

**CITY OF MOUNTLAKE TERRACE**

**RESOLUTION NO. 772**

**A RESOLUTION OF THE CITY OF MOUNTLAKE TERRACE  
ESTABLISHING A CITY HALL ADVISORY COMMITTEE  
THROUGH DECEMBER 2017**

**WHEREAS**, a City Hall Advisory Committee is desired to help accomplish three key City Council goals: (1) Implement Civic Center Plan to include financing options for voter consideration; (2) Protect and enhance the City's Financial Health and Stability while maintaining appropriate and essential public services in a cost effective manner; and (3) Develop and Implement effective Communication and Outreach with the Community; and

**WHEREAS**, in August of 2016, Mountlake Terrace voters passed a property tax levy lid lift to pay for Interim City Hall rent for four years. Citizens were informed that next steps would include working with the community to develop a plan to design, fund and construct a new City Hall in the next four years when the City Hall rent portion of the levy will expire; and

**WHEREAS**, from 2010-2013, the City Council put forth three capital bond measures that did not achieve the state requirement of 60% to fund a City Hall; and

**WHEREAS**, since 2009, the City has been leasing an Interim City Hall at the Redstone Corporate Building II at a cost over \$400,000 per year; and

**WHEREAS**, the City owns vacant property in the downtown that is not utilized, and returning City Hall to the downtown will help galvanize the revitalization of our Town Center and make City services more accessible and convenient for our community.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOUNTLAKE TERRACE, WASHINGTON HEREBY RESOLVES AS FOLLOWS:**

**Section 1. City Hall Advisory Committee Established.** The City Council hereby establishes the City Hall Advisory Committee. Applications for consideration of appointment to the Committee will be received by the City Clerk through November 11 at 5:00 p.m. Applications submitted in 2015 for a similar committee will also be considered and applicants shall not be required to reapply.

**Section 2. Purpose.** The purpose of the Committee is to assist in development of a plan to construct a new City Hall on the vacant property at 232<sup>nd</sup> Street SW and 58<sup>th</sup> Avenue W. In addition to other tasks that may be assigned by the City Council, the primary purpose of the Committee shall be to advise and provide recommendations to the City Council as it relates to the size and cost of a new City Hall.

**Section 3. Membership.** The City Hall Advisory Committee shall consist of nine (9) members. Applicants must be current resident of Mountlake Terrace, at least 18 years of age, and able to regularly attend evening and/or weekend meetings. A well-rounded Committee with diverse experience and backgrounds is desired to include members with familiarity in construction, engineering or finance.

**Section 4. Powers and Duties.** The Committee will assist and advise the City Council on the following:

- A. Task 1. Work with City to provide input on Architect selection for conceptual design and cost estimating.
- B. Task 2. Work with City and Architect to gather community input.
- C. Task 3. Evaluate and provide input on current and future services, needs, functions and amenities the City should offer to the community in a new City Hall facility.
- D. Task 4. Work with City and Architect to provide input on conceptual designs for developing a new City Hall.
- E. Task 5. Provide input on financing options for constructing a new City Hall.
- F. Task 6. Develop recommendations to present to City Council relating to the City Hall facility.

**Section 5. City Hall Advisory Committee Member Responsibilities & Operating Principles.**

**City Hall Advisory Committee Member Responsibilities**

- Regularly attend Committee meetings and contribute constructively to the Committee discussion. Consider and discuss issues from a community wide perspective, as well as that of particular stakeholders.
- Understand and be able to articulate the City Hall Advisory Committee's purpose, responsibilities, and work plan.
- Communicate and coordinate with the Council, City staff and City consultants to (a) Represent the Committee's perspective on key issues; and (b) Convey information from the Committee back to the community.
- As necessary, participate in the City Hall Advisory Committee's community outreach efforts.
- Review and provide comments on draft reports.

- Provide feedback to the Committee Chair, City staff and City Consultants on Committee process and progress.

**City Hall Advisory Committee Operating Principles**

- The Committee will operate by consensus. All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach consensus on recommendations.
- The Committee will communicate questions, issues and suggestions to its City staff liaison, who will coordinate actions and responses among staff and the Committee.
- Committee meetings will start and end on time.
- Meeting summaries will be prepared following each meeting, summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary.
- E-mail communications among Committee members shall be conveyed to the City staff liaison, in order to coordinate information sharing among Committee members. No communication intended to reach a consensus on any issue shall be sent via email.
- The Committee will consist of "principals only" – no alternates.

**Section 6. Compensation.** The Committee shall serve without compensation.

**Section 7. Governing Authority.** The City Council is the governing authority of the Committee and has the discretion and authority to approve (or disapprove) all procedures, processes, actions or recommendations of the City Hall Advisory Committee.

**Section 8. Compliance with Statute, Ordinances, and Policies.** The Committee shall comply with Open Public Meetings Act, the Code of Ethics for Municipal Offices and other applicable laws, ordinances, and city policies. All meetings of the Committee shall be held at Interim City Hall unless otherwise noted.

**Section 9. Organization.** The City Council shall appoint a nine-member Committee, including a Committee Chairperson and Vice-Chairperson. The Committee shall create and fill such other offices as it may determine in its discretion. The Vice-Chairperson shall preside in the absence of the Chairperson. The Chairperson and Vice-Chairperson shall be voting members of the City Hall Advisory Committee.

The Committee will meet as needed from December 2016 through December 31, 2017. A majority of the members of the Committee shall constitute a quorum. The Committee shall keep a written record of its meetings, findings, and determinations, which shall be a public record.

**Section 10. Voting.** An affirmative vote of the majority of all members present shall be necessary to approve any action, decision or matter before the City Hall Advisory Committee.

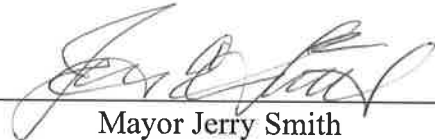
**Section 11. Vacancies and Removal of Members.** Vacancies occurring shall be filled by the City Council. Appointees serve at the pleasure of the City Council and may be removed by majority vote of the Council with or without cause at any time.

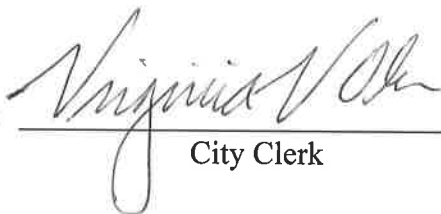
**Section 12. Staff Support.** The City Manager shall appoint the City staff liaison to support the Committee assignments.

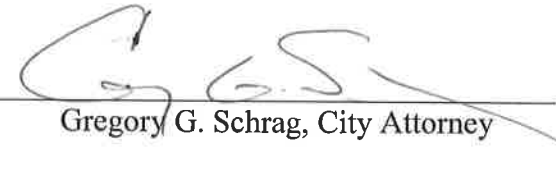
**Section 13. Term.** Appointed Committee members shall serve a term commencing December 2016 and end on December 31, 2017. Reappointment, or appointment, of other Committee members thereafter shall be subject to action of the City Council.

**Section 14. Effective Date.** This resolution shall take effect immediately upon its adoption.

PASSED by the City Council of the City of Mountlake Terrace this 17<sup>th</sup> day of October, 2016, and signed in authentication of its passage this 17<sup>th</sup> day of October, 2016.

  
\_\_\_\_\_  
Mayor Jerry Smith

ATTEST:   
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:   
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Gregory G. Schrag, City Attorney