

CITY COUNCIL AGENDA

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



Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Mark Bond
Mike Todd • Vince Cavaleri • John Steckler • Stephanie Vignal

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) 921-5725 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 residency 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. 2019-852

Next Resolution No. 2019-581

**September 3, 2019
City Council Meeting
6:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

NEW BUSINESS

- B. Appointments to the Design Review Board
(Council Interview Committee: Mayor Pro Tem Holtzclaw, Councilmember Todd, and Councilmember Steckler)
- C. Successor Interlocal Agreement with Everett Public Schools for the Purpose of Sharing Costs Associated with the MCPD School Resource Officer Program
(Greg Elwin, Chief of Police)

- D. Mill Creek Police Department Strategic Plan
(Greg Elwin, Chief of Police)
- E. Local Government Investment Pool - Authorized Signers
(Tara Dunford, Interim Director of Finance & Administration)
- F. House Bill 1406
(Michael Ciaravino, City Manager)
- G. Vision 2050 Statement
(Tom Rogers, Planning Manager)

REPORTS

- H. Mayor/Council
- I. City Manager
 - Council Planning Schedule
- J. Staff
 - LEOFF Board Meeting Minutes of April 16, 2019
 - Design Review Board Meeting Minutes of June 20, 2019
 - Planning Commission Meeting Minutes of June 20, 2019

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- L.
 - To discuss the minimum price of real estate offered for lease pursuant to RCW 42.30.110(1)(c)
 - To discuss real estate matters pursuant to RCW 42.30.110(1)(b)
 - To discuss items related to litigation pursuant to RCW 42.30.110(1)(l)
 - To review the performance of a public employee pursuant to RCW 42.30.110(1)(g)

Action may or may not be taken.

ADJOURNMENT



Agenda Item # B
Meeting Date: September 3, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE DESIGN REVIEW BOARD

PROPOSED MOTION:

Motion to appoint two volunteers to serve a three-year term on the Design Review Board.

KEY FACTS AND INFORMATION SUMMARY:

Two positions on the Design Review Board will expire on August 31, 2019. Staff conducted a recruitment process that included the following:

- A press release was sent to the local newspapers.
- The City's social media outlets were utilized to advertise the vacancies.
- The notice was posted on the bulletin boards at City Hall and at the Library.
- The notice was also posted on the City's website.
- The notice was sent out through the "Notify Me" feature on the City's website, where people interested in serving on the Design Review Board have signed-up to receive notice when a vacancy occurs.

Two applicants applied for the two positions on the Design Review Board. Both applicants are incumbents. Interviews are scheduled for Tuesday, September 3, 2019. The Interview Committee is comprised of Mayor Pro Tem Holtzclaw, Councilmember Steckler, Councilmember Todd, and Design Review Board Chair Dave Gunter.


CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Applications from the following are attached: Dave Hambelton and Tina Hastings

Respectfully Submitted:



Michael G. Ciaravino
City Manager



City of Mill Creek Boards & Commissions Application

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

Application

If you are interested in serving on the Design Review Board, please complete this application and submit it to Associate Planner Sherrie Ringstad at sherrier@cityofmillcreek.com, or by mail at:

Department of Public Works and Development Services
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: David Last Name: Hambelton

Address: [REDACTED] City: Everett Zip: 98208

Em [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Design Review Board

2. Why are you interested in serving on a board or commission?

I have been a member of this important board since 2013 and would like to continue to serve the Mill Creek community. I have decades of community service on multiple community boards and have a degree in Landscape Architecture

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I retired from Boeing after 40 years of continuous service in February 2018. I am a project manager and hold a Project Manager Professional Certificate with the Project Management Institute.

I am currently on the Snohomish County Urban Center Design Review board that has a similar charter the City of Mill Creek Design Review Boar

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

I think the main impact to the City of Mill Creek now and into the future is traffic. There are not any good resolutions on the books to significantly improve the gridlock.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

The Town Center is very well developed and provides very good unique shopping and dining experiences.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I feel I have done a very good job for the design review board and have been the vice chairman the recent years. I am very organized, a good public speaker, always acceptable to public input, work well with other board members and staff, helped with the Recreation Board North Pointe Park development plan and am dedicated to community service. I am a willing volunteer and currently serving on five boards and community project teams.



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Department of Public Works and Development Services
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Tina Last Name: Hastings

Address: [REDACTED] City: Snohomish Zip: 98296

Email: [REDACTED] Phone: [REDACTED]

Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Design Review Board

2. Why are you interested in serving on a board or commission?

I have served on the Design Review Board for six years and thoroughly enjoy serving the City. I appreciate the opportunity this community-driven Board provides, and I believe I have represented the citizens interest in a positive manner.

Mill Creek has well thought-out and high-quality design standards that make the City a desirable place for businesses and residents alike. The standards provide a known set of expectations for development within the City and the Board should fairly and consistently uphold those standards among all applicants. When exceptions are provided, they can erode the design standards, and the exceptions will soon become the norm.

During my tenure, I have upheld the design standards. Based on my engineering experience I have provided ideas for applicants to economically comply with those standards yet still provide a high-quality design. Examples include dyed concrete, reduction in the use of paint that must be maintained, and reduction in the use of galvanized surfaces that affect salmon. In a few cases where design standards exceptions have been provided, I have requested that extenuating circumstances also be recorded to avoid setting a precedent, and to also uphold a fair baseline of expectations to future development applicants.

While occasionally, I have provided a lone and dissenting voice on the Board, I have always done so in a collaborative and inclusive manner. I have always treated the applicants fairly and consistently. If there are any concerns about the manner in which I have served the City, I encourage you to listen to meeting recordings and contact me if you have any concerns. Boards are intended to have a variety of viewpoints and I am proud to be a part of this Board where we can have positive discussions, and everyone treats each other respectfully. I hope the City chooses to renew my membership to the Board, so I can continue to the serve the City.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

Throughout my career as a licensed Professional Engineer and project manager, I have delivered over 600 million dollars' worth of water and wastewater infrastructure in the Pacific Northwest. I collaborate with a variety to stakeholders ranging from planners, architects, engineers, landscape architects, public artists, tribes and permitting authorities to create beneficial projects that serve the public good and become an asset for the local community.

I am also an Institute of Sustainable Infrastructure Envision Sustainability Professional and I led the development of the first Platinum Envision certified project in Washington state, the Georgetown Wet Weather Treatment Station.

In addition to my Professional Engineer (P.E.) license and Envision Sustainability Professional (ENV SP) certification, I am also a Project Management Professional (PMP), and Leadership in Energy and Environmental Design legacy Accredited Professional (LEED AP) with the US Green Building Council.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

In my view, there are two major issues facing the City: sales tax revenue and accommodating residential growth.

The City needs to continue drawing businesses to help generate sales tax growth. I believe there is an opportunity to foster growth for new types of businesses suited to the way people are now tele-working. The new Swift bus rapid transit lines can help provide the connectivity that teleworkers need and preparing for 5g will provide the bandwidth they need to be successful.

Accommodating residential growth in a sustainable and equitable way should be a priority for the City. Since the City is essentially built-out, major residential developments will be multi-residential, and those developments deserve to have a high-quality look and feel, to be equitable with the rest of the City.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Mill Creek is a suburban oasis. This is a community where people want to spend their free time. This City has the benefits of a suburban lifestyle with open spaces, trails and natural resources, such as North Creek, yet has all the conveniences of a larger City with retail businesses and connectivity with mass transit. With community events and businesses unique to Mill Creek, this City draws people from outside its boundaries, helping to make the City an oasis for residents and visitors.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

Professionally, I develop infrastructure project designs that promote sustainability and resiliency and I collaborate among diverse teams to find solutions that work for a variety of stakeholders. I enjoy serving the City and having a positive impact on projects in my own backyard. I believe my range of experience has made me an effective member of the Design Review Board and I hope the City chooses to renew my membership on the board.



Agenda Item # C
Meeting Date: September 3, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: INTERLOCAL COOPERATIVE AGREEMENT WITH EVERETT PUBLIC SCHOOLS FOR THE PURPOSE OF SHARING COSTS ASSOCIATED WITH THE MCPD SCHOOL RESOURCE OFFICER PROGRAM

PROPOSED MOTION: NONE – This is a study session only

KEY FACTS AND INFORMATION SUMMARY:

The City of Mill Creek and the Everett Public Schools (District) have partnered in cost-sharing for a School Resource Officer (SRO) program since 1996. During that time, there have been several Interlocal Agreements between the two entities, the most recent expiring on August 31, 2019. RCW 39.34, the *Interlocal Cooperation Act*, permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage.

The existence of an SRO program has become one of the core pieces of a community-focused police department such as the Mill Creek Police Department (MCPD). The City and the District believe that the safety of students and staff is of primary importance, and events around the country highlight how vital a well-run and well-supported SRO program is to the safety of our most precious asset; our children. The City of Mill Creek supports this community policing philosophy and is dedicated to devoting appropriate resources to the promotion of programs that are proactive and preventive in nature.

Dating back to 1996, the City and the District have participated in a SRO program that placed an MCPD police officer at Henry M. Jackson High School with additional duties at Heatherwood Middle School to help promote student, staff, and public safety in the schools. Moving forward, the District wishes to continue to provide funding for the City to support the SRO program at Jackson High School and also desires to provide funding for a second SRO to serve Heatherwood Middle School.

The cost of both SROs will be shared by the City and the District. The formula for determining the District's contribution is based on an assessment of the amount of time and the required workload for the SRO's, including the school year, extra duties and summertime student activities. Equal payments shall be made monthly from September through June based on 1/10 of the total contract amount, billed to Everett Public Schools. Staff will present a finalized Interlocal agreement to the City Council at the September 10th, 2019 Council Meeting.

In the interim, the current SRO will perform required duties at Jackson High School and support Heatherwood Middle School and Mill Creek Elementary School as necessary and available. Effective the first day of the 2019 school year, a regularly employed City police officer will be

assigned to serve as an SRO at Jackson High School. The police department will immediately begin the process of recruiting and selecting a second regularly employed City police officer to be assigned to Heatherwood Middle School. Upon execution of the Interlocal Agreement and with a successful recruitment and selection, the second officer will be assigned to Heatherwood Middle School within 45 days.

Both SROs will assist, as necessary and available, staff and students at Mill Creek Elementary. The SROs' focus will be school safety and security issues of concern in our community, as well as proactive patrol of school grounds and surrounding communities. As a primary function of the SROs' daily duties, they will identify, investigate, deter and prevent incidents involving weapons, violence, harassment, intimidation, or other similar activities. In addition, the SROs will serve as a positive resource to students, staff and parents with information, support and problem-solving mediation and facilitation on topics such as: school safety, alcohol and drug trends, gang activity, social media/internet safety, and neighborhood safety issues.

The selection of the SROs will be made by the City in consultation with the District and it is intended that the SRO be at the designated schools on the days that school is in session. The Interlocal Agreement provides additional specific details regarding staffing and attendance and this information is also included in the SRO handbook.

The ILA also includes a regular reporting system that will include reports two (2) times per year detailing activities performed by the SRO at each school. These reports will be prepared by the Mill Creek Police Department and submitted to the District by January 31, and June 30. The District Superintendent, Chief of Police, SRO Police Supervisor, and other appropriate staff will meet to confer on the health and effectiveness of the program and to review the draft reports in January and June. Such reporting system may be modified by the mutual written agreement of the parties. *Additionally*, the City and the District agree to meet twice a year, at the end of each school semester, to discuss the program and its benefits and weaknesses in an effort to modify the program to provide the best possible service to the City and the District. These meetings will include the City Manager and the District Superintendent.

CITY MANAGER RECOMMENDATION:

NONE – This is a study session only

ATTACHMENTS:

- Attachment 1: School Resource Officer Expectations
- Attachment 2: MCPD SRO Handbook
- Attachment 3: SRO salary analysis

Respectfully Submitted:



Michael G. Ciaravino
City Manager



**Mill Creek Police Department
Everett Public Schools
School Resource Officer Expectations**

SRO Program Goals

The goals of the SRO Program are to:

- Protect students and staff and to provide a safe learning environment for the schools in our community;
- Foster positive relationships with youth to develop strategies to resolve problems; and
- Be a resource to students, staff, and parents.

The National Association of School Resource Officers (NASRO) and the Mill Creek Police Department considers it a best practice to use the “triad concept” to define the three main roles of an SRO: educator (i.e. guest lecturer); informal counselor/mentor; and law enforcement officer.

Job Description, Duties and Accountability

The primary duty of the SRO is to ensure the safety of students, staff, and all persons on their assigned school campuses. These duties include, but are not limited to:

- Maintaining a working partnership with their respective school administrators;
- Having a working knowledge of school rules and regulations;
- Providing a visible police presence through patrol of school grounds and surrounding communities;
- Attending after-school activities and community engagement events (i.e., Open House) as needed and prearranged;
- Assisting school administrators with student safety and support concerns such as with investigations and including the use of the district’s security camera system;
- Completing required police reports in a timely manner; and
- Assisting elementary schools as needed in their assigned geographical area.

In the event the SRO will be absent, the Detective Sergeant and the school administrator(s) will be notified. SROs will be held accountable to the same standards of punctuality, professionalism, appearance and efficiency as with all other Mill Creek Police Department officers.

The SRO may be requested to provide supervision for after-school or evening activities (e.g., dances, performances at Civic Auditorium). All off duty/overtime supervision must be prearranged by the Detective Sergeant.

Officer Responsibility

An SRO's primary duty is that of a uniformed law enforcement officer. There will be occasions when an officer will be confronted with situations of student misconduct that is less than a criminal violation. Such student misconduct violations will be referred to school administrators for corrective action. The SRO will ensure the safety of school staff members enforcing a school corrective action and, in the absence of a school staff member being present, will notify school administrators of the situation.

Before- and After-School

SROs are expected be punctual in reporting to their assigned school prior to or during the general arrival of students unless previously approved by the Detective Sergeant. Working hours must take into consideration their assignments, unit needs, and special events.

During the School Day

SROs are expected to be active in the daily activities at their assigned school. Activities include, but are not limited to:

- Patrolling school campus or adjacent communities
- Responding to unauthorized persons on school property
- Being highly visible before- and after-school, during passing times and lunches while on campus
- Teaching/visitations to classrooms
- Proactive interactions with students and parents
- When assistance is needed, referring students and their families to appropriate community agencies
- Being a resource to students, parents and school staff on topics such as: school safety, alcohol and drug trends, gang activity, social media/internet safety, and neighborhood safety issues
- Attending school and staff meetings as prearranged

Elementary School Support

In addition to their assigned schools, SROs are also responsible for supporting the elementary schools in their geographical areas.

Per WAC 392-151-045, SROs may be requested to assist in the instruction of school patrol members in the performance of their duties and thereafter make visits to street and road crossings where school patrol members are stationed.

ATTACHMENT #2

Mill Creek Police Department



School Resource Officer Standard Operating Procedures

Rev 7/15/19

TABLE OF CONTENTS

Section

	Purpose, Mission Statement, Goals
1	Organization & Unit Structure
2	Training
3	Job Description/Duties of SRO
4	Officer Responsibility
5	Working Hours
6	Accountability
7	Duties During School Breaks
8	Specialty Unit Assignments
9	Uniforms and Equipment
10	Unit Integrity
Appendix	Mill Creek Police Department/Everett Public Schools School Resource Officer Expectations

PURPOSE

The purpose of this manual is to provide a guide of expectations, responsibilities, procedures, and policies that specifically relate to the duties and function of the School Resource Officer (SRO).

Officers assigned as SROs are subject to the policies and procedures of the Mill Creek Police Department. Hence, this SOP endeavors to not restate or reiterate policies and procedures set forth by those directives.

MISSION STATEMENT

The mission of the SRO Program is to provide the Everett School District with uniformed police presence on designated campuses to promote safety and be a resource to the school, surrounding community, and the department.

GOALS

The goals of the SRO Program are to:

- Protect students and staff and to provide a safe learning environment for the schools in our community;
- Foster positive relationships with youth to develop strategies to resolve problems; and
- Be a resource to students, staff, and parents.

The National Association of School Resource Officers (NASRO) and the Mill Creek Police Department considers it a best practice to use the “triad concept” to define the three main roles of an SRO: educator (i.e. guest lecturer); informal counselor/mentor; and law enforcement officer.

1**ORGANIZATION & UNIT STRUCTURE**

SROs will be assigned to Support Services reporting directly to the Detective Sergeant.

School Resource Officer Selection

Officers are selected for assignment as a SRO by way of an application and screening process.

It must be recognized that the success of this program is directly related to the quality and initiative of the Officers assigned as an SRO. For that reason, it is imperative that officers selected for SRO positions demonstrate the following skills and characteristics:

- Able to work as part of a team, including school staff and other SROs
- Able to work independently with minimal supervision
- Professional appearance and demeanor
- Positive attitude
- A positive role model
- Flexibility
- Good communication skills

Applicants are evaluated on their ability to communicate and interact with others, and their level of commitment and desire to the position. A review of the applicants past evaluations and supervisor feedback may be used as part of the selection process.

2

TRAINING

Required Training

Officers selected to be SROs will be required to attend training programs that will enhance their role in the schools and our relationship with the Everett School District. The SROs will attend a Basic SRO course as soon as practical after appointment. The SRO may be assigned to a school before attending the Basic SRO course. A Bicycle Patrol certification is required if the SRO works in those capacities.

SROs are required to maintain all training, certifications, and qualifications as other police officers in accordance with Department Policy.

Suggested Training

- Washington School Safety Officer Conference
- National Association of School Resource Officers
- Response to Active Shooter
- Instructor Development
- Interviewing Courses
- Bicycle Patrol

3**JOB DESCRIPTION/DUTIES OF THE SRO**

The primary duty of the SRO is to ensure the safety of students, staff, and all persons on their assigned school campuses. These duties include, but are not limited to:

- Maintaining a working partnership with their respective school administrators;
- Having a working knowledge of school rules and regulations;
- Providing a visible police presence through patrol of school grounds and surrounding communities;
- Attending after-school activities and community engagement events (i.e., Open House) as needed and prearranged;
- Assisting school administrators with student safety and support concerns such as with investigations and including the use of the district's security camera system;
- Completing required police reports in a timely manner; and
- Assisting elementary schools as needed in their assigned geographical area.

4**OFFICER RESPONSIBILITY**

An SRO's primary duty is that of a uniformed law enforcement officer. There will be occasions when an officer will be confronted with situations of student misconduct that is less than a criminal violation. Such student misconduct violations will be referred to school administrators for corrective action. The SRO will ensure the safety of school staff members enforcing a school corrective action and, in the absence of a school staff member being present, will notify school administrators of the situation.

Before- and After-School

SROs are expected to be punctual in reporting to their assigned school prior to or during the general arrival of students unless previously approved by the Detective Sergeant. Working hours must take into consideration their assignments, unit needs, and special events.

During the School Day

SROs are expected to be active in the daily activities at their assigned school. Activities include, but are not limited to:

- Patrolling school campus or adjacent communities
- Responding to unauthorized persons on school property
- Being highly visible before- and after-school, during passing times and lunches while on campus
- Teaching/visitations to classrooms
- Proactive interactions with students and parents
- When assistance is needed, referring students and their families to appropriate community agencies
- Being a resource to students, parents and school staff on topics such as: school safety, alcohol and drug trends, gang activity, social media/internet safety, and neighborhood safety issues
- Attending school and staff meetings as prearranged

Elementary School Support

In addition to their assigned schools, SROs are also responsible for supporting the elementary schools in their geographical areas.

Per WAC 392-151-045, SROs may be requested to assist in the instruction of school patrol members in the performance of their duties and thereafter make visits to street and road crossings where school patrol members are stationed.

5

WORKING HOURS

Officers assigned as SROs work a 40-hour workweek. Due to individual school schedules, specific work hours vary and are assigned by the Detective Sergeant. Working hours take into consideration their assignments, unit needs, and special events.

SROs will work a five-day work week to correspond with the school schedule.

SROs are expected to schedule days off and vacations in conjunction with the school calendar.

Overtime and Comp Time

Commitments that are made outside of the normal work schedule are to be pre-approved by the Detective Sergeant.

Overtime and Comp Time will be compensated per the current MCPOG collective bargaining agreement. All overtime and comp time must be pre-approved by the Detective Sergeant.

6**ACCOUNTABILITY**

SROs are expected be punctual in reporting to their assigned school prior to or during the general arrival of students unless previously approved by the Detective Sergeant. SROs are expected to be active in the daily activities at their assigned school. Activities include, but are not limited to:

- Patrolling school campus or adjacent communities
- Highly visible before- and after-school and during passing times
- Teaching/visitations to classes
- Interaction with students
- Staff meetings
- Other student-related activities

In the event that the SRO will be absent, the Detective Sergeant and the school will be notified.

SROs will be held accountable to the same standards of punctuality, professionalism, appearance and efficiency as with all other Mill Creek Police Department officers.

7**DUTIES DURING SCHOOL BREAKS**

SRO assignments are dependent upon the needs of the Mill Creek Police Department. If an SRO is not on scheduled vacation or other authorized leave they may be utilized in assignments as needed throughout the department.

Possible Duties

- SROs may be assigned to a patrol shift to cover for vacations and/or short shifts.
- SROs may be assigned to supplement detectives.
- SROs may be assigned to patrol areas of the city on bicycle.
- Assist with planning, preparation and managing of various summer programs.
- Assist the Recreation Department with youth-based educational opportunities (e.g. anti-bullying, internet safety, etc.)

Vacation / Time Off

Vacation or elective time off during the school year will be approved on a case-by-case basis.

Sick Leave

SROs will use sick time in accordance with the Mill Creek Police Department's Policy Manual and the MCPOG collective bargaining agreement. Sick leave management that adversely affects our ability to fulfill the goals of the SRO program and commitment to the Everett Public Schools may result in the SRO being transferred from the unit.

8

SPECIALTY UNIT ASSIGNMENTS

Officers assigned to specialty units, such as S.W.A.T., must realize that the SRO assignment is their primary responsibility. Specialty unit training shall not interfere with the SRO's ability to meet commitments and responsibilities. SROs assigned to specialty teams will work closely with the Detective Sergeant to schedule specialty unit training to a degree that has the least impact on their assigned school.

Assignment to a specialty unit could influence the selection of the officer to the SRO assignment.

9

UNIFORMS AND EQUIPMENT

Attire

During public appearances where the SRO is representing the Department, the class A, Class B uniform, or jumpsuit shall be worn per Department Policy. Variations in the uniform of the day will be authorized by the Detective Sergeant on a case-by-case basis.

Bicycles

A bicycle will be assigned to each SRO after completing the appropriate bicycle patrol training course. The SRO will be responsible for the care and maintenance of their assigned bicycle.

10

UNIT INTEGRITY

By selection and assignment as a SRO, it is assumed that the Officer possesses strong self-discipline and understands the need for adherence to rigid standards of performance and behavior. SROs are not only **highly visible** as a role model within the schools, but in the community as well. Certain behaviors can adversely affect the program's integrity and may result in the officer being transferred from the unit.

Scope and Responsibility

These operational procedures are applicable to all personnel assigned as a SRO within the Mill Creek Police Department. It is the responsibility of those personnel to be familiar and comply with them.

Changes and Additions

Any alterations to these procedures will be made through the chain of command. Periodic updates will be made as needed. Each SRO will receive copies when changes are made.



**Mill Creek Police Department
Everett Public Schools
School Resource Officer Expectations**

SRO Program Goals

The goals of the SRO Program are to:

- Protect students and staff and to provide a safe learning environment for the schools in our community;
- Foster positive relationships with youth to develop strategies to resolve problems; and
- Be a resource to students, staff, and parents.

The National Association of School Resource Officers (NASRO) and the Mill Creek Police Department considers it a best practice to use the “triad concept” to define the three main roles of an SRO: educator (i.e. guest lecturer); informal counselor/mentor; and law enforcement officer.

Job Description, Duties and Accountability

The primary duty of the SRO is to ensure the safety of students, staff, and all persons on their assigned school campuses. These duties include, but are not limited to:

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In the event the SRO will be absent, the Detective Sergeant and the school administrator(s) will be notified. SROs will be held accountable to the same standards of punctuality, professionalism, appearance and efficiency as with all other Mill Creek Police Department officers.

The SRO may be requested to provide supervision for after-school or evening activities (e.g., dances, performances at Civic Auditorium). All off duty/overtime supervision must be prearranged by the Detective Sergeant.

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- Proactive interactions with students and parents
- When assistance is needed, referring students and their families to appropriate community agencies
- Being a resource to students, parents and school staff on topics such as: school safety, alcohol and drug trends, gang activity, social media/internet safety, and neighborhood safety issues
- Attending school and staff meetings as prearranged

Elementary School Support

In addition to their assigned schools, SROs are also responsible for supporting the elementary schools in their geographical areas.

Per WAC 392-151-045, SROs may be requested to assist in the instruction of school patrol members in the performance of their duties and thereafter make visits to street and road crossings where school patrol members are stationed.

Attachment #3

Josh Saga
 Salary & Benefits Forecast through 6/30/2020

Year	Step	Base Salary	L&I	Retirement	MEBT/Medi	Medical	Dental	Vision	PFML	Total City Cost	70%
7/2019-6/2020	D/E	\$85,031	\$2,858	\$7,304	\$6,505	\$24,575	\$1,947	\$343	\$123	\$128,685	\$90,079.61

Assumptions:

- COLA 2020 3%
- Retirement 8.59% City Contribution Rate Effective 7/1/19
- Healthcare 10% increase each year
- L&I 10% increase each year. Experience rating decreasing as no new claims submitted/old claims dropping from rating
- Annual step 1st payroll in December (Anniversary 11/19)
- Paid Family Medical Leave Paid Family Medical Leave - New deduction effective 1/1/19



CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: STRATEGIC PLAN FOR THE MILL CREEK POLICE DEPARTMENT

PROPOSED MOTION:

None – Study Session

KEY FACTS AND INFORMATION SUMMARY:

What is Strategic Planning?

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future. Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful.

A strategic plan is a document used to communicate with the organization the organization's goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise.

Why does the Police Department need a strategic plan?

Over the years, any past strategic planning was incorporated into the biennial budget process and updated each time by the command staff without significant input from other external sources. Since a change in leadership in 2016, the Police Department has experienced significant evolution and development which has proven to be an excellent opportunity for the department to review each of the projects or efforts undertaken and look for areas of improvement. Many of the decisions have been one-off or made in order to address a challenge in the 'here and now'. This has essentially been a stabilizing period and the time has come to engage a deliberate future planning process to prepare the department for challenges and opportunities both now but into the future.

As the most visible ambassadors of government, our department members are in the forefront of city work. While no department's work is any more important than others, it is also vital that we recognize that the work done by your police department carries with it the most liability to the

city. Based on our visibility and the nature of the work we do, it is imperative that our police department take a lead role in strategic planning. Our work can become a model for City of Mill Creek government and we embrace the opportunity to take this on and truly live “*At your service*”.

The Mill Creek Police Department’s strategic plan will serve as a guidebook for the coming years. The department anticipates a five-year strategic plan that will be reviewed and tracked annually. The review will consist of convening representatives involved in the initial plan creation to determine if we are on track and/ or the items identified in the preceding version still apply. The tracking will serve to ensure that the tasks and assignments are being completed or addressed in the timeframe set forth in the plan.

Background

The need for a strategic plan exists for any organization to one level or another. In recent years, outside evaluators and internal staff have identified the need for the Mill Creek Police Department to engage in proactive and realistic strategic planning.

LEMAP Study

The first mention of this need arose as a result of a review of the department completed by the Washington Association of Sheriffs and Police Chiefs (WASPC) and their Loaned Executive Management Assistance Program, or LEMAP. The LEMAP team conducted on-site evaluations of department operations in January 2016, during a time of change for the department. At the time, the department was managed by an interim Chief of Police between the retirement of the previous, long-standing Chief and the arrival of the new Chief.

The goal of the LEMAP team’s visit was to conduct a review of department operations and provide the new police chief with a roadmap that will not only identify agency strengths and opportunities but will also establish a foundation for agency accreditation. The basis for the LEMAP study is the accreditation standards set by WASPC. These standards are set by a committee of law enforcement executives from throughout the state and represent agency and industry best practices.

The LEMAP Team provided the department and the city with a comprehensive written report that the City Council has previously been briefed on. Included in the report were a total of 106 recommendations. Included in these recommendations were three regarding strategic planning and many of the remaining could be addressed or maintained through a comprehensive strategic plan. The following Strategic Planning recommendations were made by the LEMAP Team:

1. Engage a deliberate future planning process, which includes employees and community members, that link to City priorities, goals or benchmarks. This process should yield a memorialized document that contains attainable benchmarks or goals, with reasonable suspense dates that are assigned to department members with appropriate responsibility to work on them. One individual within the agency should be tasked with overarching supervision of the process to assure attention and prompt progress reporting.
2. All planning documents should be updated annually and the process should replicate the

participant breadth of what occurred during the first planning process.

3. Transparency and communication is critical in these processes. Ensure that all employees are briefed by command staff on the process, expected outcomes and future plans related to agency planning. Accountability for agency outcomes related to visioning should extend to City leadership and (potentially) elected officials.

CPSM Study

The second mention of this need came during a study completed by the Center for Public Safety Management (CPSM) entitled “*Police Operations Analysis – Mill Creek Washington*”. CPSM is the exclusive provider of public safety technical assistance for the International City/ County Management Association (ICMA) and was retained by the City of Mill Creek in the summer of 2017 and their final report delivered in October 2017.

As with the LEMAP report, CPSM staff evaluated operations and completed site visits to review operations and interview staff. While their analysis covered all aspects of the department’s operations, areas of focus included identifying appropriate staffing of the department given the workload and crime levels; the effectiveness of the organizational structure; and the efficiency of division/ unit processes.

In their executive summary, CPSM stated, in part “...*the MCPD requires a more strategic focus and a comprehensive internal framework for ongoing performance assessment.*” The executive summary goes on to provide 17 “Major Recommendations” and provides an analysis and observation of each of the department’s functions. The City Council was briefed on this report in December 2017.

Included in these “Major Recommendations” were two regarding strategic planning and many of the others could be addressed or maintained through a comprehensive strategic plan. The numbers 2 and 3 “Major Recommendation” of the CPSM study read, respectively:

1. The department must develop a more comprehensive method of strategic planning and performance assessment.
2. The MCPD must work with internal and external stakeholders to develop and publish a multiyear strategic plan (as opposed to the cursory annual plans required by accreditation authorities). It is imperative that the department develop reasonable and obtainable performance goals as well as mechanisms for tracking the relative degree of progress in achieving these goals from year to year.

Our own experiences

Current department leadership has been involved in the creation of the past two biennial budgets. The most recent 2019-2020 process included comprehensive information that lays the foundation for creating the strategic plan. The department identified a number of “Key outcomes and activities” for the 2019-2020 biennium. These were tied directly to the budget as well as linked to the department’s performance measures. These outcomes, activities and performance measures are good short-term goals to work towards and framework to work within, but they fall

short of any true strategic planning.

Included in the “Key outcomes and activities” are several points that are directly related to long-term strategic planning, including:

- Maintain an efficient Police Department by addressing the most significant police-related problems in the City and develop a comprehensive method for strategic planning.
- Develop reasonable and attainable performance goals as well as mechanisms for tracking the relative degree of progress in achieving these goals year to year.
- Analyze the City’s crime trends and redirect and redeploy resources as necessary to the highest crime priorities and police issues as necessary.
- Attain WASPC and initiate the process of CALEA accreditation.
- Implement a comprehensive fleet management program that includes a depreciation schedule and plans for future replacement.
- Develop appropriate training plans for each position within the department.
- Proactively identify crime trends within the City through citizen input, officer observation, and crime analysis - Once an issue has been identified and verified, develop a planned response to the issue.
- Prepare succession plan for current biennium and beyond.
- Maintain a strong and social department that is responsive to a variety of community, city and department needs.

Continue to analyze current processes to find the most efficient way to process daily workload.

It is clear that a comprehensive yet flexible strategic plan is necessary within the department, not only to help guide our activities and future plans, but to provide a clear picture to department members, allied city departments, the community we serve and our partners in public safety and the business community of what our department and city priorities are. Arriving at these priorities will be a collaborative effort of the stakeholders and will require the support and input from the City Council. The following plan is our starting point and I look forward to Council input on the process.

Overview of the MCPD Strategic Planning Process

The Chief of Police will be the Strategic Planning Steering Committee Chair. The Steering committee will include the Chief and the Chairs of each of the three Stakeholder groups described below. The Steering Committee will also include one City Council member who may or may not be on the Partner Stakeholder group (but not that group's Chair).

1. Stakeholder groups:

- Partner stakeholders- City departments, City Council, city prosecutor, contract defense counsel, victim coordinator, FD #7, SCSO
- External stakeholders- Community groups, individual business owners and business groups (e.g. Chamber of Commerce), faith community, activist groups
- Internal stakeholders- Department representatives from all levels (commissioned and non-commissioned)

Process

Once City Council has had the opportunity to provide input on the process, the Chief of Police will proceed with forming the Stakeholder Groups.

For the *Partner Stakeholders*, the City's Leadership team will convene and solicit input from their various departments to determine a representative from each:

- Public Works and Development Services
- Finance and Administration
- Communications and Marketing
- Executive (City Manager, City Clerk or IT)
- City Council

Additionally, invitations will be shared with the contract prosecutor, Zachor Associates, the contract defense counsel, Feldman-Lee, the contract victim coordinator, Bridge Coordination Services and Fire District #7. This stakeholder group will be capped at nine individuals.

For the *External Stakeholders*, the Chief of Police will distribute invitations to the following groups:

- Mill Creek Community Association
- Mill Creek Chamber of Commerce
- Town Center Business Association
- Mill Creek faith groups
- Mill Creek area activist groups
- Mill Creek women's association
- Any other suggestions?

The Police Department will also publish an open invitation on the city's website and share through social media. This stakeholder group will be capped at nine individuals.

For the *Internal Stakeholders*, the Chief of Police will invite participation from the following groups within the department:

1. Sergeants
2. Corporals
3. Non-commissioned staff
4. Patrol Officers
5. Investigations
6. Volunteers

The Chief of Police will also assign the Deputy Chief of Police to this group to provide administrative input. This stakeholder group will be capped at nine individuals.

Each stakeholder group will be introduced to the process by the Chief of Police where the ground rules will be established. Each group will be presented with the topic guidelines outlined below as well as understanding that their work needs to align with the following:

- City of Mill Creek Guiding Principles, including the Vision, Mission, Star Values and Goals.
- Mill Creek Police Department Guiding Principles, including the Vision, Mission and Core Values.
- The Mill Creek Police Department Oath of Honor
- The Six Pillars of 21st Century Policing (*as defined in the 2016 President's Task Force on 21st Century Policing*)

Each stakeholder group will be asked to provide input on any topic they feel is pertinent or necessary, but each group will also be asked to provide thoughts and input on the following five specific topics:

- Crime response and enforcement
- Employee wellness, culture, hiring and retention
- Department staffing needs and issues
- Community outreach and engagement
- Quality of life issues

Stakeholder group members are encouraged and expected to gather input from whatever internal or external source as appropriate as well as think outside of their own committee and consider the impacts from all perspectives.

The Stakeholder groups will use the following resources to contribute to their own thoughts and ideas:

- 2016 LEMAP Study
- 2017 CPSM Study
- 2019 Employee strategic plan survey
- 2016 President's Task Force on 21st Century Policing
- City of Mill Creek budget and Capital Improvement Plan
- City of Mill Creek Demographic information
- MCPD crime and activity data (WASPC crime in Washington State, internal statistics)

It is anticipated that each Stakeholder Group will convene for no more than three meetings. Once all of the information has been gathered, the Chairs of each group and whichever members choose to attend would present their information at a Steering Committee meeting.

It is anticipated that the Steering Committee would meet no more than three times in order to distill the information to a usable set of goals, objectives and performance measures that will comprise the Strategic Plan. Once this draft Strategic Plan is complete, it will be distributed to all of the participating stakeholders for review and input on the finished project. Once the review period is complete, the final Strategic Plan will be completed and presented at a subsequent City Council meeting.

The department's goal will be to have this process completed during the second quarter of 2020, setting the stage to incorporate the plan into the 2021-2022 biennial budget preparation process. Moving forward, the Strategic Plan would be reviewed, updated and edited as necessary during the third quarter of each year.

Summary

The Mill Creek Police Department is constantly striving to "*be better today than we were yesterday*". This proposed Strategic Planning process will help us achieve that goal and provide forward-thinking and progressive police practices. Your department prides itself on providing top-notch police services in a modern-day agency. We recognize the evolution of policing in America and will work tirelessly to provide the best service possible. We recognize our obligation in public safety and community service and strive to provide transparent and accountable service to all.

An engaged process such as this one should serve all of those goals and position the MCPD to be a leader in the region. Members of the police department look forward to Council's input on this draft plan and are excited to engage in this process.


CITY MANAGER RECOMMENDATION:

None – Study Session

ATTACHMENTS:

- Attachment 1: LEMAP Checklist
- Attachment 2: CPSM Checklist
- Attachment 3: MCPD 2019-2020 biennial key outcomes and activities
- Attachment 4: The six pillars of 21st century policing

Respectfully Submitted:



Michael G. Ciaravino
City Manager

Attachment 1**LEMAP - 2016 Recommendations**

- ✓ Denotes completed
 - Denotes not yet completed
 - ❖ Denotes will not be completed at this time
-
- Engage a deliberate future planning process, which includes employees and community members, that link to City priorities, goals or benchmarks. This process should yield a memorialized document that contains attainable benchmarks or goals, with reasonable suspense dates that are assigned to department members with appropriate responsibility to work on them. One individual within the agency should be tasked with overarching supervision of the process to assure attention and prompt progress reporting.
 - All planning documents should be updated annually and the process should replicate the participant breadth of what occurred during the first planning process.
 - Transparency and communication is critical in these processes. Ensure that all employees are briefed by command staff on the process, expected outcomes and future plans related to agency planning. Accountability for agency outcomes related to visioning should extend to City leadership and (potentially) elected officials.
 - ✓ Ensure that all new officers are provided an oath of office. Define in policy what that oath of office contains, execute and sign the oath contemporaneous to hire, and maintain a copy in the employee personnel file.
 - ✓ Completely revise and update all sections of the MCPD manual that cover arrest, search and seizure. Ensure the agency has a mechanism to conduct periodic (at least annual) review and updates to these critical areas of agency policy.
 - ✓ Install policy sections that deal with suspect interview and interrogation and access to counsel. Discussion regarding evaluation anchors should not be included in the main policy manual but may be included as a policy annex.
 - ✓ Install a comprehensive section of MCPD policy that covers the handling of foreign nationals. Reference the United States Department of State – Bureau of Consular affairs for resource and training materials.
 - ✓ Install a mechanism for local agency training (separate from the regional Police Skills refresher training) on all policy updates that relate to arrest, search and seizure for MCPD officers. Ideally these sections would be developed by the agency training function and delivered by MCPD Sergeants to each officer.
 - ✓ Update all policies related to use of force and ensure they are offered as part of local in-service or briefing training to all officers on a regular basis.
 - ✓ Ensure that all use of force applications that may involve even potential injury, are documented and routed through the chain of command to the Chief for review. Once reviewed by the Chief forward to the training sergeant for review.

- ✓ The Chief should audit use of force training classes, including those offered through the regional PSR program, to ensure training aligns with agency expectations and values.
- ✓ All employees who are armed with non-lethal tools must receive initial training and be re-certified at least every two years.
- ✓ Conduct an inventory of all agency non-lethal tools and evaluate which tools will be maintained for continued use. Surplus those tools deemed outdated or not appropriate for continued use.
- ✓ Include SMART protocols as part of any future MCPD policy.
- ✓ Develop agency policy and ensure that any additional weapon or tool carried by officers that is not supplied by the agency is approved by the Chief of Police.
- ✓ As an agency priority, completely remodel the agency policy and procedures manual. This must be a collaborative exercise involving both labor and management with heavy reliance on MCPD subject matter experts for relevant policy content.
- Install a reporting system, separate from incident reports, that capture department actions following pursuits, internal affair investigations, use of force applications and bias based policing. All reports must initially be routed to the Chief for review and then used to create a written review and analysis that contains the Chief's signature.
- ✓ Revisit the current labor addendum that defines staffing levels and leave use. Evaluate the current hire-back criteria and explore the application of demand based staffing criteria using both call nature and call volume.
- Develop policy language that defines day-to-day operations and apply relevant standards to coverage during absence of the Chief and employee responsibilities during joint operations.
- ✓ Conduct an assessment of the MCPD organizational structure. As part of this assessment review supervisor span of control, operational responsibilities, career development opportunities and subject matter expertise for oversight of specialized functions such as Records and the Property room.
- ✓ In the short term if the agency continues the practice of issuing directives and general orders, ensure there is a central clearinghouse in the department that employees can use as a reference. Consider abandoning the use of clip boards and creating an electronic file, possibly stored in a centralized intranet location, which is accessible to all employees once the change or directive is published.
- ✓ Install a system where employees are accountable for each policy change. This system should also have capacity for archiving updated policies.
- ✓ Confirm that unannounced audits of the Records Technician's cash till are occurring.
- ❖ Consider accepting concealed pistol applications that do not require fingerprints during regular business hours.
- ✓ Consider providing CJIS security training to the administrative assistant as soon as possible.
- ✓ Establish responsibility within MCPD for records retention/destruction and provide the appropriate training for individual(s) responsible for the handling of juvenile records.
- ✓ Ensure appropriate staff time is reserved to comply with the RCW required monthly citation audit.
- ✓ Address the misaligned link to the Snohomish County Sheriff's office webpage for Offender Watch®

- ✓ Ensure that at a minimum, domestic violence and hate crimes are reported monthly through NIBRS submissions city for archiving updated policies.
- ✓ Update policy §24 to reflect the change from ESCA to Snohomish County DEM for emergency management services.
- Ensure updated printed copies of Mill Creek's CEMP are available to Command Staff and Supervisors as outlined in policy 24. Printed copies of the plan are important as I.T. infrastructure may not be available during or following a disaster.
- Ensure that all commissioned personnel have completed NIMS 100 and IS 700. Ensure that the police department is following Mill Creek's NIMS training plan.
- While introductory courses such as NIMS 100 & 700 are adequate for most line-level personnel, supervisory personnel should also take NIMS 200 and possibly 300 and 400 depending on their role in establishing Incident Command and a genuine need to know how to grow the ICS structure as needed. Also, since every employee is deemed an "emergency worker" and their job duties can change to support an ICS environment, introductory NIMS 100 should be required for all civilian positions.
- Policy §39.17 (Infection Control - Evaluation of Exposure Incidents) needs updating to include specificity on cleaning locations and supplies as well as airborne pathogens.
- ✓ Include a procedure for obtaining source samples that are without consent.
- Change all policies related to a medical exemption for not wearing soft body armor by officers placed in harm's way. Officers requiring a medical exemption are typically not fit for conducting police duties that would require wearing of soft body armor.
- ✓ Immediately recall issued MSA "Advantage 1000" masks until proper medical documentation is obtained, annual fit testing is current and canisters have been replaced if expired.
- ✓ If the agency decides to outfit officers with gas masks (or other personal protective equipment), ensure that MCPD policy covers the use, training and maintenance of the equipment.
- ✓ Either through city ordinance or city policy, provide the Chief with documented authority to manage and expend their budget.
- ✓ Develop a purchasing system within MCPD where every purchase is reviewed and approved by the Chief or their designee.
- At least quarterly, the Chief should be conducting review of the agency budget with all supervisors. Promote improved communication and transparency by encouraging supervisors to share points of budget emphasis or interest with line level employees.
- ✓ Develop a review system where the Chief is made aware of employee payroll expenses and patterns. Individual review and approval may not be appropriate for the Chief, but for an agency the size of MCPD the Chief should be aware of payroll habits and work patterns of employees.
- Conduct a needs assessment of the agency investigative fund. If the decision is made to keep it, ensure that robust procedures are in place to protect both employees and the agency. Occasional use of the fund does not justify its existence.
- ✓ Conduct periodic (documented) accounting of each Record Technicians cash box. Memorialized inspections protect the employee from scurrilous claims of misuse.

- ✓ Include in the policy manual a requirement/reminder that the agency sends certification of all background processes to CJTC.
- ✓ Include in the policy manual and in the job description that a drug screen is required as part of a conditional offer of employment.
- ✓ Consider drafting oral board questions to ask lateral candidates that are different from the entry level oral board that are more appropriate for an experienced officer.
- ✓ Ensure that all medical, psychological and polygraph results are separated from the employee's personnel file and are housed in a secure location.
- ✓ Identify the FTO training methodology used by MCPD for new police officers. If the department elects to use a hybrid FTO program, ensure the program is defensible and extensively documented in agency records.
- ✓ Establish a centralized training records system that captures all training activities for both civilian and commissioned employees of MCPD. Identify an agency gate keeper for management of all training related records.
- ✓ Ensure that all supervisors attend and retire career level certification for their respective rank.
- ✓ Ensure all training supplied to MCPD employees is properly documented through lesson plans that include (at minimum) course content, instructor credentials, and attendee performance including test scores.
- ✓ Confirm, and be able to articulate, that the agency is in compliance with WAC 139-05-300, that requires all police employees attend necessary and required training each year.
- When developing career development plans for employees, ensure that all civilian employees are provided the same training opportunities as commissioned employees.
- ✓ Ensure the police chief is actively involved in the development of annual training curricula and that they take the time to attend training sessions and conferences to stay abreast of emerging trends and customs in law enforcement.
- ✓ As mentioned in Chapter 3, evaluate all agency weapons and tools and only deploy those which can be adequately maintained and which employees are provided opportunity to certify every two years and train in their use on an annual basis.
- ✓ Confirm that all agency personnel who are authorized to use force, and are supplied corresponding weapons or tools, are provided annual refresher on the MCPD use of force and deadly force policies. Memorialize these efforts on an MCPD lesson plan.
- Evaluate the current evaluation system, instrument and timetable to ensure it is reasonable and meets the needs of the agency and its employees.
- Provide appropriate training for all supervisors on legal requirements and proper techniques for constructing and delivering performance evaluations.
- ✓ Ensure evaluations are completed for all employees using the agreed upon schedule and timeline.
- Review anchor points and ensure relevant dimensions exist for supervisory personnel. Evaluate appropriateness of including anchor points as part of the agency policy manual.

- Develop policy language that identifies the evaluation process and timelines for evaluating probationary employees, including probationary supervisors and employees assigned to specialty assignments with probationary periods.
- ✓ Immediately develop and adopt a policy and procedure for responding to and investigating allegations of employee involved domestic violence. Provide thorough and complete training on the policy and the roles and responsibilities of supervisors and command staff.
- ✓ Develop a policy to address the growing issues surrounding employee conduct as it relates to social media and social networking.
- ✓ Adopt and incorporate into the police department policy manual a policy prohibiting workplace harassment and discrimination that provides guidelines for reporting and investigating complaints that include “whistleblower” protection. Provide periodic training on the policy.
- Develop a system for reviewing and tracking complaints of racial profiling. Bias based policing prohibitions should be a periodic topic of department training that is delivered by agency supervisors.
- ✓ Develop a policy that requires the disclosure of potential impeachment information (“Brady” information) to local prosecutors involving a police officer who may have to testify under oath.
- ✓ Work with the Police Officers to develop language either in policy or in the collective bargaining agreement that covers testing of employees suspected of drug and/or alcohol where the employee’s fitness for duty is questioned
- ✓ As part of the MCPD policy remodel, ensure that all IA sections are comprehensive, but realistic, and are generally understood by all employees. Use a minimum number of forms to take, evaluate and facilitate an investigation.
- ✓ Ensure that Internal Affairs investigations are thoroughly investigated and complete, with all necessary documentation included in the file.
- ✓ While investigating complaints of misconduct, Internal Investigators serve only as fact-finders. They should not draw conclusions or make recommendations and must report only their findings directly to the Chief of Police.
- ✓ Maintain a log/spreadsheets of complaints and allegations of wrong doing and review the log sheet on an annual basis.
- ✓ Ensure that dispositions are determined in a timely fashion with accompanying action taken by the Chief of Police.
- ✓ Ensure that all Internal Affairs files are disposed of according to the State Retention requirements.
- ✓ Create an organizational policy for the investigation of domestic violence incidents and domestic violence incidents that involve law enforcement officers.
- ✓ Consider using issued Smartphone to initiate a call, while on scene, from the DV victim to a DV advocate.
- ❖ Consider contracting with regional DV Task Force to conduct a performance audit on police investigation practices.
- ✓ Create an organizational policy, and provide training to all personnel, for issuing Public Alerts. Public Alerts include Amber, Blue, and Silver Alerts and also include Alerts involving Missing or Endangered Children.

- ✓ Create an organizational policy for dealing with mentally ill individuals and provide Crisis Intervention Training for all personnel who may interact with the mentally ill.
- ✓ Ensure that MCPD pursuit policy is reviewed annually by personnel and an overall annual administrative review to ensure proper policy adherence/content, equipment issues and training needs.
- ✓ If not provided at PSR, provide bi-annual in-service training on all stopping tools available for use to discontinue a pursuit.
- Ensure MCPD policy §21.9 (Radio Communications) is updated and returned to the policy manual.
- ✓ Adopt agency policy that covers the investigative function(s) of MCPD. Policies need to contain (at minimum) specific guidelines for child abuse investigations, elder abuse, hate crimes, and ID theft. Train all personnel on any new guidelines.
- Use the case management tool in the New World RMS to assist with case investigation priority, evaluate the effectiveness of the unit and produce statistical reports for measuring unit success and agency performance.
- ✓ Provide child victim interview training for investigators.
- Evaluate the need for MCPD officers to handle informants. IF necessary, provide appropriate training related to safe handling and clear policy language that regulates the use of investigative funds.
- Evaluate the need for investigative funds. If necessary, and since the fund exposes the department to liability, ensure the funds experience and unannounced audit on (at least) an annual basis.
- ✓ Evaluate the agency processes for handling assets subject to seizure and forfeiture action. If a decision is made to initiate processes and potentially obtain assets subject to seizure laws ensure that the agency:
 - Has clear and deliberate policy in place to guide officer actions. Consult with legal counsel, specifically those who would be representing the city in these actions, when developing the policy.
 - Consult with legal counsel related to defensible (and prudent) hearings are led by professionals trained to litigate appeals of seized assets.
 - Has provided training to employees that not only would be managing the asset(s), but those who may be seizing them.
 - All processes should be supervised by one employee, preferably a supervisor, who has advanced training in this area.
 - Link Mill Creek's finance office to all forfeiture proceedings to ensure proper reporting and state-share proceeds are routed in a manner consistent with state law.
- ✓ Ensure that officers are complying with department policy by securing property in the temporary storage lockers before the end of shift.
- ✓ Provide a refrigerator with a secure lock for officers to temporarily secure perishable items before being processed into the permanent facility.
- Modify outside dog kennel to temporarily store hazardous and/or combustible items.

- ✓ Ensure that drugs are weighed any time they enter/leave the secure facility prior to destruction.
- ✓ Revise current policy to require that all money, regardless of the sum, is to be stored in a location that provides a higher level of security. If possible, currency that does not contain actual evidence should be deposited in a local bank with logistical support from city finance.
- ✓ Ensure that unannounced audits are occurring at least annually.
- ✓ Conduct a full inventory of the money, guns, jewelry, drugs and counterfeit currency when a new person is selected as the Evidence Technician's back-up.
- Move policy section 35.8 to a section more specific to one party consent policies.
- ✓ Implement a policy and procedure specific to OJJDP standards on how officers are to handle juvenile status offenders and conduct department training to ensure understanding and compliance.
- ✓ Implement a policy, and provide training to MCPD staff, on guidelines for the methods and use of restraining devices used for prisoner transport. All restraining devices eligible for use should be identified in policy.
- ✓ Implement a policy, and train staff, on the guidelines for the transport of sick, mentally ill and disabled prisoners.
- ✓ Implement a policy that requires officers to thoroughly search a prisoner prior to transporting.
- ✓ Implement a policy that requires officers to search vehicles used for transporting prisoners before and after the transport.
- ✓ Revise current policy to more specifically prohibit juveniles and adults being placed into the same holding cell.
- ✓ Revise current policy to specifically prohibit male and female prisoners from being placed into the same holding cell.
- Recommend placing a surveillance camera in the firearm lock-box room and at the entrance outside the door. If any video media is recorded, ensure the agency is in compliance with state retention guidelines.

Attachment 2**CPSM Major Recommendations – 2017**

- ✓ Denotes completed
 - Denotes not yet completed
 - ❖ Denotes will not be completed at this time
-
- ✓ The department should undertake a search for, and appoint, a Deputy Chief.
 - The department must develop a more comprehensive method of strategic planning and performance assessment.
 - The MCPD must work with internal and external stakeholders to develop and publish a multiyear strategic plan (as opposed to the cursory annual plans required by accreditation authorities). It is imperative that the department develop reasonable and obtainable performance goals as well as mechanisms for tracking the relative degree of progress in achieving these goals from year to year.
 - ✓ Monthly staff meetings (currently referred to as “sergeant’s meetings”) must be held and must be more structured and considerably more substantive.
 - ✓ The MCPD should review the performance information that is currently being compiled and referred to during the department’s internal staff meetings and more informal unit-wide meetings (such as detectives’ meetings) with an eye toward combining the information into a [single] usable performance measurement system template.
 - Continue the regular meetings between the Chief and the City Manager to discuss the overall performance of the MCPD. Monthly meetings should be somewhat more structured and formalized.
 - Utilize a standard template to convey pertinent performance information to city officials during these meetings. This would include primarily budgetary and administrative information, such as sick time, comp time and overtime expenditures, as well as any other measures of organizational performance (crime reports, calls for service, arrest activity, citation activity, etc.). The exact list of performance indicators discussed at enhanced monthly meetings should be determined by the Chief and city officials. The important thing is that: 1) regular (i.e. monthly) meetings take place between the Chief and the City Manager, 2) that timely and accurate performance information is conveyed on a regular basis to city officials, and 3) that performance discussions follow a uniform/ standardized template or format.
 - ❖ Establish a committee that includes all principal internal and external stakeholders for evaluating the department’s CFS workload with an eye toward making recommendations for ways to reduce response to nonemergency CFS.
 - ✓ Maintain the current patrol shift work plan.
 - ✓ Discontinue the OIC (officer in charge) model of patrol supervision and ensure that a supervisor is on duty at all times.
 - Expand and enhance the duties and responsibilities of the traffic officers to include a strategic approach to traffic safety.

- Explore the use of in-car or body-worn cameras.
- ❖ Designate each patrol shift sergeant as a Strategic Response Leader (SRL). The SRL would be the “quarterback” of the patrol shift and leverage all available resources to reduce crime, disorder, and traffic accidents informed by crime analysis and criminal intelligence. The SRL should be engaged with the community to coordinate crime prevention programs and community relations initiatives.
- The department should develop a specific community policing plan. This plan would include measurable goals and objectives for the department as well as specific units (patrol, SRO, etc.).
- ❖ The department should appoint, train and support a uniformed member of the service to serve as a criminal intelligence officer (CIO). In the alternative, either a sworn or nonsworn crime analyst must be hired.
- Incorporate a leadership team concept, with the team made up of a cross-section of the workforce, and provide this team meaningful information and look to them for reasonable advisory input to decisions regarding salary and benefits discussions, important organizational decisions, process improvement, change management, and innovation.
- ✓ The department should consider hiring one additional administrative assistant to be assigned as the Chief’s administrative assistant.

2019-2020 Key Outcomes and Activities

Excerpted from the 2019-2020 budget book

Administrative Division

- Maintain an efficient Police Department by addressing the most significant police-related problems in the City and develop a comprehensive method for strategic planning.
- Develop reasonable and attainable performance goals as well as mechanisms for tracking the relative degree of progress in achieving these goals year to year.
- Analyze the City's crime trends and redirect and redeploy resources as necessary to the highest crime priorities and police issues as necessary.
- Hold regular Police Leadership Team strategy meetings to determine the best methods of deploying these resources when analysis suggests this is necessary.
- Maintain a progressive, professional and effective Police Department with a low level of liability to the City.
- Fully implement and ensure compliance with Lexipol policies, Standard Operating Procedures (SOP), rules and regulations; monitor and revise where necessary.
- Attain WASPC and initiate the process of CALEA accreditation.
- Recruit and hire the Support Services Supervisor to provide confidential executive aide assistance to the Chief and Deputy Chief, and first level supervision for non-commissioned staff.
- Ensure appropriate risk management functions are in place and adhered to.
- Implement a comprehensive fleet management program that includes a depreciation schedule and plans for future replacement.
- Identify an appropriate option for fleet maintenance and partner with other City departments to address long-term needs.
- Manage the training program in collaboration with the Training Sergeant.
- Ensure all personnel complete training on new, revised and updated policies, standard operating procedures and rules.
- Develop appropriate training plans for each position within the department.
- Ensure that ongoing shift briefing training is occurring.

Patrol Division

- Proactively identify crime trends within the City through citizen input, officer observation, and crime analysis - Once an issue has been identified and verified, develop a planned response to the issue.
- Ensure that priority calls for service are the priority and that the bulk of an officers' time is spent patrolling the City.
- Monitor and evaluate the discretionary use of unassigned patrol time.
- Carry out criminal investigations to the fullest extent allowed by a patrol squad's schedule.

- Continue to have Patrol supervisors manage the patrol schedule to maximize staffing while minimizing
- overtime when possible. Staffing decisions should be made based on workload and activity levels.
- Provide patrol officers with the resources and tools to enhance their safety in the field.
- Proactively interdict those 'quality of life' crimes that impact our community.
- Increase the safety of pedestrian and vehicular traffic by compliance with traffic laws through violator education and enforcement.
- Be responsive to data and citizen reports of high violation areas.
- Work with allied departments on traffic calming efforts.
- Provide public education to community groups and schools.
- Prepare succession plan for current biennium and beyond.
- Maintain a strong and social department that is responsive to a variety of community, city and department needs.
- Provide training and education to department members at least annually.
- Conduct random canine assisted school searches at the secondary schools a minimum of two times per year for each school.
- Ensure appropriate readiness of SWAT operators, technicians and negotiators.
- Participate in regional team training as required by the National Security Management System.

Support Services Division

- Provide excellent investigative service delivery, clearing cases within 90 days of their assignment date to the Investigations Division. The goal is to clear 75% of all cases assigned to detectives within 90 days of their assignment date.
- Investigations Sergeant conduct regular reviews of all assigned cases to assure proper resource allocation.
- Screen all cases using standard solvability factors to determine if investigative resources should be applied, and when necessary refer the case back to Patrol for primary case investigation.
- Recruit and hire the Support Services Supervisor to ensure appropriate first-level supervision for Records Unit and Property Unit staff.
- Complete all tasks within guidelines set by industry standards and statutory guidelines.
- Provide an excellent level of customer service to the public for all front counter contacts, services, and records requests.
- Continue to analyze current processes to find the most efficient way to process daily workload.
- Ensure that all procedures within the unit are conducted in accordance with best practices and accreditation standards.
- Fully implement the department's Citizen Patrol.
- Maintain the department's level of participation in community events.
- Continue with annual Citizen Academy offerings.

- Ensure appropriate response and cooperation with future requests.
- Maintain an appropriate level of animal control services and maintain responsiveness to areas of concern.
- Work collaboratively with the Public Works and Development Services department to ensure
- appropriate level of code enforcement is conducted.

The Six Pillars of 21st Century Policing
(as defined in the 2016 President's Task Force on 21st Century Policing)

PILLAR 1. BUILDING TRUST & LEGITIMACY

People are more likely to obey the law when they believe that those who are enforcing it have the legitimate authority to tell them what to do The public confers legitimacy only on those they believe are acting in procedurally just ways.

PILLAR 2. POLICY & OVERSIGHT

Citizens have a constitutional right to freedom of expression, including the right to peacefully demonstrate.

PILLAR 3. TECHNOLOGY & SOCIAL MEDIA

Implementing new technologies can give police departments an opportunity to fully engage and educate communities in a dialogue about their expectations for transparency, accountability, and privacy.

PILLAR 4. COMMUNITY POLICING & CRIME REDUCTION

Community policing requires the active building of positive relationships with members of the community

PILLAR 5. TRAINING & EDUCATION

Hiring officers who reflect the community they serve is important not only to external relations but also to increasing understanding within the agency

PILLAR 6. OFFICER WELLNESS & SAFETY

The wellness and safety of law enforcement officers is critical not only to themselves, their colleagues, and their agencies but also to public safety.



Agenda Item # E
Meeting Date: September 3, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: LOCAL GOVERNMENT INVESTMENT POOL – AUTHORIZED SIGNERS

PROPOSED MOTION:

Motion to approve the Resolution authorizing the City Manager and Finance Director, on behalf of the City, to deposit and withdraw monies to and/or from the Local Government Investment Pool in the manner prescribed by law, rule and applicable policies and procedures for the Local Government Investment Pool.

KEY FACTS AND INFORMATION SUMMARY:

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local governments pursuant to RCW 43.250.

The LGIP lets local governments use the State Treasurer’s resources to safely invest their funds while enjoying the economies of scale available from a \$10-16 billion pooled fund investment portfolio.

LGIP’s investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

The City utilizes the LGIP to invest excess cash. As required by the Office of the State Treasurer, all investors in the Local Government Investment Pool (LGIP) must authorize, by resolution, individual positions authorized to make contributions or to withdraw from the pool. The City does not have a current resolution on file and needs to provide one in order to continue participating in the LGIP.

CITY MANAGER RECOMMENDATION:

Approve as requested.

ATTACHMENTS:

Attachment A: LGIP Authorization Form

Respectfully Submitted:

A blue ink handwritten signature, appearing to read "Michael G. Ciaravino", is written over a horizontal line.

Michael G. Ciaravino
City Manager

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name:
Mailing Address:

Statement Delivery Options:

EMAIL: _____ FAX: _____ BOTH

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.
 (Note: Funds **will not** be transferred to any account other than listed)

Bank Name:
Branch Location:
Bank Routing Number:
Accounting Number:
Account Name:

ACH Authorization: Yes No
Account Type: Checking Savings General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:

Online TM\$ Access: Yes No

If you selected yes, please complete the online section on page 2
 If you selected no, skip the online access section

TM\$ Online Web Access

Note: Only complete this section if anyone wishes to have online access. Each Full access LGIP person must also be listed on the Transaction Authorization Form. [Please do not fill out the greyed-out areas]

Name:	Service Type:				Account Type:	
	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OST Staff	
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACIASHE@TRE.WA.GOV
 PHONE: (360) 902-9017
 FAX: (360) 902-9044

Date Received: ____ / ____ / ____
Account Number: _____
OK'd by: _____
<i>(For OST use only)</i> 04/26/19

State of Washington)
 County of _____) ss.
 Signed or attested before me by _____.
 Dated this ____ day of _____, 20__.

Signature of Notary

SEAL OR STAMP _____

Typed or printed name of Notary
 Notary Public in and for the State of Wash.

My appointment expires: _____

RESOLUTION NO. 2019-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK,
WASHINGTON, APPROVING INVESTMENT OF CITY OF MILL CREEK
MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Mill Creek, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City Council, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the City Manager and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates the City Manager and the Finance Director, the “authorized individuals” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Adopted this 3rd day of September, 2019, by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

GINA PFISTER, CITY CLERK

APPROVED AS TO FORM:

SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

RESOLUTION NO.: 2019-_____



Agenda Item # F
Meeting Date: September 3, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: HOUSE BILL 1406 - AN ACT RELATING TO ENCOURAGING INVESTMENTS IN AFFORDABLE AND SUPPORTIVE HOUSING.

PROPOSED MOTION:
None- Discussion Item Only

KEY FACTS AND INFORMATION SUMMARY:

In the 2019 legislative session, the state approved a local revenue sharing program for local governments by providing up to a 0.0146% local sales and use tax credited against the state sales tax for housing investments, available in increments of 0.0073%, depending on the imposition of other local taxes and whether your county also takes advantage. The tax credit is in place for up to 20 years and can be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and, for smaller cities, rental assistance. The funding must be spent on projects that serve persons whose income is at or below sixty percent of the area median income. Cities can also issue bonds to finance the authorized projects.

This local sales tax authority is a credit against the state sales tax, so it does not increase the sales tax for the consumer. There are tight timelines that must be met to access this funding source – the first is January 31, 2020 to pass a resolution of intent. The tax ordinance must then be adopted by July 27, 2020 to qualify for a credit.

CITY MANAGER RECOMMENDATION:
Discussion Item Only

ATTACHMENTS:
Attachment A: AWC Handout on HB1406
Attachment B: AWC Tax Revenue Chart
Attachment C: Summary of HB 1406

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Michael Ciaravino", is written over a horizontal line.

Michael Ciaravino
City Manager

Tax credit rate examples

Max tax credit rate under HB 1406	City with qualifying local tax	City without qualifying local tax	City doesn't levy a tax credit, county does participate	County doesn't participate, city participates but doesn't have a qualifying tax.*
City	0.0146%	0.0073%	0.0%	July 2020: 0.0%
County	0.0%	0.0073%	0.0146%	0.0%

*We believe that this was an error in bill drafting. Please let us know if you are in this situation. We can work to address it in future legislative sessions.

Eligible uses of the funds:

1. Projects must serve those at or below 60% AMI.
2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.
3. Funding the operations and maintenance costs of new units of affordable or supportive housing.
4. For cities with a population under 100,000, the funds can also be used for rental assistance to tenants.

Additional timelines to keep in mind:

1. Department of Revenue (DOR) requires 30-days-notice of adoption of sales tax credits. The credit will then take effect on the first day of the month following the 30-day period.
2. If your city is adopting a "qualifying local tax", DOR requires 75-days-notice of adoption of sales tax increases. Local sales tax increases may only take effect on the first day of the first, second, or third quarter – not the fourth (April 1, July 1, or October 1).
3. If your city is adopting a "qualifying local tax" remember to factor in the ballot measure process into the timeline, as these must be approved by the voters.
4. If you are intending to bond the revenues for a project under this authority, check with your legal counsel and bond counsel about other deadlines that may apply to your city.

Frequently asked questions:

1. **This program sounds very familiar. Didn't a local option, affordable housing sales tax law pass a few years ago?** Yes, but the new law has important differences. The Legislature passed HB 2263 in 2015 that authorized cities and towns to levy up to a 0.1% sales tax for affordable housing—

but, importantly, only after voter approval. This sales tax levy is considered a "qualifying local tax" under HB 1406. Another important distinction is that the affordable housing sales tax from 2015 is an additional tax on the consumer, and not a credit on an existing state-imposed tax.

2. **Do we have to levy a "qualifying local tax" to participate?** No. Your city is still eligible to participate in the program, but your tax credit rate will depend on whether the county participates in the program. See *Tax credit rate examples* chart to the left.
3. **Do we only have access to the program if the county declines to participate?** No. A city can participate, and receive funds, even if the county participates. Unfortunately, if your city does not impose a "qualifying local tax" by the deadline and your county declines to participate, then you will not have access to funds after the first year, due to a drafting error in the bill. We don't anticipate this scenario to occur, but please let us know if you find yourself in that situation. We will work with the Legislature to address it if this proves problematic. In all cases you must meet the program deadlines to participate. See *Deadlines to participate*.
4. **Does it make a difference at all if our county participates?** Only if you have not adopted a "qualifying local tax." If you have adopted a "qualifying local tax" you can access the higher credit rate regardless of county participation. If you don't have a "qualifying local tax" then you can only access the higher rate if the county does not participate.
5. **How is "rental assistance" defined? Does that include rent vouchers?** The term "rental assistance" is not defined in the chapter 82.14 RCW; however, both federal and state housing programs use the term "rental assistance" to mean providing rent, security deposits, or utility payment assistance to tenants.
6. **Can we pool our revenue with another entity? Can we issue bonds or use the money to repay bonds?** Yes! Cities can enter into an interlocal agreement with other local governments or a public housing authority to pool tax receipts, pledge tax collections to bonds, allocating collected taxes to authorized affordable housing expenditures, or other agreements authorized under chapter 39.34 RCW. Cities may also use the tax credit revenue to issue or repay bonds in order to carry out the projects authorized under the new law.
7. **Is the amount of tax credit we receive limited only by the amount of sales tax collected per year?** No. The maximum amount will be based on state fiscal year 2019 sales.
8. **Does the tax credit program expire?** Yes, the tax expires 20 years after the date on which the tax is first levied.



Implementing HB 1406

2019

Don't miss out on up to 20 years of shared revenue for affordable housing

In the 2019 legislative session, the state approved a local revenue sharing program for local governments by providing up to a 0.0146% local sales and use tax credited against the state sales tax for housing investments, available in increments of 0.0073%, depending on the imposition of other local taxes and whether your county also takes advantage. The tax credit is in place for up to 20 years and can be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and, for smaller cities, rental assistance. The funding must be spent on projects that serve persons whose income is at or below sixty percent of the area median income. Cities can also issue bonds to finance the authorized projects.

This local sales tax authority is a credit against the state sales tax, so it does not increase the sales tax for the consumer. There are tight timelines that must be met to access this funding source – the first is January 31, 2020 to pass a resolution of intent. The tax ordinance must then be adopted by July 27, 2020 to qualify for a credit.

The following information is intended to assist your city in evaluating its options and timelines. It is not intended as legal advice. Check with your city's legal counsel and/or bond counsel for specific questions on project uses and deadlines for implementation.

Deadlines to participate:

- Resolution to levy tax credit: July 28, 2019 – January 31, 2020
- Ordinance to levy the tax credit: By July 27, 2020
- Adopt "qualifying local tax" (optional): By July 31, 2020

Eligibility to receive shared revenues

- The state is splitting the shared resources between cities and counties. However, cities can receive both shares if they have adopted a "qualifying local tax" by July 31, 2020. Qualifying taxes are detailed below. Cities who are levying a "qualifying local tax" by July 28, 2019, the effective date of the new law, will receive both shares immediately once they impose the new sales tax credit.
- If a city does not implement a qualifying local tax by the deadline, they can still participate in the program if they meet the other deadlines but will be eligible for a lower credit rate.
- A city can adopt the sales tax credit before designating how the funds will be used once collected.

Qualifying local taxes

The following are considered "qualifying local taxes" and, if levied, give the city access to both shares of the tax credit (i.e. 0.0146% rate instead of the single share rate of 0.0073%):

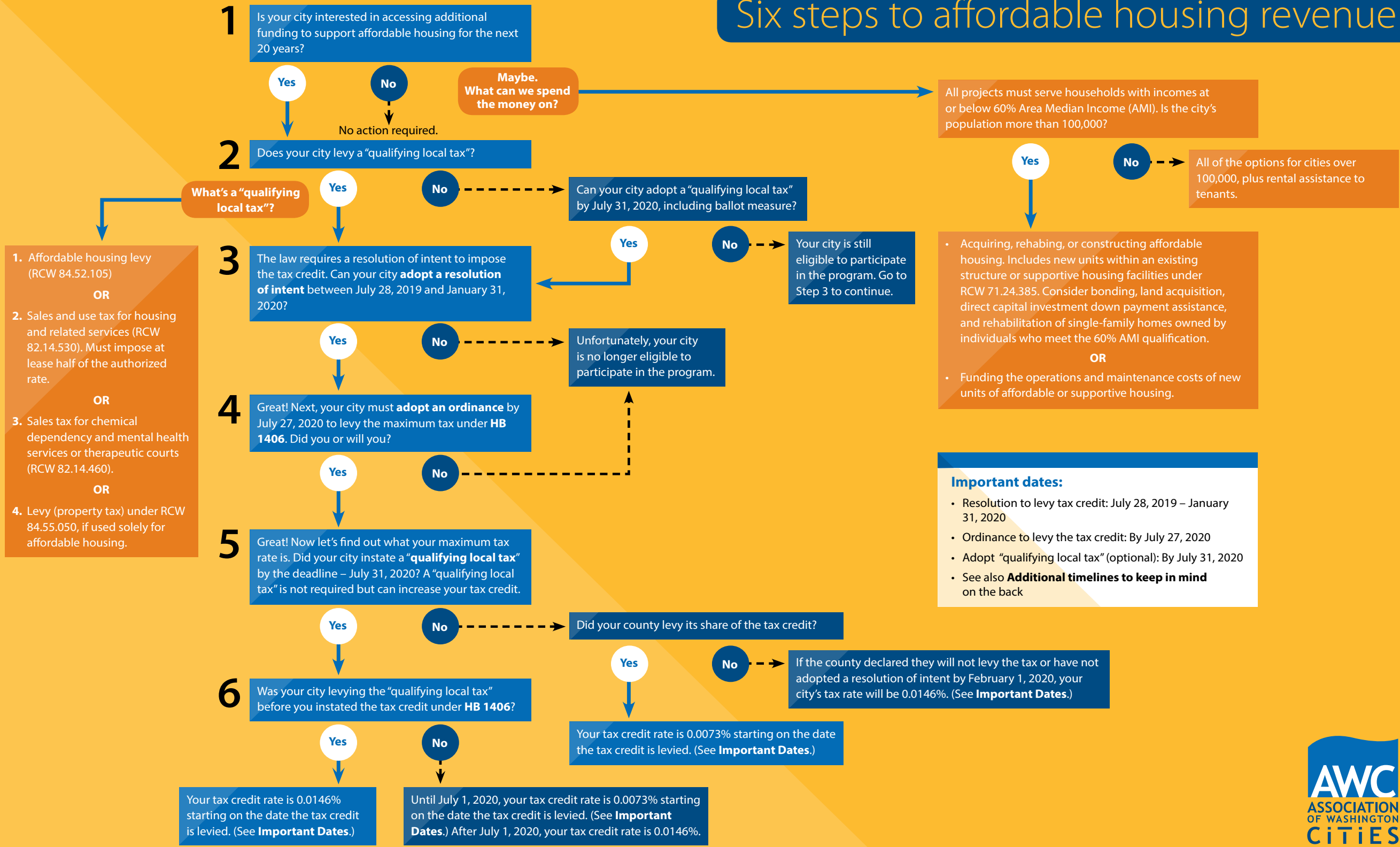
- Affordable housing levy (property tax) under RCW 84.52.105
- Sales and use tax for housing and related services under RCW 82.14.530. The city must have adopted at least half of the authorized maximum rate of 0.001%.
- Sales tax for chemical dependency and mental health (optional .1 MIDD) under RCW 82.14.460
- Levy (property tax) authorized under RCW 84.55.050, if used solely for affordable housing

Think of the "qualifying local tax" as a multiplier or "doubler." It gives the city access to double the tax credit even when the county chooses to participate in the program.

Contact: Carl Schroeder, Government Relations Advocate, carls@awcnet.org
 Shannon McClelland, Legislative & Policy Analyst, shannonm@awcnet.org
 Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

Contact: Carl Schroeder, Government Relations Advocate, carls@awcnet.org
 Shannon McClelland, Legislative & Policy Analyst, shannonm@awcnet.org
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Six steps to affordable housing revenue



Tax credit rate examples

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County	0.0%	0.0073%	0.0146%	0.0%

*We believe that this was an error in bill drafting. Please let us know if you are in this situation. We can work to address it in future legislative sessions.

Eligible uses of the funds:

1. Projects must serve those at or below 60% AMI.
2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.
3. Funding the operations and maintenance costs of new units of affordable or supportive housing.
4. For cities with a population under 100,000, the funds can also be used for rental assistance to tenants.

Additional timelines to keep in mind:

1. Department of Revenue (DOR) requires 30-days-notice of adoption of sales tax credits. The credit will then take effect on the first day of the month following the 30-day period.
2. If your city is adopting a "qualifying local tax", DOR requires 75-days-notice of adoption of sales tax increases. Local sales tax increases may only take effect on the first day of the first, second, or third quarter – not the fourth (April 1, July 1, or October 1).
3. If your city is adopting a "qualifying local tax" remember to factor in the ballot measure process into the timeline, as these must be approved by the voters.
4. If you are intending to bond the revenues for a project under this authority, check with your legal counsel and bond counsel about other deadlines that may apply to your city.

Frequently asked questions:

1. **This program sounds very familiar. Didn't a local option, affordable housing sales tax law pass a few years ago?** Yes, but the new law has important differences. The Legislature passed HB 2263 in 2015 that authorized cities and towns to levy up to a 0.1% sales tax for affordable housing—

but, importantly, only after voter approval. This sales tax levy is considered a "qualifying local tax" under HB 1406. Another important distinction is that the affordable housing sales tax from 2015 is an additional tax on the consumer, and not a credit on an existing state-imposed tax.

2. **Do we have to levy a "qualifying local tax" to participate?** No. Your city is still eligible to participate in the program, but your tax credit rate will depend on whether the county participates in the program. See *Tax credit rate examples* chart to the left.
3. **Do we only have access to the program if the county declines to participate?** No. A city can participate, and receive funds, even if the county participates. Unfortunately, if your city does not impose a "qualifying local tax" by the deadline and your county declines to participate, then you will not have access to funds after the first year, due to a drafting error in the bill. We don't anticipate this scenario to occur, but please let us know if you find yourself in that situation. We will work with the Legislature to address it if this proves problematic. In all cases you must meet the program deadlines to participate. See *Deadlines to participate*.
4. **Does it make a difference at all if our county participates?** Only if you have not adopted a "qualifying local tax." If you have adopted a "qualifying local tax" you can access the higher credit rate regardless of county participation. If you don't have a "qualifying local tax" then you can only access the higher rate if the county does not participate.
5. **How is "rental assistance" defined? Does that include rent vouchers?** The term "rental assistance" is not defined in the chapter 82.14 RCW; however, both federal and state housing programs use the term "rental assistance" to mean providing rent, security deposits, or utility payment assistance to tenants.
6. **Can we pool our revenue with another entity? Can we issue bonds or use the money to repay bonds?** Yes! Cities can enter into an interlocal agreement with other local governments or a public housing authority to pool tax receipts, pledge tax collections to bonds, allocating collected taxes to authorized affordable housing expenditures, or other agreements authorized under chapter 39.34 RCW. Cities may also use the tax credit revenue to issue or repay bonds in order to carry out the projects authorized under the new law.
7. **Is the amount of tax credit we receive limited only by the amount of sales tax collected per year?** No. The maximum amount will be based on state fiscal year 2019 sales.
8. **Does the tax credit program expire?** Yes, the tax expires 20 years after the date on which the tax is first levied.



Implementing HB 1406

2019

Don't miss out on up to 20 years of shared revenue for affordable housing

In the 2019 legislative session, the state approved a local revenue sharing program for local governments by providing up to a 0.0146% local sales and use tax credited against the state sales tax for housing investments, available in increments of 0.0073%, depending on the imposition of other local taxes and whether your county also takes advantage. The tax credit is in place for up to 20 years and can be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and, for smaller cities, rental assistance. The funding must be spent on projects that serve persons whose income is at or below sixty percent of the area median income. Cities can also issue bonds to finance the authorized projects.

This local sales tax authority is a credit against the state sales tax, so it does not increase the sales tax for the consumer. There are tight timelines that must be met to access this funding source – the first is January 31, 2020 to pass a resolution of intent. The tax ordinance must then be adopted by July 27, 2020 to qualify for a credit.

The following information is intended to assist your city in evaluating its options and timelines. It is not intended as legal advice. Check with your city's legal counsel and/or bond counsel for specific questions on project uses and deadlines for implementation.

Deadlines to participate:

- Resolution to levy tax credit: July 28, 2019 – January 31, 2020
- Ordinance to levy the tax credit: By July 27, 2020
- Adopt "qualifying local tax" (optional): By July 31, 2020

Eligibility to receive shared revenues

- The state is splitting the shared resources between cities and counties. However, cities can receive both shares if they have adopted a "qualifying local tax" by July 31, 2020. Qualifying taxes are detailed below. Cities who are levying a "qualifying local tax" by July 28, 2019, the effective date of the new law, will receive both shares immediately once they impose the new sales tax credit.
- If a city does not implement a qualifying local tax by the deadline, they can still participate in the program if they meet the other deadlines but will be eligible for a lower credit rate.
- A city can adopt the sales tax credit before designating how the funds will be used once collected.

Qualifying local taxes

The following are considered "qualifying local taxes" and, if levied, give the city access to both shares of the tax credit (i.e. 0.0146% rate instead of the single share rate of 0.0073%):

- Affordable housing levy (property tax) under RCW 84.52.105
- Sales and use tax for housing and related services under RCW 82.14.530. The city must have adopted at least half of the authorized maximum rate of 0.001%.
- Sales tax for chemical dependency and mental health (optional .1 MIDD) under RCW 82.14.460
- Levy (property tax) authorized under RCW 84.55.050, if used solely for affordable housing

Think of the "qualifying local tax" as a multiplier or "doubler." It gives the city access to double the tax credit even when the county chooses to participate in the program.

Contact: Carl Schroeder, Government Relations Advocate, carls@awcnet.org
 Shannon McClelland, Legislative & Policy Analyst, shannonm@awcnet.org
 Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

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Implementing HB 1406

2019

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This local sales tax authority is a credit against the state sales tax, so it does not increase the sales tax for the consumer. There are tight timelines that must be met to access this funding source – the first is January 31, 2020 to pass a resolution of intent. The tax ordinance must then be adopted by July 27, 2020 to qualify for a credit.

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- Sales and use tax for housing and related services under RCW 82.14.530. The city must have adopted at least half of the authorized maximum rate of 0.001%.
- Sales tax for chemical dependency and mental health (optional .1 MIDD) under RCW 82.14.460
- Levy (property tax) authorized under RCW 84.55.050, if used solely for affordable housing

Think of the "qualifying local tax" as a multiplier or "doubler." It gives the city access to double the tax credit even when the county chooses to participate in the program.

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06/20/19



Six steps to

1 Is your city interested in accessing additional funding to support affordable housing for the next 20 years?



Maybe. What can we spend the money on?

2 Does your city levy a "qualifying local tax"?

What's a "qualifying local tax"?



Can your city adopt a "qualifying local tax" by July 31, 2020, including ballot measure?

- 1. Affordable housing levy (RCW 84.52.105)
- OR
- 2. Sales and use tax for housing and related services (RCW 82.14.530). Must impose at least half of the authorized rate.
- OR
- 3. Sales tax for chemical dependency and mental health services or therapeutic courts (RCW 82.14.460).
- OR
- 4. Levy (property tax) under RCW 84.55.050, if used solely for affordable housing.

3 The law requires a resolution of intent to impose the tax credit. Can your city **adopt a resolution of intent** between July 28, 2019 and January 31, 2020?



Your city is still eligible to participate in the program. Go to Step 3 to continue.

4 Great! Next, your city must **adopt an ordinance** by July 27, 2020 to levy the maximum tax under **HB 1406**. Did you or will you?



5 Great! Now let's find out what your maximum tax rate is. Did your city institute a "qualifying local tax" by the deadline - July 31, 2020? A "qualifying local tax" is not required but can increase your tax credit.



Did your county levy its share of the tax credit?

If the county declared the adopted a resolution of intent

Tax credit rate examples

Max tax credit rate under HB 1406	City with qualifying local tax	City without qualifying local tax	City doesn't levy a tax credit, county does participate	County doesn't participate, city participates but doesn't have a qualifying tax.*
City	0.0146%	0.0073%	0.0%	July 2020: 0.0%
County	0.0%	0.0073%	0.0146%	0.0%

**We believe that this was an error in bill drafting. Please let us know if you are in this situation. We can work to address it in future legislative sessions.*

Eligible uses of the funds:

1. Projects must serve those at or below 60% AMI.
2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.
3. Funding the operations and maintenance costs of new units of affordable or supportive housing.
4. For cities with a population under 100,000, the funds can also be used for rental assistance to tenants.

Additional timelines to keep in mind:

1. Department of Revenue (DOR) requires 30-days-notice of adoption of sales tax credits. The credit will then take effect on the first day of the month following the 30-day period.
2. If your city is adopting a "qualifying local tax", DOR requires 75-days-notice of adoption of sales tax increases. Local sales tax increases may only take effect on the first day of the first, second, or third quarter – not the fourth (April 1, July 1, or October 1).
3. If your city is adopting a "qualifying local tax" remember to factor in the ballot measure process into the timeline, as these must be approved by the voters.
4. If you are intending to bond the revenues for a project under this authority, check with your legal counsel and bond counsel about other deadlines that may apply to your city.

Frequently asked questions:

1. **This program sounds very familiar. Didn't a local option, affordable housing sales tax law pass a few years ago?** Yes, but the new law has important differences. The Legislature passed HB 2263 in 2015 that authorized cities and towns to levy up to a 0.1% sales tax for affordable housing—

but, importantly, only after voter approval. This sales tax levy is considered a "qualifying local tax" under HB 1406. Another important distinction is that the affordable housing sales tax from 2015 is an additional tax on the consumer, and not a credit on an existing state-imposed tax.

2. **Do we have to levy a "qualifying local tax" to participate?** No. Your city is still eligible to participate in the program, but your tax credit rate will depend on whether the county participates in the program. See *Tax credit rate examples* chart to the left.
3. **Do we only have access to the program if the county declines to participate?** No. A city can participate, and receive funds, even if the county participates. Unfortunately, if your city does not impose a "qualifying local tax" by the deadline and your county declines to participate, then you will not have access to funds after the first year, due to a drafting error in the bill. We don't anticipate this scenario to occur, but please let us know if you find yourself in that situation. We will work with the Legislature to address it if this proves problematic. In all cases you must meet the program deadlines to participate. See *Deadlines to participate*.
4. **Does it make a difference at all if our county participates?** Only if you have not adopted a "qualifying local tax." If you have adopted a "qualifying local tax" you can access the higher credit rate regardless of county participation. If you don't have a "qualifying local tax" then you can only access the higher rate if the county does not participate.
5. **How is "rental assistance" defined? Does that include rent vouchers?** The term "rental assistance" is not defined in the chapter 82.14 RCW; however, both federal and state housing programs use the term "rental assistance" to mean providing rent, security deposits, or utility payment assistance to tenants.
6. **Can we pool our revenue with another entity? Can we issue bonds or use the money to repay bonds?** Yes! Cities can enter into an interlocal agreement with other local governments or a public housing authority to pool tax receipts, pledge tax collections to bonds, allocating collected taxes to authorized affordable housing expenditures, or other agreements authorized under chapter 39.34 RCW. Cities may also use the tax credit revenue to issue or repay bonds in order to carry out the projects authorized under the new law.
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06/20/19



City	2017 taxable sales & use	Annual revenue from 1406 at 0.000073
Kettle Falls	\$22,744,771	\$1,660.37
Kirkland	\$2,586,533,215	\$188,816.92
Kittitas City	\$9,707,751	\$708.67
Krupp	\$221,648	\$16.18
La Center	\$50,837,634	\$3,711.15
La Conner	\$56,410,437	\$4,117.96
La Crosse	\$4,031,634	\$294.31
Lacey	\$1,253,270,306	\$91,488.73
Lake Forest Park	\$117,333,032	\$8,565.31
Lake Stevens	\$391,353,609	\$28,568.81
Lakewood	\$1,150,491,738	\$83,985.90
Lamont	\$300,854	\$21.96
Langley	\$48,322,378	\$3,527.53
Latah	\$609,458	\$44.49
Leavenworth	\$201,729,158	\$14,726.23
Liberty Lake	\$385,818,176	\$28,164.73
Lind	\$3,760,950	\$274.55
Long Beach	\$61,078,114	\$4,458.70
Longview	\$945,962,977	\$69,055.30
Lyman	\$3,498,515	\$255.39
Lynden	\$319,811,708	\$23,346.25
Lynnwood	\$2,583,573,150	\$188,600.84
Mabton	\$11,152,930	\$814.16
Malden	\$301,202	\$21.99
Mansfield	\$3,342,951	\$244.04
Maple Valley	\$386,269,721	\$28,197.69
Marcus	\$279,137	\$20.38
Marysville	\$1,128,647,533	\$82,391.27
Mattawa	\$29,715,060	\$2,169.20
McCleary	\$13,051,345	\$952.75
Medical Lake	\$34,723,462	\$2,534.81
Medina	\$119,303,267	\$8,709.14
Mercer Island	\$481,426,129	\$35,144.11
Mesa	\$7,863,607	\$574.04
Metaline	\$1,447,832	\$105.69
Metaline Falls	\$3,222,597	\$235.25
Mill Creek	\$337,126,422	\$24,610.23



Agenda Item # G

Meeting Date: September 3, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: VISION 2050 UPDATE - CITY COMMENTS TO PSRC

PROPOSED MOTION:

None at this time – Council discussion only.

KEY FACTS AND INFORMATION SUMMARY:

The PSRC has released a draft Vision 2050 Plan. The plan establishes a long-term vision and implementation measures necessary to accommodate the growth anticipated over the next 30 years. Public comments on Vision 2050 are due no later than September 16, 2019.

Attached is a presentation that includes slides prepared by the PSRC staff that provides a general overview of the Plan. The last part of the presentation was prepared by other Snohomish County planners and myself to focus on how Vision 2050 impacts Snohomish County and the City of Mill Creek and suggests topics to be included in a comment letter to be sent to the PSRC.

Staff will prepare a draft letter and distribute it to the City Council at the September 3 meeting. The letter will be based upon the recommendations presented at the end of the attached presentation. This will allow the Council to discuss the letter and give direction to staff in time to submit the letter by September 16, 2019.

CITY MANAGER RECOMMENDATION:

- Discuss the recommendations contained in the attached presentation and provide direction to staff

ATTACHMENTS:

- Presentation

Respectfully Submitted:

A blue ink handwritten signature of Michael G. Ciaravino.

Michael G. Ciaravino
City Manager

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VISION 2050

Draft Plan Public Review

July 24, 2019
Snohomish County Tomorrow Steering Committee

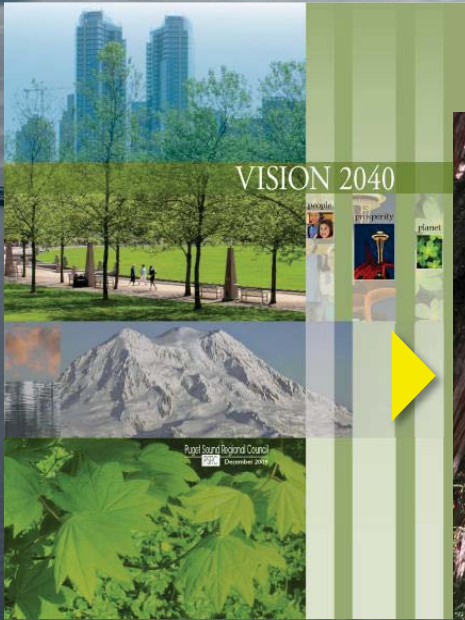


Puget Sound Regional Council

VISION 2040



VISION 2050



- A strong economy and a healthy environment
- Preserve waters, farms, recreation and resource lands
- Urban Growth Area and centers strategy
- Local actions to achieve regional VISION

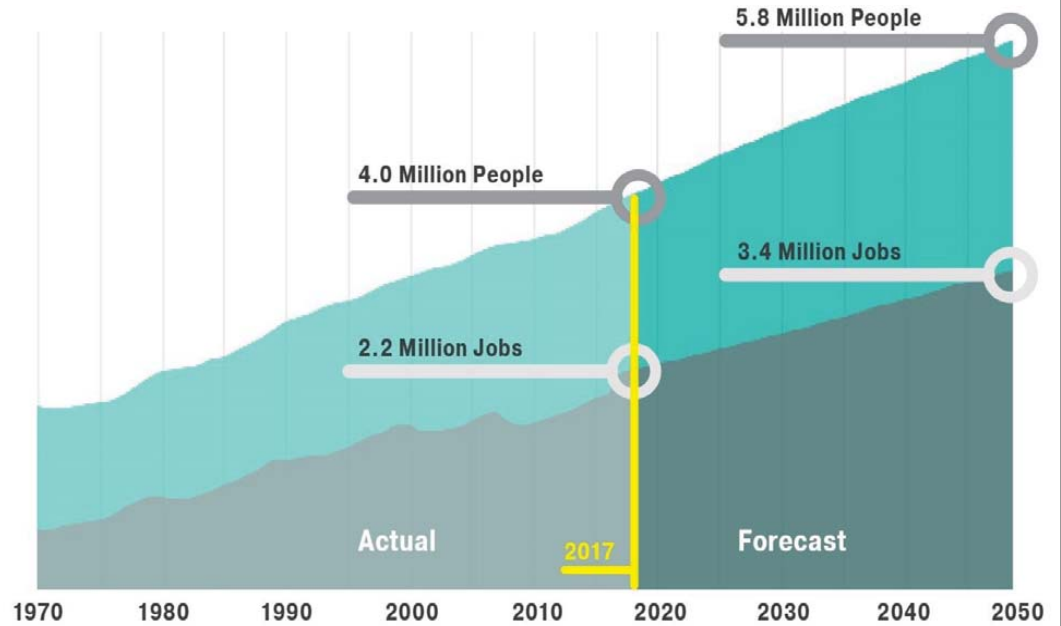


2050 Forecast



The long-range forecast is for continued growth

- The region is projected to grow by about **1.8 million people** between 2017 and 2050
- The region is projected to add about **1.2 million jobs** between 2017 and 2050



VISION 2050 Work Program



VISION 2050 Work Program



● Early work

● Scoping, research, planning

● SEPA review, draft plan

● Adoption

VISION 2050



What We've Done:

(Spring 2018-June 2019)

- ❖ Scoping/Listening Sessions
- ❖ Issue Identification
- ❖ Research
- ❖ VISION 2050 Outcomes
- ❖ Regional Growth Strategy Alternatives
- ❖ Policy Context
- ❖ Board working sessions
- ❖ SEPA/Environmental Analysis



Policy Review

February 2019

Housing

March 2019

Environment & Development Patterns

April 2019

Development Patterns, Transportation & Public Services

May 2019

Economy, Regional Collaboration & Regional Growth Strategy

June 2019

Review additional revisions to policies and actions

Key Policy Themes



-  Increase **housing** choices and affordability
-  Provide **opportunities** for all
-  Sustain a strong **economy**
-  Significantly reduce greenhouse gas **emissions**
-  Keep the region **moving**
-  Restore the health of **Puget Sound**
-  Protect a network of **open space**
-  Growth in **centers** and near **transit**
-  Act **collaboratively** and support **local efforts**

Growth Alternatives

Stay the Course

Growth focused in Metropolitan and Core cities

Transit Focused Growth

More compact growth focused in high capacity transit (HCT) areas

Reset Urban Growth

Growth more distributed throughout the urban growth area

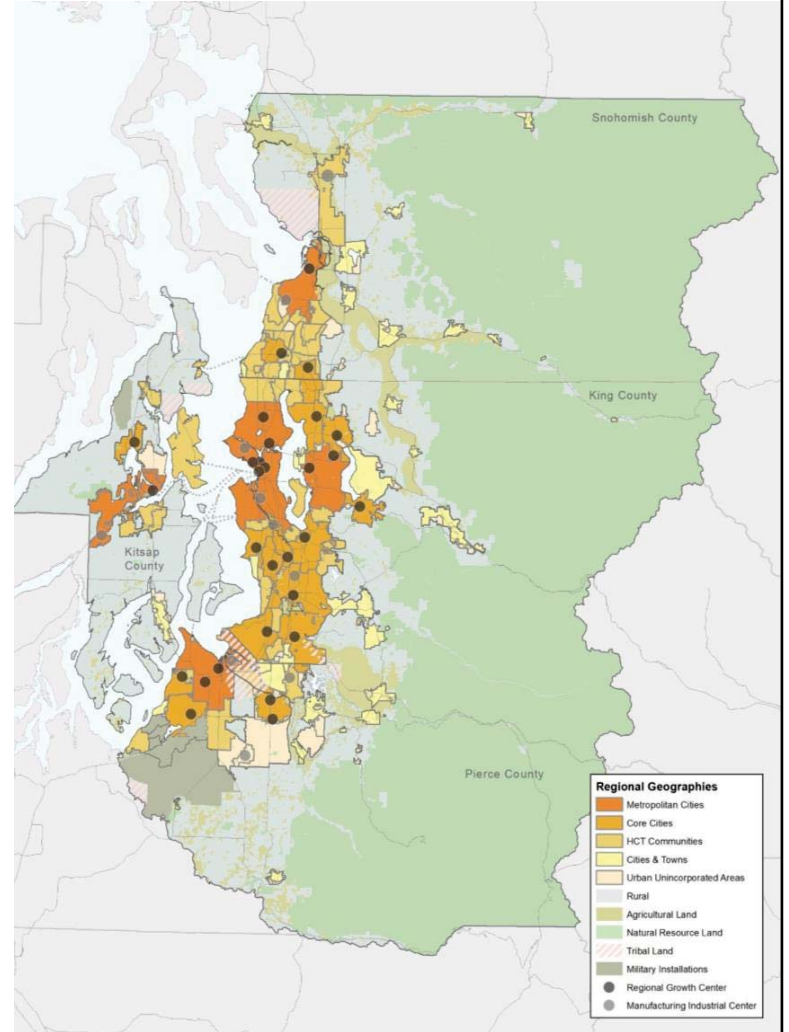
Public Comments (DSEIS)



- Strong support for Transit Focused Growth alternative, which performed best across a variety of environmental and other performance measures
 - Concerns about displacement, some growth allocations
- ➔ Draft Preferred Alternative Approach: Use Transit Focused Growth as starting point, make adjustments

Draft Preferred Alternative

- Most growth in Metro, Core, and High Capacity Transit Communities
- **65%** of region's population growth and **75%** of employment growth in regional growth centers & near HCT
- Lower growth allocations in urban unincorporated and rural compared with long-term trends
- Better jobs-housing balance by shifting employment allocation from King County



Draft Preferred Alternative



- Modified draft provides most benefits of Transit Focused Growth
 - Large portion of future growth continues to occur near transit and in compact, walkable communities
- Some worse outcomes from shifting growth to outlying areas
- Requests reflect trends, capacity, development

Provide opportunities for all



Commit to equitable outcomes
Create and retain living wage jobs
throughout the region
Address risk of displacement



Housing

Promote greater housing supply

More affordable housing types and choices



Growth in cities and centers

Goal for 65% of region's population and 75% of job growth to occur in regional centers and near planned high-capacity transit



Preserve open space and farms

Continue to focus growth in cities and urban areas

Support implementation of the Regional Open Space Conservation Plan

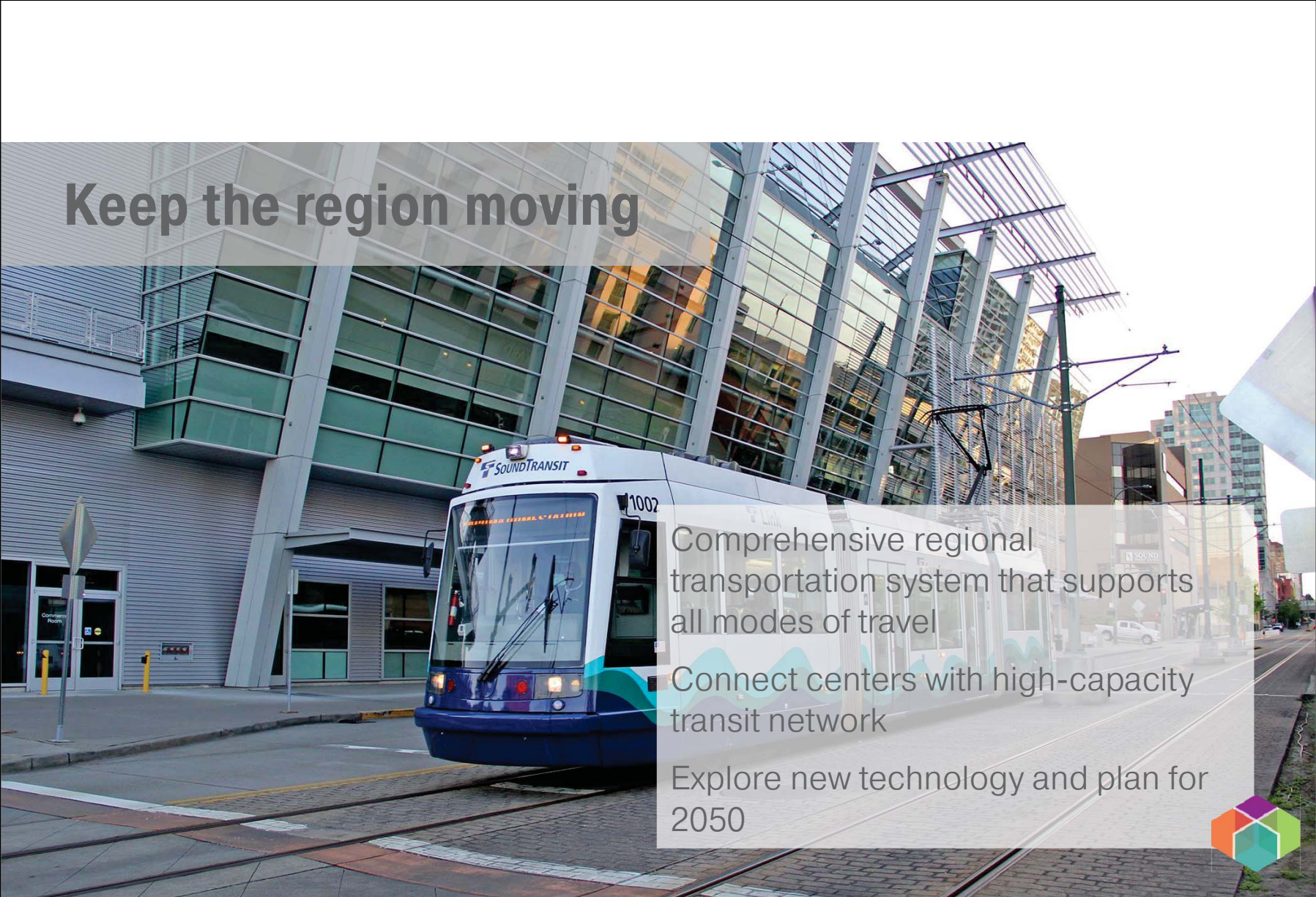


Keep the region moving

Comprehensive regional transportation system that supports all modes of travel

Connect centers with high-capacity transit network

Explore new technology and plan for 2050



Protect the environment

Restore Puget Sound water quality

Four-Part Greenhouse Strategy to address climate change



Collaborate & support local actions



Coordination across jurisdictions, agencies, tribes, businesses, and other stakeholders

Support countywide and local planning work



VISION 2050





**Draft Plan Review:
July 19-September 16**

**More info at:
www.psrc.org/vision**

Workshops and Open Houses

Locations/Dates:

July 29 – Everett

August 7 – Tacoma

August 12 – Bellevue

August 13 – Seattle

August 15 – Port Orchard

Workshops

- 3-5 pm
- Facilitated conversations
- Audience: staff, community organizations

Open Houses

- 5:30-7 pm
- Drop-in information session
- Audience: community members, planning commissioners



Thank you.

Laura Benjamin, AICP
Senior Planner
lbenjamin@psrc.org



Puget Sound Regional Council

SCT Comments on Draft Vision 2050 SEIS Alternatives

- Support for Transit Focused Growth alternative
 - Increase Snohomish County “Rural” growth share from 2% to 6%
 - Increase “Unincorporated Urban” growth share from 3% to 4%
 - Consider more employment growth in Snohomish County
 - Indicate assumed growth levels at intervals between 2020 to 2050
 - Local flexibility to set growth targets consistent with Vision 2050

Preferred Alternative

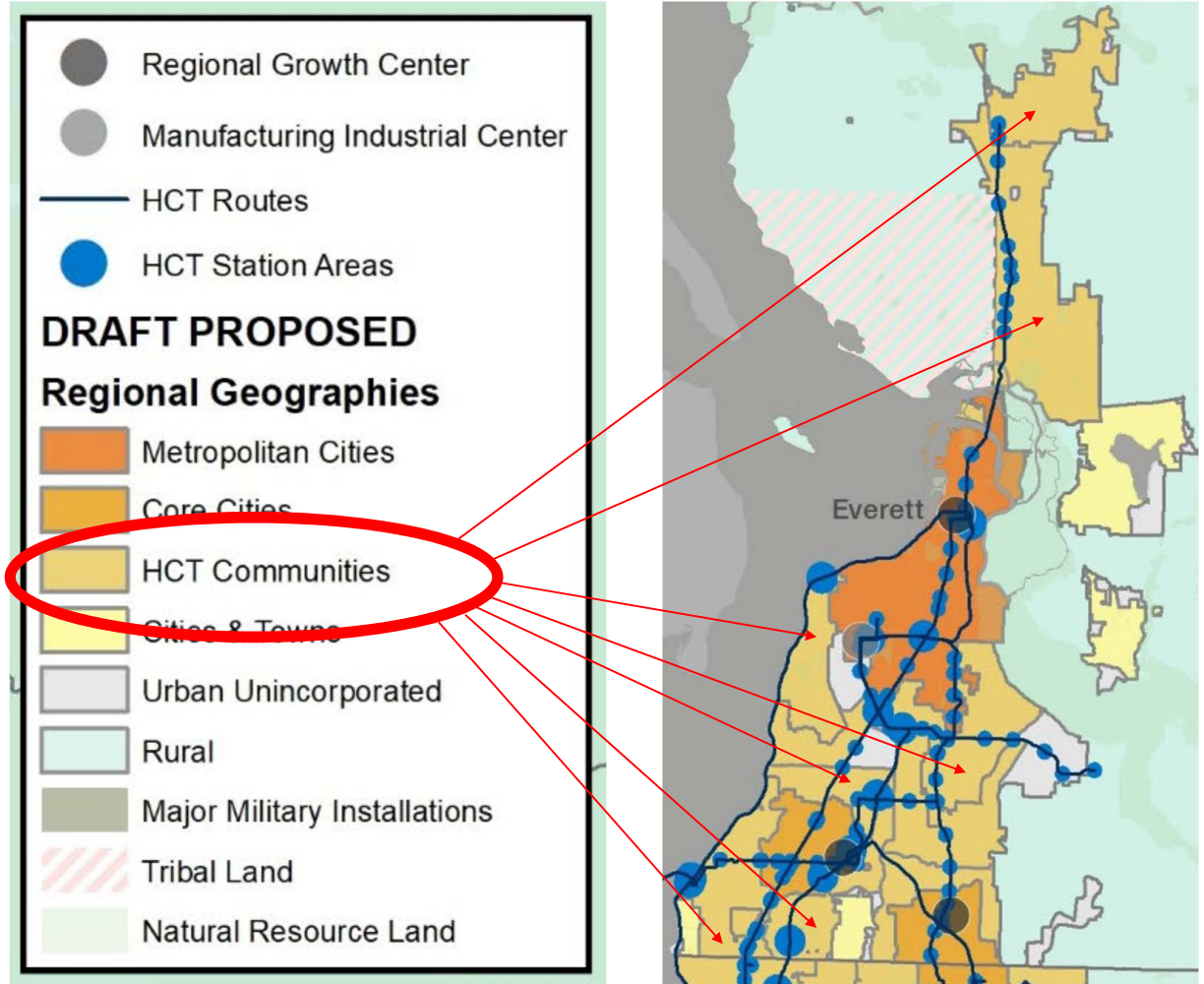
- Transit Focused Growth, with few modifications
- Addresses most issues requested by SCT
 - 6% rural growth
 - 4% urban unincorporated
- Adds new policy language about growth target setting by locals

Draft Preferred Alternative Projections: 2017 to 2050

- For Region
 - 1.8 million population gain
 - 1.2 million job gain
 - Ratio job gain / Pop. gain = 0.67
- For Metropolitan City (Everett)
 - 87,000 population gain
 - 89,000 job gain
 - Ratio job gain / Pop. gain = 1.02
- For Snohomish County
 - 424,000 population gain
 - 225,000 job gain
 - Ratio job gain / Pop. gain = 0.53
- For Core Cities (Lynnwood, Bothell)
 - 47,000 population gain
 - 39,000 job gain
 - Ratio job gain / Pop. gain = 0.83

Overall Growth projections 2017 to 2050

- For HCT Communities
 - 210,000 population gain
 - 68,000 job gain
 - Ratio job gain / Pop. gain = 0.32
- **HCT Communities** = Arlington, Marysville, Mukilteo, Mill Creek, Edmonds, ML Terrace, & most of Unincorp. SWUGA



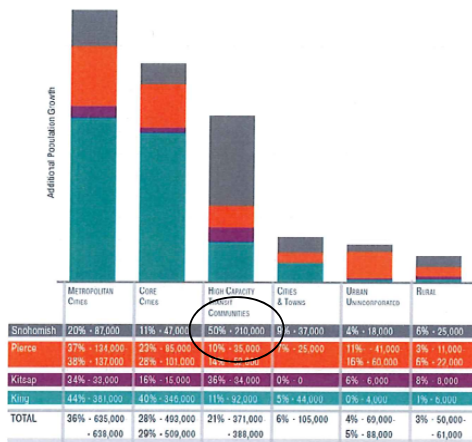
Draft Preferred Alternative Projections: 2017 to 2050

- For Cities and Towns (Brier, Darrington, Gold Bar, Granite Falls, Index, Lake Stevens, Monroe, Snohomish, Stanwood, Sultan, Woodway)
 - 37,000 population gain
 - 18,000 job gain
 - Ratio job gain / Pop. gain = 0.49
- For Urban Unincorporated (outside unincorporated portions of HCT Communities)
 - 18,000 population gain
 - 7,000 job gain
 - Ratio job gain / Pop. gain = 0.39
- For Rural
 - 25,000 population gain
 - 4,000 job gain
 - Ratio job gain / Pop. gain = 0.16

Issues of Concern for Mill Creek

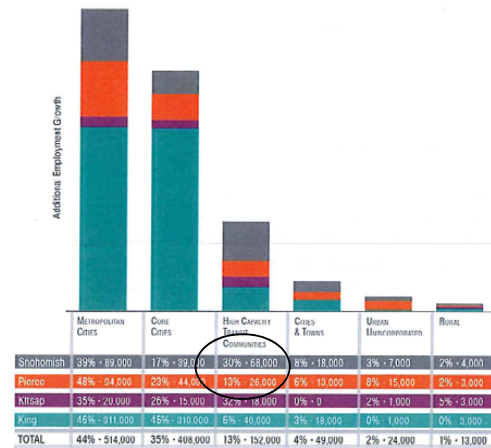
- HCT Communities population and employment targets will exceed the capacity of the existing land use plans.

Figure 6 – Population Growth 2017-50, Draft Preferred Alternative



¹ Growth from 2017-50. Ranges provided for Pierce County - additional countywide discussion needed to finalize allocations

Figure 7 – Employment Growth 2017-50, Draft Preferred Alternative



Issues of Concern for Mill Creek

- HCT Communities population and employment targets will exceed the capacity of the existing land use plans
 - As part of the Buildable Lands Process growth capacity deficits to be identified
 - Through Snohomish County Tomorrow process, jurisdictions will attempt to meet the targets for incorporation into 2023 Comprehensive Plan Updates
 - Very likely to be a lot of pressure to increase densities or expand UGAs
 - Increased targets/densities likely unincorporated area between Mill Creek and Lynnwood (I-5 Corridor)
 - Transportation funding and improvements usually fall behind impacts of growth
 - Increased population and employment densities will increase demand for emergency services and management

Issues of Concern for Mill Creek

- Recommend sending letter to PSRC by the September 16, 2019 deadline with following comments
- Support
 - Appreciate the hard work of PSRC in preparing the plan. Especially appreciate the cooperative and collaborative process with Snohomish County jurisdictions through SCT.
 - City in general agreement with the Transit Focused approach, focusing higher densities along existing and planned high capacity transit routes and including the unincorporated areas within the HCT communities.
- Concerns
 - The existing land use plans/zoning in HCT Communities do not have capacity to accommodate the population and employment targets for HCT communities. The extent of the deficit is unknown at this time.
 - Poorly planned high density development without corresponding transportation and other public infrastructure threatens the quality of life for the City's residents and business community. Growth must be coordinated with the infrastructure necessary to accommodate the growth.
 - Local jurisdictions must have flexibility in establishing and modifying growth targets through the preparation of Countywide Planning Policies.
 - Vision 2050 should include strong language to encourage the alignment of emergency management plans and services with the development patterns envisioned on the plan.

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: August 30, 2019

September 10, 2019

(Agenda Summary due August 26)

- Presentation by: Waste Management
- 2020 Community Events – TBD
- Heritage Grant Award – Gordon

September 24, 2019

(Agenda Summary due September 9)

- Presentation by: Community Transit-Swift Orange Line
- Presentation: Great Garden Awards - Meredith
- Frontier/Northwest Cable Franchise Resolution – Gina H
- Mill Creek Blvd Corridor Concepts – Gina H
- Study Session – Grant Funding Application Process – Michael
- Study Session – Vision 2050 Draft – Tom
- Study Session: Ordinance Amending MCMC re: Business Park Zone District – Gina H
- Report: Farmer’s Market

October 1, 2019

(Agenda Summary due September 23)

- PRA Policy Update – Gina P

October 8, 2019

(Agenda Summary due September 30)

- Ordinance Amending MCMC 2.04 – Gina P

DECEMBER						
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				

JANUARY						
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	

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

Possible Work Session Topics for Discussion

- Utility Project Management - Michael
- Hotel/Motel Theater Tax - Michael
- ST3 Stations - Sound Transit
- Legislative Retreat - Michael
- Gold Star Memorial - Michael
- Dobson Remillard Property - Michael
- Fleet Program - Gina H/Greg/Peggy
- Community Funding Criteria and Source of Funds - Michael
- Surface Water System Study Group - Gina H
- Updates to the Governance Manual - Michael
- Compensation Strategies - Charlie
- Construction Tax Revenue - TBD
- Emergency Operations Center - Greg
- Crosswalk Locations & Standards - Gina H
- **HB1406 Enact Local Tax Credit Resolution by 1/30/2020 , Ordinance by 7/27/2020**



**LEOFF 1 DISABILITY BOARD
MEETING MINUTES**

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

**April 16, 2019
4:30 P.M.
Council Chambers**

I. CALL TO ORDER

The meeting was called to order at 4:33pm.

II. ATTENDANCE

In person: Mark Bond
Rory Mundwiler
John Klei
Mark Risen (joined after election under Agenda Item IV.D.)

Via phone: Mike Todd

City Attorney: Scott Missall

City Manager: Bob Stowe

Board Secretary: Charlie Eikenberry

III. OLD BUSINESS

No old business to discuss.

IV. NEW BUSINESS

A. Introduction of Board Members

City Manager Stowe introduced himself and facilitated introductions of the City Attorney, who will serve as a legal advisor to the Disability Board, the four Disability Board members present, and the Human Resources Manager for the City who will serve as the Board Secretary. Several audience members also introduced themselves.

B. Orientation and Background

City Attorney Missall provided a brief introduction of the purpose of the LEOFF 1 Disability Board, as well as the statutory authority under which it was created in the City of Mill Creek. He also covered several sections of the proposed Disability Board Rules and other Disability Board member requirements. See Attachment 1 for the outline provided by City Attorney Missall that was covered in this meeting.

C. Election of Board Chairperson and Chairperson Pro Tem

During this first meeting of the Disability Board, a Chairperson and Chairperson Pro Tem were to be elected.

Mark Bond nominated Mike Todd to be Chairperson.
John Klei seconded the nomination.
A vote was held and Mike Todd was unanimously voted as Disability Board Chairperson.

John Klei nominated Mark Bond as Disability Board Vice-Chair.
Mike Todd seconded the nomination.
A vote was held and Mark Bond was unanimously voted as Disability Board Chairperson Pro Tem.

D. Appointment of 5th Board Member

Two members of the public had provided to Secretary Eikenberry an e-mail letter of interest in serving as the member-at-large on the Disability Board. Secretary Eikenberry read both e-mail letters of interest out loud. The two interested community members were Brian Hyatt and Mark Risen.

Mark Bond nominated Mark Risen as the 5th Disability Board member.
John Klei seconded the nomination.

A vote was held and Mark Risen was unanimously voted as the Disability Board's member from the public at large. Mark Risen was in attendance at this meeting and so assumed his duties as a Disability Board member immediately.

E. Review and Adoption of Board Rules

City Attorney Missall facilitated a discussion on the Disability Board Rules prior to adoption. Mike Todd and John Klei had both provided written comments on the proposed rules prior to the meeting, and those comments were discussed with the entire board. Changes and clarifications made included the schedule for regular meetings of the Disability Board, a notation that when year(s) are referenced in Section 5 that it refers to 'rolling year(s)' and not 'calendar year(s),' and a request for City Attorney Missall to add language clarifying the procedure for updating the Rules in the future. See Attachment 2 for these and other changes made to the Rules prior to adoption.

MOTION: John Klei made a motion to adopt the proposed Disability Board Rules as presented and with the changes discussed during the meeting.

Rory Mundwiler seconded the motion.

The motion passed unanimously.

In Favor: 5 Opposed: 0 Abstained: 0

F. Set Special Meeting Date for First Working Session

John Klei requested that the Disability Board review and approve his reimbursement claims immediately as opposed to scheduling a special meeting to do so. City Attorney and Secretary recommendation had been to hold a special meeting for this purpose to ensure consistency with the adopted rules and offer board members time to consider the claims. After a brief discussion, the other Disability Board members decided to review John Klei's reimbursement claims immediately as opposed to scheduling a special meeting.

MOTION: Mark Risen made a motion to recess to executive session for the purposes of considering John Klei's reimbursement claims for up to 15 minutes.

Mark Bond seconded the motion.

of considering John Klei's reimbursement claims for up to 15 minutes.

Mark Bond seconded the motion.

The motion passed unanimously.

In Favor: 5 Opposed: 0 Abstained: 0

G. Recess to Executive Session

The Disability Board recessed to executive session at 5:40pm.

The Disability Board returned at 5:54pm and the following action was taken:

MOTION: Mark Bond made a motion to approve the payment of Medical, Dental, and Vision reimbursements and Medicare Part B as submitted to the Disability Board in John's March 6th letter.

Mark Risen seconded the motion.

The motion passed with 4 members in favor.

In Favor: 4 Opposed: 0 Abstained: 1 (John Klei)

H. Resignation of John Klei

Board member John Klei re-affirmed his intent to resign as a board member to prevent a perceived conflict of interest, as indicated in his letter dated February 11, 2019. Klei indicated that he would be sending a more formal letter of resignation to the Board Secretary and would also be electing a board member to replace him.

I. Other Business

A reminder was made to the Disability Board that the next regularly scheduled meeting would be held at 4:30pm on July 9th, 2019.

V. ADJOURNMENT

The meeting was adjourned at 5:59pm.

Attachments

1. LEOFF Board Orientation
2. Adopted Disability Board Rules (shows red-line changes from Proposed Rules)

Submitted by:



Charlie Eikenberry, Board Secretary



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

June 20, 2019

5:15 p.m.

COUNCIL CHAMBERS

- | | |
|--|------------------|
| I. CALL TO ORDER: | 5:15 p.m. |
| II. ROLL CALL: | 5:15 p.m. |
| III. APPROVAL OF MINUTES: | 5:16 p.m. |
| A. Approval of April 18, 2019 Meeting Minutes ⁽¹⁾ | |
| IV. NEW BUSINESS: | 5:17 p.m. |
| A. The Farm – Building Elevations for Building D and the Garage ⁽²⁾ | |
| V. ADJOURNMENT: | 6:00 p.m. |

ATTACHMENTS:

1. April 18, 2019 Meeting Minutes
2. Staff Report with Attachments

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**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
June 20, 2019**

Approved July 18, 2019

DRB Members:

Dave Gunter, Chair
David Hambelton, Vice Chair
Tina Hastings
Diane Symms
Beverly Tiedje

Community Development Staff:
Christi Schmidt, Senior Planner
Sherrie Ringstad, Associate Planner

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:15 p.m.

II. ROLL CALL:

All members were present as noted above.

III. MINUTES:

A. Minutes of April 18, 2019

MOTION: Vice Chair Hambelton moved, seconded by Member Symms, to approve the April 18, 2019 minutes as presented. The motion was approved unanimously.

IV. NEW BUSINESS:

The Farm at Mill Creek

Senior Planner Christi Schmidt noted that the project before the DRB is the beginning of the formal review for The Farm development. She noted that this evening the DRB will be reviewing Building Elevations for Building D and the Garage. The staff presentation included a review of the DRB scope of authority, an overview of the EGUV area, vicinity map showing the site and mitigation area, photos of the existing conditions, an overview of The Farm development and a review of the building elevation design criteria.

Design Review Board Meeting Minutes
June 20, 2019
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The Farm Building Elevations for Building D

Ms. Schmidt stated that revised elevations showing the usable balconies have been submitted (Sheets 107A and 108A) and distributed to the Board. She reviewed the elevations proposed for Building D, including perspective elevations and materials. She noted that the Code requires outdoor mechanical equipment to be screened and staff has recommended a Condition of Approval requiring screening or painting of the rooftop equipment on Building D.

The project architect Chris Olson, responding to a Board Member's question, explaining that the balcony railings are iron and are a bronze/brown color.

Member Hastings asked how the cement board weathers and if it will be prone to moss. Mr. Olson stated that they should not have problems with moss. In addition, they are installed with trim designed for that product that creates a crisp line finish. Member Symms agreed that since there are no trees shading the building, moss shouldn't be a problem.

Ms. Schmidt summarized the staff recommended Conditions of Approval as follows:

- All awnings shall be a minimum of 6 feet in width.
- All utility meters and roof top units on Building D are required to be screened and/or painted to match the main building.
- The plans are to be revised to show useable balconies in accordance with the EGUV Design Guidelines.

Member Hastings said that she would prefer the mechanical equipment to be screened rather than painted. Mr. Olson said the applicant would also prefer screening.

Michael Scherping,

Mr. Scherping, a Cottonwood resident, said that he feels the revised elevations showing the usable balconies are a definite improvement. He just had one question regarding the proposed location for signage. Ms. Schmidt referenced Attachment 5, Sheet A104, stating that it shows the signage below the canopies where it will not be visible to the residents in the surrounding single-family residential homes. There may also be blade signs.

Ms. Schmidt concluded the presentation on Building D by stating that staff is recommending approval as conditioned, including the additional DRB condition regarding the preference for screening of the mechanical equipment rather than painting.

Design Review Board Meeting Minutes
June 20, 2019
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MOTION: Vice Chair Hambelton moved, seconded by Member Tiedje, to approve the building elevations for Building D as conditioned in the staff report with the following additional condition:

- **Modify Condition 1.B to require screening of the mechanical equipment rather than painting.**
- **Add a new Condition that all plans be revised to show usable balconies as shown in the revised elevations.**

The motion was approved unanimously.

The Farm Building Elevations for the Garage

Ms. Schmidt described the proposed Garage elevations including perspective elevations and proposed materials.

The Board discussed the cement panels on the garage walls facing Building F and it was the consensus of the Board that does not meet the Design Guidelines. Even though the walls aren't visible from the right-of-way because they are surrounded by Building F, they should have more interest because they are visible to the residents in Building F. Mr. Olson stated that for maintenance reasons they would prefer not to paint the concrete and suggested texture in the concrete to create visual interest. The Board agreed with this suggestion.

Ms. Schmidt concluded her presentation by stating that staff finds the proposed elevations, as conditioned, to be consistent with the City's guidelines and is recommending approval.

MOTION: Vice Chair Hambelton moved, seconded by Member Symms, to approve the building elevations for the Garage as conditioned in the staff report with the following additional condition:

- **The north, south and west concrete walls of the Garage shall be textured to provide interest.**

The motion was approved unanimously.

V. ADJOURNMENT:

Chair Gunter adjourned the meeting with the consensus of the Board at 6:10 p.m.

Submitted by:



Sherrie Ringstad, Associate Planner



PLANNING COMMISSION AGENDA

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

June 20, 2019

**Regular Meeting
7:00 p.m.**

	TIME
I. CALL TO ORDER	7:00 p.m.
II. ROLL CALL	7:01 p.m.
III. APPROVAL OF MINUTES	7:02 p.m.
A. Planning Commission Meeting of April 18, 2019 ⁽¹⁾	
IV. WORK SESSION	7:03 p.m.
A. Potential Comprehensive Plan and Zoning Code Amendments Relating to the Business and Industrial Park Zone District	
V. FOR THE GOOD OF THE ORDER	7:50 p.m.
VI. ADJOURNMENT	8:00 p.m.

ATTACHMENTS:

1. April 18, 2019 Planning Commission Minutes

We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting (425) 745-1891.

**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
June 20, 2019**

Approved July 18, 2019

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:02 p.m.

II. ROLL CALL:

Chair Stan Eisner
Vice Chair Matthew Nolan
Commissioner April Berg
Commissioner Brian Hyatt (absent)
Commissioner Daniel Mills
Commissioner Nicolas Marin
Commissioner Dennis Teschlog

Staff:
Tom Rogers, Development Services Manager
Christi Schmidt, Senior Planner
Sherrie Ringstad, Associate Planner

III. APPROVAL OF MINUTES

Planning Commission Meeting of June 20, 2019

MOTION: Commissioner Teschlog moved, seconded by Commission Mills, to approve the April 18, 2019 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION

Potential Code Amendments

Planning and Development Services Manager Tom Rogers stated that the purpose of the work session is to discuss potential changes to the Business and Industrial Park (BP) zone district. He noted that most of the land left for development in the City is located in the BP zone district along the Bothell-Everett Highway and 9th Avenue Southeast, and most parcels have environmental challenges. The City has received requests from developers/property owners interested in locating a restaurant in the BP zone. Currently the Code restricts restaurant use to a small portion of another building (15%, with a maximum of 3,000 square feet) and it is intended to primarily serve the uses in the BP zone. A standalone restaurant would not be allowed under the current Code.

On a side note, Mr. Rogers advised the Commission that the City has recently began a study of the Mill Creek Boulevard Subarea that will involve a more thorough analysis of the uses allowed in the subarea, which includes both Community Business (CB) and BP zoned properties.

As background, Mr. Rogers provided a brief comparison between BP and CB zone districts. He read an excerpt from the Comprehensive Plan regarding the rationale behind the CB zone district as follows:

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“The rationale pertaining to the community business land use designation is to provide appropriate land areas that provide economic stability for the City through jobs and tax base. The designation intends to provide an appropriate amount of commercial land that is properly sited to take advantage of a safe and efficient transportation network and transit facilities, provides a broad range of goods and services and is compatible with surrounding land use designations and environmentally sensitive areas. The zone also allows for limited multifamily residential as a secondary use.”

He read an excerpt from the Comprehensive Plan regarding the rationale behind the BP zone district as follows:

“Manufacturing, assembly, distribution, health services and facilities and wholesale/office activities assume a role in the City's economy by providing jobs and adding to the tax base. To support these types of land uses in the local economy it is necessary to provide for the appropriate amount of land.

The major form of business park land uses should occur in campus style development and on large tracts of land that are planned, developed and operated as integrated facilities. Special attention shall be given to circulation, transit access, parking, utility needs, aesthetics and compatibility between uses both within the business park and with surrounding uses.

The underlying rationale for the business park designation is to provide an appropriate supply of land for a variety of light industrial and office uses that may depend upon close proximity to other industries and are dependent on an urban labor supply. Through the conditional use process, hospitals, health care facilities, retirement and nursing homes, as well as congregate care facilities may be permitted in the business park land use designations as well. In addition, the designation should promote efficient public and private utility and transportation expenditures, and promote compatibility with surrounding non-industrial land uses and environmentally sensitive areas.”

In the Development Code, the purpose of the CB Zone is described as:

“The purpose of this district is to implement the community business land use designation of the comprehensive plan by locating commercial businesses and higher density residential uses near activity areas, pedestrian accesses, and major transportation arterials. Uses permitted within this district are intended to provide a broad range of goods and services to the surrounding community.”

In the Development Code, the purpose of the BP Zone is described as:

“The primary purpose of the business park (BP) zone classification is to implement the business park comprehensive plan designation. The intent of the business park zoning district is to provide suitable areas for commercial development where the primary land uses are manufacturing, product assembly,

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wholesale sales and professional and business office development. Other uses may include health care facilities and public facilities and utilities. This district is not intended for the development of retail sales and services; however, limited retail sales and services may be allowed to serve the needs of the business park tenants and users.”

Uses allowed in the CB zone are:

- A. Retail and wholesale sales;
- B. Professional services;
- C. Personal services, including self-service;
- D. Offices;
- E. Health care, excluding overnight accommodations;
- F. Restaurants and taverns;
- G. Commercial recreation facilities;
- H. Hotels and motels;
- I. Accessory structures and uses;
- J. Parking facilities;
- K. Banks and similar uses;
- L. Veterinary clinics and indoor animal boarding; and
- M. Commercial day care centers

Uses allowed in the BP zone are:

- A. Offices, including but not limited to government, research and development, trade schools and professional services;
- B. Wholesale sales;
- C. Warehousing;
- D. Manufacturing;
- E. Financial institutions;
- F. Commercial day care centers;
- G. Health clubs;
- H. Retail sales and services primarily intended to serve the principal BP zone uses. Such uses shall occupy no more than 15 percent of the constructed floor area of individual buildings. In addition to the limitation on floor area, restaurants, delis and other eating establishments are restricted to a maximum floor area of 3,000 square feet;
- I. Mini-storage facilities; and
- J. Outdoor storage and display.

To provide additional background for the Commission’s discussion, Mr. Rogers gave the square footage of some of the existing standalone restaurants in the City as follows:

Boston Pizza	6,332 square feet
China City	5,428 square feet
La Palmera	6,692 square feet
Saw Mill Café	3,208 square feet

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Finally, before turning the discussion over to the Commission, Mr. Rogers posed the following discussion questions:

1. Is a standalone restaurant consistent with the Comprehensive Plan and or BP zoning purpose statement?
2. Would a standalone restaurant use be appropriate in the BP zone district? Or is it considered strip commercial?
3. Should more intense land uses be centralized or decentralized in the City?

Chair Eisner asked Mr. Rogers to address the topography on the properties and the degree the parcels are impacted by wetlands as well as how those properties because of their size and usability lend themselves to uses related to parking.

Mr. Rogers explained that uses currently allowed in the BP zone typically require less parking than a retail or restaurant. In general, the properties are flat adjacent to the highway, then drop off fairly quickly to the wetland. The properties on 9th Avenue have more limitations as far as what is developable. He noted that there is a reason these properties are not yet developed – they definitely have some challenges.

Several Commissioners wondered if you could not approve future requests for mini-storage because we already have enough, or if we could remove them from the allowed uses. Mr. Rogers explained that if mini-storage remains an allowed use, we couldn't prohibit it and if we remove mini-storage from the allowed uses, it makes all of the existing mini-storage businesses non-conforming, which creates its own set of problems.

Mr. Rogers stated that if the City wants to allow restaurants in the BP zone, the City would have to change language in the Comprehensive Plan and Mill Creek Municipal Code.

In response to a Commission question, Mr. Rogers explained that any changes would apply citywide, even in the case of a redevelopment, not just undeveloped properties. He confirmed that restaurants would include fast food restaurants as well.

Commissioner Mills said there is a reason why like businesses locate in close proximity – people like to have choices and he wondered whether a standalone restaurant would thrive. Or, maybe we could attract multiple restaurants.

Vice Chair Nolan said that his first priority would be to the existing businesses in the City and he would want to make sure they are thriving before we look at adding restaurants in another area. He expressed the opinion that we may be considering this Code change prematurely, in light of the ongoing Mill Creek Boulevard subarea study.

Commissioner Mills stated that while it is important to focus on the Mill Creek Boulevard subarea study, it is also important to keep in mind that any changes resulting from the study could well be decades down the road. Whereas what is happening on the Bothell-Everett Highway could be happening in just a couple of years.

Commissioner Teschlog said that he is in favor of pursuing allowing standalone restaurants in the BP zone and doesn't feel we need to wait. Commissioner Berg pointed out that if we

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do wait, it might be a missed opportunity. She would prefer that we pursue it sooner rather than later.

It was the consensus of the Commission to direct staff to evaluate the potential amendments now and to bring back to the Commission the following information:

- More in depth information on the vacant parcels left in the City such as size, constraints, development potential, etc.
- Information on what other BP properties might be effected, such as properties that would be a candidate for redevelopment.
- Information on the process and timing of Comprehensive Plan/Zoning Code amendments.

VI. FOR THE GOOD OF THE ORDER

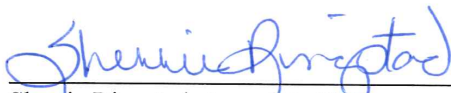
Mr. Rogers noted that the Planning Advisory Committee (PAC) for the Mill Creek Boulevard Subarea Plan had their kick-off meeting earlier this week and asked the Commission representatives if they wanted to make any remarks.

Vice Chair Nolan, Commissioner Teschlog, and Commissioner Mills, the Commission representatives to the PAC, agreed that it was a very successful meeting. It was nice to see so many groups represented on the PAC such as the property owners, business owners, Board representatives, and the City Council. A successful plan will be one that works for both the community and the businesses. All representatives gave Otak, the consultant and project manager, high praise for their expertise and coordination of the meeting. They felt a lot of feedback was gained in a very efficient manner.

VII. ADJOURNMENT

Chair Eisner adjourned the meeting with the consensus of the Commission at 8:12 p.m.

Submitted by:



Sherrie Ringstad, Associate Planner