



## City Manager Message

As we've previously shared, the last year was focused on shaping the City's vision and mission, both on paper and in practice. We refined how we work to ensure an exceptional community experience, including hiring specialty staff to improve how we work. You'll read more about Sandy and Kamal in this issue, and how these recent hires are providing significant contributions in our day-to-day work.

As a result of this work, we shared some great news this spring. The City of Mill Creek closed the 2015-2016 biennium with \$1.5 million more in General Fund reserves than was expected, closing at nearly \$6.4 million. In addition, the City was able to transfer \$480,000 to the Capital Improvement Projects Fund. Balancing the budget required a great deal of discipline and hard

work by all our employees. By infusing flexibility, teamwork and creativity in our workplace culture we were able to improve processes and implement efficiencies that allowed us to overcome this significant challenge. It is virtually unheard of to have this much of a budget swing within a single budget cycle, so we are proud of the work of our staff that made this happen.

In addition to overcoming the deficit, we were able to fund items not

originally in the 2015-2016 budget, such as the remodeling of existing facilities to provide sustainable work space for our employees and to create a welcoming environment for our customers. Our staff were hands-on throughout the process, from building counters, creating new office spaces and running wire and cable, to selecting color palettes and creating wayfinding signage. In the process, the City reduced planned capital spending by \$8.3 million and created a beautiful

*(Continued on page 36)*



*City Staff at the April 18 Open House*

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## Spotlight: Sandy Kottke

When Sandy Kottke joined the City in December 2015 as an accountant, she brought with her extensive accounting and financial management experience. She had served as an accounting manager for a local mortgage lender for 13 years, worked at a CPA firm in Arlington, and provided contract bookkeeping work for five years.

With dual bachelor's degrees in accounting and finance from Central Washington University, she brings keen insight to the full range of finance responsibilities. Some of her key tasks include maintaining the general ledger accounting system, reviewing journal entries, analyzing and reconciling bank records, and cash management. She also is responsible for preparing the City's monthly, quarterly and annual financial reports to ensure compliance with governmental regulations.

"We're working to update the reports to reflect current financial reporting trends, and to make the financial statements easier to read and more understandable by people without financial backgrounds," Sandy said.

Sandy also is tasked with researching complex issues and technical information for the ongoing development of best financial practices. Her work is significant in the new era of accountability at City Hall, where



*Sandy Kottke, Accountant*

City employees at every level are encouraged to seek ways to improve upon what has been done historically. Sandy's contributions are helping the Finance and Administration department to implement industry best practices and LEAN principles to provide financial integrity. She also is helping to develop appropriate internal controls.

In the last 18 months, many processes have been automated, which in turn eliminated large amounts of paper records, reduced staff time needed to process cash receipting and facilitated easy record reconciliation.

Financial accounting methods were updated to reflect an accurate picture of City revenues and expenditures.

Working closely with the Director of Finance and Administration, Sandy streamlined the chart of financial accounts from about 600 line items to about 300. At the same time, she updated account numbers to the current standards for reporting to the State Auditor's Office.

"For example, we had multiple accounts for supplies," she noted. "We combined them into one. This approach aligns with standard industry practice, provides for a cleaner financial presentation, makes it easier to code accounts payable information, and helps directors and managers by reducing complexity."

"Financial planning, careful administration and long-term analysis are absolutely essential, and Sandy is a key member of the team that is conducting this work," said City Manager Rebecca Polizzotto. "Through continuous improvement, we are setting the standard of excellence for how local government should operate. Sandy's contributions are helping us to responsibly manage the City's financial resources and provide transparency at all levels."

## City Manager Message (continued)

and functional work space. Following completion of the remodeling work, we held an Open House in April to dedicate the Mill Creek Municipal Campus. If you missed it, you are still welcome to come see it for yourself!

We're now working to improve how the City is seen from the outside, including redesigning our website to provide a more informative and user-friendly experience. And we've added social media as a communications tool to help you receive helpful and

important information in a timely manner.

City staff also are working to ensure professionalism in areas of work not generally visible to the public. For example, we are strengthening internal controls to provide a checks and balances in our accounting practices. We're developing policies for work practices that need to be refined, ranging from how we respond to citizen requests to how we appropriately recognize employees to reinforce workplace values.

At the Mill Creek Town Hall meeting on July 17, you can learn about other efforts that are transpiring and how you can have an impact on our work. This is your City and you have an opportunity to be involved.

*See you around the City!*

*Rebecca*



## Spotlight: Kamal Mahmoud

The City of Mill Creek recently strengthened its management team with the appointment of Kamal Mahmoud. Hired as the new supervising engineer, Kamal quickly stepped up as acting Public Works director following the departure of Scott Smith.

Kamal most recently worked for the City of Snoqualmie, where he served as public works project engineer / manager since 2010. He has 22 years of engineering and project management experience in design, construction, and contract administration of capital improvement and public transportation projects. This includes managing multi-agency and intergovernmental relationships.

A 15-year Mill Creek resident, Kamal was delighted about an opportunity to serve in his own community, and was attracted to the workplace culture and the City's community-oriented focus.

"I'm excited to work on projects that are professionally interesting to me, such as the 35th Avenue improvements," said Kamal. "My goal is to contribute to the successful operation, maintenance and constant improvement of a robust infrastructure for the City of Mill Creek, to champion customer service, technical vitality, fiscal stewardship and responsiveness within the Public Works Department."

And he has done just that. Kamal began work on Feb. 16 and immediately got to work. Not only is he planning strategically for long-term work, he also is handling immediate needs that arise in the community. Recently, some parents and staff at Mill Creek Elementary shared the need for crosswalk improvements surrounding the school.

"Kamal and his team quickly addressed the short-term issues in the school zone, including installing new crosswalk and speed signs, clearing overgrown brush, and changing lightbulbs and sign direction on a flashing light," said City Manager

Rebecca Polizzotto. "In the short time he has been with the City, he has demonstrated responsiveness to resident requests, needs and complaints."

Paige O'Leary-Andres, who works with students in the Jackson High School STRIVE (students transitioning responsibly into vocational experiences) program, also experienced Kamal's responsiveness. In April, she shared concerns with Kamal about sidewalk access for these students due to flooding near the Schmitt Medical Building. "The very next day, there was a worker clearing the ground! We thought if it happened within a month, we would be lucky. We are so grateful for your quick response," she wrote in a letter of gratitude.

According to Rebecca, Kamal was a strategic addition to the Public Works team. "Scott Smith, the City's former Public Works director, had been working to recruit Kamal for a couple years. This was part of our organization's plan to increase capacity in our engineering services," she said.

According to a Deloitte study on trends in the public sector released last year, "leaders are increasingly rethinking their organizational structures and service delivery models to bring the right people and capabilities to solve today's problems and drive innovation." Such is true with Kamal's recruitment.

"Kamal was the right person to address some very big projects that we're undertaking in the next couple of years," said Rebecca. "He brings tremendous engineering experience from another City that enables him to run with the projects already identified."

This includes leading the charge on the reconstruction of 35th Avenue SE, which will take place in 2018. "I'm very excited about this project," said Kamal. "This is work that is exciting and challenging to me, and I'm



*Kamal Mahmoud, Public Works Director*

delighted to make a difference in my own community with this much-needed work."

His other projects include developing the Capital Improvement Plan, leading ongoing design projects such as North Creek Park and designing the new Public Works shop.

Kamal previously worked as a planning and development review engineer for the Snohomish County Planning Department. He also worked for the Washington State Department of Transportation for 12 years, including six as a design supervisor. He holds a bachelor's degree in civil engineering from Saint Martin's University.

Kamal resides in the Highland Trails neighborhood with his wife and two kids. In his down time, he enjoys family activities like going to the beach, visiting parks, and traveling to new places. He also enjoys listening to music, reading about world history and playing a good game of chess.

## Construction Projects Impact Residents

A combination of projects by the City of Mill Creek, Snohomish County, Community Transit and the Washington State Department of Transportation will have a significant impact on Mill Creek residents over the next couple of years. Following is a summary of upcoming projects and timelines.

- **CCTV Work – Now through June 2017**

The City is cleaning catch basins on 164th Street SE, Bothell Everett Highway, Dumas Road and 132nd ST SE (SR96). During the work on each segment, the right lane will be closed. Flaggers and traffic control devices will help community members navigate through the construction zones. This work will occur during the day between 7 a.m. and 5 p.m.

- **Snohomish County PUD Utility Project – Now through September 2017**

Snohomish County PUD began an underground utility construction project in April that will result in lane closures and restrictions in Mill Creek through September. PUD will be replacing approximately 9,000 circuit feet of cable.

The affected roadways include Bothell-Everett Highway to Mill Creek Road; Mill Creek Road to Village Green Drive; Village Green Drive to 148th Street SE; and 148th Street SE to 32nd Avenue SE. Most of the work should be on the shoulder and grassy area. However, travel lanes may be impacted. Flaggers and traffic control devices will help community members navigate through the construction zones.

Lane closures on arterials, including Mill Creek Road and Seattle Hill Road, are permitted between 9 a.m. and 3 p.m. Monday through Friday. Lane closures on Village Green Drive are permitted between 7 a.m. and 4 p.m.

- **Seattle Hill Road – Now through Summer 2018**

Snohomish County's Public Works department has begun work on

widening and repaving Seattle Hill Road between 132nd Street SE and 35th Avenue SE. The work began in mid-April and is expected to last through the summer of 2018. The work will include adding bike lanes, curbs, sidewalks and a center turn lane.

Drivers are advised to take alternate routes due to intermittent single-lane closures and delays of up to 20 minutes. In addition, the project will require two full-road closures for three days this summer, as well as one week-long full-road closure. The planned detour route is for traffic to use 35th Avenue SE.

Project updates are online at [snohomishcountywa.gov/666/Seattle-Hill-Rd-Mill-Creek-2018](http://snohomishcountywa.gov/666/Seattle-Hill-Rd-Mill-Creek-2018).

- **Community Transit Work Along 128th near I-5 – June through September 2017 and May 2017 through September 2018**

Work will begin this June on a project to widen 128th Street approaching the I-5 on-ramps between 3rd Avenue SE and northbound I-5, and 4th Avenue W and southbound I-5. Work will require right-hand lane closures at times, as well as temporary pedestrian impacts. The construction will occur at night and on weekends to minimize traffic backups and delays, as well as to minimize hazards to workers, and will take place only during the summer construction season. As a result of this project, there will be a new right-hand freeway entrance to northbound I-5 from the Mill Creek area.

- **Freshening of Mill Creek Crosswalks and Road Markings – July and August 2017**

The Snohomish County Traffic Maintenance group will be freshening up faded crosswalks and other road markings around the City. Work is anticipated to take place in July or August. Traffic control and flaggers will be provided during work as needed and will ensure traffic flow.

- **132nd Street SE Paving – August 2017 through Early 2018**

The Washington State Department of Transportation plans work on State Route 96 between I-5 and State Route 9, which encompasses the length of 132nd Street SE within the City of Mill Creek. This project also impacts traffic heading to/from Snohomish on the Seattle Hill Road portion of SR 96. Work will include resurfacing the roadway and installing dozens of pedestrian ramps to meet ADA guidelines.

The construction will occur at night, generally 9 p.m. to 5 a.m. on weeknights, to minimize traffic backups and delays, as well as to minimize roadway hazards to workers. The project also includes the installation of a curb in the median at 12th Drive SE to increase driver safety by restricting left turns at the intersection.

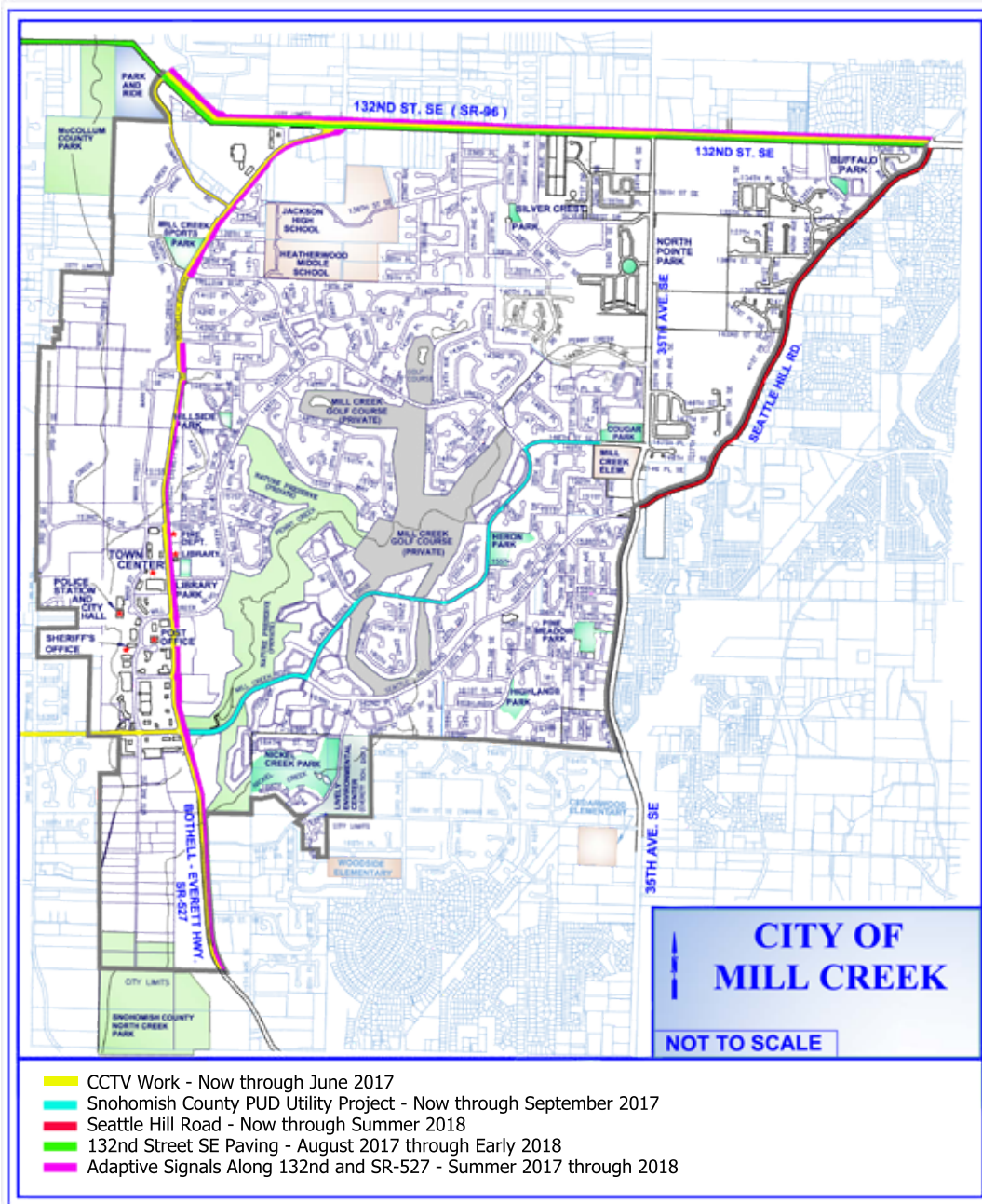
Project updates are online at [www.wsdot.wa.gov/Projects/SR96/i5tors9pave/](http://www.wsdot.wa.gov/Projects/SR96/i5tors9pave/).

- **Adaptive Signals Along 132nd and SR-527 – Summer 2017 through 2018**

Snohomish County is leading and partnering with other local agencies to install 14 adaptive light signals in Mill Creek along SR-527/Bothell-Everett Hwy and along 132nd Street SE. The signal work is happening in advance of the new Swift Green Line. Adaptive signal control enables the traffic signal timing to adapt based on real-time traffic demand to reduce congestion, delay and waiting for all users at the intersections and along corridors. Details will be forthcoming. The County currently is reviewing proposals to select a vendor.

- **Community Transit Work Along SR 527 – Possibly Late-August 2017 through Late 2018**

Work is underway to select a contractor for construction of Swift Green Line stops and road improvements along SR-527. This process will take a couple of months.



Traffic that normally uses 35th Avenue SE as a thoroughfare will be detoured to Seattle Hill Road (local access will still be available via 3rd Avenue SE). Therefore, construction on this roadway will require the County's work on Seattle Hill Road to be complete.

The 35th Avenue project could be advertised for bids in late 2017 or early 2018 with construction starting that spring, depending on the county's Seattle Hill Road project. Construction will take approximately eight months to complete.

Project updates are online at [cityofmillcreek.com/35thReconstruction](http://cityofmillcreek.com/35thReconstruction).

• **35th Avenue SE Extension - Spring 2018 through December 2018**

This County project will widen the 35th Avenue SE corridor between Seattle Hill Road and 180th Street SE. The work will add bike lanes, sidewalks, center turn lanes and planter strips.

It is slated to begin in early 2018 following the completion of the County's work on Seattle Hill Road.

More information is online at [www.snohomishcountywa.gov/591](http://www.snohomishcountywa.gov/591).

Construction work is anticipated to begin in late-August and will last through the end of 2018. Work will include concrete reinforcement of right-hand lanes, which may require brief lane closures at times, and construction on sidewalk curbs, which may temporarily impact

pedestrian traffic. The construction will occur at night and on weekends to minimize traffic backups and delays, as well as to minimize hazards to workers.

Sign up to stay updated on Swift Green Line progress at [www.communitytransit.org/subscribe](http://www.communitytransit.org/subscribe).

• **35th Avenue SE Reconstruction - Spring 2018 through December 2018**

The City is planning reconstruction of 35th Avenue SE to begin in early 2018. The project includes elevating the roadway up to four feet above the existing elevation to mitigate frequent flooding issues.

## Police Beat: Summer Safety *By Officer Chris White*

Spring is in the air and the Mill Creek Police Department Traffic Safety Unit would like to take this time to remind drivers of some changes that occur during the spring and summer months.

In the City and all around the area, road construction projects are kicking off. Projects like these change the normal flow of traffic by adjusting lanes, changing speed limits and posting flaggers. The maze of jersey barriers, traffic cones, flaggers, flashing lights and orange signs is a scenario that often causes confusion and dangerous driving responses. Please allow for extra time in these zones and follow all the posted speed limits, slowing down for flagger and worker safety. If you have the time and availability, try to avoid the area and find another route around the project. Too many flaggers and construction workers are injured or killed during this time of year;

by paying attention and slowing down in construction zones, we can help everyone stay safe.

This time of year also brings an increase in motorcycle traffic. These are smaller vehicles with limited protection. The Traffic Safety Unit asks all drivers to keep their attention on the roadway and to watch for motorcycles that are out and about. Motorcycles have the right to take an entire lane for their travel on the roadway, and due to their smaller size, they can be either difficult to see or appear further away than they really are. Motorcycles can also stop faster than passenger vehicles and will often slow by downshifting, so there may be no brake lights. Give them some extra room if you are following. Double check your mirrors and remember the all-important head check when changing lanes. Motorcycles can easily be



hidden in blind spots and there are seldom “fender benders” in motorcycle crashes.

Summer is a great time of year in Mill Creek and the surrounding community. Get out and enjoy the weather, the environment and the great quality of life we have here; please just do so safely. Pay attention in construction zones, watch out for motorcycles and have fun!

### SAVE THE DATE!

Join the Mill Creek community at these events this summer

#### Japanese Flower Arranging Exhibition and Show

June 4, 11 a.m. to 4 p.m.

City Hall North, Large Community Room, 15720 Main St., Mill Creek  
[cityofmillcreek.com/JapaneseFlowers](http://cityofmillcreek.com/JapaneseFlowers)

#### Summer Art Walks

June 8, July 13 and August 10, 5-8 p.m.

Mill Creek Town Center, 15310 Main St., Mill Creek  
[cityofmillcreek.com/artwalk](http://cityofmillcreek.com/artwalk)

#### 3-on-3 Main Street Madness Basketball Tournament

July 8, Mill Creek Municipal Campus, 15720 Main Street, Mill Creek,  
[mainstreetmadness3on3.com](http://mainstreetmadness3on3.com)

#### Mill Creek Festival

July 8-9, 11 a.m. to 6 p.m. on July 8, and 11 a.m. to 5 p.m. on July 9,  
Mill Creek Blvd, Mill Creek, [millcreekfestival.com](http://millcreekfestival.com)

#### Mill Creek Town Hall Meeting

July 17, 6 p.m., 15728 Main St., Mill Creek, [cityofmillcreek.com/townhall](http://cityofmillcreek.com/townhall)

#### Summer Children's Concerts

July 19, July 26, August 2 and August 9, Noon  
Library Park, 15429 Bothell-Everett Hwy, Mill Creek,  
[cityofmillcreek.com/concerts](http://cityofmillcreek.com/concerts)

For a full, searchable list of events in Mill Creek, visit  
[cityofmillcreek.com/Calendar.aspx](http://cityofmillcreek.com/Calendar.aspx).

### Get the Scoop on Social Media

The City of Mill Creek just launched three social media channels. Follow the City for current news, event details, citizen alerts and opportunities to provide your feedback.



[Facebook.com/MillCreekWA](https://Facebook.com/MillCreekWA)



[Twitter.com/MillCreekWA](https://Twitter.com/MillCreekWA)



[Instagram.com/CityofMillCreek](https://Instagram.com/CityofMillCreek)

View the City's social media policy:  
[CityofMillCreek.com/SMpolicy](http://CityofMillCreek.com/SMpolicy)



# City of Mill Creek Council\*

*\*Elected for four-year terms. Mayor and Mayor Pro Tem selected for a two-year term.*



**Pam Pruitt**  
Mayor  
Position 3  
*Term expires 12/31/17*



**Brian Holtzclaw**  
Mayor Pro Tem  
Position 4  
*Term expires 12/31/17*



**Sean Kelly**  
Position 1  
*Term expires 12/31/17*



**Donna Michelson**  
Position 2  
*Term expires 12/31/17*



**Vince Cavaleri**  
Position 5  
*Term expires 12/31/19*



**Mike Todd**  
Position 6  
*Term expires 12/31/19*



**Mark Bond**  
Position 7  
*Term expires 12/31/19*

## City of Mill Creek Council

**Pam Pruitt, Mayor**  
Position 3

**Brian Holtzclaw**  
Mayor Pro Tem  
Position 4

**Sean Kelly**  
Position 1

**Donna Michelson**  
Position 2

**Vince Cavaleri**  
Position 5

**Mike Todd**  
Position 6

**Mark Bond**  
Position 7

## CITY STAFF

**City Manager**..... Rebecca Polizzotto  
citymanager@cityofmillcreek.com

**Economic and Community  
Development Director** .....Tom Rogers  
tomr@cityofmillcreek.com

**Police Chief**.....Greg Elwin  
grege@cityofmillcreek.com

**Director of Finance and Administration/  
City Clerk** .....Peggy Lauerman  
peggyl@cityofmillcreek.com

**Acting Public Works  
Director** .....Kamal Mahmoud  
kamalm@cityofmillcreek.com

**Director of Communications  
and Marketing** .....Joni Kirk  
jonik@cityofmillcreek.com

## Important City Phone Numbers

**City Hall Offices** (15728 Main Street)  
For Passports, Executive, Finance,  
Human Resources  
Phone Number: 425-745-1891  
Fax Number: 425-745-9650

**Annex Building Offices**  
(15720 Main Street)  
For Planning, Engineering, Building,  
Parks and Recreation  
Phone Number: 425-551-7254

**Police Department**  
Emergency: 911  
Non-Emergency: 425-775-3000  
Phone Number: 425-745-6175  
Fax Number: 425-745-4680

**SATURDAY, JULY 8TH**



**3 ON 3**

**MAIN STREET MADNESS  
BASKETBALL TOURNAMENT**

**Youth & Adult Divisions**

**Prizes for Winners • Limited Space!**

[mainstreetmadness3on3.com](http://mainstreetmadness3on3.com)

**SUMMER CHILDREN'S  
CONCERT SERIES**

Co-Sponsored by Friends of the  
Mill Creek Library & Event Sponsors

**Wednesdays from 12 p.m. to 1 p.m.**

**July 19, July 26, Aug 2, & Aug 9**

**at Library Park**

[cityofmillcreek.com/concerts](http://cityofmillcreek.com/concerts)



**Town Hall Meeting**

**July 17 | 6 p.m.**

**15720 Main Street, Mill Creek**

[cityofmillcreek.com/townhall](http://cityofmillcreek.com/townhall)



**Keep the kids entertained during  
Summer Break! Ages 3 - 12 years.**

[cityofmillcreek.com/register](http://cityofmillcreek.com/register)

**ART WALK**

**Mill Creek Town Center**

**Thursdays from 5 p.m. - 8 p.m.**

**June 8 ♦ July 13 ♦ Aug 10**

[millcreektowncenter.biz](http://millcreektowncenter.biz)



**SATURDAY, SEPTEMBER 16**  
**RACES START AT 9 O'CLOCK A.M.**  
**MCCOLLUM PARK**

**8K** | **5K** | **KIDS' 1K** | **TODDLER DASH**  
**RUN/WALK** | **RUN/WALK** | **RUN/WALK** | **RUN/WALK**  
[www.RunWithHeartMC.com](http://www.RunWithHeartMC.com)

