



CITY COUNCIL MINUTES

March 2, 2010

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

Mike Todd, Mayor
Donna Michelson, Mayor Pro Tem
Terry Ryan (Absent)
Kathy Nielsen (Arrived at 6:04 p.m.)
Bart Masterson
Mark Harmsworth
Mark Bond

March 2, 2010
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

Mayor Todd called the meeting to order at 6:00 p.m.

Planning Commission Chair Eisner called the special meeting of the Planning Commission to order at 6:00 p.m.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers present with the exception of Councilmember Nielsen and Councilmember Ryan.

Mayor Pro Tem Michelson stated that she believed Councilmember Nielsen would be in attendance and must be running late.

MOTION: Mayor Todd made a motion to excuse Councilmember Ryan, Mayor Pro Tem Michelson seconded the motion. The motion passed unanimously.

Roll was called by Planning Commission Chair Eisner and Commissioner McNichol, Commissioner Lalic and Commissioner Reese were in attendance.

AUDIENCE COMMUNICATION

Gordon LeBar
2014 163rd Street SE
Mill Creek, Washington 98012

Mr. LeBar introduced himself as one of the citizens on the Police Department Strategic Plan Ad-Hoc Committee. He has lived in the City for 8 years and is very interested in serving on this committee.

Jean Morse
15508 Country Club Drive, B31
Mill Creek, Washington 98012

Ms. Morse spoke about the cell tower that will be placed by her residence. She is very nervous about the radiation and asked that the Council re-consider the placement of this tower. She dropped off a letter to the Council with more information.

Carol Spate
15914 B Village Green Drive
Mill Creek, Washington 98012

Ms. Spate spoke about the Professional Development Grant related to literacy offered by the Friends of the Mill Creek Library.

STUDY SESSION

Public business is conducted at a study session. Citizens are welcome and encouraged to attend study sessions, but participation by citizens shall be permitted only upon the consensus of a majority of the Councilmembers present.

Joint Planning Commission and City Council Discussion (Bill Trimm, Community Development Director)

The following agenda summary information was presented:

In the forth quarter of each year the Department of Community Development prepares a work program for the ensuing calendar year. The purpose of the work program is to define various projects that staff, the Design Review Board and/or the Planning Commission will be working on throughout the year.

In the case of the Planning Commission, the majority of their work will be in the form of resolutions that will be forwarded to the City Council for final action. With the appointment of several new Planning Commissioners over the past two years and the recent election of two new City Councilmembers, it seems prudent to have an opportunity for Commissioners and City Councilmembers to meet each other and hear a general overview of the work program that both bodies will be engaged in throughout 2010.

Toward this end, staff will briefly review the respective roles of the Planning Commission and City Council and highlight several key elements of the 2010 Department of Community Development Work Program for Commission and Council discussion.

Discussion.

Planning Commission Chair Eisner said he was anxious about getting started with the work plan. Commissioner McNichol stated that he would like to work as a partnership with the City Council. Council and the Planning Commission engaged in a discussion about economic development and the plans to discuss long range planning at the Council retreat on Saturday, March 27, 2010. The Planning Commissioners were encouraged to attend the retreat and will be sent an invitation.

PLANNING COMMISSION MOTION: Commissioner McNichol made a motion to close the special Planning Commission meeting at 6:40 p.m., Planning Commission Chair Eisner seconded the motion. The motion passed unanimously.

(Landy Manuel, Finance Director)

The following agenda summary information was presented by Finance Director Manuel:
The City's EMS levy will expire at the end of the year. The current EMS levy is \$0.18/\$1,000 of assessed value (AV) and for 2010 results in a levy amount of \$530,191. The total contract for fire service for 2010 is \$1,408,611 the difference; \$878,420; between the EMS levy and the contract total is subsidized by other taxes collected by the General Fund. The statute, RCW 84.52.069(5), authorizing an EMS levy states that "Any tax imposed under this section shall be used only for the provision of emergency medical care or emergency medical services". Therefore technically EMS funding cannot be used to pay for 100% of the fire contract as some portion of it is for services other than EMS like fire protection and fire inspection. Chief Eastman stated in his presentation that 83% of the calls at the Mill Creek station were EMS calls. Using calls to pro rate costs means that the EMS levy could only fund \$1,169,147 of the current 2010 contract total or 83% of any other level of service total.

Fire District 7 has presented four additional staffing alternatives in addition to the current configuration. In discussions with Fire District 7 we believe it would be best to pen an amendment in advance of the vote that would allow the contract amount for 2011 to be raised by the incremental costs associated with the various levels of service as outlined by the District. The attached spreadsheet for each staffing level details the cost, and how various EMS levy rates would fund that cost. Whatever level of service Council chooses to provide to the community it is important to think globally about its impact to the entire General Fund and not just the funding of EMS. Given that the current biennium budget may utilize reserves and that the next budget will very likely do the same any increase in the General Fund subsidy of EMS will either crowd out other services provided (if the reserve is to be preserved) or use more of the reserve. It is also important to note that per the fire services contract future costs can increase by up to 6% in 2012 and by 1% in each of the next three years and up to 6% again in 2016.

Once Council has determined a level of staffing to provide for the community and the EMS levy rate it wants to propose for staffing it, a resolution will be brought forward for Council approval to place the matter on the ballot. The EMS levy may be renewed for a period of six years, ten years or permanently and would be stated in the resolution. The resolution must be submitted to the County Auditor's office by May 25th to be placed on the August 17th primary ballot. Thus providing for another chance at the general election should it fail. Since the deadline to submit measures for the general election is August 10th (before the primary date) the assessor's office has advised passing a second resolution that would place the measure on the general election ballot contingent upon the failing of the measure on the primary ballot, August 17th. If it passes on August 17th it would be pulled from the general election and there would be no election cost charged to the City. Council will also have to call for interested parties to write pro and con statements for the voter pamphlet. The fire district, whose EMS levy is also expiring, has committed to distributing factual information about the measures in their newsletter. The Chief also mentioned that the firefighter's union often serves as the group to campaign for passage and would probably work for ours as well.

The ballot measure will need to meet the customary voter turnout requirement of 40% of those who voted in the last general election; 2,164. Of that figure 60% would need to vote yes for the measure to pass; 1,299. The measure may also pass if the 40% turnout is not met but there are at least 1,299 yes votes. The City of course must pay for the election(s) which is difficult to estimate

given the cost sharing method used by the County. We should expect to pay somewhere in the neighborhood of \$10,000 to \$15,000 per election based on recent history.

Discussion.

Fire District 7 Chief Eastman joined the table for the discussion. City Manager Burns relayed that staff is not looking for a motion tonight. After some discussion between the Council and staff, this item will be brought back to the March 9, 2010 meeting for further discussion and possible decision.

MOTION: Mayor Pro Tem Michelson made a motion to extend the meeting to 9:00 p.m., Councilmember Nielsen seconded the motion. The motion passed unanimously.

Council Standing Committees

(Timothy W. Burns, City Manager)

The following agenda summary information was presented:

There has been interest among the Council and staff to provide a more comprehensive and efficient means to exchange information between Council and staff. The Council currently utilizes the “study session” format to disseminate information for eventual policy decision making. Due to the breadth of issues the Council and staff find themselves working on at times, the Council may want to consider another method of organizing the transfer of information for City business items.

One suggestion is to implement the “standing committee format” which is a common method used by many cities. The standing committee will more fully investigate or study specific issues, and/or evaluate information, when it is inefficient, ineffective, or inconvenient for the entire City Council to be involved. Work or discussion items can then be assigned to standing committees in the same fashion as “ad hoc committees.” The standing committees should establish a regular meeting schedule as appropriate, but may also hold special meetings as necessary. While it is not necessary to provide advance notice or publish a public agenda for such meetings, all meetings of a standing committee (whether regularly scheduled or not) will need to be open to the public. City staff will make presentations to the standing committee for in-depth discussion. The standing committee should report periodically to the Council. For matters specifically subject to subsequent Council review and action, a standing committee can make a recommendation to the full Council. Additionally, Council can make a motion to assign a particular issue to a standing committee for further review and recommendation back to Council.

The intent of this study session item is to discuss the proposal for establishing “standing committees” and provide Council input to the attached “proposed rules and procedures.”

Discussion.

After discussion among the Council and City Manager Burns, the consensus of the Council was to go forth with forming these committees. Mayor Todd suggested a six month trial period. City Manager Burns will bring back a resolution formalizing the committees at a future meeting.

Strategic Plan Ad-Hoc Committee

(Bob Crannell, Police Chief)

The following agenda summary information was presented:

In late 2008, the Police Department command staff embarked on a Strategic Plan project that would afford the department to take a proactive stance in the areas of growth and service level demands for the next twenty years.

Over the course of calendar year 2009, vision, mission, and value statements were developed through input provided by both community stakeholders and all police department staff. Through these statements, the community and the department identified specific focus areas.

The Strategic Plan project will concentrate on five main focus areas (not in priority order):

- Service Levels
- Community Priorities
- Staffing and Supervision
- Regional Participation and Specialty Units
- Infrastructure and Equipment

Staff is recommending a committee comprised of three Councilmembers, three city residents and three police department staff members. The mission of the committee will be: education on the five main focus areas; receive information on challenges facing the department currently and into the future; and finalize a report that charts a realistic and fact-based course for the next two decades.

Discussion.

Chief Crannell relayed that the first committee meeting will be Wednesday, March 10, 2010 at 6:00 p.m. The committee will meet every other Wednesday through July. The City received 8 letters of interest for the ad-hoc committee and selected Gordon LeBar, Carolyn Allendorfer and Brett Nagle. Staff is requesting that the Council pick three Councilmembers to sit on the committee. The following Councilmembers expressed interest in serving:

Mayor Pro Tem Michelson: Interested but not available to attend all of the meetings

Councilmember Bond: Interested but not available to attend all of the meetings

Councilmember Masterson: Interested and available to attend all of the meetings

Councilmember Nielsen: Interested and not sure if she could attend all of the meetings

Councilmember Harmsworth: Interested and available to attend all of the meetings

Mayor Todd: Interested and available to attend all of the meetings

Councilmember Masterson, Councilmember Harmsworth and Mayor Todd were selected and will serve on the ad-hoc committee.

BUSINESS SESSION:

Mayor Pro Tem Michelson suggested canceling the March 23, 2010 Council Meeting due to the retreat scheduled for Saturday, March 27, 2010. Further discussion about this will take place at the next meeting.

AUDIENCE COMMUNICATION

There were no comments from the audience.

ADJOURNMENT

The Mayor adjourned the meeting at 8:48 p.m.

Mike Todd, Mayor

Kelly Chelin, Executive Assistant/City Clerk