

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 office of the City Clerk at (425) 921-5776 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. 2017-815

Next Resolution No. 2017-564

**May 2, 2017
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

- A. Motion to excuse Councilmember Cavaleri from tonight's meeting

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- C. Employee Milestone Presentation Commemorating 25 Years of Service for Tom Rogers
(*Rebecca C. Polizzotto, City Manager*)
- D. Proclamation: Retirement of Tom Gathmann
(*Pam Pruitt, Mayor*)

NEW BUSINESS

- E. Proposed Ordinance and Corresponding Policy/Procedure Governing the Adoption of Uniform City Policies and Procedures
(*Rebecca C. Polizzotto, City Manager*)
- F. Social Media Policy
(*Rebecca C. Polizzotto, City Manager*)
- G. Construction Contract Award for the 2017 Catch Basin Cleaning and CCTV Inspection Report
(*Rebecca C. Polizzotto, City Manager*)

CONSENT AGENDA

- H. City Council Meeting Minutes of April 25, 2017

REPORTS

- I. Mayor/Council
- J. City Manager
 - Council Planning Schedule
 - Legislative Summary
 - ICMA Article: Professional Local Government Management
 - Swift Green Line Station
 - Web Platform Recommendation

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council per RCW 42.30)

- L. Discussion of the status of collective bargaining negotiations

No action anticipated

ADJOURNMENT



Agenda Item # E
Meeting Date: **May 2, 2017**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: PRESENTATION AND DISCUSSION OF PROPOSED ORDINANCE AND CORRESPONDING POLICY/PROCEDURE GOVERNING THE ADOPTION OF UNIFORM CITY POLICIES AND PROCEDURES.

PROPOSED MOTION: Motion to approve an ordinance amending and restating Mill Creek Municipal Code Chapter 1.24, adoption of uniform policies and administrative procedures, to revise and update the procedures and requirements for adoption, maintenance and publication of city policies; and establishing an effective date.

KEY FACTS AND INFORMATION SUMMARY: A significant management focus for the 2017-2018 biennium is the updating of the City's policies and procedures in all of its major functional areas. Generally speaking, policies and procedures governing City operations are either non-existent or were implemented more than 20 years ago and do not reflect the current needs and practices of the City.

Well-written policies and procedures allow employees to clearly understand their roles and responsibilities within predefined limits. The existence of current policies and procedures allow management to guide operations without constant management intervention. Because constant intervention equates to increased operating expenses, the City has not only an operational need to implement and keep current its policies, but such work also has a positive fiscal impact.

What is the difference between a policy and a procedure? A 'Policy' is a predetermined course of action, which is established to provide a guide toward accepted strategies and objectives. In other words, it is a direct link between the City's 'Vision' and its day-to-day operations. Policies identify the key activities and provide a general strategy to decision-makers on how to handle issues as they arise. This is accomplished by providing the reader with limits and a choice of alternatives that can be used to 'guide' their decision making process as they attempt to overcome problems.

The ultimate goal of every 'Procedure' is to provide the reader with a clear and easily understood plan of action required to carry out or implement a policy. A well-written procedure will also help eliminate common misunderstandings by identifying job responsibilities and establishing boundaries for the jobholders. Good procedures actually allow managers to control events in advance and prevent the City (and its employees) from making costly mistakes. You can think of a procedure as a road map where the trip details are highlighted in order to prevent a person from getting lost or 'wandering' off an acceptable path identified by the City's management team.

Updated and relevant policies and procedures provide the City with many benefits:

- Employees understand the constraints of their job without using a 'trial and error' approach, as key points are visible in well-written policies and procedures.

- Policies and procedures enable the workforce to clearly understand individual and team responsibilities, thus saving time and resources. Everyone is working off the same page; employees can get the “official” word on how they should go about their tasks quickly and easily.
- Clearly written policies and procedures allow managers to exercise control by exception rather than ‘micro-manage’ their staff.
- They send a “We Care!” message to employees. ‘The City wants us to be successful at our jobs.’
- Clearly written policies and procedures provide legal protection.

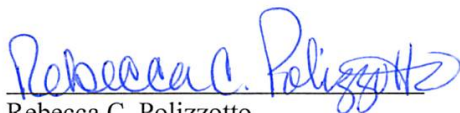
In order to allow work to begin with respect to policy/procedure development, the City Manager has collaborated with the City Attorney to update the Mill Creek Municipal Code and draft a policy/procedure governing the preparation, development, coordination, issuance and enforcement of policies and procedures.

CITY MANAGER RECOMMENDATION: The City Manager recommends the Council adopt the proposed attached ordinance in order to provide the necessary framework for policy development/implementation.

ATTACHMENTS:

- Proposed Ordinance
- Proposed Policy/Procedure

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

ORDINANCE NO. 2017-_____

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING AND RESTATING MILL CREEK MUNICIPAL CODE CHAPTER 1.24, ADOPTION OF UNIFORM POLICIES AND ADMINISTRATIVE PROCEDURES, TO REVISE AND UPDATE THE PROCEDURES AND REQUIREMENTS FOR ADOPTION, MAINTENANCE AND PUBLICATION OF CITY POLICIES; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Mill Creek Municipal Code (MCMC) Chapter 1.24 was adopted in 1996 to provide a uniform method of adopting policies and administrative procedures for the City; and

WHEREAS, the City Council finds those procedures are outdated, and that it is necessary and desirable to replace said procedures with new procedures and policies to establish a more comprehensive and transparent mechanism for the adoption, maintenance and publication of City policies.

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

Section 1. MCMC Chapter 1.24, adopted in 1996 and relating to the Adoption of Uniform Policies and Administrative Procedures, is repealed in its entirety.

Section 2. New MCMC Chapter 1.24, entitled Adoption, Maintenance and Publication of City Policies and Procedures, is hereby adopted as follows:

Chapter 1.24

Adoption, Maintenance and Publication of City Policies and Procedures

1.24.010 Purpose and Intent; Interpretation

A. The purpose of this chapter is to establish a uniform procedure for the administrative adoption, maintenance and publication of city policies and administrative procedures. The intent of this chapter is that it be used by the city manager consistently and routinely to adopt, maintain, amend, repeal, replace and publicize city policies and procedures for the benefit of the city and in the conduct of the city's affairs, and that such policies and procedures be readily available to city personnel and the public.

B. The procedures set forth in this chapter are not exclusive and shall not waive, limit or abrogate the city council's legislative authority or other prerogative, nor the city manager's administrative authority or other prerogative, to take any appropriate or necessary action, or to adopt and implement policies in a different manner, and

ADOPTION AND MAINTENANCE OF CITY POLICIES AND PROCEDURES - 1
760268.1/014455.00066

such other actions, policies and procedures shall be valid and enforceable notwithstanding that they were or were not adopted in conformance with this chapter.

1.24.020 Interpretation of Policies and Procedures

A. A policy or procedure adopted in accordance with this chapter that contains a statement that it does or is intended to supersede, replace or repeal an earlier-adopted or inconsistent policy or procedure shall be conclusive as to the status of the earlier-adopted policy or procedure.

B. In the event of a conflict between policies and procedures adopted in accordance with this chapter and those adopted pursuant to Section 1.24.010(B) above, they shall be harmonized to the extent possible giving greater weight to (i) the later-adopted policy or procedure; (ii) the policy or procedure's conformance with and furtherance of later-adopted state statutes; and (iii) the policy or procedure's conformance and integration with other pertinent policies and procedures of the City; provided that if the later-adopted policy or procedure contains a statement that it does or is intended to supersede, replace or repeal an earlier-adopted policy or procedure, such statement shall be conclusive as to the status of the earlier-adopted policy or procedure.

1.24.030 Systemization, Preparation and Adoption of Policies and Procedures

A. The city manager shall establish and maintain a uniform procedure for preparation, review, and adoption of policies and procedures adopted pursuant to this chapter.

B. Proposed policies and procedures to be adopted pursuant to this chapter shall be prepared by or at the direction of the city manager or a department head, and shall be subject to review and coordination within the city to ensure the content of such policy or procedure. A policy or procedure proposed under this chapter shall contain, or shall direct prompt promulgation of, the administrative procedures necessary to implement the proposed policy or procedure.

C. Every policy and procedure proposed for adoption pursuant to this chapter shall be reviewed and approved in writing by the city manager prior to adoption. The city manager shall advise the city council as to policies and procedures under consideration for adoption, and shall determine whether such policy or procedure requires presentation to or approval of the city council, in which case the applicable provisions of Section 1.24.040 will apply. If the policy or procedure is to be adopted by the city manager, the manager shall include a statement on the face of the policy or procedure specifying the date of adoption and the implementation or effective date thereof. Following adoption, the city manager shall implement such policies and procedures as specified or required.

1.24.040 Council Actions

A. The city council may in its discretion propose policies and procedures or direct the city manager to prepare or propose policies and procedures to be adopted by the council or the city manager pursuant to this chapter.

B. The city council may take whatever action it deems appropriate when presented with a policy or procedure proposed under this chapter, provided that the city council shall adopt any final policy or procedure at an open public meeting. At the city council's discretion, a public hearing may be scheduled before or after adopting or taking action on the proposed policy or procedure.

1.24.050 Publication of Policies and Procedures

A. The city manager shall establish and maintain a uniform system for organizing, tracking and publicizing policies and procedures adopted pursuant to this chapter.

1.24.050 Appeals

A. It is not the intent of this chapter to establish a right of appeal pertaining to any policies or procedures adopted pursuant to this chapter. Accordingly:

1. Every policy or procedure adopted pursuant to this chapter by a final action of the city council shall be appealable only as provided by law or as expressly stated in such policy or procedure.

2. Every policy or procedure adopted pursuant to this chapter by action of the city manager shall be appealable only as provided by law or as expressly stated in such adopted policy or procedure.

3. There shall be no appeal of an action taken in accordance with or pursuant to administrative procedures implemented pursuant to an adopted policy except as provided by law or as stated in such policy.

4. There shall be no appeal of a decision to propose, forego, or not adopt any policy or procedure pursuant to this chapter except as provided by law.

B. An appeal of any policy or procedure adopted pursuant to this chapter shall not suspend adoption or implementation of such policy or procedure except as provided by law.

Section 3. The City Clerk is directed to take steps as required to implement and effectuate this Ordinance. The Clerk is authorized to correct scrivener's errors, internal references, and the like.

Section 4. This Ordinance shall be in full force and effect five days after publication of a summary hereof consisting of the title of this Ordinance, in accordance with RCW 35A.13.200.

Adopted this _____ day of _____, 2017, by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR PAMELA PRUITT

ATTEST/AUTHENTICATED:

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.: _____

ADOPTION AND MAINTENANCE OF CITY POLICIES AND PROCEDURES - 4
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**100-01
POLICY AND PROCEDURE DOCUMENTS**



Subject ESTABLISHMENT OF POLICIES AND PROCEDURES IMPLEMENTING MCMC Chapter 1.24 AS AMENDED 2017	Index: Administration Number: 100-01
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<u>Effective Date:</u>	<u>Supersedes:</u> All prior inconsistent policies and procedures regarding implementation measures for MCMC Ch. 1.24	<u>Staff Contact:</u>	<u>Clerk ID Number</u>	<u>Approved By and Date:</u>
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1.0 PURPOSE:

To establish uniform policies and procedures in accordance with MCMC Ch. 1.24 (2017) concerning the preparation, development, coordination, issuance and enforcement of policies and procedures hereafter adopted by the City pursuant to MCMC Ch. 1.24 (2017).

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCE:

Mill Creek Municipal Code Ch. 1.24, as amended 2017.

4.0 POLICY:

4.1 Policies and procedures hereafter adopted pursuant to MCMC Ch. 1.24 and this Policy 100-01 will conform to the requirements specified in MCMC Ch. 1.24 (2017) and this Policy 100-01.

4.2 The uniform processes established herein for adopting and implementing such policies and procedures will establish a unified approach to sound municipal government and provide consistent and available documentation describing the City's overall policy, rules of procedure, and methods of operation.

4.3 The City will maintain a Policies and Procedures Manual, which outlines the major systems and procedures relating to the interaction of the City's organizational departments and component parts, including employees, and city systems and procedures concerning interactions between the City, the Council, City Manager, department heads, vendors, contractors, subcontractors, and outside consultants.

4.4 The Policies and Procedures Manual will consist of all policies and procedures adopted pursuant to MCMC Ch. 1.24 and this Policy 100-01. The Manual will be organized as determined by the City Manager, and may include component parts (e.g., civil functions and police functions) as appropriate to account for different legal and operational procedures and requirements. The Manual will be routinely updated and made publically available in an online, searchable format.

4.5 All City personnel are responsible for timely reviewing and maintaining familiarity with the Policies and Procedures Manual and all adopted policies and procedures, and for timely implementation thereof as pertinent to their position and work functions.

5.0 DEFINITIONS:

5.1 Adopted Policies : Policies and procedures that have been adopted pursuant to MCMC Ch. 1.24 and this Policy 100-01.

5.2 Manual: The Policies and Procedures Manual.

5.3 Policy: A statement or statements of governing or operational principles, plans, or courses of conduct, often tailored to a certain set of circumstances, that are established by the City Manager or by Council action in accordance with MCMC Ch. 1.24.

5.4 Procedure: Instructions or actions required to implement policy.

5.5 Proposed Policies: New or revised policies and procedures that are proposed for adoption under MCMC 1.24 and this Policy 100-01.

6.0 PROCEDURES:

6.1 Preparation of Proposed Policies.

6.1.1 Department directors are responsible for providing the City Manager with policy analysis, improved administrative practices and techniques, and recommendations pertinent to their position and work functions for consideration as new or revised policies or procedures. On their own initiative, or at the request of the City Manager, directors will identify and prepare proposed policies as appropriate or useful to the conduct of their department and the City's affairs.

6.1.2 Proposed policies shall be prepared by or at the specific direction of a director. When any existing policy is revised, changes must be denoted in "redline" fashion, or by cross-hatching, dashes, strike through, underlining, etc., to reflect the precise changes made. Proposed policies should generally mirror the format used in this Policy 100-01. When a proposed policy is completed, the director shall submit it to the City Clerk, accompanied by a cover letter outlining the key provisions and summarizing the purpose and effect of the proposed policy.

6.2 Review and Approval

6.2.1 The City Clerk will log and number each proposed policy as received, and confer with the originating director as needed for clarifications, corrections and to assure proper format and general subject matter. The Clerk will thereafter provide the proposed policy and cover letter to the City Manager's Executive Assistant for review by the City Manager.

6.2.2 The City Manager will review the proposed policy and may distribute the proposed policy for discussion at a leadership team or other internal staff meeting, and/or confer with directors, city attorney, Council, and/or others as appropriate. Following any changes to the proposed policy, the City Manager shall determine at her/his discretion, and subject to any applicable authority that may have been assigned by the City Council, MCMC, or Revised Code of Washington, whether the proposed policy is suitable and ready for adoption, whether it should be declined or delayed, or whether it requires review or comment by the Council. The City Manager's decision shall be final and not subject to any appeal.

6.2.3 If the City Manager determines to approve a proposed policy, the Manager shall sign and date the proposed policy and provide the original to the City Clerk. If the proposed policy requires Council approval or comment, the Manager shall complete such review and obtain such approval or comment as necessary, and provide a copy thereof to the Clerk if the policy is adopted.

6.3 Post Approval Actions for Adopted Policies

6.3.1 The City Clerk shall review every adopted policy prior to dissemination and publication to assure completeness and compliance with the procedures of this Policy 100-01. If necessary, a final and complete version of the adopted policy shall be prepared by the originating department. The official copy of the adopted policy will be printed by the City Clerk, submitted to the City Manager or Council for signature, and placed on file with the City Clerk.

6.3.2 The City Clerk shall promptly notify all City personnel via e-mail that the adopted policy has been issued and provide a pdf copy for review. The adopted policy will be e-mailed to the codifier of the Manual to update the Manual as needed, and the codifier will then return a new CD-ROM of the updated Manual to the City Clerk. The CD-ROM will be transmitted to Information Services for posting on the network where it may be accessed online at the user's convenience.

6.3.3 No hard copies of the adopted policy or updated Manual will be prepared or distributed. The current CD-ROM Manual as published shall comprise the City's official copy of all adopted policies.

6.4 Policy Updates

6.4.1 City policies and procedures should be reviewed periodically and updated as required. All policies will be reviewed at least every 5 years.



Agenda Item # F
Meeting Date: **May 2, 2017**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: SOCIAL MEDIA POLICY

ACTION REQUESTED:

The purpose of this agenda item is to provide information to the Council about social media and the growing need for the use of social media as a communications tool for the City of Mill Creek, and to obtain approval on the City's social media policy so the City can use social media to bolster communications and outreach.

KEY FACTS AND INFORMATION SUMMARY:

The City of Mill Creek strives to provide comprehensive communications to encourage informed citizen participation in local government. Third party community sites and social networks, known collectively as social media, are becoming increasingly relevant to extending the City of Mill Creek's reach in community involvement, support of public works projects, economic development, recreation and tourism, and more.

The use of social media would expand the City's communications toolset and enable the City to effectively reach a growing number of people who are relying on social networks for news and information. Social media should be used strategically as part of the City's larger communications plan, with the communications goals driving the social media strategy; social media is a tactic to achieve the goals that support our overarching communications strategy.

Social media is growing in use and application. Local governments are using social media for the following:

- Sharing news and information
- Emergency alerts and severe weather updates
- Activity and class registration
- Links to town hall and Council meetings
- Public service announcements
- Crime prevention and police assistance
- Construction updates and road closures
- Asking for feedback
- Target messages to very specific audiences
- Employment opportunities

According to the Municipal Research and Services Center, with people spending nearly two hours per day on social media channels, social media has become what cable news was 25 or 30 years ago – the central medium by which people gather news and information. In addition, the International City/County Management Association (ICMA) notes that successful local governments are using social media through the use of image strengthening/rebranding,

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providing media with story ideas, enticing former residents to return, bringing jobs and job seekers together, and promoting local resources. A recent study revealed that 66% of governmental agencies use social media. Further, ICMA notes that law enforcement agencies across the U.S. are turning to social media in their efforts to prevent and solve crime. Successful local governments are using the immediacy of social media for: online police blotters, digital “wanted” posters, anonymous e-tipsters, social media stakeouts, undercover online, and informing about current situations.

In addition to local governmental and municipality findings, social media statistics demonstrate the need for including social media as a communications tool.

- YouTube is the second largest search engine in the world.
- Facebook tops Google for weekly traffic in the U.S., and is used by 79% of American internet users. The fastest growing segment on Facebook is females between the ages of 55 and 65. And 76% of Americans who use Facebook now report that they visit the site on a daily basis, up from 70% in 2015.
- Social media is used by 86% of Americans ages 18-29, 80% of those ages 30-49, 64% of those ages 50-64 and 34% of Americans 65 and older.
- 69% of adults in the U.S. are social media users; this is an increase from 5% in 2005.
- 95% of adults who use the internet are likely to follow a brand via social networking.
- 75% of journalists use social media for story research.
- 71% of consumers who have had a good social media experience with a brand are likely to recommend it to others, and 78% of consumers trust peer recommendations, which are readily shared via social media.
- 59% of Americans with social media accounts think that customer service through social media has made it easier to get questions answered and issues resolved.
- Customers are turning to social media outlets to unleash their frustration or questions; 78% of people who complain to a brand via Twitter expect a response within an hour.
- In 2015, Facebook influenced 52% of consumers’ online and offline purchases, up from 36% in 2014. This number continues to grow.

In addition to the use of social media by Snohomish County, regional cities within Snohomish County are using social media with positive results. These include:

- | | | |
|--------------|-----------------|---------------------|
| • Arlington | • Granite Falls | • Mountlake Terrace |
| • Bothell | • (Police) | • Mukilteo |
| • Darrington | • Lake Stevens | • Snohomish |
| • Edmonds | • Lynnwood | • Stanwood |
| • Everett | • Marysville | |
| | • Monroe | |

This leaves Brier, Gold Bar, Mill Creek and Sultan as the only communities in Snohomish

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County that don't use social media channels for communicating. As the City continues to professionalize its approach to local government, using modern tools is essential.

Other jurisdictions' social media policies were consulted in the development of the City of Mill Creek's social media policy, including:

- City of Albany, Ore.
- City of Bonney Lake
- City of Bothell
- City of Chandler, Ariz.
- City of Cheney
- City of Everett
- City of Marana, Ariz.
- City of Palo Alto, Calif.
- City of Port Angeles
- City of Roanoke, Va.
- City of Shoreline
- City of Spokane
- City of Suwanee, Ga.
- City of Tumwater
- City of Yakima
- General Services Administration (D.C.)
- Henderson County, NC
- Larimer County, Colo.
- Marin County, Calif.
- Montgomery County, Va.
- Orange County, Calif.

In addition, the proposed social media policy was reviewed by the City Attorney, as well as the City's labor relations and employment attorneys.


CITY MANAGER RECOMMENDATION:

The City Manager recommends adopting the social media policy and moving forward with social media as a communications tool.

ATTACHMENTS:

- Proposed Social Media Policy

Respectfully Submitted:


 Rebecca C. Polizzotto
 City Manager



Subject SOCIAL MEDIA POLICY	Index: Communications & Marketing Number: 200-01
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Effective Date:	Supersedes:	Staff Contact: Joni Kirk	Clerk ID Number:	Approved By and Date:
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1.0 PURPOSE:

The City of Mill Creek strives to provide comprehensive communications to encourage informed citizen participation in local government. Third party community sites and social networks are becoming increasingly relevant to extending the City of Mill Creek's reach in community involvement, support of public works projects, economic development, recreation and tourism, and more. City social media channels are those which the City establishes and maintains, and over which it has control over all postings. City social media channels shall supplement, and not replace, the City's required notices and standard methods of communication.

City communication is best when it is consistent, branded, and delivered with one voice, including information posted on social media channels. This document establishes the basic guidelines, standards and instructions for the City of Mill Creek to use social media for the purpose of sharing time-sensitive and emergency information; enhancing customer service; providing information about City programs, places, people, events, issues, and projects; and marketing City goals and missions within an overall communications strategy.

It establishes guidelines for the City's social media sites to ensure consistency, accuracy, value to citizens, and compliance with State and Federal laws.

The policy also serves to prohibit inappropriate use.

This document applies to all City of Mill Creek employees, elected officials, City boards, as well as contractors, service providers and consultants when they are performing business on behalf of the City of Mill Creek.

Questions about any aspect of this social media policy should be directed to the Director of Communications and Marketing.

2.0 ORGANIZATIONS AFFECTED:

All City departments/divisions.

3.0 REFERENCE:

It is the employee's responsibility to be aware of any City of Mill Creek policies and standards, and any changes in those policies or standards that may impact any social media linked to the City's Web presence, including but not limited to:

- City of Mill Creek Personnel Policies Manual, Standards of Conduct, Solicitation, Section 9-C
- City of Mill Creek Personnel Policies Manual, Standards of Conduct, Political Activity, Section 9-E
- City of Mill Creek Personnel Policies Manual, Standards of Conduct, Disclosure & Use of Information and Official Records, Section 9-G
- City of Mill Creek Personnel Policies Manual, Use of Computer Equipment, Section 13-D
- City of Mill Creek Emergency Management Plan

4. POLICY

The following procedures and standards shall be used by all departments/divisions in developing and using social media channels.

5.0 DEFINITIONS:

- 5.1 Channel, Page or Site** – The location of an individual's or entity's presence on social media.
- 5.2 City** – The City of Mill Creek, including any office, department, division, board, committee or other entity therein.
- 5.3 City Manager** – The city's chief executive officer.
- 5.4 Comment** – Replies or opinions in reference to the author's originating content; usually made by outside participants.
- 5.5 Designee** – An employee who has been authorized in writing to produce, monitor and update social media content on behalf of the City of Mill Creek.
- 5.6 Mill Creek Social Media (MCSM)** – Any social media channel created and/or operated by the City.
- 5.7 Page** – The location of an individual's or entity's presence on a social media site.

5.8 Post – Content published using social media. Posts may include dialogue, pictures or embedded videos, and URLs.

5.9 Posting – The publishing of official City business information on social media channels.

5.10 Public Information Officer (PIO): The person authorized by the City Manager to manage and oversee social media content. At the City of Mill Creek, the PIO is the Director of Communications and Marketing.

5.11 Record – “Record” has the same meaning as defined in RCW 42.56.010(3).

5.12 Social Media – Any website, application or online medium that enables communication. This includes but is not limited to blogs, networking, photo sharing, video sharing, and microblogging.

5.13 Social Media Provider – An entity that hosts a social media application.

5.14 Unsanctioned Solicitation – Any advertising or promotion of goods or services on MCSM that is not sanctioned by the City.

5.15 User – A member of the public who subscribes to a social media site to receive regular updates (such as “followers” on Twitter and “fans” on Facebook).

6.0 PROCEDURES:

6.1 Responsibilities:

6.1.1 The City's PIO, or her/his designee, is responsible for managing the City's social media policy and MCSM in compliance with established rules and protocols. This includes the responsibility to audit City use of social media and enforce policy compliance.

6.1.2 It is the responsibility of the PIO to read and adhere to relevant policies, to maintain current, accurate information via City social media channels, and to ensure that the City is being appropriately represented to the public.

6.1.3 It is the responsibility of the PIO to consider departmental requests for social media accounts, to consider changes to City social media uses, and to provide support and monitor usage of social media channels.

6.1.4 The PIO is responsible for determining who is authorized to use social media on behalf of the City or a department, and for designating appropriate access levels.

6.1.5 The PIO shall not comment or interact on MCSM in a personal capacity.

All viewpoints provided shall reflect the City's viewpoints.

6.1.6 It is the responsibility of City Departmental Directors and designees to enforce this policy to ensure that relevant City standards are met, and to ensure that the use of MCSM meets the City's needs.

6.2 Establishment of Social Media Channels

6.2.1 The establishment of MCSM shall be supported by a strong business case that outlines 1) the purpose of the social media channel; 2) primary audience served; 3) the reason existing resources will not meet these needs; and 4) a desired launch date. No social media channel shall be established or operated without approval by the PIO's prior written authorization. Departments desiring a new MCSM must submit an application to the PIO for a new social media channel, to change an existing social media channel, or to update social media designee(s). **See Appendix A.**

6.2.2 The City and its employees shall only use City-approved MCSM for City business.

6.2.3 The PIO shall have authority to deny establishment of any social media channel if the specific use of social media creates confusion on behalf of the City, branding guidelines are not followed, the level of organizational support within the requesting department is determined to be insufficient, or for other reasons set forth in this policy.

6.2.4 Some established City social media channels may require a specific use policy (e.g., Police Department), which shall be established in conjunction with the PIO, City Manager and specific department director.

6.2.5 MCSM shall be created and maintained in accordance with City branding and with identifiable characteristics of an official City site. Each social media channel shall display language identifying it as the official account of the City of Mill Creek, must display the City's logo, and shall contain a link to cityofmillcreek.com and to this social media policy.

6.2.6 Each department with an approved social media channel shall designate in writing at least one MCSM designee and an alternate designee, who will oversee the department's use of social media. See **Section 6.3** for designated user information.

6.2.7 MCSM shall be created using user names and passwords that are not associated with any user names or passwords that are or might be used for personal business. The passwords should be dissimilar to other passwords used for City business. A city email address should be the account email address, and shall be directed to the PIO. The PIO shall approve and maintain records of all social media passwords and logins, and shall coordinate these activities with the Director of Information Technologies.

6.2.8 Account password information shall only be shared with authorized staff that has been designated by the PIO. Designees are not authorized to provide access to other users and shall not disclose passwords. Account passwords shall promptly be reset when an employee is removed as a designee.

6.2.9 Social media sites shall be reviewed on an ongoing basis and audited every six months by the PIO to ensure that they are maintained in compliance with policies and guidelines, to measure progress on meeting goals, and to evaluate effectiveness. At any time, the PIO may take action on sites not being managed or monitored appropriately, or not in compliance with this policy, including shutting down the site.

6.3 Responsibilities of Designees on Behalf of the City of Mill Creek

6.3.1 Only designees who are authorized in writing by the PIO to post and/or comment on behalf of the City may do so. They shall sign a user agreement form. **See Appendix B.**

6.3.2 Prior to engaging in a sanctioned social media site, designees shall participate in a social media orientation provided by the PIO.

6.3.3 In addition to the PIO's responsibilities in Section 6.1, the PIO shall:

- a. Keep a record of the names and user names of designees for any accounts used on behalf of the City;
- b. Have administrative access to all MCSM;
- c. Ensure that all City personnel who use MCSM are trained in appropriate legal requirements and best practices.

6.3.4 Designees are permitted to access and maintain approved MCSM during regular work hours and to use City equipment in accordance with this policy.

6.3.5 Designees shall comment in an official capacity only to the extent and on the specific social media channels that they are expressly authorized to comment.

6.3.6 Designees are responsible for the content and upkeep of assigned social media channels. This includes monitoring postings and taking appropriate action when necessary to protect general site visitors from inappropriate or harmful information and links.

6.3.7 MCSM designees should review site activity and content daily for exploitation or misuse.

6.3.8 Before a designee is absent for planned leave, social media channel coordination must be assigned to the alternate designee or arranged with the PIO. In the event of an unplanned absence, the PIO shall designate back-up care of departmental accounts.

6.3.9 Designees shall not comment or interact on MCSM in a personal capacity; all viewpoints provided on MCSM shall reflect the City's viewpoints. Once posted by the City, such content can be shared from a designee's personal account.

6.3.10 The same standards, principles and guidelines that apply to City employees in the performance of their assigned duties also apply to an employee's use of MCSM.

6.3.11 From time to time, the PIO may direct that certain messages be posted on all MCSM. Designees shall comply with this directive.

6.3.12 Upon termination or transfer of position or job responsibilities, designees shall immediately stop using the account. If a designee is no longer authorized to serve in such a capacity for any reason, the PIO shall be notified immediately and a new designee assigned or the account shall be suspended.

6.4 Operational Procedures for MCSM

6.4.1 Professional Standards:

- a. As informational and conversational as social media channels are meant to be, social media use by the City is still considered official governmental communications. The content and tenor of social media conversations, discussions and informational posts on MCSM should model the same professional behavior expected of employees.
- b. In general, when using any MCSM, designees shall use good judgment and common sense. All designees shall be mindful that they represent the City when using MCSM, not themselves. The comments posted online can affect perceptions of personal credibility as well as the City's credibility. Designees shall exercise good judgment in making any comments.
- c. Postings should use proper grammar and standard style whenever possible, minimizing the use of jargon and acronyms that may not be widely understood by the public.
- d. When participating in social media on behalf of the City, designees shall identify themselves as employees of the City including: their name, the name of the City, and their role in social communications on behalf of the City. General identification listed on an "info" or "about" page is sufficient.

- e. When posting on MCSM, designees should be mindful that readers could include past and current employees, the media, City Council members, members and residents of the local community and business organizations, adjacent jurisdictions, and the public at large. Users may include those affected by or interested in the matter at issue and have different viewpoints. Accordingly, before publishing any post or information, care must be taken to consider the foregoing and work to ensure none of these groups are alienated.

6.4.2 Compliance with Laws: City and departmental use of social media shall comply with all applicable federal, state, county and City laws, regulations and policies, including – but not limited to – copyright, records retention, First Amendment, privacy laws, and employment-related laws.

6.4.3 Posting Content:

- a. Wherever possible, content posted to MCSM will be made available on the City’s main website.
- b. Information must be verified as factual before it is published. Upon learning that a previous post includes incorrect and/or misleading content, the designee shall promptly post a correction and remove the incorrect post.
- c. Links shall be used to direct users back to the primary source (e.g., City website) for in-depth information, forms, and related documents or services. Links will be provided where possible when referencing a law, regulation or policy. See **Section 6.6** for additional information on links.
- d. Information must not be posted about policies or plans that have not been finalized unless explicit permission has been given by the City Manager.

6.4.4 Limitations on Content: Business that may not be conducted through MCSM includes making policy decisions, providing official public notices, and discussing items of legal or fiscal significance that have not previously been released to the public.

6.4.5 Comments and Replies: To encourage engagement and increase transparency, it is the City’s intent to use social media as a method of two-way communications. To that end, comment features will be activated to allow users to make comments or ask questions.

- a. Social media comments should be reviewed daily.
- b. Designees shall assess the content of each post/comment to determine if it meets the content standards outlined in **Section 6.11**. Designees should immediately remove any comment that includes prohibited content.

- c. The City will not edit outside posts.
- d. Depending on content, some comments may be moved to the City's citizen request management tool for action.
- e. Designees shall avoid escalating topics on MCSM that are negative or heated, and can move conversations to a different forum if needed by providing a business phone number and/or email address at the City.
- f. When uncertain about a response to a query or post through social media, designees shall work directly with the PIO to determine the City's official response.

6.4.6 Crisis and Emergency Information:

- a. Crisis and emergency information shall be approved by the PIO before it may be disseminated on MCSM.
- b. In the case of an emergency, if designees are able to access the MCSM for which they are responsible, they shall post the following message: "For emergency updates, visit www.cityofmillcreek.com." Designees will be contacted by the PIO if further assistance is needed with outreach. Designees shall not post additional information unless instructed to do so by the PIO.

6.4.7 Media Queries: All media queries through MCSM shall be directed to the PIO for response.

6.5 Specific Prohibitions: These specific prohibitions apply to MCSM designees.

6.5.1 No unpublished City news or information shall be posted to personal social media sites.

6.5.2 No posting shall identify or discuss personnel decisions or other matters that are confidential in nature.

6.5.3 There are restrictions that limit disclosure of information. Under no circumstance should restricted information be released via social media.

6.5.4 Content that violates a legal ownership interest of any other party is prohibited.

6.6 Links: The City of Mill Creek may select links to other social media sites and outside websites that offer helpful resources for users. City employees and users shall be aware of the following limitations.

6.6.1 Once a user links to another page or site, this policy no longer applies and users become subject to the policies of that page or site. The City is not

responsible for the content that appears on any outside links and provides such links only as a convenience. Users shall be aware that these external pages and sites, and the information found on these pages and sites, are not controlled by, provided by or endorsed by the City. MCSM is intended specifically to share information about City programs, places and people.

6.6.2 The City reserves the right to limit or delete links posted on MCSM that violate this policy at any time without notice. The City specifically does not provide or allow links to:

- a. Websites or pages associated with, sponsored by or serving a candidate for elected office;
- b. Websites or pages supporting, endorsing or seeking to defeat any candidate for elected office or any ballot proposal;
- c. Purely commercial or organizational websites or pages with no affiliation to City projects, programs or people;
- d. Individual personal websites or pages;
- e. Individual religious websites or pages.

6.7 Accessibility

6.7.1 Section 508 of the Rehabilitation Act requires public agencies to make their electronic and information technology accessible to people with disabilities. To comply, descriptive captions must be provided for videos and photos, designees should avoid use of acronyms, and ensure that information is provided in accessible formats elsewhere.

6.8 Personal Use of Any Social Media by Employees on MCSM

6.8.1 City employees may privately express their personal opinions. Employees who comment on MCSM posts in a personal capacity are to identify their City affiliation and note they are not speaking on behalf of the City. Only official communications from designated MCSM will be considered the official opinion on City matters.

6.8.2 Employees must not use MCSM for political purposes, to conduct private commercial transactions, or to engage in private business activities. Inappropriate use of MCSM, whether posting as an individual or on behalf of the City, can be grounds for disciplinary action.

6.9 Elected Officials and Other Officials / Open Public Meetings Act

6.9.1 MCSM shall not be used by the City Council in violation of the Open Public Meetings Act. Councilmembers and other officials and appointed

volunteers of city boards and commissions and other officials shall not comment or otherwise communicate on MSCM. Participating in online discussions may constitute a meeting under the Open Public Meetings Act (RCW 42.30).

6.10 Retention of Posted Information

6.10.1 All social media messages that relate to the functional responsibility of the recipient or sender as a public employee or official typically constitute a public record. Such records are subject to public inspection and copying according to the Public Records Act (RCW 42.56). Posts on MSCM are subject to the Public Records Act and associated Washington State Local Government Common Records Retention Schedule (CORE).

6.10.2 Third party services will be used to retain and maintain social media records pursuant to public records retention schedules.

6.10.3 Through this policy, which shall be linked to all City social media sites, the public is notified that all posts and comments are subject to public disclosure under the Public Records Act.

6.11 Removal of Content and/or Users

6.11.1 MSCM provides for a moderated online discussion about City matters and business. The City reserves the right to delete postings not in compliance with this policy or as otherwise deemed unacceptable by the City Manager or her/his designee. This includes, but not limited to, the following types of postings:

- a. Comments not topically related to City matters;
- b. Comments that endorse or oppose political candidates or ballot propositions, which are prohibited under state law (RCW 42.52.180);
- c. Graphic, obscene, explicit or racial comments, as well as comments that are abusive, hateful, and vindictive or intended to defame anyone or any organization;
- d. Posts or comments that promote, foster or perpetuate discrimination on the basis of creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
- e. Sexual content or links to sexual content;
- f. Solicitations, advertisements or endorsements of a commercial entity or venture that is not owned or operated by the City;
- g. Details about an ongoing investigation or legal or administrative proceeding that could prejudice the processes or could interfere with an

individual's rights;

- h. Posting comments, photos or videos that suggest or encourage illegal activity;
- i. Information that may tend to compromise the safety or security of the public, public systems, or City employees;
- j. Content that violates a legal ownership interest of any other party, including copyrighted or trademarked images or graphics;
- k. Documents of any kind posted by users;
- l. Comments from children under 13 cannot be posted in order to comply with the Children's Online Privacy Protection Act. By posting on a City social media channel, users acknowledge that they are at least 13 years old. Those 12 years old or younger may email the City instead.

6.11.2 Persons making comments that include prohibited content may be temporarily or permanently blocked from commenting on the social media channel.

6.11.3 When an inappropriate comment is removed, available posting information (date, time, and commenter) will be retained in organized, searchable electronic file folders on the City's servers.

6.12 Disclaimers on Public Engagement on Social Media Channels

6.12.1 The sole purpose of the use of social media by the City is to provide information to the public and to engage the public in a civil dialogue regarding only that information.

- a. **Personal Information:** All comments are public. The City does not control which information is gathered or used by the social media provider or by anyone using the social media site. Users should not include any information that they do not want public (e.g., social security number, date of birth, medical information, financial information, or personal contact information).
- b. **Liabilities and Penalties:** User comments may subject them to civil liabilities and penalties and to criminal penalties.
- c. **Retention:** The City shall retain user comments as part of public records retention requirements.
- d. **Disclaimer:** MCSM shall not to be used and will not be treated by the City as being used to submit requests, notices, or comments that the City is legally obligated to consider or respond to. Further, the City is not

responsible for any kind of claims or harms of anyone that may result from the use of any social media site, including any claims arising from or harms caused by any posts or comments (e.g., containing prohibited content).

- e. Non-Endorsements. By not removing any content, the City is not endorsing any content of any parties other than City entities.
- f. City Proprietary Rights. No posts of employees or contractors of the City are intended to grant any person to use any property of the City or to affect any proprietary rights, such as a copyright or trademark of the City.
- g. Disputes. All claims in any way relating to participation on any City social media channel will be governed by the laws of the State of Washington and the U.S. Venue and jurisdiction shall be in Snohomish County Superior Court.
- h. Terms of Service. These provisions apply to the extent that they are not inconsistent with the social media provider's terms of service.

6.13 Copyright

6.13.1 Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City.

APPENDIX A

Social Media Usage Application Form

Overview

A City of Mill Creek department's use of social media is governed by the City's social media policy. Department Directors should review that policy before filling out this application. The Director of Communications and Marketing/Public Information Officer (PIO) has oversight of all social media content, and the Director has the responsibility to enforce this policy to ensure that relevant City standards are met, and to ensure that the use of social media channels meet the City's business needs.

Request:

- Request for NEW social media channel
 - Change to existing social media channel
 - Update social media designee(s)
- Desired Launch Date: _____

Social Media Channel(s):

1. Which social media channel(s) would you like to use?
 - Facebook
 - Instagram
 - Twitter
 - YouTube
 - Other _____
2. Explain the business need for social media (including why the City's website or the City's main social media channels will not work.
3. Which audiences will be served by this channel?
4. Explain how existing resources will not meet these needs.

Assign or Update Designee(s):

1. Identify the person responsible (designee) for posting to and ensuring compliance of this social media channel, as well as an alternate designee. Each designee must be approved by the PIO and sign a user agreement.
- Designee: _____ Alternate: _____

Departmental Approval:

Director Name: _____ Department: _____

Director Signature: _____ Date: _____

<i>PIO Approval</i>	
Signature	Date

APPENDIX B

Social Media Designated User Agreement

I have read, understand and agree to uphold the City of Mill Creek's social media policy.

- I will comply with the social media policy.
- I will participate in a social media training prior to official City social media use.
- I will not use City of Mill Creek or departmental social media channels to do anything unlawful, misleading, malicious, disrespectful, unprofessional or discriminatory.
- I will not post content that violates this social media policy, including anything that is derogatory, threatening, pornographic, or illegal.
- I will adhere to all intellectual property rights, to include all media content and forms. If I have a question about content rights, I will verify with the Director of Communications and Marketing.
- I will not bully, intimidate or harass any user.
- I will record and remove prohibited content in a timely manner.

I understand that violating this user agreement could lead to revocation of my social media use on behalf of the City of Mill Creek and possibly termination.

Name

Date

Department

<i>PIO Approval</i>	
_____ Signature	_____ Date



Agenda Item # G
 Meeting Date: **May 2, 2017**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CONSTRUCTION CONTRACT AWARD FOR THE 2017 CATCH BASIN CLEANING AND CCTV INSPECTION PROJECT

PROPOSED MOTION:

Move to adopt the attached resolution authorizing the City Manager to execute the construction contract for the 2017 Catch Basin Cleaning and CCTV Inspection Project to Ventilation Power Cleaning, Inc. in the bid amount of \$68,156.76.

KEY FACTS AND INFORMATION SUMMARY:

Cleaning out debris in catch basins on City streets and public property is an ongoing annual program funded through Surface Water Utility Fees. This program reduces sediment and pollutants that end up in area waterways, and also meets the requirements set forth in the City’s National Pollution Discharge Elimination System (NPDES) permit. Catch basins are cleaned out and inspected every other year, so each year roughly one-half of Mill Creek is serviced.

The 2017 Catch Basin Cleaning and CCTV Inspection Project was advertised for bids using the Municipal Research Service Center (MRSC) Small Works Roster. Four bids were received and opened on April 19, 2017, and are summarized in the table below. The engineer’s estimate for the project was approximately \$73,642, and the detailed bid tabulation sheet is attached.

Contractor	Bid Amount
Bravo Environmental NW	\$75,817.49
Innovative Vacuum Services	\$80,787.96
Ventilation Power Cleaning, Inc. *	\$68,156.76
Drain Pro, Inc. – Incomplete Bid	\$56,973.57

The project primarily consists of cleaning approximately 1,593 catch basins throughout the City, pipe cleaning of approximately 150 LF of culvert pipe between ditches on 132nd Street SE, pipe cleaning and video inspection of approximately 2,742 LF of pipe (Mill Park Village and Wildflower subdivisions) and associated traffic control.

Funding for the proposed catch basin cleaning and CCTV inspection work is included in the Surface Water Utility Fund 401, which has approximately \$175,000 in the budget designated for this specific project.

Drain Pro, Inc. submitted an incomplete bid; thus, their bid was declared non-responsive. The next lowest bid was from Ventilation Power and Cleaning, Inc. The City has past experience with this company, who satisfactorily completed the catch basin cleaning project for the City in 2013. City staff verified that the bid prices were correct, the contractor understands job conditions and time restrictions, and can meet the City’s insurance and bonding requirements.

City Council Agenda Summary
Page 2


CITY MANAGER RECOMMENDATION:

The City Manager recommends adoption of the attached resolution authorizing the City Manager to execute the construction contract for the 2017 Catch Basin Cleaning and CCTV Inspection Project to Ventilation Power Cleaning, Inc. in the bid amount of \$68,156.76.

ATTACHMENTS:

- Bid tabulation sheet
- Resolution awarding the contract for the 2017 Catch Basin Cleaning and CCTV Inspection Project

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager



2017 CATCH BASIN CLEANING & CCTV INSPECTION

Bid Tabulation

Bid Opening: 11:00AM, Tuesday, April 18, 2017

No.	Item	Quantity	Unit	Engineer's Estimate		Bravo Environmental NW		Innovative Vacuum Services		Ventilation Power Cleaning, Inc.		Drain Pro, Inc. *	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Catch Basin Cleaning	168	HR	\$ 220.00	\$ 36,960.00	\$ 255.00	\$ 42,840.00	\$ 275.00	\$ 46,200.00	\$ 220.00	\$ 36,960.00	\$ 200.00	\$ 33,600.00
2	Storm Pipe Jetting for CCTV Inspection	48	HR	\$ 220.00	\$ 10,560.00	\$ 195.00	\$ 9,360.00	\$ 275.00	\$ 13,200.00	\$ 220.00	\$ 10,560.00	\$ 200.00	\$ 9,600.00
3	Flaggers	20	HR	\$ 50.00	\$ 1,000.00	\$ 175.00	\$ 3,500.00	\$ 75.00	\$ 1,500.00	\$ 50.00	\$ 1,000.00	\$ 145.00	\$ 2,900.00
4	Project Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 125.00	\$ 125.00
6	Dump Fees	35	EA	\$ 220.00	\$ 7,700.00	\$ 208.00	\$ 7,280.00	\$ 210.00	\$ 7,350.00	\$ 220.00	\$ 7,700.00	\$ 95.00	\$ 3,325.00
7	CCTV Storm Pipe Inspection	2,742	LF	\$ 2.00	\$ 5,484.00	\$ 1.53	\$ 4,195.26	\$ 1.25	\$ 3,427.50	\$ 1.10	\$ 3,016.20	\$ 0.75	\$ 2,056.50
	Bid Proposal				\$ 66,704.00		\$ 68,675.26		\$ 73,177.50		\$ 61,736.20		\$ 51,606.50
	Sales Tax	10.4	%		6,937.22		7,142.23		7,610.46		6,420.56		5,367.08
					TOTAL BID = \$ 73,641.22		TOTAL BID = \$ 75,817.49		TOTAL BID = \$ 80,787.96		TOTAL BID = \$ 68,156.76		TOTAL BID = \$ 56,973.58

RESOLUTION NO. 2017-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDED THE CONTRACT FOR THE 2017 CATCH BASIN CLEANING AND CCTV INSPECTION PROJECT.

WHEREAS, the City of Mill Creek has properly issued invitations to bid for the 2017 Catch Basin Cleaning and CCTV Inspection Project; and

WHEREAS, the City received responsive and responsible bids from three 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 2017 Catch Basin Cleaning and CCTV Inspection Project exceeds \$50,000; and

WHEREAS, the City Manager has recommended the City Council select Ventilation Power Cleaning, Inc. as the lowest responsive and responsible bidder for the 2017 Catch Basin Cleaning and CCTV Inspection Project; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary dated May 2, 2017; and

WHEREAS, the City Council has determined that Ventilation Power Cleaning, 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 Ventilation Power Cleaning, Inc.

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

Section 1. The contract for the 2017 Catch Basin Cleaning and CCTV Inspection Project is hereby awarded to Ventilation Power Cleaning, 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 timely completion of the 2017 Catch Basin Cleaning and CCTV Inspection Project, and that this Resolution shall therefore be effective immediately upon adoption.

Adopted this 2nd day of May, 2017, by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

PEGGY LAUERMAN, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

RESOLUTION NO.: 2017-_____

G:\EXECUTIVE\WP\Resolutions\2017\2017 CB cleaning.docx



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, April 25, 2017

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

A recording of this City Council meeting can be found [here](#).

The agenda packet for this City Council meeting can be found [here](#).

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

AUDIENCE COMMUNICATION

- A. Ms. Barbara Heidel addressed the Council to thank them and City staff for a well run and enjoyable Open House.

State Representative Mark Harmsworth addressed the Council with legislative updates on funding for the 35th Ave. SE project, improvements at Seattle Hill Road and Bothell-Everett Highway and improvements to the sports field.

PRESENTATIONS

- B. Countywide E911 Addressing Project
(Greg Elwin, Acting City Manager)
Police Chief Elwin presented information regarding necessary updates to the addresses in the Fairway Fountains subdivision for Council discussion. The City Council collectively agreed with the staff recommendation; therefore staff will inform the homeowners in this subdivision of the circumstances and collect their input for the renaming of their street. Chief Elwin and Communications & Marketing Director Kirk assured the Council that staff would continue to communicate with the Mill Creek Community Association and the Fairway Fountains Home Owner's Association as well to make sure all parties are informed.

April 25, 2017 REGULAR COUNCIL MEETING MINUTES

CONSENT AGENDA

- C. Approval of Checks #56817 through #56889 and ACH Wire Transfers in the Amount of \$272,953.05
(Audit Committee: Mayor Pro Tem Holtzclaw and Mayor Pruitt)
- D. Benefit ACH Payments in the Amount of \$103,279.41
(Audit Committee: Mayor Pro Tem Holtzclaw and Mayor Pruitt)
- E. City Council Meeting Minutes of April 11, 2017

Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

F. Mayor/Council

Councilmember Cavaleri reported attending the Parks and Recreation Board meeting earlier this month. The Board is discussing naming options for the park in North Pointe and will likely have a recommendation for Council after their next meeting.

Mayor Pro Tem Holtzclaw reported being unable to attend the Snohomish County Tomorrow Steering Committee meeting tomorrow but will be attending the Mill Creek Little League annual Jamboree this Saturday morning.

Councilmember Todd discussed the amount of road construction scheduled this summer and verified with Director Kirk that staff will be communicating with citizens to keep everyone informed ahead of time. Chief Elwin reported that Acting Public Works Director Mahmoud is working with the Department of Transportation to mitigate noise ordinance issues and work through any special permits they need for the night work scheduled on 132nd St. SE. Director Kirk also reported working with Acting Director Mahmoud on a joint plan with Department of Transportation, Snohomish County and Community Transit to coordinate different pieces of the summer projects. Although they will be impactful to citizens, she has set a deadline to get helpful information out in the City newsletter which is printed on June 1, 2017.

G. City Manager

- Council Planning Schedule
- Legislative Summary

Police Chief Elwin reported the Police Department received a \$13,500 grant from WASPC for traffic safety equipment. Two LIDAR laser speed measuring devices were purchased to supplement the work being done by traffic officers, and two portable speed feedback signs which will be deployed in areas where the Department has traffic concerns or speed-related complaints. The Council and citizens may expect to see one of the speed feedback signs deployed in the next few days on 148th at the Mill Creek Elementary crosswalk where the Department has emphasized education, enforcement and engineering to mitigate some congestion issues.

AUDIENCE COMMUNICATION

- H. No public comment was made.

April 25, 2017 REGULAR COUNCIL MEETING MINUTES

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 6:23 p.m.

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk

April 25, 2017 REGULAR COUNCIL MEETING MINUTES



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, April 25, 2017

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

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- B. Countywide E911 Addressing Project
(Greg Elwin, Acting City Manager)
Police Chief Elwin presented information regarding necessary updates to the addresses in the Fairway Fountains subdivision for Council discussion. The City Council collectively agreed with the staff recommendation; therefore staff will inform the homeowners in this subdivision of the circumstances and collect their input for the renaming of their street. Chief Elwin and Communications & Marketing Director Kirk assured the Council that staff would continue to communicate with the Mill Creek Community Association and the Fairway Fountains Home Owner's Association as well to make sure all parties are informed.

April 25, 2017 REGULAR COUNCIL MEETING MINUTES

CONSENT AGENDA

- C. Approval of Checks #56817 through #56889 and ACH Wire Transfers in the Amount of \$272,953.05
(Audit Committee: Mayor Pro Tem Holtzclaw and Mayor Pruitt)
- D. Benefit ACH Payments in the Amount of \$103,279.41
(Audit Committee: Mayor Pro Tem Holtzclaw and Mayor Pruitt)
- E. City Council Meeting Minutes of April 11, 2017

Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

- F. Mayor/Council
Councilmember Cavaleri reported attending the Parks and Recreation Board meeting earlier this month. The Board is discussing naming options for the park in North Pointe and will likely have a recommendation for Council after their next meeting.

Mayor Pro Tem Holtzclaw reported being unable to attend the Snohomish County Tomorrow Steering Committee meeting tomorrow but will be attending the Mill Creek Little League annual Jamboree this Saturday morning.

Councilmember Todd discussed the amount of road construction scheduled this summer and verified with Director Kirk that staff will be communicating with citizens to keep everyone informed ahead of time. Chief Elwin reported that Acting Public Works Director Mahmoud is working with the Department of Transportation to mitigate noise ordinance issues and work through any special permits they need for the night work scheduled on 132nd St. SE. Director Kirk also reported working with Acting Director Mahmoud on a joint plan with Department of Transportation, Snohomish County and Community Transit to coordinate different pieces of the summer projects. Although they will be impactful to citizens, she has set a deadline to get helpful information out in the City newsletter which is printed on June 1, 2017.

- G. City Manager
 - Council Planning Schedule
 - Legislative SummaryPolice Chief Elwin reported the Police Department received a \$13,500 grant from WASPC for traffic safety equipment. Two LIDAR laser speed measuring devices were purchased to supplement the work being done by traffic officers, and two portable speed feedback signs which will be deployed in areas where the Department has traffic concerns or speed-related complaints. The Council and citizens may expect to see one of the speed feedback signs deployed in the next few days on 148th at the Mill Creek Elementary crosswalk where the Department has emphasized education, enforcement and engineering to mitigate some congestion issues.

AUDIENCE COMMUNICATION

- H. No public comment was made.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 6:23 p.m.

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk

April 25, 2017 REGULAR COUNCIL MEETING MINUTES

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

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

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

Tentative Council Meeting Agendas Subject to change without notice

Last updated: April 28, 2017

May 9, 2017

- Planning Commission Appointments
- Work Session:
 - ADP Demo – Performance Review Process
- Reports:
 - Quarterly Financial Report
 - Departmental Quarterly Reports
 - PUD Update

May 23, 2017

- Proclamation – National Safe Boating Week
- Presentation: Scholarship Award – Abigail Brandt
- Landscape Contract
- Public Safety Presentation:
 - Traffic Unit Year in Review
 - Body Camera Pilot Project
 - Resolution: Purple Heart Parking Designations

June 6, 2017

- Snohomish County Tourism Bureau Annual Report
- Update: Website Redesign Project
- Youth Advisory Board Recommendation

June 13, 2017

- Health District Introduction of Interim Administrator
- Traffic Calming Manual

June 27, 2017

- Work Session:
 - Code Revision – Repeal of Board of Appeals/Adjustment
 - Code Revision – Art & Beautification Board

Work in Progress – Upcoming Agenda Items

- City Hall North HVAC Control System Replacement Contract
- Fire Contract
- Public Works Shop Design
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- SNOCOM Consolidation Updates
- SERS Radio Acquisition Updates
- Partnerships with Everett School District
- Council Chambers Configuration



Washington State 2017 Proposed Legislation Summary & Impacts

Updated April 27, 2017

Note: The regular session ended on April 23. The Governor now has 20 days to sign bills into law or veto them.

Legislation Summary	Status	City of Mill Creek Analysis and Recommendation
<p><u>HB1113 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Gradually increases the amount of liquor profits distributed to cities and counties until reinstating the traditional percentage based sharing formula in state fiscal year 2025. 	<p>Still alive; may be held for consideration during budget negotiations and may be considered "necessary to implement the budget." Reintroduced, retained status in Rules 2 review.</p>	<p>AWC notes the importance of these funds that help support key public safety services. This gradually increases the local government's share of excess liquor revenues until the percentage-based method for distributions is restored. Under the proposal, cities and counties would receive \$49.4 million annually plus \$2.5 additional per year beginning in 2019 through 2024. In state fiscal year 2025, the bill would reinstate the traditional percentage based formula of 50/40/10. The proposal would require 60 percent of any liquor profits distributed to cities and counties in excess of \$49.4 million to be used for public safety.</p>
<p><u>HB1123 & SB5251 (Comms & Marketing)</u></p> <ul style="list-style-type: none"> Would create an industry-led Tourism Marketing Authority and provide performance-based industry funding mechanisms without additional taxes. 	<p>Because the tourism bill is considered "necessary to implement the budget", it will remain alive until the state budget is passed. HB1123 was reintroduced and retained status in House Committee on Appropriations. SB 5251 reintroduced and retained status in Ways & means.</p>	<p>The bill takes 0.1 percent of general sales taxes collected on retails sales of lodging, restaurants and rental cars for its Statewide Tourism Marketing Account. Deposits will be limited to \$5 million per biennium and are subject to private matching funds prior to expenditure. Cities support finding a dedicated source to promote tourism but AWC has concerns with the source of funding in this bill as currently written. The sales tax on rental cars is deposited into the multi-modal account, which funds a number of transportation related projects and programs that cities benefit from including grants for bicycle and</p>

		pedestrian projects, safe routes to schools and support for transit. AWC is working with the sponsors of this legislation to find a funding source for a much-needed Tourism Authority that does not divert funds away from important local transportation needs
<p><u>SHB1417 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Concerns the harmonization of the open public meetings act with the public records act in relation to information technology security matters. Allows a governing body to hold an executive session during a regular or special meeting to consider information regarding: Infrastructure and security of computer and telecommunications networks; Security and service recovery plans; and Security risk assessments and security test results. 	<p>Passed by the House. Passed by the Senate. House Speaker signed on 4/14. Senate President signed 4/17. Next step: Governor's desk to sign into law.</p>	<p>Supported by the Association of County and City Information Systems.</p>
<p><u>HB1490 (Public Works)</u></p> <ul style="list-style-type: none"> Defers pavement condition reporting. Studies ways to consolidate various reporting requirements. 	<p>Passed by the House. Passed by the Senate. House Speaker signed on 4/14. Senate President signed 4/17. Next step: Governor's desk to sign into law.</p>	<p>AWC supports this.</p>
<p><u>HB1540 & SB5046 (Police, Comms)</u></p> <ul style="list-style-type: none"> Would require city emergency management departments to provide emergency notices in languages represented by their communities who speak a language other than English. Would also require cities to maintain updated demographic and language data on their jurisdiction. 	<p>SB 5046 Passed by the House. Passed by the Senate. Next step: Governor's desk to sign into law.</p> <p>HB 1540 was returned to the House by the Senate and reintroduced into Rules for a third reading.</p>	<p>AWC and other local government representatives testified with concerns about the construction of the bill, practical problems with implementation, and cost.</p>

<p><u>HB1594 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Requires training for records officers to address issues of retention, production and disclosure of electronic records. • Creates a grant program within the Office of the Secretary of State for local governments to improve their public record management systems. • Creates a study on the feasibility of establishing a statewide open records portal. • Provides for mediation between a city and a requestor when there is disagreement on a request. 	<p>Passed by the House. Amended by the Senate so it will head back to the House for concurrence. House concurred; Speaker Signed. Next step: Governor's desk to sign into law.</p>	<p>AWC supports this bill, which improves public records administration. Current law lacks provisions to protect the public from those who misuse or abuse public records law. Further, the current law has failed to keep up with changing technologies and best practices. This provides reasonable charges for providing electronic data, allows for alternative dispute resolution, and provides technical and funding assistance. This bill also is supported by the Association of County and City Information Systems.</p>
<p><u>HB1595 (Finance & Admin)</u></p> <ul style="list-style-type: none"> ○ Amends the PRA to allow cities to charge a small fee for providing copies of electronic records. A city may establish different fees by conducting its own cost-study, but the default charges in the bill are as follows: <ul style="list-style-type: none"> ○ 10 cents per scanned page ○ 5 cents per four files or attachments ○ 10 cents per gigabyte ○ These charges may be applied cumulatively • Allows an agency to charge a flat fee of \$2 for providing copies when the estimated costs are expected to be \$2 or more. • Creates the ability for cities to deny overwhelming computer generated "bot" requests. • Prohibits overly broad requests for all of a city's records. • Creates a way for cities to apply a service charge to exceptionally complex requests. 	<p>Passed by the House. Amended by the Senate so it will head back to the House for concurrence. House concurred with Senate amendments. Speaker signed. Next step: Governor's desk to sign into law.</p>	<p>AWC supports. Addresses costs associated with responding to public records requests.</p>
<p><u>HB1655 (Police)</u></p> <ul style="list-style-type: none"> • Seeks to expand presumptive occupational disease for police and fire personnel. • Expands occupational disease coverage to posttraumatic stress disorder. 	<p>Passed House and moves to the Senate. Referred to the committee on Commerce, Labor and Sports. Public hearing scheduled for 3/22. Senate returned bill to House. Reintroduced in 1st special session to Rules for 3rd reading.</p>	<p>AWC opposes expansion of occupational disease due to the potential for increased costs and the lack of scientific evidence tying these diseases to the occupation. AWC would like to stop this bill.</p>

<p><u>HB1677 & SB5496 (Public Works)</u></p> <ul style="list-style-type: none"> • Would build back a reformed Public Works Assistance account from loan repayments and a small amount of remaining tax revenue. 	<p>Still alive; may be held for consideration during budget negotiation. Referred to rules 2 Consideration. Reintroduced in 1st special session, and retained in Rules two considerations.</p>	<p>AWC considers this priority legislation to maintain and expand our critical municipal infrastructure. AWC expects to see an amended version emerge alongside the House's overall budget proposal in about a month. There are some positive signals that the House wants to fight to preserve the Public Works Trust Fund.</p>
<p><u>HB1752 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Would require governments who dispose of surplus property at fair market value to transfer 20 percent of the proceeds to the state for deposit into the Housing Trust Fund. 	<p>Looks likely that this will still move in the House, but not right away. A bipartisan workgroup of legislators from the House Capital Budget Committee has been meeting to find a path forward on a proposal for local infrastructure funding. Reintroduced in 1st special session, and retained in Rules two considerations.</p>	<p>While cities are strong supporters of affordable housing, this proposal has met with significant concern and opposition from AWC over the years.</p>
<p><u>HB1764 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Replaces the one percent cap on annual property tax increases with a limit tied to cost drivers. 	<p>Still alive; may be held for consideration during budget negotiations and may be considered "necessary to implement the budget." Executive action taken in Committee on Finance, passed. Reintroduced in 1st special session, and retained in Rules two considerations.</p>	<p>This is priority legislation for AWC.</p>
<p><u>HB1797 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Provides cities limited sales tax remittance for qualifying investments, • Provides cities and counties authority to use real estate excise taxes to support affordable housing. • Provides cities and counties with councilmanic authority to impose affordable housing sales tax. 	<p>Executive action taken in Community Development, Housing & Tribal Affairs. Reintroduced in 1st special session, and retained in second reading by Rules.</p>	<p>AWC supports this.</p>
<p><u>HB2005 and SB5777 (Community & Econ Dev)</u></p> <ul style="list-style-type: none"> • HB2005 includes an amendment by the Senate Ways & Means Committee changing the timeline to phase in cities to partner with the state's business licensing system from 10 years to five years, if funding is appropriated. • SB5777's provisions are almost identical to EHB 2005, 	<p>EHB 2005 House concurred with Senate amendments; passed the House. Speaker signed. Senate President signed. ESSB 5777 was also moved out of the House Rules Committee. House returned to senate. Senate placed on Rules White Sheet. Reintroduced in 1st special session, and retained in Rules for third reading.</p>	

<p>with the exception of the timeline to phase in cities to partner with the business license system, which is 10 years in the House Finance amended version of the bill.</p>		
<p><u>HB2006 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Removes non-supplant language from city and county criminal justice account distributions and the mental health sales tax. Currently, every city receives a portion of more than \$35M per biennium in criminal justice assistance. 	<p>Passed House; moves to the Senate. Referred to the Local Government committee. Executive action taken, passed with amendments. Returned to House Rules for third reading. Reintroduced in 1st special session, and retained in Rules for third reading.</p>	<p>AWC supports this.</p>
<p><u>SB5033 (Public Works)</u></p> <ul style="list-style-type: none"> This bill focuses more resources on cities under 50,000 in population. Removes the requirement that the legislature approve the list of loans recommended by the Public Works board. Institutes an interagency LEAN process to recommend improvements to all state infrastructure funding programs. Includes a two-year extension of the tax revenue diversions that have been in place for several years. 	<p>Passed third reading in House. Senate refuses to concur on House amendments; asks House to recede from amendments.</p>	<p>AWC supports the House proposed version of this bill. Asking cities to contact their senators and encourage them to concur on the House passed version.</p>
<p><u>SB5445 (Community & Econ Develop.)</u></p> <ul style="list-style-type: none"> Prohibits the use of eminent domain for economic development. 	<p>Passed in the Senate; moves to the House. Executive Action in Judiciary passed on 3/23. Referred to rules 2. Senate placed on Rules White Sheet. Reintroduced in 1st special session, and retained in Rules for third reading.</p>	<p>AWC does not support this bill.</p>
<p><u>SB5545 (Finance & Admin)</u></p> <ul style="list-style-type: none"> Would amend the Open Public Meetings Act by removing the exemption provided for collective bargaining sessions related to contract negotiations with unions. Would add language requiring that contract negotiations be open to the public but does not require public comment. Would allow public employers to provide a video of the negotiations to the public within twenty-four hours instead of firsthand observation by the public. 	<p>Executive action taken in Ways & Means. Referred to Rules for second reading. Senate Rules "X" file on 3/21. Reintroduced in 1st special session, and retained as "X" file.</p>	<p>AWC has opposed previous proposals that open bargaining sessions. Recently, two counties and a school district in our state have opted to open their bargaining sessions to the public.</p>

<p><u>SB5711 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Pre-empts local government regulation of small cell 5G telecommunication facilities and exempts them from land use review. 	<p>Officially dead for 2017. But discussions continue. Reintroduced in 1st special session, and retained in Rules.</p>	<p>Sponsored by Sen. Hobbs. For cities, there are two areas of particular concern: language that would preempt city authority to manage Rights-of-Way and city-owned infrastructure, and authority over municipal utility pole attachment policies. AWC and cities are refining language that would require cities above 5,000 population to adopt a small cell facility ordinance establishing a process for deployment of this infrastructure. This would give each individual city more flexibility to adopt an ordinance that would fit their own needs. Cities over 20,000 population would need to have an ordinance in place by the first of 2018, and cities above 5,000 population by July 2018. It seems clear that this new technology is going to be deployed in urban areas during the next several years; therefore, cities can begin planning now to be ready for it.</p>
<p><u>SB5827 (Comms & Marketing)</u></p> <ul style="list-style-type: none"> • Would <i>create a new</i> definition of tourist under the lodging tax statute, <i>which would have the effect of restricting</i> expenditures of lodging tax for tourism promotion, events, and tourism-related facilities. • The definition of tourist would be limited to those who stay in overnight accommodations, have traveled more than 50 miles, or have traveled from a different state or country. • Prohibits any lodging tax recipient who fails to submit the required report on tourist activities as ineligible to receive additional distributions until the report is submitted. 	<p>Executive action taken in Ways & Means. Referred to Rules for second reading. Senate Rules "X" File on 3/17. Reintroduced in 1st special session, and retained as "X" file.</p>	<p>AWC testified in opposition to this bill because it breaks the compromise reached on lodging tax authority in legislation passed several years ago, including greater authority for the lodging tax advisory committee, additional reporting processes, and limits on city legislative authority on using this local revenue tool. Sufficient processes are <i>already</i> in place to ensure that lodging taxes are used in the best ways to meet community needs. AWC wants to stop this bill.</p>
<p><u>SB5896 (Finance & Admin)</u></p> <ul style="list-style-type: none"> • Would reduce state and local government liability in numerous ways. • Caps non-economic damages at \$1.5 million per claimant, change when interest starts to accrue, and cap attorney fees at 33 percent of an award. 	<p>Passed in Senate Executive committee. Referred to Rules for second reading. Reintroduced in 1st special session, and retained in Rules second reading.</p>	<p>Senate budget does include fiscal impacts that the bill would create, so the bill will most likely continue to be relevant.</p>

<p>Budget Update http://www.awcnet.org/portals/0/documents/legislative/govsenateproposedbudget.pdf</p> <ul style="list-style-type: none"> • Senate and House Budget both fully fund long-standing shared revenues, but not final until budget has been negotiated. • The Senate budget cuts \$70 million in funds for police and fire pensions, but House budget maintains commitment. • Cuts proposed for human services and help for the homeless. • Both Senate and House have proposed new funding to Public works for the first time in 4 years. <p>Highlights of the Senate budget include:</p> <ul style="list-style-type: none"> • \$97 million for a Public Works Trust Fund loan list. This would be the first funded list in the last four years, and only the third in nine years. • \$60 million for storm water projects. • \$99 million for low-income housing including \$85 million for the Housing Trust Fund. • \$35 million for the Centennial Clean Water Account including sewer grants for communities in economic hardship. <p>Highlights of the House budget (HB 1075) include:</p> <ul style="list-style-type: none"> • \$226 million for the Public Works Trust Fund, including \$97 million for the 2017 construction loan list. \$105 million for a 2019 loan list, and \$19 million for pre-construction and emergency loans. • \$40 million for storm water projects. This would be enough to restore all delayed storm water projects from previous budgets. • \$106 million for low-income housing assistance. 	<p>The House and Senate need to reconcile key differences on school funding approaches, funding collective bargaining agreements for state employees and revenue options will need to occur before the Legislature can pass a budget for 2017-19 and adjourn for the year. The budget negotiations are currently at an impasse, with both sides unable to reconcile the other's budget. A new state budget is needed by July 1.</p>	<p>The AWC is optimistic the budgets, but encourages cities to continue working with legislature through next week to ensure some key points continue through.</p> <p>The City Manager sent letters to the legislative delegation on 3/29 asking them to not eliminate crucial funding for LEOFF 2 from the state's budget.</p>
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ARTICLE

Professional Management Drives Local Government Efficiency and Effectiveness

April 24, 2017

Professional local government management—through which elected officials hire a highly trained, nonpolitical chief executive to oversee the day-to-day operations of a community—makes a significant difference in that jurisdiction’s creditworthiness, efficiency, and ability to build community, according to a recent review conducted by ICMA.

A review of Moody’s Aaa-rated local governments in 2016 revealed that more than 66 percent of the 179 municipalities that earned Moody’s highest bond rating employ a professional manager. And an examination of the 40 jurisdictions that earned the coveted All-America City designation from the National Civic League



between 2013 and 2016 revealed that 75 percent of those communities were also professionally managed.

“The good news about the important role of professional management in ensuring a community’s creditworthiness and overall civic innovation comes as no surprise to ICMA,” says Executive Director Marc Ott. “The findings support what ICMA members and supporters have known all along: that professional local government management and the council-manager form of government—which combines strong political leadership and effective management capacity—makes an important difference in the quality of life for the residents in those communities that employ it.”

DEFINITION OF PROFESSIONALLY MANAGED

ICMA defines a professional manager as a local government chief appointed officer who, at a minimum:

- Has direct responsibility for policy formulation on overall problems.
- Has major responsibility for the preparation and administration of a jurisdiction’s operating and capital improvements budgets.
- Exercises significant influence in the appointment of key administrative personnel.
- Has an ongoing, direct relationship with the operating department heads on the implementation and administration of the programs.
- Was hired as a result of her or his educational and administrative background and qualifications.
- Is a member of ICMA and, therefore, must adhere to the ICMA Code of Ethics, which was adopted by ICMA in 1924 and which governs each member’s professional and personal conduct.

The high percent of Moody’s Aaa-rated municipalities and counties that employ a professional manager or administrator suggests a strong correlation between professional management and a community’s creditworthiness. Moody’s established its system of rating securities to provide investors with a simple method of evaluating the “future relative creditworthiness” of securities. Obligations, such as municipal bonds, that are rated Aaa are “judged to be of the highest quality, subject to the lowest level of credit risk,” according to the company’s Rating System and Definitions.

Since 1949, the National Civic League has recognized and celebrated the best in American civic innovation with the prestigious All-America City Award. The Award, bestowed to 10 communities annually (more than 500 in all), shines

http://icma.org/en/Article/108153/Professional_Management_Drives_Local_Government_... 4/28/2017

a spotlight on innovative efforts to bring all aspects of the community together to tackle the most pressing local issues.

These new findings reinforce the results reported in a 2011 operations efficiency benchmarking study, "Smarter, Faster, Cheaper," published by IBM Global Business Services, which found that cities that operate under the council-manager form of government and thus have a professional local government manager are nearly 10 percent more efficient than those that operate under the mayor-council form.

In the IBM study, David Edwards, who then led the Smarter Government Campaign for IBM's Public Sector Strategy and Innovation Practice, examined publicly available data for 100 of the largest cities in the United States. Edwards concluded that this finding "appears to validate the assumption underlying city manager forms of government, notably that investing executive authority in professional management shielded from direct political interference should yield more efficiently managed cities. To put it another way, even if a city operates within conditions most favorable for efficiency – no collective bargaining, geographically compact, and peaking on all scale curves – management choices can still lead a city down the path to inefficiency. It is both a sobering and encouraging conclusion."

COMMENTS & RATINGS

Your rating: (optional)



Write a comment...

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Emmett Heath, Chief Executive Officer

April 25, 2017

The Honorable Pam Pruitt
Mayor, City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

Dear Mayor Pruitt:

I am writing to report back to you on the two *Swift* Green Line action items that arose out of my March 7 discussion with your Council. In my March 22 letter to you, I promised to have agency staff do two things: double check the location of the southbound station at 164th Avenue, and review the existing Park & Ride capacity along the Green Line corridor. That work is now done.

Staff have double checked the application of the siting criteria for the southbound 164th Avenue station. They have determined that the correct criteria were used and that they were correctly applied. These were the criteria used in the work that led to the location's approval by city staff, the state Department of Transportation, and the Federal Transit Administration. My staff's follow-up analysis, which included a risk component, is summarized in the enclosed memo and graphic. Staff have concluded that of all the possible locations for a southbound station serving 164th, the identified site is the best choice.

As a second action step, staff have reviewed the Park & Ride and Park & Pool capacity along the corridor, to help inform about how *Swift* riders accessing the Green Line will impact parking in the City. As the enclosed chart shows, there is parking capacity along the corridor, particularly for those with early start times at Boeing. Also, as I said before, Community Transit will monitor the Green Line passenger access patterns once service begins and if parking issues develop stemming from the *Swift* passenger access, we will work with Mill Creek to help mitigate those impacts.

Thank-you for engaging in a constructive and ongoing conversation about our *Swift* Green Line. I am confident that as we continue this work with the City, the Green Line will be implemented in a way that serves Mill Creek and its citizens well.

Sincerely,

Emmett Heath
Chief Executive Officer

Cc: Mill Creek City Council Members
Rebecca Polizzotto, Mill Creek City Manager

Enclosures



Memorandum

To: Emmett Heath, Chief Executive Officer
From: June DeVoll, Manager of Strategic Planning & Grants
Date: April 20, 2017
Subject: Swift Green Line Station - Southbound SR 527 @ 164th

BACKGROUND

In recent communication to the City of Mill Creek, you advised that we would double check the recommended location of the southbound station on SR 527 at 164th Street and verify that our criteria were appropriate and applied correctly.

STATUS

Here's what we've done:

- The attached graphic shows all the alternate locations that were considered, and why they were eliminated. Criteria included factors such as pedestrian safety/access, BRT design principles, TSP/operations, traffic delay and conflicts, vehicle collisions, transit speed & reliability, environmental impacts and property impacts.
- Staff again reviewed the traffic study done for the project and confirmed that Swift buses at this location are not projected to significantly change the level of service (delay) at this intersection.
- I asked Michael McDonald, Safety Specialist, and Mike Burress, Risk Manager to review the criteria we used and applied to the southbound location. I asked for any concerns/issues they had with the proposed location. After their independent review, I shared the attached analysis with them. They concurred with the selected location.
 - As Michael McDonald stated " it comes down to the balancing of hazards". There is no single perfect site at this intersection, but we have identified the one with the least concerns.

In considering all aspects of this location, it comes down to 2 questions – should we have a station at 164th, and if so, has it been sited at the right place?

1. Ultimately, staff concluded that Swift stations at this location are appropriate and necessary. As this is the intersection of two major arterials, a current high-ridership location, and the future probable intersection between the Green Line and the Orange Line, Swift stations belong at this intersection.
2. Of all possible locations for a southbound station, the identified site is the best choice.

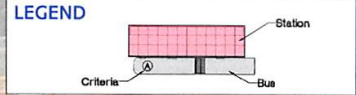
RECOMMENDATION

Continue development of the Swift Green Line station southbound SR 527 @ 164th as currently proposed.

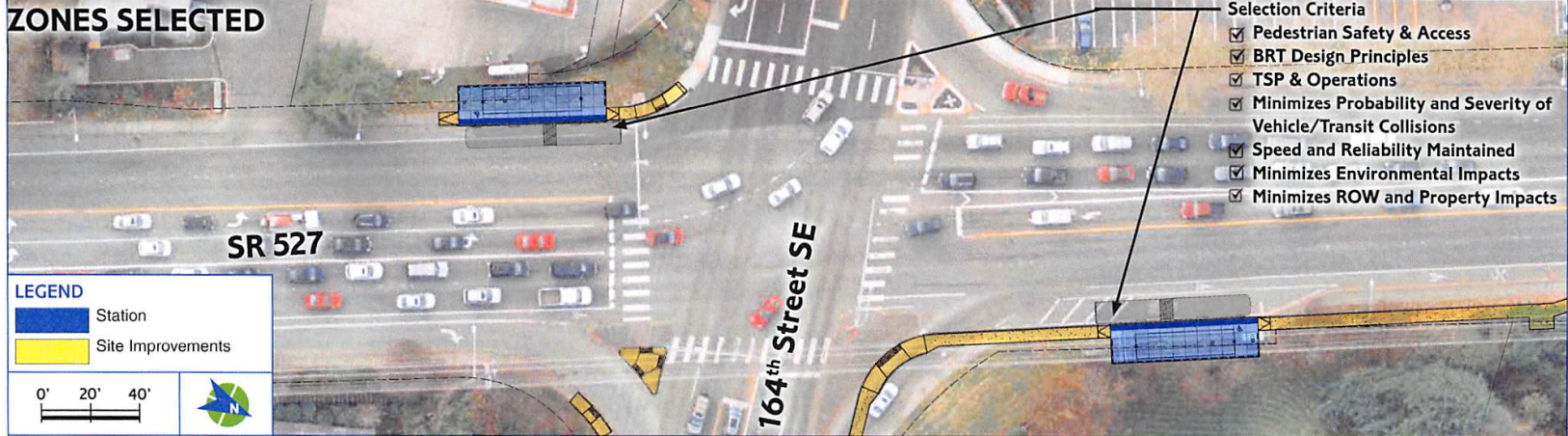
ZONES EVALUATED BUT ELIMINATED



- ELIMINATION CRITERIA**
- (A) Pedestrian Crossing in Front of Transit ***
 - (B) Distance to Crosswalk Encourages Jaywalking ***
 - (C) Pedestrian Conflicts with Right Turning Vehicles ***
 - (D) Right-Turn Vehicle/Transit Conflict ***
 - (E) Re-Entry Risk and Delay for Transit - Compromises BRT
 - (F) Speed and Reliability ***
 - (G) Increased Probability of Vehicle Collisions
 - (H) Loss of TSP advantage - Transit Delay
 - (I) Traffic Delay for Right Turning Vehicles Behind Transit
 - (J) Significant Property Impacts - Acquisition or Damages
 - (K) Environmental Impacts - Wetlands and Streams, Buffer Areas
 - (L) Constructability and Cost - Retaining Walls, Utility Relocations
- *** Pedestrian Life Safety
 - ** Moderate to Severe Accident Risk
 - * Minor to Moderate Accident Risk



ZONES SELECTED



- Selection Criteria**
- Pedestrian Safety & Access
 - BRT Design Principles
 - TSP & Operations
 - Minimizes Probability and Severity of Vehicle/Transit Collisions
 - Speed and Reliability Maintained
 - Minimizes Environmental Impacts
 - Minimizes ROW and Property Impacts

DATE: 3/7/17



communitytransit
SR 527 at 164th Street SE



STATION #
 SB 3048
 &
 NB 3029



Park and Ride/Pools along Swift Green Line Corridor

OPTIONS	LOCATION NAME	ADDRESS	CAPACITY	AVERAGE UTILIZATION	CLOSEST SWIFT GREEN LINE STATION
PARK & RIDE	CANYON PARK	22400 17 th Ave SE, Bothell	302	96%	Canyon Park
PARK & RIDE	Mc COLLUM PARK	620 128 th St SE, (Near Dumas Road) Mill Creek	409	88%	Dumas Road
PARK & RIDE	MARINER	13132 4 th Ave W, Everett	644	67%	4 th Avenue
PARK & POOL	North Creek Presbyterian Church	621 164 th St SE, Mill Creek	23	83%	164 th Street



Web Platform Recommendation April 28, 2017

Executive Summary

The City of Mill Creek's website has not kept pace with innovation in technology in the last decade. Though the site is hosted on a platform that is used by many municipalities, the site has a dated look, is not intuitive to users, has a rigid structure that is not modifiable, and has a back-end that requires a lot of staff effort to navigate functionality. Further, the site is not responsive, meaning that mobile users cannot adequately see and easily navigate the website due to the majority of the site not being viewable on a mobile device.

The long-term contract with the City's platform provider has expired, and the City is on a temporary contract through 2017. Therefore, the opportunity exists to implement a new website this year. Further, the Recreation and Tourism Department obtained a grant from Snohomish County's Lodging Tax Advisory Committee for a new stand-alone tourism website; a condition of the grant is that the new site must be implemented this year.

A web team consisting of the Director of Communications and Marketing, Director of Information Technology, Manager of Recreation and Tourism, and Executive Assistant was formed in early 2017 to analyze the existing site, create criteria for a new website, review platform options, and identify a new web platform for the City.

Recommendation

The web team recommends CivicLive as the new platform for the City of Mill Creek. CivicLive has been providing web solutions since 2001, and is a recognized and respected choice for cities, counties, regional municipalities, and state governments.

The upfront cost for design and implementation is \$22,100, which is up to \$25,000 lower than some competitors. In addition, this price *includes* its first year of hosting (a \$4,100 fee). The contract term is three years, so the fee for the subsequent years is \$4,100 per year. This cost is half of the annual cost of the City's current platform, which is \$8,200 per year. If the City continues with CivicLive beyond three years, a free site redesign is available in year four.

CivicLive's capabilities would potentially enable the City to eliminate other third-party resources, such as Constant Contact and Site Improve, saving the City more than \$6,800 per year.

Rationale for Recommendation

The recommendation to use CivicLive was based on the platform's design, the capabilities of its citizen request management functionality, special features that are available, social media and third-party application integration capabilities, ability to fulfill accessibility requirements, tourism features, technology and implementation details, and cost.

Design

The platform provides a very clean look. It is responsive, meaning it adapts well to mobile users. One of the favorite features is that the website design is not from a template; it will be custom-built for the City of Mill Creek to meet the City's needs. Further, the design phase is completely

iterative, ensuring the City of Mill Creek can provide actionable feedback along the way. The design comes with a 100% satisfaction guarantee.

As part of the design process, a library of page layouts would be developed to ensure consistency. Or, if preferred, there is the flexibility for subpage and departmental page layouts to be unique. Basic design changes can be handled by City staff.

CivicLive's sites are very user friendly. The company's goal is for users to find information within three clicks. Through hands-on project management, they will help the City to achieve this goal. In addition, a favorite feature across CivicLive sites is the design that features a prominent search bar, which is one of the most used features on the existing website. The search bar is powered by Google for internal content and helps users quickly find information about the City. In addition, the search functionality includes predictive search capabilities to help users by highlighting commonly used search terms.

The platform is interactive for citizen engagement. People can develop their own dashboards to identify items they most frequently use or track their results. They can add calendar items, which would enable the City to be more robust in sharing event- and tourism-related opportunities. They also can subscribe to and be notified of desired content, such as a City newsletter.

The platform also includes a broken link checker, spell checker, content update and usage reports, and page error verification reports.

Other features that stood out from this vendor include: the ability for the City to create unique URLs that help users easily access topical information; a photo organization/library tool (including an approval process for uploads to maintain standards); the ability to develop content in advance and schedule it to go live at a given date; web page expiration dates; and stale-content reporting functionality to help ensure that content is fresh.

If desired, the platform does have the capabilities to implement a mobile app. If this is desired functionality, the web team can assess the use of mobile applications by other communities and make a recommendation about developing such a tool. Similarly, the platform has an add-on emergency notification system that could be evaluated for future implementation.

Citizen Request Management Functionality

The CivicLive citizen request functionality is very robust. In the implementation phase, the City would identify its custom work flows for specific types of requests. Messages can be prepopulated for various steps in the workflow, ranging from acknowledgment of receipt to anticipated response times. As needed, the City also could easily modify the work flow, including parties that are notified and timelines for response before notifications are sent.

For citizens, the tool is very user friendly. They can utilize a built-in map to identify with a pin-drop a very specific location. They can see other requests at the same address or pertaining to the same concern, and see the current status of those related requests.

Further, the functionality for logging citizen requests that come in over the phone allows staff to create a citizen account that would keep the citizen updated on status.

A master dashboard has reporting functionality that is user friendly and would eliminate what currently is a very manual process.

Special Features

On CivicLive, the website would be fully editable by staff in an easy-to-use, live-edit format. No confusing back-end editing would be required, as is currently experienced. In addition, it provides unlimited user licenses.

The platform has two features specifically of benefit to the Recreation and Tourism department. It can integrate with third-party payment processors, so ActiveNet would still be usable for class or event payments, and it has facility scheduling functionality to streamline what is currently a manual process. In addition, CivicLive has the potential to process business licenses, pet licenses, fingerprint payments and other such payments online.

The platform enables the City to set different levels of user permissions, so internal controls would be in place for web content development and editing. It provides a version control manager that enables side-by-side comparison of content history, making it easy for administrators to check content history and see what has been changed. It includes an automatic rollback feature to support any historical version, and makes it easy to switch back to an earlier version. The platform also includes a page "checkout" feature so that administrators cannot overwrite another's work or accidentally remove important new information.

CivicLive also includes archival capabilities to track previous versions of the website, which is a benefit for public records retention requirements. To help meet security and reporting requirements, it also provides full audit trails to track users that have accessed and modified content, as well as timestamping access. This enables administrators to know who changed content or replaced a document version, and when they did so.

Social Media and Third-Party Integration Capabilities

The platform integrates with social media and other third-party applications that the City uses. It also supports streaming media to enable the City to provide multimedia experiences.

Accessibility Requirements

The platform complies fully with Section 508 of the Federal Rehabilitation Act, including: providing text alternatives for non-text content; prompts for captions and other alternatives for multimedia; presenting content in different ways, including by assistive technologies, without losing meaning; and making it easier for users to see and hear content.

Tourism Features

CivicLive provides unlimited subsites, meaning that the proposed Tourism website would not be an additional charge. Further, two key features that are desired for tourism purposes are included with CivicLive: a Google Map integration to help people find local businesses, as well as the ability for other organizations to enter events (which the City would approve before going live).

Technology and Implementation Details

The design and implementation process includes migration of the City's existing content (as desired). The platform provides analytic information for measurement, unlimited storage, I-Frame capabilities, and a newsletter module.

Free, unlimited online training is accessible any time. There is an in-depth training library, but they also provide personalized training with their support staff. Any City staff can be trained free of charge.

Cost

The price for CivicLive as a premium vendor is very competitive. For development of the site and migration of the City's existing content, the cost is \$22,100, which is up to \$25,000 lower than some competitors. This price includes its first year of hosting (regularly a \$4,100 fee).

The contract term is three years, so the fee for the subsequent years is \$4,100 per year.

This cost is half of the annual cost of the City's current platform, which is \$8,200 per year. If we continue with CivicLive beyond three years, a free site redesign is available in year four.

Vendors Considered

To make the best recommendation, various web platforms were demonstrated and capabilities reviewed. In preparation for this research process, the web team conducted their own research by reviewing websites of other municipalities and counties. In addition, the web team reached out to other municipalities and associations to ensure the scope of vendors considered included those that were being used.

The seven vendors included:

- CivicLive
- Civic Plus
- Qcontent
- Revize
- VC3
- Seamless Gov
- Vision

Based on the team's research, the web team is confident that all viable vendors were considered.

Criteria Evaluated

Prior to meeting with any vendors, the web team identified criteria for the future version of the City's website.

Using information provided in the demonstrations, as well as in the written bids, platform capabilities were logged by vendor in a matrix form to allow comparison across all vendors. The comparison document is viewable at ["G:\COMMUNICATIONS & MARKETING\Website\website comparison.xlsx"](G:\COMMUNICATIONS & MARKETING\Website\website comparison.xlsx)

Feedback from users also played into the recommendation for a platform. The web team's research with Association of County and City Information Systems identified that other local municipalities moving to CivicLive include some nearby cities, such as Woodinville, Newcastle, Renton, and Bellevue. Other municipalities have cited their experience with CivicLive as being very good and that they are responsive. Noteworthy, the web team's other top vendor had very negative feedback from municipalities, some of which was validated by the vendor as issues they are trying to address.

Next Steps

Upon approval by the City Manager of the recommendation to use CivicLive as the City's new platform provider, the web team will execute the contract.

The design and implementation timeline for CivicLive is three to five months, which meets the City's requirements to have the Tourism website up by the end of the year. The project includes eight phases:

1. The envisioning phase kicks off the redesign and development project. After the kickoff meeting, the CivicLive project manager creates a project roadmap in a vision scope document. Estimated timeframe: one or two days.
2. The planning phase is dedicated to gathering detailed requirements about the project and how CivicLive will address them. Project elements include roles and responsibilities by work phase, configuration specifications, content migration plan, the stabilizing and user-acceptance testing plan, and the long-term software update and maintenance plan. An outcome of this process is development of the master project plan and project charter. Estimated timeframe: 15 days.
3. In the design phase, the project team works with City staff, citizens and other stakeholders to identify a beautiful and usable design. This process includes a community website design forum to get in-person feedback on desired functionality and design suggestions from external stakeholders. It also includes analysis of the existing website's analytics and heat map to understand usage and visitor patterns. In this phase, a wireframe design is created and updated in an iterative process. Estimated timeframe: 25 days.
4. The configuring phase is when the website is built. This phase requires minimal input from City staff. Estimated timeframe: 30 days.
5. The training phase will commence once the site is developed. Staff will be trained to use the software based on the types of roles they will fulfill. Estimated timeframe: 3 days.
6. The migrating phase is when the existing content is transferred to the new platform. Estimated timeframe: 15 days.
7. The stabilizing phase is where the testing and quality assurance takes place to ensure the site is ready to go live. This is when City staff have an opportunity to get familiar with the new site, explore its content, and provide any final feedback that may affect the website before it goes live. Estimated timeframe: 20 days.
8. The final phase is deployment, which is when the site is launched. This phase includes a final quality assurance process. Estimated timeframe: 1 day.