



CITY COUNCIL MINUTES

October 4, 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

October 4, 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.

AUDIENCE COMMUNICATION:

City Clerk Chelin read a letter into the record from Kathy Nielsen, 3015 146th Place SE, Mill Creek, Washington 98012. The letter stated that if the mayor or any other elected official, wishes to express his or her personal opinion in the news media, it is imperative that a disclaimer be attached to the article, stating that that the information is the personal opinion of the writer and is not the consensus of the City Council.

Wil Nelson
15429 25th Drive SE
Mill Creek, Washington 98012

Mr. Nelson spoke to the Guild MOU on the agenda tonight. He stated that he disagrees with the 3% premium pay for the traffic unit.

Thomas W. Amacker
1111 Mill Creek Blvd, F104
Mill Creek, Washington 98012

Mr. Amacker invited the Council to two events at Brookdale on October 11 and October 12. Both events will discuss City issues and initiatives.

NEW BUSINESS:

2017-2018 Initial Budget Presentation
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

In government, the purpose of the budget process is to help the policy makers, i.e., the City Council, make informed choices about the provision of services and capital assets. A good budget process: (1) incorporates a long term perspective; (2) establishes linkage to broad organizational goals; (3) focuses budget decisions on results and outcomes; and (4) involves and promotes effective communication with stakeholders.

Best practices in budgeting, as established by the National Advisory Council on State and Local Budgeting, call for the establishment of long term goals and strategic planning early in the budgeting process. Towards that end, the City Council and the City Manager engaged in a collaborative goal setting retreat in February of this year. That process officially “kicked off” the budgeting process for the 2017-2018 biennium.

Historically, the City has not engaged in key strategic planning to guide the development of the City’s budget. The City Manager recommends changing this practice moving forward and, towards that end, has worked with the Director of Finance to develop the first set of financial policies for Council review as part of the 2017-2018 budget process.

Financial policies are important to the budgeting process because they:

- Guide operational & strategic decision making;
- Identify acceptable, preferred and/or unacceptable courses of action;
- Establish operating parameters;
- Provide a standard to judge performance;
- Institutionalize good financial management practices;
- Clarify & crystallize strategic intent for financial management;
- Define boundaries;
- Promote long-term & strategic thinking; and
- Manage risks to financial condition.

It is especially important to note that budgeting best practices call for continual evaluation and adjustment. Thus, the proposed financial policies and strategies that serve as the underlying foundation for the 2017-2018 budget recommendations are not static. Rather, they are subject to review and revision as part of the budget process each biennium.

The first component of the proposed 2017-2018 budget the City Manager will present for discussion with the City Council is the General Fund Revenue Forecast. Revenue forecasting is based, in part, on financial policies and goals. Therefore, the City Manager will first review the goals and policies that form the basis for the revenue forecast and then discuss the preliminary forecast.

Discussion.

City Manager Polizzotto reviewed a budget presentation. She also reviewed the Guiding Principles, financial policies and revenue projections. There will be a series of budget presentations presented to the Council over the next several months.

City of Mill Creek/MCPOG Traffic Unit Memorandum of Understanding (MOU)
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

In the spring of 2016, the City implemented a Traffic Unit comprised of two officers with specialized training and equipment. Support for this unit came from the City Council in the form of spending authority to purchase the necessary equipment and to provide the required training. In May 2016, the Mill Creek Police Officers' Guild (MCPOG) alleged that the City had implemented the Traffic Unit in violation of certain elements of the Collective Bargaining Agreement (CBA).

During subsequent months, the City and the MCPOG met to discuss the specific points related to implementation of the Traffic Unit and how pertinent elements of the CBA apply. Without discussing the merits of the MCPOG's complaint, the City and the MCPOG arrived at a mutually agreeable memorandum of understanding (MOU).

In eighteen (18) points, the MOU addresses issues related to staffing, scheduling, job duties, selection process, equipment, training and specialty pay. Of particular note are the following provisions:

- Traffic officers will be assigned for a minimum period of four (4) years.
- Traffic officers are to primarily focus their efforts on traffic education and enforcement but are also expected to provide full service patrol officer response.
- All necessary training and equipment will be provided by the City.
- Vehicles assigned to Traffic officers will be 'take-home' vehicles.
- Traffic officers will be used for certain, specialized overtime details.
- Effective January 1 2018, Traffic officers will receive a 3% premium pay for the duration of their assignment to the Traffic Unit.

Discussion.

City Manager Polizzotto reviewed the MOU with the Council. The Council and staff engaged in a discussion.

MOTION: Councilmember Todd made a motion to extend the meeting to 9:00 p.m., Councilmember Kelly seconded the motion. The motion passed unanimously.

MOTION: Councilmember Michelson made a motion to authorize the City Manager to sign the MOU, Councilmember Bond seconded the motion. The motion passed 6-0-1 with Councilmember Cavaleri abstaining. (Councilmember Cavaleri stated that he abstained due to his union perspective and position.)

REPORTS:

Mayor Pruitt reported that the Economic Alliance of Snohomish County's public official's reception is October 27. She also spoke on the status of the consolidation between SNOCOM and SNOFAC.

Councilmember Michelson asked the Council if they were going to respond to Ms. Nielsen's letter that was read into the record tonight.

Council discussed the letter. The Editor from the Beacon was in the audience and stated there was a disclaimer on the Mayor's column.

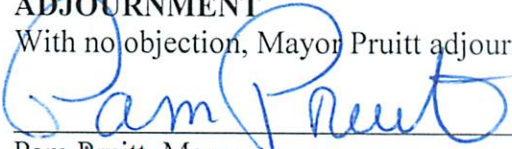
City Manager Polizzotto discussed the chip seal program in the City. She stated for the record that she will not be doing any more chip seal projects in the City in 2017.

AUDIENCE COMMUNICATION:

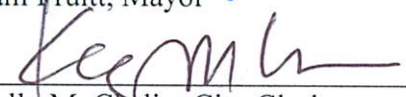
There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:53 p.m.



Pam Pruitt, Mayor



Kelly M. Chelin, City Clerk