



# 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.

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.** 2016-814  
**Next Resolution No.** 2016-563

**January 3, 2017**  
**City Council Meeting**  
**6:00 PM**

**CALL TO ORDER:**

**FLAG SALUTE:**

**ROLL CALL:**

**AUDIENCE COMMUNICATION:**

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

**PRESENTATIONS:**

- B. Milestone Anniversary Presentation - Larissa Pigott  
(*Rebecca C. Polizzotto, City Manager*)

**OLD BUSINESS:**

- C. Pay & Classification Plan for Non-Represented Employees  
(*Rebecca C. Polizzotto, City Manager*)

**NEW BUSINESS:**

- D. Reappoint Councilmember Bond to the Snohomish Health District Board of Health

*(Rebecca C. Polizzotto, City Manager)*

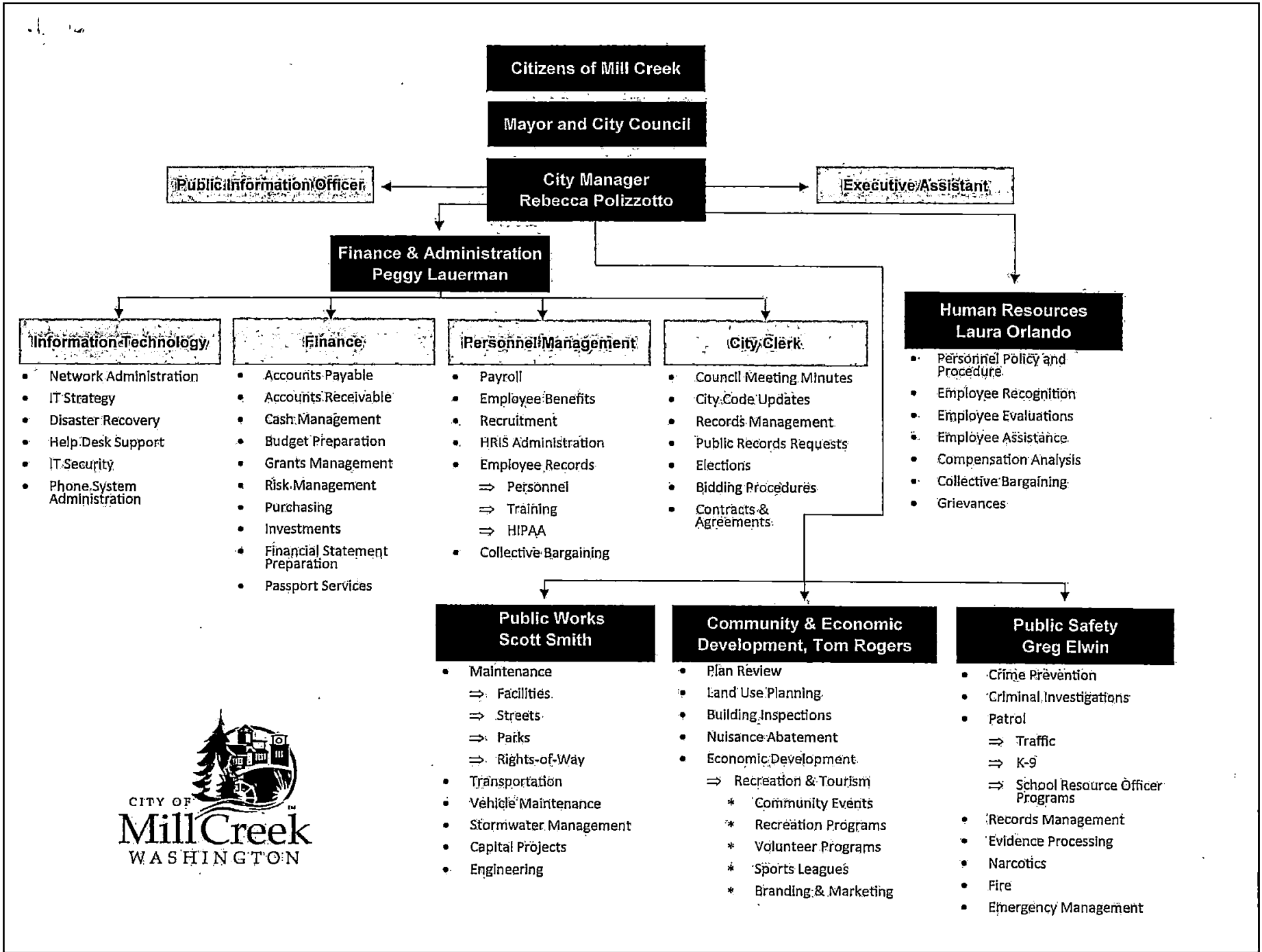
**REPORTS:**

- E. Mayor/Council
- F. City Manager
  - Council Planning Schedule
  - 2017 Audit Committee

**AUDIENCE COMMUNICATION:**

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

**ADJOURNMENT**



City of Mill Creek										Job Classification	Positions - recommended placement
Grade	Proposed Pay & Classification Plan - AFSCME & Non-Represented Positions									(if applicable)	
27	Annually	100,800	104,832	109,025	113,386	117,922	122,639	127,544	132,646	Director	Finance Director, Police Chief
	Hourly	48.46	50.40	52.42	54.51	56.69	58.96	61.32	63.77		
	Monthly	8,400	8,736	9,085	9,449	9,827	10,220	10,629	11,054		
26	Annually	96,000	99,840	103,834	107,987	112,306	116,799	121,471	126,329	Director	CED Director, PW Director
	Hourly	46.15	48.00	49.92	51.92	53.99	56.15	58.40	60.74		
	Monthly	8,000	8,320	8,653	8,999	9,359	9,733	10,123	10,527		
25	Annually	91,428	95,085	98,889	102,844	106,958	111,236	115,686	120,313	Manager	Deputy Chief
	Hourly	43.96	45.71	47.54	49.44	51.42	53.48	55.62	57.84		
	Monthly	7,519	7,924	8,241	8,570	8,913	9,270	9,640	10,026		
24	Annually	87,072	90,555	94,177	97,944	101,862	105,936	110,174	114,581		
	Hourly	41.86	43.54	45.28	47.09	48.97	50.93	52.97	55.09		
	Monthly	7,256	7,546	7,848	8,162	8,488	8,828	9,181	9,548		
23	Annually	82,932	86,249	89,699	93,287	97,019	100,899	104,935	109,133	Director	HR Director
	Hourly	39.87	41.47	43.12	44.85	46.64	48.51	50.45	52.47		
	Monthly	6,911	7,187	7,475	7,774	8,085	8,408	8,745	9,094		
22	Annually	78,984	82,143	85,429	88,846	92,400	96,096	99,940	103,938	Director	IT Director
	Hourly	37.97	39.49	41.07	42.71	44.42	46.20	48.05	49.97		
	Monthly	6,582	6,845	7,119	7,404	7,700	8,008	8,328	8,661		
21	Annually	75,216	78,225	81,354	84,608	87,992	91,512	95,172	98,979	Sr. Engineer	Supervising Engineer
	Hourly	36.16	37.61	39.11	40.68	42.30	44.00	45.76	47.59		
	Monthly	6,268	6,519	6,779	7,051	7,333	7,626	7,931	8,248		
20	Annually	71,640	74,506	77,486	80,585	83,809	87,161	90,647	94,273	Director	City Clerk/PIO
	Hourly	34.44	35.82	37.25	38.74	40.29	41.90	43.58	45.32	Manager	Building Official
	Monthly	5,970	6,209	6,457	6,715	6,984	7,263	7,554	7,866		
19	Annually	68,220	70,949	73,787	76,738	79,808	83,000	86,320	89,773		
	Hourly	32.80	34.11	35.47	36.89	38.37	39.90	41.50	43.16		
	Monthly	5,685	5,912	6,149	6,395	6,651	6,917	7,193	7,481		
18	Annually	64,980	67,579	70,282	73,094	76,017	79,058	82,220	85,509	Engineer	Project Engineer
	Hourly	31.24	32.49	33.79	35.14	36.55	38.01	39.53	41.11	Manager	Recreation/Tourism Manager
	Monthly	5,415	5,632	5,857	6,091	6,335	6,588	6,852	7,126	Exempt Professional	SR. Accountant, SR. Planner

2017-2018 Biennial Budget Presentation (Rebecca C. Polizzi...

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City of Mill Creek										Job Classification	Positions - recommended placement
Grade	Proposed Pay & Classification Plan - AFSCME & Non-Represented Positions									(if applicable)	
17	Annually	61,884	64,359	66,934	69,611	72,396	75,291	78,303	81,435	Supervisor	Public Works Supervisor
	Hourly	29.75	30.94	32.18	33.47	34.81	36.20	37.65	39.15		
	Monthly	5,157	5,363	5,578	5,801	6,033	6,274	6,525	6,786		
16	Annually	58,932	61,289	63,741	66,290	68,942	71,700	74,568	77,550		
	Hourly	28.33	29.47	30.64	31.87	33.15	34.47	35.85	37.28		
	Monthly	4,911	5,107	5,312	5,524	5,745	5,975	6,214	6,463		
15	Annually	56,124	58,369	60,704	63,132	65,657	68,283	71,015	73,855	Exempt Professional	Accountant, Planner
	Hourly	26.98	28.06	29.18	30.35	31.57	32.83	34.14	35.51		
	Monthly	4,677	4,864	5,059	5,261	5,471	5,680	5,918	6,155		
14	Annually	53,460	55,598	57,822	60,135	62,541	65,042	67,644	70,350	Admin. Specialist	Deputy City Clerk, Executive Assistant Building/ROW Inspector, Engineering Tech. Surface Water Tech.
	Hourly	25.70	26.73	27.80	28.91	30.07	31.27	32.52	33.82		
	Monthly	4,455	4,633	4,819	5,011	5,212	5,420	5,637	5,862		
13	Annually	50,916	52,953	55,071	57,274	59,565	61,947	64,425	67,002	Admin. Coordinator Admin. Coordinator N/A	Administrative Coordinator: Police, CED Recreation/Tourism Coord.; Code Compliance Coord. PSO, Code Enforcement Officer
	Hourly	24.48	25.46	26.48	27.54	28.64	29.78	30.97	32.21		
	Monthly	4,243	4,413	4,589	4,773	4,964	5,162	5,369	5,583		
12	Annually	48,492	50,432	52,449	54,547	56,729	58,998	61,358	63,812	Technician Maintenance Worker - Sr.	Accounting Technician Maintenance Worker 2
	Hourly	23.31	24.25	25.22	26.22	27.27	28.36	29.50	30.68		
	Monthly	4,041	4,203	4,371	4,546	4,727	4,916	5,113	5,318		
11	Annually	46,176	48,023	49,944	51,942	54,019	56,180	58,427	60,764	Admin. Assistant Admin. Assistant	Administrative Assistant: PD, PW Permit Technician
	Hourly	22.20	23.09	24.01	24.97	25.97	27.01	28.09	29.21		
	Monthly	3,848	4,002	4,162	4,328	4,502	4,682	4,869	5,064		
10	Annually	43,980	45,739	47,569	49,472	51,450	53,508	55,649	57,875		
	Hourly	21.14	21.99	22.87	23.78	24.74	25.73	26.75	27.82		
	Monthly	3,665	3,812	3,964	4,123	4,288	4,459	4,637	4,823		
9	Annually	41,880	43,555	45,297	47,109	48,994	50,953	52,992	55,111	Sr. Customer Service Rep. Maintenance Worker	Police Records Technician; Sr. Passport Tech. Maintenance Worker 1
	Hourly	20.13	20.94	21.78	22.65	23.55	24.50	25.48	26.50		
	Monthly	3,490	3,630	3,775	3,926	4,083	4,246	4,416	4,593		
8	Annually	39,888	41,484	43,143	44,869	46,663	48,530	50,471	52,490		
	Hourly	19.18	19.94	20.74	21.57	22.43	23.33	24.26	25.24		
	Monthly	3,324	3,457	3,595	3,739	3,889	4,044	4,206	4,374		

AGENDA ITEM #C.

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City of Mill Creek										Job Classification	Positions - recommended placement
Grade	Proposed Pay & Classification Plan - AFSCME & Non-Represented Positions									(If applicable)	
7	Annually	37,992	39,512	41,092	42,736	44,445	46,223	48,072	49,995		
	Hourly	18.27	19.00	19.76	20.55	21.37	22.22	23.11	24.04		
	Monthly	3,166	3,293	3,424	3,561	3,704	3,852	4,006	4,166		
6	Annually	36,180	37,627	39,132	40,698	42,325	44,019	45,779	47,610	Customer Service Rep.	Passport Technician
	Hourly	17.39	18.09	18.81	19.57	20.35	21.16	22.01	22.89		
	Monthly	3,015	3,136	3,261	3,391	3,527	3,668	3,815	3,968		
5	Annually	34,464	35,843	37,276	38,767	40,318	41,931	43,608	45,352		
	Hourly	16.57	17.23	17.92	18.64	19.38	20.16	20.97	21.80		
	Monthly	2,872	2,987	3,106	3,231	3,360	3,494	3,634	3,779		
4	Annually	32,820	34,133	35,498	36,918	38,395	39,931	41,528	43,189	N/A	Preschool Instructor - Lead
	Hourly	15.78	16.41	17.07	17.75	18.46	19.20	19.97	20.76		
	Monthly	2,735	2,844	2,958	3,077	3,200	3,328	3,461	3,599		
3	Annually	31,260	32,510	33,811	35,163	36,570	38,033	39,554	41,136		
	Hourly	15.03	15.63	16.26	16.91	17.58	18.28	19.02	19.78		
	Monthly	2,605	2,709	2,818	2,930	3,047	3,169	3,296	3,428		
2	Annually	29,772	30,963	32,201	33,489	34,829	36,222	37,671	39,178		
	Hourly	14.31	14.89	15.48	16.10	16.74	17.41	18.11	18.84		
	Monthly	2,481	2,580	2,683	2,791	2,902	3,019	3,139	3,265		
1	Annually	28,344	29,478	30,657	31,883	33,158	34,485	35,864	37,299	Laborer	Maintenance Aide
	Hourly	13.63	14.17	14.74	15.33	15.94	16.58	17.24	17.93	N/A	Preschool Assistant
	Monthly	2,362	2,456	2,555	2,657	2,763	2,874	2,989	3,108		Intern



Administration Division

December 12, 2016

The Honorable Pam Pruitt  
City of Mill Creek  
15728 Mill Creek Blvd.  
Mill Creek, WA 98012

Re: Annual Certification of Board of Health Representative

Dear Mayor Pruitt:

It's time again to certify your city's representative to the Board of Health.

To improve the health of all Snohomish County residents, the Board of Health sets local public health policy and oversees the operations of the Snohomish Health District. Through the budget process, the Board determines the Health District's programming, which affects how infectious diseases are prevented, how we respond to emergencies, and how we deal with the increasing challenges of an aging population and chronic diseases. The Board is also currently working on issues such as the leadership structure and the possible disposition of the Rucker Building, which houses most Health District programs. These are important issues that will take us into the new year and beyond.

The Board is comprised of the five Snohomish County Council members and ten representatives from the incorporated cities within Snohomish County. Per the Health District Charter:

- (a) *The largest city within each County Council District shall appoint a Board of Health representative in accordance with each city's procedure for making such appointments. The representative appointed shall be certified annually by the mayor or city manager as properly appointed in a letter to the Health District.*
- (b) *Cities and towns other than the largest within each County Council District jointly shall select a single representative by a method of their choosing. This representative shall be jointly certified annually by the mayors or city managers as properly appointed in a letter to the Health District.*

Mountlake Terrace is the largest city in District 4 and appoints its own representative. Mill Creek shares its representation on the Board with the other cities in District 4 – Brier and Bothell. The current representative for your city is Councilmember Mark Bond, who remains eligible to serve on the Board. We're very grateful for his participation and support.

The first 2017 meeting of the Board will be on January 10, when the Board will elect its officers. Although I appreciate the challenge of responding quickly on this matter, to comply with the Charter, I request a letter from you or your city administrator by January 4, 2017, certifying your representative to the Board for 2017.

We're hoping that most, if not all, of our members will return in 2017, and we hope that Mr. Bond will once again join us on the Board. Indeed, the Board is considering changes to the Health District's Charter to strengthen "institutional memory" through biennial appointments. We'll keep you informed. If you have any questions, please call me at (425) 339-5210.

Sincerely,

Gary Goldbaum, MD, MPH  
Health Officer & Director

cc: Mill Creek City Council

3020 Rucker Avenue, Suite 306 ■ Everett, WA 98201-3900 ■ ph: 425.339.5210 ■ fax: 425.339.5263

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**Puget Sound Regional Council**

December 27, 2016

The Honorable Pam Pruitt  
City of Mill Creek  
15728 Main St  
Mill Creek, WA 98012

Dear Mayor Pruitt:

Congratulations! The Puget Sound Regional Council has approved \$720,000 in PSRC funding for the following project:

<b>Project</b>	<b>Amount</b>
Seattle Hill Road Preservation	\$720,000

The PSRC Executive Board voted in October to award federal funds to priority projects that will improve local and regional mobility. Final approval by the Governor and federal funding agencies is expected in early 2017.

PSRC awards funding to projects that meet local needs and support the region's overall growth strategy. It's a transparent and merit-based process that helps achieve our long-range transportation plan, Transportation 2040. The projects are part of a \$5.6 billion Transportation Improvement Program for 2017-2020 that includes large state highway projects funded through the Connecting Washington package, new light rail connections, improved bus service, improvements to city streets and county roads, and new bicycle and pedestrian connections.

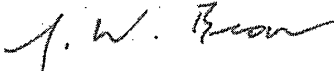
While the region still has a lot of work to do to address our transportation challenges, we have made remarkable progress in recent years thanks to actions by legislators and voters to approve transportation measures. We've begun to close the enormous gap between available funding and building the transportation investments needed to sustain the economy and quality of life as the region grows.

Hats off to you and your staff for all you do to improve transportation for your residents. Through our project tracking program, we will continue to work with your staff to ensure

The Honorable Pam Pruitt  
December 27, 2016  
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these projects are delivered as quickly as possible. We're happy to be a resource for any questions you have.

Sincerely,



Josh Brown  
Executive Director

CC: Scott Smith, Director of Public Works/City Engineer

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

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

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

**Tentative Council Meeting Agendas**  
**Subject to change without notice**

*Last updated: December 29, 2016*

**January 10, 2017**

- Park Board Assignments
- Proclamation – Preserving Mill Creek History
- Code Revision – Low impact development requirements

**January 24, 2017**

- Final design consultant contract for North Pointe Park
- Chip seal alternatives

**February 7, 2017**

**February 14, 2017**

**February 28, 2017**

**Work in Progress – Upcoming Agenda Items**

- Social Media Policy
- Code Revision – Repeal of Board of Appeals/Adjustment
- City Wide 911 Addressing Issues
- City Hall North HVAC Control System Replacement Contract
- Fire Contract
- Public Works Shop Design
- Code Revision – Art & Beautification Board
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- Community Transit Presentation March 7
- State Contract for Public Works Shop Grant

**Audit Committee 2017**

**January:**

Kelly/Todd

**February:**

Todd/Cavaleri

**March:**

Cavaleri/Holtzclaw

**April:**

Holtzclaw/Pruitt

**May:**

Pruitt/Bond

**June:**

Bond/Michelson

**July:**

Michelson/Kelly

**August:**

Kelly/Todd

**September:**

Todd/Cavaleri

**October:**

Cavaleri/Holtzclaw

**November:**

Holtzclaw/Pruitt

**December:**

Pruitt/Bond