



CITY OF EDGEWOOD

SPECIAL COUNCIL MEETING SUMMARY – BUDGET RETREAT

Sat., October 1, 2016 – 9:00 a.m. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Mayor Eidinger called the special meeting to order at 9:00am. Assistant City Administrator Nix led the attendees in the Pledge of Allegiance.

ROLL CALL

Present: Mayor Daryl Eidinger (Not voting), Councilmember Donna O'Ravez, Councilmember Mark Creley, Councilmember Luke Meyers, Councilmember Stephanie Shook, Councilmember Rosanne Tomin, Councilmember Nate Lowry. **Excused:** Deputy Mayor Tyron Christopherson.

Staff Present: Assistant City Administrator Dave Gray, Assistant City Administrator Aaron Nix, City Clerk Rachel Pitzel, Community Development Director Kevin Stender, Police Chief Ed Knutson.

2. COUNCIL BUSINESS

Mayor Eidinger thanked Councilmembers for being in attendance and discussed the agenda for the Special Meeting.

Assistant City Administrator Nix discussed the rural character piece of the budget. He discussed the following along with Community Development Director Stender:

- Rural by Design
- Urban Growth Areas/Non-Urban Growth Areas (UGA)
- Rural Character
- Growth Management
 - Comprehensive Plan Updates
 - Parks and Recreation
 - Sensitive Areas
 - Surface Water Plan
 - General Sewer Plan
 - Mt. View-Edgewood Water Plan
 - Transportation Plan
 - Park Plan
- Code Enforcement Issues
- C.A.R.S./Work Orders
- Open Space Acquisition
- Trail System
- Transportation Improvement Plan/Capital Improvement Plan
- Parallel Road Network

Assistant City Administrator Gray discussed the budget and stated everything that Council and staff just talked about translates to dollars. He noted the growth plan and the needs of the City, stated he needed a recommendation from Council about direction from planning on what needs to be done, what can be done. Some discussion took place on how we approach the budget and the needs:

- Hire a procurement engineer to help with contracts/grant funding
- Communications consultant (help with resources of communication ideas)
- Utility Tax

Assistant City Administrator Gray noted that when the lunch break is over, he would like to address Financial Policies. He also discussed going over the Salary Commission meeting and their direction regarding Council pay, Dow Cabot Study regarding staffing.

LUNCH BREAK (11:45 am – 12:25 pm)

3. COUNCIL BUSINESS (CONT'D).

Assistant City Administrator Gray started the afternoon session with the focus on:

- Salary Commission meeting-
 - Councilmember Salary increase to \$500
 - Recommended Cabot Dow Study for staff increase
 - Recommended CPIU for staff and Mayor salary for 2017
 - Personnel
 - Head Count-Minimal
 - Multiple discipline Need (many hats)
 - Technology Driven (software & field tools)
 - Contractor first...until in-house need
 - Part-Time Highly Valued
 - Longevity Required
 - Training Robust
 - Top Third of Pay Scale Tier
 - Minimum of 50% Range on Benefits
 - Review Pay Scale every three years
 - Maintain Open Career Dialogue

Mayor Eidinger noted that we will move this to the next Council meeting as an agenda item.

- Revenues vs. Expenditures
- Financial Policies
 - Fund Balances – Robust vs. Minimalist
 - Spending Reserve Balance Philosophy
 - Plan-Objective- Benchmark Timeline w/metrics
- Budget Cycle
 - Rolling 6 Year Budget Forecast
 - Biennial Budget (forward looking concept)
 - Budget to Actual Variance Analysis
 - Cost Drivers Identified
 - Assumptions tested against metric results
- 2017 Labor Model
 - Cabot Dow Study results and CPIU
 - Adding a new position (Engineering Tech III)

- 2017 Law Enforcement Model

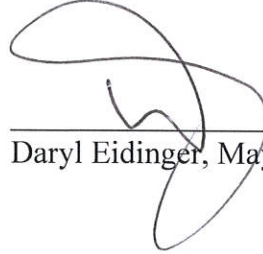
Discussion took place regarding having more meetings like this next year.

4. ADJOURN

Mayor Eidinger recessed the meeting at 3:07pm.



Rachel Pitzel, City Clerk



Daryl Eidinger, Mayor