



CITY COUNCIL MINUTES

Council Retreat
Friday, February 7 – Saturday, February 8, 2014

CALL TO ORDER

Mayor Perry called the 2014 Council Retreat to order at 3:00 p.m. on Friday, February 7, 2014 in the City Council Chambers, 1000 Laurel St, Milton; she led the Pledge of Allegiance.

ROLL CALL

Present: Mayor Perry, Mayor Pro Tem Taylor, Councilmembers, Whalen, Manley, Ott, Morton and Zaroudny
Absent: Councilmember Jones was excused

STAFF PRESENT

City Administrator Mukerjee, Interim Police Chief Langford, Public Works Director Neal, and Finance Director Tylor

Department staff: Brent Lagasa, Safety Committee Chair; Glen Baker, Water / Street / Storm Supervisor; and Dana Herron, Building Official

Guest presenter: Jim Jaques, East Pierce Fire Deputy Chief

DISCUSSION ITEMS/PRESENTATIONS

Safety Committee Presentation

- Brent Lagasa, Safety Committee Chair, provided an overview of the city's Safety Committee. It meets once a quarter, and it is represented by staff from all departments. The committee reviews safety procedures and makes recommendations to supervisors.
- Glen Baker, Water/Street/Storm Supervisor described the monthly safety meetings held in the Public Works department. This includes briefing on various safety topics, and reviews of certifications and safety manuals.

Emergency Management Discussion

- Dana Herron, Building Official, described the role of the Building Official in damage assessment and rating damaged buildings with green, yellow and red cards. He described the need for inter-local agreements with other jurisdictions to share building inspectors in case of an emergency.

- Jim Jaques, East Pierce Fire Deputy Chief, went over the city's emergency management plan, which was drafted in 2003 and needs updating. He described the response protocols and the role of elected officials on policy matters.
- Glen Baker, Water/Street/Storm Supervisor, described the role of city crews during an emergency.
- City Administrator Mukerjee cited some examples of policy issues from past disasters.

Past Accomplishments

City Administrator Mukerjee listed the major projects completed, grants received, and policy issues discussed by Council in 2013. He also provided copies of the pending agenda calendar and described how it is used for scheduling of council agenda items.

RECESS

Mayor Perry recessed the Council Retreat at 5:30 p.m. and reconvened at 9:30 a.m. Saturday, February 8, 2014, at the Alder Ridge Senior Apartment Facility, 2800 Alder St, Milton.

ROLL CALL

Present: Mayor Perry, Mayor Pro Tem Taylor, Councilmembers, Whalen, Manley, Ott, Morton and Zaroudny
 Absent: Councilmember Jones

STAFF PRESENT

Interim Police Chief Langford, Public Works Director Neal, Finance Director Tylor, Senior Administrative Assistant Bolam

MAYOR'S AGENDA

Mayor Perry led a discussion on staffing levels. Council consensus that now is a good time to review staff levels and job descriptions.

Mayor Perry highlighted her goals for 2014:

- Volunteers – provide support structure and appreciation to the many city volunteers – need work space, printed materials available, and a user-friendly website
- Park-and-Rides included in the Comprehensive Plan (on Meridian and Pacific Highway) – Pierce Transit discussion
- Edgewood – important to work closely with neighboring city – the successes of Meridian and Jovita prove that
- Historic preservation – purchase the Simmons Building
- Parks – empower Parks Board and see parks improved – make a "City for All Ages"
- Facilities – improvements to City Hall, from small things (flowers) to big (windows/roof)

Mayor Perry announced recent personnel decisions:

- Glen Baker has been assigned the Lead over parks and facilities under Director Neal
- Resignation of City Administrator Mukerjee – last day 2/21/14
- Appointment of Interim Police Chief Mark Langford as Interim City Administrator
- City Attorney Bio Park will be present at regular City Council meetings from now on, at least through the City Administrator transition – possible restructuring of the agenda to keep attorney hours down
- Requests approval of a City Clerk/Human Resources Generalist position, to be presented at Council's next regular meeting

Council requested that information be brought to an upcoming study session on:

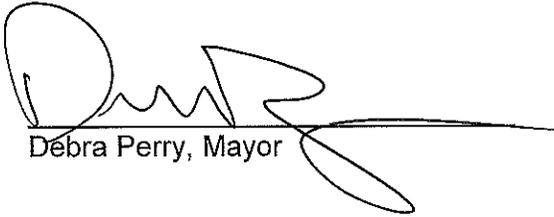
- Utility rate study
- Transportation Benefit Districts
- Moving to a biannual budget
- Obtaining tablets for Councilmembers

Mayor Perry led a discussion on dreams and priorities to shape the next several years planning efforts.

- Dreams identified included: a new city hall, new police cars, key support staff, forward-moving visioning effort, spruced up city grounds (benches, ball fields, flowers, trees, signs), city identity, community activity center for all ages, road improvements, Surprise Lake access, increased training opportunities, and a good revenue stream.
- Top priorities: Visioning effort, good maintenance of current assets, increase in mayoral compensation, city appearance, happy employees, and personnel costs (healthcare, L&I, etc).

ADJOURNMENT

Mayor Perry adjourned the Council Retreat at 4:25 p.m.



Debra Perry, Mayor

ATTEST:

Lisa M. Tylor
Lisa Tylor, City Clerk