rental and contractor-owned generators and pumps. The extended boring schedule compounded the cost of having this additional equipment on-site.

- After boring was complete and excavation began, the contractor ran into difficulties maintaining the excavation for the new manhole structures as there was substantial groundwater intrusion and sloughing of the pit. For safety reasons, it was determined that the excavation for the manhole structures on the south end of the project should be completed in the same day to avoid any potential damage to the adjacent foundations in the event of a cave-in or rain event. The increased manpower and overtime cost spanning several days of excavation was more than originally anticipated.
- Final backfill and restoration of the work area took longer than planned due to ongoing coordination with the residents and availability of subcontractors. In an effort to minimize disturbance to the residents, the contractor self-performed some additional work such as fence repair, concrete prep, and paving.
- The estimated completion date of the previous construction management and inspection amendment was June 8. All work except landscaping restoration was completed by July 6, four weeks past the previous estimate.

The additional time to complete the project has increased the costs of construction management and inspection services from \$70,000 to \$95,000.

The following table shows the increased costs of the project resulting from the unanticipated complications encountered while replacing the stormwater pipe.

	Contract Amount	Revised Cost	Difference
Construction Cost (w/ 5% Contingency)	\$480,000 (5/1/2018)	\$840,000	\$360,000
Construction Management and Inspection	\$70,000 (5/22/2018)	\$95,000	\$25,000
<b>Total Cost</b>	<b>\$550,000</b>	<b>\$935,000</b>	<b>\$385,000</b>

The project is completed except for a few final punch list items and landscape restoration, which is being worked out with the residents that were impacted by the construction project.

The Surface Water Fund is an enterprise fund that provides services to the public for a fee that makes the entity self-supporting. The fund balance at 6/30/2018 was \$728,000. Given the cost and timing of the payments of the project, additional funding of up to \$300,000 may be necessary to provide additional liquidity for the change order. To facilitate any funding shortfall, an inter fund loan will be provided by the General Fund or REET. Any loans will carry an interest charge at the rate of the Local Government Investment Pool (LGIP). As of 7/19/2018 the 30 day yield rate is 1.97%.

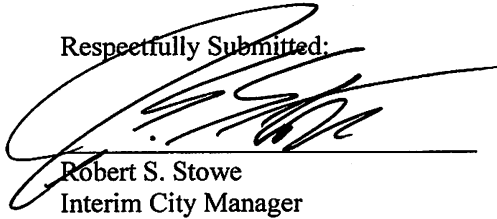
**CITY MANAGER RECOMMENDATION:**

Authorize the City Manager to execute an amendment to Contract 2017-1381 for construction management and inspection services with Blueline Group, LLC in an amount not to exceed \$95,000.

**ATTACHMENTS:**

Agenda Summary dated May 22, 2018, addressing Blueline Group, LLC. construction contract amendment 1 (background information)

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager



Agenda Item # \_\_\_\_\_

Meeting Date: **May 22, 2018**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: SWEETWATER RANCH STORMWATER PROJECT  
ADDENDUM NO. 1 TO CONTRACT 2017-1381  
(ON-CALL ENGINEERING SERVICES)**

**PROPOSED MOTION:**

The Council is asked to authorize the Mayor to execute Addendum No. 1 to Contract 2017-1381 for engineering services with The BlueLine Group, LLC in an amount not to exceed \$20,000.

**KEY FACTS AND INFORMATION SUMMARY:**

The City of Mill Creek executed Contract 2017-1381, an on-call engineering services contract, with The BlueLine Group on May 26<sup>th</sup>, 2017. Under this contract, the City orders consulting services for each individual project issuing an order of work ("Work Order") to the consultant. Work Order 1 was executed on February 13, 2018 for The BlueLine Group to provide a schematic design, contractor selection assistance and full-time inspection in the amount of \$40,000 for the Sweetwater Ranch Stormwater Project.

Construction started on April 9<sup>th</sup> and was estimated to be completed in twenty working days for the originally planned pipe rehabilitation method (slip lining method). However, as discussed at the May 1<sup>st</sup> Council Meeting, the slip lining method was determined to be not feasible. To best manage project risk, trenchless technology (open face auger boring) was determined to be the best method available to replace the existing 36 inch diameter CMP (corrugated metal pipe).

A summary of the tasks included in Addendum 1 include:

- **Cedar Tree Risk Assessment (Certified Arborist)**  
One of the residents (1334) was concerned about their home in proximity to an existing mature cedar tree (at 1328) being compromised by loss of soil and roots (location where a nine foot deep pit hole was dug). The City directed The BlueLine Group to assess the impacts of the excavation on the health and stability of the tree and to determine whether the excavation would compromise the tree. The BlueLine Group hired Greenforest Incorporated (certified arborist) to conduct a Level 2 risk assessment. After completing the assessment, the certified arborist concluded that the proposed excavation will not have a negative impact on the health nor the stability of the cedar tree (Attachment 1).
- **Survey of Utility Easement and New Pipe Alignment**  
The BlueLine Group's original scope of work included the use of LIDAR (Light Detection and Ranging) to produce a schematic design. LIDAR consists of a remote method that uses light (from a laser) to measure distances. Its level of accuracy was adequate for the original slip lining method. However, a higher level of accuracy was needed for the boring alignment and utility easement limits. The survey was conducted by Axis Surveying and Mapping.

- **Additional Design, Construction Management and Inspections Services**  
 During the first ten contract working days, the contractor mobilized to the project site, conducted CCTV (closed circuit television) and repaired the CMP at the four locations where sink holes had developed. The contract was suspended from April 23<sup>rd</sup> to May 7<sup>th</sup> so that The BlueLine Group could revise the schematic design, Shoreline Construction could secure specialty services (boring) and the City could update and communicate in person with the directly impacted neighbors and via a newsletter to the greater Sweetwater Ranch neighborhood. Construction restarted on May 7<sup>th</sup> and the project is estimated to be substantially complete in twenty five working days (June 8<sup>th</sup>). The change in construction methodology has required additional design, construction management and inspection services from The BlueLine Group.

**Table 1. The BlueLine Group (Professional Services during construction)**

<b>Item</b>	<b>Amount</b>	<b>Purpose</b>
Original Contract	\$49,999	Original on-call
Addendum 1	\$20,000	Additional scope
<b>Total</b>	<b>\$69,999</b>	

**Table 2. Sweetwater Ranch Stormwater Project (Construction Cost Estimate)**

<b>Item</b>	<b>Approximate Amount</b>
Shoreline Construction Estimate	\$634,500
Contingency (15%)	\$95,175
Construction Management and Inspection	\$70,000
<b>Total</b>	<b>\$799,675</b>

**CITY MANAGER RECOMMENDATION:**

In order to complete the construction of the Sweetwater Ranch Project, the City Manager recommends the City Council authorize the Mayor to execute Addendum 1 to Contract 2017-1381 for engineering services with The BlueLine Group in an amount not to exceed \$20,000.

**ATTACHMENTS:**

- Attachment 1: Greenforest Incorporated Consulting Arborist Risk Assessment

Respectfully Submitted:

Rebecca C. Polizzotto  
 City Manager



Agenda Item #   H    
Meeting Date: July 24, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM: 2019-2020 BUDGET PLANNING**

#### **ACTION REQUESTED:**

Provide direction to the Interim City Manager in the form of Desired Budget Outcomes for the 2019-2020 Budget

#### **KEY FACTS AND INFORMATION SUMMARY:**

During the July 24, 2018 study session, the Interim City Manager will facilitate a discussion to develop a set of Desired Budget Outcomes designed to guide the development of the 2019-2020 Biennial Budget. In accordance with State law, the City Manager must submit a recommended “balanced” budget to Council by the first business day in November. Well before this time, staff needs to estimate revenues and evaluate expenses associated with various service levels, programs and infrastructure projects. Information and guidance that Council provides to the Interim City Manager and staff prior to this extensive work will help ensure that the proposed budget is aligned with Council’s interests and expectations.

Because of the time needed to prepare the budget (staff is starting work on the Budget this month), staff will rely on past work to accelerate the budget planning process. The past work that will be used to guide the 2019-2020 Budget as a starting point which will be confirmed and advanced with the direction provided by the Council during the July 24 meeting, include the following:

**Guiding Principles:** In 2016, the City developed its Guiding Principles (Exhibit 1) setting forth the City’s Vision, Mission, Values, and Goals.

**2017 – 2021 Capital Improvement Plan (CIP):** The City’s current CIP includes a number of projects (Exhibit 2) that will not be fully completed or initiated by the end of 2018. These CIP projects can serve as the starting point for the development of a new 2019 – 2023 CIP, the first two years of which will be supported within the 2019-2020 Budget.

**Strategic Plan:** The City Council engaged in several brainstorming sessions in early 2018 to develop strategies to achieve each of its goals set forth in the Guiding Principles. Councilmembers Steckler and Todd reviewed notes from the sessions and presented a revised set of priorities/strategies to the Council on May 8, 2018. Attached are the changes (Exhibit 3) proposed by Councilmembers Steckler and Todd in May 2018 as compared against the notes from the brainstorming sessions.

To achieve all the priorities/strategies listed in the City Goals will require one or a combination of the following: (i) additional resources; (ii) a reduction/modification of

City Council Agenda Summary  
Page 2

current City services or method of delivery.

For purposes of the upcoming Budget Planning discussions, certain priorities/strategies have been highlighted on Exhibit 3 that are relevant and provide some guidance to the City's budget process. Further refinement of these priorities/strategies are shown in Exhibit 3.1, whereby the thirty-one priorities/strategies (re-ordered and placed in groups for convenience) from the highlighted list have been reduced to thirteen potential desired budget outcome statements (described below).

**Desired Budget Outcomes**

The City's Goals as identified within its Guiding Principles document are aspirational and are general themes that support the organization's Vision, Mission, and Values. Desired Budget Outcomes on the other hand, are more specific. Their purpose is to help advance the City's Goals in the short term by identifying the most critical priorities or needs of the organization and community in the upcoming two-year budget period. These budget outcomes will be the key drivers in planning and developing the 2019-2020 Budget.

During the upcoming budget planning meeting, Council and staff will attempt to identify the most important or critical priorities/strategies for the next two years based on the City's finite resources. This objective is not meant to abandon the past work related to creating a strategic plan; only to focus and clearly identify the most critical Council services or projects within the 2019-2020 Budget.

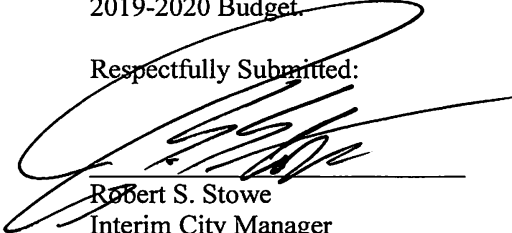
From the highlighted list on Exhibit 3, each individual Councilmember is asked to identify their most critical priorities/strategies and be prepared during the upcoming meeting to discuss and arrive at a common set of priorities/strategies that can be part of the Council's Desired Budget Outcomes.

A draft set of Desired Budget Outcomes (Exhibit 4) has been created based on the Council's previous strategic planning work and further refined by the Interim City Manager in Exhibits 3 and 3.1 to help facilitate a discussion among Council.

**CITY MANAGER RECOMMENDATION:**

The information presented is for the purpose of fostering discussion and for the Council to provide budget guidance to the Interim City Manager regarding the development of the 2019-2020 Budget.

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager



# City of Mill Creek Guiding Principles



<p style="text-align: center;">— VISION —</p> <p>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.</p>	<p style="text-align: center;">— MISSION —</p> <p>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.</p>
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<p style="text-align: center;">— STAR VALUES —</p> <p><b>SERVICE</b> Through continuous improvement, innovation, creativity, professional competence and hard work, we enthusiastically provide outstanding service to all customers, internal and external.</p> <p><b>TEAMWORK</b> In order to support our shared goals and successes, we teach, learn from, collaborate and cooperate with others, while being flexible, adaptable and inclusive.</p> <p><b>ACCOUNTABILITY</b> We are responsible for our actions and decisions, and always portray honesty, integrity, transparency and leadership in our contributions.</p> <p><b>RESPECT</b> We take pride in our work and accomplishments, and in the work and accomplishments of others. We support an environment that honors the value and dignity of all individuals.</p>	<p style="text-align: center;">— GOALS —</p> <p><b>FISCAL RESPONSIBILITY</b> To responsibly manage the City's financial resources to provide quality public services, cultivate economic prosperity, and maintain a sustainable budget.</p> <p><b>COMMUNITY PRESERVATION</b> 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.</p> <p><b>CIVIC PRIDE</b> To achieve strong community spirit by promoting active civic participation, public-private partnerships and transparency in government.</p> <p><b>CUSTOMER SERVICE</b> To provide excellent service to all who interact with the City by recruiting, training and retaining a skilled, innovative and dynamic workforce.</p> <p><b>RECREATIONAL OPPORTUNITIES</b> To facilitate diverse recreational opportunities for people of all ages.</p>	<p><b>PUBLIC SAFETY</b> To protect the life, health and property of residents, visitors and businesses through the delivery of community focused public safety services.</p> <p><b>ECONOMIC PROSPERITY</b> To engage in proactive economic development efforts that result in a robust local economy and position the City as a destination of choice.</p> <p><b>LEADERSHIP</b> To influence regional, state and national matters impacting our community through the engagement of staff and elected officials.</p> <p><b>LONG TERM PLANNING</b> 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.</p>
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**Exhibit 2  
City of Mill Creek  
2017 - 2021  
Capital Improvement Plan (CIP)**

<b>Projects Not Completed</b>	<b>Project Number</b>	<b>Cost</b>
Public Works Shop	17-BLDG-02	\$907,000
City Hall North – Roof and Seismic Retrofit	17-BLDG-03	\$425,000
Police/Engineering Total Station	17-EQUIP-03	\$42,000
Dump Trailer	17-EQUIP-05	\$10,000
Mobile Device Management and Encryption	17-IT-03	\$10,000
City Hall Campus Wireless Access	18-IT-04	\$16,000
Mill Creek Sports Park Turf & Light Replacement	18-PARK-02	\$775,000
Exploration Park Design and Construction	17-PARK-03	\$530,000
Cougar Park Phase 2	17-PARK-04	\$15,000
ROW Inspector Vehicle	17-VEH-09	\$25,000
Maintenance Crew Vehicle	17-VEH-10	\$35,000
Flatbed Truck	17-VEH-12	\$85,000
Seattle Hill Road Preservation	18-PAVE-03	\$1,900,000
164 <sup>th</sup> Street Corridor Adaptive Signal System	18-ROAD-04	\$50,000
Gateway and SR 527 Median Landscaping	18-ROAD-13	\$115,000
<b>Total</b>		<b>\$4,940,000</b>

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<b>Project #</b>	<b>17-BLDG-02</b>
<b>Project Name</b>	<b>Public Works Shop</b>

<b>Type</b>	Construction	<b>Department</b>	Public Works
<b>Useful Life</b>	30 years	<b>Contact</b>	Public Works Director
<b>Category</b>	Buildings	<b>Priority</b>	4 Expand Service Levels

**Total Project Cost** \$969,000



**Description**

This project is to design and prepare construction bid documents for a new Public Works Shop on the Cook property. Construction cost is estimated only. Once the design is completed and construction and operating costs are defined, a revised action plan will be brought to City Council for approval.

Note that design work and some state grant expenditures began in 2016 and carryover into 2017.

**Justification**

City Hall does not provide adequate parking, facilities or storage for Public Works maintenance vehicles and materials. In September 2016, the City Council approved a consultant contract for the design of a Public Works Shop on the City owned Cook property on North Creek Drive.

<b>Prior</b>	<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
62,000	Construction	750,000										750,000
	Professional Services	157,000										157,000
<b>Total</b>	<b>Total</b>	<b>907,000</b>										<b>907,000</b>

<b>Prior</b>	<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
62,000	General Fund	657,000										657,000
	Grant - State	250,000										250,000
<b>Total</b>	<b>Total</b>	<b>907,000</b>										<b>907,000</b>

**Budget Impact/Other**

There will be future ongoing annual maintenance and utility costs associated with this new building.

**Project #** 17-BLDG-03  
**Project Name** City Hall - North Roof and Seismic Retrofit

**Type** Maintenance/Repair      **Department** Public Works  
**Useful Life** 20 years      **Contact** Public Works Director  
**Category** Buildings      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$425,000



**Description**

The City Hall North building is in need of a new roof and a seismic retrofit of the structure. Design of the roof replacement has been completed, but a specialized consultant will be required for the seismic retrofit portion.

**Justification**

The existing roof on the City Hall North building has reached the end of its life and needs to be replaced. However, with good inspection practices and remedial repairs done in a timely manner, the roof replacement can be deferred until 2018. The building has also never been upgraded with a seismic retrofit and currently houses staff in three City departments and the Senior Center.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction		400,000									400,000
Professional Services		25,000									25,000
<b>Total</b>		<b>425,000</b>									<b>425,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Annex Fund 145		425,000									425,000
<b>Total</b>		<b>425,000</b>									<b>425,000</b>

**Budget Impact/Other**

No new operational costs or impacts associated with this project.

**Project #** 17-EQUIP-03  
**Project Name** Police/Engineering Total Station

**Type** New Vehicles/Equipment      **Department** Public Safety  
**Useful Life** 10 years      **Contact** Director Public Safety  
**Category** Equipment      **Priority** 4 Expand Service Levels

**Total Project Cost** \$42,000

**Description**

Purchase of Total Station collision/crime scene/engineering equipment, namely the Trimble S7 3 "Robotic, DR Plus, Trimble VISION, FineLock, Scanning Capable," plus all hardware, software and accessories. Item may be used across all departments for scene reconstruction, roadway planning and project planning.

**Justification**

The City does not have this equipment in its inventory. From a public safety standpoint, the use of Total Station for crime scene and collision scene mapping is an industry standard and is necessary for appropriate prosecution of criminal offenders. Historically, the City could receive support from the Snohomish County Sheriff's Office with this technology, but with their pending budget cuts, we have been advised that they can no longer support the crime scene mapping needs of the cities within the County. We may be able to draw upon other allied agencies, but this is unreliable.

From an engineering standpoint, a Total Station could be used by internal staff to create project base maps and AutoCAD drawings for small scale or technically straightforward CIP projects such as the ongoing sidewalk and storm pipe repair projects. The ability to do the initial surveying and design work in-house would reduce outside consultant costs.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	42,000										42,000
<b>Total</b>	<b>42,000</b>										<b>42,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	21,000										21,000
REET	21,000										21,000
<b>Total</b>	<b>42,000</b>										<b>42,000</b>

**Budget Impact/Other**

There are no anticipated future budget impacts.

Project #	17-EQUIP-05
Project Name	Dump Trailer

**Type** New Vehicles/Equipment      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Equipment      **Priority** 4 Expand Service Levels

**Total Project Cost** \$10,000



\* This photo may not depict standard options.

**Description**

This project is for the purchase of a new utility trailer with a dump capacity to unload maintenance materials and debris.

**Justification**

A dump trailer would greatly increase maintenance crew efficiency and productivity by providing the ability to unload large quantities of materials all at once. Currently materials such as bark mulch or storm debris are loaded and unloaded by hand, which is not time efficient and more likely to cause workplace injuries. The new trailer could also be used to transport equipment or vehicles, like a new tractor or loader, between sites.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

**Budget Impact/Other**

Potential budget impacts would include occasional repair costs.

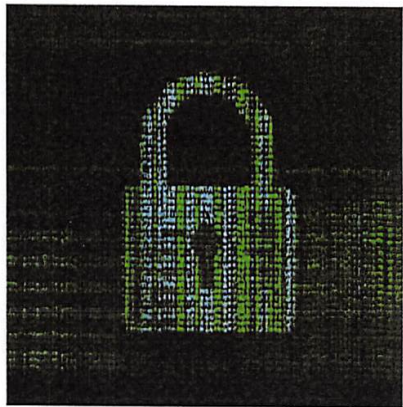
Project #	17-IT-03
Project Name	Mobile Device Management and Encryption

<b>Type</b>	New Vehicles/Equipment	<b>Department</b>	Information Technology
<b>Useful Life</b>	3-4 Years	<b>Contact</b>	IT Director
<b>Category</b>	IT Hardware Software	<b>Priority</b>	4 Expand Service Levels

**Total Project Cost \$10,000**

**Description**

A Mobile Device Management (MDM) and Encryption solution will allow the City to document, enforce and manage encryption on the City's various mobile devices (laptops, tablets and phones). The Federal General Accountability Office and Office of Management and Budget defines personally identifiable information (PII) as any information about an individual that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial and employment information. This type of information is commonly stored in documents and emails saved on City mobile devices.



In the National Institute of Standards and Technology's Guide to Protecting the Confidentiality of Personally Identifiable Information (PII) they recommend encrypting the data stored on mobile devices to prevent unauthorized access. Lack of encryption on mobile devices was an area of concern in the Washington State Auditor's Office IT Security Audit Report performed last year. Additionally, they rated this as a "High" risk.

**Justification**

Mobile devices (cellular phones, tablets and laptops) are at a higher risk of being lost or stolen and therefore should be encrypted to prevent the release of sensitive information. Enabling encryption scrambles the data so if the device is lost or stolen, the thief will be unable to read the information stored on the device. This reduces the risk of the City's sensitive data being compromised.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	10,000										10,000
<b>Total</b>	<b>10,000</b>										<b>10,000</b>

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**Project #** 18-IT-04  
**Project Name** City Hall Campus Wireless Access

**Type** New Vehicles/Equipment      **Department** Information Technology  
**Useful Life** 4-5 Years      **Contact** IT Director  
**Category** IT Hardware Software      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$15,000



**Description**

The City's current wireless network is an add-on to the City's firewall that was done to quickly add wireless coverage to the Council Chambers and lobby for public internet. For proper wireless coverage a building site survey should be conducted and a dedicated wireless solution be deployed that is not integrated with the City's firewall. Completing this project would provide proper wireless coverage of both City Hall Campus buildings for City staff devices, Council use during meetings, police vehicle laptops and public use in the lobby.

**Justification**

The current wireless access points were installed as a quick-fix solution to provide wireless capabilities for the public and the staff to use. The current system does not cover all necessary areas of the buildings. Wireless needs have increased over the years and a more robust solution is necessary to fully cover both buildings and be able to provide the speeds necessary to support growth.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Equipment / Furnishings		15,000									15,000
<b>Total</b>		<b>15,000</b>									<b>15,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
General Fund		15,000									15,000
<b>Total</b>		<b>15,000</b>									<b>15,000</b>

**Budget Impact/Other**

Annual renewal fees for maintenance/support/licensing.

<b>Budget Items</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Operating Supplies			4,000	4,000	4,000	4,000					16,000
<b>Total</b>			<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>					<b>16,000</b>



**Project #** 18-PARK-02  
**Project Name** Mill Creek Sports Park - Turf & Light Replacement

**Type** Maintenance/Repair      **Department** Parks  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Parks      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$775,000

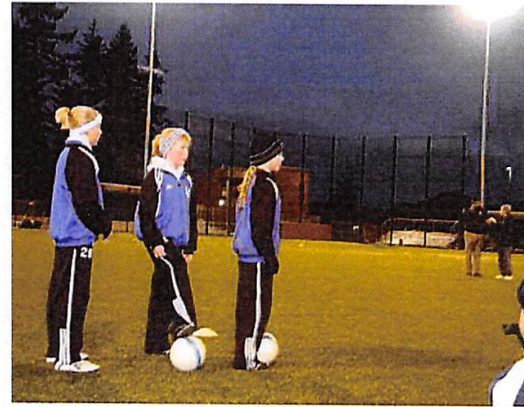
**Description**

Replace artificial turf at Mill Creek Sports Park and replace existing field lights with new LED fixtures. The turf replacement portion of the project is approximately \$400,000 and the new LED lights total approximately \$310,000.

**Justification**

Artificial turf has a useful life span of approximately 8 years. The turf at the Sports Park was installed in 2003 and is 13 years old and at the end of its useful life. The turf is becoming a safety concern due to seam tears and loss of granulated rubber cushioning. The City received the maximum use from the artificial turf because of good ongoing maintenance practices.

The existing lights are proposed to be replaced with LED lights. The existing system is composed of Metal Halide and High Pressure Sodium lights and the field needs re-lamping every five to six years. The LED lights will have a life span of up to 20 years, and the elimination of many re-lamping cycles will provide a significant maintenance cost savings.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Maintenance / Repair		710,000									710,000
Professional Services	65,000										65,000
<b>Total</b>	<b>65,000</b>	<b>710,000</b>									<b>775,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Grant - State		276,000									276,000
REET	65,000	434,000									499,000
<b>Total</b>	<b>65,000</b>	<b>710,000</b>									<b>775,000</b>

**Budget Impact/Other**

The City has existing maintenance and operational costs for the developed park. However, Snohomish PUD has reviewed the proposed lighting plans and specifications and estimates a 63% reduction in power consumption resulting in a \$6,000 annual savings based on current electric rates, and greater savings as those rates increase in the future.

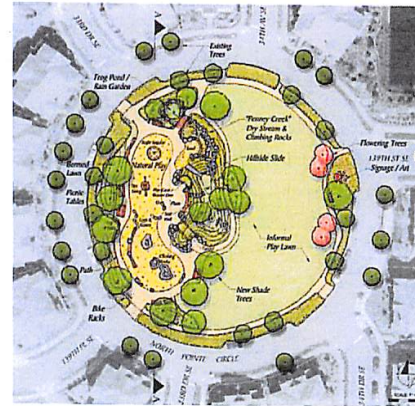
Project #	17-PARK-03
Project Name	North Pointe Park Design & Construction Documents

Type	Construction	Department	Parks
Useful Life	20 years	Contact	Public Works Director
Category	Parks	Priority	4 Expand Service Levels

**Total Project Cost \$542,000**

**Description**

In 2006, in conjunction with the development of the North Pointe plat, the developer dedicated a one acre parcel for neighborhood park land in lieu of park mitigation fees. The City chose to defer development of this park until the neighborhood was built out so the future residents would have an opportunity to participate in the park planning. In the meantime, the developer installed lawn and temporary irrigation. Construction cost is estimated only and based on Vineyards Park, which was a similar size. Once the design is completed and construction costs are defined, a revised action plan will be brought to the City Council for approval.



**Justification**

The North Pointe subdivision is now built out and in early 2016, the City’s Parks and Recreation Board worked with staff and several members of the Design Review Board to develop design concepts that were reviewed by the public at the Mill Creek Festival and two public meetings held in the park. The Natural Play Park option was the overwhelming preference of the public. Therefore, the Parks and Recreation Board recommended the Natural Play Park design concept to Council at their regular meeting on September 27, 2016. The purpose of this CIP project is to design improvements and prepare construction drawings for North Pointe Park per the Council approved Master Plan. The Natural Play Park concept includes the major components of the traditional park concept, such as a playground area with play equipment and surrounding benches and small picnic tables, but the playground and play equipment element take a different approach with a focus on naturally occurring objects, shapes and topography. This design brings attention to the natural features of the Penny Creek drainage basin in which the park is located. The proposed park improvements will be funded from dedicated neighborhood park mitigation fees.

Prior	Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
12,000	Construction	500,000										500,000
	Professional Services	30,000										30,000
	<b>Total</b>	<b>530,000</b>										<b>530,000</b>

Prior	Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
12,000	Park Mitigation	530,000										530,000
	<b>Total</b>	<b>530,000</b>										<b>530,000</b>

**Budget Impact/Other**

There are no operating costs associated with the design and preparation of the construction plans for the park improvements.

<b>Project #</b>	17-PARK-04
<b>Project Name</b>	Cougar Park, Phase 2
<b>Type</b>	Construction
<b>Useful Life</b>	20 years
<b>Category</b>	Parks
<b>Department</b>	Parks
<b>Contact</b>	Public Works Director
<b>Priority</b>	4 Expand Service Levels

**Total Project Cost \$15,000**



**Description**

Cougar Park improvements were proposed in two phases. Phase I included the play equipment and the restroom/shelter building, as well as an open lawn play area. Phase 2 included the cable ride and a trail through the eastern portion of the park property to 35th Avenue. Subsequently, it was decided to move the cable ride from the wooded area to a more visible location to address safety concerns and the cable ride was installed in 2012. At that time it was decided to forego the proposed trails through to 35th Avenue.

**Justification**

Residents have recently expressed concerns regarding vandalism in the wooded area. As a result, the Parks and Recreation Board discussed revisiting the idea of constructing the trail and cleaning up some of the undergrowth to improve visibility and safety on the north side of the heavily wooded area in the hope that it would discourage vandalism. The trail would also create direct access to the park from 35th Avenue. The trail would need to be hard surfaced to meet ADA requirements. Design work will be done in-house.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	15,000										15,000
<b>Total</b>	<b>15,000</b>										<b>15,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Park Mitigation	15,000										15,000
<b>Total</b>	<b>15,000</b>										<b>15,000</b>

**Budget Impact/Other**

The City has existing maintenance and operational costs for this developed park. The addition of a trail will not increase those costs.

<b>Project #</b>	<b>17-VEH-09</b>
<b>Project Name</b>	<b>ROW Inspector Vehicle</b>

<b>Type</b>	Replacement Vehicles/Equip	<b>Department</b>	Public Works
<b>Useful Life</b>	10 years	<b>Contact</b>	Public Works Director
<b>Category</b>	Vehicles	<b>Priority</b>	3 Maintain Current Service Lev

**Total Project Cost** \$25,000

**Description**

This project is for the replacement of the 1998 Jeep currently being driven by the ROW Inspector. Replacement should be a mid-sized pickup truck or SUV.



**Justification**

The ROW Inspector's job duties include performing field inspections for private land developments, City CIP projects and ROW permits at various locations throughout the City, which can require a vehicle for 6 to 7 hours of the work day. A vehicle with safety lights and storage capacity is necessary for the ROW Inspector to perform their job duties. The current inspector vehicle has been fully depreciated and is in dire need of transmission and brake work, but Kelly Blue Book value is not worth the cost of repairs.

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Vehicles	25,000										25,000
<b>Total</b>	<b>25,000</b>										<b>25,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
General Fund	25,000										25,000
<b>Total</b>	<b>25,000</b>										<b>25,000</b>

**Budget Impact/Other**

Typical operating costs for a new vehicle include gas and ongoing regular minor maintenance such as oil changes, plus occasional repairs and major maintenance expenses such as new tires/tune-ups as the vehicle ages.

**Project #** 17-VEH-10  
**Project Name** Maintenance Crew Vehicle

**Type** Replacement Vehicles/Equip      **Department** Public Works  
**Useful Life** 10 years      **Contact** Public Works Director  
**Category** Vehicles      **Priority** 3 Maintain Current Service Lev

**Total Project Cost** \$35,000



**Description**

This project is for the replacement of the 2002 GMC Sonoma pickup currently being driven by a maintenance crew member. Replacement should be a full-sized pickup (F150 or similar).

**Justification**

The maintenance crew duties include park, street and facility work at various locations around the City throughout the day, which can require a vehicle for 6 to 7 hours of the work day. The current crew vehicle has been fully depreciated and is in need of major repairs, including bearings and seals, engine gaskets, tires, brake fluid, thermostat, coolant system service and brake rotors. The quote for repairs totals more than the Kelly Blue Book value on the truck.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Vehicles	35,000										35,000
<b>Total</b>	<b>35,000</b>										<b>35,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	35,000										35,000
<b>Total</b>	<b>35,000</b>										<b>35,000</b>

**Budget Impact/Other**

Typical operating costs for a new vehicle include gas and ongoing regular minor maintenance such as oil changes. There are no new operating expenses anticipated.

<b>Project #</b>	17-VEH-12		
<b>Project Name</b>	Flatbed Truck		
<b>Type</b>	Replacement Vehicles/Equip	<b>Department</b>	Public Works
<b>Useful Life</b>	10 years	<b>Contact</b>	Public Works Director
<b>Category</b>	Vehicles	<b>Priority</b>	3 Maintain Current Service Lev
<b>Total Project Cost</b>		\$85,000	



**Description**

This project is for the replacement of the 2002 Isuzu NPR HD flatbed truck currently being used by the maintenance crew, which also serves as sander/de-icer application vehicle. Replacement will be a large capacity flatbed pickup (F450) that could be a combined de-icer/snow plow/sander vehicle in the winter.

**Justification**

The maintenance crew utilizes the flatbed truck on a daily basis for transporting materials around the City for various repair, maintenance and clean-up activities. Examples include daily park trash pickup, hauling large objects or equipment, seasonal landscaping work like bark mulch and emergency storm debris clean up. The existing flatbed also serves as the sander/de-icer truck during the winter, but is not capable of snow plowing, so combining the two functions will double crew efficiency during winter storm events.

The Flatbed truck has been fully depreciated and is in need of major repairs, including the fuel tank that has rusted and has been patched; the frame is rusting from a leaking de-icer pump; and the engine is burning oil.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Vehicles	85,000										85,000
<b>Total</b>	<b>85,000</b>										<b>85,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	85,000										85,000
<b>Total</b>	<b>85,000</b>										<b>85,000</b>

**Budget Impact/Other**

Typical operating costs for a new vehicle include gas and ongoing regular minor maintenance such as oil changes.

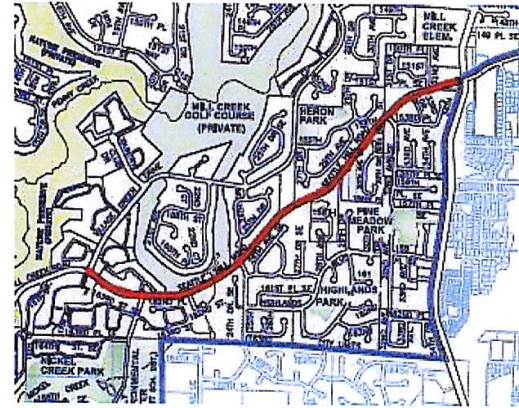
Project #	18-PAVE-03
Project Name	Seattle Hill Road Preservation

<b>Type</b>	Construction	<b>Department</b>	Infrastructure
<b>Useful Life</b>	20 years	<b>Contact</b>	Public Works Director
<b>Category</b>	Pavement	<b>Priority</b>	3 Maintain Current Service Lev

**Total Project Cost** \$1,900,000

**Description**

Repave Mill Creek Road and Seattle Hill Road between Village Green Drive and 35th Avenue SE. The scope of work includes a full width 2" grind and overlay, replacement of landscaped median curbs and ADA upgrades at all curb ramps and two traffic signals. The City will need consultant design work to produce bid documents for a Federal aid project.



A PSRC/Federal STP grant was obtained for construction in 2019 in the amount of \$720,000.

**Justification**

The pavement condition has deteriorated to a rating of 59 out of 100 and is a good candidate for structural resurfacing. The existing curb ramps and traffic signals do not meet current ADA standards. The curbs on all landscape medians have been damaged beyond repair over the years by vehicle collisions.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction			1,500,000								1,500,000
Professional Services		250,000	150,000								400,000
<b>Total</b>		250,000	1,650,000								1,900,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Grant - Federal			720,000								720,000
REET		250,000	930,000								1,180,000
<b>Total</b>		250,000	1,650,000								1,900,000

**Budget Impact/Other**

No new operational expenses will result from this project.

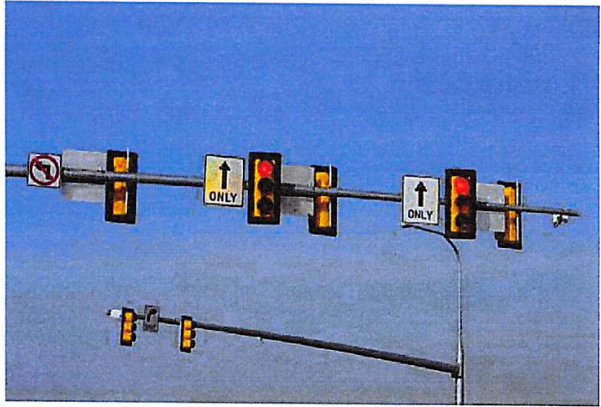
Project #	<b>18-ROAD-04</b>
Project Name	<b>164th Street Corridor Adaptive Signal System</b>

<b>Type</b>	Construction	<b>Department</b>	Infrastructure
<b>Useful Life</b>	10 years	<b>Contact</b>	Public Works Director
<b>Category</b>	Roadway	<b>Priority</b>	4 Expand Service Levels

**Total Project Cost** \$50,000

**Description**

Snohomish County successfully submitted a PSRC regional project application for the second phase of a new adaptive signal control system. The first phase of the system is funded and will be along the new Community Transit Swift 2 route on SR 96 and SR 527. This second phase covers a large portion of south Snohomish County, including the 164th Street corridor, and is an interagency effort including Lynnwood, Bothell and Mountlake Terrace. Mill Creek will have two traffic signals on the system, 164th Street at Mill Creek Boulevard and Main Street at Mill Creek Boulevard.



**Justification**

164th Street is the busiest east/west corridor in the area and carries nearly 40,000 vehicles per day. Congestion is extremely bad during the peak commute hours and operates at a level of service of F. Adaptive signal controls utilize new technology for detecting and immediately adjusting to traffic flow instead of operating on a timed program. While not a full solution, the adaptive signals will help ease future congestion by being more responsive to changes in traffic flow.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction		50,000									50,000
<b>Total</b>		<b>50,000</b>									<b>50,000</b>

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET		50,000									50,000
<b>Total</b>		<b>50,000</b>									<b>50,000</b>

**Budget Impact/Other**

No additional or new future operational costs other than existing signal maintenance work by the County.



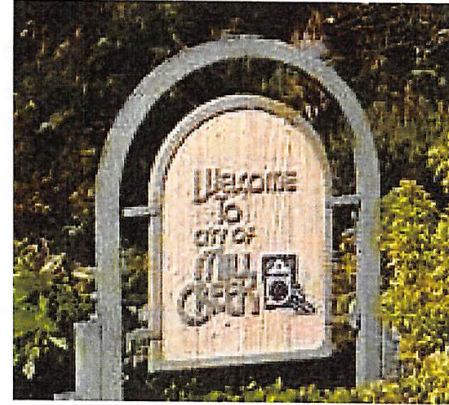
Project #	18-ROAD-13
Project Name	Gateway and SR 527 Median Landscaping

<b>Type</b>	Maintenance/Repair	<b>Department</b>	Community and Economic Dev
<b>Useful Life</b>	20 years	<b>Contact</b>	Director Community Dev
<b>Category</b>	Roadway	<b>Priority</b>	3 Maintain Current Service Lev

**Total Project Cost** \$115,000

**Description**

Design a new landscaping plan for the gateway entry points into the City, specifically 164th Street SE, 132nd Street SE at 10th Street SE, Dumas Road at Park Road, 132nd Street SE at SR 527, 132nd Street SE at 35th Avenue SE, 132nd Street SE at Seattle Hill Road, 35th Avenue SE at Seattle Hill Road, and SR 527 at 175th Street, as well as the SR 527 medians. Construction cost is estimated only and based on past Seattle Hill Road median landscaping (\$75k) and wayfinding signage (\$25k) projects. Once the project scope, construction and maintenance costs are defined, a detailed proposal will be brought to City Council for approval.



**Justification**

The landscaping at gateway entry points into the City is either non-existent, dated and/or overgrown. In accordance with the new Communication Plan, this would be an opportunity to update and unify the City brand while providing vibrant, visually appealing gateway entry features for the City. The existing landscaping in the SR 527 medians was installed during the highway widening project in 2003. The medians require relatively high maintenance efforts due to traffic control requirements, which must be contracted out at a high cost. The medians are also overgrown and obstruct visibility, and plantings have been damaged by accidents over the years but not replaced. A new landscaping plan will reduce maintenance costs, as well as improve visibility and safety.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction			100,000								100,000
Professional Services		15,000									15,000
<b>Total</b>		15,000	100,000								115,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET		15,000	100,000								115,000
<b>Total</b>		15,000	100,000								115,000

**Budget Impact/Other**

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**Budget Impact/Other**

Annual software license renewal costs, which are typically 20-30% of the initial cost.

<b>Budget Items</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Total</b>
Operating Supplies		3,000	3,000	3,000	3,000	3,000					15,000
<b>Total</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>					<b>15,000</b>

City of Mill Creek 2017-2018 Biennial Budget

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**Council Strategic Planning Session Notes  
(Edits by Councilmembers Steckler and Todd with  
Initial Budget Highlights by Interim City Manager)**

**Exhibit 3**

**Goal 1: Fiscal Responsibility**

Council Priorities

- Identify wasteful spending, increase capacity and create a culture where employees are empowered to bring Lean ideas forward.
- Implement short- and long-term planning, including how to avoid deficits, establishing ~~thresholds~~thresholds for deficits and surplus, determining profit centers and cost centers, and reviewing five-year trends to forecast needs.
- Develop financial policies around one-time revenue streams/events, reserve funding, and keeping spending at or below projected revenues.
- ~~Explore more sophisticated financial planning options to maximize return on investments.~~
- ~~Seek out economic growth opportunities, including annexation possibilities and a tourism feasibility study.~~
- Review and improve economic development ~~processes~~processe to maximize the timeliness and flow of revenue.
- ~~Explore the impacts of crypto-currency and opportunities to use it.~~
- ~~Keep Mill Creek affordable for residents.~~
- Educate the public on financial operations to ~~develop~~develo and maintain public trust and transparency.
- Evaluate the long-term viability of core services from a cost perspective. Update fee schedules as needed.
- Ensure funds are reserved for unexpected projects.
- Determine the long-term viability of core services from a cost perspective and weigh against contributing to the quality of life in the community.
- Invest in preservation of Mill Creek's infrastructure for the long-term.

**Goal 2: Community Preservation**

Council Priorities:

- Prioritize maintenance of City facilities, roads and parks to preserve the look and feel of Mill Creek.
- Work with regional partners to ensure maintenance and preservation of their land and facilities that border or are visible in Mill Creek.
- Encourage civic pride mentality and initiatives to help ensure cleanliness (e.g., no littering, picking up dog poop).
- Ensure community design and maintenance standards are upheld by providing education and enforcing codes.
- Invest in the health and sustainability of Mill Creek's natural environment and provide environmental education.

- Develop pathways to help modernize older commercial development, including providing incentives for redevelopment.
- Provide services that encourage (re)investment in Mill Creek.
- Implement continuous improvement to identify issues and create solutions to ensure business compliance in maintaining community standards.
- ~~Enhance community connectivity and transportation alternatives within Mill Creek and to nearby communities.~~
- ~~Preserve public safety to protect the safe neighborhood feel and ensure low call response times.~~
- Facilitate community feedback on land-use ideas to ensure the City meets and cultivates the needs of its residents.
- ~~Expand tourism through unique ventures that enhance sales tax revenue.~~

**Goal 3: Civic Pride**

Council Priorities:

- Underscore a strong community spirit by being open to new ideas and providing opportunities for residents to be engaged.
- Promote activities that use Mill Creek’s resources such as trails and the Town Center.
- Develop bigger signature events that draw people to the community (e.g., Taste of Town Center, Mill Creek Olympics, scavenger walk, music festival).
- Organize groups of all ages to collaborate on projects.
- Recognize and honor community engagement.
- Invest in portable event resources that can be used by staff and the community alike.
- Develop resources to encourage and support business development and growth.
- Foster partnerships with the schools.
- Create City Council community engagement opportunities.
- ~~Enhance public access to Council meetings (e.g., live stream).~~
- ~~City Council models good civic behavior.~~
- ~~Develop a brand identity / tagline.~~
- License and sell Mill Creek merchandise to foster community pride.
- Provide a robust community calendar.
- Identify areas of improvement within the community (e.g., traffic flow, neglected business areas, inclusion of neighborhoods ~~outside of MCCA, uncover what’s missing~~).

**Goal 4: Customer Service**

Council Priorities:

- Exceed customer service expectations to ensure repeat customers.
- ~~Establish a level of performance management for customer service expectations and manage to it.~~
- ~~Continuously improve the customer service experience and find creative ways to meet their needs.~~
- ~~Make every interaction positive through courteous and helpful behavior.~~
- ~~Educate employees on customer service disconnects and how it impacts the City (e.g., delay in approval of plans can impact sales tax revenue).~~
- 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.
- ~~Hire the best qualified people.~~

- ~~Feature employees in City Connection to celebrate their successes and highlight how they're helping the community.~~
- Recognize and honor employees for creativity and a job well done.
- ~~Find new customer service opportunities to generate revenue.~~
- ~~Establish a level of performance management for customer service expectations.~~
- Educate employees on customer service disconnects and how it impacts the City (e.g., delay in approval of plans can impact sales tax revenue).
- Continuously improve the customer service experience and find creative ways to meet their needs.

### **Goal 5: Recreational Opportunities**

Council Priorities:

- Define what "recreational opportunities" encompass.
- Maintain public space for recreational activities; do not sell park land.
- Continue the City's level of service for neighborhood parks and recreational facilities.
- Provide safe, connected places.
- Provide opportunities that take advantage of Mill Creek's world-class trail system.
- Evaluate scope of recreation classes for unmet needs and to eliminate programs that compete with those offered by local businesses.
- Partner with other organizations to maximize recreational opportunities.
- Ensure programming is available for all ages, and cross-market recreational offerings by other organizations in Mill Creek.
- Develop a sports tourism corridor.
- Conduct a sports summit and/or feasibility study to determine recreational needs and opportunities for long-term development; determine partnership opportunities.
- Provide recreational opportunities that facilitate tourism, economic development and revenue generation.
- Partner with local ~~businesses~~business to cross-market tourism opportunities and encourage more visitor spend per person.
- Identify grants to support tourism initiatives.
- Leverage current recreational capital funds to maximize grant and other funding opportunities.

### **Goal 6: Public Safety**

Council Priorities:

- Continue to grow public involvement (e.g., officers in neighborhoods, neighborhood watch groups, citizens academy, citizens patrol).
- Partner with schools and local groups to provide public safety education (e.g., gun safety, cybersecurity, opioid epidemic).
- Maintain the public's sacred trust through the consistent delivery of public safety services.
- Ensure low response times for emergencies and threats.
- Explore technology tools to share public safety information (e.g., local alert system).
- Ensure police and fire are properly staffed to meet service needs.
- Solidify emergency response program.

- Obtain accreditation and ensure public safety practices protect the City from liability.
- Develop strong partnerships with other agencies in the region.
- Utilize grants and alternative funding sources to pay for programs and equipment.
- Look for outside partnerships to reduce criminal justice costs.

## **Goal 7: Economic Prosperity**

### Council Priorities:

- Continue to market our current assets to set us apart. Understand Mill Creek’s place in the regional economy.
- Find opportunities that meet unmet needs in the City and the County to create tourism avenues.
- Don’t sacrifice local quality of life to become a destination for other people.
- Focus on building our local economy: jobs, people, education, sports, and culture.
- ~~Revise the City’s goal language to note that we should achieve our nine goals without sacrificing the other goals.~~
- Identify challenges in and around Mill Creek that could create an opportunity for us to provide enhancement and new revenue.
- Publicize community events to support local businesses.
- Maintain current and obtain new revenue streams with no new taxes.
- Identify services that we can provide to Mill Creek residents that they would be willing to pay for.
- Attract employers of ~~knowledge workers~~local employees.
- ~~Retain and grow households with above-average income / wealth.~~
- ~~Identify options and make wise choices with existing resources, including the East Gateway and Dobson-Remillard properties.~~
- Explore options with Everett Public Schools for the SR527 property and partner with them.
- ~~Provide the greatest opportunity for businesses to thrive. Develop outreach strategies for local businesses and continue to be friendly to local businesses.~~
- ~~Support and perpetuate businesses and commercial investor returns.~~
- Take a fresh look at annexation possibilities and priorities.
- Make capital investments to enhance long-term revenue.
- Readjust zoning requirements to enhance economic success.
- Balance growth against short-term gain.
- ~~Change design standards to make certain types of development acceptable, while enforcing certain standards to protect Mill Creek’s quality.~~
- Develop ecotourism opportunities for the wetlands.
- ~~Identify challenges in and around Mill Creek that could create an opportunity for us to provide enhancement and new revenue.~~

## **Goal 8: Leadership**

### Council Priorities:

- ~~Revise Leadership goal language to include local leadership.~~
- ~~Lead by example.~~
- ~~Be strategic first and tactical second.~~
- ~~Get out of the way and allow people to do their jobs.~~

Leadership to Influence:

- Look to cities and states that are doing innovative things and identify opportunities that may work for us.
- ~~Identify and be informed about matters that impact our vision and mission.~~
- ~~Don't be afraid to take calculated risks.~~
- Individual Council members must be involved regionally and actively participate in local and regional groups.
- Have a larger presence in Olympia and more informed involvement with the state legislature.
- Develop healthy relationships with our neighbor policy makers and leaders. Identify, foster and utilize partnerships for shared goals.
- Maintain open government.

Leadership to Manage:

- Revise Leadership goal language to include local leadership.
- Lead by example.
- Be strategic first and tactical second.
- Get out of the way and allow people to do their jobs.
- Identify and be informed about matters that impact our vision and mission.
- Don't be afraid to take calculated risks.
- Create a Mill Creek resident satisfaction index that provides feedback and creates a benchmark against which to measure.

**Goal 9: Long-Term Planning**

Council Priorities:

- ~~Long term planning is essential to long term financial stability. We must plan and control our destiny.~~
- Develop and implement tools for planning.
- Weigh current and future opportunities against current and future needs.
- Survey the community for current and future needs.
- Look broadly at City connectivity as a framework for sports tourism.
- ~~Plan for pride and a successful community.~~
- ~~Define our future in one word.~~
- ~~Focus or emphasize on the long term to match our vision.~~
- Identify and set realistic 5- and 10-year goals.
- Explore opportunities with Snohomish County and Everett Public Schools for the school district's property along SR527, including opportunity for an interlocal agreement.
- Revisit annexation policies and goals.
- Work with county and state agencies to provide services our residents expect.
- Support and encourage local economic development.
- Isolate current and future trends to base planning on.
- ~~Don't jeopardize Mill Creek's identity.~~
- ~~Don't be afraid to be an oasis, but don't ignore reality.~~
- Plan with other cities and agencies regarding our growth and to encourage growth in the urban growth area.
- Be innovative and open to new ideas and calculated risks.
- Plan a long-term direction and execute toward that direction.



**Strategic Planning Budget Outcomes  
by Interim City Manager**

**Exhibit 3.1**

**Group 1 – Financial Planning**

1. Develop financial policies around one-time revenue streams/events, reserve funding, and keeping spending at or below projected revenues.
2. Evaluate the long-term viability of core services from a cost perspective. Update fee schedules as needed.
3. Ensure funds are reserved for unexpected projects.
4. Maintain current and obtain new revenue streams with no new taxes.
5. Utilize grants and alternative funding sources to pay for programs and equipment.

**Replace with:**

- Develop a sustainable budget that aligns on-going resources to on-expenses and one-time resources to one-time expenses.
- Continue to maintain the City's General Operating Reserves at a level equal to at least 15% of the total General Fund balance.
- Continue to limit the tax burden on Mill Creek's citizens by seeking operating efficiencies wherever possible.
- Adjust fees for services based on actual cost and comparable jurisdictions; explore/pursue new non-tax revenue to generate more revenues to support services.

**Group 2 – Economic Development**

6. Review and improve economic development process to maximize the timeliness and flow of revenue.
7. Support and encourage local economic development.
8. Readjust zoning requirements to enhance economic success.
9. Develop pathways to help modernize older commercial development, including providing incentives for redevelopment.
10. Develop resources to encourage and support business development and growth.
11. Develop a sports tourism corridor.
12. Identify grants to support tourism initiatives.
13. Conduct a sports summit and/or feasibility study to determine recreational needs and opportunities for long-term development; determine partnership opportunities.
14. Provide recreational opportunities that facilitate tourism, economic development and revenue generation.
15. Focus on building our local economy: jobs, people, education, sports, and culture.



**Replace with:**

- Pursue economic development programs and initiatives to create sustainable revenue streams by evaluating and implementing the following:
  - Sports tourism.
  - Changes in development code to promote and incentivize development consistent with Mill Creek's vision.
  - Business recruitment and retention.

**Group 3 – Infrastructure Investments**

16. Invest in preservation of Mill Creek's infrastructure for the long-term.
17. Prioritize maintenance of City facilities, roads and parks to preserve the look and feel of Mill Creek.
18. Leverage current recreational capital funds to maximize grant and other funding opportunities.
19. Make capital investments to enhance long-term revenue.

**Replace with:**

- Continue to construct, maintain, and preserve capital investments as prescribed in the City's adopted CIP.

**Group 4 - Recreation**

20. Maintain public space for recreational activities; do not sell park land.
21. Continue the City's level of service for neighborhood parks and recreational facilities.
22. Evaluate scope of recreation classes for unmet needs and to eliminate programs that compete with those offered by local businesses.
23. Ensure programming is available for all ages, and cross-market recreational offerings by other organizations in Mill Creek.

**Replace with:**

- Evaluate and create recreation programs to meet demands and support revenue recovery goals.
- Retain all existing parking land.

**Group 5 – Public Safety**

24. Continue to grow public involvement (e.g., officers in neighborhoods, neighborhood watch groups, citizen’s academy, citizen’s patrol).
25. Partner with schools and local groups to provide public safety education (e.g., gun safety, cybersecurity, opioid epidemic).
26. Obtain accreditation and ensure public safety practices protect the City from liability.
27. Ensure low response times for emergencies and threats.
28. Ensure police and fire are properly staffed to meet service needs.

**Replace with:**

- Continue to grow public involvement (e.g., officers in neighborhoods, neighborhood watch groups, citizen’s academy, citizen’s patrol).
- Partner with schools and local groups to provide public safety education (e.g., gun safety, cybersecurity, opioid epidemic).
- Obtain accreditation and ensure public safety practices protect the City from liability.
- Ensure police and fire are properly staffed to meet service needs and respond to emergent situations.

**Group 6 - Customer Service/Feedback**

29. Create a Mill Creek resident satisfaction index that provides feedback and creates a benchmark against which to measure.
30. Survey the community for current and future needs.
31. Continuously improve the customer service experience and find creative ways to meet their needs.

**Replace with:**

- Develop a citizen satisfaction survey via web and biennial mail/telephone survey of City services.



**Exhibit 4**

**City of Mill Creek  
2019-2020  
Desired Budget Outcomes**

Revenues:

*Property Tax (Select one or more)*

1. Include no property tax levy increase
2. Utilize the City's one percent property tax levy increase as allowed by law to support existing service levels.
3. Utilize the City's bank capacity of property tax levy increase up to approximately 3%.

*Surface Water*

1. Potentially adjust/increase surface water rates to meet expected or desired infrastructure and operational improvements (based on consultant study and consideration by Council).

Expenses:

1. Develop a sustainable budget that aligns on-going resources to on-expenses and one-time resources to one-time expenses.
2. Continue to maintain the City's General Operating Reserves at a level equal to at least 15% of the total General Fund balance.
3. Continue to limit the tax burden on Mill Creek's citizens by seeking operating efficiencies wherever possible.
4. Adjust fees for services based on actual cost and comparable jurisdictions; explore/pursue new non-tax revenue to generate more revenues to support services.
5. Pursue economic development programs and initiatives to create sustainable revenue streams by evaluating and implementing the following:
  - Sports tourism.
  - Changes in development code to promote and incentivize development consistent with Mill Creek's vision.
  - Business recruitment and retention.
6. Continue to construct, maintain, and preserve capital investments as prescribed in the City's adopted CIP.
7. Evaluate and create recreation programs to meet demands and support revenue recovery goals.

City Council Agenda Summary  
Page 2

8. Retain all existing parking land.
9. Continue to grow public involvement (e.g., officers in neighborhoods, neighborhood watch groups, citizen's academy, citizen's patrol).
10. Partner with schools and local groups to provide public safety education (e.g., gun safety, cybersecurity, opioid epidemic).
11. Obtain accreditation and ensure public safety practices protect the City from liability.
12. Ensure police and fire are properly staffed to meet service needs and respond to emergent situations.
13. Develop a citizen satisfaction survey via web and biennial mail/telephone survey of City services.



Date: July 24, 2018

A/P Check Batches		
Dated	Check Numbers	Amount
07/16/2018	58859-58929	\$183,622.88
<b>Total</b>		<b>\$183,622.88</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

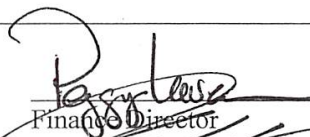
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 58859 through 58929, in the amount of \$183,622.88.


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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

  
Finance Director

  
Interim City Manager

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

**Accounts Payable**

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

User: jodieg  
 Printed: 7/19/2018 1:47 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58859	ADPLLC 516201665 516624569	ADP, LLC ADP Payroll Services-Workforce Now 06/11 ADP Payroll Services 06/15	07/16/2018		760.04 397.30
		Total for Check Number 58859:		0.00	1,157.34
58860	ALLBATRY 1905701045886	All Battery Sales & Service 2-6V Battery-Library	07/16/2018		35.08
		Total for Check Number 58860:		0.00	35.08
58861	INTEGRA 15415721	Allstream T-1 Monthly Chgs-July	07/16/2018		667.19
		Total for Check Number 58861:		0.00	667.19
58862	AMTESTIN 105526	Am Test, Inc 5-Fecal Coliform Analysis	07/16/2018		125.00
		Total for Check Number 58862:		0.00	125.00
58863	APPDANST 6800	Applause Studio Inc Peter Pan: Musical Theatre Camp (4 Days) 07/05	07/16/2018		1,560.00
		Total for Check Number 58863:		0.00	1,560.00
58864	BENEAD 1806514	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-June	07/16/2018		112.00
		Total for Check Number 58864:		0.00	112.00
58865	BRIDPETS 00066 00070	Bridges Pets Victor Super Premium Dog Food-Bagira Victor Ultra Pro Dog Food-Bagira	07/16/2018		78.53 78.53
		Total for Check Number 58865:		0.00	157.06
58866	CDW NGB7128	CDW Government 30-Sandisk USB Flash Drive-32GB	07/16/2018		290.79
		Total for Check Number 58866:		0.00	290.79
58867	CINTAS 460384317 460384317a 460403232 460403232a	Cintas Corporation Loc. #460 Flood Mat Service 05/25 Flood Mat Service 05/25 Flood Mat Service 06/22 Flood Mat Service 06/22	07/16/2018		84.97 49.55 84.97 49.55
		Total for Check Number 58867:		0.00	269.04
58868	CIEDMOND RGG-180047	City of Edmonds Domestic Violence Coordinator-July	07/16/2018		1,116.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58868:	0.00	1,116.85
58869	MOCKINGJ MCFM6-25 MCFM7-06 MCFM7-13	Sarah Dylan Farmers Market June 29th-30 Vendors Farmers Market July 6th-38 Vendors Farmers Market July 13 Market - 30 Vendors	07/16/2018		300.00 380.00 300.00
			Total for Check Number 58869:	0.00	980.00
58870	EVERMARK 53121 53142	Ever-Mark, LLC 2x4 Banner-Kids Club, 3x8 Banner-Farmers Ma 2-24"x72" Dibond Sign Panels	07/16/2018		109.37 364.32
			Total for Check Number 58870:	0.00	473.69
58871	FELDMAJ June 2018	Feldman & Lee, P.S. Public Defender Contract Flat Fee-June	07/16/2018		9,000.00
			Total for Check Number 58871:	0.00	9,000.00
58872	FOUTCHB Reimb Per Diem	Bart Foutch Meals 6/13, Meals 06/14-Training-B Foutch	07/16/2018		80.00
			Total for Check Number 58872:	0.00	80.00
58873	FREESEL 06/26	Lois Freese Conflict Public Defender 7Z1226635, 7Z122664	07/16/2018		600.00
			Total for Check Number 58873:	0.00	600.00
58874	GEIGER 3638312	Geiger 80-City Logo Polo Shirts	07/16/2018		1,468.74
			Total for Check Number 58874:	0.00	1,468.74
58875	GRYOSBRN 2	Gray & Osborne Inc Prof Serv 35th Ave CM & Insp 05/27-06/23	07/16/2018		12,969.83
			Total for Check Number 58875:	0.00	12,969.83
58876	NWCASC 0550694877 0550694878	Honey Bucket Honey Bucket Rental-Skyhawks Camps-Jackson Honey Bucket Rental-Skyhawks Camps-Penny C	07/16/2018		217.74 204.50
			Total for Check Number 58876:	0.00	422.24
58877	ICEMILLR 1518095	Ice Miller LLP Prof Legal Services-Employee Benefit Matters- <del>f</del>	07/16/2018		1,086.75
			Total for Check Number 58877:	0.00	1,086.75
58878	INDUSSAF 000006142	Industrial Safety LLC First Aid Supplies Re-Stock	07/16/2018		256.96
			Total for Check Number 58878:	0.00	256.96
58879	SNOCOINS 1000469623	Snohomish County Information Services Annual Networking Services-Internet Through S	07/16/2018		756.00
			Total for Check Number 58879:	0.00	756.00
58880	KLEIJ	John Klei	07/16/2018		

# AGENDA ITEM #1.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	Reimb Dental/Rx	Reimb Dental & Prescriptions-J Klei/LEOFF 1			1,580.25
			Total for Check Number 58880:	0.00	1,580.25
58881	LERMAN	Nathan Lerma	07/16/2018		
	Per Diem	Meals 06/11 K9 Narcotic Training-N Lerma			48.00
	Per Diem 1	Meals 06/12 K9 Narcotic Training-N Lerma			64.00
	Per Diem 10	Meals 06/25 K9 Narcotic Training-N Lerma			48.00
	Per Diem 11	Meals 06/26 K9 Narcotic Training-N Lerma			64.00
	Per Diem 12	Meals 06/27 K9 Narcotic Training-N Lerma			64.00
	Per Diem 13	Meals 06/28 K9 Narcotic Training-N Lerma			64.00
	Per Diem 14	Meals 06/29 K9 Narcotic Training-N Lerma			33.00
	Per Diem 2	Meals 06/13 K9 Narcotic Training-N Lerma			64.00
	Per Diem 3	Meals 06/14 K9 Narcotic Training-N Lerma			64.00
	Per Diem 4	Meals 06/15 K9 Narcotic Training-N Lerma			33.00
	Per Diem 5	Meals 06/18 K9 Narcotic Training-N Lerma			48.00
	Per Diem 6	Meals 06/19 K9 Narcotic Training-N Lerma			64.00
	Per Diem 7	Meals 06/20 K9 Narcotic Training-N Lerma			64.00
	Per Diem 8	Meals 06/21 K9 Narcotic Training-N Lerma			64.00
	Per Diem 9	Meals 06/22 K9 Narcotic Training-N Lerma			33.00
	Reimb	Vehicle Wash-Patrol Car			8.00
			Total for Check Number 58881:	0.00	827.00
58882	MDSCIENC	Mad Science	07/16/2018		
	6773	Mad Science: Super Science Sampler (AM) 07/0			3,692.00
	6774	Mad Science: Spy Academy (PM) 07/09-07/13 #			1,420.00
			Total for Check Number 58882:	0.00	5,112.00
58883	OMWATT	Ogden Murphy Wallace Attorneys	07/16/2018		
	811426	Prof Legal Services-CED-April			2,356.00
	811429	Prof Legal Services-CHN-April			155.00
	813097	Prof Legal Services-Council-May			18,028.20
	813098	Prof Legal Services-CED-May			339.00
	813101	Prof Legal Services-CHN-May			31.00
	813101a	Prof Legal Services-P & R-May			1,321.00
			Total for Check Number 58883:	0.00	22,230.20
58884	OLDDOMB	Old Dominion Brush	07/16/2018		
	0119129-IN	Gutter Broom Motor-Sweeper			531.77
			Total for Check Number 58884:	0.00	531.77
58885	OREILLY	O'Reilly Automotive Inc	07/16/2018		
	2986-165165	2 - H-TMP Grease - Shop Supply			6.60
	2986-165429	1 - Mini Bulb - Building Inspector Truck			6.19
	2986-166980	2 - Oil Filters, Oil - PW 10			41.60
	2986-167059	1 Reservoir Cap - PW 10			6.31
	2986-169030	1 Patch Kit-PW			2.31
			Total for Check Number 58885:	0.00	63.01
58886	CLYDEWST	PacWest Machinery	07/16/2018		
	20323452	Control Center-Sweeper			199.84
			Total for Check Number 58886:	0.00	199.84
58887	PAKOR	Pakor Inc	07/16/2018		
	8030312	2 Cs Media-Passport Film			626.55



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58887:	0.00	626.55
58888	PERTEET	Perteet Inc	07/16/2018		
	20160281.006-6	Gen Engineering Support TMDL Testing 04/30-(			1,070.00
	20160281.008-4	Prof Serv-The Learning Experience Drainage Re			3,300.00
	20160281.010-5	Prof Serv-Phase 2 NPDES 04/30-06/03			801.26
	20160281.014-2	Prof Serv-The Farm Drainage Review 04/30-06/			2,988.75
	20160281.015-1	Prof Serv-Vintage Stormwater System Inspectio			956.99
			Total for Check Number 58888:	0.00	9,117.00
58889	PETTY CA	Petty Cash Fund	07/16/2018		
	1	Overnight USPS Ck 58008 Pmt Postage-City Qu			23.75
	10	Refreshments 35th Ave Pre Construction Mtg 05			5.51
	11	Parking/Mileage Reimb 05/15 Sno Co Tourism S			15.59
	12	Parking 06/08 Sno Co ICC-K Mahmoud			3.00
	13	Parking 06/08 Sno Co IT Mtg-J Busch			6.00
	14	POP Tokens Reimb-Farmers Market 06/29			78.00
	15	POP Tokens Reimb-Farmers Market 07/06			47.00
	2	Parking Puget Sound Regional Council RPEC 01			7.18
	3	Parking Court Hearing 03/09-T Hoflack			6.00
	4	Fuel Reimb Salt Mix DropOff-J Christi			1.09
	5	Parking Sno Co 04/13 IT Mtg-J Busch			6.00
	6	8x10 Photos-J Steckler, J Mead			3.93
	7	Parking 04/19 Training at Sno Co-S Ringstad			6.00
	8	Parking at Sno Co 04/24-K Mahmoud			2.00
	9	Parking Puget Sound Regional Council RPEC 02			12.00
			Total for Check Number 58889:	0.00	223.05
58890	PILCHVT	Pilchuck Vet Hospital	07/16/2018		
	198124	Apoquel Tab-Bagira			98.84
			Total for Check Number 58890:	0.00	98.84
58891	PLAYWELL	Play-Well TEKologies	07/16/2018		
	6769	Play-Well TEKology: Mine,Craft,Build (AM) 0			1,320.00
	6770	Play-Well TEKology: Mine,Craft,Build (PM) 0			1,200.00
			Total for Check Number 58891:	0.00	2,520.00
58892	PCC	Precision Concrete Cutting	07/16/2018		
	WA25473KE	Concrete Shaving-Additional Cuts			417.38
	WA72734KE	Concrete Shaving-Variou Locations-List #1			5,422.19
	WA78286KE	Concrete Shaving-Variou Locations-List #2			4,042.83
			Total for Check Number 58892:	0.00	9,882.40
58893	PRYTHSP	Protect Youth Sports	07/16/2018		
	615312	Background Check-D Wang			8.95
	615312a	Background Check-A Williams			8.95
			Total for Check Number 58893:	0.00	17.90
58894	PUBSAF	Public Safety Testing	07/16/2018		
	2018-8433	2nd Qtr Subscription Fees-Apr-June 2018			264.00
			Total for Check Number 58894:	0.00	264.00
58895	SNOCPUD	PUD No. 1 of Snohomish County	07/16/2018		
	200743599	Street Lights-190 Lights-200W 06/01-06/30			1,736.91

# AGENDA ITEM #1.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	200797223	3401 148th St SE 05/19-06/20			34.63
	201345386	2501 147th Pl SE 05/22-06/21			31.63
	201353968	15728 Main St 07/06-07/07			1,707.74
	201367745	902 164th St SE 06/06-07/05			33.61
	201669280	2701 155th St SE 05/30-06/28			25.33
	201752961	15429 Bothell Everett Hwy 06/07-07/06			17.66
	201781135	2701 155th St SE 05/30-06/28			28.37
	201898053	1700 Mill Creek Rd 05/23-06/25			71.97
	202529210	Street Lights-386 Lights-100W 06/01-06/30			1,389.60
	202570776	Street Lights-87 Lights-250W 06/01-06/30			942.21
	202624391	Street Lights-842 Lights-100W 06/01-06/30			6,021.56
	202767935	Street Lights-21 Lights-400W 06/01-06/30			312.90
	202909941	Street Lights-6 Lights-150W 06/01-06/30			28.98
	202926333	Hillside Park 05/26-06/29			18.90
	202959052	4842 SAC 06/07-07/06			60.28
	203028121	4560 SAC 06/05-07/03			36.77
	203251632	15510 Village Green Dr 05/30-06/28			16.20
	203388152	15429 Bothell Everett Hwy 06/07-07/06			23.85
	204717524	Street Lights-8 Lights-200W 06/01-06/30			47.68
	204717532	Street Lights-38 Lights-250W 06/01-06/30			285.38
	204717540	Street Lights-39 Lights-400W 06/01-06/30			441.48
	205087232	Street Lights-17 Lights-100W 06/01-06/30			52.87
	205495328	Street Lights-49 Lights-20W 06/01-06/30			17.15
	220317390	Street Lights-1 Light-240W 06/01-06/30			7.94
	220612410	15601 22nd St SE 05/30-06/27			17.24
	220763510	13332 44th Ave SE 06/05-07/02			42.18
	221293111	Street Lights-1 Light-160W 06/01-06/30			5.18
			Total for Check Number 58895:	0.00	13,456.20
58896	RAMERJ 2018-05	Jon Ramer Consulting Services-Veterans Day Parade	07/16/2018		2,000.00
			Total for Check Number 58896:	0.00	2,000.00
58897	LEXNEXIS 3091536110	RELX Inc LexisNexis Monthly Chgs 06/01-06/30	07/16/2018		186.09
			Total for Check Number 58897:	0.00	186.09
58898	RONGERJ 8842	John Rongerude P.S. Conflict Public Defender 8Z0166598	07/16/2018		300.00
			Total for Check Number 58898:	0.00	300.00
58899	COLATHSL 6885 6887 6889	Columbia Athletic Club- Silver Lake Junior Tennis Camp: 5-7 Years (June) 06/25-06/27 Junior Tennis Camp: 8-12 Years (June) 06/25-06/27 Tennis for Adult Beginners: Tues & Thur (June)	07/16/2018		193.20 844.20 201.60
			Total for Check Number 58899:	0.00	1,239.00
58900	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 24079-27593 32140-27632 32141-27633 35995-27914	Silverlake Water District 132nd & SR527 Irrig 06/01-06/30 Silver Crest Park 06/01-06/30 15429 1/2 Bothell Everett Hwy 06/01-06/30 15429 Bothell Way-Irrig 06/01-06/30 Hillside Irrig 06/01-06/30 13903 N Creek Dr-Irrig 06/01-06/30 13903 N Creek Dr 06/01-06/30 SR-527-Irrig 06/01-06/30	07/16/2018		32.10 7.60 137.45 86.00 157.05 264.85 78.75 7.60

# AGENDA ITEM #1.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	35996-27914	14600 SR 527-Irrig 06/01-06/30			7.60
	35997-27914	13800 N SR 527-Irrig 06/01-06/30			7.60
	35998-27914	1600 SR 527-Irrig 06/01-06/30			7.60
	35999-27914	15200 SR 527-Irrig 06/01-06/30			7.60
	36000-27914	15100 N SR 527-Irrig 06/01-06/30			7.60
	36016-27914	SR 527 & Trillium Blvd-Irrig 06/01-06/30			7.60
	36025-27914	14600 SR 527-Irrig 06/01-06/30			7.60
	36026-27914	SR 527 & Dumas Rd-Irrig 06/01-06/30			7.60
	36365-27593	Dumas Rd Irrig 06/01-06/30			22.30
	37034-30017	14721 12th Ave SE-Irrig 06/01-06/30			7.60
	37680-27914	0 33rd Dr & Northpointe Circle-Irrig 06/01-06/30			313.85
	40191-27914	13315 45th Ave SE-Restroom 06/01-06/30			67.95
			Total for Check Number 58900:	0.00	1,243.90
58901	SIXROBLE 14-370172	Six Robblees' Inc. Trailer Plug Adapter	07/16/2018		32.55
			Total for Check Number 58901:	0.00	32.55
58902	SMARSH INV00383425 INV00383425a	Smarsh Inc Text Archiving Platform-Verizon Monthly 06/01- Use Tax, Text Archiving Platform-Verizon Mont	07/16/2018		240.60 -7.80
			Total for Check Number 58902:	0.00	232.80
58903	SNOCOM 551	Snohomish County 911 Dispatch Services-July	07/16/2018		30,014.58
			Total for Check Number 58903:	0.00	30,014.58
58904	SNOCOPW 1000469456 1000469456a 1000469456b 1000469456c	Snohomish County Public Works RR7552-Dumas Rd & Park Rd RR7554-164th SE & 9th SE/MC Bl RR7573-35th SE & 148th SE RR7869-Mill Crk Blvd @ Main	07/16/2018		4,504.74 113.30 152.41 105.89
			Total for Check Number 58904:	0.00	4,876.34
58905	SNDPUBIN 7850921 EDH812635 EDH815453	Sound Publishing Inc Online Job Posting-Recreation Coordinator City Notice: Applications-Three Oaks Prelim Pl City Notice: Applications-PACLAND-Seattle FI	07/16/2018		299.00 56.76 73.96
			Total for Check Number 58905:	0.00	429.72
58906	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem MEBT-ER Paid-July	07/16/2018		3,931.25
			Total for Check Number 58906:	0.00	3,931.25
58907	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem-MEBT-ER Paid-July	07/16/2018		3,551.53
			Total for Check Number 58907:	0.00	3,551.53
58908	STARDMSV 011900-IN 011900-INa	Stardom Services Inc Janitorial Services-June-CHS Janitorial Services-June-CHN	07/16/2018		995.00 1,184.13
			Total for Check Number 58908:	0.00	2,179.13

# AGENDA ITEM #1.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58909	STERICYC 3004320392	Stericycle Inc Biomedical Waste Services-Monthly Fee	07/16/2018		10.36
			Total for Check Number 58909:	0.00	10.36
58910	TERMINIX 376383926	Terminix Processing Center Pest Control-WO#15453427870-MC Library	07/16/2018		80.59
			Total for Check Number 58910:	0.00	80.59
58911	BLUELINE 15261	The BlueLine Group Sweetwater Ranch Sinkhole 05/29-06/23	07/16/2018		17,332.75
			Total for Check Number 58911:	0.00	17,332.75
58912	THORBARN 79585	Thorson Barnett & McDonald, P.C. Prof Legal Services-Finance-06/11 & 06/15	07/16/2018		510.00
			Total for Check Number 58912:	0.00	510.00
58913	THYSSEN 3003999804	Thyssenkrupp Elevator Corp. Elevator Maintenance 07/01-09/30	07/16/2018		1,237.37
			Total for Check Number 58913:	0.00	1,237.37
58914	TODDM Reimb Reimb 1 Reimb 2 Reimb 3 Reimb 4	Mike Todd Lodging 06/26-06/29 AWC Conf-M Todd Mileage Reimb 06/26-06/29 AWC Conf-M Todd Dinner 06/27 AWC Conf-M Todd Dinner 06/28 AWC Conf-M Todd Lunch 06/29 AWC Conf-M Todd	07/16/2018		316.26 170.06 23.00 23.00 12.00
			Total for Check Number 58914:	0.00	544.32
58915	TRANSUN 06810650	Trans Union LLC Basic Service Monthly Fee-Credit Checks 05/26	07/16/2018		44.16
			Total for Check Number 58915:	0.00	44.16
58916	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-June	07/16/2018		27.61
			Total for Check Number 58916:	0.00	27.61
58917	ULINE 98448391 CM 99058045	Uline 2 - Valor Extreme Scales-Property & Evidence R Credit-Returned 2 Valor 3000 Xtreme Scales	07/16/2018		965.04 -938.40
			Total for Check Number 58917:	0.00	26.64
58918	UNWAYSNC 06/10/2018	United Way of Snohomish County United Way EE for July 2018	07/16/2018		322.00
			Total for Check Number 58918:	0.00	322.00
58919	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges 06/01-06/30	07/16/2018		34.00
			Total for Check Number 58919:	0.00	34.00
58920	USIC 290187 290187a	USIC Locating Services, LLC 185 NC Locates/163 Ticket Locates 185 NC Locates/163 Ticket Locates	07/16/2018		1,925.03 1,925.03

AP Checks by Date - Detail by Check Date (7/19/2018 1:47 PM)

Page 7

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58920:	0.00	3,850.06
58921	USPS 21747	USPS Postage-City Connection-Fall	07/16/2018		1,993.00
			Total for Check Number 58921:	0.00	1,993.00
58922	UULC 8060168 8060168A	Utilities Underground Location Center On-Call Location Service-158 Locates On-Call Location Service -158 Locates	07/16/2018		101.91 101.91
			Total for Check Number 58922:	0.00	203.82
58923	VERIZON 9809428824	Verizon Wireless Access & Usage Chgs 05/21-06/20-City Cell Ph	07/16/2018		2,237.02
			Total for Check Number 58923:	0.00	2,237.02
58924	WWGRAIN 9836248527	W.W. Grainger, Inc. 3-Aerosol Lubricant	07/16/2018		55.74
			Total for Check Number 58924:	0.00	55.74
58925	WALTNELS 638268 656394 656395 657018	Walter E. Nelson Co. 1 Cs-3-Wiper Brawny Supplies-Paper Towel Rolls, Soap, Liners, Seats Supplies-Bath Tissue, Soap, Liners, Flannel Wip Supplies-Bath Tissue	07/16/2018		75.92 740.19 1,458.12 291.19
			Total for Check Number 58925:	0.00	2,565.42
58926	WAPRO 3830	WAPRO WAPRO Membership Dues-G Pfister	07/16/2018		25.00
			Total for Check Number 58926:	0.00	25.00
58927	WASTPAT 118009003	Washington State Patrol Background Checks-June	07/16/2018		84.00
			Total for Check Number 58927:	0.00	84.00
58928	WAVEDIV 05753061	WaveDivision Holdings, LLC Fiber Lease-15728 Main St-To 3000 Rockefeller	07/16/2018		657.78
			Total for Check Number 58928:	0.00	657.78
58929	AFSCME June	WSCCCE, AFSCME, AFL-CIO Union Dues-AFSCME-June	07/16/2018		1,229.78
			Total for Check Number 58929:	0.00	1,229.78
			Total for 7/16/2018:	0.00	183,622.88
			Report Total (71 checks):	0.00	183,622.88



Date: July 24, 2018

<b>Payroll Check Batches</b>		
<b>Dated</b>	<b>Check Numbers</b>	<b>Amount</b>
07/10/2018	ACH Automatic Deposit Checks	\$157,082.69
07/10/2018	ACH Wire- FWT & Medicare Taxes	\$26,598.93
07/10/2018	ACH Wire MEBT- Wilmington Trust	\$20,752.42
07/10/2018	ACH Wire- ICMA RC- Def. Comp	\$1,745.70
07/10/2018	ACH Wire- BAC- Flex Spending Acct	\$1,237.05
07/10/2018	ACH Wire- MCPD Guild Dues	\$2,040.00
<b>Total</b>		<b>\$209,456.79</b>

<b>Voided Checks</b>	
<b>Numbers</b>	<b>Explanation</b>

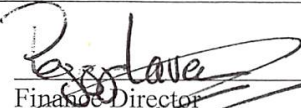
CLAIMS APPROVAL

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 \$209,456.79.

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

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:28 Pay Date:07/10/2018 P/E Date:06/30/2018  
 Qtr/Year:3/2018 Run Time/Date:15:59:43 PM EDT 07/06/2018

<b>Taxes Debited</b>	Federal Income Tax	20,255.22	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,171.89	
	Medicare - ER	3,171.82	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	<b>Total Taxes Debited</b>	<b>26,598.93</b>	
<b>Other Transfers</b>	Full Service Direct Deposit Acct. No.000060104700Tran/ABA125000024	157,082.69	
	<b>Total Amount Debited From Your Account</b>		<b>183,681.62</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00	<b>183,681.62</b>
	Adjustments/Prepay/Voids	0.00	<b>183,681.62</b>
<b>Taxes- Your Responsibility</b>	None this payroll		<b>183,681.62</b>
			<b>183,681.62</b>

Payment Confirmation

Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 07/10/2018 3:36:04 PM CDT



Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Pending Approval  
Transaction Number: 187AG3544LCT2K01

Template Name: MATRIX/MEBT  
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

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

Beneficiary Account: ██████████  
Beneficiary Bank ID: ██████████  
██████████ BANK NA  
██████████  
COLUMBUS  
US - United States of America

Beneficiary Email:  
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD  
Credit Amount: 20,752.42

Value Date: 07/10/2018

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke

Input Time: 07/10/2018 3:35:53 PM CDT

CK  
7/10



**Payment Confirmation**

**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 07/10/2018 3:34:52 PM CDT



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

**Status:** Pending Approval  
**Transaction Number:** 187AG3429N4T0823

**Template Name:** ICMA 457 Plan  
**Template Code:** ICMA

**Debit Account Information**

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

**Beneficiary Details**

**Beneficiary Name:** ICMA RC  
**Beneficiary Address:** P.O. Box 64553  
**Beneficiary City:** Baltimore  
**Beneficiary Postal Code:** 21264-4553  
**Beneficiary Country:** US - United States of America

**Beneficiary Account:** ██████████  
**Beneficiary Bank ID:** ██████████  
██████████  
██████████  
██████████  
US - United States of America

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

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 1,745.70

**Value Date:** 07/10/2018

**Optional Information**

**Sender's Reference Number:** 302029

**Beneficiary Information:** City of Mill Creek 302029

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke

**Input Time:** 07/10/2018 3:34:39 PM CDT

RptBatchSumViewForm

ACH Cash Pro Online  
City of Mill Creek

Report Date: 07/10/2018  
Report Time: 03:37:23 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	07/11/2018
ACH ID:	██████████	Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Entered	Created By:	SANKOTTKE
Released By:			

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,237.05	C	██████████	██████████	C	
		<u>Total Amount in Batch</u>		<u>Total Count in Batch</u>			
	Debits		\$0.00			0	
	Credits		\$1,237.05			1	
	Prenotes		\$0.00			0	
		<u>Grand Total Amount</u>		<u>Grand Total Count</u>			
	Debits		\$0.00			0	
	Credits		\$1,237.05			1	
	Prenotes		\$0.00			0	

**Payment Confirmation**

Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 07/10/2018 3:33:20 PM CDT



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

Status: Pending Approval  
Transaction Number: 187AG330113S0M91

Template Name: GUILD DUES  
Template Code: GUILD

**Debit Account Information**

Debit Bank: ██████████  
Debit Account: ██████████  
Debit Account Name: ██████████  
Debit Currency: USD

**Beneficiary Details**

Beneficiary Name: Mill Creek Police Officer Guild  
Beneficiary Address: PO Box 13261  
Beneficiary City: Mill Creek  
Beneficiary Postal Code: 98082  
Beneficiary Country: US - United States of America

Beneficiary Account: ██████████  
Beneficiary Bank ID: ██████████

US - United States of America

Beneficiary Email:  
Beneficiary Mobile Number:

**Payment Details**

Credit Currency: USD  
Credit Amount: 2,040.00

Value Date: 07/10/2018

**Optional Information**

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

**Additional Routing**

Intermediary Bank ID:

Receiver Information:

**Control Information**

Input: sankottke

Input Time: 07/10/2018 3:33:09 PM CDT



**MINUTES**

**City Council Regular Meeting**

---

**6:00 PM - Tuesday, May 8, 2018**

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

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

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

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

**CALL TO ORDER**

---

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

**PLEDGE OF ALLEGIANCE**

---

**ROLL CALL**

---

Councilmembers Present:

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

Councilmembers Absent:

**AUDIENCE COMMUNICATION**

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- A.** Michael Brannan, a Mill Creek resident, addressed Council with his concerns over the Everett Public Schools proposed new elementary school boundaries and provided a [handout](#) to Council.

Barbara Heidel, a Mill Creek resident and member of the Mill Creek Senior Center, invited Council to the new Senior Center Grand Opening on Thursday, May 10 at 11:00 a.m. and thanked Council for their support.

**PRESENTATIONS**

---

- B.** Proclamation - National Police Week

Mayor Pruitt read a proclamation encouraging the community to honor law enforcement, and to remember those who have made the ultimate sacrifice by proclaiming May 13-19, 2018 as National Police Week. The proclamation was accepted by Corporal Rory Mundwiler.

May 8, 2018 REGULAR COUNCIL MEETING MINUTES

**RECESS TO EXECUTIVE SESSION**

---

*(Confidential Session of the Council)*

- C. The meeting recessed to executive session at 6:11 p.m. for up to 15 minutes to discuss potential litigation per RCW 42.30.110(1)(i). The City Attorney joined the executive session via phone.

No action was taken.

**RECONVENE TO REGULAR SESSION**

---

The meeting reconvened to regular session at 6:26 p.m.

**NEW BUSINESS**

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- D. 2018 Memorial Day Events

Director of Communications & Marketing Joni Kirk briefed Council on the 2018 Memorial Day events. The briefing included the commemorative ceremony, parade, confirmed participants, master of ceremonies, grand marshal, new event additions, and the Veteran Advisory Committee comprised of veterans and community members that meet regularly to advise City staff on Veterans activities.

- E. Website Update

Director of Communications & Marketing Joni Kirk reviewed the process of selecting the City's new website provider, CivicLive, and detailed the platform's features, areas of improvement, the tourism subsite, and the stabilization and optimization phase. Director Kirk explained how the web team is working with the provider on issues that need to be resolved in the customer experience, website speed, and search functionality. Council asked City Attorney Scott Missall to review the contract and amendment with CivicLive and give a recommendation at an upcoming Council meeting.

**STUDY SESSION**

---

- F. Long Term Strategic Planning

Councilmember Todd and Councilmember Steckler reviewed the long term strategic planning summary of brainstorming inputs from study sessions in February, March and April and presented a draft summary they created at an all-day work session on April 27 to help provide a focus for further discussions on the plan by the full Council and senior staff. Councilmembers Todd and Steckler walked Council through a [PowerPoint](#) presentation with ideas and suggestions they had as they reviewed the Guiding Principles, Goals, and Council Priorities. Council engaged in discussion.

**CONSENT AGENDA**

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- G. Approval of Checks #58519 through #58582 and ACH Wire Transfers in the Amount of \$114,502.48

May 8, 2018 REGULAR COUNCIL MEETING MINUTES

*(Audit Committee: Councilmember Mead and Councilmember Todd)*

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

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

**REPORTS**

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**I.** Mayor/Council

Mayor Pruitt reported that she will be attending the Snohomish County Cities (SCC) meeting on May 17.

Councilmember Steckler reported that he attended the Music4Life event at the Everett Civic Auditorium on May 3.

Councilmember Todd reported that he attended a Providence Community Partners breakfast and encouraged Council to attend their upcoming events.

Mayor Pruitt reminded Council of the Senior Center Grand Opening on May 10 at 11:00 a.m. and encouraged Council to attend.

Councilmember Bond reported that he will not be at the May 22 Council meeting.

**AUDIENCE COMMUNICATION**

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

**ADJOURNMENT**

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With no objection, Mayor Pruitt adjourned the meeting at 8:01 p.m.

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

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

May 8, 2018 REGULAR COUNCIL MEETING MINUTES



**MINUTES**

**City Council Special Meeting**

---

**6:00 PM - Tuesday, May 15, 2018**

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

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

**CALL TO ORDER**

---

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:02 p.m. and led the Pledge of Allegiance.

**PLEDGE OF ALLEGIANCE**

---

**ROLL CALL**

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Councilmembers Present:

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

Councilmembers Absent:

*Councilmember Bond  
Councilmember Mead*

**Councilmember Cavaleri made a motion to excuse Councilmember Mead and Councilmember Bond. Councilmember Steckler seconded the motion. The motion passed unanimously.**

**RECESS TO EXECUTIVE SESSION**

---

*(Confidential Session of the Council)*

- B.** To discuss potential litigation pursuant to RCW 42.30.110(1)(i)

No action was taken.

**ADJOURNMENT**

---

With no objection, Mayor Pruitt adjourned the meeting at 6:56 p.m.

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

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

May 15, 2018 SPECIAL COUNCIL MEETING MINUTES



**MINUTES**

**City Council Special Meeting**

---

**12:00 PM - Thursday, May 17, 2018**

Executive Conference Room, 15728 Main Street, Mill Creek, WA 98012

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

**CALL TO ORDER**

---

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 12:00 p.m.

**ROLL CALL**

---

Councilmembers Present:

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

Councilmembers Absent:

*Mark Bond, Councilmember  
Vince Cavaleri, Councilmember*

**Mayor Pro Tem Holtzclaw made a motion to excuse Councilmembers Bond and Cavaleri. Councilmember Steckler seconded the motion. The motion passed unanimously.**

**RECESS TO EXECUTIVE SESSION**

---

*(Confidential Session of the Council)*

- A.** The meeting recessed to executive session at 12:02 p.m. for up to 30 minutes to discuss potential litigation pursuant to RCW 42.30.110(1)(i), which was subsequently extended. City Attorney Scott Missall joined the executive session by phone. No action was taken.

**At 12:32 p.m. Mayor Pro Tem Holtzclaw made a motion to extend the executive session up to 30 minutes. Councilmember Steckler seconded the motion. The motion passed unanimously.**

**RECONVENE TO REGULAR SESSION**

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- B.** The meeting reconvened to regular session at 12:49 p.m.

**ADJOURNMENT**

---

With no objection, Mayor Pruitt adjourned the meeting at 12:49 p.m.

May 17, 2018 REGULAR COUNCIL MEETING MINUTES



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

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

May 17, 2018 REGULAR COUNCIL MEETING MINUTES



**MINUTES**

**City Council Regular Meeting**

---

**6:00 PM - Tuesday, May 22, 2018**

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

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

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

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

**CALL TO ORDER**

---

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

**PLEDGE OF ALLEGIANCE**

---

Led by Nathan Holtzclaw and Dylan Ybarra from Boy Scout Troop 91.

**ROLL CALL**

---

Councilmembers Present:

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

Councilmembers Absent:

*Mark Bond, Councilmember*

**Councilmember Cavaleri made a motion to excuse Councilmember Bond. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

**AUDIENCE COMMUNICATION**

---

- B.** Clay White, a Mill Creek resident and Principal Planner with LDC, Inc., provided Council with a [draft letter](#) from the Regional Alignment Coalition to PSRC voicing concerns and expectations relating to Vision 2050. Mr. White asked Council to join local governments and stakeholders coming together to speak as one voice to PSRC staff and leadership.

**NEW BUSINESS**

---

- C.** Sweetwater Ranch Design Contract Amendment

Director of Public Works & Development Services Gina Hortillosa presented Council with Addendum No. 1 to Contract 2017-1381 for engineering services with the Blueline Group in order to address necessary tasks following the change in pipe rehabilitation methods. Director Hortillosa explained that the expanded services would include a

May 22, 2018 REGULAR COUNCIL MEETING MINUTES

cedar tree risk assessment, survey of utility easement and new pipe alignment, additional design, and construction management and inspection services. Council engaged in discussion.

**Councilmember Steckler made a motion authorizing the Mayor to execute Addendum No. 1 to Contract 2017-1381 for engineering services with the Blueline Group, LLC in an amount not to exceed \$20,000. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**CONSENT AGENDA**

---

- D. Approval of Checks #58583 through #58648 and ACH Wire Transfers in the Amount of \$162,462.36  
*(Audit Committee: Councilmember Todd and Councilmember Mead)*
- E. Payroll and Benefit ACH Payments in the Amount of \$206,488.95  
*(Audit Committee: Councilmember Todd and Councilmember Mead)*

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

**REPORTS**

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- F. Mayor/Council

Mayor Pruitt reported that she will be attending the City's Farmers Market Grand Opening on Friday, May 25 and the City's Memorial Day events on Monday, May 28.

Councilmember Todd provided Council with a [handout](#) created by North Corridor Upstream Team (NCUT) with high level details regarding Sound Transit 3 light rail planning and potential station locations that may impact the City.

**AUDIENCE COMMUNICATION**

---

- G. Wil Nelson, a Mill Creek resident, stated that he was not a fan of Sound Transit 3.

**RECESS TO EXECUTIVE SESSION**

---

*(Confidential Session of the Council)*

- H. The meeting recessed at 6:27 p.m. for up to 20 minutes to discuss potential litigation pursuant to RCW 42.30.110(1)(i). No action was taken.

**RECONVENE TO REGULAR SESSION**

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- I. The meeting reconvened to regular session at 6:42 p.m.

**ADJOURNMENT**

---

With no objection, Mayor Pruitt adjourned the meeting at 6:42 p.m.

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

May 22, 2018 REGULAR COUNCIL MEETING MINUTES

---

Gina Pfister, Acting City Clerk

May 22, 2018 REGULAR COUNCIL MEETING MINUTES



Agenda Item # 0

Meeting Date: July 24, 2018

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

**AGENDA ITEM:**    **ORDINANCE AMENDING MCMC CHAPTER 3.42 TO INCREASE THE STATE SURCHARGE ON BUILDING PERMITS TO BE CONSISTENT WITH THE FEES ESTABLISHED BY THE STATE**

**PROPOSED MOTION:**

Motion to adopt Ordinance 2018-\_\_\_\_\_ to amend Mill Creek Municipal Code (MCMC) Chapter 3.42 – Fees and Other Assessments increasing the state surcharge on building permits.

**KEY FACTS AND INFORMATION SUMMARY:**

The State Building Code Council (SBCC) was created to advise the Legislature on building code issues and to develop the building codes used in Washington State. These codes help to ensure buildings and facilities constructed in the state are safe and healthy for building occupants, accessible to persons with disabilities and the elderly, and energy efficient. The SBCC is solely funded by a surcharge added to building permits, which was created by RCW 19.27.085.

The Washington State Legislature passed E2SHB 1622, which increased the fees to be paid to the SBCC effective July 1, 2018. MCMC 3.42.150 establishes fees to be paid to the SBCC, which is currently set at \$4.50 for each permit. Rather than amending the MCMC to be a specific amount, the proposed amendments state that the City will add a state surcharge equal to the currently adopted fees set by the state so that any future change in the fees would not require changing the MCMC.

**CITY MANAGER RECOMMENDATION:**

Adopt the attached Ordinance amending MCMC Section 3.42.150

**ATTACHMENTS:**

- Draft Ordinance
- SBCC Narrative Regarding the Fee Increase

Respectfully Submitted:

Robert S. Stowe  
Interim City Manager

**ORDINANCE NO. 2018-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,  
AMENDING CHAPTER 3.42 – FEES AND OTHER ASSESSMENTS, OF  
THE MILL CREEK MUNICIPAL CODE; AND ESTABLISHING AN  
EFFECTIVE DATE.**

---

WHEREAS, the State Building Code Council (SBCC) was created to advise the Legislature on building code issues and to develop the building codes used in Washington State; and

WHEREAS, the SBCC requested an increase in the Building Permit Fee created in RCW 19.27.085, which is the sole source of funding for the SBCC; and

WHEREAS, the Washington State Legislature passed E2SHB 1622, which increased the fees to be paid to the SBCC effective July 1, 2018;

WHEREAS, the MCMC Chapter 3.42.150 establishes fees to be paid to the State Building Code Council; and

WHEREAS, the City Council desires to amend MCMC 3.42.150 to conform with the revised State Building Code Council fees;

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

Section 1. MCMC 3.42.150 is hereby amended to read as follows:

**3.42.150 Permit Fees under Chapter 15.04 MCMC.**

A. Building Permits. Fees for building permits shall be based on the fee schedule set forth in MCMC Section 15.04.020. The fee shall be based on valuation and assessed pursuant to the most current Building Safety Journal Data Sheet Building Valuation Data (BVD) as published by the International Code Conference.

B. Base building, plumbing and mechanical permit fee shall be \$30.00 for residential, \$100 for commercial;

C. Mechanical Permits. Fees for mechanical permits shall be based on the fee schedule set forth in the current mechanical code adopted by the city of Mill Creek

D. Plumbing Permit. Fees for plumbing permits shall be based on the fee schedule set forth in the current plumbing code adopted by the city of Mill Creek.

E. State Surcharge. A state surcharge **equal to the currently adopted fees set by the Washington State Building Code Council of \$4.50** shall be added to the fee for each building permit issued. **In addition, a fee of \$2.00 per unit shall be imposed for each additional dwelling unit covered by a permit after the first unit.** (Ord. 2014-784 § 1 (Exh. A); Ord. 2013-760 § 2; Ord. 2010-714 § 2; Ord. 2004-594 § 1) (Ord. 2004-594 § 1)

{EFM1743106.DOCX;1/05739.000001/ }

Section 2. A summary of this ordinance, consisting of its title, shall be published in the official newspaper of the City. Section 1 of this Ordinance shall be effective on July 1, 2018.

Passed in open meeting this \_\_\_\_\_ day of July 2018 by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining.

APPROVED:

\_\_\_\_\_  
MAYOR PAM PRUITT

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
SCOTT MISSALL, CITY ATTORNEY

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

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

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

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

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

{EFM1743106.DOCX;1/05739.000001/ }



STATE OF WASHINGTON

**STATE BUILDING CODE COUNCIL**

1500 Jefferson Street SE • P.O. Box 41449 • Olympia, Washington 98504  
(360) 407-9280 • fax (360) 586-9088 • e-mail sbcc@des.wa.gov • www.sbcc.wa.gov

November 17, 2017

**State Building Code Council Fee Increase Request**

The State Building Code Council was created to advise the Legislature on building code issues and to develop the building codes used in Washington state. These codes help to ensure buildings and facilities constructed in the state are safe and healthy for building occupants, accessible to persons with disabilities and the elderly, and energy efficient.

The State Building Code Council (SBCC) is seeking an increase in the Building Permit Fee created in RCW 19.27.085. This fee, based on building permits issued by counties and cities, is the sole source of funding for the State Building Code Council. The current fee is \$4.50 per building permit, and an additional \$2.00 for each unit in a multi-unit building. This fee was last adjusted in 1989.

Changes since 1989:

- Staff has been reduced from eight to three.
- Scheduled Council meetings have been reduced from 2-days monthly to 1-day bi-monthly.
- Legislative mandates have expanded the responsibilities of the Council, along with heightened public input into the Council's process. This has created additional work for Council members and staff to ensure all interested parties have the opportunity to weigh in on the cost and other impacts of the various code proposals. These legislative mandates include major long-term energy reduction goals for the state, involving dozens of stakeholder groups, and a great deal of controversy.
- To address legislative mandates, special technical advisory groups have been formed composed of council staff and volunteers, along with collaboration with other state agencies and national organizations.
- Technology savings that resulted in the elimination of mass mailings has been offset by raised expectations that all meetings have remote access.

What has been done to bridge the funding gap:

- Reduced staff
- Reduced scheduled meetings
- More reliance on volunteers. National building codes are updated every three years. The amount of volunteer work needed varies accordingly. Our volunteer hours range from 4,200 to 5,400 per year or the equivalent of 2.4 to 3.1 full time staff.



- For FY17, the SBCC received \$25,000 each from Department of Ecology, Liquor and Cannabis Board, Department of Labor and Industries, and Department of Health.
- For FY16, the SBCC received a one-year appropriation of \$95,000 from the Dedicated Marijuana Account – State (fund 315-1)
- Reduced the depth and breadth of service. To adequately address the SBCC core functions. The SBCC needs a staff between 4.4 and 4.9.
- Reduced outreach to stake holders

**Unmet needs:**

- A more detailed and rigorous analysis of the cumulative impact of all code changes as well as anticipated impacts on small businesses.
- Fee collection audits.

**Plan to address underfunding:**

- Increase the fee for projects falling under the Residential Building Code (IRC) from \$4.50 to \$6.50. Note that per the Consumer Price Index for inflation, \$4.50 in 1989 is now \$9.00. Please also note that \$6.50 is the current price of a latte with tip.
- No change in the \$2.00 residential unit surcharge.
- Increase the fee for projects falling under the Commercial Building Code (IBC) from \$4.50 to \$25.00.
- Add \$6.50 to each architecture license issued and renewed.

**This additional funding will:**

- Restore needed outreach to stake holders
- Fully fund the SBCC core functions
- Furnish more detailed and rigorous analysis of the cumulative impact of all code changes as well as anticipated impacts on small businesses.
- Fund fee collection audits.

DES\CPRM\SBCC\03\_Active\Budget\17-19 Biennium\Fee Increase\Fee Increase Narrative 111717

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

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

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

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

*Last updated: July 20, 2018*

**September 4, 2018**

*(Agenda Summary due August 19)*

- Presentations
  - EGUV Development Agreement
- School Resource Officer Contract
- Police Foundation
- Citizen Patrol
- Sponsorship Policy
- Donation Policy

**September 11, 2018**

*(Agenda Summary due August 26)*

- Great Garden Awards
- Parks Tour Recap

**September 25, 2018**

*(Agenda Summary due September 11)*

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

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

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

**Work in Progress – Upcoming Agenda Items**

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

**Possible Work Session Topics for Discussion**

- Parking Codes
- Business signs
- MCCA storm water discussions
- Sports Fields
- Repair Issues
- Utility Project Management
- Review of Criminal Justice Costs/Alternatives
- Status update on County’s SHR project
- 128<sup>th</sup> St as an ST3 Station
- Issues re: no parking on sidewalks
- Development Projects in Progress
- Hotel/Motel Theater Tax
- Resort Fees
- Partnerships with Everett School District
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- Council Chambers Configuration
- Adoption of business license ordinance – deadline 1/1/19



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

DATE: July 19, 2018  
TO: Mayor and Council  
THROUGH: Bob Stowe, Interim City Manager  
FROM: Peggy Lauerman, Director of Finance and Administration  
SUBJECT: Financial Reports for the period ending June 30, 2018

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Attached for your review is the City's budget status report as of June 30, 2018.

I am pleased to report that the General Fund's operating surplus after the 6<sup>th</sup> quarter of the eight quarter 2017-2018 biennium was \$1,490,937. The City is currently analyzing the projected forecast to determine the magnitude of impending budget amendments which will be proposed to Council in the coming months.

Staff has been working diligently to accomplish the numerous projects that are currently underway. Many of the current CIP projects are the largest the City has undertaken in many years. Staff members across all departments have pulled together and are working collaboratively to achieve the many goals and objectives to make the City a success.

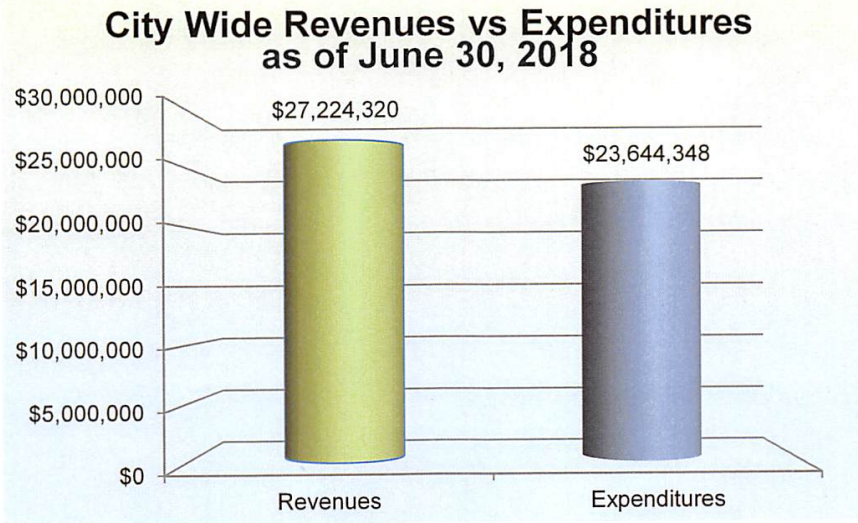
As you may recall, staff is working to improve the report and is interested in hearing your thoughts about the format going forward. We have made some changes to the format and information content that is believed to provide the reader with a concise summary of the City's financial condition. In an effort to promote transparency and communication with our citizens, the City's financial report will now be published on the City's website going forward.

Please contact Interim City Manager Stowe or me if you have any questions concerning the attached financial data.

**City of Mill Creek  
2017-2018 Budget Status Report  
For the Quarter Ending, June 30, 2018  
Executive Summary**



On June 30, 2018, the City concluded the sixth quarter of the 2017-2018 biennium. The budget period described in this report is 75% complete.



**Notable Highlights**

Retail sales tax receipts for the first six quarters of the 2017-2018 biennium were up \$751,303 from 2015-2016 results. Construction sales tax revenue generated by City development has brought in \$916,779 for the biennium.

Major impacts to 2017-2018 revenues vs same period 2015-2016:

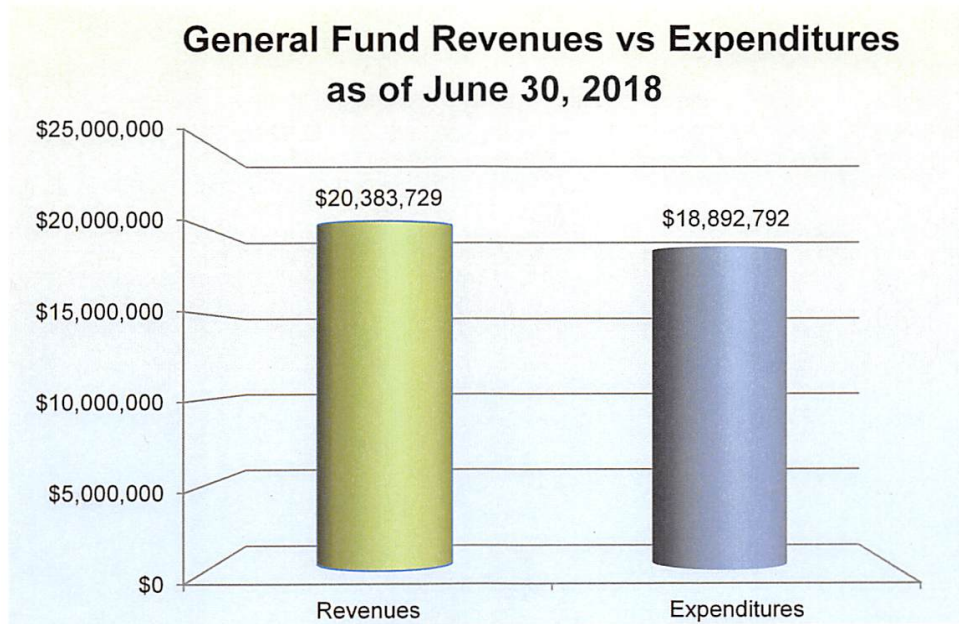
- EMS Levy Lid Lift: up \$727,485 (41%)
- Passport Fees: up \$313,693 (42%)
- REET: down \$356,849 (15%)
- Mitigation Fees: down \$614,056 (55%)
- Grants(CIP) Awards: \$1,826,000

**City Wide**

City wide 2017-2018 surplus/deficit

• General Fund	\$ 1,490,937
• Street Fund	\$ ( 18,160)*
• Capital Improvement Funds	\$ 2,223,956
• Surface Water	\$ 123,865
• Recreation	\$ 940
• Equipment Replacement	\$ ( 290,962)**

\* Temporary difference  
\*\* Budget Adjustment necessary



Budget vs Actual Figures		Inflow/Outflow	2017-18 Budget	% of Budget
City Wide Total	Inflow	\$ 27,224,320	\$ 40,548,600	67.1%
	Outflow	\$ 23,644,348	\$ 42,170,952	56.1%
General Fund	Inflow	\$ 20,383,729	\$ 25,029,600	81.4%
	Outflow	\$ 18,892,792	\$ 25,029,600	75.5%
Street Fund	Inflow	\$ 758,307	\$ 1,016,446	74.6%
	Outflow	\$ 776,467	\$ 1,016,446	76.4%
Capital Improvement Funds	Inflow	\$ 3,607,042	\$ 11,298,032	31.9%
	Outflow	\$ 1,383,086	\$ 12,242,064	11.3%
Surface Water	Inflow	\$ 1,199,742	\$ 1,476,000	81.3%
	Outflow	\$ 1,075,877	\$ 1,248,735	86.2%
Recreation	Inflow	\$ 829,387	\$ 1,225,000	67.7%
	Outflow	\$ 828,447	\$ 1,225,000	67.6%
Equipment Replacement	Inflow	\$ 34,543	\$ -	0.0%
	Outflow	\$ 325,505	\$ 432,000	75.3%

**I. ECONOMIC INFORMATION**

The State Economic and Revenue Forecast Council's June 2018 forecast stated that the Washington economy is expanding at a rapid pace. Income, employment and population growth all exceed national averages. The major change in the Washington economic forecast since February is higher personal income, part of which is due to higher inflation in the near term.

Nationally, the new forecast calls for slightly higher GDP growth rates for 2018 and 2019 compared to February. Major threats to the US and Washington economies remain, including international trade concerns, geopolitical risks and a maturing economic expansion.

CPI-W Data – Seattle/Tacoma/Bremerton Region

April 2018 – June 2018: +0.1%  
 June 2017 – June 2018: +3.6%

**II. GENERAL FUND - REVENUES**

The General Fund's operating surplus as of June 30 was \$1,490,937. Revenue inflows totaled 81.4% of the biennial projection, while expenditure outflows amounted to 75.5%.

Sales tax, building/development services, passports and interest are contributing to this positive variance.

	Inflows	% of Budget	2017-2018 Budget
Property Tax-Regular	11,895,418	76.1%	15,634,356
Sales Tax	5,000,097	88.0%	5,683,550
Licenses & Permits	1,099,425	83.4%	1,318,250
Grants/Intergovernmental	547,371	71.4%	767,054
Charges for Services	1,245,000	115.4%	1,079,120
Fines	306,346	87.5%	350,000
Miscellaneous	290,073	152.7%	190,000
Transfers In	-	0.0%	7,270
<b>Total</b>	<b>20,383,729</b>	<b>81.4%</b>	<b>25,029,600</b>

Property tax is a very stable revenue source. Regular and EMS property tax revenue are on target with budget.

The City has received \$4,243,457 in retail sales tax revenue for the first six quarters of the biennium. Retail sales tax was up \$58,000(11%) and services increased \$61,000(14%) for the first two quarters of 2018 compared to that of the same time period in 2017. Construction sales tax was flat for this comparison.

Charges for services continue to outperform the budget which is largely driven by development services and passports. Advertising revenue related to the City

Connection magazine was \$14,000 which offsets the expense of producing of \$30,000. Sponsorships received to date for the Party in Parks were \$7,000 which will offset the costs of \$10,500 related to this program; an additional \$2,000 has been committed.

**III. GENERAL FUND - EXPENDITURES**

General Fund outflow as was \$18,892,782 or 75.5% of the biennium budget.

	<b>Outflows</b>	<b>% of Budget</b>	<b>2017-2018 Budget</b>
Legislative	134,258	94.0%	142,897
City Manager	1,162,199	79.1%	1,468,647
Finance & Administration	1,052,605	73.7%	1,428,673
Information Technology	532,683	65.2%	817,375
Police	7,321,442	77.3%	9,475,826
Fire Services	5,723,424	75.7%	7,557,900
Non-Department	745,037	71.5%	1,041,850
Community Development/	1,005,783	68.3%	1,472,014
Public Works	1,215,362	74.8%	1,624,418
<b>Total Expenditures</b>	<b>18,892,792</b>	<b>75.5%</b>	<b>25,029,600</b>

Projections for the remainder of the year are currently being analyzed. The City anticipates requesting additional appropriations related to legal fees and personnel costs.

**IV. OTHER MAJOR FUNDS**

**REET**

	<b>Inflow/Outflow</b>	<b>2017-18 Budget</b>	<b>% of Budget</b>
Inflow	\$ 2,820,173	\$ 1,520,000	185.5%
Outflow	\$ 33,194	\$ 3,046,032	1.1%

Tax collection from the sale of properties continues to perform well with revenue of \$1,963,000 or 185.5% collected. This is great news as we look at our CIP and future infrastructure needs.

An analysis of the Park Fund revealed amounts had been transferred to this fund from REET during the period 2000-2010. Statutes require money be returned if the original intent of the funding no longer exists. As a result, a transfer of \$641,000 (includes accumulated interest) was made back to the REET Fund in June. This amount is higher than previously estimated as finance recalculated the information back to 2000.

Throughout the period 2011-2014, transfers totaling \$160,000 were made to the



Equipment Replacement Fund (EQRF) from REET for the anticipated replacement of the MCSP turf. This type of expenditure does not qualify as rolling stock and therefore should not have been transferred. This was corrected in June.

**CIP**

	Inflow/Outflow	2017-18 Budget	% of Budget
Inflow	\$ 198,987	\$ 582,032	34.2%
Outflow	\$ 154,126	\$ 1,016,032	15.2%

The CIP Fund has been revised from what was originally presented in the 2017-2018 biennial budget approved in November 2016. At the time the budget was presented, the CIP and the Equipment Replacement Fund (EQRF) were collapsed into one fund. The EQRF was originally set up by an ordinance and was not properly dissolved. In addition, the CIP is meant to track projects and not intended to account for capital assets considered rolling stock such as police cars, street sweepers, computers etc. These types of assets are commonly accounted for in an Internal Service Fund which is considered best practices.

A formal budget amendment will be proposed to correct the revenue and expenditures for these two funds.

**PARKS**

	Inflow/Outflow	2017-18 Budget	% of Budget
Inflow	\$ 69,265	\$ 1,169,000	5.9%
Outflow	\$ 757,397	\$ 1,320,000	57.4%

As mentioned above, the Park Fund had received amounts during 2000-2010 that were not utilized for their original intent and as a result these funds were transferred back to REET. Included in the inflows above are additional awards of \$200,000 from Snohomish County for Mill Creek Sports Park turf project and Exploration Park. These amounts will be included in an upcoming budget amendment.

The balances for the various parks are as follows:

	Comm. Parks	Exploration Park	Other Neighborhood Parks	Total
Fund Balance	1,963,831	149,937	728,570	2,842,338

**ROAD IMPROVEMENT FUND**

	Inflow/Outflow	2017-18 Budget	% of Budget
Inflow	\$ 518,616	\$ 8,027,000	6.5%
Outflow	\$ 438,368	\$ 6,860,000	6.4%

The inflows as presented above include additional grant awards that were not included in the original budget. A formal budget amendment will be made to include funds from WSDOT and Snohomish County for a total increase in revenue of \$1,300,000.

**EQUIPMENT REPLACEMENT FUND**

This fund was created in 1991 to accumulate replacement funds for City-owned vehicles and equipment. Individual departments owning and operating vehicles/equipment pay into this fund based on specific depreciation schedules.

As mentioned previously, this fund was erroneously consolidated with the CIP Fund. A budget amendment will be presented to accommodate inflows and outflows for this fund that were previously reported in the CIP Fund.

A budget amendment will also include an increase in appropriations for the General Fund, City Streets and Surface Water Fund to allow for payments into this fund and will be calculated retroactively for the entire biennium.

**SURFACE WATER FUND**

The Surface Water Fund is an enterprise fund that provides services to the public for a fee that makes the entity self-supporting. The fund balance at 6/30/2018 was \$729,224.

The Sweetwater Ranch Storm Water Project will consume the majority of the fund balance as it is anticipated that the original cost estimates will increase an additional \$400,000. Given the cost and timing of the payments of the project, additional funding of up to \$300,000 may be necessary to provide additional liquidity for any upcoming change orders. To facilitate any funding shortfall, an inter fund loan may be provided by the General Fund or REET. Any loans will carry an interest charge at the rate of the Local Government Investment Pool (LGIP).

**BALANCE SHEET****Cash and Investments**

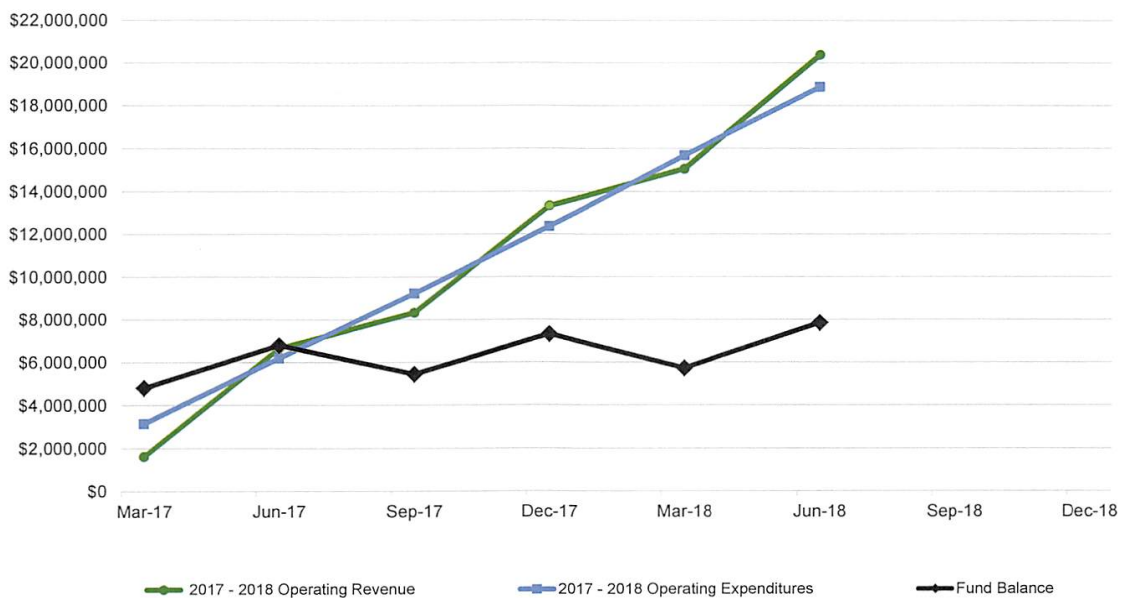
The City's cash and investment balances were \$373,590 and \$20,857,356 respectively. The City invests in U.S. Government Securities and the Local Government Investment Pool (LGIP). As of June 30, 2018, the City had \$6,246,172 invested in securities and \$14,611,184 invested in the LGIP.

The City will continue to monitor cash flow needs for CIP before investing in longer term securities.

**Compensated Absences:**

Compensated absences are absences for which employees will be paid, such as vacation and sick leave. The City does not accrue accumulated unpaid vacation and associated employee-related costs when earned by the employee and are not reflected in the financial statements. The value of these absences is \$567,588.41 on June 30, 2018.

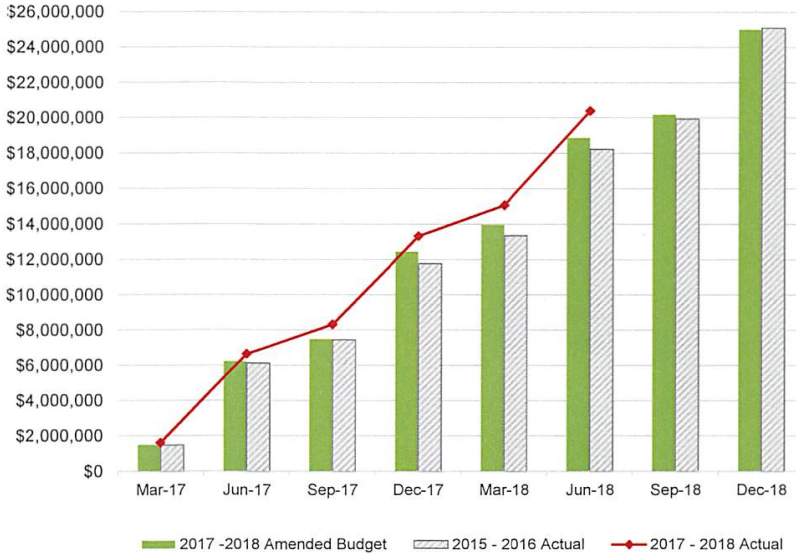
**General Fund Revenues, Expenditures and Fund Balance**



**General Fund Revenues and Expenditures**

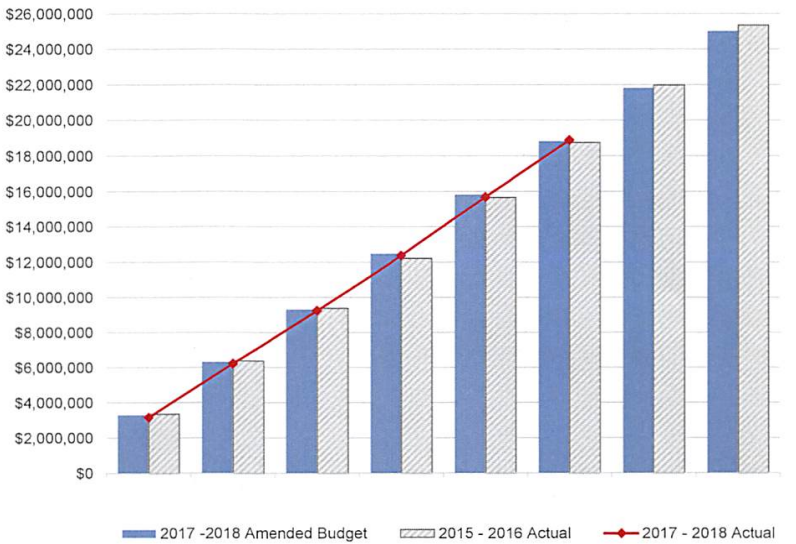
**General Fund Revenues**

	2017 -2018 Amended Budget	2017 - 2018 Actual	
Mar-17	\$1,502,438	\$1,627,223	\$26,000,000
Jun-17	\$6,238,733	\$6,659,072	\$24,000,000
Sep-17	\$7,509,914	\$8,331,171	\$22,000,000
Dec-17	\$12,461,571	\$13,342,550	\$20,000,000
Mar-18	\$13,966,427	\$15,072,078	\$18,000,000
Jun-18	\$18,873,599	\$20,383,729	\$16,000,000
Sep-18	\$20,184,221		\$14,000,000
Dec-18	\$25,029,600		\$12,000,000



**General Fund Expenditures**

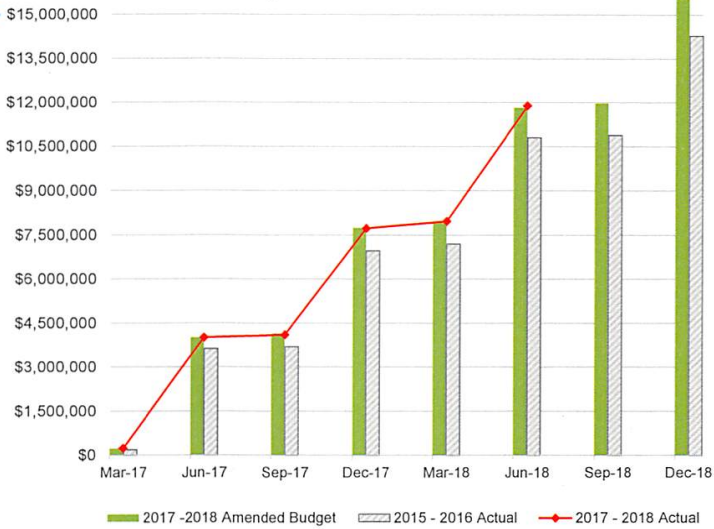
	2017 -2018 Amended Budget	2017 - 2018 Actual	
Mar-17	\$3,318,978	\$3,171,580	\$26,000,000
Jun-17	\$6,331,708	\$6,215,283	\$24,000,000
Sep-17	\$9,328,045	\$9,242,028	\$22,000,000
Dec-17	\$12,491,653	\$12,373,642	\$20,000,000
Mar-18	\$15,836,965	\$15,699,211	\$18,000,000
Jun-18	\$18,834,477	\$18,892,792	\$16,000,000
Sep-18	\$21,835,788		\$14,000,000
Dec-18	\$25,029,600		\$12,000,000



**General Fund Revenues**

	2017 -2018 Amended Budget	2017 - 2018 Actual
Mar-17	\$235,077	\$243,476
Jun-17	\$4,020,340	\$4,016,712
Sep-17	\$4,160,043	\$4,117,981
Dec-17	\$7,761,275	\$7,737,917
Mar-18	\$7,989,594	\$7,973,780
Jun-18	\$11,839,531	\$11,895,418
Sep-18	\$11,981,246	
Dec-18	\$15,634,356	

**Property Tax Revenues  
Regular & EMS Property Tax**



	2017 -2018 Amended Budget	2017 - 2018 Actual
Mar-17	\$774,577	\$792,003
Jun-17	\$1,347,232	\$1,405,324
Sep-17	\$2,056,620	\$2,360,652
Dec-17	\$2,835,890	\$3,265,031
Mar-18	\$3,548,947	\$4,146,402
Jun-18	\$4,237,991	\$5,000,096
Sep-18	\$4,976,273	
Dec-18	\$5,683,550	

**Sales Tax Revenues  
Retail, Public Safety & Criminal Justice**

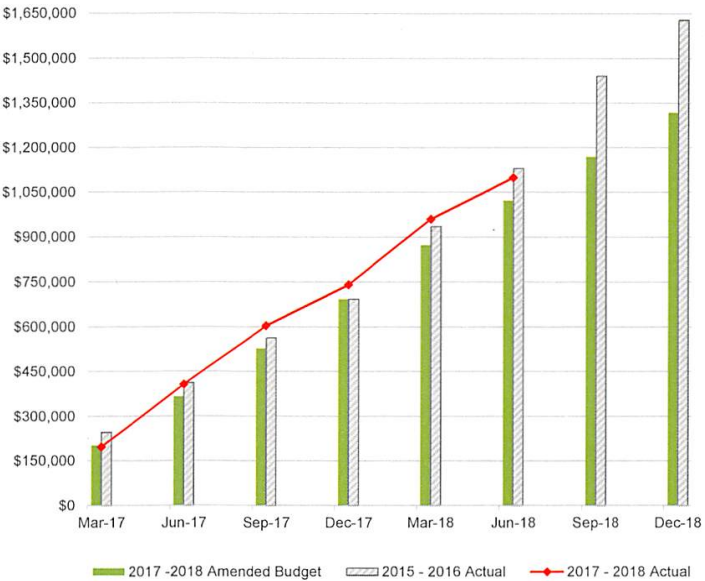


Sales tax excludes \$185,000 of construction sales tax which is designated to the capital improvement fund.

**General Fund Revenues**

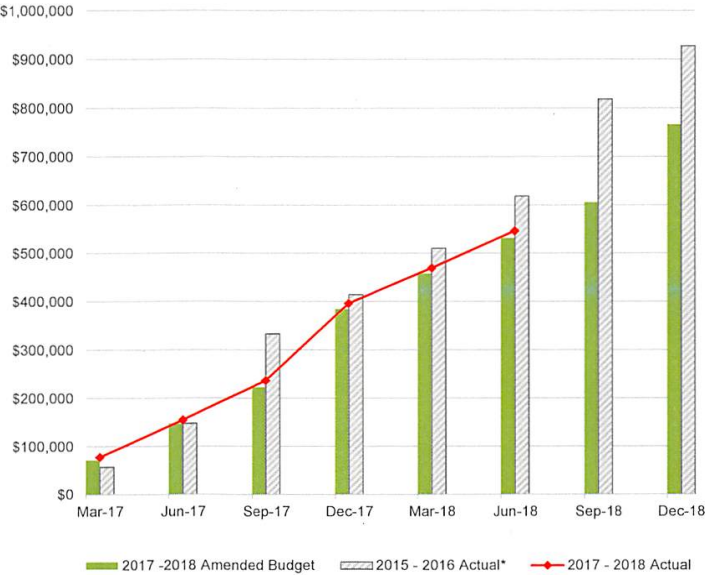
	2017 -2018 Amended Budget	2017 - 2018 Actual
Mar-17	\$202,129	\$196,786
Jun-17	\$367,247	\$407,438
Sep-17	\$528,381	\$604,368
Dec-17	\$693,514	\$741,192
Mar-18	\$873,948	\$959,757
Jun-18	\$1,022,295	\$1,099,425
Sep-18	\$1,170,272	
Dec-18	\$1,318,250	

**License & Permit Revenues**



	2017 -2018 Amended Budget	2017 - 2018 Actual
Mar-17	\$71,806	\$78,061
Jun-17	\$147,678	\$154,939
Sep-17	\$223,550	\$237,583
Dec-17	\$384,917	\$396,415
Mar-18	\$458,659	\$469,461
Jun-18	\$532,401	\$547,371
Sep-18	\$606,142	
Dec-18	\$767,054	

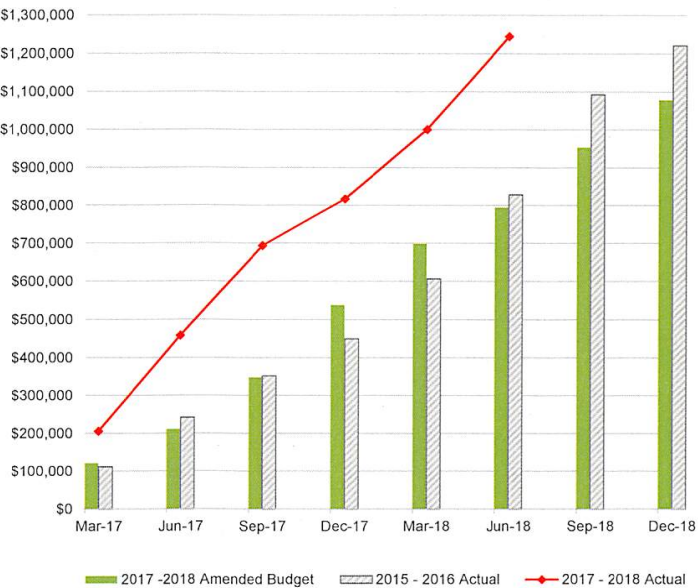
**Intergovernmental & Grant Revenues**



**General Fund Revenues**

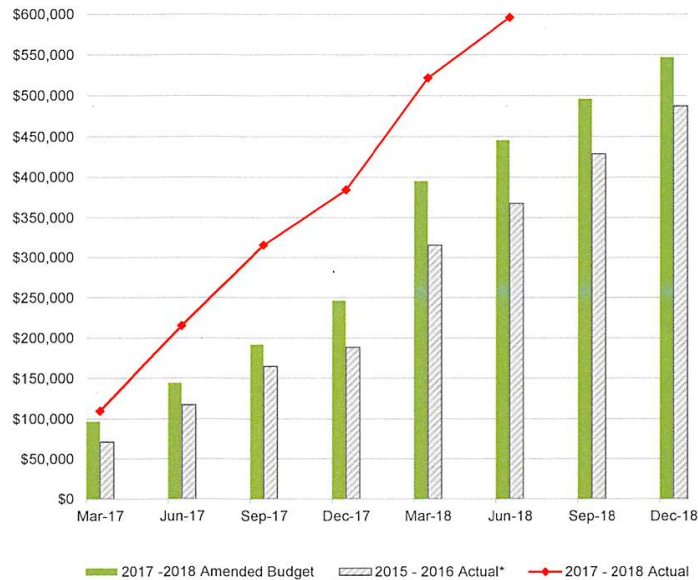
	2017 -2018 Amended Budget	2017 - 2018 Actual
Mar-17	\$121,726	\$206,206
Jun-17	\$211,653	\$459,369
Sep-17	\$349,279	\$694,756
Dec-17	\$539,205	\$817,627
Mar-18	\$699,884	\$1,000,931
Jun-18	\$795,363	\$1,245,000
Sep-18	\$953,641	
Dec-18	\$1,079,120	

**Charges For Services**



	2017 -2018 Amended Budget	2017 - 2018 Actual
Mar-17	\$97,124	\$110,213
Jun-17	\$144,583	\$215,289
Sep-17	\$192,041	\$315,831
Dec-17	\$246,770	\$384,369
Mar-18	\$395,395	\$521,746
Jun-18	\$446,020	\$596,419
Sep-18	\$496,645	
Dec-18	\$547,270	

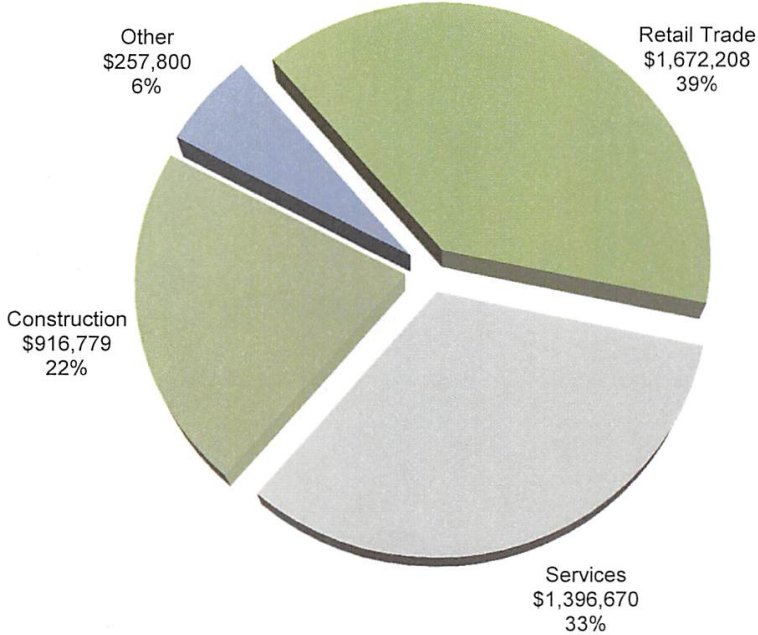
**Fines & Miscellaneous Revenues**





**General Fund Revenues**

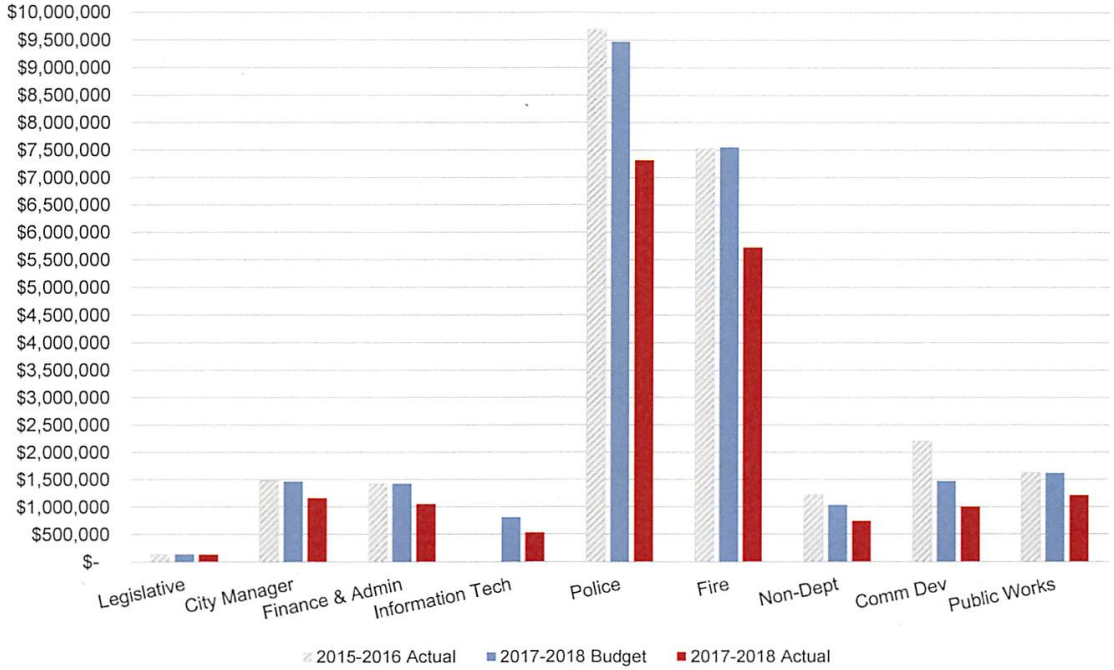
**Retail Sales Tax Revenues**



	<u>Retail Trade</u>	<u>Services</u>	<u>Construction</u>	<u>Other</u>	<u>Total</u>
Mar-17	\$271,886	\$218,538	\$109,115	\$43,271	\$642,810
Jun-17	\$251,036	\$217,031	\$149,206	\$37,538	\$654,811
Sep-17	\$298,160	\$233,574	\$208,318	\$48,613	\$788,666
Dec-17	\$270,156	\$231,258	\$196,674	\$43,540	\$741,628
Mar-18	\$302,921	\$240,261	\$131,433	\$43,610	\$718,225
Jun-18	\$278,048	\$256,009	\$122,033	\$41,228	\$697,318
<b>Total</b>	<b>\$1,672,208</b>	<b>\$1,396,670</b>	<b>\$916,779</b>	<b>\$257,800</b>	<b>\$4,243,457</b>

GENERAL FUND EXPENSES

General Fund Expenditures  
Budget vs. Actual by Department



**General Fund Revenues and Expenditures - Budget to Actual**

	Through 6/30/2018	% of Budget	2017-2018 Amended Budget
<b>Revenues</b>			
Property Tax-Regular	11,895,418	76.1%	15,634,356
Sales Tax	5,000,097	88.0%	5,683,550
Licenses & Permits	1,099,425	83.4%	1,318,250
Grants/Intergovernmental	547,371	71.4%	767,054
Charges for Services	1,245,000	115.4%	1,079,120
Fines	306,346	87.5%	350,000
Miscellaneous	290,073	152.7%	190,000
Transfers In	-	-	7,270
<b>Total Resources</b>	<b>20,383,729</b>	<b>81.4%</b>	<b>25,029,600</b>
<b>BEGINNING FUND BALANCE</b>	<b>6,351,133</b>		<b>6,351,133</b>
<b>Expenditures</b>			
Legislative	134,258	94.0%	142,897
City Manager	1,162,199	79.1%	1,468,647
Finance & Administration	1,052,605	73.7%	1,428,673
Information Technology	532,683	65.2%	817,375
Police	7,321,442	77.3%	9,475,826
Fire Services	5,723,424	75.7%	7,557,900
Non-Department	745,037	71.5%	1,041,850
Community Development/Building	1,005,783	68.3%	1,472,014
Public Works	1,215,362	74.8%	1,624,418
<b>Total Expenditures</b>	<b>18,892,792</b>	<b>75.5%</b>	<b>25,029,600</b>
<b>CHANGE IN FUND BALANCE</b>	<b>1,490,937</b>		
<b>BEGINNING FUND BALANCE</b>	<b>6,351,133</b>		<b>6,351,133</b>
<b>ENDING FUND BALANCE</b>	<b>7,842,070</b>		<b>6,351,133</b>

**Other Funds Revenues and Expenditures - Budget to Actual**

	Through 6/30/18	% of Budget	2017-2018 Amended Budget
<b>SPECIAL REVENUE FUNDS</b>			
<b>City Street Fund</b>			
Beginning Fund Balance	192,511		155,376
Revenues	758,307	74.6%	1,016,446
Expenditures	(776,467)	76.4%	(1,016,446)
Ending Fund Balance	174,350		155,376
<b>Annex Building Fund</b>			
Beginning Fund Balance	509,533		514,533
Revenues	297,038	82.6%	359,482
Expenditures	(287,022)	33.3%	(861,243)
Ending Fund Balance	519,549		12,772
<b>DEBT SERVICE FUNDS</b>			
<b>Debt Service Fund</b>			
Beginning Fund Balance	13,991		13,991
Revenues	33,194	50.1%	66,218
Expenditures	(34,730)	52.4%	(66,218)
Ending Fund Balance	12,455		13,991

**Other Funds Revenues and Expenditures - Budget to Actual**

	Through 6/30/18	% of Budget	2017-2018 Amended Budget
<b>CAPITAL PROJECT FUNDS</b>			
<b>Real Estate Excise Tax</b>			
Beginning Fund Balance	2,987,459		4,233,755
Revenues	2,820,174	185.5%	1,520,000
Expenditures	(33,194)	1.1%	(3,046,032)
Ending Fund Balance	<u>5,774,438</u>		<u>2,707,723</u>
<b>Capital Improvement</b>			
Beginning Fund Balance	325,140		316,728
Revenues	198,987	34.2%	582,032
Expenditures	(154,126)	15.2%	(1,016,032)
Ending Fund Balance	<u>370,001</u>		<u>(117,272)</u>
<b>Park Capital Improvement</b>			
Beginning Fund Balance	3,530,471		3,444,579
Revenues	69,265	5.9%	1,169,000
Expenditures	(757,397)	57.4%	(1,320,000)
Ending Fund Balance	<u>2,842,339</u>		<u>3,293,579</u>
<b>Road Improvement</b>			
Beginning Fund Balance	1,249,697		1,379,844
Revenue	518,616	6.5%	8,027,000
Expenditures	(438,368)	6.4%	(6,860,000)
Ending Fund Balance	<u>1,329,944</u>		<u>2,546,844</u>

**Other Funds Revenues and Expenditures - Budget to Actual**

	Through 6/30/18	% of Budget	2017-2018 Amended Budget
<b>ENTERPRISE FUNDS</b>			
<b>Surface Water Utility</b>			
Beginning Fund Balance	605,359		860,595
Revenues	1,199,742	81.3%	1,476,000
Expenditures	(1,075,877)	86.2%	(1,248,735)
Ending Fund Balance	729,224		1,087,860
<b>Recreation Enterprise</b>			
Beginning Fund Balance	(715)		186
Revenues	829,387	67.7%	1,225,000
Expenditures	(828,447)	67.6%	(1,225,000)
Ending Fund Balance	225		186
<b>INTERNAL SERVICE FUNDS</b>			
<b>Equipment Replacement</b>			
Beginning Fund Balance	1,556,210		1,569,850
Revenues	34,543	-	-
Expenditures	(325,505)	75.3%	(432,000)
Ending Fund Balance	1,265,248		1,137,850

**Cash and Investments Balances**

	6/30/2018	12/31/2017
Cash Bank Accounts <sup>(1)</sup>	\$ 373,590	\$ 546,168
State Local Government Investment Pool (LGIP)	\$14,611,184	\$ 12,296,489
US Government Agency Securities <sup>(2)</sup>	\$ 6,246,172	\$ 7,229,784
<b>Total Cash and Investment Holdings</b>	<b>\$21,230,946</b>	<b>\$ 20,072,441</b>

(1) Reflects General Ledger balances, not actual bank cash balances.

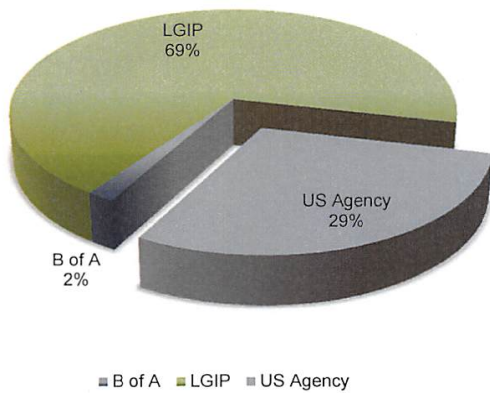
(2) Investments are reported at original cost

**Cash and Investments By Fund**

	General	REET	CIP	Parks	Roads	Surface Water	Equipment Replacement	Other	Totals
Securities	3,751,758	1,745,594	-	748,820	-	-	-	-	6,246,172
LGIP	4,127,178	4,027,826	203,495	2,062,593	1,328,851	728,193	1,429,682	703,366	14,611,184
Cash	4,878	1,019	1,000	733	1,093	1,030	1,071	362,766	373,590
<b>Totals</b>	<b>7,883,814</b>	<b>5,774,438</b>	<b>204,496</b>	<b>2,812,146</b>	<b>1,329,944</b>	<b>729,223</b>	<b>1,430,753</b>	<b>1,066,132</b>	<b>21,230,946</b>

**Investment Summary**

**Cash and Investments by Category**



Security Type	
US Agency - Original Cost	\$ 6,246,172
Local Government Investment Pool (LGIP)	\$ 14,611,184
Bank of America Checking	\$ 373,590
<b>Total Investment Portfolio</b>	<b>\$ 21,230,946</b>