	Special City Council Meeting March 29, 2018 - 8:00 AM Green River College - 12401 SE 320th St, Auburn AGENDA
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I. CALL TO ORDER

Mayor Backus called the Special Meeting to order at 8:30 a.m. at Green River College, 12401 SE 320th St, Auburn. The purpose of the meeting is to meet in a workshop session to discuss the City Council's vision and mission statements, goals and expectations, priorities and objectives, budgeting and business practices.

II. DISCUSSION ITEMS

A. Council 2018 Budget Retreat

Mayor Backus introduced the facilitator, Dave Mercier.

Mr. Mercier set the agenda and each department reviewed their departmental work plan and goals.

Assistant Director Gaub reviewed the staff levels of Engineering Services and Maintenance and Operations. She explained the Public Works Department is responsible for all potable water systems, the sanitary sewage collection system, the storm drainage system, the transportation system for all modes of transportation, general aviation at the airport, the City fleet and the Central Stores for the City. She reviewed the Public Works departmental long and short term planning goals. She reviewed the 2018 Public Works budget.

Assistant Director Gaub and Assistant Director Bailey reviewed the 2017-2018 Departmental Objectives and the progress on each objective, the 2018 Significant Work Plan and departmental priorities moving forward.

Councilmember Pelosa asked if the City has considered bringing the airport management in house. Assistant Director Gaub stated the proposal will be brought to Council for direction at a future meeting.

Assistant Director Tate reviewed the Community Development Department organizational chart and staff levels. The Community Development Department's primary functions include structural plan review, civil plan review, zoning and land use, environmental review, floodplain administration, building and site inspections, business licensing, code compliance, long range planning, comprehensive plan, Planning Commission, regional planning, the Façade Improvement program,

general customer services and parking permits. He explained the difference between public and private development and the departmental goals, future plans and challenges.

Chief Lee reviewed the Police Department (PD) mission and vision statements, the departmental staffing and training requirements. He spoke on the program improvements including six new commissioned police officers, and an embedded IT staff member at the PD, animal control coverage seven days a week, the Alive & Free program, the use of Taser guns and body cameras for some officers. He reviewed the 2019-2020 challenges for the Police Department including increased work load, inadequate police building and facilities and staffing.

Council discussed the need to plan and build a new Police Station and Maintenance and Operations facilities.

Director Faber reviewed the Parks Department organizational structure and the benefits and purpose of having parks. He reviewed the services the Parks Department offers and the available funding sources. The Park Department general fund expenditures include administration, planning, arts, the theater, City planned events, the Senior Center, the White River Museum and Mary Olson Farm, park maintenance and the golf course.

Council discussed the funds needed to subsidize the various parks programs and facilities.

Director Hinman reviewed the divisions that make up the Administration Department including Economic Development, Facilities, Community Services, Multi Media and Communications, Emergency Management and Administration. She reviewed each division and the function they serve within the City.

Director Haugan presented the Innovation and Technology Department's goals and work plan for 2018. He discussed the program improvements for the 2017 year and the enterprise projects that are underway. He reviewed the anticipated challenges for the upcoming budget cycle.

Director Coleman reviewed the Finance Department's mission statement and departmental overview. She discussed the general fund budgeting challenges for the past several years and the anticipated increases to costs and decreases to revenue. She reviewed the various activities the department is required to complete.

City Attorney Heid explained the Legal Department provides mostly internal services to other City departments. He stated the department is responsible to provide legal advice to all City staff, representing the City in hearings and at court, reviewing the statutory obligations for the City, public records and reviewing the legislative immunities that apply to the City.

Director Roscoe reviewed the Human Resources and Risk Management Department. He stated the Human Resources division is primarily tasked with hiring employees, staff training and discipline. The Risk Management division receives approximately 100 claims per year, maintains the insurance of property and vehicles and workers compensation.

Mayor Backus recessed the meeting for lunch from 12:30 p.m. to 1:00 p.m.

Mayor Backus reconvened the meeting at 1:00 p.m.

Director Coleman provided Council and staff with the six year budget forecast.

Council discussed expenditures and revenue for parks, the costs of benefits for staff, and the costs associated with SCORE jail. Council discussed options for cost savings and ways to increase revenues to the general fund.

Mayor Backus recessed the meeting from 2:40 p.m. to 3:10 p.m.
Mayor Backus reconvened the meeting at 3:10 p.m.

Director Hinman reviewed the Council Goals and Vision Statements, the 10 year Economic Development Strategic Plan vision statement and the 2014 Visioning for Administration.

Director Faber reviewed the Vision statements for the Parks and Open Space Master Plan, the Les Gove Campus Master Plan, the 104th Ave SE Master Plan, Green River Park Master Plan, the Jacobson Tree Farm Master Plan and the Arts and Culture Center Renovation Plan.

Assistant Director Tate reviewed the Greenhouse Gas Inventory Climate Action Plan, the Main Street Scape Urban Design Plan, the Boeing Area Wide Remediation Plan, the Auburn Environmental Park Master Plan, Auburn Way South Corridor Plan, the Downtown Parking Management Plan and the 2015 Health Impact Assessment.

Assistant Director Gaub reviewed the Airport Competitive Market Assessment Long Term rate study, the Pavement Condition Assessment, the Water Comprehensive Plan, the Sewer Comprehensive Plan, the Transportation Comprehensive Plan, the Airport Strategic Business Plan, Storm Drainage Comprehensive Plan and the Airport Master Plan.

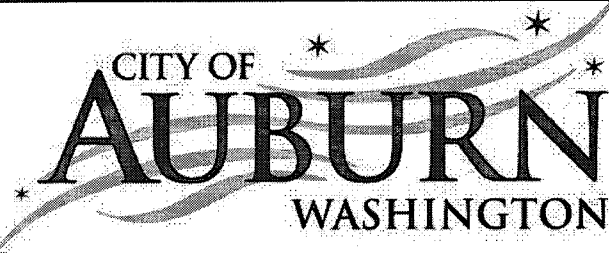
Assistant Director Tate reviewed the value statement in the Core Plan.

Council discussed a possibility of Council action being linked to the Council values and goals.

III. ADJOURNMENT

Mayor Backus recessed the meeting at 4:12 p.m. until 8:30 a.m. on April 30, 2018.

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.

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I. CALL TO ORDER

Mayor Backus reconvened the Special Meeting at 8:30 a.m. The Special Meeting was a continuation of the Special Meeting held on March 29, 2018.

II. DISCUSSION ITEMS

A. Council 2018 Budget Retreat

Director Coleman reviewed the non-discretionary expenditures and the discretionary funding sources. She explained the requirements for using funds from each area.

Council discussed various ideas for generating additional revenue to meet expected future budget shortfalls including cutting expenditures, raising taxes, implementing a B&O Tax and/or a Public Safety Tax, creating a Metropolitan Park District, reducing printing costs, extending the length of vehicles life, additional fees for permitting and development, additional bonding or levy options and establishing police impact fees.

Director Coleman reviewed the Capital Funds that are included in the General Fund. Funding is already budgeted for facility planning for a new M&O facility but not for a Police station. Council discussed the facility needs of the City and the need to plan for needed facility improvements and replacements.

Councilmembers discussed the Council Standing Budget Goals.

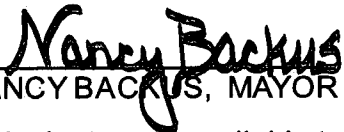
Mayor Backus recessed the meeting for 15 minutes at 11:00 a.m.
Mayor Backus reconvened the meeting at 11:15 a.m.

Mayor Backus conducted an exercise where Council and staff shared "What I Love About Auburn"

III. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 11:37 a.m.

APPROVED THIS _____ DAY OF _____, 2018.


NANCY BACKUS, MAYOR


Shawn Campbell, Deputy City Clerk

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