CITY OF MillCreek WASHINGTON

Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Sean Kelly
Donna Michelson
Vince Cavaleri (Absent)
Mike Todd (via telephone)
Mark Bond

March 10, 2015
Regular City Council Meeting
6:00 p.m.

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

FLAG SALUTE
Flag Salute was conducted.

ROLL CALL
Roll was called by the City Clerk with all Councilmembers present except Councilmember Cavaleri who is ill and Councilmember Todd who is participating by phone.

MOTION: **Councilmember Michelson made a motion to excuse Councilmember Cavaleri, Councilmember Bond seconded the motion. The motion passed unanimously.**

AUDIENCE COMMUNICATION
Gene Grieve
3712 220th SE
Bothell, Washington

Mr. Grieve introduced himself as a resident of Fire District 7. He spoke about the Fitch & Associates report that Fire District 7 used. He urged the Council to be more involved with decisions being made by Fire District 7.

David Wood
14904 21st Drive SE
Mill Creek, Washington 98012

Mr. Wood requested the written criteria used for the last City Manager recruitment. He would like to compare it to the recruitment for the current process. He also stated that he believes the last City Manager, Ken Armstrong, was doing a great job.

STUDY SESSION
<u>Update from Colin Baenzinger Regarding City Manager Recruitment</u>
(City Council)

Colin Baenzinger reported that were a total of 62 applicants. He told the Council he would hopefully get them 8 semi-finalists by April 3 and he will be at the April 7 Council Meeting to review these candidates in more detail. The public reception will be April 16 and Council interviews will be April 17.

<u>Public Records Refresher</u>
(Shane Moloney, City Attorney)

<u>The following agenda summary information was presented:</u>
In 2014, the state passed a law requiring all new elected and appointed officials to complete training covering the Public Records Act (PRA), the Open Public Meetings Act (OPMA), and records retention requirements. Once the initial training is completed, refresher training is required no less than every four years.

The City Clerk will keep record of council members' compliance with the training requirements. The Council should coordinate with the City Clerk to ensure all of the PRA, OPMA and records retention related training is documented.

At the March 10, 2015, Council Meeting, the City Attorney will highlight public records issues that may not be obvious from other training materials and answer the Council's questions. The City Attorney's presentation will not be designed to satisfy the public records portion of the required training. However, he will reference the attached written materials that were created by the State Attorney General's Office for the purpose of satisfying the training requirements. Accordingly, councilmembers are encouraged to review the written materials in advance of the meeting to satisfy the legal requirement and be prepared to ask questions.

Additional training resources and information about the new law are available here: http://www.atg.wa.gov/open-government-training. As the Council's schedule allows, the City Attorney will provide additional refresher presentations on the OPMA and records retention at future meetings.

City Attorney Moloney gave an overview of the Public Records Act. Council and staff engaged in a discussion.

<u>Information Technology Policy</u>
(James Busch, Information Systems and Technology Manager)

<u>The following agenda summary information was presented:</u>
The current policy covering "Internet, e-mail, and computer local area network use" City Council Policy 97-04 is from 1997 and therefore outdated. Additionally, the WCIA cyber liability audit required the City to adopt an updated Information Technology Policy and forward it to WCIA before month end. Attached for council review is an Information Technology Policy that would apply to anyone using City owned or maintained information technology.

Many, but not all, existing personnel policies have been approved by the council through resolution or in the form of City Council Policies. Chapter 1.24 of the MCMC establishes a process for the Council to adopt such policies and administrative procedures. It contemplates the City Manager will adopt "administrative procedures" to implement council established policies. Chapter 1.24 says that it is not meant to limit the City Manager's authority or the council's ability to delegate authority to the City Manager.

For efficiency purposes and to clarify the authority of the City Manager, staff recommends the Council delegate authority to the City Manager to adopt administrative information technology policies that do not affect employee compensation, benefits, or the approved budget. These types of policies are commonly adopted at the staff level in other cities. However, the Council's past adoption of policies calls into question the extent of the City Manager's authority to adopt such administrative policies and procedures. If the Council adopts the proposed resolution, the existing outdated policies will be repealed concurrently with the City Manager's adoption of replacement policies. The draft policies, which are not yet finalized, are provided for the Council's information.

Discussion.
IT Manager Busch gave an overview of the policy. Councilmember Todd expressed concerns about this policy for Councilmembers. After some discussion, it was decided that staff will bring this back to the March 24 meeting once Councilmember Todd can work with staff on proposed changes.

Council Devices
(James Busch, Information Services and Technology Manager)

The following agenda summary information was presented:
Currently, councilmembers do not have City-provided devices (computers, laptops, tablets, etc.) to perform their responsibilities as councilmembers. To provide a better experience for the councilmembers for their various responsibilities and to reduce liability for the City, the IT Manager has researched options and provided recommendations in a memo for review.

Discussion.
Council and staff discussed the various devices. It was agreed that Councilmembers will test out the different devices offered and make a decision at a later date.

Due to the late hour, the following item will be heard at a future meeting:
Continuation of Strategic Plan Review
(Tom Rogers, Community Development Director)

Open Discussion
(City Council)

At 8:22 p.m., Councilmember Todd left the meeting via telephone.

CONSENT AGENDA
Approval of Checks #53411 through #53468 and ACH Wire Transfers in the Amount of $96,073.32.
(Audit Committee: Councilmember Michelson and Councilmember Bond)

<u>Payroll and Benefit ACH Payments in the Amount of $216,779.82.</u>
(Audit Committee: Councilmember Michelson and Councilmember Bond)

<u>Revised City Council Meeting Minutes of February 10, 2015</u>

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

REPORTS
Councilmember Bond reported that he attended the joint fire board meeting.

Mayor Pro Tem Holtzclaw reported that he would like to see a Council/City staff team put together for Relay 4 Life.

Acting City Manager Manuel reported that today was Chief Crannell's 29th year anniversary with the City.

City Attorney Moloney reported that he will be attending the Art and Beautification Board meeting tomorrow to discuss how the Public Records Act applies to boardmembers.

MOTION: **Mayor Pruitt made a motion to extend the meeting for 5 minutes, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

Community Development Director Rogers reported on the recent park survey and the Planning Commission public hearing next week.

AUDIENCE COMMUNICATION
There were no comments from the audience.

ADJOURNMENT
With no objection, Mayor Pruitt adjourned the meeting at 8:32 p.m.

_____
Pam Pruitt, Mayor

_____
Kelly M. Chelin, City Clerk