



CITY COUNCIL MINUTES

May 26, 2015

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

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

May 26, 2015
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

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

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers present except Councilmember Bond.

Mayor Pruitt noted that Councilmember Bond is on vacation.

MOTION: Councilmember Cavaleri made a motion to excuse Councilmember Bond, Councilmember Kelly seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

There were no comments from the audience.

PRESENTATIONS

Community Transit Update/Swift 2

(Todd Morrow and June DeVoll from Community Transit)

STUDY SESSION

Snohomish County Interlocal Agreement for IT Services

(James Busch, Information Systems and Technology Manager)

The following agenda summary information was presented:

The City of Mill Creek currently has an interlocal agreement with Snohomish County that expires on June 28th, 2015. The interlocal agreement allows the Snohomish County Department of Information Services to provide various information technology goods and information processing services to the City of Mill Creek according to Supplemental Work Orders as executed by the City Manager.

Currently, there is one Supplemental Work Order in effect for rack space in the County's data center. The rack space is utilized for networking equipment to connect the City of Mill Creek network to the SNOCOM network. The networking equipment can also be used to connect to other organizations in

the County's data center for a variety of services. The cost of this Supplemental Work Order agreement is \$600/year.

The new interlocal agreement with Snohomish County Department of Information Services is similar to the existing agreement, but has been updated to allow Snohomish County to use rack space in the City of Mill Creek server room and the Snohomish County Public Works Department to transmit information on the City of Mill Creek Fiber cable. Due to the exchange of services between Snohomish County and the City of Mill Creek, the new Supplemental Work Order has been negotiated at a cost of \$0/year. The new agreement will take effect June 29th, 2015 and last for 5 years.

Discussion.

Council discussed the agreement. This item is scheduled for action later in the meeting.

Northwest Washington Incident Management Team
(Tom Gathmann, Public Works Director)

The following agenda summary information was presented:

The Northwest Washington Incident Management Team (NWIMT) was formed in 2006 with the purpose of establishing a coordinated all-hazard type, multi-discipline Incident Management Team (IMT) to respond to significant emergencies that are beyond the capability of a single agency to handle. No other organization meeting this need previously (or currently) exists in Northwest Washington State. It has steadily grown and now includes 26 members in eight counties, comprised of 13 fire districts, seven cities, four counties, a utility district and an emergency management agency. If requested to respond to an emergency, the IMT that deploys can have as many as 20 members and is a highly trained team capable of staffing and running the Emergency Operations Center (EOC) for the event. However, the IMT will only provide those services desired by the entity making the request, and will not assume full management of the incident unless so requested and authorized. NWIMT maintains two teams that can rotate as necessary to staff an Emergency Operations Center (EOC) for extended time periods.

In the past several years, some of the events to which the NWIMT responded include:

- March 3, 2008 - Echo Lake/Street of Dreams arson fires
- September 2, 2008 - 2008 Skagit County/Zamora shootings
- March 27, 2013 - landslide on Island County near Coupeville
- May 23, 2013 - Skagit River I-5 Bridge Collapse
- March 22, 2014 - Oso landslide
- October 24, 2014 - Marysville-Pilchuck High School shooting
- Many forest fires in eastern Washington

Membership in the NWIMT has an annual fee of \$0.05 per capita using the population figures published by the Washington State Office of Financial Management (OFM) for the preceding year. The OFM population for Mill Creek in 2014 was 18,780, so the fee for 2015 will be a prorated portion of \$939. There is no obligation for the City to provide members on one of the two IMTs. In fact, membership on the response teams is limited to highly qualified individuals and the availability of vacancies on the two teams. For those that are qualified and selected to join, training, exercises and equipment is provided. A significant benefit to NWIMT members is that the first 72 hours of

IMT deployment is at no cost to the member. A major incident that would require the fully staffed IMT and equipment can cost over \$30,000 a day. From this perspective, membership in NWIMT could be considered an inexpensive insurance policy. NWIMT has insurance coverage through the Washington Cities Insurance Authority.

Although some of the information is dated, the general concepts and overview is accurate and informative.

Discussion.

Council engaged in a discussion. This item is scheduled for action later in the meeting.

Emergency Services Coordinating Agency (ESCA) Dissolution

(Tom Gathmann, Public Works Director)

The following agenda summary information was presented:

The City of Mill Creek was one of the founding members of the Emergency Services Coordinating Agency (ESCA), the agency that provides emergency support services to Mill Creek and nine other cities in south Snohomish and north King Counties. On February 10, and February 24 of this year the Council was briefed on the history, role and changes that have taken place at ESCA in the past year. A public meeting was held with the Snohomish County Department of Emergency Management (DEM) and the ESCA Board on February 12, 2015 to discuss services DEM could provide to ESCA cities in Snohomish County. The meeting focused on how DEM might provide a higher level of support than it currently provides to its members, which is a significant concern of ESCA cities. To address this issue, DEM is proposing to add four new staff positions. The funding for these positions will come from the ESCA cities joining DEM and state grant funds formerly allocated to ESCA.

In 2015 the City paid ESCA \$44,431 in membership dues, calculated on a per capita fee of \$2.37 and a Washington State Office of Financial Management (OFM) population of 18,780. It is likely there will be a small reimbursement to the City when all ESCA accounts are reconciled and assets are liquidated by the end of the year. If the City joins DEM, the cost in 2016 will be approximately \$22,500 based on a per capita fee of \$1.15 and a population of 19,600. Please note that neither the OFM population nor the final per capita fee have been finalized at this point in time.

On March 26, 2015 the ESCA Board adopted ESCA Resolution No. 2015-2 which recommends the dissolution of ESCA and termination of the current ESCA Interlocal Agreement (ILA) effective December 31, 2015 and formal action by member City Councils regarding this matter by June 30, 2015. This agenda item is intended to fulfill Mill Creek's responsibility regarding the June 30th deadline, and adoption of the resolution will satisfy that responsibility.

Staff has been actively engaged in discussions with DEM regarding an ILA to bridge the gap between the emergency services ESCA can now provide and entry into DEM on January 1, 2016. A second draft of the ILA is now under review by Snohomish County legal staff and the goal is to bring the final ILA to Council in late June or early July.

Discussion.

Council discussed the dissolution. This item is scheduled for action later in the meeting.

Construction Contract Award for a Pedestrian Pathway Lighting Contract
(Tom Gathmann, Public Works Director)

The following agenda summary information was presented:

In 2014, the City Council approved the Capital Improvement Plan (CIP) and Biennial Budget with \$25,000 earmarked in Fund 318 ("Roads") for a pedestrian lighting project, CIP Project T-21A. The purpose of the project is to improve pedestrian safety and visibility for a roughly 500' stretch of sidewalk parallel to Village Green Drive that is screened from the street lights by trees. There is a bus stop at the corner of Village Green Drive and Country Club Drive, and for children walking to the bus stop from the east (Springtree, Fairway Fountains, Heatherstone and Woodfern, their choice is to use this sidewalk or walk in the road. During late fall and winter months, the sidewalk route is very dark in the morning and late afternoon when the kids use it. Much of the sidewalk is outside of the street right-of-way and physically located on the Mill Creek Country Club Golf Course and Mill Creek Community Association (MCCA) property. As part of the project, it was necessary to retain the services of a survey company to survey the walkway and prepare legal descriptions for easements for the project from both the Country Club and MCCA.

This project was first advertised in March and three bids were received and opened on March 25, 2015. The low bidder (\$27,926) had misinterpreted the project requirements regarding his responsibility to provide the concrete foundations for the light posts and would not sign a contract for his bid amount. The second lowest bidder (\$31,745) bid had similar concerns, and the net result was we made a decision to revise some requirements, remove one light that was more difficult to get power to, and rebid the project. It was advertised in the Daily Journal of Commerce and on the Municipal Research Service Center (MRSC) Small Works Roster. Five bids were received and opened on May 21, 2015. Valley Electric submitted the lowest responsive bid in the amount of \$29,040.16. The engineer's estimate for the combined project was \$28,559.30.

Valley Electric is based out of Everett, and is one of the larger electric construction companies in the area. They have a good reputation and have the resources necessary to do the job, and can meet the insurance and bonding requirements. The project construction will start in June and should be completed within the following two to three weeks, weather permitting.

City purchasing policy gives authority to the City Manager to execute contracts up to \$50,000. Although this contract is for only \$29,040 the entire project cost when completed will be over \$50,000. Additionally, it seemed appropriate to provide Council another opportunity to evaluate the project since the final cost will be twice the original budget. The reason for the large difference between the budget and actual cost can be attributed to the lack of time invested in the original cost estimate, not with the cost of doing the work. The project cost breakdown:

- \$18,084 – lights & poles (6) – separate bid and purchase to avoid contractor markup and months of delay due to lead time for fabrication and delivery
- \$ 3,622 – professional surveying services for easements (paid)
- \$ 3,495 – connection equipment to PUD power (purchased)
- \$ 1,807 – PUD connection charge (written estimate)
- \$29,040 – proposed contract to Valley Electric (sealed bid)

It was originally estimated that four lights would be sufficient and that it would be possible to use the power from the golf course tunnel lighting for the project. Both assumptions turned out to be

incorrect. Project design research discovered the lack of public use easement for the walkway, leading to the professional surveying costs and two recorded easements for the walkway. If Council awards the construction contract to Valley Electric as recommended, the total project cost of about \$56,000 will come from Fund 318 which has an overall appropriation of \$2.65 million. The budgeted projects are:

- Pavement Preservation Program \$1,500,000 (could use even more money)
- Mill Creek Road Sidewalk \$ 700,000 (this project will not move forward)
- Concrete Replacement Program \$ 200,000 (delayed for lack of staffing)
- 35th Ave SE Repairs \$ 100,000 (wrapping up design)
- City Sidewalk Minor Projects \$ 50,000 (no designated projects at this time)
- Traffic Calming Program \$ 25,000 (on-going program)
- Traffic Sign/Markings Replacement \$ 25,000 (on-going maintenance program)
- Pedestrian Lighting Improvements \$ 25,000 (no designated project at this time)
- Pedestrian Lighting (this project) \$ 25,000 (likely to cost \$56,000 by completion)

The increase in cost for this project will not have an adverse impact on the planned projects in the approved CIP or adopted 2015-2016 biennial budget. The project is worthwhile and has been reduced in scope as much as practical to reduce costs. If the some of the factors impacting the cost had been known at the time the original estimate was made, it would have been much closer to the actual cost now identified.

Discussion.

Council discussed the project. This item is scheduled for action later in the meeting.

CONSENT AGENDA

Approval of Checks #53677 through #53750 and ACH Wire Transfers in the Amount of \$196,171.61.

(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)

Payroll and Benefit ACH Payments in the Amount of \$217,575.01.

(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)

City Council Minutes of April 16, 2015

City Council Minutes of April 17, 2015

City Council Minutes of April 21, 2015

City Council Minutes of April 28, 2015

City Council Minutes of May 5, 2015

Mayor Pro Tem Holtzclaw made a correction to the City Council Meeting Minutes of April 28, 2015 to the spelling of Daniel Mills name (the member who was selected to the Planning Commission).

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

ACTION ITEMS

Resolution Authorizing the Acting City Manager to Execute the Interlocal Agreement with Snohomish County for IT Services (If approved, would take Resolution #2015-529)
(James Busch, Information Systems and Technology Manager)

MOTION: Councilmember Michelson made a motion to approve Resolution #2015-529, Authorizing the Acting City Manager to Execute the Interlocal Agreement with Snohomish County for IT Services, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Resolution Authorizing the City Manager to Execute an Interlocal Agreement to Join the Northwest Washington Incident Management Team (If approved, would take Resolution #2015-530)
(Tom Gathmann, Public Works Director)

MOTION: Councilmember Cavaleri made a motion to approve Resolution #2015-530, Authorizing the City Manager to Execute an Interlocal Agreement to Join the Northwest Washington Incident Management Team, Councilmember Michelson seconded the motion. The motion passed unanimously.

Resolution Authorizing the City's Designated Representative to the Board of Directors of ESCA to Vote to Dissolve ESCA no later than December 31, 2015 (If adopted, would take Resolution #2015-531)
(Tom Gathmann, Public Works Director)

MOTION: Councilmember Todd made a motion to approve Resolution #2015-531, Authorizing the City's Designated Representative to the Board of Directors of ESCA to Vote to Dissolve ESCA no later than December 31, 2015, Councilmember Kelly seconded the motion. The motion passed unanimously.

Resolution to Award the Construction Contract for the 2015 Pedestrian Pathway Lighting Project (If adopted, would take Resolution #2015-532)
(Tom Gathmann, Public Works Director)

MOTION: Councilmember Michelson made a motion to approve Resolution #2015-532, to Award the Construction Contract for the 2015 Pedestrian Pathway Lighting Project, Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pruitt reported that Finance Director Manuel's last day as the Acting City Manager is coming soon. She thanked him for all his efforts and stated he did an excellent job. Director Manuel is retiring and his last day at the City is July 6.

Councilmember Cavaleri reported that he attended the recent WRIA 8 meeting and gave a short report.

Councilmember Michelson reported that she attended the recent Art and Beautification Board meeting. There is a new rotating artist coming soon. Also, the Great Garden Award Program will commence soon.

Mayor Pro Tem Holtzclaw reported that the Snohomish County Tomorrow Steering Committee meeting was canceled this month. He also mentioned that he has a meeting with Superintendent Cohn next week to discuss school district issues.

Councilmember Michelson reported that she would like to see a City Memorial Day event in the future.

Councilmember Todd reported on a recent PSRC meeting he attended. He also reported on a recent MRSC presentation with Government Change and Innovation Agent Ken Miller. He thought the presentation was very informative.

Finance Director Manuel reported that the yearly financial reports have been filed with the state.

Community Development Director Rogers reported on the recent Planning Commission and Design Review Board meetings.

Public Works Director Gathmann reported on the recent ESCA and DEM meetings he attended.

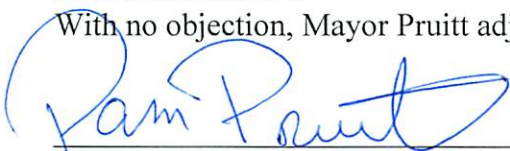
Police Chief Crannell reported that Brookdale representatives will be attending next week's Council meeting to present a donation to the City's K9 program. He also gave an update on the New World project.

AUDIENCE COMMUNICATION

There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:24 p.m.



Pam Pruitt, Mayor



Kelly M. Chelin, City Clerk