

**City Council Study Session**  
August 29, 2016 - 5:30 PM  
City Hall Annex - 1 East Main Street  
**MINUTES**

**I. CALL TO ORDER**

Deputy Mayor Largo Wales called the meeting to order at 5:30 p.m. in the Council Chambers at Auburn City Hall, 25 West Main Street in Auburn.

**A. Roll Call**

Councilmembers present: Deputy Mayor Wales, Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza, Yolanda Trout-Manuel, and Rich Wagner.

Mayor Nancy Backus and the following Department Directors and staff members present included: City Attorney Daniel B. Heid, Police Chief Bob Lee, Director of Community Development and Public Works Kevin Snyder, Assistant Director of Engineering Services/City Engineer Ingrid Gaub, Capital Project Manager Ryan Vondrak, Assistant City Engineer Jacob Sweeting, Code Compliance Office Tami Kapule, Director of Administration Dana Hinman, Human Resources and Risk Management Director Rob Roscoe, Employment Manager Janelle Tarasewicz, Human Resources Coordinator Julie Balza, and Deputy City Clerk Shawn Campbell.

**B. Announcements**

There was no announcement.

**C. Agenda Modifications**

There was no modification to the agenda.

**II. CONSENT AGENDA**

There was no consent agenda.

**III. DISCUSSION ITEMS**

- A. Civil Service Commission Annual Update (10 Minute Presentation/5 Minute Q&A) (Roscoe)**  
The annual update will include a brief overview of the commission members and the new Civil Service Examiner, as well as an overview of their responsibilities.

Employment Manager Tarasewicz provided Council with a list of the current Civil Service Commission members and explained the role of the Civil Service Commission. She explained the members are appointed to a seven year term.

- B. Washington Cities Insurance Authority Update (10 Minute Presentation/5 Minute Q & A) (Roscoe)**

Director Roscoe provided Council with an update on Washington Cities Insurance Authority (WCIA). WCIA is the City's insurer. The City is a part of a government pool consisting of about 170 different jurisdictions. The jurisdictions are divided up by worker hours. The City of Auburn is in the largest group based on worker hours. WCIA sets a rate that applies to each group.

Director Roscoe explained how WCIA calculates the rates based on the losses for the group, including the frequency and severity of claims over the previous 5 years, public safety claims and

claims for errors and omissions. The auto liability is the City's largest group, the errors and omissions and general liability for the City are below the actuarial group and public safety is also below expected.

Council discussed the rates, the City's liability and how the City is mitigating risks and the City's accident review board.

Director Roscoe explained the capped losses for actual vs capped. The City is below the cap.

C. Capital Project Status Report (10 Min Presentation/10 Minute Q&A) (Snyder)

Assistant City Engineer Sweeting provided Council with an update on the capital project status report.

The Capital Projects Group of Community Development and Public Works, is currently managing 39 active projects with a total cost of \$74 million. Of these projects, 22 are in the design phase and 17 are under construction. Within the next 3 months, 7 projects are expected to be advertised for bids and the construction of 9 projects are anticipated to be completed.

Capital Project Manager Vondrak provided Council with presentations on projects C222A for the South 277th Street Corridor Capacity and Non-Motorized Trail Improvements and CP1415 the West Main Street Multi-Modal Corridor and ITS Improvements.

Council discussed various City projects and the funding for projects.

D. Proactive Code Enforcement Presentation (20 Minute Presentation/10 Minute Q&A) (Snyder)

Assistant Director Tate and Code Compliance Office Kapule presented Council with a presentation of proactive code enforcement. Code Compliance Officer Kapule shared areas that are a concern for the City, how code enforcement intends to address the issues in those areas, how other departments are involved and getting the community involved in finding solutions to the concerns.

Assistant Director Tate explained the program has been built from scratch and includes a great deal of community outreach and education.

Council discussed the program and allowing people to stay in their homes with the help of the City and the community.

E. Resolution No. 5249 (10 Minute Presentation/5 Minute Q&A) (Coleman)

A Resolution of the City Council of the City of Auburn, Washington, authorizing the transfer of funds for the purpose of making a loan or loans from the Sewer Fund (Fund No. 431) and/or the Storm Drainage Fund (Fund No. 432) to the Water Fund (Fund No. 430) for up to a three-year period of time

Director Coleman presented Council with Resolution No. 5249. She explained the Water Fund has identified around \$3 million of debt financing required in 2016 and an additional \$5 million of need in 2017 and approximately \$2.5 million in 2018. The resolution allows an interfund loan that will utilize capital reserves in the storm and sewer funds for up to 3 years. It is estimated that the water fund will require a \$3.0M transfer in the fall of 2016. The Finance Department will assess additional needs early in 2017 and anticipates a private placement bond for the water fund, not to exceed \$5M, sometime in 2017. The financing proceeds will be used to fund the water capital plan and may repay a portion of the interfund loan, depending on planned project(s) status.

Council discussed the interest and the payback agreements with this interfund loan.

F. Recology CleanScapes Contract (10 Minute Presentation/10 Minute Q&A) (Coleman)

Solid Waste and Recycling Supervisor Nelson explained the current company will no longer be providing the litter collection services. The City has found another similar company to contract with for the litter collection.

Council discussed the area the new company will cover and the benefit to the City of this contract.

G. 2nd Quarter 2016 Financial Report (10 Minute Presentation/10 Minute Q&A) (Coleman)

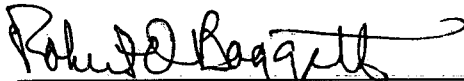
Director Coleman provided Council with the 2nd Quarter of 2016 Financial report. She reviewed the sales tax, telephone tax, excise tax, gambling tax and revenues from building permits. She discussed the revenue received by the City and the expenditures to date and projected expenditures for the remainder of 2016.

Council discussed the gambling tax, pet licensing, revenue for the street, sewer and water funds, the golf course and depreciation of City infrastructure.

IV. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 8:00 p.m.

APPROVED this 20th day of August, 2018.

  
BOB BAGGETT, DEPUTY MAYOR

  
Shawn Campbell, Deputy City Clerk