

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. 2018-833

Next Resolution No. 2018-574

**September 11, 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. Design Review Board Appointments
(*Council Interview Committee*)
- C. Great Garden Awards
(*Joni Kirk, Director of Communications & Marketing*)

STUDY SESSION

- D. Surface Water Capital Program Development Update

(Gina Hortillosa, Director of Public Works & Development Services)

NEW BUSINESS

- E. Chamber of Commerce Agreement for Community Services
(Joni Kirk, Director of Communications & Marketing)
- F. Agreement Between Snohomish County and the City of Mill Creek for 35th Ave SE Reconstruction Project Funding
(Gina Hortillosa, Director of Public Works & Development Services)

CONSENT AGENDA

- G. Approval of Checks #58930 through #59144 and ACH Wire Transfers in the Amount of \$1,623,249.98
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Cavaleri)
- H. Payroll and Benefit ACH Payments in the Amount of \$716,230.37
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Cavaleri)
- I. City Council Meeting Minutes of July 24, 2018

REPORTS

- J. Mayor/Council
- K. City Manager
 - Council Planning Schedule
- L. Staff
 - Parks Tour Recap

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # B
Meeting Date: September 11, 2018

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE DESIGN REVIEW BOARD

PROPOSED MOTION:

Motion to appoint two volunteers to serve a three-year term on the Design Review Board.

KEY FACTS AND INFORMATION SUMMARY:

Two positions on the Design Review Board expired on August 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 Design Review Board have signed-up to receive notice when a vacancy occurs.
- The City's social media outlets were utilized to advertise the vacancies.

Three applicants applied for the two vacancies on the Design Review Board. Interviews are scheduled for Tuesday, September 11, 2018. The Interview Committee is comprised of Mayor Pro Tem Holtzclaw, Councilmember Steckler and Design Review Board Member Tina Hastings.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Boards & Commissions Applications from: Dave Gunter, Beverly Tiedje, and Kenneth Lowery.

Respectfully Submitted:

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

Robert S. Stowe
Interim City Manager



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

Community Service

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

Application

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

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

Please fill out the following information:

First Name: David Last Name: Gunter

Address: 2431 137th Place SE City: Mill Creek Zip: 98012

Email: dave@apexmediaseattle.com Phone: 425. 232. 4388

Please complete each of the following questions:

1. What board or commission would you like to be considered for?
City of Mill Creek Design Review Board.

2. Why are you interested in serving on a board or commission?
I am currently the Chairman of the Design Review Board. I have served in this capacity since 2004, and wish to continue serving the City of Mill Creek on the Design Review Board.

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

I have a Bachelor's Degree in Design, Commercial Art and Marketing from Mississippi State University, and many years of design experience working for various design, advertising, and promotion firms in California and Washington. I have been the Creative Director for Apex Media & Marketing, a local advertising agency, since 2007. We have many Puget Sound area clients, including Mill Creek Law, The Lodge Sports Grille and Azteca Mexican Restaurant in Mill Creek. Our services include brand development, design, media buying, TV, radio, web advertising and social media.

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

Growth, traffic, parking and road maintenance are immediate concerns, as well as overcrowded schools. Maintaining the character and standard of living in Mill Creek are also important, as it continues to grow, and the demographic of its citizens change as more young professionals and young families move into this area from Seattle and elsewhere.

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

Mill Creek has great neighborhoods to raise families and an active Town Center that serves as the social core of the city. Town Center can be a great draw to bring visitors to our city. As a person with a career in advertising and marketing, I think Mill Creek should continue to market itself as much as possible, and in different ways, to those around us in other cities. I meet folks every week from Everett, Lynnwood and other nearby towns and cities that don't even know that Mill Creek has a Town Center with stores and good restaurants.

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

The Design Review Board has always provided me with an excellent way to serve the city I live in, utilizing my expertise in design. As a person with a long career in design, marketing and branding, I think my best contribution to the Design Review Board has always been to be the person between the architects and landscape architects, with an eye for what will work best for business, marketing and corporate branding. You can have a great looking building design, but it might not work so well for the businesses going into them. I think I have always added that perspective. We want the best looking city possible, but we also want businesses to want to come here.



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

Please fill out the following information:

First Name: Beverly Last Name: Tiedje

Address: 2131 163rd St. SE City: Mill Creek Zip: 98012

Email: bstiedje@earthlink.net Phone: 425-316-6984

Please complete each of the following questions:

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

Design Review Board

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

I am currently completing my second term on the board and have enjoyed the opportunity to assist in review of applications to the city to help ensure they meet city standards for development and offer suggestions as appropriate.

Tiedje Page 12

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

I am a retired architect, first licensed by the State of Washington Board of Registration for Architects in 1992. I received my board certification from NCARB (National Council of Architectural Registration Boards) in 1995 and went on to receive subsequent state licenses in Oregon and Arizona.

I was a member of the AIA (American Institute of Architects) throughout my working career, and a LEED (Leadership in Energy and Environmental Design) Certified Practitioner.

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

The city faces a real population explosion, which places ever increasing demands on our infrastructure.

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

The attention the city pays to its parks, trails like the North Creek Trail, and recreational activities are real assets.

Encouragement given to businesses to locate here is also an asset, such as the Arena Sports facility and the new Sprouts Farmer's Market that will be opening soon.

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

I have lived in Mill Creek for the last 22 years and have watched it grow and change. I would like to continue with whatever help I can offer for another term.



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

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

Please fill out the following information:

First Name: Kenneth Last Name: Lowery

Address: 2926 151st Pl SE City: Mill Creek Zip: 98012

Email: ken.lowery75@gmail.com Phone: 425.760.6343

Please complete each of the following questions:

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

Design Review Board

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

As a practicing architect and resident of Mill Creek, I am always interested in the development and growth of the area. I feel with my background expertise I will be able to provide the proper insight and feedback from the community and development of Mill Creek.

Lowery Page | 2

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

I currently hold an active architectural license in Washington State, as well as 8 other states. My current professional role is the design manager for an architectural team where I oversee all projects, schedule, design and quality assurance. In addition to my architectural registration, I am also LEED certified in Building Design and Construction.

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

With the apparent growth and development in new residential construction, and with the overcrowded schools, the biggest concern will be enough planned resources for the area due to more people and businesses relocating to the area. Traffic is a concern already which means more parking requirements at new developments and buildings.

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

The close community of its residents was a big influence for my decision to move here 4 years ago (relocated from the east coast). In addition, the growth in business in Bothell, Lynnwood and Everett will influence where people want to live in proximity to where they work. Mill Creek's location provides an easy hub for commuters. In addition to ease of access, certain amenities like good schools, parks, restaurants provide residents with lots of choices.

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

As part of my role as an architect, I am responsible for providing presentations of designs to multiple review boards depending on the jurisdiction. I am skilled and knowledgeable of building and life safety codes. In addition, I have technical expertise in construction as well as building materials.

Being a resident of Mill Creek, I am conscientious of the development and progress of the area and only want to see the area thrive more. I am available for the entire duration of this position and look forward to having further dialogues with the Council.

Thank you for your consideration. I look forward to hearing back.

Regards,

Ken Lowery AIA, NCARB, LEED AP BD+C
Principal, Design Manager



Agenda Item # C

Meeting Date: Sept. 11, 2018

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: GREAT GARDEN AWARD PRESENTATION

PROPOSED MOTION:

N/A

KEY FACTS AND INFORMATION SUMMARY:

Each year, members of the City of Mill Creek's Art and Beautification Board tour the City and take note of those residents who have put exceptional time and effort into the beautification of their property.

The City is divided into six zones, and outstanding gardens in each zone are identified. Each member of the board is assigned a geographic location and tours the neighborhoods within those zones to find their nominations. They take pictures of noteworthy gardens. The Art and Beautification Board then meets to review all nominees and selects 12 (two in each zone) to receive Great Garden Awards.

Gardens are selected that exhibit great design, creativity, diversity and overall beauty. Each winner receives a yard sign to place in their yard through the end of August. The Art and Beautification Board met on July 25 to select this year's award winners, and delivered award notifications and yard signs to the 12 winners on Aug. 8.

Great Garden Award recipients are recognized at this Council meeting and will receive a commemorative keepsake presented by Councilmember John Steckler and Art and Beautification Board Chair Matt Buchanan.

The winners of this year's Great Garden Awards are:

- 4724 132nd St. SE – Jeffrey and Amy Strickland
- 4125 138th St. SE – Jennifer Pawlowski
- 15726 24th Dr. SE – Robert and Elaine Adams
- 14703 16th Ave. SE – Tadatoshi Nakajima
- 16110 29th Dr. SE – Jim and Shirley Hewson
- 3325 157th Pl. SE – Mark and Renee Oostra
- 2307 140th Pl. SE- Ronald Lowell
- 2412 140th Pl. SE – Clifford and Tonja Hearne
- 2515 143rd Pl. SE – Harold and Lisa Reid
- 14610 32nd Dr. SE – Terence and Rosario Carroll
- 14918 3rd Dr. SE – Steven and Deborah Brandt
- 15404 3rd Dr. SE – Guy and Jamie Armfield

City Council Agenda Summary
Page 2

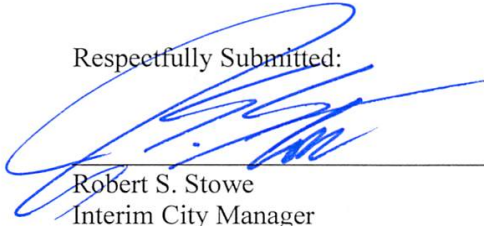
CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

A&B Board Great Garden Awards 2018 PowerPoint Presentation

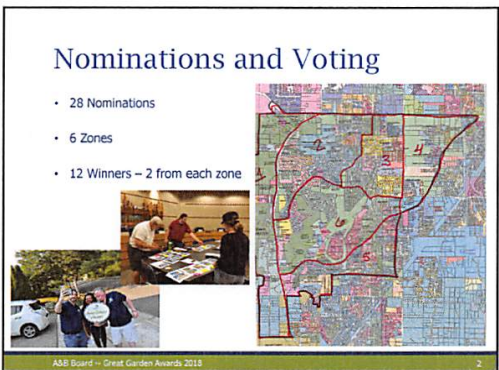
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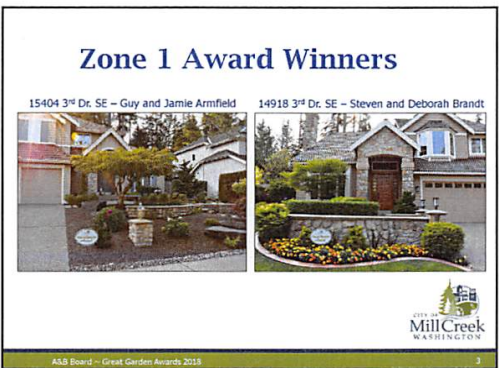


Robert S. Stowe
Interim City Manager

9/7/2018









9/7/2018

Zone 2 Award Winners



2307 140th Pl. SE – Ronald Lowell 2412 140th Pl. SE – Cliff and Tonja Hearne



AMB Board – Great Garden Awards 2018

Zone 3 Award Winners



2515 143rd Pl. SE – Harold and Lisa Reid 14610 32nd Dr. SE – Terence and Rosario Carroll



AMB Board – Great Garden Awards 2018

Zone 4 Award Winners



4125 138th St. SE – Jennifer Pawlowski 4724 132nd Pl. SE – Jeff and Amy Strickland



AMB Board – Great Garden Awards 2018

9/7/2018



Zone 5 Award Winners

<small>16110 29th Dr. SE – Jim and Shirley</small> 	<small>3325 157th Pl. SE – Mark and Renee Oostr</small> 
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CITY OF
MillCreek
WASHINGTON

AAS Board – Great Garden Awards 2018

Zone 6 Award Winners

<small>14703 16th Ave. SE – Tadatoshi Nakajima</small> 	<small>15726 24th Dr. SE – Robert and Elaine Adams</small> 
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CITY OF
MillCreek
WASHINGTON

AAS Board – Great Garden Awards 2018

Thank you!

Matt Buchanan, Chair – Zone 1
Benjamin Briles – Zone 2
Michelle Edwards – Zone 3
John Steckler – Zone 4
Paula Dickman – Zone 5
Jeanne Smart – Zone 6

CITY OF
MillCreek
WASHINGTON

AAS Board – Great Garden Awards 2018

Agenda Item # DMeeting Date: **September 11, 2018**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: STUDY SESSION: SURFACE WATER CAPITAL PROGRAM DEVELOPMENT (UPDATE)

ACTION REQUESTED:

No action required. Information provided for Council review and discussion.

KEY FACTS AND INFORMATION SUMMARY:

According to the City of Mill Creek's Comprehensive Plan, the City owns and is responsible for maintaining approximately 50 miles (264,000 LF) of surface water pipes. This infrastructure is aging and needs to be inspected, evaluated and scheduled for replacement as needed.

It is for these reasons that, at their February 27th meeting, Council awarded Contract 2018-1417 for professional services to Perteet, Inc. in an amount not to exceed \$132,252.00. The scope of work focused on pipes 18 inches or larger in diameter and included:

- Review a backlog of storm pipe Closed Circuit Television (CCTV) videos. Beginning in 2012, the City hired consultants to produce CCTV videos of surface water pipes in various locations – utilization of previously collected data for approximately 14,000LF of pipes.
- Collect storm pipe CCTV videos that have not yet been inspected (approximately 21,800 LF).
- Analysis of the aforementioned CCTV videos for pipe failures and/or other repairs including recommended action and rough order of magnitude cost estimate.
- Prioritization criteria and “bundle strategy” (projects). In collaboration with City staff, develop prioritization criteria and identify capital projects for scoping and cost estimating.

Per the schedule identified in Contract 2018-1417, the above mentioned scope was completed in August. To date, approximately \$104,000 of the budget has been spent by Perteet and \$50,000 of these professional services costs were reimbursed to the City by the Department of Ecology (Water Quality Storm Water Capacity Grant).

This Surface Water Capital Program focuses on *larger* infrastructure (18 inches in diameter or larger) since their potential failure could have a negative effect on life, property or a combination of both. *Larger* infrastructure represents a total of 35,800 LF (approximately fourteen percent) of the total surface water pipe infrastructure in the City of Mill Creek. The work completed by Perteet is the foundation for the City's Surface Water Capital Program and will be integrated into the City's 2019-2024 Capital Improvement Plan (CIP).

Factors that will be taken into consideration when integrating the Surface Water Capital Program into the CIP include: available funding, pavement condition, other City capital projects and

upgrades programmed by utility companies such as Puget Sound Energy, Snohomish PUD, Alderwood Water District and Silver Lake Water District.

Important outcomes from this effort include:

- Review of available video recorded from 2012 through 2018 to assess the condition of those pipes 18-inch in diameter or larger.
- Pipe faults were identified and graded for severity on an A through F scale. F grade faults are the most severe, recommended for repair within one (1) year. C- grade faults are recommended for repair within ten (10) years. Grade A faults are not expected to impact the longevity of the pipe (Attachment A). There is no B or D grade faults because pipes were graded with a 3-tiered level of granularity.
- Planning level cost estimates were prepared for each repair. Total program repair cost is estimated at \$4,950,000 and broken down as follows:
 - \$750,000 is for F grade faults (within one year)
 - \$600,000/year is for C grade faults (programmed over the subsequent seven years)

These estimates do not take into consideration pipe depth, proximity to other structures, and soil conditions. These factors will be taken into account during the design phase and preparation of PS&E (Plans, Specifications and Estimates) packets.

- Development of a prioritization criteria for programming failures. This criteria includes:
 - Catastrophic: Pipe is ruptured and its potential failure could have a negative effect on life, property or a combination of both
 - Private property: Fault is located in an easement adjacent to private property posing a risk to residents and property
 - Critical area: Failure is located within one (1) quarter miles of a wetland or steep slope posing environmental damage and slope erosion risks
 - Critical Infrastructure: Failure would obstruct access to critical infrastructure (ex. Fire Station, Police Station, Schools) and potentially impact core City functions
 - Arterial or Collector: Failure on roadways with high traffic could impact a large number of commuters
 - Pipe Size: Prioritize larger pipes
 - Date of discovery: prioritize faults discovered in past years (chronological order)
- Preparation of Surface Water Infrastructure Repairs Map that can be utilized by City staff for both, capital and maintenance purposes (Attachment B).

Staff has identified the following next steps for the City's Surface Water Capital Program:

- Integration of Surface Water Capital Program into the 2019-2024 CIP.
- F Failures (design): Select consultant for preparation of PS&E packet that can be advertised within the next twelve months.
- Review available video recorded since 2012 of pipes with a diameter *less* than 18 inches and assess the condition of those pipes. For instance, in a previous Perteet review of 12-inch stormwater pipes in the Wildflower and Mill Park Village neighborhoods, several faults were identified. While these pipes were not graded in the same way as the larger pipes, several faults that would qualify as F were observed.

Separate from this contract, but in support of the same effort, City staff has selected FCS Group to conduct an analysis of the City's Surface Water Utility rate. A scope and fee has been

negotiated (Attachment C). The scope of work will include policy review, technical analysis and service levels assessment. The consultant fee is \$45,485 and the schedule is such that the City would be able to provide the final rate to Snohomish County for collection in December 2018. This fee is consistent with that paid by other local jurisdictions for similar professional services. A contract with FCS Group will be executed by the Interim City Manager in September.

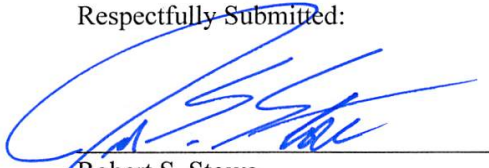
CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

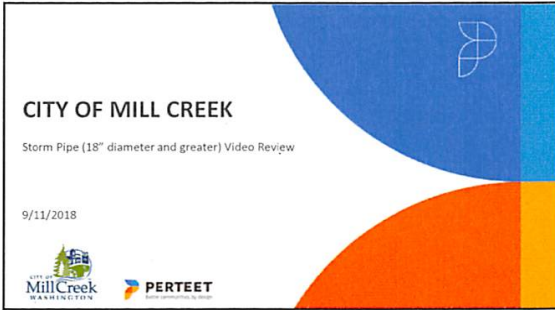
- Attachment A: Pertect PowerPoint Presentation
- Attachment B: Surface Water Repair Program Memorandum dated August 15, 2018
- Attachment C: Surface Water Infrastructure Repairs (Map)
- Attachment D: FCS Group Draft Scope and Fee (Surface Water Utility Rate Study)

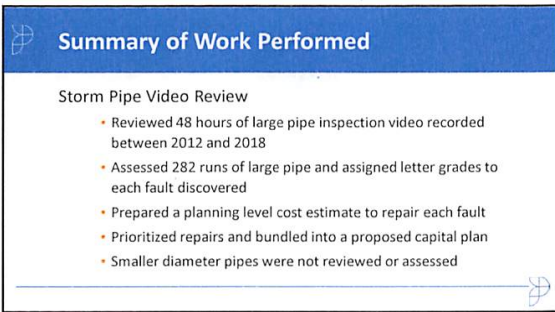
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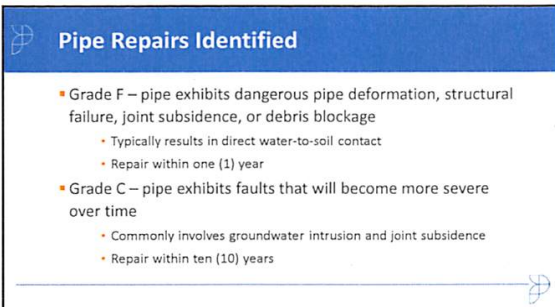


Robert S. Stowe
Interim City Manager

9/7/2018

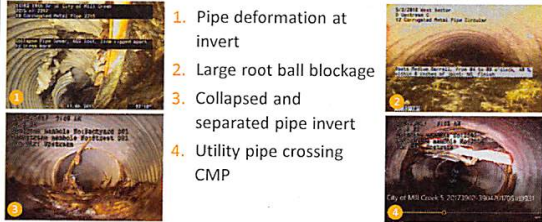







9/7/2018

Typical Category F Pipe Failures
Repair immediately




1. Pipe deformation at invert
2. Large root ball blockage
3. Collapsed and separated pipe invert
4. Utility pipe crossing CMP

Typical Category C- Pipe Faults
Repair within 10 years



- Infiltration causing mineral deposition
- Roots intruding through joint

Pipe Fault Locations
City Center and Southern Mill Creek

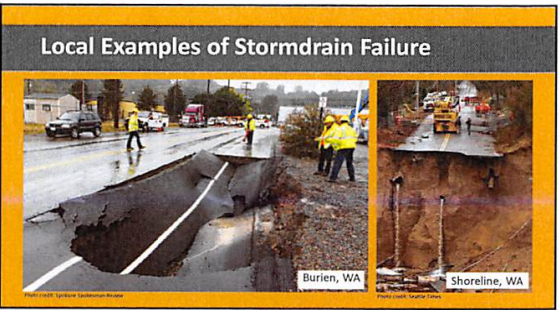


F Fault

9/7/2018








9/7/2018

Sweetwater Ranch – 36" Pipe Failure



- Preventive cost to repair: \$182,200
- Cost to repair after failure: \$800,000

Sweetwater Ranch – 36" Pipe Failure



Spot Repair

- 4'x4' pit
- \$3,000+
- Band installed around joint



9/7/2018

Linear Repair

- 28' trench
- \$20,000+
- Removes and replaces a single pipe segment



Full Length Repair


- Catch basin to catch basin
- \$100,000+
- Removes an entire run of pipe between two catch basins




Prioritization Criteria for F Faults


- \$750,000 in immediate repairs
- Prioritize locations with:
 - Severe pipe structure damage exposing soil to water
 - Threat to private property
 - Steep slopes or sensitive wetlands
 - Access to core city functions (police, fire, school, etc.)
 - Threat to collector or arterial street
 - Larger pipe diameter

9/7/2018

 **Bundling C- Repairs**


- \$4,200,000 of repairs
- To repair all faults within 10 years of their discovery, a 7-year program beginning by 2020 has been recommended
- Approximately \$600,000 per year will be required




 **Known Unknowns**


The following items will impact costs:

- Depth of stormwater pipes and catch basins
- Proximity of storm structures to buildings, foundations, and utilities
- Potential cost recovery where damage is caused by conflicting utility
- Stability of soil for excavation and construction
- Severity of damage from potential failures
- Need for potholing during design and construction to assess pipe surroundings
- Complexity of property restoration



 **Recommendations**

- Repair all category F pipe failures within 12 months
- Repair all category C pipe faults within 10 years
- Perform work during drier months of the year
- Coordinate pipe repairs to occur before pavement repair to avoid destruction of new paving



9/7/2018

Next Steps

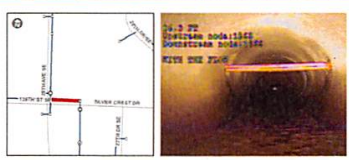
- Hire a consultant to design F grade repairs, then create work packages
 - Hire contractors to perform the work in 2019
- Assess condition of 15" and 12" pipes
 - Approximately half of these pipes are already CCTV'd to-date
 - Review the existing video footage
 - CCTV and review remaining smaller diameter pipes over next three years
- Identify corridor projects
 - Mill Creek Boulevard
 - Trillium Boulevard

Questions?

F grade Faults

13833 26th Avenue SE
– Heatherwood

- 18-inch concrete pipe with 4-inch PVC directional bore piercing both walls
- Replace segment along curb: \$14,200
- Possibility of cost recovery from utility owner




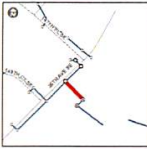
The diagram shows a plan view of a pipe layout with labels for 'HEATHERWOOD', 'MILL CREEK BOULEVARD', and 'TRILLIUM BOULEVARD'. A red line indicates a fault location. The CCTV image shows a pipe with a red light reflecting off a fault, with text overlay: '4.3 FT DOWNSTREAM FROM THE DOWNSTREAM END OF THE PIPE WITH THE FAULT'.

9/7/2018

F grade Faults

14817 26th Avenue SE
– Huckleberry

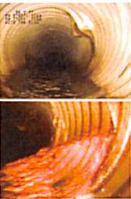
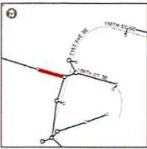
- 18-inch CMP pipe with lateral causing major rupture in pipe wall
- Replace segment in landscaped area: \$11,300
- Possibility of cost recovery from home owner



F grade Faults

15808 21st Avenue SE
– Springtree

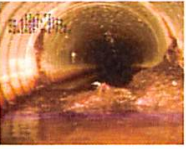
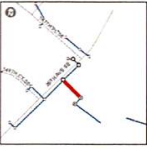
- 24-inch CMP pipe with ruptured wall and intrusion
- 24-inch CMP pipe with lateral causing wall rupture
- Replace entire run in landscaped area: \$56,400
- Possibility of cost recovery from utility owner



F grade Faults

2114 160th Place SE –
Springtree

- 21-inch CMP pipe with root ball impacting hydraulic capacity
- Spot repair: \$3,100

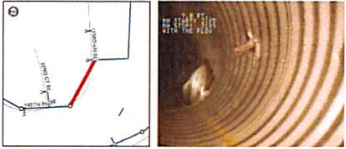


9/7/2018

F grade Faults

15924 23rd Lane SE – Springtree

- 30-inch CMP pipe with 3-inch hole in ceiling
- Replace pipe segment: \$15,400

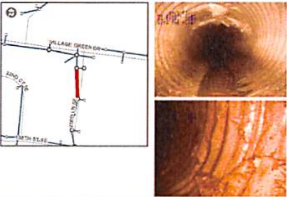


The diagram shows a street layout with a red line indicating the pipe segment to be replaced. The inspection photo shows a close-up of a corrugated metal pipe with a hole in the ceiling.

F grade Faults

15630 23rd Lane SE – Springtree

- 21-inch CMP pipe with ruptured wall
- 21-inch CMP pipe with ruptured ceiling
- Replace entire run: \$79,500




The diagram shows a street layout with a red line indicating the pipe segment to be replaced. The inspection photos show two views of a pipe with significant damage to the wall and ceiling.

F grade Faults

2440 141st Place SE – Vine Maple

- 18-inch CMP pipe with medium holes in wall, soil visible
- Replace pipe segment: \$14,200



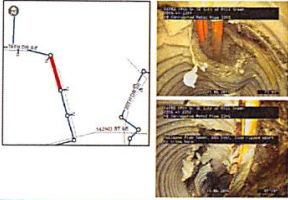
The diagram shows a street layout with a red line indicating the pipe segment to be replaced. The inspection photo shows a pipe with holes in the wall and soil visible.

9/7/2018

F grade Faults

14031 19th Drive SE – Vine Maple

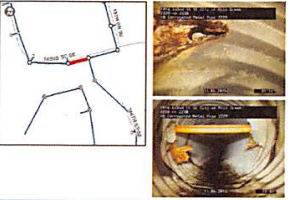
- 18-inch CMP pipe with two (2) 4-inch PVC directional bores travelling along the pipe ceiling
- Replace entire run: \$73,600
- Possibility of cost recovery from utility owner



F grade Faults

1906 142nd Street SE

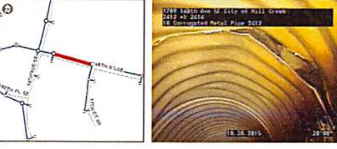
- 18-inch CMP pipe with directional bore piercing both walls
- Replace entire run due to presence of several F and C – faults: \$54,800
- Possibility of partial cost recovery



F grade Faults

1629 148th Street SE – Evergreen

- 18-inch CMP pipe with ruptured wall revealing soil
- Replace pipe segment: \$14,200

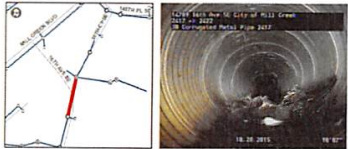


9/7/2018

F grade Faults

14623 16th Avenue SE
– Evergreen

- 30-inch CMP pipe with directional bore penetrating two walls
- Replace segment: \$15,400
- Possibility of cost recovery from utility owner

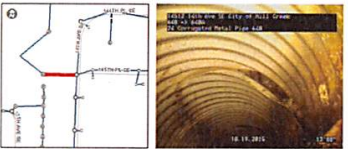


The slide contains two images: a map on the left showing a street layout with a red line indicating the location of the pipe fault, and a camera view on the right showing the interior of a pipe with a directional bore penetrating through the pipe walls. The camera view includes text: '14623 16th Ave SE City of Mill Creek 2015 - 2017 18.22.2015 18:07'.

F grade Faults

14512 14th Avenue SE
– Holly

- 24-inch CMP pipe with wall rupture revealing soil
- Replace pipe segment along curb: \$16,400

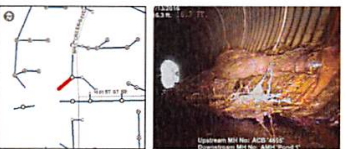


The slide contains two images: a map on the left showing a street layout with a red line indicating the location of the pipe fault, and a camera view on the right showing the interior of a pipe with a wall rupture revealing soil. The camera view includes text: '14512 14th Ave SE City of Mill Creek 2015 - 2017 18.19.2015 17:07'.

F grade Faults

16018 Mill Creek Boulevard

- 42-inch CMP pipe with large root causing joint separation
- Spot repair: \$3,100





The slide contains two images: a map on the left showing a street layout with a red line indicating the location of the pipe fault, and a camera view on the right showing the interior of a pipe with a large root causing joint separation. The camera view includes text: '16018 Mill Creek Blvd City of Mill Creek 2015 - 2017 18.19.2015 17:07'.

9/7/2018

F grade Faults

15928 Mill Creek Boulevard

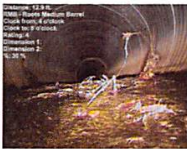

- 36-inch CMP pipe with wall rupture revealing soil
- Replace entire run along curb: \$97,100



F grade Faults

15711 Mill Creek Boulevard

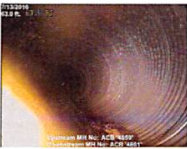

- 42-inch CMP pipe with large root ball causing significant reduction in hydraulic capacity
- Spot repair along curb: \$3,700



F grade Faults

15928 Mill Creek Boulevard

- 42-inch CMP pipe with roots causing significant hydraulic capacity reduction
- Replace entire run due to presence of several C-faults: \$117,100

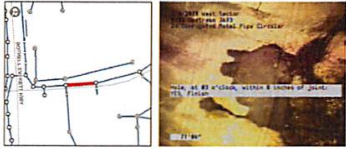


9/7/2018

F grade Faults

1111 Mill Creek Boulevard

- 24-inch CMP pipe with large hole in wall
- Replace pipe segment along curb: \$16,400

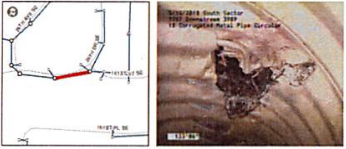


The slide contains two images. On the left is a site map showing a street layout with a red line indicating the location of the pipe. On the right is a camera view looking down into a pipe, showing a large hole in the wall. Text overlaid on the camera view reads: '1111 Mill Creek Blvd. 24\"

F grade Faults

2606 161st Street SE – Mill Creek Estates

- 18-inch CMP pipe with large hole
- Replace pipe segment: \$14,200

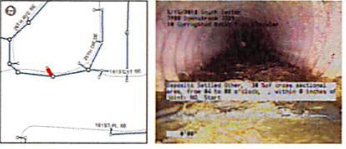


The slide contains two images. On the left is a site map showing a street layout with a red line indicating the location of the pipe. On the right is a camera view looking down into a pipe, showing a large hole in the wall. Text overlaid on the camera view reads: '2606 161st Street SE. 18\"

F grade Faults

2527 161st Street SE – Mill Creek Estates

- 18-inch CMP pipe with sag capturing debris
- Replace pipe segment: \$12,200



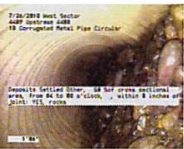

The slide contains two images. On the left is a site map showing a street layout with a red line indicating the location of the pipe. On the right is a camera view looking down into a pipe, showing a sag in the pipe with debris. Text overlaid on the camera view reads: '2527 161st Street SE. 18\"

9/7/2018

F grade Faults

1500 Mill Creek Road

- 18-inch CMP pipe with rock blockage
- Replace entire run: \$29,000



7/20/2018 West Sector
18" Corrugated Metal Pipe Obstruction

Inspection on 7/20/2018. 18" 18" Corrugated Metal Pipe Obstruction. From Sta 64+00 to 64+100. Within 8' distance and 4' from 18" pipe.



MEMORANDUM

2707 Colby Avenue, Suite 900, Everett, WA 98201 | P 425.252.7700

To: Gina Hortillosa, PE, PMP
From: Darrell Smith, PE
Date: August 15, 2018
Re: City of Mill Creek – Storm Pipe Repair Program Prioritization

1.0 INTRODUCTION

The City of Mill Creek has obtained CCTV recordings of stormwater pipes in the City between 2012 and 2018. Perteet has reviewed the entirety of available video to assess the condition of those pipes 18-inch in diameter or larger. Large pipes were selected for review due to the increased damage potential of a pipe failure. Each pipe fault was graded for severity on an A through F scale. F grade faults are the most severe, recommended for repair within one (1) year. C- grade faults are recommended for repair within ten (10) years. Grade A faults are not expected to impact the longevity of the pipe. Perteet created planning level estimates of the costs associated with each repair totaling \$3,788,400, of which \$617,200 is for F grade faults. In cases where a pipe run has four (4) or more faults, replacement of the entire run has been recommended. Planning level estimates do not quantify all construction work items, but count only the core work elements and utilize contingencies to represent risk and unknowns. Important data, such as pipe depth, proximity to other structures, and quality of the soil will have a significant impact on costs, and will be available at later stages of design. Actual construction costs will vary, but the planning level estimates provide an order of magnitude cost for the work and a basis to compare recommended repairs.

There are twenty (20) F grade repairs and 137 C- grade repairs. Of the F level repairs, six (6) are assumed to be caused by another utility or to be the result of illicit discharge. For these six (6) pipes, cost recovery may be possible. This memo will recommend a repair program based on a series of criteria described in Section 2 below. A citywide map showing the locations of the F grade faults and the boundaries of Perteet's recommended surface water program is included in the Appendix.

PERTEET**MEMORANDUM**

2.0 CRITERIA**2.1 Grade F Faults**

F grade faults are recommended for repair within one (1) year. Perteet, in cooperation with City staff, selected a series of criteria with which to prioritize pipe repairs for the urgent F grade faults. The following criteria will be used to bundle pipe repair projects as part of a citywide stormwater refurbishment program. The maps used in this analysis can be found in the Appendix.

1. Catastrophic damage
 - Pipe is ruptured such that stormwater comes into direct contact with soil.
2. Fault in an easement adjacent to private property.
 - Pipe failure threatens resident safety and property.
3. Within one (1) quarter mile of a sensitive wetland or steep slope.
 - Seeks to avoid environmental damage.
 - Steep slope erosion could have severe impacts on safety and property.
4. Failure would obstruct access to critical infrastructure (ex. Fire, Police, School).
 - Seeks to maintain core City functions.
5. Failure would occur on an arterial or major collector.
 - Possibility of grant funding.
 - Failure could cause long term closure of key infrastructure.
6. Pipe size (prioritize larger pipes).
7. Date of discovery (prioritize faults discovered in past years).

2.2 Grade C- Faults

C- grade faults are recommended for repair within ten (10) years. These repairs will be bundled based on the year of discovery and the region of the city. The City of Mill Creek obtained pipe video data beginning in 2012 and continuing through 2018. In order to meet the ten-year recommendation, any pipes discovered to have a C- fault in 2012 need to be repaired by 2022. A fault discovered in 2014 would need to be repaired by 2024, and so on. Thus, repair packages will first consider the year of discovery.

To minimize neighborhood disturbance, bundles will attempt to encompass geographic regions of the city so repairs can take place within a limited timeframe. This type of bundling will also facilitate coordination with any pavement rehabilitation program that may exist. Bundles that match with a pavement repair program should be synchronized to avoid performing destructive pipe repairs in new pavement. At the time of this writing, CIP information is not available. It is recommended that these priorities be adjusted to match future pavement preservation programs.

PERTEET

MEMORANDUM

3.0 METHODOLOGY

3.1 Grade F Faults

F grade faults are recommended for repair within one (1) year. These pipes were given priority over C- grade faults. Each criterion was applied to each F grade fault in sequence. The results can be found in the table in Section 4.0. A fault location that meets criterion number 1 will be prioritized above a fault location that meets criterions 2 through 5. A fault location may meet multiple criteria, in which case a fault location that meets the most criteria will be given priority. If two (2) or more faults meet the same criterion and meet the same total number of criteria, the faults will be compared by the second and successive criteria levels until they can be differentiated. If, after this process has been completed, two (2) or more faults are found to be equivalent, or meet none of the prioritization criteria, they will be ranked by pipe size and year of discovery.

Project costs come from Perteet's planning level estimates. See the Storm Drain Video Observations Memorandum (August 15, 2018) for detailed cost breakdowns.

3.2 Grade C- Faults

Pipe faults graded C- have been sorted by year of discovery, then grouped by neighborhood in Section 5.0. Neighborhoods were simplified to encompass regions of the city. To complete the repairs in the prescribed 10-year window, a yearly budget of between approximately \$400,000 and \$525,000 will be required in the next CIP. The bundling found in Section 6.0 divides the prioritized list into groups of geographically proximate locations with roughly similar budget amounts. See the Storm Drain Video Observations Memorandum (August 15, 2018) for detailed cost breakdowns.

PERTEET

MEMORANDUM

4.0 F-LEVEL FAULT PRIORITIZATION

The table below shows the prioritized list of critical repairs in Mill Creek. Note, some F faults fall outside the criteria areas and are prioritized only by pipe size and year of discovery. See the program map in the Appendix for locations.

Table 4.1. F-Level Fault Prioritization.

Fault ID* (in order of priority)	Catastrophic	Private Property	Critical Area	Critical Infrastructure	Arterial or Collector	Pipe Size (inches)	Year of Discovery
2332-01**	X	X				18	2014
2417-03**	X		X			30	2015
2215-02**	X					18	2015
2229-03**	X					18	2015
640-01		X	X			24	2015
3185-01		X				30	2014
3168-03**		X				24	2014
5270-01		X				24	2014
4859-04			X	X	X	42	2016
4655-01			X	X	X	42	2016
4847-03			X	X	X	36	2016
4408-01			X		X	18	2018
2412-01			X			18	2015
4853-01				X	X	42	2016
3693-02					X	24	2018
3205-03						24	2014
1565-01**						18	2012
2152-01						18	2015
3987-01						18	2018
3988-01						18	2018

* Refer to Pertee's Storm Drain Video Observations Memorandum (August 15, 2018) for more information about each Fault ID.

**Faults caused, in part, by conflicting utilities. Cost recovery may be possible.

PERTEET

MEMORANDUM

5.0 C- FAULT PRIORITIZATION AND BUNDLING

The table below shows the prioritized list of future targeted repairs in Mill Creek. Bold underlines indicate the limit of a bundle. Bundles are summarized in Section 6.0.

Table 5.1. C- Fault Prioritization and Bundling.

Fault ID*	Year of Discovery	Neighborhood	Fault ID*	Year of Discovery	Neighborhood
1562-02	2012	Heatherwood	40-01	2015	Douglas Fir
302-01	2012	Heatherwood	2377-01	2015	Evergreen
3147-01	2014	Heatherstone	2377-02	2015	Evergreen
3147-02	2014	Heatherstone	2383-01	2015	Evergreen
2088-01	2014	Huckleberry	2392-01	2015	Evergreen
2140-01	2014	Huckleberry	2394-01	2015	Evergreen
2140-02	2014	Huckleberry	2398-01	2015	Evergreen
3168-01	2014	Springtree	2417-01	2015	Evergreen
3168-02	2014	Springtree	2417-02	2015	Evergreen
3171-01	2014	Springtree	2448-01	2015	Evergreen
3175-01	2014	Springtree	2451-01	2015	Evergreen
3180-01	2014	Springtree	2454-01	2015	Evergreen
3185-04	2014	Springtree	2454-02	2015	Evergreen
3189-01	2014	Springtree	2486-01	2015	Evergreen
3189-02	2014	Springtree	2486-02	2015	Evergreen
3205-02	2014	Springtree	2188-01	2015	Vine Maple
3207-01	2014	Springtree	2188-02	2015	Vine Maple
5270-01	2014	Springtree	2188-03	2015	Vine Maple
5270-02	2014	Springtree	2194-01	2015	Vine Maple
6-01	2015	Douglas Fir	2200-01	2015	Vine Maple
6-02	2015	Douglas Fir	2202-01	2015	Vine Maple
11-01	2015	Douglas Fir	2202-02	2015	Vine Maple
12-01	2015	Douglas Fir	2203-01	2015	Vine Maple
13-01	2015	Douglas Fir	2203-02	2015	Vine Maple
13-02	2015	Douglas Fir	2208-01	2015	Vine Maple
13-03	2015	Douglas Fir	2208-02	2015	Vine Maple
15-01	2015	Douglas Fir	2217-01	2015	Vine Maple
16-01	2015	Douglas Fir	2217-02	2015	Vine Maple
17-01	2015	Douglas Fir	2219-01	2015	Vine Maple
21-01	2015	Douglas Fir	2219-02	2015	Vine Maple
36-01	2015	Douglas Fir	2220-01	2015	Vine Maple
38-01	2015	Douglas Fir	2230-01	2015	Vine Maple
38-02	2015	Douglas Fir	2231-01	2015	Vine Maple

PERTEET

MEMORANDUM

Fault ID*	Year of Discovery	Neighborhood
2232-01	2015	Vine Maple
2232-02	2015	Vine Maple
2234-01	2015	Vine Maple
2236-01	2015	Vine Maple
2238-01	2015	Vine Maple
2240-01	2015	Vine Maple
2240-02	2015	Vine Maple
2252-01	2015	Vine Maple
4655-02	2016	Business District
4656-01	2016	Business District
4849-01	2016	Business District
4853-02	2016	Business District
4853-03	2016	Business District
4854-01	2016	Business District
4856-01	2016	Business District
4861-01	2016	Business District
4863-01	2016	Business District
4865-01	2016	Business District
4865-02	2016	Business District
4865-03	2016	Business District
4867-01	2016	Business District
4867-02	2016	Business District
4867-03	2016	Business District
4869-01	2016	Business District
4871-01	2016	Business District
4873-01	2016	Business District
4873-02	2016	Business District
4884-01	2016	Business District
4884-02	2016	Business District
4886-01	2016	Business District
4886-02	2016	Business District
3531-01	2018	Business District
3693-01	2018	Business District
4567-01	2018	Business District
4572-01	2018	Business District
3516-01	2018	Business District
3517-01	2018	Business District
3527-01	2018	Business District

Fault ID*	Year of Discovery	Neighborhood
4407-01	2018	Business District
4407-02	2018	Business District
4407-03	2018	Business District
3856-01	2018	Amberleigh
1773-01	2018	Brighton
2787-01	2018	Northeast
5126-01	2018	Northeast
21-01	2018	Trillium
92-01	2018	Trillium
93-01	2018	Trillium
95-01	2018	Trillium
96-01	2018	Trillium
99-01	2018	Trillium
100-01	2018	Trillium
102-03	2018	Trillium
104-01	2018	Trillium
114-01	2018	Northwest
146-01	2018	Northwest
146-02	2018	Northwest
147-01	2018	Northwest
147-02	2018	Northwest
164-01	2018	Northwest
165-01	2018	Northwest
167-03	2018	Northwest
167-06	2018	Northwest
168-01	2018	Northwest
169-01	2018	Northwest
171-01	2018	Northwest
172-01	2018	Northwest
173-01	2018	Northwest
1158-01	2018	River Crossing
1159-01	2018	River Crossing
3990-01	2018	Southeast
3992-01	2018	Southeast
4083-01	2018	Southeast
4139-01	2018	Southeast

* Refer to Perteet's Storm Drain Video Observations Memorandum (August 15, 2018) for more information about each Fault ID.

PERTEET

MEMORANDUM

6.0 BUNDLING

The bundling shown below reflects the grouping of prioritized repairs listed above. The bundles for program years one through seven have differing values, but average about \$450,000 per year. Neighborhood groupings were given precedence over equivalent dollar values.

Table 6.1. Bundling.

Program Year	Neighborhoods Covered	Bundle Total*
1	Heatherwood, Heatherstone, Huckleberry, Springtree, Douglas Fir	\$516,800
2	Evergreen, Vine Maple (North of 142nd Street SE, East of 20th Drive SE)	\$411,800
3	Vine Maple (South of 142nd Street SE, West of 20th Drive SE)	\$480,200
4	Business District North and Outfalls	\$487,600
5	Business District South, Brighton, Northeast, Amberleigh	\$430,900
6	Trillium Boulevard	\$430,000
7	Northwest, Southeast	\$413,900

*For a detailed breakdown of repairs and costs, see the Appendix.

7.0 RECOMMENDATIONS

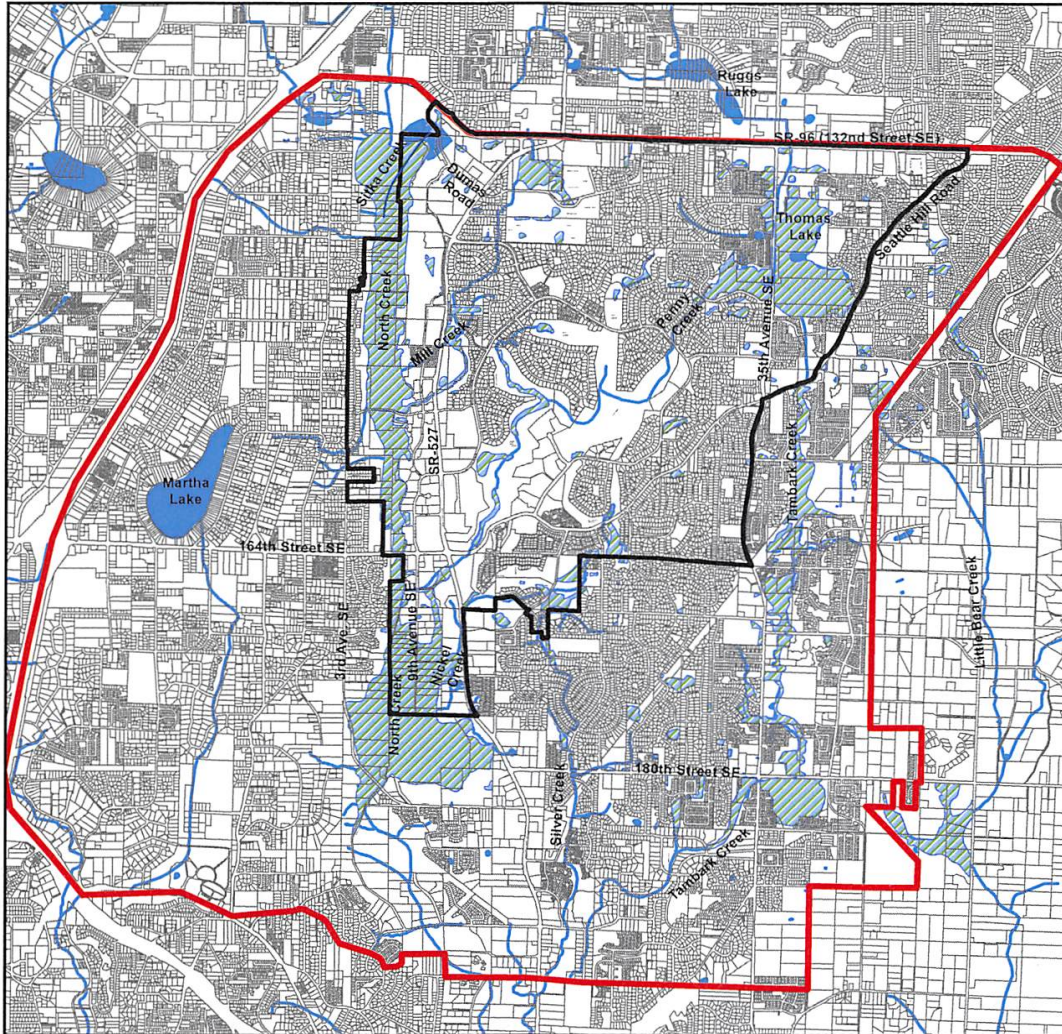
It is recommended that all grade F faults be repaired within one (1) year and that all grade C- faults be repaired within ten (10) years. This plan prioritizes pipe faults of most pressing concern and for which failure could result in risk to safety and property serious disruption to City functions.






For faults that should be repaired within ten (10) years, we have proposed a seven-year plan for future CIP's. A yearly allocation of \$500,000 is recommended for surface water infrastructure rehabilitation. These packages prioritize faults by date of discovery, then by region of the City. Adhering to this plan will result in all C- faults being repaired within ten (10) years of their discovery.

It should be further noted that only 18 inches and larger pipes were assessed for this analysis. The City manages approximately 264,000 linear feet (LF) of storm pipe, of which about 216,480 LF is pipes 15 inches and smaller in diameter. In a previous Perteet review of 12-inch stormwater pipes in the Wildflower and Mill Park Village neighborhoods, several faults were identified. While these pipes were not graded in the same way as the larger pipes, several faults that would qualify as F were observed. It is recommended that these pipes be assessed as well.

APPENDIX A
Criteria Maps

Wetlands & Water Features



-  City Limits
-  Municipal Urban Growth Area Boundary
-  Wetland
-  Waterbody
-  Watercourse

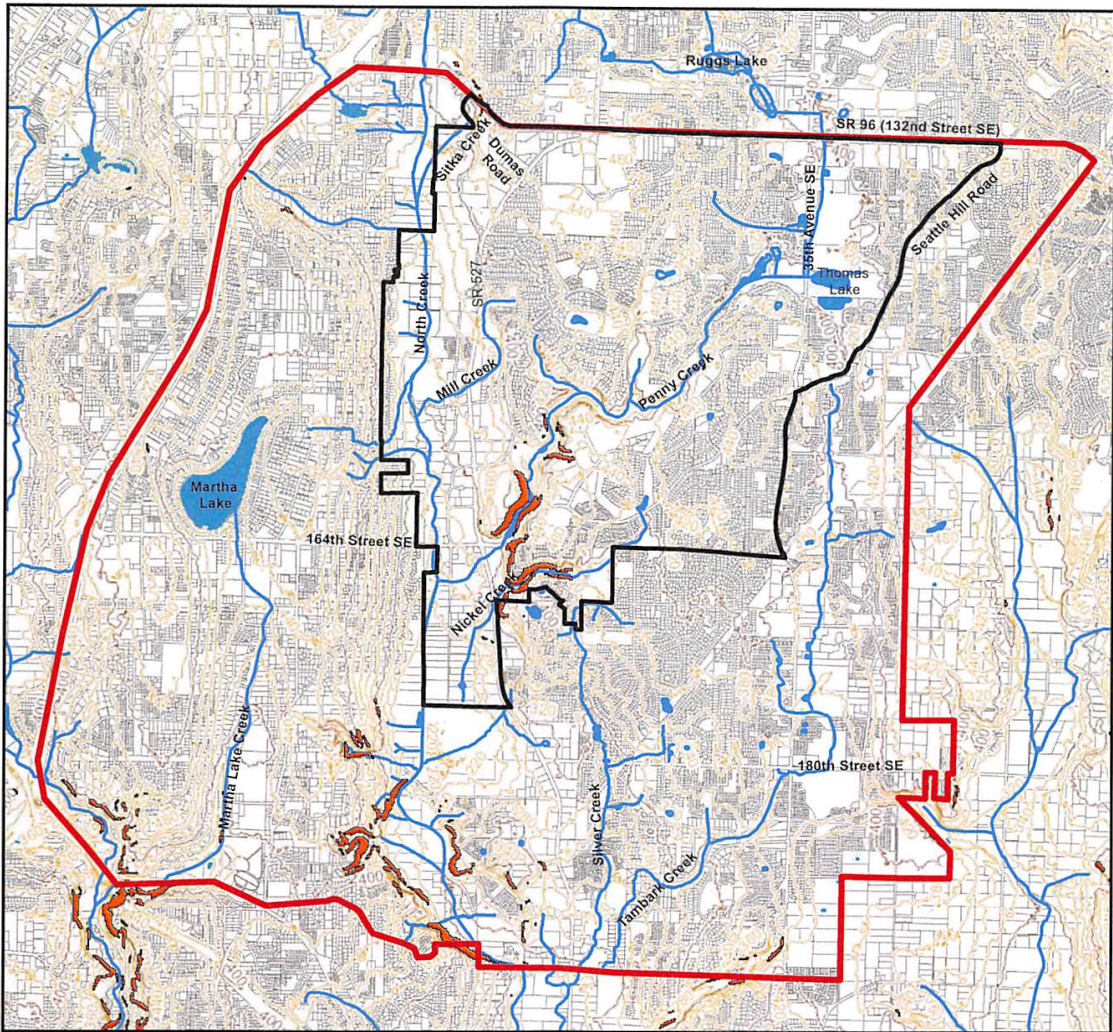
Council Ord. 2015-802
Effective December 18, 2015







Disclaimer: Wetlands shown are approximate in location and also shown for historical reference. A site specific wetland delineation is required prior to development per MCMC 18.06. GIS data (maps) are produced by the City of Mill Creek for general information purposes. No representation or guarantee is made concerning the accuracy, currency, or completeness of the information provided.



Steep Slopes



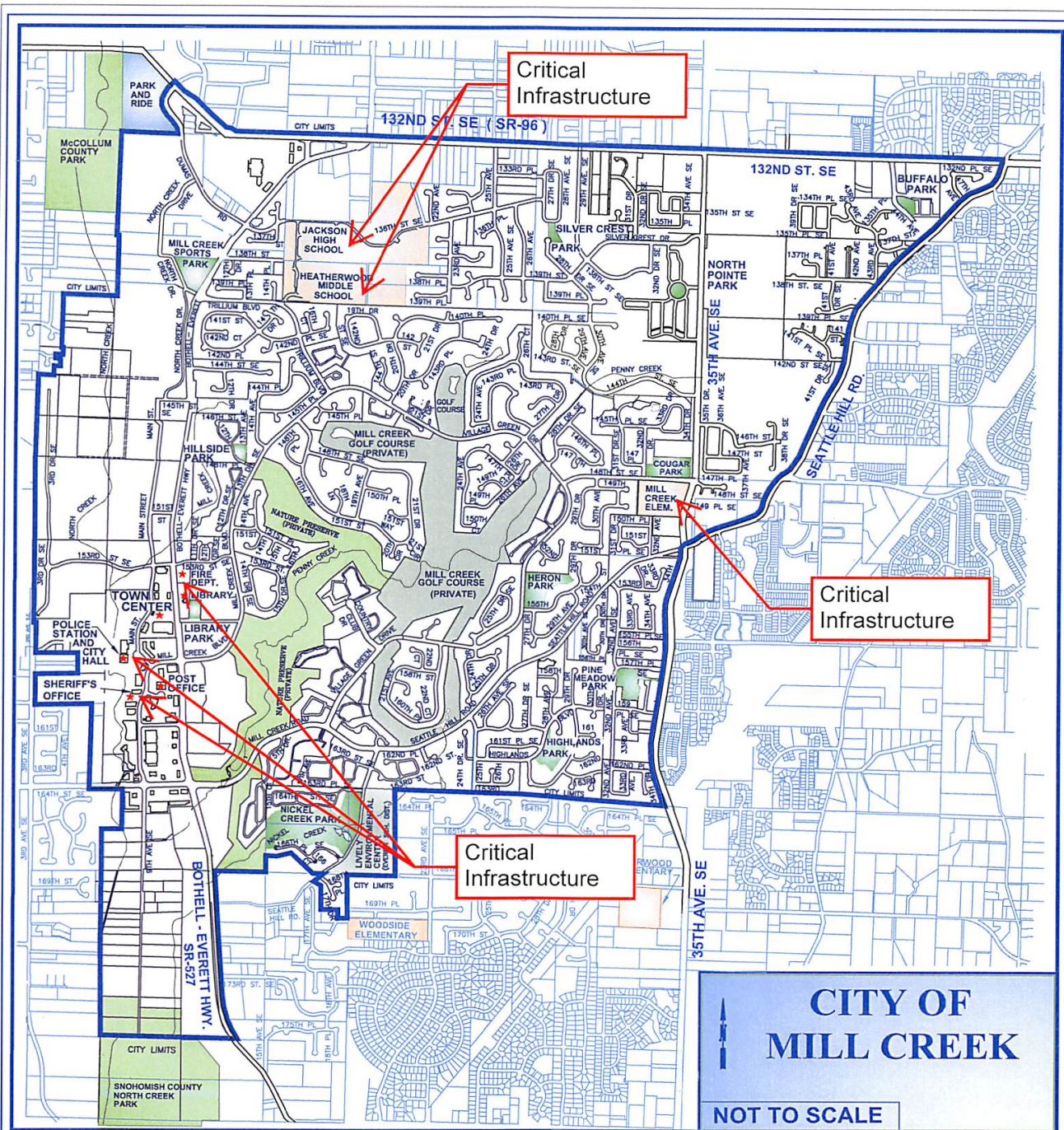
Council Ord. 2015-802
Effective December 18, 2015

-  City Limits
-  Municipal Urban Growth Area
-  Steep Slopes
-  20 Foot Contour



Disclaimer: Steep slopes shown are approximate in location. A site specific geotechnical study is required prior to development per MCMC 18.06. Contour data is obtained from Snohomish County and derived from LIDAR-based elevation models. GIS data (maps) are produced by the City of Mill Creek for general information purposes. No representation or guarantee is made concerning the accuracy, currency, or completeness of the information provided.





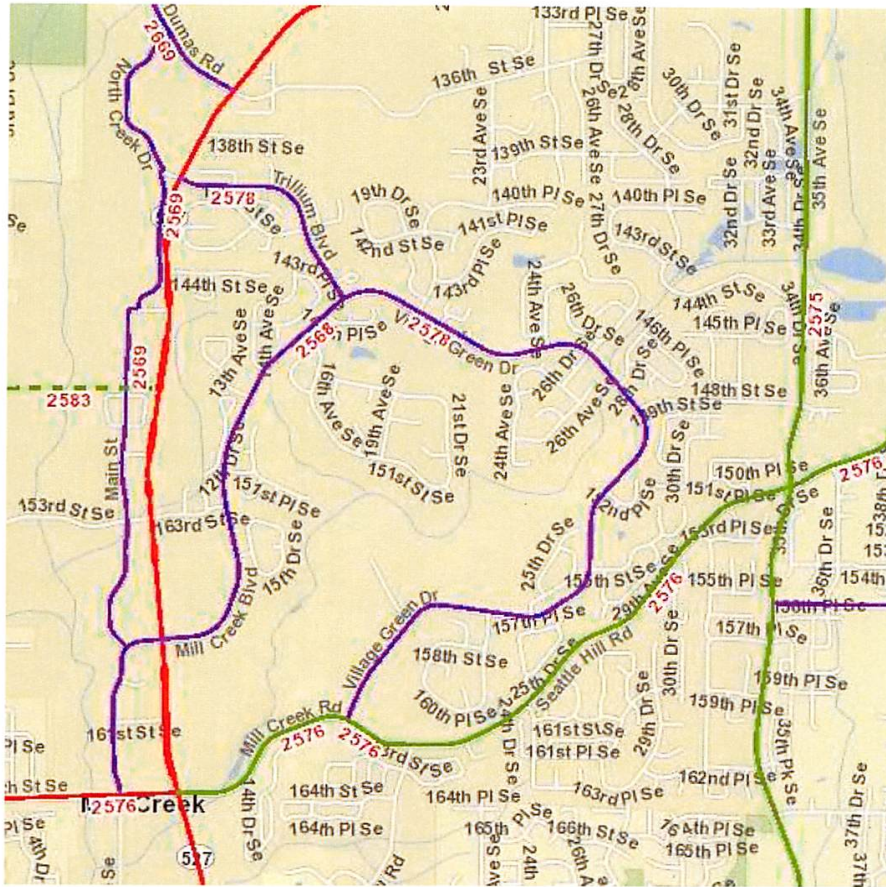
INCORPORATED: 1983

City Hall
15728 Main Street
Mill Creek, Washington 98012-1227
425-745-1891 General Offices (Hours: 9 am - 5 pm)
425-745-6175 Police Department (Hours: 9 am - 5 pm)



Population: 18,780 (April 2014 Estimate)
Size: 4.6817 Square Miles

Cityofmillcreek.com



- Functional Class
- Interstate
 - Other Fwy Expwy
 - Other Principal Arterial
 - Minor Arterial
 - Major Collector
 - Minor Collector

MILL CREEK STORM PIPE ASSESSMENT
MILL CREEK FUNCTIONAL CLASSIFICATION



APPENDIX B
F Grade Cost Breakdown

Prioritization of F Grade Repairs



Project No. 20180015

Fault ID	Address	Catastrophic	Private Property	Critical Area	Critical Infrastructure	Arterial or Collector	Pipe Size (IN)	Year of Discovery	Cost Recovery	Cost	Cumulative
2332-01	14817 26th Ave SE	X	X				18	2014	X	\$ 10,600.00	\$ 10,600.00
2417-03	14623 16th Ave SE	X		X			30	2015	X	\$ 14,400.00	\$ 25,000.00
2215-02	14031 19th Dr SE	X					18	2015	X	\$ 68,700.00	\$ 93,700.00
2229-03	1906 142nd St SE	X					18	2015	Partial	\$ 51,200.00	\$ 144,900.00
640-01	14512 14th Ave SE		X	X			24	2015		\$ 15,300.00	\$ 160,200.00
3185-01	15924 23rd Ln SE		X				30	2014		\$ 14,400.00	\$ 174,600.00
3168-03	15808 21st Ave SE		X				24	2014	Partial	\$ 52,600.00	\$ 227,200.00
5270-01	2114 160th Pl SE		X				24	2014		\$ 2,900.00	\$ 230,100.00
4859-04	15928 Mill Creek Blvd			X	X	X	42	2016		\$ 109,300.00	\$ 339,400.00
4655-01	16018 Mill Creek Blvd			X	X	X	42	2016		\$ 2,900.00	\$ 342,300.00
4847-03	15711 Mill Creek Blvd			X	X	X	36	2016		\$ 90,600.00	\$ 432,900.00
4408-01	1500 Mill Creek Blvd			X		X	18	2018		\$ 27,100.00	\$ 460,000.00
2412-01	1629 148th St SE			X			18	2015		\$ 13,200.00	\$ 473,200.00
4853-01	15711 Mill Creek Blvd				X	X	42	2016		\$ 3,500.00	\$ 476,700.00
3693-02	1111 Mill Cr Blvd					X	24	2018		\$ 15,300.00	\$ 492,000.00
3205-03	15630 23rd Ln SE						24	2014		\$ 74,200.00	\$ 566,200.00
1565-01	13833 26th Ave SE						18	2012	X	\$ 13,200.00	\$ 579,400.00
2152-01	2440 141st Pl SE						18	2015		\$ 13,200.00	\$ 592,600.00
3987-01	2606 161st St SE						18	2018		\$ 13,200.00	\$ 605,800.00
3988-01	2527 161st St SE						18	2018		\$ 11,400.00	\$ 617,200.00

\$ 617,200.00 Total

APPENDIX C
C- Grade Cost Breakdown



Prioritization of C- Grade Repairs

Project No. 20180015

Fault ID	Year of Discovery	Neighborhood	Cost	Cumulative	Bundle Total	
1562-02	2012	Heatherwood	\$ 13,200.00	\$ 13,200.00		
302-01	2012	Heatherwood	\$ 11,400.00	\$ 24,600.00		
3147-01	2014	Heatherstone	\$ 2,900.00	\$ 27,500.00		
3147-02	2014	Heatherstone	\$ 2,900.00	\$ 30,400.00		
2088-01	2014	Huckleberry	\$ 13,200.00	\$ 43,600.00		
2140-01	2014	Huckleberry	\$ 11,400.00	\$ 55,000.00		
2140-02	2014	Huckleberry	\$ 11,400.00	\$ 66,400.00		
3171-01	2014	Springtree	\$ 15,300.00	\$ 81,700.00		
3175-01	2014	Springtree	\$ 2,900.00	\$ 84,600.00		
3180-01	2014	Springtree	\$ 2,900.00	\$ 87,500.00		
3185-04	2014	Springtree	\$ 2,900.00	\$ 90,400.00		
3189-01	2014	Springtree	\$ 2,900.00	\$ 93,300.00		
3189-02	2014	Springtree	\$ 2,900.00	\$ 96,200.00		
3207-01	2014	Springtree	\$ 2,900.00	\$ 99,100.00		
5270-01	2014	Springtree	\$ 2,900.00	\$ 102,000.00		
5270-02	2014	Springtree	\$ 2,900.00	\$ 104,900.00		
6-01	2015	Douglas Fir	\$ 2,900.00	\$ 107,800.00		
6-02	2015	Douglas Fir	\$ 2,900.00	\$ 110,700.00		
11-01	2015	Douglas Fir	\$ 2,900.00	\$ 113,600.00		
12-01	2015	Douglas Fir	\$ 2,900.00	\$ 116,500.00		
13-01	2015	Douglas Fir	\$ 2,900.00	\$ 119,400.00		
13-02	2015	Douglas Fir	\$ 2,900.00	\$ 122,300.00		
13-03	2015	Douglas Fir	\$ 2,900.00	\$ 125,200.00		
15-01	2015	Douglas Fir	\$ 59,500.00	\$ 184,700.00		
16-01	2015	Douglas Fir	\$ 2,900.00	\$ 187,600.00		
17-01	2015	Douglas Fir	\$ 76,400.00	\$ 264,000.00		
21-01	2015	Douglas Fir	\$ 78,500.00	\$ 342,500.00		
36-01	2015	Douglas Fir	\$ 68,700.00	\$ 411,200.00		
38-01	2015	Douglas Fir	\$ 2,900.00	\$ 414,100.00		
38-02	2015	Douglas Fir	\$ 2,900.00	\$ 417,000.00		
40-01	2015	Douglas Fir	\$ 99,800.00	\$ 516,800.00	\$ 516,800.00	1
2377-01	2015	Evergreen	\$ 2,900.00	\$ 519,700.00		
2377-02	2015	Evergreen	\$ 2,900.00	\$ 522,600.00		
2383-01	2015	Evergreen	\$ 32,100.00	\$ 554,700.00		
2392-01	2015	Evergreen	\$ 71,000.00	\$ 625,700.00		
2394-01	2015	Evergreen	\$ 2,900.00	\$ 628,600.00		
2398-01	2015	Evergreen	\$ 49,000.00	\$ 677,600.00		
2417-01	2015	Evergreen	\$ 2,900.00	\$ 680,500.00		
2417-02	2015	Evergreen	\$ 2,900.00	\$ 683,400.00		
2448-01	2015	Evergreen	\$ 72,400.00	\$ 755,800.00		
2451-01	2015	Evergreen	\$ 2,900.00	\$ 758,700.00		
2454-01	2015	Evergreen	\$ 2,900.00	\$ 761,600.00		
2454-02	2015	Evergreen	\$ 2,900.00	\$ 764,500.00		
2486-01	2015	Evergreen	\$ 2,900.00	\$ 767,400.00		

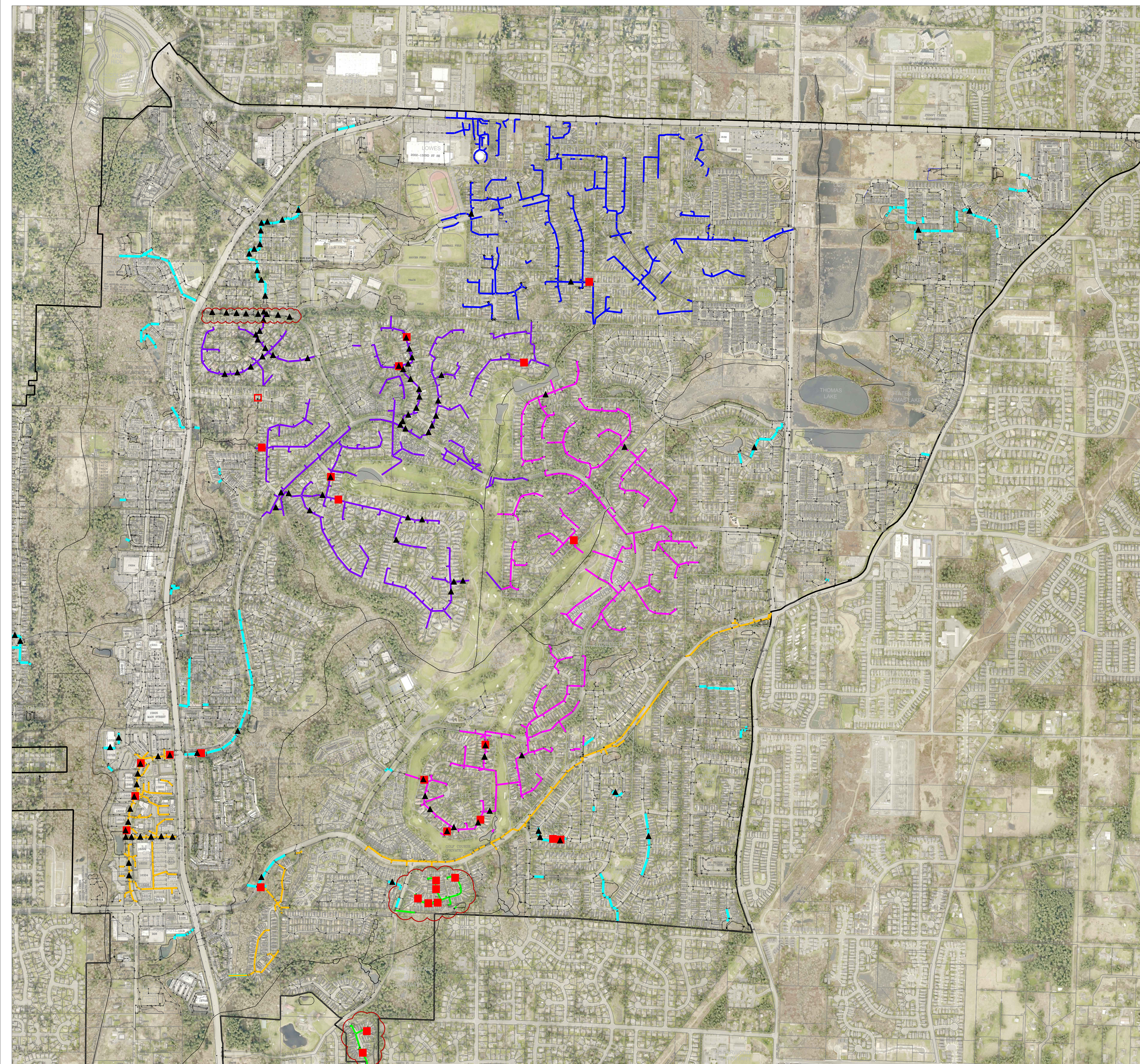
2486-02	2015	Evergreen	\$ 2,900.00	\$ 770,300.00		
2188-01	2015	Vine Maple	\$ 2,900.00	\$ 773,200.00		
2188-02	2015	Vine Maple	\$ 2,900.00	\$ 776,100.00		
2188-03	2015	Vine Maple	\$ 2,900.00	\$ 779,000.00		
2194-01	2015	Vine Maple	\$ 2,900.00	\$ 781,900.00		
2200-01	2015	Vine Maple	\$ 117,700.00	\$ 899,600.00		
2202-01	2015	Vine Maple	\$ 2,900.00	\$ 902,500.00		
2202-02	2015	Vine Maple	\$ 2,900.00	\$ 905,400.00		
2203-01	2015	Vine Maple	\$ 2,900.00	\$ 908,300.00		
2203-02	2015	Vine Maple	\$ 2,900.00	\$ 911,200.00		
2208-01	2015	Vine Maple	\$ 2,900.00	\$ 914,100.00		
2208-02	2015	Vine Maple	\$ 2,900.00	\$ 917,000.00		
2217-01	2015	Vine Maple	\$ 2,900.00	\$ 919,900.00		
2217-02	2015	Vine Maple	\$ 2,900.00	\$ 922,800.00		
2219-01	2015	Vine Maple	\$ 2,900.00	\$ 925,700.00		
2219-02	2015	Vine Maple	\$ 2,900.00	\$ 928,600.00	\$ 411,800.00	2
2220-01	2015	Vine Maple	\$ 71,400.00	\$ 1,000,000.00		
2230-01	2015	Vine Maple	\$ 50,300.00	\$ 1,050,300.00		
2231-01	2015	Vine Maple	\$ 102,900.00	\$ 1,153,200.00		
2232-01	2015	Vine Maple	\$ 2,900.00	\$ 1,156,100.00		
2232-02	2015	Vine Maple	\$ 2,900.00	\$ 1,159,000.00		
2234-01	2015	Vine Maple	\$ 71,400.00	\$ 1,230,400.00		
2236-01	2015	Vine Maple	\$ 96,100.00	\$ 1,326,500.00		
2238-01	2015	Vine Maple	\$ 62,100.00	\$ 1,388,600.00		
2240-01	2015	Vine Maple	\$ 2,900.00	\$ 1,391,500.00		
2240-02	2015	Vine Maple	\$ 2,900.00	\$ 1,394,400.00		
2252-01	2015	Vine Maple	\$ 14,400.00	\$ 1,408,800.00	\$ 480,200.00	3
4655-02	2016	Business District	\$ 2,900.00	\$ 1,411,700.00		
4656-01	2016	Business District	\$ 23,700.00	\$ 1,435,400.00		
4849-01	2016	Business District	\$ 83,400.00	\$ 1,518,800.00		
4853-02	2016	Business District	\$ 2,900.00	\$ 1,521,700.00		
4853-03	2016	Business District	\$ 2,900.00	\$ 1,524,600.00		
4854-01	2016	Business District	\$ 84,200.00	\$ 1,608,800.00		
4856-01	2016	Business District	\$ 91,100.00	\$ 1,699,900.00		
4861-01	2016	Business District	\$ 102,000.00	\$ 1,801,900.00		
4863-01	2016	Business District	\$ 94,500.00	\$ 1,896,400.00	\$ 487,600.00	4
4865-01	2016	Business District	\$ 2,900.00	\$ 1,899,300.00		
4865-02	2016	Business District	\$ 2,900.00	\$ 1,902,200.00		
4865-03	2016	Business District	\$ 2,900.00	\$ 1,905,100.00		
4867-01	2016	Business District	\$ 2,900.00	\$ 1,908,000.00		
4867-02	2016	Business District	\$ 2,900.00	\$ 1,910,900.00		
4867-03	2016	Business District	\$ 2,900.00	\$ 1,913,800.00		
4869-01	2016	Business District	\$ 73,500.00	\$ 1,987,300.00		
4871-01	2016	Business District	\$ 81,300.00	\$ 2,068,600.00		
4873-01	2016	Business District	\$ 2,900.00	\$ 2,071,500.00		
4873-02	2016	Business District	\$ 2,900.00	\$ 2,074,400.00		
4884-01	2016	Business District	\$ 2,900.00	\$ 2,077,300.00		
4884-02	2016	Business District	\$ 2,900.00	\$ 2,080,200.00		

AGENDA ITEM #D.

4886-01	2016	Business District	\$ 2,900.00	\$ 2,083,100.00		
4886-02	2016	Business District	\$ 2,900.00	\$ 2,086,000.00		
3531-01	2018	Business District	\$ 3,500.00	\$ 2,089,500.00		
3693-01	2018	Business District	\$ 13,200.00	\$ 2,102,700.00		
4567-01	2018	Business District	\$ 26,000.00	\$ 2,128,700.00		
4572-01	2018	Business District	\$ 54,100.00	\$ 2,182,800.00		
3516-01	2018	Business District	\$ 2,900.00	\$ 2,185,700.00		
3517-01	2018	Business District	\$ 2,900.00	\$ 2,188,600.00		
3527-01	2018	Business District	\$ 2,900.00	\$ 2,191,500.00		
4407-01	2018	Business District	\$ 2,900.00	\$ 2,194,400.00		
4407-02	2018	Business District	\$ 2,900.00	\$ 2,197,300.00		
4407-03	2018	Business District	\$ 2,900.00	\$ 2,200,200.00		
3856-01	2018	Amberleigh	\$ 2,900.00	\$ 2,203,100.00		
1773-01	2018	Brighton	\$ 100,400.00	\$ 2,303,500.00		
2787-01	2018	Northeast	\$ 13,200.00	\$ 2,316,700.00		
5126-01	2018	Northeast	\$ 10,600.00	\$ 2,327,300.00	\$ 430,900.00	5
21-01	2018	Trillium	\$ 58,600.00	\$ 2,385,900.00		
92-01	2018	Trillium	\$ 2,900.00	\$ 2,388,800.00		
93-01	2018	Trillium	\$ 18,700.00	\$ 2,407,500.00		
95-01	2018	Trillium	\$ 13,200.00	\$ 2,420,700.00		
96-01	2018	Trillium	\$ 14,400.00	\$ 2,435,100.00		
99-01	2018	Trillium	\$ 67,100.00	\$ 2,502,200.00		
100-01	2018	Trillium	\$ 60,600.00	\$ 2,562,800.00		
102-03	2018	Trillium	\$ 127,400.00	\$ 2,690,200.00		
104-01	2018	Trillium	\$ 67,100.00	\$ 2,757,300.00	\$ 430,000.00	6
114-01	2018	Northwest	\$ 24,100.00	\$ 2,781,400.00		
146-01	2018	Northwest	\$ 2,900.00	\$ 2,784,300.00		
146-02	2018	Northwest	\$ 2,900.00	\$ 2,787,200.00		
147-01	2018	Northwest	\$ 2,900.00	\$ 2,790,100.00		
147-02	2018	Northwest	\$ 17,300.00	\$ 2,807,400.00		
164-01	2018	Northwest	\$ 2,900.00	\$ 2,810,300.00		
165-01	2018	Northwest	\$ 21,900.00	\$ 2,832,200.00		
167-03	2018	Northwest	\$ 2,900.00	\$ 2,835,100.00		
167-06	2018	Northwest	\$ 2,900.00	\$ 2,838,000.00		
168-01	2018	Northwest	\$ 15,800.00	\$ 2,853,800.00		
169-01	2018	Northwest	\$ 59,200.00	\$ 2,913,000.00		
171-01	2018	Northwest	\$ 47,400.00	\$ 2,960,400.00		
172-01	2018	Northwest	\$ 49,800.00	\$ 3,010,200.00		
173-01	2018	Northwest	\$ 11,400.00	\$ 3,021,600.00		
1158-01	2018	River Crossing	\$ 11,400.00	\$ 3,033,000.00		
1159-01	2018	River Crossing	\$ 11,400.00	\$ 3,044,400.00		
3990-01	2018	Southeast	\$ 13,200.00	\$ 3,057,600.00		
3992-01	2018	Southeast	\$ 13,200.00	\$ 3,070,800.00		
4083-01	2018	Southeast	\$ 3,100.00	\$ 3,073,900.00		
4139-01	2018	Southeast	\$ 97,300.00	\$ 3,171,200.00	\$ 413,900.00	7
					\$ 3,171,200.00	Grand Total

APPENDIX D
Bundling Map

See accompanying map.

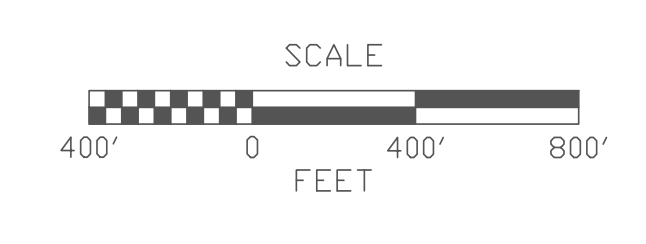
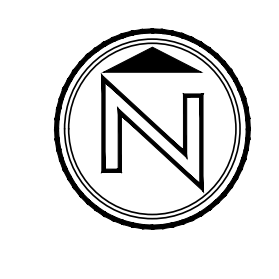


CITY OF MILL CREEK SURFACE WATER REHABILITATION PROGRAM: CCTV RECORDINGS BY YEAR WITH FAULT LOCATIONS

LEGEND

- FAILED PIPE, HIGH PRIORITY REPAIR
- ▲ PIPE REPAIR REQUIRED WITHIN 10 YEARS
- SINK HOLE REPAIR IN PROGRESS
- 2012 CCTV PROGRAM
- 2014 CCTV PROGRAM
- 2015 CCTV PROGRAM
- 2016 CCTV PROGRAM
- 2017 CCTV PROGRAM
- 2018 CCTV PROGRAM
- 18" OR GREATER PIPE PROGRAMMED TO BE CCTV
- FAULTS FOUND IN 12" PIPES. NO FAULTS FOUND IN PIPES 18" OR LARGER.

08/14/2018



SCOPE OF SERVICES

The City of Mill Creek wishes to update its surface water rate, unchanged since 1999. The following surface water utility rate update work plan includes both a surface water policy review and a financial plan (including a rate forecast).

Task One: Data Collection and Review

We will prepare an initial data request identifying specific pieces of data to be collected from the City. We will review data provided by the City and make formal requests for any additional items or explanations as necessary. Inconsistencies and problems in data collected will be identified and resolved to allow accurate analysis. We will participate in a project kickoff meeting.

Task One Work Products:

- ◆ Data request
- ◆ Additional data request as necessary
- ◆ Project kickoff meeting

Task Two: Policy Framework

We will write a brief issue summary for each of up to four issues. In each paper, we will define and analyze the issue, present alternative solutions (including industry standards, if applicable), and recommend a course of action. The following issues will likely be included:

- ◆ Fiscal Policies – Sound fiscal policies help ensure the ongoing financial health of a utility.
- ◆ Rate Structure – The City rate is based on impervious surface area, an accepted measure of contribution of runoff. The rate structure issue paper will include a work plan to be used to update the City's equivalent service unit (ESU), if applicable.
- ◆ Rate Credits – It appears that the City grants rate credits for qualifying on-site surface water controls. A careful analysis would validate the portion of the utility's costs that are impacted by on-site mitigation – and determine the maximum credit that should be allowed.
- ◆ Capital Facilities Charges – Capital facilities charges (CFCs) are one-time fees paid at the time of development, to recover a proportionate share of the infrastructure needed to serve growth. The City may wish to consider implementing a surface water CFC.

Task Two Work Products:

- ◆ Up to four issue summaries

Task Three: Technical Analysis

The technical analysis will include both revenue requirement and rate credit analyses (if desired). The revenue requirement is defined as the total amount of rate revenue needed to meet an enterprise's financial obligations, including capital, operating, and policy-driven commitments. The results of the revenue requirement analysis will be the recommended percentage rate increases or decreases, as applied to the current rate structure, needed to meet the obligations of the surface water service. The result of the rate credit analysis will be a maximum rate credit to be applied for customers with qualifying on-site mitigation.

- 3.1 Using an Excel spreadsheet model, and with the input of City staff, we will construct or adapt an analytical model to project operations and capital revenue requirements for a 10-year period. The model will be constructed with user-friendliness in mind and will accommodate user-entry of key data and assumptions. The model will be flexible and stable enough to analyze multiple scenarios and/or levels of service.
- 3.2 Incorporating the policy framework developed in Task 2, we will project revenue requirements for a 10-year study period.
- 3.3 Revenue requirement findings may be revised in light of feedback from the City.
- 3.4 Applying the credit approach agreed-upon in Task Two, we will calculate an updated maximum credit percentage to be provided against the surface water rate.

Task Three Work Products:

- ◆ Revenue requirements and rate credit analysis and model in Excel spreadsheet

Task Four: Service Level Matrix

Task Four includes the presentation of revenue requirements analysis results in a matrix format, describing service level options by program or service line, and corresponding rates.

- 4.1 Work with the project team and City staff to define service levels for consideration. Often these service levels include “Status Quo”, “Proactive”, and sometimes “Optimal”. We will rely on staff input to estimate the costs of achieving each service level in each program service line.
- 4.2 Using an Excel spreadsheet model, we will calculate rates for each service level, and compile results in a matrix format, illustrated in the example below, for communication to Council.

Service Level	Stormwater Program Component						
	Capital			Maintenance	Water Quality	Public Education	Administration
	Drainage	WQ / Habitat	System Rehab				
Status Quo	Existing	Unfunded	Limited Repair Projects	Reactive System Maintenance	Minimum Regulatory Requirements	Existing	General Fund Transfers; Billing & Collection
	\$\$		\$	\$\$	\$	\$	\$\$
Proactive	Fix Severe Problems	Grant Funded Only	Repair Some With Proactive Rehab	Maintenance at Prescribed Frequencies	Minimum Regulatory Requirements	Existing	General Fund Transfers; Billing & Collection
	\$\$\$	\$	\$\$	\$\$\$	\$	\$	\$\$
Optimal	Fix Severe and Moderate Problems	Grant Funded and City Funding	Full Asset Management	Full Asset Management	Forecasted Regulatory Requirements	Expanded Program	General Fund Transfers; Billing & Collection
	\$\$\$\$	\$\$\$	\$\$\$\$	\$\$\$\$	\$\$	\$\$	\$\$

Task Four Work Products:

- ◆ Service level matrix

Task Five: Capital Facilities Charges

- 5.1 Estimate the allocable cost of existing assets, as documented in the City’s fixed asset schedules, for inclusion in the fee.

- 5.2 Incorporate the eligible cost of future capital projects, presented in the City’s most recent system planning documents.
- 5.3 Characterize the applicable customer base, expressed in ESUs.
- 5.4 Calculate a surface water CFC for consideration.

Task Five Work Products:

- ◆ Capital facilities charge analysis and model in Excel spreadsheet.

Task Six: Meetings

We will prepare for and participate in the following on-site meetings.

- 6.1 Staff review meetings. We will meet with City staff up to three times to review and discuss the draft study results. Following these reviews, we will revise the analysis and finalize recommendations.
- 6.2 Council meetings. We will prepare for and meet with the City Council up to three times to present and discuss findings. It is anticipated that one of the Council meetings will be early in the project timeline.

Task Six Work Products:

- ◆ Participation in meetings with City staff (3) and Council (3)

Task Seven: Documentation

Task Seven includes the writing of the study report and the delivery of the spreadsheet model.

- 7.1 Computer spreadsheet. We will provide a copy of the Excel spreadsheet model.
- 7.2 Draft Report. A draft report will be prepared that summarizes all of the findings, recommendation and supporting materials for this project for staff review and presentation to Council. We will provide an electronic copy of the report for review.
- 7.3 Final Report. A final report will be prepared that includes revisions based on City staff and Council comments. The final product shall be prepared and delivered as both a bound paper copy (six copies) and an electronic version in Microsoft Word and Excel.

Task Seven Work Products:

- ◆ Draft report
- ◆ Final report (six copies)
- ◆ Electronic copy of analytical model

We propose to perform the study described above for no more than \$45,485. A detailed project budget is provided below.

City of Mill Creek Surface Water Rate Update



	Principal <i>Ghilarducci</i>	Manager <i>Tarasov</i>	Consultant <i>Hobart</i>	Support		
Hourly Rate ==>	\$260	\$175	\$140	\$85	Hours	Cost
<i>(Number of meetings by task noted in parentheses)</i>						
Task One: Project Kick-off & Data Collection						
1.1 Data request and review	-	1.0	4.0	4.0	9.0	\$ 1,075
1.2 Follow-up data request	-	-	2.0	-	2.0	280
1.3 Kickoff meeting (1 meeting)	4.0	4.0	4.0	-	12.0	2,300
<i>Task 1 Total:</i>	4.0	5.0	10.0	4.0	23.0	\$ 3,655
Task Two: Policy Framework						
2.1 Draft issue summaries	2.0	4.0	24.0	-	30.0	\$ 4,580
<i>Task 2 Total:</i>	2.0	4.0	24.0	-	30.0	\$ 4,580
Task Three: Revenue Requirements Analyses						
3.1 Construct analytical model	-	2.0	8.0	-	10.0	\$ 1,470
3.2 Project baseline revenue requirements	2.0	4.0	32.0	-	38.0	5,700
3.3 Incorporate feedback	-	2.0	8.0	-	10.0	1,470
3.4 Calculate maximum credit	4.0	-	12.0	-	16.0	2,720
<i>Task 3 Total:</i>	6.0	8.0	60.0	-	74.0	\$ 11,360
Task Four: Service Level Matrix						
4.1 Define service levels	2.0	4.0	4.0	-	10.0	\$ 1,780
4.2 Calculate and display rate options	2.0	4.0	12.0	-	18.0	2,900
<i>Task 4 Total:</i>	4.0	8.0	16.0	-	28.0	\$ 4,680
Task Five: Capital Facilities Charges						
5.1 Existing assets	1.0	2.0	4.0	-	7.0	\$ 1,170
5.2 Future costs	1.0	4.0	4.0	-	9.0	1,520
5.3 Customer base	2.0	2.0	8.0	-	12.0	1,990
5.4 Calculate CFCs	2.0	2.0	4.0	-	8.0	1,430
<i>Task 5 Total:</i>	6.0	10.0	20.0	-	36.0	\$ 6,110
Task Six: Meetings						
6.1 Review meetings (3 meetings)	6.0	6.0	9.0	-	21.0	\$ 3,870
6.2 Council meeting (3 meetings)	9.0	6.0	6.0	2.0	23.0	4,400
<i>Task 6 Total:</i>	15.0	12.0	15.0	2.0	44.0	\$ 8,270
Task Seven: Documentation						
7.1 Spreadsheet model	-	1.0	2.0	-	3.0	\$ 455
7.2 Draft report	2.0	4.0	24.0	2.0	32.0	4,750
7.3 Final report	2.0	1.0	4.0	2.0	9.0	1,425
<i>Task 7 Total:</i>	4.0	6.0	30.0	4.0	44.0	\$ 6,630
PROJECT TOTALS:	Hours: 41.0	53.0	175.0	10.0	279.0	
	Labor: \$ 10,660	\$ 9,275	\$ 24,500	\$ 850		\$ 45,285
	Expenses:					\$ 200
	Total Budget:					\$ 45,485



Agenda Item # E
Meeting Date: Sept. 11, 2018

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CHAMBER OF COMMERCE AGREEMENT FOR COMMUNITY SERVICES

PROPOSED MOTION:

Authorize the City Manager to execute an Agreement for Community Services, including a lease agreement with the Mill Creek Chamber of Commerce to commence November 1, 2018, and ending on December 31, 2019.

KEY FACTS AND INFORMATION SUMMARY:

The Mill Creek Business Association (MCBA) was started in June 1997 and has been serving the business community ever since. It promotes, supports, and connects people and business to create growth, prosperity and a vibrant community. In addition to hosting monthly member meetings, monthly networking events and frequent educational seminars, MCBA also produces the annual Mill Creek Festival – the City’s largest event that occurs each July.

In recent years, MCBA began discussing rebranding itself as a Chamber of Commerce. In May 2018, the MCBA Board voted unanimously to change the name officially to the Mill Creek Chamber of Commerce. This is a legal change for the organization, which for the remainder of the year will be doing business as the Mill Creek Business Association. The official launch date for the chamber will be Jan. 1, 2019.

Many potential and new businesses seek out the local Chamber of Commerce for business resources and advocacy, not realizing that the Mill Creek Business Association serves in that capacity. The name “Chamber of Commerce” provides a different level of credibility that would also lend itself to growing business participation. According a research study by The Shapiro Group Inc. and Market Street Services, when consumers know that a small business is a member of their local chamber of commerce, they are 44 percent more likely to think favorably of it and 63 percent more likely to purchase goods or services from the company in the future.

The Mill Creek Chamber of Commerce will provide a variety of business and tourism assistance to Mill Creek businesses and visitors to promote economic development and tourism. The Chamber will seek to build a community to which residents, visitors and investors are attracted.

To do this, the Mill Creek Chamber of Commerce will:

- Host monthly networking events for local businesses;
- Advocate for the interests of local businesses;
- Assist the City with economic development outreach and initiatives;
- Provide tourism materials and visitor services to promote City of Mill Creek and other

City Council Agenda Summary

Page 2

- community tourism opportunities;
- Host the annual Mill Creek Festival to promote businesses, and to engage residents and visitors; and
- Work with the City to facilitate volunteerism and community engagement opportunities.

The Mill Creek Chamber of Commerce has requested the use of vacant space, previously occupied by the Northshore Senior Center, within the City Hall North building.

The Mill Creek Chamber of Commerce will provide business development and tourism services under the Agreement for Community Services in exchange for the use of the space. A similar agreement existed between the City and the Northshore Senior Center previously.

There is currently no need for the space in the immediate future and any potential rent that could be collected (based on other tenant leases in the building) is projected to generate less overall value than the services provided by the Mill Creek Chamber of Commerce.

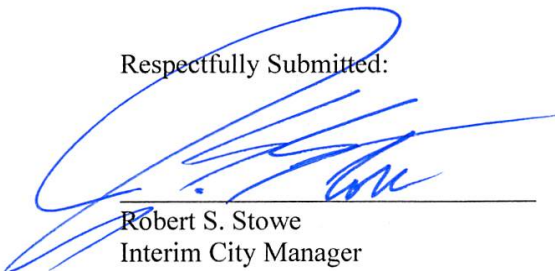
CITY MANAGER RECOMMENDATION:

Authorize the City Manager to execute the proposed Agreement for Community Services, including a lease agreement with the Mill Creek Chamber of Commerce to commence Nov. 1, 2018, and ending on Dec. 31, 2019.

ATTACHMENTS:

Chamber of Commerce Agreement for Community Services

Respectfully Submitted:



Robert S. Stowe
Interim City Manager

**CITY OF MILL CREEK
AGREEMENT FOR COMMUNITY SERVICES
CONTRACT NO. 2018-____**

1. Parties

- 1.1 THIS AGREEMENT is entered between the City of Mill Creek, a Washington municipal corporation (hereinafter City), and the Mill Creek Chamber of Commerce, 13300 Bothell-Everett Hwy, PM 634, Mill Creek, WA 98012, a qualified non-profit organization (hereinafter Agency).

2. Recitals

- 2.1 The City desires to contract with the Agency for business development and tourism services, and the Agency is agreeable to performing such services for the City in accordance with the terms and conditions set forth below.
- 2.2 IN CONSIDERATION of the mutual benefits of such performance and in consideration of the terms and conditions specified below, the parties agree as follows:

3. Scope of Services

- 3.1 The Agency shall furnish labor, materials, and supplies necessary to perform the Scope of Services attached as Exhibit A and incorporated by this reference. All services shall be conducted in a timely and professional manner and shall meet the approval of the City Manager. All activities shall be of a nature to not create a disturbance to other occupants of the building.
- 3.2 The City shall review performance, reports or other submittals as identified in Exhibit A, and may require such modifications as it deems appropriate to bring the services into compliance with this Agreement.

4. Term

- 4.1 The term of the Agency's performance shall be effective as of November 1, 2018, and end on December 31, 2019, unless the parties agree in writing to extend the term or as otherwise provided herein.

5. Compensation

- 5.1 In consideration for Agency providing the services contemplated by this Agreement, the City will provide the Agency with the use of approximately 1,980 square feet of space in Suite 210 of the City's building located at 15720 Main Street, Mill Creek, WA, pursuant to and conditioned upon performance of the terms set forth in the lease agreement attached and incorporated hereto as Exhibit B (Lease Agreement). Use of the leased facilities shall be limited to carrying out the services contemplated by this Agreement. Agency may not sublease or assign its rights to the leased space.

- 5.2 Agency is solely responsible for all costs and expenses it incurs to provide the services contemplated by this Agreement.
- 5.3 Agency shall provide an annual report summarizing the services provided by the Agency.

6. Independent Contractor

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

7. Insurance

Agency shall provide written verification of coverage as outlined below prior to commencing Services, which shall be attached to this agreement as Exhibit C.

- 7.1 The Agency shall procure and maintain for the duration of the Agreement, or in connection with the performance of the work hereunder by the Agency, its agents, insurance against claims for injuries to persons or damage to property which may arise from representatives or employees.
- 7.2 Agency's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Agency to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- 7.3 Minimum Scope of Insurance - Agency shall obtain insurance of the types described below:
 - 7.3.1 Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Agency's Commercial General Liability insurance policy with respect to the work performed for the City.
 - 7.3.2 Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - 7.3.3 Professional Liability insurance to the extent appropriate and generally available to the Agency's profession.
- 7.4 Minimum Amounts of Insurance - Agency shall maintain the following insurance limits:
 - 7.4.1 Commercial General Liability insurance shall be written with limits no less

than \$1,000,000 each occurrence, \$2,000,000' general aggregate.

- 7.4.2 Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- 7.5 Other Insurance Provision -The Agency's Commercial General Liability insurance policy is to contain, or be endorsed to contain that it shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Agency's insurance and shall not contribute with it.
- 7.6 Acceptability of Insurers - Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII
- 7.7 Verification of Coverage - Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.
- 7.8 Notice of Cancellation - The Agency shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 7.9 Failure to Maintain Insurance - Failure on the part of the Agency to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Agency to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Agency from the City.

8. Indemnification

- 8.1 Agency shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Agency in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- 8.2 Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Agency and the City, its officers, officials, employees, and volunteers, the Agency's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Agency's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Agency's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration, abandonment, or termination of this Agreement.

9. Termination

9.1 The City may terminate this Agreement, with or without cause, upon thirty days written notice to the Agency at the address given above.

10. General Provisions

10.1 Integrated Agreement. This negotiated Agreement and its exhibits are an integrated agreement and represent the entire agreement between the parties. This Agreement supersedes all prior negotiations, representations, and agreements whether written or oral, and may be amended only by written agreement of the parties.

10.2 Assignment. The Agency shall not assign all or any portion of its duties or obligations under this Agreement without the City's prior written consent.

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

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

10.5 Compliance with Laws. The Agency shall comply with all applicable federal, state, and local laws and regulations, and City ordinances, in performing this Agreement.

10.6 Attorney's Fees. In any action arising out of or relating to this Agreement, the prevailing party shall be awarded its reasonable costs, including attorney fees.

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

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

DATED this ____ day of _____, 2018.

CITY OF MILL CREEK

MILL CREEK CHAMBER OF COMMERCE

Robert S. Stowe
Interim City Manager

Kevin Giboney
President

ATTACHMENTS:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Lease Agreement
- EXHIBIT C: Insurance Verification

**EXHIBIT A
SCOPE OF SERVICES**

The Mill Creek Chamber of Commerce will provide a variety of business and tourism assistance to Mill Creek businesses and visitors to promote economic development and tourism. The Chamber will seek to build a community to which residents, visitors and investors are attracted. To do this, the Mill Creek Chamber of Commerce will:

- Host monthly networking events for local businesses;
- Advocate for the interests of local businesses;
- Assist the City with economic development outreach and initiatives;
- Provide tourism materials and visitor services to promote City of Mill Creek and other community tourism opportunities;
- Host the annual Mill Creek Festival to promote businesses, and to engage residents and visitors; and
- Work with the City to facilitate volunteerism and community engagement opportunities.

In performing the above services, the Agency shall at all times comply with all Federal, State and local statues, rules and ordinances applicable to the performance of such services.

**EXHIBIT B
LEASE AGREEMENT**

In consideration of mutual covenants set forth herein, the CITY OF MILL CREEK, WASHINGTON, a municipal corporation existing under the laws of the State of Washington, and hereafter referred to as "City", and the "MILL CREEK CHAMBER OF COMMERCE" a nonprofit organization, here after referred to as "Tenant", hereby enter into this lease agreement (Lease) as follows:

1. **Leased Premises.** The City does hereby lease to Tenant, and Tenant does hereby lease from City an agreed upon area of 1,980 rentable square feet, as outlined on the floor plan attached as Exhibit A, plus common area allocation, located on the land commonly known as 15720 Main Street, Suite 210, Mill Creek, WA and hereafter referred to as "Leased Premises." A floor plan is attached as Exhibit A.
2. **Purpose.** The purpose of this Lease is to provide Tenant with a site to provide the services contemplated by City Agreement No. 2018-_____.
3. **Term.** This Lease shall be effective only so long as City Agreement No. 2018-_____ remains in effect.
4. **Improvements.** Any improvements to the Leased Premises by the Tenant shall conform to all applicable City ordinances. The Tenant shall be solely responsible for obtaining all necessary permits and approvals. The execution of this Lease by the City will not affect its powers to approve or disapprove any required permits and shall not be deemed to constitute a waiver; estoppel or evidence of prior approval of the City for any improvement, permit, or approval required.
5. **Utilities and Services.** The City shall provide the following services at the Leased Premises at no cost to the Tenant: water, electricity, heating, ventilation, air conditioning and janitorial services. The City makes no representation or warranty that such utilities will be adequate for Tenant's needs, and Tenant shall determine whether the available capacity will meet Tenant's needs. The City will not establish any accounts with utility providers, nor arrange for such services, nor pay any deposits or set-up fees of any kind whatsoever. Tenant shall furnish all other utilities (including but limited to, telephone, cable service, and internet service if available) and other services which Tenant requires with respect to the Leased Premises, except those to be provided by the City as described above.
6. **Alterations.** Tenant may make alterations, additions or improvements to the Leased Premises only with the prior written consent of the City.
7. **Ownership of Improvements.** Upon termination of this Lease or termination of any renewal period provided for herein, all buildings, structures, and other improvements on the Leased Premises shall become the sole property of the City, without further consideration.
8. **Liens.** Tenant agrees that under no circumstances will it suffer or permit any liens for work performed, materials furnished, or any other obligation incurred by Tenant to be placed on said Leased Premises and agrees to indemnify, defend and hold the

City harmless and pay any and all costs incurred by the City in removing said liens or encumbrances, including a reasonable attorney's fee.

- 9. Use of Leased Premises.** Tenant shall use Leased Premises in a manner that does not unreasonably interfere with use of the building in which the Leased Premises are located by other tenants or by the City, its elected and appointed officials, employees and agents, or volunteers. Unreasonable use includes but is not limited to unreasonably loud use of the Leased Premises that disrupts, interferes, or otherwise impairs others' reasonable use of the building. The City shall have sole discretion to determine whether Tenant's use constitutes unreasonable interference as prohibited by this Section.

10. Indemnification.

- 10.1 The indemnification and defense obligations specified in this Section 11 ("Indemnity Obligations") have been mutually negotiated and shall survive the expiration, abandonment, or termination of this Lease. The Indemnity Obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation.
- 10.2 To the maximum extent permitted by law, Tenant, for itself, its employees and agents (collectively- "Tenants" for purposes of this Section 9), agrees to indemnify and hold harmless City and its elected and appointed officers, employees and agents (collectively "City" for purposes of this Section 9) from and against any and all suits, claims, actions, losses, costs, attorney fees and expenses, liabilities, penalties, judgments, settlements, and damages of whatsoever kind or nature (collectively "Claims") arising out of, in connection with, or incident to Tenant's occupation of the Leased Premises and Tenant's obligations under this Lease, except and to the extent judicially determined to have been caused by the sole negligence of City. Tenant's Indemnity Obligations include the obligation to (a) satisfy any judgment or other final decision of a court or other tribunal, (b) pay any reasonable settlement negotiated by City with respect to the Claims, and (c) pay all Claims against City by an employee or former employee of Tenant.
- 10.3 Tenant further agrees to waive, and that this indemnification constitutes the Tenant waiver of, immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification, and that this waiver has been mutually negotiated.
- 10.4 Tenant further agrees to defend all Claims against City which, if proven, could result in liability to City for loss or damage caused by all acts or omissions of Tenant. Tenant's obligation to defend shall include prompt payment of all reasonable attorney fees, costs and expenses incurred in the defense of such claims, including those incurred by City.

11. Insurance.

- 11.1 Insurance Term: The Lessee shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Lessee's operation

and use of the leased Premises.

- 11.2 **No Limitation:** Lessee's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Lessee to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- 11.3 **Minimum Scope of Insurance:** Lessee shall obtain insurance of the types and coverage described below:
 - 11.3.1 **Commercial General Liability insurance** shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The City shall be named as additional an insured on Lessee's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
 - 11.3.2 **Property insurance** shall be written on an all risk basis.
- 11.4 **Minimum Amounts of Insurance:** Lessee shall maintain the following insurance limits:
 - 11.4.1 **Commercial General Liability insurance** shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - 11.4.2 **Property insurance** shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.
- 11.5 **Other Insurance Provisions:** The Lessee's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Lessee's insurance and shall not contribute with it.
- 11.6 **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 11.7 **Verification of Coverage:** Lessee shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Lessee.
- 11.8 **Waiver of Subrogation:** Lessee and City hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

- 11.9 City's Property Insurance: City shall purchase and maintain during the term of the lease all-risk property insurance covering the Building for its full replacement value without any coinsurance provisions.
- 11.10 Notice of Cancellation: The Lessee shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
- 11.11 Failure to Maintain Insurance: Failure on the part of the Lessee to maintain the insurance as required shall constitute a material breach of lease, upon which the City may, after giving five business days' notice to the Lessee to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand.
- 11.12 City Full Availability of Lessee Limits: If the Lessee maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Lessee, irrespective of whether such limits maintained by the Lessee are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Lessee.

- 12. **Default and Reentry.** If Tenant shall breach Agreement No. 2018-_____ or default in any of the covenants contained herein, the City may terminate this Lease upon giving thirty (30) days' notice to the Tenant.
- 13. **Nonwaiver of Breach.** The failure of the City to insist upon strict performance of any of the terms, covenants and provisions of this Lease shall not be construed to be a waiver or relinquishment of any such provisions, but the same shall remain in full force and effect.
- 14. **Notices.** All notices required by this agreement or for breaches hereof shall be sent by certified or registered mail to the parties at the addresses set forth below. Delivery of all such notice shall be conclusively presumed to effective upon such posting in the United States mail, postage prepaid:

To the City: City of Mill Creek
 Office of the City Manager
 15728 Main Street
 Mill Creek, WA 98012

To Chamber: Mill Creek Chamber of Commerce
 13300 Bothell-Everett Hwy, PM 634
 Mill Creek, WA 98012

- 15. **Maintenance and Repairs.** The City shall be responsible for all maintenance and repair of structural components, foundation, subfloor, exterior walls, roof structure and surface, and HVAC components and other utilities and systems serving more than one tenant. Tenant shall maintain the Leased Premises in good condition and promptly make all non-structural repairs necessary to keep the Leased Premises safe and in good condition. Damages caused by the Tenant will be repaired at the

Tenant's expense.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

CITY OF MILL CREEK,

By: _____
Robert S. Stowe
Interim City Manager

Date: _____

Attest: _____
Gina Pfister
Acting City Clerk

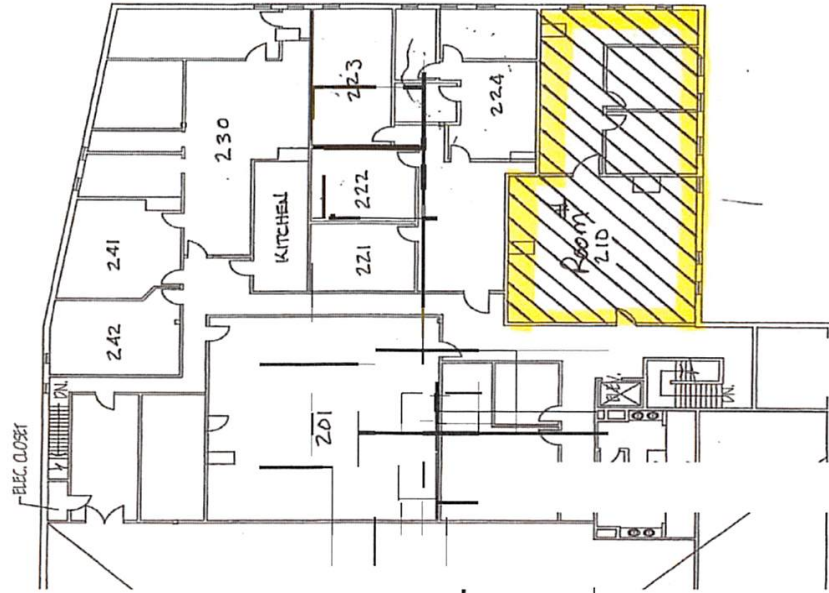
Date: _____

MILL CREEK CHAMBER OF COMMERCE,

By: _____
Kevin Giboney
President

Date: _____

**EXHIBIT B-1
FLOOR PLAN**



**EXHIBIT C
INSURANCE VERIFICATION**

(See attached)



Agenda Item # F

Meeting Date: September 11, 2018

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: AGREEMENT BETWEEN SNOHOMISH COUNTY AND THE CITY OF MILL CREEK FOR 35th AVENUE SE RECONSTRUCTION PROJECT FUNDING

PROPOSED MOTION:

Authorize the City Manager to execute an Agreement with Snohomish County to receive up to \$50,000 for the purpose of helping the City of Mill Creek fund construction for the 35th Avenue SE Reconstruction Project.

KEY FACTS AND INFORMATION SUMMARY:

Currently under construction, 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 is being 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.

In March 2018, the City submitted an application to Snohomish County for a Small Capital Projects Partnership (SCPP) grant. The source for this County funding is Real Estate Excise Tax 2 (REET 2); the grant is intended to support funding for small capital projects within Snohomish County.

A contract with Gray & Osborne for the construction management and inspection services of the 35th Ave. SE Reconstruction Project was executed in March for an amount not to exceed \$611,300.

A contract with Harbor Pacific Contractors, Inc. for the construction of the 35th Ave. SE Reconstruction Project was executed in April for an amount not to exceed \$4,692,000. Since then, two change orders have been executed and the updated not to exceed contract amount is \$5,733,068.

Table 1. 35th Ave. SE Reconstruction Project Current Construction Cost

Contract/bid	Amount
Gray & Osborne (contract)	\$611,300
Harbor Pacific Contractors, Inc. (bid)	\$5,733,068
Total	\$6,344,368

City Council Agenda Summary
Page 2

Table 2. 35th Ave. SE Reconstruction Project Construction Funding

Funding Source	Amount
Connecting Washington	\$4,750,000
2018 Supplemental Transportation Budget	\$500,000
Snohomish County SCCP Grant	\$50,000
City of Mill Creek	\$1,044,368
Total	\$6,344,368

The adopted 2017-2022 CIP identified a total of \$2,000,000 of City of Mill Creek local funds (REET).

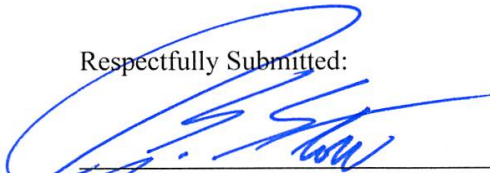
CITY MANAGER RECOMMENDATION:

In order to increase construction funding for the 35th Avenue SE Reconstruction Project, authorize the City Manager to execute an Agreement with Snohomish County to receive up to \$50,000.

ATTACHMENTS:

Attachment A: Agreement between Snohomish County and the City of Mill Creek for 35th Avenue SE Reconstruction Project Funding

Respectfully Submitted:



Robert S. Stowe
Interim City Manager

AGENCY: City of Mill Creek
CONTACT PERSON: Gina Hortillosa
ADDRESS: 15728 Main Street
Mill Creek, WA 98012
TELEPHONE/FAX NUMBER: 425-745-1891/
COUNTY DEPT: Snohomish County Council
DEPT. CONTACT PERSON: Jim Martin

TELEPHONE/FAX NUMBER: 425-388-6250/425-388-3496
PROJECT: 35th Avenue SE Reconstruction Project
AMOUNT: \$50,000
FUND SOURCE: 191-5167005204
CONTRACT DURATION: Through December 31, 2018

AGREEMENT FOR SMALL CAPITAL PROJECTS PARTNERSHIP PROJECT

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the CITY OF MILL CREEK, a municipal corporation in the State of Washington (the "Agency").

RECITALS

WHEREAS, RCW 82.46.035 authorized counties planning under the Growth Management Act the authority to levy an additional quarter percent tax on all sales of real estate; and

WHEREAS, by that legislation, this additional quarter percent tax on sales of real estate must be used solely on capital projects that are listed in a capital facilities plan; and

WHEREAS, capital projects are defined as public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems; and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks; and

WHEREAS, by Ordinance No. 17-080, adopted November 21, 2017, the Snohomish County Council provided funding within the Real Estate Excise Tax Fund for an application process for a Small Capital Projects Partnership (SCPP) grant program; and

WHEREAS, applications for the SCPP grants were received when due, March 30, 2018; and

{AET1770136.DOCX;2/05739.000003/ }

WHEREAS, the County determined that the Agency's project is eligible for the SCPP grant funding; and

NOW, THEREFORE, in consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Project Scope. The purpose of this Agreement is to provide funding for the Agency's 35th Avenue SE Reconstruction Project.

2. Term; Time of Performance. This Agreement shall be effective on the date on which it has been executed by authorized representatives of both parties and shall expire on December 31, 2018. The Agency shall commence Project work immediately and achieve substantial completion of the Project work required by this Agreement no later than December 31, 2018.

3. Reimbursement of Project Expenses. Subject to Section 6 hereof, the County will reimburse the Agency for Project expenses as set forth in the Project budget in Appendix A. The Agency shall submit a request for reimbursement for Project expenses supported by detailed statements, including invoices from third parties incident to those Project expenses, if any, indicating Project work performed as appropriate and consistent with the schedule of Project work outlined in Appendix A. Total requests for reimbursement for this Project shall not exceed \$50,000 (the "Contract Maximum").

4. Direction and Control. The Agency agrees that it will perform the Project work under this Agreement as an independent Project Contractor and not as an agent, employee, or servant of the County. The parties agree that neither the Agency nor its employees are entitled to any benefits or rights enjoyed by employees of the County. The Agency specifically has the right to direct and control Agency's own activities in performing the Project work in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint venturers.

5. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

6. Indemnifications and Hold Harmless. Except for the sole negligence of the County, the Agency shall indemnify and hold harmless the County, its officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature which are in any way resulting from Agency's activities and/or services associated with this Agreement. The duty to indemnify and hold the County harmless shall not extend to any claim regarding the Agency's eligibility to receive grant funding, unless such claim arises out of a misrepresentation by the Agency to the County that the County reasonably relied upon to its detriment.

In the event the County incurs attorney fees and/or costs in the defense of claims under this provision such attorney fees and costs shall be recoverable from the Agency. In addition, the County shall be entitled to recover from the Agency its attorney fees, and costs incurred to enforce the provisions of this section.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Agreement.

7. Insurance; No Limitation. At execution of this Agreement, the Agency, at its own cost, shall have procured and will maintain for the duration of this Agreement, General Liability and Commercial Automobile Liability insurance with limits of not less than \$1 million combined single limit per occurrence.

The Agency shall also require the Project Contractor to carry insurance as outlined below. The insurance as required by the AGREEMENT shall not be construed to limit the liability of the Project Contractor to the coverage provided by such insurance, or otherwise limit the insurance to the additional insured, or the County's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance and Limits

Project Contractor shall obtain insurance of the types described below:

1. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 aggregate. Insurance shall be written on ISO occurrence form CG 00 01, or a substitute form, providing equivalent liability coverage, and shall cover liability arising from Premises Operations, Products-Completed Operations, Personal Injury/Advertising Injury, and Liability assumed under an insured contract. There shall be no endorsement or modification of the Commercial General Liability insurance for liability arising from explosion, collapse or underground property damage.

2. Automobile Liability insurance covering Any Auto (Symbol 1) with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01, or a substitute form, providing equivalent liability coverage.

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

B. Other Insurance Provisions

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

1. The Agency and County, their officers, elected officials, agents and employees shall be named as additional insured including Products-Completed Operations. An Additional Insured Endorsement must be attached to the Certificate of Liability Insurance. The following Additional Insured Endorsements are acceptable: an ISO standard CG 20 10 Owners, Lessees,

Project Contractors – Scheduled Person or Organization AND CG 20 37 Owners, Lessees, Project Contractors – Completed Operations, or their equivalent.

2. Insurance placed with insurers with a current A.M. Best rating of not less than A:VII.

3. The Project Contractor’s insurance coverage shall be primary insurance with respect to the Agency and County. Any insurance or self-insurance coverage maintained by the Agency and County shall be excess of the Project Contractor’s insurance and shall not contribute with it. The County reserves the right to receive a certified copy of insurance policies.

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

C. Waiver of Subrogation

The Project Contractor and the County waive all rights against each other any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extend covered by Builders Risk insurance (if applicable) or other property insurance obtained pursuant to the Insurance Requirements provisions of this Agreement or other property insurance applicable to the Project work. The policies shall provide such waivers by endorsement or otherwise.

D. Verification of Coverage

Project Contractor shall furnish the Agency and County with a Certificate of Insurance and a copy of the amendatory endorsements, including but not necessarily limited to the Additional Insured Endorsements, evidencing the compliance with the required insurance by the Project Contractor before commencement of the Project work.

The Agency and County reserves the right to require complete, certified copies of all required insurance policies at any time.

E. Subcontractors

Project Contractor shall ensure that each subcontractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Project Contractor. At the request of the Agency, the Project Contractor shall provide evidence of such insurance.

F. Work Site Safety

The Project Contractor shall have the “right to control” and bear the sole responsibility for the job site conditions, and job site safety. The Project Contractor shall comply with all applicable Federal, State and Local safety regulations governing the job site, employees and subcontractors. The Project Contractor shall be responsible for the subcontractor’s compliance with these provisions.

8. Non-Discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran

or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Agency shall comply with Chapter 2.460 SCC, which is incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Agency of the Agency's compliance with the requirements of Chapter 2.460 SCC. If the Agency is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Agency's obligations under other federal, state, or local laws against discrimination.

9. Compliance with Laws. The Agency shall comply with all other applicable federal, state and local laws, rules, and regulations in performing this Agreement.

10. Termination.

a. If the Agency breaches any of its obligations hereunder, and fails to cure the same within five (5) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Agency only for the costs of the Project work accepted by the County for reimbursement in accordance with Sections 3 and 8 hereof.

b. The County may terminate this Agreement upon thirty (30) calendar days' written notice to the Agency for any reason other than stated in paragraph a of this Section 14, in which case the County shall pay the Agency for all costs incurred by the Agency in performing this Agreement prior to the date of termination. Payment shall be made in accordance with Sections 3 and 8 hereof.

c. Termination shall not affect the rights of the County under any other section or paragraph herein.

11. Notices. All notices and other communications shall be in writing and shall be sufficiently given and shall be deemed given on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County: Snohomish County Council
3000 Rockefeller Avenue, M/S 610
Everett, Washington 98201
Attention: Jim Martin
Legislative Analyst

If to the Agency: City of Mill Creek
 15728 Main Street
 Mill Creek, WA 98012
 Attention: Gina Hortillosa, Director of Public Works

The County or the Agency may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

12 Waiver. Failure of the County to exercise any rights or remedies under this Agreement shall not be a waiver of any rights or remedies by the County and shall not prevent the County from pursuing those rights or remedies at any future time.

13. Nonassignment. The Agency shall not subcontract, assign or delegate any of the rights, duties or obligations covered by this Agreement without the prior express written consent of the County.

14. Conflicts Between Attachments and Text. Should any conflicts exist between any attached exhibit and schedule and the text of this Agreement, the text shall prevail.

15. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Any lawsuit regarding this Agreement must be brought in Snohomish County, Washington.

16. Authority. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of the County or the Agency, as the case may be, and that upon execution of this Agreement it shall constitute a binding obligation of the County or the Agency, as the case may be.

17. Severability. Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

18. Complete Agreement. This Agreement constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

[Signatures on the Following Page]

SNOHOMISH COUNTY:

County Council

Date: _____

Date: _____

Approved as to form only:


Counsel to the Agency Date

CITY OF MILL CREEK:

Bob Stowe, Interim City Manager

Date: _____

Approved as to form only:



Athan E. Tramountanas,
Assistant City Attorney

Date: 9/5/18



Date: September 11th, 2018

A/P Check Batches		
Dated	Check Numbers	Amount
07/20/2018	ACH-Union 76 Fleet-June	\$5,469.75
07/25/2018	58930	\$1,099.62
07/25/2018	ACH Debit-Dept of Rev-Sales Tax	\$2,108.45
07/31/2018	Wire-Leasehold Excise Tax Q2	\$5,045.64
07/31/2018	58931-58995	\$258,023.97
08/08/2018	58996	\$59,097.93
08/15/2018	58997-59081	\$1,058,735.36
08/20/2018	ACH-Union 76 Fleet-July	\$6,000.35
08/27/2018	ACH Debit-Dept of Rev-Sales Tax	\$1,605.24
08/30/2018	59082-59144	\$226,063.67
Total		\$1,623,249.98

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 58930 through 59144, in the amount of \$1,623,249.98.

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

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 07/19/2018
Report Time: 10:33:43 AM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 07/20/2018
 ACH ID: 2911225895 Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: 76
 Batch Status: Released Created By: SANKOTTKE
 Released By: SANKOTTKE

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
76 FLEET WEX BANK	0201-00-1059153	\$5,469.75	C	071000288	4539508	C	

	Total Amount in Batch	Total Count in Batch
Debits	\$0.00	0
Credits	\$5,469.75	1
Prenotes	\$0.00	0

	Grand Total Amount	Grand Total Count
Debits	\$0.00	0
Credits	\$5,469.75	1
Prenotes	\$0.00	0

Handwritten: OK 7/20

Business Licensing and Taxes

My DOR

Return Payment

Welcome, Sandra Kottke

Settings

Help

Log Out

Home

Return Payment for \$2,108.45

Jun-30-2018

Return Payment

Return Payment

Applies To

History

CITY OF MILL CREEK
600-598-011

Jun-30-2018

2,108.45

Source : ACH Debit

Excise Tax
600-598-011

Posted : Jul-25-2018

Jun-30-2018

Received : Jul-25-2018

\$2,108.45

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Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 07/30/2018 6:34:43 PM CDT

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

Status: Processing by Bank
Transaction Number: 187UJ32215090U46

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

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 5,045.64

Value Date: 07/31/2018

Optional Information

Sender's Reference Number: Leasehold Excise

Beneficiary Information: Leasehold Excise Tax Q2 2018

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke

Input Time: 07/30/2018 6:32:29 PM CDT
Time: 07/30/2018 6:34:30 PM CDT

ACH Cash Pro Online
City of Mill Creek

Report Date: 08/17/2018
Report Time: 10:58:08 AM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 08/20/2018
 ACH ID: 2911225895 Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: 76
 Batch Status: Released Created By: SANKOTTKE
 Released By: SANKOTTKE

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
76 FLEET WEX BANK	0201-00-1059153	\$6,000.35	C	071000288	4539508	C	

	Total Amount in Batch	Total Count in Batch
Debits	\$0.00	0
Credits	\$6,000.35	1
Prenotes	\$0.00	0

	Grand Total Amount	Grand Total Count
Debits	\$0.00	0
Credits	\$6,000.35	1
Prenotes	\$0.00	0

My DOR

Page 1 of 2

Business Licensing and Taxes

My DOR

Return Payment

Welcome, Sandra Kottke Settings Help Log Out

Home Return Payment for \$1,605.24 Excise Tax Jul-31-2018 Return Payment

Return Payment

Applies To

History

CITY OF MILL CREEK
600-598-011

Jul-31-2018

1,605.24

Source : ACH Debit

Excise Tax ✓
600-598-011

Posted : Aug-27-2018

Jul-31-2018

Received : Aug-27-2018 ✗

\$1,605.24 ✓

Contact us

View Support ID



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Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 9/6/2018 11:45 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58930	CORRYD 7.25 Deposit	Daniel Corry Returned Deposit 7.25.18	07/25/2018		1,099.62
Total for Check Number 58930:				0.00	1,099.62
Total for 7/25/2018:				0.00	1,099.62
58931	ADPLLC 517650134	ADP, LLC ADP Payroll Services 06/30	07/31/2018		411.45
Total for Check Number 58931:				0.00	411.45
58932	ALEXPRCO 54796 54796a	Alexander Printing Company Inc Business Cards-G Brink Business Cards-T Rogers	07/31/2018		35.88 35.88
Total for Check Number 58932:				0.00	71.76
58933	ALLBATRY 1905702015007	All Battery Sales & Service 2 Batteries-Emergency Exit Lights-Library	07/31/2018		62.71
Total for Check Number 58933:				0.00	62.71
58934	BANKCARE	Bank of America	07/31/2018		
	1	Refund, Lodging 05/29-06/01-Narcotics Acaderm			-150.00
	10	3 Shelf Utility Cart			99.35
	11	Lodging 06/13-06/14 Supervisor Force Liability			124.67
	12	Shop-Vac - Property & Evidence Room			143.51
	13	Cell Phone Case Replacement-G Elwin			6.41
	14	General Postage			38.61
	15	E-Track Installation-City Events Trailer			450.00
	16	Cell Phone Case-N Beagle			28.76
	17	General Postage			40.50
	18	General Postage			136.92
	19	Ad-Recreation Coordinator Online Job Posting			250.00
	2	Refund, Motorcycle Grip Covers			-302.30
	20	3-Cell Phone Charging Cable			29.76
	21	NPELRA Labor Relations Academy II-C Miller			299.00
	22	General Postage			45.47
	23	Duplicate Email Remover			51.12
	24	410 Poster 27.5x42.5			129.07
	25	Items Mailed to Crime Lab			47.70
	26	8-Firing Pin Retaining Pin			48.43
	26a	Use Tax, 8-Firing Pin Retaining Pin			-4.56
	27	Toll Chgs-Car #43			4.00
	28	2-Replacement Rollers-Fujitsu Scanners			152.24
	29	Items Mailed to Crime Lab, Return Items to Ulin			79.50
	3	Items Mailed to Crime Lab			14.10
	30	MyBuildingPermit.com Monthly Fee			59.95

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
31		2-42in Frisco Dog Exercise Pen			110.38
4		200 Buttons-Swag Items-Farmers Market			69.55
4a		Use Tax, 200 Buttons-Swag Items-Farmers Mark			-6.55
5		250 Non-Woven Tote Bags-Farmers Market			458.94
5a		Use Tax, 250 Non-Woven Tote Bags-Farmers M:			-43.23
6		Wristbands-MCPD At Your Service-Event Hando			794.88
6a		Use Tax, Wristbands-MCPD At Your Service-Evc			-74.88
7		Cell Phone Case Warranty Replacement-K Mahr			6.61
8		Paper Cutter			23.32
9		Ink Cartridge-Postage Machine			35.33
Total for Check Number 58934:				0.00	3,196.56
58935	BANKCR16	Bank of America	07/31/2018		
1		MC Rotary Mtg 06/06-T Rogers			17.00
2		MC Rotary Mtg 06/13-T Rogers			17.00
3		MC Rotary Mtg 06/20-T Rogers			17.00
4		MC Rotary Mtg 06/27-T Rogers			17.00
Total for Check Number 58935:				0.00	68.00
58936	BANKCR20	Business Card	07/31/2018		
1		Supplies-Cleaner			12.32
10		Supplies-Heron Park Tennis Net Repair			47.42
11		PVC Drain Cap/Screws-Cougar Park Patch			9.99
12		Bolts/Washers/Bracc-MCSP Sponsor Board Rep.			18.59
2		Air Filter, Spark Plug			50.51
3		Sign Post Supplies			106.31
4		Safety Vests/Raingear/Safety Jacket			231.82
5		Supplies-Paint Brush/Contact Cement			29.65
6		Pruner/Irrigation Supplies			30.87
7		Irrigation Supplies-MCSP			16.06
8		Supplies-PD Evidence Wall			35.25
9		Supplies-North Creek Trail Repair			34.20
Total for Check Number 58936:				0.00	622.99
58937	BANKCR24	Business Card	07/31/2018		
1		Tabs-SAO Binder			41.38
2		Municipal Budget/Finance Mgmt 2018-P Lauern			200.00
Total for Check Number 58937:				0.00	241.38
58938	BANKCR25	Business Card	07/31/2018		
1		MCBA Board Mtg 06/05-J Kirk			12.35
2		Constant Contact-6 Month Subscription			597.32
3		15-Hard Hats, 5-Shovels-35th Ave Recon Groun-			145.84
4		Spray Paint for Shovels-35th Ave Recon Ground			6.60
5		Piano Caster Cups-Pianos on Main St			16.55
6		Refreshments YAB Mtg 06/26			91.52
Total for Check Number 58938:				0.00	870.18
58939	BANKCR26	Business Card	07/31/2018		
1		Economic Alliance SnoCo Event 07/12-M Todd			40.00
Total for Check Number 58939:				0.00	40.00
58940	BANKCR27	Business Card	07/31/2018		
1		WSSO Conf 07/22-07/26-J Saga			260.00
2		Items Mailed to Crime Lab			20.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58940:	0.00	280.86
58941	BANKCR28 1 1a	Business Card Pet Waste Bags Giveaway-MC Festival Use Tax, Pet Waste Bags Giveaway-MC Festival	07/31/2018		599.47 -56.47
			Total for Check Number 58941:	0.00	543.00
58942	BUILDEX 1059225	Builders Exchange of Washington Inc 2018 Landscape Maintenance Services RFP	07/31/2018		45.00
			Total for Check Number 58942:	0.00	45.00
58943	CARLSONJ 6796	Jessica Carlson Adventures in Art-Ocean Adventures Art Camp (07/31/2018		735.00
			Total for Check Number 58943:	0.00	735.00
58944	CERMLPAC 6798	The Ceramic Place LLC Ceramics Kids Workshops-2 Day Class (July) 07	07/31/2018		576.00
			Total for Check Number 58944:	0.00	576.00
58945	CITYBELL 33469	City of Bellevue MBP Surcharge-Qtr 2, 2018	07/31/2018		2,093.25
			Total for Check Number 58945:	0.00	2,093.25
58946	CITYEVE 118002531	City of Everett Animals Brought to Shelter-June 2018	07/31/2018		185.00
			Total for Check Number 58946:	0.00	185.00
58947	CITYLYN 14453 14457	City of Lynnwood Jail Room & Board-May 2018 Jail Room & Board-June 2018	07/31/2018		1,888.00 509.00
			Total for Check Number 58947:	0.00	2,397.00
58948	CODPUBCO 60732	Code Publishing Company MC Municipal Code Web Update: Ordinance 201	07/31/2018		331.53
			Total for Check Number 58948:	0.00	331.53
58949	COLATHSL 6886 6888 6890	Columbia Athletic Club- Silver Lake Junior Tennis Camp: 5-7 Years (July) 07/23-07/2 Junior Tennis Camp: 8-12 Years (July) 07/23-07/ Tennis for Adult Beginners: Tues & Thur (July) (07/31/2018		418.60 779.80 201.60
			Total for Check Number 58949:	0.00	1,400.00
58950	COMCAST 0457011 0724345	Comcast High Speed Internet Fee 07/18-08/17 Internet for ITS 07/14-08/13	07/31/2018		191.40 106.40
			Total for Check Number 58950:	0.00	297.80
58951	COPIETC AR33737	Copiers Etcetera, Inc. Repairs & Maint-Copy Machines	07/31/2018		1,153.68
			Total for Check Number 58951:	0.00	1,153.68

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58952	CUTEDGET 20180402	Cutting Edge Training Pursuit Decision Making Training 05/01-T Kidw	07/31/2018		119.00
			Total for Check Number 58952:	0.00	119.00
58953	DLTSOLUT SI400273	DLT Solutions LLC AutoCAD Map Software-Subscription Renewal	07/31/2018		579.88
			Total for Check Number 58953:	0.00	579.88
58954	ECITYHAR 250380	Emerald City Harley-Davidson Cleaning Supplies-Detail Wax	07/31/2018		11.03
			Total for Check Number 58954:	0.00	11.03
58955	ELLITIRE 064462002831	PepBoys-Remittance Dept Remove & Replace Auxillary Battery-Car #40	07/31/2018		117.48
			Total for Check Number 58955:	0.00	117.48
58956	EVERGRML MC085 2018 MC086 2018 MC087 2018 MC088 2018 MC089 2018 MC090 2018 MC091 2018 MC092 2018 MC093 2018 MC094 2018 MC095 2018 MC096 2018 MC097 2018 MC098 2018 MC099 2018 MC100 2018 MC101 2018 MC102 2018 MC103 2018 MC104 2018	Evergreen Maintenance Landscaping, LLC Landscape Maintenance-June-Hillside Park Landscape Maintenance-June-North Creek Sport Landscape Maintenance-June-Library Park Landscape Maintenance-June-Public Library Landscape Maintenance-June-Highlands Park Landscape Maintenance-June-Pine Meadow Parl Landscape Maintenance-June-CHN Landscape Maintenance-June-CHS Landscape Maintenance-June-Buffalo Park Landscape Maintenance-June-Nickel Creek Park Landscape Maintenance-June-Heron Park Landscape Maintenance-June-Cougar Park Landscape Maintenance-ROW Medians Landscape Maintenance-ROW Medians Landscape Maintenance-Ditch #1 Landscape Maintenance-Ditch #2 Landscape Maintenance-Ditch #3 Landscape Maintenance-Pond #4 Landscape Maintenance-Pond #5 Landscape Maintenance-Pond #6	07/31/2018		552.00 303.60 321.20 772.80 993.60 772.80 496.80 662.40 662.40 386.40 321.20 496.80 736.06 1,349.37 154.56 154.56 154.56 154.56 154.56 154.56
			Total for Check Number 58956:	0.00	9,754.79
58957	GTHENORTH 31603261108045 74569740818995	Frontier Alarm System Line Chgs-Cook House CC Line, Fax 07/19-08/18	07/31/2018		61.64 157.81
			Total for Check Number 58957:	0.00	219.45
58958	H&LSPO 815778	H & L Sporting Goods Inc YAB T-Shirts & Sweatshirts	07/31/2018		805.64
			Total for Check Number 58958:	0.00	805.64
58959	HARBORPC No. 1	Harbor Pacific Contractors, Inc 35th Ave Reconstruction 06/08-06/30	07/31/2018		105,713.00
			Total for Check Number 58959:	0.00	105,713.00
58960	IIMC 2018 Dues	International Institute of Municipal Clerks IIMC Annual Dues-G Pfister	07/31/2018		160.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58960:	0.00	160.00
58961	JOHNSOS 6902	Stephen Johnson Summer Basketball Camp 07/16-07/19 #6902	07/31/2018		4,445.00
			Total for Check Number 58961:	0.00	4,445.00
58962	MOCKINGJ MCFM7-17 MCFM7-27	Sarah Dylan Farmers Market July 17th-30 Vendors Farmers Market July 27th-22 Vendors	07/31/2018		300.00 220.00
			Total for Check Number 58962:	0.00	520.00
58963	NATW NNO8974 NNO8974a	National Association of Town Watch Promotional Items-Balloons, Lanyards, Frisbees- Use Tax, Promotional Items-Balloons, Lanyards,	07/31/2018		1,205.55 -113.57
			Total for Check Number 58963:	0.00	1,091.98
58964	NORTHSH 8475	Northshore Senior Center Allocation for Senior Program-2nd Qtr 2018	07/31/2018		3,125.00
			Total for Check Number 58964:	0.00	3,125.00
58965	OCEANSYS C17-10097	Ocean Systems, a Division of DTI Police Digital Photo Evidence Software 08/19-01	07/31/2018		495.00
			Total for Check Number 58965:	0.00	495.00
58966	OMWATT 813099 813099a	Ogden Murphy Wallace Attorneys Prof Legal Services-35th Avc Recon-May Prof Legal Services-Sweetwater Ranch Sinkhole	07/31/2018		720.00 300.00
			Total for Check Number 58966:	0.00	1,020.00
58967	OREILLY 2986-170927 2986-171948	O'Reilly Automotive Inc Galmotoroil-PW #2 Work Light-Shop	07/31/2018		22.07 27.59
			Total for Check Number 58967:	0.00	49.66
58968	PAWS June 2018	PAWS Animals Brought to Shelter-June	07/31/2018		905.00
			Total for Check Number 58968:	0.00	905.00
58969	PERTEET 20160281.006-7 20160281.013-2 20160281.016-1 20160281.017-1 20180015.000-4	Perteet Inc Prof Serv-Phase 2 NPDES 06/04-07/01 Prof Serv-Canyon Creek Church 03/05-07/01 Prof Serv-Self-Storage Submittal Review 06/08- Prof Serv-Three Oaks 06/08-07/01 Prof Serv-Storm Pipe Assessment 06/04-07/01	07/31/2018		865.00 315.00 360.00 1,845.00 9,390.00
			Total for Check Number 58969:	0.00	12,775.00
58970	PETTY CA 1 2 3 4 5	Petty Cash Fund POP Tokens Reimb-Farmers Market 07/13-Bauti POP Tokens Reimb-Farmers Market 07/13-Tuak POP Tokens Reimb-Farmers Market 07/13-Dow POP Tokens Reimb-Farmers Market 07/13-Hayt POP Tokens Reimb-Farmers Market 07/20-Bauti	07/31/2018		35.00 19.00 2.00 28.00 18.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	6	POP Tokens Reimb-Farmers Market 07/20-Hayt			30.00
	7	POP Tokens Reimb-Farmers Market 07/20-Dow			6.00
	8	POP Tokens Reimb-Farmers Market 07/20-Tualc			21.00
	9	POP Tokens Reimb-Farmers Market 07/20-Croo			4.00
			Total for Check Number 58970:	0.00	163.00
58971	PILCHVT 205274	Pilchuck Vet Hospital 6 Month Supply-Flea/Tick/Heartworm Preventio	07/31/2018		151.51
			Total for Check Number 58971:	0.00	151.51
58972	PITNEYW 800090000046343	Purchase Power Postage-Refill Postage Meter	07/31/2018		2,000.00
			Total for Check Number 58972:	0.00	2,000.00
58973	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 06/18-07/18 15728 Main St 06/18-07/18	07/31/2018		39.33 82.80
			Total for Check Number 58973:	0.00	122.13
58974	RAILPNW 2018-0014 2018-0015 2018-0016	Railing Products Northwest Seattle Hill Road Railing Replacement Seattle Hill Road Railing Replacement Seattle Hill Road Railing Replacement	07/31/2018		11,812.50 11,812.50 8,200.00
			Total for Check Number 58974:	0.00	31,825.00
58975	SDISTCRT June 2018 June 2018a	South District Court Filing Fees SD Court-June Interpreter Costs-June	07/31/2018		6,705.07 398.74
			Total for Check Number 58975:	0.00	7,103.81
58976	SHREDIT 8125165784	Shred-It USA Inc Shredding Service Fee	07/31/2018		101.85
			Total for Check Number 58976:	0.00	101.85
58977	SNDPUBIN EDH816803 EDH816807	Sound Publishing Inc Pub of Ord No. 2018-829 Pub of Ord No. 2018-830	07/31/2018		27.52 36.12
			Total for Check Number 58977:	0.00	63.64
58978	SNOCOC 2018-4535	Snohomish County Corrections Jail Service Fees-May	07/31/2018		8,994.85
			Total for Check Number 58978:	0.00	8,994.85
58979	SNOCOPW 1000469615	Snohomish County Public Works SWM-2018 ILA Billing	07/31/2018		24,174.45
			Total for Check Number 58979:	0.00	24,174.45
58980	SNOCOPW1 SW266913	Snohomish County Public Works Couch Removal-Highlands Park	07/31/2018		20.00
			Total for Check Number 58980:	0.00	20.00
58981	SNOCPU	PUD No. 1 of Snohomish County	07/31/2018		

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	200101434	2725 Seattle Hill Rd	06/09-07/11		17.82
	200154458	2720 Seattle Hill Rd	06/09-07/11		17.82
	201663515	14600 16th Ave SE	06/05-07/03		15.66
	201948601	13903 N Creek Dr	06/19-07/18		777.69
	202212361	928 Dumas Rd	06/19-07/18		93.82
	202230108	1900 164th St SE	06/09-07/11		17.82
	202461042	15803 32nd Ave SE	06/09-07/12		25.24
	202667499	2024 Seattle Hill Rd	06/09-07/10		39.05
	202693008	15720 Main St	06/15-07/16		1,812.61
	202852059	15720 Main St Unit B	06/15-07/16		342.42
	203164694	13510 N Creek Dr	06/19-07/18		42.47
	203211552	13628 N Creek Dr	06/16-07/18		24.54
	203348081	14810 35th Ave SE	06/09-07/11		53.16
			Total for Check Number 58981:	0.00	3,280.12
58982	SNOSDIST 5991700074	Snohomish School Dist No. 201 Glacier Peak HS Band-Memorial Day Parade	07/31/2018		338.33
			Total for Check Number 58982:	0.00	338.33
58983	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem MEBT-ER Paid	07/31/2018		4,141.65
			Total for Check Number 58983:	0.00	4,141.65
58984	STAPLEAD 70107960LA 70107960LAa 70107960LAb 70107960LAc	Staples Advantage General Supplies-Multi-Color Pens General Supplies-Post-Its, Tape, Labels, Highligi General Supplies-Toner General Supplies-Cash Transmittal Bags	07/31/2018		9.91 64.17 111.49 125.84
			Total for Check Number 58984:	0.00	311.41
58985	STATEAUD L126128	State Auditor's Office Statutory Audit Services 2016-2016	07/31/2018		3,851.55
			Total for Check Number 58985:	0.00	3,851.55
58986	SUMLAW 93820	Summit Law Group Prof Serv-General Labor Through 06/30	07/31/2018		159.00
			Total for Check Number 58986:	0.00	159.00
58987	UKELITE 6891 6892 6895	UK Elite Soccer UK Elite Soccer-Petite Camp: 9:00am (July) 07/ UK Elite Soccer-Petite Camp: 10:30am (July) 07/ UK Elite Soccer: Half Day Camp (July) 07/16-07	07/31/2018		280.00 350.00 1,533.00
			Total for Check Number 58987:	0.00	2,163.00
58988	UNIVPORT 002072114	University of Portland AWC Nominee Scholarship-Mackenzie Ryan ID	07/31/2018		500.00
			Total for Check Number 58988:	0.00	500.00
58989	USIC 267271 267271a	USIC Locating Services, LLC Balance Owing, 15 Ticket Locates Balance Owing, 15 Ticket Locates	07/31/2018		177.15 177.15
			Total for Check Number 58989:	0.00	354.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
58990	WAALARM	Washington Alarm	07/31/2018		
	438653	3rd Qtr Monitoring/Cellular Chgs-PD Storage			120.00
	438653a	3rd Qtr Monitoring/Cellular Chgs-Cook House			75.00
	438653b	3rd Qtr Monitoring/Cellular Chgs-Library			159.00
	438653c	3rd Qtr Monitoring/Cellular Chgs-CHS			162.00
	438653d	3rd Qtr Monitoring/Cellular Chgs-CHN			258.00
	438653e	3rd Qtr Monitoring/Cellular Chgs-MCSP			60.00
	438653f	3rd Qtr Monitoring/Cellular Chgs-Cook House F			114.00
			Total for Check Number 58990:	0.00	948.00
58991	WALTNELS	Walter E. Nelson Co.	07/31/2018		
	659976	Supplies-Soap			193.53
	659977	Park Supplies-Soap			193.53
			Total for Check Number 58991:	0.00	387.06
58992	WINSUPP	Winsupply Company	07/31/2018		
	025895 00	Supplies-PVC Coupling/Bushing			15.33
	026020 00	Supplies-Valve Box-Sweetwater Ranch Sinkhole			29.20
			Total for Check Number 58992:	0.00	44.53
58993	WRIGHTJ	Jere Wright	07/31/2018		
	Reimb	Pesticide Testing Fee 07/24-J Wright			25.00
	Reimb1	Parking 07/24 Pesticide Testing 07/24-J Wright			6.00
			Total for Check Number 58993:	0.00	31.00
58994	WWGRAIN	W.W. Grainger, Inc.	07/31/2018		
	9843509929	Emergency Light-Library			210.25
			Total for Check Number 58994:	0.00	210.25
58995	ZAC&THOM	Zachor & Thomas, Inc., P.S.	07/31/2018		
	1405	Monthly Prosecution Legal Retainer-July			9,053.47
			Total for Check Number 58995:	0.00	9,053.47
			Total for 7/31/2018:	0.00	258,023.97
58996	DRSP2	Dept. of Retirement Systems	08/08/2018		
	1033589	DRS Audit Determination-2008 ERF-W Trimm			59,097.93
			Total for Check Number 58996:	0.00	59,097.93
			Total for 8/8/2018:	0.00	59,097.93
58997	911SUPPL	911 Supply Inc	08/15/2018		
	62851	Dress Uniform-Coat, Trouser, Hat, Tie, Brass-S i			626.90
	IN-12895	Uniform Service Stripes			158.98
	IN-12897	1 - Polo Shirt-B Thompson-Task Force			60.71
			Total for Check Number 58997:	0.00	846.59
58998	ADPLLC	ADP, LLC	08/15/2018		
	518540186	ADP Payroll Services 07/15			394.85
	519233542	ADP Payroll Services 07/31			394.85

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 58998:	0.00	789.70
58999	AFSCME July	WSCCCE, AFSCME, AFL-CIO Union Dues-AFSCME-July	08/15/2018		1,213.07
			Total for Check Number 58999:	0.00	1,213.07
59000	ALDWTR 00320003-01 01100176-01 01300169-01 01550006-01 02170002-01 02460002-01 02470001-01 03050003-01 03095000-01 03805002-01 03865000-01 04900159-01 05400166-01 05590004-02 05600177-03 05700181-01 05702001-01 05705005-01 06900173-02 07850004-01 07855001-01 07895001-01 07900155-01 08000152-01 08300050-01 08800024-01 08900020-01 0900017-01 09080000-01 09100016-01 13233000-01 25703000-01 26070000-01 26467000-01 26468000-01 33254000-01 34493000-01	Alderwood Water District Seattle Hill Rd 05/22-07/20 Median 4&5 I/R 05/21-07/23 1901 Mill Fern Dr SE I/R Median 05/21-07/23 16011 28th Dr SE I/R 05/22-07/20 Seattle Hill Rd I/R 05/22-07/20 155 Village Grn Dr 05/22-07/23 155 Village Grn Dr/Heron Pk 05/22-07/23 15933 29th Dr SE I/R 05/22-07/20 16220 27t Dr SE I/R 05/22-07/20 16217 27th Dr SE I/R 05/22-07/20 16205 25th Dr SE I/R 05/22-07/20 Seattle Hill Rd 05/21-07/20 Median Number 6 I/R 05/21-07/20 15720 Mill Creek Blvd D/C 05/21-07/23 15720 Main Street 05/21-07/23 15728 Main St I/R 05/21-07/23 15728 Main St D/C 05/21-07/23 15728 Main Street 05/21-07/23 1300 156th Pl SE I/R 05/21-07/23 16101 Highland Blvd/Restr 05/22-07/20 16101 28th Dr SE I/R 05/22-07/20 16021 28th Dr SE I/R 05/22-07/20 Seattle Hill Rd I/R 05/22-07/20 Seattle Hill Rd I/R 05/22-07/20 3310 157ths Pl SE I/R 05/22-07/20 Seattle Hill Rd I/R 05/21-07/20 Seattle Hill Rd I/R 05/21-07/20 Seattle Hill Rd I/R 05/21-07/20 14600 Mill Creek Blvd I/R 05/22-07/23 Seattle Hill Rd I/R 05/21-07/20 15200 Mill Creek Blvd I/R 05/21-07/23 14725 32nd Dr SE I/R 05/22-07/23 15803 32nd Ave SE 05/22-07/20 1900 164th St SE 05/21-07/20 1900 164th St SE 05/21-07/20 14725 32nd Dr SE 05/22-07/23 15720 Main St I/R 05/21-07/23	08/15/2018		87.08 87.08 261.17 84.62 72.32 580.41 192.60 92.00 69.86 74.78 73.59 69.86 134.45 14.62 560.15 982.49 14.62 500.40 79.55 187.68 1,147.63 74.78 69.86 69.86 1,794.99 69.86 69.86 69.86 31.11 69.86 31.11 599.52 187.68 69.86 173.08 187.68 188.12
			Total for Check Number 59000:	0.00	9,124.05
59001	ALLBATRY 800-10036666	All Battery Sales & Service Secondary Battery-Car #40	08/15/2018		246.78
			Total for Check Number 59001:	0.00	246.78
59002	AMTESTIN 106066	Am Test, Inc 5-Fecal Coliform Analysis	08/15/2018		125.00
			Total for Check Number 59002:	0.00	125.00
59003	BANKCR16 1	Bank of America 4 Binders	08/15/2018		8.48

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2	Mill Creek Rotary Lunch 08/01-T Rogers			17.00
			Total for Check Number 59003:	0.00	25.48
59004	BANKCR23 1	Business Card Bucket Top Mister-MC Festival	08/15/2018		158.56
			Total for Check Number 59004:	0.00	158.56
59005	BANKCR25 1	Business Card MCBA Monthly Lunch Mtg 07/17-J Kirk	08/15/2018		10.00
	2	StrengthsFinder 2.0-Hard Copy w/Code-J Sands			33.12
			Total for Check Number 59005:	0.00	43.12
59006	BANKCR26 1	Business Card SCC Meeting-July-M Todd	08/15/2018		35.00
	2	SCC Meeting-July-V Cavaleri			35.00
	3	Economic Alliance Meeting 08/16-M Todd			40.00
			Total for Check Number 59006:	0.00	110.00
59007	BENEAD 1807514	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-July	08/15/2018		112.00
			Total for Check Number 59007:	0.00	112.00
59008	BLUELINE 15403	The Blueline Group Sweetwater Ranch Sinkhole-Construction Inspecc	08/15/2018		15,678.00
			Total for Check Number 59008:	0.00	15,678.00
59009	BRIDPETS PO# 00072	Bridges Pets 1 Bag - Victor Ultra Pro - Bagira	08/15/2018		65.45
			Total for Check Number 59009:	0.00	65.45
59010	CANNONR 6790	Rosario Cannon Circle Time with Friends (Summer: Mondays) 0'	08/15/2018		301.00
			Total for Check Number 59010:	0.00	301.00
59011	CBALDES Graphic Design	Christopher Baldwin Design Design Service-Fall/Winter 2018 Rec Guide	08/15/2018		1,000.00
			Total for Check Number 59011:	0.00	1,000.00
59012	CERMPLOC 6799	The Ceramic Place LLC Ceramic Kids Workshops-2 Day Class (Aug) 08/	08/15/2018		480.00
			Total for Check Number 59012:	0.00	480.00
59013	CIEDMOND August 2018	City of Edmonds Domestic Violence Coordinator-August	08/15/2018		1,116.85
			Total for Check Number 59013:	0.00	1,116.85
59014	CINTAS 460422155 460422155a 460431490 460431490a	Cintas Corporation Loc. #460 Floor Mat Service 07/20 Floor Mat Service 07/20 Floor Mat Service 08/03 Floor Mat Service 08/03	08/15/2018		96.19 56.03 96.19 56.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59014:	0.00	304.44
59015	CODPUBCO 60838 60917 60933	Code Publishing Company MC Municipal Code Web Update: Ordinance 20 MC Municipal Code Web Update: Ordinance 20 MC Municipal Code Web Update: Ordinance 20	08/15/2018		1,169.80 71.04 71.04
			Total for Check Number 59015:	0.00	1,311.88
59016	CRE SVCNE D18-17473	Creative Services of New England 2,000 Junior Officer Badge Stickers	08/15/2018		286.95
			Total for Check Number 59016:	0.00	286.95
59017	DRSP2 01033589	Dept. of Retirement Systems DRS Audit Determination-2008 ERF-W Trimm	08/15/2018		3,404.16
			Total for Check Number 59017:	0.00	3,404.16
59018	ELLITIRE 064462003066 064462003229	PepBoys-Remittance Dept 4 Tires, Remove & Replace Radiator, LOF-Car # LOF - Car #44	08/15/2018		1,895.40 41.84
			Total for Check Number 59018:	0.00	1,937.24
59019	EMSECDEP 000-945199-10-6	Employment Security Depart Unemployment Claims-2nd Qtr 2018	08/15/2018		8,214.00
			Total for Check Number 59019:	0.00	8,214.00
59020	FELDMAJ July 2018	Feldman & Lee, P.S. Public Defender Contract Flat Fee-July	08/15/2018		9,000.00
			Total for Check Number 59020:	0.00	9,000.00
59021	GRYOSBRN 2 3	Gray & Osborne Inc Balance-Prof Serv 35th Ave CM & Insp 05/27-0 Prof Serv 35th Ave CM & Insp 06/24-07/21	08/15/2018		434.70 49,081.93
			Total for Check Number 59021:	0.00	49,516.63
59022	HARBORPC No. 2	Harbor Pacific Contractors, Inc 35th Ave Reconstruction 07/01-07/28	08/15/2018		390,749.36
			Total for Check Number 59022:	0.00	390,749.36
59023	HORIZON 2MO74506	Horizon Distributors Inc TurfGro/Spark Plug	08/15/2018		98.62
			Total for Check Number 59023:	0.00	98.62
59024	HUIK 6814 6815 6818	Kelly Hui Ballet: Creative 10:30am (Summer) 07/21-08/11 Ballet: Creative 11:15am (Summer) 07/21-08/11 Ballet: Beginning 12:00pm (Summer) 07/21-08/	08/15/2018		336.00 159.60 403.20
			Total for Check Number 59024:	0.00	898.80
59025	INTEGRA 15471981	Allstream T-1 Monthly Chgs-Aug	08/15/2018		649.98

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59025:	0.00	649.98
59026	INTOXMET SO-0130637	Intoximeters Inc Dry Gas-Calibrate PD - PBT's	08/15/2018		215.56
			Total for Check Number 59026:	0.00	215.56
59027	LEXNEXIS 3091583666	RELX Inc LexisNexis Monthly Chgs 07/01-07/31	08/15/2018		186.09
			Total for Check Number 59027:	0.00	186.09
59028	LITHTENW 76048 76048a	LithtexNW Business Cards-J Schick Business Cards-T Bridgman	08/15/2018		53.82 17.94
			Total for Check Number 59028:	0.00	71.76
59029	LONGBUIL JC132725	LONG Building Technologies, Inc Safe Internet Purchase Exchange	08/15/2018		10,443.84
			Total for Check Number 59029:	0.00	10,443.84
59030	MAYBERM 6849 6851 6853	Mitch Mayberry Tiny Tiger Martial Arts (Summer) 06/22-08/10 # Tiger Martial Arts: Beginner (Summer) 06/22-08 Tiger Martial Arts: Colored (Summer) 06/22-08/	08/15/2018		665.00 266.00 199.50
			Total for Check Number 59030:	0.00	1,130.50
59031	MCMAG 4362	Mill Creek Living Magazine 20,000 Copies - 2018 Fall Rec Guide	08/15/2018		7,425.00
			Total for Check Number 59031:	0.00	7,425.00
59032	MCROTARY 1941 1941a	Rotary Club of Mill Creek Dues-Rotary Year 7/1/18-6/30/19 Facility Fee July 1, 2018-September 30, 2018	08/15/2018		250.00 50.00
			Total for Check Number 59032:	0.00	300.00
59033	MDSCIENC 6775	Mad Science Mad Science: Crazy Chemworks (PM) 08/06-08.	08/15/2018		2,130.00
			Total for Check Number 59033:	0.00	2,130.00
59034	MOCKINGJ MCFM8-10 MCFM8-3	Sarah Dylan Farmers Market August 10th-19 Vendors Farmers Market August 3rd-19 Vendors	08/15/2018		190.00 190.00
			Total for Check Number 59034:	0.00	380.00
59035	NELSONM 6786 6787	Melissa Nelson Music for Preschool-July (9:30am) 07/12-08/09 Music for Preschool-July (10:30am) 07/12-08/05	08/15/2018		602.00 521.50
			Total for Check Number 59035:	0.00	1,123.50
59036	NWCASC 0550694877 0550730063	Honey Bucket Credit, Honey Bucket Rental-Skyhawks Camp-J. Honey Bucket Rental-Skyhawks Camp-Jackson	08/15/2018		-15.00 266.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59036:	0.00	251.65
59037	OMWATT 814055 814057 814059 814060	Ogden Murphy Wallace Attorneys Prof Legal Services-Exec-June Prof Legal Services-Finance-June Prof Legal Services-Police-June Prof Legal Services-City Clerk/PRA-June	08/15/2018		186.00 6,185.60 445.95 8,574.85
			Total for Check Number 59037:	0.00	15,392.40
59038	PACAIR 13613	Pacific Air Control, Inc. HVAC GP3 CHS-PD	08/15/2018		425.04
			Total for Check Number 59038:	0.00	425.04
59039	PACTOP 1-T1064484	Pacific Topsoils, Inc. Rock 1 1/4 Minus Crushed Rock	08/15/2018		15.67
			Total for Check Number 59039:	0.00	15.67
59040	PAWSAFT 6779 6781	Paws Afoot Dog Obed-Puppy ABCs (Summer) 07/09-08/13 ; Dog Obed-Basic Training for Dogs (Summer) 07	08/15/2018		205.10 77.00
			Total for Check Number 59040:	0.00	282.10
59041	PHILPUB 209 29052 430	Philips Publishing Passport Ad-Snohomish Quarterly Magazine Mill Creek City Connection-Fall 2018 Passport Ad-Lynnwood Parks & Rec	08/15/2018		160.00 7,553.12 340.00
			Total for Check Number 59041:	0.00	8,053.12
59042	PILCHVT 74827	Pilchuck Vet Hospital RX: Apoquel Tab & Simparica Chew-Bagira	08/15/2018		288.95
			Total for Check Number 59042:	0.00	288.95
59043	PITZERB Refund	Bart Pitzer Refund Passport Overpayment-Receipt 169915-1	08/15/2018		59.00
			Total for Check Number 59043:	0.00	59.00
59044	PRYTHSP 624296	Protect Youth Sports Background Checks-M McDonnel & J Sandstrom	08/15/2018		26.85
			Total for Check Number 59044:	0.00	26.85
59045	PSRC 2019049	Puget Sound Regional Council Annual Membership-FY2019	08/15/2018		7,590.00
			Total for Check Number 59045:	0.00	7,590.00
59046	QCONTRLS 53268	Quality Control Services, Inc 2 Evidence Scales w/ Onsite Calibration & Certi	08/15/2018		1,320.00
			Total for Check Number 59046:	0.00	1,320.00
59047	RAILPNW 2018-0013 2018-0020	Railing Products Northwest Replace & Install Bronze Railing-Dumas Rd Replace Masonry Pilaster Cap-Dumas Rd	08/15/2018		1,890.00 731.37

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59047:	0.00	2,621.37
59048	RAMERJ 2018-06	Jon Ramer Consulting Services-Veterans Day Parade	08/15/2018		2,000.00
			Total for Check Number 59048:	0.00	2,000.00
59049	RKSOLID 6768	Rock Solid Learning LLC Environmental Science Summer Camp 07/30-08	08/15/2018		2,954.00
			Total for Check Number 59049:	0.00	2,954.00
59050	SANDACLN Jul 2018 Jul 2018a	Sanda Cleaners Uniform Dry Cleaning June-July-G Elwin, S Eas Uniform Dry Cleaning June-July-S Conner	08/15/2018		166.84 78.98
			Total for Check Number 59050:	0.00	245.82
59051	SDISTCRT 1000477910 1000477910a	South District Court Filing Fees SD Court-July Interpreter Costs-July	08/15/2018		5,466.78 613.52
			Total for Check Number 59051:	0.00	6,080.30
59052	SHORECON 3 4	Shoreline Construction Co. Sweetwater Ranch Sinkhole Repairs 06/02-06/25 Sweetwater Ranch Sinkhole Repairs 07/01-07/31	08/15/2018		440,231.30 8,802.94
			Total for Check Number 59052:	0.00	449,034.24
59053	SHURKLEN 403 403a	Kramer Enterprises, LLC Vehicle Washes May-July Vehicle Washes May-July	08/15/2018		639.44 99.92
			Total for Check Number 59053:	0.00	739.36
59054	SILVERL 14112-27585 17679-27345 17684-27596 24079-27593 32140-27632 32141-27633 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017 37680-27914 40191-27914	Silverlake Water District 132nd & SR 527 Irrig 07/01-07/31 15429 1/2 Bothell Everett Hwy 07/01-07/31 15429 Bothell Way-Irrig 07/01-07/31 Hillside Irrig 07/01-07/31 13903 N Creek Dr-Irrig 07/01-07/31 13903 N Creek Dr-Irrig 07/01-07/31 SR 527-Irrig 07/01-07/31 14600 SR 527-Irrig 07/01-07/31 13800 N SR 527-Irrig 07/01-07/31 1600 SR 527-Irrig 07/01-07/31 15200 SR 527-Irrig 07/01-07/31 15100 SR 527-Irrig 07/01-07/31 SR 527 & Trillium Blvd-Irrig 07/01-07/31 14600 SR 527-Irrig 07/01-07/31 SR 527 & Dumas Rd-Irrig 07/01-07/31 Dumas Rd Irrig 07/01-07/31 14721 12th Ave SE-Irrig 07/01-07/31 0 33rd Dr & Northpointe Circle 07/01-07/31 13315 45th Ave SE-Restroom 07/01-07/31	08/15/2018		37.00 161.95 130.10 171.75 345.70 71.40 7.60 7.60 308.95 7.60 7.60 7.60 7.60 7.60 46.80 66.40 22.30 7.60 392.25 67.95
			Total for Check Number 59054:	0.00	1,875.75
59055	SMARSH INV00387556	Smarsh Inc Text Archiving Platform-Verizon Monthly 07/01	08/15/2018		240.60

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	INV00387556a	Use Tax, Text Archiving Platform-Verizon Mont:			-7.80
			Total for Check Number 59055:	0.00	232.80
59056	SNDPUBIN EDH817807 EDH819094	Sound Publishing Inc Pub of Ord No. 2018-831 Pub of Ord No. 2018-832	08/15/2018		25.80 22.36
			Total for Check Number 59056:	0.00	48.16
59057	SNOCODEM 100047762	Sno Co Department of Emergency Manag 2018 Emergency Services-3rd Qtr	08/15/2018		6,089.30
			Total for Check Number 59057:	0.00	6,089.30
59058	SNOCPW 1000470212 1000470214 1000470214a 1000470214b 1000470214c 1000470214d 1000470214e 1000470214f	Snohomish County Public Works RR6155-Luminaires-June RR7552-Dumas Rd & Park Rd RR7553-Mill Crk Rd & Village G RR7554-164th SE & 9th SE RR7571-Mill Crk Rd & Sea Hill RR7573-35th Ave SE & 148th SE RR7864-Dumas @ No Crk Dr RR7869-Mill Crk Blvd @ Main	08/15/2018		238.54 1,673.58 290.63 167.79 167.79 119.26 115.28 303.59
			Total for Check Number 59058:	0.00	3,076.46
59059	SNOCPW1 SW271387	Snohomish County Public Works Solid Waste Dump Chgs-Trash Behind MCSP	08/15/2018		23.00
			Total for Check Number 59059:	0.00	23.00
59060	SNOCOSHO 1000470007	Snohomish County Sheriff's Office Range Use - 10 Hours 06/12	08/15/2018		580.00
			Total for Check Number 59060:	0.00	580.00
59061	SNOCPUD 200743599 200797223 201345386 201669280 201781135 201898053 202529210 202570776 202624391 202767935 202909941 202926333 203028121 203251632 204717524 204717532 204717540 205087232 205495328 220317390 220612410 220763510 221293111	PUD No. 1 of Snohomish County Street Lights-189 Lights-200W 07/01-07/31 3401 148th St SE 06/21-07/23 2501 147th Pl SE 06/22-07/23 16110 1/2 29th Dr SE 06/28-07/26 2701 155th St SE 06/29-07/27 1700 Mill Creek Rd 06/26-07/25 Street Lights-386 Lights-100W 07/01-07/31 Street Lights-87 Lights-250W 07/01-07/31 Street Lights-841 Lights-100W 07/01-07/31 Street Lights-21 Lights-400W 07/01-07/31 Street Lights-21 Lights-400W 07/01-07/31 Hillside Park 06/30-07/26 4560 SAC 07/04-08/03 15510 Village Green Dr 06/29-07/27 Street Lights-8 Lights-200W 07/01-07/31 Street Lights-38 Lights-250W 07/01-07/31 Street Lights-39 Lights-400W 07/01-07/31 Street Lights-17 Lights-100W 07/01-07/31 Street Lights-49 Lights-20W 07/01-07/31 Street Lights-1 Light-400W 07/01-07/31 15601 22nd Ct SE 06/28-07/26 13332 44th Ave SE 07/03-08/02 Street Lights-1 Light-160W 07/01-07/31	08/15/2018		1,736.91 122.68 35.07 21.94 27.09 63.62 1,389.60 942.21 6,021.56 312.90 28.98 14.58 37.41 15.66 47.68 285.38 441.48 52.87 17.15 7.94 16.70 47.45 5.18

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59061:	0.00	11,692.04
59062	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem-MEBT-ER Paid-August	08/15/2018		590.83
			Total for Check Number 59062:	0.00	590.83
59063	STAPLEAD 70107960LA 70107960LAa 70107960LAB	Staples Advantage General Supplies-Copy Paper CD/DVD Sleeves-Evidence Ballpoint Pens	08/15/2018		387.50 21.54 37.42
			Total for Check Number 59063:	0.00	446.46
59064	STARDMSV 011938-IN 011938-INa 011938-INb	Stardom Services Inc Janitorial Services-July-CHS Janitorial Services-July-CHN Janitorial Services-July-3on3 Event CHN	08/15/2018		995.00 3,454.13 45.00
			Total for Check Number 59064:	0.00	4,494.13
59065	STERICYC 3004355581	Stericycle Inc Biomedical Waste Services-Monthly Fee	08/15/2018		10.36
			Total for Check Number 59065:	0.00	10.36
59066	STOWE MC ICM 001	Stowe Development & Strategies, LLC Interim City Manager Services 06/25-06/29	08/15/2018		5,500.00
			Total for Check Number 59066:	0.00	5,500.00
59067	TERMINIX 377400576	Terminix Processing Center Pest Control-WO#15453427871-MC Library	08/15/2018		80.59
			Total for Check Number 59067:	0.00	80.59
59068	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-July	08/15/2018		27.61
			Total for Check Number 59068:	0.00	27.61
59069	TRAMMELI 6807 6808	Lori Trammel Cupcake Class: Summer Cactus Garden Cake 07 Cupcake Class: Oh Sweet Sushi Workshop 08/11	08/15/2018		210.00 110.25
			Total for Check Number 59069:	0.00	320.25
59070	TRANSUN 07810519	Trans Union LLC Basic Service Monthly Fee-Credit Checks 06/26	08/15/2018		44.16
			Total for Check Number 59070:	0.00	44.16
59071	TURNPIAN Svc Chg Tuning	Turner Piano Service Service Charge 07/06 Piano Repair-Pianos on M 3-Piano Tuning-Pianos on Main St	08/15/2018		40.00 180.00
			Total for Check Number 59071:	0.00	220.00
59072	UNWAYSNC 08/10/18	United Way of Snohomish County United Way EE for August 2018	08/15/2018		322.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59072:	0.00	322.00
59073	USBANK XXXXXXXX139	US Bank NA - Custody Investment Custody Charges 07/01-07/31	08/15/2018		34.00
			Total for Check Number 59073:	0.00	34.00
59074	UULC 8070181 8070181a	Utilities Underground Location Center On-Call Location Service-159 Locates On-Call Location Service-159 Locates	08/15/2018		102.56 102.55
			Total for Check Number 59074:	0.00	205.11
59075	VANHOLLT 6808	Tenille Van Hollebecke Cupcake Class: Oh Sweet Sushi Workshop 08/11	08/15/2018		110.25
			Total for Check Number 59075:	0.00	110.25
59076	VERIZON 9811285043	Verizon Wireless Access & Usage Chgs 06/21-07/20-City Cell Ph	08/15/2018		2,186.02
			Total for Check Number 59076:	0.00	2,186.02
59077	WAALARM 437168	Washington Alarm Service Call-Cook House PD Storage	08/15/2018		240.85
			Total for Check Number 59077:	0.00	240.85
59078	WASTPAT 19000689	Washington State Patrol Background Checks-July	08/15/2018		48.00
			Total for Check Number 59078:	0.00	48.00
59079	WAVEDIV 06027838	WaveDivision Holdings, LLC Fiber Lease-15728 Main St-To 3000 Rockefeller	08/15/2018		657.78
			Total for Check Number 59079:	0.00	657.78
59080	WWGRAIN 9866727085	W.W. Grainger, Inc. Air Filters-CHN	08/15/2018		175.94
			Total for Check Number 59080:	0.00	175.94
59081	ZUMAR 23740	Zumar Industries, Inc. Parks-Traffic Circles	08/15/2018		809.68
			Total for Check Number 59081:	0.00	809.68
			Total for 8/15/2018:	0.00	1,058,735.36
59082	ADPLLC 5197000366	ADP, LLC ADP Payroll Services 07/31	08/30/2018		75.00
			Total for Check Number 59082:	0.00	75.00
59083	ALEXPRCO 55995 56540	Alexander Printing Company Inc 5,000 - #10 Window Envelopes w/Logo Business Cards-J Sandstrom	08/30/2018		535.44 82.80
			Total for Check Number 59083:	0.00	618.24

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
59084	ALTECIND 50282518	Altec Industries Inc Annual Inspection/Testing-PW #8	08/30/2018		745.41
				Total for Check Number 59084:	0.00 745.41
59085	APPDANST 6801	Applause Studio Inc Theatre Production Camp (4 Days) 08/13-08/16	08/30/2018		1,360.00
				Total for Check Number 59085:	0.00 1,360.00
59086	BANKCARD	Bank of America	08/30/2018		
	1	Returned Exec Office Supplies			-40.05
	10	8' Folding Tables/Plastic Table Covers-City Ever			779.71
	11	Dell KM636 Keyboard/Mouse-T Rogers			25.38
	12	Supplies-National Night Out			49.56
	13	Sensor Cloud Monitoring Fee			10.94
	14	Toll Chgs-Car #43			2.75
	15	MyBuildingPermit.com Monthly Fee			59.95
	16	"Eat a Rainbow" Wellness Kick Off Event			20.99
	17	MRSC Webinar PRA-J Lee			35.00
	18	Toll Chgs-Car #38			12.25
	19	MARPAT BDU's			110.88
	2	Janus v. AFSCME AWC Webinar-C Miller			25.00
	3	Crayons-Passport Coloring Station			6.62
	4	LOF, Tire Rotaton-Car #42			231.01
	5	Table Covers-Farmers Market			13.00
	5a	Cups, Balloon Ribbon-MC Festival			17.91
	6	Sidewalk Chalk			22.08
	7	Lodging 07/11-07/13 Adv Motor Officer Certific			102.30
	8	NATW Membership			35.00
	9	Scrabble Walk Supplies-Wellness Event 07/19			54.60
				Total for Check Number 59086:	0.00 1,574.88
59087	BENEAD 1808514	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-Aug	08/30/2018		112.00
				Total for Check Number 59087:	0.00 112.00
59088	BENCLEAN 296494 296738	Bens Cleaner Sales Inc. Pressure Washer Repair/Surface Cleaner-Pressur Pressure Washer Repair/Surface Cleaner-Pressur	08/30/2018		704.33 74.20
				Total for Check Number 59088:	0.00 778.53
59089	BHCCONS 0010156	BHC Consultants, LLC Bldg Insp & Plan Review Services Through 07/2	08/30/2018		1,524.49
				Total for Check Number 59089:	0.00 1,524.49
59090	BITTINGT Per Diem 1 Per Diem 2 Per Diem 3	Tony Bittinger Meals 07/11 Advanced Motorcycle Officer Cert- Meals 07/12 Advanced Motorcycle Officer Cert- Meals 07/13 Advanced Motorcycle Officer Cert-	08/30/2018		46.00 46.00 23.00
				Total for Check Number 59090:	0.00 115.00
59091	BRUCEDEE 6097	Bruce Dees & Associates LLC Consulting Services-MCSP Turf & Lighting	08/30/2018		17,495.64
				Total for Check Number 59091:	0.00 17,495.64

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
59092	BANKCR20	Business Card	08/30/2018		
	1	Sign Post			115.51
	10	Tools-Screwdriver Bits/Sharpies/Utility Knife			45.18
	11	Valve Key/Hose-Highland Park			48.09
	12	Metal Spot Sprinkler			4.39
	13	Light/Plug Cord-PD Fridge			15.95
	14	Valve Box-Heron Park			6.54
	2	Anti-Freeze Valve-Library Faucet			28.95
	3	Clear Acrylic Sheet-Buffalo Park			55.20
	4	Construction Adhesive/Caulk Gun-Buffalo Park			19.83
	5	Supplies-Graffiti Repair			16.49
	6	Tubing-City Events Trailer			35.65
	7	Sign Supplies-Bolts/Nuts			49.13
	8	Concrete Mix-Signs			34.78
	9	Drain Rock/Environmental Compliance Fee-Swe			23.18
			Total for Check Number 59092:	0.00	498.87
59093	BANKCR27	Business Card	08/30/2018		
	1	Small Fridge/Freezer Combo-Temp Evidence Lo			142.42
	2	Items Mailed to Crime Lab			19.30
	3	Lodging 07/22-07/26 WSSO Conf-J Saga			420.64
	6	Refreshments-DEM CPOD Training-Rotary Clul			15.18
			Total for Check Number 59093:	0.00	597.54
59094	CARLSONJ 6797	Jessica Carlson Adventures in Art-Around the World Art Camp C	08/30/2018		1,106.00
			Total for Check Number 59094:	0.00	1,106.00
59095	CINTAS 460440865 460440865a	Cintas Corporation Loc. #460 Floor Mat Service 08/17 Floor Mat Service 08/17	08/30/2018		96.19 56.03
			Total for Check Number 59095:	0.00	152.22
59096	COMCAST 0457011 0724345	Comcast High Speed Internet Fee 08/18-09/17 Internet for ITS 08/14-09/13	08/30/2018		191.40 116.40
			Total for Check Number 59096:	0.00	307.80
59097	COPIETC AR34397	Copiers Etcetera, Inc. Repairs & Maint-Copy Machines	08/30/2018		1,153.68
			Total for Check Number 59097:	0.00	1,153.68
59098	PIGSKIN 2018-31 2018-38	Denise Freeman Summer Jumpsuit-J Saga Summer Jumpsuit-N Lerma	08/30/2018		607.60 613.03
			Total for Check Number 59098:	0.00	1,220.63
59099	DEPTECOG 2019-WAR306158 2019-WAR306248	Department of Ecology WSDOE Stormwater Permit #WAR306158 WSDOE Stormwater Permit #WAR306248	08/30/2018		707.00 707.00
			Total for Check Number 59099:	0.00	1,414.00
59100	DRAKED Reimb	Dale Drake Landscaping Removal Reimb-Sweetwater Ranc	08/30/2018		1,450.00

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59100:	0.00	1,450.00
59101	MOCKINGJ MCFM8-17 MCFM8-24	Sarah Dylan Farmers Market August 17th-25 Vendors Farmers Market August 24th-21 Vendors	08/30/2018		250.00 210.00
			Total for Check Number 59101:	0.00	460.00
59102	ELLITIR2 080771	Elliott Tire & Service Replace Lower Ball Joints/Alignment/Transferce	08/30/2018		1,058.60
			Total for Check Number 59102:	0.00	1,058.60
59103	ECITYHAR 252744	Emerald City Harley-Davidson Tail Light Assy-MC #58	08/30/2018		220.77
			Total for Check Number 59103:	0.00	220.77
59104	ADLFSASC 135332 136038 138615	ESA Prov Serv-Eastgate Village Wetland Rating Revi Prov Serv-The Farm 03/30-04/27 Prov Serv-Cubes Self Storage Review 07/01-07/	08/30/2018		1,158.75 1,940.00 1,503.75
			Total for Check Number 59104:	0.00	4,602.50
59105	EVERGRML MC106 2018 MC107 2018 MC108 2018 MC109 2018 MC110 2018 MC111 2018 MC112 2018 MC113 2018 MC114 2018 MC115 2018 MC116 2018 MC117 2018 MC118 2018 MC119 2018 MC120 2018 MC121 2018 MC122 2018 MC123 2018 MC124 2018 MC125 2018	Evergreen Maintenance Landscaping, LLC Landscape Maintenance-July-Hillside Park Landscape Maintenance-July-North Creek Sport Landscape Maintenance-July-Library Park Landscape Maintenance-July-Public Library Landscape Maintenance-July-Highlands Park Landscape Maintenance-July-Pine Meadow Park Landscape Maintenance-July-CHN Landscape Maintenance-July-CHS Landscape Maintenance-July-Buffalo Park Landscape Maintenance-July-Nickel Creek Park Landscape Maintenance-July-Heron Park Landscape Maintenance-July-Cougar Park Landscape Maintenance-July-ROW Medians Landscape Maintenance-July-ROW Medians Landscape Maintenance-July-Ditch #1 Landscape Maintenance-July-Ditch #2 Landscape Maintenance-July-Ditch #3 Landscape Maintenance-July-Pond #4 Landscape Maintenance-July-Pond #5 Landscape Maintenance-July-Pond #6	08/30/2018		552.00 303.60 321.20 772.80 993.60 772.80 496.80 662.40 662.40 386.40 321.20 496.80 736.06 1,349.37 154.56 154.56 154.56 154.56 154.56 154.56
			Total for Check Number 59105:	0.00	9,754.79
59106	EVERMARK 53484 53495	Ever-Mark, LLC City Events Trailer-Graphics Wrap 3x10 Sponsorship Banner	08/30/2018		1,962.91 110.12
			Total for Check Number 59106:	0.00	2,073.03
59107	GTHENORTH 425316032611080 425745697408189	Frontier Alarm System Line Chgs-Cook House CC Line, Fax 08/19-09/18	08/30/2018		52.64 157.81
			Total for Check Number 59107:	0.00	210.45

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
59108	HARISUZU ITCS477801	Harris Isuzu Inspection/Replace Fuel Sedimentor-PW #2	08/30/2018		2,295.29
Total for Check Number 59108:				0.00	2,295.29
59109	NWCASC 0550730064 0550766663 0550766664	Honey Bucket Honey Bucket Rentals-Penny Creek Elem Camp Hand Sanitizer & Seat Covers-Tennis Camps JH Honey Bucket Rental-Camps-Penny Creek Elem	08/30/2018		134.50 19.21 182.06
Total for Check Number 59109:				0.00	335.77
59110	KCDA 300307283 300307283a	KCDA Purchasing Cooperative Post-It Notes-All Depts Passport Supplies-Envelopes, Paper Clips, Staple	08/30/2018		28.14 30.35
Total for Check Number 59110:				0.00	58.49
59111	OMWATT 814053 814054 814054a 814054b 814056 814056a 814061 814730 815691	Ogden Murphy Wallace Attorneys Prof Legal Services-CED-June Prof Legal Services-CED-June Prof Legal Services-Engr-June Prof Legal Services-City Clerk-June Prof Legal Services-PW-June Prof Legal Services-MCSP-June Prof Legal Services-RP Investigations-June Prof Legal Services-Civic Live-June Prof Legal Services-Frontier Cable Franchise-Ju	08/30/2018		1,097.85 273.70 930.00 62.00 390.00 117.30 42,063.38 124.00 184.50
Total for Check Number 59111:				0.00	45,242.73
59112	PAKOR 8031262	Pakor Inc 2 Cs Media-Passport Film	08/30/2018		626.55
Total for Check Number 59112:				0.00	626.55
59113	PAWS July 2018	PAWS Animals Brought to Shelter-July	08/30/2018		362.00
Total for Check Number 59113:				0.00	362.00
59114	ELLITIRE 064462003306 064462003331 CRMO58329	PepBoys-Remittance Dept LOF-Car #41 4 Tires, Rear Disc Brake Rotor-Car #42 Credit-Replace Lower Ball Joints/Alignment/Tra	08/30/2018		41.84 2,644.65 -1,058.60
Total for Check Number 59114:				0.00	1,627.89
59115	PERTEET 20160281.006-8 20160281.013-3 20160281.016-2 20180015.000-5	Pertect Inc General Engineering Support TMDL Testing 07/ Prof Serv-Canyon Creek Church 07/02-07/29 Prof Serv-Cubes Self Storage Submittal Review Prof Serv-Storm Pipe Assessment 07/02-07/29	08/30/2018		2,080.00 1,872.50 2,205.00 16,806.30
Total for Check Number 59115:				0.00	22,963.80
59116	PLAYWELL 6771 6772	Play-Well TEKnologies Play-Well TEKnology: WeDo LEGO Robotics (, Play-Well TEKnology: EV3 LEGO Robotics (PN	08/30/2018		1,160.00 1,885.00
Total for Check Number 59116:				0.00	3,045.00

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
59117	POSTNET 394508	PostNet Public Records Request RT #3921	08/30/2018		19.26
Total for Check Number 59117:				0.00	19.26
59118	SNOCPUD 200101434 200154458 201345386 201353968 201367745 201663515 201752961 201948601 202212361 202230108 202461042 202667499 202693008 202852059 202959052 203164694 203211552 203348081 203388152	PUD No. 1 of Snohomish County 2725 Seattle Hill Rd 07/12-08/09 2720 Seattle Hill Rd 07/12-08/09 2501 147th Pl Se 07/24-08/21 15728 Main St 07/08-08/06 902 164th St SE 07/06-08/06 14600 16th Ave SE 07/04-08/03 15429 1/2 Bothell Everett Hwy 07/07-08/07 13903 N Creek Dr 07/19-08/16 928 Dumas Rd 07/19-08/17 1900 164th St SE 07/12-08/08 15803 32nd Ave SE 07/13-08/09 2024 Seattle Hill Rd 07/11-08/09 15720 Main St 06/17-08/14 15720 Main St Unit B 07/17-08/14 4842 SAC 07/07-08/07 13510 N Creek Dr 07/19-08/16 13628 N Creek Dr 07/18-08/16 14510 35th Ave SE 07/12-08/09 15429 Bothell Everett Hwy 07/07-08/07	08/30/2018		15.66 15.66 39.93 1,641.92 35.98 19.24 18.83 748.39 99.60 15.12 20.94 37.59 1,825.96 357.87 66.26 40.02 23.20 48.16 26.58
Total for Check Number 59118:				0.00	5,096.91
59119	PUGETSO 200004765331	Puget Sound Energy 15720 Main St 07/18-08/17	08/30/2018		37.72
Total for Check Number 59119:				0.00	37.72
59120	PITNEYW 80009000046343	Purchase Power Postage-Refill Postage Meter	08/30/2018		2,500.00
Total for Check Number 59120:				0.00	2,500.00
59121	QCONTRLS 53268	Quality Control Services, Inc Sales Tax-2 Evidence Scales	08/30/2018		137.28
Total for Check Number 59121:				0.00	137.28
59122	REYNLDST 51374	Todd Reynolds Summer Photo Shoot-Marketing Images	08/30/2018		500.00
Total for Check Number 59122:				0.00	500.00
59123	SAGAJ Per Diem Per Diem1 Per Diem2 Per Diem3 Per Diem4	Josh Saga Meals 07/22 School Resource Officer Training-J Meals 07/23 School Resource Officer Training-J Meals 07/24 School Resource Officer Training-J Meals 07/25 School Resource Officer Training-J Meals 07/26 School Resource Officer Training-J	08/30/2018		35.00 23.00 12.00 23.00 12.00
Total for Check Number 59123:				0.00	105.00
59124	SARKISIA Reimb	Armida Sarkisian Landscaping Removal Reimb-Sweetwater Ranci	08/30/2018		750.00
Total for Check Number 59124:				0.00	750.00

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
59125	SHREDIT 8125367070	Shred-It USA Inc Shredding Service Fee	08/30/2018		146.78
				Total for Check Number 59125:	0.00 146.78
59126	SILVERL 14737-19068	Silverlake Water District Silver Crest Park 07/01-07/31	08/30/2018		7.60
				Total for Check Number 59126:	0.00 7.60
59127	SMITHJRP Refund	Pierson Kirk Smith Jr Refund Passport Processing Fee & Passport Phot	08/30/2018		51.00
				Total for Check Number 59127:	0.00 51.00
59128	SNOCOM 639	Snohomish County 911 Dispatch Services-August	08/30/2018		30,014.58
				Total for Check Number 59128:	0.00 30,014.58
59129	SNOÇOC 2018-4558	Snohomish County Corrections Jail Service Fees-June	08/30/2018		9,762.59
				Total for Check Number 59129:	0.00 9,762.59
59130	SDISTCRT 8Z0620309 8Z0620309a 8Z0620309b 8Z0620309c 8Z0620309d 8Z0620309e 8Z0620309f 8Z0620309g	South District Court Traffic Infraction 8Z0620309-Sandeep Mathur Traffic Infraction 8Z0620309-Sandeep Mathur Traffic Infraction 8Z0620309-Sandeep Mathur Traffic Infraction 8Z0620309-Sandeep Mathur Traffic Infraction 8Z0620309-Sandeep Mathur Traffic Infraction 8Z0620309-Sandeep Mathur Traffic Infraction 8Z0620309-Sandeep Mathur Traffic Infraction 8Z0620309-Sandeep Mathur	08/30/2018		63.77 1.15 39.05 22.03 23.00 5.00 10.00 2.00
				Total for Check Number 59130:	0.00 166.00
59131	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem MEBT-ER Paid-Sept	08/30/2018		4,141.65
				Total for Check Number 59131:	0.00 4,141.65
59132	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem-MEBT-ER Paid-Sept	08/30/2018		2,196.95
				Total for Check Number 59132:	0.00 2,196.95
59133	STARDMSV 011974-IN 011974-INa	Stardom Services Inc Janitorial Services-Aug-CHN Janitorial Services-Aug-CHS	08/30/2018		1,184.13 995.00
				Total for Check Number 59133:	0.00 2,179.13
59134	STOWE MI ICM 002	Stowe Development & Strategies, LLC Interim City Manager Services 07/02-07/31	08/30/2018		24,200.00
				Total for Check Number 59134:	0.00 24,200.00
59135	TACSCREW 18211285	Tacoma Screw Products Inc Supplies-Buffalo Park Repairs	08/30/2018		43.40
				Total for Check Number 59135:	0.00 43.40

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
59136	TERMINIX 378253064	Terminix Processing Center Pest Control-WO #15566207922-MC Library	08/30/2018		80.59
				Total for Check Number 59136:	0.00 80.59
59137	UKELITE 6894 6896	UK Elite Soccer UK Elite Soccer-Petite Camp: 10:30am (Aug) 08/20-0 UK Elite Soccer: Half Day Camp (Aug) 08/20-0	08/30/2018		336.00 2,394.00
				Total for Check Number 59137:	0.00 2,730.00
59138	USIC 294318 294318a	USIC Locating Services, LLC 167 NC Locates/154 Ticket Locates 167 NC Locates/154 Ticket Locates	08/30/2018		1,818.74 1,818.74
				Total for Check Number 59138:	0.00 3,637.48
59139	WWGRAIN 9881460498 9881797568 9882169213	W.W. Grainger, Inc. Safety Supplies-Respirator/Dust Mask 36-Pleated Filters 36-Pleated Filters	08/30/2018		86.71 -98.83 95.96
				Total for Check Number 59139:	0.00 83.84
59140	WAPRO 551	WAPRO WAPRO Fall Conference 10/24-10/25-G Pfister	08/30/2018		175.00
				Total for Check Number 59140:	0.00 175.00
59141	WABO 36179	Washington Assoc of Bldg off Job Posting-Building Official-WABO Website	08/30/2018		50.00
				Total for Check Number 59141:	0.00 50.00
59142	WAVEDIV 06303890	WaveDivision Holdings, LLC Fiber Lease-15728 Main St-To Rockefeller Ave-	08/30/2018		657.78
				Total for Check Number 59142:	0.00 657.78
59143	WINSUPP 026465 00 026519 00 026573 00	Winsupply Company Hwy 527 Irrigation Repair Supplies 44th Repair Supplies Highland Park Repair Supplies	08/30/2018		12.43 169.64 120.00
				Total for Check Number 59143:	0.00 302.07
59144	ZAC&THOM 1408	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer-Aug	08/30/2018		9,053.47
				Total for Check Number 59144:	0.00 9,053.47
				Total for 8/30/2018:	0.00 226,063.67
				Report Total (215 checks):	0.00 1,603,020.55



Date: September 11, 2018

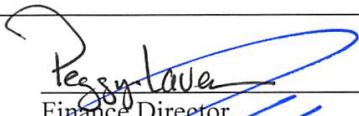
Payroll Check Batches		
Dated	Check Numbers	Amount
07/25/2018	ACH Automatic Deposit Checks	\$153,825.61
07/25/2018	ACH Wire- FWT & Medicare Taxes	\$26,337.90
07/25/2018	ACH Wire MEBT- Wilmington Trust	\$28,234.58
07/25/2018	ACH Wire- ICMA RC- Def. Comp	\$1,745.70
07/25/2018	ACH Wire- BAC- Flex Spending Acct	\$1,691.60
08/03/2018	ACH Wire- Assoc. of WA Cities	\$81,882.90
08/10/2018	ACH Automatic Deposit Checks	\$158,477.50
08/10/2018	ACH Wire- FWT & Medicare Taxes	\$27,260.11
08/10/2018	ACH Wire MEBT- Wilmington Trust	\$24,034.33
08/10/2018	ACH Wire- ICMA RC- Def. Comp	\$1,745.70
08/10/2018	ACH Wire- BAC- Flex Spending Acct	\$1,691.60
08/10/2018	ACH Wire- MCPD Guild Dues	\$2,040.00
08/24/2018	ACH Automatic Deposit Checks	\$151,008.14
08/24/2018	ACH Wire- FWT & Medicare Taxes	\$25,201.45
08/24/2018	ACH Wire MEBT- Wilmington Trust	\$27,644.13
08/24/2018	ACH Wire- ICMA RC- Def. Comp	\$1,717.52
08/24/2018	ACH Wire- BAC- Flex Spending Acct	\$1,691.60
Total		\$716,230.37

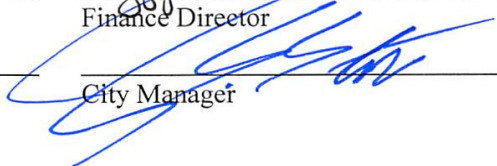
Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$716,230.37.

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

 Councilmember 
 Finance Director

 Councilmember 
 City Manager

G:\FINANCE\Restricted (old I drive)\Payroll\Voucher Coversheets\2018\Payroll Voucher Approval 09112018.docx
 9/6/2018

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:30 Pay Date:07/25/2018 P/E Date:07/15/2018
 Qtr/Year:3/2018 Run Time/Date:13:20:27 PM EDT 07/20/2018

Taxes Debited	Federal Income Tax	20,070.08	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,133.91	
	Medicare - ER	3,133.91	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	Total Taxes Debited	26,337.90	
	Other Transfers	Full Service Direct Deposit Acct. No. [redacted] Tran/ABA [redacted] ✓ 153,825.61 - clr 7/24 ✓	
		Total Amount Debited From Your Account	180,163.51
	Bank Debits & Other Liability	Checks	0.00
	Adjustments/Prepay/Voids	0.00	
Taxes- Your Responsibility	None this payroll		
		180,163.51	
		Total Liability	
		180,163.51	

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 07/25/2018 11:42:33 AM CDT

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

Status: Confirmed by Bank
Transaction Number: 187PC0846PYZ0186

Template Name: MATRIX/MEBT
Template Code: WILTRUST

Debit Account Information

Debit Bank: [REDACTED]
Debit Account: [REDACTED]
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: [REDACTED]
Beneficiary Bank ID: [REDACTED]
[REDACTED]
[REDACTED]
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 28,234.58

Value Date: 07/25/2018

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2018072500304746
Confirmation #: CHPR:0403792

Input Time: 07/25/2018 11:08:56 AM CDT
Time: 07/25/2018 11:41:42 AM CDT

CS
7/25

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 07/25/2018 11:43:21 AM CDT

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 187PB4903COZ0Q59

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: [REDACTED]
Debit Account: [REDACTED]
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: [REDACTED]
Beneficiary Bank ID: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,745.70 ✓

Value Date: 07/25/2018

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2018072500304745
Confirmation #: FEDR:20180725B6B7HU2R008418

Input Time: 07/25/2018 10:56:48 AM CDT
Time: 07/25/2018 11:41:42 AM CDT

clr
7/25

RptBatchSum ViewForm

ACH Cash Pro Online.
City of Mill Creek

Report Date: 07/25/2018
Report Time: 11:58:38 AM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	07/26/2018
ACH ID:	██████████	Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Released	Created By:	SANKOTTKE
Released By:	SANKOTTKE		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,691.60	C	██████████	██████████	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,691.60	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,691.60	1
Prenotes	\$0.00	0

*ckr
7/26*

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 08/02/2018 02:16:40 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 08/2018
COVERAGE MONTH: 08/2018
PAYMENT DUE BY: **08/10/2018**
CURRENT BILLING AMOUNT: \$81,882.90
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$81,882.90**

100 186 L 082018 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	08/2018	\$ <u>81,882.90</u>

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

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

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

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Under Review
 Week#:32 Pay Date:08/10/2018 P/E Date:07/31/2018
 Qtr/Year:3/2018 Run Time/Date:11:07:49 AM EDT 08/07/2018

Taxes Debited	Federal Income Tax	20,823.21	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,218.43	
	Medicare - ER	3,218.47	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	Total Taxes Debited	27,260.11	<i>cr 8/9</i>
Other Transfers	Full Service Direct Deposit Acct: No [REDACTED] ran/AB/ [REDACTED]	158,477.50	<i>cr 8/9</i>
Total Amount Debited From Your Account		185,737.61	Total Liability
Bank Debits & Other Liability	Checks	0.00	185,737.61
	Adjustments/Prepay/Voids	0.00	185,737.61
Taxes- Your Responsibility	None this payroll		185,737.61

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 08/10/2018 10:36:45 AM CDT

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

Status: Confirmed by Bank
Transaction Number: 188AB2237N372204

Template Name: MATRIX/MEBT
Template Code: WLTRUST

Debit Account Information

Debit Bank: [REDACTED]
Debit Account: [REDACTED]
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: [REDACTED]
Beneficiary Bank ID: [REDACTED]
[REDACTED]
[REDACTED]
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 24,034.33

Value Date: 08/10/2018

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
Approved: sankottke
Initial Confirmation: WTX:2018081000279298
Confirmation #: CHPR:0372758

Input Time: 08/10/2018 10:22:46 AM CDT
Time: 08/10/2018 10:36:24 AM CDT

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8/10

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 08/10/2018 10:36:45 AM CDT

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

Status: Confirmed by Bank
Transaction Number: 188AB2038D581003

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: [REDACTED]
Debit Account: [REDACTED]
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: [REDACTED]
Beneficiary Bank ID: [REDACTED]
[REDACTED]
[REDACTED]
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,745.70

Value Date: 08/10/2018

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankotke
Approved: sankotke
Initial Confirmation: WTX:2018081000279300
Confirmation #: FEDR:20180810B6B7HU1R007174

Input Time: 08/10/2018 10:20:47 AM CDT
Time: 08/10/2018 10:36:24 AM CDT

cl
8/10

ACH Cash Pro Online
City of Mill Creek

Report Date: 08/10/2018
Report Time: 10:38:24 AM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	08/13/2018
ACH ID:	[REDACTED]	Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Released	Created By:	SANKOTTKE
Released By:	SANKOTTKE		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,691.60	C	[REDACTED]	[REDACTED]	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,691.60	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,691.60	1
Prenotes	\$0.00	0

Handwritten: CJ 8/13

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 08/10/2018 10:36:45 AM CDT

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

Status: Confirmed by Bank
Transaction Number: 188AB1929A871Q23

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank: [REDACTED]
Debit Account: [REDACTED]
Debit Account Name: Treas Checking
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: [REDACTED]
Beneficiary Bank ID: [REDACTED]
[REDACTED]
[REDACTED]
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 2,040.00

Value Date: 08/10/2018

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
Approved: sankottke
Initial Confirmation: WTX:2018081000279299
Confirmation #: BOOK:2018081000279299

Input Time: 08/10/2018 10:19:37 AM CDT
Time: 08/10/2018 10:36:24 AM CDT

CS
8/10

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Under Review
 Week#:34 Pay Date:08/24/2018 P/E Date:08/15/2018
 Qtr/Year:3/2018 Run Time/Date:18:04:51 PM EDT 08/20/2018

Taxes Debited	Federal Income Tax	19,064.79		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,068.34		
	Medicare - ER	3,068.32		
	Medicare Adj - EE	0.00		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	COBRA Premium Assistance Payments	0.00		
	Federal Unemployment Tax	0.00		
	State Income Tax	0.00		
	Non Resident State Income Tax	0.00		
	State Unemployment Insurance - EE	0.00		
	State Unemployment Insurance Adj - EE	0.00		
	State Disability Insurance - EE	0.00		
	State Disability Insurance Adj - EE	0.00		
	State Unemployment/Disability Ins - ER	0.00		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
	School District Tax	0.00		
	Total Taxes Debited	25,201.45	<i>vr clr 8/23</i>	
	Other Transfers	Full Service Direct Deposit Acct. No. [REDACTED] an/ABAC [REDACTED]	151,008.14	<i>vr clr 8/23</i>
		Total Amount Debited From Your Account		176,209.59
	Bank Debits & Other Liability	Checks	0.00	176,209.59
	Adjustments/Prepay/Voids	0.00	176,209.59	
Taxes- Your Responsibility	None this payroll		176,209.59	
			176,209.59	

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 08/21/2018 5:46:47 PM CDT

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

Status: Approved
Transaction Number: 188LI34424W1F00

Template Name: MATRIX/MEBT
Template Code: WILTRUST

Debit Account Information

Debit Bank: [REDACTED]
Debit Account: [REDACTED]
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: [REDACTED]
Beneficiary Bank ID: [REDACTED]
[REDACTED]
[REDACTED]
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 27,644.13 ✓

Value Date: 08/24/2018

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke

Input Time: 08/21/2018 5:34:53 PM CDT
Time: 08/21/2018 5:46:22 PM CDT

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8/24*

Payment Approval Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 08/21/2018 5:46:47 PM CDT

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

Status: Approved
Transaction Number: 188LI3558LF11F00

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: [REDACTED]
Debit Account: [REDACTED]
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: [REDACTED]
Beneficiary Bank ID: [REDACTED]
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,717.52 ✓

Value Date: 08/24/2018

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke

Input Time: 08/21/2018 5:36:09 PM CDT
Time: 08/21/2018 5:46:22 PM CDT

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8124*

ACH Cash Pro Online
City of Mill Creek

Report Date: 08/21/2018
Report Time: 05:51:52 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: 08/24/2018 ✓
 ACH ID: ██████████ Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: BAC
 Batch Status: Released Created By: SANKOTTKE
 Released By: SANKOTTKE

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,691.60	C	██████████	██████████	C	
		<u>Total Amount in Batch</u>		<u>Total Count in Batch</u>			
	Debits		\$0.00			0	
	Credits		\$1,691.60			1	
	Prenotes		\$0.00			0	
		<u>Grand Total Amount</u>		<u>Grand Total Count</u>			
	Debits		\$0.00			0	
	Credits		\$1,691.60			1	
	Prenotes		\$0.00			0	

*clr
8/24*

8/21/2018



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, July 24, 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 Boy Scouts Troop 186 from Seattle, Washington.

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

- A.** Wil Nelson, a Mill Creek resident, expressed his concern over the escalating costs of the 35th Ave SE Reconstruction Project. Mr. Nelson also stated that he disagrees with statements made by Mill Creek resident Mary Kay Voss during previous audience communication portions of City Council meetings.

Didrik Voss, a Mill Creek resident, told Council that he believed staff is happy with the Interim City Manager. Mr. Voss expressed his thoughts on what he believed to have been election fraud conducted by the City Manager and Mayor and would like to see the Council vote to fire the City Manager and a vote of no confidence for the Mayor.

NEW BUSINESS

- B.** Planning Commission Appointments

Mayor Pro Tem Holtzclaw stated that he and Councilmember Bond, along with Planning Commission Chair Stan Eisner, interviewed 5 applicants to fill the two

July 24, 2018 REGULAR COUNCIL MEETING MINUTES

Commission vacancies and selected incumbents Steve Maloney and Daniel Mills.

Mayor Pro Tem Holtzclaw made a motion to reappoint Steve Maloney and Daniel Mills to the Planning Commission with terms expiring April 30, 2021. Councilmember Bond seconded the motion. The motion passed unanimously.

PRESENTATIONS

C. Snohomish County Tourism Bureau Annual Report

Snohomish County Tourism Bureau Executive Director Amy Spain led Council through a PowerPoint presentation detailing the purpose and strategies of the Bureau, the effect and impact of tourism, interagency collaboration, new state tourism funding, and a look to what's ahead. Ms. Spain introduced Sports Development Director Tammy Dunn and acknowledged her team's success in group sales efforts and help in making Snohomish County a popular sporting event destination.

OLD BUSINESS

D. Motion to Reject all Bids Received for Exploration Park

Interim City Manager Bob Stowe explained that both bids received were over the engineer's estimate and recommended Council reject all bids and re-bid the project no later than January 2019. City Manager Stowe introduced Planning Manager Tom Rogers who described how putting projects out to bid in a competitive market would influence bids received. He explained the potential re-bid process, and stated that staff will pursue a contract amendment with MIG/SVR to revise the final design to include alternate bid items to provide cost saving measures. Planning Manager Rogers addressed questions from Council and Council engaged in discussion.

Councilmember Steckler made a motion to reject all bids. Councilmember Mead seconded the motion. The motion passed unanimously.

Councilmember Todd made a motion to explicitly consider the Exploration Park project during the CIP planning process. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

E. At 6:44 p.m. the Council recessed to executive session to discuss potential litigation pursuant to RCW 42.30.110(1)(i) for up to 15 minutes.

No action was taken.

RECONVENE TO REGULAR SESSION

F. The meeting reconvened to regular session at 7:02 p.m.

NEW BUSINESS CONTINUED

G. 35th Ave SE Reconstruction Project Contract Change Order

July 24, 2018 REGULAR COUNCIL MEETING MINUTES

Interim City Manager Bob Stowe explained how the change order is necessary to comply with regulatory requirements of Washington State Dept. of Fish & Wildlife in order to remove the 54" culverts, which is required as part of the City's HPA permit. City Manager Stowe introduced Planning Manager Tom Rogers who reviewed the [revised agenda summary](#) that included a lower dollar amount than previously estimated, a project alternative sheet, and the actual change order proposal. Planning Manager Rogers gave Council a brief history of the original bid, original contract, and previous change order. Council engaged in discussion.

Councilmember Mead made a motion to authorize the change order as presented. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

- H. Sweetwater Ranch Stormwater Project Addendum No 2. to Shoreline Construction Co. Contract 2018-1418

Interim City Manager Bob Stowe introduced Planning Manager Tom Rogers who reviewed the Sweetwater Ranch stormwater infrastructure failure and subsequent emergency resolution and construction contract. Planning Manager Rogers described the scope of work, unanticipated difficulties encountered during the initial replacement, and project funding. Council engaged in discussion.

Councilmember Cavaleri made a 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 \$480,000.00. Councilmember Mead seconded the motion. The motion passed unanimously.

- I. Sweetwater Ranch Stormwater Project Addendum No. 2 to Blueline Group, LLC. Contract 2017-1381

Interim City Manager Bob Stowe explained that the on-call engineering services change order is a companion to the construction change order that Council just authorized. Planning Manager Tom Rogers echoed City Manager Stowe's explanation and stated that for the same reasons as the construction change order he recommends approving the additional cost in order to close out the project.

Councilmember Steckler made a motion to approve the additional costs. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

STUDY SESSION

- J. 2019-2020 Budget Planning

Councilmembers joined Interim City Manager Bob Stowe at the table to to discuss and develop a set of desired budget outcomes to guide the development of the 2019-2020 biennial budget. City Manager Stowe reviewed the City's Guiding Principles, projects remaining in the 2017-2021 Capital Improvement Plan, and reviewed strategic planning priorities previously brainstormed by Council. City Manager Stowe led Council in an exercise to help identify their most critical priorities and further refine previous strategic planning work.

July 24, 2018 REGULAR COUNCIL MEETING MINUTES

CONSENT AGENDA

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

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

REPORTS

R. Mayor/Council

Mayor Pruitt thanked the Mill Creek Business Association for a great festival.

Mayor Pruitt reported that she attended the Jewelry Source grand opening event in the Town Center.

Mayor Pruitt reported that Mill Creek was recommended for a grant that is awaiting approval by the Puget Sound Regional Council Executive Board, which Councilmember Todd is a member of.

Councilmember Steckler reported that he attended the Police vs. Fire soccer match at Arena Sports and gave kudos to both chiefs for putting together an enjoyable event.

Councilmember Cavaleri thanked the police department for their ongoing efforts in helping with traffic in areas affected by construction.

Councilmember Mead echoed Councilmember Cavaleri's statements and thanked the police department.

Councilmember Todd reported that he attended the Mill Creek Festival and announced that as of January 1, 2019, the Mill Creek Business Association will be the Mill Creek Chamber of Commerce.

Councilmember Todd reported that he attended the Snohomish County Cities (SCC) meeting on July 19.

Councilmember Todd reported that SCC and Snohomish County Tomorrow (SCT) will

July 24, 2018 REGULAR COUNCIL MEETING MINUTES

be holding another joint summit early 2019 and encouraged Council to start thinking about population, the urban growth area, and the upcoming light rail expansion.

S. City Manager

Interim City Manager Bob Stowe reviewed the Council Planning Schedule and advised Council that it will be filling up quickly due to budget related items.

T. Staff

Finance Director Peggy Lauerman gave an abbreviated presentation on the 2nd quarter financial report. Director Lauerman noted the updated format and welcomed feedback from Council.

At 8:23 p.m. Councilmember Todd made a motion to extend the meeting up to 9:30 p.m. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

U. There were no comments from the audience.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- V.** At 8:39 p.m. the meeting recessed to executive session for up to 50 minutes.
- Discuss the performance of a public employee per RCW 42.30.110(1)(g)
 - Discuss potential litigation pursuant to RCW 42.30.110(1)(i)

RECONVENE TO REGULAR SESSION

W. The meeting reconvened to regular session at 9:33 p.m.

Councilmember Todd made a motion to hold a Special City Council Meeting on August 2, 2018 at 7:00 p.m. to hold an executive session to discuss the performance of a public employee per RCW 42.30.110(1)(g) and discuss potential litigation pursuant to RCW 42.30.110(1)(i). Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 9:35 p.m.

Pam Pruitt, Mayor

Gina Pfister, Acting City Clerk

July 24, 2018 REGULAR COUNCIL MEETING MINUTES

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

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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: September 7, 2018

September 25, 2018

(Agenda Summary due September 11)

- Proclamation: Mary Ann Heine
- Parks & Rec Board Appointments
- Ordinance: Civil Service Update
- Sponsorship Policy
- Donation Policy
- Traffic Impact Fees – Perteet Presentation
- ORD to extend Frontier Franchise Agreement

October 2, 2018

(Agenda Summary due September 18)

- Terry Ryan Check Presentation – 35th Ave
- Art & Beautification Board Appointments
- Budget: Preliminary Revenue & Expenses
- EGUV Development Agreement
- Adoption of HR Policies
- Report: Farmers Market Update

October 9, 2018

(Agenda Summary due September 25)

- Public Hearing & Adoption: TIP
- Proposed CIP
- ILA – Traffic Impact Fees
- Report: Veterans Day Events

October 23, 2018

(Agenda Summary due October 9)

- Adoption of CIP

November 6, 2018

(Agenda Summary due October 23)

- Terry Ryan Check Presentation – Historical Preservation Panels
- Public Hearing: Preliminary Budget & Property Tax Levy

November 13, 2018

(Agenda Summary due October 30)

- Public Hearing: Preliminary Budget & Surface Water Utility Rate

November 27, 2018

(Agenda Summary due November 13)

- Discussion of the Preliminary Budget

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

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

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

December 4, 2018

(Agenda Summary due November 20)

- Adoption of 2019-2020 Budget

December 11, 2018

(Agenda Summary due November 27)

- Terry Ryan Check Presentation - Exploration Park

Work in Progress - Upcoming Agenda Items

- Personnel Policies and Procedures
- Beaver Management Plan
- HR Policies
- Report: Pursuit Policy

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
- 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
- Adoption of business license ordinance - deadline 1/1/19
- ST3 Stations



**Parks and Recreation Board
2018 Park Tour Summary and Recommendations**

Overview

The Parks and Recreation Board, an advisory board to the City Council, is responsible for development, design, and operation of park and recreation facilities, as well as for capital improvement planning.

The Parks and Recreation Board conducted the annual tour of the Mill Creek neighborhood parks on Thursday, June 21, and Thursday, June 28. The annual parks tour is an opportunity for the Board members to determine if repairs or improvements are needed, give feedback on park maintenance and upkeep, and identify ideas for improvement and new equipment.

2018 Tour Summary

Throughout the 2018 tour, the Board members remarked about the cleanliness and welcoming aesthetics of the parks. They recognized that several of the recommendations that were made in previous years have been fixed or repaired. The Board members also noted this was the best park tour they have attended due to the quality of the park maintenance and how much the maintenance has improved from last year.

Recommendations

The Board members did have minor recommendations for regular maintenance such as pressure washing picnic tables to trimming back a couple of bushes. In addition, the Board noted larger repairs and new equipment that should be added to parks. These recommendations are as follows.

Park Name
<p>Freedom Field Sports Park</p> <ul style="list-style-type: none"> • Tighten fence in tot area and fix the fence behind storage shed at back of the park. • Replace and secure the screen net over the scoreboard. • Fix wheels on the soccer goals to allow smooth rolling and prevent tears on the new turf. • Reposition the garbage can from the parking lot into the planter bed to open up two additional parking spaces for field rental users.
<p>Buffalo Park</p> <ul style="list-style-type: none"> • Replace plexiglass in the sign boards. • Fix gutter drain spout by the playground. • Look into ways to permanently replace fence post caps by the playground due to continual replacement of the caps.
<p>Exploration Park</p> <ul style="list-style-type: none"> • Give update to the neighborhood about status of the park.
<p>Silver Crest</p> <ul style="list-style-type: none"> • Fix the large dip/sink spot in the basketball court and repaint the court.

Nickel Creek Park

- Replace tables with composite material to reduce regular maintenance needed for oak tables such as pressure washing and staining.

Pine Meadow Park

- Replace the park shelter roof and gutters.

Cougar Park

- Replace the park shelter roof and gutters.
- Replace damaged park shelter sign, sign board plexiglass, and the men's restroom sign.
- Remove rebar in the wooded trail area.
- Implement Cougar Park Phase II of clearing out brush and building a trail in the wooded area.

Heron Park

- Update and replace play equipment to meet safety code and regulations.
- Replace the park shelter roof and gutters.
- Repaint the park shelter.
- Evaluate drainage for the soggy grass area behind the tennis courts.

These repairs are in the scope of the Capital Improvement Plan (CIP). The Parks and Recreation Board recommends including the full set of recommendations in the CIP developed in fall 2018 to maintain and improve the quality of the parks for the community members.