

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



- Brian Holtzclaw, Mayor • Stephanie Vignal, Mayor Pro Tem
- Mark Bond • Vincent Cavaleri • John Steckler • Benjamin Briles • Adam Morgan

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. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

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.

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. 2021 - 873

Next Resolution No. 2021 - 605

June 22, 2021
City Council Meeting
6:00 PM

VIRTUAL MEETING INFO

- A. Join Zoom Meeting
<https://zoom.us/j/99486132857>
- Meeting ID: 994 8613 2857
One tap mobile
[+12532158782](tel:+12532158782).,99486132857#US (Tacoma)
[+16699006833](tel:+16699006833).,99486132857# US (San Jose)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- C. Graduating Class Proclamations
(Mayor Pro Tem Vignal)
- D. Financial Monthly Report
(Laurel Gimzo, Finance Director)
- E. Police Department Monthly Statistics Report
(Jeff Young, Police Chief)

OLD BUSINESS

- F. Art and Beautification Board Modification
(Michael Ciaravino, City Manager and Kristen Rasmussen, Community Engagement Coordinator)
- G. Request a motion to ratify that the adoption of Resolution No. 2021 - 603 to be Resolution No. 2021 - 604 (Adoption of the Governance Manual) and Resolution No. 2021 - 602 to Resolution No. 2021 - 603 (Addendum No. 3 to Contract No 2019-1504 with Otak) due to a scrivener's error and authorize the City Clerk to amend the record to reflect the correct resolution numbers.
(Naomi Fay, City Clerk)

PROPOSED NEW INITIATIVES

- H. Proposal from the Art & Beautification Board for Lending Libraries in City Parks
(Michael Ciaravino, City Manager)
- I. Proposal from Park & Recreation Board to Purchase Signage for City Parks for Updating and Replacement Purposes.
(Michael Ciaravino, City Manager)

STUDY SESSION

- J. Dobson Remillard Church Cook (DRCC) Concept Development - Facilities Survey Report
(Karen Reed, Consultant)

CONSENT AGENDA

- K. Approval of Checks #63447 through #63505 and ACH Wire Transfers in the Amount of \$1,181,283.83.
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)
- L. Payroll and Benefit ACH Payments in the Amount of \$286,687.51
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)
- M. City Council Meeting Minutes of June 8, 2021

REPORTS

- N. Mayor/Council
- O. City Manager
- P. Laurel Gimzo, Finance Director
 - American Rescue Plan Act (ARPA) Update
- Q. A&B Board Minutes and Park and Recreation Board Minutes

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

- S. Council will recess to Executive Session to discuss the status of collective bargaining negotiations pursuant to RCW 42.30.140(4) and to discuss one item of potential litigation pursuant to RCW 42.30.110(i)(iii) and one item of current litigation pursuant to RCW 42.30.110(1)(i). The executive session is expected to last 30 minutes. No action will be taken following the end of the executive session.

ADJOURNMENT



Proclamation

WHEREAS, the Mill Creek schools, and their students have had to transition from physical classrooms to virtual classrooms; and

WHEREAS, the 2021 graduates have faced the challenges of social distancing head-on and adapted to a new normal as they prepare themselves for their future paths: and

WHEREAS, the 2021 graduating seniors have encountered unprecedented cancellations of the traditional events that celebrate and honor their years of education; and

WHEREAS, the City of Mill Creek wishes to acknowledge and show support for the graduating seniors of the class of 2021; and

NOW, THEREFORE, I, Mayor Pro Tem Vignal of the City of Mill Creek, on behalf of the City Council, do hereby recognize the Graduating Class of 2021 for their diligent efforts, countless hours of study, triumphant wins, and tearful disappointments that have been experienced during their high school careers.

Signed this 22nd, day of June 2021.

Brian Holtzclaw, Mayor

Stephanie Vignal, Mayor Pro Tem

Mark Bond, Councilmember

Vince Cavaleri, Councilmember

John Steckler, Councilmember

Benjamin Briles, Councilmember

Adam Morgan, Councilmember

Michael Ciaravino, City Manager

Attest: Naomi Fay, City Clerk



Meeting Date: June 22, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: ATTACHED FOR YOUR REVIEW IS THE CITY'S BUDGET STATUS REPORT AS OF MAY 31, 2021. THIS REPORT REPRESENTS 20.8% OF THE 2020-2021 BIENNIUM. PLEASE CONTACT FINANCE DIRECTOR GIMZO WITH ANY QUESTIONS CONCERNING THE ATTACHED FINANCIAL DATA.

ATTACHMENTS:

[5.2021 Finance Monthly Budget Update](#)

Respectfully Submitted:

A handwritten signature in blue ink, consisting of a stylized 'L' and 'G'.

City Manager



Cash Basis: Combined Balance Sheet and Income Statement
For the five months ended May 31, 2021

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Surface Water Utility Fund	Equipment Replacement Fund	Unemployment Self Insurance Fund	Custodial Fund
Beginning Fund Balance								
Cash	\$ 1,921,406	\$ 93,963	\$ 356,223	\$ 2,404,966	\$ 420,023	\$ 162,588	\$ (2,743)	\$ 18
Investments	6,675,160	830,000	100,000	7,950,000	3,750,000	1,250,000	-	-
Accounts receivable	(2)	-	-	-	(375)	-	-	-
Accounts payable	(60,365)	(47,087)	-	-	-	-	-	(18)
Total Beginning Fund Balance	8,536,199	876,876	456,223	10,354,966	4,169,648	1,412,588	(2,743)	-
Revenues								
Taxes	6,184,809	1,123	-	591,863	-	-	-	-
Licenses and permits	316,396	20,043	-	-	-	-	-	-
Intergovernmental revenues	245,332	148,963	-	33,794	50,000	-	-	-
Charges for goods and services	129,916	17,022	-	124,979	119,318	-	-	-
Fines and penalties	31,093	-	-	-	-	-	-	-
Miscellaneous revenues	65,160	46,291	46	3,682	1,737	11,412	-	-
Total Revenues	6,972,706	233,442	46	754,318	171,055	11,412	-	-
Expenditures								
Salaries and benefits	2,651,161	9,089	-	-	12,040	-	15,116	-
Supplies	59,069	13,899	-	-	9,215	-	-	-
Professional services	2,294,980	126,670	-	-	60,316	-	-	-
Intergovernmental	-	-	-	-	-	-	-	-
Capital outlay	1,017	-	-	131,684	-	-	-	-
Debt service	-	-	35,417	-	49,955	-	-	-
Miscellaneous expenditures	-	-	-	-	-	-	-	-
Total Expenditures	5,006,227	149,658	35,417	131,684	131,526	-	15,116	-
Excess (Deficiency) Revenues								
Over Expenditures:	1,966,479	83,784	(35,371)	622,634	39,529	11,412	(15,116)	-
Other Increases (Decrease) in Fund Resources								
Transfers-in	-	-	-	-	-	-	-	-
Transfers-out	-	-	-	-	-	-	-	-
Custodial activities-in	-	5,885	-	-	-	-	-	-
Custodial activities-out	(8)	(7,178)	-	-	-	-	-	-
Changes in:								
Accounts receivable	-	-	-	-	-	-	-	-
Accounts payable	(5,573)	(400)	-	-	-	-	-	36,924
Total Other Increases	(5,581)	(1,693)	-	-	-	-	-	36,924
(Decreases) in Fund Resources:	(5,581)	(1,693)	-	-	-	-	-	36,924
Increase (Decrease) in Fund Resources	1,960,898	82,091	(35,371)	622,634	39,529	11,412	(15,116)	36,924
Ending Fund Balance								
Cash	3,887,877	176,454	320,852	3,027,600	459,552	174,000	(17,859)	18
Investments	6,675,160	830,000	100,000	7,950,000	3,750,000	1,250,000	-	-
Accounts receivable	(2)	-	-	-	(375)	-	-	-
Accounts payable	(65,938)	(47,487)	-	-	-	-	-	36,906
Total Ending Fund Balance	\$ 10,497,097	\$ 958,967	\$ 420,852	\$ 10,977,600	\$ 4,209,177	\$ 1,424,000	\$ (17,859)	\$ 36,924



**Budget to Actual Comparison by Fund
For the five months ended May 31, 2021**

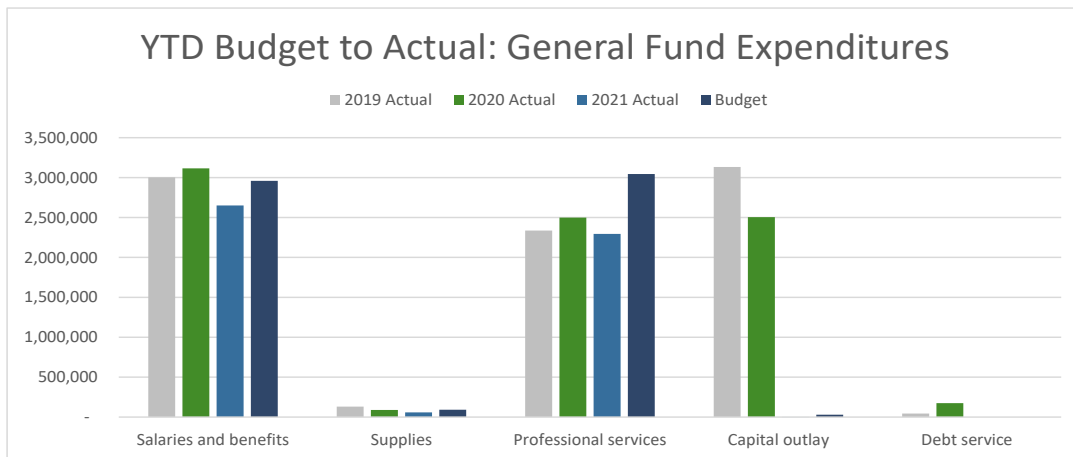
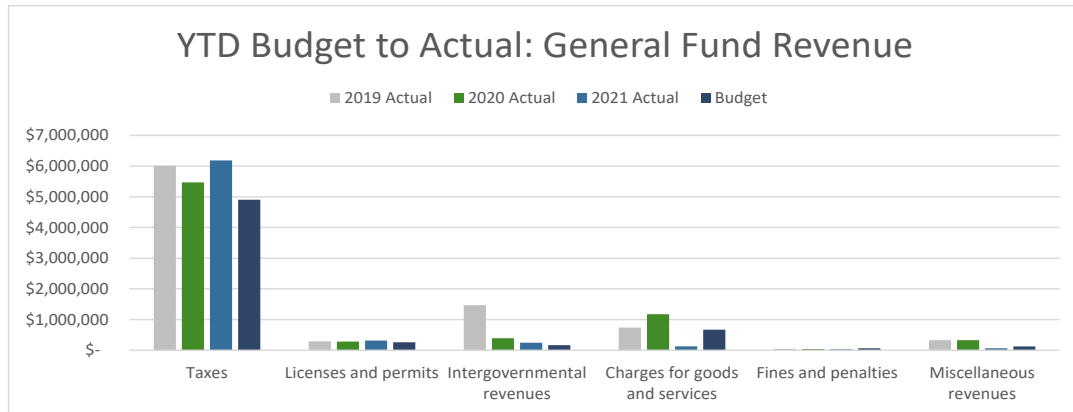
	Revenue			Expenditures		
	Adjusted			Adjusted		
	Budget	Actual	Under (Over)	Budget	Actual	Under (Over)
General Fund	\$ 6,192,567	\$ 6,972,705	\$ (780,138)	\$ 6,132,876	\$ 5,006,236	\$ 1,126,640
Special Revenue Funds						
City Streets Fund	205,150	168,674	36,476	212,831	109,012	103,819
Council Contingency Fund	-	28	(28)	-	-	-
Municipal Arts Fund	266	9	257	2,083	93	1,990
Paths & Trails Fund	594	571	23	-	-	-
Drug Buy Fund	1,545	-	1,545	1,544	-	1,544
City Hall North Fund	74,080	70,046	4,034	88,613	47,730	40,883
Debt Service Funds						
Debt Service Fund	109,783	-	109,783	109,783	35,417	74,366
Local Revitalization Fund	10,644	46	10,598	-	-	-
Capital Project Funds						
Real Estate Excise Tax Fund	530,887	592,141	(61,254)	-	-	-
Capital Improvement Fund	39,218	926	38,292	313,909	24,319	289,590
Parks & Open Space Capital Imp	37,269	73,801	(36,532)	116,667	12,606	104,061
Road Improvement Fund	141,996	87,450	54,546	699,093	94,759	604,334
Surface Water Utility	771,056	171,055	600,001	866,772	131,526	735,246
Internal Service Funds						
Equipment Replacement Fund	55,175	11,412	43,763	72,083	-	72,083
Unemployment Compensation/Self Insurance Fund	-	-	-	-	15,116	(15,116)
Custodial Fund*	-	-	-	-	-	-
	<u>\$ 8,170,230</u>	<u>\$ 8,148,864</u>	<u>\$ 21,366</u>	<u>\$ 8,616,254</u>	<u>\$ 5,476,814</u>	<u>\$ 3,139,440</u>

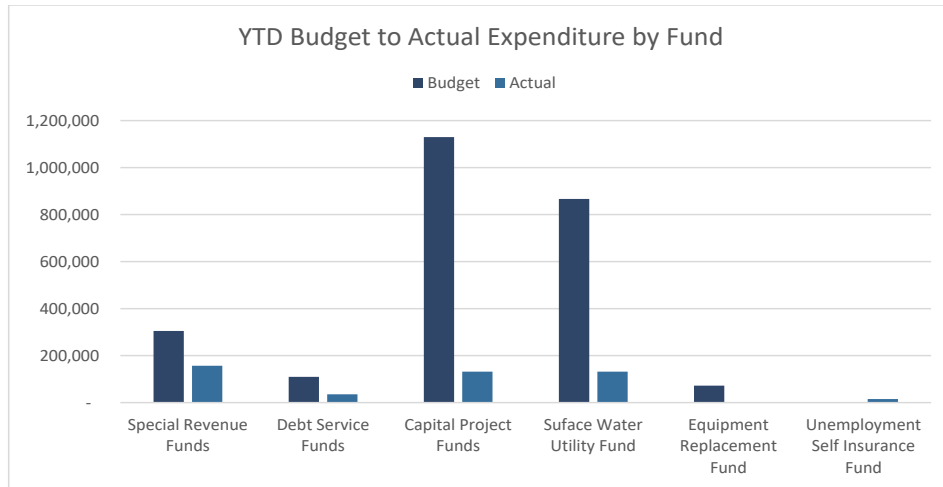
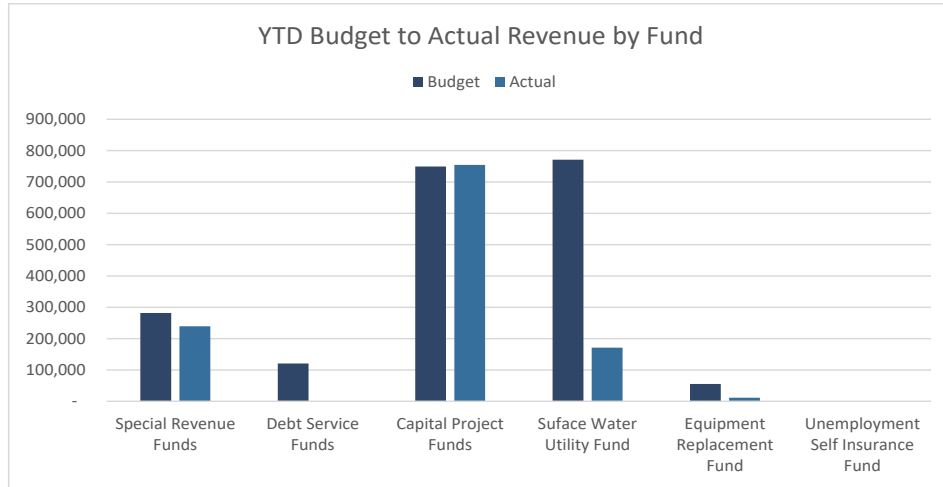
*It is not a requirement to budget for custodial funds.



General Fund Activity
For the five months ended May 31, 2021

	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>Budget</u>	<u>Under (Over) Budget</u>
Revenues					
Taxes	\$ 6,005,835	\$ 5,469,661	\$ 6,184,809	\$ 4,902,956	\$ (1,281,853)
Licenses and permits	291,172	284,838	316,396	259,872	(56,524)
Intergovernmental revenues	1,469,993	391,320	245,332	167,089	(78,243)
Charges for goods and services	737,767	1,176,627	129,916	672,814	542,898
Fines and penalties	47,707	37,540	31,093	65,467	34,374
Miscellaneous revenues	<u>329,477</u>	<u>327,655</u>	<u>65,160</u>	<u>124,370</u>	<u>59,210</u>
Total Revenues	8,881,951	7,687,641	6,972,706	6,192,567	(780,139)
Expenditures					
Salaries and benefits	3,003,068	3,116,224	2,651,161	2,960,060	308,899
Supplies	131,488	89,640	59,069	91,681	32,612
Professional services	2,335,932	2,499,241	2,294,980	3,044,119	749,139
Intergovernmental	-	-	-	-	-
Capital outlay	3,133,853	2,503,922	1,017	29,729	28,712
Debt service	43,821	173,974	-	-	-
Miscellaneous expenditures	-	-	-	-	-
Total Expenditures	<u>8,648,162</u>	<u>8,383,001</u>	<u>5,006,227</u>	<u>6,125,589</u>	<u>1,119,362</u>
Excess (Deficiency) Revenues					
Over Expenditures:	233,789	(695,360)	1,966,479	66,978	(1,899,501)
Other Increases (Decrease) in Fund Resources					
Transfers-in	876,734	-	-	-	-
Transfers-out	876,734	-	-	-	-
Custodial activities-in	-	4,702	-	-	-
Custodial activities-out	<u>12,995</u>	<u>10,885</u>	<u>8</u>	<u>7,286</u>	<u>7,278</u>
Total Other Increases					
(Decreases) in Fund Resources:	<u>(12,995)</u>	<u>(6,183)</u>	<u>(8)</u>	<u>(7,286)</u>	<u>(7,278)</u>
Increase (Decrease) in Fund Resources	220,794	(701,543)	1,966,471	59,692	(1,906,779)



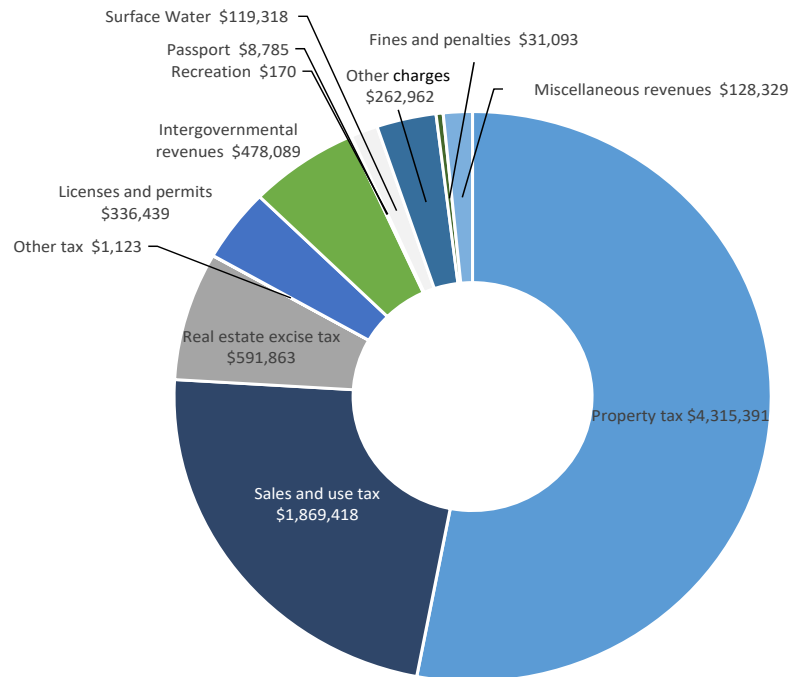




**Revenue Analysis
For the five months ended May 31**

	Actual			Budget
	2019	2020	2021	2021
Taxes				
Property	\$ 4,078,987	\$ 3,541,402	\$ 4,315,391	\$ 3,362,929
Sales and use	1,488,607	1,584,813	1,869,418	1,549,683
Real estate excise	429,757	340,153	591,863	522,729
Other	8,484	3,293	1,123	3,537
Licenses and permits	291,172	284,838	336,439	277,015
Intergovernmental revenues	1,469,993	391,320	478,089	416,206
Charges for goods and services				
Passport	279,514	165,393	8,785	339,748
Recreation	142,862	19,719	170	135,720
Surface Water	54,162	716,421	119,318	756,298
Other	261,229	275,094	262,962	368,205
Fines and penalties	47,707	37,540	31,093	65,467
Miscellaneous revenues	329,477	327,655	128,329	223,548
	<u>\$ 8,881,951</u>	<u>\$ 7,687,641</u>	<u>\$ 8,142,980</u>	<u>\$ 8,021,085</u>

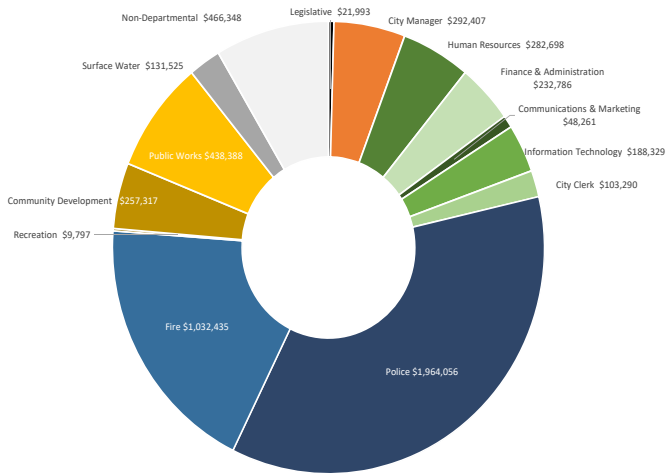
YTD Revenue by Source



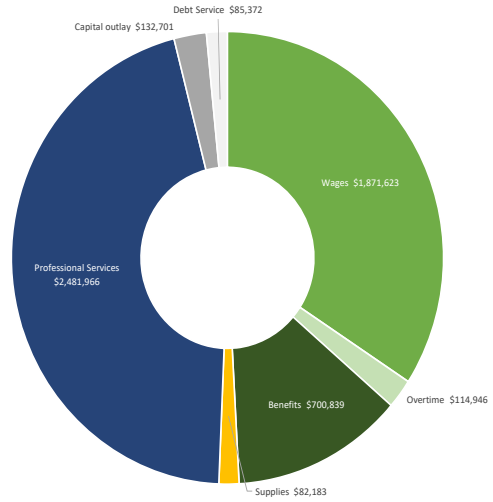


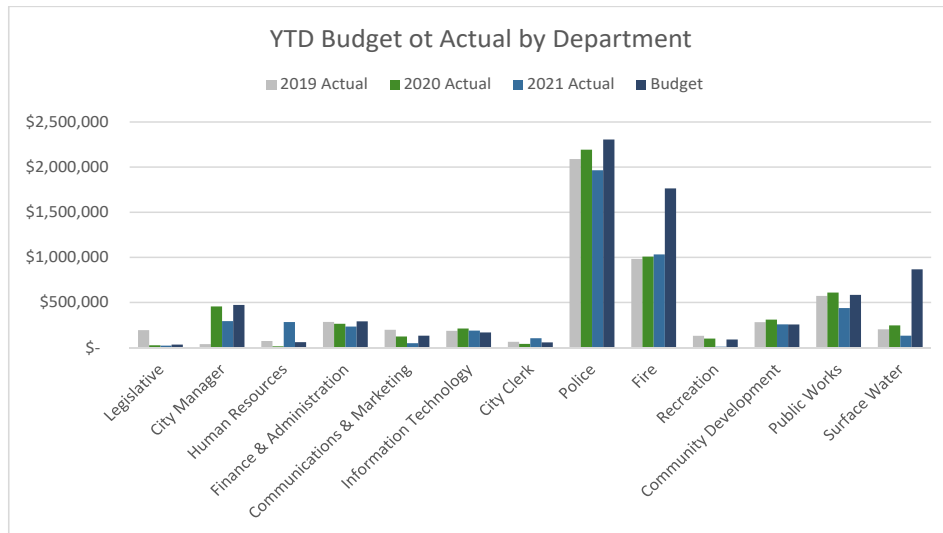
	Legislative	City Manager	Human Resources	Finance & Administration	Communications & Marketing	Information Technology	City Clerk	Police	Fire	Recreation	Community Development	Public Works	Surface Water	Non-Departmental	Total
Wages	\$ 18,500	\$ 156,250	\$ -	\$ 140,872	\$ 26,511	\$ 47,276	\$ 37,355	\$ 1,125,818	\$ -	\$ 6,629	\$ 130,421	\$ 173,376	\$ 8,615	\$ -	\$ 1,871,623
Overtime	-	-	-	10	938	-	-	109,266	-	234	-	4,238	260	-	\$ 114,946
Benefits	1,497	42,261	-	49,580	11,624	13,701	15,439	429,283	-	2,933	49,815	66,426	3,164	15,116	\$ 700,839
Supplies	393	240	363	792	588	6,690	-	36,587	-	-	143	25,981	9,215	1,191	\$ 82,183
Professional services	1,603	93,656	282,335	40,515	8,600	120,662	50,496	263,102	1,032,435	1	76,938	168,367	60,316	282,940	\$ 2,481,966
Intergovernmental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Capital outlay	-	-	-	1,017	-	-	-	-	-	-	-	-	-	131,684	\$ 132,701
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	49,955	35,417	\$ 85,372
YTD Expenditures	\$ 21,993	\$ 292,407	\$ 282,698	\$ 232,786	\$ 48,261	\$ 188,329	\$ 103,290	\$ 1,964,056	\$ 1,032,435	\$ 9,797	\$ 257,317	\$ 438,388	\$ 131,525	\$ 466,348	\$ 5,469,630
Adjusted Budget	\$ 32,965	\$ 472,456	\$ 59,522	\$ 290,796	\$ 130,970	\$ 167,774	\$ 56,671	\$ 2,305,508	\$ 1,763,743	\$ 89,071	\$ 255,457	\$ 584,076	\$ 866,772	\$ 1,540,473	\$ 8,616,254
Under(Over) Budget	\$ 10,972	\$ 180,049	\$ (223,176)	\$ 58,010	\$ 82,709	\$ (20,555)	\$ (46,619)	\$ 341,452	\$ 731,308	\$ 79,274	\$ (1,860)	\$ 145,688	\$ 735,247	\$ 1,074,125	\$ 3,146,624
2020 Actuals	\$ 25,502	\$ 455,251	\$ 13,680	\$ 263,817	\$ 123,138	\$ 210,622	\$ 40,788	\$ 2,192,247	\$ 1,007,254	\$ 99,564	\$ 310,109	\$ 609,801	\$ 246,030	\$ 2,796,082	\$ 8,393,885
2019 Actuals	\$ 192,693	\$ 37,869	\$ 72,449	\$ 284,362	\$ 196,838	\$ 185,753	\$ 63,540	\$ 2,088,484	\$ 982,686	\$ 129,923	\$ 281,783	\$ 572,268	\$ 202,512	\$ 4,246,729	\$ 9,537,889

YTD Expenditures by Department



YTD Expenditures by Type







**Capital Project Summary
For the five months ended May 31, 2021**

Fund	Project No.	Project Name	2021-2022		Under (Over)
			Budget	YTD Actual	Budget
316	19-BLDG-01	CHN HVAC	\$ 200,000	\$ 24,319	\$ 175,681
316	17-BLDG-03	CHN Roof & Seismic Retrofit	\$ 675,000	\$ -	\$ 675,000
316	19-BLDG-02	ADA Upgrades CH & Library	\$ 40,000	\$ -	\$ 40,000
316	19-BLDG-03	Emergency Op Center	\$ 38,404	\$ -	\$ 38,404
316	17-BLDG-02	PW Shop/Value Engineering Study	\$ 50,000	\$ -	\$ 50,000
316	18-ROAD-13	Gateway and Presence Improvemt	\$ 133,000	\$ -	\$ 133,000
316	19-BLDG-04	Historical Preservation Projec	\$ 25,000	\$ -	\$ 25,000
317	19-PARK-02	Silver Crest Upgrad	\$ 350,000	\$ -	\$ 350,000
317	19-PARK-03	Parks - Roof Replacement	\$ 50,000	\$ -	\$ 50,000
317	19-PARK-04	Trail Preservation Program	\$ 45,000	\$ -	\$ 45,000
317	19-PARK-05	North Creek Trail Study	\$ 75,000	\$ -	\$ 75,000
317	19-PARK-06	Park Property Conceptualization	\$ 40,000	\$ 20,384	\$ 19,616
318	19-ROAD-15	EGUV Spine Rd Conn	\$ 574,993	\$ -	\$ 574,993
318	19-PW-03	Street Pave Marking	\$ 200,000	\$ -	\$ 200,000
318	19-PW-04	Mill Crk Blvd Corridor	\$ 181,654	\$ 20,619	\$ 161,035
318	19-PW-05	Concrete Sidewalk Rep	\$ 200,000	\$ -	\$ 200,000
318	19-PW-06	Pavement Pres and Reh	\$ 1,575,000	\$ 7,782	\$ 1,567,218
318		Crosswalk Upgrade (MCE,HW,JHS)	\$ 140,000	\$ -	\$ 140,000
318		Complete Street Pedestrian Improv	\$ 95,000	\$ -	\$ 95,000
318	19-PW-07	Bridges Monitoring	\$ 300,000	\$ -	\$ 300,000
318	17-ROAD-03	Traffic Signal	\$ 14,000	\$ -	\$ 14,000
318	19-PW-08	Traf Safety & Calming	\$ 75,000	\$ -	\$ 75,000
401	19-SW-01	Grade C Stormwater Pipe Repair	\$ 1,500,000	\$ -	\$ 1,500,000
401	21-SW-01	Catch Basin & Pond Maintenance	\$ 200,000	\$ 413	\$ 199,587
401	SW-25	164th SE E Basin SW Retrofit	\$ 500,000	\$ -	\$ 500,000



Monthly Statistics	January	February	March	April	May
Calls for Services-Dispatched/Initiated	974	1047	1133	1217	1244
Case Reports	95	77	95	112	107
Assault	4	3	3	3	4
Burglary	6	2	3	2	0
Fraud/Forgery/Identity Theft	8	6	6	11	3
Malicious Mischief/Vandalism/Graffiti	7	9	13	9	3
Rape	1	0	0	0	0
Robbery	1	0	1	0	0
Theft	17	15	17	19	3
Vehicle Prowl	9	8	6	12	1
Vehicle Theft	2	2	2	7	1
Case Supplements	52	26	44	35	35
Total Juvenile Arrests	1	0	1	0	1
Total Adult Arrests	45	34	25	40	46
Traffic Infractions Issued	95	39	102	128	86
Criminal Citations Issued	14	20	19	19	21
Parking Tickets Issued	3	7	4	12	10
DUI's	3	1	1	3	8
Total Collisions	8	12	10	18	13
Faro Deployment	1	1	0	0	0
PSO-Animal Investigations	10	9	5	15	14
K9 Deployments	16	11	2	4	7
Concealed Pistol Licenses Issued	5	12	5	10	1
Weapon Transfers Completed	69	42	53	67	50
Public Record Requests- Received	78	47	56	51	71
Public Record Requests- Processed	79	64	69	52	63
Property In	121	33	34	72	43
Property Released to Owners	12	9	18	19	4
Property Destroyed/Auctioned/Deposited	23	488	0	0	0
Average Response Time (Emergency Calls)	03:00	03:00	03:30	04:30	04:45
Average Response Time (Non-Emergency Calls)	5-12:00	5-12:00	6-12:00	6-15:00	7-17:00



Meeting Date: June 22, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: ART AND BEAUTIFICATION BOARD MODIFICATION

KEY FACTS AND INFORMATION SUMMARY:

The City was awarded the 2019 Historic Preservation Grant in the amount of \$7,806. The awarded funds were allocated towards production and installation of the historical panels. These aesthetically pleasing panels were designed to help preserve Mill Creek's history and serve as both an artistic and historical display. The Art & Beautification Board oversaw production of this project.

In early 2021, the five completed plaques were installed on the pedestrian bridge on Main Street, just north of the La Palmera restaurant.

The Art & Beautification Board discussed mounting a plaque next to the panels to provide context of what the panels are and recognize the organizations that helped fund this project.

Staff received three quotes for the plaques: Studio 3 Signs, FastSigns, and Signs by Tomorrow. The Art & Beautification Board members discussed all options and decided to use the Studio 3 Signs vendor. The City used this vendor for the City Hall North dedication plaques and the board feels confident they will provide the most consistent plaque for brand standards.

The proposed plaque will be an 8.5x11" etched bronze plaque that is a quarter inch thick. The plaque will be mounted to the aluminum frame next to the Historical Panels, and will cost \$695 plus tax.

CITY MANAGER RECOMMENDATION:

For discussion and approval as per City Council.

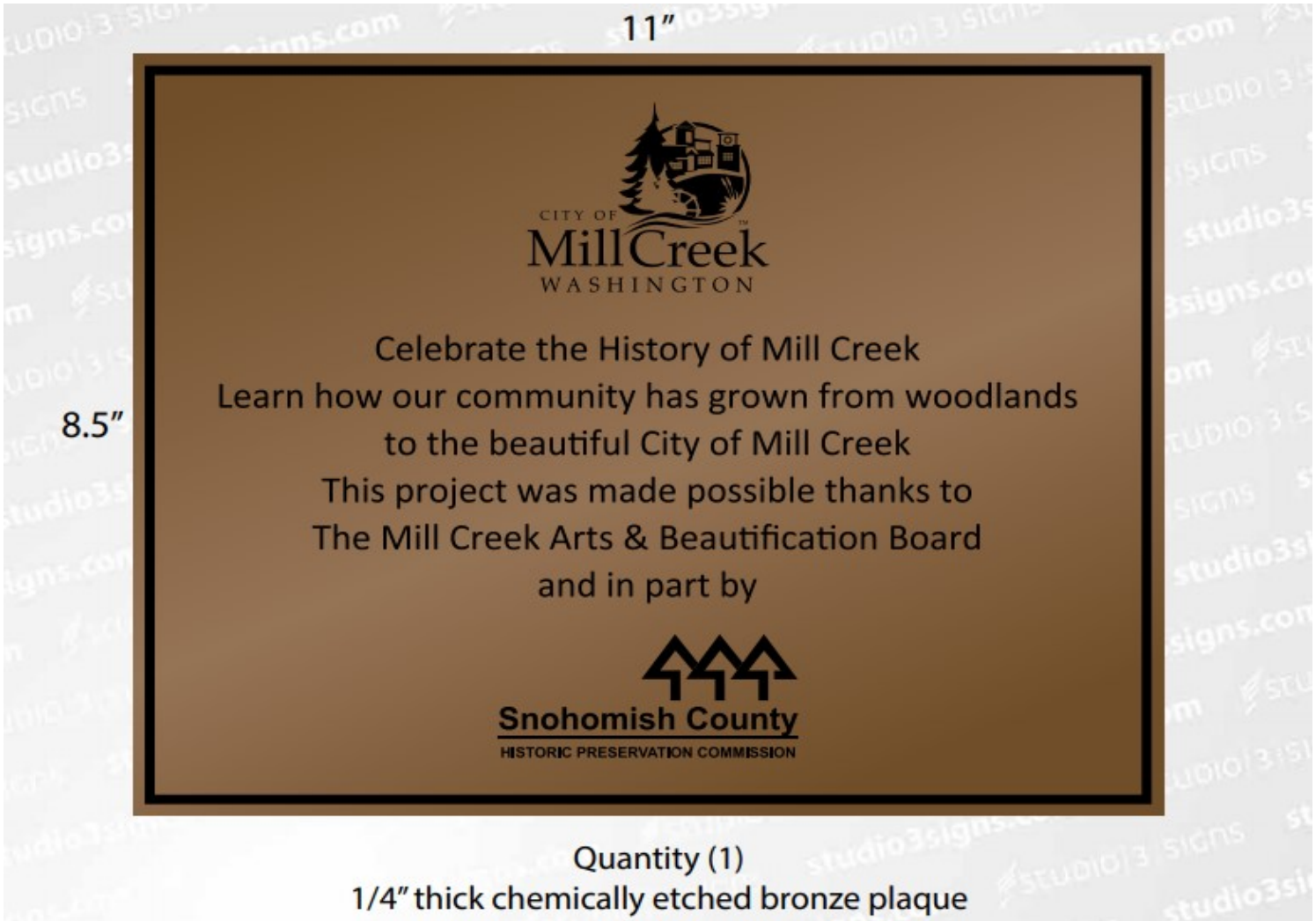
ATTACHMENTS:

[Historical Plaque Photos](#) [Agenda Summary](#) [Council June 22](#)

Respectfully Submitted:

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City Manager











Meeting Date: June 22, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: PROPOSED NEW INITIATIVE: ART & BEAUTIFICATION BOARD WILL PURCHASE AND INSTALL THREE LENDING LIBRARIES IN CITY PARKS.

KEY FACTS AND INFORMATION SUMMARY:

The Art & Beautification Board presented an idea to install a free book sharing library where anyone may be able to take a book or share a book. This would function on an honor system, but be supervised by a library steward or stewards to maintain the smooth functioning and tidy appearance of the library. Free Libraries are valuable cornerstones of a healthy community. They give people the opportunity to meet others, build literacy, and share valuable information and provide a family friendly activity for all. The free library book exchanged supports the mission to inspire readers, build community, expand book access, and spark creativity.

The areas that could be considered for possible installation are:

1. Exploration Park
2. Hillside Park
3. Buffalo Park

The Art & Beautification Board proposed Exploration, Hillside and Buffalo Parks due to the proximity to families living in the nearby neighborhood, low vandalism in the area, decent foot traffic and visibility, and the potential for a variety of community members to enjoy the library.

The Art & Beautification Board reached out to local non-profits to help with the maintenance and upkeep of the libraries. The Kiwanis Club has volunteered to accept responsibility for maintaining, restocking, replacing and storing donated books. The Friends of the Mill Creek Library will donate books for the Kiwanis Club to use in the libraries.

The Public Works Supervisor has approved of this concept with the intent that the board will be responsible for the upkeep of the Lending Library.

The board will purchase the Free Little Library Box, Library Post with Topper Kit, and Customizable Charter Sign through the Little Free Library website/organization at <https://littlefreelibrary.org/>. Each Little Library book sharing box comes with an official carter sign and number. With the purchase of the library sharing box it will be automatically

registered with the Little Free Library Organization and included on their world map of libraries so anyone can look up the location.

The materials of the lending libraries are assembled with eco-friendly plastic lumber made out of recycled milk jugs. Every Little Library is handmade in the USA. They are negligible water absorption so mold and mildew cannot penetrate surface, resistant to UV and harsh weather climates, and easy to clean with mild soap. The materials are corrosion free and pest free: bugs, insects and termites cannot infiltrate below the surface. There is no splintering, cracking or warping, and the materials are resistant to most chemical exposures.

The board will install the popular two-story design with an adjustable, interior shelf for extra book storage. The Little Libraries arrive ready to install and will last for decades with proper care.

Product Details

- Weighs 27 lbs.
- Library box exterior dimensions: 16" wide x 21" tall x 14" deep (the roof overhangs additional 1.5" on each side).

Pricing

- Composite Two Story Unfinished Little Free Library (No Custom Sign): \$289.95.
- Composite Two Story Gray Little Free Library (No Custom Sign): \$359.95.
- Charter Sign Customization: \$49.95 (up to 3 lines).
- Library Post with Topper Kit: \$79.95.
- Shipping: \$102.49 Approximately for UPS Ground.

Installation

- The Art & Beautification Board will assemble the libraries and the Public Works team will install them in the parks.

ATTACHMENTS:

[Lending Library Samples](#) [Agenda Summary](#) [Council mtg June 22](#)

Respectfully Submitted:



City Manager

Composite Two Story Kit Little Free Library Samples



Library Post with Topper Kit





Meeting Date: June 22, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: PROPOSAL FROM THE PARK & RECREATION BOARD TO PURCHASE SIGNAGE FOR CITY PARKS UPDATING AND REPLACEMENT PURPOSES.

KEY FACTS AND INFORMATION SUMMARY:

The Park & Recreation Board conducts an annual park tour. During the park tour in 2020, the board members noticed the City's parks and current way finding signs were inconsistent or absent from some parks.

The board members have worked to identify and locate current park signage if available, and made recommendations for new or additional park signage as needed. The Parks & Recreation Board made a mock-up design for future signs to include the name of the park and identifying language to designate it as a City of Mill Creek park.

The Parks & Recreation Board Chair met with Public Works Supervisor and Public Works and Development Services Director to review the board's proposal and discuss locations for the park signage. After the meeting, the Chair updated the board members of the agreed upon locations to place signage for each park.

The proposed signage was submitted to the vendor Zumar for a quote. The price estimate for 30 signs is approximately \$1,100. With additional supplies and staff time the total project cost is under \$5,000.

The Public Works crew will install the signs by the end of the year as they have time.

ATTACHMENTS:

[Park Access Points Presentation](#)

Respectfully Submitted:

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City Manager



Park & Recreation Board: Park Access Points

June 22, 2021

Existing Signage



The Parks & Recreation Board wants to highlight our local city parks by updating our park signs that guide residents and visitors to these parks.

Currently, not all city parks have these access/directional signs. For those that do have these signs, they do not indicate if the park is a city park or private park such as Mill Creek Community Association.

Finally, the signs are not consistent in color.



Signage

- After discussions with City staff, the proposed new signs are the standard blue signs, with a directional arrow, and add “City of Mill Creek” at the top of the sign.

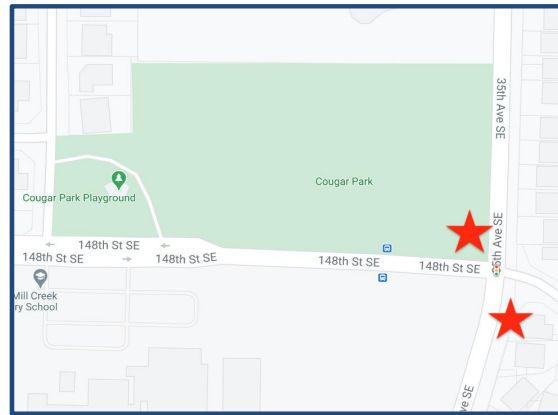
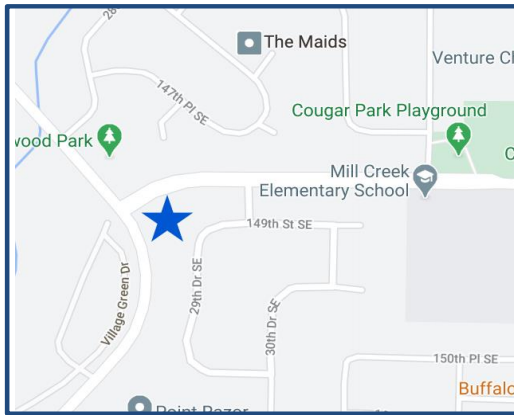


- 18x24 size for larger streets like 132nd Ave SE and BEH.
- 12x18 size for smaller residential roads.
- Each of the city’s parks has been assessed to provide the appropriate size and location for each sign.
- A total of 30 signs will be ordered.



Placement (sample)

- The Board assessed each park for placement of the signs to provide the most accurate locating. For example, Cougar Park's existing signs on 35th Ave. SE & 148th St. SE will be replaced with two new signs suggested off of 35th Ave. SE.





Meeting Date: June 22, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: Dobson Remillard Church Cook (DRCC) Facilities Survey Report

KEY FACTS AND INFORMATION SUMMARY:

This is a continuation of the consultant-facilitated Council process to explore concepts for development of the so called DRCC (Dobson Remillard Church Cook) properties in the northwest corner of the City, north of the existing Mill Creek Sports Park.

At the April 27 study session, Council identified a variety of combinations of facilities that they could potentially see being co-located on the DRCC properties. The five most frequently mentioned types of facilities were:

- Community center
- Boys & Girls club
- Performing Arts Center
- Ballfields
- Open space/trails

At the May 11 study session, Council identified some specific facilities within each of these categories to obtain some information to help inform how other communities have addressed needs in these areas. The consultant team was directed to reach out to the owners/operators of fifteen facilities to obtain answers to questions such as:

- How was each facility funded? (Grants, public revenues, donations, etc.)
- What is the ownership and operating arrangement for the facility?
- How much did it cost to build, and what are the ongoing operating expenses? Is the public owner contributing to ongoing operating costs?

- What are the levels of use for the facility?
- Lessons learned?

The consultant team has completed their work. A report is attached for Council and others to review. The Consultant team will provide a high-level overview of the facilities they studied and provide some insights they obtained in the process of speaking with each facility.

Karen Reed will lead a Council discussion of the information in the report and confirm next steps in the DRCC concept development process.

RECOMMENDATION:

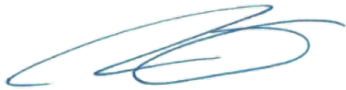
Discussion only.

ATTACHMENTS:

Facilities Survey Report Final v. 6.17.21

June 22 Council Presentation – facilities study

Respectfully Submitted:



Michael Ciaravino, City Manager

**PUBLIC RECREATION, COMMUNITY AND PERFORMANCE FACILITIES
SURVEY**

Prepared for Mill Creek City Council

By

Karen Reed, Karen Reed Consulting

Heather Logan, Heather Logan Consulting

June 2021



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Introduction / Summary of Data

The team collected high-level information on fifteen (15) facilities selected by the Mill Creek City Council. The scope of questions asked were shared with the City Council in advance. The purpose of this study was to provide an overview of the identified facilities: ownership and operation structure, costs, lessons learned, etc. Information presented in this report is based on information provided by those we spoke with and has not been independently verified.

For a couple of facilities, the team was unable to find individuals to talk to at all; in other cases, some questions could not be answered by those with whom we spoke. Fortunately, we were able to gather information on most questions for most facilities, with a couple of exceptions (historical information about whether any needs assessments done before the project, and a sense of the timeline for the project from inception to opening were particularly challenging questions—we took the latter question entirely out of the report).

The report outlines annual operating costs of facilities where this information was provided. It also identifies original construction costs where provided. A major caveat should be noted with respect to construction costs. We have not inflated the construction costs to the current year, in part because there is such a mix of costs (and inflation indexes) involved—some construction costs include land costs, others do not, and in some cases it is unclear. Some construction costs did not include the cost of site improvements—just facility construction, others included site costs. Performing arts centers in high schools in some cases had no record of the cost of that portion of the overall high school remodel or construction project. In sum, any attempt to provide a construction inflator may be more misleading than helpful. Readers should consider the year each facility was opened when looking at capital costs.

We offer the following observations with respect to the project templates presented:

- The information is high level, and not a complete picture of any facility.
- We surveyed a limited number of facilities, so the information provided may not hold true for all facilities of these types.
- The community centers we looked at are all operated by their respective city owners. The costs of ongoing operation can be significant. Revenue generated by these facilities can help, but do not fully defray operational (or capital) costs.
- Boys and Girls clubs, depending on how constructed and operated, can provide some of the same types of amenities as a community center, and the Boys and Girls Club projects we looked at all appear to have successful partnerships with their host cities. The structure of these projects differs. The Snohomish County Boys & Girls club emphasized its flexibility in how projects are structured.
- Facilities operated by small nonprofits noted challenges in maintaining adequate volunteers to support the needed work.
- Performing art centers we looked at all required some level on ongoing public operations (and capital) support.
- The owners and operators of these facilities with whom we spoke are all enthusiastic advocates for their projects.
- There are many anecdotal “lessons learned” offered that may provide helpful insights.

Category: BOYS & GIRLS CLUBS

Facility Name/Location: Hidden Valley Park & Boys & Girls Club, Bellevue

Individual(s) interviewed: name/title/phone or email.: Pam Fehrman, Planning and Development Manager, Parks & Community Services, City of Bellevue, 425-452-4326; Mona Campbell, Vice President/CFO, Bellevue Boys & Girls Club 425-454-6162 mcampbell@bgcbellevue.org

<p>Brief Description of Facility: Uses, Seating, Square Footage 17.31 acre park with 3 softball fields, play and picnic areas, tennis courts, a sports court, and restrooms at the north and south end of the park. In addition, it is home to the Hidden Valley Fieldhouse, operated jointly by Bellevue Parks & Community Services and the Boys & Girls Clubs of Bellevue. Fieldhouse is 21,500 sq. feet; 3 full size gymnasiums, one smaller gymnasium, and one meeting room, ancillary office space, outdoor seating area</p>
<p>Facility owned by: City owns the land. Boys & Girls club owns the field house/gymnasium, constructed at their expense, per a long-term land lease with the City</p>
<p>Facility operated by B&G maintains Fieldhouse; City maintains fields/parking/other outdoor spaces not immediately adjacent to Fieldhouse.</p>
<p>Total Construction Cost (& Year opened) Fieldhouse: Opened 2015, total cost was just under \$8,000,000</p>
<p>City contribution to Construction? What type and how much City owned the land. B&G paid for and constructed fieldhouse. B&G also paid for 50% of Site Improvements (converting 3 ball fields to artificial turf with lighting and building 1 additional artificial turf lit field); parking; ingress/egress, landscaping.) City constructed site improvements as a public work. Total cost of Site Improvements (split with B&G club): about \$6 Million. City's portion was cash financed.</p>
<p>Overview of Construction Funding Construction of site improvements cost risk assumed by City (B&G responsibility capped at \$3M); operating risks of Fieldhouse assumed by B&G club.</p>
<p>Owners role, if any, in operations City maintains fields, parking. City manages programming for its 70 court hours/week. The Parties meet jointly on a period basis to discuss site operations/conditions.</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator Long-term land lease (50 yrs., \$1/yr. rent; option to extend for two additional 50-year terms) to B&G club for construction and operation of the Fieldhouse also gives them right to use parking lot, access</p>

<p>utilities infrastructure on site. B&G club was required to raise all construction funds before commencing work; B&G construction was not considered a “public work.”</p> <p>City retains right to use field house gymnasium for “70 court hours” a week. B&G agrees to provide a certain amount of programming over the course of each year, at its cost and expense. Parties share cost of gym equipment based on use %. B&G pays all costs of building maintenance; City pays for clean-up of its events.</p>
<p>Facility annual operating budget (\$) /assessment of financial performance</p> <p>Annual City site maintenance costs (excluding BBGC Field house) for Hidden Valley Park is:</p> <p>2018 \$260,000</p> <p>2019 \$ 273,000</p> <p>2020 \$200,000 COVID impacted</p>
<p>Ongoing City/public agency owner role in management of facility</p> <p>City owns site, maintains fields, parking lots. City has use rights for 70 hours of court time per week; City is responsible for programming its court time.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment? No.</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked?</p> <p>City is not using the full 70 hours now (largely due to COVID)</p>
<p># Parking spaces</p> <p>177 total, including 6 ADA spaces</p>
<p>Lessons Learned from staff in host city/operator</p> <p>Any time you have more than one prime contract on site simultaneously it is difficult—the City was doing landscape and parking improvements at the same time the fieldhouse was being built. Consider phasing (although that extends time the public use is interrupted, or see if you can use the same prime). Coordination is key – deliveries, site access, etc.</p>

Category: BOYS & GIRLS CLUBS

Facility Name/Location: Arlington Boys & Girls Club

Individual(s) interviewed: name/title/phone or email: Bill Tsoukalas, Executive Director, 425-501-3361
btsoukalas@bgcsc.org

<p>Brief Description of Facility: Uses, Seating, Square Footage This club offers before and after school care, sports, day camps and summer camps. There are large rooms to rent. 26,000 square feet after 2015 addition.</p>
<p>Facility owned by City of Arlington</p>
<p>Facility operated by Boys & Girls Club</p>
<p>Total Construction Cost (& Year opened) Phase 1: opened in 1992 for \$600,000 Phase 2: opened in 2015 for \$1.5M</p>
<p>City contribution to Construction? What type and how much None.</p>
<p>Overview of Construction Funding (Type of process (traditional bid-build, or GCCM or? Debt issued (by? How much? Grants) Phase 1: all private donations. Phase 2: State funds after Oso landslide. Two Snohomish County community development block grants, large Rotary Club gift, private donations</p>
<p>Owners role, if any, in operations None. City of Arlington is contractually obligated to maintain the fields, but the club does that because it's easier to perform that maintenance themselves.</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator The City owned the land, and agreed to lease it for 35 years to the club for \$1/year. There is a 15 year extension option. The club is a tenant, but they handle all maintenance and operations, and associated costs. The City owns the building. For this location, the Club pays capital improvement costs. Boys & Girls Club prefers that the owner handle those costs for the building shell, roof, HVAC and plumbing, but is flexible on this point.</p>
<p>Facility annual operating budget (\$) /assessment of financial performance \$450,000 annually paid by the Club. Bill is satisfied with this club's financial performance.</p>
<p>Ongoing City/public agency owner role in management of facility None.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment?</p>

<p>Yes. Boys and Girls Club prefers to be near schools for K-8 and to work with a friendly municipality. Their core strength is offering programs for kids—not in financing the deals. They have no problem not owning the facilities they operate.</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? The Arlington club is near capacity.</p>
<p># Parking spaces Boys & Girls Club adopts a “drop off” philosophy for their pre-driving clients. Therefore, there are relatively few parking spaces. Arlington has 122 at the club, and another 54 out near the fields.</p>
<p>Lessons Learned from staff in host city/operator Build to match the State’s standards so that the club can accept DSHS kids. The clubs do offer scholarships, but the ability to take DSHS expands the universe of eligible kids.</p>

Category: BOYS & GIRLS CLUBS

Facility Name/Location: Mukilteo Boys & Girls Club

Individual(s) interviewed: Bill Tsoukalas, Executive Director, 425-501-3361. btsoukalas@bgcsc.org

<p>Brief Description of Facility: Uses, Seating, Square Footage This club offers child care, sports, games room, STEAM room, Tech lab, Teen Center, and summer camps. There are large rooms to rent. 18,000 square feet. (18k-35k sf is Boys & Girls Clubs sweet spot).</p>
<p>Facility owned by Building owned by Boys & Girls Club.</p>
<p>Facility operated by Boys & Girls Club</p>
<p>Total Construction Cost (& Year opened) Opened in 2018 for \$3.5M.</p>
<p>City contribution to Construction? What type and how much About \$500,000 toward construction costs</p>
<p>Overview of Construction Funding The City contributed \$500,000. The club financed \$1.8M in debt. The other \$1.2M came from state grants.</p>
<p>Owners role, if any, in operations None.</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator The City owns the land, and agreed to lease it for 35 years to the club for \$1/year. There is a 15- year extension option. The club is a tenant, but they handle all maintenance and operations, and associated costs. For this location, the Club pays capital improvement costs. Boys & Girls Club prefers that the owner handle those costs for the building shell, roof, HVAC and plumbing, but is flexible on this point.</p>
<p>Facility annual operating budget (\$) /assessment of financial performance \$900,000 annually, paid by the Club. Bill is satisfied with this club’s financial performance.</p>
<p>Ongoing City/public agency owner role in management of facility None.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment? Yes. Boys and Girls Club prefers to be near schools for K-8 and to work with a friendly municipality. Their core strength is offering programs for kids—not in financing the deals. They have no problem not owning the facilities they operate.</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? The Mukilteo club is near capacity. They served 1,893 youths in 2018, and 2,700 in 2019.</p>
<p># Parking spaces Boys & Girls Club adopts a “drop off” philosophy for their pre-driving clients. Therefore, there are relatively few parking spaces (37).</p>
<p>Lessons Learned from staff in host city/operator</p>

Build to match the State's standards so that the club can accept DSHS kids. The clubs do offer scholarships, but the ability to take DSHS expands the universe of eligible kids. Mukilteo, being newer construction, is able to take DSHS and serve that population.

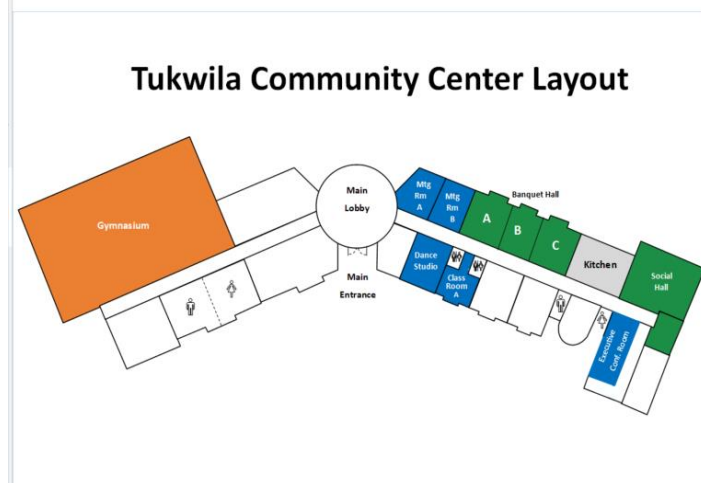
Category: COMMUNITY CENTERS

Facility Name/Location: Tukwila Community Center

Individual(s) interviewed: name/title/phone or email.: Tracy Gallaway, Acting Parks & Recreation Director, Tukwila Parks & Recreation Dept. (206) 767-2305 tracy.gallaway@tukwilawa.gov

Brief Description of Facility: Uses, Seating, Square Footage

The Community Center is 48,000 square feet in size. It includes 9 meeting rooms/classrooms, two large gyms, banquet facilities, and a commercial kitchen. The facility is located on the Duwamish River and the site includes a walking path, water spray park, picnic shelter, athletic fields, playground, and sport courts.



The facility is rented by a wide variety of users—businesses and governments rent for conferences regularly. Smaller businesses use it for regular meetings as well. Many private parties hosted. The City runs a half-day pre-school program which is staffed and housed at this facility (10-18 children). Local little league and soccer teams rent the fields. The City runs its own youth basketball league and a senior basketball program, which use the gyms. There is a lot of use by senior citizens from the City and adjacent cities. 8-12 large gym rentals per year with extra services (carpet, etc.)

The commercial kitchen gets a lot of use—by the City and renters.

All the outdoor amenities are well used, and most are rentable.

The water spray park is very popular – and free to use. It is costly to run, in terms of the water it uses. Runs only in the warmer months. Regular daily maintenance is important for these (trash pick-up, etc.)

The picnic shelters are also very popular for rentals.

2019 Participation:

175,311 participants in programs and events. (78,345 class participants and 96,966 fitness and rental users).

Facility owned by City of Tukwila
Facility operated by: City of Tukwila
Total Construction Cost (& Year opened): (1997) \$9.146M
City contribution to Construction? What type and how much City saved money for several years to offset about 60% of the cost and issued \$4M in bonds to support the remaining balance.
Overview of Construction Funding Traditional public works project
Owners role, if any, in operations The City owns and operates the facility. Pre-pandemic there were an estimated 20 FTE running the facility and 100 part time employees supporting various programming. City is responsible for maintaining and scheduling the facility, with City employees.
For facilities not operated by the owner, what is general contractual arrangement with the operator N/A
Facility annual operating budget (\$) /assessment of financial performance 2019 Revenues \$905,122 Expenses \$3,824,837
Ongoing City/public agency owner role in management of facility City owns and operates the facility.
Was a needs assessment or market assessment conducted before facility built? Who did the assessment? Yes, a study was done in 1993. Robert Wagner Architecture and Planning and Miller Hull.
Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? High use facility. There is a fair amount of competition for space especially on evenings and weekends.
Parking spaces There are 312 parking spaces on site on surface lots. Bollards were recently installed to prevent camping on the grounds overnight and on weekends.
Lessons Learned from staff in host city/operator <ul style="list-style-type: none"> • The facility has been great, a lot of community use. • Challenge: not near any bus lines. • The City offers a lot of free and subsidized programs through their Parks Dept., in support of the community which includes a lot of lower income residents. These programs also attract a lot of non-residents (the working population in Tukwila far exceeds the resident population). • Specialty rooms should be avoided—general use, adaptable space is more useful over time. E.g., they had racquetball courts and these were transitioned to more general use. • Plan for a lot of storage for equipment.

- Locker room was too large and public lockers can be problematic.
- The rotunda entryway and help desk (a two-story space with lots of windows) is very difficult to maintain at a regular heat.
- The athletic and fitness wing is separate from the meeting wing area and this is a good approach.
- Fund reserves on an ongoing basis to replace equipment.
- Interior and exterior camera systems are helpful for maintaining security and following up on issues.
- Recently redid the water fountains to allow folks to fill up their water bottles (like the ones in airports). These are both inside and outside.

Category: COMMUNITY CENTERS

Facility Name/Location: Rosehill Community Center in Mukilteo

Individual(s) interviewed: Jeff Price, Recreation & Cultural Services Director, 425-263-8181, jprice@mukilteowa.gov

Brief Description of Facility: Uses, Seating, Square Footage
40,000 square foot community center with rentable rooms, fitness room, classrooms, and a performance space. The site overlooks Puget Sound, and includes rentable picnic shelters.
Facility owned by City of Mukilteo
Facility operated by City of Mukilteo
Total Construction Cost (& Year opened) 2011 \$13m
City contribution to Construction? What type and how much
The City issued a bond to fund the project. Total construction cost around \$13 million.
Overview of Construction Funding
Bond. Traditional public work.
Owners role, if any, in operations:
City staff operates the facility.
For facilities not operated by the owner, what is general contractual arrangement with the operator
Not applicable
Facility annual operating budget (\$) /assessment of financial performance
\$1 million
Ongoing City/public agency owner role in management of facility:
City operates the facility.
Was a needs assessment or market assessment conducted before facility built? Who did the assessment?
Unknown.
Level of use—higher or lower than anticipated? % of usable time the facility is fully booked?
High level of use.
Parking spaces
There are two adjacent surface lots, with approximately 50 parking spaces.
Lessons Learned from staff in host city/operator:
Determine level of cost recovery if any. Have all policies in place before opening. Manage community expectations.

Category: COMMUNITY CENTERS

Facility Name/Location: Lake Stevens Civic Center

Individual(s) interviewed: Russ Wright, Community Development Director. 425-583-7321.
rwright@lakestevenswa.org

<p>Brief Description of Facility: Uses, Seating, Square Footage</p> <p>The City of Lake Stevens has re-imagined the downtown as a civic center over the last five years. Three phases are planned. Construction of a community center (“The Mill”) was the second phase. The Mill opened in 2020. It is adjacent to a waterfront park with boat launch (North Cove Park), the current interim City Hall, and a future street stub that will be dedicated to farmers market/open air festivals/pedestrian use.</p> <p>The Mill is approximately 5,277 square feet in size and serves as a public meeting space for City Council, city boards and commissions, private gathering and rentals with a convention facility component.</p> <p>There are three rental rooms in The Mill, and the entire facility may also be rented.</p> <p>“The Civic center investment continues to be a catalyst for the redevelopment of downtown Lake Stevens that is rejuvenating local services, strengthening community identity, supporting local business, and providing an economic boost for local and Snohomish County tourism.”</p>
<p>Facility owned by: City of Lake Stevens</p>
<p>Facility operated by: City of Lake Stevens</p>
<p>Total construction cost and year opened: The Mill construction cost (requested).</p>
<p>City contribution to Construction? What type and how much City paid for all phases of the project: Design, Construction, and equipping.</p>
<p>Overview of Construction Funding (Type of process (traditional bid-build, or GCCM or? Debt issued (by? How much? Grants)</p> <ul style="list-style-type: none"> General and local funds Park Impact Fees PSRC Grant – Main Street Future Phase State Capital Grants Developer Contributions
<p>Owners role, if any, in operations Owner is responsible to manage all phases of the Downtown Civic Center including the Mill, Park and adjacent streets and is responsible to manage rentals, consultant contracts for city festivals and events.</p>

<p>For facilities not operated by the owner, what is general contractual arrangement with the operator N/A</p>
<p>Facility annual operating budget (\$) /assessment of financial performance: Just opened last year in COVID, so, no good data yet.</p>
<p>Ongoing City/public agency owner role in management of facility: City manages all the facilities.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment? 18-month community planning outreach headed by Crandall Arambula along with ESA, Fehr and Peers GreenWorks and Ross Chapin, leading to a planned action environmental impact statement, subarea plan, design guidelines and capital facilities plan. Leland Consulting Group prepared the Market Analysis.</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? The park has seen a massive increase in use including relaunching a Farmer’s Market. The Community Center has limited use in its first (and only) year of operation because of Covid 19 restrictions.</p>
<p># Parking spaces Free on-street parking and park lot at city hall and North Cove Park expansion.</p>
<p>Lessons Learned from staff in host city/operator</p>

Category: PERFORMING ARTS CENTERS

Facility Name/Location: Kirkland Performing Arts Center

Individual(s) interviewed: name/title/phone or email.: John Lloyd, Deputy Director, Parks and Community Services, City of Kirkland, jlloyd@kirklandwa.gov (425) 587 3309; Jeff Lockhart, Executive Director, Kirkland Performance Center, jeff@kpcenter.org 425-761-9549

Brief Description of Facility: Uses, Seating, Square Footage 17,207 sq feet building. Theatre seats 402.		
Facility owned by City of Kirkland		
Facility operated by Kirkland Performance Center (KPC), a non-profit corporation		
Total Construction Cost (& Year opened) Opened in 1998 . Approximately \$4.2M in construction and tenant improvements, plus an additional \$1.1M in soft-costs (KPC operations support, reserves). Facility was a renovation of the existing library building on a 1.48 acre site owned by the City.		
City contribution to Construction? What type and how much		
Funding Category	Contribution	%
City of Kirkland	\$1,427,300	27%
King County (Small Arts, Suburban Arts, Hotel/Motel grant funds from King County)	\$ 570,000	11%
State of Washington (Cultural Facilities Grant Fund)	\$ 592,000	11%
Corporations/Foundations	\$ 836,373	16%
Major Individual Gifts (\$5K+)	\$ 885,400	17%
Seats Campaign (\$1K-\$4.99K)	\$ 238,300	4%
Community Campaign	\$ 102,420	2%
Events	\$ 174,902	3%
Board of Directors	\$ 470,625	9%
Total	\$5,297,320	100%
Overview of Construction Funding / Process		

<p>Construction: traditional City public works project. City was “owner” issued RFP, etc. Initial bids were in excess of goal of \$3.8M project cost. A joint project management committee (comprised of 3 city, 3 KPC reps including project architect) was formed to provide oversight on the project and required to approve all “significant decision”—change orders, etc. City provided project managers.</p> <p>KPC funded and installed all tenant improvements (TI’s). City retains a security interest in the TI’s.</p>
<p>Owners role, if any, in operations</p> <p>The City provides some on-going operational funding support (\$50,000 in 2019). In addition, the City also returns to KPC all City admissions taxes collected from KPC ticket sales (in 2019, that amount was \$66,525).</p> <p>The City did provide additional financial support during COVID.</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator</p> <p>City and KPC are parties to a long-term Use and Occupancy Agreement, requiring KPC to maintain certain levels of reserves, and maintain the facility. KPC repairs fixtures and furnishings, the City is responsible for other capital issues.</p>
<p>Facility annual operating budget (\$) /assessment of financial performance</p> <p>Pre-Covid, \$1.6M.</p>
<p>Ongoing City/public agency owner role in management of facility</p> <p>Responsible for capital improvements needed for facility.</p> <p>No City reps on KPC board.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment?</p> <p>Yes. The City hired an arts consultant to do a business plan, market analysis and operating plan.</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked?</p> <p>Their philosophy is to have events every day. June is often slow. 2019 was their best year ever—completely booked Tues-Sunday for one year in last March (and then COVID).</p>
<p># Parking spaces</p> <p>All the parking is free—there is a municipal garage adjacent (3 story) that is free to patrons. Parking was built as part of the city civic center.</p>
<p>Lessons Learned from staff in host city/operator</p>

Build for the audience you expect: City spent time figuring out who would come, and designed the project around that—what does the community want? Designed to minimize need for ongoing city financial commitment. KPC was required to have an operating reserve. City ability to oversee construction enhanced cost control on construction.

The community came to City with a loosely defined concept. City had to spend a fair amount of time reviewing and transitioning.

City and KPC co-funded an arts consultant to help do a business plan, market analysis, and operating plan.

Brought community group's architect under contract w/city to finish the design work (RFQ process).

Ideally, fund-raising should not be a main source of operating income on an ongoing basis. That is the challenge that the new Exec. Director is taking on.

He sees the smaller PACs (200-800 seats) often collaborate on getting bigger artists sharing at multiple venues during one booking engagement. He wouldn't be concerned about more coming into the region; they'll collaborate to maximize joint success. 80% of his visitors are from within a 5-mile radius.

They do any kind of show—even funerals! Graduations, etc. Ninety percent is live music. He sees his role as being a "connection center" or the community. This has helped their financial success.

Other lessons learned: if they could start over, he would make the lobby a bigger place to "hang-out" and it could be monetized. Also, he wishes they had a balcony (more seats)—it can be open or closed, so it helps with financial viability.

This data originally provided in 2014 by Michael Cogle, Deputy Director, Kirkland Department of Parks and Community Services and Jeff Lockhart, Executive Director, KPC. Updated in 2021.

Category: PERFORMING ARTS CENTERS

Facility Name/Location: IKEA Performing Arts Center

Individual(s) interviewed: name/title/phone or email.: Matt Feldmeyer, Architect, Executive Director – Capital Planning & Construction, Renton School District matthew.feldmeyer@rentonschools.us (425)204-4475; Adam Rosencrantz, Theater Manager, Renton School District, (425) 204-3455 adam.rosencrantz@rentonschools.us

<p>Brief Description of Facility: Uses, Seating, Square Footage</p> <ul style="list-style-type: none"> • The venue seats up to 551 with permanent theater seating, including 8 wheelchair spaces. • Created through a partnership between the Renton Community, Renton School District, Renton Community Foundation and City of Renton. • The facility is under 17,000 square feet, it was built as part of a larger remodel of the adjacent high school—
<p>Facility owned by: Renton School District 3</p>
<p>Facility operated by: Renton School District #403</p>
<p>Total Construction Cost (& Year opened): Approximately \$3 million (opened in 2003) Excluding land costs, utilities, parking and site work. Estimated 2021 Construction cost:</p>
<p>City contribution to Construction? What type and how much <u>Original top 12 donors (exact amounts for each donor unknown, total donations outside of school district \$1.5 million):</u> IKEA (\$500,000 for naming rights) Building for the Arts City of Renton King County Journal Newspapers Kreiselshneider Foundation Embracing the Future Renton Rotary Foundation Paccar Inc King County Arts Commission The Alex Cubini Family The Boeing Company First Savings Bank of Renton</p>
<p>Overview of Construction Funding Traditional bid-build, Renton School District funding from voter approved capital bond.</p>
<p>Owners role, if any, in operations Owner provides all maintenance and operations for the facility.</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator N/A</p>

<p>Facility annual operating budget (\$) /assessment of financial performance</p> <p>Approximately \$274,000 (2021 budget) in costs; the facility is expected to generate \$135,000 each year to offset this cost—this is the target, but actuals fluctuate considerably year to year.</p> <p>The school district uses the facility extensively, free of charge.</p>
<p>Ongoing City/public agency owner role in management of facility</p> <p>City of Renton is not involved in the management of the facility. The Renton School District continues to provide all ownership and management of the facility.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment? Unknown</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked?</p> <p>Pre COVID-19: At least 50% fully booked (outside of district use), an additional 25% for district use. Utilizing 365 calendar days for usable time.</p>
<p># Parking spaces</p> <p>180 spaces, Renton School District owns these. Parking is not adequate, but is on site and free.</p>
<p>Lessons Learned from staff in host city/operator</p> <p>Need a larger lobby. Additional storage would be nice. Prefer a full fly (we currently have half). Overall, it is a good space.</p>

Category: PERFORMING ARTS CENTERS

Facility Name/Location: Glacier Peak Performing Arts Auditorium at Glacier Peak High School

Individual(s) interviewed: Ralph Rohwer, Executive Director of Operations. 360-563-7230 or 206-851-6347. ralph.rohwer@snowednet.edu

Brief Description of Facility: Uses, Seating, Square Footage	The Glacier Peak performing arts auditorium is integral to Glacier Peak High School.
Facility owned by	Snohomish School District
Facility operated by	Snohomish School District/Glacier Peak High School
Total Construction Cost (& Year opened)	Opened in 2008. Construction costs not split out for this auditorium.
City contribution to Construction? What type and how much	None.
Overview of Construction Funding	Voter approved bond issue with a small percentage of state construction assistance through the Office of the Superintendent of Public Instruction.
Owners role, if any, in operations	Owned and operated by same entity.
For facilities not operated by the owner, what is general contractual arrangement with the operator	Not applicable.
Facility annual operating budget (\$) /assessment of financial performance	Not provided.
Ongoing City/public agency owner role in management of facility	None.
Was a needs assessment or market assessment conducted before facility built? Who did the assessment?	The performing arts auditorium was planned with the new high school. The project was driven by area growth and crowding at Snohomish High School.
Level of use—higher or lower than anticipated? % of usable time the facility is fully booked?	Not provided.
# Parking spaces	Not provided.
Lessons Learned from staff in host city/operator	Not provided.

Category: PERFORMING ARTS CENTERS

Facility Name/Location: Lynnwood Theater at Lynnwood High School

Individual(s) interviewed: Matt Finch, Director of Facilities Operations, 206-818-7014, finchm@edmonds.wednet.edu

<p>Brief Description of Facility: Uses, Seating, Square Footage Used for performing arts presentations and large meetings. Users are from LHS, other schools, churches</p>
<p>Facility owned by Edmonds School District</p>
<p>Facility operated by Edmonds School District</p>
<p>Total Construction Cost (& Year opened) Opened in 2009. Construction costs not split out from new LHS costs.</p>
<p>City contribution to Construction? What type and how much None. School district funded the project.</p>
<p>Overview of Construction Funding Bond issue passed by voters. One grant from the State of Washington Recreation and Conservation Office (RCO)</p>
<p>Owners role, if any, in operations Owned and operated by Edmonds School District</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator Not applicable.</p>
<p>Facility annual operating budget (\$) /assessment of financial performance Theater breaks even financially. Before COVID, there was an FTE to run the light and sound equipment. Other district FTE costs include janitors and maintenance. The operating budget number is not available.</p>
<p>Ongoing City/public agency owner role in management of facility None.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment? The theater was part of the package proposed to the voters when they approved bonds for a new LHS.</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? They are happy with the level of use. Before the pandemic, the theater was routinely booked weeks in advance.</p>
<p># Parking spaces There are no specific parking spaces for the theater. The high school has 300+ parking spaces. They have no parking challenges.</p>
<p>Lessons Learned from staff in host city/operator The lift system requires a repair person to come from Canada, and parts are not readily available. Avoid logistical challenges by buying from vendors with US reps.</p>

Category: PERFORMING ARTS CENTERS

Facility Name/Location: Wagner Performing Arts Center, Monroe

Individual(s) interviewed: *Info from website; unable to contact Wagner PAC operations staff*

Brief Description of Facility: Uses, Seating, Square Footage
Historical building. Performing arts center with 632 seats.
Facility owned by
Monroe School District
Facility operated by
Monroe Arts Council
Total Construction Cost (& Year opened)
\$140,000. Opened in 1939. City contributed \$118,000.
City contribution to Construction? What type and how much
N/A.
There has been a recent remodeling project; the Arts Council took over the facility in 2012 and has been taking the lead on all maintenance and improvement funding/projects.
Overview of Construction Funding
Owners role, if any, in operations
None.
For facilities not operated by the owner, what is general contractual arrangement with the operator
Monroe Arts Council operates facility since 2012 under arrangement with the school district.
Facility annual operating budget (\$) /assessment of financial performance
Unable to secure this information.
Ongoing City/public agency owner role in management of facility
School District owns; no city role. The Monroe Arts Council/Wagner PAC group is responsible for raising funds for maintenance and repairs of the facility.
Was a needs assessment or market assessment conducted before facility built? Who did the assessment?
Unknown.
Level of use—higher or lower than anticipated? % of usable time the facility is fully booked?
Unknown.
Parking spaces
Shares parking with Frank Wagner Elementary School – large adjacent parking lot.
Lessons Learned from staff in host city/operator
Renovations are expensive. MAC relies on fundraising, volunteers, grants and donations to support operations.

Category: BALLFIELDS

Facility Name/Location: Mill Creek Sports Park

Individual(s) interviewed: name/title/phone or email.: Mike Todd, Public Works Director

<p>Brief Description of Facility: Uses, Seating, Square Footage A 64,000 square foot lighted field turf play surface suitable for little league baseball/softball or soccer play for 11U/U11. Located adjacent to the field is a 10,000 square foot lighted concrete skateboard park with many box features and a bowl. A concession stand with announcer’s booth and restrooms is also located on the site. The park also includes a tot playground</p>
<p>Facility owned by: City of Mill Creek</p>
<p>Facility operated by: City of Mill Creek</p>
<p>Total Construction Cost (& Year opened) The park opened in 2004. Construction costs are estimated at \$2.35M (excluding street frontage improvements). Design of the park cost approximately \$212K. The land was purchased for \$1.81M in 2002. In 2019, the City received a state RCO grant to assist with re-turfing the fields and installing new LED lights.</p>
<p>City contribution to Construction? What type and how much City funded all land acquisition and construction costs, except for: receipt of a \$1M grant from the state in 2002, early in the effort, and a \$30,000 donation from the Mill Creek Little league for an electronic scoreboard and portable outfield fence.</p>
<p>Overview of Construction Funding <i>(type of process (traditional bid-build, or GCCM or? Debt issued (by? How much? Grants)</i> City revenues were used to purchase land; city funds and state grants funded construction of improvements. Traditional public works project.</p>
<p>Owners role, if any, in operations City maintains the property and has contracts with Mill Creek Little League and Silver Lake Soccer who pay for their use of the park (and manage their scheduling of the fields).</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator N/A</p>
<p>Facility annual operating budget (\$) /assessment of financial performance City staff estimate the annual operating costs, including an annual set aside towards future replacement of the turf field, at around \$120K-140K/year. Sports leagues (Mill Creek Little League and Silver Lake Soccer) pay the City for field rental. The concession stand is also rented out and the renter pays associated utilities costs. City records show that <i>annual</i> revenues generated from the facility in years 2016-2018 (nearly full year use) were about \$66,000 each year.</p>

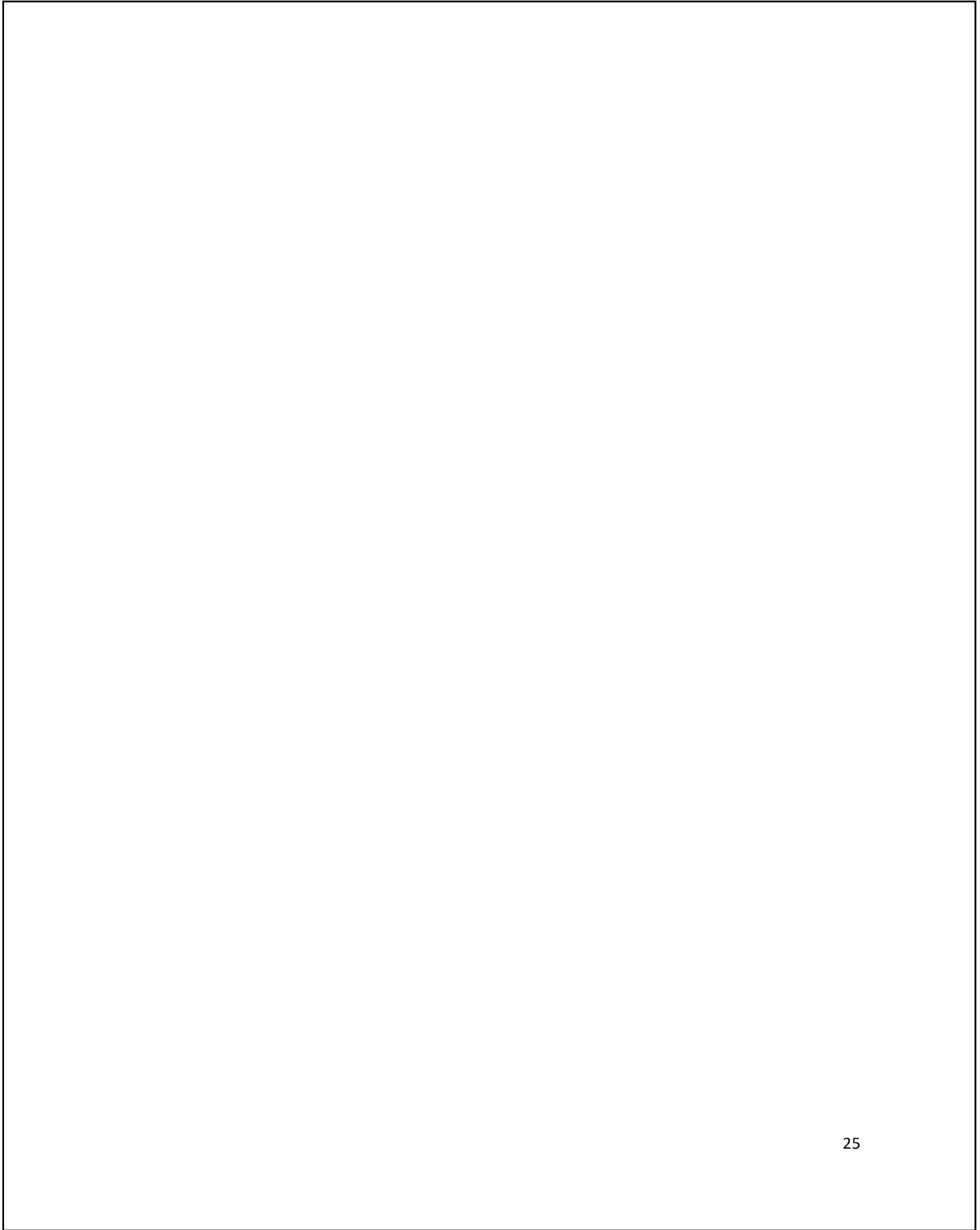
<p>Ongoing City/public agency owner role in management of facility City owns and operates the facility. Sports leagues manage their use of the fields within contracted hours/months.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment? The City Parks and Recreation Board distributed a needs survey in 2000. The survey went to 300 residents; there was a 74% return rate. The survey sought input on the needs and desires of the community (demographic, uses, etc.)</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? The fields are in strong demand because they are high quality artificial turf fields and they are lit at night. Fields are fully booked during youth sports seasons, but the fields are often available during weekdays for casual public use.</p>
<p># Parking spaces 40 parking spaces on site and with 10 adjacent street parking. An additional 25 on-street parking streets south of the park. Overflow parking can also be on the adjacent Dobson Remillard Property if rented by field user.</p>
<p>Lessons Learned from staff in host city</p> <ul style="list-style-type: none"> • Original design focused on single user group; accommodations had to be made for other uses. A better needs analysis would have saved on retrofits. • User group priorities and rental rates took many iterations/compromises. • Parking for practices and parking for games have very different needs; cross-over times create peak traffic issues. • Overall, this premium facility has been a valuable addition to City; there is a desire to have more all-weather lighted fields for other sports. Receive some noise complaints from local residents when baseball games have announcers. • Upgraded LED lights reduced complaints from neighboring residents. • Having a lit field is a huge asset to accommodate user groups in the evenings, especially during winter months. • Parking is often oversubscribed, with visitors parking on the street and on adjacent city-owned property.

Category: BALLFIELDS

Facility Name/Location: Kasch Park Athletic Complex in Everett

Individual(s) interviewed: Cory Rettenmier, Recreation Manager, 425 257-7314.
crettenmier@everettwa.gov

<p>Brief Description of Facility: Uses, Seating, Square Footage: 3 multi-purpose sports turf field (lined for soccer, lacrosse, flag football and mod soccer fields. Prior to the project that starting in 2012, the fields were field turf. The most recent project was a field replacement and upgrade to multi-sport field complex.</p>
<p>Facility owned by: City of Everett Parks and Facilities Department</p>
<p>Facility operated by : Everett Parks and Facilities</p>
<p>Total Construction Cost (& Year opened): Phase 1 (field #1) opened in 2014, Phase 2 (fields 2 and 3) opened in 2014.</p>
<p>City contribution to Construction? What type and how much? CIP for phases 2 and 3: \$2,700,000.</p>
<p>Overview of Construction Funding For phases 2 and 3 grants: RCO Grants \$750,000 (WWRP \$500,000 and YAF (\$250,000) . Balance funded by City general fund.</p>
<p>Owners role, if any, in operations: Maintain field turf and grounds, schedule and operate facility</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator Not applicable.</p>
<p>Facility annual operating budget (\$) /assessment of financial performance City of Everett does not track maintenance costs by park.</p>
<p>Ongoing City/public agency owner role in management of facility: City continues to maintain and operate facility</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment? This was completed as part of the RCO grant process</p>
<p>Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? The facility is booked approximately 75-90% of programmable availability (prime time) which is Monday through Friday 4pm-11pm and 9am-8pm Saturday and Sunday. All use prior to 4pm is open community use.</p>
<p># Parking spaces City owed, free parking with approximately 190 parking slots for users of the 3 soccer fields. Parking is adequate since the complex has additional lots located at the far end of the complex. However, parking is a significant issue when all three fields are running games and you have games scheduled before and after and people don't realize there is extra parking at the far end of the complex. If there is another event scheduled at the far end of the complex, there is not enough parking. This is not an issue that occurs frequently but could if the softball complex was to be converted to field turf.</p>
<p>Lessons Learned from staff in host city/operator: Make sure you have determined the proper measurements for facility use. Washington State Youth Soccer changed line measurements based on National recommendations and this caused us to have to redo lines after construction. Be prepared to have a solid field use policy that addresses priority use and field allocation. If not prepared with a solid policy, you are open to lots of issues to address the increased demand of field use.</p>



Category: OTHER FACILITIES

Facility Name/Location: Lynnwood Convention Center

Individual(s) interviewed: Sara Blayne, General Manager, 425.640.7614 SBLAYNE@LYNNWOODCC.com
 Janet Pope, Executive Director, Lynnwood Public Facilities District, 425-440.0970 ext. 101,
jpope@lynnwoodfpd.com

<p>Brief Description of Facility: Uses, Seating, Square Footage 65,000 sq foot convention venue with 34,000 of meeting space for all types of events. 11 flexible meeting rooms with largest seating up to 1200 in theater.</p>
<p>Facility owned by Lynnwood Public Facilities District (PFD), created originally by the County as the South Snohomish PFD; the City then annexed the area and the name was changed.</p>
<p>Facility operated by ASM Global</p>
<p>Total Construction Cost (& Year opened) opened Spring 2005, \$32.1 million</p>
<p>City contribution to Construction? What type and how much Commitment to support repayment of debt (with Snohomish County)</p>
<p>Overview of Construction Funding PFD issued debt; bonds are paid back jointly by contributions from City and Snohomish County of sales tax and hotel motel taxes. This was done under a financing program that was authorized by the state which sunset in 2004. Unclear the relative share of obligation between the two agencies.</p>
<p>Owners role, if any, in operations Financial & performance oversight (Exec Director & Board of Directors)</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator Fee based contract, 5 year with two 5 year extensions, fee based contract with LPFD paying for all capital</p>
<p>Facility annual operating budget (\$) /assessment of financial performance \$4M (2019) The land on which the center is located also has private sector tenants who pay rent that helps defray annual expenses. The facility operates in the black, generally. Percentage revenue contributions today in support of debt and facility reserves, roughly: County sales tax revenue—40% County H/M tax –30% City sales & H/M tax – 30%</p>
<p>Ongoing City/public agency owner role in management of facility City and County are a financial backstop on both debt and operations shortfalls. Fortunately, the center breaks even or has cleared \$100-\$200K per year (deficit in COVID year)</p>

Was a needs assessment or market assessment conducted before facility built? Who did the assessment? Unknown
Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? Occupancy/# of Events/Revenue Higher than anticipated in initial studies. 2019 overall occupancy rate = 41%
Parking spaces 400 free parking spaces adjacent to building; parking in busy months is difficult
Lessons Learned from staff in host city/operator The mission of the center is promote economic development in Lynnwood and South Snohomish County. The County's current economic development focus seems to be large sporting venues, not this type of facility. More collaboration between governments would be helpful in capturing available federal funding.

Category: OTHER FACILITIES

Facility Name/Location: Rhododendron Species Botanical Garden

Individual(s) interviewed: Website and info@rhodygarden.org. Unable to contact staff.

<p>Brief Description of Facility: Uses, Seating, Square Footage</p> <p>22-acre woodland garden that is home to the largest collection of <i>Rhododendron</i> species in the world. Includes 700+ species in various gardens, gift shop, plant shop, conservatory and gazebo.</p>
<p>Facility owned by The Rhododendron Garden LLC</p>
<p>Facility operated by Same</p>
<p>Total Construction Cost (& Year opened)</p> <p>Originally opened in 1964 in Oregon. Moved to Federal Way location in 1975.</p>
<p>City contribution to Construction? What type and how much</p> <p>None.</p>
<p>Overview of Construction Funding</p> <p>Land provided at no cost by Weyerhaeuser. Funding comes from membership dues, plant and gift sales, major fundraisers with matching grants, additional grant writing, volunteer construction assistance, and private donations including estates, endowments and trust funds.</p>
<p>Owners role, if any, in operations</p> <p>Owned and operated by the same non-profit corporation.</p>
<p>For facilities not operated by the owner, what is general contractual arrangement with the operator</p> <p>IRG recently bought the Weyerhaeuser site, and is negotiating a lease with the Garden. IRG has publicly stated its support for the Garden.</p>
<p>Facility annual operating budget (\$) /assessment of financial performance</p>
<p>Ongoing City/public agency owner role in management of facility</p> <p>None.</p>
<p>Was a needs assessment or market assessment conducted before facility built? Who did the assessment?</p> <p>The Rhododendron Species Foundation is a non-profit organization founded and incorporated in 1964 by Pacific Northwest members of the American Rhododendron Society in order to secure the finest authentic forms of <i>Rhododendron</i> species and to develop a comprehensive collection of this plant genus. Because of the destruction of <i>Rhododendron</i> habitat in many areas of the world, conservation has become of primary importance in recent years. This concern led to the formation of the Rhododendron Species Foundation and has guided its activities.</p>

Level of use—higher or lower than anticipated? % of usable time the facility is fully booked? Unknown
Parking spaces Unknown
Lessons Learned from staff in host city/operator



DRCC Properties: Facilities Survey Report Presentation

Mill Creek City Council | June 21, 2021

Purpose of Tonight's Discussion

Present to Council the Facilities Survey Report

Q&A

Discuss Next Steps

DRCC Properties Future Exploration

Progress to date: February 2021

- Council approved initial phase tasks:

Guiding principles for property development	Brainstorming list of Council ideas, questions	Needs Assessment Site Capacity Analysis	Refine Options
Opportunities for public input at each step			

- Council adopted guiding principles:

The project should accommodate multiple types of uses on properties.	The project should be primarily designed for use by a broad range of demographics, a large segment (or all!) of Mill Creek residents. Secondly, it should also draw users from around the region.	The project should be a significant asset for the Mill Creek community.
The project should support and enhance, and not compete with existing businesses in Mill Creek.	The City should explore partnerships that could potentially support development and operation of the project.	The project should be structured in a way to minimize cost to the City.

Progress to date: March and April 2021

- Council reviewed proposed project calendar

Phase 1: Exploration and data gathering

additional tasks: Facilities Study, Expert Panel, Council retreat

Phase 2: Refining options, outreach to potential partners

Phase 3: Project selection

Phase 4: Project construction

- Community Survey posted – 1210 responses
- Community Survey results presented to Council
- Council brainstorms potential mixed uses for properties, most frequently mentioning:

Community Center	Boys & Girls Club	Performing Arts	Ballfields	Open fields/trails
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May 11– Council Selected List of Facilities to Include in Report

Community Center	Boys & Girls Club	Performing Arts	Ballfields	Other
Mukilteo Community Center (Rosehill)	Mukilteo Boys & Girls Club	IKEA Renton Performing Arts Center	Kasch Athletic Complex in Everett	Lynnwood Convention Center
Tukwila Community Center	Arlington Boys & Girls Club	Kirkland Performing Arts Center	Mill Creek Sports Park	Rhododendron Garden, Federal Way
Lake Stevens Civic Center	Hidden Valley Park / Boys & Girls Club, Bellevue	Lynnwood High School Performance Space		
		City of Monroe Performance Space		
		Glacier Peak Performance Space		

Mukilteo Community Center (Rosehill)



“The Rosehill Community Center is a beautiful 29,000 sq/ft building with sweeping views of Possession Sound, the Mukilteo Ferry, and Lighthouse Park.”

- Event space
- Classroom space
- Recreational space (fitness classes)
- Rentable picnic shelters

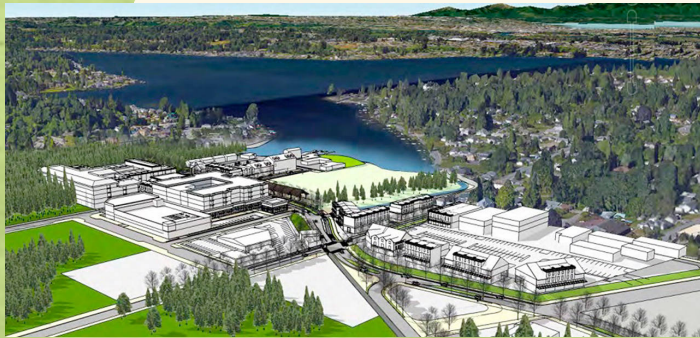
Tukwila Community Center



- meeting rooms, classrooms,
- banquet facilities
- commercial kitchen
- walking path
- water spray park
- picnic shelter,
- athletic fields
- playground
- sport courts
- Gymnasium
- Teen center
- onsite parking for hundreds of vehicles

Lake Stevens Civic Center

The City has envisioned a multi-stage civic center project. Phase 2 included construction of “The Mill” – a 5,277 ft. community center with 3 rental rooms, including a room that serves as Council Chambers and meeting room for city boards and commissions.



Mukilteo Boys & Girls Club



The Mukilteo Club offers:

Child Care

Sports programming

STEAM room

Teen Center

Summer Camps

Games room

Tech Lab (Comcast)



Arlington Boys & Girls Club

The Club provides:

- before and after school care sports
- day camps and summer camps.
- heated swimming pool year round



Bellevue Boys & Girls Club / Hidden Valley Park Bellevue

This 17.31 acre park features:

- 3 softball fields,
- play and picnic areas
- tennis courts
- a sports court
- restrooms at the north and south end of the park.
- Hidden Valley Fieldhouse, operated jointly by Bellevue Parks & Community Services and the Boys & Girls Clubs of Bellevue.



IKEA Renton Performing Arts Center



- Created through a partnership between the Renton Community, Renton School District, Renton Community Foundation and City of Renton.
- IKEA paid \$500,000 for naming rights.
- “The venue seats up to 551 with permanent theater seating, including 8 wheelchair spaces.”
- “The center includes a wrap-around lobby, spacious dressing rooms, a 35- foot fly space, restrooms, on-site parking and parking in municipal parking garage, dressing rooms.”

Kirkland Performing Arts Center



- 394 seat theatre.
- Opened in 1998, the facility is owned by the City of Kirkland and operated by Kirkland Performance Center, a nonprofit corporation.

Lynnwood High School Theater



Opened in 2009.

City of Monroe Performance Space



This facility was built in 1939 and remodeled more recently. It is owned by the Monroe School District and operated by the Monroe Arts Council.

Glacier Peak Performance Space in Snohomish



This facility is integrated into Glacier Peak High School.

It opened in 2008.

Kasch Memorial Park, City of Everett

- a four-field softball complex with lights and bleachers
- one Little League field
- four multi-sport fields with lights and synthetic turf provide for year-round soccer.
- BBQ
- Lacrosse Field
- Picnic Shelter
- Picnic Tables
- Playground
- Restrooms



Mill Creek Sports Park

- 64,000 square foot lighted field turf play surface suitable for little league baseball/softball or soccer play.
- 10,000 square foot lighted concrete skateboard park
- concession stand completes the park with an announcer's booth
- restrooms for park patrons



Lynnwood Convention Center



- Owned by the Lynnwood Public Facilities District
- Managed by ASM Global
- Total floor space of **53,985** square feet and a grand hall that can accommodate 1,200 people.
- Opened 2005

Federal Way Rhododendron Garden

This 22-acre garden is owned and operated by the Rhododendron Garden LLC.

It opened in Federal Way in 1975, on land donated by Weyerhaeuser.



Proposed Questions for Facility Owner/Operator

- Brief Description of Facility: Uses, Seating, Square Footage/Acreage
- Facility owned by
- Facility operated by (describe contractual arrangement)
- Total Construction Cost (& Year opened)
- City contribution to Construction?
- Overview of Construction Funding: (type of process, funding, who was owner, etc., debt, how long outstanding)
- City role, if any, in operations
- Facility annual operating budget/ assessment of financial performance
- Ongoing City role in management/repair of facility
- *Was a needs assessment conducted before facility built? Who did the assessment?*
- Level of use—higher or lower than anticipated?
- Acreage / # parking spaces/ how parking accommodated
- Lessons Learned from staff in host city/operator

Next steps

- Schedule Two Owner/Operator Panel Presentations/Q&A with Council in **July**
- Proposed approach
 - Panel 1:** Community Center and Performing Arts Center
 - Panel 2:** Boys & Girls Clubs and Ballfields
- 3-4 speakers each panel; 7-9 minute presentations, 30 minutes Q&A

Thank you!



Date: June 22, 2021

A/P Check Batches		
Dated	Check Numbers	Amount
05/19/2021	ACH Debit-76 Fleet-April	\$4,417.77
06/15/2021	63447-63505	\$1,176,815.06
Total		\$1,181,232.83

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 63447 through 63505, and ACH debit's in the amount of \$1,181,232.83.

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

Councilmember

Lance Gipp

Director of Finance

Councilmember

City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval1.doc

Payment Details



ACH Name: City of Mill 01 Payment ID: 220032848 Initiated By: comcre02_lagimzo on 2021-05-19 19:48:15
 ACH ID: 2911225895 Payment Name: CASH C&D Last Approved By: comcre02_lagimzo on 2021-05-19 19:50:56
 Payment Type: Corporate Payment and Collections (CCD) Payment Status: Accepted -
 Payment Date: 05/20/2021 Template Name: 76

Transactions

Beneficiary Name	Beneficiary Id	Amount	Debit/Credit	Bank ID	Bank Name	Account Number	Trace #
76 Fleet WEX BANK	0201-00-1059153	4,417.77	Credit	071000288	BMO HARRIS BANK, N.A.	4539508	

	Total Amount	Count
Debits:	0.00	0
Credits:	4,417.77	1
Prenotes:	0.00	0

History

Date/Time (GMT)	Details
05/19/2021 19:48:15	Created 'Corp Pymt & Collect (CCD)' Payment: '220032848' by user 'comcre02_lagimzo'
05/19/2021 19:50:56	Payment status changed from 'Pending Approval' to 'Accepted'.
05/19/2021 19:50:56	Payment '220032848' approved by customer user 'comcre02_lagimzo'.

JG
 05-19-21
ZL
 5-19-21

May 19, 2021, 7:52 PM



RECEIVED

MAY 10 2021

CITY OF MILL CREEK

76 FLEET

Invoice Statement

INVOICE NUMBER: 71613483
ACCOUNT NAME: City of Mill Creek

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0201-00-105915-3	14800.00	30	APR-30-2021	MAY-21-2021	4417.77

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
APR-22-2021	Payment - Thank You		4296.46
APR-30-2021	Fuel Purchases	4436.36	
APR-30-2021	Service Purchases	8.00	
APR-30-2021	Other Purchases		8.00
APR-30-2021	Other Adjustments this Period	10.00	
APR-30-2021	Rebates and Rebate Reversals		28.59

REMINDER
PLEASE BE SURE TO INCLUDE REMITTANCE
STUB WITH PAYMENT. MAIL TO THE
ADDRESS SHOWN IN THE RIGHT PORTION
OF THE REMITTANCE STUB.

APPROVED FOR PAYMENT

401-401-531-38-3200 \$ 2021.04 Fleet Fuel
 001-008-521-70-3200 \$ 842.72
 001-018-518-30-3200 \$ 3099.66 }
 \$ 475.39 }

Project # _____
 Bars Code # _____
 Signature _____
 Date 05/17/21

The Finance Charge is determined by applying a periodic rate of 7.99%

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
4296.46	4296.46	4446.36	28.59	4417.77

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616



SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

76 Fleet

P.O. Box 639
Portland, ME 04104-0639

Fleet Manager
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

ACCOUNT NAME	City Of Mill Creek
ACCOUNT NUMBER	0201-00-105915-3
INVOICE NUMBER	71613483
BILL CLOSING DATE	APR-30-2021
AMOUNT DUE	4417.77
AMOUNT ENCLOSED	
PAYMENT DUE DATE	MAY-21-2021

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK
To avoid processing delays, remit all payments to:



WEX BANK
P.O. BOX 6293
CAROL STREAM IL 60197-6293

02010010591534000000441777 210521

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 6/18/2021 8:41 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
63447	911SUPPL INV-2-10965	911 Supply Inc 2 - High Speed Pistol Mag Pouch	06/15/2021		59.45
				Total for Check Number 63447:	0.00 59.45
63448	ADPLLC 581539945	ADP, LLC ADP Workforce Now 04/30 & 05/15, HCM 05/1	06/15/2021		1,270.65
				Total for Check Number 63448:	0.00 1,270.65
63449	ALLBATRY 100-10014798	All Battery Sales & Service Battery Disposal - 5 Gallon Bucket	06/15/2021		93.93
				Total for Check Number 63449:	0.00 93.93
63450	INTEGRA 17523066	Allstream T-1 Monthly Chgs - June	06/15/2021		703.86
				Total for Check Number 63450:	0.00 703.86
63451	ALWTEST 571 571A	Always Testing, Inc. Backflow Assembly Testing - Annual Backflow Assembly Testing - Annual	06/15/2021		1,080.00 1,080.00
				Total for Check Number 63451:	0.00 2,160.00
63452	AMTESTIN 121913	Am Test, Inc 9 - Fecal Coliform Analysis	06/15/2021		225.00
				Total for Check Number 63452:	0.00 225.00
63453	AMAZON 1CQ3-6JQV-VTYT 1GXY-4XPM-9PMJ 1HHG-DPRL-TILD 1JYR-H7JG-V9HT	Amazon Capital Services Rugged Case for Ipad Used by CP - Vehicle Insp 48" x 36" Magnetic Aluminum Dry Erase Board Stanchion With 6.5 Foot Retractable Belt Mounting Brackets, Bolt & Washer - Sign Hardv	06/15/2021		33.68 62.97 442.00 199.68
				Total for Check Number 63453:	0.00 738.33
63454	ASUREC INV8162064	Asure Consulting Inc HR Consulting - June 2021	06/15/2021		4,000.00
				Total for Check Number 63454:	0.00 4,000.00
63455	BANKCR16 1 2	Bank of America VGA Adaptor - Monitor Connection Multi Monitor Adaptor	06/15/2021		17.22 84.83
				Total for Check Number 63455:	0.00 102.05
63456	BCS 2021-MCS	Bridge Coordination Services DV Services 38.50 Hours - May 2021	06/15/2021		1,850.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	B2021-0151A	Refund Overpayment Bldg Permit Fees - B2021-			70.00
	B2021-0183	Refund Overpayment Bldg Permit Fees - B2021-			18.50
	B2021-0183A	Refund Overpayment Bldg Permit Fees - B2021-			70.00
	B2021-0185	Refund Overpayment Bldg Permit Fees - B2021-			18.50
	B2021-0185A	Refund Overpayment Bldg Permit Fees - B2021-			70.00
	B2021-0186	Refund Overpayment Bldg Permit Fees - B2021-			18.50
	B2021-0186A	Refund Overpayment Bldg Permit Fees - B2021-			70.00
		Total for Check Number 63462:		0.00	1,681.50
63463	FELDMAJ May 2021	Feldman & Lee, P.S. Public Defense Service - May	06/15/2021		5,728.00
		Total for Check Number 63463:		0.00	5,728.00
63464	XHAMAGC 2002666.002	Carly Hamaguchi Refund Beginning Ballet - Online - Kaia #7693	06/15/2021		52.00
		Total for Check Number 63464:		0.00	52.00
63465	ISO CW25348	ISOOutsource Professional Server/Workstation Monitoring - Ju	06/15/2021		179.01
		Total for Check Number 63465:		0.00	179.01
63466	IWORQSYS 195185	iWorQ Systems, Inc Renewal - Sign Mgmt & Software Mgmt Support	06/15/2021		1,000.00
		Total for Check Number 63466:		0.00	1,000.00
63467	JRWENTRP 5069	JRW Enterprises Front Main Entrance Door Repair - CHS	06/15/2021		529.88
		Total for Check Number 63467:		0.00	529.88
63468	KREEDCON 0872 0873	Karen Reed Consulting, LLC DRCC Consulting Services - May Consulting Services - Fire Options - Mar-May	06/15/2021		3,547.50 5,375.00
		Total for Check Number 63468:		0.00	8,922.50
63469	KGCTYOF 112261	King County Accounts Rec WRIA Watershed Planning Interlocal - First Trin	06/15/2021		2,288.00
		Total for Check Number 63469:		0.00	2,288.00
63470	LESSCHW 39500550035	Les Schwab Flat Repair - PW10	06/15/2021		32.05
		Total for Check Number 63470:		0.00	32.05
63471	ROBHALF 57841256	Office Team Cares Grant Support Week Ending 06/11	06/15/2021		660.00
		Total for Check Number 63471:		0.00	660.00
63472	Otak 000003210369 000003210369A	Otak, Inc Prof Svcs - MC Boulevard Corridor Subarea Pla Prof Svcs - MC Boulevard Corridor Subarea Pla	06/15/2021		5,321.23 2,280.52
		Total for Check Number 63472:		0.00	7,601.75
63473	PACAIR	Pacific Air Control, Inc.	06/15/2021		

AGENDA ITEM #K.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	39884	HVAC Repair - CHS			1,032.93
			Total for Check Number 63473:	0.00	1,032.93
63474	PACFIRSE 77099	Pacific Fire and Security, Inc. Fire & Sprinklers - Apr-June - CHN	06/15/2021		284.54
			Total for Check Number 63474:	0.00	284.54
63475	ELLITIRE 064462017591 064462017712	PepBoys-Remittance Dept LOF, Remove/Replace Radiator Hose - Car #41 LOF, Wiper Blades - Car #29	06/15/2021		393.73 60.08
			Total for Check Number 63475:	0.00	453.81
63476	PITNEYB 3313559990	Pitney Bowes Global Financial Services Lease Postage Machine, Meter & Scale - Non-Dr	06/15/2021		472.45
			Total for Check Number 63476:	0.00	472.45
63477	PLATT 1064670 1064676 1068033	Platt Electric Supply, Inc 6V Spring - Supplies/Batteries 12 - 9V ALK 24 - 9V ALK	06/15/2021		25.33 40.53 81.06
			Total for Check Number 63477:	0.00	146.92
63478	PROFORCE 446861	ProForce Law Enforcement 30 - Holosun Red Dot Optics for Handguns	06/15/2021		10,895.08
			Total for Check Number 63478:	0.00	10,895.08
63479	SNOCPUD 105573838 115476200 122098057 128681542 128681543 128689463 135307066 138516400 148455564 151750947 158188760 158190514 158192476	PUD No. 1 of Snohomish County 13628 N Creek Dr 04/20 - 05/18 3401 148th St SE 04/27 - 05/25 16110 1/2 29th Dr SE 05/04 - 06/01 15720 Main St 04/20 - 05/17 15720 Main St Unit B 04/20 - 05/17 2701 155th St SE 05/01 - 06/01 2501 147th Pl SE 04/28 - 05/21 4560 SAC 05/07 - 06/07 15510 Village Green Dr 05/01 - 06/01 13332 44th Ave SE 05/06 - 06/04 1700 Mill Creek Rd 04/30 - 05/25 15601 22nd Ct SE 04/30 - 06/01 14729 12th Ave SE 05/05 - 06/03	06/15/2021		7.83 20.67 15.66 1,413.37 299.64 22.33 12.96 37.51 17.28 47.53 60.97 20.89 16.20
			Total for Check Number 63479:	0.00	1,992.84
63480	PUGETSO 200004765331 200004765463	Puget Sound Energy 15720 Main St 04/16 - 05/18 15728 Main St 04/16 - 05/18	06/15/2021		93.82 560.78
			Total for Check Number 63480:	0.00	654.60
63481	RONGERJ 9581	John Rongerude P.S. Conflict Public Defender #XZ0507897	06/15/2021		300.00
			Total for Check Number 63481:	0.00	300.00
63482	SAFEBLT 0077376-IN	SAFEbuilt LLC Lockbox # 88135 Prof Svcs - Plan Review/Bldg Inspection Service	06/15/2021		13,567.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0078323-IN	Prof Svcs - Plan Review/Bldg Inspection Service			11,195.97
			Total for Check Number 63482:	0.00	24,763.78
63483	SILVERL 14112-27585 14737-19068 17679-27345 17684-27596 32140-27632 32141-27633	Silverlake Water District 132nd & SR 527 Irrig 05/01 - 05/31 13617 28th St SE Irrig 05/01 - 05/31 15429 1/2 Bothell Everett Hwy 05/01 - 05/31 15429 Bothell-Evt Hwy Irrig 05/01 - 05/31 13903 N Creek Dr - Irrig 05/01 - 05/31 13903 N Creek Dr 05/01 - 05/31	06/15/2021		14.60 14.60 114.60 50.70 182.05 321.98
			Total for Check Number 63483:	0.00	698.53
63484	SNOCODEM 1000556423	Sno Co Department of Emergency Manag 2021 Emergency Services - 1st & 2nd Qtr	06/15/2021		13,202.50
			Total for Check Number 63484:	0.00	13,202.50
63485	SCFIRDS INV00788	Sno County Fire District #7 Fire Interlocal Agreement - 2nd Qtr 2021	06/15/2021		1,032,435.00
			Total for Check Number 63485:	0.00	1,032,435.00
63486	SNOCOM 3613	Snohomish County 911 Dispatch Services - June	06/15/2021		20,238.26
			Total for Check Number 63486:	0.00	20,238.26
63487	SNOCOC 2021-6785	Snohomish County Corrections Jail Service Fees - April	06/15/2021		7,829.16
			Total for Check Number 63487:	0.00	7,829.16
63488	SNOCOSH1 2021-6802	Snohomish County Treasurer Inmate Medical Billing - April	06/15/2021		96.41
			Total for Check Number 63488:	0.00	96.41
63489	SNDPUBIN EDH929148	Sound Publishing Inc Notice of City Applications - PL2021-0007	06/15/2021		56.00
			Total for Check Number 63489:	0.00	56.00
63490	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - Ju	06/15/2021		3,213.62
			Total for Check Number 63490:	0.00	3,213.62
63491	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - June	06/15/2021		1,666.72
			Total for Check Number 63491:	0.00	1,666.72
63492	STAPLEAD 303893 303893A 303893B	Staples Advantage Credit - Microban Disinfectant - Containers Leal General Office Supplies HP 72 Inkjet Cartridge - Gray - Engr Plotter	06/15/2021		-35.32 423.61 78.89
			Total for Check Number 63492:	0.00	467.18
63493	STARDMSV 0124700-IN	Stardom Services Inc May Services - Janitorial - CHS	06/15/2021		1,105.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	0124700-IN1	May Services - Janitorial - CHN			1,349.60
	0124700-IN2	May Services - Janitorial - Extra Friday Cleaning			175.00
	0124700-IN3	May Services - Janitorial - Extra Friday Cleaning			125.00
			Total for Check Number 63493:	0.00	2,755.00
63494	STERICYC 3005578160	Stericycle Inc Biomedical Waste Services - Monthly Fee	06/15/2021		10.36
			Total for Check Number 63494:	0.00	10.36
63495	TACSCREW 18311820	Tacoma Screw Products Inc 50 - Steel Wedge Anchors - Hand Sanitizer Static	06/15/2021		70.82
			Total for Check Number 63495:	0.00	70.82
63496	THYSSEN 3005866596	Thyssenkrupp Elevator Corp. Elevator Maintenance 04/01 - 06/30	06/15/2021		1,364.41
			Total for Check Number 63496:	0.00	1,364.41
63497	TRANSUN 05107897	Trans Union LLC Basic Service Monthly Fee - Credit Checks	06/15/2021		66.30
			Total for Check Number 63497:	0.00	66.30
63498	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - May	06/15/2021		82.88
			Total for Check Number 63498:	0.00	82.88
63499	VERIZON 9880340056	Verizon Wireless Access & Usage Chgs - Public Safety 04/23 - 05	06/15/2021		1,908.29
			Total for Check Number 63499:	0.00	1,908.29
63500	WASTPAT I21000654 I21000654A	Washington State Patrol Background Checks - May - Civil Service Exam Background Checks - May - Maintenance Worke	06/15/2021		21.00 21.00
			Total for Check Number 63500:	0.00	42.00
63501	WAVEDIV 102743301000885	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	06/15/2021		641.25
			Total for Check Number 63501:	0.00	641.25
63502	WIGHTR INV0001	Robyn Wight Video Production/Editing - Memorial Day Video	06/15/2021		416.25
			Total for Check Number 63502:	0.00	416.25
63503	WINSUPP 044953 01	Winsupply Company Hose Spigot - Pressure Washing at Veteran's Mo	06/15/2021		41.42
			Total for Check Number 63503:	0.00	41.42
63504	AFSCME May 2021	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - May	06/15/2021		569.50
			Total for Check Number 63504:	0.00	569.50
63505	GTENORTH	Ziplay Fiber	06/15/2021		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	425745697408189	CC Line, Fax, Prop Room 05/19 - 06/18			172.41
			Total for Check Number 63505:	0.00	172.41
			Total for 6/15/2021:	0.00	1,176,815.06
			Report Total (59 checks):	0.00	1,176,815.06



Date: June 22, 2021

Payroll Check Batches		
Dated	Check Numbers	Amount
06/10/2021	ACH Wire- Assoc. of WA Cities	\$74,897.03
06/10/2021	ACH Automatic Deposit Checks	\$150,586.47
06/10/2021	ACH Wire- FWT & Medicare Taxes	\$32,285.33
06/10/2021	ACH Wire MEBT- Wilmington Trust	\$23,442.09
06/10/2021	ACH Wire- ICMA RC- Def. Comp	\$2,435.61
06/10/2021	ACH Wire- BAC- Flex Spending Acct	\$1,100.98
06/10/2021	ACH Wire- MCPD Guild Dues	\$1,940.00
Total		\$286,687.51

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$286,687.51.

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

Councilmember

Laurel K. Gipe

Finance Director

Councilmember

City Manager

AWC Employee Benefit Trust

PO Box 6
C/o Vimly Benefit Solutions, Inc
Mukilteo, WA 98275-0006

MILL CREEK, CITY OF

15728 MAIN ST
MILL CREEK, WA 98012-1518

Billing Details

Billing ID: 18966	Month: 06/2021
Customer Ref: 000220116X000	Invoice Date: 05/19/2021

Payment Details

Payment Amount: \$74,897.03	ACH Payment Ref: N/A
Settlement Date: N/A	Account Type: Checking
Date/Time Paid: 06/08/2021 8:32:47 am	Account Number
Paid By: Dana Volk	Transaction Number: py_1J07LoGpAtMY3xQi4d7o9wfJ

Simon has processed your payment request

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:23 Pay Date:06/10/2021 P/E Date:05/31/2021
 Qtr/Year:2/2021 Run Time/Date:15:37:47 PM EDT 06/08/2021

Taxes Debited	Federal Income Tax	25,183.63		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,151.48		
	Medicare - ER	3,151.44		
	Medicare Adj - EE	0.00		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	Federal Unemployment Tax	0.00		
	FMLA-PSL Payments Credit	0.00		
	FMLA-PSL ER FICA Credit	0.00		
	FMLA-PSL Health Care Premium Credit	0.00		
	Employee Retention Qualified Payments Credit	0.00		
	Employee Retention Qualified Health Care Credit	0.00		
	COBRA Premium Assistance Payments	0.00		
	State Income Tax	0.00		
	Non Resident State Income Tax	0.00		
	State Unemployment Insurance - EE	0.00		
	State Unemployment Insurance Adj - EE	0.00		
	State Disability Insurance - EE	0.00		
	State Disability Insurance Adj - EE	0.00		
	State Unemployment/Disability Ins - ER	0.00		
	State Family Leave Insurance - EE	266.20		
	State Family Leave Insurance - ER	0.00		
	State Family Leave Insurance Adj - EE	0.00		
	State Medical Leave Insurance - EE	239.63		
	State Medical Leave Insurance - ER	292.95		
	Transit Tax - EE	0.00		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
	School District Tax	0.00		
	Total Taxes Debited	32,285.33		
Other Transfers	Full Service Direct Deposit Acct. N	150,568.47		
	Total Amount Debited From Your Account.		182,853.80	Total Liability
				182,853.80
Bank Debits & Other Liability	Checks	0.00		182,853.80
	Adjustments/Prepay/Voids	0.00		182,853.80
Taxes- Your Responsibility	None this payroll			182,853.80

Payment Details Report



Company: City of Mill Creek
Requester: Gimzo, Laurel
Run Date: 06/10/2021 1:36:49 PM CDT

AS

6/10/21

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Processing By Bank
Transaction Number

Template Name: MATRIX/MEBT
Template Code: WILTRUST

Debit Account Information

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

Beneficiary Details

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

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

Payment Details

Credit Currency: USD
Credit Amount: 23,442.09

Value Date: 06/10/2021

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: jgunders
Approved: lagimzo

Input Time: 06/10/2021 12:39:56 PM CDT
Time: 06/10/2021 1:36:40 PM CDT

Payroll Paid 06/10/2021

MEBT EE	14,707.85
MEBT ER	13,614.58
Sub-Total	28,322.43
Less Standard Insurance	(4,880.34)
Wire Total	23,442.09

9929.60	LEO	Total
749.60	MBX	Total
13613.91	MEB	Total
302.81	MEB2	Total
41.53	MME	Total
41.53	MMR	Total
4473.68	P2E	Total
2013.96	P3E	Total
13573.05	TER	Total
44739.67	Grand Total	

Payroll Date 06/10/21	ICMA
Fleming, Rodney J	\$ 438.24
Gimzo, Laurel R	\$ 50.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 551.44
LaRose, Scot P	\$ 100.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 1,083.33
White, Stanley R	\$ 50.00
Total	\$ 2,435.61

Payroll Date 06/10/21	Deferred Daycare	Deferred Healthcare
Fleming, Rodney J	\$ 0.00	\$ 100.00
Foutch, Bart A	\$ 0.00	\$ 114.58
Heath, Ilia C	\$ 0.00	\$ 114.58
Hughes, Tyrone A	\$ 0.00	\$ 114.00
Pigott, Larissa V	\$ 0.00	\$ 114.58
Rasmussen, Kristen A	\$ 208.00	\$ 25.00
Rogers, Thomas B	\$ 0.00	\$ 50.00
Schmidt, Christi A.M.	\$ 0.00	\$ 62.50
Todd, Michael S	\$ 0.00	\$ 20.00
Grand Totals	\$ 208.00	\$ 715.24
Total	\$ 208.00	\$ 715.24
Total Due to BAC	\$ 923.24	

Payroll Date 06/10/21

Employee	EE Cont	ER Cont
Gimzo, Laoreal	\$35.00	\$58.87
Horn, Justin	\$25.00	\$58.87
Grand Total	\$177.74	

Payment Details Report



Company: City of Mill Creek
Requester: Gimzo, Laurel
Run Date: 06/10/2021 1:35:57 PM CDT

LL

Domestic High Value (Wire)

6-10-21

Payment Category: Urgent/Wire

Status: Processing By Bank
Transaction Number:

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

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

Beneficiary Details

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

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

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,940.00

Value Date: 06/10/2021

Optional Information

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: jgunders
Approved: lagimzo
Initial Confirmation: WTX:2021061000390591

Input Time: 06/10/2021 12:36:02 PM CDT
Time: 06/10/2021 1:35:46 PM CDT

Police Guild Dues for May 2021

Payroll Name	Guild Dues
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Phillips, Robert	\$ 100.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 1,940.00

May-21



MINUTES
City Council Regular Meeting

6:00 PM - Tuesday, June 8, 2021
Virtual and Audio Meeting Format during COVID-19 Pandemic

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

A video recording of this City Council meeting can be found [here](#):
The agenda packet for this City Council meeting can be found [here](#).

VIRTUAL MEETING INFORMATION

- A.** Topic: City Council Regular Meeting
Time: Jun 8, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/98843805371>

Meeting ID: 988 4380 5371
One tap mobile
[+12532158782](tel:+12532158782),[.98843805371](tel:+12532158782)#US (Tacoma)
[+16699006833](tel:+16699006833),[.98843805371](tel:+16699006833)# US (San Jose)

CALL TO ORDER

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:02 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Morgan

ROLL CALL

Councilmembers Present:
Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Vincent Cavaleri, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember
Benjamin Briles, Councilmember
Adam Morgan, Councilmember

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

June 8, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Alyse Rome, a Mill Creek resident, spoke about parking issues at the Vintage at Mill Creek apartment complex and stated that parking for residents is not appropriate and requested that the City Council and staff look into the situation.

Mayor Holtzclaw asked City Manager Michael Ciaravino to examine the situation and report back to Council at the next Council meeting.

David Wood, a Mill Creek resident, spoke about his desire to see the City create a municipal broadband system. Mr. Wood supplied a handout on municipal broadband services to Council and asked that it be forwarded on to local media.

Barb Heidel, a Mill Creek resident, thanked IT Manager Joe Socolowski for his assistance with computer issues and commented on City staffing.

[Municipal Broadband](#)

PRESENTATIONS

- C. A Proclamation on Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month for June 2021
(Mayor Holtzclaw)

Mayor Holtzclaw and Members of Council issued a proclamation to proclaim June 2021 as Lesbian, Gay, Bisexual, Transgender and Queer Pride Month.

[Pride Month 2021](#)

- D. Youth Advisory Board Recognition & Graduating Senior Congratulatory Acknowledgment
(Kristen Rasmussen, Community Engagement Coordinator)

Community Engagement Coordinator Kristen Rasmussen recognized the Youth Advisory Board's graduating seniors for their exemplary participation and involvement on the Board. She thanked the students on behalf of the City of Mill Creek for volunteering numerous hours over the past year planning and participating in community events in the City of Mill Creek.

A presentation recounting the year in review was shown and each senior was presented with a certificate in recognition of their outstanding contributions and dedication to the City of Mill Creek Youth Advisory Board.

Councilmembers thanked the students for their dedicated involvement in the community and Community Engagement Coordinator Kristen Rasmussen for her efforts and support of the Youth Advisory Board.

Youth Advisory Board member Maher Modak thanked Kristen Rasmussen for her dedication and support of the Board. Mr. Modak also thanked Council and shared his gratitude for the opportunity to be on the Youth Advisory Board.

[Youth Advisory Board Senior Recognition - Pdf](#)
[2021 Certificate - YAB Senior Grad Recognition](#)

- E. Presentation of Development Review Process
(Mike Todd, Director of Public Works & Development Services)

Public Works and Development Services Director Mike Todd introduced Planning Manager Tom Rogers who provided a presentation on the development review process, the role of the Hearing Examiner and the functions of the Design Review Board.

Council engaged in Q and A and discussion including the historical use of a Hearing Examiner and the role that Council plays in the development review process.

[Development Review Process - Pdf](#)

OLD BUSINESS

- F. Adoption of the Revised Governance Manual
(Grant Degginger, City Attorney)

City Attorney Grant Degginger recounted the process of updating the Governance Manual with Council on the topics discussed during five previous Council Meetings. Attorney Degginger provided a synopsis of changes made by section thus far:

- Section 1.2.6—Council Information Requests
- Section 1.5.3—Clarified that staff will provide quarterly review of financial statements.
- Section 3.6.2—Limitations on holding multiple offices
- Section 7.1—Added criteria and procedures for proclamations
- Exhibit B—Updated staff liaisons for boards and commissions

City Attorney Degginger explained the changes the proposed resolution will generate if adopted:

Section 1

- Repeals 1983 resolution governing Council meeting procedures.
- Repeals resolution adopting 2011 Manual.

Section 2

- Adopts new Manual
- Adopts Roberts Rules of Order Newly Revised
- Sets order of precedence—(1) Resolution; (2) Manual; (3)
- Robert's Rules

Section 3

- Establishes Rules for Public Testimony
 - at City Council meetings
 - at Legislative Public Hearings
 - at Quasi-Judicial Hearings or Appeals

June 8, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Council engaged in Q and A involving sections 7.1.3-proclamations, 2.2.6-council liaisons, 1.5.1-ICMA standards, 4.3.4-Voting, 4.6-Participation from a remote location, and 8.7-conduct of Council meetings.

Councilmember Cavaleri made a motion to adopt Resolution 2021-603*, repealing Resolution No. 1 and Resolution No. 2011-473, adopting the new edition of the Governance Manual, and rules governing public communications at Council meetings and public hearings. Councilmember Morgan seconded the motion.

Mayor Holtzclaw opened the floor for debate or proposed amendments.

Councilmember Steckler made a motion to amend section 4.6-Participation from a remote location, deleting the language "and a majority of the Council votes in advance to allow the remote participation". Councilmember Morgan seconded the motion. The motion passed 5-0-2 with Mayor Pro Tem Vignal and Councilmember Cavaleri abstaining.

Councilmember Steckler made a motion to amend section 7.1.3-Proclamations, to add the language "at the beginning of each year, the City Clerk shall provide Council with a list of proclamations that the City routinely issues annually". Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Councilmember Steckler made a motion to amend section 8.6-Prior permission required for certain elaborate presentations, to strike the word "Chair" and replace it with the word "Council". The motion failed for lack of a second.

Council voted on the main motion as amended by sections 4.6 and 7.1.3. The motion passed unanimously.

*Due to a scrivener's error this Resolution is to be corrected and recorded as Resolution No. 2021-604.

[Agenda Summary 06.08.21-Governance Manual v.4 Redline - MILL CREEK Updated Governance Manual-May 11.](#)
[v.4 MILL CREEK Updated Governance Manual-May 11](#)
[Resolution Governance Manual 06.08.21](#)
[Governance Manual Mill Creek slide](#)

- G.** Passport Office Update
(Laurel Gimzo, Finance Director)

At 8:20 p.m. Councilmember Morgan made a motion to extend the regular meeting until 10:00 p.m. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

June 8, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Finance Director Laurel Gimzo provided an update on passport operations reporting the following:

- Passport services opened on May 17, 2021 two weeks ahead of schedule.
- Staff processed 251 passports in two weeks.
- Passport services are by appointment only.
- Feedback from customers has been positive and appreciative.
- Passport services operate Monday through Saturday with two (2) Passport Technicians per shift which process approximately eight (8) passports per hour.
- By July 1, 2021, staffing will increase to three (3) to four (4) technicians per shift allowing for approximately sixteen (16) passports processed per hour.

Council engaged in discussion and Q and A.

[Passport Office Update - Pdf](#)

H. Dobson Remillard Church Cook (DRCC) Property Discussion
(Michael Ciaravino, City Manager & Karen Reed, Consultant)

Mayor Holtzclaw began the discussion to allow Councilmembers an opportunity to share their vision and reasoning for the use of the DRCC property.

Mayor Pro Tem Vignal stated that she was not ready to formulate her vision at this stage of the process and that she would require additional input from public.

Councilmember Cavaleri also stated he was not ready to formulate a vision at this stage of the process but noted that practical and fiscally responsible considerations will be needed to develop the property.

Councilmember Steckler shared his vision for a civic center that includes space for performing arts, with large multipurpose rooms to be utilized by the following examples: a lecture hall; programs for Boys' and Girls' Clubs; corporate events; pre-school programs; and senior center. Councilmember Steckler stated that there are plenty of ball fields and recreation opportunities in Mill Creek but there is currently no space for performing arts or spaces for groups to hold meetings or events and that a civic center would fill that need.

Councilmember Bond provided a historic recap of the opening of Freedom Field and that many groups' desired to see expansion of the ballfields to meet the demand and allow for tournaments. Councilmember Bond also stated that he is open to other ideas and wants to hear from the public and their desired use of the space.

Mayor Holtzclaw shared his aspiration for a multi-use facility. His concern for a single use facility is that it needs to support the entire community and not one user group. Mayor Holtzclaw feels that a multi-use complex should include some recreational component as well as meeting space and performing arts which opens the opportunity for partnerships to help fund the development.

June 8, 2021 CITY COUNCIL REGULAR MEETING MINUTES

City Manager Michael Ciaravino thanked Council, Staff and Consultant Karen Reed for their time and efforts thus far in the process and proposed a Council retreat on the DRCC development on a Wednesday in July.

Council engaged in discussion and decided to schedule a retreat on this topic on July 28, 2021.

I. City Manager Evaluation
(Mayor Holtzclaw and Karen Reed, Consultant)

Mayor Holtzclaw stated that the purpose of the discussion was to:

- Determine whether or not there were any proposed changes to the updated version of the evaluation process circulated to Councilmembers earlier in the day, and
- Create a list of staff to be interviewed by Consultant Karen Reed

Mayor Holtzclaw opened the floor for discussion.

Council engaged in discussion about the proposed process.

Councilmember Steckler made a motion to expand the scope of the proposed process to include 360 reviews including indirect reports. The motion failed for lack of a second.

Council decided to move forward with the proposal outlined by Consultant Karen Reed and limit the interview of staff to Directors and three other direct report staff of the City Manager.

STUDY SESSION

J. Update on Fire District 7 Contract (Snohomish Regional Fire & Rescue)
(Michael Ciaravino, City Manager, Karen Reed, Consultant, Bill Cushman, Consultant)

City Manager Michael Ciaravino provided Council with an update on the City's contract with Fire District 7 (now known as Snohomish Regional Fire & Rescue) for fire and emergency medical services. The contract has been in place since 1983 and will terminate on December 31, 2022 unless the City agrees to a 47% increase in its annual payment for 2023.

City Manager Ciaravino introduced Consultant Bill Cushman who gave a [presentation](#) detailing the current Mill Creek fire costs with Fire District 7 and the projected costs if Mill Creek were to accept the proposed terms of the new agreement.

Understanding the financial implications posed by continuation of the contract with Fire District 7, Manager Ciaravino requested Council approve the exploration of additional options such as South County Fire and Rescue.

Councilmember Briles made a motion to authorize the City Manager to explore a potential contractual relationship with South County Fire and Rescue. Mayor Pro Tem Vignal seconded the motion.

Council engaged in discussion.

The motion passed unanimously.

[MC D7 Rate Options \(v.6.4.21\)](#)
[Mill Creek Notice of Termination of ILA 12.3.20](#)
[SRFR Service Equity Document 11.17.20](#)

CONSENT AGENDA

- K.** Approval of Checks #63406 through #63446 and ACH Wire Transfers in the Amount of \$177,331.25
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)
[06-08-21 AP Voucher](#)
- L.** Payroll and Benefit ACH Payments in the Amount of \$183,213.79
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)
[06-08-21 Payroll Voucher](#)
- M.** City Council Meeting Minutes of June 1, 2021
[City Council Regular Meeting - 01 Jun 2021 - Minutes](#)

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

REPORTS

- N.** Mayor/Council
Mayor Holtzclaw reported on the following topics:
 - Mayor Pro Tem Vignal will preside over the next council meeting as he will be on vacation.
 - At the last Mayors' meeting, with the County Executive discussion included the possibility of the County establishing a Recovery Office to assist and provide guidance to municipalities about the use of forthcoming federal funds.
 - The County is beginning the process of reopening on July 6, 2021 with a phased approach over a six to eight-month period.

Mayor Pro Tem Vignal requested an update on the preparations for Graduation Parade on June 12, 2021.

Councilmember Steckler reported that he will be attending a webinar next week on the utilization of CARES/ARPA funds.

Councilmember Cavaleri thanked the Youth Advisory Board.

June 8, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Councilmember Briles reported that he looks forward to visiting the City's passport office next week for his children's passports.

- O. Michael Ciaravino, City Manager**
 - Staffing Updates

City Manager Michael Ciaravino provided an update on the Senior Graduation Parade:

- Currently 99 vehicles have registered for the parade. Multiple people are signed up to ride in each car which is part of the reason we believe the vehicle registration number is lower than last year.
- City Staff (*Chief Young, Detective Sgt. White, Public Works & Development Services Director Mike Todd, Public Works Supervisor Matthew Combs, Community Engagement Coordinator Kristen Rasmussen*) and the Parent Volunteer, Tannis Golebiewski, met today for a final event logistics meeting.
- The two graduation banners have been hung-up on the corner of Bothell-Everett Hwy and 164th, and on the railing in front of City Hall North.
- The traffic signs along Village Green Drive are ready to go out starting tomorrow morning to provide 72 hours' notice.
- WSDOT and Snohomish County Operations are available for support during the parade.
- 35th North and South Bound between 132nd and Seattle Hill Road will be closed during the parade and traffic will be diverted.
 - Expect lane closures to begin at approximately 9:45am.
- Partner law enforcement agencies will be assisting in the event.
- The Parent Volunteer will send traffic safety reminders to registered participants prior to the parade.
- A final social media post will be sent out to remind the community of the event and possible traffic delays.
- A City tent will available for staff to use during the parade on Village Green Drive near the entrance to Copper Tree and Country Place.

Manger Ciaravino gave Council an update on staffing:

- Deputy City Manager - Currently reviewing supplemental questions from 20 applicants and Zoom interviews will be conducted throughout the month of June in hopes of having a final list of candidates by the end of June/early July and to have the position filled in August.
- The Communications and Marketing Coordinator position has been posted.
- Project Engineer and Surface Water Engineer recruitment is ongoing.
- Recruitment for civil service positions within the Police Department is underway.

- P. Laurel Gimzo, Finance Director**
 - American Rescue Plan Act (ARPA) Update

Finance Director Laurel Gimzo announced that the City will receive \$5,833,355 in federal funds through ARPA. The first disbursement of \$2.9 million could be received as early as June 27, 2021 with the second disbursement following one year later.

June 8, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Staff is looking at recommendations for the usage of the ARPA funds and Director Gimzo has contacted the County Finance Director and will work with the County Recovery Office with the hopes of bringing a list of suggested uses to Council for approval later this month.

- Q.** Mike Todd, Director of Public Works & Development Services
- Update on Sign & Temporary Structure Regulations - COVID - 19

Director Mike Todd reported that planning is underway for the potential removal of the Governor's restrictions on June 30, 2021 and noted that:

- Recreation activities are beginning to ramp up including a recent martial arts class.
- Continuation of mask wearing in common spaces.
- Working with tenants in City Hall North to determine their own protocols for masking while in their own space but masks will be required in common spaces until further notice.
- City Hall North's front desk is still operating by appointment only which will continue for now.

Planning Manager Tom Rogers provided an update on sign and temporary structure regulations that were put in place on April 24, 2020 as directed by Council. Relaxed enforcement of regulations will begin upon the restriction removal and the City will contact businesses in violation of City code and allow them 30 days to make corrections. The City intends to be flexible in working with businesses until such a time when more punitive action is called for.

Council engaged in discussion and Q and A.

AUDIENCE COMMUNICATION

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

There were no public comments on items on or not on the agenda.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 9:46 p.m.

Brian Holtzclaw, Mayor

Naomi Fay, City Clerk



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

Art & Beautification BOARD MINUTES

15728 Main Street, Mill Creek, Washington 98012 – 425-745-1891

**April 14, 2021
4 p.m.**

I. CALL TO ORDER

Chair Armfield called the meeting to order at 4:06 p.m. via Zoom Virtual Meeting.

II. ROLL CALL:

Carmen Fisher
Guy Armfield, Chair
Jamie Barrett
Jeanne Smart
Michelle Edwards
Shoshauna Mohlman, Vice Chair
John Steckler, Council Representative

Staff

Kristen Rasmussen, Community Engagement Coordinator

Absent

Ravi Ubriani

III. ANNOUNCEMENTS

IV. APPROVAL OF MINUTES

Member Fisher moved to approve the March 10, 2021 minutes second by member Vice Chair Mohlman. The motion passes unanimously.

V. OLD BUSINESS

a. Historical Preservation Project

Community Engagement Coordinator Rasmussen presented a quote from FastSigns for an alternative bronze plaque, an aluminum composite plaque. This plaque is a 14"x10" 6mm Aluminum Composite Sign with Vinyl Overlay and a premium gloss over laminate with UV protection. The price of this plaque is approximately \$98.

The other optioned Ms. Rasmussen presented is a quote from Signs By Tomorrow for a Bronze Etched Plaque. This plaque is 10"x14" with a bronze cast, ¼ inch thick border, textured background and brushed letter faces. The prize of this plaque is approximately \$2,440.

The board members discussed both options and had concerns with the pricing for the bronze etched plaque and durability of the aluminum composite. There was also discussion of branding and consistency with plaques that have been previously installed at other areas such as the City Hall North building and Mill Creek Sports Park.

The board asked if Ms. Rasmussen can request additional information from FastSigns if they can enlarge the bronze plaque to incorporate the logos or if there is another type of sign that would accomplish the desired outcome. They will hold off on discussing ribbon cutting dates until the plaque can be ordered.

b. Planning Process for Events in 2021

Chair Armfield stated he would work on updating the Great Garden award boundaries, guidelines and submittals for the May meeting.

The board discussed possible locations for a Lending Library at a city park. Ms. Rasmussen informed the board she presented this idea to Public Works Supervisor Matthew Combs and he has approved of this concept with the intent that the board will be responsible for the upkeep of the Lending Library.

The fiber glass buffalo project was the next event discussed by the board. Councilmember Steckler would like to connect with developer of The Farm, Ryan Petterson for potential promotion and sponsor opportunities. The buffalos may be sponsored by businesses and entered into a competition to see which one may be stage in the Wetland Preserve or other location at The Farm.

VI. ROUNDTABLE

The members discussed the DRCC survey results.

VII. REPORTS

VIII. ADJOURNMENT

Member Armfield moved to adjourn the meeting at 4:58pm. The next meeting is scheduled for May 12, 2021, at 4 p.m. virtually via Zoom Virtual Meeting.

Submitted by:

Kristen Rasmussen

Kristen Rasmussen, Community Engagement Coordinator



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

**Park & Recreation Board Meeting Minutes
April 7, 2021**

Members:

Melissa Duque, Chair
Michael Bauer
Tyler Hogan
Jim Erlewine
Vince Cavaleri, Council Representative
Peter Lalic

Not Present:

Bridget Casey

Also Present:

Matthew Combs, Public Works Supervisor
Kristen Rasmussen, Community Engagement Coordinator

CALL TO ORDER

Chair Duque called the meeting to order at 5:08pm, seconded by Member Erlewine. Members and staff were present as noted above.

YOUTH ADVISORY BOARD UPDATES

Youth Advisory Board Member Laura Anderegg helped stuff eggs and volunteer at the Egg Drive Thru Event. Members continual to volunteer at the Mill Creek Food Bank and Neighbors in Need. Color for a Smile is another project members can participate in to complete coloring pages which are sent to senior citizens and troops overseas.

The groups are working with the Fire Department for monthly themed projects. This month's theme is EMS so members can make information graphics to post on social media accounts and make other education activities relating to the theme.

Another project the Environmental Group has been supporting is the Surface Water. Members have researched sites and educational components to incorporate in a flyer or post to share on social media and the city's website.

YAB members are volunteering with NHS to tutor students. The members are also participating in Wellness events.

YAB has started recruiting for the 2021-2022 board. The group is working to create a recruitment video to share on social media platforms.

Councilmember Cavaleri asked the board members to come up with ideas for other volunteer opportunities or fun things to do for the end of year celebration.

cityofmillcreek.com Facebook: Facebook.com/MillCreekWA Twitter: @MillCreekWA Instagram: @CityofMillCreek

APPROVAL OF MINUTES

Member Hogan moved to approve the March 3, 2021 minutes and was seconded by Member Bauer. The motion passes unanimously.

ANNOUNCEMENTS

Recruitment Process for Vacant Position

Chair Duque informed the board that ten applicants applied for the vacant position. The board discussed possible interview questions to ask the candidates and to reiterate the time commitment to the candidates.

OLD BUSINESS

Review Park Signage PowerPoint Presentation

Public Works Supervisor Combs joined the meeting to review his recommendations for location signage and size for each sign.

Here are the current sign recommendations:

- Buffalo Park- One 18x24 sign
- Cougar Park- Four 12x18 signs
 - Two on 35th
 - Two on Village Green Drive
- Exploration Park- Four 12x18 signs
 - Two on 35th
 - Two on Silver Crest Drive
- Heron Park- Three 12x18 signs
 - Two on 148th street and Village Green Dr. with arrows
 - Two on Village Green Drive and 155th
- Highlands Park- Three 12x18 signs
 - Two on Seattle Hill rd.
 - One on 25th & Highlands Blvd.
- Hillside Park- Two 12x18 signs
 - Two on Mill Creek Blvd and 12 Ave. SE
- Library Park- Two 18x24 signs
 - Two on SR-527 (each direction)
- Mill Creek Sports Park- Two 18x24 signs
 - One on the shoulder of SR-96 West of right turn onto Dumas Rd.
 - One on southbound on SR-527 access point prior to Sports Park on shoulder
- Nickel Creek Park- Two 12x18 signs
 - Two on Mill Creek road
- Pine Meadow Park- Four 12x18 signs
 - Two on 35th
 - Two on North side of Seattle Hill Rd. with arrows
- Silver Crest Park- Two 12x18 signs
 - Two on Silver Crest Dr.
- North Creek Trail
 - No signage needed at this time.

The board discussed other ideas to incorporate into the parks such as mileage markers and exercise equipment.

Next steps for the project are:

- Update the PowerPoint with changes made by Mr. Combs.
- Present PowerPoint and sample proof of the sign to Council.
- Install signs later this fall.

The board members inquired about the Silver Crest Park CIP with Mr. Combs. After some discussion, the board members will put together their priority list of improvements and present them to city staff.

The list of items from the board members include:

- Replace the basketball court.
- Fix drainage on the basketball court and grass.
- Update playground and add a picnic table.
- Add the concrete park signage used at the entrances of other parks to the North end of Silver Crest Park.

ADJOURNMENT

Member Lalic moved to adjourn the meeting at 6:02pm seconded by Member Bauer. The next meeting is scheduled for May 5, 2021, at 5 p.m. virtually via Zoom Virtual Meeting.

Submitted by:

Kristen Rasmussen

Kristen Rasmussen, Community Engagement Coordinator