

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. 2019-848

Next Resolution No. 2019-578

**March 5, 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

NEW BUSINESS

- B. Adopt-A-Ship Program with the USS Ralph Johnson
(*Joni Kirk, Director of Communications & Marketing*)

STUDY SESSION

- C. Surface Water Bond Financing Introduction
(*Peggy Lauerman, Director of Finance & Administration*)

- D. Mill Creek Sports Park Concession Stand Rental Rates
(Joni Kirk, Director of Communications & Marketing)
- E. Community Funding Update
(Bob Stowe, Interim City Manager)

CONSENT AGENDA

- F. City Council Meeting Minutes of November 6, 2018
- G. City Council Meeting Minutes of November 13, 2018

REPORTS

- H. Mayor/Council
- I. City Manager
 - Council Planning Schedule
 - Council Liaison Positions
- J. Staff
 - Design Review Board Meeting Minutes of December 20, 2018
 - Planning Commission Meeting Minutes of January 17, 2019

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # B

Meeting Date: March 5, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: ADOPT-A-SHIP PROGRAM WITH THE USS RALPH JOHNSON

PROPOSED MOTION:

Ceremonially adopt the USS Ralph Johnson.

KEY FACTS AND INFORMATION SUMMARY:

Councilmembers Mark Bond and John Steckler accompanied Special Events Manager Jon Ramer and Police Department personnel on a tour of the USS Ralph Johnson on February 6, 2019. An opportunity has arisen to partner with Naval Station Everett in support of our veterans. Council requested that this matter be brought back for consideration during the March 5, 2019 meeting.

The U.S. Navy provides an Adopt-A-Ship program to enhance public outreach and improve relations. The purpose of adopting a ship is to build better ties between the troops assigned to the ship, its home port base and the local community.

The newly commissioned Arleigh Burke-class guided-missile destroyer stationed at Naval Station Everett is the USS Ralph Johnson (DDG-114). The USS Ralph Johnson is the first warship named for Medal of Honor recipient Marine Pfc. Ralph Henry Johnson. Pfc. Johnson was posthumously awarded the Medal of Honor for his heroic actions during the Vietnam War; he used his body to shield two fellow Marines from a grenade, absorbing the blast and dying instantly in March 1968.

Though discussions with Naval Station Everett regarding support for the City's Memorial Day and Veterans Day parades, Mill Creek Special Events Manager Jon Ramer was connected to the commanding officer of Naval Station Everett, Commander Casey Mahon. Commander Mahon has expressed interest in Mill Creek adopting his ship.

There is no cost to the City to participate in the Adopt-A-Ship program; it's a ceremonial function and support. The biggest impact is some staff time (fewer than 20 hours per year) and effort to coordinate between the ship and the City to invite the ship crew to events like the Mill Creek Festival, Summer Evening Concerts, parades, and other events. Additionally, City would be expected to solicit volunteers willing to host a single sailor for Thanksgiving and Christmas dinner so they are not left alone over the holidays.

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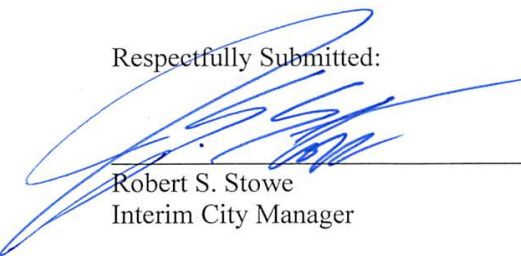
CITY MANAGER RECOMMENDATION:

Subject to interest by the City Council, adopt the proposed motion.

ATTACHMENTS:

- N/A

Respectfully Submitted:



Robert S. Stowe
Interim City Manager



Agenda Item # C
Meeting Date: March 5, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: STUDY SESSION: BOND FINANCING FOR THE SURFACE WATER AGING INFRASTRUCTURE PROGRAM

PROPOSED MOTION:

None at this time – For discussion purposes only.

KEY FACTS AND INFORMATION SUMMARY:

The City has engaged D.A. Davidson to serve as the underwriter for the City of Mill Creek on its proposed offering and issuance of bonds to fund the surface water program identified in the 2019-2024 Capital Improvement Plan. Jim Nelson, Sr. Vice President and a Mill Creek resident, will provide an overview of the financing process as well as other pertinent information related to the issuance of bonds.

The adopted 2019-2024 Capital Improvement Plan (CIP) includes a Surface Water Aging Infrastructure Program estimated at \$4,687,500 over the six year plan duration. The adopted CIP addresses all of the F graded pipe failures and five of the C graded failure “project bundles” for pipes greater than 18 inches in diameter. Larger pipes (diameter of 18 inches or greater) represent approximately fourteen percent of the City’s total surface water pipe system.

In order to accomplish the projects as outlined in the CIP, FCS Group proposed several alternatives to rates along with the assumption of debt. The Council established and approved rates of \$150.00 in 2019, \$175.00 in 2020, and \$200.00 in 2021 per Equivalent Service Unit (ESU) commencing as of January 1, 2019, said rate to increase at 3% per year thereafter through December 31, 2026. In conjunction with the adopted rates, additional debt totaling \$2,800,000 is necessary to fund the projects identified in the CIP.

CITY MANAGER RECOMMENDATION:

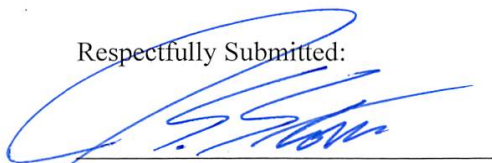
N/A

ATTACHMENTS:

N/A

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Respectfully Submitted:



Robert S. Stowe
Interim City Manager



Agenda Item # D
Meeting Date: March 5, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: MILL CREEK SPORTS PARK CONCESSION STAND RENTAL RATES

PROPOSED MOTION:

None at this time – For discussion purposes only

KEY FACTS AND INFORMATION SUMMARY:

As part of the Council discussion on December 11, 2018, about Mill Creek Sports Park use rates, the Council requested a future discussion about Mill Creek Sports Park concession stand rates. The discussion will provide staff with direction as it prepares agreements for the 2019 season of Mill Creek Little League.

The Mill Creek Sports Park Schedule and Fee Policy, CCP 03-002, was established in 2004. Under the initial policy, concession stand fees were assessed at 20% of each calendar month's gross receipts. A monthly utility rate was set at \$35.

Following a couple seasons with the initial concession stand policy, staff noted difficulties in determining concession stand gross monthly revenues and recommended that Council approve a monthly or hourly Flat Rate rental of the Concession Stand. Council amended the policy effective September 26, 2006. The flat rate was changed to 15% of the total gross monthly revenues provided to the City from the prior year for seasonal users. The policy was again amended under CCP 10-001 with an effective date of January 1, 2011; this policy change implemented a \$50 monthly utility charge.

CCP 10-001, Section 7, governs the concession stand, as follows:

- 7.1 Groups or individuals may rent the concession stand on a monthly basis subject to availability. A Use Agreement form must be completed and submitted to the City at least two weeks prior to the date of use. A complete list of rules and regulations for use of the concession stand are available at City Hall.
- 7.2 To compensate for use of the concession stand for one month or longer, the user group will pay a minimum of fifteen percent of gross receipts to the City of Mill Creek each calendar month. Payment may be negotiated by the City Manager to be received as a flat rate during the term of the

agreement and may be adjusted to a percentage of the gross at the end of the concession rental. Payment shall be received by the City for each month the Concessionaire operates the Concession Stand and within fifteen days of the Concessionaire receiving an invoice. A late charge of 10 percent of the sum due and owing each month shall be assessed by the City and shall be immediately due and payable by the Concessionaire if the fees are not received in full and when due.

The term "gross receipts" means the value accruing from the sale of goods without any deduction for costs of products sold, material used, labor, or other expenses. It excludes monies collected as Washington State Sales Taxes. All payments shall be made to the following:

Attn: Finance
Department City of Mill
Creek
15728 Main Street
Mill Creek, Washington 98012

- 7.3 A monthly utility fee of \$50.00 will be charged to the user.
- 7.4 A written statement of daily gross receipts on forms provided by the City shall accompany each payment. The user group shall submit any other information requested by the City for evaluation and monitoring purposes; and shall, at all times, keep records available for audit by an authorized representative of the City of Mill Creek.
- 7.5 No user will subcontract outside vendors to allow sales of merchandise without prior approval from the City.
- 7.6 No user shall make modifications to the Concession Stand without prior approval from the City.

History of Concession Stand Fees

Mill Creek Little League (MCLL) began using Freedom Field and the Concession Stand in March 2004. Following is a breakout of the fees they have been charged over the years based on sales.

Year	Monthly Fee	Utility Fee
2004	\$772.89	\$35
2005	\$550.00	\$35
2006	\$760.51	\$35
2007	\$950.00	\$35
2008	\$950.00	\$50
2009	\$950.00	\$50
2010	\$1100.00	\$50

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2011	\$1250.00	\$50
2012	\$1350.00	\$50
2013	\$1350.00	\$50
2014	\$1200.00	\$50
2015	\$875.00	\$50
2016	\$875.00	\$50
2017	\$1435.00	\$50
2018	\$900.00	\$50
Average Rate	\$1,016.23	

Use of the Concession Stand and Other Benefits

The use agreement is generally for five months of the year, spanning March 1 through July 31. However, Little League stores items onsite year-round and pays a \$50 monthly rate to store items for the off season. The Mill Creek Little League stores a large number of items in the concession stand, which impacts the ability of others to adequately use the space. Because of this, access to the concession stand (including use of the PA system, which is accessed through the building) has been limited to this sole user group, which is classified as a second priority group.

As an ongoing benefit of this user relationship, the group also receives meeting room space for free at the City for monthly meetings, the purpose of which ranges from baseball and softball drafts, to safety meetings and food handlers permit classes.

Practices of Other Jurisdictions

Staff researched other concession stand use fees in neighboring jurisdictions (Arlington, Bothell, Everett, Kirkland, Lynnwood, Redmond, Seattle, and Snohomish County) as well as other Park and Recreation departments around the country. Practices largely vary and include:

- Flat fee by four-hour blocks of time
- Flat fees by month
- Flat fees for season, with varying amounts depending on the park size, amount of activity and amenities provided
- Flat fees of \$25 to \$50 per day used
- Percentage of gross sales (ranging from 5% to 15%)
- Percentage of sales up to a revenue threshold, then a reduced percentage for additional revenue
- Varying rates depending on the month, with higher use rates during the prime use season (June through August)

Regarding utilities, there generally are two approaches:

- A flat utility fee
- The concessionaire pays actual utility and service costs

Based on the varying approaches in the industry and the consistency in policy that the City has followed for the last 13 years regarding rate determination, it is staff's recommendation to maintain the same approach moving forward.

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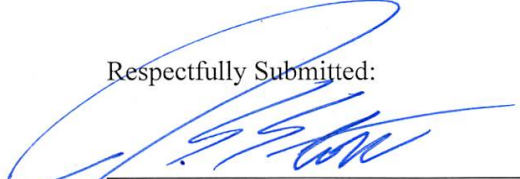
CITY MANAGER RECOMMENDATION:

The City Manager recommends maintaining the existing terms for use of the concession stand, including a monthly use fee based on 15% of gross sales, a monthly utility fee of \$50, and a \$50 monthly storage fee during the off season for items stored at the facility outside of the use period.

ATTACHMENTS:

- CCP 03-002 Original City Policy for Scheduled Use of Mill Creek Sports Park
- CCP 10-001 Current Policy for Scheduled Use of Mill Creek Sports Park
- 2018 Mill Creek Sports Park Concession Agreement

Respectfully Submitted:



Robert S. Stowe
Interim City Manager

**CITY OF MILL CREEK POLICY
FOR
SCHEDULED USE OF MILL CREEK SPORTS PARK**

City Policy No.: CCP 03-002
Effective: July 27, 2004
Amended: September 26, 2006

PURPOSE

1. Establish scheduling priorities.
2. Outline facility-scheduling policies.
3. Establish fees for use of the fields
4. Establish rules and regulations regarding use.
5. Assure equitable distribution and maximum use of the facilities by the public.
6. Manage the limited number of City sports fields.

The City of Mill Creek has park fields that are available for reservation to a wide range of users. Priority will be given to Mill Creek user groups. However, the City reserves the right to make the facilities open to a wide range of users and shall make final decisions in regard to scheduling. In order to be consistent in granting use of these park fields, identifying priority user groups, specifying deposit and fee schedules, and establishing administrative rules, the following policy applies.

1. PRIORITY USERS:

First Priority Group:

City of Mill Creek sponsored programs and events.

Second Priority Group:

Use will be granted to leagues, organizations, clubs and groups based in Mill Creek or with 51% or more of the participants residing within the city limits of Mill Creek.

Priority will be given to youth groups, then to adult groups.

* Everett School District will be given priority after second priority user groups have been scheduled.

Third Priority Group:

Use will be granted to leagues, organizations, clubs and groups with participants being composed of less than 51% City of Mill Creek residents. Priority will be given to youth groups, then to adult groups.

1.1 For this policy a league, organization, or club is defined as having 8 or more teams playing in a round-robin or competitive format.

2. FIELDS AVAILABLE FOR SCHEDULING:

Freedom Field - Little League/Softball
Freedom Field - Modified Soccer

3. SCHEDULING POLICIES:

The City of Mill Creek will have preferential use of all parks and recreation fields and facilities for camps, classes, and other special events.

Facilities are scheduled for three periods each year:

Spring & Summer:	March, April, May, June, and July
Fall:	August, September, October, and November
Winter:	December, January, and February

Field Reservations will be accepted only in person at Mill Creek City Hall.

Block Time Users: Leagues, organizations or clubs may apply for blocks of time for ongoing league sanctioned events (practices and games) and/or tournaments lasting more than one day.

- **Spring/Summer Applications:** (For use March 1 through July 31)
League application forms must be filed at City Hall between January 1 - 30)
To be considered for Block Time user application.
- **Fall Application:** (For use August 1 through November 30)
League application forms must be filed at City Hall between June 1 - 30)
To be considered for Block Time user application.
- **Winter Applications:** (For use December 1 through February 28/29)
League application forms must be filed at City Hall between October 1 - 31
To be considered for Block Time user application.

3.1 Regular league applications (practices & games) for Block Time Users (BTU) must be submitted to the City within the above listed dates.

3.2 Tournament applications for Block Time Users (BTU) must be submitted 30 days prior to the start of play. A tournament bracket must be submitted 10 days prior to the event.

- 3.3 Individual teams may reserve field space according to priority categories and will be considered on a first come, first served basis and after Block Time is allocated. Application must be submitted three days prior to scheduled field use.
- 3.4 City staff shall have discretion to resolve scheduling conflicts based upon historical use, community interest, or other factors.
- 3.5 User groups requesting the residency scheduling priority or resident fees may be required to submit a roster showing residency at the time of a field request.
- 3.6 Field customer is responsible for assuring all litter related to their use is picked up and the site is left in the condition it was found. Site includes: Field, Dugouts, Bleachers, Parking Lot, Concession Stand Area, and Bathrooms.
- 3.7 Block Time Users will provide the City, prior to start date, a list of league representatives, and or directors that are responsible for field use. List to include phone numbers and email addresses if available.

4. FEES:

- 4.1 Payment must be made in advance for approved field use. Fees are to be paid to the City of Mill Creek.
- **Block Time Users:** Payment must be made for approved field time prior to first date of scheduled use. Lights will be billed monthly according to use.
 - **Individual Teams/Users:** All fees are due three days prior to scheduled field use and at time of application.
- 4.2 A \$20.00 administrative fee will be applied to approved Block Time User applications for any extensive block time application revision requests. Extensive revisions are those that take more than 15 minutes to adjust.
- 4.3 If it is necessary for the City to repair damages or clean the premises (i.e. field, dugouts, bleachers, or concessions stand during the users rental, the customer will incur the maintenance/repair costs at \$40.00 an hour with a one-hour minimum.
- 4.4 For large events/tournaments the City may be able to provide staffing and/or equipment. Any additional equipment, materials or staffing requested by applicant, and provided by the City, shall be at the expense of the applicant. Users must also complete a Special Events Permit for each Tournament (Fee: \$50).

FEE SCHEDULE:

Second Priority:

*Everett School District - In conjunction with the interlocal agreement between Everett School District and City of Mill Creek, there will be no charge for Everett School District use.

<i>Resident Outdoor Athletic Facility (hourly rates)</i>	<i>Adult</i>	<i>Youth</i>	<i>Tournaments/ Camps with Participation Fee</i>
Baseball/Softball Field Modified Soccer Field	\$30	\$15	Youth - \$20 Adult - \$35
Field Lights	\$12	\$12	\$12

Third Priority:

<i>Non-Resident Outdoor Athletic Facility (hourly rates)</i>	<i>Adult</i>	<i>Youth</i>	<i>Tournaments/ Camps with Participation Fee</i>
Baseball/Softball Field Modified Soccer Field	\$45	\$30	Youth - \$35 Adult - \$50
Field Lights	\$12	\$12	\$12

5. CANCELLATIONS/REFUNDS:

- 5.1 An adjustment to Block Time User applications must be submitted to the City at least one week prior to the date the season/tournament begins in order to receive full credit for unneeded time.
- 5.2 Field reservations for individual groups are non-refundable except as stated in item 5.4.
- 5.3 The City reserves the right to limit the amount of play permitted on the fields and cancel permits in the event of adverse weather conditions or field maintenance. If the City closes a field, every attempt will be made to reschedule subject to an agreement with the user.
- 5.4 The City will track all City field closures. At the end of the total field use time, a refund will be issued to the permit holder for City mandated field closures.

6. INSURANCE:

6.1 Field users shall provide a Certificate of Insurance to the City prior to use except as provided in paragraph 6.4. This requirement is satisfied by providing the City with a copy of the customer's Certificate of Insurance naming the City of Mill Creek as an additional insured and a copy of the endorsement to this insurance policy, meeting the requirements in paragraph 6.2.

6.2 Liability Insurance Requirements:

The user shall provide evidence of commercial general liability insurance of one million dollars (\$1,000,000.00) combined, single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Prior to usage of the facility, the user shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage.

The following must be on the Certificate of Insurance:

- Location of activities must show on certificate (For example: City of Mill Creek)
- Type of activities must show on certificate (For example: Softball, Baseball, and Soccer)
- Separate Endorsement Sheet
- Dates of coverage
- Insurance carrier may FAX to the City of Mill Creek at (425) 745-9650.

6.3 Failure to provide acceptable insurance coverage prior to the first day of field use will result in loss of permission to use the fields.

6.4 The City Manager may, at his/her discretion, waive the insurance requirements for individuals or groups who use the field on a limited, short-term basis (e.g., family picnics, or non-league youth teams). If the insurance requirement is waived, a Hold Harmless agreement will be required.

7. CONCESSION STAND:

7.1 Groups or individuals may rent the concession stand on a monthly basis subject to availability. A Use Agreement form must be completed and submitted to the City at least two weeks prior to the date of use. A complete list of rules and regulations for use of the concession stand are available at City Hall.

7.2 To compensate for use of the concession stand for one month or longer, the user group will pay a minimum of fifteen percent of gross receipts to the City of Mill Creek each calendar month. Payment may be negotiated by the City Manager to be received as a flat rate during the term of the agreement and may be adjusted to a percentage of the gross at the end of the concession rental. Payment shall be received by the City for each month the

Concessionaire operates the Concession Stand and within fifteen days of the Concessionaire receiving an invoice. A late charge of 10 percent of the sum due and owing each month shall be assessed by the City and shall be immediately due and payable by the Concessionaire if the fees are not received in full and when due.

The term "gross receipts" means the value accruing from the sale of goods without any deduction for costs of products sold, material used, labor, or other expenses. It excludes monies collected as Washington State Sales Taxes. All payments shall be made to the following:

Attn: Finance Department
City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012

7.3 A monthly utility fee of \$35.00 will be charged to the user.

7.4 A written statement of daily gross receipts on forms provided by the City shall accompany each payment. The user group shall submit any other information requested by the City for evaluation and monitoring purposes; and shall, at all times, keep records available for audit by an authorized representative of the City of Mill Creek.

7.5 No user will subcontract outside vendors to allow sales of merchandise without prior approval from the City.

7.6 No user shall make modifications to the Concession Stand without prior approval from the City.

8. RULES AND REGULATIONS:

Failure to comply with rules and regulations may result in cancellation of use, forfeiture of fees, and/or suspension of team/league from using the park.

8.1 Alcoholic beverages are prohibited.

8.2 Beverages, food of any kind (including seeds and gum) are prohibited on the artificial turf field and dugouts. Plain water is permitted.

8.3 Pets are prohibited on the artificial turf field and the dugouts.

8.4 Smoking and Tobacco use are prohibited.

8.5 Metal cleats or spikes are prohibited.

- 8.6 League Teams may not use ball fields unless pre-scheduled.
- 8.7 Games and or practices shall not start before 8:00 a.m. and all activity shall conclude by 10:00 p.m. NO EXCEPTIONS. No teams will be allowed in the park prior to 8:00 a.m.
- 8.8 Permittee must designate a Responsible Party for all field rentals. This person is directly responsible for informing team coaches, representatives, and participants of the Mill Creek Sports Park policy and for ensuring payment of all fees assessed for field rentals and usage.
- 8.9 Use of peripheral items or equipment such as scoreboard controls or P.A. systems must be requested in advance and authorized individuals identified in the request. Permission to use or operate these items must be pre-approved and authorized by City staff.
- 8.10 The City of Mill Creek reserves the right to cancel any event or to close the park. Closure of the park may be the result of an emergency, severe weather, vandalism, maintenance, adverse playing conditions or damage that could cause safety concerns.
- 8.11 Baseball/Softball Users are responsible for ensuring that individual teams clean up their respective dugouts after each practice/game and rake or sweep the dirt from the artificial turf back on to the mound after each game. The mound must be covered after the last scheduled practice/game of each day.
Soccer Users are responsible for ensuring that individual teams clean up the field after each practice/game.
- 8.12 Litter Control –User groups will be held responsible for litter left after practices, games and tournaments. Maintenance staff will monitor and report abuses of this policy to the Recreation Supervisor. Serious or repeated offenses by facility users may result in loss of field privileges. Maintenance or cleaning fees will be assessed to the facility user at \$40.00 per hour if deemed necessary by the City.
- 8.13 Field Lights will be turned off at 10:00 p.m. (unless an earlier time has been agreed upon by City and user) All activities, including cleanup, must be completed by this time. Please schedule games and practices accordingly.
- 8.14 The City of Mill Creek is not responsible for any personal property loss, damage to vehicles, etc.
- 8.15 Users who ignore the field closure signs will be in violation of MCMC 12.12.150 Ordinance 2003-569 and subject to penalties.

8.16 These rules and regulations are in compliance with Ordinance No. 2003-569 as passed by the Mill Creek City Council on May 13, 2003.

Adopted this 26th day of September 2006 by a vote of 6 for, 0 against, and 0 abstaining.

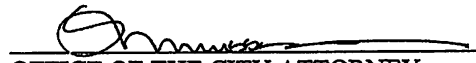
APPROVED:


MAYOR DONNA MICHELSON

ATTEST/AUTHENTICATED:


CITY CLERK KELLY M. HENNESSEY

APPROVED AS TO FORM:


OFFICE OF THE CITY ATTORNEY
SHORT CRESSMAN & BURGESS

**CITY OF MILL CREEK POLICY
FOR
SCHEDULED USE OF MILL CREEK SPORTS PARK**

City Policy No.: CCP 10-001
Effective: January 1, 2011
Amended: October 26, 2010

PURPOSE

- 1. Establish scheduling priorities.
- 2. Outline facility-scheduling policies.
- 3. Establish fees for use of the fields
- 4. Establish rules and regulations regarding use.
- 5. Assure equitable distribution and maximum use of the facilities by the public.
- 6. Manage the limited number of City sports fields.

The City of Mill Creek has park fields that are available for reservation to a wide range of users. Priority will be given to Mill Creek user groups. However, the City reserves the right to make the facilities open to a wide range of users and shall make final decisions in regard to scheduling. In order to be consistent in granting use of these park fields, identifying priority user groups, specifying deposit and fee schedules, and establishing administrative rules, the following policy applies.

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* Everett School District will be given priority after second priority user groups have been scheduled.

Third Priority Group:
Use will be granted to leagues, organizations, clubs and groups with participants being composed of less than 51% City of Mill Creek residents. Priority will be given to youth groups, then to adult groups.

1.1 For this policy a league, organization, or club is defined as having 8 or more teams playing in a round-robin or competitive format.

2. FIELDS AVAILABLE FOR SCHEDULING:

Freedom Field - Little League/Softball
Freedom Field - Modified Soccer

3. SCHEDULING POLICIES:

The City of Mill Creek will have preferential use of all parks and recreation fields and facilities for camps, classes, and other special events.

Facilities are scheduled for three periods each year:

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Fall:	August, September, October, and November
Winter:	December, January, and February

Field Reservations will be accepted in person at Mill Creek City Hall or via email for established User Groups.

Block Time Users: Leagues, organizations or clubs may apply for blocks of time for ongoing league sanctioned events (practices and games) and/or tournaments lasting more than one day.

- Spring/Summer Applications: (For use March 1 through July 31)
League application forms must be filed at City Hall between January 1 - 30)
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- Winter Applications: (For use December 1 through February 28/29)
League application forms must be filed at City Hall between October 1 – 31
To be considered for Block Time User application.

3.1 Regular league applications (practices & games) for Block Time Users must be submitted to the City within the above listed dates.

3.2 Tournament applications for Block Time Users must be submitted 30 days prior to the start of play. A tournament bracket must be submitted 10 days prior to the event.

- 3.3 Individual teams may reserve field space according to priority categories and will be considered on a first come, first served basis and after Block Time is allocated. Application must be submitted three days prior to scheduled field use.
- 3.4 City staff shall have discretion to resolve scheduling conflicts based upon historical use, community interest, or other factors.
- 3.5 User groups requesting the residency scheduling priority or resident fees may be required to submit a roster showing residency at the time of a field request.
- 3.6 Field customer is responsible for assuring all litter related to their use is picked up and the site is left in the condition it was found. Site includes: Field, Dugouts, Bleachers, Parking Lot, Concession Stand Area, and Bathrooms.
- 3.7 Block Time Users will provide the City, prior to start date, a list of league representatives, and or directors that are responsible for field use. List to include phone numbers and email addresses if available. Block Time Users verify that their coaches, athletes and parent/guardian have complied with mandated policies for the management of concussions and head injuries as prescribed by HB 1824 (Zachary Lystedt Law).

4. FEES:

- 4.1 Payment must be made in advance for approved field use for Individual Teams/Users. Fees are to be paid to the City of Mill Creek.
- **Block Time Users:** Payment for approved field time will be invoiced monthly and is payable upon receipt of invoice. Lights will be billed monthly according to use.
 - **Individual Teams/Users:** All fees are due three days prior to scheduled field use and at time of application.
- 4.2 A \$20.00 administrative fee will be applied to approved Block Time User applications for any extensive block time application revision requests. Extensive revisions are those that take more than 15 minutes to adjust.
- 4.3 If it is necessary for the City to repair damages or clean the premises (i.e. field, dugouts, bleachers, or concessions stand during the users rental, the customer will incur the maintenance/repair costs at \$40.00 an hour with a one-hour minimum.
- 4.4 For large events/tournaments the City may be able to provide staffing and/or equipment. Any additional equipment, materials or staffing requested by applicant, and provided by the City, shall be at the expense of the applicant. Users must also complete a Special Events Permit for each Tournament.

FEE SCHEDULE:

Second Priority:

*Everett School District - In conjunction with the interlocal agreement between Everett School District and City of Mill Creek, there will be no charge for Everett School District use.

<i>Resident Outdoor Athletic Facility (hourly rates)</i>	<i>Adult</i>	<i>Youth</i>	<i>Tournaments/ Camps with Participation Fee</i>
Baseball/Softball Field Modified Soccer Field	\$36	\$18	Youth - \$24 Adult - \$42
Field Lights	\$13	\$13	\$13

Third Priority:

<i>Non-Resident Outdoor Athletic Facility (hourly rates)</i>	<i>Adult</i>	<i>Youth</i>	<i>Tournaments/ Camps with Participation Fee</i>
Baseball/Softball Field Modified Soccer Field	\$54	\$36	Youth - \$42 Adult - \$60
Field Lights	\$13	\$13	\$13

5. CANCELLATIONS/REFUNDS:

- 5.1 An adjustment to Block Time User applications must be submitted to the City at least one week prior to the date to be adjusted in order to receive full credit for unneeded time.
- 5.2 Field reservations for individual groups are non-refundable except as stated in item 5.4.
- 5.3 The City reserves the right to limit the amount of play permitted on the fields and cancel permits in the event of adverse weather conditions or field maintenance. If the City closes a field, every attempt will be made to reschedule subject to an agreement with the user.
- 5.4 The City will track all City field closures. At the end of the total field use time, a refund will be issued to the permit holder for City mandated field closures.

6. INSURANCE:

6.1 Field users shall provide a Certificate of Insurance to the City prior to use except as provided in paragraph 6.4. This requirement is satisfied by providing the City with a copy of the customer's Certificate of Insurance naming the City of Mill Creek as an additional insured and a copy of the endorsement to this insurance policy, meeting the requirements in paragraph 6.2.

6.2 Liability Insurance Requirements:

The user shall provide evidence of commercial general liability insurance of two million dollars (\$2,000,000.00) combined, single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Prior to usage of the facility, the user shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage.

The following must be on the Certificate of Insurance:

- Location of activities must show on certificate (For example: City of Mill Creek)
- Type of activities must show on certificate (For example: Softball, Baseball, and Soccer)
- Separate Endorsement Sheet
- Dates of coverage
- Insurance carrier may FAX to the City of Mill Creek at (425) 745-9650.

6.3 Failure to provide acceptable insurance coverage prior to the first day of field use will result in loss of permission to use the fields.

6.4 The City Manager may, at his/her discretion, waive the insurance requirements for individuals or groups who use the field on a limited, short-term basis (e.g., family picnics, or non-league youth teams). If the insurance requirement is waived, a Hold Harmless agreement will be required.

7. CONCESSION STAND:

7.1 Groups or individuals may rent the concession stand on a monthly basis subject to availability. A Use Agreement form must be completed and submitted to the City at least two weeks prior to the date of use. A complete list of rules and regulations for use of the concession stand are available at City Hall.

7.2 To compensate for use of the concession stand for one month or longer, the user group will pay a minimum of fifteen percent (15%) of gross receipts to the City of Mill Creek each calendar month. Payment may be negotiated by the City Manager to be received as a flat rate during the term of the agreement and may be adjusted to a percentage of the gross at the end of the concession rental. Payment shall be received by the City for each

month the Concessionaire operates the Concession Stand and within fifteen days of the Concessionaire receiving an invoice. A late charge of 10 percent of the sum due and owing each month shall be assessed by the City and shall be immediately due and payable by the Concessionaire if the fees are not received in full and when due.

The term "gross receipts" means the value accruing from the sale of goods without any deduction for costs of products sold, material used, labor, or other expenses. It excludes monies collected as Washington State Sales Taxes. All payments shall be made to the following:

Attn: Finance Department
City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012

7.3 A monthly utility fee of \$50.00 will be charged to the user.

7.4 A written statement of daily gross receipts on forms provided by the City shall accompany each payment. The user group shall submit any other information requested by the City for evaluation and monitoring purposes; and shall, at all times, keep records available for audit by an authorized representative of the City of Mill Creek.

7.5 No user will subcontract outside vendors to allow sales of merchandise without prior approval from the City.

7.6 No user shall make modifications to the Concession Stand without prior approval from the City.

8. RULES AND REGULATIONS:

Failure to comply with rules and regulations may result in cancellation of use, forfeiture of fees, and/or suspension of team/league from using the park.

8.1 Alcoholic beverages are prohibited.

8.2 Beverages, food of any kind (including seeds and gum) are prohibited on the artificial turf field and dugouts. Plain water is permitted.

8.3 Pets are prohibited on the artificial turf field and the dugouts.

8.4 Smoking and Tobacco use are prohibited.

8.5 Metal cleats or spikes are prohibited.

- 8.6 League Teams may not use ball fields unless pre-scheduled.
- 8.7 Games and or practices shall not start before 8:00 a.m. and all activity shall conclude by 10:00 p.m. NO EXCEPTIONS. No teams will be allowed in the park prior to 8:00 a.m.
- 8.8 Permittee must designate a Responsible Party for all field rentals. This person is directly responsible for informing team coaches, representatives, and participants of the Mill Creek Sports Park policy and for ensuring payment of all fees assessed for field rentals and usage.
- 8.9 Use of peripheral items or equipment such as scoreboard controls or P.A. systems must be requested in advance and authorized individuals identified in the request. Permission to use or operate these items must be pre-approved and authorized by City staff.
- 8.10 The City of Mill Creek reserves the right to cancel any event or to close the park. Closure of the park may be the result of an emergency, severe weather, vandalism, maintenance, adverse playing conditions or damage that could cause safety concerns.
- 8.11 Baseball/Softball Users are responsible for ensuring that individual teams clean up their respective dugouts after each practice/game and rake or sweep the dirt from the artificial turf back on to the mound after each game. The mound must be covered after the last scheduled practice/game of each day.
Soccer Users are responsible for ensuring that individual teams clean up the field after each practice/game.
- 8.12 Litter Control – User groups will be held responsible for litter left after practices, games and tournaments. Maintenance staff will monitor and report abuses of this policy to the Recreation Supervisor. Serious or repeated offenses by facility users may result in loss of field privileges. Maintenance or cleaning fees will be assessed to the facility user at \$40.00 per hour if deemed necessary by the City.
- 8.13 Field Lights will be turned off at 10:00 p.m. (unless an earlier time has been agreed upon by City and user) All activities, including cleanup, must be completed by this time. Please schedule games and practices accordingly.
- 8.14 The City of Mill Creek is not responsible for any personal property loss, damage to vehicles, etc.
- 8.15 Users who ignore the field closure signs will be in violation of MCMC 12.12.150 Ordinance 2003-569 and subject to penalties.

8.16 These rules and regulations are in compliance with Ordinance No. 2003-569 as passed by the Mill Creek City Council on May 13, 2003.

Adopted this 26th day of October 2010 by a vote of 6 for, 0 against, and 0 abstaining. *(Cornalmenta Bond was absent)*

APPROVED:



MAYOR MIKE TODD

ATTEST/AUTHENTICATED:



CITY CLERK KELLY M. CHELIN

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
SHORT CRESSMAN & BURGESS

G:\EXECUTIVE\WP\POLICY\2006 schedule sports fields Amendment1.doc

2018-1415

**MILL CREEK SPORTS PARK CONCESSION
AGREEMENT**

This Agreement ("Agreement") is made this 23 day of February, 2018, and entered into by and between the City of Mill Creek, 15728 Main Street, Mill Creek, Washington (hereinafter referred to as the "City"), and Mill Creek Little League (hereinafter referred to as the "Concessionaire").

RECITALS

WHEREAS, the City finds it is in the best interests of the citizens of the City and other users of Mill Creek Sports Park for the City to make available a seasonal Concession Stand located at Mill Creek Sports Park, 13903 North Creek Drive, Mill Creek, Washington; and

WHEREAS, the City through its Communications and Marketing Department, operates or permits the operation of a seasonal Concession Stand at Mill Creek Sports ("Concession Stand") for the sale of food and beverages; and

WHEREAS, based on the recommendation of the Communications and Marketing Department, it would be in the best interest of the citizens of the City and other users of Mill Creek Sports Park to permit the operation of the Concession Stand; and

WHEREAS, the City desires to enter into this Agreement whereby the Concessionaire will operate the Concession Stand beginning February 23, 2018 and through July 31, 2018; and

WHEREAS, the Concessionaire desires to operate the Concession Stand in accordance with this Agreement to provide food and beverage service to citizens of the City and other users of Mill Creek Sports Park.

AGREEMENT

NOW THEREFORE, for and in consideration of the above-stated Recitals and terms and conditions stated below, the City and the Concessionaire agree as follows:

1. License. The City grants the Concessionaire a license to occupy and use, for the purpose and under the conditions stated herein, the Concession Stand.
2. Purpose. The Concessionaire shall use the Concession Stand solely for the preparation and sale of food and beverages, and shall conduct no other activity in or from the Concession Stand.
3. Term of License. The license granted in paragraph 1 shall take effect on February 23, 2018, and shall expire on July 31, 2018, provided that the license may be earlier terminated in accordance with paragraph 9.

4. Fee, Security Deposit, and Utility Fee:

- A. Fees. As consideration for the privileges extended under this Agreement, the Concessionaire shall pay to the City a flat monthly rental rate of Nine Hundred Dollars (\$900.00) plus a monthly utility fee of fifty dollars (\$50.00) for utility services provided by the City at the Concession Stand. Payment shall be received by the City for each month the Concessionaire operates the Concession Stand beginning February 2018 within fifteen days of the Concessionaire receiving an invoice. A late charge of 10% of the sum due and owing each month shall be assessed by the City and shall be immediately due and payable by the Concessionaire if the fees are not received in full when due. All payments shall be made to the following:

City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012

- B. Security Deposit. To secure its performance of the terms of this Agreement, the Concessionaire has deposited with the City the sum of One Thousand Dollars (\$1,000.00) ("Security Deposit"). The Concessionaire agreed to apply its \$1,000.00 Security Deposit for the 2005 Sports Park Concession Agreement, which was received by the City on February 3, 2005, toward securing performance of the terms of the 2018 Agreement. The Security Deposit will be held in a separate account. The Concessionaire shall not be entitled to interest on the Security Deposit. In the event the Concessionaire fails to pay any fee, causes any damage or injury to the Concession Stand, or otherwise breaches any term of this Agreement, the City shall have the right to apply all or part of the Security Deposit toward the past due Fee, to the repair of any damage or injury to the Concession Stand, or to the remedy of any other breach of this Agreement. If all or any portion of the Security Deposit is so applied, the Concessionaire shall, upon written notice from the City, promptly replenish the Security Deposit to its original amount. The City may apply the entire Security Deposit towards breaches, expenses, and/or damages, provided, however, that Concessionaire shall remain liable for the full payment of such breaches, expenses, and/or damages. This paragraph shall not be construed as providing for liquidated damages, nor shall it be construed to limit any other rights or remedies which the City may have under this Agreement, at law or equity, or otherwise. Any portion of the Security Deposit that has not been applied to any of the items set forth in this paragraph shall be refunded to the Concessionaire thirty (30) days following completion of the accounting described in this paragraph, or carried over to the following year as agreed upon by both parties.

In the event the Concessionaire fails to pay any fee when due, the City may deny the Concessionaire access to the Concession Stand until payment is received by the City.

5. Concession Gross Receipts. The Concessionaire shall keep records available for audit and shall provide the City with any information requested for a period of three (3) years. The City may require any other information for evaluation and monitoring purposes.
6. Operational Requirements. The Concessionaire shall comply with the following requirements:
 - A. Hours of Operation. The Concessionaire shall operate the Concession Stand only during the hours Mill Creek Sports Park has been reserved by the Concessionaire unless prior written approval by the City is given. Access Time will be as follows: Weekdays and weekends from 8:00 a.m. to 10:00 p.m.
 - B. Sign. The Concessionaire may place a sign advertising its operation of the Concession Stand on the Concession Stand. The sign shall comply with City ordinances and requirements and shall be pre-approved by the City.
 - C. Business License. Prior to commencing operations, the Concessionaire shall obtain a business license from the City covering its operation of the Concession Stand and shall obtain all other federal, state, or county authorizations or permits necessary to its operations.
 - D. Taxes. The Concessionaire shall be solely responsible for collecting and paying taxes arising out of its operation of the Concession Stand including, but not limited to, applicable City, county, and state sales taxes.
 - E. Health Permits. Prior to commencing operations, the Concessionaire shall obtain all necessary Snohomish County Division of Health permits. The failure to obtain and maintain in good standing such permits will result in the termination of this Agreement.
 - F. Compliance. The Concessionaire's operation of the Concession Stand shall comply with all applicable codes, laws, regulations, ordinances, and orders of any governmental body having jurisdiction. Failure to comply with this paragraph will result in the termination of this Agreement.
 - G. Menu. The Concessionaire may sell any type of food or beverage at the Concession Stand; provided, however, that the Concessionaire shall be prohibited from selling or providing any alcoholic beverages, tobacco products, or packaged, edible seed products (e.g. Sunflower, pumpkin seeds, etc) at the Concession Stand.
 - H. Insurance. The Concessionaire shall maintain public liability insurance in the minimum amount of \$2,000,000 per occurrence for loss or damage from an accident resulting in death or bodily injury, and in the minimum amount of \$2,000,000 per occurrence for loss or damage from an accident resulting in the destruction of or damage to property. The Concessionaire shall name the City as

additional insured under said policy of insurance and shall provide the City with a certificate of coverage including endorsement before commencing operations.

- I. Cleaning. The Concessionaire shall keep the food distribution areas of the Concession Stand and all equipment used in the operation of the Concession Stand in clean, orderly, and sanitary condition. All entrances, exits, stairways and doorways shall remain clear so as to function as intended. All storage, shelving, or other temporary changes shall be pre-approved by the City building official. Concessionaire shall dispose of garbage and pick up litter in and around the concession stand daily when in operation. On or before July 31, 2018, the Concessionaire shall remove all non-City inventory, storage, shelving, or other temporary changes used in connection with its operation of the Concession Stand unless non-removal is approved by the City. The Concessionaire shall clean and otherwise return the Concession Stand to its original condition, normal wear and tear excepted.
- J. Equipment. Subject to obtaining any required permits or approvals, the Concessionaire shall be allowed to use its own equipment as it deems necessary for the operation of the Concession Stand and shall be solely responsible for its operation and maintenance. Said equipment shall be compatible with existing building, electrical, water, and sewer sources. Indoor grills are prohibited. On or before July 31, 2018, the Concessionaire shall remove all non-City equipment used in connection with its operation of the Concession Stand unless non-removal is approved by the City. If the Concessionaire does not remove all non-City equipment by July 31, 2018, Concessionaire shall pay a monthly fee of Fifty Dollars (\$50.00) for each month the non-city equipment is stored. This fee is payable to the City within fifteen days of the Concessionaire receiving an invoice from the City.
- K. Employee/Representative Conduct. The Concessionaire shall assume full responsibility and liability for the acts, omissions, and conduct of the employees/representatives operating the Concession Stand, and shall take such disciplinary measures as may be necessary to control such behavior.
- L. Modifications. Concessionaire shall not modify any structure or system, or make improvements to the Concession Stand without the written approval of the City. Approved modifications and improvements will be made by the City and at the sole expense of the Concessionaire.
- M. Prohibited Devices. Open flames or compressed gas fuel are not authorized in or around the Concession Stand unless pre-approved by the City.
- N. Security and Safety. Concessionaire shall maintain Concession Stand security by locking doors, grates, counters, and turning off stoves, lights, and other devices when not in use.

7. **City Actions.** The City will facilitate the Concessionaire's operation of the Concession Stand as follows:
 - A. **Access to the Concession Stand.** The City shall provide the Concessionaire with keys (six (6) SPC Door Keys and Two (2) #71 Rool Door Keys) to the Concession Stand once the Concession Stand agreement is signed by all parties. The Concessionaire shall return the keys to the Communications and Marketing Department upon the expiration and/or termination of this Agreement. The Concessionaire shall not duplicate or transfer the keys, and shall not give the keys to any persons other than the employees/representatives authorized to operate the Concession Stand. No more than three adults are allowed access upstairs in the Concession Stand to operate the scoreboard and PA system. No one under the age of twelve years is permitted to volunteer inside the Concession stand, and must have adult supervision at all times.
 - B. **Utilities.** The City shall supply all electrical, water, and sewer service necessary to the Concession Stand, including the restrooms.
 - C. **Concession Stand Maintenance.** The City shall be responsible for keeping the exterior areas of the Concession Stand in clean, orderly, and sanitary condition. City will supply garbage can with casters/wheels. Concessionaire will be responsible to transport garbage daily to dumpster, rented by Little League. This includes all garbage and empty boxes. Dumpster to be placed in parking stall located in the north end of parking lot closest to North Creek Drive. Little League shall supply lock and keep dumpster locked daily and when not in use.
 - D. **City Equipment.** The City shall furnish the Concessionaire with the following equipment for the Concessionaire's operation of the Concession Stand: fixtures, sink, and counter top. The Concessionaire, pursuant to paragraph 6.I, shall be responsible for keeping the forgoing in good working order and in clean and sanitary condition during the term of this Agreement.
 - E. **Concessionaire's Equipment and Inventory.** The City shall not be responsible for any damages to or loss of any of the Concessionaire's equipment or inventory.
8. **Indemnity.** The Concessionaire shall indemnify and hold harmless the City and its elected officials, employees, and agents from all claims, costs, liabilities, damages, and penalties of whatever nature arising from any act, omission, or breach of this Agreement by the Concessionaire. The provisions of this paragraph shall survive the expiration or termination of this Agreement.
9. **Termination.** The City may terminate this Agreement immediately for any public health or safety reason, or on five (5) days' notice for any other reason, whether with or without cause.

10. No Interest in Property. The license granted by paragraph 1 of this Agreement shall be construed as a revocable personal privilege extended to the Concessionaire; and shall not be construed as granting the Concessionaire any interest in the Concession Stand or any real property owned by the City.
11. Headings. The Headings used in this Agreement are for convenience and reference only and do not form a part hereof and do not modify, interpret, or construe an understanding of the City or the Concessionaire.
12. Governing Laws. This Agreement shall be deemed to have been executed, delivered and accepted in the State of Washington and shall be construed pursuant to and in accordance with the laws of the State of Washington. Venue for any action arising under this Agreement shall be in Snohomish County Superior Court.
13. Entire Agreement. This Agreement embodies the entire agreement and understanding between the City and the Concessionaire and there are no other agreements, representations, warranties or understandings, oral or written, between the City and the Concessionaire with respect to the subject matter of this Agreement. No alteration, modification, amendment or change of this Agreement shall be valid unless by like instrument.
14. Waiver. No waiver by either the City or the Concessionaire of any breach of any term, covenant or condition hereof shall be deemed a waiver of the same or any subsequent breach of the same or any other term, covenant or condition. No covenant, term or condition of this Agreement shall be deemed waived by either the City or Concessionaire unless waived in a writing signed by that Party.
15. Notice. Any notice provided for herein or given pursuant to this Agreement shall be in writing and served on the City and the Concessionaire at the following address:

City: City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012
Brian Davern, Recreation & Tourism Manager

Concessionaire: Mill Creek Little League
PO Box 12445
Mill Creek, WA 98082
Robert Allen, President

Any notices shall be either (i) personally delivered to the address set forth above, in which case it shall be deemed delivered on the date of delivery to said address; or (ii) sent by registered or certified mail, return requested; or (iii) sent by a nationally recognized overnight courier.

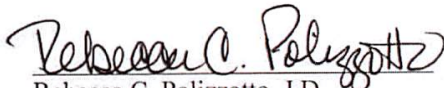
16. Hazard. The City may immediately stop Concessionaire operations and correct any hazardous condition as the City deems necessary in its sole discretion.
17. City Signatories. The signatories for the City to this Agreement are signing in their corporate and representative capacities, and shall not be personally or individually liable for the performance thereof.
18. Assignment and Binding Effect. This Agreement shall insure to the benefit of and shall be binding upon the City and the Concessionaire, and their successors and assigns, provided, however, that no assignment by the Concessionaire shall be valid without the prior written consent of the City. There are no third party beneficiaries to this Agreement.
19. Severability. Should any part, section, or clause of this Agreement be held unenforceable or invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.


IN WITNESS WHEREOF, the undersigned parties have caused the Agreement to be duly executed.

DATED this 23 day of February, 2018.


CITY OF MILL CREEK

MILL CREEK LITTLE LEAGUE


Rebecca C. Polizzotto, J.D.
City Manager


Robert Allen
President

ATTEST:


City Clerk, Acting



Agenda Item # E

Meeting Date: March 5, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: COMMUNITY FUNDING DISCUSSION

PROPOSED MOTION:

None at this time – For Discussion Purposes Only

KEY FACTS AND INFORMATION SUMMARY:

During the budget adoption process, Council requested a future meeting and discussion about a potential policy or policy direction related to funding community programs. This matter was initially identified as part of the request for additional funding by the Mill Creek Senior Center. During the budget adoption process, Council directed that a onetime amount \$2,500 be provided to the Mill Creek Senior Center from the Council Contingency Fund in addition to the \$25,000 already included in the 2019-2020 Budget for the Mill Creek Senior Center.

Historically the City has provided both space and funding to support Mill Creek Seniors. Attachment 1 is a summary of Senior Center location at the Vintage made possible by the City's Development Agreement with the developer of that project.

Because the City has limited or no experience with funding other outside groups, Attachment 2 is a report prepared for the City of Bainbridge Island describing the approaches used by several cities (most in King County) to funding non-profit social service groups or neighborhood organizations.

Additionally, the City has received requests for use of City facilities that Council may want to incorporate into any policy discussion. Attachment 3 is the City's current Facility Use Policy.

Council held its initial study session on this issue in early January 2019 and requested that staff provide information about past funding requests from social service groups. Attachment 4 is a listing of those known groups that have received funding from the City.

CITY MANAGER RECOMMENDATION:

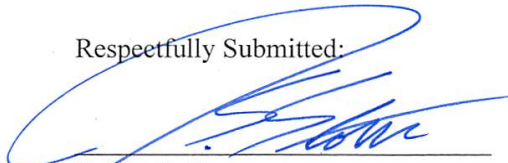
The purpose of this agenda matter during the Study Session is to allow Council the opportunity to discuss various community funding options and provide appropriate direction and therefore, no recommendation is provided at this time.

City Council Agenda Summary
Page 2

ATTACHMENTS:

- Attachment 1: Senior Center at Vintage City of Mill Creek Webpage
- Attachment 2: Regional Human Services Funding Report - 2016
- Attachment 3: City of Mill Creek Facility Use Policy
- Attachment 4: Known social service groups that have received funding from the City.

Respectfully Submitted:



Robert S. Stowe
Interim City Manager

Home / City Government / Communications & Marketing /
Trending Topics / **Senior Center at Vintage**

Senior Center at Vintage

Common Issues/Concerns Raised about the New Senior Center Space at Vintage at Mill Creek.

Space Comparisons

The Mill Creek Senior Center (also known as the Northshore Senior Center) currently utilizes space in City Hall North. The lease provides 2,362-square-feet of space on the building's second floor for free, a value of \$42,500 annually. In addition, the Senior Center is provided access to other facility space for programming needs, depending on availability based on City operational needs. Parking at the facility is on a first-come, first-park basis; there is no designated parking.

The new Senior Center space at Vintage includes more than 2,800-square-feet of modern and diverse space to accommodate the Senior Center's activities. There will be dedicated parking spaces available for Senior Center and commercial use.

Parking

The [parking management plan](#) shows the distribution of parking spaces between Vintage residents and commercial/senior center users. It shows 66 spaces reserved for commercial/senior center use marked with blue dots. In late January 2018, the City was informed of rumors that the parking plan had changed. However, the

12/31/2018

Senior Center at Vintage - City of Mill Creek

City has not been made aware of any issues about parking at the Vintage at Mill Creek, specifically the allocation identified for commercial/Senior Center users. Further, the development has not yet been issued the final certificate of occupancy, which is the mechanism by which the City will ensure that all the terms of the development agreement have been met. If there is a specific issue, the City encourages residents to reach out directly to the City for information. As with all citizen issues or requests, people can submit information at www.cityofmillcreek.com/requesttracker.

Police Satellite Office

In late January 2018, concerns were shared that the development agreement, which included 500 square feet of space that would be designated for the City's police satellite office, had been changed without proper approval. While the space preliminarily identified as being the location of the police satellite office has been reassigned to the Senior Center, it does not mean that the agreement has changed (just the space initially designated for such space). The City is not yet to a point of developing the plan for the Police Satellite Office, but the space requirement for the development still stands.

Improvements Provided to Senior Center at Developer's Cost

When Ryan Patterson, the developer of Vintage at Mill Creek, agreed to terms with the City in 2015, he agreed to provide a rent-free space for the Senior Center at 4111 133rd Place SE in Mill Creek. The Development Agreement signed with the City required Vintage at Mill Creek to provide walls, flooring, utility outlets, paint, door and trim

https://www.cityofmillcreek.com/city_government/communications_and_marketing/trending_topics/senior_center_at_vintage

2/5

12/31/2018

Senior Center at Vintage - City of Mill Creek

for the space.

The developer has gone well above and beyond the Development Agreement in providing service to the Senior Center. At his own cost, the developer provided a full kitchen, which includes an oven, sinks, dishwasher, microwave, pantry and bar counter. A dining space is adjacent to a large, versatile space that can be separated into two classrooms or opened up into a grand room for bigger events. The space also features a computer room, social worker's office, manager's office, two bathrooms, welcoming reception area, and ample closet space.

The buildout has cost the developer upward of \$200,000. Further, the market value of the ground-floor space, which otherwise would be used for retail space, has a value of more than \$60,000 annually. The developer has voluntarily made the decision to invest in the community, and has noted that the Senior Center can remain in the space as long as they desire.

On November 13, 2017, Mill Creek Senior Center staff, board members, and members visited the new Senior Center space at Vintage. Following the hard-hat tour of the space, which was still under construction, Senior Center staff expressed disappointment in the amount of space and design elements provided to the Senior Center. They also shared concerns about limited access to some of the features at the property.

A Senior Center staff member addressed the City Council on November 14 in the public comment portion of the meeting. She noted the space was small, but they had been looking forward to using other amenity space at Vintage, including a gym, media room, community kitchen and other areas. She noted that those amenities had been

https://www.cityofmillcreek.com/city_government/communications_and_marketing/trending_topics/senior_center_at_vintage

3/5

12/31/2018

Senior Center at Vintage - City of Mill Creek

moved upstairs and were no longer available to the Senior Center. As a result, the staff member noted, they would have to cancel several dozen classes that they have regularly offered to members. While some of those amenities had indeed moved as allowed by the Development Agreement, Senior Center users toured and still will be able to use other Vintage amenities, including the fitness center, a hair salon, and an outdoor patio/garden area. Further, the designated Senior Center space at Vintage is larger than the existing designated space in City Hall North.

Following the Senior Center's feedback, the City met with the developer, Northshore Senior Center CEO Brooke Knight, and a Northshore Senior Center board member to understand concerns and build consensus among all parties. As part of that discussion and further demonstrating its commitment to the Senior Center, the City relinquished 500 square feet of space that would have been a new Police precinct. The space will now serve as a bonus room for the Senior Center and includes an additional sink/counter area.

Grand Opening Event

A grand opening event, also funded by Vintage, is scheduled for April 12, 2018, to show off the new space. The community is invited to tour the new Senior Center between 11 a.m. and 2 p.m. and learn more about its services. The developer is holding a charity event in conjunction with the grand opening to help the Senior Center raise funds for new furniture, equipment and supplies. As a non-profit service, the Senior Center largely has used second-hand furnishings. The developer provided the Senior Center with access to his designers so they can

https://www.cityofmillcreek.com/city_government/communications_and_marketing/trending_topics/senior_center_at_vintage

4/5

12/31/2018

Senior Center at Vintage - City of Mill Creek

identify and purchase furnishings that complement the look and style of Vintage at Mill Creek. Northshore Senior Center CEO Brooke Knight estimated the furnishings will cost about \$10,000, and the equipment and supplies for upgrading some computing and telephone equipment and other needs will be about \$15,000.

Attachment 2



REGIONAL HUMAN SERVICES FUNDING



Prepared for the City of Bainbridge Island City Council
Jenna Boyd, Management Intern
January 2016



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OVERVIEW

The following report details the human services funding approach and practices for 40 regional cities and Kitsap County. Cities were chosen initially based on similarity in population or demographics to Bainbridge Island. Following the discovery of two human service collaborations, the scope of the report was expanded to include all of the cities within the collaborations as well. The information is grouped into four sections: Kitsap County and its cities, the Share1app collaborative and its cities, the Community in Partnership collaborative and its cities, and selected other comparable cities.

Cities approach human services funding in a variety of different ways. The annual funding amount can be based on a historical amount, City Council and staff discussion, a per capita amount, or a percentage of the General Fund revenues, expenditures, or sales tax. Many cities which do not currently utilize a funding formula are considering doing so in order to create a more stable, predictable funding pool. Of the cities surveyed that offer human services funding, the median per capita contribution is \$5.73 (Bainbridge Island, \$14.87), the median total funding amount is \$226,750 (Bainbridge Island, \$347,922), and the median percentage of the General Fund dedicated to human services is 0.7% (Bainbridge Island, 2.9%).

Some cities choose not to provide any funding for human services or are in the process of phasing out (Port Angeles) or decreasing their existing funding (Kenmore, Woodinville). Others (Lynnwood) are in the process of implementing human services funding for the first time. At least one city (Mercer Island) chooses to provide direct support with service providers and therapists on staff. The majority of the cities that provide funding for human services do so through a competitive grant application process with outside service providers, which is detailed further within their respective sections of the report.

While most cities do not require that service providers be located within city limits, they must demonstrate how they serve community residents. Quite a few cities have minimum grant amounts established (Bellingham, Renton) or preferred (Federal Way, Issaquah, Kent, Shoreline) due to the burden of work required for both the city and the applicants. While not as common, some cities (Bellingham, Renton, Sammamish) cap the amount of funding an individual organization can receive. One city (Sammamish) offers an alternative short application for agencies requesting smaller amounts. A few cities offer organizations the opportunity to apply for capital projects, but this is not typical. The median grant size is \$7,500.

Staffing levels to oversee the administration of human services vary dramatically from city to city, often with additional assistance and input provided by citizen advisory committees. The duties of these committees can range from application review and funding recommendations to understanding, communicating, and promoting the human service needs of the community. Rating tools or scorecards are typically used to provide guidance and emphasize any funding goals, priorities, or strategies outlined by the City Council or city staff. Some cities rely on internally generated community needs assessments for direction (Bellingham, Mercer Island, Renton).

Funded agencies are often required to submit performance reports whether it be quarterly, biannually, or annually. For many of the cities, continued funding is contingent on maintaining adequate performance levels. Some of the cities follow up with site visits throughout the year or agency presentations to the City Council.



KITSAP COUNTY



Kitsap County								
City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bainbridge Island	\$347,922	23,390	\$95,481	◆	\$14.87	2.9%	11	\$23,685
Kitsap County	\$128,081	258,200	\$62,413	0.95 FTE	\$0.50	0.2%	8	◆
Bremerton	\$0	39,410	\$43,183	◆	◆	◆	◆	◆
Port Orchard	\$0	13,510	\$55,243	◆	◆	◆	◆	◆
Poulsbo	\$0	9,950	\$58,975	◆	◆	◆	◆	◆

Kitsap County		
2015 General Fund: \$85,113,280*	Population: 258,200†	Median HHI: \$62,413‡

Funding Amount & Administration: For 2015, Kitsap County allocated \$128,081 of the General Fund for human service grants, excluding the amount allocated for staff support. This equates to 0.2% of the General Fund or a \$0.50 per capita contribution. The majority of funding, 90%, for the County’s human services is provided through state and federal funds. The total amount of funding does not vary from year to year other than fluctuations due staff compensation.

There is a Human Services Department which administers and oversees the disbursement of all funds, with a total budget upwards of \$66M. Specific to services funded by the General Fund, there is staff support totaling 0.95 FTE: 0.10 FTE Finance Director, 0.15 FTE Human Services Director, 0.20 FTE Office Manager, 0.10 FTE Homeless Veterans’ staff, and 0.40 FTE Youth Commission staff.

Application Process: There is not an application process for human services supported by the General Fund. There is, however, a detailed application process for other funded programs like CDBG, DSHS, and HUD.

Allocation Determination: Human service grants for 2015 were distributed across eight agencies. The agencies and amounts are pre-established and rollover from year to year. The largest awards, totaling \$77,921, are provided to support victims and survivors of sexual assault. The smallest awards, totaling \$18,000, are provided to various youth services.

* General Fund figures exclude any non-operating expenditures such as debt service, capital equipment and projects.
 † Population estimates come from the Washington State Office of Financial Management April 1, 2015 official population estimates.
 ‡ Median household incomes are derived from the American Community Survey, 2009-2013.

City of Bainbridge Island		
2015 General Fund: \$11,816,739	Population: 23,390	Median HHI: \$95,481

Funding Amount & Administration: The City of Bainbridge Island allocated \$347,922 of the General Fund in 2015 for human services. This amounts to 2.9% of the General Fund or a \$14.87 per capita contribution. The total amount of funding is based on a historical figure which has seen little variation from year to year. Currently, City staff is limited to contract administration and billing support for human services funding.

Application Process: Prior to the 2016 human services funding cycle, there has not been an application process since 2011.

Allocation Determination: Previously, applications were received and reviewed by a community nonprofit, the Health, Housing and Human Services Council. With the dissolution of HHHS in 2011 and no formal staff support at the City, funding for the same eleven agencies has simply rolled forward with minimal increases in awards based on the total amount available.

For 2015, the largest grant for \$113,000 was awarded to Helpline House, while the two smallest grants for \$4,180 were awarded to Elder and Adult Day Services and Washington Smile Partners. The median grant was \$23,685.

Aside from the City of Bainbridge Island, no other cities in Kitsap County currently provide funding for human services from the General Fund.

City of Bremerton		
2015 General Fund: \$36,934,195	Population: 39,410	Median HHI: \$43,183

City of Port Orchard		
2015 General Fund: \$9,779,384	Population: 13,510	Median HHI: \$55,243

City of Poulsbo		
2015 General Fund: \$9,789,427	Population: 9,950	Median HHI: \$58,975

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SHARE1APP

The vision of a coordinated, low-cost, easy and efficient process to allocate and manage municipal human services funds began more than a decade ago. It has evolved over the years to what it is today: a common online funding application for 16 cities across King County, with common reporting forms, and performance measures that all of the cities agreed upon. Additionally for many agencies, there is one contract with a lead city, rather than multiple contracts with several cities. City staff also participate in joint monitoring, rather than scheduling site visits individually.

Participating cities independently allocate their human services funding. The 16 cities came together as one alliance to receive funding applications every other April through a joint online program called Share1app. Each city pays a proportional share of the total cost, and the City of Kent is the fiscal agent.

The HSFC worked collaboratively to align their application questions and reporting criteria, including agency staff in the discussion to gain insight from their perspective. A separate committee worked to develop a common contract monitoring tool. A long-term subcommittee of six city staff from Bellevue, Kent and Redmond (called G4) was formed to work as the technical team responsible for researching online application systems to further streamline the process. The system provides jurisdictions with the flexibility of using their individual rating tools to score applications online.

Funded agencies submit quarterly reports with their reimbursement requests through the Share1app portal and must hit at least 80% of their target to receive funding. Each city can view the applicant organizations and requested grant amounts for all of the other cities. This transparency minimizes the risk of agencies asking for more funding simply based on an individual city's available funding and encourages them to focus on detailed cost per service and budget explanations.

Share1app Cities								
City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bellevue	\$3,117,067	135,000	\$90,333	5.60 FTE	\$23.09	1.8%	42	\$36,630
Tukwila	\$365,170	19,300	\$43,331	2.0 FTE	\$18.92	0.7%	28	\$5,000
SeaTac	\$510,000	27,650	\$46,328	1.0 FTE	\$18.44	1.6%	28	\$10,000
<i>Bainbridge Island</i>	<i>\$347,922</i>	<i>23,390</i>	<i>\$95,481</i>	◆	<i>\$14.87</i>	<i>2.9%</i>	<i>11</i>	<i>\$23,685</i>
Redmond	\$799,151	59,180	\$96,183	1.75 FTE	\$13.50	0.9%	28	\$12,242
Kirkland	771623	83,460	\$87,480	1.0 FTE	\$9.25	0.9%	39	\$8,990
Issaquah	\$291,000	33,330	\$86,865	1.00 FTE	\$8.73	0.8%	32	\$5,000
Kenmore	\$159,100	21,500	\$82,334	0.10 FTE	\$7.40	1.6%	14	\$6,250
Kent	\$872,866	122,900	\$57,553	3.50 FTE	\$7.10	1.2%	26	\$11,000
Covington	\$126,551	18,520	\$90,280	0.50 FTE	\$6.75	1.7%	16	\$5,000
Auburn	\$476,500	75,545	\$55,483	4.38 FTE	\$6.31	0.1%	30	\$10,000
Shoreline	\$315,953	54,500	\$64,096	1.30 FTE	\$5.80	0.9%	12	\$4,958
Renton	\$567,038	98,470	\$64,141	4.35 FTE	\$5.76	0.7%	39	\$6,000
Federal Way	\$516,000	90,760	\$55,872	2.50 FTE	\$5.69	1.2%	27	\$10,000
Burien	\$275,000	48,810	\$50,805	0.25 FTE	\$5.63	1.2%	19	\$8,000
Sammamish	\$178,500	49,980	\$143,919	0.15 FTE	\$3.57	0.4%	35	\$3,150
Des Moines	\$80,000	30,100	\$59,799	0.15 FTE	\$2.66	0.4%	14	\$3,400

City of Auburn

2015 General Fund: \$52,487,737

Population: 75,545

Median HHI: \$55,483

Funding Amount & Administration: The City of Auburn designates approximately 1% of its general fund revenues for human services grants. For 2015, this equated to \$476,500 (excluding CDBG funds), a \$6.31 per capita contribution. Human services falls under the Community Services division of the Administration Department. Currently, the division is composed of 4.38 FTEs which support human services in addition to the Director of Administration; however, a good portion of this is covered by CDBG funds and work.

Application Process: While organizations are not required to be physically located in the City of Auburn, they must demonstrate how they serve Auburn residents. The City’s Community Services Assistant reviews all of the quarterly reports to ensure that their deliverables are on track, that they have filled out the reports correctly and in a timely manner, and that they provide narratives. The Human Services Committee performs site visits to the funded agencies.

Allocation Determination: The Human Services Committee, an 11-member citizen advisory group with three year terms, reviews the applications using a rating tool and prepares a recommendation for funding. The Mayor and City Council make the final funding decision during their review and approval of the City of Auburn’s Consolidated Plan and Annual Action Plan. The Mayor, City Council, and the Human Services Committee established priorities for funding agencies which improve access to healthcare, reduce poverty and meet basic needs, provide services for victims of domestic violence and sexual assault, and increase services to abused and neglected children.

For 2015, the Committee allocated funds across 39 programs from 30 organizations. The majority of funding went to abused and neglected children (\$170,000) and poverty reduction (\$161,500); the remainder, to domestic violence and sexual assault (\$88,000) and physically, mentally fit and substance abuse (\$57,000). The largest single grant was \$85,000 for youth resources, while the smallest were for \$3,000 to a crisis clinic and an elderly/adults with disabilities assistance program. The median grant was \$10,000.

City of Bellevue

2015 General Fund: \$177,851,000

Population: 135,000

Median HHI: \$90,333

Funding Amount & Administration: For 2015, the City of Bellevue allocated \$3,117,067 (excluding CDBG funds), a \$23.09 per capita contribution or 1.8% of the General Fund, for human service grants. Bellevue uses a per capita formula to calculate the annual funding based on inflation plus population growth. Human services grants are administered by 5.6 FTEs whose time is divided with CDBG funding as a division of the Parks & Community Services Department.

Application Process: Most applicants receive a series of follow-up questions after applications are submitted. They have the opportunity to comment on preliminary recommendations during a public hearing before the recommendations are finalized. Any applications for new programs not currently funded by the City of Bellevue need to be prefaced by a meeting with City staff to determine if the proposal aligns with the City’s focus areas.

Following application submittal, a subsequent review is completed by the Human Services Commission from May-July. A public hearing on the funding recommendations is held at the end of July, followed by City

Council discussion and ultimate decision October-December. The minimum funding amount considered is \$5,000 and is not available to programs operated by the City. Applications from City-related programs will only be accepted if a non-profit organization acts as the prime sponsor.

Bellevue has a condition built into all contracts that funded agencies need to meet 90% of their service unit goals in order to be paid, although there are exceptions made at the discretion of the Human Services Manager in consultation with the Grant Coordinator.

Allocation Determination: Applications are reviewed by the Bellevue Human Services Commission, a seven-member citizen group. The City of Bellevue completes a biennial Human Services Needs Update to serve as the primary basis for developing funding goals and focus areas. Applicants are strongly advised to cite this source in their application.

The funding goals are: 1) Food to eat and a roof overhead (\$860,078 for 2015). 2) Supportive relationships (\$590,299 for 2015). 3) A safe haven from all forms of violence and abuse (\$338,055 for 2015). 4) Health care (\$496,742 for 2015). 5) Education and job skills (\$831,892 for 2015). The 2015 focus areas are: 1) Housing with services, particularly for those moving from homelessness, including prevention programs that intervene early to stabilize people at risk of homelessness. 2) Support for employment and those skills and services that promote a productive workforce. 3) Services that allow older adults to remain secure in the community.

Other considerations given priority in reviewing applications include contract performance, leveraged funds, alignment with regional initiatives, cultural competence, and formal partnerships. In 2015, grants were awarded to 73 programs from 42 agencies. The grants ranged in size from \$5,170 for an ESL program to \$161,595 for child care financial assistance with a median grant of \$36,630.

City of Burien		
2015 General Fund: \$22,659,860	Population: 48,810	Median HHI: \$50,805

Funding Amount & Administration: For the 2015-2016 funding cycle, the Burien City Council approved increasing the amount allocated for human services from 1% of General Fund expenditures to 1.25%. This increase designated \$275,000 for human services in 2015, a \$5.63 per capita contribution. Currently, a Management Analyst provides the sole human services support at approximately 0.25 FTE.

Application Process: There are currently no restrictions on grant amounts or recipients other than the funds must be used to serve Burien residents.

Allocation Determination: Application review and allocation recommendations are completed by a team of City staff comprised of a Management Analyst, the City Manager’s Executive Assistant, the Economic Development Manager, the Parks Department Recreation Manager, and the City Manager. No formal rating tools are used in the process. The quarterly performance reports are also reviewed by City staff to ensure the agency is meeting performance measures. Performance is acceptable as long as the performance measures are balanced and not all below target.

Funds for 2015 were distributed across 22 programs from 19 organizations. Grants were allocated based on 8 human services goals: 1. Self-sufficiency (\$91,500) 2. Housing & homelessness (\$87,500) 3. Youth (\$35,000) 4. Domestic violence (\$18,500) 5. School readiness (\$15,000) 6. Early intervention (\$11,000) 7. Sexual assault

& violence (\$7,500) 8. Community engagement (\$1,500). The remaining \$7,500 was set aside for a contingency fund. The largest single grant was for \$22,000 for a youth and family services program. The smallest single grant was for \$1,000 for a teen crisis program. The median grant size for 2015 was \$8,000.

City of Covington		
2015 General Fund: \$7,299,483	Population: 18,520	Median HHI: \$90,280

Funding Amount & Administration: The City of Covington provided \$126,551 from the General Fund for human service programs in 2015. This amount is the equivalent of a \$6.75 per capita contribution or 1.7% of the General Fund. The City’s comprehensive plan ideal goal is to give 2% of the budget to human services. One City staff member from the Executive department is dedicated 0.5 FTE as a Personnel and Human Services Analyst to support the human services program responsibilities.

Application Process: Currently, the City of Covington has no restrictions related to funding amounts or recipient location. Following an application review by the Human Services Commission, funding recommendations are made to City Council in September. The City Council takes final action on the human services funding as part of the city budget process, which is adopted in December. The Commission is responsible for evaluating and reviewing the performance reports of funded organizations.

Allocation Determination: Applications are reviewed by a seven-member citizen Human Services Commission. The members include three adults residing or working within the City of Covington, two adults residing within a three-mile radius of the City, and two youth members between the ages of 14-18 residing within a three-mile radius of the City. The adults serve three-year terms while youth serve one-year terms with the option to renew for an additional year. As a guideline, appointments are balanced with at least two members employed at a business in the community, a member of the religious community, a representative of a regional human service planning organization like the United Way or South King County Council of Human Services, and a service club representative.

Following the initial review of the application, the Commission may also hold interviews with agency directors. Each program receives a rating score based on application content, interview, priority need for the community, and cost-effectiveness. Scores are placed in rank-order for final recommendation to City Council.

The Commission outlined priorities for the 2015 funding cycle of meeting community basics, increasing self-reliance, strengthening families, increasing senior services, supporting a safe community, and improving health and well-being. The grants were disbursed among 22 programs from 16 organizations. The largest grant was \$15,000 for a food bank and emergency services, while the smallest grant was \$2,000 for domestic violence advocacy. The median grant was \$5,000.

City of Des Moines		
2015 General Fund: \$18,276,907	Population: 30,100	Median HHI: \$59,799

Funding Amount & Administration: For 2015, the City of Des Moines set aside \$80,000 of General Funds for human service programs. This equates to 0.4% of the General Fund or a \$2.66 per capita contribution. The City has a goal of contributing 1% of the prior year’s General Fund budget, although this has not been achieved as of yet.

Health and Human Services falls under the Parks, Recreation & Senior Services Department. The Senior Services Manager dedicates approximately 0.15 FTE to manage the application and allocation process.

Application Process: The Human Services Advisory Committee reviews all applications and makes recommendations to the City Council which makes a final decision in the fall. There are no restrictions related to the recipients or grant amounts.

Allocation Determination: The Human Services Advisory Committee is comprised of six citizens, the Senior Services Manager, and the Parks and Recreation Director. The Committee is responsible for determining the priorities of human service needs, evaluating and recommending funding for human service requests, and evaluating and reviewing the performance of the individual human service organizations and agencies.

The City of Des Moines provides funding to address the goals of meeting basic & emergency needs; preventative programs promoting healthy, violence-free families & self-dependence; maintaining & enhancing the quality of life in persons whose basic needs are already met. For 2015, Des Moines disbursed grants to 16 programs across 14 agencies. The grants ranged in size from three \$1,000 for a poison center, community services and senior transit services up to \$31,500 for a food bank with a median grant of \$3,400.

City of Federal Way		
2015 General Fund: \$42,385,068	Population: 90,760	Median HHI: \$55,872

Funding Amount & Administration: The City of Federal Way allocated \$516,000 for human services in 2015. This amount equates to 1.2% of the General Fund or a \$5.69 per capita contribution. The Human Services General Fund budget has remained a consistent \$516,000 for the past several years; there is not specific formula on which it is based.

Human services is part of the Community Services Division housed within the Community Development Department. The program is supported with a staff of 2.5 FTEs (Community Services Manager, Human Services Coordinator and Housing Repair Program Coordinator) although their time is divided with CDBG funding as well.

Application Process: There are not currently any formal restrictions on grants or recipients. Generally, grants are not funded for less than \$5,000, and commissioners prefer agencies to be located in the City.

Allocation Determination: Allocation recommendations are made by the Human Services Commission, which is comprised of nine Federal Way residents, to the Mayor and City Council. The Commission is further tasked with coordinating with other human service groups and agencies, determining priorities of human service needs, evaluating and reviewing agency performance, and reviewing city actions which may affect availability and quality of human service delivery.

The City Council established four goal areas on which the Commission bases their funding recommendations: basic needs (\$247,778 for 2015), public safety (\$68,722 for 2015), special needs populations (\$87,000 for 2015), and low-income families with children (\$112,500 for 2015). Federal Way’s Human Services Commission further evaluates applications using a 100-point rating tool: program description (30 points), accessibility and diversity (15 points), service system coordination (10 points), program outputs and service units (5 points), outcomes (15 points), budget tables (15 points), and budget summary (10 points).

2015 grants were distributed across 39 programs representing 27 agencies. The smallest grants for \$3,000 went to a teen crisis clinic and legal services. The largest single grant for \$38,000 was awarded to emergency shelter and transitional housing although the median grant was \$10,000.

City of Issaquah		
2015 General Fund: \$36,409,190	Population: 33,330	Median HHI: \$86,865

Funding Amount & Administration: For 2015, Issaquah allocated \$291,000 from the General Fund for human service grants. This comprises 0.8% of Issaquah’s General Fund and equates to an \$8.73 per capita contribution. The City of Issaquah has a long-term goal of spending \$10 per capita on human services, which they have not met as of yet.

Human services is supported by a dedicated Human Services and Social Sustainability Coordinator at 1.0 FTE as part of the Office of Sustainability department. Some limited additional assistance is provided by others in processing contracts and invoices and participating in regional human service forums.

Application Process: To be eligible for funding, programs must serve the residents of the City of Issaquah. A request for increased funding over a prior year must show need or increase and/or improvement in outcomes. While there is currently no set minimum, Issaquah may set an informal \$1,000 minimum due to the administrative burden of each grant for both the City and the grant recipient.

Allocation Determination: The Issaquah Human Services Commission is comprised of seven regular members with four-year terms and two alternates with two-year terms. The HSC and City staff ultimately make a recommendation to the Issaquah City Council in November. Applications are reviewed by the HSC using a 100-point system: program needs and description (35 points), outputs and outcomes (35 points), budget and budget narrative (10 points), service system coordination (10 points), program staff descriptions (5 points), and cultural competency (5 points).

For 2015, funding was awarded to 42 programs from 32 agencies. The smallest grant for \$1,500 was awarded to a mentoring program; the largest grants for \$20,000 were awarded to a resident services program and a community advocacy program with a median grant of \$5,000.

City of Kenmore		
2015 General Fund: \$9,730,223	Population: 21,500	Median HHI: \$82,334

Funding Amount & Administration: Starting in 2013, the City of Kenmore reduced human services funding following a review of programs to implement Priority Based Budgeting. The City subsequently also compared what they were paying to what other regional cities were paying on a per capita basis and have further lowered their contribution closer to the average per capita spending of \$6.30 in 2014. The City of Kenmore allotted \$159,100 for human services in 2015. This works out to 1.6% of the General Fund or approximately a \$7.40 per capita contribution. Previously, the City calculated funding as 3% of the estimated revenues.

The Community Relations Manager within the City Manager’s Office oversees the human services funding, dedicating approximately 0.10 FTE. Kenmore participates in a NE Funders Group along with Bellevue, Bothell, Issaquah, Kirkland, Redmond, Sammamish, Shoreline and Woodinville, which allows them to stay

up to date on human service issues. The group has monthly meetings with guest speakers from regional human service agencies.

Application Process: All applicants must demonstrate how they provide direct services to Kenmore residents, have an established process for generating alternative sources of funding or services, do not duplicate service delivery, charge fees based on ability to pay, and have the ability to provide annual year-end evaluation of the funded program. Any criteria not demonstrated through the application must be explained. Kenmore does not accept applications for capital funding.

The City Council reviews the applications during the budget discussions in October following scoring by City staff. There is no public hearing scheduled to coincide with the funding allocations.

Allocation Determination: Applications are reviewed and scored against the adopted City Council priorities by an interdisciplinary staff team, consisting of the Community Relations Manager and the Assistant City Manager. The following service criteria are used to evaluate the applications in order of priority: 1) Provide basic emergency services to City residents. 2) Provide appropriate solutions to an identified need in the area. 3) Promote self-sufficiency and independent living. 4) Provide services which are accessible to the elderly, physically and developmentally disabled, teens, and low-income residents. 5) Provide services benefitting low- and moderate-income residents.

Funding for 2015 was disbursed across 20 programs from 14 agencies. The awards ranged in size from \$2,000 (homeless child care, teen crisis clinic and homeless youth services) to \$22,000 (senior center) with a median grant of \$6,250.

City of Kent		
2015 General Fund: \$75,238,332	Population: 122,900	Median HHI: \$57,553

Funding Amount & Administration: While historically Kent allocated 1% of the General Fund to human services, this strategy proved unstable during the economic downturn. After researching and reviewing other funding strategies, the Human Services Commission recommended switching to a per capita funding approach which is more predictable and stable from year to year. The base per capita rate is adjusted using a CPI escalator increase every funding cycle. Kent has used this formula since 2012 with the CPI escalator increase added in 2015. For 2015, Kent allotted \$872,866 for human services. This amount is equivalent to 1.2% of the General Fund or a \$7.10 per capita contribution.

The City of Kent’s Housing & Human Services falls under the Parks, Recreation and Community Services Department. The Housing and Human Services divisions consists of 9.0 FTE, 5.5 of which are funded through CDBG funds. The staff dedicated to General Fund human services include 1.0 FTE Human Services Manager, 1.0 FTE Senior Human Services Coordinator, 1.0 FTE Human Services Coordinator, and 0.5 FTE Accounting Services Assistant III.

Application Process: The City of Kent requires any agency applying for funding to submit their non-discrimination policy for employment and program participants. Applications are reviewed by the Human Services Commission, which makes a funding recommendation in mid-June. The recommendation is forwarded to the Mayor in July as part of the 2015 budget process. Kent generally prefers not to fund under \$10,000 unless they are looking to show regional support for a program.

Allocation Determination: The City of Kent’s Human Services Commission is comprised of eight citizens, including two youth commissioners. In addition to their responsibilities of reviewing human service issues and funding requests, the Commission also takes an active part in promoting community awareness and education on human service issues.

Funding is distributed based on six categories: meeting community basics, increasing self-reliance, strengthening children and families, building safer communities, improving health and well-being, and improving and integrating systems. These categories are overseen by six guiding principles: healthy communities, self-reliance, collaborations, equal access, respect and dignity, and accountability.

In 2015, Kent awarded grants to 29 programs from 26 organizations. The smallest grants for \$5,000 went to a crisis clinic, education, human services capacity building, and a neighbor-to-neighbor grants program. The largest grant for \$146,000 went to housing services, but the median grant was \$11,000.

City of Kirkland		
2015 General Fund: \$88,313,783	Population: 83,460	Median HHI: \$87,480

Funding Amount & Administration: The City of Kirkland allocated \$771,623 for human services grants in 2015. This amounts to 0.9% of the General Fund or a \$9.25 per capita contribution. Kirkland does not use a formula to determine the annual allocation. Funding is comprised of both dedicated ongoing funding for human services as well as one-time allocations which must be reviewed with each budget.

The Parks and Community Services Department oversees human services through the support of 1.0 FTE, a combination of a Human Services Coordinator and a Human Services Office Specialist. Additional funding for the Office Specialist position is provided through CDBG grants.

Application Process: Applications are reviewed by Kirkland’s Human Services Advisory Committee. The Committee conducts informal public hearings during the summer to gain a better understanding of the applications which all applicants are invited to attend. The funding recommendations are made to the City Council in October. The Council takes final action on the funding as part of the City budget process with final approval in December.

Applicant organizations must serve City of Kirkland residents, have nonprofit status, demonstrate nondiscriminatory policies, and cannot be the legal responsibility of another public agency or funding source unless the City chooses to augment the source. Any requests for proposed increase in funding must be based upon compelling and demonstrated need. Funding avoids the duplication of services. Agencies with a successful operational history and an established process for generating alternative sources of funding are also looked upon favorably.

Allocation Determination: The Human Services Advisory Committee is a five-member group of citizens appointed by the City Council to guide the City’s human services policy and funding. Priority is given to agencies providing basic emergency services but preventative services are also eligible. Priority is also given to agencies which promote self-sufficiency and independent living, provide direct services and an appropriate solution to a documented need or identified problem, demonstrate a reasonable cost per unit of service or a high cost/benefit ratio, provide a good identification of client population particularly in regard to City residents, services benefitting low and moderate income residents, and charge fees based on the ability to pay. Services should be accessible to elderly, physically and developmentally disabled, and low-income residents.

For 2015, funding was disbursed across 64 programs representing 39 agencies. The grants ranged in size from \$1,000 for services for adults with disabilities to \$48,542 for a community advocacy program. The median grant was \$8,990.

City of Redmond		
2015 General Fund: \$87,144,263	Population: 59,180	Median HHI: \$96,183

Funding Amount & Administration: The City of Redmond provides human services funding based on a per capita allocation which is adjusted depending on population estimates and inflation. In 2015, Redmond designated \$799,151 for human services, excluding CDBG funds. This works out to a \$13.50 per capita contribution or 0.9% of the General Fund. Human services support staff consists of 1.75 FTEs through two Senior Human Services Planners and 0.25 FTE from their manager within the Planning and Community Development Department; this also includes time dedicated to CDBG funding.

Application Process: Following application review by the Redmond Human Services Commission, the Commission may request in-person interviews for clarification of proposals from applicants. Funding recommendations are completed by September with consideration by City Council planned for October. Final award amounts are approved and adopted as part of the City budget, anticipated by late November. Following approval, City staff will notify agencies of awarded funds.

To be eligible for funding from the City of Redmond, agencies must provide services to Redmond residents, have nonprofit status, meet minimum insurance requirements, be willing and able to accept reimbursement for funds, and regularly track and submit required reports regarding services and demographics.

Allocation Determination: Redmond’s Human Services Commission is a seven-member, mayor appointed volunteer board, including two youth advisors. Commissioners must either live, work or attend school (if a youth advisor) within city limits. In addition to making funding recommendations to the City Council for the disbursement of human service funds, the Commission is responsible for advising the Council on general issues related to human services.

The City of Redmond favors programs that support the broad continuum of need while being responsive to changing priorities and emerging needs, strengthen children and families moving individuals and families from poverty toward self-sufficiency, balance the need for crisis response and interventions with proven prevention strategies, ensure that services are accessible to the increasingly diverse needs of the community, and that effectively leverage resources. Applications are grouped, reviewed, and rated within the following categories: food to eat and roof overhead; supportive relationships within families, neighborhoods, and communities; safe haven from all forms of domestic violence; healthcare to be as physically and mentally fit as possible; and education and job skills to lead an independent life.

For 2015, awards were granted to 49 programs from 28 organizations. The smallest grant for \$3,215 went to senior food services, while the largest grant for \$68,974 went to youth intervention services. The median grant was \$12,242.

City of Renton

2015 General Fund: \$82,190,932

Population: 98,470

Median HHI: \$64,141

Funding Amount & Administration: For 2015, the City of Renton designated \$567,038 for human service grants. This amount equates to 0.7% of the General Fund or a \$5.76 per capita contribution. Renton does not use a formula to determine funding; instead, the amount is based on historical funding levels.

The Community Services Department oversees the human services funding through the Human Services Division, which is composed of 4.35 FTE: a Human Services Manager, Human Services Coordinator, Housing Coordinator (for the City’s housing repair program), Facilities Technician (for housing repairs), and administrative support provides 0.35 FTE processing housing repair applications and work orders.

Application Process: The City of Renton does not provide capital funding through the human service grants. The minimum request for funding is \$5,000, and the maximum funding amount for any new program is \$7,500. Following application review and funding recommendations from the City of Renton Human Services Advisory Committee, the City Council will make the final funding decisions as part of the annual budgetary process in November or December.

Allocation Determination: The Human Services Advisory Committee is composed of 11 City of Renton residents, including one youth representative under 21 years of age. Committee members are appointed by the Mayor and have a term of three years. The Committee serves in an advisory capacity to the City in the disposition of human services and allocation of funds to specific programs and projects and assists in developing policies related to human services affecting Renton residents. Members strive to understand the human service needs of Renton residents and to keep current on community-wide actions that may affect the availability and quality of human services provisions in Renton. The City’s first Community Needs Assessment for Human Services and Housing was completed in January 2015.

Through development of a human services strategic plan, the City identified various shares of the funding pool: 10% for investing in capacity building and shared resources for stakeholders; 10% for smaller human service organizations; 25% for basic survival needs; 20% for available, quality housing; 10% for health and wellness; 5% for neighborhood opportunity; and 20% for economic opportunity. The goals of the funding strategy are to focus Renton’s funding on basic needs, prevention and providing stability for those in crisis; respond to changing needs shown in the Community Needs Assessment; align to regional priorities; and ensure that the funding is large enough to impact the associated need indicators. A 100-point rating tool is used to score the application with 60 points based on need, 25 for outputs/outcomes, and 15 for financial/budget. Grant applications are prioritized based on score and funded in order as available funding in each category allows.

For 2015, the grants were disbursed among 55 programs from 39 agencies. The smallest grants for \$4,000 were awarded to college and job preparation, a food and clothing bank, food services, youth services, and a transitional housing program. The largest single grant for \$44,000 was awarded to a homeless shelter; however, the median grant was \$6,000.

City of Sammamish

2015 General Fund: \$41,174,755

Population: 49,980

Median HHI: \$143,919

Funding Amount & Administration: For 2015, the City of Sammamish designated \$178,500 for human service grants. The dollar amount is set by City Council as part of the budget process and is based on historical grant request information with slight increases. For comparison, in 2009, the amount of funds granted was \$158,000. The 2015 amount equals 0.4% of the General Fund or a \$3.57 per capita contribution. The Sammamish Human Service grants are overseen by the Administrative Services Department, specifically the City Clerk, at approximately 0.15 FTE.

Application Process: The City of Sammamish focuses on funding services provided directly to residents, services that are not duplicated by other agencies, and the organization’s ability to provide volunteer opportunities for Sammamish residents. Applicants must have nonprofit status and provide a current certificate of insurance.

For those applicants requesting grants of \$1,000 or less, there is an alternate short application, which does not go through the Share1app portal, as there are less stringent reporting requirements for these smaller amounts. Otherwise, grants are capped at \$10,000 per agency even if an agency submits requests for multiple programs.

Allocation Determination: The City of Sammamish Human Services Grants staff, consisting of three Councilmembers, the City Manager and City Clerk, review all applications and prepare a funding recommendation for City Council. City Council makes final funding decision in November, but the awards are contingent upon adoption of the budget.

A 50-point rating tool is used to assess the applications based on need, outputs and outcomes, budget and capacity, accessibility, and volunteer opportunities for City residents. Factors which are viewed favorably include diversity of funding, successful track record with public funds, and leverage potential.

For 2015, Sammamish awarded grants to 41 programs across 35 agencies. The awards varied in size from \$500 for a preschool program to five \$10,000 awards for community advocacy, youth and senior services with a median grant of \$3,150.

City of SeaTac

2015 General Fund: \$31,297,970

Population: 27,650

Median HHI: \$46,328

Funding Amount & Administration: The City of SeaTac designates 1.5% of the prior year’s General Fund operating expenditures for Human Service grants. For 2015, this equated to \$510,000, an \$18.44 per capita contribution or 1.6% of the 2015 General Fund, for grants. The City Manager’s Office oversees the human service grants through the Human Services Manager, a dedicated 1.0 FTE.

Application Process: Following the awarding of funds, the Human Services Manager meets with each agency to complete a service agreement and discuss the scope of work. Generally, duplication of services is avoided due to the broad and varied needs of the community. Agencies are rarely funded deeply, and applications from agencies located within the City are viewed more favorably. The City of SeaTac does not often fund start-ups and can utilize a 30 day out clause if any organization shows signs of mismanagement.

Allocation Determination: The SeaTac Human Services Advisory Committee, which is comprised of five members with three-year terms, reviews each application against six results based accountability measures

with associated strategies: 1) Residents are healthy, physically and mentally. 2) Residents are educated and have necessary life skills. 3) Residents are employed in living-wage jobs. 4) Residents are safe from all types of violence. 5) Residents have adequate, secure housing. 6) Residents feel a sense of community and belonging. Fund allocation is based on the strategies used and how well the agency can address the results using those strategies. Agencies that address more than one result and multiple strategies are ranked higher than those that do not.

For 2015, funding was awarded to approximately 37 programs representing 28 organizations. Funding was divided by categories: support for self-sufficiency (\$208,391), safety net/urgent basic needs (\$181,200), positive and healthy relationships (\$111,600), and information and referral (\$16,309). The largest grant for \$47,000 went to medical services, while the smallest for \$1,500 went to transitional housing.

City of Shoreline		
2015 General Fund: \$35,172,537	Population: 54,500	Median HHI: \$64,096

Funding Amount & Administration: The City of Shoreline allocated \$315,953 from the General Fund for human service grants in 2015, equating to 0.9% of the General Fund or a \$5.80 per capita contribution. The allotted amount is set historically with periodic adjustments.

Shoreline’s Community Services Department manages the human services funding. Staffing consists of 1.18 FTE dedicated to the General Fund human services, which includes a Community Services Manager at 0.5 FTE, a Community Diversity Programs Coordinator at 0.5 FTE, and a Grants Manager at 0.18 FTE. An additional 0.12 FTE is provided through administrative support.

Application Process: All currently funded agencies that meet performance goals are anticipated to have funding renewed following reapplication. New applicants are encouraged to contact the Community Services Division prior to applying for funding. There are no restrictions associated with the funded amount, although City staff would like to implement a lower limit of \$5,000 based on the amount of associated work.

Since Shoreline funds only a portion of any agency’s program, generally the funds only cover services for Shoreline residents. Agencies do not need to be located within City limits; however, they must demonstrate that their services are accessible to the Shoreline community. The City of Shoreline also accepts capital applications for human service grants.

Allocation Determination: All human service grant applications are reviewed by City staff (Community Services Manager, Community Diversity Programs Coordinator, and Budget Analyst), followed by a funding recommendation to the City Manager. Applications are evaluated against a 100-pt scorecard. The evaluation criteria include local needs (25 pts), accessibility (15 pts), outcomes (20 pts), collaboration (10 pts), feasibility (15 pts), and funding (15 pts). A public hearing on the final funding decision is held in August.

2015 human service grants were awarded to 23 programs representing 12 agencies. The smallest grant for \$2,975 went to a senior community dining program, and largest grant for \$65,680 (excluding CDBG funds) went to a senior center. The median grant was \$4,958. More than half of the total funds were split between two agencies: senior services and a human services center for counseling, substance abuse, and family support programs.

City of Tukwila

2015 General Fund: \$51,568,987

Population: 19,300

Median HHI: \$43,331

Funding Amount & Administration: For 2015, Tukwila provided \$365,170 of the General Fund for human service grants. This is the equivalent of 0.7% of the General Fund or an \$18.92 per capita contribution. The total funding amount is based on a historical figure and has not changed much since they began the program. Human services funding is administered by the Mayor’s Office within the Executive Department. Currently, 2.0 FTEs, a Human Services Manager and a Human Services Coordinator, oversee General Fund human services in addition to managing a CDBG funded Minor Home Repair program.

Application Process: Agencies that have not previously received funding are urged to gain some understanding about the Tukwila community prior to submission of the application. Programs should not duplicate existing services for residents. Applicants seeking to provide onsite services at any school which is part of the Tukwila School District must submit a letter of support signed by the Director of English Language Learners and Student Services. Funding recommendations from City staff are presented to City Administration, then reviewed by City Council Committee and the entire Council.

Experienced organizations which actively partner with other service providers, accommodate to serve culturally diverse populations, submit customized programs to meet Tukwila’s specific needs, and have a successful track record with the City will be viewed favorably.

Allocation Determination: All applications are reviewed by the Human Services Advisory Board comprised of three Tukwila residents and one representative each from the education, business, health, and faith communities serving one to three year terms. The Board assists in monitoring and assessing the need for human services, provides recommendations for prioritizing human service needs, and recommends policies and programs for funding. Any awards greater than \$40,000 require Council authorization for the Mayor’s signature.

Applications are categorized in the areas of support for self-sufficiency, information and referral, positive and healthy family relationships, and safety net for urgent and basic needs. The City of Tukwila is specifically interested in services that contribute to more stable and improved incomes for low-income residents, support residential stability, promote equitable access, and utilize collaborative efforts to increase capacity and service effectiveness.

Tukwila awarded grants for 2015 to 36 programs representing 28 agencies. The smallest grant for \$1,500 went to a teen support program. The largest grant for \$55,000 went to school based mental health counseling; however, the median grant was \$5,000.





THURSTON COUNTY: COMMUNITY IN PARTNERSHIP

The Health and Human Services Council (HHSC) was formed in 1988 to address unmet human service needs and included Thurston County, the City of Lacey, the City of Olympia, and, since 1992, the City of Tumwater. Each member provides 0.5% of sales tax revenue to address needs as determined by elected members of the jurisdictions. In 2013, the HHSC members, United Way Chair and Board members created the Community in Partnership (CIP), joining resources and enabling the partners to address common health and human service needs within the region.

Thurston County is the CIP contract administrator and receives 10% of the total amount provided by the HHSC for administrative costs. A single RFP is issued in February by the County with priorities selected by the CIP Steering Committee, which includes a representative from each of the participating cities, to address specific Thurston Thrives priorities. Review committees comprised of interested community members meet with agencies and read all of the applications. The CIP Steering Committee reviews the applications and funding recommendations from the citizen panels. Selected projects are forwarded to the Board of County Commissioners for review and approval. Contracts are issued in June for a period of one year. The Housing and Community Renewal division of Public Health and Social Services monitors the contracts.

For the 2014-2015 funding cycle, there was \$593,030 of available funding from the CIP members, excluding the administrative costs. Of the total funding provided, \$400,000 came from The United Way. Funded projects fell into three priority goal areas: promote healthier choices and behaviors (\$137,170), prepare children and youth to be resilient (\$220,241), and promote financial and residential stability (\$235,619).

The CIP Steering Committee selected 14 indicators to measure progress towards the desired outcomes outlined in Thurston Thrives. Each applicant was asked to connect their outcomes to the indicators and desired outcomes. Many of the outcomes can be connected to several different indicators and, as a result, show the greatest collective impact for the dollar. Funds were disbursed across 34 programs operated by 24 agencies. The smallest grants for \$7,500 were awarded to a variety of health and youth services. The largest grant, \$51,970, went to a food bank.

Thurston County Community in Partnership Cities								
City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bainbridge Island	\$347,922	23,390	\$95,481	◆	\$14.87	2.9%	11	\$23,685
Lacey	\$85,294	46,020	\$58,835	◆	\$1.85	0.3%	2	\$22,322
Tumwater	\$35,000	19,100	\$62,366	minimal	\$1.83	0.2%	4	\$2,500
Olympia	\$73,834	51,020	\$51,902	◆	\$1.45	0.1%	◆	◆

City of Lacey

2015 General Fund: \$32,557,856 Population: 46,020 Median HHI: \$58,835

For 2015, the City of Lacey allocated \$85,294 for funding human services, which equates to 0.3% of the General Fund or a \$1.81 per capita contribution. Of this, \$40,650 went toward the Thurston County CIP, while \$42,644 subsidizes roughly 0.5 FTE for a victim advocate program within the court system. The remaining \$2,000 is an annual contribution for a nonprofit which partners with youth and low-income people to educate and help build sustainable food systems.

City of Olympia

2015 General Fund: \$61,058,255 Population: 51,020 Median HHI: \$51,902

The City of Olympia does not provide any human services funding beyond those contributed to the Thurston County CIP. For 2015, Olympia allocated \$73,834 of its General Fund for the CIP, which equates to 0.1% or a \$1.45 per capita contribution.

City of Tumwater

2015 General Fund: \$20,469,830 Population: 19,100 Median HHI: \$62,366

Funding Amount & Administration: The City of Tumwater allocated \$35,000 for human services in 2015; historically, Tumwater allocates \$10,000 annually to local human services and \$25,000 to regional human services. This total amount is established in the budget and only varies year to year in regard to the individual awards. Based on the biennial budget, this amount equates to approximately 0.2% of the General Fund or a \$1.83 per capita contribution. The human services funding is administered by the Executive Assistant/Deputy City Clerk within the Executive Department.

Application Process: Tumwater funds regional human services through the Thurston County CIP program in addition to setting aside funds for agencies which directly benefit Tumwater residents. There are no specific restrictions related to the grant amounts or recipients.

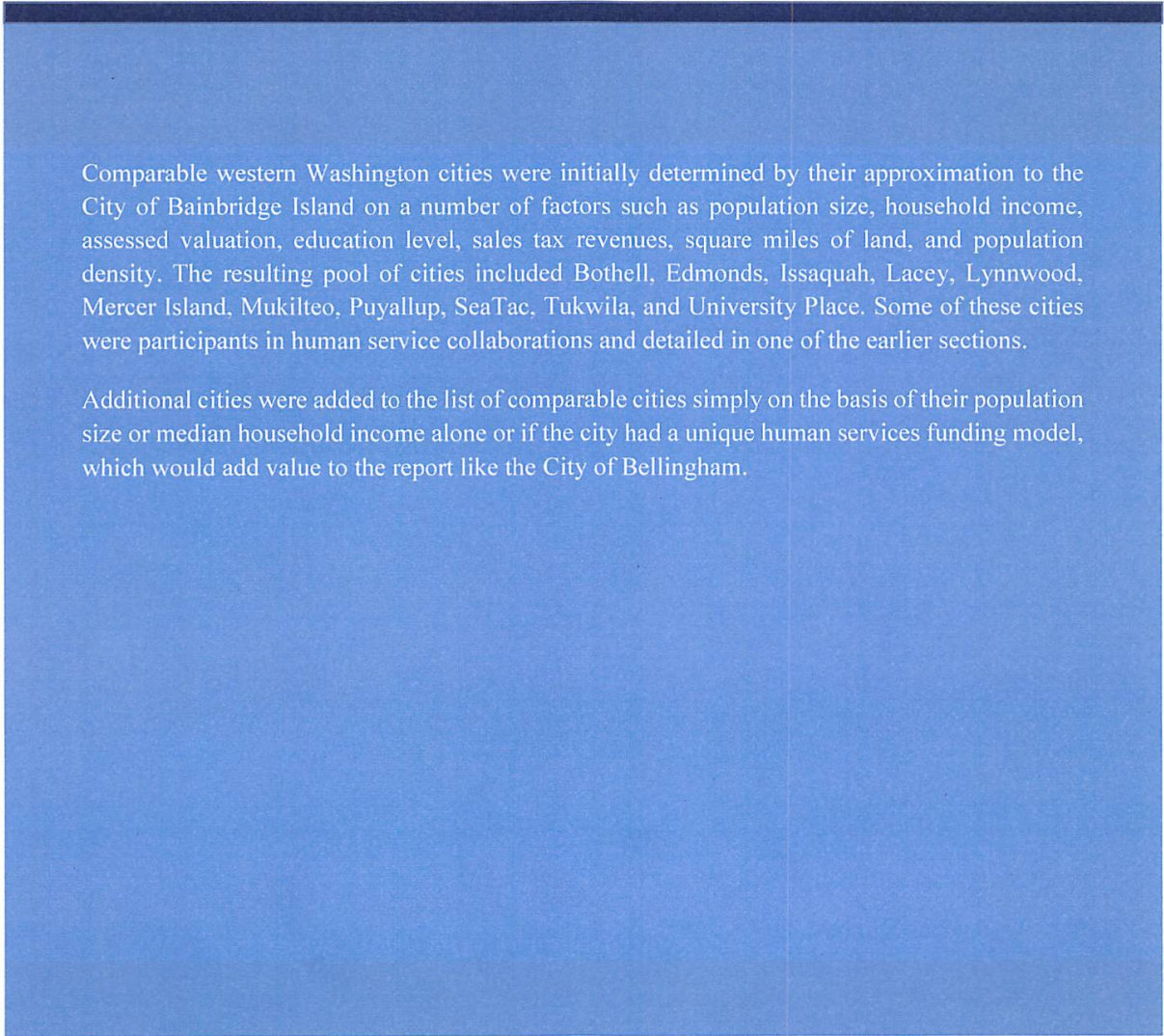
City of Tumwater applications are accepted during the month of August each year. Organizations requesting funds make a presentation before the Budget and Finance Committee September-October. Following the presentations, the Budget and Finance Committee makes a funding recommendation to the City Council to be incorporated into the next year's budget.

Allocation Determination: The Budget and Finance Committee makes their funding recommendation based on agency applications and presentations without a rating tool. For 2015, local grants were awarded to four agencies. The grants ranged in size from \$2,000-3,000 for a dispute resolution center, youth and family services.





OTHER COMPARABLE CITIES



Comparable western Washington cities were initially determined by their approximation to the City of Bainbridge Island on a number of factors such as population size, household income, assessed valuation, education level, sales tax revenues, square miles of land, and population density. The resulting pool of cities included Bothell, Edmonds, Issaquah, Lacey, Lynnwood, Mercer Island, Mukilteo, Puyallup, SeaTac, Tukwila, and University Place. Some of these cities were participants in human service collaborations and detailed in one of the earlier sections.

Additional cities were added to the list of comparable cities simply on the basis of their population size or median household income alone or if the city had a unique human services funding model, which would add value to the report like the City of Bellingham.

Other Comparable Cities								
City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Mercer Island	\$350,000	23,480	\$126,359	20.5 FTE	\$14.91	1.4%	◆	◆
<i>Bainbridge Island</i>	\$347,922	23,390	\$95,481	◆	\$14.87	2.9%	11	\$23,685
Bothell	\$290,500	42,640	\$74,769	◆	\$8.19	1.7%	\$6.81	\$4,945
Woodinville	\$65,000	11,240	\$96,933	0.10 FTE	\$5.78	0.5%	11	\$4,500
Bellingham	\$426,100	83,580	\$40,648	0.15 FTE	\$5.10	0.6%	18	\$25,000
Puyallup	\$174,000	38,950	\$61,362	minimal	\$4.47	0.6%	11	\$7,500
Lynnwood	\$160,000 ⁵	36,420	\$49,931	◆	\$4.39	0.3%	◆	◆
Port Angeles	\$46,350	19,140	\$39,577	◆	\$2.42	0.2%	1	◆
Mount Vernon	\$61,300	33,530	\$48,240	◆	\$1.83	0.3%	3	\$3,000
Maple Valley	\$30,000	24,700	\$96,462	◆	\$1.21	0.3%	2	\$15,000
Oak Harbor	\$20,500	22,000	\$48,955	◆	\$0.93	0.1%	2	\$10,250
University Place	\$6,000	31,720	\$57,591	◆	\$0.19	0.2%	2	\$3,000
Edmonds	\$0	40,490	\$72,244	◆	◆	◆	◆	◆
Lake Stevens	\$0	29,900	\$72,451	◆	◆	◆	◆	◆
Mountlake Terrace	\$0	21,090	\$59,007	◆	◆	◆	◆	◆
Mukilteo	\$0	20,900	\$93,717	◆	◆	◆	◆	◆
Wenatchee	\$0	33,230	\$47,944	◆	◆	◆	◆	◆

⁵Anticipated funding amount for 2016, not yet finalized.

City of Bellingham

2015 General Fund: \$67,671,644

Population: 83,580

Median HHI: \$40,648

Funding Amount & Administration: The total amount of General Fund support for the City of Bellingham’s human services is determined through the budgeting process. For 2015, the City allotted \$426,100, equating to roughly 0.6% of the General Fund or a \$5.10 per capita contribution. This amount can vary greatly from year to year; for comparison, the City allocated \$378,110 in 2014, \$182,835 in 2013 and a previous high of \$396,325 in 2008. The citizen advisory board has been advocating the Mayor and Council to create an index which would allow for the General Fund contribution to stabilize and increase with inflation or another metric and is being considered for the next biennium budget, 2017-2018.

In addition to General Fund support, Bellingham also utilizes CDBG, HOME, and a local housing levy for funding sources. All human services are supported by the Planning and Community Development Department. The Block Grant Program Manager manages the application process, awards, contract management, and paying invoices. Additional staff within the department provide limited assistance to various parts of the process. The total staff support for allocation of the General Fund grants is roughly 0.15 FTE.

Application Process: Funding is not guaranteed based on previous awards; all applications are evaluated equally. A RFP is issued detailing current funding priorities based on the most recently published Human Service Statement of Need compiled by the Planning and Community Development division. Bellingham has a biennial funding cycle with second year contracts prorated based on the availability funding as long as the prior year’s contractual requirements have been met.

All services funded must be delivered within the City of Bellingham. The maximum annual grant the City awards is \$35,000, and the minimum, is \$5,000. The normal range for grant awards is between \$10,000 and \$25,000. The services funded must be either a new service or a quantifiable increase in the level of service above that which was provided the prior year. Projects must demonstrate that the funding applied for would not merely replace other state or local funding for an existing services. Services that were originally funded by the City are eligible for continued funding and may request increased funding if they are able to demonstrate a quantifiable increase in the level of service, demonstrate loss of other funding or increased costs for service delivery.

Applicants must plan to use funds to deliver services to a minimum of 51% low- and very-low income individuals. Both new and existing programs can be funded if the applicant demonstrates the applicable experience and capacity. Applicants must comply with the financial and administrative requirements of the Office of Management and Budget circulars 110 (administrative requirements for grants with nonprofit organizations), 122 (cost principles for nonprofit organizations), and 133 (audits of nonprofit organizations). Funding is not available for construction, property acquisition, political activities, individuals, or families.

Allocation Determination: All applications are reviewed by the City’s Community Development Advisory Board who also advise allocation of CDBG and HOME funds. The Board is comprised of fifteen member appointed by the major for a term of three years with no more than two consecutive terms. Within the Board, one member should have professional expertise financing, construction or real estate; one member should have experience low and moderate income housing concerns or social service needs; one member should be from each of the Wards of the City; and one member should be from the City Housing Authority Board or staff.

Low income, minority, handicapped, or elderly populations shall also be represented. Board members must have lived in the City of Bellingham for at least two years.

Applications are evaluated against three criteria totaling 95 points: City priorities, 45 points (priority is given to activities that provide solutions to high priority needs in the City); population served, 25 points (priority is given to activities that serve families, medically fragile and those with disabilities, youth, people re-entering from institutions, elderly, victims of domestic violence, and any of the above populations with incomes 50% the area median income or less); and collaboration, 25 points (priority is given to activities that leverage volunteers, community partnerships, and promotes integration and coordination between different system). The City requires quarterly and annual reports which document the number of persons and households served, income of persons and households, total number of persons benefitted, race and ethnicity, and location of the services.

Grants were disbursed across 18 agencies for 2015. The amount awarded ranged in size from \$10,000 for a literacy program to \$35,000 for a job readiness program with a median grant of \$25,000.

City of Bothell		
2015 General Fund: \$41,100,226	Population: 42,640	Median HHI: \$74,769

Funding Amount & Administration: For the 2015, the City of Bothell allocated \$290,500 of the General Fund for human services. This equates to 0.7% of the General Fund or a \$6.81 per person contribution. Since 2007, Bothell committed to a per capita allocation of \$7 to determine the annual funding amount.

Bothell’s human services are overseen by the Executive Department; however, there is no formally dedicated staff.

Application Process: The City of Bothell offers grant funding to nonprofits which provide services within the City limits. Applications for human services funding are available during the month of May every other year and due in early June. The Council Human Services Committee reviews all applications and submits a funding recommendation to the full City Council in November or December prior to passage of the new budget for the following biennium. Second year funding is contingent on contract performance and program outcomes.

Allocation Determination: The Human Services Committee is a three-member City Council Committee. Following an initial application review and funding recommendation by the Assistant City Manager, the Committee uses five criteria to evaluate applications: 1) equal access to services for Bothell residents and coordination with other human service providers, 2) history of service to Bothell residents, 3) ability to provide appropriate solutions for identified community problems, 4) avoidance of duplication of services, and 5) clear and established program outcomes. Additionally, current and prior contract performance is reviewed for all agencies, which previously received City funding.

2015 grants were allocated to 35 programs representing 25 agencies. The smallest grants for \$951 went to an immigrant integration project and a senior meals program. The largest grant for \$28,527 went to a family support program. The median grant was \$4,945.

City of Edmonds

2015 General Fund: \$38,705,643 Population: 40,490 Median HHI: \$72,244

Other than a \$60,000 annual subsidy for the Senior Center, the City of Edmonds does not currently provide any funding for human services from the General Fund.

City of Lake Stevens

2015 General Fund: \$8,330,876 Population: 29,900 Median HHI: \$72,451

The City of Lake Stevens does not currently provide any funding for human services from the General Fund.

City of Lynnwood

2015 General Fund: \$51,123,643 Population: 36,420 Median HHI: \$49,931

The City of Lynnwood does not currently provide any funding for human services from the General Fund. However, due to the large need demonstrated by local faith-based organizations and mounting political support within City Hall, the City anticipates setting aside \$160,000 for human service grants in 2016, half of which has been earmarked for the YWCA to address homelessness. This represents a \$4.39 per capita contribution or roughly 0.3% of the 2015 General Fund.

The City is currently determining the process for allocating future human service funds. In November, the City began recruiting members for its new Human Services Commission. No City staff are formally dedicated to support human services yet, other than an assigned staff liaison from the Community Development Department.

City of Maple Valley

2015 General Fund: \$11,655,100 Population: 24,700 Median HHI: \$96,462

Funding Amount & Administration: The City of Maple Valley allocated \$30,000 from the General Fund for supporting local human service agencies in 2015. This is the equivalent of 0.3% of the General Fund or a \$1.21 per capita contribution. For new applicants, the City Manager determines whether or not to include them in the proposed budget. No City staff are formally dedicated to support human services funding.

In addition to the human service grants, Maple Valley also grants the local community center \$192,500 annually. This amount serves as direct support for operating costs of the associated youth center, senior center, children and family programs as well as the insurance and surface water management fees.

Application Process: Funding requests are solicited from local human service agencies annually. There are no restrictions other than the funds must be used to assist the poor and infirm or contracts for services which the City would otherwise provide.

Allocation Determination: The City Manager reviews the applications upon receipt, making the determination of whether and how much to allocate to the programs. Regardless of the City Manager’s decision, a copy of the applications is forwarded to the City Council for their information. Human service grants for the poor and infirm were provided to two agencies for 2015. A food bank and emergency services organization was awarded \$15,000, and housing assistance program was also awarded \$15,000.

City of Mercer Island

2015 General Fund: \$25,775,920

Population: 23,480

Median HHI: \$126,359

Funding Amount & Administration: For 2015, the City of Mercer Island allocated \$350,000 from the General Fund to support human services. This equates to 1.4% of the General Fund or a \$14.91 per capita contribution. Mercer Island has a dedicated Youth and Family Services Department which provides a broad range of human and community services. The City Council receives a recommendation during the budgeting process for the amount of General Fund support and ultimately determines how much to subsidize the department.

Youth and Family Service has regular staff of 15.5 FTEs and contracted staff of 5.0 FTEs for a total of 20.5 FTEs. This includes all administrative staff and service providers. General Fund support, which constitutes only 14% of the department’s budget, is supplemented with intergovernmental grants, revenues from service fees, donations, and sales from the department’s thrift shop.

Application Process: Mercer Island does not have an application for human service funds.

Allocation Determination: Youth and Family Services funds are allocated through the department’s budget and based on community needs assessments, key informant interviews, feedback from the Youth and Family Servicers Advisory Board, and cross-tabulation of intern surveys, outcomes, and professional expertise and research. The department staff reports outcomes to the City Council as well as to external grantors like King County.

In addition to the services provided directly through the Youth and Family Services Department, small grants are disbursed from the department’s fund for regional services that they do not provide residents. These services include legal assistance and domestic violence programs.

City of Mount Vernon

2015 General Fund: \$21,225,983

Population: 33,530

Median HHI: \$48,240

The City of Mount Vernon allocated \$61,300 from the General Fund in 2015 for human services. This amount equates to 0.3% of the General Fund or a \$1.83 per capita contribution. Instead of a competitive application process, the City has three designated organizations whose funding rolls forward from year to year with little variation. The largest grant, \$55,500, goes towards senior services. The remaining \$5,800 is split between homeless services and a domestic violence program. The median grant amount is \$3,000.

City of Mountlake Terrace

2015 General Fund: \$14,278,475

Population: 21,090

Median HHI: \$59,007

The City of Mountlake Terrace does not currently provide any funding for human services from the General Fund. The City did previously provide limited support for a seniors group.

City of Mukilteo

2015 General Fund: \$12,569,188

Population: 20,900

Median HHI: \$93,717

The City of Mukilteo does not currently provide any funding for human services from the General Fund; however, the City does offer \$10,000 annually for community support grants through a competitive application

process. These grants typically go towards events or organizations which promote community engagement such as a community garden or National Night Out.

City of Oak Harbor		
2015 General Fund: \$13,668,694	Population: 22,000	Median HHI: \$48,955

The City of Oak Harbor provided \$20,500 to fund two human service organizations in 2015. This equates to 0.1% of the General Fund or a \$0.93 per capita contribution. The recipient organizations initiated the funding requests, and the City Council chose to grant the amounts requested in full. \$18,000 was disbursed to support senior services, and the other \$2,500 was granted to alcohol abatement services above the state requirement. The agencies report back to City Council with a presentation on how the funding was utilized.

City of Port Angeles		
2015 General Fund: \$20,064,500	Population: 19,140	Median HHI: \$39,577

The City of Port Angeles contributed \$46,350 of General Fund dollars to the United Way in 2015. This amounts to 0.2% of the General Fund or a \$2.42 per capita contribution. While this amount was an increase from \$30,000 in 2013, the City Council ultimately decided to phase out this contribution entirely over the next three years during a Priority Setting process. By 2019, the support for United Way will be reduced to \$0.

City of Puyallup		
2015 General Fund: \$30,739,819	Population: 38,950	Median HHI: \$61,362

Funding Amount & Administration: The City of Puyallup allocated \$174,000 of the General Fund for human services in 2015. This is the equivalent of 0.6% of the General Fund or a \$4.47 per capita contribution. Puyallup does not calculate the total funding amount using a formula. The amount has risen from \$51,500 in 2011 to the current level of \$174,000 in 2014. The City Clerk provides general administrative support for the human services funding but no staff hours are formally dedicated to oversight.

Application Process: Human service funding requests are reviewed each summer by an ad-hoc committee of three council members, and they draft a funding recommendation. Agencies must maintain nonprofit status, demonstrate at least 50% of budget comes from sources other than the City, and have provided program services as described in the application for at least one year. Preference is given to organizations which will leverage City funds to obtain additional resources and provide necessary, cost-effective services to Puyallup residents.

Allocation Determination: The ad-hoc City Council committee makes a funding recommendation to the full City Council. Grant recipients are required to submit biannual performance reports in July and at the end of January the following year.

For 2015, grants were disbursed across 11 agencies. The awards ranged in size from \$1,000 for a food pantry and at-risk youth services to \$60,000 for a program dedicated toward ending family homelessness with a median grant of \$7,500.

City of University Place

2015 General Fund: \$3,867,552

Population: 31,720

Median HHI: \$57,591

Funding Amount & Administration: For 2015, the City of University Place provided \$6,000 from the General Fund for human service grants. This amount has remained unchanged for years and equates to 0.2% of the General Fund or a \$0.19 per capita contribution. No City staff directly support human services.

Application Process: University Place does not use an application for human services funding.

Allocation Determination: City Council designated two specific agencies to receive City funding. These organizations were deemed to have a direct benefit to University Place residents with the ability to report on their service to City residents. The agencies provide annual performance reports for the City Council. University Place awarded \$3,000 grants to a program for individuals with disabilities and a domestic violence program.

City of Wenatchee

2015 General Fund: \$21,294,920

Population: 33,230

Median HHI: \$47,944

The City of Wenatchee does not currently provide any funding for human services from the General Fund.

City of Woodinville

2015 General Fund: \$14,366,000

Population: 11,240

Median HHI: \$96,993

Funding Amount & Administration: The City of Woodinville provided \$65,000 from the General Fund in 2015 for human service grants. This amount represents 0.5% of the General Fund or a \$5.78 per capita contribution. There is no specified direction or criteria on the funding amount from year to year. Funding has decreased from more than \$100,000 in 2008 to the current \$65,000 since 2010. Woodinville is currently in the process of reviewing how the City funds human services. Oversight of the human services program comes from 0.10 FTE, a Management Analyst, within the Executive Department.

Application Process: Human service grant awards are a part of the City’s biennial budget process. In October, grant applications are accepted from agencies, and in January, the grants are awarded by City Council for a period of two years.

Agencies which provide basic human needs such as emergency shelter, food, and medical care are given preference. Applicants must demonstrate a nondiscriminatory policy, obtain and maintain all required insurance coverages, permits, and licenses before funding is released. Services should not be duplicative and partnerships with other organizations are viewed favorably.

Allocation Determination: Applications for the 2015/2016 biennium were reviewed by the Emergency Preparedness and Public Safety Commission which made a funding recommendation to the City Council. The funding priority goals of the City include basic human needs, gainful employment, social support and interaction, and access to available services through transportation, information, or referral.

Agencies will be funded by line item or service units per their contract, which includes a description of the measurable outcomes. Progress reports are submitted quarterly with the associated reimbursement request. The City visits a few of the funded agencies each year to ensure that service unit reporting is accurate.

Awards for 2015 were disbursed to 12 programs from 11 agencies. The largest grant (\$13,400) was given to a senior day center, while the two smallest (\$2,000 each) were given to domestic violence services and a family and student meal program. The median grant was \$4,500.

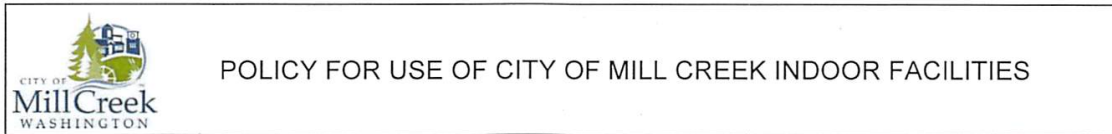


City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Bellevue*	\$3,117,067	135,000	\$90,333	5.60 FTE	\$23.09	1.8%	42	\$36,630
Tukwila*	\$365,170	19,300	\$43,331	2.0 FTE	\$18.92	0.7%	28	\$5,000
SeaTac*	\$510,000	27,650	\$46,328	1.0 FTE	\$18.44	1.6%	28	\$10,000
Mercer Island	\$350,000	23,480	\$126,359	20.5 FTE	\$14.91	1.4%	◆	◆
Bainbridge Island	\$347,922	23,390	\$95,481	◆	\$14.87	2.9%	11	\$23,685
Redmond*	\$799,151	59,180	\$96,183	1.75 FTE	\$13.50	0.9%	28	\$12,242
Kirkland*	\$771,623	83,460	\$87,480	1.0 FTE	\$9.25	0.9%	39	\$8,990
Issaquah*	\$291,000	33,330	\$86,865	1.00 FTE	\$8.73	0.8%	32	\$5,000
Kenmore*	\$159,100	21,500	\$82,334	0.10 FTE	\$7.40	1.6%	14	\$6,250
Kent*	\$872,866	122,900	\$57,553	3.50 FTE	\$7.10	1.2%	26	\$11,000
Bothell	\$290,500	42,640	\$74,769	◆	\$6.81	1.7%	25	\$4,945
Covington*	\$126,551	18,520	\$90,280	0.50 FTE	\$6.75	1.7%	16	\$5,000
Auburn*	\$476,500	75,545	\$55,483	4.38 FTE	\$6.31	0.1%	30	\$10,000
Shoreline*	\$315,953	54,500	\$64,096	1.30 FTE	\$5.80	0.9%	12	\$4,958

City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Woodinville	\$65,000	11,240	\$96,933	0.10 FTE	\$5.78	0.5%	11	\$4,500
Renton*	\$567,038	98,470	\$64,141	4.35 FTE	\$5.76	0.7%	39	\$6,000
Federal Way*	\$516,000	90,760	\$55,872	2.50 FTE	\$5.69	1.2%	27	\$10,000
Burien*	\$275,000	48,810	\$50,805	0.25 FTE	\$5.63	1.2%	19	\$8,000
Bellingham	\$426,100	83,580	\$40,648	0.15 FTE	\$5.10	0.6%	18	\$25,000
Puyallup	\$174,000	38,950	\$61,362	minimal	\$4.47	0.6%	11	\$7,500
Lynnwood	\$160,000	36,420	\$49,931	♦	\$4.39	0.3%	♦	♦
Sammamish*	\$178,500	49,980	\$143,919	0.15 FTE	\$3.57	0.4%	35	\$3,150
Des Moines*	\$80,000	30,100	\$59,799	0.15 FTE	\$2.66	0.4%	14	\$3,400
Port Angeles	\$46,350	19,140	\$39,577	♦	\$2.42	0.2%	1	♦
Lacey**	\$85,294	46,020	\$58,835	♦	\$1.85	0.3%	2	\$22,322
Mount Vernon	\$61,300	33,530	\$48,240	♦	\$1.83	0.3%	3	\$3,000
Tumwater**	\$35,000	19,100	\$62,366	minimal	\$1.83	0.2%	4	\$2,500
Olympia**	\$73,834	51,020	\$51,902	♦	\$1.45	0.1%	♦	♦

City	Human Services Funding	Pop.	Median HH Income	Staff	Per Capita	% GF	# of Agencies	Median Grant
Maple Valley	\$30,000	24,700	\$96,462	♦	\$1.21	0.3%	2	\$15,000
Oak Harbor	\$20,500	22,000	\$48,955	♦	\$0.93	0.1%	2	\$10,250
Kitsap County	\$128,081	258,200	\$62,413	0.95 FTE	\$0.50	0.2%	8	♦
University Place	\$6,000	31,720	\$57,591	♦	\$0.19	0.2%	2	\$3,000
Bremerton	\$0	39,410	\$43,183	♦	♦	♦	♦	♦
Edmonds	\$0	40,490	\$72,244	♦	♦	♦	♦	♦
Lake Stevens	\$0	29,900	\$72,451	♦	♦	♦	♦	♦
Mountlake Terrace	\$0	21,090	\$59,007	♦	♦	♦	♦	♦
Mukilteo	\$0	20,900	\$93,717	♦	♦	♦	♦	♦
Port Orchard	\$0	13,510	\$55,243	♦	♦	♦	♦	♦
Poulsbo	\$0	9,950	\$58,975	♦	♦	♦	♦	♦
Wenatchee	\$0	33,230	\$47,944	♦	♦	♦	♦	♦
Median Per Capita Funding Amount (excl. Cities with no funding)					\$5.73			
* = Share1app Cities, ** Community in Partnership Cities								

Attachment 3



Subject USE OF CITY OF MILL CREEK INDOOR FACILITIES	Index: Communications & Marketing Number: 200-11
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Effective Date: March 5, 2019	Supersedes: CCP 07-002 MCMC 3.42.230.A.1	Staff Contact: Joni Kirk	Clerk ID Number:	Approved By and Date:
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1.0 PURPOSE:

The City of Mill Creek has indoor facilities that are available for use by the public. This policy establishes consistent procedures for granting use of these rooms, prioritizing user groups, specifying deposit and fee schedules, and establishing administrative rules.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCE:

- [MCMC 3.42](#): Fees and Other Assessments
- [MCMC 12.08](#): Special Event Permits

4. POLICY

- 4.1 The following procedures will be used by all City staff for scheduling, approving and facilitating use of the City of Mill Creek's indoor facilities.
- 4.2 In order to prevent any appearance of violation of any state law regulating political campaigns, City facilities will not be available for use in connection with any particular campaign for office or regarding a particular side of a ballot measure. This restriction shall not apply to forums where representatives of each candidate or campaign are included.
- 4.3 Permission to use the facilities does not constitute an endorsement of a group's philosophies, policies or beliefs.

5.0 DEFINITIONS:

- 5.1 **Applicant:** The individual or organization requesting use of a City facility. Applicants must be 21 years of age or older.

- 5.2 **City:** The City of Mill Creek, including any office, department, division, board, committee or other entity therein.
- 5.3 **City Manager:** The city's chief executive officer.
- 5.4 **Everett School District:** The public school district that provides educational services for Mill Creek residents.
- 5.5 **Priority Ranking:** The order by which users are granted room access, as identified in section 6.1.
- 5.6 **Recreation Office:** The City office that is responsible for receiving, approving and facilitating indoor facility use requests.
- 5.7 **Resident:** A person whose primary residence is within the City of Mill Creek boundaries.
- 5.8 **User:** The individual or organization that uses a City indoor facility.

6.0 PROCEDURES:

6.1 Users:

6.1.1 First Priority: City-sponsored or co-sponsored activities/and or meetings shall have priority of use for rooms at all times.

6.1.2 Second Priority:

6.1.2.a Activities sponsored by other governmental jurisdictions; such as the library, city or county agencies, or Everett Public Schools.

6.1.2.b Mill Creek 501(c)3 non-profit organizations, Mill Creek homeowner associations, educational, recreational, or community service activities or organizations (documentation may be required).

6.1.2.c Educational, recreational or community service activities offered by private schools within a five-mile radius of the City.

6.1.2.d Meetings of or by ad-hoc groups of Mill Creek residents for which no fee is charged for participation.

6.1.3 Third Priority:

6.1.3.a Business meetings, birthday parties, workshops, baby showers, or other functions sponsored by a private group or individual where no fee is charged for participation. This includes non-profits and homeowner groups not based in Mill Creek.

6.1.3.b Activities for which a fee is charged for participation.

6.1.3.c Others not qualifying for first or second priority.

6.2 Available Facilities: The City of Mill Creek designates the following facility areas as available to the public:

- Council Chambers, maximum capacity 74
- City Hall North Small Community Room, maximum capacity 43
- City Hall North Large Community Room, maximum capacity 120
- City Hall North Conference Room, maximum capacity 16
- City Hall North Room 216, maximum capacity 20

6.3 Room Reservations:

6.3.1 To reserve a room, a reservation form must be completed, signed and returned with the appropriate fee no later than one (1) week prior to the scheduled event. The form is available online at www.cityofmillcreek.com/rental or in the Recreation Office of City Hall North (15720 Main St.).

6.3.2 Reservations are accepted on a first paid/first served basis. Until payment is received, the room is not reserved.

6.3.3 If two (2) reservations are received on the same day, the priority ranking will prevail.

6.3.4 No first-time reservation by a user will be made or accepted by telephone or fax.

6.3.5 Applicants must be at least 21 years of age. Proof of age may be required.

6.3.6 First Priority users may schedule use of a room up to six (6) months prior to the event. All other reservations may be made a maximum of three (3) months prior to the desired date.

6.3.7 If an applicant must cancel an event for which a reservation has been secured, the applicant shall notify City Hall as soon as possible so the room can be made available for another group.

6.3.8 When notice of cancellation is received at least one week in advance of reservation date, a full rental fee will be refunded. No refund will be made when notice of cancellation is received less than one week prior to the reservation date.

6.3.9 Under certain conditions, the City may be forced to cancel a reservation prior to an event or activity. Possible reasons for cancellation include, but are not limited to, a declared state of emergency, unsafe environmental or health conditions, or interrupted utility services. The City will attempt to notify the applicant as soon as possible if such cancellation occurs. All fees paid to the City by the applicant shall be refunded to the applicant if the reservation is cancelled by the City for any of the above reasons.

6.3.10 The City shall not be held responsible or liable for any damages caused as a result of the cancellation of the event.

6.3.10 Unless written approval has been granted, no group using City facilities will be allowed to use the City logo or imply in any way that the City is a sponsor/co-sponsor of the event or activity.

6.4 Rental Fees / Damage Deposits: All rental fees and/or damage deposits must be paid in full at the time of reservation. Fees are identified below by user group.

6.4.1 First priority users pay no rental fee or damage deposit.

6.4.2 Second priority users:

6.4.2.a Second priority users rate schedule is as follows:

Rooms Rates	Daytime*	After Hours**
Council Chambers	No Charge	No Charge
Small Community Room	\$24.00 per hour	\$40.00 per hour
Large Community Room	\$36.00 per hour	\$56.00 per hour
City Hall North Conference Room	Not Available	\$25.00 per hour
City Hall North Room 216	\$10.00 per hour	\$25.00 per hour

***8:00 a.m. to 5:00 p.m. Monday through Friday**

**** 5:00 p.m. to 10:00 p.m. Monday through Friday, and 8 a.m. to 10 p.m. Saturday and Sunday**

6.4.3 Third priority users:

6.4.3.a Third priority users rate schedule is as follows:

Rooms Rates	Daytime*	After Hours**
Council Chambers	No Charge	No Charge
Small Community Room	\$30.00 per hour	\$45.00 per hour
Large Community Room	\$50.00 per hour	\$70.00 per hour
City Hall North Conference Room	Not Available	\$30.00 per hour
City Hall North Room 216	\$15.00 per hour	\$30.00 per hour

***8:00 a.m. to 5:00 p.m. Monday through Friday**

**** 5:00 p.m. to 10:00 p.m. Monday through Friday, and 8 a.m. to 10 p.m. Saturday and Sunday**

6.4.4 The reservation fee for all applicants will include a refundable damage/cleaning deposit of \$75.00, or refundable damage/cleaning deposit of \$150.00 if group is serving food and/or beverages.

6.4.5 Rentals are hourly and may be extended in 15-minute increments. Set-up and clean-up time shall be factored into the rental time.

6.4.6 Payment methods accepted are: Visa/MasterCard, cash, check or money order.

6.4.7 Only rooms requested on the reservation application, as well as restrooms, are to be used.

6.4.8 Facilities and equipment both inside and outside the facility shall be left in the same condition as found prior to the activity or event. The cost of cleaning or repairs required of City staff as a result of the event will be subtracted from the damage/cleaning deposit, with a minimum of a \$25 charge.

6.5 Liability Insurance:

6.5.1 In most circumstances the City will require that all third priority groups obtain Tenant/User Program liability insurance, with a \$1 million per occurrence limit and it must name the City of Mill Creek as an additional insured. Depending on the activities, first and second priority groups may be required to obtain tenant/user liability insurance.

6.5.2 User shall provide the City with a certificate of insurance coverage no less than fourteen (14) days in advance of the rental date(s). Failure to obtain required insurance is grounds for forfeiture of the rental fee and use of the facility.

6.5.3 For those users who do not have liability insurance for their event, the City can provide assistance in applying for this coverage.

6.6 Damage:

6.6.1 Users of City facilities are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged.

6.6.2 The applicants shall be required to pay the full cost of breakage, damage or loss to City facilities and/or equipment, regardless of amount. Up to a 15% administrative fee may be added to the actual expenses and an hourly fee will be charged for repairs that are required as a result of damage.

6.6.3 Failure to remit the required payment shall bar the applicant from any further use of the facility. Any amount unpaid for more than 60 days will be turned over to a collection agency.

6.7 Administrative Rules:

6.7.1 Use/possession of alcoholic beverages, marijuana, and/or narcotics is prohibited in City facilities.

6.7.2 Smoking is prohibited in and within twenty-five (25) feet of City facilities.

6.7.3 Use of an open flame is prohibited within City facilities.

6.7.4 All events shall meet the occupancy load and fire and safety regulations of the City and the State of Washington.

6.7.5 Use of inflatables and amusement rides within City facilities is prohibited.

6.7.6 Persons who are loud, disorderly and/or abusive to other users of the facility, equipment, or the facility itself will be asked to leave.

6.7.7 Users are responsible for bringing their own linen, coffee pots, dishes, utensils, and other equipment. Tablecloths are strongly recommended to protect tables, especially when serving food and/or drink.

6.7.8 Users are responsible for their own setup and cleanup, which includes wiping down and returning tables and chairs to their pre-event location, and cleaning spills. Reasonable cleaning supplies and trash receptacles will be provided. All setup and cleanup must be completed within the time designated of the rental.

- 6.7.9 Confetti is prohibited.
- 6.7.10 Animals and pets are prohibited (exceptions: service animals, or when scheduled for recreation/activity programs).
- 6.7.11 Groups composed of minors shall be supervised by adults (21 years of age or older) at all times while using City facilities.
- 6.7.12 No items may be stored in a City of Mill Creek facility without explicit approval by the Recreation Office.
- 6.7.13 The City is not responsible for loss or theft of articles during the rental of City facilities and/or left in the facility.
- 6.7.14 The City reserves the right to waive, reduce or increase rental fees, damage deposits, or liability insurance as determined necessary by the City Manager to carry out the purpose and intent of this policy and/or safeguard City personnel, property and facilities.
- 6.7.15 The City reserves the sole right to deny requests for room use due to maintenance or security concerns, inappropriate use of City facilities, or other reasons as appropriate. For additional information about this policy, please contact the Recreation Office at (425) 745-1891.



**Attachment 4
Community Funding Discussion**

Known social service groups that have received funding from the City:

Rotary	\$1,750 (total amount)
Northshore Senior Center	\$12,500 annually, plus one-time amount of \$2,500
CrimeStoppers of Puget Sound	\$1,006.64 annually for 2017 and 2019
Mill Creek for Youth (Malt Shop)	No available records
Snohomish County Human Services	\$5,500 annually ¹

1. RCW 70.96A.085 & 70.96A.087 requires the City to pay Snohomish County Human Services 2% of liquor profits and excise taxes.



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, November 6, 2018

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
Mark Bond, Councilmember
Jared Mead, Councilmember
John Steckler, Councilmember*

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

Didrik Voss, a Mill Creek resident, asked Council to establish a surface water study group to look at public and private surface water systems, and would like the City to take over maintenance responsibilities for the ponds in MCCA.

Barbara Heidel, a Mill Creek resident, asked Council to consider seniors in the budget process and read a [letter](#) that was given to the City Clerk to be entered into record.

PUBLIC HEARING

B. 2019-2020 Preliminary and Proposed Biennial Budget

Mayor Pruitt opened the public hearing at 6:07 p.m.

Interim City Manager Bob Stowe gave Council an overview of the preliminary budget and stressed the importance of the upcoming budget decisions and explained how the budget represents some of the most important and impactful policy decisions Council

November 6, 2018 REGULAR COUNCIL MEETING MINUTES

can make. City Manager Stowe led Council through a [PowerPoint](#) presentation highlighting revenues, expenses, staffing levels and the budget schedule.

Mayor Pruitt opened the public comment portion of the hearing. There were no comments from the audience.

Council engaged in discussion.

Mayor Pruitt closed the public hearing at 6:31 p.m.

OLD BUSINESS

C. Adoption of Ordinance Updating the City of Mill Creek Traffic Mitigation Fee Program

Director of Public Works and Development Gina Hortillosa gave Council a brief overview of the proposed fee and explained that the proposed Ordinance is in congruence as presented with what was presented at the study session held during the last Council meeting as well as the adopted Traffic Improvement Plan (TIP).

Councilmember Steckler made a motion to adopt Ordinance 2018-838, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON REVISING THE TRAFFIC MITIGATION PROGRAM USED FOR ASSESSING TRAFFIC MITIGATION FEES; ADOPTING NEW TRAFFIC MITIGATION FEE ASSESSMENTS; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Bond seconded the motion. The motion passed unanimously.

STUDY SESSION

D. Agreement with Executive Search Firm for City Manager Recruitment

Interim City Manager Bob Stowe reviewed the previously discussed City Manager recruitment process and subsequent Request for Proposal (RFP). City Manager Stowe stated that he sent the RFP to eleven executive search firms and five of those firms responded. City Manager Stowe provided Council with a [draft scoring sheet](#) based on criteria in the RFP, answers from firms, and personal knowledge of the firms.

Council engaged in discussion and determined more time would be needed to select a firm. City Manager Stowe suggested a committee be formed to further look at the RFP's and contact additional references. The newly comprised committee will consist of City Manager Stowe, Mayor Pruitt, Councilmember Todd and Councilmember Steckler; they will report back to Council at the November 13 City Council meeting.

E. Surface Water Rates

Director of Public Works & Development Services Gina Hortillosa provided context of the upcoming FCS Group presentation and explained that the prepared complex model has 3 major components; assumptions, revenues, and expenditures. Director Hortillosa reviewed elements of the proposed rate increase necessary to address the aging surface water infrastructure.

Sergey Tarasov & John Ghilarducci with FCS Group walked Council through a Surface Water Rate Study PowerPoint presentation that detailed City surface water goals, current state, rate history, revenue requirements, the rate setting process, fiscal policies, assumptions, alternatives, key components, funding, and next steps.

REPORTS

F. Mayor/Council

Councilmember Steckler reported that he enjoyed his first experience at Treats on Main and Trunk-or-Treat.

Councilmember Steckler reported that the Mill Creek Kiwanis club teamed up with students from Jackson High School and City maintenance crews to work on landscaping surrounding the Veterans Monument in preparation for the Veterans Day Commemorative Ceremony.

Councilmember Steckler reported that the Shred-It event was a success and thanked the community and businesses that helped put it together.

Mayor Pro Tem Holtzclaw asked Director of Public Works & Development Services Gina Hortillosa to find out if the State plans on replacing the reflective road markings on 132nd/128th as it's difficult to see lane markings at night while it's raining.

G. City Manager

- Council Planning Schedule

Interim City Manager Bob Stow reminded Council to RSVP for the Veterans Day events by Thursday, November 8.

H. Staff

- Design Review Board Meeting Minutes of August 16, 2018
- Art & Beautification Board Meeting Minutes of September 12, 2018

AUDIENCE COMMUNICATION

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

Greg Chandra, a Mill Creek resident, asked Council to prioritize economic revitalization over residential units.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:10 p.m.

Pam Pruitt, Mayor

November 6, 2018 REGULAR COUNCIL MEETING MINUTES

Gina Pfister, Acting City Clerk

November 6, 2018 REGULAR COUNCIL MEETING MINUTES



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, November 13, 2018

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
Mark Bond, Councilmember
John Steckler, Councilmember

Councilmembers Absent:
Jared Mead, Councilmember

Mayor Pro Tem Holtzclaw made a motion to excuse Councilmember Mead due to vacation. Councilmember Cavaleri 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, expressed his dissatisfaction of the proposed complex in the EGUV district.

PRESENTATIONS

- B.** Grant Funding Presentation: Historical Preservation Panels

Snohomish County Councilmember Terry Ryan presented the Council with a symbolic check for \$12,500 from the Snohomish County Council to help fund the Historic Preservation Panel Project. Councilmember Ryan thanked Interim City Manager Stowe for being proactive and responsive and announced that a park project grant is in the County's 2019 budget that will be voted on within the next couple weeks.

November 13, 2018 REGULAR COUNCIL MEETING MINUTES

PUBLIC HEARING

C. 2019-2020 Preliminary and Proposed Biennial Budget and Property Tax Levies

Mayor Pruitt opened the public hearing at 6:08 p.m.

Interim City Manager Bob Stowe explained that the budget document reflects and carries out the City's Guiding Principles and is different than past budgets, representing a robust financial planning tool. City Manager Stowe presented a [slideshow](#) highlighting the budget schedule and public hearing schedule, including those for EMS and property tax levies. City Manager Stowe reviewed the revenue summary, general fund expense summary, expenses by department, and reviewed the 6 year financial forecast with a 1% property tax increase vs. no increase.

Mayor Pruitt opened the public comment portion of the public hearing. There were no comments from the audience.

Council engaged in discussion. Director of Finance & Administration Peggy Lauerma answered questions relating to the General Fund financial forecast scenarios. Council requested additional forecast chart scenarios at the next scheduled study session.

Mayor Pruitt closed the public hearing at 6:30 p.m.

D. Surface Water Utility Rate

Mayor Pruitt opened the public hearing at 6:31 p.m.

Director of Public Works & Development Services Gina Hortillosa summarized the scope of services provided by FCS Group and reviewed the surface water infrastructure assessment and additional debt caused by the Sweetwater Ranch sinkhole. Director Hortillosa explained the service level matrix and detailed the three level of service alternatives for City consideration: baseline, do nothing; large pipe repair; all pipe repair. Director Hortillosa reviewed the proposed service package, outcomes, and funding detail reflective of the City's inflation assumptions.

Council engaged in discussion. John Ghilarducci and Melanie Hobart with FCS Group were present and answered questions from Council.

Mayor Pruitt opened the public comment portion of the meeting.

Wil Nelson, a Mill Creek resident, expressed concern that an increase may hurt families, and hopes a future Council revisits surface water issues before they get out of hand again.

Didrik Voss, a Mill Creek resident, addressed Council in favor of raising rates. Mr. Voss asked Council to share in the MCCA detention pond maintenance responsibilities and would like the City to hire a surface water engineer and ask the County for additional help. Mr. Voss asked Council to create a surface water study group comprised of members representing HOA's and City staff.

Mayor Pruitt closed the public hearing at 7:17 p.m.

OLD BUSINESS

E. Executive Search Firm Selection

Interim City Manager Bob Stowe asked Council to postpone this item to give the newly formed council committee an opportunity to review and evaluate search firm references and make a recommendation. Council agreed.

NEW BUSINESS

F. Successor Interlocal Agreement with the City of Edmonds for the Purpose of Receiving Domestic Violence Coordinator Services

Interim City Manager Bob Stowe briefed Council on the current interlocal agreement (ILA) for domestic violence coordinator (DVC) services and advised Council that the City of Edmonds has notified the City of their intent to terminate the ILA due to increase workload requirements. Termination will only occur once Mill Creek has a suitable arrangement in place. City Manager Stowe advised Council that staff is actively looking for another service provide.

Councilmember Todd made a motion to authorize the City manager to execute the successor Interlocal Agreement between the City of Mill Creek and the City of Edmonds for Domestic Violence Coordinator (DVC) services. Councilmember Steckler seconded the motion. The motion passed unanimously.

RECESS TO BREAK

G. At 7:20 p.m. Council recessed for a five minute break

RECONVENE TO REGULAR SESSION

H. At 7:25 p.m. Council reconvened to regular session

STUDY SESSION

I. Preliminary and Proposed 2019-2020 Biennial Budget

Interim City Manager Bob Stowe facilitated a study session focused on elements of the budget including Capital Funds, Enterprise Funds, Special Revenue, Debt Service Funds, and Proprietary Funds. Director of Public Works & Development Services Gina Hortillosa gave an overview of her department's budget; and City Manager Stowe reviewed the Legislative and Executive department's budgets. Information regarding new positions proposed but not included in the budget was also [presented](#). Director of Finance & Administration Peggy Lauerman reviewed special revenue funds.

J. Mill Creek Sports Park Proposed Rate Increase

Director of Communications & Marketing Joni Kirk briefed Council on the upcoming sports park turf and light replacement project. Director Kirk reviewed proposed hourly rate increases, impact to user groups, and revenue projections. Council engaged in discussion.

November 13, 2018 REGULAR COUNCIL MEETING MINUTES

At 8:34 p.m. Councilmember Todd made a motion to extend the meeting up to 9:00 p.m. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- K.** Approval of Checks #59273 through #59408 and ACH Wire Transfers in the Amount of \$972,506.95
(Audit Committee: Mayor Pruitt and Councilmember Todd)
- L.** Payroll and Benefit ACH Payments in the Amount of \$279,513.66
(Audit Committee: Mayor Pruitt and Councilmember Todd)

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

REPORTS

M. Mayor/Council

Councilmember Bond reported that he toured the senior center and would like to discuss the parking situation and possible funding increase at an upcoming meeting. Interim City Manager Bob Stowe will incorporate additional senior center funding into the next budget discussion.

Councilmember Todd reported that SCC will be having a legislative priorities brainstorming session at their next meeting and encouraged Council to attend. Councilmember Todd provided [EASC's](#) and [AWC's](#) legislative priorities to Council.

Councilmember Todd encouraged Council and the community to provide comments regarding the proposed ST3 station locations through their online survey before November 30.

Mayor Pro Tem Holtzclaw thanked staff for their hard work on the Veterans Day events.

Mayor Pro Tem Holtzclaw asked that people read The Farm materials online and give the developer an opportunity to present the proposal before negative comments are made.

- N.** City Manager
 - Council Planning Schedule
- O.** Staff
 - Park & Recreation Board meeting minutes of October 3, 2018

AUDIENCE COMMUNICATION

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

Carmen Fisher, a Mill Creek resident, expressed her interest in the police department budget and would like the City to continue investing in the department. Ms. Fisher

November 13, 2018 REGULAR COUNCIL MEETING MINUTES

would like Council to consider programming of some kind for Martin Luther King Jr. Day and Black History Month.

RECESS TO EXECUTIVE SESSION

(Confidential session of the Council)

- Q.** At 8:52 p.m. the Council recessed to executive session to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g)

The executive session ended at 8:59 p.m. No action was taken.

RECONVENE TO REGULAR SESSION

- R.** At 9:00 p.m. the meeting reconvened to regular session

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 9:00 p.m.

Pam Pruitt, Mayor

Gina Pfister, Acting City Clerk

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: February 28, 2019

- March 12, 2019 – Special Meeting (5:00 p.m.)**
 (Executive Session)
- Review of City Manager Candidate Applications

- March 12, 2019**
 (Agenda Summary due March 4)
- Presentation: Waste Management
 - Presentation: Northshore Senior Center
 - Approval of Surface Water Bond Reimbursement Resolution
 - SVR Contract Amendment
 - Study Session: The Farm Development Agreement
 - Study Session: Financial Policies
 - Report: Procurement Procedures Manual
 - Report: Quarterly Financial Report

- March 22, 2019**
- City Manager Finalists – Community & Staff Engagement

- March 23, 2019**
- City Manager Finalists – Council Interviews

- March 26, 2019**
 (Agenda Summary due March 18)
- Public Hearing: The Farm
 - Park & Recreation Board Appointment
 - Purchase of PW Bucket Truck
 - Report: Grand Reopening Plan for Mill Creek Sports Park

- April 2, 2019**
 (Agenda Summary due March 25)
- Study Session: Compensation Strategies
 - Study Session: Dobson/Remillard Property
 - Contract for Services – DV Services
 - Report: Winter Storm Update

- April 9, 2019**
 (Agenda Summary due April 1)
- Contract for Services – Mill Creek Blvd Corridor Study

JUNE						
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 ³⁰	25 Council	26	27	28	29

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

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

April 23, 2019

(Agenda Summary due April 10)

- Report: Memorial Day Plans
- Surface Water F Failures - Construction Contract Award

May 7, 2019

(Agenda Summary due April 29)

- Proclamation: Public Works Month

May 14, 2019

(Agenda Summary due May 6)

- Check Presentation to City's AWC Scholarship Nominee

May 28, 2019

(Agenda Summary due May 20)

June 4, 2019

(Agenda Summary due May 27)

- Youth Advisory Board Year-End Recognition

Possible Work Session Topics for Discussion

- Business signs
- MCCA storm water discussions
- Utility Project Management
- Hotel/Motel Theater Tax
- Mill Creek Blvd Vision
- ST3 Stations
- Hawk/SR 96 - Consideration of Speed
- 5G Presentation
- Legislative Retreat
- Gold Star Memorial
- Dobson Remillard Property
- Fleet Program
- Public Works Month Proclamation
- Bike Lanes
- HAWK Signal Update



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
December 20, 2018**

Approved February 21, 2019

DRB Members:

Dave Gunter, Chair
David Hambelton, Vice Chair
Tina Hastings
Diane Symms (absent)
Beverly Tiedje

Community Development Staff:
Sherrie Ringstad, Associate Planner
Christi Amrine, Senior Planner

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:15 p.m.

II. ROLL CALL:

All members were present as noted above except Member Symms, whose absence is excused.

III. MINUTES:

A. Minutes of November 15, 2018

MOTION: Vice Chair Hambelton moved, seconded by Member Hastings, to approve the November 15, 2018 minutes as presented. The motion was approved unanimously.

IV. NEW BUSINESS:

PL2018-0023 Cubes Self Storage Facility

Associate Planner Sherrie Ringstad presented the staff PowerPoint, which included background information, a project description, vicinity photos, and a review of the approved site plan. She noted that the presentation would focus on the individual elements (building elevations, landscaping and signage), reviewing the applicable Design Criteria

Design Review Board Meeting Minutes
December 20, 2018
Page 2

and the proposal, before turning the discussion over to the Board for questions, further discussion and a motion.

Building Elevations

Ms. Ringstad reviewed the design criteria applicable to building elevations. She described the proposed materials and highlights of the individual elevations. She noted that wall signage is reviewed administratively and is shown for conceptual purposes only. Vice Chair Hambelton asked for clarification on the windows and the colored storage doors behind the windows? The Architect, Dirk McCulloch, confirmed that the storage doors do show through the windows – they are setback about 30 inches from the windows. Ms. Ringstad stated that there is a perspective rendering later in the presentation that gives a better idea of what it would look like. Vice Chair Hambelton asked if the windows would be reflective glass. Mr. McCulloch confirmed that they will be clear vision glass.

Chair Gunter asked if the trees shown on the southern elevation are existing or proposed. Mr. McCulloch confirmed that the trees are existing on The Learning Experience property – they used Google Earth to extrapolate their location and mass.

Ms. Ringstad concluded the staff presentation by stating that staff finds the proposed elevations to be consistent with the Design Guidelines and is recommending approval and turned the discussion over to Chair.

Member Tiedje stated that she likes the proposal. Chair Gunter said that the applicant has done a good job of providing modulation. Member Hambelton said that he especially appreciates the perspectives showing the development next door and the 3-D renderings.

Member Hastings asked about the north and south elevations and the fact that the section of wall west of the bay element appears to be longer than 50 feet. Ms. Ringstad confirmed that the westernmost section is a little longer than 50 feet, but the applicant suggested/requested that the bay element be located a little closer to SR 527 for aesthetic reasons. Staff concurred with the request, while not a strict adherence to the Code, it does create a more attractive view from the SR 527.

Member Hastings suggested that a comment be added to the record clarifying that the bay elements were located closer to SR 527, which made the westernmost section of wall slightly longer than 50 feet without a break in modulation, based on site specific reasons.

MOTION: Vice Chair Hambelton moved, seconded by Member Hastings, to approve the proposed building elevations, colors, and materials for the Cubes Self-Storage project with the following clarification:

- The north and south elevations are approved with the bay elements located closer to SR 527 for aesthetic and visibility reasons, rather than placing them in the middle of the elevation to create evenly spaced modulation. The DRB wanted to make it clear that there were site specific reasons for allowing this exception to the 50-foot façade

Design Review Board Meeting Minutes
December 20, 2018
Page 3

modulation requirement, and to make it clear that they were not intending to set a precedence
The motion was approved unanimously.

Landscaping

Ms. Ringstad reviewed the design criteria applicable to landscaping and gave an overview of the proposed landscape plan. She noted that a combination of native and native-adapted plants as well as a few ornamental plants are proposed. In addition, the plant species proposed are hardy, low maintenance and drought tolerant once established. Ms. Ringstad stated that the evergreen trees proposed on the southern and northern property boundary as well as in the roadway buffer are Serbian Spruce, the street trees are Paperbark Maple, which are on the City's approved street tree list. She noted that the plants proposed in front are more of the native-adapted and ornamental while the plants proposed around the perimeter of the parking lot in back are more native, which works well with the adjacent NGPA. The parking lot trees proposed in back are Bowhall Maple, which are also on the City's approved street tree list.

Ms. Ringstad stated that she is seeking the Board's input on the following issues:

She noted that the walkway show adjacent to the southernmost exterior access storage units on the western elevation is shown as five-foot wide. Ms. Ringstad suggested that the Board discuss the option of allowing the sidewalk to be increased in width to approximately seven feet, which would require the adjacent landscape bed to be reduced to five feet, eliminating the row of groundcover. This would give the applicant flexibility if it is needed to provide adequate room to access those storage units. The DRB briefly discussed the suggestion and concurred that it would be acceptable if it is necessary to provide adequate access.

Ms. Ringstad stated that the Code requires 90 percent coverage within three years of planting. She noted that the plant schedule shows the groundcover at 30 inches on center and said that there is a concern that this spacing will not achieve the required 90 percent coverage. After discussing the issue, it was the consensus of the Board that the groundcover spacing should be set at 24 inches on center.

Finally, Ms. Ringstad noted that Kinnikinnick is proposed along the northern and southern elevations. Both of these areas will be shady because of the adjacent uses and there is a concern that the Kinnikinnick will not do well in this shady location. She asked if the Board had a suggestion of an alternate plant for these elevations. Ms. Ringstad stated that the TLE property to the south is planned to be planted with Oregon Grape and Barberry. The applicant, David Pruin, stated that his landscape architect feels the Kinnikinnick does well in the shade but they are open to another shrub choice. After discussing the issue the DRB suggested the Kinnikinnick along these two elevations be changed to Oregon Grape.

Design Review Board Meeting Minutes
December 20, 2018
Page 4

Ms. Ringstad concluded the staff presentation by stating that staff finds the proposed landscape plan to be consistent with the Design Guidelines and is recommending approval and turned the discussion over to Chair.

Chair Gunter summarized the Board's suggestions as well as the conditions listed in the staff report and called for a motion.

MOTION: Vice Chair Hambelton moved, seconded by Member Tiedje, to approve the proposed landscape plan for the Cubes Self-Storage project as conditioned in the staff report, with the additional conditions as follows:

- The walkway shown on the west elevation adjacent to the exterior access storage units on the southwest corner of the building may be increased to seven feet in width, if necessary to provide adequate access to these storage units, and the adjacent landscape bed may be reduced to five feet, with the row of groundcover eliminated.
- The landscape bed adjacent to the building on the north and south elevations shall be planted with Mahonia aquifolium instead of Kinnikinnick.
- The spacing on the groundcover shall be 24 inches on-center to meet the 90 percent coverage requirement.

The motion was approved unanimously.

Monument Sign

Ms. Ringstad reviewed the design criteria applicable to freestanding signs. She stated that the Code allows 34 square feet with a maximum height of 42 inches. The proposed sign meets the dimensional requirements outlined in the Code. The sign should also be complementary to the proposed building in color, scale, etc. and located no closer than 5 feet to right-of-way. Ms. Ringstad noted that the sign is proposed to be internally illuminated and as required by Code has been designed to illuminate only the text and the logo – the sign background will not be illuminated.

Staff responded to a couple of Board questions and the DRB briefly discussed the proposed monument sign.

MOTION: Vice Chair Hambelton moved, seconded by Member Hastings, to approve the proposed monument sign for the Cubes Self-Storage project as conditioned in the staff report. The motion was approved unanimously.

Chair Gunter complimented the applicant on the excellent submittal package.

Design Review Board Meeting Minutes
December 20, 2018
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V. **ADJOURNMENT:**

Chair Gunter adjourned the meeting with the consensus of the Board at 6:10 p.m.

Submitted by:



Sherrie Ringstad, Associate Planner

**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
January 17, 2019**

Approved February 21, 2019

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:03 p.m.

II. ROLL CALL:

Chair Stan Eisner
Vice Chair Matthew Nolan
Commissioner Steven Maloney
Commissioner Brian Hyatt
Commissioner Daniel Mills
Commissioner Jennifer Parker (absent)
Commissioner Dennis Teschlog

Staff:
Tom Rogers, Planning & Dev. Services Manager
Sherrie Ringstad, Associate Planner

III. APPROVAL OF MINUTES

Planning Commission Meeting of November 15, 2018

MOTION: Vice Chair Nolan moved, seconded by Commissioner Mills, to approve the November 15, 2018 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION

Small Cell Wireless Facilities – Potential Code Amendments

Associate Planner Sherrie Ringstad noted that the agenda item before the Commission is a continuation of the discussion on the small cell wireless facilities. The staff presentation included a briefing on the impacts of the FCC ruling, a review of the work program, and a background on the purpose and features of small cell facilities. Several slides showing photos of small cell facilities of various types and using different concealment technology were reviewed and discussed by the Commission.

Photos of the different types of light poles in the City were displayed, including the specialty poles owned by the City in the Town Center, on Main Street, and in the North Pointe neighborhood; the concrete aggregate poles in the MCCA area; and poles in areas that were annexed following development under Snohomish County regulations; as well as newer aluminum poles in more recently developed subdivisions. Ms. Ringstad noted that, with the exception of the wooden poles, most of these light poles could not structurally accommodate small cell facilities and would need to be replaced.

The staff presentation also included slides showing potential pole designs provided by the PUD. These designs were for a more decorative pole, hollow to allow cables and wires to be *concealed internally*, with a large base that could accommodate the equipment box *and the* antenna on top of the decorative light. These lights, or something similar, might be acceptable for a standard pole to replace the decorative poles owned by the City.

Planning Commission Minutes
January 17, 2019
Page 2

The presentation concluded with a review of the areas the new code will address, including establishing a process, adopting aesthetic standards/approved poles, application requirements and a process to address minor modifications.

A Commission discussion ensued with several issues and questions addressed as follows:

Chair Eisner asked if the carriers would be required to co-locate the small cell facilities to reduce the number of new poles required? Staff confirmed that each pole can only accommodate one carrier; thus, co-location of the small cell facilities is not feasible.

In response to a question regarding whether the terrain or the carrier's equipment has the most impact on the service area for each facility (i.e., the 300 to 1,000 range), staff was unable to provide a definitive answer but stated that it was likely to be a combination and would differ depending on the individual carrier's equipment.

Commission Mills asked if any other cities have selected standard poles yet. Ms. Ringstad stated that the cities of Mountlake Terrace, Brier, Edmonds and Lynnwood have been processing applications, but stated that she is not aware if they have selected a standard pole. Planning and Development Services Manager Tom Rogers added that these cities do have more wooden poles than Mill Creek and may be less likely to need replacement poles.

Chair Eisner asked if five or six carriers were installing small cell facilities, how many facilities would the City anticipate. Commission Mills said that in his opinion, only three carriers are likely to be installing the 5G facilities, T-Mobile, Verizon, and AT&T. He doesn't think it is likely that the smaller carriers will be going to that expense.

Responding to a question regarding when the City might see installations, Mr. Rogers stated probably within a year or two, but we haven't been approached by any carriers yet. Ms. Ringstad added that staff will be meeting with the carriers prior to the next Commission meeting and would probably have a better idea following that meeting.

Commissioner Mills asked if trees will have any impact on the service area. Staff stated that is likely and noted that the City Attorney Elana Zana may be able to answer that question at the next meeting.

Commissioner Teschlog asked about facilities located outside the public right-of-way. Mr. Rogers said that they would still have to follow rules, they just wouldn't need a franchise agreement.

Commission Hyatt suggested that the City work with the County to address standards in the unincorporated areas surrounding the City. Mr. Rogers said that staff hasn't talked with County staff yet, but agreed that it is a good idea.

Commissioner Teschlog suggested that staff also coordinate with the Mill Creek Community Association (MCCA) on the standard for the light poles in the MCCA area. Mr. Rogers concurred, saying that this will be an important issue for the community and it might be a

Planning Commission Minutes
January 17, 2019
Page 3

good idea to have a public workshop inviting the MCCA as well as other interested groups/residents prior to the public hearing.

VI. FOR THE GOOD OF THE ORDER

Planning and Development Services Manager Rogers advised the Commission that the City Council has appointed Mayor Pro Tem Brian Holtzclaw as a Council liaison to the Planning Commission. The intent is not to have him participate but act as an observer and report back to the City Council, as well as bringing Council direction/input back to the Planning Commission. He noted that in the past the City Council and Planning Commission have held joint meetings on an annual or semi-annual basis and stated that staff will suggest a joint meeting in the future.

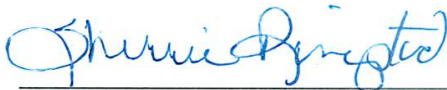
Mr. Rogers stated that staff is preparing to go out with an RFP for consultant services to prepare the Mill Creek Boulevard Corridor subarea plan. The consultant would be working with the Planning Commission on the subarea plan and with a stakeholder's group that would include property owners.

Planning and Development Services Manager Rogers also stated that the Code Enforcement Code Amendments that were reviewed by the Planning Commission last November are scheduled to be considered by the City Council on February 12, 2019.

VII. ADJOURNMENT

MOTION: Vice Chair Nolan moved, seconded by Commissioner Teschlog, to adjourn the meeting at 7:50 p.m. The motion was approved unanimously.

Submitted by:



Sherrie Ringstad, Associate Planner