

CITY OF AUBURN FORM OF GOVERNMENT & ORGANIZATIONAL STRUCTURE

Auburn's Form of Government

There are three forms of city/town government in Washington



Mayor-Council



Council-Manager

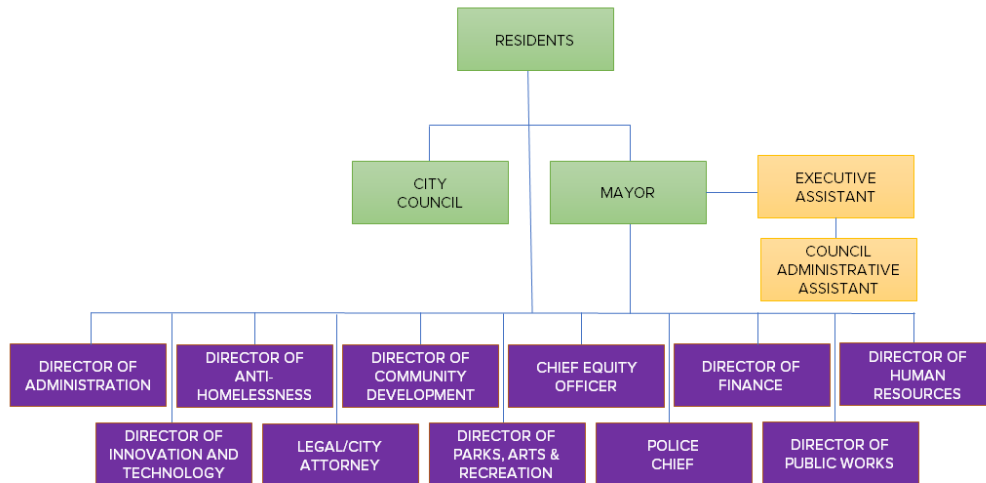


Commission

- The City of Auburn functions under the **Mayor-Council** form of government
- The mayor-council form consists of an elected mayor who serves as the city's chief administrative officer, and a council which serves as the municipality's legislative body.

**The mayor-council form of government is the most common in Washington state with 227 of our 281 cities (60%).*

City of Auburn Organizational Chart



The City of Auburn employs approximately 500 people

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ADMINISTRATION

Divisions & Basic Functions

- **Communications:** Internal and external outreach
- **Emergency Management:** Helps city prepare for and respond to disasters
- **Facilities:** Provides all City departments and the public with a safe and clean environment

Number of Employees: 20

ANTI-HOMELESSNESS

Divisions & Basic Functions

Provide outreach and services to persons in Auburn experiencing homelessness with **compassion**, expect **accountability** of all and ensure all in the **community** understand their role in addressing the issue

Number of Employees: 2

COMMUNITY DEVELOPMENT

Divisions & Basic Functions

- **Permitting and Licensing:** Building, Land Use, Environment, Engineering, Business Licensing, and Parking Permits; inspection of new construction
- **Economic Development:** Business connection, recruitment, and retention
- **Code Enforcement:** Public nuisance, business license, work w/o permits
- **Community Services:** Civics Academy, National Night Out, Home Repair, Human Service Committee and grant funding
- **Long Range Planning:** Planning Commission, managing growth, developing policies and regulations
- **South King Housing and Homelessness Partners (SKHHP):** Serve as administering agency for SKHHP which is a partnership between 10 south county cities and King County

Number of Employees: 35

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OFFICE OF EQUITY

Divisions & Basic Functions

- Normalize concepts of racial equity, social justice, inclusion and belonging within city government
- Training & organizing staff around advancing equity in their departments and in the community
- Operationalize equitable policies, programs, and procedures using an equity lens within city government
- Increasing access to relevant equity data

Number of Employees: 2

FINANCE

Divisions & Basic Functions

- **Financial Planning and Budget:** forecasting, budget planning/preparation/compilation, financial trend analysis, capital project tracking, and grant management
- **Financial Operations:** Accounts Receivable, Accounts Payable, and Payroll
- **Financial Reporting and Accounting:** Annual Comprehensive Financial Report (ACFR), month end accounting operations, audit liaison, banking, point of sale system management, debt service, and investments
- **Utility Customer Service and Billing:** Customer service and billing for 21,538 water, sewer, storm utility accounts

Number of Employees: 28

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HUMAN RESOURCES

Divisions & Basic Functions

- **Personnel Management:** The department oversees the recruitment, hiring, and onboarding processes for all city government positions. It ensures compliance with employment laws, maintains personnel records, and manages employee benefits and compensation.
- **Employee Development:** The HRRM team is responsible for fostering a positive work environment and facilitating employee growth and development. They organize training programs, performance evaluations, and career advancement opportunities to enhance employee skill and productivity.
- **Policy Enforcement:** The department ensures that city government policies and procedures are effectively communicated and enforced. They provide guidance and support to employees and supervisors on matters such as disciplinary actions, workplace behavior, and adherence to applicable laws and regulations.
- **Risk Identification and Mitigation:** The department identifies potential risks and develops strategies to minimize them. They assess and manage risks related to employee safety, liability, and compliance issues. This includes implementing safety protocols, managing insurance programs, and handling workers' compensation claims.
- **Conflict Resolution:** The HRRM team acts as a mediator in resolving conflicts between employees and management. They facilitate open communication, investigate complaints, and strive to maintain a harmonious working environment.
- **Employee Relations:** The department works to foster positive relationships between the city government and its employees. They address employee concerns, administer employee engagement surveys, and develop initiatives to promote employee satisfaction, morale and retention.
- **Legal Compliance:** The HRRM department ensures compliance with all relevant employment laws and regulations. They stay updated on labor laws, provide guidance to management on legal matters, and ensure fair and equitable treatment of all employees.

Overall, the HRRM department plays a vital role in managing the workforce, fostering a positive environment, and mitigating risks to ensure the efficient and effective functioning of city government.

Number of Employees: 9

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INNOVATION AND TECHNOLOGY

Divisions & Basic Functions

The IT department is the central location of all technology and IT procurement within the City.

- Infrastructure & Security
- Projects
- Business Systems
- GIS
- Customer Success

Number of Employees: 18

LEGAL

Divisions & Basic Functions

The City Attorney's Office represents the City in its day-to-day operations and provides legal advice to the Mayor, City Council, Administration, and boards and commissions that make up the municipal government of the City of Auburn. The City Attorney's Office does not provide legal advice to residents of Auburn or members of the general public.

- Civil
- Prosecution
- City Clerk's Office
- Real Estate

Number of Employees: 21

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PARKS, ARTS & RECREATION

Divisions & Basic Functions

The department focuses on protecting and maintaining Auburn's Natural and Built Environment through a vibrant system of parks, open space and trails while enhancing the quality of life for our residents and guests by providing outstanding recreation and cultural opportunities.

- **Parks**-Oversee the design, development, and maintenance of over 30 park sites and beautification area. Approximately 1000 acres of parks and open space
- **Arts**-Provide multi-faceted visual, literary, and performing arts programming.
- **Recreation**-Provide recreational opportunities for all ages to improve community health and connectivity between residents.
- **Senior Center**-Provide Human Services and Activities for participants aged 55 and over
- **Community Events**- Coordinate large events such as Petpalooza, Kids Day, 4th of July, Veterans Day, Santa Parade, Auburn Farmers Market as well as numerous Summer Concerts and Movies.
- **White River Valley Museum and Mary Olson Farm**- Provide Museum and Living History services through programming at the Museum and historic farm.
- **Auburn Golf Course** – One of Washington top rated Municipal Golf Courses hosting over 50,000 rounds per year. The AGC Men's club has over 1000 members and was Washington's Men's Club of the year in 2022.
- **Mountain View Cemetery & Pioneer Cemetery** – Provide a final resting spot for Auburn residents and others with need. Washington largest Municipal Cemetery provides over 300 internments and inurnments on its beautiful grounds.

Number of Employees: 58 (as well hundreds of Part Time Employees and Volunteers.)

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POLICE

Divisions & Basic Functions

To protect life and property within the City and ensure that citizens enjoy a quality of life.

- **Patrol**—Largest division in the department. Uniformed Officers responding to 911 calls for service, includes traffic enforcement, School Resource Officers, K9 officers
- **Investigations**—Investigates all felony level incidents in the City as well as DV related crimes and cold case investigation. Comprised of Major Crimes, Property Crimes, and Special Investigation Units
- **Administrative Services**—responsible for support services, including Records Unit, Traffic Unit, Bicycle Unit, Community Response Team, and Animal Control, Recruiting
- **Inspectional Services**—responsible for all internal investigations, grant monitoring, and public records requests, Officer Wellness Program

Number of Employees: 139

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PUBLIC WORKS

Divisions & Basic Functions

- **Transportation:** Planning, management, operations and maintenance/preservation of public roadways, traffic signal systems, street lights, and signage. Management of the neighborhood traffic calming program, photo enforcement in school zones, commute trip reduction, and regional and interagency coordination.
- **Water System:** Planning, management, operations and maintenance of the City's potable water system. This includes Wells, Springs, Reservoirs, Pump Stations, Treatment Facilities, Piping, Valves, Hydrants, Interties, and Services.
- **Sanitary Sewer System:** Planning, management, operations and maintenance of the City's Sanitary Sewer collection system. This includes Lift Stations, Piping both gravity and pressurized, Manholes, and Services. Treatment is provided by King County.
- **Storm Drainage System:** Planning, management, operations, and maintenance of the City's Storm Drainage System. This includes Ponds, Piping, Manholes, Catch Basins, Pump Stations, Treatment Facilities, Vaults, Swales, Ditches and Culverts. However, not all storm ditches and culverts are the Cities responsibility to maintain as they are private and flood control of the Rivers is managed by the Counties.
- **Airport:** Planning, management, operations and maintenance of the Auburn Municipal Airport. This includes management of the Airfield, City Owned Hangar Rentals, Land Lease Agreements, and Runway/Taxiway operations. FAA is responsible for management once an aircraft is in the air.
- **City Fleet:** Procurement, management, and maintenance of the City's fleet and equipment for all Departments.
- **Capital Construction and Contracting:** Administration of the design, property acquisition, and construction for City projects for streets, utilities and some building facilities.
- **ROW Management:** Administration of permits and franchises for the use of the City's right-of-way by other entities such as private utilities, other agencies, public/private events, etc.
- **Permitting and Development:** Administration of the development of infrastructure that the City will take ownership of after completion of construction by a developer such as a residential plat or commercial development.

Number of Employees: 145