

CITY COUNCIL AGENDA

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



Pam Pruitt • Brian Holtzclaw • Vince Cavaleri
Mike Todd • Mark Bond • Jared Mead

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 office of the City Clerk at (425) 921-5776 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. 2017-826

Next Resolution No. 2017-571

**January 2, 2018
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

- B. Oath of Office for Newly Elected Councilmembers: Jared Mead, Pam Pruitt and Brian Holtzclaw
(*Rebecca C. Polizzotto, City Manager*)

ROLL CALL

ELECTION OF MAYOR

- C. Election and Oath of Office for Newly Elected Mayor
(*Rebecca C. Polizzotto, City Manager*)

ELECTION OF MAYOR PRO TEM

- D. Election and Oath of Office for Newly Elected Mayor Pro Tem
(*Mayor and City Manager Rebecca C. Polizzotto*)

AUDIENCE COMMUNICATION

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

COUNCIL COMMITTEE ASSIGNMENTS

- F. 2018 Council Liaison Positions
(Rebecca C. Polizzotto, City Manager)

PRESENTATIONS

- G. Presentation: Council-Manager Relations
(Rebecca C. Polizzotto, City Manager)

CONSENT AGENDA

- H. City Council Meeting Minutes of November 28, 2017
- I. City Council Meeting Minutes of December 5, 2017

REPORTS

- J. Mayor/Council
- K. City Manager
 - Council Planning Schedule
 - Welcome and Introduce Deputy Police Chief Scott Eastman

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- M. Discuss potential litigation pursuant to RCW 42.30.110 (1)(i)

Action may occur after the executive session.

ADJOURNMENT



Agenda Item # F
Meeting Date: **January 2, 2018**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2018 COUNCIL LIAISON POSITIONS

KEY FACTS AND INFORMATION SUMMARY: Pursuant to the City of Mill Creek's Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans. (See section 1.3.5, 1.3.6 and 1.3.7 of the City of Mill Creek Manual of City Governance).

It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year.

CITY MANAGER RECOMMENDATION: N/A

ATTACHMENTS:

The proposed 2018 Liaison Assignments List is attached for Council's reference.

Respectfully Submitted:

A handwritten signature in black ink that reads "Rebecca C. Polizzotto".

Rebecca C. Polizzotto
City Manager

2018 Proposed City Assignments List

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	Staff Representatives	Council Representatives
Art/ Beautification Board	2 nd Weds/4:00 p.m. <i>(12 mtgs)</i>	Director of Communications & Marketing	Optional
Joint Fire Board		N/A	N/A
Mayors Lunch Meetings	1 st Weds/12 noon <i>(12 mtgs)</i>	N/A	Pam Pruitt
Parks and Recreation Board	1 st Weds/5:00 p.m. <i>(12 mtgs)</i>	Planning Manager	Vince Cavaleri
Puget Sound Regional Council	<i>Annually</i>	RPEC – Supervising Engineer	Mike Todd
Snohomish County 911	3 rd Thurs/8:30 a.m. <i>(12 mgs)</i>	Chief of Police	Pam Pruitt
SERS	1 st Thursday/10:00 a.m.	Chief of Police	Pam Pruitt
Snohomish County Tomorrow (SCT) Steering Committee	4 th Weds/6:00 p.m. <i>(12 mtgs)</i>	ICC – Director of PW & Dev Svcs PAC - Planning Manager	Brian Holtzclaw
WRIA 8 Forum	3 rd Thurs/every other month 3:00-5:15 pm <i>(6 mtgs)</i> <i>January 15, March 19, May 21, July 16, September 17, October 9 and November 19</i>	Director of PW & Development Services	Jared Mead

	Meeting Date/Time & # Meetings Annually	Staff Representatives	Council 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	Bothell
Mill Creek Business Association	3 rd Tues/12 noon <i>(12 mtgs)</i>	Director of Communications & Marketing	Pam Pruitt
Community Transit	1st Thurs/3:00 p.m. <i>(12 mtgs)</i>	N/A	Mike Todd
Snohomish County Cities & Towns (SCC)	3rd Thurs Typically: 5:30 p.m. social 6:00 p.m. dinner <i>(12 mtgs)</i>	N/A	Mike Todd
Alliance for Housing Affordability (AHA)	Monthly; then Quarterly	Planning Manager	Brian Holtzelaw



Agenda Item # G

Meeting Date: **January 2, 2018**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: PRESENTATION: COUNCIL - MANAGER RELATIONS

KEY FACTS AND INFORMATION SUMMARY: The City of Mill Creek will welcome two (2) new council members in 2018. They will become part of a team that governs under the Council-Manager form of government. Accordingly, as part of the City's orientation for new council members, the City Manager will make a presentation regarding the Council-Manager form of government and successful council-manager relations.

Born out of the U.S. progressive reform movement at the turn of the 20th century, the council manager form of government was created to combat corruption and unethical activity within local government by promoting nonpolitical management that is effective, transparent, responsive and accountable.

The Council-Manager form of government is the most common form of local government in the United States. Today, more than 105 million people in the U.S. live in communities that operate under the council-manager form. Forty-eight percent of the more than 7,300 U.S. municipalities with populations of 2,500 or more use the form, as do nearly 62 percent of municipalities with populations greater than 100,000. More than 800 counties also employ a similar system.

Source: ICMA.

The Council-Manager form of government is akin to the structure of many corporations, in which the board of directors hires an experienced CEO who is granted broad, executive authority to run the organization. While the board establishes the company's overall policy direction, the CEO oversees implementation of that policy.

A Council-Manager government is characterized by:

- A city council that makes policy and sets the budget;
- The appointment of a professional manager who provides policy advice, directs the daily operations of city government, handles personnel functions (including the power to appoint and remove employees) and is responsible for preparing the City budget; and
- A mayor chosen from among the Council. The mayor presides at Council meetings and is recognized as the head of the City for ceremonial purposes but has no regular administrative duties.

Unlike the national trend, the majority of Washington cities are formed under the *Mayor-Council* form of government. Indeed, of the 281 cities in Washington, 228 operate under the *Mayor-Council* form of government and only 53 operate under the **Council-Manager** form of government. *Source: MRSC.*

The basic structure and organization of council-manager governments in Washington is set out in Ch. 35A.13 RCW (code cities). Under the council-manager statutes, the City Council is prohibited from interfering with the manager’s administration.

The below chart provides a good comparison of the Mayor-Council vs. Council-Manager forms of government

Characteristics	Mayor-Council	Council-Manager
Legislative authority	Council	Council
Executive authority	Elected mayor	Appointed manager
Selection of CEO	Popularly elected	Appointed by council on the basis of experience
Removal of CEO	Recall election	Removed by a majority vote of the council
Tenure of executive	4-year term	Indefinite
Tenure of council	4-year term	4-year term
Appointment of department heads	Mayor (with council confirmation if provided)	Manager (no council confirmation)
Removal of department heads	Mayor	Manager
Veto	Mayor	Manager has no veto
Policy development	Mayor can propose	Manager can recommend
Policy implementation	Mayor	Manager
Underlying principles	Separation of powers Political leadership Strong central executive	Separation of politics from administration Promotes economy and efficiency through professional management Strong central executive Follows a business model

Source: MRSC

In accordance with its mission, the City of Mill Creek is setting the standard of excellence in local government by operating under a form of government that is based on a business model that promotes the professional management of public resources. However, the use of the Council-Manager form of government is the exception rather than the rule in Washington. Therefore, to ensure the effective and efficient operation of the City, it is important for the City Manager, and the tenured members of the Council, to provide an overview of the City’s governance model for the newest members of the team.

ATTACHMENTS:

- Presentation


Respectfully Submitted:


 Rebecca C. Polizzotto
 City Manager

12/28/2017



Council-Manager Form of Government
Keys to Building a Successful Council-Manager Relationship
January 2, 2018
Source: ICMA



“The single biggest problem in communication is the illusion that it has taken place.”
George Bernard Shaw, Irish writer

Agenda

- Why is this important?
- Why is this such an issue?
- What is the deal?
- Expectations of Council
- Roles/Responsibilities
- Spheres of competency
- Reasons for failure
- Recipe for success



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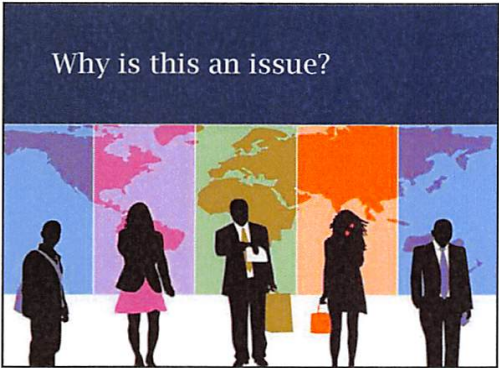
12/28/2017

Why is this important?

- Council sets the policy tone; governance policies critical to its effective leadership.
- CM sets administrative tone: mentors the style expected of his/her administration.
- Respect for mutual roles is critical; council agrees to certain protocols/ non-interference.
- Council & CM understand the significance of their relationship to organization & to community.




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Why is this an issue?

- Council and their management function in very close proximity.
- CM functions on behalf of the municipality and Council and not at the behest of individual members.
- Public puts pressure on Councilmembers to bypass or overturn decision of the CM.



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Why is this an issue? (continued)

- Role/performance of the CM critical to confidence of the Council and its members.
- Evidence of collegiality/respect between Council and CM important to larger audiences.
- Actions and comments of Councilmembers illustrate respect for the professionalism/independence of the CM on an everyday basis.



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What is the ideal?



What is the ideal?

- An ideal Council-CM relationship exists when:
 - Councilmembers fully understand what they are elected to do (i.e. set policy direction; resolve difficult community issues; determine spending parameters; provide governance oversight; set priorities).
 - Councilmembers understand what the "legislation" (ordinance) (and its own position description and contract) authorizes the CM to do.



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What is the ideal? (continued)

- An ideal Council-CM relationship exists when:
 - CM shows respect for all members of the Council.
 - CM ensures that Council is always well-briefed.
 - CM is sensitive to the stresses placed on the Council by the public.
 - CM seeks to assist Council in achieving its priorities.



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What is the ideal? (continued)

- An ideal Council-CM relationship exists when:
 - CM shows respect for his/her senior staff without abdicating the CM's role.
 - CM defends his/her staff in face of any criticism.
 - Regular discussions take place regarding this critical relationship.



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What is the ideal? (continued)

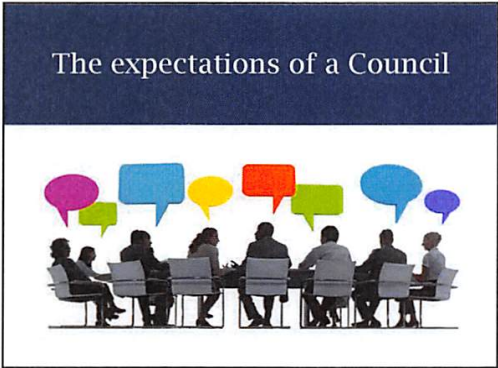
- An ideal Council-CM relationship exists when:
 - Council & management work jointly on setting real priorities and see these as jointly owned.
 - Every opportunity is seized to exhibit Council-CM relationship to the public and key audiences.



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What a governing body expects:

- Sensitivity to those who are new to the world of governance.
- Expressed support for those elected to govern; commitment to "their" agenda.
- Immediate outline of a comprehensive orientation process; build in sufficient "ownership" by new Council.
- Advice on how to fully surface "their" agenda.



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What a governing body expects: (continued)

- Information on business planning & budget process.
- Sense of "this is your term; we are here to help make this successful for you."
- Advice on what potential conflicts exist.
- Adherence to the power/control levers of the Council.
- Advice on "where can we add value?"



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What a governing body expects: (continued)

- The full picture; advance notice of emerging issues; follow up issues and Council decisions.
- Equal treatment for all Councilmembers.
- Courteous relationships with the public.
- Support for tough decisions.



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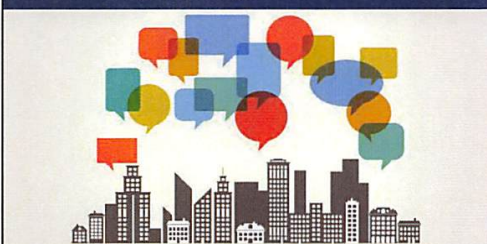
Levers of power

- Legislative responsibilities and powers.
- Public representation.
- Council vision, goals and priorities.
- Operational/capital budgets.
- Policies/bylaws/resolutions.
- Relationship to CM.
- Governance system.



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Roles and responsibilities of the City Manager



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Key roles of the CM

- Acts as policy advisor to Council; ensures advice is presented on all policy issues (i.e. any matter that is business on Council's agenda).
- Ensures that action is taken promptly by the administration on all Council decisions; ensures implementation of policies/programs.
- Monitors the system.



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Key roles of the CM (continued)

- Guides, motivates, disciplines management; delegates.
- Ensures that advice to Council and decisions by Council are within the Council's jurisdiction and legal capacity to act.
- Provides a sense of quality control of advice up & action down.



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Key roles of the CM (continued)

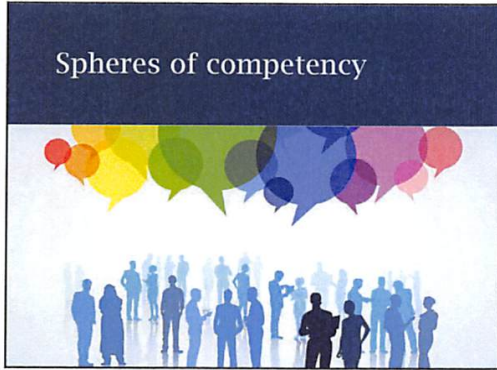
- Works at building partnerships with his/her colleagues in the region.
- Performs all duties set out in ordinance, bylaws, resolutions.



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**The reasons
for failure.**

Why do Council-CM relationships fail; do we understand the areas wherein failure is most frequent?

Failures of City Managers

- 1. Relationship building
 - Lack of attention to relationship building with the Council.
 - Misplaced roles.
 - Impact of a leadership vacuum.
 - Absence of respect & maturity.



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Failures of City Managers

(continued)

- 2. Managing Change
 - Lack of preparation for a new Council.
 - Limited guidance to Council's strategic agenda.
 - Lack of concern re: Linkage of administrative agenda with political priorities.



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Failures of City Managers
(continued)

3. Managing a team

- Setting the right tone for the senior management team.
- Stating principles and expectations clearly.
- Recruiting the best.
- Providing encouragement to blended teams.
- Living out the example.



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Failures of City Managers
(continued)

4. Managing the basics of good management

- Communication stressed.
- Management meetings well-planned.
- Training & development emphasized.
- Planning performance measurement.
- Engaging in cross-organizational business planning



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Failures of a Council

They don't have any failures;
they're elected to always be right!



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Failures of a Council (continued)

- Not recognizing or caring that the relationship requires both partners.
- Not being cognizant that the relationship is a partnership, a two-way street.
- Seeing their CM as an executive assistant and not as a chief executive officer.



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Failures of a Council (continued)

- Presuming that the legislation and contractual obligations can be overlooked or discarded at the whim of Council.
- Mistakenly believing that a good businessman could do the job.
- Playing up to a favorite staff member or department head.



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Failures of a Council (continued)

- Not understanding the value or importance of going through the CM to access information or action.
- Seeking a friendship with the CM instead of a professional relationship.




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Building the Council-CM team: one plank at a time.

Principles, Philosophy, Practices, Protocols, Policies.



Key principles

1. Trust in the word of each other.
2. Respect for the "one employee" principle.
3. Concurrent information.
4. Personal relationship to the CM.
5. Complaints about behavior of a Councilmember.



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Key principles (continued)

6. No surprises.
7. Current skill development.
8. Regular briefing of all Councilmembers.
9. Monitoring/updating the council "agenda."
10. Urgency of action; cohesion of spirit.




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Philosophy

1. Respect for each other
 - Respect for the advice of the CM and his/her team.
 - Respect that they work in a very difficult environment.



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Philosophy (continued)

2. Understand that each has different ideas, styles, and talents.
 - Understand that we bring differing gifts to the table.
 - Appreciate that this will lead to construction tension.



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Philosophy (continued)

3. Develop comfort disagreeing on the issues.
 - Administrators do NOT see the world as elected officials do.
 - Elected officials see what is publicly popular; not necessarily logical or sound from a business perspective.



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Philosophy (continued)

- 4. Understand that Council & management will have concern for different priorities but can share in a common vision.
 - Administrators think in terms of "their projects, their departments."
 - A Council should think in terms of "their municipality's" future.



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Philosophy (continued)

- 5. Respect for the rules.
 - Cooperation is not possible without mutual respect for the rules.
 - These rules are enforced for all.



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Philosophy (continued)

- 6. Desire to serve the public.
 - This one factor ought to unite Council and their administrations.
 - Whatever is done should be viewed through this lens.



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Practices

- Mayor/manager meetings.
- Council/manager briefings.
- Joint strategic/business planning.
- Media releases (Mayor, Council).
- Public meetings.
- Annual performance reviews.
- Respect for CM role.



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Protocol

1. Council-CM protocol
 - Councilmembers will treat the CM and his/her staff with respect in all Council and committee meetings.
 - The CM will be advised of any requests to his/her administration by Councilmembers for information.
 - Any access to the administration by members of the Council will be limited to the CM.

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Protocol (continued)

2. Relationship to CM & Management
 - We agree to respect the apolitical nature of the office of the CM and to receive his/her advice as being in the perceived best interests of the City.
 - We will respectfully listen to comments in response to questions posed at Council meetings and will ensure that the CM is accorded a respectful audience.

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Protocol (continued)

- 3. Treatment of the senior administration
 - We agree to respect the apolitical nature of our senior staff and will treat their advice and reports with respect. We will not knowingly or willfully interfere with their work but will coordinate any of our concerns as a Council through the office of the CM.



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Protocol (continued)

- 4. Advice to the Council.
 - All reports to the Council will include a recommendation by the CM.
 - The CM will endeavor to keep the Council informed on the salient background of all key issues facing the City.
 - Issues for which management does not have clear policy, guidance will be prioritized for policy development.



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Protocol (continued)

- 5. Primacy of policy.
 - Current approved policies will always be followed until changes approved by the Council.
 - Any communication of the policies of the City to external audiences will be referred to the CM.
 - The Council may at any time request a review of current policy.



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Protocol (continued)

6. Requests for information.

- Responses to such requests for information from the administration copied to all members of Council and CM.
- Management is not expected to know the answers to all questions; but expected to review and report back to the Council at the first opportunity.




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Protocol (continued)

7. Responsibility of CM

- Any blame for the mistakes by administration will be accepted by the CM and/or Council as applicable.




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Protocol (continued)

8. Public Profile.

- Disparaging remarks with regard to the Council or administration will not be tolerated.
- Any contact between the Council & admin that appears to be other than respectful will be reported to the Mayor and CM.



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Protocol (continued)

- All Council and staff members will be conscious of the need for adherence to Council protocols in any e-mail exchanges.
- All Council and staff members will be aware of the need to show respect to the public.



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Protocol (continued)


9. Respect for each other in Chambers.

- Councilmembers will treat each other with respect in Council Chambers. During the course of meetings, proper titles will be used.
- When another member of Council is speaking, respect will be shown by the other members of Council who will not interrupt the member speaking.



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The Council-City Manager Covenant



12/28/2017

Council's covenant

- 1. Carry out responsibilities to the best of their abilities.
- 2. Make decisions which we believe to be in the best interests of the majority of citizens while recognizing that the needs and voices of the minority(s) need to be thought through and reflected in such decisions.



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Council's covenant (continued)

- 3. Review the background information and advice made available by the administration prior to rendering a decision.
- 4. Seek further input when we are unsure of the issues or uncertain as to the preferred course of action.



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Council's covenant (continued)

- 5. Refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the CM for review, comment and follow-up (as appropriate).
- 6. Refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with the Council or CM and to respond appropriately.



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Council's covenant (continued)

- 7. Seek to participate actively in the decision-making process.
- 8. Refrain from any public or private criticism of our administration wherein individual employees are identified.
- 9. Act as good stewards of the region/municipality and as public servants of the citizenry through ethical conduct.



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Council's covenant (continued)

- 10. Provide effective leadership through guiding the municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in their view, the best interest of a majority of our citizens.



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Council's covenant (continued)

- 11. Ensure that there is a formal evaluation of the performance of the CM at least once annually and involve the CM in this process so as to ensure a full understanding of the Council's candid assessment.



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CM's covenant

- 1. Conduct myself as your chief policy advisor in an honest and ethical matter.
- 2. Ensure that the Mayor and Councilmembers are accorded respect in all of my personal and public comments.
- 3. Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of the Council.



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CM's covenant (continued)

- 4. Guide the actions of the administration so that they are in accordance with the policies and objectives of Council.
- 5. Act only on the will of Council as a whole as established by the resolutions, policies and bylaws.
- 6. Forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured.



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CM's covenant (continued)

- 7. Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your CM.



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CM's covenant (continued)


- 8. Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.
- 9. Maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the state and federal governments.



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CM's covenant (continued)

- 10. Admit to any mistakes of substance made by myself or my staff and take corrective action.
- 11. Listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis.



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Summary: The message



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Keys to quality Council-CM relations

1. Respect for each other.
 - Evidenced in how we communicate; non-interference in work responsibilities.
2. Understanding roles.
 - Councilmembers' roles are spelled out.
 - Powers of CM are clear.



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Keys to quality Council-CM relations (continued)

3. Respect for what brought Council and staff to the dance.
 - Councilmembers are there because of populism; CM because of expertise.
4. Council's respect for the CM
 - Respect results in confidence in CM to manage his/her own administration; CM suffers when Council want to step-in to "help."

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Keys to quality Council-CM relations (continued)

5. The CM's respect for the role of Council.
 - CM needs to enable Council to lead; should not be doing the job of Council nor shutting Council out of important issues/decisions.
6. Ongoing monitoring of the relationship.
 - Like marriages, these need to be monitored and watched for signs of fraying.



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Assessing the results of a healthy relationship.

- Accomplishments abound: Council priorities tackled and acknowledged.
- Sense of trust and respect permeate the atmosphere.
- Citizens hear positive comments from the Council.



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Assessing the results of a healthy relationship (continued)

- Staff respect their elected leaders.
- Elected leaders respect their boundaries.



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What are the Outcomes?

- A healthy relationship based on openness, candor, respect, mutual trust, no surprises.
- An apolitical administration whose goal is to provide first rate advice to Council and the best service delivery to the citizens.




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What are the Outcomes?
(continued)

- A Council that commits to its role and reflects the public will.
- An administration which is confident in its leadership & thus energized to deliver good services.



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Thank you.

Rebecca C. Polizzotto
City Manager
(425) 921-5724
citymanager@cityofmillcreek.com
www.cityofmillcreek.com



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MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, November 28, 2017

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

A recording of this City Council meeting can be found [here](#).

The agenda packet for this City Council meeting can be found [here](#).

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

*Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Donna Michelson, Councilmember
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember*

Councilmembers Absent:

Sean Kelly, Councilmember

AUDIENCE COMMUNICATION

- A. There were no comments from the audience.

PRESENTATIONS

- B. Art & Beautification Board Appointment

Councilmember Michelson stated that she and Councilmember Todd interviewed candidate Benjamin Briles for the vacant Art & Beautification Board position.

Councilmember Michelson made a motion to appoint Benjamin Briles to fill the partial term vacancy on the Art & Beautification Board expiring October 31, 2018. Councilmember Todd seconded the motion. The motion passed unanimously.

NEW BUSINESS

- C. Mill Creek Sports Park - Freedom Field Rehabilitation Project Summary

November 28, 2017 REGULAR COUNCIL MEETING MINUTES

City Manager Rebecca Polizzotto briefed Council on the status of funding for the Freedom Field Rehabilitation Project. City Manager Polizzotto stated that the City is currently waiting for the State of Washington to pass a capital budget to receive those funds. City Manager Polizzotto reviewed the interlocal agreement prepared by the county that will allow the City to receive funding granted by the County for the project.

Councilmember Todd made a motion to authorize the City Manager to execute the interlocal agreement between Snohomish County and the City of Mill Creek for park project funding. Councilmember Michelson seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- D. Approval of Checks #57778 through #57853 and ACH Wire Transfers in the Amount of \$1,046,875.06
(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)
- E. City Council Meeting Minutes of November 7, 2017
- F. City Council Meeting Minutes of November 14, 2017

Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

STUDY SESSION

- G. 2018 Legislative Priorities

City Manager Rebecca Polizzotto invited AWC Director of Government Relations Dave Williams to join her to participate in the study session. City Manager Polizzotto explained the importance of legislative action updates, being a member of the Association of Washington Cities (AWC), and being actively aware of the legislative agenda.

City Manager Polizzotto turned the study session over to Dave Williams. Mr. Williams reviewed the capital budget, upcoming special election, 2017 legislative session items and four key legislative priorities for the 2018 legislative session.

City Manager Polizzotto recognized Representative John Lovick and aide to Sen. Steve Hobbs, Jennifer Smollen, and invited them to participate in the discussion. The Council, City Manager Polizzotto and legislative guests engaged in discussion.

REPORTS

- H. Mayor/Council

Mayor Pruitt reported that the annual tree lighting ceremony will take place this weekend and encouraged Council to attend.

Mayor Pro Tem Holtzclaw reported that the Mill Creek Chorale is having their annual Christmas concert at Lynnwood High School on Saturday, December 2.

I. City Manager

- Situational Overview: Flooding Incident
- Briefing on Proposed CPP
- Council Planning Schedule

City Manager Rebecca Polizzotto, Police Chief Greg Elwin, Director of Public Works & Development Services Gina Hortillosa and Director of Communications and Marketing Joni Kirk gave Council a situational overview of the recent flooding incident on 136th St SE.

City Manager Polizzotto reviewed the updated proposed Countywide Planning Policies (CPP) amendments. Planning Manager Tom Rogers gave Council an overview of the current policy, what the process has been so far and the recommendation of the Planning Advisory Committee (PAC). Mayor Pro Tem Holtzclaw introduced former Snohomish County Planning and Development Services Director, and Mill Creek resident, Clay White, who reviewed an additional amendment that was not yet in front of the PAC. Council engaged in discussion.

Councilmember Todd made a motion that Mill Creek's position be conveyed to the SCT Steering Committee as accepting the recommendation by the PAC to approve the CPP amendment CPP-DP-3. Councilmember Michelson seconded the motion. Mayor Pro Tem Holtzclaw abstained. All other members of the Council voted yeah. The motion passed.

City Manager Polizzotto reviewed the Council Planning Schedule.

City Manager Rebecca Polizzotto introduced City Attorney Scott Missall who briefed the Council on the Snohomish County Canvassing Board decision regarding the voting status of Councilmember Sean Kelly. The Board's decision did not deal with qualification of election, just the ability to cast his own vote in the City of Mill Creek. Mr. Missall reviewed applicable provisions of state law and the City of Mill Creek Municipal Code that affect the electoral process. Council engaged in discussion.

AUDIENCE COMMUNICATION

- J.** Randy Fay, representing both FD7 and DEM, would like to partner with the City to coordinate efforts in the shared opioid epidemic.

Carmen Fisher, a Mill Creek resident and previous candidate for Council, stated she has an affidavit for contesting the election and will be filing it with the court in the next 10 days.

Jennifer Smollen, Legislative Assistant to Sen. Steve Hobbs, introduced herself to Council and stated that the next legislative session begins Monday, January 8.

Herbie Martin, a Mill Creek resident, expressed concern over the status of Councilmember Kelly's position.

Benjamin Briles, a Mill Creek resident, thanked Council for appointing him to the Art &

Beautification Board and he looks forward to working with them.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- K.** Discussion of the performance of a public employee per RCW 42.30.110 (1)(g)

The meeting recessed to executive session at 8:36 p.m. for up to 20 minutes, which was subsequently extended.

At 8:55 p.m. Councilmember Todd made a motion to to extend the meeting up to 9:15 p.m. Councilmember Michelson seconded the motion. The motion passed unanimously.

At 9:10 p.m. Councilmember Michelson made a motion to extend the meeting up to 9:30 p.m. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

No action was taken.

RECONVENE TO REGULAR SESSION

- L.** The meeting reconvened to regular session at 9:27 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 9:27 p.m.

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, December 5, 2017

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

A recording of this City Council meeting can be found [here](#).
The agenda packet for this City Council meeting can be found [here](#).

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

ROLL CALL

<u>Councilmembers Present:</u> <i>Pam Pruitt, Mayor</i> <i>Brian Holtzclaw, Mayor Pro Tem</i> <i>Donna Michelson, Councilmember</i> <i>Vince Cavaleri, Councilmember</i> <i>Mike Todd, Councilmember</i> <i>Mark Bond, Councilmember</i>	<u>Councilmembers Absent:</u>
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AUDIENCE COMMUNICATION

- A.** There were no comments from the audience.

PRESENTATIONS

- B.** Center for Public Safety Management (CPSM) Presentation

City Manager Rebecca Polizzotto and Police Chief Greg Elwin presented the Police Operations Analysis report prepared by the Center for Public Safety Management.

Mayor Pro Tem Holtzclaw left the meeting at 6:45 p.m.
Mayor Pro Tem Holtzclaw returned to the meeting at 7:26 p.m.

OLD BUSINESS

- C.** Parks & Recreation Board Recommendation for New Neighborhood Park Name (North Pointe Subdivision Park)

City Manager Rebecca Polizzotto stated that the Parks & Recreation Board received 75 name suggestions for the park located in the North Pointe neighborhood. At the

December 5, 2017 REGULAR COUNCIL MEETING MINUTES

September 6, 2017 Parks and Recreation Board meeting, the members agreed to present their top 3 choices to the Council: Discovery Park, Beaver Park and Penny Creek Park. Council engaged in discussion and selected the name "Exploration Park" in lieu of the 3 recommendations provided by the Parks & Recreation Board.

Councilmember Cavaleri made a motion to name the park located in the North Pointe neighborhood Exploration Park. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

REPORTS

D. Mayor/Council

Mayor Pruitt reported that the tree lighting ceremony was a nice event.

Mayor Pro Tem Holtzclaw reported that he attended the Steering Committee meeting last week.

E. City Manager

- Council Planning Schedule

City Manager Rebecca Polizzotto reviewed the Council Planning Schedule.

Council agreed to hold a public hearing/special meeting to approve budget amendments on Monday, December 18 at 6:00 p.m.

AUDIENCE COMMUNICATION

- F.** Herbie Martin, a Mill Creek resident, had questions about the statistics in the Police Operations Analysis, specifically regarding the number of vehicles that travel through the City.

Joe Borden, a Mill Creek resident, expressed thanks for the police presence he sees in the City and believes it creates a good, positive impact on the community, which is appreciated.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- G.** Discussion of the performance of a public employee per RCW 42.30.110 (1)(g)

The meeting recessed to executive session at 8:00 p.m. for up to 30 minutes.

No action was taken.

RECONVENE TO REGULAR SESSION

- H.** The meeting reconvened to regular session at 8:30 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:30 p.m.

December 5, 2017 REGULAR COUNCIL MEETING MINUTES

Pam Pruitt, Mayor

Peggy Lauerman, City Clerk

December 5, 2017 REGULAR COUNCIL MEETING MINUTES

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

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

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: December 28, 2017

January 9, 2018

(Agenda Summary due December 27)

- Planning Commission Appointment
- ILA Amendment - Lynwood Jail Fees
- Work Session:
 - PRA Policy/Ordinance
 - Update MCMC 12.12.165 - Smoking in parks

January 23, 2018

(Agenda Summary due January 9)

- Presentation: Long Term Planning
- Work Session: Long Term Planning
 - Fiscal Responsibility
 - Community Preservation
 - Civic Pride
- Work Session
 - SERS Resolution of Support
 - Business Expense Policy
- Update: Senior Center
- Reports
 - Budget Calendar

February 6, 2018

(Agenda Summary due January 23)

- Red Cross Presentation - Dan Limberg
- WRIA 8 ILA
- Work Session: Long Term Planning
 - Economic Prosperity
 - Leadership
 - Long Term Planning
- Update: 35th Avenue Project
 - Construction Mgmt Contract
 - Cost Estimates
 - Schedule

February 13, 2018

(Agenda Summary due January 30)

- Work Session: Long Term Planning
 - Customer Service
 - Recreational Opportunities
 - Public Safety
- Update - Exploration Park Project
 - Construction Mgmt Contract
 - Cost Estimates
 - Schedule
- Reports
 - Quarterly Financial Report

February 27, 2018

(Agenda Summary due February 13)

- AWC Scholarship Nominee Selection
- Work Session: CIP Financial Policies
- Work Session: EGUV Development Agreement

March 6, 2018

(Agenda Summary due February 20)

- Work Session:
 - Code Revision - Repeal of Board of Appeals/Adjustment

March 13, 2018

(Agenda Summary due February 27)

- Work Session:
 - Administrative approval of long plats

March 27, 2018

(Agenda Summary due March 13)

April 10, 2018

- 35th Construction Project
 - Bid Award
 - Communications Plan

April 24, 2018

- Exploration Park
 - Bid Award
 - Communications Plan

Work in Progress – Upcoming Agenda Items

- CIP Work Plan
 - CIP Financial Policies
 - Citizen Budget Tool
 - Stormwater Review & Cost Projections
- Fire Contract
- Guild Contract
- Personnel Policies and Procedures
- Public Works Shop Design

Possible Work Session Topics for Discussion

- Parking Codes
- Business signs
- MCCA storm water discussions
- Sports Fields
- Repair Issues
- Utility Project Management
- Review of Criminal Justice Costs/Alternatives
- Status update on County's SHR project
- 128th St as an ST3 Station
- Issues re: no parking on sidewalks
- Development Projects in Progress
- Hotel/Motel Theater Tax
- Resort Fees
- Partnerships with Everett School District
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- Council Chambers Configuration