



CITY COUNCIL MINUTES

May 10, 2016

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

May 10, 2016
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.

PRESENTATION:

City Manager Polizzotto made a special announcement that she has selected Peggy Lauerman to be the City's new Finance Director. Director Lauerman will begin at the City on Monday, May 23.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

PRESENTATIONS:

Employee Milestones

(Rebecca C. Polizzotto, City Manager)

Proclamation for Leadership Day in Snohomish County

(Pam Pruitt, Mayor)

OLD BUSINESS:

Appoint Members to the EMS Levy Pro and Con Committees

(City Council)

The following agenda summary information was presented:

City Council passed a resolution to place the EMS levy on the ballot for the August primary election. As a result of this action, the City is required by State law to appoint a committee to prepare statements advocating voter's approval of the measure and appoint a committee advocating rejection of the measure. These statements will appear in the local voter's pamphlet. The committee appointments need to be made and submitted to the County by May 13, 2016. Each committee shall

have no more than three members; however, a committee may seek the advice of any person or persons.

On April 29, 2016, staff issued a public notice seeking committee members and delivered the notice to the local media and posted it on the City's website.

The notice requires letters of interest to be submitted by Tuesday, May 10, 2016 at 5:00 p.m. As of the date of the packet distribution, two letters have been received. One letter from Mark Risen for the Pro Committee and one letter from Wil Nelson for the Con Committee. Any other letters received before the deadline will be shared with the Council at the meeting on Tuesday.

MOTION: Councilmember Cavaleri made a motion to appoint Wil Nelson to the Con Committee and Mark Risen to the Pro Committee, Councilmember Bond seconded the motion. The motion passed unanimously.

PRESENTATIONS:

Legislative Update

(Mark Harmsworth, State Representative)

NEW BUSINESS:

Records Committee Presentation

(Rebecca C. Polizzotto, City Manager)

Interlocal Agreement for Domestic Violence Coordinator Services

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

This Interlocal Agreement (Agreement) extends the cooperative relationship between the City of Mill Creek and the City of Edmonds for Domestic Violence Coordinator services. The City of Mill Creek has contracted these services through the City of Edmonds since 2007.

The term of this Agreement is for a period of three years beginning January 1, 2016 and terminating on December 31, 2018. The Agreement may be renewed for additional periods of three years upon approval of both parties, or terminated by either party after 90 days written notice. As per Section 4(a) of the Agreement, "Compensation," the City of Edmonds will bill the City of Mill Creek monthly in the amount of \$926.59, not to exceed \$11,119.08 for the calendar year. Reflected is a slight increase in the amount of \$29.89 per month or \$358.68 annually. Future increases, if any, will be made in accordance with the terms and conditions contained within the Collective Bargaining Agreement between the City of Edmonds and the Edmonds Police Officers Association and Section 4(d) of the Agreement.

Per RCW 10.99.030 and 7.69.030, the City is required to provide information to victims. Domestic Violence Coordinators serve as liaisons between the police and victims of Domestic Assault. Coordinators review all investigative reports of domestic violence, including verbal incidents, and provide advocacy services for the victim or the abused. Coordination services include, but are not limited to, locating safe alternative housing, assistance with protective orders, accompanying victims

to court and to hearings, and can assist in locating family counseling or financial aid programs.

Under the terms of the Agreement, Mill Creek will receive Domestic Violence Coordinator services equaling 33% of the total work time by the Coordinator. Previous versions of this Agreement included a specific amount of hours the Coordinator would provide each agency. Due to work hour reductions at Edmonds and other factors, Edmonds determined it was impractical to ensure a precise distribution of hours and amendments to this Agreement anytime there was a change in the number hours the Coordinator was working.

MOTION: Councilmember Michelson made a motion to Authorize the City Manager to Execute the Interlocal Agreement for Domestic Violence Coordinator Services, Councilmember Bond seconded the motion. The motion passed unanimously.

Interlocal Agreement for In-Service Training Sessions
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

The proposed Interlocal Agreement (ILA) defines the terms and conditions for the Snohomish County Regional Training Group to provide regular in-service training sessions. The trainings are required by WAC 139-05-300, which states “Effective January 1, 2006, every peace officer certified under RCW 43.101.095 or 43.101.157 will complete a minimum of twenty-four hours of in-service training annually.” Sessions focus on various law enforcement topics such as defensive tactics, blood borne pathogens, firearms and first aid. These trainings are generally held at the Everett Police Department. This is a renewal of an ILA that started in 2001. The term of the ILA is five years, from January 1, 2016 to December 31, 2021.

The purpose of the ILA is to provide a mechanism for all the Cities involved to share in the costs associated with hosting, conducting and participating in the trainings.

The cost of the ILA is \$800.00 per calendar year and is based on the number of sworn officers in an agency.

MOTION: Councilmember Cavaleri made a motion to Authorize the City Manager to Execute the Interlocal Agreement for In-Service Training Sessions, Councilmember Bond seconded the motion. The motion passed unanimously.

Interlocal Agreement for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT)
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

In 2013, the City Council authorized participation on the North Sound Metro SWAT Team. The SWAT Team is comprised of law enforcement officers representing Bothell, Edmonds, Kirkland, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mountlake Terrace and Mukilteo.

This Interlocal Agreement amendment proposes that the City of Redmond receive approval as the

tenth member jurisdiction. Redmond has been recommended for membership by the North Sound Metro SWAT Team Executive Board.

Per section 4.5 of the ILA the SWAT Commander will establish a budget in May of each year. The total budget for 2016 increased from \$25,000 to \$30,000. With the addition of Redmond as a member jurisdiction, and the increase in the SWAT budget, our portion decreased by \$0.58 from \$1,589.05 to \$1,588.47 per year.

MOTION: Councilmember Michelson made a motion to Authorize the City Manager to Execute the Interlocal Agreement for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT), Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Finalize City Manager Evaluation Schedule
(Personnel Committee)

The following agenda summary information was presented:

Per City Manager Polizzotto's employment contract, the City Manager's performance shall be reviewed and measured by the City Council annually on or around June 1, 2016, the anniversary of her date of hire. At the May 3, 2016 meeting, the Council discussed a schedule in order to complete the evaluation in a timely manner. Mayor Pro Tem Holtzclaw had a work commitment and was unable to attend the last meeting; therefore, the schedule still needs to be finalized with the entire Council and the City Manager.

After discussion at the last meeting, the schedule was revised to have the City Manager fill out the survey prior to Councilmembers doing so, and to work around some schedule conflicts. Council needs to confirm that the revised schedule will allow full attendance at the two discussions June 7 and June 21.

The proposed schedule for the process is:

May 24:	City Manager Polizzotto's survey is due to the Personnel Committee
May 24:	Council receives survey document
May 30:	Completed Council surveys due to the Personnel Committee
May 31-June 3:	Personnel Committee collates results into one summary document
June 3:	Personnel Committee provides Council with the summary document
June 7:	Council meets in executive session to review the survey document either for a special meeting between 5:00 p.m. to 6:00 p.m. or 6:00 p.m. to 6:45 p.m. (Mayor Pro Tem Holtzclaw can only attend until 6:45 p.m. on June 7 due to a prior engagement.)
June 21:	Council and City Manager meet in executive session to discuss performance in a special meeting. Propose 6:00 p.m. start time.

No changes were proposed for the content of the survey instrument. Staff will provide copies that can be filled out electronically. Staff will confirm with the City Attorney that the correct procedures are in place to ensure confidentiality of the performance evaluation survey documents.

Discussion.

Council and the City Manager engaged in a discussion. It was decided that the meeting on June 7, 2016 will start at 5:00 p.m. and the meeting on June 21, 2016 will start at 6:00 p.m. Due to the additional meeting in June, the Council discussed canceling the June 14th meeting if the agenda was light.

CONSENT AGENDA:

Approval of Checks #55280 through #55347 and ACH Wire Transfers in the Amount of \$138,850.43
(Audit Committee: Councilmember Bond and Councilmember Kelly)

Payroll and Benefit ACH Payments in the Amount of \$205,226.64
(Audit Committee: Councilmember Bond and Councilmember Kelly)

There were no exceptions from the audit committee.

MOTION: Councilmember Bond made a motion to approve the consent agenda, Councilmember Kelly seconded the motion. The motion passed unanimously.

REPORTS:

Councilmember Bond gave an update on the Snohomish Health Board meeting he attended earlier in the day.

Councilmember Kelly reported on the last Parks and Recreation Board meeting he attended.

Councilmember Michelson reported that she will be attending the next Art and Beautification Board meeting.

Councilmember Todd reported on an email he received from the E-GOV system related to building permits and an upgrade that was slated for the weekend. He will discuss this with staff. He also reported on a Love of Cities meeting he attended today.

Director Chelin reported on the partnership with CGI communications for the video project.

AUDIENCE COMMUNICATION:

Thomas A.

(Name and address not confirmed)

Thomas introduced himself as a resident at the Mill Apartments. He was impressed with his warm welcome at tonight's meeting. He is going to encourage all citizens to attend Council meetings and to be involved.

RECESS TO EXECUTIVE SESSION:

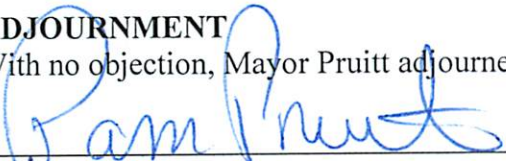
The meeting recessed to executive session at 7:33 p.m. to discuss performance of a public employee per RCW 42.30.110 (g) for approximately 10 minutes; which was subsequently extended.

RECONVENE TO REGULAR SESSION:

The meeting reconvened to regular session at approximately 8:00 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:00 p.m.



Pam Pruitt, Mayor



Kelly M. Chelin, City Clerk