



CITY COUNCIL AGENDA

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

Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Sean Kelly • Donna Michelson •
Vince Cavaleri • Mike Todd • Mark Bond

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 City Clerk at (425) 921-5732 three days prior to the meeting.

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

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

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

Next Ordinance No. 2016-806

Next Resolution No. 2016-537

**January 26, 2016
City Council Meeting
6:00 p.m.**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

Public comment on items on or not on the agenda

NEW BUSINESS:

- A. Ordinance to Approve the Final Plat of Crestview Village and Resolution Accepting Right of Way Dedication on Adjacent Property
(*Rebecca C. Polizzotto, City Manager*)

- B. Lean Implementation and Customer Service Kaizen
(Rebecca C. Polizzotto, City Manager)
- C. Proposed Implementation of a Traffic Safety Program
(Rebecca C. Polizzotto, City Manager)
- D. Supplemental Appointments: 2016 Council Liaison Positions
(Rebecca C. Polizzotto, City Manager)

CONSENT AGENDA:

- E. Approval of Checks #54805 through #54873 and ACH Wire Transfers in the Amount of \$325,664.90
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)
- F. Payroll and Benefit ACH Payments in the Amount of \$276,245.48
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)
- G. City Council Meeting Minutes of January 5, 2016
- H. City Council Meeting Minutes of January 12, 2016

REPORTS:

- I. Mayor/Council
- J. City Manager

AUDIENCE COMMUNICATION:

Public comment on items on or not on the agenda

EXECUTIVE SESSION:

(Confidential Session of the Council per RCW 42.30)

- K. Discuss the Performance of a Public Employee per RCW 42.30.110 (1) (g) for approximately 30 minutes.

ADJOURNMENT



Agenda Item # A
Meeting Date: January 26, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **ORDINANCE TO APPROVE THE FINAL PLAT OF CRESTVIEW VILLAGE AND RESOLUTION ACCEPTING RIGHT OF WAY DEDICATION ON ADJACENT PROPERTY**

KEY FACTS AND INFORMATION SUMMARY: The owner/developer, Crestview Village 24 LLC has requested approval of the Final Plat of Crestview Village. The plat will subdivide 3.29 acres into 25 lots for single-family home development. The property is located at 2226 and 2304 132nd Street SE, just east of the Silver Lake Water and Sewer District water tank site.

The City's Hearing Examiner conducted a public hearing on the Preliminary Plat on September 25, 2014, and issued a decision approving the Preliminary Plat with conditions on October 7, 2014. Once the applicant has met the conditions of the preliminary plat, state law requires that the City Council approve a Final Plat that gets recorded and is the instrument that actually creates the lots so they can be sold.

The applicant has complied with or bonded for all Conditions of Approval to the satisfaction of the Engineering Department and the Department of Community and Economic Development. The developer has four approved home permits (models) and has applied for nine additional building permits. The additional building permits cannot be issued and the homes cannot be sold until the Final Plat is approved and recorded.

1. The City is in receipt of performance bonds in the amount of \$254,600.00 to provide a surety for the completion of public improvements in the plat, which include erosion control, roadway and storm drainage facilities, curb, gutter and sidewalk.
2. The City is in receipt of performance bonds in the amount of \$54,888.75 to provide a surety for the completion of DRB approved landscape plan improvements in the plat.
3. SEPA mitigation fees have been paid to the City, Snohomish County, Fire District #7, and Everett School District.

The plat required only half of the shared access point onto 132nd Street SE to be constructed, with the remaining half to be constructed at such time that the adjacent property to the east is developed. However, in conjunction with the plat construction, the owner/developer received permission from the owner of the adjacent property to the east, Thomas E. Clemans and Deborah L. Clemans, to construct the entire access point, including the east half of the right-of-way that is off-site. The west half of the access point is being accepted by the City as public right-of-way through the Crestview Village Final Plat recording, and since the east half of the access point is outside of the property boundaries of the Final Plat, the dedication of public right-of-way must therefore be completed by a separate right-of-way dedication resolution.

City Council Agenda Summary
Page 2

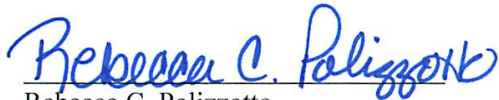
CITY MANAGER RECOMMENDATION:

The City Manager recommends that the City Council adopt the ordinance approving the Final Plat of Crestview Village and the resolution accepting the dedication of land for public right-of-way purposes.

ATTACHMENTS:

- Ordinance approving the Final Plat of Crestview Village (bates stamp 001-032)
- Resolution accepting the dedication of land for public right-of-way purposes (bates stamp 033-041)

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

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ORDINANCE NO. 2016-806

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE FINAL PLAT OF CRESTVIEW VILLAGE, PROJECT NO. PL2015-0023, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on April 3, 2014, an application for a 25-lot Preliminary Plat, commonly known as Crestview Village, was submitted by Site Development Associates, LLC, and given City Project File No. PP 14-66; and

WHEREAS, the Responsible Official under the State Environmental Policy Act issued on July 22, 2014, a Mitigated Determination of Non-Significance (MDNS) and Notice of Property Development Impact Mitigation for the preliminary plat pursuant to RCW 43.21C.030(2)(c) and Chapter 17.48 and Chapter 18.04 MCMC; and

WHEREAS, on September 25, 2014, the Hearing Examiner held a public hearing for which proper notice was given, and on October 7, 2014, issued a written decision approving the 25-lot Preliminary Plat of Crestview Village, subject to conditions; and

WHEREAS, on August 31, 2015, Crestview Village 24, LLC submitted a Final Plat application to the City for the approval of the plat of Crestview Village, pursuant to the Mill Creek Municipal Code; and

WHEREAS, City staff has conducted a review of said application and determined that the applicant has complied with the Hearing Examiner Conditions of Approval placed on the Preliminary Plat; and

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WHEREAS, City staff has prepared a staff report dated January 26, 2016 [Exhibit A], outlining the Final Plat application's consistency with the provisions of Chapters 16.04, 16.14, 16.16, 16.20 MCMC, and the adopted Conditions of Approval; and

WHEREAS, on January 26, 2016, the City Council, at a regular meeting and upon proper notice, reviewed the proposed Final Plat of Crestview Village to determine whether the Final Plat was in keeping with the terms and conditions of the Hearing Examiner Decision of Preliminary Plat and Planned Area Development approval; and

WHEREAS, the proposed Final Plat of Crestview Village makes adequate provision for open space, drainage ways, streets and other public ways, water supply and sanitary wastes, parks, playgrounds, and schools; and

WHEREAS, the proposed Final Plat of Crestview Village is beneficial to the public health, safety and general welfare and is in the public interest; and

WHEREAS, City Council hereby finds that the proposed Final Plat of Crestview Village is consistent with the terms and conditions of Preliminary Plat and Planned Area Development approval;

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

Section 1. The Final Plat of Crestview Village File No. PL2015-0023 is approved upon the finding that the stipulations and conditions of the Hearing Examiner placed on the Preliminary Plat, together with the applicable provisions of Chapters 16.04, 16.14, 16.16, and 16.20 MCMC, as fully discussed in the staff report, attached hereto and incorporated by this reference [Exhibit A], have been met by the applicant.

Section 2. The Mayor, City Engineer and Director of Community and Economic Development are hereby authorized to sign the Final Plat of Crestview Village indicating the approval by the City of Mill Creek.

Section 3. Approval of the Final Plat of Crestview Village, City File No. PL2015-0023 will become final upon the applicant filing the Final Plat with the Snohomish County Auditor and completion of recording thereof.

Section 4. If any section, sentence, clause, phrase or application of this ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, phrase or application of this ordinance.

Section 5. This ordinance shall be in full force and effective five (5) days after adoption by the City Council and publication of the ordinance summary that consists of this Ordinance's Title.

Passed in open meeting this ____ day of _____ 2016, by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR PAM PRUITT

ATTEST/AUTHENTICATED:

CITY CLERK KELLY CHELIN

APPROVED AS TO FORM:

CITY ATTORNEY SCOTT MISSALL

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____

EXHIBIT A - Staff Report

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EXHIBIT A

**CITY OF MILL CREEK
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
STAFF REPORT
TO THE MILL CREEK CITY COUNCIL**

MEETING DATE: January 26, 2016

APPLICANT: Travis Bradley
Axis Survey and Mapping
15241 NE 90th Street
Redmond, Washington 98052

Owner: Crestview Village 24 LLC
15 Lake Bellevue Drive, Suite 102
Bellevue, Washington 98005

REQUESTED ACTION: Approval of the Final Plat of Crestview Village, PL2015-0023

LOCATION: The property is located at 2226 and 2304 132nd Street SE in the City of Mill Creek. See **Attachment 1 – Vicinity Map.**

SIZE: Approximately 3.29 acres

LEGAL DESCRIPTION: See **Attachment 2.**

COMPREHENSIVE PLAN DESIGNATION: Residential - Medium Density (maximum twelve dwelling units per acre)

ZONING DISTRICT: Medium Density Residential (MDR)

BACKGROUND INFORMATION

HISTORY: The requested action is approval of the Final Plat of Crestview Village to subdivide 3.29 acres into 25 lots for single-family home development.

The Crestview Village Preliminary Plat/Planned Area Development received preliminary approval from the Hearing Examiner on October 7, 2014. See **Attachment 3 – Findings, Conclusions and Decision, City of Mill Creek Hearing Examiner, Crestview Village, No. PP 14-66.**

**COMPLIANCE WITH
PRELIMINARY PLAT
CONDITIONS:**

The applicant has complied with the Hearing Examiner Conditions of Approval placed on the Preliminary Plat.

Pursuant to MCMC 16.20, the applicant has completed the required public improvements or has provided security devices acceptable to the City in sufficient amounts to guarantee completion of the plat improvements.

In addition, water and sewer utilities and stormwater facilities have been completed. The applicant has constructed the roadway improvements, which consist of a public road, streetlights, curbs, and gutters, as well as a private park. Four model home permits have been issued on the four lots that have utility connections and fire flow.

No additional building permits can be issued and lots cannot be sold until the final plat is approved and recorded at the Snohomish County Auditor's Office.

**FINDINGS OF
FACT:**

Staff has reviewed the Final Plat application (**Attachment 4**) in accordance with the provisions of Chapters 16.04, 16.14, 16.16, 16.20 MCMC, and the adopted Conditions of Approval in Attachments 3 and 4 and makes the following findings:

1. The request is for Final Plat approval for the Crestview Village Plat, containing twenty-five lots.
2. The appropriate fees for review of the Final Plat have been paid, pursuant to MCMC 3.42.180.3.b.
3. The City Engineer has reviewed and approved the completed survey computation notes.
4. A title report and a plat certificate have been submitted to the City. Said documents have been reviewed and approved by the City Engineer.
5. The Covenants, Conditions and Restrictions for the future Owners Association has been submitted to the City for review and has been approved by staff.

6. All plan specifications and documents required for public improvements have been reviewed and approved by the City Engineer.
7. All applicable Preliminary Plat Conditions of Approval described in the Hearing Examiner Decision dated October 7, 2014 have been satisfied or bonded for.
8. The Silver Lake Water and Sewer District has approved the construction plans, and has inspected and tested the water and sewer lines.
9. The City is in receipt of performance bonds in the amount of \$254,600.00 to provide a surety for the completion of public improvements in the plat, which include erosion control, roadway and storm drainage facilities, curb, gutter and sidewalk.
10. The City is in receipt of performance bonds in the amount of \$54,888.75 to provide a surety for the completion of Design Review Board approved landscape plan improvements in the plat.
11. SEPA mitigation fees have been paid to the City, Snohomish County, Fire District #7, and Everett School District.
12. All provisions of Chapters 16.04, 16.14, 16.16, and 16.20 MCMC have been satisfied.
13. The plat is consistent with the provisions of RCW 58.17.110.

RECOMMENDATION: The Director of Community and Economic Development and the City Engineer have reviewed all the required information applicable to the Final Plat of Crestview Village. Based upon the above findings, staff recommends that the City Council approve the Final Plat application.

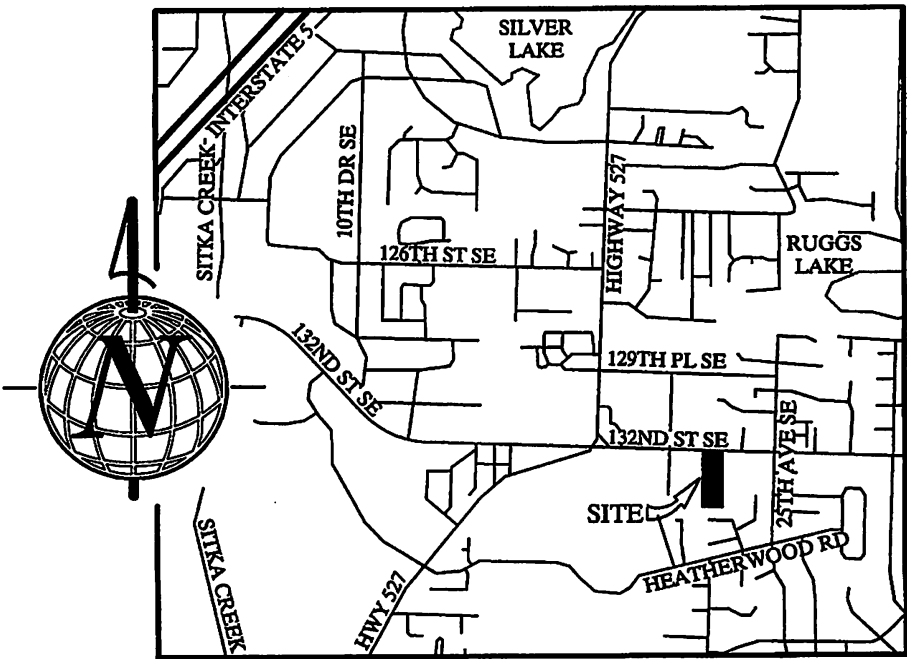
Attachments:

- Attachment 1 – Vicinity Map
- Attachment 2 – Legal Description
- Attachment 3 – Findings, Conclusions and Decision, City of Mill Creek Hearing Examiner, Crestview Village, No. PP 14-66
- Attachment 4 – Proposed Final Plat of Crestview Village - Map

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ATTACHMENT 1
VICINITY MAP

VICINITY MAP (1" = 2000')



SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.
 FILE NO. 8312050061.
 EXCEPT PORTION CONVEYED TO SNOHOMISH COUNTY BY DEED RECORDED UNDER AUDITOR'S
 THENCE NORTH 0°49'50" WEST FOR 650 FEET TO THE TRUE POINT OF BEGINNING;
 THENCE NORTH 89°30'30" WEST ALONG SAID NORTH LINE OF BLOCK 2 FOR 111.67 FEET;
 HEATHERWOOD GARDEN TRACTS NO. 3;
 THENCE SOUTH 0°49'50" EAST FOR 650.00 FEET TO THE NORTH LINE OF SAID BLOCK 2,
 THENCE CONTINUE SOUTH 89°30'30" EAST 111.67 FEET;
 THENCE SOUTH 89°30'30" EAST ALONG THE SOUTH MARGIN OF THE COUNTY ROAD FOR 1192.14
 FEET TO THE TRUE POINT OF BEGINNING;
 BEGINNING AT A POINT ON THE WEST LINE OF SAID SECTION, 30.00 FEET SOUTH OF THE
 NORTHWEST CORNER THEREOF;
 A PORTION OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5
 EAST W.M., LYING NORTHERLY OF BLOCK 2, HEATHERWOOD GARDEN TRACTS NO. 3, ACCORDING
 TO THE PLAT THEREOF RECORDED IN VOLUME 10 OF PLATS, PAGE 23, RECORDS OF
 SNOHOMISH COUNTY, WASHINGTON, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL B

UNDER AUDITOR'S FILE NO. 8402290223, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.
 EXCEPT THE NORTH 15 FEET AS CONVEYED TO SNOHOMISH COUNTY BY DEED RECORDED
 THENCE NORTH 00°49'50" WEST 650 FEET TO THE TRUE POINT OF BEGINNING;
 THENCE NORTH 89°30'30" WEST ALONG SAID NORTH LINE OF BLOCK 2 FOR 111.67 FEET;
 HEATHERWOOD GARDEN TRACTS NO. 3;
 THENCE SOUTH 00°49'50" EAST FOR 650 FEET TO THE NORTH LINE OF SAID BLOCK 2,
 THENCE CONTINUE SOUTH 89°30'30" EAST FOR 111.67 FEET;
 FEET TO THE TRUE POINT OF BEGINNING;
 THENCE SOUTH 89°30'30" EAST ALONG THE SOUTH MARGIN OF COUNTY ROAD FOR 1303.81
 THE NORTHWEST CORNER THEREOF;
 BEGINNING AT A POINT ON THE WEST LINE OF SAID SECTION 32 WHICH IS 30 FEET SOUTH OF
 OF SNOHOMISH COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 10 OF PLATS, PAGE 23, RECORDS
 RANGE 5 EAST W.M., LYING NORTHERLY OF BLOCK 2, HEATHERWOOD GARDEN TRACTS NO. 3,
 ALL THAT PORTION OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 28 NORTH,

PARCEL A

LEGAL DESCRIPTION

LEGAL DESCRIPTION

ATTACHMENT 2

ATTACHMENT 3

**FINDINGS, CONCLUSIONS AND DECISION, CITY OF MILL CREEK
HEARING EXAMINER, CRESTVIEW VILLAGE, NO. PP 14-66**

**BEFORE THE HEARING EXAMINER
FOR THE CITY OF MILL CREEK**

| | | |
|--|---|------------------------|
| In the Matter of the Application of |) | No. PP 14-66 |
| |) | |
| Site Development Associates, LLC, |) | |
| on behalf of Crest Vue Village 24, LLC |) | Crestview Village |
| |) | |
| For a Preliminary Plat and a |) | FINDINGS, CONCLUSIONS, |
| <u>Planned Area Development</u> |) | AND DECISION |

SUMMARY OF DECISION

The Hearing Examiner **APPROVES** a Preliminary Plat and **APPROVES** a Planned Area Development to subdivide 3.29 acres into 25 lots for single-family homes located at 2226 and 2304 132nd Street SE. Conditions are necessary to mitigate impacts of the proposal.

SUMMARY OF RECORD

Hearing Date:

The Hearing Examiner held an open record hearing on the request on September 25, 2014.

Testimony:

The following individuals presented testimony under oath at the open record hearing:

- Camille Chriest, City Senior Planner
- Scott Smith, City Engineer
- Tom Rogers, City DCD Director
- Andy Reaves, P.E., Project Engineer
- Glen Vedera
- Jason Shaw
- Court Sheehan
- Kevin O'Brien

Attorney Patrick Mullaney represented the Applicant

Exhibits:

The following exhibits were admitted into the record:

1. Staff Report, with attachments:
 - a. Vicinity Map
 - b. Preliminary Plat Map, revised July 30, 2014
 - c. Legal Description
 - d. Contents of Project File
2. Master Land Use Application, received July 7, 2014.
3. Owner's Letter of Authorization, signed March 31, 2014

Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66

4. SDA Crestview Village Narrative Statement letter to City of Mill Creek, dated March 13, 2014
5. Chicago Title Insurance Company Subdivision Guarantees/Certificate Number 500012106, received April 3, 2014
6. Letter from Richard G. Gilmore, P.E., Silver Lake Water & Sewer District to Camille Chriest, dated March 27, 2014
7. Landscape Plan (Sheet La-1), dated March 15, 2014
8. SDA Revised Project Narrative letter to City of Mill Creek, dated June 30, 2014
9. Determination of Complete Application, dated April 15, 2014
10. Notice of Development Application, undated; Affidavit of Public Notification, dated April 16, 2014; Affidavit of Posting, dated April 18, 2014
11. Letter from Camille Chriest to Andy Reaves, dated May 15, 2014, Technical Review Committee review comments, with attachments:
 - a. Memo from Camille Chriest to Scott Smith, dated May 13, 2014
 - b. Email from Scott Rodman to Camille Chriest, dated May 6, 2014, with email string
 - c. Snohomish County PUD letter to Camille Chriest, dated May 9, 2014
 - d. Email from Maria Dobson-Schmidt to Sherrie Ringstad, dated May 2, 2014, with attached Traffic Mitigation Offer to Snohomish County
 - e. Letter from Captain Evan Adolf, Snohomish County Fire District No. 7 to Camille Chriest, dated May 7, 2014
 - f. Letter from Chuck Booth, Everett Public Schools, to Camille Chriest, dated May 6, 2014
 - g. Email from David Collins to Camille Chriest, dated May 8, 2014, with email string
 - h. Preliminary Development Impact Mitigation Checklist, undated
12. Memorandum from Jeff Schramm, Transportation Engineering Northwest Traffic, to Scott Smith, response to WSDOT Comments, dated June 27, 2014
13. Technical Memorandum from Jeff Schramm, Transportation Engineering Northwest, to Scott Smith, Crestview Village Traffic Assessment, dated March 26, 2014
14. Traffic Mitigation Offer to Snohomish County and Snohomish County Traffic Worksheet, received July 2, 2014
15. Record of Developer Obligations for Mitigation of Impacts to Snohomish County Road System, dated July 2, 2014
16. SDA Crestview Village Technical Information Report, dated June 30, 2014
17. SDA Preliminary Drainage Plan set, revised June 30, 2014:
 - a. Title Sheet (Sheet C1.0)
 - b. Existing Conditions (Sheet C2.0)
 - c. TESC and Grading Plan (Sheet C3.0)
 - d. Drainage and Utility Plan (Sheet C4.0)
 - e. Road Profiles (Sheet C5.0)
18. Mitigated Determination of Non-Significance and Notice of Property Development Impact Mitigation for the Preliminary Plat/Planned Area Development of Crestview Village (City File PP 14-66), dated July 22, 2014, with attached SEPA checklist and City staff notes, prepared March 13, 2014

*Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66*

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19. Affidavit of Public Notification, dated September 6, 2014; Affidavit of Posting, dated September 5, 2014
20. City staff PowerPoint Presentation (21 slides)
21. Silver Lake Water District and Catherine Revell revocable license, filed August 16, 2006

The Hearing Examiner enters the following Findings and Conclusions based upon the testimony and exhibits admitted at the open record hearing:

FINDINGS

Application and Notice

1. Site Development Associates, LLC (SDA), on behalf of Crest Vue Village 24, LLC (Applicant),¹ requests approval of a Preliminary Plat (PP) and a Planned Area Development (PAD), with setback modifications, to subdivide 3.29 acres into 25 lots for single-family homes located at 2226 and 2304 132nd Street SE.² *Exhibit 1, Staff Report, page 1; Exhibit 1.b; Exhibit 2; Exhibit 17.*
2. The City of Mill Creek (City) determined the application was complete on April 15, 2014. A Notice of Development Application (NDA) for the project was posted at City Hall on April 16, 2014, and posted at the City Library on April 17, 2014. An NDA was posted on the site and published in *The Herald* on April 18, 2014. A Public Hearing Notice (PHN) was posted at City Hall on August 28, 2014, on the site on September 5, 2014, and at the City Library on September 6, 2014. The PHN was mailed to property owners within 500 feet of the proposed project on September 5, 2014. City Senior Planner Camille Chriest testified that reasonable notice was provided. *Exhibit 1, Staff Report, page 2; Exhibit 9; Exhibit 10; Exhibit 19; Testimony of Ms. Chriest.*

State Environmental Policy Act (SEPA) Review

3. The City Department of Community Development acted as lead agency and analyzed the environmental impact of the proposal, as required by the State Environmental Policy Act (SEPA), Chapter 43.21C RCW. The City reviewed the Applicant's Environmental Checklist and information on file and determined that, with conditions, the proposal would not have a probable significant adverse impact on the environment. Tom Rogers, City SEPA Responsible Office, issued a Mitigated Determination of Non-Significance (MDNS) on July 22, 2014, with a comment and appeal deadline of August 6, 2014. Ms. Chriest testified that no MDNS appeal was filed. The MDNS conditions are included as

¹ The property is owned by the Harry and Catharine Revell Living Trust. The owners authorized Site Development Associates, LLC, to act as agent in seeking project approvals. *Exhibit 2.* The City staff report identifies Crest Vue Village 24, LLC, as the applicant. *Exhibit 1, Staff Report, page 1.* The signed Traffic Mitigation Offer to Snohomish County, dated June 30, 2014, lists Crest Vue Village 24, LLC as the Applicant. *Exhibit 14.*

² The property subject to the application is identified by Assessor's Parcel Numbers 28053200201400 and 28053200200900. *Exhibit 18.* A legal description of the subject property is provided in Exhibit 4.

*Findings, Conclusions, and Decision
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preliminary plat/planned area develop conditions. *Exhibit 1, Staff Report, pages 2 and 21 to 25; Exhibit 18; Testimony of Ms. Christ.*

Comprehensive Plan and Zoning

4. The property is designated Medium Density Residential (MDR) by the City Comprehensive Plan. Comprehensive Plan policies are relevant to the proposal. Land Use Element policies establish the city's residential character as a composition of a range of residential densities, with a predominance of single-family communities, requiring compatibility with surrounding land uses and structures within and adjacent to the development, and appropriately-sized property buffers surrounding the peripheries of residential developments to provide and identifiable neighborhood character. Applicable Capital Facilities Element policies require stormwater management facilities that incorporate treatment components. Utilities Element policies mandate that urban development be approved only where services are available and, where possible, all new facilities are located underground. Transportation Element policies establish that projects shall not be approved if they reduce the level of service below established standards, that access points shall be designed and located to minimize traffic flow disruptions, that projects provide for internal circulation, and that public sidewalks be connected with other public/private trail systems where appropriate. Environmental Features Element policies encourage the use of low impact development (LID) techniques to minimize impervious surfaces, require the inclusion of stormwater facilities that meet or exceed current Department of Ecology Stormwater Management Manual requirements, and encourage landscaping with the use of native plant materials and the preservation of wooded areas.³ *Exhibit 1, Staff Report, pages 1 and 10 to 14.*

5. The property is located in the Medium Density Residential (MDR) zoning district. There is no minimum lot size in the MDR zone. The number of dwelling units permitted in a planned residential development shall not exceed the density of the comprehensive plan land use designation and the zone district in which the project is located. *Mill Creek Municipal Code (MCMC 16.12.050)*. The maximum allowable density in the MDR zoning district is 12 dwelling units per acre and the minimum density is five dwelling units per acre under Mill Creek Municipal Code (MCMC) 17.12.070. City staff calculated the proposed 25 dwelling units would result in a density of 10 dwelling units per acre. The MDR zoning district requires front yard setbacks of 15 to 20 feet, with garages constructed a minimum of 20 feet from sidewalks; side yard setbacks that total 10 feet; and rear yard setbacks of a minimum of 25 feet from the perimeter of the project and 15 feet for structures not located on the perimeter. *MCMC 17.12.080.A. Exhibit 1, Staff Report, pages 4, 5, and 15; Exhibit 1.b.*

³ City staff identified the following Comprehensive Plan polices as relevant to the proposal: Land Use Element Policies 1.01, 1.04, 1.11, 1.12, and 1.13; Capital Facilities Element Policy 2.04; Utilities Element Policies 1.01 and 1.10; Transportation Element Policies 2.02, 3.03, 3.04, 3.06, and 4.01; and Environmental Element Policies 1.01, 1.02, 4.01, and 5.01. *Exhibit 1, Staff Report, pages 10 to 14.*

*Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66*

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Physical Condition and Surrounding Property

6. The property is 3.29 acres and contains two existing single-family houses and various outbuildings. All structures would be removed prior to construction. A majority of the site contains pastured grassland, with some tree clusters, with a slope from two to eight percent. There are no environmentally sensitive areas on the site. *Exhibit 1, Staff Report, pages 2 and 11; Exhibit 1.b; Exhibit 16; Exhibit 18.*

7. An existing 50 square foot encroachment area on the property to the west is described in a Revocable License agreement between Silver Lake Water District and Catherine Revell, Auditor's File Number 2000608160875. Patrick Mullaney, Applicant Representative, argued that the encroachment is a license that terminates when the property is sold under Sec. 3.1.b of the agreement. He requested that proposed Condition 4, requiring the encroachment to be legally abandoned prior to final plat approval, be deleted. *Exhibit 1, Staff Report, pages 7 and 22; Exhibit 5; Exhibit 21; Statement of Mr. Mullaney.*

8. The property is bounded by 132nd Street SE on the north. Properties to the north, across 132nd Street SE, are in unincorporated Snohomish County, and include a single-family residence zoned Multiple Residential (MR) and an undeveloped parcel zoned Low Density Multiple Residential. Property to the west is zoned Community Business (CB) and is developed with a Silver Lake Water and Sewer District water tank, and a vacant district office and outbuildings. Property to the south is zoned Low Density Residential (LDR) and developed with single-family residences in the Wexford Court development. Property to the east is zoned MDR and developed with single-family residences. *Exhibit 1, Staff Report, pages 2 and 3; Exhibit 1.b.*

Landscaping and Open Space

9. City code requires on-site open space and recreational facilities in an amount adequate to meet the recreational, health, environmental, and safety needs of the residents, occupants, guests, and visitors of the development. The amount of open space should be proportional to the density of the development, and should meet the purpose and intent of the zone district. The open-space areas should be readily accessible to all residential units. These areas should be appropriately screened and proportioned, and should not have more than five percent grade. *MCMC 17.22.060.* The proposal provides open space in Tracts 998 and 999. The proposal includes a 50-foot landscaped residential roadway buffer along 132nd Street SE. The Applicant would provide 5,270 square feet of private open space, plus 9,325 square feet in the roadway buffer. Tracts 998 and 999 would be landscaped and would include an underground wet vault. The proposal provides benches and a picnic table in Tract 998 because the development is a single-family project that is located more than one-quarter mile from a public park. Street trees would be provided along the public street. The proposed landscaping of the common areas, roadway buffer, and street trees would be reviewed and approved by the City Design Review Board. *Exhibit 1, Staff Report, pages 6, 14, 17, and 22; Exhibit 1.b; Exhibit 7.*

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Access and Traffic Impacts

10. Access to the site would be via an internal public street from 132nd Street SE (SR 96), a class 3 highway. The internal street, with sidewalks on both sides, would extend south and terminate in a temporary cul-de-sac that would provide access to future development to the east. The internal public street, including a southwest spur, would provide access to Lots 1-25. *Exhibit 1, Staff Report, page 6; Exhibit 1.b; Exhibit 12; Exhibit 13*

11. Transportation Engineering NorthWest (TENW) submitted a Crestview Village Traffic Assessment, dated March 26, 2014, and a Response to Washington State Department of Transportation (WSDOT) Comments, dated June 27, 2014. The proposed residential development would generate 219 new weekday daily trips, of which 17 would be weekday AM peak hour, and 23 weekday PM peak hour trips. The City and Snohomish County (County) have a Reciprocal Impact Mitigation Agreement for development impacts on interjurisdictional transportation systems and the requirement to mitigate appropriate impacts in accordance with adopted road improvement programs. Following this agreement, the project is required to comply with specific measures identified by the County that are reasonably necessary to mitigate the development's impacts on directly affected county roads in the surrounding area. Snohomish County Code (SCC) 30.66B.330 provides for the payment of traffic impact fees prior to final plat approval. Separate City transportation mitigation impact fees would also be paid to the City prior to approval of the final plat. *Exhibit 1, Staff Report, pages 9 and 24; Exhibit 1.b; Exhibit 12; Exhibit 13.*

12. WSDOT comments requested a queue analysis for SR-96 at the 21st Avenue SE and 25th Avenue SE intersections, including development of the parcel to the east; elimination of the left-turn lane on SR-96; development of a new local road parallel to SR-96 to connect to 21st Avenue SE or 25th Avenue SE; and extension of the existing traffic curbing from 21st Avenue SE eastward along SR-96 to prevent left turn access to and from the site. TENW responded that the adjacent parcel to the east is not owned by the developer; that a queue analysis did not disclose any adverse impacts to these intersections; that elimination of the center two-way left-turn lane would impact numerous other properties along SR-96; that the City does not have capital project plans to develop a new road parallel to SR-96; and that the queue analysis does not support the need to extend a curb on SR-96 further east from the 21st Drive SE intersection. Frontage improvements along 132nd Street SE are required as provided by MCMC 16.16.050, including removal of existing driveway cuts, and construction of a new single access point with concrete curb, gutter, and sidewalk. *Exhibit 1, Staff Report, page 7; Exhibit 12.*

13. The preliminary plat has been designed with connecting walkways to the adjacent neighborhoods for access to the site and through the site, including access to potential development of the property to the east. The planned walkways are to be constructed in compliance with the American with Disabilities Act (ADA). *Exhibit 1, Staff Report, pages 13 and 20; Exhibit 1.b.*

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14. MCMC 17.27.020 (Off-street parking and requirements) requires single-family dwellings to have two parking spaces per dwelling unit. This proposal provides parking throughout the site in garages, driveways, and on the public road where feasible. The project provides four off-street parking per residential unit: two parking spaces in the garage and two in the driveway. *Exhibit 1, Staff Report, page 6; Exhibit 1.b.*
15. Mr. Mullaney commented on the references in proposed Conditions 13 and 20 to a Development Agreement with WSDOT for work within the State right-of-way. He asked that a different term be used to describe this agreement since the words "Development Agreement" is a document described under the Growth Management Act, RCW 36.70A as an agreement with a developer. City Engineer Scott Smith testified that WSDOT refers to their right-of-way permit as a "development agreement," and it is required for such work. The City agreed that these conditions could reference permit approval rather than a development agreement. *Statement of Mr. Mullaney; Testimony of Mr. Smith.*

Stormwater Management

16. The site lies within a single drainage basin with no upstream drainage to the site. Stormwater currently drains overland from the southwest toward the north before crossing the property boundary and entering the 132nd Street SE right-of-way. Stormwater would be captured and conveyed to a proposed underground wet vault in the northwest corner of the project site within Tracts 998 and 999. The wet vault would provide both flow control and water quality treatment, and would connect to an existing public drainage system on 132nd Street SE. The developed runoff rate would be less than existing flow. The Applicant submitted a Technical Information Report (TIR) prepared by SDA for the proposed development, dated June 30, 2014. The TIR identified a weakly cemented hardpan on site at a depth of 20 to 40 inches. Permeability is moderately rapid above the hardpan and very slow through it. The new drainage system planned for the development would meet City standards and the new requirements of the February 2005 Department of Ecology Stormwater Management Manual for Western Washington with Appendix 1 of the City's Phase 2 NPDES permit (dated effective September 1, 2012). The TIR also includes a Construction Stormwater Pollution Prevention Plan (CSWPPP) and a Temporary Erosion and Sediment Control (TESC) Plan. Privately owned common areas and facilities would be maintained by the homeowners' association (HOA) for the new development. *Exhibit 1, Staff Report, pages 7 and 22; Exhibit 16; Exhibit 17.d.*

Utilities and Services

17. Utilities and services are available for the development. The site has adjacent water and sewer facilities that can be extended through the Silver Lake Water and Sewer District Developer Extension Process to provide for on-site needs. Silver Lake Water and Sewer District (District) provided the City with a Water and Sewer Availability Letter, dated March 27, 2014. *Exhibit 1, Staff Report, page 6; Exhibit 1.b; Exhibit 6.*

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18. Snohomish County PUD No. 1 would provide electrical service to the development. The PUD has reviewed the application and indicated that, although there is capacity to serve the proposed development, upgrading of existing District facilities may be required. Frontier Communications or Comcast would provide telephone communication services. Puget Sound Energy would provide natural gas service. *Exhibit 1, Staff Report, page 7; Exhibit 11.c.*
19. The City and County Fire District No. 7 have executed an Interlocal Agreement for mitigation of development impacts on fire facilities and services. Captain Evan Adolf of Fire District No. 7 reviewed the project and requested several plat improvements, which have been included in the recommended conditions for the project. The developer is also required to pay mitigation fees for development impacts prior to approval of the final plat. *Exhibit 1, Staff Report, pages 9, 24, and 25; Exhibit 11.e.*
20. This proposal would increase the demand for the City's park and recreation facilities through the addition of 25 single-family residential units. Fees are required to mitigate the project's impacts on neighborhood and community park and recreation facilities. Mitigation fees to offset impacts are calculated in accordance with City Resolution 2011-477. *Exhibit 1, Staff Report, pages 8 and 24.*
21. The Everett School District reviewed the proposal. The City and the Everett School District have executed an Interlocal Agreement for mitigation of development impacts on district facilities. Mitigation fees are calculated per the Interlocal Agreement. The proposed development would be serviced by Mill Creek Elementary School, Heatherwood Middle School, and H.M. Jackson High School. According to the Everett School District, the elementary and high schools are over capacity, and require mitigation. The Applicant has signed a voluntary mitigation agreement to pay mitigation fees totaling \$53,751.00 for the development impacts. In addition, the Everett School District has determined that students would be picked up and dropped off at the entrance along 132nd Street SE. The District has requested one hard-surfaced, student waiting area be located at the entrance. The hard-surfaced waiting area would be approximately 10 feet by 15 feet, located behind the sidewalk. The waiting area would be connected to the housing units in the development with safe student walkways. *Exhibit 1, Staff Report, pages 9 and 10; Exhibit 1.b; Exhibit 11.f.*

Planned Area Development

22. MCMC 16.12.010 defines a planned area development as an alternate form of development regulation that allows for a more flexible method of developing land. The Applicant requests reductions of the rear yard setbacks to 10 feet for Lots 1-11 and 17-25, and 20 feet for Lots 12-16. City staff determined that the proposed setbacks are necessary to allow the development at the required minimum density and are compatible with the required setbacks in adjacent neighborhoods. City staff determined that the proposed setback modifications would allow more flexibility in the design of the homes

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and would not alter the 40 percent maximum lot coverage standard. *Exhibit 1, Staff Report, pages 4 and 5; Exhibit 1.b*

Public Comment, and City and Applicant Response

23. Glen Vedera, a resident in the Wexford Court development to the south, testified about the requested rear yard setback reduction from 25 feet to 20 feet. He requested that no modification be approved. Jason Shaw also testified and opposition to the proposed setback reduction. Court Sheehan testified that the proposed subdivision would be much denser than the Wexford Court development. He also expressed concerns about stormwater detention. Mr. Reaves, Project Manager, testified about the TIR (Exhibit 16) and explained the stormwater design was necessary because of a lack of controlled infiltration. Mr. Mullaney noted that the proposal provides landscaping along the south property line. Kevin O'Brien, a partner in the future ownership of the property, testified that the setback reduction is needed to accommodate standard house footprints and that a 20-foot rear yard setback is the same as the 20-foot setback in Wexford Court. He agreed to add a condition requiring the installation of a six-foot cedar suburban fence, as well as two, two-inch caliper evergreen trees per lot along Lots 12-16. Tom Rogers, City DCD Director, testified that the City code allows flexibility in setbacks to allow a high-quality house to be built and to accommodate an increased number of residences. *Testimonies of Mr. Vedera, Mr. Shaw, Mr. Sheehan, Mr. Reaves, Mr. O'Brien, and Mr. Rogers; Statement of Mr. Mullaney.*

Staff Recommendation

24. City staff reviewed the proposal for consistency with the Land Use Map, the applicable policies of the Comprehensive Plan, and the City's development regulations. City staff recommended approval, with conditions, of the Preliminary Plat and Planned Area Development, including the setback modifications. *Exhibit 1, Staff Report, pages 21 to 25.*

CONCLUSIONS

Jurisdiction

The City of Mill Creek Hearing Examiner is authorized to hear and decide preliminary plat applications and development permits, including planned area development applications. The Hearing Examiner may grant, deny, modify, or grant with conditions, modifications, or restrictions. *Chapter 4.34 Mill Creek Municipal Code (MCMC); MCMC 14.03.080.A-C.*

Criteria for Review

The application shall be compatible with the City code, Comprehensive Plan, and other regulations, laws, policies, goals, and objectives of the City and shall be compatible with applicable state laws and regulations. *Mill Creek Municipal Code (MCMC) 14.03.080.C.*

The criteria for review adopted by the City Council are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with City

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development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. *RCW 36.70B.040.*

Preliminary Plat

MCMC 16.04.020.A and MCMC 16.04.020.B set forth information and submittal requirements, surveys, studies, and other elements required for preliminary plat review.

In addition, RCW 58.17.110(1) provides that a proposed subdivision shall not be approved unless:

appropriate provisions are made for . . . the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds and . . . all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and . . . the public interest will be served by the platting of such subdivision and dedication.

Planned Area Development

MCMC 16.12.010 defines a planned area development as an alternate form of development regulation that allows for a more flexible method of developing land. Binding site plans are not required for planned residential developments approved in conjunction with a preliminary plat.

MCMC 16.12.020 describes the purposes for planned area development, including:

- A. To allow for creative development equal to or superior to traditional lot-by-lot development.
- B. To preserve open space, natural vegetation, watercourses, wetlands, historic buildings and places, and other community values.
- C. To provide more efficient street and utility systems and retain existing vegetation by clustering buildings.
- D. To provide for a variety of housing types in one development with architectural design compatibility.
- E. To provide integrated landscape development.
- F. To provide for the integration of new development into the existing community while protecting and preserving the values of the surrounding neighborhood.
- G. To provide for the site planning and regulation of nonresidential sites not requiring a subdivision for development.
- H. To manage stormwater through a land development strategy that emphasizes conservation and use of on-site natural features integrated with engineered, small-scale hydrologic controls to more closely mimic predevelopment hydrologic conditions.
- I. To minimize impervious surfaces and effective impervious surfaces.
- J. To encourage infiltration as a preferred method of stormwater drainage, when feasible.

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- K. To encourage development of residential environments that is harmonious with on-site and off-site natural and built environments.
- L. To further the goals and the implementation of the policies of the comprehensive land use plan. (Ord. 2009-702 § 2 (Exh. C))

MCMC 16.12.040 permits modification to all zoning and subdivision requirements in a planned area development in the interest of the expressed purposes above, except:

- A. Permitted uses;
- B. Street setbacks on exterior streets in residential zones;
- C. Surveying standards;
- D. Engineering design and construction standards of public improvements but not including street right-of-way width; and
- E. Roadway buffer/cutting preserves consistent with the streetscape element of the comprehensive plan. (Ord. 2009-702 § 2 (Exh. C))

The number of dwelling units permitted in a planned residential development shall not exceed the density of the comprehensive plan land use designation and the zone district in which the project is located. *MCMC 16.12.050*. Under MCMC 16.12.060, in planned residential developments, open space and community recreation facilities shall be provided pursuant to MCMC 17.22.060. Upon approval of the Hearing Examiner, unbuildable land may be considered for inclusion in the required open-space land upon a showing that such lands can and will be used for specified recreational or community purposes.

MCMC 16.12.090 - 140 set forth requirements for planned area developments for project descriptions; owners' association documents; separate approvals for phased development, if applicable; other certificates and approvals; recordings; and time limits.

The criteria for review adopted by the Mill Creek City Council are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with City development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. *RCW 36.70B.040*.

Conclusions Based on Findings

1. **With conditions, the proposed preliminary plat would be consistent with the City code, Comprehensive Plan, and other City policies, goals, and objectives.** The proposed subdivision is consistent with City Comprehensive Land Use Plan goals and policies because it would convert two single-family homes on 3.29 acres into a subdivision of 25 single-family homes. The proposed subdivision would have a density consistent with the City's MDR zoning criteria. The proposal includes open space and proposed landscaping as required by the City's development regulations. Sewer, water, telephone, gas, and power services are available to the site. One access point is proposed for the site from 132nd Street SE via a public street running south and then curving to the east to a temporary turn-a-round that could be extended east should subdivision

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development take place on the adjacent property. Sidewalks are proposed to connect to existing sidewalks where possible. Safe student walkways from housing units to a hard-surfaced, bus waiting area would be built. The project incorporates stormwater management facilities, including an underground wet vault, which would comply with the Department of Ecology Stormwater Manual for Western Washington and City requirements. The proposal provides sufficient open space to meet MCMC requirements. A Planned Area Development is part of this application in order to obtain modifications in rear yard setback requirements. Conditions are necessary to ensure that the Applicant establishes an HOA to maintain common areas and stormwater facilities; follows landscaping and buffer requirements; builds the sidewalks and waiting-area pad to allow for safe walking conditions for students; constructs the required stormwater system; and pays mitigation fees for traffic, parks, fire district, and school impacts, and to ensure that the project proceeds in conformance with the plans on file and with applicable City code, policies, goals, and objectives. *Findings 1, 4 – 24.*

2. **With conditions, the proposed preliminary plat would make appropriate provision for all elements identified within RCW 58.17.110, and would serve the public use and interest.** The City provided adequate notice and opportunity to comment on the proposal. Proposed development density is consistent with density allowed within the City’s MDR zoning district. Public services, including water, sewer, and fire protection, are available. Open space and landscaping would be provided within the proposed development. The City determined that, with conditions, the proposal would not have a probable significant adverse impact on the environment. MDNS conditions include payment of traffic, parks, fire district, and school impact fees. Sidewalks are planned within the subdivision to connect to existing sidewalks where possible. Safe student walkways from housing units to a hard-surfaced, bus waiting area would be built. A public street would be constructed to serve subdivision lots. Stormwater facilities are proposed, including an underground wet vault for water quality and flow control. A Planned Area Development is part of this application in order to obtain modifications in rear yard setback requirements. Conditions are necessary to ensure that the Applicant follows the modified setback requirements; establishes an HOA to maintain common areas and stormwater facilities; follows landscaping and buffer requirements; builds the sidewalks and waiting-area pad to allow for safe walking conditions for students; constructs the required stormwater system; pays mitigation fees for traffic, parks, fire district, and school impacts, and to ensure that the project proceeds in conformance with the plans on file and with applicable City code, policies, goals, and objectives. *Findings 1 – 24.*

3. **With conditions, the preliminary plat application would comply with MCMC 16.04.020 submittal requirements.** The City determined that the preliminary plat application was complete on April 15, 2014. A condition is necessary to ensure development as depicted on the preliminary permit. *Findings 1, 2, 24.*

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4. **With conditions, the planned area development would comply with the requirements set forth in Chapter 16.12 MCMC.** The Applicant submitted a Planned Area Development application in order to obtain modifications in rear yard setback requirements from a minimum 25 feet from the perimeter of the project and 15 feet for structures not on the project perimeter. The proposed reductions would be to 10 feet for Lots 1-11 and 17-25, and 20 feet for Lots 12-16. The proposed setback reduction is compatible with adjacent single-family developments. The proposed setback reduction helps meet the density targets established in the Comprehensive Plan. The modifications allow for flexibility in the designs of homes to be constructed in the development. The modifications do not reduce the 40 percent maximum lot coverage standard. Conditions are necessary to ensure that the Applicant follows setback requirements, to provide a six-foot cedar suburban fence along the property line of Lots 12-16 and add two, two-inch caliper evergreen trees per lot to provide additional buffer from the residential development to the south, and to ensure that the project proceeds in conformance with the plans on file and with applicable City code, policies, goals, and objectives. *Findings 1, 3, 6-9, 22, 23.*

DECISION

Based upon the preceding Findings and Conclusions, the requests for a Preliminary Plat and Planned Area Development, with setback modifications, to subdivide 3.29 acres into 25 lots for single-family homes located at 2226 and 2304 132nd Street SE, is **APPROVED**, subject to the following conditions:⁴

1. Development shall occur as portrayed on the Preliminary Plat Map, except as may be modified by the Hearing Examiner following the open record hearing, per MCMC Chapter 4.34.
2. Building setbacks on the lots shall be as follows:

Front yard setbacks:
 - Average range 15 feet to 20 feet; garages shall be constructed a minimum of 20 feet from the back of sidewalk.Rear yard setbacks:
 - 10 feet for Lots 1-11 and 17-25;
 - 20 feet for Lots 12-16Side yard setbacks:
 - Total of 10 feet; the entire setback may be allocated to one side.

⁴ This decision includes conditions required to reduce project impacts as well as conditions required to meet City code standards.

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3. All utility, stormwater, drainage, maintenance, and landscaping buffers/easements, together with attendant restrictions and conditions, shall be portrayed on the final plat. Building setback lines shall be shown on the face of the final plat.
4. (deleted by agreement at hearing)
5. In accordance with MCMC Section 16.04.100, the Preliminary Plat approval shall expire and become void if the final plat is not submitted for approval in accordance with the time frames set forth in RCW 58.17.140.
6. The subdivision shall be incorporated into a homeowners' association that would be responsible for the maintenance of all privately owned common areas and facilities. Homeowners' association documents in accordance with MCMC Section 16.12.100 shall be submitted with the final plat application and recorded at the time of final plat recording.
7. The developer may assign its rights and obligations under this development approval upon prior written notice to the City identifying the new entity and evidencing the transfer of obligations to the new entity.
8. Landscaping plans for Tracts 998 and 999 and the street trees shall be submitted to the Design Review Board for review and approval in accordance with Chapters 4.18 and 17.34 MCMC. All landscaped areas shall be amended with a minimum thickness of four inches of compost mixed to a minimum depth of six inches.
9. The developer and the City shall enter into an agreement for implementation of the approved landscape plan and enter into a secured performance bond equal to 125 percent of the cost of labor and materials, in accordance with MCMC Section 16.16.040, posted prior to the issuance of the first building permit.
10. Once the developer has fulfilled the obligations of the landscape performance bond, the Applicant shall enter into a two-year maintenance agreement for the approved and installed landscaping in accordance with MCMC Section 16.16.090.
11. Grading, roadway, stormwater, and erosion control plans shall be approved by the City Engineer and Community Development Director prior to any clearing or grading work on the site, Chapter 15.12 MCMC.
12. All public improvement work shall be adequately guaranteed through an agreement and security mechanism acceptable to the City Attorney and City Engineer prior to beginning construction in accordance with Chapters 16.16 and 16.20 MCMC.
13. In accordance with Chapter 16.16 MCMC, the developer shall construct improvements

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along the frontage on 132nd Street SE (SR 96). The required frontage improvements shall consist of: (i) Removal of existing driveways; (ii) Replacement of concrete curb, gutter and sidewalk as needed; (iii) Construction of a new single access point as portrayed on the Preliminary Plat; (iv) Permit approval by WSDOT may be required for any work within the State Right-of-Way, and the developer shall be responsible for all associated permitting and inspection costs with WSDOT.

14. The developer shall construct a new public roadway within the development for access to the proposed lots. The roadway shall be designed to accommodate future development on the adjacent parcels with a loop roadway system and a single shared access point on 132nd Street SE. These public improvements shall consist of: (i) Full width of the street and sidewalk cross section with functional elements in accordance with Resolution 2003-338, including vertical concrete curb and gutter, a five-foot wide concrete sidewalk and five-foot wide planter strip; (ii) Street lighting; (iv) Stormwater and drainage facilities; (v) Street trees and landscaping; (vi) Striping and signage; (vii) a temporary cul-de-sac at the southern terminus; (viii) Dedication of public right-of-way and drainage easements as needed to the City of Mill Creek on the final plat.
15. The developer shall submit engineering design plans and documentation to address all required public and private drainage improvements. The approved stormwater system shall include the following elements and conditions per Chapter 15.14 MCMC:
 - A. Stormwater facilities that meet the requirements of the City of Mill Creek, the February 2005 edition of the Washington State Department of Ecology Stormwater Management Manual for Western Washington, and Appendix 1 of the City's Phase 2 NPDES Permit (dated as effective September 1, 2012).
 - B. A final stormwater drainage report signed and stamped by a licensed professional engineer shall be submitted to the City Engineer for review and approval.
 - C. The property owners shall be obligated to own, maintain and operate the stormwater system outside the public right-of-way to the satisfaction of the City Engineer.
 - D. Provisions shall be included with the final plat for maintenance of the stormwater system outside the public right-of-way, including, but not limited to, adequate access to maintenance locations, provisions and easements that allow the City to inspect and maintain the system at its discretion, and adequate provisions to ensure uninterrupted function of the facilities for the proposed development.

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16. Dust and erosion shall be controlled by promptly covering exposed stockpiles, watering areas of soil disturbance, using a street sweeper on adjacent roads, and other Best Management Practices as directed by the City Engineer, Chapter 15.12 MCMC.
17. All new and existing utilities within the project shall be placed underground in accordance with MCMC Section 17.22.110. The Applicant shall be responsible for all costs associated with undergrounding the utilities. Appropriate easements or right-of-way for all utilities shall be provided by the Applicant and shown on the face of the final plat.
18. The developer shall install a mailbox structure and covered stand for the proposed development in accordance with City standards. The location of the mailboxes shall be approved in writing by both the City and Post Office prior to installation.
19. The developer shall pay mitigation to the City of Mill Creek in the amount of \$69,000.00 for impacts to the City roadway system. Payment of traffic mitigation fees to the City of Mill Creek is required prior to approval of the final plat.
20. As part of the WSDOT permit process, operational restrictions may be placed on the SR 96 access point in accordance with City Comprehensive Plan polices and WSDOT design requirements.
21. In accordance with the Reciprocal Impact Mitigation Agreement between the City of Mill Creek and Snohomish County, proof of payment of traffic mitigation fees totaling \$35,259.00 shall be provided to the City prior to approval of the final plat.
22. Pursuant to Chapter 17.48 MCMC, the developer shall pay neighborhood park mitigation fees to the City of Mill Creek in the amount of \$65,866.48 prior to approval of the final plat.
23. Pursuant to Chapter 17.48 MCMC, the developer shall pay community park mitigation fees to the City of Mill Creek in the amount of \$39,989.64 prior to approval of the final plat.
24. In accordance with the Interlocal Agreement between the City of Mill Creek and Snohomish County Fire District No. 7, proof of payment of mitigation fees totaling \$8,395.00 shall be provided to the City prior to approval of the final plat.

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25. In accordance with the Interlocal Agreement between the City of Mill Creek and the Everett School District, proof of payment of mitigation fees totaling \$53,751.00 shall be provided to the City prior to issuance of the first building permit.
26. The developer shall provide one hard-surfaced, student waiting area located within the 132nd Street SE roadway buffer. The hard-surfaced waiting area should be approximately 10 feet x 15 feet in size, linked to the housing units in the development with safe student walkways, and located behind the sidewalk.
27. The developer shall ensure adequate fire flow/hydrants and 4" STORTZ adaptors on all hydrants.
28. The developer shall ensure floor plans that allow for secondary egress (windows) from rooms on either the front or rear of the structure.
29. The developer shall ensure parking is only allowed on one side of the road and is clearly marked with signage.
30. Parking shall be prohibited on the corners. Curbs shall be clearly marked and "No Parking" signage shall be installed prior to final plat approval.
31. The developer shall install a six-foot high cedar suburban fence, and plant two, two-inch caliper evergreen trees per lot along Lots 12-16.

Decided this 7th day of October 2014.


THEODORE PAUL HUNTER
City of Mill Creek Hearing Examiner
Sound Law Center

This decision is final and effective as of the date of this decision. The Applicant, a Party of Record, and/or the City of Mill Creek may appeal this decision only as specifically allowed for in the applicable sections of the Mill Creek Municipal Code (MCMC), including but not limited to Chapter 14.11 MCMC.

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ATTACHMENT 4
PROPOSED FINAL PLAT OF CRESTVIEW VILLAGE - MAP

CRESTVIEW VILLAGE

DEDICATION

KNOW ALL PERSONS THAT WE THE UNDERSIGNED OWNER(S) IN FEE SIMPLE OF THE LAND HEREIN PLATTED, DO HEREBY DECLARE THIS PLAT AND INDICATE TO THE PUBLIC HEREVER ALL ROADS, WAYS, AND EASEMENTS SHOWN HEREON FOR ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF, TOGETHER WITH THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS IN THE ORIGINAL REASONABLE GRADING OF THE ROADS AND WAYS SHOWN HEREON, AND THE RIGHT TO CONTINUE TO DRAIN SAID ROADS AND WAYS OVER AND ACROSS ANY TRACTS, LOT OR LOTS, WHERE WATER MIGHT TAKE A NATURAL COURSE.

FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON, NO DRAINAGE WATER ON ANY LOT OR LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR NATURAL COURSE SO AS TO DISRUARK UPON ANY PUBLIC ROAD RIGHT-OF-WAY, OR TO HINDER PROPER ROAD DRAINAGE, ANY ENCLOSING OF DRAINAGE WATER IN CURBS OR DRAINS, OR REDUCING THEREOF, AFFECTS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF ANY LOT, SHALL BE DONE BY AND AT THE EXPENSES OF SUCH OWNER.

TRACTS 998 AND 999 ARE HEREBY GRANTED AND CONVEYED TO CRESTVIEW VILLAGE, 25 HOMEOWNERS ASSOCIATION (HOA) UPON THE RECORDING OF THIS PLAT SUBJECT TO AN EMERGENCY MAINTENANCE EASEMENT GRANTED AND CONVEYED TO THE CITY OF MILL CREEK. OWNERSHIP AND MAINTENANCE OF SAID TRACTS CONSISTENT WITH COUNTY CODE SHALL BE THE RESPONSIBILITY OF THE HOA UNLESS AND UNTIL TRACT OWNERSHIP BY ALL LOTS WITHIN THIS SUBDIVISION IS AUTHORIZED PURSUANT TO FINAL PLAT. ALTERNATIVE USE OF SAID TRACTS IS RESTRICTED TO THAT SPECIFIED IN THE APPROVED FINAL PLAT. THE HOA AND THE OWNERS OF ALL LOTS WITHIN THE SUBDIVISION SHALL COMPLY WITH HOA COUNTY REGULATIONS AND CONDITIONS OF FINAL SUBDIVISION APPROVAL SPECIFIED ON THE PLAT. THE HOA SHALL REMAIN IN EXISTENCE UNLESS AND UNTIL ALL LOTS WITHIN THE SUBDIVISION HAVE ASSIGNED COMMON OWNERSHIP OF SAID TRACTS. IN THE EVENT THAT THE HOA SHOULD BE DISSOLVED, THEN EACH LOT SHALL HAVE AN EQUAL AND UNDIVIDED OWNERSHIP INTEREST IN THE TRACTS PREVIOUSLY OWNED BY THE HOA AS WELL AS RESPONSIBILITY FOR MAINTAINING THE TRACTS. MEMBERSHIP IN THE HOA AND PAYMENT OF DUES OR OTHER ASSESSMENTS FOR MAINTENANCE PURPOSES SHALL BE A REQUIREMENT OF LOT OWNERSHIP, AND SHALL REMAIN AN APPURTENANCE TO AND SEPARABLE FROM EACH LOT. THIS COVENANT SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE HOA, THE OWNERS OF ALL LOTS WITHIN THE SUBDIVISION AND ALL OTHERS HAVING ANY INTEREST IN THE TRACTS OR LOTS.

IN WITNESS WHEREOF, WE SET OUR HANDS AND SEALS THIS ____ DAY OF _____, 2016.

CRESTVIEW VILLAGE 24, LLC

BY: JEFFREY E. HAMILTON, ITS CFO

ACKNOWLEDGMENTS

STATE OF WASHINGTON
COUNTY OF _____

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT JEFFREY E. HAMILTON IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT ON DATE STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED I AS THE CFO OF CRESTVIEW VILLAGE 24, LLC, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

DATE: _____

SIGNATURE: _____

(PRINT NAME) _____

NOTARY PUBLIC IN AND FOR _____

THE STATE OF WASHINGTON

RESIDING AT: _____

MY APPOINTMENT EXPIRES: _____

OWNER'S COVENANT

THE OWNER AND ALL PERSONS HAVING ANY PRESENT OR SUBSEQUENT OWNERSHIP INTEREST IN THESE LANDS, AND THE SUCCESSORS AND ASSIGNS OF OWNERS OR OTHER PARTIES HAVING ANY SAID INTEREST, HEREBY RELEASE, INDEMNIFY, AND HOLD THE CITY HARMLESS FROM ALL CLAIMS FOR INJURIES, DAMAGES, LIABILITIES, PENALTIES OR PUNITIVE RELIEF OF WHATEVER NATURE ARISING FROM (1) THE DESIGN, CONSTRUCTION AND MAINTENANCE, OBLIGATIONS AS DESCRIBED IN THE MILL CREEK MUNICIPAL CODE, AND (2) THE DESIGN, CONSTRUCTION, OPERATION AND MAINTENANCE IMPACTS CAUSED BY OR ATTRIBUTABLE TO THE WATERFURNISHING SYSTEM ON-SITE AND HEREBY WAIVE AND RELEASE THE CITY FROM ANY AND ALL SUCH CLAIMS EXCEPT TO THE EXTENT SPECIALLY DETERMINED TO RESULT FROM NEGLIGENT ACT OR OMISSION OF THE CITY.

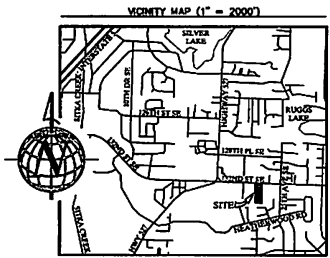
OWNER'S CERTIFICATE

I HEREBY CERTIFY THAT THE FINAL PLAT OF CRESTVIEW VILLAGE IS SUBMITTED TO THE CITY OF MILL CREEK WITH MY CONSENT AND THAT I HAVE NO OBJECTIONS THERE TO.

JEFFREY E. HAMILTON, THE CFO OF CRESTVIEW VILLAGE 24, LLC

OWNER ATTORNEY IN FACT

THE OWNER HEREBY DESIGNATES THE CITY AS ITS ATTORNEY IN FACT FOR THE LIMITED PURPOSE SET FORTH IN WAC 16.04.065.



LAND SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE PLAT OF CRESTVIEW VILLAGE IS BASED UPON AN ACTUAL SURVEY AND INSPECTION OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST, AS REQUIRED BY STATE STATUTES, THAT THE DISTANCES, COURSES AND ANGLES ARE CORRECTLY CALCULATED, THAT THE MONUMENTS SHALL BE SET AS SHOWN THEREON, THAT LOT AND BLOCK CORNERS SHALL BE STAKED CORRECTLY ON THE GROUND, THAT I HAVE COMPLIED WITH THE PROVISIONS OF THE STATE AND LOCAL STATUTES AND REGULATIONS GOVERNING PLATTING.

WILLIAM TRAVIS GRADLEY, PLS
CERTIFICATE NO. 44375 DATE _____



LEGAL DESCRIPTION

PARCEL A
ALL THAT PORTION OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST, 1/4 NW 1/4, NORTHERLY OF BLOCK 2, HEATHERWOOD GARDEN TRACTS NO. 3, ACCORDING TO THE PLAT HEREOF RECORDED IN VOLUME 10 OF PLATS, PAGE 53, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE WEST LINE OF SAID SECTION 32 WHICH IS 30 FEET SOUTH OF THE NORTHWEST CORNER THEREOF;
THENCE SOUTH 89°30'30" EAST ALONG THE SOUTH MARGIN OF COUNTY ROAD FOR 1362.61 FEET TO THE TRUE POINT OF BEGINNING;
THENCE CONTINUE SOUTH 89°30'30" EAST FOR 111.67 FEET;
THENCE SOUTH 02°48'50" EAST FOR 850 FEET TO THE NORTH LINE OF SAID BLOCK 2, HEATHERWOOD GARDEN TRACTS NO. 3;
THENCE NORTH 89°30'30" WEST ALONG SAID NORTH LINE OF BLOCK 2 FOR 111.67 FEET;
THENCE NORTH 02°48'50" WEST 650 FEET TO THE TRUE POINT OF BEGINNING;
EXCEPT THE NORTH 15 FEET AS CONVEYED TO SNOHOMISH COUNTY BY DEED RECORDED UNDER AUDITOR'S FILE NO. 8462290223, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

PARCEL B
A PORTION OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST, 1/4 NW 1/4, NORTHERLY OF BLOCK 2, HEATHERWOOD GARDEN TRACTS NO. 3, ACCORDING TO THE PLAT HEREOF RECORDED IN VOLUME 10 OF PLATS, PAGE 53, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE WEST LINE OF SAID SECTION, 30.00 FEET SOUTH OF THE NORTHWEST CORNER THEREOF;
THENCE SOUTH 89°30'30" EAST ALONG THE SOUTH MARGIN OF THE COUNTY ROAD FOR 1182.14 FEET TO THE TRUE POINT OF BEGINNING;
THENCE CONTINUE SOUTH 89°30'30" EAST 111.67 FEET;
THENCE SOUTH 02°48'50" EAST FOR 850.00 FEET TO THE NORTH LINE OF SAID BLOCK 2, HEATHERWOOD GARDEN TRACTS NO. 3;
THENCE NORTH 89°30'30" WEST ALONG SAID NORTH LINE OF BLOCK 2 FOR 111.67 FEET;
THENCE NORTH 02°48'50" WEST FOR 850 FEET TO THE TRUE POINT OF BEGINNING;
EXCEPT PORTION CONVEYED TO SNOHOMISH COUNTY BY DEED RECORDED UNDER AUDITOR'S FILE NO. 831200061.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

APPROVALS

CITY OF MILL CREEK APPROVALS
EXAMINED AND APPROVED THIS ____ DAY OF _____, 2016.

CITY ENGINEER
EXAMINED AND APPROVED THIS ____ DAY OF _____, 2016.

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

CITY TREASURER'S CERTIFICATE
I HEREBY CERTIFY THAT THERE ARE NO DELINQUENT SPECIAL ASSESSMENTS AND THAT ALL SPECIAL ASSESSMENTS OF THE PROPERTY HEREIN CONTAINED AS STREETS, ALLEYS OR FOR OTHER PUBLIC PURPOSES ARE PAID IN FULL THIS ____ DAY OF _____, 2016.

TREASURER, CITY OF MILL CREEK

TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL STATE AND COUNTY TAXES HERETOFORE LIEWED AGAINST THE PROPERTY DESCRIBED HEREIN, ACCORDING TO THE BOOKS AND RECORDS OF MY OFFICE, HAVE BEEN FULLY PAID AND DISCHARGED, INCLUDING _____ TAXES.

TREASURER, SNOHOMISH COUNTY

BY: _____
DEPUTY TREASURER
TAX PARCEL NOS. 28053200201400 AND 28053200202000

THE DEDICATIONS AND EASEMENTS MADE HEREON ARE ACCEPTED AND THAT THE PLAT IS DAILY APPROVED THIS ____ DAY OF _____, 2016.

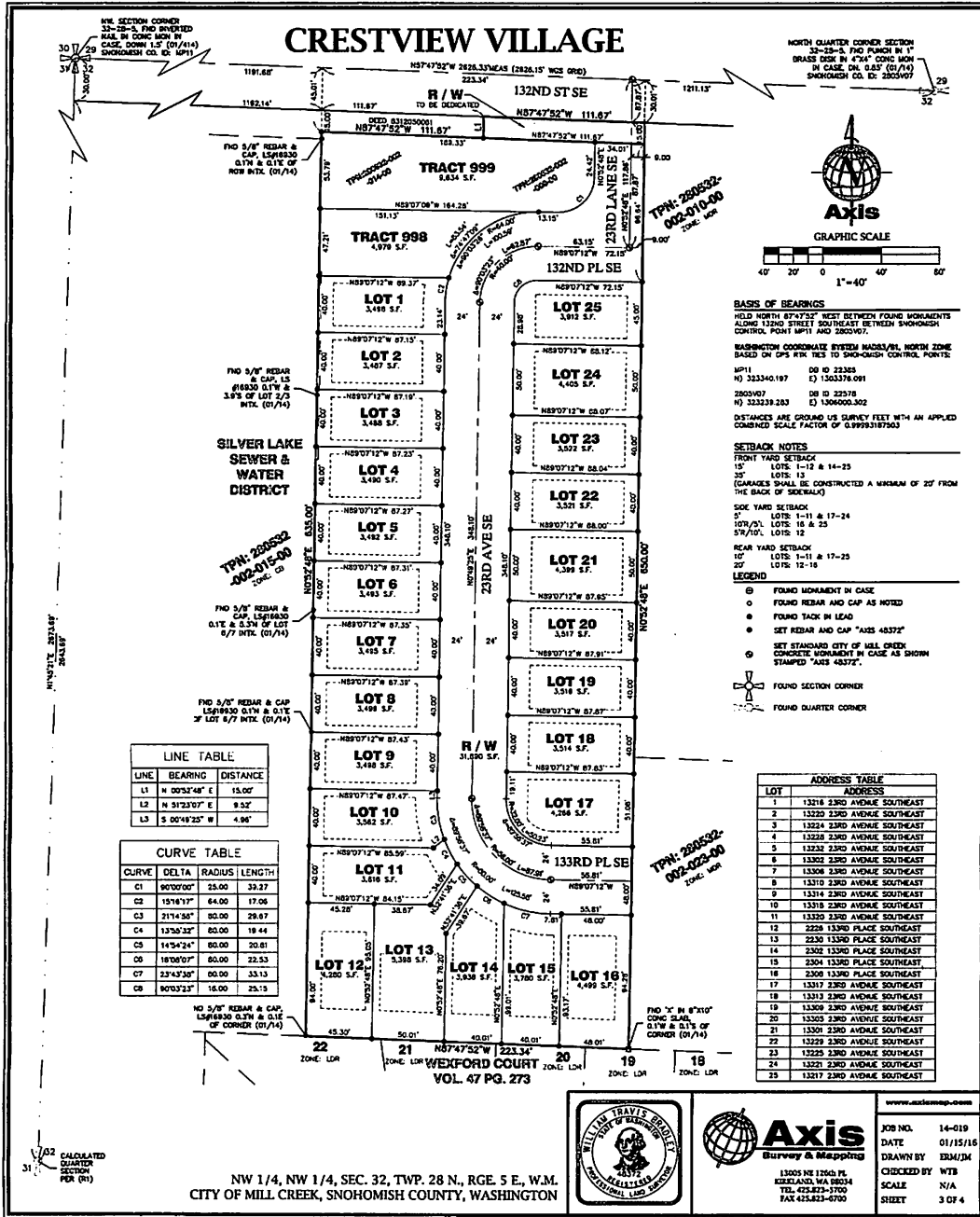
MAYOR, CITY OF MILL CREEK _____ ATTEST, CITY CLERK _____

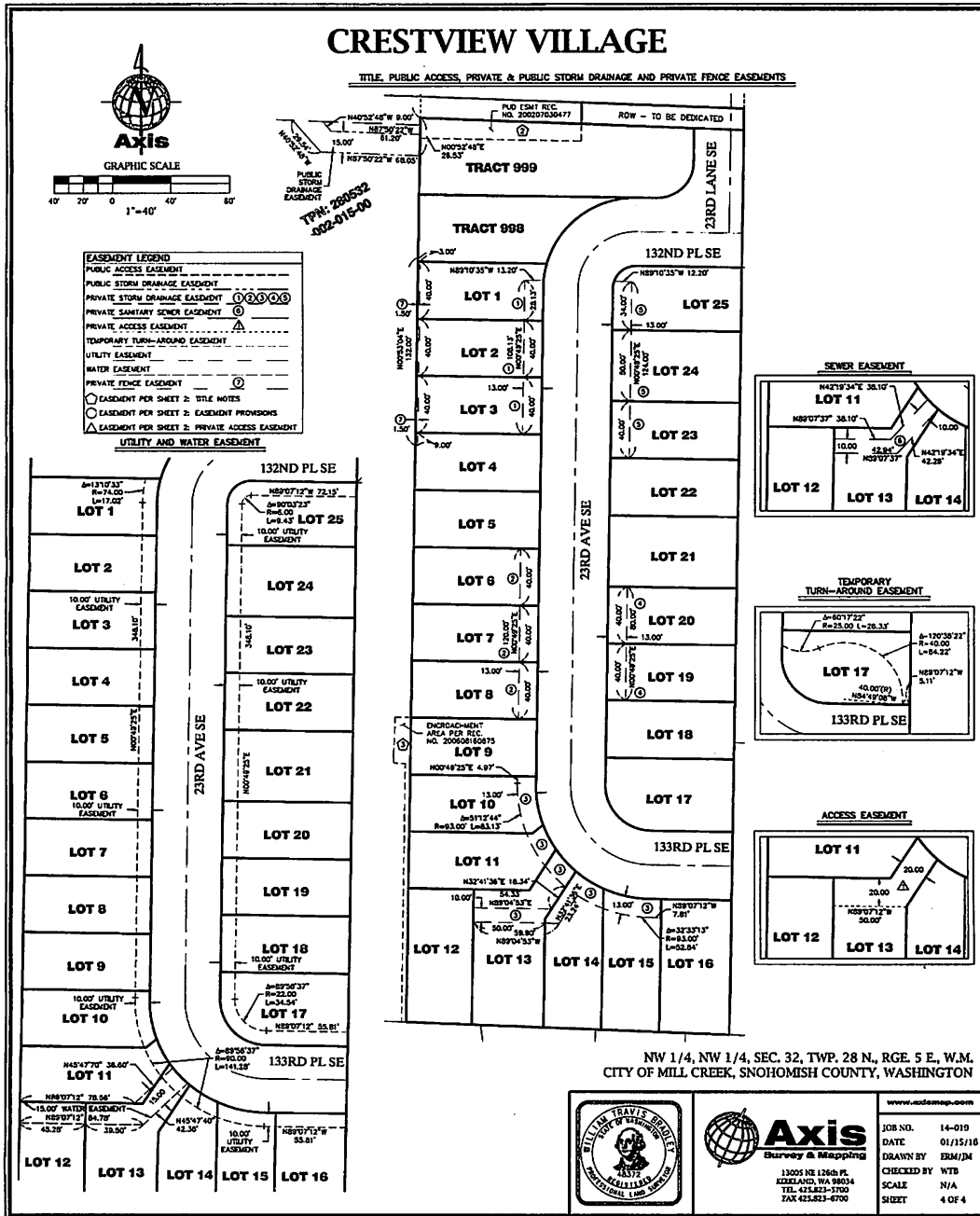
AUDITOR'S CERTIFICATE
FIELD FOR RECORD AT THE REQUEST OF AXIS SURVEYING AND MAPPING, INC. THIS DAY OF _____, 2016, AT _____ MINUTES PAST ____ M. AND RECORDED IN VOLUME _____ OF PLATS, PAGE(S) _____
APN: _____ RECORDS OF SNOHOMISH COUNTY, WASHINGTON.

AUDITOR, SNOHOMISH COUNTY _____ DEPUTY COUNTY AUDITOR _____

NW 1/4, NW 1/4, SEC. 32, TWP. 28 N.,
RGE. 5 E., W.M. CITY OF MILL CREEK,
SNOHOMISH COUNTY, WASHINGTON

| | | |
|--|------------------------|-----------------------|
| <p>Axis Survey & Mapping</p> <p>13005 NE 126th Pl. KOLKLAND, WA 98034 TEL: 425.829-5700 FAX: 425.829-6700</p> | <p>www.axismap.com</p> | |
| | <p>JOB NO. 14-019</p> | <p>CHECKED BY WTB</p> |
| | <p>DATE 01/15/16</p> | <p>SCALE N/A</p> |
| | <p>DRAWN BY EBA/DB</p> | <p>SHEET 1 OF 4</p> |
| | <p>DATE</p> | |





RESOLUTION NO. 2016 - _____

A RESOLUTION OF THE CITY OF MILL CREEK, WASHINGTON, ACCEPTING THE DEDICATION OF LAND FOR PUBLIC RIGHT-OF-WAY PURPOSES ON A PORTION OF THE PROPERTY LOCATED AT 2318 132ND STREET SE FROM THOMAS E. CLEMANS AND DEBORAH L. CLEMANS FOR THE CRESTVIEW VILLAGE PRELIMINARY PLAT/PLANNED AREA DEVELOPMENT.

WHEREAS, on April 3, 2014, the City received an application for the Preliminary Plat/Planned Area Development of Crestview Village, located at 2226 and 2304 132nd Street SE; and

WHEREAS, on October 7, 2014, the Hearing Examiner approved the Preliminary Plat/Planned Area Development of Crestview Village; and

WHEREAS, the Plat required only half of the shared access point onto 132nd Street SE to be constructed, with the remaining half to be constructed at such time that the adjacent property to the east is developed; and

WHEREAS, the owner/developer received permission from the owner of the adjacent property to the east, Thomas E. Clemans and Deborah L. Clemans, to construct the entire access point, including the east half of the right-of-way that is off-site; and

WHEREAS, the full width of the shared access point road improvements have been completed; and

WHEREAS, the west half of the access point is being accepted by the City as public right-of-way through the recordation of the Final Plat of Crestview Village; and

WHEREAS, the east half of the access point is outside of the property boundaries of the Final Plat of Crestview Village, and the dedication of public right-of-way must therefore be completed by a separate instrument; and

WHEREAS, the attached Crestview Village Right-of-Way Dedication document (Exhibit A) has been prepared and has been reviewed by the City Attorney; and

WHEREAS, City approval of the document is necessary for the entire roadway to be public;

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

Section 1. The Crestview Village Right-of-Way Dedication, as described and depicted in the Crestview Village Right-of-Way Dedication document attached as Exhibit A, is hereby accepted. This Resolution is effective immediately upon adoption.

Section 2. The City Manager is hereby authorized to sign the Crestview Village Right-of-Way Dedication indicating approval by the City of Mill Creek.

Adopted this 26th day of January, 2016 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY M. CHELIN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

RESOLUTION NO.: _____

GA\EXECUTIVE\WP\Resolutions\2016\Crestview Village Right-of-Way Dedication.doc

After Recording Return To:
 City of Mill Creek
 Public Works Dept.
 15728 Main Street
 Mill Creek, WA 98012

| | |
|---|--|
| DOCUMENT TITLE: | Clemans Right-of-Way Dedication |
| REFERENCE NUMBER(S) OF RELATED DOCUMENTS: | City of Mill Creek Final Plat and Planned Area Development No. PL2015-0023 |
| Additional reference numbers on Exhibits <u> N/A </u> | |
| GRANTORS: | Thomas E. Clemans and Deborah L. Clemans, h/w |
| GRANTEE: | City of Mill Creek, a Washington municipal corporation |
| ABBREVIATED LEGAL DESCRIPTION: | Portion of the NW ¼ of the NW ¼ of Section 32, Township 28 North, Range 5 E.W.M. |
| Additional legals on Exhibits A, B and C of document. | |
| ASSESSOR'S TAX PARCEL NO. | 280532-002-010-00 |

Clemans Right-of-Way Dedication

1. Parties

This Right-of-Way Dedication ("Dedication") is granted and made by Thomas E. Clemans and Deborah L. Clemans, husband and wife ("Clemans"), to and for the benefit of the City of Mill Creek, a Washington municipal corporation having its principal place of business at 15728 Main Street, Mill Creek, Washington, 98012 ("Mill Creek" or "City"). Clemans and Mill Creek may be referred to herein as the "Parties".

2. Recitals

2.1 Clemans is the owner in fee simple of the property described in attached Exhibit A ("Property"). Clemans desires to dedicate a portion of the Property to Mill Creek for public right-of-way purposes, and Mill Creek desires to accept such dedication.

3. Dedication of Land for Right of Way Purposes

NOW THEREFORE, for Ten Dollars and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by Clemans, Clemans makes the following

dedication to Mill Creek for the purposes set forth below:

3.1 Clemans hereby dedicates that portion of the Property legally described in Exhibit B and depicted on Exhibit C ("Dedication Area") to Mill Creek for the use of the City and public forever, including all public road and right-of-way uses, sidewalk, trail, bicycle and commuter uses, utility and franchise uses, and all other related facilities, purposes and uses (collectively "Right-of-Way Facilities"); and together with the right to construct, repair, maintain, improve, replace and alter the Right-of-Way Facilities; and further together with the right to make all necessary slopes for cuts and fills in the original grading and reasonable re-grading of the Right-of-Way Facilities; and further together with the right to drain the Dedication Area over and across the Property where water or surface water might take a natural course.

3.2 Following the original grading of the Dedication Area and installation of Right-of-Way Facilities, no drainage waters on the Property shall be collected, diverted or blocked from their natural course so as to discharge upon the Dedication Area nor to hamper, impair the function or use of, or damage the Right-of-Way Facilities. Enclosing of drainage water in culverts, ditches, troughs or drains, or rerouting thereof across the Property as may be undertaken by or for the owner of the Property shall be done by and at the expense of such owner.

3.3 Clemans shall have no rights in, to or concerning the Dedication Area upon execution of this Dedication, provided that the owner of the Property shall have a reversionary right in the event the Mill Creek City Council upon due action vacates and releases forever all public and City uses of the Dedication Area. Without limiting the foregoing, Mill Creek shall have the right to grant easements or licenses to third-parties for the use of the Dedication Area.

3.4 This Dedication shall be a covenant running with the Property for the benefit of Mill Creek and on behalf of the public, and shall be binding in perpetuity on all subsequent owners, successors and assigns.

3.5 Clemans warrants to Mill Creek that Clemans holds all of the fee simple title in and to the Property and the Dedication Area at the time of executing this Dedication, and has taken all steps necessary to authorize its transfer to Mill Creek.

3.6 Neither Party shall be deemed the drafter of this document, and the Parties intend that this Dedication shall be construed in furtherance of its stated uses and purposes.

3.7 This Dedication shall be effective on date accepted by action of the Mill Creek City Council and shall be evidenced by the signature of the City Manager below. This Dedication shall be recorded by Mill Creek in the real property records of Snohomish County, Washington.

In witness whereof, this Dedication is executed by Clemans on the date stated below:

GRANTORS
Thomas E. Clemans and Deborah L.
Clemans, husband and wife

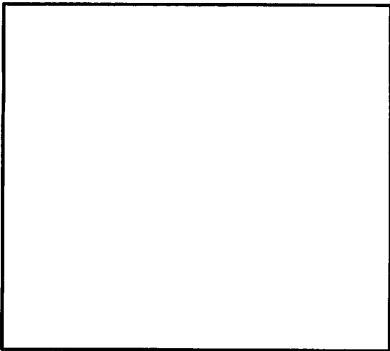
Thomas E. Clemans Date

Deborah L. Clemans Date

STATE OF WASHINGTON)
) ss:
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that **Thomas E. Clemans** is the person who appeared before me, and said person acknowledged that he signed the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: _____, 2016.



(Use this space for notarial stamp/seal)

Print Name: _____

NOTARY PUBLIC in and for the State of

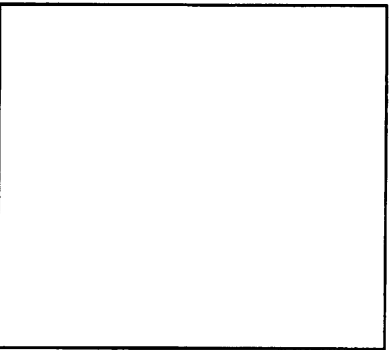
Washington, residing at _____

My Appointment expires: _____

STATE OF WASHINGTON)
) ss:
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that **Deborah L. Clemans** is the person who appeared before me, and said person acknowledged that she signed the instrument and acknowledged it to be her free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: _____, 2016.



(Use this space for notarial stamp/seal)

Print Name: _____

NOTARY PUBLIC in and for the State of

Washington, residing at _____

My Appointment expires: _____

**Accepted on behalf of the City of Mill Creek
pursuant to action of the Mill Creek City Council:**

Rebecca Polizzotto, Mill Creek City Manager Date

Attest:

Kelly Chelin, Mill Creek City Clerk

Approved as to Form:

Scott M. Missall, Mill Creek City Attorney

EXHIBIT A

LEGAL DESCRIPTION OF ENCUMBERED PROPERTY

(PER DEED OF TRUST RECORDED UNDER AFN 200510200225)

BEGINNING AT THE NORTHWEST CORNER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON;
THENCE SOUTH 30.00 FEET;
THENCE SOUTHERLY 89°30'30" EAST 1,415.48 FEET TO THE TRUE POINT OF BEGINNING;
THENCE CONTINUE SOUTH 89°30'30" EAST 111.66 FEET;
THENCE SOUTH 0°49'50" EAST 450 FEET;
THENCE NORTH 89°30'30" WEST 111.66 FEET;
THENCE NORTH 0°49'50" WEST 450 FEET TO THE POINT OF BEGINNING;
EXCEPT THE NORTH 15 FEET THEREOF CONVEYED TO SNOHOMISH COUNTY FOR ROAD PURPOSES BY DEED RECORDED UNDER RECORDING NUMBER 8407050189.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

NW 1/4, NW 1/4, SEC. 32, TWP. 28 N, RGE. 5 E, W.M.
CITY OF MILL CREEK, SNOHOMISH COUNTY, WASHINGTON


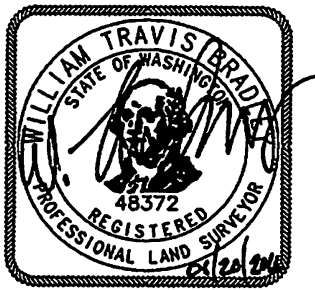
| | | |
|--|------------------------|-------------------|
|  <p>Axis Survey & Mapping</p> <p>15241 NE 90TH ST REDMOND, WA 98052 TEL. 425.823-5700 FAX 425.823-6700</p> | www.axismap.com | |
| | JOB NO. 14-019 | DATE 01/20/16 |
| | DRAWN BY JM | CHECKED BY WTB |
| | SCALE N/A | SHEET 1 OF 3 |

EXHIBIT B
LEGAL DESCRIPTION OF DEDICATION

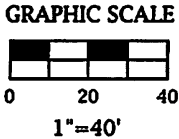
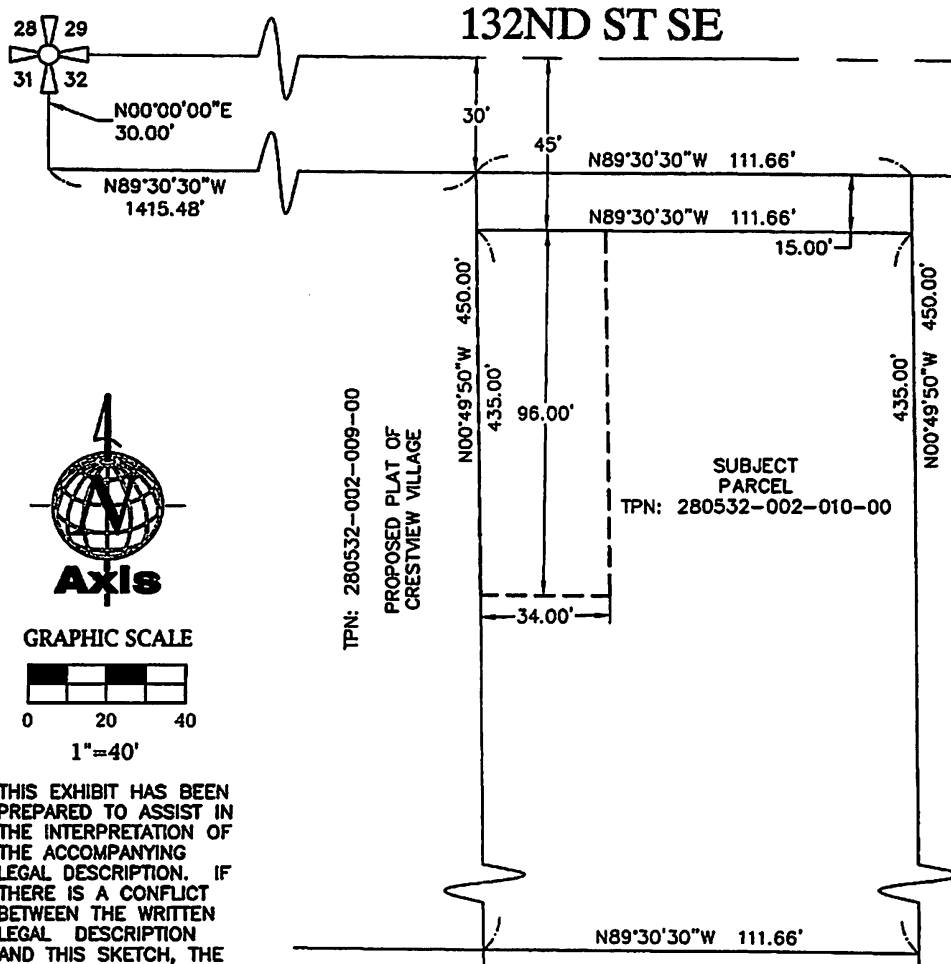
THE NORTH 96.00 FEET OF THE WEST 34.00 FEET OF THE FOLLOWING DESCRIBED PARCEL:
BEGINNING AT THE NORTHWEST CORNER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON;
THENCE SOUTH 30.00 FEET;
THENCE SOUTHERLY 89°30'30" EAST, PARALLEL TO THE NORTH LINE OF SAID NORTHWEST QUARTER OF SECTION 32, 1,415.48 FEET TO THE TRUE POINT OF BEGINNING;
THENCE CONTINUE SOUTH 89°30'30" EAST 111.66 FEET;
THENCE SOUTH 0°49'50" EAST 450 FEET;
THENCE NORTH 89°30'30" WEST 111.66 FEET;
THENCE NORTH 0°49'50" WEST 450 FEET TO THE POINT OF BEGINNING;
EXCEPT THE NORTH 15 FEET THEREOF CONVEYED TO SNOHOMISH COUNTY FOR ROAD PURPOSES BY DEED RECORDED UNDER RECORDING NUMBER 8407050189, DESCRIBED AS FOLLOWS:
CONTAINING AN AREA OF 3,775 S.F. MORE OR LESS.



NW 1/4, NW 1/4, SEC. 32, TWP. 28 N., RGE. 5 E., W.M.
CITY OF MILL CREEK, SNOHOMISH COUNTY, WASHINGTON

| | | | |
|---|--|------------------------|-------------------|
|  Axis Survey & Mapping | 15241 NE 90TH ST REDMOND, WA 98052 TEL. 425.823-5700 FAX 425.823-6700 | www.axismap.com | |
| | | JOB NO. 14-019 | DATE 01/20/16 |
| | | DRAWN BY JM | CHECKED BY WTB |
| | | SCALE N/A | SHEET 2 OF 3 |

EXHIBIT C
DEPICTION OF DEDICATION



THIS EXHIBIT HAS BEEN PREPARED TO ASSIST IN THE INTERPRETATION OF THE ACCOMPANYING LEGAL DESCRIPTION. IF THERE IS A CONFLICT BETWEEN THE WRITTEN LEGAL DESCRIPTION AND THIS SKETCH, THE LEGAL DESCRIPTION SHALL PREVAIL.

NW 1/4, NW 1/4, SEC. 32, TWP. 28 N., RGE. 5 E., W.M. CITY OF MILL CREEK, SNOHOMISH COUNTY, WASHINGTON

| | | |
|--|------------------------|-------------------|
| <p>Axis Survey & Mapping</p> <p>15241 NE 90TH ST REDMOND, WA 98052 TEL. 425.823-5700 FAX 425.823-6700</p> | www.axismap.com | |
| | JOB NO. 14-019 | DATE 01/20/16 |
| | DRAWN BY JM | CHECKED BY WTB |
| | SCALE 1"=40' | SHEET 3 OF 3 |



Agenda Item # B
Meeting Date: January 26, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: EMPLOYEE PRESENTATION – LEAN IMPLEMENTATION AND CUSTOMER SERVICE KAIZEN.

KEY FACTS AND INFORMATION SUMMARY: The City began implementation of a continuous process improvement program in June, 2015. To facilitate implementation of this program, the City has partnered with the State Auditor’s Office to implement the Lean Management System. This management system is tailored to *government* services. The goal of Lean is to have employees identify inefficient processes and make recommendations for improvements that will result in resource savings.

The first step in the implementation of the Lean Management System was to provide training to all of the City’s managers and directors. Next, several City employees received the training. The Leadership Team then identified the first service/process to be reviewed under the Lean system. The Team selected the customer service functions for review. Finally, the City was ready to conduct the first Kaizen which occurred during the week of December 7, 2015.

Staff participating in the Kaizen took the work seriously and worked extremely hard to develop recommendations for consideration. Staff is excited to share the process and recommendations with the Council.

CITY MANAGER RECOMMENDATION: The City Manager recommends implementing the recommendations of the Customer Service Kaizen Team.

ATTACHMENTS:

Lean Presentation

Respectfully Submitted:


Rebecca C. Polizzotto
City Manager

What is Lean?

Lean as a Management System

Lean is a set of *principles* and *tools* that help people *learn-to-see* and *eliminate waste* following a *methodology* that is *customer focused* and *employee driven*.

Lean when thinking about a process

Creating flow through the elimination of waste.

Lean focuses on VALUE as defined by the *Customer*.

Value Added

Non-Value

Non-Value Required

Foundation in Continuous Process Improvement

CPI is a management philosophy that embraces the belief that an organization can be improved dramatically through three lenses:



Customer Focus

Every process has a customer.

***Valued by the Customer
AND the Supplier.***



Identification and elimination of waste*

There are many things we can do to improve our results (from macro processes to daily work).



Employee involvement

Employees at all levels of the organization have the insights to transform the organization.

***Employee DRIVEN
& Stakeholder
involvement.***

**Elimination of waste is also known as process improvement.*

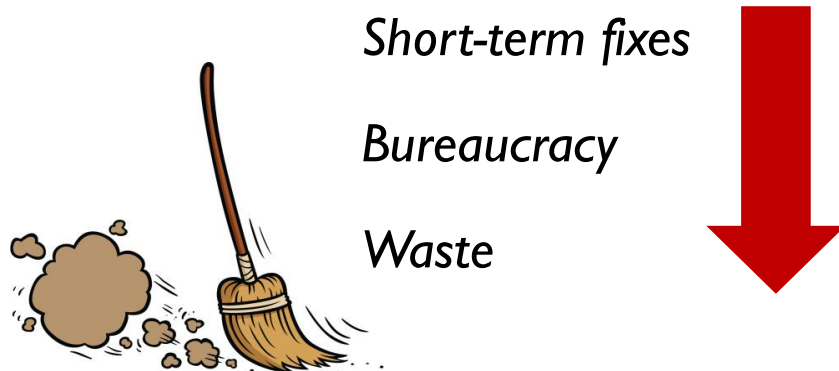
Statements to Embrace

- Lean is 90% culture/people-based and 10% tools-based
- Lean doesn't solve all problems.
- Transformation takes time.
- Lean is simple, but it's not easy.

Lean creates:



Employee empowerment
Organizational capacity
Sustainable success



Short-term fixes
Bureaucracy
Waste

*Lean is a holistic approach
to reduce the unnecessary
and increase the value.*

What differentiates Lean?

➤ Lean Culture

- ❑ builds continuous improvement culture by empowering workforce to own the process and its effectiveness



➤ Long Term Focus

- ❑ lives longer than the “flavor of the month”
- ❑ keeps all eyes on what matters through metrics & visual systems
- ❑ aligns with organizational strategic goals



➤ Action Oriented

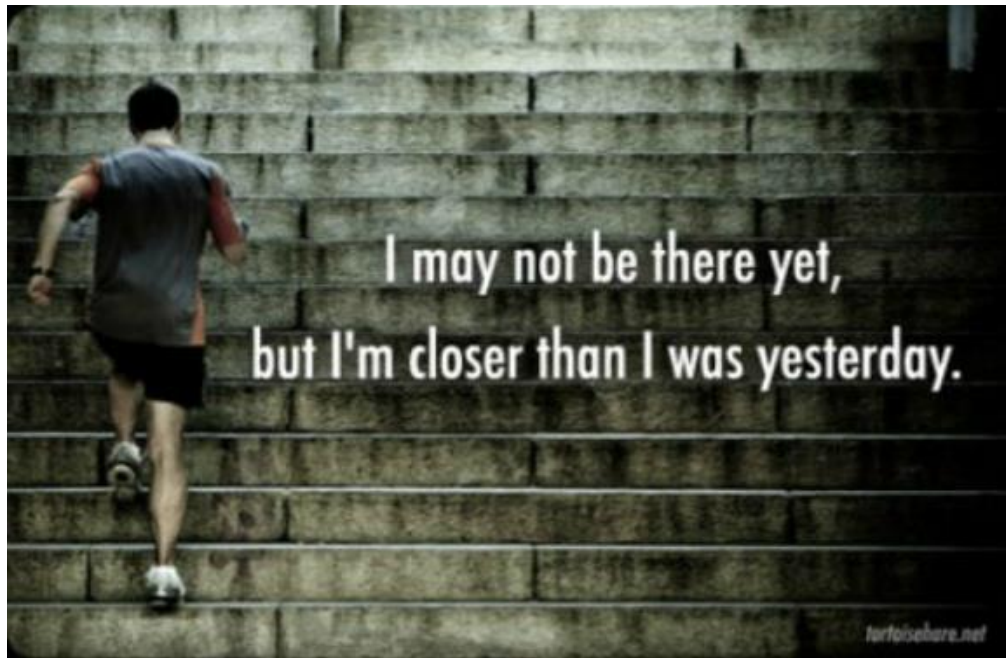
- ❑ emphasizes “doing” over “planning”
- ❑ delivers fast-results to build momentum & learn from mistakes
- ❑ focuses on immediate, real-time, small changes



Lean Principle

Lean is a journey and a long term commitment.

Based on continuous process improvements made through small process changes that have big impact on performance.



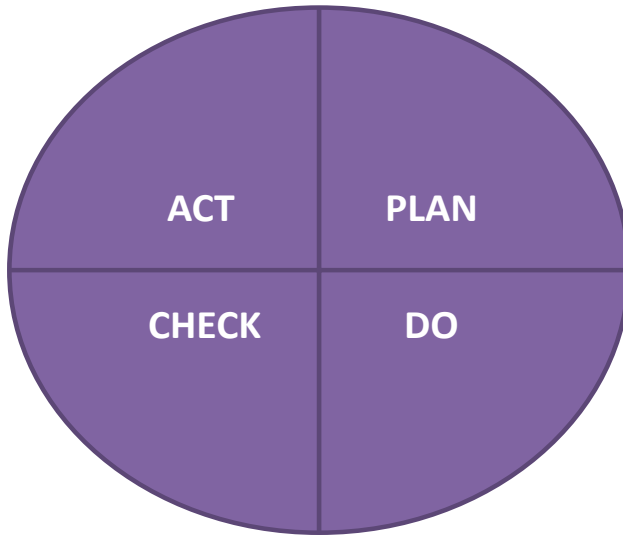
Expectations of Lean Leadership



Leadership commitment and support are critical for successful process improvement initiatives:

- Select where to focus improvement efforts
- Define process excellence and set clear goals
- Actively participate in process improvement events
- Assign staff and resources with realistic expectations
- Provide visible support for process improvement efforts
- Monitor progress and hold people accountable
- Clear obstacles to successful implementation
- Recognize and celebrate accomplishments

Lean looks at *Processes*



The Deming Cycle

Lean focuses on *VALUE* as defined by the Customer.

All process activities/tasks falls into one of three categories

Value Added

Non Value

Non Value Required



Value Added Analysis

Value Added

- The customer must recognize the task as important (enough to pay for it).
- The product or service must physically change or transform.
- The task is done right the first time.

Non Value Added

- Waste. A process step that adds no value to the product or service.
- Does the customer want to pay for this? Can the supplier eliminate it?

Non Value Added, but Required

- A process step that adds no value to the product but is currently required to produce the product or service. A required law, regulation, rule etc. Internal or external.

Focus of Lean is eliminating *WASTE* in a process.

Waste = anything other than the minimum amount of product or service value.

Errors

Waiting

**Excess
Processing**



Motion

Non-used Talent

**Missing
Information**

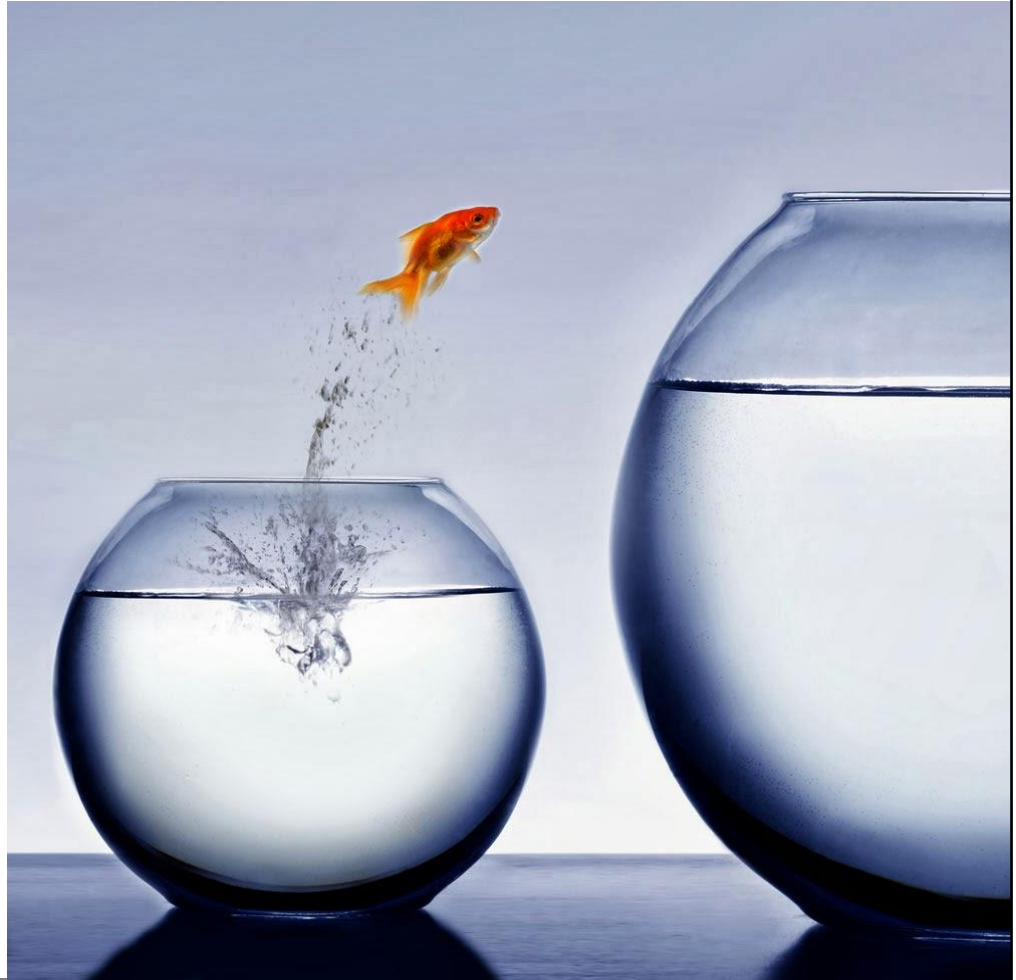
Communication

Action Oriented

Everyone who's ever taken a shower has an idea.

It's the person who gets out of the shower, dries off and does something about it who makes a difference.

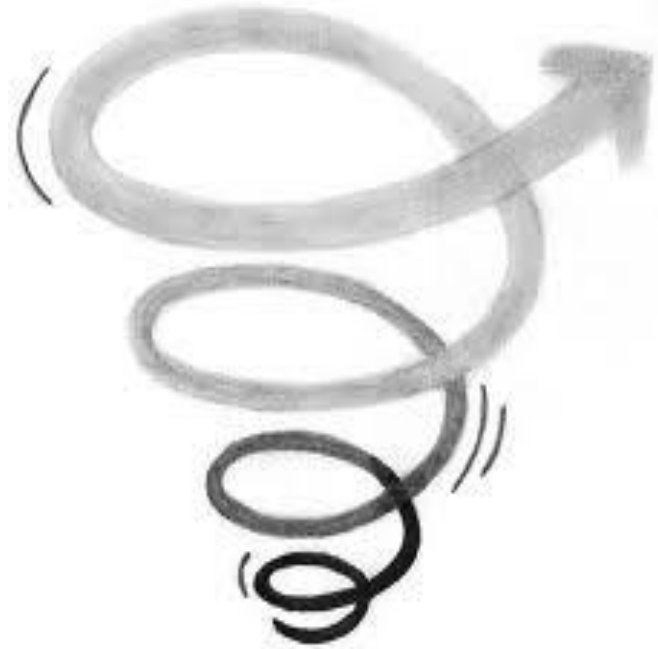
Nolan Bushnell



Byproducts of Lean “process” improvements.

Continuous improvement addresses issues people care about the most and changes the culture to a team learning environment.

- Increases customer satisfaction
- Motivates employees
- Grows capacity
- Benefits community



Our Chosen Lean Tool: Kaizen

Translated:

- **Kai** = "change"
- **zen** = "good"
(for the better)
- Gradual, orderly, and continuous improvement
- Ongoing improvement involving everyone



- Hard Work
 - Courage
 - Humility

For a successful Lean start

- Problems & Targets for Improvement
- Leadership, leadership, leadership
- Permission to make mistakes
- Resources
- Job security

The Team

Sponsor ♦ Rebecca Polizzotto
Team Lead ♦ Michele Miller

Members:

- Gina Pfister
- Kim Mason-Hatt
- Michelle Conner
- Kristen Rasmussen
- Denise Gilbertson
- Christi Amrine

Facilitator ♦ Debra Hentz



Sponsor

- Management supporter of improvement event.
- Provides direction and removes barriers to implementation.

- Keeps team in alignment with charter goals and boundaries.
- Responsible for driving implementation post-event.

Team Lead

- Subject Matter Experts that understand current process and design improvements.
- Assist with implementation.



Team
Members



Resources

- Subject Matter Experts, Process Co-Owners, and others who are “on call” during the event.

Project Charter

Tool: Charter Document

- Goals and Targets
- Team Identification
- Implementation Timeline
- Boundaries for Recommendations
- Stakeholder Engagement and Representation



| Subject | <i>Walk-In/Phone-In Customer Service</i> | | Date: 12/03/2015 | | | | | | | | |
|------------------------------------|--|--|--|----------------|-------------------|------------|---------------|----------------|--------------------|--|---|
| Background | <p><i>Include current condition, why a priority now, cost of current condition and any important details about the specific process/issue.</i></p> <ul style="list-style-type: none"> • A staffing reorganization and upcoming City Hall and Annex renovation provides an opportunity to improve customer service by using Lean Methodology & Tools. • Customer service functions are dispersed among all departments in the City. • A planned City Hall and Annex renovation will result in employees and departments being spread between the existing City Hall and the renovated Annex space. | | | | | | | | | | |
| Targets (what/how much/by when) | <ul style="list-style-type: none"> • Design workflows so that customer's first contact at the City will be able to provide meaningful assistance. • Minimize the number of "lost" customers or need to redirect customers from one building to another. • Minimize number of contacts for customers needed to transact intended business. • Minimize waiting time between the time the person has made contact with a staff person and the time they can begin their business transaction. • Enhance/Improve the customer experience for walk-in/phone-in customers (transfer procedures). • Achieve staff efficiency in processing/providing customer service. <p>(Timing – have procedures in place in conjunction with employees moving to new locations)</p> | | | | | | | | | | |
| Boundaries | <p><i>What is relevant to the subject, but not included at this time? These are usually exceptions to the rule or corner cases that add confusion.</i></p> <ul style="list-style-type: none"> • Segregation of duties to maintain proper financial controls must exist. • No new positions or position eliminations that result in employee layoffs will result from this study. • Consider balance of customer service efficiency and staff efficiency in processing. • Limited to customers within City Hall and Annex Building. • If additional expenditures are recommended, justify with efficiencies and/or offsetting savings (e.g. free up staff time to work on other priorities). | | | | | | | | | | |
| Timeline | Preparation: Leadership Training (Complete) Staff Training: November 9 th and 10 th | | Kaizen: Dec 7 th - 11 th | | | | | | | | |
| The Team | <p>Sponsor: City Manager's Office Team leader: Michele M. Kaizen team members include the following:</p> <table border="0"> <tr> <td><i>Gina</i></td> <td><i>Kristen</i></td> </tr> <tr> <td><i>Michele M.</i></td> <td><i>Kim</i></td> </tr> <tr> <td><i>Denise</i></td> <td><i>Christi</i></td> </tr> <tr> <td><i>Michelle C.</i></td> <td></td> </tr> </table> | | <i>Gina</i> | <i>Kristen</i> | <i>Michele M.</i> | <i>Kim</i> | <i>Denise</i> | <i>Christi</i> | <i>Michelle C.</i> | | <p>Stakeholders: walk-in/phone-in Customers All City departments</p> |
| <i>Gina</i> | <i>Kristen</i> | | | | | | | | | | |
| <i>Michele M.</i> | <i>Kim</i> | | | | | | | | | | |
| <i>Denise</i> | <i>Christi</i> | | | | | | | | | | |
| <i>Michelle C.</i> | | | | | | | | | | | |
| | | | 20 | | | | | | | | |

Day 1

- Create process map
- Define metrics and set baseline

Day 2

- Conduct value, waste, and flow analysis
- Determine root cause analysis

Day 3

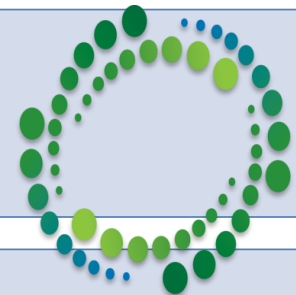
- Brainstorm possible solutions
- Pick solutions
- Create future state map

Day 4

- Implement recommendations or create plan
- Verify changes with process co-owners

Day 5

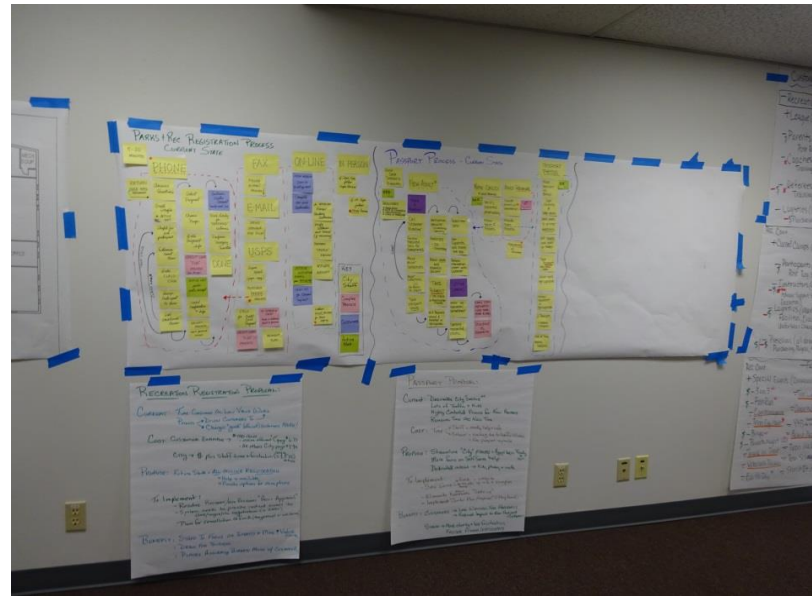
- Establish communication plan
- Present recommendations to key stakeholders
- Create check-in schedule



Day One: Process Mapping

Purpose

To understand all of the steps involved in a process and to analyze each step for value according to the customer's perspective. Directly attacks and eliminates waste to free up capacity in an organization.



Day Five: Report Recommendations



Lean is simple,
but it is
not easy.

King County Equipment Storage

One of 3 - 20,000 square foot facilities



Recommendations

**Stay tuned for the big reveal.
January 26**



Agenda Item # C
Meeting Date: January 26, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: EMPLOYEE PRESENTATION – PROPOSED
IMPLEMENTATION OF A TRAFFIC SAFETY PROGRAM.**

KEY FACTS AND INFORMATION SUMMARY: The City Council has expressed concerns regarding various traffic safety issues throughout the City. Such concerns include lack of police presence in school zones, speeding, and traffic congestion at intersections such as Bothell Everett Hwy/164th. The staff has spent several months researching options and will present their recommendations at the January 26 council meeting.

CITY MANAGER RECOMMENDATION: The City Manager recommends forming a dedicated traffic unit to address City Council and community concerns regarding traffic safety in Mill Creek. The unit can be funded within the existing budget at minimal additional cost.

ATTACHMENTS:
Traffic Safety Power Point Presentation

Respectfully Submitted:


Rebecca C. Polizzotto
City Manager

Proposal to Address Mill Creek City Council Traffic Safety Concerns



PURPOSE

- A traffic accident is more likely to negatively impact our citizens than any other event.
- With a proactive traffic enforcement program, the City of Mill Creek Police Department can enhance the safety of our citizens.



PROGRAM GOALS

- Reduce traffic related incidents via driver education and enforcement of State and Municipal traffic laws.
- Enhance quality of life for our residents and visitors by increasing pedestrian and motorist safety.
- Work with outside agencies, becoming more involved in WTSC and building regional partnerships.



Mill Creek Accidents

(Jan 2011 – June 2015)

| Reported Collisions | Fatal | Serious Injury | Hit and Run |
|---------------------|-------|----------------|-------------|
| 975 | 6 | 42 | 197 |



2015 ACCIDENT STATISTICS

262 Total City-Wide Accidents

- 66 - Bothell Everett Highway (SR 527)
- 55 - 132nd St SE (SR 96)
- 21 - Seattle Hill Road
- 12 - Village Green Drive/Mill Creek Blvd
- 21 - 35th Ave SE
- 26 – 164th St SE



RESOURCE ALLOCATION – 2015 Officer Activity

| Officer | Infraction Traffic | Infraction Non-Traffic | Criminal Traffic | Criminal Non-Traffic | Total Tickets |
|-----------------------|--------------------|------------------------|------------------|----------------------|---------------|
| T Bittinger | 314 | 0 | 12 | 4 | 330 |
| T Bridgman | 22 | 0 | 22 | 14 | 58 |
| S Conner | 17 | 0 | 2 | 1 | 20 |
| I Durkee | 5 | 1 | 1 | 1 | 8 |
| R Fleming | 38 | 0 | 10 | 7 | 55 |
| B Foutch | 7 | 0 | 3 | 1 | 11 |
| M Harris | 1 | 0 | 1 | 2 | 4 |
| T Hoflack | 5 | 0 | 0 | 4 | 9 |
| K Hughes | 32 | 2 | 10 | 9 | 53 |
| T Hughes | 2 | 1 | 0 | 12 | 15 |
| A Jensen | 14 | 0 | 3 | 3 | 20 |
| T Kidwell | 3 | 0 | 1 | 3 | 7 |
| N Lerma | 20 | 2 | 11 | 9 | 42 |
| J Mack | 8 | 0 | 20 | 11 | 39 |
| R Mundwiler | 4 | 1 | 7 | 7 | 19 |
| R Phillips | 1 | 0 | 0 | 1 | 2 |
| L Pigott | 0 | 2 | 0 | 0 | 2 |
| M Schuermeyer | 6 | 1 | 7 | 4 | 18 |
| S Smith | 7 | 0 | 5 | 3 | 15 |
| B Thompson | 26 | 0 | 15 | 9 | 50 |
| C White | 20 | 4 | 10 | 13 | 47 |
| S White | 15 | 0 | 2 | 4 | 21 |
| Sub Totals | 572 | 17 | 149 | 134 | 872 |
| Voids/Declines | 5 | 3 | 7 | 12 | 27 |
| Totals | 567 | 14 | 142 | 122 | 845 |

HOW A DEDICATED TRAFFIC UNIT WILL SERVE OUR CITIZENS

- Availability for citizen traffic complaints
- High congestion traffic control (164th St SE)
- Accident reduction through proactive enforcement
- Special event traffic control
- School zone safety enforcement
- Bike lane safety enforcement
- Crosswalk safety enforcement
- Speed limit enforcement
- Engineering support
- Nature trail enforcement (23 miles)
- Commercial motor vehicle enforcement



SNOCOM CITIES WITH DEDICATED TRAFFIC UNITS

Cities With Units

- Mountlake Terrace
- Edmonds
- Mukilteo
- Lynnwood

Cities Without Units

- Brier
- Woodway
- **Mill Creek**



MILL CREEK POLICE DEPARTMENT TRAFFIC UNIT

Resources:

- Two Officers
- Unmarked Patrol Vehicle
- Police Motorcycle

Cost:

- Vehicle - \$5,000
- Motorcycle Unit - \$25,000
- Total Station - \$35,000

Potential Grant Funding:

- Mukilteo PD - \$9,000
- Lynnwood PD - \$434,000



FORMULA FOR SUCCESS

Existing Resources +
Small Investment
=Safer Community



QUESTIONS?





Agenda Item # D
Meeting Date: January 26, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: SUPPLEMENTAL APPOINTMENTS: 2016 COUNCIL LIAISON POSITIONS.

KEY FACTS AND INFORMATION SUMMARY: Pursuant to the City of Mill Creek's Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans. (See section 1.3.5, 1.3.6 and 1.3.7 of the City of Mill Creek Manual of City Governance).

It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year. At their January 5, 2016 meeting, the City Council reviewed and updated such appointment list. Since that meeting, supplemental appointments have come to the attention of the City Manager. The additional appointments are: (1) SERS; (2) AWC Scholarship Committee; and (3) SCCIT.

CITY MANAGER RECOMMENDATION: N/A

ATTACHMENTS:

The current 2016 Liaison Assignments List is attached for Council's reference.

Respectfully Submitted:

A handwritten signature in blue ink that reads "Rebecca C. Polizzotto".

Rebecca C. Polizzotto
City Manager

2016 City Assignments List

| Board/ Commission/ Committee | Meeting Date/Time & # Meetings Annually | Staff Representatives | 2016 Representatives |
|---|---|----------------------------------|--|
| Art/ Beautification Advisory Board | 2 nd Weds/4:00 p.m. (12 mtgs) | Kelly Chelin | Donna Michelson Mark Bond* |
| Joint Fire Board | Quarterly/8:00 a.m. (4 mtgs) | City Manager | Mark Bond Pam Pruitt Vince Cavaleri* |
| Mayors Lunch Meetings | 1 st Weds/12 noon (12 mtgs) | N/A | Pam Pruitt |
| Parks and Recreation Board | 1 st Weds/5:00 p.m. (12 mtgs) | Tom Gathman | Sean Kelly Vince Cavaleri* |
| Personnel Committee | Mid-year/year-end (5 mtgs) | N/A | Mike Todd Donna Michelson Mark Bond |
| Puget Sound Regional Council | <i>Annually</i> | Tom Rogers | Pam Pruitt |
| SNOCOM | 3 rd Thurs/8:30 a.m. (12 mgs) | Chief of Police | Pam Pruitt |
| Snohomish County Tomorrow (SCT) Steering Committee | 4 th Weds/6:00 p.m. (12 mtgs) | Tom Rogers | Brian Holtzclaw Pam Pruitt* |
| WRIA 8 Forum | 3 rd Thurs/every other month 3:00-5:15 pm (6 mtgs) <i>January 15, March 19, May 21, July 16, September 17, October 9 and November 19</i> | Scott Smith | Sean Kelly Vince Cavaleri* |

*alternate

| | Meeting Date/Time & # Meetings Annually | Staff Representatives | 2016 Representatives |
|---|--|------------------------------|-----------------------------|
| Snohomish Health Board <i>(1 rep for Bothell, Brier & Mill Creek)</i> | 2 nd Tues/3:00-5:00 p.m. <i>(12 mtgs)</i> | N/A | Mark Bond |
| Mill Creek Business Association | 3 rd Tues/12 noon <i>(12 mtgs)</i> | Tom Rogers Kelly Chelin | Pam Pruitt |
| Community Transit | 1st Thurs/3:00 p.m. <i>(12 mtgs)</i> | N/A | Mike Todd |
| Snohomish County Cities & Towns (SCC) | 3rd Thurs Typically: 5:30 p.m. social 6:00 p.m. dinner <i>(12 mtgs)</i> | N/A | Mike Todd |
| Alliance for Housing Affordability (AHA) | Monthly; then Quarterly | Tom Rogers | Brian Holtzclaw |
| SERS | 1 st Tuesday of each month | Police Chief | |
| SCCIT | Monthly | Scott Smith | |
| AWC Scholarship Committee | Annually | Kelly Chelin | |

*alternate



Date: January 26th, 2016

| A/P Check Batches | | |
|-------------------|--------------------------------|---------------------|
| Dated | Check Numbers | Amount |
| 12/31/2015 | 2015 Expenditures* 54805-54873 | \$325,664.90 |
| Total | | \$325,664.90 |

| Voided Checks | |
|---------------|-------------|
| Numbers | Explanation |
| | |

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 54805 through 54873, in the amount of \$325,664.90.

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

Councilmember

Councilmember

Joshua Kandy

Finance Director
Rebecca C. Polignone

City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval 1.doc

Accounts Payable

Checks by Date - Detail by Check Date

User: jodieg
 Printed: 1/21/2016 6:53 AM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|-------------------------|--|-------------------------------|-------------|--------------|
| 54805 | 2812ARCH 2 | 2812 Architecture Prof Serv Annex Remodel 12/1-12/31 | 12/31/2015 | | 1,711.82 |
| | | | Total for Check Number 54805: | 0.00 | 1,711.82 |
| 54806 | AFSCME December | WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME | 12/31/2015 | | 1,310.88 |
| | | | Total for Check Number 54806: | 0.00 | 1,310.88 |
| 54807 | AGOSTINO Pay Est #3 | Agostino Construction Inc 2015 Median & Drainage Repairs-Pay Est #3 | 12/31/2015 | | 42,456.64 |
| | | | Total for Check Number 54807: | 0.00 | 42,456.64 |
| 54808 | ALDWTR | Alderwood Water District | 12/31/2015 | | |
| | 00320003-01 | Seattle Hill Road 09/21-11/20 | | | 67.15 |
| | 01100176-01 | Median 4 & 5 I/R 9/21-11/20 | | | 67.15 |
| | 01300169-01 | 1901 Mill Fern Dr SE I/R Median #2 9/21-11/24 | | | 203.74 |
| | 01550006-01 | 16011 28th Dr Se I/R 9/21-11/20 | | | 67.15 |
| | 02170002-01 | Seattle Hill Rd I/R 9/21-11/20 | | | 67.15 |
| | 02460002-01 | 155 Village Grn Dr I/R 9/21-11/20 | | | 129.23 |
| | 02470001-01 | 155 Vlg Grn Dr/Heron Pk 9/21-11/20 | | | 186.75 |
| | 03050003-01 | 15933 29th Dr Se I/R 9/21-11/20 | | | 67.15 |
| | 03095000-01 | 16220 27th Dr SE I/R 9/21-11/20 | | | 67.15 |
| | 03805002-01 | 16217 27th Dr SE I/R 9/21-11/20 | | | 67.15 |
| | 03865000-01 | 16205 25th Dr SE I/R 9/21-11/20 | | | 29.90 |
| | 04900159-01 | Seattle Hill Rd I/R 9/21-11/20 | | | 67.15 |
| | 05400166-01 | Median Number 6 I/R 9/21-11/20 | | | 129.23 |
| | 05590004-02 | 15720 Mill Creek Blvd D/C 9/21-11/23 | | | 14.04 |
| | 05600177-03 | 15720 Main Street 9/21-11/23 | | | 469.23 |
| | 05700181-01 | 15728 Main St I/R 9/21-11/23 | | | 129.23 |
| | 05702001-01 | 15728 Main St D/C 9/21-11/23 | | | 14.04 |
| | 05705005-01 | 15728 Main Street 9/21-11/23 | | | 493.24 |
| | 06900173-02 | 1300 156th Pl SE I/R 9/21-11/20 | | | 29.90 |
| | 07850004-01 | 16101 Highland Blvd/Restr 9/21-11/20 | | | 177.15 |
| | 07855001-01 | 16101 28th Dr SE i/R 9/21-11/20 | | | 129.23 |
| | 07895001-01 | 16021 28th DR SE I/R 9/21-11/20 | | | 67.15 |
| | 07900155-01 | Seattle Hill Rd I/R 9/21-11/20 | | | 67.15 |
| | 08000152-01 | Seattle Hill Rd I/R 9/21-11/20 | | | 67.15 |
| | 08300050-01 | 3310 157th Pl SE I/R 9/21-11/20 | | | 202.55 |
| | 08800024-01 | Seattle Hill Rd 9/21-11/20 | | | 67.15 |
| | 08900020-01 | Seattle Hill Rd I/R 9/21-11/20 | | | 67.15 |
| | 09000017-01 | Seattle Hill Rd I/R 9/21-11/20 | | | 67.15 |
| | 09080000-01 | 14600 Mill Creek Blvd I/R 9/22-11/20 | | | 29.90 |
| | 09100016-01 | Seattle Hill Rd I/R 9/21-11/20 | | | 67.15 |
| | 13233000-01 | 15200 Mill Creek Blvd I/R 9/21-11/20 | | | 29.90 |
| | 25703000-01 | 14725 32nd SE I/R 9/22-11/20 | | | 67.15 |
| | 26070000-01 | 15803 32nd Ave SE 9/21-11/20 | | | 177.15 |
| | 26467000-01 | 1900 164th St SE 9/21-11/20 | | | 67.15 |

AGENDA ITEM #E.

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|-------------------------------|---|-------------------------------|-------------|-----------------------------------|
| | 26468000-01 | 1900 164th ST SE I/R 9/21-11/20 | | | 67.15 |
| | 33254000-01 | 14725 32nd DR SE 9/22-11/20 | | | 177.15 |
| | 34493000-01 | 15720 Main St I/R 9/21-11/20 | | | 29.90 |
| | | | Total for Check Number 54808: | 0.00 | 3,990.16 |
| 54809 | ALEXPRCO 45153 45153A | Alexander Printing Company Inc 2,500-#10 Window Logo Env-Bus Lic Renewals 2,500-#10 Window Logo Env | 12/31/2015 | | 250.05 250.04 |
| | | | Total for Check Number 54809: | 0.00 | 500.09 |
| 54810 | AMTESTIN 90114 | Am Test, Inc 5 Fecal Coliform Analysis | 12/31/2015 | | 125.00 |
| | | | Total for Check Number 54810: | 0.00 | 125.00 |
| 54811 | APAC 4392 | Architectural Precast Accessories Co Textured Flat Caps-Dumas Wall Repairs | 12/31/2015 | | 291.58 |
| | | | Total for Check Number 54811: | 0.00 | 291.58 |
| 54812 | AT&TWIR 287245699226 | AT&T Mobility Pine Meadow Irrig Line | 12/31/2015 | | 17.75 |
| | | | Total for Check Number 54812: | 0.00 | 17.75 |
| 54813 | bankcr13 1 2 2A 3 | Business Card Bank of America Supplies Parents Night Out/2 56 Qt Box-YAB 9 28Qt Box-Preschool Storage 3 Storage Boxes-YAB Storage 20 - 4 x 4 Sign Posts | 12/31/2015 | | 48.29 68.85 12.92 373.94 |
| | | | Total for Check Number 54813: | 0.00 | 504.00 |
| 54814 | Bankcr15 1 2 3 4 | Bank of America Supplies-Preschool Plas 30-Laminated Vehicle Parking Signs Mini Candy Canes-Santa Photos-Tree Lighting E Gift Cert-Tree Lighting Event | 12/31/2015 | | 12.05 62.14 11.94 40.00 |
| | | | Total for Check Number 54814: | 0.00 | 126.13 |
| 54815 | BANKCR20 1 2 | Business Card Tree Stand/Cable Ties-Tree Lighting Event WTLS Recertification Program-J Wright | 12/31/2015 | | 78.60 85.00 |
| | | | Total for Check Number 54815: | 0.00 | 163.60 |
| 54816 | BANKCR21 1 | Business Card Pizza - Holiday Get Together - 12/23 | 12/31/2015 | | 65.79 |
| | | | Total for Check Number 54816: | 0.00 | 65.79 |
| 54817 | BLDGS&G 2783 | Builder's Sand And Gravel Crushed Rock-Wash Out-164th St Bridge @ N C | 12/31/2015 | | 315.65 |
| | | | Total for Check Number 54817: | 0.00 | 315.65 |
| 54818 | CDW BNR2341 | CDW Government APC Genuine Repl Batt Cart | 12/31/2015 | | 380.77 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|--|--|--|-------------|---|
| | | | Total for Check Number 54818: | 0.00 | 380.77 |
| 54819 | CINTAS 460496476 460496476A 460505308 460505308A | Cintas Corporation Loc. #460 Floor Mat Service 12/11 Floor Mat Service 12/11 Floor Mat Service 12/28 Floor Mat Service 12/28 | 12/31/2015 | | 59.36 34.63 59.36 34.63 |
| | | | Total for Check Number 54819: | 0.00 | 187.98 |
| 54820 | COPIETC AR12920 AR12920A AR12920B AR12920C | Copiers Etcetera, Inc. Admin Copier/Admin Printer Maint 11/11-12/10 P & R Share Copier Maint 11/11-12/10 Finance Share Copier Maint 11/11-12/10 Police Copier/Printer Maint 11/11-12/10 | 12/31/2015 | | 600.35 195.95 65.31 391.26 |
| | | | Total for Check Number 54820: | 0.00 | 1,252.87 |
| 54821 | FCICUSPV 14892 | FCI Custom Police Vehicles Patrol Car Build-#44 | 12/31/2015 | | 15,540.03 |
| | | | Total for Check Number 54821: | 0.00 | 15,540.03 |
| 54822 | FELDMAJ December 2015 | Feldman & Lee, P.S. Public Defender Contract Flat Fee - Dec | 12/31/2015 | | 8,750.00 |
| | | | Total for Check Number 54822: | 0.00 | 8,750.00 |
| 54823 | GILANIJ 6024 6082 | FeelArtistic Acrylic on Canvas 10/06-11/03 #6024 Watercolor for Adults 10/06-11/03 #6082 | 12/31/2015 Replacement for Check No. 5 Replacement for Check No. 5 | | 104.00 156.00 |
| | | | Total for Check Number 54823: | 0.00 | 260.00 |
| 54824 | HORIZON 2M043356 | Horizon 1 Wheat Straw Wattle | 12/31/2015 | | 25.54 |
| | | | Total for Check Number 54824: | 0.00 | 25.54 |
| 54825 | HRSUSA 003868 003868A 010839 019167 045518 075313 38766861 38766861A | Capital One Commercial 1- Case 12oz Cups-Council Meetings BR40 Flood Lights Refreshments-All Employee Meeting 12/3 Multi LED Lights-Christmas Tree/Star-Tree Ligt Multi LED Lights-Christmas Tree-Tree Lighting Food-Ugly Sweater Wellness Breakfast 2-Samsung 32" LCD TV-CM & PI 2-Motion TV Mounts-CM & PI | 12/31/2015 | | 10.26 108.17 26.96 360.45 193.67 51.53 555.66 131.22 |
| | | | Total for Check Number 54825: | 0.00 | 1,437.92 |
| 54826 | IRONMNT 0249523 | Iron Mountain Quarry LLC 3/4" Minus CSTC/3/4 Chips-164th St Bridge & 1 | 12/31/2015 | | 198.88 |
| | | | Total for Check Number 54826: | 0.00 | 198.88 |
| 54827 | JJPOLYSR 1240 | JJ Polygraph Services LLC Polygraph Examination-Police Officer-Schedler | 12/31/2015 | | 175.00 |
| | | | Total for Check Number 54827: | 0.00 | 175.00 |

AGENDA ITEM #E.

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|---|--|-------------------------------|-------------|--|
| 54828 | JOHNSOS 6040 | Stephen Johnson Winter Basketball Clinic 12/28-12/30 #6040 | 12/31/2015 | | 2,646.00 |
| | | | Total for Check Number 54828: | 0.00 | 2,646.00 |
| 54829 | JRWENTRP 3309 | JRW Enterprises Repair-Library Door Men's Restroom | 12/31/2015 | | 411.18 |
| | | | Total for Check Number 54829: | 0.00 | 411.18 |
| 54830 | KPFFCON 26228 | KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 11/28-12/25 | 12/31/2015 | | 8,070.65 |
| | | | Total for Check Number 54830: | 0.00 | 8,070.65 |
| 54831 | KROESENS 29843 | Kroesen's Uniform Company Chief Badges | 12/31/2015 | | 302.55 |
| | | | Total for Check Number 54831: | 0.00 | 302.55 |
| 54832 | LESSCHW 30400200027 39500258847 39500259003 | Les Schwab 2 Tires/Wheel Spin Balance-PW1 LOF, Brake Rotors/Pads-#33 LOF, Tire Mount, Wheel Balance-#39 | 12/31/2015 | | 503.91 827.01 163.29 |
| | | | Total for Check Number 54832: | 0.00 | 1,494.21 |
| 54833 | MCROTARY 1470 | Rotary Club of Mill Creek Dues Rotary Year 7/1/15-6/30/16 & Initiation Fe | 12/31/2015 | | 175.00 |
| | | | Total for Check Number 54833: | 0.00 | 175.00 |
| 54834 | MCTCBA 11/23-Santa 11/23-Treats | Mill Creek Town Center Business Associati Sponsorship-Santa Parade Sponsorship-Treats on Main Street | 12/31/2015 | | 1,000.00 1,000.00 |
| | | | Total for Check Number 54834: | 0.00 | 2,000.00 |
| 54835 | MOTOROLA 13092639 | Motorola Solutions Inc. 11-APX6000 Portable Radios | 12/31/2015 | | 37,956.35 |
| | | | Total for Check Number 54835: | 0.00 | 37,956.35 |
| 54836 | NATBARR 262295 262295A 262296 | National Barricade Co., LLC 1 No Left Turn 24-28" Orange Traffic Cones 3 - 60" x 30" Aluminum Signs-35th Closure | 12/31/2015 | | 37.27 417.57 382.23 |
| | | | Total for Check Number 54836: | 0.00 | 837.07 |
| 54837 | OFSTTRS Jan-Dec 2015 Jan-Dec 2015A Jan-Dec 2015B Jan-Dec 2015C Jan-Dec 2015D Jan-Dec 2015E Jan-Dec 2015F Jan-Dec 2015G Jan-Dec 2015H Jan-Dec 2015I Jan-Dec 2015J | Office of State Treasurer 40 PSEA Jan-Dec 2015 50 PSEA-2 Jan-Dec 2015 54 PSEA-3 Jan-Dec 2015 JIS Jan-Dec 2015 Trauma Care Jan-Dec 2015 School Zone Jan-Dec 2015 Lab Tests Jan-Dec 2015 Trauma Brain Injury Jan-Dec 2015 Hwy Safety Jan-Dec 2015 Death Inv Acct Jan-Dec 2015 WSP Hiway Acct Jan-Dec 2015 | 12/31/2015 | | 47,850.76 27,794.29 1,070.18 11,726.24 3,226.36 276.06 82.39 1,127.01 228.49 143.94 817.38 |

AGENDA ITEM #E.

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|--|--|-------------------------------|-------------|--|
| | Jan-Dec 2015K | AutoTheft Jan-Dec 2015 | | | 6,375.04 |
| | | | Total for Check Number 54837: | 0.00 | 100,718.14 |
| 54838 | OLBRECAS Nov/Dec 2015 | Olbrechts & Associates PLLC Nov/Dec 2015 Hearing Examiner Services | 12/31/2015 | | 944.00 |
| | | | Total for Check Number 54838: | 0.00 | 944.00 |
| 54839 | OREILLY 2986433290 | O'Reilly Automotive Inc Wiper Blades-PW #4 & PW #5 | 12/31/2015 | | 17.71 |
| | | | Total for Check Number 54839: | 0.00 | 17.71 |
| 54840 | PACAIR 183099 183100 184216 184310 | Pacific Air Control, Inc. Semi Annual HVAC Maint Contract-City Hall Semi Annual HVAC Maint Contract-Library HVAC-AH4 Fan Replacement HVAC Maint-HP18 HP 20 | 12/31/2015 | | 684.45 378.12 1,037.55 984.21 |
| | | | Total for Check Number 54840: | 0.00 | 3,084.33 |
| 54841 | PACTOP 896743 | Pacific Topsoils, Inc. Road Sand | 12/31/2015 | | 52.70 |
| | | | Total for Check Number 54841: | 0.00 | 52.70 |
| 54842 | PAWS December 2015 | PAWS Animals Brought To Shelter - Dec | 12/31/2015 | | 739.45 |
| | | | Total for Check Number 54842: | 0.00 | 739.45 |
| 54843 | PERTEET 20150228.000-2 20150260.000-2 | Pertee Inc Mill Creek 2016 Overlay-Curb Ramps/Channeli; Mill Creek Road Surface Water Retrofit 11/30-1; | 12/31/2015 | | 19,560.40 3,615.08 |
| | | | Total for Check Number 54843: | 0.00 | 23,175.48 |
| 54844 | PETTY CA | Petty Cash Fund | 12/31/2015 | | |
| | 584 | Materials-Cover Suspects Impounded Vehicle | | | 14.46 |
| | 585 | MCBC Lunch Mtg 8/20-T Gathmann | | | 8.00 |
| | 586 | MCBC Lunch Mtg 9/15-T Gathmann | | | 8.00 |
| | 587 | Engrave Service Award-B Foutch | | | 9.86 |
| | 588 | MCBA Lunch Mtg 9/15-K Chelin | | | 8.00 |
| | 589 | MCBA Lunch Mtg 9/15-T Rogers | | | 8.00 |
| | 590 | Preschool Pals Program Supplies | | | 15.87 |
| | 591 | SCCFOA Mtg 9/24-B Lee | | | 18.00 |
| | 592 | SCCFOA Mtg 9/24-J Gunderson | | | 18.00 |
| | 593 | Dishwasher Detergent-Lunchroom | | | 10.94 |
| | 594 | Parking 9/29-Pac NW Digital Gov Summit-J Bu | | | 10.00 |
| | 595 | Parking 10/06-MRSC Training-M Miller | | | 15.00 |
| | 596 | Parking 10/08-PAC Mtg-C Amrine | | | 3.00 |
| | 597 | Straw Bag-Wellness Scarecrow Event | | | 4.37 |
| | 598 | MCBA Lunch Mtg 10/20-T Rogers | | | 8.00 |
| | 599 | Parking 10/21-ECM Vendor Fair-J Busch | | | 6.00 |
| | 600 | Prize-Wellness Halloween Costume Winner | | | 16.43 |
| | 601 | Wellness Gratitude Event | | | 2.18 |
| | 602 | Batteries-Veterans Day Sound System | | | 6.57 |
| | 603 | Safety Pins-Youth BB Supplies | | | 9.47 |
| | 604 | Fuel-New Patrol Car #44 | | | 16.20 |
| | 605 | SCCFOA Mtg 7/23-J Gunderson | | | 18.00 |
| | 606 | Holiday Decorations-Wellness | | | 8.70 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|-------------------------|---|-------------------------|-------------------------------|---------------|
| | 607 | Prize-Wellness Event | | | 16.11 |
| | 608 | Supplies-Ugly Sweater Breakfast-Wellness Even | | | 25.94 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54844: | 0.00 285.10 |
| 54845 | PILCKREN | Pilchuck Rentals and Equipment Sales | 12/31/2015 | | |
| | 31914 | Irrigation Blow Out-Medians | | | 466.53 |
| | 31914A | Irrigation Blow Out-Parks | | | 58.32 |
| | 31914B | Irrigation Blow Out-Fac | | | 58.32 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54845: | 0.00 583.17 |
| 54846 | PLANTSCP | Plantscapes Horticultural Services | 12/31/2015 | | |
| | 39783 | Landscape Maintenance/City Hall-Oct | | | 329.77 |
| | 39783A | Landscape Maintenance/Library-Oct | | | 329.77 |
| | 39783B | Landscape Maintenance/Parks-Oct | | | 5,681.90 |
| | 39783C | Exterior Maintenance-R/W Medians-Oct | | | 1,031.65 |
| | 39783D | Exterior Maintenance-Interior Medians-Oct | | | 110.31 |
| | 39783E | Landscape Maintenance/Annex-Oct | | | 138.14 |
| | 39783F | Exterior Maintenance-Pond 6-Oct | | | 89.13 |
| | 39783G | Exterior Maintenance-SR 527-Oct | | | 1,183.68 |
| | 40057 | Exterior Maintenance-Ditch 1-Nov | | | 167.94 |
| | 40057A | Exterior Maintenance-Ditch 2-Nov | | | 97.24 |
| | 40057B | Exterior Maintenance-Ditch 3-Nov | | | 106.07 |
| | 40057C | Exterior Maintenance-N Creek Dr Pond-Nov | | | 247.50 |
| | 40057D | Exterior Maintenance-MC Blvd Pond-Nov | | | 97.23 |
| | 40057E | Exterior Maintenance-9th Ave Pond-Nov | | | 220.98 |
| | 40346 | Exterior Maintenance-Limited Off-Season Clean | | | 81.83 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54846: | 0.00 9,913.14 |
| 54847 | PLATT | Platt Electric Supply, Inc | 12/31/2015 | | |
| | H710952 | 1 Adapter/4 100W Quad HPS Bal-Street Lights | | | 209.04 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54847: | 0.00 209.04 |
| 54848 | POSTNET | PostNet | 12/31/2015 | | |
| | 364387 | 2,000 - Veterans Day Program | | | 650.43 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54848: | 0.00 650.43 |
| 54849 | PRYTHSP | Protect Youth Sports | 12/31/2015 | | |
| | 397023 | Background Checks-Volunteer Youth BB Coach | | | 440.00 |
| | 401855 | Background Checks-Volunteer Youth BB Coach | | | 354.00 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54849: | 0.00 794.00 |
| 54850 | PUBSAFS | Public Safety Selection PC | 12/31/2015 | | |
| | 2989 | 10 Suitability Assessments-Police Officers | | | 1,250.00 |
| | 3059 | Post-COE Evaluation-Police Officer-J Saga | | | 375.00 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54850: | 0.00 1,625.00 |
| 54851 | RAININD | Rainier Industries Ltd | 12/31/2015 | | |
| | 271540 | Recover Awnings-City Hall Bldg | | | 4,213.04 |
| | | | | | <hr/> |
| | | | | Total for Check Number 54851: | 0.00 4,213.04 |
| 54852 | SHREDIT | Shred-It USA Inc | 12/31/2015 | | |
| | 9407755751 | Shredding Service Fee | | | 72.18 |
| | 9408808312 | Shredding Service Fee | | | 56.68 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|-------------------------|---|-------------------------------|-------------|--------------|
| | | | Total for Check Number 54852: | 0.00 | 128.86 |
| 54853 | SILVERL | Silverlake Water District | 12/31/2015 | | |
| | 14112-27585 | 132nd & SR 527 Irrig 12/01-12/31 | | | 7.60 |
| | 14737-19068 | 13617 28th Dr SE Irrig 12/01-12/31 | | | 7.60 |
| | 17679-27345 | 15429 1/2 Bothell Everett Hwy 12/01-12/31 | | | 7.60 |
| | 17684-27596 | 15429 Bothell Way-Irrig 12/01-12/31 | | | 7.60 |
| | 24079-27593 | Hillside Irrig 12/01-12/31 | | | 7.60 |
| | 32140-27632 | 13903 N Creek Dr-Irrig 12/01-12/31 | | | 7.60 |
| | 32141-27633 | 13903 N Creek Dr 12/01-12/31 | | | 65.15 |
| | 35995-27914 | SR 527-Irrig 12/01-12/31 | | | 7.60 |
| | 35996-27914 | 14600 SR 527-Irrig 12/01-12/31 | | | 7.60 |
| | 35997-27914 | 13800 N SR 527-Irrig 12/01-12/31 | | | 7.60 |
| | 35998-27914 | 1600 SR 527-Irrig 12/01-12/31 | | | 7.60 |
| | 35999-27914 | 15200 SR 527-Irrig 12/01-12/31 | | | 7.60 |
| | 36000-27914 | 15100 N SR 527-Irrig 12/01-12/31 | | | 7.60 |
| | 36016-27914 | SR 527 & Trillium Blvd-Irrig 12/01-12/31 | | | 7.60 |
| | 36025-27914 | 14600 SR 527-Irrig 12/01-12/31 | | | 7.60 |
| | 36026-27914 | SR 527 & Dumas Rd-Irrig 12/01-12/31 | | | 7.60 |
| | 36365-27593 | Dumas Rd Irrigation 12/01-12/31 | | | 22.30 |
| | 37034-30017 | 14721 12th Ave SE-Irrig 12/01-12/31 | | | 9.40 |
| | | | Total for Check Number 54853: | 0.00 | 210.85 |
| 54854 | SNOCOPW | Snohomish County Public Works | 12/31/2015 | | |
| | I000403764 | RR6138-Overlay Program-Dec | | | 4,330.06 |
| | I000403764A | RR6156-Traffic Projects-Dec | | | 214.24 |
| | I000403764B | RR7552-Dumas Rd/Park Rd-Dec | | | 163.70 |
| | I000403764C | RR7573-35th SE/148th SE-Dec | | | 215.90 |
| | I000403764D | RR7864-Dumas @ N Crk Dr-Dec | | | 163.70 |
| | | | Total for Check Number 54854: | 0.00 | 5,087.60 |
| 54855 | SNOCPU | PUD No. 1 of Snohomish County | 12/31/2015 | | |
| | 2007-4359-9 | 186 Lights - 200W Var Loc 12/01-12/31 | | | 1,629.36 |
| | 2013-6774-5 | 902 164th St SE 12/05-01/06 | | | 36.73 |
| | 2016-6351-5 | 14600 16th Ave SE 12/05-01/06 | | | 24.26 |
| | 2017-5296-1 | 15429 1/2 Bothell Everett Hwy 12/08-01/07 | | | 18.89 |
| | 2017-8113-5 | 2701 155th St SE 12/01-12/29 | | | 144.82 |
| | 2018-9805-3 | 1700 Mill Creek Dr 11/24-12/24 | | | 127.32 |
| | 2019-4860-1 | 13903 N Creek Dr 11/17-12/18 | | | 647.19 |
| | 2022-1236-1 | 928 Dumas Rd 11/17-12/18 | | | 124.17 |
| | 2025-2921-0 | 386 Lights - 100W Var Loc 12/01-12/31 | | | 1,208.18 |
| | 2025-7077-6 | 86 Lights - 250W Var loc 12/01-12/31 | | | 887.52 |
| | 2026-2439-1 | 828 Lights - 100W Var Loc 12/01-12/31 | | | 5,646.96 |
| | 2027-6793-5 | 21 Lights - 400W Var Loc 12/01-12/31 | | | 298.20 |
| | 2029-0994-1 | 6 Lights - 150W Var Loc 12/01-12/31 | | | 25.26 |
| | 2029-2633-3 | 14729 12th Ave SE 12/01-12/31 | | | 16.43 |
| | 2030-2812-1 | 4560 SAC 12/04-01/05 | | | 69.04 |
| | 2032-1155-2 | 13628 N Creek Dr 11/17-12/18 | | | 22.27 |
| | 2032-5163-2 | 15510 Village Green Dr 12/01-12/29 | | | 15.37 |
| | 2033-8815-2 | 15429 Bothell Everett Hwy 12/08-01/07 | | | 25.38 |
| | 2047-1752-4 | 9 Lights - 200W 12/01-12/31 | | | 46.71 |
| | 2047-1753-2 | 41 Lights - 250W Var Loc 12/01-12/31 | | | 268.14 |
| | 2047-1754-0 | 39 Lights - 400W Var Loc 12/01-12/31 | | | 384.15 |
| | 2050-8723-2 | 17 Lights - 100W Var Loc 12/01-12/31 | | | 49.98 |
| | 2054-9532-8 | 49 Lights - 20W Var Loc 12/01-12/31 | | | 16.17 |
| | 2203-1739-0 | 1 Light - 240W Var Loc 12/01-12/31 | | | 7.51 |
| | 2206-1241-0 | 15601 22nd Ct SE 12/01-12/29 | | | 23.17 |

AGENDA ITEM #E.

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|----------|---|---|-------------------------------|-------------|--|
| | | | Total for Check Number 54855: | 0.00 | 11,763.18 |
| 54856 | SNOCTTR 1st-4th 2015 | Snohomish County Treasurer Crime Victims Compensation Jan-Dec 2015 | 12/31/2015 | | 1,859.82 |
| | | | Total for Check Number 54856: | 0.00 | 1,859.82 |
| 54857 | STAND 600156-0001 | Standard Ins. Company RA Life, AD&D, & LTD Prem MEBT-ER Paid | 12/31/2015 | | 4,094.76 |
| | | | Total for Check Number 54857: | 0.00 | 4,094.76 |
| 54858 | STAND2 600156-0002 | Standard Ins. Company RA Survivor Prem. MEBT-ER Paid | 12/31/2015 | | 1,960.57 |
| | | | Total for Check Number 54858: | 0.00 | 1,960.57 |
| 54859 | STAPLEAD 8037382010 8037382010A 8037382010B 8037382010C 8037382010D 8037382010E | Staples Advantage Dept Share Copy Ppr/Toner Cart/Shears Dept Share Copy Ppr Dept Share Copy Ppr/General Supp/File Jackets Dept Share Copy Ppr Dept Share Copy Ppr Dept Share Copy Ppr | 12/31/2015 | | 107.16 48.23 567.51 48.22 48.22 48.22 |
| | | | Total for Check Number 54859: | 0.00 | 867.56 |
| 54860 | STARDMSV 0116363-IN 0116364-IN | Stardom Services Inc Janitorial Services - Dec - Annex Janitorial Services - Dec - City Hall | 12/31/2015 | | 927.94 995.00 |
| | | | Total for Check Number 54860: | 0.00 | 1,922.94 |
| 54861 | STERICYC 3003277298 | Stericycle Inc Biomedical Waste Services - Monthly Fee | 12/31/2015 | | 10.36 |
| | | | Total for Check Number 54861: | 0.00 | 10.36 |
| 54862 | TLOLLC 839489 | TransUnion Risk and Alternative Background/Identity Investigations-Dec | 12/31/2015 | | 3.50 |
| | | | Total for Check Number 54862: | 0.00 | 3.50 |
| 54863 | TRITEC 614508 | Tri-Tec Telephone Programming Assistance | 12/31/2015 | | 157.82 |
| | | | Total for Check Number 54863: | 0.00 | 157.82 |
| 54864 | USBANK 386000139 | US Bank NA - Custody Investment Custody Charges 12/01-12/31 | 12/31/2015 | | 46.00 |
| | | | Total for Check Number 54864: | 0.00 | 46.00 |
| 54865 | USIC 161597 161597A | USIC Locating Services Inc 70 NC Locates/64 Ticket Locates-Dec 70 NC Locates/64 Ticket Locates-Dec | 12/31/2015 | | 733.76 733.76 |
| | | | Total for Check Number 54865: | 0.00 | 1,467.52 |
| 54866 | UULC 5120160 5120160A | Utilities Underground Location Center On Call Location Service-55 Locates On Call Location Service-55 Locates | 12/31/2015 | | 35.48 35.47 |

AGENDA ITEM #E.

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Void Checks | Check Amount |
|---------------------------|---------------------------|---|-------------------------------|-------------|--------------|
| | | | Total for Check Number 54866: | 0.00 | 70.95 |
| 54867 | VERIZON | Verizon Wireless | 12/31/2015 | | |
| | 9755900544 | Monthly Cell Chgs 10/21-11/20-Pks | | | 124.90 |
| | 9755900544A | Monthly Cell Chgs 10/21-11/20-PW | | | 62.46 |
| | 9755900544B | Monthly Cell Chgs 10/21-11/20-Admin | | | 20.80 |
| | 9757536278 | Air Card/USB Cell Chgs 11/21-12/20-PD | | | 1,304.52 |
| | 9757543359 | Monthly Cell Chgs 11/21-12/20-Pks | | | 124.91 |
| | 9757543359A | Monthly Cell Chgs 11/21-12/20-PW | | | 62.46 |
| | 9757543359B | Monthly Cell Chgs 11/21-12/20-Admin | | | 20.80 |
| | 9757544998 | Broadband Unlimited 11/21-12/20-Exec | | | 40.01 |
| | 9757544998A | Monthly Cell Chgs 11/21-12/20-SW | | | 36.60 |
| | 9757544998B | Monthly Cell Chgs 11/21-12/20-Bldg | | | 119.55 |
| | | | Total for Check Number 54867: | 0.00 | 1,917.01 |
| 54868 | WASTEMN 0407276-2677-8 | Waste Management-Northwest 15728 Main St-St Sweeper-Dec | 12/31/2015 | | 47.70 |
| | | | Total for Check Number 54868: | 0.00 | 47.70 |
| 54869 | WASTPAT 116004655 | Washington State Patrol Background Checks - Dec | 12/31/2015 | | 88.50 |
| | | | Total for Check Number 54869: | 0.00 | 88.50 |
| 54870 | WASTRESO | Washington State Treasurer's Office | 12/31/2015 | | |
| | 1st Qtr 2015 | Drug Forfeited Property 01/01-03/31 | | | 2,947.96 |
| | 2nd Qtr 2015 | Drug Forfeited Property 04/01-06/30 | | | 26.50 |
| | 4th Qtr 2015 | Drug Forfeited Property 10/01-12/31 | | | 438.93 |
| | | | Total for Check Number 54870: | 0.00 | 3,413.39 |
| 54871 | WASTTRS | Washington State Treasurer | 12/31/2015 | | |
| | 1st-4th Qtr | Bldg State Surcharge 1st-4th Qtr 2015 | | | 1,971.00 |
| | | | Total for Check Number 54871: | 0.00 | 1,971.00 |
| 54872 | WINSUPP 011060-00 | Winsupply Company Irrigation-Highlands Median Rebuild | 12/31/2015 | | 354.73 |
| | | | Total for Check Number 54872: | 0.00 | 354.73 |
| 54873 | YBASHIRT 25831 | YBA Shirts 754 Navy/White Reversible Youth Basketball Ur | 12/31/2015 | | 7,534.46 |
| | | | Total for Check Number 54873: | 0.00 | 7,534.46 |
| Total for 12/31/2015: | | | | 0.00 | 325,664.90 |
| Report Total (69 checks): | | | | 0.00 | 325,664.90 |



Date: January 26th, 2016

| Payroll Check Batches | | |
|------------------------------|-----------------------------------|---------------------|
| Dated | Check Numbers | Amount |
| 01/20/15 | ACH Automatic Deposit Checks | \$153,575.93 |
| 01/21/16 | ACH Wire MEBT- Wilmington Trust | \$30,541.80 |
| 01/25/16 | ACH Automatic Deposit Checks | \$7,886.65 |
| 01/21/16 | ACH Wire- BAC- Flex Spending Acct | \$1,739.78 |
| 01/10/16 | ACH Wire- Assoc. of WA Cities | \$80,993.38 |
| 01/21/16 | ACH Wire- ICMA RC- Def. Comp | \$1,507.94 |
| Total | | \$276,245.48 |

| 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 \$276,245.48.

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

Councilmember

Councilmember

Joshua Parsley

Finance Director
Rebecca A. Polyzoff

City Manager

Validator Summary Report

Validator Summary Report

Report Date: 01/15/2016
Report Time: 10:27:13 AM

Import Date: 01/15/2016
Import Time: 10:27:10
Customer: City of Mill Creek
User: JOSHROUNDY
File: jan202016

Exception List:

| <u>Rec #</u> | <u>Name</u> | <u>ID Number</u> | <u>Amount</u> | <u>D/C</u> | <u>Comments</u> |
|--------------|-------------|------------------|---------------|------------|-----------------|
|--------------|-------------|------------------|---------------|------------|-----------------|

| | | | | | |
|-------------------------------|--------------|-------------------------------|--------------|-------------------------------|--------|
| Total Batches in File: | 1 | Total Batches Accepted: | 1 | Total Batches Rejected: | 0 |
| Total Records In File: | 136 | Total Records Accepted: | 136 | Total Records Rejected: | 0 |
| Total Accepted Debit Amount: | \$0.00 | Total Accepted Dollar Amount: | \$153,575.93 | Total Rejected Dollar Amount: | \$0.00 |
| Total Accepted Credit Amount: | \$153,575.93 | | | | |

Payroll

Deduction Register - Totals Only



User: brooklynl
 Printed: 1/21/2016 - 3:38 PM
 Check Date Range: All
 Period End Range: 01/01/2016 to 01/15/2016
 Batch Info: All
 Deductions: MEBTA1, MEBTA2, MEBTAA, MEBTEE, MEBTER, MEBTME, MEBTMR, MEBTPSTotals Only

| | <u>Amount</u> |
|----------------------------------|---------------|
| MEBTA1: MEBT Add < 10% -Employee | 176.42 |
| MEBTA2: MEBT Add >10% -Employee | 361.20 |
| MEBTAA: MEBT Additional Amount | 200.00 |
| MEBTEE: MEBT - Employee | 14,335.46 |
| MEBTER: MEBT - Employer | 13,496.16 |
| MEBTME: MEBT Medicare-EE | 37.30 |
| MEBTMR: MEBT Medicare-ER | 37.30 |
| MEBTPS: MEBT PREMIUM \$'S | 1,897.96 |
| | <hr/> <hr/> |
| Report Total: | 30,541.80 |
| | <hr/> <hr/> |

Validator Summary Report

Validator Summary Report

Report Date: 01/21/2016
Report Time: 04:53:42 PM

Import Date: 01/21/2016
Import Time: 16:53:40
Customer: City of Mill Creek
User: JOSHROUNDY
File: special pay - landy and cherise

Exception List:

| <u>Rec #</u> | <u>Name</u> | <u>ID Number</u> | <u>Amount</u> | <u>D/C</u> | <u>Comments</u> |
|-------------------------------|-------------|-------------------------------|-------------------------|-------------------------------|---------------------------|
| Total Batches in File: | | 1 | Total Batches Accepted: | 1 | Total Batches Rejected: 0 |
| Total Records In File: | | 2 | Total Records Accepted: | 2 | Total Records Rejected: 0 |
| Total Accepted Debit Amount: | \$0.00 | Total Accepted Dollar Amount: | \$7,886.65 | Total Rejected Dollar Amount: | \$0.00 |
| Total Accepted Credit Amount: | \$7,886.65 | | | | |

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 1/21/2016 - 3:41 PM
Check Date Range: All
Period End Range: 01/01/2016 to 01/15/2016
Batch Info: All
Deductions: DCARE, DEFDAY, DEFHEA, HCARETotals Only



| | <u>Amount</u> |
|---------------------------------|---------------|
| DCARE: Day Care Premium \$'s | 566.00 |
| DEFDAY: Def. Day Care - EE | 135.00 |
| DEFHEA: Def Health Care-EE | 888.41 |
| HCARE: Health Care Premium \$'s | 150.37 |
| | <hr/> <hr/> |
| Report Total: | 1,739.78 |
| | <hr/> <hr/> |

**ASSOCIATION OF WASHINGTON CITIES
MILL CREEK, CITY OF**

ACCOUNT SUMMARY - contains all changes to this account as of 01/08/2016 02:36:14 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 01/2016
COVERAGE MONTH: 01/2016
PAYMENT DUE BY: **01/10/2016**
CURRENT BILLING AMOUNT: \$80,993.38
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$80,993.38**

100 186 L 012016 0

| Fund | Account Number | Bill Month | Amount Paid |
|------|----------------|------------|---------------------|
| 100 | 186 L | 01/2016 | \$ <u>80,993.38</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

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 1/21/2016 - 3:43 PM
Check Date Range: All
Period End Range: 01/01/2016 to 01/15/2016
Batch Info: All
Deductions: DEFICM, ICMATotals Only



| | <u>Amount</u> |
|-----------------------|---------------|
| DEFICM: Def ICMA - EE | 1,085.21 |
| ICMA: ICMA Premium S | 422.73 |
| | <hr/> <hr/> |
| Report Total: | 1,507.94 |
| | <hr/> <hr/> |



CITY COUNCIL MINUTES

January 5, 2016

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

Sean Kelly
Donna Michelson
Pam Pruitt
Brian Holtzclaw
Vince Cavaleri
Mike Todd
Mark Bond

January 5, 2016
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER BY CITY CLERK

City Clerk Kelly Chelin called the meeting to order at 6:00 p.m.

FLAG SALUTE

Flag Salute was conducted.

OATH OF OFFICE

City Clerk Kelly Chelin read the oath of office to newly-elected Councilmembers:
Vince Cavaleri, Mike Todd and Mark Bond.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers present.

AUDIENCE COMMUNICATION

Larry W. (Spelling not confirmed)
1001 East Marine View Drive

Larry spoke about the Academic Link Outreach program and passed out a draft resolution for the Council to consider.

ELECTION OF MAYOR

City Clerk Kelly Chelin conducted the election of Mayor.

NOMINATION: Councilmember Bond nominated Councilmember Pruitt for the position of Mayor, Councilmember Cavaleri seconded the nomination.

NOMINATION: Councilmember Michelson nominated Councilmember Todd for the position of Mayor, Councilmember Kelly seconded the nomination.

After no further nominations, the nominations were closed.

Council Meeting Minutes
January 5, 2016
Page 2

Councilmember Todd and Councilmember Pruitt's names were highlighted on the paper ballot and passed out to the Councilmembers for voting.

City Clerk Kelly Chelin counted the votes (with City Manager Polizzotto as witness) and read aloud the votes for Councilmember Todd and Councilmember Pruitt.

Councilmember Todd received 2 votes for the position of Mayor. The 2 votes in favor were Councilmember Michelson and Councilmember Todd.

Councilmember Pruitt received 5 votes for the position of Mayor. The 5 votes in favor were Councilmember Kelly, Councilmember Pruitt, Councilmember Holtzclaw, Councilmember Cavaleri and Councilmember Bond.

OATH OF OFFICE

City Clerk Kelly Chelin read the oath of office to newly elected Mayor Pam Pruitt.

ELECTION OF MAYOR PRO TEM

Mayor Pruitt conducted the election of the Mayor Pro Tem.

NOMINATION: Councilmember Cavaleri nominated Councilmember Holtzclaw for the position of Mayor Pro Tem, Councilmember Kelly seconded the nomination.

After no further nominations, the nominations were closed.

Councilmember Holtzclaw's name was highlighted on the paper ballot and passed out to the Councilmembers for voting.

City Clerk Kelly Chelin counted the votes (with City Manager Polizzotto as witness) and read aloud the votes for Councilmember Holtzclaw.

Councilmember Holtzclaw received 7 votes for the position of Mayor Pro Tem. The vote was unanimous.

OATH OF OFFICE

City Clerk Kelly Chelin read the oath of office to newly elected Mayor Pro Tem Brian Holtzclaw.

NEW BUSINESS

Legislative Update from Representative Mark Harmsworth

Representative Harmsworth discussed priorities and topics for the legislative session with the Council.

Council Meeting Minutes
January 5, 2016
Page 3

City Assignments for 2016

The following agenda summary information was presented:

Pursuant to the City of Mill Creek's Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans.

It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year.

Council reviewed the list and made edits to the assignments.

MOTION: Councilmember Todd made a motion to accept the 2016 City Assignments List as amended by discussion the Council just had, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Payroll and Benefit ACH Payments in the Amount of \$296,641.24.

(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

There were no exceptions by the audit committee.

MOTION: Councilmember Todd made a motion to approve the consent agenda, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

REPORTS:

Mayor Pruitt reported that she would like to hear from Everett School District before making a decision on the Academic Link Outreach program.

Councilmember Kelly reported that the Park and Recreation Board meeting has been canceled due to the Police Chief reception tomorrow night.

Mayor Pruitt reminded Council to bring their calendars to the next meeting to set a retreat date.

Councilmember Michelson also asked the Personnel Committee to bring their calendars to set up a meeting for the committee.

Mayor Pro Tem Holtzclaw reported that he would like a few minutes on the next Council agenda to discuss a report from Snohomish County Tomorrow.

Councilmember Todd reported on the Economic Alliance Snohomish County meeting he attended this morning.

Council Meeting Minutes
January 5, 2016
Page 4

City Manager Polizzotto reported on the “Put Mill Creek on the Map” program. She thanked Planning Specialist Sherrie Ringstad for her work on this great program. Also, she reported that the Interim Police Chief will be holding Police Department Town Hall meetings on February 16 and February 18. Lastly, she reported that the City will be holding a public reception tomorrow night at City Hall to meet the Police Chief candidates.

ADJOURNMENT

The Mayor adjourned the meeting at 7:22 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk



CITY COUNCIL MINUTES

January 12, 2016

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

Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Sean Kelly (Arrived at 6:02 p.m.)
Donna Michelson
Vince Cavaleri
Mike Todd (Participated by phone)
Mark Bond

January 12, 2016
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers present.

Note: Councilmember Kelly arrived at 6:02 p.m.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

PRESENTATIONS

Employee Recognition

(Rebecca C. Polizzotto, City Manager)

Milton Thompson, Building Inspector – 10 years of service
Denise Gilbertson, Records Technician – 10 years of service
Bart Foutch, Police Sergeant – 10 years of service
Kim Mason-Hatt, Administrative Assistant – 15 years of service
Kelly Chelin, Director of Public Information/City Clerk – 15 years of service

NEW BUSINESS:

132nd Street Corridor and East Gateway Urban Village (EGUV) Visioning Workshop

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

On October 6, 2015, the City Council authorized the City Manager to negotiate and execute a contract with ECONorthwest for a market feasibility and fiscal impact study for the 132nd Street Corridor. The contract was executed, and on October 27, 2015, the project was initiated with an introductory presentation to the City Council. On December 8, 2015, ECONorthwest presented the

Council Meeting Minutes
January 12, 2016
Page 2

market feasibility portion of the study. The next step in the project is for the Council to discuss its vision for the future of the EGUV.

ECONorthwest will facilitate the above-referenced discussion with the City Council. In preparation for this meeting, the City Council is asked to review and be prepared to discuss the following questions:

- What City goals would you like to achieve through the development of the EGUV? How will the City be better in the future because of the development?
- What are the words you would use to characterize a successful EGUV site?
- What would the successful development of the remaining EGUV sites look like? Can you picture the types of buildings, uses or businesses that best capture your EGUV vision?
- How should the EGUV relate to neighboring properties and the surrounding area?

Discussion.

The Council held a lengthy session and discussed their vision for the 132nd corridor with the consultant. The consultant will come back to the Council at a future meeting with recommendations.

Summary of 2015 Snohomish County Tomorrow Growth Monitoring Report
(*Brian Holtzclaw, Mayor Pro Tem*)

The following agenda summary information was presented:

Snohomish County Tomorrow (SCT) annually prepares a report on growth trends in Snohomish County. The report is mandated by the Growth Management Act. On December 2, 2015, the 2015 SCT Growth Monitoring Report was presented to the SCT Steering Committee. Mayor Pro Tem Holtzclaw is the City's representative on the Steering Committee and will present a summary of the report.

Discussion.

Council discussed the report.

CONSENT AGENDA

Approval of Checks #54686 through #54804 and ACH Wire Transfers in the Amount of \$340,089.20.

(*Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd*)

Payroll and Benefit ACH Payments in the Amount of \$256,933.65.

(*Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd*)

Council Meeting Minutes of December 8, 2015

Council Meeting Minutes of December 22, 2015

There were no exceptions from the audit committee.

Council Meeting Minutes
January 12, 2016
Page 3

MOTION: Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda, Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pruitt reminded Council about the Snohomish County Cities dinner on January 21 at the Mill Creek Country Club.

Councilmember Bond reported that he attended his first Snohomish Health District meeting today as the new representative.

Councilmember Michelson reported that the next Art and Beautification Board meeting is tomorrow.

City Manager Polizzotto welcomed Interim City Attorney Scott Missall to the meeting. She reported on the City receiving a grant for a livescan fingerprinting machine. Lastly, she discussed a retreat date with the Council. The Council agreed on Saturday, February 20 to hold a Council retreat.

Councilmember Michelson reminded the Personnel Committee that they need to meet. She would like to coordinate a time for the committee and City Manager Polizzotto to meet to discuss the process.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:12 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk