



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.

Next Ordinance No. 2016-808

Next Resolution No. 2016-561

**September 1, 2016
Special City Council Meeting
5:30 PM**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

NEW BUSINESS:

- B. Grant Application for the Snohomish County Hotel / Motel Small Fund Grant
(*Rebecca C. Polizzotto, City Manager*)

AUDIENCE COMMUNICATION:

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

ADJOURNMENT



Agenda Item # _____
Meeting Date: September 1, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: SNOHOMISH COUNTY HOTEL/MOTEL SMALL GRANT FUND APPLICATION AUTHORIZATION.

ACTION REQUESTED: Authorization for the City Manager to submit to the Snohomish County Hotel/Motel Small Grant Fund a grant application for the City of Mill Creek – Tourism Website.

KEY FACTS AND INFORMATION SUMMARY: The purpose of the Snohomish County Hotel/ Motel Small Grant Fund is to support projects which encourage tourism activities in Snohomish County and which advance the goals of Snohomish County’s 2011 Strategic Tourism Plan. The source of the grant funds is the County’s share of the sales tax collected on hotel and motel room rentals within Snohomish County the previous year. The Snohomish County Lodging Tax Advisory Committee (LTAC) was established by the County to review applications for funding from lodging taxes collected by the County and to make recommendations to the County Council on those applications and related lodging tax issues. Last year 36 projects were awarded totaling \$509,464.

The City of Mill Creek is in need of a coordinated tourism program to connect many of our residents and visitors with up to date information on where to stay, visit, shop and eat when they leave their house and enter our beautiful community. Currently we have many organizations offering community events, concerts, programs and other services to our residents. Unfortunately there is no one place to go to figure out what is happening in town on any given day. Recreation and Tourism Interim Manager Brian Davern has come forward with a recommendation to create a new city tourism website that will feature all that Mill Creek and the surrounding area has to offer a resident, out-of-towner or out-of-state visitor. Many other neighboring cities (Bothell, Lynnwood, Edmonds, and Kirkland) currently utilize separate tourism focused websites. The site would allow one hub of information for providing an all-inclusive community calendar, various blogs, great photography, shopping options, dining options, lodging options, things to do, hikes, parks, services, newsletters and would include social media integration. The site would rely on key community stake holders like the Snohomish County Tourism Bureau to provide up-to-date content. The Mill Creek Business Association, Mill Creek Town Center Business Association and The Holiday Inn Express and Suites in Everett have all submitted letters in support of the City submitting a \$10,000 grant application.

CITY MANAGER RECOMMENDATION: Adopt the attached resolution which authorizes the City Manager to submit to the Snohomish County Hotel/Motel Small Grant Fund a grant application for the City of Mill Creek – Tourism Website.

ATTACHMENTS:

Resolution authorizing the City Manager to submit a grant application to the Snohomish County Hotel/Motel Small Grant Fund.

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Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

RESOLUTION NO. 2016 - _____

**A RESOLUTION OF THE CITY OF MILL CREEK, WASHINGTON,
DESIGNATING THE CITY MANAGER AS THE AUTHORIZED
REPRESENTATIVE TO THE SNOHOMISH COUNTY LODGING TAX
ADVISORY COMMITTEE - HOTEL/MOTEL SMALL GRANT FUND FOR A
CITY OF MILL CREEK TOURISM WEBSITE PROJECT**

WHEREAS, the City of Mill Creek desires to submit an application for grant funding assistance for a Hotel/Motel Small Grant Fund project to the Snohomish County Lodging Tax Advisory Committee; and

WHEREAS, it is necessary to designate an authorized representative for the City of Mill Creek to sign the application on behalf of the City; and

WHEREAS, under provisions of the Hotel/Motel Small Grant Fund , County grant assistance is requested to aid in financing the cost of a city tourism website; and

WHEREAS, the City of Mill Creek considers it in the best public interest to complete the project described in the application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK WASHINGTON AS FOLLOWS:

1. City Manager Rebecca Polizzotto is authorized to make formal application to the Snohomish County Lodging Tax Advisory Committee for grant assistance.
2. The City of Mill Creek expects our matching share of project funding will be derived from the Mill Creek General Fund.
3. The City acknowledges that if the Snohomish County Lodging Tax Advisory Committee approves grant assistance for the project, the Hotel/Motel Small Grant Fund will pay the City on only a reimbursement basis. The City understands reimbursement basis means that the City will only request payment from the Hotel/Motel Small Grant Fund after the City incurs eligible and allowable costs and pays them.
4. This application authorization becomes part of a formal application to the Snohomish County Lodging Tax Advisory Committee for grant assistance.
5. The City provided appropriate opportunity for public comment on this application.
6. The City of Mill Creek certifies that this application authorization was properly and lawfully adopted following the requirements of the Mill Creek Municipal Code and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.

Adopted this 1st day of September, 2016 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY CHELIN, CITY CLERK

FILED WITH THE CITY CLERK: _____
PASSED BY THE CITY COUNCIL: _____
RESOLUTION NO.: _____