



# CITY COUNCIL MINUTES

April 12, 2016

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

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

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

## CALL TO ORDER

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

## FLAG SALUTE

Flag Salute was conducted.

## ROLL CALL

Roll was called by the City Clerk with all Councilmembers present and Councilmember Cavaleri participating by phone.

## AUDIENCE COMMUNICATION:

There were no comments from the audience.

## NEW BUSINESS:

Presentation: Everett School District

*(Ted Wenta, Everett School District Board President)*

IT Security Performance Audit Report

*(Rebecca C. Polizzotto, City Manager)*

## The following agenda summary information was presented:

In early 2015, the Washington State Auditor's Office began offering IT security performance audits as an opt-in, no cost option for local governments. The audits are designed to identify areas of risk or vulnerability, recommend best practices tailored to the local government environment and provide guidance for resolving the risks identified. Under the recommendation of the IT Manager, Mill Creek contacted the Auditor's office to participate in the IT security audit program.

Peg Bodin, Local Information Systems Audit Manager, and Kelly Collins, Director of Local Audit from the State Auditor's Office will be presenting the attached audit report.

Discussion.

The City of Mill Creek was the first city to take advantage of this program. At the meeting, the City of Mill Creek, and IT Director James Busch, received a State Auditor's Stewardship Award and letter from the Auditors Office.

Construction Contract Award for the 2016 City Hall Police Locker Rooms Tenant Improvement Project

*(Rebecca C. Polizzotto, City Manager)*

The following agenda summary information was presented:

On September 1, 2015, the City Manager presented the City Hall expansion and space planning concept to the City Council. This involved the relocation of Planning, Building, Engineering and Recreation staff to the first floor of the Annex building to expand the space available in City Hall for the patrol division of the Police Department. The construction work in the Annex is nearly complete and the next step in the overall plan is to make changes within the City Hall building.

The scope of work for the 2016 City Hall Police Locker Rooms Tenant Improvement Project includes demolition and expansion of the existing men's and women's locker rooms and installation of a unisex bathroom. Additional work will be done by City maintenance crews and other outside vendors to expand the evidence holding room and relocate evidence processing by officers to a more secure area.

The project was advertised for bids for three weeks in the Daily Journal of Commerce, the Everett Herald and through the Builder's Exchange contractor plan center. Six lump sum bids were received and opened on April 5, 2016, and results are summarized below.

<b>Contractor</b>	<b>Bid Amount (including tax)</b>
K-A General Construction Contractors, LLC	\$82,422.92
K & K Construction, LLC	\$91,217.00
Klinge & Associates, Inc.	\$114,820.23
Brown Dog Enterprises	\$122,461.57
Talakai Construction, LLC	\$125,897.04
Grenlar Holdings, Inc.	\$150,000.00

K-A General Construction Contractors, LLC submitted the lowest responsive and responsible bid in the total amount of \$82,422.92. The architect's estimate was \$98,000. This cost was included in the space planning budget presented to the Council in September.

K-A General Construction Contractors, LLC is a local company based in Woodinville. Reference checks with the cities of Everett, Mukilteo, Mount Vernon and Bainbridge Island were all very positive, and the contractor can meet the insurance, bonding and thirty day construction period time limit.

**MOTION:** Councilmember Michelson made a motion to approve Resolution #2016-545, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARDED THE CONTRACT FOR THE 2016 CITY HALL POLICE LOCKER ROOMS TENANT IMPROVEMENT PROJECT, Councilmember Kelly seconded the motion. The motion passed unanimously.

Contract Award for the Replacement of Police Lockers  
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

On September 1, 2015, the City Manager presented the City Hall expansion and space planning concept to the City Council. Planning, Building, Engineering and Recreation staff are moving to the first floor of the Annex Building. Space in City Hall will be repurposed and staff will move to new locations, significantly expanding the area and functionality for Police Patrol and the Police locker rooms. The existing Police lockers were installed when City Hall opened in 1989. Advancements in technology, including body armor, the advent of less lethal tools, heavy reliance on electronics, and additional required equipment have rendered the current lockers undersized.

The new lockers will be purchased through the National Joint Purchasing Alliance, a national purchasing cooperative that competitively bids a wide variety of goods to provide lower costs to member agencies. The purchase contract includes installation of the lockers by the vendor.

The cost for this project was included in the space planning budget presented to the Council in September.

**MOTION:** Councilmember Todd made a motion to authorize the City Manager to award the contract for the Police Department Lockers to WorkPointe in an amount not to exceed \$59,249.29, including sales tax, unless otherwise approved in accordance with City Policy No. CCP 96-002, and authorizes the City Manager to execute all documents necessary to execute such award, Councilmember Michelson seconded the motion. The motion passed unanimously.

**CONSENT AGENDA**

Approval of Checks #55135 through #55210 and ACH Wire Transfers in the Amount of \$283,224.77  
(Audit Committee: Councilmember Michelson and Councilmember Bond)

Payroll and Benefit ACH Payments in the Amount of \$214,282.21  
(Audit Committee: Councilmember Michelson and Councilmember Bond)

There were no exceptions from the audit committee.

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

**REPORTS**

Mayor Pruitt reminded the Council to file their F-1 Financial forms with the Public Disclosure Commission.

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

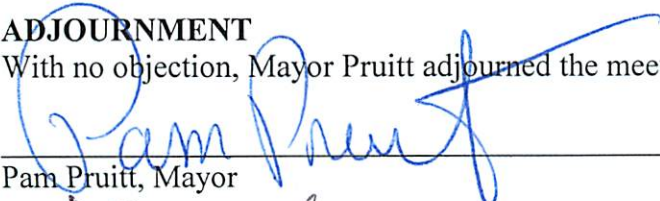
City Manager Polizzotto reported that the Community Transit and City of Mill Creek block party is scheduled for April 23. She also reported that the City received the AWC Wellness Award again this year. Additionally, the City has now partnered with the UW Bothell campus to enhance the City's passport services. Lastly, she stated that Officer Saga has graduated from the academy and will be in uniform tomorrow.

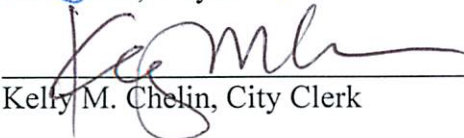
**AUDIENCE COMMUNICATION:**

There were no comments from the audience.

**ADJOURNMENT**

With no objection, Mayor Pruitt adjourned the meeting at 7:25 p.m.

  
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Pam Pruitt, Mayor

  
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Kelly M. Chelin, City Clerk