

**MINUTES
CITY OF MILTON
CITY COUNCIL RETREAT
March 25th & 26th, 2011
Activities Center – Red Room**

Present: Mayor Debra Perry, Mayor Pro-Tem Bart Taylor, Councilmembers Sanderson, Whalen, Ott, Morton and Zaroudny.

Absent: Councilmember Heddlesten.

Staff Present: City Administrator Mukerjee, Police Chief Rhoads, Public Works Director Neal and Interim Finance Director Tylor.

Friday, March 25th, 6:00 p.m. – 9:00 p.m.

Welcome & Review of Agenda

Mayor Perry opened the meeting at 6:00 p.m. and welcomed every one and asked City Administrator Mukerjee to review the agenda. There was discussion on whether a vote of 4 hands would be required for direction from council. After some discussion of various options the conclusion was to not require any show of hands, but just explore the topics.

Review of Accomplishments during past year.

Administrator Mukerjee reviewed the list of accomplishments since the last retreat.

Top Three 2010 Priorities

1. Fire Annexation (6 votes)

The legislative bill which would address Milton's two county levy issue is now in the House Ways & Means Committee. Milton still has a 5-year contract with East Pierce Fire & Rescue. If the bill passes, fire annexation could be considered. Other options are also available.

2. Combine Milton/Edgewood Police Services (5 votes).

Made some initial contacts with Edgewood and presented some proposal, but have not received any response back from Edgewood. Will try again this year

3. Look into more commercial areas and annexation. Do a Market Analysis of the city, identifying what we are, want to be, and how to fund it. (4 votes).

Un-uniformed police officers have been getting signatures on their own time, and are currently at around 60% of property owners. We plan to come back to Council at the next meeting.

Other Council 2010 Priorities

4. Expanded facilities for Police services (3 votes) – Currently gathering cost estimates for the needed renovations.
5. Increase the utility tax rate from 6% to 8% (3 votes).
6. Hire and promote police officers (3 votes).
7. Repair severely damaged roadways (0 votes).
8. Making Milton a destination city in the Puget Sound area (0 votes).

Major 2010 Ordinances & Policies

1. Fireworks Ordinance
2. Water System Plan and 6 Year Water CIP
3. Master Licensing Program for Business License
4. Implemented On-Line Payments for Courts and Utilities
5. Addressed some critical computer system issues including replacement of an old server
6. Police Guild Labor Agreement
7. Reached settlement on Dept. Of Justice Agreement on ADA bathroom issues.
8. Completed all WCIA 2009 audit requirements and the 2010 audit
9. Planning & Parks Commission Work Plans
10. Homeless Encampment ordinance
11. Building & Fire Code Update
12. Wellness Program
13. IT Strategic Plan
14. Flood Control District – Boundary Review Board
15. 6- Year Transportation Improvement Program
16. Amendments to the Animal Control Code
17. Definition of Building Height
18. Density Ordinance
19. Process for Filling Mayor and Council vacancies.
20. Council Packets – Ready by Thursday afternoon

Mayor's Message

The Mayor conducted a "Briefcases vs. Shopping Bags" exercise. This helps to determine how people communicate and operate.

The Mayor's message was that the most important thing was to work together. She believes in Boards & Commissions. She suggested coordinating and working with the Edgewood Economic Development Board. Regarding discussions with Edgewood on a police contract, follow-through discussions would be needed. She was interested in bringing more citizens to the table, and she was very optimistic about the future.

Council Mission Statement

Council discussed coming up with a Mission Statement, and discussed whether it represented the City or the City Council, or both. Councilmembers then conducted a visioning exercise as follows:

WHAT WILL THE COMMUNITY BE LIKE WHEN YOU/WE ARE 100% SUCCESSFUL?

- Safe
- Productive
- Personal
- Attractive
- Efficient
- Meet & exceed citizens' expectations
- The place to live
- Welcoming
- Have unique identity
- Verdant (green)
- Adaptable
- Cohesive/Cooperative
- Generous
- Financially stable
- Forward looking
- Secure
- Open
- Inclusive

HOW WOULD WE BEGIN TO CREATE STEPS TO FULFILL THE VISION WHILE HOLDING TO THE VALUES

- Efficient police force
- Pedestrian safety
- Productive
- Attractive

STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND THREATS (SWOT) EXERCISE

STRENGTHS

- Consumer Services
- Affordable utilities
- Location
- Schools
- Community Events
- Small town feel
- Inter-Urban Trail
- Milton Way

WEAKNESSES

- Street
- Parks
- No freeway access
- Citizens don't understand council's action
- We are not current with what's around us
- Don't follow through
- Can't use volunteer labor
- Communication w/citizens (email list)
- Control loose pets in parks
- Lack of Code enforcement

OPPORTUNITIES

- Senior Activity
- Lloyd's Development (Senior)
- Businesses
- Be Competitive

THREATS

- Funding
- Criminal
- Our location versus development of neighboring cities

Discussion

- Need information on Triangle project, our freeway ramp, marketing plan/strategy. Need to be competitive as a city.
- Study session of market analysis issues, look at downtown Milton
- Study session on volunteers?
- Neighboring cities – dictating what we look like
- Look out further than this year, look at 5, 10, 20 years out w/financial planning, capital improvements
- Safe crossing at trail
- City Hall aging, building replacement
- “Residential streets:, lower speed
- Creativity
- Leave a legacy for future councils
- Bedroom community vs. destination
- Lower speed limit on some roads (Milton Way, Porter), look at convenience, affect on roadway classifications.

The Friday evening portion of the retreat ended at 9:00 p.m.

Saturday, March 26th, 9:30 a.m. – 1:00 p.m.

The Saturday portion of the retreat started at 9:30 a.m. and City Administrator Mukerjee went over the agenda for the day.

Financial and Departmental Trends

City Administrator Mukerjee discussed charts showing trends for major sources of revenues, general fund and all the utility funds. He also provided Council with a list of major projects, both capital and operational, that are on the work plan for this year.

FINANCIAL TRENDS

- Concerned about the declining ending fund balance, and the increasing gap between rising costs and revenues.
- The street fund needs a sustainable dedicated funding source. Possible options are increasing percentage of utility tax to be dedicated for street maintenance or formation of a transportation benefit district.
- Clarification of how fire annexation will affect city property tax trend
- In the past the city passed a 20% utility tax for 1 year when city needed money.
- Discussion of separating Criminal Justice moneys out of the General Fund
- Discussion of raising utility tax to cover specific items – concerns re: BPA contract
- Questions re: how EPFD fire contract money is shown

- Questions re: how water revenue bond money is shown
- Discussion of meter reading and meter replacement project

2011 MAJOR PROJECTS

Council reviewed the list of projects.

PUBLIC WORKS

Director Neal reviewed trends and issues facing the department. She showed the stack of legislative bills affecting public works. Discussion centered on the focus of her department to get the water capital projects completed. There was also discussion on making small annual water rate increases to avoid major jump in rates in the future.

POLICE

Chief Rhoads reviewed trends/issues facing the department. He also distributed copies of a Strategic Plan for the Police Department. He also responded to Council's questions regarding the pros and cons of not arresting non-serious offenders, radio frequencies & radio costs, wire theft, relationship with tribal police, Fife activity with reporting, training, not enough staff

FINANCE

Director Tylor went over the trends and issues facing her department. Discussions and questions centered on keeping track of on-going debt and payments, purchase orders, purchasing policies, current reporting of financial status.

Constrained Prioritization Process

City Administrator Mukerjee reviewed the Constrained Prioritization process and how it has been used by City Council's of other cities to form a collective priority of city services, to be used as a policy guide for budgeting. Some cities have involved the community through polling and focus groups. Council expressed a desire to try it this year with just the City Council taking part in the exercise.

Goal Setting

There was discussion on whether Mayor should take part in this exercise. In the end it was decided that just Councilmembers would take part by first listing their individual top three priorities and posting them on the chart. The priorities listed individually were as follows:

- Hire and promote police officers and also hire code enforcement officer
- Fire Annexation
- Increase Utility Tax Rate from 6% to 8% for garbage, sewer, water, cable, storm drainage, cell phones.
- Fire Annexation
- Hire Police Officer
- Code Enforcement
- Restoring police position
- Improve Youth Services

- Business Development / Downtown Center
- Vision for Milton 5-10 year
- Analyze personnel needs: Quantity & Skills, union negotiations
- Collaborate with boundary cities
- Operate within anticipated revenues including possible rate increases
- Cost benefit analysis for projects
- Financial forecasting Utility rates
- Repair roads
- Repair roads
- Develop 2 way conversation with citizens that is both informative and historical
- Communication with citizens

The individual priorities were combined in topical areas and each councilmember was give three dots each to place next to three items on the list. The votes were as follows:

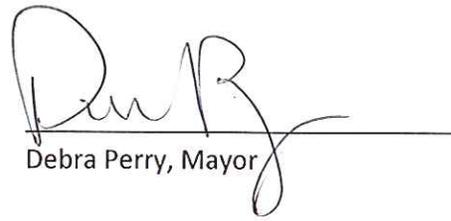
<u>Priority</u>	<u>No. of Votes</u>
<u>#1</u>	
Code enforcement	4
<u>#2</u>	
Fire Annexation	3
<u>#3</u>	
Financial Forecast/Budget Management	2
Communication w/citizens	2
Police Officer Position	2
<u>Other</u>	
Collaborate w/ boundary cities	1
Increase utility tax	1
Business development/vision	1
Analyze personnel (unions)	1
Road Maintenance	1
Improve youth services	0

The Mayor said that her priorities were:

1. Combining Fire & Police into one department
2. Labor negotiations
3. Communications with citizen involvement
4. Marketing.

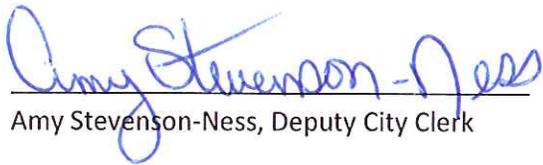
Councilmembers commented that they liked the retreat especially the free flow of discussions and the cordial atmosphere. They would like to see a continuation of the discussions at future study sessions which could be used for quarterly mini retreat, especially prior to the budget process.

The retreat ended at 1:00 p.m.



Debra Perry, Mayor

ATTEST:



Amy Stevenson-Ness, Deputy City Clerk