

CITY COUNCIL AGENDA

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



Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Mark Bond
Mike Todd • Vince Cavaleri • John Steckler • Stephanie Vignal

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) 921-5725 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 residency 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. 2019-854

Next Resolution No. 2019-584

**October 22, 2019
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- B. Proclamation: Friends of the Library
(Mayor Pam Pruitt)
- C. Proclamation: Financial Literacy Week
(Mayor Pam Pruitt)
- D. Proclamation: DECA Month
(Mayor Pam Pruitt)

PUBLIC HEARING

- E. 2020-2025 Transportation Improvement Program Public Hearing
(*Gina Hortillosa, Director of Public Works & Development Services*)

NEW BUSINESS

- F. 2020-2025 Transportation Improvement Program Adoption
(*Gina Hortillosa, Director of Public Works & Development Services*)
- G. Exploration Park Change Order Approval and Substantial Completion Project Update
(*Gina Hortillosa, Director of Public Works & Development Services, and Matthew Feeley, Supervising Engineer*)

OLD BUSINESS

- H. Ratification of Ordinance 2019-852 Consenting to Cable Franchise Transfer of Frontier Communications Corporation to Northwest Fiber and Extending Franchise One Year
(*Gina Hortillosa, Director of Public Works & Development Services*)

STUDY SESSION

- I. City Connection Magazine
(*Gordon Brink, Interim Director of Communications & Marketing*)
- J. Departmental Impacts Related to Assignment of Second School Resource Officer
(*Greg Elwin, Police Chief*)
- K. Police Department Acquisition of a Civilian Armored Bank Car to be Purposed as a Surplus Tactical Rescue Vehicle
(*Greg Elwin, Police Chief*)
- L. Armed Forces Day
(*Jon Ramer, Parade Coordinator*)

CONSENT AGENDA

- M. Approval of Checks #61008 through #61084 and ACH Wire Transfers in the Amount of \$533,604.94
(*Audit Committee: Councilmember Steckler and Councilmember Cavaleri*)
- N. Payroll and Benefit ACH Payments in the Amount of \$301,201.89
(*Audit Committee: Councilmember Steckler and Councilmember Cavaleri*)
- O. City Council Meeting Minutes of May 28, 2019

REPORTS

- P. Mayor/Council
 - AWC's 2020 Legislative Priorities
- Q. City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION

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

ADJOURNMENT

Proclamation

WHEREAS, Friends of the Library groups are community-based groups of citizens who promote, encourage, and enhance the work of their local library; and

WHEREAS, in Mill Creek there is a Friends of the Library group that support and fund book discussions and provide essential support to the Mill Creek Library; and

WHEREAS, this group raises funds annually to enhance the programs and services of their local library; and

WHEREAS, the members volunteer countless hours of service to their local library; and

WHEREAS, Friends of the Mill Creek Library is vital to the enhancement of the library in Mill Creek.

NOW, THEREFORE, I, Pam Pruitt, the Mayor of the City of Mill Creek, on behalf of the City Council do hereby proclaim the week of October 20-26, 2019 as Friends of the Library Week and urge all residents to recognize and applaud their invaluable service.



Signed this 22th day of October, 2019

Pam Pruitt, Mayor

Attest _____
Gina Pfister, City Clerk

Michael G. Ciaravino, City Manager

Proclamation

WHEREAS, Students from the Jackson High School DECA program launched the “Taking Dollars, Making Cents!” campaign to prepare students to become financially-conscious; and

WHEREAS, the campaign emphasizes the importance of integrating financial literacy education into school curriculum from an early age; and

WHEREAS, “Taking Dollars, Making Cents!” brings attention to the financial literacy activities being done in Cedar Wood Elementary School; and

WHEREAS, the program raises awareness about the introduction of new financial literacy teaching methods; and

WHEREAS, the curriculum underscores the value of experiencing and practicing financial literacy from a young age; and

WHEREAS, this campaign includes parents in the conversation, through social media, by providing tips and activities to encourage at-home financial education.

NOW, THEREFORE, I, Pam Pruitt, the Mayor of the City of Mill Creek, on behalf of the City Council do hereby proclaim the week of October 27 – November 2, 2019, as Financial Literacy week and encourage our community to support financial education from an early age.



Signed this 22th day of October, 2019

Pam Pruitt, Mayor

Attest _____
Gina Pfister, City Clerk

Michael G. Ciaravino, City Manager

Proclamation

WHEREAS, DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management in high schools and colleges around the globe; and

WHEREAS, the mission of Washington DECA is to prepare emerging leaders and entrepreneurs in the fields of business, finance, marketing and hospitality; and

WHEREAS, participation in DECA enhances academic engagement through a comprehensive learning program that integrates into classroom instructions, applies learning, connects to business, and promotes competition; and

WHEREAS, participation in DECA assists in the development of academically-prepared, community-oriented, professionally-responsible, and experience leaders and entrepreneurs; and

WHEREAS, students could explore their future as an entrepreneur through a network of professionals, community leaders, business leaders, and alumni; and

WHEREAS, DECA priorities and standards include developing 21st century skills and a skilled workforce for the future.

NOW, THEREFORE, I, Pam Pruitt, the Mayor of the City of Mill Creek, on behalf of the City Council do hereby proclaim the month of November 2019, as DECA month in the City of Mill Creek and encourage the community to join me in recognizing students and high school DECA Chapters as they participate in community service projects and career activities that promote the guiding principles of DECA.



Signed this 22th day of October, 2019

Pam Pruitt, Mayor

Attest _____
Gina Pfister, City Clerk

Michael G. Ciaravino, City Manager



Agenda Item # E
Meeting Date: October 22, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

**AGENDA ITEM: 2020-2025 TRANSPORTATION IMPROVEMENT PROGRAM
PUBLIC HEARING AND ADOPTION**

PROPOSED MOTION:

Motion to adopt resolution 2019 - _____, thus adopting the 2020-2025 Transportation Improvement Plan, after receiving public testimony during the public hearing on the regular October 22nd, 2019 Council Meeting.

KEY FACTS AND INFORMATION SUMMARY:

In accordance with RCW 35.77.010 and RCW 36.81.121, the City is required to update its Transportation Improvement Plan (TIP) annually. The annual adoption of the six-year TIP utilizes a public hearing process to provide an opportunity for the public to comment and provide input on transportation projects being planned by the City.

The projects identified in the TIP directly align with the City of Mill Creek 2015 Comprehensive Plan (Transportation Element and Capital Facilities Element) and the funded and unfunded portions of the transportation element of the CIP (Capital Improvement Plan).

The TIP identifies transportation projects that the City may not have funding for but would like to build sometime in the future and that are eligible for state and federal transportation funds or other sources such as private development. Unlike the City's CIP, the TIP is not financially constrained. Transportation projects that have funding allocated to them within the next 6-year period are included in the City's CIP.

The final TIP is transmitted to the Puget Sound Regional Council, the Washington State Department of Transportation, Snohomish County, and adjacent public utilities companies. The state Department of Transportation and the Puget Sound Regional Council (PSRC) use local TIPs as tools for coordinating the transportation programs of local jurisdictions with those of regional agencies. The PSRC monitors local TIPs for projects of regional significance, which need to be modeled for regional air quality conformity with federal standards, and to track projects supported by federal funds.

City Council Agenda Summary
Page 2

CITY MANAGER RECOMMENDATION:

Adopt resolution 2019 - _____ , thus adopting the 2020-2025 Transportation Improvement Plan, after receiving public testimony during the public hearing on the regular October 22nd, 2019 Council Meeting.

ATTACHMENTS:

- Attachment A: Proposed 2020-2025 Transportation Improvement Plan (with Word Track-Changes)
- Attachment B: Proposed 2020-2025 Transportation Improvement Plan
- Attachment C: Written Public Comments
- Attachment D: Resolution Adopting the 2020-2025 Transportation Improvement Plan

Respectfully Submitted:



Michael G. Ciaravino
City Manager

ATTACHMENT A



TRANSPORTATION IMPROVEMENT PLAN

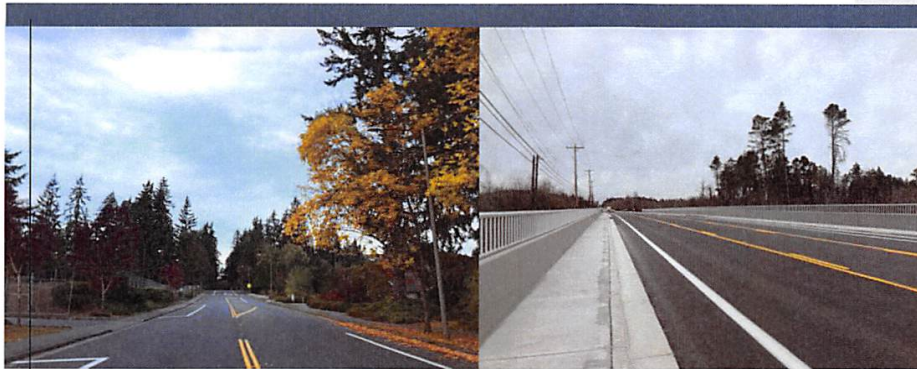
UPDATED OCTOBER 2019

2020-2025

Formatted: Bottom: 0.94"

Formatted: Indent: Left: -0.13", First line: 0.13", Right: -0.08"

Deleted: 8



Overview

In accordance with RCW 35.77.010, all cities and towns are required to prepare and adopt a comprehensive transportation program annually that spans at least six calendar years. This comprehensive transportation program is typically called a Transportation Improvement Plan (TIP). The TIP identifies transportation projects that the City may not have funding for but would like to build sometime in the future. The six-year TIP must also be consistent with any adopted comprehensive plan. The annually adopted TIP should be transmitted to the Washington State Secretary of Transportation on or before July 1 of each year. Although not required by the RCWs, the City also sends a copy of the TIP to the Puget Sound Regional Council (PSRC), the regional body that coordinates the transportation plans of individual entities within King, Snohomish, Pierce and Kitsap counties.

The TIP usually includes projects valued at \$25,000 or more and, in accordance with state law, must cover a six-year period. The City updates its Capital Improvement Plan (CIP) as part of its biennial budget process, so the proposed TIP covers a seven-year period in order to comply with the six-year reporting requirement. Projects that have funding allocated to them within the next 6-year period are included in the City's CIP.

Brief Project Descriptions

1. **Seattle Hill Road Pavement Preservation:** Repave Seattle Hill Road between Village Green Drive and 35th Avenue Southeast. The scope of work includes a full width, two-inch grind and overlay, replacement of landscaped median curbs, and Americans with Disabilities (ADA) upgrades at all curb ramps and two traffic signals. In 2016, the pavement condition for this minor arterial was 59 (scale 0 to 100). The existing curb ramps and traffic signals do not meet current ADA standards. The curbs on all landscape medians have been damaged beyond repair over the years by vehicle collisions. No new operational expenses would result from this project. A federal grant was obtained for construction in the amount of \$720,000. Construction will occur in 2020.

2. **Street Pavement Marking Program:** The goal of the Annual Street Pavement Marking Program is to maintain markings that identify travel lanes and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. Per the 2015 Comprehensive Plan, the City owns and maintains 77 lane miles of residential and local streets, 19 lane miles of collector streets and 10 lane miles of arterial streets (total of 106 lane miles of roadway).



Deleted: <object>

Deleted: **35th Avenue SE Reconstruction Project:** The 35th Avenue Southeast Reconstruction Project will address the chronic settlement of the roadway between 144th Street Southeast and 141st Street Southeast that has occurred over time. The roadway was constructed across Penny Creek in an area underlain with compressible peat deposits. The project site is bound on the east by Thomas Lake and Penny Creek, which flows from the north along the east side of 35th Avenue Southeast, crossing within the study limits and continuing westerly. This project will construct a pile-supported concrete slab to support the roadway and prevent any future settlement. 35th Avenue Southeast has a functional classification of major arterial. ¶

Formatted: Font: Bold

Deleted: 1.

Formatted: List Paragraph

Formatted: Font: Bold

Formatted: Font: (Default)Tahoma, 11 pt

Deleted: A federal grant was obtained for construction in 2019 in the amount of \$720,000

Formatted: Font: (Default)Tahoma, 11 pt

Deleted: **35th Avenue SE Pavement Preservation:** The project would include a full-width, 2-inch grind and overlay of 35th Avenue from 132nd Street SE to 141st Street SE (.57 miles), including traffic control, upgrade of ADA ramps, signing, channelization and other work. This project would connect to the section of 35th Avenue SE upgraded in the City's 2018 35th Avenue SE Reconstruction project. Per the Comprehensive Plan Level of Service Guidelines, the City should maintain a minimum average Pavement Condition Index (PCI) rating of 65 for collector and arterial roadways. The PCI of 35th Avenue SE within the project limits will be assessed to confirm project need. Project design and construction are contingent on project need confirmation. ¶

Formatted: Font: (Default)Tahoma, 11 pt

Deleted: ¶

132nd Street SE Mid-Block Crossing Improvement (HAWK): The proposed mid-block crossing with American with Disabilities (ADA) compliant curb ramps, pedestrian refuge island, marked crosswalk, High-Intensity Activated crossWalk beacon (HAWK) signal and illumination are needed to provide pedestrians a safer place to cross 132nd Street SE. A HAWK signal at the mid-block crossing on 132nd Street SE, west of 35th Avenue SE, would be installed to allow pedestrians to stop vehicular traffic in order to cross the street safely. The proposed HAWK signal would be interconnected with the existing traffic signal at 35th Ave SE in order to reduce the potential of rear-end collisions as vehicles move from one signal to the next. The proposed improvements would install a pedestrian refuge island at the midblock crossing to reduce the crossing distance to 20-30 ft. Illumination is limited to street lighting around the adjacent shopping area. In order to increase pedestrian visibility to ...

3. Mill Creek Boulevard Corridor

Improvements Study: Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The goal of the Mill Creek Boulevard Corridor Improvements Study is to enhance economic vitality and provide a framework to multiple capital improvements which include: intersection improvements at 164th Street, 161st Street, Main and SR 527; surface water aging infrastructure failures identified in a 2018 study produced by Perteet; pavement preservation and roadway re-configurations to better support Community Transit's bus rapid transit (BRT) lines. This study will peripherally address zoning and land use.



Deleted: ¶

4. Concrete Sidewalk Replacement Program: The goal of this annual program is the preservation of the City's sidewalk systems which includes 75 miles of public sidewalks and more than 1,000 curb ramps. The scope of work would include repair or replacement of damaged sections of curb, gutter, sidewalk and curb ramps that meet the American with Disabilities Act (ADA). The first year of the program would include a citywide assessment and rating of sidewalks and prioritization of needed repairs as well as recommendations on alternative repair methods. This program may include tree removal or alternative construction methods to preserve existing trees. Some of the benefits of this program include: 1) improved pedestrian safety, 2) compliance with ADA standards, and 3) savings in maintenance costs.

Deleted: ould

Deleted: <object>

Deleted: ¶

5. Pavement Preservation and Rehabilitation Program: The goal of this annual program is to extend the useful life of the City's streets by assessing, preserving and rehabilitating pavement conditions. Typical work would include crack filling, removal and replacement of failed pavement, patching, surface preservation treatments, and asphalt overlays. The City is responsible for approximately 106 lane miles of roadway. The Program would include replacement or installation of accessible curb ramps to meet the requirements of the Americans with Disabilities Act (ADA). Per the Comprehensive Plan, the City's level of service guidelines for pavement management identifies a minimum pavement condition index of 65 for collectors and arterial roadways and 70 for local and residential roadways. The 2020-2025 project priority list will be based on the pavement assessment conducted in 2019. Federally funded roadway preservation projects are programmed in 2020 (Seattle Hill Road).



Formatted: Right: 0.06", Tab stops: 3", Left + Not at 6"

Deleted: (seal coat, slurry seal, microsurfacing, chip seals)

Deleted: ¶

Deleted: In 2019, an assessment and pavement rating would be conducted to establish a priority list for future repairs

Formatted: Not Highlight

Deleted: 19

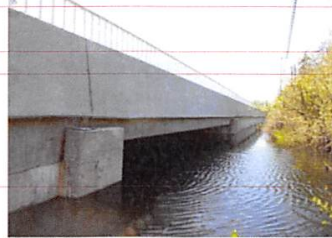
Deleted: and 2021 (35th Ave. SE)

6. Citywide Traffic Signal Upgrades: The City owns seven traffic signals that are operated and maintained by Snohomish County. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for the signals to



work within the County's integrated system. The project scope would include the installation of new pedestrian push buttons for compliance with the American with Disabilities Act (ADA), new side mounted battery backup systems (164th Street and Mill Creek Boulevard; Dumas Road at Park Road; Mill Creek Road and Village Green Drive), new controllers and conflict monitors. All work would be completed by Snohomish County.

7. Bridge Monitoring and Improvement Program: The City of Mill Creek owns a total of 11 bridges. 5 of those bridges have a structure length over 20LF and require inspections every other year. From previous inspections, bridge scour conditions were identified at two bridges: North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and Penny Creek Bridge (Bridge Number: MILL CR 2 located on 144th Street SE). Capital Improvement Plan projects which include design and repair have been programmed over the next six years.



Deleted: 0
 Deleted: .
 Deleted: Only four
 Deleted: In 2017, all 10 bridges were inspected by WSDOT and load ratings were completed by KPFF on the four structures with span lengths greater than 20LF.
 Deleted: B

Deleted: Based on service stresses, posted load restrictions were recommended at the North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and 153rd Street SE Bridge (Bridge Number: MILL CR 3). A load rating was also conducted on Mill Creek Road Bridge (Bridge Number: MILL CR 10). The City could elect to post load limits based on strength load rating, in which case the tonnages would be much higher, but the bridge would see greater deterioration over time.
 Deleted: ¶

8. East Gateway Urban Village "Spine Road" West Connection (Phase 1): The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage, and the Farm. This project would complete the "Spine Road" from 39th Avenue SE to 44th Avenue SE. Partial right-of-way purchase would be needed at two parcels for subsequent roadway design and construction.



Deleted:
 Deleted: would be required with
 Formatted: Not Highlight
 Deleted: T
 Deleted: (project application submitted in 2018)
 Formatted: Highlight
 Deleted: ¶

9. SR 96 at Dumas Road: Operations at this intersection do not meet LOS guidelines primarily due to the existing split phasing required for traffic on Dumas Road/Elgin Way. The current channelization provides an exclusive left-turn lane and a shared left/through/right lane for northbound traffic. In addition to high through volumes on SR 96, this intersection has a high number of left turns from northbound Dumas Road to westbound SR 96 (529 vehicles in the 2040 PM peak hour). Installing a second northbound left-turn lane for northbound Dumas Road and a shared through/right-turn lane would allow protected left-turn phases on each approach. This modification, in combination with optimizing timings, would reduce the average control delay by over 10 seconds per vehicle, resulting in LOS D.

Deleted: East Gateway Urban Village "Spine Road" East Connection (Phase 2): The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage and would be required with The Farm (project application submitted in 2018). This project would complete the "Spine Road" from 44th Ave. SE to Seattle Hill Road. Partial right-of-way purchase would be needed at three parcels for subsequent roadway design and construction.¶



10. SR 96th at 35th Avenue SE Intersection Improvements: 35th Avenue SE has high left-turn movement volumes onto SR 96. Two left-turn lanes are provided for southbound traffic, but northbound users only have one. This intersection currently has a Level of Service E with an average vehicle delay of 71.7 seconds. Adding a second northbound left-turn lane and optimizing signal timing would improve intersection operations to an average delay of 55.3 seconds per vehicle.

11. SR 527 / 164th Street Intersection Improvements: This location is an intersection of two major arterials that connect users to regional destinations. The critical movement at this intersection is the eastbound left-turn movement, which is projected to have over 300 vehicles in the 2040 PM peak hour. Currently, this movement is served by a single left-turn lane with short storage length in order to maintain access to properties north of 164th Street SE. Removing the property access to the north, extending the turn-lane storage length, and optimizing the traffic signal timing would reduce delays to 80 seconds per vehicle and achieve a Level of Service E. Community Transit's bus rapid transit (BRT) Orange Line is planned to connect from the Lynnwood Light Rail station east on 164th Street SE. Intersection improvements at this location would support BRT Orange Line operations.

12. SR 527 / SR96 Intersection Improvements: This project proposes to add an additional Eastbound/Westbound through lane, install intelligent transportation systems (ITS) infrastructure to direct traffic to use alternate routes, which may include 16th Avenue SE or Dumas Road.

13. Traffic Safety and Calming Program: Ongoing program to install traffic calming devices to improve neighborhood livability and pedestrian safety. Improvements can include additional signage, pavement markings, speed "bumps," medians/islands, mini-roundabouts, flashing crosswalk lights, speed radar signs, etc. Improvements are evaluated and prioritized when citizen requests are received. City Council approved the formation of a formal citywide traffic calming program in April 2006 (revised in October 2007) and it has been well received by citizens. This program builds upon the City's Traffic Calming Program prepared in 2007, which focused on the safety and livability of City neighborhoods and was focused on streets with an average daily traffic (ADT) of less than 8,000 vehicles. The 2020-2025 TIP Traffic Safety and Calming Program would expand to address safety and traffic calming concerns to collectors and arterials.

14. (Old) Seattle Hill Road at SR 527: The project consists of intersection control improvements coordinated by the City of Mill Creek, Snohomish County and the Washington State Department of Transportation.

15. 164th Street SE at Mill Creek Boulevard Intersection Improvements: This intersection has a high volume left-turn movement, which results in a Level of Service F. Eastbound left-turn volumes exceed 500 vehicles in the PM peak hour, while the remaining approaches have over 100 vehicles per hour each. Currently, each approach has one left-turn lane. Adding an additional eastbound left-turn lane and optimizing signal timings would decrease the average delay per vehicle by around 40 seconds, resulting in a Level of Service E. This modification would require an additional receiving lane on the north leg, likely terminating at the intersection of Mill Creek Boulevard and 161st Street SE.

Deleted: 019

Deleted: 4



16. Silver Crest Sidewalk – 35th Ave SE to 27th Ave SE (North Side): The Silver Crest Sidewalk Gap project will provide sidewalk improvements on the south side of Silver Crest Drive, between 35th Ave SE, and 27th Drive SE. The project is located within a residential area and is in proximity to Jackson High School, Heatherwood Middle School, and nearby parks. Sidewalk improvements include the construction of approximately 2,300 linear feet of sidewalk, installation of ADA compliant curb ramps, and infrastructure for stormwater drainage.

17. Trillium Blvd. Sidewalk - SR 527 to North Creek Drive (South Side): The south side of Trillium Boulevard between SR 527 and North Creek Drive currently does not have existing sidewalk. This project proposes the construction of approximately 175 ft of sidewalk to fill the gap along that section of Trillium Blvd. The sidewalk improvements would provide nearby residences with a connection to local bus stops along SR 527 including Community Transit's BRT Green Line and the future orange line.



18. North Creek Drive Sidewalk – Mill Creek Sports Park to Heatherwood Apartments (East Side): This project would provide sidewalk improvements on the east side of North Creek Drive, just north of Mill Creek Sports Park. Improvements include approximately 900 linear feet of sidewalk, curb, and gutter. This project would provide connectivity to the Mill Creek Sports Park, and would provide a safer walking path for pedestrians who currently use the street shoulder.

19. North Creek Drive Pedestrian Shoulder Improvements – Nature's Landing Condos to Heatherwood Apartments (West Side): This project proposes the installation of temporary improvements along North Creek Drive to provide a safer walking path for pedestrians and students who routinely use this path. These temporary improvements may include delineators, striping, and/or concrete curb.

20. City-wide Crosswalk Assessment and Improvement Program: This program will assess marked and unmarked legal crosswalk locations throughout the city, and will evaluate crossings that are in need of repairs or enhancements. Enhancements may include new pavement markings, signage, and/or flashing beacons. This program will provide an inventory of existing crossings, and will develop policy guidelines for marking types and pedestrian accommodations at each crossing. Additionally, this program will also identify new locations where crossings are necessary but may not currently exist.

21. Sidewalk Gap and Pedestrian Pathways Improvement Program: As identified in the 2015 Comprehensive Plan, there are state routes and arterial/collector roads within the city that are in need of concrete sidewalks either on one or both sides of the road. Many of these gaps are along major roads or school routes, and are essential to providing pedestrians with safe and continuous walking paths. This program will identify sidewalk gaps within the city and will also assess the condition of pedestrian



Deleted: ¶

Trail Preservation Program: As a part of the development of several subdivisions in ¶ <object>the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and assess their current condition. A priority list will be established ranking the severity of the deficiencies as well ¶ as establishing a schedule for future repairs and ¶ resurfacing.¶

¶

North Creek Trail Study: The North Creek Trail connects multiple regional trails including the Burke Gilman and Sammamish River Trails to the south with the Interurban Trail to the north. The result is a network of trails, which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system serves and connects the significant Regional Growth Centers of Bothell Canyon Park, Lynnwood and Everett as well as the locally designated Mill Creek Town Center and the Paine Field Manufacturing Industrial Center. The North Creek Trail Study would look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This feasibility study would include assessment of American with Disabilities (ADA) compliance for built out sections, high-level cost estimates for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Not Highlight

Formatted: Font: Not Bold

pathways in residential areas. Many city neighborhoods use pavement markers as a way of delineation for pedestrian pathways. Additionally, this program will develop policies for sidewalks and pedestrian pathway prioritization criteria, as well as for pavement markers, signage, and related components. A major component of this program will be the prioritization of identified locations based on criteria such as pedestrian need and safety.

22. ADA Inventory and Improvement Program: The Americans with Disabilities Act (ADA) has established requirements to ensure that public infrastructure provides the same degree of convenience, access, and safety to all people, regardless of disability. This program will evaluate/update the city's 2015 ADA Transition Plan Draft. The ADA improvement program will set policies and guidelines for prioritization of non-compliant infrastructure. This includes criteria such as level of pedestrian traffic and proximity to pedestrian generators. In concurrence with the transition plan, this program will work towards making pedestrian routes more accessible by recommending and including pedestrian projects in the Capital Improvement Plan.

23. Trail Preservation Program: As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and assess their current condition. A priority list will be established ranking the severity of the deficiencies as well as establishing a schedule for future repairs and resurfacing.



Formatted: Font: Bold
Formatted: Right: 0"

24. North Creek Trail Study: The North Creek Trail will ultimately connect with multiple regional trails including the Burke Gilman and Sammamish River Trails to the south with the Interurban Trail to the north. The result is a network of trails, which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system will serve and connect the significant Regional Growth Centers of Bothell Canyon Park, Lynnwood and Everett as well as the locally designated Mill Creek Town Center. The North Creek Trail Study would look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This feasibility study would include assessment of American with Disabilities (ADA) compliance for built out sections, high-level cost estimates for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

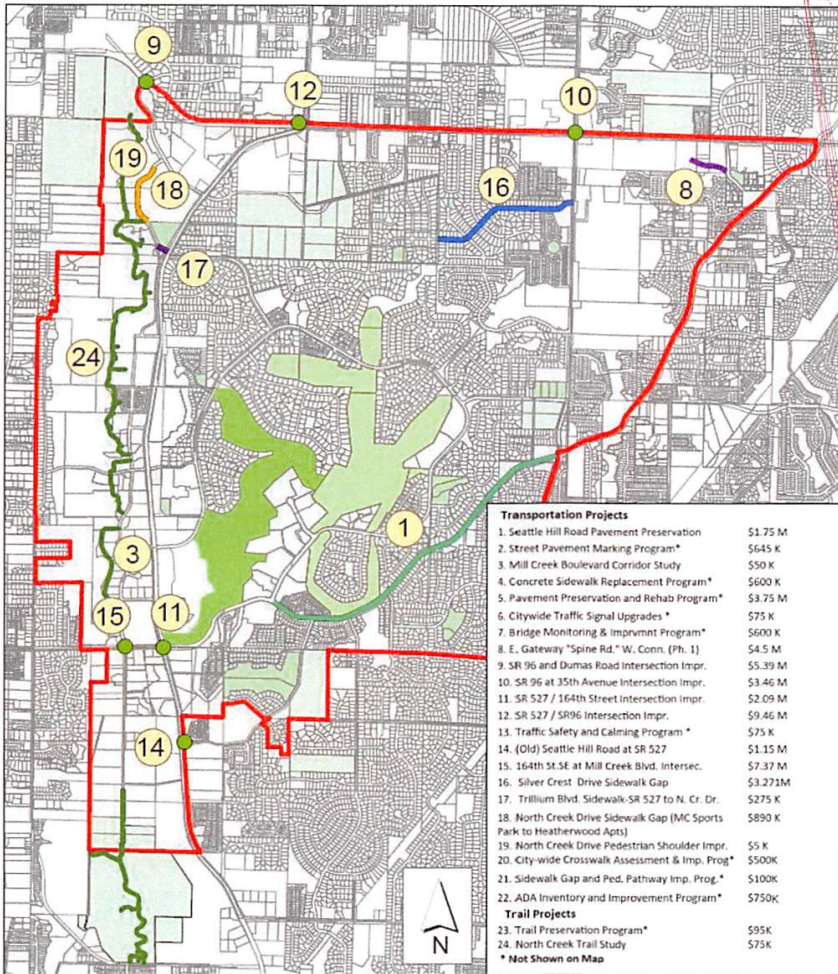
Funding Sources

Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.

Deleted: ¶
Formatted: Font: 11 pt
Deleted: ¶



2020-2025 Transportation Improvement Plan



Transportation Projects	
1. Seattle Hill Road Pavement Preservation	\$1.75 M
2. Street Pavement Marking Program*	\$645 K
3. Mill Creek Boulevard Corridor Study	\$50 K
4. Concrete Sidewalk Replacement Program*	\$600 K
5. Pavement Preservation and Rehab Program*	\$3.75 M
6. Citywide Traffic Signal Upgrades *	\$75 K
7. Bridge Monitoring & Impvrmt Program*	\$600 K
8. E. Gateway "Spine Rd." W. Conn. (Ph. 1)	\$4.5 M
9. SR 96 and Dumas Road Intersection Impr.	\$5.39 M
10. SR 96 at 35th Avenue Intersection Impr.	\$3.46 M
11. SR 527 / 164th Street Intersection Impr.	\$2.09 M
12. SR 527 / SR96 Intersection Impr.	\$9.46 M
13. Traffic Safety and Calming Program *	\$75 K
14. (Old) Seattle Hill Road at SR 527	\$1.15 M
15. 164th St. SE at Mill Creek Blvd. Intersec.	\$7.37 M
16. Silver Crest Drive Sidewalk Gap	\$3.271M
17. Trillium Blvd. Sidewalk-SR 527 to N. Cr. Dr.	\$275 K
18. North Creek Drive Sidewalk Gap (MC Sports Park to Heatherwood Apts)	\$890 K
19. North Creek Drive Pedestrian Shoulder Impr.	\$5 K
20. City-wide Crosswalk Assessment & Imp. Prog*	\$500K
21. Sidewalk Gap and Ped. Pathway Imp. Prog.*	\$100K
22. ADA Inventory and Improvement Program*	\$750K
Trail Projects	
23. Trail Preservation Program*	\$95K
24. North Creek Trail Study	\$75K

* Not Shown on Map

Moved down [1]: Funding Sources¶
Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.¶

Deleted: Funding Sources¶
Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.¶

¶
TIP Master Project List¶
<object>¶
Page Break

Moved (insertion) [1]

Formatted: Left, Indent: Left: 0"

Formatted: Left

Deleted: 19

Deleted: 4





**City of Mill Creek
Transportation Improvement Plan
Master Project List
(2020-2025)**

Project Name	Total	2020	2021	2022	2023	2024	2025
Transportation Projects							
1 Seattle Hill Road Pavement Preservation	\$1,750,000	\$1,750,000					
2 Street Pavement Marking Program	\$645,000	\$120,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
3 Mill Creek Boulevard Corridor Improvements Study	\$50,000	\$50,000					
4 Concrete Sidewalk Replacement Program	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
5 Pavement Preservation and Rehabilitation Program	\$3,750,000	\$750,000	\$0	\$750,000	\$750,000	\$750,000	\$750,000
6 Citywide Traffic Signal Upgrades	\$75,000	\$75,000					
7 Bridge Monitoring & Improvement Program	\$600,000	\$50,000	\$250,000	\$50,000	\$250,000		
8 East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$0	\$250,000	\$250,000	\$4,000,000		
9 SR 96 and Dumas Road Intersection Improvements	\$5,390,000	\$0	\$0	\$200,000	\$5,190,000		
10 SR 96 at 35th Avenue Intersection Improvements	\$3,460,000	\$150,000	\$3,310,000				
11 SR 527 / 164th Street Intersection Improvements	\$2,090,000	\$0	\$250,000	\$1,840,000			
12 SR 527 / SR96 Intersection Improvements	\$9,460,000	\$0	\$0	\$0	\$860,000	\$8,600,000	
13 Traffic Safety and Calming Program	\$75,000	\$25,000	\$0	\$25,000	\$0	\$25,000	
14 (Old) Seattle Hill Road at SR 527	\$1,150,000	\$150,000	\$1,000,000				
15 164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000	\$0	\$0	\$0	\$0	\$670,000	\$6,700,000
16 Silver Crest Sidewalk Gap - 35th Ave SE to 27th Ave SE (North Side)	\$3,271,000	\$0	\$0	\$700,000	\$857,000	\$857,000	\$857,000
17 Trillium Blvd. Sidewalk Gap - SR 527 to North Creek Drive (South Side)	\$275,000	\$0	\$55,000	\$220,000			
18 North Creek Drive Sidewalk Gap - MC Sports Park to Heatherwood Apts.(East Side)	\$890,000	\$0	\$0	\$0	\$200,000	\$690,000	
19 North Creek Drive Pedestrian Shoulder Improvements (West Side)	\$5,000	\$0	\$5,000				
20 City-wide Crosswalk Assessment and Improvement Program	\$500,000	\$0	\$100,000	\$200,000	\$200,000		
21 Sidewalk Gap and Pedestrian Pathways Improvement Program	\$100,000	\$0	\$100,000				
22 ADA Inventory and Improvement Program	\$750,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Transportation Project Totals	\$46,756,000	\$3,220,000	\$5,675,000	\$4,590,000	\$12,662,000	\$11,947,000	\$8,662,000
Trail Projects							
23 Trail Preservation Program	\$95,000	\$45,000	\$0	\$25,000	\$0	\$25,000	\$0
24 North Creek Trail Study	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0
Trail Project Totals	\$170,000	\$120,000	\$0	\$25,000	\$0	\$25,000	\$0
TIP Totals All Project Categories	\$46,926,000	\$3,340,000	\$5,675,000	\$4,615,000	\$12,662,000	\$11,972,000	\$8,662,000

*All total project costs are in 2019 dollars and do not account for inflation



City of Mill Creek
 Transportation Improvement Plan
 Potential Funding Sources
 (2020-2025)

	Project Name	Total	TMF	Federal Grant	State Grant	Unknown	General or REET Funds
Transportation Projects							
1	Seattle Hill Road Pavement Preservation	\$1,750,000		\$720,000			\$1,030,000
2	Street Pavement Marking Program	\$645,000					\$645,000
3	Mill Creek Boulevard Corridor Improvements Study	\$50,000			\$50,000		\$0
4	Concrete Sidewalk Replacement Program	\$600,000					\$600,000
5	Pavement Preservation and Rehabilitation Program	\$3,750,000					\$3,750,000
6	Citywide Traffic Signal Upgrades	\$75,000					\$75,000
7	Bridge Monitoring & Improvement Program	\$600,000					\$600,000
8	East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$3,100,000				\$1,400,000
9	SR 96 and Dumas Road Intersection Improvements	\$5,390,000					\$5,390,000
10	SR 96 at 35th Avenue Intersection Improvements	\$3,460,000					\$3,460,000
11	SR 527 / 164th Street Intersection Improvements	\$2,090,000					\$2,090,000
12	SR 527 / SR96 Intersection Improvements	\$9,460,000					\$9,460,000
13	Traffic Safety and Calming Program	\$75,000					\$75,000
14	(Old) Seattle Hill Road at SR 527	\$1,150,000					\$1,150,000
15	164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000					\$7,370,000
16	Silver Crest Sidewalk Gap - 35th Ave SE to 27th Ave SE (North Side)	\$3,271,000			\$1,000,000		\$2,271,000
17	Trillium Blvd. Sidewalk Gap - SR 527 to North Creek Drive (South Side)	\$275,000			\$220,000		\$55,000
18	North Creek Drive Sidewalk Gap - MC Sports Park to Heatherwood Apts.(East Side)	\$890,000			\$300,000		\$590,000
19	North Creek Drive Pedestrian Shoulder Improvements (West Side)	\$5,000					\$5,000
20	City-wide Crosswalk Assessment and Improvement Program	\$500,000			\$100,000		\$400,000
21	Sidewalk Gap and Pedestrian Pathways Improvement Program	\$100,000					\$100,000
22	ADA Inventory and Improvement Program	\$750,000					\$750,000
	Transportation Project Totals	\$46,756,000	\$3,100,000	\$720,000	\$1,670,000	\$0	\$41,266,000
Trail Projects							
23	Trail Preservation Program	\$95,000					\$95,000
24	North Creek Trail Study	\$75,000					\$75,000
	Trail Project Totals	\$170,000	\$0	\$0	\$0	\$0	\$170,000
	TIP Totals All Project Categories	\$46,926,000	\$3,100,000	\$720,000	\$1,670,000	\$0	\$41,436,000

* All total project costs are in 2019 dollars and do not account for inflation
 *TMF = Traffic Mitigation Fees
 * REET = Real Estate Excise Tax
 * State Grants include: Transportation Improvement Board, Pedestrian/Bike, Safe Routes to School
 * Local Revitalization Funding is being explored as a potential funding source for East Gateway Urban Village "Spine Road" West Connection (Phase 1) project

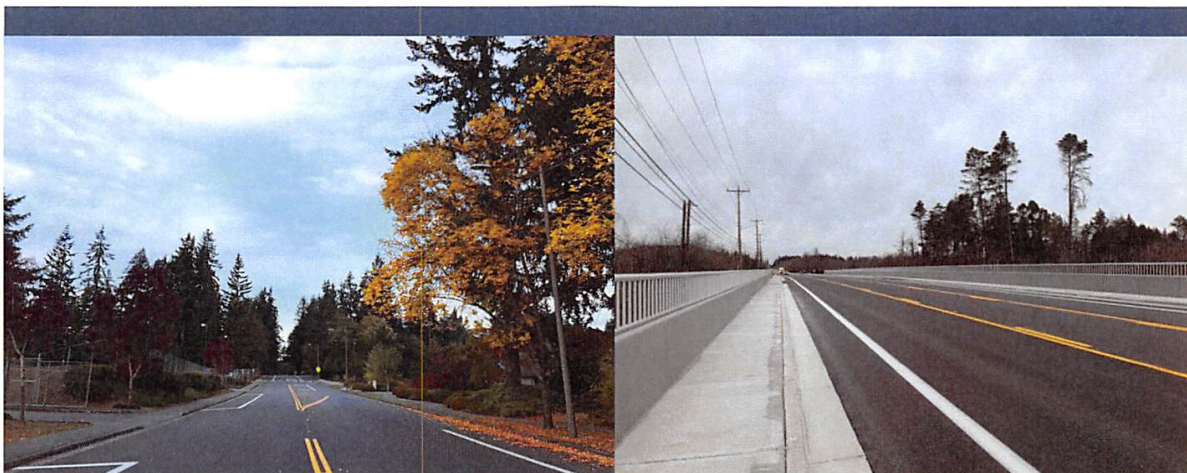
ATTACHMENT B



TRANSPORTATION IMPROVEMENT PLAN

UPDATED OCTOBER 2019

2020-2025



Overview

In accordance with RCW 35.77.010, all cities and towns are required to prepare and adopt a comprehensive transportation program annually that spans at least six calendar years. This comprehensive transportation program is typically called a Transportation Improvement Plan (TIP). The TIP identifies transportation projects that the City may not have funding for but would like to build sometime in the future. The six-year TIP must also be consistent with any adopted comprehensive plan. The annually adopted TIP should be transmitted to the Washington State Secretary of Transportation on or before July 1 of each year. Although not required by the RCWs, the City also sends a copy of the TIP to the Puget Sound Regional Council (PSRC), the regional body that coordinates the transportation plans of individual entities within King, Snohomish, Pierce and Kitsap counties.

The TIP usually includes projects valued at \$25,000 or more and, in accordance with state law, must cover a six-year period. The City updates its Capital Improvement Plan (CIP) as part of its biennial budget process, so the proposed TIP covers a seven-year period in order to comply with the six-year reporting requirement. Projects that have funding allocated to them within the next 6-year period are included in the City's CIP.

Brief Project Descriptions

1. Seattle Hill Road Pavement Preservation: Repave Seattle Hill Road between Village Green Drive and 35th Avenue Southeast. The scope of work includes a full width, two-inch grind and overlay, replacement of landscaped median curbs, and Americans with Disabilities (ADA) upgrades at all curb ramps and two traffic signals.. In 2016, the pavement condition for this minor arterial was 59 (scale 0 to 100). The existing curb ramps and traffic signals do not meet current ADA standards. The curbs on all landscape medians have been damaged beyond repair over the years by vehicle collisions. No new operational expenses would result from this project. A federal grant was obtained for construction in the amount of \$720,000. Construction will occur in 2020.

2. Street Pavement Marking Program: The goal of the Annual Street Pavement Marking Program is to maintain markings that identify travel lanes and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. Per the 2015 Comprehensive Plan, the City owns and maintains 77 lane miles of residential and local streets, 19 lane miles of collector streets and 10 lane miles of arterial streets (total of 106 lane miles of roadway).



3. Mill Creek Boulevard Corridor

Improvements Study: Mill Creek Boulevard is an important north-south transportation corridor located in the heart of Mill Creek. The goal of the Mill Creek Boulevard Corridor Improvements Study is to enhance economic vitality and provide a framework to multiple capital improvements which include: intersection improvements at 164th Street, 161st Street, Main and SR 527; surface water aging infrastructure failures identified in a 2018 study produced by Pertee; pavement preservation and roadway re-configurations to better support Community Transit's bus rapid transit (BRT) lines. This study will peripherally address zoning and land use.



4. Concrete Sidewalk Replacement Program: The goal of this annual program is the preservation of the City's sidewalk systems which includes 75 miles of public sidewalks and more than 1,000 curb ramps. The scope of work would include repair or replacement of damaged sections of curb, gutter, sidewalk and curb ramps that meet the American with Disabilities Act (ADA). The first year of the program would include a citywide assessment and rating of sidewalks and prioritization of needed repairs as well as recommendations on alternative repair methods. This program may include tree removal or alternative construction methods to preserve existing trees. Some of the benefits of this program include: 1) improved pedestrian safety, 2) compliance with ADA standards, and 3) savings in maintenance costs.

5. Pavement Preservation and Rehabilitation Program: The goal of this annual program is to extend the useful life of the City's streets by assessing, preserving and rehabilitating pavement conditions. Typical work would include crack filling, removal and replacement of failed pavement, patching, surface preservation treatments, and asphalt overlays. The City is responsible for approximately 106 lane miles of roadway. The Program would include replacement or installation of accessible curb ramps to meet the requirements of the Americans with Disabilities Act (ADA). Per the Comprehensive Plan, the City's level of service guidelines for pavement management identifies a minimum pavement condition index of 65 for collectors and arterial roadways and 70 for local and residential roadways. The 2020-2025 project priority list will be based on the pavement assessment conducted in 2019. Federally funded roadway preservation projects are programmed in 2020 (Seattle Hill Road).



6. Citywide Traffic Signal Upgrades: The City owns seven traffic signals that are operated and maintained by Snohomish County. The existing controllers and conflict monitors use outdated technology and need to be replaced in order for the signals to



work within the County's integrated system. The project scope would include the installation of new pedestrian push buttons for compliance with the American with Disabilities Act (ADA), new side mounted battery backup systems (164th Street and Mill Creek Boulevard; Dumas Road at Park Road; Mill Creek Road and Village Green Drive), new controllers and conflict monitors. All work would be completed by Snohomish County.

7. Bridge Monitoring and Improvement Program: The City of Mill Creek owns a total of 11 bridges. 5 of those bridges have a structure length over 20LF and require inspections every other year. From previous inspections, bridge scour conditions were identified at two bridges: North Creek Bridge (Bridge Number: MILL CR 1 located on 164th Street SE) and Penny Creek Bridge (Bridge Number: MILL CR 2 located on 144th Street SE). Capital Improvement Plan projects which include design and repair have been programmed over the next six years.



8. East Gateway Urban Village "Spine Road" West Connection (Phase 1): The East Gateway Urban Village (EGUV) subarea plan was designed with internal access provided via a "Spine Road." Several parcels in the East Gateway Urban Village have developed or are proposed for development and construction of the "Spine Road" has been a condition of approval for these developments. Right-of-way was dedicated as part of the approval of the Polygon Apartments/Townhome development, the Gateway Building, the Vintage, and the Farm. This project would complete the "Spine Road" from 39th Avenue SE to 44th Avenue SE. Partial right-of-way purchase would be needed at two parcels for subsequent roadway design and construction.



9. SR 96 at Dumas Road: Operations at this intersection do not meet LOS guidelines primarily due to the existing split phasing required for traffic on Dumas Road/Elgin Way. The current channelization provides an exclusive left-turn lane and a shared left/through/right lane for northbound traffic. In addition to high through volumes on SR 96, this intersection has a high number of left turns from northbound Dumas Road to westbound SR 96 (529 vehicles in the 2040 PM peak hour). Installing a second northbound left-turn lane for northbound Dumas Road and a shared through/right-turn lane would allow protected left-turn phases on each approach. This modification, in combination with optimizing timings, would reduce the average control delay by over 10 seconds per vehicle, resulting in LOS D.



10. SR 96th at 35th Avenue SE Intersection Improvements: 35th Avenue SE has high left-turn movement volumes onto SR 96. Two left-turn lanes are provided for southbound traffic, but northbound users only have one. This intersection currently has a Level of Service E with an average vehicle delay of 71.7 seconds. Adding a second northbound left-turn lane and optimizing signal timing would improve intersection operations to an average delay of 55.3 seconds per vehicle.

11. SR 527 / 164th Street Intersection Improvements: This location is an intersection of two major arterials that connect users to regional destinations. The critical movement at this intersection is the eastbound left-turn movement, which is projected to have over 300 vehicles in the 2040 PM peak hour. Currently, this movement is served by a single left-turn lane with short storage length in order to maintain access to properties north of 164th Street SE. Removing the property access to the north, extending the turn-lane storage length, and optimizing the traffic signal timing would reduce delays to 80 seconds per vehicle and achieve a Level of Service E. Community Transit's bus rapid transit (BRT) Orange Line is planned to connect from the Lynnwood Light Rail station east on 164th Street SE. Intersection improvements at this location would support BRT Orange Line operations.

12. SR 527 / SR96 Intersection Improvements: This project proposes to add an additional Eastbound/Westbound through lane, install intelligent transportation systems (ITS) infrastructure to direct traffic to use alternate routes, which may include 16th Avenue SE or Dumas Road.

13. Traffic Safety and Calming Program: Ongoing program to install traffic calming devices to improve neighborhood livability and pedestrian safety. Improvements can include additional signage, pavement markings, speed "bumps," medians/islands, mini-roundabouts, flashing crosswalk lights, speed radar signs, etc. Improvements are evaluated and prioritized when citizen requests are received. City Council approved the formation of a formal citywide traffic calming program in April 2006 (revised in October 2007) and it has been well received by citizens. This program builds upon the City's Traffic Calming Program prepared in 2007, which focused on the safety and livability of City neighborhoods and was focused on streets with an average daily traffic (ADT) of less than 8,000 vehicles. The 2020-2025 TIP Traffic Safety and Calming Program would expand to address safety and traffic calming concerns to collectors and arterials.

14. (Old) Seattle Hill Road at SR 527: The project consists of intersection control improvements coordinated by the City of Mill Creek, Snohomish County and the Washington State Department of Transportation.

15. 164th Street SE at Mill Creek Boulevard Intersection Improvements: This intersection has a high volume left-turn movement, which results in a Level of Service F. Eastbound left-turn volumes exceed 500 vehicles in the PM peak hour, while the remaining approaches have over 100 vehicles per hour each. Currently, each approach has one left-turn lane. Adding an additional eastbound left-turn lane and optimizing signal timings would decrease the average delay per vehicle by around 40 seconds, resulting in a Level of Service E. This modification would require an additional receiving lane on the north leg, likely terminating at the intersection of Mill Creek Boulevard and 161st Street SE.



16. Silver Crest Sidewalk – 35th Ave SE to 27th Ave SE (North Side): The Silver Crest Sidewalk Gap project will provide sidewalk improvements on the south side of Silver Crest Drive, between 35th Ave SE, and 27th Drive SE. The project is located within a residential area and is in proximity to Jackson High School, Heatherwood Middle School, and nearby parks. Sidewalk improvements include the construction of approximately 2,300 linear feet of sidewalk, installation of ADA compliant curb ramps, and infrastructure for stormwater drainage.

17. Trillium Blvd. Sidewalk - SR 527 to North Creek Drive (South Side): The south side of Trillium Boulevard between SR 527 and North Creek Drive currently does not have existing sidewalk. This project proposes the construction of approximately 175 ft of sidewalk to fill the gap along that section of Trillium Blvd. The sidewalk improvements would provide nearby residences with a connection to local bus stops along SR 527 including Community Transit's BRT Green Line and the future orange line.



18. North Creek Drive Sidewalk – Mill Creek Sports Park to Heatherwood Apartments (East Side): This project would provide sidewalk improvements on the east side of North Creek Drive, just north of Mill Creek Sports Park. Improvements include approximately 900 linear feet of sidewalk, curb, and gutter. This project would provide connectivity to the Mill Creek Sports Park, and would provide a safer walking path for pedestrians who currently use the street shoulder.

19. North Creek Drive Pedestrian Shoulder Improvements – Nature's Landing Condos to Heatherwood Apartments (West Side): This project proposes the installation of temporary improvements along North Creek Drive to provide a safer walking path for pedestrians and students who routinely use this path. These temporary improvements may include delineators, striping, and/or concrete curb.

20. City-wide Crosswalk Assessment and Improvement Program: This program will assess marked and unmarked legal crosswalk locations throughout the city, and will evaluate crossings that are in need of repairs or enhancements. Enhancements may include new pavement markings, signage, and/or flashing beacons. This program will provide an inventory of existing crossings, and will develop policy guidelines for marking types and pedestrian accommodations at each crossing. Additionally, this program will also identify new locations where crossings are necessary but may not currently exist.

21. Sidewalk Gap and Pedestrian Pathways Improvement Program: As identified in the 2015 Comprehensive Plan, there are state routes and arterial/collector roads within the city that are in need of concrete sidewalks either on one or both sides of the road. Many of these gaps are along major roads or school routes, and are essential to providing pedestrians with safe and continuous walking paths. This program will identify sidewalk gaps within the city and will also assess the condition of pedestrian



pathways in residential areas. Many city neighborhoods use pavement markers as a way of delineation for pedestrian pathways. Additionally, this program will develop policies for sidewalks and pedestrian pathway prioritization criteria, as well as for pavement markers, signage, and related components. A major component of this program will be the prioritization of identified locations based on criteria such as pedestrian need and safety.

22. ADA Inventory and Improvement Program: The Americans with Disabilities Act (ADA) has established requirements to ensure that public infrastructure provides the same degree of convenience, access, and safety to all people, regardless of disability. This program will evaluate/update the city's 2015 ADA Transition Plan Draft. The ADA improvement program will set policies and guidelines for prioritization of non-compliant infrastructure. This includes criteria such as level of pedestrian traffic and proximity to pedestrian generators. In concurrence with the transition plan, this program will work towards making pedestrian routes more accessible by recommending and including pedestrian projects in the Capital Improvement Plan.

23. Trail Preservation Program: As a part of the development of several subdivisions in the City (e.g., Brighton, Amberleigh, The Springs), the City accepted the responsibility for maintenance of trail infrastructure through open space tracts in exchange for public access easements on the trails. The Trail Preservation Program would initially identify all of these trails within the City and assess their current condition. A priority list will be established ranking the severity of the deficiencies as well as establishing a schedule for future repairs and resurfacing.



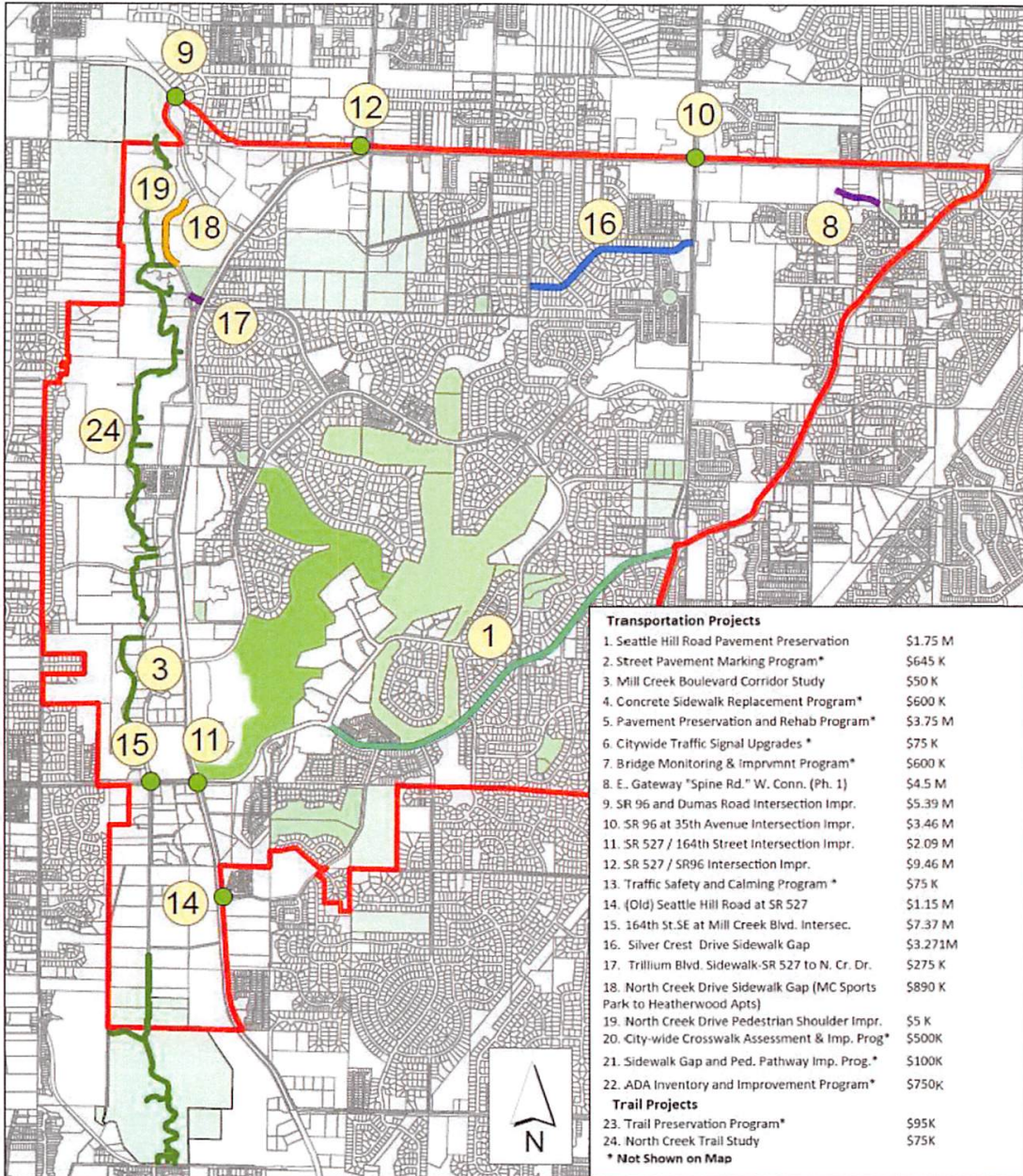
24. North Creek Trail Study: The North Creek Trail will ultimately connect with multiple regional trails including the Burke Gilman and Sammamish River Trails to the south with the Interurban Trail to the north. The result is a network of trails, which enables non-motorized transportation for commuters and local residents in a nearly continuous route from the Everett area all the way to the communities of Bothell, Lynnwood and Seattle. This trail system will serve and connect the significant Regional Growth Centers of Bothell Canyon Park, Lynnwood and Everett as well as the locally designated Mill Creek Town Center. The North Creek Trail Study would look at potential future development, improvements and upgrades to the North Creek Trail within the City of Mill Creek. This feasibility study would include assessment of American with Disabilities (ADA) compliance for built out sections, high-level cost estimates for trail gaps, environmental preliminary assessment, geotechnical investigation and funding options. Improvements are intended to make the trail a shared use path for users of all ages and abilities.

Funding Sources

Possible funding sources for TIP projects are development mitigation fees, real estate excise taxes (REET), grants, bonds, developer contributions, and legislative allocations.



2020-2025 Transportation Improvement Plan





**City of Mill Creek
Transportation Improvement Plan
Master Project List
(2020-2025)**

Project Name		Total	2020	2021	2022	2023	2024	2025
Transportation Projects								
1	Seattle Hill Road Pavement Preservation	\$1,750,000	\$1,750,000					
2	Street Pavement Marking Program	\$645,000	\$120,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000
3	Mill Creek Boulevard Corridor Improvements Study	\$50,000	\$50,000					
4	Concrete Sidewalk Replacement Program	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
5	Pavement Preservation and Rehabilitation Program	\$3,750,000	\$750,000	\$0	\$750,000	\$750,000	\$750,000	\$750,000
6	Citywide Traffic Signal Upgrades	\$75,000	\$75,000					
7	Bridge Monitoring & Improvement Program	\$600,000	\$50,000	\$250,000	\$50,000	\$250,000		
8	East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$0	\$250,000	\$250,000	\$4,000,000		
9	SR 96 and Dumas Road Intersection Improvements	\$5,390,000	\$0	\$0	\$200,000	\$5,190,000		
10	SR 96 at 35th Avenue Intersection Improvements	\$3,460,000	\$150,000	\$3,310,000				
11	SR 527 / 164th Street Intersection Improvements	\$2,090,000	\$0	\$250,000	\$1,840,000			
12	SR 527 / SR96 Intersection Improvements	\$9,460,000	\$0	\$0	\$0	\$860,000	\$8,600,000	
13	Traffic Safety and Calming Program	\$75,000	\$25,000	\$0	\$25,000	\$0	\$25,000	
14	(Old) Seattle Hill Road at SR 527	\$1,150,000	\$150,000	\$1,000,000				
15	164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000	\$0	\$0	\$0	\$0,000	\$670,000	\$6,700,000
16	Silver Crest Sidewalk Gap - 35th Ave SE to 27th Ave SE (North Side)	\$3,271,000	\$0	\$0	\$700,000	\$857,000	\$857,000	\$857,000
17	Trillium Blvd. Sidewalk Gap - SR 527 to North Creek Drive (South Side)	\$275,000	\$0	\$55,000	\$220,000			
18	North Creek Drive Sidewalk Gap - MC Sports Park to Heatherwood Apts.(East Side)	\$890,000	\$0	\$0	\$0	\$200,000	\$690,000	
19	North Creek Drive Pedestrian Shoulder Improvements (West Side)	\$5,000	\$0	\$5,000				
20	City-wide Crosswalk Assessment and Improvement Program	\$500,000	\$0	\$100,000	\$200,000	\$200,000		
21	Sidewalk Gap and Pedestrian Pathways Improvement Program	\$100,000	\$0	\$100,000				
22	ADA Inventory and Improvement Program	\$750,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Transportation Project Totals		\$46,756,000	\$3,220,000	\$5,675,000	\$4,590,000	\$12,662,000	\$11,947,000	\$8,662,000
Trail Projects								
23	Trail Preservation Program	\$95,000	\$45,000	\$0	\$25,000	\$0	\$25,000	\$0
24	North Creek Trail Study	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0
Trail Project Totals		\$170,000	\$120,000	\$0	\$25,000	\$0	\$25,000	\$0
TIP Totals All Project Categories		\$46,926,000	\$3,340,000	\$5,675,000	\$4,615,000	\$12,662,000	\$11,972,000	\$8,662,000

*All total project costs are in 2019 dollars and do not account for inflation



City of Mill Creek
 Transportation Improvement Plan
 Potential Funding Sources
 (2020-2025)

	Project Name	Total	TMF	Federal Grant	State Grant	Unknown	General or REET Funds
Transportation Projects							
1	Seattle Hill Road Pavement Preservation	\$1,750,000		\$720,000			\$1,030,000
2	Street Pavement Marking Program	\$645,000					\$645,000
3	Mill Creek Boulevard Corridor Improvements Study	\$50,000			\$50,000		\$0
4	Concrete Sidewalk Replacement Program	\$600,000					\$600,000
5	Pavement Preservation and Rehabilitation Program	\$3,750,000					\$3,750,000
6	Citywide Traffic Signal Upgrades	\$75,000					\$75,000
7	Bridge Monitoring & Improvement Program	\$600,000					\$600,000
8	East Gateway Urban Village "Spine Road" West Connection (Phase 1)	\$4,500,000	\$3,100,000				\$1,400,000
9	SR 96 and Dumas Road Intersection Improvements	\$5,390,000					\$5,390,000
10	SR 96 at 35th Avenue Intersection Improvements	\$3,460,000					\$3,460,000
11	SR 527 / 164th Street Intersection Improvements	\$2,090,000					\$2,090,000
12	SR 527 / SR96 Intersection Improvements	\$9,460,000					\$9,460,000
13	Traffic Safety and Calming Program	\$75,000					\$75,000
14	(Old) Seattle Hill Road at SR 527	\$1,150,000					\$1,150,000
15	164th Street SE at Mill Creek Boulevard Intersection Improvements	\$7,370,000					\$7,370,000
16	Silver Crest Sidewalk Gap - 35th Ave SE to 27th Ave SE (North Side)	\$3,271,000			\$1,000,000		\$2,271,000
17	Trillium Blvd. Sidewalk Gap - SR 527 to North Creek Drive (South Side)	\$275,000			\$220,000		\$55,000
18	North Creek Drive Sidewalk Gap - MC Sports Park to Heatherwood Apts.(East Side)	\$890,000			\$300,000		\$590,000
19	North Creek Drive Pedestrian Shoulder Improvements (West Side)	\$5,000					\$5,000
20	City-wide Crosswalk Assessment and Improvement Program	\$500,000			\$100,000		\$400,000
21	Sidewalk Gap and Pedestrian Pathways Improvement Program	\$100,000					\$100,000
22	ADA Inventory and Improvement Program	\$750,000					\$750,000
	Transportation Project Totals	\$46,756,000	\$3,100,000	\$720,000	\$1,670,000	\$0	\$41,266,000
Trail Projects							
23	Trail Preservation Program	\$95,000					\$95,000
24	North Creek Trail Study	\$75,000					\$75,000
	Trail Project Totals	\$170,000	\$0	\$0	\$0	\$0	\$170,000
	TIP Totals All Project Categories	\$46,926,000	\$3,100,000	\$720,000	\$1,670,000	\$0	\$41,436,000

- * All total project costs are in 2019 dollars and do not account for inflation
- *TMF = Traffic Mitigation Fees
- * REET = Real Estate Excise Tax
- * State Grants include: Transportation Improvement Board, Pedestrian/Bike, Safe Routes to School
- * Local Revitalization Funding is being explored as a potential funding source for East Gateway Urban Village "Spine Road" West Connection (Phase 1) project

ATTACHMENT C

To: City of Mill Creek Council and Staff

From: Larry Celustka

14705 28th Drive SE

Mill Creek, WA 98012

October 16, 2019

RE: Recommendation to and written testimony for the Public Hearing on 2020-2025 TIP (Transportation Improvement Plan) on Oct. 22, 2019

Courtesy of PeopleforBikes.

Ensuring there are safe places to bike is key to growing bicycling. Ensuring those places take you where you need to go, and that they're easy and intuitive to use is just as important. That's why Cascade's policy team advocates for safe and connected bike *networks*, especially in urban areas where people who bike are often sharing the road with heavy vehicle traffic.

Cascade is leading the effort to build bicycle networks in two of Washington's largest urban areas — Seattle and Bellevue. By working with city transportation experts and elected officials; partnering with other safe streets groups; and organizing neighbors and local advocates, Cascade works to make sure that new bike lanes and trails are suitable for riders of any age or skill level. In addition, our policy team creates visionary campaigns, such as Seattle's Basic Bike Network, to unify experts, advocates and champions around shared goals of connectivity, mobility and safety.

These are the words from the Cascade Bicycle Club website.

I would like to submit a recommendation to the City Council and Staff to include a project in the 2020-2025 TIP for **Installing Bike Lanes** on the major roads in Mill Creek.

Mill Creek is way behind other Puget Sound Cities in the installation of Bike Lanes and needs to make this happen for our wonderful community. There are many walking paths around the city which are used by both walkers and bike riders of all ages.

The major roads in Mill Creek should be striped with bike lanes (not sharrows) to provide a safe riding zone for riders of all ages and abilities. Roadways in the city that need striping are: Mill Creek Blvd., Mill Creek Road, Village Green Drive, Trillium Blvd., 136th st. SE, 164th St. SE, and 148th St. SE. **The City needs to design and install the bike lanes and not just do a study.** They are needed to provide a valuable transportation safety route for the citizens.

1. Bike Lanes would help reduce the speed on the very wide roads like Village Green Drive. With the current lane width, the drivers feel more inclined to drive faster than the speed limit. It's a traffic calming system to make roads narrow in areas where lower speeds are needed.
2. With the installation of the Green Line Bus route out on SR-527, it is a valuable component of the regional system of transportation to make bike riding to the bus stops easier and safer. Ask CT about the need for Bike riders to access the system. There are no parking areas for the Green Line, so walking and biking becomes an important connection.
3. More students might feel more comfortable about riding to class if they had better and safer zones to ride in. The younger and less experienced riders are currently riding on the sidewalks if riding at all. Bike lanes might just get students out of parent's cars.
4. The City of Mill Creek's Comprehensive Plan has many sections where bike lanes are recommended.
5. Bike lanes on roads like 164th Street SE between Mill Creek Blvd. and SR-527 would fill in a BIG GAP in the regional bike route system.

Snohomish County has spent millions of dollars on bike lanes and some come to a stop in Mill Creek. The proposed TIP includes intersection improvements on 164th Street SE at Mill Creek Blvd. and SR-527 and Bike Lanes should be included with these improvements and on the road section between.

6. Bike lanes are a proven need in our communities all across the country especially in the Seattle area. Mill Creek is way behind in this effort and needs to start acting now.
7. When roadway improvements are being designed and installed, future bike lanes should be accounted for, so it's not so costly to install later.

Protected Bike Lanes Are Safer for Drivers, Too

A comprehensive study of crash and street design data from 12 cities finds that roads with protected bike lanes make both cycling and driving safer.

[Laura Bliss](#)

[@mslaurabliss](#)

Feed

[Laura Bliss](#) is CityLab's West Coast bureau chief. She also writes MapLab, a biweekly newsletter about maps ([subscribe here](#)). Her work has appeared in The New York Times, The Atlantic, Los Angeles magazine, and beyond.

Jun 3, 2019

But the most important safety factor was right on the pavement. Separate and protected bikes lanes were the strongest indicator of lower fatality and injury rates. Where cycle tracks were most abundant on a citywide basis, fatal crash rates dropped by 44 percent compared to the average city, and injury rates were halved. While cyclists benefited from having painted bike lanes as well as fully separated bike lanes in terms of safety, what paid off the most for all road users—drivers included—were protected lanes fortified with stanchions, planters, and the like.

To repeat: Though the study doesn't try to explain why, this is evidence that protected cycle tracks lower traffic safety risks for drivers, too. And by the way, those shared-lane markings, also known as "sharrows," were just [as useless as ever](#). Marshall's previous research suggests they might even do harm: "You're better off doing nothing," he told *Streetsblog*. "It gives people a false sense of security that's a bike lane."

10 Ways Bicycle-Friendly Streets Are Good for People Who Don't Ride Bikes

Benefits abound for those with no intention of ever getting on a bicycle

by Jay Walljasper, AARP Livable Communities



Photo by Melissa Stanton

A sidewalk, protected bicycle lane and marked crosswalk along Prospect Park West in Brooklyn, New York.

Even in the most crime-free of America's neighborhoods, people don't feel entirely safe when they're out and about. Drivers, some of whom view the nation's roadways as their exclusive domain, are having to contend with growing numbers of bicyclists and pedestrians.

Subscribe: [AARP Livable Communities eNewsletter](#)

Bicyclists, who are largely focused on maneuvering through vehicle traffic and not getting sideswiped on shoulderless streets, sometimes don't realize how they imperil pedestrians. People traveling by foot often feel under siege from both speeding cars and unpredictable bicycles. Like many street-level conflicts, this one is about territory. Who owns the streets?

"The reason for bikeways is not what they do for bicyclists, but what they do for the whole community."

— *Livability expert Dan Burden*

But shared custody is possible. After all, each of these adversaries fits into more than one camp.

- Drivers are also walkers
- Drivers and walkers may also be bicyclists
- Bicyclists can also be walkers and drivers

The solution (and key to reducing frustration and preventing actual injury) is to share the streets by providing a space for each group. Recent research shows that bicycle-friendly projects are even good for people who will never ride a bike. Here's how:

1. Safer Streets Are Safer For Everyone

"One of the things we've found with bike infrastructure is that it makes streets safer for everyone, not just bicyclists," explains Barbara McCann, director of [Safety, Energy & Environment](#) for the [U.S. Department of Transportation \(USDOT\)](#). "It reduces the frequency of crashes. It calms traffic, which makes streets less chaotic and safer for everyone."

Adds Dan Burden, a community vitality consultant with Blue Zones — and the founder of the [Walkable and Livable Communities Institute](#) — who has worked in 3,500 towns and neighborhoods across North America: "I've always said the reason for bikeways is not what they do for bicyclists, but what they do for the whole community. They're great for drivers because they make it safer to get in and out of parked cars. They're great for walkers because it creates more distance between the sidewalk and speeding vehicles."

Ken McLeod of the [League of American Bicyclists](#) points out that "bike lanes of any kind calm traffic by reducing the width of the road, which signals to motorists that they should drive more carefully. Bike lanes also reduce the distance pedestrians are in contact with motor vehicles while crossing the street."

Across New York City, [injuries for motorists, pedestrians and bicyclists declined](#) by 20 percent on streets with protected bike lanes. The same holds true in the city of Arlington, Virginia, outside Washington, D.C. Between 2006 and 2014, as Arlington implemented its [Complete Streets](#) program and added infill development, there was a 50 percent decline in injuries among all users on streets, notes Dennis Leach, the director of transportation for [Arlington County](#).

2. Safer Sidewalks

Marvin R. Anderson, [a community leader in St. Paul, Minnesota](#), underscores the importance of bike lanes to older people in his neighborhood.

"It's not just cars and crime you have to be careful about, but also bikes. We need to separate the cars, the bikes and the pedestrian, like they do on [Copenhagen's streets](#)."

Shari Schaftlein, a human environment director with the [Federal Highway Administration](#), explains: "If there's a safe and comfortable facility where people can ride, we get bikes off the sidewalks — where they can be very dangerous for pedestrians and the disabled. Also, it's easier for police to enforce laws against riding on the sidewalk when there's a viable alternative."

3. Smoother Trips

"The anxiety and anger that many people have about bicyclists is because we have streets designed for conflict," observes Randy Neufeld, director of the [SRAM Cycling Fund](#). "Everyone is nervous because no one knows where the bikes belong. Protected bike lanes take that chaos and disorganization away. We're not all fighting over the same space."

In fact, says Martha Roskowski of People For Bikes, defining spaces is the reason why research shows that [drivers like protected bike lanes](#): "It increases the predictability of bicyclists by giving them their own place in the streets."

"If you actually give bicyclists a designated place in the road, they behave in a way that's more conducive for everyone getting along," adds Jim Merrell, campaign manager for the [Chicago Active Transportation Alliance](#). He points to findings that [bicyclists stop for red lights 161 percent more often](#) at special bike signals along the protect lanes of the city's busy Dearborn Avenue.

And improved civility goes both ways. A study of protected lanes on Chicago's Kinzie Street shows that half of cyclists reported improved motorist behavior.

4. Less Congestion

It makes sense that having more people on bicycles will lead to less roadway congestion. However, a [study by researchers at the University of Virginia](#) finds that increased bike riding across America could mean *more* congestion if bike lanes are not included on busy streets.

For instance, even with a growing overall population, Arlington, Virginia, is seeing a 15 to 20 percent decline in traffic on some of its arterial streets, with the biggest decreases in areas that are the most bikeable and walkable, says transportation director Leach.

"Our goal is to give all residents, workers and visitors a range of viable travel options," he explains, noting that the county now boasts 50 miles of off-road bicycle paths and 36 miles of bike lanes, including 1.5 miles of protected bike lanes with more to come.

5. Increasingly Livable Communities

"Bicycling makes cities more attractive," explains [Gil Penalosa](#), founder of [80 Cities](#), which promotes making community livability for people of all ages. "The quality of the air is better and the amount of noise is less. You're more likely to know your neighbors and stop for a conversation."

Arlington's Leach notes that neighborhoods with bike lanes are often "filled with people on the streets going to stores, sitting in cafes."

6. Economic Vitality

One of America's most ambitious bicycling projects is [Indianapolis' Cultural Trail](#), an 8-mile network of separated bike and pedestrian lanes that has reinvigorated a number of struggling business districts and sparked a

whopping \$1 billion in [increased property values](#). The Cultural Trail has also bestowed considerable cachet on this often-overlooked city.

"The trail is putting Indianapolis on the map as a place to see bold innovation," [reported the New York Times](#), and in 2014 the paper's Travel section selected [Indy as number 34](#) in its annual "52 Places to Go" list.

Sharing the Road

Protected Bike Lanes physically separate bicyclists from motorists and pedestrians on busy streets. (Think of them as sidewalks for bicyclists.)

Off-Road Bike Paths are essentially walkways and trails that people use in parks and vehicle-free areas.

Bicycle Boulevards, also known as Neighborhood Greenways are low-traffic streets where bicyclists and walkers get priority over motorists.

Companies increasingly want to locate in bicycle-friendly places as a way to attract the young workers they need in order to thrive, especially in competitive tech and creative fields. Chicago is vigorously building bikeways as part of its pursuit of high-tech businesses, a strategy that paid off when [Motorola Mobility decamped from the suburbs](#) to a new headquarters near the city's first protected bike lane.

The large advertising firm [Colle+McVoy moved to downtown Minneapolis](#), as CEO Christine Fruechte explains, "to allow our employees to take advantage of the area's many trails and to put the office in a more convenient location for commuting by pedal or foot. Our employees are healthier, happier and more productive. We are attracting some of the best talent in the industry."

Austin, Texas, is ambitiously expanding its bike infrastructure and has become one of the nation's leaders in protected bike lanes. [Cirrus Logic, a computer company, moved downtown](#) several years ago because the area's

bike trails and protected lanes made the firm "more attractive as an employer," explains Public Relations Director Bill Schnell. "We can't just pluck anybody for our jobs. The people we want are mostly younger, and biking is part of the equation for them."

Memphis is also pushing protected bike lanes. "My job is to convince emerging companies that they can get the workers they want to come here. The bike is part of the overall strategy to compete for talent," offers Steven J. Bares, Ph.D., president of the [Memphis Bioworks Foundation](#), an initiative to bring fast-growing health care companies to Memphis.

7. More Opportunity

Marvin R. Anderson, a retired lawyer, has spent much of his life working to boost St. Paul's African-American community. "Encouraging bicycling and walking are important to reweaving the [Rondo neighborhood](#)," Anderson says about the once-thriving, tight-knit community that was [displaced and destroyed in the 1960s by construction of Interstate 94](#). "Biking and walking are healthy. Biking and walking can save people money. We need to create a culture of biking and walking."

Barbara McCann of USDOT notes, "Safe bicycling conditions provide low-income Americans with an opportunity to get to jobs, education, stores and transit so they don't have to pull together a lot of money to buy a car."

Being able to thrive without a car is essential to many African-Americans, one-third of who have no access to a car, and Latinos, one-quarter of who are carless, according to a report by the [Leadership Conference Education Fund](#). For individuals who don't own a car or have access to one, bicycling represents important pathways to opportunity.

"A big thing we could do to help low-income families is to make it easier to live without a car," says Gil Penalosa of [8 80 Cities](#). "And it would help middle class families to switch from two cars to one." He adds that the average cost

of owning and operating one car is still [\\$8,500 a year](#), even after the recent slide in gasoline prices.

8. Saves Money For Taxpayers

In an era when streets and sidewalks across the country are in disrepair, bicycle projects can save us a bundle in maintaining and expanding our transportation systems.

Even protected bike lanes are "dirt cheap to build compared to road projects," says Gabe Klein, a partner at [Fontinalis](#), a venture capitalist firm founded by Ford Motor Co. Chairman Bill Ford.

When he was the transportation commissioner in Washington, D.C., and, later, Chicago, Klein launched two of the nation's most ambitious programs for building innovative bike projects.

[R.T. Rybak](#), mayor of Minneapolis from 2001 to 2013, now CEO and president of the [Minneapolis Foundation](#), stresses that cities everywhere need to be more efficient about the money they spend to move people. "We need to get more use from the streets we already have," Rybak said. "It really is the idea that bikes belong."

9. Health Care Savings

The health benefits of bicycling look almost like a miracle. Moderate physical exercise such as bicycling for only 30 minutes a day reduces a person's chances of diabetes, dementia, depression, colon cancer, cardiovascular disease, anxiety and high blood pressure [by 40 percent or more](#).

Since tens of millions of Americans receive their health care from federal, state and local governments (i.e., Medicare, Medicaid, military and public employees' health plans), an American taxpayer who never pedals a bike will still enjoy economic benefits if other people do.

RESOLUTION NO. 2019-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ADOPTING THE 2020-2025 TRANSPORTATION IMPROVEMENT PLAN FOR THE CITY OF MILL CREEK

WHEREAS, to provide for the proper and necessary development of the street and related infrastructure system within the City of Mill Creek, the City is required by State law to develop and adopt a Transportation Improvement Plan (TIP) for the ensuing six-year planning period to serve as a guide for the coordinated development of the City's transportation and related infrastructure system; and

WHEREAS, the TIP shall be consistent with the City Comprehensive Plan and be adopted following one or more public hearings before the City Council; and

WHEREAS, the City Council conducted a public hearing on October 22, 2019 for the purpose of inviting and receiving public comment on the proposed 2020-2025 TIP; and

WHEREAS, the Mill Creek 2020-2025 TIP, attached hereto as **Exhibit A**, specifically sets forth those projects and programs of both City and regional significance that benefit the transportation system, promote the public health, safety and welfare, and provide for the efficient movement of people and goods; and

WHEREAS, following the public hearing and upon due consideration, the City Council finds that there will be no significant adverse environmental impacts as a result of adoption or implementation of the 2020-2025 TIP, that the 2020-2025 TIP is consistent with the Mill Creek Comprehensive Plan, and that adoption of the 2020-2025 TIP is in the public interest and otherwise consistent with state law;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK,

RESOLVES AS FOLLOWS:

Section 1. 2020-2025 Transportation Improvement Plan Adopted. In accordance with the preceding actions, recitals and findings, the City Council hereby approves and adopts the 2020-2025 Transportation Improvement Plan for the City of Mill Creek, attached hereto as **Exhibit A** and incorporated by this reference as if fully set forth.

Section 2. Filing of 2020-2025 Transportation Improvement Plan. Pursuant to Chapter 35.77 RCW, the City Clerk is hereby authorized and directed to timely file a copy of this Resolution together with **Exhibit A** with the Secretary of Transportation for the state of Washington.

Section 3. This Resolution shall become immediately effective upon its adoption.

Adopted this 22nd day of October, 2019 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR PAM PRUITT

ATTEST/AUTHENTICATED:

CITY CLERK GINA PFISTER

APPROVED AS TO FORM:

CITY ATTORNEY SCOTT M. MISSALL

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

EFFECTIVE DATE: _____

RESOLUTION NO. 2019- _____

Exhibit A: 2020-2025 Transportation Improvement Plan

**Agenda Item F:
2020-2025 Transportation
Improvement Program
Adoption**

*See Agenda Item E
for materials.*





Agenda Item # H
 Meeting Date: October 22, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: EXPLORATION PARK –APPROVE CONTRACT CHANGE ORDER AND PROJECT SUBSTANTIAL COMPLETION UPDATE

PROPOSED MOTION:

Authorize the City Manager to approve Change Order No. 6 (\$60,065.89 plus tax) with McClure and Sons, Inc. for underdrain changes, over-excavation and other minor park improvements as part of the Exploration Park Construction Project for a total not to exceed contract amount of \$1,106,998.78 (tax included).

KEY FACTS AND INFORMATION SUMMARY:

On December 11, 2018 the City entered into a contract with McClure and Sons, Inc. for the construction of the Exploration Park Project in an amount not to exceed \$1,024,944.77 (tax included). At that time, the total construction phase cost was estimated at \$1,253,939.25 as shown in Table 1 below.

Table 1. Construction Phase Total Cost Estimate (December 11, 2018)

Item	Contract	Amount
1	McClure and Sons, Inc.	\$1,024,944.77
2	KPFF	\$115,924
3	Contingency	\$113,994.48
Total		\$1,253,939.25

To date, the City has executed five change orders for a total amount of \$14,258.40. These change orders were for work related to a manhole relocation, replacement of bench slats materials and additional concrete depth needed for the installation of log crossings.

Change Order No. 6 (Attachment A) in the amount of \$60,065.89 (plus tax) includes the following work:

- **Over-excavation**
 Over-excavation was required for a section that measured 15 feet wide, 40 feet long, and 2.5 feet deep. This was required because the material was unsuitable to build on. The unsuitable material was removed and the space was backfilled with crushed rock that would provide a firm foundation for the playground. The total cost for the over-excavation is \$11,213.59.

- **Underdrain changes**
Underdrain pipe elevations had to be adjusted due to existing site conditions (manhole elevations). The necessary elevation adjustments resulted in the entire system needing to be installed deeper than anticipated in the drainage design. The total cost for the additional work required to create a functioning underdrain system was \$42,938.80
- **Equipment Stain**
In order to protect the wood play equipment, the City requested that McClure and Sons, Inc. stain the wood play equipment. The total cost for staining the play equipment is \$4,570.
- **Added Fence Section and Park Sign Paint**
In order to maintain consistency with other City park monument signs, the Exploration Park sign and lettering was painted. Additionally, a fence was added to fully enclose a planter that is located by a high foot-traffic area. The total cost for adding low-post rail fence section and the park sign paint is \$1,344.00.

The total cost for the work included in Change Order No. 6 is \$60,065.89 (plus tax).

To date, five change orders have been executed. As shown on Table 2 below, with the execution of Change Order No. 6, the total amount for all change orders is \$74,324.29. This amount is covered by the contingency amount identified at Contract Award (Table 1). With the execution of Change Order No. 6, the total not to exceed contract amount with McClure and Sons, Inc. is \$1,002,716.29 plus tax (or \$1,106,998.78 with tax included).

Table 2. Exploration Park: McClure and Sons, Inc. (Contract Change Orders 1 through 6)

Change Order	Description	Amount
1	Relocation of Manhole	\$4,814.40
2	Utility Conflicts (drainage)	\$4,543.00
3	Slats for benches	\$2,740.00
4	Time extension	\$0.00
5	Concrete for log crossing	\$2,161
6	Over-excavation, underdrain and other (this Agenda Summary)	\$60,065.89
Total		\$74,324.29

Since the project is substantially complete, no additional change orders are anticipated. The project will be physically complete after the contractor addresses the punchlist items (i.e. replacement of one non-compliant curb ramp, installation of seating logs and installation of additional plants). There is a one year plant establishment period that ends in October 2020. The administrative close-out of the project will begin at that time.

As identified in the City's 2019-2024 Capital Improvement Plan, the project construction budget is \$1,300,000 (Attachment B). Staff forecasts that with the full execution of both contracts

identified on Table 1, the project construction cost will be approximately \$1,190,000 (approximately \$110,000 below budget).

Exploration Park was open to the public on Friday October 4th. The construction of Exploration Park was substantially complete within 115 working days (the contract had 120 working days). Despite the construction proximity to homes, the City received minimal feedback about construction activity concerns during the five month construction duration.

A ribbon cutting ceremony has been scheduled for Tuesday October 29th, 2019 (6PM).

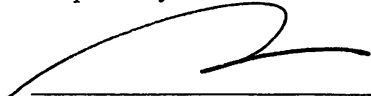
CITY MANAGER RECOMMENDATION:

Authorize the City Manager to approve Change Order No. 6. (\$60,065.89 plus tax) with McClure and Sons, Inc. for underdrain changes, over-excavation and other minor park improvements as part of the Exploration Park Construction Project for a total not to exceed contract amount of \$1,106,998.78 (tax included).

ATTACHMENTS:

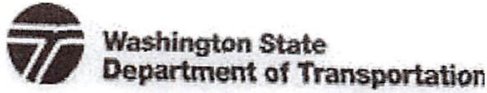
- Attachment A: Change Order No. 6
- Attachment B: 2019-2024 CIP Project Sheet

Respectfully Submitted:



Michael G. Ciaravino
City Manager

ATTACHMENT A



Change Order

Contract Number	Contract Title Exploration Park - City of Mill Creek	Federal Aid Number N/A
Change Order Number 006	Change Description COP #4, #6, #7, & #9	Date 09/30/19
Prime Contractor / Design-Builder McClure & Sons Inc		

Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications
 Change proposed by Contractor / Design-Builder

Change Description
 This change includes the following items:
 Item 1: COP #4, Over-excavation and days from CO #002. \$11,213.59
 Item 2: COP #6, Underdrain Changes. \$42,938.30
 Item 3: COP #7, Equipment Stain. \$4,570.00
 Item 4: COP #9, Added Fence & Park ID Sign Paint. \$1,344.00
 See finding of fact and backup documentation for additional information.
 COP #4 (\$11,213.59) + COP #6 (\$42,938.30) + COP # 7 (\$4,570.00) + COP #9 (\$1,344.00) = \$60,065.89

Verbal Approval Given By Matthew Feeley	Verbal Approval Date 07/16/19	Working Days +/- 0
--	----------------------------------	-----------------------

Original Contract Amount \$928,392.00 (plus tax)	Current Contract Amount \$942,650.40	Est. Net Change This C.O. \$60,065.89	Est. Contract Amount \$1,002,716.29 (+ tax)
---	---	--	--

<input checked="" type="checkbox"/> Approval Recommended	Approved	Approved
	Brianna Navano	Approving Authority per C.A. Agreement
Project Engineer	KPFF	Date
9-30-19		
Date		
<input checked="" type="checkbox"/> Approval Recommended		Other Approval As Required
By Prime Contractor	Signature	Date
Date	Representing	



**Exploration Park
FINDINGS OF FACT
CHANGE ORDER #006**

Project Summary:

This project will construct improvements to the existing park to provide amenities on a scale typical of a neighborhood park. The existing parking for the park will remain and no additional parking is proposed. This project's improvements will include a new concrete walking path along the park perimeter and to the top of a new earthen berm, natural play features like large logs, climbing rocks, a tunnel through a berm and a slide built into the berm, park benches, new shade trees, and maintain roughly half the park area as an open informal play lawn.

Scope of Change & Negotiation Record:

This change includes the following items:

1. ITEM 1: COP #4, Over-excavation \$11,213.59
2. ITEM 2: COP #6, Underdrain changes \$42,938.30
3. ITEM 3: COP #7, Equipment Stain \$4,570.00
4. ITEM 4: COP #9, Added Fence & Park ID Sign Paint \$1,344.00

Item 1: COP #4, Over-excavation

On June 26th, McClure & Sons observed a soft area with visible pumping. KPFF arranged to have Robinson Noble (geotech) out to provide a recommendation the same day (see field report in backup documentation). McClure & Sons excavated the area for review on that day. Robinson Noble recommended over-excavation to 2.5 feet of a 15-foot by 40-foot area, followed by backfill with 2 inch minus crushed rock in 12 inch compacted lifts. 2-½ inch minus was noted as acceptable by Robinson Noble via email with Brianna Navarro of KPFF. The Contractor performed the remaining over-excavation work on Monday July 1st, with observation by Robinson Noble (see field report).

KPFF's independent estimate for COP #4 was \$12,885.07. McClure & Sons proposed a total cost of **\$11,213.59**. The Contractor also requested 2 added days but these were already processed with CO #004.

Item 2: COP #6, Underdrain Changes

On April 25th, Ryan Brown of McClure & Sons sent RFI #4 to Matthew Feeley of the City of Mill Creek with questions about storm drain conflicts. Upon further investigation, discrepancies and inconsistencies were discovered throughout elevations on the entire drainage system. In verbal discussions, it was determined to allow McClure & Sons to evaluate the design themselves and adjust elevations as needed to ensure the system would drain properly. A follow up RFI (#9.1) was sent to confirm (see RFI response from Matt Feeley). See as-builts from McClure & Sons in the backup documentation noting the changes that were made. The underdrain system ended up being installed at a depth approximately twice as deep as anticipated based on the plan details.

KPFF's independent estimate for COP #6 was \$46,067.67. McClure & Sons proposed a total cost of \$45,021.00. Upon review of the cost proposal, a conference call was held to discuss between Matthew Feeley, Brianna Navarro, and Jonny Varriano on September 19th (see email summarizing the discussion from Brianna dated 9/19). On 09/24, Jonny sent a revised cost



proposal based on this discussion for a new total cost of **\$42,938.30**. The Contractor also requested 12 added days but these days were already processed with CO #004.

Item 3: COP #7, Equipment Stain

McClure & Sons submitted RFI #8 to verify that the City did not want any stain over the natural finish of the wooden playground equipment. In response, Matthew Feeley of the City of Mill Creek requested a stain over the natural finish for the play equipment. The plans and specifications did not require the use of stain, so the cost for the stain was extra.

KPFF's independent estimate for COP #7 was \$4,422.05. McClure & Sons proposed a total cost of **\$4,570.00**. Three (3) added days were also requested but those days were already awarded in Change Order 004.

Item 4: COP #9, Added Fence & Park ID Sign Paint

COP #9 includes two small changes. The first is painting the park ID sign – only the letters were shown to be painted in the plans, and the City requested that McClure & Sons paint the entire sign. The second item is 12' of fence. The plans show a 12' gap in the low post and rail fence. The City requested the Contractor to install the fence continuously, so the 12' of fence was an extra cost.

KPFF's independent estimate for COP #9 was \$1,256.77. McClure & Sons proposed a total cost of **\$1,344.00**.

Cost Impact of this Change:

COP #4 (\$11,213.59) + COP #6 (\$42,938.30) + COP # 7 (\$4,570.00) + COP #9 (\$1,344.00) =
\$60,065.89

Recommended CO: \$60,065.89 (w/o tax)

Schedule Impact of this Change : 0 Days

This change adds 0 working days to the contract duration.

Technical Representative: Brianna Navarro, KPFF

ITEM 1: CONTRACTOR'S PROPOSAL



CHANGE ORDER PROPOSAL

Owner
City of Mill Creek Exploration Park

McClure & Sons Inc. Project No.: 3320

Change Order Description: Excavating and hauling off of soft material under sidewalk area.
Import and placement/compaction of 2-1/2" minus.

Change Order Proposal #: 4

Date: June 28, 2019

CCI No.

RFI #:

ASK#

FO #:

FLDR #:

11.03.C.4.a DIRECT LABOR COSTS

Trade	Wage Rate	Proposed Hours	Cost
See Worksheet			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Labor Cost			\$ 2,877.28
Direct Supervision			
Safety			
Small Tools & Consumables			
Subtotal Direct Labor Cost			\$ 2,877.28
			29% \$ 834.41

11.03.C.4.b DIRECT MATERIAL COSTS

Description	Quantity	Units	Unit Cost	Cost
See Worksheet			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Material Cost				\$ 3,700.00
				21% \$ 777.00

11.03.C.4.c CONSTRUCTION EQUIPMENT USAGE COSTS

Description	Rate	Proposed Hours	Cost
See Worksheet	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Equipment Cost			\$ 2,499.92
			21% \$ 524.98

DIRECT COST SUMMARY

Subtotal Direct Costs	\$ 11,213.59
OH & P on Direct Costs	

11.03.C.4.d PRIME SUBCONTRACTOR'S PROPOSALS

Name	Cost
	\$ -
Subcontract Cost	
OH & P on Subs by the Prime Contractor	12% \$ -

COST SUMMARY

Subtotal	\$ 11,213.59
Bond and Insurance	

TOTAL COST OF PROPOSED ESTIMATE WITHOUT SALES TAX \$ 11,213.59

Cost of delay to contract due to this change may not be included in this proposal, but will be accessed at completion of this change order.

Change in time to contract completion: + 2 days

**ITEM 2: CONTRACTOR'S PROPOSAL
(VERSION 1 - BEFORE NEGOTIATIONS)**



CHANGE ORDER PROPOSAL

Owner
City of Mill Creek

McClure & Sons Inc. Project No.: 3320 Owner:
Change Order Description: Additional work associated with underdrainage elevation changes (10 days). Additional work to CO #2, Raising the elevation of the CB to match the grade at new location (2 days)

Change Order Proposal #: 6 Date: July 3, 2019
CCI No. RFI #: ASK#
FO #: FLDR #:

DIRECT LABOR COSTS

Trade	Wage Rate	Proposed Hours	Cost	
See Worksheet		357.00	\$ 24,142.11	\$ 24,142.11
Labor Cost				29% \$ 7,001.21
			Subtotal	\$ 31,143.32

DIRECT MATERIAL COSTS

Description	Quantity	Units	Unit Cost	Cost	
See Worksheet			\$ -	\$ 5,331.18	\$ 5,331.18
Material Cost					21% \$ 1,119.55
				Subtotal	\$ 6,450.73

CONSTRUCTION EQUIPMENT USAGE COSTS

Description	Rate	Proposed Hours	Cost	
See Worksheet	\$ -	0	\$ 5,408.60	\$ 5,408.60
Equipment Cost				21% \$ 1,135.81
			Subtotal	\$ 6,544.41

DIRECT COST SUMMARY

Subtotal Costs \$ 44,138.46

PRIME SUBCONTRACTOR'S PROPOSALS

Name	Cost	
	\$ -	\$ -
Subcontract Cost		\$ -
OH & P on Subs by the Prime Contractor	5%	\$ -

COST SUMMARY

Subtotal \$ 44,138.46
Bond and Insurance 2% \$ 882.77

TOTAL COST OF PROPOSED ESTIMATE WITHOUT SALES TAX \$ 45,021

Cost of delay to contract due to this change may not be included in this proposal, but will be assessed at completion of this change order.

Change in time to contract completion: + / - 12 days

**ITEM 2: COST PROPOSAL AFTER 9/19 MEETING
(VERSION 2 - AFTER NEGOTIATIONS)**



CHANGE ORDER PROPOSAL

Owner
City of Mill Creek

McClure & Sons Inc. Project No.: 3320 Owner: City of Mill Creek
Change Order Description: Additional work associated with underdrainage elevation changes (10 days). Raising the elevation of the CB to match the grade at new location (2 days)

Change Order Proposal #: 6 Date: July 3, 2019
CCI No. RFI #: ASK#
FO #: FLDR #:

DIRECT LABOR COSTS

Trade	Wage Rate	Proposed Hours	Cost
See Worksheet		357.00	\$ 23,211.76
Labor Cost			29% \$ 6,731.41
		Subtotal	\$ 29,943.17

DIRECT MATERIAL COSTS

Description	Quantity	Units	Unit Cost	Cost
See Worksheet			\$ -	\$ 5,331.18
Material Cost				21% \$ 1,119.55
		Subtotal		\$ 6,450.73

CONSTRUCTION EQUIPMENT USAGE COSTS

Description	Rate	Proposed Hours	Cost
See Worksheet	\$ -	198	\$ 5,408.60
Equipment Cost			21% \$ 1,135.81
		Subtotal	\$ 6,544.41

DIRECT COST SUMMARY

Subtotal Costs \$ 42,938.30

PRIME SUBCONTRACTOR'S PROPOSALS

Name	Cost
	\$ -
Subcontract Cost	\$ -
OH & P on Subs by the Prime Contractor	5% \$ -

COST SUMMARY

Subtotal \$ 42,938.30
Bond and Insurance \$ -

TOTAL COST OF PROPOSED ESTIMATE WITHOUT SALES TAX \$ 42,938

Cost of delay to contract due to this change may not be included in this proposal, but will be assessed at completion of this change order.

Change in time to contract completion: + / - 12 days

ITEM 3: CONTRACTOR'S CHANGE ORDER PROPOSAL



CHANGE ORDER PROPOSAL

Owner

City of Mill Creek Exploration Park

McClure & Sons Inc. Project No.: 3320 Owner: City of Mill Creek
 Change Order Description: Cost to stain the Playground Equipment

Change Order Proposal #: 7 Date: July 25, 2019
 CCI No. RFI #: 8 ASK#
 FO #: FLDR #:

DIRECT LABOR COSTS

Trade	Wage Rate	Proposed Hours	Cost	
See Worksheet		0.00	\$ -	\$ -
Labor Cost				29% \$ -
Subtotal				\$ -

DIRECT MATERIAL COSTS

Description	Quantity	Units	Unit Cost	Cost
See Worksheet			\$ -	\$ -
Material Cost				21% \$ -
Subtotal				\$ -

CONSTRUCTION EQUIPMENT USAGE COSTS

Description	Rate	Proposed Hours	Cost	
See Worksheet	\$ -	0	\$ -	\$ -
Equipment Cost				21% \$ -
Subtotal				\$ -

DIRECT COST SUMMARY

Subtotal Costs \$ -

PRIME SUBCONTRACTOR'S PROPOSALS

Name	Cost	
	\$ 4,000.00	\$ 4,000.00
Subcontract Cost		\$ 4,000.00
OH & P on Subs by the Prime Contractor	12%	\$ 480.00

COST SUMMARY

Subtotal \$ 4,480.00
Bond and Insurance 2% \$ 89.60

TOTAL COST OF PROPOSED ESTIMATE WITHOUT SALES TAX \$ 4,570

Cost of delay to contract due to this change may not be included in this proposal, but will be accessed at completion of this change order.

Change in time to contract completion: + / - 3 days

ITEM 4: CONTRACTOR'S CHANGE ORDER PROPOSAL



CHANGE ORDER PROPOSAL

Owner

City of Mill Creek Exploration Park

McClure & Sons Inc. Project No.: 3320 Owner: City of Mill Creek
Change Order Description: Cost to paint the body of the City ID sign, instead of just the letters. Additional 12' of fence

Change Order Proposal #: 9 Date: September 27, 2019
CCI No. RFI #: ASK#
FO #: FLDR #:

DIRECT LABOR COSTS

Table with 4 columns: Trade, Wage Rate, Proposed Hours, Cost. Row 1: See Worksheet, \$ 10.00, 0.00, \$ -. Row 2: Labor Cost, 29%, \$ -. Subtotal: \$ -.

DIRECT MATERIAL COSTS

Table with 5 columns: Description, Quantity, Units, Unit Cost, Cost. Row 1: See Worksheet, \$ -. Row 2: Material Cost, 21%, \$ -. Subtotal: \$ -.

CONSTRUCTION EQUIPMENT USAGE COSTS

Table with 5 columns: Description, Rate, Proposed Hours, Cost. Row 1: See Worksheet, \$ -, 0, \$ -. Row 2: Equipment Cost, 21%, \$ -. Subtotal: \$ -.

DIRECT COST SUMMARY

Subtotal Costs \$ -

PRIME SUBCONTRACTOR'S PROPOSALS

Table with 3 columns: Name, Cost. Row 1: [Redacted], \$ 1,200.00, \$ 1,200.00. Row 2: Subcontract Cost, \$ 1,200.00. Row 3: OH & P on Subs by the Prime Contractor, 12%, \$ 144.00.

COST SUMMARY

Subtotal \$ 1,344.00
Bond and Insurance \$ -

TOTAL COST OF PROPOSED ESTIMATE WITHOUT SALES TAX \$ 1,344

Cost of delay to contract due to this change may not be included in this proposal, but will be accessed at completion of this change order.

Change in time to contract completion: + / - 0 days

Parks and Trail Projects

ATTACHMENT B

Parks and Trails Project

PROJECT NAME:	Construction of Exploration Park
PROJECT #:	17-PARK-03

DEPARTMENT	Public Works and Development Services
CATEGORY	Parks
TYPE	Construction

STRATEGIC PRIORITY
Fiscal Responsibility, Community Preservation, Civic Pride, Recreational Opportunities, Leadership, Long-Term Planning

DESCRIPTION / JUSTIFICATION
In 2006, in conjunction with the development of the North Pointe subdivision, the developer dedicated a one-acre parcel to the City for neighborhood park land in lieu of park mitigation fees. In 2016 the City's Parks and Recreation Board worked with staff and several members of the Design Review Board to develop design concepts. The Parks and Recreation Board recommended the Natural Play Park design concept to the Council at their regular meeting on September 27, 2016, and the Council adopted the master plan. From 2016 through 2018, the City contracted with consultants for geotechnical studies, prepared the design and construction documents and advertised the project for bid. On April 30, 2018, the City received two bids, both significantly higher than expected. At their July 24, 2018 meeting, Council rejected all bids. The Exploration Park project construction is budgeted to be \$1.3 million based on a competitive bidding market and taking into consideration the engineer's estimate and previous bids received. The project has been broken into various components (base bid and alternates) and will be re-advertised in November 2018. Staff will provide the new bids to Council for consideration in December 2018; the scope of this project is subject to action by the Council.

ANTICIPATED OPERATIONS AND MAINTENANCE COSTS
Operations and maintenance costs are anticipated at approximately 300 labor hours per year, plus materials anticipated to be \$4,000 per year (such as engineered wood fiber surfacing replacement).

Expenditures	Prior	2019	2020	2021	2022	2023	2024	Total
Design - Professional Services	\$ 108,257							\$ 108,257
Construction	\$ 3,000	\$ 1,300,000						\$ 1,303,000
Total Project Expenditures	\$ 111,257	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,411,257

Funding Sources	Prior	2019	2020	2021	2022	2023	2024	Total
Grant - Snohomish County		\$ 100,000						\$ 100,000
Park Mitigation	\$ 111,257	\$ 1,200,000						\$ 1,311,257
Total Project Revenues	\$ 111,257	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,411,257



10/18/2019





CITY OF
MillCreek
WASHINGTON

**Exploration Park – Contract
Change Order and Substantial
Completion Update**

October 22, 2019

Agenda

- Change Order No. 6
- Substantial Completion Update
- Proposed Motion



CITY OF
MillCreek
WASHINGTON

1

10/18/2019

Change Order No. 6

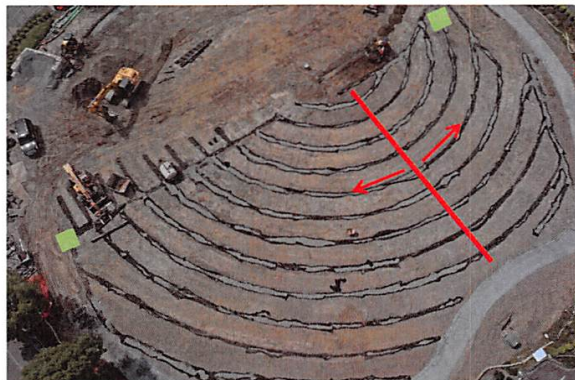
- Items included with change order no. 6:
 1. Over-excavation – \$11,213.59
 2. Underdrain changes – \$42,938.30
 3. Equipment Stain – \$4,570.00
 4. Added Fence Section and Park Sign Paint - \$1,344.00

Total: \$60,065.89



2

Underdrain System



3

2

10/18/2019

Underdrain Installation



4

Underdrain Installation



5

10/18/2019

Substantial Completion Update

- Completed in 115 working days (120 approved working days)
- Minimal feedback from community during the five month construction period
- Park opened: October 4th, 2019



6

Playground Area



7

4

10/18/2019

Slide



8

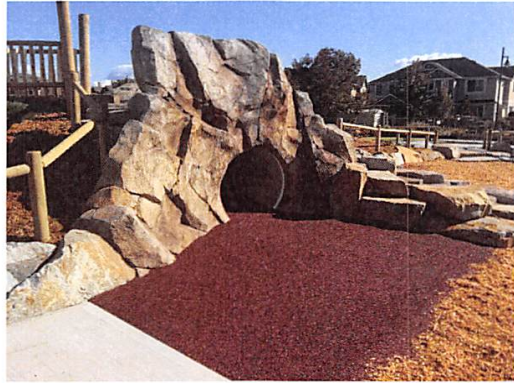
Beaver Den Cave



9

10/18/2019

Tunnel



10

Rock Scramble



11

10/18/2019

Log Crossings



12

Change Orders (Summary)

Change Orders 1-5	\$14,258.40
+ Change Order 6	\$60,065.89

Total (Change Orders) \$74,324.29



13

10/18/2019

Construction Cost Summary

Contract	December 2018 Amount
McClure and Sons, Inc	\$1,024,944.77
KPFF	\$115,924.00
Contingency	\$113,994.48
Total	\$1,253,939.25



Project Construction Cost: \$1,190,000
2019-2020 CIP Budget: \$1,300,000
\$110,000 below budget



14

Formal Grand Opening

- Ribbon cutting ceremony:
October 29th, 2019 at 6PM



15

10/18/2019

Proposed Motion

- Authorize City Manager to approve Change Order No. 6 (\$60,065.89 plus tax)



Gina Hortillosa, PE, PMP
Director of Public Works and Development Services

Matthew Feeley, PE
Supervising Engineer



17



Agenda Item # I

Meeting Date: October 22, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **RATIFICATION OF ORDINANCE 2019-852 CONSENTING TO CABLE FRANCHISE TRANSFER OF FRONTIER COMMUNICATIONS CORPORATION TO NORTHWEST FIBER AND EXTENDING FRANCHISE ONE YEAR**

PROPOSED MOTION:

Motion to ratify Ordinance 2019-852 consenting to the transfer of a cable franchise from Frontier Communications Northwest, Inc. to Northwest Fiber, LLC, and extending the franchise to November 9, 2020.

KEY FACTS AND INFORMATION SUMMARY:

At the October 8, 2019 City Council meeting, staff presented a draft ordinance consenting to the transfer of the cable franchise and extending the franchise to November 9, 2020. The item had originally been described in the Agenda Summary as “discussion only” with action to be taken at a future City Council meeting. However, following the presentation and with the concurrence of the City’s legal counsel, Council approved the Ordinance.

Shortly after the City Council meeting, legal counsel determined that the Ordinance should not have been approved since state law requires that an ordinance granting a franchise may not be granted on the day of its introduction, nor for five days thereafter. As a result, legal counsel requested that the City Clerk not publish the Ordinance and prepared the attached memorandum for consideration by the Council. In summary, the memorandum identifies the procedural error regarding the adoption of the Ordinance and recommends that the City Council “ratify” their previous vote approving Ordinance 2019-852.

CITY MANAGER RECOMMENDATION:

To ratify the approval of Ordinance 2019-852.

ATTACHMENTS:

- Attachment A: Ordinance consenting to the transfer and extending the Franchise.
- Attachment B: Memorandum, dated October 10, 2019, from W. Scott Snyder, Ogden Murphy Wallace Attorneys

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Michael G. Ciaravino", is written over a horizontal line.

Michael G. Ciaravino
City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE CHANGE OF CONTROL OF FRONTIER COMMUNICATIONS NORTHWEST, INC., AND GRANTING AN EXTENSION OF THE CABLE FRANCHISE WITH CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Mill Creek (the “City”) adopted Ordinance No. 2008-687 granting a nonexclusive cable franchise to Verizon Northwest Inc., to operate a cable system (the “System”) within the city limits of the City of Mill Creek, with an effective date November 7, 2008 (the “Franchise”); and

WHEREAS, on August 31, 2009, the City approved the transfer of control of Verizon Northwest Inc., from Verizon Communications Inc. (its parent entity) to Frontier Communications Corporation by way of Resolution 2009-434; and

WHEREAS, Frontier Communications Corporation changed the name of the franchisee Verizon Northwest Inc., to Frontier Communications Northwest Inc., (the “Franchisee”) which is the duly authorized holder of the Franchise; and

WHEREAS, on September 25, 2018, the City adopted Ordinance No. 2018-835, extending the term of the Franchise to November 7, 2019; and

WHEREAS, on May 28, 2019, Northwest Fiber, LLC (“Northwest Fiber”) entered into an agreement (the “Purchase Agreement”) with Frontier Communications Corporation and its wholly-owned subsidiary Frontier Communications ILEC Holdings, LLC (together “Frontier”) in order to acquire control of the Franchisee, among other Frontier controlled entities (the “Transaction”); and

WHEREAS, pursuant to the Purchase Agreement, Franchisee will become a direct, wholly-owned subsidiary of Northwest Fiber; and

WHEREAS, Northwest Fiber has requested that the City consent to the Transfer and, in accordance with the requirements of the Franchise and federal law, Northwest Fiber has filed an FCC Form 394, together with Exhibits and related materials (all hereinafter collectively the "Application") with the City; and

WHEREAS, Section 11 of the Franchise requires that the Franchisee obtain the consent of the City for any change of control, including such change of control that will occur as a result of this Transaction; and

WHEREAS, the consent of the City to the change of control, that will occur as a consequence of the closing of the Transaction, shall not constitute a waiver or release of any rights the City or Franchisee may have under the Franchise; and

WHEREAS, the City is willing to consent to the change of control, subject to the closing of the Transaction between Northwest Fiber and Frontier and the appropriate approvals by the Washington State Utilities and Transportation Commission and federal regulatory entities; and

WHEREAS, Northwest Fiber, who will become the parent company of Franchisee, has agreed to continue to unconditionally accept the terms of the existing Franchise, and to comply with any other agreements existing between the Franchisee and the City; and

WHEREAS, the City Council deems it to be in the public interest to grant the requested consent; and

WHEREAS, the parties desire to extend the Franchise for an additional year to conduct negotiations of the Franchise renewal; and

WHEREAS, the extension of the Franchise will occur prior to the closing of the Transaction, and Frontier will still be the authorized holder of the Franchise and therefore the correct party to agree to such extension; NOW THEREFORE,

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

Section 1. The term of the Franchise granted under Ordinance No. 2008-687 and extended by Ordinance No. 2018-835 is hereby extended up to and through November 9, 2020, or until such time as the City has adopted a further franchise ordinance that supersedes this Ordinance, whichever occurs sooner.

Section 2. As a condition of the extension granted by this Ordinance, Frontier shall provide its written and acknowledged unconditional acceptance and promise to comply with all provisions, terms and conditions of the Franchise during this extension period. Acceptance shall be accomplished by the submission of a written instrument, executed and sworn to by a corporate officer of Frontier before a Notary Public, and filed with the City within thirty (30) days after the effective date of this Ordinance. By the adoption of this Ordinance, the City agrees to continue to comply with all provisions, terms and conditions of the Franchise during the extension period. All previous provisions in the Franchise shall remain in effect throughout the duration of the Franchise extension as identified in this Ordinance, except the provision for the duration of the Franchise which will be extended to November 9, 2020.

Section 3. Both the City and Frontier reserve and retain all of their rights under both the formal renewal process and informal renewal process under 47 U.S.C. § 546.

Section 4. The City hereby consents to the change of control that will occur as a consequence of the closing of the Transaction and, in accordance with the terms of applicable law, subject to and contingent on the fulfillment of the conditions set forth in Section 5 hereof.

Section 5. Section 4 of this Ordinance is contingent on the fulfillment of the following condition: Northwest Fiber shall acknowledge that the change of control will not affect, diminish, impair or supersede the binding nature of the Franchise and any other ordinances, resolutions, side letters or agreements, if any, applicable to the operation of the System in the City. Further, Northwest Fiber shall acknowledge that the Franchisee shall remain responsible for any and all non-compliance issues, if any, under the Franchise and any other ordinances, resolutions, side letters, or agreements, if any, applicable to the operation of the System in the City that may have arisen prior to, or that may arise contemporaneous with, or after, the closing of the Transaction.

Section 6. The Franchise shall remain in full effect through the remainder of the Franchise term, as extended. The Transaction and the City's consent to the change of control do not modify the terms of the Franchise. Franchisee remains responsible for any obligations and liabilities under the Franchise. The City's consent to the change of control shall not be construed to constitute a waiver or release of any rights the City may have now, or in the future, under federal, state or local law, the Franchise, or any separate written agreements or side letters, if any, between the City and the Franchisee that relate to the Franchise.

Section 7. By consenting to this change of control, the City expressly reserves, and does not waive or release, any rights of the City in and to the rights-of-way as provided by state law and the Mill Creek Municipal Code, nor does the City waive or release any claim or issue of non-compliance it may have, known or unknown, now or in the future related to the Franchise.

Section 8. Written acknowledgement as provided in Section 5 shall be filed by Northwest Fiber with the City Clerk within thirty (30) days of the date of the closing of the Transaction. If any of the construction and completion bonds, security funds or insurance are amended as a result of the change of control, then Northwest Fiber shall file with the City Clerk such revised bonds, security funds or evidence of insurance within thirty (30) days of the date of the closing of the Transaction. This provision in no way permits Northwest Fiber to operate the System under the Franchise without bonds, security funds and insurance in place.

Section 9. Northwest Fiber or Franchisee may change the name or legal form of the Franchisee subsequent to the passage of this Ordinance.

Section 10. If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 11. In the event that the Transaction does not close for any reason; or in the event approval is not granted by the Washington State Utilities and Transportation Commission and appropriate federal regulatory entities, or in the event that the Transaction closes on terms substantially or materially different from the terms described in the Application and supplemental written information provided by Frontier and Northwest Fiber that is relied upon by the City, or Northwest Fiber does not provide the Statement of Acknowledgement; then the consent for change in control provided for herein shall be null and void, and the City shall be deemed to have disapproved the change of control under the Franchise and federal law, and all remedies under the Franchise and applicable laws shall be available to the City. In the event the Transaction does not close before May 28, 2020, Northwest Fiber and Frontier will provide

notice of that event to the City as well as an update on the reasons for such a delay in closing or notice of the termination of the Transaction.

Section 12. This Ordinance, or a summary thereof, consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication. This ordinance was originally read and approved on October 8, 2019 and ratified on October 22, 2019 to assure compliance with the provisions of RCW 35A.47.040.

FINALLY PASSED AND RATIFIED by the City Council of the City of Mill Creek this _____ day of _____, 2019. Signed by the Mayor on this _____ day of _____, 2019.

Pam Pruitt, Mayor

ATTEST/AUTHENTICATED:

Gina Pfister, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

By: _____

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

SUMMARY OF ORDINANCE NO. _____
City of Mill Creek, Washington

On the ___ day of _____, 2019, the City Council of the City of Mill Creek passed Ordinance No. _____. A summary of the content of said Ordinance, consisting of the title, is provided as follows:

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE CHANGE OF CONTROL OF FRONTIER COMMUNICATIONS NORTHWEST, INC., AND GRANTING AN EXTENSION OF THE CABLE FRANCHISE WITH CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE.

The full text of this Ordinance will be mailed upon request.

GINA PFISTER, CITY CLERK

STATEMENT OF ACKNOWLEDGEMENT

WHEREAS, the City Council of the City of Mill Creek, Washington, has acknowledged the pending transaction (the "Transaction") between Frontier Communications Corporation, the parent company of Frontier Communications Northwest, Inc. ("Franchisee"), and Northwest Fiber LLC ("Northwest Fiber") and has consented to the resulting change of control of the Franchisee, the holder of the cable franchise (the "Franchise") issued by the City to the Franchisee as Ordinance No. _____.

NOW, THEREFORE, Northwest Fiber hereby acknowledges said Franchise and any side letter agreements or ancillary agreements and all the terms and conditions thereof, and files this, its written acknowledgement of the change of control of the Franchisee.

Northwest Fiber hereby acknowledges that the change of control will not affect, diminish, impair or supersede the binding nature of the Franchise and any other ordinances, resolutions, and agreements, if any, applicable to the operation of the System in the City. Northwest Fiber hereby agrees that Franchisee will comply with the Franchise, and, subject to the Franchise, the Mill Creek Municipal Code and all applicable federal and state laws, lawful orders, contracts, agreements, commitments, and regulatory actions. Northwest Fiber affirms that all bonds, security funds and insurance required by the Franchise remain in full effect and in place or will be replaced consistent with the requirements of the Franchise. Further, Northwest Fiber acknowledges that the Franchisee shall remain responsible for any and all non-compliance issues, if any, under the Franchise and any other ordinances, resolutions, and agreements, if any, applicable to the operation of the System in the City that may have arisen prior to or that may arise contemporaneous with or after the closing of the Transaction.

This Statement of Acknowledgement is contingent upon the consummation of the Transaction.

IN TESTIMONY WHEREOF, Northwest Fiber has caused this written Statement of Acknowledgement to be executed in its name by its duly authorized officer on this _____ day of _____, 2019.

NORTHWEST FIBER LLC

By: _____

Name Printed: _____

Title: _____

_____, 2019

STATE OF _____)
)ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ of _____, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Printed: _____
Notary Public in and for _____,
My appointment expires: _____

ACKNOWLEDGEMENT OF EXTENSION OF FRANCHISE

This Acknowledgement of Extension of Franchise is made this ____ day of _____, _____, by and between Frontier Communications Northwest, Inc. (“Frontier”) and the City of Mill Creek, Washington, a Washington municipal corporation (the “City”).

Frontier and the City acknowledge and agree as follows:

1. Term. The Franchise is hereby acknowledged and agreed to be extended until November 9, 2020 or until such time as the City has adopted a new franchise ordinance, whichever occurs sooner.
2. Ratification. All terms and conditions of the Franchise are hereby ratified and confirmed, except the provision for the duration of the Franchise which is hereby extended to November 9, 2020. Frontier hereby unconditionally accepts and promises to comply with all provisions, terms and conditions of the Franchise during the extension period, and shall maintain during this extended term the Performance Bond and insurance policies as described in the Franchise.

CITY OF MILL CREEK

By: _____
PAM PRUITT, MAYOR

Dated: _____

FRONTIER COMMUNICATIONS NORTHWEST, INC.

By: _____
Its: _____
Dated: _____

[Notarized on the Following Page]

{ERZ2015976.DOC;2/00005.080028/ }10

STATE OF _____)
)ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the _____ of _____, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Printed: _____
Notary Public in and for _____,
My appointment expires: _____

ATTACHMENT B



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

T 206.447.7000
F 206.447.0215

OMWLAW.COM

M E M O R A N D U M

DATE: October 10, 2019
TO: Michael Ciaravino, City Manager
Mill Creek City Council
FROM: W. Scott Snyder 
RE: Transfer of Franchise Rights and Extension

At your meeting on October 8, I was asked by Council Member Todd whether the ordinance before the Council could be enacted that evening. I responded that it could. The purpose of this memo is to indicate that my advice was misplaced and that a more conservative approach recommends that the Council reaffirm its approval at its next meeting.

RCW 35(a).47.040 provides that an ordinance “granting any franchise” may not be adopted on the “day of its introduction, nor for five days thereafter. . . .” While the ordinance extends a franchise and approves a transfer rather than granting an ordinance, a conservative reading of the statute would require approval after the Ordinance’s second reading. I apologize for failing to bring this provision to your attention. I realized my error that evening, contacted the City Clerk and requested that she not publish the Ordinance until the City Council has considered this memo. The statute, RCW 35(a).47.040 provides that the franchise Ordinance is not effective until it is published.

Accordingly, I recommend that the Ordinance be placed on the Council’s next Agenda for “ratification.” Ratification is a reaffirming vote of the Council. The City Clerk’s publication after the second reading and ratification provides the appropriate effective date required by statute. Your consideration could occur either on the City Council’s consent agenda or as old business, as you deem appropriate.

Again, as our prior memo stated and I indicated at the meeting, our firm’s recommendation is for approval. I apologize for any confusion or inconvenience and am available in person or by phone to answer Council’s questions as you direct.

WSS:kl

{WSS2022075.DOCX;1/00013.900000/ }



Agenda Item # J

Meeting Date: October 22, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CITY CONNECTION STUDY SESSION

PROPOSED MOTION:

N/A – For discussion purposes only.

KEY FACTS AND INFORMATION SUMMARY:

The City of Mill Creek Communications & Marketing Department currently produces content for a quarterly City Connection magazine. This quarterly publication is mailed out to 12,000 Mill Creek residents. The City Connection publication was recommended as a replacement for the City newsletter in 2017, which resided in the Mill Creek Living magazine. The City Connection began spring of 2018.

The following information is a financial update on what the City is currently spending on this City Connection publication in contrast to the originally proposed budget. The Communications & Marketing department will address other publication proposals.

Proposed Ideas:

For this discussion, we researched several alternative options for City publications.

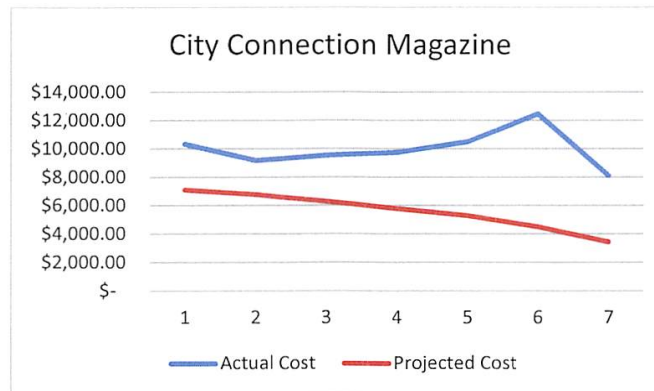
1. City Connection Magazine (Current Product)

Currently, the Communication and Marketing Department is developing a quarterly magazine-style publication. The recommendation was to develop a quarterly magazine, with a minimum of 16 pages in each issue. The Communications and Marketing department has just completed the seventh edition of this magazine and has ran through 116% of the anticipated “publications” budget that was predetermined to accommodate this magazine through the biennium.

All content is created by City Staff. Design, production and printing are handled by the contractor. The business model for this approach allowed for a 50-50 profit sharing by selling ad space; the contractor sells ads to underwrite the cost of production. Though ad sales were expected to be low (which is normal for a new magazine), the contractor’s experience was that ads would increase and the profit-sharing would begin at about issue five. The ad sales, however, have remained fairly stagnant since the first magazine was produced. The City mails approximately 12,000 copies to Mill Creek residents and prints approximately 750 for our own distribution through City Hall and partnering organizations.

City Council Agenda Summary
Page 2

The original estimated cost for the first issue was \$5,869.87 plus \$1,245.75 postage (total of \$7,115.75), the total cost for the first issue was actually \$10,340. Production costs were expected to be offset by increasing revenue with each issue. While the anticipated cost for the first year of production was pitched as costing a total of \$19,462.48 (compared to approximately \$17,200 that we paid to the Mill Creek Living), the actual cost was much higher, coming in at \$38,840.11.



Advantage of maintaining City Connection Magazine Publication:

- We have full control of the design process.
- The publication aligns with City branding.
- We print on a regular schedule of our choosing.
- We determine the number of pages (starting at 16 and increasing in increments of four).
- The ad sales structure is meant to support local economic development.
- We can develop content in such a way that we could have a tourism or an economic development pull-out section.
- A flip book of the current issue can be linked to our City website.
- We could print the recreation guide as part of this publication.
- The City will eliminate complaints from local media who believe we are paying their competitors.

Disadvantage of maintaining City Connection Magazine Publication:

- Cost is more than our previous approach (an insert within Mill Creek Living). However, this provides a profit-sharing opportunity driven by ad sales.
- We could potentially impair a relationship with the editor of Mill Creek Living, who would lose income.

Other Entities Doing Similar:

- Auburn
- Burien
- Edgewood
- Lakewood
- Lynnwood
- Normandy Park
- Port Susan (Stanwood / Camano Island)
- Sedro Woolley
- Snohomish

City Council Agenda Summary
Page 3

2. Mill Creek Living

The previous approach included providing content to Mill Creek Living for design/formatting, and for insertion into their quarterly magazine. Approximately 19,000 copies are printed, and it is delivered to all Mill Creek residences and the surrounding area. We have the flexibility to have as many or as few pages as desired. We averaged eight pages per issue in the past. The cost for the four-color insertion at eight pages in length was \$4,300 (\$17,200 per year). We generally provided final content three weeks before the issue is delivered.

Advantages of switching to Mill Creek Living Magazine:

- All Mill Creek resident homes are automatically included in the price.
- City Staff does not have to maintain mailing list information.
- City content levels can flex.
- We have a positive working relationship with the editor and publisher.

Disadvantages of switching to Mill Creek Living Magazine:

- Our content can potentially get lost in a magazine that is not ours.
- Our timeline is driven by the publication's deadlines.
- The magazine's print schedule is not evenly spread out. Issues come out in March, June, August and December, and as a result the Fall events or initiatives may not be finalized by our early-July deadline.
- We are committed to their layout and design decisions.

3. Create a Stand-Alone Mailed Newsletter

The City already produces the content, so creating a stand-alone newsletter has a relatively small impact to Staff workload. Doing so would create the need for a newsletter template. A four-page template can be designed for approximately \$500 by the designer we've used for other branded items, and would be consistent with our brand and graphic identity. We would then utilize the template in house to continue the newsletter.

Based on outreach to other communications peers in the region for this approach, it has been recommended that we utilize Northwest Publishing Center for the printing and mailing prep. Printing 12,000 copies of the newsletter on sturdy, coated 70-pound paper, which would fold to 8.5 x 5.5 for mailing would cost approximately \$2,925. Postage is \$.17 per piece, which is \$1,700 for 10,000 pieces to be mailed. The rest could be provided by the City to key locations in the area. It would take the printer 10 work days to complete the project. Since the City does not currently have a mailing permit, they would allow us to use theirs, but postage must be paid in advance.

Estimated cost for creating a stand-alone mailed newsletter that is designed out of house is \$4,625 (\$18,500 annually).

Advantages of switching to a Stand-Alone Mailed Newsletter:

- We have full control of the design, template, and length of publication.

City Council Agenda Summary
Page 4

- It would align with our City branding standards.
- We could print on a regular schedule of our choosing.
- Significantly more cost efficient than our current 16 -32 page City Connection magazine.

Disadvantages of switching to a Stand-Alone Mailed Newsletter:

- An additional place to advertise would be taken away from local businesses.
- The ability to potentially offset costs would not be available.

Other Entities utilizing Stand-Alone Newsletter:

- Everett Public Schools
- Port of Everett
- City of Mountlake Terrace

4. Migrate to an Online Newsletter

In our increasingly technological world, an online newsletter seems to be a natural course of action. We would like to look at this option to include as a way to supplement the above print news. In the future there may be an opportunity to go fully digital but many in our community may not rely on digital publications for their news. Therefore, a fully digital option may be premature.

Advantages of an online Newsletter:

- The cost is significantly lower than our current publication endeavor.
- We would be able to develop an email list based on subscribers that could be utilized for other City marketing initiatives.

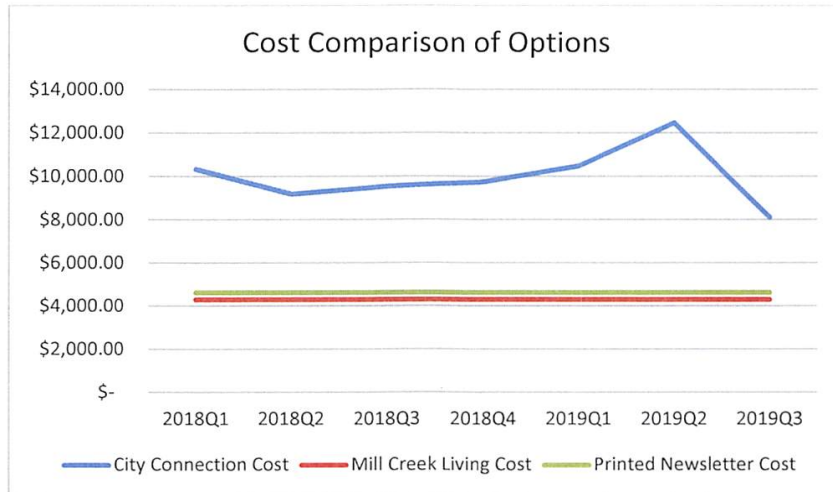
Disadvantages of an online Newsletter:

- This approach requires people to seek out information, rather than have it provided directly to them. People are less inclined to opt-in. It's much easier to receive and to opt-out.
- Because it is opt-in, there is potential to miss a significant percentage of the community.

Other Entities utilizing an online format:

- Arlington
- Everett
- Marysville

City Council Agenda Summary
Page 5



*Mill Creek Living costs based on previous invoices.
** Printed Newsletter Cost based on quote from printer.

CITY MANAGER RECOMMENDATION:

N/A

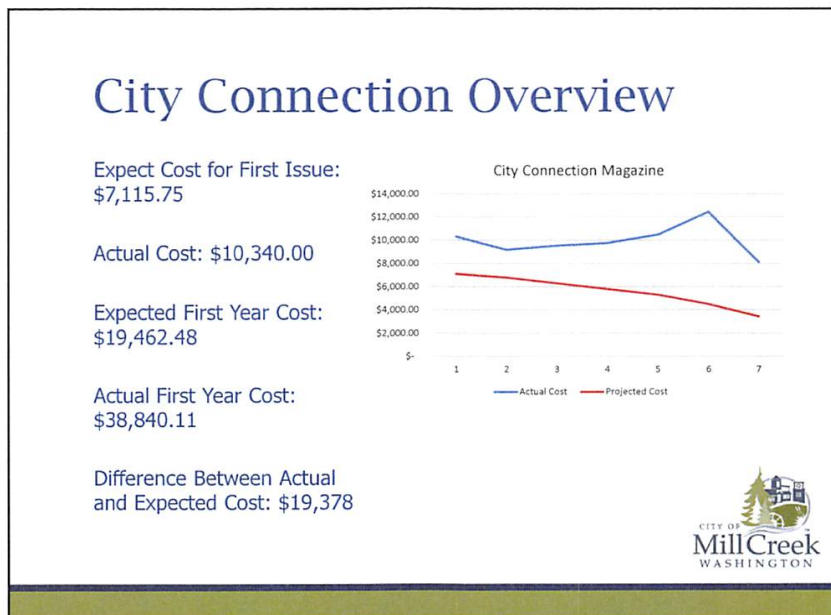
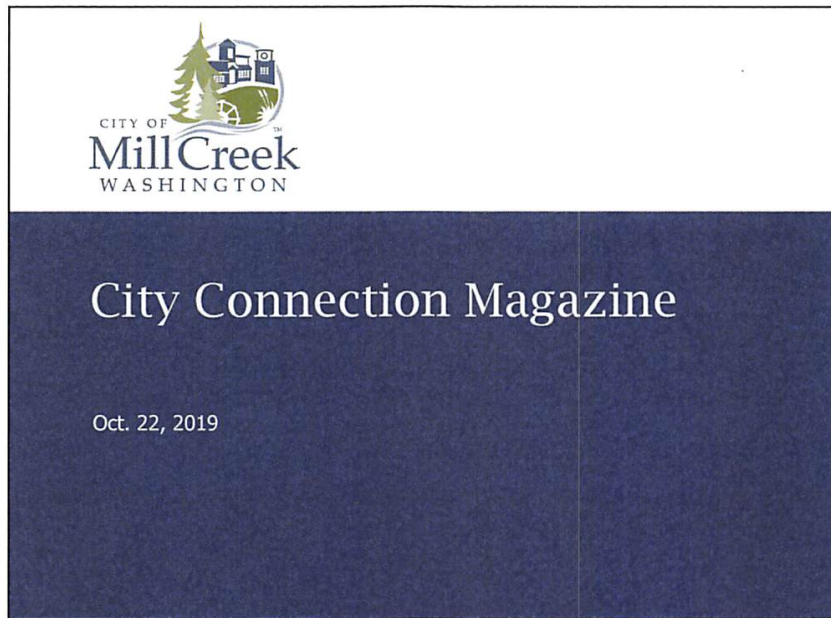
ATTACHMENTS:

- Attachment A: City Connection PowerPoint Presentation
- Attachment B: City Connection Cost Comparison Excel Document

Respectfully Submitted:

Michael G. Ciaravino
City Manager

10/18/2019



10/18/2019

Options Available Moving Forward

City Connection (Current)

Mill Creek Living (Previous)

Mailer Newsletter (Previously the Previous)

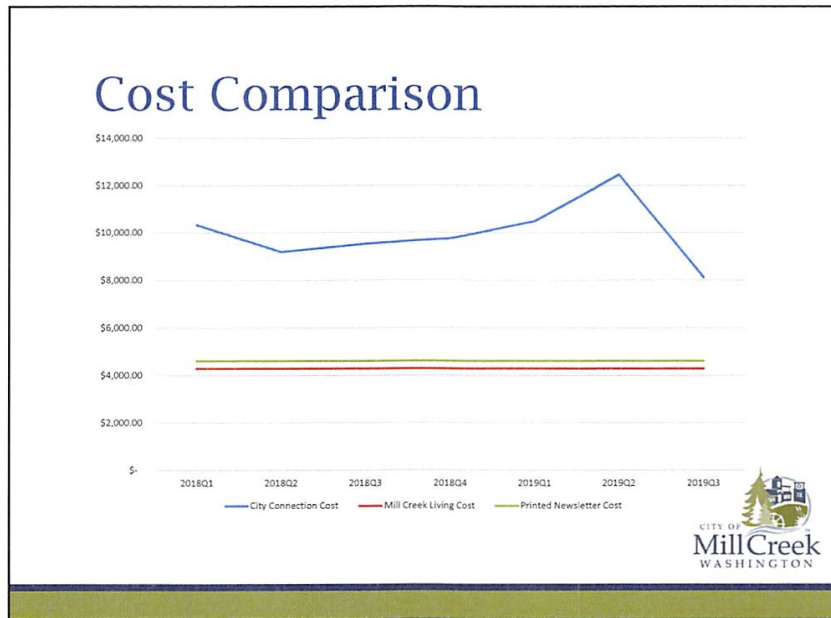
No City Produced Publication



Comparison Table

	City Connection	Mill Creek Living	Mailed Newsletter	No City Owned Publication
Control of Design	Yes	No	Yes	N/A
Mailing Reach	12,000 (City Limits)	20,000 (City Limits/Surrounding Area)	12,000 (City Limits)	N/A
Cost/Mailing	\$0.36	\$0.37	\$0.38	N/A
Number of Pages of Editorial	16	16	16	N/A
Cost Per Page	\$270.72	\$464.06	\$289.06	N/A
Digital Option	Yes	No	Yes	N/A

10/18/2019



Public Opinion

City of Mill Creek Communications & Marketing: City of Mill Creek AG...

Poll: Do you get the City Connection Magazine?

City of Mill Creek, WA created a poll. Published by Gordon Brink (1) · August 27

Do you read the City Connection Magazine?

- 48% Yup! I love it!
- 52% Nope. I toss it.

This poll has ended 147 votes

Choose one:

- Yes - I read it and find the content useful. 51%
- Yes - I throw it away immediately. 12%
- Yes - I read it and do not find the content useful. 13%
- No - I live in Mill Creek and do not receive the magazine. 22%

Vote 45 votes

CITY OF MillCreek WASHINGTON

10/18/2019

Thank you!

Gordon Brink – Interim Director of Communications and Marketing



Agenda Item #

K

Meeting Date: **October 22, 2019**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: DEPARTMENTAL IMPACTS RELATED TO ASSIGNMENT OF SECOND SRO

PROPOSED MOTION:

None – This is a study session only

KEY FACTS AND INFORMATION SUMMARY:

On September 10, 2019, Council approved an Interlocal Agreement (ILA) with the Everett Public Schools that increased School Resource Officers (SROs) from one officer to two. The purpose of the second SRO is to serve Heatherwood Middle School and its students and staff.

During that Council session, we discussed backfilling the vacant patrol officer position that will be created by the assignment of the second SRO from patrol to the schools. While the second SRO directly serves the community through its work at Heatherwood, it will reduce the Department's current patrol staffing levels and cause some financial and human resource impacts to the Department.

The success of the SRO program is ensured by the ILA's funding level for the two SROs, which will effectively backfill the patrol squad from which the new SRO is selected. In short, the ILA provides funding from the District to the City to pay for this position during the school year, and increasing the Department's capacity to add an authorized personnel level. This proposed increase will maintain service levels and not negatively impact the human and financial resource associated with overtime shiftwork.

For Council's information and illustrative purposes, the Finance Department has prepared a budget analysis that reflects the revenue and expenditures associated with this position. The current does not provide for a second SRO position. This proposed budget amendment is based on an increase in revenue for 13 months (October - December, 2019 + 10 months in 2020) and an increase in expenditures for 15 months (October 2019 – December 2020). The net effect on the general fund budget is zero. That document is included as **Attachment 1**.

ADDITIONAL BACKGROUND INFORMATION PROVIDED BY CHIEF ELWIN:

Ensuring the consistency of the Department's staffing levels is important from both a financial and a human resource perspective. The assignment of an SRO from a patrol squad will reduce a

nightshift squad to four officers, increasing the likelihood of ‘short shift’ overtime, which impacts the Department’s overtime budget and requires officers to work on their days off. Both of these impacts are negative. Having a squad of only four officers and then understanding that officers will be absent from their shifts to attend training or take accrued leave reduces the likelihood that the squad will ever work above minimum staffing. This reduces response times and the department’s ability to perform proactive police work.

1) Patrol staffing levels

MCPD patrol squads are currently staffed with a sergeant and either three or four officers (one of which is a Corporal assigned as a relief supervisor). The collective bargaining agreement (CBA) with the Mill Creek Police Officers’ Guild (MCPOG) states, in part, “*shifts with five (5) employees assigned shall be allowed to have a maximum of two employees off at one time; shifts with four (4) employees assigned shall [also] be allowed to have a maximum of two employees off at one time*”. Please see **Attachment 2** for specifics of the CBA attachment. While neither the CBA nor the Department policy prescribe minimum staffing, our minimum acceptable staffing level is three officers – a supervisor (Sergeant or Corporal) and two patrol officers. This staffing level has been established and operational for over a decade and is set at a level that provides appropriate service to the community, safety for the officers working and adequate resource availability to handle most incidents in the City.

MCPD patrol shifts are 12 hours in length and divided into four squads; “A” days and nights and “B” days and nights. Squads are bid annually and divided into two six-month rotations; October 1 – March 31 and April 1 – September 30. Based on the number of authorized positions in the Department, there are currently three patrol squads that include a Sergeant and four officers, and one patrol squad that includes a Sergeant and three officers. Having a total of five officers assigned to a squad allows two officers the ability to be off-shift at any one time for leave and training. This provides for their professional growth and preserves their well-being by limiting the times an officer is required to work on their day(s) off. Working on a day(s) off affects the officers’ on-duty performance and their off-duty rest and relationships. Limiting their ability to attend training impedes their professional growth.

An important aspect of the overtime impact is the presence of a “Modified” shift. Each patrol officer works one “Modified” shift during each 14 day schedule rotation. A “Modified” shift is an 8 hour shift instead of the regular 12 hours shift. The presence of the “Modified” shift is to ensure that officers don’t work more than 2080 hours per year without overtime compensation. 2080 hours per year is equivalent to a person working 40 hours per week in a 52 week year and is the benchmark provided by the Fair Labor Standards Act, or FLSA. The department’s current 12-hour patrol shift is considered a “compressed work week” and requires this type of shift adjustment to be FLSA compliant.

2) CPSM Recommendations

In their 2017 report analyzing the Department's operations, the Center for Public Safety Management (CPSM) included 17 “Major Recommendations” (included as **Attachment 3**). Number 9 on that list is the recommendation “*Maintain the current patrol shift work plan*”. This

recommendation was made after reviewing the Department's call-for-service and workload demands, reviewing the elements of the CBA, and assessing the expectations for service set by the community, the Council and the Department. The workload assessment at the time included the support of two detectives; the department's current configuration includes just one. This has created additional workload for patrol officers, as many investigations are conducted by line staff as opposed to being assigned to the Investigations Unit, placing additional time demands on our patrol officers. As noted above, the patrol shift work plan is based on one Sergeant and four officers (including a Corporal as a relief supervisor) on each squad.

In an effort to work towards that goal, and in recognition of the reduction of one unfunded officer in the 2019-2020 budget, a detective position was not filled, causing the Investigations Unit to have just the one detective. This allowed the department to have a third patrol squad of five officers but reduced our specialty investigation ability. The department continues to maintain a goal to meet the CPSM recommendation of maintaining our patrol shift work plan of five officers and replacing the unfilled detective position. Backfilling this SRO position helps us continue to work towards that goal and meet the service expectations of the community.

Included in Section 3 of the CPSM report is a secondary recommendation to "*Discontinue the officer-in-charge (OIC) model of patrol supervision and ensure that a supervisor is on duty at all times.*" In the CBA, the City and the Police Guild agreed that shifts should be supervised by either a Sergeant or a Corporal. The Department has ensured the presence of a Corporal on each squad to meet the CPSM recommendation and intent of the CBA to ensure appropriate supervision, but that appropriate supervision can also be impacted when a squad consists only of a Sergeant, Corporal and two officers. Again, this is the short four person squad we are intending to avoid. The Department has already reduced the number of detectives from two to one to allow for at least a third squad to be staffed with five. There are no other resources within the department to draw from to cover the reduction in patrol created by the second SRO.

3) Overtime impacts – Human and Financial Resources

In these instances, overtime dollars are expended and officers work on their days off, often resulting in only one day off in what could be a week of 12 hour shifts. During the most recent six-month shift rotation (April 1 – September 30, 2019), the City expended approximately \$30,000.00 in short shift overtime on the four person squad. This included impacts to 47 separate shifts in which officers worked mandatory overtime. These impacts are a combination of officers working what is known as a "Mod +4" shift and officers coming into work on their day off for a complete 12 hour shift. A "Mod+4" shift occurs when an officer works 4 hours in excess of their normally assigned 8 hour "Modified" shift in order to ensure a staffing level of three officers.

Conversely, the opposing five person graveyard squad incurred approximately \$20,000.00 in short shift overtime expenses.

In calculating estimated cost, the contractual overtime rate of \$88.00 per hour was used. This rate is what the city charges contractors for salary and benefits. Actual costs may vary. During the shift rotation in question, the following impacts were realized by the four person squad:

<u>Month</u>	<u>Number of Mod + 4 shifts</u>	<u>Mod + 4 hours</u>	<u>Number of full short shifts</u>	<u>Full short shift hours</u>	<u>Estimated cost:</u>
Apr 2019	6	24	0	0	\$2112.00
May 2019	5	20	2	24	\$3872.00
Jun 2019	4	16	4	48	\$5632.00
Jul 2019	4	16	5	60	\$6688.00
Aug 2019	4	16	1	12	\$2464.00
Sept 2019	4	16	8	96	\$9856.00
Totals:	27	108	20	240	\$30,624.00
Total:					

This total is representative of the most recent six-month rotations. The estimated cost for the previous six-month rotation (October 1, 2018 – March 31, 2019) was \$20,000.00. The primary difference is the impact related to summer vacations. For a year, it is therefore reasonable to anticipate an expense of approximately **\$50,000.00** and **77 shift overtime impacts**. Should the department leave another squad at four officers, the City can expect to expend a similar amount for that squad of four.

4) Officer workload and Calls for Service (CFS)

In their report, CPSM used a team of analysts to evaluate the raw call-for-service data from what was then our dispatch center, SNOCOM. Any subsequent analysis will not be an “apples to apples” comparison, as our staff does not have the analysts or ability to evaluate the raw data. In-house analysis of call-for-service and officer activity data is limited to running reports with the appropriate filters in place. Agencies county-wide continue to work through challenges with the Tyler-New World enterprise system that has been in place since 2015 and identifying and incorporating the proper filters for these reports is one of those challenges.

CPSM’s philosophy related to determining officer activity levels is based on “The Rule of 60”; that is that no more than 60% of an officer’s time should be committed to calls for service and the administrative duties related to their assignment, including writing reports, logging evidence, vehicle and equipment maintenance and shift briefing training. This number is known as the “Saturation Index” or SI. The remaining 40% of the officers’ time is considered discretionary and dedicated to supervised allocation of the officers’ activities for such things as proactive enforcement, traffic enforcement, crime prevention, community policing activities and citizen-safety initiatives. This also provides for ready and available resources in the event of a true emergency. The “Rule of 60” is not a hard and fast rule and the department must be cautious interpreting it too narrowly. The community members in Mill Creek have a high expectation of police service and the department members are committed to meeting that expectation. As such, discretionary time tends to run higher than 40%.

In their 2017 report, CPSM reported an average saturation index of 39.5% during two eight-week time frames; one during the summer and one during the winter. These assessments were based on 24 hour periods and separated between “weekdays” and “weekends”. We know these percentages are flawed. The raw data used by CPSM was historical; that is the data was obtained after a shift in department philosophy to:

- More accurately report administrative duties related to the patrol assignment
- More accurately report activities related to discretionary time

Historically, officers would be conducting these activities but not recording their work in the Tyler-New World system or its predecessor. This is not to say that the officers weren’t doing the work; rather they were failing to ‘take credit’ for the work they were doing. Department members have been working diligently to change this culture and, while great strides have been made, any data analysis done subsequent to the 2017 CPSM report will differ noticeably in two ways; the methodology used to create a report (*CPSM used raw data that the department cannot analyze*) and the practice of reporting activities related to discretionary time and administrative duties has changed.

The department’s current practice for tracking officer workload is based on evaluating call for service (CFS) data available through SNO911 as well as evaluating incident data internally. The source for both of these data sets is the same; the Tyler/ New World program. This is not an effective method of assessing officers overall workload during a given shift, as there are other tasks not associated with CFS or incidents that are considered ‘reactive’; writing reports, logging evidence, vehicle and equipment maintenance and shift briefing training. Included as “**Attachment 4**” to this summary is a report that reflects the CFS and Incident response data for the most recent six-month patrol shift rotation (April 1 – September 30, 2019).

Included in that report are a number of graphs and tables that reflect the following:

- Incident responses by Squad (“A” Days and Nights; “B” Days and Nights)
- Incident responses by hour of the day
- Incident responses by day of the week
- Incident responses by month
- Incident responses by Call Source (Officer initiated/ proactive vs. dispatched calls)
- Response times to all CFS

These data sets are intended to show an overall perspective of officer workload but are not accurately reflective of the non-CFS or non-Incident response work currently undertaken by officers. The department is currently collaborating with allied agencies and staff at SNO911 to identify the most accurate workload assessment reports available. The current Tyler/ New World records management/ dispatch/ police and fire mobile application is still relatively new and its capabilities have not yet been fully realized.

Additionally, this data is non-granular, in that it does not focus on specific numbers of incident types (emergency calls, traffic stops, business checks, etc...) that are tracked and used by police administration. A pertinent element of this daily management data is response times to priority

CFS. Included in Attachment 4 is a table that is reflective of the department's response times.

The challenges associated with the data reporting have slowed the department's progress in accurately identifying which activity is related to "reactive time", or the Saturation Index, and which activity is related to "proactive" time", or the officers availability for discretionary activities. The department's goal is to fully implement the data recording and reporting in 2020 and use the "reactive" and "proactive" terminology for that reporting. By using "proactive" and "reactive" as our defining terms, we simplify everyone's understanding of what we are working towards. Officers and community members alike recognize the difference in the terms.

The department intends to rely on the "Rule of 60" concept as a guide but understands that the needs of the community and the vision of the Council will determine where that threshold ultimately lies. The Mill Creek community has high expectations of service. The "Rule of 60" could easily be the "Rule of 50" in our City to meet the expectations of our community members and businesses.

This past spring, staff received training in police resource analysis, deployment and scheduling. That training, combined with the collaboration currently underway, will yield more accurate reporting moving forward.

Summary

There are two primary impacts associated with the decision to backfill for the SRO or not. The easiest to measure is the impact to the City's financial resources. The city anticipates spending approximately \$20,000.00, or 15% percent of an officer's salary and benefits, to backfill hire for the second SRO. The city can also anticipate spending approximately \$20,000.00 in backfill OT if the position is not filled. This means that for about the same amount of money, the Police Department can maintain their patrol staffing levels

The second and less measurable, but longer lasting impact, is to the human resource. Not backfilling for the SRO will impact approximately 80 shifts per year. Those impacts mean that officers will be working longer hours than they should on their "Modified" shifts and working on their days off instead of recovering and spending time with family. This can result in occasions where officers work 7 straight 12-hour shifts and that should be an unacceptable practice other than during actual emergencies.

The provisions of the SRO ILA include the City receiving approximately \$218,000.00 from the District. This number was arrived at by anticipating the cost of the current SRO's salary and benefits, figuring in the amount of time each year that both SRO's will be doing SRO-related work, and setting the cost percentage accordingly. This formula arrives at a cost sharing ratio of 85% covered by the District and 15% covered by the City. Revenue exists to ensure our staffing levels remain the same and our human and financial resources are shielded from unnecessary impact.

In order for the second SRO to be a successful addition to the service provided by the City and the Department, it is vital to utilize the revenue created by the SRO ILA to support the addition

of a police officer.

CITY MANAGER RECOMMENDATION:

None – This is a study session only.

ATTACHMENTS:

- Attachment A: Draft proposed budget amendment
- Attachment B: MCPOG Collective Bargaining Agreement – *Attachment C – Scheduling of Leave*
- Attachment C: CPSM Study – *Major Recommendations*
- Attachment D: Calls for Service (CFS) and Incident response report
- Attachment E: PowerPoint presentation

Respectfully Submitted:



Michael G. Ciaravino
City Manager

ATTACHMENT A

Proposed Budget Amendment - Additional School Resource Officer

Revenues	Charges For Services	<u>Original Budget</u>	<u>Increase</u>	<u>Amended Budget</u>
001-000-342-11-01-00	Law Enforcement Services	170,000	176,500	346,500
	Total Charges For Services	170,000	176,500	346,500

Expenditures	Police Support Services	<u>Original Budget</u>	<u>Increase</u>	<u>Amended Budget</u>
001-008-521-21-11-00	Salaries & Wages - Support Svc	1,275,645	122,500	1,398,145
001-008-521-21-21-01	MEBT/Medicare - Support Svc	97,587	10,000	107,587
001-008-521-21-21-02	Retirement - Support Svc	119,275	6,000	125,275
001-008-521-21-21-03	Health Benefits - Support Svc	293,482	34,500	327,982
001-008-521-21-21-04	Worker's Comp - Support Svc	26,878	3,500	30,378
	Total Police Support Services	1,812,867	176,500	1,989,367

Attachment C



MILL CREEK OFFICER'S GUILD

P.O. Box B261
Mill Creek, WA 98208
www.mcpog.org

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

THE CITY OF MILL CREEK (CITY)

AND

THE MILL CREEK POLICE OFFICER'S GUILD (GUILD)

The Memorandum of Understanding ("MOU") between the City and the Guild establishes a process for determining scheduling and priority of accrued leave requests. The process will enable the City to plan for training and other manpower issues, and the Guild members to plan vacations in advance.

The City and the Guild agree as follows:

- 1) The City shall finalize and post the work schedule for the twelve month rotation by August 1st. The City will simultaneously circulate a leave request roster, covering the first six month period of the rotation, October through March, for the purpose of requesting accrued leave. Guild members will use this roster to mark requested leave for the first half of the rotation, October through March, by September 15th. By February 1st, the City shall circulate a leave request roster covering the second six month period of the rotation, April through September, for the purpose of requesting accrued leave. Guild members will use this roster to mark requested leave for the second half of the rotation, April through September, by March 15th. Accrued leave means annual leave, earned compensatory time off, holiday bank, and floating holiday. Guild members shall have 24 hours to place their vacation bid. If a member fails to make a bid within 24 hours they shall be skipped. Once the next bid has been placed, the roster returns to the skipped member for an immediate bid. The roster will then be forwarded to the next member. In the event a member is on days off, the on duty supervisor shall contact the member and notify them that their 24 hour window is in effect.
- 2) The City shall then schedule the accrued leave requests in the following order: sergeants, by time in rank, *i.e.* the most senior sergeant will have their request granted first, then followed by all other employees in order of seniority. No more than 50% of any one patrol squad, and no more than six employees assigned to patrol, will be authorized leave at the same time. No more than three sergeants will be authorized accrued leave at the same time. No more than 50% of those assigned as detectives will be authorized accrued leave at the same time.
- 3) If an employee submits and obtains approval of leave pursuant to Article 10, Section 10.4(B), and due to unforeseen or emergent circumstances the leave request is denied, those leave hours cancelled will be granted an extension in addition to

the 300 hour limit until March 31st of the following calendar year. If the City cancels a member's accrued leave granted during the above listed bidding process the City shall restore all cancelled accrued leave.

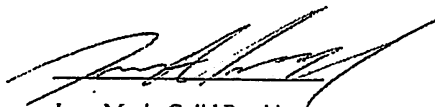
- 4) Accrued leave not scheduled in accordance with the paragraphs above in this agreement shall be determined on a first come first served basis with the following stipulations; shifts with five (5) employees assigned shall be allowed to have a maximum of two employees off at one time; shifts with four (4) employees assigned shall be allowed to have a maximum of two employees off at one time; shifts with three (3) employees assigned shall be allowed to have a maximum of one employee off at one time. For the purposes of determining the number of officers assigned to a shift, officers assigned as Bike Patrol Officers and/or SRO Officers shall not factor into the equation. The assigned shift Sergeant and assigned Corporal are discouraged from taking leave concurrently. In the event that the shift Sergeant and Corporal request the same days off, every effort shall be made to fill one of the positions with a shift swap, therefore providing the proper supervision. If this is not possible, the vacation request shall be governed by the preceding guidelines. Leave applies to vacation, holiday and / or compensatory time. Unforeseen sick leave and bereavement leave are excluded from this restriction.
- 5) It is understood that all leave requests shall have precedence over scheduled modified shifts.

This Memorandum of Understanding shall act as an addendum to the Collective Bargaining Agreement between the parties. It shall remain in full force and effect until rescinded in writing by both parties.

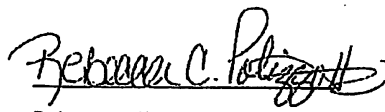
By signature below, all parties agree with the provision of this agreement.

Signed this 20th day of July, 2015.

For the Guild:


 Jesso Mack, Guild President

For the City:


 Rebecca Polizzotto, City Manager

ATTEST:

By: 
 Kelly M Chelin, City Clerk

SECTION 1. EXECUTIVE SUMMARY

The Center for Public Safety Management, LLC (CPSM) was commissioned to review the operations of the Mill Creek Police Department (MCPD). While our analysis covered all aspects of the department's operations, areas of focus included identifying appropriate staffing of the department given the workload and crime levels; the effectiveness of the organizational structure; and the efficiency of division/unit processes.

CPSM analyzed the department's workload using operations research methodology and compared that workload to staffing and deployment levels. We reviewed other performance indicators that enabled us to understand the implications of service demands on current staffing. Our study involved data collection, interviews with key police and administration personnel, on-site observations of the job environment, data analysis, and the development of alternatives and recommendations. These recommendations are based upon the information provided to the consultants through our review of requested documents and data, along with interviews of members of the department, city government, and the community during several site visits.

Recommendations provided throughout the report are offered to enhance the operation of the Mill Creek Police Department. Recommendations are based upon the information provided to the consultants via department documents and interviews. The recommendations provided are intended to ensure that police resources are optimally deployed, operations are streamlined for efficiency, and the services that are delivered are cost-effective, all while maintaining a high level of police services.

In general, CPSM concludes that the MCPD requires a more strategic focus and a comprehensive internal framework for ongoing performance assessment. The department is presently unable to adequately demonstrate the effectiveness of its operations. This deficiency can certainly be remedied. The recommendations offered in this report should be viewed as opportunities for the department to improve the efficiency and effectiveness of its operations and to provide a higher level of responsiveness to the Mill Creek community.

MAJOR RECOMMENDATIONS

Following are the major recommendations offered by CPSM. Additional recommendations are detailed throughout the report.

1. The department should undertake a search for, and appoint, a Deputy Chief.
2. The department must develop a more comprehensive method of strategic planning and performance assessment.
3. The MCPD must work with internal and external stakeholders to develop and publish a multiyear strategic plan (as opposed to the cursory annual plans required by accreditation authorities). It is imperative that the department develop reasonable and obtainable performance goals as well as mechanisms for tracking the relative degree of progress in achieving these goals from year to year.
4. Monthly staff meetings (currently referred to as "sergeants' meetings") must be held and must be more structured and considerably more substantive.

5. The MCPD should review the performance information that is currently being compiled and referred to during the department's internal staff meetings and more informal unit-wide meetings (such as detectives' meetings) with an eye toward combining the information into a [single] usable performance measurement system or template.
6. Continue the regular meetings between the Chief and the City Manager to discuss the overall performance of the MCPD. Monthly meetings should be somewhat more structured and formalized.
7. Utilize a standard template to convey pertinent performance information to city officials during these meetings. This would include primarily budgetary and administrative information, such as sick time, comp time, and overtime expenditures, as well as any other measures of organizational performance (crime reports, calls for service, arrest activity, citation activity, etc.). The exact list of performance indicators discussed at enhanced monthly meetings should be determined by the Chief and city officials. The important thing is that: 1) regular (i.e., monthly) meetings take place between the Chief and the City Manager, 2) that timely and accurate performance information is conveyed on a regular basis to city officials, and 3) that performance discussions follow a uniform/standardized template or format.
8. Establish a committee that includes all principal internal and external stakeholders for evaluating the department's CFS workload with an eye toward making recommendations for ways to reduce response to nonemergency CFS.
9. Maintain the current patrol shift work plan.
10. Discontinue the OIC (officer in charge) model of patrol supervision and ensure that a supervisor is on duty at all times.
11. Expand and enhance the duties and responsibilities of the traffic officers to include a strategic approach to traffic safety.
12. Explore the use of in-car or body-worn cameras
13. Designate each patrol shift sergeant as a Strategic Response Leader (SRL). The SRL would be the "quarterback" of the patrol shift and leverage all available resources to reduce crime, disorder, and traffic accidents informed by crime analysis and criminal intelligence. The SRL should be engaged with the community to coordinate crime prevention programs and community relations initiatives.
14. The department should develop a specific community policing plan. This plan would include measurable goals and objectives for the department as well as for specific units (patrol, SRO, etc.).
15. The department should appoint, train, and support a uniformed member of the service to serve as criminal intelligence officer (CIO). In the alternative, either a sworn or a nonsworn crime analyst must be hired.
16. Incorporate a leadership team concept, with the team made up of a cross-section of the workforce, and provide this team meaningful information and look to them for reasonable advisory input to decisions regarding salary and benefits discussions, important organizational decisions, process improvement, change management, and innovation.
17. The department should consider hiring one additional administrative assistant to be assigned as the Chief's administrative assistant.

ATTACHMENT D

Police Department

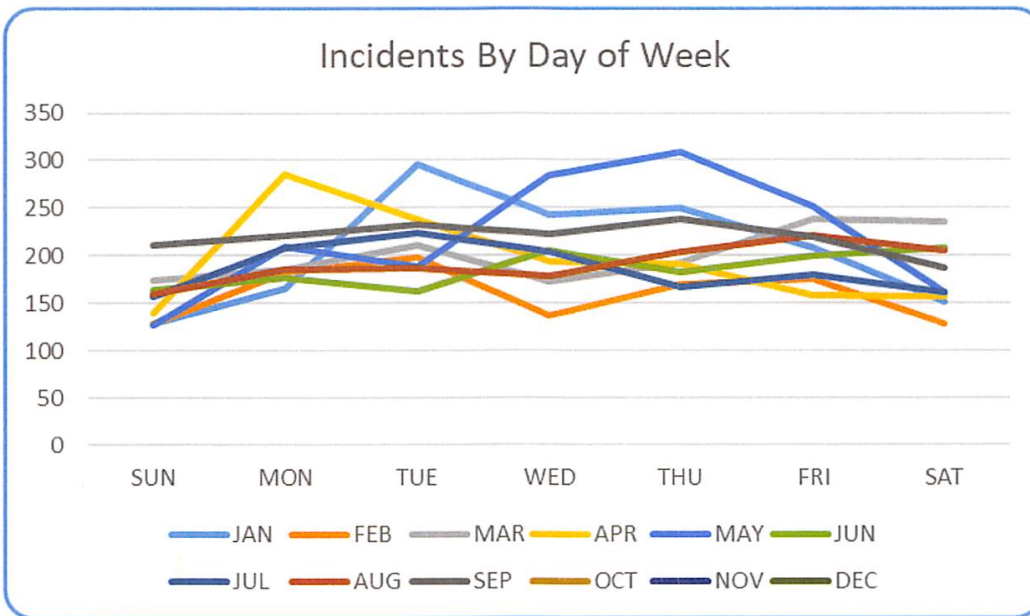
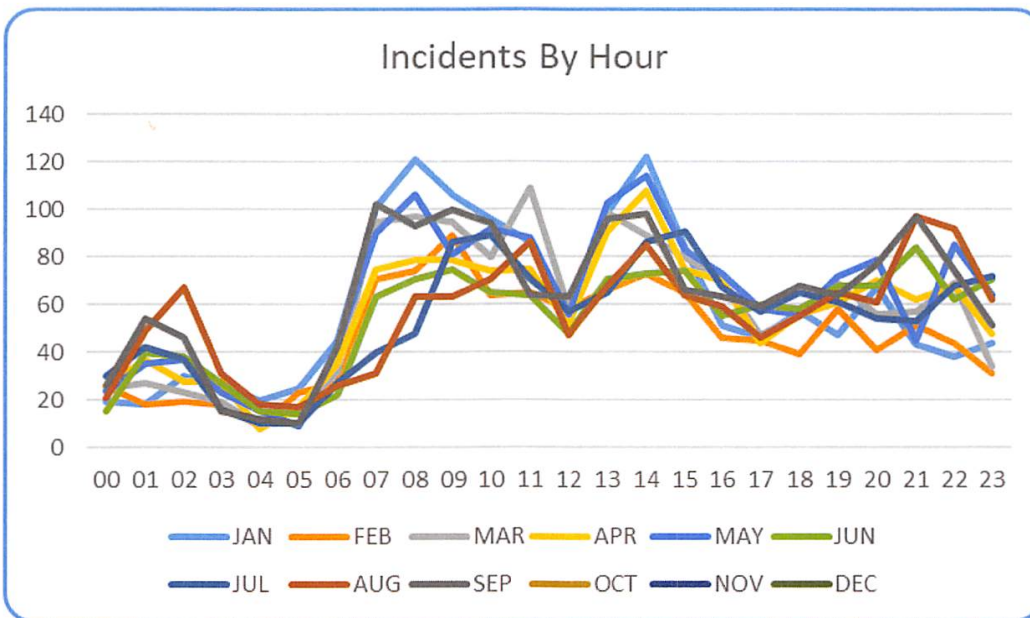
Calls for Service (CFS) and Incident
Response Report

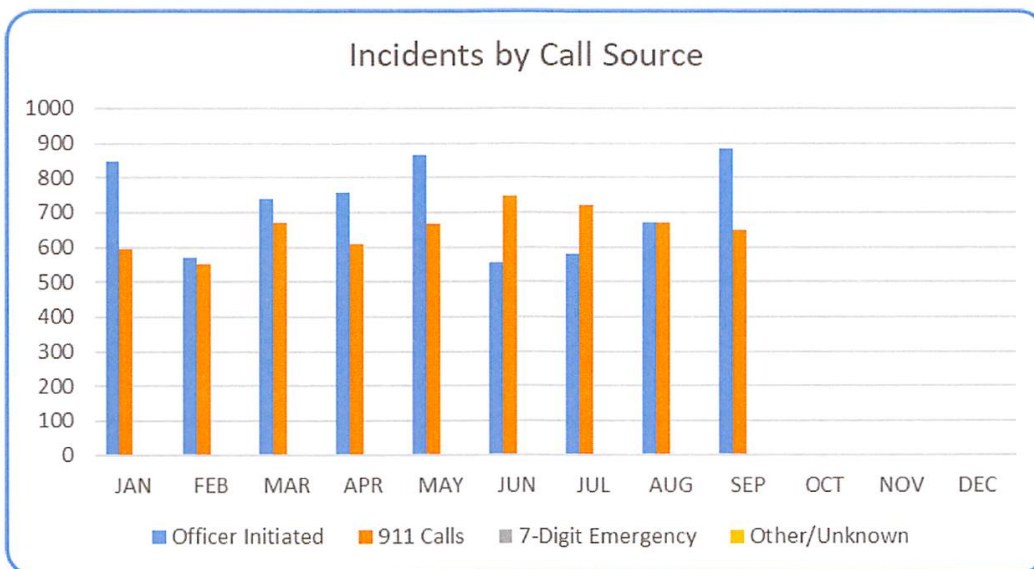
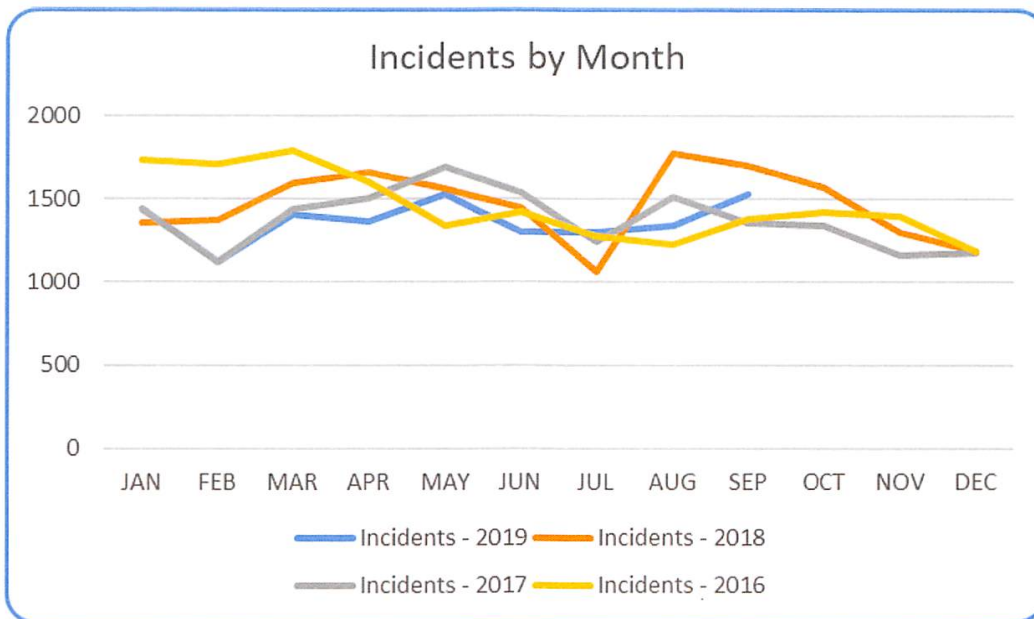
Greg Elwin, Chief of Police



Incident Responses by Officer/Shift	APR	MAY	JUN	JUL	AUG	SEP	Total
A Days 0600-1800							
MC0016 - White	246	230	87	227	168	224	1182
MC0028 - Phillips	42	52	81	55	35	49	314
MC0031 - Durkee	74	89	40	101	76	43	423
MC0032 - Hughes	107	131	49	136	41	73	537
MC0036 - Bittinger	98	185	130	70	145	263	891
							3347
B Days 0600-1800							
MC0026 - Smith	62	61	112	77	70	99	481
MC0030 - Bridgman	95	113	92	32	57	98	487
MC0035 - Mack	90	79	63	69	30	58	389
MC0038 - Kidwell	82	76	94	96	76	30	454
MC0044 - Fleming	52	38	53	54	59	42	298
							2109
A Nights 1800-0600							
MC0025 - Foutch	35	54	92	75	88	10	354
MC0050 - Schuermeyer	160	133	107	134	93	197	824
MC0054 - Thompson	93	107	77	107	191	91	666
MC0057 - LaRose	134	169	166	94	159	166	888
							2732
B Nights 1800-0600							
MC0039 - Mundwiler	55	54	81	52	72	36	350
MC0040 - Hughes	70	63	70	68	63	104	438
MC0046 - Lerma	44	64	72	48	78	115	421
MC0059 - Eikenberry	84	117	87	116	57	109	570
MC0113 - Conner	29	22	48	21	64	42	226
							2005

This chart shows how many calls each officer responded to. **Red** indicates a higher number of responses; **green** a lower number.





Response times – all calls for service

Quarter 1, 2019

Percentile	1293 CFS Dispatch to Enroute		Dispatch to Arrive		Dispatch to Clear	
	Seconds	mm:ss	Seconds	mm:ss	Seconds	mm:ss
90%	383.8	06:24	896.6	14:57	4579.4	16:19
80%	80.2	01:20	622.4	10:22	3039.8	50:40
70%	33	00:33	442.4	07:22	2093.8	34:54
60%	20	00:20	336	05:36	1640.6	27:21
50%	14	00:14	223	03:43	1368	22:48
40%	8	00:08	141.6	02:22	1157	19:17
30%	4	00:04	24.6	00:25	934.6	15:35
20%	0	00:00	0	00:00	748	12:28
10%	0	00:00	0	00:00	548	09:08
Average	142.3	00:02:22	394.6	00:06:35	2888.8	00:48:09
Median	14.0	00:00:14	223.0	00:03:43	1368.0	00:22:48
Min	0.0	00:00:00	0.0	00:00:00	96.0	00:01:36
Max	8429.0	02:20:29	10551.0	02:55:51	654534.0	13:48:54
Std Dev.	505.7	00:08:26	652.4	00:10:52	18975.7	05:16:16

Quarter 2, 2019

Percentile	1512 CFS Dispatch to Enroute		Dispatch to Arrive		Dispatch to Clear	
	Seconds	mm:ss	Seconds	mm:ss	Seconds	mm:ss
90%	403.9	06:44	915.9	15:16	4023.8	07:04
80%	105.6	01:46	611.8	10:12	2649.4	44:09
70%	36	00:36	456	07:36	2043	34:03
60%	21	00:21	348.6	05:49	1706.6	28:27
50%	14	00:14	256	04:16	1370.5	22:51
40%	9	00:09	164	02:44	1132.2	18:52
30%	5	00:05	33.9	00:34	927.2	15:27
20%	0	00:00	0	00:00	724.6	12:05
10%	0	00:00	0	00:00	520.1	08:40
Average	159.4	00:02:39	424.2	00:07:04	2172.2	00:36:12
Median	14.0	00:00:14	256.0	00:04:16	1370.5	00:22:51
Min	0.0	00:00:00	0.0	00:00:00	55.0	00:00:55
Max	25233.0	07:00:33	17634.0	04:53:54	34049.0	09:27:29
Std Dev.	850.4	00:14:10	837.5	00:13:57	2898.1	00:48:18

Quarter 3, 2019						
1519 CFS	Dispatch to Enroute		Dispatch to Arrive		Dispatch to Clear	
Percentile	Seconds	mm:ss	Seconds	mm:ss	Seconds	mm:ss
90%	336.6	05:37	915.4	15:15	4034.4	07:14
80%	82.4	01:22	582	09:42	2612.8	43:33
70%	35	00:35	435.2	07:15	1986.2	33:06
60%	23	00:23	336	05:36	1571.6	26:12
50%	17	00:17	243	04:03	1292	21:32
40%	12	00:12	158	02:38	1067	17:47
30%	6	00:06	32.4	00:32	875.4	14:35
20%	0	00:00	0	00:00	706.6	11:47
10%	0	00:00	0	00:00	499.8	08:20
Average	133.8	00:02:14	392.9	00:06:33	2174.5	00:36:14
Median	17.0	00:00:17	243.0	00:04:03	1292.0	00:21:32
Min	0.0	00:00:00	0.0	00:00:00	89.0	00:01:29
Max	5945.0	01:39:05	6696.0	01:51:36	173342.0	00:09:02
Std Dev.	413.7	00:06:54	584.0	00:09:44	5123.5	01:25:23

10/17/2019



Mill Creek Police Department

Staffing impacts related to the second School Resource Officer (SRO)

October 22, 2019

Background info

- Council approved ILA with Everett Public Schools on September 10, 2019
- ILA increase the number of MCPD SRO's from one to two
- Officer Todd Bridgman has been selected and is currently working in the school



Second SRO impacts

1

10/17/2019

SRO history

- MCPD has had an SRO since 1996
- Until this year, the Everett Public Schools (EPS) has paid the City an amount equal to 70% of salary and benefits for **one** SRO
 - *The City contributed the additional 30% to cover the balance so that an officer could be hired to backfill the vacancy created by the SRO Assignment*



Second SRO impacts

2

SRO program today

- Effective this school year, the EPS will be paying the City an amount equal to 85% of salary and benefits for **two** SRO's
 - *The financial impact to the City between 70% for one SRO and 85% for two SRO's is negligible – the City's total monetary contribution will be roughly the same as it has been historically*
 - *Given the financial commitment from the EPS and the cost-neutral impact to the City, the focus on the need to backfill for the second SRO becomes operational as opposed to financial*



Second SRO impacts

3

10/17/2019

MCPD authorized & funded positions

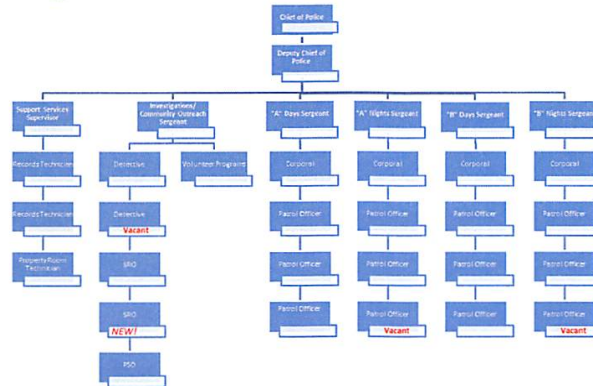
- 24 commissioned officers
 - Currently ~~19~~ **18** patrol officers, including four sergeants, four corporals and two traffic officers
 - 2 Investigations/ Community Outreach officers, including one sergeant and one detective
 - Currently ~~1~~ **2** School Resource Officers
 - 2 Administrators, including a Chief and a Deputy Chief
- 1 partially commissioned Police Support Officer (PSO)
- 4 non-commissioned personnel
 - Support Services Supervisor
 - Two Records Technicians
 - One Property Room Technician/ Public Records Tech



Second SRO impacts

4

Operational need - MCPD organizational chart



Second SRO impacts

5

10/17/2019

Org chart quick facts

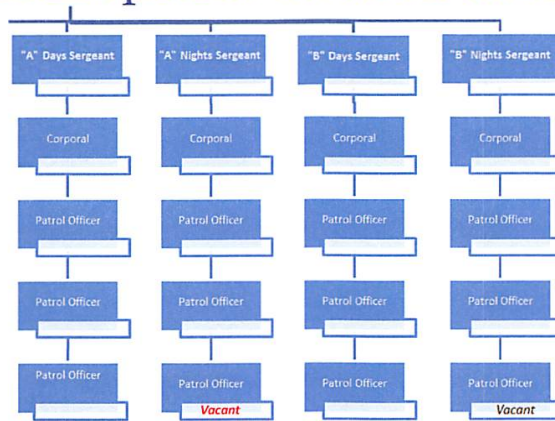
- Neither the **vacant** detective position or the 1st vacant patrol position are funded; the 2nd could be
- Detective resources were reduced from two to one in 2018 to help ensure adequate patrol staffing
- The patrol staffing plan referred to by CPSM is what is listed on the ORG chart
 - Each squad *should* have a sergeant, a corporal and three officers
- Current Investigations/ Community Outreach resources are strained; second detective is needed



Second SRO impacts

6

Operational need - MCPD current patrol division staffing



Second SRO impacts

7

10/17/2019

Patrol staffing quick facts

- One squad is already short; the assignment of the SRO has left a second squad short
- Patrol division minimum staffing is 3 officers working at all times, including a supervisor (Sgt or Cpl)
- Leave rules governed by the CBA allow two officers to be gone from four- or five-person squads
- Two officers gone from a four person squad results in *mandatory* overtime
- Five person squads allow the cushion to allow two officers leave or training availability without incurring OT



Second SRO impacts

8

Patrol staffing - OT issues

- "Modified" shifts:
 - Each officer works one "Modified" shift during each 14 day work cycle
 - A "Modified" shift is an 8-hour shift instead of the normal 12-hour shift
 - Required so as to be in compliance with the FLSA
- "Modified" shifts frequently become "Mod+4" shifts
 - Officers work their 8 hours of regular time and then 4 hours of OT to ensure appropriate staffing



Second SRO impacts

9

5

10/17/2019

CPSM Recommendations

- 2017 report, Major Recommendation:
 - *“Maintain the current patrol shift work plan.”*
 - Based on one Sergeant and four officers on each of the four squads
 - Included two detectives at the time; the department now has one
 - Reduction in Investigations allowed patrol to have three of four squads to have a Sergeant and four officers; reduced the department’s specialty investigation ability



Second SRO impacts

10

CPSM Recommendations

- 2017 report; Secondary Recommendation
 - *“Discontinue the officer-in-charge (OIC) model of patrol supervision and ensure that a supervisor is on duty at all times.”*
 - CBA states that every effort should be made to ensure a Sergeant or Corporal is on duty
 - Reducing staffing levels impacts this effort



Second SRO impacts

11

10/17/2019

Short squad impacts *Budget*

- During the most recent *six-month* shift rotation, the following budgetary impact was realized on the four-person graveyard squad:
 - The City expended approximately \$30,000.00 in short-shift overtime expenses
- It is a reasonable conclusion that creating a second four-person squad will result in similar expenses

Note: Approximately \$20,000.00 was expended in short-shift overtime for the opposing five person graveyard squad



Second SRO impacts

12

Short squad impacts *Budget*

Monthly short shift overtime – Apr 2019– Sep 2019

Month	Number of Mod +4 shifts	Mod +4 hours	Number of full short shifts	Full short shift hours	Estimated cost:
Apr 2019	6	24	0	0	\$2112.00
May 2019	5	20	2	24	\$3872.00
Jun 2019	4	16	4	48	\$5632.00
Jul 2019	4	16	5	60	\$6688.00
Aug 2019	4	16	1	12	\$2464.00
Sept 2019	4	16	8	96	\$9856.00
Totals:	27	108	20	240	\$30,624.00

**Estimated cost based on City contract overtime rate of \$88.00 per hour*



Second SRO impacts

13

10/17/2019

Short squad impacts

The Human Resource

- During the most recent *six-month* shift rotation, the following human impacts were felt on the four-person squad:
 - 47 shifts were affected, resulting in officers working full or part shifts on days off or working longer than their shift hours
 - Excellent community service is impacted with less officers working and/ or officers working long or extra shifts
 - Fatigue is a factor in communication and judgment



Second SRO impacts

14

Short squad impacts

Operational Efficiency

- In addition to the budgetary and human toll created by the short shifts, the department will also be taking a step backwards from the recommendations of CPSM *if the additional SRO is not backfilled.*
 - *"Maintain the current patrol shift work plan."*
 - *"Discontinue the officer-in-charge (OIC) model...and ensure that a supervisor is on duty at all times."*



Second SRO impacts

15

10/17/2019

Short squad impacts *Community Service*

- Our most visible ambassadors are our police officers
- Reduction in the number of officers patrolling the streets
- Officers working long days or many 12 hours shifts in a row can be personally and physically impacted
- These impacts can affect officers' service delivery



Second SRO impacts

16

Officer workload and calls for service

- 2017 report:
 - The CPSM study analyzed raw data from SNOCOM
 - CPSM introduced the "Rule of 60"
 - No more than 60% of an officer's time should be committed to calls-for-service and related activities



Second SRO impacts

17

10/17/2019

Officer workload and calls for service

- CPSM showed an average of 39.5% committed time
 - Historical data prior to practice and cultural changes in the department – *flawed data*
 - During two six month time frames
 - Categorized by weekends and weekdays



Second SRO impacts

18

Patrol staffing - workload

- Current workload tracking is accomplished by evaluating call for service (CFS) data and evaluating incident response data.
- This is not an accurate capture of actual workload, as this data does not include required tasks not associated with CFS or incidents:
 - Writing reports
 - Logging evidence
 - Vehicle/ equipment maintenance
 - Shift briefing training



Second SRO impacts

19

10

10/17/2019

Patrol staffing - workload

- Tracking incident response is captured in the following reports:
 - Incident Response by Squad
 - Incident Response by hour of the day
 - Incident Response by day of the week
 - Incident Response by month
 - Incident Response by call source (*officer initiated/proactive vs. dispatched calls*)
 - Response times to priority CFS



Second SRO impacts

20

Incident Response by Squad

Incident Responses
by Officer/Shift

	APR	MAY	JUN	JUL	AUG	SEP	Total
A Days 0600-1800							
MC0016 - White	246	230	87	227	168	224	1182
MC0028 - Phillips	42	52	81	55	35	49	314
MC0031 - Durkee	74	89	40	101	76	43	423
MC0032 - Hughes	107	131	49	136	41	73	537
MC0036 - Bittinger	98	185	130	70	145	263	891
							3347
B Days 0600-1800							
MC0026 - Smith	62	61	112	77	70	99	481
MC0030 - Bridgman	95	113	92	32	57	98	487
MC0035 - Mack	90	79	63	69	30	58	389
MC0038 - Kidwell	82	76	94	96	76	30	454
MC0044 - Fleming	52	38	53	54	59	42	298
							2109
A Nights 1800-0600							
MC0025 - Feutch	35	54	92	75	88	10	354
MC0050 - Schuermeyer	160	133	107	134	93	197	824
MC0054 - Thompson	93	107	77	107	191	91	666
MC0057 - LaRose	134	169	166	94	159	166	888
							2732
B Nights 1800-0600							
MC0039 - Mundwiler	55	54	81	52	72	36	350
MC0040 - Hughes	70	63	70	68	63	104	438
MC0046 - Lerma	44	64	72	48	78	115	421
MC0059 - Eikenberry	84	117	87	116	57	109	570
MC0113 - Conner	29	22	48	21	64	42	226
							2005

This chart shows how many calls each officer responded to. Red indicates a higher number of responses.

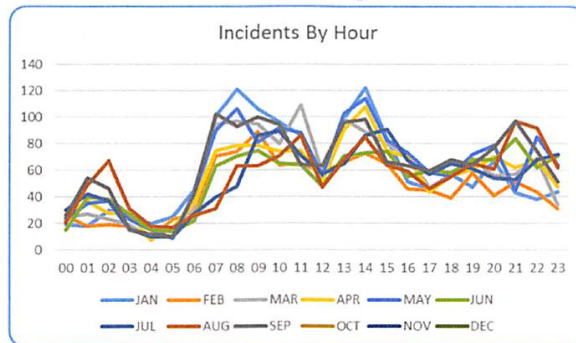


Second SRO impacts

21

10/17/2019

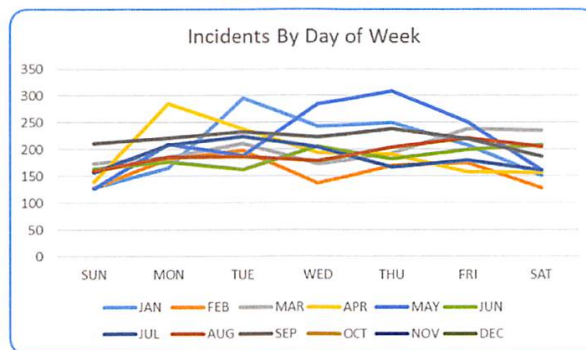
Incident Response by hour of the day



Second SRO impacts

22

Incident Response by day of the week

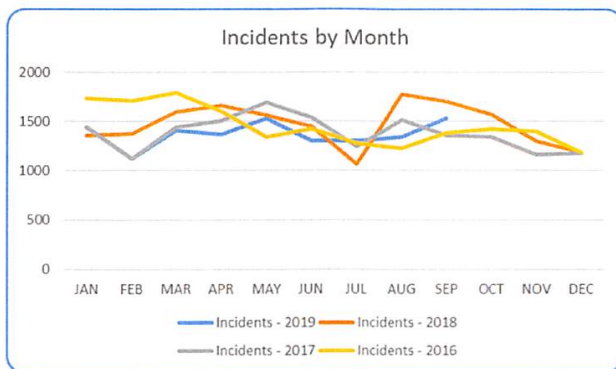


Second SRO impacts

23

10/17/2019

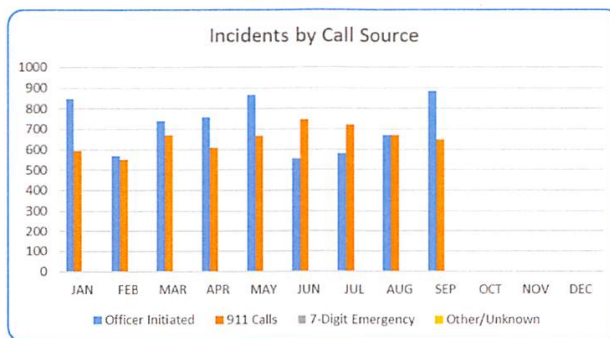
Incident Response by month



Second SRO impacts

24

Incident Response by call source



Second SRO impacts

25

10/17/2019

Response times to priority CFS

Insert graph



Second SRO Impacts

26

Patrol staffing - workload

- Accurate data reporting has slowed progress
 - Working to identify tasks that are “reactive” as opposed to those that are “proactive”
 - **Reactive Time (RT)**- Officer’s time committed to calls for service and the administrative duties related to their assignment, including writing reports, logging evidence, vehicle and equipment maintenance and shift briefing training.
 - **Proactive Time (PT)**- supervised allocation of the officers’ activities for such things as proactive enforcement, traffic enforcement, crime prevention, community policing activities and citizen-safety initiatives.



Second SRO impacts

27

14

10/17/2019

Patrol staffing - workload

- 2019 police resource analysis, deployment and scheduling
 - Will apply the “Rule of 60” concept; could well be the “Rule of 50”
- First version of the assessment of workload
 - October 1, 2019 – March 31, 2020
 - Changing behavior still a work in progress



Second SRO impacts

28

Summary – Financial Resource

- Backfilling the SRO is expected to cost the City approximately **\$20,000.00** per year in salary and benefits *and* maintain current patrol staffing
- *Not* backfilling the SRO will lead to short shift overtime that is expected to cost the City about the same but reduces patrol staffing
- The financial impact is negligible



Second SRO impacts

29

10/17/2019

Summary – Human Resource

- Backfilling the SRO will *reduce* the number of hours and shifts that officers are required to work on their days and time off *and maintain* current patrol staffing
- *Not* backfilling the SRO will lead to short shift overtime that will result in officers working as many as 80 OT shifts *and reduces* patrol staffing
- The human resource impact is tangible



Second SRO impacts

30

Summary

- The ILA provides funding from the District to the City to cover this necessary backfill
- This requires increasing the Department's authorized personnel level and hiring a new officer to fill that position



Second SRO impacts

31

16

10/17/2019

Questions?



Second SRO impacts

32

Thank You!

Gregory Elwin
Chief of Police



Second SRO impacts

33

17



Agenda Item # L
 Meeting Date: October 8, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **POLICE DEPARTMENT ACQUISITION OF A CIVILIAN ARMORED BANK CAR TO BE PURPOSED AS A “SURPLUS TACTICAL RESCUE VEHICLE (TRV)”**

PROPOSED MOTION:

None – this is a study session only

KEY FACTS AND INFORMATION SUMMARY PROVIDED BY CHIEF ELWIN:

Background information

The Mill Creek Police Department currently has no tactical rescue vehicles (TRV’s) amongst its rolling stock. While usage of a TRV has a narrow scope of need, the ability to deploy such for certain situations can mean the difference between a successful resolution or not. The acquisition of a new TRV can involve purchase prices in the hundreds of thousands of dollars. Occasionally, military surplus vehicles can be acquired through an agreement with the military, but the opportunities are few and the process to ‘civilianize’ the vehicles can be costly.

An opportunity has presented itself in the form of a surplus TRV becoming available through the City of Monroe. The Monroe Police Department maintains a civilian armored bank car converted to law enforcement use known as Rescue 3. Rescue 3 is being replaced by a military surplus vehicle recently acquired by the Monroe Police Department. Monroe has offered Rescue 3 to partner agencies as surplus at a cost of \$200.00. In addition to Rescue 3 being a Monroe PD asset, the vehicle is also an asset used by North Sound Metro SWAT (NSMS). NSMS is the regional tactical team that has ten member cities, including both Monroe and Mill Creek. If another NSMS city, like Mill Creek, acquires Rescue 3, it can continue to be available for NSMS use as well as use within our City.

Operational need

As mentioned, a TRV has a narrow scope of need and also limitations in its use. Rescue 3 is an ex civilian armored car used for money transport. It was donated to the Monroe Police Department in 2006 by a private party with the stipulation that it be used for officer safety purposes. As a civilian vehicle, it is not armored to withstand rifle rounds but is rated for handgun rounds and the cab is not armored at all. The primary purpose of Rescue 3 is to transport officers into and out of scenes, affect persons- and officers-down rescues and to serve as a command post at major incidents. Additionally, Mill Creek will use Rescue 3 during emergency management incidents requiring command and transport of people and equipment. Having Rescue 3 stationed in Mill Creek also proves useful for NSMS usage, as it creates an option for rescue and light tactical response centrally located amongst the ten partner cities.

As the department considers adding a TRV to the fleet, it is important to consider how this will be received in the community. There is at times opposition to the addition of tactical equipment or vehicles as it can be viewed the department is becoming "militarized". The best way to address this concern is through transparency, open communication and the ability for the community to see and understand why the vehicle is necessary. An element of the use of Rescue 3 in Mill Creek will be to incorporate it into our community outreach function, including it in events such as parades, the Mill Creek Festival and National Night Out, affording community members an opportunity to see and touch the equipment and develop a good understanding of the need and application. The department will also engage in a public education effort upon acquisition of Rescue 3 in order to let the community know of the new equipment before it simply appears on the street.

Vehicle inspection and maintenance

Rescue 3 is a 1995 Ford F800 civilian armored car. Over the years, Monroe PD has modified the vehicle for rescue response duties, including painting and marking the vehicle, adding emergency lights and siren, police radios and racks for equipment. The vehicle is currently in service and has been used for a SWAT training exercise as recently as late August. The vehicle is equipped with a Cummins diesel motor with 359,000 miles on it. Research has indicated that this motor in this configuration has a life expectancy of 500,000 miles when well maintained. Service records provided by the City of Monroe indicate that the engine has been maintained in accordance with service recommendations, so it is reasonable to expect Mill Creek would get many years of use out of the vehicle. Rescue 3 recently received a new set of tires and a replacement windshield.

This use will not come without a price however. In order to perform our due diligence, Rescue 3 was inspected by diesel mechanics with Snohomish County at their Cathcart maintenance facility. The report of the inspection is included as Attachment 1. In addition to the new tires and windshield, mechanics reported that the brakes have approximately 75% life remaining and would expect to get several years before needing to be addressed. Numerous miscellaneous non-safety issues were discovered that will require minimal maintenance, most of which can be performed by the department's vehicle maintenance team. An engine oil leak was detected that will require additional exploration to determine the source. This issue does not interfere with the operation of the vehicle nor do the additional items on the non-safety list. The financial impact of these maintenance issues is expected to be negligible and accommodated in the department's current budget.

The report also includes a few safety issues that will need to be addressed or be aware of. A U-joint is in need of replacement and the vehicle's hood insulation should be replaced. A bend in the vehicle's frame was discovered that could impact tire wear or alignment and it is unknown how long this has been an issue. This is an awareness issue that will require regular inspection to monitor. Finally, it is recommended that an audible low air warning signal be installed to complement the pressure gauge. The financial impact of these issues can be accommodated in the department's current budget. Should the frame bend manifest itself to cracking or further deterioration, a decision will need to be made on how to proceed based on an expense-benefit assessment at that time.

Based on anticipated use of the vehicle, the following cost projections for routine maintenance have been made:

- Lube, oil and filter \$600.00 per year
- Fuel \$600.00 per year
- Potential brake replacement* \$3000.00 per axle

**Should this be necessary based on the use of the vehicle*

The inspection also revealed two issues that should be resolved as soon as possible:

- Replacement and repair of the U-joint \$400 -500 (parts and labor)
- Repair engine oil leak \$450 estimate (+ parts)

Equipment and personnel impacts

Long term equipment impacts related to the acquisition of Rescue 3 will be accommodated in the department's current budget and/ or future budget processes. Based on the current configuration and projected use of the vehicle, the department does not anticipate requiring additional budget to support this vehicle. It is accepted that there will need to be small tools and minor equipment acquisitions over the life of the vehicle, but this is no different than what is currently done to maintain patrol vehicles.

Personnel impacts are limited to the training and availability of operators during deployments. The reality of the equipment is that it will be used more frequently for community outreach events and training and less for actual responses. For community outreach events, personnel who are regularly involved in those activities will become trained operators. For training and actual deployments, the trained operators will be those personnel already assigned NSMS duties or associated with emergency management functions. There will be no additional overtime impacts related to any of these uses; overtime is incurred on occasion already and the addition of this equipment will not change that.

Policy, procedure and liability

Prior to acquisition, a comprehensive policy on TRV deployment standards, operator training requirements and vehicle maintenance guidelines will be implemented. It is vital to the safe and appropriate operation of a piece of equipment like this that it only be used when appropriate and that its use be safe and responsible.

Guidelines will be established describing in which emergency events it would be appropriate to deploy this equipment and which it would not. Consideration is given to the nature of the event and the danger to the public or the officers. Deployment of Rescue 3 should be considered for active threat scenarios and natural disasters as well as for use a command post for any major incident. The public events mentioned above will also be allowable within the policy and requests for additional events will be considered based on need and availability. Elements of this policy will be incorporated into the department's current vehicle use policy.

As this is a unique vehicle to operate, particular attention will be given to the training and

education of the selected, authorized vehicle operators. The department will create a series of training opportunities that will address not only driving the vehicle, but maintenance and awareness of the unique systems as well.

As the City of Monroe is also a WCIA Risk Pool city, transfer of liability insurance between Monroe and Mill Creek should be seamless. Additional liability issues associated with the use and deployment of Rescue 3 will be mitigated through sound policies and good training.

Rescue 3 comes already marked with "Police" and the logo from a now defunct Monroe PD tactical team on the doors. The "Police" markings will remain and the tactical team logos will be replaced with MCPD graphics. "Rescue 3" will be displayed prominently on the vehicle since this will remain available to NSMS and that is how the vehicle is known.

Summary

The addition of a valuable asset like this to the police department is a rare opportunity. Similar to many other assets at our disposal, however, Rescue 3 will not be used daily or even weekly. This is an asset that will become extremely important when it is called upon and may serve to save and preserve life. It is also clearly understood that once maintaining the vehicle tips the expense-benefit scale, the vehicle will be made available for surplus or destruction. The Department does not request a depreciation schedule or replacement plan. Once Rescue 3 reaches the end of its service life, the City will determine if it is appropriate to replace it. If so any future asset will need to be acquired if a similar surplus opportunity exists.

CITY MANAGER RECOMMENDATION:

None – this is a study session only.

ATTACHMENTS:

- Attachment 1: Presentation slides
- Attachment 2 : Monroe maintenance records
- Attachment 3 Assessment report of Rescue 3

Respectfully Submitted:



Michael G. Ciaravino
City Manager

10/2/2019



Mill Creek Police Department

Acquisition of surplus tactical rescue vehicle (TRV)

October 8, 2019

Background info

- The police department has no TRV in the fleet
- The Monroe PD has one: **Rescue 3**
- Monroe is preparing Rescue 3 for surplus
 - *They have acquired a military surplus replacement*
 - *Monroe will sell Rescue 3 to Mill Creek for \$200.00*



Acquisition of a tactical rescue vehicle

1

10/2/2019

What is Rescue 3?

- A TRV converted from a former civilian armored car
- 1995 Ford F800 with armored passenger compartment but no armor in the cab
- Donated to Monroe in 2006 to be used to provide officers additional safety in their operations
- In use in Monroe as well as an asset of North Sound Metro SWAT (NSMS)
 - *NSMS is the regional SWAT team that Mill Creek partners with 9 other cities to operate.*



Acquisition of a tactical rescue vehicle

2

Rescue 3



Acquisition of a tactical rescue vehicle

3

10/2/2019

Operational need

- Rescue 3 has a narrow, yet extremely important, scope of need
- Rescue 3 will be used for emergency rescue response to active threat situations as well as for downed-citizen and downed-officer rescue response
- Also available as mobile command post and staging for major or significant incidents, including natural disaster
- Centrally located for NSMS deployment



Acquisition of a tactical rescue vehicle

4

Benefits of *this* equipment

- Ability to increase our response readiness, help safeguard the community and provide officer safety with minimal investment
- Known commodity from a partner agency that officers throughout the region are familiar with
- The ability to maintain a piece of equipment that is available to our teammates in NSMS
- Very low acquisition cost



Acquisition of a tactical rescue vehicle

5

10/2/2019

Known limitations

- The passenger compartment is armored to withstand pistol rounds, but not rifle rounds
- The driver compartment is not armored



Acquisition of a tactical rescue vehicle

5

Community impacts

- Departments must be responsible when implementing equipment such as this
- There must be understanding that not all of the community will embrace what is viewed as tactical equipment
- Public education and community interaction is vital
- In addition to educating the public on the acquisition, we must continue to be visible and interactive - let the community touch, feel and learn about rescue *and* tactical response



Acquisition of a tactical rescue vehicle

6

4

10/2/2019

Community Outreach

- In addition to the response capability of the equipment, it will also be used for community outreach at the following events:
 - *National Night Out*
 - *Mill Creek Festival*
 - *Memorial Day and Labor Day Parades*
 - *Other community outreach events as TBD*



Acquisition of a tactical rescue vehicle

7

Vehicle Inspection

- **In performing our due diligence, MCPD staff delivered Rescue 3 to the Snohomish County heavy equipment shop for a pre-purchase inspection.**
 - *Rescue 3 has 359,000 miles on a Cummins diesel motor (life expectancy – 500,000 miles)*
 - *Rescue 3 has a new, two-piece windshield*
 - *Rescue 3 has a full set of new tires*
 - *There is approximately 75% brake life remaining – replacement of brakes is not forecast at this point*



Acquisition of a tactical rescue vehicle

8

10/2/2019

Vehicle Inspection

- **All of Rescue 3's service records are available.**
- **Monroe PD invested about \$15k in upgrades when the vehicle was placed in service in 2006**
- **Monroe PD has incurred approximately \$14k in maintenance costs in 13 years**
- **Rescue 3 is fully functional and operational and was used for training as recently as late August**



Acquisition of a tactical rescue vehicle

8

Vehicle Inspection

Areas of concern

- **A "U" joint needs to be replaced**
- **There is an oil leak that will need to be explored and repaired**
- **There is a 3/4" bend in the frame near the front of the vehicle**
- **Miscellaneous maintenance items that can be addressed by staff or monitored**



Acquisition of a tactical rescue vehicle

8

10/2/2019

Anticipated ongoing maintenance costs

- **Regular interval lube, oil and filter**
 - \$600.00 per year
- **Estimated fuel costs based on expected use**
 - \$600.00 per year
- **Potential brake replacement (based on need)**
 - \$3000.00 per axle (due to air brakes)



Acquisition of a tactical rescue vehicle

9

Anticipated Up-Front Repair Costs

- **Two items should be addressed right away:**
 - *Replacement of the U-Joint*
 - \$400-500, including parts and labor
 - *Diagnose and repair engine oil leak*
 - \$450 labor estimate + parts



Acquisition of a tactical rescue vehicle

10

7

10/2/2019

Policy and procedure

- **Policies and procedures are being developed to address the following:**
 - *Vehicle deployment standards*
 - *Operator training requirements*
 - *Vehicle maintenance guidelines*
 - *Rescue 3 as a NSMS asset*
 - *Marking and identifying the rescue vehicle*

The Deputy Chief of Police will be responsible for authorizing use of Rescue 3.



Acquisition of a tactical rescue vehicle

11

Summary

- **The total upfront acquisition cost, including purchase price, required maintenance and repairs, and re-branding as a Mill Creek asset is anticipated at \$1800.00**
 - Acquisition cost of \$200
 - U-joint and oil leak repair - \$1200
 - Misc. maintenance and vehicle lettering - \$400
- **These costs can be absorbed into the PD's current 2019-2020 vehicle maintenance budget**



Acquisition of a tactical rescue vehicle

12

10/2/2019

Questions?



Acquisition of a tactical rescue vehicle

19

Thank You!

Gregory Elwin
Chief of Police



Acquisition of a tactical rescue vehicle

20

Work Order Invoice

28564

Monroe Fire Dept
163 Village Ct

Date: 01/30/2008

Monroe, WA 98272 (360) 794-7866



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272	Pay To: East County Mechanical Services 163 Village Court Monroe, WA 98272 (360) 794-3497 Acct #: 000006
---	---

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name		Driver's Phone	WO Author
				1104
Hazardous Materials:	5.00	Start:	01/18/2008 14:19:19	
Other:	0.00	End:	01/30/2008 09:13:54	
Parts:	61.84	Down Time:	11 Days 18Hrs 55Mins	
Outside Work:	0.00	Odometer Reading:	347470	
Labor:	408.80	Repair Site:	East County M.S.D.	
Distributed Labor:	0.00	Repair Class:	SCHEDULED	
Distributed Misc.:	0.00			
Sales Tax:	0.00	Labor Hours:	5.00	
Other Tax:	0.00	Labor Rate:	81.76/Hr	
Misc. Shop Supp.:	5.00			
Oil/Lube Supply:	2.00			
Handling Charge:	0.00			
Total Cost:	482.64			

NOTES:
 *** ST31MECH2 *** - 1/18/2008 4:42:37 PM
 120 day pm service, changed engine oil and fuel filter. Checked all lights. Belts and hoses ok. Load tested batteries and filled with water, removed batteries to check and add water. All ok. All brakes %75 or better. Rear tires ok a little low on air. Front tires have a deep crack on the left front tire, small one on the right, should be replaced. Road test.
 On the road test a vibration is felt on start. The center support brg may be going out or a tight u joint. At highway speeds the vibration gone. Ran out of time and will put in work pending to check later.

Services

SERVICE DESCRIPTION	PM?	REASON	DATE	MECHANIC	HOURS	PRICE	OUTSIDE WORK
120 Day Service Light Duty App.	Y	SCHP	01/18/2008	GROUP	5.00	408.80	0.00

Procedures

SERVICE DESCRIPTION	DONE?	PROCEDURE DESCRIPTION
120 Day Service Light Duty App.	Y	Service Checksheet Completed

01/30/08 09:13 (242)

Work Order: 28564

Page 1 of 2

Parts

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT. PRICE
Oil Filter	1907	EA	1.00	7.66	7.66
Fuel Filter	3472	EA	1.00	12.48	12.48
Motor Oil	1540	EA	18.00	2.31	41.70

Work Order Invoice

Monroe Fire Dept
163 Village Ct
(360) 794-7666

#28875
06/13/2008



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272	Pay To: East County Mechanical Services 163 Village Court Monroe, WA 98272 (360) 794-3497 Acct #: 000006
---	---

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name		Driver's Phone	WO Author
				3003
Hazardous Materials:	0.00	Start:	05/22/2008 07:51:43	
Other:	0.00	End:	06/13/2008 09:19:35	
Parts:	271.72	Down Time:	22 Days 1Hrs 16Mins	
Outside Work:	0.00	Odometer Reading:	347501	
Labor:	874.84	Repair Site:	East County M.S.D.	
Distributed Labor:	0.00	Repair Class:	PREVENTIVE MAINT	
Distributed Misc.:	0.00			
Sales Tax:	0.00	Labor Hours:	10.70	
Other Tax:	0.00	Labor Rate:	81.76/Hr	
Misc. Shop Supp.:	11.00			
Oil/Lube Supply:	2.00			
Handling Charge:	0.00			
Total Cost:	1,159.56			

NOTES:

*** ST31MECH3 *** - 5/23/2008 1:59:53 PM

Performed 120 day/annual service.

Note: vehicle has low miles since last service, transmission & differential fluids looked very good.

Checked & maintained all fluid levels as needed.

Inspected & inflated tires, found cut sidewall on left front tire, Leonard verbally advised Brian J. about tires. found rear tires are mismatched in tread design.

Replaced both air filters.

Installed new wipers.

Brake inspection looked good, estimate all brakes at 75% lining remaining, adjusted brakes, checked air warning system & auto brake application.

Removed & cleaned air dryer assembly, installed rebuild components & reassembled unit, confirmed unit working correctly.

Found rubber fuel line to fuel rail leaking very considerably, removed line & installed new section with new clamps, verified there was no more leaks.

Checked all service & emergency lights, note: vehicle has a light/siren control head but no lightbar or sirens installed.

Charging system checked out fine, battery load test was good, cleaned & serviced batteries.

Inspected under hood/under chassis components.

Confirmed block heater working correctly.

Found coolant spent, drained old fluid & refilled with new coolant good to -34 degrees, also found small lower radiator hose section soft, replaced section.

06/13/08 09:19 (242)

Work Order: 28875

Page 1 of 2

NOTES (continued):

Test drove vehicle.

*** Import from Work Pending *** - 5/22/2008 7:52:48 AM

Description: Vibration

Reference:

Slight vibration on start moving. May have a center support brg loose or tight u joint, Dave.

Found considerable movement in carrier bearing, removed front section of driveline, removed & installed new carrier bearing, timed driveshaft according to previous marks, reassembled unit.

Services

SERVICE DESCRIPTION	PH?	REASON	DATE	MECHANIC	HOURS	PRICE	OUTSIDE WORK
120 Day Service Light Duty App.	Y	SCHP	05/22/2008	3017	3.97	324.59	0.00
Major PM Service Light Duty App.	Y	SCHP	05/22/2008	GROUP	3.34	273.08	0.00
Driveline/U-Joints Install	N	GEN	05/22/2008	GROUP	3.39	277.17	0.00
	N	DRN	05/22/2008	NONE	0.00	0.00	0.00

Procedures

SERVICE DESCRIPTION	DONE?	PROCEDURE DESCRIPTION
120 Day Service Light Duty App.	Y	Service Checklist Completed
Major PM Service Light Duty App.	N	Annual PM Completed

Parts

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT. PRICE
AIR FILTER	8433	EA	1.00	38.13	38.13
AIR FILTER	8438	EA	1.00	27.01	27.01
Brake Kleen	091847	EA	1.00	5.07	5.07
CARTRIDGE	107704X	EA	1.00	58.38	58.38
PURGE KIT	5005037K	EA	1.00	58.08	58.08
FUEL LINE	505-1208	EA	2.00	1.38	2.71
WIPER BLADES	60-1537	EA	2.00	8.75	17.49
Antifreeze	ANTIFREEZE	EA	6.00	5.21	31.27
FUEL LINE	11-176	EA	2.00	1.05	2.11
CTR BEARING	SP 210860-1X	EA	1.00	34.88	34.88
Washer Fluid	WASHER	QT	2.00	1.31	2.61



Monroe Police Department
 818 W Main St.
 Monroe, WA 98272
 360-794-6300 Phone
 360-794-3129 Fax

Purchase Order No. MPD 2010-0043
 Line Item _____
 Date Requested 02-22-2010
 Date Required _____

Purchase Order

Bill To:
 Monroe Police Department
 818 W. Main St.
 Monroe, WA 98272
 Attn: Mindy Orcutt

Ship To:
 Monroe Police Department
 818 W. Main St.
 Monroe, WA 98272
 Attn: Mindy Orcutt

Vendor: L.N Curtis & Sons
Address: 629 So. Industrial Way Seattle WA 98108
Phone: 206-622-2875 / 800-426-6633
Fax: 206-622-2723
Website: www.LNCURTIS.com nwsales@lncurtis.com

Requested By	Purpose	Supervisor	Commander/ Director	Deputy Chief	Chief
Det. Spencer Robinson	SERT Armored Truck	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Quantity	Item Number	Description	Unit Price	Total	
3	1	1007 PERF ADV Universal Mount x 3	\$10.95 x 3	\$32.85	
1	2	K5006 PERF ADV Adjustamount Kit	\$50.95	\$83.80	
1	3	K5008 PERF ADV Extended Adjustamount Kit	\$61.95	\$145.75	
				Subtotal	\$145.75
				Tax	9.5%
				Shipping	TBD
				Miscellaneous	
				Balance Due	\$159.59

** Work order entered into ECPSS.org
 2/23/10 1421 hrs.
 [Signature]*

** SHOP WIN ORDER # INSTAN #*

Notes/Remarks

Date Ordered 2/23/10 Billing Date _____

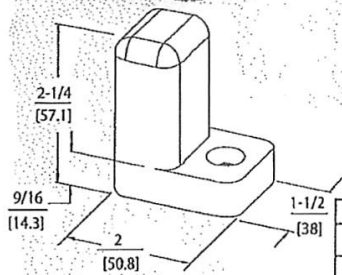
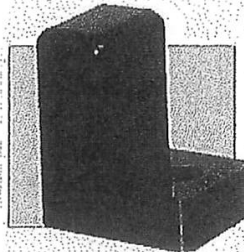
Received Date _____

Received by _____

Dlcw

PAC

UNIVERSAL MOUNT P/N 1007



UNIVERSAL MOUNTS are rugged, right-angle mounts with countless uses. Molded of tough, black urethane, UNIVERSAL MOUNTS can be used in triple under the base of fire extinguishers, or the base of hydraulic power tools.

When used with ADJUSTAMOUNT KIT (P/N K5006), the UNIVERSAL MOUNTS can provide secure mounting for the many hard-to-mount cylindrical units. The ADJUSTAMOUNT KIT (P/N K5006) is NOT INCLUDED with UNIVERSAL MOUNTS.

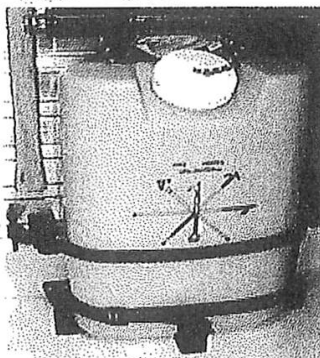
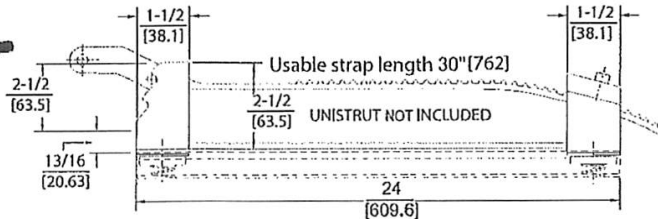
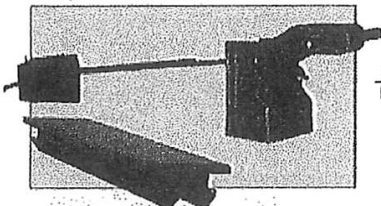


UNIVERSAL MOUNT P/N 1007 INCLUDES THE FOLLOWING

PART NO.	DESCRIPTION	QUANTITY
1007	UNIVERSAL STOP MOUNT	1
7036	PAC FASTENER PACKET	1

PAC

EXTENDED ADJUSTAMOUNT P/N 1008



The EXTENDED ADJUSTAMOUNT is a very versatile mounting package designed to restrain larger objects such as litter baskets, step ladders, etc.

The EXTENDED ADJUSTAMOUNT consists of modules designed to fit 1-5/8" UNISTRUT. High-strength injection-molded LOCK-END and CLAMP-END modules, using UNISTRUT CHANNEL NUTS (furnished) allow quick positioning and easy moving, if later required. A 9" length of extruded neoprene CHANNEL CUSHION provides insulation and a firm bottom grip between the mounted object and the UNISTRUT. It can be custom-cut to the lengths required. EXTENDED LOCKSTRAP's usable length is 30" (762.000 mm).

UNISTRUT IS NOT INCLUDED.

EXTENDED ADJUSTAMOUNT P/N 1008 INCLUDES THE FOLLOWING

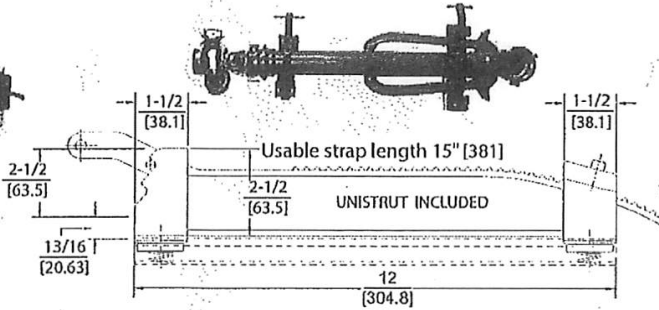
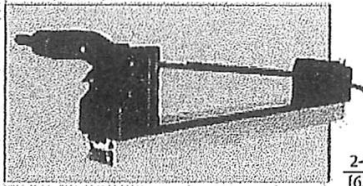
PART NO.	DESCRIPTION	QUANTITY
2003	CLAMP-TOP MODULE	1
2004	CLAMP-END MODULE	1
2005	LOCK-END MODULE	1
2008-1	ADJUSTABLE LOCKSTRAP (33" OVERALL LENGTH)	1
2010	1/4-20 CHANNEL NUTS W/S.S. SOCKET HEAD BOLTS	2
1006-3	9" LONG EXTRUDED NEOPRENE CHANNEL CUSHION	1
2013	3/16 HEX WRENCH FOR SOCKET HEAD BOLTS	1

NOTE: For mounting on PAC TRAC adapters are furnished (P/N 6008) together with appropriate TRACLOC INSERTS and 10/24 screws.



ADJUSTAMOUNT KIT P/N K5006

PAC



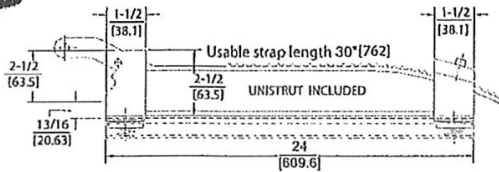
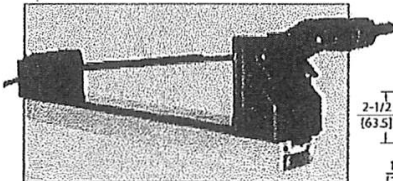
ADJUSTAMOUNT KIT includes, not only the versatile ADJUSTAMOUNT (P/N 1006), but also a 12" length of 1006-1 UNISTRUT, pre-punched for mounting.

ADJUSTAMOUNT KIT P/N K5006 INCLUDES THE FOLLOWING

PART NO.	DESCRIPTION	QUANTITY
1006-1	12" LENGTH UNISTRUT	1
2035	PAC FASTENER PACKET	1
2003	CLAMP - END TOP	1
2004	CLAMP - END MODULE	1
2005	LOCK - END MODULE	1
2008	ADJUSTABLE LOCKSTRAP (18" OVERALL LENGTH)	1
2010	1/4-20 CHANNEL NUTS W/S.S. SOCKET HEAD BOLTS	2
1006-3	9" LONG EXTRUDED NEOPRENE CHANNEL CUSHION	1
2013	3/16 SHORT HEX KEY	1

EXTENDED ADJUSTAMOUNT KIT P/N K5008

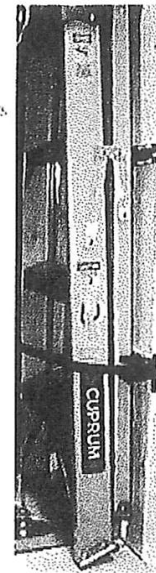
PAC



EXTENDED ADJUSTAMOUNT KIT includes, not only the heavy duty EXTENDED ADJUSTAMOUNT (P/N 1008), but also a 24" length of 1006-2 UNISTRUT, pre-punched for mounting.

EXTENDED ADJUSTAMOUNT KIT P/N K5008 INCLUDES THE FOLLOWING

PART NO.	DESCRIPTION	QUANTITY
2003	CLAMP - END TOP	1
2004	CLAMP - END MODULE	1
2005	LOCK END MODULE	1
2008-1	ADJUSTABLE LOCKSTRAP (33" OVERALL LENGTH)	1
2010	1/4-20 CHANNEL NUTS W/S.S. SOCKET HEAD BOLTS	4
1006-3	9" LONG EXTRUDED NEOPRENE CHANNEL CUSHION	1
2013	3/16 SHORT KEY HEX	1
1006-2	24" LENGTH UNISTRUT P4000	1
2035	PAC FASTENER PACKET	1



(phone) 206-822-2875
 (toll free) 800-426-6633
 (fax) 206-822-2723
 nwsales@lncurtis.com

L.N.CURTIS & SONS
 TOOLS FOR HEROES® since 1929

Northwest Division
 629 So. Industrial Way
 Seattle, Washington 98108
 www.LNCURTIS.com

QUOTATION

DATE 02/16/10	TERMS NET 30 DAYS	F.O.B. SHIP POINT	QUOTATION NO. 2074904-00
------------------	----------------------	----------------------	-----------------------------

TO: MONROE POLICE DEPT./SWAT
 ATTN: DECT. SPENCER ROBINSON
 818 W. MAIN
 MONROE, WA 98272

This quotation subject to acceptance within 30 days. Shipment contingent upon strikes, fires, accidents or other delays beyond reasonable control for the company.
 L.N. Curtis and Sons retains ownership and title to all equipment until fully paid for in legal money of the United States of America.
 All prices quoted subject to applicable Federal, State, County or City Taxes and Licenses.

L.N. CURTIS AND SONS

By MICHAEL D. GUERTIN

QUANTITY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	EA	K5008 PERF ADV	EXTENDED ADJUSTA MOUNT KIT	61.95	123.90
2	EA	K5006 PERF ADV	ADJUSTAMOUNT KIT	50.95	101.90
4	EA	1004 PERF ADV	HANDLELOCKW/ BLACK STRP	34.95	139.80
1	EA	K5010 PERF ADV	SLEDGE HANGER KIT	71.95	71.95
1	EA	K5011 PERF ADV	FLATHEAD AXE HANGER KIT	102.95	102.95
3	EA	1007 PERF ADV	UNIVERSAL MOUNT	10.95	32.85
FREIGHT IS NOT INCLUDED IN THIS QUOTE * THANKS FOR THE OPPORTUNITY TO OFFER YOU THIS QUOTE. FEEL FREE TO CONTACT NIK TARANIK (206-953-3507) OR MYSELF IF YOU HAVE ANY QUESTIONS, OR IF I CAN HELP YOU IN PLACING THIS ORDER. THANKS FOR YOUR BUSINESS. MIKE L.N. CURTIS & SONS 800-426-6633					
				Sub Total	573.35
				Sales Tax	49.31
				Total	622.66

Last Page

Work Order Invoice

Monroe Fire Dept
 163 Village Ct
 Monroe, WA 98272
 (360) 794-7666

WO #: 31556
 Date: 04/19/2010



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272				Pay To: East County Fire Support Serv. 163 Village Court Monroe, WA 98272 Acct #: 000006	
Unit ID	Fleet	Group	Equipment Make	Equipment Type	
MP000P44	MPD	MPD	Ford	Police Vehicle	
License #	State	Year	VIN/Serial Number	Equipment Model	
42373D	WA	1995	1FDXF80C7SVA17207	Ford	
Engine Size		Driver's Name		Driver's Phone	WO Author
				-	9301
Hazardous Materials:		0.00	Start:		01/04/2010 08:49:00
Other:		0.00	End:		04/19/2010 10:12:28
Parts:		135.65	Down Time:		61 Days 1Hrs 48Mins
Outside Work:		0.00	Odometer-M Reading:		347,833
Labor:		568.52	Repair Site:		East County M.S.D.
Distributed Labor:		0.00	Repair Class:		FIELD PREV. MAINT.
Distributed Misc.:		0.00	Labor Hours:		6.10
Sales Tax:		0.00	Labor Rate:		93.20/Hr
Other Tax:		0.00			
Misc. Shop Supp.:		7.00			
Oil/Lube Supply:		2.00			
Handling Charge:		0.00			
Total Cost:		713.17			
<p>NOTES: *** ST31MECH1A *** - 2/17/2010 2:37:56 PM *** ST31MECH1A *** - 2/17/2010 2:37:47 PM</p> <p>Did not change engine oil and filter this service, checked engine oil. Checked power steering fluid, and checked coolant level and freeze protection. Inspected under hood components, belts/hoses and checked for damaged missing parts. Found an intercooler hose that had a hole worn through it, and a new one was ordered from motor trucks and will be upstairs to be installed at a later time. Inspected under vehicle, lubricated chassis, and checked rear differential fluid level. Checked tire condition and inflation(100 psi). Both front tires have some weather cracking in them and the left front has a cut in the sidewall. Checked all service and emergency lights. Found both low beam headlights were not working, found that the high-low switch on the floor had fallen apart, replaced with a new one from Napa. Also replaced the right front marker light. Checked batteries and charging system. Checked horn and siren operation and test drove vehicle.</p>					



Services

SERVICE DESCRIPTION	PM?	REASON	DATE	MECHANIC	HOURS	PRICE	OUTSIDE WORK
120 Day Service Light Duty App.	Y		02/17/2010	0811	6.10	668.62	0.00

Procedures

SERVICE DESCRIPTION	DONE?	PROCEDURE	PROCEDURE DESCRIPTION
120 Day Service Light Duty App.	Y	167	Service Checksheet Completed

Parts

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT. PRICE
Bulb	3166	EA	1.00	1.77	1.77
Switch	DS114	EA	1.00	13.08	13.08
HOSE	F3H26C640B	EA	1.00	103.88	103.88
Misc. Shipping Fee	SHIP MOTORTR	EA	1.00	16.94	16.94

Work Order Invoice

Monroe Fire Dept
 163 Village Ct
 Monroe, WA 98272
 (360) 794-7666

WO #: 31840
 Date: 05/13/2010



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272	Pay To: East County Fire Support Serv. 163 Village Court Monroe, WA 98272 Acct #: 000006
---	---

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name		Driver's Phone	WO Author
				9301
Hazardous Materials:	0.00	Start:	02/24/2010 10:48:00	
Other:	0.00	End:	05/13/2010 13:17:02	
Parts:	411.34	Down Time:	57 Days 3Hrs 57Mins	
Outside Work:	0.00	Odometer-M Reading:	347,840	
Labor:	884.47	Repair Site:	East County M.S.D.	
Distributed Labor:	0.00	Repair Class:	MISC. INSTALLATION	
Distributed Misc:	0.00	Labor Hours:	9.49	
Sales Tax:	0.00	Labor Rate:	93.20/Hr	
Other Tax:	0.00			
Misc Shop Supp:	10.00			
Handling Charge:	0.00			
Total Cost:	1,305.81			

NOTES:
 *** ST31MECH5 *** - 3/18/2010 9:48:42 AM
 Install all parts as per customer request, hold down pac mounts in rear area and wire in plug for bumper winch.

Services

SERVICE DESCRIPTION	RMF	REASON	DATE	MECHANIC	HOURS	PRICE	OUTSIDE WORK
Instal	N	DRN	03/17/2010	9901	9.49	884.47	0.00

Parts

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT PRICE
CONNECTR	740235	EA	1.00	48.20	48.20
UNIVERSAL MOUNT	1007 PERF ADV	EA	3.00	14.27	42.80
MOUNT BRACKET	3GRZ8	EA	1.00	14.38	14.38
SPRING LATCH	4PE78	EA	2.00	22.10	44.20
Adjustment Kit	K5006	EA	1.00	66.39	66.39
Adjustment Kit	K5006	EA	1.00	66.39	66.39

Printed: 05/13/10 13:17 (242)

Work Order: 31840

Page 1 of 2



Parts (continued)

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT. PRICE
EXTENDED ADJUSTA MOUNT	K5008 PERF ADV	EA	1.00	60.72	60.72
Misc. Shipping Fee	SHIP LN CURTIS	EA	1.00	15.45	15.45
Misc. Shipping Fee	SHIP LN CURTIS	EA	1.00	17.38	17.38
Misc. Shipping Fee	SHIP LN CURTIS	EA	1.00	15.45	15.45

Work Order Invoice

Monroe Fire Dept
 163 Village Ct
 Monroe, WA 98272
 (360) 794-7666

WO #: 32705
 Date: 09/06/2010



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272	Pay To: East County Fire Support Serv. 163 Village Court Monroe, WA 98272 Acct #: 000006
---	---

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name	Driver's Phone	WO Author	
			9301	
Hazardous Materials:	0.00	Start:	08/23/2010 09:32:00	
Other:	0.00	End:	09/06/2010 12:49:28	
Parts:	0.00	Down Time:	14 Days 3Hrs 3Mins	
Outside Work:	0.00	Odometer-M Reading:	347,984	
Labor:	556.40	Repair Site:	East County M.S.D.	
Distributed Labor:	0.00	Repair Class:	PREVENTIVE MAINT	
Distributed Misc.:	0.00	Labor Hours:	5.97	
Sales Tax:	0.00	Labor Rate:	93.20/Hr	
Other Tax:	0.00			
Misc. Shop Supp.:	6.00			
Oil/Lube Supply:	2.00			
Handling Charge:	0.00			
Total Cost:	564.40			

NOTES:

Description: There is a new turbo hose upstairs to be installed next time the vehicle is here.
 Reference:

Removed old turbo hose and turbo pipe. Cleaned turbo pipe and re-installed with new hose. To prevent the hose from rubbing again I used the old hose to make a rub guard and secured it to the new hose with wire ties.

Low mileage did not change engine oil and filter. Checked engine oil and other under hood fluid levels. Checked alternator and charging system. Checked and load tested all batteries. Inspected belts and hoses. Checked all service and emergency lighting. The rear flood lights (which appear to be the reverse lights) did not come on and I was unable to locate a switch for them, they may not be wired in yet. Checked interior lights, and door open warning. Inspected under vehicle and lubricated chassis. Inspected suspension steering, drivelines and u-joints. Checked rear differential fluid level and inspected brakes. Due to the low mileage on this vehicle the tires were not pulled and there was enough access to see that pads and drums were in good shape. Checked tire condition and inflation, 105 PSI in all tires, tires all had a sufficient amount of tread, the front left tire has a cut in it, pd will be notified. Checked horn/siren and test drove vehicle.
 Note: The radio in this vehicle is not wired in, it just sits in the console.

4

Services

SERVICE DESCRIPTION	PM?	REASON	DATE	MECHANIC	HOURS	PRICE	OUTSIDE WORK
180 Day Service Light Duty App.	Y		08/23/2010	0811	3.19	297.31	0.00
Major PM Service Light Duty App.	Y		08/23/2010	0811	1.42	132.34	0.00
Engine	N		08/23/2010	0811	1.36	126.75	0.00

Procedures

SERVICE DESCRIPTION	DONE?	PROCEDURE	PROCEDURE DESCRIPTION
180 Day Service Light Duty App.	N	167	Service Checklist Completed
Major PM Service Light Duty App.	N	168	Annual PM Completed

Work Order Invoice

Monroe Fire Dept
 163 Village Ct
 Monroe, WA 98272
 (360) 794-7666

WO #: 33539
 Date: 03/15/2011



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272	Pay To: East County Fire Support Serv. 163 Village Court Monroe, WA 98272 Acct #: 000006
---	---

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name		Driver's Phone	WO Author
			-	9301
Hazardous Materials:	0.00	Start:	02/22/2011 07:33:00	
Other:	0.00	End:	03/15/2011 09:42:04	
Parts:	148.49	Down Time:	21 Days 1Hrs 31Mins	
Outside Work:	0.00	Odometer M. Reading:	348,004	
Labor:	758.65	Repair Site:	East County M.S.D.	
		Repair Class:	PREVENTIVE MAINT	
		Labor Hours:	8.14	
Sales Tax:	0.00	Avg Labor Rate:	93.20/Hr	
Other Tax:	0.00			
Misc. Shop Supp:	9.00			
Oil/Lube Supply:	2.00			
Handling Charge:	0.00			
Total Cost:	918.14			

NOTES:
 *** ST31MECH5 *** - 2/24/2011 3:16:40 PM
 *** ST31MECH1A *** - 2/24/2011 1:20:14 PM
 180 day service, low miles on oil.
 Checked alt and load tested batteries.
 Checked all lights and siren.
 Checked heater, a/c not working.
 Checked brakes with wheels on, %75 or better front and rear. No leaks on axle seals, brakes dry. Adjusted brakes.
 Checked all mirrors, broken on the left hood. Replaced.
 Checked under carriage, exhaust suspension.
 Checked belts and hoses.
 Checked all fluid levels.
 Repaired the washer hose that was off at the squirter. Filled bottle. Checked wipers.
 Checked tires..
 Road test.



NOTES (continued):

Found air valve leaking at the rear end, replaced valve.
Also found the left rear air can leaking on the parking release side. Replaced left can only.

Services

SERVICE DESCRIPTION	PM?	REASON	DATE	MECHANIC	HOURS	PRICE	GW
180 Day Service Light Duty App.	Y		02/22/2011	GROUP	4.2800	399.90	0.00
Brakes	N		02/24/2011	0305	3.8600	369.76	0.00

Procedures

SERVICE DESCRIPTION	DONE?	PROCEDURE	PROCEDURE DESCRIPTION
180 Day Service Light Duty App.	Y	167	Service Checklist Completed

Parts

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT. PRICE
Mirror	60-97817-3	EA	1.00	23.8300	23.83
COMBO L-ST SPRG BRAKE	HD2430C-LS	EA	1.00	84.7900	84.79
R-2H VLV WBRKT	OR103009X	EA	1.00	39.8700	39.87

Work Order Invoice

Monroe Fire Dept
 163 Village Ct
 Monroe, WA 98272
 (360) 794-7666

WO #: 34589
Date: 10/31/2011



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272	Pay To: East County Fire Support Serv. 163 Village Court Monroe, WA 98272 Acct #: 000006
---	---

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name		Driver's Phone	WO Author
				9301
Hazardous Materials:	5.00	Start:	10/21/2011 07:24:00	
Other:	0.00	End:	10/31/2011 12:28:34	
Parts:	166.54	Down Time:	10 Days 4Hrs 41Mins	
Outside Work:	0.00	Odometer-M Reading:	348,179	
Labor:	573.18	Repair Site:	East County M.S.D.	
		Repair Class:	PREVENTIVE MAINT	
		Labor Hours:	6.15	
Sales Tax:	0.00	Avg Labor Rate:	93.20/Hr	
Other Tax:	0.00			
Misc. Shop Supp.:	7.00			
Oil/Lube Supply:	2.00			
Handling Charge:	0.00			
Total Cost:	753.72			

NOTES:
 Completed Annual service
 Checked alt and load tested batteries.
 Serviced air drier
 Replaced fuel filter and cleaned pre-filter screen
 Checked all lights and siren.
 Checked heater and A/C
 Checked brakes ... 75%+ front and rear. No leaks on axle seals Adjusted brakes.
 Checked under carriage, exhaust suspension.
 Checked belts and hoses.
 Checked all fluid levels.
 Replaced wiper blades
 Checked tire inflation
 Checked tires...Left front tire has a deep cut in the sidewall. Customer has been notified. LF- 8/32, RF-10/32, LRO-11/32,
 LRI-12/32, RRO-20/32, RRI-11/32
 Road test.

X

Services

SERVICE DESCRIPTION	PM?	REASON	DATE	MECHANIC	HOURS	PRICE	O/W
180 Day Service Light Duty App.	Y		10/21/2011	0501	4.1900	384.92	0.00
Major PM Service Light Duty App.	Y		10/21/2011	0501	2.0200	188.26	0.00

Procedures

SERVICE DESCRIPTION	DONE?	PROCEDURE	PROCEDURE DESCRIPTION
180 Day Service Light Duty App.	Y	167	Service Checksheet Completed
Major PM Service Light Duty App.	Y	168	Annual PM Completed

Parts

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT. PRICE
Oil Filter	1807	EA	1.00	7.7300	7.73
Fuel Filter	3472	EA	1.00	12.6900	12.69
NON-CL	08580	EA	2.00	3.8950	7.79
CARTRIDGE	107784X	EA	1.00	30.2000	30.20
Motor Oil	1540	EA	16.00	4.5608	72.97
WIPER BLADES	60-1637	EA	2.00	17.5800	35.16



P-44

Invoice

D/K

Date	Invoice #
9/12/2012	14053

17066 Beaton Rd SE * Monroe, WA 98272
Phone (360) 794-1220 Fax (360) 794-3071

PAID
09/27/2012

Bill To

MONROE POLICE DEPT.
818 W. MAIN
MONROE, WA 98272

Ship To

P.O. Number	Mileage	Serial #	Rep	Terms	Via
SWAT TRUCK	348670	SVA17207	JK	Due on receipt	

Quantity	Description	Price Each	Amount
1.25	LABOR M-F REPLACE AIR CAN ON LH SIDE REAR	99.00	123.75T
1	24 30 MAXI AIR CAN COMPLETE (EA.)	79.36	79.36T
2.5	LABOR M-F REPLACE REAR SLACK ADJUSTERS TO AUTO SLACKS AND ADJUST ALL BRAKES AND TEST DRIVE	99.00	247.50T
2	GUNITE AUTO SLACK ADJUSTER WITH CLEVIS KIT 1-1/2" 28 SPLINE 5-1/2" ARM LENGTH (EA.)	106.14	212.28T
0.67	LABOR M-F MOVE WIRING AWAY FROM EXHAUST.	99.00	66.33T
4	8" BLACK ZIP TIE (EA.)	0.25	1.00T
1	10-12 GA HEAT SHRINK BUTT CONNECTOR (EA.)	1.19	1.19T
2	14-16 BUTT CONNECTOR (EA.)	0.99	1.98T
BRIAN JOHNSTON 425-268-0828			

Signature above constitutes acceptance of above products as being satisfactory. Any warranties on the products sold hereby are those made by the manufacturer. The seller, Koop's Truck Parts & Repair, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness purpose, and seller neither assumes nor authorizes any other person to assume for him any liability in connection with the sale of said products. Customer agrees Koop's Truck Parts & Repair is not liable for down time. Customer understands and agrees to Koop's Truck Parts & Repair Service Contract.

Terms: NET 30. No Cash discount, payment due 30 days from date of invoice. All claims and returns must be made within 30 days of invoice date. A handling charge may be added to parts returned for credit or exchange. NOT RETURN AFTER 30 DAYS. Non-stocking or special orders are NON-RETURNABLE for refund or credit. Parts showing damage, rust, corrosion, dirt, or signs of having been installed will not be issued credit. Reasonable attorney fee's and collection costs will be charged if collection assistance becomes necessary.

Subtotal	\$733.39
Sales Tax (8.6%)	\$63.07
Total	\$796.46

2/13

Work Order Invoice

Monroe Fire Dept
163 Village Ct
Monroe, WA 98272
(360) 794-7666

WO #: 36371
Date: 03/01/2013



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272	Pay To: East County Fire Support Serv. 163 Village Court Monroe, WA 98272 Acct #: 000006
---	---

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name		Driver's Phone	WO Author
				9301
Hazardous Materials:	0.00	Start:	01/24/2013 12:03:00	
Other:	0.00	End:	03/01/2013 12:04:01	
Parts:	0.00	Down Time:		
Outside Work:	0.00	Odometer-M Reading:	348,820	
Labor:	94.13	Repair Site:	East County M.S.D.	
		Repair Class:	General Repairs	
		Labor Hours:	1.01	
Sales Tax:	0.00	Avg Labor Rate:	93.20/Hr	
Other Tax:	0.00			
Misc. Shop Supp.:	2.00			
Handling Charge:	0.00			
Total Cost:	96.13			

NOTES:
 *** AC-WS-SHOP32 *** - 1/25/2013 7:22:17 AM

Headlights not working
 Description : Per Officer Pitts he turned the headlights off of the SERT black armored vehicle while waiting in a construction zone but then they would not turn back on after that

Verified that the headlights were inoperative. The running lights, marker lights and dash lights worked ok. Traced wiring and found the wiring connector on the high beam floor switch had come loose. This had to be connected for the low or high beams to operate. The connector has good tension when installed so it most likely was dislodged by a person's boot. Reinstalled and used a zip tie to secure the connector.

Services

SERVICE DESCRIPTION	PM?	REASON	DATE	MECHANIC	HOURS	PRICE	OW
Lights	N		01/25/2013	0501	1.0100	94.13	

10/11

Work Order Invoice

Monroe Fire Dept
163 Village Ct
Monroe, WA 98272
(360) 794-7666

WO #: 36972
Date: 07/15/2013



Customer (# MPD): Monroe Police Dept 818 W. Main St. Monroe, WA 98272		Pay To: East County Fire Support Serv. 163 Village Court Monroe, WA 98272	
		Acct #: 000006	

Unit ID	Fleet	Group	Equipment Make	Equipment Type
MP000P44	MPD	MPD	Ford	Police Vehicle
License #	State	Year	VIN/Serial Number	Equipment Model
42373D	WA	1995	1FDXF80C7SVA17207	Ford
Engine Size	Driver's Name		Driver's Phone	WO Author
			-	0501
Hazardous Materials:		0.00	Start:	07/08/2013 14:47:00
Other:		0.00	End:	07/15/2013 13:27:66
Parts:		150.24	Down Time:	
Outside Work:		0.00	Odometer M Reading:	348,955
Labor:		343.91	Repair Site:	East County M.S.D.
			Repair Class:	PREVENTIVE MAINT
			Labor Hours:	3.69
Sales Tax:		0.00	Avg Labor Rate:	93.20/Hr
Other Tax:		0.00		
Misc. Shop Supp.:		4.00		
Oil/Lube Supply:		2.00		
Handling Charge:		0.00		
Total Cost:		500.15		

NOTES:

*** Import from Work Pending *** - 07/08/2013 14:53
Description: Please do an oil change on P-44 Per attached service sheet.
Reference:
Performed PM Service as per list.
App. P-44
Mileage 348,955 Hours 6334
7-9-13

*** AC-WS-SHOP41 *** - 7/9/2013 12:58:05 PM
Found front tires in real bad shape need to be replaced before driving on street.
Passenger windshield has 3 large cracks.
Windshield wipers not working correctly.
Mirror on right side fender coming apart.

Services

SERVICE DESCRIPTION	PM?	REASON	DATE	MECHANIC	HOURS	PRICE	OW
Pm service per MPD check list	Y		07/09/2013	9902	3.6800	343.91	0.00

Parts

PART DESCRIPTION	PART ID	UOM	QTY USED	UNIT PRICE	EXT. PRICE
Oil Filter	1607	EA	1.00	8.1200	8.12
Fuel Filter	3472	EA	1.00	13.0400	13.04
AIR FILTER	8433	EA	1.00	38.8800	38.88
NON-CL	08880	EA	1.00	3.0000	3.00
Motor Oil	1540	EA	16.00	3.3225	53.16
WIPER BLADES	60-1537	EA	2.00	11.7150	23.43
Washer Fluid	WASHER	QT	3.00	3.9100	11.73

FILE COPY

ENTERED
8/14/1466

SNOHOMISH AUTO PARTS 920 2ND ST SNOHOMISH, WA 982902919		500005316 SNOHOMISH AUTO PARTS INC. 920 2ND STREET Snohomish, WA 98290 (360) 568-4158		Time: 11:06 Invoice Number 368992																
TERMINAL 003856785 MERCHANT 345343471883 UIC# *****4997		Employee: 7, Steve Sales Rep: 1, Berna Accounting Day: 23		Date: 07/25/2014 Page: 1/1																
SALE BATCH: 001106 INVOICE: 0063210100 DATE: JUL 25, 14 TIME: 11:06 SB: 011 AUTH NO: 094287		<table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Price</th> <th>Net</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>WIPER SWITCH ()</td> <td>1.00</td> <td>45.14</td> <td>27.8000</td> <td>27.80</td> </tr> <tr> <td colspan="3">TOTAL</td> <td>\$30.25</td> <td></td> </tr> </tbody> </table>				Description	Quantity	Price	Net	Total	WIPER SWITCH ()	1.00	45.14	27.8000	27.80	TOTAL			\$30.25	
Description	Quantity	Price	Net	Total																
WIPER SWITCH ()	1.00	45.14	27.8000	27.80																
TOTAL			\$30.25																	
CUSTOMER COPY Delivery: Attention: Tax Exemption: PO#: Terms: NET 10th		<table border="1"> <tr> <td>Subtotal</td> <td>27.80</td> </tr> <tr> <td>8 8 TAXTABLE 1 3115 8.8000%</td> <td>2.45</td> </tr> <tr> <td>Total</td> <td>30.25</td> </tr> <tr> <td>Visa</td> <td>30.25</td> </tr> </table>				Subtotal	27.80	8 8 TAXTABLE 1 3115 8.8000%	2.45	Total	30.25	Visa	30.25							
Subtotal	27.80																			
8 8 TAXTABLE 1 3115 8.8000%	2.45																			
Total	30.25																			
Visa	30.25																			
Customer Signature ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE. I agree to pay total amount according to card issuer agreement.		CUSTOMER COPY																		

P44 file

FILE COPY



AUTO PARTS

50005205
 MONROE PARTS HOUSE INC
 200 N Lewis Street
 MONROE, WA 98272
 (360) 794-6500

Time: 15:30 Date: 07/25/2014 Page: 1/1
 Employee: 22, LARRY
 Sales Rep: 18, STORE
 Accounting Day: 25

SOLD TO 5237 City Of Monroe
 806 W MAIN
 MONROE, WA 98272

Anticipated Time:
 Attention:
 Tax Exemption:
 PO#: police
 Terms: NO SERVICE CHG
 must show badge

Part Number	Line	Description	Quantity	Price	Net	Total
782-3107	BK	CBC-30 CIR/BRKR	1.00	12.50	8.9900	8.99

[Signature]
 Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

I agree to pay total amount according to card issuer agreement.

CUSTOMER COPY

Subtotal 8.99
 TAXTABLE 1 8.7000% 0.78

Total 9.77

Invoice Number 502793
 Visa 9.77

Y
 ocr
 5000052055027933
 Y
 Invoice Number 502793



"Local Service, Nationwide"

Bellingham, WA. Marysville, WA. Seattle, WA. Woodinville, WA. Puyallup, WA.
Tel (360) 734-4210 Tel (360) 651-1147 Tel (206) 722-4800 Tel (425) 483-2724 Tel (253) 840-8558

P-44 7-25-14

6349 HRS
349218 Miles

Problem: Wipers not Working

Resolve: Replaced wiper switch
Replaced 30A Circuit
Breaker/Relay


Hours
Worked: 4.5 HRS

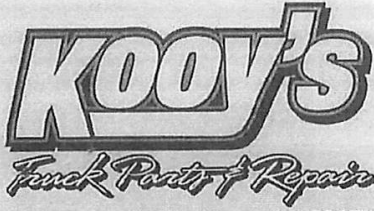


MONROE POLICE DEPARTMENT

VEHICLE MAINTENANCE REQUEST FORM



DATE:		VEHICLE ID NUMBER:	
7-24-2014		P-44	
PROBLEM (BE SPECIFIC):			
WINDSHIELD WIPERS NOT WORKING -			
VEHICLE NEARBY WEDNESDAY			
ASK COMBAT to LOOK AT			
IT			
EMPLOYEE NAME:		EMPLOYEE NUMBER:	SUPERVISOR:
PAUL HENDERSON		2055	
ACTION TAKEN:			
Combat sent			
Chris got keys ON 7/25/14			



17066 Beaton Rd SE • Monroe, WA 98272
Office 360-794-1220 • Fax 360-794-3071

Date	Invoice #
9/23/2014	22665

Bill To
MONROE POLICE DEPT. 818 W. MAIN MONROE, WA 98272

Ship To

P.O. Number	Mileage	Serial #	Rep	Terms	Via
ARMOR TRUCK	6355 HRS		JK	Due on receipt	
Quantity	Description	Price Each	Amount		
1	LABOR OIL CHANGE INCLUDES: GREASE JOB, CHECK REAR DIFF'S & TRANSMISSION. INSPECT BRAKES. DISCARD OF USED OIL & FILTERS	135.00	135.00T		
1	BALDWIN FUEL WATER SEPERATOR STANDARD FOR CUMMINS (EA.)	18.87	18.87T		
1	BALDWIN SPIN-ON OIL FILTER (EA.) **FULL FLOW**	12.99	12.99T		
1	1/4"-28 GREASE FITTING 45' DEGREE (EA.)	0.40	0.40T		
18	DELO 400 15/40 BULK (PER QUART)	4.63	83.34T		
2	LABOR M-F - ENGINE DIES AND HEADLIGHTS ARE DIM. CHECKED AND FOUND IDLE TOO LOW. ADJUSTED IDLE ADDED FUEL TREATMENT TO DIESEL TANK, REPLACED HEADLIGHTS. TEST DROVE & OK AT THIS TIME.	101.00	202.00T		
1	POWER SERVICE 32.FL. OZ. DIESEL FUEL SUPPLEMENT + CETANE BOOST TREATS UP TO 100 GAL. (EA.)	11.99	11.99T		
2	6" X 8" RECT CRYSTAL HEADLIGHT (EA.)	55.00	110.00T		
	RECOMMENDED REPAIRS: FRONT STEER TIRE LH BAD ADJUST DRIVERS SIDE WIPER ARM ?				
			Subtotal	\$574.59	
			Sales Tax (8.7%)	\$49.99	
			Total	\$624.58	

Signature above constitutes acceptance of above products as being satisfactory. Any warranties on the products sold hereby are those made by the manufacturer. The seller, Koov's Truck Parts & Repair, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness purpose, and seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Customer agrees Koov's Truck Parts & Repair is not liable for down time. Customer understands and agrees to Koov's Truck Parts & Repair Service Contract.

Terms: NET 30. No Cash discount, payment due 30 days from invoice. All claims and returns must be made within 30 days of invoice date. A handling charge may be added to parts returned for credit or exchange. NO RETURN AFTER 30 DAYS. Non-stocking or special orders are NON-RETURNABLE for refund or credit. Parts showing damage, rust, corrosion, dirt or signs of having been installed will not be issued credit. Reasonable attorney's fees and collection costs will be charged if collection assistance becomes necessary.

Tires LES SCHWAB	19134 State Route 2 Monroe, WA 98272 360-794-6789	Store: 325 Invoice: 32500352556 Salesperson: Quentin T E
-------------------------	---	--

Work Order 32500352320

Customer Information	Vehicle Information
Name: CITY OF MONROE	Vehicle: 1995 FORD F650
Address: 9999 W99 806 W. MAIN ST.	Color:
City, State, MONROE, WA 98272	Mileage: 349,483
Phone: (360) 794-6300	License: 42373D
Contract #: 14900	Unit #: P44
Agency #: 9999	
Billing Loc #: W099	
Comments: 425-345-9953 Barry	

Les Schwab Invoice

Qty	Product Code	Product Description	Price/ea	FET	Amount
6	472147	275/70R-22.5/16 DOUBLE COIN RT600 RIB BW	D\$287.86	\$32.51	\$1,922.22
1	171115	TRUCK FET EXEMPT	(\$195.06)	\$0.00	(\$195.06)
6	123618	TUBELESS METAL VALVE STEM	\$7.75	\$0.00	\$46.50
6	165810	ALIGATOR DOUBLE CAP VALVE CAPS	\$1.30	\$0.00	\$7.80

DESCRIPTION: <u>Tires for P-44</u> CODE # <u>001-000-004-521-22</u> CODE # <u>520-000-130-518-60-48-01</u> SUPERVISOR SIGNATURE: <u>[Signature]</u> DEPT HEAD SIGNATURE: <u>[Signature]</u>	Parts Subtotal: \$1,781.46 Labor Subtotal: \$0.00 Sales Tax: \$158.55 Tire Tax: \$6.00 Invoice \$1,946.01
Payment Method: PERS PROGRAM	CB POST \$1,946.01

PLEASE REMIT TO:
 LES SCHWAB WAREHOUSE CENTER
 ATTN: CENTRAL BILLED DEPT.
 PO BOX 7125 BEND, OR 97708

DOT: 2J3E HBP11114 Qty: 6

Wheel Position: LF, RF, LR, RR

Notes To Review With Customer: Removed running boards and jacked truck up. Removed and dismantled old tires. Installed new stems and gator caps. Mounted 6 new Double Coins and aired to 120psi. Bolted wheels back on the truck and remounted the running boards.

Billing Requirements

Purchase Order #: P44

RTA
 Rm
 Page 1 of 2

Invoice Date/Time: 01-07-2015 05:38 PM



19134 State Route 2
Monroe, WA 98272
360-794-6789

Store: 325
Invoice: 32500352556
Salesperson: Quentin T E

Work Order 32500352320

Customer Information

Name: CITY OF MONROE
Address: 9999 W99
806 W. MAIN ST.
City, State, MONROE, WA 98272
Phone: (360) 794-6300
Contract #: 14900
Agency #: 9999
Billing Loc #: W099

Vehicle Information

Vehicle: 1995 FORD F650
Color:
Mileage: 349,483
License: 42373D
Unit #: P44

THANK YOU FOR YOUR BUSINESS

Authorized By:

CITY OF MONROE (360) 794-6300 01-07-15 08:37 AM OK AT COUNTER \$1,886.88
CITY OF MONROE (360) 794-6300 01-07-15 08:40 AM \$1,886.88
CITY OF MONROE (360) 794-6300 01-07-15 11:34 AM Ok \$1,946.01

ASSIGNMENT OF WARRANTIES - LIMITATION OF REMEDIES. SELLER ASSIGNS TO PURCHASER ALL RIGHTS AND REMEDIES UNDER MANUFACTURER EXPRESS AND IMPLIED WARRANTIES BUT OTHERWISE EXCLUDES ALL LIABILITY FOR WARRANTY DAMAGES. INCIDENTAL AND CONSEQUENTIAL DAMAGES OF ANY TYPE WHATSOEVER EXCLUDED TO EXTENT LAW ALLOWS. ALL CLAIMS AND RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.

Customer Signature X

B. I. LATAH



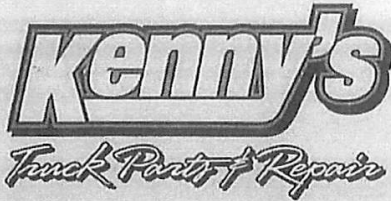
* Indicates promotional price
For more information on our products and services, visit www.LesSchwab.com.
All parts new unless specified.

Invoice Date/Time: 01-07-2015 05:38 PM

Page 2 of 2

Consolidated Armor Products, LLC O: 800-994-1209 * F: 214-382-4101 EIN: 46-1552974 15504 Wright Brothers Drive					Date	Invoice #
					5/5/2016	13483
<h1>Invoice</h1>						
Bill To				Ship To		
Monroe Police Department 818 West Main Street Monroe, WA 98272 Sgt. Ryan Irving 360-794-6300				Monroe Police Department 818 West Main Street Monroe, WA 98272 Sgt. Ryan Irving 360-794-6300		
Your PO#	Terms	Sales Rep	Due Date	Via	Ship Date	Project/Job
	NET 14	PWC	5/19/2016	Airways Freight	5/12/2016	21213
QTY	Item Code	Description		U/M	Price Each	Amount
2	FSGUL-L1	CAP Armor Flat SecurGlass, UL 752 Level 3 - All Glass laminated as per the our EN1063 Standards, Clear Annealed, Low Spall - Thickness 1 3/16" CAP Model# 14G(4),060SG,316G-LS, 1 3/16" Thickness with sizes as follows: (2) 42 3/4" x 18 7/8" x 1 3/16" Thickness---One Driver Side and One Passenger Side Windshield. *****DOT Labeling required*****			273.00	546.00
1	CAPCRA...	CAP Armor Custom Built Small, Med, Large & Ex-Large Wood Crates, designed with our special protective foam inserts with sizes as needed:			175.00	175.00
					Sub-total	
					Sales Tax (0.0%)	
					Payments/Credits	
					Balance Due	
Phone #		Fax #		E-mail		Web Site
214-382-4100		214-382-4101		Page 1 mominab@caparmor.com		www.caparmor.com

Consolidated Armor Products, LLC O: 800-994-1209 * F: 214-382-4101 EIN: 46-1552974 15504 Wright Brothers Drive					Date	Invoice #
					5/5/2016	13483
<h1>Invoice</h1>						
Bill To				Ship To		
Monroe Police Department 818 West Main Street Monroe, WA 98272 Sgt. Ryan Irving 360-794-6300				Monroe Police Department 818 West Main Street Monroe, WA 98272 Sgt. Ryan Irving 360-794-6300		
Your PO#	Terms	Sales Rep	Due Date	Via	Ship Date	Project/Job
	NET 14	PWC	5/19/2016	Airways Freight	5/12/2016	21213
QTY	Item Code	Description	U/M	Price Each	Amount	
1	CAPFRE...	CAP Armor / Airways Freight Ground SHIPPING Program: The CAP/Airways Value Added Freight Shipping Program: * We suggest you use our in-house CAP/Airways Freight Shipping Program. Under this program, we control all the details and take the responsibility for getting your order to you safely & damage free. This program includes arranging for pickup, insuring your product and on time delivery. * If you would like to arrange your own shipping however, we are happy to work with your carrier. Please Note that you and your carrier will be responsible for any glass damage due to crate/glass mishandling. * Whoever you use to ship your order, your glass will be packed to minimize any chance of breakage. * For more information about our in-house program consult your CAP Armor Sales Advisor at 800-994-1209.		283.50	283.50	
1	Energy S...	Energy Surcharge on glass only.		43.68	43.68	
The Anti-Ballistic results obtained are from in-house facility testing. Please note your individual results may vary. Therefore, CAP Armor does not guarantee the same results will be obtained. Please contact your sales representative for specific results.					Sub-total	\$1,048.18
					Sales Tax (0.0%)	\$0.00
					Payments/Credits	\$0.00
					Balance Due	\$1,048.18
Phone #		Fax #	E-mail		Web Site	
214-382-4100		214-382-4101	Page 2 mominab@caparmor.com		www.caparmor.com	



17066 Beaton Rd SE • Monroe, WA 98272
Office 360-794-1220 • Fax 360-794-3071

Bates, Inc.

Date	Invoice #
2/13/2018	39091

Bill To
MONROE POLICE DEPT. 818 W. MAIN MONROE, WA 98272

Ship To

P.O. Number	Mileage	Serial #	Year / Make / Model	Terms
	350,972 / 6475HRS	SVA17207	95 ARMOR TRK	Due on re...
Quantity	Description	Price Each	Amount	
1	LABOR OIL CHANGE INCLUDES: GREASE CHASSIS , CHECK REAR DIFF'S & TRANSMISSION. INSPECT BRAKES,CHECK LIGHTS AND DISCARD OF USED OIL & FILTERS	135.00	135.00T	
1	BALDWIN FUEL WATER SEPERATOR STANDARD FOR CUMMINS (EA.)	18.03	18.03T	
1	BALDWIN SPIN-ON OIL FILTER (EA.) **FULL FLOW**	13.59	13.59T	
18	DELO 400 15/40 BULK (PER QUART)	4.66	83.88T	
1	DELO GREASE TUBE EP-2 BLUE *10 tubes in case* (EA.)	0.00	0.00T	
1	LABOR - HOOD WOULD NOT OPEN. FOUND PASSENGER SIDE OF HOOD WAS PUSHED IN AND STUCK UNDER FIREWALL. HOOD REST BRACKETS. HAD TO LOOSEN HOOD HINGE BRACKETS AND ADJUST FORWARD IN ORDER TO OPEN AND CLOSE HOOD WITH NO ISSUES	125.00	125.00T	
NOTES				
#2 U-JOINT COMPLETELY WORN OUT - RECOMMEND REPLACING RIGHT AWAY				
			Subtotal	\$375.50
			Sales Tax	\$34.55
			Total	\$410.05

Signature above constitutes acceptance of above products as being satisfactory. Any warranties on the products sold hereby are those made by the manufacturer. The seller, Kenny's Truck Parts & Repair, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness purpose, and seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Customer agrees Kenny's Truck Parts & Repair is not liable for down time. Customer understands and agrees to Kenny's Truck Parts & Repair Service Contract.

Terms: NET 30. No Cash discount, payment due 30 days from invoice. All claims and returns must be made within 30 days of invoice date. A handling charge may be added to parts returned for credit or exchange. NO RETURN AFTER 30 DAYS. Non-stocking or special orders are NON-RETURNABLE for refund or credit. Parts showing damage, rust, corrosion, dirt or signs of having been installed will not be issued credit. Reasonable attorney's fees and collection costs will be charged if collection assistance becomes necessary.

MILL CREEK POLICE DEPARTMENT

Acquisition of Rescue 3

SUBJECT:	Acquisition of Monroe Police Department Rescue 3
-----------------	---

DATE:	DEPT:	CONTACT:	RESEARCHER:	ITEM:
9/4/2019	Police	Chief Elwin	Ofc C. White	Rescue 3

REQUESTED ACTION: Authorization to acquire Monroe Police Department's Rescue 3 armored vehicle.
--

DESCRIPTION/BACKGROUND:

Current Vehicle: The Mill Creek Police Department currently does not have an armored vehicle.

Rescue 3 description/background:

The Mill Creek Police Department has contacted the Monroe Police Department for the acquisition of their armored vehicle identified as Rescue 3 for \$200,000. Rescue 3 is a 1995 Ford F800 Tonka with 352,009 miles/6540 hours, which is an armored bank vehicle previously utilized for money delivery. The Monroe Police Department acquired the vehicle in 2006 and have installed needed upgrades with the total cost being approximately \$15,000. The maintenance costs to Monroe police department during this time have been approximately \$14,000. One specific maintenance cost incurred was the replacement of the windshield that are two separate panels, which was due to aging and fractured glass. A noted deficiency of the vehicle was that it lacked the ballistic protection to stop rifle rounds and does show signs of wear.

WORK ORDER HISTORY:

The Monroe Police Department has provided full copies of mechanical and general maintenance works for the vehicle. Copies included with acquisition.

MAINTENANCE:

Rescue 3 has a 5.9 liter Cummins diesel engine. Through research it has been determined this engine's service life is approximately 500,000 miles if well maintained. Oil changes for this vehicle are to be scheduled using either hour or mileage check points. This engine will require oil changes every 7,000 miles/4 months or 200 hours.

The Monroe Police Department recently replaced the vehicle's tires, which are not bullet or run flat protected. The cost for six (6) tires was approximately \$2,000. The tires were replaced due to weather cracking, not from normal wear. It is unknown how long these tire were mounted on the vehicle.

Items of note during the maintenance research was the #2 U-joint on the drive line was completely worn out and the air conditioning also does not function. There are no maintenance records that show this was replaced and would be the cost of the Mill Creek Police Department.

To ensure the reliability of the vehicle, a complete inspection of the vehicle was performed on September 3, 2019. This was performed at the Snohomish County Public Works Cathcart Facility. The following is what was found on the vehicle.

- **Vehicle: 1995 F800 Tonka; WA/42373D; VIN 1FDXF80C75SVA17207; current mileage: 352,009; current hour meter 6540 hours, GVW 15,060 pounds.**

NON-SAFETY ISSUES:

- Miscellaneous loose wires hanging underneath the rear of the vehicle. These need to be secured.
- Loose exhaust hangers.
- Rear section of exhaust pipe, thin, should be replaced.
- Wires from tank drains, loose and not separated. These need to be secured and separated.
- Air can on the passenger side is missing a cap.
- Front exhaust (head pipe) hanger loose.
- Unshielded wire at transition (coming from cab to rear of vehicle).
- Engine oil leak. Primary leak from the front crank seal, will need exploratory investigation to find others. Actively leaking during inspection.
- Low coolant.
- No glow plug light for starting.
- Heater controls not working in cab, blend door on driver's side no flow.
- Driver's side rear door, dog ear lower latch broken, not locking into place.
- Air conditioning works, but does not work in the front of the cab due to the blend door not working. The rear fan is functioning and can cool the rear of the vehicle.

NON-SAFETY ISSUES:

- Brakes: Brake lining and air system good.
- Need axle windows for front hubs, this is to check for oil in the hub. Also new caps are highly recommended.
- Steering components are in good working order.
- New tires have been installed, all in good order.
- License plate light is not functioning.
- Recommendation for a smaller park brake valve switch.
- Wiper switch knob is missing. Needs replacement.
- Back up alarm not functioning, maybe disconnected due to the type of use with the vehicle.
- Front winch is in proper working condition; was tested during inspection.
- Significant electrical draw; main on/off switch installed.

SAFETY ISSUES:

- Center #2 U-joint loose. Will need to be completely replaced along with the yoke. Recommendation to remove driveline and have it rebalanced. Definite vibration felt upon acceleration.
- No insulation on hood. This poses a fire hazard if not properly installed.
- Driver's side frame rail bent. This was noticed visually and with measurements. The location of the bend is on the driver's side rear mount of the leaf spring assembly. The C-rail measurement on the passenger side was $8\frac{7}{8}$ and the driver's C-rail measurement was $8\frac{1}{4}$ this is an approximate $\frac{3}{4}$ difference in each side. The frame is bent inward, and due to the weight of the vehicle this could cause later problems with alignment, drivability, and tire wear. There are no cracks visible at this time.
- Vehicle only has a visual notification of low air warning for the air brake system. The air gauge is located in a poor area to observe while driving. An audible notification should be installed.

EMERGENCY EQUIPMENT:

- The vehicle currently has emergency red/blue lights. Most of the lights are functioning, except for a blue light in front of the grill. The siren/PA are also functional. There is a center console in the vehicle that does not appear to run anything. This can be removed and this area cleaned up.
- There are racks for several rams, shields and other equipment.

GENERAL OVERALL STATE:

The exterior of the vehicle has repaired damage on the passenger front wheel well and front fender is bent inward. There is visible rust throughout the vehicle, but nothing seems to have worn through. The rails on the exterior for troop deployment appear to be in good working order along with the support rails. The emblem on the door is in good condition but the passenger side is cracked and falling apart. Other decals appear to be in good order, but may need to be replaced.

There are rails on the driver, passenger and rear of the vehicle. The side rails fold upwards and are held by a D-ring. The rear rail is permanently in the down position.

The interior of the vehicle has multiple rusted areas, but none of which have rusted through. The interior would need to be significantly cleaned and possibly painted in some areas. The driver's seat is an air ride seat, but the switch has fallen off and lying on the floor.

There are several wires, potential trip hazards, which could be easily repaired with zip ties or if nonfunctioning they could be cut out.



ESTIMATED MAINTENANCE COST:

This vehicle is unique due to its size, weight and engine. This vehicle may require parts other than the normal parts or fluids than the average patrol vehicle. Repair costs can be higher than the normal patrol vehicle, but the low mileage that will be put on this vehicle should not be a high cost to the police department.

OIL CHANGES:

To keep the vehicle in proper maintenance oil changes should be performed on the following schedule: Every 7,000 miles or 4 month or 200 hours. This includes a full safety inspections of all components.

Taking into account this vehicle will not be used on a regular basis, I calculated the oil changes based off of the 4 month increment.

Oil changes will be \$200.00 each, this is primarily due to the 14 quarts of oil and the larger filter needed for this engine.

$\$200.00 \times 3$ (times per year) = \$600.00 per year. $\$600.00 \times 5$ (years) = \$3,000.00 for 5 years.

BRAKES:

This regular maintenance is more difficult to estimate. The brakes on the vehicle are good and approximately 75%. In a 5 year period, there is a possibility of the vehicle needing at least one total brake replacement. This vehicle has a 100% air brake system and is more complex than hydraulic systems.

Brake replacement cost is \$3000.00 per axle.

FUEL COST:

This is another area that is difficult to estimate, knowing the lack of miles that will be put on the vehicle. My estimation is based on needing to fill the 50 gallon diesel tank every 3 months. Current diesel prices are \$3.00 per gallon.

$\$3.00 \times 50 = \150.00 per tank.

$\$150.00 \times 4$ (total months) = \$600.00 per year

$\$600.00 \times 5$ (years) = \$3,000 for 5 years of fuel.

IMMEDIATE REPAIR NEEDED:

The #2 U-joint is loose and will need immediate repair upon acquisition of Rescue 3. The estimated cost is **\$400-\$500**. This includes parts and labor.

Front crank seal is leaking. Estimated cost to repair; **\$90.00 per hour x 5 (hours) = \$450.00 + parts.**

MISCELLANEOUS ITEMS:

This vehicle is a challenge to drive and should not be driven by anyone who has not been through a vehicle familiarization and driving course. There is no "park" on this vehicle, and due to the vehicle having an air brake system the driver **MUST** be educated in how the air brake system works including the parking brake, low air warning and the air gauge. The driving course may be set by the EVOC instructor, but the vehicle familiarization should be done by someone who knows air brakes and the importance of their systems. Serious damage or injury could occur if safety procedures are not followed.

This vehicle is a commercial motor vehicle under Washington State law, which states any vehicle over 10,001 pounds is a commercial motor vehicle. The vehicle currently weighs 15,060 pounds. A commercial driver's license (CDL) is needed for any vehicle over 26,001 pounds. Due to this vehicle being under weight, no officers will need a CDL to drive this vehicle. (CFR 383; Question 14)

Washington State law and the Commercial Motor Vehicle Federal Regulations (CFR), state any commercial motor vehicle requires a periodic yearly inspection (CFR 396.17). Under RCW 46.32.120 states law enforcement vehicles are exempt from this inspection, hence the reason this has not been included with the maintenance costs.

The doors operate only by key and it is extremely easy to lock yourself out of it. Monroe PD has placed a spare key outside the vehicle that can be accessed easily and it is recommended that we do the same if acquired.

The vehicle has an oil leak, so the purchase of a leak pan would be highly recommended depending on the location it is parked. During cold weather the vehicle must be plugged in to keep the glow plugs warm so the engine will start.

There are two batteries for the vehicle that are mounted behind the driver's door in a separate compartment. Due to the significant draw, a main switch has been installed and is located behind the driver's seat. This switch must be turned off when the vehicle is parked.



Agenda Item # M
Meeting Date: October 22, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: ARMED FORCES DAY VERSUS MEMORIAL DAY PARADE DISCUSSION

PROPOSED MOTION:

N/A – For discussion only.

KEY FACTS AND INFORMATION SUMMARY:

Every year the city hosts a Memorial Day commemoration ceremony and parade. Mr. Jon Ramer would like to discuss the possibility of moving the parade from Memorial Day Parade, which will be on Monday, May 25, 2020, to Armed Forces Day, which would be Saturday, May 16 2020 (nine days earlier). Mr. Ramer will address all the reasons why he feels moving the parade would be good for the City.

CITY MANAGER RECOMMENDATION:

The City Manager recommends preserving the Memorial Day Commemorative Ceremony and Parade on Memorial Day.

ATTACHMENTS:

- PowerPoint presentation

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Michael G. Ciaravino", written over a horizontal line.

Michael G. Ciaravino
City Manager

10/15/2019



Mill Creek May 2020 Parade
Armed Forces Day or Memorial Day

22 Oct 2019

Past Memorial Day Parades

- Mill Creek has been hosting Memorial Day parades since 2015
- Well received, popular, and Fun!
- Participation has grown every year
 - 2016 - 33 participants
 - 2017 - 43 participants, 5 no-shows
 - 2018 - 47 participants, 4 no-shows
 - 2019 - 57 participants, 9 no-shows
- Average 3,000 to 4,000 attendees
- GREAT attendance and participation – but we can do better!



May 2020 Parade 2

10/15/2019

AN IDEA

- Propose to make the parade bigger
- Propose to make the commemoration ceremony longer and more meaningful
- We can do this by moving the parade from Memorial Day May 25 to May 16 (nine days earlier) which is Armed Forces Day
- The ceremony would stay on May 25 and be expanded



May 2020 Parade

3

Pros and Cons

- In 2019 we had 48 participants for the 2019 Memorial Day Parade
- We also had 41 possible participants *decline* to attend because they were committed to other events at the same time
- There are over a dozen events being held on the same day at the same time within 50 miles of Mill Creek
- No musical acts were available on Memorial Day 2019
- Memorial Day is on a three day weekend, so many possible attendees and participants are out of town
- Military flight requests will always be turned down as it is a no-fly day



May 2020 Parade

4

10/15/2019

Pros and Cons (continued)

- However, there are ZERO events being held on Armed Forces Day across the entire State of Washington – we would be unique
- If moved, a parade on Armed Forces Day would have a significantly higher number of attendees and participants
- AFD Saturday is a regular weekend fly-day so easier to get military fly-bys
- Only nine days earlier in year, weather would be the same
- Cost neutral to city, same efforts to do both parade and ceremony



May 2020 Parade

5

Pros and Cons (continued)

- Numerous veterans have said a parade honoring the military on Armed Forces Day would be more meaningful, as Memorial Day is a day of remembrance and honor
- Numerous veterans have also stated they like the parade on Memorial Day, it is becoming a Mill Creek tradition
- Whatever the decision, Mill Creek will continue to have a wonderful parade and honor our fallen military



May 2020 Parade

6

10/15/2019

Thanks for discussing!

Jon Ramer
Veteran Events Coordinator

(425) 921-5726

jonr@cityofmillcreek.com

www.cityofmillcreek.com



May 2020 Parade

7



Date: October 22, 2019

A/P Check Batches		
Dated	Check Numbers	Amount
09/19/2019	ACH-Union 76 Fleet-Aug	\$4,128.62
10/15/2019	61008-61084	\$529,476.32
Total		\$533,604.94

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 61008 through 61084, and ACH in the amount of \$533,604.94.

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

Councilmember



Interim Finance Director

Councilmember



City Manager

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

ACH Cash Pro Online
City of Mill Creek

Report Date: 09/18/2019
Report Time: 03:48:22 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: **09/19/2019**
 ACH ID: 2911225895 Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: 76
 Batch Status: Entered Created By: LOTLEO
 Released By:

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
76 FLEET WEX BANK	0201-00-1059153	\$4,128.62	C	071000288	4539508	C	

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$4,128.62	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$4,128.62	1
Prenotes	\$0.00	0

File 9/18/19

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 10/17/2019 7:24 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61008	911SUPPL 79078	911 Supply Inc Protech Blank DN Id Pane, Embroidered Name	10/15/2019		281.60
			Total for Check Number 61008:	0.00	281.60
61009	ADI AJ247-000	ADI 6 AMP NAC Power Supply - CHS Fire Doors	10/15/2019		443.80
			Total for Check Number 61009:	0.00	443.80
61010	INTEGRA 16396443	Allstream T-1 Monthly Chgs - Sept	10/15/2019		642.59
			Total for Check Number 61010:	0.00	642.59
61011	AMAZON 194T-JKQX-KMCX 1F1R-TF3H-1WVW 1JYN-LT49-RKMH 1KQY-Y7XC-LQNQ 1T4X-4NMW-YN4K 1XG4-HNFX-XRMG	Amazon Capital Services City Map Book Supplies - PW iPhone Phone Case Temporary Fencing - Exploration Park 10 Pc. Hex Shank Magnetic Screwdriver Bits/ C/ Temporary Fencing - Exploration Park 5 - 16 GB Flash Drives - General Supplies	10/15/2019		249.23 13.25 232.86 57.98 87.50 29.01
			Total for Check Number 61011:	0.00	669.83
61012	BENEAD 1909514	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - Sept	10/15/2019		152.00
			Total for Check Number 61012:	0.00	152.00
61013	BHCCONS 0011460	BHC Consultants, LLC Bldg Inspection Services 08/28 - 09/20	10/15/2019		3,890.42
			Total for Check Number 61013:	0.00	3,890.42
61014	BCS 2019-02MC	Bridge Coordination Services DV Services - June	10/15/2019		1,454.12
			Total for Check Number 61014:	0.00	1,454.12
61015	BRIDPETS 00108	Bridges Pets 1 Bag Victor Dog Food - Bagira	10/15/2019		54.59
			Total for Check Number 61015:	0.00	54.59
61016	CHAE 00927	Ethan Cha Refund Overpayment - Ticket	10/15/2019		0.99
			Total for Check Number 61016:	0.00	0.99
61017	CBALDDES Fall 2019	Christopher Baldwin Design Graphic Design - Fall 2019 Rec Guide Layout	10/15/2019		1,000.00

AGENDA ITEM #M.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61017:	0.00	1,000.00
61018	CINTAS 4032310741 4032310741A	Cintas Corporation Loc. #460 Floor Mat Service 10/11 Floor Mat Service 10/11	10/15/2019		51.59 112.83
			Total for Check Number 61018:	0.00	164.42
61019	CIEDMOND RGG-190062	City of Edmonds 2019 N. Sound Metro SWAT Advanced Train-R	10/15/2019		779.88
			Total for Check Number 61019:	0.00	779.88
61020	CITYLYN 15560	City of Lynnwood Jail Room & Board - Aug 2019	10/15/2019		2,511.00
			Total for Check Number 61020:	0.00	2,511.00
61021	COHENLAW 2	Cohen Law Group Prof Svcs - Comcast Franchise Fee Audit 08/21	10/15/2019		125.00
			Total for Check Number 61021:	0.00	125.00
61022	COMCAST 849831021072434	Comcast Internet For ITS 10/14 - 11/13	10/15/2019		106.42
			Total for Check Number 61022:	0.00	106.42
61023	CPRTREHA 09/25/2019	Copper Tree HOA Refund - Trailer Deposit	10/15/2019		150.00
			Total for Check Number 61023:	0.00	150.00
61024	CROSSMTH 13226	Cross Match Technologies, Inc. Annual Maintenance & Technical Support	10/15/2019		1,163.08
			Total for Check Number 61024:	0.00	1,163.08
61025	ENVIRTECH CD201923065	Envirotech Services Inc Calcium Chloride With Boost - Road Deicer	10/15/2019		2,113.14
			Total for Check Number 61025:	0.00	2,113.14
61026	FELDMAJ Sept 2019	Feldman & Lee, P.S. Public Defender Contract - Flat Fee - Sept	10/15/2019		9,000.00
			Total for Check Number 61026:	0.00	9,000.00
61027	GRYOSBRN 19 2	Gray & Osborne Inc Prof Svcs - 35th Ave SE Reconstruction 08/18 - 10/14 Prof Svcs - EGUV Spine Road 08/18 - 09/14	10/15/2019		556.89 6,975.10
			Total for Check Number 61027:	0.00	7,531.99
61028	GUARDSEC 958093	Guardian Security AES Radio Monitoring 11/01 - 01/31	10/15/2019		215.48
			Total for Check Number 61028:	0.00	215.48
61029	HEATHI Reimb Heath	Ilia Heath Meals - LEIRA Conference - Walla Walla - I Hea	10/15/2019		83.00

AGENDA ITEM #M.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61029:	0.00	83.00
61030	HUGHESK Reimb HughesK	Kyle Hughes Reimb Mileage & Meals - SWAT Train - K Hugl	10/15/2019		428.44
			Total for Check Number 61030:	0.00	428.44
61031	INNOMWSL Suite 224	Innovative Mill Work Solutions Refund Security Deposit - Suite 224	10/15/2019		400.00
			Total for Check Number 61031:	0.00	400.00
61032	WISEMANK 7327	Wiseman Karalee Jones Learn to Sew a Pillow - Halloween 10/05 #7327	10/15/2019		137.20
			Total for Check Number 61032:	0.00	137.20
61033	KIMA 2	Andrew Kim Photo Edits - MC Police Dept Photos	10/15/2019		275.00
			Total for Check Number 61033:	0.00	275.00
61034	LESSCHW 39500467144	Les Schwab 1 Tire - Street Sweeper PW9	10/15/2019		361.72
			Total for Check Number 61034:	0.00	361.72
61035	LynnMoto 321124	Lynnwood Motoplex Replace Headlight Bulb - 2017 BMW Motoreycl	10/15/2019		67.72
			Total for Check Number 61035:	0.00	67.72
61036	MASHATTK Reimb MasonHatt	Kim Mason-Hatt WA Assoc of Permit Technician Fall Conf-K Ma	10/15/2019		548.80
			Total for Check Number 61036:	0.00	548.80
61037	MorganSo MSI101474	Morgan Sound Council Chambers - DSP Upgrade	10/15/2019		6,687.71
			Total for Check Number 61037:	0.00	6,687.71
61038	NELSNTRK 678322	Nelson Truck Snow Plow Edge & Shoe Assembly	10/15/2019		193.37
			Total for Check Number 61038:	0.00	193.37
61039	NORTHSH 9949	Northshore Senior Center Allocation for Senior Program - 3rd Qtr 2019	10/15/2019		3,750.00
			Total for Check Number 61039:	0.00	3,750.00
61040	OREILLY 2986-223222 2986-223346 2986-223931 2986-224691 2986-226359 2986-226545	O'Reilly Automotive Inc Trailer Lights HDLT Restore - Car #33 Lights for Equipment Trailer Crimp Tool, 20 AMP Glass - PW11 Oil Change, Fuel Filter - PW10 Hydraulic Oil Change - PW2	10/15/2019		8.44 11.04 22.09 19.66 85.01 65.49
			Total for Check Number 61040:	0.00	211.73

AGENDA ITEM #M.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61041	Otak 000091900199 000091900199A	Otak, Inc., Prof Svcs - MC Blvd Corridor Subarea Plan 08/C Prof Svcs - MC Blvd Corridor Subarea Plan 08/C	10/15/2019		4,839.97 2,074.27
			Total for Check Number 61041:	0.00	6,914.24
61042	PACFIRSE 68209	Pacific Fire and Security, Inc. Fire System PIV Repair - CHN	10/15/2019		891.74
			Total for Check Number 61042:	0.00	891.74
61043	ELLITIRE 064462007896 064462009967	PepBoys-Remittance Dept Rack N Pinion, Wheel Alignment - Car #44 Deglaze Front & Rear Brakes, Replace Temp Ser	10/15/2019		1,861.83 365.74
			Total for Check Number 61043:	0.00	2,227.57
61044	PHILLIPB Reimb Phillips	Bobby Phillips Reimb Mileage & Meals - SWAT Training - R PI	10/15/2019		428.44
			Total for Check Number 61044:	0.00	428.44
61045	PIGOTTL Reimb Pigott	Larissa Pigott Reimb Meals - Defensive Tactics Training - L Pi	10/15/2019		28.00
			Total for Check Number 61045:	0.00	28.00
61046	PLATT X206871	Platt Electric Supply, Inc 30 Pk - PHI F17T8 Lights	10/15/2019		93.40
			Total for Check Number 61046:	0.00	93.40
61047	PUBSAF 2019-0656	Public Safety Testing 3rd Qtr Subscription Fees July - Sept 2019	10/15/2019		271.00
			Total for Check Number 61047:	0.00	271.00
61048	SNOCPUD 100401800 105202902 105206320 108507425 115112859 118427806 121743762 125064027 125065481 125065482 125065483 125068395 128340109 131656498 134962828 138167810 144821380 154654579 154655072 154660097 157855641 164255968 167487951	PUD No. 1 of Snohomish County Street Lights - 386 Lights - 100W 09/01 - 09/30 15601 22nd CT SE 08/31 - 10/03 13332 44th Ave SE 09/07 - 10/08 Street Lights - 49 Lights - 20W 09/01 - 09/30 Street Lights - 189 Lights - 200W 09/01 - 09/30 2501 147th PI SE 08/20 - 09/19 Street Lights - 91 Lights - 250W 09/01 - 09/30 16110 1/2 29th Dr SE 08/25 - 09/25 Street Lights - 8 Lights - 200W 09/01 - 09/30 Street Lights - 38 Lights - 250W 09/01 - 09/30 Street Lights - 39 Lights - 400W 09/01 - 09/30 14600 16th Ave SE 09/04 - 10/01 3401 148th St SE 08/20 - 09/19 15728 Main St 09/02 - 10/03 2701 155th St SE 08/31 - 10/03 1700 Mill Creek Rd 08/23 - 09/21 Street Light - 1 Light - 240W 09/01 - 09/30 Street Lights - 17 Lights - 100W 09/01 - 09/30 14729 12th Ave SE 08/27 - 09/26 4560 SAC 09/10 - 10/08 Street Lights - 6 Lights - 150W 09/01 - 09/30 15510 Village Green Dr 08/31 - 10/03 Street Lights - 841 Lights - 100W 09/01 - 09/30	10/15/2019		1,389.60 23.07 63.91 17.15 1,736.91 16.74 985.53 17.28 47.68 285.38 441.48 22.47 22.77 1,424.59 21.98 73.11 7.94 52.87 16.74 47.34 28.98 18.36 6,021.56

AGENDA ITEM #M.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	167487952	Street Lights - 21 Lights - 400W 09/01 - 09/30			312.90
	167488352	Street Lights - 1 Light - 160W 09/01 - 09/30			5.18
			Total for Check Number 61048:	0.00	13,101.52
61049	RAMERJ 2019-09	Jon Ramer Consulting Services - Veteran's Day Parade	10/15/2019		2,000.00
			Total for Check Number 61049:	0.00	2,000.00
61050	RINGSTAS Reimb Ringstad	Sherrie Ringstad Supplies/Refreshments for MC Blvd Workshop	10/15/2019		78.50
			Total for Check Number 61050:	0.00	78.50
61051	RCN Inc 3	Road Construction Northwest, Inc. Grade F Pipe Repairs - Contract #2019-1515 Thu	10/15/2019		379,869.50
			Total for Check Number 61051:	0.00	379,869.50
61052	SHANWILS 110854	Shannon & Wilson Inc Prof Svcs - Church Parcel Thru 09/21	10/15/2019		110.00
			Total for Check Number 61052:	0.00	110.00
61053	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 24079-27593 32140-27632 32141-27633 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017 37680-27914 40191-27914	Silverlake Water District 132nd & SR 527 - Irrig 09/01 - 09/30 13617 28th Dr SE - Irrig 09/01 - 09/30 15429 1/2 Bothell Everett Hwy 09/01 - 09 30 15429 Bothell Way - Irrig 09/01 - 09/30 Hillside - Irrig 09/01 - 09 30 13903 N Creek Dr - Irrig 09/01 - 09/30 13903 N Creek Dr 09/01 - 09/30 SR 527 - Irrig 09/01 - 09/30 14600 SR 527 - Irrig 09/01 - 09/30 13800 N SR 527 - Irrig 09/01 - 09/30 1600 SR 527 - Irrig 09/01 - 09/30 15200 SR 527 - Irrig 09/01 - 09/30 15100 N SR 527 - Irrig 09/01 - 09/30 SR 527 & Trillium Blvd - Irrig 09/01 - 09/30 14600 SR 527 - Irrig 09/01 - 09/30 SR 527 & Dumas Rd - Irrig 09/01 - 09/30 Dumas Rd - Irrig 09/01 - 09/30 14721 12th Ave SE - Irrig 09/01 - 09/30 0 33rd & Northpointe Circle - Irrig 09/01 - 09/30 13315 45th Ave SE - Restroom 09/01 - 09/30	10/15/2019		35.55 7.60 100.05 65.65 78.55 132.30 73.85 7.60 7.60 22.65 7.60 7.60 7.60 7.60 24.80 7.60 26.95 22.30 7.60 203.25 70.15
			Total for Check Number 61053:	0.00	916.85
61054	SIPDIPND 7261 7262	Sip Dip-n-Doodle LLC Canvas Painting - Harvest Centerpiece (Family) Canvas Painting - Fall Reflections (Teens) 09/21	10/15/2019		52.50 35.00
			Total for Check Number 61054:	0.00	87.50
61055	SNOCOM 1851	Snohomish County 911 Dispatch Service - Oct	10/15/2019		19,690.67
			Total for Check Number 61055:	0.00	19,690.67
61056	SNOCOPW I000510941	Snohomish County Public Works Signal Maintenance - RR7553 - MC Rd/Village	10/15/2019		214.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1000510941A	Signal Maintenance - RR7571 MC Rd/Sea Hill			214.92
	1000510941B	Signal Maintenance - RR7573 35th Ave SE/148t			111.59
			Total for Check Number 61056:	0.00	541.43
61057	SNOHSDIS 5991800025	Snohomish School District #201 2018 Veteran's Day Parade - Glacier Peak HS Ba	10/15/2019		506.65
			Total for Check Number 61057:	0.00	506.65
61058	SNDPUBIN EDH875657	Sound Publishing Inc City Applications - Coast Construction PL2019-(10/15/2019		68.78
			Total for Check Number 61058:	0.00	68.78
61059	STAND 600156-0002	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT ER - Oct	10/15/2019		4,036.99
			Total for Check Number 61059:	0.00	4,036.99
61060	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - Oct	10/15/2019		2,039.29
			Total for Check Number 61060:	0.00	2,039.29
61061	STAPLEAD 70107960LA 70107960LA1	Staples Advantage Copy Paper/Adding Machine Tape - Central Sup 5 Reams Paper - PD	10/15/2019		477.14 35.08
			Total for Check Number 61061:	0.00	512.22
61062	STARDMSV 012475-IN 012475-IN1 012475-IN2	Stardom Services Inc 2 Stacks Blue Chairs - Cleaning - CHS September Services - Janitorial - CHS September Services - Janitorial - CHN	10/15/2019		145.00 995.00 1,184.13
			Total for Check Number 61062:	0.00	2,324.13
61063	STERICYC 3004844428	Stericycle Inc Biomedical Waste Services - Monthly Fee	10/15/2019		10.36
			Total for Check Number 61063:	0.00	10.36
61064	TERMINIX 389810792	Terminix Processing Center Pest Control - WO# 16446318994 - MC Library	10/15/2019		83.98
			Total for Check Number 61064:	0.00	83.98
61065	BLUELINE 17572 17605	The Blueline Group Prof Svcs - Heron Park Play Area Renovation 08 Prof Svcs - Grade F Pipe Repairs 09/01 - 09/28	10/15/2019		8,726.90 18,625.26
			Total for Check Number 61065:	0.00	27,352.16
61066	THYSSEN 3004862376	Thyssenkrupp Elevator Corp. Elevator Maintenance - CHN 10/01 - 12/31	10/15/2019		1,279.11
			Total for Check Number 61066:	0.00	1,279.11
61067	TRANSUN 09908960	Trans Union LLC Basic Service Monthly Fee - Credit Check 08/26	10/15/2019		55.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61067:	0.00	55.25
61068	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Sept	10/15/2019		55.25
			Total for Check Number 61068:	0.00	55.25
61069	ULINE 112939304	Uline Entry Mats, Recycle Bins - CHN	10/15/2019		1,290.03
			Total for Check Number 61069:	0.00	1,290.03
61070	UPS 00009X8014399 00009X8014409	United Parcel Service UPS Chgs - 911 Supply UPS Chgs - Sound Uniform Solutions	10/15/2019		15.28 15.25
			Total for Check Number 61070:	0.00	30.53
61071	UNWAYSNC Oct 2019	United Way of Snohomish County United Way EE - Oct 2019	10/15/2019		190.00
			Total for Check Number 61071:	0.00	190.00
61072	USBANK Sept 2019	US Bank NA - Custody Investment Custody Charges 09/01 - 09/30	10/15/2019		26.00
			Total for Check Number 61072:	0.00	26.00
61073	USPS Winter 2019	USPS Postage - City Connection - Winter Issue	10/15/2019		2,680.87
			Total for Check Number 61073:	0.00	2,680.87
61074	UULC 9090190 9090190A	Utilities Underground Location Center On-Call Location Services - 60 Locates On-Call Location Services - 59 Locates	10/15/2019		76.76 76.75
			Total for Check Number 61074:	0.00	153.51
61075	VERIZON 9838611531	Verizon Wireless Access & Usage Chgs - Public Safety 08/23 - 09	10/15/2019		713.95
			Total for Check Number 61075:	0.00	713.95
61076	WWGRAIN 9308487041	W.W. Grainger, Inc. Temporary Fencing Installation - Exploration Pa	10/15/2019		258.96
			Total for Check Number 61076:	0.00	258.96
61077	WALTNELS 724500 724501	Walter E. Nelson Co. Janitorial Supplies - CHN Janitorial Supplies - Parks	10/15/2019		1,146.17 367.60
			Total for Check Number 61077:	0.00	1,513.77
61078	WABO 37987	Washington Assoc of Bldg off Job Posting - Bldg Official - WABO Website	10/15/2019		50.00
			Total for Check Number 61078:	0.00	50.00
61079	WSDA1 1621	Washington State Dept of Agriculture Inspection of 2 Evidence Scales	10/15/2019		33.60

AGENDA ITEM #M.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 61079:	0.00	33.60
61080	WASTPAT I20002163	Washington State Patrol Background Checks - Sept	10/15/2019		53.00
			Total for Check Number 61080:	0.00	53.00
61081	WAVEDIV 102743301000693	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	10/15/2019		640.68
			Total for Check Number 61081:	0.00	640.68
61082	WCLLC Sept 2019	WIESE CONSULTING, LLC Prov Svcs - Grade F Pipe Repairs - 09/01 - 09/30	10/15/2019		5,483.25
			Total for Check Number 61082:	0.00	5,483.25
61083	AFSCME Sept 2019	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Sept	10/15/2019		1,196.48
			Total for Check Number 61083:	0.00	1,196.48
61084	ZUMAR 29459 30037 30059	Zumar Industries, Inc. Bridge Load Restriction Signs Sidewalk Closed/Street Signs & Hardware Overflow Lot Signs - MCSP	10/15/2019		2,347.30 909.15 735.67
			Total for Check Number 61084:	0.00	3,992.12
			Total for 10/15/2019:	0.00	529,476.32
			Report Total (77 checks):	0.00	529,476.32



Date: October 22, 2019

Payroll Check Batches		
Dated	Check Numbers	Amount
10/10/2019	ACH Wire-Assoc. of WA Cities	\$89,149.29
10/10/2019	ACH Automatic Deposit Checks	\$156,612.35
10/10/2019	ACH Wire- FWT & Medicare Taxes	\$27,874.87
10/10/2019	ACH Wire MEBT – Wilmington Trust	\$22,587.12
10/10/2019	ACH Wire – BAC – Flex Savings Acct	\$1,332.15
10/10/2019	ACH Wire – ICMA RC – Def. Comp	\$1,606.11
10/10/2019	ACH Wire – MCPD Guild Dues	\$2,040.00
Total		\$301,201.89

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$301,201.89.

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

Councilmember

Councilmember

Finance Director

City Manager

G:\FINANCE\Restricted (old I drive)\Payroll\Voucher Coversheets\2019\Payroll Voucher Approval 10.10.2019.docx
10/16/2019

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 10/07/2019 08:43:39 AM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 10/2019
COVERAGE MONTH: 10/2019
PAYMENT DUE BY: **10/10/2019**
CURRENT BILLING AMOUNT: \$89,149.29
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$89,149.29**

100 186 L 102019 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	10/2019	\$ <u>89,149.29</u>

If you have questions concerning your billing, please contact the Association of Washington Cities Office at (800) 562-8981 or (360) 753-4137 or Northwest Administrators, Inc. at (206) 726-3345.

MAIL PAYMENT TO: *If payment is made by check, please print a copy of this page and mail it with your payment to the following address.*

ASSOCIATION OF WASHINGTON CITIES
PO BOX 84303
SEATTLE, WA 98124-5603

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:41 Pay Date:10/10/2019 P/E Date:09/30/2019
 Qtr/Year:4/2019 Run Time/Date:14:01:47 PM EDT 10/08/2019

Taxes Debited	Federal Income Tax	20,909.19	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,199.40	
	Medicare - ER	3,199.37	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	0.00	
	State Income Tax	0.00	
	Non Resident State Income Tax	0.00	
	State Unemployment Insurance - EE	0.00	
	State Unemployment Insurance Adj - EE	0.00	
	State Disability Insurance - EE	0.00	
	State Disability Insurance Adj - EE	0.00	
	State Unemployment/Disability Ins - ER	0.00	
	State Family Leave Insurance - EE	188.87	
	State Family Leave Insurance - ER	0.00	
	State Medical Leave Insurance - EE	170.12	
	State Medical Leave Insurance - ER	207.92	
	Transit Tax - EE	0.00	
	Workers' Benefit Fund Assessment - EE	0.00	
	Workers' Benefit Fund Assessment - ER	0.00	
	Local Income Tax	0.00	
School District Tax	0.00		
Total Taxes Debited	27,874.87		
Other Transfers	Full Service Direct Deposit Acct. Nr	156,612.35	Total Liability
	Total Amount Debited From Your Account		184,487.22
Bank Debits & Other Liability	Checks	0.00	184,487.22
	Adjustments/Prepay/Voids	0.00	184,487.22
Taxes- Your Responsibility	None this payroll		184,487.22

Outgoing Payments Report

Company: City of Mill Creek
Requester: Gobrael, Silvea
Run Date: 10/11/2019 11:20:35 AM CDT



Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Nun

Template Name: MATRIX/MEBT
Template Code: WILTRUST

Debit Account Information

Debit Bank:
Debit Account:
Debit Account Name: Ireas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: MATRIX TRUST COMPANY
Beneficiary Address: NA
Beneficiary City: NA
Beneficiary Postal Code: NA
Beneficiary Country: US - United States of America

Beneficiary Account:
Beneficiary Bank ID: (JPMORGAN CHASE BANK, NA
1111 POLARIS PKWY
COLUMBUS
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 22,587.12

Value Date: 10/11/2019

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: jgunders
Approved: sgobraiel
Initial Confirmation:
Confirmation #

Input Time: 10/11/2019 11:08:33 AM CDT
Time: 10/11/2019 11:16:38 AM CDT

RptBatchSumViewForm

Page 1 of 1

ACH Cash Pro Online
City of Mill Creek

Report Date: 10/14/2019
Report Time: 10:01:56 AM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	10/11/2019
ACH ID:		Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Submitted	Created By:	JGUNDERS
Released By:	SGOBRAIEL		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,332.15	C			C	

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$1,332.15	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$1,332.15	1
Prenotes	\$0.00	0

Outgoing Payments Report

Company: City of Mill Creek
Requester: Gobraiel, Silvea
Run Date: 10/11/2019 11:19:29 AM CDT



Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Num

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank:
Debit Account:
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: ICMA RC
Beneficiary Address: P.O. Box 64553
Beneficiary City: Baltimore
Beneficiary Postal Code: 21264-4553
Beneficiary Country: US - United States of America

Beneficiary Account:
Beneficiary Bank ID: MANUFACTURERS AND TRADERS TR C
ONE M AND T PLAZA, 15TH FL
BUFFALO
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,606.11

Value Date: 10/10/2019

Optional Information

Sender's Reference Number:

Beneficiary Information: City of Mill Creek :

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sgobraiel
Approved: tdunford
Initial Confirmation:
Confirmation #:

Input Time: 10/10/2019 12:58:53 PM CDT
Time: 10/10/2019 1:17:48 PM CDT

Outgoing Payments Report

Company: City of Mill Creek
Requester: Gobrael, Silvea
Run Date: 10/11/2019 11:19:07 AM CDT



Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed Bv Bank
Transaction Numbe

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank:
Debit Account:
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: Mill Creek Police Officer Guild
Beneficiary Address: PO Box 13261
Beneficiary City: Mill Creek
Beneficiary Postal Code: 98082
Beneficiary Country: US - United States of America

Beneficiary Account:
Beneficiary Bank ID:
BANK OF AMERICA, NA
1424 164TH ST SW
LYNNWOOD
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 2,040.00

Value Date: 10/10/2019

Optional Information

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sgobraiel
Approved: tdunford
Initial Confirmatio.
Confirmatio

Input Time: 10/10/2019 12:58:53 PM CDT
Time: 10/10/2019 1:17:48 PM CDT



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, May 28, 2019

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

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor

Brian Holtzclaw, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mike Todd, Councilmember

John Steckler, Councilmember

Stephanie Vignal, Councilmember

Councilmembers Absent:

Mark Bond, Councilmember

Councilmember Cavaleri made a motion to excuse Councilmember Bond due to him moving residences. Councilmember Steckler seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

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

Wil Nelson, a Mill Creek resident, commented on the Memorial Day parade and an article in the Mill Creek Beacon regarding future Memorial Day parades.

Jon Ramer, a Mill Creek resident, showed Council a plaque made from the USS Ralph Johnson Proclamation that will be presented to the Commander tomorrow.

OLD BUSINESS

B. Settlement Agreement Between the City of Mill Creek and Comcast Regarding Franchise Fee Audit/Review

Director of Finance and Administration Peggy Lauerman gave a brief overview of the Comcast franchise fee audit and underpayment of \$87,297.17. Director Lauerman

May 28, 2019 REGULAR COUNCIL MEETING MINUTES

explained the updated language in the revised settlement agreement separating the underpayment and attorney fees, and the new pass through start date of May 2020.

Council engaged in discussion.

Mayor Pro Tem Holtzclaw made a motion to reject the proposed settlement agreement and direct staff to obtain compensation incurred through legal and audit fees from Comcast. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

NEW BUSINESS

C. Snohomish County Housing Task Force

City Manager Michael Ciaravino announced the Snohomish County Housing Affordability Regional Taskforce (HART) kickoff meeting to be held on Friday, May 31 at 10:00 a.m. City Manager Ciaravino provided Council with a [handout](#) including a draft agenda and calendar of future meetings.

Council engaged in discussion. Councilmember Todd will attend the kickoff meeting and asked Council to forward him any questions they may have before Friday. Mayor Pro Tem Holtzclaw will attend future HART meetings.

D. Ordinance Adopting Proposed Mill Creek Municipal Code Amendments Regulating Wireless Communication Facilities

Planning Manager Tom Rogers gave an overview of wireless communications facilities being deployed throughout the nation. Mr. Rogers reviewed new rules adopted by the Federal Communications Commission (FCC) that went into effect in early 2019. As a result, the Mill Creek Municipal Code (MCMC) will need to be revised for compliance.

Mr. Rogers introduced Ogden Murphy Wallace Attorney Elana Zana who led Council through a [PowerPoint](#) presentation detailing small cells and the upcoming changes in technologies, the Mill Creek process, aesthetic standards, and the proposed code amendments.

Council engaged in discussion and would like messaging from the City early on to keep the public informed. Staff will make recommended changes and bring this item back to Council at the next meeting.

STUDY SESSION

E. Grant Funding Application Criteria and Process

City Manager Michael Ciaravino explained that this item has been tabled until June 11, 2019.

CONSENT AGENDA

F. Approval of Checks #60283 through #60358 and ACH Wire Transfers in the Amount of \$313,447.12

May 28, 2019 REGULAR COUNCIL MEETING MINUTES

(Audit Committee: Mayor Pruitt and Councilmember Bond)

- G.** Payroll and Benefit ACH Payments in the Amount of \$205,773.60
(Audit Committee: Mayor Pruitt and Councilmember Bond)
- H.** City Council Meeting Minutes of February 19, 2019

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

REPORTS

I. Mayor/Council

Mayor Pruitt reported that the Memorial Day parade was wonderful and that attendance was up at the Commemorative Ceremony.

Councilmember Cavaleri echoed Mayor Pruitt's parade comments and thanked staff and volunteers for their efforts.

Councilmember Cavaleri reported that it was an honor and privilege to be in the presence of a Gold Star mother at the Memorial Day Commemorative Ceremony.

Councilmember Vignal commented on the Memorial Day events and thanked City Clerk Gina Pfister for her assistance with logistics.

Mayor Pro Tem Holtzclaw acknowledged Public Works Month and thanked Gina Hortillosa's team for their quick work to fix the bridge at Heron Park.

Councilmember Todd reported on the Snohomish County Committee for Improved Transportation (SCCIT) meeting he attended, legislative topics covered, and SCCIT efforts moving forward. Councilmember Todd encouraged Council to attend the Sound Transit presentation at the Everett City Council meeting on May 29.

J. City Manager

- Council Planning Schedule

K. Staff

- Neighborhood Focus Group Meeting Minutes of April 18, 2019

AUDIENCE COMMUNICATION

L. Public comment on items on or not on the agenda

Wil Nelson, a Mill Creek resident, corrected his earlier statement regarding the Beacon quote relating to the City's Memorial Day events.

Carmen Fisher, a Mill Creek resident, expressed her surprise over the lack of discussion during the Comcast Settlement Agreement agenda item. Ms. Fisher commented on the Snohomish County Housing Task Force discussion. Ms. Fisher also commented on the idea of giving small cell application notice to residents.

May 28, 2019 REGULAR COUNCIL MEETING MINUTES

RECESS TO EXECUTIVE SESSION

(Confidential session of the Council)

- M.**
- To discuss real estate matters pursuant to RCW 42.30.110(1)(b)
 - To discuss actual or potential litigation matters pursuant to RCW 42.30.110(1)(i)

At 7:40 p.m. the meeting recessed to executive session for up to 30 minutes. City Attorney Scott Missall was present during the executive session.

At 8:10 p.m. the executive session ended.

RECONVENE TO REGULAR SESSION

- N.** At 8:11 p.m. the meeting reconvened to regular session.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:11 p.m.

Pam Pruitt, Mayor

Gina Pfister, City Clerk

May 28, 2019 REGULAR COUNCIL MEETING MINUTES



Increase city transportation resources

2020

Cities need comprehensive city transportation tools that provide new resources and funding options.

Cities are investing more than ever

- 1 Cities own and manage a significant share of our state's transportation system.
- 2 Cities provide nearly 80% of the funding that flows into local transportation systems and have increased spending over the last decade.
- 3 Cities continue to struggle to address the \$1 billion gap that exists in maintenance and preservation costs.

1 City transportation systems accommodate 26% of statewide vehicle travel on over 35,000 lane miles of streets, including 740 bridges. Cities are responsible for multimodal transportation assets that include streets, sidewalks, and bicycle infrastructure; certain aspects of state highways; and the spaces between transportation infrastructure, utilities, and the natural environment.

2 A recent study by the Joint Transportation Committee (JTC) found that cities have stepped up to invest in their local transportation systems – providing about 80% of funding at the local level. City spending has continued to outpace state and federal spending. Nearly 86% of local spending comes from unrestricted revenue, which includes revenue from property taxes, sales and use taxes, and business and occupation taxes. These funds compete with other critical municipal needs such as parks and public safety services.

3 Even with increased city spending, a \$1 billion per year gap in funding remains for maintenance and preservation. Beyond this \$1 billion gap, there are more than \$900 million in additional unmet costs in system capacity needs, deferred maintenance/preservation, ADA improvements, and environmental mitigation (including fish-blocking culverts).

More than 25% of daily trips happen on city streets, yet cities receive 8% of the state transportation budget.

For local transportation networks to thrive, strong cities need:



Existing city transportation-specific revenue protected, and new options created



Policy improvements like the expansion of Transportation Improvement Board programs, a federal fund swap option, and other tools



A new transportation revenue package that increases resources for cities

Contact:

Logan Bahr
Government Relations Advocate
loganb@awcnet.org

Shannon McClelland
Legislative & Policy Analyst
shannonm@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

10/16/19

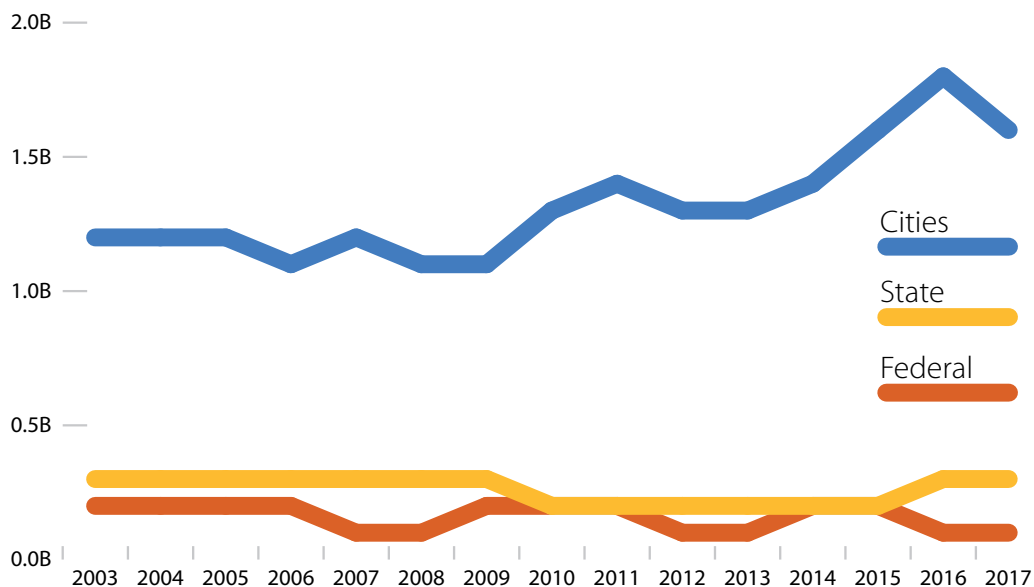


Additional information

\$1.9 billion in annual city transportation funding comes from a variety of sources:

- Nearly 80% of city transportation funding comes from locally generated revenue. 86% of these revenue streams are unrestricted and can be used for any municipal activity. 10% are transportation-specific revenues such as Transportation Benefit Districts. 4% comes from local debt financing.
- 13% of city transportation funding comes from the state. Cities receive about 8% (or \$736 million) of the state's transportation budget. These resources include direct distributions from:
 - The Motor Vehicle Fuel Tax and Multimodal Funds (\$223 million);
 - State competitive programs such as the Transportation Improvement Board (\$330 million); and
 - Local project appropriations (\$183 million).
- Less than 10% of city transportation funding comes from federal sources such as the Highway Safety Improvement Program, Surface Transportation Block Grants, and the Highway Infrastructure Program.

Cities have stepped up to meet growing transportation needs and costs, while investment from the state and federal governments has declined slightly.



Source: JTC Assessment of City Transportation Funding Needs, 2019

Contact:

Logan Bahr
Government Relations Advocate
loganb@awcnet.org

Shannon McClelland
Legislative & Policy Analyst
shannonm@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

10/16/19





Tax increment financing

2020

Cities and towns need tax increment financing options to boost economic growth and opportunity for all Washingtonians.

1 Tax increment financing (TIF) can help cities build public infrastructure to spur economic and job growth throughout the state.

2 Washington's Local Revitalization Financing (LRF) program (closely akin to TIF) can fund local infrastructure improvement projects and encourage economic development.

3 Amend the State Constitution to allow a traditional property-tax-based TIF program.

1 TIF is used in 49 other states as a tool to generate economic development. Many private development projects won't occur if there isn't adequate public infrastructure. TIF is a way of investing in that infrastructure.

In 2017, LRF jurisdictions alone reported a state benefit of \$359.4 million.

2 Created in 2009, the Local Revitalization Financing (LRF) program awarded local jurisdictions sales tax credits to fund local infrastructure improvement projects to encourage economic development. In 2017, LRF jurisdictions alone reported a state benefit of \$359.4 million. Unfortunately, LRF is no longer accepting new applications as the state contribution limit has been reached. The Legislature can incentivize economic growth throughout the state by investing in the program again. Projects like commercial, retail, and mixed-use development generate significant sales tax revenue that benefits everyone but requires infrastructure investments to support that development.

3 Traditional tax increment financing (TIF) is a form of value capture: A city using TIF can borrow money to improve a neighborhood with new sidewalks, roads, and utilities. The improvements raise the property value of the surrounding properties and incentivize private investment. When the area property values increase, the subsequent increased tax revenue offsets the original loan. Once the debt is paid off, the city and state will continue to benefit from the additional tax revenue associated with the increased property value. However, under current law in Washington State, traditional TIF has been held unconstitutional.

Contact:

Candice Bock
Government Relations Director
candiceb@awcnet.org

Brandon Anderson
Legislative & Policy Analyst
brandona@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/27/19



Additional information

The success of tax increment financing speaks for itself in that 49 states and Washington, D.C. have implemented various versions of TIF. It's also been largely successful for states similar to Washington.

As one example, Oregon implemented TIF to provide revenue for local infrastructure and development. Oregon's widespread use of TIF has helped more than 50 communities achieve their economic development and comprehensive plan goals.

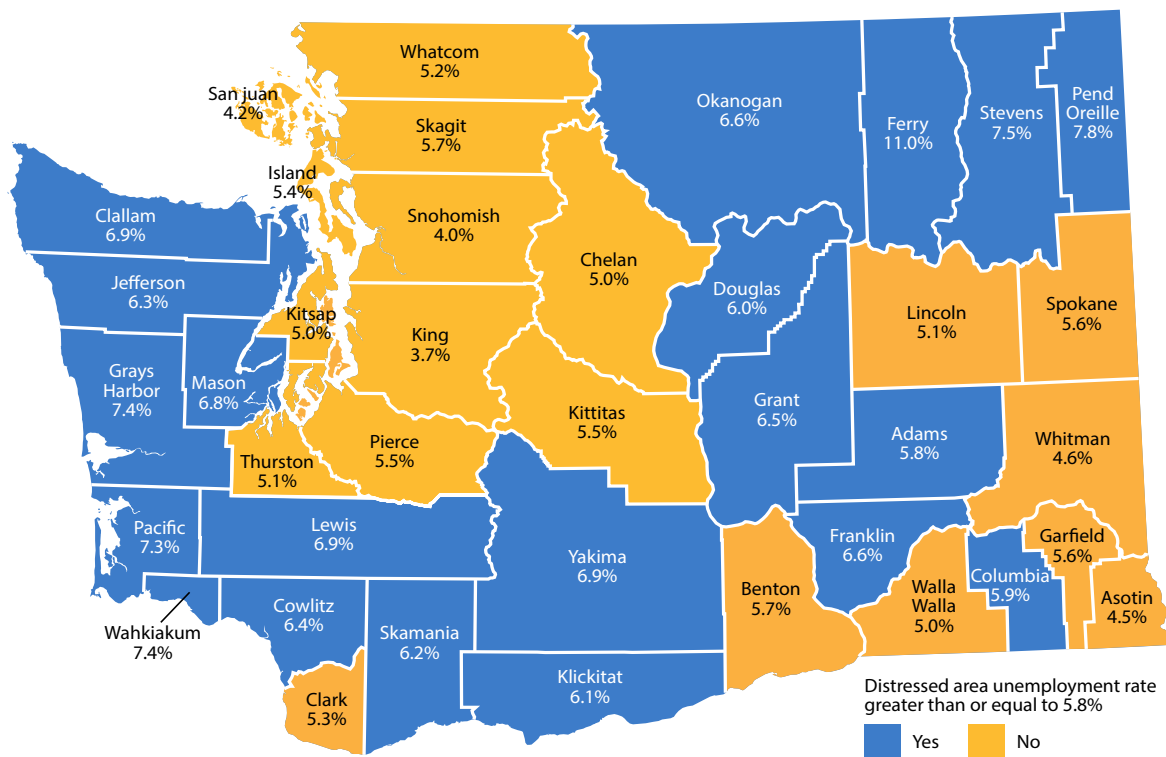
Read how these three Oregon cities used TIF:

The City of Portland used TIF to help develop their Oregon Convention Center, Downtown Waterfront, and various neighborhoods.

The City of Bend used TIF for capital improvement loans for small or startup businesses, parks and plazas, and utility and infrastructure projects to support new development.

The City of Hillsboro used TIF to solidify Intel's presence and tech sector job growth in their city.

Distressed areas Three-year average unemployment rate (2016-2018)



Source: The Bureau of Labor Statistics

Contact:

Candice Bock
Government Relations Director
candiceb@awcnet.org

Brandon Anderson
Legislative & Policy Analyst
brandona@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/27/19





Public Works Trust Fund

2020

Cities need a fully funded Public Works Trust Fund.

1

The Public Works Trust Fund (PWTF) provides necessary infrastructure loans for our communities and helps keep rates for services like drinking water and sewer affordable for all residents.

2

Local governments have spent decades replenishing the Public Works Trust Fund via loan repayments.

3

Investments in infrastructure keep cities vibrant and leverage additional private investment in local communities.

1 There are more than \$881 million worth of local infrastructure projects that lack funding to move forward, with higher needs in eastern Washington’s rural infrastructure maintenance and construction. The American Society of Civil Engineers gave Washington’s infrastructure a “C” grade, with wastewater getting a “C-” and stormwater getting a “D+” because failing infrastructure hurts everyone. It is necessary to fully fund the various state programs designed to support local infrastructure.

Roughly \$2 billion has been redirected from the PWTF over the last three biennia to pay for other state priorities.

2 For the first time since 2013, the Public Works Trust Fund was appropriated \$95 million in the 2019-2021 biennial budget. However, roughly \$2 billion has been redirected from the PWTF over the last three biennia to pay for other state priorities. Even with last year’s significant appropriation, diversions continued from the fund, including a \$160 million transfer to the Education Legacy Account and \$21.5 million diverted to a new statewide broadband program.

3 For every dollar invested in the Public Works Trust Fund, a match of 5.5 additional dollars come from other sources. This program helps cities overcome the financial challenges of building and repairing local infrastructure systems that benefit our economy, the environment, and the entire state. Low cost infrastructure funding helps keep these critical services affordable for our residents now and into the future.

City infrastructure systems are a critical part of the larger network that serves and benefits the entire state. City streets move traffic seamlessly from one place to another. Businesses relying on city water and sewer systems create a positive impact on the entire region. Cities take on major toxic cleanup efforts to enhance our communities and bring new economic development opportunities to the state. Collectively, the strength of Washington’s local infrastructure systems creates a stronger and healthier state, better positioned for continued economic growth and development.

Contact:

Logan Bahr
Government Relations Advocate
loganb@awcnet.org

Maggie Douglas
Legislative & Policy Analyst
maggied@awcnet.org



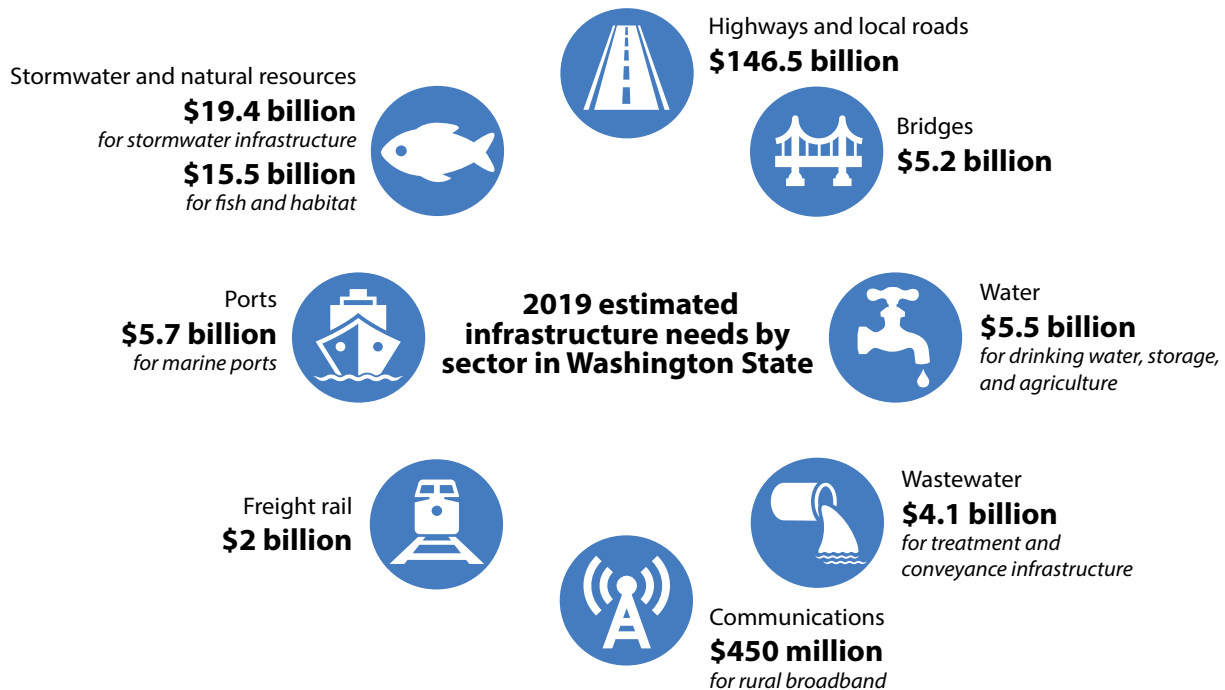
Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/24/19

Additional information

AWC is focused on maintaining and enhancing state infrastructure support because cities are:

- **Behind on the basics**
The core infrastructure systems such as streets, water, sewer, and stormwater that residents and businesses depend on are aging, costing more to operate and falling behind in environmental standards.
- **Making tough choices**
Cities are forced to choose between funding basic city services like police and fire, and building and maintaining capital assets while trying to keep these basic services affordable for all residents.
- **Struggling to accommodate a growing population**
Today's cities are building the infrastructure systems to support the next generation. We need to make smart designed infrastructure decisions to meet environmental standards and respond to our communities' needs well into the future.
- **Supporting critical development**
Infrastructure investment is necessary to leverage much needed private investment in housing and commercial development.



Contact:

Logan Bahr
Government Relations Advocate
loganb@awcnet.org

Maggie Douglas
Legislative & Policy Analyst
maggied@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/24/19





City finances

2020

Ensure city fiscal health with reliable and flexible revenue sources that can be tailored to meet local needs and support essential community services.

1 Cities need revenue authority and flexibility to keep up with community growth and increasing needs.

2 State investment via shared revenues is instrumental to supporting essential programs and services, especially in our smallest communities.

3 Cities want responsive revenue options and authority to meet the needs of our residents.

1 Even in good economic times, revenues aren't keeping up with rising costs. Washington is experiencing the highest growth rate in the last thirty years. Consequentially, city residents demand additional infrastructure, public safety, and other key services. The fact is, existing city revenues can't keep up with the growing demand for services and increasing costs. The state can support cities by ensuring a full menu of revenue options that local officials can use to meet their community needs.

Between 1985 and 2018, city populations increased by 121%.

2 Over the past decade, the state has faced post-recession budget challenges and legal requirements to fully fund basic education, both of which have impacted state support for cities. Historically, state-shared revenues distributed to cities and towns have been driven by decades of commitments where the state agreed to help deliver vital services to its residents. These shared revenues also are in recognition of the state revenue generated within cities. Cities rely on these funds to support safe communities and strong infrastructure. But not all of the revenue reductions made during the Great Recession have been fully restored. These shared revenues are important to all cities, but especially to our smallest cities. In fact, 57% of Washington's 281 cities have fewer than 5,000 residents.

3 Cities rely on the local ability to select a mix of revenue options that best fit their unique community. Local decisions like these are best made by elected city officials who know their community well. When it was implemented nearly 20 years ago, the 1% property tax cap was an arbitrary number. It now means that cities cannot keep up with the natural inflationary growth of expenditures. The Legislature must revisit this subjective restriction and replace it with something designed to keep up with natural economic and inflationary pressures.

Contact:

Candice Bock
Government Relations Director
candiceb@awcnet.org

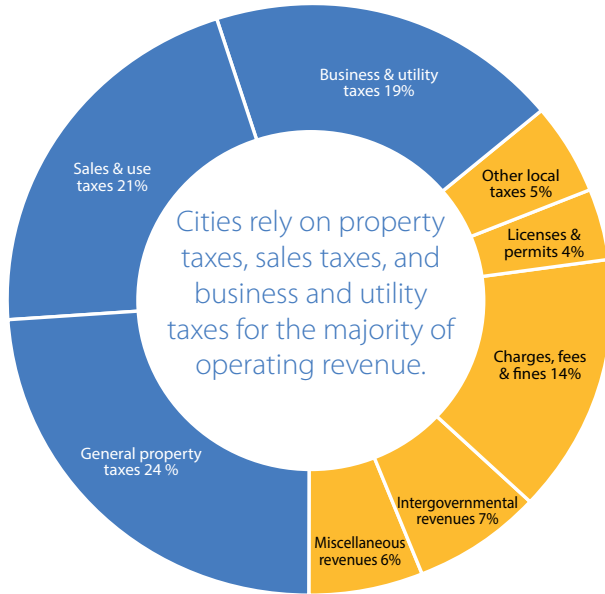
Maggie Douglas
Legislative & Policy Analyst
maggied@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

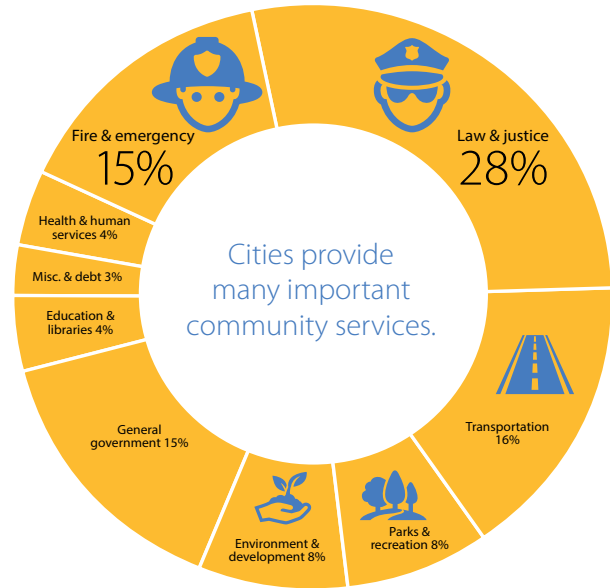
09/24/19



Additional information



Source: State Auditor's Office; general fund, special revenues.



Source: State Auditor's Office; general fund, special revenues.

Summary of shared revenue distributions							
Liquor profits	Liquor taxes	Municipal criminal justice	City-county assistance	SST mitigation	Fire Insurance Premium Tax	Marijuana excise tax	Total
\$79M	\$51.3M	\$39.8M	\$16.5M	\$2.4M	\$10.5M	\$20M	\$219.5M

Cities rely on revenue collected from property taxes, sales tax, and business utility taxes for the majority of their operating revenue. Property tax is the largest revenue source for cities in Washington State, comprising nearly 25% of all city revenue. This revenue supports critical city services, including transportation infrastructure and public safety. Compared to sales tax, which fluctuates with the economy, property tax is much more stable.

Since 2001, annual property tax increases have been capped at 1%, which prevents it from keeping pace with inflation and population growth. The 1% limit on annual increases has significantly strained many city budgets. Cities have the option of levy lid lifts and excess levies. However, both require voter approval, and neither permanently change the annual percentage increase allowed. In the first five years, cities lost an estimated

\$500 million in property tax revenue, and those impacts are ongoing. The result is an erosion of critical city services, including investment in core infrastructure and public safety.

The majority of the state's revenue is generated and collected within cities.

Annually, the state collects:

- \$8.3 billion in sales tax to the state general fund
- \$2.3 billion in property taxes for the state school levy
- \$2.8 billion of the state's B&O tax

Contact:

Candice Bock
Government Relations Director
candiceb@awcnet.org

Maggie Douglas
Legislative & Policy Analyst
maggied@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/24/19





Culverts & salmon recovery

2020

Support and fund a comprehensive approach to culvert corrections that includes state, local, and private barriers.

1 Washington is mandated to fix state-owned, fish-blocking culverts.

2 But fixing only state-owned culverts would not solve the problem.

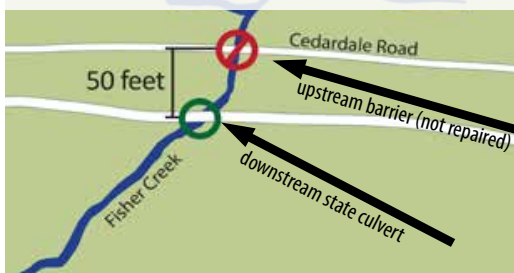
3 Fish need access to streams no matter who owns the barrier. A coordinated approach is best.

1 Undersized and deficient culverts—built as part of the state’s transportation infrastructure—impair the ability of migratory fish, like salmon, to access prime habitat and achieve their natural abundance. The U.S. Supreme Court recently upheld an injunction requiring the state to fix their fish-blocking culverts by 2030. The Legislature will wrestle with this daunting funding commitment this session.

2 Fixing only state-owned culverts will make the state’s investment incomplete at best and ineffective at worst. **On average, there are two downstream and five upstream culverts associated with each state barrier.**

Investing only in state-owned culverts without addressing all barriers will not achieve the goal of salmon recovery. For many years, people across the state have spent millions restoring salmon habitat. Now we need to restore access to it.

A recently completed WSDOT fish passage project on Fisher Creek shows the opportunity. This \$8.7m project has a local barrier just fifty feet upstream; which, if corrected, could restore 14 miles of salmon habitat.



3 It’s time to support and fund a coordinated program that removes state, local, and private barriers to truly open habitat throughout a watershed. **Strong cities need:**

- A framework to fund corrections, including fully funding the Fish Barrier Removal Board (FBRB).
- Long-term, sufficient funding to correct non-state barriers in coordination with the state’s legal obligation.
- Prioritizing whole stream systems to maximize return of salmon and the public investment.

Culvert repair has a potential cost of \$4.2 billion* and no identified revenue source.

*Using the average correction cost of a WSDOT barrier of \$3.4 million, applied to the 1,233 known city barriers

Contact:

Carl Schroeder
Government Relations Advocate
carls@awcnet.org

Shannon McClelland
Legislative & Policy Analyst
shannonm@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/27/19



Additional information

"Many people are unaware of the huge scale of the problem. It's a significant issue... It's one of the highest priorities we have for salmon recovery."

—Jeff Breckel, Executive Director, Lower Columbia Fish Recovery Board

The recent U.S. Supreme Court decision, upholding a federal court order mandating the state fix state-owned culverts that are blocking migratory salmon and steelhead by 2030, has received a lot of attention. Less well known is the fact that the fish barriers that the state is legally obligated to remove have other barriers up and down stream that will effectively make the state's investment incomplete at best, and ineffective at worst. Now is the time to support and fund a coordinated program that removes state, local, and private barriers that will truly open up habitat throughout a watershed.

Cities and counties have pursued a strategic approach to create a coordinated effort on culvert removal.

Salmon and orca recovery are linked. Salmon abundance is key to orca survival.

We took part in reconvening the state's Fish Passage Barrier Removal Board and worked with our partners to develop a coordinated approach with the salmon recovery regions. We have funded barrier inventory and identification work. We sought direct funding in the transportation package and authority for culvert correction to serve as priority mitigation for transportation projects.

While we have made progress, now is the time to cement that work and commit to the future of salmon. Cities need a coordinated, comprehensive, and long-term funding investment for the Fish Passage Barrier Removal Board to address these barriers.

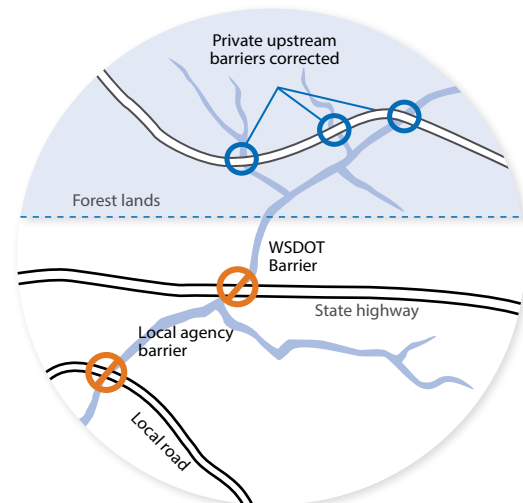
Not all culverts are created equal



Source: Fish Passage Barrier Removal Board

Many older culverts were not designed for fish passage:

- A steep or too narrow culvert will cause a stream to flow too fast
- A culvert too high above the stream bed will defy even the hardest jumpers
- An undersized culvert can be overwhelmed by storms and debris and cause flooding.



Upstream barriers have largely been fixed on forest lands. Now we need to tackle downstream barriers which are mostly state- and locally-owned.

Source: Fish Passage Barrier Removal Board

Contact:

Carl Schroeder
Government Relations Advocate
carls@awcnet.org

Shannon McClelland
Legislative & Policy Analyst
shannonm@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/27/19





Behavioral health

2020

Pursue a state-supported approach to medication assisted treatment (MAT) services in city and regional jails.

1

City and regional jails need additional state funding to deliver medication assisted treatment (MAT) to incarcerated individuals with opioid use disorder.

2

Cities oppose opioid treatment mandates that do not provide full state funding and flexibility for city and regional jails.

3

Cities call on the Legislature to help address the challenges faced by law enforcement and jail staff due to the universally underfunded behavioral health and jail systems.

1 Jails are in a unique position to save lives and reduce recidivism by initiating treatment for incarcerated individuals with substance use disorder. Treatment using MAT, particularly when coupled with evidence-based behavioral therapy, improves medical and mental health outcomes and reduces relapses and recidivism. State funds are needed to support the costs of medication, hiring and training of additional staff, transportation, and contracting with medical providers.

“Two-thirds of people in jail meet the criteria for drug dependence or abuse.”

Bureau of Justice Statistics

2 In 2019, the Legislature passed **SB 5380**, requiring jails in the state to provide medication assisted treatment to incarcerated individuals, pending legislative funding. However, the Legislature did not provide funding for MAT services in jails. City and regional jails are on the front line of the opioid crises and want to assist individuals struggling with addiction. However, many rural communities lack medical providers who can assess individuals and prescribe medications necessary to combat opioid use disorder. Without sufficient access to medical providers and medications, city and regional jails lack the ability to fulfill this critical function.

3 In 2019, the Legislature made significant investment in our struggling behavioral health system, including huge investments in community-based services. Despite this investment, Washington’s city and regional jails continue to struggle with the costs of providing MAT. City and regional jails benefit from the purchasing power of the state and need financial assistance to hire sufficient staff with appropriate training to provide medication assisted treatment (MAT) services to save lives and reduce recidivism.

Contact:

Sharon Swanson
Government Relations Advocate
sharons@awcnet.org

Brandon Anderson
Legislative & Policy Analyst
brandona@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/24/19

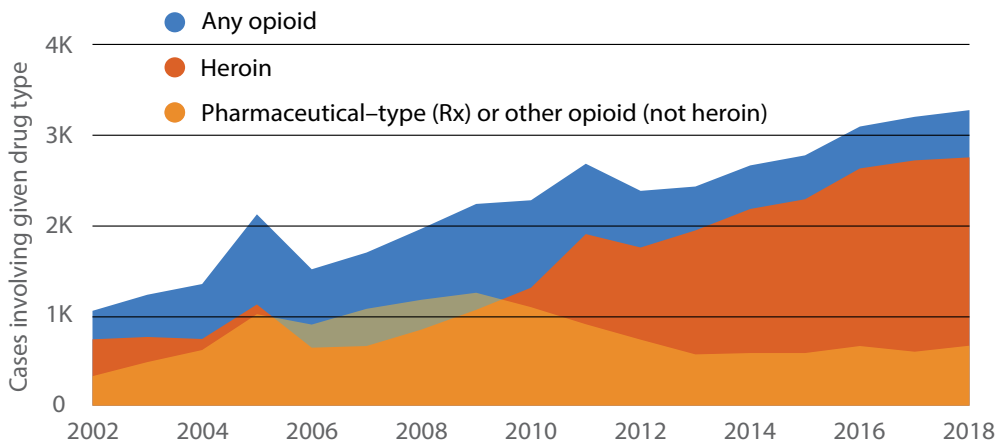


Additional information

What is medication assisted treatment?

Medication assisted treatment (MAT) combines behavioral therapy and medications to treat opioid use disorders. Methadone, buprenorphine, and naltrexone are used to treat opioid dependence and addiction to short-acting opioids such as heroin, morphine, and codeine as well as semi-synthetic opioids like oxycodone and hydrocodone. These medications relieve the withdrawal symptoms and psychological cravings that cause chemical imbalances in users. These medications provide a safe and controlled level of medication to overcome the use of an abused opioid.

Statewide opioid cases



According to the Bureau of Justice Statistics, two-thirds of people in jail meet the criteria for drug dependence or abuse. Statewide crime lab data indicates an increase in overall reported incarcerations involving opioids in Washington state.

Source: Forensic Laboratory Services Bureau, Washington State Patrol

City-operated jails in Washington



*SCORE serves Auburn, Burien, Des Moines, Federal Way, Renton, SeaTac, Tukwila, and more than 30 additional contract agencies.

Contact:

Sharon Swanson
Government Relations Advocate
sharons@awcnet.org

Brandon Anderson
Legislative & Policy Analyst
brandona@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/24/19





Affordable housing

2020

Support tailored solutions to increase affordable housing and reject one-size-fits-all approaches.

1 The affordable housing crisis looks different in every city.

2 Policy solutions must be tailored to address a variety of challenges.

3 The Legislature should invest in new and existing programs and remove barriers to affordable housing.

1 Our cities face affordable housing challenges across the income spectrum. The need for each city is different based on its residents and surrounding communities. Local leaders are in a unique position to appreciate the complexity of the affordable housing challenges facing their city. Elected officials see first hand how these diverse issues affect their community and are dedicated to finding effective solutions. Washington’s mayors and councilmembers know that a multi-pronged approach is required to meet the complex challenge of affordable housing.

2 Cities need infrastructure to support housing – including water, wastewater, electric, gas, and transportation. Even when cities have upzoned, they find that costly infrastructure upgrades stand in the way of development. In other cities, the lack of economic development hinders housing growth.

70% of cities need additional resources to support affordable housing.*

*2018 AWC City Conditions Survey.

3 Strong cities need...

- Changes to the multifamily tax exemption program to allow eligibility for smaller cities, to extend the tax exemption for continued affordability, and to extend the ability to preserve existing affordable housing.
- Support and incentives for cities who want to pursue greater variety of housing types in traditional single family neighborhoods such as missing middle or ADU ordinances.
- New councilmanic taxing authority for affordable housing, such as optional sales or real estate transaction taxes.

Contact:

Carl Schroeder
Government Relations Advocate
carls@awcnet.org

Shannon McClelland
Legislative & Policy Analyst
shannonm@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

09/27/19



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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: October 18, 2019

November 5, 2019

(Agenda Summary due October 28)

- Study Session: Property Tax & EMS Levies - Michael Ciaravino
- Study Session: Proposed Budget Amendments - Michael Ciaravino

November 12, 2019

(Agenda Summary due November 4)

- Public Hearing: Property Tax & EMS Levies - Michael Ciaravino

November 26, 2019

(Agenda Summary due November 18)

- Presentation: Congresswoman DelBene
- Public Hearing: Proposed Budget Amendments - Michael Ciaravino
- Ordinances: Property & EMS Levies - Michael Ciaravino
- 3rd Quarter Financial Reports
- 2020 Community Events - Gordon

December 3, 2019

(Agenda Summary due November 25)

- Ordinance: Budget Amendments - Michael Ciaravino

December 10, 2019

(Agenda Summary due December 2)

- Ordinance Amending MCMC 2.04 - Council Schedule - Gina Pfister

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

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

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

Possible Work Session Topics for Discussion

- Utility Project Management - Michael
- Hotel/Motel Theater Tax - Michael
- ST3 Stations - Sound Transit
- Legislative Retreat - Michael
- Gold Star Memorial - Michael
- Dobson Remillard Property - Michael
- Fleet Program - Gina H/Greg
- Community Funding Criteria and Source of Funds - Michael
- Surface Water System Study Group - Gina H
- Updates to the Governance Manual - Michael
- Compensation Strategies - Charlie
- Construction Tax Revenue - TBD
- Emergency Operations Center - Greg
- Crosswalk Locations & Standards - Gina H
- Appropriation vs. Authorization - Michael
- Business License Fee Schedule Review - TBD
- Snohomish Health District Update - Shawn Frederickson
- Spring 2020: Ordinance Amending MCMC re: Business Park Zone District - Gina Hortillosa
- Lane Powell Contract - Michael
- Grant Funding Application Process - Michael