CITY COUNCIL AGENDA

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

Pam Pruitt, Mayor • Mark Harmsworth, Mayor Pro Tem • Sean Kelly • Donna Michelson • Brian Holtzclaw • Mike Todd • Mark Bond

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 City Clerk at (425) 921-5732 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Next Ordinance No. 2016-87
Next Resolution No. 2016-550

May 24, 2016
City Council Meeting
6:00 PM

CALL TO ORDER:
FLAG SALUTE:
ROLL CALL:
AUDIENCE COMMUNICATION:
   A.   Public comment on items on or not on the agenda
PRESENTATIONS:
   B.   Art & Beautification Board Presentation: Proposed Mill Creek Beautification Project
       (Donna Michelson, Councilmember and Board Liaison)
OLD BUSINESS:
   C.   Proposed Cancellation of June 14 Council Meeting
       (City Council)
NEW BUSINESS:
   D.   Ordinance to Amend MCMC Chapter 4.30 to Revise and Update the Art/Beautification Advisory Board Code Section
CONSENT AGENDA:

E. Approval of Checks #55348 through #55416 and ACH Wire Transfers in the Amount of $1,204,791.92
   (Audit Committee: Councilmember Bond and Councilmember Kelly)

F. Payroll and Benefit ACH Payments in the Amount of $286,975.70
   (Audit Committee: Councilmember Bond and Councilmember Kelly)

G. City Council Meeting Minutes of April 26, 2016

H. City Council Meeting Minutes of May 3, 2016

I. City Council Meeting Minutes of May 10, 2016

REPORTS:

J. Mayor/Council
   City Manager

AUDIENCE COMMUNICATION:

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

ADJOURNMENT:
AGENDA ITEM #B.

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: ART & BEAUTIFICATION BOARD PRESENTATION: PROPOSED MILL CREEK BEAUTIFICATION PROJECT

ACTION REQUESTED:
The Art and Beautification Board is seeking a general consensus from the City Council that it supports the proposed project and wants the Board to proceed with implementation.

KEY FACTS AND INFORMATION SUMMARY:
The Art & Beautification Board has been developing a potential beautification project for the City that would incorporate art into the City’s visual landscape. The Board will present a PowerPoint slide show to Council about the proposed project.

CITY MANAGER RECOMMENDATION:
The City Manager recommends the City Council support the proposed project because the project supports the Council’s economic development goals discussed during the Council’s annual retreat in February. If Council approves the project, the City Manager will assign staff to assist the Art and Beautification Board with implementation. The Municipal Arts Fund has sufficient funds to support the project.

ATTACHMENTS:
None. The Art and Beautification Board has advised that the presentation materials will be distributed during the Council meeting.

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager

Y:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\A&B Board Utility Box Presentation.docx
Mill Creek Beautification Project

Presented by
Mill Creek Art and Beautification Board
What does Mill Creek mean to you?
Art & Beautification Board Presentation: Proposed Mill Creek...
Utility Boxes in WA

Bellevue
Utility Boxes in WA

Issaquah
Utility Boxes in WA

Sequim
Materials

- Vinyl
- Life Span of 5 – 7 years
- Graffiti Resistant
- Washable
- Professionally Installed/Removed
Cost

- Production and install: $780 est. per unit
- Stipend for artist: $200 for 4 units
- Scholarship for student: $300 for 1 unit

Total initial rollout cost: $5000 for 5 units
Thank you.
AGENDA ITEM: ORDINANCE TO AMEND MCMC CHAPTER 4.30 TO REVISE AND UPDATE THE ART/BEAUTIFICATION ADVISORY BOARD CODE SECTION

ACTION REQUESTED:
Approve the Ordinance to Amend and Restate Chapter 4.30 of the Mill Creek Municipal Code to Revise and Update the Requirements, Functions, and Attributes of the Art/Beautification Advisory Board.

KEY FACTS AND INFORMATION SUMMARY:
The Art & Beautification Board has requested updates and revisions to MCMC 4.30 relating to the composition of the Art/Beautification Advisory Board. The revisions include changes to the composition of the board which eliminated the garden club member. With the changes, the board will now have 9 member-at-large positions. The code section was also updated to be consistent with the language for other board and commissions within the Mill Creek Municipal Code.

CITY MANAGER RECOMMENDATION:
Approve the attached Ordinance revising MCMC Chapter 4.30.

ATTACHMENTS:
Draft Ordinance
Current MCMC Chapter 4.30

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager

Y:\EXECUTIVE\WP:COUNCIL\SUMMARY\2016\Art & Beautification Board Code Amendment.docx
ORDINANCE NO. 2016-

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING AND RESTATING CHAPTER 4.30 OF THE MILL CREEK MUNICIPAL CODE TO REVISE AND UPDATE THE REQUIREMENTS, FUNCTIONS, AND ATTRIBUTES OF THE ART/BEAUTIFICATION ADVISORY BOARD; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Mill Creek Municipal Code (MCMC) Title 4 creates various boards, commissions and other entities and establishes the requirements, functions, and attributes applicable to such entities; and

WHEREAS, MCMC Chapter 4.30, concerning the Art/Beautification Advisory Board, is out of date and requires various changes to update the requirements, functions, and attributes applicable to the Art/Beautification Advisory Board; and

WHEREAS, the City Council finds it necessary and appropriate to revise and restate MCMC Chapter 4.30 in its entirety to accomplish such changes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. MCMC Chapter 4.30, relating to the Art/Beautification Advisory Board, is hereby amended and restated in its entirety as follows:

4.30.010 Art & Beautification Advisory Board established.
There is hereby established an Art & Beautification Advisory Board for the City of Mill Creek, which shall consist of such members and perform such functions as set forth below.

4.30.020 Composition of the board.
The board shall consist of nine members selected by and at the discretion of the Mill Creek City Council and shall meet the following qualifications:

A. Each board member shall be a resident of the City of Mill Creek. Any member who ceases to reside within the City limits during the term of his/her office shall thereupon forfeit said office.

B. The term of each member shall be 3 years and shall expire on October 31st in the final year of each term, unless reappointed by the city council.
4.30.030  Responsibilities of the board.
A. The board shall serve as an advisory board to the city council and the city's administrative staff concerning the following matters:
   1. Special events and projects to enhance the aesthetics and beauty within the residential and business areas of the city.
   2. Utilization of the city's municipal art fund.
   3. Selection, acquisition and placement of artwork for the city.
   4. Such other matters as from time to time may be referred to the board by the city council or city manager.
B. To the extent feasible, the board should be consulted during preliminary design and construction phases of municipal projects receiving municipal arts funding.
C. The board shall develop a work program and associated budget in every [odd/even] year for all forthcoming or anticipated projects involving or expected to involve the board during the ensuing two years.

4.30.040  Meetings of the board.
The board shall hold regular meetings on the second Wednesday of each month at 4:00 p.m. and shall maintain summary minutes thereof. The board shall adopt such rules of procedure as it deems necessary and provide a current copy thereof to the city clerk.

Section 2. Restated MCMC Chapter 4.30 as set forth above shall replace and supersede the existing provisions of MCMC Chapter 4.30 as of the effective date of this Ordinance. The City Clerk is directed to implement and effectuate such change in the Mill Creek Municipal code.

Adopted this _______ day of May, 2016, by a vote of _________ for, _________ against, and _________ abstaining.

APPROVED:

______________________________
MAYOR PAMELA PRUITT

ATTEST/AUTHENTICATED:

______________________________
CITY CLERK KELLY M. CHELIN
Chapter 4.30 ART/BEAUTIFICATION ADVISORY BOARD

Sections:

4.30.010 Art/beautification advisory board established.
4.30.020 Composition of board.
4.30.030 Appointment – Term expiration.
4.30.040 Powers and duties.
4.30.050 Regular meetings and procedures.


4.30.010 Art/beautification advisory board established.

There is hereby established an art/beautification advisory board for the city of Mill Creek, which shall consist of representatives and perform such functions as set forth below. (Ord. 2006-640 § 9. Formerly 2.40.010)

4.30.020 Composition of board.

The board shall consist of nine members, including one nonvoting liaison member, who shall meet the following qualifications:

A. All members shall be residents of the city of Mill Creek.

B. A minimum of one member shall be affiliated with and represent the Mill Creek garden club. (Ord. 2008-678 § 1; Ord. 2006-640 § 9. Formerly 2.40.020)

4.30.030 Appointment – Term expiration.

A. Board members representing the park and recreation board and the Mill Creek garden club shall be appointed by the group they represent.

B. Members that are citizens-at-large or that represent the business community shall apply for vacant positions on the board as they become available.

C. The board member representing the parks and recreation board shall serve a one-year term.

D. The term of each position shall expire on October 31st in the final year of each term. (Ord. 2006-640 § 9. Formerly 2.40.030)

4.30.040 Powers and duties.

A. The art/beautification advisory board shall serve as an advisory board to the city council on matters that may be referred to the board by the city council or the city manager from time to time, including but not limited to:

1. Special events and projects to enhance the aesthetics and beauty within the residential and business areas of the city;
2. Utilization of the municipal art fund;
3. Selection, acquisition and placement of artwork for the city.

B. To the extent feasible, the board should be consulted during preliminary design and construction phases of municipal projects receiving municipal arts funding.

C. The board shall develop a work program and associated budget for any projects involving or expected to involve the board every two years. (Ord. 2006-640 § 9. Formerly 2.40.050)

4.30.050 Regular meetings and procedures.
A. The board shall adopt such rules of procedure as it deems necessary.
B. The board shall hold a regular meeting on the second Wednesday of each month at 4:00 p.m.
(Ord. 2006-644 § 1; Ord. 2006-640 § 9; Ord. 2000-497 § 1. Formerly 2.40.060)
Date:  May 24, 2016

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**CLAIMS APPROVAL**

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 55348 through 55416 in the amount of $1,204,791.92.

We recommend approval of the above stated amount with the following exceptions:

________________________________________
Councilmember

________________________________________
Councilmember

________________________________________
Finance Director

________________________________________
City Manager
### Accounts Payable

**Checks by Date - Detail by Check Date**

*User: Jodicg  Printed: 5/18/2016  5:07 PM*

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**Total for Check Number 55349:**

0.00  1,117.62

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0.00  1,417.48

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<th>Vendor No</th>
<th>Vendor Name Description</th>
<th>Check Date Reference</th>
<th>Void Checks</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>012425-00</td>
<td>Nozzles-Library</td>
<td></td>
<td></td>
<td>0.00</td>
<td>69.36</td>
</tr>
<tr>
<td>012532-00</td>
<td>Irrigation Supplies</td>
<td></td>
<td></td>
<td>0.00</td>
<td>108.21</td>
</tr>
</tbody>
</table>

Total for Check Number 55416: 0.00 631.14

Total for 5/13/2016: 0.00 1,204,791.92

Report Total (69 checks): 0.00 1,204,791.92
Date: May 24th, 2016

### Payroll Check Batches

<table>
<thead>
<tr>
<th>Dated</th>
<th>Check Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/16</td>
<td>ADP Automatic Deposit Checks</td>
<td>$150,419.36</td>
</tr>
<tr>
<td>05/12/16</td>
<td>ACH Wire MEBT- Wilmington Trust</td>
<td>$24,634.96</td>
</tr>
<tr>
<td>05/10/16</td>
<td>ADP Wire - FWT &amp; Medicare Taxes</td>
<td>$30,973.75</td>
</tr>
<tr>
<td>05/10/16</td>
<td>ACH Wire- MCPD Guild Dues</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>05/10/16</td>
<td>ACH Wire- BAC- Flex Spending Acct</td>
<td>$1,589.78</td>
</tr>
<tr>
<td>05/10/16</td>
<td>ACH Wire- ICMA RC- Def. Comp</td>
<td>$807.94</td>
</tr>
<tr>
<td>05/10/16</td>
<td>ACH Wire- United Way Donations</td>
<td>$757.26</td>
</tr>
<tr>
<td>05/10/16</td>
<td>ACH Wire- Assoc. of WA Cities</td>
<td>$75,692.65</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$286,975.70</strong></td>
</tr>
</tbody>
</table>

### Voided Checks

<table>
<thead>
<tr>
<th>Numbers</th>
<th>Explanation</th>
</tr>
</thead>
</table>

### CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of $286,975.70.

We recommend approval of the above stated amount with the following exceptions:

---

Councilmember

Finance Director

Councilmember

City Manager
### Statistical Summary

Company: AOW - City of Mil Creek Service Center: 0276 Pacific North West  
Status: Cycle Complete  
Pay Date: 05/10/2016  
P/E Date: 04/30/2016  
Run Time/Date: 13:14:04 PM EDT 05/06/2016

#### Taxes Debited

<table>
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<tr>
<th>Tax Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Federal Income Tax</td>
<td>24,509.13</td>
</tr>
<tr>
<td>Earned Income Credit Advances</td>
<td>0.00</td>
</tr>
<tr>
<td>Social Security - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>Social Security - ER</td>
<td>0.00</td>
</tr>
<tr>
<td>Social Security Adj - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>Medicare - EE</td>
<td>3,141.81</td>
</tr>
<tr>
<td>Medicare - ER</td>
<td>3,141.81</td>
</tr>
<tr>
<td>Medicare Adj - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>Medicare Surtax - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>Medicare Surtax Adj - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>COBRA Premium Assistance Payments</td>
<td>0.00</td>
</tr>
<tr>
<td>Federal Unemployment Tax</td>
<td>0.00</td>
</tr>
<tr>
<td>State Income Tax</td>
<td>0.00</td>
</tr>
<tr>
<td>Non Resident State Income Tax</td>
<td>0.00</td>
</tr>
<tr>
<td>State Unemployment Insurance - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>State Unemployment Insurance Adj - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>State Disability Insurance - EE</td>
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<tr>
<td>State Disability Insurance Adj - EE</td>
<td>0.00</td>
</tr>
<tr>
<td>State Unemployment/Disability Ins - ER</td>
<td>0.00</td>
</tr>
<tr>
<td>Workers' Benefit Fund Assessment - EE</td>
<td>0.00</td>
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<tr>
<td>Workers' Benefit Fund Assessment - ER</td>
<td>0.00</td>
</tr>
<tr>
<td>Local Income Tax</td>
<td>0.00</td>
</tr>
<tr>
<td>School District Tax</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Other Transfers

- Full Service Direct Deposit Account No. 020009010670 Tran/ABA120000024  
  Total Amount Deposited From Your Account: $150,419.36  
  Total Liability: $181,393.11

#### Bank Debits & Other Liability

- Checks: 0.00  
- Adjustments/Prepay/Voids: 0.00

#### Taxes Responsibility

- None this payroll

---

**AGENDA ITEM #F.**

Payroll and Benefit ACH Payments in the Amount of $286,975.7...
payment Details Report
Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/12/2016 10:17:02 AM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 165CA12382AYDO14

Debit Account Information
Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details
Beneficiary Name: MATRIX TRUST COMPANY
Beneficiary Address: NA
Beneficiary City: NA
Beneficiary Postal Code: NA
Beneficiary Country: US - United States of America

Beneficiary Account: 9852374595
Beneficiary Bank ID: 022000046
Beneficiary Bank Name: MANUFACTURERS AND TRADERS TR C
Beneficiary Address: ONE M AND T PLAZA, 15TH FL
Beneficiary City: BUFFALO
Beneficiary Country: US - United States of America
Beneficiary Email: 
Beneficiary Mobile Number: 

Payment Details
Credit Currency: USD
Credit Amount: 24,634.96
Value Date: 05/12/2016

Optional Information
Sender's Reference Number: CITY MILL CREEK

Addional Routing
Intermediary Bank ID: 

Control Information
Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016051200223455
Confirmation #: FEDR:20160512BB7HU2R006056

Input Time: 05/12/2016 10:13:10 AM CDT
Time: 05/12/2016 10:16:12 AM CDT

confirmed by Bank

Bank of America
Merrill Lynch
### AGENDA ITEM #F.

Payroll and Benefit ACH Payments in the Amount of $286,975.7...
Payment Confirmation

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/10/2016 3:21:19 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Pending Approval
Transaction Number: 165AF2057GE00U78

Debit Account Information
Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details
Beneficiary Name: Mill Creek Police Officer Guild
Beneficiary Address: PO Box 13261
Beneficiary City: Mill Creek
Beneficiary Postal Code: 98082
Beneficiary Country: US - United States of America

Beneficiary Account: 000060159001
Beneficiary Bank ID: 125000024
Beneficiary Bank ID: BANK OF AMERICA, NA
Beneficiary Address: 1424 164TH ST SW
Beneficiary City: LYNWOOD
Beneficiary Country: US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details
Credit Currency: USD
Credit Amount: 2,100.00

Optional Information
Sender’s Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing
Intermediary Bank ID:

Receiver Information:

Control Information
Input: sankoltke

Input Time: 05/10/2016 3:21:08 PM CDT

Value Date: 05/10/2016

Payment Confirmation Bank of America Company: City of Mill Creek Requester: Kottke, Sandy Run Date: 05/10/2016 3:21:19 PM CDT

Domestic High Value (Wire) Payment Category: Urgent/Wire

Status: Pending Approval Transaction Number: 165AF2057GE00U78

Debit Account Information Debit Bank: 125000024 Debit Account: 000060104700 Debit Account Name: Treas Checking Debit Currency: USD

Beneficiary Details Beneficiary Name: Mill Creek Police Officer Guild Beneficiary Address: PO Box 13261 Beneficiary City: Mill Creek Beneficiary Postal Code: 98082 Beneficiary Country: US - United States of America


Beneficiary Email:
Beneficiary Mobile Number:

Payment Details Credit Currency: USD Credit Amount: 2,100.00

Optional Information Sender’s Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing Intermediary Bank ID:

Receiver Information:

Control Information Input: sankoltke

Input Time: 05/10/2016 3:21:08 PM CDT

Value Date: 05/10/2016

Payroll and Benefit ACH Payments in the Amount of $286,975.7... Page 34 of 54
Payroll and Benefit ACH Payments in the Amount of $286,975.7...
Payment Confirmation
Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/10/2016 3:18:21 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Pending Approval
Transaction Number: 165AF1750CYY1Y93

Debit Account Information
Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details
Beneficiary Name: ICMA RC
Beneficiary Address: P.O. Box 64553
Beneficiary City: Baltimore
Beneficiary Postal Code: 21264-4553
Beneficiary Country: US - United States of America

Beneficiary Account: 42538001
Beneficiary Bank ID: 022000046
Beneficiary Bank: MANUFACTURERS AND TRADERS TR C
Address: ONE M AND T PLAZA, 19TH FL
City: BUFFALO
Postal Code: 21264-4553
Country: US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details
Credit Currency: USD
Credit Amount: 807.94

Optional Information
Sender's Reference Number: 302029

Additional Routing
Intermediary Bank ID:

Control Information
Input: sankottke

Value Date: 05/10/2016
Beneficiary Information: City of Mill Creek 302029
Input Time: 05/10/2016 3:18:11 PM CDT

Template Name: ICMA 457 Plan
Template Code: ICMA

Bank of America
Merrill Lynch
Payment Confirmation

Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/10/2016 3:19:57 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Pending Approval
Transaction Number: 165AF19377ZZ0W12

Debit Account Information
Debit Bank: 125000024
Debit Account: 00000104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details
Beneficiary Name: United Way of Snohomish County
Beneficiary Address: 3120 McDougall Ave, STE 200
Beneficiary City: Everett
Beneficiary Postal Code: 98201
Beneficiary Country: US - United States of America

Beneficiary Account: 9590003708
Beneficiary Bank ID: 122000496
Beneficiary Bank: UNION BANK, N.A.
Beneficiary Address: 30343 CANWOOD ST, STE 100
AGOURA HILLS
Beneficiary City: US - United States of America
Beneficiary Postal Code: 98201
Beneficiary Country: US - United States of America

Payment Details
Credit Currency: USD
Credit Amount: 757.26

Optional Information
Sender's Reference Number:
Beneficiary Information: United Way from City of Mill Creek

Additional Routing
Intermediary Bank ID:
Receiver Information:

Control Information
Input: sankottke
Input Time: 05/10/2016 3:19:47 PM CDT
ASSOCIATION OF WASHINGTON CITIES
MILL CREEK, CITY OF

BILLING SUMMARY STATEMENT  - contains all changes to this account as of 05/10/2016 03:28:29 PM

FUND: 100
ACCOUNT NUMBER: 186 L

BILL MONTH: 05/2016
COVERAGE MONTH: 05/2016
PAYMENT DUE BY: 05/10/2016
CURRENT BILLING AMOUNT: $75,692.65
PRIOR OVERAGE OR SHORTAGE: $0.00
ADJUSTMENTS: $0.00
TOTAL AMOUNT DUE: $75,692.65

<table>
<thead>
<tr>
<th>Bill Number</th>
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<td>101850-052016-0</td>
<td>RBS HF, HDHP; WDS Plan F; VSP $10</td>
<td>52</td>
<td>$73,639.34</td>
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<tr>
<td>101851-052016-0</td>
<td>RBS Plan A - LEOFF I Retire</td>
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<td>$1,391.72</td>
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<tr>
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<td>1</td>
<td>$655.63</td>
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<tr>
<td>101856-052016-0</td>
<td>EAP</td>
<td>4</td>
<td>$5.96</td>
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<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td><strong>$75,692.65</strong></td>
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</tbody>
</table>

Message
Remember to update salaries to reflect what employees are earning as of 1/1/2016. This is only applicable to accounts with salary based Basic Life and LTD rates.

02/18/2016
CALL TO ORDER
Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE
Flag Salute was conducted.

ROLL CALL
Roll was called by the City Clerk with all Councilmembers present.

AUDIENCE COMMUNICATION:
Herbie Martin
14119 42nd Avenue
Mill Creek, Washington 98012

Mr. Martin welcomed Chief Elwin to the City. He asked the Council to consider a utility tax. He stated that homeowners shouldn’t be the only ones paying taxes.

PRESENTATIONS:
Proclamation for Mill Creek Little League Day - April 30, 2016
(Pam Pruitt, Mayor)

(Pam Pruitt, Mayor)

Employee Recognition - Milestone Anniversaries
(Rebecca C. Polizzotto, City Manager)

NEW BUSINESS:
Appointments to the Planning Commission
(Selection Committee)
The following agenda summary information was presented:
There are currently three positions on the Planning Commission with terms that expire on April 30, 2016. A notice soliciting new members was posted at City Hall, on the City’s website, and a press release was sent to the local newspapers. In addition, the Notify Me feature on the City’s website provides an opportunity for interested parties to sign up to be notified when positions are being filled on the Planning Commission. Fifty-four people have signed up for this feature and were notified of the current vacancies.

Four individuals provided written responses to the notice for the vacant positions and were interviewed by a committee consisting of Mayor Pro Tem Holtzclaw, Councilmember Kelly, Councilmember Todd and Planning Commission Chair Stan Eisner.

Discussion.
Mayor Pro Tem Holtzclaw stated that Ed McNichol was unable to make the interview. The committee would like to appoint the other two incumbents and interview Mr. McNichol next week.

MOTION: Mayor Pro Tem Holtzclaw made a motion to appoint Matt Nolan and Jared Mead to the Planning Commission with terms expiring April 30, 2019, Councilmember Todd seconded the motion. The motion passed unanimously.

Washington State Recreation and Conservation Office Grant Application
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:
The Washington State Recreation and Conservation Office (RCO) is a major source of financial assistance for recreation related projects. They have 15 separate grant funding programs ranging from boating facility improvements to Youth Athletic Facilities (YAF) and have awarded over $1.9 billion in grants since the agency began in 1964. There is an opportunity for the City to apply for a grant from RCO through the YAF program for improvements at the Mill Creek Sports Park.

The artificial turf on Freedom Field at the Mill Creek Sports Park is scheduled for replacement in 2017. It has been in service since the park opened in 2003 and has exceeded the anticipated and customary life of ten to twelve years. The field lighting now needs a second round of lamp replacements, as the current lamps have a typical life of five to six years. Switching to a LED lighting system would increase the lamp life to twenty or more years and significantly reduce the electric power costs. Combining the scheduled artificial turf replacement with a lighting upgrade into a single project makes this a strong candidate for a $250,000 Youth Athletic Facility (YAF) grant. Additional project funding would be available from the Snohomish County PUD, which provides an energy conservation rebate of up to 40% for lighting projects of this nature that reduce energy consumption.

One of the requirements of financial assistance through the YAF program is the adoption of the attached resolution prior to submittal of the grant application.
MOTION:  Councilmember Cavalieri made a motion to approve Resolution #2016-546, a Resolution of the City of Mill Creek, Washington, Designating the City Manager as the Authorized Representative to the Recreation and Conservation Office for a Youth Athletic Facilities Grant Application for the Mill Creek Sports Park – Freedom Field Rehabilitation Project, Councilmember Todd seconded the motion.

Reauthorization and Increase of Emergency Medical Services Levy:
(1) Resolution providing for a special election to be held in conjunction with the State primary election on August 2, 2016, to reauthorize and increase the Emergency Medical Services Levy at a rate not to exceed 0.50 per thousand dollars of assessed value for a period of six years.

(2) Resolution providing for a special election to be held in conjunction with the State general election on November 8, 2016, to reauthorize and increase the Emergency Medical Services Levy at a rate not to exceed 0.50 per thousand dollars of assessed value for a period of six years.

(3) Explanatory Statement regarding the reauthorization and increase of the Emergency Medical Services Levy at a rate not to exceed .50 per thousand dollars of assessed value for a period of six years.
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:
Emergency Medical Service levies are set in 6-year increments and require voter approval. The current levy is set at 0.45 cents or less per one thousand dollars of current assessed valuation and will expire at the end of 2016.

In order to renew the levy, the City Council must pass a resolution providing for the submission of a proposition to the voters for reauthorization of the levy.

The current levy generates approximately $2,484,551 in revenue during the biennium. The City’s current contract for fire and EMS services is $7,364,209 for the biennium. Additionally, the City pays $177,182 over the biennium for fire/EMS dispatch services. Accordingly, there is a funding gap between what the EMS levy generates and the cost of services in the amount of $4,879,658 (approximately). At last report, approximately 76% of dispatched calls for service are EMS calls.

Discussion:
Council engaged in a discussion about the levy. The resolutions for the ballot are due to the County by Friday, May 13th for the primary election on August 2nd. Council discussed increasing the levy to $0.50 cents per $1,000 assessed valuation. The Council also needs to recruit and appoint Pro/Con committee members.

MOTION:  Councilmember Todd made a motion to approve Resolution #2016-547 for a $0.50 cents permanent EMS levy for the August primary, Councilmember Bond seconded the motion. The motion passed unanimously.
MOTION: Councilmember Todd made a motion for the City Manager to establish a process for soliciting candidates for the Pro/Con committee and provide names no later than next week for the May 3rd Council meeting, Councilmember Michelson seconded the motion.

Council discussed adding another week to give enough time for recruitment.

MOTION: Mayor Pruitt made an amendment to the motion to extend the deadline to May 10th, Councilmember Bond seconded the motion.

AMENDMENT VOTE: The motion passed unanimously.

ORIGINAL VOTE: The motion passed unanimously.

MOTION: Councilmember Todd made a motion to approve Resolution #2016-548, a Resolution of the City Council of the City of Mill Creek Providing for the Submission to the Qualified Electors of the City a Special Election to be Held in Conjunction with the State General Election on November 8, 2016, a Proposition to Reauthorize and Increase the Emergency Medical Services and/or Emergency Medical Care Levy at a Rate not to Exceed Fifty Cents ($0.50) per Thousand Dollars ($1,000) of Assessed Valuation for Six Consecutive Years Commencing in 2016 with Collection Beginning in 2017, Upon all the Taxable Property in the City, the Proceeds of Such Levy to be used to Continue and Enhance Emergency Medical Care and/or Emergency Medical Services, Councilmember Michelson seconded the motion. The motion passed unanimously.

First Quarter Activity Report to City Council
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:
One of my key responsibilities as City Manager is to shape and implement best local government practices throughout City operations. And, I believe it is important to shape these best practices around transparency because:

- Making information publicly available is an empowering act that builds trust between citizens and government.

- Information allows citizens, elected officials and staff to explore new ideas and make better decisions.

- Measuring effectiveness and performance promotes greater accountability.

- By highlighting growth and change, we are able to give citizens a sense of what the City has accomplished and what else there is to do.

- Transparency fosters professionalism within government operations.
For the foregoing reasons, I am pleased to begin implementation of quarterly reporting to the City Council of various City operations. The quarterly report contains workload measures, performance measures and project updates. The intended purpose of the quarterly report is to provide: (1) citizens with information about their government; (2) elected officials with information important to their policy making role; (3) directors with data required for day-to-day management; and (4) employees with information about their workplace. Information contained in the quarterly reports will also be utilized in the budgeting process.

Please know that this is a work in progress and while we have identified the individual measures we want to track, we are still putting into place systems that will allow us to capture the desired data. Thus, some information is not available for the first quarter; however, we will include such data as it becomes available in future quarters.

MOTION: At 8:30 p.m., Councilmember Michelson made a motion to extend the meeting to 8:40 p.m., Councilmember Cavaleri seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Approval of Checks #55211 through #55279 and ACH Wire Transfers in the Amount of $202,379.63.
(Audit Committee: Councilmember Michelson and Councilmember Bond)

Payroll and Benefit ACH Payments in the Amount of $138,410.21.
(Audit Committee: Councilmember Michelson and Councilmember Bond)

There were no exceptions from the audit committee.

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

REPORTS
Mayor Pruitt reported that Fire Chief Meek and City Manager Polizzotto were meeting soon to discuss contract negotiations.

Councilmember Todd reported on the City Manager evaluation schedule.
AUDIENCE COMMUNICATION:
Wil Nelson
14925 29th Drive SE
Mill Creek, Washington 98012

Mr. Nelson expressed that he was very disappointed about the EMS levy resolutions that were passed last night. He told the Council that he will be fighting against it.

ADJOURNMENT
With no objection, Mayor Pruitt adjourned the meeting at 8:40 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk
CALL TO ORDER
Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE
Flag Salute was conducted.

ROLL CALL
Roll was called by the City Clerk with all Councilmembers except Mayor Pro Tem Holtclaw. Mayor Pruitt relayed that Mayor Pro Tem Holtclaw was working tonight.

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

AUDIENCE COMMUNICATION:
There were no comments from the audience.

PRESENTATIONS:
Snohomish County Tourism Bureau Annual Report
(Amy Spain, Executive Director)

NEW BUSINESS:
Construction Contract Award for 2016 Catch Basin Cleaning and CCTV Inspection Project
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:
Cleaning out debris in catch basins on City streets and public property is an ongoing annual program funded through Surface Water Utility Fees. This program reduces sediment and pollutants that end up in area waterways, and also meets the requirements set forth in the City’s National Pollution Discharge Elimination System (NPDES) permit. Catch basins are cleaned out and inspected every other year, so each year roughly one-half of Mill Creek is serviced.

In 2016, the catch basins in the south and east areas of the City will be cleaned. The ongoing process of closed circuit television (CCTV) inspection will also be continued on the older storm pipe network.
on Mill Creek Boulevard between 164th Street and SR 527, Seattle Hill Road and in the Emerald Heights Subdivision.

The 2016 Catch Basin Cleaning and CCTV Inspection Project was advertised for bids using the Municipal Research Service Center (MRSC) Small Works Roster. Seven bids were received and opened on April 20, 2016, and are summarized in the table below. The engineer’s estimate for the project was approximately $154,024.85.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bravo Environmental NW</td>
<td>$145,771.36</td>
</tr>
<tr>
<td>Ventilation Power Cleaning</td>
<td>$128,605.64</td>
</tr>
<tr>
<td>Everson’s Econo-Vac</td>
<td>$155,604.66</td>
</tr>
<tr>
<td>NRC Environmental Services</td>
<td>$184,348.46</td>
</tr>
<tr>
<td>Innovative Vacuum Services</td>
<td>$148,878.78</td>
</tr>
<tr>
<td>Best Parking Lot Cleaning</td>
<td>$161,484.31</td>
</tr>
<tr>
<td>Flow Technologies</td>
<td>$126,336.92</td>
</tr>
</tbody>
</table>

Flow Technologies Inc. is a smaller, relatively new company based out of Oregon, but has recently started doing more work in Washington. The low bid prices are due to savings in prevailing wages since it is an owner / operator company, low overhead, and with efficiencies by combining the pipe jetting and CCTV work.

Flow Technologies, Inc. has worked for the City of Anacortes and Seattle Pacific University, has an on-call contract with the City of Kenmore, and has been a subcontractor on several public agency jobs. City staff verified that the bid prices were correct, the contractor understands job conditions and time restrictions, and can meet the City’s insurance and bonding requirements.

Funding for the proposed catch basin cleaning and CCTV inspection work is included in the Surface Water Utility Fund 401, which has approximately $160,000 in the remaining budget designated for this specific project.

**MOTION:** Councilmember Michelson made a motion to approve Resolution #2016-549, a Resolution of the City Council of the City of Mill Creek, Washington, Awarding the Contract for the 2016 Catch Basin Cleaning and CCTV Inspection Project to the successful bidder, Councilmember Kelly seconded the motion. The motion passed unanimously.

**City Manager Evaluation Criteria**

*(City Council and City Manager)*

The following agenda summary information was presented:

The Personnel Committee met on Tuesday, April 26, 2016 and developed a schedule to govern the City Manager’s annual performance review. The proposed schedule is as follows:

- **May 3, 2016** – Work session by and between the City Council and the City Manager to review and discuss the proposed evaluation criteria and proposed process. City Council and City Manager to provide comments and any proposed edits.
May 10, 2016 – Work session by and between the City Council and the City Manager to review edits made and provide final input.

May 19, 2016 – City Council and City Manager to complete survey instrument and return to personnel committee by close of business.

May 20-23, 2016 – Personnel Committee to collate City Manager and City Council comments and ratings into one summary document.

May 24, 2016 – Council meets in Executive Session to review the survey results.

June 7, 2016 – Council meets with City Manager in executive session to review results with City Manager and set goals for next review period.

Discussion.
The Council and City Manager discussed the evaluation schedule. A few changes were made to the schedule and the schedule will be revisited at the next meeting when Mayor Pro Tem Holtzclaw is in attendance.

OLD BUSINESS:
Resolution providing for a special election to be held in conjunction with the state primary election on August 2, 2016, to permanently authorize an increase in the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value.  
(Rebecca C. Polizzotto, City Manager)

Explanatory statement regarding the authorization to permanently increase the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value.  
(Rebecca C. Polizzotto, City Manager)

MOTION: Councilmember Todd made a motion to approve Resolution #2016-547, a Resolution providing for a special election to be held in conjunction with the state primary election on August 2, 2016, to permanently authorize an increase in the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value, Councilmember Bond seconded the motion. The motion passed unanimously.

REPORTS
Mayor Pruitt reminded Council that the Memorial Day Parade is scheduled for May 30 and invited Council to attend.

Councilmember Todd reminded Council that they still needed to appoint a member to the third vacancy on the Planning Commission. Ed McNichol was not able to make the interview time tonight. The Council discussed Jennifer Parker being a strong candidate and decided to move forward with appointing her to the commission.
MOTION: Councilmember Kelly made a motion to appoint Jennifer Parker to the Planning Commission with a Term Expiring April 30, 2019, Councilmember Todd seconded the motion. The motion passed 6-0-1 with Councilmember Bond abstaining. (Councilmember Bond stated that he is abstaining because he is friends with Ed McNichol; the other candidate).

City Manager Polizzotto reported that she will be making a decision on the Finance Director position soon. She relayed that she will be leaving this week for the Labor Relations Institute in Yakima through Friday. She reported on the Annex Building renovations.

Police Chief Elwin reported on the traffic plan for the upcoming garage sale in the City.

Director Chelin reported on the changes with the timing of the police blotter.

MOTION: At 8:30 p.m., Councilmember Todd made a motion to extend the meeting to 9:00 p.m., Councilmember Bond seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION:
There were no comments from the audience.

RECESS TO EXECUTIVE SESSION:
The meeting recessed to executive session to discuss potential litigation per RCW 42.30.110 (i) at 8:35 p.m. for approximately 10 minutes.

RECONVENE TO REGULAR SESSION:
The meeting reconvened to regular session at 9:00 p.m.

ADJOURNMENT
With no objection, Mayor Pruitt adjourned the meeting at 9:00 p.m.

__________________________________________
Pam Pruitt, Mayor

__________________________________________
Kelly M. Chelin, City Clerk
CALL TO ORDER
Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE
Flag Salute was conducted.

ROLL CALL
Roll was called by the City Clerk with all Councilmembers present.

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

AUDIENCE COMMUNICATION:
There were no comments from the audience.

PRESENTATIONS:
Employee Milestones
(Rebecca C. Polizzotto, City Manager)

Proclamation for Leadership Day in Snohomish County
(Pam Pruitt, Mayor)

OLD BUSINESS:
Appoint Members to the EMS Levy Pro and Con Committees
(City Council)

The following agenda summary information was presented:
City Council passed a resolution to place the EMS levy on the ballot for the August primary election. As a result of this action, the City is required by State law to appoint a committee to prepare statements advocating voter’s approval of the measure and appoint a committee advocating rejection of the measure. These statements will appear in the local voter’s pamphlet. The committee appointments need to made and submitted to the County by May 13, 2016. Each committee shall
have no more than three members; however, a committee may seek the advice of any person or persons.

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

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

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

PRESENTATIONS:
Legislative Update
(Mark Harmsworth, State Representative)

NEW BUSINESS:
Records Committee Presentation
(Rebecca C. Polizzotto, City Manager)

Interlocal Agreement for Domestic Violence Coordinator Services
(Rebecca C. Polizzotto, City Manager)

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

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

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

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

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

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

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

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

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

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

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

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

This Interlocal Agreement amendment proposes that the City of Redmond receive approval as the
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The tenth member jurisdiction. Redmond has been recommended for membership by the North Sound Metro SWAT Team Executive Board.

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

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

Finalize City Manager Evaluation Schedule
(Personnel Committee)

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

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

The proposed schedule for the process is:

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

No changes were proposed for the content of the survey instrument. Staff will provide copies that can be filled out electronically. Staff will confirm with the City Attorney that the correct procedures are in place to ensure confidentiality of the performance evaluation survey documents.
Discussion.
Council and the City Manager engaged in a discussion. It was decided that the meeting on June 7, 2016 will start at 5:00 p.m. and the meeting on June 21, 2016 will start at 6:00 p.m. Due to the additional meeting in June, the Council discussed canceling the June 14th meeting if the agenda was light.

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

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

There were no exceptions from the audit committee.

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

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

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

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

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

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

AUDIENCE COMMUNICATION:
Thomas A.
(Name and address not confirmed)

Thomas introduced himself as a resident at the Mill Apartments. He was impressed with his warm welcome at tonight’s meeting. He is going to encourage all citizens to attend Council meetings and to be involved.
RECESS TO EXECUTIVE SESSION:
The meeting recessed to executive session at 7:33 p.m. to discuss performance of a public employee per RCW 42.30.110 (g) for approximately 10 minutes.

RECONVENE TO REGULAR SESSION:
The meeting reconvened to regular session at approximately 8:00 p.m.

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

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk