



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. 2016-807
Next Resolution No. 2016-542

March 22, 2016
City Council Meeting
6:00 p.m.

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

PRESENTATIONS:

- B. Employee Recognition - Milestone Anniversaries

OLD BUSINESS:

- C. Briefing - East Gateway Urban Village
(*Rebecca C. Polizzotto, City Manager*)

PUBLIC HEARING:

- D. Potential Extension of the Moratorium on Acceptance of Binding Site Plans in the East Gateway Urban Village Until September 30, 2016
(*Rebecca C. Polizzotto, City Manager*)

NEW BUSINESS:

- E. Hazard Mitigation Plan
(*Rebecca C. Polizzotto, City Manager*)
- F. 2016 Concrete Replacement Program and Pilot Tree Project
(*Rebecca C. Polizzotto, City Manager*)
- G. Resolution Designating City of Mill Creek Agents for FEMA 4249-DR-WA Application for Disaster Assistance Plan
(*Rebecca C. Polizzotto, City Manager*)

CONSENT AGENDA:

- H. Approval of Checks #55059 through #55134 and ACH Wire Transfers in the Amount of \$144,174.40.
(*Audit Committee: Councilmember Todd and Councilmember Michelson*)
- I. Payroll and Benefit ACH Payments in the Amount of \$279,255.68.
(*Audit Committee: Councilmember Todd and Councilmember Michelson*)
- J. Special City Council Meeting Minutes of February 20, 2016
- K. City Council Meeting Minutes of February 23, 2016
- L. City Council Meeting Minutes of March 1, 2016
- M. City Council Meeting Minutes of March 8, 2016

REPORTS:

- N. Mayor/Council
- O. City Manager

AUDIENCE COMMUNICATION:

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

ADJOURNMENT



Agenda Item # _____
Meeting Date: March 22, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 132ND STREET CORRIDOR AND EAST GATEWAY URBAN VILLAGE DISCUSSION

KEY FACTS AND INFORMATION SUMMARY:

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 market feasibility portion of the study. On January 12, 2016, the City Council held a visioning workshop to discuss what they would like to see in the East Gateway Urban Village and the remaining 132nd Street Corridor. On February 23, 2016, ECONorthwest presented summary results of a market assessment of scenarios and identified the incentives or actions that would likely be necessary to implement higher end retail development.

During the discussion at the February 23, 2016 meeting, the City Council requested that staff meet with members of the development community to discuss the results of the ECONorthwest study. Consistent with that direction, staff, along with Mayor Pro Tem Holtzclaw, met with two developers. The results of that discussion will be shared with the City Council at the March 22 Council meeting.

Upon initiation of the ECONorthwest study, the City Council enacted a moratorium for the undeveloped portions of the East Gateway Urban Village (EGUV). That moratorium has been extended once, and is currently set to expire on April 1, 2016. If, based upon the results of the ECONorthwest study, the City Council determines that changes to the City's Comprehensive Plan and/or zoning regulations are warranted, the moratorium will need to be extended to accomplish that work. The length of the extension will depend upon the scope of changes requested by the City Council.

Questions pertinent to the Council's determination of whether to change the Comprehensive Plan or zoning regulations for the EGUV include, but are not limited to, the following:

1. Is the Council willing to change the pedestrian focus of the EGUV?
2. Does the Council want to commit City funds to construction of the "Spine Road"?
3. Does the Council want to enhance the landscaping and design standards for the EGUV?
If so, in what way?
4. Does the Council want to eliminate "mixed use" from the allowed uses in the EGUV?
5. Does the Council want to eliminate "multifamily" from the allowed uses in the EGUV?
6. Does the Council want to allow drive through businesses in the EGUV?
7. Is the Council willing to allow vehicle centric uses such as fueling stations in the EGUV?

City Council Agenda Summary
Page 2

CITY MANAGER RECOMMENDATION:

None at this time, information and discussion only.

ATTACHMENTS:

None

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\132nd Street Corridor.docx



Agenda Item # _____
Meeting Date: March 22, 2016

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: PUBLIC HEARING REGARDING EXTENDING THE MORATORIUM ON ACCEPTANCE OF BINDING SITE PLANS IN THE EAST GATEWAY URBAN VILLAGE UNTIL SEPTEMBER 30, 2016.

KEY FACTS AND INFORMATION SUMMARY: On June 23, 2015, the City Council adopted Ordinance No. 2015-795, imposing a moratorium on the submission, acceptance, or processing of new binding site plan applications for properties in the East Gateway Urban Village (EGUV). In compliance with state law, the City Council held a public hearing on July 28, 2015, and adopted Ordinance No. 2015-797 adopting findings of fact. On December 22, 2015, the moratorium was extended until March 31, 2016, following a public hearing through the adoption of Ordinance 2015-805.

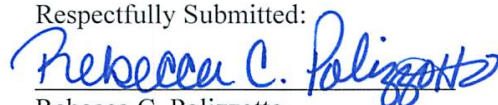
The purpose of the moratorium was to allow time to evaluate the zoning and design regulations in the EGUV to determine if they are appropriate and consistent with the City Council's vision for the area.

The current moratorium expires on March 31, 2016. State law allows the City to extend the moratorium for one or more periods not to exceed six months each if a public hearing is held and findings of fact are made prior to each extension.

An ordinance extending the moratorium until September 30, 2016, which includes the required findings of fact, has been prepared for consideration by the City Council. The City timely noticed March 22, 2016, at 6:00 p.m. as the date and time for a public hearing to consider the extension of the moratorium.

CITY MANAGER RECOMMENDATION:
If the City Council determines that changes to the City's Comprehensive Plan and/or zoning regulations are warranted, the City Manager recommends the City Council adopt the attached ordinance with findings of fact in support of extending the moratorium.

ATTACHMENTS:
Proposed Ordinance.

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager

ORDINANCE 2016 - _____

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING ORDINANCE NOS. 2015-795 AND 2015-805 TO EXTEND, RENEW AND CONTINUE THE MORATORIUM ON BINDING SITE PLAN APPLICATIONS IN THE EAST GATEWAY URBAN VILLAGE ZONING DISTRICT THROUGH SEPTEMBER 30, 2016; ADOPTING FINDINGS OF FACT SUPPORTING SUCH EXTENSION; DECLARING AN EMERGENCY AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, on June 23, 2015, the City Council adopted Ordinance No. 2015-795, imposing a moratorium on the submission, acceptance, or processing of any and all applications for new binding site plans or modifications to approved binding site plans for properties located within the East Gateway Urban Village ("Moratorium"); and

WHEREAS, on July 28, 2015, the City Council held a public hearing to receive public testimony regarding the Moratorium and subsequently adopted Ordinance No. 2015-797, which adopted findings of fact in support of the Moratorium; and

WHEREAS, on December 22, 2015, the City Council held a public hearing to receive public testimony regarding a further extension of the Moratorium, and subsequently adopted Ordinance No. 2015-805 extending the Moratorium to March 31, 2016, and including findings of fact in support thereof; and

WHEREAS, the City remains engaged in the process of evaluating appropriate zoning and design regulations in the East Gateway Urban Village, and the City Council has received interim reports on the studies pertinent thereto; and

WHEREAS, the City's evaluation process includes but is not limited to completion of a market feasibility and fiscal impact study ("Market Study") by Economic Consultants Oregon, LTD, that will provide the City with an understanding of the most appropriate and feasible land uses and zoning designations for the East Gateway Urban Village zoning district, together with analysis and evaluation of fiscal impacts attributable to such land uses and designations; and

WHEREAS, the City's evaluation process and the Market Study are not yet complete and could be rendered moot if the Moratorium terminates prior to completion thereof; and

WHEREAS, on February 23, 2016, the City Council was presented with the preliminary results of the Market Study. Based upon this information, the City Council has determined that amendments to the zoning and development regulations and/or the Comprehensive Plan designations are warranted, and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City to extend a moratorium for one or more periods not to exceed six months each if a public hearing is held and findings of fact are made prior to each renewal; and

WHEREAS, the City timely noticed a public hearing to be held at the City Council's regular meeting on March 22, 2016, commencing at 6:00 p.m. or as soon thereafter as called by the City Council, to receive public testimony regarding a potential extension of the Moratorium; and

WHEREAS, the City Council finds that additional time is needed to allow the City to complete the Market Study and to prepare and process the amendments or changes necessary to the zoning and development regulations and/or Comprehensive Plan designations applicable to the East Gateway Urban Village; and

WHEREAS, the City Council finds that extending the Moratorium through September 30, 2016, is necessary to preserve the status quo so that any new or revised zoning and development regulations and/or Comprehensive Plan designations that will be applicable to the East Gateway Urban Village will not be rendered moot by intervening development, building, construction or other similar applications; and

WHEREAS, the City Council has determined in accordance with its authority under RCW 35A.63.220 and other applicable law that an emergency exists requiring this Ordinance to become immediately effective upon adoption.

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

Section 1. The City Council adopts the foregoing recitals as Findings of Fact in support of extending the Moratorium through September 30, 2016, and in addition to such recitals makes the following Findings of Fact:

- A. As a non-charter code city, the City of Mill Creek has broad legal authority under federal, state, and local law to regulate land uses within the City.
- B. The City Council desires to continue its review and evaluation of the Market Study and make changes to the development and zoning regulations and/or Comprehensive Plan designations as necessary to ensure developed and undeveloped properties within the East Gateway Urban Village meet the City's vision for the East Gateway Urban Village.
- C. The City Council anticipates and expects that such further review of the Market Study, and preparation and review of amendments to the development and zoning regulations and/or Comprehensive Plan designations, will require additional time beyond March 31, 2016, which is the expiration date of the existing Moratorium.

Section 2. For the reasons set forth herein, the City Council hereby extends, renews and continues the Moratorium initiated under Ordinance No. 2015-795 through September 30, 2016.

Section 3. If any section, sentence, or clause of this Ordinance is ruled invalid by a court of competent jurisdiction, the remaining portion of this Ordinance shall remain valid and be in full force and effect.

Section 4. The City Council hereby declares that an emergency exists necessitating this Ordinance to take immediate effect upon passage hereof, and this Ordinance shall therefore be immediately effective upon passage by the Council.

Passed by the City Council this 22nd day of March 2016, by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY M. CHELIN, CITY CLERK

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____
PASSED BY THE CITY COUNCIL: _____
PUBLISHED: _____
EFFECTIVE DATE: _____
ORDINANCE NO.: _____

G:\EXECUTIVE\WP\Ordinances\2016\DOCS-#722931-v1-MC_ Revised_EGUV_Moratorium_Ord_.DOCX



Agenda Item # _____
Meeting Date: March 22, 2016

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: HAZARD MITIGATION PLAN – STUDY SESSION.

KEY FACTS AND INFORMATION SUMMARY: The federal Disaster Mitigation Act of 2000 established certain requirements for hazard mitigation planning, including the requirement to update Hazard Mitigation Plans (HMPs) every five years (approximately). The City of Mill Creek has twice before participated in the development of a HMP, both times through the Emergency Coordinating Services Agency (ESCA). The last HMP update was adopted by Resolution 2011-459 on February 1, 2011. For the most recent HMP update, the City partnered with Snohomish County, a team of consultants from the University of Washington, and 32 other cities, tribes, districts and agencies throughout the county. This process took two years to complete, and was interrupted for 6-months by the Oso disaster. That event also had some bearing on the direction and emphasis of the final plan. The HMP is composed of Volumes 1 and 2, with Volume 1 containing much of the county-wide background information and analysis, and Volume 2 containing an “annex” of information specific to each city, tribe or district that participated. The entire HMP is many hundreds of pages long and can be viewed in its entirety on the Snohomish County website at:

<http://www.snohomishcountywa.gov/2429/Hazard-Mitigation-Plan>

Attached to this summary is the Executive Summary which outlines the partnership and annex preparation process and the annex specific to Mill Creek.

CITY MANAGER RECOMMENDATION: This agenda item is presented as a study session to review and discuss the material presented. The attached resolution adopting the Hazard Mitigation Plan is scheduled for action on the April 5, 2016 agenda unless the Council desires to take earlier action.

ATTACHMENTS:

Proposed Resolution
Select sections of Snohomish County Hazard Mitigation Plan

Respectfully Submitted:

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

Rebecca C. Polizzotto
City Manager

RESOLUTION NO. 2016 -

**A RESOLUTION OF THE CITY OF MILL CREEK, WASHINGTON
ADOPTING THE UPDATED AND REVISED SNOHOMISH COUNTY
HAZARD MITIGATION PLAN**

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre- and post-disaster hazard mitigation programs; and

WHEREAS, all of Snohomish County has exposure to natural hazards that increase the risk to life, property, environment, and the County's economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, the City of Mill Creek ("City") recognizes the benefits and necessity of hazard mitigation planning and cooperation; and

WHEREAS, a coalition of Snohomish County, Tribes, Cities, and Special Purpose Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the county; and

WHEREAS, the 2010 edition of the Snohomish County Hazard Mitigation Plan has been updated, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating, and revising this strategy; and

WHEREAS, the coalition has completed a planning process that reviewed and/or revised the risk assessment, goals and objectives, action plan, and reengaged the public; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has completed pre-adoption review of the revised Snohomish County Hazard Mitigation Plan pursuant to 44 CFR Part 201, and City Council adoption must occur for the City of Mill Creek to have a FEMA approved Natural Hazards Mitigation Plan; and

WHEREAS, it has been found that the proposed Plan is consistent with the City of Mill Creek Comprehensive Plan, and other State, Federal, and local regulations.

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

A. The Mill Creek City Council hereby;

1. Adopts Volume 1 in its entirety and adopts the following portions of Volume 2: Part 1, the City of Mill Creek jurisdictional annex in Part 2; and all Volume 2 appendices of the Snohomish County Hazard Mitigation Plan (SC HMP). A copy of said documents shall be available for review and inspection at the Office of the City Clerk.
2. Will use the adopted portions of the SC HMP to guide pre- and post-disaster mitigation of the hazards identified.
3. Will coordinate the strategies identified in the SC HMP with other planning programs and mechanisms under its jurisdictional authority.

B. It is the purpose of the Resolution to provide for the health, welfare, and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this Resolution. No provision or term used in this Resolution is intended to impose any duty whatsoever upon the City or any of its officers, agents, or employees for whom the implementation of this Resolution shall be discretionary and not mandatory.

C. Nothing contained in this Resolution is intended to be, nor shall be construed to create or form the basis for, any liability on the part of the City or its officers, agents, and employees for

any inquiry or damage resulting from the failure to comply with the provisions of this Resolution or be a reason or a consequence of any inspections, notice, or order, in connection with the implementation or enforcement of the Resolution, or by reason of any action of the City related in any manner to enforcement of this Resolution by its officers, agents, or employees.

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 M. CHELIN

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

EFFECTIVE DATE: _____

RESOLUTION NO. _____

Reference: Snohomish County Hazard Mitigation Plan Update (2015)

GA\EXECUTIVE\WP\Resolutions\2016\Regional Hazard Mitigation Plan 2015 Update Adoption.doc

Snohomish County
HAZARD MITIGATION PLAN UPDATE
VOLUME 1: PLANNING-AREA-WIDE ELEMENTS

September 2015

Prepared for:
Snohomish County
3000 Rockefeller Avenue
M/S 607
Everett, WA 98201

Prepared by:



Institute for Hazards Mitigation Planning and Research
Department of Urban Design and Planning
University of Washington
P.O. Box 355740
Seattle WA 98195-5740
<http://depts.washington.edu/mitigate/>
bfreitag@uw.edu

EXECUTIVE SUMMARY

WHAT IS NEW WITHIN THIS UPDATE

This Update builds on the scope and actions of the 2010 plan. During a period of severely limited budgets in the aftermath of the Great Recession, the planning partnership was able to complete or initiate actions on 42 percent of the initiatives identified in the 2010 plan. Many of the mitigation strategies included within this Update are similar and support the overall direction offered by the 2010 plan.

Those hazards of most concern remained Earthquakes, Flooding, Landslides and Severe Weather.

The county grew in population, and with growth, those exposed to natural hazards increased; however, there is little evidence that vulnerability or those at risk, actually increased. New homes were built to higher earthquake and flood risk reduction standards and the Snohomish County planning policy, following guidance offered by the State Growth Management Act, steered development to safer areas.

However, this Update does contain changes, yet they seem to affect more an increased awareness than actual changes in risk.

In March of 2014 a landslide along Highway 530, between Arlington and Darrington, killed 43 residents, thereby raising awareness of the dynamic nature of county landscapes. Landslide risks were recognized within the 2010 Plan, but this disaster brought an increased awareness of this risk.

Climate change was considered a risk in the 2010 Hazards Mitigation Plan, however better climate science was available in support of this Update, as was an understanding of the expected impacts from climate change. Accordingly, this plan could address climate change adaptation in much greater detail.

Because best available tsunami modeling science was not able to be incorporated into this Update, tsunami hazard information is presented as a secondary hazard to the Earthquake Hazard section. The County is building the tsunami modeling capacity so that updated and improved information can be presented in the 2020 Update.

The 2010 Update recognized the importance of natural and beneficial environmental values. This Update incorporated recent research documenting the benefits of such natural values through the use of economic models to assess "values." This Update acknowledges, and builds on, the importance of county ecosystem services.

Mitigation strategies offered here are similar to those included within the 2010 plan. Older homes and facilities, especially un-reinforced masonry structures, should be retrofitted when possible. Structures in floodplains, along with those in other high-risk areas, should be retrofitted where possible. Where life safety cannot be reasonably assured, removing such structures, including repetitive loss structures, should be a priority.

This Update, however, strengthens and offers context to many of these strategies by introducing the concept of resilience as a risk reduction goal. Resilience, defined as the ability for a community to self-organize following a disturbance, expands our understanding of risk reduction, disaster recovery, and the role played by mitigation.

Mitigation remains a process where vulnerabilities are relocated, risks accommodated, or property protected—thereby reducing the need to prepare, respond or recover from a disaster. However, an underlying mitigation assumption has been that the more structures are mitigated, the safer a community. The goal was to mitigate all that was vulnerable. The concern by FEMA and others is that this is an impossible goal because all vulnerabilities cannot be mitigated. Some mitigation efforts are just not cost effective, considering the risk. With resilience, mitigation still plays a major role, but thinking in terms of resilience recognizes the importance of social capital (networks) and the ecosystem services provided by functioning natural capital. The concept of resilience recognizes that extreme events may target critical systems that have a very low frequency of interruption, where mitigation was determined not to be cost effective. There is always an element of randomness to any disaster. A resilient community would have the ability to exploit other capital during their response and recovery efforts. This Update recognizes the importance of resilience, social networks and the ecosystem services provide by the County's natural capital.

WHY PREPARE THIS PLAN?

Prior to 2000, federal disaster funding in the U.S. focused on relief and recovery, with limited funding for hazard mitigation planning. In 2000, the federal Disaster Mitigation Act required state and local governments to develop hazard mitigation plans as a condition for receiving disaster-related federal grant assistance (Public Law 106-390, approved by Congress on October 10, 2000). Commonly known as the DMA or the 2000 Stafford Act amendments, the act emphasizes the importance of community hazard mitigation planning before disasters occur.

PURPOSES FOR PLANNING

DMA compliance is only one of multiple objectives driving this planning effort. Snohomish County and its planning partners have a long-standing tradition of proactive, progressive planning and program implementation, which is enhanced by the development of this plan. Elements and strategies in this plan were selected because they meet a program requirement and because they best meet the needs of the planning partnership and its citizens.

This hazard mitigation plan identifies resources, information, and strategies for reducing risk from natural hazards. It will help guide and coordinate mitigation activities throughout Snohomish County. The plan was developed to meet the following objectives:

- Meet or exceed program requirements specified under the DMA.
- Enable all planning partners to continue using federal grant funding to reduce risk through mitigation.
- Meet the needs of each planning partner as well as state and federal requirements.
- Perform a risk assessment for all Snohomish County hazards of concern.
- Create a single planning document to integrate all planning partners into a framework that supports partnerships in the County and puts all partners on the same cycle for future updates.
- Meet the planning requirements of FEMA's Community Rating System (CRS), allowing partners that participate in the CRS program to maintain or enhance their CRS classifications.

...BACKGROUND INFORMATION

- Coordinate existing plans and programs so that high-priority initiatives and projects to mitigate possible disaster impacts are funded and implemented.

WHY UPDATE?

44CFR stipulates that hazard mitigation plans must describe the method and schedule for monitoring, evaluating, and updating the plan. Prescribing an update schedule establishes an opportunity to reevaluate recommendations, monitor the impacts of actions that have been accomplished, and determine if there is a need to change the focus of mitigation strategies. DMA compliance is contingent on meeting the plan update requirement. A jurisdiction covered by a plan that has expired is not able to pursue elements of federal funding under the Robert T. Stafford Act, which requires a current hazard mitigation plan for eligibility.

WHO WILL BENEFIT FROM THIS PLAN?

The citizens and businesses of the entire Snohomish County planning area are the ultimate beneficiaries of this hazard mitigation plan. The plan strives to reduce risk for those who live in, work in, and visit Snohomish County. It provides a viable planning framework for all foreseeable natural hazards that may impact the county. Participation in development of the plan by key stakeholders in the county will help ensure mutually beneficial outcomes. The resources and background information in the plan are applicable countywide, and the plan's goals and recommendations can lay groundwork for the development and implementation of local mitigation activities and partnerships.

HOW TO USE THIS PLAN

FEMA encourages multi-jurisdictional planning under its guidance for the DMA, and 44CFR establishes criteria for multi-jurisdictional plans (Section 206.1). One of the benefits of multi-jurisdictional planning is the ability to pool resources and eliminate redundant activities within a planning area that have uniform risk exposure and vulnerabilities. Volume 1 includes all the required elements of 44CFR Section 201.6 that apply to the entire planning area. This includes the description of the planning process, public involvement strategy, goals and objectives, countywide hazard risk assessment, and a plan maintenance strategy. Maps cited in each chapter are provided at the end of the chapter. The following appendices are provided at the end of Volume 1.

Volume 2 includes all jurisdiction and tribal-specific elements required by 44CFR Section 201.6. The planning partnership includes cities, tribal nations, the County, and special purpose districts participating in this process and adopting this plan. Jurisdiction-specific elements are included in annexes for each planning partner. Volume 2 also includes a description of the participation requirements for planning partners established by the Planning Committee, as well as instructions and templates that the partners used to complete their annexes. It also includes "linkage" procedures for eligible, non-participating jurisdictions that wish to adopt the Snohomish County Hazard Mitigation Plan in the future.

All planning partners will adopt Volume 1 in its entirety, the overview chapter of Volume 2 (Chapter 1), and their own jurisdictional annex.

CONFIRMATION OF THE PLANNING PARTNERSHIP

The 2015 Update was prepared by a partnership of 33 jurisdictions in Snohomish County (14 municipal governments, 2 tribal governments, 16 special purpose districts and the County). Since the performance period of the 2010 updated plan, mergers and consolidations impacted some of the partners. Jurisdictions that had participated in the Emergency Services Coordination Area (ESCA) planning effort for the 2010 update chose instead to join the partnership for this plan. Additionally, some planning partners struggled with the progress reporting process due to changes in personnel, or a lack of understanding of planning partner participation requirements.

TABLE ES-1. SNOHOMISH COUNTY PARTNERS	
CITY/TRIBAL/COUNTY PLANNING PARTNERS	SPECIAL DISTRICT PLANNING PARTNERS
Arlington	Alderwood Water and Wastewater District
Darrington	Cross Valley Water District
Gold Bar	French Slough Flood Control District
Granite Falls	Highland Water District
Index	Marshland Flood Control District
Lake Stevens	Mukilteo Water and Wastewater District
Lynnwood	Silver Lake Water and Sewer District
Marysville	Snohomish County Dike District #2
Mill Creek	Snohomish County Fire District #1
Monroe	Snohomish County Fire District #3
Mountlake Terrace	Snohomish County Fire District #5
Snohomish	Snohomish County Fire District #12
Stanwood	Snohomish County Fire District #24
Stillaguamish Tribe of Indians	Snohomish Health District
Sultan	Snohomish Public Utility District
Tulalip Tribes	Sultan School District
Snohomish County	

PUBLIC INVOLVEMENT

Broad public participation in the planning process helps ensure that a diverse range of points of view about the planning area’s needs will be considered and addressed. 44CFR requires that the public have opportunities to comment on disaster mitigation plans during the drafting stages and prior to plan approval (Section 201.6.b.1). The Community Rating System expands on these requirements by making CRS credits available for optional public involvement activities.

MITIGATION STRATEGIES

...BACKGROUND INFORMATION

The Planning Committee drafted a comprehensive public involvement strategy using multiple media sources available to the County. The strategy for involving the public in this plan update emphasized the following elements:

- Include broad stakeholder representation on the Planning Committee.
- Use a questionnaire to determine the public's perception of risk and support of hazard mitigation.
- Attempt to reach as many planning area residents as possible by using multiple media.
- Identify and involve planning area stakeholders.

The following are the mitigation goals for the 2015 Update:

- Goal 1—Reduce natural hazard-related injury and loss of life.
- Goal 2—Reduce property damage.
- Goal 3—Promote a sustainable economy.
- Goal 4—Maintain, enhance, and restore the natural environment's capacity to absorb and reduce the impacts of natural hazard events.
- Goal 5—Increase public awareness and ability to respond to disasters.

TABLE ES.2.		
Objectives for Natural Hazard Mitigation Plan Update		
Objective Number	Objective Statement	Goals for which it can be applied
O-1	Discourage growth within high risk areas , where risks cannot be reduced to a tolerable level and within flood high risk areas where land uses are not water dependent, and encourage in designated low risk areas.	1, 2, 3, 4
O-2	Relocate uses where safety to life or vital ecosystem services cannot be assured.	1, 2, 3, 4
O-3	Support risk reduction mitigation measures on lands where life safety and ecosystem services can be assured to a tolerable level..	1, 2, 3, 4, 5
O-4	Strengthen tools such as the transfer and purchase of development rights (TDRs and PDRs) to remove threatened uses from hazardous areas or uses that degrade natural and beneficial functions.	1, 2, 3, 4
O-5	Support actions that mitigate the causes of climate change and adapt to expected impacts.	1, 2, 3, 4
O-6	Provide incentives that support the mitigation of impacts to critical manufacturing and manufacturing support facilities and operations.	1, 2, 3, 4
O-7	Reduce the adverse impacts of disasters on isolated communities.	1, 2, 3, 4, 5
O-8	Reduce the adverse impacts and exploit the beneficial functions of natural hazards to resource lands.	2, 3, 4
O-9	Increase the resilience of critical infrastructures to hazards (examples: roads, non-redundant facilities, pipelines, water and sewage treatment facilities, healthcare facilities, schools and emergency support facilities).	1, 2, 3

HOW WILL THIS PLAN BE IMPLEMENTED?

The effectiveness of the hazard mitigation plan depends on the implementation of the plan and incorporation of the outlined action items into existing partnership plans, policies, and programs. The updated plan includes a range of action items that, if implemented, would reduce losses from hazard events in the Snohomish County planning area. Together, the action items in the plan update provide the framework for activities that the partnership can choose to complete over the next 5 years. The planning team and Planning Committee have established goals and objectives, and have prioritized identified mitigation actions that will be implemented through existing plans, policies, and programs.

INCORPORATING INTO EXISTING PLANNING MECHANISMS

The information on hazard, risk, vulnerability, and mitigation contained in this plan update is based on the best science and technology currently available. This information can be invaluable in making decisions required through other planning efforts, such as critical areas planning, growth management planning, and capital facilities planning. All partners will use information from this updated plan as the best available science and data on natural hazards impacting Snohomish County. Information in the updated plan can be used as a tool in other programs, such as the following:

...BACKGROUND INFORMATION

- Land use planning
- Critical areas regulation
- Growth management
- Capital improvements
- Water Resource Inventory Area planning
- Basin planning.

As information becomes available from other planning mechanisms that can enhance this plan, that information will be incorporated via the update process.

RISK ASSESSMENT

Risk assessment is the process of measuring the potential loss of life, personal injury, economic injury, and property damage resulting from natural hazards. It allows emergency management personnel to establish early response priorities by identifying potential hazards and vulnerable assets. The process focuses on the following elements:

- Hazard identification—Use all available information to determine what types of disasters may affect a jurisdiction, how often they can occur, and their potential severity.
- Vulnerability identification—Determine the impact of natural hazard events on the people, property, environment, economy, and lands of the region.
- Cost evaluation—Estimate the cost of potential damage or cost that can be avoided by mitigation.

The risk assessment for this hazard mitigation plan evaluates the risk of natural hazards prevalent in Snohomish County and meets requirements of the DMA (44CFR, Section 201.6(c)(2)).

Based on the review, the 2015 Update addresses the following hazards of concern:

Climate Change	Landslide and other mass movements
Avalanche	Severe weather
Dam /levee failure	Volcano
Earthquake	Wildland fire
Flooding	Tsunami/Seiche

COUNTY WIDE STRATEGIES

Hazard Mitigation Action Plan Matrix	
Item	Description
CW-1	Retrofit critical facilities that cannot be moved to low risk areas.
CW-2	Enhance and improve capital improvement programs, taxing, zoning and development approaches to promote mitigation and reduce exposure/vulnerability to natural hazards.
CW-3	Create and enhance public information programs that will result in actionable preparedness and mitigation measures.
CW-4	Promote community's ability to self-organize by developing social capital through strengthening of community networks. Strong neighborhoods can help promote risk reduction.
CW-5	Research the possibility of developing functional neighborhood based micro infrastructure networks (micro grids) including the diversification, decentralization and redundancy of utilities. Such systems have increased operational resilience, decreased carbon emissions and decreased life cycle costs.
CW-6	Preserve and strengthen communications systems.
CW-7	Support HMP and integrate HMP with other planning mechanisms such as the Growth Management Act.
CW-8	Develop Departmental continuity of operations plans and neighborhood-based continuity plans (small businesses and neighborhoods).
CW-9	Provide incentives for eligible non-profits and private entities, including homeowners, to adapt to risks through structural and nonstructural retrofitting.
CW-10	Assure that services provided by critical facilities, including medical and emergency services, are available to at risk communities with special emphasis on communities at risk of isolation.
CW-11	Map avalanche hazard areas and determine risk to residential, business, and public buildings and transportation routes.
CW-12	Increase public awareness of the avalanche hazard and promote instructional (actionable) guidance.
CW-13	Demonstrate leadership in greenhouse gas emissions reductions through leading by example and working with stakeholders.
CW-14	When updating the Comprehensive Plan and other plans, evaluate decisions through a climate change impact lens. (Many plans are based on historic information. This is particularly evident with flood projections. This practice can lead to inaccurate projections and plans that do not address future needs.)
CW-15	Adopt and implement land use and transportation policies, termed "Centers" in the General Policy Plan that reduce greenhouse gas emissions.
CW-16	Plan and prepare for climate impacts using best available science.
CW-17	Improve hazard mitigation planning for dam and levee failure.
CW-18	Improve dam and levee failure warning for vulnerable communities.
CW-19	Consider flood control structure maintenance that restores and maintains hydrologic ecosystems services of flood plains where feasible.
CW-20	Maintain levees where accommodation though elevation and other flood risk reduction measures is not possible.
CW-21	Support improved data collection and distribution for Glacier Peak seismic activity.
CW-22	Update and improve County flood hazard risk assessment data and methodology.
CW-23	Improve community ability to respond to a flood event.
CW-24	Promote strategies that accommodate flooding with minimal consequences within flood prone areas where risks are not life threatening.
CW-25	Enable communities to recover development value of properties as they become more frequently flooded resulting from reduced upstream storage (e.g. increased development, reduced snow pack caused by climate change).
CW-26	Preserve and restore floodplain and watershed ecosystem functions and services. Functioning ecosystems provide flood risk reducing co-benefits. Such benefits can include storing water, reducing damaging flows, containing debris, recharging aquifers and removing pollutants.
CW-27	Utilize innovative methods to reduce increasing peak flood flows.
CW-28	Develop coordinated flood control district that has the ability to tax for flood control improvements.
CW-29	Isolate wastewater infrastructure from storm and flood waters.
CW-30	Develop an acquisition program for homes or other uses located within high risk hazard areas (e.g. flooding, landslide, lahar, etc.)
CW-31	Enable communities to recover development value of properties in prioritized hazard areas (e.g. landslide and tsunami).
CW-32	Reduce risk to utility networks.
CW-33	Promote water conservation to minimize impacts of drought. Climate change projections warn of increasing summer drought risks.
CW-34	Improve communities' abilities to respond to a severe weather event.
CW-35	Revise existing plans to address updated assessments of tsunami risks from the Seattle and South Whidbey Island faults.
CW-36	Evaluate increased landslide potential from a tsunami and need for increased setback in high risk areas.
CW-37	Create evacuation routes for communities at risk of a lahar.
CW-38	Promote Firewise Program in communities and encourage Firewise risk reduction methods for parcels adjacent to forest resource lands. Firewise encourages and empowers neighbors to work together in reducing their wildfire risk.

Volume 2, Part 1

1 PLANNING PARTNER PARTICIPATION

1.1 BACKGROUND

Region X of the Federal Emergency Management Agency (FEMA) and the Washington Emergency Management Division both encourage multi-jurisdictional hazard mitigation planning. Chapter 44 of the Code of Federal Regulations (44CFR) states the following regarding multi-jurisdictional planning (Section 201.6.a (4)):

Multi-jurisdictional plans (e.g., watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan.

For the preparation of this update to the Snohomish County Hazards Mitigation Plan, the Snohomish County Planning Partnership was formed to pursue grant funding for the update and to meet requirements of the federal Disaster Mitigation Act (DMA) for as many eligible local governments in Snohomish County as possible. The DMA defines a local government as follows:

Any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity.

There are two types of planning partners in this process, with distinct needs and capabilities: cities and the County; and special purpose districts.

1.2 THE PLANNING PARTNERSHIP

1.2.1 INITIAL SOLICITATION AND LETTERS OF INTENT

Based on input received during the plan maintenance progress reporting, it was anticipated that not all planning partners from the initial hazard mitigation plan would participate in the plan update. All planning partners were asked to re-commit to the process by submitting letters of intent to participate. A plan update “kick-off” meeting was held on October 24, 2013, at which this “reenlistment” process was explained. All eligible local governments in the planning area were invited to attend, along with various agency and citizen stakeholders. The goals of the meeting were as follows:

- Provide an overview of the Disaster Mitigation Act.
- Provide an update on the planning grant.
- Outline the Snohomish County plan update work plan.

Snohomish County Hazard Mitigation Plan Update; Volume 2—Planning Partner Annexes

- Describe the benefits of multi-jurisdictional planning.
- Solicit planning partners.
- Confirm a Planning Committee.

The planning team received letters of intent to participate from 32 jurisdictions, as listed in Table 1-1.

TABLE 1-1. PLANNING PARTNERS	
City of Arlington	Alderwood Water & Wastewater District
Town of Darrington	Cross Valley Water District
City of Gold Bar	French Slough Flood Control District
City of Granite Falls	Highland Water District
Town of Index	Marshland Flood Control District
City of Lake Stevens	Mukilteo Water & Wastewater District
City of Lynnwood	Silver Lake Water & Sewer District
City of Marysville	Snohomish County Dike District #2
City of Mill Creek	Snohomish Co. Fire District #1
City of Monroe	Snohomish Co. Fire District #3
City of Mountlake Terrace	Snohomish Co. Fire District #5
City of Snohomish	Snohomish Co. Fire District #12
City of Stanwood	Snohomish Co. Fire District #24
City of Sultan	Snohomish County Health District
Stillaguamish Tribe of Indians	Snohomish County Public Utility District (PUD)
Tulalip Tribes	Sultan School District
Snohomish County	

Maps 1-1 and 1-2 at the end of this chapter show the location of participating special-purpose districts. Maps for participating cities are provided in the individual annex for each city. These maps will be updated periodically as changes to the partnership occur, either through linkage or by a partner dropping out.

1.2.2 PLANNING PARTNER EXPECTATIONS

The planning team developed a list of planning partner expectations, which were confirmed at a planning partner meeting held on October 24, 2013. These are detailed in Appendix A and summarized below:

- Each partner will provide a “Letter of Intent to Participate.”

-
- Each partner will support and participate in the selection and function of the Planning Committee overseeing the development of the update. Support includes allowing this body to make decisions regarding plan development and scope on behalf of the partnership.
 - Each partner will provide support for the public involvement strategy developed by the Planning Committee in the form of mailing lists, possible meeting space, and media outreach such as newsletters, newspapers, or direct-mailed brochures.
 - Each partner will participate in plan-update development activities such as:
 - Planning Committee meetings
 - Public meetings or open houses
 - Workshops and planning partner training sessions
 - Public review and comment periods prior to adoption

Attendance will be tracked at such activities, and attendance records will be used to track and document participation for each planning partner. No minimum level of participation will be established, but each planning partner should attempt to attend all such activities.

- Each partner will be expected to perform a “consistency review” of all technical studies, plans, and ordinances specific to hazards identified within the planning area to determine the existence of plans, studies, or ordinances not consistent with the equivalent documents reviewed in preparation of the county plan. For example, if a planning partner has a floodplain management plan that makes recommendations that are not consistent with any of the County’s basin plans, that plan will need to be reviewed for probable incorporation into the plan for the partner’s area.
- Each partner will be expected to review the risk assessment and identify hazards and vulnerabilities specific to its jurisdiction. Contract resources will provide jurisdiction-specific mapping and technical consultation to aid in this task, but the determination of risk and vulnerability will be up to each partner.
- Each partner will be expected to review the mitigation recommendations chosen for the overall county and determine if they will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the overall plan recommendations will need to be identified, prioritized, and reviewed to determine their benefits and costs.
- Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed, and when it is estimated to occur.
- Each partner will be required to sponsor at least one public meeting to present the draft plan at least two weeks prior to adoption.
- Each partner will be required to formally adopt the plan.

It should be noted that by adopting this plan, each planning partner also agrees to the plan implementation and maintenance protocol established in Chapter 7 of Volume 1. Failure to meet these criteria may result in a partner being dropped from the partnership by the Planning Committee, and thus losing its eligibility under the scope of this plan.

1.2.3 LINKAGE PROCEDURES

Eligible local jurisdictions that did not participate in development of this hazard mitigation plan update may comply with DMA requirements by linking to this update following the procedures outlined in Appendix B.

1.3 ANNEX-PREPARATION

1.3.1 TEMPLATES

Templates were created to help the planning partners prepare their jurisdiction-specific annexes. Since special-purpose districts operate differently from towns or cities, separate templates were created for the two types of jurisdictions. The templates were created so that all criteria of Section 201.6 of 44CFR would be met, based on the partners' capabilities and mode of operation. Each partner was asked to participate in a technical assistance workshop during which key elements of the template were completed by a designated point of contact for each partner and a member of the planning team. The templates were set up to lead each partner through a series of steps that would generate the DMA-required elements that are specific for each partner. The templates and their instructions can be found in Appendices C and D to this volume of the hazard mitigation plan update.

1.3.2 WORKSHOP

A workshop was held on January 1, 2015 for planning partners to learn about the templates and the overall planning process. The session provided technical assistance and an overview of the template completion process. Attendance at this workshop was mandatory under the planning partner expectations established by the Planning Committee. Topics discussed included the following:

- DMA
- Risk ranking
- Snohomish County plan background
- Developing your action plan
- The templates
- Cost/benefit review

In the risk-ranking exercise, each planning partner was asked to rank each risk specifically for its jurisdiction, based on the impact on its constituency or facilities. Cities were asked to base this ranking on probability of occurrence and the potential impact on people, property, and economy. Special-purpose districts were asked to base this ranking on probability of occurrence and the potential impact on their constituency, their vital facilities, and the facilities' functionality after an event. The methodology followed that used for the county-wide risk ranking presented in Volume 1, though the countywide risk ranking and partner risk rankings were quantified differently. The end result was the same: the highest ranks denoted the highest risks. A principal objective of this exercise was to familiarize the partnership with how to use the risk assessment as a tool to support other planning and hazard mitigation processes. Tools utilized during these sessions included:

- The Snohomish County Risk Assessment results
- Hazard maps for all hazards of concern
- Special district boundary maps that illustrated the sphere of influence for each special purpose district partner

-
- STAPLEE matrix (a matrix to help evaluate action strategies based on social, technical, administrative, political, legal, economic, and environmental criteria)
 - Hazard mitigation catalogs and matrix
 - Federal funding and technical assistance catalog
 - Copies of partners' prior annexes (if applicable)
 - Progress reports

1.3.3 BENEFIT/COST REVIEW

Each jurisdiction's annex includes an action plan of prioritized initiatives to mitigate natural hazards. 44CFR requires the prioritization of the action plan to emphasize a cost/benefit review of the proposed projects (Section 201.6.c.3iii). Planning partners were asked to weigh the estimated benefits of a project versus the estimated costs to establish a parameter to be used in prioritization. This benefit/cost review was qualitative and did not include the level of detail required under certain FEMA grant programs. This qualitative approach was used because projects may not be implemented for up to 10 years, and the associated costs and benefits could change dramatically in that time. Each project was assessed by assigning subjective ratings (high, medium, and low) to costs and benefits as follows:

COSTS

- **High:** Existing funding levels are not adequate to cover the costs of the proposed project, and implementation would require an increase in revenue through an alternative source (for example, bonds, grants, and fee increases).
- **Medium:** The project could be implemented with existing funding but would require a re-apportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
- **Low:** The project could be funded under the existing budget. The project is part of or can be part of an existing, ongoing program.

BENEFITS

- **High:** Project will have an immediate impact reducing risk exposure to life and property.
- **Medium:** Project will have a long-term impact reducing risk exposure to life and property or will provide an immediate reduction in the risk exposure to property.
- **Low:** Long-term benefits of the project are difficult to quantify in the short term.

Using this approach, projects with positive benefit-versus-cost ratios (such as high over high, high over medium, medium over low, etc.) are considered cost-beneficial and are prioritized accordingly.

For many of the initiatives identified in the action plans, planning partners may seek financial assistance under FEMA's hazard mitigation grant programs such as:

- Hazard Mitigation Grant Program (HMGP)

Snohomish County Hazard Mitigation Plan Update; Volume 2—Planning Partner Annexes

- Pre-Disaster Mitigation (PDM) grant program
- Flood Mitigation Assistance (FMA) grant program
- Repetitive Flood Claims (RFC) grant program
- Emergency Management Performance Grant (EMPG) program
- Severe Repetitive Loss (SRL) grant program.

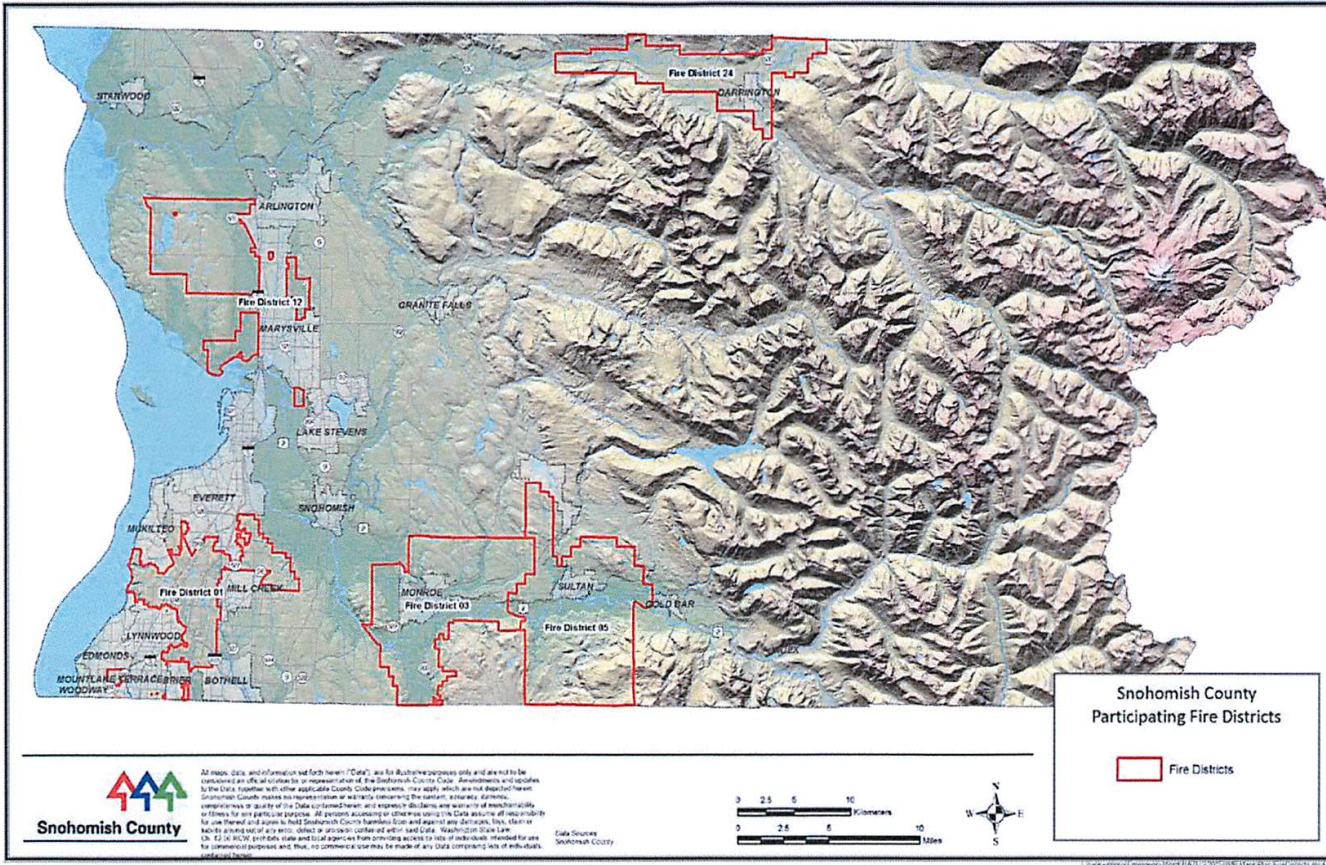
Most of these programs will require detailed benefit/cost analysis as part of the application process. These analyses will be performed when funding applications are prepared, using the FEMA model process. The partners are committed to implementing mitigation strategies with benefits that exceed costs. For projects not seeking financial assistance from grant programs that require this sort of analysis, the partners reserve the right to define “benefits” according to parameters that meet their needs and the goals and objectives of this plan.

1.4 PARTNER ANNEX COMMON ACRONYMS

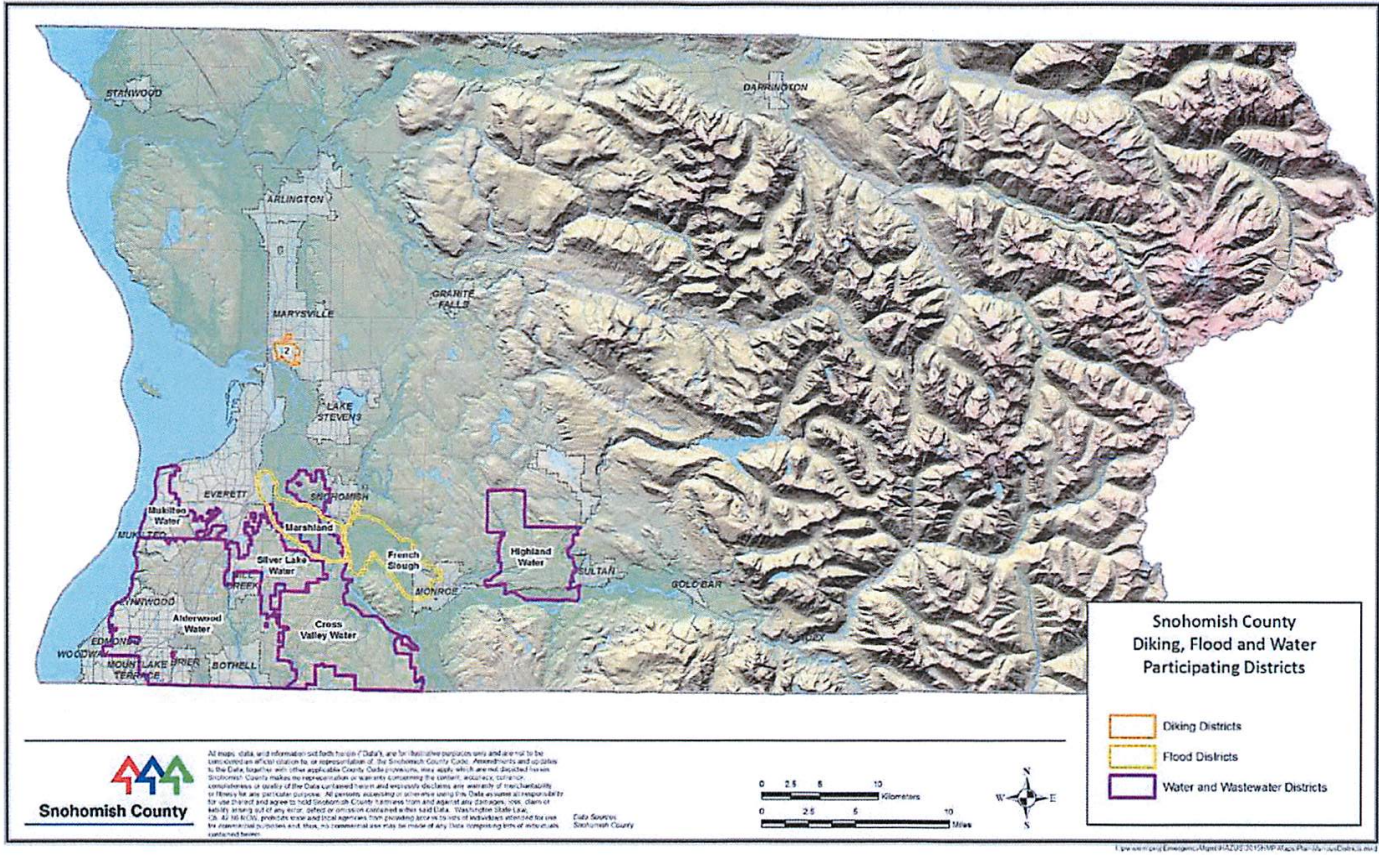
Acronyms and abbreviations used in the partner annexes in this volume are listed for convenience in Table 1-2.

**TABLE 1-2.
COMMON ACRONYMS USED IN PLANNING PARTNER ANNEXES**

44CFR—Chapter 44 of the Code of Federal Regulations	NFIP—National Flood Insurance Program
AWWD—Alderwood Water and Wastewater District	NPRSA—Northshore Parks and Recreation Service Area
CDBG—Community Development Block Grant program	OFM—Washington State Office of Financial Management
CEMP—Comprehensive Emergency Management Plan	OSPI—Washington State Office of the Superintendent of Public Instruction
CIP—Capital Improvement Program	P&R—Snohomish County Parks and Recreation
CRS—Community Rating System	PDM—Pre-Disaster Mitigation grant program
CTED—Washington Department of Community, Trade and Economic Development	PDS—Snohomish County Planning and Development Services
DCVA—Double check valve assembly	PLS—Public Land Surveyor
DEM—Snohomish County Department of Emergency Management	PRV—Pressure-reducing valve
DNR—Washington Department of Natural Resources	PUD—Public Utility District
EMPG—Emergency Management Performance Grant program	PW—Snohomish County Public Works
EMS—Emergency Medical Services	PWTF—Public Works Trust Fund
EOC—Emergency Operations Center	RCW—Revised Code of Washington
EOP—Emergency Operations Plan	REET—Real Estate Excise Tax
ERP—Emergency Response Plan	RFC—Repetitive Flood Claims grant program
FEMA—Federal Emergency Management Agency	SCADA—Supervisory Control and Data Acquisition
FMA—Flood Mitigation Assistance grant program	SCC—Snohomish County Code
GMA—Washington State Growth Management Act	SHSG—State Homeland Security Grant program
HIVA—Hazard Identification and Vulnerability Analysis	SRL—Severe Repetitive Loss grant program.
HMGP—Hazard Mitigation Grant Program	SWM—Snohomish County Surface Water Management Division
IAC—Interagency Committee	UBC—Uniform Building Code
IBC—International Building Code	UGA—Urban Growth Area
MWWWD—Mukilteo Water and Wastewater District	WRIA—Water Resource Inventory Area
NEHRP—National Earthquake Hazard Reduction Program	WSDOT—Washington State Department of Transportation



Map 1-1. Snohomish County Participating Fire Districts



Map 1-2. Participating Diking, Flood and Water Districts

13 CITY OF MILL CREEK ANNEX

13.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Tom Gathmann, Public Works Director
15728 Main Street
Mill Creek, WA 98012
Telephone: 425-921-5722
e-mail Address: tomg@cityofmillcreek.com

Alternate Point of Contact

Christi Amrine, Senior Planner
15728 Main Street
Mill Creek, WA 98012
Telephone: 921-5738
e-mail Address: christi@cityofmillcreek.com

13.2 JURISDICTION PROFILE

The following is a summary of key information about the jurisdiction and its history:

- **Date of Incorporation**—1983
- **Current Population**—18,780 as of April 1, 2014, per the Washington State Office of Financial Management (OFM).
- **Population Growth**—Population growth in the past decade has been largely due to several annexations of existing residential areas. The US Census population figures for Mill Creek are 11,525 in 2000 and 18,244 in 2010. The 2014 OFM population is 18,780 and the Snohomish County 2035 target population is 20,196, an increase of 0.8% over the current population. Unless significant annexations occur, the population growth in the foreseeable future is very low.
- **Location and Description**—The City of Mill Creek is located approximately 22 miles north of Seattle, east of Interstate 5. The nearest seaport is the Port of Everett, which is located approximately 13 miles to the northwest. The City limits are generally bound by 132nd Street SE to the north, Seattle Hill Road and 35th Avenue SE to the east, 168th Street SE and 175th Place SE to the south, and 3rd Avenue SE and 7th Avenue SE to the west. The City of Mill Creek is located east of Interstate-5 (I-5) and north of Interstate-405 (I-405) and encompasses 4.68 square miles. Mill Creek is situated between the communities of Bothell to the south, Lynnwood to the west and Everett to the north.
- **Brief History**—The Mill Creek area was settled as the lumber industries drew settlers to the territory in the 1850s to early 1900s. The relevant history of Mill Creek began with the purchase of 300 acres by Dr. Garhart in the 1930s, which would later become the major portion of the City of Mill Creek. The Garhart property was surrounded by several families on smaller tracts of 20-60 acres. In 1965 Northwestern Properties purchased the Garhart property for the intention of developing a planned community. This land passed through several developers until in 1973 Tokyu Land Development Limited acquired the land and successfully rezoned the land through Snohomish County to include a

Master Development Plan in 1975. Over the next eight years, all nine sector plans were planned and approved. The final sector plan anticipated a city wide total of over 4,600 dwelling units with a population of 12-14,000 when complete. The City of Mill Creek incorporated in 1983 with 1.81 square miles. Since that time the City has expanded its municipal area 250% to 4.68 square miles through seventeen annexations and has a 2014 population of 18,780.

- **Climate**— Mill Creek’s weather is typical of the Pacific Northwest with mild summers and cool and wet winters. The City averages 49 inches of rain and 8 inches of snow per year. The average number of days with measurable precipitation is 184, and 160 days have some sunshine. The July high is typically around 77°F and the January low averages 33°F. The comfort index, which is based on humidity during the hot months, is a 72 out of 100, where higher is more comfortable. The US average on the comfort index is 44.
- **Governing Body Format**—The City of Mill Creek operates within the council–manager form of government and through these legislative actions the council establishes priorities for the City Manager and staff. The council consists of seven council members elected at large to four-year terms. Every two years, the City Council elects a mayor and mayor pro tem from its members. The mayor serves as the chair of the council.
- **Development Trends**—Over 90% of the land area within the existing city limits of Mill Creek is either developed or unavailable for development due to natural resource preservation requirements. The development that is now occurring is primarily residential, with the majority of that being high density multifamily. There is limited potential for redevelopment of some of the older (30+ years) existing commercial areas.

13.3 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table 13-1 lists all past occurrences of natural hazards within the jurisdiction. Repetitive loss records are as follows:

- Number of FEMA Identified Repetitive Flood Loss Properties: The City has no Repetitive Flood Loss Properties.
- Number of Repetitive Flood Loss Properties that have been mitigated: Not applicable.

13.4 HAZARD RISK RANKING

Table 13-2 presents the ranking of the hazards of concern.

13.5 CAPABILITY ASSESSMENT

The assessment of the jurisdiction’s legal and regulatory capabilities is presented in Table 13-3. The assessment of the jurisdiction’s administrative and technical capabilities is presented in Table 13-4. The assessment of the jurisdiction’s fiscal capabilities is presented in Table 13-5. Classifications under various community mitigation programs are presented in Table 13-6.

13.6 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table 13-7 lists the initiatives that make up the jurisdiction’s hazard mitigation plan. Table 13-8 identifies the priority for each initiative. Table 13-9 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

13.7 STATUS OF PREVIOUS PLAN INITIATIVES

Table 13-10 summarizes the initiatives that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

13.8 FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

N/A

13.9 INTERNAL PLANNING PROCESS

The internal planning process is described in Appendix E of this document.

13.10 ADDITIONAL COMMENTS

In the opinion of the City of Mill Creek staff members that worked on the 2015 NHMP update, there is a serious disconnect between the stated NHMP “Plan Goals” and the “Plan Objectives.” Although all of the proposed Mill Creek initiatives very clearly met one or more of the Plan Goals (most met two or three), it was difficult to match the initiatives to the Plan Objectives, and none of the initiatives met more than one. That indicates there is a serious dissonance between the Goals and Objectives. The Objectives were very focused on land use regulations or actions. Although that focus can be very effective in hazard mitigation, the range of objectives was not balanced when considering all the communities within the County. A good example is Plan Goal #5: “increase public awareness and ability to respond to disasters.” It is a stretch to find even one Plan Objective that clearly aligns with the Plan Goal. Future updates of the Snohomish County NHMP need to have better integration of the goals and objectives.

**TABLE 13-1.
NATURAL HAZARD EVENTS**

Type of Event	FEMA Disaster # (if applicable)	Date	FEMA Reimbursement
Severe Wind Storm	DR-981	Jan. 20, 1993	\$19,693
Severe Wind Storm	DR-1682	Dec.12, 2006	\$22,974
Severe Snow Storm	DR-1825	Dec., 2008	\$24,312

<p align="center">TABLE 8-2. HAZARD RISK RANKING</p>			
Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Description of Risk (Describe the community impacts)
1	Earthquake	39	The majority of the community was built prior to current seismic building standards. A severe earthquake could dislodge a high percentage of both the commercial and residential structures from their foundations and result in severe damage.
2	Severe Weather	24	Severe storms, especially high wind events, routinely topple large trees in the city. A typical year has 2 or 3 events of varying severity, most requiring some type of emergency public works crew response.
3	Flood	15	The core business area in Mill Creek is adjacent to North Creek. A large debris blockage at the 164th St SE bridge over North Creek would result in flooding and damage to many structures in this business area. Several major roads in Mill Creek are subject to flooding and closure during heavy rainfall events.
4	Climate Change	10	The forecast climate change impacts to this region are more severe storms and drying. The first exacerbates our most common disaster – wind storms – and the second increases the risk of urban interface wildfires in our large, heavily treed open space areas surrounded by residential structures.
5	Volcano	8	The city is located within 100 miles of the potential ash plume of several volcanos.
6	Landslide/Mass Movement	6	Several residential subdivisions within Mill Creek are built on or adjacent to steep slopes that have the potential for landslides. This would especially be true in the wet season after a long period of rain and even a minor earthquake.
7	Urban Wildland Fire	5	A 2010 survey of roofing materials in the city by the fire district documented that 50% of all homes have wood shake/shingle roofs. Mill Creek fits the definition of an occluded community very well with several large areas of mature, dense forest canopy. With the high percentage of wood roofs combined and changing climate (drier trending here), firebrands could be a mechanism for widespread residential fires. At the encouragement of the fire district, many Home Owner Associations have recently changed requirements to allow less combustible roofs.
N/A	Avalanche	0	
N/A	Tsunami/Seiche	0	
N/A	Dam Failure	0	

TABLE 13-3. LEGAL AND REGULATORY CAPABILITY					
	Local Authority	State or Federal Prohibitions	Other Jurisdictional Authority	State Mandated	Comments
Codes, Ordinances & Requirements					
Building Code	Yes	No	Yes	Yes	Ordinance No. 2013-760
Zonings	Yes	No	No	Yes	Ordinance No. 2014-515
Subdivisions	Yes	No	No	Yes	Ordinance No. 2009-702
Stormwater Management	Yes	No	Yes	Yes	Ordinance No. 2009-702
Post Disaster Recovery	Yes	No	No	Yes	Ordinance No. 2009-702 & 2011-459
Real Estate Disclosure	No	Yes	No	No	N/A
Growth Management	Yes	No	No	Yes	Ordinance No. 2013-758
Site Plan Review	Yes	No	No	Yes	Ordinance No. 2014-778
Special Purpose (flood management, critical areas)	Yes	No	Yes	Yes	Ordinance No. 2004-603 & 2006-633
Planning Documents					
General or Comprehensive Plan	Yes	No	No	Yes	Ordinance No. 2013-758
Floodplain or Basin Plan	Yes	No	No	Yes	Ordinance No. 2004-603 & 2006-633
Stormwater Plan	Yes	No	Yes	Yes	Ordinance No. 2013-765
Capital Improvement Plan	Yes	No	No	Yes	Ordinance No. 2014-513
Habitat Conservation Plan	Yes	Yes	Yes	Yes	Ordinance No. 2004-603
Economic Development Plan	No	No	No	No	None adopted
Emergency Response Plan	Yes	No	Yes	Yes	None adopted
Shoreline Management Plan	Yes	No	No	Yes	Ordinance No. 2013-758 (Note: City has no shorelines of the State)
Post Disaster Recovery Plan	No	No	No	Yes	Resolution No. 2009-435 & 2011-459
Other					

**TABLE 13-4.
ADMINISTRATIVE AND TECHNICAL CAPABILITY**

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	Department of Community Development (DCD) & Public Works (PW)/Community Development Director, Senior Planners, City Engineer, Public Works Director
Engineers or professionals trained in building or infrastructure construction practices	Yes	DCD, PW/City Engineer, PW Director, Building Official, Building Inspectors
Planners or engineers with an understanding of natural hazards	Yes	DCD, PW/Directors of DCD and PW, Senior Planners, City Engineer
Staff with training in benefit/cost analysis	No	
Floodplain manager	No	
Surveyors	No	
Personnel skilled or trained in GIS applications	Yes	DCD, Public Works/Senior Planner, Engineering Technician
Scientist familiar with natural hazards in local area	No	
Emergency manager	No	
Grant writers	No	

TABLE 13-5. FISCAL CAPABILITY	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	No
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	No
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	No
Incur Debt through Private Activity Bonds	No
Withhold Public Expenditures in Hazard-Prone Areas	No
State Sponsored Grant Programs	Yes
Development Impact Fees for Homebuyers or Developers	No

**TABLE 13-6.
COMMUNITY CLASSIFICATIONS**

	Participating?	Classification	Date Classified
Community Rating System	No	N/A	N/A
Building Code Effectiveness Grading Schedule	Yes	2	2011
Public Protection	No	N/A	N/A
Storm Ready	No	N/A	N/A
Firewise	No	N/A	N/A
Tsunami Ready	No	N/A	N/A

<p align="center">TABLE 13-7. HAZARD MITIGATION ACTION PLAN MATRIX</p>							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Department & Position	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative MC-01: Perform a structural seismic retrofit of the City's Annex Building.							
Existing	Earthquake	#9 and Plan Goals #1 & #2	Facilities, Parks & Rec. Director	\$150,000	City, grant(s)	Short term	Yes
Initiative MC-02: Perform a structural seismic retrofit of the City's public works maintenance buildings planned for purchase in Q2 2015.							
New	Earthquake	#9 and Plan Goals #1 & #2	Facilities, Parks & Rec. Director	\$50,000	City, grant(s)	Short term	Yes
Initiative MC-03: Perform a structural seismic retrofit of the Mill Creek Library building.							
Existing	Earthquake	#9 and Plan Goals #1 & #2	Facilities, Parks & Rec. Director	\$100,000	City, grant(s)	Short term	Yes
Initiative MC-04: Actively promote and engage in public education and outreach to city residents and businesses on topics of natural hazards, mitigation measures and preparedness.							
Both	All hazards	#5 and Plan Goal #5	Public Safety Dept.	\$50,000	City	Short term	Yes
Initiative MC-05: Develop and implement policy for maintaining critical city vehicles and equipment during and after an ash fall event.							
Existing	Volcano	#9 and Plan Goal #2	Facilities, Parks & Rec. Director	\$10,000	City	Short term	Yes
Initiative MC-06: Add emergency back-up generators to designated emergency housing facilities.							
Existing	All hazards except Climate Change	#9	Facilities, Parks & Rec. Director	\$100,000	City	Short term	No

**TABLE 13-8.
MITIGATION STRATEGY PRIORITY SCHEDULE**

Initiative #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Priority ^a
1	1	High	Medium	Yes	Yes	Yes	Medium
2	1	High	Low	Yes	Yes	Yes	Medium
3	1	High	High	Yes	Yes	No	Medium
4	1	Medium	Medium	Yes	No	No	Medium
5	1	High	Low	Yes	No	Yes	Medium
6	1	High	High	Yes	No	No	Medium

a. Explanation of priorities

- High Priority: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short-term project) once funded.
- Medium Priority: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- Low Priority: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and timeline for completion is long term (5 to 10 years).

**TABLE 13-9.
ANALYSIS OF MITIGATION INITIATIVES**

Hazard Type	Initiative Addressing Hazard, by Mitigation Type					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Earthquake		1, 2, 3, 5	4		1, 2, 6	
Severe Storm			4		6	
Flooding			4		6	
Climate Change			4			
Volcano		5	4		6	
Landslide			4		6	
Wildland Fire			4		6	

Notes:

1. Prevention: Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
2. Property Protection: Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
3. Public Education and Awareness: Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
4. Natural Resource Protection: Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
5. Emergency Services: Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
6. Structural Projects: Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

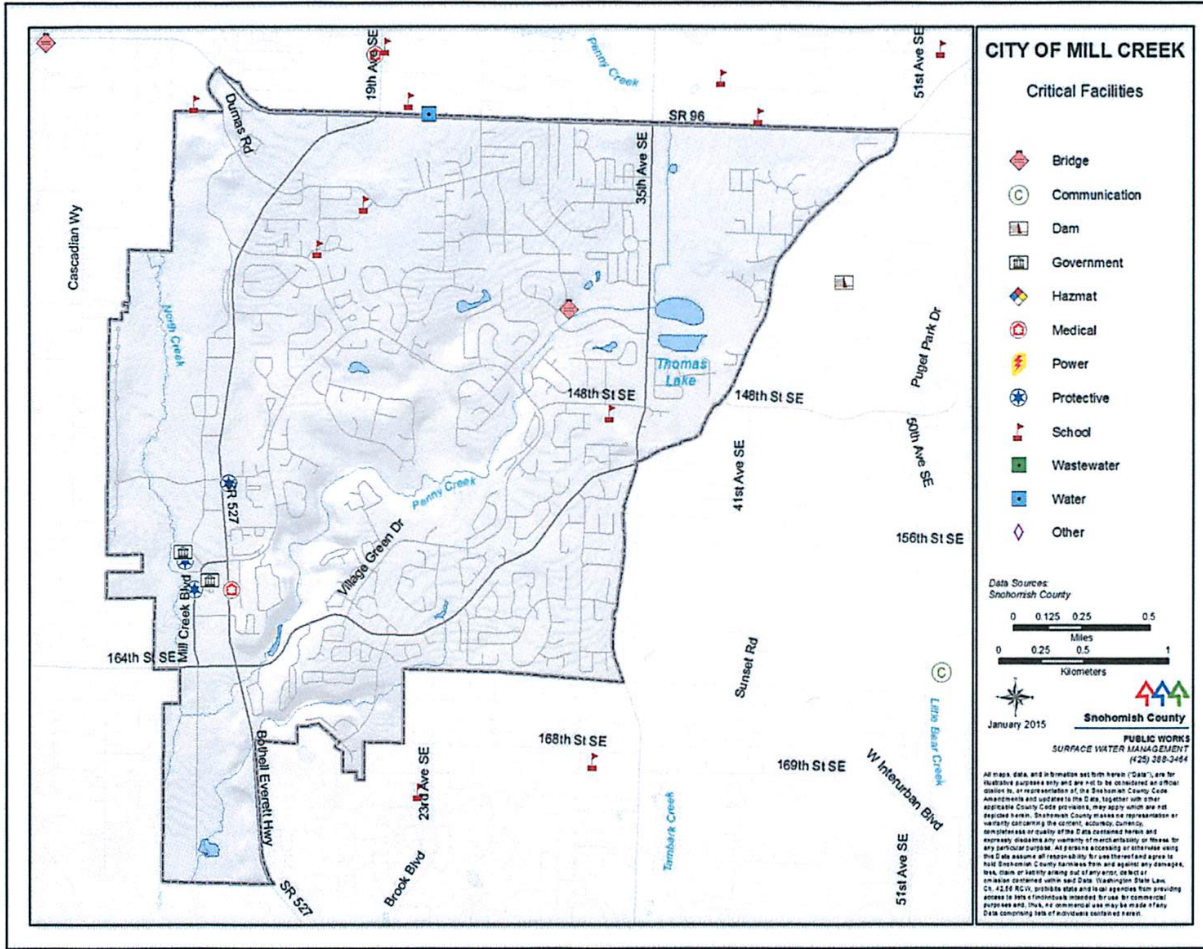
TABLE 13-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
MC-01-MH-ST: Identify City equipment necessary for safety and operations.	X			All elements within this action item have been completed except for a front glass wall at the main City Hall reception counter.
MC-02-MH-ST: Continue and enhance hazard education programs.		X		Public education regarding hazard preparedness is never complete so this ongoing action item is included in Table 13-7 as initiative MC-04.
MC-03-D-ST: Work with Alderwood Water and Wastewater and Silver Lake Water and Sewer Districts to educate consumers about drought impacts and ways to minimize water waste.	X			The City water and sewer service is provided by two private water and sewer districts. They actively promote water conservation and will continue to do so. In addition, it is the primary responsibility of the districts to carry out this action.
MC-04-E-ST: Conduct non-structural retrofit activities in City facilities.	X			All practicable elements of this 2010 NHMP item have been completed.
MC-05-E-ST: Encourage reduction of nonstructural and structural earthquake hazards in homes, schools, businesses, and government offices.	X	X		Activities were undertaken since the 2010 NHMP, but this is ongoing public education and is included in Table 13-7 as initiative MC-04.
MC-06-E-ST: Identify public buildings and infrastructure that require structural retrofitting.		X		In Table 13-7 as initiatives MC-01, MC-02, MC-03.
MC-07-E-ST: Identify funding sources for structural and nonstructural retrofitting of structures that are identified as seismically vulnerable.		X		In Table 13-7 as initiatives MC-01, MC-02, MC-03.

TABLE 13-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
MC-08-E-LT: Integrate new earthquake hazard mapping data for the City of Mill Creek and improve technical analysis of earthquake hazards.			X	Adopted building code already defines seismic zones for design purposes. Technical analysis beyond that more appropriate for a regional, state or federal agency.
MC-09-F-ST: Identify surface water drainage obstructions within the City of Mill Creek	X			Surface water structures that could lead to flooding have been identified.
MC-10-F-LT: Enhance data and mapping for floodplain information within the city, and identify and map flood-prone areas outside of designated floodplains.	X			Public works policy addresses flood prone areas outside of designated floodplains.
MC-11-F-LT: Develop acquisition and management strategies to preserve open space for flood mitigation, fish habitat, and water quality in the floodplain.	X			Completed North Creek stream-bank restoration projects. Existing regulations preserve critical areas.
MC-12-L-ST: Improve knowledge of landslide hazard areas and understanding of vulnerability and risk to live and property in hazard-prone areas.	X	X		Adopted critical-area regulations require geotechnical analysis. Technical knowledge beyond what is currently best practice will be incorporated into regulations when available and accepted by appropriate federal/state agencies or national organizations.

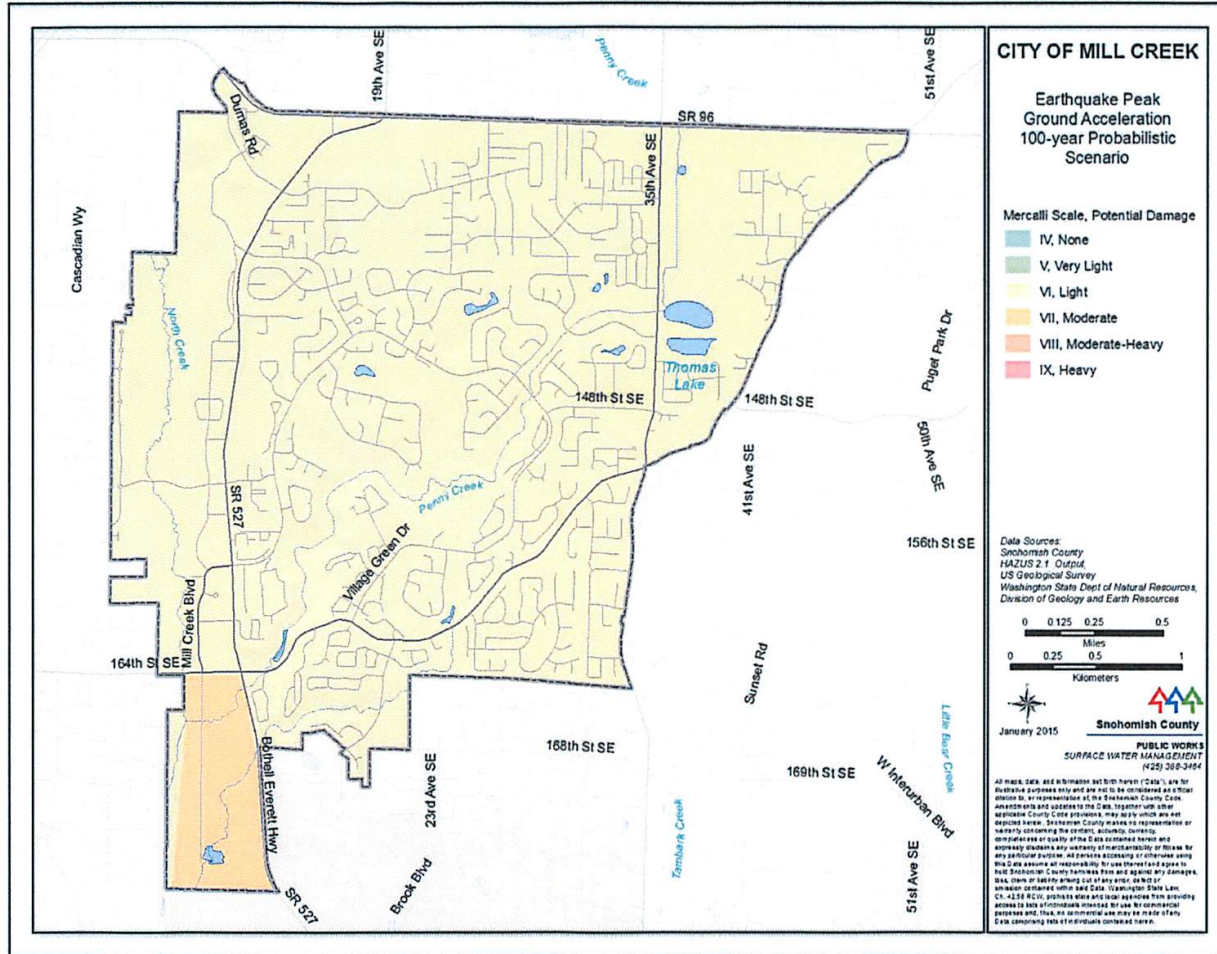
TABLE 13-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
MC-13-L-ST: Encourage construction and subdivision design that can be applied to steep slopes to reduce the potential adverse impacts from development.	X	X		Adopted critical-area regulations require geotechnical analysis. Technical knowledge beyond what is currently best practice will be incorporated into regulations when available and accepted by appropriate federal/state agencies or national organizations.
MC-14-L-ST: Limit activities in identified potential and historical landslide areas through regulation and public outreach.	X	X		Adopted critical-area regulations require geotechnical analysis. Technical knowledge beyond what is currently best practice will be incorporated into regulations when available and accepted by appropriate federal/state agencies or national organizations.
MC-15-S-ST: Enhance strategies for public safety during severe storm events.	X	X		Public works policies in place to address most common severe storm situations, but public education is included in Table 13-7 as initiative MC-04.
MC-16-S-ST: Develop and implement programs to coordinate maintenance and mitigation activities to reduce risk to public infrastructure from severe storms.	X			Public works policies in place to address most common severe storm situations.
MC-17-S-ST: Increase public awareness of severe storm mitigation activities.		X		Ongoing public education program that is included in Table 13-7 as initiative MC-04.
MC-18-S-ST: Enhance weather monitoring to attain earlier severe storm warnings.			X	More appropriate for regional agencies, not a small city in an urbanized metropolitan region.

TABLE 13-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
MC-19-S-ST: Encourage development and enforcement of wind-resistant building siting and construction codes.			X	City adopts most recent editions of national building codes that recommend current best design practice to address these issues.
MC-20-S-ST: Develop and implement programs to keep trees from threatening lives, property, and public infrastructure during severe storm events.		X		Ongoing public education program that is now included in Table 13-7 as initiative MC-04.
MC-21-S-LT: Require electrical utilities to use underground construction methods where possible to reduce power outages from severe storms.	X			Existing development regulations include this requirement.
MC-22-V-LT: Collaborate to develop ash fall models that are specific to the north King and south Snohomish County areas.			X	More appropriate for regional or state agency with appropriate technical resources.
MC-23-V-LT: Develop and implement policy for maintaining stock of filters for key vehicles and pieces of equipment.		X		Included in Table 13-7 as initiative MC-05.

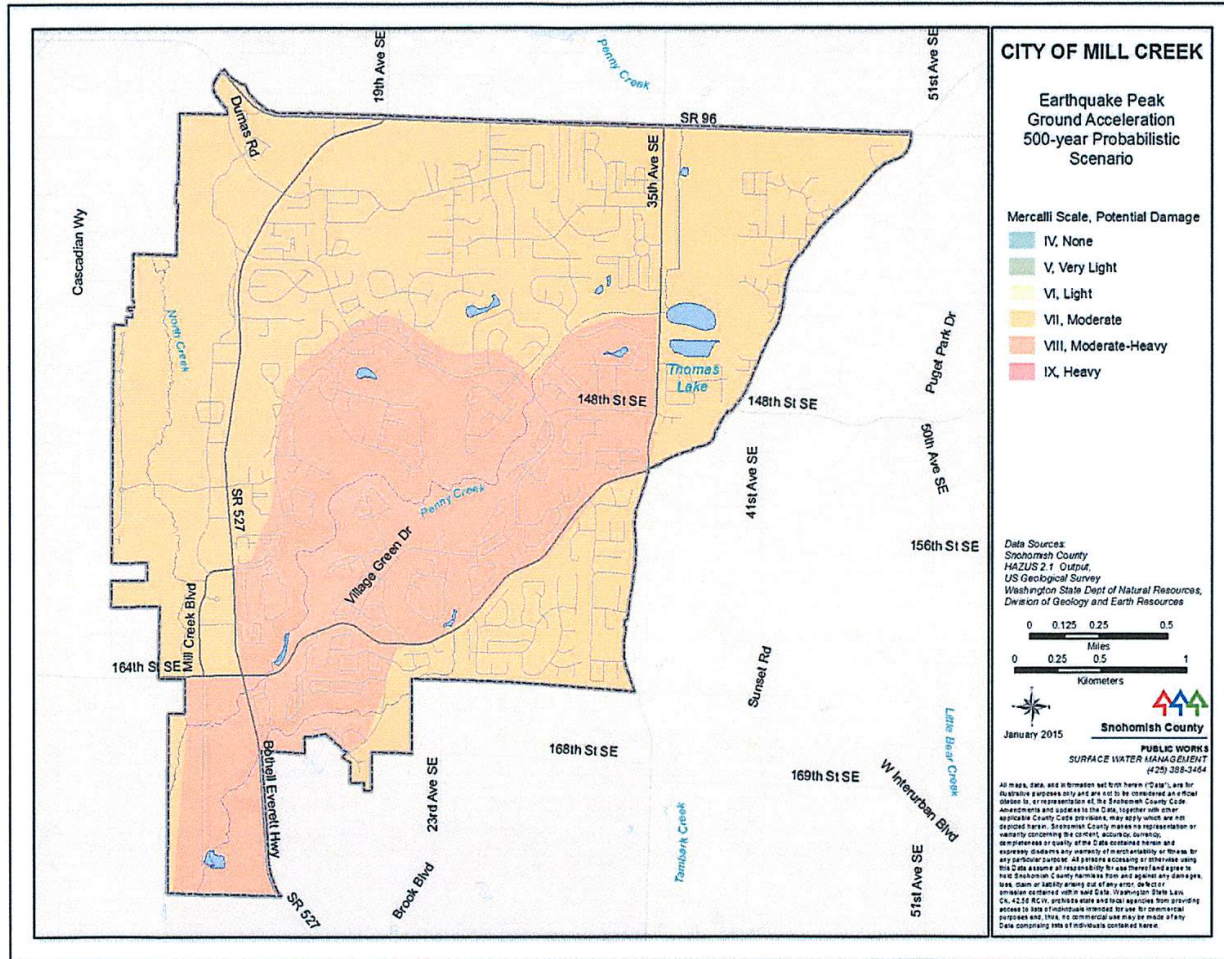
TABLE 13-10. PREVIOUS ACTION PLAN IMPLEMENTATION STATUS				
Action #	Action Status			Comments
	Completed	Carry Over to Plan Update	Removed; No Longer Feasible	
MC-24-W-LT: Enhance outreach and education programs aimed at mitigating wildland–urban interface fire hazards and reducing or preventing the exposure of citizens, public agencies, private property owners, and businesses to natural causes.		X		Although Mill Creek is not considered a rural area subject to wildland fires, the City has unusually large, forested open space areas that could be subject to “forest” fires with climate change. Ongoing public education program that is included in Table 13-7 as initiative MC-04.
MC-25-W-LT: Increase communication, coordination, and collaboration between wildland–urban interface property owners, city planners, fire prevention crews, and city officials to address risks, existing mitigation measures, and federal assistance programs.		X		Although Mill Creek is not considered a rural area subject to wildland fires, the City has unusually large forested open space areas that could be subject to “forest” fires with climate change. Ongoing public education program that is now included in Table 13-7 as initiative MC-04.



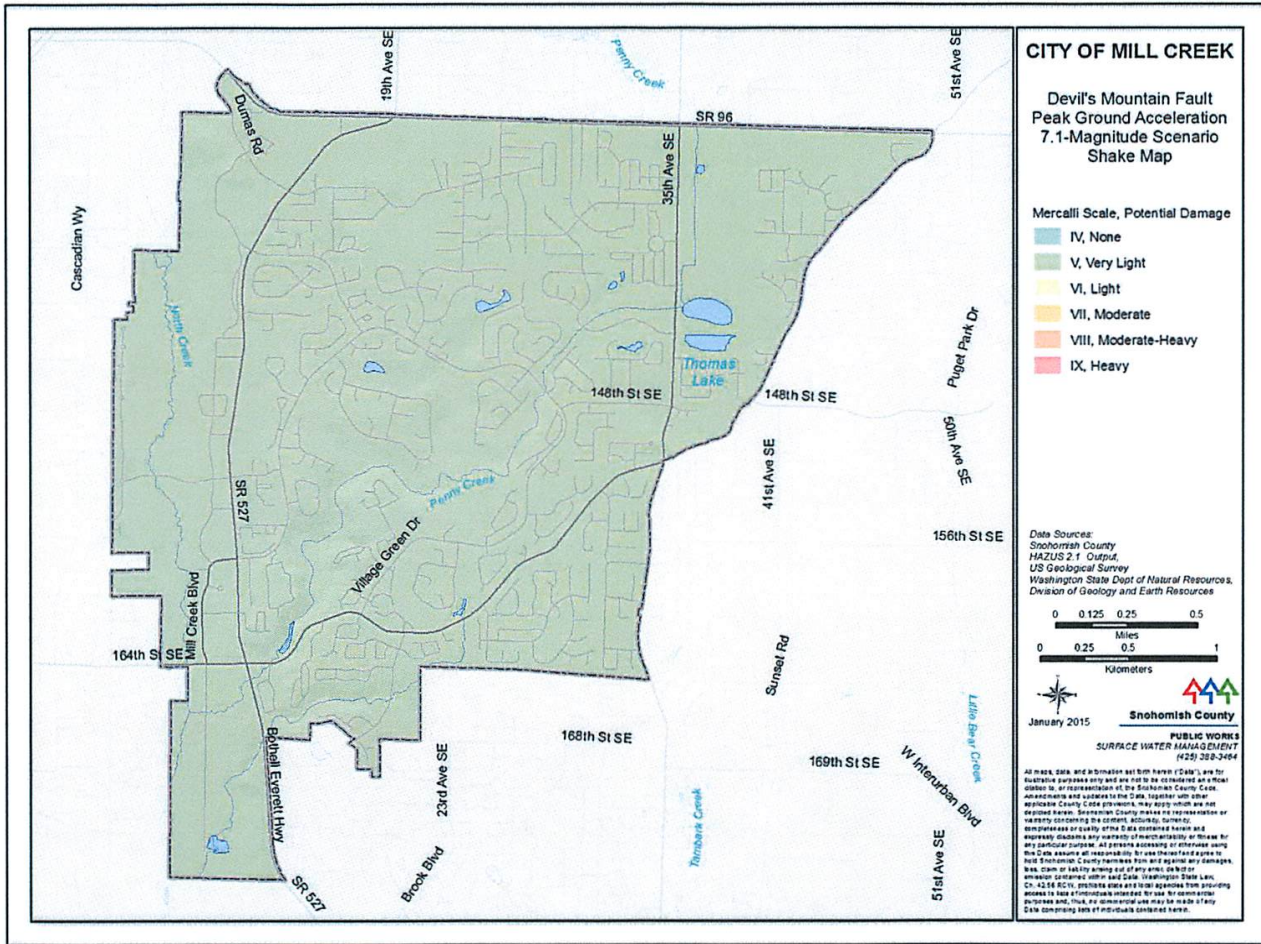
Map 13-1. City of Mill Creek Critical Facilities



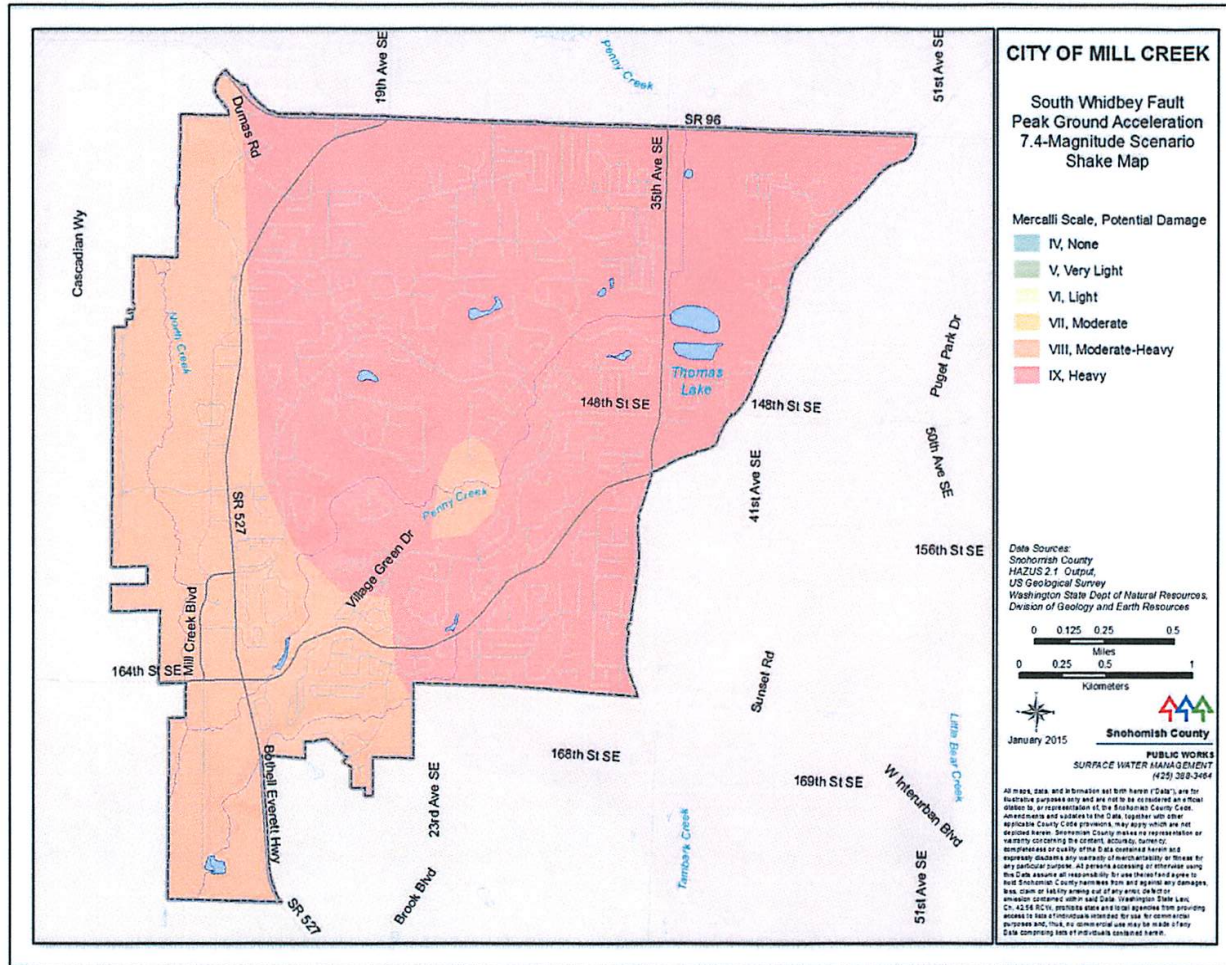
Map 13-2. City of Mill Creek 100-Year Probabilistic Earthquake Scenario



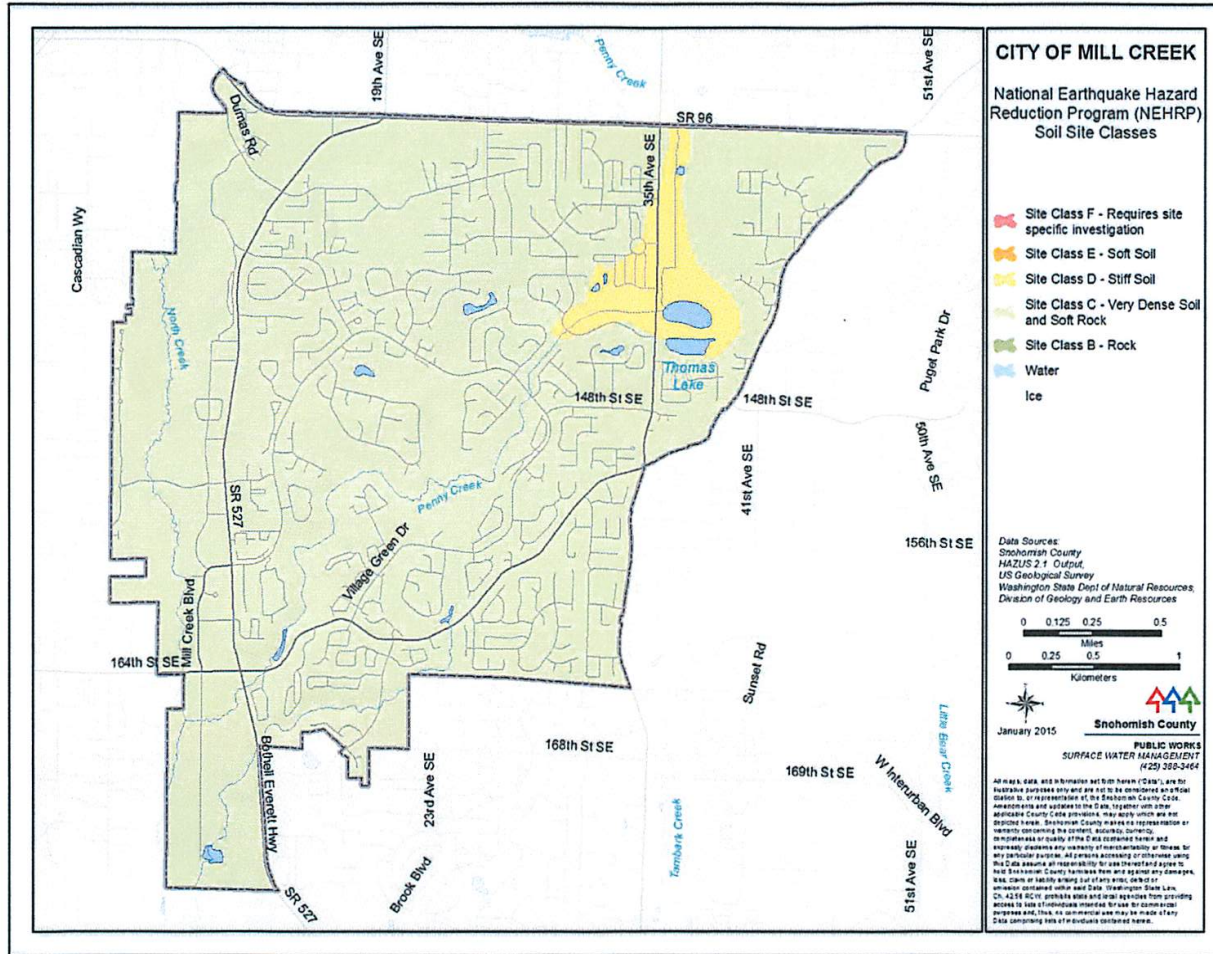
Map 13-3. City of Mill Creek 500-Year Probabilistic Earthquake Scenario



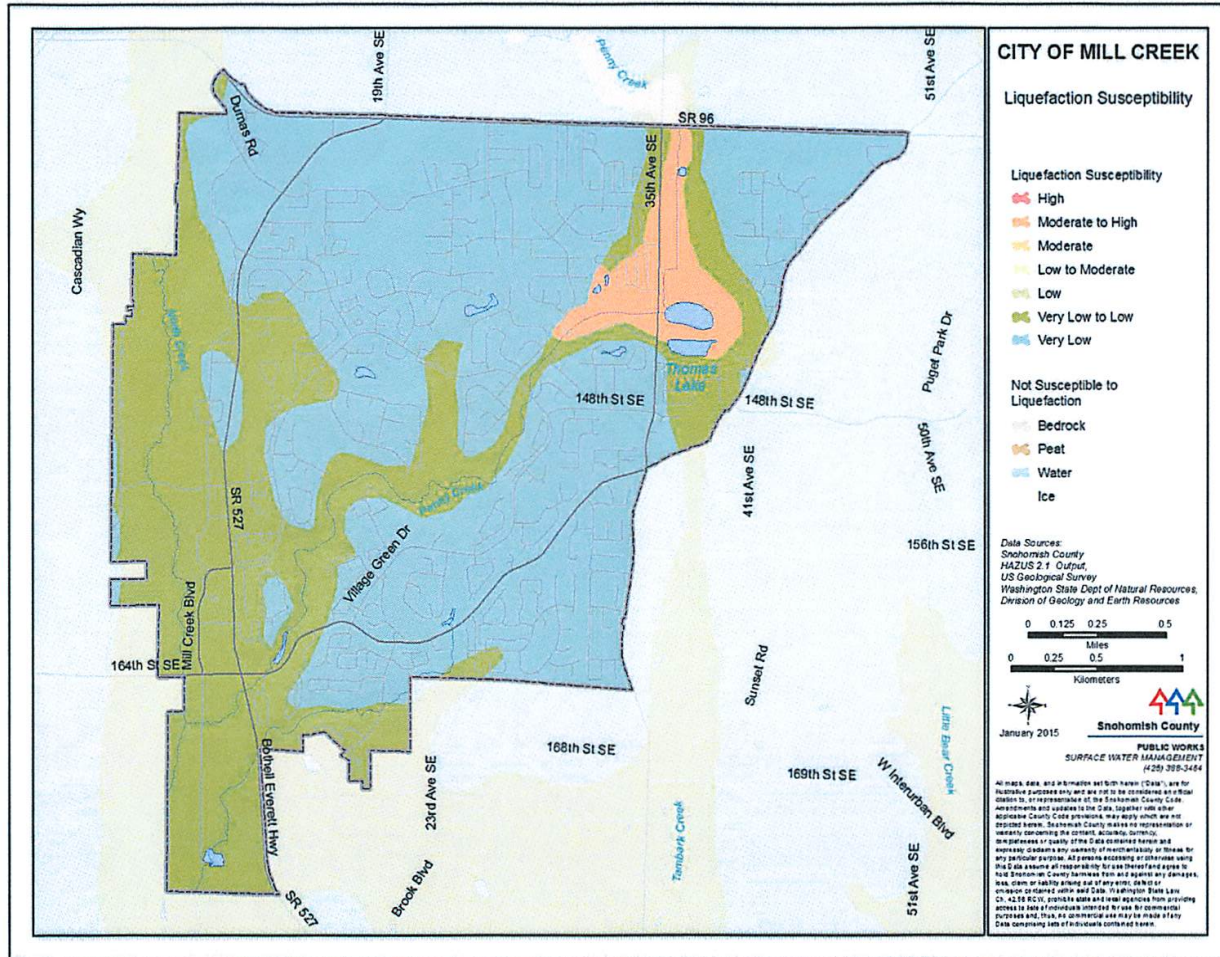
Map 13-4. City of Mill Creek Devil's Mountain Fault 7.1 Magnitude Earthquake Scenario



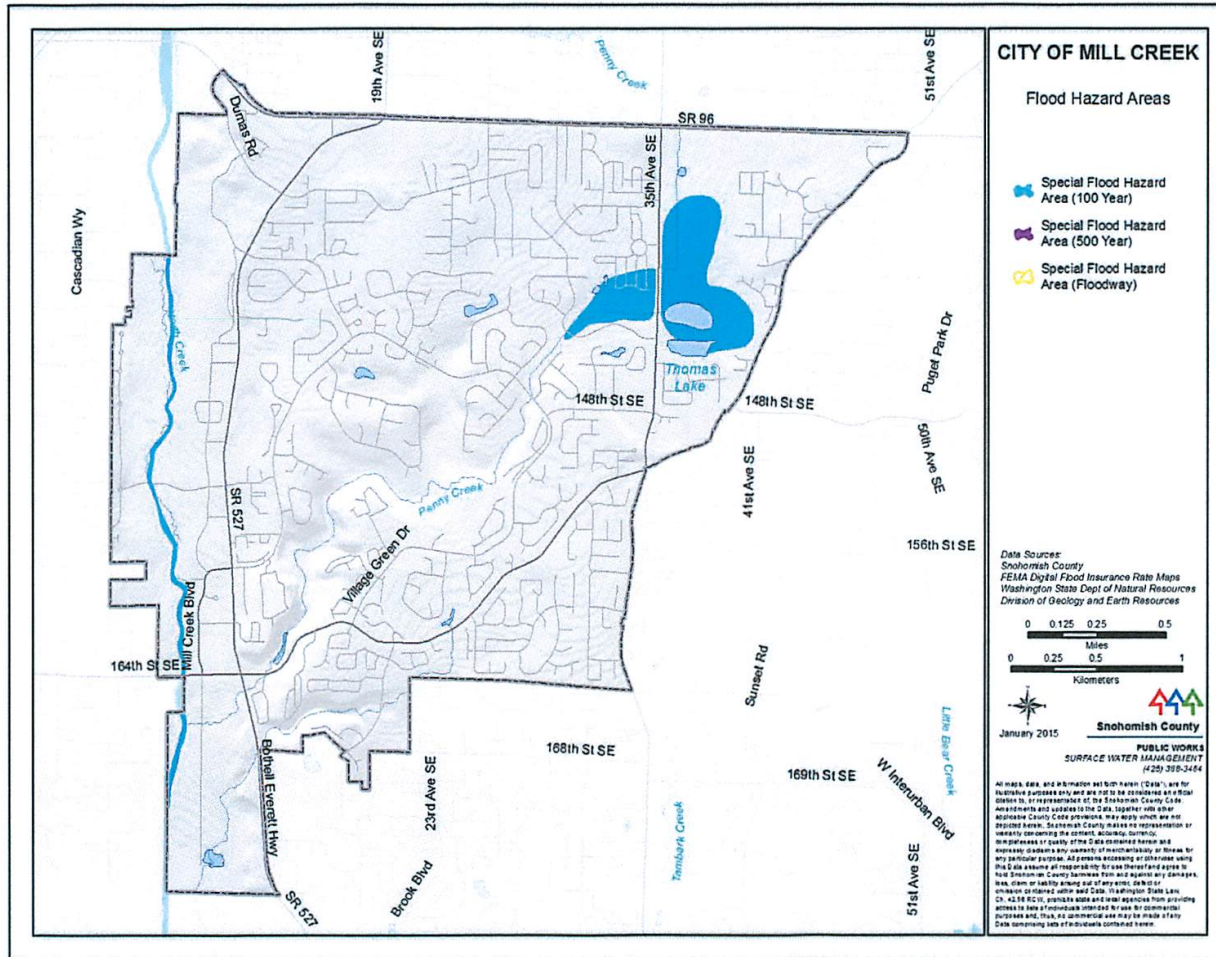
Map 13-5. City of Mill Creek South Whidbey Fault 7.4 Magnitude Earthquake Scenario



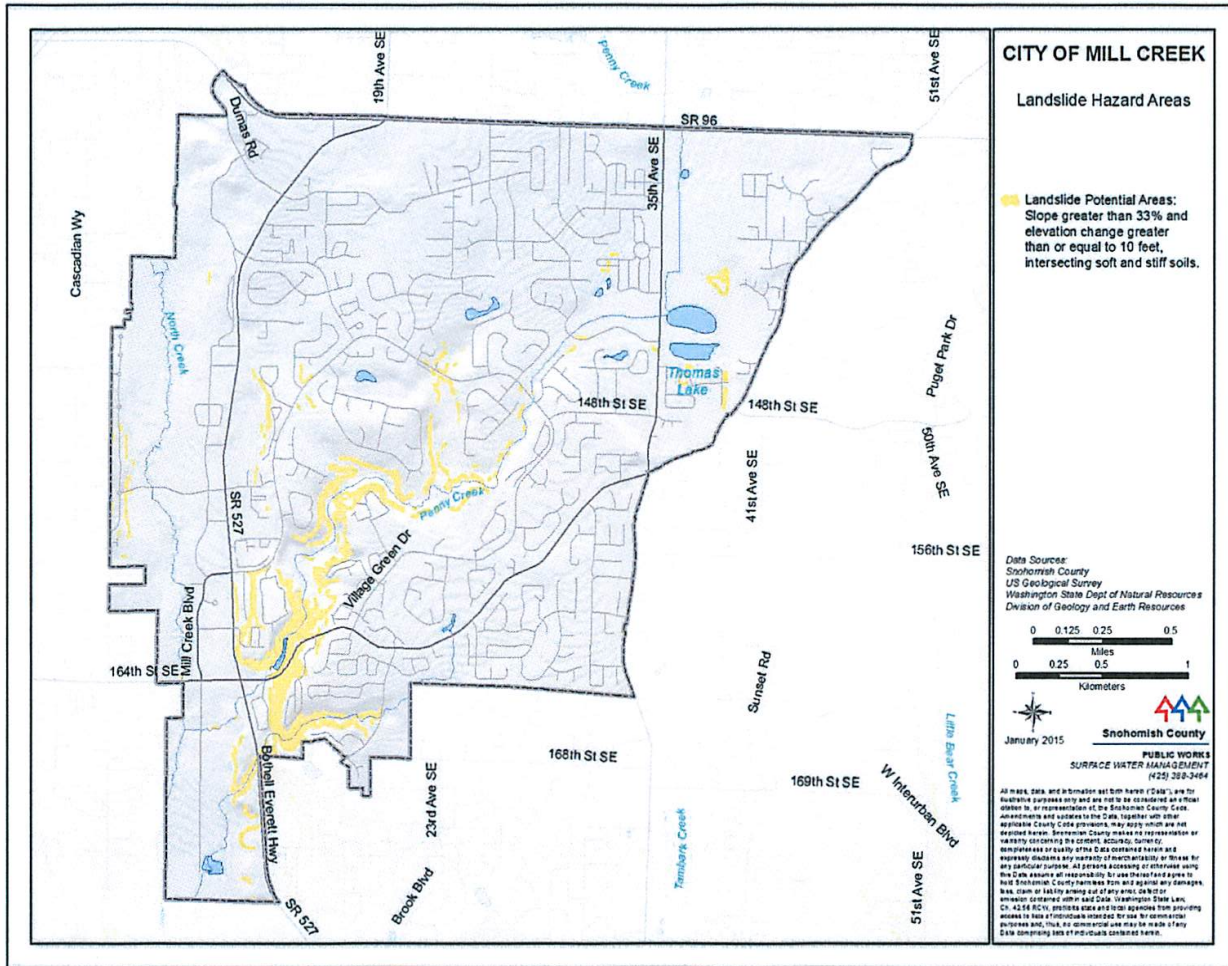
Map 13-6. City of Mill Creek National Earthquake Hazard Reduction Program Soil Classes



Map 13-7. City of Mill Creek Liquefaction Susceptibility



Map 13-8. City of Mill Creek Flood Hazard Areas



Map 13-9. City of Mill Creek Landslide Hazard Areas



Agenda Item # _____

Meeting Date: March 22, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **CONTRACT AWARD – 2016 CONCRETE REPLACEMENT PROGRAM AND PILOT TREE PROJECT.**

KEY FACTS AND INFORMATION SUMMARY: The City has several on-going programs to maintain the City's substantial investment in public infrastructure. At the last Council meeting a brief presentation of the pavement preservation program for streets was provided. There are similar programs for surface water infrastructure, public parks, building facilities, and public sidewalks. This agenda item requests the Council to consider the award of the construction contract for the 2016 Concrete Replacement Program (CRP) to repair 41 sites. This year's CRP also includes a pilot project for tree replacement that was discussed with Council on October 6, 2015. The pilot tree replacement project will reduce long-term concrete repair costs by replacing trees whose roots have damaged sidewalks with more appropriate trees, better planting beds, and root barriers. Twenty trees will be removed and fifteen new trees planted in the pilot program.

Invitations to bid were publicly advertised for the 2016 Concrete Replacement Program beginning on February 8, 2016. On March 10, 2016, the City received and opened four bids ranging from \$96,105 to \$182,315. The engineer's estimate for the project was \$117,125. Trinity Contractors, Inc. was the lowest responsive, responsible bidder and has successfully completed public works projects for a number of local cities. Reference checks were all very positive. Trinity Contractors, Inc. has the necessary resources to perform the work.

The construction will start, weather permitting, in late April, and be completed in late June.

CITY MANAGER RECOMMENDATION: The City Manager recommends adoption of the attached resolution authorizing the City Manager to execute the construction contract for the 2016 Concrete Replacement Program to Trinity Contractors, Inc. for the bid amount of \$96,105.

ATTACHMENTS:

Resolution authorizing the City Manager to execute construction contract
Bid Summary for 2016 Concrete Replacement Program

Respectfully Submitted:

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

Rebecca C. Polizzotto
City Manager

RESOLUTION NO. 2016-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDED THE CONTRACT FOR THE 2016 CONCRETE REPLACEMENT PROJECT.

WHEREAS, the City of Mill Creek has properly issued invitations to bid for the 2016 Concrete Replacement Project; and

WHEREAS, the City received responsive and responsible bids from four companies; and

WHEREAS, the City staff has evaluated the bid responses and presented that information to the City Council for review and consideration; and

WHEREAS, the cost to complete the work or improvement, including materials, supplies, and equipment required under the contract for the 2016 Concrete Replacement Project exceeds \$50,000; and

WHEREAS, the City Manager has recommended the City Council select Trinity Contractors, Inc. as the lowest responsive and responsible bidder for the 2016 Concrete Replacement Project; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary memorandum dated March 22, 2016; and

WHEREAS, the City Council has determined that Trinity Contractors, Inc. is the lowest responsive and responsible bidder on the project; and

WHEREAS, the City Council has determined it is in the public interest to award the contract for the project to Trinity Contractors, Inc.

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

Section 1. The contract for the 2016 Concrete Replacement Project is hereby awarded to Trinity Contractors, Inc. as the lowest responsive and responsible bidder. The City Manager is authorized to execute the contract and such other documents as are pertinent to this award.

Section 2. The City Council finds that a need exists to award the bid in a timely manner to ensure the construction of the 2016 Concrete Replacement Project, and that this Resolution shall therefore be effective immediately upon adoption.

Adopted this 22nd day of March, 2016 by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: _____

G:\EXECUTIVE\WP\Resolutions\2016\2016 Concrete Replacement Project.docx



2016 CONCRETE REPLACEMENT PROGRAM
City of Mill Creek
Bid Tabulation

Bid Opening: 11:00 AM, THURSDAY MARCH 10, 2016

No.	Spec. Section	Item	Quantity	Unit	Engineer's Estimate		Trinity Contractors Inc.		Kamins Construction		Iron Creek Construction		Rodarte Construction	
					Unit Cost	Total Cost								
1	1-10	Flaggers	20	HR	\$ 45.00	\$900.00	\$50.00	\$1,000.00	\$60.00	\$1,200.00	\$60.00	\$1,200.00	\$60.00	\$1,200.00
2	1-10	Temporary Traffic Control	1	LS	\$ 2,500.00	\$2,500.00	\$15,000.00	\$15,000.00	\$12,379.50	\$12,379.50	\$15,000.00	\$15,000.00	\$8,000.00	\$8,000.00
3	2-01	Tree Removal with Replacement (Incl. Tree Pit Exc.)	15	EA	\$ 2,150.00	\$32,250.00	\$600.00	\$9,000.00	\$996.10	\$14,941.50	\$2,500.00	\$37,500.00	\$2,750.00	\$41,250.00
4	2-01	Tree Removal Only (No New Tree Replacement)	5	EA	\$ 1,350.00	\$6,750.00	\$500.00	\$2,500.00	\$898.80	\$4,494.00	\$1,800.00	\$9,000.00	\$2,100.00	\$10,500.00
5	8-01	Temporary Erosion and Sedimentation Control	1	LS	\$ 1,500.00	\$1,500.00	\$15,000.00	\$15,000.00	\$1,575.00	\$1,575.00	\$500.00	\$500.00	\$2,000.00	\$2,000.00
6	8-02	Topsoil Type A	56	CY	\$ 80.00	\$4,480.00	\$60.00	\$3,360.00	\$68.25	\$3,822.00	\$100.00	\$5,600.00	\$130.00	\$7,280.00
7	8-02	Seeded Lawn Installation	30	SY	\$ 5.00	\$150.00	\$8.00	\$240.00	\$5.25	\$157.50	\$10.00	\$300.00	\$115.00	\$3,450.00
8	8-02	Bark Mulch	7	CY	\$ 75.00	\$525.00	\$65.00	\$455.00	\$57.75	\$404.25	\$120.00	\$840.00	\$130.00	\$910.00
9	8-02	Flame Amur Maple, 2" cal. Acer ginnala Flame	15	EA	\$ 500.00	\$7,500.00	\$400.00	\$6,000.00	\$404.25	\$6,063.75	\$800.00	\$12,000.00	\$1,300.00	\$19,500.00
10	8-04	Cement Concrete Curb and Gutter Replacement	54	LF	\$ 80.00	\$4,320.00	\$75.00	\$4,050.00	\$93.90	\$5,070.60	\$100.00	\$5,400.00	\$100.00	\$5,400.00
11	8-05	Miscellaneous Work	1	FA	\$ 2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
12	8-14	Cement Concrete Sidewalk Replacement	325	SY	\$ 110.00	\$35,750.00	\$100.00	\$32,500.00	\$204.91	\$66,595.75	\$180.00	\$58,500.00	\$225.00	\$73,125.00
13	8-14	Root Barrier Installation 18" Inch	225	LF	\$ 35.00	\$7,875.00	\$9.00	\$2,025.00	\$9.45	\$2,126.25	\$9.00	\$2,025.00	\$15.00	\$3,375.00
14	8-14	Root Barrier Installation 24" Inch	225	LF	\$ 45.00	\$10,125.00	\$11.00	\$2,475.00	\$11.55	\$2,598.75	\$10.00	\$2,250.00	\$17.00	\$3,825.00
					TOTAL BID =	\$117,125.00	TOTAL BID =	\$96,105.00	TOTAL BID =	\$123,928.85	TOTAL BID =	\$152,615.00	TOTAL BID =	\$182,315.00



Agenda Item # _____
Meeting Date: March 22, 2016

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: RESOLUTION DESIGNATING CITY OF MILL CREEK AGENTS FOR FEMA 4249-DR-WA APPLICATION FOR DISASTER ASSISTANCE FUNDS

KEY FACTS AND INFORMATION SUMMARY:

The City is actively seeking emergency disaster assistance funding for the wind storm event of November 17, 2015, designated by FEMA as disaster 4249-DR-WA. A requirement of the funding process is the detailed accounting and certification of labor, equipment, materials and contracts necessary to recover from the disaster. In addition, the funding assistance process requires an official designation, by resolution of the governing body, of an "agent" for the City to oversee the provisions of the public assistance funding contract.

CITY MANAGER RECOMMENDATION:

The Facilities, Parks and Recreation Department has been intimately involved in the cleanup and recovery efforts, and is best equipped to handle the details necessary to complete the FEMA disaster funding assistance process. Accordingly, the City Manager recommends the Council adopt the attached resolution appointing Facilities, Parks & Recreation Director Tom Gathmann as the City's representative for FEMA disaster 4249-DR-WA and Public Works Supervisor Nathan Beagle as the alternative representative.

ATTACHMENTS:

Resolution appointing Facilities, Parks & Recreation Director Tom Gathmann as the authorized representative for the City of Mill Creek to obtain federal and state emergency disaster assistance funds and Public Works Supervisor Nathan Beagle as the designated alternate.

Respectfully Submitted:


Rebecca C. Polizzotto
City Manager

G:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\FEMA-4249 17 Nov 2015 Event - City rep designation.docx

RESOLUTION NO. 2016 - _____

A RESOLUTION OF THE CITY OF MILL CREEK, WASHINGTON, DESIGNATING THE FACILITIES, PARKS & RECREATION DIRECTOR AS THE REPRESENTATIVE ON BEHALF OF THE CITY FOR FEMA DISASTER 4249-DR-WA ASSISTANCE FUNDING.

WHEREAS, the City of Mill Creek sustained significant damage during the wind storm of November 17, 2015; and

WHEREAS, said wind storm later received a Presidential Disaster Declaration, designated as 4249-DR-WA; and

WHEREAS, the City of Mill Creek submitted a Request for Public Assistance for disaster recovery costs related to disaster number 4249-DR-WA; and

WHEREAS, the City of Mill Creek desires to enter into a grant agreement with the Washington State Military Department and the Federal Emergency Management Agency for public assistance funding for disaster number 4249-DR-WA; and

WHEREAS, a requirement of a public assistance funding grant agreement is the designation by the City of an authorized representative and alternate.

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

Section 1. Tom Gathmann, Facilities, Parks & Recreation Director, is hereby appointed as the authorized agent for the City of Mill Creek for disaster 4249-DR-WA and Nathan Beagle, Public Works Supervisor, is appointed as the alternate agent for disaster 4249-DR-WA.

Section 2. The agent and alternate are authorized on behalf of the City of Mill Creek, to execute all contracts, certify completion of projects, request payments, and prepare all required documentation for funding requirements associated with disaster 4249-DR-WA.

Adopted this 22nd day of March, 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.: _____

G:\EXECUTIVE\WP\Resolutions\2016\FEMA authorized agent for wind storm 4249-DR-WA.doc



Date: March 22, 2016

A/P Check Batches		
Dated	Check Numbers	Amount
03/15/2016	55059-55134	\$144,174.40
Total		\$144,174.40

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 55059 through 55134, in the amount of \$144,174.40.

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

Councilmember

Councilmember

Justin Keady

Finance Director
Rebecca C. Palizzotto

City Manager

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

Accounts Payable

Checks by Date - Detail by Check Date

User: jodieg
 Printed: 3/17/2016 11:30 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55059	SEADAIJ 3310309	Daily Journal of Commerce BC: Concrete Replace Program 02/23, 02/25, 02	03/15/2016		198.90
			Total for Check Number 55059:	0.00	198.90
55060	ACTATHLT 6011	Action Athletics Intro to Cheerleading 5-11 Yrs 01/25-03/14 #601	03/15/2016		637.00
			Total for Check Number 55060:	0.00	637.00
55061	ADPLLC 469632165	ADP, LLC Payroll Processing Chgs Ending 2/11	03/15/2016		112.00
			Total for Check Number 55061:	0.00	112.00
55062	ALDWTR	Alderwood Water District	03/15/2016		
	00320003-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	01100176-01	Median 4 & 5 I/R 11/20-01/19			67.15
	01300169-01	1901 Mill Fern Dr SE I/R 11/24-01/19			203.74
	01550006-01	16011 28th Dr SE I/R 11/20-01/19			67.15
	02170002-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	02460002-01	155 Village Grn Dr I/R 11/20-01/19			129.23
	02470001-01	155 VLG Grn Dr/Heron Pk 11/20-01/19			177.15
	03050003-01	15933 29th Dr SE I/R 11/20-01/19			67.15
	03095000-01	16220 27th DR SE I/R 11/20-01/19			67.15
	03805002-01	16217 27th Dr SE I/R 11/20-01/19			67.15
	03865000-01	16205 25th DR SE I/R 11/20-01/19			29.90
	04900159-01	Seattle Hill RD I/R 11/20-01/19			67.15
	05400166-01	Median Number 6 I/R 11/20-01/19			129.23
	05590004-02	15720 Mill Creek Blvd D/C 11/23-01/20			14.04
	05600177-03	15720 Main Street 11/23-01/19			469.23
	05700181-01	15728 Main St I/R 11/23-01/20			129.23
	05702001-01	15728 Main St D/C 11/23-01/19			14.04
	05705005-01	15728 Main St 11/23-01/19			406.24
	06900173-02	1300 156th Pl SE I/R 11/20-01/19			29.90
	07850004-01	16101 Highland Blvd/Restr 11/20-01/19			177.15
	07855001-01	16101 28th Dr SE I/R 11/20-01/19			129.23
	07895001-01	16021 28th Dr SE I/R 11/20-01/19			67.15
	07900155-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	08000152-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	08300050-01	3310 157th Pl SE I/R 11/20-01/19			67.15
	08800024-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	08900020-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	09000017-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	09080000-01	14600 Mill Creek Blvd I/R 11/20-01/19			29.90
	09100016-01	Seattle Hill Rd I/R 11/20-01/19			67.15
	132333000-01	15200 Mill Creek Blvd I/R 11/20-01/19			29.90
	25703000-01	14725 32nd DR SE I/R 11/20-01/19			67.15
	26070000-01	15803 32nd Ave SE 11/20-01/19			177.15
	26467000-01	1900 164th St SE 11/20-01/19			67.15

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	26468000-01	1900 164th St SE I/R 11/20-01/19			67.15
	33254000-01	14725 32nd Dr SE 11/20-01/19			177.15
	34493000-01	15720 Main ST I/R 11/20-01/19			29.90
			Total for Check Number 55062:	0.00	3,758.16
55063	ALEXPRCO 46035	Alexander Printing Company Inc 200-Note Pads-Employee Recognition	03/15/2016		317.55
			Total for Check Number 55063:	0.00	317.55
55064	ALTECIND 5271017	Altec Industries Inc Safety Inspection PM/Repair-PW8	03/15/2016		1,246.04
			Total for Check Number 55064:	0.00	1,246.04
55065	BALOUGHR 03/26	Racine Balough Ballooning-Eggstravaganza 03/26	03/15/2016		250.00
			Total for Check Number 55065:	0.00	250.00
55066	BANKCR13 1	Business Card Bank of America MCBA Lunch Mtg 02/16-T Gathmann	03/15/2016		8.00
			Total for Check Number 55066:	0.00	8.00
55067	BENEAD 1602517	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan-Feb	03/15/2016		187.30
			Total for Check Number 55067:	0.00	187.30
55068	BLUEBEAM 107798	Bluebeam Software Inc Bluebeam- User License/Annual Maint-S Ringst	03/15/2016		319.00
			Total for Check Number 55068:	0.00	319.00
55069	BANKCR22 1 2	Business Card Dry Cleaning-L Dickerson-Per Contract Refreshments-PD Town Hall Meeting 2/16	03/15/2016		44.28 30.95
			Total for Check Number 55069:	0.00	75.23
55070	CARTERE Reimb Exp	Eric Carter Reimburse P2- 2012 IPC Commercial Plumbing	03/15/2016		199.00
			Total for Check Number 55070:	0.00	199.00
55071	CDW CFX9659 CGF4957	CDW Government Sonicwall Sonicpoint w/Poe, Tripp Surge Strip-F Sonicwall Sonicpoint w/Poe-Remodel Project	03/15/2016		399.20 488.14
			Total for Check Number 55071:	0.00	887.34
55072	CINTAS 460532275 460532275A 460550265 460550265A	Cintas Corporation Loc. #460 Floor Mat Service 02/05 Floor Mat Service 02/05 Floor Mat Service 03/04 Floor Mat Service 03/04	03/15/2016		59.36 34.63 59.36 34.63
			Total for Check Number 55072:	0.00	187.98
55073	CIEDMOND RGG-160022	City of Edmonds Domestic Violence Coordinator - March	03/15/2016		926.59

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55073:	0.00	926.59
55074	CITYMUK 003089	City of Mukilteo Sno Co Cities Dinner Mtg 02/18-M Todd	03/15/2016		35.00
			Total for Check Number 55074:	0.00	35.00
55075	COMCAST 0724345	Comcast Internet for ITS 03/14-04/13	03/15/2016		96.29
			Total for Check Number 55075:	0.00	96.29
55076	OLYSEC 56787	Olympic Securty Communications System. Replaced Failed Access Control System-Cougar	03/15/2016		726.65
			Total for Check Number 55076:	0.00	726.65
55077	CED 2340-643450	Consolidated Electrical Distributor 2 Street Light Heads-1 Auto Accident/1 Spare	03/15/2016		801.12
			Total for Check Number 55077:	0.00	801.12
55078	DANAT 6023	Trudy Dana Baby Sitting Safety Class 03/01 & 03/03 #6023	03/15/2016		630.00
			Total for Check Number 55078:	0.00	630.00
55079	DWAYNLNS 6178404/1	Dwayne Lane Cleaned Ignition/Installed New Battery-#	03/15/2016		457.37
			Total for Check Number 55079:	0.00	457.37
55080	ADLFSASC 119408	ESA Prof Serv Buffer Enhancement Plan-MCSP 01/2:	03/15/2016		485.00
			Total for Check Number 55080:	0.00	485.00
55081	GILANIJ 6025 6083	FeelArtistic Acrylic on Canvas 02/02-03/01 #6025 Watercolor for Adults 02/02-03/01 #6083	03/15/2016		364.00 104.00
			Total for Check Number 55081:	0.00	468.00
55082	GTENORTH 425 316-3862	Frontier Phone Line Chgs 03/04-04/03-Alarm	03/15/2016		141.41
			Total for Check Number 55082:	0.00	141.41
55083	BLUMENT 004915449 004993842	Blumenthal's Galls LLC 1 Pr Uniform Pants-D Gilbertson 1 Pr Uniform Pants-D Gilbertson	03/15/2016		54.79 54.79
			Total for Check Number 55083:	0.00	109.58
55084	GRAYBAR 983717785	Graybar Fan/Filter Accessories-Equipment Cabinet-Remc	03/15/2016		427.94
			Total for Check Number 55084:	0.00	427.94
55085	HARRISF FOCS411393	Harris Ford Repaired Oil Leak, Replaced Horn Assembly-PV	03/15/2016		2,908.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55085:	0.00	2,908.97
55086	HUIK 5944 5948 5952	Kelly Hui Ballet: Creative 02/27-03/19 #5944 Ballet: Creative 02/27-03/19 #5948 Ballet: Beg 02/27-03/19 #5952	03/15/2016		184.80 154.00 308.00
			Total for Check Number 55086:	0.00	646.80
55087	INTEGRA 13689357	Integra T-1 Monthly Chgs - March	03/15/2016		669.06
			Total for Check Number 55087:	0.00	669.06
55088	JOHNCLNR 1678 1695 1713 1730	John's Cleaning Services Inc Uniform Dry Cleaning & Repairs - Nov Uniform Dry Cleaning & Repairs - Dec Uniform Dry Cleaning & Repairs - Jan Uniform Dry Cleaning & Repairs - Feb	03/15/2016		188.19 292.03 204.06 194.95
			Total for Check Number 55088:	0.00	879.23
55089	WSCJTC 201125948	Wa State Criminal Justice Training Commis Basic Vascular Neck Restraint Training-J Saga	03/15/2016		50.00
			Total for Check Number 55089:	0.00	50.00
55090	KPFFCON 34235	KPFF Consulting Engineers Prof Serv 35th Ave Recon Proj 12/26-01/29	03/15/2016		23,581.75
			Total for Check Number 55090:	0.00	23,581.75
55091	KROESENS 31013-1 31135-1 31337 31368 31369 31459	Kroesen's Uniform Company 1 Pr Pants, 1 S/S Shirt w/Name-R Mundwiler Uniforms-Chief Elwin Belt/Chain Badge Holder-Chaplain Nick 1 Polo Shirt/1 Jacket-Gift-Interim Chief Dickers 3 - Zipper Replacement-L Pigott 3 Name Tags-G Elwin	03/15/2016		173.39 1,559.99 13.15 197.23 39.46 46.03
			Total for Check Number 55091:	0.00	2,029.25
55092	LESSCHW 39500268105 39500269856	Les Schwab LOF-#42 LOF, Brakes-#39	03/15/2016		38.35 497.62
			Total for Check Number 55092:	0.00	535.97
55093	LEXNEXIS 3090473671	LexisNexis LexisNexis Monthly Chgs 02/01-02/29	03/15/2016		167.60
			Total for Check Number 55093:	0.00	167.60
55094	LITHTENW 58395	LithtexNW 250 Business Cards - Chief Elwin	03/15/2016		54.80
			Total for Check Number 55094:	0.00	54.80
55095	MEECES 6043	Stephanie Meece Jump Rope for Kids 02/20-03/12 #6043	03/15/2016		525.00

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55095:	0.00	525.00
55096	MCMAG 3807 3808	Mill Creek Living Magazine 19,500 - Spring Issue MC Living Magazine 23,000 Copies - 2016 Spring Rec Guide	03/15/2016		4,300.00 7,425.00
			Total for Check Number 55096:	0.00	11,725.00
55097	NELSONM 5926 5930	Melissa Nelson Music for Preschool-Winter 2/19-3/18 #5926 Music for Preschool-Winter 2/19-3/18 #5930	03/15/2016		588.00 630.00
			Total for Check Number 55097:	0.00	1,218.00
55098	BIETHAJ 6067	Joyce's Dog Obedience Services, Inc. Dog Obed-Beg 02/01-03/14 #6067	03/15/2016		480.20
			Total for Check Number 55098:	0.00	480.20
55099	OREILLY 2986444019 2986444151 2986445604	O'Reilly Automotive Inc P/S Fluid, Oil Line, Repair Manuel-PW8 Pump Module, PMD Kit, Coolant Hose, Drain P Trailer Wire Connector	03/15/2016		128.13 381.29 10.40
			Total for Check Number 55099:	0.00	519.82
55100	PACAIR 185193	Pacific Air Control, Inc. HVAC Repairs-Suite 200 & 224-Annex	03/15/2016		934.89
			Total for Check Number 55100:	0.00	934.89
55101	PACTOP 898381	Pacific Topsoils, Inc. Road Sand-Snow/Ice	03/15/2016		70.25
			Total for Check Number 55101:	0.00	70.25
55102	PERTEET 20150111.003-1	Perteet Inc Prof Serv Vintage Parking Reduction 02/03-03/0	03/15/2016		892.50
			Total for Check Number 55102:	0.00	892.50
55103	PILCKREN 33795 w3777	Pilchuck Rentals and Equipment Sales Grease Hedge Trimmers & Elec Saw Gears Repair Honda HRC7013KZX Mower	03/15/2016		8.65 350.35
			Total for Check Number 55103:	0.00	359.00
55104	PLATT 1833031	Platt Electric Supply, Inc Annex-T1 Data Drop-Cable Project	03/15/2016		68.96
			Total for Check Number 55104:	0.00	68.96
55105	SNOCPUD 2007-9722-3 2013-4538-6 2016-6928-0 2018-9805-3 2025-2921-0 2025-7077-6 2029-2633-3 2032-1155-2	PUD No. 1 of Snohomish County 3401 148th St SE 01/23-02/24 2501 147th Pl SE 01/23-02/24 16110 1/2 29th Dr SE 01/29-03/01 1700 Mill Creek Rd 01/27-02/26 386 Lights - 100W Var Loc 02/01-02/29 86 Lights - 250W Var Loc 02/01-02/29 14729 12th Ave SE 01/30-03/02 13628 N Creek Dr 01/20-02/19	03/15/2016		58.77 24.08 79.84 65.07 1,208.18 887.52 17.49 353.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2032-5163-2	15510 Village Green Dr 02/02-02/29			14.84
	2047-1752-4	9 Lights - 200W Var Loc 02/01-02/29			46.71
	2047-1754-0	39 Lights - 400W Var Loc 02/01-02/29			384.15
	2050-8723-2	17 Lights - 100W Var Loc 02/01-02/29			49.98
	2206-1241-0	15601 22nd CT SE 02/02-02/29			49.54
			Total for Check Number 55105:	0.00	3,239.50
55106	PUROCLN 2016 MILL C	PuroClean Mitigation/Restoration Services Cleaning-Fire Smoke Damage-MCSP Concessio	03/15/2016		5,621.21
			Total for Check Number 55106:	0.00	5,621.21
55107	WWRC R-16	Washington Wildlife and Recreation Coaliti 2016 Agency Membership Dues	03/15/2016		250.00
			Total for Check Number 55107:	0.00	250.00
55108	RODARTE 5% Retainage	Rodarte Construction 2015 Storm Pipe Repairs-5% Retainage	03/15/2016		33,768.93
			Total for Check Number 55108:	0.00	33,768.93
55109	RONGERJ 8322	John Rongerude P.S. Conflict Public Defender 5Z0381704, 6Z021733	03/15/2016		900.00
			Total for Check Number 55109:	0.00	900.00
55110	SNOCOSHO 1000406197	Snohomish County Sheriff's Office Range Use - 2 Hours 2/22	03/15/2016		116.00
			Total for Check Number 55110:	0.00	116.00
55111	SHREDIT 9409544520	Shred-It USA Inc Shredding Service Fee	03/15/2016		56.68
			Total for Check Number 55111:	0.00	56.68
55112	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 32140-27632 32141-27633	Silverlake Water District 132nd & SR 527 Irrig 02/01-02/29 13617 28th Dr SE Irrig 02/01-02/29 15429 1/2 Bothell Everett Hwy 02/01-02/29 15429 Bothell Way-Irrig 02/01-02/29 13903 N Creek Dr-Irrig 02/01-02/29 13903 N Creek Dr 02/01-02/29	03/15/2016		7.60 7.60 7.60 7.60 7.60 115.55
			Total for Check Number 55112:	0.00	153.55
55113	SCD 2183	Snohomish Conservation District SW Education Efforts 10/01-12/31	03/15/2016		5,071.81
			Total for Check Number 55113:	0.00	5,071.81
55114	SNOCOC 2015-2971 2016-3026	Snohomish County Corrections Jail Services Fees - Dec 2015 Jail Services Fees - Jan 2016	03/15/2016		10,874.70 5,148.18
			Total for Check Number 55114:	0.00	16,022.88
55115	SNOCOPW 1000406270 1000406271	Snohomish County Public Works RR6138-Overlay Program-Jan RR6155-Luminaires-Jan	03/15/2016		278.45 387.51

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1000406271A	RR6156-Traffic Projects-Jan			404.16
			Total for Check Number 55115:	0.00	1,070.12
55116	SNOCOSHI 2015-3005	Snohomish County Treasurer Inmate Medical Billing - Dec	03/15/2016		320.88
			Total for Check Number 55116:	0.00	320.88
55117	SNYDERRF 5869469	Snyder Roofing Annex Roof Repair	03/15/2016		538.95
			Total for Check Number 55117:	0.00	538.95
55118	SNDPUBIN EDH684442	Sound Publishing Inc BC: 2016 Concrete Replacement Program	03/15/2016		92.88
			Total for Check Number 55118:	0.00	92.88
55119	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem. MEBT-ER Paid-Mar	03/15/2016		3,735.46
			Total for Check Number 55119:	0.00	3,735.46
55120	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem MEBT-ER Paid - March	03/15/2016		2,898.68
			Total for Check Number 55120:	0.00	2,898.68
55121	STARDMSV 0116437-IN 0116438-IN	Stardom Services Inc Janitorial Services - Feb - Annex Janitorial Services - Feb - City Hall	03/15/2016		927.94 995.00
			Total for Check Number 55121:	0.00	1,922.94
55122	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-Feb	03/15/2016		25.00
			Total for Check Number 55122:	0.00	25.00
55123	UPS 00009X8014086	United Parcel Service UPS Chgs-Carpet Contract-Annex Remodel	03/15/2016		28.24
			Total for Check Number 55123:	0.00	28.24
55124	USBANK 386000139	US Bank NA - Custody Investment Custody Charges 02/01-02/29	03/15/2016		128.00
			Total for Check Number 55124:	0.00	128.00
55125	USIC 169923 169923A	USIC Locating Services, LLC 78 NC Locates/63 Ticket Locates,1 AH 78 NC Locates/63 Ticket Locates,1 AH	03/15/2016		744.72 744.72
			Total for Check Number 55125:	0.00	1,489.44
55126	UULC 6020163 6020163A	Utilities Underground Location Center On Call Location Service - 63 Locates On Call Location Service - 63 Locates	03/15/2016		40.63 40.64
			Total for Check Number 55126:	0.00	81.27
55127	VERIZON	Verizon Wireless	03/15/2016		

AGENDA ITEM #H.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	9760798314	Air Cards/USB Cell Chgs 01/21-02/20-PD			1,269.36
	9760805257	Access & Usage Chgs 01/21-02/20-Parks			126.68
	9760805257A	Access & Usage Chgs 01/21-02/20-PW			63.34
	9760805257B	Access & Usage Chgs 01/21-02/20-Admin			21.10
	9760813401	Access & Usage Chgs 01/21-02/20-P & R			131.46
			Total for Check Number 55127:	0.00	1,611.94
55128	WWGRAIN 9042798638	W. W. Grainger, Inc. Access Door, Standard w/Key-Suite 110	03/15/2016		90.25
			Total for Check Number 55128:	0.00	90.25
55129	WASTPAT 116006207 116006207A	Washington State Patrol Background Checks - Feb Background Checks - City Contractors-Remodel	03/15/2016		88.50 105.50
			Total for Check Number 55129:	0.00	194.00
55130	WASTEMN 0411425-2677-5	Waste Management-Northwest 15728 Main St-Sweeper-Feb	03/15/2016		47.70
			Total for Check Number 55130:	0.00	47.70
55131	WAVEDIV 37062	WaveDivision Holdings, LLC Fiber Lease-15728 Main St to 3000 Rockefeller.	03/15/2016		642.87
			Total for Check Number 55131:	0.00	642.87
55132	FELTYW Rec#133054	Wesley Felty Refund 50% Code Enforcement Penalties	03/15/2016		50.00
			Total for Check Number 55132:	0.00	50.00
55133	WINSUPP 011524-00	Winsupply Company Irrigation Supplies-Highlands Median	03/15/2016		582.24
			Total for Check Number 55133:	0.00	582.24
55134	AFSCME February	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME-February	03/15/2016		1,417.48
			Total for Check Number 55134:	0.00	1,417.48
			Total for 3/15/2016:	0.00	144,174.40
			Report Total (76 checks):	0.00	144,174.40



Date: March 22nd, 2016

Payroll Check Batches		
Dated	Check Numbers	Amount
03/18/16	ACH Automatic Deposit Checks	\$144,631.83
03/04/16	ACH Wire MEBT- Wilmington Trust	\$21,690.03
03/04/16	ACH Wire- FWT & Medicare Taxes	\$27,791.67
03/04/16	ACH Wire- MCPD Guild Dues	\$2,100.00
03/04/16	ACH Wire- BAC- Flex Spending Acct	\$1,739.78
03/04/16	ACH Wire- ICMA RC- Def. Comp	\$1,007.94
03/04/16	ACH Wire- United Way Donations	\$757.26
03/10/16	ACH Wire- Assoc. of WA Cities	\$79,537.17
Total		\$279,255.68

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 \$279,255.68.

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

Councilmember

Councilmember

Justin Neady
Finance Director

Rebecca C. Polignone
City Manager

G:\Finance\WP\Payroll\Payroll Voucher Approval .doc

Validator Summary Report

Validator Summary Report

Report Date: 03/16/2016
Report Time: 11:42:03 AM

Import Date: 03/16/2016
Import Time: 11:39:40
Customer: City of Mill Creek
User: SANKOTTKE
File: mar202016

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:	126	Total Records Accepted:	126	Total Records Rejected:	0
Total Accepted Debit Amount:	\$0.00	Total Accepted Dollar Amount:	\$144,631.83	Total Rejected Dollar Amount:	\$0.00
Total Accepted Credit Amount:	\$144,631.83				

Payroll

Deduction Register - Totals Only

User: brooklynl
 Printed: 3/17/2016 - 7:58 AM
 Check Date Range: All
 Period End Range: 02/16/2016 to 02/29/2016
 Batch Info: All
 Deductions: MEBTA1, MEBTA2, MEBTAA, MEBTEE, MEBTER, MEBTME, MEBTMR, MEBTPSTotals Only



	Amount
MEBTA1: MEBT Add < 10% -Employee	169.83
MEBTA2: MEBT Add >10% -Employee	389.85
MEBTAA: MEBT Additional Amount	50.00
MEBTEE: MEBT - Employee	13,075.09
MEBTER: MEBT - Employer	12,666.84
MEBTME: MEBT Medicare-EE	37.30
MEBTMR: MEBT Medicare-ER	37.30
MEBTPS: MEBT PREMIUM S'S	1,897.96

Report Total: 28,324.17

- \$6,634.14
 Standard
 Life
 Insurance
 =
 \$21,690.03
 total

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 10:03 AM
Check Date Range: All
Period End Range: 02/16/2016 to 02/29/2016
Batch Info: All
Deductions: FED, MEDI, MEDIRTotals Only



	<u>Amount</u>
FED: Federal Income Tax	21,760.09
MEDI: Medicare - Employee	3,015.79
MEDIR: Medicare - Employer	3,015.79
	<hr/> <hr/>
Report Total:	27,791.67
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 9:50 AM
Check Date Range: All
Period End Range: 02/01/2016 to 02/29/2016
Batch Info: All
Deductions: POLDUETotals Only



	<u>Amount</u>
POLDUE: Police Guild Dues	2,100.00
	<hr/> <hr/>
Report Total:	2,100.00
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 8:02 AM
Check Date Range: All
Period End Range: 02/16/2016 to 02/29/2016
Batch Info: All
Deductions: DCARE, DEFDAY, DEFHEA, HCARETotals Only



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

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 9:54 AM
Check Date Range: All
Period End Range: 02/16/2016 to 02/29/2016
Batch Info: All
Deductions: DEFICM, ICMATotals Only



	<u>Amount</u>
DEFICM: Def ICMA - EE	585.21
ICMA: ICMA Premium \$	422.73
	<hr/> <hr/>
Report Total:	1,007.94
	<hr/> <hr/>

Payroll

Deduction Register - Totals Only

User: brooklynl
Printed: 3/17/2016 - 9:49 AM
Check Date Range: All
Period End Range: 02/01/2016 to 02/29/2016
Batch Info: All
Deductions: UNIWAYTotals Only



	<u>Amount</u>
UNIWAY: United Way of Sno Co	757.26
	<hr/> <hr/>
Report Total:	757.26
	<hr/> <hr/>

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 03/09/2016 03:03:05 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH:	03/2016
COVERAGE MONTH:	03/2016
PAYMENT DUE BY:	03/10/2016
CURRENT BILLING AMOUNT:	\$79,545.50
PRIOR OVERAGE OR SHORTAGE:	-\$8.33
ADJUSTMENTS:	\$0.00
TOTAL AMOUNT DUE:	\$79,537.17

100 186 L 032016 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	03/2016	\$ <u>79,537.17</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

2016 CITY COUNCIL RETREAT SUMMARY

FEBRUARY 20, 2016

**Mill Creek Country Club
15500 Country Club Drive
Mill Creek, WA 98012**

Attendees:

Mayor Pam Pruitt
Mayor Pro Tem Brian Holtzclaw
Councilmember Mike Todd
Councilmember Donna Michelson
Councilmember Mark Bond
Councilmember Sean Kelly
Councilmember Vince Cavaleri
City Manager Rebecca Polizzotto

Mayor Pruitt called the meeting to order at 9:05 a.m. Councilmember Kelly joined the meeting at approximately 9:40 a.m. Due to illness, Councilmember Cavaleri left the meeting at approximately 12:40 p.m.

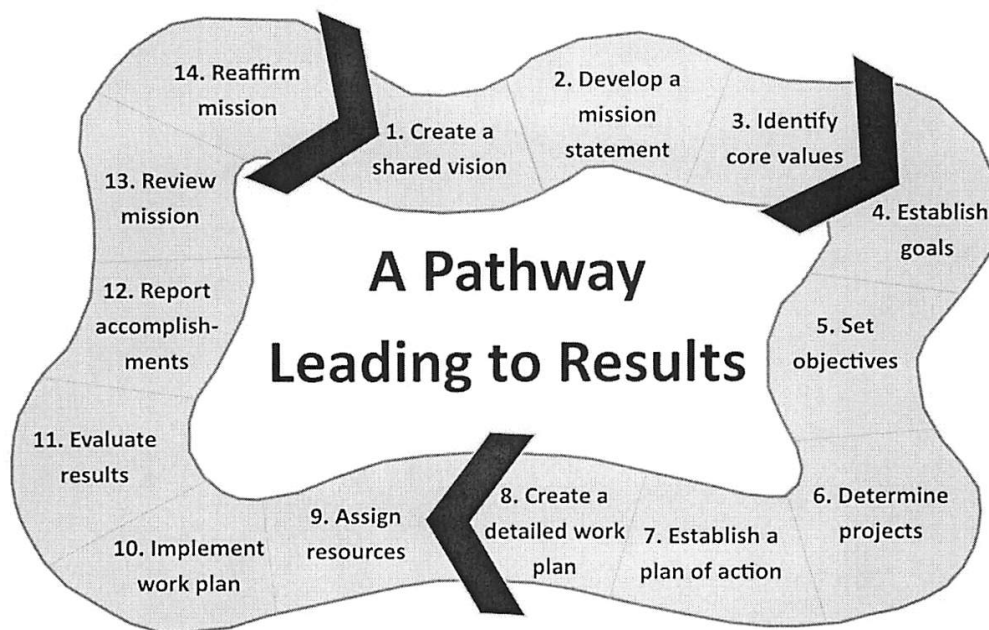
Introduction

The Mayor recognized the City Manager who provided introductory comments to the retreat. City Manager Polizzotto first reviewed with the Council the 7 characteristics of a well-governed community:

- Tranquility among public officials;
- Continuity in office of top-level managerial officials;
- Use of analytical budgeting and planning processes;
- Participative management;
- Innovativeness;
- Active public-private partnerships;
- Citizen input into government decisions.

City Manager Polizzotto then shared with the Council her goal of focusing this year’s retreat on the third characteristic: development and implementation of an analytical budgeting and planning process.

The City Manager shared with the Council a diagram entitled “*A Pathway Leading to Results*” which outlined the various steps that would need to be accomplished to implement an analytical budgeting and strategic planning process for the City of Mill Creek.



Mission Statement

The City Council began work to update the City’s Mission Statement. The City Manager discussed with the Council that a mission statement describes the overarching purpose of the City and answers 3 questions about why the City exists:

- What the City does;
- Who the City does it for; and
- How the City does what it does.

The City Council worked in teams to answer the above questions and then re-convened as a group to form a general consensus. The City Council identified the following components for an updated mission statement:

1. What the City Provides:
 - a. Public Safety
 - b. Safe Environment
 - c. Sound Infrastructure
 - d. Convenient, Essential & Efficient Services
 - e. Healthy, Active, Vibrant Community
 - f. Proactive Planning
 - g. Services through Partnerships

2. For Whom (who does the City serve):
 - a. All who interact with Mill Creek
 - i. Residents
 - ii. Visitors
 - iii. Businesses
 - iv. Community Workforce
 - v. Other Service Providers/Partners

3. To Achieve the Following Results:
 - a. Safe City
 - b. Special City/City of Choice
 - c. Nimble City
 - d. Fiscally Sustainable City
 - e. Desirable, Vibrant Community Experience for Residents, Businesses and Visitors.

The City Council asked the City Manager to take the Council's input regarding an updated mission statement and refine the information into a draft statement for Council review and approval.

Vision Statement

Next, the City Council began work to create a vision statement for the City. The City Manager discussed with the Council that a vision statement is a big picture idea of what the City wants to achieve and should answer the question: *If we can achieve what we want to do, what will we look like in "X" years' time?* A vision

statement defines the optimal desired future state. It is what all employees understand their work every day ultimately contributes towards accomplishing over the long term.

The City Council again worked in teams to begin crafting the components of a vision statement and then re-convened as a group to reach a general consensus. The City Council identified the following themes for its vision statement:

1. The first component of the Council's vision is to create a true community experience for all those who come to Mill Creek. The Council identified the following components of a "community experience:"
 - a. Increased citizen participation & involvement in community projects with the government acting as a facilitator.
 - b. A true sense that "Mill Creek Cares" – enhanced opportunities for philanthropy.
 - c. Bustling activity centers for community gatherings throughout the city – i.e., "hubbub."
 - d. Ownership & pride in Mill Creek by all - residents, employees, visitors, businesses.
 - e. Community oriented public safety.
 - f. Those who come to Mill Creek will inherently feel safe and secure.

2. The next component of the Council's vision is development projects that focus on creating a community experience. The Council identified the following projects as falling under this aspect of the vision:
 - a. EGUV complete with a Town Center feel.
 - b. Entertainment complex on Safeway property.
 - c. Expansion of Town Center south.

3. The third component of the Council's vision is a thriving business community as demonstrated by:
 - a. No empty storefronts
 - b. Plenty of parking
 - c. No traffic issues; and
 - d. Vibrant business centers characterized by economic and pedestrian activity that contribute towards the Mill Creek community experience.

4. Fourth, the Council identified the existence of multiple opportunities for active recreation as a component of their vision to include:
 - a. A recreation/community amenity north of the existing Sports Park.
 - b. Active fields.
 - c. Vast numbers of people enjoying a wide network of parks and trails in Mill Creek.

5. Next, the City Council identified leadership, quality and excellence as vehicles to achieving their vision as evidenced by:
 - a. Mill Creek having a larger voice in the regional and state dialogue.
 - b. High quality development standards.
 - c. Mill Creek seen as an example of excellence.
 - d. Decisions for Mill Creek are made in a fiscally responsible and cautious manner.

The City Council asked the City Manager to take the Council's input regarding a vision statement and refine the information into a draft statement for Council review and approval.

Core Values

After working on the vision statement, the City Council then reviewed the City's Core Value Statement. The City Manager explained that core values define the City in terms of the principles and values that the City Council, City Manager, management team and employees follow while conducting City business and carrying out the City's vision and mission.

Councilmembers were asked to review the existing statement and make any suggested edits. Councilmember Todd recommended adding "continuous improvement" to the "Service" component of the City's value statement. Councilmember Todd also recommended adding the concept of "doing what you say you're going to do" to the value statement.

The City Manager advised she would provide an updated draft with the recommended revisions for Council review and approval.

Goals

After completing the mission, vision and core value statement exercises, the City Council turned their attention to begin identifying long range goals for the City. The City Manager briefly discussed the difference between goals and objectives. A goal is a broad statement of something the Council expects to attain or achieve. Goals may be short, intermediate or long-term in nature. Well written goals are believable, attainable and based on identified needs.

Conversely, whereas a goal is a broad statement, an objective is a statement of specific, measurable and attainable outcomes that contribute to the achievement of a particular goal. The leadership team will work on developing objectives to implement Council goals.

The Council identified several themes for refinement into specific goal statements:

1. Develop and maintain a sustainable budget characterized by:
 - a. Balanced revenues/expenditures;
 - b. A realistic capital improvement plan; and
 - c. Maintaining levels of service.

2. Engage in proactive economic development efforts that result in a strong local economy characterized by:
 - a. Identification and proactive participation in redevelopment efforts (e.g., south of Town Center, Dumas Road north to 132nd, north of Mill Creek Sports Park.)
 - b. Determine a definitive development direction for the 132nd Street Corridor.
 - c. Engage in development design efforts that result in the interconnectivity of people – i.e., a special community experience.
 - d. Engage in tourism initiatives that result in positioning Mill Creek as a destination of choice for people seeking to participate in a vibrant community experience.

3. Promote a healthy, safe and active community.
 - a. E.g., identify community needs in the area of active fields.

4. Elected officials and staff will form a strong unified voice on regional and state matters that impact Mill Creek.
5. Address future growth issues in a deliberate, strategic, manner.

The City Council asked the City Manager to take the Council's work regarding goal development and refine the information into draft goal statements for Council review and approval.

Next Steps

The City Manager advised the Council that she would work with the leadership team to refine the Mission, Vision, Core Values and Goal Statements and bring those back to Council for review and approval. Further, the City Manager advised the Council that the next step in the "process" was the conduct of a staff retreat whereby the leadership team would take the information provided by the Council at their retreat and develop a detailed work plan that will then be used as the basis to formulate a budget proposal.

Adjournment

The retreat adjourned at 4:29 p.m.

Pam Pruitt, Mayor

Attest: Kelly Chelin, City Clerk



CITY COUNCIL MINUTES

February 23, 2016

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

February 23, 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.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

PRESENTATIONS:

Officer Steve Smith - 10 Years of Service

(Rebecca C. Polizzotto, City Manager)

NEW BUSINESS:

132nd Street Corridor and East Gateway Urban Village Development Scenario Assessment

(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 market feasibility portion of the study. On January 12, 2016, the City Council held a visioning workshop to discuss what they would like to see in the East Gateway Urban Village and the remaining 132nd Street Corridor.

The next step in the project is for the City Council to review a range of development scenarios for the East Gateway Urban Village area. The review includes a market assessment of scenarios and identification of what incentives or actions may be necessary in order to implement specific scenarios.

Council Meeting Minutes
February 23, 2016
Page 2

Discussion.

Council and staff engaged in a discussion. Council asked City Manager Polizzotto to reach out to developers to find out which retailers would be interested in locating in East Gateway and see if that meets the vision of the Council. This discussion will be brought back to the Council at a future meeting.

CONSENT AGENDA

Approval of Checks #54874 through #55002 and ACH Wire Transfers in the Amount of \$1,545,523.49.

(Audit Committee: Councilmember Todd and Councilmember Michelson)

Payroll and Benefit ACH Payments in the Amount of \$430,953.19.

(Audit Committee: Councilmember Todd and Councilmember Michelson)

City Council Meeting Minutes of January 26, 2016

City Council Meeting Minutes of February 2, 2016

There were no exceptions from the audit committee.

MOTION: Councilmember Kelly made a motion to approve the consent agenda, Councilmember Michelson seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pro Tem Holtzclaw reported on the Snohomish County Tomorrow Steering Committee meeting tomorrow night.

Councilmember Todd reported on a variety of topics. He reported that the last Snohomish County Cities dinner last week had a great turnout.

Mayor Pruitt provided a legislative update.

City Manager Polizzotto handed out the December Financial Report. She also handed out some additional budget documents related to staffing and the additional Passport Technicians that were hired.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

Council Meeting Minutes
February 23, 2016
Page 3

ADJOURNMENT

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

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk



CITY COUNCIL MINUTES

March 1, 2016

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

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

March 1, 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 except Councilmember Cavaleri.

Mayor Pruitt reported that Councilmember Cavaleri was ill.

MOTION: Councilmember Michelson made a motion to excuse Councilmember Cavaleri, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

PRESENTATIONS:

Oath of Office for New Police Chief Greg Elwin
(Rebecca C. Polizzotto, City Manager)

AUDIENCE COMMUNICATION:

John Snaza
Thurston County Sheriff

Sheriff Snaza congratulated Chief Elwin and the City of Mill Creek.

Randy Fay
Fire Commissioner Fire District 7

Fire Commissioner Fay welcomed Chief Elwin.

Nelson Beazley
Snohomish County Bureau Chief

Council Meeting Minutes
March 1, 2016
Page 2

Chief Beazley stated that he was happy to have Chief Elwin working in the community.

Molly Ringo
Everett School District

Ms. Ringo welcomed Chief Elwin.

Rodney Roshan
Snohomish County Lieutenant

Lieutenant Roshan introduced himself as of a friend of Chief Elwin's. He stated the City is lucky to have him.

Mayor Pruitt reiterated that the City was honored to have Chief Elwin at the City of Mill Creek.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 6:15 p.m. A reception for Chief Elwin immediately followed.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk



CITY COUNCIL MINUTES

March 8, 2016

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

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

March 8, 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 except Councilmember Cavaleri.

Mayor Pruitt noted that Councilmember Cavaleri was ill.

MOTION: Councilmember Kelly made a motion to excuse Councilmember Cavaleri, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

PRESENTATIONS:

Girl Scout Troop 43521

The girl scouts presented the Mayor and Council with cookies for their annual cookie fundraiser.

NEW BUSINESS:

2016 Pavement Preservation Program Work Plan

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

Since 2010, the City has been developing and updating the ongoing Pavement Preservation Program (PPP), CIP Project No. T-34. One of the Council priorities from the recent retreat was to maintain the City's sound infrastructure in a fiscally responsible manner, which is the primary goal of the PPP.

At the beginning of each year, staff presents the annual PPP work program to the City Council for

Council Meeting Minutes
 March 8, 2016
 Page 2

review and approval. Following is a summary of the proposed 2016 work plan components.

o *Structural Overlay*

<i>Roadway</i>	<i>Pavement Issues</i>	<i>Approximate Cost</i>
Mill Creek Road (SR 527 to Village Green Dr)	Extensive cracking, potholes, delamination of top layer	\$400,000 – Design and coordination work in process with Snohomish County

It should be noted that the existing lane striping configuration will be retained after paving. The overlay work will also incorporate a small stormwater retrofit project above the Penny Creek Bridge that was approved as CIP Project No. SW-26. The estimated cost of the retrofit project is approximately \$85,000, and funding is available in the Surface Water Fund 401.

o *Surface Preservation*

<i>Roadway / Subdivision</i>	<i>Proposed Treatment</i>	<i>Approximate Cost</i>
Dumas Road	Chip Seal	\$50,000
Mill Park Village	Chip Seal	\$10,000
Wildflower	Chip Seal	\$25,000

A field review was done with Snohomish County maintenance personnel to ensure these roads are good candidates for a surface preservation treatment. Staff has found that the 20 – 25 year old timeframe is appropriate to start considering a surface preservation treatment for residential streets. Higher volume streets, such as Dumas Road, receive more wear and tear and may need earlier intervention.

- o *Citywide Crack Sealing* – Crack sealing is one of the most cost-effective preservation techniques available, and has been performed annually since 2010. This work prevents water from entering the pavement structure and weakening the subgrade.

The overlay work will be done as part of the annual Snohomish County overlay program in accordance with the attached Interlocal Agreement. As in the past, the chip seal and crack sealing work will be done by Snohomish County maintenance crews.

Funding for all the proposed work is available in Fund 318, which has \$925,000 remaining out of the \$1.5 million that was approved 2015-2016 budget for the Pavement Preservation Program.

Future pavement preservation work plans will be evaluated during the upcoming CIP and budget process, and will be dependent on Council priorities and available funding.

Discussion.

The Council agreed with the plan and had no objections.

Council Meeting Minutes
March 8, 2016
Page 3

CONSENT AGENDA

Approval of Checks #55003 through #55058 and ACH Wire Transfers in the Amount of \$108,153.63.

(Audit Committee: Councilmember Todd and Councilmember Michelson)

Payroll and Benefit ACH Payments in the Amount of \$203,029.23

(Audit Committee: Councilmember Todd and Councilmember Michelson)

There were no exceptions from the audit committee.

MOTION: Councilmember Michelson made a motion to approve the consent agenda, Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pruitt reported that she will be attending the SNOPAC and SNOCOM joint meeting. She also attended the last SERS meeting.

Councilmember Bond reported that he attended the Snohomish Health Board orientation today for new members.

Councilmember Kelly reported that he attended the last Park and Recreation Board meeting. He praised the Youth Advisory Board for all of their work on the City's annual egg hunt event.

Mayor Pruitt asked the Council to review a proposed Resolution in support of MRSC.

MOTION: Councilmember Todd made a motion to approve Resolution #2016-541, a Resolution of the City Council of the City of Mill Creek, Washington, Expressing Support for Adequate Funding of the Municipal Research and Services Center, Councilmember Michelson seconded the motion. The motion passed unanimously.

Councilmember Michelson reported that she will be attending the Art and Beautification Board meeting tomorrow.

Mayor Pro Tem Holtzclaw reported that he will be attending the Snohomish County Tomorrow Steering Committee meeting tomorrow.

Councilmember Todd reported that he met with Mayor Pro Tem Holtzclaw and Councilmember Michelson to review the four scholarship applications received for the Association of Washington Cities Center for Quality Communities Scholarship Fund. Councilmember Todd relayed that they were all good applicants however the committee recommends Isabella Alabi as the selection for the City of Mill Creek.

Council Meeting Minutes
March 8, 2016
Page 4

MOTION: Councilmember Todd made a motion to advance Isabella Alabi as the City's candidate for the Association of Washington Cities Center for Quality Communities Scholarship Fund, Councilmember Michelson seconded the motion. The motion passed unanimously.

Councilmember Todd also reported that he took City Manager Polizzotto and Director Rogers on a tour of the Community Transit buses.

Lastly, he reminded Council about the Snohomish County Cities next dinner on St. Patrick's Day.

City Manager Polizzotto reported that the management team will be holding a retreat later this month. She told the Council that the four major projects for 2016 will be the EMS Levy, AFSCME union contract, fire contract and budget. She also reported that she has reached out to a couple key developers and ECONorthwest to set up a meeting regarding East Gateway and the 132nd corridor. She will bring the outcome of that discussion to the March 22, 2016 meeting. Lastly, she relayed that Channel 13 will be doing an on-camera interview with Chief Elwin on Friday regarding the stolen bikes recovered in the River Crossing development.

AUDIENCE COMMUNICATION:
There were no comments from the audience.

ADJOURNMENT
With no objection, Mayor Pruitt adjourned the meeting at 7:03 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk

Snohomish County Tomorrow

A GROWTH MANAGEMENT ADVISORY COUNCIL



STEERING COMMITTEE

Wednesday, March 23, 2016

Snohomish County East Administration Building – Public Meeting Room 1 (F103)

6:00 p.m. to 8:00 p.m.

AGENDA

1. Call to Order, Roll Call and Opening Items (5 min.)
 - a. Introductions/Roll Call (Co-chair)
 - b. Citizen Comments (Co-chair)
2. Approval of Meeting Minutes ([2-24-16](#)) (Co-chair)
3. Update Items (10 min.)
 - a. Summary of March PSRC Board Actions and Activities (Ben Brackett, 5 min.)
 - b. Economic Alliance Snohomish County (Glenn Coil, 5 min.)
4. Action Items (40 min.)
 - a. [Approve Agenda Bill: Investing in Economic Alliance Snohomish County](#) (Glenn Coil, Patrick Pierce, 20 min.)
 - b. [Approve Agenda Bill: PSRC Federal Funding: STP/CMAQ](#) (Bobann Fogard, 20 min.)
5. Briefings, Discussion Items (60 min.)
 - a. [Target Reconciliation](#) (Steve Toy, 20 min.)
 - b. City of Mukilteo Comprehensive Plan (Patricia Love, 20 min.)
 - c. Alliance for Housing Affordability (Kristina Gallant, 10 min.)
 - d. Coordinator's Report (Cynthia Pruitt, 10 min.)
6. Future Agenda Items
 - Alliance for Housing Affordability Update (Quarterly)
 - Economic Alliance Snohomish County (Monthly)
 - Members' GMA 2015 Comprehensive Plan Updates (Monthly)
 - PSRC Federal Funding projects; STP/CMAQ (Mar-June)
 - Sound Transit 3 Update (TBD)
 - Public Works Assistance Fund (TBD)
 - Arlington-Marysville MIC (TBD)
 - Eastside Rail (TBD)
 - SCT Role; Disaster Recovery (TBD)
 - Vision 2040 Schedule Update (TBD)
7. Next Meeting Date
April 27, 2016; 6:00-8:00 pm
8. Adjournment (Co-chair)

The SCT Steering Committee is seeking nominations for Community Advisory Board members. Any citizen residing in Snohomish County may apply by contacting Cynthia Pruitt, SCT Coordinator at 425-388-3185 for an application.

Steering Committee members please notify Leigh Mackie by Tuesday, March 22 if you are unable to attend: (425) 388-3311 x2157 or leigh.mackie@snoco.org. Thank you.



MEMORANDUM

TO: Rebecca Polizzotto, City Manager
FROM: Landy Manuel, Interim Finance Director
DATE: March 21, 2016
SUBJECT: Financial Report as of January, 2016 relating actual performance to the biennial budget ending December 31, 2016

General Fund:

Fund balance at the end of January is \$5,647,111. Year to date expenses are \$13.219 million and revenues \$12.276 million. Fund balance is approximately \$420,000 less than at the same point in time a year ago.

Revenues (see General Fund Revenue Report and related graphs):

Total General Fund revenues are \$94,125 ahead of budget year to date. The City continues to do well in the sales tax, license/permit and charges for services categories.

Regular and EMS property tax revenue are on target with the budget. We expect to see actuals exceed budget moving forward as the increase for 2016 was greater than budgeted.

Sales tax continued strong through January and is now \$173,812 in excess of the budget prediction year to date. The holiday season receipts should be received in February and may further increase performance in this category.

Licenses and Permits is \$77,782 over budget year to date. We continue to exceed budget projections in development fee areas.

Intergovernmental and Grant revenue are \$6,272 under budget year to date. We have been awarded the grant for the Live Scan finger print machine. When that equipment is purchased, and we have been reimbursed, we will exceed projections in this category.

Charges for Services are 75% collected and \$139,778 over budget through the thirteen months ended January 2016. Passport and development fee activity continue to exceed projections.

Fines and Miscellaneous is \$138,011 under budget through December. Traffic infractions and investment interest revenues continue to lag behind budgeted expectations. The City Manager has requested revised projections for this category and interest revenue.

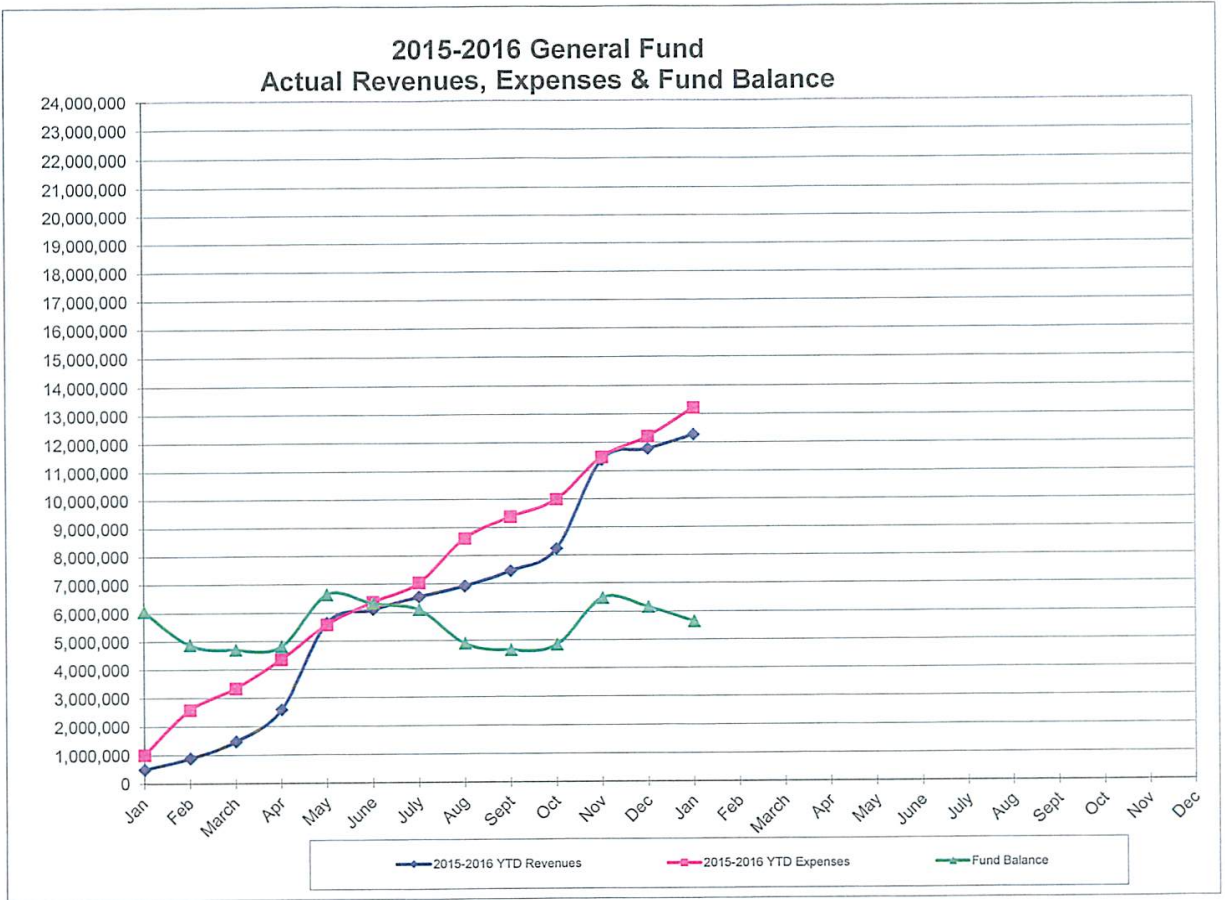
Expenditures (see General Fund Expenditure Report and related graphs):

Total General Fund expenses are 51.8% spent which is \$447,316 under budget through January 2016.

Other Funds of Interest:

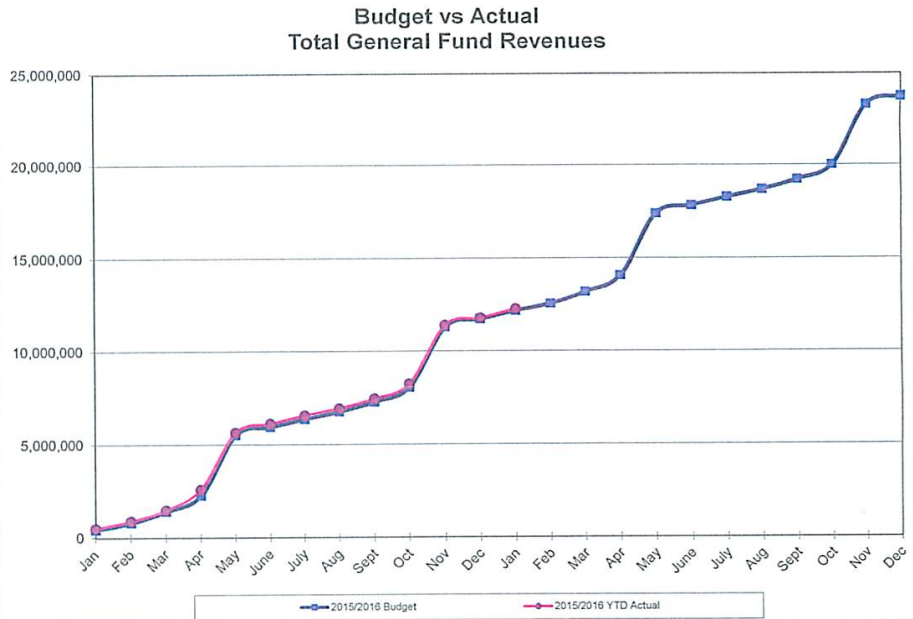
The Road Improvement Fund received \$122,000 of mitigation revenue in January bringing the year to date total to \$538,000. A large proportion of the January amount is from reciprocal mitigation from the County and for the Auto Zone store.

Month	2015-2016 YTD Revenues	2015-2016 YTD Expenses	Fund Balance
Jan	498,453	1,020,434	6,067,540
Feb	888,356	2,589,195	4,888,681
March	1,477,497	3,350,515	4,716,502
Apr	2,600,618	4,363,653	4,826,486
May	5,649,205	5,584,091	6,654,635
June	6,117,974	6,372,560	6,334,934
July	6,556,574	7,039,286	6,106,809
Aug	6,931,719	8,617,609	4,903,632
Sept	7,454,298	9,376,688	4,667,131
Oct	8,242,928	9,986,026	4,846,423
Nov	11,404,037	11,495,950	6,497,608
Dec	11,786,601	12,208,131	6,167,991
Jan	12,276,914	13,219,323	5,647,111
Feb			
March			
Apr			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			



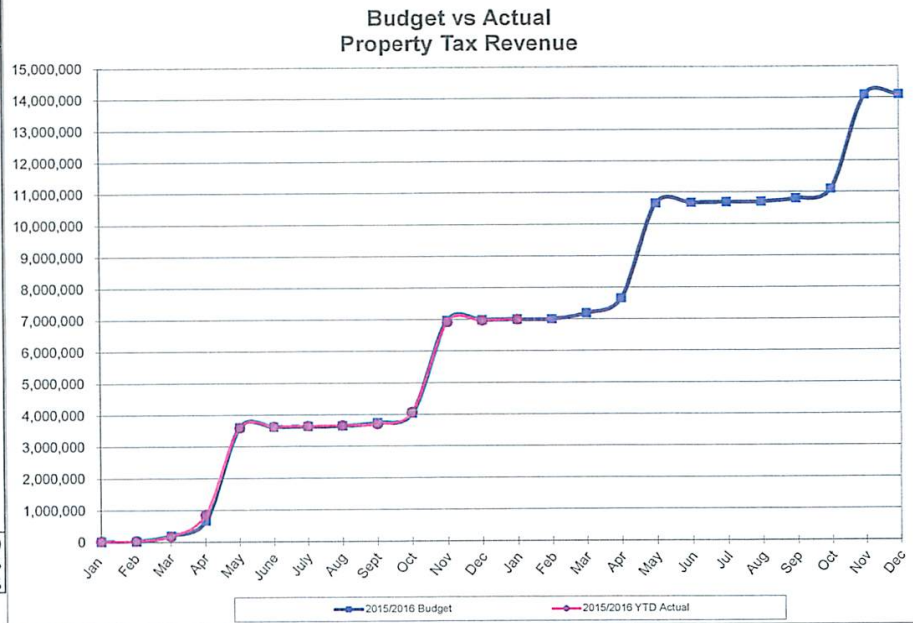
Total General Fund Revenues

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	426,231	498,453
Feb	792,238	888,356
Mar	1,404,547	1,477,497
Apr	2,270,336	2,600,618
May	5,512,894	5,649,205
June	5,935,487	6,117,974
July	6,352,897	6,556,574
Aug	6,745,742	6,931,719
Sept	7,273,898	7,454,298
Oct	8,055,817	8,242,928
Nov	11,307,099	11,404,037
Dec	11,734,138	11,786,601
Jan	12,182,788	12,276,914
Feb	12,561,664	
Mar	13,187,188	
Apr	14,081,538	
May	17,388,938	
June	17,822,289	
July	18,263,367	
Aug	18,668,171	
Sept	19,209,517	
Oct	20,007,403	
Nov	23,323,917	
Dec	23,762,157	
YTD over (under) Budget		94,125
Actual % of YTD Budget		100.8%
% of Total Budget Collected		51.7%
		94,125



REGULAR & EMS PROPERTY TAX

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	13,972	29,284
Feb	20,958	39,882
Mar	202,594	186,705
Apr	670,656	866,294
May	3,604,776	3,594,032
June	3,618,748	3,633,605
July	3,632,720	3,656,226
Aug	3,646,692	3,667,985
Sept	3,744,496	3,700,064
Oct	4,037,908	4,077,658
Nov	6,972,028	6,922,224
Dec	6,986,000	6,971,129
Jan	7,000,228	6,999,605
Feb	7,007,343	
Mar	7,192,311	
Apr	7,668,961	
May	10,656,916	
Jun	10,671,144	
Jul	10,685,373	
Aug	10,699,601	
Sep	10,799,199	
Oct	11,097,995	
Nov	14,085,950	
Dec	14,100,178	
YTD over (under) Budget		(624)
Actual % of YTD Budget		100.0%
% of Total Budget Collected		49.6%



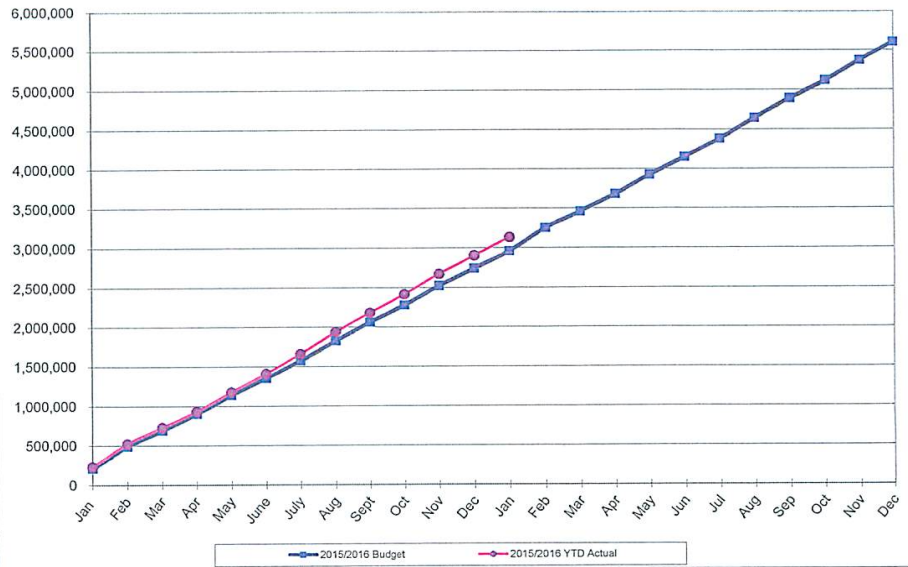
General Fund Revenues

RETAIL, PUBLIC SAFETY & CRIMINAL JUSTICE SALES TAX

Month	2015/2016	
	Budget	YTD Actual
Jan	208,919	228,176
Feb	486,459	518,173
Mar	686,888	725,433
Apr	899,545	929,224
May	1,135,597	1,173,708
June	1,350,651	1,405,913
July	1,572,428	1,657,376
Aug	1,825,059	1,936,034
Sept	2,061,844	2,180,027
Oct	2,278,581	2,416,925
Nov	2,523,351	2,672,116
Dec	2,742,852	2,902,198
Jan	2,960,456	3,134,268
Feb	3,249,541	
Mar	3,458,292	
Apr	3,679,790	
May	3,925,649	
Jun	4,149,645	
Jul	4,380,643	
Aug	4,643,782	
Sep	4,890,404	
Oct	5,116,142	
Nov	5,371,114	
Dec	5,600,000	
YTD over (under) Budget		173,812
Actual % of YTD Budget		105.9%
% of Total Budget Collected		56.0%

173,812.0

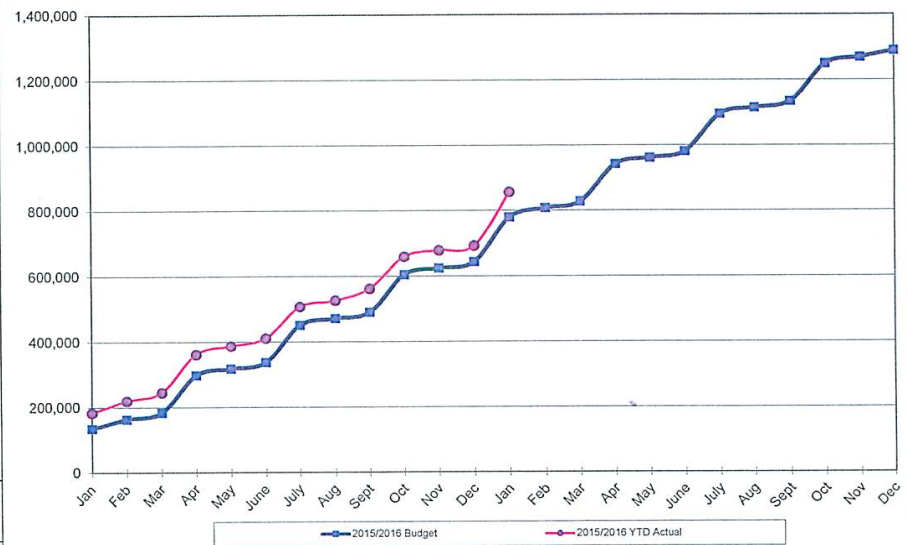
Budget vs Actual Sales Tax Revenue



LICENSES & PERMITS

Month	2015/2016	
	Budget	YTD Actual
Jan	134,964	183,355
Feb	163,664	219,590
Mar	184,051	245,371
Apr	298,400	362,227
May	318,005	387,423
June	337,615	411,457
July	451,614	507,937
Aug	471,225	526,795
Sept	490,835	563,003
Oct	604,834	660,033
Nov	624,445	679,319
Dec	644,055	692,997
Jan	779,019	856,800
Feb	807,719	
Mar	828,106	
Apr	942,455	
May	962,065	
June	981,674	
July	1,095,673	
Aug	1,115,283	
Sept	1,134,892	
Oct	1,248,891	
Nov	1,268,500	
Dec	1,288,110	
YTD over (under) Budget		77,782
Actual % of YTD Budget		110.0%
% of Total Budget Collected		66.5%

Budget vs Actual License & Permit Revenue



77,782

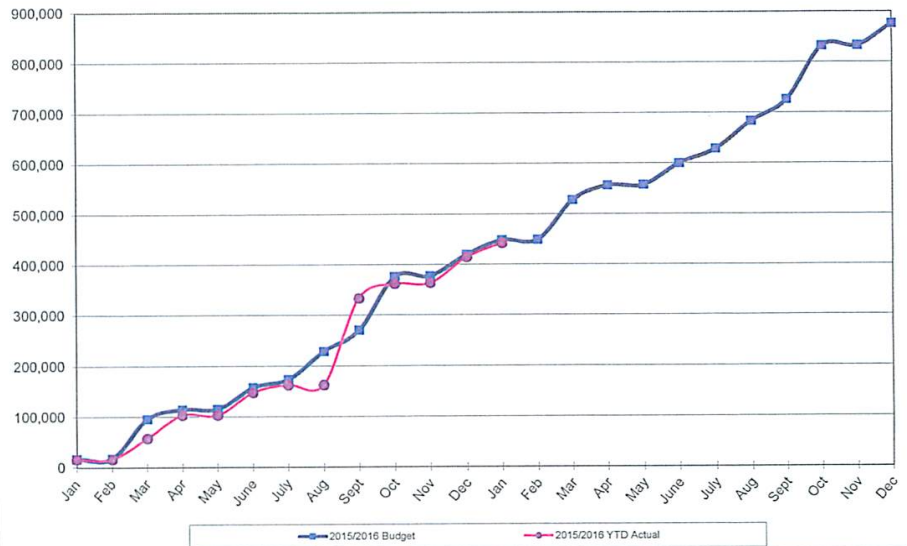
General Fund Revenues

INTERGOVERNMENTAL & GRANTS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	16,553	15,897
Feb	17,512	15,897
Mar	95,545	57,048
Apr	114,443	102,878
May	115,402	102,878
June	157,535	147,414
July	173,374	162,460
Aug	228,183	162,460
Sept	270,316	333,236
Oct	376,265	361,431
Nov	377,223	363,023
Dec	419,357	414,013
Jan	448,191	441,919
Feb	449,149	
Mar	527,547	
Apr	556,382	
May	557,340	
June	599,838	
July	628,672	
Aug	683,481	
Sept	725,978	
Oct	832,313	
Nov	833,271	
Dec	875,769	

YTD over (under) Budget (6,272)
 Actual % of YTD Budget 98.6%
 % of Total Budget Collected 50.5%

Budget vs Actual Intergovernmental Revenue

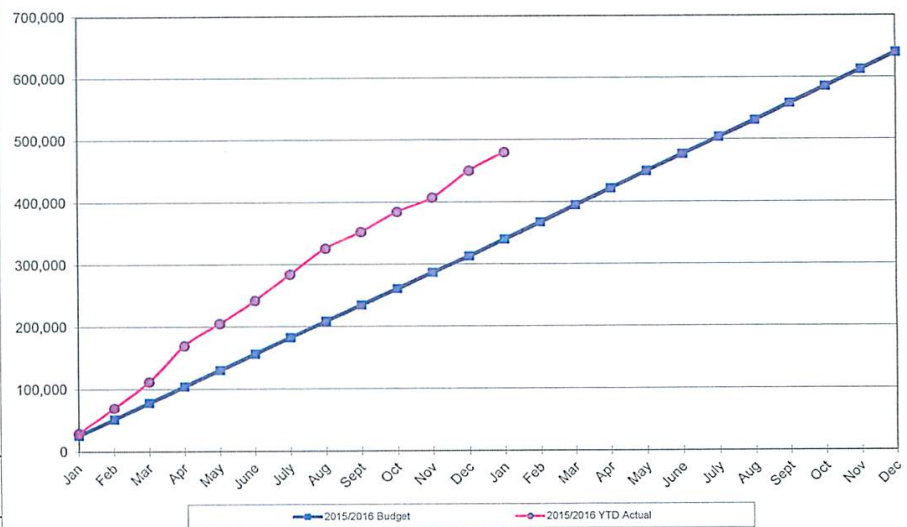


CHARGES FOR SERVICES

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	26,073	29,820
Feb	52,146	69,851
Mar	78,219	111,849
Apr	104,292	169,625
May	130,365	205,140
June	156,438	242,037
July	182,510	284,168
Aug	208,583	325,884
Sept	234,656	352,572
Oct	260,729	384,631
Nov	286,802	407,655
Dec	312,875	450,261
Jan	340,144	479,922
Feb	367,413	
Mar	394,681	
Apr	421,950	
May	449,219	
June	476,488	
July	503,756	
Aug	531,025	
Sept	558,294	
Oct	585,563	
Nov	612,831	
Dec	640,100	

YTD over (under) Budget 139,778
 Actual % of YTD Budget 141.1%
 % of Total Budget Collected 75.0%

Budget vs Actual Charges for Services

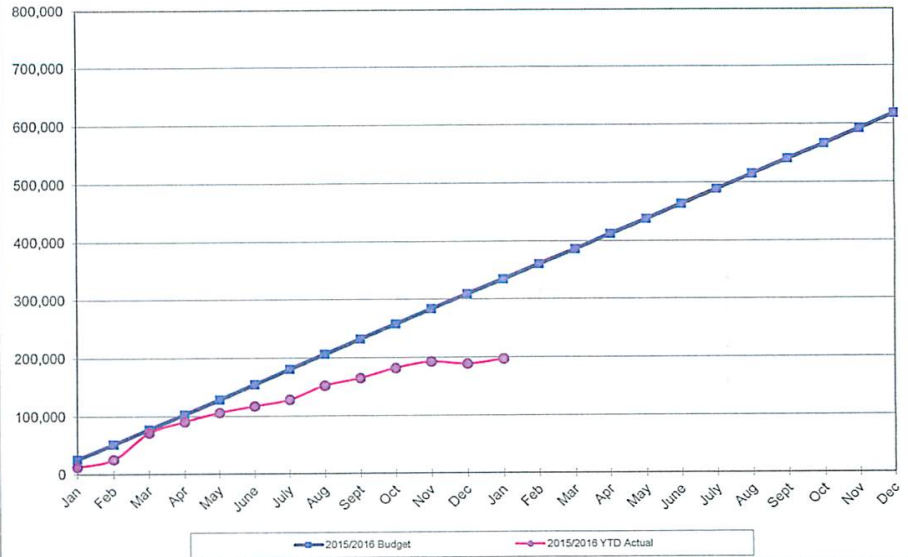


General Fund Revenues

FINES & MISCELLANEOUS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	25,750	11,920
Feb	51,500	24,961
Mar	77,250	71,086
Apr	103,000	90,351
May	128,750	105,907
June	154,500	117,169
July	180,250	128,098
Aug	206,000	151,812
Sept	231,750	164,745
Oct	257,500	181,594
Nov	283,250	192,170
Dec	309,000	188,346
Jan	334,750	196,739
Feb	360,500	
Mar	386,250	
Apr	412,000	
May	437,750	
June	463,500	
July	489,250	
Aug	515,000	
Sept	540,750	
Oct	566,500	
Nov	592,250	
Dec	618,000	
YTD over (under) Budget		(138,011)
Actual % of YTD Budget		58.8%
% of Total Budget Collected		31.8%

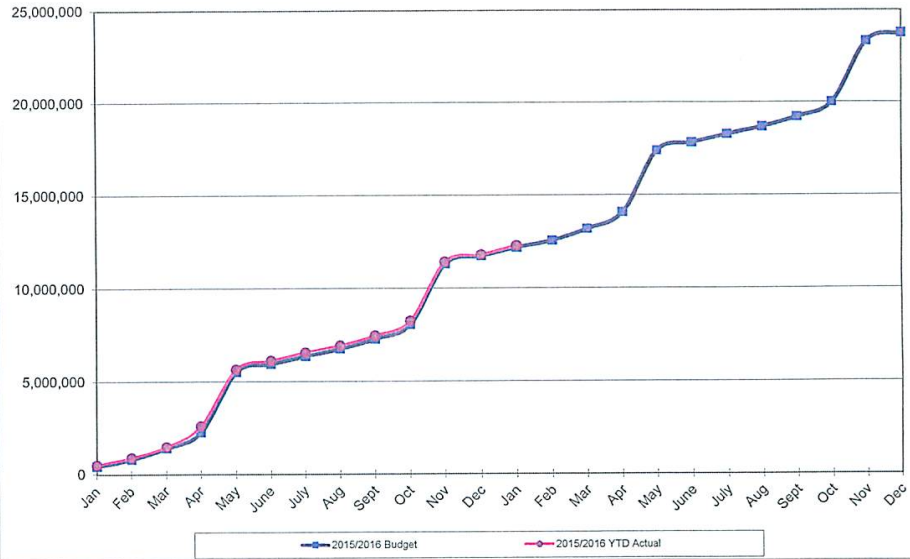
Budget vs Actual Fines & Miscellaneous



Total General Fund Revenues

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	426,231	498,453
Feb	792,238	888,356
Mar	1,404,547	1,477,497
Apr	2,270,336	2,600,618
May	5,512,894	5,649,205
June	5,935,487	6,117,974
July	6,352,897	6,556,574
Aug	6,745,742	6,931,719
Sept	7,273,898	7,454,298
Oct	8,055,817	8,242,928
Nov	11,307,099	11,404,037
Dec	11,734,138	11,786,601
Jan	12,182,788	12,276,914
Feb	12,561,664	
Mar	13,187,188	
Apr	14,081,538	
May	17,388,938	
June	17,822,289	
July	18,263,367	
Aug	18,668,171	
Sept	19,209,517	
Oct	20,007,403	
Nov	23,323,917	
Dec	23,762,157	
YTD over (under) Budget		94,125
Actual % of YTD Budget		100.8%
% of Total Budget Collected		51.7%
		94,125

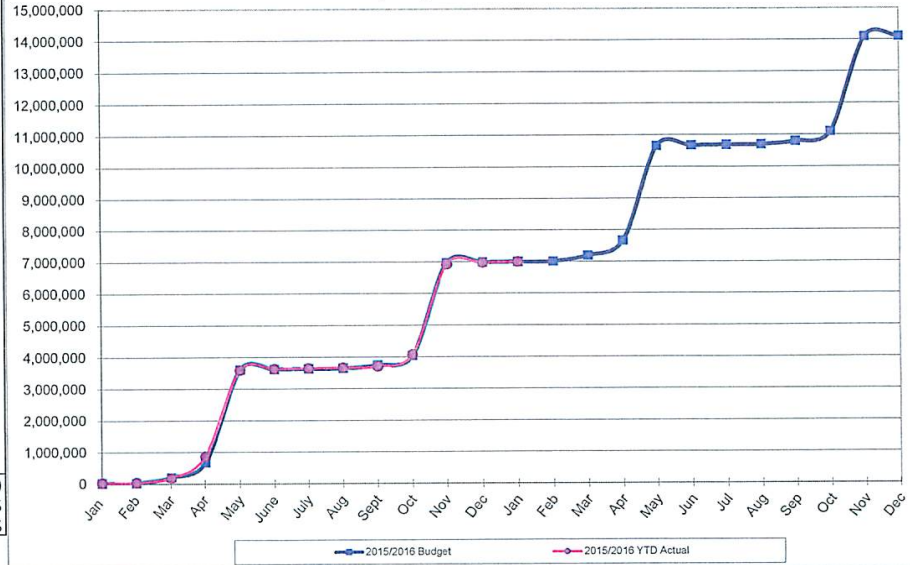
**Budget vs Actual
Total General Fund Revenues**



REGULAR & EMS PROPERTY TAX

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	13,972	29,284
Feb	20,958	39,882
Mar	202,594	186,705
Apr	670,656	866,294
May	3,604,776	3,594,032
June	3,618,748	3,633,605
July	3,632,720	3,656,226
Aug	3,646,692	3,667,985
Sept	3,744,496	3,700,064
Oct	4,037,908	4,077,658
Nov	6,972,028	6,922,224
Dec	6,986,000	6,971,129
Jan	7,000,228	6,999,605
Feb	7,007,343	
Mar	7,192,311	
Apr	7,668,961	
May	10,656,916	
Jun	10,671,144	
Jul	10,685,373	
Aug	10,699,601	
Sep	10,799,199	
Oct	11,097,995	
Nov	14,085,950	
Dec	14,100,178	
YTD over (under) Budget		(624)
Actual % of YTD Budget		100.0%
% of Total Budget Collected		49.6%

**Budget vs Actual
Property Tax Revenue**



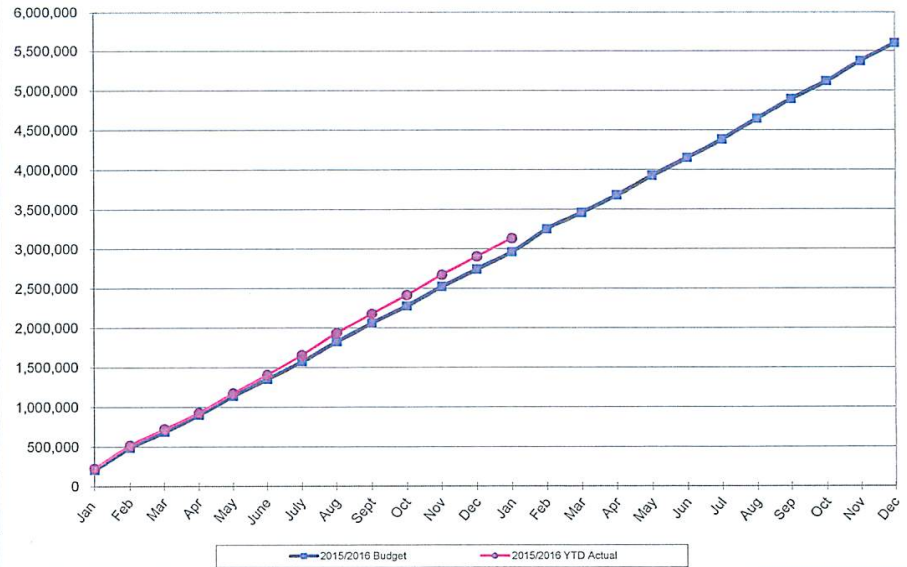
General Fund Revenues

RETAIL, PUBLIC SAFETY & CRIMINAL JUSTICE SALES TAX

Month	2015/2016	
	Budget	YTD Actual
Jan	208,919	228,176
Feb	486,459	518,173
Mar	686,888	725,433
Apr	899,545	929,224
May	1,135,597	1,173,708
June	1,350,651	1,405,913
July	1,572,428	1,657,376
Aug	1,825,059	1,936,034
Sept	2,061,844	2,180,027
Oct	2,278,581	2,416,925
Nov	2,523,351	2,672,116
Dec	2,742,852	2,902,198
Jan	2,960,456	3,134,268
Feb	3,249,541	
Mar	3,458,292	
Apr	3,679,790	
May	3,925,649	
Jun	4,149,645	
Jul	4,380,643	
Aug	4,643,782	
Sep	4,890,404	
Oct	5,116,142	
Nov	5,371,114	
Dec	5,600,000	
YTD over (under) Budget		173,812
Actual % of YTD Budget		105.9%
% of Total Budget Collected		56.0%

173,812.0

Budget vs Actual Sales Tax Revenue



LICENSES & PERMITS

Month	2015/2016	
	Budget	YTD Actual
Jan	134,964	183,355
Feb	163,664	219,590
Mar	184,051	245,371
Apr	298,400	362,227
May	318,005	387,423
June	337,615	411,457
July	451,614	507,937
Aug	471,225	526,795
Sept	490,835	563,003
Oct	604,834	660,033
Nov	624,445	679,319
Dec	644,055	692,997
Jan	779,019	856,800
Feb	807,719	
Mar	828,106	
Apr	942,455	
May	962,065	
June	981,674	
July	1,095,673	
Aug	1,115,283	
Sept	1,134,892	
Oct	1,248,891	
Nov	1,268,500	
Dec	1,288,110	
YTD over (under) Budget		77,782
Actual % of YTD Budget		110.0%
% of Total Budget Collected		66.5%

Budget vs Actual License & Permit Revenue



77,782

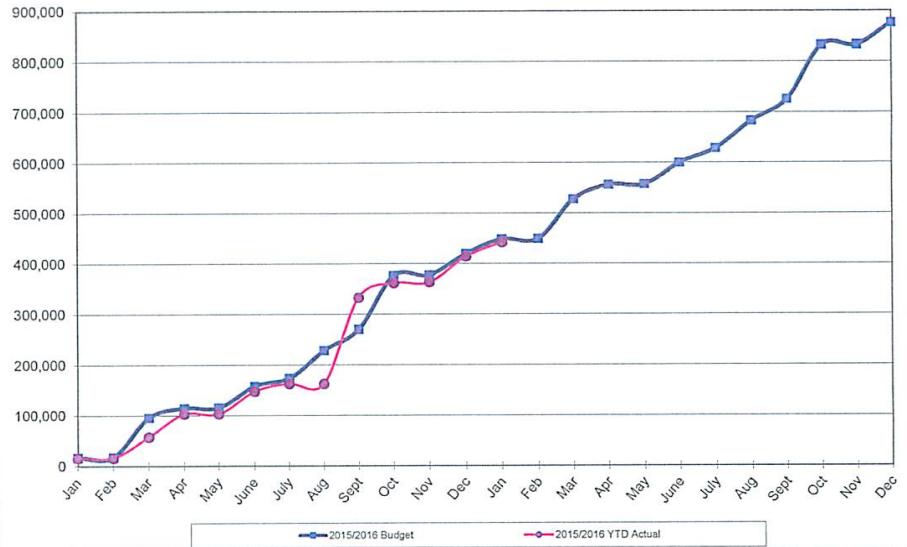
General Fund Revenues

INTERGOVERNMENTAL & GRANTS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	16,553	15,897
Feb	17,512	15,897
Mar	95,545	57,048
Apr	114,443	102,878
May	115,402	102,878
June	157,535	147,414
July	173,374	162,460
Aug	228,183	162,460
Sept	270,316	333,236
Oct	376,265	361,431
Nov	377,223	363,023
Dec	419,357	414,013
Jan	448,191	441,919
Feb	449,149	
Mar	527,547	
Apr	556,382	
May	557,340	
June	599,838	
July	628,672	
Aug	683,481	
Sept	725,978	
Oct	832,313	
Nov	833,271	
Dec	875,769	

YTD over (under) Budget	(6,272)
Actual % of YTD Budget	98.6%
% of Total Budget Collected	50.5%

Budget vs Actual Intergovernmental Revenue

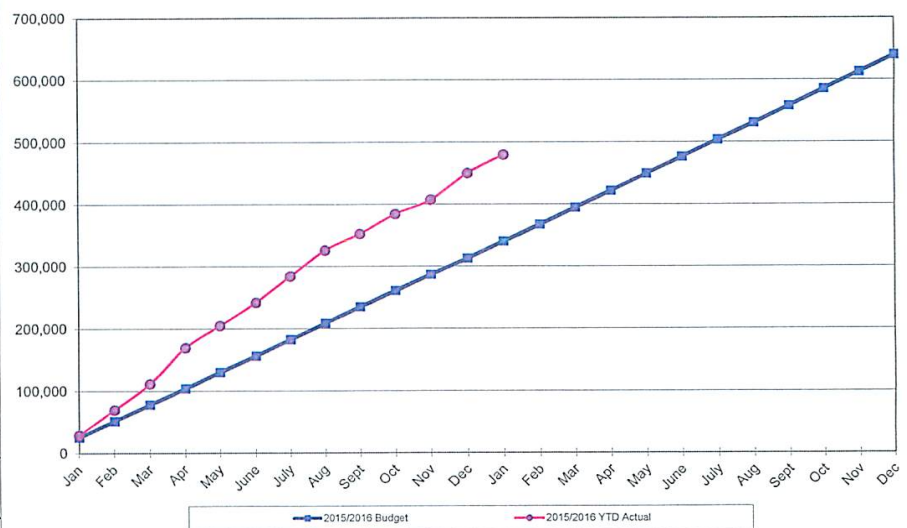


CHARGES FOR SERVICES

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	26,073	29,820
Feb	52,146	69,851
Mar	78,219	111,849
Apr	104,292	169,625
May	130,365	205,140
June	156,438	242,037
July	182,510	284,168
Aug	208,583	325,884
Sept	234,656	352,572
Oct	260,729	384,631
Nov	286,802	407,655
Dec	312,875	450,261
Jan	340,144	479,922
Feb	367,413	
Mar	394,681	
Apr	421,950	
May	449,219	
June	476,488	
July	503,756	
Aug	531,025	
Sept	558,294	
Oct	585,563	
Nov	612,831	
Dec	640,100	

YTD over (under) Budget	139,778
Actual % of YTD Budget	141.1%
% of Total Budget Collected	75.0%

Budget vs Actual Charges for Services

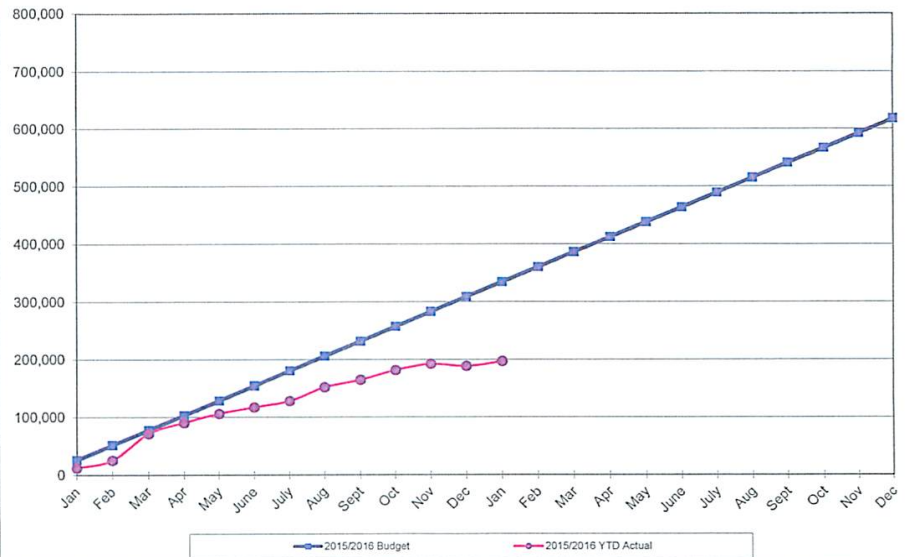


General Fund Revenues

FINES & MISCELLANEOUS

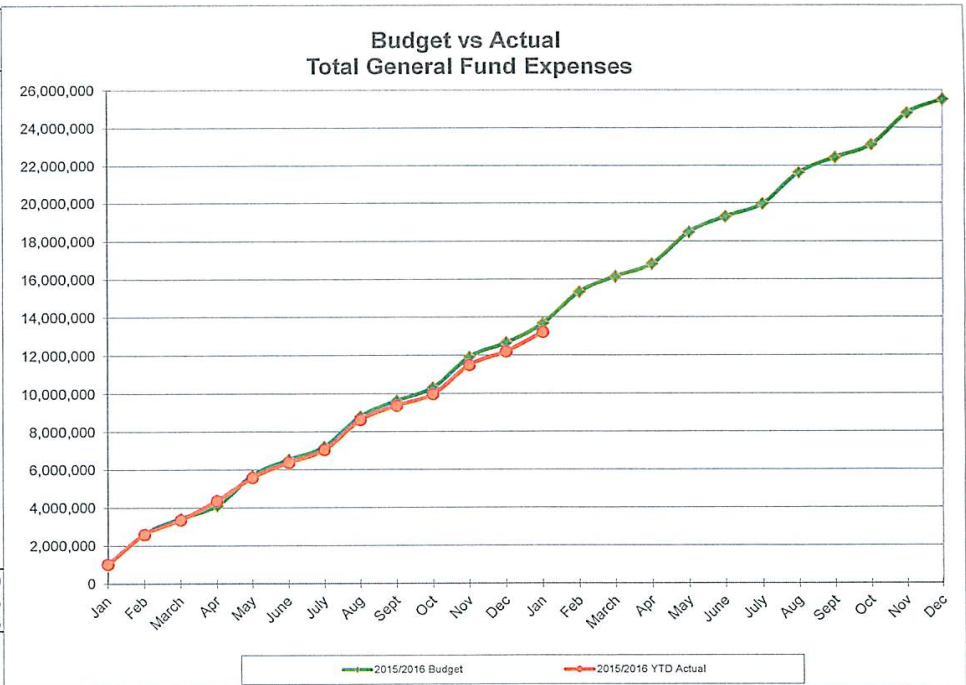
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	25,750	11,920
Feb	51,500	24,961
Mar	77,250	71,086
Apr	103,000	90,351
May	128,750	105,907
June	154,500	117,169
July	180,250	128,098
Aug	206,000	151,812
Sept	231,750	164,745
Oct	257,500	181,594
Nov	283,250	192,170
Dec	309,000	188,346
Jan	334,750	196,739
Feb	360,500	
Mar	386,250	
Apr	412,000	
May	437,750	
June	463,500	
July	489,250	
Aug	515,000	
Sept	540,750	
Oct	566,500	
Nov	592,250	
Dec	618,000	
YTD over (under) Budget		(138,011)
Actual % of YTD Budget		58.8%
% of Total Budget Collected		31.8%

Budget vs Actual Fines & Miscellaneous



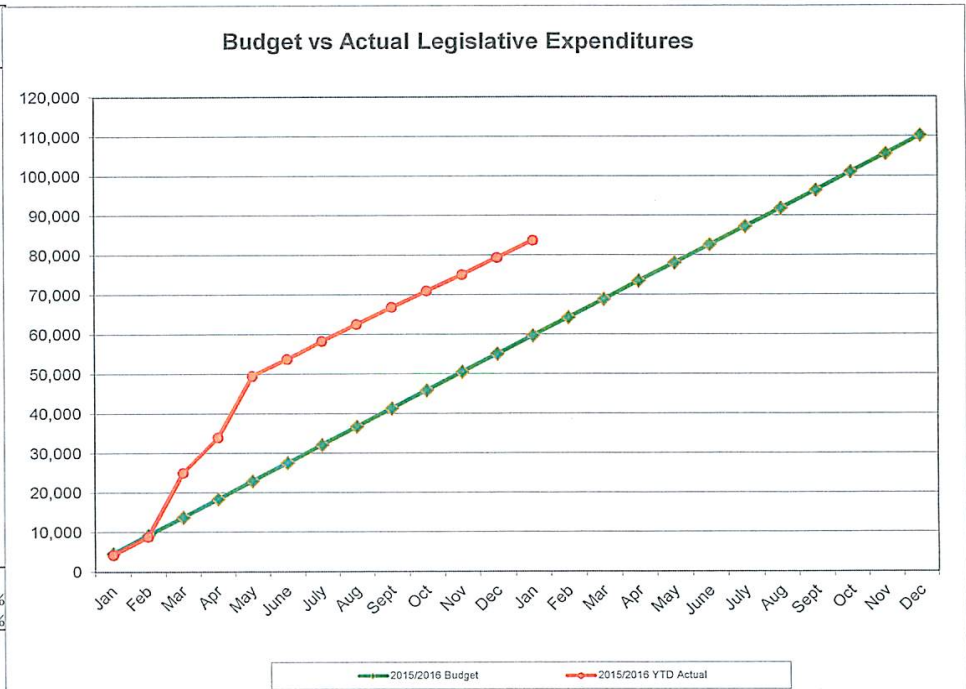
Total General Fund Expenses

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	1,010,405	1,020,434
Feb	2,602,914	2,589,195
March	3,423,759	3,350,515
Apr	4,113,374	4,363,653
May	5,705,883	5,584,091
June	6,526,728	6,372,560
July	7,216,342	7,039,286
Aug	8,808,852	8,617,609
Sept	9,629,697	9,376,688
Oct	10,319,311	9,986,026
Nov	11,916,820	11,495,950
Dec	12,655,243	12,208,131
Jan	13,666,639	13,219,323
Feb	15,327,940	
March	16,135,419	
Apr	16,811,666	
May	18,472,967	
June	19,280,445	
July	19,956,693	
Aug	21,617,994	
Sept	22,425,472	
Oct	23,101,720	
Nov	24,770,846	
Dec	25,497,077	
YTD over (under) Budget		(447,316)
YTD Actual % of YTD Budget		96.7%
% of Total Budget Expended		51.8%



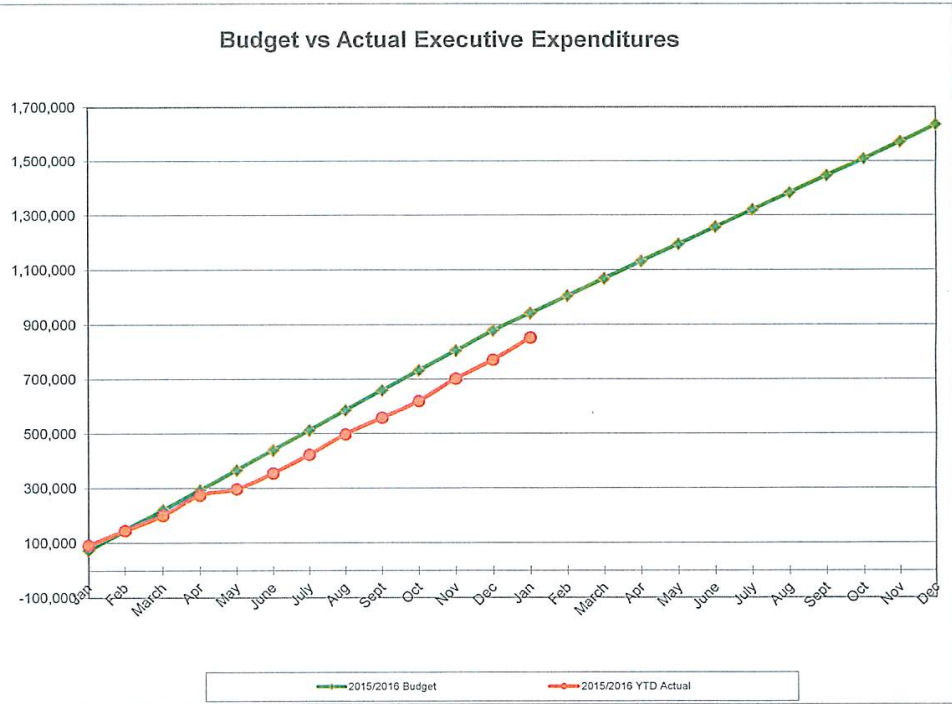
LEGISLATIVE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	4,592	4,290
Feb	9,183	8,824
Mar	13,775	25,080
Apr	18,366	34,012
May	22,958	49,538
June	27,549	53,812
July	32,141	58,335
Aug	36,732	62,560
Sept	41,324	66,864
Oct	45,915	71,011
Nov	50,507	75,089
Dec	55,098	79,408
Jan	59,689	83,774
Feb	64,281	
Mar	68,872	
Apr	73,464	
May	78,055	
June	82,647	
July	87,238	
Aug	91,829	
Sept	96,421	
Oct	101,012	
Nov	105,604	
Dec	110,195	
YTD over (under) Budget		24,085
YTD Actual % of YTD Budget		140.3%
% of Total Budget Expended		76.0%



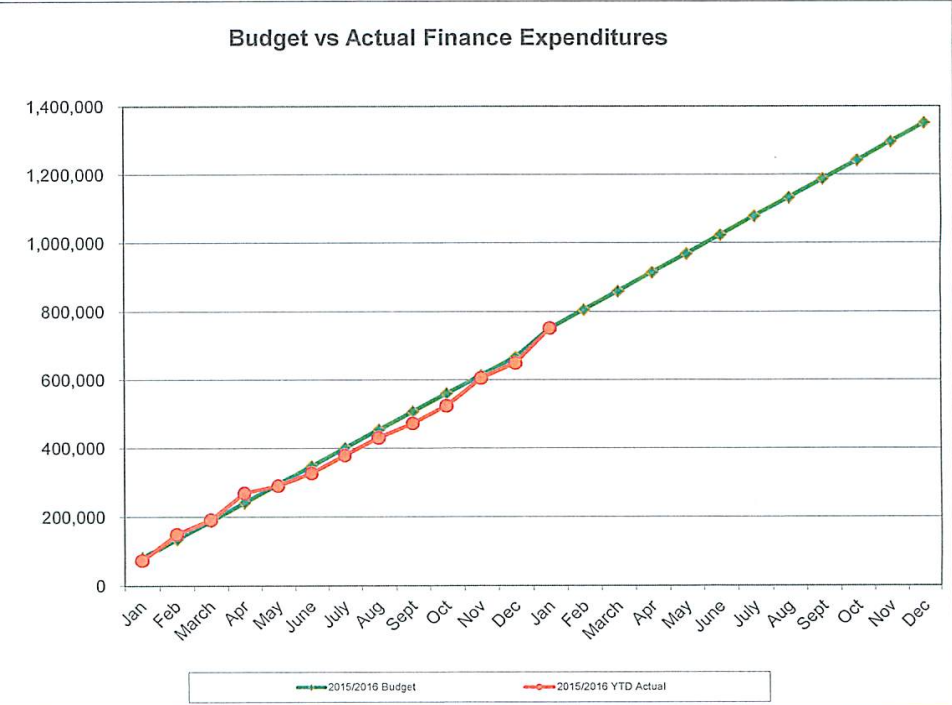
EXECUTIVE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	73,224	91,839
Feb	146,448	144,658
March	219,672	199,508
Apr	292,895	273,650
May	366,119	296,160
June	439,343	354,034
July	512,567	422,950
Aug	585,791	497,444
Sept	659,015	557,597
Oct	732,238	619,087
Nov	805,462	701,035
Dec	878,686	770,861
Jan	941,712	852,242
Feb	1,004,737	
March	1,067,763	
Apr	1,130,789	
May	1,193,814	
June	1,256,840	
July	1,319,866	
Aug	1,382,891	
Sept	1,445,917	
Oct	1,508,943	
Nov	1,571,968	
Dec	1,634,994	
YTD over (under) Budget		(89,469)
YTD Actual % of YTD Budget		90.5%
% of Total Budget Expended		52.1%



FINANCE

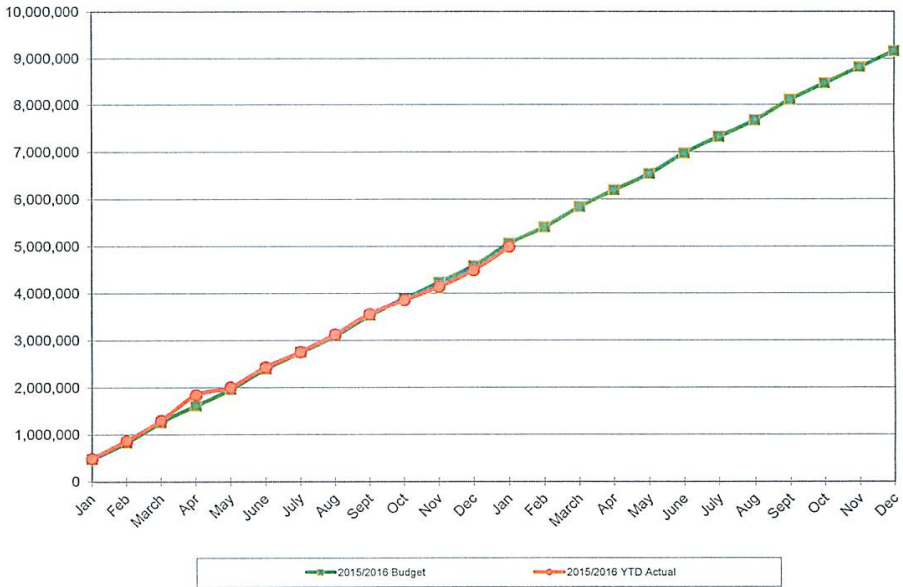
Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	83,007	74,941
Feb	136,013	150,824
March	189,020	192,731
Apr	242,027	269,815
May	295,033	290,604
June	348,040	327,696
July	401,047	379,582
Aug	454,054	430,825
Sept	507,060	473,127
Oct	560,067	524,327
Nov	613,074	605,563
Dec	666,080	649,525
Jan	750,673	751,269
Feb	805,267	
March	859,860	
Apr	914,453	
May	969,046	
June	1,023,639	
July	1,078,232	
Aug	1,132,825	
Sept	1,187,418	
Oct	1,242,012	
Nov	1,296,605	
Dec	1,351,198	
YTD over (under) Budget		596
YTD Actual % of YTD Budget		100.1%
% of Total Budget Expended		55.6%



POLICE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	477,888	485,904
Feb	828,225	862,983
March	1,260,984	1,299,085
Apr	1,611,320	1,839,547
May	1,961,657	2,002,147
June	2,394,416	2,427,525
July	2,744,753	2,749,616
Aug	3,095,089	3,118,080
Sept	3,527,848	3,550,326
Oct	3,878,185	3,849,739
Nov	4,228,521	4,131,287
Dec	4,578,858	4,488,576
Jan	5,057,987	4,990,912
Feb	5,408,211	
March	5,840,857	
Apr	6,191,081	
May	6,541,305	
June	6,973,951	
July	7,324,175	
Aug	7,674,399	
Sept	8,107,045	
Oct	8,457,269	
Nov	8,807,492	
Dec	9,157,716	
YTD over (under) Budget		(67,076)
YTD Actual % of YTD Budget		98.7%
% of Total Budget Expended		54.5%

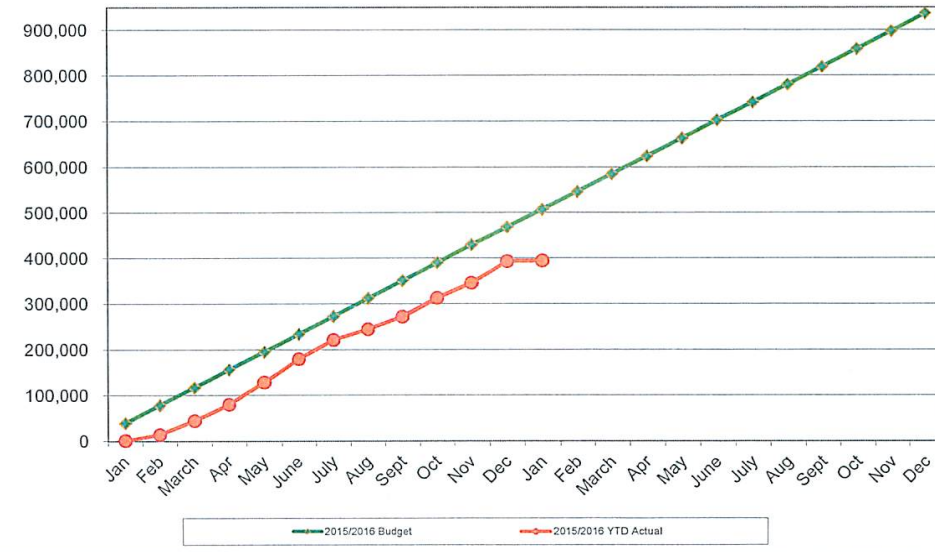
Budget vs Actual Police Expenditures



CRIMINAL JUSTICE

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	39,022	1,027
Feb	78,045	13,885
March	117,067	44,590
Apr	156,090	80,065
May	195,112	128,656
June	234,135	179,830
July	273,157	221,272
Aug	312,179	244,666
Sept	351,202	272,312
Oct	390,224	313,112
Nov	429,247	346,088
Dec	468,269	393,309
Jan	507,291	394,535
Feb	546,314	
March	585,336	
Apr	624,359	
May	663,381	
June	702,404	
July	741,426	
Aug	780,448	
Sept	819,471	
Oct	858,493	
Nov	897,516	
Dec	936,538	
YTD over (under) Budget		(112,756)
YTD Actual % of YTD Budget		77.8%
% of Total Budget Expended		42.1%

Budget vs Actual Criminal Justice Expenditures



NON-DEPARTMENTAL

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	167,197	178,438
Feb	1,074,051	1,070,100
March	1,126,817	1,119,490
Apr	1,130,776	1,161,963
May	2,037,629	2,041,396
June	2,090,396	2,102,864
July	2,094,354	2,106,220
Aug	3,001,208	2,986,788
Sept	3,053,974	3,039,523
Oct	3,057,933	3,040,586
Nov	3,969,786	3,911,080
Dec	4,022,553	3,931,646
Jan	4,202,754	4,109,566
Feb	5,191,765	
March	5,244,532	
Apr	5,248,490	
May	6,237,502	
June	6,290,268	
July	6,294,227	
Aug	7,283,238	
Sept	7,336,005	
Oct	7,339,963	
Nov	8,336,799	
Dec	8,390,741	
YTD over (under) Budget		(93,188)
YTD Actual % of YTD Budget		97.8%
% of Total Budget Expended		49.0%

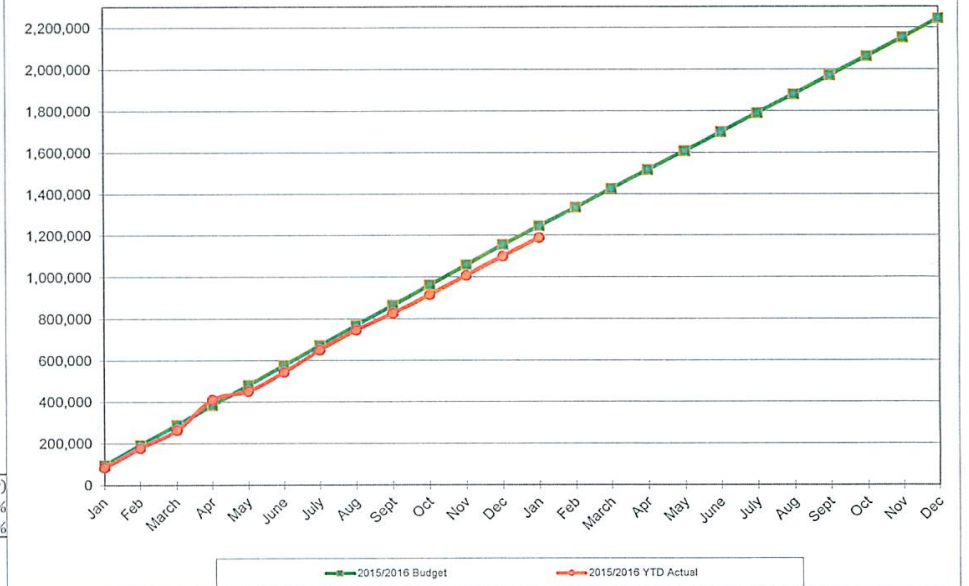
Budget vs Actual Non Department Expenditures



COMMUNITY DEVELOPMENT

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	96,205	86,235
Feb	192,410	178,200
March	288,615	264,589
Apr	384,820	411,766
May	481,025	452,492
June	577,230	544,106
July	673,435	651,617
Aug	769,640	747,066
Sept	865,845	828,076
Oct	962,050	916,525
Nov	1,058,255	1,008,148
Dec	1,154,460	1,100,067
Jan	1,245,165	1,188,617
Feb	1,335,869	
March	1,426,574	
Apr	1,517,278	
May	1,607,983	
June	1,698,688	
July	1,789,392	
Aug	1,880,097	
Sept	1,970,801	
Oct	2,061,506	
Nov	2,152,210	
Dec	2,242,915	
YTD over (under) Budget		(56,547)
YTD Actual % of YTD Budget		95.5%
% of Total Budget Expended		53.0%

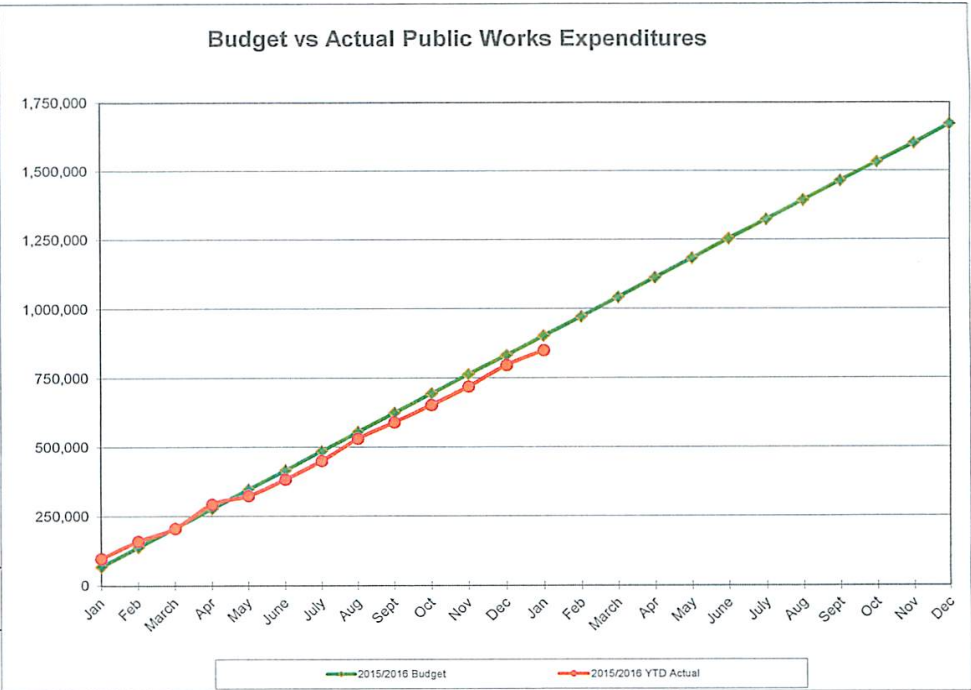
Budget vs Actual Community Development Expenditures



PUBLIC WORKS

Month	2015/2016 Budget	2015/2016 YTD Actual
Jan	69,270	97,759
Feb	138,540	159,723
March	207,810	205,442
Apr	277,080	292,835
May	346,350	323,099
June	415,620	382,693
July	484,889	449,692
Aug	554,159	530,180
Sept	623,429	588,864
Oct	692,699	651,639
Nov	761,969	717,660
Dec	831,239	794,740
Jan	901,367	848,407
Feb	971,496	
March	1,041,624	
Apr	1,111,753	
May	1,181,881	
June	1,252,010	
July	1,322,138	
Aug	1,392,266	
Sept	1,462,395	
Oct	1,532,523	
Nov	1,602,652	
Dec	1,672,780	
YTD over (under) Budget		(52,960)
YTD Actual % of YTD Budget		94.1%
% of Total Budget Expended		50.7%

Budget vs Actual Public Works Expenditures



CITY OF MILL CREEK
General Fund Revenue Report
As of January 31, 2016

Revenues:	Biennial Estimate 2015/2016	Biennium Actual As of 01/31/16	Actual Over (Under) Estimate	% of Estimate Collected	Estimate of Receipts Through 01/31/16	Actual Over (Under) Estimate
Property Tax-Regular	11,615,627	5,769,992	(5,845,635)	49.7%	5,766,721	3,271
Property Tax-EMS Levy	2,484,551	1,229,613	(1,254,938)	49.5%	1,233,507	(3,894)
Sales Tax	4,600,000	2,559,379	(2,040,621)	55.6%	2,431,373	128,006
Public Safety Sales Tax	460,000	250,641	(209,359)	54.5%	285,946	(35,305)
Criminal Justice Sales Tax	540,000	324,248	(215,752)	60.0%	243,138	81,110
Other Taxes	0	107	107	0.0%	0	107
TOTAL TAXES	19,700,178	10,133,980	(9,566,198)	51.4%	9,960,685	173,295
Franchise Fees	755,110	529,077	(226,033)	70.1%	471,944	57,133
Business Licenses	95,000	78,475	(16,526)	82.6%	69,825	8,649
Building Permits	410,000	230,006	(179,994)	56.1%	222,083	7,923
Other Licenses/Permits	28,000	19,242	(8,758)	68.7%	15,167	4,076
TOTAL LICENSES & PERMITS	1,288,110	856,800	(431,310)	66.5%	779,019	77,782
PUD Privilege Tax	155,000	80,057	(74,943)	51.6%	77,500	2,557
Liquor Excise Taxes	137,387	72,067	(65,320)	52.5%	72,517	(450)
Liquor Board Profit	330,859	164,556	(166,303)	49.7%	164,701	(145)
Criminal Justice Funding	50,023	33,218	(16,805)	66.4%	31,264	1,954
Everett School District SRO	179,500	77,169	(102,331)	43.0%	89,750	(12,581)
Grants	23,000	14,852	(8,148)	64.6%	0	14,852
Other Intergovernmental	0	0	0	0.0%	12,458	(12,458)
TOTAL INTERGOVERNMENTAL/GRANTS	875,769	441,919	(433,850)	50.5%	448,191	(6,272)
Development/Plan Check Fees	186,500	185,908	(592)	99.7%	94,444	91,464
Passport Fees	425,000	275,756	(149,244)	64.9%	230,208	45,548
Other Charges for Services	28,600	18,258	(10,342)	63.8%	15,492	2,766
TOTAL CHARGES FOR SERVICES	640,100	479,922	(160,178)	75.0%	340,144	139,778
TOTAL FINES & FORFEITURES	402,000	121,579	(280,421)	30.2%	217,750	(96,171)
Interest on Investments	100,000	22,106	(77,894)	22.1%	54,167	(32,060)
Other Miscellaneous Revenue	116,000	53,053	(62,947)	0	62,833	(9,781)
TOTAL MISCELLANEOUS REVENUES	216,000	75,159	(140,841)	34.8%	117,000	(41,841)
Insurance recovery	0	7,554	7,554	0.0%	0	7,554
Transfers In	640,000	160,000	(480,000)	25.0%	320,000	(160,000)
TOTAL OTHER FINANCING SOURCES	640,000	167,554	(472,446)	26.2%	320,000	(152,446)
TOTAL REVENUES	23,762,157	12,276,914	(11,485,243)	51.7%	12,182,788	94,125
BEGINNING FUND BALANCE	6,589,521	6,589,521	(0)	100.0%	6,589,521	0
TOTAL RESOURCES	30,351,678	18,866,435	(11,485,243)	62.2%	18,772,309	94,125

**General Fund Expenditure Report
As of January 31, 2016**

	Biennial Budget 2015/2016	Biennium Actual As of 01/31/16	Actual Over (Under) Budget	% of Budget Expended	Estimate of Spending Through 01/31/16	Actual Over (Under) Estimate
Expenditures:						
Legislative	110,195	83,774	(26,421)	76.0%	59,689	24,085
Executive	1,634,994	852,242	(782,752)	52.1%	941,712	(89,469)
Finance	1,351,198	751,269	(599,928)	55.6%	750,673	596
Police	9,157,716	4,990,912	(4,166,804)	54.5%	5,057,987	(67,076)
Criminal Justice	936,538	394,535	(542,003)	42.1%	507,291	(112,756)
Non-Department	8,390,741	4,109,566	(4,281,175)	49.0%	4,202,754	(93,188)
Community Development/Building	2,242,915	1,188,617	(1,054,298)	53.0%	1,245,165	(56,547)
Public Works	1,672,780	848,407	(824,373)	50.7%	901,367	(52,960)
TOTAL EXPENDITURES	25,497,077	13,219,323	(12,277,753)	51.8%	13,666,639	(447,316)
ENDING FUND BALANCE	4,854,601	5,647,111	792,510	116.3%	5,105,670	541,441
TOTAL FINANCIAL USES	30,351,678	18,866,435	(11,485,243)	62.2%	18,772,309	94,125

**CITY OF MILL CREEK
FINANCIAL REPORT - ALL OTHER FUNDS
As of January 31, 2016**

Fund	Revenues			Expenditures		
	2015/2016 Estimated Revenue	2015/2016 Revenue Collected	2015/2016 % of Estimate Collected	2015/2016 Budgeted Expenditures	2015/2016 Expended	2015/2016 % of Budget Expended
SPECIAL REVENUE FUNDS:						
City Street Fund	908,713	493,043	54.3%	1,094,222	546,507	49.9%
Council Contingency	100	0	0.0%	22,000	8,000	36.4%
Municipal Arts Fund	10,000	1,245	12.5%	15,000	1,328	8.9%
Paths & Trails	4,000	2,000	50.0%	4,000	327	8.2%
Drug Buy Fund	25,000	34,434	137.7%	15,000	13,524	90.2%
Beautification Fund	0	0	0.0%	1,500	237	15.8%
Annex Building Fund	369,000	178,574	48.4%	860,294	229,696	26.7%
35th Avenue Reserve Fund	0	0	0.0%	236,000	0	0.0%
DEBT SERVICE FUNDS:						
Debt Service Fund	259,485	35,500	13.7%	259,395	33,656	13.0%
Local Revitalization	22,000	0	0.0%	0	0	
CAPITAL PROJECT FUNDS:						
Real Estate Excise Tax	1,470,000	1,254,071	85.3%	2,876,000	509,955	17.7%
Capital Improvement	1,510,000	50,000	3.3%	1,510,000	50,874	3.4%
Park Capital Improvement	517,000	314,242	60.8%	1,410,000	3,577	0.3%
Road Improvement	2,722,000	804,917	29.6%	2,150,000	865,618	40.3%
ENTERPRISE FUNDS:						
Surface Water Utility	1,513,735	680,084	44.9%	2,362,752	1,293,017	54.7%
Recreation Enterprise	1,245,062	602,047	48.4%	1,260,385	643,824	51.1%
INTERNAL SERVICE FUNDS:						
Equipment Replacement	325,592	135,382	41.6%	383,622	349,286	91.0%
Unemployment/Self-Insurance Reserve	0	0	0.0%	15,000	666	4.4%

CITY OF MILL CREEK
Investment Summary
As of JANUARY 31, 2016

Description	Yield	Amount
Financing Corporation	0.800%	990,804
Financing Corporation	1.162%	499,161
Federal Farm Credit Bank	0.740%	1,011,952
Federal Home Loan Bank	1.157%	995,280
Federal Farm Credit Bank	1.381%	983,612
Federal National Mortgage Assc.	1.035%	1,008,221
Federal National Mortgage Assc.	1.028%	998,160
Federal Home Loan Bank	1.763%	989,650
Federal National Mortgage Assc.	0.875%	1,000,000
Federal Home Loan Mortgage Corp	1.367%	1,001,200
Financing Corporation	1.967%	999,892
Federal Home Loan Bank	0.971%	999,990
Federal Home Loan Mortgage Corp	1.000%	750,000
Sub-Total Investments		12,227,923
Local Government Investment Pool	0.156%	1,648,620
Total Investments		<u><u>\$13,876,542</u></u>

Investment by Type*	Amount	Percent of Portfolio
Federal Home Loan Bank	2,984,920	21.5%
Federal Farm Credit Bank	1,995,564	14.4%
Federal Home Loan Mortgage Corp	1,751,200	12.6%
Federal National Mortgage Assc.	3,006,381	21.7%
Financing Corporation	2,489,857	17.9%
Local Gov't Investment Pool	1,648,620	11.9%
Total Investments	<u><u>\$13,876,542</u></u>	100.0%

*Per investment policy no more than 50% may be invested in any one type of security.