



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. 2016-808

Next Resolution No. 2016-563

**November 1, 2016
City Council Meeting
6:00 PM**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

PRESENTATIONS:

- B. Promotional Recognition of Rod Fleming, Sergeant
(*Rebecca C. Polizzotto, City Manager*)

OLD BUSINESS:

- C. 2017-2018 Budget Review

Capital Improvement Plan - Part 2
(Rebecca C. Polizzotto, City Manager)

NEW BUSINESS:

- D. Arts & Beautification Board Appointments
(Council Interview Committee)
- E. Park Board Appointments
(Council Interview Committee)

REPORTS:

- F. Mayor/Council
- G. City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION:

- H. Public comment on items on, or not on, the agenda

ADJOURNMENT



Agenda Item # C
Meeting Date: **November 1, 2016**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2017-2018 BIENNIAL BUDGET PRESENTATION – PART III

ACTION REQUESTED: NONE

KEY FACTS AND INFORMATION SUMMARY:

The budget is an economic plan that focuses the City's financial and human resources on the accomplishment of specific goals and objectives established by the policy makers.

During Part I of the 2017-2018 Biennial Budget Presentation, the City Manager reviewed with the City Council the goals established by the Council during their annual retreat this year and discussed how those goals facilitate budget planning. The City Manager also presented for discussion with the City Council, proposed financial policies that serve as the framework for revenue and expenditure forecasting.

In Part II of the 2017-2018 Biennial Budget Presentation, the City Manager reviewed the proposed Pay & Classification Plan for the upcoming biennium and discussed how that Pay & Classification Plan, combined with the proposed allocation of personnel, provides the framework for achievement of the Council's goals and departmental strategic objectives.

In Part III of the 2017-2018 Biennial Budget Presentation, the City Manager will review the proposed Capital Improvement Plan with the City Council. To create a sustainable capital plan, the City must consider all capital needs as a whole, assess fiscal capacity, and understand the impact on reserves and operating budgets.

These first three budget presentations were designed to provide for Council consideration, the underlying policy assumptions supporting the development of the operating budget – revenues, personnel and capital impacts. At the November 22 Council meeting, all parts of the budget discussed thus far will be presented as a whole (revenue projections, operating costs and capital costs). The budget is tentatively scheduled for final adoption at the December 6 Council meeting.

CITY MANAGER RECOMMENDATION: The information presented is for purposes of fostering discussion between the City Manager and the City Council regarding the appropriate financial resources to dedicate for capital projects that facilitate achievement of the goals and objectives established by the Council.

City Council Agenda Summary
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ATTACHMENTS:

- Proposed Capital Improvement Plan

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

**City of Mill Creek
Capital Improvement Plan Funds
2017-2018**

FUND NAME	Projected Fund Balance 1/1/2017	Projected Revenues	Proposed CIP Expenditures	Projected Fund Balance 12/31/2018
General Fund (Capital Only)	2,034,000	185,000	1,061,000	1,158,000
Special Revenue Funds				
Annex Building	557,000	359,000	550,000	366,000
Capital Improvement Funds				
REET	2,656,000	1,520,000	2,930,000	1,246,000
Grants	-	4,526,000	4,526,000	-
Park Improvement	2,969,000	194,000	545,000	2,618,000
Traffic Mitigation	1,102,000	317,000	200,000	1,219,000
	<u>9,318,000</u>	<u>7,101,000</u>	<u>9,812,000</u>	<u>6,607,000</u>



City of Mill Creek, Washington
Capital Improvement Plan
2017 thru 2021

FUNDING SOURCE SUMMARY

Source	2017	2018	2019	2020	2021	Total
Annex Fund 145	125,000	425,000				550,000
General Fund	1,046,000	15,000	50,000			1,111,000
Grant - Federal			720,000			720,000
Grant - State	250,000	4,276,000				4,526,000
Park Mitigation	545,000					545,000
REET	281,000	2,649,000	1,030,000			3,960,000
Traffic Mitigation	100,000	100,000				200,000
GRAND TOTAL	2,347,000	7,465,000	1,800,000			11,612,000

City of Mill Creek, Washington
Capital Improvement Plan
 2017 thru 2021

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Community and Economic Dev								
Gateway and SR 527 Median Landscaping	18-ROAD-13	3		15,000	100,000			115,000
Community and Economic Dev Total				15,000	100,000			115,000
Information Technology								
Citywide Computer Workstation Replacement	17-IT-01	3	105,000		50,000			155,000
Data Backup System Replacement	17-IT-02	3	35,000					35,000
Mobile Device Management and Encryption	17-IT-03	4	10,000					10,000
Server Room Update/Remodel	17-IT-05	3	10,000					10,000
Security Information & Event Management Tool	17-IT-08	2	18,000					18,000
City Hall Campus Wireless Access	18-IT-04	3		15,000				15,000
Information Technology Total			178,000	15,000	50,000			243,000
Infrastructure								
Bridge Load Rating	17-BRDG-01	2	20,000					20,000
Seattle Hill Road Widening w/SnoCo	17-ROAD-01	2	100,000	100,000				200,000
35th Avenue SE Reconstruction	17-ROAD-02	3	100,000	5,900,000				6,000,000
Citywide Traffic Signal Upgrades	17-ROAD-03	3	75,000					75,000
Seattle Hill Road Preservation	18-PAVE-03	3		250,000	1,650,000			1,900,000
164th Street Corridor Adaptive Signal System	18-ROAD-04	4		50,000				50,000
Infrastructure Total			295,000	6,300,000	1,650,000			8,245,000
Parks								
North Pointe Park Design & Construction Documents	17-PARK-03	4	530,000					530,000
Cougar Park, Phase 2	17-PARK-04	4	15,000					15,000
Mill Creek Sports Park - Turf & Light Replacement	18-PARK-02	3	65,000	710,000				775,000
Parks Total			610,000	710,000				1,320,000
Public Safety								
Police / Engineering Total Station	17-EQUIP-03	4	42,000					42,000
Armory Parts Washer	17-EQUIP-11	4	17,000					17,000
Public Safety Total			59,000					59,000
Public Works								
Public Works Shop	17-BLDG-02	4	900,000					900,000
City Hall - North Roof and Seismic Retrofit	17-BLDG-03	3		425,000				425,000
City Hall - North HVAC Control System	17-BLDG-04	3	125,000					125,000
Chipper	17-EQUIP-04	1	25,000					25,000
Dump Trailer	17-EQUIP-05	4	10,000					10,000
ROW Inspector Vehicle	17-VEH-09	3	25,000					25,000
Maintenance Crew Vehicle	17-VEH-10	3	35,000					35,000
Flatbed Truck	17-VEH-12	3	85,000					85,000

Produced Using the Plan-It Capital Planning Software

Thursday, October 27, 2016

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Public Works Total			1,205,000	425,000				1,630,000
GRAND TOTAL			2,347,000	7,465,000	1,800,000			11,612,000

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

Type	Maintenance / Repair	Department	Community and Economic Dev
Useful Life	20 years	Contact	Dir. Community Dev.
Category	Roadway	Priority	3 Maintain Current Service Lev

Total Project Cost \$115,000

Description

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



Justification

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

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

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

Budget Impact/Other

Project #	17-IT-01
Project Name	Citywide Computer Workstation Replacement

Type	Replacement Vehicles / Equip	Department	Information Technology
Useful Life	3-5 Years	Contact	IT Director
Category	IT Hardware Software	Priority	3 Maintain Current Service Lev

Total Project Cost \$230,000

Description

This project is to replace 60 computer workstations and associated monitors in 2017. In 2013 the City spent approximately \$13,000 to upgrade the current computer workstations to extend their life as much as possible. This has allowed the City to utilize the computers for nearly 9 years, well beyond the typical lifespan of 3-5 years. Several other IT projects depend on bringing the computer workstations up-to-date, such as upgrading to the latest version of Office and migrating to a cloud-based email server, so this project is a top priority. Increasingly, end users have multiple programs open at once and are multi-tasking while they work. Therefore, this proposal includes dual monitors as the standard configuration.

This project is also to replace 9 police vehicle ruggedized laptops and docking stations in 2019. The current police vehicle laptops were purchased in January of 2014 with a 5 year warranty and will reach the end of their useful life in early 2019. Due to the critical functions the police laptops serve (dispatching, officer to officer communications, case report writing, license plate lookup, driver's license lookup, ticket writing, and call look-up) it is not recommended to extend the life of these laptops beyond their 5 year warranty period as an out-of-warranty failure will result in a vehicle being taken out of service for an extended period of time.

By 2022 the City's deployment of approximately 60 computer workstations will be 5 years old and need to be replaced again. However, the monitors purchased in 2017 should still be usable for several more years so the cost will not be as high as in 2017. Funds have been allocated to replace 30 computers in 2022 and 30 computers in 2023.

Justification

The 60 computer workstations needing replacement in 2017 were purchased in 2008-2009 and will be 8-9 years old in a few months. The typical life of a computer workstation is 3-5 years. To be efficient a user needs to have a computer that can run at an adequate speed and be able to stay up-to-date with software versions. Dual monitors are recommended as the standard configuration because multiple job tasks such as plan review, records processing, permit processing, case writing, and agenda prep benefit from dual monitors through increased productivity.



The 9 police vehicle ruggedized laptops are utilized 24 hours a day and often in severe conditions. By early 2019 they will no longer be under warranty and will require replacement due to the critical functions they serve.

By 2022 the City's deployment of 60 computers will be 5 years old and should be replaced again as the standard refresh cycle is 3-5 years. To adequately run the latest versions of programs such as Microsoft Windows and Microsoft Office, the computer workstations need to be kept reasonably up-to-date. Additionally, older equipment is more expensive to own as its maintenance costs rise and replacement parts are more difficult to purchase.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	105,000		50,000			37,500	37,500				230,000
Total	105,000		50,000			37,500	37,500				230,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	105,000		50,000			37,500	37,500				230,000
Total	105,000		50,000			37,500	37,500				230,000

Budget Impact/Other

Project # 17-IT-02
Project Name Data Backup System Replacement

Type Replacement Vehicles / Equip **Department** Information Technology
Useful Life 5 Years **Contact** IT Director
Category IT Hardware Software **Priority** 3 Maintain Current Service Lev

Total Project Cost \$35,000

Description

The City's current computer data backup system is tape-based and over 5 years old. This project is to replace the existing system with a current generation solution that is vastly more automated and provides additional functionality to better protect the City's data in the event of hardware failure or catastrophic event. The City has several types of important data stored on local servers that need to be backed up including email, police digital audio & photo evidence, permit data, plat maps, GIS maps, aerial imaging, council audio recordings, council agendas, council resolutions, City photos, City contracts, capital planning database, budget documents, HR files, scanned documents, general city documents, and server operating system images. Part of the project will be to implement an automated offsite backup component to protect the City's data in the event of a catastrophic event such as a fire or earthquake. The National Institute of Standards and Technology recommend that offsite backups be maintained in a separate location so that the probability of a single event destroying both the operational data files and offsite location is small. As part of the new solution, public and private cloud-based options will be evaluated.



Justification

The current tape-based system has reached capacity and can no longer perform a full backup of the City's critical data every night. A replacement must be put in place to ensure the protection of the City's electronic data to ensure full protection from accidental deletion of data as well as from catastrophic events.

Additionally, the current system requires the IT Director to swap the tape every day. If he is on vacation or otherwise offsite he must coordinate with someone else to swap the tape. On holidays, the backup does not run at all. A fully automated system will free up staff time to be used for higher level and more important tasks.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	35,000										35,000
Total	35,000										35,000

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

Budget Impact/Other

Ongoing support/maintenance and licensing costs after the initial purchase of the equipment. Most vendors provide significant discounts for purchasing several years of support/maintenance/licensing.

Budget Items	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Operating Supplies		8,000	8,000	8,000	8,000	8,000					40,000
Total		8,000	8,000	8,000	8,000	8,000					40,000

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

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

Total Project Cost \$10,000

Description

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

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

Justification

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



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

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

Budget Impact/Other

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

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

Project # 17-IT-05
Project Name Server Room Update/Remodel

Type Construction **Department** Information Technology
Useful Life 10-20 Years **Contact** IT Director
Category IT Hardware Software **Priority** 3 Maintain Current Service Lev

Total Project Cost \$10,000

Description

The City Hall server / networking main distribution frame (MDF) room is in need of upgrades and retrofitting to reduce the risk of damage to the servers and network infrastructure IT equipment. Currently there is a water-based fire suppression sprinkler above the server and networking racks. Additionally, the flooring is carpet which can generate static and damage computer equipment. This project would cap off the wet sprinkler and replace it with a computer-friendly fire suppression system as well as remove the carpeting and replace it with computer-friendly flooring. The IT Security Audit performed by the State Auditor’s Office identified the wet sprinkler as a risk to the City's IT Security and gave it a risk rating of "High".

Justification

The current server / networking main distribution frame room is a repurposed storage closet with only minor changes made to accommodate servers and networking equipment. Several items were discovered during the IT security audit as needing correction (e.g. wet sprinkler, no grounding of equipment racks). While many services have already been moved to the cloud and more will be in the future, there will always be a need for some amount of IT equipment to be located in the City Hall Building. Examples of these include the keycard entry system, workstation networking equipment, telephone system, and the firewall. These upgrades are necessary to protect the City's substantial investment IT equipment.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	10,000										10,000
Total	10,000										10,000

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

Budget Impact/Other

Normal building maintenance.

Project #	17-IT-08
Project Name	Security Information & Event Management Tool

Type	New Vehicles / Equipment	Department	Information Technology
Useful Life	3-4 Years	Contact	IT Director
Category	IT Hardware Software	Priority	2 Legal Obligation

Total Project Cost \$18,000

Description

Security Information & Event Management (SIEM) software is used to collect security and event logs from various IT devices to provide for required auditing, alerting, and reporting. The FBI Criminal Justice Information Systems (CJIS) Policy requires that information systems generate audit records for various events, such as: successful/unsuccessful log-on attempts, changes to account passwords, changes to files, delete permissions, change permissions, etc. Additionally, these audit records must be retained for at least 1 year. The IT Security Audit performed by the State Auditor's Office also recommended the implementation of a Security Information and Event Management Tool citywide and rated it at a "High" risk.

Justification

Logging of audit records is a requirement of the FBI CJIS policy and the City is not currently able to meet that requirement and will have a finding in our current audit by the Washington State Patrol. If we do not implement a solution they may restrict our access to the State criminal justice databases. Additionally, this is recommendation from the IT Security Audit and IT security best practices.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	16,000										16,000
Professional Services	2,000										2,000
Total	18,000										18,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	18,000										18,000
Total	18,000										18,000

Budget Impact/Other

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

Budget Items	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Operating Supplies		2,000	2,000	2,000	2,000	2,000					10,000
Total		2,000	2,000	2,000	2,000	2,000					10,000

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

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

Total Project Cost \$15,000



Description

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

Justification

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

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

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

Budget Impact/Other

Annual renewal fees for maintenance/support/licensing.

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

Project #	17-BRDG-01
Project Name	Bridge Load Rating

Type	Maintenance / Repair	Department	Infrastructure
Useful Life	20 years	Contact	Public Works Director
Category	Bridge	Priority	2 Legal Obligation

Total Project Cost \$20,000

Description

Consultant analysis to evaluate load carrying capacity of the four City-owned bridges over 20 feet long. Bridge locations are on 164th Street SE over North Creek, 153rd Street SE over North Creek, 144th Street SE over Penny Creek, and Mill Creek Road over Penny Creek. Bridges were originally load rated for legal design loads at the time of construction.



Justification

In 2013, the Federal Highway Administration issued a requirement to analyze bridges over 20 feet long for a new design standard, a specialized haul vehicle, which has to be completed by end of 2017. The analysis work is beyond in-house staff capabilities and will require a specialized structural engineering consultant. In addition, the four bridges should be re-rated for legal design loads to evaluate future life span.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Professional Services	20,000										20,000
Total	20,000										20,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET	20,000										20,000
Total	20,000										20,000

Budget Impact/Other

None

Project #	17-ROAD-02		
Project Name	35th Avenue SE Reconstruction		
Type	Construction	Department	Infrastructure
Useful Life	30 years	Contact	Public Works Director
Category	Roadway	Priority	3 Maintain Current Service Lev

Total Project Cost \$6,000,000

Description

Reconstruction of 35th Avenue SE between 144th Street SE and 141st Street SE. The new roadway will be above projected high water levels on top of a pin-pile supported reinforced concrete slab. The current consultant will need to finalize design and permitting work for bid documents in 2017 for construction in 2018, and the City will also need consultant inspection services for this large scale project.



Justification

35th Avenue SE was built on a peat deposit and has been sinking since the road was widened by Snohomish County in 2003. Some sections have sunk by over two feet and continue to settle at the rate of approximately 1/2" per year. The roadway can be closed by flooding during high water events caused by winter storms or beaver activity, which will continue to get worse as the roadway sinks. Design and permitting are nearly complete, and \$4.0 million in funding was awarded for construction as part of the State Transportation Package (CWA).

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction		5,500,000									5,500,000
Professional Services	100,000	400,000									500,000
Total	100,000	5,900,000									6,000,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Grant - State		4,000,000									4,000,000
REET	100,000	1,900,000									2,000,000
Total	100,000	5,900,000									6,000,000

Budget Impact/Other

No new operational expenses will result from this project.

Project # 17-ROAD-03
Project Name Citywide Traffic Signal Upgrades

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

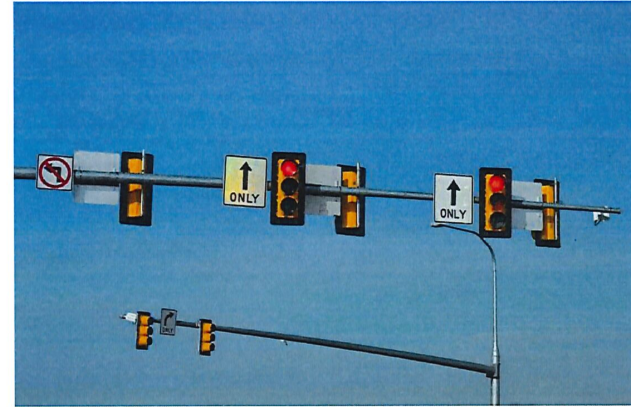
Total Project Cost \$75,000

Description

On all seven City-owned traffic signals, install new pedestrian pushbutton systems, new conflict monitors and replace existing Type 170 controllers with new Model 2070E controllers. At the three oldest City signals, specifically 164th Street at Mill Creek Blvd, Dumas Rd at Park Road, and Mill Creek Road at Village Green Drive, install a new side mounted battery backup system. All work would be done by Snohomish County signal maintenance crews.

Justification

The City owns seven traffic signals that are operated and maintained by Snohomish County, and all are interconnected to the County's master traffic control center. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for signals to work with the County's intergrated system. Installing battery backups will ensure signal operation during a power outage. Installing new pedestrian pushbuttons will help meet current ADA standards.



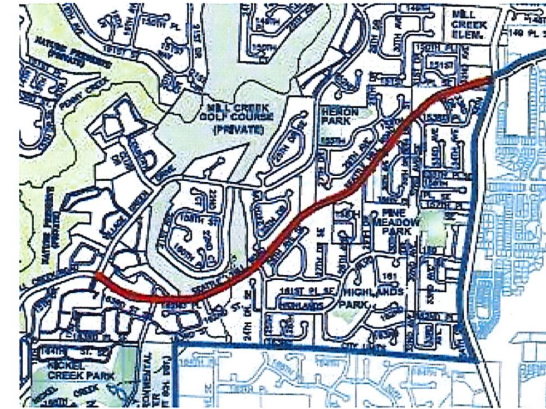
Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	75,000										75,000
Total	75,000										75,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
REET	75,000										75,000
Total	75,000										75,000

Budget Impact/Other

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

Project #	18-PAVE-03		
Project Name	Seattle Hill Road Preservation		
Type	Construction	Department	Infrastructure
Useful Life	20 years	Contact	Public Works Director
Category	Pavement	Priority	3 Maintain Current Service Lev
Total Project Cost		\$1,900,000	



Description

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

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

Justification

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

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

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

Budget Impact/Other

No new operational expenses will result from this project.

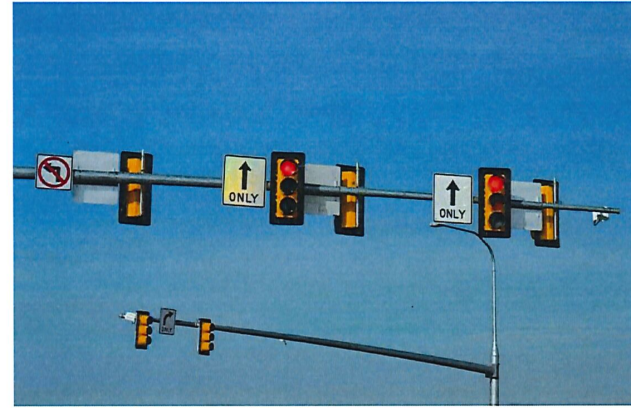
Project #	18-ROAD-04
Project Name	164th Street Corridor Adaptive Signal System

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

Total Project Cost \$50,000

Description

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



Justification

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

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

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

Budget Impact/Other

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

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

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

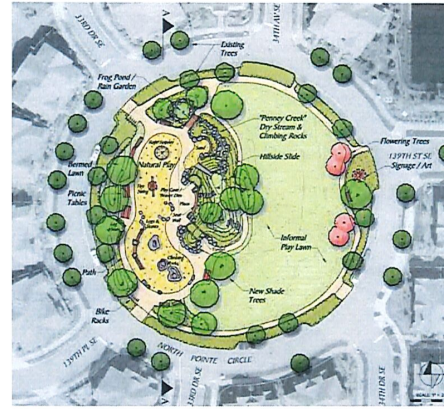
Total Project Cost \$530,000

Description

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

Justification

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



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	500,000										500,000
Professional Services	30,000										30,000
Total	530,000										530,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Park Mitigation	530,000										530,000
Total	530,000										530,000

Budget Impact/Other

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

Project #	17-PARK-04
Project Name	Cougar Park, Phase 2

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

Total Project Cost \$15,000

Description

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



Justification

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

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

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

Budget Impact/Other

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

Project #	18-PARK-02		
Project Name	Mill Creek Sports Park - Turf & Light Replacement		
Type	Maintenance / Repair	Department	Parks
Useful Life	10 years	Contact	Public Works Director
Category	Parks	Priority	3 Maintain Current Service Lev

Total Project Cost \$775,000

Description

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

Justification

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

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



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

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

Budget Impact/Other

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

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

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

Total Project Cost \$42,000

Description

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

Justification

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

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



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

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

Budget Impact/Other

There are no anticipated future budget impacts.

Project #	17-EQUIP-11
Project Name	Armory Parts Washer

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

Total Project Cost \$17,000

Description

System-One Model 501S fully recyclable parts washer to be used to clean all parts of handguns and long guns as well as equipment associated with the firearms training and use program. This system recovers 100% of cleaning solvent perpetually and eliminates 100% of solvent waste and is wholly VOC free. This equipment will be installed in the recently-renovated armory that is contained in the police department remodel. In addition, an HVAC system modification will be required to vent fumes from the Armory to the outside, which will likely involve new structural penetrations in the roof and/or exterior wall. Work would include a design / build RFP and permitting by the contractor.

Justification

Our firearms training and usage program is conducted on two levels: 1) off-site training with department-provided ammunition at area ranges, and 2) range time at the SCSO range four times per year for training and qualifications. This requires the cleaning and maintenance of our weapons. While the SCSO range has the appropriate equipment for cleaning, many times our available time at the facility is limited. Often, our weapons are cleaned at the PD afterwards, using aerosol cleaners on the squad room countertop. This equipment will allow us to safely use VOC free solvents to clean our weapons and the ability to recycle 100% of the used solvent for future use.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	10,000										10,000
Equipment / Furnishings	7,000										7,000
Total	17,000										17,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	17,000										17,000
Total	17,000										17,000

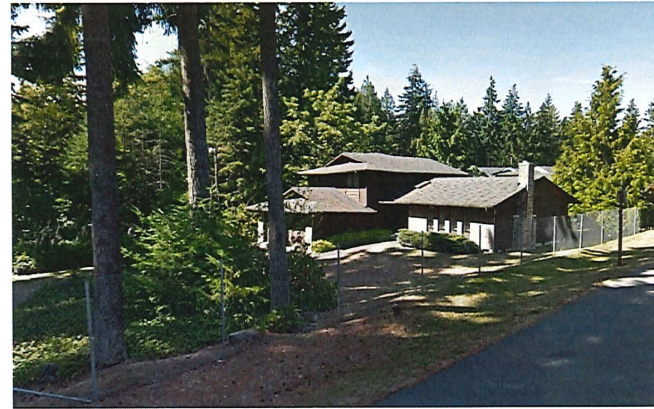
Budget Impact/Other

There are no anticipated future budget impacts.

Project # 17-BLDG-02
Project Name Public Works Shop

Type Construction **Department** Public Works
Useful Life 30 years **Contact** Public Works Director
Category Buildings **Priority** 4 Expand Service Levels

Total Project Cost \$900,000



Description

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

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

Justification

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

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Construction	750,000										750,000
Professional Services	150,000										150,000
Total	900,000										900,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
General Fund	650,000										650,000
Grant - State	250,000										250,000
Total	900,000										900,000

Budget Impact/Other

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

Project #	17-BLDG-03		
Project Name	City Hall - North Roof and Seismic Retrofit		
Type	Maintenance / Repair	Department	Public Works
Useful Life	20 years	Contact	Public Works Director
Category	Buildings	Priority	3 Maintain Current Service Lev

Total Project Cost \$425,000



Description

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

Justification

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

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

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

Budget Impact/Other

No new operational costs or impacts associated with this project.

Project # 17-BLDG-04
Project Name City Hall - North HVAC Control System

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

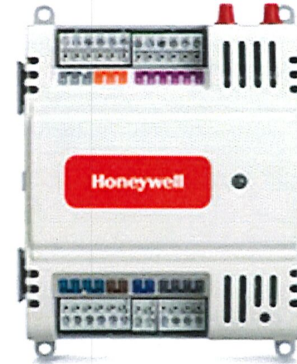
Total Project Cost \$125,000

Description

The HVAC control system for the City Hall North building is in need of replacement. An energy efficiency engineer from Snohomish PUD inspected the overall HVAC system in the City Hall North building and made several recommendations. Replacing the HVAC control system was the highest priority, but several individual heat pumps also need to be replaced. Work will be a contractor design / build RFP instead of typical architect design / bid / build process.

Justification

The display on the circa 1980's combined monitor / computer for the HVAC control system has failed, and if the system dies or malfunctions, there is currently no way to reset it or get it running again. The computer includes the programming that has all the control points and schedules for the 23 individual heat pumps in the building, and also controls the boiler and cooling tower outside the building. Without the monitor it is not possible to change any operational settings.



Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	125,000										125,000
Total	125,000										125,000

Funding Sources	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Annex Fund 145	125,000										125,000
Total	125,000										125,000

Budget Impact/Other

No new operational costs or impacts associated with this project.

Project # 17-EQUIP-04

Project Name Chipper

Type Replacement Vehicles / Equip **Department** Public Works
Useful Life 10 years **Contact** Public Works Director
Category Equipment **Priority** 1 Imminent Threat to Public W

Total Project Cost \$25,000



Description

Replacement equipment for the existing tow-behind wood chipper used by Public Works maintenance crew. A new chipper should have a 9-inch limb capacity to handle large storm debris.

Justification

The chipper is used seasonally in the fall and winter to mulch tree debris for easier disposal and reuse, typically with tree pruning or storm debris cleanup activities. The existing chipper was a low quality used purchase, is unreliable for operation when needed during storm events, undersized for larger debris, and does not meet current safety standards. Crew members have had several near misses with feeding limbs into the existing chipper, which could have been tragic accidents.

Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Equipment / Furnishings	25,000										25,000
Total	25,000										25,000

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

Budget Impact/Other

Replacement equipment; therefore, there will be no new operating expenses associated with this item.

Project # 17-EQUIP-05
Project Name Dump Trailer

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

Total Project Cost \$10,000

Description

New utility trailer with a dump capacity to unload maintenance materials and debris.



*This photo may not depict standard options.

Justification

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

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

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

Budget Impact/Other

Occasional repair costs

Project # 17-VEH-09
Project Name ROW Inspector Vehicle

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

Total Project Cost \$25,000



Description

Replacement vehicle for the 1998 Jeep currently being driven by the ROW Inspector. Replacement should be a mid-sized pickup truck or SUV.

Justification

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

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

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

Budget Impact/Other

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

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

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

Total Project Cost \$35,000



Description

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

Justification

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

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

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

Budget Impact/Other

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

Project # 17-VEH-12
Project Name Flatbed Truck

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

Total Project Cost \$85,000



Description

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

Justification

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

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

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

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

Budget Impact/Other

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



Agenda Item # D&E

Meeting Date: November 1, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: APPOINTMENTS TO THE ART & BEAUTIFICATION BOARD
AND PARKS & RECREATION BOARD**

ACTION REQUESTED:

Make appointments to the Art and Beautification Board and the Parks and Recreation Board.

KEY FACTS AND INFORMATION SUMMARY:

There are currently 5 vacancies on the Art and Beautification Board and 4 vacancies on the Parks and Recreation Board. Notices soliciting new members to both boards were posted at City Hall, on the City's website and press releases were sent to the local newspapers.

Three individuals provided written responses to the notice for the vacant positions on the Art and Beautification Board and two responses for the Parks and Recreation Board. Interviews are scheduled with the Council Interview Committee at 5:00 p.m. on Tuesday before the Council meeting.

The available positions are as follows:

Art and Beautification Board:

- 3 full-term vacancies expiring October 31, 2019
- 2 mid-term vacancies expiring October 31, 2017 and October 31, 2018

Parks and Recreation Board:

- 3 full-term vacancies expiring October 31, 2019
- 1 mid-term vacancy expiring October 31, 2017

Staff will continue to recruit for the remainder of the vacancies.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Written responses expressing a desire to serve on the Art and Beautification Board from:

- Loyt Nieman (incumbent)
- Michelle Edwards (new)
- Paula Dickman (new)

Written responses expressing a desire to serve on the Parks and Recreation Board from:

- David Chapin (incumbent)
- James Erlewine (incumbent)

City Council Agenda Summary
Page 2

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY2016\Board Appointments 2016.docx

Board & Commission Interest - Submission #1434

Date Submitted: 10/13/2016

First Name*

Michelle

Last Name*

Edwards

Address1*

Po box 12068

Address2

City*

Mill Creek

State

Wa

Zip

98082

Phone Number

4252059971

Email Address*

Seelebelle@yahoo.com

Which boards and/or commissions are you interested in serving?*

- | | |
|--|--|
| <input checked="" type="checkbox"/> Art & Beautification Board | <input type="checkbox"/> Library Board |
| <input type="checkbox"/> Board of Appeals and Adjustments | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Design Review Board | <input type="checkbox"/> Youth Advisory Board |

Kim Mason-Hatt

From: loytneiman@comcast.net
Sent: Monday, September 19, 2016 9:27 PM
To: Kim Mason-Hatt
Subject: Member of the board

Kim, I would like to stay on the Arts and Beautification board. Let me know. Thanks, Loyt

Kim Mason-Hatt

From: paula dickman <gohappygirl4@gmail.com>
Sent: Thursday, July 14, 2016 1:46 PM
To: Kim Mason-Hatt
Subject: Art & Beautification Board

Hi Kim!
I just spoke to you regarding the Mill Creek Great Garden Award.
Sadly, I understand why the awards have been postponed for this year.
Maybe I can help by becoming a board member!!!!

My husband (David) and I have lived in the city of Mill Creek for almost 10 years. We have watched our city grow and certainly change.
Our love of gardening and nature is apparent in everything we do. As I mentioned, we were one of the recipients of the 2014 Great Garden Award.
Being a part of the A & BB would be interesting, fun, educational and would give me an opportunity to see first hand, the involvement the board has in making our great city even greater.

I am retired from executive retail management. David has a mental health private practice, with offices in Lynnwood and Federal Way.
We have two super cute Bichon Frise rescue pups.

It would be an honor to serve on the Art & Beautification Board.
Thank you,
Paula Dickman
425-327-5419

10/19 - Still interested

Kim Mason-Hatt

From: J Erlewine <jameserlewine@yahoo.com>
Sent: Friday, September 30, 2016 10:27 AM
To: Kim Mason-Hatt
Subject: Re: Parks & Recreation Board

Kim:

I am very interested in remaining on the City of Mill Creek's Parks and Recreation Board for another term. Please let this serve as notice and keep me posted and let me know what questions you, staff or the City Council may have.

Regards,

Jim Erlewine

On Sep 27, 2016, at 5:23 PM, Kim Mason-Hatt <kimm@cityofmillcreek.com> wrote:

Just to remind you your position on the Parks and Recreation Board is expiring on 10/31/2016. If you are interested in reapplying please send Letter of Interest to either myself or the City Clerk, Kelly Chelin, before October 14th. We have tentatively scheduled interviews to occur on October 25th before the Council meeting and will contact applicants directly to arrange specific times. Please let me know if you have any questions.

Thank you,

<image001.png>

Kim Mason-Hatt
Administrative Aide
kimm@cityofmillcreek.com
P: 425-921-5730 | F: 425-745-9650

NOTE: This email is considered a public record and may be subject to public disclosure.

David M. Chapin

2515 133rd Place SE
Mill Creek, Washington 98012-5642

(425) 337-9879

From Private or Blocked numbers *82 425 337-9879

E-Mail: dchapin@ieee.org or jdchapin@frontier.com

October 3, 2016

City of Mill Creek
Attn: Kim Mason-Hatt
15728 Main Street
Mill Creek, Washington 98012

Re: Mill Creek Parks and Recreation Advisory Board

Dear Kim:

I would like to volunteer my services to continue as a member of the Mill Creek Parks and Recreation Advisory Board.

Since 1983 I have lived in what became part of Mill Creek with the Northeast Area Annexation and have spent many hours walking through the parks of Mill Creek. My recent year as a member of the Parks and Recreation Advisory Board has brought more city activities to my attention than the previous twenty-nine years combined.

I have a tradition of service to the community as an advisor to the CIS program at Edmonds Community College since 1984 and now more than eight years as an advisor to the Career and Technical Education program for the Edmonds School District.

I hold degrees in Economics and Physical Oceanography from the University of Washington and have spent years working with teams on projects requiring allocation of limited resources to accomplish goals on schedule.

I would be happy to meet with you and try to answer any questions you might have.

Thank you for your time and consideration.

Sincerely,

David M. Chapin



Agenda Item # D&E

Meeting Date: November 1, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: APPOINTMENTS TO THE ART & BEAUTIFICATION BOARD
AND PARKS & RECREATION BOARD**

ACTION REQUESTED:

Make appointments to the Art and Beautification Board and the Parks and Recreation Board.

KEY FACTS AND INFORMATION SUMMARY:

There are currently 5 vacancies on the Art and Beautification Board and 4 vacancies on the Parks and Recreation Board. Notices soliciting new members to both boards were posted at City Hall, on the City's website and press releases were sent to the local newspapers.

Three individuals provided written responses to the notice for the vacant positions on the Art and Beautification Board and two responses for the Parks and Recreation Board. Interviews are scheduled with the Council Interview Committee at 5:00 p.m. on Tuesday before the Council meeting.

The available positions are as follows:

Art and Beautification Board:

- 3 full-term vacancies expiring October 31, 2019
- 2 mid-term vacancies expiring October 31, 2017 and October 31, 2018

Parks and Recreation Board:

- 3 full-term vacancies expiring October 31, 2019
- 1 mid-term vacancy expiring October 31, 2017

Staff will continue to recruit for the remainder of the vacancies.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Written responses expressing a desire to serve on the Art and Beautification Board from:

- Loyt Nieman (incumbent)
- Michelle Edwards (new)
- Paula Dickman (new)

Written responses expressing a desire to serve on the Parks and Recreation Board from:

- David Chapin (incumbent)
- James Erlewine (incumbent)

City Council Agenda Summary
Page 2

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY2016\Board Appointments 2016.docx

Board & Commission Interest - Submission #1434

Date Submitted: 10/13/2016

First Name*

Michelle

Last Name*

Edwards

Address1*

Po box 12068

Address2

City*

Mill Creek

State

Wa

Zip

98082

Phone Number

4252059971

Email Address*

Seelebelle@yahoo.com

Which boards and/or commissions are you interested in serving?*

- | | |
|--|--|
| <input checked="" type="checkbox"/> Art & Beautification Board | <input type="checkbox"/> Library Board |
| <input type="checkbox"/> Board of Appeals and Adjustments | <input type="checkbox"/> Parks and Recreation Advisory Board |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Design Review Board | <input type="checkbox"/> Youth Advisory Board |

Kim Mason-Hatt

From: loytneiman@comcast.net
Sent: Monday, September 19, 2016 9:27 PM
To: Kim Mason-Hatt
Subject: Member of the board

Kim, I would like to stay on the Arts and Beautification board. Let me know. Thanks, Loyt

Kim Mason-Hatt

From: paula dickman <gohappygirl4@gmail.com>
Sent: Thursday, July 14, 2016 1:46 PM
To: Kim Mason-Hatt
Subject: Art & Beautification Board

Hi Kim!

I just spoke to you regarding the Mill Creek Great Garden Award.
Sadly, I understand why the awards have been postponed for this year.
Maybe I can help by becoming a board member!!!!

My husband (David) and I have lived in the city of Mill Creek for almost 10 years. We have watched our city grow and certainly change.
Our love of gardening and nature is apparent in everything we do. As I mentioned, we were one of the recipients of the 2014 Great Garden Award.
Being a part of the A & BB would be interesting, fun, educational and would give me an opportunity to see first hand, the involvement the board has in making our great city even greater.

I am retired from executive retail management. David has a mental health private practice, with offices in Lynnwood and Federal Way.
We have two super cute Bichon Frise rescue pups.

It would be an honor to serve on the Art & Beautification Board.
Thank you,
Paula Dickman
425-327-5419

10/19 - Still interested

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David M. Chapin

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: October 27, 2016

November 8, 2016 – Work Session

- Employee Recognition – Veterans
- Presentation – Veteran’s Day Events
- Community Transit Swift 2 Development Agreement

November 22, 2016

- Preliminary Budget Presentation
 - Revenue Projections
 - Personnel Projections
 - Contracted Expenses
 - Operating Expenses
- Property & EMS Tax Levy Public Hearing
 - Notice to be published on November 13
 - Certified Ordinances to County by November 30
 - EMS Tax
- Planning Commission appointment

December 6, 2016

- Budget Adoption Public Hearing (*Notice published on November 23 & November 29*)
- Presentation: Fire Department Contract Analysis

December 13, 2016

December 20, 2016

Work in Progress – Upcoming Agenda Items

- Social Media Policy
- Code Revision – Repeal of Board of Appeals/Adjustment
- City Wide 911 Addressing Issues
- City Hall North HVAC Control System Replacement Contract
- Fire Contract
- Public Works Shop Design

Possible Work Session Topics for Discussion

- Governance Manual
- Fire Contract
- CIP
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- Parking Codes
- Business signs
- Fiscal policy basics: long term plan/alternatives for eliminating deficit spending
- Status update on PW Shop ideas
- MCCA storm water discussions
- Sports Fields
- Repair Issues
- City Legislative Priorities
- Utility Project Management
- Police Staffing
- Review of Criminal Justice Costs/Alternatives
- 35th Street Project Design Status Update
- Status update on County's SHR project
- 128th St as an ST3 Station
- Issues re: no parking on sidewalks
- Personnel Policies
- Development Projects in Progress
- Hotel/Motel Theater Tax
- Resort Fees