



CITY COUNCIL MINUTES

June 28, 2016

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

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

June 28, 2016
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.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

OLD BUSINESS:

City Manager Annual Performance Evaluation
(Personnel Committee)

The following agenda summary information was presented:

Council used the ICMA guidelines for City Manager performance appraisal to create and employ a performance review instrument and process for the Manager's review at the anniversary of her June 1, 2015 hire. That process is complete. Council and the City Manager agree that while the process took substantial time and energy to complete to ensure comprehensive input and full participation, it was a valuable mechanism to build communication and teamwork within the Council-Manager team.

Council will have a short discussion about the process and how it can be improved upon. One idea to make the coaching aspects more effective, and make the annual process less time consuming, would be to move to a more frequent, more casual continuous feedback model that is being used in other organizations. An article from MRSC is included in the packet that highlights some of the benefits of employing a quarterly process.

Discussion:

Council discussed the City Manager evaluation process. Council would like to have quarterly check-ins with the City Manager. The Council expressed what an excellent job the City Manager is doing and her successful first year at the City.

NEW BUSINESS:

Presentation: Mill Creek Communication Plan
(*Rebecca C. Polizzotto, City Manager*)

The following agenda summary information was presented:

When this topic was first presented to Council in October 2015, the City had no communications standards and it did not have an integrated communication plan that coordinated traditional and digital communication channels.

At the October 27, 2015 Council meeting, staff proposed executing a contract with Marketing Solutions to develop a comprehensive communications plan that would:

- Engage our citizens, neighbors and businesses;
- Develop a strategic marketing plan; and
- Review and enhance our branding standards.

With the support of the Council, staff embarked on the development of the plan.

In November of 2015, Public Information Director Chelin and Consultant Andrew Ballard, conducted interviews with each of the Councilmembers, asking key questions about the City.

In January of 2016, the management team held a retreat with the consultant. An entire day was spent discussing and strategizing about the City's communications with an emphasis on where we ultimately want to be as a City.

In January of 2016, key staff from the Public Relations team met with the consultant to conduct a touch point audit. The team reviewed every piece of material, pamphlet, website, etc. that touches the community. We discussed the consistency with the City's logos, messaging and the importance of consistent branding.

In February of 2016, the consultant conducted City comparisons and marketing research. For example, the City was compared to other local cities like Mukilteo and Edmonds.

In March of 2016, the City and the consultant solicited volunteers to participate in two focus groups. One focus group was made up of approximately 10 citizens both in the City and the urban growth area. The other focus group was made up of business representatives.

In April of 2016, during two evening sessions, the consultant held focus group meetings which lasted approximately 2 hours each. The focus group participants were asked key questions and were given various exercises to complete.

In May and June of 2016, the consultant compiled the findings and reviewed the report with staff. The staff is excited to share all of the results with the Council.

Lastly, and important to note, it has become even more clear through this process, that a communications plan is important. It helps build a foundation on which to base decisions and create ideas, it can be a means to focus on where you want to be and what needs to be done to get there, a

tool for discovering opportunities, challenges and finally to monitor your efforts in order to be the most effective in engaging citizens.

Discussion:

Director Chelin gave a presentation to Council on the findings of the Communication Plan. These findings will help the City build a work plan and develop an associated budget.

Presentation: Mill Creek Guiding Principles
(*Rebecca C. Polizzotto, City Manager*)

The following agenda summary information was presented:

The City Manager is working with the City Council and Leadership Team to develop a plan to guide the management and budget of the City.

This project began at the Council's retreat in February with the Council identifying the core themes guiding the City's vision, mission and values. The Council then began outlining their goals. *See* attached minutes from the Council's February retreat for a recap of the themes developed by Council during the retreat.

The leadership team then took the themes developed by the Council and refined those into specific statements. The draft Vision Statement, Mission Statement, Values Statement and Council Goals were then reviewed by each Department Director with their respective departmental employees. Employee feedback was incorporated and revisions made to the draft statements. The draft statements were then reviewed against public feedback received during the development of the communications plan.

In the packet for Council review are the proposed Vision Statement, Mission Statement and Council Goals entitled "Mill Creek's Guiding Principles." The Values Statement is a separate document that will be incorporated into Mill Creek's personnel policies and procedures.

Discussion.

The consensus of the Council was to review the statements and principles and discuss each of them in further detail at the July 5, 2016 meeting.

Amend MCMC Chapter 15.04 Related to the 2015 International & Uniform Codes
(*Rebecca C. Polizzotto, City Manager*)

The following agenda summary information was presented:

In the City of Mill Creek, building construction codes are set forth in Chapter 15.04 of the Mill Creek Municipal Code (MCMC).

The purpose of the various building construction codes are to provide **minimum** standards to safeguard life, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location of all buildings, structures and certain equipment. Codes take into account unique geographic circumstances, such as expected weather or seismic activity.

In the State of Washington, construction codes are adopted by the Washington State Legislature. In addition, the legislature updates the codes every three years through a national and state consensus process. The legislature passes a law following review and amendments by the Washington State Building Code Council, which then becomes effective July 1st of the year of the adoption. Local jurisdictions are required to adopt the updates. The last time the codes were updated was 2013.

During the 2015 legislative session, updates of the building construction codes were published by the International Code Council and adopted by the State of Washington. The updated codes will automatically take effect statewide on July 1, 2016. These required updates are contained in the proposed amendments to Chapter 15.04, MCMC. The purpose of the proposed amendments is to adopt, by reference, the state-adopted 2015 versions of the following codes:

International Building Code	International Fire Code
International Residential Code	International Existing Building Code
International Mechanical Code	International Fuel Gas Code
Uniform Plumbing Code	

Tim Nordtvedt, City Building Official, has reviewed the changes and recommends adoption of the code amendments as proposed in the ordinance.

In addition, the proposed amendments designate the City's Hearing Examiner to hear and decide all matters arising from Chapter 15.04, MCMC and the International Building Code. This duty was previously assigned to the board of appeals/adjustment, which is to be discontinued and its duties transferred to the Hearing Examiner. This is consistent with and supports the City Council's establishment of a professional hearing examiner system to hear and decide quasi-judicial land use and other matters.

Discussion:

Council discussed the amendments.

MOTION: Councilmember Kelly made a motion to approve Ordinance #2016-807 to amend MCMC Chapter 15.04 Related to the 2015 International & Uniform Codes, Councilmember Michelson seconded the motion. The motion passed unanimously.

CONSENT AGENDA:

Approval of Checks #55417 through #55574 and ACH Wire Transfers in the Amount of \$708,408.98
(Audit Committee: Councilmember Todd and Councilmember Kelly)

Payroll and Benefit ACH Payments (June 14) in the Amount of \$388,139.07
(Audit Committee: Councilmember Todd and Councilmember Kelly)

Payroll and Benefit ACH Payments (June 28) in the Amount of \$289,279.95
(Audit Committee: Councilmember Todd and Councilmember Kelly)

City Council Meeting Minutes of May 24, 2016

City Council Meeting Minutes of June 7, 2016

There were no exceptions from the audit committee.

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

REPORTS:

Mayor Pruitt reported on the AWC Conference held in Everett. She attended with Councilmember Todd and City Manager Polizzotto.

Councilmember Michelson reported on the next art walk.

Mayor Pro Tem Holtzclaw reported that he will give an update about the Snohomish County Steering Committee meeting at the next meeting.

Councilmember Todd stated that the AWC Conference was a good conference and worth the time. He encouraged other Councilmembers to attend.

City Manager Polizzotto stated that she also enjoyed her first AWC Conference. She reported that there was a financial report included in the packet for review as well as a letter to the Wildflower subdivision about an upcoming chip seal project.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:22 p.m.



Pam Pruitt, Mayor



Kelly M. Chelin, City Clerk