

# CITY COUNCIL AGENDA

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



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

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

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

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

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

**Next Ordinance No.** 2019-850

**Next Resolution No.** 2019-579

**April 9, 2019  
City Council Meeting  
6:00 PM**

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

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

## **PRESENTATIONS**

- B. Proclamation: National Volunteer Week  
*(Pam Pruitt, Mayor)*

## **OLD BUSINESS**

- C. Settlement Agreement Between the City of Mill Creek and Comcast Regarding Franchise Fee Audit and Review  
*(Peggy Lauerman, Director of Finance & Administration)*

## **NEW BUSINESS**

- D. City Manager Contract Authority and Procurement Procedures  
(*Bob Stowe, Interim City Manager*)
- E. Public Works Bucket Truck Replacement  
(*Gina Hortillosa, Director of Public Works & Development Services*)

## **STUDY SESSION**

- F. Consultant Contract for Mill Creek Boulevard Land Use and Infrastructure Subarea Plan  
(*Bob Stowe, Interim City Manager*)
- G. Dobson-Remillard-Cook Properties Vision Meeting  
(*Bob Stowe, Interim City Manager*)

## **CONSENT AGENDA**

- H. Approval of Checks #59975 through #60117 and ACH Wire Transfers in the Amount of \$1,858,412.17  
(*Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw*)
- I. Payroll and Benefit ACH Payments in the Amount of \$287,781.64  
(*Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw*)
- J. Payroll and Benefit ACH Payments in the Amount of \$207,787.13  
(*Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw*)
- K. City Council Meeting Minutes of December 11, 2018

## **REPORTS**

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

## **AUDIENCE COMMUNICATION**

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

## **RECESS TO EXECUTIVE SESSION**

*(Confidential Session of the Council)*

- O.
  - To evaluate the qualifications of an applicant for public employment pursuant to RCW 42.30.110(1)(g)
  - Consideration of real estate matters pursuant to RCW 42.30.120(1)(b)(c)

*Action may or may not be taken.*

## **ADJOURNMENT**

# *Proclamation*

**WHEREAS**, the City of Mill Creek seeks to achieve strong community spirit through active civic participation; and

**WHEREAS**, the City has many dedicated volunteers who serve at the City to build a strong community; and

**WHEREAS**, volunteers are motivated by the simple satisfaction of helping their fellow citizens and making their community a better place to live; and

**WHEREAS**, these individuals have become a vital and positive force in our community and have demonstrated a common conviction that the wellbeing of a community is largely dependent on helping others; and

**WHEREAS**, National Volunteer Week was established in 1974 and for the last 45 years has been a time to honor and recognize volunteers.

**NOW THEREFORE**, I, Pam Pruitt, the Mayor of the City of Mill Creek, on behalf of the City Council, do hereby proclaim the week of April 7-13, 2019, as National Volunteer Week in Mill Creek and honor the hard work and selfless dedication of our volunteers who make Mill Creek a better place to live and work.

Signed this 9<sup>th</sup> day of April 2019



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

Attest \_\_\_\_\_  
Gina Pfister, City Clerk

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



Agenda Item # C  
Meeting Date: April 9, 2019

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: SETTLEMENT AGREEMENT BETWEEN THE CITY OF MILL CREEK AND COMCAST REGARDING FRANCHISE FEE AUDIT/REVIEW**

**PROPOSED MOTION:**

Authorize the City Manager to execute the agreement with Comcast Cable Communications, LLC ("Comcast"), in full settlement of all Franchise Fee payment obligations for the period from January 1, 2011 through December 31, 2017 ("Settlement Period").

**KEY FACTS AND INFORMATION SUMMARY:**

As discussed in previous meetings with Council, The Cohen Law Group ("CLG") was engaged by the City of Mill Creek (the "City") to complete a franchise fee review of Comcast, pursuant to Section 3.5 of the Cable Franchise Agreement ("Agreement") between the two parties. The review period corresponds to a six-year period beginning January 1, 2011 and ending December 31, 2017.

After an in-depth review, CLG has found Comcast to be non-compliant with respect to the following areas of inquiry.

Fee-On-Fee Revenues

Pursuant to the audit, CLG discovered that Comcast did not include "franchise fees" in its franchise fee payment calculations in violation of the Agreement. In the definition of "gross revenues" as set forth in Section 1.27 of the Agreement, "franchise fees" are specifically listed as a revenue source that is required to be included in franchise fee calculations.

TV Guide Revenues

CLG also discovered that for the month of November 2014, Comcast omitted TV guide revenues from its franchise fee calculations.

Cost of the Audit

Section 3.5, *Audits*, of the Agreement states, "If the audit shows that Franchise Fee payments have been underpaid by three percent (3%) or more, Grantee shall pay the total cost of the audit, such audit cost not to exceed five thousand dollars (\$5,000) times each year covered by the audit period."



The total underpayment of \$87,297.17, exceeds three percent, and thus Comcast is also responsible for reimbursing the City for the cost of the audit of \$5,310 bringing the total due to the City of \$92,607.17.

Pursuant to the Section 6223 of the Federal Cable Act, *Franchise Fees*, [47 U.S.C. 542], a cable operator is legally able to pass through all franchise fee payments to current subscribers so long as the amount does not exceed 5% of gross revenues.

Contractual language in the Settlement Agreement limits Comcast's right to pass through any underpayments provided that under no circumstances shall Comcast charge more than 6.99% of gross revenues in any one month as a franchise fee.

**CITY MANAGER RECOMMENDATION:**

Authorize the proposed settlement agreement with Comcast for the settlement period.

**ATTACHMENTS:**

- Attachment A: Settlement Agreement between the City of Mill Creek and Comcast regarding franchise fee audit/review.

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager

**SETTLEMENT AGREEMENT BETWEEN THE  
CITY OF MILL CREEK AND COMCAST REGARDING  
FRANCHISE FEE AUDIT/REVIEW**

This Settlement Agreement (“Settlement Agreement”) is dated this \_\_\_\_ day of March, 2019, by and between Comcast Cable Communications, LLC (“Comcast”), and the City of Mill Creek, a Washington municipal corporation (“City”). Comcast and the City may be individually referred to hereafter as a “Party” or jointly as the “Parties.”

***RECITALS***

WHEREAS, Section 3.1 of Mill Creek Ordinance No. 2006-652 permits the City to receive from Comcast a franchise fee in the amount of five percent of Comcast’s gross revenues (“Franchise Fee”);

WHEREAS, the City engaged the firm of Cohen Law Group to conduct a review of Comcast’s Franchise Fee payments for the period from January 1, 2011 through December 31, 2017 (“Audit Period”);

WHEREAS, Comcast received a letter prepared by Cohen Law Group dated May 22, 2018 regarding its audit (“Audit Report”), and Comcast agrees that additional franchise fees are owed to the City for the Audit Period;

WHEREAS, the Parties deem it to be to their mutual benefit to settle their differences for all Franchise Fee payment issues for the period from January 1, 2011 through December 31, 2017 (“Settlement Period”) by this Settlement Agreement, and to resolve all such disputes and specify the terms under which Comcast will pay the City the sum of \$92,607.17 (“Settlement Payment”) in full settlement of all Franchise Fee payment obligations for the Settlement Period.

NOW THEREFORE, in consideration of and exchange for the mutual benefits and undertakings described herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. PAYMENT BY COMCAST

Within thirty (30) days of delivery to Comcast of a counterpart original of this Settlement Agreement executed by the City, Comcast shall deliver to the City Finance Director a check made payable to the City of Mill Creek in the amount of \$92,607.17. Comcast reserves the right to pass through the adjustment to customers for any underpayments which have not already been collected as franchise fees; provided that under no circumstances shall Comcast charge more than 6.99% of gross revenues in any one month as a franchise fee. Such pass through adjustment may begin in May 2019.

2. RELEASE OF ALL CLAIMS AND FINAL SATISFACTION AND RELEASE OF PAYMENT OBLIGATIONS

Upon negotiation of the Settlement Payment check and confirmation by the City

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that the Settlement Payment proceeds have been deposited in the City's bank account, the Parties hereby release and discharge each other from all claims related to Franchise Fee payments for the Settlement Period. Payment by Comcast to the City pursuant to Section 1 and Section 2 hereof shall be deemed full and final satisfaction and release of Comcast's Franchise Fee payment obligations for the Settlement Period.

3. NO WAIVER OR CONCESSION OF THE METHOD OF CALCULATION OF GROSS REVENUES

The Parties mutually agree that this Settlement Agreement controls only the Settlement Period and is neither precedent nor waiver by either Party of any claim, methodology or interpretation of the Franchisee's gross revenues for any future audit of periods not within the Settlement Period.

4. GENERAL PROVISIONS

(a) Each Party covenants and agrees that it will not make, assert or maintain any claim, demand, action or cause of action that is discharged by this Settlement Agreement against the other Party; provided, however, that either Party may bring an action against the other Party to enforce this Settlement Agreement.

(b) Each Party represents that it has not conveyed or assigned any claims released by this Settlement Agreement to any third parties. Each Party represents and warrants that it has the power and authority to enter into this Settlement Agreement. Any breach of this Settlement Agreement shall be subject to all remedies available to the Parties at law or in equity. In addition, any breach of this Settlement Agreement shall be deemed a breach of the Franchise Agreement, and shall be subject to all of the remedies available under the Franchise Agreement.

(c) The Settlement Agreement sets forth the entire agreement of the Parties with respect to its subject matter, there being no other promise or inducement to or for the execution of this Settlement Agreement other than the consideration cited above. There are no contingencies, conditions precedent, representations, warranties, or other agreement, oral or otherwise, regarding settlement between the Parties not stated herein.

(d) The Parties acknowledge that this Settlement Agreement is the product of negotiations between the Parties and does not constitute, and shall not be construed as, an admission of liability on the part of any Party.

(e) This Settlement Agreement shall inure to the benefit of, and shall be binding on, the Parties' respective successors and assigns. There are no third party beneficiaries of this Settlement Agreement.

(f) This Settlement Agreement may not be modified or amended, nor any of its terms waived, except by an amendment signed by duly authorized representatives of the Parties.

(g) This Settlement Agreement shall be construed and enforced in accordance with the laws of the State of Washington without regard to conflicts of law principles. All

actions or suits brought hereunder or arising out of this Settlement Agreement shall be brought in the appropriate State or Federal courts in Washington, and in no other courts.

(h) This Settlement Agreement shall be effective upon the last date it is executed on behalf of Comcast and the City. The last Party to sign this Settlement Agreement shall promptly transmit a color pdf or hard copy of this Settlement Agreement to the other Party.

(i) All time frames expressed in terms of days shall mean calendar days, and if the time allowed for action required hereunder shall expire on a Saturday, Sunday, or holiday as defined, and if the time allowed for action required hereunder shall expire on a Saturday, Sunday, or holiday as defined by the laws of the State of Washington, then the expiration shall automatically be the next calendar day that is not a Saturday, Sunday, or holiday. All time frames are agreed to be of the essence.

IN WITNESS WHEREOF, the Parties have caused this Settlement Agreement to be executed by duly authorized representatives of each Party on the dates written below.

**CITY OF MILL CREEK, Washington**

By: \_\_\_\_\_  
Robert S. Stowe, Interim City Manager                      Date

ATTEST:

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

APPROVED AS TO FORM

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

**COMCAST CABLE COMMUNICATIONS, LLC**

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

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



Agenda Item # D  
Meeting Date: April 9, 2019

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

**AGENDA ITEM: ORDINANCE AMENDING MILL CREEK MUNICIPAL CODE TO  
MODIFY CONTRACT SIGNING AUTHORITY OF THE CITY  
MANAGER**

**PROPOSED MOTION:**

Adopt Ordinance 2019-\_\_\_\_\_ amending the Mill Creek Municipal Code Section (MCMC) 2.08.140 to modify contract signing authority of the City Manager.

**KEY FACTS AND INFORMATION SUMMARY:**

Mill Creek Municipal Code (MCMC) Section 2.08.140 authorizes the City Manager to execute contracts up to \$50,000 provided such contract is supported by the City's budget. In drafting a new Procurement Procedures Manual based on the City Council's Policy for Procurement of Goods and Services 300-02 February 5, 2019, a conflict between MCMC 2.08.140 and the City's current procedure for public works contract change orders was discovered whereby change orders can be executed by the City Manager up to \$50,000 or 10 percent, whichever is greater, creating a conflict whenever a change order is issued (or the cumulative amount of multiple change orders) when the original public works contract is more than \$500,000.

In order to resolve this conflict, provide for clear policy direction, and provide for the appropriate level of authority for the City Manager and the City Council, the following is proposed:

- 1) Increase the City Manager's contract authority from \$50,000 to \$100,000, provided such contract amount is supported by the City budget. This requires the City Council to adopt the proposed ordinance modifying MCMC 2.08.140 and;
- 2) Modify the City's current procedure for authorizing the City Manager to issue public works change orders up to a maximum of \$100,000 (including cumulative change orders). To support this change, the City Manager will issue the new Procurement Procedures Manual, (attached for reference) supporting City Council Policy 300-02 and authorizing the revised change order threshold that is consistent with the proposed revision to MCMC 2.08.140 (see page 5 of the draft Procurement Procedures Manual).

**CITY MANAGER RECOMMENDATION:**

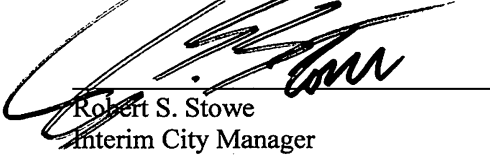
Adopt the attached ordinance amending the MCMC 2.08.140 related to the contract signing authority for the City Manager.

City Council Agenda Summary  
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**ATTACHMENTS:**

- Proposed Ordinance Adopting Amendment to the MCMC 2.08.140
- City Policy 300-02 - Procurement of Goods and Services
- Draft Procurement Procedures Manual

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager

**ORDINANCE NO. 2019-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,  
AMENDING MILL CREEK MUNICIPAL CODE SECTION 2.08.140 TO  
MODIFY THE CONTRACT SIGNING AUTHORITY OF THE CITY  
MANAGER**

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WHEREAS, pursuant to RCW 35A.11.020 and 35A.33.075, the City Council is responsible for adoption of the City's budget;

WHEREAS, pursuant to RCW 35A.13.080, the City Manager has authority over the administrative matters of the City;

WHEREAS, pursuant to RCW 35A.13.080(8), the City Manager has specific responsibility for the administration of the budget following adoption by the City Council, including the authority to make intra-fund transfers;

WHEREAS, the City Manager therefore has the statutory authority to enter into contracts for the City and the discretion to provide the City Council with a review of proposed contracts;

WHEREAS, the City Council had determined that it is practical and efficient for the City Manager to have clear authority to execute contracts which are consistent with the City's approved budget;

WHEREAS, the City Council desires to modify the City Manager's authority to execute contracts as provided in MCMC 2.08.140;

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

**Section 1.** MCMC Section 2.08.140, entitled City Manager Authority to Execute Contracts, is amended as follows:



2.08.140      CITY MANAGER – AUTHORITY TO EXECUTE CONTRACTS

The city manager is authorized to execute contracts on behalf of the city without review by the city council so long as the contract is consistent with the approved annual budget for the city and the contract sum does not exceed the lesser of the applicable fund balances or \$100,000, or is otherwise authorized by City Council approved ordinances, resolutions or policies.

**Section 2.**      If any section, sentence, or clause of this Ordinance is ruled invalid by a court of competent jurisdiction, the remaining portion of this Ordinance shall remain valid and be in full force and effect.

**Section 3.**      This Ordinance shall be effective five days following the publication of the attached summary, which is hereby approved.

**Section 4.**      The City Clerk and/or other entity responsible for codification of this Ordinance are authorized to make necessary corrections to this Ordinance including correction of scrivener's/clerical errors, references, Ordinance numbering, section/subsection numbering and any references thereto.

Adopted this \_\_\_\_\_ day of April, 2019, by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining.

APPROVED:

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

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

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

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

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

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

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

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



Subject PROCUREMENT OF GOODS AND SERVICES	Index: Finance and Administration Number: 300-02
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Effective Date: Feb. 5, 2019	Supersedes: CCP 96-002 November 22, 2011	Staff Contact: Peggy Lauerman	Clerk ID Number:	Approved By and Date: <i>[Signature]</i> 2-6-19
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**1.0 PURPOSE:**

The purpose of this policy is to establish the procedures for procurement of goods and services.

**2.0 ORGANIZATIONS AFFECTED:**

All City departments/divisions.

**3.0 REFERENCE:**

- [MCMC Chapter 3.02](#): General Financial Administration

**4.0 POLICY**

It is the policy of the City of Mill Creek ("City") to:

- 4.1 Use consistent procedures for all departments to procure goods and services for City operations to facilitate the most efficient and cost-effective manner of procurement
- 4.2 Procurement shall be made on an impartial basis avoiding any conflict of interest.
- 4.3 All procurement of goods and services shall provide the City with the best quality for the best value.
- 4.4 All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the City's budget. Any purchase made that is not within budgetary limits shall be pre-approved through a budget amendment process.
- 4.5 All purchases made by the City shall be ultimately approved by the City Council through the voucher approval process.

- 4.6 The Finance Department shall oversee the procurement procedures of the City. This oversight responsibility includes monitoring procedures that ensure the fiscal responsibility of the City in expending revenues as it relates to the procurement of goods and services for City operations.
- 4.7 The procurement procedures of the City shall be based on guidelines provided by the Revised Code of Washington, adopted resolutions and ordinances of the Mill Creek City Council, the State Auditor's Office, and Municipal Research Services Center.

**5.0 DEFINITIONS:**

- 5.1 **City:** The City of Mill Creek, including any office, department, division, board, committee or other entity therein.
- 5.2 **City Council:** The elected body of the City of Mill Creek.
- 5.3 **City Manager:** The City's chief executive officer.
- 5.4 **Competitive Bid:** A public request for proposals or responsive bids issued by the City with the intent that vendors submit their best proposal and compete to provide goods or services.
- 5.5 **Finance and Administration Department:** The City department responsible for the City's revenue and expenses and overseeing the budget and cash management.
- 5.6 **Procurement:** The act of obtaining or buying goods and services.
- 5.7 **Quotation:** A price proposal or estimate submitted by a supplier or vendor for goods or services requested by the City.
- 5.8 **Vendor:** A person or company providing goods or services.

**6.0 PROCUREMENT APPROVAL LEVELS & ADMINISTRATION:**

- 6.1. The procurement of City goods and services, other than Public Works projects or purchases, and other than the procurement of professional architectural or engineering services, will be governed by the following:
  - 6.1.1 Purchases less than \$10,000 may occur by direct negotiations although every effort should be made to receive the best possible price.
  - 6.1.2 Purchases greater than \$10,000 but less than \$50,000 require a minimum of three (3) price quotations by telephone or in writing. In the event there is only a single vendor that can provide the needed goods or services for purchase in this category, then purchases in this category require pre-approval of the City Manager or designee.

- 6.1.3 Purchases greater than \$50,000 but less than \$200,000 require competitive bids from an adequate number of sources to ensure competition. Bids do not need to be sealed, but shall be in writing.**
- 6.1.4 Purchases greater than \$200,000 require competitive sealed bids and must be advertised in the City's official newspaper and on the City website.**
- 6.1.5 The City encourages the use of vendors with business locations within Mill Creek and will endeavor to contact appropriate Mill Creek vendor(s) when seeking price quotations for the procurement of goods or services.**
- 6.2 The Revised Code of Washington governs procurement of all goods and services related to public works projects or purchases and the procurement of professional architectural or engineering services.**
- 6.3 The City Manager or designee is authorized to develop and maintain an administrative procedures manual to implement this policy.**



DRAFT

# Procurement Procedures Manual

City of Mill Creek  
15728 Main Street  
Mill Creek, WA 98012  
City Hall South: 425.745.1891  
Police Department: 425.745.6175  
City Hall North: 425.551.7254  
[www.cityofmillcreek.com](http://www.cityofmillcreek.com)

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<b>Contract Approval Levels</b>		3.0
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**1.0 GENERAL**

**1.1 Purpose**

This document is intended to direct the purchase of goods and services at a reasonable cost in accordance with City Council Policy CCP300-002. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The purchasing function's integrity, efficiency, and effectiveness are critical elements of sound government.

**1.2 Objectives**

The objectives of the City's purchasing program are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among suppliers and contractors;
- To promote effective relationships and clear communication between the City and its suppliers and contractors;
- To comply with the comprehensive State procurement statutes which govern expenditures of public funds;
- To promote use of recycled materials and products, and dispose of surplus and scrap materials with regards to cost savings and the environment.

**1.3 Scope**

These procedures apply to purchases of:

- Supplies, materials, and equipment
- Professional services (including architectural and engineering design)
- Non-professional services
- Computer and telecommunication equipment, software, and services
- Public works projects

The procedures do not apply to the acquisition, sale, or lease of real property.

If grant funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's procedures.

**1.4 Controlling Laws**

All purchases shall comply with appropriate and relevant Federal, State, and City laws and policies.

**Federal Grant Requirements**

When federal grant requirements are used to pay for all or a portion of goods or services, federal Uniform Guidance regulations require that the City ensure compliance with all applicable requirements - included but not limited to:

- State laws and city policies related to procurement. Federal procurement requirements apply if there is no corresponding state or city regulation covering bid requirements.
- Suspension and Debarment (Federal Excluded Parties): The federal database at [www.sam.gov](http://www.sam.gov) must be checked to ensure that a potential vendor is not ineligible to participate in federal contracts. A screen print of the database search should be made to document that this requirement has been met.
- Davis-Bacon Act (prevailing wage) requirements.

For purchases of any dollar amount, the most restrictive of federal, state, or city policy requirements must be met. The City Attorney's Office shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

#### **1.5 Recordkeeping Requirements**

Departments must maintain records sufficient to detail the history of procurement. These records will include (but are not necessarily limited to) the following:

- Rationale for the method of procurement
- Selection of contract type
- Contractor selection or rejection
- Basis for the contract price

All quote/bid documents must be retained as indicated in the State of Washington Retention Schedule, and be available for public inspection.

### **2.0 DETERMINING TOTAL PURCHASE COST**

#### **2.1 Use Anticipated Cost**

The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, and other related purchasing requirements apply.

#### **2.2 No "Bid Splitting"**

Requirements shall not be divided to come up with a lower total cost to avoid contract approval levels or competition requirements. If one item being purchased requires another item to "make a whole", the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which approval level and cost threshold apply, unless the two items are not available from a single supplier.

Example: Replacement carpeting is being purchased for a conference room. The cost of the carpet **and** the pad (and installation, if applicable) would be considered together to compute the cost of the replacement.

**2.3 Costs to Include**

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in.

**2.4 Include Total Quantity Needed**

Requirements for the total quantity of an item (when they can reasonably be projected) should be considered when determining which cost threshold and related purchasing requirements apply.

**2.5 Multiphase Programs**

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

**3.0 CONTRACT APPROVAL LEVELS**

These approval levels are designed for contracts whose costs are covered by budget appropriations previously approved by the City Council. Contracts requiring additional appropriations must be approved by the Council.

**3.1 Supplies, Equipment, Non-Professional Services, and Computer/Telecommunication Equipment/Software/Services**

(See section 5.0 for information on what constitutes a public work.)

(See section 6.0 for information on what constitutes a professional service.)

**3.1.1 Less Than \$30,000**

Contracts in this price range are to be approved by the Department Director.

**3.1.2 Between \$30,000 and \$100,000**

Contracts in this price range are to be approved by the City Manager.

**3.1.3 More than \$100,000**

Contracts in this price range are to be approved by the City Council.

**3.2 Legal Services**

**3.2.1 Less Than \$100,000**

Contracts in this price range are to be approved by the City Manager

**3.2.3 More than \$100,000**

Contracts in this price range are to be approved by the City Council

**4.0 COMPETITION REQUIREMENTS:  
SUPPLIES, EQUIPMENT, NON-PROFESSIONAL SERVICES,  
COMPUTER OR TELECOMMUNICATIONS SOFTWARE/EQUIP/SERVICES**

The following cost thresholds apply for seeking competition for purchases of supplies, equipment, non-professional services, and computer or telecommunications software, equipment, and services.

They do not apply to the purchase of:  
Services that are considered to constitute a public work project - see section 5.0 on public work projects.

Professional services (including architectural or engineering services) - see section 6.0 on professional services and section 7.0 on architectural and engineering services.

Refer to section 9.0 in situations involving sole source or emergency purchases.

- 4.1 Less Than \$10,000 - Direct Negotiation**  
Purchases less than \$10,000 may occur by direct negotiations although commercially reasonable efforts should be made to receive the best possible price.
- 4.2 Between \$10,000, and \$50,000 - 3 Quotes Needed**  
Purchases greater than \$10,000 but less than \$50,000 require a minimum of three (3) price quotations by telephone or in writing. In the event there is only a single vendor (sole source) that can provide the needed goods or services for purchase in this category, then purchases in this category require pre-approval of the City Manager or designee. If three quotes cannot be obtained and single vendor condition does not exist (see section 9.0), a request for bids must be advertised as outlined in section 4.4.
- 4.3 More than \$50,000 but Less than \$200,000 - Competitive Bids**  
Purchases greater than \$50,000 but less than \$200,000 require competitive bids from an adequate number of sources to ensure competition. Bids do not need to be sealed, but shall be in writing. See section 8.0 on competitive bidding for a detailed description of the procedures to be followed.
- 4.4 \$200,000 or More - Advertised Competitive Bids**  
Purchases greater than \$200,000 require competitive sealed bids and must be advertised in the City's official newspaper and on the City website. See section 8.0 on competitive bidding for a detailed description of the procedures to be followed.
- 4.5 Competitive Negotiation - Computer or Telecommunications Equipment, Software, and Services**  
RCW 39.04.270 allows cities to acquire "electronic data processing or telecommunication equipment, software, or services" through competitive negotiation rather than through competitive bidding.

A competitive negotiation process, as outlined in RCW 39.04.270, may be used in lieu of procedures outlined in sections 4.1 - 4.4.

**4.6 Auctions**

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price.

**4.7 Purchasing Surplus Property from Other Governmental Agencies**

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

**4.8 Contracting For Services with Other Governmental Agencies**

RCW 39.34.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself.

**5.0 PUBLIC WORKS PROJECTS**

As defined in RCW 39.04.010, public works include (but are not limited to) all work, construction, alteration, repair, or improvement (other than ordinary maintenance, engineering analysis, and design and other professional services) executed at the City's cost, or which is by law a lien or charge on any property therein.

**5.1 Defining Project Cost**

RCW 35.22.620 defines the cost of a public works project as "the costs of materials, supplies, equipment, and labor on the construction of that project."

**5.2 Competition Requirements - Public Works (NOT Using Small Works Roster)**

**5.2.1 Less than \$10,000: Direct Negotiation**

Public works in this price range may be contracted through direct negotiation. Competition is not required, though departments should still make every effort to receive the best price possible.

**5.2.2 \$10,000 or More: Competitive Bidding**

Public works projects of \$10,000 or more shall be awarded by competitive bidding if the small works roster is not used. City employees may perform public works projects in accordance with the limitations outlined in section 5.5.

**5.3 Small Works Roster**

RCW 39.04.155 authorizes cities to use a small works roster to award public works contracts of less than \$300,000.

Using a small works roster provides a streamlined method for soliciting competitive bids for public works projects costing less than \$300,000.

A small works roster consists of all responsible contractors who have requested to be listed, and that (where required by law) are properly licensed or registered to perform such work in Washington.

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

**5.4 Competition Requirements - Public Works (Using Small Works Roster)**

All contracts are to be awarded to the lowest responsible bidder. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible.

**5.4.1 Less Than \$10,000:** Public works in this price range may be contracted through direct negotiation, although commercially reasonable efforts should be made to receive the best possible price.

**5.4.2 \$10,000 or More, But Less Than \$35,000:** Solicit quotes from at least three contractors on the roster.

**5.4.3 \$35,000 or More, But Less Than \$150,000:** Solicit quotes from at least five contractors on the roster, in a manner that will equitably distribute opportunities among contractors on the roster.

“Equitably distribute” means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

**5.4.4 \$150,000 or More, But Less Than \$300,000:** Solicit quotes from at least five contractors on the roster, and notify the remaining contractors on the roster that quotes on the work are being sought. This notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by fax or other electronic means.

**5.5 Public Works Performed By City Employees**

RCW 35.23.352 allows City employees to perform public works projects, but the amount they are allowed to perform is limited:

- City employees are not permitted to perform projects exceeding \$40,000 (single craft/trade) or \$65,000 (multiple crafts/trades).
- The City must provide a report to the State Auditor of the costs of all public works in excess of \$5,000 that are not let by contract.

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

For any public works project using city workers that costs more than \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen days before beginning the work.

**5.6 Prevailing Wages**

The City is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work.

RCW 39.04.350 requires that every bidder on a public works project must submit, as part of their bid package, a sworn statement that they have not willfully violated wage payment laws within the past three years in order to be considered a responsible bidder.

**5.7 Performance and Payment Bonds**

RCW 39.08.010 mandates that the City require a performance bond for every public works contract. This ensures that the job will be completed and that all workers, suppliers, and subcontractors will be paid.

The bond shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract.

For contracts of \$150,000 or less, the City is allowed (at the option of the contractor) to forego requiring a performance bond. Instead, the City may retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under RCW 60.28 (whichever is later). The intent of this exception is to assist small contractors who may have difficulty securing a bond.

RCW 39.08.015 subjects the City to claims of "laborers, materialmen, subcontractors, and mechanics" if the required performance bond is not obtained.

**5.8 Public Works Contracts over \$1 Million**

RCW 39.30.060 specifies that in order for their bid to be considered responsive, every bidder for a public works contract of over \$1 million must submit (either with their bid or within one hour of the bid submittal time) the names of all subcontractors that will be used for heating, ventilation and air conditioning, plumbing, and electrical work.

**5.9 Change Orders**

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost in excess of previously approved budget appropriations.



The City Council must approve any change order that increases a project's cost beyond previously approved budget appropriations.

Contract total remains below \$100,000 - Change orders are to be approved by the City Manager.

## **6.0 PROFESSIONAL SERVICES**

Professional services are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

They include, but are not limited to:

- Architectural, engineering, or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing

### **6.1 Competitive Process**

A competitive process is not required for professional services, other than professional architectural or engineering services for the design of City improvements (see section 7.0 for procedures to be followed when obtaining these services). The contract approval levels outlined in section 3.0 still apply.

### **6.2 Contract Amendments**

The City Manager may execute an amendment to a professional services agreement without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project. Such an extension can be for up to six months.
- Provides for a cost increase that does not exceed \$100,000, and is supported by the City's budget.
- Is solely for "On-Call" services to ensure compliance with City Codes and Regulations by development applications and studies associated with development applications, when the cost of the work performed is recovered from applicant reimbursements or application fees.

## **7.0 ARCHITECTURAL, ENGINEERING, AND DESIGN SERVICES**

RCW 39.80 outlines the requirements for obtaining professional architectural or engineering services. The requirements outlined in RCW 39.80 as stated in these guidelines, or as may be amended by the State Legislature, must be carefully followed.

**7.1 Advertisement**

Professional engineering or architectural services requirements shall be published in the City's official newspaper, and in any other media reasonably likely to attract sufficient numbers of potential service providers.

The announcement shall state concisely the general scope and nature of the project or work for which the services are required, and the contact information for a City representative who can provide further details.

Announcements shall occur either by:

- Advertising an announcement for a specific project on each occasion when professional engineering or architectural services are required.
- Advertising a general announcement for the City's projected requirements for any category or type of engineering or architectural services.

The City shall encourage architectural and engineering firms to submit a statement of qualifications and performance data annually. When services are needed, the City shall evaluate current statements of qualifications and performance data on file along with those submitted by other firms regarding a proposed project.

RCW 39.80.040 states that this process "shall include a plan to ensure that minority, women-owned, and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services", and that the level of participation by such firms "shall be consistent with their general availability within the professional communities involved."

**7.2 Contract Negotiations**

Discussions will be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Using criteria established by the City for the project, category, or type of services needed, a professional services contractor will be selected that is deemed to be the most highly qualified to provide the services required for the proposed project.

The City will negotiate a contract with the most qualified firm at a price that the City determines is fair and reasonable. In making its determination, the City will take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided.

If the City is unable to negotiate a satisfactory contract with the firm selected at a price that is determined fair and reasonable, negotiations with that firm will be formally terminated. Another firm will then be selected and the process continued until an agreement is reached or the process terminated.

Contracts for these services will be approved in accordance with the contract approval levels outlined in section 3.0.

## **8.0 COMPETITIVE BIDDING PROCEDURES**

### **8.1 Public Notice**

While state law does not contain any detailed requirements for public notice, good business practice calls for using a notification process that will reach the most contractors and allow enough time for responsive bids to be prepared.

Advertisements for bids should include the following items:

- Title of the project
- Nature and scope of the work
- Where contract documents (plans, specifications) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a bid bond must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

### **8.2 Bid Specifications**

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a "brand name or equal" description may be used. The responsibility of demonstrating to the City's satisfaction that a product is "equal" to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. **The City has no obligation to accept proposed substitutions.**

Acceptance of a substitute product proposed as an "equal" to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

### **8.3 Award**

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible.

When a trade-in option exists and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

If the City determines a bidder to be not responsible, it must provide (in writing) the reasons for the determination. A bidder can appeal the determination within the time periods specified in section 12.0 of this document by presenting additional information to the City. The City must consider the additional information before issuing its final determination.

If the final determination affirms that the bidder is not responsible, the City may not execute a contract with any other bidder until two business days after the bidder determined to be not responsible has received the final determination.

**8.4 Cancellation**

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part.

**8.5 Submittal of Bids**

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be date and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the City may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by telephone inquiry.

Original specifications and the original bid responses will be retained for review and audit as required.

**8.6 Bid Security**

Bid security shall be required for all competitive bidding for public works contracts, and shall be included in the bid package. Security shall be in the form of a bond with a value of at least 5% of the amount of the bid, provided by a surety company that is authorized to do business in Washington State, or the equivalent in cash or certified check.

Bid security shall be required on bids for materials, supplies, and equipment only if it is determined to be necessary.

When the invitation for bids requires submittal of bid security, noncompliance will result in rejection of the bid.

If a bidder is permitted to withdraw a bid before award, its bid security shall be returned.

**8.7 Non-Collusion Affidavit**

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

**8.8 Insurance**

Contracts for public works and professional services shall contain requirements for contractor-provided insurance, as deemed necessary by the City Attorney.

**9.0 EMERGENCY OR SOLE SOURCE PURCHASES**

Situations may occur when competition among multiple vendors is not practical.

These situations, as outlined in RCW 39.04.280, include:

- There is clearly and legitimately only one source capable of supplying the good or service in a timely fashion.
- There are special circumstances or market conditions that result in only one appropriate source. (This includes parts and services for equipment, and technical support for computer software or hardware, that the City is already using. Other costs associated with a potential purchase, such as the need for additional staff training, may also be considered.)
- Purchases of insurance or bonds.
- In the event of an emergency.

Purchases may be made from a sole source vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

In non-emergency situations, RCW 39.04.280 states that the contract and the basis for the exception from competitive procurement shall be recorded and open to public inspection immediately after the purchase.

If an emergency exists, the City Council or the person(s) designated by the Council to act in the event of an emergency may:

- Declare that an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency situation (including, but not limited to, contracts for architectural and engineering services).

In the event that the City's Emergency Communications Center (ECC) is activated, ECC Section Chiefs have the signatory authority to approve purchases/contracts of less than \$50,000 during the time in which the ECC is activated. For requests \$50,000 or more, approval from the City Manager must be obtained.

In emergency situations, RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract.

## **10.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS**

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an "interlocal agreement").

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable within the City's purchasing policy.

The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state's web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from Mill Creek's contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Mill Creek.

The City Council shall approve all Intergovernmental Cooperative Purchasing Agreements. The City Attorney shall approve all such agreements as to form.

## **11.0 VENDOR RELATIONS**

### **11.1 Code of Ethics**

Employees will follow applicable policies and procedures in this subject area.

### **11.2 Quote or Bid Revisions**

If a supplier is permitted to submit a revised quote or bid, other competitors will be given the same opportunity. Bidders are expected to offer their best bid first, and offering an opportunity to re-quote should be done only when absolutely necessary.

**11.3 Samples**

When vendors offer samples for evaluation, they will be accepted only under the following conditions:

- The sample is accepted as property of the City.
- The product is of a type presently in use by the City, or is of potential use. Samples of goods not likely to be purchased are not to be accepted.
- The quantity or size of the sample is relatively small and of minimal value.
- Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA product safety data sheet or material safety data sheet (MSDS).
- If vendor samples are accepted, they must be sent to the appropriate location or department for testing.
- Samples that are requested for evaluation must be purchased.

**11.4 Minority and Women-Owned Businesses**

The City shall neither discriminate against, nor give preferential treatment to, minority and women-owned businesses.

**11.5 Local Business Participation**

The City will take affirmative steps (to the extent permitted by all applicable laws and regulations) to ensure that businesses located within the Mill Creek city limits are encouraged to participate in the City's procurement process.

**12.0 VENDOR APPEALS**

Vendors may appeal or protest a proposal solicitation or award of contract issued by the City of Mill Creek, provided that the vendor strictly follows the procedures described below.

Prior to the deadline for submitting bids or proposals, vendors may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, vendors may appeal or protest the award or pending award to the apparent low bidder, or the selection of the most advantageous proposal.

**12.1 Procedures for Initial Appeal or Protest**

The appeal or protest must:

- Be submitted in writing;
- Explicitly identify itself as an appeal or protest;
- Explicitly identify the bid/project/request for which the appeal or protest is made;
- Explicitly state all reasons and bases in law and fact supporting the appeal or protest (including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects);
- Include any and all supporting documents; and
- Be filed with the City Clerk within the following deadlines:



- ♦ For appeals or protests involving specifications, terms, conditions, or requirements - no later than 7 business days prior to the bid deadline.
- ♦ For appeals or protests involving an award or pending award - no later than 5 business days after the award is made.

**12.2 Consideration of Initial Appeal or Protest**

A vendor's initial appeal or protest will be reviewed by the City Manager, the City Attorney, the Director of the procuring department, and the Finance Director, or their designees.

The initial appeal or protest will be decided based upon the written materials, supporting documents, and other information obtained by those reviewing the appeal or protest. A meeting or conference with the appellant or protestor will occur only if the City Manager, at his or her sole discretion, determines that a meeting or conference with the appellant or protestor would materially assist the City in making its decision.

Only those issues identified by the appellant or protestor in the initial written appeal or protest filed with the City Clerk will be considered. The City Attorney or designee will issue a written decision no later than 10 business days after the filing of the initial appeal or protest with the City Clerk.

**12.3 Appeals from Denial of Initial Appeal or Protest**

A vendor may only appeal the City's decision by following the procedures described in this section. The appeal will be decided by the City Council.

The appellant or protestor must file the appeal or protest in writing with the City Clerk no later than 7 business days after the date of the City's written decision. The appeal must state the basis in law or fact for the appeal, include a copy of the initial appeal or protest and the decision from which the appellant or protestor appeals, and state whether the appellant requests time to appear before the Council to present the appeal.

Council will not consider any issues that were not raised in the initial appeal or protest. At its sole discretion, Council may decide to allow the appellant to make any presentation other than the written submission if the Council finds that such a presentation would materially aid its decision.

Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council.

The Council's decision shall be final and binding.

**13.0 SALE OR DISPOSAL OF CITY PROPERTY**

- **See Mill Creek Municipal Code - Chapter 3.44**

**14.0 COMPLIANCE WITH POLICY & PROCEDURES**

**14.1 General Requirements**

A violation of any of the provisions of this procedure or policy 300-002 may result in discipline to the individual involved where, in the opinion of the City Manager (in the case of employees) or the City Council (in the case of the City Manager) ), such discipline is necessary in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states:

In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution, or other enactment requiring competitive bidding upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be held liable, jointly and severally, with any other such municipal officer for all consequential damages to the municipal corporation.

If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit their office. For purposes of this section "municipal officer" shall mean an "officer" or "municipal officer" as those terms are defined in RCW 42.23.020 (2). [Emphasis added.]

**14.2 Special Requirements - Federal Grant Awards**

No employee or elected official of the City can participate in the selection, award, or administration of a contract supported by a Federal grant award if he/she has a real or apparent conflict of interest.

Such a conflict of interest would arise when the following individuals have a financial or other interest in, or a tangible personal benefit from a firm considered for a contract.

- The employee or elected official: Any member of his/her immediate family;
- His/her partner;
- An organization which employs or is about to employ any of the parties indicated herein.

**15.0 CREDIT CARDS**

In accordance with RCW 43.09.2855, local governments are authorized to use credit cards or procurement cards for official government purchases and acquisitions.

It will be the responsibility of each department director to manage credit cards or procurement cards for employees that require them for City operations. Refer to the City of Mill Creek Business Expense Policy 300-01 for details regarding credit card usage when traveling. Any employee using a City credit card or procurement card to make City purchases shall submit receipts for said purposes.

Credit card purchases for supplies, materials, and equipment may not be made in excess of \$2,000 in Public Works Department and \$1,000 in all other departments unless prior approval is granted by the Department Director and Finance Director.

The Finance Department will serve as the custodian of the City's credit cards for employees within the City Manager's office.

Credit cards or purchasing cards may not be used to purchase alcoholic beverages, or for cash advances, personal charges, or unauthorized purchases.

**16.0 PURCHASING MATRIX**

<b>Purchases</b>		
Purchases for Materials, Supplies & Equipment Including Installation	Less than \$30,000	Department Head, as long as there is budget capacity
	\$30,000 to less than \$100,000	City Manager, as long as there is budget capacity
	\$100,000 and above	City Council Approval
Purchases of Professional Services	Less than \$30,000	Department Head, as long as there is budget capacity
	\$30,000 to less than \$100,000	City Manager, as long as there is budget capacity
	\$100,000 and above	City Council Approval
Purchases of Architectural and Engineering	Less than \$30,000	Department Head, as long as there is budget capacity
	\$30,000 to less than \$100,000	City Manager, as long as there is budget capacity
	\$100,000 and above	City Council Approval
Purchases of General Services	Less than \$30,000	Department Head, as long as there is budget capacity
	\$30,000 to less than \$100,000	City Manager, as long as there is budget capacity
	\$100,000 and above	City Council Approval

<b>Public Works</b>		
State Contracts	Less than \$30,000	Department Head as long as there is budget capacity
	\$30,000 to less than \$100,000	City Manager, as long as there is budget capacity
	\$100,000 and above	City Council Approval
Public Works - Limited Public Work Process	\$100,000 or less	City Manager, as long as there is budget capacity
	\$100,000 and above	City Council Approval
	\$40,000 or less - Single Craft	City Manager, as long as there is budget capacity
	\$65,000 or less - More than one Craft	City Manager, as long as there is budget capacity
Public Works - Small Works Roster	\$65,000 or less - More than one Craft	City Manager, as long as there is budget capacity
	Up to \$300,000 - Multiple Crafts	City Manager, up to \$100,000, as long as there is budget capacity, otherwise, City Council Approval
Public Works: Formal Bid Process	Over \$300,000	City Council Approval
<b>Amendments and Change Orders</b>		
Contract Amendments	Up to \$30,000 in total	Department Head
	Up to \$100,000 in total	City Manager, as long as there is budget capacity
	Over \$100,000 in total	City Council Approval
Contract Change Orders	Up to \$30,000 in total	Department Head
	Up to \$100,000 in total	City Manager, as long as there is budget capacity
	Over \$100,000 in total	City Council Approval

**COMPETITIVE BIDS:**

- See section 8.0 for procedural requirements.

## **17.0 GLOSSARY**

### **Appropriation**

City Council authorization to expend funds for a specific purpose.

### **Bid**

The executed document submitted by a bidder in response to a notice inviting bids (NIB), a proposal, or a request for quotations.

### **Bid Bond**

A bond or deposit submitted with a bid, for a sum not less than 5% of the bid amount (including sales tax). Designed to help ensure that a bid has been made in good faith and that the bidder will enter into a contract if a bid is accepted.

### **Bidder**

A person or legal entity who submits a bid in response to a solicitation.

### **Change Order**

Written modification or addition to a purchase order or contract authorized by the appropriate authority.

### **Competitive Bidding**

The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

### **Contract**

A verbal or written, legally binding mutual promise between two parties.

### **Designee**

A duly authorized and appointed representative of an employee that holds a superior position to the person appointed to represent him or her.

### **Emergency**

Unforeseen circumstances beyond the City's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken.

### **Lowest (Responsive and) Responsible Bidder**

The bidder submitting the lowest price that is also capable of performing the proposed contract. See also "responsive bidder" and "responsible bidder."

### **Ordinary Maintenance**

Work not performed by contract and that is performed on a regular basis (daily, weekly, monthly - but not less than once per year) to service, check or replace items that are not broken. Also defined as work not performed by contract that is not regularly scheduled, but is required to maintain an asset so that repair does not become necessary.

**Prevailing Wages**

The hourly wages, usual benefits, and overtime paid in the largest city in each county to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Washington State Department of Labor and Industries for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

**Professional Services**

Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement. Examples include, but are not limited to:

- Architectural, engineering, or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing

**Quotation**

A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding. For professional service contracts, quotes would typically include the qualifications of the provider and may or may not include pricing information depending upon the situation.

**Request for Proposal (RFP)**

All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

**Request for Quotation/Qualification (RFQ)**

A document generally used for obtaining a summary of qualifications from prospective providers of professional services.

**Responsible Bidder**

A person or legal entity who has the capability in all respects to perform in full the contract requirements, and the integrity and reliability which will assure good faith performance.

**Responsive Bidder**

A person or legal entity who has submitted a bid conforming in all material respects to the terms and conditions, specifications and other requirements in a request for bids.

**Scrap**

Any equipment or material which cannot serve its original purpose.

**Sealed Bid**

A bid which has been submitted in a sealed envelope to prevent its contents from being revealed before the deadline for the submission of all bids.

**Sole Source**

An award for a purchase to the only reasonably known capable supplier due to the unique nature of the requirement, the supplier, or market conditions.

**Specifications**

A description of what the purchaser seeks to buy or accomplish - and consequently what a bidder must be responsive to in order to be considered for award of a contract. May be a description of the physical or functional characteristics, or the nature of a supply or service. May also include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery.

**Surplus property**

Any tangible, personal property owned by the City that is no longer needed or usable, presently or in the foreseeable future.

**\*\*Print this form and submit to Human Resources\*\***

**18.0 ACKNOWLEDGEMENT/DISCLOSURES**

**City of Mill Creek  
PROCUREMENT POLICY AND PROCEDURES MANUAL ACKNOWLEDGEMENT  
AND CONFLICT OF INTEREST DISCLOSURE FORM  
FOR ELECTED OFFICIALS AND STAFF**

**Name (please print):**

**Position:**

**Date:**

My signature below affirms:

- I have read the City's Procurement Policy and Procedures Manual and understand that it is my responsibility to follow all aspects of the policy and procedures when purchasing or contracting for goods and services on the City's behalf.
- I understand that as an employee or elected official of the City of Mill Creek, it is my obligation to act in a manner which promotes the best interests of the City and to avoid conflicts of interest when making decisions and taking action on its behalf.
- My answers to the disclosure questions on the next page are correctly stated to the best of my knowledge and belief. Should a possible conflict of interest arise in my responsibilities to the City of Mill Creek, I recognize that I have the obligation to:
  - Notify (based on my position) the appropriate designated individual (Director, City Manager, or Council Member).
  - Abstain from any participation in the matter until the City can determine whether a conflict exists and how that conflict shall be resolved.
- If any relevant changes occur in my affiliations, duties, or financial circumstance, I recognize that I have a continuing obligation to file an amended disclosure form with the City.
- I understand that the information on this form is solely for use by the City of Mill Creek, and is considered confidential information. Release to external parties will occur only when required by law.

Signature

Date



**\*\*Print this form and submit to Human Resources\*\***

**CONFLICT OF INTEREST DISCLOSURE QUESTIONS**

Please answer the following questions, and submit this form to Human Resources:

1. Are you or an immediate family member an officer, director, trustee, partner (general or limited), employee, or regularly retained consultant of any company, firm, or organization that presently has (or might reasonably be expected to have) business dealings with the City of Mill Creek in the coming year?

Yes                      No

If yes, please list the name of the company/firm/organization, the position held, and the nature of business which is currently conducted (or may reasonably be expected to be conducted) with the City of Mill Creek in the coming year:

2. Do you or an immediate family member have a financial interest (direct or indirect) in a company, firm, or organization which currently has (or may be reasonably expected to have) business dealings with the City of Mill Creek in the coming year?

Yes                      No

If yes, please list the name of the company/firm/organization, the nature of the interest and the name of the person holding the interest, and the nature of business which is currently conducted (or may reasonably be expected to be conducted) with the City of Mill Creek in the coming year:

3. Do you or an immediate family member have a financial or personal interest in an entity in which the City of Mill Creek has a financial or other vested interest?

Yes                      No

If yes, please provide details below:

4. Have you or an immediate family member accepted gifts, gratuities, lodging, dining, or entertainment that might reasonably appear to influence your judgment or actions concerning the business of the City of Mill Creek?

Yes                      No

If yes, please provide details below:

Form reviewed by:

Remedial action(s) to be taken:



Agenda Item # E  
Meeting Date: April 9, 2019

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM: PUBLIC WORKS BUCKET TRUCK REPLACEMENT**

#### **PROPOSED MOTION:**

Authorize the City Manager to execute a Capital Asset Request for the purchase of a new Ford F-550 Truck with a Dur-A-Lift DTAX-39FP 39 foot Aerial Lift in an amount not to exceed \$129,225.27.

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

In January, 2009, the City of Mill Creek Public Works Department purchased a bucket truck which consisted of a 1998 Chevy with a 35 foot electrically insulated lift. The purpose of the purchase was to increase efficiency and safety for maintenance operations. The truck is currently being used for changing the city banners, replacing bulbs and ballasts in city owned lights, tree trimming in parks, along street rights-of-ways, decorating for special events like the tree lighting, and many other tasks that cannot be accomplished from the ground. Prior to the 2009 purchase, many of these tasks had to be contracted out at hourly rates several times higher than the cost of performing them in-house.

The current bucket truck is twenty-one years old and was fully depreciated and scheduled for replacement in November of 2013. This vehicle is becoming more of a safety liability due to its age and decreasing mechanical reliability of the truck and aerial lift (useful life for a bucket truck is approximately ten years). In the last biennium \$14,000 were spent in repairs to keep the bucket truck in operation. Maintenance costs are anticipated to increase as the equipment further ages.

Staff considered the option of leasing a bucket truck. The monthly leasing fee was approximately \$3,000 with addition fees for delivery, and insurance. Even without the additional cost this would approximately three times the cost of purchasing over it useful life. Hence, leasing did not prove to be fiscally responsible.

Funds for the purchase of a new bucket truck were approved as part of the 2019-2020 biennium budget. Staff has conducted research which includes an on-site demonstration at City Hall, a site visit at the City of Mercer Island, as well as speaking to other organizations that operate bucket trucks including Snohomish County and private businesses. Based on staff's research, the purchase of a 2019 Ford F550 with a Dur-A-Lift 39 foot electrically insulated lift is recommended. The truck comes with a four foot longer reach than the current truck and has more safety features including a side entry bucket, and outriggers to help stabilize the lift platform (Attachment 1).

Staff is recommending that additional safety features be added to the base contract. The cost for these additional safety features is offset by a \$6,000 savings in choosing a gas engine instead of diesel. A gas engine is more beneficial for short distance driving, frequent stops/starts and idling. The recommended added Safety features include traffic advisor lights (Arrow Stick), and a safety cage with recessed safety beacon lights.

The cost to purchase the recommended Ford Truck with a Dur-A-Lift 39 foot platform on State Contract with sales tax is \$122,849.58 (Attachment 2). The additional safety features above listed with sales tax cost \$6,375.69 (Attachment 3). The total cost is \$129,225.27.

In accordance with City Policy 300-02, purchases greater than \$50,000 but less than \$200,000 require competitive bids from an adequate number of sources to ensure competition. Under Chapter 39.34 RCW, local government agencies may make purchases using another agency's purchasing contract, a process known as "piggybacking."

The City of Mill Creek has signed a Master Contracts Usage Agreement with Department of Enterprise Services, necessary to meet statutory requirements allowing qualifying organizations to use the Washington State Master Contract. The statewide contracts have met state requirements for competitive bidding and other procurement laws, reducing risk and streamlining the purchasing process for agencies.

For this procurement through the State Master Contract Usage Agreement, staff recommends purchasing the new bucket truck from Nelson Truck Equipment Co, Inc. This is the vendor that provided the lowest bid (or quote) to the City of Mill Creek.

The acquisition of this replacement bucket truck is necessary to position the Public Works Department to reliably and safely provide the services listed above.

The truck needs to be individually ordered and configured by the manufacturer. Assuming Council authorization for this purchase, the earliest estimated time of arrival is January 2020. Upon arrival of the new bucket truck, staff will likely recommend the surplus of the existing 1998 bucket truck.

**CITY MANAGER RECOMMENDATION:**

Authorize the City Manager to execute Capital Asset Request for the purchase of a new Ford F-550 Truck with a Dur-A-Lift DTAX-39FP Aerial Lift and a 39 foot platform in an amount not to exceed \$129,225.27.

**ATTACHMENTS:**

- Attachment 1: Photo of 2019 Ford F550 Truck with a Dur-A-Lift 39 foot electrically insulated lift
- Attachment 2: Nelson Truck Equipment Co, Inc. price quote for recommended bucket truck
- Attachment 3: Nelson Truck Equipment Co, Inc. price quote for credit and additional safety accessories
- Attachment 4: Capital Asset Request form

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Robert S. Stowe".

Robert S. Stowe  
Interim City Manager

















EQUIPMENT CO., INC.

**KENT**  
 20063 84th Ave. South  
 Kent, WA 98032-1229  
 (253) 395-3825  
 Fax (253) 872-6583

**NORTH SEATTLE**  
 14325 Aurora Ave. North  
 Seattle, WA 98133-6916  
 (206) 365-1000  
 Fax (206) 365-2202

*"Everything for your Truck, Van & SUV"*

SOLD TO	SHIP TO	INVOICE COPY # 678602	02/21/19
MILL CREEK, CITY OF	MILL CREEK, CITY OF		2
15728 MAIN STREET	15728 MAIN STREET		
MILL CREEK WA 98012	MILL CREEK, WA 98012	VIN #	
		CUST PO # QUOTATION	
		CUST PHONE# 425-745-1891	
	16 O/A	W/W	

WH PART NUMBER	DESCRIPTION	QTY	SHIPPED LIST	NET PRICE	EXTENDED
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NET INVOICE AMOUNT \$5797.00  
 SALES TAX 578.69  
**TOTAL \$6375.69**

NET TOTAL : 0.00  
 FREIGHT : 0.00  
 FED EXCISE TAX: 0.00  
 SALES TAX : 0.00  
 ORDER TOTAL : 0.00  
 PAYMENT : 0.00  
 AMOUNT DUE : 0.00

COPY COPY COPY COPY

Date Printed: 02/21/19



**2019-2020  
CAPITAL ASSET REQUEST**

**Note: Capital Assets are Assets Over \$5,000**

**Department/Division** Public Works and Development Services **Prepared By** Nathan Beagle

**Name of Capital Item** Bucket Truck

<b>Year/Month of Purchase</b>	2019/ April
<b>Project String</b>	Streets
<b>Org/Object/Project Code</b>	509-059-594-42-6401
<b>Line-Item Title</b>	Bucket Truck
<b>NEW or REPLACEMENT</b>	Replacement
<b>Estimated Cost</b>	\$117,377.00
<b>Estimated Tax &amp; Freight</b>	\$11,848.27
<b>Estimated Total Cost</b>	\$129,225.27

**Describe the Equipment Requested** 2019 Ford F-550 Truck with a Dur-A-Lift DTAX 39FP Aerial Lift

**Justify the need for the Request**

The current bucket truck is 21 years old and was fully depreciated, and due for replacement in November 2013. This vehicle is becoming more of a safety liability due to its age and decreasing mechanical reliability of the truck and aerial lift (useful life is approximately 10 years). In the last biennium \$14,000 Dollars was spent, to repair the vehicle and lift portion to keep the bucket truck in operation. Looking forward maintenance cost will increase substantially over the next biennium as the aged equipment experiences further failures.

<b>Estimated Useful Life of Requested Equipment</b>	<b>Location of Requested Asset</b>
10 yrs	Public Works Yard CHS

**If the Requested Equipment is Replacing Equipment Currently in Use**

<b>What Year was the Current Equipment Purchased</b>	<b>Market Value</b>
January, 2009	approximately \$6000

<b>How do you Plan to Dispose of the Current Asset</b>	<b>Location</b>
Recommend surplus at auction	WA State

**Is the Current Equipment Listed on the Asset Replacement Schedule**  
Yes

**What Year was the Current Equipment Scheduled to be Replaced**  
2013

**Assets listed on the Asset replacement schedule are budgeted in the Asset Replacement Fund**  
**DO NOT ENTER YOUR 2017-2018 SCHEDULED ASSET REPLACEMENT COSTS INTO YOUR DEPARTMENT'S BUDGET**

( Finance Department Use Only Below This Line)

**Approved:** Yes  No

If Approved, is Project Budgeted in the Correct Fund  \_\_\_\_\_ initials

If Not Approved, was the Project Budget Removed  \_\_\_\_\_ initials



# Purchase of Public Works Bucket Truck

April 9, 2019

# Agenda

- Background of bucket trucks
- Existing bucket truck
- New bucket truck



# Background

- A truck equipped with an extendable, hydraulic boom carrying a large bucket for raising workers to elevated, inaccessible areas
- Bucket trucks are regulated under OSHA standard guidelines that must be used for safety for those operating the truck.





# Bucket Trucks



# Public Works Resources

Public Works Vehicles and Equipment				
Category	Operations and Maintenance			
Fleet	Year	Car #	Model	Notes
	2005	PW 1	Ford F-150 6 Cyl 4X4	
	2001	PW 2	Isuzu NPR HD Dump (2 wheel drive)	
	2001	PW 3	Isuzu NPR HD Stake Bed (2 wheel drive)	
	2003	PW 4	Ford F350 6 Liter 2X4	
	2003	PW 5	Ford F350 6 Liter 4X4	
	2007	PW 6	Ford F350 6 Liter Utility w/Crane	
	1998	PW 7	Jeep Cherokee 6 Cyl 4X4	
	1998	PW 8	Chevy 3500 Altec Bucket Truck TA35	
			GMC Sonoma (non operable)	
	2018	PW 11	Ford F-150 8 Cyl 4X4	
Equipment	2002		Swenson 2yd Sander	Failed on February 4th
	2010	PW 9	Isuzu NQR w/Tymco 435 regen Air Sweep	
	2010	PW 10	Isuzu NQR w/Tymco 435 regen Air Sweep	
	2002		Polaris 4X4 SUV Off Road/Trail	
	2007		Varitech Liquid De-Icer Skid	
	2007		Western Snow Plow Blade	
	2017		Vermeer Woodchipper	
	2018		Dump Trailer	
			Toro Z Master 48" Mower	
			Flatbed Trailer w/Mounted 500 Gallon Tank and pump	



# Existing Bucket Truck





# Existing Bucket Truck



# Bucket Trucks (Uses)





# Bucket Trucks (Uses)



# New Bucket Truck

- City of Mercer Island, Sammamish, Snohomish County and private companies
- Dur-A-Lift 39
- Built to order (January 2020)





# Dur-A-Lift 39



# Bucket Truck (Care)





# Bucket Truck (Care)



# Cost

## Cost of Dur-A-Lift DTAX-39FP (New Bucket Truck)

<b>Item</b>	<b>Cost</b>
Base Cost	\$122,849.58
Additional Features	\$6,375.69
<b>Total</b>	<b>\$129,225.27</b>





# New Bucket Capabilities

- Additional safety features
- Longer Reach (4 LF)
- Reliability



# Purchase of Public Works Bucket Truck

Gina M. Hortillosa, PE PMP  
Director of Public Works and Development  
Services

Nathan Beagle  
Public Works Supervisor





Agenda Item # F  
 Meeting Date: April 9, 2019

## CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM:   CONSULTANT CONTRACT FOR MILL CREEK BOULEVARD  
 LAND USE AND INFRASTRUCTURE SUBAREA PLAN**

**PROPOSED MOTION:**

Information only at this time.

**KEY FACTS AND INFORMATION SUMMARY:**

Purpose and Need for the Mill Creek Boulevard Land Use and Infrastructure Subarea Plan

The 2019/20 Budget allocates \$350,000 for two major work projects for the Department of Public Works and Development Services:

1. Prepare subarea plan for the Mill Creek Boulevard corridor identifying desired land uses along with any needed infrastructure improvements to support the plan – Project 1; and
2. Prepare Mill Creek Boulevard Corridor Improvements Study – Project 2.

The purpose of Project 1 is to prepare for the eventual redevelopment of the Mill Creek Boulevard Corridor in the area between Town Center and 164<sup>th</sup> Street SE. The properties in this corridor are currently zoned Business Park and Community Business. The parcels along the corridor were developed in the 1980s and include numerous two-story walk up office buildings occupied by small to medium sized office-based businesses and single-story shopping centers (Mill Creek Plaza, Mill Creek Square, Maple Leaf Square and Village by the Creek). While redevelopment of the parcels in the corridor is not imminent, the City wishes to collaboratively engage with its citizens, its business community, and the affected property owners in the preparation of a Subarea Plan that identifies the highest and best future land uses for the area. Once completed, the Subarea Plan will be the basis for amendments to the Mill Creek Comprehensive Plan and Municipal Code that will facilitate future redevelopment within the Subarea.

The purpose of Project 2 is to provide a framework to multiple capital improvements, including: intersection improvements at 164<sup>th</sup> Street, 161<sup>st</sup> Street, Main and SR 527; repair of surface water aging infrastructure failures identified in a 2018 study produced by Pertec; water quality treatment, pavement preservation and roadway re-configurations to better support Community Transit's bus rapid transit (BRT) lines.

Combining the Two Projects into One Project

Originally, staff had anticipated two separate projects with one project being completed following the other. Both of the projects need to be completed prior to the City addressing the 20+ stormwater facility "C Failures" identified in the Mill Creek Boulevard Subarea so that any repairs/reconstruction of the facilities are not in conflict with future plans for the right-of-way. As the Department was preparing a Request for Qualifications (RFQ) for the land use focused

City Council Agenda Summary  
Page 2

plan (Project 1), it was determined that there was a significant amount of overlap in the two projects and that there was an opportunity to combine the two projects into one. Combining the projects into one has resulted in a cost savings as the budget is \$50,000 less than what was originally approved in the budget and will speed up the completion of the projects by several months.

Request for Qualifications (RFQ) - Selection of Most Qualified Consultant

On February 1, 2019, an RFQ was published in the Journal of Commerce (Attachment1). In addition, the RFQ was emailed to over 200 consultants that are registered on the Municipal Research and Services Center (MRSC) consultant roster for planning and engineering work.

The City received five submittals of qualifications from consultant firms:

- Tom Beckwith Consulting Group
- BHC Consultants
- The Otak Team
- Makers
- Three Square Blocks

The consultant selection team consisted of City staff and June DeVoll, Community Transit Manager of Strategic Planning & Grants. On Friday, March 8<sup>th</sup>, three consultants were interviewed: The Otak Team, Makers, and Three Square Blocks. The interviews were followed by reference checks. OTAK was selected because of their recent experience in a similar project (Lake Forest Park Town Center), bus rapid transit experience with Community Transit, strong in-house engineering capacity, and strong references.

Since selecting Otak as the most qualified for the project, staff has been negotiating the detailed project scope of services, schedule, and budget to be incorporated into a contract (Attachment 2).

Highlights of Proposed Scope of Work, Schedule, and Budget

The project is scheduled to take place over a one-year period, April 2019 to April 2020, and incorporates a robust Public Engagement Plan/Participation Strategy that includes working with property owners, business representatives, residents, public agencies (WSDOT and CT), and other stakeholders to work towards a vision for the corridor and evaluate land use alternatives. The visioning process and the land use scenarios that are developed for consideration will be data driven with real information about the economic market and trends of the region.

A Project Advisory Committee of up to 15 members that would meet up to 7 times is proposed to serve as a steering committee for the project. The Council will need to provide direction on who should serve on the Advisory Committee and how they will be selected/appointed. For the Town Center plan, a Steering Committee that included members of the City Council, Planning Commission, Design Review Board, the business community and others was assembled. The Mill Creek Boulevard Subarea Steering Committee will need to be assembled early in the project.

At the conclusion of the process, the City will have a land use plan for the Mill Creek Boulevard subarea including 30% plans for infrastructure improvements necessary to support the plan. The

City Council Agenda Summary  
Page 3

plan will be ready to incorporate into the City's Comprehensive Plan and Development Code. Capital project phasing and possible infrastructure funding and implementation strategies will also be identified.

Mandi Roberts, Project Manager from The Otak Team, will be available at the meeting to present the project scope of services, schedule, and budget and answer questions. Staff will bring back a formal request to authorize the City Manager to execute a contract at the April 23, 2019, City Council meeting.

**CITY MANAGER RECOMMENDATION:**

Review and discuss the proposed project scope of services, schedule, and budget and provide direction, including direction on assembling a steering committee. Staff will bring back a formal request to authorize the City Manager to execute a contract at the April 23, 2019, City Council meeting.

**ATTACHMENTS:**

1. Revised Request for Qualifications (RFQ) for Professional Services
2. Exhibits to Draft Contract between OTAK and the City of Mill Creek
  - a. Project Scope of Services
  - b. Project Schedule
  - c. Project Budget

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager

Attachment 1



**REVISED**

**City of Mill Creek  
Request for Qualifications (RFQ) for Professional Services  
To Prepare a Land Use and Infrastructure Subarea Plan  
For the Mill Creek Boulevard Corridor**

**Re-issued February 12, 2019 – (revisions extend deadline to submit qualifications and remainder of selection process by one week)**

The City of Mill Creek is seeking a qualified team to contract with for consulting services to prepare a Land Use and Infrastructure Subarea Plan for the Mill Creek Boulevard Corridor. **The deadline for submittals is 5:00 p.m. on February 22, 2019.**

**CITY OF MILL CREEK BACKGROUND**

The City of Mill Creek is located south of Everett and has a population of approximately 20,000. Mill Creek operates under the Council-Manager form of government as set forth in RCW 35A.13. More information about the City is available on our website at [www.cityofmillcreek.com](http://www.cityofmillcreek.com).

Originally developed as a golf course community in the mid-1970s and 1980s, Mill Creek is well-planned and has managed to retain much of its small town charm over the last several years of growth and community development. Mill Creek was formally incorporated as a city on August 30, 1983.

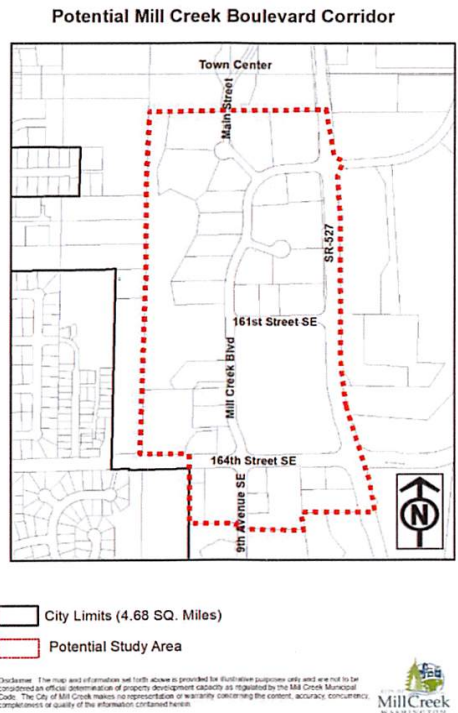
The award-winning Mill Creek Town Center was developed in 2002. Today it is a lifestyle center featuring more than 80 shops, restaurants and services. It attracts residents and visitors to dine, shop, relax and explore, and recently was named “the best lifestyle center” in Washington State. The growth of the Town Center as pedestrian-friendly shopping destination, as well as the development of other businesses along Mill Creek's main corridors, support economic development goals.

The City of Mill Creek is mostly built out within its existing corporate limits. Looking forward, given the age of the original commercial developments and the lack of available vacant land, the City desires to take a proactive approach to preparing for and/or setting the table for identified areas of the City to redevelop in a cost effective and economically beneficial manner that meets the needs of its citizens.



**MILL CREEK BOULEVARD CORRIDOR BOUNDARIES**

The Mill Creek Boulevard Corridor, is approximately 190 acres in size and is situated generally between the Mill Creek Town Center on the north and 164<sup>th</sup> Street SE on the south (including some commercial properties on the south side of 164<sup>th</sup>), and between SR 527 and North Creek on the east and west.



**PURPOSE OF MILL CREEK BOULEVARD SUBAREA PLAN**

The purpose of the Subarea Plan is to prepare for the eventual redevelopment of the Mill Creek Boulevard Corridor. Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The properties in this corridor are currently zoned Business Park and Community Business. The parcels along the corridor were developed in the 1980s and include numerous two-story walk up office buildings occupied by small to medium sized office-based businesses and single-story shopping centers (Mill Creek Plaza, Mill Creek Square, Maple Leaf Square and Village by the Creek). While redevelopment of the parcels in the corridor is not imminent, the City wishes to collaboratively engage with its citizens, its business community, and the affected property owners in the preparation of a Subarea Plan that identifies the highest and best future land uses for the area. The Subarea Plan will be the basis for amendments to the

Mill Creek Comprehensive Plan and Municipal Code that will facilitate future redevelopment within the Subarea.

Another purpose for the Subarea Plan is to ensure that capital investments in the area are aligned with the City's long-term vision. The City is in the process of making significant investments within the Mill Creek Boulevard right-of-way. Multiple capital improvements are within the City's adopted 6-year CIP and longer range plans (TIP) including: Mill Creek Boulevard intersection improvements at 164<sup>th</sup> Street, 161<sup>st</sup> Street, Main Street and SR 527; the repair and/or replacement of failing surface water infrastructure failures as identified in a 2018 study produced by Perteet; and pavement preservation and roadway re-configurations to better support Community Transit's bus rapid transit (BRT) lines. These future capital improvements will need to be consistent with and help to implement any new designs/plans that result from the Subarea Plan.

The City intends to utilize the Land Use and Infrastructure Subarea Plan as a foundation to apply for grants to finance implementation of identified public capital facilities. The City also plans to submit the Subarea Plan for community development/planning awards as a means to promote development and pride within the City.

#### **TIMEFRAME FOR PREPARATION**

The timeframe for completing the Land Use and Infrastructure Subarea Plan is April 2020.

#### **SCOPE OF SERVICES**

A specific scope of services and schedule will be prepared during the negotiation of a contract with the successful candidate. Anticipated components of the work include:

- Stakeholder and citizen participation strategy/plan plus facilitation and documentation of said plan.
- Market study to determine economically viable zoning/land uses.
- Preparation of a future land use plan and public improvement plan necessary to serve the future land uses.
- Preliminary engineering design of right-of-way and other public improvements identified in the Subarea Plan (30% drawings).
- Preparation of amendments to the Comprehensive Plan necessary to implement the subarea plan.
- Preparation of development regulations to be incorporated into the Mill Creek Municipal Code to implement the subarea plan.
- Environmental assessment/analysis of subarea plan and implementing regulations.

Further information about the scope of services to be negotiated are included on Attachment A.



**QUALIFICATIONS**

Qualified applicants will have an experienced team representing several disciplines that may include:

- Land use planning
- Urban design
- Civil/environmental engineering
- Transportation engineering
- Architecture
- Communications/public outreach
- Meeting facilitation
- Economics and finance

Qualified applicants will have successfully completed projects of a similar scope and scale with a robust public planning process, that have resulted in amendments to a jurisdiction's Comprehensive Plan and Zoning Code.

Qualified applicants should be aware of economic trends within the Puget Sound region.

**COMPENSATION**

The proposed project budget is up to \$300,000.

**SUBMITTAL REQUIREMENTS**

Interested parties must submit by the deadline five hard copies plus an electronic copy (PDF format) of the qualifications package that includes the following:

- Letter of interest – must be no more than two pages in length and include contact information.
- Summary of qualifications, experience and availability. It should summarize qualifications, relevant experience, and availability to provide services to the City. It should also identify key staff members who will be participating on the project.
- Proposed general approach to the process, including a proposed schedule, description of proposed public involvement methods and summarizing method and approach to providing consulting services to the City.
- List of professional references – must be no more than one page listing most recent professional references and their contact information.
- An electronic copy only (color PDF) of examples of completed relevant work as an example of the quality of the firm's work related to Subarea Planning.

To be considered, submittals must be received at City Hall, located at 15728 Main Street, Mill Creek, Washington 98012 by the above deadline. Submittals should be marked to the attention of Tom Rogers, Planning and Development Services Manager. Electronic materials (PDF) must be submitted via e-mail ([tomr@cityofmillcreek.com](mailto:tomr@cityofmillcreek.com)).

**EVALUATION CRITERIA**

The following will be considered in evaluating each submittal:

- Submitted materials in response to RFQ (40%)
  - Completeness of response to the RFQ requirements
  - Experience with similar projects
  - Proven experience in effective public involvement and incorporating citizen input
  - Demonstrated facilitation skills in successfully working with City Councils
  - Demonstrated knowledge/experience with subarea planning
  - Demonstrated experience in economic/land use feasibility
  - Demonstrated experience preparing engineering drawings for public improvements
- Interview - if a final candidate (40%)
- References (20%)

**SELECTION:**

The City anticipates inviting finalist RFQ candidates to present their qualifications and approach to the City in a formal interview setting. Based on the RFQ submittal, interviews, and references, the City anticipates selecting a preferred candidate to negotiate a contract for services. The City reserves the sole right on whether to move forward with a contract with any candidate. The City will notify candidates of the selection results. Final approval of any candidate contract is subject to the approval of the City Council.

**PROCESS FOR QUESTIONS**

For questions regarding the City’s RFQ process or the services being sought, please contact Tom Rogers, Planning and Development Services Manager, via email at [tomr@cityofmillcreek.com](mailto:tomr@cityofmillcreek.com), up to 5:00 p.m. on February 15, 2019. Phone calls will not be accepted

**RFQ SCHEDULE OF EVENTS AND REVIEW OF SUBMITTED MATERIALS**

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule.

Action	Completion Date
Issue RFQ	February 1, 2019
<b>Issue Revised RFQ</b>	<b>February 12, 2019</b>
Deadline for Submittal of Qualifications	February 22, 2019
Consideration of Submittals/Selection of Candidates to be Interviewed	February 23 through March 1, 2019
Interviews with Selected Candidates	Week of March 4, 2019
Selection of Preferred Candidate	March 11, 2019
Approval of Contract by City Council	April 2019
Completion of Project	April 2020

**GENERAL INFORMATION**

The City reserves the right at its sole discretion to reject all submittals received without penalty and not to issue a contract as a result of this request. The City also reserves the right at its sole discretion to waive minor administrative irregularities contained in any submittal.

The City is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, gender identity, the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person, or for any other unlawful reason.

All submittals become the City’s property and may be reviewed by appointment by anyone requesting to do so at the conclusion of the RFQ process. This process is concluded when a signed contract is completed between the City and the selected candidate.

**PUBLIC DISCLOSURE INFORMATION**

The Washington State Public Records Act (Chapter 42.56 RCW) (“PRA”) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the PRA and are otherwise privileged.

If a respondent considers any portion of his/her submittal to be protected from disclosure under the PRA, the respondent shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” PROPRIETARY” or “BUSINESS SECRET.” The respondent shall also use the descriptions above in the following table to identify the affected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the City will notify the respondent of the request and allow the respondent ten (10) calendar days to take whatever action it deems necessary to protect its interests, including seeking injunctive relief under the PRA. If the respondent fails or neglects to take such action within said period, the City will release the portion of the submittal deemed subject to disclosure. By submitting a proposal, the respondent assents to the procedure outlined in this paragraph and shall have no claim against the City on account of actions taken under such procedure.

<b>Type of Exemption</b>	<b>Beginning Page</b>	<b>Ending Page/location</b>

**ATTACHMENT A**

**CONTENT OF SCOPE OF SERVICES TO BE NEGOTIATED**

The successful candidate will be required to:

1. Gather and analyze information to become familiar with the City of Mill Creek.
2. Describe the overall vision, strategy, and identify key challenges and opportunities. The Vision for Mill Creek Boulevard should be both realistic and appropriately aspirational.
3. Develop an Action Plan and establish implementation steps and schedule.
4. Establish benchmarks or milestones that measure the City's progress throughout the Subarea Planning process.
5. Develop and initiate a public involvement program that engages business owners, property owners, residents, the Planning Commission, and other interested stakeholders in the Subarea Planning process. Electronic surveys, community open houses, and other forms of community outreach could be used to achieve this objective. Provide summaries and analyses of all public input.
6. Coordinate the process with City staff.
7. Participate in Planning Commission and City Council briefings.
8. Facilitate Council discussion and decision-making at Council meetings.
9. At a minimum, provide the following deliverables:
  - A brochure detailing the Subarea Planning process for distribution to the public.
  - A final Land Use and Infrastructure Subarea Plan document that will be utilized to amend the City's Comprehensive Plan and Municipal Code, including a phased and long-term implementation plan
  - Related amendments to the Mill Creek Municipal Code and Comprehensive Plan.
  - Preliminary engineering drawings (30%) of public improvements identified in the Subarea Plan.
  - A brochure and other materials as appropriate summarizing the final Subarea Plan.



**Mill Creek Boulevard Subarea Land Use and Infrastructure Plan  
Scope of Work**

**Attachment 2a**

Our scope of work includes four primary stages of work:

- 1.0 **INITIATE AND COMMUNICATE**—project start-up and ongoing management, coordination, and communications
- 2.0 **REVIEW AND ASSESS**—review and assessment of existing conditions and background information and market analysis
- 3.0 **ENVISION AND ANALYZE**—visioning and development and analysis of alternative scenarios and concepts
- 4.0 **PLAN AND DESIGN**—selecting the preferred alternative, packaging the subarea plan, and proceeding with 30 percent design of public improvements

**1.0 INITIATE AND COMMUNICATE**

- 1.1 The Consultant will develop a detailed project work plan to guide the subarea planning and design process. The work plan will establish milestones and benchmarks that measure the City’s and our team’s progress throughout the subarea planning process.
- 1.2 The Consultant will develop a public and stakeholder engagement plan and participation strategy. Public and stakeholder engagement will include multiple series of workshops with property owners, business representatives, residents, public agencies (WSDOT and CT), and other stakeholders, as well as a variety of activities specifically tailored to the Mill Creek community and subarea, such as informational publications and displays, community open houses, presence at local community events, one on one meetings, and other engagement and outreach. Throughout the process, the Consultant team will follow the principles and methodologies of the International Association for Public Participation (IAP2) to ensure meaningful engagement and transparency. The following public, community, and stakeholder engagement activities are assumed in the scope of work.
  - 1.2.1 **Public and Stakeholder Engagement Plan/Participation Strategy**—The Public and Stakeholder Engagement Plan and Participation Strategy will describe the purpose of public and stakeholder engagement and key objectives to be achieved, the participation audience, methods for engagement, a timeline for these activities, and roles and responsibilities during the engagement process. Information from the IAP2 will be integrated into the plan.
  - 1.2.2 **Project Advisory Committee**—The City’s core staff team will work with City Council to appoint an advisory committee of up to -15 people to work with our team during the planning and design process. The advisory committee will help generate the vision, policies, and other guiding information and provide feedback on design concepts, ideas, and get input as work progresses. The advisory committee would serve as a sounding board and function as liaisons to the broader interests in the subarea. We anticipate holding meetings with this committee every other month (or up to 7 times during the process) and for these meetings we will prepare agendas, presentation materials, hand-outs and other supportive information. The advisory committee will participate in the two community workshop series, as well as the open house series.
  - 1.2.3 **Project Information Publications/Brochures**—The Consultant will develop a project information hand-out/brochure for the project. As the project begins, we will develop a specific brand identity (colors, graphics, fonts, etc.) for the Mill Creek Boulevard Subarea Plan and key





messages to be reflected in these information sheets. Key messages can be important to help convey consistent information during all phases of the planning process. Three editions of a project information sheet are anticipated:

- Introductory project information (summary of scope, timeline, who to contact, invitation to upcoming engagement process, context/map of study area, etc.)
- In process work – after the vision and draft policies have been developed and moving into design concepts and scenarios with an invitation to second workshop series in fall.
- Towards the end of the 30 percent design process – highlighting the subarea plan and proposed improvements in design; this could double as a “marketing” piece for grant applications and presentations on the project

**1.2.4 *Visioning Community and Stakeholder Workshop Series***—This will be a series of interactive focus group workshop sessions over the course of three days (so up to approximately 12 meetings/sessions) as well as an overall community workshop session held within the course of the same week. Otak will facilitate an interactive community workshop approach that engages the property owners, business representatives, a developers forum/session, residents, City interests, and other stakeholders in a series of small group work sessions over the course of several days to a week. These design dialogue workshop sessions are focused on gathering effective, high-quality input from participants that leads to immediate results and graphics that can be integrated into the plan as it is developed.

This initial workshop series will focus on gathering input on the vision for the subarea, initial ideas and opportunities, as well as key challenges that need to be resolved. Visual preference tools will be developed for use in the workshop sessions and for online input. Walking tours and other activities may also be integrated into the visioning workshop series. Anticipated timing for this workshop series is mid to late June 2019. Both workshop series will include a general public workshop session open to the entire community/public (and noticed as such) on one of the afternoons/evenings of the workshop week. (In advance of these meetings, the Consultant team will be reaching out to select property owners to confirm their plans and interests related to their properties—see Subtask 2.2.)

**1.2.5 *Land Use and Infrastructure Design Concepts and Scenarios Workshop Series***— This will be a series of interactive focus group workshop sessions as well as an overall community workshop session held within the course of three days (up to approximately 12 sessions). This workshop series will focus on gathering input on the potential design concepts and scenarios for land use, urban form, and infrastructure improvements in the building on the information gathered in the visioning workshop series. Anticipated timing for this workshop series is Fall 2019. This workshop series also will include a general public workshop session open to the entire community/public (and noticed as such) on one of the afternoons/evenings of the workshop week.

**1.2.6 *Web-Based Outreach***—Our team will feed information to the City’s website administrators who will be building a project-specific webpage/set of webpages with links to documents, illustrations, etc. We will meet with the website group to discuss setting up the web-pages and anticipated updates during the process. We also will confirm a strategy with the City’s core project team and web-administration staff to push out notices and key messages through the website and the City’s social media venues (Facebook, Twitter, etc.). For the project specific





webpage/webpages, our team can provide content, maps, illustrations, and other data and content for placement on the web at key milestones during the planning and design process. The website will also be an important touchstone for project information and venue for gathering comments from the public and stakeholders (through a project-specific email address accessible by the City's core team). Social media communications can also be a means for notification and outreach with potential postings of meeting activities and workshop results on Facebook, Instagram, Twitter, and other outlets can provide opportunities to reach a broader spectrum of community interests who may be interested in or following the visioning and planning process. We also often do live posting events, and participants can share their perspectives and experiences in social media forums. We also can post videos, such as of the live walking tours or stakeholder interviews.

- 1.2.7 **Public Open House Series**—Once a preferred direction for the land use and infrastructure plan is determined and the area for design improvements is defined, our team will prepare presentation materials and displays representing the project in draft form for public, community, and stakeholder input prior to finalizing the 30 percent design plans. The open house series could include multiple sessions over the course of one day – such as an afternoon session and evening session (but also could include a morning coffee session or lunch time session—we will work with City staff to determine the best timing for stakeholders).
- 1.2.8 **Other Creative Engagement Ideas.** Our team has worked with many communities and each public and stakeholder involvement plan is tailored to specific opportunities and interests in these places. We have created and facilitated many creative engagement events, including outdoor open houses, meet and greets at shopping areas and community locations, additional focus group meetings if needed, virtual bulletin boards, traveling displays, online surveys (including visual preference exercises) as needed to supplement workshop input. project presence at special events and farmers markets, and a variety of other opportunities we can explore with you. We will work closely with the City to determine the appropriate level of activities and best methods for engagement. Another possibility would be to hold a special event with guest speaker(s) addressing topics of interest to the community and related to the subarea planning process. Our budget includes a management reserve contingency to cover additional preparation and attendance for these special events – to be approved on a case by case basis throughout the planning and design process.
- 1.2.9 **Planning Commission and City Council Meetings** There will be other more formal opportunities to gather public comments and input at Planning Commission and City Council briefings, as well as during the City Council decision-making process. For purposes of budgeting, we assume our project lead will attend up to three Planning Commission meetings and three City Council meetings during the planning and design process (in addition to advisory committee meetings, which also may include members of the Planning Commission). Meeting attendance dates are to be determined working closely with the City's core project team. Additional Planning Commission and City Council meetings are assumed for the adoption process (see Subtask 4.4).
- 1.2.10 **Public and Stakeholder Involvement Documentation, Summaries, and Analyses.** At key milestones in the planning and design process, we can prepare brief summaries of engagement activities and results (assumes up to six summaries) to be posted online or emailed to the advisory committee and key stakeholders. We also will prepare a detailed final report as an



appendix to the subarea plan, along with an executive summary to be included in the introductory section of the plan. The primary objective this reporting will be to document the process of listening and what we heard and to describe how input has shaped project outcomes.

- 1.3** Project kick-off meetings and ongoing project management and coordination—the Consultant will set up and facilitate a framework for ongoing project management, coordination, and communications, which will include at a minimum monthly meetings and check-ins with the City’s core team as well as monthly project status reports. As part of the work of Task 1.0, the Consultant team will develop an annotated outline of the contents of the Mill Creek Boulevard Subarea Plan for review by the City and advisory committee.

***Task 1.0 Deliverables***

- Project work plan (scope, schedule, milestones and benchmarks, communication protocols, roles, and responsibilities)
- Public and stakeholder engagement plan and participation strategy with a schedule for events and communications activities
- Project kick-off meetings with the City and our team (agendas and notes)
- Ongoing coordination meetings with the City’s core team (at least monthly) and monthly progress reports
- Ongoing public and stakeholder engagement activities and products:
  - Project advisory committee—agendas and materials for up to 7 meetings
  - Project information sheets (3 editions)
  - Workshop Series 1—Visioning (materials and facilitation) for three-day series/approximately 12 sessions
  - Workshop Series 2—Subarea Design Concepts and Scenarios (materials and facilitation) for three-day series/approximately 12 sessions
  - Web-based outreach support (supplying materials and coordinating with staff)
  - Public open house series (materials and facilitation) to include multiple sessions during one day
  - Other engagement support as needed, drawing from the management reserve contingency
- Briefings to Planning Commission (up to 3) and City Council (up to 3) throughout the planning and design process
- Public and stakeholder engagement summaries during the planning and design process (up to 6 including summaries of each of the two workshop series and the open house series)
- Final public and stakeholder engagement report and executive summary
- Draft outline of the Mill Creek Boulevard Subarea Plan document

**2.0 REVIEW AND ASSESS**

- 2.1** The Consultant team will gather and analyze existing information and existing conditions in the subarea, including an assessment of existing transportation and infrastructure systems and facilities. Past work by others, such as the recently completed assessment of surface water infrastructure, will be important foundational information for our evaluation of existing conditions. (We will build on this work, not re-create it.) This subtask will include a review of:
- Existing land use and zoning provisions within and immediately surrounding the subarea, including relevant adopted plans and policies
  - Existing transportation conditions, as well as transportation improvement plans
  - Existing conditions that make terminating the planned SWIFT Orange Line difficult as well as potential opportunities associated with routing the Orange Line via Mill Creek Boulevard and meetings with



Community Transit to coordinate on possible routing and facilities, as well as funding strategies for connectivity improvements

- Potential right-of-way acquisition needs
- Existing conditions related to North Creek and North Creek Trail
- Existing conditions related to Pond 6 and other detention facilities and needs for stormwater management improvements
- Existing utilities and other infrastructure in the subarea
- Natural conditions related to streams, wetlands, and other features within and in proximity to the subarea and stormwater management facilities
- Arborist assessment of tree health (focused on trees along the boulevard)
- Existing on-the-ground conditions

The review and analysis of existing conditions will be documented in an Existing Conditions Technical Memorandum.

**2.2** The Consultant will complete a market study to determine economically-viable land uses and zoning scenarios. Leland Consulting Group (LCG) will lead this portion of the project scope, working closely with Otak planners and designers. LCG will assess market conditions in the corridor and Mill Creek market area to inform the development of redevelopment concept alternatives and the relative financial feasibility of those concepts. This information will help the City, potential future developers, and other stakeholders assess the development potential for the corridor. Elements and outcomes of this assessment will include:

- Mill Creek/Snohomish County demographic and economic information, including population and household growth, household incomes, and demographic makeup of the population
- Key existing information and context, such as regional commute and development patterns likely to impact viable uses in the study area
- Summary of national and regional development trends (e.g., effect of online shopping on retail stores, aging population, potential market downturns, etc.) likely to affect development the study area
- Identification of market areas for various land use types
- Analysis of existing land uses and development patterns and how in-place development is likely to affect future development
- Past, current, and near-future attributes for commercial and residential development markets, such as rents levels, occupancy, construction and absorption, and attributes of notable recent developments
- Owner-occupied residential market dynamics, including the pace of permitting and construction, months of supply on the market, home values, successful styles and project amenities; rental residential market dynamics, including pricing, vacancy, absorption, unit sizes, and amenities
- A development program that identifies the types of development (housing, retail, office, lodging, other) most likely to succeed in the corridor; comparison of return on investment; projected absorption by land use; projected attributes of future development (e.g., height, FAR, density, site sizes, parking ratios, amenities, and brand identity)
- Recommendations for how future uses in the subarea could be more competitively positioned in the market, i.e., the competitive differentiators that will make the development unique in the market place and serve as a distinctive place within the City and region





During this task, the Consultant (Otak and LCG) will conduct business and property owner interviews to gather information from a broad cross-section of key stakeholders and the business and development community. The goal is to elicit candid, direct commentary and build an environment that leads to trust and collaboration from the start—and while this subtask is listed as part of Task 2.0, this work will actually be an early effort in the process (timed with the visioning workshop series). This requires a carefully executed approach to interviews that will ensure excellent turnout and positive results. The interviews will identify key issues, opportunities, and barriers so that our team can focus our efforts and solve the right problems. Categories of stakeholders that we expect to interview will include property owners, business owners, developers, brokers, lenders, and community stakeholders such as residents and neighborhood association representatives—all those who have a stake in a healthy, vibrant corridor. The sensitive nature of some stakeholder positions sometimes requires that we conduct one-on-one meetings. For example, certain property owners may simply not feel comfortable discussing strategic information in small groups, yet their input can be essential to the success of the plan. One-on-one meetings can serve different purposes, such as to engage property owners who wish to keep their plans more private; bringing opponents into the process allowing the opportunity to discuss and address their concerns more directly; seeking additional input and expert advice; and securing early phase investments or wins. We will work with the City core team to identify property owners and business representatives to interview and methods for communication. Please note that these sessions and interviews can be incorporated into the first visioning workshop series, but it is anticipated that additional discussions (phone call interviews, etc.).

Economics and Financial Considerations will be critical to our assessment—in order to drive sustainable economic development in the study area, we will:

- Describe key employment sectors and industry clusters in the center, including the current amount of employment and projected future growth rates. Types of current and future employment are important because they influence the types of land uses and infrastructure that will be in demand. For example, high levels of employment in retail, white collar/professional, healthcare, and manufacturing sectors may drive the implementation of different types of zoning, infrastructure, and amenities.
- Document demographic attributes likely to affect businesses site selection decisions, including educational attainment and current employment types.
- Map commute patterns to and from the study area using US Census data.
- Review and map current commercial real estate development demand in the center, City, and nearby areas by reviewing office, retail, healthcare, and industrial development, including recent construction, lease and vacancy rates, and other key metrics. The primary data source is the CoStar commercial real estate data service.
- Recommend policies and programs intended to encourage economic development in the center, which could include business recruitment, branding, industry sectors to be targeted, catalyst sites for employment-generating land uses, transportation demand management, zoning modifications, or infrastructure investments

***Task 2.0 Deliverables***

- Existing conditions assessment technical memorandum (draft; final to be integrated into subarea plan)
- Market and Economic Development Assessment and Recommendations Report identifying potential redevelopment opportunities (gathering and documenting of input from business representatives and property owners, information related to ROI with City Council, and other information will be part of this report) (draft; final to be integrated into subarea plan and important note: updated recommendations



and related assessment will occur once planning and design of scenarios is completed-this will be an iterative and integral process within our team)

- For other public/community and stakeholder engagement activities to be held during this stage of work, see Task 1.0

### **3.0 ENVISION AND ANALYZE**

- 3.1 This stage of work will focus on visioning for the subarea and exploring and illustrating/visualizing potential scenarios for redevelopment. The Consultant will work the City and community to develop a draft vision statement and guiding principles for the subarea that eventually will become part of the policy framework for the plan and gather input on these in the first community workshop series (see Task 1.0).
- 3.2 The Consultant will develop preliminary concepts and ideas and share these in a second community workshop series to gather input and ideas to inform potential redevelopment scenarios.
- 3.3 As an outcome of the second community workshop series, the Consultant will analyze specific opportunities and challenges associated with the scenarios and evaluate them based on specific criteria established with the City that tie to the vision and guiding principles developed for the subarea. As discussed in our project understanding, our team brings experience and diverse skills that will ensure the vision for the subarea is appropriately aspirational as well as realistic and implementable.

#### ***Task 3.0 Deliverables***

All of the following will be integrated into a single technical memorandum as a compilation of Task 3.0 work (draft; with final to be integrated into the subarea plan under Task 4.0)

- Vision statement and guiding principles for the subarea, evolving into a draft vision and policy framework that addresses comprehensive planning parameters
- Presentation materials to support the first community workshop series (see Task 1.0)
- Illustrative and functional redevelopment scenarios—including plan view and 3D SketchUp view models, reference imagery, cross-sections, and other sketches and diagrams that illustrate potential redevelopment ideas and concepts
- Identification and analysis of specific infrastructure and public improvement needs associated with the redevelopment scenarios
- Evaluation criteria tied to the vision statement and guiding principles
- Presentation materials for second community workshop series (see Task 1.0)
- Analysis of opportunities and challenges, as well as potential environmental effects and evaluation of the alternative scenarios according to the criteria to inform decision-making (ROI information for City Council)

### **4.0 PLAN AND DESIGN**

- 4.1 The culminating stage of work on the project will begin with facilitation of selection of a preferred scenario(s) for the subarea plan and identifying the necessary framework of public improvements to become of the focus of design. The Consultant will compile and develop the full subarea plan, as well as recommendations for comprehensive plan and code amendments needed to support subarea plan implementation. This process will engage the advisory committee, Planning Commission and City Council, and that we also will gather public and stakeholder input via the open house series.
- 4.2 The Consultant will complete 30 percent design plans for public improvements associated with the preferred redevelopment scenario and a supporting preliminary cost estimate. The 30 percent design will be focused along the Mill Creek Boulevard corridor. In addition, a preliminary design memorandum



will be prepared with recommendations for additional environmental analysis and permitting compliance that might be needed as the project moves forward through implementation. The City has stated that it would like to have sufficient information in the 30 percent design plans and memorandum, as well as information related to the subarea plan to be able to prepare a SEPA checklist and make a threshold determination(s) related to SEPA compliance. We understand that City staff will prepare the SEPA checklist. Our team will provide information developed as part of this task and the existing conditions review (natural resources conditions, tree assessment, etc.) to support the City's work on the SEPA checklist.

- 4.3 The Consultant will prepare a detailed action plan that identifies potential catalyst sites and near-term versus longer-term redevelopment opportunities (phasing), timelines, partnership opportunities, and funding and financial strategies.
- 4.4 The Consultant will finalize all documents above, as well as previous draft products from Tasks 1.0, 2.0, and 3.0 into the final draft of the subarea land use and infrastructure plan. We will prepare corresponding presentation materials for a public open house series to gather input on the draft plan. Based on public/community input, as well as ongoing input from the City, we will finalize the plan and support the formal adoption process. We assume time for preparing presentation materials and attending up to two Planning Commission meetings and two City Council meetings as part of the formal adoption process.

***Task 4.0 Deliverables***

The following information can be compiled in a binder or as separate documents as part of the final deliverables for this project. The binder would include final products from Tasks 1.0, 2.0, 3.0 and 4.0.

- Full draft subarea plan with recommendations for comprehensive plan and code amendments as applicable
- 30 percent design plans for public improvements and supporting information, including a preliminary cost estimate and a preliminary design memorandum with recommendations for additional environmental and permitting compliance as needed
- Incremental action strategy/action plan for the subarea (draft; final incorporated below)
- Presentation materials for public open house series (see Task 1.0)
- Support during formal adoption process (support to and facilitation of City Council discussion and decision-making at Council meetings); assumes up to two additional Planning Commission meetings and two additional City Council meetings—presentation materials and attendance by our PM and up to one other team member (these Planning Commission and City Council meetings are in addition to those listed under Task 1.0)

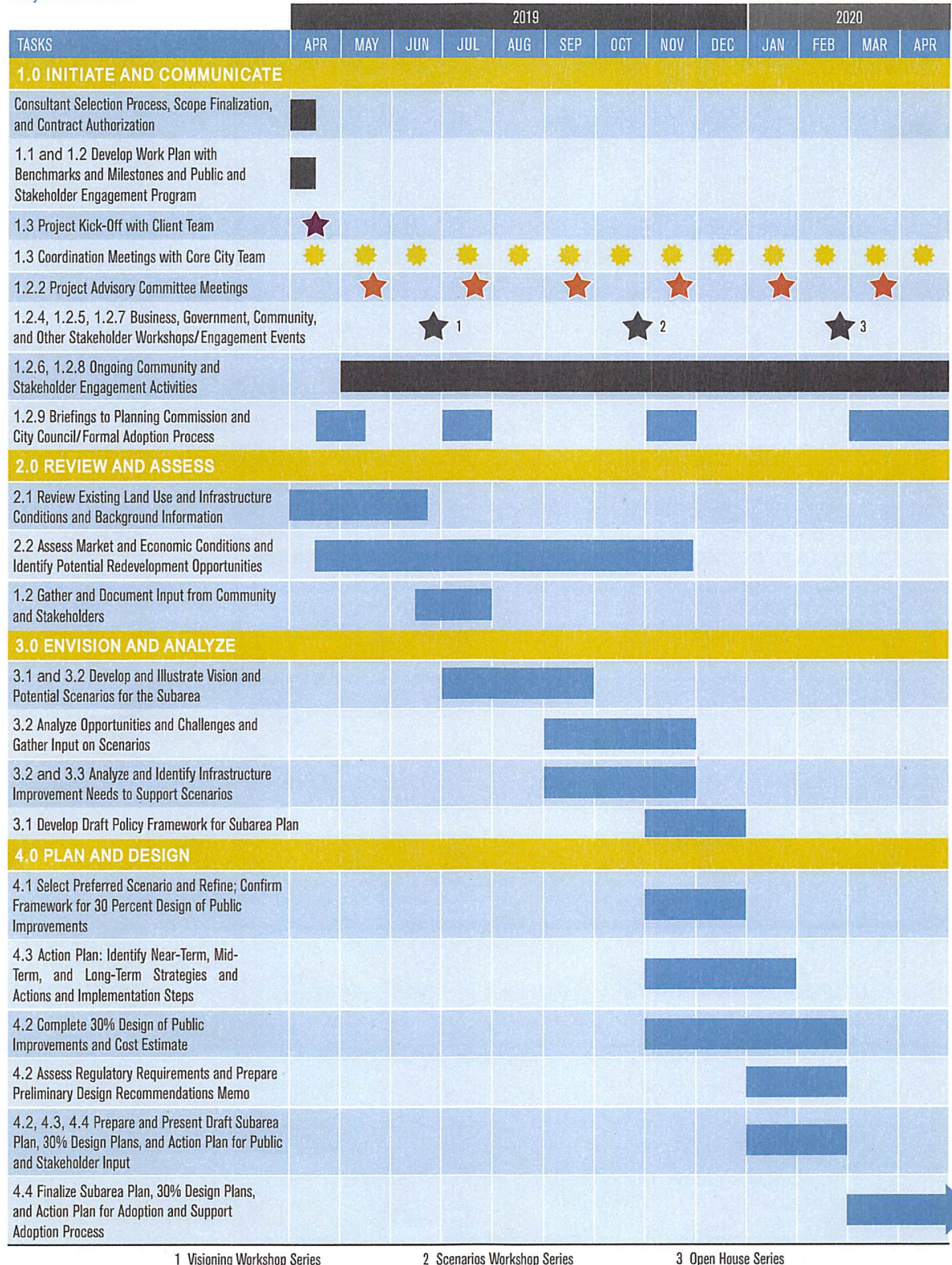
**Project Schedule**

The preliminary project schedule, attached, represents our approach to completing the four stages of work and associated tasks and subtasks within the timeframe from April 2019 to April 2020. This approach is flexible, and we look forward to working closely with City staff to confirm and refine the scope of work and schedule for completion.



**MILL CREEK BOULEVARD LAND USE AND INFRASTRUCTURE SUBAREA PLAN**  
Project Schedule

Attachment 2b



1 Visioning Workshop Series

2 Scenarios Workshop Series

3 Open House Series



**Mill Creek Boulevard Land Use and Infrastructure Subarea Plan and 30% Design of Public Improvements  
Preliminary Project Budgeting--Master Budget Sheet**

Attachment 2c

	Oak, Inc.										Leland Consulting Group - Market Analysis			Traffic Analysis	Hours Per Task	Costs Per Task
	Principal/PM (NRE)	Urban Designer/Arch (LaPierre)	Planner (Haworth)	Sr. Civil Engineer (Horsford and Cole)	Civil Engineer/Transit Coordination (Hayley)	Engineering Support (Multiple)	Planning/Urban Design Support (Multiple)	Materials, Graphics, Drafting, Modeling (Multiple)	Admin	Principal/Lead	Analyst	Admin	ALLOWANCE TBD			
Hourly Rates with Overhead and Fees Included																
1.0 INITIATE AND COMMUNICATE																
1.1 Project Work Plan	2									2				4	\$530	
1.2.1 Public and Stakeholder Engagement Plan/Participation Strategy	4		8						2	2				16	\$2,040	
1.2.2 Project Advisory Committee (Up to 7 Meetings)	24		14						14	14		16	1	83	\$11,500	
1.2.3 Project Information Publications/Brochures (Up to 3 Editions)	3		12							24				39	\$4,260	
1.2.4 Visioning Community and Stakeholder Workshop Series	28	16	28						32	2	16	16	1	139	\$18,830	
1.2.5 Scenarios - Land Use and Infrastructure Design Concepts and Scenarios Workshop Series	28	16	28	16	16	16	56	56	2	16		1	1	251	\$31,790	
1.2.6 Web-Based Outreach Support	12								24	12				48	\$5,466	
1.2.7 Public Open House Series	12		12						16	4				44	\$5,466	
1.2.8 Other Creative Engagement Ideas (SEE MANAGEMENT RESERVE BUDGET ALLOCATION BELOW)																
1.2.9 Planning Commission (3) and City Council Meetings (3)	12		6						6	6	16		1	47	\$6,940	
1.2.10 Public and Stakeholder Involvement Documentation, Summaries, and Analyses/Final Report	4		12						16	2				34	\$3,815	
1.3 Project Kick-Off Meeting and Ongoing Project Management for 12 Months	25	1	1	1	1	1	1	1	1	11	12	8	12	77	\$10,875	
<b>Total Hours Per Person</b>	<b>154</b>	<b>33</b>	<b>121</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>57</b>	<b>291</b>	<b>59</b>	<b>76</b>	<b>24</b>	<b>16</b>		<b>782</b>	<b>\$101,535</b>	
<b>Total Professional Labor Fees Per Person</b>	<b>\$27,720</b>	<b>\$4,620</b>	<b>\$14,520</b>	<b>\$1,060</b>	<b>\$2,975</b>	<b>\$1,785</b>	<b>\$5,415</b>	<b>\$18,145</b>	<b>\$5,015</b>	<b>\$18,680</b>	<b>\$1,000</b>	<b>\$1,600</b>			<b>\$101,535</b>	
2.0 REVIEW AND ASSESS																
2.1 Existing Conditions Analysis (Land Use, Infrastructure, Environmental, GIS Base Mapping) and Technical Memorandum	4	8	8	8	8	40	40	16	8						\$15,840	
2.2 Market Study/Assessment and Economic Development Recommendations Report	2									40	100	12			\$21,260	
<b>Total Hours Per Person</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>40</b>	<b>40</b>	<b>16</b>	<b>8</b>	<b>40</b>	<b>100</b>	<b>12</b>			<b>\$37,100</b>	
<b>Total Professional Labor Fees Per Person</b>	<b>\$1,080</b>	<b>\$1,120</b>	<b>\$960</b>	<b>\$1,440</b>	<b>\$1,400</b>	<b>\$4,200</b>	<b>\$8,800</b>	<b>\$1,520</b>	<b>\$680</b>	<b>\$7,200</b>	<b>\$12,500</b>	<b>\$1,200</b>			<b>\$37,100</b>	
3.0 ENVISION AND ANALYZE																
3.1 Visioning - Draft Vision Statement and Guiding Principles (Draft Policy Framework)	4		12						4	4		1			\$3,320	
3.2 Preliminary Design Concepts and Scenarios (Kit of Parts Street Elements, Layout Options, Redevelopment/Land Use Scenarios)	16	24	12	12	12	32	64	64	4	8		1			\$29,340	
3.3 Analysis of Alternatives (Includes Development of Criteria and Analysis of Opportunities and Challenges Related to Each Scenario)	12	2	8	2	0	0	0	16	4	8		1			\$7,160	
<b>Total Hours Per Person</b>	<b>32</b>	<b>26</b>	<b>32</b>	<b>24</b>	<b>12</b>	<b>32</b>	<b>64</b>	<b>80</b>	<b>12</b>	<b>20</b>	<b>0</b>	<b>3</b>			<b>\$39,820</b>	
<b>Total Professional Labor Fees Per Person</b>	<b>\$5,760</b>	<b>\$3,640</b>	<b>\$3,840</b>	<b>\$2,520</b>	<b>\$2,100</b>	<b>\$8,360</b>	<b>\$6,080</b>	<b>\$7,600</b>	<b>\$1,020</b>	<b>\$3,600</b>	<b>\$0</b>	<b>\$300</b>			<b>\$39,820</b>	
4.0 PLAN AND DESIGN																
4.1 Facilitate Selection of Preferred Alternative and Develop Full Draft Subarea Plan	12	2	16	8	8	24	24	56	24	8	0	0			\$20,800	
4.2 Prepare 30 Percent Design Plans for Selected Public Improvements in Corridors	8	16	4	32	24	120	64	12	8						\$34,420	
4.3 Prepare Detailed Action Plan Identifying Funding Strategy, Catalyst Redevelopment Sites and Partnership Opportunities, and Other Info	4		16	16	8	4	4	24	8	20	20	2			\$16,980	
4.4 Finalize All Products and Prepare Final Plan and Supporting Products for Adoption; Support Adoption Process (2 PC; 2 CC Meetings)	8	2	16	8	8	16	24	24	12						\$13,740	
<b>Total Hours Per Person</b>	<b>32</b>	<b>20</b>	<b>52</b>	<b>64</b>	<b>48</b>	<b>164</b>	<b>116</b>	<b>116</b>	<b>64</b>	<b>28</b>	<b>20</b>	<b>2</b>			<b>\$86,140</b>	
<b>Total Professional Labor Fees Per Person</b>	<b>\$5,760</b>	<b>\$3,800</b>	<b>\$8,340</b>	<b>\$11,520</b>	<b>\$8,400</b>	<b>\$17,220</b>	<b>\$12,020</b>	<b>\$11,020</b>	<b>\$4,400</b>	<b>\$5,040</b>	<b>\$2,500</b>	<b>\$200</b>			<b>\$86,140</b>	
<b>Total Estimated Labor Budget</b>	<b>\$40,320</b>	<b>\$12,180</b>	<b>\$25,560</b>	<b>\$18,360</b>	<b>\$14,875</b>	<b>\$26,560</b>	<b>\$28,115</b>	<b>\$48,285</b>	<b>\$11,135</b>	<b>\$28,520</b>	<b>\$18,000</b>	<b>\$1,300</b>			<b>\$264,595</b>	
<i>Estimated Reimbursable Expenses and Travel Costs (See Below)</i>																
<i>Management Reserve for Traffic Analysis of the Preferred Alternative Scenario</i>																
<i>Management Reserve for Engagement Activities/Additional Meetings if Needed</i>																
<b>TOTAL BUDGET FOR SERVICES AND EXPENSES/DIRECT COSTS</b>																
<b>\$299,895</b>																

**BREAKDOWN OF REIMBURSABLE EXPENSES AND DIRECT COSTS INCLUDING TRAVEL**

Leland Consulting Group Travel Expenses (RT Travel from Portland)

	Airfare	Lodging	Per Diem	Ground Transp	Subtotals	Totals
8 Trips by Principal	\$2,000	\$1,200	\$480	\$800	\$4,480	
2 Trips by Analyst	\$500	\$300	\$120	\$920		
Additional Days Per Diem (3 x Principal, 2 x Analyst)			\$300	\$300	\$300	\$5,700

Reprographics and meeting materials (display boards, information sheets/brochures, hand-out materials, and other reimbursables):

TASK 1 INITIATE AND COMMUNICATE	\$4,800
TASK 2 REVIEW AND ASSESS	\$1,200
TASK 3 ENVISION AND ANALYZE	\$1,200
TASK 4 PLAN AND DESIGN	\$2,400
<b>Total Estimated Reimbursable Expenses and Direct Costs</b>	<b>\$9,600</b>
	<b>\$13,300</b>



# Mill Creek Boulevard Land Use and Infrastructure Subarea Plan

April 9, 2019

# Otak Team Qualifications



- Integrated, Interdisciplinary Team
- Exceptional at Collaboration
- Extensive Engagement Experience
- *We Are PLACE Makers*
- *We Get Things Built (from Vision to Reality)*
- Deep Portfolio of Experience (Streets, Infrastructure, Public Places, Civic Campuses, Parks, Transit, TOD, Trails...)
- Funding and Financing Strategies to Support Implementation
- *We Know and Love Mill Creek!*

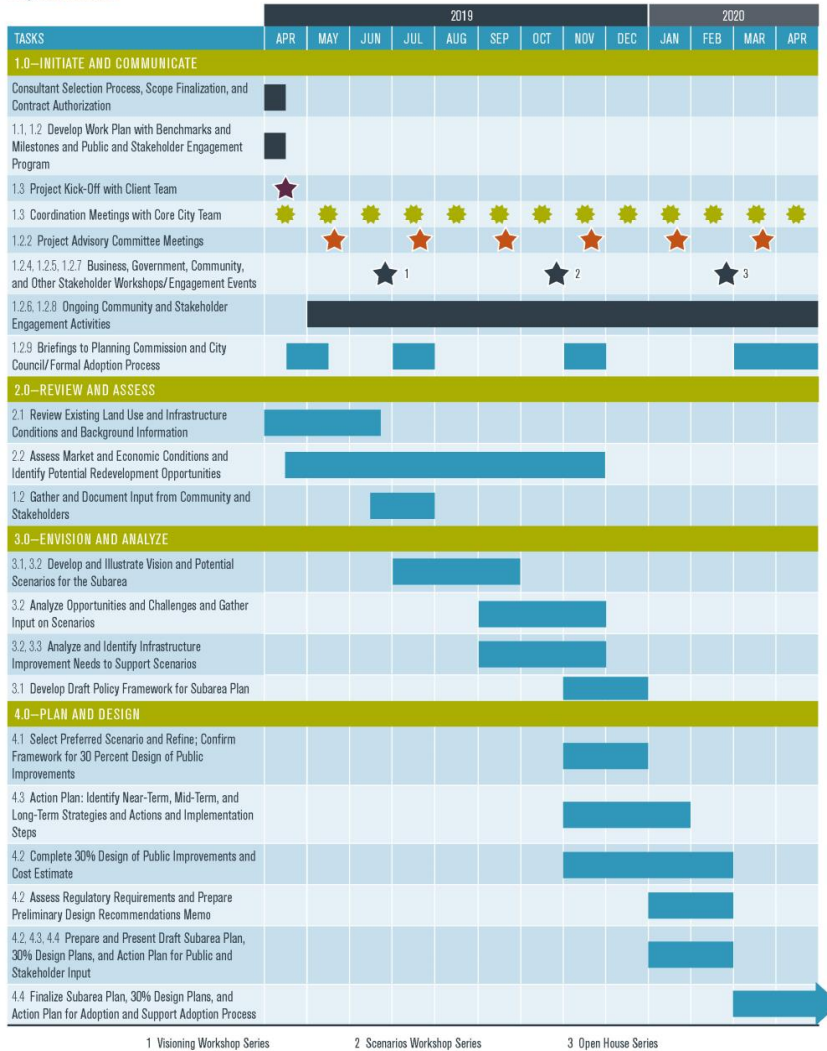


# Team Structure





**MILL CREEK BOULEVARD LAND USE AND INFRASTRUCTURE SUBAREA PLAN**  
Project Schedule



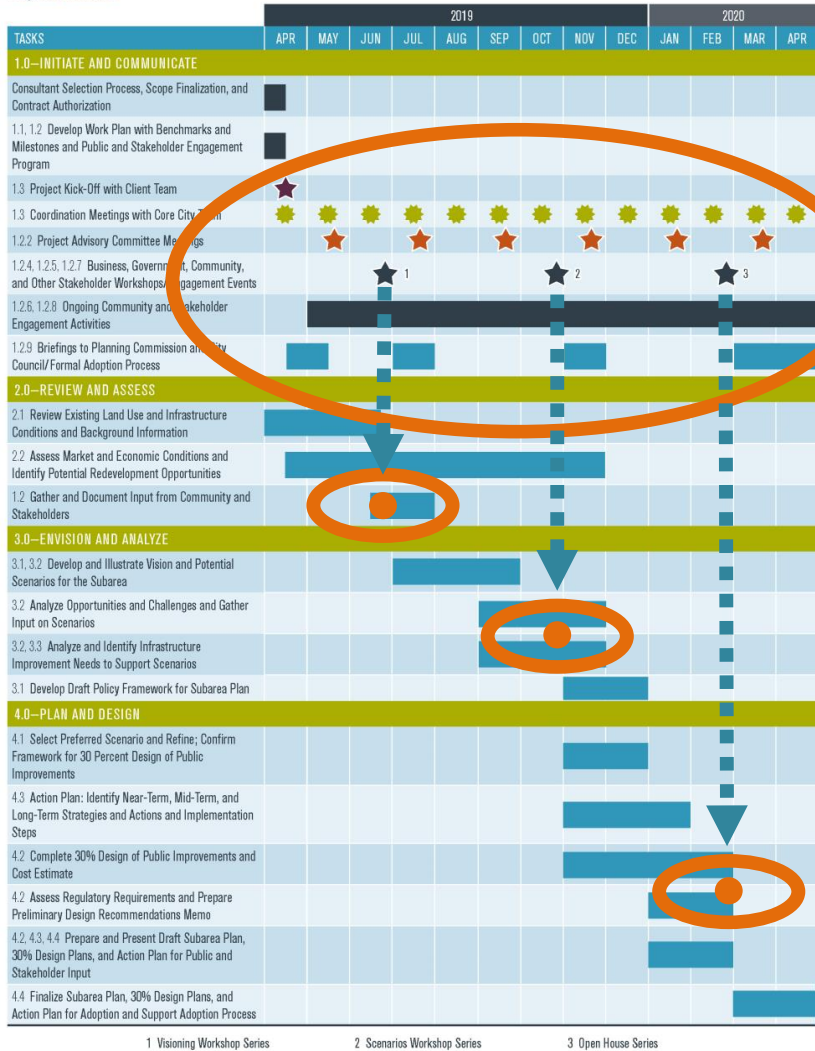
# Project Approach

- 1.0 Initiate and Communicate
- 2.0 Review and Assess
- 3.0 Envision and Analyze
- 4.0 Plan and Design





MILL CREEK BOULEVARD LAND USE AND INFRASTRUCTURE SUBAREA PLAN  
Project Schedule



# Project Approach

**Robust Plan for Stakeholder and Community Engagement**



# Otak's Relevant Experience

## Engagement



### Diversity of Tools in Our Toolbox:

- Design dialogue workshop series
- Visual preference surveys
- Walking tours
- Focus and stakeholder groups
- Businesses and development interests
- Agency partners
- Advisory committees
- Outdoor open houses
- Virtual bulletin boards
- Meet and greets
- Web-based engagement and outreach
- Next generation activities
- Presentations to Councils, Boards, and Commissions

*A Community and Stakeholder Involvement Program Tailored to Mill Creek and the Subarea*



# Otak's Relevant Experience

## Engagement



*Interactive Workshops—Planning and Designing  
WITH the Community*





# Otak's Relevant Experience

## Engagement



*Helping Communities Envision Possibilities*



# Otak's Relevant Experience

## Engagement



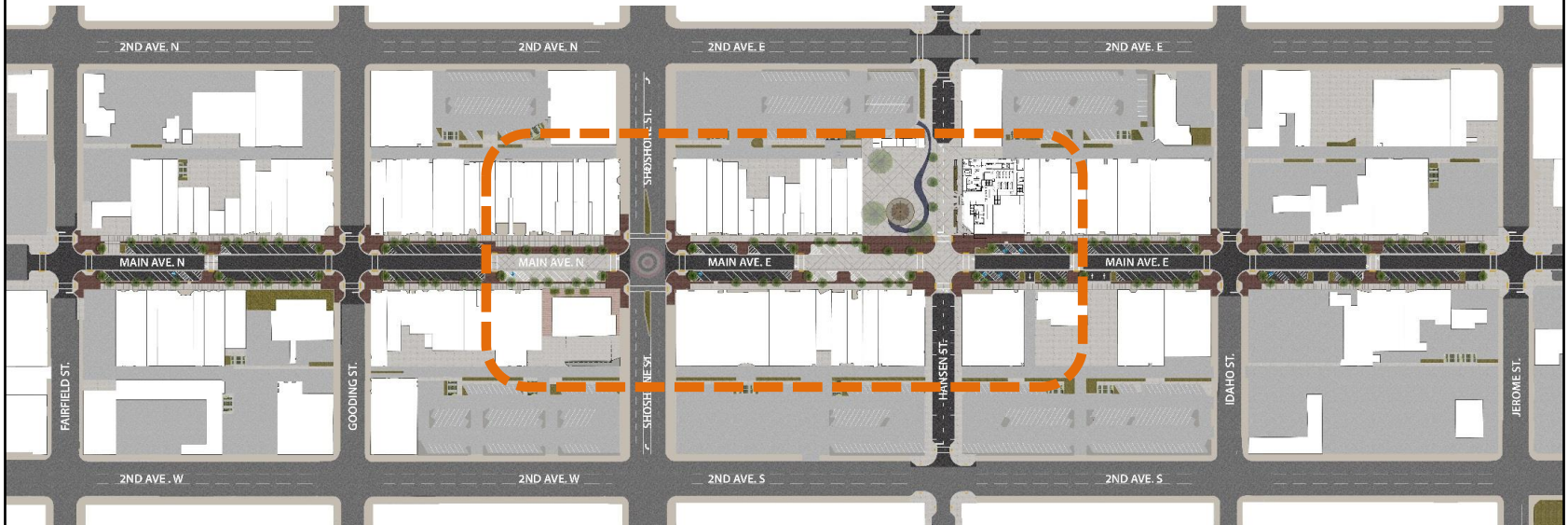
*Fun, Meaningful, and Memorable Activities!*





# Otak's Relevant Experience

## PLACE Making Results—From Vision to Reality



### *Main Avenue & Downtown Commons* *Twin Falls, Idaho*





# Otak's Relevant Experience



- Main Avenue November 10 2014 Presentation  
- Downtown and Main Avenue Branding



provide additional guidance for the project with members to serve as liaisons to the community.



**Community Workshops**

- Main Avenue October 2014 Workshop Presentation
- Workshop - 10/16/2014
- Talk Bubbles - 10/16/2014
- More Talk Bubbles - 10/16/2014
- Kids Drawings 1 - 10/16/2014
- Kids Drawings 2 - 10/16/2014
- Kids Drawings 3 - 10/16/2014



# Otak's Relevant Experience

1/14/2015

Twin Falls Main Avenue - Public and Stakeholder Involvement

**Main Avenue**  
AREA REDESIGN PROJECT

THE URBAN RENEWAL AGENCY  
OF THE CITY OF TWIN FALLS

Project Introduction | Project Scope | Project Area Map | Public | Stakeholder Involvement | Project Schedule | Contact Us

## Public and Stakeholder Involvement

### Project Kickoff - 9/3/2014

- Main Avenue Area Redesign Project Information Sheet
- Main Avenue Area Redesign Kick-off Summary
- Main Avenue Area Redesign Kick-off Report
- Main Avenue Area Redesign Kick-off Presentation

### Project Advisory Committee (PAC)

Main Avenue Area Redesign Project Advisory Committee Members

#### **PAC Meeting - 10/13/2014**

- Main Avenue October 13 2014 Agenda
- Main Avenue Vision and Guiding Principles
- Main Avenue Work Program
- Main Avenue October 13 2014 Notes

#### **PAC Meeting - 11/10/2014**

- Main Avenue November 10 2014 Agenda
- Main Avenue November 10 2014 Presentation
- Downtown and Main Avenue Branding

### Community Workshops

- Main Avenue October 2014 Workshop Presentation
- Workshop - 10/16/2014
- Talk Bubbles - 10/16/2014
- More Talk Bubbles - 10/16/2014
- Kids Drawings 1 - 10/16/2014
- Kids Drawings 2 - 10/16/2014
- Kids Drawings 3 - 10/16/2014

The master plan and preliminary design will emerge from extensive community engagement. The project team will hold a workshop series in October 2014, and another series in early 2015. The workshop will involve an interactive process that emphasizes designing with the community and finding common-ground solutions. "We will work with community members and downtown stakeholders to facilitate the visioning process and deliver an exceptional design that honors Twin Falls' heritage and improves the economic health of the downtown area," said Mandi Roberts, project manager of the Otak team. A community advisory committee is being formed to provide additional guidance for the project with members to serve as liaisons to the community.









# Otak's Relevant Experience

**Main AVENUE**  
Area Redesign Project



February 2015

## MEANDERING STREET ALIGNMENT

### Alternating Angled Parking and Parallel Parking on Both Sides





**About this Street Alignment Option**

The slightly meandering street centerline on Main Avenue serves to slow traffic and give priority to the pedestrian by providing equitable public space on each side of the street and consistent widths of the sidewalks and amenity zones throughout the corridor. The meander also adds visual interest and tends to orient drivers' views more toward businesses along the sides of the street.

The alternating angled parking and parallel parking provides more parking spaces than Option 2. This option provides a consistent width space along the sides street—20' for sidewalks, plantings, and amenity zones.

Sidewalk cafes, kiosks, public art, and other elements could be sited in various locations of this option.

This option includes 61 parallel parking spaces and 155 angled parking spaces, for a total of 216 onstreet parking spaces.

**Typical Dimensions for Street Alignment Option**



WALKWAY	PLANTING STRIP	TRUCK LANE	TRUCK LANE	TRUCK LANE	TRUCK LANE	TRUCK LANE	TRUCK LANE	TRUCK LANE	TRUCK LANE
12'	10'	12'	12'	12'	12'	12'	12'	12'	12'





# Otak's Relevant Experience



# Otak's Relevant Experience





# Otak's Relevant Experience



# Otak's Relevant Experience





# Otak's Relevant Experience





# Otak's Relevant Experience



# Otak's Relevant Experience





# Otak's Relevant Experience



*Other Projects: Green Streets and Trails*



# Otak's Relevant Experience

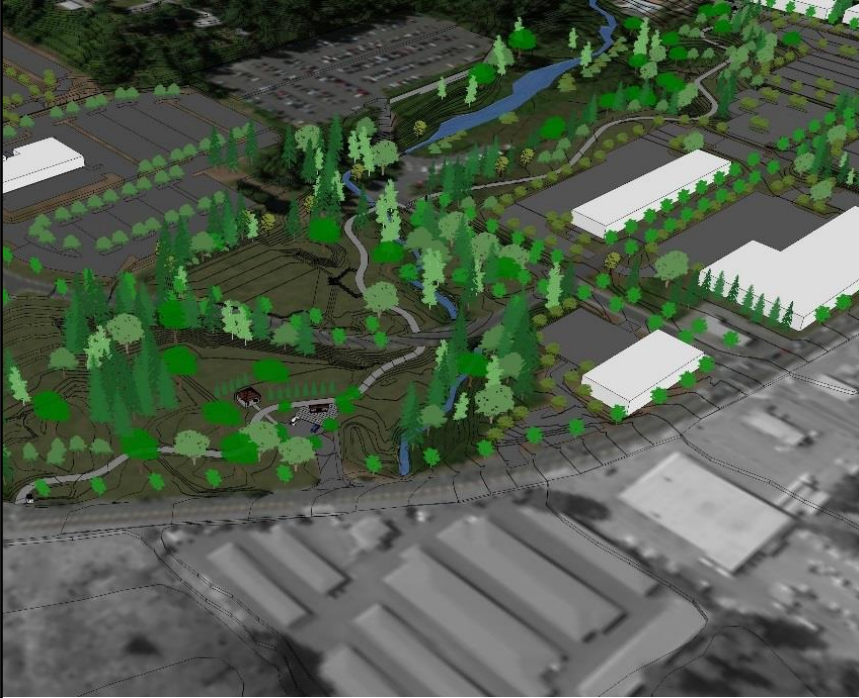


*Other Projects: Swift Bus Rapid Transit*





# Otak's Relevant Experience

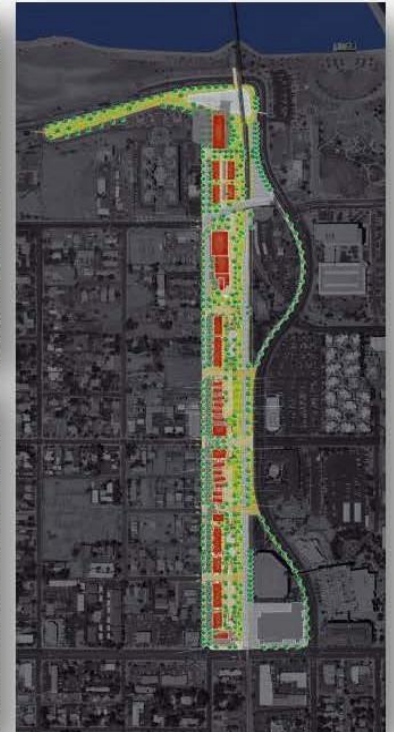
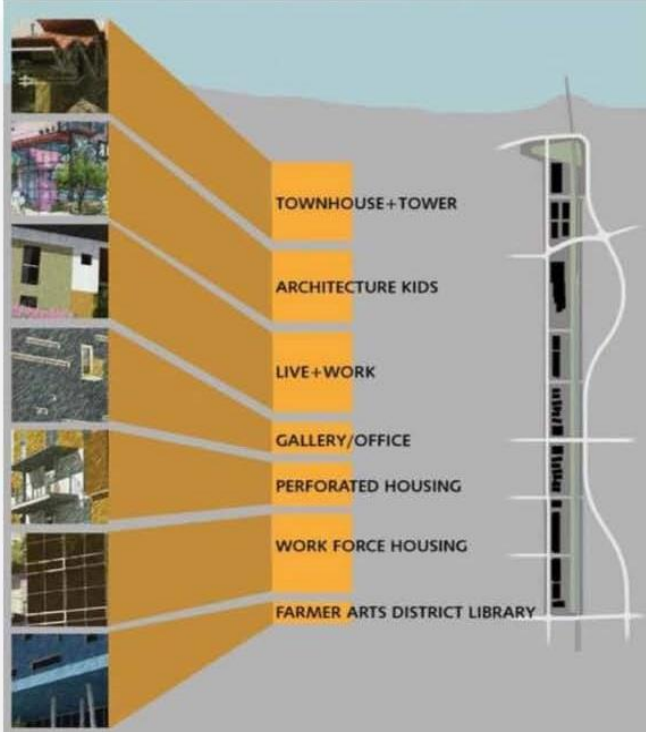


***Other Projects: Co-Located Parks and Stormwater Systems***





# Otak's Relevant Experience



***Other Projects: Mixed Use and Transit Oriented Development***



# Otak's Relevant Experience



***Other Projects: Civic Campuses and Festival Streets***







Agenda Item # G

Meeting Date: April 9, 2019

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:    STUDY SESSION REGARDING DOBSON-REMILLARD-COOK  
PROPERTIES VISION MEETING**

**PROPOSED MOTION:**

None at this time – For discussion purposes only.

**KEY FACTS AND INFORMATION SUMMARY:**

In 2004, the City of Mill Creek purchased several properties (known as the Dobson, Remillard, and Cook properties) next to what is now the Mill Creek Sports Park, which was purchased in 2001 (See Attachment 1). The purpose of the purchases was to provide for additional active park and recreational amenities and potentially a site for a public works facility/storage yard. Several planning sessions have been held since the purchases occurred related to the desired uses for the properties. Initial ideas from these sessions included additional soccer fields, baseball/softball fields, community center, Boys & Girls Club, library, and a location for a public work facility (Cook Property).

Parks and recreational facilities can be developed with the following approaches:

- 1) Traditional government funding and development – Local government plans, designs, funds, and builds the project (usually via public bid).
- 2) Public-Non Profit Partnership – Local government partners with non-profit agency to build and/or operate recreational facility.
- 3) Public-Private Partnership – Local government partners with private sector to operate recreational facility or contribute/build some portion of the facility in exchange for private revenue producing use (likely non recreational).

Included in the City's 2019-2020 Budget are funds (\$50,000) for a development feasibility study and/or planning process for the Dobson-Remillard properties. It was anticipated that a study or planning process will evaluate potential and desired land uses to advance the City's tourism and economic development interests.

In preparation for the Study Session with Council, the Interim City Manager held some advance or preliminary discussions with the Executive Directors of the Sno-King Amateur Hockey Association, the Boys & Girls Club of Snohomish County, the YMCA of Snohomish County, and the Mill Creek Little League. The purpose of these early discussions was to determine the level of interest, opportunities and challenges with developing recreational facilities.

City Council Agenda Summary  
Page 2

The purpose of the Study Session is to initiate and identify some potential visions and big ideas that will start to shape how the Council may move forward with fulfilling the City's tourism and recreational goals. Additional discussions among and between the City Council, the new City Manager, and community are expected as a plan is developed.

**CITY MANAGER RECOMMENDATION:**

Participate in the Study Session and provide ideas.

**ATTACHMENTS:**

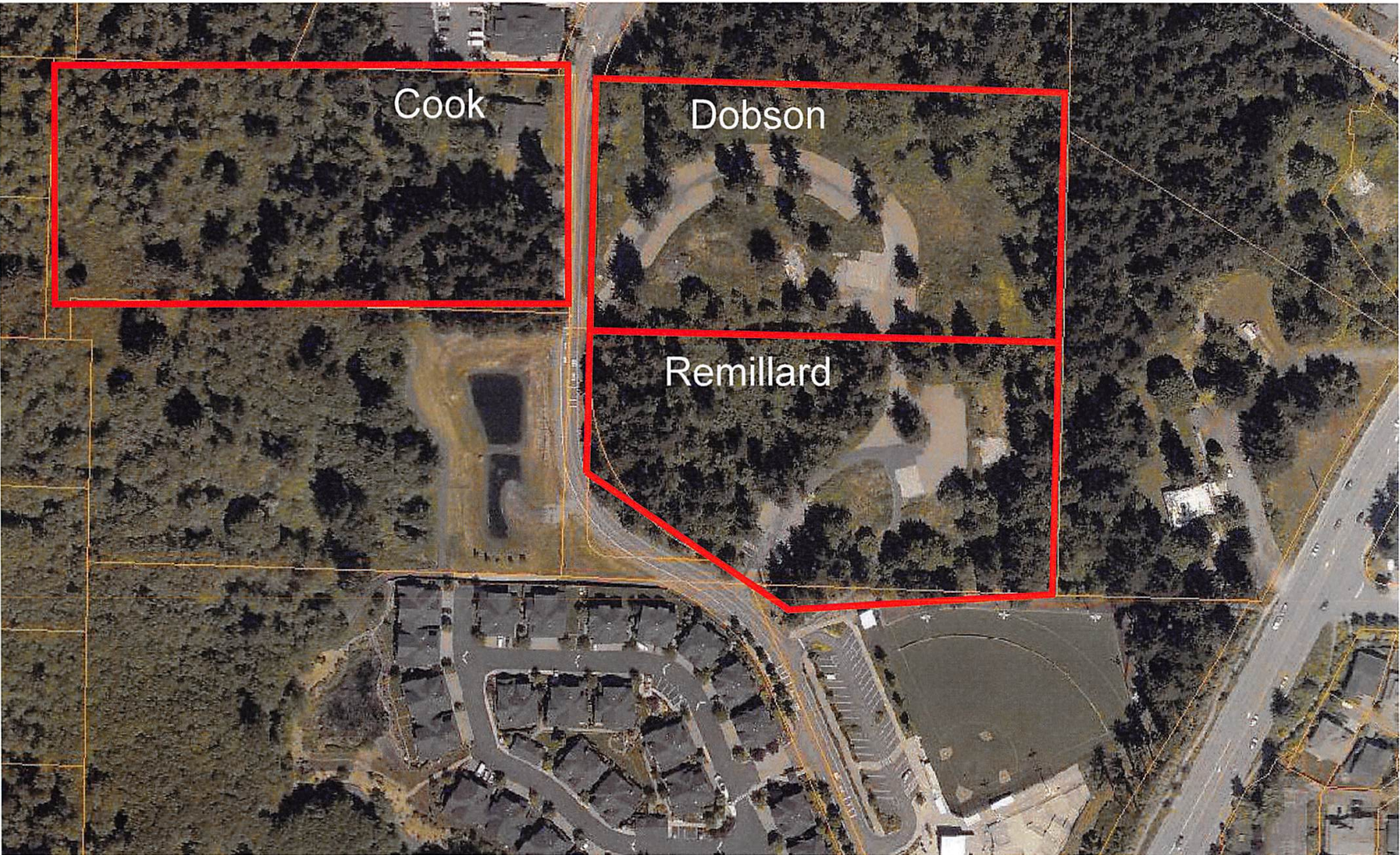
Aerial photo showing the Mill Creek Sports Park, Dobson, Remillard, and Cook properties.

Respectfully Submitted:



Robert S. Stowe  
Interim City Manager







# Parks Vision Meeting

April 9, 2019

**AGENDA ITEM #G.**

# Dobson Remillard Cook





“

If you can visualize it,  
if you can dream it,  
there's some way to do it.

Walt Disney

”





## Vision – Past Ideas

- Expansion of Sports Park
- Baseball/Softball
- Soccer
- Community Center
- Boys & Girls Club
- Library
- Public Works Facility/Yard (Cook Property)

# Vision - Additional Ideas

## Multi-Use Facility

- Hockey
- Baseball/softball/fields/batting cages
- Lacrosse
- Soccer
- Basketball
- Classroom
- Restaurants/cafes













**AGENDA ITEM #G.**

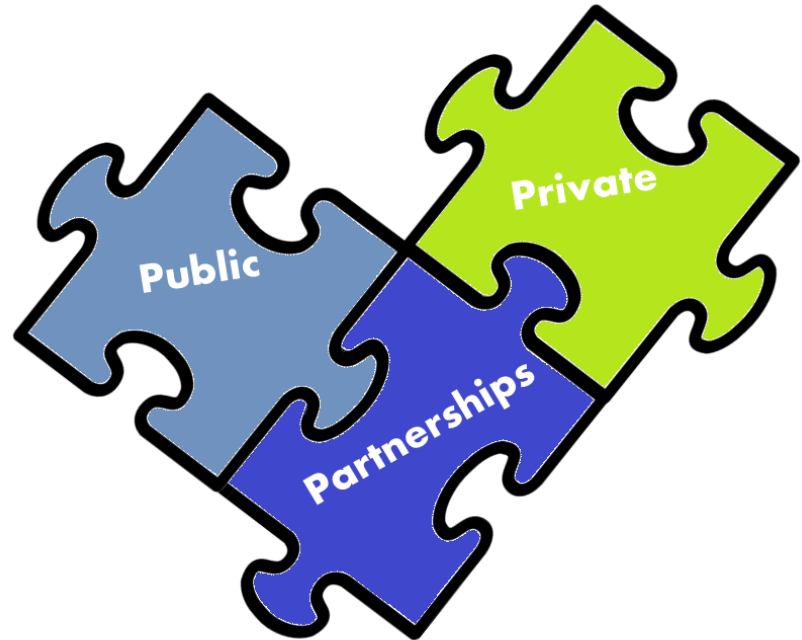




**AGENDA ITEM #G.**

# Approaches

- Traditional
- Public Partnerships
- Public-Private







**BOYS & GIRLS CLUBS**  
OF SNOHOMISH COUNTY



# What's Your Vision & Next Steps



## Vision Ideas?

*Possible Next Steps:*

✓ \$50k budgeted for  
Feasibility  
Study/Planning  
Process

Could include some  
basic illustrations of  
desired uses, public  
engagement, and  
strategies to achieve.

# Thank you.

Bob Stowe  
Interim City Manager

(425) 921-5724

[citymanager@cityofmillcreek.com](mailto:citymanager@cityofmillcreek.com)

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





Date: April 9, 2019

A/P Check Batches		
Dated	Check Numbers	Amount
03/14/2019	ACH-Union 76 Fleet-Feb	\$4,455.46
03/15/2019	59975-60053	\$1,360,463.81
03/25/2019	ACH Debt-Dept of Rev-Sales Tax	\$1,043.26
03/29/2019	60054-60117	\$492,449.64
<b>Total</b>		<b>\$1,858,412.17</b>

Voided Checks	
Numbers	Explanation
60075	Incorrect Vendor

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 59975 through 60117, and ACH in the amount of \$1,858,412.17.

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: 03/13/2019

Report Time: 09:54:28 AM

**Batch Summary Report by ID Number**

Company Name: City of Mill 01      Effective Date: 03/14/2019  
 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	\$4,455.46	C	071000288	4539508	C	

	Total Amount in Batch	Total Count in Batch
Debits	\$0.00	0
Credits	\$4,455.46	1
Prenotes	\$0.00	0

	Grand Total Amount	Grand Total Count
Debits	\$0.00	0
Credits	\$4,455.46	1
Prenotes	\$0.00	0

Business Licensing and Taxes

<< My DOR Services

Return Payment

Welcome, Sandra Kottke Settings Help Log Out

- Home
- Select Tax Account
- Manage Payments and Returns
- Excise Tax
- Feb-28-2019
- Return Payment

Return Payment	Applies To		History
CITY OF MILL CREEK 600-598-011	Feb-28-2019	1,043.26	Source : ACH Debit
Excise Tax 600-598-011			Posted : Mar-25-2019
Feb-28-2019			Received : Mar-25-2019
\$1,043.26			

Contact us

View Support ID



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Working together to fund Washington's future

**Accounts Payable**

Checks by Date - Detail by Check Date

User: Jodieg  
 Printed: 4/4/2019 11:57 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
59975	911SUPPL	911 Supply Inc	03/15/2019		
	69294	2 Patch Install & Alter, 3 Hero's Stripe - B. Thor			62.38
	69742	2 Police Panels for Jackets for Eastman & Elwin			21.98
	70760	1 pr. Pants - T. Hughes			112.60
	70768	2 Officer Badges - T. Eikenberry			284.83
	71253	2 Gold Hat Straps for Eastman & N. Lewis			22.00
			Total for Check Number 59975:	0.00	503.79
59976	ADPLL	ADP, LLC	03/15/2019		
	530788725	ADP - Payroll Services Workforce Now 02/15			477.85
	530870394	Payroll Process Chgs - Y/E W-2's			698.70
	531636825	ADP - Payroll Services Workforce Now 02/28			482.00
			Total for Check Number 59976:	0.00	1,658.55
59977	AFSCME1	AFSCME Local 1811-M	03/15/2019		
	February	Union Dues - AFCSME - Feb			1,184.30
			Total for Check Number 59977:	0.00	1,184.30
59978	ALEXPRCO	Alexander Printing Company Inc	03/15/2019		
	59166	5,000 #10 Window Envelopes w/Logo			535.44
			Total for Check Number 59978:	0.00	535.44
59979	ALLIEDBW	Allied Body Works Inc	03/15/2019		
	61075	Sander Repair - Shaft Assy.			332.13
			Total for Check Number 59979:	0.00	332.13
59980	INTEGRA	Allstream	03/15/2019		
	15950944	T-1 Monthly Charges - March			645.66
			Total for Check Number 59980:	0.00	645.66
59981	AMTESTIN	Am Test, Inc	03/15/2019		
	109209	5 Fecal Coliform Analysis			125.00
			Total for Check Number 59981:	0.00	125.00
59982	AMAZON	Amazon Capital Services	03/15/2019		
	1CX4-WT6D-1FQW	LC to LC Fiber Patch Cable & 100 Pk. Cat6 End			23.23
	1CX4-WT6D-6LTC	1 - 1000 Ft. Spool Solid Cat6 Cable			140.59
	1JGM-F7GH-PNXF	1 - 1000 Ft. Spool Stranded Cat6 Cable			115.61
	1MT9-LGQN-3XX6	1 Case - 16 Boxes Kleenex Tissues			28.69
			Total for Check Number 59982:	0.00	308.12
59983	AWC1	Association of WA Cities	03/15/2019		
	21860	Elected Officials Essentials 2018 Webinar Series			125.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 59983:	0.00	125.00
59984	BENEAD R1902514	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - Feb	03/15/2019		151.70
			Total for Check Number 59984:	0.00	151.70
59985	BRAUNB 2019-0308	Beth Braun Consulting Services - March 6-8, 2019	03/15/2019		360.00
			Total for Check Number 59985:	0.00	360.00
59986	BRUCEDEE 6162 6176	Bruce Dees & Associates LLC MCSP Lighting & Turf Improvement Proj MCSP Lighting & Turf Improvement Proj	03/15/2019		11,528.00 9,200.12
			Total for Check Number 59986:	0.00	20,728.12
59987	BLDGS&G 330416 331078	Builder's Sand And Gravel 12 Cubic Yds. Sand - Snow Event 36 Cubic Yds. Sand - Snow Event	03/15/2019		549.80 1,649.38
			Total for Check Number 59987:	0.00	2,199.18
59988	BANKCR24 1 1A 2 2A 2B	Business Card Preparing for Annual Financial Reporting - Laue Preparing for Annual Financial Reporting - Kottl Purchasing and Public Works Contracting Train - Purchasing and Public Works Contracting - Gunc Purchasing and Public Works Contracting - Volk	03/15/2019		125.00 125.00 125.00 125.00 125.00
			Total for Check Number 59988:	0.00	625.00
59989	CDW RJR3453 RJR3534	CDW Government Renewal of Existing Adobe Licenses for Comm.. Adobe Photoshop CC for Teams - Team Licensir	03/15/2019		2,344.29 432.72
			Total for Check Number 59989:	0.00	2,777.01
59990	CHIEFSU 162153 162153a	Chief/Law Enforcement Supply 3 High Lumen Stinger LED Use Tax-3 High Lumen Stinger LED	03/15/2019		403.50 -38.01
			Total for Check Number 59990:	0.00	365.49
59991	CINTASA 4017530204 4017530204A	Cintas Corporation Floor Mat Service 03/01 Floor Mat Service 03/01	03/15/2019		96.19 56.03
			Total for Check Number 59991:	0.00	152.22
59992	CIEDMOND RGG-190024	City of Edmonds Domestic Violence Coordinator - March	03/15/2019		1,176.72
			Total for Check Number 59992:	0.00	1,176.72
59993	CITYEVE I19001043	City of Everett Share of Training Costs - Interlocal Agreement 2	03/15/2019		800.00
			Total for Check Number 59993:	0.00	800.00
59994	CRIMJTC	Criminal Justice Training Commission	03/15/2019		



# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	201132019	Pre-Supervisor Training T. Kidwell 01/28 - 02/0			200.00
	201132140	Interview Techniques - T. Eikenberry 02/26 - 02/			75.00
			Total for Check Number 59994:	0.00	275.00
59995	DAYWIRE 482879 483095	Day Wireless Systems (03) 806 - 896 Mhz Unity 1/4 Antenna & Brass Mour Trunion Hardware Kit, Motorcycle Headset Cabl	03/15/2019		39.45 239.27
			Total for Check Number 59995:	0.00	278.72
59996	DWAYNLNS 6245896/2	Dwayne Lane Staff Van - Car #1 Diagnose Electrical/Brake Co	03/15/2019		408.09
			Total for Check Number 59996:	0.00	408.09
59997	ENVIRTECH CD201910069	Envirotech Services Inc Calcium Chloride - Road De-Icer	03/15/2019		7,373.45
			Total for Check Number 59997:	0.00	7,373.45
59998	FELDMAJ February	Feldman & Lee, P.S. Public Defender Contract - Flat Fcc - Feb	03/15/2019		9,000.00
			Total for Check Number 59998:	0.00	9,000.00
59999	FIELDTRF Payment 1	FieldTurf USA, Inc MCSP Turf & Lighting - Progress Payment #1	03/15/2019		72,133.78
			Total for Check Number 59999:	0.00	72,133.78
60000	FONGJ 6968	Jeffrey Fong Photography - Digital Basic - Winter 2019 #6968	03/15/2019		392.00
			Total for Check Number 60000:	0.00	392.00
60001	FOUTCHB REIMBMEAL	Bart Foutch Meal Reimb. Police Leadership W. Pt. Model Or	03/15/2019		27.00
			Total for Check Number 60001:	0.00	27.00
60002	GILBERTD WELLNESS	Denise Gilbertson Wellness Lunch Supplies 03/06 - 10,000 Step Ct	03/15/2019		44.42
			Total for Check Number 60002:	0.00	44.42
60003	GRYOSBRN 11	Gray & Osborne Inc Prof Serv. 35th Ave Recon CM & Insp 01/06 - 0/	03/15/2019		84,913.32
			Total for Check Number 60003:	0.00	84,913.32
60004	KCDA 300368397 300368397A	KCDA Purchasing Cooperative Passport Supplies - Pens, Small Env, Paper Clips General Office Supplies	03/15/2019		46.80 140.12
			Total for Check Number 60004:	0.00	186.92
60005	Keeney 105286-0	Keeney's Office Supply, Inc. 4 Task Chairs w/Arm Rests - PD	03/15/2019		2,484.09
			Total for Check Number 60005:	0.00	2,484.09
60006	KETCHMFG	Ketchum Mfg Co., Inc.	03/15/2019		

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	148817	200 - #164 Heart Stainless Animal Licenses			152.71
			Total for Check Number 60006:	0.00	152.71
60007	KPFFCON 192904 253856	KPFF Consulting Engineers Prof. Svcs - 35th Ave. Recon. 01/27 - 02/23 Prof. Svcs - 35th Ave. Recon. 01/01 - 01/25	03/15/2019		17,287.30 1,314.26
			Total for Check Number 60007:	0.00	18,601.56
60008	MONSIDO INV-17320	Monsido, Inc. Compliance & Collaboration 2k, 4/1/19 - 3/31/20	03/15/2019		2,169.00
			Total for Check Number 60008:	0.00	2,169.00
60009	OMWATT 821779 821780 821781 821782 821783 821784 821785 821786 821787	Ogden Murphy Wallace Attorneys Prof. Legal Services - Council - Jan Prof. Legal Services - CED - Jan Prof. Legal Services - Engr (35th Ave Recon) - J. Prof. Legal Services - Exec - Jan Prof. Legal Services - Finance - Jan Prof. Legal Services - HR LEOFF Board- Jan Prof. Legal Services - Martin Suit - Jan Prof. Legal Services - Police - Jan Prof. Legal Services - City Clerk - Jan	03/15/2019		3,315.00 11,970.00 1,248.00 1,372.50 260.00 5,640.00 716.20 1,107.50 1,564.00
			Total for Check Number 60009:	0.00	27,193.20
60010	OREILLY 2986-195632 2986-196332 2986-197003 2986-197361 2986-198736 2986-198848	O'Reilly Automotive Inc 1 Air Coupler, 1 Pick-up Magnet - Shop 1 Wiper Blade - PW5 1 RV Antifreeze - PW5 1 External Door Handle - PW5 Lubricant - Vehicle Maintenance Supplies Shop Supplies	03/15/2019		12.98 19.42 6.61 44.27 4.40 33.09
			Total for Check Number 60010:	0.00	120.77
60011	PACTOP 1-T1079077 1-T1079549 1-T1079557	Pacific Topsoils, Inc. Bark Medium Grade - MCSP Storm Debris Streets Storm Debris Streets	03/15/2019		110.40 31.50 63.00
			Total for Check Number 60011:	0.00	204.90
60012	PAKOR 8034520	Pakor Inc 2 Cases - Passport Film	03/15/2019		628.89
			Total for Check Number 60012:	0.00	628.89
60013	STCRIMES 26606	Pat McCarthy Productions Inc Street Crimes Seminar - B. Thompson 6/10 - 6/1	03/15/2019		349.00
			Total for Check Number 60013:	0.00	349.00
60014	PAWSAFT 6926 6929	Paws Afoot Dog Obed - Pubby ABC's - Winter 2019 - #6926 Dog Obed - Basic Training for Dogs Winter 2019	03/15/2019		218.40 385.00
			Total for Check Number 60014:	0.00	603.40
60015	PITNEYB	Pitney Bowes Global Financial Services	03/15/2019		

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	3308292069	Lease Postage Machine, Meter & Scale 12/30 - C			468.51
			Total for Check Number 60015:	0.00	468.51
60016	PLANTSCP 47848E 47848E1 47848E2 47848E3 47848E4	Plantscapes Horticultural Services Landscape Maint - Off Season Work - Feb Landscape Maint - CHS/Public Library - Feb Landscape Maint - Parks - Feb Landscape Maint - CHN - Feb Landscape Maint - R/W Medians/SR 527/Interio	03/15/2019		110.40 193.62 2,522.20 43.65 2,602.03
			Total for Check Number 60016:	0.00	5,471.90
60017	PLATT U504546	Platt Electric Supply, Inc CHS - Light Bulbs	03/15/2019		145.03
			Total for Check Number 60017:	0.00	145.03
60018	POSTNET 02212019	PostNet 22 2019 - 2020 Biennial Budget Books	03/15/2019		1,783.96
			Total for Check Number 60018:	0.00	1,783.96
60019	PRYTHSP 681699	Protect Youth Sports Background Checks - Recreation Instructor	03/15/2019		8.95
			Total for Check Number 60019:	0.00	8.95
60020	SNOCPUD 200743599 200797223 201345386 201663515 201669280 201781135 201898053 202570776 202624391 202767935 202909941 202926333 203028121 203251632 204717524 204717532 204717540 205087232 20529210 205495328 220317390 220612410 220763510 221293111	PUD No. 1 of Snohomish County Street Lights - 189 Lights - 200W 02/01 - 02/28 3401 148th St. SE 01/23 - 02/20 2501 147th Pl SE 01/19 - 02/21 14600 16th Ave SE 02/02 - 03/05 16110 1/2 29th Dr. SE 01/26 - 02/26 2701 155th St. SE 01/31 - 02/27 1700 Mill Creek Rd. 01/24 - 02/22 Street Lights - 87 Lights - 250W 02/01 - 02/28 Street Lights - 841 Lights - 100W 02/01 - 02/28 Street Lights - 21 Lights - 400W 02/01 - 02/28 Street Lights - 6 Lights 150W 02/01 - 02/28 Hill Side Park 01/29 - 02/27 4560 SAC 02/02 - 03/05 15510 Village Green Dr. 01/31 - 02/27 Street Lights - 8 Lights - 200W 02/01 - 02/28 Street Lights - 38 Lights - 250W 02/01 - 02/28 Street Lights - 39 Lights - 400W 02/01 - 02/28 Street Lights - 17 Lights 100W 02/01 - 02/28 Street Lights - 386 Lights - 100W 02/01 - 02/28 Street Lights - 49 Lights - 20W 02/01 - 02/28 Street Lights - 1 Light 240W 02/01 - 02/28 15601 22nd CT SE 01/31 - 02/26 13332 44th Ave. SE 02/02 - 03/04 Street Lights - 1 Light - 160W 02/01 - 02/28	03/15/2019		1,736.91 161.25 56.60 25.40 44.38 98.86 84.05 942.21 6,021.56 312.90 28.98 16.20 62.37 15.12 47.68 285.38 441.48 52.87 1,389.60 17.15 7.94 19.85 51.88 5.18
			Total for Check Number 60020:	0.00	11,925.80
60021	PVPCOMM 12523	PVP Communications Wireless Motor Kit	03/15/2019		848.49
			Total for Check Number 60021:	0.00	848.49
60022	RAMERJ	Jon Ramer	03/15/2019		

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2019-03	Consulting Services for Memorial Day Parade			2,000.00
			Total for Check Number 60022:	0.00	2,000.00
60023	REYNLDST 130574	Todd Reynolds Photographic Services for Marketing	03/15/2019		500.00
			Total for Check Number 60023:	0.00	500.00
60024	RKSOLID 6921	Rock Solid Learning LLC Gems and Geodes - 03/02 - #6921	03/15/2019		140.00
			Total for Check Number 60024:	0.00	140.00
60025	SANDIEPE 636530 636531 636589	San Diego Police Equipment Co. 22 Cases Ammo - PD 1 Cs - Ammo - 223 REM 62GR Bended Soft Pt. 10 Cases - 40 S&W 180 GR	03/15/2019		4,246.66 244.53 2,640.77
			Total for Check Number 60025:	0.00	7,131.96
60026	SILVERL 17679-27345 17684-27596A 24079-27593 32141-27633 35995-27914 35996-27914 35997-27914 36365-27593A 37680-27914 40191-27914 40191-27914A	Silverlake Water District 15429 1/2 Bothell Everett Hwy 02/01 - 02/28 15429 Bothell Way - Irrig Hillside Irrig 01/01-01/31 13903 N Creek Dr 02/01-02/28 SR-527 Irrig. 01/01 - 01/31 14600 SR 527 - Irrig 01/01 - 01/31 13800 N SR 527 - Irrig 01/01 - 01/31 Dumas Rd Irrig 02/01-02/28 0 33rd Dr & Northpointe Circle - Irrig 01/01 - 01 13315 45th Ave SE - Restroom 01/01 - 01/31 13315 45th Ave SE-Restroom 02/01-02/28	03/15/2019		7.60 7.60 7.60 66.05 7.60 7.60 7.60 7.60 22.30 7.60 65.05 63.05
			Total for Check Number 60026:	0.00	269.65
60027	SMARSH INV00472390 INV00472390A	Smarsh Inc Text Archiving Platform - Verizon Mo. 02/01 - 0 Use Tax - Text Archiving Platform - Verizon Mo	03/15/2019		273.72 -10.92
			Total for Check Number 60027:	0.00	262.80
60028	SCFIRDS MC-19-01	Sno County Fire District #7 Fire Interlocal Agreement - 1st Qtr	03/15/2019		982,686.25
			Total for Check Number 60028:	0.00	982,686.25
60029	SNOCOM 1244	Snohomish County 911 Dispatch Service - March	03/15/2019		19,690.67
			Total for Check Number 60029:	0.00	19,690.67
60030	SNOCOC 2019-4875	Snohomish County Corrections Jail Service Fees - Jan	03/15/2019		7,229.81
			Total for Check Number 60030:	0.00	7,229.81
60031	SNOCOPW 1000495497 1000495497A	Snohomish County Public Works RR7522 - Dumas Rd/Park Rd - Jan RR7554 164th SE/9th SE - Jan	03/15/2019		155.93 144.71
			Total for Check Number 60031:	0.00	300.64



# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
60032	SNDPUBIN EDH846892 EDH846893	Sound Publishing Inc Notice - City Application - 2 Portable Classrooms City Applications - Add 3 Portable Classrooms J	03/15/2019		58.48 56.76
Total for Check Number 60032:				0.00	115.24
60033	SDISTCRT I00486470	South District Court Electronic Monitoring - Nov	03/15/2019		245.00
Total for Check Number 60033:				0.00	245.00
60034	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem - MEBT - ER - Marcl	03/15/2019		3,838.31
Total for Check Number 60034:				0.00	3,838.31
60035	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - March	03/15/2019		2,018.56
Total for Check Number 60035:				0.00	2,018.56
60036	STAPLEAD 70107960LA 70107960LA1 70107960LA2 70107960LA3	Staples Advantage Office Supplies - Finance Office Supplies - Evidence Office Supplies - Patrol Office Supplies - Copy Paper	03/15/2019		8.27 123.86 161.42 437.19
Total for Check Number 60036:				0.00	730.74
60037	STARDMSV 012205-IN 012205-IN1	Stardom Services Inc February Services - Janitorial CHS February Services - Janitorial CHN	03/15/2019		1,184.13 995.00
Total for Check Number 60037:				0.00	2,179.13
60038	STERICYC 3004604527	Stericycle Inc Biomedical Waste Services - Monthly Fee	03/15/2019		10.36
Total for Check Number 60038:				0.00	10.36
60039	THORBARN 81435	Thorson Barnett & McDonald, P.C. Prof. Services - 02/01 - 02/28	03/15/2019		272.00
Total for Check Number 60039:				0.00	272.00
60040	TRANSUN 02909352	Trans Union LLC Basic Service Monthly Fee - Credit Checks 01/2:	03/15/2019		55.20
Total for Check Number 60040:				0.00	55.20
60041	TRANOUTS 6614 6629	Transcription Outsourcing, LLC Law Enforcement Transcription - 2018-18728 Law Enforcement Transcription - Mack 012819	03/15/2019		129.17 132.13
Total for Check Number 60041:				0.00	261.30
60042	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Feb	03/15/2019		55.20
Total for Check Number 60042:				0.00	55.20
60043	UPS 00009X801489	United Parcel Service UPS Chgs - Send to Altronix - Key Cards CHS	03/15/2019		28.14

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 60043:	0.00	28.14
60044	UNWAYSNC March	United Way of Snohomish County United Way EE for March 2019	03/15/2019		206.00
			Total for Check Number 60044:	0.00	206.00
60045	JULC 9020186 9020186A	Utilities Underground Location Center On Call Location Services - 58 Locates On Call Location Services - 58 Locates	03/15/2019		37.41 37.41
			Total for Check Number 60045:	0.00	74.82
60046	VERIZON 9824570092	Verizon Wireless Access & Usage Chgs 01/21 - 02/20 - City Cell 1	03/15/2019		2,038.94
			Total for Check Number 60046:	0.00	2,038.94
60047	WAALARM 452680 454806	Washington Alarm Service Call 12/31 CHN Service Call 01/28 Library	03/15/2019		192.68 241.50
			Total for Check Number 60047:	0.00	434.18
60048	WASTPAT I19005902	Washington State Patrol Background Checks - Feb.	03/15/2019		53.00
			Total for Check Number 60048:	0.00	53.00
60049	WSUCONF 37906516	Washington State University Conference M 2019 Pacific NW Clerks Institute - G. Pfister 6/2	03/15/2019		1,150.00
			Total for Check Number 60049:	0.00	1,150.00
60050	WAVEDIV 08003840	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St. - To 3000 Rockefe	03/15/2019		629.28
			Total for Check Number 60050:	0.00	629.28
60051	WHPACIFI IN70874W	WHPacific, Inc Prof Svc. Seattle Hill Rd. Preservation Proj. Thr	03/15/2019		20,637.09
			Total for Check Number 60051:	0.00	20,637.09
60052	YBASHIRT 30231 30231A 30450 30450A 30552 30552A	YBA Shirts 775 Navy/White Reversible Jersey - BB Program Use Tax 775 Navy/White Reversible Jersey - BB 36 - Navy/White Reversible Jerseys - BB Progra Use Tax 36 - Navy/White Reversible Jerseys - B 811 Navy/White Reversible Jersey - BB Program Use Tax-811 Navy/White Reversible Jersey - BB	03/15/2019		8,983.80 -846.30 417.31 -39.31 4,700.56 -442.81
			Total for Check Number 60052:	0.00	12,773.25
60053	ZAC&THOM 19-MCR0002	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - Feb.	03/15/2019		9,500.00
			Total for Check Number 60053:	0.00	9,500.00
			Total for 3/15/2019:	0.00	1,360,463.81

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
60054	911SUPPL 71342 71685 72021	911 Supply Inc CP Polo Shirt/Pants/Belt - Sally Dagna Soft Carry Case (4) Credit - Returned Duty Belt - Sally Dagna	03/29/2019		229.86 271.79 -65.99
Total for Check Number 60054:				0.00	435.66
60055	AMAZON 1Q41-WWPW-TTNK 1YM9-JVLN-6PK7	Amazon Capital Services 1 Ream Hammermill Card Stock - Certificates 2 Audio Cables - Troubleshoot Audio Problems i	03/29/2019		19.51 14.98
Total for Check Number 60055:				0.00	34.49
60056	SCCFOA SCCFOA Dues SCCFOA Duesa SCCFOA Duesb	Snohomish County Clerks And Finance Off 2019 SCCFOA Dues-P Lauerman 2019 SCCFOA Dues-J Gunderson 2019 SCCFOA Dues-G Pfister	03/29/2019		25.00 25.00 25.00
Total for Check Number 60056:				0.00	75.00
60057	AVTECH 2019030604 2019030604A 2019030604B	Avtech Software Inc Use Tax -Temp Sensors for Evid Refrig/Freez, S Temp Sensors for Evid Refrig/Freez, Serv Room Temp Sensors for Evid Refrig/Freez, Serv Room	03/29/2019		-118.26 266.12 989.24
Total for Check Number 60057:				0.00	1,137.10
60058	BANKCARD 1 10 11 12 13 14 15 16 17 18 19 2 3 4 5 6 7 8 9	Bank of America First Aid Supplies Stall Mat Rubber Lodging -PD Leadership W. Point Model - B. Fc Collective Barg & Arbitration Conf - C. Eikenbe Dermoscent Pyo Spot Dog - Bagira Let It Go Event Prizes - Wellness Event Let It Go Event Prizes - Wellness Event Toll Charges - Car #38 Wellness Committee - St. Patrick's Day Breakfas Supplies - 10,000 Step Challenge Lunch - Welln MyBuilding Permit.com - Monthly Fee SWAT Jacket, Pant, Gloves, T-Shirt First Aid Supplies - Patrol 32-25' Smart Cartridges, 90-15 Smart "Training" First Aid Supplies - Patrol ACCIS Spring Conference - James Busch - 4/15 APC Backup Battery Replacement Nutramax Dasuquin - Bagira Lodging - S. Connor - PD Leadership - W. Pt. M	03/29/2019		19.70 52.41 381.04 350.00 44.16 13.98 36.32 6.50 26.50 35.71 59.95 756.16 37.36 4,919.42 114.49 425.00 43.04 85.00 448.50
Total for Check Number 60058:				0.00	7,855.24
60059	BANKCR16 1 2 3	Bank of America Parking for Right-of-Way Training 2/6/19 - T. R. APA Membership/ WA Chapter S. Ringstad Dept. Retreat - 2019/20 Work Program - T. Rogc	03/29/2019		6.00 95.00 24.05
Total for Check Number 60059:				0.00	125.05
60060	BENEAD 1903514	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - March	03/29/2019		149.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 60060:	0.00	149.50
60061	BICKFORD 19-0388	Bickford Ford 2019 Ford Explorer SUV XLT 4WD, Agate Blac	03/29/2019		35,346.84
			Total for Check Number 60061:	0.00	35,346.84
60062	BRAUNB 2019-0318	Beth Braun Communications Support During Staff Absence	03/29/2019		480.00
			Total for Check Number 60062:	0.00	480.00
60063	BRIDPETS 00088	Bridges Pets 1 Bag Dog Food - Bagira	03/29/2019		65.45
			Total for Check Number 60063:	0.00	65.45
60064	BANKCR20	Business Card	03/29/2019		
	1	Return For Credit - 6" Freeze Proof Silicone			-28.67
	10	2 Snow Plow Shoe Skid Front Assemblies			113.98
	11	Tarps, Pliers, Pipe			67.09
	12	Outside Faucet - CHS			42.24
	13	Tarp - Cover, Salt & Sand			31.99
	14	Outside Faucet - CHS			50.68
	15	Misc Supplies - PW Shop			75.49
	16	Road Salt Storage Bags			58.97
	17	Clock- CHN, Cleaning Brush			50.44
	18	Tape Measure, Tool Bag, Hardware			71.69
	19	Hardware, Ratch - Street Signs			44.08
	2	Electrical/Supplies for PD Project			28.76
	3	10 - Lynchpin 7/16"			2.74
	4	Winter Road Maint. Supplies			120.78
	5	Safe-T-Salt - Snow Event			57.09
	6	5 Gallon EPA Diesel Can			22.07
	7	Map-Pro Gas			12.11
	8	Chain Links - Sander Repair			36.47
	9	2 Snow Plow Shoes Skid Front Assemblies			11.85
			Total for Check Number 60064:	0.00	869.85
60065	BANKCR25	Business Card	03/29/2019		
	1	Credit Hotel/Air BNB - FEMA Training - G. Bri			-118.73
	2	Credit Hotel/Air BNB - FEMA Training - G. Bri			-91.60
	3	Chamber of Commerce Board Mtg. - J. Kirk 2/5/			11.03
	4	2019 WRPA Annual Conf. - Jay Sandstrom			409.00
	5	Classroom Supplies - Preschool Pals - 2019 Win			49.24
	6	Survey Monkey For Youth BB Year-End Feedba			40.85
	7	Constant Contact Toolkit - Monthly Fee			104.89
	8	Hotel/Air BNB - FEMA Training - G. Brink			118.73
			Total for Check Number 60065:	0.00	523.41
60066	BANKCR26	Business Card	03/29/2019		
	1	City Action Days Reg. Fee Refund 2/13 - 2/14 -			-200.00
	10	Reg. Economic Alliance Business After Hours M			35.00
	2	Deposit For Annual EE Appreciation Event - Arc			600.00
	3	Raffle Prizes For Annual EE Appreciation Event			115.42
	4	Raffle Prizes For Annual EE Appreciation Event			49.70
	5	Raffle Prizes For Annual EE Appreciation Event			76.78
	6	Additional Food For Annual EE Apprec. Event -			114.39



# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	7	Special Order Food - Annual EE Apprec. Event -			34.92
	8	Final Balance - Annual EE Apprec. Event - Aren			568.87
	9	Registration for SCC/SCT Joint Meeting 3/21/15			15.00
Total for Check Number 60066:				0.00	1,410.08
60067	BANKCR27	Business Card	03/29/2019		
	1	U-Haul Trailer Rental - Transport PD Harley to P			16.49
	2	U-Haul Trailer Straps - Transport PD Harley to P			26.31
	3	7 Round - 4 Flat Adapter Purch. to Transport Hai			14.28
	4	Larry F Davis Award Plaques - 2017/2018			300.58
	5	5 Cases - XL Nitrile Gloves, 15 Cases - M. Nitril			-14.04
	5A	5 Cases - XL Nitrile Gloves, 15 Cases - M. Nitril			149.04
	6	2019 Licensing - Ford Explorer - VIN# 1FMSK1			49.75
	7	Licensing - 2017 BMW - VIN# WB10A1308HZ			47.75
Total for Check Number 60067:				0.00	590.16
60068	BANKCR28	Business Card	03/29/2019		
	1	Piper Waterproof 6" Work Boot - G. Hortillosa			110.40
	2	Thermal Socks & Ozero Winter Gloves - G. Hor			36.20
	3	American Public Works Assoc. - Membership - C			124.00
Total for Check Number 60068:				0.00	270.60
60069	CINTAS 4018323154 4018323154A	Cintas Corporation Loc. #460 Floor Mat Service 03/15 Floor Mat Service 03/15	03/29/2019		
					96.19
					56.03
Total for Check Number 60069:				0.00	152.22
60070	ZOHO 2216275	Citi ZOHO Corporation #4926 Subscription Fee-AD Audit Plus-2 File servers/2	03/29/2019 Replacement for Check No. 5		
					1,429.49
Total for Check Number 60070:				0.00	1,429.49
60071	CODPUBCO 62955	Code Publishing Company Policies & Proc. - Web Update 3/4/19 - Ordinanc	03/29/2019		
					310.17
Total for Check Number 60071:				0.00	310.17
60072	COMCAST 849831021045701	Comcast High Speed Internet Fee 03/18-04/17	03/29/2019		
					191.40
Total for Check Number 60072:				0.00	191.40
60073	COPIETC CN96	Copiers Etcetera, Inc. Repairs & Maint - Copy Machines	03/29/2019		
					1,224.58
Total for Check Number 60073:				0.00	1,224.58
60074	CXTEC 6971027 6971458 6971757	CXtec, Inc CHN Core Network Switch Upgrade CHN to SNOCO Fiber Switch Upgrade 10 Gig Cables	03/29/2019		
					8,318.01
					796.87
					662.40
Total for Check Number 60074:				0.00	9,777.28
60075	FLDTRFNW 022819	Fieldturf Northwest Inc MCSP Lighting & Turf - Application #2	03/29/2019 VOID		
				265,476.25	
Total for Check Number 60075:				265,476.25	0.00

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
60076	FOUTCHB Meal Reimburs	Bart Foutch Meal Reimburse - B. Foutch - West Point Leader	03/29/2019		250.00
				Total for Check Number 60076:	0.00      250.00
60077	GTENORTH 425-745-6974	Frontier CC Line, Fax 02/19-03/18	03/29/2019		170.45
				Total for Check Number 60077:	0.00      170.45
60078	GRYOSBRN 12	Gray & Osborne Inc 35th Ave Reconstruction thru 2/3 - 3/2	03/29/2019		35,564.90
				Total for Check Number 60078:	0.00      35,564.90
60079	GRAYBAR 9309007104 CM93099295615	Graybar Chatsworth Vertical Cable Mgmt, Chatswoth Cal Credit-Returned Chatswoth Cable Mgmt Adapter	03/29/2019		346.27 -112.28
				Total for Check Number 60079:	0.00      233.99
60080	HERC 30563848-001 30614461-001	Herc Rentals Rental Kubota Tractor Loader - Snow Event Rental Tractor Attachment Box Blade	03/29/2019		2,523.10 193.20
				Total for Check Number 60080:	0.00      2,716.30
60081	HORIZON 2M079768	Horizon Distributors Inc 4" Trench Shovel - Orange Wood Handle	03/29/2019		22.13
				Total for Check Number 60081:	0.00      22.13
60082	SNOCOHU HSALC016	Snohomish County Human Services Dept. 2% Liquor Profits/Liquor Excise Taxes-4th Qtr	03/29/2019		1,292.94
				Total for Check Number 60082:	0.00      1,292.94
60083	KOPPA 1355 1355A	Koppa Targets Use Tax - 1 Set - 6 Koppa Targets 1 Set - 6 Koppa Targets	03/29/2019		-91.26 968.76
				Total for Check Number 60083:	0.00      877.50
60084	KPFFCON 201997	KPFF Consulting Engineers Prof Svc - 35th Ave. Recon 02/24 - 03/30	03/29/2019		24,668.35
				Total for Check Number 60084:	0.00      24,668.35
60085	Connie 6924	Connie Lewis Babysitting Safety Class - March 18-20 - #6924	03/29/2019		882.00
				Total for Check Number 60085:	0.00      882.00
60086	LITHTENW 81459	LithtexNW Business Card Imprints - T Macks & T Hughes	03/29/2019		71.76
				Total for Check Number 60086:	0.00      71.76
60087	LITJON Polygraph	Littlejohn Services Polygraph - Support Services Supervisor - I. Hea	03/29/2019		225.00
				Total for Check Number 60087:	0.00      225.00

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
60088	NELSONM 6949 6950	Melissa Nelson Music For Preschool - (9:30AM) - 2/22 - 3/22 - 1 Music For Preschool - (10:30AM) - 2/22 - 3/22 -	03/29/2019		773.50 728.00
Total for Check Number 60088:				0.00	1,501.50
60089	OMWATT 820744 822806	Ogden Murphy Wallace Attorneys Prof. Legal Services - City Clerk - Dec Prof. Legal Services - Franchises - Feb	03/29/2019		337.50 6,183.00
Total for Check Number 60089:				0.00	6,520.50
60090	PACAIR 19062	Pacific Air Control, Inc. HVAC Repairs - CHN	03/29/2019		702.20
Total for Check Number 60090:				0.00	702.20
60091	PAWS February 2019	PAWS Animals Brought To Shelter - Feb.	03/29/2019		187.00
Total for Check Number 60091:				0.00	187.00
60092	Peckman 2	Peckham & McKenney Professional Fee - City Manager Search	03/29/2019		7,500.00
Total for Check Number 60092:				0.00	7,500.00
60093	ELLITIRE 064462006443	PepBoys-Remittance Dept Rear Brake Overhaul, Rear Calipers, Pads - Car :	03/29/2019		974.16
Total for Check Number 60093:				0.00	974.16
60094	PERTEET 20160281.016-4 20180189.000-4	Perteet Inc Prof Svc - Cubes Self-Storage Submittal Review Prof Svc - SW Aging Infrastructure - Grade F 1/:	03/29/2019		2,453.75 21,534.01
Total for Check Number 60094:				0.00	23,987.76
60095	PFISTERG Expense Reimb.	Gina Pfister Evening Social - Meet The CM Candidates 3/22	03/29/2019		259.78
Total for Check Number 60095:				0.00	259.78
60096	PHILPUB 444	Philips Publishing Passport Ad - Lynnwood Parks & Rec - Spring	03/29/2019		340.00
Total for Check Number 60096:				0.00	340.00
60097	PRYTHSP 665702 665702A 673251	Protect Youth Sports Background Checks - Recreation Class Instructo Background Checks - Building Official Background Checks - Youth B-Ball Volunteers	03/29/2019		26.85 8.95 143.20
Total for Check Number 60097:				0.00	179.00
60098	SNOCPU 200101434 200154458 201353968 201367745 201752961 202212361	PUD No. 1 of Snohomish County 2725 Seattle Hill Rd 02/09 - 03/12 2720 Seattle Hill Rd 02/09 - 03/12 15728 Main Street 02/07 - 03/07 902 164th St. SE 02/05 - 03/06 15429 1/2 Bothell Everett Hwy 01/11 - 03/08 928 Dumas Rd 02/16 - 03/18	03/29/2019		17.28 17.28 1,149.77 34.06 18.24 122.66

# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	202230108	1900 164th St. SE 02/09 - 03/12			37.42
	202461042	15803 32nd Ave SE 02/09 - 03/12			94.38
	202667499	2024 Seattle Hill Rd 02/09 - 03/12			37.78
	202693008	15720 Main St. 02/14 - 03/18			1,993.78
	202852059	15720 Main St. Unit B 02/14 - 03/18			395.51
	202959052	4842 SAC 02/06 - 03/08			80.26
	203164694	13510 N Creek Dr 02/16 - 03/18			50.79
	203211552	13628 N Creek Dr 02/21 - 03/21			80.93
	203348081	14810 35th Ave. SE 02/09 - 03/12			52.25
	203388152	15429 Bothell Evertt Hwy 02/06 - 03/08			17.62
	221897242	14100 35th Ave SE 02/07 - 03/06			109.71
			Total for Check Number 60098:	0.00	4,309.72
60099	PUGETSO 200004765331 20004765463	Puget Sound Energy 15720 Main St 02/15 - 03/19 15728 Main Street 02/15 - 03/19	03/29/2019		479.19 723.30
			Total for Check Number 60099:	0.00	1,202.49
60100	RDAYARTS 6961	Rainy Day Art Studio LLC Explore Art! - 3/6 to 3/27 - #6961	03/29/2019		269.50
			Total for Check Number 60100:	0.00	269.50
60101	SHREDIT 8126840906	Shred-It USA Inc Shredding Service Fee	03/29/2019		73.39
			Total for Check Number 60101:	0.00	73.39
60102	SILVERL 14112-27585 14737-19068 24079-27593 32140-27632 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 37034-30017 37680-27914	Silverlake Water District 132nd & SR 527 Irrig 02/01 - 02/28 13617 28th Dr SE Irrig 02/01 - 02/28 Hillside Irrig 02/01 - 02/28 13903 N Creek Dr - Irrig 02/01 - 02/28 SR 527 - Irrig 02/01 - 02/28 14600 SR 527 - Irrig 02/01 - 02/28 13800 N SR 527 - Irrig 02/01 - 02/28 1600 SR 527 - Irrig 02/01 - 02/28 15200 SR 527 - Irrig 02/01 - 02/28 15100 N SR 527 - Irrig 02/01 - 02/28 SR 527 & Trillium Blvd - Irrig 02/01 - 02/28 14600 SR 527 - Irrig 02/01 - 02/28 SR 527 & Dumas Rd - Irrig 02/01 - 02/28 14721 12th Ave SE - Irrig 02/01 - 02/28 0 33rd Dr & Northpoint Circle Irrig 02/01 - 02/2	03/29/2019		7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60
			Total for Check Number 60102:	0.00	114.00
60103	SNOCOSH1 2019-4900	Snohomish County Treasurer Inmate Medical Billing - Jan.	03/29/2019		26.80
			Total for Check Number 60103:	0.00	26.80
60104	SNYDERRF 19W256 5873675	Snyder Roofing Roof/Leak Repairs - CHN Service Leak Investigation/Repair - CHN	03/29/2019		9,375.17 1,598.60
			Total for Check Number 60104:	0.00	10,973.77
60105	SNDPUBIN EDH847722	Sound Publishing Inc Publication of Ordinance No. 2018-846	03/29/2019		27.52

AP Checks by Date - Detail by Check Date (4/4/2019 11:57 AM)

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# AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	EDH847723	Publication of Ordinance No. 2018-847			24.08
	EDH847877	Notice of Public Hearing - The Farm 03/26			60.20
	EDH848232	Notice of Public Hearing 03/13			55.04
	EDH848586	Notice Everett School District Revised			60.20
			Total for Check Number 60105:	0.00	227.04
60106	STOWE MI ICM 009	Stowe Development & Strategies, LLC Interim City Manager Services - 02/01 - 02/28	03/29/2019		23,925.00
			Total for Check Number 60106:	0.00	23,925.00
60107	SUMLAW 102050	Summit Law Group Prof Svc - General Labor - Feb	03/29/2019		385.00
			Total for Check Number 60107:	0.00	385.00
60108	TERMINIX 10506462	Terminix Processing Center Pest Control - WO# 16057156049 - MC Library	03/29/2019		83.90
			Total for Check Number 60108:	0.00	83.90
60109	TODDM Expense Reimb.	Mike Todd Hotel, Mileage, Parking, Meals - M Todd AWC	03/29/2019		215.44
			Total for Check Number 60109:	0.00	215.44
60110	USBANK Feb 2019	US Bank NA - Custody Investment Custody Chareges 02/01 - 02/28	03/29/2019		30.00
			Total for Check Number 60110:	0.00	30.00
60111	USIC 320106 320106A	USIC Locating Services, LLC 73 NC Locates/61 Ticket Locates 2/1 - 2/28 73 NC Locates/61 Ticket Locates 2/1 - 2/28	03/29/2019		785.12 785.11
			Total for Check Number 60111:	0.00	1,570.23
60112	VERIZON 9826556730	Verizon Wireless Access & Usage Chgs 02/21 - 03/20 - City Cell 1	03/29/2019		2,198.92
			Total for Check Number 60112:	0.00	2,198.92
60113	WAPRO 2321	WAPRO WAPRO Spring Training Reg - G. Pfister	03/29/2019		175.00
			Total for Check Number 60113:	0.00	175.00
60114	WHITES Meal Reimburs.	Stan White Meal Reimb - S. White - Impact Munitions Ins. (	03/29/2019		19.00
			Total for Check Number 60114:	0.00	19.00
60115	WRIGHTJ Expense Reimb.	Jere Wright Nozzles - Sweeper Blow Out	03/29/2019		93.40
			Total for Check Number 60115:	0.00	93.40
60116	ZAC&THOM 19-MCR0003	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - Mar	03/29/2019		9,500.00
			Total for Check Number 60116:	0.00	9,500.00

**AGENDA ITEM #H.**

<b>Check No</b>	<b>Vendor No Invoice No</b>	<b>Vendor Name Description</b>	<b>Check Date Reference</b>	<b>Void Checks</b>	<b>Check Amount</b>
60117	FIELDTRF 022819	FieldTurf USA, Inc MCSP Lighting & Turf - Progress Payment #2	03/29/2019		265,476.25
Total for Check Number 60117:				0.00	265,476.25
Total for 3/29/2019:				265,476.25	492,449.64
Report Total (143 checks):				265,476.25	1,852,913.45



Date: April 9, 2019

Payroll Check Batches		
Dated	Check Numbers	Amount
03/08/2019	ACH Wire-Assoc. of WA Cities	\$82,795.44
03/10/2019	ACH Automatic Deposit Checks	\$150,800.04
03/10/2019	ACH Wire- FWT & Medicare Taxes	\$26,526.43
03/08/2019	ACH Wire MEBT- Wilmington Trust	\$21,753.88
03/08/2019	ACH Wire- ICMA RC- Def. Comp	\$1,762.87
03/11/2019	ACH Wire- BAC- Flex Spending Acct	\$324.98
03/11/2019	ACH Wire – BAC – Flex Savings Acct	\$1778.00
03/08/2019	ACH Wire – MCPD Guild Dues	\$2040.00
<b>Total</b>		<b>\$287,781.64</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$287,781.64.

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

\_\_\_\_\_

\_\_\_\_\_

Councilmember

\_\_\_\_\_

\_\_\_\_\_

Councilmember

\_\_\_\_\_

\_\_\_\_\_

Finance Director

\_\_\_\_\_

\_\_\_\_\_

City Manager

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4/1/2019

**ASSOCIATION OF WASHINGTON CITIES**

**MILL CREEK, CITY OF**

**ACCOUNT SUMMARY** - contains all changes to this account as of 03/08/2019 08:10:07 AM

**FUND: 100**

**ACCOUNT NUMBER: 186 L**

BILL MONTH: 03/2019  
COVERAGE MONTH: 03/2019  
PAYMENT DUE BY: **03/10/2019**  
CURRENT BILLING AMOUNT: \$82,795.44  
PRIOR OVERAGE OR SHORTAGE: \$0.00  
ADJUSTMENTS: \$0.00  
TOTAL AMOUNT DUE: **\$82,795.44**

100 186 L 032019 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	03/2019	\$ <u>82,795.44</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:Cycle Complete  
 Week#:10 Pay Date:03/08/2019 P/E Date:02/28/2019  
 Qtr/Year:1/2019 Run Time/Date:18:41:28 PM EST 03/06/2019

Taxes Debited			
	Federal Income Tax	19,815.31	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,075.62	
	Medicare - ER	3,075.53	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	State Family Leave Insurance - EE	186.64	
	State Family Leave Insurance - ER	0.00	
	State Medical Leave Insurance - EE	167.99	
	State Medical Leave Insurance - ER	205.34	
	Transit Tax - EE	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
	School District Tax	0.00	
	<b>Total Taxes Debited</b>	<b>26,526.43</b>	
<b>Other Transfers</b>	Full Service Direct Deposit Acct. No. 00006010470071an/ABA126000024	150,800.04	
	<b>Total Amount Debited From Your Account</b>		<b>177,326.47</b>
			<b>Total Liability</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00	177,326.47
	Adjustments/Prepay/Voids	0.00	177,326.47
<b>Taxes- Your Responsibility</b>	None this payroll		177,326.47

Payment Details Report



Company: City of Mill Creek  
Requester: Kottke, Sandy  
Run Date: 03/08/2019 7:04:31 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing by Bank  
Transaction Number: 1938K0037HJS2J05

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]  
JPMORGAN CHASE BANK, NA  
1111 POLARIS PKWY  
COLUMBUS  
US - United States of America  
Beneficiary Email:  
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD  
Credit Amount: 21,753.88

Value Date: 03/11/2019

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke  
Approved: sankottke

Input Time: 03/08/2019 7:00:45 PM CST  
Time: 03/08/2019 7:04:22 PM CST

**Payment Details Report**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 03/08/2019 4:27:45 PM CST

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Confirmed by Bank  
**Transaction Number:** 1938H254078Q1983

**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]  
MANUFACTURERS AND TRADERS TR C  
ONE M AND T PLAZA, 15TH FL  
BUFFALO  
US - United States of America  
**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 1,762.87

**Value Date:** 03/08/2019

**Optional Information**

**Sender's Reference Number:** 302029

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

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke  
**Approved:** sankottke  
**Initial Confirmation:** WTX:2019030800442427  
**Confirmation #:** FEDR:20190308B6B7HU1R015094

**Input Time:** 03/08/2019 4:25:46 PM CST  
**Time:** 03/08/2019 4:26:43 PM CST

ACH Cash Pro Online  
City of Mill Creek

Report Date: 03/08/2019  
Report Time: 04:38:21 PM

**Batch Summary Report by ID Number**

Company Name:	City of Mill 01	Effective Date:	03/11/2019
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	\$324.98	C	██████████	██████████	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$324.98	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$324.98	1
Prenotes	\$0.00	0



ACH Cash Pro Online  
City of Mill Creek

Report Date: 03/08/2019  
Report Time: 04:47:21 PM

**Batch Summary Report by ID Number**

Company Name:	City of Mill 01	Effective Date:	03/11/2019
ACH ID:	██████████	Batch Sequence:	2
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	\$1,778.00	C	██████████	██████████	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,778.00	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,778.00	1
Prenotes	\$0.00	0

**Payment Details Report**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 03/08/2019 4:34:33 PM CST

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Processing by Bank  
**Transaction Number:** 1938H3213PKR2563

**Template Name:** GUILD DUES  
**Template Code:** GUILD

**Debit Account Information**

**Debit Bank:** ██████████  
**Debit Account:** ██████████  
**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:** ██████████  
**Beneficiary Bank ID:** ██████████  
BANK OF AMERICA, NA  
1424 164TH ST SW  
LYNNWOOD  
US - United States of America  
**Beneficiary Email:**  
**Beneficiary Mobile Number:**

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 2,040.00

**Value Date:** 03/11/2019

**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:2019030800444851

**Input Time:** 03/08/2019 4:32:21 PM CST  
**Time:** 03/08/2019 4:34:19 PM CST



Date: April 9, 2019

Payroll Check Batches		
Dated	Check Numbers	Amount
03/25/2019	ACH Automatic Deposit Checks	\$150,306.32
03/25/2019	ACH Wire- FWT & Medicare Taxes	\$26,098.77
03/26/2019	ACH Wire MEBT- Wilmington Trust	\$27,678.68
03/25/2019	ACH Wire- ICMA RC- Def. Comp	\$1,762.87
03/26/2019	ACH Wire- BAC- Flex Spending Acct	\$162.49
03/26/2019	ACH Wire – BAC – Flex Savings Acct	\$1778.00
<b>Total</b>		<b>\$207,787.13</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$207,787.13.

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

\_\_\_\_\_

\_\_\_\_\_

Councilmember  Finance Director

\_\_\_\_\_

Councilmember  City Manager

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4/1/2019

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:12 Pay Date:03/25/2019 P/E Date:03/15/2019  
 Qtr/Year:1/2019 Run Time/Date:16:13:48 PM EDT 03/21/2019

<b>Taxes Debited</b>	Federal Income Tax	19,384.12		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,077.40		
	Medicare - ER	3,077.43		
	Medicare Adj - EE	0.00		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	COBRA Premium Assistance Payments	0.00		
	Federal Unemployment Tax	0.00		
	State Income Tax	0.00		
	Non Resident State Income Tax	0.00		
	State Unemployment Insurance - EE	0.00		
	State Unemployment Insurance Adj - EE	0.00		
	State Disability Insurance - EE	0.00		
	State Disability Insurance Adj - EE	0.00		
	State Unemployment/Disability Ins - ER	0.00		
	State Family Leave Insurance - EE	186.56		
	State Family Leave Insurance - ER	0.00		
	State Medical Leave Insurance - EE	167.95		
	State Medical Leave Insurance - ER	205.31		
	Transit Tax - EE	0.00		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
	School District Tax	0.00		
	<b>Total Taxes Debited</b>	<b>26,098.77</b>		
<b>Other Transfers</b>	Full Service Direct Deposit Acct (No. 0000601047007ran/ABA125000024)	150,306.32		
	<b>Total Amount Debited From Your Account</b>		<b>176,405.09</b>	<b>Total Liability 176,405.09</b>
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00		176,405.09
	Adjustments/Prepay/Voids	0.00		176,405.09
<b>Taxes- Your Responsibility</b>	None this payroll			176,405.09

**Payment Confirmation**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 03/26/2019 3:22:08 PM CDT

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

**Status:** Pending Approval  
**Transaction Number:** 193QG20341OF2G01

**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]  
JPMORGAN CHASE BANK, NA  
1111 POLARIS PKWY  
COLUMBUS  
US - United States of America

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

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 27,678.68 /

**Value Date:** 03/26/2019 /

**Optional Information**

**Sender's Reference Number:** CITY MILL CREEK

**Beneficiary Information:** City of Mill Creek n3177e

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke

**Input Time:** 03/26/2019 3:20:44 PM CDT



**Payment Confirmation**



**Company:** City of Mill Creek  
**Requester:** Kottke, Sandy  
**Run Date:** 03/25/2019 4:09:32 PM CDT

**Domestic High Value (Wire)**

**Payment Category:** Urgent/Wire

**Status:** Pending Approval  
**Transaction Number:** 193PH0911E1F0E70

**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]  
MANUFACTURERS AND TRADERS TR C  
ONE M AND T PLAZA, 15TH FL  
BUFFALO  
US - United States of America

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

**Payment Details**

**Credit Currency:** USD  
**Credit Amount:** 1,762.87

**Value Date:** 03/25/2019

**Optional Information**

**Sender's Reference Number:** 302029

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

**Additional Routing**

**Intermediary Bank ID:**

**Receiver Information:**

**Control Information**

**Input:** sankottke

**Input Time:** 03/25/2019 4:09:22 PM CDT

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online  
City of Mill Creek

Report Date: 03/25/2019  
Report Time: 03:51:40 PM

**Batch Summary Report by ID Number**

Company Name: City of Mill 01      Effective Date: 03/26/2019  
 ACH ID: ██████████      Batch Sequence: 1  
 Application Name: CCD Payments and Collections      Database Name: BAC  
 Batch Status: Entered      Created By: SANKOTTKE  
 Released By:

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$162.49	C	██████████	██████████	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$162.49	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$162.49	1
Prenotes	\$0.00	0

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online  
City of Mill Creek

Report Date: 03/25/2019  
Report Time: 04:07:40 PM

**Batch Summary Report by ID Number**

Company Name: City of Mill 01      Effective Date: 03/26/2019  
 ACH ID: ██████████      Batch Sequence: 2  
 Application Name: CCD Payments and Collections      Database Name: BAC  
 Batch Status: Released      Created By: SANKOTTKE  
 Released By: SANKOTTKE

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
BAC	BENEFIT ADMIN C	\$1,778.00	C	████████	████████	C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,778.00	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,778.00	1
Prenotes	\$0.00	0

*CK  
3/26*



**MINUTES**

**City Council Regular Meeting**

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**6:00 PM - Tuesday, December 11, 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**

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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**

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**ROLL CALL**

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Councilmembers Present:

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

Councilmembers Absent:

**AUDIENCE COMMUNICATION**

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

Wil Nelson, a Mill Creek resident, agrees with Council's decision to move forward with the City Manager search. Mr. Nelson asked that data be restored on the City's website regarding The Farm. Mr. Nelson asked Council to shorten the application materials for candidates applying for the vacant Council position.

**PRESENTATIONS**

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**B.** Recognition of Outgoing Councilmember Jared Mead

Interim City Manager Bob Stowe expressed his appreciation and gratitude for Councilmember Mead's work on the Council and wished him luck with new position at the State level. Council thanked Councilmember Mead for his service to the Council and the community.

**C.** City Manager Executive Search Schedule

Vice President Drew Gorgey, from executive search firm Peckham & McKenney, Inc.,

December 11, 2018 REGULAR COUNCIL MEETING MINUTES

joined the meeting via phone at 6:15 p.m. Mr. Gorgey briefed Council on the steps accomplished so far in the recruitment process and reviewed the salary range, key qualifications, and schedule going forward. Mr. Gorgey will have a draft candidate profile delivered to Interim City Manager Bob Stowe by the end of the week.

Council engaged in discussion. A recruiting subcommittee comprised of Mayor Pruitt, Councilmember Todd, and Councilmember Steckler will review the draft candidate profile and provide edits to Mr. Gorgey.

**OLD BUSINESS**

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**D. Mill Creek Sports Park Rate Increase**

Director of Communications & Marketing Joni Kirk briefed Council on updates made to the City's fee schedule for the Mill Creek Sports Park since the study session on November 13, 2018 and addressed questions brought up during that study session. Director Kirk reviewed field usage by groups and compared rates of neighboring cities. Director Kirk detailed the current and proposed fee schedule, the prioritization of groups, revenue projections, and seasonal considerations.

Council engaged in discussion.

**Mayor Pro Tem Holtzclaw made a motion to amend the proposed fee schedule to keep the user fee and light fee the same for non-select groups and index moving forward for inflation. Councilmember Bond seconded the motion. The motion passed 5-2-0. Councilmember Cavaleri and Councilmember Steckler opposed.**

**Mayor Pro Tem Holtzclaw made a motion to amend City Policy 13-003 to update the Mill Creek Sports Park Fees with the modifications from the previous motion with an effective date of January 1, 2019. Councilmember Bond seconded the motion. The motion passed 6-1-0. Councilmember Steckler opposed.**

**NEW BUSINESS**

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**E. 35th Ave SE Reconstruction Project Addendum No. 8 to Contract 2013-1091**

Director of Public Works & Development Services Gina Hortillosa explained that the KPFF design team will continue to provide civil and structural construction support services on an as-needed basis during the course of the construction. Director Hortillosa answered Council questions pertaining to design vs. construction and the scope of services provided by KPFF.

**Councilmember Cavaleri made a motion authorizing the City Manager to execute Addendum No. 8 to Contract 2013-1091 for professional services with KPFF Consulting Engineers in an amount not to exceed \$15,000. Councilmember Mead seconded the motion. The motion passed unanimously.**

**F. 35th Ave SE Reconstruction Project Addendum No. 1 and Addendum No. 2 to Contract 2018-1405**

December 11, 2018 REGULAR COUNCIL MEETING MINUTES



Director of Public Works & Development Services Gina Hortillosa reviewed addendum No. 1 relating to Change Order 2 for the removal of two 54- inch culverts that convey water from Thomas Lake to Penny Creek; and the scope of services including construction management and inspection services, and natural resources and permitting support.

Director Hortillosa reviewed addendum No. 2 relating to additional pin pile support services including project management, a structure survey, and geotechnical services. Director Hortillosa explained that the City is in negotiations with the contractor seeking a credit, however the credit will be offset by legal bills.

Council engaged in discussion.

**Councilmember Bond made a motion to authorize the City Manager to execute Addendum No. 1 and Addendum No. 2 to contract 2018-1405 for professional services with Gray & Osborne, Inc. in an amount not to exceed \$99,183.00. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**G. Exploration Park Contract Award**

Director of Public Works & Development Services Gina Hortillosa reviewed the previous bid package and schedule that was rejected by Council in July 2018. Director Hortillosa detailed the new bid package and schedules that included a base bid and three alternates. Director Hortillosa announced the lowest responsible bid and reviewed project funding and construction contract time.

Council engaged in discussion. Director of Finance & Administration Peggy Lauerman answered questions regarding park fund balances.

**Councilmember Cavaleri made a motion authorizing the City Manager to execute a contract with McClure and Sons, Inc. for the construction of the Exploration Park Project in an amount not to exceed \$1,024,944.77. Councilmember Bond seconded the motion. The motion passed unanimously.**

**H. Ordinance Amending MCMC 5.04 - Business Licenses**

Director of Finance & Administration Peggy Lauerman briefed Council on EHB 2005, and the actions required by the legislation. Director Lauerman explained additional proposed housekeeping changes.

Council engaged in discussion and agreed to remove the second article of the proposed ordinance and strike "(or higher threshold as determined by city)" from 5.04.025(1).

**Mayor Pro Tem Holtzclaw made a motion to adopt Ordinance 2018-843, AN ORDINANCE AMENDING MCMC CHAPTER 5.04 BUSINESS LICENSES TO IMPLEMENT CHANGES MANDATED BY THE STATE LEGISLATURE AND PROPOSING MINOR HOUSEKEEPING AMENDMENTS with the agreed changes to be reflected in the final Ordinance. Councilmember Todd seconded the**

December 11, 2018 REGULAR COUNCIL MEETING MINUTES

**motion. The motion passed unanimously.**

**I. Adoption of Personnel Policies**

Interim City Manager Bob Stowe reviewed discussion and direction from Council at the December 4, 2018 study session. City Manager Stowe detailed newly added Section 8.1 that describes and promotes the City's performance management system; and stated that staff is collecting requested information regarding other various performance management systems. City Manager Stowe summarized key policy changes and procedures. Director of Human Resources Laura Orlando and Human Resources Manager Charlie Eikenberry answered questions from Council.

Council engaged in discussion and agreed to bring this item back on January 8, 2019.

**Councilmember Steckler made a motion to adopt Resolution 2018-577 to update the City's Personnel Policies. Councilmember Cavaleri seconded the motion. There was no vote after Council discussion.**

**J. Agreement for Professional Legal Services**

Interim City Manager Bob Stowe stated that the contract utilizes the same rates charged historically, and reviewed the City Manager's contract authority.

**Mayor Pro Tem Holtzclaw made a motion authorizing the City Manager to execute the Agreement for Professional Legal Services with Ogden Murphy Wallace. Councilmember Steckler seconded the motion. The motion passed unanimously.**

**RECESS TO BREAK**

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**K.** At 8:18 p.m. the Council recessed for a five minute break.

**RECONVENE TO REGULAR SESSION**

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**L.** At 8:23 p.m. the meeting reconvened to regular session.

**Mayor Pro Tem Holtzclaw made a motion to table the consideration of Resolution 2018-577 until January 8, 2019. Councilmember Todd seconded the motion. The motion passed unanimously.**

**At 8:25 p.m. Mayor Pro Tem Holtzclaw made a motion to extend the meeting up to 9:00 p.m. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**STUDY SESSION**

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**M. Historical Preservation Project**

Director of Communications & Marketing Joni Kirk acknowledged the attendance of Art & Beautification Board members, intern Melissa Duque, and project designer Chris Baldwin.

December 11, 2018 REGULAR COUNCIL MEETING MINUTES

Director Kirk briefed Council on a grant opportunity through the Snohomish County Historical Preservation Commission. Director Kirk explained how the vision and themes of the panels are representative of the City's history; and highlighted potential partnerships, stakeholders, public outreach opportunities, and the project location and timeline.

The Council examined design and content mock-ups on display in the Council Chambers.

**N. City Council Appointment Process**

Interim City Manager Bob Stowe reviewed the City Council appointment process and schedule; and noted that the application materials and process mirror those used during the last vacancy and appointment.

Council engaged in discussion. Councilmembers will email proposed interview questions to the City Manager.

**CONSENT AGENDA**

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- O.** Approval of Checks #59481 through #59548 and ACH Wire Transfers in the Amount of \$1,049,027.98  
*(Audit Committee: Councilmember Mead and Councilmember Todd)*
- P.** Payroll and Benefit ACH Payments in the Amount of \$191,483.94  
*(Audit Committee: Councilmember Mead and Councilmember Todd)*
- Q.** Cancellation of the December 25, 2018 and January 1, 2019 City Council Meetings

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

**REPORTS**

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**R. Mayor/Council**

Mayor Pruitt wished everyone a happy holiday.

Mayor Pro Tem Holtzclaw thanked staff for the quality of materials provided to Council.

Councilmember Todd thanked the HR staff for their work on the Personnel Policies.

Councilmember Todd would like specific qualifications relating to the scholarship's purpose included in the application for the AWC Center for Qualities Communities scholarship process.

Councilmember Todd expressed concern over issues relating to small cell deployment. Interim City Manager Bob Stowe advised Council that staff will issue a report on how the City is addressing the issues and potential impacts.

**S. City Manager**

December 11, 2018 REGULAR COUNCIL MEETING MINUTES

- Council Planning Schedule

**AUDIENCE COMMUNICATION**

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**T. Public comment on items on or not on the agenda.**

Wil Nelson, a Mill Creek resident, apologized for his early comments regarding data related to The Farm missing from the City's website. Mr. Nelson explained he is having technical difficulties with his iPad.

Mr. Nelson reported that not all wireless phone companies will be using the previously discussed 5G technology.

Mr. Nelson gave kudos to Director of Public Works & Development Services Gina Hortillosa for her work on the 35th Ave SE reconstruction project.

Melissa Duque, a Mill Creek resident and member of the Park & Recreation Board, thanked Council for their process discussion on City parks during tonight's meeting.

**ADJOURNMENT**

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With no objection, Mayor Pruitt adjourned the meeting at 8:52 p.m.

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

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

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

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

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

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

*Last updated: April 4, 2019*

**April 23, 2019**

*(Agenda Summary due April 10)*

- Presentation: Community Transit
- Planning Commission Appointments
- Contract for Services – Mill Creek Blvd Corridor Study
- Study Session: Bond Financing Recommendation
- Study Session: Compensation Strategies
- Study Session: Updates to the Governance Manual
- Study Session: Financial Management Policies
- Report: Memorial Day Plans

**May 7, 2019**

*(Agenda Summary due April 29)*

- Proclamation: Public Works Month

**May 14, 2019**

*(Agenda Summary due May 6)*

- Check Presentation to City’s AWC Scholarship Nominee
- Surface Water F Failures – Construction Contract Award

**May 28, 2019**

*(Agenda Summary due May 20)*

- Hawk/SR 96 – Consideration of Speed
- Wireless Communication Facilities

**June 4, 2019**

*(Agenda Summary due May 27)*

- Presentation: Youth Advisory Board Year-End Recognition
- Presentation: Waste Management



JULY						
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	31			

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

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

**Possible Work Session Topics for Discussion**

- Business signs
- MCCA storm water discussions
- Utility Project Management
- Hotel/Motel Theater Tax
- Mill Creek Blvd Vision
- ST3 Stations
- 5G Presentation
- Legislative Retreat
- Gold Star Memorial
- Dobson Remillard Property
- Fleet Program
- Bike Lanes
- Community Funding Criteria and Source of Funds
- Surface Water System Study Group