



PRESS RELEASE

**October 28, 2016
For Immediate Release**

**Contact: Rebecca Polizzotto,
City Manager
Phone: (425) 921-5724**

CITY BIDS FOND FAREWELL TO CITY CLERK

The City Manager announced today that she has, with regret, accepted the resignation of City Clerk Kelly Chelin.

In 2014, under then City Manager Ken Armstrong, Ms. Chelin's job description was expanded to include the role of Public Information Officer.

"The roles of City Clerk and PIO create a work environment that is demanding. Kelly and I have worked together over the past 15 months to make changes to her work environment to help alleviate the demands of her job including removing some duties, providing a flexible work schedule and adding staff support to her department" said the City Manager.

Despite these changes to her work environment, Ms. Chelin decided the time has come for her to make a bigger environmental change. "After some soul searching, I have realized that this is no longer the environment that is right for me" said Ms. Chelin.

The City Manager is evaluating whether she will hire a replacement or reassign duties to existing management staff. Salary and benefits for this position are approximately \$132,000 annually.

Ms. Chelin's last day of employment with the City will be November 18, 2016. The City Manager is hosting an employee reception in Ms. Chelin's honor prior to her departure.

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October 25, 2016

Rebecca Polizzotto
City Manager
City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012

Dear Rebecca:

I have had many years of great experiences and appreciate all of the opportunities that have been given to me. I take pride in the work I have done at the City.

After some soul searching, I have realized that this is no longer the environment that is right for me. Please accept this letter as my formal resignation from my position as Public Information Director/City Clerk. My last day of employment at the City of Mill Creek will be Friday, November 18. I will be using some of my accrued leave therefore my last working day in the office is Monday, November 7.

I will miss my dear coworkers and the many residents that I have established relationships with.

I wish the City of Mill Creek great success in the future and will always look back at my 16 years at the City with gratitude and fond memories.

Respectfully,



Kelly M. Chelin



October 28, 2016

Ms. Kelly M. Chelin
City Clerk/Director of Public Information
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

Re: Letter of Resignation

Dear Kelly:

With regret, I hereby acknowledge receipt of and accept your resignation.

When I first arrived in Mill Creek you told me that you had been looking for other employment (such as the PUD). This led us to have many discussions regarding your work schedule and work demands. Since those initial discussions, we have worked together to identify changes that could be made to your work environment to help you balance your work schedule with your family needs while still providing career fulfillment.

I initially reviewed your job description as drafted by the prior City Manager. You and I discussed this job description and you expressed an interest in being able to more fully engage in the community outreach portion of your job (i.e. the Public Information Officer role). Based upon those conversations, I worked with you to try and develop the work environment you were seeking:

- Your title was officially changed to "City Clerk & Director of Public Information" to coincide with your job description as written by your prior City Manager.
- Based upon our conversations regarding your work load, we removed from your responsibility certain tasks in your job description such as providing executive support to the City Manager and providing oversight for the business license and special permit processes. Your pay was not adjusted as a result of reducing these job functions.

Ms. Kelly M. Chelin
October 28, 2016
Page 2

- We worked to create a PIO Committee comprised of 4 City employees to help provide coverage for on-call PIO functions thereby alleviating the amount of time you were on call.
- A full time staff person was assigned to your Department as an additional resource to help manage your department's workload.
- The City Council authorized funding for external consulting resources to develop a Strategic Communications Plan to provide you with a road map for the communications aspect of your job.
- The City has provided you with numerous training opportunities in the areas of public information, social media, and invested in sending you to national training for communications and marketing in local government.
- You were granted a flex time work schedule allowing you to have every other Monday off.
- You have been provided liberal sick and vacation leave this year (221 hours or 5.5 weeks), and you have been allowed to work from home when needed due to family issues.

As a wife and mother, I understand the need to put your family first. I'm disappointed, that despite our best efforts, we weren't able to create the work environment that was right for you. Please know that you will be missed and I wish you nothing but happiness and success in your new endeavors.

I am deeply appreciative of your efforts as City Clerk and Director of Public Information. You were - and always will be - the City's first PIO! Please know that I am always available should you need any help or assistance in this next phase of your life and career.

With warm personal regards, I am

Very truly yours,



Rebecca C. Polizzotto
City Manager