



CITY COUNCIL AGENDA

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

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address 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.

Times listed on the agenda are approximate only. Discussions may sometimes cause remaining agenda items to be considered before or after their scheduled time. Citizens are welcome and encouraged to attend all sessions (except for Executive Sessions) of the meeting.

Next Ordinance No. 2015-793

Next Resolution No. 2015-525

**January 27, 2015
City Council Meeting
6:00 p.m.**

6:00 p.m. CALL TO ORDER:

6:01 p.m. FLAG SALUTE:

6:02 p.m. ROLL CALL:

6:05 p.m. AUDIENCE COMMUNICATION:

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

6:15 p.m. STUDY SESSION:

- A. New World RMS/CAD Systems City Council Briefing
(Bob Crannell, Chief of Police / Debbie Grady, Executive Director of SNOCOM 911)
(Estimated Length of Discussion: 20 minutes)
- B. Fire & EMS Service Options
(Landy Manuel, Acting City Manager)
(Estimated Length of Discussion: 20 minutes)
- C. Prioritize Goals from January 13th Council Meeting
(Landy Manuel, Acting City Manager)
(Estimated Length of Discussion: 20 minutes)
- D. 2015 City Assignments List
(Landy Manuel, Acting City Manager)
(Estimated Length of Discussion: 15 minutes)
- E. Public Works Shop Update
(Tom Gathmann, Public Works Director)
(Estimated Length of Discussion: 15 minutes)
- F. AWC Center for Quality Communities Scholarship Program
(Landy Manuel, Acting City Manager)
(Estimated Length of Discussion: 5 minutes)
- G. Open Discussion
(City Council)
(Estimated Length of Discussion: 10 minutes)

7:45 p.m. BUSINESS SESSION:

7:45 p.m. CONSENT AGENDA:

- A. Approval of Checks #53142 through #53274 and ACH Wire Transfers in the Amount of \$423,661.00.
(Audit Committee: Councilmember Holtzclaw and Councilmember Todd)
- B. Payroll and Benefit ACH Payments in the Amount of \$528,858.32.
(Audit Committee: Councilmember Holtzclaw and Councilmember Todd)
- C. City Council Meeting Minutes of January 6, 2015

7:50 p.m. ACTION ITEMS:

- A. Motion to Participate in the AWC Center for Quality Communities Scholarship Program
(Landy Manuel, Acting City Manager)

7:55 p.m. REPORTS:

- A. Boards and Commissions
 - 1. Art/Beautification Advisory Board Agenda - 12/10/14
 - Staff Reports
 - City Manager
 - 1. City Manager Recruitment Update
 - Finance Director
 - Director of Community Development
 - Public Works Director

Police Chief
City Clerk

8:20 p.m. AUDIENCE COMMUNICATION:

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

8:30 p.m. ADJOURNMENT

MILL CREEK CITY COUNCIL

AGENDA SUMMARY

Date on Council Agenda: January 27, 2015

Subject: **NEW WORLD RMS/CAD SYSTEMS CITY COUNCIL BRIEFING**

Budget Impact: None

Contact Person/Department: Bob Crannell, Chief of Police / Debbie Grady, Executive Director of SNOCOM 911

SUMMARY:

In 2007, SNOCOM police agencies embarked on a research project to locate a software package that allowed the full information and data sharing of law enforcement records. An overlapping effort was also being conducted by SNOPAC and it was determined that it was in the best interest of public safety to combine both efforts and seek a product that interconnects law enforcement, fire/EMS, corrections and the communication centers countywide.

The results of a competitive bid process concluded with the selection of New World Systems, Inc., located in Troy Michigan. New World Systems was tasked with developing a fully integrated software suite to include law enforcement records (RMS), corrections, and computer aided dispatch (CAD). A contract was ratified between SNOPAC, SNOCOM and New World Systems, Inc. in 2009.

Since the ratification of the contract, the project has sustained two postponed go-live/launch events due mostly to the functional readiness of the software. The first postponement occurred in July of 2011, and the second in August of 2012.

At a joint meeting of the SNOPAC/SNOCOM Boards on December 17, 2014, a majority of the participating county agencies decided that the full system (CAD and RMS) will be launched simultaneously, also referred to as a “big bang launch, on June 9, 2015.

Director Grady will bring the Council up to speed on the project milestones/timeline beginning in 2009, through the status of the project to date. Further, Director Grady and Chief Crannell will brief the Council on the individual agency and regional tasks needed prior the go-live event scheduled for June 9, 2014 including contingency and fallback plans.

BACKGROUND:

1. In 2007 the SNOCOM police agencies became involved in researching a replacement law enforcement records management system (RMS).
2. In 2008 SNOCOM and SNOPAC combined efforts toward a countywide records management system (RMS) and computer aided dispatch system (CAD).

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3. A contract was signed between SNOCOM, SNOPAC and New World Systems, Inc. in 2009.
4. Two go-live system launches (July of 2011 and August of 2012) were postponed due to software readiness.
5. A majority of the regional users determined that software functionality was sufficient to initiate full-system (big bang) implementation countywide on June 9, 2015.

STAFF RECOMMENDATION:

- None

COUNCIL PROCESS/ACTION:

- No Council action needed.

ATTACHMENTS:

- Director Grady will present an informational/status briefing to the City Council via Powerpoint. A hardcopy of the presentation will be provided at the council meeting.
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City Manager Approval: _____ Date: _____

MILL CREEK CITY COUNCIL
AGENDA SUMMARY

Date on Council Agenda: January 27, 2015

Subject: **FIRE & EMS SERVICE OPTIONS**

Budget Impact: None for current biennium

Contact Person: Landy Manuel, Acting City Manager

SUMMARY:

Fire and emergency medical services (EMS) for the City of Mill Creek have been provided by Snohomish County Fire District No. 7 (FD7) since the incorporation of the City in 1983. The existing contract ends on December 31, 2016. The importance of the service and the magnitude of its cost have implications that extend to other City issues such as annexation, adequacy of revenues and facility planning. Various options exist to provide the service and they are each outlined briefly below.

Current Condition:

The staffing level at Mill Creek Station #76 is a five person crew 24/7 with two designated for EMS. The response time performance standard within the City is to be less than seven and one half minutes. The contract cost for 2015 is \$3.5 million and is in part funded by the City's EMS levy of \$1.2 million. The City accrues equity in the fire station and at year end 2016 it will be worth \$678,000. The City may acquire ownership of the station by buying out the Fire District's equity, at the end of 2016 that amount would be \$1.2 million. If the City annexes property then the annual assessment is adjusted upward per the terms of the contract (this acts as a detriment to the financial analysis for any annexation the City considers). Both the City and the Fire District contract for dispatch services through SNOCOM.

Contract for Services:

This is the model that the City utilizes for Fire District #7 service, a negotiated contract. The City may pursue contracting with other agencies in the area, both fire districts or cities if it desires. Other potential candidates are Fire District #1 which borders much of the City to the north and west, City of Lynnwood or even perhaps City of Bothell. Every detail concerning level of service, cost, facilities, equipment, legal etc. would need to be attended to.

Annexation to Fire District:

A city may annex to a fire protection district as authorized by RCW 52.04.061. Annexation is initiated by the city/town council adopting an ordinance stating an intent to join the fire protection district. The ordinance is then forwarded to the board of fire commissioners of the

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fire protection district. If they concur in the annexation, then a special election is held in the city and in the fire protection district on the issue. If a majority of the voters in the city and a majority of the voters in the district are in favor of the annexation, then the city is annexed to the fire protection district. The annual tax levy imposed by the fire protection district then applies throughout the district, including within the city limits. The 2014 property tax levies for Fire District 7 were \$1.46 for the regular levy and \$0.50 for the EMS levy, a total rate of \$1.96. The City's equivalent property tax rate for the 2015 contract amount is \$1.22 substantially less than the rate in the District.

Mill Creek's current maximum levy rate is \$3.10. If the City annexes into a fire district its maximum rate will fall to \$1.60 ($\$3.10 - \$1.50 = \1.60) as fire districts are allowed to levy up to a \$1.50 regular levy. The City's EMS levy would cease and be replaced by the District's EMS levy.

The City will of course realize a savings as it will no longer have the expense of paying the contract. Can or will the City reduce its own property tax levy to offset the levy imposed by annexing to the District? This is a very tricky question and seems unlikely because the City is paying substantially less under the negotiated contract than what the District charges in property tax.

The City is under no legal obligation to make its levy tax neutral if annexation occurs. It can in fact set it at any point up to the new \$1.60 limit once the annexation becomes effective.

The City's current EMS levy expires at the end of 2016, the same date as the fire contract. If the City plans to annex into a fire district or be part of a regional fire authority then it would not need to renew the EMS levy. If the City is more inclined to continue contracting for service then it would be important to renew the levy by placing it on the ballot in August 2016.

Under the current contract the City has a forum through the Joint Fire Board to review the level of service and discuss other issues with District 7. In the event of annexation control of policy on fire and EMS services would reside with the fire commissioners of the district. Citizen concerns about levels of service, tax rates, etc. would need to be appropriately voiced to the fire district board.

The City has partial equity in the Mill Creek Fire Station. At contract end in 2016 that equity amount will be \$678,000. The City may prior to the end of the contract in 2016 notify the District of its intent to buy out District 7's equity in the station, \$1.2 million at contract end. If the City does not notify the District and the contract is terminated after the original term (December 31, 2016) then the District will pay the City for its equity in the station. The City does not have ownership in any of the fire equipment.

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Regional Fire Authority (RFA):

An RFA allows fire districts and cities to join together for provision of fire and EMS services. It can combine any two entities, like the City and District 7, or a multitude of entities, as was attempted in 2012 and 2013 for south county entities. Usually an RFA planning committee is formed to develop a full implementation plan. The primary reason to form an RFA is usually for economies of scale and a streamlined deployment model for stations and manpower. An RFA has the same property tax authority as a fire district, \$1.50 plus EMS of \$0.50 but may forgo one-third of the \$1.50 and implement a fire benefit charge. A fire benefit charge allows the commissioners to annually adjust charges based on the type of structure and diversifies the revenue structure reducing reliance on property taxes.

An RFA plan would be submitted to the voters of the entities involved and would require a simple majority of the total persons voting, however if benefit charges or sixty percent voter approved taxes are part of the plan then a sixty percent affirmative vote is required. The composition of the governing board is determined in the RFA plan and consist only of elected officials.

The details for working out service levels, staffing, facilities, financing, union agreements, organizational structure and governance can take a very long time. This is especially true when multiple entities are involved like in the recent south county discussions. Attached is a list of FAQ's from the Regional Fire Authority Implementation Guide.

Establish a City Fire Department:

The City has the authority to form and operate its own fire department. To get a department up and running would require a large investment of time and money. The City would need to buy out the equity for the fire station and purchase all the necessary equipment. We would also need to recruit and hire a chief and staff including enough firefighters and paramedics to maintain the five person 24/7 service. Although staff has not penciled out any estimates of costs it is unlikely there would be substantial savings. Firefighting personnel is a highly unionized environment and it is unlikely the City could avoid paying union scale wages and benefits; the days of community volunteer firefighters is a thing of the past due to training requirements and liability issues. While this option does give the City control it seems it is bucking the overall trend toward regionalization for provision of fire/EMS service.

Private Ambulance Service:

This is an intriguing idea but it raises many questions concerning achievement of turning EMS over to a private service. To research, analyze and put all the pieces together is a large and long undertaking. Even if it could be accomplished there is still the need to have fire protection service and the coordination of it with EMS. Just mentioning privatization here in a list of service options brings to mind those private versus public, protection of union jobs and

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adequacy of delivery of service discussions. Generally cities look at it to lower the cost of the service, whether or not that would be the case for Mill Creek is unknown.

STAFF RECOMMENDATION:

- Direct staff to begin preliminary negotiations with Fire District 7 to renew/extend the existing contract for services and report back to City Council.

COUNCIL PROCESS/ACTION:

- Presentation by Landy Manuel, Acting City Manager
- Council discussion and direction to staff

ATTACHMENTS:

- Regional Fire Authority (RFA) frequently asked questions from the “Regional Fire Authority Implementation Guide”.

City Manager Approval: _____ Date: _____

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*Regional Fire Authority Implementation Guide***Frequently Asked Questions*****What is an RFA?***

An RFA is an abbreviation for Regional Fire Authority, which is the common term for what the state law refers to as a Regional Fire Protection Services Authority. The RFA law is a legal process to allow the voters of that area to consider fire service consolidation and regionalization of services to produce service efficiencies. The RFA encourages Fire Districts and Municipal Fire Departments to consider consolidation by treating both entities equally.

Where can I learn more about the law that allows the RFA?

Recent changes to state law now allow the process of forming an RFA, RCW 52.26 see [RFA RCWs](#) for the actual law.

Why combine services?

The purpose of the Regional Fire Authority is to provide the citizens with the best level of fire protection and emergency medical services with through combined resources. The cost of maintaining and improving fire protection and emergency medical services has increased substantially. Combining services may provide the most cost-effective service for our citizens through economies of scale, macro-service delivery strategies, removing duplication and erasing borders.

How big can an RFA be?

Basically, as big as you want it to be. As an example, the new Kitsap RFA with Bremerton Fire Department, Central Kitsap Fire and Rescue and South Kitsap Fire and Rescue would serve approximately 200,000 citizens, 300 square miles, \$16 billion in assessed value, operating budget of \$40 million, 200 career Firefighters/EMT and Paramedics and 100 active volunteers and support service personnel. The vision dictates that this new RFA must demonstrate value for the citizens now and into the future. Other current RFA's include Valley Regional Fire Authority (VRFA), which combined the cities of Auburn, Algona and Pacific, and Riverside RFA which combined Lewis County Fire Protection District #12 and the city of Centralia. Both of these RFAs are working very well within their plan and vision.

What is the Vision Statement for the Kitsap RFA?

The vision of the RFA is: *Provide the highest quality emergency fire and EMS service for our citizens with the available resources.* The Strategy is: *To develop a consolidation work plan and determine if it provides net efficiencies in fire and EMS service delivery between Bremerton Fire Department, Central Kitsap Fire and Rescue, and South Kitsap Fire and Rescue.*

How is the RFA set up?

The law allows the establishment of a RFA Planning Committee to explore the process of regionalization. The Planning Committee then creates the RFA Steering Committee to provide the information necessary for the Planning Committee to make sound decisions to the creation of the RFA. The ultimate authority for the creation of the RFA rests with the voters when the RFA Planning Committee forwards its recommendations and a ballot measure is placed before the voters.

Who are the members of the committees?

The members of the RFA Planning Committee for any planning process include three (3) members from each participating agency. Thus, if you were looking to combine two (2) cities and two (2) fire

Regional Fire Authority Implementation Guide

districts, the Planning Committee would be comprised of twelve (12) members (6- City Council members representing the 2 cities, and 6- Commissioners representing the 2 fire districts).

When and where are the meetings held?

The RFA Planning Committee establishes meetings on a regular basis at an established time and location (which can rotate as deemed proper by the Planning Committee). The purpose of these meetings is to gather information for the development of the Plan. These should be open public meetings to allow for public input, as well as their education on the RFA concept.

How the work is accomplished and is there a time line?

The process of developing the RFA work plan will be for the Steering Committee to develop strategic statements for all of the project task items and once approved by the Planning Committee, then organize the work and produce a recommendation in a timely manner for consideration by the Planning Committee.

How will the RFA be funded?

The funding options for the Regional Fire Authority are the same as those available for the Fire Districts. Those options include property tax funded fire levies, EMS levies, bonds, excess levies. Benefit service charges are considered a fee for service and are permitted in lieu of the last fifty cents of property tax funded fire levy revenue. Finally, non-tax revenue, such as transport fees, contracts and other assessments are available as possible funding sources. Any funding mechanism must be approved by the voters by the same majority that the fire district measures required.

When the RFA is approved by the voters, what happens to existing career and volunteer personnel?

All personnel (career and volunteer) from all involved agencies would be transferred to the new department and retain their status through new agreements. Some member's assignments may change to support emergency service delivery improvements. The key to a successful transition is to involve Labor early in the process, and ensure that wages, hours and working conditions are negotiated as per RCW 41.56.

Is it mandatory for the Labor Unions to combine when an RFA is formed which covers two or more organized labor groups?

No it is not. However, it is strongly suggested that Labor be involved from the beginning when contemplating and developing an RFA. Their input and support will be extremely important in the successful implementation of an RFA. Additionally, it is strongly suggested to work together with Labor under the auspices of RCW 41.56 related to collective bargaining to ensure that all members are handled fairly with regards to wages, hours and working conditions. While different labor groups may work under different collective bargaining agreements (CBAs) for a short period of time during the inception of an RFA, it is strongly suggested that a new CBA be fairly negotiated and implemented by both parties as soon as is practical.

Does the law allow additional fire districts or municipalities to join the RFA after it has been formed? Can two or more RFA's join together or merge?

No. Under current law, there is nothing which allows for any additional entities (fire districts or municipalities) to formally join an RFA, except under a contract for service or contractual consolidation. RFAs are not currently allowed per legal statute to merge or annex areas, or have cities annex into them once the RFA has been formed.

Regional Fire Authority Implementation Guide

When a City annexes into a Fire District, the City's property tax levy capacity increases from \$3.375 per \$1000 of assessed valuation to \$3.60 per \$1000 of assessed valuation, less the amount the Fire District collects (either \$1.50 or \$1.00) and any funds collected by a Library District (up to \$0.50). Does the same thing happen when a City becomes part of an RFA?

No. The statute does not allow for the same benefit to a City annexing into a Fire District (the increase in property tax levy availability) as when a City becomes part of an RFA.

What is the impact of LEOFF 1 liabilities on parties considering formation of a Regional Fire Authority (RFA)?

The obligation for LEOFF 1 liabilities (especially for retired members) would succeed to the surviving entity just as if that new entity had incurred the obligation in the first place (much like a "successor employer" succeeding to the obligations of its predecessor under collective bargaining agreements). This is true whether the combination were a fire district merger or formation of an RFA. The surviving entity (an RFA in this circumstance) would be responsible for all LEOFF 1 liability previously incurred by the former fire agencies (i.e. former fire districts or municipalities now involved with the RFA).

Can the governing body members of a regional fire authority (RFA) formed under chapter 52.26 RCW be compensated for their services under the existing laws, much like fire district commissioners are compensated under RCW 52.14.010?

The answer is yes. While not expressly stated within RCW 52.26, the opinion of Legal Counsel is that Governing Bodies may indeed be compensated for their attendance at meetings much like that of Fire District Commissioners. This provision should be addressed within the RFA Plan. Under the authority of the Plan, and applicable statutes, the governing body should adopt its governing rules and policies. One of those rules or policies could include a rule or policy establishing the compensation policy of the RFA for board services. It makes most sense for the compensation policy to be in accord with the language of RCW 52.14.010, which currently provides compensation of \$90 per day or portion thereof, whenever a board holds a meeting or a member otherwise provides authorized services.

MILL CREEK CITY COUNCIL

AGENDA SUMMARY

Date on Council Agenda: January 27, 2015

Subject: **PRIORITIZE GOALS FROM JANUARY 13TH COUNCIL MEETING**

Budget Impact: Various possibilities

Contact Person: Landy Manuel, Acting City Manager

SUMMARY:

At the January 13th meeting council suggested a list of a dozen goals/topics for prioritization for 2015. The idea after the list is prioritized would be to have dedicated study sessions (multiple if necessary) planned for the year for each topic. In actuality the first priority has been given over to the fire/EMS contract discussion and is scheduled for tonight.

- Revisit Strategic Plan Vision (suggested for Feb 24th, first of several if necessary)
- Annexation considerations
- Economic Development Committee Recommendations (suggested for Feb. 10th)
- Fire/EMS contract (on agenda for Jan. 27th)
- Vision for Dobson/Remillard/Cook Properties
- Financial Reserves Policy
- Revenues/Efficiencies (LEAN)
- Comp Plan Update (suggested for Feb. 3rd, first of possibly several)
- Land Use/Redevelopment
- Economic Summit
- Facility Needs
- Parks & Active Playfields

Staff is seeking direction from Council on prioritizing the above topics and thus setting the monthly date(s) for each topic or scheduling a retreat to focus in on the most important two or three. Having in depth discussion and providing staff clear direction will go a long way in allowing us to work toward the ultimate long range goal. Please note that in terms of workload in addition to ongoing operations some of the major initiatives staff is facing near term are records management system, emergency management services (ESCA), HR policy, New World go live, finance software upgrade, PW shop and CIP projects.

STAFF RECOMMENDATION:

- Prioritize and schedule topics for future study sessions per Council direction

COUNCIL PROCESS/ACTION:

- Presentation by Landy Manuel, Acting City Manager
- Council discussion and direction to staff

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ATTACHMENTS:

- Strategic Plan Executive Summary
-

City Manager Approval: _____ Date: _____

Executive Summary

Introduction

The City of Mill Creek prepared a strategic plan to identify actions it will need to take to address pressing community issues. The strategic plan is a big-picture document directing City efforts and resources toward a clearly defined vision. This Executive Summary summarizes the vision, goals and objectives of the strategic plan, and includes an action matrix and schedule designed to target Council action. The actions respect the larger community picture, reflecting policy direction and vision as provided in the comprehensive plan and based on broad community participation in the plan's development. For more detailed information, please reference the full strategic plan document.

Successful implementation of the strategic plan will ensure Mill Creek is well positioned to anticipate and respond to change while honoring those essential characteristics that make it a unique and desirable place in which to live and do business. Adoption of the strategic plan will also set the City Council on a course to address the community's fiscal condition and invest in specific actions to maintain what Mill Creek residents value most.

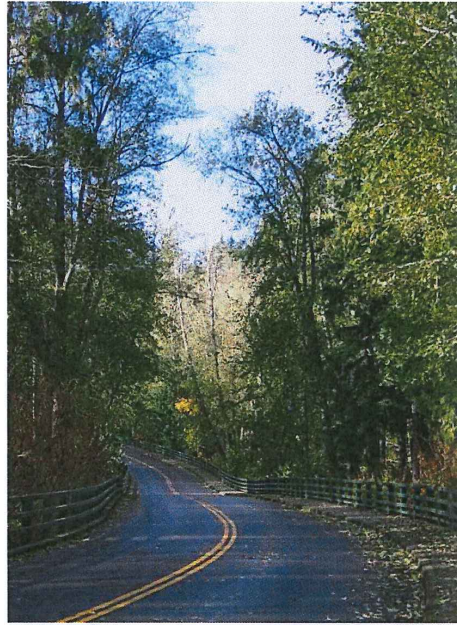


Figure E.01 - Fiscal conditions have changed dramatically in recent years - especially for cities where residential uses predominate. Setting a course to sustain the services, qualities and essential values of Mill Creek is the primary goal of this plan. (Image source: City of Mill Creek)



Vision for Mill Creek's Future

The strategic plan's vision builds on Mill Creek's comprehensive plan goals and policies and reflects guidance from the City Council and from the community's response to this strategic planning process. It provides a vision for Mill Creek in the year 2030. It incorporates the community's priorities and applies them to a desired future state the strategic plan seeks to achieve. The vision is as follows:

"Mill Creek is a safe place.

It continues to feel like a small town while still benefiting from the metropolitan areas surrounding it.

The City maintains high development and environmental standards to ensure that its physical environment is a cut above what might be expected elsewhere and that its natural beauty is retained or enhanced.

Residents enjoy their walkable community, where people stroll during their leisure hours and have opportunities to interact with others.

It provides some local employment for those who want to work locally - but not in the form of heavy industry, transport or warehousing.

Mill Creek acknowledges the needs of those who reside within its urban growth area as well, anticipating that they may at some point be city residents enjoying the same living experience as those within city limits today."



Goals and Objectives

A plan is only as good as its implementation. Below are some of the community's strategic planning goals and objectives, which will provide a specific roadmap for the plan's implementation.

The following goals are derived from the City's comprehensive plan, results from the public outreach conducted during this project, and indications from the City Council on their preference for fiscal prudence. They address the issues motivating this strategic plan, build on its assumptions and reflect direction embedded in the plan's elements. Goals are high-level and inspirational. Objectives are more specific and finite. Attaining the objectives should lead to goal achievement. They set milestones for the City's progress, identifiable landmarks that define and meter the City's course. Each of the objectives identified here relate to the plan's goals, providing discrete and measurable targets the City can achieve as it pursues the plan's implementation.



Goal 1 – Maintain Mill Creek's Community Character

While focus on balancing the City's budget is crucial, fiscal actions should never lose sight of what makes Mill Creek so attractive to its residents and businesses. Mill Creek's streets and neighborhoods are generally well maintained and feel safe, peaceful, beautiful and walkable to its residents and visitors. The community's character must be maintained, ensuring that whatever actions the City takes

to be fiscally sustainable it does not sacrifice what is precious.

Objective 1: Ensure that City development standards are maintained or improved to achieve high quality design in new development.

Community character is reinforced by the appearance of the built environment. Public spaces, street corridors, neighborhoods and community institutions convey messages in their physical appearance. Development standards regulate the appearance of the community's built environment, and maintaining the community's character relies on good, effective standards for design and development.

Objective 2: Take steps to ensure that Mill Creek continues to be a very walkable city.

Community members appreciate Mill Creek's scale and their ability to walk along its streets and trails safely and conveniently. Moving about on foot or by bike is part of Mill Creek's character, and the transportation system should be managed and maintained to ensure this can continue.





Goal 2 – Provide an adequate level of quality public facilities in a fiscally prudent manner

Objective 1: Continue to implement a long-term pavement preservation program by the end of 2013. (Also relates to Goals 1 and 4)

Roadway deterioration is a natural outcome of their use, and a regular maintenance program can prolong roadway life. Delays in instituting a comprehensive pavement preservation program will increase the likelihood that roadways will need reconstruction earlier than if a preservation program is in place. By establishing this program now, the City can expect to defer more expensive capital road rebuilding projects.

Objective 2: Identify which new City-owned public facilities are needed in Mill Creek and identify when they should be constructed.

The police department needs more space than it has. Requirements for records and evidence storage and needs for increased staff to keep up with population growth make it increasingly difficult to remain within the existing facility. The City Council has indicated its preference that this large an expenditure should be considered and voted on by the community. The Council also identified the public works facility and new sports fields as important needs, referring to its 2009 community facilities master plan. Finally, there appears to be at least some citizen support for other community facilities, such as a multipurpose community center.



Goal 3– Provide a high level of quality public services to the citizens of Mill Creek

The outreach effort in this planning process underscores the community’s desire to have Mill Creek continue its high service levels, particularly in terms of law enforcement and parks and recreation programs. The community also appreciates the efficiency with which the City provides all its services. These levels of service should not be sacrificed. It is important that the City invest in its facilities and services to support its vision, including retaining police services and providing adequate staff and facilities to support service levels.

Objective 1: Maintain an adequate level of City staff to ensure continued high levels of service to Mill Creek’s citizens.

The City of Mill Creek provides public services that its residents and businesses appreciate. But providing those services requires adequate staffing levels to ensure the community’s needs are met. An underlying theme in this plan’s fiscal strategy is to contain costs. However, adequate staffing is equally important, ensuring that those services the community values are sustained.





Goal 4 – ensure that Mill Creek achieves and maintains a stable fiscal footing.

Objective 1: Attain fiscal stability by the 2017/2018 biennium that does not require annually spending down reserves.

The 2011/2012 biennium is the first in which the City had to augment its revenues by drawing from its reserves. That is forecast to continue unless the City can increase its revenues. The City must overcome its deficit by the end of the 2017/2018 biennium or it will fully deplete its

reserves and be forced to make radical reductions in levels of service. The City's current rate of reserves depletion allows it to take time to institute its revenue enhancement/diversification strategies, but it must act before those reserves are gone.

Objective 2: Limit increases in general fund expenditures to the minimum possible to maintain levels of service or to add/enhance services and programs to meet community need.

The community demands high levels of service, and the Council has repeated its commitment to deliver them. The costs to provide those services will likely increase as the community grows and as the costs associated with medical insurance, salaries, purchased services, utilities and other components of running a city also increase. This objective institutionalizes the philosophy of cost containment, reinforcing the need to keep cost increases to the lowest possible levels given the community's need for services. It also recognizes that the community's needs may change over time and that it may cost the City money to respond to those changes in needs.

Objective 3: Establish a desired level of City reserves.

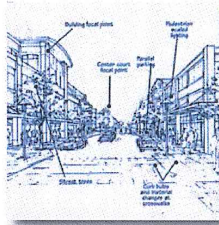
Past fiscal prudence and a high level of building activity resulted in the accumulation of a reserve account five times greater than that required by the City's budgetary policy. That reserve account is now being used due to the downturn in revenues and continuing increases in expenses. This objective speaks to the importance of keeping Mill Creek solvent, even operating at a marginal surplus in the near future to rebuild depleted reserves. Maintaining a positive reserve balance will also help the City weather future economic downturns, an asset whose value this downturn has emphasized.

Objective 4: Institute annual review of economic indicators by end of 2012. (Also relates to Goals 2 and 3)

Mill Creek's City Council is not eager to institute new fees or taxes. By incorporating economic and fiscal indicators into its budget-building process, the City can review the revenue instruments in place and test their appropriateness given economic trends and forecasts. Revenue recommendations included in Appendix A of this plan are based on current conditions and those forecast based on what is known or thought today. Future conditions, particularly related to the scope and pace of economic recovery, may motivate adjustments to the revenue



strategy. Employing these indicators, and having them become an active part of the budget process, may help the City tailor its revenue strategies to ask only what is necessary given the best available and most current information.



Goal 5 – Enhance economic and employment opportunities in Mill Creek.

Objective 1: Encourage development of the East Gateway Urban Village master plan.

Making progress on developing the EGUV is fundamental to this overall strategy. That project will generate property and sales tax income upon which the City’s fiscal models are based. Failing to adopt development agreements for EGUV projects will delay their development and delay the City’s receipt of needed revenue. The City must take the time it needs, however, to ensure that the proposed development projects meet the community’s other needs. Development quality, provision of local employment and compliance with development standards are also important and should not be sacrificed solely in the quest for expedient development agreement adoption.

Objective 2: Encourage high quality design in other commercially zoned properties within Mill Creek.

High quality design will help retain and communicate Mill Creek’s character, and it will also encourage continued investment in Mill Creek’s commercial and residential districts. Quality design promotes activity and resiliency, communicating predictability that is fundamental to economic investment.

Objective 3: Assess the commercial land uses allowed by the City’s land use map and zoning map to ensure they represent an optimal mix for Mill Creek.

Mill Creek’s comprehensive plan designations and zoning districts establish areas for commercial development, but they may not provide for the land use mix or development standards that are appropriate for the type and scale of development desired. An assessment of the plan and zoning will help the City align its land use policy and development regulations with the future type of development the community envisions.



Goal 6 – Ensure that new growth and development is high quality and provides a benefit to Mill Creek.

Objective 1: Annexation proposals shall be carefully evaluated for both short- and long-term benefits to Mill Creek.

Annexations are strategic by nature. They have immediate fiscal impact, but they also may position the City to take advantage of other future opportunities. The City’s present annexation policy focuses on immediate fiscal impact, but it may not adequately address future opportunities annexations may present.



Objective 2: Mill Creek should monitor development proposals within its MUGA and take steps to protect the interests of the City.

Collaboration with Snohomish County, particularly concerning development in the MUGA, is essential to Mill Creek's strategic positioning. MUGA development will impact Mill Creek, either by creating additional demand for Mill Creek's services or by shaping the ways in which Mill Creek is able to annex territory. This is of particular concern along the arterial corridors, where land use, transportation, and economic development planning intersect.



Figure E.02 - This strategic plan is a policy-level document, and serves to support the community vision, advising future planning and implementation choices. (Image source: Studio Cascade, Inc.)

Conclusion

The strategic plan, through a series of goals, objectives and specific actions, provides the City a road map to ensure Mill Creek continues to provide high level services, maintain its valued community character, remain responsive to community needs and practice fiscal restraint. Residents and business owners appreciate the quality of life Mill Creek offers, and this strategic plan will ensure that quality of life is retained, even in the face of economic difficulty or political division.



MILL CREEK CITY COUNCIL
AGENDA SUMMARY

Date on Council Agenda: January 27, 2015

Subject: **2015 CITY ASSIGNMENTS LIST**

Budget Impact: None

Contact Person/Department: Landy Manuel, Acting City Manager

SUMMARY/BACKGROUND:

Every two years the Council reviews and reassigns, as appropriate, Council members to various regional boards, commissions, councils and committees. The purpose of this study session is to review the City assignment list due to the recent resignation of Mark Harmsworth and the appointment of Vince Cavaleri. It would also give the Council an opportunity to make new appointments and assignments if they so desire.

The attached document lists the various boards, committees, councils and associations to which City Councilmembers and/or City staff belong.

COUNCIL PROCESS/ACTION:

- Council discussion
- Motion to approve city assignments for 2015

ATTACHMENTS:

- 2015 City Assignment List

City Manager Approval: _____ Date: _____

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2015 City Assignments List

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	Staff Representatives	2014 Representatives
Art/ Beautification Advisory Board	2 nd Weds/4:00 p.m. (12 mtgs)	Tom Gathmann Kim Mason-Hatt	Donna Michelson Mark Bond*
Capital Facilities Committee**	Spring - 2014 (6 mtgs)	Tom Gathmann	HOLD
Joint Fire Board	Quarterly/8:00 a.m. (4 mtgs)	City Manager	Sean Kelly Mark Bond Pam Pruitt*
Mayors Lunch Meetings	1 st Weds/12 noon (12 mtgs)	N/A	Pam Pruitt
Parks and Recreation Board	1 st Weds/5:00 p.m. (12 mtgs)	Pam Olson	Sean Kelly Brian Holtzclaw*
Personnel Committee	Mid-year/year-end (5 mtgs)	N/A	VACANT Donna Michelson Mark Bond
Puget Sound Regional Council	<i>Annually</i>	Tom Rogers	Pam Pruitt
SNOCOM	3 rd Thurs/8:30 a.m. (12 mgs)	Bob Crannell Ken Neaville	Pam Pruitt
Snohomish County Tomorrow (SCT) Steering Committee	4 th Weds/6:00 p.m. (12 mtgs)	Tom Rogers	Brian Holtzclaw VACANT *
WRIA 8 Forum	3 rd Thurs/every other month 3:00-5:15 pm (4 mtgs)	Marci Chew	VACANT

*alternate

**Further discussion of these boards will be coming to a future Council meeting

Last updated 1/21/15

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	Staff Representatives	2014 Representatives
Snohomish Health Board <i>(1 rep for Bothell, Brier & Mill Creek)</i>	2 nd Tues/3:00-5:00 p.m. <i>(12 mtgs)</i>	N/A	Per ILA, City of Brier Council Representative
Mill Creek Business Association	3 rd Tues/12 noon <i>(12 mtgs)</i>	Tom Rogers Pam Olson	VACANT Pam Pruitt
Community Transit	1 st Thurs/3:00 p.m. <i>(12 mtgs)</i>	N/A	Mike Todd
Snohomish County Cities & Towns (SCC)	3 rd Thurs Typically: 5:30 p.m. social 6:00 p.m. dinner <i>(12 mtgs)</i>	N/A	Mike Todd VACANT
Alliance for Housing Affordability (AHA)	Monthly; then Quarterly	Tom Rogers	Brian Holtzclaw

*alternate

**Further discussion of these boards will be coming to a future Council meeting
Last updated 1/21/15

MILL CREEK CITY COUNCIL
AGENDA SUMMARY

Date on Council Agenda: January 27, 2015

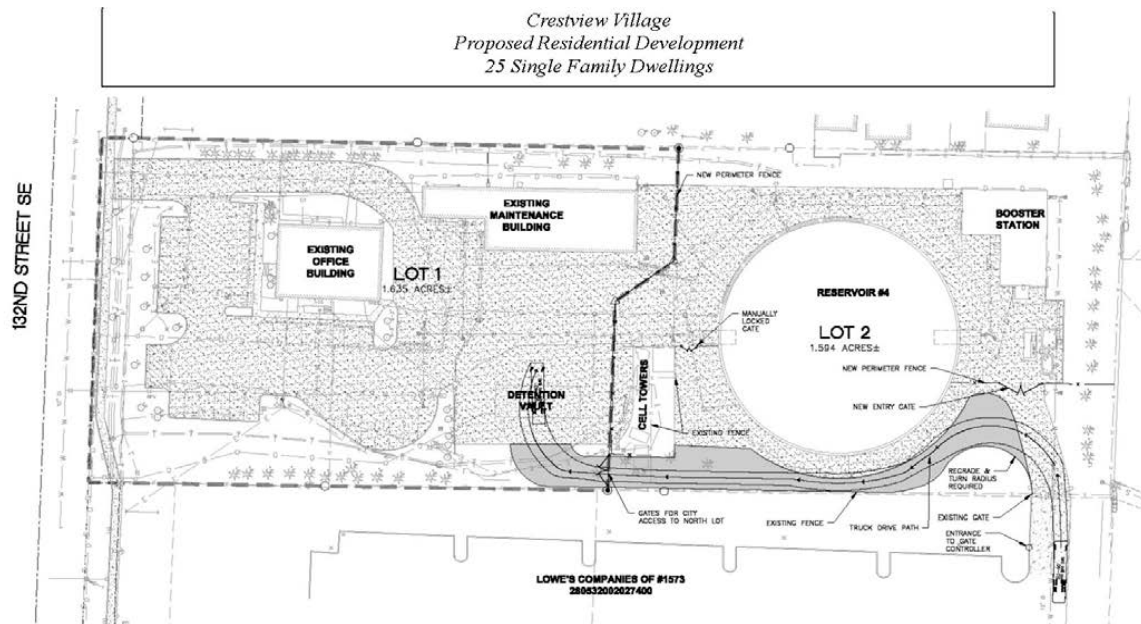
Subject: **PUBLIC WORKS SHOP UPDATE**

Budget Impact: \$1.45 million included in 2015 – 2016 budget

Contact Person/Department: Tom Gathmann, Public Works Director

SUMMARY:

Silver Lake Water and Sewer District is selling the front half of the 3.2 acre property it owns on 132nd Street SE that served as the District's administrative and maintenance operations site until 2006. The site has three existing buildings, which includes an administrative building, and a maintenance building with an attached maintenance office. The property is proposed to be divided as shown below, with the District retaining ownership of lot 2 and the City (or another party) purchasing lot 1.



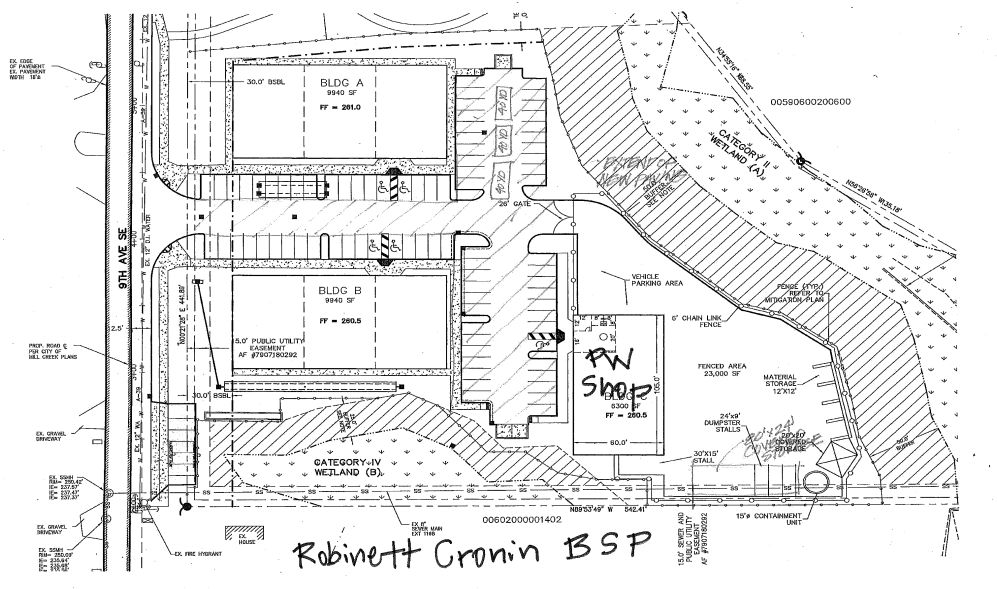
The property provides an excellent opportunity for the City to address its current and future Public Works maintenance operations and storage needs. At this point in time, it would be most economical to use only the maintenance building and attached office for the City's maintenance operations. Full renovation of the office building would be fairly expensive, in the \$350k to \$500k range, and the additional space far exceeds current Public Works needs for office space. Long term, the office building could be used for both City functions or leased for private commercial use.

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The City has had informal discussions with the District regarding potential purchase for about a year, and most recently agreed to share the cost of updating the appraisal commissioned by the District in the summer of 2013. At that time lot 1 had an appraised value of \$1.07 million. Renovation costs for the maintenance building and attached shop office are estimated in the \$75k - \$125k range. Estimated renovation costs for the office building, which is much older, range from about \$250k to over \$400k, depending on the extent of changes made. Site improvements for drainage, storage of materials like bark and sand, and a sweeper wash-down area will be required regardless of building renovation options, and are estimated to cost between \$150k and \$200k. The updated appraisal is expected to be completed before the end of March, 2015.

Access to the site is from 132nd Street SE. Turning left when exiting the site is difficult when traffic is heavy, and it is likely the Washington State Department of Transportation will install a median curb at some point in the future. Although this makes some traffic movements less convenient, it is not a significant operational disadvantage.

City staff also investigated a potential shop site on 9th Avenue SE, as shown on the sketch below.



This is the Robinett-Cronin Binding Site Plan, and was approved for three 10,000 square foot buildings and associated parking. Placing the shop here would not allow sufficient remaining useable area for two additional buildings as originally planned. The loss in value of the remainder lead the owners to the decision that the City would need to purchase the entire site rather than just the land needed for the shop. The estimated cost for the locating the shop at this location would be about \$1.8 million plus the

Agenda Summary
January 27, 2015
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cost of the land. A firm figure for the land cost was never agreed upon, but a price in the \$1.1 million to \$1.3 million was informally discussed, putting the total cost at about \$3 million - roughly twice the cost of the District site on 132nd Street SE. This location has the advantage that it is not a prime commercial property on a busy arterial and is slightly larger (2.5 acres vs. 1.7 acres), providing more room for future expansion. Both these features make this site more likely to be a “permanent” location for the Public Works shop for many decades.

A consulting firm retained by the City is about halfway through the process of completing a Phase I Environmental Site Assessment (ESA) for the District property. When the ESA gives the site a “clean bill of health” and the updated appraisal work is completed, staff will be seeking approval from Council to draft a Purchase and Sale Agreement and negotiate the final purchase price.

BACKGROUND:

- The adopted Facilities Master Plan and recently updated 2015-2021 Capital Facilities Plan both identify the construction of a new PW shop as a priority.
- The Cook property has wetland buffer restrictions that limit the development potential of the site for a PW shop that needs considerable outside storage space.
- Staff has researched several sites for a future PW maintenance shop, and the Silver Lake Water and Sewer District property holds the most potential.

STAFF RECOMMENDATION:

- Direct staff to report back to Council upon completion of the appraisal update for consideration of a purchase/sale agreement.

COUNCIL PROCESS/ACTION:

- Presentation by Tom Gathmann, Director of Public Works
 - Council questions and discussion
-

City Manager Approval: _____ Date: _____

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MILL CREEK CITY COUNCIL

AGENDA SUMMARY

Date on Council Agenda: January 27, 2015

Subject: **AWC CENTER FOR QUALITY COMMUNITIES SCHOLARSHIP PROGRAM**

Budget Impact: None

Contact Person: Landy Manuel, Acting City Manager

SUMMARY:

The Association for Washington Cities' Quality Communities has a scholarship program for students who want to attend college or a trade program. Councilmember Todd (see attached) has proposed that the City participate in the program. The City, led by Councilmember Todd, would form a council sub-committee, develop criteria, publicize the scholarship and then select one candidate to be recommended with an endorsement letter to AWC by March 13th.

STAFF RECOMMENDATION:

- Form a council sub-committee for the City to participate in the AWC Center for Quality Communities scholarship program

COUNCIL PROCESS/ACTION:

- Council vote to participate in the AWC Center for Quality Communities scholarship program

ATTACHMENTS:

- Email from Councilmember Todd concerning the scholarship program
- Website information on the AWC Center for Quality Communities scholarship program

City Manager Approval: _____ Date: _____

Landy Manuel

From: Mike Todd
Sent: Wednesday, January 14, 2015 5:01 PM
To: Kelly Chelin
Cc: Pam Pruitt; Landy Manuel
Subject: Scholarship program - just announced in AWC news

Kelly:

I would like to have Mill Creek participate in this scholarship opportunity this year:

<http://www.cfqc.org/> Look at "Nominate Students" tab in particular.

It is a \$1250 scholarship for HS seniors headed to college; 6 chances statewide. The process is set up well in this third year of the program, so that the work for us is minimal/reasonable. Mill Creek's chosen candidate is due to AWC foundation by March 14, so we need to get this started to have all of February for students to apply.

I am willing to do the work with the local high schools to get it out to candidates, and then work with you to send out press releases, receive applications back, and finalize our top choice. It would require the council do these things:

1. Agree that this is an idea we want to participate in this year.
2. Decide on criteria for eligibility
 1. I propose only Mill Creek citizens. We would advertise to Jackson and Archbishop Murphy and put it on the city website for anyone who might be homeschooled or attending another private school - we can't get them all, but that would get it in front of most students.
 2. We could also open it only to students who have served on a city board, but that may be too narrow to be perceived as fair and open.
3. The application form is provided - we just judge the responses. We would have a council subcommittee read and judge the applications, and recommend a winner to full council for their concurrence (similar to how we pick citizen advisory board members - but no interviews, only reading applications).
4. City (I can do it) writes a cover letter to recommend our winner to the statewide contest.

If appropriate, could we send this idea out to all council members so they can take a look before our (full agenda Jan 27 meeting), or can we add it to the Jan 27 agenda and packet? I copied Pam and Landy to get their take on this, too.

Mike Todd
Councilmember
City of Mill Creek

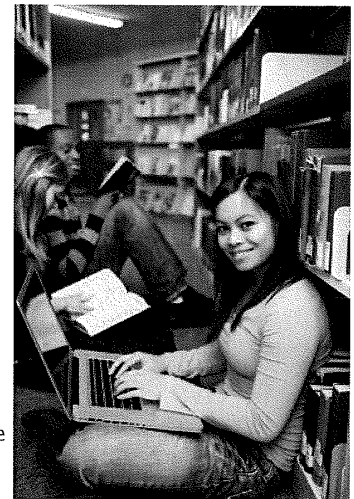
You are here: [Home](#)

Leaders make their communities special.

They bring vision, energy and a passion to the people that surround them. They define a community's personality. They find inspiration in the activities around them. And they revitalize their friends and neighbors.

The AWC Center for Quality Communities wants to help you grow your leaders.

We're starting with students in your communities who are already making a difference. The Center for Quality Communities Scholarship program supports students who want to attend college or a trade program. Six \$1,250 scholarships will be awarded to high school students who plan to pursue a post-secondary degree in fall 2015. Scholarship funds will be sent directly to the institution. Funds can be used for education expenses and will be deposited directly into the student account.



Check out the past recipients!

You are here: [Nominate students](#)

Nominating students

All of Washington's 281 cities and towns can recruit scholarship applicants. Each jurisdiction can nominate one scholarship applicant to the Center for Quality Communities.

How do you select and nominate?

Cities are important partners in the selection process. Here's how you do your part:

- Each city decides how it wants to select a local nominee. It can be competitive, and open to the community at large. You can recruit from active city volunteers. Or you can solicit applications from your local schools. You can limit your applications to city residents only.
- Publicize the scholarship.
- Collect your completed scholarship application forms.
- Select one candidate to nominate using the Center's ranking sheet.
- Write an endorsement letter for the nominee.
- Send the city's selection with the student's application materials and your endorsement letter by March 13, 2015 to:
AWC Center for Quality Communities Scholarship Fund
1076 Franklin St. SE
Olympia, WA 98501-1346

Some tips to help you with your community's scholarship process

Organize

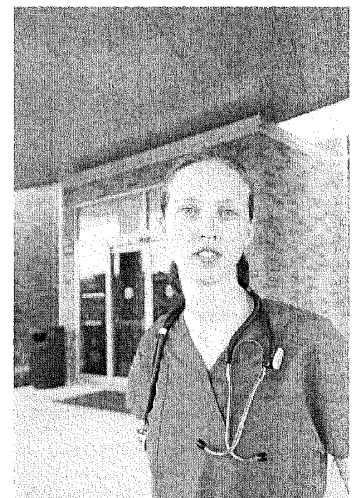
Review the Center for Quality Communities scholarship information. Identify a city contact who will receive the scholarship applications. Set an application deadline for your city to receive its applications. Your nominee's application is due to the AWC Center for Quality Communities by March 13, 2015.

Criteria and eligibility

Each city can decide its eligibility requirements. Some criteria to consider:

DOWNLOADS

- [Application](#)
- [Application instructions – for city to modify and include with application](#)
- [Applicant ranking sheet](#)
- [Flyer for posting](#)
- [Recruitment press release](#)



CFQC> Nominate students

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- Is the scholarship limited to students living within city limits?
- Is the scholarship limited to active volunteers in city programs? Or does it extend to school and other community activities?
- Do you want to partner with your local schools or service organizations to publicize the scholarship and recruit applicants?

Outreach – How do you want to spread the word?

If you're doing a community-wide recruitment:

- Post on your website.
- Include in city publications.
- Send to your community newspaper.
- Post in city hall, the library, the community center.
- Announce at community meetings and service clubs.

If you're recruiting only from city volunteers:

- Post in city hall.
- Advertise with city staff who work with student volunteers.
- Send information to student volunteers.
- Personally recruit student volunteers.

If you're working directly with the high school

- Send scholarship information to the high school career offices.
- Let the school newspaper help publicize the scholarship.

Nominations

Get your team organized.

- Name a selection committee to review the applications and name a scholarship nominee.
- Go over the eligibility and ranking criteria before reviewing applications.

Select a nominee.

Now comes the fun part!

- Using your **eligibility and ranking criteria sheet** select one student to nominate.
- Write an endorsement letter.
- Send the student application and endorsement letter to AWC Center for Quality Communities by **March 13, 2015**.

Make a scholarship donation



CITY COUNCIL MINUTES

January 6, 2015

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

Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Sean Kelly
Donna Michelson
Mike Todd
Mark Bond

January 6, 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.

AUDIENCE COMMUNICATION

Dan Kolb
President of Mill Lane Homeowners Association

Mr. Kolb handed out a letter from his association about an issue he had with Fire Chief Meek about parking on their neighborhood streets and the emergency ingress/egress area.

PRESENTATIONS

Presentation to Outgoing Councilmember Mark Harmsworth
(Pam Pruitt, Mayor)

ELECTION OF MAYOR PRO TEM

Conduct the Election of the Mayor Pro Tem
(Pam Pruitt, Mayor and Kelly Chelin, City Clerk)

MOTION: Councilmember Bond nominated Brian Holtzclaw for the position of Mayor Pro Tem, Councilmember Kelly seconded the nomination.

After no further nominations, the nominations were closed.

Councilmember Holtzclaw's name was highlighted on the paper ballot and passed out to the Councilmembers for voting.

City Clerk Kelly Chelin counted the votes (with Police Chief Crannell as a witness) and read aloud

Council Meeting Minutes
January 6, 2015
Page 2

the votes for Councilmember Holtzclaw.

Councilmember Holtzclaw received 6 votes for the position of Mayor Pro Tem.

OATH OF OFFICE FOR MAYOR PRO TEM

City Clerk Kelly Chelin read the oath of office to newly elected Mayor Pro Tem Brian Holtzclaw.

STUDY SESSION

Resolution Ratifying the Appointment of a Hearing Examiner and Hearing Examiner Pro Tem
(Tom Rogers, Director of Community Development)

The following agenda summary information was presented:

Most cities in Washington use a hearing examiner system to process quasi-judicial land use decisions. RCW 35A.63.170 specifically authorizes cities to establish a hearing examiner system for that purpose. By the adoption of Ordinance 2010-718, the Mill Creek City Council established a Hearing Examiner system to reduce the City's liability exposure and streamline the decision process for land use permitting, land use appeals, and enforcement actions.

In January of 2011, the City entered into an Agreement with Sound Law Center, LLC to perform Hearing Examiner services for the City. The contract specified that the consultant would assign Kim Allen to serve as the regular Hearing Examiner for the City. Ms. Allen is no longer employed by Sound Law Center and as a result, staff chose not to renew the contract, which expired December 31, 2014, and issued a Request for Proposals for Hearing Examiner Services in November 2014.

Following review of the proposals submitted, interviews and reference checks, the Acting City Manager selected Olbrechts and Associates, PLLC to serve as the City's Hearing Examiner and Offices of Sharon Rice Hearing Examiner PLLC to serve as the Hearing Examiner Pro-Tem. Pursuant to MCMC Section 4.34.070, these appointments are subject to ratification by the City Council.

Mr. Olbechts has approximately 20 years of experience as a hearing examiner and currently provides services to 11 cities and counties. Ms. Rice has been providing hearing examiner services since 2003 and currently provides services for 11 cities and counties. Both applicants are well qualified and had excellent references.

Discussion.

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

Amendment to Business License Code

(Shane Moloney, City Attorney)

The following agenda summary information was presented:

MCMC 5.04.030.C, within the City's business license code, currently reads, "If the application is for a business located in a nonresidential zone district for which (1) a development agreement and/or operational agreement with the city is in force, and (2) the development agreement and/or operational agreement requires business owners or operators to be a member in a business or other association,

Council Meeting Minutes

January 6, 2015

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the applicant shall provide written proof of current membership in good standing with such association.”

This subsection was added to the City’s business license code in 2008 as a way to enforce the Town Center development agreements that required all business owners and tenants to be members of the Town Center Business Association (TCBA). The TCBA was created by the development agreements as a way of having a single entity responsible for carrying out many of the developers’ obligations in the development agreements. Some of those obligations include maintaining the Town Center’s open spaces, surface water facilities, and bathrooms, while also working with the City to coordinate public events within the Town Center.

The City did not start enforcing MCMC 5.04.030.C until 2012. At this time, staff recommends amending MCMC 5.04.030 to rescind MCMC 5.04.030.C, for the following reasons:

1. The Town Center development agreements contemplate a TCBA made up of all property owners and tenants/business owners. MCMC 5.04.030.C has been used to enforce membership of tenants in the TCBA, but not membership of property owners. Town Center property owners have a separate association that performs the maintenance responsibilities of the development agreements. Most property owners do not participate in the TCBA. As a result, the TCBA is limited in its ability to fully carry out the requirements of the development agreements. Instead of carrying out the maintenance duties imposed by the development agreements, the TCBA primarily acts as a Town Center marketing association that also coordinates the public events contemplated by the development agreements.
2. Despite significant use of City resources to attempt to enforce MCMC 5.04.030.C, the City has not been successful in requiring 100% Town Center tenant participation in the TCBA. As a result, some Town Center businesses have operated without a business license. The City’s enforcement mechanism for that violation is criminal prosecution. The requirement of TCBA membership within the business license code makes such prosecution complicated.
3. The City does not control or have an interest in setting TCBA dues. However, the enforcement of membership through the business license code creates the appearance that the City is directly imposing the cost of dues on business owners.
4. The terms of the Town Center development agreements are expiring, which further calls into question the City’s ability to enforce membership in the TCBA.

If the Council amends MCMC 5.04.030, as staff recommends, the development agreements that require membership in the TCBA will remain unaffected. The only change will be that the City will no longer enforce the membership requirement through the business license application process.

Discussion.

The Council discussed the code amendments. This item is scheduled for action later in the meeting.

City Manager Recruitment

(Landy Manuel, Acting City Manager)

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January 6, 2015
Page 4

The following agenda summary information was presented:

The City received five proposals from recruiting firms for the City Manager search. These firms have successfully filled scores, if not hundreds, of executive level government positions in this region. All the firms are capable of doing a good job with the recruitment and all have very similar processes. The recruitment process is very detailed and time intensive, and will include identifying candidate requirements, determining the salary range, pro-actively advertising, screening of applications, interviews, background checks, and more. It is best handled by a firm specializing in executive level placement with public sector entities.

The base fee varies from \$16,500 plus expenses to 33% of base starting salary (about \$45,000). The firms provide a guarantee, usually one year with no additional charge, in the event the selected person leaves. Colin Baenziger provides a two year guarantee with no charge (see attached summary). An analysis of the proposals winnowed the list down to two firms, Colin Baenziger and Prothman based upon their concentration/experience in recruitment of city managers in Washington, price and guarantee. In addition to the longer guarantee period I also like that Colin Baenziger conducts background checks at the semi-finalist stage not at the finalist stage. Note Karras and Associates that did the previous search chose not to provide a proposal saying they were too busy with other searches. Copies of all the proposals were emailed to Councilmembers last week.

Discussion.

Council discussed the process and the selection of Colin Baenziger.

Open Discussion/Future Study Session Items
(City Council)

CONSENT AGENDA

Payroll and Benefit ACH Payments in the Amount of \$354,591.58.
(Audit Committee: Councilmember Holtzclaw and Councilmember Todd)

Approval of Checks #53065 through #53141 and ACH Wire Transfers in the Amount of \$168,675.41.
(Audit Committee: Councilmember Holtzclaw and Councilmember Todd)

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

ACTION ITEMS

Resolution of the City of Mill Creek Washington Ratifying the Appointment of a Hearing Examiner (If approved, would take Resolution #2015-523)
(Tom Rogers, Director of Community Development)

MOTION: Councilmember Michelson made a motion to approve Resolution #2015-523, Resolution of the City of Mill Creek Washington Ratifying the Appointment of a Hearing Examiner, Councilmember Kelly seconded the motion. The motion passed unanimously.

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January 6, 2015
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Resolution of the City of Mill Creek Washington Ratifying the Appointment of a Hearing Examiner Pro Tem (If approved, would take Resolution #2015-524)
(Tom Rogers, Director of Community Development)

MOTION: Councilmember Michelson made a motion to approve Resolution #2015-524, Resolution of the City of Mill Creek Washington Ratifying the Appointment of a Hearing Examiner Pro Tem, Councilmember Kelly seconded the motion. The motion passed unanimously.

Ordinance Amending the Application Procedure for Obtaining a Business License as Set Forth in Mill Creek Municipal Code Section 5.04.030 (If adopted, would take Ordinance #2015-792)
(Shane Moloney, City Attorney)

MOTION: Councilmember Todd made a motion to approve Ordinance #2015-792, Ordinance Amending the Application Procedure for Obtaining a Business License as Set Forth in Mill Creek Municipal Code Section 5.04.030, Councilmember Michelson seconded the motion. The motion passed unanimously.

Appoint City of Brier Councilmember John Joplin as the City's 2015 Snohomish Health District Representative for the City of Mill Creek
(Landy Manuel, Acting City Manager)

MOTION: Councilmember Todd made a motion to appoint City of Brier Councilmember John Joplin as the City's 2015 Snohomish Health District Representative for the City of Mill Creek, Councilmember Michelson seconded the motion. The motion passed unanimously.

The following item was added to the action agenda:

Authorize the Acting City Manager to Enter into a Contract with Colin Baenziger & Associates for City Manager Recruitment Services as Substantially Outlined in the Firm's Proposal
(Landy Manuel, Acting City Manager)

MOTION: Mayor Pro Tem Holtzclaw made a motion to authorize the Acting City Manager to Enter into a Contract with Colin Baenziger & Associates for City Manager Recruitment Services as Substantially Outlined in the Firm's Proposal, Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pro Tem Holtzclaw thanked the Council for selecting him as the Mayor Pro Tem.

Acting City Manager Manuel reported that the City received 7 applications for the City Council vacancy. The staff will schedule the interviews for the next meeting on January 13. The Council discussed starting the meeting at 5:30 p.m. in order to accommodate the interviews.

Council Meeting Minutes
January 6, 2015
Page 6

Community Development Director Rogers reported on recent development activity in the City.

Chief Crannell reported that there is a joint SNOCOM and SNOPAC meeting this Thursday at Lynnwood City Hall at 8:30 a.m. regarding the New World project if Council would like to attend.

AUDIENCE COMMUNICATION

Bill Schatz
1123 29th Avenue SE
Mill Creek, Washington 98012

Mr. Schatz addressed the Council about their goals. He stated that he believes it's good for the Council to have goals.

Chuck Wright
15907 24th Court SE
Mill Creek, Washington 98012

Mr. Wright addressed the Council about the appearance of fairness. He stated that he believes that a citizen should be able to talk to a Councilmember anytime.

Herbie Martin
14119 42nd Avenue SE
Mill Creek, Washington 98012

Mr. Martin spoke to the Council about getting a qualified candidate for the City Council vacancy. He stated that he believes there should be a job description for the position.

Karen Brandon
15907 24th Court SE
Mill Creek, Washington 98012

Ms. Brandon stated she is excited for the upcoming year. She urged the Council to read the strategic plan.

ADJOURNMENT

The Mayor adjourned the meeting at 7:50 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, Executive Assistant/City Clerk

MILL CREEK CITY COUNCIL

AGENDA SUMMARY

Date on Council Agenda: January 27, 2015

Subject: **AWC CENTER FOR QUALITY COMMUNITIES SCHOLARSHIP PROGRAM**

Budget Impact: None

Contact Person: Landy Manuel, Acting City Manager

SUMMARY:

The Association for Washington Cities' Quality Communities has a scholarship program for students who want to attend college or a trade program. Councilmember Todd (see attached) has proposed that the City participate in the program. The City, led by Councilmember Todd, would form a council sub-committee, develop criteria, publicize the scholarship and then select one candidate to be recommended with an endorsement letter to AWC by March 13th.

STAFF RECOMMENDATION:

- Form a council sub-committee for the City to participate in the AWC Center for Quality Communities scholarship program

COUNCIL PROCESS/ACTION:

- Council vote to participate in the AWC Center for Quality Communities scholarship program

ATTACHMENTS:

- Email from Councilmember Todd concerning the scholarship program
- Website information on the AWC Center for Quality Communities scholarship program

City Manager Approval: _____ Date: _____

Landy Manuel

From: Mike Todd
Sent: Wednesday, January 14, 2015 5:01 PM
To: Kelly Chelin
Cc: Pam Pruitt; Landy Manuel
Subject: Scholarship program - just announced in AWC news

Kelly:

I would like to have Mill Creek participate in this scholarship opportunity this year:

<http://www.cfqc.org/> Look at "Nominate Students" tab in particular.

It is a \$1250 scholarship for HS seniors headed to college; 6 chances statewide. The process is set up well in this third year of the program, so that the work for us is minimal/reasonable. Mill Creek's chosen candidate is due to AWC foundation by March 14, so we need to get this started to have all of February for students to apply.

I am willing to do the work with the local high schools to get it out to candidates, and then work with you to send out press releases, receive applications back, and finalize our top choice. It would require the council do these things:

1. Agree that this is an idea we want to participate in this year.
2. Decide on criteria for eligibility
 1. I propose only Mill Creek citizens. We would advertise to Jackson and Archbishop Murphy and put it on the city website for anyone who might be homeschooled or attending another private school - we can't get them all, but that would get it in front of most students.
 2. We could also open it only to students who have served on a city board, but that may be too narrow to be perceived as fair and open.
3. The application form is provided - we just judge the responses. We would have a council subcommittee read and judge the applications, and recommend a winner to full council for their concurrence (similar to how we pick citizen advisory board members - but no interviews, only reading applications).
4. City (I can do it) writes a cover letter to recommend our winner to the statewide contest.

If appropriate, could we send this idea out to all council members so they can take a look before our (full agenda Jan 27 meeting), or can we add it to the Jan 27 agenda and packet? I copied Pam and Landy to get their take on this, too.

Mike Todd
Councilmember
City of Mill Creek

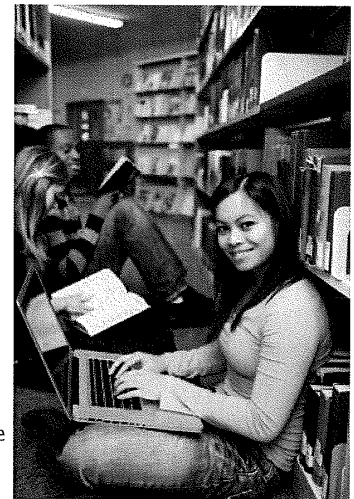
You are here: [Home](#)

Leaders make their communities special.

They bring vision, energy and a passion to the people that surround them. They define a community's personality. They find inspiration in the activities around them. And they revitalize their friends and neighbors.

The AWC Center for Quality Communities wants to help you grow your leaders.

We're starting with students in your communities who are already making a difference. The Center for Quality Communities Scholarship program supports students who want to attend college or a trade program. Six \$1,250 scholarships will be awarded to high school students who plan to pursue a post-secondary degree in fall 2015. Scholarship funds will be sent directly to the institution. Funds can be used for education expenses and will be deposited directly into the student account.



Check out the past recipients!

You are here: Nominate students

Nominating students

All of Washington's 281 cities and towns can recruit scholarship applicants. Each jurisdiction can nominate one scholarship applicant to the Center for Quality Communities.

How do you select and nominate?

Cities are important partners in the selection process. Here's how you do your part:

- Each city decides how it wants to select a local nominee. It can be competitive, and open to the community at large. You can recruit from active city volunteers. Or you can solicit applications from your local schools. You can limit your applications to city residents only.
- Publicize the scholarship.
- Collect your completed scholarship application forms.
- Select one candidate to nominate using the Center's ranking sheet.
- Write an endorsement letter for the nominee.
- Send the city's selection with the student's application materials and your endorsement letter by March 13, 2015 to:
AWC Center for Quality Communities Scholarship Fund
1076 Franklin St. SE
Olympia, WA 98501-1346

Some tips to help you with your community's scholarship process

Organize

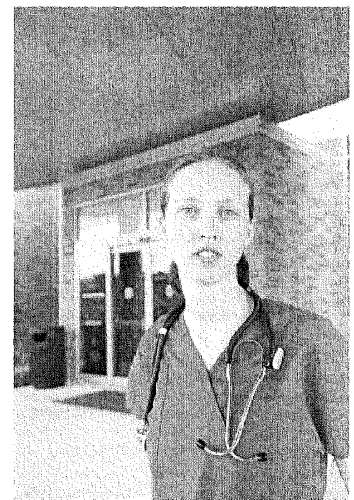
Review the Center for Quality Communities scholarship information. Identify a city contact who will receive the scholarship applications. Set an application deadline for your city to receive its applications. Your nominee's application is due to the AWC Center for Quality Communities by March 13, 2015.

Criteria and eligibility

Each city can decide its eligibility requirements. Some criteria to consider:

DOWNLOADS

- Application
- Application instructions – for city to modify and include with application
- Applicant ranking sheet
- Flyer for posting
- Recruitment press release



CFQC> Nominate students

- Is the scholarship limited to students living within city limits?
- Is the scholarship limited to active volunteers in city programs? Or does it extend to school and other community activities?
- Do you want to partner with your local schools or service organizations to publicize the scholarship and recruit applicants?

Outreach – How do you want to spread the word?

If you're doing a community-wide recruitment:

- Post on your website.
- Include in city publications.
- Send to your community newspaper.
- Post in city hall, the library, the community center.
- Announce at community meetings and service clubs.

If you're recruiting only from city volunteers:

- Post in city hall.
- Advertise with city staff who work with student volunteers.
- Send information to student volunteers.
- Personally recruit student volunteers.

If you're working directly with the high school

- Send scholarship information to the high school career offices.
- Let the school newspaper help publicize the scholarship.

Nominations

Get your team organized.

- Name a selection committee to review the applications and name a scholarship nominee.
- Go over the eligibility and ranking criteria before reviewing applications.

Select a nominee.

Now comes the fun part!

- Using your **eligibility and ranking criteria sheet** select one student to nominate.
- Write an endorsement letter.
- Send the student application and endorsement letter to AWC Center for Quality Communities by **March 13, 2015**.

Make a scholarship donation



**Arts & Beautification Board Meeting
December 10, 2014**

Members Present:

Marlene King Zach Anders
Loyt Neiman Judy Morrier
Marla Nulph Matt Buchanan
Danielle Foushee

Not Present:

Julie David

Also Present:

Donna Michelson Scott Smith
Kim Mason-Hatt

I. APPROVAL OF MINUTES

MOTION: **Member Marlene King moved and Member Loyt Neiman seconded to approve the November 10, 2014 minutes, the motion passed unanimously.**

II. OLD BUSINESS

- A. Public Art Displays: The members of the Ad Hoc committee presented the Board a Power Point slide show the group put together for the proposed public art display now called the Mill Creek Art Trail. The slide show included a scope, timeline, proposed budget, potential funding partners and suggested locations. The Board was in favor of moving the project along. The Committee will refine some items and see about making a presentation to City Council.
- B. Art Walk: TCBA has a new admin person named Marion Gillins. It was reported that TCBA is still on board for the Art Walk. They will commit to doing the maps, A-board signs and arranging the merchants. TCBA was also in favor of the passport program and will work with restaurants to secure some “prizes.” The Board can divide up some of the duties for the Art Walk so all the work doesn’t fall on one person.
 - Artist Assignments to Merchants – Marla
 - Recruit Artists – Danielle
 - Artist Coordination –
 - Day of Art Walk Contact –Next meeting will discuss these assignments and others as needed.

III. NEW BUSINESS

Rotating Art: It was suggested the Board consider eliminating the Mill Creek resident requirement from the Rotating Art program.

MOTION: **Chair Zach Anders moved and Member Marla Nulph seconded to eliminate the Mill Creek Resident requirement from the Rotating Art program, the motion passed unanimously.**

Arts & Beautification Board Meeting

Date: 11-12-2014

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IV. ADJOURNMENT

The meeting was adjourned at 5:05 p.m.

The next meeting is scheduled for
January 14, 2015 at 4 pm City Hall Council Chambers

Submitted by:

Kim Mason-Hatt, Administrative Assistant

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